Printing from a Chromebook

1. Open Google Chrome internet browser

2. Browse to **10.50.20.13:9163/setup** in the URL bar at the top of the window.
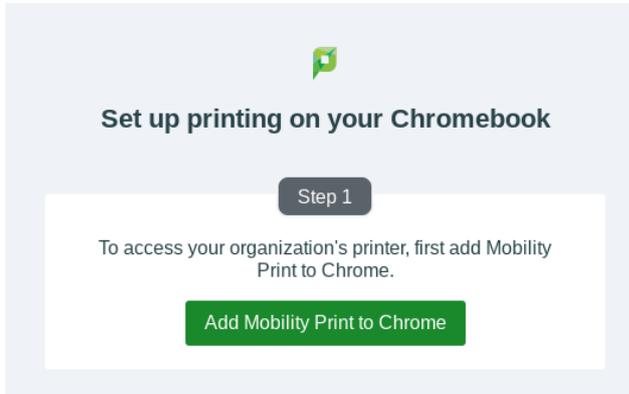
3. Select the **Add Mobility Print to Chrome**. This will take you to the Chrome Web Store where you will need to **Add to Chrome**.
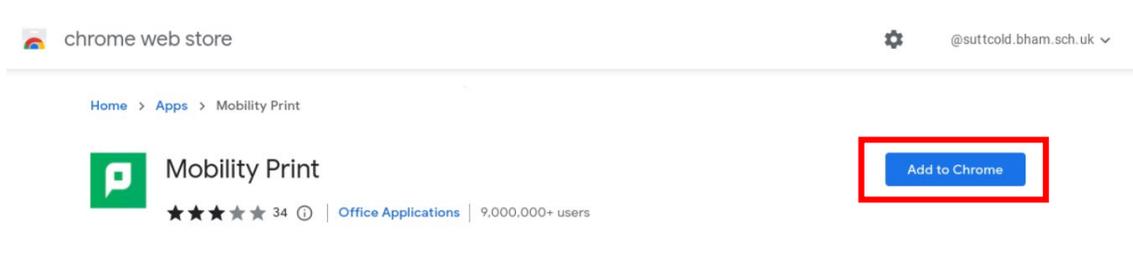
4. Follow the install instruction, select **Add app.**

5. Once the app has been installed select **Launch App**. You will see the **P** icon on your task bar and a **Welcome to PaperCut** window will appear.

6. Next, open the file you wish to print and select **Print** in the file tab. The print preview window will allow you to select the printer that you want to use.
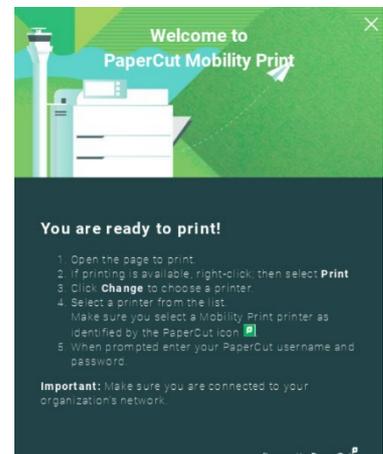
7. Click the **See more..** option in the Destination drop down menu. Available printers will appear in the **Select a destination** window.
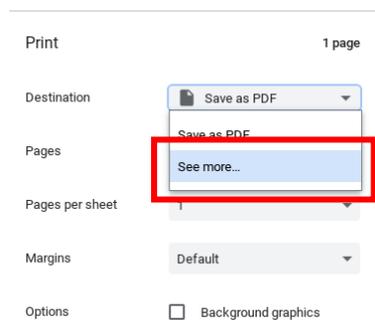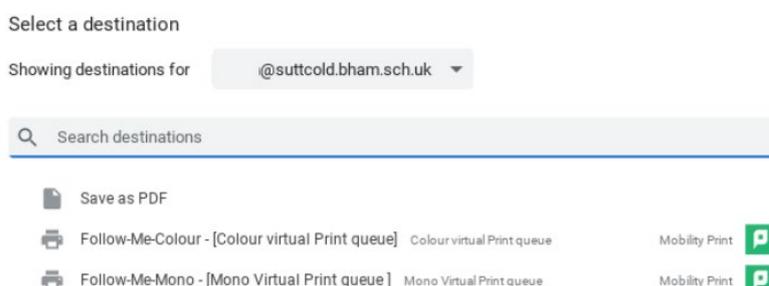
8. After you have selected the printer you wish to print to, a **Papercut sign in** window will pop up asking you to login. This is the <u>same username and password</u> that you login on to any school computer. I.e. 18Roberts1567.

1. When your login details are accepted your printing will be waiting at the printer to be released. Any Follow-Me printer around school will allow you to release your printing.