- 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.

Set up printing on your Chromebook   Step 1   To access your organization's printer, first add Mobility Print to Chrome.   Add Mobility Print to Chrome	3. Select the <b>Add Mobility Print to</b> <b>Chrome</b> . This will take you to the Chrome Web Store where you will need to <b>Add to Chrome</b> .
chrome web store	@suttcold.bham.sch.uk ~
Home → Apps → Mobility Print Mobility Print ★★★★★ 34 ①   Office Applications   9,000,000+ users	Add to Chrome

- 4. Follow the install instruction, select Add app.
- 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.
- 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.
- Click the See more.. option in the Destination drop down menu. Available printers will appear in the Select a destination window.





Print	1 page	
Destination	Save as PDF 🗸	
Pages	Save as PDF	
2	See more	
Pages per sneet	1	
Margins	Default 👻	
Options	Background graphics	

- 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</u> <u>and password</u> that you login on to any school computer. I.e. 18Roberts1567.
- 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.

	Sign in to print	×
Username  Password		
	Sign in and print	
	or	
G	Sign in with Google	
		Powered by PaperCut
Remember me		