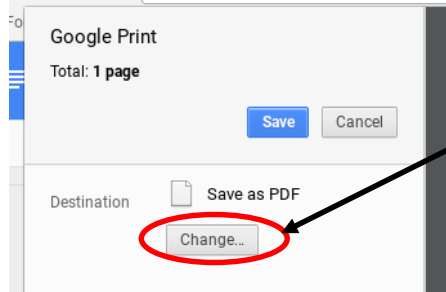
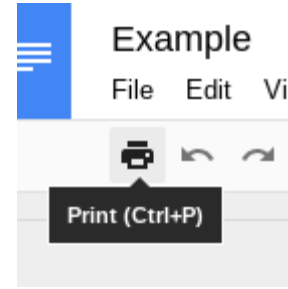


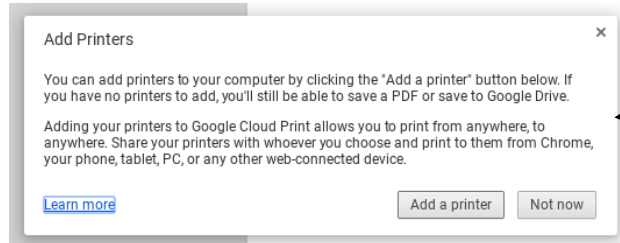
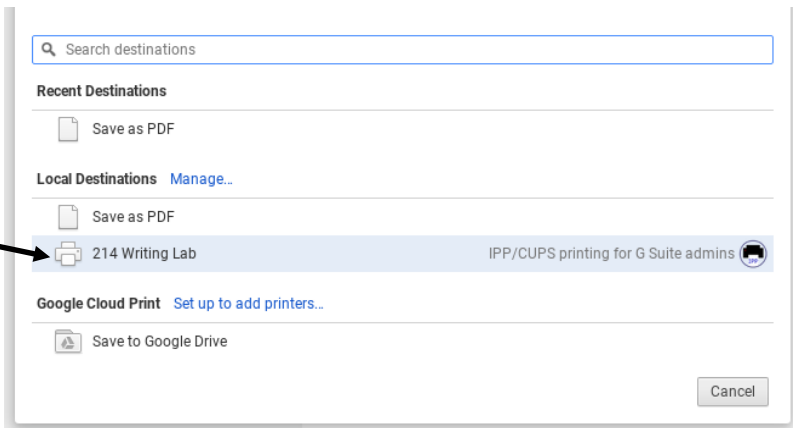
How to print from your Chromebook

Printing from Chromebooks has now become available from certain locations within the building. There is an extension automatically loaded that has the printers for these locations installed. To print to these printers, just follow these instructions. Start by opening a Google Doc, Sheet, Slide, or any other document on your Chromebook and selecting Print. The print dialogue box will appear.

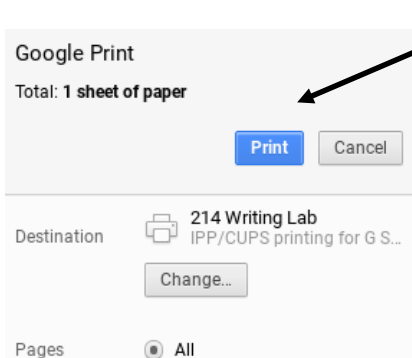


In the print dialogue box, select Change under Destination. This is where you select the printer you will print to.

Here in this window, you select the printer to print to, in this case, it is the 214 Writing Lab.

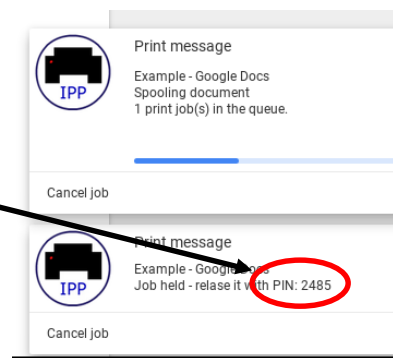


If this box pops up, you can safely ignore it and click Not now. There is no need to install a printer as the extension has already done that for you.



Once you are done with that and ready to print, click print.

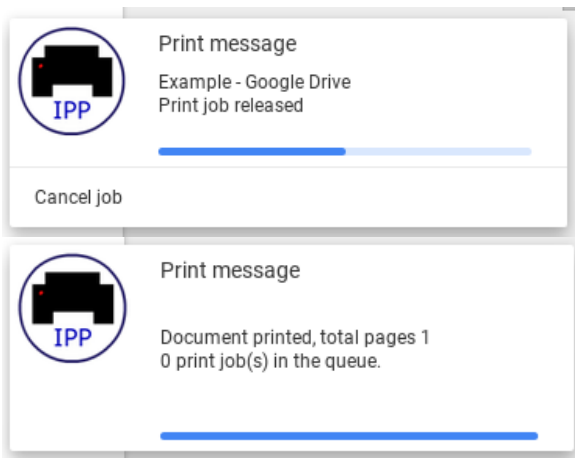
After clicking print, a dialogue box pops up in the corner with a randomly generated pin number. This pin number will be entered at a kiosk near the printer.



Simsbury High School Chromebook Print Service



At the kiosk, you see this screen. Simply enter the pin number from your Chromebook to release the print job.



You know your print job was successfully sent if you see the two dialogue boxes to the left in succession and your document prints. If not, your pin number will still show and you will have to re-enter to try again.