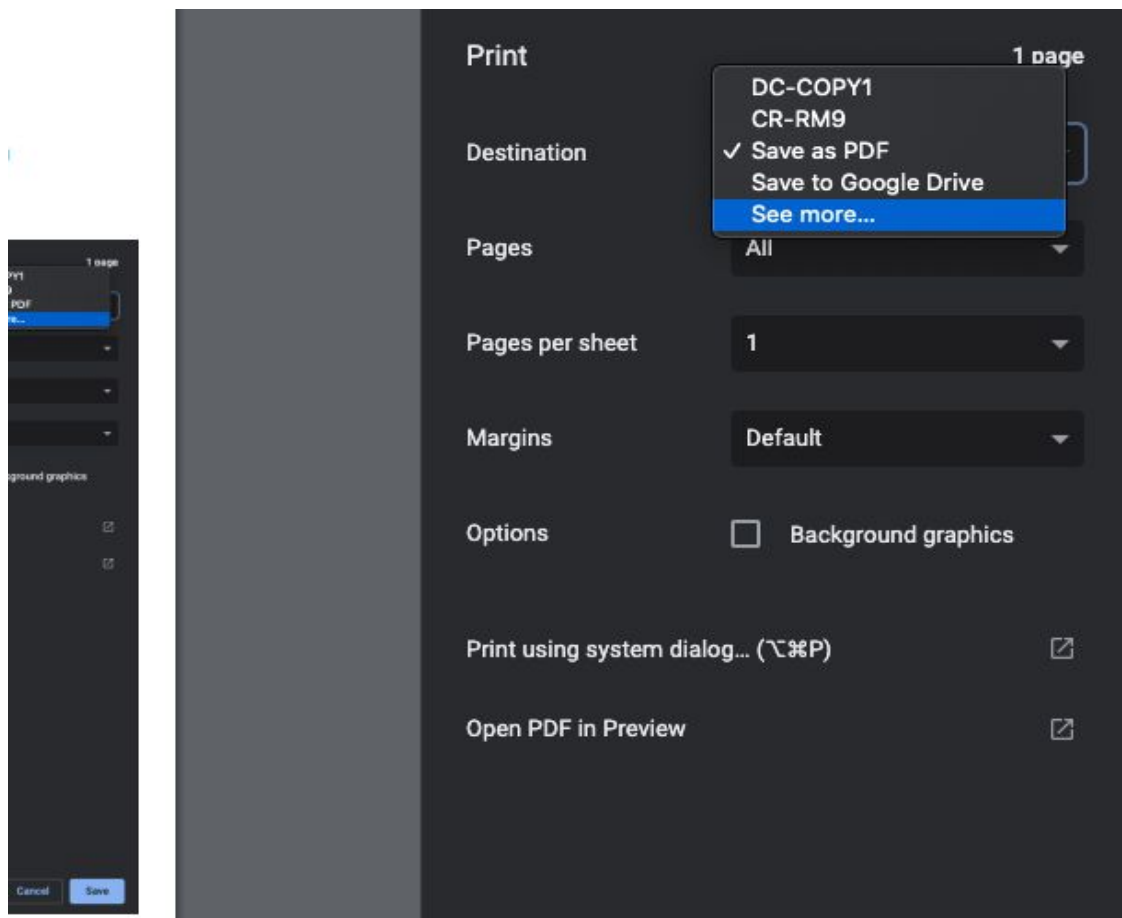
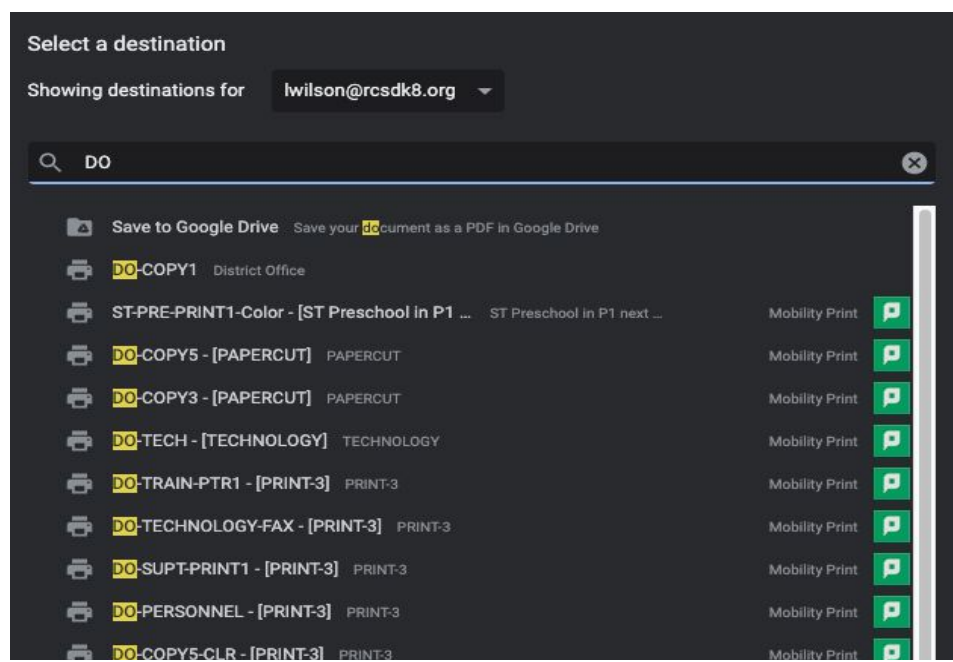


Chromebook Printing: Using PaperCut

1. When the print dialog box comes up click on the top right hand corner dropdown menu under destination and choose 'See More'



2. You will see a long list of all the printers in the district. Use the search bar at the top to search for your school site printers. For this example I will use the District Office "DO". Once you type your school site initials your printers will be all that is displayed in the list.



3. Click on the printer that you would like to use.
4. Click 'Print' in the bottom right hand corner.
5. PaperCut will prompt you to login, click the 'Login with Google' at the bottom of the page. You will only have to do this everytime you add a new printer from PaperCut.

When this dialog box comes up click on the top right hand corner dropdown menu option and choose 'See More'

