


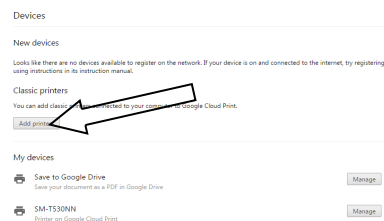
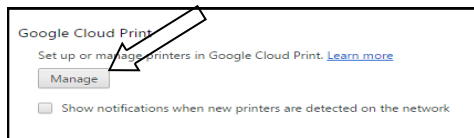


Classic Printers

Classic Printers are the most common type of printer. Classic Printers are either printers that are directly connected to your computer via a cable or wireless printer. Any printer that you can print to from your computer can be added to GCP (Google Cloud Printing) regardless of how it is connected.

To connect your classic printer, enable the Google Cloud Print connector using a Windows or Mac computer that's connected to the printer. You'll need Google Chrome installed on the computer. If you're using Windows XP, make sure you also have the Microsoft XML paper specification pack installed. Once Google Chrome is installed, follow the steps below to enable the Google Cloud Print connector in Google Chrome.

1. First, go to the computer that has the printer already installed and **open Chrome**.
2. Click on the Chrome menu button (three horizontal lines)  and **choose Settings**.
3. At the bottom of the settings page click on the blue link- **Show advanced settings**.
4. Scroll down until you see Google Cloud Print. **Click Manage**.



5. In the Classic printers section, click **add printers**.

6. Select the printers to register with Google Cloud Print. Click **add printer**.



7. You'll see a confirmation that Google Cloud Print has been enabled.

To manage your Google Cloud Printers, visit your Google Cloud Print console by typing google.com/cloudprint in your web browser while in Chrome.

The printer is now associated with your Google Account and connected to Google Cloud Print. You can print to this printer using Google Cloud Print whenever you're signed in with the same Google Account.

Make sure that your student's Chromebook can print to this Classic Printer by inviting them. **See [Sharing Printers directions](#).**

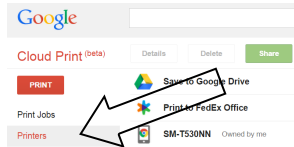


Sharing Printers

One feature of Google Cloud Printing is the ability to share a printer with someone else that has a Google account. It's one of the best features of GCP.

1. Access the Google Cloud Printing Console by typing **google.com/cloudprint** into a web browser.

2. Select Printers.



3. Choose a printer and click on **Share**.



4. Type in the **student's email address** and choose the **Can Print** permission.



4. In the student's google account, he/she will receive an email with a link to add the printer. Students should click on the link and then click **Accept** to add the printer to their Google Cloud Print account.

