Wireless Printing in Microsoft Windows with Google Cloud Print Driver

At Concordia University of Edmonton

Overview

Concordia offers access to the campus printer, CUCA_PRINT, through the Google Cloud Print which enables printing wirelessly from many Internet-connected devices using your Concordia account.

Google provides a Windows print driver to enable native Windows printing to Google Cloud Print.

This document describes how to setup and use that printer in Windows.

Setup

1. Setup your Google Account with the Concordia CUCA_PRINT printer.
   a. Browse to https://goo.gl/LzJCTk
   b. If you are not logged into your Concordia Google Account, you will be prompted to sign in.
   c. Once signed in to you will asked to confirm that you want to add the "CUCA_PRINT" printer as seen

   Print to **CUCA_PRINT**

   After adding this printer for **jordan.dohms@concordia.ab.ca**, you'll be able to use Google Cloud Print to print to this printer from your PC or mobile device.

   Add Printer

   in the image. **Ensure that your Concordia address is displayed and not a personal Google account.**
   d. Click "Add Printer". You will see a notification that the printer has been added.

Note: If you only want to print through the Google Chrome web browser, you can skip the remaining steps of this document. Once the Google Cloud Printer is associated with your Google Account, you will have access to it from any Google Chrome web browser (if you are signed into your Google Account).

2. Install the Google Cloud Print driver in Windows from a Google Chrome browser
    a. Download the print driver from https://tools.google.com/dlpage/cloudprintdriver It will download with a filename of "virtualprintersetup.exe".
    b. Run the "virtualprintersetup.exe" file and acknowledge any security warnings.
    c. Setup will begin automatically and proceed through a series of screens until complete.
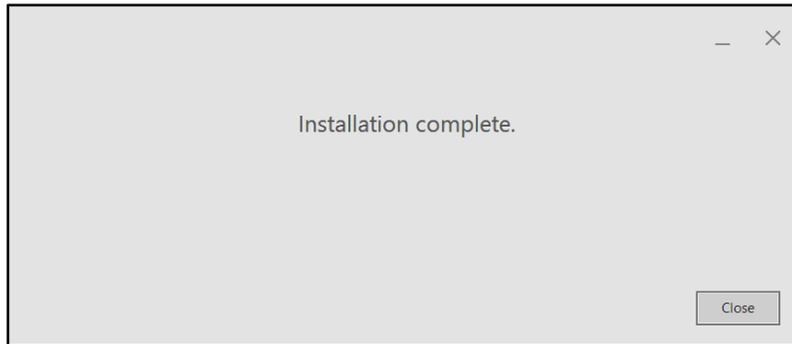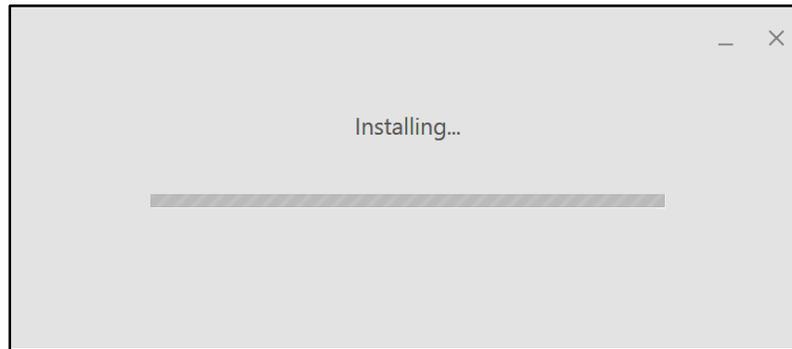
    d. You will now have a Google Cloud Printer in the Printers installed on the computer.

Using Google Cloud Print

Once installed, you can use Google Cloud Printer as any other standard printer in Windows.

1. Open or create the material you would like to print.
2. Choose the Print option from the application menus.
3. You will be presented with the standard Windows Print dialog as seen here.
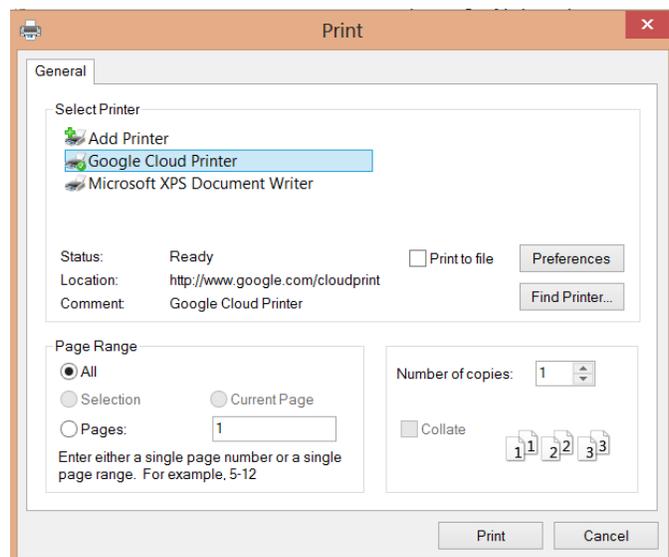
4. Once you select "Print" on the Windows dialog, you will be presented with another dialog to submit the job to Google Cloud Print as seen here. If you are not already signed in, it will prompt you to sign in to your Concordia Google Account.
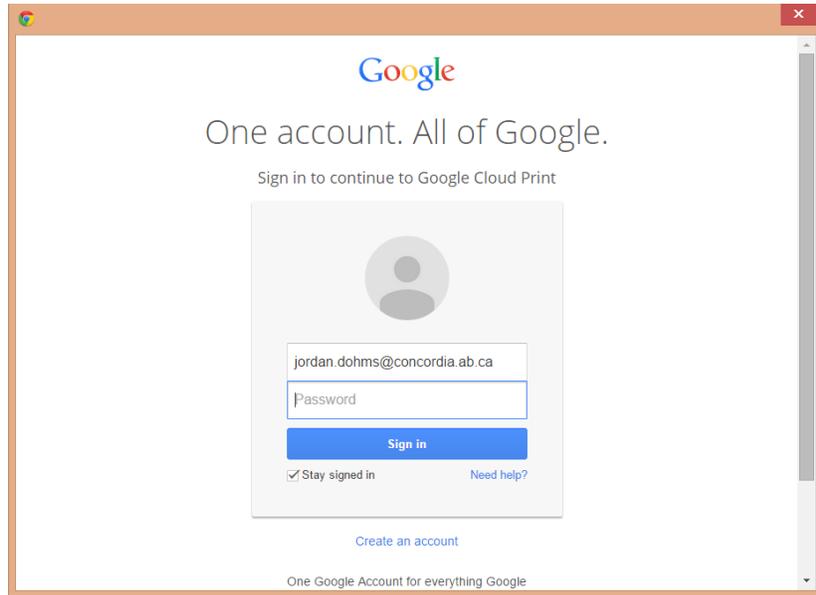
5. Once signed in, you will see a list of all Google Cloud Printers configured on your account. Select "CUCA_PRINT" to print on the Concordia campus. It will take you to the Print Settings page.
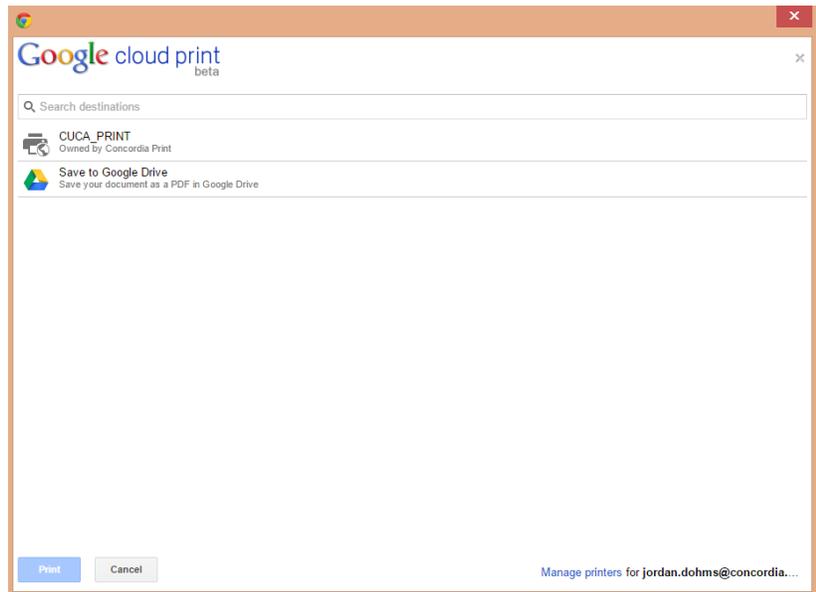
6. Choose the desired print settings and select "Print".

   Unfortunately, at this time, colour printing through Google Cloud Print is not available. All print jobs will be processed in greyscale (and charged accordingly).
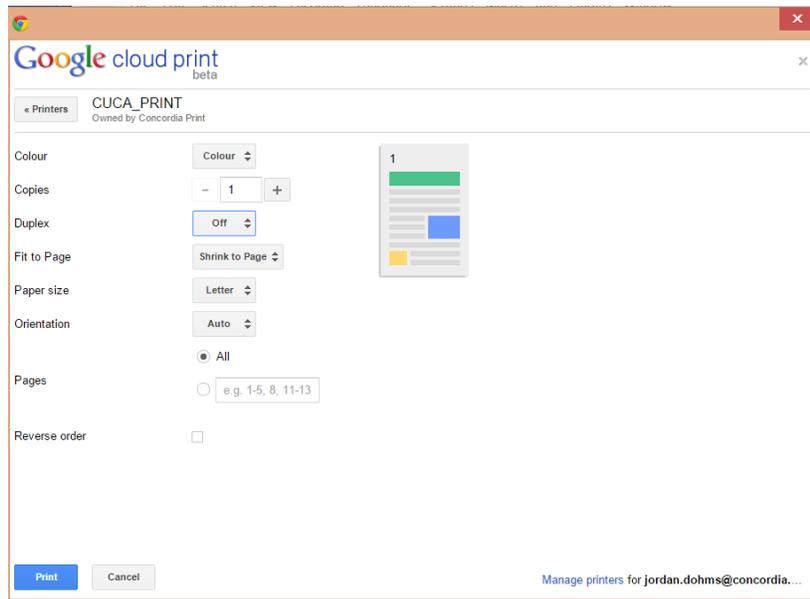
7. Once complete, your print job will be submitted and ready for you to release by walking up to a Konica Minolta device on campus and swiping your Concordia ID card. Costs and billing is handled the same way as with standard printing.

Getting Help

Google has a variety of resources on using Google Cloud Print.

- Frequently Asked Questions
  https://support.google.com/cloudprint/?hl=en&rd=1#topic=4456286

- Alternative Applications that support Google Cloud Print.
  http://www.google.com/cloudprint/learn/apps.html

Concordia IT Services also provides some additional information regarding printing on campus at http://helpdesk.concordia.ab.ca/

If you have questions or would like assistance related to Google Cloud Print at Concordia, you can contact the IT Services Helpdesk at 780-479-9316 or helpdesk@concordia.ab.ca