

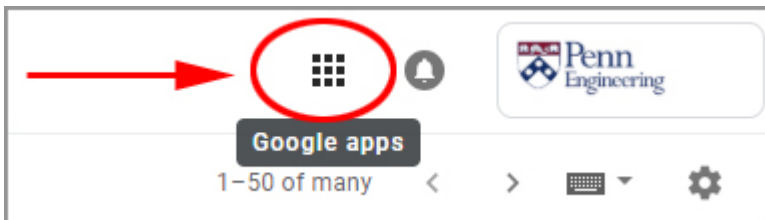
PRINTING FROM A BROWSER

1. Logon to Gmail or Google Docs using your Google@SEAS account.

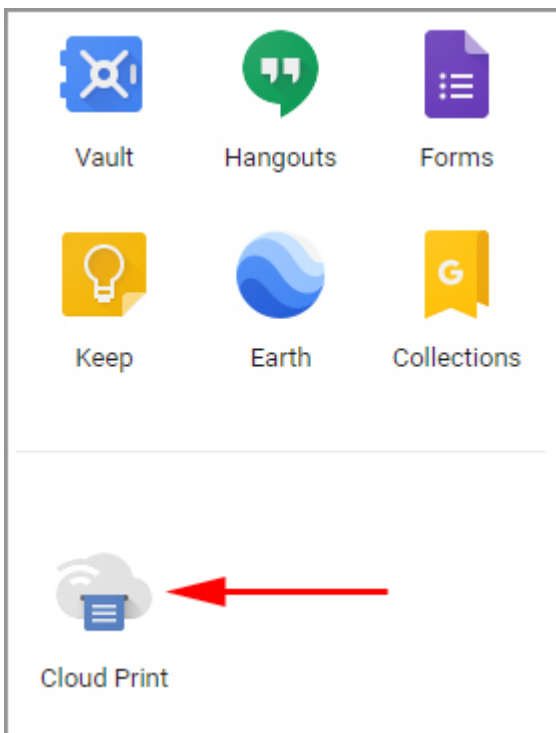
Don't know or forgot your Google@SEAS password? Go here to reset it:

<https://accounts.seas.upenn.edu/google>

2. On the upper right-hand corner, click on the Google Apps icon.



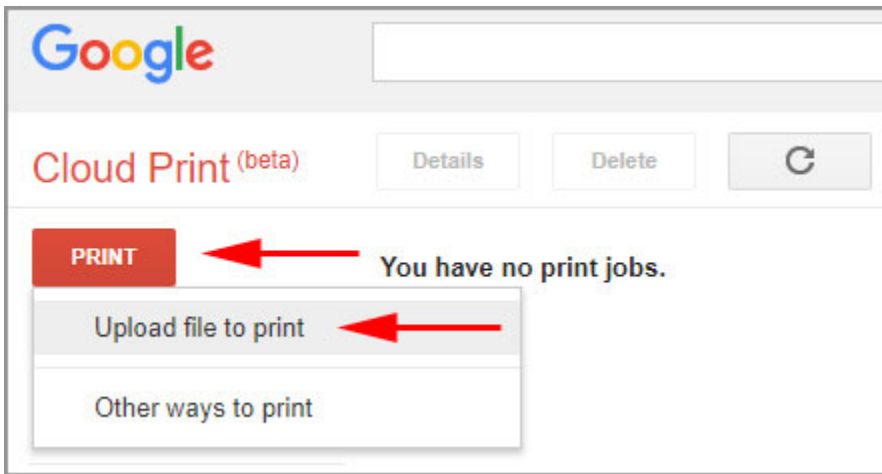
3. Then click "More", and click on "Cloud Print".



If you don't see the "Cloud Print" app, you can access it directly here:

<https://www.google.com/cloudprint/>

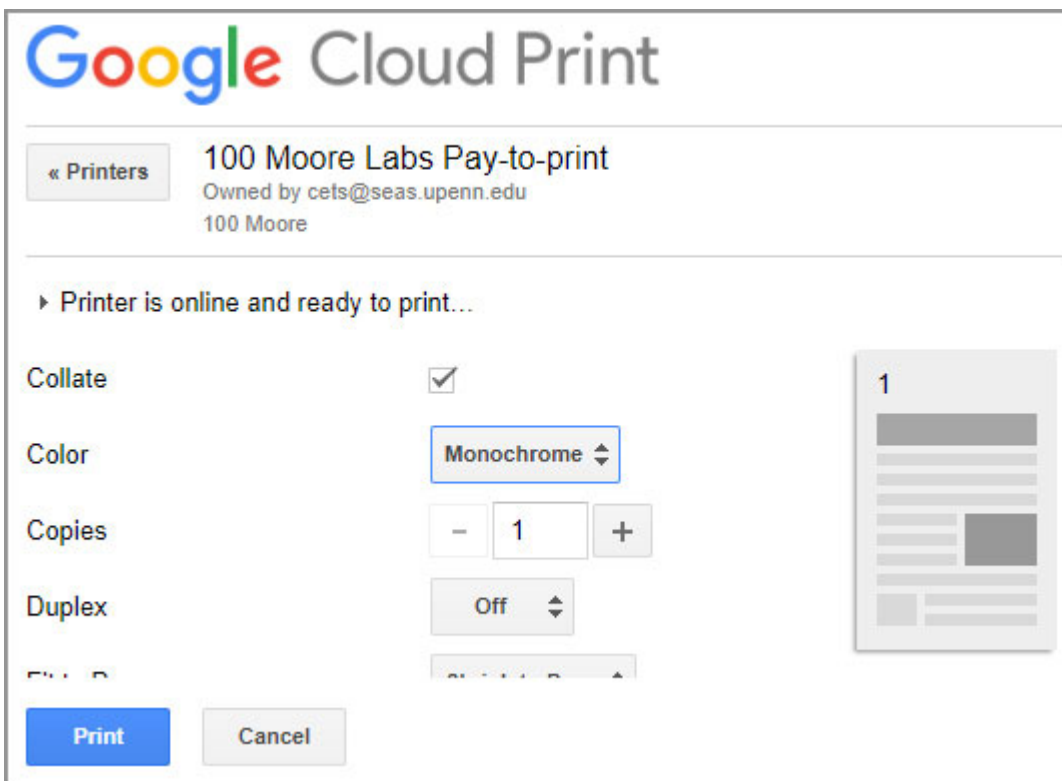
4. Click the red "PRINT" button, then select "Upload file to print".



5. Select a file that you want to print from your computer.

6. Then select the printer that you want to print to.

7. Adjust options as needed (duplexing, number of copies, etc.), then click the blue "Print" button to print your document.



8. Google will send the print job to the printer. Please go to the corresponding print station to release your print job.

Note: You can also print your email or Google Docs directly by using the "Print" menu in Gmail or Docs.

PRINTING FROM ANDROID-BASED MOBILE DEVICES

1. Download and install Google Cloud Print app if your phone doesn't already have it installed.
2. Logon to Gmail or Google Docs using your Google@SEAS account.
3. Simply select "Print" from your email or Google Docs, and the available CETS Pay-to-print printers should be automatically listed.

PRINTING FROM iOS-BASED MOBILE DEVICES

1. Logon to Gmail or Google Docs using your Google@SEAS account.
2. It is recommended that you use Google Chrome browser, since Google doesn't provide Google Cloud Print app for iOS. The Chrome browser app has Google Cloud Print built-in. You can print a webpage you're viewing, or your emails in Gmail, or your Docs, Sheets, etc. in your Google Drive. Simply tap "Print" from your email or Google Docs (menu item/layout may vary), and you'll get the option to print to Google Cloud Print.

Google also recommends PrintCentral Pro app for Google Cloud Print (\$5.99 for iPhone/iPod, \$7.99 for iPad).

See: <http://mobile.eurosmartz.com/products/printcentralpro.html>