



AU Library Wireless Printing

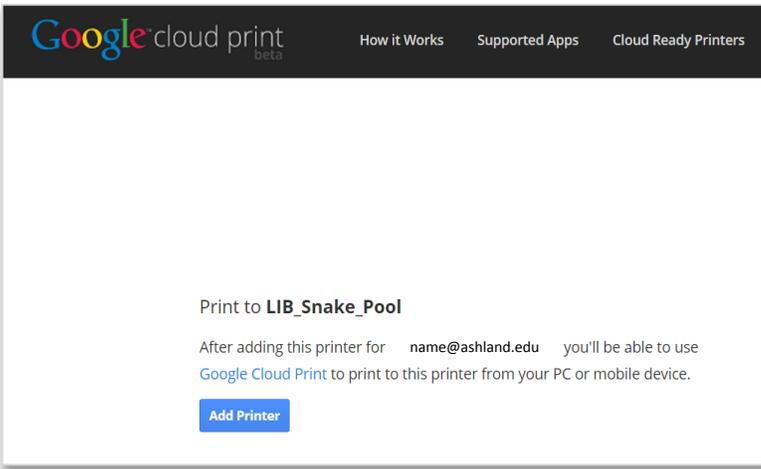
Google Cloud printing – or wireless printing - is available at Ashland University Library. Once printer set up is complete, work anywhere in the building and print from your laptop to our print station on the library main floor.



- Cloud printing works with your Ashland University Google Account.
- Cloud printing is part of the AU print quota system.
- Cloud printing is possible from mobile devices; use the QR code for set up.

AU Printer Set Up: Laptop or PC

Open Chrome (browser) and navigate to the following web site -> <http://bit.ly/libprinter>.

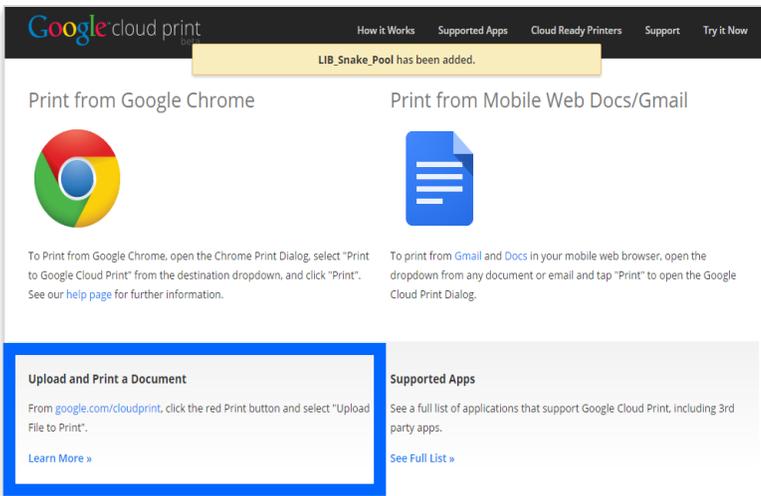


Log in to your AU Google account.

You will be prompted to select the AU Library’s pool printers, one of two print options on the main floor.

Print to LIB_Snake_Pool

Click **Add Printer**



A success screen will display:

LIB_Snake_Pool has been added

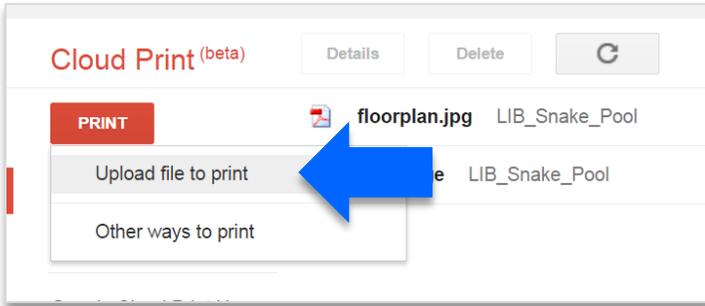
The Library’s cloud printer has been added to your Ashland University Google account.

To print from AU email, Google Drive, or the Internet in Chrome, choose the print option and select the Cloud printer from the menu. You **must** stay logged in to view the printer.



To print other documents, upload to the cloud from <https://www.google.com/cloudprint>.

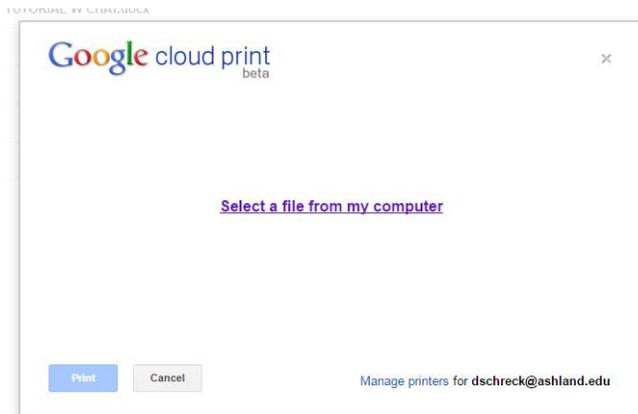
Upload & Print Documents: Laptop or PC



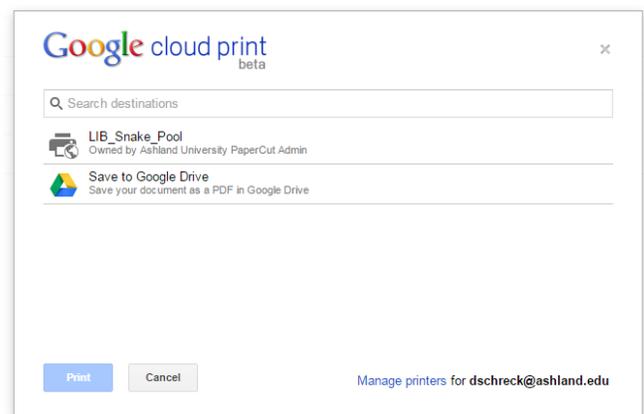
Select **PRINT**

View the print menu, then choose upload file to print. The rest is as easy as 1, 2, 3.

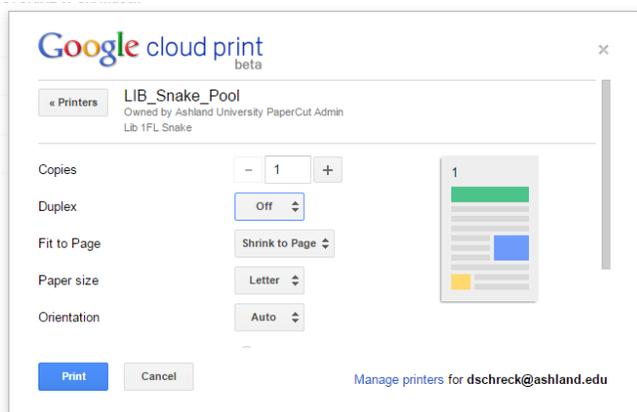
1. Select a file from your computer.



2. Choose **LIB_Snake_Pool** from the printer list.



3. Review the print job; turn **ON** duplex and verify the number of copies to be printed. Select print.



A new print job is created.

The print job will appear in your cloud print menu. Follow status updates by viewing the process list. A color square adjacent to the job list provides visual cues; from print queued (yellow) to in progress (green) to printed (green) when complete.

When complete, pick up your print at the print station on the library main floor.

Quick Print Reminders

When printing from a laptop or PC be sure to select **LIB_Snake_Pool** from the print menu options. Print easily from AU Gmail and Google Drive; upload other documents from your computer and print to the cloud; use Chrome (browser) to print items from the Internet, including database articles and other web resources; and remember to stay signed in to your AU Google account while printing.