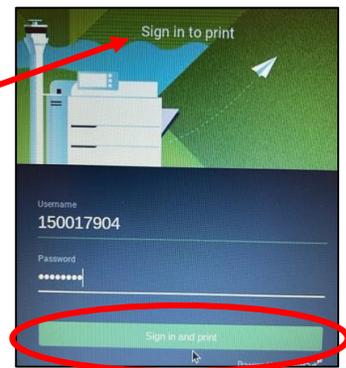
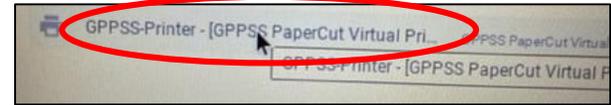
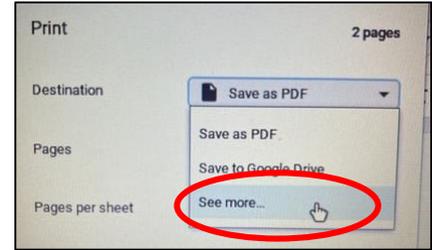


STUDENT CHROMEBOOK PRINTING INSTRUCTIONS

PART 1: SEND PRINT JOB FROM CHROMEBOOK

- Log into your Chromebook with your GP student ID (begins with 1500...)
 - DO NOT TYPE @gpschools.org
- Open the document you wish to print
- Press and hold “CTRL and P”, then let go
- On the Destination Drop Down - Click on the printer “GPPSS-Printer –[GPPSS PaperCutVirtual Printer]”
 - If you do not see “GPPSS-Printer,” click the drop down arrow under “Destination” and select “See More” to find it.
- Enter the number of copies and push “Print”
- When prompted to “Sign In To Print,” enter
 - Your GP student ID (begins with 1500...)
 - DO NOT TYPE @gpschools.org
 - Enter your GP password
 - Push the “Sign in and print” button



PART 2: RELEASE PRINT JOB FROM PRINTER

- Push “Energy Saver” button (looks like moon) if printer is asleep
- Push “Username and Password” button
- Enter your GP student ID in the Username box and your GP password into the Password box
- Push “Log In” button
- At top of next screen, you will see “# of print job pending release”
 - Push the “Print All” button
- Your printout will be released and printed
- Logout of printer by pushing this button

