

Printing from District Chromebooks

Effective today, all students and staff now have the ability to print from Chrome Devices (Chromebooks and Chromeboxes) to the printer in their library. Each Chrome device should automatically display the printer choices available, without having to add any.

To select printing, you must be within Google Docs, and you must be authorized to print. Start by clicking the 3 horizontal lines also known as “Hot Dogs”. Alternatively, you can click File-Print or CTRL+P. All of these open the print dialogue page.



If your printer is listed, that's it. Just click “Print” when the next window opens, otherwise, select the “Change” button and search for your printer by selecting “Show All”.

After a few seconds, all printers you have available to print with will display.

Select the desired printer

(Optional) Select which pages and number of copies to print. Please remember that desktop printers are for small jobs. If you need to print large jobs or several copies, please print using the office copier at each building.

Select the Blue print button, and your print job is on the way.

Troubleshooting tips

If you print your document, and it does not print after a reasonable time, please investigate to make sure there is toner, the printer is on and out of sleep mode, there is no jam and that you are printing to the correct printer.