

MCC Student Print Instructions

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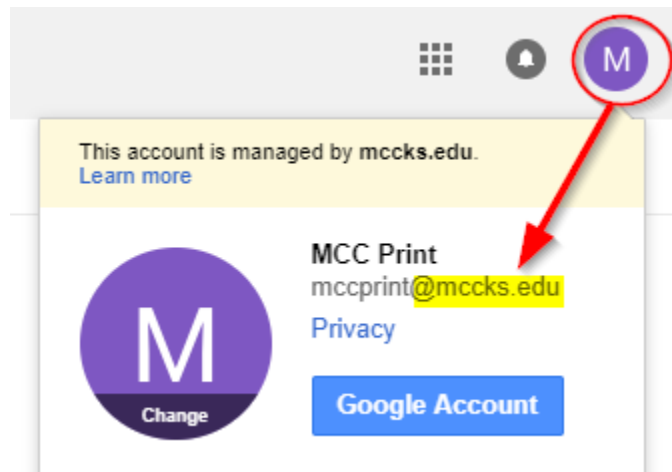
Printing from Google Cloud Print

From your computer or from Google Drive or Chrome

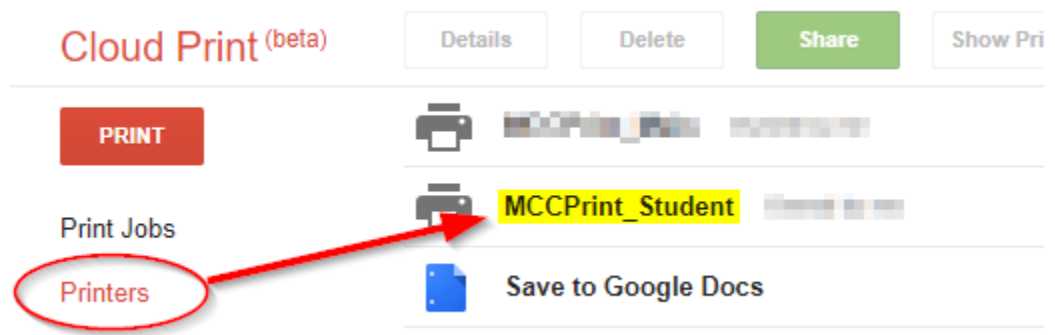
YOU MUST BE LOGGED IN TO YOUR MCC EMAIL (GOOGLE) ACCOUNT

From your computer:

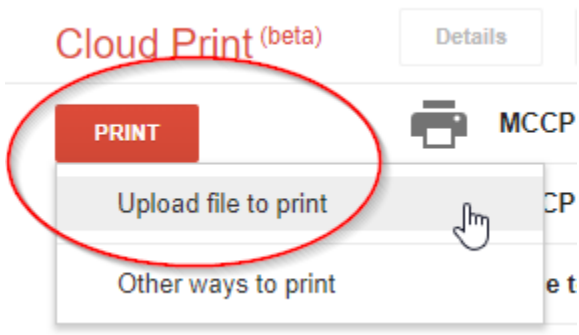
1. Go to: <https://www.google.com/cloudprint/>
2. Verify you are active in your MCC account
 - a. Click the account icon in the upper-right of the screen to see that your @mccks.edu account is active



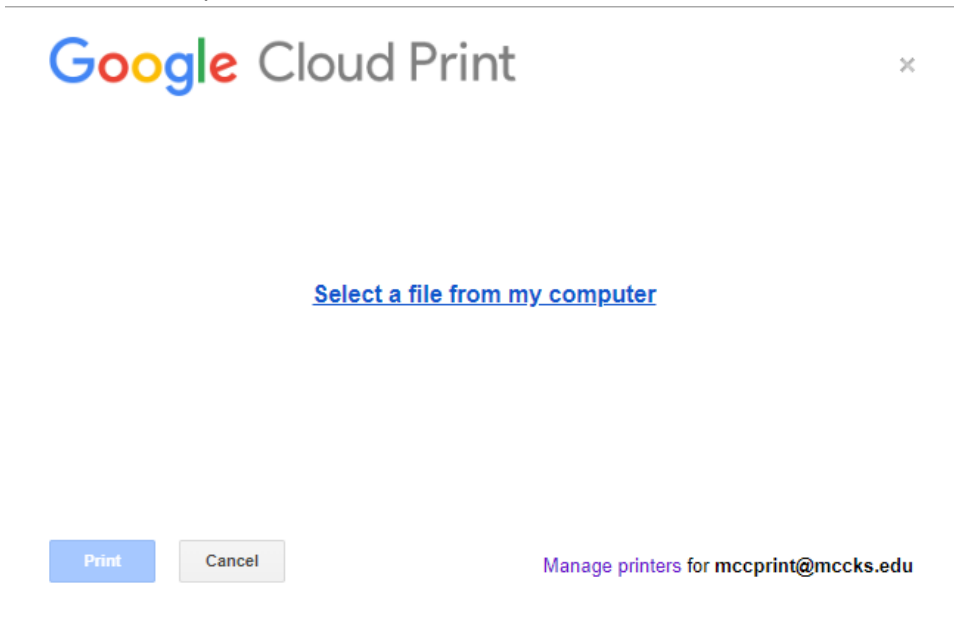
- b. Click "Printers" on the left side of the screen to see that you have access to "MCCPrint_Student"



3. Select the “PRINT” on the left side of the screen, then “Upload file to print”

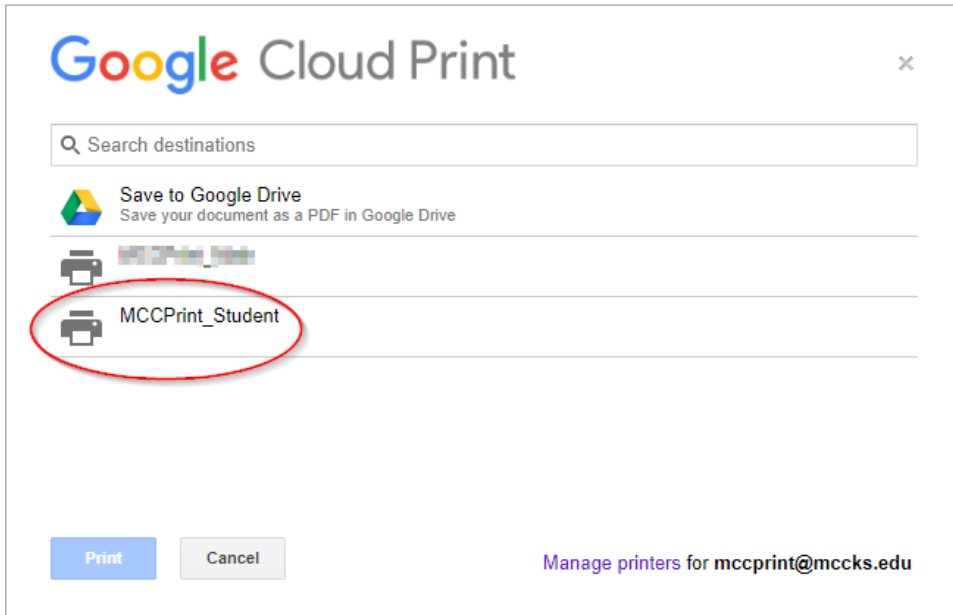


4. In the box that opens, click the “select a file...” link

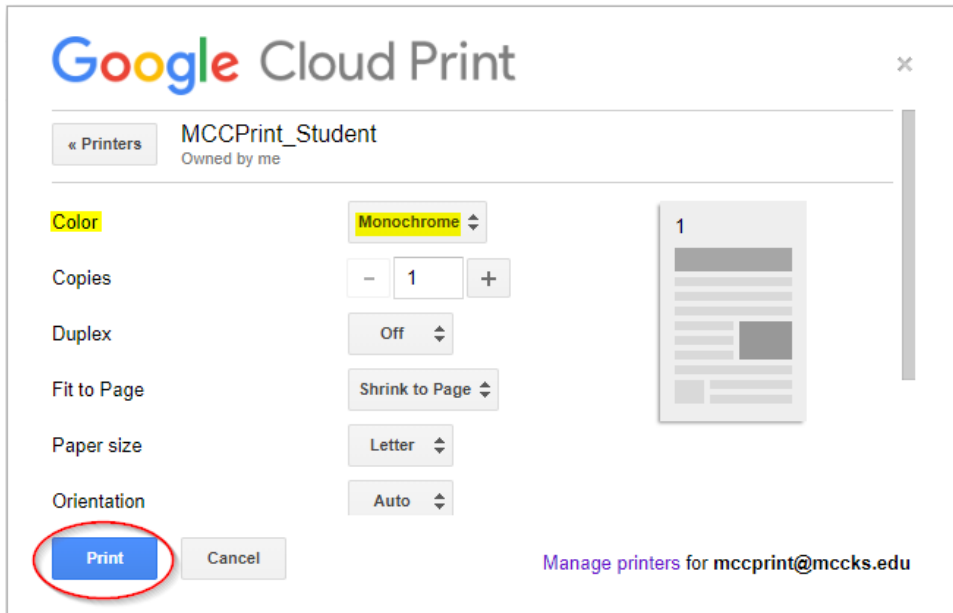


5. Find your file on your computer, select it, then click “Open”

6. Click on the printer



7. Then choose your options and click "Print"
(it is recommended that you change the "Color" option to "Monochrome" unless you really want color to prevent an accidental overcharge)

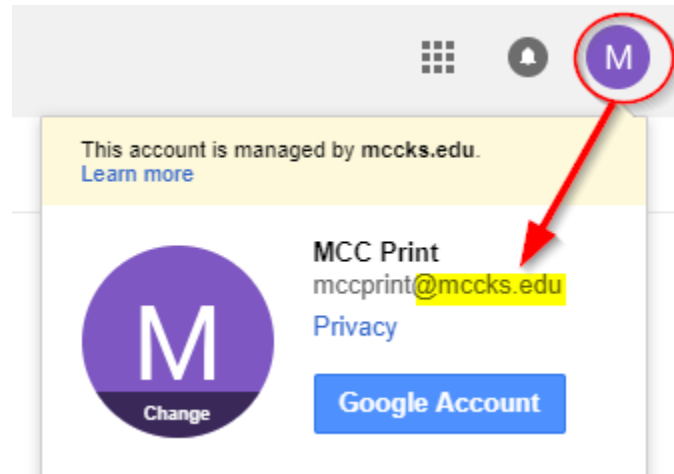


8. Go to available printer, scan your Student ID Card on the platform attached to the right side of the unit, and then retrieve your print job
 - a. *Available printers:* Library, Campus Center, Faculty Office, Academics Office (Color), Mailroom (Color)

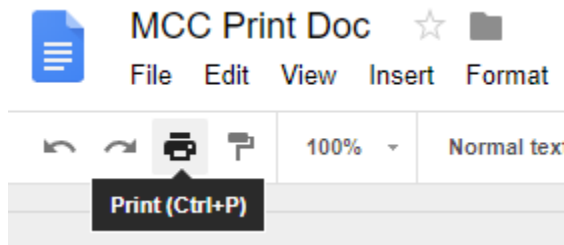
From Google Docs/Sheets/Slides Not in Google Chrome:

**for Google Docs/Sheets/Slides documents only*

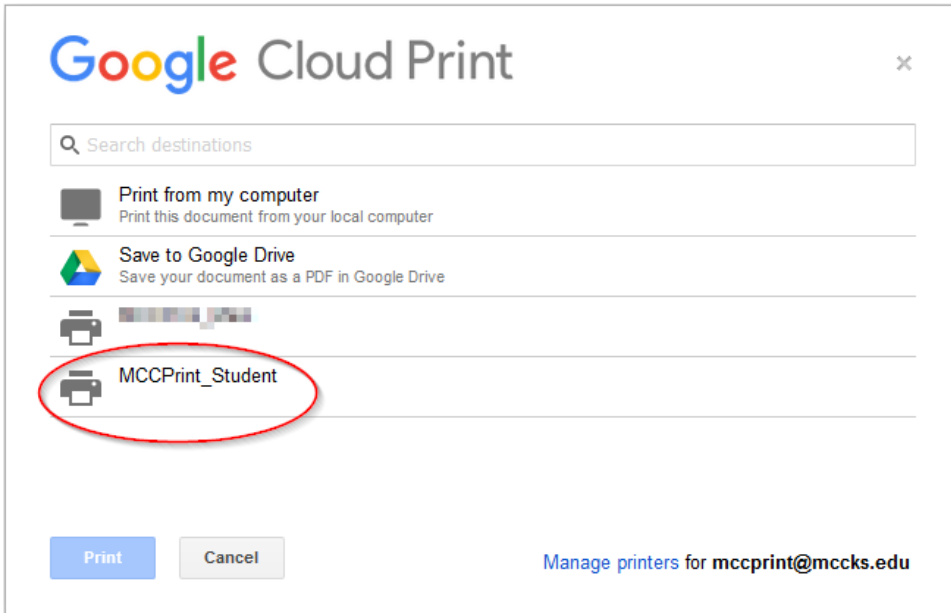
1. Go to <https://drive.google.com>, <https://docs.google.com>, <https://sheets.google.com>, or <https://slides.google.com>
2. Verify you are active in your MCC account
 - a. Click the account icon in the upper-right of the screen to see that your @mccks.edu account is active



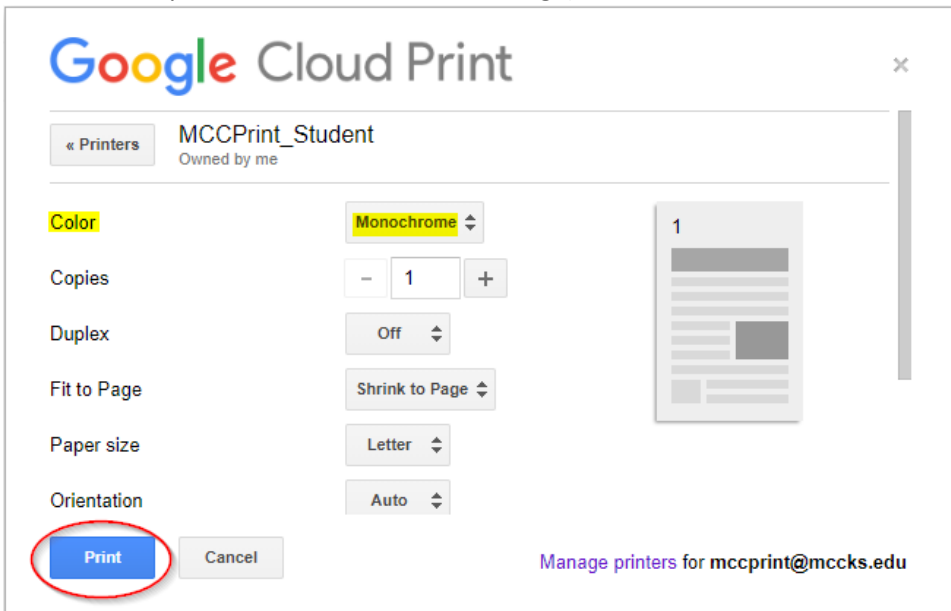
3. Open your document in Google Drive/Docs/Sheets/Slides
4. Select the Printer icon



5. Click on the printer

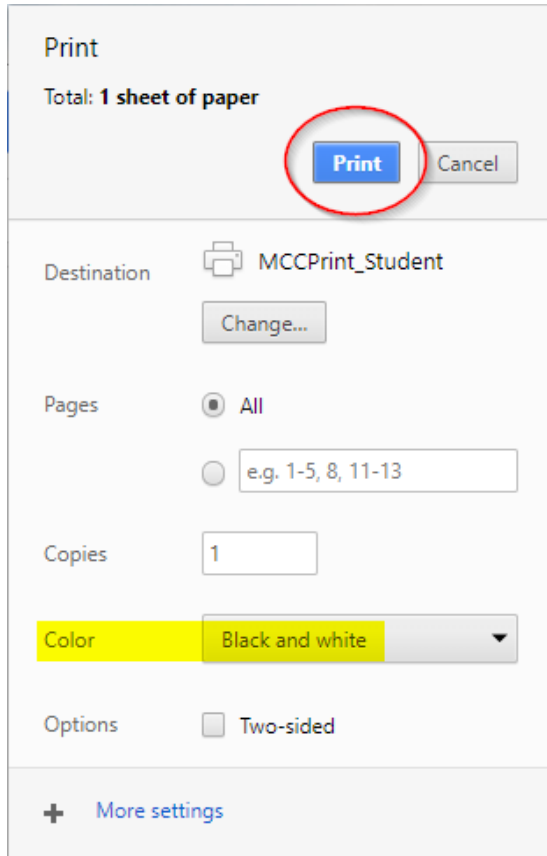


6. Then choose your options and click "Print"
(it is recommended that you change the "Color" option to "Monochrome" unless you really want color to prevent an accidental overcharge)



7. Go to available printer, scan your Student ID Card on the platform attached to the right side of the unit, and then retrieve your print job
- Available printers: Library, Campus Center, Faculty Office, Academics Office (Color), Mailroom (Color)

8. Then choose your options and click “Print”
(it is recommended that you change the “Color” option to “Black and white” unless you really want color to prevent an accidental overcharge)



The image shows a print dialog box with the following settings:

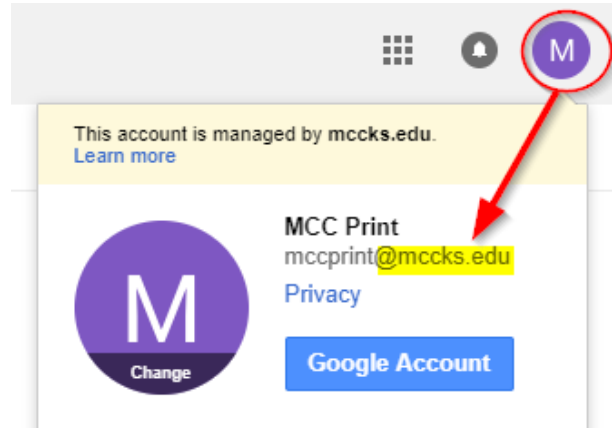
- Print** (Total: 1 sheet of paper)
- Destination:** MCCPrint_Student (with a printer icon and a "Change..." button)
- Pages:** All (selected with a radio button). An alternative option is "e.g. 1-5, 8, 11-13" (with an unselected radio button and a text input field).
- Copies:** 1 (with a text input field)
- Color:** Black and white (selected in a dropdown menu, with "Color" also highlighted in yellow)
- Options:** Two-sided (with an unselected checkbox)
- + More settings** (with a plus sign icon)

The "Print" button is circled in red.

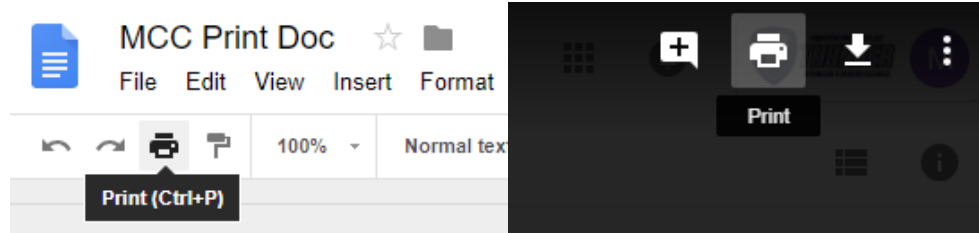
9. Go to available printer, scan your Student ID Card on the platform attached to the right side of the unit, and then retrieve your print job
 - a. *Available printers:* Library, Campus Center, Faculty Office, Academics Office (Color), Mailroom (Color)

From Google Drive and Docs/Sheets/Slides in Google Chrome:

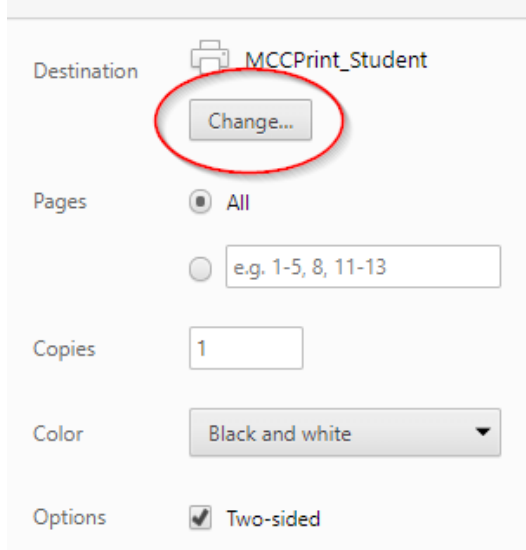
1. **Open Google Chrome**
2. Go to <https://drive.google.com>, or select print in Google Chrome
3. In Google Drive
 - a. Verify you are active in your MCC account
 - i. Click the account icon in the upper-right of the screen to see that your @mcks.edu account is active



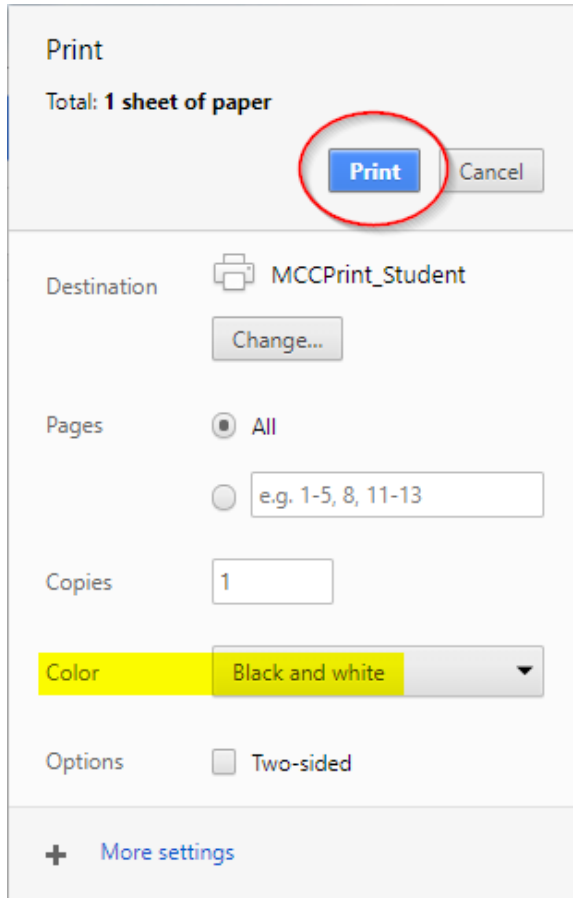
- b. Open your document in Google Drive
 - i. This can be a Google doc/sheet/etc, or any available file that can be read by Google Drive: DOC/DOCX, XLS/XLSX, PDF, etc
- c. Select the Printer icon



4. If not already the active destination, click the "Change..." button



7. Then choose your options and click “Print”
(it is recommended that you change the “Color” option to “Black and white” unless you really want color to prevent an accidental overcharge)



The image shows a print dialog box with the following settings:

- Print** (Title)
- Total: **1 sheet of paper**
- Print** button (circled in red) and **Cancel** button
- Destination:** MCCPrint_Student (with a printer icon and a **Change...** button)
- Pages:** All, e.g. 1-5, 8, 11-13
- Copies:**
- Color:** **Black and white** (highlighted in yellow)
- Options:** Two-sided
- + More settings**

8. Go to available printer, scan your Student ID Card on the platform attached to the right side of the unit, and then retrieve your print job
 - a. *Available printers:* Library, Campus Center, Faculty Office, Academics Office (Color), Mailroom (Color)