

# Google Cloud Print Guide

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# Symbols Used in the Manuals

This manual uses the following symbols:

#### Vote

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

[]

Indicates the names of keys on the machine's display or control panels.

## Disclaimer

Please note that, to the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures or malfunctions of this product or function, losses of your documents, data or registered contents, or the use or non-use of this product, function, and operation manuals provided with it.

Make sure that you always have memoranda, copies (duplicates) or backups of your documents, data, and registered contents. Documents or data might be erased due to your operational errors or malfunctions of this machine or function. Also, you are responsible for taking protective measures against computer viruses, worms, and other harmful software.

Displayed contents and illustrations on the screen vary depending on models or options.

# 1. Information about Google Cloud Print

Google Cloud Print is a service of Google, used for printing from applications on devices on the network cloud with printers in your home or office. All devices connected to the Internet can use Google Cloud Print. You can print without installing a printer driver for the machine.

# **Operating environment**

The following versions of OS are recommended to print with Google Cloud Print:

- Windows Vista or later, Windows Server 2003 or later
- Android 4.0.x or later

For details about applications which support Google Cloud Print, see the website of Google (http://www.google.com/cloudprint/learn/apps.html).

# 2. Printing with Google Cloud Print

You can print with Google Cloud Print by using the following procedure.



# **Register the machine to Google Cloud Print**

You can register the machine's information that is used for Google Cloud Print.

#### Vote

You need a Google account to register the machine's information. If you do not have a Google account, create one on the Google website. (https://accounts.google.com/SignUp).

### **Register with Windows**

- 1. Start Google Chrome.
- 2. Enter "chrome://devices" in the URL bar, and then press the Enter key. The screen for registering the machine is displayed.
- 3. Confirm the machine is displayed in [New devices], and then click [Register].
- 4. When the confirmation message is displayed, click [Register].
- 5. Enter "http://(machine's IP address or host name)/" in the URL bar. The top page of Web Image Monitor appears. If the machine's host name has been registered to the DNS or WINS server, you can enter it.

6. Click [Network Settings].

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Home System Settings Quick Dial Destination Scan Destination Fax Speed Dial Destination Network Settings Administrator Tools	Home Status Counter Machine Information Model Name : Location : Contact : Host Name : Device Status :	Language English	Refresh
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7. Click the [Google Cloud] tab.

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Scan Destination		
Fax Speed Dial Destination	General Status	
Fax Received File	Ethernet Speed : Unavailable	
Network Settings	IPP Printer Name	
Print List/Report	Network Version : 0.42	
Administrator Tools	Ethernet MAC Address : 00:26:73:AB:FC:1C	
	Active Interface : Wi-Fi Direct	
	Wi-Fi Direct IP Address :	
	TCP/IP Status	
	DHCP :  Active  Inactive	
	■ IP Address :	
	Subnet Mask	
	Gateway :	
	Please enter Administrator Password. OK Cancel	

The confirmation message for registering the machine is displayed.

# 8. Click [OK].

The machine is registered.

## **Register with Android**

#### 1. Tap the [Settings] icon.

#### 2. Tap [Print] under [System].

If [Print] is not displayed, download and install the Cloud Print application from the Google Play Store.

#### 3. Tap [Cloud Print].

The screen for searching the printer is displayed.

#### 4. Tap the option icon (

#### 5. Tap [Add the Printer].

The screen for registering the machine is displayed.

- 6. Confirm the machine is displayed in [New devices], and then click [Register].
- 7. When the confirmation message is displayed, click [Yes].
- 8. Start your web browser.
- 9. Enter "http://(machine's IP address or host name)/" in the URL bar.

The top page of Web Image Monitor appears. If the machine's host name has been registered to the DNS or WINS server, you can enter it.

#### 10. Click [Network Settings].

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		Paper Feed Roller	<u>L.</u>	J			Status OK	
		Paper Tray				_		
		Tray 1		J	Status OK	A4 (210 x 297 mm)	Plain Paper	
		Bypass Tray	Ľ		Out of Paper	A4 (210 x 297 mm) [_J	Plain Paper	
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#### 11. Click the [Google Cloud] tab.

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Scan Destination			
Fax Speed Dial Destination	General Status		
Fax Received File	Ethernet Speed	Unavailable	
Network Settings	IPP Printer Name		
Print List/Report	Network Version	0.42	
Administrator Tools	Ethernet MAC Address	00:26:73:AB:FC:1C	
	Active Interface	Wi-Fi Direct	
	Wi-Fi Direct IP Address		
	TCP/IP Status		
	DHCP	Active      Inactive	
	IP Address		
	Subnet Mask		
	Gateway		
	Please enter Administrator Password.		
			~

The confirmation message for registering the machine is displayed.

#### 12.Click [OK].

The machine is registered.

# **Printing with Google Cloud Print**

You can print from the machine registered in Google Cloud Print.

#### Printing a web page

- 1. Start Google Chrome.
- 2. Log in to Google using the account you have registered.
- 3. Display the website you want to print.
- 4. Click the settings icon (  $\equiv$  ) on the top right of the screen.

5. Click [Print...].

	New tab	Ctrl+T
	New window	Ctrl+N
	New incognito window	Ctrl+Shift+N
	History	
	Downloads	Ctrl+J
	Bookmarks	
	Zoom - 1009	6 + II
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# 6. Click [Change...] under [Destination]

Print		8/22/2016	Google		
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<sup>p</sup> aper size	Letter (8.5" x 11")				
Margins	Default				
Options	Simplify page				
	Headers and footers				
	Background graphics				
Print using sy	/stem dialog (Ctrl+Shift+P)				
		Advertising Dusiness About		Privacy Terms Settings Use Google.co.jp	

7. Select the machine from the printer list displayed under "Google Cloud Print".

## 8. Click [Print].

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Printing is started.

## Printing the files stored in your computer

- 1. Start Google Chrome.
- 2. Log in to Google using the account you have registered.
- 3. Display the website for managing Google Cloud Print (https://www.google. com/cloudprint#printers).



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## 4. Click [PRINT].

### 5. Click [Upload file to print].

Google Cloud Print ×	Google Cloud Print ×	
· → C 🔒 https://www	google.com/cloudprint#printers	۶
Google	<u>्</u>	III O 🚺
Cloud Print (beta)	Details Delete Share Show Print Jobs Rename C	1–4 of 4 <
PRINT	RICOH SP Owned by me Currently offline	
Upload file to print	Owned by me Currently offline	
Other ways to print	DH SP PC FAX Owned by me Currently offline	
Google Cloud Print Home	Save to Google Docs	
Add a Cloud-Ready Printer		
Add a Classic Printer		
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### 6. Click [Select a file from my computer].

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		Share Show Print Jobs Rename C	1-4 of 4 < >
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Print Jobs	Fax Owned by me		
	RICOH SP 2000	Google cloud print ×	
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		Select a file from my computer	
		Print Cancel Manage printers for	

- 7. Select the file you want to print.
- 8. Select the machine from the printer list registered in Google Cloud Print.

9. Specify the printing conditions and then click [Print].



Printing is started.

# Troubleshooting

# **Connection Problems**

Problem	Solution
Google Cloud Print settings is disabled.	Check whether the Google Cloud Print settings is enabled or not. The settings is enabled by default. For details, see page 12 "Confirm the settings of Google Cloud Print for the machine".
The firmware version is not latest.	Check whether the firmware version is latest or not. If the version is not latest, update it. For details, see Firmware Update Guide.

# Confirm the settings of Google Cloud Print for the machine

You can confirm the settings of Google Cloud Print using a web browser.

- 1. Start your web browser.
- 2. Enter "http://(machine's IP address or host name)/" in your web browser's URL bar.

The top page of Web Image Monitor appears.

If the machine's host name has been registered to the DNS or WINS server, you can enter it.

#### 3. Click [Network Settings].

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Scan Destination	Status Counter Machine Infor	nation			
Fax Speed Dial Destination	Model Name : Location :				
Network Settings	Contact :				
Administrator Tools	Device Status :				
	Status				
	Print Cartridge	0 50 11		Remaining Level 5	
	Fusing Unit	<u>ات</u>		Status OK	
	Transfer Roller			Status OK	
	Paper Feed Roller			Status OK	
	Paper Tray				
	Tray 1	Status OK	A4 (210 x 297 mm) 💭	Plain Paper	
	Bypass Tray	Ut of Paper	A4 (210 x 297 mm) 🗍	Plain Paper	

4. Click the [Google Cloud] tab.

(→)  ttp://	ρ - ¢	A Network Status	- □ × ↔
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Fax Received File	Ethernet Speed	: Unavailable	
Network Settings	IPP Printer Name		
Print List/Report	Network Version	: 0.42	
Administrator Tools	Ethernet MAC Address	: 00:26:73:AB:FC:1C	
	Active Interface	: Wi-Fi Direct	
	Wi-Fi Direct IP Address	:	
	TCP/IP Status		
	DHCP	:      Active      Inactive	
	IP Address		
	Subnet Mask		
	Gateway		
	Please enter Administrator Password.		

5. Confirm the following settings displayed in the settings screen.

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	Web image monitor			
Home	Network Settings			💋 Refresh
System Settings				
Quick Dial Destination	Network Status IPv6 Configuration	Network Application DNS Auto E-mail Notification SNMP	SMTP POP3 Wireless Google Cloud AirPrint Certificate	
Scan Destination				
Fax Speed Dial Destination	Google Cloud			
Fax Received File	Google Cloud Print	Active      Inactive		
Network Settings	<ul> <li>Registration Status</li> </ul>	Not Registered		
IPsec Settings	<ul> <li>Registration Account</li> </ul>			
Print List/Report	Local Discovery	Active      Inactive		
Administrator Tools	<ul> <li>Timeout (seconds)</li> </ul>	300		
	Please enter Administrator Password.			
	OK Cancel			
				×

- [Google Cloud Print]: Confirm that [Active] is selected. If it is not selected, click [Active].
- [Registration Status]: The registration status of printers to Google Cloud Print is displayed. Confirm that your machine is registered.
- [Registration Account]: The accounts of printers registered to Google Cloud Print.
- [Local Discovery]: Select to search the machine via Google Cloud from the computer or smart device on the same network with the machine.
- [Timeout (seconds)]: Specify how many seconds the machine waits before canceling a connection with Google Cloud Print. The default is 300 seconds.

- 6. Enter the administrator password if you have registered the password in [Administrator Tools].
- 7. Click [OK].
- 8. Close your web browser.

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