

Printing to RamPrint from a Mac

Before you begin you will need:

- [A Google account](#)


Great you're all set!

- [Click on this link to add RamPrint to your Google account](#). You will be asked to sign in.



One account. All of Google.

Sign in to continue to Google Cloud Print



Your Name
youremail@gmail.com

Sign in

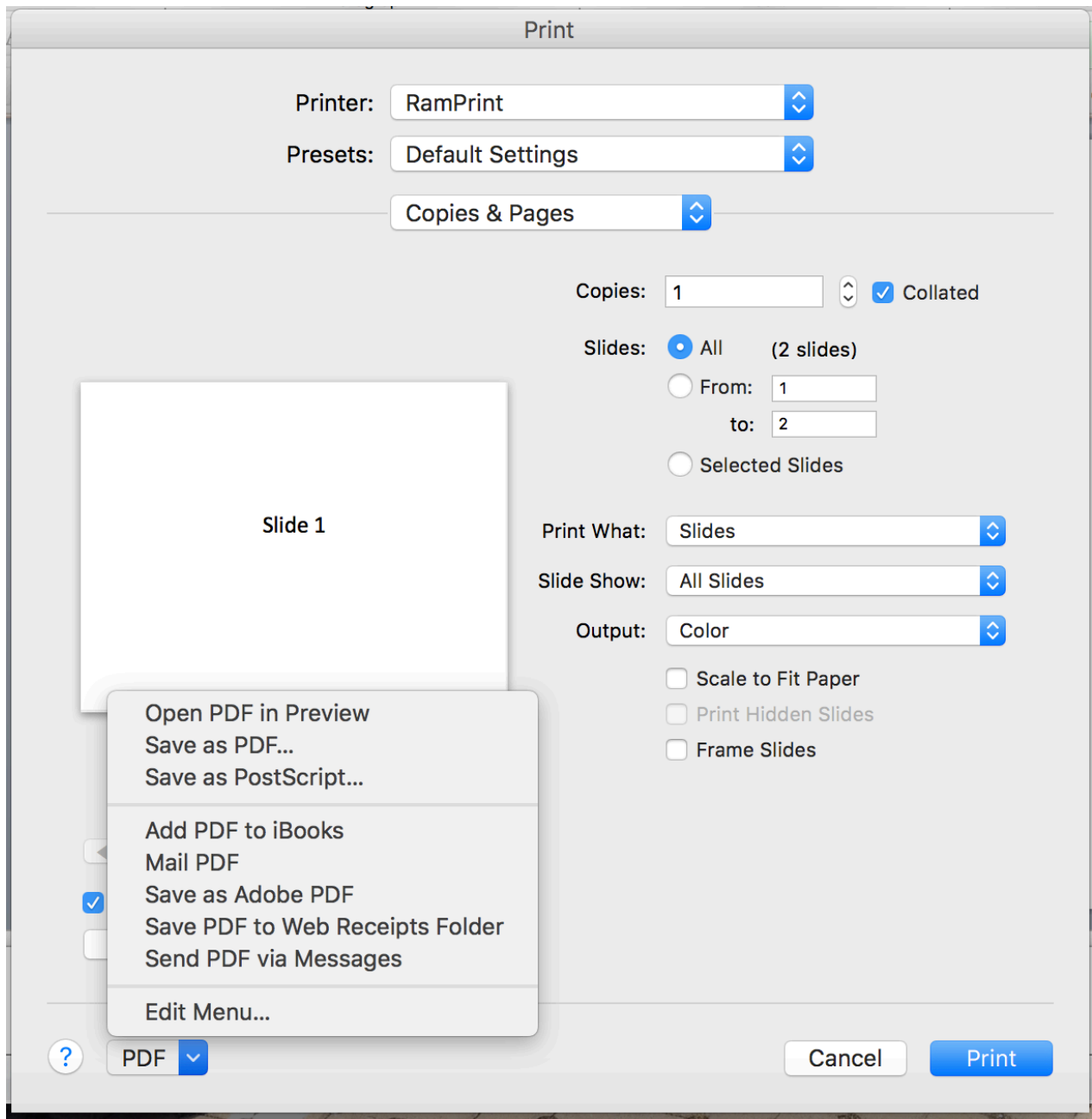
[Need help?](#)

[Sign in with a different account](#)

One Google Account for everything Google



Save the document you are trying to print as a PDF. To do this select print in your application and choose PDF at the bottom of the screen.



Save your PDF on your desktop, or somewhere you will be able to find it later

Go to google.com/cloudprint in any browser

Select "Print" in the upper left

The screenshot shows a web browser window with the Google Cloud Print interface. The address bar displays <https://www.google.com/cloudprint#jobs>. The page title is "Cloud Print (beta)". On the left sidebar, there are links for "Print Jobs", "Printers", "Google Cloud Print Home", "Add a Cloud-Ready Printer", and "Add a Classic Printer". The main content area shows a list of print jobs with columns for file name, printer, time, and status.

File Name	Printer	Time	Status
Presentation1.pptx.pdf	RamPrint	12:02 PM	Printed
Presentation1.pptx	RamPrint	11:38 AM	Error
smb.docx	RamPrint	11:13 AM	Printed
Test Page	RamPrint	Dec 3	Expired
Test Page	RamPrint	Dec 2	Expired
Microsoft Outlook - Memo Style	RamPrint	Sep 30	Expired
Microsoft Word - Document1	RamPrint	Sep 30	Expired
Google Cloud Print	RamPrint	Sep 30	Expired

At the bottom of the page, there are links for "© Google", "Terms of Service", "Privacy Policy", and "Press".

Select "upload file to print"

And then "select file from my computer"

Select "RamPrint"

The screenshot shows the Google Cloud Print interface with three options listed:

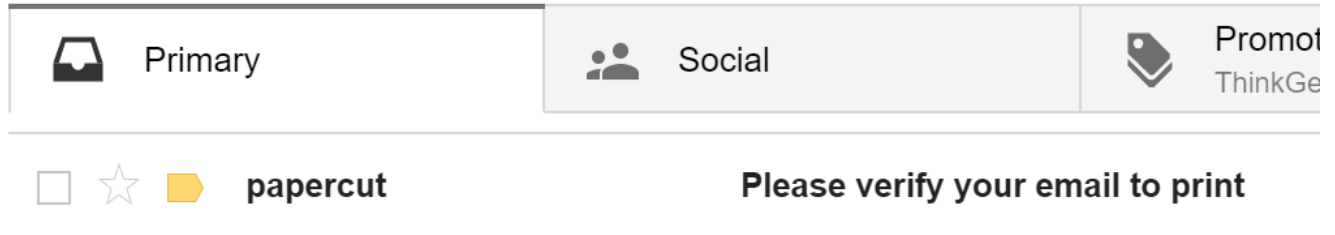
- RamPrint**: Owned by West Chester University. The icon shows a printer with a globe.
- Print to FedEx Office (experiencing issues)**: Submit your document and retrieve it from any FedEx Office. The icon is the FedEx logo.
- Save to Google Drive**: Save your document as a PDF in Google Drive. The icon is the Google Drive logo.

Click Print

The first time you print you will need to verify your account.

Log into gmail using the google account you used above.

You should have an email from "papercut"



Click on the link at the bottom of this email.

You should see a screen that looks like this. On this screen enter your West Chester email and password.

A screenshot of the PaperCut MF login screen. The title 'PaperCut MF' is at the top. Below it are three input fields: 'Username' with '@wcupa.edu', 'Password' with a masked password '.....', and 'Language' with a dropdown menu showing 'English'. At the bottom right is a 'Log in' button. A green box with a checkmark icon contains the text: 'Please log in to verify and add @gmail.com to your account.'

