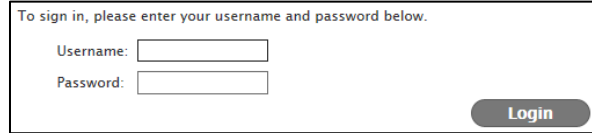


Web-Based Printing from a Device

Teachers and students at BHS and FH can print directly from their personal device, iPad or Chromebook by going to:

byodprint.beavercreek.k12.oh.us

Enter your network credentials and click login.



To sign in, please enter your username and password below.

Username:

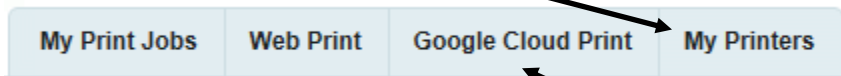
Password:

Login

Set Up Printers (Required)

After logging in the first time, you will need to select the printers you wish to be available to you. Printer preferences will be saved for future sessions.

Select the My Printers tab at the top of the page and checkmark the box next to the printer(s) you wish to be available to you. You may want to select all printers available in your building so they will be set up for possible future printing.

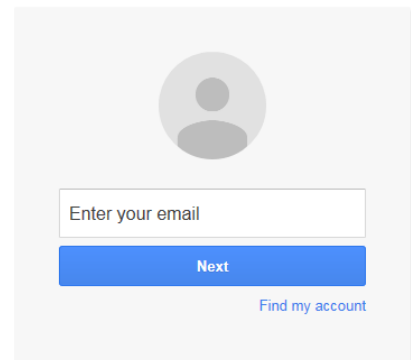


Click Save Changes once printers have been selected.

Using the tabs at the top of the page, click on Google Cloud Print.

Use your Google credentials (email/network password) to log in to your Google account.

When prompted, click the Add Printer button.



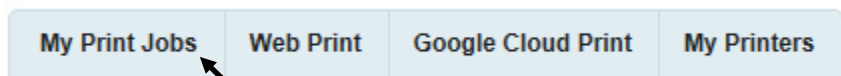
Enter your email

Next

[Find my account](#)

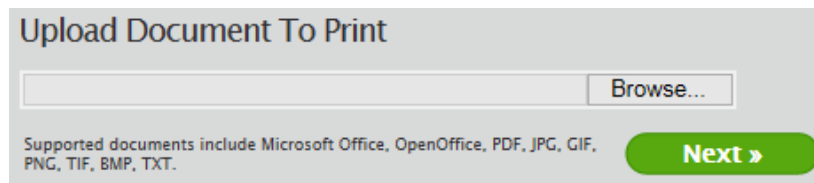
Note: After setting up Google Cloud Print you will be able to print directly from Google Drive, a Chromebook or other personal device without logging in to the web-based printing service. You will need to log in to your GoogleDrive. Additional information is available on the GoogleCloudPrint webpage.

Print Files from a Device or Cloud-Storage



Click the My Print Jobs tab at the top of the page.

Use the Browse button to locate the file you wish to print. Click Next.



Upload Document To Print

Browse...

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT.

Next »

Check the box next to Advanced to access printing options.*

To print this job, select a printer below:

BHS_2071_Laser Advanced

BHS_Library_Main_Laser Advanced

CO_Technology Advanced

Number of copies:

Print from page to

Double-sided print (works only if the printer supports duplex):

None

Long-side (most common)

Short-side

Print in black/white even if document contains color:

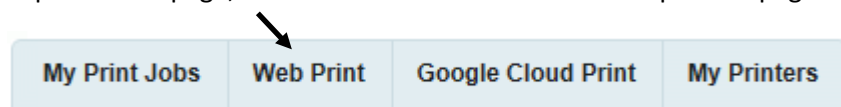
Once the desired options are selected, click the printer box to complete the printing process.

Note: Clicking on the printer button without checking the Advanced box will automatically print the file using the default options.

The printing status of the document will appear on the screen.

Print a Webpage

To print a webpage, click on the Web Print tab at the top of the page.



Enter the address of the desired webpage in the Web Address To Print field. Click Next.

Web Address To Print

Enter for example: www.cnn.com

Follow the printing directions beginning at the asterisk (*) in the Print Files from a Device or Cloud-Storage section.

Delete a Print Job

Before clicking on the printer button and sending a file to print, A document can be deleted from the printing field by selecting the Refresh button in the right corner of the status box. The option to delete will appear next to the file. Click Delete to remove the file.

Note: Once a document is sent to a printer. It cannot be deleted through the BYOD printing tool.

