

HowTo Print from a Chromebook/ChromeOS Device

Topic : Knowledge Base / HowTos

Content

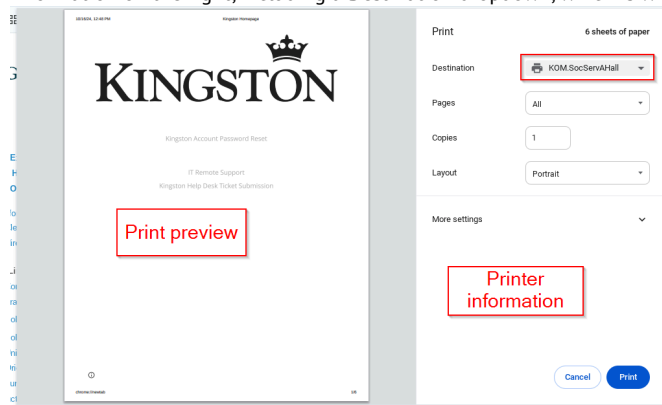
Summary

The following details how to print from Chrome devices (Chromebooks, Chrometables; etc.). The exact process might look slightly different based on your specific device, but the general concept remains the same across all Kingston ChromeOS devices.

Printing

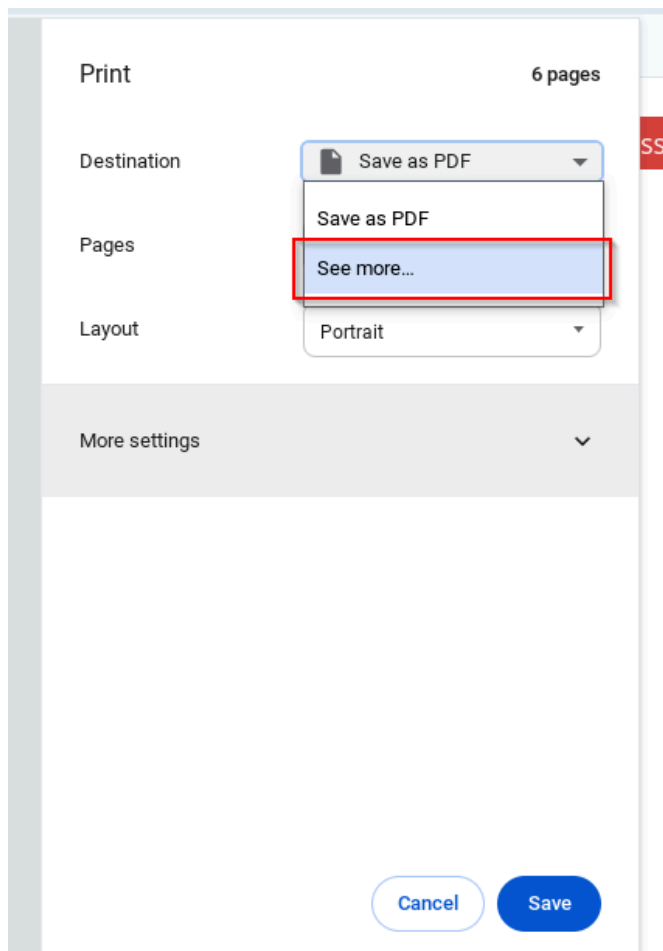
Depending on what you are printing from you might click a print button or use CTRL+P.

However sending a print job is accomplished, a print selection dialog box will appear showing a preview of the print job on the right and a printer information on the right, including a Destination dropdown, which is where you select which printer you wish to print to.

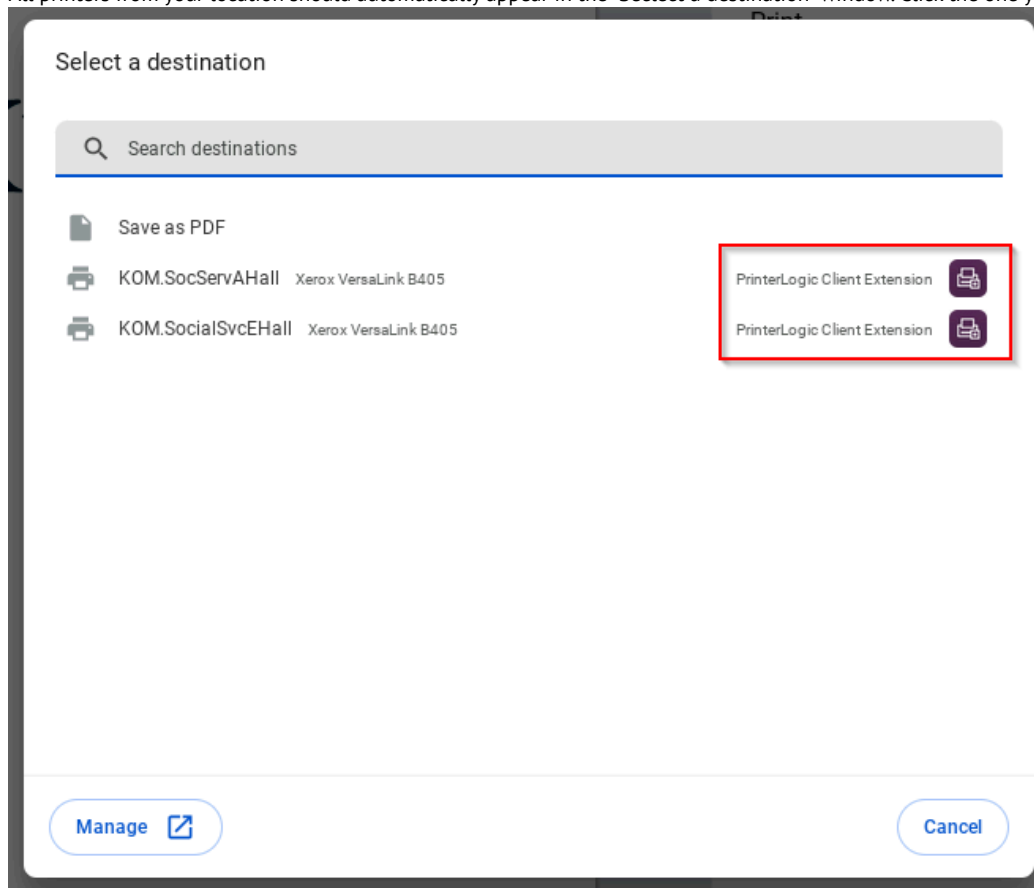


Kingston printers are named in the format "<location>.<description>". For example, in the picture above, the selected printer is KOM.SocServAHall. If the printer you wish to print to is not the selected destination, click the Destination drop down button to select it.

If you do not see the desired printer in the drop-down list, click "See more..."



All printers from your location should automatically appear in the "Select a destination" window. Click the one you wish to print to.



NOTE 1: Valid printers should have the "PrinterLogic Client Extension" notation.

NOTE 2: If you do not see any of the printers at your location, please contact the Kingston IT Help Desk for assistance.

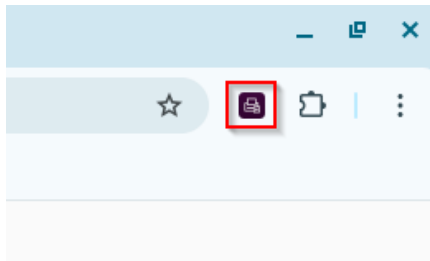
Once you have the desired printer in the Destination, you can make any additional changes to the print job (number of copies, layout; etc.) and click Print to send the job to the printer.

NOTE 3: Most printers are configured to print black-and-white (if it is a color printer) and a single side per page. You can change these setting (e.g. a color job on a color printer or double-sided on most any printer), however the printer will default back to single-sided (and black and white if a color printer) AFTER the job is sent. If you wish to send multiple jobs with different settings, you'll have to change the settings between each sent print job.

The PrinterLogic Client Extension

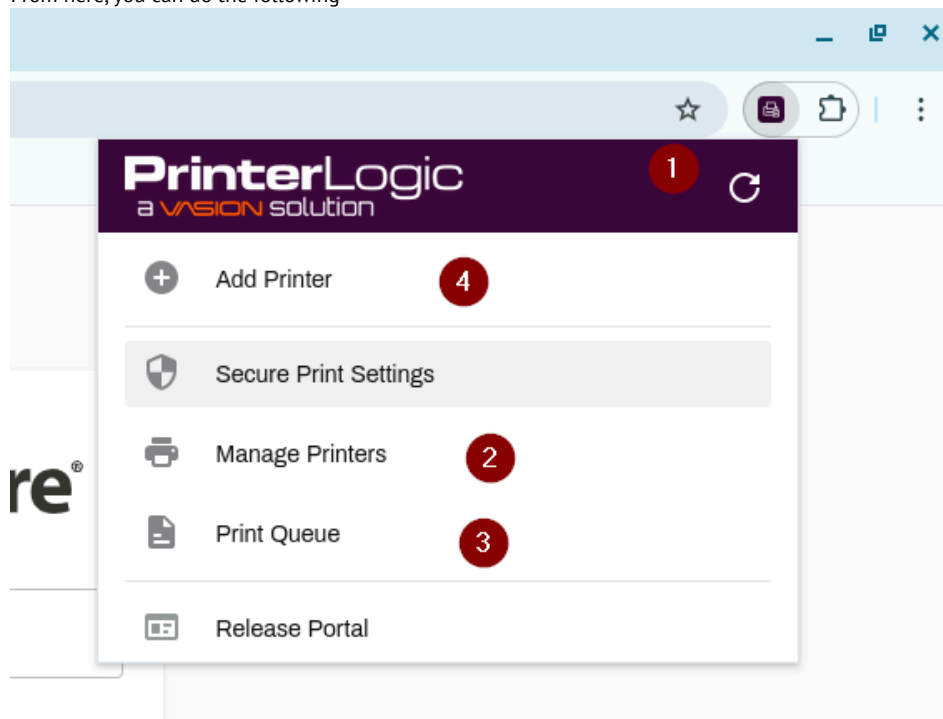
This extension is what allows the Chromebook to print to Kingston printers. There are a few useful things you can do from here. To access it.

If the Chrome browser isn't open, start it from the task bar. Click the "PrinterLogic Client Extension" button. This will display the main menu of the extension.



The Main Menu

From here, you can do the following



1. Refresh the printer settings - This can be done to refresh all the settings of printers on the Chromebook. You can do this if you're having issues which will clear up some problems. Also, Kingston IT Help Desk will frequently have you try this during troubleshooting if they change your device's settings.
2. Manage Printers - Clicking here will show you the printers installed on the device and its status.
3. Print Queue - Clicking here will show you the print queue of the device. When you send a job to a printer, it goes to the queue, and then to the printer. Normally you won't see anything in the queue, but you might if you send many jobs at once, the printer is printing a lot of jobs, or a print job failed to go to the printer.
4. Add Printer - Click here to add a printer to the device (see "Adding a Printer" below)

Adding a Printer

If you need to add a single printer, click the PrinterLogic Client Extension button in Chrome and click Add Printer. This will open a page with a list of locations and printers.



INFORMATION
TECHNOLOGY

Printer name or location

Kingston Healthcare

KAD

KCCFW

KCCS

KCO

KOA

KOM

KOV

KRFW

KRH

KRM

KROP

KRP

KRS

Kingston Healthcare > KOM

Printer Name	Location
KOM.Admissions	
KOM.CCNS	
KOM.DON	
KOM.EhallHub	
KOM.HR	
KOM.MedRecs	
KOM.SocialSvcEHall	
KOM.SocServ	
KOM.SocServAHall	
KOM.Therapy	

Click the Location, then the printer in question. A dialog will appear asking if you want to install the printer. Click Yes.

PrinterLogic Client Extension

Self Service Portal

Do you want to install the printer KOM.Therapy?

Yes

No

Once it's successfully installed, you can print to that printer like any other (see: "Printing" above).