

P1 Chromebook Printer Installation Guide

AARP Foundation Tax-Aide National Technology & Security Committee

Summary: This document explains in a few easy steps how to install a networked Chromebook compatible printer to a Chromebook on an AARP Foundation Tax-Aide Local Area Network (LAN) . Both Brother and HP printers are separately discussed and no printer drivers or software downloads are required in the Chromebook environment. Once installed, the printer information is automatically saved to your Google profile and will be available on any Tax-Aide Chromebook that you login on that connects to the same Tax-Aide LAN.

- **Prerequisites**

- A Chromebook with an active Google account
- A Chromebook compatible printer connected to your Tax-Aide LAN
- The printer's static IP Address

- **Installing a Chromebook Compatible Brother Printer**

- Connect your Chromebook to your Tax-Aide LAN
- Login to your Google account on the Chromebook
- On the RH end of the Shelf, click the Status box to access Settings
 - Click on the Settings icon (looks like a gear on the top row)
 - Type 'printers' in the Search box
 - Click the small arrow to the far right of 'Printers'
 - Click the small icon to the far right of 'Add Printer'
 - In the 'Add a printer manually' dialog box, give the printer a Name and enter the printer's static IP Address, leave all of the other fields at their defaults
 - Click the 'Add' box at the lower right
 - The printer you just added is now listed as a saved printer, click the 'X' in the upper right-hand corner to close the printing dialog box
- Verify that the Brother printer is a choice on the Print page Destination dropdown list
 - Open the Chrome browser
 - Hold the 'Ctrl' key and click the 'p' key to bring up the Print dialog box
 - Inspect the Destination dropdown list, you may have to click 'See more...' to see the newly added Brother printer with the name you created
 - Select your Brother printer and print a test page
- That's it, you're done.

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- **Installing a Chromebook Compatible HP Printer**
 - Connect your Chromebook to your Tax-Aide LAN
 - Login to your Google account on the Chromebook
 - Click the HP Print for Chrome icon on the tray (looks like a blue printer) to open the application (app)
 - Click 'Add printers by IP address' on the RH side of the top menu bar
 - Click '+ Add printer'
 - Give the printer a name and enter the printer's static IP address; 'REMOVE' will appear after your entry confirming that the printer has been added
 - Click the 'X' in the upper right-hand corner to close the app
 - Verify that the HP printer is a choice on the Print page Destination dropdown list
 - Open the Chrome Browser
 - Hold the 'Ctrl' key and click the 'p' key to bring up the Print dialog box
 - Inspect the Destination dropdown list, you may have to click 'See more...' to see the newly added HP printer with the name you created
 - Select your HP printer and print a test page
 - That's it, you're done.