

Printing from Google Drive from your Chromebooks

1. Login to your google docs
2. Open the specified docs, sheets or slides
3. Click on File -> Email as attachment. Select attach as PDF or MS Word
4. Make sure that you delete anything in the subject line (**This is important otherwise the document will not print**)
5. Specify the appropriate printer to print to
6. Hit Send. The attached document and any text in the body of email will print to the specified printer

EXAMPLE: Email as attachment

Attach as

PDF

To (required)

hsinfocenter@pelhamschools.org

Subject

|

Message

Send a copy to myself

Send Cancel

Here is the list of printer locations and email addresses to be used when printing from your Chromebooks:

HS

HS Library HSMSIC-4350 / hsinfocenter@pelhamschools.org
HS Science Biolab -4200 / sciencebiolab@pelhamschools.org
HS Spec Ed 216 B / hs216b@pelhamschools.org
HS lab 134 Laser / hs134@pelhamschools.org
HS Rm 230 –Mr. Solazzo / hs230@pelhamschools.org

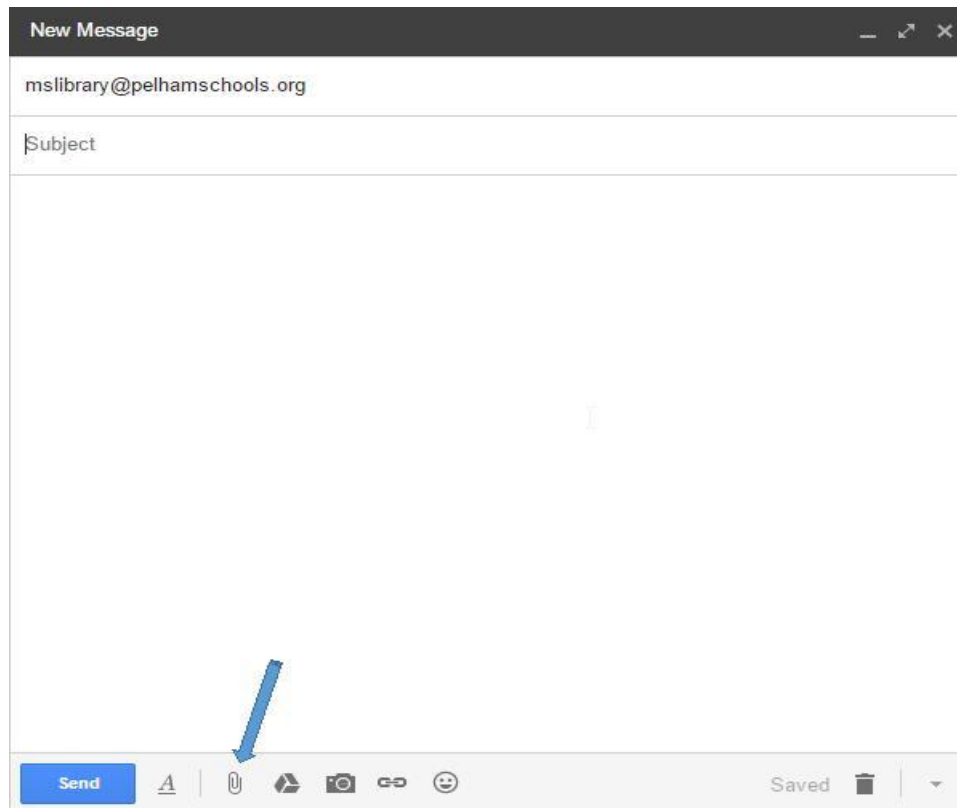
MS

MS Library 4350 / mslibrary@pelhamschools.org
MS 281 Hallway / ms281hallway@pelhamschools.org
MS 172 Hallway / ms172hallway@pelhamschools.org
MS 181 Hallway / ms181hallway@pelhamschools.org

Printing Office Documents from your Chromebooks

1. Please login to your pelhamschools email
2. Select Compose
3. In the To box: Specify the printer to print to
4. Make sure to leave the subject blank (This is important as if there are any characters in the subject line the document will not print)
5. Insert document to be printed as an attachment to the message (Blue arrow in the graphic)
6. Hit Send. The attached document and any text in the body of email will print to the specified printer

EXAMPLE:



Here is the list of printer locations and email addresses to be used when printing from your Chromebooks:

HS

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HS lab 134 Laser / hs134@pelhamschools.org
HS Rm 230 –Mr. Solazzo / hs230@pelhamschools.org

MS

MS Library 4350 / mslibrary@pelhamschools.org
MS 281 Hallway / ms281hallway@pelhamschools.org
MS 172 Hallway / ms172hallway@pelhamschools.org
MS 181 Hallway / ms181hallway@pelhamschools.org