**Hillsdale Public Schools**

PROUDLY CHARTING A COURSE FOR SUCCESS

Dear Parents/Guardians:

As our remote online learning continues next week, your child may have the desire to print at your home, or work on a learning activity on paper instead of on the computer screen. At times, managed devices like the Chromebook your child has can be tricky to connect to a home printer. The printing devices can significantly vary based on the different consumer models in homes across Hillsdale. Below are three options to support printing set-up at your home. Please know this is not required, and the below options are for your use at your discretion.

**Option 1**

Printing Using a USB Cable

Some printer models may be able to print using a USB cable. Simply plug a USB Type-A to Type-B(Printer Cable) directly to your Chromebook. After a few seconds, it should be an option to print under Google Drive. This seems to work best with HP model printers.

**Option 2**

Connecting "Classic Printers" Important: To set up your printer, you'll need a PC or Mac computer. You cannot use a Chromebook.

1. On your PC or Mac, make sure the printer you want to print to is connected to your home network and on that PC or Mac. If not, you must first add your printer to your computer and network. You may have to consult your printer manual to do this.
2. Open Chrome on your PC or Mac. Sign into Chrome/Google using your **hillsdaleschools.com** student credentials. Note, you may have to log out/remove other users if they are signed in.
3. **Do Not Sync your account to the PC or Mac**
4. Type chrome://devices in the search bar and press enter.
5. Under "Classic Printers," click "Add printers".
6. It will now open a page called "Printers to register". It will list all of the connected printers that are on your computer. Select the printer you want to add that is on your network, then click "Add printer(s)".
7. To check if your printer was added, click "Manage your printers".
8. If it shows up, you should now be able to print to those printers using your Chromebook. Note, not all printers will show up on the Chromebook.

**Option 3**

1. On your Chromebook go to chrome://print
2. Under Destination, choose See More
3. On your home Wi-Fi see if your cloud-ready printer shows up.
4. If you see your printer then choose it as your destination.