

Log in with your BPS email onto a Chromebook.

In a Chrome tab go to: **chrome://settings/cupsPrinters**

Click **ADD PRINTER**

Click **ADD MANUALLY**

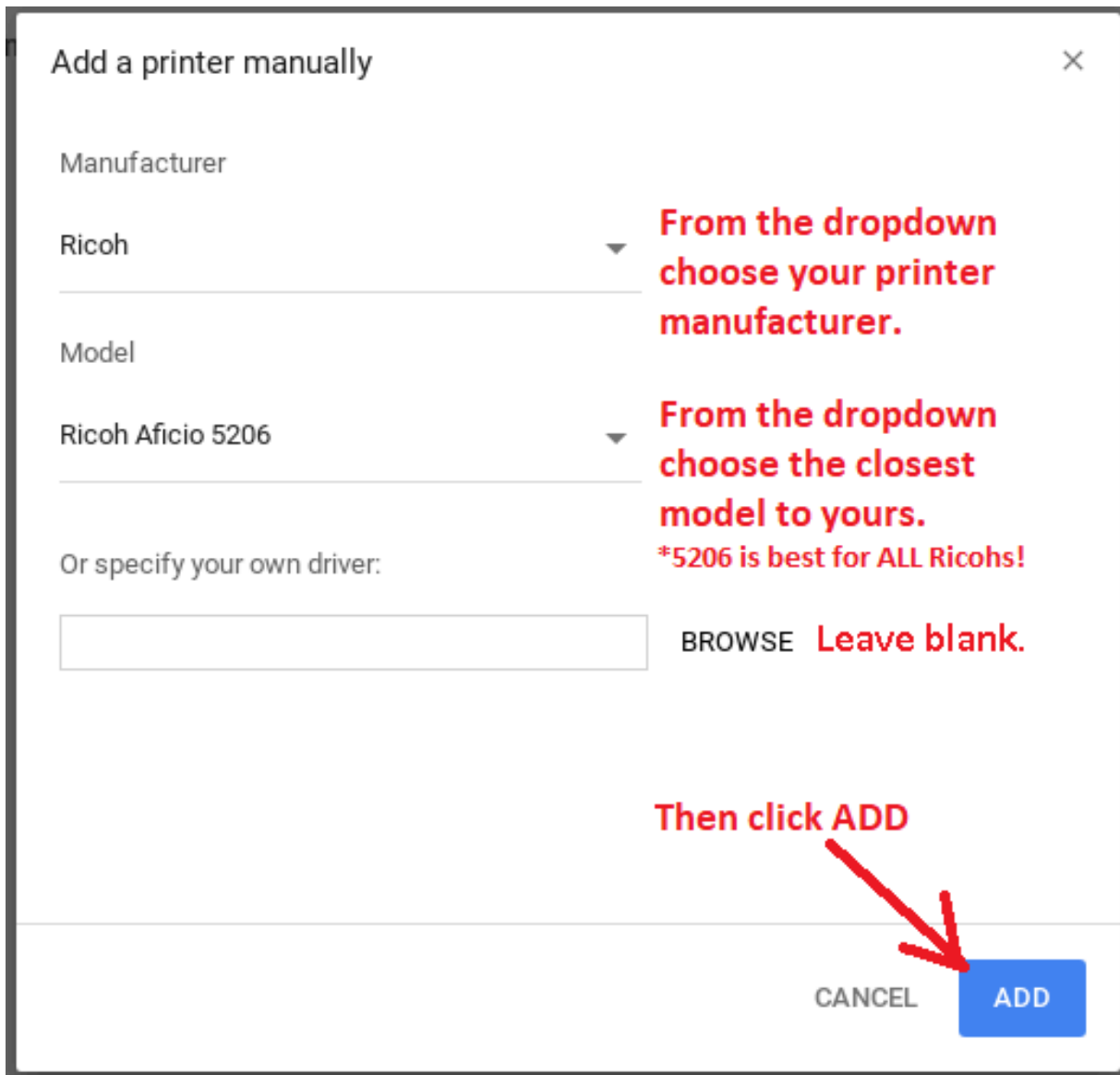
This opens up a form that you'll fill in. Follow the directions in red as shown below:

The screenshot shows a dialog box titled "Add a printer manually" with a close button (X) in the top right corner. It contains four input fields with red text instructions:

- Name:** "Type in a name for your printer here. (No spaces!)"
- Address:** "Type in the ip address here, ex: 192.168.xx.xx"
- Protocol:** A dropdown menu with "Choose 'Line Printer Daemon (LPD)'" selected.
- Queue:** "Type in same name that you chose above. (No spaces!)"

At the bottom right, there are two buttons: "CANCEL" and "ADD". A red arrow points from the text "Then click the ADD button." to the "ADD" button.

That will open a new window.



The screenshot shows a window titled "Add a printer manually" with a close button (X) in the top right corner. Inside the window, there are two dropdown menus. The first is labeled "Manufacturer" and has "Ricoh" selected. The second is labeled "Model" and has "Ricoh Aficio 5206" selected. Below these is a text input field with the placeholder "Or specify your own driver:". To the right of the input field is a "BROWSE" button. At the bottom right are "CANCEL" and "ADD" buttons. Red text annotations are present: "From the dropdown choose your printer manufacturer." points to the Manufacturer dropdown; "From the dropdown choose the closest model to yours." points to the Model dropdown; "\*5206 is best for ALL Ricohs!" is below the Model dropdown; "Leave blank." is next to the BROWSE button; and "Then click ADD" with an arrow points to the ADD button.

Add a printer manually

Manufacturer

Ricoh

Model

Ricoh Aficio 5206

Or specify your own driver:

BROWSE

CANCEL

ADD

**From the dropdown choose your printer manufacturer.**

**From the dropdown choose the closest model to yours.**

**\*5206 is best for ALL Ricohs!**

**Leave blank.**

**Then click ADD**

That's it.

So when you print from the chromebook, (Ctrl-P is a good shortcut to print the current page), click destination then change it to this printer you created, under "Local destinations".