Chromebook Printing Guide

Preface

You can easily print PDFs and other documents from your Chromebook and can also configure various settings such as duplex printing, imposition, punching, and stapling.

This guide describes the settings and procedures for printing from a Chromebook. Read this guide before or during use and in case of anything unclear. Please make this guide useful for a long time.

- On your printer, select [Admin Menu] - [Effective Protocol], and then set [IPP] to [ON].
- Set IPPS for the communication protocol on your Chromebook.
- The optional PostScript kit needs to be installed.
- Synchronize the time and time zone on the printer with those of your Chromebook. A large time gap may result in printing failure. To set the precise time and time zone for the printer, set [NTP Time Synchronization] in [Admin Menu] to [ON]. For information on how to set the time and time zone on your Chromebook, see the Chromebook Help pages.
- Available functions depend on your printer and optional equipment.
- We cannot guarantee printing results because the printing system (CUPS) on Chrome OS is used when printing.
- If your printer does not wake up from sleep when printing from a Chromebook, set [Power Consumption (in Sleep)] in [Admin Menu] to [Standard] on the printer.

Confirmed Operating Environment

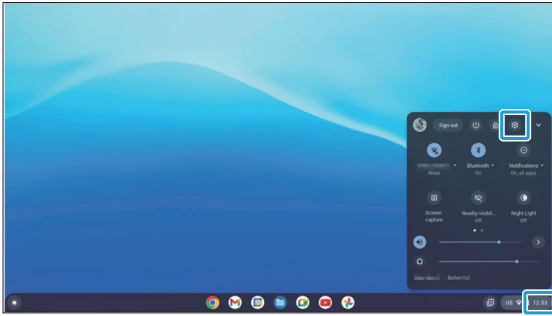| Items		Details
Chromebook	Manufacturer	ASUS
	Model	ASUS C300
	OS version	76.0.3809.136 (Official Build) (64-bit)
Output destination		ComColor GL series or ComColor FT series printers with PS Kit FG10 installed
Web browser		Google Chrome
Standard office application		Google Sheets, Google Docs, Google Slides, Canvas

Trademark Credits

- Chrome OS, Chromebook, Google Chrome, Google Docs, Google Sheets and Google Slides are trademarks of Google LLC.
- PostScript is either a registered trademark or a trademark of Adobe in the United States and/or other countries.
- ComColor is a trademark or a registered trademark of RISO KAGAKU CORPORATION in the United States and other countries.
- Other corporate names and/or trademarks are either registered trademarks or trademarks of each company, respectively.

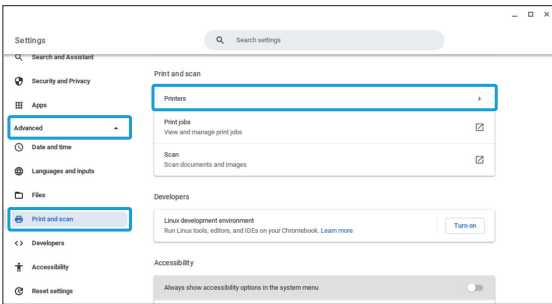**Illustrations and Operating Procedures in This Guide**

The operating procedures and screenshots in this guide are for the following OS version:
97.0.4692.102 (Official Build) (64-bit)

Adding a Printer to Your Chromebook

1 **Tap the time at the bottom right, and then select [⚙] from the menu.**

2 **Select [Advanced] - [Print and scan] on the left menu, and then [Printers] on the right.**
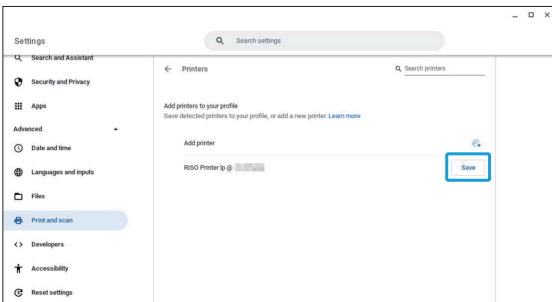

The printer is automatically detected.

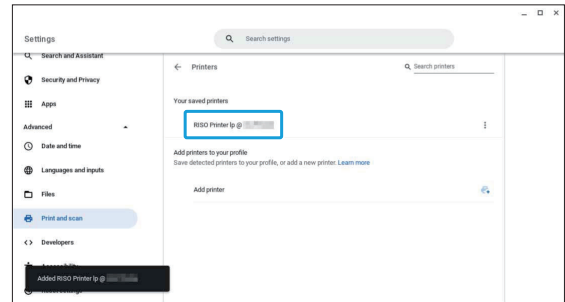3 **Select [Save] next to "RISO Printer lp @ XXXX".**

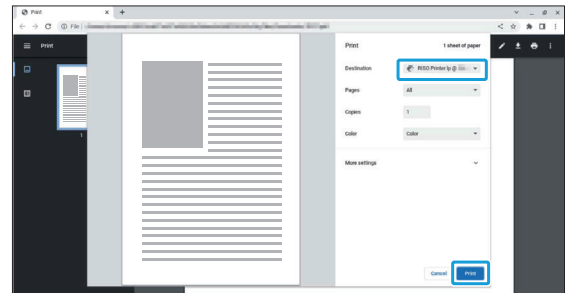• "XXXX" of the printer name depends on the printer's settings.

The printer is added and the printer name is displayed under [Your saved printers].

Printing

1 **Open the file to print, and then the print menu.**

2 **Select your printer from [Destination], and then [Print].**

• Configure the print settings as needed. For more information, see "List of Print Settings" (p.3).

List of Print Settings

The following print settings are provided. However, some functions may not be available depending on the optional equipment installed.

■ Basic settings

Setting / Description	Set value / Details
Pages Specify the pages to print.	[All], [Odd pages only], [Even pages only], [Custom]
Copies Specify the number of copies to print. When you specify multiple copies, the [Collate] check box is displayed. Select the check box to print with multiple pages sorted into one complete set.	• 1 - 9999 • [Collate] check box
Color Select the color mode.	[Color], [Black and white]

■ More settings

Setting / Description	Set value / Details
Paper size Select the paper size of the original data. • When printing in Foolscap size, select [na oficio]. Selecting [Foolscap] prints in Legal 8.5x13 size. • When printing in iso sra3 size with a ComColor FT series printer, register the paper size of 320 mm x 450 mm in [Custom Paper Entry] of [Admin Menu] on the printer in advance.	• [10x13 (Envelope)] (Envelope2) • [om 269.88x390.17mm] (8K) • [om 195.09x269.88mm] (16K) • [om 287.16x382.06mm] (Square 0) • [om 316.09x460.02mm] (A3W) • [A3] • [A4] • [A5] • [A6] • [Architecture-A (Envelope)] (Envelope1) • [JIS B4] • [JIS B5] • [JIS B6] • [Comm-10 (Envelope)] (No.10 Envelope) • [C4 (Envelope)] • [C5 (Envelope)] • [C6 (Envelope)] • [Chou3 (Envelope)] • [Chou4 (Envelope)] • [Designated-Long] • [jpn kaku1] • [Kaku2 (Envelope)] • [jpn kaku3] • [Foolscap] (Legal 8.5x13) • [Legal] • [Letter] • [na oficio] (Foolscap) • [Hagaki (Postcard)] • [iso sra3] • [Statement] • [Ledger]
Pages per sheet Use this function to impose multiple pages on a single sheet.	[1], [2], [4], [6], [9], [16]

Setting / Description	Set value / Details
Scale Specify the enlarge/reduce ratio of the original for printing.	• [Default], [Fit to printable area], [Fit to paper] • [Custom]: 10 - 200
Two-sided Use this function to print on both sides of paper. Selecting [Print on both sides] allows you to select the binding edge.	• [Print on both sides] check box • [Flip on long edge], [Flip on short edge]
Options Use this function when printed characters are garbled or blank paper is output.	[Print as image] check box

Tapping the [Advanced settings] button displays the items below.

Setting / Description	Set value / Details

Z-fold
The paper will be folded in the shape of a Z, one sheet at a time.
 	
• To use this function, select [Bind top] and one of the following options from [Output bin]:
  - [Auto]
  - [upper]
  - [stacker]
	Check box for each item

Letter fold The paper will be folded inwards in three, one sheet at a time.	
Fold half The paper will be folded in two, one sheet at a time.	
Quad punch (left/top/right) **Triple punch (left/top/right)** **Dual punch (left/top/right)** Select the number and position of holes to punch. • Select the punch position to suit the binding edge setting of [Bind (left/top/right)]; e.g., to punch four holes on the left, select [Quad punch left] and [Bind left].	
Bind (left/top/right) Select the binding edge (left/top/right).	
Dual staple (left/top/right) Select the position (left/top/right) to be bound with two staples. • Select the staple position to suit the binding edge setting of [Bind (left/top/right)]; e.g., to staple on the left, select [Dual staple left] and [Bind left].	
Staple (top left/top right) Select the position (top left/top right) to be bound with one staple. • Select the staple position to suit the binding edge setting of [Bind (left/right)]; e.g., to staple at top left, select [Staple top left] and [Bind left].	
Booklet maker Use this function to perform duplex printing of a series of multiple pages and create a booklet by bi-folding the paper.	
Fold With printed on both sides, up to three sheets of paper will be folded in two at a time.	
Saddle stitch With printed on both sides, the paper will be folded in two and saddle-stitched with staples.	
Job sheets This function is not supported by the ComColor GL series / ComColor FT series printers.	-

Setting / Description	Set value / Details

Output bin
Select the output tray for printouts.
 • **[Face down]**
  Printouts will be output to the face down tray or face down finisher.
 • **[Auto]**
  The output tray is set automatically.
 • **[upper]**
  Printouts will be output to the top tray of the multifunction finisher.
 • **[stacker]**
  Printouts will be output to the stacking tray of the multifunction finisher.
 • **[auto-stacker]**
  Printouts will be output to the auto-control stacking tray.
 • **[wide-stacker]**
  Printouts will be output to the wide stacking tray.
 • **[hi-capacity-stacker]**
  This function is not supported by the ComColor FT series printers. If you select this option, the output tray will be set automatically.
	[Face down], [Auto], [upper], [stacker], [auto-stacker], [wide-stacker], [hi-capacity-stacker]

Page delivery
Specify the order of pages when outputting printouts.
 • **[reverse-order]**
  Printouts will be output in reverse order from the last page.
 • **[same-order]**
  Printouts will be output in the order of pages.
	[reverse-order], [same-order]

Print quality
Select the print resolution.
 • **[Draft]**
  This option reduces ink consumption during printing.
 • **[Normal]**
  This option is suitable for printing text such as documents.
 • **[High]**
  This option is suitable for printing photo and text in high quality.
	[Draft], [Normal], [High]