

Follow these steps to install RamPrint on a Windows operating system.

Before you begin you will need:

- [A Google account](#)

Great you're all set!

- [Click on this link to add RamPrint to your Google account.](#) You will be asked to sign in.



One account. All of Google.

Sign in to continue to Google Cloud Print

A screenshot of a Google sign-in form. At the top is a purple circular profile picture with a white letter 'A'. Below it is the text "Your Name" and "youremail@gmail.com". There is a text input field with the placeholder "Password". Below the input field is a blue "Sign in" button. At the bottom left of the form is a link that says "Need help?".

[Sign in with a different account](#)

One Google Account for everything Google



Click print in the program you are using, and select "Microsoft Print to PDF" This will save what you are trying to print as a PDF file.

Printers (3)



Fax



Microsoft Print to PDF



Microsoft XPS Document Writer

Save your PDF on your desktop, or somewhere you will be able to find it later

Go to [google.com/cloudprint](https://www.google.com/cloudprint) in any browser

Select "Print" in the upper left

The screenshot shows a web browser window with the Google Cloud Print interface. The address bar shows the URL <https://www.google.com/cloudprint#jobs>. The page title is "Cloud Print (beta)". On the left side, there is a navigation menu with a red "PRINT" button at the top, followed by "Print Jobs", "Printers", "Google Cloud Print Home", "Add a Cloud-Ready Printer", and "Add a Classic Printer". The main content area displays a list of print jobs with the following details:

| File Name | Printer | Time | Status |
|--------------------------------|----------|----------|---------|
| Presentation1.pptx.pdf | RamPrint | 12:02 PM | Printed |
| Presentation1.pptx | RamPrint | 11:38 AM | Error |
| smb.docx | RamPrint | 11:13 AM | Printed |
| Test Page | RamPrint | Dec 3 | Expired |
| Test Page | RamPrint | Dec 2 | Expired |
| Microsoft Outlook - Memo Style | RamPrint | Sep 30 | Expired |
| Microsoft Word - Document1 | RamPrint | Sep 30 | Expired |
| Google Cloud Print | RamPrint | Sep 30 | Expired |

At the bottom of the page, there is a footer with the text: © Google Terms of Service Privacy Policy Press

Select "upload file to print"

And then "select file from my computer"

Select "RamPrint"

| | |
|---|--|
|  | RamPrint Owned by West Chester University |
|  | Print to FedEx Office (experiencing issues) Submit your document and retrieve it from any FedEx Office |
|  | Save to Google Drive Save your document as a PDF in Google Drive |

Click Print

The first time you print you will need to verify your account.

Log into gmail using the google account you used above.

You should have an email from "papercut"

| | | |
|---|--|---|
|  Primary |  Social |  Promot ThinkGe |
|---|--|---|

  **papercut** **Please verify your email to print**

Click on the link at the bottom of this email.

You should see a screen that looks like this. On this screen enter your West Chester email and password.

PaperCut[™]MF

Username

@wcupa.edu

Password

.....

Language

English



Please log in to verify and add
@gmail.com to your
account.

Log in