



Smarter, easier, cheaper printing for Chromebooks

# Getting started

<b>Setting up your account</b>	<b>2</b>
<b>Installing the directprint.io client - step by step</b>	<b>7</b>
For managed chromebooks via admin.google.com	7
Finding and installing the app in the Google Admin console	7
For unmanaged chromebooks	13
<b>More help</b>	<b>14</b>

---

# Setting up your account

Time needed: 10 minutes.

Setting up managed printing for Chromebooks is easy.

Open your Chrome browser on Windows, Mac or Chrome OS to begin.

The directprint.io setup wizard will guide you thru a fast-start setup, with the aim to get you printing as quickly as possible.

## 1. Create a trial account at directprint.io

Navigate to <https://directprint.io>, click [Start Free Trial](#)

Enter your Organization's name and contact info.



## 2. Find a printer

The find printer wizard will install the directprint.io driver, the system will detect

any printers on your local network. Simply click 'Add' if you see the required printer in the list. Otherwise enter an IP address and the system will query the printer to get the connection parameters. Name the printer and click Add.

### Add printer wizard

Install driver ✓

Connection details

Test connection

Add to directprint.io

log

Discover and register printers

Enter printer address:  
 Test  
What's this?  
Examples:

- ipp://HP-LJ-ONE:631
- http://10.4.5.6:631/ipp/print
- socket://10.4.5.6:9100
- 10.4.5.6
- ipp://cups\_server:631/printers/my\_printer

or select from the following list:  

Brother HL-L2350DW series @ 192.168.1.114 Add

### 3. Link to G Suite

directprint.io automatically gathers your Organization's OU structure and user/device information from G Suite. Just click to authorize read-only access. directprint.io will do the rest.

Link directprint.io to G Suite

directprint.io works best when it's linked to G Suite

I am a G Suite Admin - link now

I'm not a G Suite Admin / don't know

What's this?

Once it's linked, select a test target OU to allocate the printer to.

#### 4. **Deploy the directprint.io driver app to your target G Suite users.**

By pushing the app (force installing in G Suite terms) to your target users, you have completed the setup necessary to get managed G Suite Users setup.


[Follow this video to find out how](#) or skip to the [following chapter](#)

#### 5. **Log on to the Chromebook as a user in the test OU**

The directprint.io app will be automatically installed.

Open the application from the Chrome start or chrome://apps menu to see the available printers.















Control-P to print – just like any other Cloud Print printer or local network printer. Except this time all prints can be managed thru advanced policies and audited through our comprehensive reports.

 directprint.io smart printing  
by **directprint.io** v19.05.16.2236

### Print queue

Title	Copies	Status	Actions
No active jobs			

### Active printer list

 MG4200 series - PWG - Office 201 - Seattle down...	
 Dell 2350dn - PCL Mono - Office 201 - Seattle d...	
 Xerox C400 - PCL Color - Office 201 - Seattle d...	
 LaserJet 3600 - PCLXL JetReady - Office 201 - S...	
 Kyocera FS-1370DN - Postscript - Office 201 - S...	
 Xerox C400 - PDF - Office 201 - Seattle downtow...	
 HP 4025 - PDF - Office 201 - Seattle downtown -...	

## 6. Explore the advanced printer management from within the directprint.io console

Explore all the policy and reporting options within the directprint.io admin console. If you need any assistance, just [book some time with us](#).

# Installing the directprint.io client - step by step

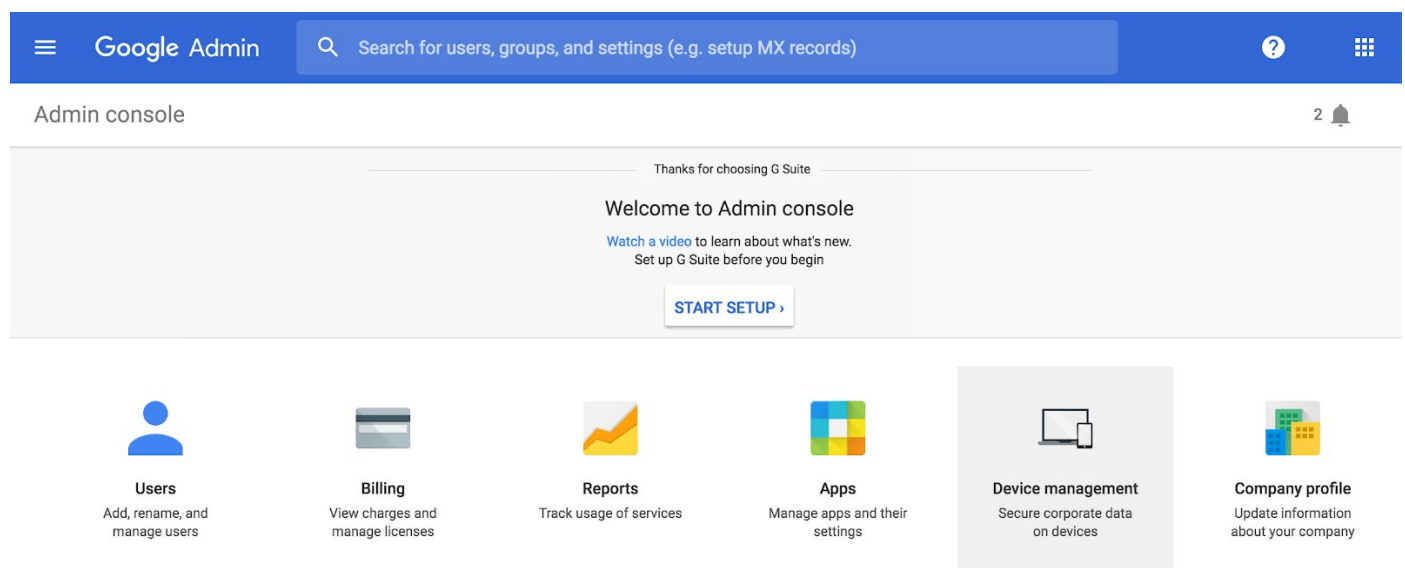
For managed chromebooks via admin.google.com

Finding and installing the app in the Google Admin console

The directprint.io driver needs to be force installed to your population of Chromebooks.

Log into admin.google.com.

Select device management



Then select Chrome management:



## Device management

---

### DEVICE SETTINGS

Network

Chrome management

Chrome devices for meetings

### MOBILE

Setup

Then select 'User settings' from the main panel.

Navigate down to 'Apps and Extensions' and select 'Manage Force Installed Applications'

The screenshot shows the Google Admin console interface. At the top, there's a blue header with the Google Admin logo, a search bar, and a help icon. Below the header, the breadcrumb trail reads "Device management > Chrome > User Settings". The left sidebar shows "ORGANIZATIONS" with a list including "youmebee.com" and "Beta". The main content area is titled "Apps and Extensions" and contains three sections: "Allowed Types of Apps and Extensions", "App and Extension Install Sources", and "Force-installed Apps and Extensions".

**Allowed Types of Apps and Extensions**  
Locally applied

- ☒ Extension
- ☒ Theme
- ☒ Google Apps Script
- ☒ Hosted App
- ☒ Legacy Packaged App
- ☒ Chrome Packaged App

**App and Extension Install Sources**  
Locally applied

App and Extension Install Sources ⓘ  
Chrome will offer to install app and extension packages from URLs that match the listed patterns. Put one pattern on each line.

https://directprint.io/\*

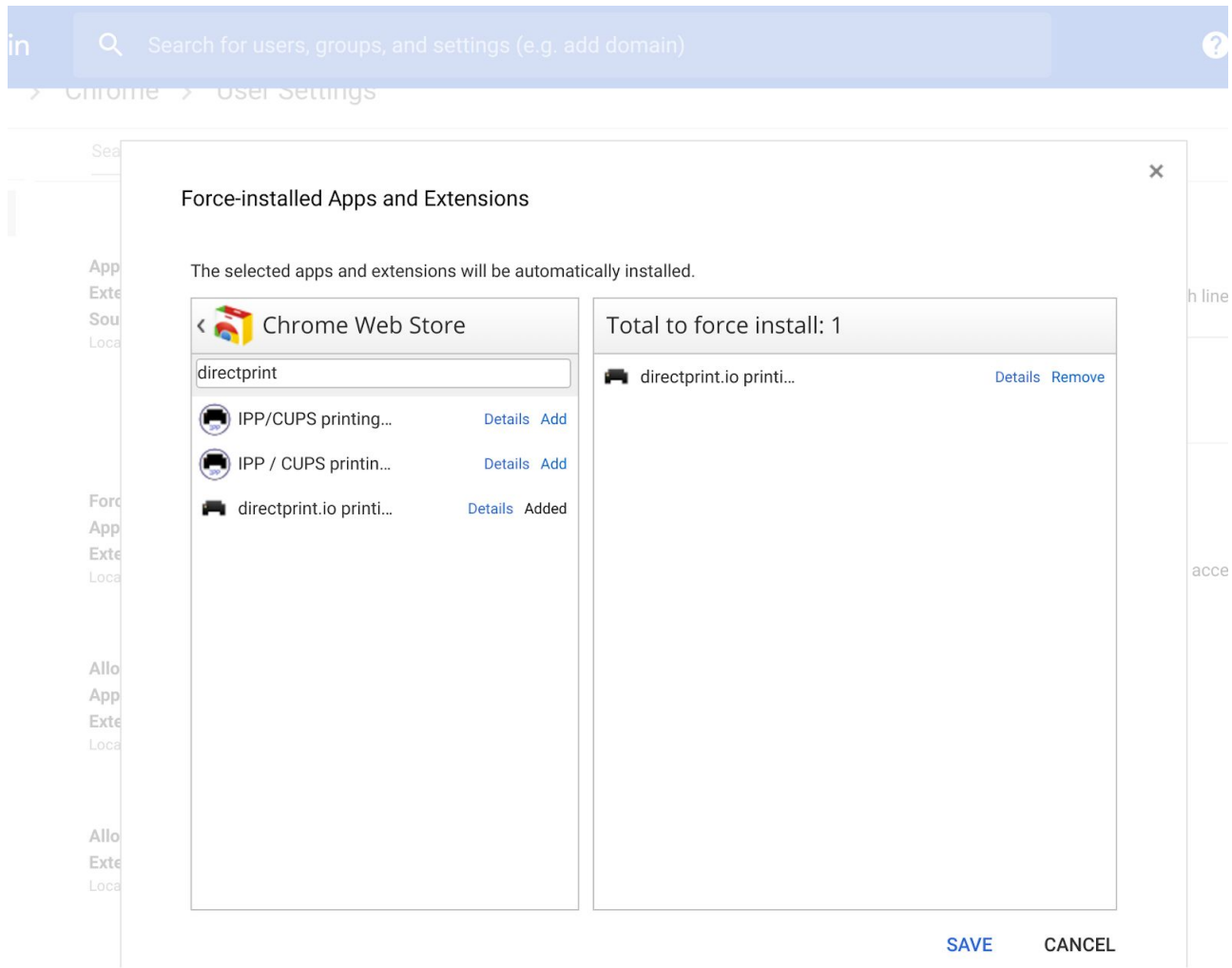
**Force-installed Apps and Extensions**  
Locally applied

Bulk install the Apps pack for Business for your organization. [Learn more](#)

1 apps or extensions will be automatically installed. [Manage force-installed apps](#) ⓘ  
Note: To ensure force-installed apps and extensions can't be tampered with, we recommend you disallow developer tools access.

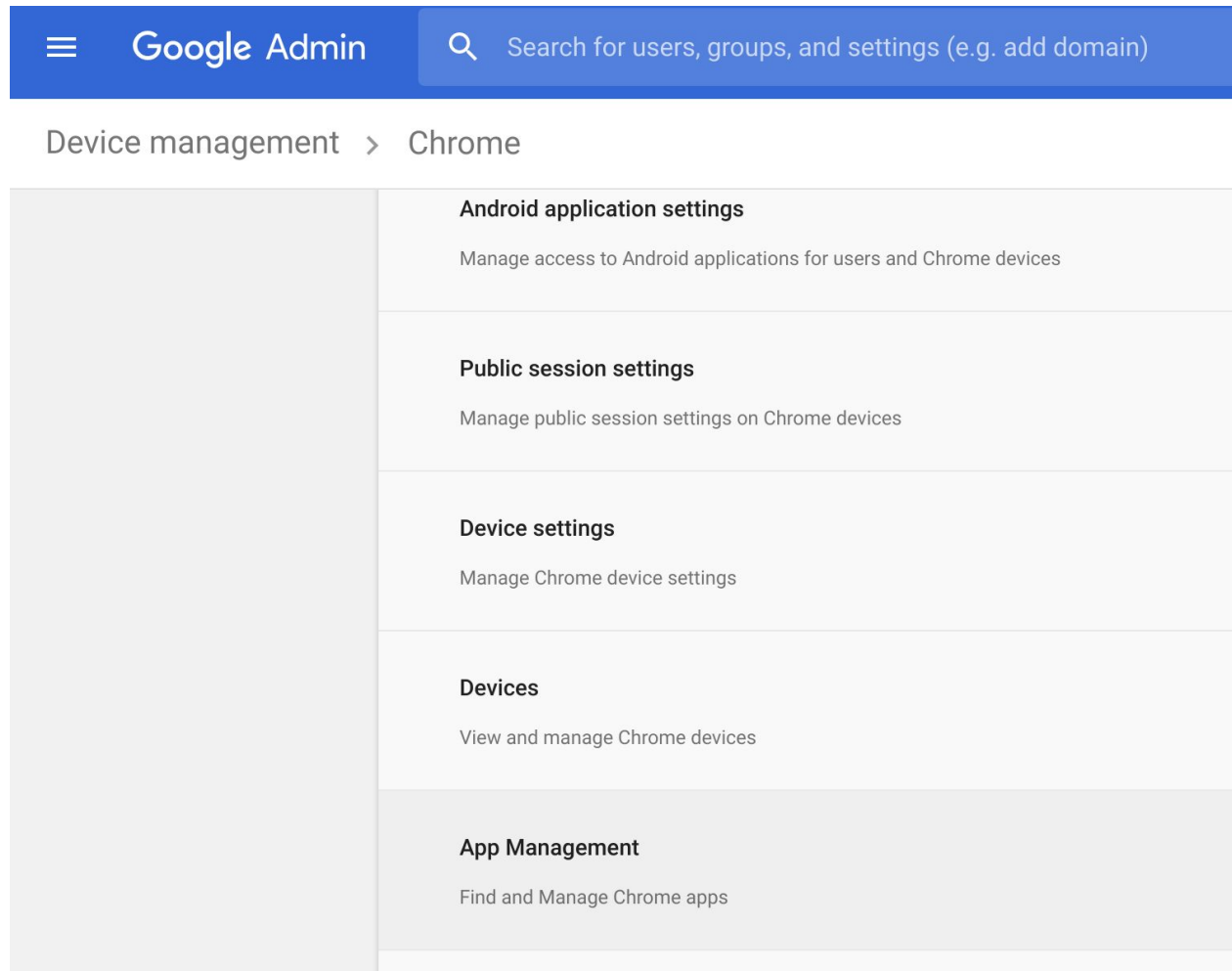
Select Chrome Store from the application source selection.



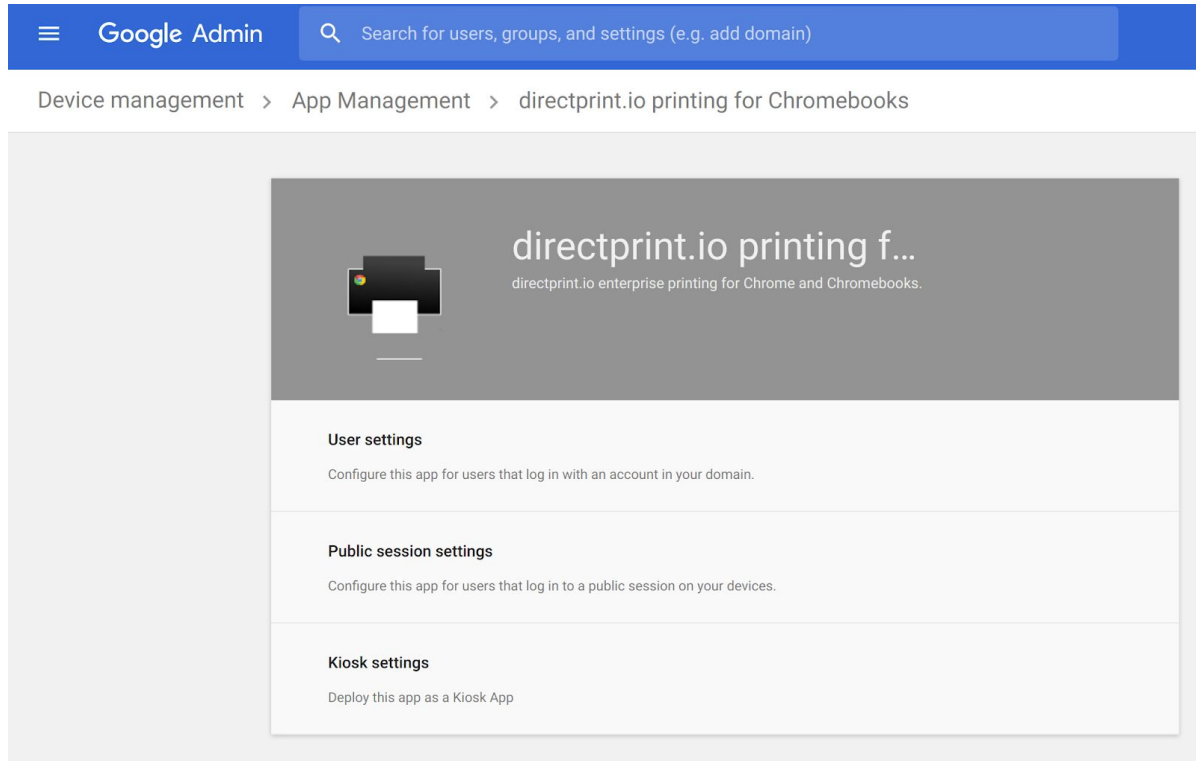


- In the search box **type 'directprint' and hit enter..**
- This will yield 3 search results
- Select **directprint.io printing**, verify this is the correct app by clicking 'details'.
- Select '**Add**' to force install this to all users within the Google Organization Unit'
- Click '**Save**' (bottom right)

Navigate back to Device Management -> Chrome Management and select **App management** from the main screen:



User **App management** select the directprint.io printing application.

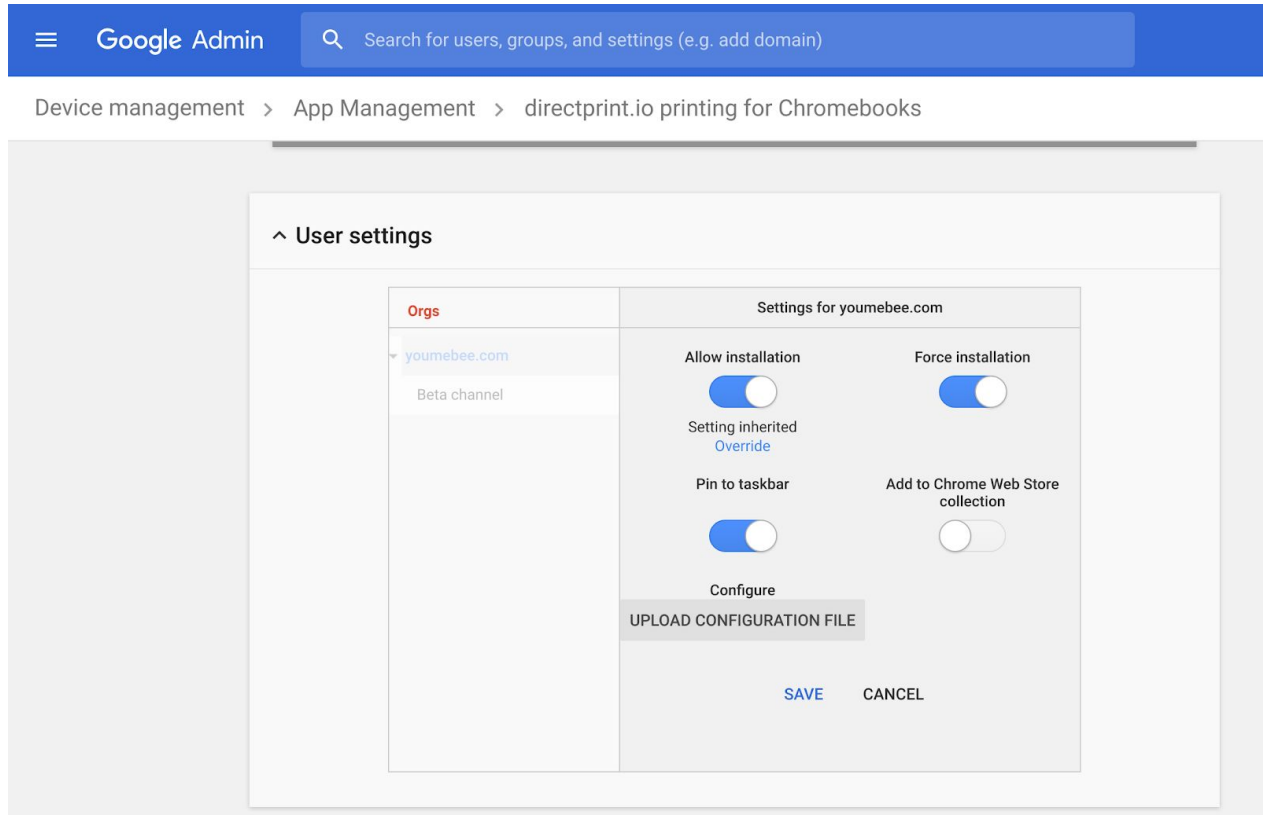


The directprint.io client may be configured to run in both User mode (where users log in with a Google ID) or as a Public Session mode where anonymous Internet access is provided.

In this configuration we will configure the client for User (login) mode.

**Select User settings** from the directprint.io app configuration menu.

- Select/enable **'Allow Installation'**, **'Force Installation'** and **'Pin to Taskbar'**.



To allocate printers to OUs please follow the instructions at <https://directprint.io/admin/knowledge/gSuiteQuickStart>

## For unmanaged chromebooks

Install the directprint.io client application on the target Chromebook from the Chrome Store.

[https://chrome.google.com/webstore/detail/directprintio-printing-fo/gnddkmpjjjcimefninepfmddpgaaad?utm\\_source=guide](https://chrome.google.com/webstore/detail/directprintio-printing-fo/gnddkmpjjjcimefninepfmddpgaaad?utm_source=guide)

- Start the directprint.io application from the applications menu
- Enter a quickcode to receive the printer configuration click 'enter'.
- All quickcodes for you organization can be found here:  
<https://directprint.io/admin/reports/quickCodes>
- The application should list the newly configured printers.
- Navigate to a document or other printable item and select Print or press ctrl-P to invoke the print menu. You should see the directprint.io specified printers in the print dialogue.

Further information can be found at:

<https://directprint.io/admin/knowledge/client>

## Step 4 - Connecting client devices

### Configuring the Chrome client

#### How to set up the client

Install the directprint.io print client application from the Chrome store.

[Direct download link](#)

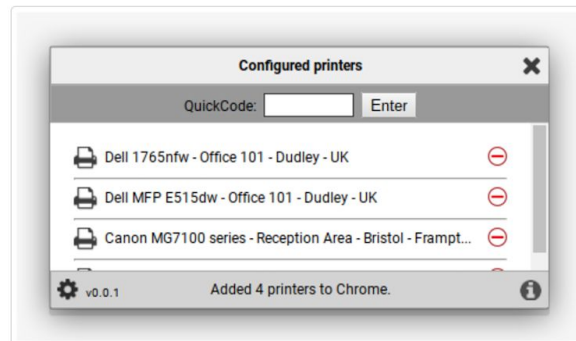
On the Chromebook device open the directprint.io application from the launch menu.

To install printers into the application enter one of the 4 character QuickCodes from the printer map into the client application.

If the QuickCode is valid the client will automatically install the printers and related printer policies into the client operating system. The printer will now appear in the system printing menu on the Chromebook.

To test that the printers have been installed correctly try printing a page (Ctrl-p) or select File->print from the chrome menu. Selecting Change printer will give the full list of the printers that were installed. The printer's configuration menu will contain customised items according to the policy that was applied to the printer/room/property/region/org in the directprint.io system.

[Don't show this again at login](#)



Enter a 4-character QuickCode to install printers on the client.

## More help

Can be found at <https://directprint.io/admin/knowledge>