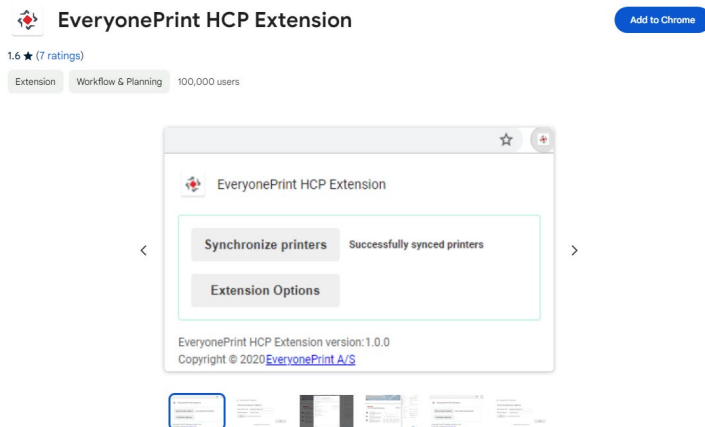


Chromebook Printer Extension Installation

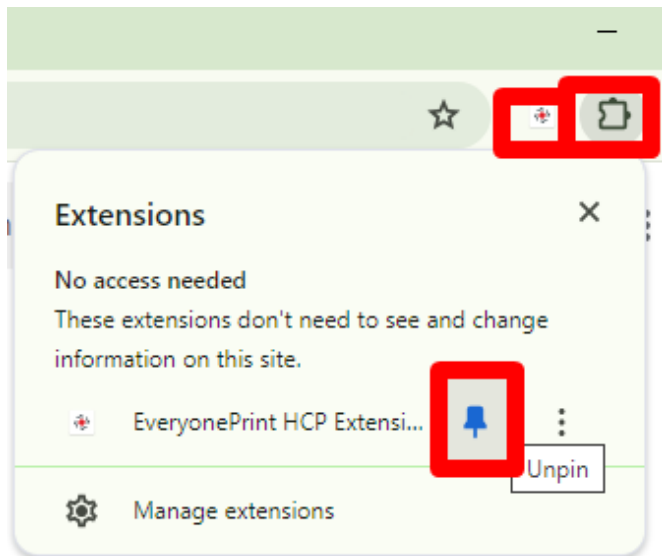
Visit the Chrome Webstore / Play Store and download the **EveryonePrint HCP Extension** or click on the link below:

<https://chromewebstore.google.com/detail/everyoneprint-hcp-extension/onigagklpeimkhiehoojploonfiplie>

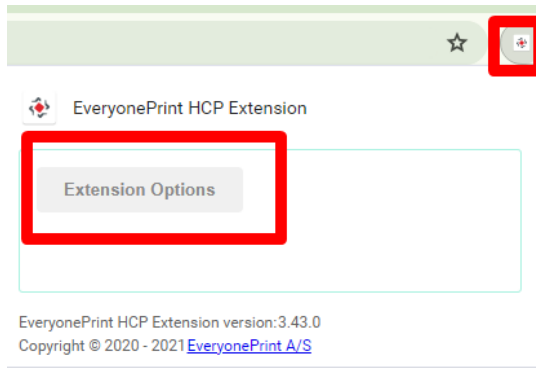


Add the extension to chrome with the Add to Chrome button on the top right. This will load the extension into your Chrome Browser.

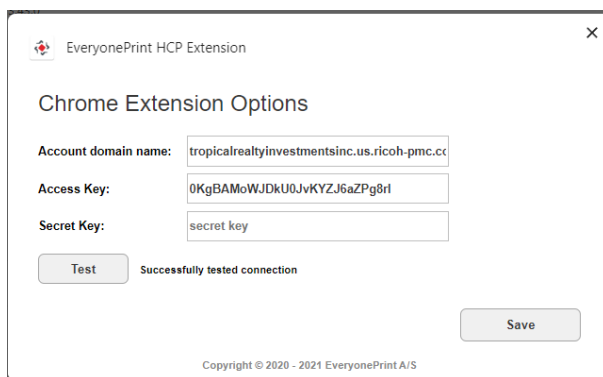
Click on the Extension manager to pin the new extension so that it is always visible in your Chrome Browser bar.



Click on the EveryonePrint HCP extension and then select Extension Options

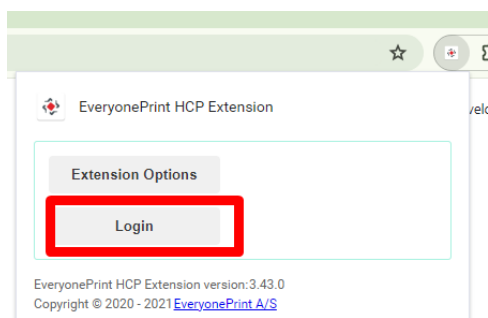


In the extension options window, enter **tropicalrealtyinvestmentsinc.us.ricoh-pmc.com** as the Account domain name then copy and paste this key into the Access Key field
0KgBAMoWJDkU0JvKYZJ6aZPg8rl - You can leave the Secret Key field blank. Click Test and you should see “Successfully tested connection” as the result.



Save and close the connection. The Extension Options box will disappear.

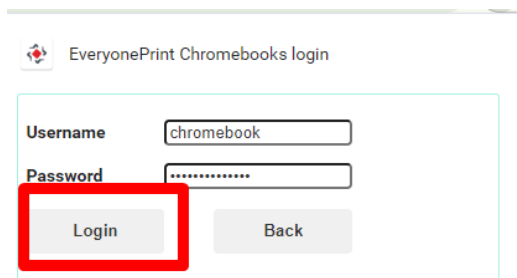
Click on the EveryonePrint HCP extension again and then select login.



In the EveryonePrint Chromebooks login window, **DO NOT Sign in with Google**. You will need to end the username and password that was provided by the Department of Information Technology.

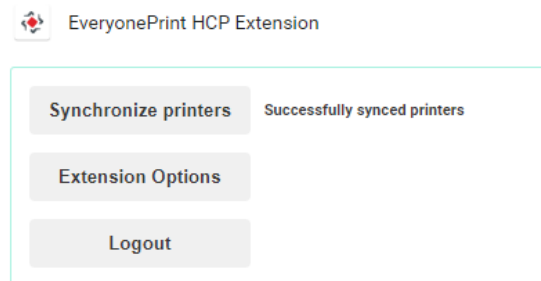
If you have forgotten your sign in information, you will need to connect the ServiceDesk to have this reset. servicedesk@bhhsflpg.net or 727-807-9696

Enter your Username and Password then press Login



The screenshot shows the 'EveryonePrint Chromebooks login' window. It contains two input fields: 'Username' with the text 'chromebook' and 'Password' with masked characters. Below these fields are two buttons: 'Login' and 'Back'. The 'Login' button is highlighted with a red rectangular box.

If your login was successful, your Extension window will look like this:

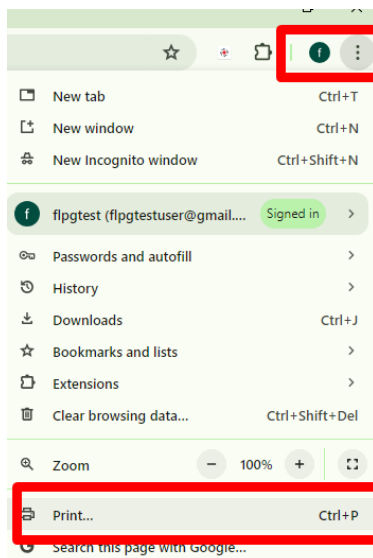


The screenshot shows the 'EveryonePrint HCP Extension' window. It features three buttons: 'Synchronize printers' (with the status 'Successfully synced printers' to its right), 'Extension Options', and 'Logout'.

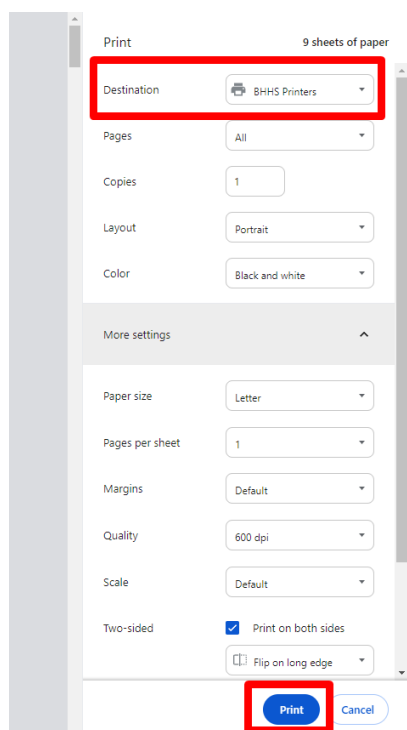
EveryonePrint HCP Extension version: 3.43.0
Copyright © 2020 - 2021 [EveryonePrint A/S](https://www.everyoneprint.com/)

You are not set to print.

To print from your browser, simply open your document in your chrome browser, click on the print button if available, or click on the 3 more dots and go to **Print**.



In the Print Preview page, you should see an option for **BHHS Printers**. Adjust any settings you need, and then hit the **Print** button.



If you do not see the printer in the list, click on the Destination drop down, then select **See more...** to show a full list of available printers.

