

MFP**TT-100115_2****TECHNICAL
TIP****Models:** MX-2640N/MX-3140N/MX-3640N/MX-4140N/MX-4141N/
MX-5140N/MX-5141N**Priority** Medium**Date:** October 2015**Subject:** Sharing Printers Using Google Cloud Print™ (GCP)

On Google Cloud Print-enabled devices, please refer to the following steps to share your printer to your co-workers and friends. Please refer to TT-092915_1 for more information on setting up Google Cloud Print on Sharp Google Cloud Print devices.

How to Share Your Printer:

You can let coworkers and friends use your Google Cloud Print printer as long as they also have Google Accounts. You can manage sharing permissions for your printers through the Google Cloud Print Web site. If you're looking to share your printer with a large group of people, set up a Google Group and share your printer with the mailing list.

Sharing With Individual E-mail Addresses:

- Visit your Google Cloud Print page at <https://www.google.com/cloudprint#jobs>
- Click Printers on the left side.
- Select the printer that you want to share. If you don't see your printer, try refreshing the page.
- Click the Share button. When you share your printers, you'll share the printer names so choose a descriptive name by clicking Rename.
- In the dialog that appears, enter the e-mail address for the person or Google Group you want to share with; you may not be able to share the printer if someone else originally shared this printer with you.
- Click Share.

Your coworker or friend will receive an e-mail notification. To disable sharing, follow the steps above to open the Sharing dialog for the printer and edit the list of e-mail addresses.

Sharing With a Group:

- Invite your friends to a Google Group. See steps for setting up a group in the Google Groups Help Center.
- Follow the instructions above to add the group's e-mail address to the list of users.
- If you are the group owner, you're all done — group members can now access the printer as long as they have Google Accounts. If you are sharing multiple printers with the same group, wait until all sharing requests have been made, and accept all requests at once.

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