## Printing Within OP Cloud

Last Modified on 09/29/2021 11:48 am EDT

Office Practicum

## About

When accessing OP Cloud, all of your locally installed printers are redirected into your OP session and will be displayed within the print dialog box.

- 1. Select the document you want to print and click the **Print** button or **Printer** icon, the Print dialog box displays.
- 2. Click the drop-down and select the local physical printer or virtual printer such as PDF, XPS, FAX you'd like to print to.

Print					$\times$
Export	Printer Name: Type: Where: Page Range @ All O Current Pa O Pages Enter page nu separated by 1,3,5-12.	SUPPORT-B&W-HP Laserjet M525 for cindy.malek Microsoft PCL6 Class Driver Microsoft PCL5 Class Driver Microsoft XPS Document Writer Onelvote for Windows 10 for cindy.malek Songel 13 for cindy.malek SUPPORT-Clor-HP Laserjet M525 for cindy.malek SUPPORT-Clor-HP Laserjet M525 for cindy.malek Desis and/or page ranges commas. For example,	v v v	Properties	

Note: These printers will be named "printername" for "username", where your username is the 10-11 digit number associated with your device, similar to 1234\_0000567. If you would like to save a copy of your print job as a PDF, you can select the option within the dialog box for Microsoft Print to PDF for "your username" and it will then prompt you to save the PDF to a location on your local computer.

3. Click the **OK** button.

