Office Practicum™

Printing Within OP Cloud

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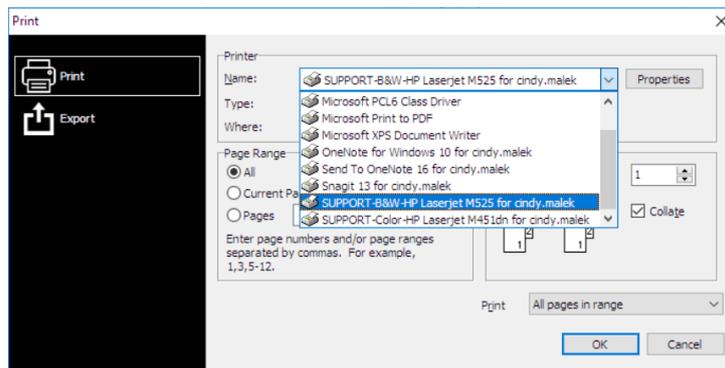
📌 **Note**: These printers will be named "printername" for "username", where your username is the 10-11 digit number associated with your device, similar to 1234_0000567. If you would like to save a copy of your print job as a PDF, you can select the option within the dialog box for Microsoft Print to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