**For Apple Computers**

**PrinterCloud only works in Google Chrome Browser**

1. Access the PrinterCloud portal by logging into <https://mycbdesk.com/>

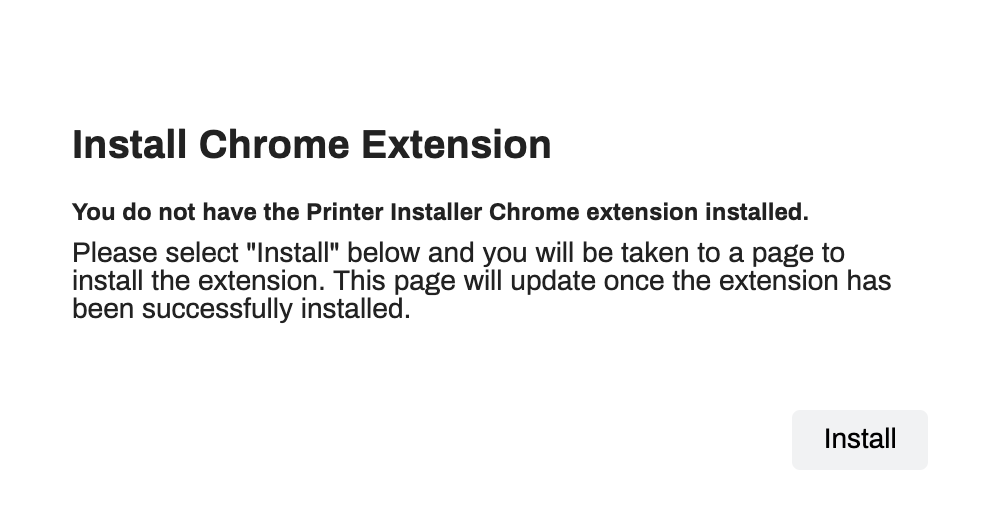
and selecting the PrinterCloud tile.

Graphical user interface, application

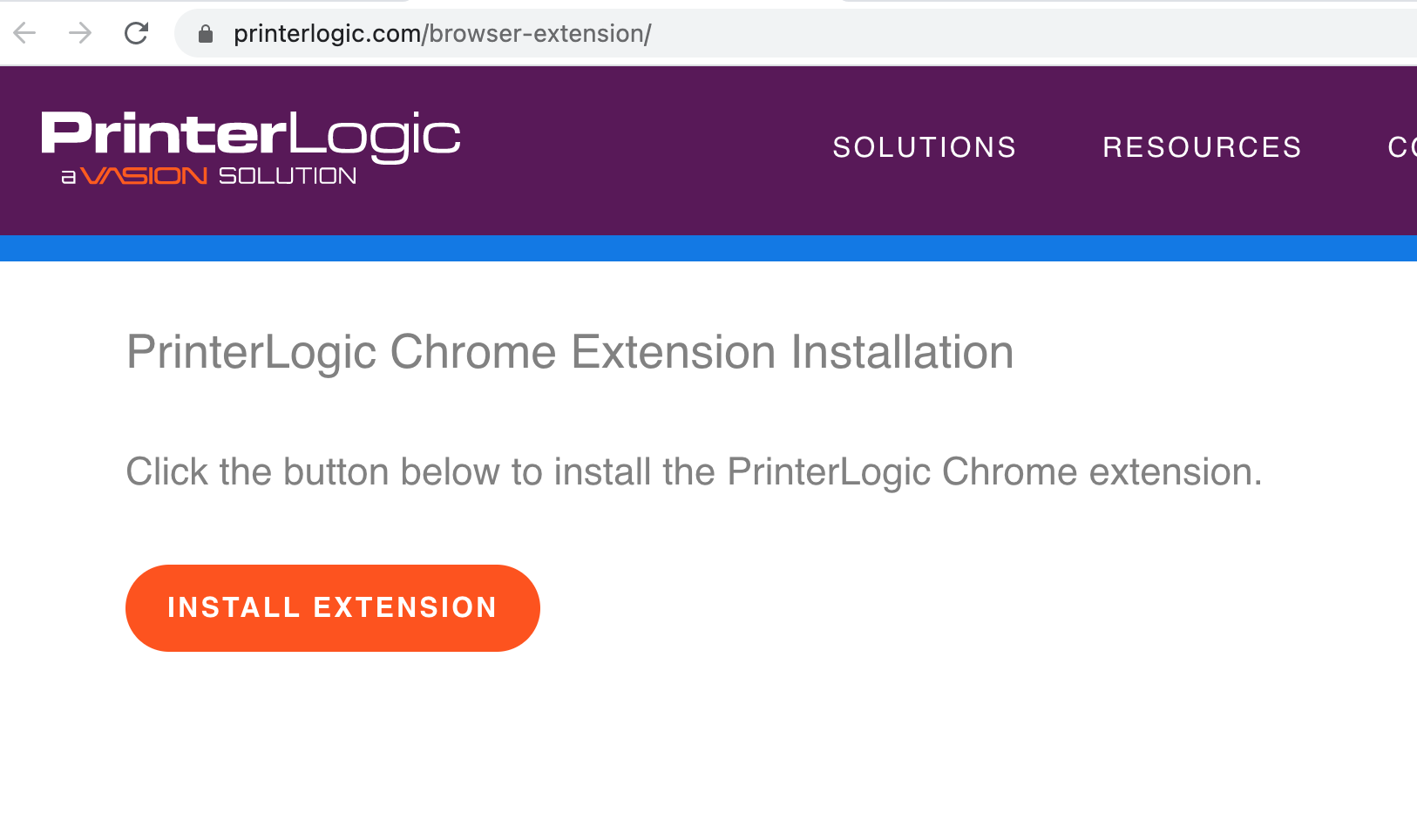
Description automatically generated

*You can also access the PrinterCloud portal by entering the following URL in your Chrome Browser:* [*https://realogy.printercloud.com*](https://realogy.printercloud.com)*.*

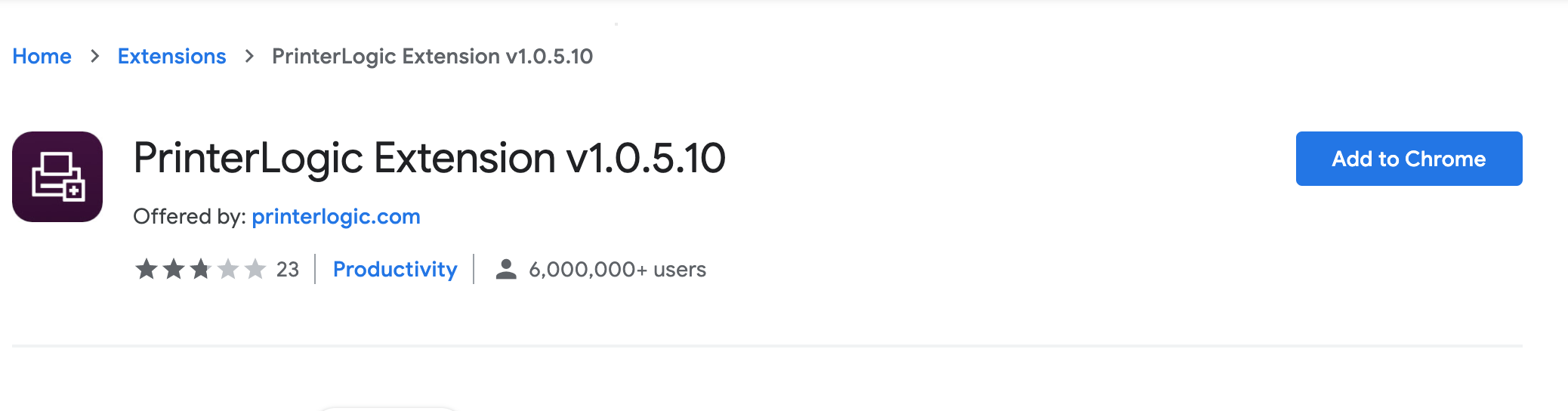
1. You will be prompted to install the Chrome Extension. Click **Install.**



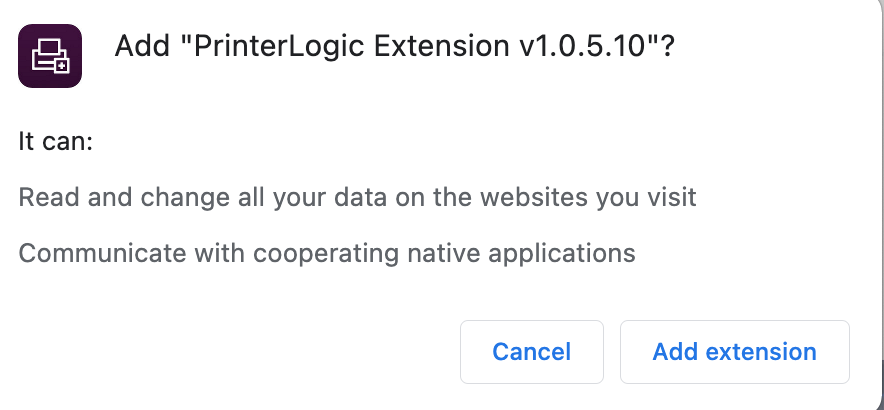
1. Click **INSTALL EXTENSION.**



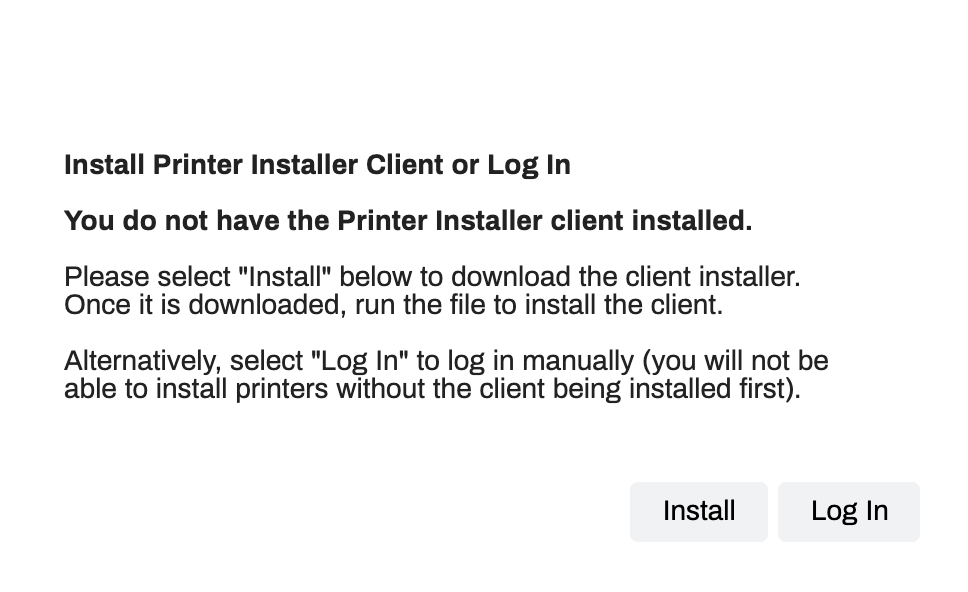
1. Click **Add to Chrome.**



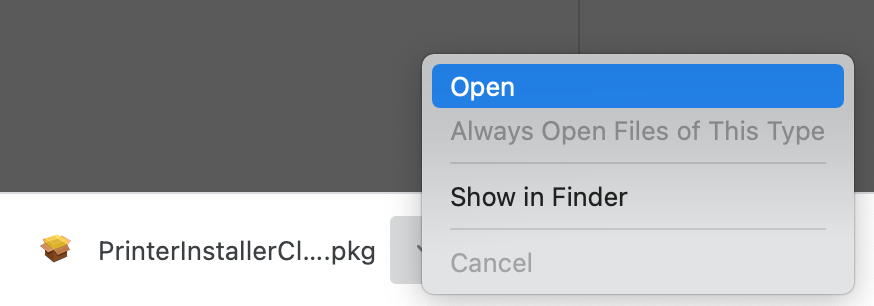
1. Click **Add extension**. You have successfully installed the Chrome extension.



1. To install the Printer Installer Client, go to: <https://realogy.printercloud.com> and click **Install**.



1. The program will automatically download. Click **Open** to install the Printer Installer Client.



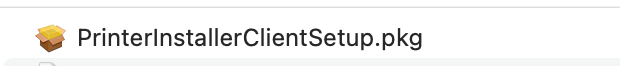
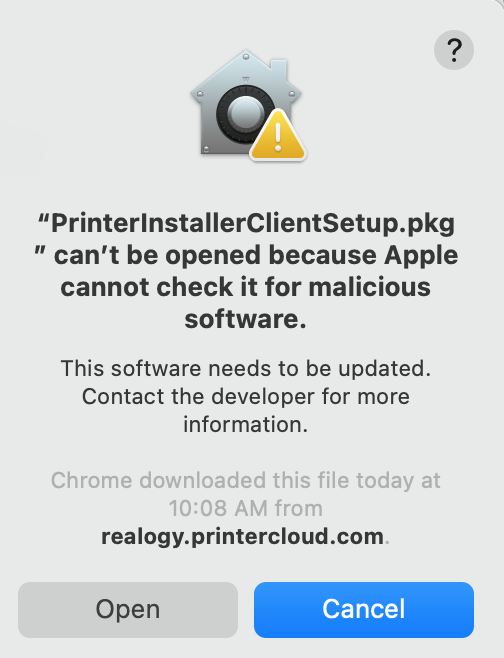
1. Close all the Windows you have open. Click on the center of the screen and on the top select **Go**, select **Downloads.**

A picture containing text, sky, clouds, screenshot

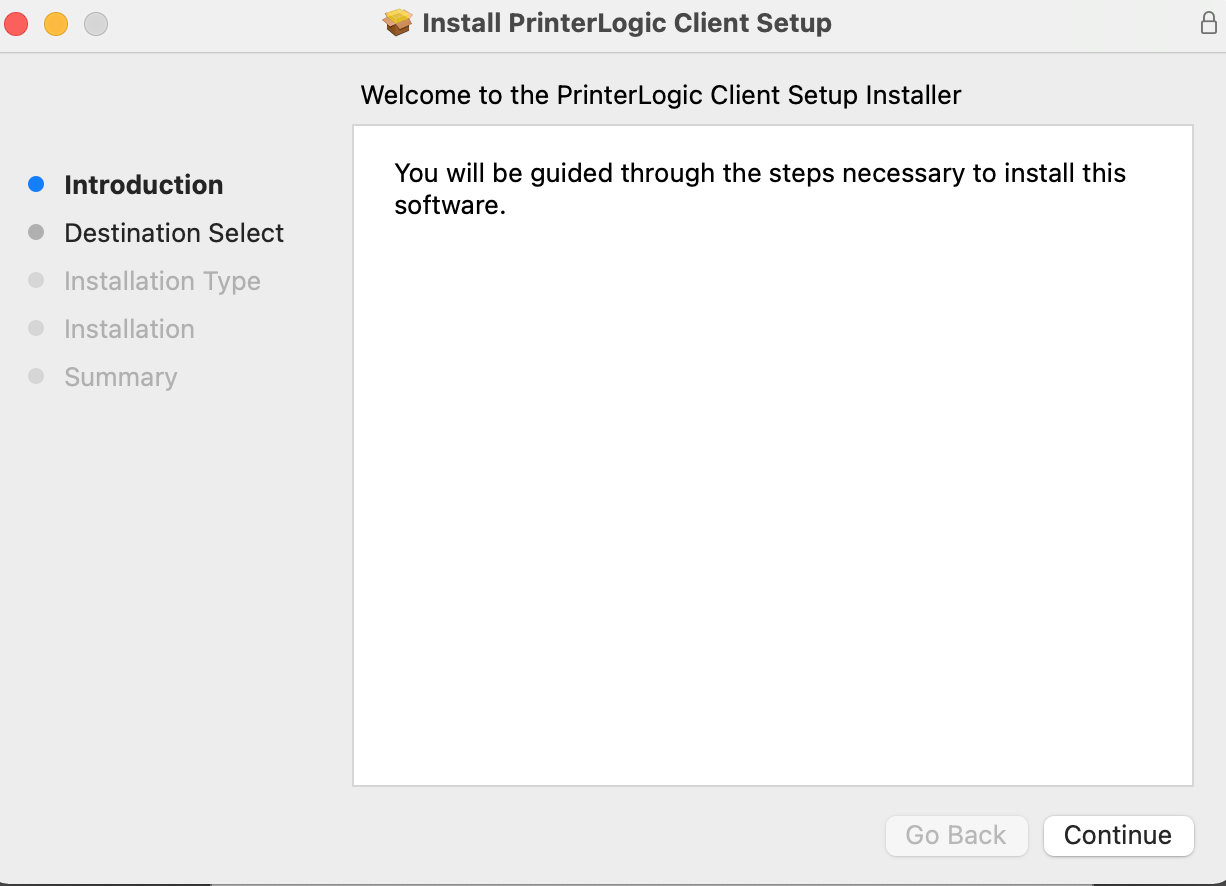
Description automatically generated

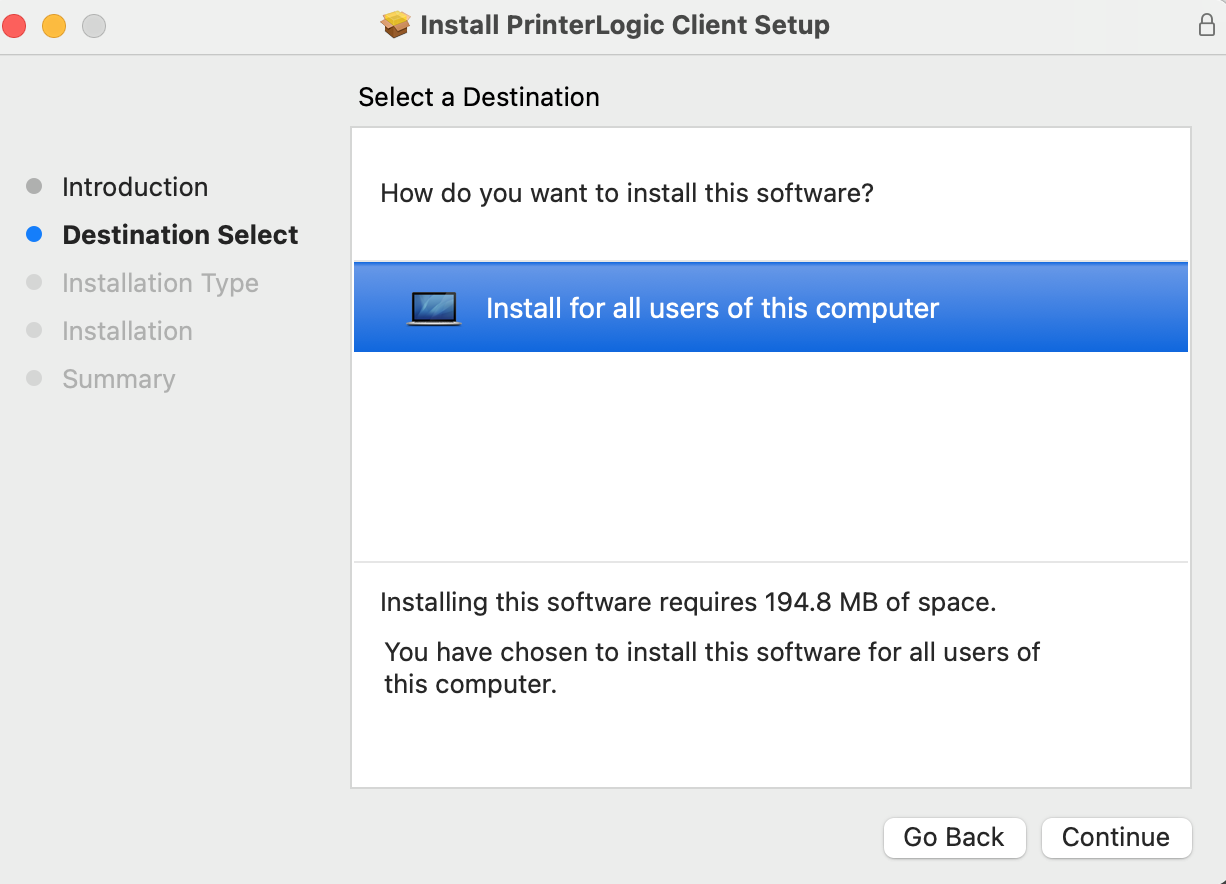
1. Locate the downloaded PrinterInstaller ClientSetup.pkg file.

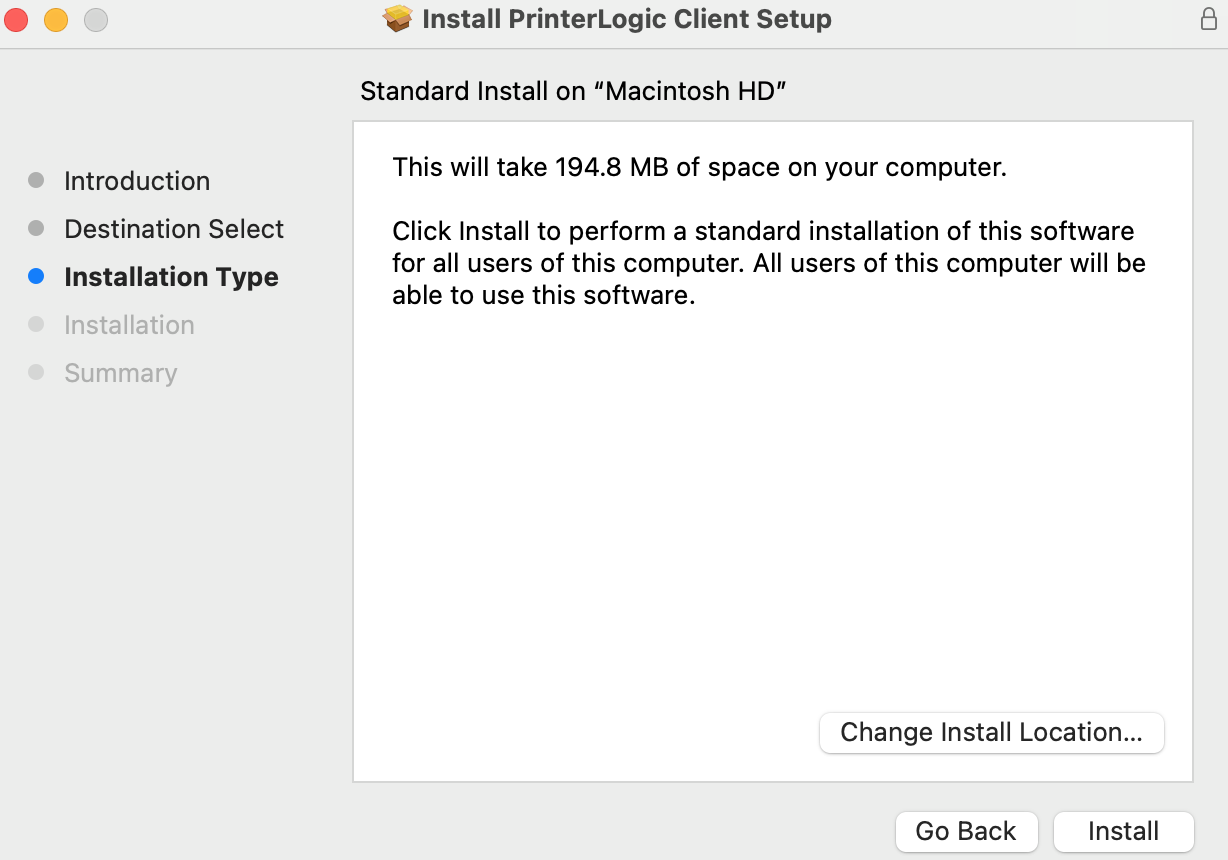
**Press and Hold the Control Key** on your keyboard and click on PrinterInstallerClientSetup.pkg. Then click **Open.**

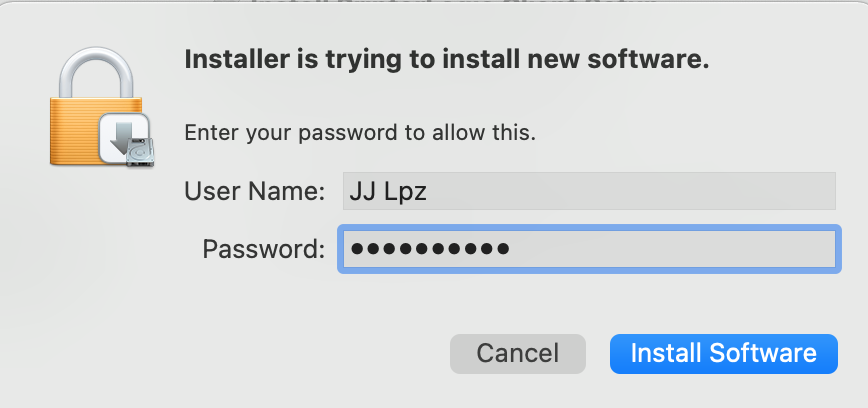
 

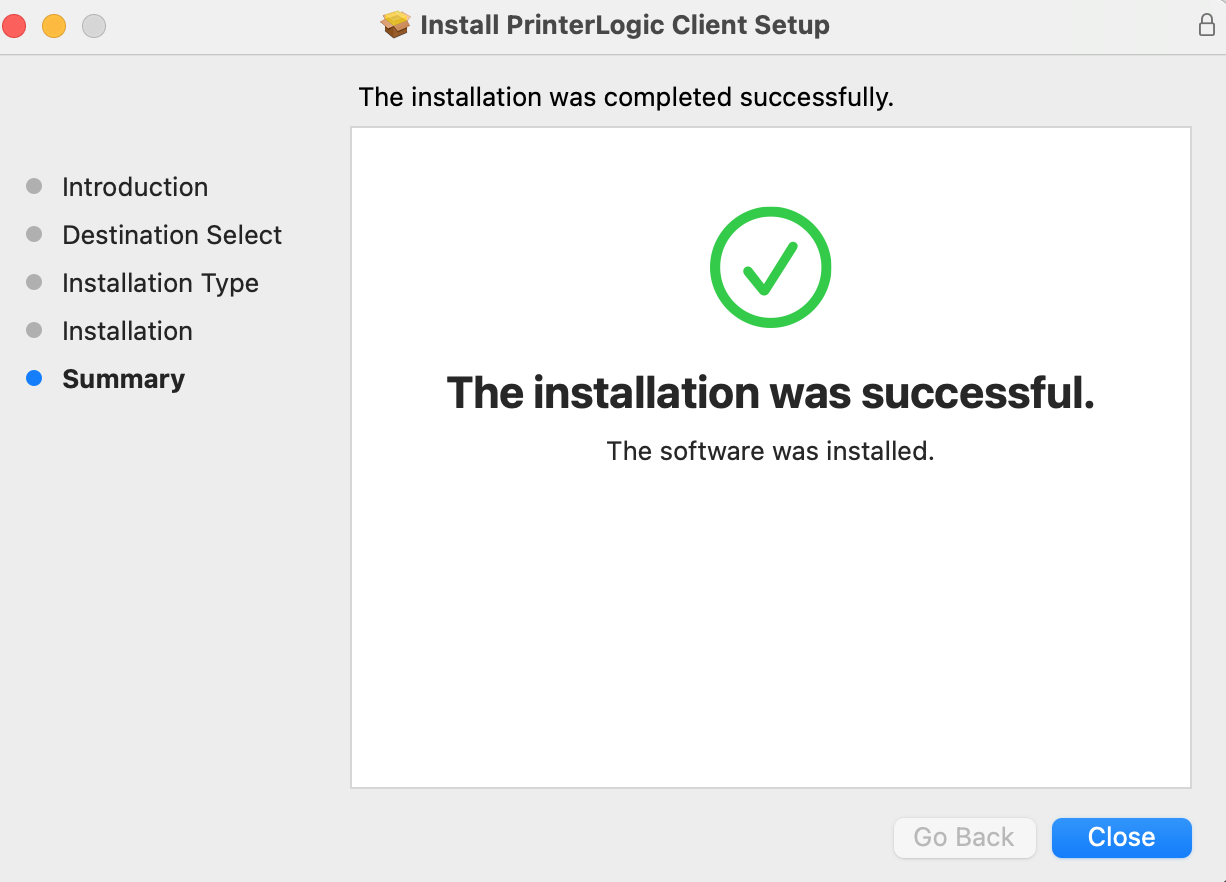
1. Follow the Installer Prompts to complete the Installation.











You are now ready to add a printer. Please proceed to the “How to Add a Printer using PrinterCloud” instructions.

**How to Add a Printer using PrinterCloud**

**PrinterCloud only works in Google Chrome Browser**

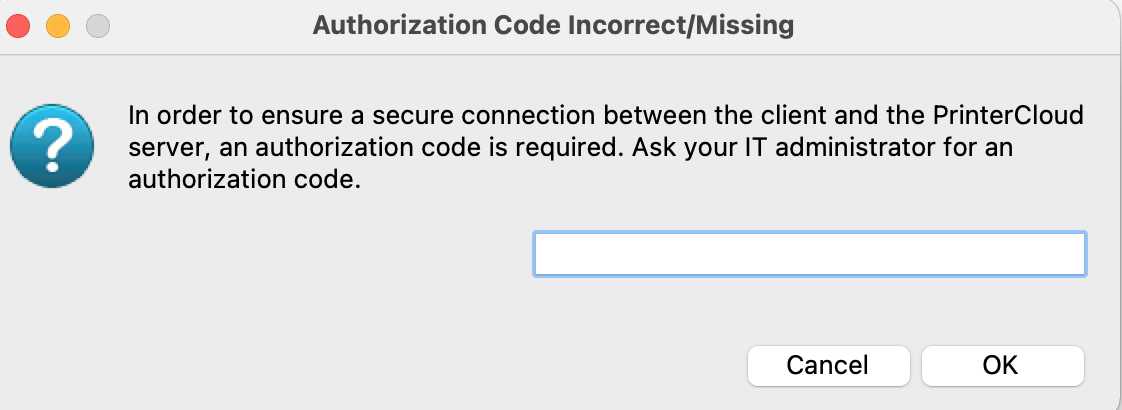
1. Log into MyCBDesk and select the PrinterCloud tile

Graphical user interface, application

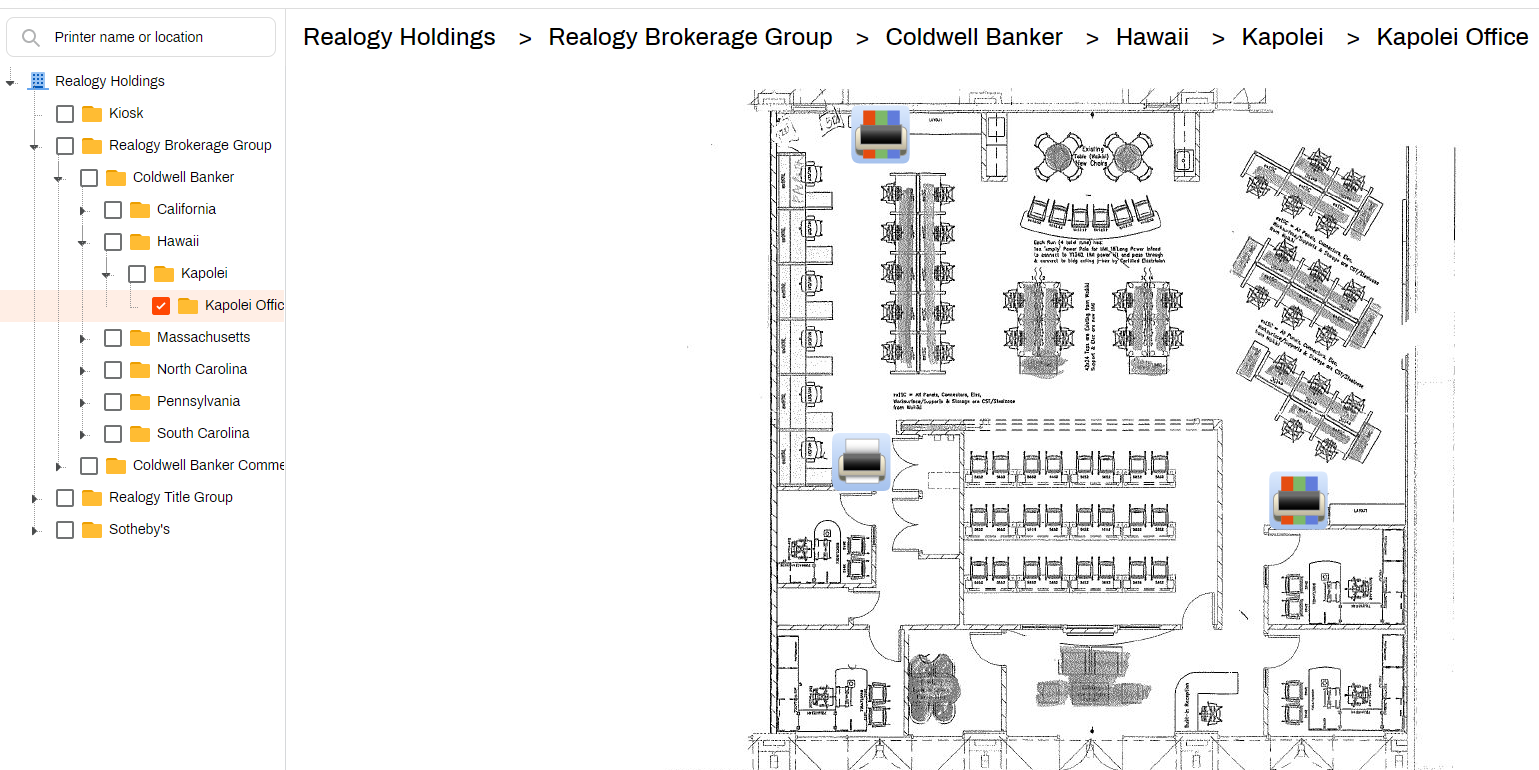
Description automatically generated

1. Enter an Authorization Code. The Code is **4x7x4x9z** and click OK.

Note you will only have to enter this Code the first time you use this program.

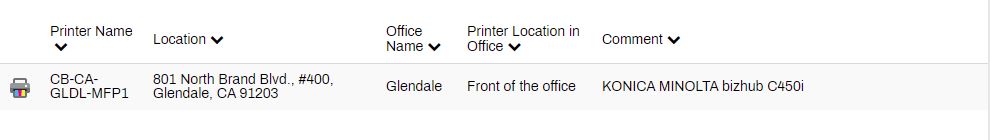


1. You will be directed to your office folder where a map of the office and printer locations will be displayed.

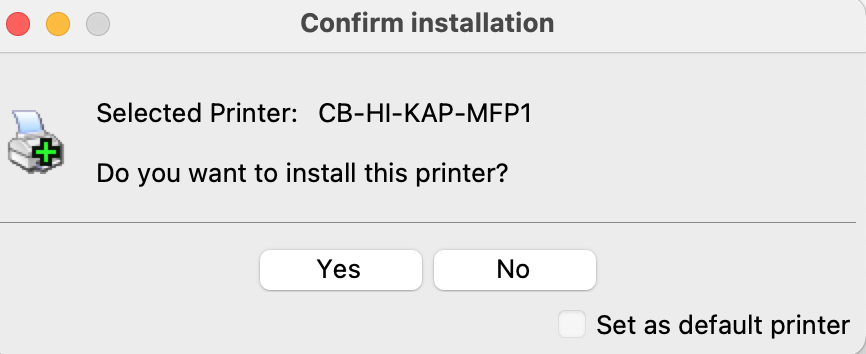


**What if my office folder does not have a map?**

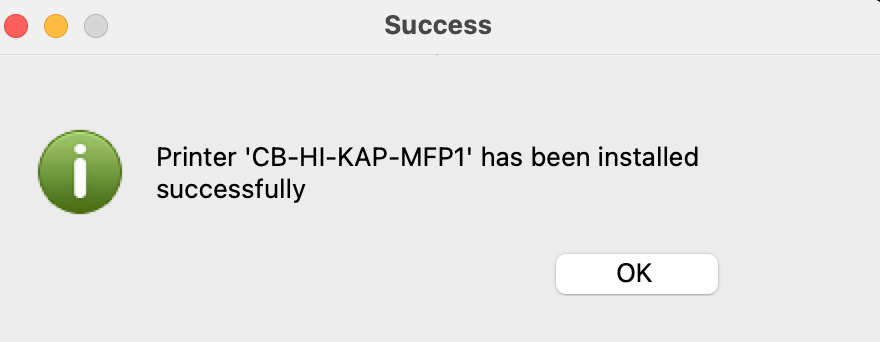
If there is no map displayed in the office folder, then you will only see a screen indicating the printers available for install (see image below).



1. Hover the mouse over the printer you would like to install, click Install Printer. Click Yes, to start the installation.

1. Once the Printer is installed you will get the following message.



* Please note, the printer will be named using the following criteria in your printer’s folder: CB-State-City-MFP1 (Multi-Function-Printer).

If you need Help, please contact the Help Desk at 877-678-4357.

***\*\*Note***

***ChromeBook*** *and* ***Windows Home S Version*** *are not supported.*

***iOS (iPhone, iPad)*** *and* ***Android devices (mobile printing)*** *are not supported by PrinterCloud at this time.*