For Apple Computers
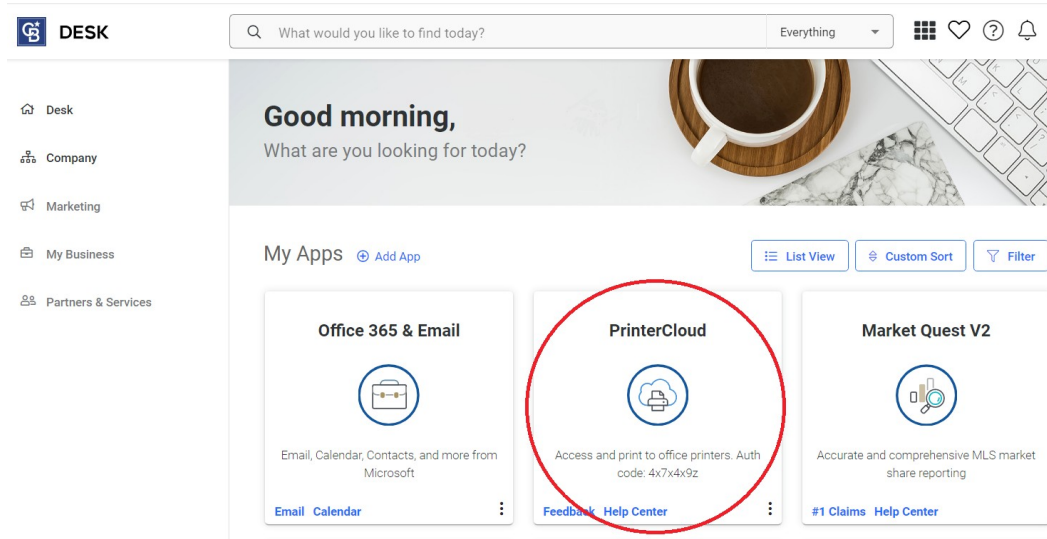
PrinterCloud only works in Google Chrome Browser

1. Access the PrinterCloud portal by logging into https://mycbdesk.com/ and selecting the PrinterCloud tile.


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

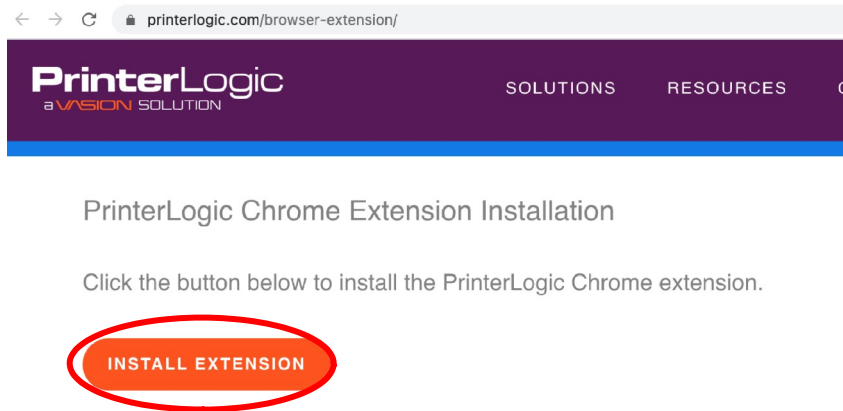2. You will be prompted to install the Chrome Extension. Click **Install.**

Install Chrome Extension

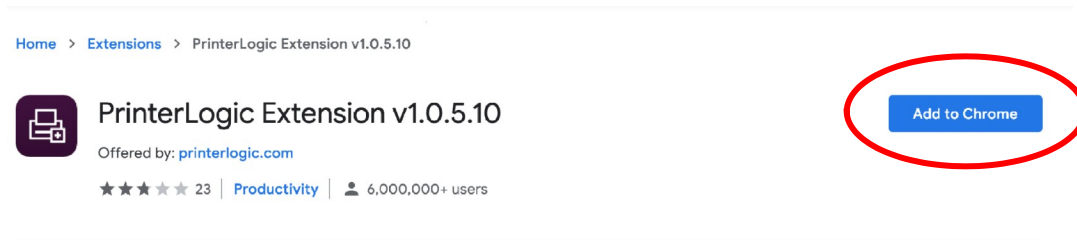**You do not have the Printer Installer Chrome extension installed.**

Please select "Install" below and you will be taken to a page to install the extension. This page will update once the extension has been successfully installed.
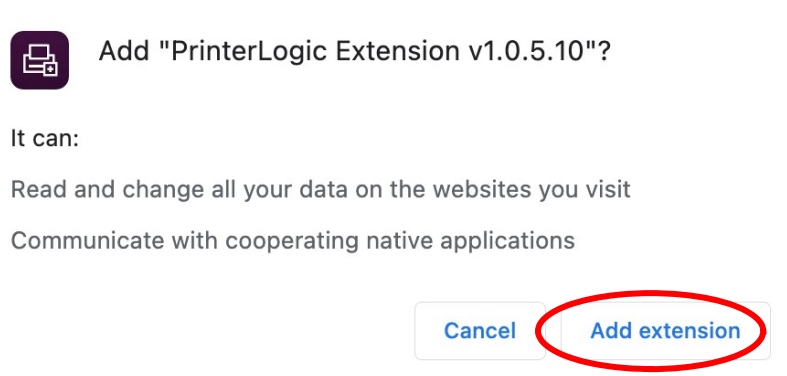
Install

PRINTERCLOUD CHROME EXTENTION AND CLIENT INSTALL
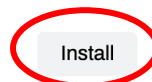
3. Click **INSTALL EXTENSION.**

4. Click **Add to Chrome.**

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

PRINTERCLOUD CHROME EXTENTION AND CLIENT INSTALL

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

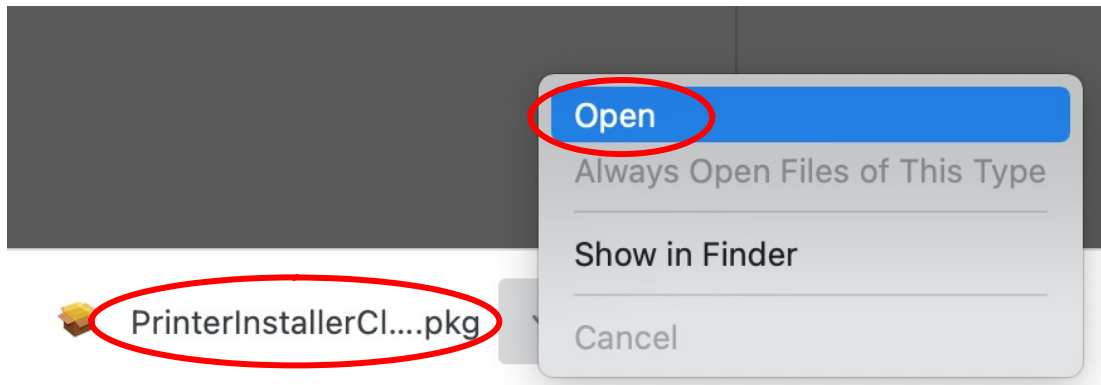**Install Printer Installer Client or Log In**

You do not have the Printer Installer client installed.

Please select "Install" below to download the client installer. Once it is downloaded, run the file to install the client.

Alternatively, select "Log In" to log in manually (you will not be able to install printers without the client being installed first).
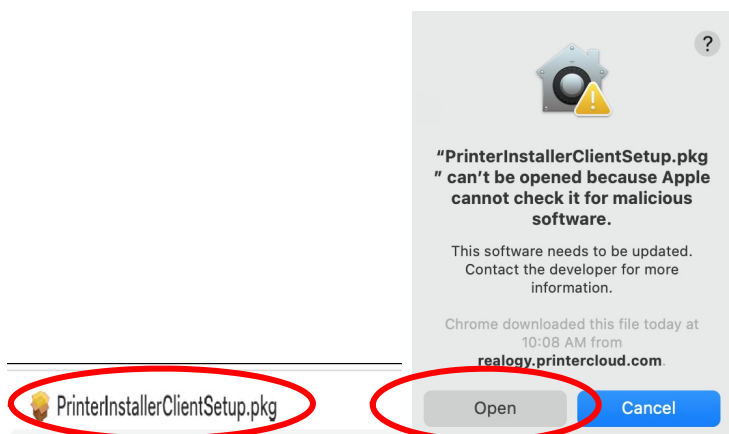
Install   Log In
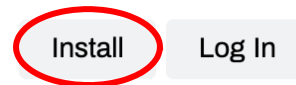
7. The program will automatically download. Click **Open** to install the Printer Installer Client.

Open
Always Open Files of This Type
Show in Finder
Cancel

PrinterInstallerCl....pkg

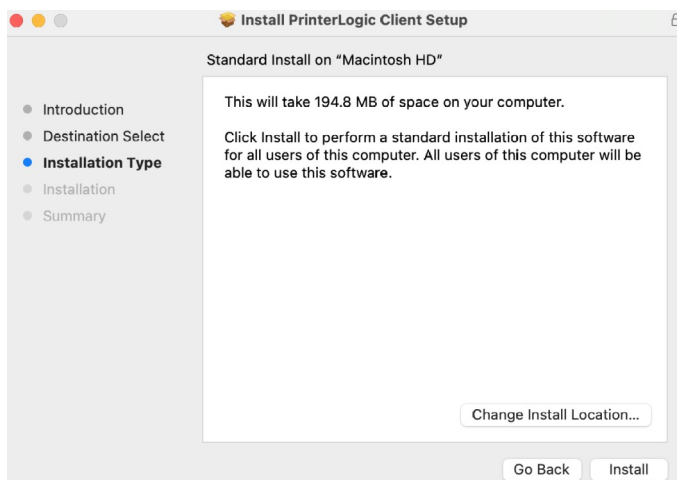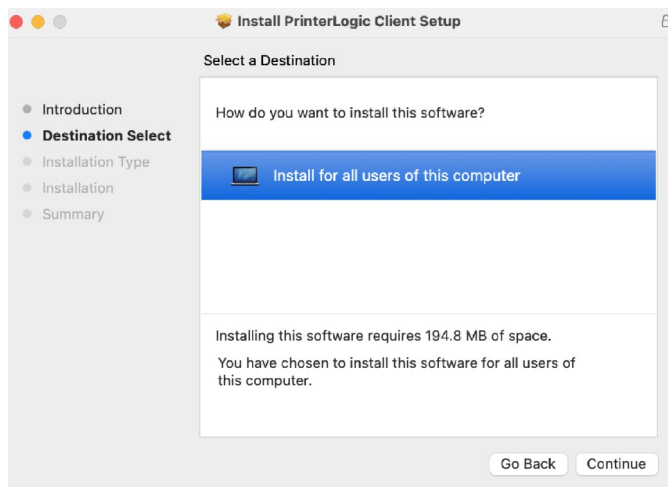**PRINTERCLOUD CHROME EXTENTION AND CLIENT INSTALL**

8. Close all the Windows you have open. Click on the center of the screen and on the top select **Go**, select **Downloads.**
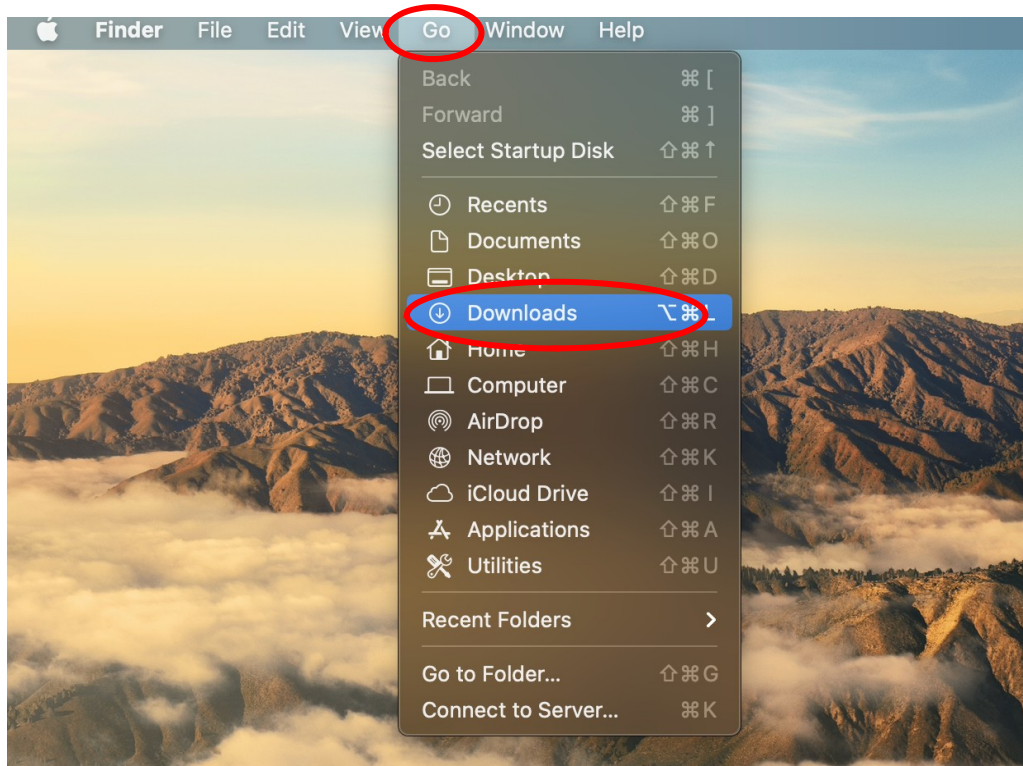
9. Locate the downloaded PrinterInstaller ClientSetup.pkg file. **Press and Hold the Control Key** on your keyboard and click on PrinterInstallerClientSetup.pkg. Then click **Open.**

10. Follow the Installer Prompts to complete the Installation.

PRINTERCLOUD CHROME EXTENTION AND CLIENT INSTALL

PRINTERCLOUD CHROME EXTENTION AND CLIENT INSTALL

Installer is trying to install new software.
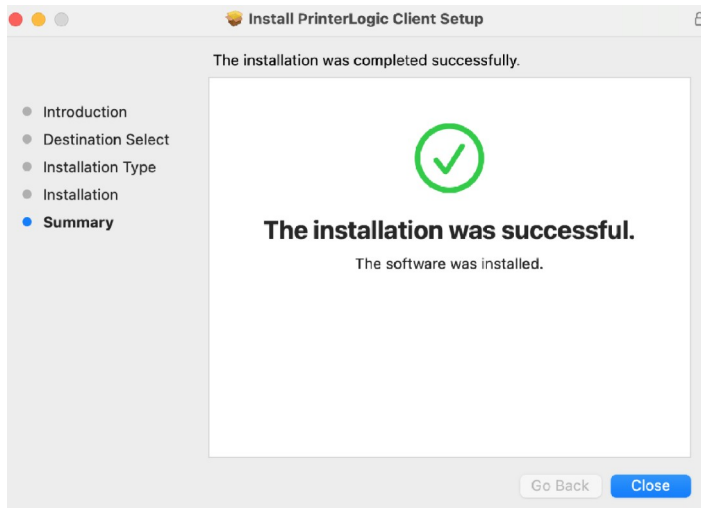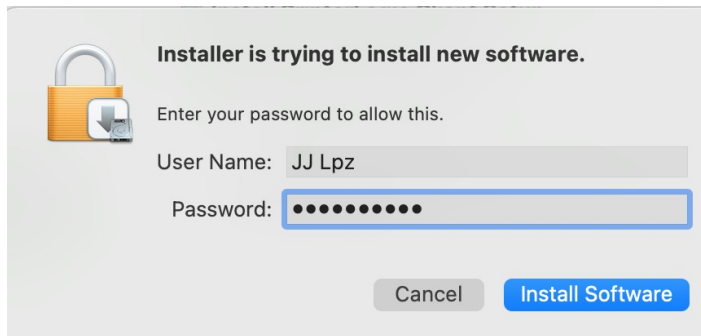
Enter your password to allow this.

User Name: JJ Lpz

Password: •••••••••

Cancel   **Install Software**

🔶 **Install PrinterLogic Client Setup**

The installation was completed successfully.

- Introduction
- Destination Select
- Installation Type
- Installation
- **Summary**

✓

**The installation was successful.**

The software was installed.

Go Back   **Close**

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

**PRINTERCLOUD CHROME EXTENTION AND CLIENT INSTALL**

How to Add a Printer using PrinterCloud

**PrinterCloud only works in Google Chrome Browser**

1. Log into MyCBDesk and select the PrinterCloud tile
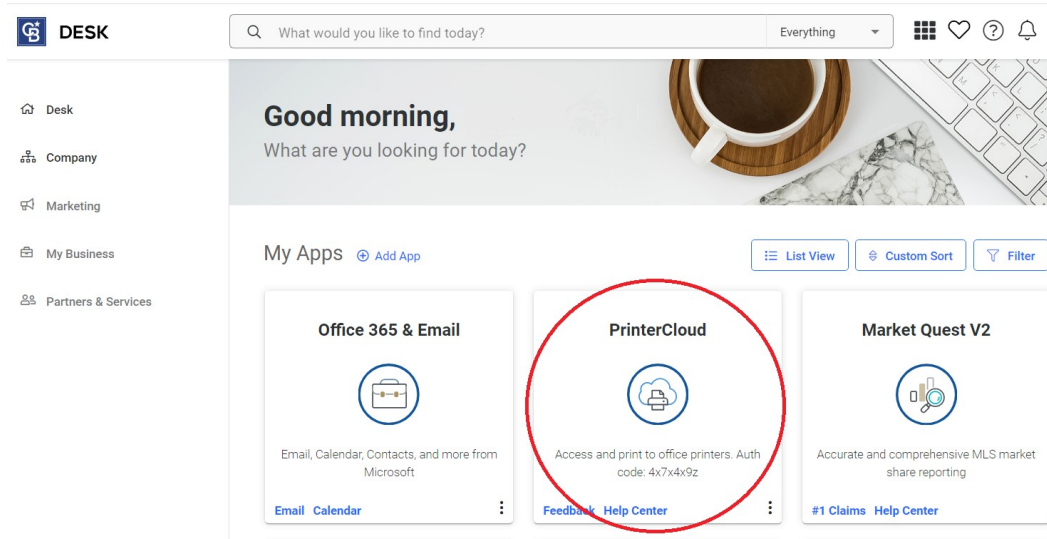
2. Enter an Authorization Code. The Code is **4x7x4x9z** and click OK. Note you will only have to enter this Code the first time you use this program.

PRINTERCLOUD CHROME EXTENTION AND CLIENT INSTALL
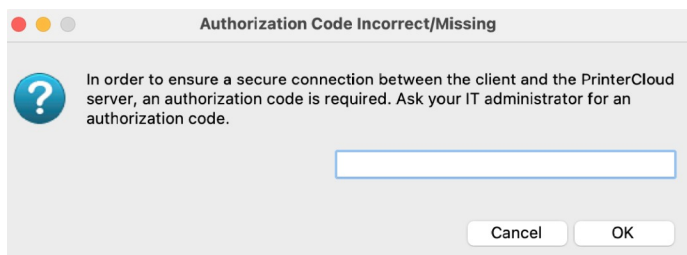
3. You will be directed to your office folder where a map of the office and printer locations will be displayed.
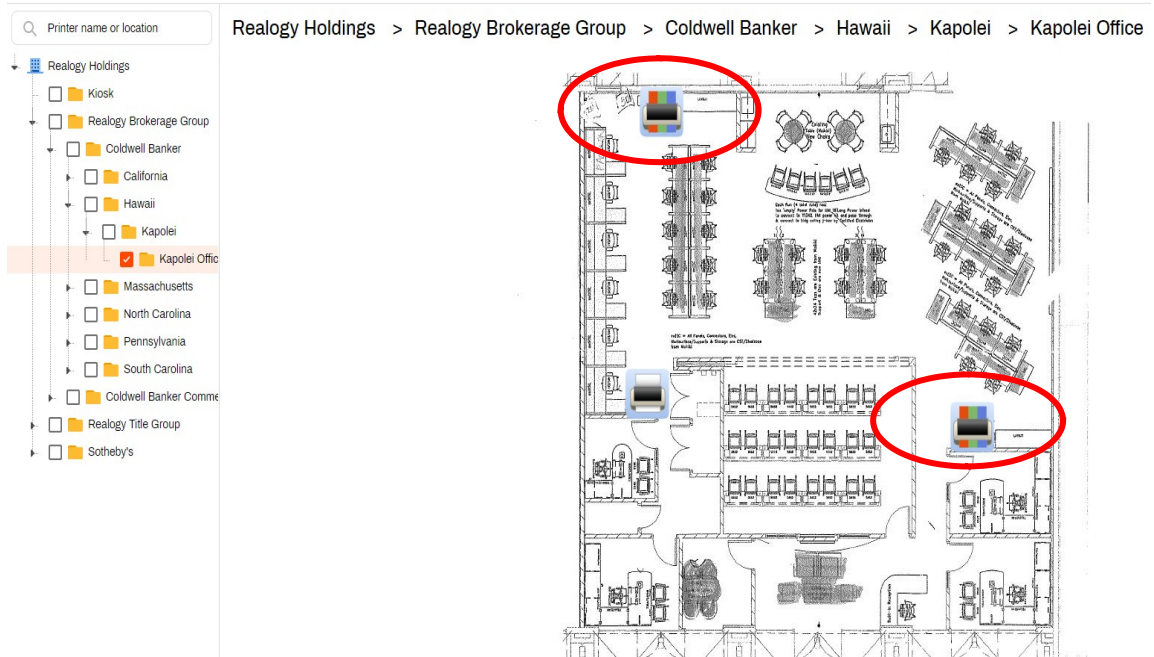

What if my office folder does not have a map?

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).

	Printer Name ⌄	Location ⌄	Office Name ⌄	Printer Location in Office ⌄	Comment ⌄
🖨	CB-CA-GLDL-MFP1	801 North Brand Blvd., #400, Glendale, CA 91203	Glendale	Front of the office	KONICA MINOLTA bizhub C450i

PRINTERCLOUD CHROME EXTENTION AND CLIENT INSTALL

4. Hover the mouse over the printer you would like to install, click Install Printer. Click Yes, to start the installation.
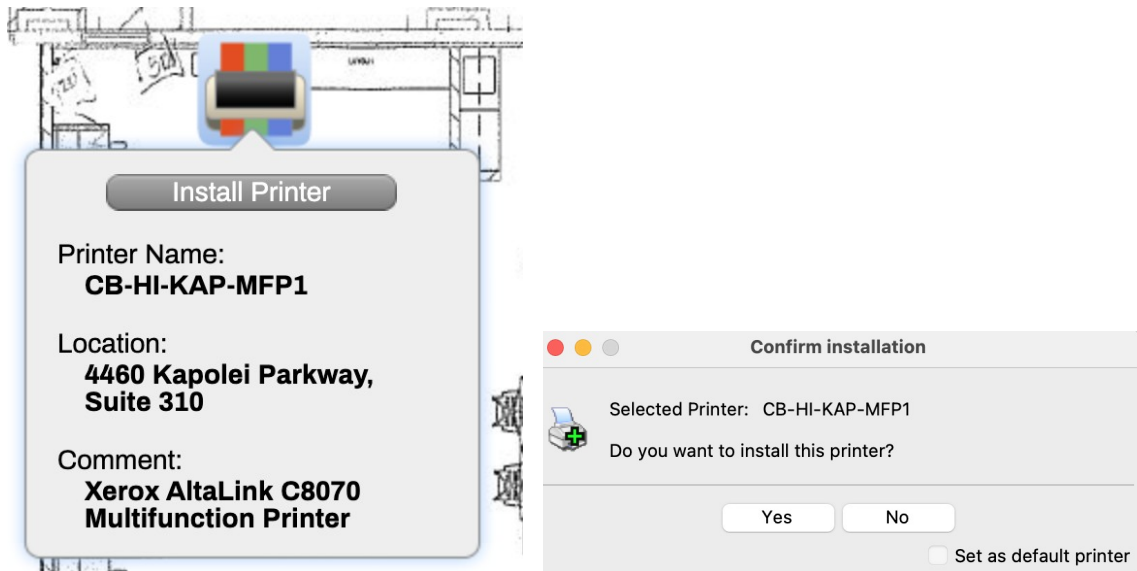
5. Once the Printer is installed you will get the following message.
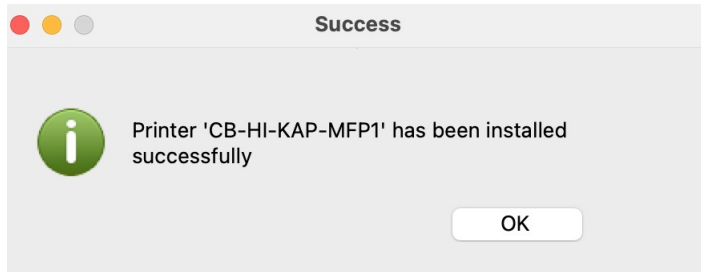
- Please note, the printer will be named using the following criteria in your printer's folder: CB-State-City-MFP1 (Multi-Function-Printer).

  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.*

PRINTERCLOUD CHROME EXTENTION AND CLIENT INSTALL