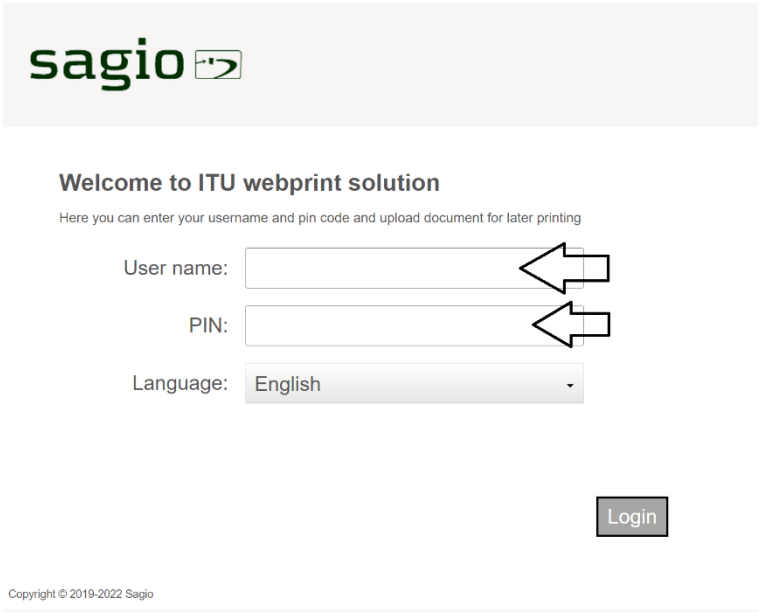
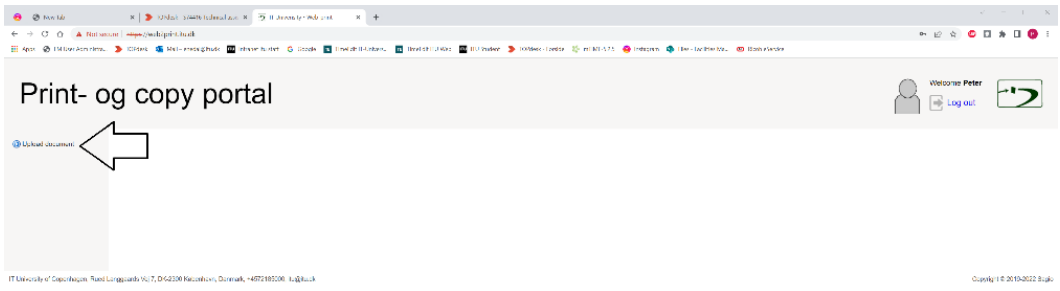
Quick guide – Print

1. Open a browser and to go web2print.itu.dk

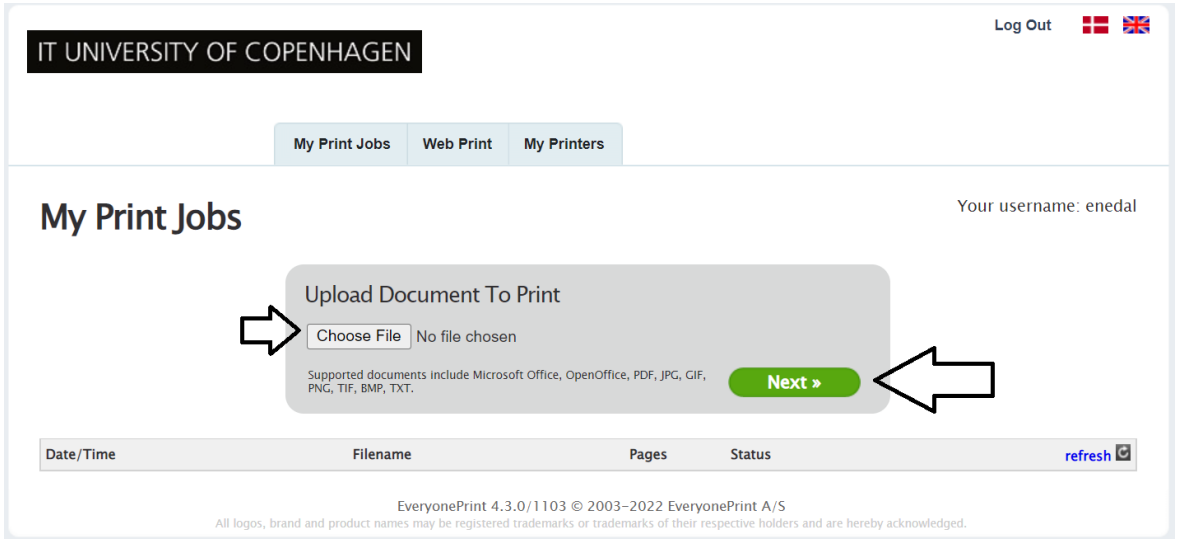
2. Enter your initials (same as the first part of your ITU-mail), and the pin for your access/student/staff card to log in (if you do not remember your pin, please contact FM).



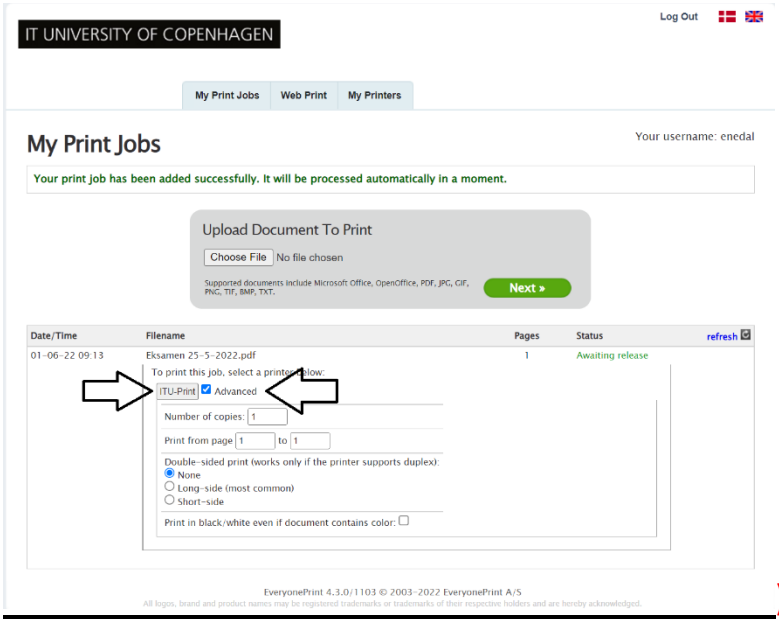
3. Upload the document(s) by pressing “Upload document”.



4. “Choose file” to find the file(s) you need to print. Press “Next” and the document(s) will upload.



5. Tick “Advanced” for double-sided print and use Long-side.
6. Press “ITU-Print” and your print job will be sent to the printing queue.



7. When you go to the printer of your choice, use your access card to login to print.

If you need help with printing, we are ready to help. Please contact fm@itu.dk