

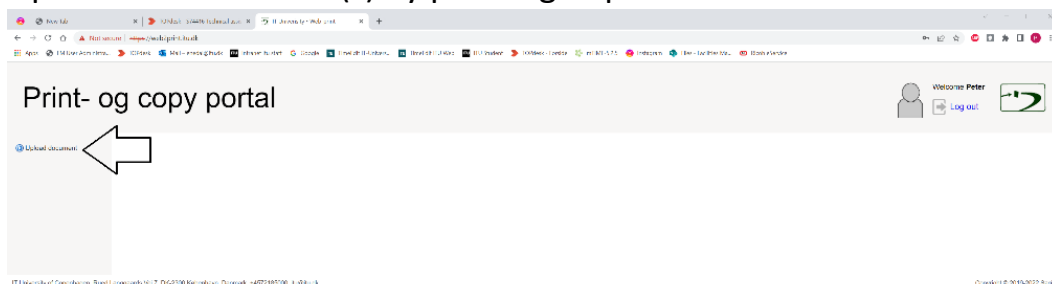
# Quick guide – Print

1. Open a browser and go to [web2print.itu.dk](http://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).





The screenshot shows the login interface for the ITU webprint solution. At the top is the Sagio logo. Below it, the heading "Welcome to ITU webprint solution" is followed by the instruction: "Here you can enter your username and pin code and upload document for later printing". There are three input fields: "User name:" with a white arrow pointing left, "PIN:" with a white arrow pointing left, and "Language:" with a dropdown menu currently set to "English". A "Login" button is positioned below these fields. At the bottom left, the copyright notice "Copyright © 2019-2022 Sagio" is visible.

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.


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Log Out  


My Print Jobs Web Print My Printers


My Print Jobs Your username: enedal

Upload Document To Print

  No file chosen

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT.





Date/Time	Filename	Pages	Status	<a href="#">refresh</a> 
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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.

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Log Out  

My Print Jobs Web Print My Printers


My Print Jobs Your username: enedal


Your print job has been added successfully. It will be processed automatically in a moment.


Upload Document To Print

No file chosen

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT.

Date/Time	Filename	Pages	Status	<a href="#">refresh</a> 
01-06-22 09:13	Eksamen 25-5-2022.pdf	1	Awaiting release	

 To print this job, select a printer below:

☒ ITU-Print ☒ Advanced 

Number of copies:

Print from page  to

Double-sided print (works only if the printer supports duplex):

☒ None

☐ Long-side (most common)

☐ Short-side

Print in black/white even if document contains color: ☐

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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](mailto:fm@itu.dk)