

IT DEPARTMENT



Windows

User manual

Windows: Install printer

User manual

A guide on how to install
printer driver on Windows

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1

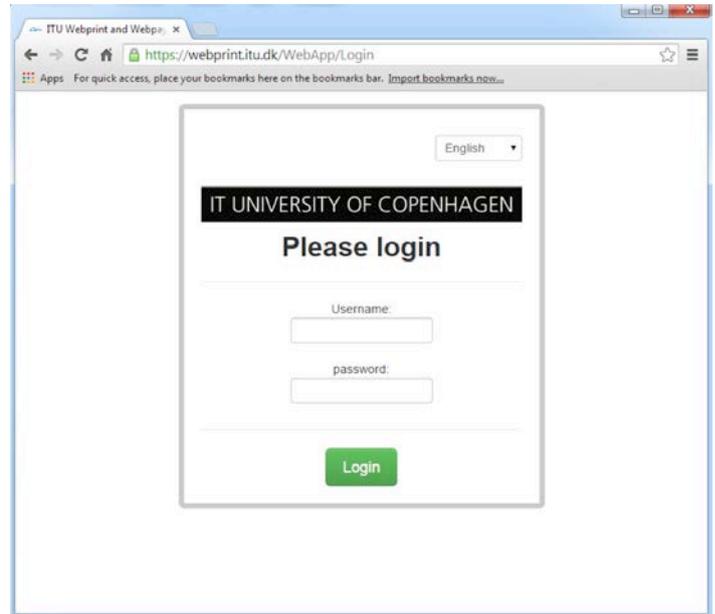
Download
printer
software

1.1

Open a web browser and go to:

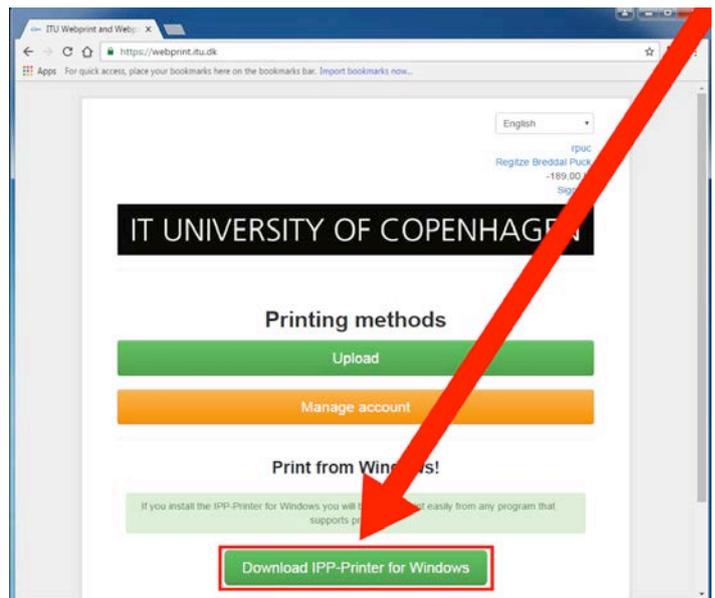
webprint.itu.dk

Login with your ITU username
(use lower case letters and type
without '@itu.dk') and password.



1.2

Choose "Windows" in the roll
menu at the bottom of the
page, and click on "Download
IPP-Printer for Windows".

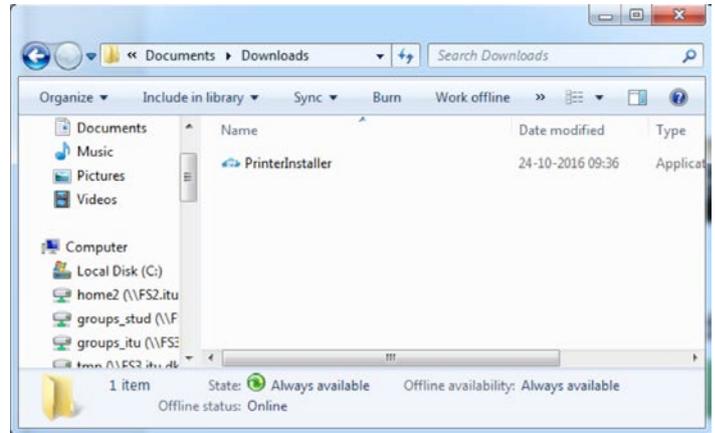


2

Install
printer
software

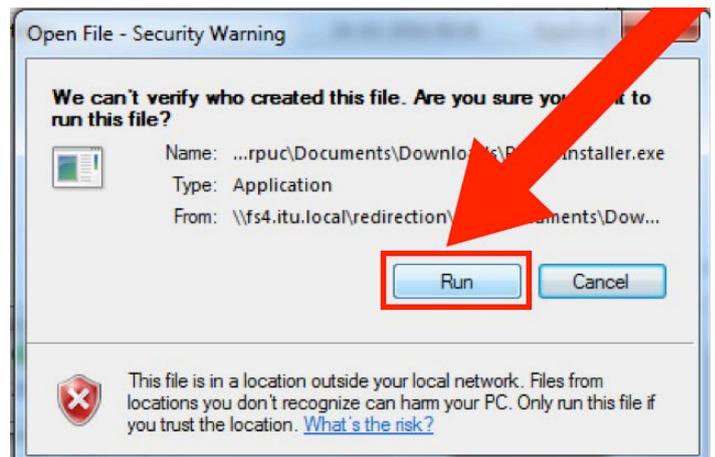
2.1

Open your Downloads folder and double-click on "PrinterInstaller".



2.2

Click on "Run".



2.3

Fill in your login information by using your ITU username (without “@itu.dk”) and ITU password.

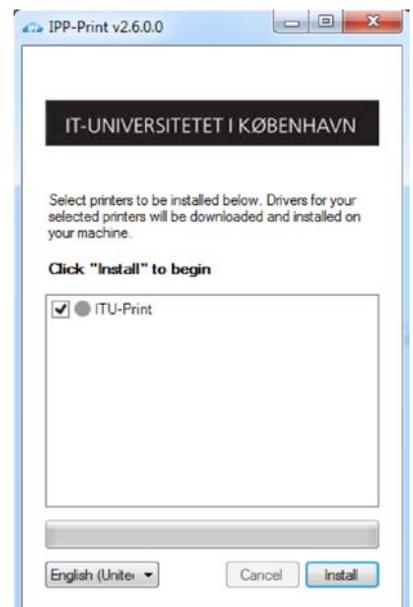
Then, click on “Login”.



The screenshot shows a window titled "IPP-Print v2.6.0.0" with a dark header bar containing the text "IT-UNIVERSITETET I KØBENHAVN". Below the header, the text "Enter credentials to get a list of available printers." is displayed. There are two input fields: "Username:" with the placeholder text "username (without '@itu.dk')", and "Password:" with a masked password "*****". At the bottom left, there is a language dropdown menu set to "English (United Kingdom)". At the bottom right, there is a blue "Login" button.

2.4

Click on “Install”.



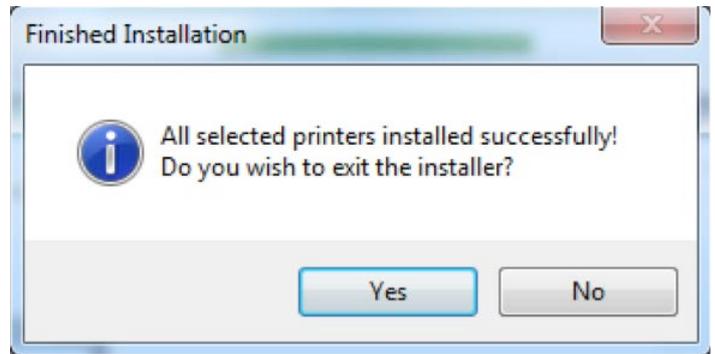
The screenshot shows a window titled "IPP-Print v2.6.0.0" with a dark header bar containing the text "IT-UNIVERSITETET I KØBENHAVN". Below the header, the text "Select printers to be installed below. Drivers for your selected printers will be downloaded and installed on your machine." is displayed. Below this, the text "Click 'Install' to begin" is shown. There is a list box containing one item: "ITU-Print" with a checked checkbox. At the bottom left, there is a language dropdown menu set to "English (United Kingdom)". At the bottom right, there are "Cancel" and "Install" buttons.

2.5

Click on "Yes".
The installation is done.

You can now print local from
your own computer and choose
the appropriate preferences for
your print.

The printer name is "ITU-Print".



3

Print
from an
ITU printer

3.1

Choose "ITU-Print" in the printer settings when printing a document.

Go to a printer located at the university.



3.2

Swipe your card over the card reader located on the side of the printer screen.



3.3

On the printer screen, choose one of the following options:

1. "Follow-You Printing" to see a list of documents uploaded within the last 24 hours. From this list, choose a document and click on "Print" to print.
2. "Release All" to print all documents uploaded within the last 24 hours.

After printing, click on "Logout".



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