IT DEPARTMENT

User manual

Webprint.itu.dk

User manual

A guide on how to print from webprint.itu.dk

Printing from a web browser using a computer, tablet or mobile phone

IT DEPARTMENT

1

Upload document to browser

NB!

Standard settings:
A4 two-sided

If you have other printer preferences, visit go.itu.dk/printers and install printer software on your own computer by following the appropriate user manual.

1.1

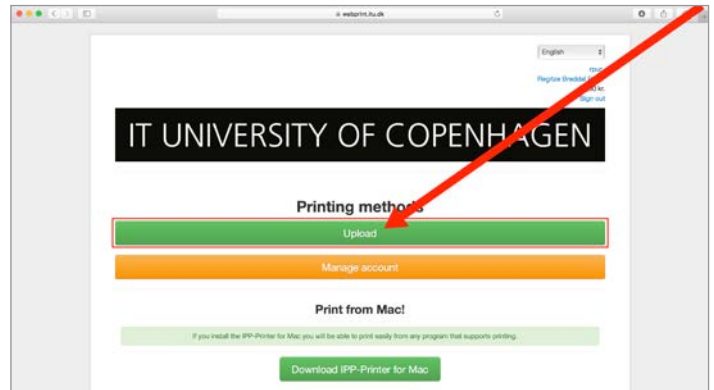Open a browser and go to:

webprint.itu.dk

Use your ITU username (without "@itu.dk") and password to login.
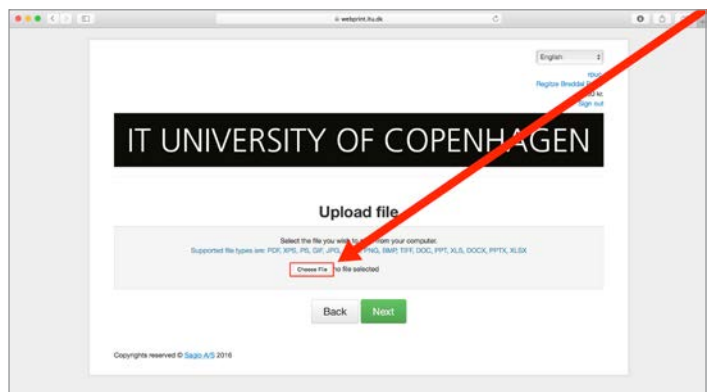
Type in your username with **lower case letters**!
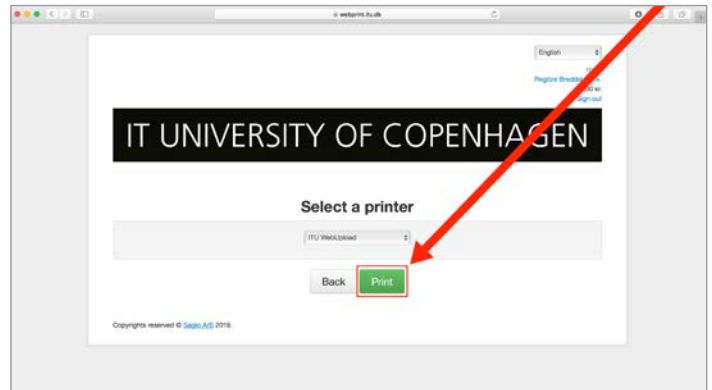
1.2

Click on "Upload".

1.3

Click on "Choose File",
select a file to print and
click on "Choose" in the
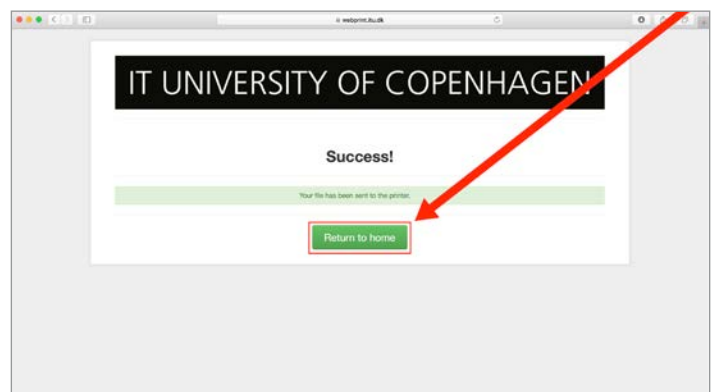window.

Then click on "Next".

1.4

Click on "Print".

1.5

Your file has now been sent to the printers located at ITU.

Click on "Return to home" to go to the start page.

2

Print
from an
ITU printer

2.1

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

Go to a printer located at the university.

2.2

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

Card reader

2.3

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".

IT DEPARTMENT

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