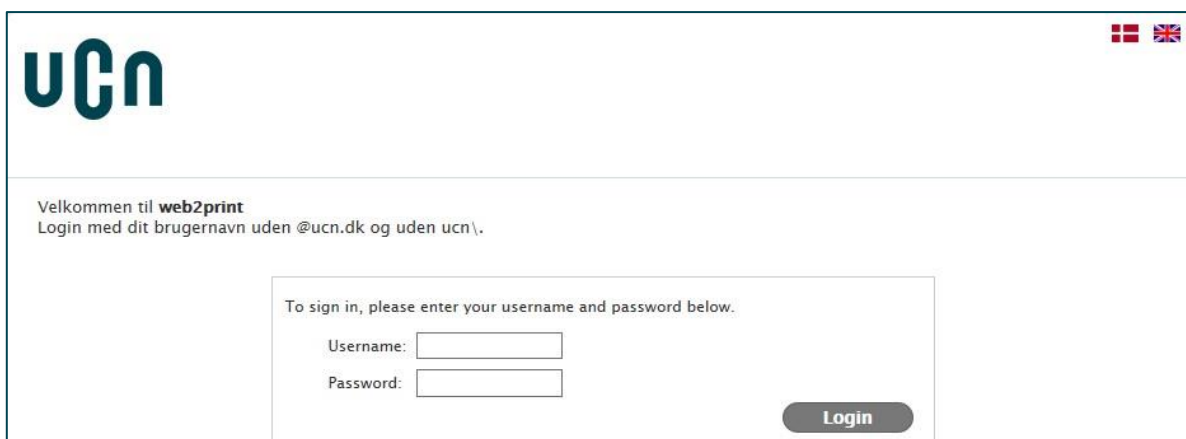


Guide to web2print

To print at UCN you can send documents to Skyprint using web2print. This requires that your computer is connected to the "UCN Student" Wi-Fi. Remember to verify that your print account has money available.

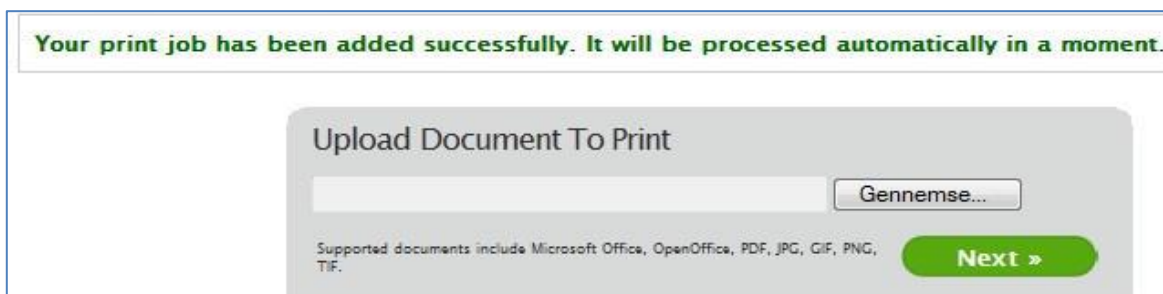
Please follow these steps:

1. Go to <https://web2print.ucn.dk/>
2. For English, change it in the top right corner by pressing the flag.
3. Login with your UCN username and password.



The screenshot shows the web2print login interface. At the top left is the UCN logo. At the top right are flags for Denmark and the United Kingdom. Below the logo, the text reads: "Velkommen til web2print" and "Login med dit brugernavn uden @ucn.dk og uden ucn\.". In the center, there is a box with the instruction "To sign in, please enter your username and password below." containing two input fields: "Username:" and "Password:". A "Login" button is located at the bottom right of this box.

4. Press the button **Gennemse** (browse)
5. Locate and choose the file you want to print (Max size 20MB)
6. Press **Next** and wait for the file to upload



The screenshot shows a confirmation message at the top: "Your print job has been added successfully. It will be processed automatically in a moment." Below this is a section titled "Upload Document To Print" which contains a file selection area with a "Gennemse..." button. At the bottom, there is a green "Next »" button. A note at the bottom left states: "Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF."

- When the status read "Awaiting release", you can choose either Black or Color. 'Skyprint Black / Sort' or 'Skyprint Color/Farve'

Date/Time	Filename	Pages	Status
11-04-19 08:08	Test.docx	1	Awaiting release
To print this job, select a printer below: <input type="checkbox"/> Skyprint Black / Sort Advanced <input type="checkbox"/> Skyprint Color/Farve Advanced			

- When status changes to "Your print job has been sent...", You can go to the printer to collect your print using your student card.

Date/Time	Filename	Pages	Status
11-04-19 08:08	Test.docx	1	Printing
Your print job has been sent to the selected printer successfully.			

Advanced features

- if you want multiple copies, checkmark the "Advanced" box next to the Skyprint black/color button.

Date/Time	Filename	Pages	Status
11-04-19 08:13	Test.docx	1	Awaiting release
To print this job, select a printer below: <input checked="" type="checkbox"/> Skyprint Black / Sort Advanced Number of copies: <input type="text" value="4"/> Print from page <input type="text" value="1"/> to <input type="text" value="1"/> Double-sided print (works only if the printer supports duplex): <input type="radio"/> None <input checked="" type="radio"/> Long-side (most common) <input type="radio"/> Short-side Print in black/white even if document contains color: <input type="checkbox"/>			

Remember to click the Skyprint button after making your choices.

- If you have uploaded a document that you don't want to print anyway, you can press 'Delete' but it's only possible before pressing the "Skyprint Black/Color" Button
- If you want to upload multiple documents, you must select a printer for each document.

File Types

In web2print you can use: Pdf, html, htm, gif, png, jpg, tif, doc, docx, xls, xlsx, ppt, pptx, rtf, txt, odt, and osd, odp

If you need to print another type, you must create a pdf-file – and to do this, you can use the program CutePdf Writer.

You can find the CutePdf here: <http://www.cutepdf.com/>

File size

Max document size for prints pr. File is 20MB.

Unused account balance for print will not be refunded.

Problems?

Please contact your local UCN Service Centre or Service Centre HelpDesk by one of the following:

- Call 72 69 99 99
 - Monday – Thursday 7.30 - 15.00
 - Friday 7.30 – 14.30
- Send an e-mail at [**servicecenter@ucn.dk**](mailto:servicecenter@ucn.dk)
- Create a support case on the Service Centre [**Self Service Portal**](#)