

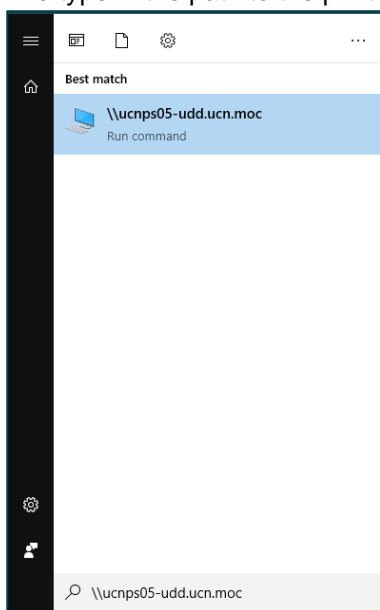
How to make a shortcut to the print server / install a printer

If you need to use one of the special printers, or want a document in a different format, you can use this guide to connect to the print server and install printers directly to your pc.

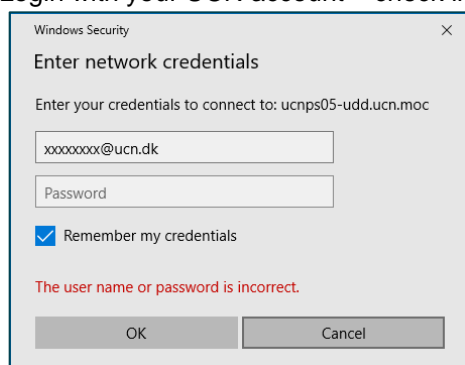
You need to be connected to the “UCN Student” Wi-Fi or connected to VPN.

1. Click on the start menu 

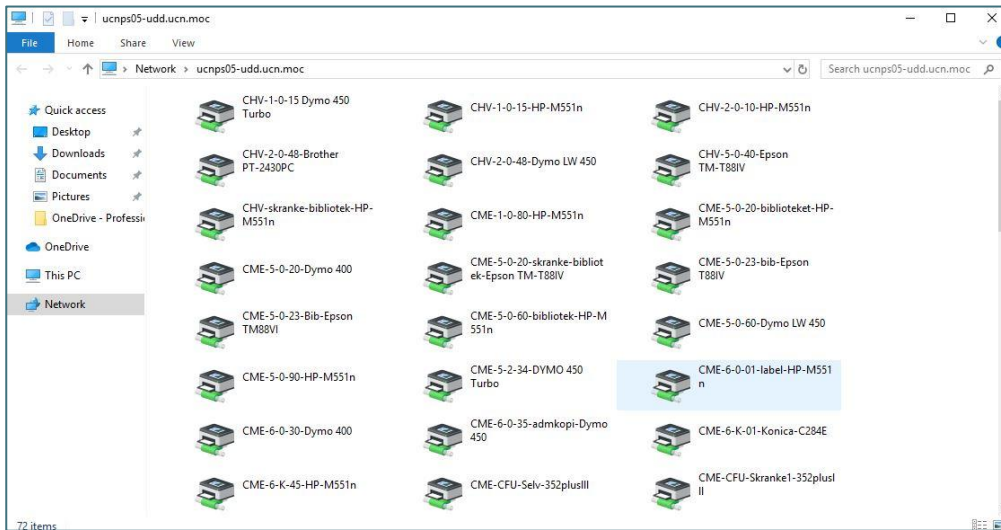
And type in the path to the print server: [\\ucnps05-udd.ucn.moc](https://ucnps05-udd.ucn.moc)



2. Login with your UCN account – check in the box *Remember my credentials* – and click OK



3. To install a printer, find the printer on the list, and double click it. This will install the driver for the printer.



After installing the printer, it should be on the list of available printers.

Problems?

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

- Call 72 69 99 99
Monday – Thursday kl. 7.30 – 15.00
Friday kl. 7.30 – 14.30
- Send an email to servicecenter@ucn.dk
- Create a support case on the Service Centre [Self Service Portal](#)