

KNOWLEDGE ALONE IS NOT ENOUGH.
YOU NEED SKILLS.

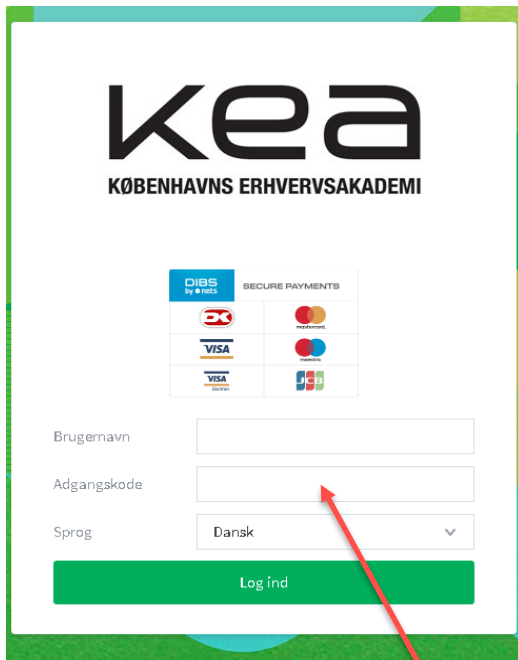
GUIDE FOR KEA PRINT



kea
COPENHAGEN SCHOOL OF DESIGN
AND TECHNOLOGY

GUIDE FOR KEA PRINT

GO TO: PAPERCUT.KEA.DK



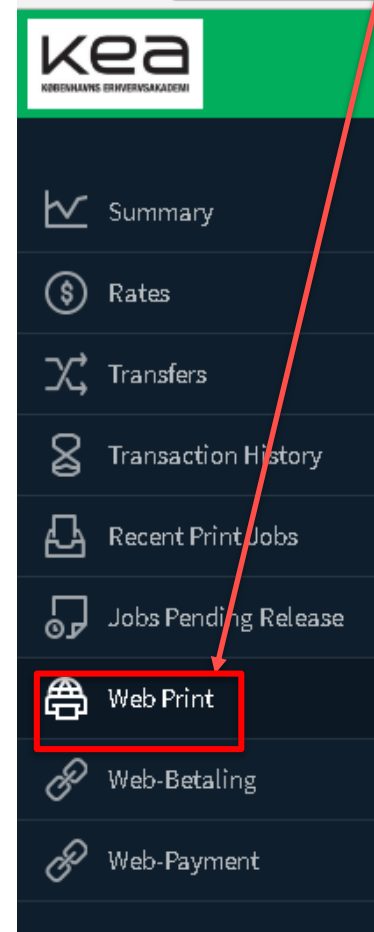
The image shows the login page for KEA. At the top, the KEA logo is displayed with the text "KØBENHAVNS ERHVERVSAKADEMI" below it. Underneath the logo, there are logos for "DIBS by direct" and "SECURE PAYMENTS" with icons for DKB, VISA, and Mastercard. Below these are input fields for "Brugernavn" (username) and "Adgangskode" (password), and a dropdown menu for "Sprog" (language) set to "Dansk". A green "Log ind" button is at the bottom.

Here you must log in with your KEA Login:

Username: xxxx@stud.kea.dk

Password: xxxxx

Click "Web-Print"



GUIDE FOR KEA PRINT

Click the green button
"Submit a Job"

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

Submit a Job »

SUBMIT TIME

PRINTER

DOCUMENT NAME

PAGES

COST

STATUS

No active jobs

GUIDE FOR KEA PRINT

Select the relevant printer and click on the green button

Web Print

1. Printer 2. Options 3. Upload

Select a printer:



PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> psppcprn-01\KEABLACK (virtual)	GBG - PCG - FRV - L16 - L37 - BIS
<input type="radio"/> psppcprn-01\KEACOLOR (virtual)	GBG - PCG - FRV - L16 - L37 - BIS
<input type="radio"/> psppcprn-01\KEAPDF (virtual)	PDF for only Color A3

« Back to Active Jobs

2. Print Options and Account Selection »

Select copies and click
"Upload Documents"

Options

Copies

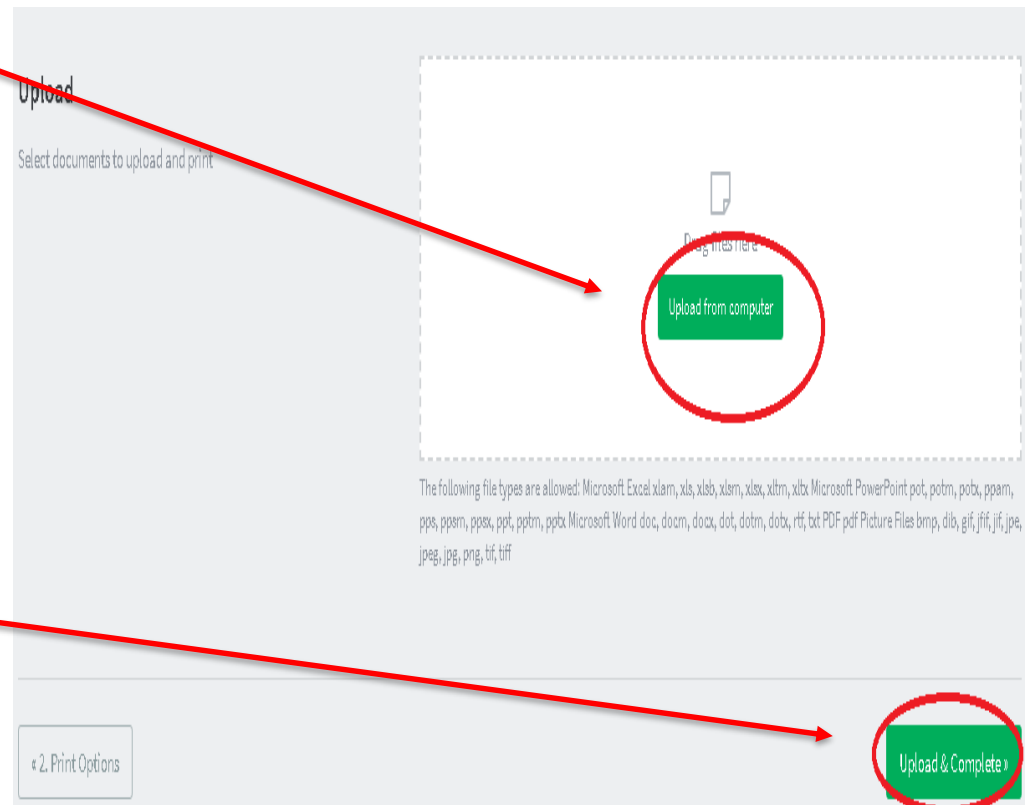
1

« 1. Printer Selection »

3. Upload Documents »

GUIDE FOR KEA PRINT

**1. Drag and drop or click
"Upload from computer"**



2. Click "Upload & Complete"

GUIDE FOR KEA PRINT

Your job is now held in a queue and ready for printing

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

Submit a Job »

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jul 17, 2018 11:45:57 AM	peppcprn-01\KEABLACK	guide print dansk.pptx	7	3.50	Held in a queue

Please note there might be som delay before the document has been completely uploaded

24 August, 2018

THANK YOU FOR YOUR TIME

