


This guide describes how to print to a specific network printer.

For printer names:

For example, the printer name can look like LY101-152-CO1, where the explanation is as follows:

- *LY = Lyngby, BAC = Ballerup, RI = Risø*
- *101 is the building number*
- *152 is the room number where the printer is located*
- *CO is the designation for Color it would be BW for a black and white printer*
- *1 is the printer number in the room, so if there are two colors printers in the room the other would be 2*

Step	Description	Navigation
Go to the print server	You can find several printers on the print server.	<p>Open Windows Explorer</p>  <p>Enter \\ait-print in the address bar (\\ait-pprintri02 for Risø).</p> <p>You will then be shown all the printers at DTU.</p>
Choose your printer	You can search for the printer's name in the list	<p>Double-click the printer to install it.</p> <p>You can now print to it.</p>