

Printing, scanning and copying – FAQ

- **What do I need for printing?**
Activated **SUPO** account and Internet access device.
- **Which printer I have to choose? Choose **PRINT MU**.**
- **Wherefrom can I print?**
Printing is possible from most computer study rooms and libraries of MU, from USB, from a laptop, mobile phone or other device with Internet access.
- **Is there a different printing option than from a PC?**
In addition to classic printing, it is possible to print from the school e-mail **UČO@mail.muni.cz** by sending the file in an attachment to the address **print@ics.muni.cz**, from USB or the web interface **<https://print.ucn.muni.cz/m/>**.
- **Where can I find out more?**
More information about printers, prices and SUPO account available from **<https://it.muni.cz/en/services/print-services-for-students>**.
- **Can I print in colour/black and white?**
All printers have single-sided black and white printing by default. You can change it when sending a document in the printer properties.

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■ How can I scan with a printer?

After logging in to the printer, the user has two possibilities: scan to **email** or a scan to a personal profile (**This computer - K:\UČO - Scan**), which is available after logging in in PC study rooms or at terminal server.

■ I have forgot my ISIC, how can i login to a printer?

If you do not have an ISIC with you, it is possible to generate a PIN code for logging in on the print server's website <https://print.ucn.muni.cz>. The **PIN** is valid for **24 hours**, and you must select PIN registration on the printer's touch screen to log in.

■ I have sent the wrong document to the printer, where can I delete it?

For checking the print queue you can use web interface <https://print.ucn.muni.cz>. Another way is changing print possibilities after logging in on the printer directly on the control panel.

■ I have some money in my SUPO account, but i can't copying. A **minimum balance of 32,20 Kč** is required for copying.

■ Which printers can I use?

Printers overview is available on the web <https://it.muni.cz/en/overviews/printers>.

(turn to top)