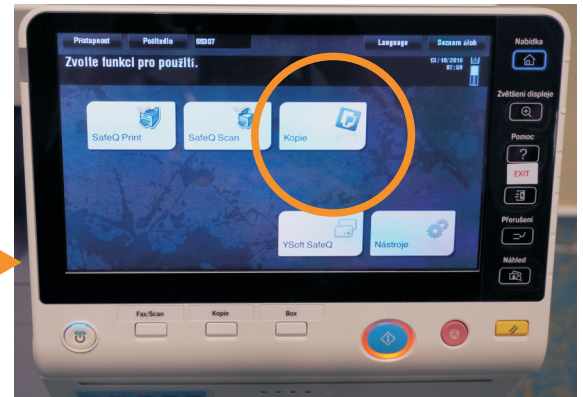# LIBRARY AT FACULTY OF EDUCATION
COPYING

1 LOG IN – swipe your card on the reader (the black label).
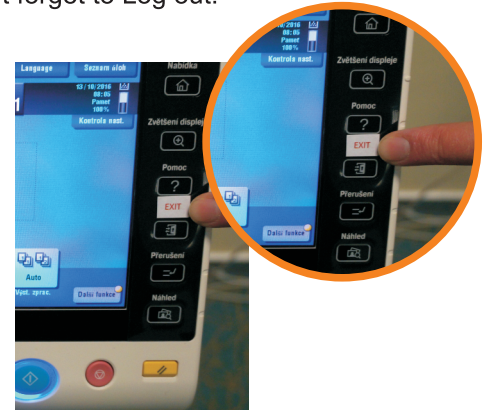
2 Change language.

3 Touch COPY.

4 SETTINGS:
– paper size (portrait or landscape)
– zoom
– 2 sided, combine 2 in 1, 4 in 1 ...

ZOOM: In the case of other format than A4 set a custom size or enter a percentage manually (A3 ➜A4, etc.)

5 Press the blue button to start the copying.

5 Don't forget to Log out!

If you need any help, just ask the librarians at the information or circulation desk.

LIBRARY AT FACULTY OF EDUCATION
PRINTING

Documents can be sent from the library PCs, your notebook or print right from a flash disc.

PRINTING FROM THE LIBRARY PCs

1. Log in to a PC.
2. Open your file.
3. Choose SOUBOR ➡ TISK.
4. Choose printer UPS_PRINT_MU.
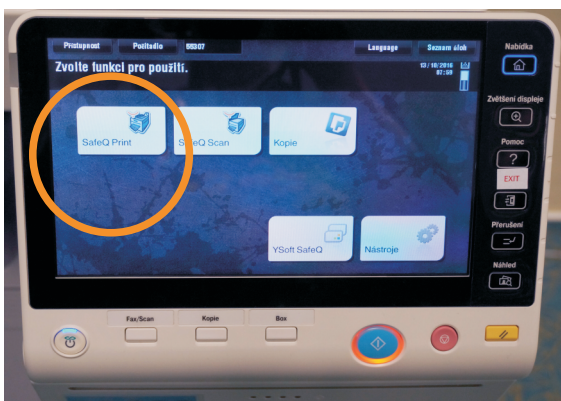5. Click on TISK.
6. Go to a printer.

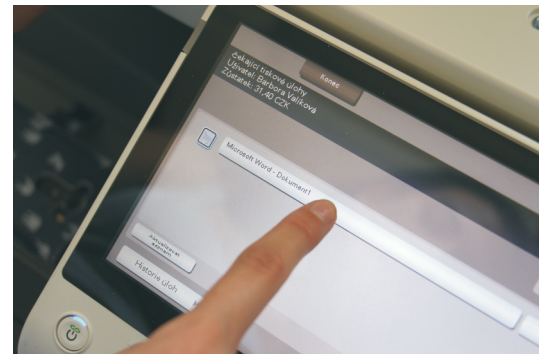7. LOG IN – swipe your card on the reader (the black label).

8. Change language.

9. Choose SafeQ Print and then WAITING.

8. Choose the document you want to print and press the blue button to start printing.

PRINTING FROM E-MAIL

1. Send the document as the attachment from your school e-mail:UČO@mail.muni.cz to e-mail address: print@ics.muni.cz

2. Go to a printer and follow the instructions from the no. 7 in "Printing from library PCs" above.

PRINTING FROM WEBSITE

1. Go to https://print.ucn.muni.cz/m/ and switch to English.

2. Log in with your UČO and secondary pasword.

3. Choose UPLOAD NEW PRINT JOB.

4. Go to a printer and follow the instructions from the no. 7 in "Printing from library PCs" above.

If you need any help, just ask the librarians at the information or circulation desk.

LIBRARY AT FACULTY OF EDUCATION
SCANNING

you need
ISIC
+
flash disc

Log in with your ISIC allows you to scan and send the document(s) to your e-mail (document size limited to 15 MB), your PC profile or save it to your flash disc.

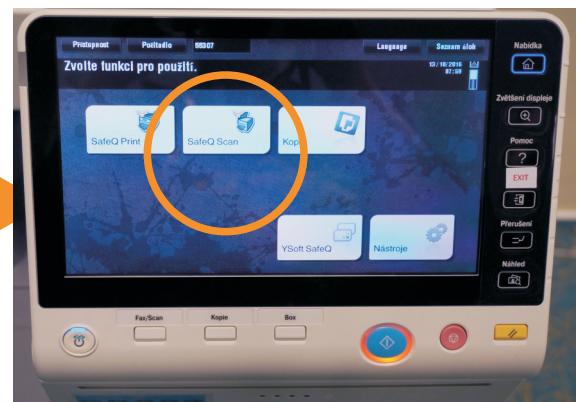Scanning without ISIC is only for external library users!

SCANNING WITH ISIC

1 LOG IN – swipe your card on the reader (the black label).

2 Change language.

3 Touch SafeQ Scan.

3 Choose:
a) Scan to custom e-mail ➜ insert your e-mail
b) Scan to my school e-mail
c) Scan to my profile ➜ scan will be sent to your profile accessible on the library PCs on the hard-drive „K".

4 Touch SCANNING SETTINGS.

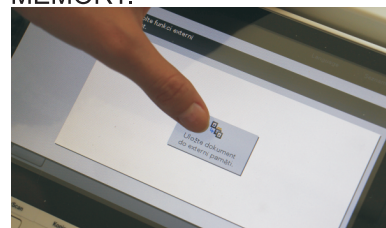**5** Move to A menu, set-up size, resolution and type of the final document. Press the blue button to start scanning.

SCANNING TO A FLASH DISC

1 Insert a flash disc.

2 Choose SAVE DOCUMENT TO EXTERNAL MEMORY.

3 In settings choose 2-SIDED SCANNING, choose resolution etc. Press the blue button to start scanning.

If you need any help, just ask the librarians at the information or circulation desk.