

Print from PC

PRINTING PROCEDURE BEFORE YOUR FILE IS SENT

- **Activate your SUPO account** on <https://inet.muni.cz/app/supo/aktivace> or via QR1 (login **UČO** + **primary password**). Click on **agree** and confirm. After this operation Your account will be activated.
 - After activation enter deposit money via card payment (minimally 50 CZK) https://inet.muni.cz/app/supo/platba_kartou (or use QR2).
 - **Log in to the computer:** UCO (Identification number), secondary password to the IS.
 - Save the document (.doc, .pdf) you want to print on the computer. For saving files use standard link: C:\user\UCO\downloads. Do not save files to your desktop!
 - Before sending your file into the print queue, choose printing preferences – colour, black and white print or reversible print. You can also choose requested paper format (standard is A4).
- If you want to have colour print, choose **automatic colour** (automatická barva) in printing preferences in category **my tab** (moje záložka). When your file is ready, you can send it into the print queue.
- Once you are satisfied with printer settings, send the file to the print queue.
www: <https://it.muni.cz/sluzby/tisk-student>,
helpdesk: it@muni.cz, **+420 549 49 7777**.

QR1



QR2



(continued on next page)

PRINTING PROCEDURE AFTER YOUR FILE IS SENT

- Put your ISIC card to the reader of chip cards on multi-functional device (Figure 1).
- After logging in choose **SAFE Q PRINT**
- On printer's display choose option **waiting files** (nevytištěné úlohy – Figure 2) where you can choose sent files you want to print.
- Then press **START** button (Figure 3) which is now activated for printing.
- **Log out using** multi-functional device by pressing **EXIT** Button

LIST OF PRINT JOBS

- A list of print jobs (**Safe Q**) can be found under login **UCO** and **secondary password** on <https://print.ucn.muni.cz/>.
- Or log in to the computer and run **Safe Q icon** on the desktop (see in Figure 4).



Figure 1

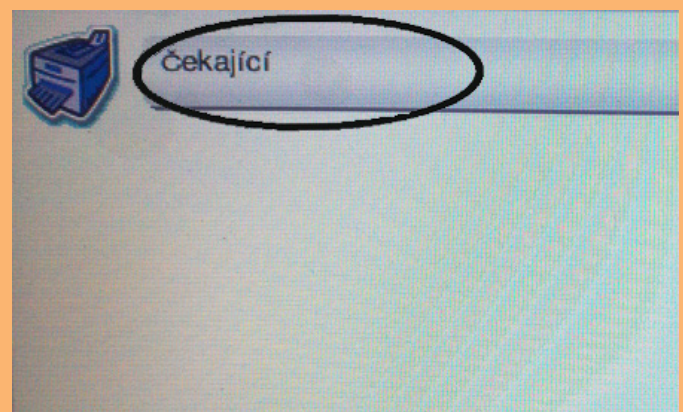


Figure 2



Figure 3

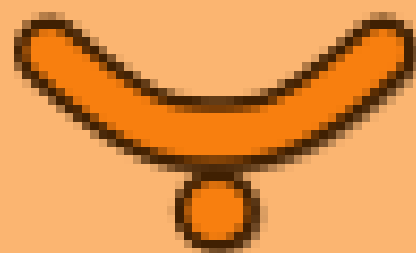


Figure 4