

HOW TO PRINT, SCAN AND COPY



Printing from a PC

1. Log onto the computer.
2. Select **Print Document**.
3. Select the printer **PRINT MU**.
4. Send the document to the print queue and go to the printer.
5. Log in using your ISIC Card or the generated PIN Code (generated at print.ucn.muni.cz).
6. On the touchscreen select **SafeQ Print**.
7. Select **Čekající**.
8. Select the document you wish to print.
9. Begin the printing process by pressing the blue button **Start**.
10. Log out using button **Exit** on the right side of the display.

Printing via e-mail

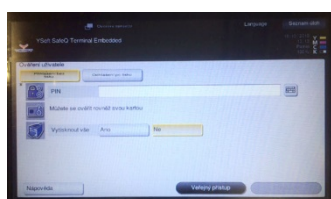
1. Send an e-mail to print@ics.muni.cz from the university address UČO@mail.muni.cz with the attachment you wish to print. Attention! Advanced setting of printing is not possible.
2. Go to the printer and proceed starting with step 5 Printing from PC.

Printing from web interface

1. Log onto <https://print.ucn.muni.cz/m/> via your Personal ID (UČO) and secondary password.
2. Press the **Nahrát novou tiskovou úlohu** button.
3. Select **Vybrat soubor** → **Nahrát** (Attention! Advanced setting of printing is not possible.).
4. Go to the printer and proceed starting with step 5 Printing from PC.



Login with an ISIC card



Login using a PIN code

Copying

1. Log in using your ISIC Card or the generated PIN Code (generated at print.ucn.muni.cz).
2. Select **Kopie**.
3. Set everything up — portrait or landscape mode depending upon the original, double-sided/multipage, zoom (for paper sizes other than A4, set up a special format or manually enter the correct aspect ratio).
4. Copy the file by pressing the blue **Start** button.

Scanning — students

1. Log in using your ISIC Card or the generated PIN Code (generated at print.ucn.muni.cz).
2. Select **SafeQ Scan**.
3. Choose whether to scan the document and save it to your **profile on the library PC** (the file will automatically be saved to your ID profile in the Scan folder) **or to your university mail** (e-mail scans are limited to 15 MB; larger files are automatically saved to your profile).
4. Name the file.
5. Click **Nastavení snímání** and choose the format, resolution and type of file to output (leave it set on double-sided scan, otherwise you will not be able to create a multipage file).
6. Click the blue **Start** button.
7. If you want to continue scanning, click the blue Start button. If you want to stop, click **Dokončit**, which will send the file to your profile or your university e-mail.
8. Log out using **Exit** button, located on the right side of the display.

Scanning — general public

1. Select **Veřejný přístup** on the touchscreen.
2. Select **E-mail** and set up for your e-mail address.
3. Proceed starting with Step 4 „Scanning — students“.

What must you have?

- An ISIC Card or a PIN Code (generated at print.ucn.muni.cz)

How much does it cost?

- it.muni.cz/tisk-student/cenik
- Minimum sum of money for copying is 32,20 Kč.

How to put money in SUPO account?

- On-line card payment (inet.muni.cz—SUPO—Card payment)
- Cashless transaction (with time delay)
- Immediately with top-up machine (in library opposite to the lift on the floor with loan desk, 2nd floor), minimum sum of money is 100 Kč.