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.
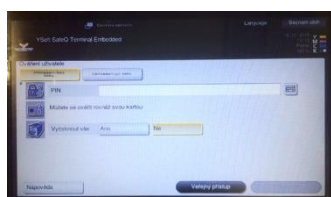
Printing from notebook

1. It is necessary to install the print client and be connected to the MU network (Eduroam, LAN). Information and drivers for printing can be found at https://it.muni.cz/en/services/print-services-for-students.
2. After successful installation, proceed as you would when printing from a PC in the library.

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

What must you have?
- An ISIC Card or a PIN Code (generated at print.ucn.muni.cz)

How much does it cost?
- Look at 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)

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 mulipage 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".