

Copy and Print Services

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From 1 February 2017, the copy and print services at CU FA are provided by *Kyocera Document Solutions* on Kyocera machines.



How to (re)charge credit

To copy or print you need credit that can be (re)charged using either WebPay banking gateway (log in at myq.ff.cuni.cz using your SIS/CAS login) or charging machine located at Jan Palach Library (nám. Jana Palacha 2, Prague 1).

Charging credit via WebPay

Price list and machine locations

Printing

MyQ Integrated Terminal Guidebook

Managing your printing queue in MyQ

You can check or delete your print jobs in MyQ at myq.ff.cuni.cz (using your SIS/CAS credentials).

PC Printing

When you send a print job from a PC to a MyQ printer, the job is queued until you authorise it by placing your student card to any printer at the faculty and press the print button – you may use any printer at the faculty.

The printing is fully automated. The print job can be collected only by the user who sent it. The jobs are in the queue for 48 hours.

Print via web

You can upload your documents (in the formats: pdf, bmp, doc, docx, jfif, jpe, jpeg, jpg, mime, odp, ods, odt, png, ppt, pptx, tif, tiff, txt, xls, xlsx) directly from your laptop, smartphone, or tablet on myq.ff.cuni.cz. The login details are the same as for SIS/CAS system.

Note that the document will be printed in its entirety, it is not possible to limit the number of pages! It is, however, possible to set black&white or colour, single or double page print, and the number of copies.

USB Print

The USB print supports only documents in PDF and JPG formats. The flash drive needs to be set in FAT32 format to save scans in it.

Scanning

The printers allow scanning. You can save the scan either to

your flash drive or send it to your email, which have set in CAS. If the scanned document has less than 8 MB, it will be attached to the email; if it is larger, the application will send you a download link to your email.

Refunding the unused credit

You may refund your credit anytime during your studies. When you no longer study, refund your credit as soon as possible, but no longer than 1 month after the official termination of your studies or the State Final Examination. The credit is transferred only to a Czech bank account when you fill in this form. Send the filled-in, signed, and scanned form at info.cz@dcz.kyocera.com, or hand it over personally in the Kyocera central office: Harfa Office Park, Českomoravská 2420/15, 19000 Prague 9.

If you have any issues, please, contact the IT Services, phone: +420 221 619 825, email: lvt@ff.cuni.cz, the person in charge is Ondřej Staněk.