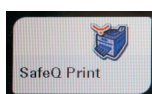


How to Print, Scan, and Copy

Develop and Konica Minolta Printers

→ 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 Select 'Print'.
- 7 Select 'čekající'.
- 8 Select the document you wish to print.
- 9 Begin the printing process by pressing the blue 'Start' button.
- 10 Log out using the 'Odhlásit/Přístup' button located on the right side of the display.



→ PRINTING VIA E-MAIL

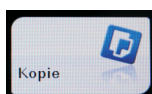
- 1 Send an e-mail to print@ics.muni.cz with the attachment you wish to print (this works only from the university address UČO@mail.muni.cz, and advanced print settings are not available).
- 2 Go to the printer and proceed starting with Step 6 of 'Printing from a PC'.

→ PRINTING FROM WEB INTERFACE

- 1 Log onto <https://print.ucn.muni.cz/m> and upload the file.
- 2 Press the 'Nahrát novou tiskovou úlohu' button.
- 3 Select 'vybrat soubor' and confirm by pressing 'Nahrát' (advanced print settings are not available).
- 4 Go to the printer and proceed starting with Step 6 of 'Printing from a PC'.

→ 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.



WHAT MUST YOU HAVE?

- An ISIC Card (or a pin code may be generated)
- An activated SUPO account (for printing and copying)

HOW MUCH DOES IT COST?

- it.muni.cz/en/print-services/pricelist

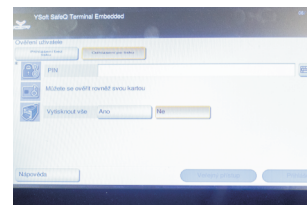
HOW TO PUT MONEY IN SUPO ACCOUNT?

- Cashless transaction or bank transfer
- More information at it.muni.cz/en/top-up-machines

Login with an ISIC Card:

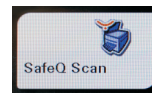


Login using a PIN code:



→ SCANNING FOR STUDENTS

- 1 Log in using your ISIC Card or the generated PIN code (generated at print.ucn.muni.cz).
- 2 Select '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 K: profile in the scan folder) or to your university e-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 the 'Odhlásit/Přístup' button located on the right side of the display.



→ SCANNING FOR GENERAL PUBLIC

- 1 Select 'veřejný přístup'.
- 2 Select 'e-mail' and set up for your e-mail address.
- 3 Proceed starting with Step 4 of 'Scanning for Students'.