
Printing System MyQ



The faculty is replacing the old SafeQ printing system with a newer and more modern setup, including new **Kyocera** printers and **MyQ** printing system. On the ground floor, between the Jonáš and Burian lecture halls, you'll now find two **Kyocera TASKalfa 4054 printers**. They support color printing, A4 and A3 formats, double-sided printing, and scanning to a USB flash drive or directly to email.

Printing services are provided by KYOCERA Document Solutions Czech s.r.o. The faculty isn't responsible for the quality or reliability of these services. If there's a problem or outage, we simply pass the information on to Kyocera.

The printers and their operation are now managed by the Computer Services Center. Printing is no longer under the responsibility of the Scientific Information Center.

If you run into any issues with printing, please let us know at myq@lf3.cuni.cz

Price list of printing services

A4	Black and white copy/print A4 single-sided	1,82Kč
	Black and white copy/print A4 double-sided	3,64Kč
	Color copy/print A4 single-sided	2,90Kč
	Color copy/print A4 double-sided	5,81Kč
	Scanning A4	0,00Kč
A3	Black and white copy/print A3 single-sided	3,64Kč
	Black and white copy/print A3 double-sided	7,28Kč
	Color copy/print A3 single-sided	5,81Kč
	Color copy/print A3 double-sided	11,62Kč
	Scanning A3	0,00Kč

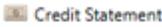
Credit recharge via MyQ Web Interface

First, log in to your personal account at <https://myq.lf3.cuni.cz>

Click on the 'Recharge Credit' button.

Credit

Account balance: **CZK 52.00**

Enter the amount you want to top up and click on 'Recharge Credit'.

Recharge Credit ×

Fields marked by * are mandatory.

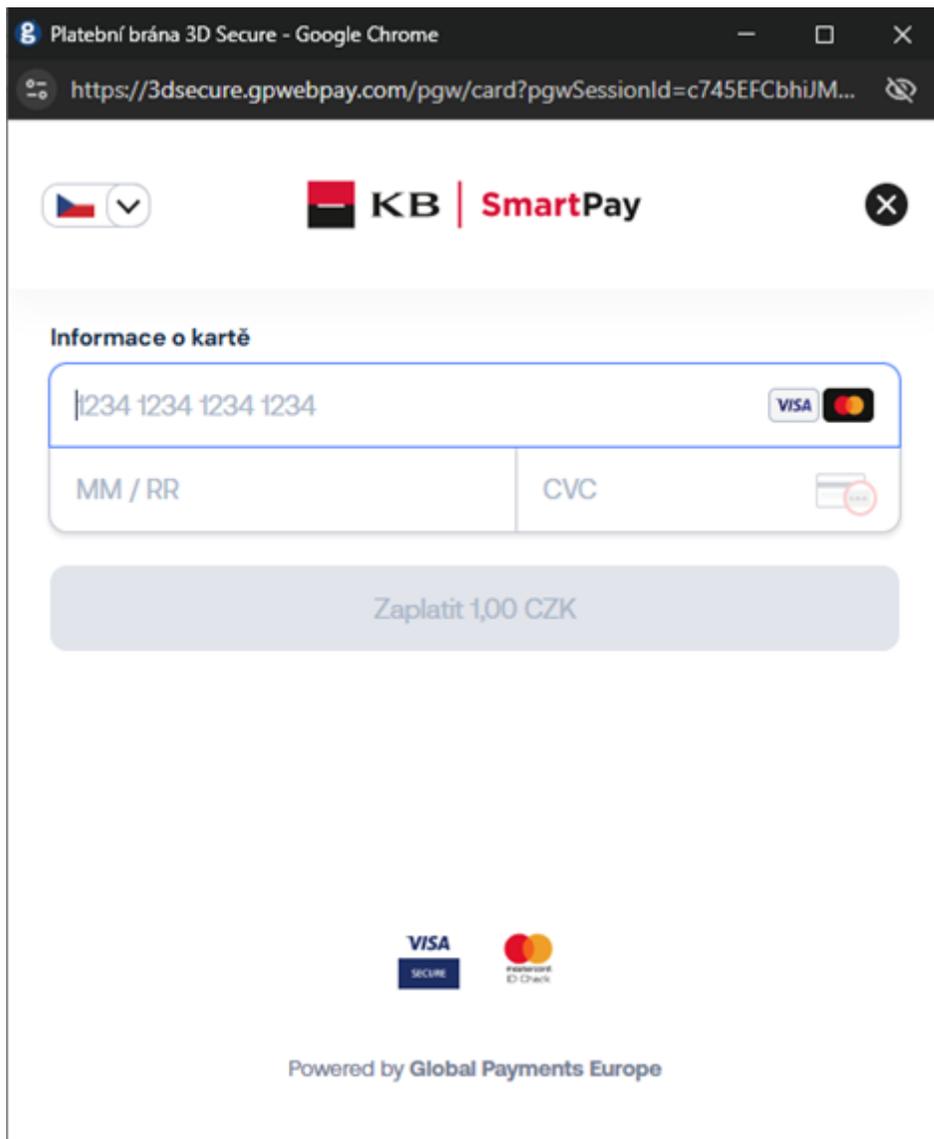
Account balance: **CZK 52.00**

Payment provider: *

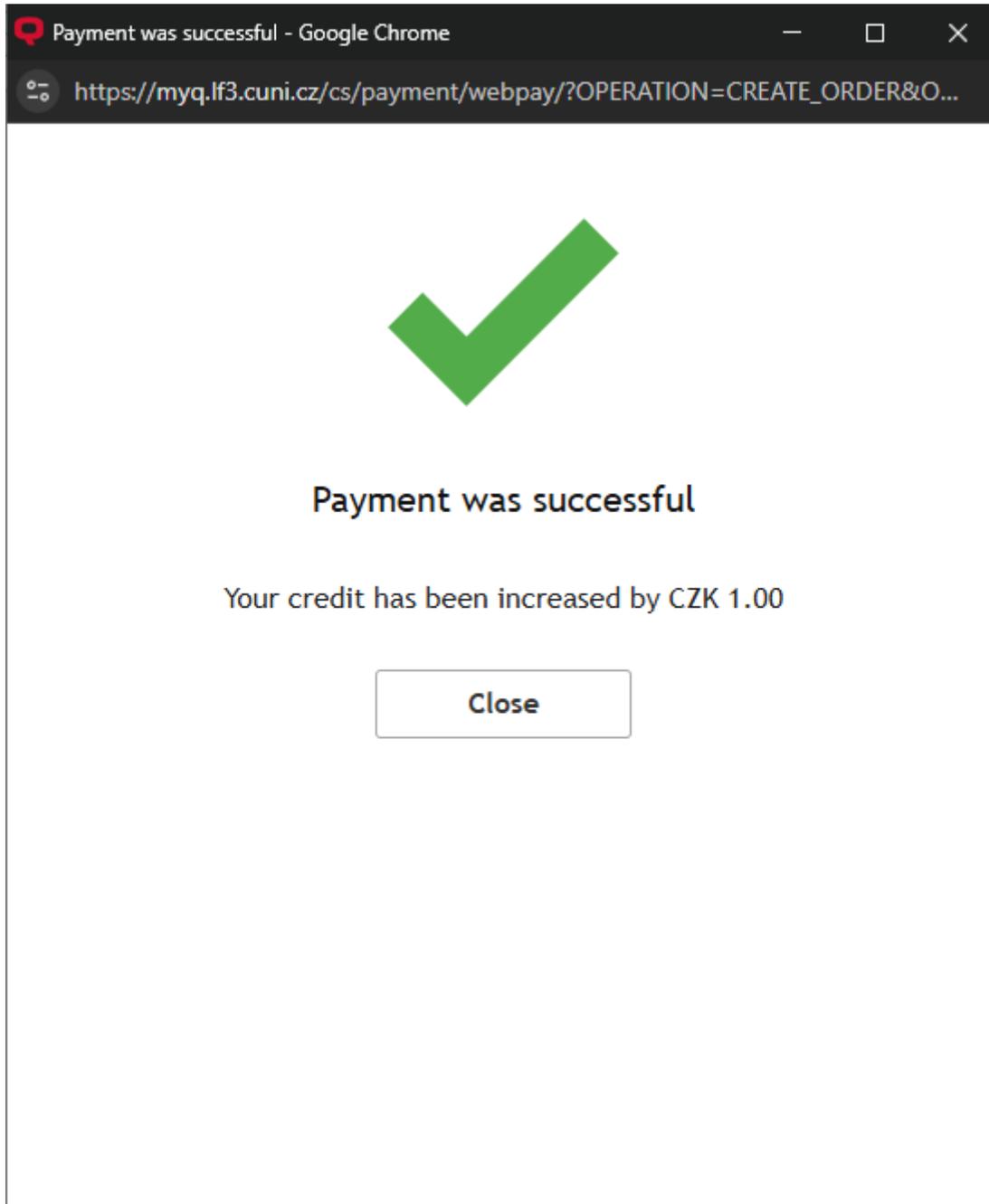
Enter amount: * CZK

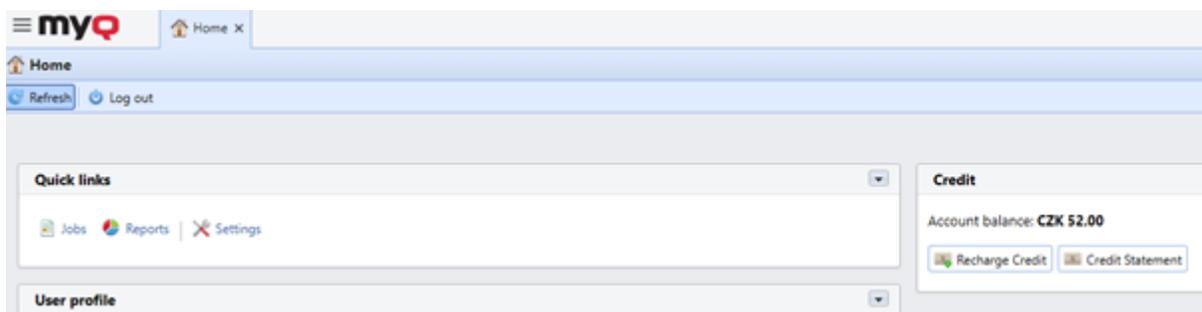
Fill in your credit card details in the payment gateway and click on Pay.



If the payment is successful, information will be displayed.

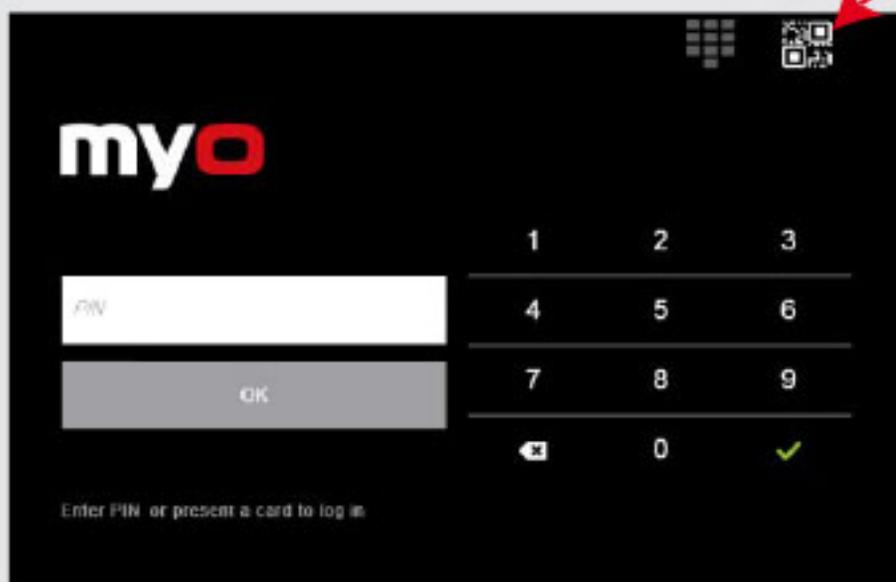


When you return back to your user profile, click 'Refresh' on the top left to see the current credit amount.



MyQ Integrated Terminal Instructions

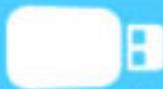
To log in, enter your PIN or insert your card.



To print on a tablet, insert the QR tag, then just scan the QR tag and it will automatically log you in to your device.

ANDROID



 <p>Print All</p>	 <p>My Jobs</p>	 <p>Panel USB</p>	 <p>E</p>
<p>PRINT ALL All jobs that are scheduled for printing will be printed.</p>	<p>MY JOBS Manage print jobs (select jobs to print, add to favourites, select jobs to delete).</p>	<p>PANEL USB Press to enter the USB panel. Print from USB. Scan to USB.</p>	<p>EA Pr so sin</p>



Instructions for download

Print from USB

On the right side of the control display there is a USB connector for connecting a flash drive. You can print files in PDF or JPG format

Printing via the web interface

Now you can upload a file (in the following formats: pdf, bmp, doc, docx, jif, jpe, jpeg, jpg, mime, odp, ods, odt, png, ppt, pptx, tif, tiff, txt, xls, xlsx) directly from your laptop, mobile phone or tablet at <https://myq.lf3.cuni.cz> . The password for logging in to the system is the same as for SIS/CAS. The entire file will be printed, there is no page limit! You can set color/black and white printing, single-sided/two-sided printing and number of copies.

Printing from the mobile app

		Apple App Store MyQ X Mobile Client
		Google Play MyQ X Mobile Client

After launching the app, scan the QR code from the web app or printer display.

Scanning

You can also scan on the machines. You can either scan to a flash drive or to an email that you have set up in CAS. When scanning to email, a file smaller than 8MB will come as an email attachment, a larger file as a download link.

Complaints and refund of unused credit

It is possible throughout the study period. Withdraw the balance as soon as possible after graduation, but no later than 1 month after the CAP. Credit is refunded by bank transfer, based on a completed form . Send the completed, signed and scanned form to support@dcz.kyocera.com

In case of problems, contact the Print Solutions Administrator at myq@lf3.cuni.cz