MyQ - printing, scanning and copying system

General information

- **Service scope -** KYOCERA Multifunction devices are available for staff, researchers, faculty and students.
- **Unification - ALL** devices are accessible via unified control system called MyQ (includes printing spooler).
- **Identity -** Only users with network account can use it (scan, print, copy). These activities are always bound to individual username.
- **Identification -** For identification use your ID card (or PIN).
  - If you have ID card issued by Charles University, use this one preferably.
  - If you have only anonymous entrance ID card (red color), you can use any ID card, which KYOCERA printer can recognize (e.g., OpenCard, Lítačka, library ID card etc…).
  - If you do not have any suitable ID card or RFID token, you can get your individual PIN code via https://myq.cerge-ei.cz:8090/en/ (log with your network username, click “Generate PIN” button at the “Home” tab)
- **ID card registration -** Each user registers (assigns) individually his/her ID card via KYOCERA display control panel (to pair ID card with an account)
- **Billing -** Student's should be aware, that printing and copying activities are billed regularly (usually on monthly basis).
- **Printer driver -** You need to have proper driver installed to be able to use MyQ / KYOCERA printers.
- **Pick your printing -** After you send print job to MyQ printer (spooler), you can print it at any of KYOCERA printers, just identify yourself with your ID card or PIN.

Printer Driver Installation

- Ask IT office for installation via helpdesk@cerge-ei.cz email.

Manage your own printing queue

Access to your printing queue is available only from local LAN

- Go to the address https://myq.cerge-ei.cz:8090/en/
- Login with your network Username and Password or PIN
- Go to the tab Jobs - you can manage jobs there (delete, pause, …)

Get PIN for MyQ

- Go to the address https://myq.cerge-ei.cz:8090/en/
- log with your network username,
- click “Generate PIN” button at the “Home” tab
- your PIN code will be shown on screen

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