

# 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** (self registered), **network account** 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/en/> (log with your network username, click "Generate PIN" button at the "Home" tab)
  - You can also always **log in with your network username and password**.
- **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.

## Scanning

You may scan documents after you log in.

Please note, that maximal size of attachmant must be smaller tha 10 MB.

Each scanned page is about 400 k Bytes in case of standard PDF scan.

**If you have intention to scan more than about 20 pages, please select Compact PDF variant.**

- Identify yourself at the printer's panel (ID card, PIN, network account)
- tap "**Panel Scan**" square icon on the display
- Select email target - tap "**Destination**" tab. You may either:
  - Send scan to your cerge-ei.cz mailbox:
    - Select "**MyQ**" as an email target
  - Send scan to another email address:
    - tap "**Email Addr Entry**" button on the display
    - **Enter an email address** to which you want to send scanned document, tap "**OK**"
- tap "**Quick Setup**", "**Color/Image Quality**" tab to optionally specify further options of scan
- **SCAN** your document (it will be sent to the specified email address after the scan is finished)

## Printer Driver Installation

- Printer driver is installed on all LAB computers - Printer name **MyQ**
- [How to Install MyQ Kyocera printer on my computer](#)
- Ask IT office for installation via [helpdesk@cerge-ei.cz](mailto: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/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/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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