Print, Copy & Scan

- **For whom -** KYOCERA Multifunction printing devices are available for staff, researchers, faculty and students.
- **Unification -** All these devices (printers) are accessible via unified control system called MyQ.
- **Identity -** Only users with network account can use it (scan, print, copy). These activities are always bound to individual username.
- **Identification -** ID card is used for identification.
    - 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 register any ID card, which KYOCERA printer can recognise (e.g., try OpenCard, Lítačka, library ID card etc…).
    - If you do not have any RFID card or token, you can get your individual PIN code via http://myq.cerge-ei.cz:8080 (log with your network username, click "Generate PIN" button at the "Home" tab)
- **ID card registration -** Each user registers individually his/her ID card directly via KYOCERA printer touch panel and its RFID sensor.
- **Billing -** Student's should be aware, that printing and copying activities are billed regularly (usually on monthly basis).
- **Printer driver -** Printer MyQ must be installed to allow printing at KYOCERA printers.
- After you send print job to MyQ printer, yuo can print it at any of KYOCERA printers, just identify yourselve with

- MyQ Printing Spooler
- Profile Configuration on MyQ Multifunction Devices
- How to Use a Color Profile on MyQ Multifunction Devices

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