

## MyQ printing system (printing/scanning/copying)

CERGE-EI IT Services | 2018-01-05 | helpdesk@cerge-ei.cz | office 409

The **MyQ printing system is available for staff, researchers, faculty and students** (student's printing/copying may be charged). All KYOCERA printers are part of this printing system (aka print spooler).

**Users** who want to use this device **are identified by their ID cards** (and/or PIN) or by their CERGE-EI network account.

Those who have not used MyQ so far **must self-register their ID card via the printer control panel display** first (to pair an ID card to the respective CERGE-EI network account).

For details (ID card self-registration, scanning, copying, driver installation etc.) please go to the wiki page:  
<https://wiki.cerge-ei.cz> -> Print/Copy/Scan... -> **MyQ (...) - General instructions**

You may also ask IT office for the assistance at <helpdesk@cerge-ei.cz> or in office 409

### Identification

**ID CARD assignment** – log via the printer display control panel first (use your CERGE-EI network account) and assign an ID card (use [**ID Card Registration**] button)

**PIN assignment** – log to the MyQ management at <https://myq.cerge-ei.cz> (use your CERGE-EI network account) and click [Generate PIN] button.

### Scanning

You can select either [**Easy scan – E-mail**] to scan directly to your email, or [**Panel Scan**] to have detailed control over scanning process (select MyQ user the to send scan to your default email address)

### Copying

Grayscale (BW) copy settings are default if you select [**Easy copy**].

If you need color or to have control over copy process, select [**Panel Copy**].

### Printing

**You need MyQ printer installed** (use an appropriate printing driver).

You can ask IT office for assistance with the installation.

Detailed instructions are also available at

<https://wiki.cerge-ei.cz> -> Print/Copy/Scan... -> **How to Install MyQ Kyocera printer**

