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JINONICE CAMPUS / THE FACULTY OF ARTS

PRINT FROM USB HOST

PDF and JPG documents are supported only. For free operation, FAT32 format is needed.

GOOGLE CLOUD PRINT

You need both to have a Gmail account and to add your Gmail address at your MyQ profile. To add a printer, go to www.google.com/cloudprint/addpublicprinter.html?printerid=44bdbf8f-ab9c-cb1a-98ac-1d74ce725c58&key=2500507622

SCANNING It is possible to scan either directly to a connected flash drive or via e-mail set under your CAS account. If the scanned document is under 8 MB, it will be attached to the email; if it is larger, a download link will be provided instead.

REFUNDING THE UNUSED CREDIT The unused credit can be refunded at any time, but only until one month after the official termination of your stay at the FHS CU. The credit is refunded via wire transfer to a bank account after filling out a refund form to be downloaded at www.ff.cuni.cz/wp-content/uploads/2017/06/Formular-na-vraceni-kreditu-1.docx. Send the printed and signed form to info@janus.cz. Or personally at Harfa Office Park, Českomoravská 2420/15, 19000 Praha 9 – the Janus office.

In case of any difficulties, contact the IT department, tel. 221 619 825, email: lvt@ff.cuni.cz.

TO COPY OR PRINT YOU NEED TO HAVE CREDIT ON YOUR CU STUDENT CARD

It can be (re)charged either online using WebPay at myq.ff.cuni.cz/en (log in with your SIS/CAS login details) or at a self-service credit charging machine located at the Library at the Faculty of Arts (nám. Jana Palacha 2, Prague 1).

How to charge the credit via WebPay?

www.ff.cuni.cz/wp-content/uploads/2014/01/WebPay_EN.pdf

If necessary, the other less preferred option is to pay in cash when using a BW printer in the library and the library study room.

PRINTING FROM A COMPUTER EITHER IN THE JINONICE LIBRARY/STUDY ROOM OR THE PC ROOMS

(log in with your Jinonice Domain login details)

After sending your document from a PC to MyQ printer, the printing is queued until you authorize it by touching your CU student card to any of the self-service copy machines/printers (the library, the study room, the copy room behind the reception).

PRINTING VIA WEB FROM YOUR LAPTOP/MOBILE DEVICE

Upload the document for printing via myq.ff.cuni.cz/en (log in with your SIS/CAS login details). Concerning the printing options, note that it is not possible to select individual pages to print, the entire document will be printed. However, it is possible to set BW/ color, single/double page printing and the number of copies.