

THE COPYING AND PRINTING SYSTEM FROM COMPUTERS FOR STUDENTS

All information you find on the website of faculty – <https://www.lf3.cuni.cz/3LFSVIEN-25.html>

The system allows copying and printing from the student computers in the lobby (opposite the copier). It is operated on a device that is in the vestibule between the auditoriums on the ground floor behind the cafeteria.

CONDITIONS FOR USING THE SYSTEM

1. valid CU student pass - <https://cuni.cz/UKEN-163.html>
2. valid password into CAS – <https://ldapuser.cuni.cz/doc/about>
3. credit charged on card (room number 547 – PhDr. M. Hábová or room number 532), the credit can only be used for printing and copying in the 3rd LF building

PRICES

- 2,00 Kč per A4 page– for copying and printing
- 1,50 Kč per A4 page – for duplex printing

ATTENTION: for double-sided copying where the original is double-sided and has one side blank and you want a double-sided copy, even the blank side is calculated as a copy and is included in the price.

PREPARED PRINTED INFORMATIONAL MATERIALS – INSTRUCTIONS AND OUR PRIVATE CONTROL ACCESS

For copying and machine operation there is a manual in Czech and English posted near the machine, including a detailed procedure – or on www faculty. The manual available via the internet for SafeQ in both Czech and English serves for print verification, erasing print tasks and inspecting the financial transaction. It is posted on the notice board in room 222. The program is accessible from the web address: <http://safeq.lf3.cuni.cz> – ONLY IN THIS MANNER CAN YOU ERASE YOUR PRINTING TASKS OR BLOCKED TASKS.

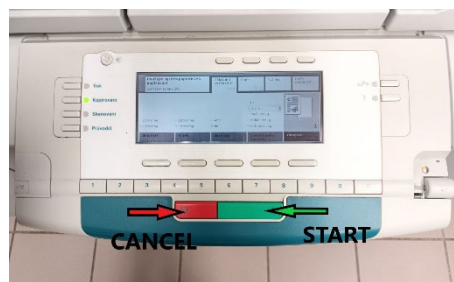
COPYING

1. Walk over to the printing machine Océ and scan your identification card in the area of the no contact scanner, which is placed on the left side of the machine.
2. The scanner will check your entrance data, credit amount and will activate the machine into operation.
3. Select print/copy, control is performed by touching the surface of the nail (not the edge or the tip of the finger).



4. Lift the cover and place the original on the appropriate area of the copying area. The alternate method is to place the original into the automatic dispenser. In this manner you may copy a large amount of sheets. **Always place the originals text side down!**

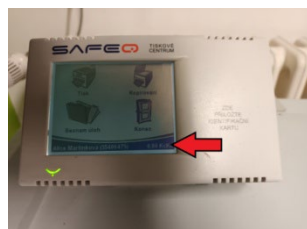
5. You can then select copy parameters on the large display. Choose the number of copies. If you want to copy on both sides, enter the appropriate option at the bottom of the display. The default setting is one-sided copy.
6. Activate the copying by pushing the green button on the bottom left corner of the control panel.
7. Wait until the copying machine completes the job and remove the copied pages.



8. Upon leaving scan your student identification card to the scanner and that will log you off.

PRINTING

1. After logging into the computer send a printing job from whatever application of the computer to the printing machine. **The printing job is saved on the server 7 days then is deleted**
2. Walk over to the printing machine Océ and scan your identification card in the area of the no contact scanner, which is placed on the left side of the machine.
3. The scanner will check your entrance data, credit amount and will activate the machine into operation
4. Select print/copy, control is performed by touching the surface of the nail (not the edge or the tip of the finger).



5. If everything is in order, the machine itself will start printing your print job that you sent from the computer. If you don't have enough money, the print won't go through. Top up your credit within 7 days and print the saved job.
6. Always wait until the device finishes working, even several minutes for a large job. Then remove the finished prints.
7. Upon leaving scan your student identification card to the scanner and that will log you off.

POSSIBLE PROBLEMS AND THEIR SOLUTIONS

Is the printer on? For printing and copying, the large display must be lit, if it is not, press the green button on the side of the device below the display. The machine heats up after turning on the button for approx. 10 minutes - wait until the machine starts up completely. If you send a print job or start printing while the machine is warming up, you will block your access - the machine will automatically reject the job.



Do you have a valid CAS password? In the case of an invalid CAS password, the system will not recognize your card, nor will it recognize a damaged card. In case of a problem with the UK Pass, CAS, contact Mr. Valdauf door number 535.

Do you have enough credit? Check on the small SAFE Q terminal whether the amount of credit corresponds to the task. If your credit is low, top it up. If the machine stops before the complete processing of the print or copy job, **ALWAYS press the red button to cancel the job. If you don't delete your wrong - unfinished job in this way, you will BLOCK the machine for everyone else.**

Another user blocked the machine - i.e. he did not log out and there is an unfinished task (contact Mr. Bitzan, door number 535).

Other causes - jammed paper, empty paper tray - call the operator (door number 532).

When printing or copying a large number of pages, the machine may stop and request the removal of already printed pages from the output tray.

TERMS OF SAFETY, HOW TO PREVENT ABUSE

- You must log in to the computers using your login and password, and LOG OUT when you're done! Otherwise, it may happen that someone else sends a print job to your account, which you pay for without your asking for it.
- When printing and copying, you must log in on the small display on the left of the machine (SAFE Q) using the UK Card, after finishing work by attaching the UK Card again to LOG OUT.
- Be careful with your CU student pass so that someone else cannot misuse them. Report the loss of your card using the form to the card administrator at UK and CAS <http://www.cuni.cz/UK-2382.html>, which will block your card. Then pick up a duplicate card at the UK ID card office. A blocked card can no longer be unblocked, even if you find it later. Your credit remains and will be transferred to a new card.
- CHECK THE STATUS OF YOUR CREDIT WHEN YOU END YOUR STUDIES - UNUSED CREDIT WILL BE RETURNED.

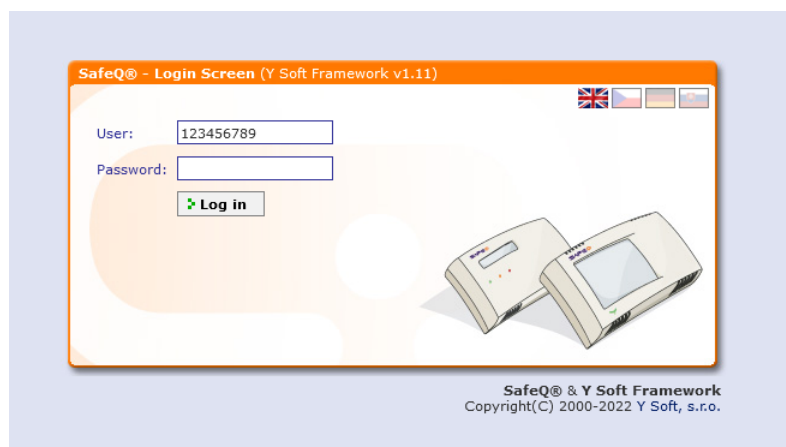
SAFEQ SYSTEM –YOUR ACCESS TO PRINTING, YOUR CREDITED ACCOUNT AND PRINTING TASK

ACCESS Adress: <http://safeq.lf3.cuni.cz>

User: CU student pass

Password: password into CAS

The charging and identification is performed by the SafeQ system that is installed on the faculty's server. Each student can follow his individual virtual account and their own individual copying and printing tasks over the internet, erase their printing tasks, manage the financial transactions, etc



After correctly logging in, you will get to your personal account and the list of your task (printing and copying). On the left side of the the program you will see 3 items, SafeQ – jobs lists, Credit system – Account and Administration.



IN THE JOBS LIST ITEM YOU CAN IN ANY ORDER PERFORM THE FOLLOWING TASKS

- a) View all the tasks that were performed using your student card and your identification for a certain period
- b) status –determines if it is a copy or print (printing, approved for printing, re-print)
- c) delete the printing task, re-print the printing task,
- d) view how much was copied or printed and what was the cost, view the first page of the printing document
- e) find out why a task was not completed **AND DELETE THE BLOCKED TASK**

The screenshot shows the 'Job list' window in the SafeQ system. It features a search filter for 'Alice Martinková' and a table of jobs. The table has the following columns: User / Cost centre, Job title, Status, and Date. The jobs listed include various PDF files and documents, with statuses ranging from 'Printed' to 'Printer error' and 'Cancelled'.

| User / Cost centre | Job title | Status | Date |
|-------------------------------|-----------------------------------|---------------|------------------|
| 26. Markéta Rozehnalová ... | ACFrOgPmY08-RUS-yaw-t-nvodIH... | Printed | 10.10.2022 13:15 |
| 27. Markéta Rozehnalová ... | ACFrOgAW7bzuEv3XjZNIkuWA7SdeFU... | Printed | 10.10.2022 13:14 |
| 28. Elieni Papachryssostom... | HEPM_4_Attendance_sheet_2022-2... | Printed | 10.10.2022 12:45 |
| 29. Ondřej Burle (658692... | HEPL_4_Dochazkovy_list_2022-23... | Printed | 10.10.2022 11:40 |
| 30. Ludmila Čuchalová (4... | cmm33.pdf | Printer error | 7.10.2022 15:39 |
| 31. Ludmila Čuchalová (4... | cmm32.pdf | Rejected | 7.10.2022 15:39 |
| 32. Ludmila Čuchalová (4... | cmm13.pdf | Printed | 7.10.2022 15:39 |
| 33. Ludmila Čuchalová (4... | cmm12.pdf | Printed | 7.10.2022 15:38 |
| 34. Ludmila Čuchalová (4... | cmm11.pdf | Printed | 7.10.2022 15:38 |
| 35. Ludmila Čuchalová (4... | cmm09.pdf | Printed | 7.10.2022 15:38 |
| 36. Ludmila Čuchalová (4... | Finale 2000 - [Regina Hester p... | Printed | 7.10.2022 15:29 |
| 37. Ludmila Čuchalová (4... | sm105.pdf | Printed | 7.10.2022 15:28 |
| 38. Ludmila Čuchalová (4... | sm106.pdf | Printed | 7.10.2022 15:28 |
| 39. Ludmila Čuchalová (4... | sm055.pdf | Printed | 7.10.2022 15:27 |
| 40. Ludmila Čuchalová (4... | sm054.pdf | Printed | 7.10.2022 15:27 |
| 41. Ludmila Čuchalová (4... | sm053.pdf | Printed | 7.10.2022 15:27 |
| 42. Ludmila Čuchalová (4... | sm050.pdf | Printed | 7.10.2022 15:25 |
| 43. Ludmila Čuchalová (4... | ACFrOgBsrPNEQ1q24Vtz6rGU30Qie... | Printed | 7.10.2022 15:21 |
| 44. Ludmila Čuchalová (4... | IMG_9508.JPG | Printed | 7.10.2022 15:20 |
| 45. Marie Lišková (95589... | Microsoft Word - Zádost o prov... | Printed | 7.10.2022 12:43 |
| 46. Sao Mai Tranová (911... | 5457_26.pdf | Accepted | 7.10.2022 10:37 |
| 47. Victoria Diakovová (...) | Microsoft PowerPoint - nemooni... | Printed | 7.10.2022 09:35 |
| 48. Victoria Diakovová (...) | Microsoft Word - 1.Zaklady kom... | Printed | 7.10.2022 09:34 |
| 49. Victoria Diakovová (...) | UKOL-Audio.pdf | Cancelled | 7.10.2022 09:33 |
| 50. Victoria Diakovová (...) | Microsoft Word - 1.Zaklady kom... | Cancelled | 7.10.2022 09:33 |

A detailed description of the screen see pic.

Column 1 – user

Column 2 – job name

Column 3 – State (Received, Printed, Copied, Re-Queued, Canceled, Rejected, Printer error, Deleted)

Column 4 - Date and time, when was the task performed

Column 5 – Graphic pictogram – job information, history, Re-queue job, Show first page your job preview

Or by selected jobs:

– cancel - Remove file from hardisk on server or Remove job from queue – used in case

- send to print - Re-queue job

THROUGH SAFEQ SYSTEM YOU CAN ALSO CHECK THE FINANCES IN YOUR ACCOUNT OR ITS BALANCE.