

THE COPYING AND PRINTING SYSTEM FROM COMPUTERS FOR STUDENTS

All information you find on the website of faculty – [http:// www.lf3.cuni.cz](http://www.lf3.cuni.cz) - Item ⇒ IT Support ⇒ Copy – Print for Students

At the moment, copying and printing from all computers is in room 222, in Pharmacology Classroom room 523 (only all computers with operation system Windows XP) and computer in Library (Study Room) and is operated on the OCE system that is **also in room 222**.

CONDITIONS FOR USING THE SYSTEM

1. **valid CU student pass (green, red, yellow)**
2. **valid password into CAS** – <http://ldap.cuni.cz> - (for printing from computers and acces to computers - if there are any problems– contact Mr. O. Kubánek, room no. 519)
3. **credit charged on card** (room number 547 – PhDr. M. Hábová, I. Ježková – room number 532)

WHAT THE NEW MACHINE CAN HANDLE

50 page copying simultaneously from an automated feeder, double-sided copying, enlarging and reducing, copying for A5 – A3 format, copying from books and magazines, cardboard and transparent copying, brochure fabrication, binding, etc, see machine manual

PRICES

1,20 Kč per A4 page– for copying and printing

0,90 Kč per A4 page – for duplex printing (in options printer on PC set up duplex print – help for seting on the website) for A3 format the price is calculated by 2x A4 – copying per A3 page – 2,40 Kč

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 YOUR WWW PRIVAT 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](http://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.

CONDITIONS FOR SAFETY OPERATIONS, HOW TO PREVENT ITS MISUSE

1. **You must log on under your name and password and after completing your tasks log off!!!!**, Otherwise it is possible that someone will send a print task under your name and you will be paying for it!!!! You can manage your printing and copying tasks over the internet – see SafeQ instructions.
2. On the OCE terminal you can register using your student pass, **after completing your tasks and inserting your student pass DEREGISTER**.
3. **Be careful with your student cards so that no one can take adantage of them**. If you have lost your card, report this immediately on the website CU or PhDr. M. Hábová and pick up their duplicates in the student pass releases of CU.

HOW IT WORKS

In the case that you have completed all the necessary conditions on the functioning of the system, that means that you have a valid card, not blocked printed jobs and a sufficient financial credit, you may begin copying or printing.

- While copying or printing that you have ordered on your own from the computer, you will go to the machine and with the use of your CU student pass scan your identification in the terminal (left). On the terminal you will then see your name and credit amount.
- In the case that you have ordered a print task from the computer that you have sent to the machine, it will print it out automatically while withdrawing the financial amount corresponding to the printing task. **Printing from the computer is always PRIORITY**.
- In the case that you don't have any print jobs ordered then you might use the copying device. (see the manual).
- **If all the requirements are not completed**, the system will not be functional and your access can be **blocked**.
- *In the case of an invalid card* the system will not identify you.

- *In the case of having no credit* the printing task will remain on the server for a week until you re-charge your credit. Copying isn't possible.
- *In the case of having insufficient funds* the printing task will not be printed and will remain as refused **and can block your access**, when copying only part of the copying task will be performed but the **full task will be charged**. You will reach a minus credit that will be paid out while re-charging the card (as a penalty), even though the task was not fully completed. **Please check your credit status.** (on the terminal or on the web – see the SafeQ instructions).

IF YOU ANY PROBLEM WITH PRINTING OR COPYING YOUR JOB ON THE MACHINE – PLEASE – PRESS THE STOP (RED) BUTTON ONCE MORE TO CONFIRM THE STOP COMMAND. INFORMATION REGARDING THE JOB WILL THEN BE REMOVED FROM MEMORY.

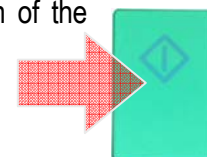
PRINTING

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 (if you have a sufficient credit amount and completed registration) 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. If there are no problems in point 3, the machine **itself** will activate the printing jobs that were sent. Wait 10 seconds if upon authorization the printing machine will print.
5. Wait until the printing machine completes the printing job.
6. Please remove the printed pages.
7. **Upon leaving scan your student identification card to the scanner and that will log you off.**



COPYING

1. Walk over to the printing machine Océ and scan your identification card (if you have a sufficient credit amount and completed registration) 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. If there are no problems in point 3, you can select the parameters for copying on the display. The display is regulated by the side buttons.
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. Choose the number of copies.
6. If you would like double-sided pages to copy, please select the appropriate button at the bottom of the display. The standard setting is a single-sided copy.
7. Activate the copying by pushing the green button on the bottom left corner of the control panel.
8. Wait until the copying machine completes the job.
9. Please remove the copied pages.
10. **Upon leaving scan your student identification card to the scanner and that will log you off.**



POSSIBLE PROBLEMS AND THEIR SOLUTIONS

CONTROL – IF YOU COPY MACHINE IS ON

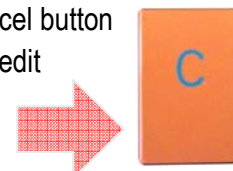
While printing, the machine will not print your print job if:

- a. your **credit amount is insufficient** (purchase more credit)
- b. the printing job is large, **wait**. In special circumstances (relating to the size of the print job) printing can take a few minutes
- c. you access is blocked – you have any blocked job – go to Mr. Dvořák – room no. 519

The printing machine can pause the printing job if the following occurs:

- a. **paper is jammed** – please ask for help (Hábová 547, Dvořák 519, Vančatová 102)
- b. **insufficient credit** – the printing machine will display „doplňte kredit...“ → press the red cancel button for the printing/copying job → the start menu will be displayed → log off → purchase credit
- c. **other problems** – please ask for help

In case the machine stops before the completion of your printing job ALWAYS press the red



cancel button for the cancellation of your printing job. If you do not erase your erroneous/uncompleted printing job in this manner, **YOU WILL BLOCK** the printing machine for all others. In this case, please ask for help.

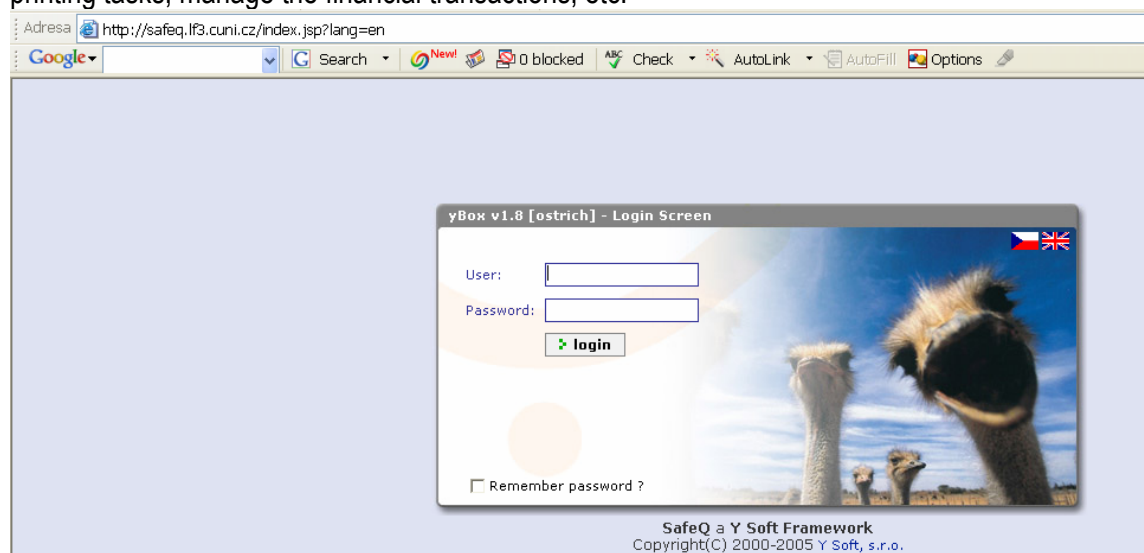
RESPONSIBLE PERSONS, ADVISORS DURING PROBLEMS

- 1) problems with the cards or password– **O. Kubánek, room number 519**
- 2) re-charging credit, unblocking the access – **PhDr. M. Hábová, room number 547** or **I. Ježková 532**
- 3) problem analysis during printing or copying, technical service – **Ing. A. Dvořák, room number 519**
- 4) technical service of the OCE machine – filling the needed materials, removing papers or other technical errors, ordering service, maintenance service, etc. – before noon hours – Mrs. Vančatová (groundfloor room number 102 – reprographical division or in the afternoon hours ing. A. Dvořák (519)

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

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

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.



User name and password are the same as during registration on to the computers in room no. 222.

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 2 items, **SafeQ** – jobs lists and reviews and **Credit system** – Account. On the right side you will see jobs lists and other information.

	User/Cost centre	Job name	State	Date
1.	Watted (santoor2060...)	(STDIN)	Printed	27.09.2005 14:47
2.	Watted (santoor2060...)	Zkušební stránka	Printed	27.09.2005 14:45

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

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

	User/Cost centre	Job name	State	Date
1.	Watted (santoor2060...)	(STDIN)	Printed	27.09.2005 14:47
2.	Watted (santoor2060...)	Zkušební stránka	Printed	27.09.2005 14:45
3.	root	(STDIN)	Canceled	27.09.2005 13:56
4.	tcx	(STDIN)	Canceled	27.09.2005 13:56
5.	Mikušová (terucha)	Oce,	Copied	27.09.2005 11:22
6.	root	(STDIN)	Canceled	27.09.2005 10:59
7.	Havliková (saruska)	Oce,	Copied	26.09.2005 13:11
8.	Pavličková (jarka)	Oce,	Copied	26.09.2005 13:06
9.	Černý (blacky)	(STDIN)	Rejected	23.09.2005 19:59
10.	Černý (blacky)	(STDIN)	Rejected	23.09.2005 19:59
11.	Kokeš (zoltan)	(STDIN)	Deleted	22.09.2005 11:19
12.	Kokeš (zoltan)	(STDIN)	Deleted	22.09.2005 11:19

A detailed description of the screen see pic.

Column 1 – user/group – task perform while you are identified

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

2. IN THE ACCOUNT ITEM

You may check your status and the progress of your virtual account. When and what was the financial storage, when and how much did you withdraw and for what, check your balance, etc.