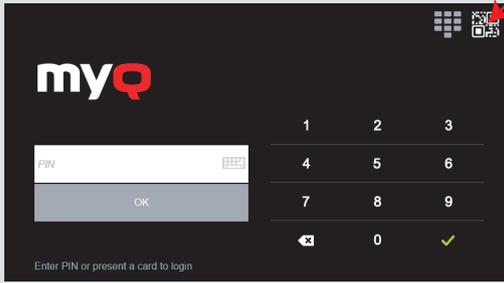# MyQ Embedded Terminal User Guide

To logon, please enter your user name and password or use your ID card.

For printing from a mobile phone / tablet install the MyQ application, then just take a photo of QR tag from the printer panel for automatic print settings in your device.

MyQ Embedded Terminal Main menu

**ANDROID**
MyQ Mobile printing

**APPLE**
MyQ Mobile printing

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**PRINT ALL**
All jobs will be printed now. The button shows the number of jobs to print.

**MY JOBS**
Managing print jobs (job selection, add to favourites, remove jobs).

**LANGUAGE**
Press to change language.

**EASY SCAN - E-MAIL**
Press to start scanning to PDF (simplex, countinuously, color).

**PANEL SCAN**
Advanced custom scan.

**ID CARD REGISTRATION**
Register one or more cards at users.

**EASY COPY**
Press to start copying (simplex, b/w).

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**PANEL COPY**
Advanced custom copy.

**PANEL USB**
Print from USB.
Scan to USB.

**BACK BUTTON**

**LOGOUT BUTTON**

Printing is possible via printer MyQ on faculty PCs or via web interface on website: **myq.lf1.cuni.cz**

For more info visit the website: **lf1.cuni.cz/en/myq**

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## MY JOBS

Print Options
- 2-sided
- Force B&W
- * Copies — 1 + 1/1
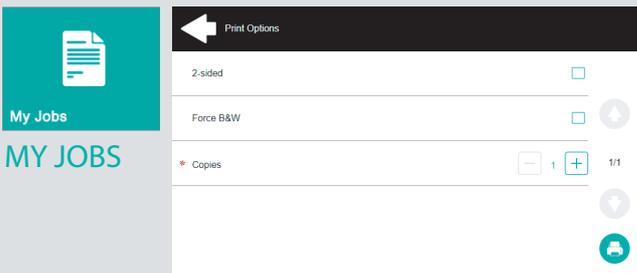
| | |
|---|---|
| 🖨 | Marked jobs will be printed. |
| ⭐ | Add to favourites / remove from favourites |
| ⚙ | Print Options – possibility to force print only in b/w, duplex, set the number of copies. The Print Options icon is located in menu „MY JOBS". |
| 🗑 | Mark to delete. To delete one or more print jobs, please mark them and then press the button „Recycle bin" |

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## Panel USB

Removable Memory.

| | Name | Date and Time | Size |
|---|---|---|---|
| ✓ | 1 Document | 02/02/2013 09:30 | 1 MB |
| | 2 Document | 02/02/2013 09:40 | 3 MB |
| | 3 Document | 02/02/2013 09:50 | 4 MB |
| | 4 Document | 02/02/2013 10:00 | 1 MB |
| | 5 Document | 02/02/2013 10:05 | 2 MB |

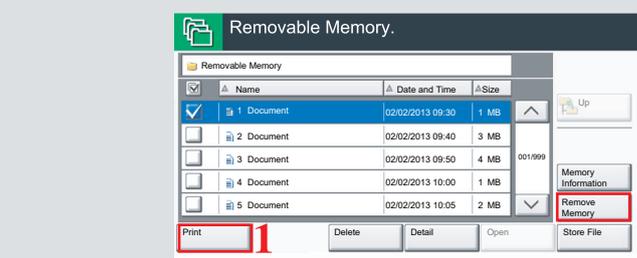Up / Memory Information / Remove Memory **3** / Store File **1** / Print / Delete / Detail / Open
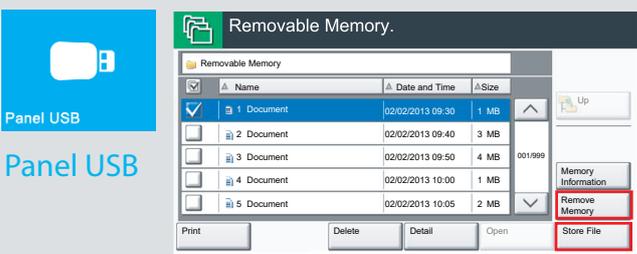
Start / **2**

### SCAN TO USB
Connect USB storage to the device. Press the button „Store File" (1) and then press the button „START" (2) on the device panel. The scaned document will be saved to USB storage. After scanning is complete, press the button „Remove Memory" (3).

Removable Memory.

| | Name | Date and Time | Size |
|---|---|---|---|
| ✓ | 1 Document | 02/02/2013 09:30 | 1 MB |
| | 2 Document | 02/02/2013 09:40 | 3 MB |
| | 3 Document | 02/02/2013 09:50 | 4 MB |
| | 4 Document | 02/02/2013 10:00 | 1 MB |
| | 5 Document | 02/02/2013 10:05 | 2 MB |

Up / Memory Information / Remove Memory **3** / Store File / Print **1** / Delete / Detail / Open

Start / **2**

### PRINT FROM USB
Connect USB storage to the device. Mark the tasks to be printed. Press the button „Print" (1) and then press the button „START" (2) on the device panel. The marked tasks will be printed. After printing is complete, press the button „Remove Memory" (3).