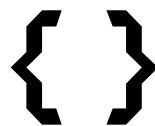# Manual for operating printers.

Univerzita Hradec Králové

# Selecting the printer and printing

*For printing on the network printer is necessary to select a printer **"SafeQ_Ricoh_PCL6_UNI on forkys3.uhk.cz"** and send the job to the print queue. This printer should be set as default.*

In case you cannot set b/w printing to color printing, you have to change it in the printer settings and send the file to print.
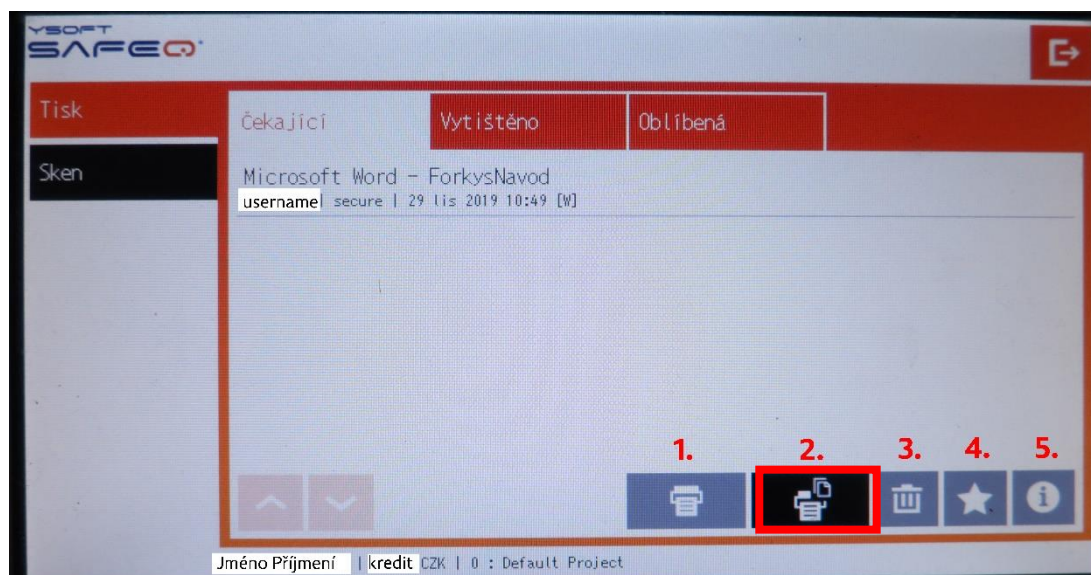
User login

The printer in its default state is showing the SafeQ interface (see picture below). To log in, you need to attach the card to the card reader.
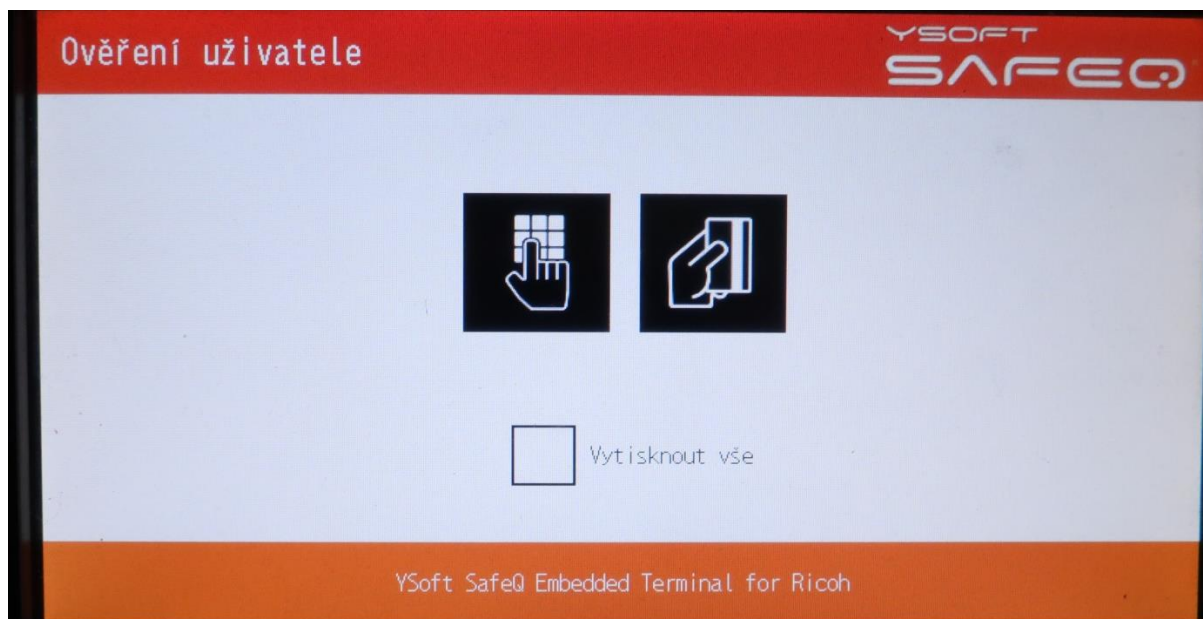
Tiskové úlohy

Po přihlášení se objeví následující obrazovka se seznamem čekajících úloh určených pro tisk. Zde můžete provést tisk vybraných/všech úloh.


Struktura spodního menu:

1. Printing the selected job (need to mark a specific job first)
2. Print all the jobs
3. Deleting a print job (need to mark a specific job first)
4. Favorite
5. Information about the given task (need to mark a specific task first, then several partial settings can be made)

Options for partial task settings

After initialising of the option of detailed information about the task (the button from the previous part of the manual), the following information will be displayed.
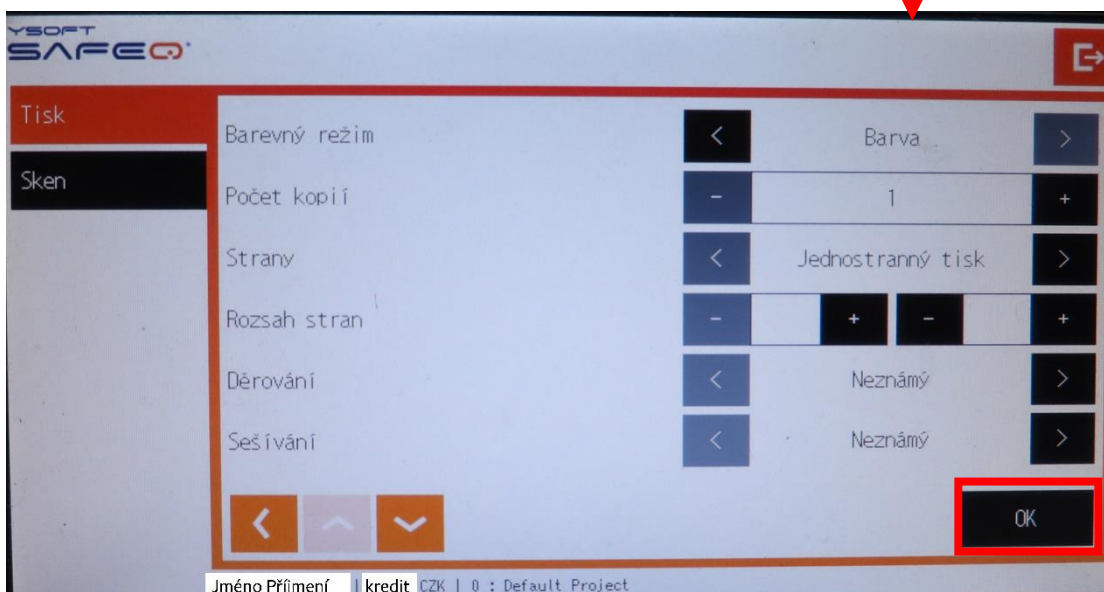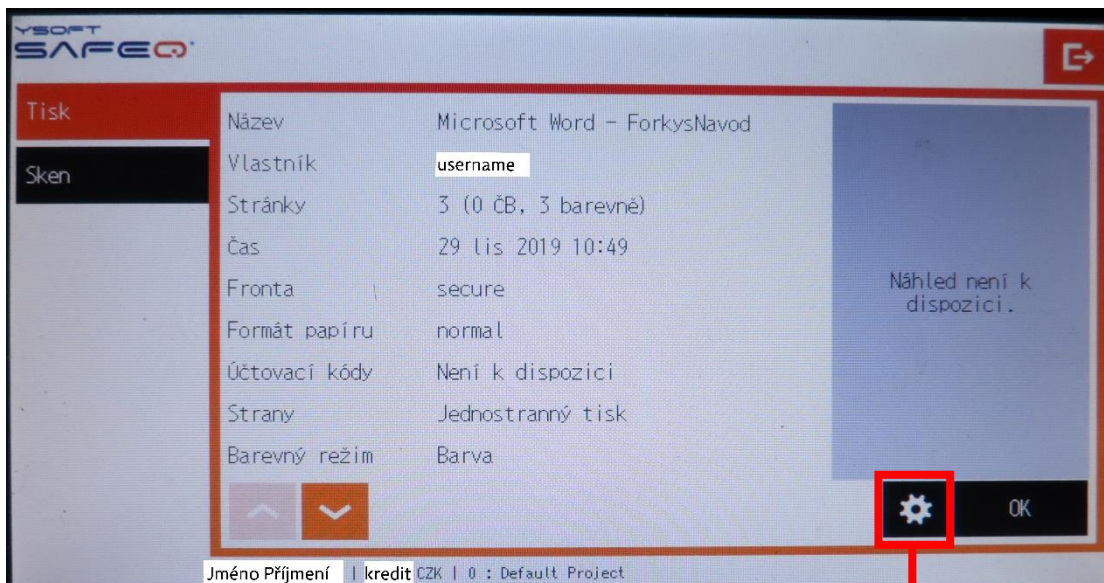
For the modifications is the possibility to make the following additional changes:

- Change colour (only colour => black and white, if it is sent to print as black and white
- change the number of copies (note that multiplies the number of copies sent from a computer/laptop)
- To change the number of copies (note that multiplies the number of copies sent from a computer/laptop). Change the one-sided/two-sided printing option (the price per printed page is the same)
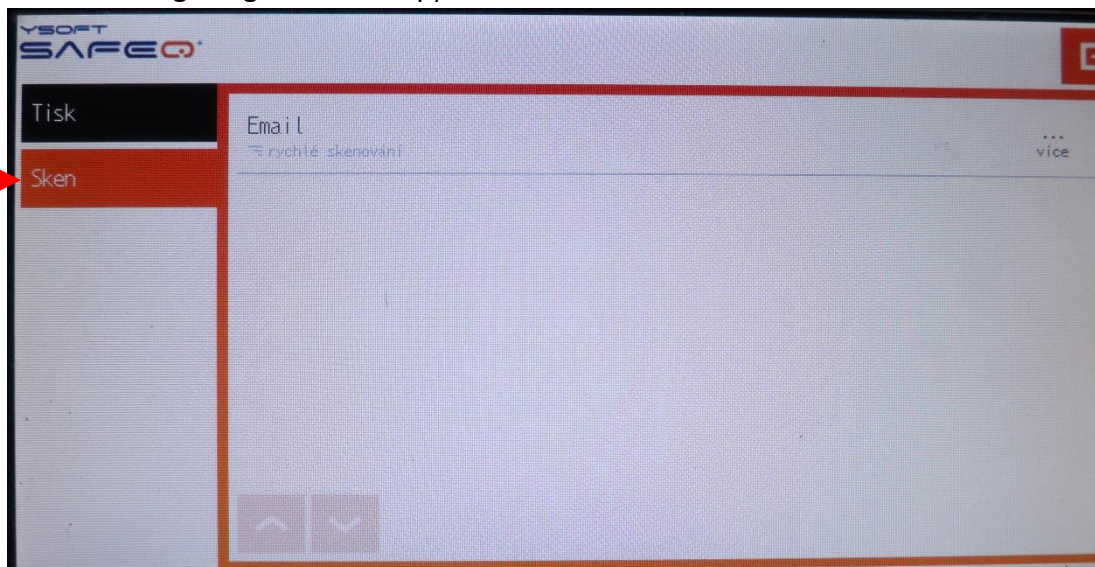
Log out

In case you don't want to perform any operation you can log out.

1) by pressing icon [→] in the upper right corner
   OR
2) attach the card to the card reader

Scanning

User login is required. After logging in, select the "Sken" item in the left menu.

The following image will then appear on the screen.:

You can choose "quick scanning", i.e. you will immediately start the operation by pressing the "Email" button, or you can set and modify the properties of the scanned document by pressing the "more" button in the right part of the display.
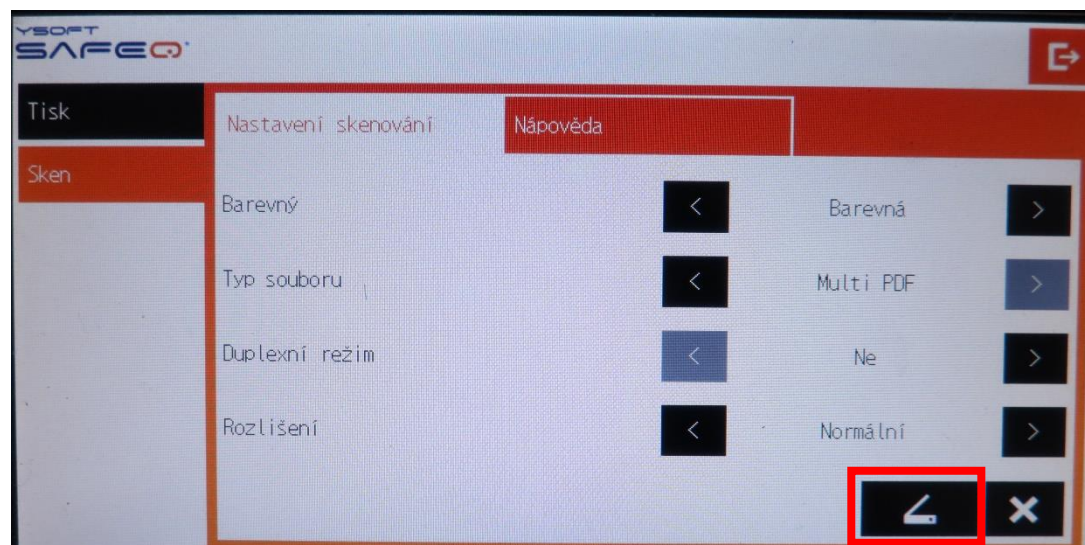

Set the desired colour and output file property (pdf/image). While using the automatic feeder select if the pages are double-sided and the resolution of the scanned file.

The scanned file is sent to the user's email account.

Copying

To make copies of a file, the user must be logged in (note that students can copy if they have 12 CZK or more in their account).

For copying, you need to select copy interface through a button on the top left aside
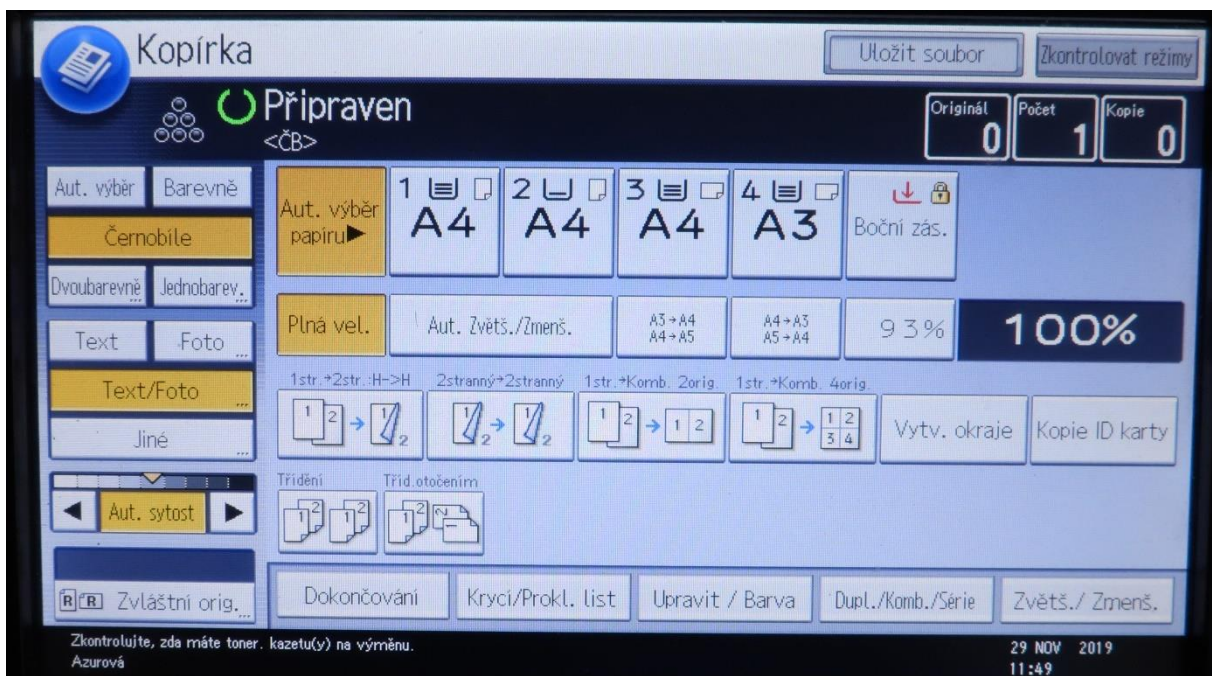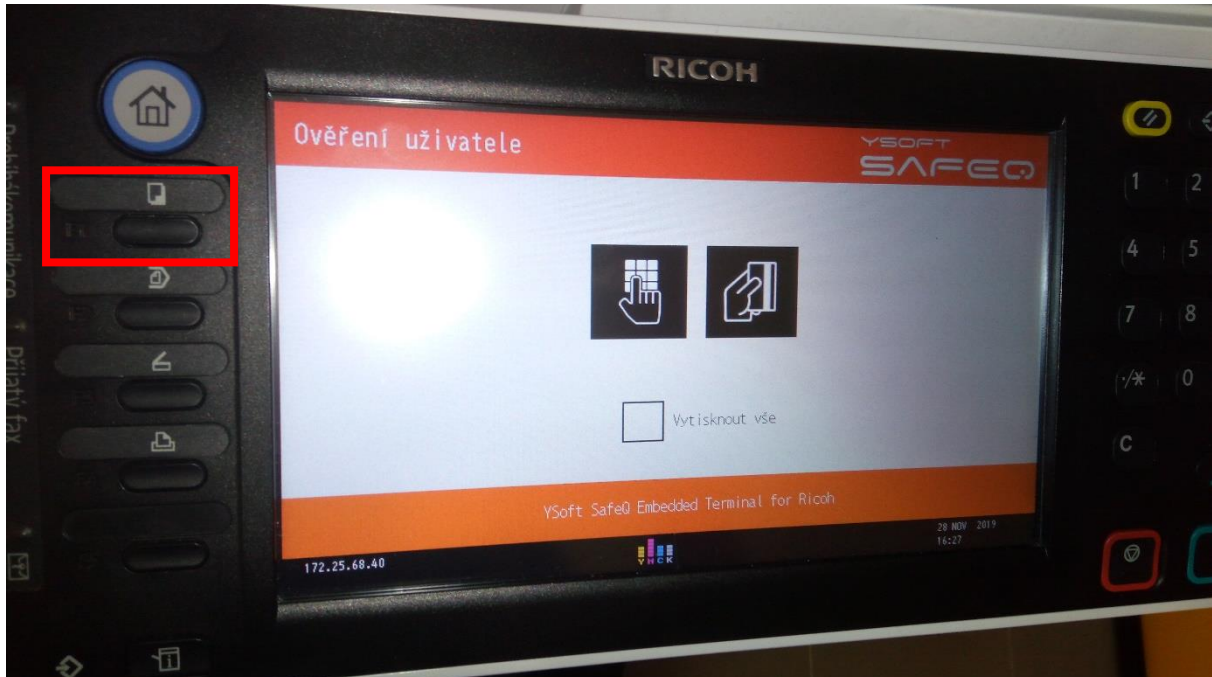
Colour selection – Automatic colour selection / Color / Black and white

Always have selected - Automatic paper selection (except for your own paper, which you feed into the side tray and when sending to print, please mark the appropriate paper type in the printer properties).

When you are finished with the copy please go back to the default interface of SafeQ. You can do it by button on the bottom left and before you leave make sure that you are logged out - use the section "Log out" in previous pages.
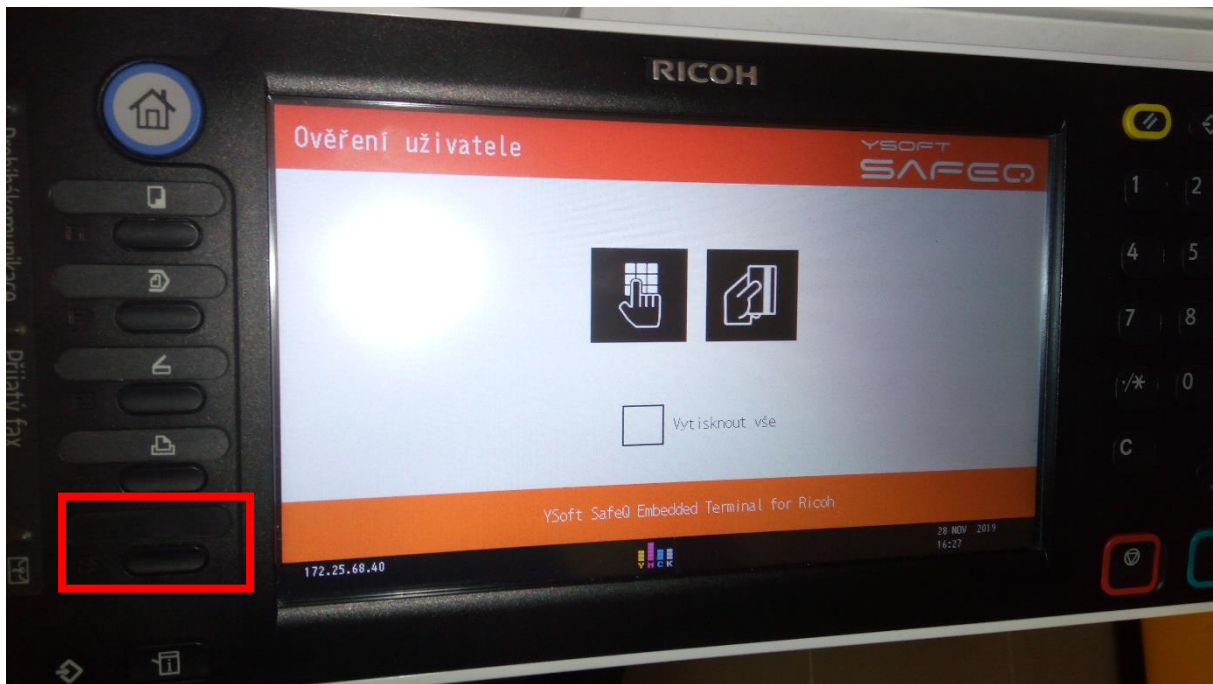
Alternative for going back to default interface.