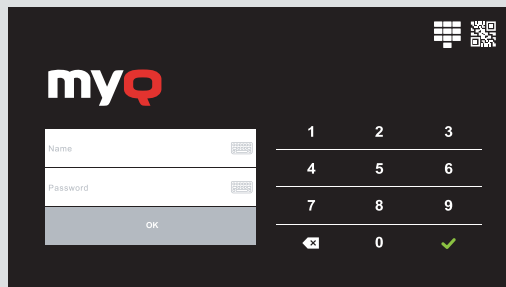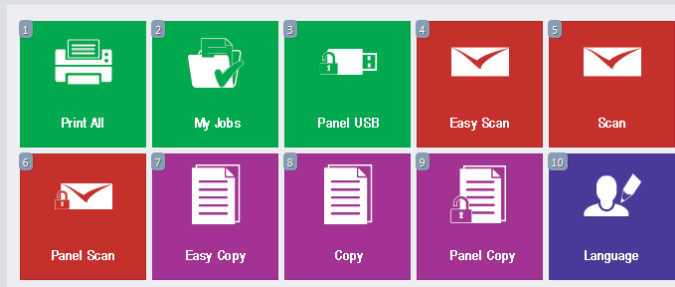# MyQ Embedded Terminal User Guide

To logon, please enter your user name and password or use your ID card.
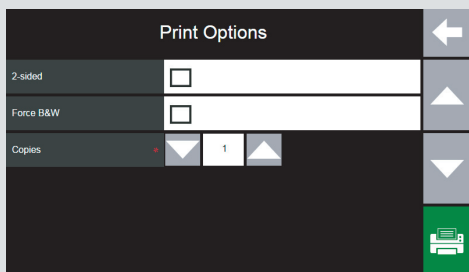
MyQ Embedded Terminal Main menu

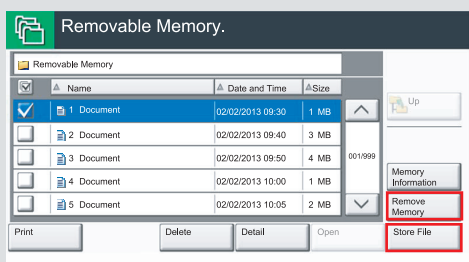|		
PRINT ALL All jobs will be printed now. The button shows the number of jobs to print.	**MY JOBS** Managing print jobs (job selection, add to favourites, remove jobs).	**PANEL USB** Print from USB. Scan to USB.
EASY SCAN – e-mail Press to start scanning to PDF (simplex, countinuously).	**SCAN** Custom scan to e-mail.	**PANEL SCAN** Advanced custom scan.
EASY COPY Press to start copying (simplex, b/w).		

COPY Custom copy.	**PANEL COPY** Advanced custom copy.	**LANGUAGE** Press to change language.
BACK BUTTON	**LOGOUT BUTTON**	

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

For more info visit the website: **kopirovani.ff.cuni.cz**

MY JOBS

Print Options
- 2-sided
- Force B&W
- Copies: 1

(printer)	Mark the jobs to be printed and press „PRINT" button. Marked jobs will be printed.
(star)	Add to favourites / remove from favourites
(gear)	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".
(red cross)	To delete one or more print jobs, please mark them, press the Menu and then press the button with the red cross.

If you don´t mark any job and you will press any button from the Print Options menu, your chosen action will be applied to all tasks on current screen.
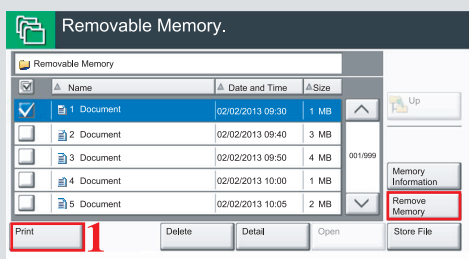
Panel USB

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

Print | Delete | Detail | Open | Store File

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

Print | Delete | Detail | Open | Store File

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).