

# **B&W / COLOR PRINTING**

## **SafeQ - Electronic System for Printing**

1. Payments for printing/copying are made by using pre-charged ISIC cards.
2. The cards can be pre-charged in Medical Library, 8 a.m. – 3.30 p.m.
3. Printer/copier B&W+Color is located in the copying area (groundfloor of the old building) with non-stop access. Two printers/copiers for black/white copying are in Medical Library.
4. Before you start your first printing job through the SafeQ System, check the default password or create your new password for printing at <http://smartq.upol.cz> : Kindly fill in the dialogue box properly as shown below.

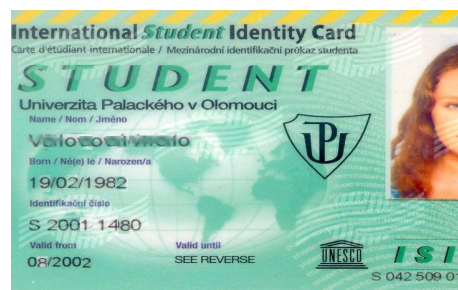
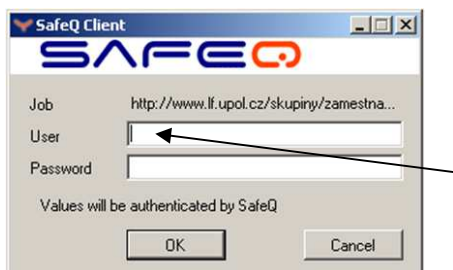


**User = ISIC card number (digits without space)**

**Password = a code assigned by the university instead of your birth identification number.**

**Advice: change Password - this new password will be only for printing.**

4. Start printing your documents in the usual way: select “Print” (“Tisk”) icon or “File/Print” (“Soubor/Tisk”) on the menu. Click OK.
5. Wait for a while before a SmartQ window appears on the screen: it has to be filled correctly.



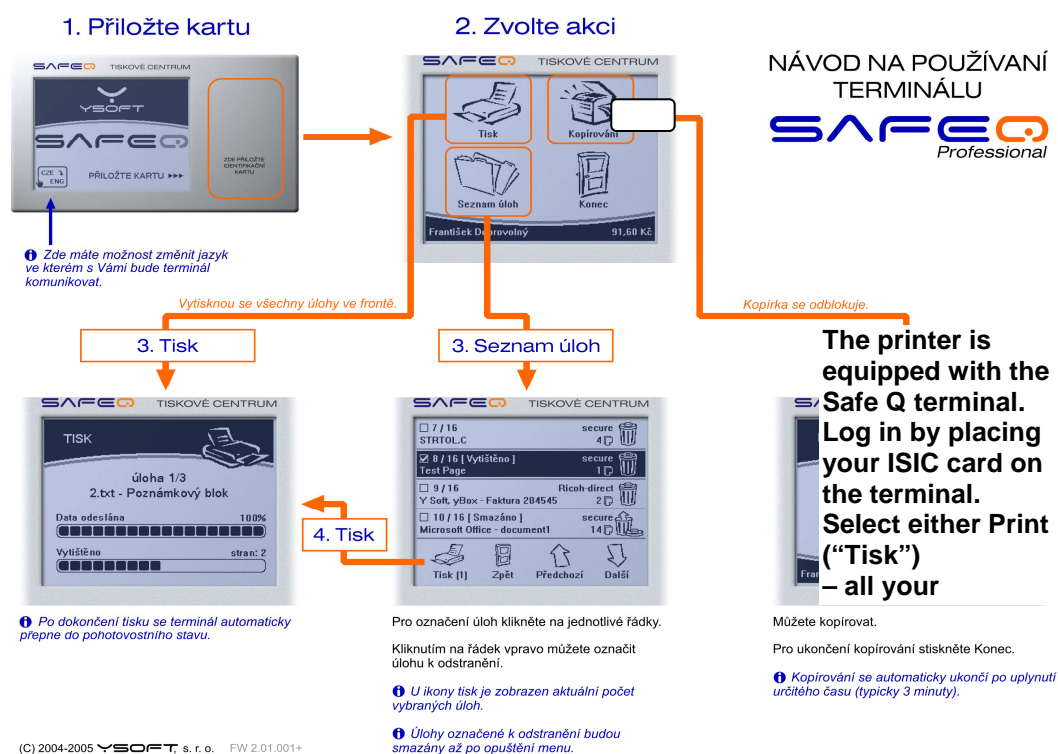
**”Login” is the number of your ISIC card (digits only without space)**

**”Password” (Heslo) is your newly created password for printing at**

**<http://smartq.upol.cz>**

6. Go to the copy area with three copiers/printers equipped with the SafeQ terminal.

## 7. Place your pre-charged ISIC card on the terminal and select **“PRINT”** or **“TASK LIST”**:



8. All the documents sent to the “waiting list” are automatically deleted after 24 hours.

9. Pricing : see the Price List.

## 10. **For COLOR printing - select COLOR printer!**

- PC - start printing your documents in the usual way “File/Print” (“Soubor/Tisk”) but select **COLOR printer** on the Menu
- copying area - use **COLOR printer/copier XEROX WorkCentre7524**

At <http://smartq.upol.cz/> you can also monitor your account history and current credit. The print jobs can be controlled from there (eg deleted or redirected to another printer).

Trouble shooting: [dana.subova@upol.cz](mailto:dana.subova@upol.cz)