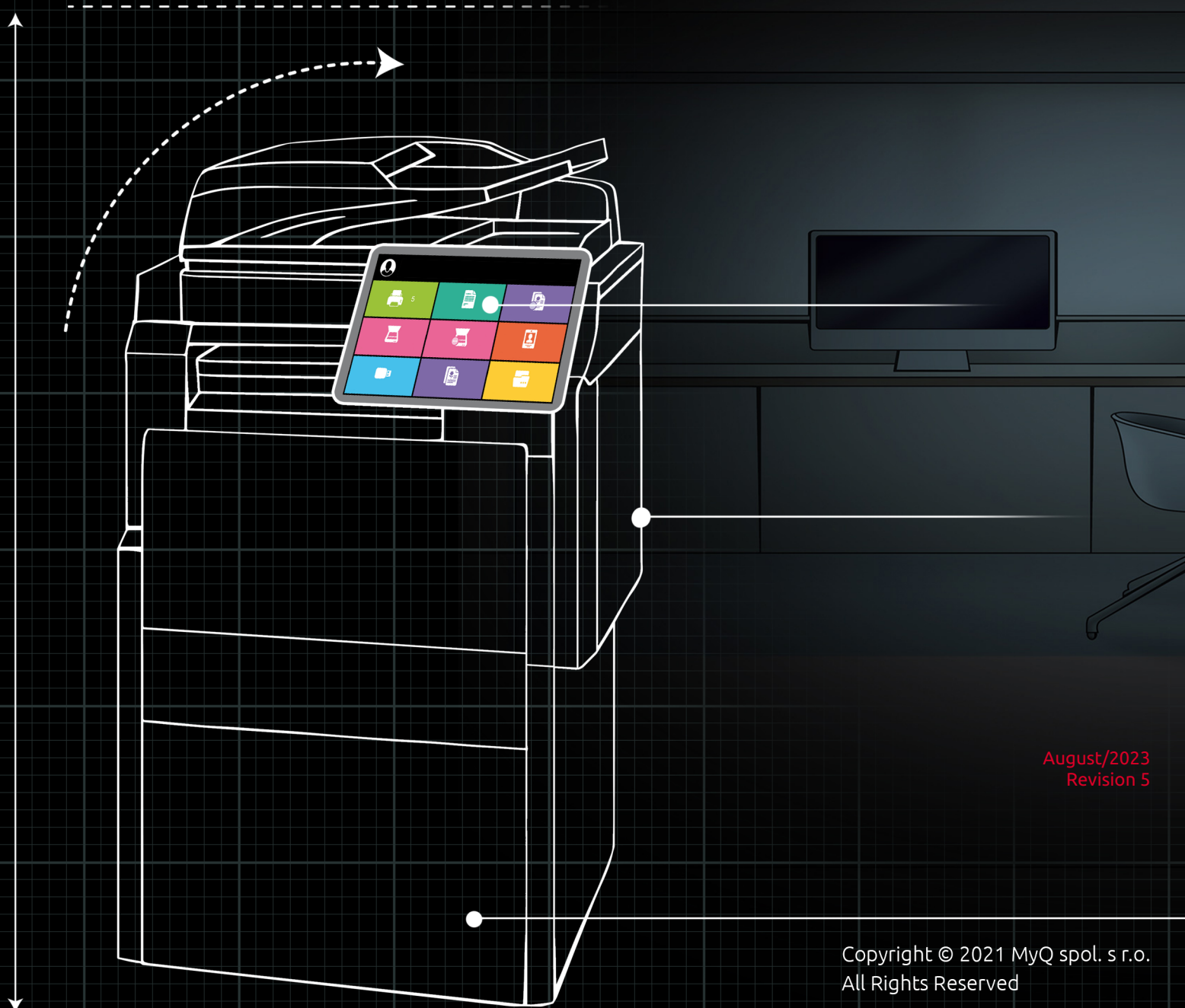


myQ X

Toshiba Embedded




August/2023
Revision 5

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MyQ Toshiba Embedded Terminal 8.1


 **MyQ Toshiba Embedded Terminal 8.1** has reached End of Life. The **MyQ Toshiba Embedded Terminal 8.2** update is now available. MyQ Toshiba Embedded Terminal 8.2 Documentation & Release Notes See the [MyQ Product & Support End-of-Life Policy](#).

The MyQ Toshiba SDK3.x and SDK 4.x Embedded terminal is a web-based embedded terminal. No applications are running directly on the printing device, all files are saved in the MyQ directories and the device exchanges data with MyQ using XML. Web terminals are based on HTML, CSS, XML and JavaScript languages and communicate via HTTP or HTTPS.

The terminal enables simple management of print jobs on a touchscreen display and offers a number of advanced features, such as multiple login options or scanning by a single touch. It can communicate with multiple types of USB card readers.

 All changes compared to the previous version are listed in the [change log](#).

 The guide is also available in **PDF**.

 All information in this manual apply to models with the SDK 3.x and SDK 4.x platforms.

1 Basic Information

The MyQ Toshiba SDK3.x and SDK 4.x Embedded terminal is a web-based embedded terminal. No applications are running directly on the printing device, all files are saved in the MyQ directories and the device exchanges data with MyQ using XML. Web terminals are based on HTML, CSS, XML and JavaScript languages and communicate via HTTP or HTTPS.

The terminal enables simple management of print jobs on a touchscreen display and offers a number of advanced features, such as multiple login options or scanning by a single touch. It can communicate with multiple types of USB card readers.

1.1 Requirements

The proper function of the MyQ Toshiba embedded terminal depends on the below:

- .NET 4.7.2 or higher needs to be installed on the MyQ print server.
- Up to 80 embedded terminals per server.
- Quad-core CPU on the server, for up to 40 terminals; octa-core CPU for 40+ terminals.
- 4GB of RAM for a server with a low system load; 8GB of RAM for servers with medium and/or high system load.
- The latest firmware needs to be installed on the printing device.
- The printing device's IP or Hostname must be valid.
- The correct time and date must be set on the printing device to avoid issues with the [Scan to Me](#) functionality.

1.2 Communication protocols and ports

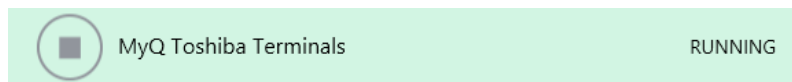
If SSL is on, it is used for the following events	MyQ Server (Protocol: Port - Description)	Package (Protocol: Port - Description)	Printer (Protocol: Port - Description)
All types of events go through SSL	<ul style="list-style-type: none"> • HTTP or HTTPS: 8090 (default) - it depends on the configuration in MyQ Easy Config. • SMTP: 25 (default) - it depends on the port configured in MyQ, Settings, Network, SMTP. (Used for Panel Scan to Email) 	HTTP: 8081 to 8089 (default) - It depends on the port selected during the installation of package on server. This is used only in localhost.	<ul style="list-style-type: none"> • 50083 for calling Event Source manager of the machine • 49629 (46930 for secure connection) for calling Output Management Service of the machine

2 Toshiba Service

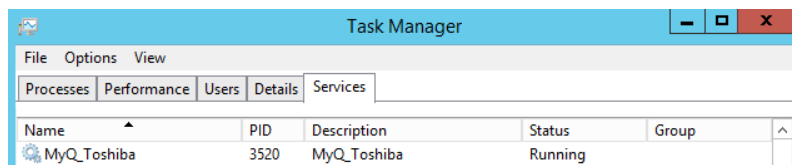
The Toshiba service is an integral part of the embedded terminal's installation. It is added to Windows services within the upload of the Toshiba Embedded installation package to the MyQ server and remains there as long as the installation package stays uploaded on the server.

The service is necessary for the proper terminal functionality; if it is not running, the embedded terminal cannot communicate with the MyQ server. With disabled communications, users cannot log in and the terminal cannot be remotely set up (reinstalled, uninstalled).

The service can be started and stopped on the **Services** tab of the MyQ Easy Config application, where it's called *MyQ Toshiba Terminals*. For details about the application, see **MyQ Easy Config** in the *MyQ Print Server* guide.



You can also check the current status of the service in Windows Task Manager, where it is called *MyQ_Toshiba*.



3 Supported Printing Devices

Model Name	Platform	Color/B&W	Device Type
e-STUDIO205L	Toshiba SDK 3.x	B&W	MFD
e-STUDIO206L	Toshiba SDK 3.x	B&W	MFD
e-STUDIO207L	Toshiba SDK 3.x	B&W	MFD
e-STUDIO255	Toshiba SDK 3.x	B&W	MFD
e-STUDIO256	Toshiba SDK 3.x	B&W	MFD
e-STUDIO257	Toshiba SDK 3.x	B&W	MFD
e-STUDIO305	Toshiba SDK 3.x	B&W	MFD
e-STUDIO306	Toshiba SDK 3.x	B&W	MFD
e-STUDIO307	Toshiba SDK 3.x	B&W	MFD
e-STUDIO355	Toshiba SDK 3.x	B&W	MFD
e-STUDIO356	Toshiba SDK 3.x	B&W	MFD
e-STUDIO357	Toshiba SDK 3.x	B&W	MFD
e-STUDIO455	Toshiba SDK 3.x	B&W	MFD
e-STUDIO456	Toshiba SDK 3.x	B&W	MFD
e-STUDIO457	Toshiba SDK 3.x	B&W	MFD
e-STUDIO477S	Toshiba SDK 3.x	B&W	MFD
e-STUDIO477SL	Toshiba SDK 3.x	B&W	MFD
e-STUDIO506	Toshiba SDK 3.x	B&W	MFD


Model Name	Platform	Color/B&W	Device Type
e-STUDIO507	Toshiba SDK 3.x	B&W	MFD
e-STUDIO527S	Toshiba SDK 3.x	B&W	MFD
e-STUDIO555	Toshiba SDK 3.x	B&W	MFD
e-STUDIO556	Toshiba SDK 3.x	B&W	MFD
e-STUDIO557	Toshiba SDK 3.x	B&W	MFD
e-STUDIO655	Toshiba SDK 3.x	B&W	MFD
e-STUDIO656	Toshiba SDK 3.x	B&W	MFD
e-STUDIO657	Toshiba SDK 3.x	B&W	MFD
e-STUDIO755	Toshiba SDK 3.x	B&W	MFD
e-STUDIO756	Toshiba SDK 3.x	B&W	MFD
e-STUDIO757	Toshiba SDK 3.x	B&W	MFD
e-STUDIO855	Toshiba SDK 3.x	B&W	MFD
e-STUDIO856	Toshiba SDK 3.x	B&W	MFD
e-STUDIO857	Toshiba SDK 3.x	B&W	MFD
e-STUDIO2020C	Toshiba SDK 3.x	Color	MFD
e-STUDIO2040C	Toshiba SDK 3.x	Color	MFD
e-STUDIO2050C	Toshiba SDK 3.x	Color	MFD
e-STUDIO2051C	Toshiba SDK 3.x	Color	MFD
e-STUDIO2055C	Toshiba SDK 3.x	Color	MFD

Model Name	Platform	Color/B&W	Device Type
e-STUDIO2330C	Toshiba SDK 3.x	Color	MFD
e-STUDIO2540C	Toshiba SDK 3.x	Color	MFD
e-STUDIO2550C	Toshiba SDK 3.x	Color	MFD
e-STUDIO2551C	Toshiba SDK 3.x	Color	MFD
e-STUDIO2555C	Toshiba SDK 3.x	Color	MFD
e-STUDIO2820C	Toshiba SDK 3.x	Color	MFD
e-STUDIO2830C	Toshiba SDK 3.x	Color	MFD
e-STUDIO287CS	Toshiba SDK 3.x	Color	MFD
e-STUDIO3040C	Toshiba SDK 3.x	Color	MFD
e-STUDIO3055C	Toshiba SDK 3.x	Color	MFD
e-STUDIO347CS	Toshiba SDK 3.x	Color	MFD
e-STUDIO3520C	Toshiba SDK 3.x	Color	MFD
e-STUDIO3530C	Toshiba SDK 3.x	Color	MFD
e-STUDIO3540C	Toshiba SDK 3.x	Color	MFD
e-STUDIO3555C	Toshiba SDK 3.x	Color	MFD
e-STUDIO407CS	Toshiba SDK 3.x	Color	MFD
e-STUDIO4520C	Toshiba SDK 3.x	Color	MFD
e-STUDIO4540C	Toshiba SDK 3.x	Color	MFD
e-STUDIO4555C	Toshiba SDK 3.x	Color	MFD

Model Name	Platform	Color/B&W	Device Type
e-STUDIO5055C	Toshiba SDK 3.x	Color	MFD
e-STUDIO5520C	Toshiba SDK 3.x	Color	MFD
e-STUDIO5540C	Toshiba SDK 3.x	Color	MFD
e-STUDIO5560C	Toshiba SDK 3.x	Color	MFD
e-STUDIO6520C	Toshiba SDK 3.x	Color	MFD
e-STUDIO6530C	Toshiba SDK 3.x	Color	MFD
e-STUDIO6540C	Toshiba SDK 3.x	Color	MFD
e-STUDIO6550C	Toshiba SDK 3.x	Color	MFD
e-STUDIO6560C	Toshiba SDK 3.x	Color	MFD
e-STUDIO6570C	Toshiba SDK 3.x	Color	MFD
e-STUDIO2008A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO2018A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO2508A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO2518A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO3008A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO3508A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO3018A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO3518A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO4508A	Toshiba SDK 4.x	B&W	MFD

Model Name	Platform	Color/B&W	Device Type
e-STUDIO4518A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO5008A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO5018A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO5508A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO5518A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO6508A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO6518A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO7508A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO7518A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO8508A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO8518A	Toshiba SDK 4.x	B&W	MFD
e-STUDIO2000AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO2010AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO2500AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO2505AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO2510AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO2515AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO3005AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO3015AC	Toshiba SDK 4.x	Color	MFD

Model Name	Platform	Color/B&W	Device Type
e-STUDIO3505AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO4505AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO4515AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO5005AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO5015AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO5505AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO5506AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO5516AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO6506AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO6516AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO7506AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO7516AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO 330AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO 400AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO 3515AC	Toshiba SDK 4.x	Color	MFD
e-STUDIO 3508AG	Toshiba SDK 4.x	B&W	MFD
e-STUDIO 4508AG	Toshiba SDK 4.x	B&W	MFD

 Support of the MyQ Toshiba embedded terminals might slightly differ between regions. Please ask your regional MyQ distributor for information concerning particular models.

4 Installation

Before installing the terminal, you need to enable a small number of settings on the printing device's panel. Once these settings are enabled, you can continue with the remote installation on the MyQ web administrator interface.

- It is strongly recommended to reset the printing device to its default factory state before proceeding with the installation, to ensure that no conflicting settings are in effect. After the reset, make sure that the correct time and date are set in the device.

4.1 Enable settings on the printing device's panel

You need to start the printing device in SERVICE MODE (for information about how to access the SERVICE MODE, please see the printing device's manual or ask your Toshiba provider) and access the 08 SETTING MODE to activate the Authentication of MDS system setting, set WS port for scanning, change the screen that is displayed after auto-clear and select an appropriate type of card reader. Each setting is accessed by typing a code.

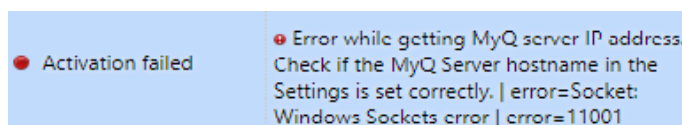
1. Open the **SERVICE MODE**, tap **08 SETTING MODE**, and then tap **Next** in the bottom-right corner of the screen. The 08 SETTING MODE screen opens.
2. On the screen, tap **Classic** near the upper-right corner to switch to the classic screen layout with a numeric touchpad, where you can write the codes.
3. On the device's numeric keypad, type **3640**, and then press the **Start** button. The screen changes to SYSTEM MODE.
4. Make sure that the value displayed at the upper-left corner of the screen is **1** (if not, type **1**), and then tap **OK**. The screen returns to TEST MODE.
5. On the device numerical keyboard, type **3760**, and then press the **Start** button. The screen changes to SYSTEM MODE.
6. Make sure that the value displayed at the upper-left corner of the screen is **50083** (if not, type **50083**), and then tap **OK**. The screen returns to TEST MODE.
7. On the device numerical keyboard, type **9132**, and then press the **Start** button. The screen changes to SYSTEM MODE.
8. Change the value displayed at the upper-left corner of screen to **7** for Toshiba SDK 3 and **99** for Toshiba SDK 4 (if not, type **7** or **99**), and then tap **OK**. The screen returns to TEST MODE.
9. On the device numerical keyboard, type **3500**, and then press the **Start** button. The screen changes to SYSTEM MODE.
10. Make sure that the value displayed at the upper-left corner of the screen is **90001** for the Elatec TWN3 card reader, and **60001** for Generic keyboard mode readers (if not, type **90001** or **60001**), and then tap **OK**. The screen returns to TEST MODE. Card readers provided by MyQ are supported by Toshiba printing devices. For information about card readers purchased from a different provider, contact MyQ support.
11. Restart the printing device

4.2 Remote installation via Printer Discovery

The easiest way to install the MyQ Toshiba Embedded terminal is via remote installation from the MyQ Web administrator interface. This method is very simple and it is preferable, especially when you need to install the terminal on a large number of printing devices, since you can install multiple devices in a batch.

You do this by creating separate printer discoveries and adding a configuration profile to any one of them. At the same time, you can assign the discovered printers to a group and/or queue. Another possibility is to create a remote installation for just one printer and place it in a direct queue.

Before the installation, make sure that the server hostname/IP address in **MyQ, Settings, Network** is correct. If it's not, which could happen after a license update or upgrade, the remote setup will fail.



4.2.1 Creating a Printer Discovery

To create a printer discovery in the MyQ Web administrator interface, go to **MyQ, Settings, Printer Discovery**. The Printer Discovery pane opens. Click **Add Discovery**. A new Printer Discovery pane opens on the right side of the screen. Fill out the top part of the pane, in the **General** tab:

- Make sure that printer discovery is **Enabled**.
- Type a **Description** of the printer discovery. This could be the name of a brand, a group, or a combination of printer settings, e.g. Color - Marketing.
- Select the **IP range** setting method: *Manual* or *CSV file*.

- You can add multiple IP ranges by clicking **+Add**.
- Selecting the CSV file option opens a field box where you can browse for and add your CSV file.
- Click **Exclude** and enter an IP address you want to exclude from the discovery. Click **+Add** to exclude more.
- **Save the printer address as** either an *IP address*, *Hostname* or *FQDN*.
- If **Initiated by terminal** is checked, when an embedded terminal connects to MyQ and there is no printer with the same IP address, MyQ will execute a Printer Discovery whose IP address range matches the IP address of that terminal.

In the **Printers name template** section, select whether you want to **Set printer name by** *Name template* or *CSV*.

Printers name template

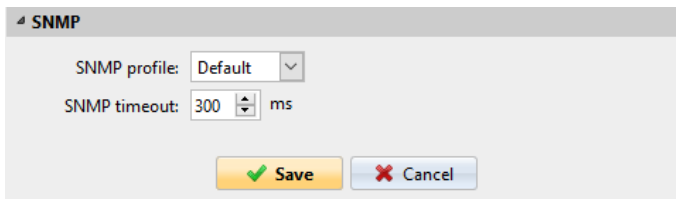
Set printer name by: * Name template
 CSV file

Name template: *
Parameters: %model%, %ipByte4%, %sn%, %id%, %hostname%, %snmpHostname%, %FQDN%

Selecting the *CSV* option opens a field box where you can browse for and add your CSV file. If you select the *Name template* option, you can use the following parameters:

Parameter	Description
%model%	Printer model read via SNMP.
%ipByte4%	The last (fourth) part of the printer's IP address.
%sn%	Serial number of the printer read via SNMP.
%id%	MyQ ID of the printer.
%hostname%	Printer hostname learned via a reverse DNS lookup. This is the hostname without the domain part.
%snmpHostname%	Printer hostname read via SNMP.
%FQDN%	Fully Qualified Domain Name of the printer.

In the **SNMP** section, select the SNMP profile from the drop-down, and set the **SNMP timeout** in ms (*300* by default).



The image shows a dialog box titled "SNMP". It contains two settings: "SNMP profile" set to "Default" and "SNMP timeout" set to "300 ms". At the bottom, there are two buttons: "Save" (with a green checkmark) and "Cancel" (with a red X).

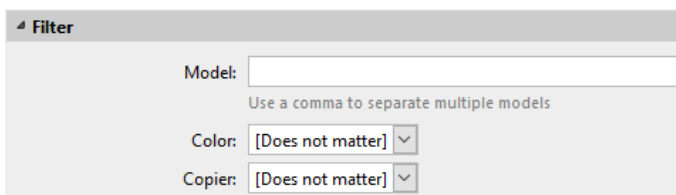
Once you set up the above, click **Save**. The newly created printer discovery appears in the printer discovery overview, in the middle of the window.

4.3 Configuring a Printer Discovery

After you have configured the general settings of the printer discovery, you can add an action to it, so when you run the printer discovery it will activate the printers and install the package on the terminal. A mandatory requirement for this action is that all the printers in the discovery should have the same administrator username and password for the administrator login.

Click the **Actions** tab in the printer discovery you have just saved. Click **+New action**. The name of the pane changes to **Actions** and it consists of three sections, **Filter**, **Every run actions**, and **First run actions**.

4.3.1 Filter section



The image shows a dialog box titled "Filter". It contains three settings: "Model" (a text input field), "Color" (a drop-down menu set to "[Does not matter]"), and "Copier" (a drop-down menu set to "[Does not matter]"). Below the "Model" field, there is a note: "Use a comma to separate multiple models".

- **Model** - Type the device's model. You can add multiple models separated by comma (,).
- **Color** - Select the color setting from the drop-down: *Does not matter, Yes, No*.
- **Copier** - Select the copier setting from the drop-down: *Does not matter, Yes, No*.

4.3.2 Every run actions

These actions will be executed according to the schedule you have set for this printer discovery.

Every run actions

Add to queue:

Set configuration profile:

Add printer to group:

Remove current groups:

Location:

Parameters: %location%

- Select a queue from the **Add to queue** drop-down, if you want to have all the printers stored in one queue.
- **Set configuration profile** by selecting one from the drop-down, or click **+Add new...** to add a new configuration profile (described in detail in Configuration Profiles).
- Select a group in the **Add printer to group** drop-down list, if you want to store all your printers in one group.
- Check the **Remove current groups** box, if you want to delete all the groups currently set to the printer.
- Set a **Location** parameter. The location is read from the SNMP profile.

4.3.3 First run actions

This section contains specific printer discovery settings for just one printer, but it also gives you the option to **Activate** all the discovered printers.

First run actions

Activate:

Create direct queue:

Copy settings from the queue:

Print test page:

Print as:

Windows printer Expand

- Check **Activate** to activate all the discovered printers during the first run. Even if you don't check this box, you will be able to select the printers manually in the **Printers** overview and activate them.
- Check **Create direct queue** if you want to create a queue for just one printer. Checking this option activates all the options below.
 - Select a queue from the drop-down in the **Copy settings from the queue** field.
 - Check **Print test page** and then select a user from the **Print as** drop-down.
- Click the arrow next to **Windows printer** to expand the section.

Windows printer

Install Windows printer:

Full path of a file with the printer driver: INF file

Printer model:

Full path of a file with the driver settings:

- Check the box next to **Install Windows printer**. The rest of the parameters become available, where you can browse for the printer driver, the driver settings and the printer model.
- Click **Save**.

Click **Run** to start the printer discovery (and activation if you have set it). You can see the progress in the yellow toolbar.

4.3.4 Configuration Profiles

Configuration profiles are profiles you can create and attach to your printer discovery, that contain essential information about your terminals installation and settings.

You can create a new configuration profile in two places:

- Go to **MyQ, Settings, Configuration Profiles** and click **+Add**.
- When you are creating or configuring your printer discovery, in the configuration profile drop-down, click **+Add new....**

Both ways open a new configuration profile pane on the right side of the screen.

New Config Profile
✕

General
Printers

Fields marked by * are mandatory.

Name: *

Price list:

Fax module:

▼ Terminal

Terminal type: *

[Install terminal package](#)

▼ Printer Credentials

These credentials are used to configure the printer. You can override these defaults in the properties of each printer.

Administrator user name:

Administrator password:

▼ Network

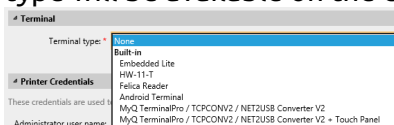
SNMP profile:

MyQ server address: *

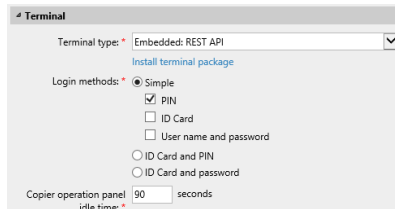
Set up IP filters

Save
 Cancel

- Enter a **Name** for the configuration profile.
- Select a **Price list** from the drop-down. For further information, check **Price List** in the *MyQ Print Server* guide.
- Check the **Fax module** checkbox if you can and want to use it. Otherwise, leave it unchecked (default).
- Select a **Terminal type** from the drop-down. If the type you want is not listed, install the terminal package first (details in the next step) and then the correct type will be available on the drop-down menu.



- Click **Install terminal package**.
- Click **Browse** to search for the **.pkg* file, select it and click **Open**. If you want to set a specific port, check the **Advanced settings** checkbox and set the port.
- Click **OK** to upload the installation package.
- If you have selected one of the embedded options as the **Terminal type**, **Login methods** become visible.



You can choose between two types of login: simple login and two-step authentication. With the simple login option, you can select up to three methods of login, and with the two-step authentication, you can select from two combinations of the login methods. The **Login methods** are:

- *PIN* - Users can log in by entering their MyQ PIN.
 - *ID Card* - Users can log in by swiping their ID Card. The ID Card has to be registered on the user's account on the terminal.
 - *User name and password* - Users can log in by entering their MyQ username and password.
 - *ID Card and PIN* - Users have to swipe their ID card, and then enter their MyQ PIN.
 - *ID card and password* - Users have to swipe their ID card, and then enter their password.
- In the **Copier operation panel idle time** field, add a number between *1* and *86400* to set how many idle seconds it will take the panel to automatically log a user out.
 - Check the **Automatic configuration** checkbox, so that every new device is automatically configured and the terminal package is installed to it, when activated. If left unchecked, you would need to do these steps manually.
 - Continue with entering the **Administrator user name** and **Administrator password** in the **Printer Credentials** section. They must apply to all the printers in the discovery. If these are left empty or entered incorrectly, the applied actions will fail.
 - In the **Network** section, select an **SNMP profile**, and in the **MyQ server address** field set your MyQ server's **Hostname**.
 - Click **Save**. Your **Configuration Profile** is now ready and can be attached to a **Printer Discovery** and/or to selected printers.

4.4 Communication Security

MyQ runs with secure communication (SSL) by default, but also offers three different certificate authority modes, that can be modified in **MyQ, Settings, Network**.

Toshiba devices require an SSL certificate for the specific **Fully Qualified Domain Name (FQDN)**. Wildcards or Subject Alternative Name (SAN) cannot be used.

If the certificate is invalid, events, e.g. card reading or job notifications, will not work.

The error log can be viewed in the Toshiba Web UI, in Logs > View Logs > Message Log:

Error: Failed to establish the TLS session (unknown CA)

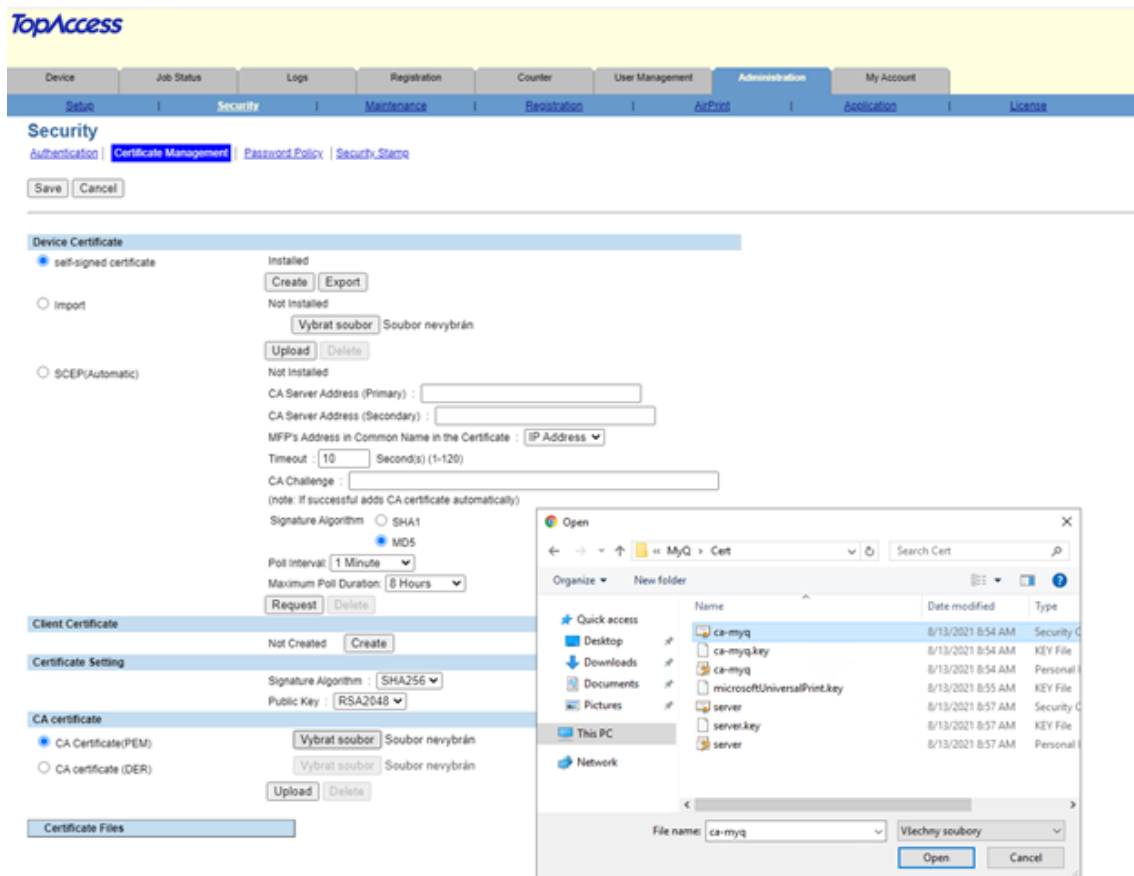
4.4.1 Built-in Certificate Authority

When using this mode (default), it is required to **Generate new CA certificate** after the configuration of the server hostname to FQDN on the MyQ web administrator interface, in Settings, Network, Communication Security.

The screenshot shows the 'Network' configuration page. Under the 'Communication Security' section, the 'Certificate Authority mode' is set to 'Built-in Certificate Authority'. The 'Generate new CA certificate' button is highlighted with a red box. Below this, there are options for 'Company Certificate Authority' and 'Manual Certificate Management'. At the bottom, there is a field for 'Server alternative names' and a 'Generate new Server certificate' button.

Install the generated **ca-myq.crt** certificate from `C:\ProgramData\MyQ\Cert` to Trusted Root Certification Authorities on the server.

Upload the generated **ca-myq.crt** certificate from `C:\ProgramData\MyQ\Cert` on the Toshiba device Web UI, in Administration > Security > Certificate Management as CA Certificate (PEM).

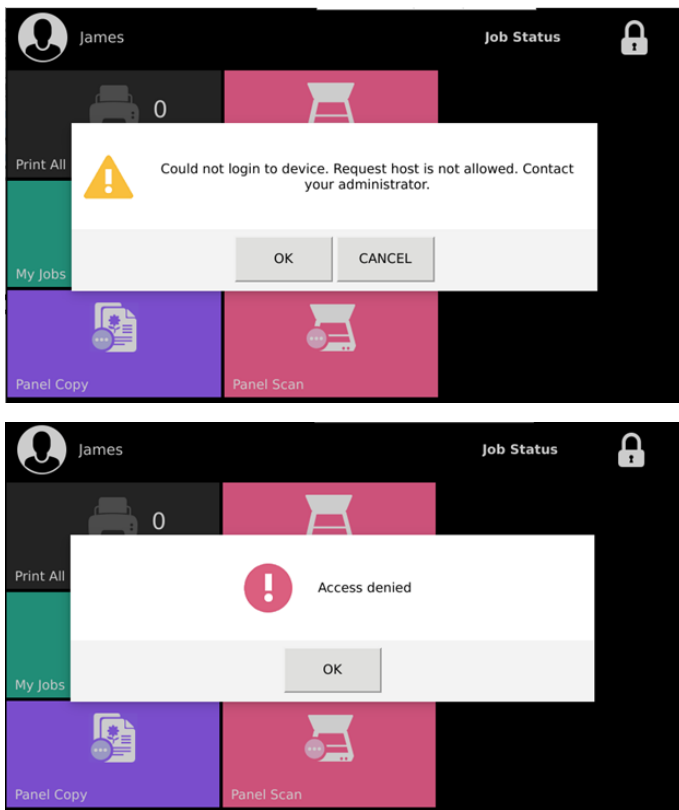


4.4.2 Using custom certificates

In case a custom SSL certificate is uploaded in MyQ, the certificate should also be installed in device web UI and in the Trusted Root Certification Authorities on the server.

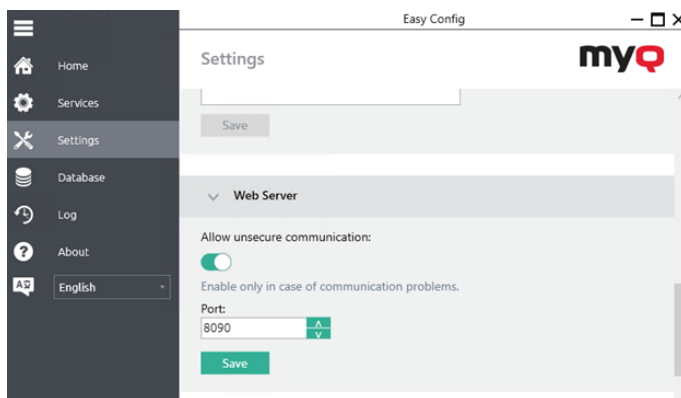
4.4.3 Troubleshooting

In cases that the *Request host is not allowed* warning message is displayed after a user logs in to the terminal, or the *Access denied* error message is displayed after a user is trying to use panel operations (Panel Copy or Panel Scan), an invalid certificate is used (**a valid certificate has to be created for the specific FQDN**).



4.4.4 Enable unsecure communication

If SSL communication is not required, you can enable unsecure communication (not recommended) in MyQ Easy Config. Go to the **Settings** tab, under **Web Server**, enable **Allow unsecure communication**, and click **Save**.



4.5 Changing login methods

If you want to change login methods after the installation, you need to edit the configuration profile and reactivate your printer(s).

You can choose between two types of login: simple login and two-step authentication. With the simple login option, you can select up to three methods of

login, and with the two-step authentication, you can select a combination of the login methods.

To change the login type:

1. In the MyQ Web administrator interface, go to **MyQ, Settings, Configuration Profiles**.
2. Select the profile you want to change and click **Edit** on the main ribbon (or right-click and **Edit**, or double-click). Choose the login method in the pane to the right.
3. Click **Save**. A pop-up window tells you that you need to activate the printers again.
4. Click **OK** if you want to re-activate all the printers connected to this profile, or click **Skip** if you only want to change the settings for specific printers.
5. If you chose to skip, go to **MyQ, Printers** to open the **Printers** overview. Select the printer(s) to change, right-click and select **Activate**.
6. Restart the printing device(s).

4.6 Selecting languages

The language selected as the default one on the MyQ server is also used on all the embedded terminals. You can change the language that will be used on individual user sessions on the terminals.

The default language:

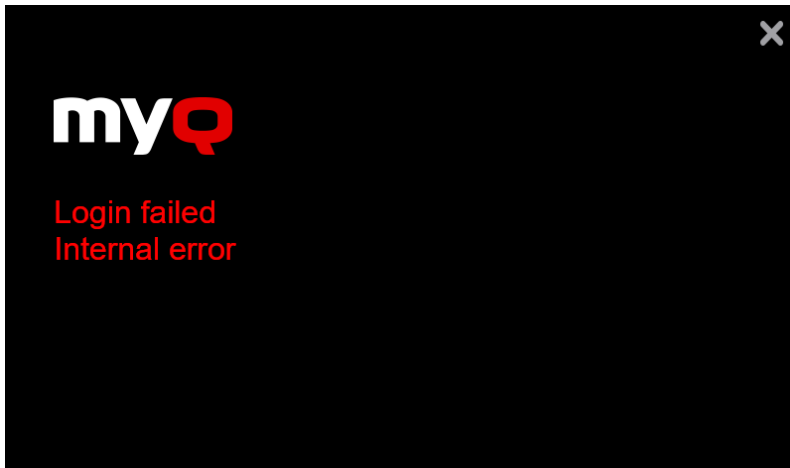
The default language of the terminal is the default language set on the **General** settings tab. For more information, see *General Settings* in the *MyQ Print Server guide*.

The user's language:

You can set different languages for users by editing their properties panels on the **Users** main tab. These languages are then used on their user sessions on the embedded terminal. For more information, see *Editing user accounts* in the *MyQ Print Server guide*.

5 Licenses

The total number of embedded terminals that can run at the same time is equal to the number allowed by the embedded terminal licenses. If the number of embedded licenses at the server is exhausted, the terminal is deactivated. As a result, users cannot log in to this terminal and the **Login failed/Internal error** message appears on the terminal.

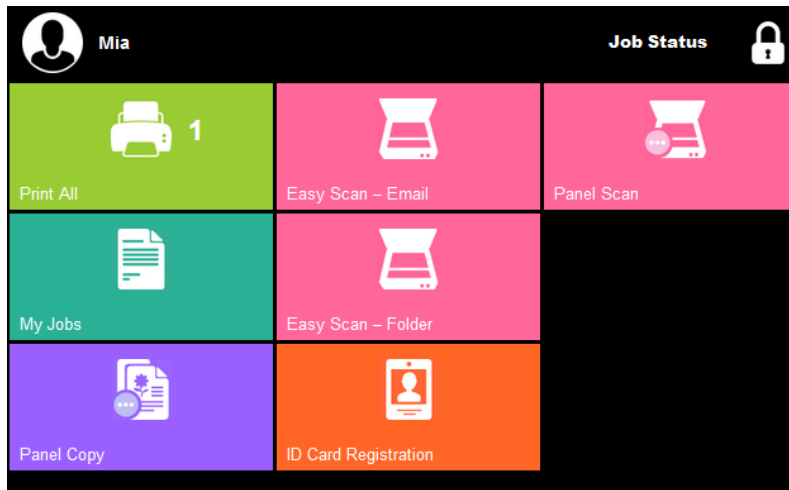


To regain access to the terminal, you can add a new license or deactivate one of the currently activated terminals and then, reactivate the printing device on the MyQ Web administrator interface.

For information on how to add embedded terminal licenses, activate them, and extend the software assurance period, see *Licenses* in the *MyQ Print Server* guide.

6 Terminal Actions

This topic discusses basic features of the terminal and shows you how to manage them on the **Terminal Actions** settings tab on the MyQ Web administrator interface. The features are called actions and can be accessed from action nodes on the terminal.



The action nodes correspond to buttons on the printing device display. On the MyQ Web administrator interface, you can configure the layout of the display screen, as well as the behavior of each button. Therefore, you are free to choose any combination of available actions and their positions on the screen. The layout is displayed on a WYSIWYG (*What You See Is What You Get*) terminal preview and can be configured there.

Additional layout options are provided by the possibility to create folders and put action nodes inside. Folders can be used to group actions of the same type, such as scanning to different destinations, or to enable users to access a higher number of actions.

Users and groups can be given rights to different actions. This way, you can configure individual home screens for each user or group of users.

6.1 Available terminal action nodes

The available terminal action nodes are:

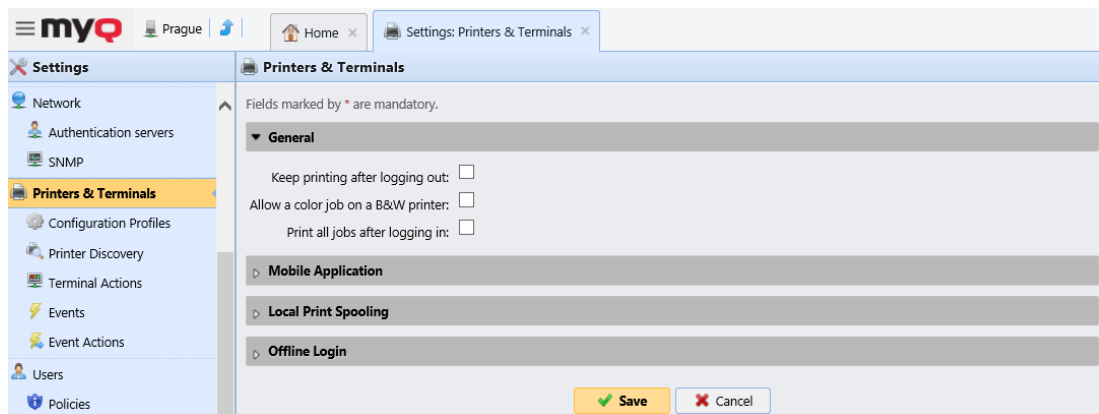
- Print all
- My Jobs
- Easy Scan
- Panel Copy
- Panel Scan
- Panel Fax
- ID Card Registration
- Recharge Credit
- Folder

6.1.1 Print all

This action prints all jobs that are waiting in queue in the Ready and Paused states, including jobs delegated by other users.

Print all jobs after logging in

As an alternative to the **Print All** terminal action, you can use the **Print all jobs after logging in** feature. Once enabled on the **Printers** settings tab, under **General**, all the user's jobs are printed immediately after they log in to an embedded terminal. This way, the user does not have to tap the **Print all** button to print the jobs.



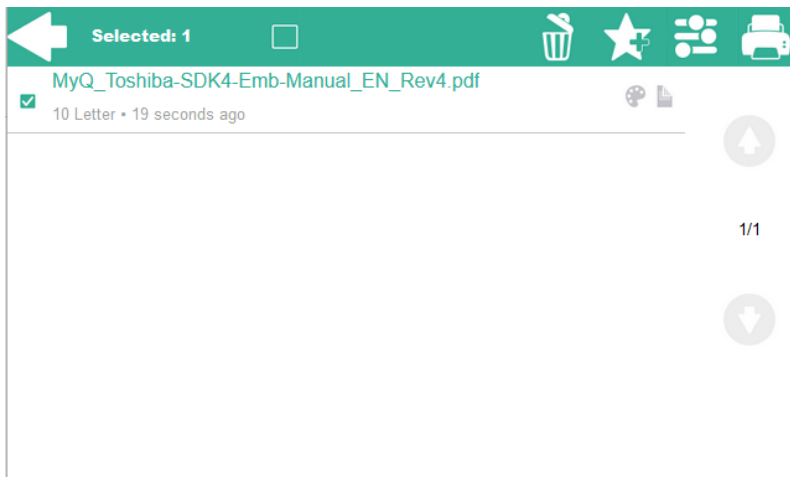
Even if the **Print all jobs after logging in** option is selected on the server, users can disable the feature on the embedded terminal before they log in. This way, each user can individually decide if they want to print the jobs automatically or manually via the **Print all** button.

If the user disables the feature on the terminal and does not login in 30 seconds, the terminal screen refreshes with the **Print all jobs after logging in** option selected.

6.1.2 My Jobs

This terminal action shows all the jobs that can be printed on the printing device. Users can manage their ready, favorite, and printed jobs here.

- **Ready jobs:** This is the initial tab of the **My Jobs** screen. It can be reopened by tapping the page icon at the upper-left corner of the screen. It contains jobs waiting in queue, ready to be printed.
- **Favorite jobs:** Favorite jobs can be displayed by tapping the **star** icon at the upper-left corner of the screen. It contains a list of jobs you have marked as favorites.
- **Printed jobs:** Printed jobs can be displayed by tapping the **clock** icon at the upper-left corner of the screen. It contains a history of your printed jobs.

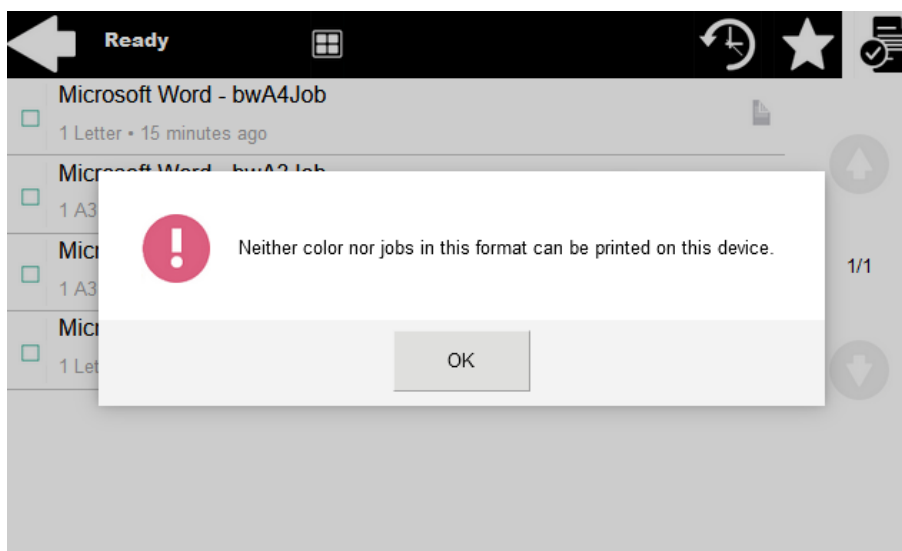


Job Filters

In the MyQ Web administrator interface, in **MyQ, Settings, Printers & Terminals**, under the **General** section, it is possible to **Allow a color job on a B&W printer**, but the job is accounted as B&W. This option is disabled by default.

If a job is not allowed to be printed because the selected format/color is not supported by the device, there will be a red exclamation mark icon next to the job. Clicking the icon displays the reason for the error:

- *Color jobs cannot be printed on this device*, when a color job is spooled to a B&W printer.
- *A3 jobs cannot be printed on this device*, when an A3 job is spooled to an A4 printer.
- *Neither color nor jobs in this format can be printed on this device*, when an A3 and color job is spooled to an A4 and B&W printer.



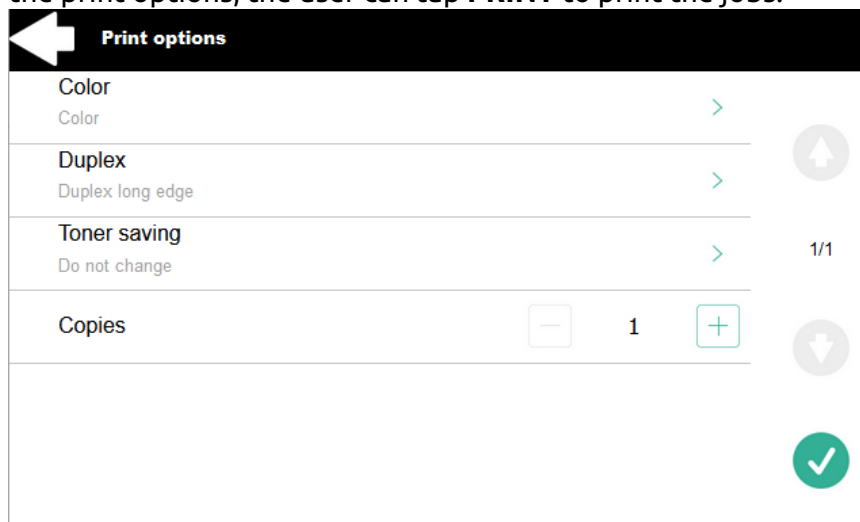
Managing jobs on the My Jobs screen

To display the available job management options, select the job from the list. The selected print jobs management bar opens at the top of the screen.



On the bar, you can select from the following options:

- **Print:** Tap the printer icon to print the selected jobs.
- **Edit:** Tap the edit icon to edit the print options of the selected jobs. In the **Print options** dialog box, depending on the permissions given by the administrator, the user can select between color or B/W, toner saving options, simplex/duplex options, and changing the number of copies. After changing the print options, the user can tap **PRINT** to print the jobs.



- **Add to favorites:** Tap the star-plus icon to add the selected jobs to your favorites (Visible on the Ready jobs tab and on the Printed jobs tab).
- **Delete from favorites:** Tap the star-minus icon to delete the selected jobs from your favorites (Visible on the Favorite jobs tab).
- **Delete:** Tap the bin icon to delete the selected jobs.

6.1.3 Easy Scan

Scanning by a single touch. After the user taps this action, the page is immediately scanned to a predefined destination. You can define multiple destinations where the scanned document is sent to, and set scan parameters in MyQ.

For more details, check [Easy Scan settings](#).

6.1.4 Panel Copy

Opens the printing device's copy screen.

The copy screen is displayed in the language used on the user session terminal screen, unless the language on the terminal is not supported by the printing device.

Leaving the panel

For Toshiba SDK 4.x devices, in order to return to the MyQ home screen, users have to press the **HOME** button on the printing device's operation panel, and then tap the MyQ home button on the home screen of the panel.

For Toshiba SDK 3.x devices, users have to press the **Menu** button on the printing device's operation panel and then tap **Extension**.

6.1.5 Panel Scan

Opens the printing device's scan screen.

The scan screen is displayed in the language used on the user session terminal screen, unless the language on the terminal is not supported by the printing device.

Leaving the panel

For Toshiba SDK 4.x devices, in order to return to the MyQ home screen, users have to press the **HOME** button on the printing device's operation panel, and then tap the MyQ home button on the home screen of the panel.

For Toshiba SDK 3.x devices, users have to press the **Menu** button on the printing device's operation panel and then tap **Extension**.

Panel Scan Additional Settings

Sender email matching is used in order to ensure correct scan delivery. Therefore, the Panel Scan to Email functionality is dependent on these settings:

If MyQ SMTP is used by the device, the **Email Address Setting** in Toshiba TopAccess in **Administration > Security > Authentication**, must be like this:

- **From Address:** *Use Email Address which was registered Local User.*
- The option **From Address cannot be edited in Scan to Email** must be checked.

The settings will be configured automatically during printer activation (remote setup).

The screenshot shows the 'Email Address Setting' configuration page in TopAccess. The 'From Address' dropdown menu is highlighted with a green box and contains the option 'Use Email Address which was registered Local User'. Below it, the 'From Address cannot be edited in Scan to Email' checkbox is checked. The 'From Name' dropdown menu is set to 'From Name of Email setting'.

If there is no *Use Email Address which was registered Local User* option (not supported by the device) for the **From Address** setting, the option *"From Address" of Email Setting* must be selected. The option **From Address cannot be edited in Scan to Email** must be checked.

In this case, the SDK doesn't support configuring via remote setup and the settings must be manually configured in Toshiba TopAccess.

The screenshot shows the 'Security' configuration page in the TopAccess interface. The 'Email Authentication' section is expanded, and the 'Email Address Setting' sub-section is highlighted with a green box. Within this sub-section, the 'From Address' dropdown is set to 'device@myq.local', and the 'From Name' dropdown is set to 'From Name of Email setting'. There is also a checkbox for 'From Address cannot be edited in Scan to Email' which is checked.

6.1.6 Panel Fax

Opens the printing device's fax screen.

The fax screen is displayed in the language used on the user session terminal screen, unless the language on the terminal is not supported by the printing device.

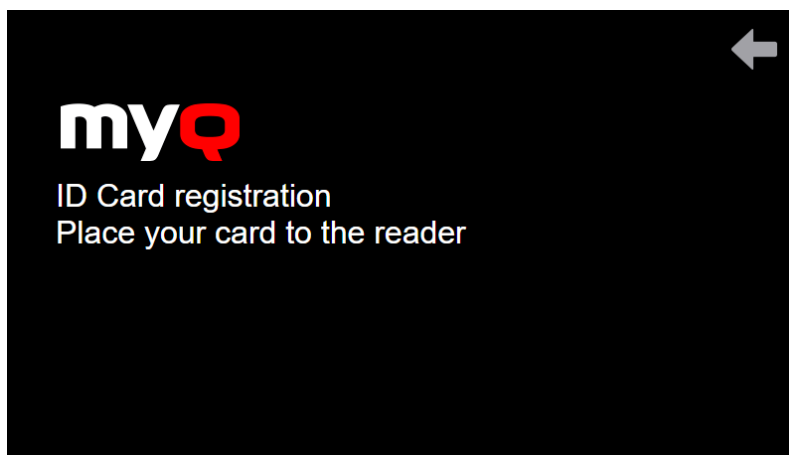
Leaving the panel

For Toshiba SDK 4.x devices, in order to return to the MyQ home screen, users have to press the **HOME** button on the printing device's operation panel, and then tap the MyQ home button on the home screen of the panel.

For Toshiba SDK 3.x devices, users have to press the **Menu** button on the printing device's operation panel and then tap **Extension**.

6.1.7 ID Card Registration

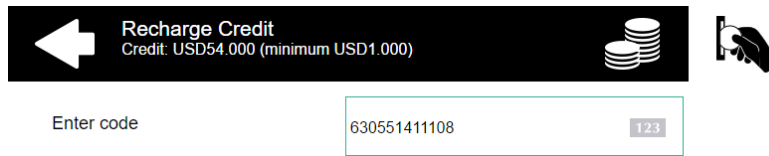
After tapping this action, the ID Card registration screen opens and the logged user can register their card by swiping it at the card reader.




6.1.8 Recharge Credit

This action enables recharging credit on the terminal.

After tapping the **Recharge Credit** action, the Recharge Credit screen opens and the logged user can enter a recharge code from their voucher.



 Users can view the prices of different configurations of a printed page by tapping the **Coins** in the upper-right corner of the screen.

6.1.9 Folder

Terminal actions can be put into folders. Folders can be used to optimize the layout of the terminal screen or to enable users to access a larger number of actions. For example, you can place multiple Easy Scan actions with different destinations under one Easy Scan folder. Another example is to leave the most important terminal actions on the home screen and place the rest into an *additional actions* folder.

Empty folders are not displayed on the terminal screen. If there is only one item in the folder, the item is displayed instead of the folder.

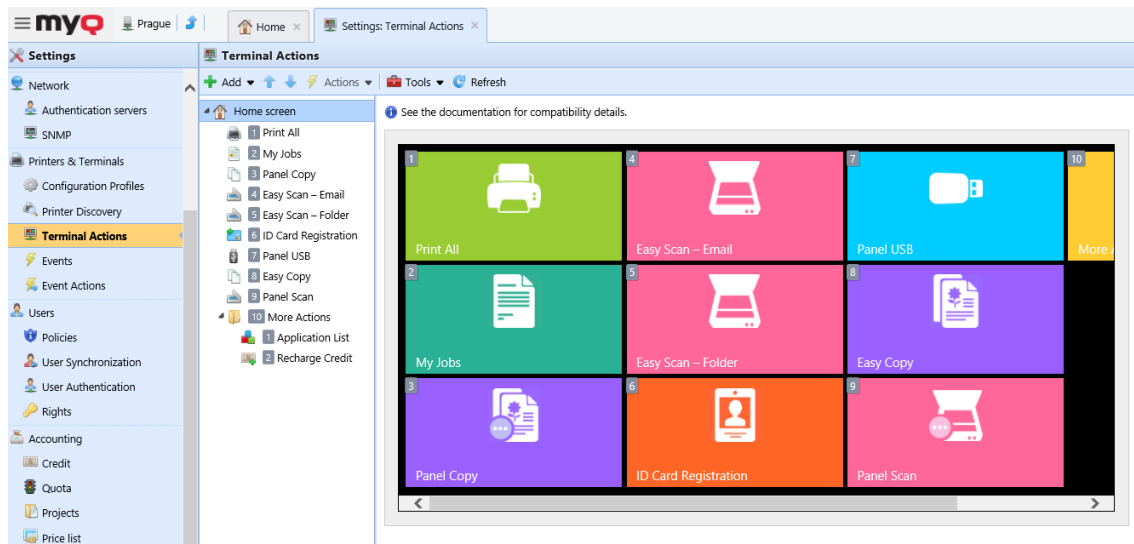
6.2 Default terminal actions

The default terminal actions are:

- Print All
- My Jobs
- Panel Copy
- Easy Scan — E-mail
- Easy Scan — Folder
- ID Card Registration (only visible if ID Card is selected as a login method)
- Panel Scan
- More Actions

6.3 Terminal actions management

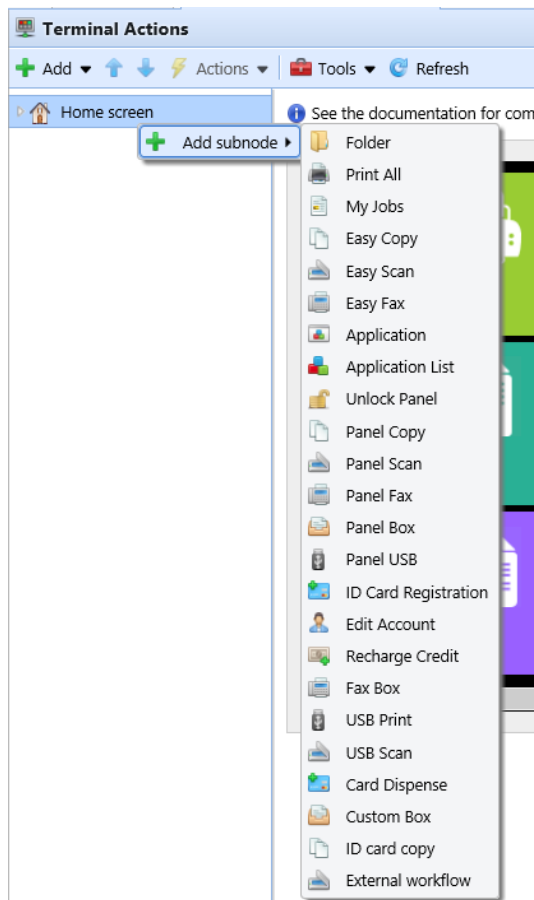
Terminal action nodes can be managed on the **Terminal Actions** settings tab (**MyQ, Settings, Terminal Actions**). They can be managed either under **Home screen** on the list of actions or directly on the terminal screen preview.



6.3.1 Adding new action nodes on the list of actions

To add a new terminal action node:

1. Right-click on **Home Screen**, and point to **Add sub-node** in the shortcut menu. Another sub-menu with a list of available action nodes opens to the right.
2. On the sub-menu, select the new action node. The new action node properties panel opens on the right side of the screen.

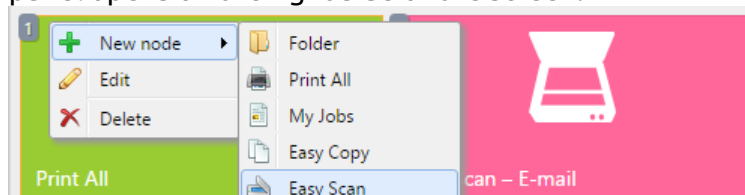


3. On the properties panel, you can rename and edit the node. For information about editing options, see [Editing action nodes](#). Once you save your changes, the new action node is displayed on the action nodes list and on the terminal screen preview.

6.3.2 Adding new action nodes on the terminal screen preview

To add a new terminal action node:

1. Right-click any item on the preview and point on **Add node** in the shortcut menu. A sub-menu with a list of available action nodes opens to the right.
2. On the sub-menu, select the action node. The new action node properties panel opens on the right side of the screen.



3. On the properties panel, you can rename and edit the node. For information about editing options, see [Editing action nodes](#). Once you save your changes, the new action node is displayed on the action nodes list and on the terminal screen preview.

6.3.3 Editing terminal action nodes

Each action can be edited on its properties panel. To access the panel, double-click the terminal action node on the list of nodes or on the terminal screen preview. On the properties panel, you can see up to three settings tabs (depending on the particular action): **General**, **Destinations**, and **Parameters**. The Destinations and the Parameters tabs are mostly used in Easy Scan action nodes and are described there.

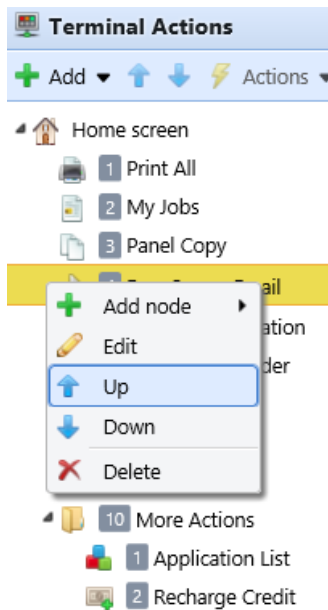
General tab

The screenshot shows a dialog box titled "Print All" with a close button (X) in the top right corner. The "General" tab is selected. The "Enabled" toggle switch is turned on. Below this, there are four fields: "Title" with a text input containing "en"; "Printers" with a dropdown menu showing "All printers"; "Rights" with a dropdown menu showing "All users"; and "Style" with a dropdown menu showing "Print All". At the bottom, there are two buttons: a green "Save" button with a checkmark and a grey "Cancel" button with an X.

- **Enabled** - If you disable the node, it is not displayed on the terminal and cannot be used there.
- **Title** - Here you can change the action node's name. If you do not change it, the default name is used. Depending on the number of additional languages set on the MyQ Web administrator interface, you can use different names in different languages. (The additional languages can be set on the MyQ **General** settings tab.)
- **Printers** - Here you can select the printers the action node will be available on. All printers are assigned by default. To add more printers, select them from the **Printers** drop-down.
- **Rights** - Here you can select the users or the groups of users that will be able to see the action node. Due to this setting, the layout and available features of the embedded terminal can vary depending on user's rights to particular nodes. By default, the right to see the node is given to all users. To provide an additional user or a group of users with rights to the action node, select the user or group from the **Rights** drop-down.
- **Style** - Select the action node's predefined style from the drop-down.

6.3.4 Changing the action nodes layout

To change the action nodes layout, you can either move the action nodes up and down the order on the list, or drag and drop them directly on the terminal screen preview.



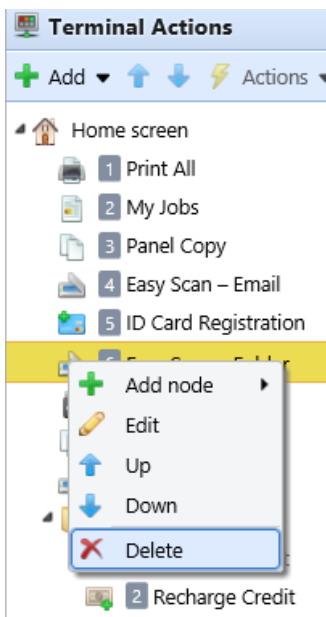
If there are more than ten action nodes defined on the home screen or in any folder, move the scroll bar at the bottom of the preview screen to view the additional action nodes.

6.3.5 Deleting action nodes

You can delete terminal action nodes either from the action nodes list or from the terminal screen preview. Both actions have the same result: when you delete the node, it disappears from both places.

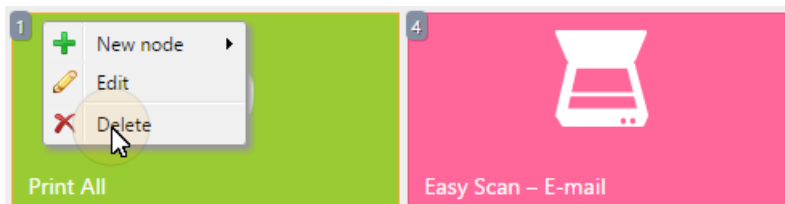
Deleting action nodes from the home screen list

On the list of actions on the **Terminal Actions** settings tab, right-click the action node that you want to delete, and then click **Delete** on the shortcut menu. The action node disappears both from the list, and the terminal screen preview.



Deleting action nodes from the terminal screen preview

On the terminal screen preview, right-click the action node that you want to delete, and then click **Delete** on the shortcut menu. The action node disappears both from the screen preview, and the action nodes list.



Restoring the original layout

On the bar at the top of the **Terminal Actions** settings tab, click **Tools**, and then click **Restore defaults**. All your layout changes are reverted to the default settings.

6.4 Easy Scan settings

This section describes the settings needed to enable the **Easy Scan** action and define its destinations and parameters. They can be changed on three tabs on the **Easy Scan** properties panel: **General**, **Destinations**, and **Parameters**.

The properties panel is automatically opened after the **Easy Scan** action node is created. You can also access it by double-clicking the terminal action node on the list of nodes or on the terminal screen preview.

- The **General** tab settings are described in [Editing terminal action nodes](#).
- The **Destinations** tab settings are described in [Easy Scan destinations](#).
- The **Parameters** tab settings are described in [Easy Scan parameters](#).

6.4.1 Easy Scan destinations

On the **Destinations** tab of the Easy Scan action node properties, you can define where the scanned file is sent.

To add a new destination, click **+Add**. The Destination panel opens where you can set the target destination.

Depending on the selected destination type, the panel contains the **General**, **Parameters** and **Advanced** sections.

General section

- **Type** - Select the destination type from the drop-down. Available options: *Cloud storage, Custom destination, Email, FTP, Fax Server, Folder, Secured link, User's email, User's scan storage.*
- **Filename Template** - Here you can create the template of the scanned file name. The text of the template can be combined with MyQ parameters to provide additional information about the scanned file. The following parameters are available: *%username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%.*
- **Title** - Add a title for the destination.
- **Attach metadata file** - If this option is selected, MyQ sends the scanned file with an XML file attachment, containing the scanned file's metadata.

Parameters section

This section depends on the selected destination type. The available fields differ for each type. Some types share parameters, and some times use unique parameters. Custom parameters can also be created, in the **Parameters** tab.

Shared Parameters

Parameter	Description
%username%	The value is taken from the User name field of the user's properties panel.
%fullname%	The value is taken from the Full name field of the user's properties panel.
%timestamp%	Date and time of the scan.

Parameter	Description
%date%	Date of the scan.
%time%	Time of the scan.
%originalSubject%	This value is taken from the subject set on the printing device.
%ipaddress%	This value is taken from the IP address/Hostname field of the printing device's properties panel.
%scanId%	This value is an unique scan identification number generated on the MyQ server.
%usernotes%	This value is taken from the Notes field of the user's properties panel.
%printerName%	This value is taken from the Name field of the printing device's properties panel.
%location%	This value is taken from the Location field of the printing device's properties panel.
%serialNumber%	This value is taken from the Serial number field of the printing device's properties panel.
%assetNo%	This value is taken from the Asset number field of the printing device's properties panel.
%printerContact%	This value is taken from the Contact field of the printing device's properties panel.

Unique Parameters

Parameter	Description
%counter%	If the Scan Separation parameter is set to Separate each page , this value shows the number of scanned pages. This parameter can be used only to create the filename template.
%originalBody%	This value is taken from the signature set on the printing device. It is used in the User's email destination type only.
%recipient%	The fax recipient. It is used in the Fax Server destination type only.
%number%	Fax number. It is used in the Fax Server destination type only.
%empty%	This parameter is used in the Fax Server destination type only. It ensures that the subject/message is empty; it is used in very specific cases.

Scan to FTP

Scanned documents can be sent to a folder defined on an FTP server.

Destination

General

Type: * FTP

Filename template: * %username%_%scanId%

Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%

Title: FTP

Attach metadata file: *

Parameters

Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%

Server: * 10.1.3.126

Port: * 21

Use SSL: *

User: * user

Password: *

Destination folder: */%username%

Test

Advanced Expand

Save Cancel

Setting the connection in the **Parameters** section:

- **Server:** Enter the IP address or hostname of the FTP server
- **Port:** Enter the port used for the FTP protocol, the default port is 21
- **Use SSL:** Select if you want to use secure communication
- **User:** Name of the user with an account on the server
- **Password:** The user's password
- **Destination folder:** You can specify the subfolder where the outgoing scan files will be stored (optional).

You can use the following parameters when defining the destination folder:

- **%username%:** User name of the user session owner
- **%fullname%:** Full name of the user session owner
- **%date%:** Date and time when the scan was taken
- **%originalSubject%:** The default subject set on the printing device
- **%ipaddress%:** IP address of the printing device
- **%scanId%:** Unique scan identification number generated on the MyQ server

After you fill the required parameters, you can click **Test** to test the FTP connection. MyQ tries to upload a dummy file named *rightsCheck.dat* to the defined destination folder under the defined user name and password, and informs you about the result.

Scan to a Fax Server

Scanned documents can be sent as emails to a fax server, which processes them and sends faxes to appropriate Fax numbers.

Destination

General

Type: * Fax Server

Filename template: * %username%_%scanId%

Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usemotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%

Title:

Attach metadata file:

Parameters

Parameters: %username%, %recipient%, %number%, %empty%, %ipaddress%

Fax address template:

* Address template for sending a fax through a network fax server.
Example: fax:number%.recipient%.username%@example.com

Sender: Default sender

Subject:

Message:

Advanced Expand

Save Cancel

To send the document to a fax server, enter the appropriate email address template in the **Fax address template** field. You can use the following parameters:

- *%username%*: Name of the user session owner
- *%recipient%*: Fax recipient
- *%number%*: Fax number
- *%empty%*: This parameter ensures that the subject/message is empty; it is used in very specific cases
- *%ipaddress%*: IP address of the printing device
- *%scanId%*: Unique scan identification number generated on the MyQ server

In the **Sender** drop-down, you can select one of the following addresses to be used as the fax sender:

- *Default sender*: The email set on the Network settings tab, under Outgoing SMTP server
- *MyQ@MyQ.local*: The sender is defined as *MyQ@MyQ.local*
- *Logged user*: Name of the user session owner
- *Printer contact*: The printing device contact email address set on its Web User Interface

You can also define the email's subject in the **Subject** text box, and the email's body in the **Message** text box.

Scan to User's scan storage

Outgoing scan files are stored in the folder set in the **Folder or email for storing scanned documents** text box on the user properties panel.

Destination

General

Type: * User's scan storage ▼

Filename template: * %username%_%scanId%

Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%

Title:

Attach metadata file: *

Parameters

Connect as: * MyQ Print Server service

Make the user doing the scan the owner of the file

User doing the scan

Other user

Advanced Expand

The **Connect as** parameter determines in which way the scan will be stored in the folder:

- If you select the **MyQ Print Server service** option, the rights for access to the destination folder have to be provided to the account under which the MyQ service runs. This account will also be set as the owner of the scanned file.
 - If you select the **Make the user doing the scan the owner of the file** option, the user doing the scan will be set as the owner of the scanned file.
- If you select the **User doing the scan** option, MyQ will expect the folder to be a shared folder on the domain account of the user doing the scan, and will use the entered password to access this folder. The user doing the scan will also be set as the owner of the scanned file.
- If you select the **Other user** option, MyQ will expect the folder to be a shared folder on the domain account of the specified user and will use the entered username and password to access the folder. The user specified here will also be set as the owner of the scanned file.
 - If you select the **Make the user doing the scan the owner of the file** option, the user doing the scan will be set as the owner of the scanned file.

i MyQ cannot change the owner of scanned files that are stored under the **Users** folder or any of its subfolders. If you want to use the **Make the user doing the scan the owner of the file** option, use a different folder than **Users** (or its subfolders) as the scan destination.

Scan to User's email

Scans are sent to the user's primary email address set in the **Email** text box on the user's properties panel (on the **Users** main tab of the MyQ Web Interface).

In the **Parameters** section, you can define the subject of the emails sent to this destination in the **Subject** text box, and the body of these emails in the **Message** text box. The subject or body can contain the following parameters: *%username%*, *%fullName%*, *%date%*, *%originalSubject%*, *%ipaddress%*, *%usernotes%*, *%printerName%*, *%location%*, *%serialNumber%*, *%assetNo%*, *%printerContact%*.

Scan to Email

Scans are sent to the email address specified here.

Destination

General

Type: * Email

Filename template: * %username%_%scanId%

Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%

Title:

Attach metadata file: *

Parameters

Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%

Recipient: *

Copy:

Blind copy:

Subject:

Message:

The default email message will be used in case of sending a secure link to the document. Other parameters: %originalBody%

Advanced Expand

Save Cancel

In the **Parameters** section, in the **Recipient** text box, you need to define the email recipient (or recipients).

In addition, you can add recipients of a copy in the **Copy** text box, recipients of a blind copy in the **Blind copy** text box, the subject of the email in the **Subject** text box, and the body of the email in the **Message** text box.

The text boxes under can contain the following parameters: %username%, %fullname%, %date%, %originalSubject%, %ipaddress%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%.

Scan to Folder

Scans are sent to the folder specified here.

Destination

General

Type: * Folder

Filename template: * %username%_%scanId%

Parameters: %username%, %fullName%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%

Title:

Attach metadata file: *

Parameters

Parameters: %username%, %fullName%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%

Destination folder: *

Connect as: * MyQ Print Server service

Make the user doing the scan the owner of the file

User doing the scan

Other user

Advanced Expand

Save Cancel

In the **Destination folder** field, type or browse and select the destination folder.

You can use the following parameters: *%username%*, *%fullName%*, *%date%*, *%originalSubject%*, *%ipaddress%*, *%scanId%*, *%counter%*, *%usernotes%*, *%printerName%*, *%location%*, *%serialNumber%*, *%assetNo%*, *%printerContact%*.

The **Connect as** parameter determines in which way the scan will be stored in the folder:

- If you select the **MyQ Print Server service** option, the rights for access to the destination folder have to be provided to the account under which the MyQ service runs. This account will also be set as the owner of the scanned file.
 - If you select the **Make the user doing the scan the owner of the file** option, the user doing the scan will be set as the owner of the scanned file.
- If you select the **User doing the scan** option, MyQ will expect the folder to be a shared folder on the domain account of the user doing the scan, and will use the entered password to access this folder. The user doing the scan will also be set as the owner of the scanned file.
- If you select the **Other user** option, MyQ will expect the folder to be a shared folder on the domain account of the specified user and will use the entered username and password to access the folder. The user specified here will also be set as the owner of the scanned file.
 - If you select the **Make the user doing the scan the owner of the file** option, the user doing the scan will be set as the owner of the scanned file.

i MyQ cannot change the owner of scanned files that are stored under the **Users** folder or any of its subfolders. If you want to use the **Make the user doing the scan the owner of the file** option, use a different folder than **Users** (or its subfolders) as the scan destination.

Scan to Secured link

An email with a link to the scanned file is sent to the user's primary email address set in the **Email** text box on the user's properties panel (on the **Users** main tab of the MyQ Web Interface). Sending scans to this destination works in a similar way as sending them to the **User's Email** destination, with one important exception: instead of the scanned file, the email contains a secured link to the file, which is stored on the MyQ server, and can be downloaded via this link.

Destination

General

Type: * Secured link

Filename template: * %username%_%scanId%

Parameters: %username%, %fullName%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usemotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%

Title:

Attach metadata file: *

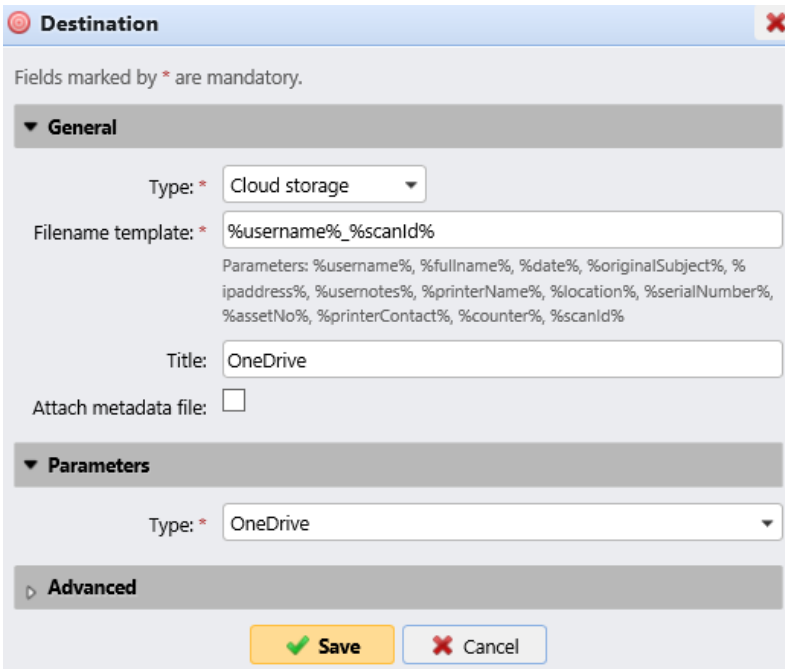
Advanced Expand

Save Cancel

Scan to OneDrive

To enable scanning to OneDrive:

1. Select the **Cloud storage** option in the **Type** drop-down.
2. Select the **OneDrive** option in the **Type** drop-down under **Parameters** and click **Save**.



Destination

Fields marked by * are mandatory.

General

Type: * Cloud storage

Filename template: * %username%_%scanId%

Parameters: %username%, %fullName%, %date%, %originalSubject%, %ipaddress%, %usenames%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%, %scanId%

Title: OneDrive

Attach metadata file:

Parameters


Type: * OneDrive

Advanced

Save Cancel

If the following two conditions are met, the cloud storage widget is displayed on the **Home** screen of the user logged on the MyQ Web Interface:

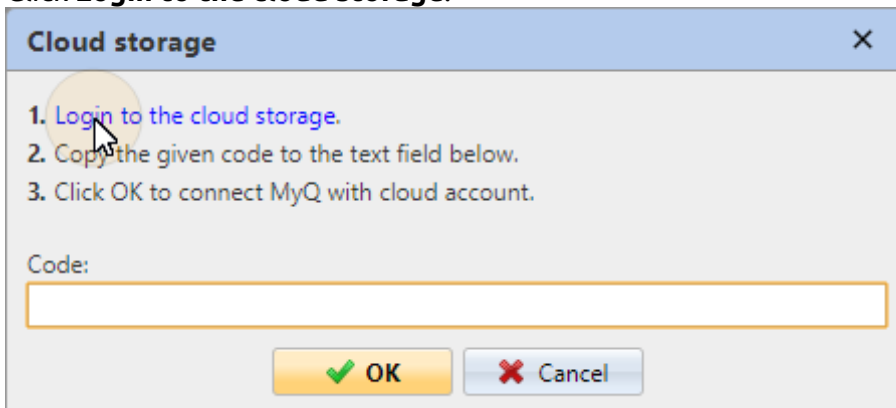
- There is at least one **Easy Scan** terminal action with this destination.
- The user has rights to see the **Easy Scan** button or is connected to cloud drive.

Cloud storage		
Type	Status	Action
 OneDrive	Connected	Disconnect

To be able to store the outgoing scan file on OneDrive, the user has to be connected.

To connect to OneDrive, the user has to perform the following actions:

1. Log in to the MyQ Web User Interface with your user account.
2. On the **Cloud storage** widget, click **Connect**. The Cloud storage dialog box appears.
3. Click **Login to the cloud storage**.



Cloud storage

1. [Login to the cloud storage](#).
2. Copy the given code to the text field below.
3. Click OK to connect MyQ with cloud account.

Code:

OK Cancel

4. Sign-in to OneDrive and confirm permissions (when asked about the permissions, click **Yes**).
5. Copy the given code.
6. Paste the code to the MyQ Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The OneDrive connection status changes to **Connected**.

Scan to OneDrive for Business

The feature has to be enabled in three steps:

1. First you have to provide MyQ with access to your Azure AD.
2. Then, you have to create and set the OneDrive for Business destination.
3. Lastly, users have to connect their MyQ accounts to OneDrive for Business.

Setting up MyQ access to Azure AD

To set up the access, you have to create a new Azure AD app registration to be used by MyQ, and enter the Azure AD **Application ID** and **Secret** on the **External Systems** settings tab in the MyQ Web administrator interface.

In Azure AD, you need to create and set a new Azure Active Directory App registration to be used by MyQ. After the registration is created, you set permissions and create a secret key. You need the Application ID and the secret key to create an External System for OneDrive for Business on the MyQ Web Interface. The secret key populates the Security key field.

1. Go to <https://portal.azure.com/> and log in with your global admin user account.
2. In the Azure dashboard, in the left navigation pane, click **Azure Active Directory** and on the left menu, click **App registrations**.
3. To create a new application, click **New registration**. The Register an application page appears.
4. In the **Name** box, type a name for the application.
5. Choose **Supported account types**.
6. In the Redirect URI box, choose **Web** and <https://helper.myq.cz/>.

Register an application

*** Name**
The user-facing display name for this application (this can be changed later).

OneDrive Business Demo ✓

Supported account types
Who can use this application or access this API?

Accounts in this organizational directory only (MyQ, spol. s r.o. only - Single tenant)
 Accounts in any organizational directory (Any Azure AD directory - Multitenant)
 Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)

[Help me choose...](#)

Redirect URI (optional)
We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.

Web | https://helper.myq.cz/ ✓

[By proceeding, you agree to the Microsoft Platform Policies](#)

Register

7. Click **Register**.
8. Set the permissions:

API / Permissions name	Type	Description	Admin Consent Re...	Status
Microsoft Graph (2)				...
Files.ReadWrite	Delegated	Have full access to user files	-	...
User.Read	Delegated	Sign in and read user profile	-	...

- a. On the preview screen, click **View API permissions**.
 - b. Click **Add a permission**. The Request API permissions pane appears.
 - c. **User.Read** permissions are added by default. Add **Delegated** permissions to **Files.ReadWrite** for the Microsoft Graph.
9. Back on the preview screen, click **Overview**, and then copy and save the **Application ID**, because you need it in the next steps.

Display name
OneDrive Business Demo

Application (client) ID
2c...e9 

Copy to clipboard

10. On the preview screen, click **Certificates and secrets**, and complete the following steps:

Add a client secret ×

Description

Expires ▼

Start

End

Recommended: 180 days (6 months)

90 days (3 months)

365 days (12 months)

545 days (18 months)

730 days (24 months)

Custom

- a. Click **New client secret**.
 - b. Add a **Description**.
 - c. Set the expiration for the key.
 - d. Click **Add**.
 - e. Save the client secret key **value**, because you need it in the following steps and you cannot retrieve it later.
11. Open the **External Systems** settings tab of the MyQ Web Interface (**MyQ, Settings, External Systems**).
 12. Click **+Add** and select **OneDrive Business** from the menu.
 13. Add a **Title**. This will be used to identify the Cloud Storage Destination.
 14. Add the **Application ID**, and the secret key as **Security key** that you previously copied and saved, and click **OK**.

Create and set the OneDrive for Business destination

- Create a new destination (edit or create an Easy Scan terminal action; on its properties panel, in the **Destinations** tab, click **+Add**).
- On the new destination's properties panel, under **General**, select the *Cloud Storage* option in the **Type** drop-down.
- In the **Parameters** section, in the **Type** drop-down, select *OneDrive for Business* or any other **Title** you defined in the **External Systems** settings in the previous steps and click **Save**.

Destination ×

General

Type:

Filename template:

Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanid%, %usenames%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%

Title:

Attach metadata file:

Parameters

Type:

Advanced Expand

Connect a user's MyQ account to OneDrive for Business

If the following two conditions are met, the cloud storage widget is displayed on the **Home** screen of the user logged on the MyQ Web Interface:

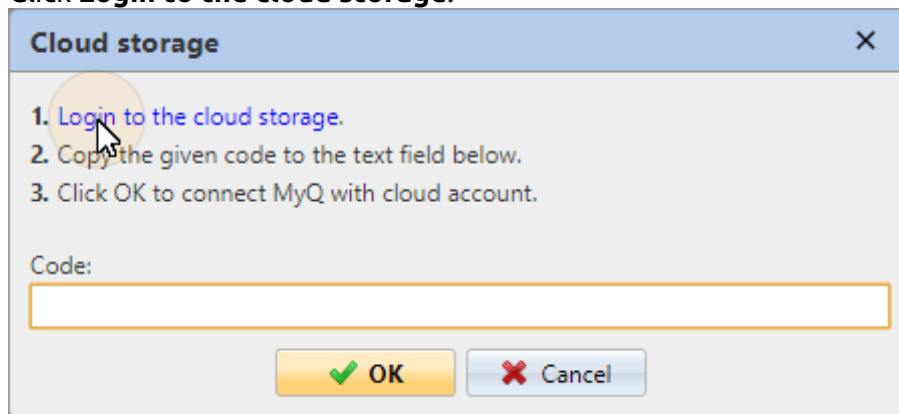
- There is at least one **Easy Scan** terminal action with this destination.
- The user has rights to see the **Easy Scan** button or is connected to cloud drive.

Cloud storage		
Type	Status	Action
OneDrive Business	Connected	Disconnect

To be able to store the outgoing scan file on OneDrive for Business, the user has to be connected.

To connect to OneDrive for Business, the user has to perform the following actions:

1. Log in to the MyQ Web User Interface with your user account.
2. On the **Cloud storage** widget, click **Connect**. The Cloud storage dialog box appears.
3. Click **Login to the cloud storage**.



4. Sign-in to OneDrive for Business and confirm permissions (when asked about the permissions, click **Yes**).
5. Copy the given code.
6. Paste the code to the MyQ Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The OneDrive for Business connection status changes to **Connected**.

Scan to Google Drive

To enable scanning to Google Drive:

1. Select the *Cloud Storage* option in the **Type** drop-down.
2. Select the *Google Drive* option in the **Type** drop-down in the **Parameters** section, and then click **Save**.

Destination

General

Type: * Cloud storage

Filename template: * %username%_%scanId%

Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usenotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%

Title: Google Drive

Attach metadata file: *

Parameters

Type: * Google Drive

Advanced Expand

Save Cancel

If the following two conditions are met, the cloud storage widget is displayed on the **Home** screen of the user logged on the MyQ web interface:

1. There is at least one **Easy Scan** terminal action with this destination.
2. The user has rights to see the **Easy Scan** button or is connected to Google drive.

Cloud storage		
Type	Status	Action
Google Drive	Connected	Disconnect

To be able to store the outgoing scan file on Google Drive, the user has to be connected.

To connect to Google Drive, the user has to perform the following actions:

1. Log in to the MyQ Web user interface with your user account.
2. On the Cloud storage widget, click **Connect**. The Cloud storage dialog box appears.
3. Click **Login to the cloud storage**.

Cloud storage

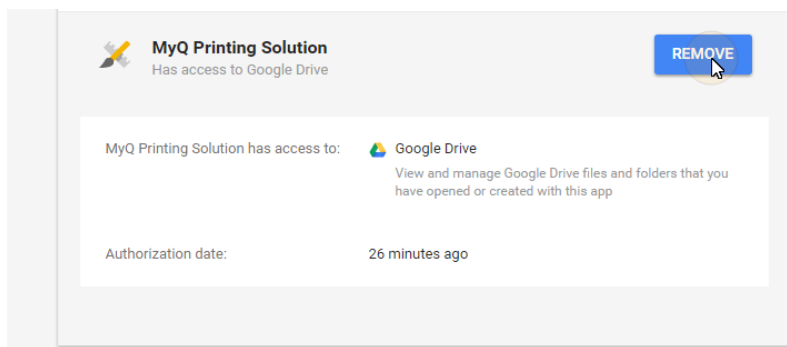
1. Login to the cloud storage.
2. Copy the given code to the text field below.
3. Click OK to connect MyQ with cloud account.

Code:

OK Cancel

4. Sign-in to Google Drive and confirm permissions. (When asked about the permissions, click **Allow**).
5. Copy the given code.
6. Paste the code to the Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The Google Drive connection status changes to **Connected**.

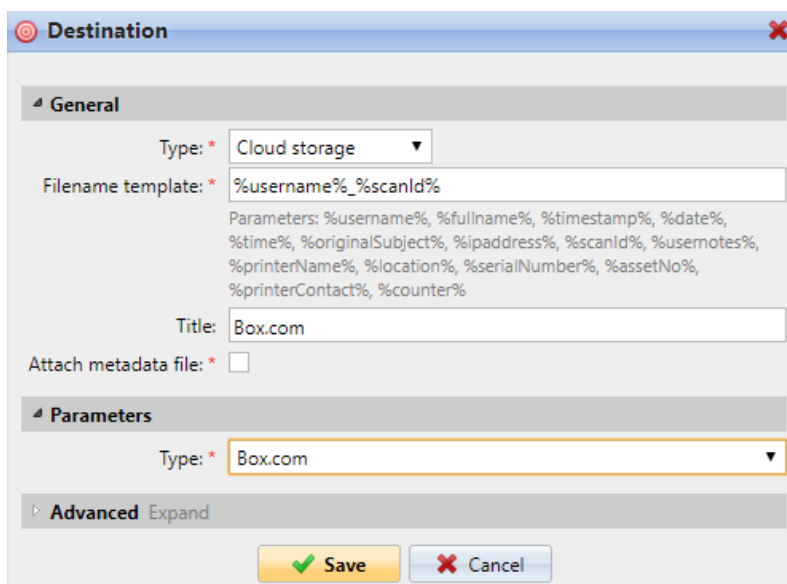
A single Google user account can be connected to only one server at a time. If the user wants to connect the account to another server, they need to remove **MyQ Printing Solution** from the connected applications. This can be done on the **Apps with access to your account tab** under **My Account/Sign in & security/Apps with account access/MANAGE APPS**.



Scan to Box.com

To enable scanning to Box.com:

1. Select the *Cloud Storage* option in the **Type** drop-down.
2. Select the Box.com option in the **Type** drop-down in the **Parameters** section, and then click **Save**.



If the following two conditions are met, the cloud storage widget is displayed on the **Home** screen of the user logged on the MyQ Web Interface:

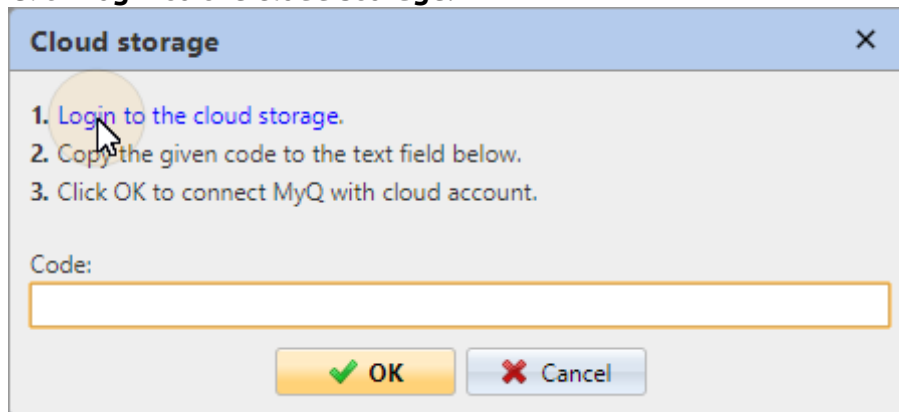
1. There is at least one **Easy Scan** terminal action with this destination.
2. The user has rights to see the **Easy Scan** button or is connected to cloud drive.

Cloud storage		
Type	Status	Action
box Box.com	Connected	Disconnect

To be able to store the outgoing scan file on Box.com, the user has to be connected.

To connect to Box.com, the user has to perform the following actions:

1. Log in to the MyQ Web user interface with your user account.
2. On the Cloud storage widget, click **Connect**. The Cloud storage dialog box appears.
3. Click **Login to the cloud storage**.



4. Sign-in to Box.com and confirm permissions (when asked about the permissions, click **Yes**).
5. Copy the given code.
6. Paste the code to the MyQ Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The Box.com connection status changes to **Connected**.

Scan to Dropbox

To enable scanning to Dropbox:

1. Select the *Cloud Storage* option in the **Type** drop-down.
2. Select the *Dropbox* option in the **Type** drop-down in the **Parameters** section, and then click **Save**.

Destination

General

Type: * Cloud storage

Filename template: * %username%_%scanId%

Parameters: %username%, %fullName%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%

Title: Dropbox

Attach metadata file: *

Parameters

Type: * Dropbox

Advanced Expand

Save Cancel

If the following two conditions are met, the cloud storage widget is displayed on the **Home** screen of the user logged on the MyQ web interface:

1. There is at least one **Easy Scan** terminal action with this destination.
2. The user has rights to see the **Easy Scan** button or is connected to cloud drive.

Cloud storage		
Type	Status	Action
Dropbox	Connected	Disconnect

To be able to store the outgoing scan file on Dropbox, the user has to be connected.

To connect to Dropbox, the user has to perform the following actions:

1. Log in to the MyQ Web User Interface with your user account.
2. On the **Cloud storage** widget, click **Connect**. The Cloud storage dialog box appears.
3. Click **Login to the cloud storage**.

Cloud storage

1. Login to the cloud storage.
2. Copy the given code to the text field below.
3. Click OK to connect MyQ with cloud account.

Code:

OK Cancel

4. Sign-in to Dropbox and confirm permissions (when asked about the permissions, click **Yes**).
5. Copy the given code.
6. Paste the code to the MyQ Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The Dropbox connection status changes to **Connected**.

Scan to SharePoint Online

The feature has to be enabled in three steps:

1. First you have to register the MyQ app in SharePoint.
2. Then you have to create and set the SharePoint Online destination.
3. Lastly, users have to connect their MyQ accounts to SharePoint.

Enabling access to SharePoint

To set up the access, you have to register the MyQ app in SharePoint and enter the SharePoint **Application ID** and **Secret** on the **External Systems** settings tab in the MyQ web administrator interface.

Register the MyQ app in SharePoint

1. In a browser, enter one of the the following URLs (you need to have admin rights on the specific level -for the SharePoint root site or for the specific site- to be able to access the settings):
 - a. For the root SharePoint site:
`<https://<site_name>.sharepoint.com/_layouts/15/appregnew.aspx>`
 (e.g. `https://mycompany.sharepoint.com/_layouts/15/appregnew.aspx`)
 - b. For a specific SharePoint site (site collection):
`<https://<site_name>.sharepoint.com/sites/<specific_site_name>/_layouts/15/appregnew.aspx>`
 (e.g. `https://mycompany.sharepoint.com/sites/SCANNING/_layouts/15/appregnew.aspx`)
2. Fill in or generate the fields, and then click **Create**. You are informed that the app identifier has been successfully created.

App Information
The app's information, including app id, secret, title, hosting url and redirect url.

Client Id:

Client Secret:

Title:

App Domain:
Example: "www.contoso.com"

Redirect URI:
Example: "https://www.contoso.com/default.aspx"

- a. **Client Id:** You can generate it or use your own. Copy its value; it will be used later in the registration process.
- b. **Client Secret:** You can generate it or use your own. Copy its value; it will be used later in the registration process.
- c. **Title:** "MyQ"
- d. **App Domain:** "helper.myq.cz"
- e. **Redirect URI:** "https://helper.myq.cz/"

The app identifier has been successfully created.
 Client Id: 91 [redacted] 73
 Client Secret: 11 [redacted] 7k9jk=
 Title: MyQ
 App Domain: helper.myq.cz
 Redirect URI: https://helper.myq.cz/

3. In the browser, enter one of the the following URLs:
 - a. For the root SharePoint site:
 <https://<site_name>.sharepoint.com/_layouts/15/appinv.aspx>
 (e.g. https://mycompany.sharepoint.com/_layouts/15/appinv.aspx)
 - b. For a specific SharePoint site (site collection):
 <https://<site_name>.sharepoint.com/sites/<specific_site_name>/_layouts/15/appinv.aspx>
 (e.g. https://mycompany.sharepoint.com/sites/SCANNING/_layouts/15/appinv.aspx)
4. Fill in the **App ID** (the Client Id from step 2), and then click **Lookup**. This should fill all fields except for **Permission Request XML**.

App Id:

App Id:

Title:

App Domain:
 Example: "www.contoso.com"

Redirect URL:
 Example: "https://www.contoso.com/default.aspx"

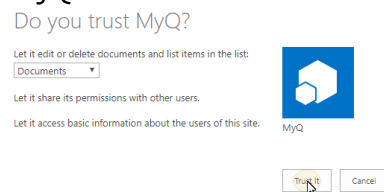
5. Copy the below string, paste it to the **Permission Request XML** field, and then click **Create**. You are asked if you trust the MyQ application.
 <AppPermissionRequests AllowAppOnlyPolicy="true">
 <AppPermissionRequest Scope="http://sharepoint/content/sitecollection/web" Right="Write" />
 </AppPermissionRequests>

Permission Request XML:

```
<AppPermissionRequests AllowAppOnlyPolicy="true">
<AppPermissionRequest Scope="http://sharepoint/content/sitecollection/web"
Right="Write" />
</AppPermissionRequests>
```

6. Make sure that the **Documents** option is selected under **Let it edit or delete documents and list items in the list** (it should be selected by default), and

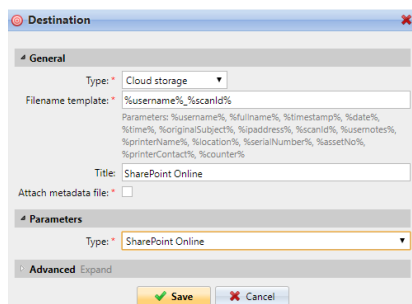
then click **Trust It**. Now you can leave the SharePoint settings and open the MyQ Web Interface to finish the setup.



7. Open the **External Systems** settings tab of the MyQ web administrator interface (**MyQ, Settings, External Systems**).
8. On the tab, under **SharePoint Online**, enter the **Client ID** and the **Security key**, and then click **Save**.

Create and set the SharePoint Online destination

- Create a new destination (edit or create an Easy Scan terminal action; on its properties panel, in the **Destinations** tab, click **+Add**).
- On the new destination's properties panel, under **General**, select the *Cloud Storage* option in the **Type** drop-down.
- In the **Parameters** section, in the **Type** drop-down, select *SharePoint Online*, and click **Save**.



Connect a user's MyQ account to SharePoint Online

If the following two conditions are met, the cloud storage widget is displayed on the **Home** screen of the user logged on the MyQ Web Interface:

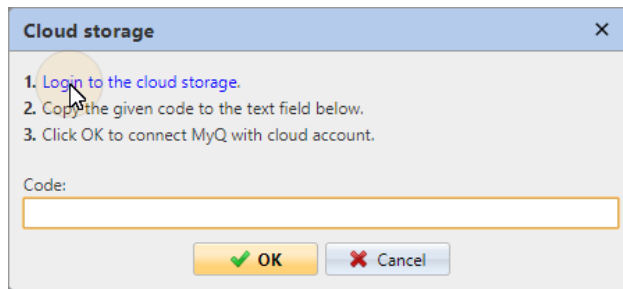
- There is at least one **Easy Scan** terminal action with this destination.
- The user has rights to see the **Easy Scan** button or is connected to cloud drive.

Cloud storage		
Type	Status	Action
SharePoint Online	Connected	Disconnect

To be able to store the outgoing scan file on SharePoint Online, the user has to be connected.

To connect to SharePoint Online, the user has to perform the following actions:

1. Log in to the MyQ Web User Interface with your user account.
2. On the **Cloud storage** widget, click **Connect**. The Cloud storage dialog box appears.
3. Click **Login to the cloud storage**.



4. Sign-in to SharePoint Online and confirm permissions (when asked about the permissions, click **Yes**).
5. Copy the given code.
6. Paste the code to the MyQ Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The SharePoint Online connection status changes to **Connected**.

Scan to Amazon S3

In order to scan to Amazon S3, you need to:

- Set up a bucket on the Amazon console. Your scans will be stored in this bucket.
- Create a user who will be used in the MyQ Web UI.
- Give the created user rights to the bucket.
- Fill in the **Client ID** and **Security Key** in the MyQ web administrator interface.
- Set up an Easy Scan terminal action to scan to Amazon S3.

Setting up a bucket on the Amazon S3 console

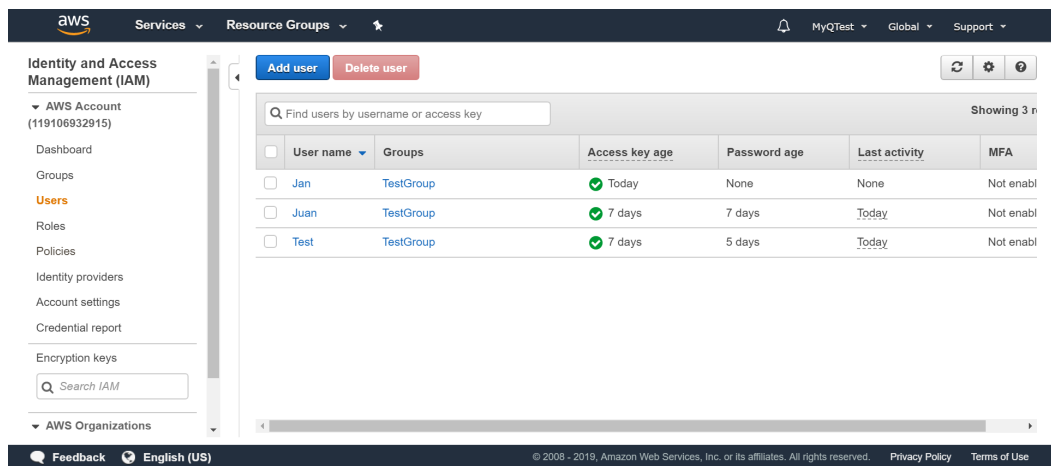
You need an Amazon account to create a bucket to store the scans in. MyQ does not require any specific settings for scanning to an S3 bucket.

1. Login to <https://console.aws.amazon.com/s3> and sign in with your Amazon account or create a new account. You need a credit card as proof of name. The credit card will also be used to charge the use of Amazon S3.
2. Use the <https://docs.aws.amazon.com/AmazonS3/latest/gsg/s3-gsg.pdf> to guide you through creating a S3 bucket.

Create a user in Amazon S3

You need to create a user to make a connection between Amazon S3 and the MyQ Web UI.

1. Log in to the Amazon console.
2. Click the arrow next to your login name and select **My Security Credentials** from the drop-down menu.
3. Click **Users** in the **Identity and Access Management (IAM)** pane and click **Add user**.

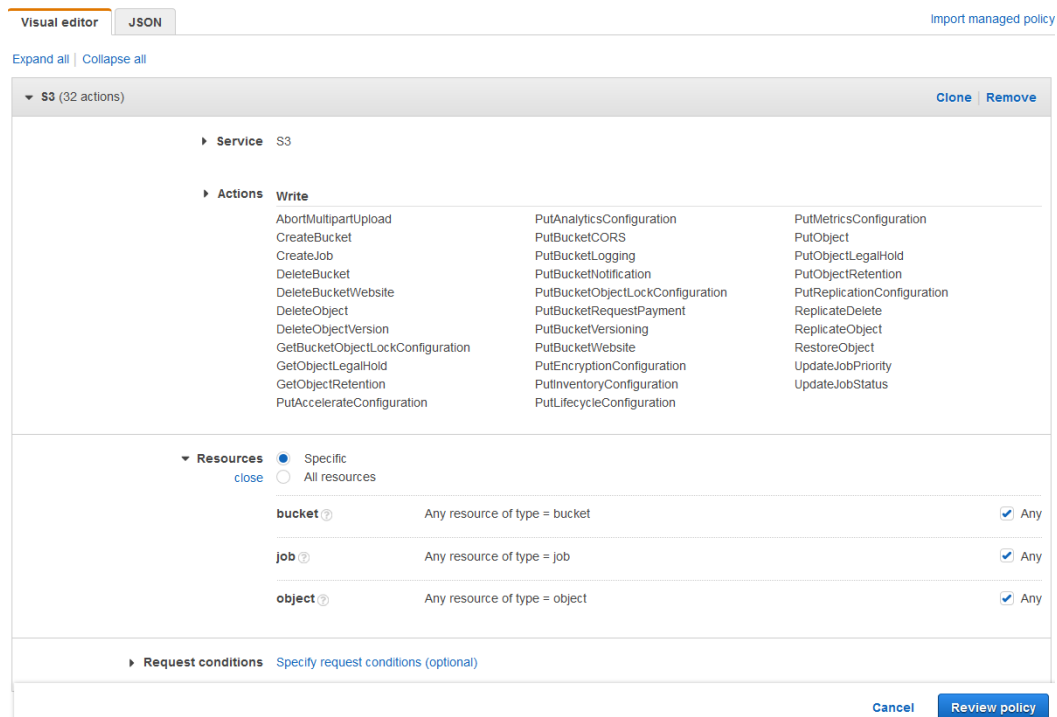


4. Follow the instructions to create the user.
5. Copy and save the **Client ID** and the **Access Key ID** of the created user, as you need them in the following steps.

Give user access rights to the bucket

To give bucket permission to the user, you can follow the [official instructions](#), or follow the short procedure below:

1. Click **Policies** in the **Identity and Access Management (IAM)** pane. Click **Create a new Policy**. The policy settings should be set as in the image below. If you do not want to provide the user with access to all buckets: deselect **Any** and click **Add ARN** to enter a specific bucket.



2. Click **Groups** in the **Identity and Access Management (IAM)** pane. Click **Create New Group**. Give the group a name and **Save** it.

3. Click **Add Users to Group** and add the created user to the group.
4. Click the **Permissions** tab and click **Attach Policy**. Select the policy you just created and **Save** it all. The user now has **Write** access to the created bucket.

Setup a connection between MyQ and Amazon S3

1. Open the **External Systems** settings tab of the MyQ Web Interface (**MyQ, Settings, External Systems**).
2. Click **+Add** and select **AWS** from the menu.
3. Add a **Title**. This will be used to identify the Cloud Storage Destination.
4. Add the **Application ID**, and the Access Key ID as **Security key** that you previously copied and saved, and click **OK**.

Create and set the Amazon S3 destination

- Create a new destination (edit or create an Easy Scan terminal action; on its properties panel, in the **Destinations** tab, click **+Add**).
- On the new destination's properties panel, under **General**, select the *Cloud Storage* option in the **Type** drop-down.
- In the **Parameters** section, in the **Type** drop-down, select *Amazon S3* or any other **Title** you defined in the **External Systems** settings in the previous steps and click **Save**.
- Fill in the fields:
 - **Bucket**: the name of the Amazon S3 bucket to store the scans in.
 - **Region**: the region you have set when creating the bucket.
 - **Folder path**: enter the path of a sub folder.

Destination

General

Type: * Cloud storage

Filename template: * %username%_%scanId%

Parameters: %username%, %fullName%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%, %scanId%

Title:

Attach metadata file: *

Parameters

Type: * Amazon S3

Bucket: *

Region: *

Folder path:

Advanced Expand

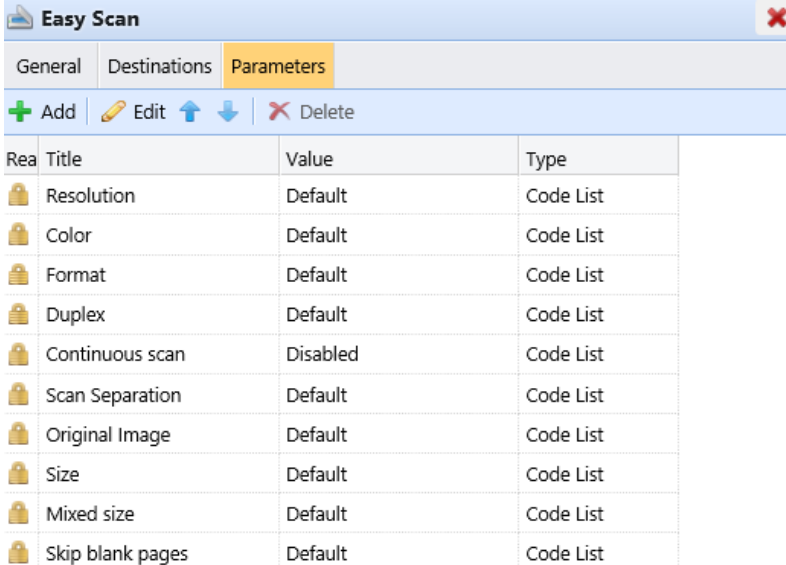
Save Cancel

6.4.2 Easy Scan Parameters

On the **Parameters** tab, you can set the scanned file's parameters, such as resolution and format. You can select from a number of options for each parameter.

There are predefined parameters, but you can also create your own parameters.

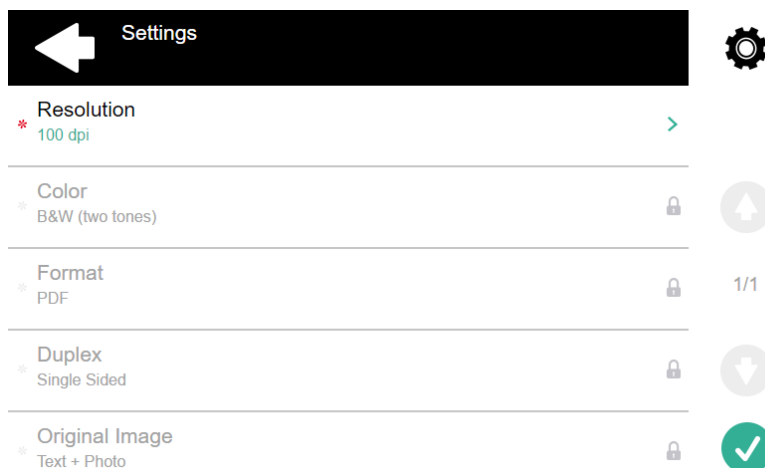
All parameters are dependent on the particular printing device type. Therefore, some values might not be available.



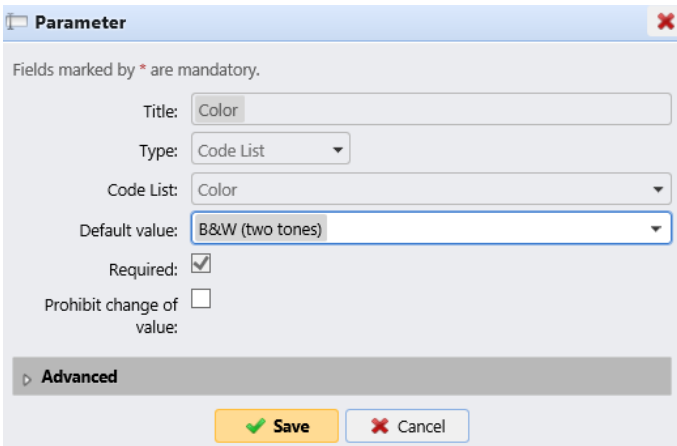
Rea	Title	Value	Type
	Resolution	Default	Code List
	Color	Default	Code List
	Format	Default	Code List
	Duplex	Default	Code List
	Continuous scan	Disabled	Code List
	Scan Separation	Default	Code List
	Original Image	Default	Code List
	Size	Default	Code List
	Mixed size	Default	Code List
	Skip blank pages	Default	Code List

Some parameters (e.g. resolution, color) significantly influence the scanned file's size. For example, a combination of higher resolution and full color will dramatically increase the file size.

You can allow users to change their scan settings from the terminal screen.



To do this, you have to modify the settings of the particular parameter on the **Parameters** tab on the **Easy Scan** action node properties panel. Open the parameter properties panel, uncheck the **Prohibit change of value** option (checked by default) and **Save**.



Parameter

Fields marked by * are mandatory.

Title: Color

Type: Code List

Code List: Color

Default value: B&W (two tones)

Required:

Prohibit change of value:

Advanced

Save Cancel

Predefined Parameters

- **Resolution** - The outgoing file's resolution. You can select from the following options:
 - 100 dpi
 - 200 dpi
 - 300 dpi
 - 400 dpi
 - 600 dpi
 - 1200 dpi
- **Color** - The outgoing file's color scale. You can select from the following options:
 - Color
 - Grayscale
 - B&W (two tones)
 - Automatic
- **Format** - The outgoing file's format. You can select from the following options:
 - PDF
 - JPEG
 - TIFF
 - XPS
 - HCPDF
- **Duplex** - Simplex and Duplex scanning options. You can select from the following:
 - Single Sided
 - Duplex
- **Original Image** - Determines the way in which the printing device is going to process the scanned page. You can select from the following options:
 - Text + Photo
 - Photo
 - Text

Create custom parameters

You can create new parameters to be used in the scan metadata, or as parts of file names, addresses, subjects and email bodies, and as paths to folders, passwords to folders etc.

The following parameter types can be created: *Text, Password, Yes/No, MyQ Users, Code Book, User Properties, Device Properties*.

To create a custom parameter:

1. On the action node properties panel, go to the **Parameters** tab.
2. On the tab, click **+Add**. The new Parameter properties panel opens on the right side of the screen.
3. Set the parameter, and then click **Save**. The new parameter is now displayed on the list on the **Parameters** tab.

Parameter Settings:

- **Title** - The parameter's name.
- **Type** - Select the parameter's type from the drop-down:
 - *Text* - Text (string) typed by the user on the embedded terminal. You can use these parameters in a variety of strings in MyQ: names of files, addresses, subjects or email bodies, paths to folders and many other. In the **Validator** field, regular expressions can be used to define or limit the user's input.
 - *Password* - Password to a user's account. This parameter is used together with the **Logged user** option for the **User's scan storage** destination type. Users type the password to their domain account to access their shared folder there.
 - *Yes/No* - Boolean parameter with the options: *Yes, No*. You can use these parameters in the scan metadata file to provide answers on Yes-No questions concerning the scan, such as if the scan is private or if it should be archived.
 - *Code Book* - The parameter uses a list of values from internal code lists. Users can select options from lists of values used in metadata and destinations.
 - **Internal code list**: You can predefine code lists with values and use the values as options available for users.
 - **LDAP sourced list**: This parameter enables selecting scan recipients directly from an LDAP server by importing the codes from the server.
 - **MS Exchange Address Book**: You can use this code book to get personal contacts from an MS Exchange server. The contacts are retrieved using an account defined by the administrator in the MyQ Web UI. This account requires special rights on the MS Exchange server that allow it to access other users' mailboxes. The user sees the first 50 contacts on the terminal. To look for more contacts they would have to use the search function.
 - *User Properties* - The parameter can represent MyQ user properties within the metadata file of the scanned document. You can select one of the following values to be represented by the parameter:

- User name
- Full name
- Email
- User's scan storage
- Personal number
- Phone
- Notes
- Accounting Group
- *Device Properties* - The parameter can represent MyQ printing device's properties within the metadata file of the scanned document. You can select one of the following values to be represented by the parameter:
 - Name
 - Location
 - IP address
 - Brand
 - Model
 - Serial number
 - Asset number
 - Notes
- **Default value** - A predefined value/option that will be used if nothing else is selected.
- **Required** - The parameter value has to be defined. If the parameter does not have a default value, users are not allowed to print before this value is entered in the particular text box on the terminal screen.
- **Prohibit change of value** - If this option is selected, the parameter cannot be changed by the users on the terminal screen.
- **Reference** - String that is used as a reference to the parameter. A parameter with the *parameterX* reference is referred to as *%parameterX%* in MyQ. For example, the reference of the often used user name parameter is *username*; the parameter is referred to as *%username%*.

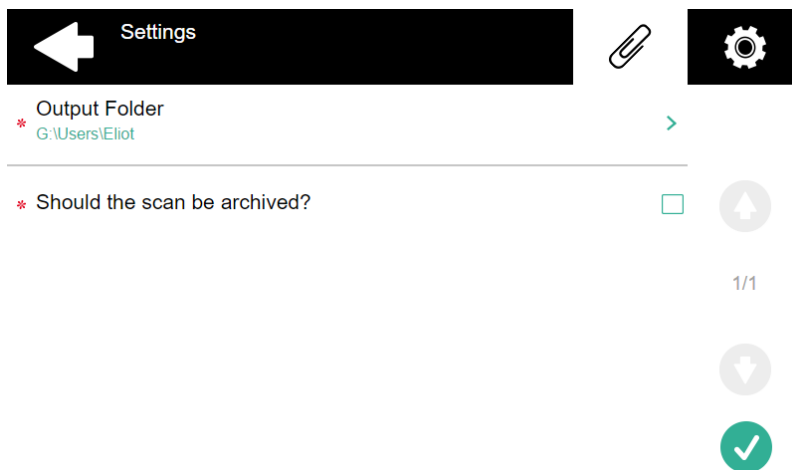
Custom parameters examples

These are some examples of using custom parameters.

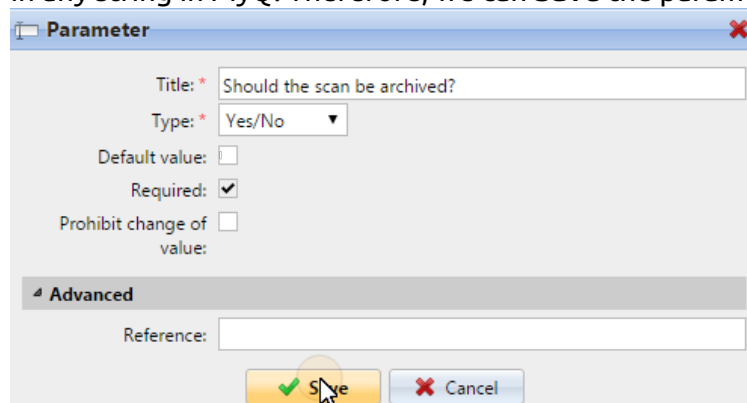
Providing additional information in a metadata file

In this example, you can see how to use parameters for obtaining additional information about the scan file or any other data provided by users. The parameter's **Type** can be *Text* or *Yes/No*.

As an example, we will create a *Yes/No* **Type** parameter, called **Should the scan be archived?**.



1. The **Title** will be shown on the screen, therefore we name it **Should the scan be archived?**.
2. The **Type** is *Yes/No*.
3. The **Required** option is selected by default and cannot be deselected as it always has a value.
4. The **Default value** is left unchecked..
5. We do not have to use the reference, as the parameter is not going to be used in any string in MyQ. Therefore, we can **Save** the parameter settings.



The following two figures show two possible values of the **Should the scan be archived?** parameter. A DMS software can automatically archive the scans with value *1* into a predefined folder.

```
- <field>
  <name>Should the scan be archived?</name>
  <reference/>
  <value/>
</field>

- <field>
  <name>Should the scan be archived?</name>
  <reference/>
  <value>1</value>
</field>
```

Enabling users to scan to their home folder protected by password

If you do not want to give to the MyQ server universal access to users' shared folders, but instead want to provide each user with separate rights to access their shared folder from MyQ, you can enable the scanning users to enter the password to their LDAP domain account to access the shared folder there.

To be able to access their shared folders, users should have the LDAP domain defined in MyQ. The information about the domain is taken either from the **Authentication server** setting on the user's properties panel in MyQ, or from the user's MyQ user name (if the name is in the form *LDAPusername@domain.local*).

During the scanning, after the password is entered and submitted, MyQ takes the name of the user's domain (either from the **Authentication server** setting, or from the back part of the user name) and attempts to log on the user's account on this domain (either the whole user name, or its front part). If the password is correct, MyQ saves the scan in the shared folder; otherwise it displays the error message *"Error while delivering a scan X/Y. Unable to write to the folder."*

User name: *

On the **Parameters** tab, create a parameter with the following properties: **Title:** Password, **Type:** Password, **Required:** selected, **Reference:** password.

Parameter

Title: * Password

Type: * Password

Required:

Advanced

Reference: password

Save Cancel

On the **Destinations** tab, set the **User's scan storage** destination type. In the **Parameters** section, select the **Connect as: User doing the scan** option and select the newly created *password* parameter in the drop-down.

Destination

General

Type: * User's scan storage ▾

Filename template: * %username%_%scanId%

Parameters: %username%, %fullName%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%

Title:

Attach metadata file: *

Parameters

Connect as: * MyQ Print Server service
 User doing the scan

Password

Select a password parameter, so user will be prompted for the password on the terminal.

Enabling users to select the output folder from a code book

In this example, you can see how to enable users to select the scan destination folder from a predefined code book. For this example, we have already created and saved the Easy Scan action node, and we have created a code book named *Folders*, which has names of folders as its values. The next step is to add and set up a new **Code Book** type parameter and a new **Folder** destination type for the Easy Scan action. The parameter is then used as a part of the path to the folder.

Output Folder

G:\Users\Kohei

G:\Users\Eliot

G:\Users\Jane

1/1

On the **Parameters** tab create a parameter with the following settings: **Title:** Output folder, **Type:** Code Book, **Code Book:** Folders, **Default value** (optional), **Prohibit change of value:** deselect, **Reference:** folder. If you want to allow users to select multiple recipients, select **Allow multiple values**.

If you want to allow users to enter their own value, select **Allow custom values**. If you don't want to allow empty values, select the **Required** option so that users have to enter its value before sending the file. Optionally, you can select a default value to define the folder where the output files will be saved, if users don't change it.

The screenshot shows a 'Parameter' dialog box with the following settings:

- Title: * Output Folder
- Type: * Code Book
- Code Book: * Folders
- Default value: [Empty]
- Allow multiple values:
- Allow custom values:
- Required:
- Prohibit change of value:
- Advanced: Reference: folder

On the **Destinations** tab, create and set up a new destination. For this destination, you can use the parameter as any part of the destination path set in the **Destination folder** text box. To use the parameter, enter its reference name bounded in percentage signs as part of the path. In our example, we used a parameter with the reference name *folder* as the folder where the files are stored (*\Users%folder%*).

The screenshot shows the 'Destination folder' field with the value: \\Users%folder%

Enabling users to search recipients via LDAP Source code books

In this example, you see how to enable users to search for recipients on LDAP servers via LDAP Source code books. LDAP Source code books contain two parameters: **Title** and **Value**. The value of the **Title** parameter is used as an input for searching in the LDAP database and the **Value** parameter defines the value returned by the database. We use an LDAP Source code book with the **cn** attribute assigned to the **Title** parameter and the **mail** attribute assigned to the **Value** parameter. We also create a new parameter and a new folder destination for the feature. The scanning user types a string to be used in a search query. MyQ sends the query to the LDAP database to search for user accounts, whose **cn** begins with the entered string. The scanning user can select from the returned accounts. After they select the account, the value of the **mail** attribute of the account is used as the scan destination.

On the **Parameters** tab, create a parameter with the following settings: **Title**: Recipients, **Type**: Code Book, **Code Book**: Emails (or the LDAP source code book that you want to use), **Prohibit change of value**: deselect, **Reference**: recipients. If you want to allow users to select multiple recipients, select **Allow multiple values**. If you want to allow users to enter their own value, select **Allow custom values**. If you don't want to allow empty values, select the **Required** option so that users have to enter its value before sending the file.

Parameter

Title: * Recipients

Type: * Code Book

Code Book: * Emails

Allow multiple values:

Allow custom values:

Required:

Prohibit change of value:

Advanced

Reference: recipients

Save Cancel

On the **Destinations** tab, create an **Email** destination type and enter the parameter in the **Recipient** text box, enclosed in percent signs (*%recipients%*).

Destination

General

Type: * Email

Parameters

Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usenotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%

Recipient: * %recipients%

6.5 Easy Scan to OCR

Optical Character Recognition is a service that converts scanned documents to a searchable and editable format, such as an MS Word document or a PDF. If you want to employ this functionality, you can either use the MyQ Optical Character Recognition (OCR) server, which can be purchased as a part of the MyQ solution, or a third party application.

Settings

* Resolution
100 dpi >

* Color
B&W (two tones) 🔒 ↻

* Format
OCRPDF > 1/1

* Duplex
Single Sided 🔒 ↻

✓

Users can send the scanned file to OCR without using the easy scan feature — just by sending the file to predefined email addresses. However, using Easy Scan simplifies the process of selecting the right OCR option and sending the file.

To enable using OCR together with Easy Scan, you have to create OCR profiles and enable users to select them on the embedded terminal. By setting the profiles, you define the input folders for the OCR software. The profile's name should be related to the OCR action defined for this input folder. For example, if you want to convert documents in the folder to DOC format, you can name the profile *OCRDOC* and instruct the software to convert every document scanned to this profile (stored to the *OCRDOC* folder) to Microsoft Word format.

To set up the OCR feature:

- Create an OCR profile: Go to **MyQ, Settings, Scanning & OCR**. In the **OCR** section, click **Add** next to **Profiles** and enter the profile name.

OCR

Enabled:

OCR server type: * Custom OCR server
For example, scans to the profile "Searchable PDF" are stored in a folder according to the profile name "InSearchable PDF". Connect the OCR software to this folder and set the folder to output documents to "Out". Folder locations are relative to the OCR working folder.

MyQ OCR Server

OCR working folder: * %app%\OCR
The OCR server needs to be provided with the permission to write to this folder. %app% is the MyQ data folder

Profiles: **+** Add **✎** Edit **✖**

Name
OCRDOC
OCRPDF
OCRTXT

Profiles are available in the Easy Scan terminal action

Save **Cancel**

The OCR profiles are added to values of the Format parameter of the Easy Scan action.

Parameter

Title: Format

Type: Code book

Code Book: Format

Default value: PDF

Required: PDF

Prohibit change of value: JPEG, TIFF, XPS, HCPDF

Advanced Expand

Machine default

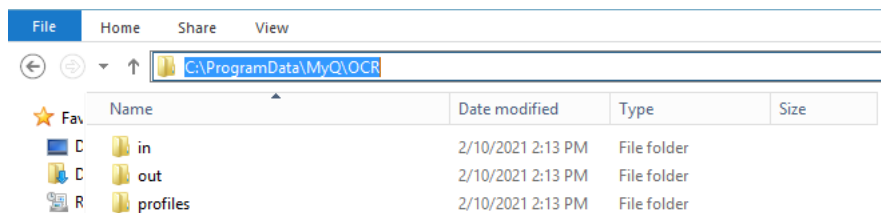
OCRPDF

OCRTXT

OCRDOC

In the **OCR working folder** field, you can change the folder where the scanned data are sent. However, it is not recommended to change the default folder (C:\ProgramData\MyQ\OCR).

The OCR folder contains three sub-folders: *in*, *out*, *profiles*. In the *in* folder, the scanned documents are stored before being processed. In the *out* folder, the processed documents are saved by the OCR software and are ready to be sent. In the *profiles* folder, your OCR profiles are stored.



To enable users to select the appropriate OCR folder on the embedded terminal:

- On the Easy Scan action node properties panel, on the **Parameters** tab, double-click the **Format** parameter. Deselect the **Prohibit change of value**, and then click **Save**.

6.5.1 OCR Processing

The OCR software should listen to the document sub-folders of the *in* folder (*in\OCRDOC*, *in\OCRTEXT*,...), process the file sent there, save the converted document to the *out* folder and delete the source file from the *in**** folder.

MyQ listens to the *out* folder, sends the converted file to the destinations defined on the **Destinations** tab and deletes it from the folder.

The file sent to the *out* folder by the OCR software must have the same name as the source file in the *in**** folder. If the name of the converted file differs from the source file, it is deleted without being sent to the user.

7 Scan to Me

MyQ is able to automatically send scanned documents to a specified folder or email belonging to the scanning user, with the **Scan to Me** feature.

With the feature enabled, MyQ serves as an email server — it receives a scanned job from printing devices via the SMTP protocol, detects the device where the job is sent from, finds the user that is currently logged on the device, and sends the job to their folder or email (depends on the user's settings).

First, you need to set up the feature on the MyQ server and on the printing device to enable the MyQ users to use all of the scanning options. After that, you need to provide the users with receiver email addresses, where they can direct the scanned documents.

7.1 Setting up Scan to Me

The setup of the **Scan to Me** feature consists of the following consecutive steps:

- Enable and set up scanning on the MyQ server.
- Set SMTP on the printing device.
- Set the destinations for the MyQ users on the MyQ server.

7.1.1 Enable and set up scanning on the MyQ server

- **Enable scanning** on the **Scanning & OCR** settings tab, under **General**.
- You can also set the **Maximum email size** (in MB), and modify the **Subject** and **Message** of the email with the scanned document. As the **Sender** of the document, you can select either the email of the *logged user* or the *default sender* email set on the **Network** settings tab, under **Outgoing SMTP server**.

Scanning & OCR

Fields marked by * are mandatory.

General

Enable scanning:

Default settings of an email with scan

Maximum email size: * 2047 MB
If the email exceeds the maximum size, a secure link to the document will be sent.

Sender: * Logged user

Subject: * MyQ: scanned document
Parameters: %username%, %timestamp%, %originalSubject%, %originalBody%, %admin%

Message: **Scan in attachment** **Scan as a secured link**
 Hello,
 See the attachment for your scanned document.
 Your MyQ
 Please contact the administrator at %admin% in case of further requests
Parameters: %username%, %timestamp%, %originalSubject%, %originalBody%, %admin%

[Revert values](#)

7.1.2 Set SMTP on the printing device

The scanning function requires enabling the SMTP protocol, setting the SMTP server address and entering a sender email on the printing device's web interface. For information about how to enter the printing device web interface and find the particular settings, see the printing device's manual.

To enable the scanning function, take the following steps in any order on the printing device's web interface:

- Enable SMTP protocol.
- Enter the MyQ server IP address or host name.
- Ensure that the SMTP port is the same as the SMTP port in the **Network** settings tab, under **MyQ SMTP server**. The default port in MyQ is 25.
- Enter sender email address. The address value is arbitrary.


7.1.3 Set the destinations for the MyQ users on the MyQ server

On the properties panel of each individual MyQ user, you can set the destinations for the three options of the feature:

1. Sending scans to the user's primary email.
2. Sending scans to other predefined emails.
3. Storing scans to the user's scan folder.

To provide a user with these options, set the appropriate fields on the their properties panel according to the following table:

Option	Parameter	Value
Sending scans to the user's primary email	Email	User's primary email address
Sending scans to other predefined emails	User's scan storage	Any number of email addresses separated by commas (,)
Storing scans to the user's scan folder	User's scan storage	Folder where the document should be stored

 You can set the parameters when adding, importing or synchronizing the user and later change them in their account settings. For more information, see the *MyQ Basic Installation Guide*.

7.2 Using Scan to Me

To send the email to the desired destination, the scan needs to be directed to a specific receiver email address. There are two options to enable MyQ users to send the scans there: provide them with the respective receiver email address, or predefine these email addresses on the printing device's Web UI.

Email addresses for Scan to Me

- **Sending scans to the user's primary email** - The scanned document is sent to the user email set in the email text box on the user properties panel. The receiver email address has to be *email@myq.local*.
- **Sending scans to other emails** - The scanned document is sent to all emails set in the **User's scan storage** text box (multiple emails are separated by commas) on the user properties panel. The receiver email address has to be *folder@myq.local*.
- **Storing scans to the user's scan folder** - You have to create a shared folder and ensure that MyQ has access to this folder. After this, enter the folder's location to the **User's scan storage** text box. The scanned document is sent to MyQ, and then stored in the shared folder via the SMB protocol. The stored document file name consists of the user account name, the date, and the time when the scan was sent.
The receiver email address has to be *folder@myq.local*.

Predefined list of the MyQ destinations on the printing device

During the installation of the MyQ Toshiba embedded terminal, two shortcuts are automatically created for using the **Scan to Me** feature. These shortcuts are available if the user taps the **Panel Scan to Email** action.

- **MyQ Email** is a shortcut for scanning to *email@myq.local*.
- **MyQ Folder** is a shortcut for scanning to *folder@myq.local*.

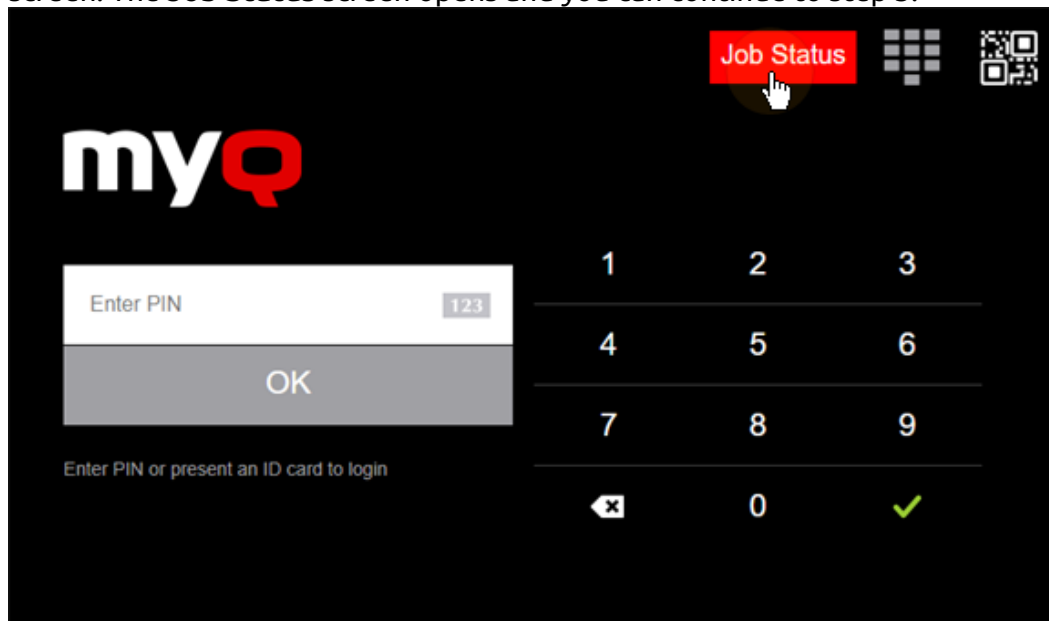
8 Canceling Stuck Jobs

If a job gets stuck due to an error on the printing device, the user can still log off. The stuck job will prevent another user from logging in and will automatically finish after the error is removed. However, this may lead to security issues.

- If the **Keep printing after logging out** setting on the **Printers** settings tab is disabled, all jobs will be canceled after logging out.

To cancel stuck jobs:

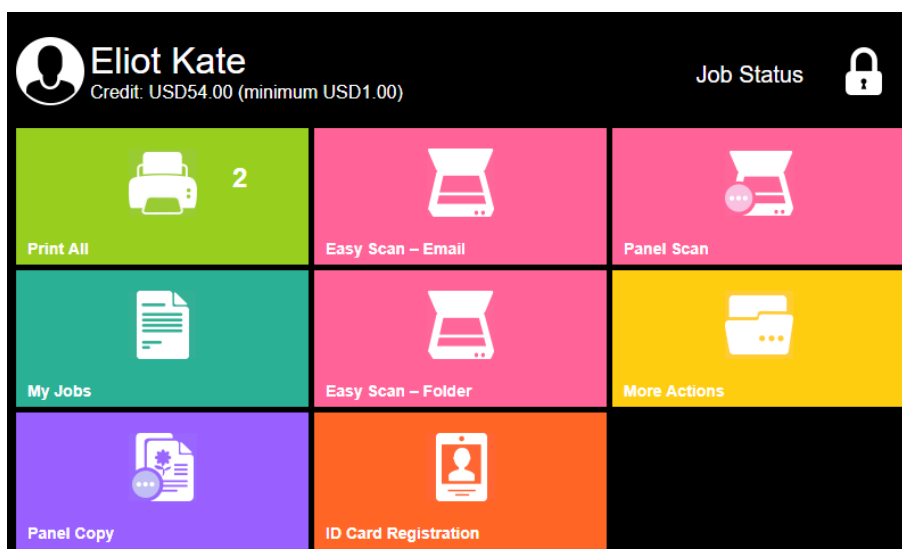
1. On the login screen, tap the red blinking **Job Status** button. The **Print** screen of the printing device's native panel opens. In case you are redirected to **User Authentication**, tap the blinking info icon "i" in the top-right corner of the screen. The **Job Status** screen opens and you can continue to step 3.



2. On the screen, tap the **Job Status** button in the bottom-right corner. The Job Status screen opens.
3. On the screen, tap the **Jobs** tab in the bottom-left corner. The Jobs tab opens.
4. On the tab, select all jobs by tapping on them. Tap the **Delete** button in the bottom-left corner of the tab and confirm by tapping **Delete** on the info pop-up window.
If you are using a Toshiba SDK 3.x device, finally tap **Close** in the bottom-right corner of the tab.
5. For Toshiba SDK 4.x devices, in order to return to the MyQ home screen, press the **HOME** button on the printing device's operation panel, and then tap the MyQ home button on the home screen of the panel.
For Toshiba SDK 3.x devices, press the **Menu** button on the printing device's operation panel and then tap **Extension**.

9 Credit

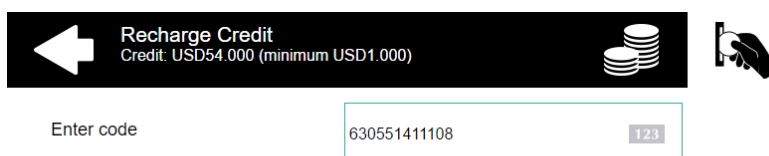
With credit accounting activated, users must have a sufficient amount of credit on their account to be allowed to print, copy and scan. On their home screen on the embedded terminal, they can view their remaining credit. If the **Recharge Credit** action is available on the terminal, users can recharge their credit by entering a code from a recharging voucher directly on any embedded terminal.



- = If recharging credit by vouchers is enabled in MyQ, users without credit are asked to recharge after they log in. They are informed about the insufficient credit and automatically redirected to the **Recharge Credit** screen, where they can top up.

9.1 Recharging Credit



After tapping the **Recharge Credit** action, the Recharge Credit screen opens and the logged user can enter a recharge code from their voucher.





Users can view the prices of different configurations of a printed page by tapping the **Coins** in the upper-right corner of the screen.

Recharge Credit
Credit: USD54.000 (minimum USD1.000)



Page prices, per page, format: **A4**


	1-sided		2-sided	
	B&W	Color	B&W	Color
Print	USD4.500	USD5.500	USD7.000	USD8.000
Copy	USD4.500	USD5.500	USD7.000	USD8.000
Scan	USD5.500			









9.2 Using terminal actions without sufficient credit

If recharging credit by vouchers is enabled in MyQ, users can still see the actions that they do not have sufficient credit for. However, if they tap the particular action button, they are immediately redirected to the **Recharge Credit** screen.

If recharging credit by vouchers is disabled in MyQ and a user does not have sufficient credit, all actions requiring credit are unavailable, and their corresponding buttons are dimmed.

Eliot Kate
Credit: USD0.00 (minimum USD1.00)

Job Status 

 low credit	 low credit	 low credit
 low credit	 low credit	 More Actions
 low credit	 ID Card Registration	

Actions taken when a user runs out of credit during scanning via Easy scan

The scan job is finished. After this, if recharging credit via vouchers is enabled, the user is automatically redirected to the **Recharge Credit** screen, where they can recharge their credit. If recharging credit via vouchers is disabled, the user is redirected back to the MyQ home screen.

Actions taken when a user runs out of credit during scanning via Panel Scan

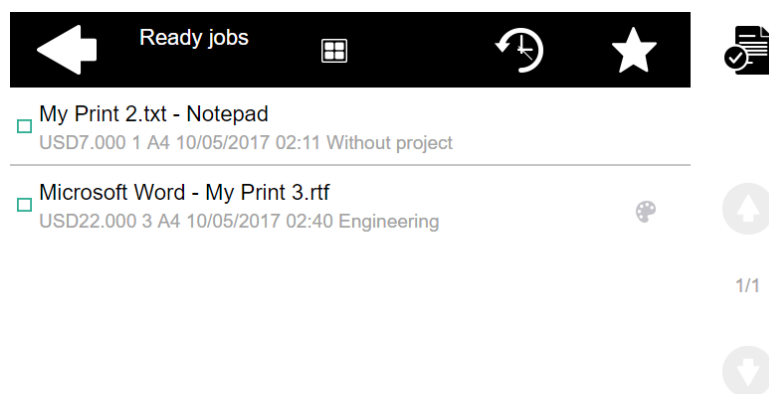
The user can scan as long as they stay on the scan panel. If recharging credit via vouchers is enabled, the user is automatically redirected to the **Recharge Credit** screen after they leave the panel. If recharging credit via vouchers is disabled, after the user leaves the panel, they can see their negative credit and cannot use any credit requiring actions.

Actions taken when a user runs out of credit during copying via Panel Copy

The user can copy as long as they stay on the copy panel. If recharging credit via vouchers is enabled, the user is automatically redirected to the **Recharge Credit** screen after they leave the panel. If recharging credit via vouchers is disabled, after the user leaves the panel, they can see their negative credit and cannot use any credit requiring actions.

Print jobs with additional information from the job parser

Print jobs received with the job parser activated, include additional information such as number of pages, color and price.

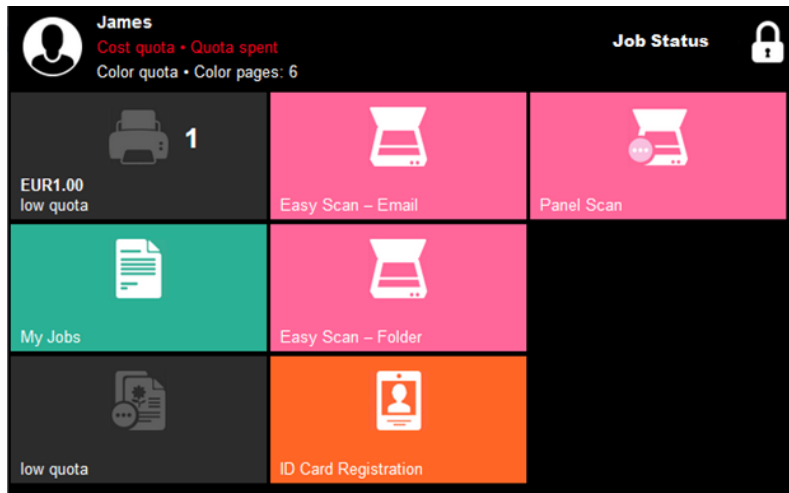


Priced jobs cannot be printed unless the users have a sufficient amount of credit. The users cannot use the **Print all** action when the overall price of all the priced print jobs is higher than their credit.

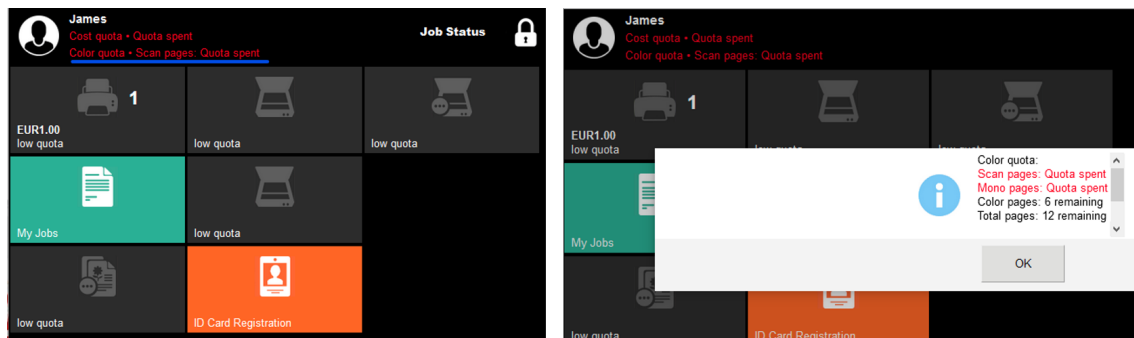
If a job does not include additional information from the job parser, users can start it as long as their credit is not equal to or below 0.

10 Quota

With the **Quota** feature activated, users cannot print, copy or scan after they reach or exceed their quota limit. They can view their current quotas on their session on the embedded terminal.



The users can click on the quotas displayed on the terminal and a pop-up window opens with detailed information about all the quotas assigned to them.



The embedded terminal's behavior depends on the quota settings in MyQ. When setting up **Quota** in the MyQ Web administrator interface, you can disable one or more operations after the quota is reached or exceeded:

- If the **Monitored value** is *Cost*, select them under **Disable operations**. The options are *Print*, *Copy*, *Color print* (on terminals 8.1 or newer), *Color copy* (on terminals 8.1 or newer), and *Scan*.
- If the **Monitored value** is *Pages*, mark the **Disable operation** checkbox and the operation that has reached the limit will be disabled.
- Mark the **Terminate the current job when reached** checkbox if you want to interrupt the current job when the quota is reached. If both **Disable operation** and **Terminate the current job when reached** are checked, the job will be interrupted when the quota is reached and the user will be redirected to the MyQ home screen. If **Disable operation** is checked and **Terminate the current job when reached** is not, the current job will be finished and the user will be redirected to the MyQ home screen. The action is not supported by scan quota.

- Quotas that disable scanning cannot be applied immediately.

Reaching a quota with immediate application during scanning via Easy Scan

The scan job is finished. After this, the respective actions are taken (actions set within the quota configuration). If scanning is disabled as a result of these actions, the user is redirected back to the MyQ home screen.

Reaching a quota with immediate application during scanning via Panel Scan

The user can scan as long as they stay on the scan panel. Once the panel is left, the quota is exceeded and the respective actions are taken.

Reaching a quota with immediate application during copying via Panel Copy

The first panel copy job is finished. Other jobs are restricted and the *USER Quota exceeded. Contact the administrator.* internal warning message appears on the panel.

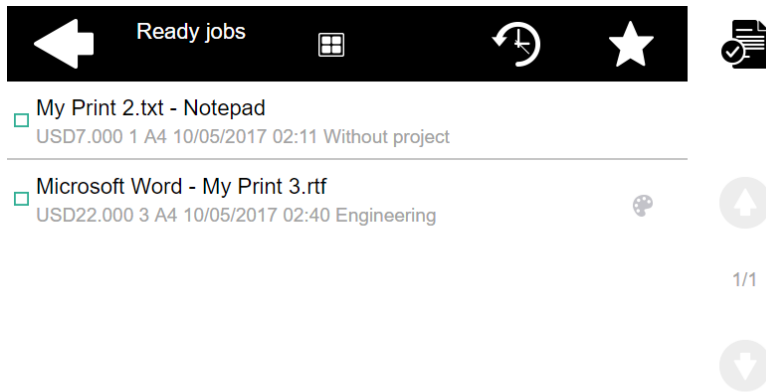
Print jobs with additional information from job parser

Print jobs received with the job parser activated, include additional information such as number of pages, color and price.

Jobs exceeding the quota cannot be printed. Users cannot use the **Print all** action as long as the overall size of all of the print jobs is larger than what is allowed by the quota.

11 Projects

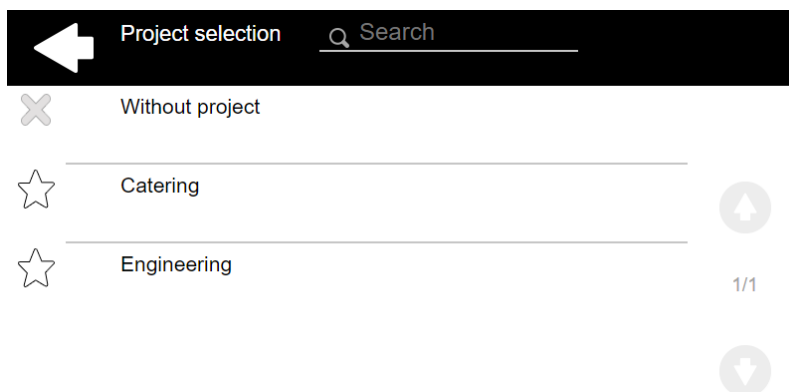
With the project accounting feature activated, users can assign projects to print, copy and scan jobs directly on the embedded terminal screen. Projects can also be assigned to print jobs in the MyQ Smart Job Manager pop-up window, on the MyQ Web administrator interface, or in the MyQ mobile application.



11.1 Assigning projects to print jobs

My Jobs

If a user wants to print an unassigned job from the **My Jobs** list, they are immediately redirected to the Project selection screen and have to select one of the available projects (or the *Without project* option, if printing without project is allowed) to be allowed to print it.



Jobs with projects assigned to them are immediately printed.

Print All

If all the jobs waiting in queue have projects already assigned by MyQ Smart Job Manager, MyQ Web administrator interface or the MyQ mobile application, printing starts immediately.

If there are any unassigned jobs, the user is redirected to the Project selection screen, immediately after tapping the **Print All** button. They have to select one of the available projects (or the *Without project* option, if printing without project is allowed) to be allowed to print the jobs. The selected project (or the *Without project* option) is assigned only to unassigned jobs; all other jobs keep their previously assigned projects.

11.2 Assigning projects on the Panel Copy screen

After tapping the **Copy** button on the **Panel Copy** screen, the user is immediately redirected to the Project selection screen, where they need to select a project (or the *Without project* option). The project is then assigned to all jobs copied on the panel.

11.3 Assigning projects on the Panel Scan screen

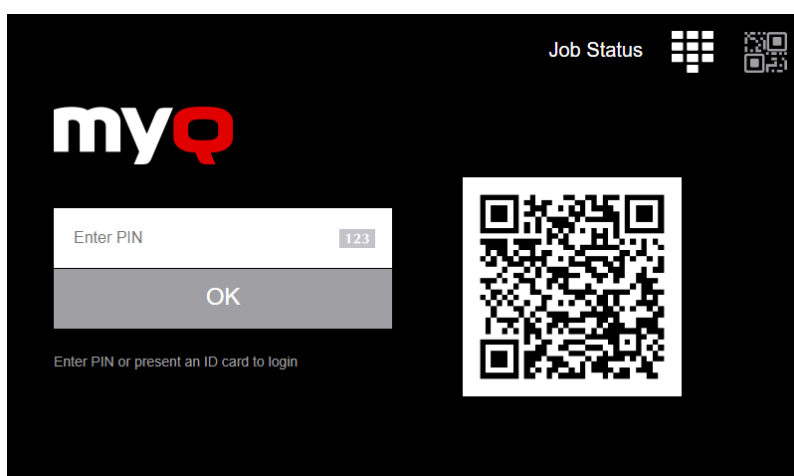
After tapping the **Scan** button on the **Panel Scan** screen, the user is immediately redirected to the Project selection screen, where they need to select a project (or the *Without project* option). The project is then assigned to all jobs scanned on the panel.

12 Accessing the Terminal via the MyQ Mobile App

You can enable the printing device management via a mobile application, in MyQ (**MyQ, Settings, Mobile Application**) and users will be able to unlock terminals and release their print jobs on printing devices via the MyQ mobile application. The easiest way to log in to the terminal using the mobile application is to scan the QR code displayed on the embedded touch panel.

While the feature is enabled, two small icons are displayed at the top-right corner of the embedded terminal login screen: a keyboard icon and a QR code icon. By tapping the two icons, users can switch between the software keyboard and the QR code.

The QR code includes all the necessary information to identify the printing device and the MyQ server where the device is connected to.



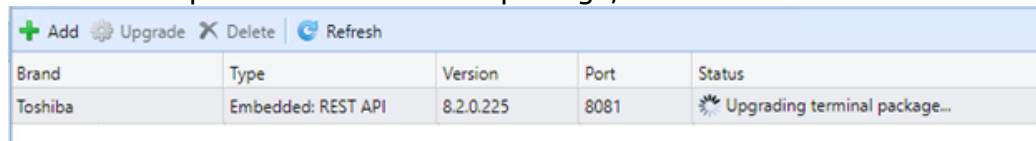
The MyQ mobile application is available for free, both for mobile phones with Android and iOS.

13 Update and Uninstallation

Updating the terminal

Updating the terminal is done on the MyQ web administrator interface. MyQ Server 8.2 patch 6 or higher is required.

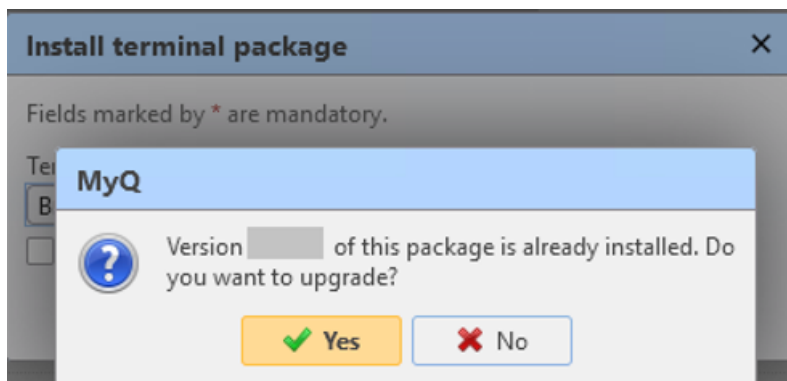
1. Open the **Printers & Terminals** settings tab (**MyQ, Settings, Printers & Terminals**).
2. On the **Terminal packages** section, select the installed terminal package, and click **Upgrade** on the ribbon (or right-click, **Upgrade**).
3. Browse and open the latest terminal package, and click **OK**.



Brand	Type	Version	Port	Status
Toshiba	Embedded: REST API	8.2.0.225	8081	Upgrading terminal package...

4. The terminal package is uploaded and installed, and the device is automatically reactivated.

If you are trying to **+Add** a later version of the same terminal package, a pop-up informs you that you can upgrade your installation. Click **Yes** to continue. The terminal package is uploaded and installed, and the device is automatically reactivated. (*MyQ Server 8.2 patch 6 or higher is required*)



Uninstalling the terminal

To uninstall the embedded terminal, you need to reset the service mode settings that were changed before the installation, and then return the device to its factory default state. See the detailed steps below:

1. Open the **08 SETTING MODE**, and then tap **Classic** near the upper-right corner of the screen to switch to the classic screen layout with a numeric touchpad, where you can write the codes. For information about accessing the 08 SETTING MODE, please see the printing device's manual or ask your Toshiba provider.
2. On the device's numeric touchpad, type **3640**, and then press the **Start** button. The screen changes to SYSTEM MODE.
3. Change the value displayed at the upper-left corner of the screen to *0* (type *0*), and then tap **OK**. The screen returns to TEST MODE.

4. On the device's numeric touchpad, type **9132**, and then press the **Start** button. The screen changes to SYSTEM MODE.
5. Change the value displayed at the upper-left corner of the screen to 6 (type 6), and then tap **OK**. The screen returns to TEST MODE.
6. Restart the printing device.
7. Reset the printing device to its factory default state. For information about resetting the printer to the factory default state, please see the printing device's manual or ask your Toshiba provider.

14 Change Log

14.1 Release notes for version 8.1

- Toshiba SDK 3.x and SDK 4.x manuals were merged.
- [Supported printing devices](#) table updated.
- [Job Filters](#) are now supported.
- New options available when [editing jobs](#).
- [Quota](#) display on the terminal improved.
- [Panel Scan](#) additional settings added.
- [Updating the terminal](#) - information added.
- [Communication Security](#) - Certificate management information added.

15 Business Contacts

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