



MyQ Recharge Terminal Guide

for Users

REVISION 3

Table of Contents

1. About	1
1.1. About this manual	1
1.2. About the MyQ Recharge Terminal	1
1.2.1. Safety notes	2
1.3. Changes to previous version	2
2. Login	3
2.1. User login	3
2.2. Registering a new user	4
3. User Interface	5
3.1. Home screen	5
3.2. Features of the MyQ Recharge Terminal	6
3.2.1. Inserted credit	6
3.2.2. Total credit	6
3.2.3. Dispense ID card	6
3.2.4. Print bill and logout	7
3.2.5. Log out without bill	7
3.2.6. View all receipts	7
3.2.7. Register new ID card	8
4. Business Contacts	9

1. About

1.1. About this manual

NOTICE: Pictures in this manual are illustrative. The real appearance of the MyQ Recharge Terminal may differ in details and color.

This document guides the user through the features of the MyQ Recharge Terminal. It shows how to log in to the MyQ Recharge Terminal, how to register as a new user, how to obtain and register an ID card and how to manage their credit.

1.2. About the MyQ Recharge Terminal

The MyQ Recharge Terminal is a device designed as an extension of the MyQ credit accounting. The device provides MyQ users with the option to view and increase their credit balance.

INFO: As of version 7.3.2 the installer will be delivered as a zip package. The package will contain two files, an *.exe file and a *.msi file.

In the basic version, the MyQ Recharge Terminal is equipped with a 19-inch full-colour touch display and a nanoPC. The MyQ Recharge Terminal can be equipped with the following optional hardware:

- card reader
- coin detector
- bill reader
- card dispenser
- receipt printer



1. About - 1.3. Changes to previous version

1.2.1. Safety notes

WARNING: Do not insert any objects into openings of the MyQ Recharge Terminal. Risk of damage to installed devices, shock hazard, fire or failure of the MyQ Recharge Terminal.

WARNING: Do not place any objects on the MyQ Recharge Terminal.

1.3. Changes to previous version

Compared to the previous version the following changes have been made:

Place in the document	Change
"Features of the MyQ Recharge Terminal" on page 6	Notice added
"About the MyQ Recharge Terminal" on the previous page	Info about new installation package added

2. Login

This chapter shows you how to log in to the MyQ Recharge Terminal. In the first part you can see how to log in as an already registered user. The second part describes the registration of a new user.

2.1. User login

To log in to the MyQ Recharge Terminal, you can use any of the options displayed on the login screen.

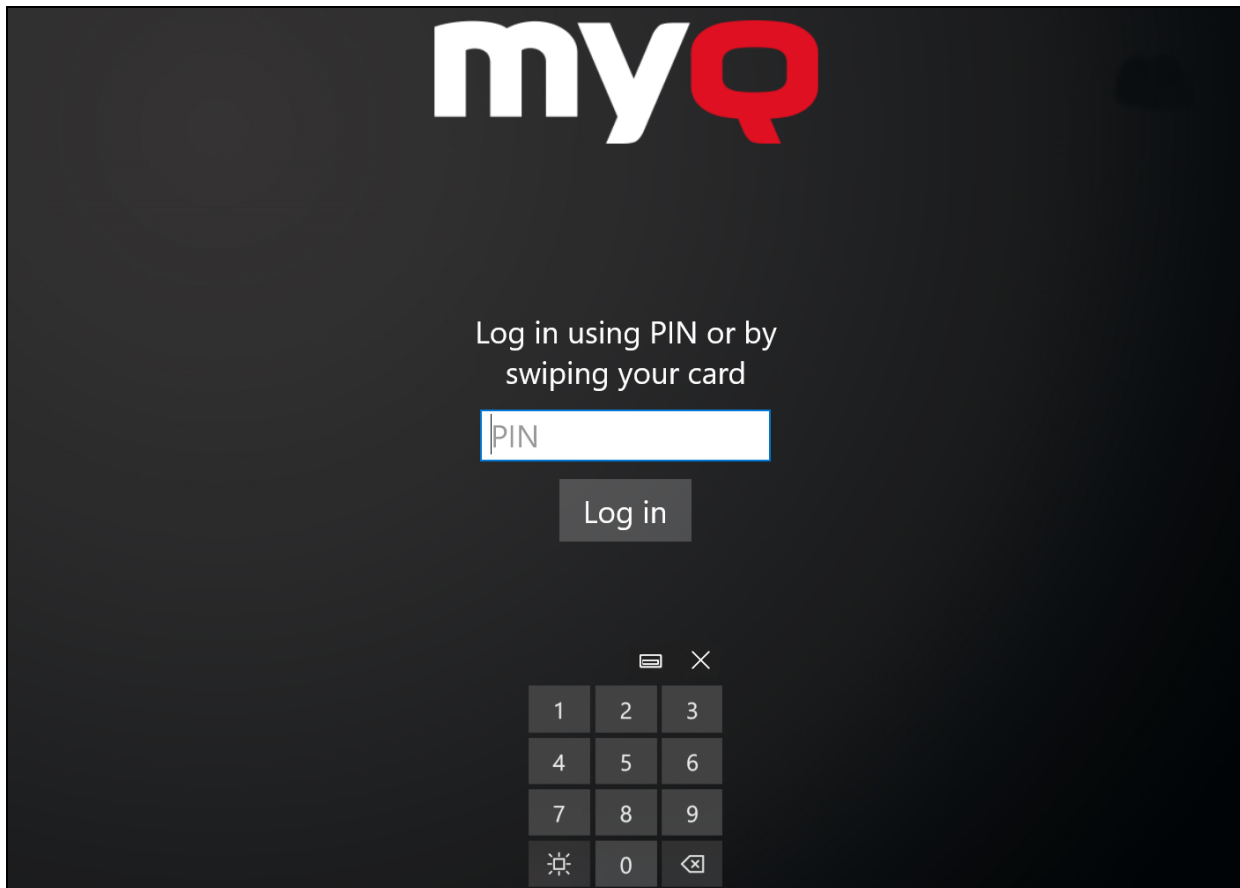


FIGURE 2.1. Example of the login screen

2.2. Registering a new user

If this option is enabled by the administrator, you can register as a new user on the MyQ Recharge Terminal simply by entering your user name and a valid e-mail address. To do this, follow the steps below:

1. Tap the **Register new User** icon.

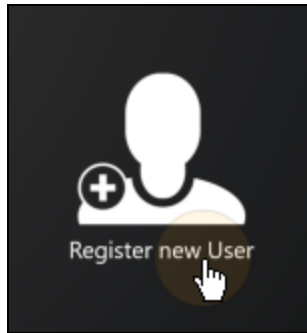


FIGURE 2.2. The **Register new User** icon

2. Enter your name and email address, and then tap the **Register** button.

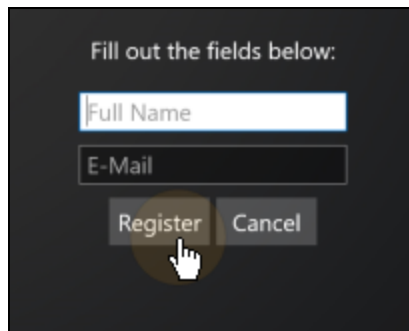


FIGURE 2.3. Registering the new user

3. Access PIN is send to your email address. An information window appears. Tap **Close** to end the registration.

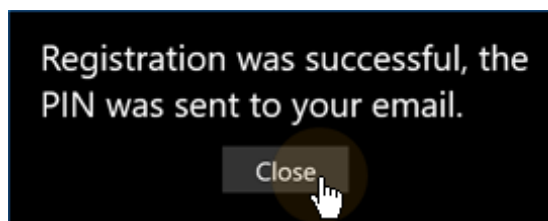


FIGURE 2.4. Information window

4. You are automatically logged in and can start using the MyQ Recharge Terminal.

3. User Interface

This chapter describes the user interface of the MyQ Recharge Terminal. The following sections provide the information about the individual features of the MyQ Recharge Terminal that are available to the users.

Once you log in to the MyQ Recharge Terminal, you can do the following:

- recharge your credit (by inserting coins or bank notes according to the particular configuration of the MyQ Recharge Terminal)
- check the credit inserted within the current session
- check your total credit
- obtain and register new ID card
- view your recharge history
- print out a receipt and log out or log out without printing the receipt

3.1. Home screen

At the upper-left corner of the home screen, you can find your full name. In the middle of the screen, you can see buttons of the terminal's features. In the lower part of the screen, you can see information about accepted values of coins and bank notes. The warning at the bottom of the screen informs you that the terminal does not return money.

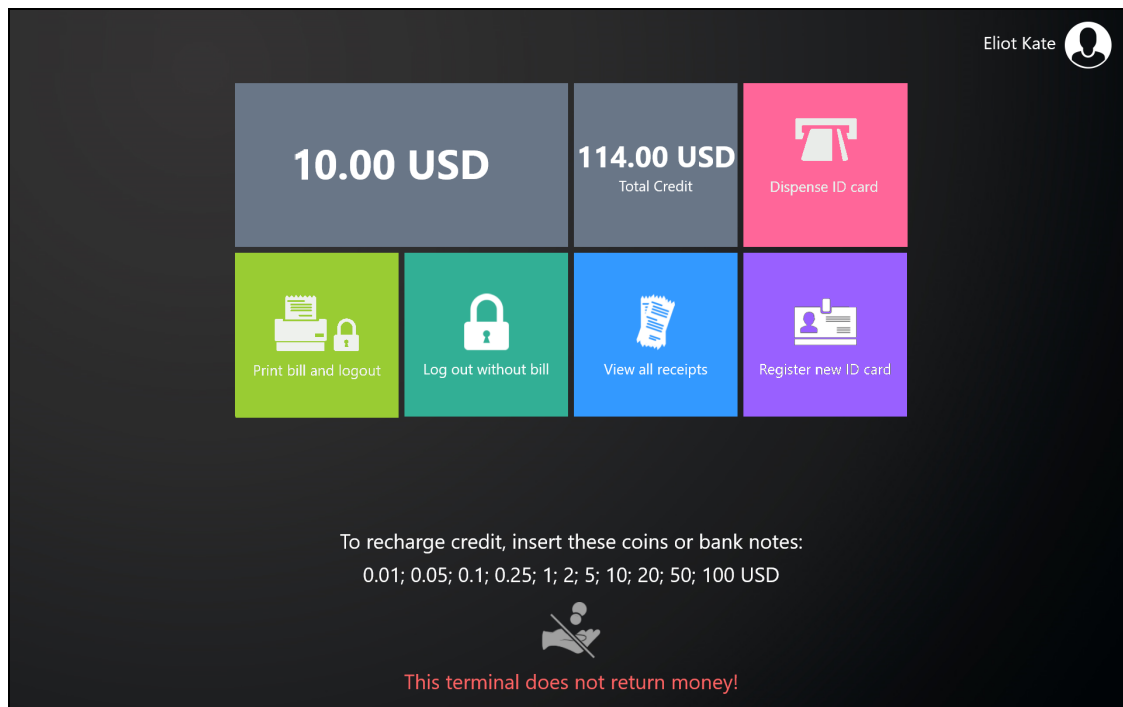


FIGURE 3.1. User screen of MyQ Recharge Terminal

3.2. Features of the MyQ Recharge Terminal

This section describes the individual feature buttons that can be found on the home screen.

NOTICE: The actual combination of features that you see on the terminal depends on the setup and the hardware configuration of the MyQ Recharge Terminal.

3.2.1. Inserted credit

This field shows the amount of credit inserted within the current session.

3.2.2. Total credit

The **Total credit** field shows the total amount of credit on your MyQ account.

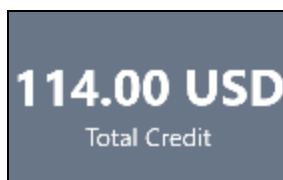


FIGURE 3.2. The **Total credit** field

3.2.3. Dispense ID card

The ID card is connected to your MyQ account and can be used to log in to MyQ terminals. To withdraw the ID card, do the following:

1. If there is a minimum credit set to dispense the card, insert at least the required value.
2. Tap **Dispense ID card** button, the ID card is dispensed.



FIGURE 3.3. The **Dispense ID card** button

3. The dispensed ID card has to be registered. For information on how to register a new ID card see "*Register new ID card*" on page 8.

3.2.4. Print bill and logout

At the end of your session, you can print a bill with information about the amount of credit recharged within the session. To print the bill and log out, tap the **Print bill and logout** button. Subsequently, the bill is printed and you are logged out of the MyQ Recharge Terminal.



FIGURE 3.4. The **Print bill and logout** button

3.2.5. Log out without bill

By tapping the **Log out without bill** button, you can log out of the MyQ Recharge Terminal without printing the bill.

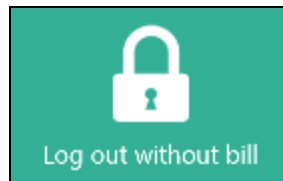


FIGURE 3.5. The **Log out without bill** button

3.2.6. View all receipts

You can display an overview of all your receipts by tapping the **View all receipts** button.

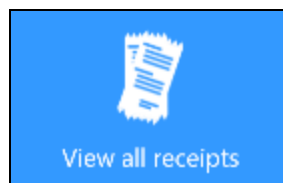
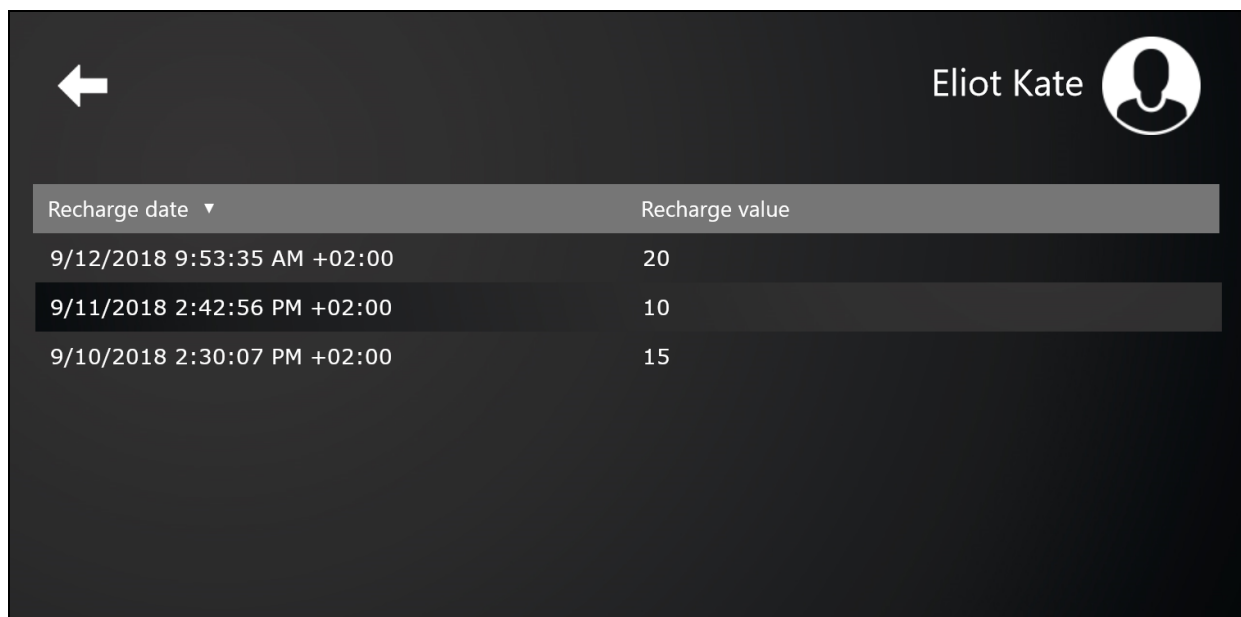


FIGURE 3.6. The **View all receipts** button

3. User Interface - 3.2. Features of the MyQ Recharge Terminal

The overview shows the recharge date, the credit balance and the recharge value of every recharge done via the MyQ Recharge Terminal.



The screenshot shows a user interface for 'Eliot Kate'. At the top left is a white arrow pointing left. At the top right is the name 'Eliot Kate' and a circular profile icon. Below this is a table with two columns: 'Recharge date' and 'Recharge value'. The table contains three rows of data.

Recharge date ▼	Recharge value
9/12/2018 9:53:35 AM +02:00	20
9/11/2018 2:42:56 PM +02:00	10
9/10/2018 2:30:07 PM +02:00	15

FIGURE 3.7. Overview of user's recharge history

To return to the user menu, tap the white arrow in upper-right corner of the screen.

3.2.7. Register new ID card

After obtaining a new ID card from the MyQ Recharge Terminal, you need to register the card. To do this, tap the **Register new ID card** button, and then swipe the new ID card over the attached card reader. The ID card is registered to the user's account and ready to be used.

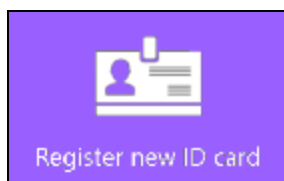


FIGURE 3.8. The **Register new ID card** button

4. Business Contacts

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