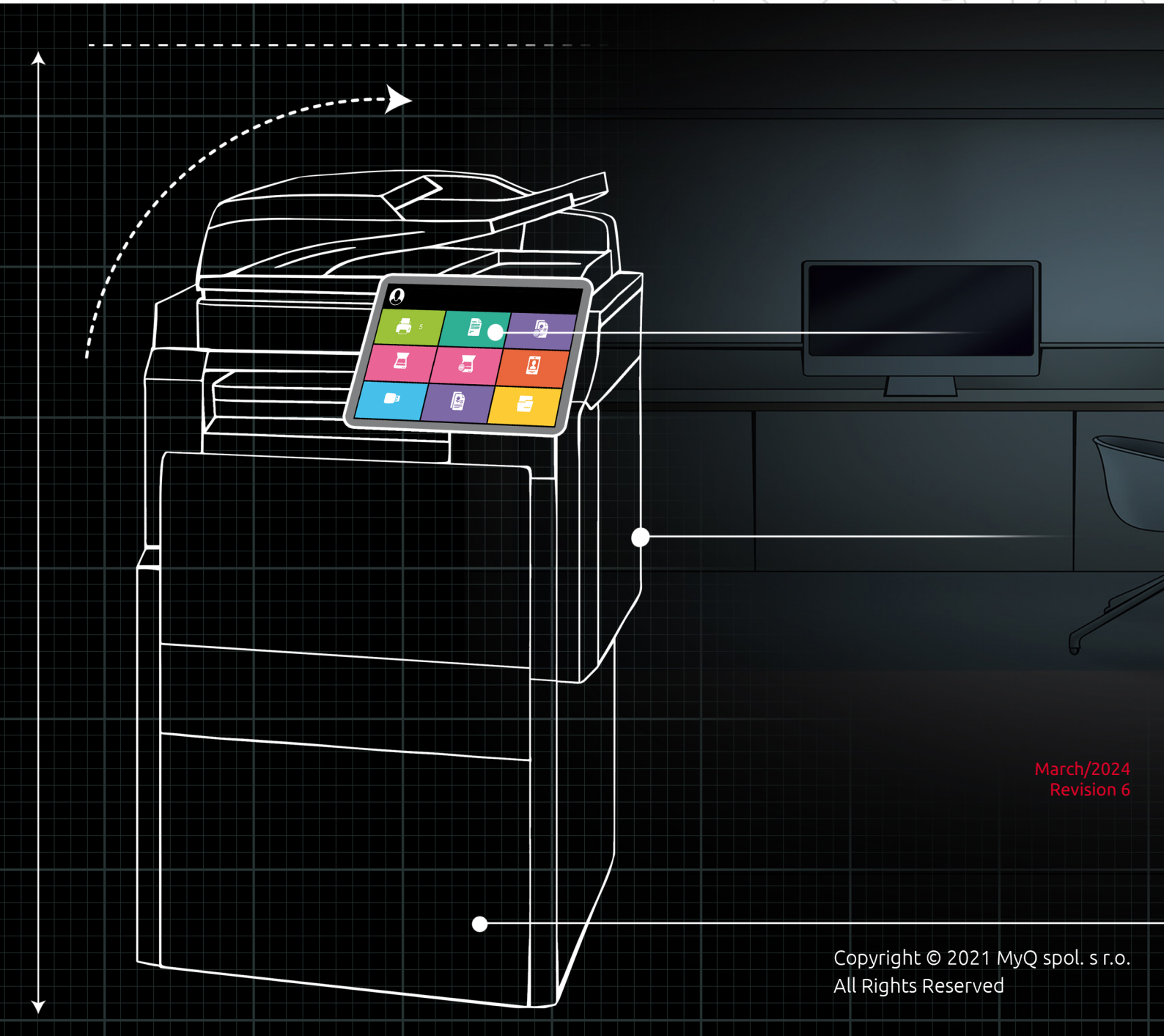
HP Embedded



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Revision 6

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MyQ HP Embedded Terminal 8.2

MyQ HP Embedded Terminal 10.1 is available for MyQ 10.1+.

- HP Embedded Terminal 10.1 Documentation
- HP Embedded Terminal 10.1 Release notes

The MyQ HP Embedded terminal is a web-based embedded terminal; no applications are running directly on the printing device, all files are stored in the MyQ directory, and the device exchanges data with MyQ via the HTTPS protocol.

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 with a single touch. It can also communicate with multiple types of USB card readers.

All changes compared to the previous version are listed in the release notes, available online and in PDF.

1 Basic Information

The MyQ HP Embedded terminal is a web based embedded terminal; no applications are running directly on the printing device, all files are stored in the MyQ directory and the device exchanges data with MyQ via the HTTPS protocol. The communication port is set to *8090* (secure connection) by default (this can be changed in the MyQ Easy Config application, in the **Settings** tab).

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 with a single touch. It can also communicate with multiple types of USB card readers.

1.1 Requirements

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

- .NET 4.7.2 or higher needs to be installed on the MyQ print server.
- The latest firmware needs to be installed on the printing device.
- The administrator's password has to be set on the printing device.
- The printing device's IP or Hostname must be valid.
- The server must be reachable in the network through network names.
- The correct time and date must be set on the printing device to avoid issues with the Scan to Me functionality.
- HP devices with the firmware version FutureSmart 3 are not compatible with MyQ Embedded terminal 7.5; you can use FutureSmart 4.0 instead. FutureSmart 3 is only compatible with MyQ Embedded terminal 7.1. You need FutureSmart 4.10 to use MyQ Embedded terminal 8.0 or higher.
- MyQ HP Embedded terminal 8.2 is supported on MyQ Print server 8.2 and newer.

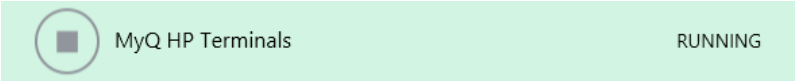
For information about communication protocols and ports, check the MyQ Print Server guide.

2 HP Service

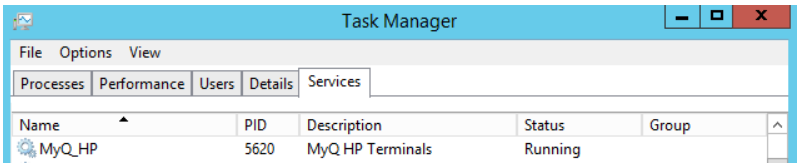
The HP service is an integral part of the embedded terminal's installation. It is added to Windows services within the upload of the HP Embedded installation package to the MyQ server and remains there as long as the installation package stays uploaded on the server.

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 HP 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_HP*.



3 Supported Printing Devices

Model Name	Color/B&W	Device Type
Color LaserJet E78523	Color	Copier
Color LaserJet E78528	Color	Copier
Color LaserJet E78625	Color	Copier
Color LaserJet E78630	Color	Copier
Color LaserJet E78635	Color	Copier
Color LaserJet E87740	Color	Copier
Color LaserJet E87750	Color	Copier
Color LaserJet E87760	Color	Copier
Color LaserJet E87770	Color	Copier
Color LaserJet Enterprise MFP M480	Color	Copier
Color LaserJet Enterprise MFP M480f	Color	Copier
Color LaserJet Enterprise MFP M577	Color	Copier
Color LaserJet Enterprise MFP M577 MFP	Color	Copier
Color LaserJet Enterprise MFP M680	Color	Copier
Color LaserJet Enterprise MFP M681	Color	Copier

Model Name	Color/B&W	Device Type
Color LaserJet Enterprise MFP M682	Color	Copier
Color LaserJet Enterprise MFP M776	Color	Copier
Color LaserJet Flow E57540	Color	Copier
Color LaserJet Flow E67550	Color	Copier
Color LaserJet Flow E67560	Color	Copier
Color LaserJet Flow E67650	Color	Copier
Color LaserJet Flow E67660	Color	Copier
Color LaserJet Flow E77822	Color	Copier
Color LaserJet Flow E77825	Color	Copier
Color LaserJet Flow E77830	Color	Copier
Color LaserJet Flow E78323	Color	Copier
Color LaserJet Flow E78325	Color	Copier
Color LaserJet Flow E78330	Color	Copier
Color LaserJet Flow E78523	Color	Copier
Color LaserJet Flow E78528	Color	Copier
Color LaserJet Flow E78625	Color	Copier
Color LaserJet Flow E78630	Color	Copier
Color LaserJet Flow E78635	Color	Copier

Model Name	Color/B&W	Device Type
Color LaserJet Flow E87640	Color	Copier
Color LaserJet Flow E87650	Color	Copier
Color LaserJet Flow E87660	Color	Copier
Color LaserJet Flow E87740	Color	Copier
Color LaserJet Flow E87750	Color	Copier
Color LaserJet Flow E87760	Color	Copier
Color LaserJet Flow E87770	Color	Copier
Color LaserJet flow M880	Color	Copier
Color LaserJet flow MFP M880	Color	Copier
Color LaserJet FlowMFP M577	Color	Copier
Color LaserJet FlowMFP M578	Color	Copier
Color LaserJet FlowMFP M681	Color	Copier
Color LaserJet FlowMFP M682	Color	Copier
Color LaserJet FlowMFP M776	Color	Copier
Color LaserJet Managed MFP E47528	Color	Copier
Color LaserJet Managed MFP E47528f	Color	Copier
Color LaserJet Managed MFP E57540	Color	Copier

Model Name	Color/B&W	Device Type
Color LaserJet Managed MFP E67550	Color	Copier
Color LaserJet Managed MFP E67550dh	Color	Copier
Color LaserJet Managed MFP E67560	Color	Copier
Color LaserJet Managed MFP E67650	Color	Copier
Color LaserJet Managed MFP E67660	Color	Copier
Color LaserJet Managed MFP E77422	Color	Copier
Color LaserJet Managed MFP E77428	Color	Copier
Color LaserJet Managed MFP E778	Color	Copier
Color LaserJet Managed MFP E78223	Color	Copier
Color LaserJet Managed MFP E78228	Color	Copier
Color LaserJet Managed MFP E78323	Color	Copier
Color LaserJet Managed MFP E78325	Color	Copier
Color LaserJet Managed MFP E78330	Color	Copier

Model Name	Color/B&W	Device Type
Color LaserJet Managed MFP E876	Color	Copier
Color LaserJet MFP E47528	Color	Copier
Color LaserJet MFP E47528f	Color	Copier
Color LaserJet MFP E57540	Color	Copier
Color LaserJet MFP E67550	Color	Copier
Color LaserJet MFP E67560	Color	Copier
Color LaserJet MFP E67650	Color	Copier
Color LaserJet MFP E67660	Color	Copier
Color LaserJet MFP E77422	Color	Copier
Color LaserJet MFP E77428	Color	Copier
Color LaserJet MFP E77822	Color	Copier
Color LaserJet MFP E77825	Color	Copier
Color LaserJet MFP E77830	Color	Copier
Color LaserJet MFP E78223	Color	Copier
Color LaserJet MFP E78228	Color	Copier
Color LaserJet MFP E78323	Color	Copier
Color LaserJet MFP E78325	Color	Copier
Color LaserJet MFP E78330	Color	Copier

Model Name	Color/B&W	Device Type
Color LaserJet MFP E78523	Color	Copier
Color LaserJet MFP E78528	Color	Copier
Color LaserJet MFP E78625	Color	Copier
Color LaserJet MFP E78630	Color	Copier
Color LaserJet MFP E78635	Color	Copier
Color LaserJet MFP E87640	Color	Copier
Color LaserJet MFP E87650	Color	Copier
Color LaserJet MFP E87660	Color	Copier
Color LaserJet MFP E87740	Color	Copier
Color LaserJet MFP E87750	Color	Copier
Color LaserJet MFP E87760	Color	Copier
Color LaserJet MFP E87770	Color	Copier
Color LaserJet MFP M480	Color	Copier
Color LaserJet MFP M480f	Color	Copier
Color LaserJet MFP M577	Color	Copier
Color LaserJet MFP M578	Color	Copier
Color LaserJet MFP M680	Color	Copier
Color LaserJet MFP M681	Color	Copier
Color LaserJet MFP M682	Color	Copier

Model Name	Color/B&W	Device Type
Color LaserJet MFP M776	Color	Copier
LaserJet 500 MFP M525	B&W	Copier
LaserJet 700 Color MFP M775	Color	Copier
LaserJet Color MFP M775	Color	Copier
LaserJet E73025	B&W	Copier
LaserJet E73030	B&W	Copier
LaserJet E73130	B&W	Copier
LaserJet E73135	B&W	Copier
LaserJet E73140	B&W	Copier
LaserJet E82650	B&W	Copier
LaserJet E82660	B&W	Copier
LaserJet E82670	B&W	Copier
LaserJet Emterprise Flow MFP M633	B&W	Copier
LaserJet Enterprise 500 Color MFP M575	Color	Copier
LaserJet Enterprise 700 Color MFP M775	Color	Copier
LaserJet Enterprise flow M880	B&W	Copier
LaserJet Enterprise Flow MFP M631	B&W	Copier

Model Name	Color/B&W	Device Type
LaserJet Enterprise Flow MFP M632	B&W	Copier
LaserJet Enterprise Flow MFP M634	B&W	Copier
LaserJet Enterprise Flow MFP M635	B&W	Copier
LaserJet Enterprise Flow MFP M636	B&W	Copier
LaserJet Enterprise M605	B&W	Printer
LaserJet Enterprise M606	B&W	Printer
LaserJet Enterprise MFP M430	B&W	Copier
LaserJet Enterprise MFP M430f	B&W	Copier
LaserJet Enterprise MFP M431	B&W	Copier
LaserJet Enterprise MFP M431f	B&W	Copier
LaserJet Enterprise MFP M630	B&W	Copier
LaserJet Enterprise MFP M631	B&W	Copier
LaserJet Enterprise MFP M632	B&W	Copier
LaserJet Enterprise MFP M633	B&W	Copier
LaserJet Enterprise MFP M634	B&W	Copier
LaserJet Enterprise MFP M635	B&W	Copier
LaserJet Enterprise MFP M636	B&W	Copier

Model Name	Color/B&W	Device Type
LaserJet Enterprise MFP M725	B&W	Copier
LaserJet Flow MFP E52545	B&W	Copier
LaserJet Flow MFP E52645	B&W	Copier
LaserJet Flow MFP E62555	B&W	Copier
LaserJet Flow MFP E62565	B&W	Copier
LaserJet Flow MFP E62575	B&W	Copier
LaserJet Flow MFP E62655	B&W	Copier
LaserJet Flow MFP E62665	B&W	Copier
LaserJet Flow MFP E62675	B&W	Copier
LaserJet Flow MFP E73025	B&W	Copier
LaserJet Flow MFP E73030	B&W	Copier
LaserJet Flow MFP E73130	B&W	Copier
LaserJet Flow MFP E73135	B&W	Copier
LaserJet Flow MFP E73140	B&W	Copier
LaserJet Flow MFP E82540	B&W	Copier
LaserJet Flow MFP E82550	B&W	Copier
LaserJet Flow MFP E82560	B&W	Copier
LaserJet Flow MFP E82650	B&W	Copier
LaserJet Flow MFP E82660	B&W	Copier

Model Name	Color/B&W	Device Type
LaserJet Flow MFP E82670	B&W	Copier
LaserJet flow MFP M525	B&W	Copier
LaserJet Flow MFP M527	B&W	Copier
LaserJet Flow MFP M528	B&W	Copier
LaserJet Flow MFP M630	B&W	Copier
LaserJet Flow MFP M631	B&W	Copier
LaserJet Flow MFP M632	B&W	Copier
LaserJet Flow MFP M633	B&W	Copier
LaserJet Flow MFP M634	B&W	Copier
LaserJet Flow MFP M635	B&W	Copier
LaserJet Flow MFP M636	B&W	Copier
LaserJet M605	B&W	Printer
LaserJet M606	B&W	Printer
LaserJet Managed MFP E42540	B&W	Copier
LaserJet Managed MFP E42540f	B&W	Copier
LaserJet Managed MFP E52645	B&W	Copier
LaserJet Managed MFP E62555	B&W	Copier
LaserJet Managed MFP E62565	B&W	Copier

Model Name	Color/B&W	Device Type
LaserJet Managed MFP E62575	B&W	Copier
LaserJet Managed MFP E62655	B&W	Copier
LaserJet Managed MFP E62665	B&W	Copier
LaserJet Managed MFP E62675	B&W	Copier
LaserJet Managed MFP E72425	B&W	Copier
LaserJet Managed MFP E72430	B&W	Copier
LaserJet Managed MFP E725	B&W	Copier
LaserJet Managed MFP E72525	B&W	Copier
LaserJet Managed MFP E72530	B&W	Copier
LaserJet Managed MFP E72535	B&W	Copier
LaserJet Managed MFP E72825	B&W	Copier
LaserJet Managed MFP E72830	B&W	Copier
LaserJet Managed MFP E72835	B&W	Copier
LaserJet Managed MFP E825	B&W	Copier
LaserJet MFP E42540	B&W	Copier
LaserJet MFP E42540f	B&W	Copier
LaserJet MFP E52545	B&W	Copier
LaserJet MFP E52645	B&W	Copier
LaserJet MFP E62555	B&W	Copier

Model Name	Color/B&W	Device Type
LaserJet MFP E62565	B&W	Copier
LaserJet MFP E62575	B&W	Copier
LaserJet MFP E62655	B&W	Copier
LaserJet MFP E62665	B&W	Copier
LaserJet MFP E62675	B&W	Copier
LaserJet MFP E72425	B&W	Copier
LaserJet MFP E72430	B&W	Copier
LaserJet MFP E72525	B&W	Copier
LaserJet MFP E72530	B&W	Copier
LaserJet MFP E72535	B&W	Copier
LaserJet MFP E72825	B&W	Copier
LaserJet MFP E72830	B&W	Copier
LaserJet MFP E72835	B&W	Copier
LaserJet MFP E73025	B&W	Copier
LaserJet MFP E73030	B&W	Copier
LaserJet MFP E73130	B&W	Copier
LaserJet MFP E73135	B&W	Copier
LaserJet MFP E73140	B&W	Copier
LaserJet MFP E82540	B&W	Copier

Model Name	Color/B&W	Device Type
LaserJet MFP E82550	B&W	Copier
LaserJet MFP E82560	B&W	Copier
LaserJet MFP E82650	B&W	Copier
LaserJet MFP E82660	B&W	Copier
LaserJet MFP E82670	B&W	Copier
LaserJet MFP M430	B&W	Copier
LaserJet MFP M430f	B&W	Copier
LaserJet MFP M431	B&W	Copier
LaserJet MFP M431f	B&W	Copier
LaserJet MFP M525	B&W	Copier
LaserJet MFP M527	B&W	Copier
LaserJet MFP M528	B&W	Copier
LaserJet MFP M630	B&W	Copier
LaserJet MFP M631	B&W	Copier
LaserJet MFP M632	B&W	Copier
LaserJet MFP M633	B&W	Copier
LaserJet MFP M634	B&W	Copier
LaserJet MFP M635	B&W	Copier
LaserJet MFP M636	B&W	Copier

Model Name	Color/B&W	Device Type
LaserJet MFP M725	B&W	Copier
LaserJet MFP Managed E52545	B&W	Copier
Officejet Color FlowMFP X585	Color	Copier
Officejet Color MFP X585	Color	Copier
Officejet Enterprise Color MFP X585	Color	Copier
PageWide Color E58650	Color	Copier
PageWide Color Flow E58650	Color	Copier
PageWide Color Flow E77650	Color	Copier
PageWide Color Flow E77660	Color	Copier
PageWide Color Flow MFP 586	Color	Copier
PageWide Color Flow MFP 785	Color	Copier
PageWide Color Flow MFP E77660	Color	Copier
PageWide Color MFP 586	Color	Copier
PageWide Color MFP 779	Color	Copier
PageWide Color MFP 780	Color	Copier
PageWide Color MFP 785	Color	Copier
PageWide Color MFP E58650	Color	Copier
PageWide Color MFP E77650	Color	Copier

Model Name	Color/B&W	Device Type
PageWide Color MFP E77660	Color	Copier
PageWide Color MFP P77940	Color	Copier
PageWide Color MFP P77950	Color	Copier
PageWide Color MFP P77960	Color	Copier
PageWide Flow MFP E77650	Color	Copier
PageWide Managed Color MFP E77650	Color	Copier
PageWide Managed Color MFP E77660	Color	Copier

4 Supported Printing Devices with a 4.3" display

The devices listed in the table are supported since MyQ 8.1+ and MyQ HP Embedded terminal 8.1.1+.

Exploded mode is supported as well.

Model Name	Color/B&W	Device Type
Color LaserJet E55040	Color	Printer
Color LaserJet E65060	Color	Printer
Color LaserJet E65150	Color	Printer
Color LaserJet E65160	Color	Printer
Color LaserJet E85055	Color	Printer
Color LaserJet Enterprise M651	Color	Printer
Color LaserJet Enterprise M653	Color	Printer
Color LaserJet Enterprise M855	Color	Printer
Color LaserJet Enterprise M856	Color	Printer
Color LaserJet M651	Color	Printer
Color LaserJet M830	Color	Printer
Color LaserJet M855	Color	Printer
Color LaserJet M856	Color	Printer
Color LaserJet Managed E55040	Color	Printer

Model Name	Color/B&W	Device Type
Color LaserJet Managed E65060	Color	Printer
Color LaserJet Managed E65150	Color	Printer
Color LaserJet Managed E65160	Color	Printer
Color LaserJet Managed E85055	Color	Printer
LaserJet E50045	B&W	Printer
LaserJet E50145	B&W	Printer
LaserJet E60075	B&W	Printer
LaserJet E60155	B&W	Printer
LaserJet E60165	B&W	Printer
LaserJet E60175	B&W	Printer
LaserJet Enterprise flow MFP M830	B&W	Copier
LaserJet Enterprise M608	B&W	Printer
LaserJet Enterprise M609	B&W	Printer
LaserJet Flow MFP M830	B&W	Copier
LaserJet M608	B&W	Printer
LaserJet M609	B&W	Printer
LaserJet M806	B&W	Printer

Model Name	Color/B&W	Device Type
LaserJet Managed E50045	B&W	Printer
LaserJet Managed E50145	B&W	Printer
LaserJet Managed E60075	B&W	Printer
LaserJet Managed E60155dn	B&W	Printer
LaserJet Managed E60165dn	B&W	Printer
LaserJet Managed E60175dn	B&W	Printer
OfficeJet Enterprise Color X555	Color	Printer
PageWide Color 556	Color	Printer
PageWide Color 755	Color	Printer
PageWide Color 765	Color	Printer
PageWide Color E55650dn	Color	Printer
PageWide Color E75160	Color	Printer
PageWide Color MFP 774	Color	Copier
PageWide Color MFP P77440	Color	Copier
PageWide Color P75250	Color	Printer
PageWide Enterprise Color 556	Color	Printer
PageWide Enterprise Color 765	Color	Printer

Model Name	Color/B&W	Device Type
PageWide Managed Color E55650dn	Color	Printer
PageWide Managed Color E75160	Color	Printer
PageWide Managed Color P75250	Color	Printer

5 Supported Card Readers

Name	Vendor	Additional Information
HP Universal USB Proximity X3D03A	HP	Dual-frequency card reader.
Omnikey 5427	HID	Dual frequency reader that supports iCLASS Seos®, iCLASS SE®, iCLASS®, MIFARE®, Indala Prox, and HID Prox.
Omnikey 5127	HID	125 kHz & 13.56 MHz Proximity Reader.
Inepro Omni reader - 1DA6 0110	Inepro	RFID reader that supports all card technologies in both the 13,56 MHz and the 125 kHz range.
WAVE ID®Plus/PcProx Plus (09D8 0410)	RFID EAS	Dual-frequency card reader.
WAVE ID® SP Plus/PcProx Plus SP	RFID EAS	Dual-frequency card reader.
PcSwipe (0C27 1000)	RFID EAS	Magnetic stripe card reader.

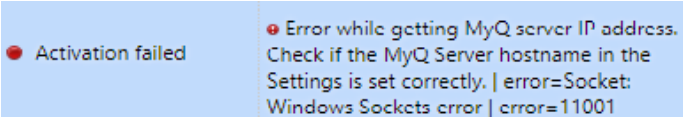
For further information about supported card readers, contact MyQ support.

6 Installation

The easiest way to install the MyQ HP 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.

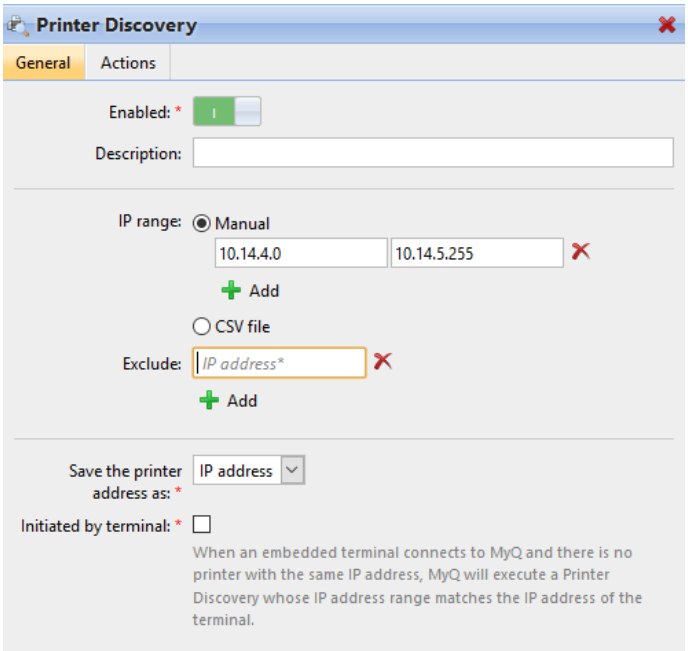
Before the installation, make sure that the server hostname/IP address in **MyQ, Settings, Network** is correct. If it's not, which could happen after a license update or upgrade, the remote setup will fail.



6.1 Remote installation via Printer Discovery

6.1.1 Creating a Printer Discovery

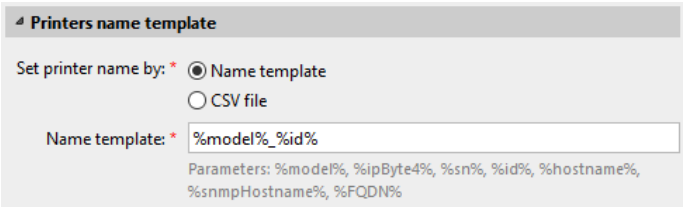
To create a printer discovery in the MyQ Web administrator interface, go to **MyQ, Settings, Printer Discovery**. The Printer Discovery pane opens. Click **Add Discovery**. A new Printer Discovery pane opens on the right side of the screen. Fill out the top part of the pane, in the **General** tab:



- 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.

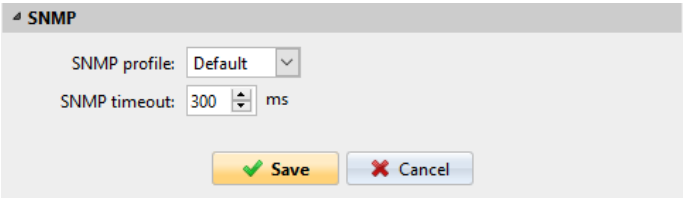
In the **Printers name template** section, select whether you want to **Set printer name by** *Name template* or *CSV*.



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).



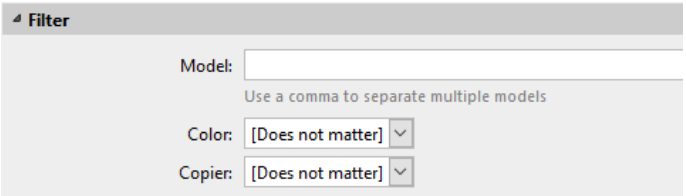
Once you set up the above, click **Save**. The newly created printer discovery appears in the printer discovery overview, in the middle of the window.

6.2 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**.

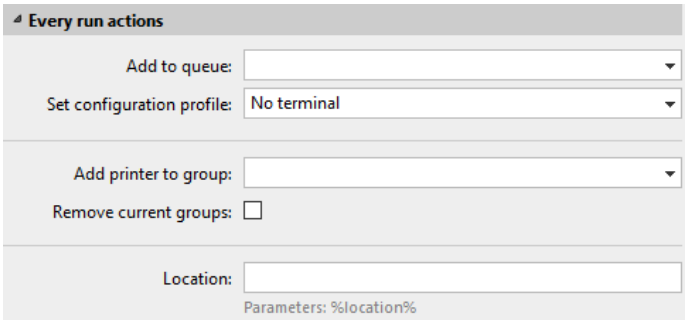
6.2.1 Filter section



- **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.*

6.2.2 Every run actions

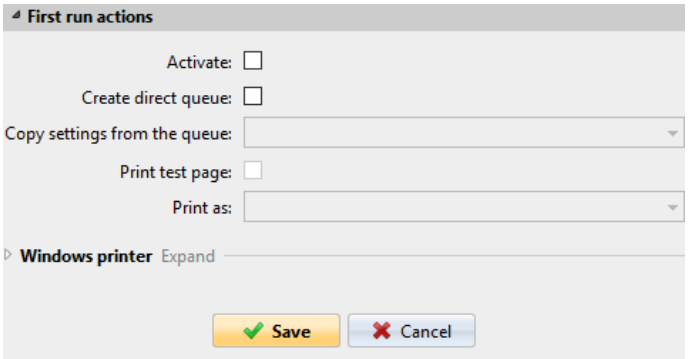
These actions will be executed according to the schedule you have set for this printer discovery.



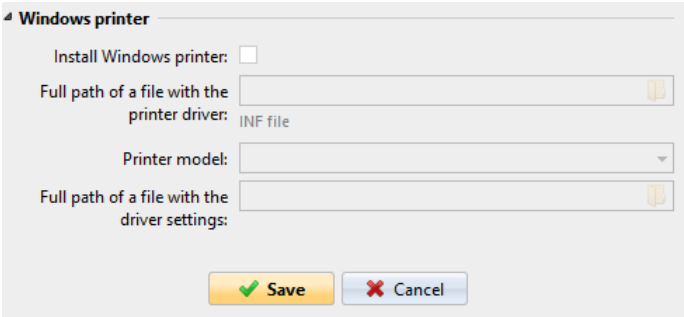
- Select a queue from the **Add to queue** drop-down, if you want to have all the printers stored in one queue.
- **Set configuration profile** by selecting one from the drop-down, or click **+Add new...** to add a new configuration profile (described in detail in Configuration Profiles).
- Select a 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.

6.2.3 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.



- 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.



- 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.

6.2.4 Configuration Profiles

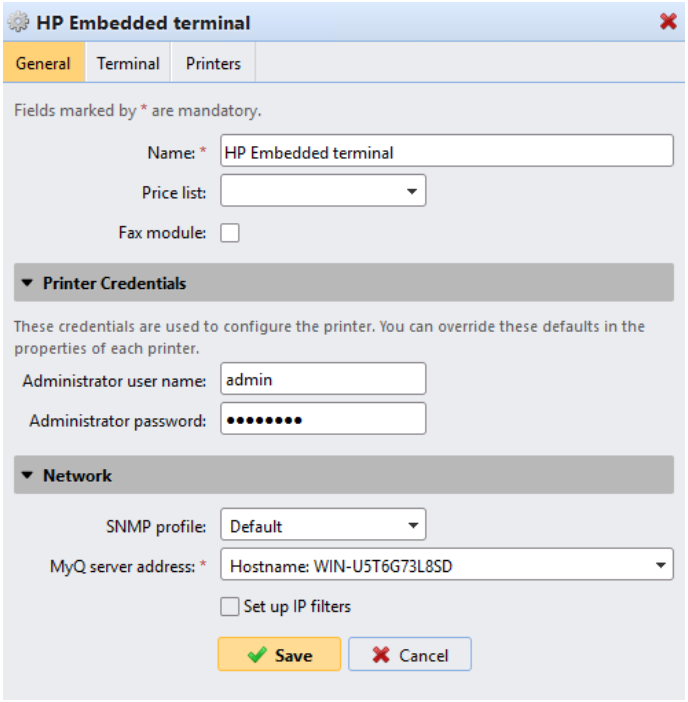
Configuration profiles are profiles you can create and attach to your printer discovery, that contain essential information about your terminal's installation and settings.

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...**.

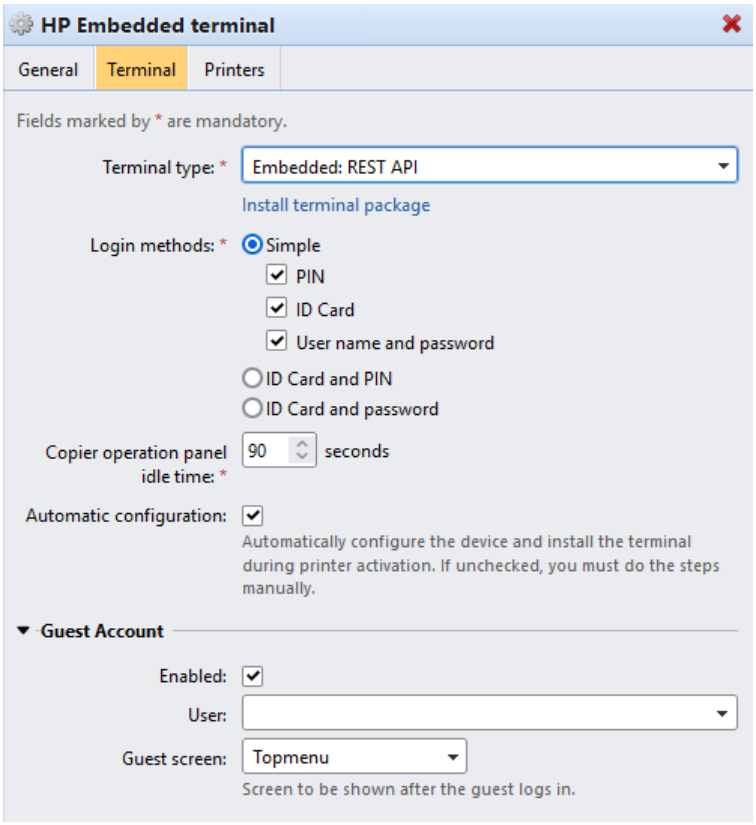
Both ways open a new configuration profile pane on the right side of the screen.

In the **General** tab:

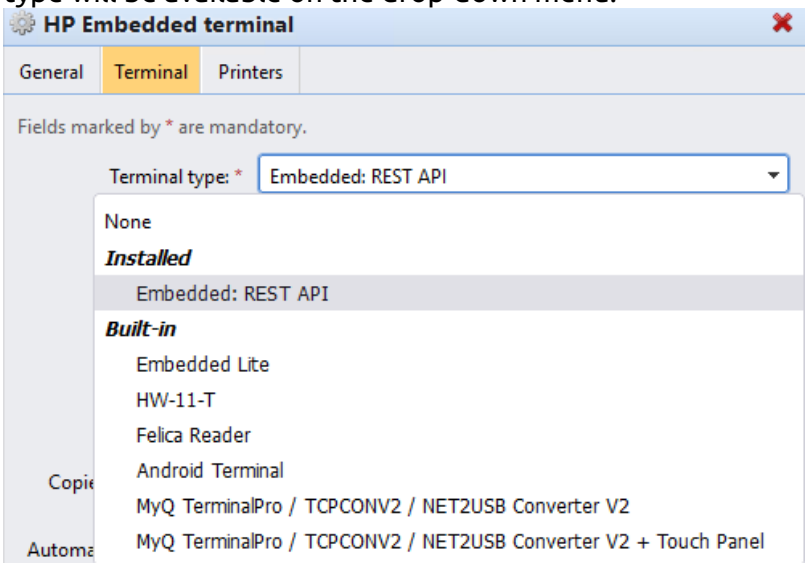


- Enter a **Name** for the configuration profile.
- Select a **Price list** from the drop-down. For further information, check Price List.
- Check the **Fax module** checkbox if you can and want to use it. Otherwise, leave it unchecked (default).
- Continue with entering the **Administrator user name** 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**. You **Configuration Profile** is created. Continue to the Terminal tab to configure the terminal type.

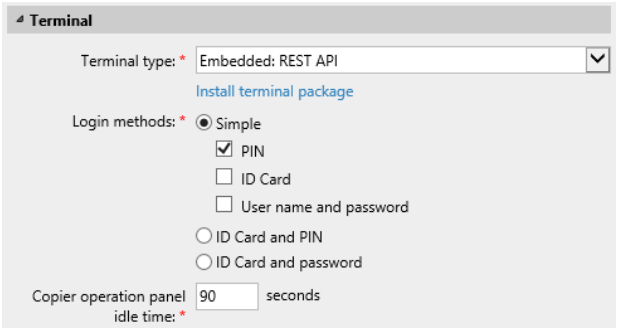
In the **Terminal** tab:



- 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.



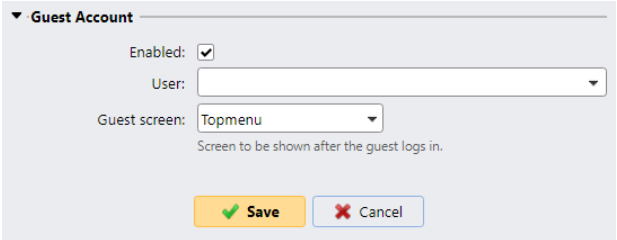
- Click **Install terminal package**.
- Click **Browse** to search for the **.pkg* file, select it and click **Open**. If you want to set a specific port, check the **Advanced settings** checkbox, and set the port.
- Click **OK** to upload the installation package.
- If you have selected one of the embedded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



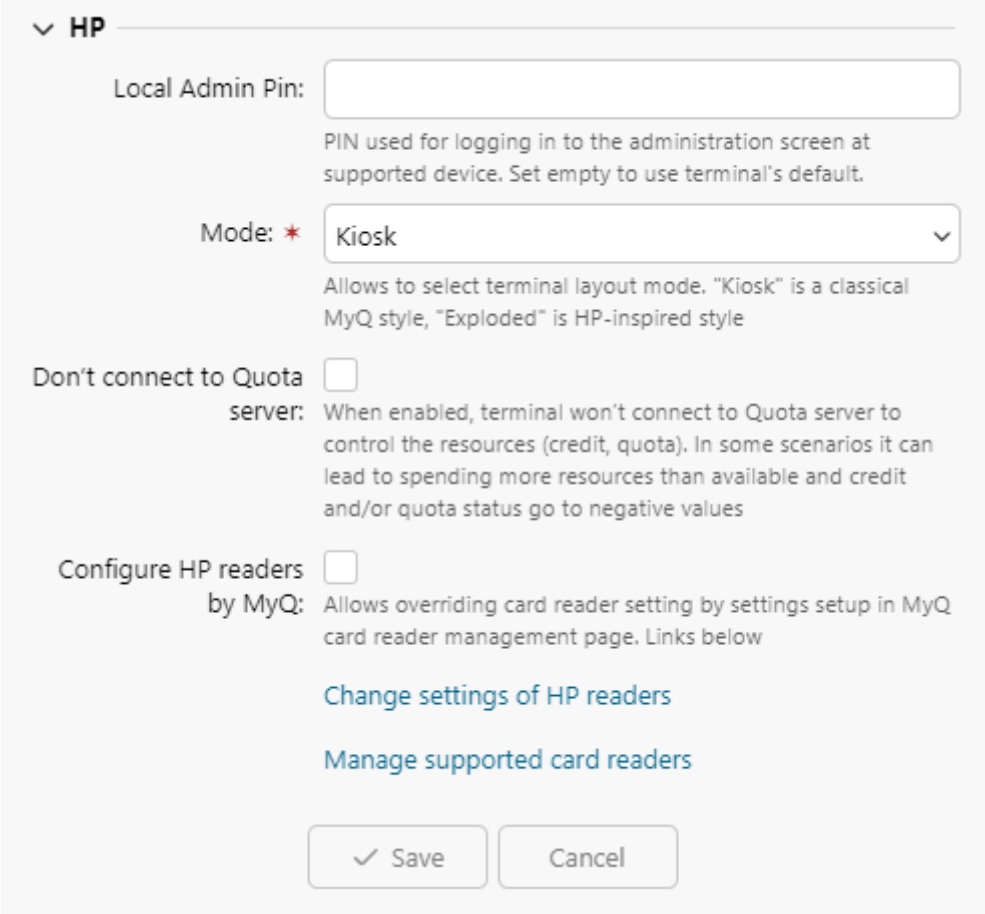
You can choose between two types of login: simple login and two-step authentication. With the simple login option, you can select up to three methods of login, and with the two-step authentication, you can select from two combinations of the login methods. The **Login methods** are:

- *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.
- In the **Guest Account** section, check the **Enabled** checkbox to use a guest account. The setup fields are
now editable. Select the **User** you want to associate with the guest account. You can also set what the guest user can see in the embedded terminal once they log in, by choosing one of the options from the
Guest screen list: *[empty], Topmenu, Copy, Scan, USB, Box, Fax.*

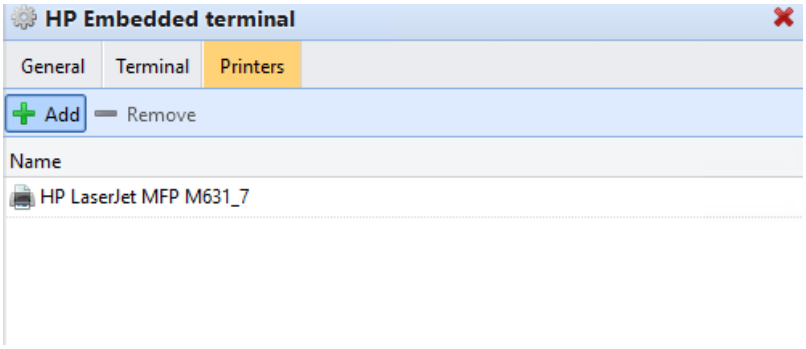


- The **HP** section is displayed when the HP terminal package is installed on the MyQ server. Applying the changes in the HP section on the terminal require a force remote configuration of the device.



- It is possible to change the **Local Admin Pin**. When the field is empty, the default value **1087** is used.
- It is possible to change the **Mode** of the terminal. The available options are *Kiosk* and *Exploded* mode.
- If you enable **Don't connect to Quota server** the terminal won't connect to the Quota server to control the resources (credit, quota). In some scenarios it can lead to spending more resources than available and credit and/or quota status go into negative values.
- With the **Configure HP readers by MyQ** option enabled, the settings from HP Package Manager are applied to the HP Card Reader settings. If this option is disabled, the settings from HP Package Manager are ignored during remote configuration and the HP card readers configuration isn't changed. This option is applied on HP card readers only.
- The **Change settings of HP readers** link opens the HP Package Manager page where you can configure HP card readers.
- The **Manage supported card readers** link opens the HP Package Manager page where you can manage supported card readers.

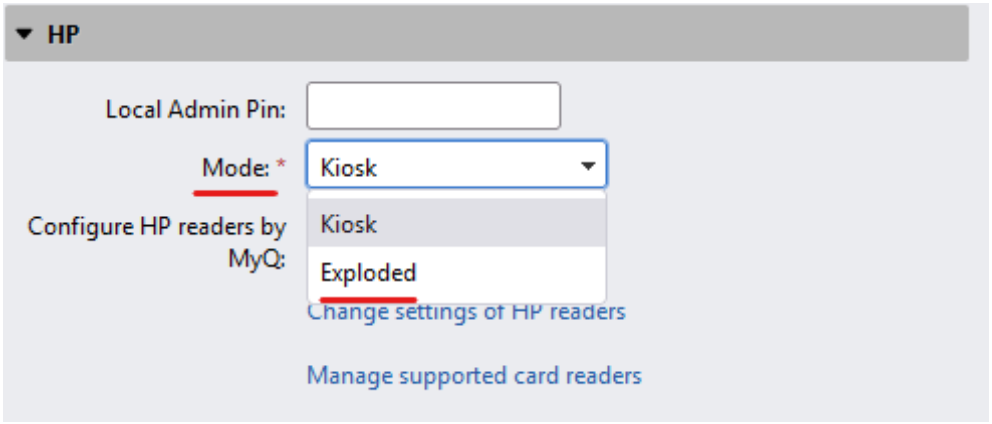
In the **Printers** tab:



- In this tab, you can **Add** or **Remove** printers from the configuration profile.

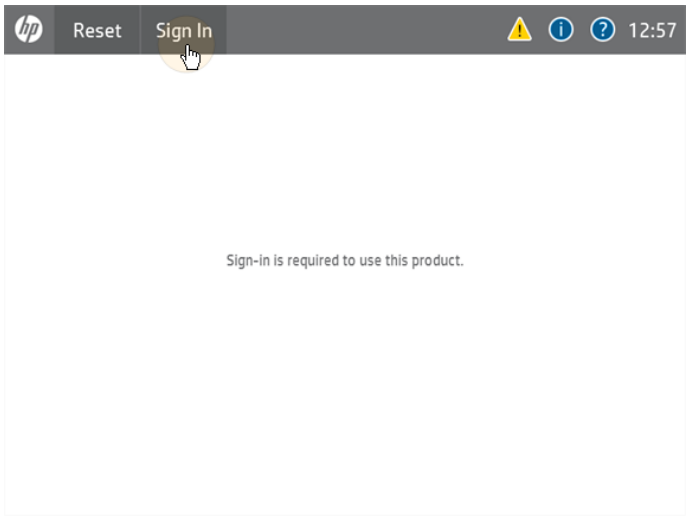
Exploded Mode

You can select the Exploded mode for your terminal in the terminal's configuration profile, in **MyQ, Settings, Configuration Profile**, in the **Terminal** tab.

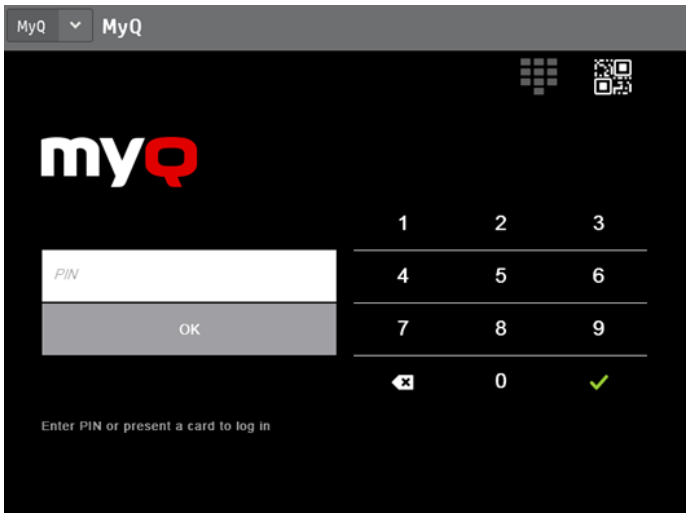


For applying this setting, force remote configuration is required.

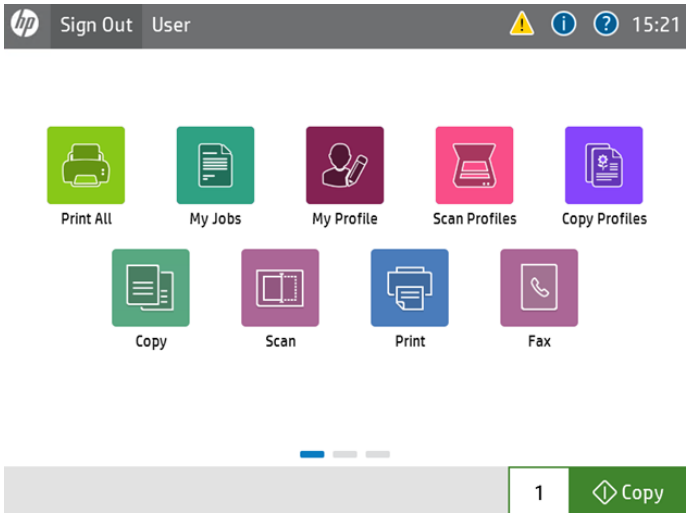
If the Exploded mode is enabled, the HP native screen is displayed on the embedded terminal.



Users can sign in using their MyQ account credentials. Then the MyQ screen is displayed, where they can log in using their MyQ account again.

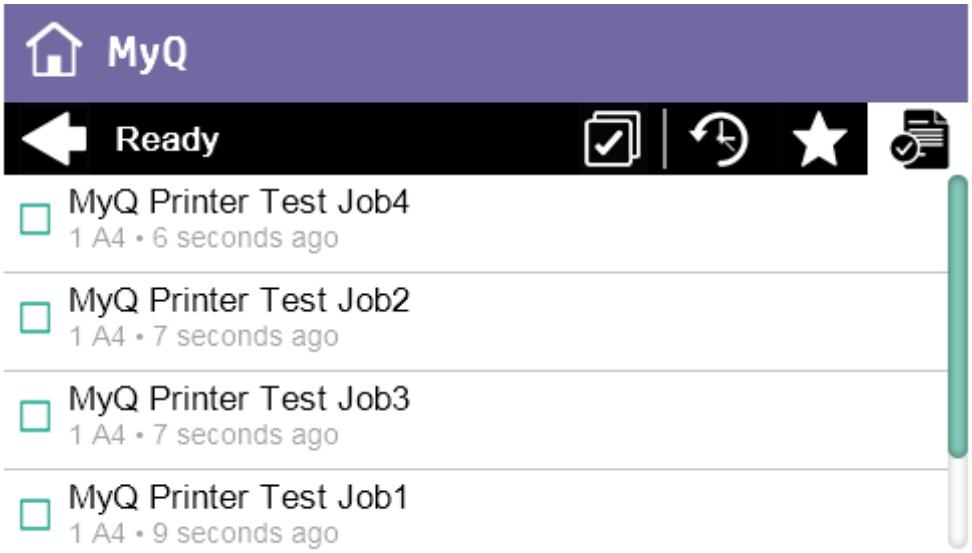


Once logged in, they can see and use the available terminal actions.

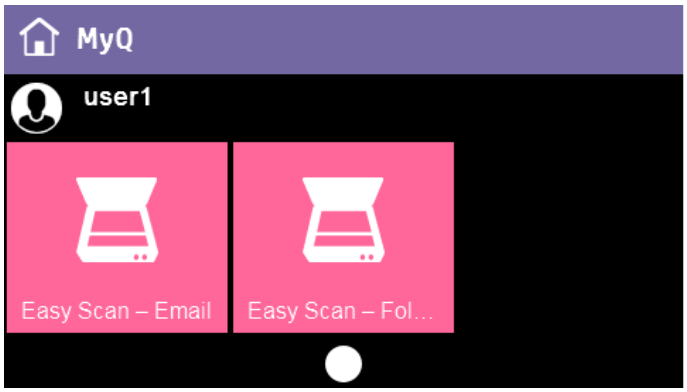


Exploded mode is also supported in devices with a 4.3” display:

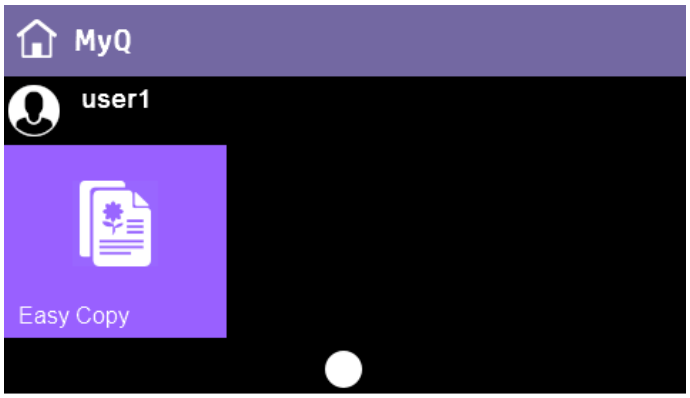
My Jobs on a 4.3” display in exploded mode



Easy Scan Profiles on a 4.3" display in exploded mode

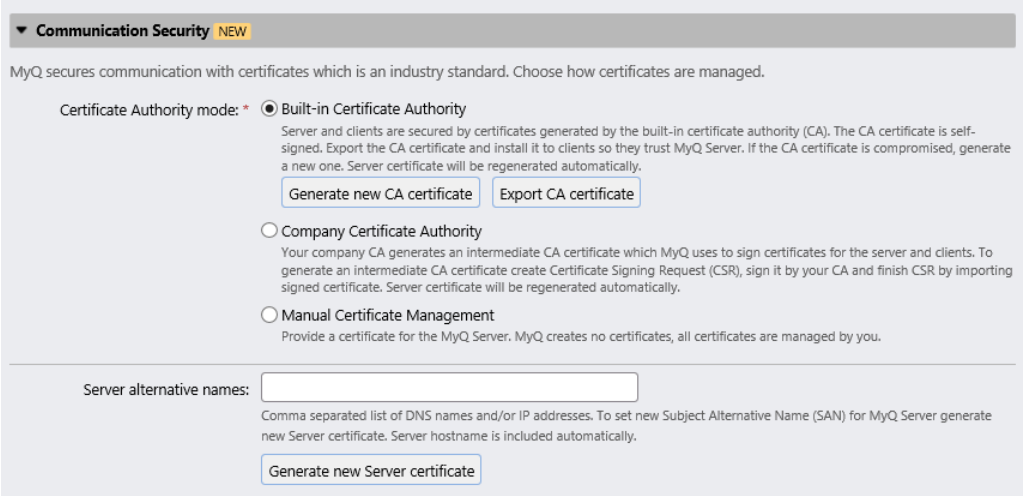


Easy Copy profiles on a 4.3" display in exploded mode



6.3 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**.



6.3.1 Built-in Certificate Authority

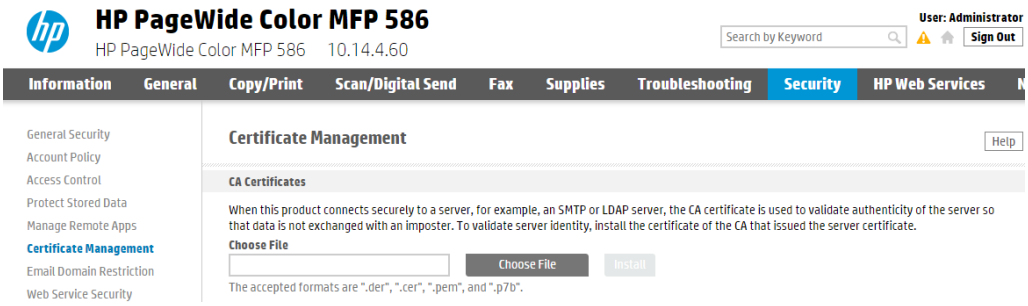
When using this mode (default), the *MyQ Certificate Authority* certificate is automatically installed to the device during the remote setup.

If the remote setup has finished successfully but the device still doesn't recognize the certificate, it could be because:

- Uploading CA fails. If this happens, the remote setup will not fail. In the terminal log, there will be an error like "*Error in certificate setup*". The administrator needs to upload CA manually to the machine (described below).
- Uploading CA succeeds (no error in the terminal log), but the certificate can't be found in the HP web UI settings. The administrator needs to upload CA manually to the machine.
- Duplicate CA in the machine. If this happens, remove all the MyQ certificates and run the remote setup again.

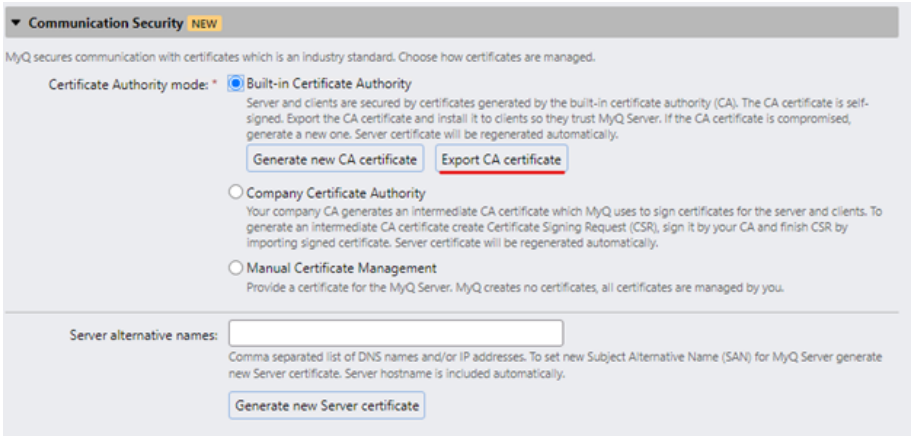
6.3.2 Using custom certificates

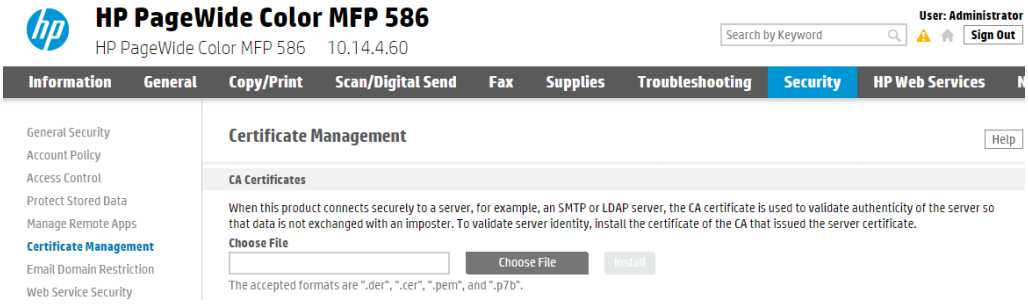
In case a custom SSL certificate is uploaded in MyQ, the certificate should also be installed in device web UI and in the Trusted Root Certification Authorities on the server.



6.3.3 Manual certificate management

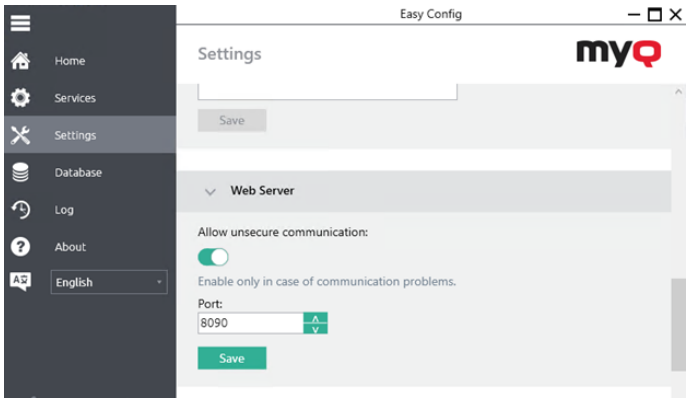
In case Uploading CA fails or your device doesn't recognize the certificate, export the certificate from the MyQ web administrator interface (**MyQ, Settings, Network** - Communication Security - Export CA certificate) and install the exported certificate in the device web UI.





6.3.4 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**.



6.4 Remote installation via manual setup

The terminal is automatically assigned within the remote installation on the MyQ Web Administrator interface, but if you perform a manual installation instead, you have to assign the terminal to the printing device on the device's properties panel on the **Printers** main tab. This needs to be done for each printing device separately.

- Go to **MyQ, Printers**. The printers overview tab opens.
- Right-click on a printer and select **Set configuration profile**. The set configuration profile window opens.
- Select a configuration profile from the drop-down.
- Click **OK**. The profile is added to the properties. You can check it when you right-click the printer and select **Properties**.
- Right-click the printer and select **Activate**.

6.5 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).

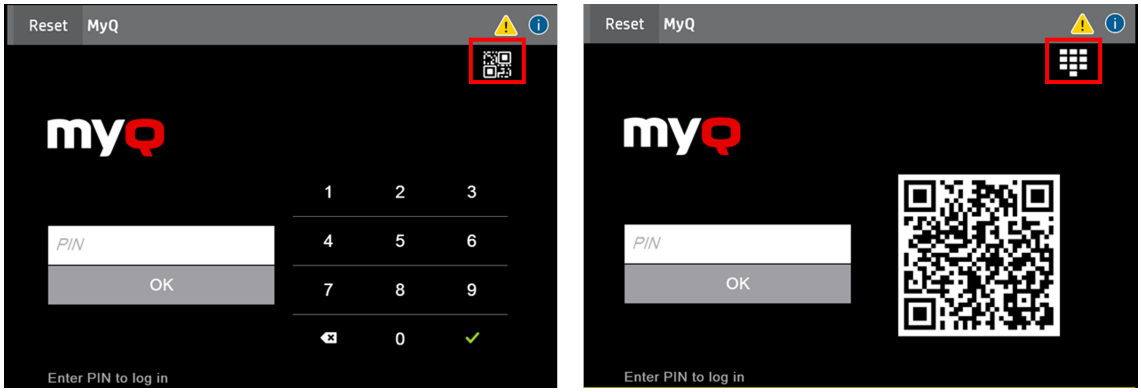
You can choose between two types of login: simple login and two-step authentication. With the simple login option, you can select up to three methods of login, and with the two-step authentication, you can select a combination of the login methods.

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).

6.5.1 Login via QR code

In **MyQ, Settings, Printers & Terminals**, in the **Mobile Application** section, you can **Enable login by QR code on terminal login screen**. Once enabled, a switch for changing between the QR code and the keyboard is displayed on the terminal screen.



It is also possible to configure displaying a QR code on the terminal, instead of the numeric keyboard, by default. Mark the checkbox next to **Set QR code as default login method** and click **Save**.

After the confirmation, a QR code is displayed as the default login option on the terminal.

6.6 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*.

6.7 Monitor Terminal Availability

Once the terminal installation and configuration is finished, you can monitor your embedded terminal's status in the MyQ Web administrator interface, in the **Printers** overview. Go to **MyQ, Printers**. The terminal status is displayed on the Terminal column:

- If the connection between the terminal package, the terminal and the server is OK, there will be a green LED indicator.
- If something is wrong between the connections, there will be a red LED indicator.

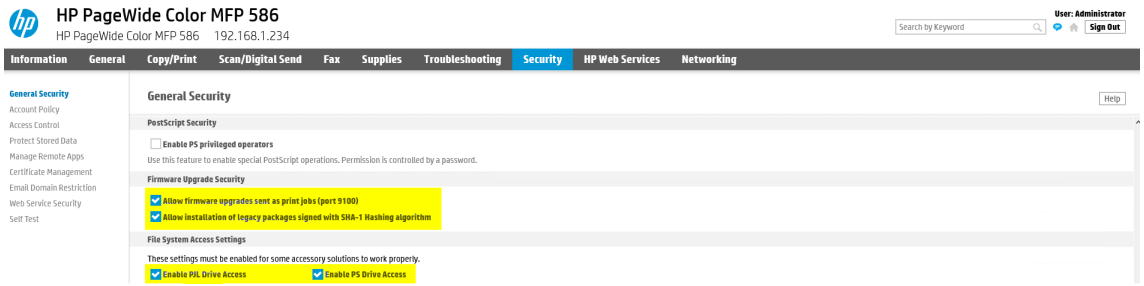
6.8 Settings on the HP Web UI

To ensure the smooth installation and run of the embedded terminals, additional configuration is needed in the device's web user interface.

Security Settings

The following parameters should be enabled by default, but if they are not, make sure to enable them:

- Log in as administrator in the device's web user interface.
- Go to the **Security** tab, in the **General Security** section.
- Mark the checkbox next to these parameters:
  - **Allow firmware upgrades sent as print jobs (port 9100)**
  - **Allow installation of legacy packages signed with SHA-1 Hashing Algorithm**
  - **Enable PJL Drive Access**
  - **Enable PS Drive Access**

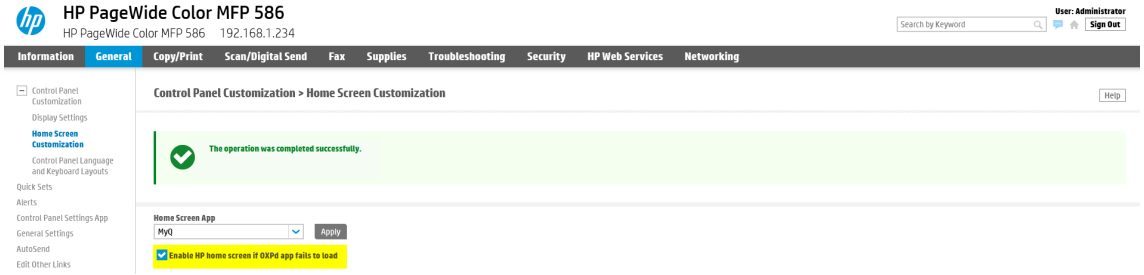


Home Screen Customization

When an HP device is disconnected from the network or the MyQ server is offline, an error message (*OXPd application error*) is displayed on the terminal. To be able to

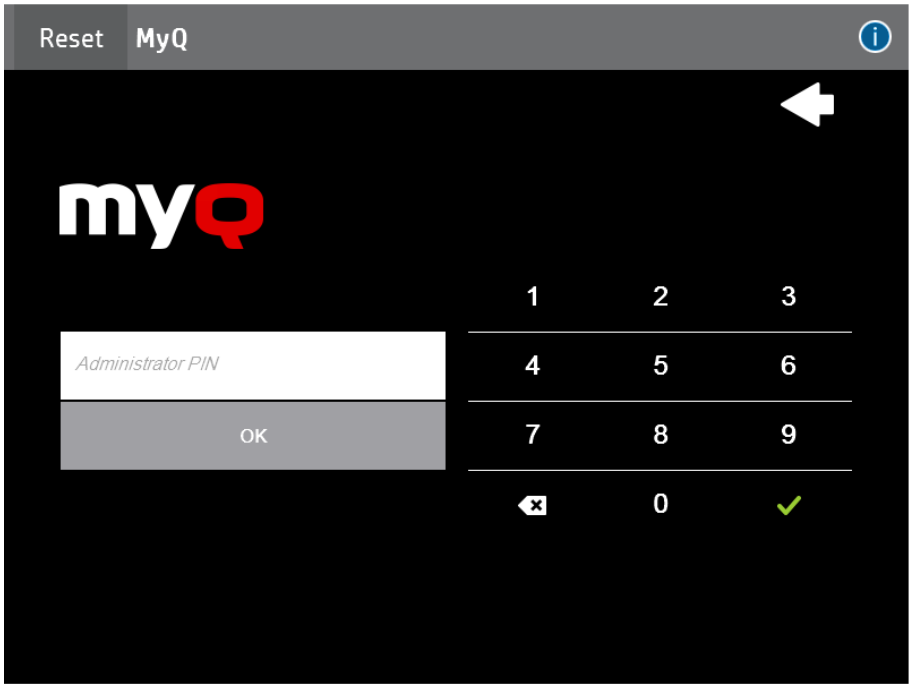
dismiss this error message and login to the terminal's Admin Menu, the **Enable HP home screen if OXPd app fails to load** parameter must be enabled.

- Log in as administrator in the device's web user interface.
- Go to the **General** tab, in the **Control Panel Customization** section, to **Home Screen Customization**.
- Mark the checkbox (enable) next to the **Enable HP home screen if OXPd app fails to load** parameter.



7 Admin Menu

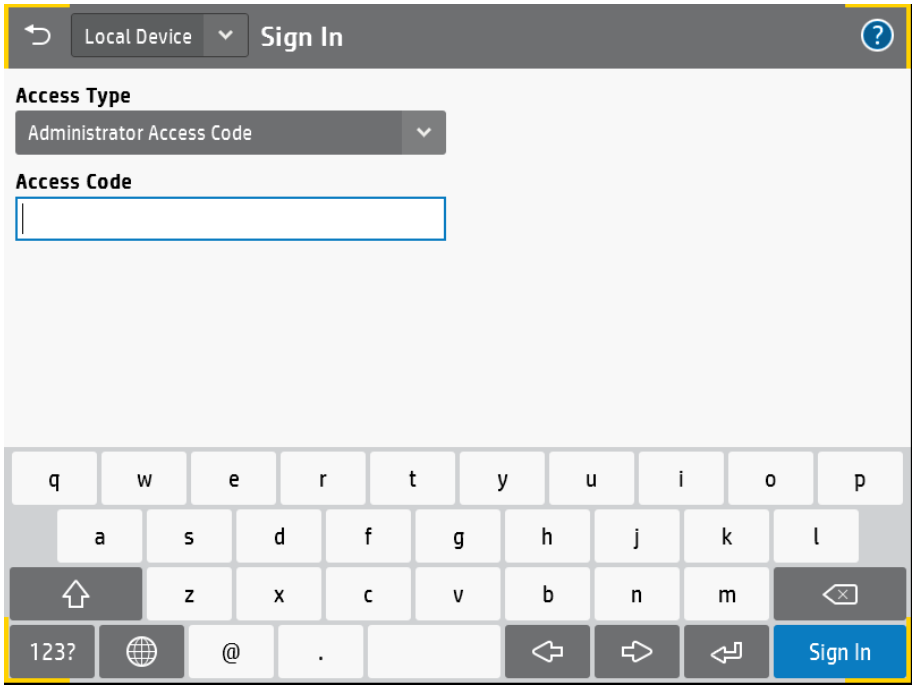
To access a terminal's admin menu, tap the logo in the upper-left corner of the panel and enter the **Administrator PIN**. The default admin PIN is *1087*.



You can change the admin PIN in the printer's configuration profile in the MyQ Web administrator interface.

1. 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).
3. Go to the **Terminal** tab, and in the **HP** section, you can change the **Local Admin PIN** (*1087* if left empty).
4. Click **Save**. A pop-up window informs you that you need to activate the printer(s) again.

After logging in the terminal as an administrator, the device's login screen is displayed. To sign in, select *Administrator Access Code* in the **Access Type** drop-down, and type the *Local Admin PIN* in the **Access Code** field.


Local Device
Sign In
Access Type
Administrator Access Code
Access Code
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123?
@
.
Sign In

8 Licenses

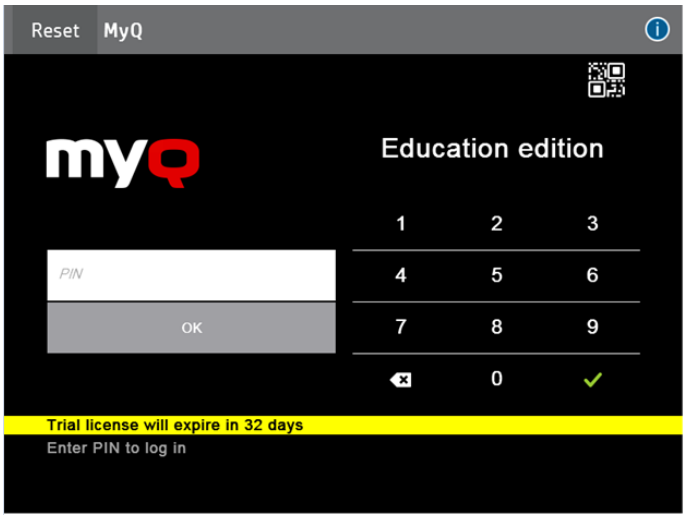
The total number of embedded terminals that can run at the same time is equal to the number allowed by the embedded terminal licenses. If the number of embedded licenses at the server is exhausted, the terminal is deactivated. As a result, users cannot log in to this terminal and the **User session not loaded** 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.

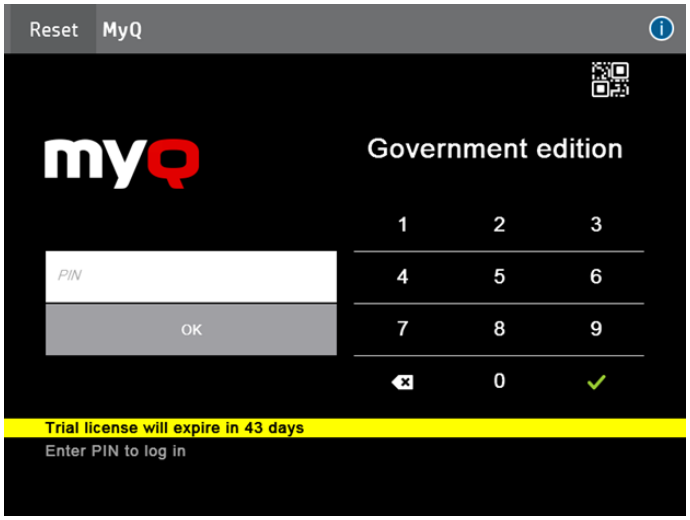
For information on how to add embedded terminal licenses, activate them, and extend the software assurance period, see *Licenses* in the *MyQ Print Server* guide.

Additional information about special license editions (*Education, Government, NFR, Trial, etc.*) is displayed on the terminals login screen. It is not displayed on devices with 4.3” display because of lack of space.

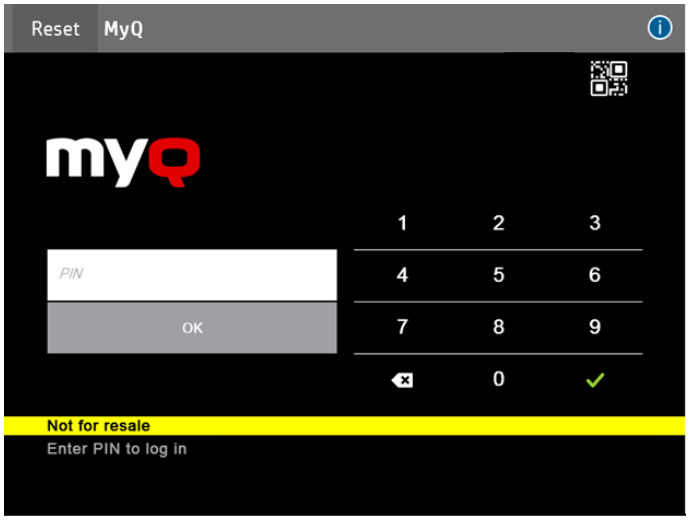
Education license example



Government license example



NFR license example



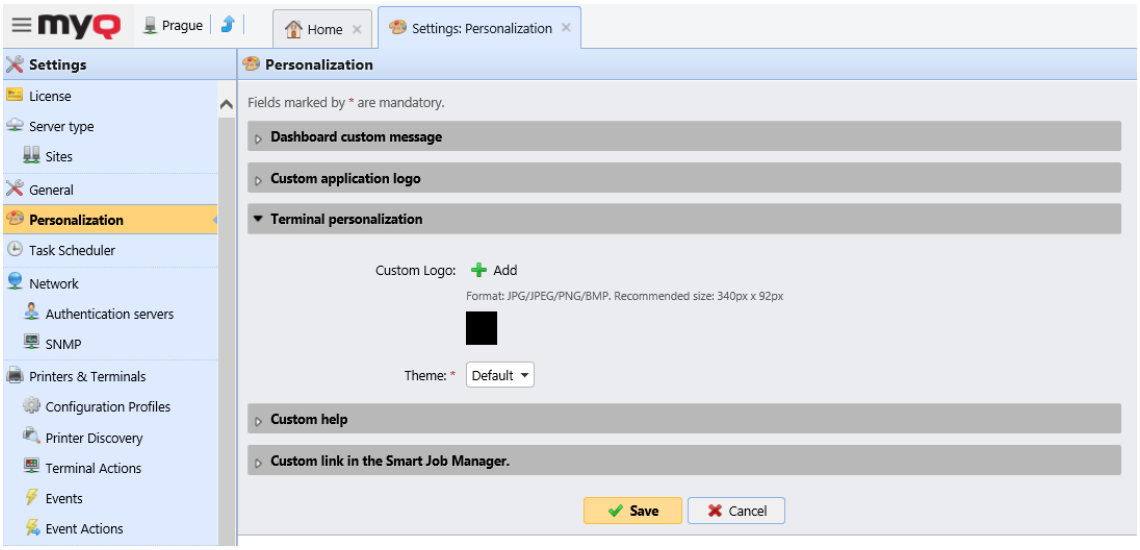
9 Personalization

On the **Personalization** settings tab in the MyQ Web administrator interface, under **Terminal personalization**, you can customize the overall appearance of the Embedded terminal.

By a few simple steps, you can upload your personal logo or change the color and graphical design of the terminal's actions by importing themes.

To open the **Personalization** settings tab, go to **MyQ, Settings, Personalization**.

There, you can add a **Custom Logo** and select a different **Theme**.



9.1 Changing logo

The supported logo formats are: *JPG, JPEG, PNG,* and *BMP*. The recommended size is: *340px* x *92px*.

To change the logo displayed on the login screen of the terminal, in the **Terminal personalization** section:

1. Click **+Add** next to **Custom Logo** and click **Choose file**. The Choose File to Upload dialog window appears.
2. In the dialog window, select the file with the logo and click **Open**. The **Choose file** button on the **Personalization** tab will be replaced with the name of the logo file.
3. Click **Save** to confirm the change. The logo is now displayed on the **Personalization** tab. You are asked to restart the terminal.
4. In the Apply new settings pop-up, keep the **Reset all terminals** option selected and click **OK** . The new logo is uploaded to the terminal.

9.2 Changing themes

By installing and setting new themes for the terminal's buttons, you can change the overall look of a terminal.

The themes are not part of the MyQ installation. To import a new theme to the MyQ system, you need to download and run its installation file on the MyQ server. You can either select from a variety of free predefined themes made available by MyQ, or create your own.

Creating custom themes

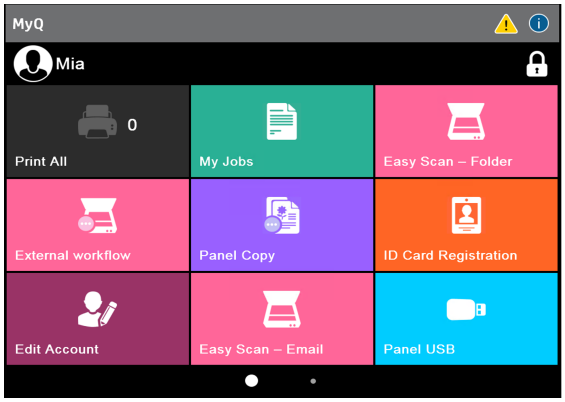
You can create your own themes and styles, export them and import them into MyQ using *MyQ Theme Editor*. If you have a MyQ account, you can download it from the MyQ community portal. The *MyQ Theme Editor manual* can guide you through the process.

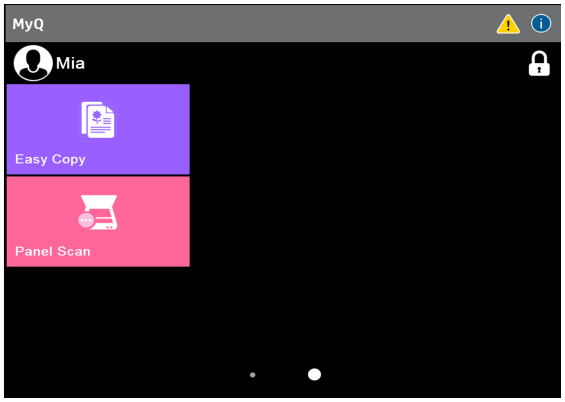
Installation of MyQ terminal panel themes

Start the installer by double- clicking the theme's executable file and follow the directions of the installation wizard. The theme is installed to the MyQ data folder and can then be selected on the MyQ Web administrator interface (**MyQ, Settings, Personalization**), in the **Theme** drop-down.

10 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.





You can swipe left or right to switch between screens, or tap on the dots at the bottom of the screen.

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.

10.1 Available terminal action nodes

The available terminal action nodes are:

- Print all
- My Jobs
- Easy Scan
- Easy Copy
- Easy Fax
- Unlock Panel
- Panel Copy
- Panel Scan
- Panel USB
- Edit Account

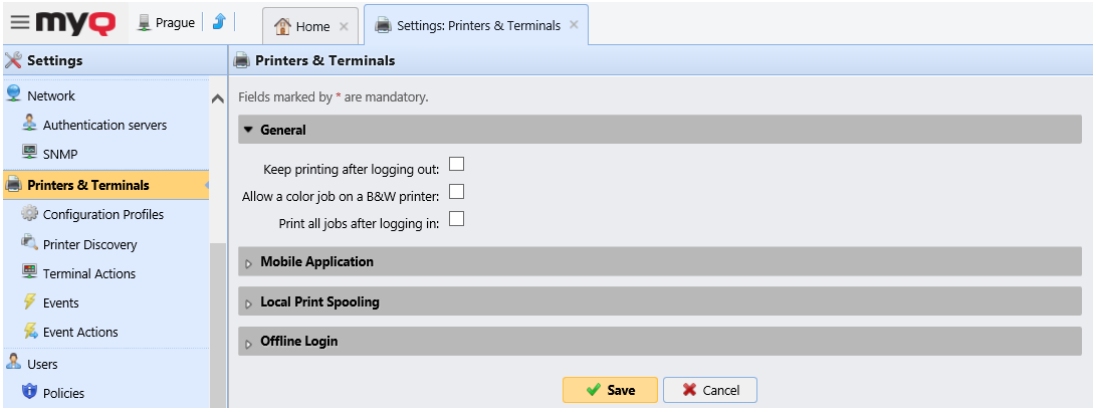
- ID Card Registration
- External Workflow
- Application

10.1.1 Print all

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

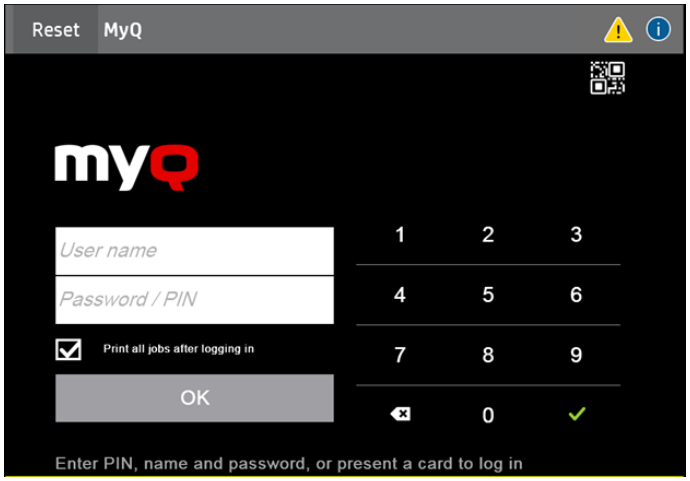
Print all jobs after logging in

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 & Terminals** 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.

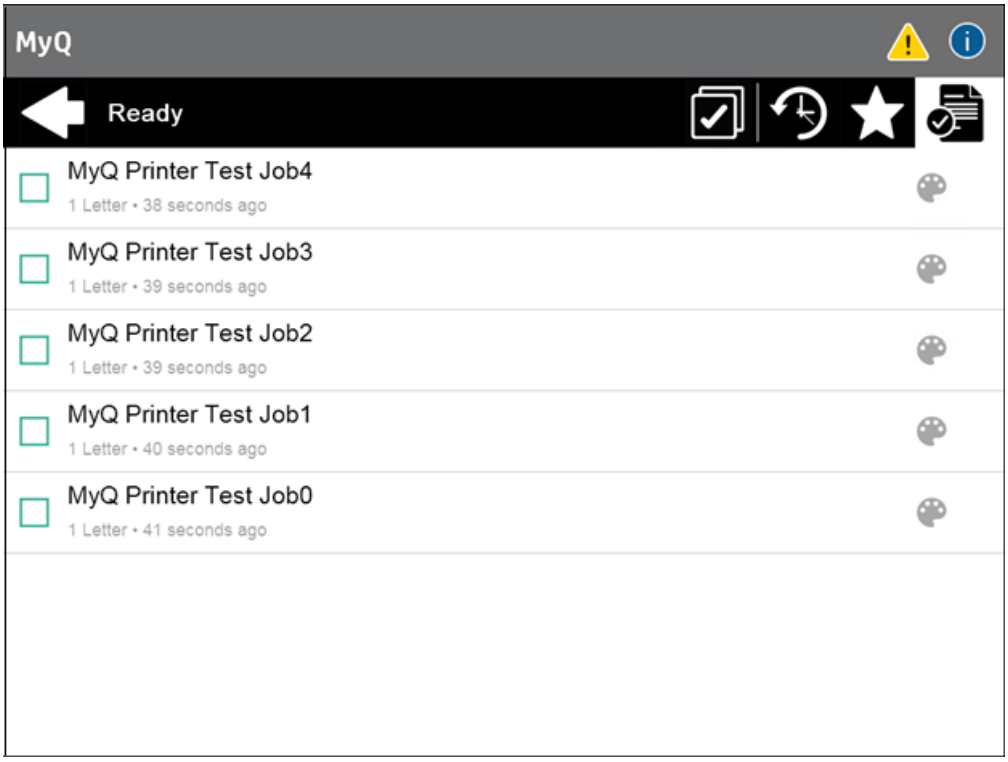
If the user disables the feature on the terminal and does not login in 30 seconds, the terminal screen refreshes with the **Print all jobs after logging in** option selected.



10.1.2 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.



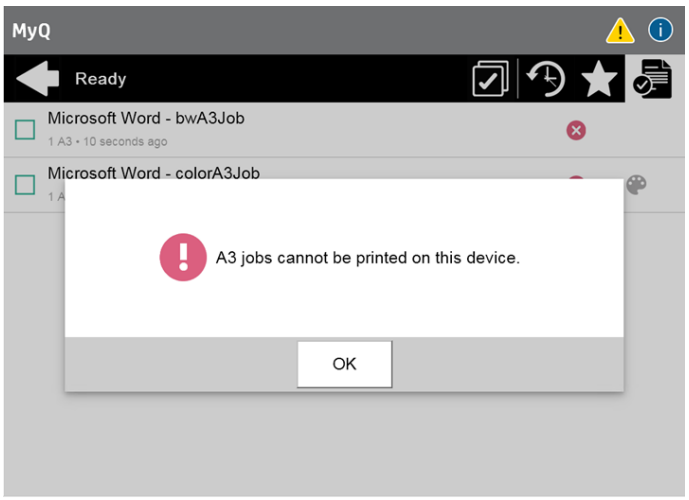
Job Filters

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 X 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.

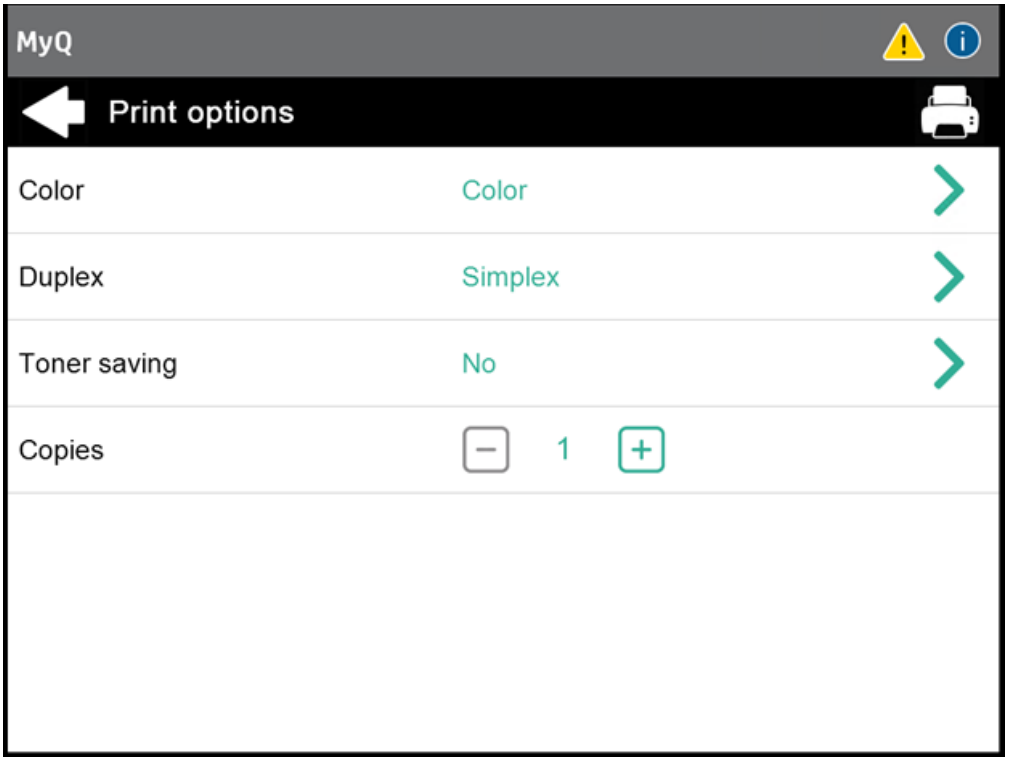


Managing jobs on the My Jobs screen

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 change the number of copies. **LIMITATION**: Since version 8.2 patch 10, Staple and Punch are shown on all devices regardless of the device being able to perform the actions.
  After changing the print options, the user can tap **PRINT** to print the jobs.

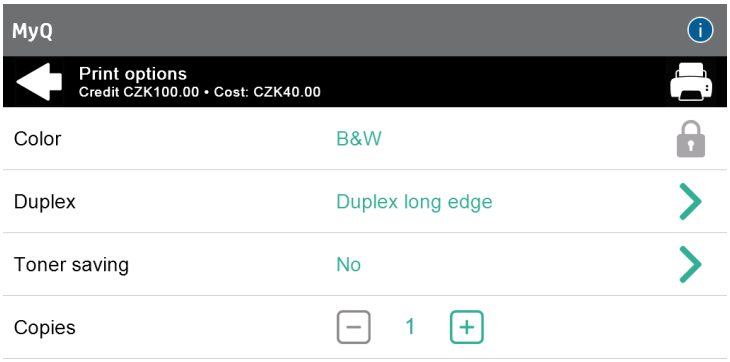


- **Add to favorites**: Tap the star-plus icon to add the selected jobs to your favorites (Visible on the Ready jobs tab and on the Printed jobs tab).
- **Delete from favorites**: Tap the star-minus icon to delete the selected jobs from your favorites (Visible on the Favorite jobs tab).
- **Delete**: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

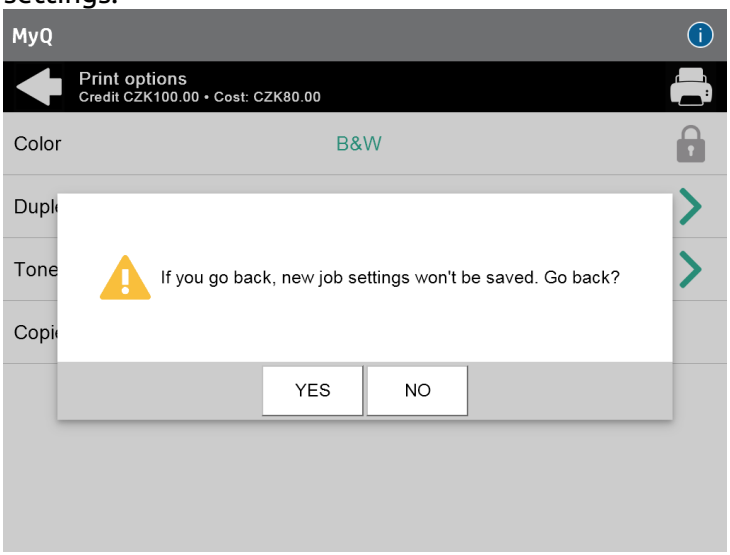
Job cost in Print options

This feature allows to view the cost of a job changing dynamically in the Print options screen, depending on the new job settings set.

- When the job's cost is lower than the user's credit:
  - The job's cost and the current available user's Credit are displayed in the header of the Print options screen. The job cost changes itself dynamically according to options selected in each chargeable print option, using prices set in the price list (including number of copies). The cost updating happens after a change of each value; afterwards, the user is redirected to the Print options screen (except for "Copies". In this case, the price updating happens after each increase/decrease in the number of copies).



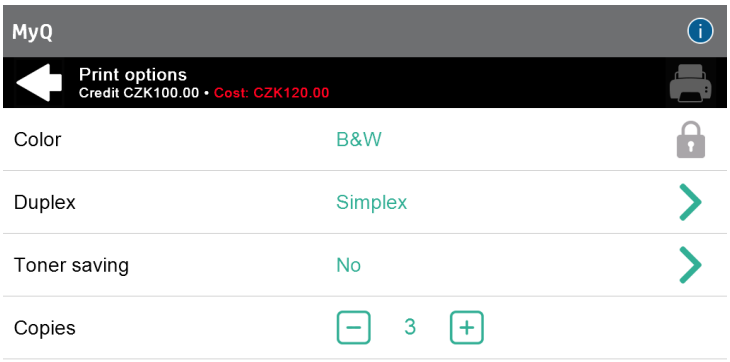
- If the Print button is pressed, the print job is executed with the finally set up job's cost in the Print options screen and the user's Credit is updated accordingly.
- If the Back button is pressed, a warning pop-up is displayed. If "No" is pressed, the user stays on the Print options screen. If the user pressed "Yes", the user is moved to the My Jobs screen, the new setup of the print jobs is not kept, and the selected-to-be-modified job displays the original cost, not the one calculated in Print options screen after modifying job settings.



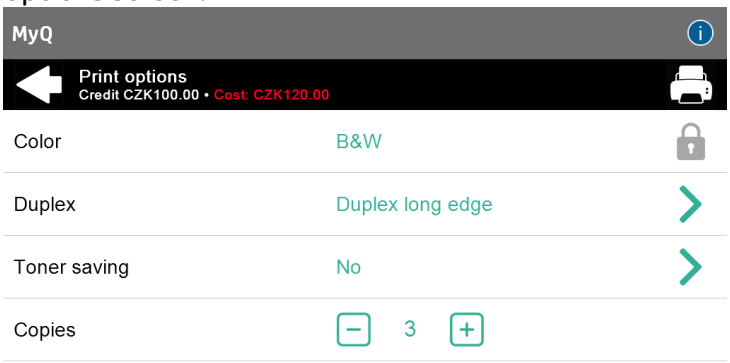
In case nothing was changed, no pop-up is shown and the user is redirected to the previous screen directly. A pop-up is shown only when the user has changed any setting in the Print options screen.

- When the job's cost is higher than the user's credit:
  - If Recharge credit is off and the modified job's cost is higher than the available credit, the Print button becomes greyed out. If the modified job's

cost is lower than the available credit, the Print button is enabled. The cost label is in red.



- If Recharge credit is on and the modified job's cost is higher than the available credit, the user is redirected to the Recharge Credit screen after pressing the Print button. If the recharge is successful and the user's credit is enough to execute the job, the job is executed. If the user presses the Back button in the recharge screen, the user is redirected to the Print options screen.



Job Roaming

The Job Roaming feature enables users to transfer their jobs from one location to another: jobs sent to one Site can be printed on printing devices at any other Site.

The administrator can choose between a **Separate** and a **Shared** job list for the remote jobs, by going to **MyQ, Settings, Jobs** in the Job **Roaming** section. A MyQ Central server with Site servers is required for this feature.

To print the jobs, the user has to take the following steps:

1. Log in to the embedded terminal.
2. Tap **My Jobs**. The My Jobs screen opens.
3. The remote jobs are automatically downloaded and are marked with the source server's IP address or hostname. Select them and tap **Print**.

If a **Shared** job list is used and the **Print remote jobs within Print All** is selected, the user can tap the **Print All** terminal action and all the jobs, remote and local, are printed.

10.1.3 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.

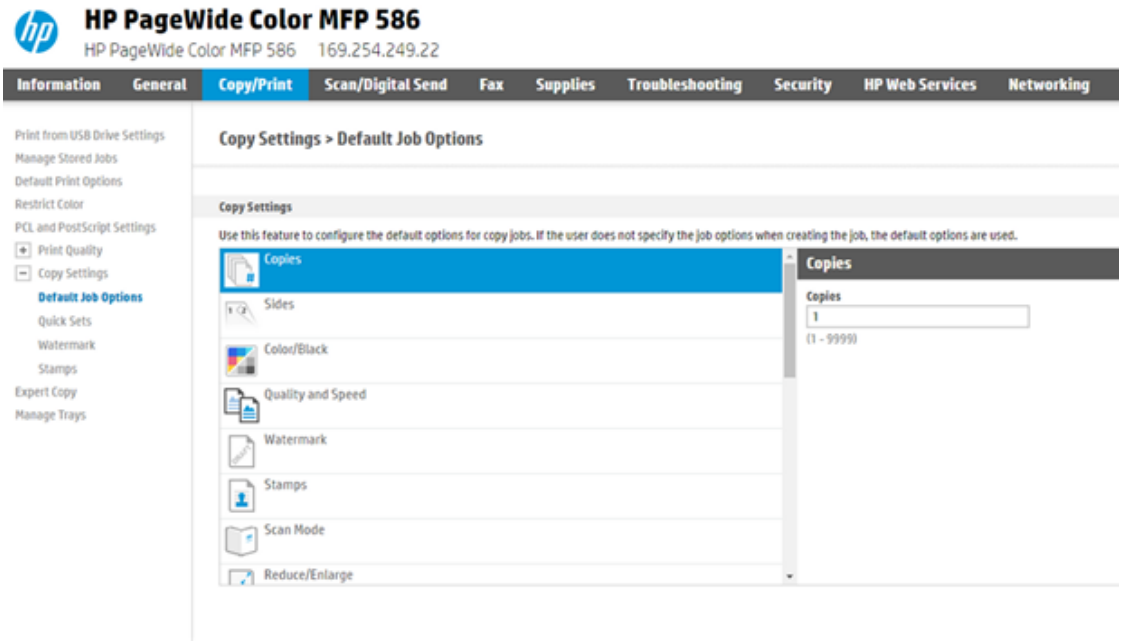
For information on how to configure the **Easy Scan** action and define its destinations and parameters, check Easy Scan settings in the MyQ Print Server guide.

10.1.4 Easy Copy

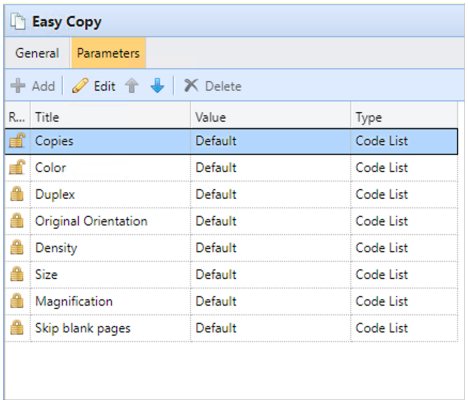
One tap copying. After the user taps this action, the page is immediately copied. You can define the copy parameters in MyQ.

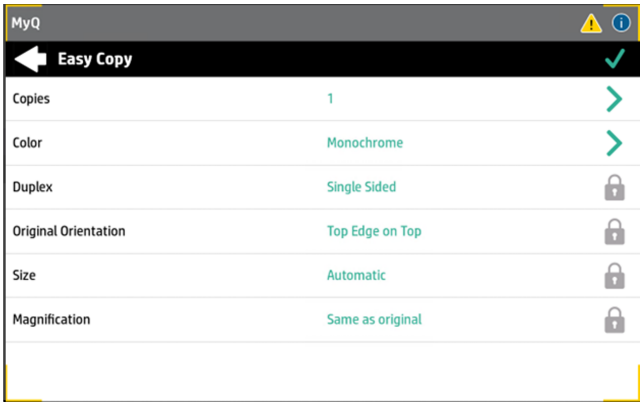
With the Easy Copy feature, users do not have to go to the often complicated and confusing copy screen of the printing device — they can copy directly from the MyQ terminal home screen with a single touch. Upon tapping the button, MyQ can simply proceed copying using the default settings of the printing device, or it can use different values of the Easy Copy action parameters.

The Easy Copy default settings of the printing device can be configured in the HP Web UI, in **Copy/Print > Copy Settings > Default Job Options** (supported from MyQ HP Embedded terminal 8.2 patch 3+). After changing the parameters in the device's web UI, the remote setup or a restart of the services is required for updating the default parameters.



If the parameter's **Value** is set to *Default* in the MyQ web administrator interface, the terminal will replace it with the device's default value. If the device's default value cannot be mapped to MyQ, *Default* will be displayed.

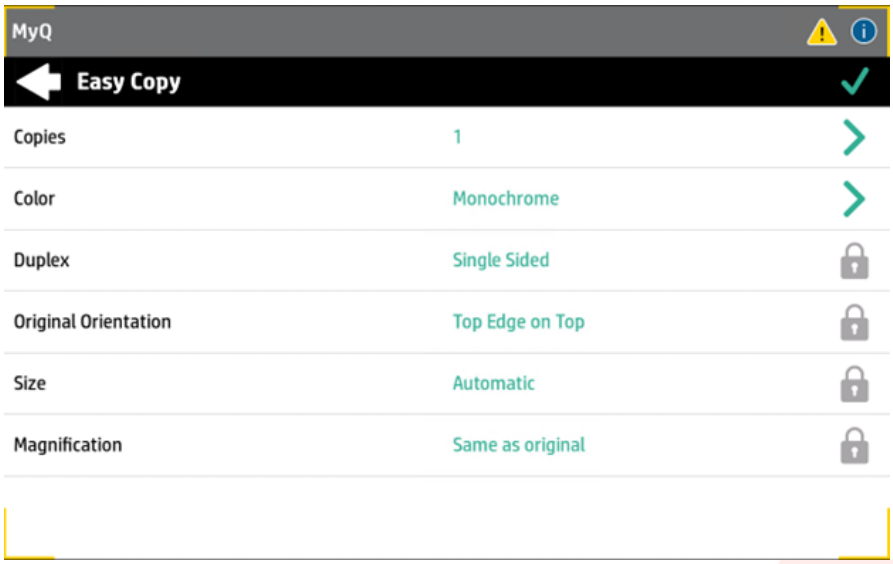




By adding multiple Easy Copy action nodes and giving rights to different users or groups, you can create a variety of copying options for the selected users and groups.

On the **Parameters** tab, you can select from a number of options for each parameter. All parameters are dependent on the particular printing device type. Therefore, some values might not be available.

Easy Copy Parameters



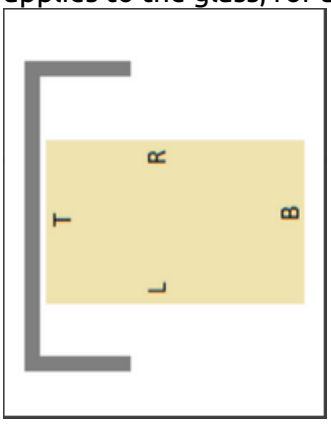
- **Copies** - Predefine the number of copies to be available *1-99*. **LIMITATION** : If the device default is set to more than 99, the terminal will override it to 1 (MyQ default).
- **Color** - Color scale of the outgoing file. You can select from the following options:
  - Color
  - Monochrome
  - Automatic
  - Default
- **Duplex** - Simplex and Duplex scanning options. You can select from the following options:
  - Single Sided
  - Duplex
  - 1-sided to 2-sided
  - 2-sided to 1-sided
  - Default
- **Original Orientation** - Determines the page's orientation in the outgoing file. The paper's position is relative to the person standing at the printing device. You can select from the following options:
  - Top Edge on Top: The page is displayed in a horizontal position (top edge of the page opposite to the person).
  - Top Edge on Left: The page is displayed in a vertical position (top edge of the page on the left-hand side of the person).
  - Default

Limitations:

Small printers (A4)

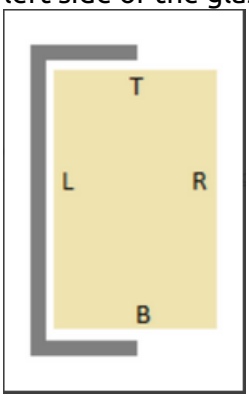
- Size can be set to auto when the originals are put in the printer as described in the next point but setting the page size manually is recommended.

- Original orientation works as intended by MyQ settings only when the shorter edge of the page is facing the document feeder. The same orientation also applies to the glass, for all formats.

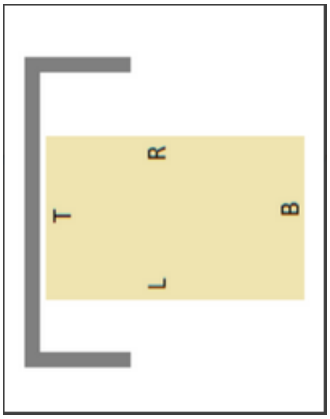


Large printers (A3)

- The resulting image can be cropped or have wrong orientation if the size is set to auto, but it works for the A4 format when is oriented as described below.
- Original orientation works as intended by MyQ settings when the original document is put in the printer as described (due to HP considering the top edge in different ways for some formats):
  - A4 and letter must have the longer edge facing the document feeder (or left side of the glass).



  - Other formats must have the shorter edge facing the document feeder (or left side of the glass).



- **Size** - Size of the scanned input. It determines the size of the scanning area; therefore, it should correspond to the actual size of the scanned paper. You can select from the following options:
  - Automatic
  - A3
  - A4
  - A5
  - A6
  - B4
  - B5
  - B6
  - Folio
  - Ledger
  - Letter
  - Legal
  - Statement
  - Oficio II
  - Default
- **Magnification** - With this parameter, you can determine the size of the copy. This way, you can make it smaller or larger than the original file. You can select from the following options:
  - Default
  - Same as original
  - A3
  - A4
  - A5
  - A6
  - B4
  - B5
  - B6
  - Folio
  - Ledger
  - Letter
  - Legal
  - Statement

It is recommended to specify the **Magnification** parameter and the **Size** parameter to specific values instead of using the *Default* value. **Size** is the parameter for the size of the original, **Magnification** is the size of the output.

- **Skip blank pages** - With this parameter, you can select to skip blank pages in the copied document. You can select from the following options:
  - Default
  - Yes
  - No

10.1.5 Easy Fax

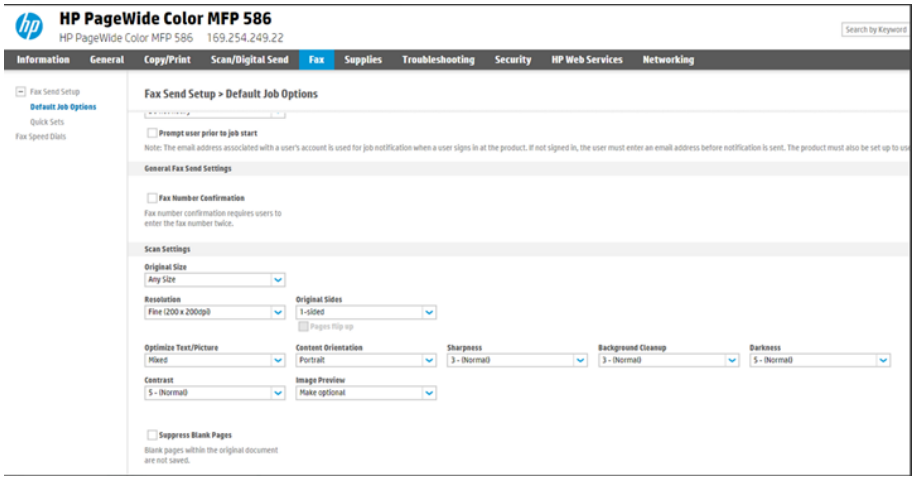
Two steps faxing. You can define the fax parameters in MyQ.

With the Easy Fax feature, users can fax their scanned documents in just two steps; all they need to do is tap the Easy Fax button on the home screen of the embedded terminal, and then type the fax number.

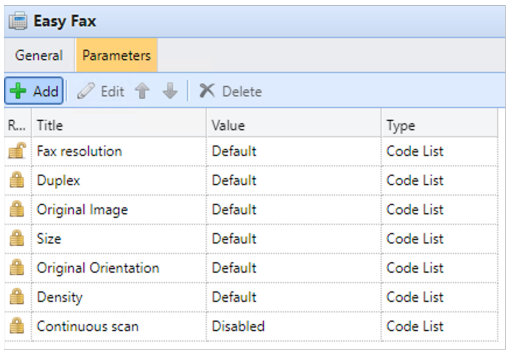
By adding multiple Easy Fax action nodes and giving rights to different users or groups, you can create a variety of faxing options for the selected users and groups

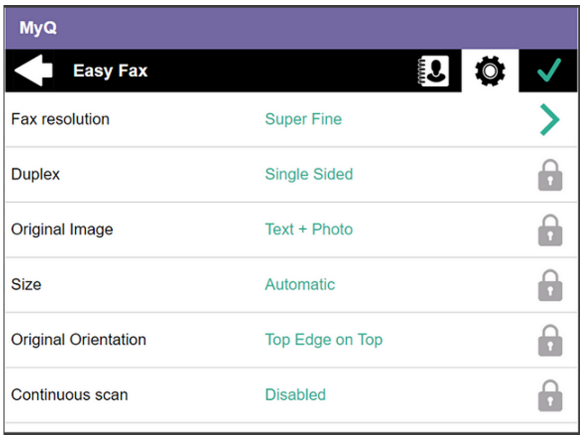
To enable the feature on a printing device, you need to enable the **Fax module** option on its properties panel in MyQ, deactivate and reactivate the device. Go to **MyQ, Settings, Configuration Profiles**. Select the configuration profile and click **Edit** (or double-click, or right-click and **Edit**). The properties panel opens on the right side. In the **General** tab, mark the **Fax module** checkbox. Click **Save**.

The Easy Fax default settings of the printing device can be configured in the HP Web UI, in **Fax > Fax Send Setup > Default Job Options** (supported from MyQ HP Embedded terminal 8.2 patch 3+). After changing the parameters in the device's web UI, the remote setup or a restart of the services is required for updating the default parameters.



If the parameter's **Value** is set to *Default* in the MyQ web administrator interface, the terminal will replace it with the device's default value. If the device's default value cannot be mapped to MyQ, *Default* will be displayed.





On the **Parameters** tab, you can select from a number of options for each parameter. All parameters are dependent on the particular printing device type. Therefore, some values might not be available.

Easy Fax Parameters

- **Fax resolution** - Resolution of the outgoing fax file. You can select from the following options:
  - Normal
  - Fine
  - Super Fine
  - Default
- **Duplex** - Simplex and Duplex scanning options. You can select from the following options:
  - Single Sided
  - Duplex
  - Default
- **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
  - Default
- **Size** - Size of the scanned input. It determines the size of the scanning area; therefore, it should correspond to the actual size of the scanned paper. You can select from the following options:
  - A3
  - A4
  - A5
  - A6
  - B4
  - B5
  - B6

    - Folio
    - Ledger
    - Letter
    - Legal
    - Statement
    - Oficio II
    - Default
- **Original Orientation** - Determines the page's orientation in the outgoing file. The paper's position is relative to the person standing at the printing device. You can select from the following options:
    - Top Edge on Top
    - Top Edge on Left
    - Default
- **Density** - Density of the picture in the outgoing file. The higher it is, the darker the resulting picture is. You can select from the following options:
    - Automatic
    - Lowest
    - Lower
    - Low
    - Normal
    - High
    - Higher
    - Highest
    - Default

10.1.6 Unlock Panel

Unlocks the printing device's panel and opens the native device screen.

10.1.7 Panel Copy

Opens the printing device's copy screen.

10.1.8 Panel Scan

This terminal action opens the printing device's scan screen.

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. To set up **Scan to Me**, go to the **Scanning & OCR** settings tab, under **General** and **Enable scanning**.

You can also change the subject and message of the email with the scanned document there. 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**.

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

Set SMTP on the printing device

To enable the scanning function, take the following steps on the printing device web interface:

- Enable SMTP protocol.
- Enter the MyQ server IP address or hostname.
- 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.

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 using three options: **Sending scans to the user's primary email, Sending scans to other predefined emails, Storing scans to the user's scan folder**.

To provide a user with these options, set the appropriate fields on their properties panel.

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 the 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 User Interface.

Email addresses for Scan to Me

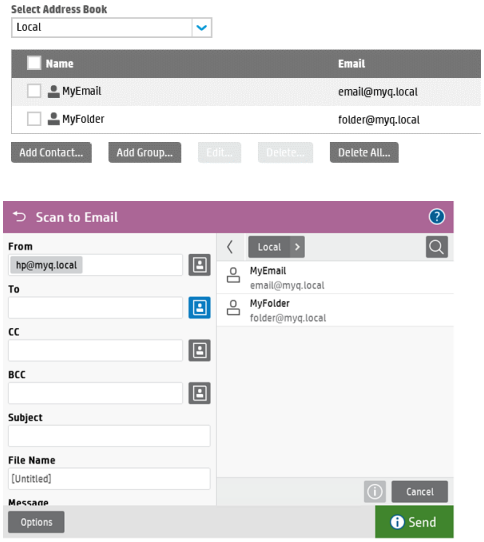
- **Sending scans to the user's primary email** - The scanned document is sent to the user email set in the email text box on the user properties panel.
  The receiver email address has to be *email@myq.local*.
- **Sending scans to other emails** - The scanned document is sent to all emails set in the **User's scan storage** text box (multiple emails should be 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, and the date and the time when the scan was sent.
  The receiver email address has to be *folder@myq.local*.

To enable MyQ to save the scan file in the user scan folder, you have to make sure that the folder is shared over your network and that the computer where you run MyQ has all the necessary access rights to this folder.

Predefined list of the MyQ destinations on the printing device

During the installation of the MyQ HP Embedded terminal, the **Scan to Me** destinations are saved in the device, but the shortcuts aren’t created automatically. It

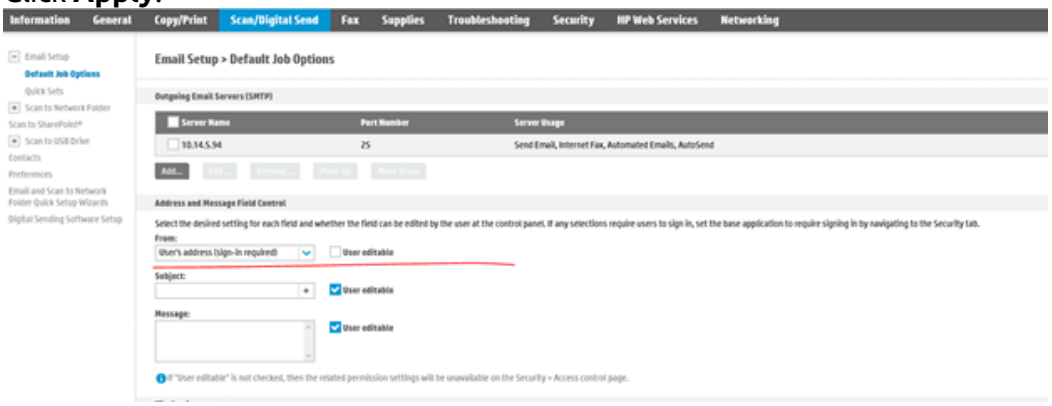
is possible to create them manually in the device web UI, in **Device web UI, Scan/ Digital Send, Contacts**:



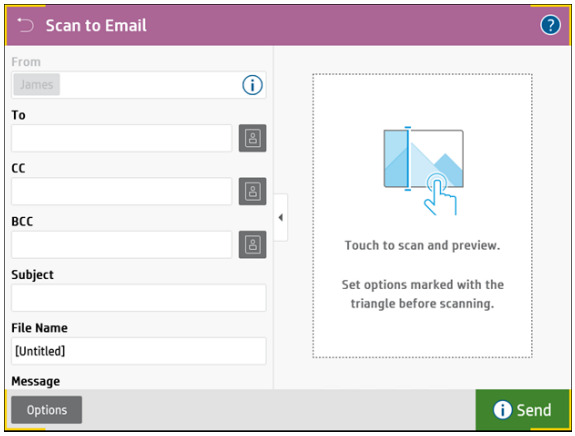
Using the user's email address as Sender address.

Another feature is using the user's email address as **Sender address**. For this to work, some settings are required in the device web UI:

1. Open the HP web UI and go to **Scan/Digital Send > Email Setup > Default Job Options**.
2. In the Address and Message Field Control section, set the **From** field to *User's address (sign-in required)*.
3. Uncheck the **User editable** option next to it/
4. Click **Apply**.



With this feature set up, when a user uses Panel Scan to Email, the **From** field is populated with the MyQ user's full name, and it is greyed out and not possible to edit.

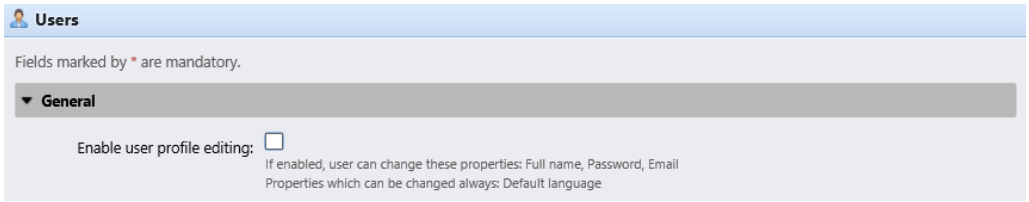


10.1.9 Panel USB

Opens the printing device's USB screen.

10.1.10 Edit Account

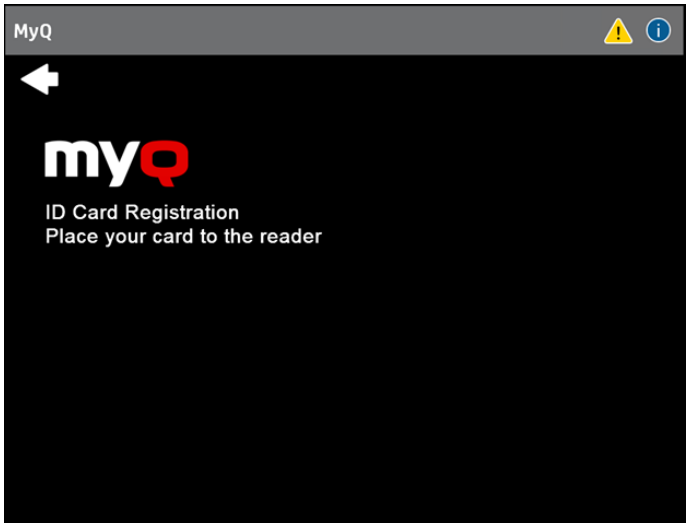
To be able to use all the features of this terminal action, go to the **Users** settings tab (**MyQ, Settings, Users**) and under **General**, select the **Enable user profile editing** option.



By tapping the **Edit account** action, the logged user can open their user profile screen, where they can change their **Full name**, **Password**, **Email** and **Default language**. After the change is submitted, the database entry is changed and the new values are set. The changes are applied the next time the user logs in.

10.1.11 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.



10.1.12 External workflow

By tapping this terminal action, users are connected to external providers of workflows, such as ScannerVision. The workflow ensures that the user performs certain predefined actions before their document is scanned.

An external workflow enables a connection to external providers such as ScannerVision. The workflow is based on existing scan profile workflows, while the processing is moved to an external server rather than MyQ.

The external workflow can provide the embedded terminal with scan settings and metadata that need to be filled in before scan execution.

ScannerVision

ScannerVision is a solution to automate document workflows, by capturing, processing and storing scanned documents. This may include barcode reading, recognizing texts with the help of Optical Character Recognition (OCR), or converting documents to another format. Storage possibilities include a network folder, a database, cloud storage or storing as an e-mail attachment.

To create a ScannerVision workflow you need to install and configure the ScannerVision server to work with the MyQ server.

Installation

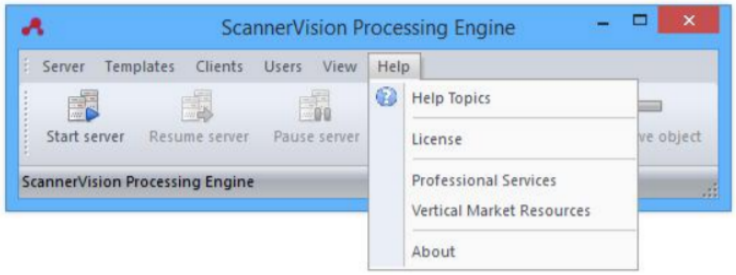
.NET Framework 4.8 has to be installed on the server before installing ScannerVision. If it is not installed, open Server Manager and install it.

To install the ScannerVision server:

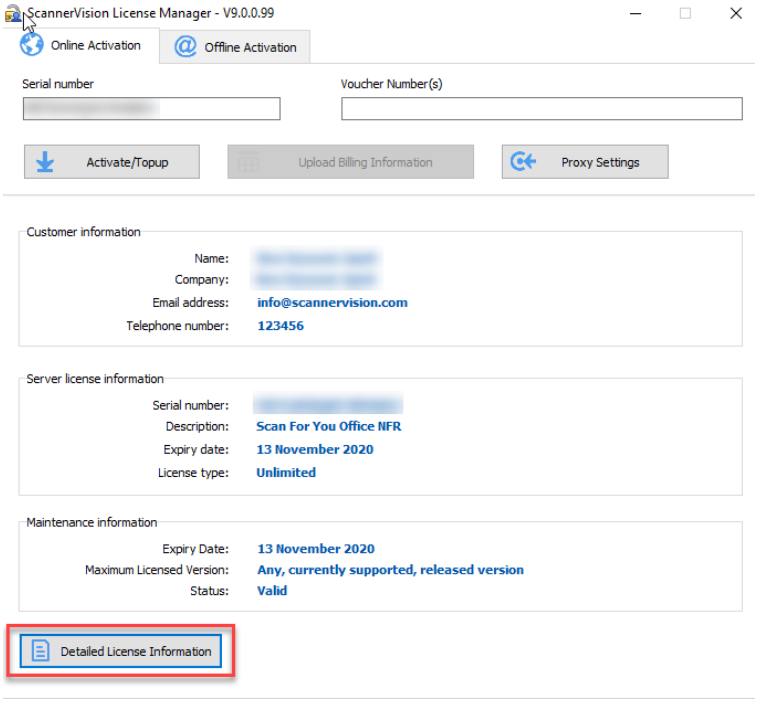
1. Run the ScannerVision installer.
2. Follow the installation wizard's instructions and install the server.
3. Activate the product.

Once the ScannerVision server is installed and activated, verify the license information:

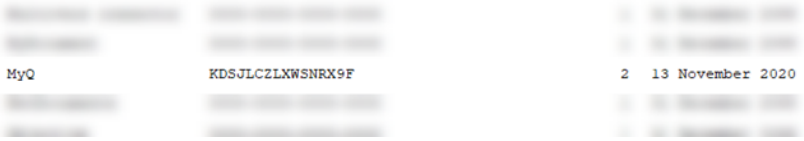
1. Open the ScannerVision Processing Engine user interface application.
2. On the top menu, click **Help, License**. ScannerVision License Manager opens.



3. Click **Detailed License Information**.



4. Check if the number corresponds to the MyQ device licenses number.

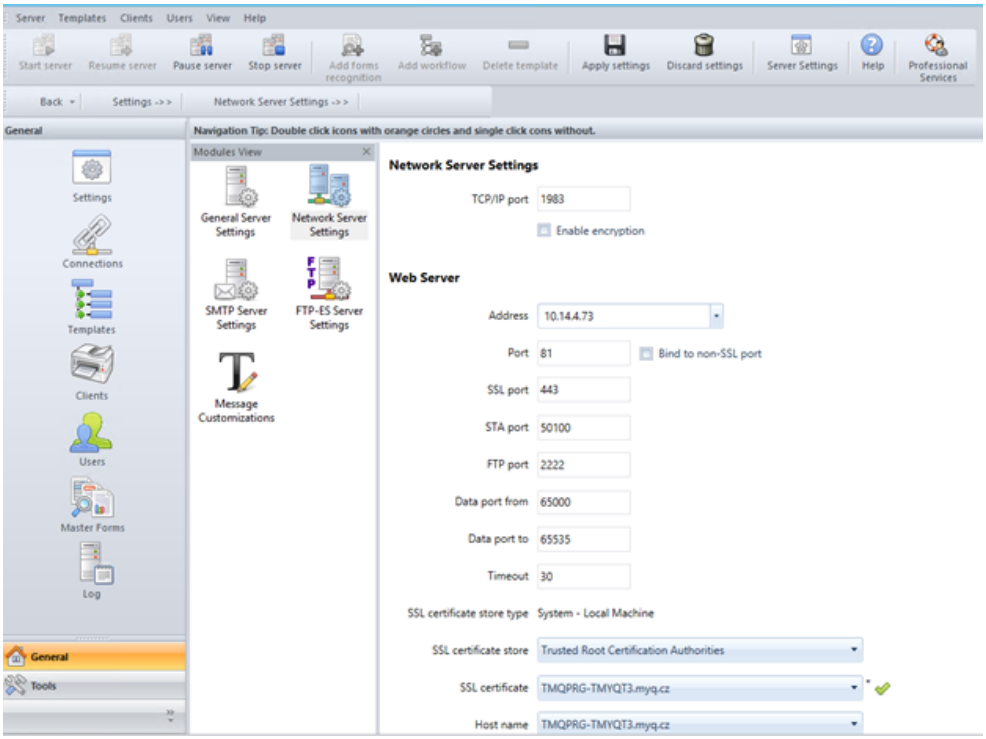


Configuration in ScannerVision

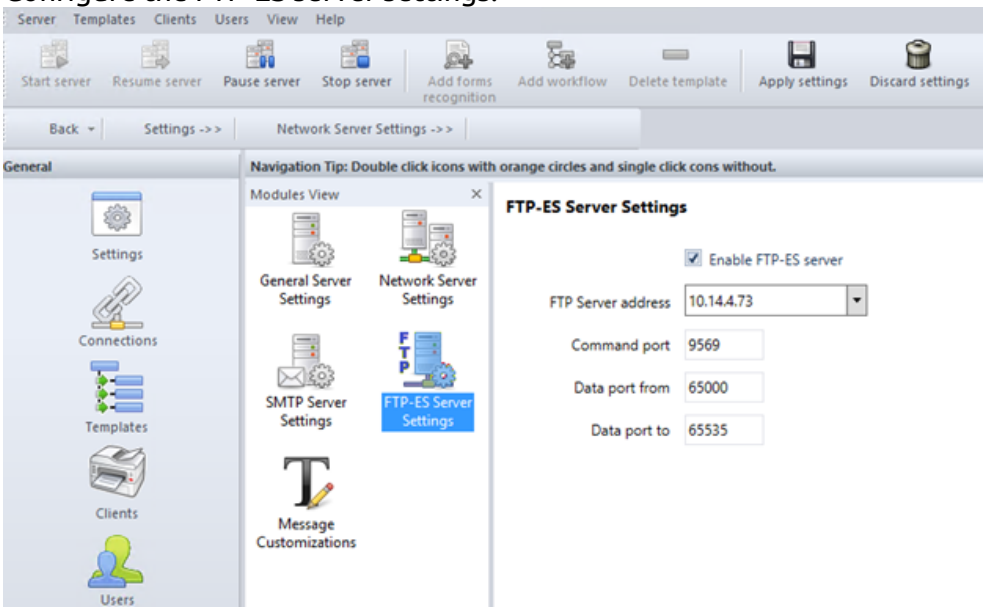
In order to set ScannerVision properly, you need to configure **Network** settings, **Templates**, **Clients** and **Users**.

Network Settings

1. Open ScannerVision. Settings is shown by default.
2. Click **Network Server Settings** in the Module View.



3. Add the IP address or hostname of the ScannerVision Web Server in the **Address** field.
4. Change the preset ports if necessary.
5. Enable/disable non SSL.
6. Configure the FTP-ES server settings:



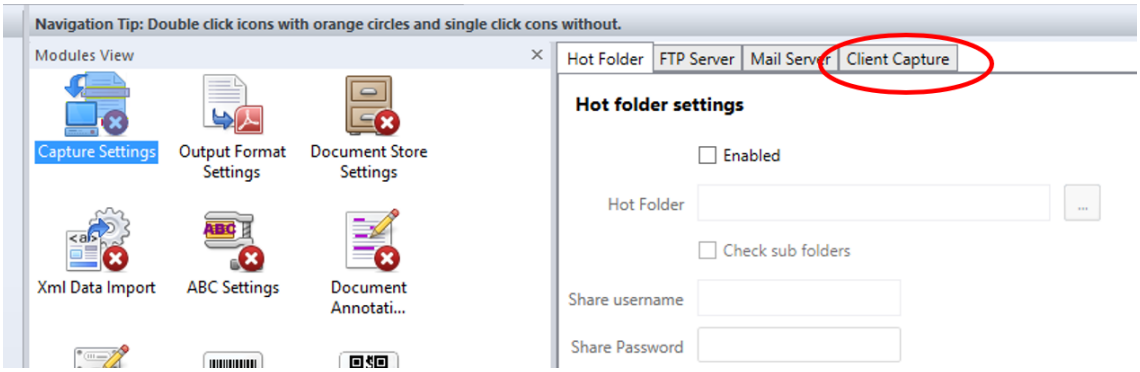
7. **Save** your settings.

Templates setup

Templates control what actions ScannerVision performs. They determine where documents come from, what processing is done on them and where they ultimately end up. Multiple templates can be defined and assigned to users and groups.

To add a new template:

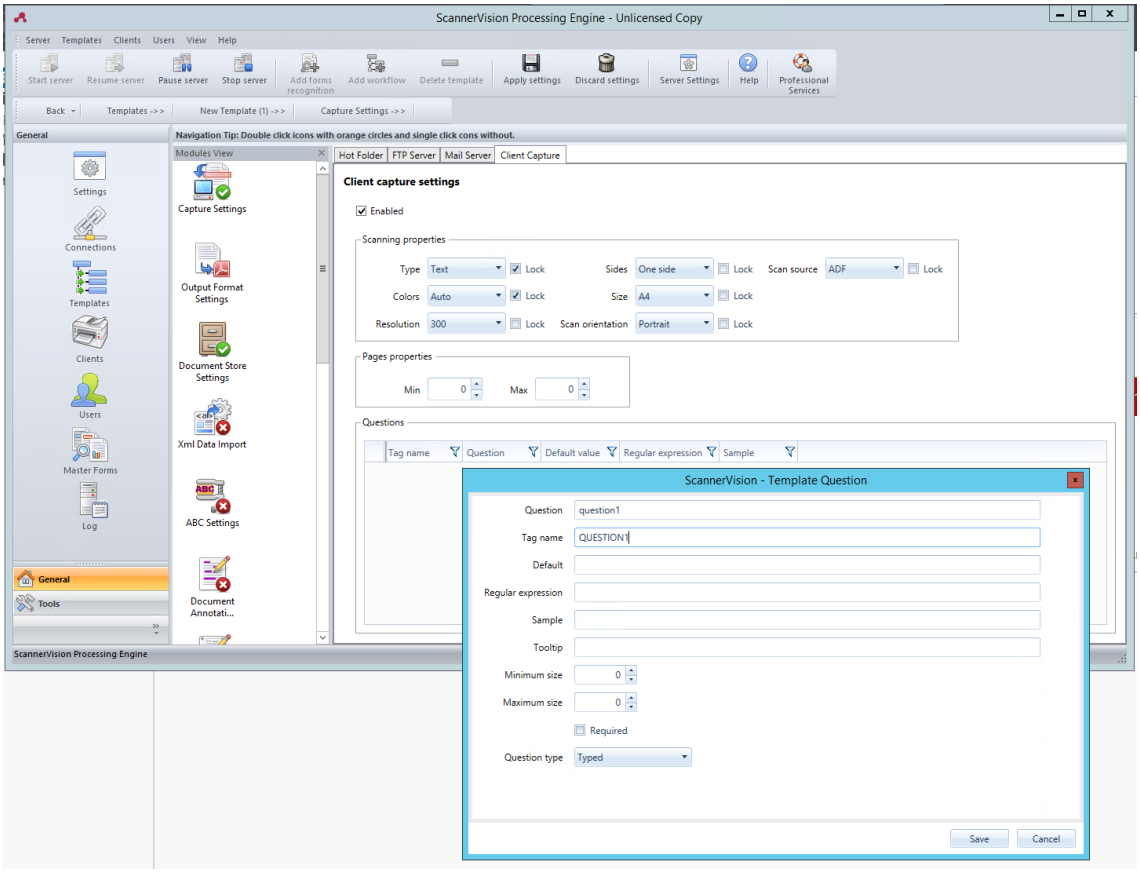
1. Open ScannerVision Processing Engine and click **Templates** in the Navigation Pane.
2. Click **Add Workflow** on the top menu.
3. Name the new template and mark it as **Enabled**.
4. Click **Apply Settings** on the top menu.
5. Once saved, double-click on the new template. In the right tab of the window, select **Client Capture**.
6. In the Client Capture tab, mark the **Enabled** checkbox. Now the template's settings are editable.



Adding Questions on a Template

Questions are used to capture necessary document information. To add a new Question to a template, in the Client Capture tab:

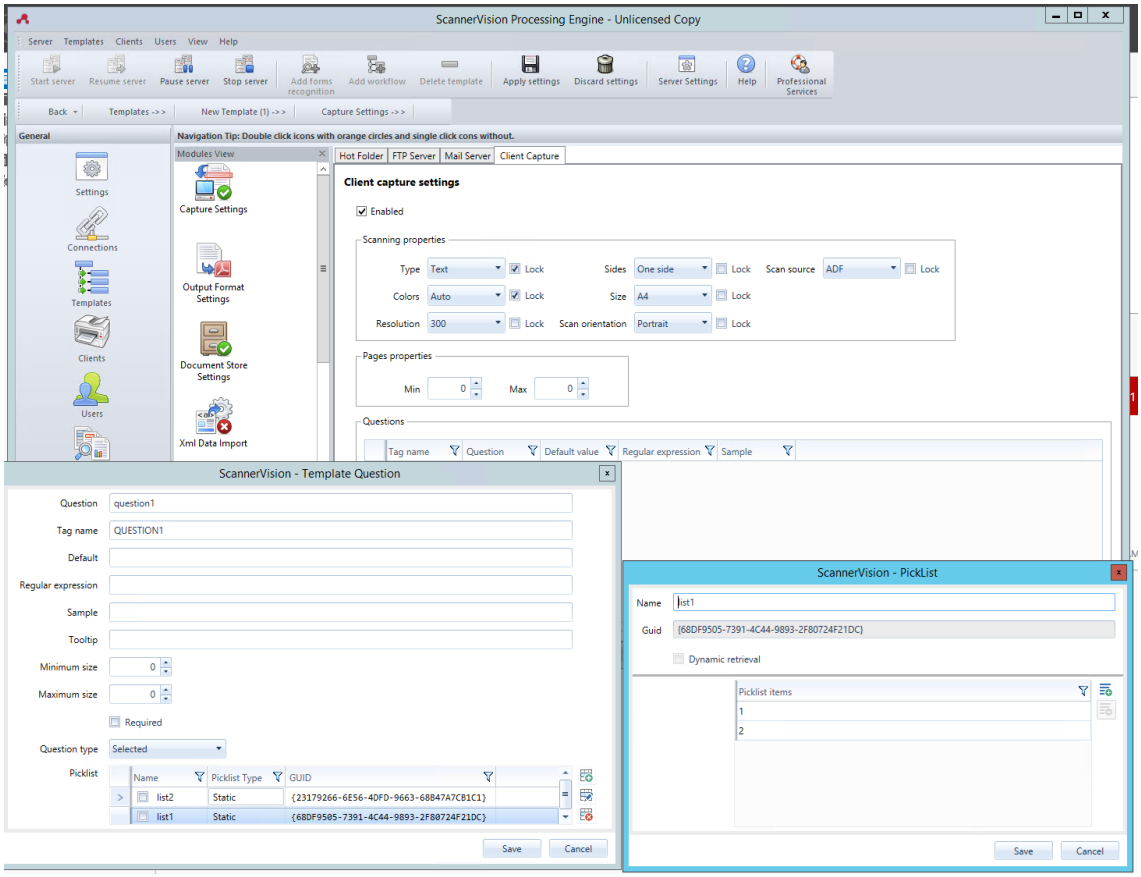
- Right click on the Questions area.
- Select **Add question**.
- In the new Template Question window, fill in the **Question**, **Tag name**, and **Default text** fields and any other of the optional fields.
- In **Question Type** select *Typed*.
- Click **Save**.



Adding a Picklist to a Question

A Picklist can be added to a Question within a template, if the **Question Type** selected is *Typed*. To add a Picklist:

- Click on the **Add Picklist** button on the right.
- Once there, select *Static* as the **Picklist Type**.
- In the Picklist window, enter a **Name** for the picklist.
- Add picklist items by pressing the plus (**+**) button on the right.
- Click **Save**.
- Once saved, select the picklist(s) to be displayed for this question and click **Save**.

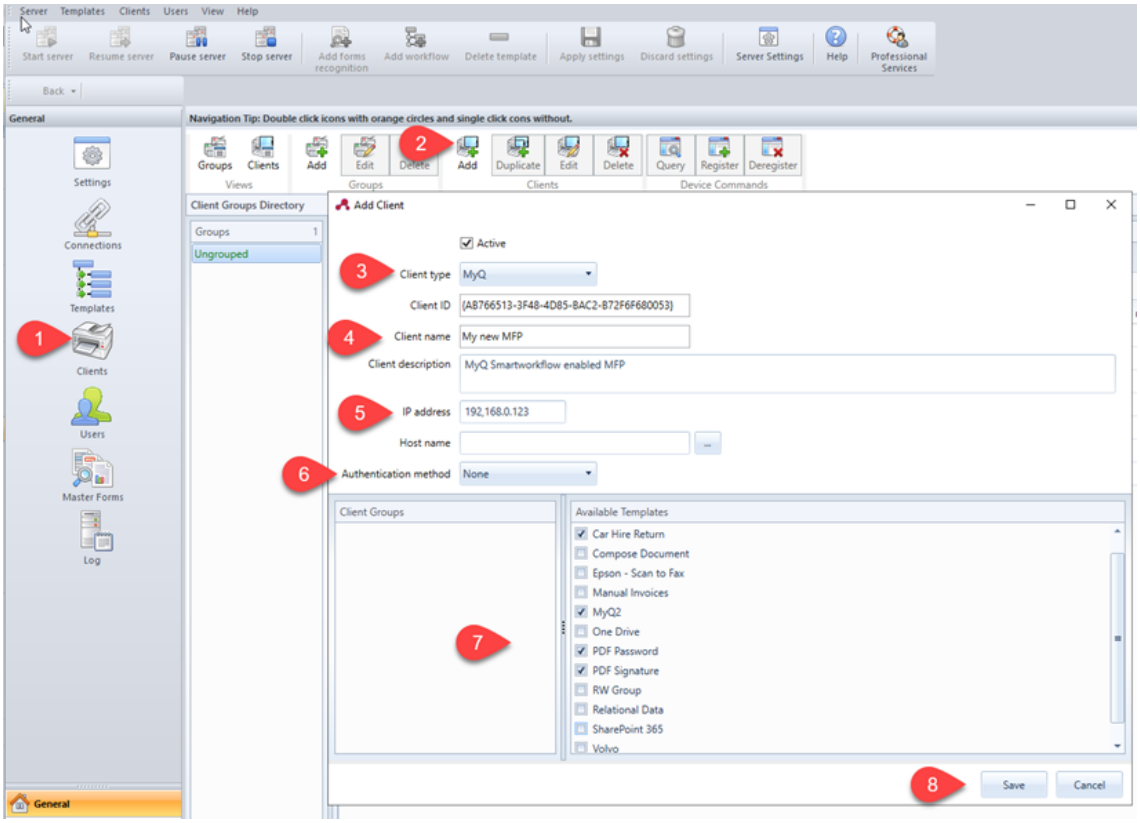


Clients Setup

The clients you configure here represent the MyQ terminals connected to ScannerVision.

To add a client, go to ScannerVision Processing Engine and:

1. Click **Client** on the Navigation Pane.
2. Click **Add** under the Clients view.
3. Choose *MyQ* as the **Client type**.
4. Optionally add a **Client name** and **Client description**.
5. Add the printing device's **IP address** (make sure to use the device's IP address and not the MyQ server one).
6. Choose an **Authentication method** from:
   a. *None* - everyone can access the same templates.
   b. *ScannerVision* - Used for Single Sign On; Users have customized template lists.
7. Choose the templates to be accessed by everyone, in case *None* was the authentication method of choice.
8. Click **Save**.



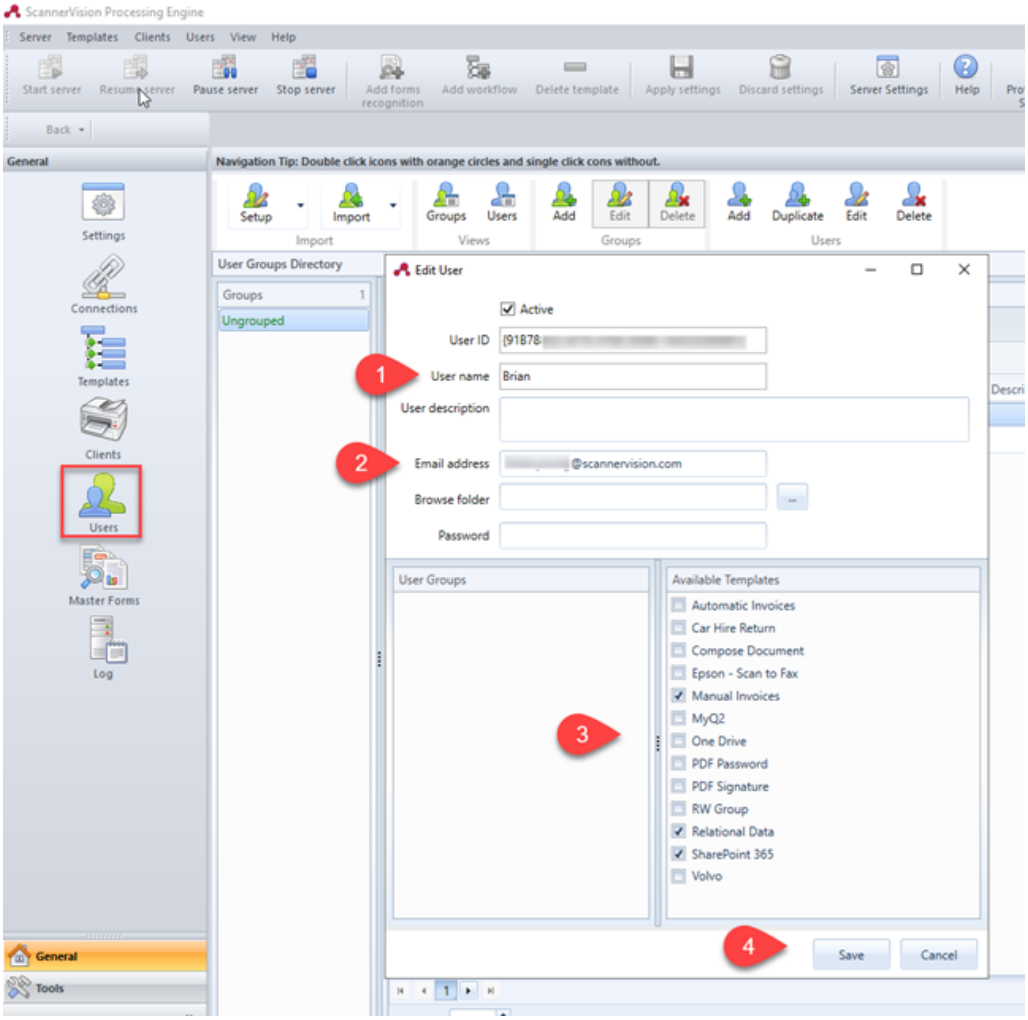
Users setup

Users can be imported from a Windows Server, LDAP, AD or they can be manually added. For further instructions, please check the ScannerVision User Manual.

Users also need to have templates assigned to them.

Whichever method is chosen, the users in ScannerVision have to match MyQ Users. To check and make necessary modifications, go to ScannerVision Processing Engine, click **Users** on the Navigation Pane and:

1. Make sure that the **User name** matches the MyQ user name (if users were manually added).
2. Make sure that the **Email address** matches the MyQ user's email address (if users were manually added).
3. Select templates for the user from the **Available Templates**.
4. Click **Save**.



If users are imported, their properties such as names and email addresses will match, however Templates will still need to be assigned to them.

Configuration in MyQ

After the configuration in ScannerVision is done, you need to create a MyQ Smart Workflow in **Terminal Actions**.

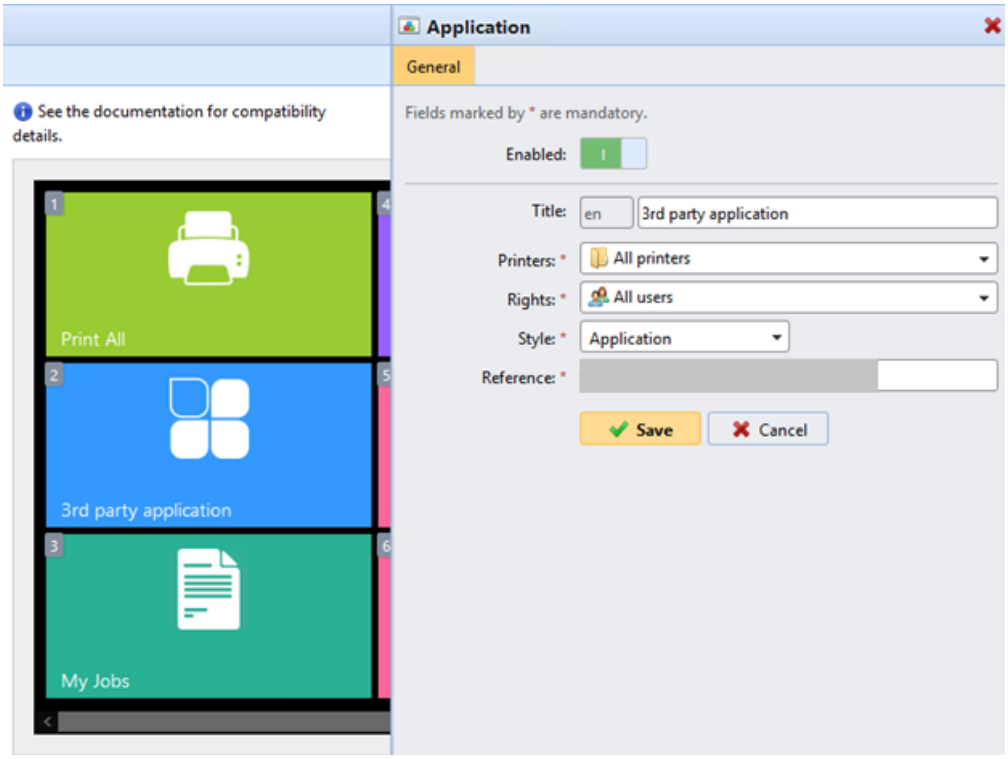
1. Go to **MyQ, Settings, Terminal Actions**.
2. Add the **External Workflow** action node by right-clicking on **Home** screen. The node is added to the list and the terminal preview. Double-click on it to modify its settings. The node's properties pane opens on the right side.
3. Fill out the External workflow as follows:
   a. Enter a **Title**. After saving, this will be shown as the name of the External workflow action in the **Home** screen pane and on the terminal preview.
   b. Enter the **URL** of the ScannerVision server; *ScannerVisionServer:port*. *http* or *https* depends on the ScannerVision server settings.
   The port number is not required if the default settings (*80* for non SSL and *443*

for SSL) are used on the ScannerVision server. If the port was changed, the port number is required. For example: *https://10.14.5.125* for SSL only with the default port used and
http://10.14.5.125:81 for non SSL and the port was changed from *80* to *81*.
c. Change the **Printers** and/or **Rights** if you want to create a specific MyQ Smart Workflow.
d. Click **Save**.

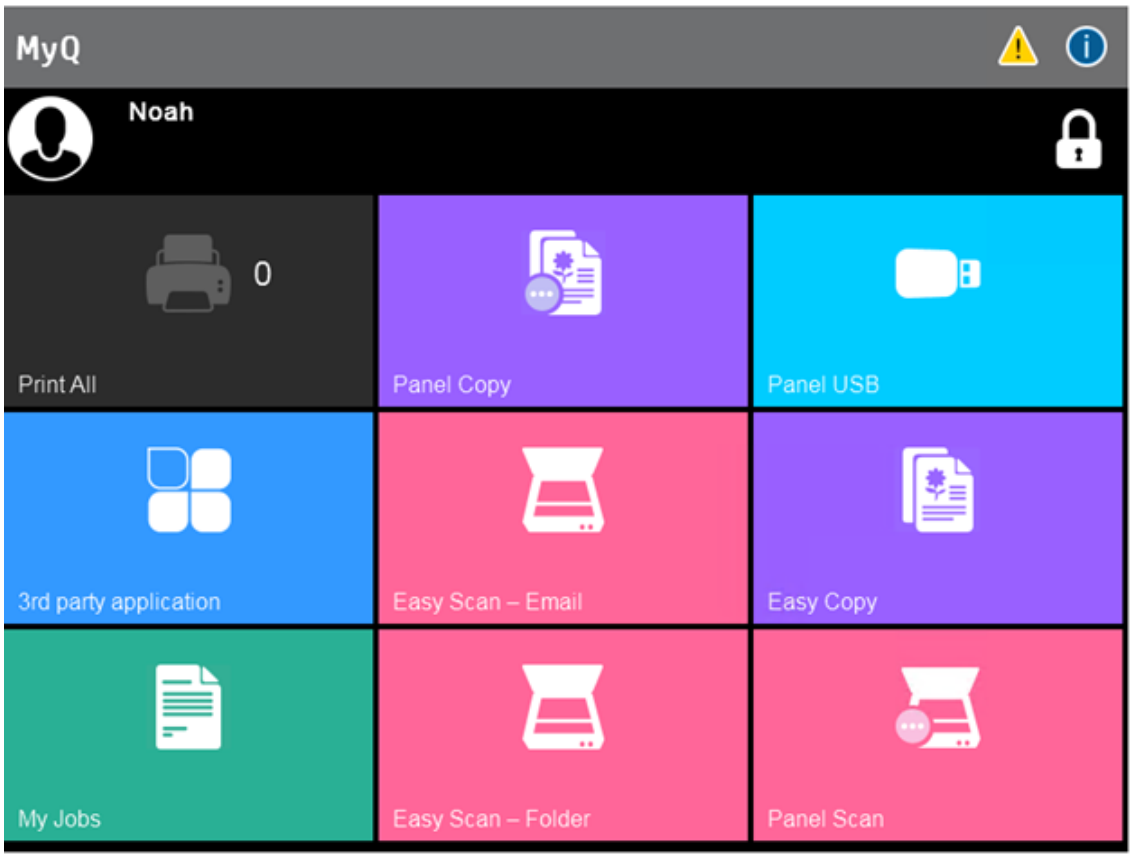
10.1.13 Application

The **Application** terminal action node enables users to directly access a third party application.

- FutureSmart 4.10 or newer is required.
- Not available in Exploded mode. To use a third party application in Exploded mode, see the alternative method via the Unlock Panel terminal action, described below.
- After installation/uninstallation of the third party application into device, the remote setup of the MyQ HP embedded terminal is required.

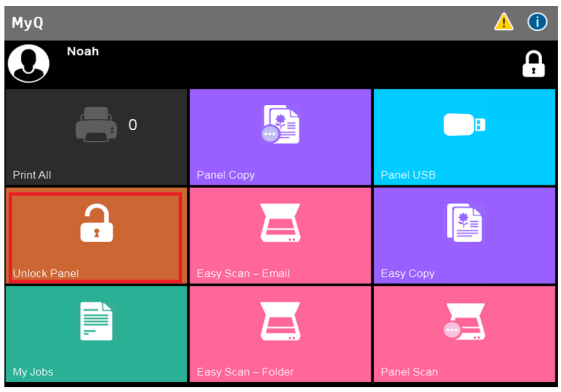


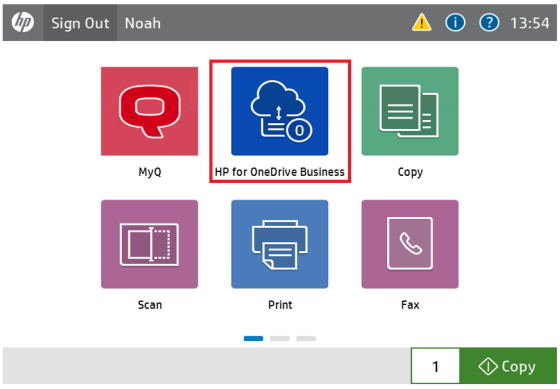
After creating the action node, type the application **Title** that you want to be displayed on the screen, set **Rights**, and type its reference name (the application reference name shown on the printing device's system menu) to the **Reference** text box.



Accessing third party applications via Unlock Panel

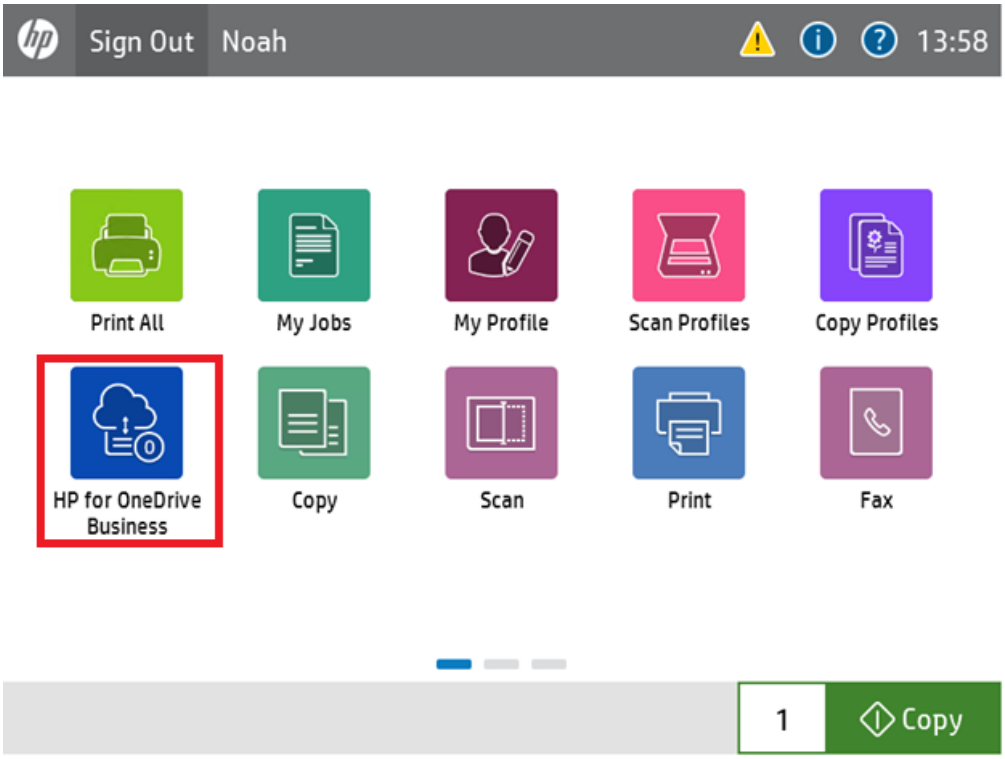
If the application's reference number is not available, you can still use applications installed in the printing device by using the **Unlock Panel** terminal action.





It is possible to use redirection to applications from HP Command Center to OXPd based apps only. It is not possible to use a third party application from HP Command Center, because applications from HP Command Center are based on OXPd SDK.

This is also available in Exploded mode:



All installed applications are displayed on the device's native panel. If you don't want the users to access them, you can restrict their access to the Unlock Panel terminal action.

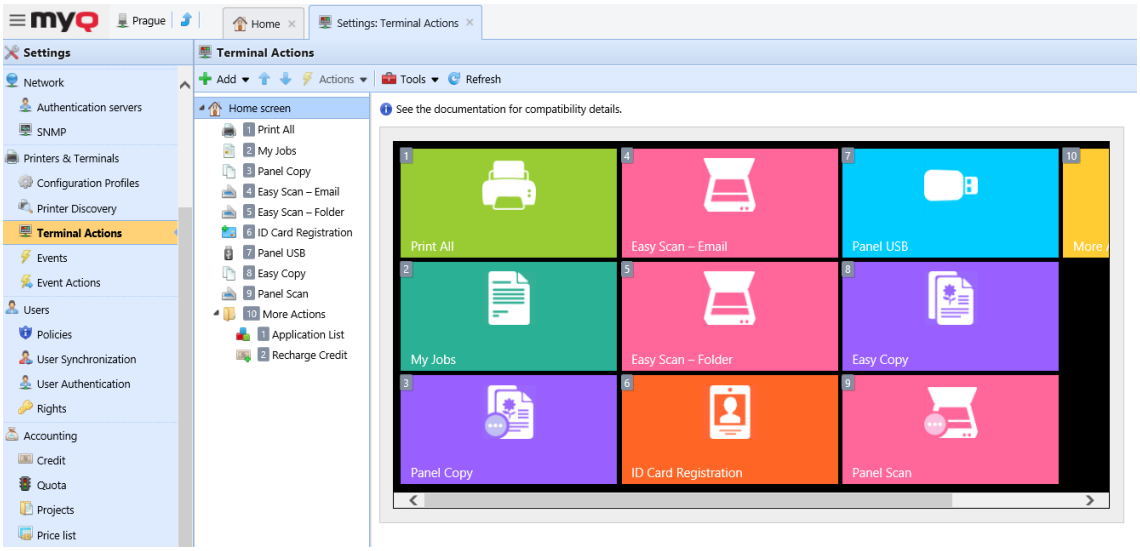
10.2 Default terminal actions

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 USB
- Easy Copy
- Panel Scan
- External Workflow

10.3 Terminal actions management

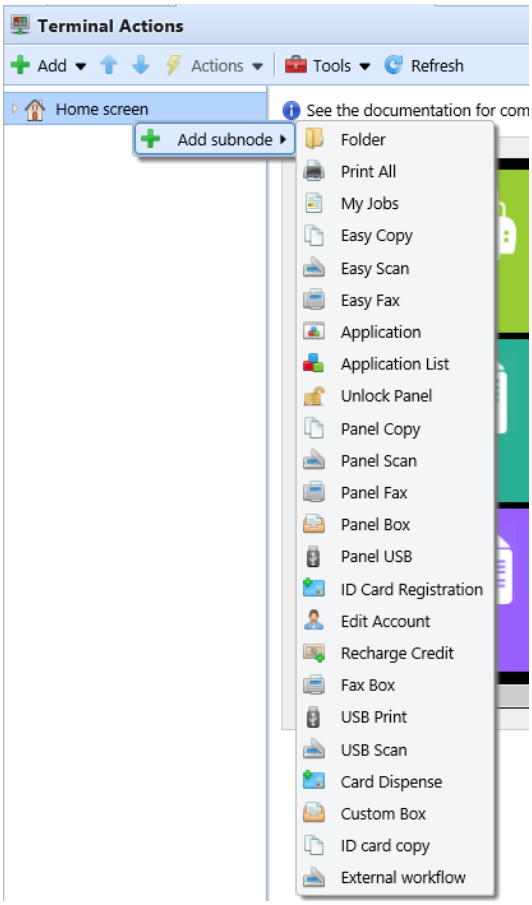
Terminal action nodes can be managed on the **Terminal Actions** settings tab (**MyQ, Settings, Terminal Actions**). They can be managed either under **Home screen** on the list of actions or directly on the terminal screen preview.



10.3.1 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.

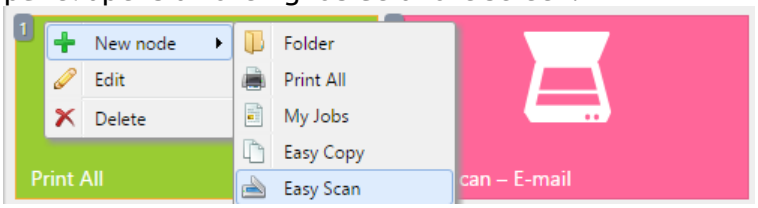


3. On the properties panel, you can rename and edit the node. For information about editing options, see Editing action nodes. Once you save your changes, the new action node is displayed on the action nodes list and on the terminal screen preview.

10.3.2 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.

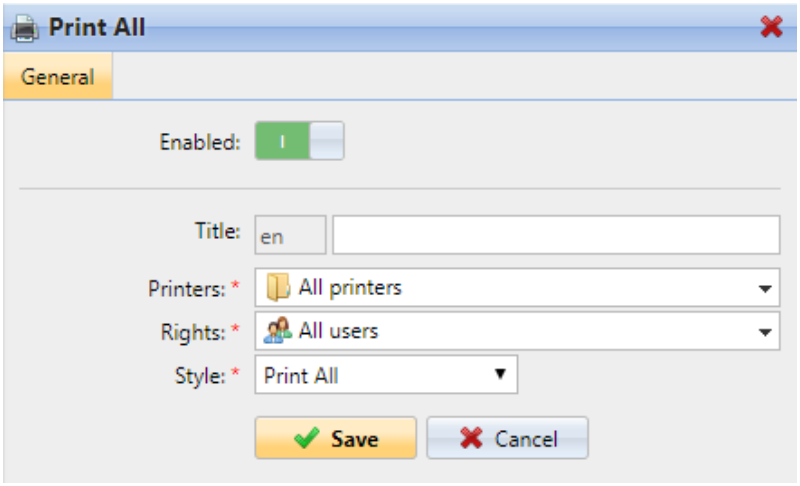


3. On the properties panel, you can rename and edit the node. For information about editing options, see Editing action nodes. Once you save your changes, the new action node is displayed on the action nodes list and on the terminal screen preview.

10.3.3 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.

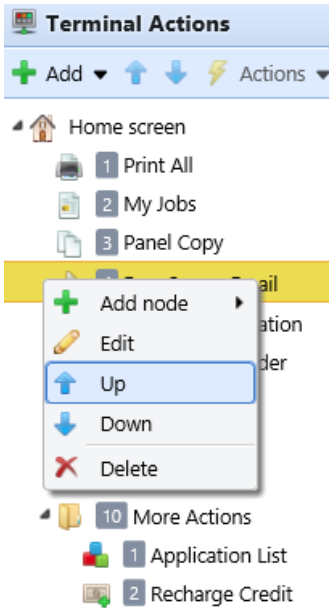
General tab



- **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.

10.3.4 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.



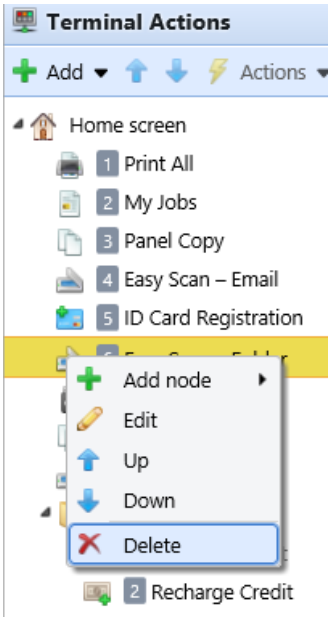
If there are more than ten action nodes defined on the home screen or in any folder, move the scroll bar at the bottom of the preview screen to view the additional action nodes.

10.3.5 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.

11 Accounting Settings

In the **Accounting** settings tab, in the **General** section, the MyQ administrator can set:

- the **Accounting mode** MyQ will be using:
  - **Accounting Group** - This is selected by default. In this mode, all quotas are available and can be spent.
  - **Cost Center** - In this mode, only the selected (cost center) payment account is spent.
- the **Payment account priority**, which applies to terminals that don't support user selection of payment accounts, and to direct queues without the MyQ Desktop Client option. The payment account with the highest priority is always used in such cases:
  - Credit
  - Quota

Limitations:

- The **Cost Center** mode does not work on printers without a terminal.
- The **Cost Center** mode can be used only with embedded terminal versions 8.2 or higher.
- In the **Cost Center** mode, if a user has more than one account, the job is paused and the account must be selected via MyQ Desktop Client (v.8.2 or higher). If there is only one account, the account is assigned automatically.

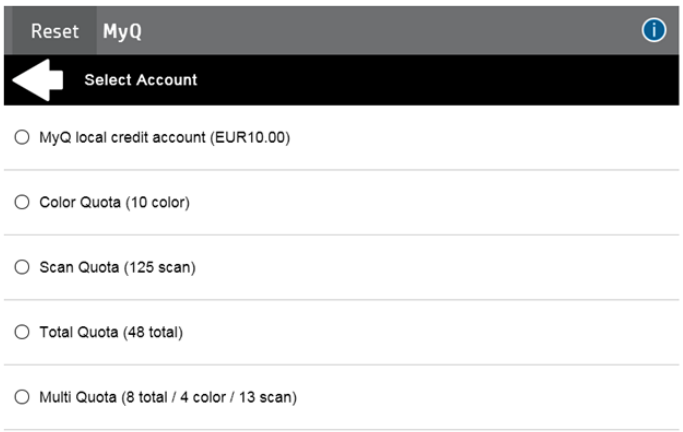
If you use the **Cost Center** mode on embedded terminals with a version older than 8.2, the terminals activation fails. The following error message can be found in the log: "*Terminal is incompatible | reason=Terminal version must be at least 8.2 in cost center mode*".
If you switch to the **Cost Center** mode on embedded terminals with a version older than 8.2, the following warning can be found in the log: "*This terminal is not supported in cost center accounting mode. Upgrade terminal at least to version 8.2*".
Switch to the **Accounting Group** mode or upgrade your embedded terminals to version 8.2 for the terminals to be successfully activated and work properly. If you choose to switch, your terminals need to be re-activated. This can be done automatically by clicking **OK** in the Apply Settings pop-up, or manually on each device.

Comparison between Accounting Group and Cost Center

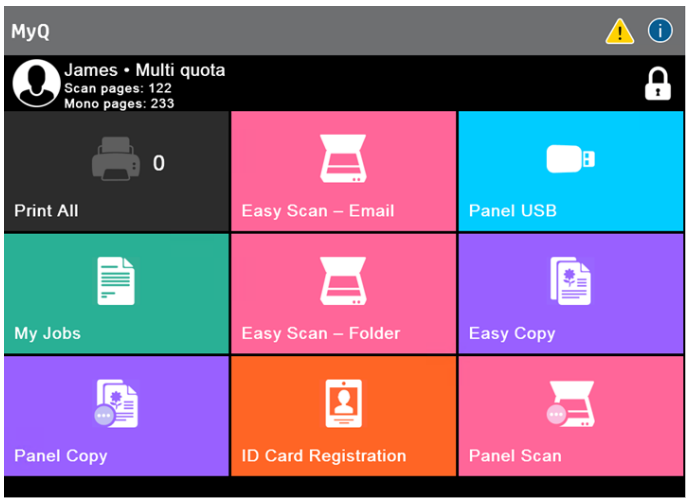
Accounting group	Cost center
Max 1 accounting group per user	Multiple cost centers can be assigned to a user
If multiple quotas are assigned to a user, all of them are spent.	Only one quota is spent. If credit, or a cost center without quota is selected, no quota is used.

Accounting group	Cost center
If credit or personal quota is selected, the job is still accounted to the accounting group	If credit or personal quota is used, no cost center is accounted.
Every job performed by user is accounted to their Accounting group	A job is accounted to the cost center only if selected, or if it is the only account the user has.

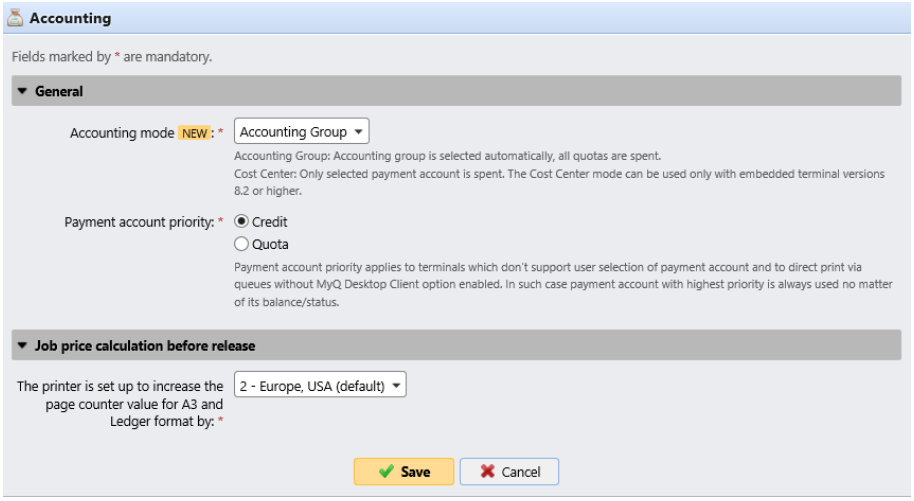
If the **Cost Center** mode is enabled, a cost center selection screen is displayed if more than one cost centers are assigned to the user.



If the user only has one cost center, the selection screen is not displayed and this cost center is automatically assigned to the user. The name of the assigned cost center is displayed next to the user's full name.

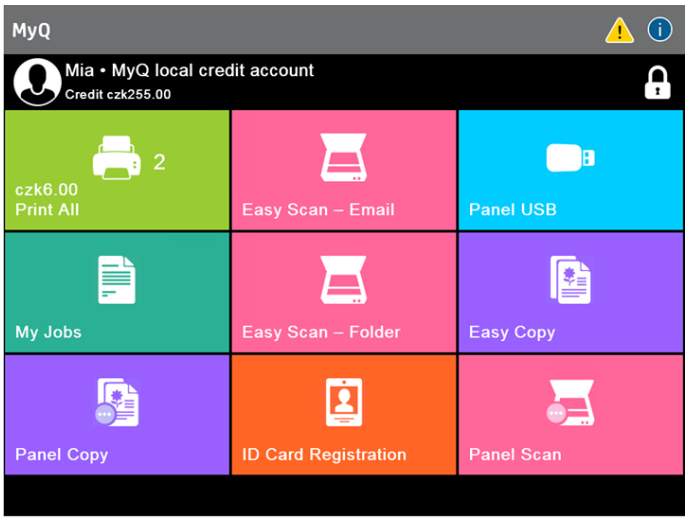


In the **Job price calculation before release** section, the MyQ administrator selects **the value for the printer is set up to increase the page counter value for A3 and Ledger format by** *1 - Japan*, or *2 - Europe, USA* (default).



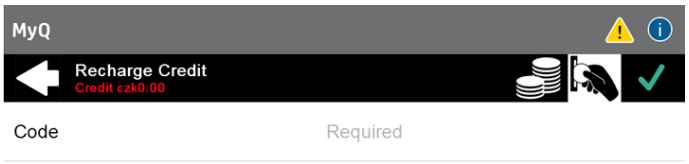
12 Credit

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.

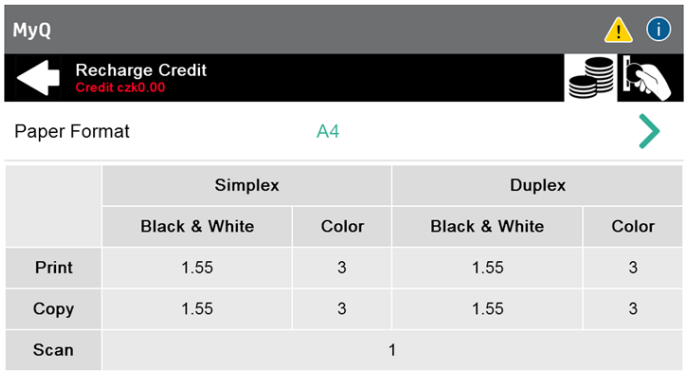


12.1 Recharging Credit

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.

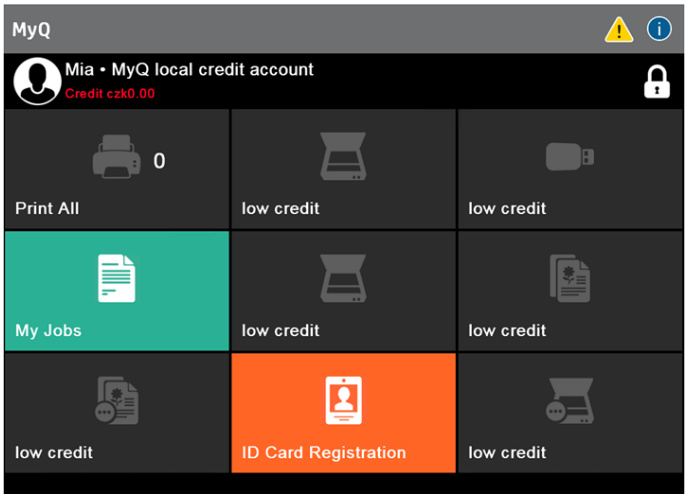


	Simplex		Duplex	
	Black & White	Color	Black & White	Color
Print	1.55	3	1.55	3
Copy	1.55	3	1.55	3
Scan	1			

12.2 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.



Action taken when a user runs out of credit during copying, scanning or faxing

The copy action stops, although a few more pages can be printed or copied, depending on the printing device's speed. The user can stay on the panel, but cannot use the panel copy action anymore.

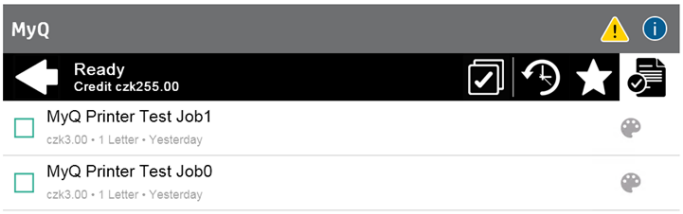
The first scan or fax job is always finished. The user can stay on the panel, but cannot use the panel action anymore.

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.

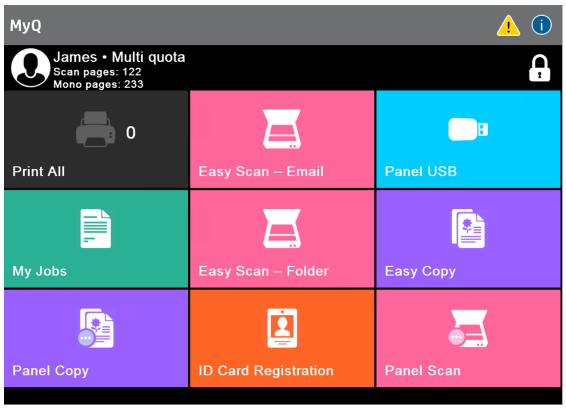
If a job does not include additional information from the job parser, users can start it as long as their credit is not equal to or below *0*.

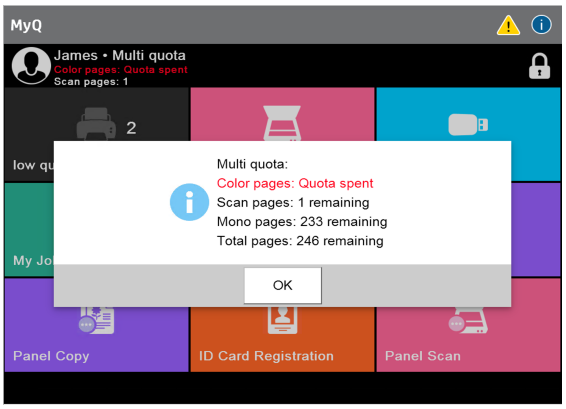


13 Quota

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.

Action taken when a user reaches a quota with immediate application

The copy action stops, although a few more pages can be printed or copied, depending on the printing device's speed. The user can stay on the panel, but cannot use the **Panel Copy** action anymore. The first scan or fax job is always finished. The user can stay on the panel, but cannot use the panel actions anymore.

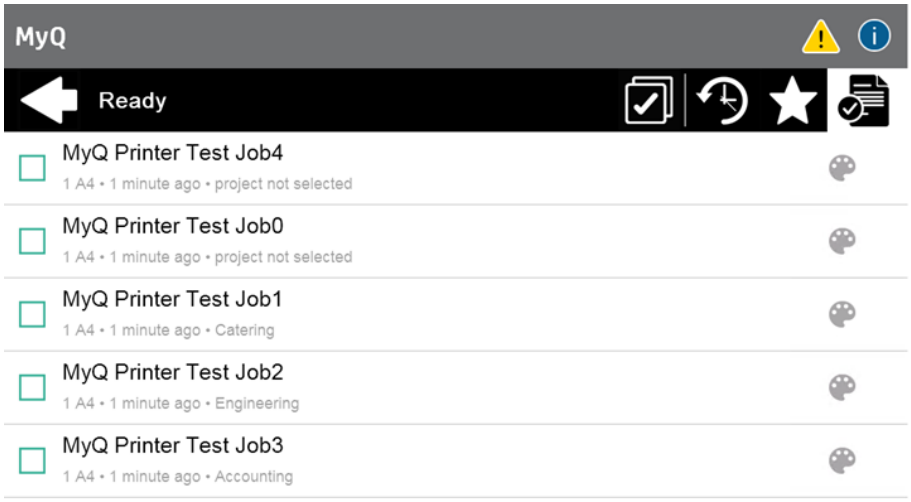
Print jobs with additional information from the job parser

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

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.

14 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 Desktop Client pop-up window, on the MyQ Web administrator interface, or in the MyQ mobile application.



Limitations

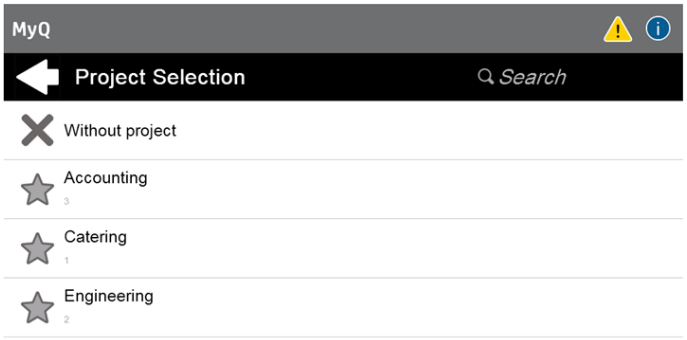
1. When the user logs in, the package has no information about the number of projects available to the user. If the user has no rights to use any projects (including the "no project" project), the behavior is as follows:
   a. On login, all actions are available to the user if credit/quota/rights conditions are met.
   b. A project is tried to be assigned when an action is executed as per regular workflow. If the user has no rights over any project, a pop-up with an error message is shown to the user.
   c. If the “no projects available” error message was displayed, the menu buttons are disabled showing the "No valid project” reason. My jobs is still available in this case, but it is not possible to print and the "No valid project" message is shown on the header.

14.1 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 Desktop Client, 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.

14.2 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.

14.3 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

14.4 Assigning projects on the Panel Fax screen

After tapping the **Fax** button on the **Panel Fax** screen, the user is immediately redirected to the Project selection screen where they need to select the project (or the *Without project* option).

15 HP Package Manager

In the HP Package Manager website, you can find the **Card Readers** page where you can manage and configure card readers.

Web Browser requirements

- Google Chrome 63 or higher (Recommended)
- Mozilla Firefox 57 or higher (Recommended)
- Internet Explorer 11 or higher
- Microsoft Edge 14 or higher
- Safari 10 or higher

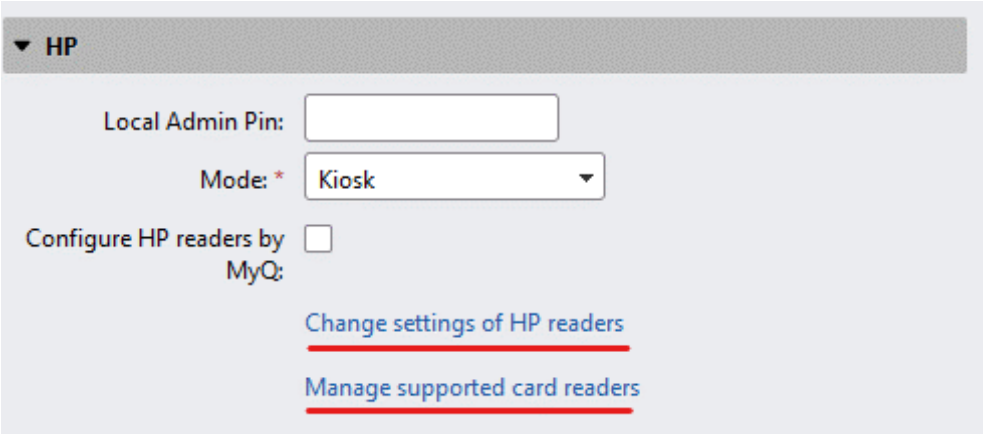
Older versions of web browsers will not work as required.

Signing in to HP Package Manager

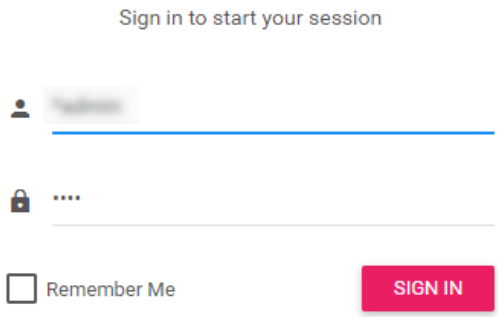
To sign in to HP Package Manager, type the following address into your web browser: "*<https://<hostname>:<numberOfServerPort>/package/hp/admin*"

where <*hostname*> is the hostname/IP address of your MyQ server, and <*numberOfServerPort*> is the MyQ Server port (*8090* by default).

Access is also possible via the links in the **MyQ, Settings, Configuration Profile** panel, in the **Terminal** tab.



You will be prompted to sign in by typing the password to your admin account. After that, click **Sign in** and HP Package Manager opens.



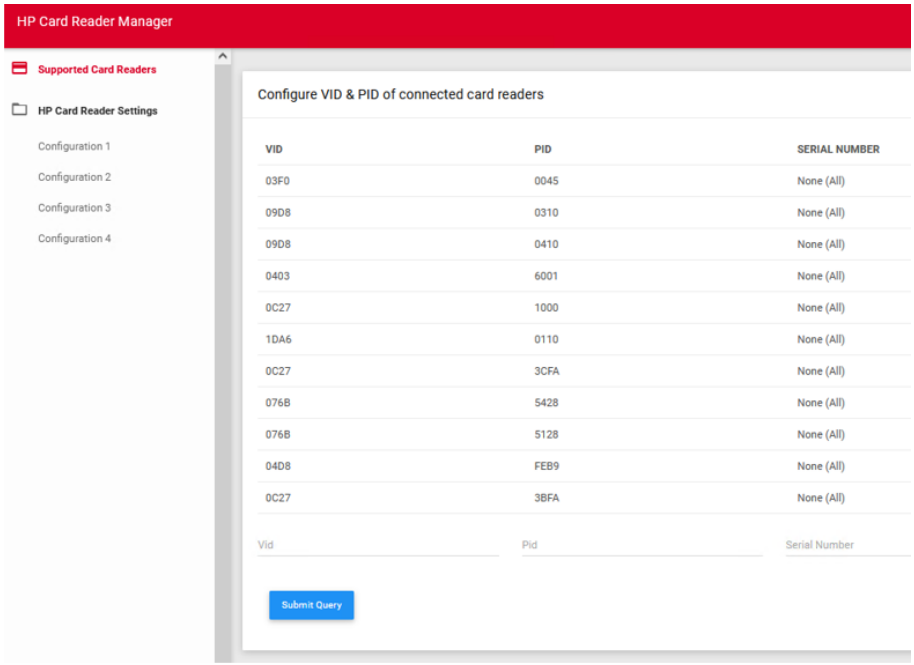
To sign out of HP Package Manager, click the exit icon in the upper-right corner of the screen.

Card Readers

On the Card Readers page, you can find two sections with card reader settings: the **Card Reader Settings**, and the **HP Card Reader Settings**.

Card Reader Settings

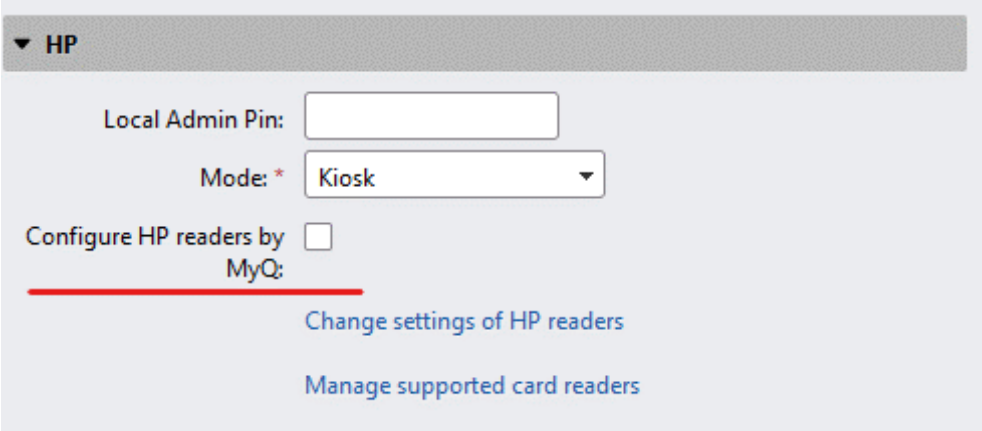
Here you can connect new types of card readers by adding the card reader's IDs and serial number. To connect a new type of card reader to your printing device, enter the **VID**, the **PID**, and optionally the **serial number**. Click **Submit Query** to add the setting. Added settings can be deleted by clicking the trash icon in the **Actions** column. After adding new types of card readers, you have to run the **Remote setup** of the HP Embedded terminals to apply the changes.



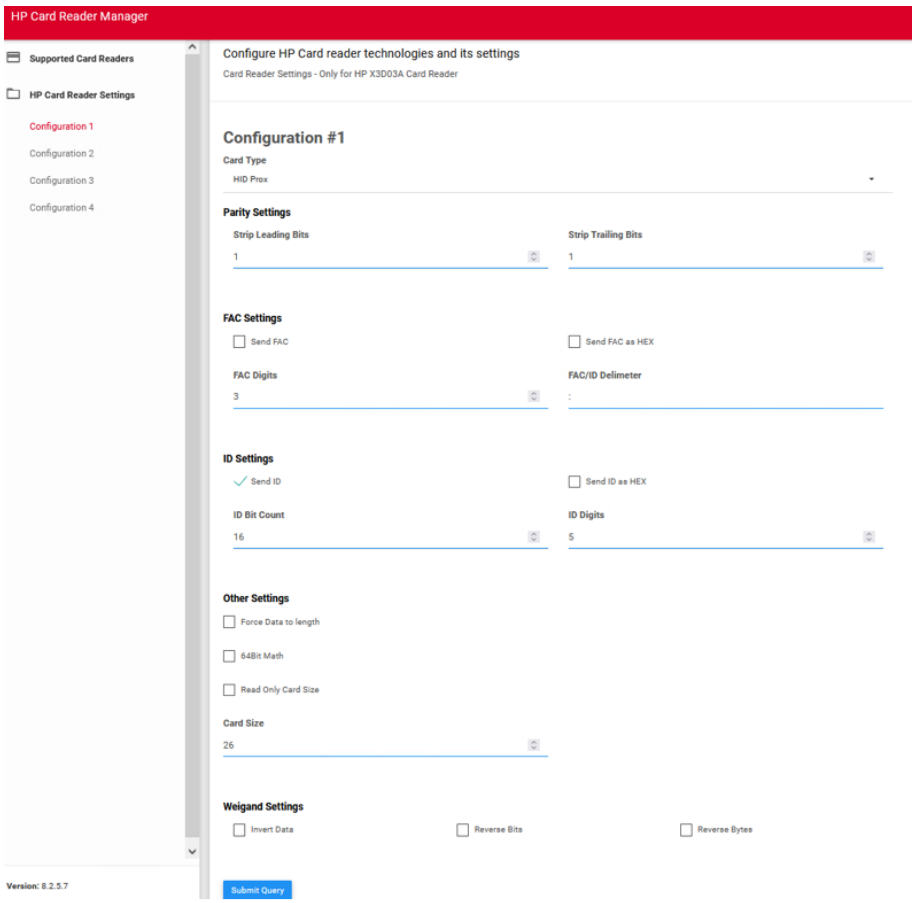
MyQ does not guarantee that the newly added card reader types will be compatible with the HP printing devices or that they will properly read your currently used ID cards.

HP Card Reader Settings

These settings are activated by enabling the **Configure HP readers by MyQ** option in **MyQ, Settings, Configuration Profile** panel, in the **Terminal** tab.



You can configure up to four technologies (*Card Settings 1 – 4*) for the HP Universal card reader. Each technology can be set on its individual **Card Setting** tab. After setting the card reader, click **Submit Query**. Changes are applied immediately; the **Remote setup** of the HP Embedded terminals is not required. This setting is applied to all HP printing devices equipped with the HP Universal card reader.

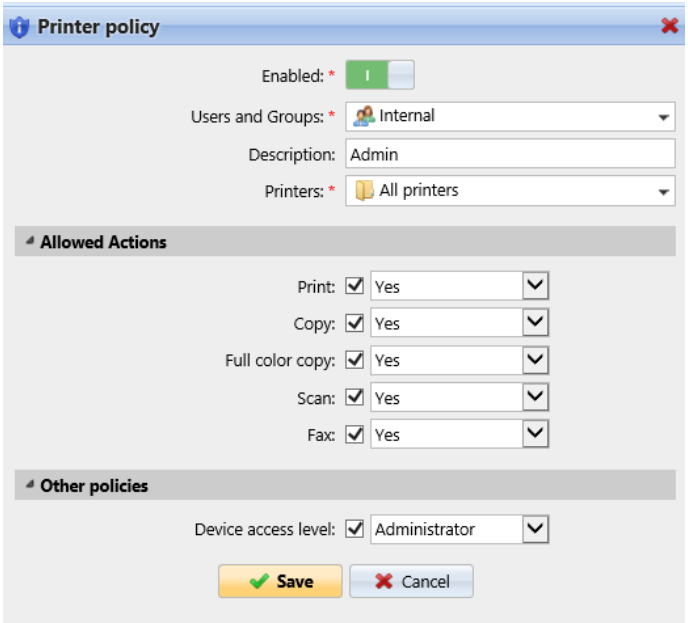


16 Device Settings on the Terminal

The administrator can modify the printing device's settings, such as display brightness, language, sounds, etc., directly on the terminal.

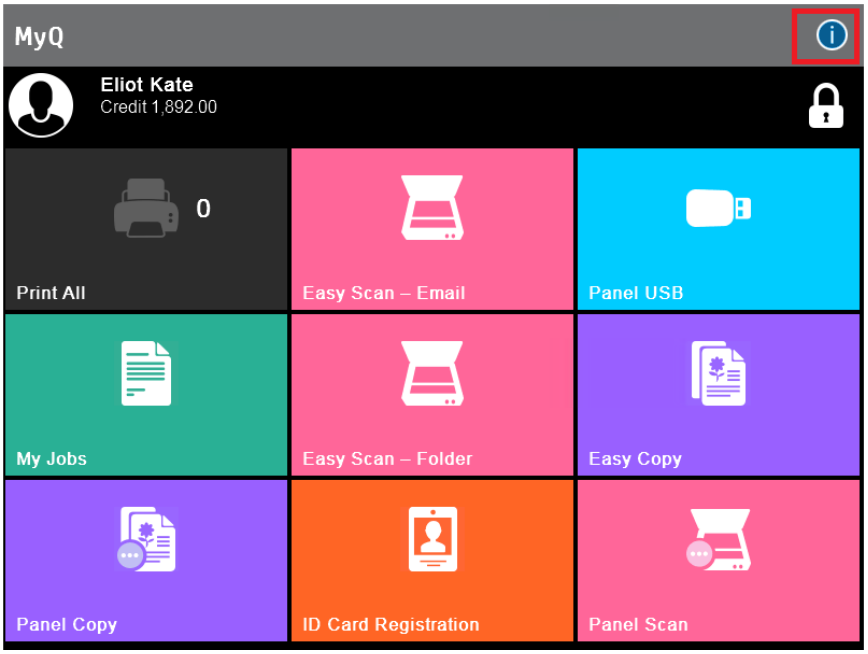
To do that, they first need to setup a new **Printer Policy** on the MyQ Web administrator interface.

- Go to **MyQ, Settings, Policies**, click **Add**, and **Add Printer Policy**.
- A new Printer Policy panel opens on the right side. Make sure that the policy is **Enabled**.
- Select the administrator's account from the drop-down in **Users and Groups**. Add an optional **Description** and then, from the drop-down menu, select the **Printers** you want the policy to apply to.
- Select the desired **Allowed Actions** by marking the checkbox next to them and choosing *Yes* or *No* from the drop-down menu. The available actions are *Print, Copy, Full color copy, Scan* and *Fax*.
- Finally, make sure to set the **Device access level** to the administrator by marking the checkbox and selecting *Administrator* from the drop-down menu.
- Click **Save**. Your new printer policy is now visible on the policies list.

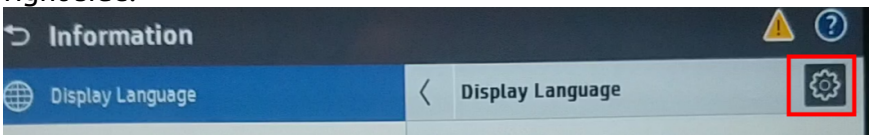


Once this is done, the administrator can now login to the embedded terminal and modify the device settings.

- Once logged in, click on the information icon (**i**) on the top right side of the terminal.



- Depending on the device, you can now choose the session's language and see related information. To modify the settings, click on the gear icon on the top right side.

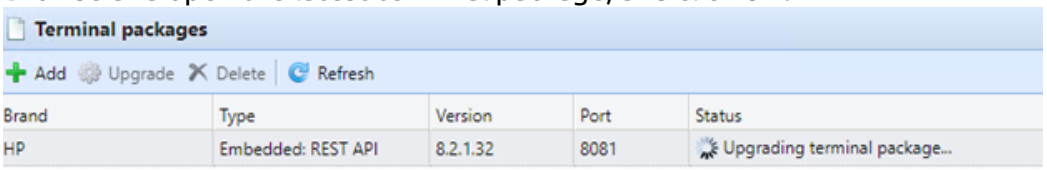


17 Update and Uninstallation

Updating the terminal

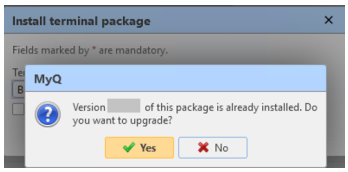
Updating the terminal is done on the MyQ web administrator interface. MyQ Server 8.2 patch 6 or higher is required.

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**.



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

MyQ embedded terminals can be uninstalled on the MyQ Web Administrator interface or by forcing a factory reset on the printing device. In the first case, even if the terminal is uninstalled, all of the device settings can be preserved for future use, whereas after a device reset, all the settings are lost and the device returns to its default factory state.

To remotely uninstall an embedded terminal from the MyQ Web administrator interface, follow the steps below. Before the uninstallation, make sure that the HP installation package is uploaded on the server and the HP service is running.

Go to **MyQ, Configuration Profiles**. Choose the profile and click **Edit** (or double-click, or right click and **Edit**). The properties panel opens on the right side. In the **General** tab, under **Terminal**, change the **Terminal type** to *No Terminal*. Click **Save**.

As long as the HP terminal package is uploaded on the MyQ server, the HP service remains in Windows and is visible in the MyQ Easy Config application. If you do not run any HP Embedded terminals on the server and want to remove the service, **Delete** the HP installation package from the **Printers** settings tab in the MyQ Web administrator interface (**MyQ, Settings, Printers & Terminals**).

18 Business Contacts

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Business information	www.myq-solution.com info@myq-solution.com
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