MyQ Kyocera Embedded Manual

REVISION 2

MyQ Embedded Terminal 7.1.5
MyQ Server 7.1.6+
August 2018

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Table Of Content

1. About **1**

1.1. About this manual 1

1.2. About MyQ Embedded terminal for Kyocera 1

1.2.1. Supported printing devices 1

2. Installation **7**

2.1. Remote installation on the MyQ Web interface 7

2.1.1. Preliminary setup on the MyQ Web Interface 7

Uploading the installation package of the embedded terminal 7

Entering the printing device's administrator credentials 8

2.1.2. Installation of the embedded terminal 11

Remote setup of the printing device (Installing the embedded terminal) 11

Installing the terminal on multiple printing devices 17

2.1.3. Updating terminals 19

2.1.4. Settings changed within the installation 19

2.2. Manual installation via USB 21

2.3. Assigning the terminal to the printing device 24

2.4. Selecting languages 25

2.4.1. The default language 25

2.4.2. The user's language 25

2.5. Certificate for secured run of the terminal 25

3. Licenses **27**

4. Admin Menu **28**

4.1. Entering the Admin menu 29

4.2. Changing the address of the MyQ server 29
4.3. Changing Login Types 31
4.4. Changing Log Level 32
4.5. Wiping Jobs 32
4.6. Clear Config Password 33
4.7. Unlock Panel 33
4.8. Disable Application 33
4.9. Exporting log 34
5. Configuration in the MyQ Terminal Manager 35
5.1. Searching for accessible terminals 35
5.2. Setting configuration password 36
5.3. Setting up the terminal 38
5.3.1. Common Settings 38
Server address or DNS Name 38
Configuration Password 39
Local Administration PIN 39
Exporting log 39
5.3.2. Login 39
Multi-login Options 39
Login by PIN 40
Login by User Name 40
Login by ID Card 40
ID Card Reader Type 40
FeliCa Card Reader Parameters 40

5.3.3. No-Login Operations 40
Scan 40
Copy 41
Fax 41
Start Screen 41
Emergency Mode 42
5.3.4. GUI Skin 42
5.3.5. User Session 42
Idle Logout 42
Copy/Scan Screen Type 43
5.3.6. Server Certificate Upload 43
5.3.7. Guest Account 44
Guest Login 46
Login name 46
Login Password 46
Guest Screen 46
6. Personalization 47
6.1. Changing logo 47
6.2. Changing themes 49
7. Terminal Actions 51
7.1. Terminal action nodes 52
7.1.1. Available action nodes 52
Print all 52
My Jobs 53

Managing jobs on the My Jobs screen: 54
Easy Scan 56
Easy Copy 56
Easy Fax 56
Application 56
Application List 56
Unlock Panel 56
Panel Copy 56
Panel Scan 56
Panel Fax 57
Panel Box 57
Panel USB 57
ID Card Registration 57
Report Problem 57
Edit Account 58
Recharge Credit 58
Folder 58
Fax Box 59
Custom Box 59
7.1.2. Default actions 59
7.2. Managing terminal actions on the MyQ Web Interface 60
7.2.1. Adding new action nodes 61
Adding new action nodes on the list of nodes 61
Adding a new action node to the terminal's home screen 61

Adding a new node to a folder 62
Adding new action nodes on the terminal screen preview 62
7.2.2. Editing action nodes 63
General settings 64
Printers 64
Rights 65
Destinations and parameters 65
7.2.3. Changing the layout of the nodes on the screen 65
7.2.4. Deleting action nodes 66
Deleting action nodes from the list 66
Deleting action nodes from the terminal screen preview 67
7.2.5. Restoring the original layout 67
7.3. Basic settings of the Easy Scan action 67
7.3.1. Setting destinations 68
Common settings 68
Available destinations 70
7.3.2. Scanning to FTP 79
7.3.3. Scanning to FAX server 81
7.3.4. Scanning to OneDrive 82
7.3.5. Scanning to OneDrive for Business 85
1) Setting up access of MyQ to Azure AD 85
2) Creating and setting the OneDrive for Business destination 97
3) Connecting users' accounts to OneDrive for Business 97
7.3.6. Scanning to Google Drive 101

7.3.7. Scanning to Box.com 104
7.3.8. Scanning to Dropbox 107
7.3.9. Scanning to SharePoint Online 110
1) Enabling access to SharePoint 110
2) Creating and setting the SharePoint Online destination 115
3) Connecting users' accounts to SharePoint Online 116
7.3.10. Setting parameters of the Easy Scan feature 118
Predefined parameters 119
Enabling users to change Easy Scan settings on the terminal screen 122
7.4. Advanced settings of the Easy Scan action 124
7.4.1. Attaching a file with metadata of the scan 124
7.4.2. Creating custom parameters 125
Text parameters 127
Password 127
Code book 127
Yes/No parameters 127
MyQ Users 128
External Code Book 128
7.4.3. Creating Code Lists and Codes on the MyQ Web Interface 128
Adding and deleting code lists 129
Adding, importing and deleting codes from a code list 130
7.4.4. Creating external code books 133
To create the external code book 133
7.4.5. Examples of use of the custom parameters 136

Enabling users to select the output folder from a code book 136
Enabling users to select recipients from the list of all MyQ users 138
Enabling users to search recipients via external code books 141
Enabling users to scan to their home folder protected by password 144
Providing additional information in a metadata file 147
7.5. Easy Scan to OCR 149
OCR processing 152
7.6. Easy Copy 153
Printing devices supporting Easy Copy 154
7.6.1. Parameters of Easy Copy 157
7.7. Easy Fax 160
7.7.1. Enabling the Easy Fax action on a printing device properties panel 161
7.7.2. Parameters of Easy Fax 163
7.8. Direct access to another HyPAS application 165
Printing devices supporting Direct access to another HyPAS application 166
8. Credit, Quotas and Projects 170
8.1. Credit 170
8.1.1. Using terminal actions without sufficient credit 171
Print jobs with additional information from the job parser 172
Action taken when a user runs out of credit during copying, scanning or faxing 172
8.1.2. Recharging credit 173
8.2. Quotas 175
8.2.1. Using terminal actions when a quota is reached 176

Print jobs with additional information from job parser 176
Action taken when a user reaches a quota with immediate application 177
8.3. Project Accounting 178
8.3.1. Assigning projects to print jobs 179
My Jobs 179
Print All 180
8.3.2. Assigning projects to Easy Copy jobs 180
8.3.3. Assigning projects to Easy Scan jobs 180
8.3.4. Assigning projects on the Panel Copy screen 180
8.3.5. Assigning projects on the Panel Scan screen 180
8.3.6. Assigning projects on the Panel Fax screen 180
9. Device Spool and Offline Login 181
Printing devices supporting Device Spool 181
Printing devices supporting Offline Login 183
9.1. Device Spool 184
Follow me for Device Spool 185
Delegated printing for Device spool 185
9.1.1. Setting up Device Spool in MyQ 186
9.1.2. Print drivers for Device Spool 187
9.1.3. IP filters 188
9.1.4. Print languages supported by Device Spool 188
9.1.5. Features not supported by Device Spool 188
9.2. Offline Login 189
9.2.1. Requirements 190

9.2.2. Offline Login Setup 190
9.2.3. Scanning to email via Panel scan in the Offline mode 191
9.2.4. Offline login via LDAP server credentials 196
10. Accessing the Terminal via the MyQ Mobile Application 197
11. USB Card Reader Connection 199
Activating Card Authentication Kit (B) 199
12. Update and Uninstallation 201
12.1. Updating the terminal 201
12.2. Uninstalling the terminal 201
13. Appendix I — Overview of changes 203
Revision 2 203
Changes in topics 203
14. Business contact 204

1. About

1.1. About this manual

This document provides readers with information needed to install and administer a Kyocera Embedded terminal. It guides them through the processes of installation and configuration of the embedded terminal. Furthermore, it helps them administer the terminal from the device operation panel and remotely configure it from the MyQ Web Interface and the MyQ Terminal Manager. Significant part of the manual is dedicated to introduction of the terminal features and information on their management.

The purpose of this document is to guide you during installation and configuration of the Kyocera Embedded terminal and describe its features.

1.2. About MyQ Embedded terminal for Kyocera

The embedded terminal is a software application developed on the Kyocera HyPAS platform (Hybrid Platform For Advanced Solutions). It enables simple management of print jobs on a touchscreen display and offers a number of advanced features: multiple login options, scanning and copying by a single touch, credit, quota, project accounting, and many other. It can communicate with multiple types of USB card readers.

The application can be remotely installed on the MyQ Web Interface or directly uploaded on the device using a USB flash drive. Every embedded terminal requires a valid license activated on the MyQ server.

NOTICE: Kyocera printing devices have to be equipped with either SSD, Hard drive or an SD card to enable the installation of the MyQ embedded terminal.

1.2.1. Supported printing devices

FS, LS Series	Color/B&W	Device type
FS-3540MFP	B&W	Multifunction printer
FS-3640MFP	B&W	Multifunction printer
FS-6525MFP	B&W	Multifunction printer
FS-6530MFP	B&W	Multifunction printer
LS-3640MFP	B&W	Multifunction printer

FS, LS Series	Color/B&W	Device type
FS-C2526MFP	Color	Multifunction printer
FS-C2626MFP	Color	Multifunction printer
FS-C8520MFP	Color	Multifunction printer
FS-C8525MFP	Color	Multifunction printer
ECOSYS Series	Color/B&W	Device type
ECOSYS M2640idw	B&W	Multifunction printer
ECOSYS M3040idn	B&W	Multifunction printer
ECOSYS M3145idn	B&W	Multifunction printer
ECOSYS M3540idn	B&W	Multifunction printer
ECOSYS M3550idn	B&W	Multifunction printer
ECOSYS M3560idn	B&W	Multifunction printer
ECOSYS M3645idn	B&W	Multifunction printer
ECOSYS M3655idn	B&W	Multifunction printer
ECOSYS M3660idn	B&W	Multifunction printer
ECOSYS M4028idn	B&W	Multifunction printer
ECOSYS M4125idn	B&W	Multifunction printer
ECOSYS M4132idn	B&W	Multifunction printer
ECOSYS M4226idn	B&W	Multifunction printer
ECOSYS M4230idn	B&W	Multifunction printer
ECOSYS M6026cidn	Color	Multifunction printer
ECOSYS M6035cidn	Color	Multifunction printer
ECOSYS M6230cidn	Color	Multifunction printer

ECOSYS Series	Color/B&W	Device type
ECOSYS M6235cidn	Color	Multifunction printer
ECOSYS M6526cidn	Color	Multifunction printer
ECOSYS M6535cidn	Color	Multifunction printer
ECOSYS M6630cidn	Color	Multifunction printer
ECOSYS M6635cidn	Color	Multifunction printer
ECOSYS M8024cidn	Color	Multifunction printer
ECOSYS M8030cidn	Color	Multifunction printer
ECOSYS M8124cidn	Color	Multifunction printer
ECOSYS M8130cidn	Color	Multifunction printer
ECOSYS M8224cidn	Color	Multifunction printer
ECOSYS M8228cidn	Color	Multifunction printer
ECOSYS P8060cdn	Color	Printer
TASKalfa Series	Color/B&W	Device type
TASKalfa 256i	B&W	Multifunction printer
TASKalfa 306i	B&W	Multifunction printer
TASKalfa 206ci	Color	Multifunction printer
TASKalfa 256ci	Color	Multifunction printer
TASKalfa 265ci	Color	Multifunction printer
TASKalfa 266ci	Color	Multifunction printer
TASKalfa 306ci	Color	Multifunction printer
TASKalfa 307ci	Color	Multifunction printer
TASKalfa 350ci	Color	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 351ci	Color	Multifunction printer
TASKalfa 356ci	Color	Multifunction printer
TASKalfa 357ci	Color	Multifunction printer
TASKalfa 406ci	Color	Multifunction printer
TASKalfa 407ci	Color	Multifunction printer
TASKalfa 2510i	B&W	Multifunction printer
TASKalfa 2520i	B&W	Multifunction printer
TASKalfa 3010i	B&W	Multifunction printer
TASKalfa 3011i	B&W	Multifunction printer
TASKalfa 3210i	B&W	Multifunction printer
TASKalfa 3212i	B&W	Multifunction printer
TASKalfa 3500i	B&W	Multifunction printer
TASKalfa 3501i	B&W	Multifunction printer
TASKalfa 3510i	B&W	Multifunction printer
TASKalfa 3511i	B&W	Multifunction printer
TASKalfa 4002i	B&W	Multifunction printer
TASKalfa 4012i	B&W	Multifunction printer
TASKalfa 4020i	B&W	Multifunction printer
TASKalfa 4500i	B&W	Multifunction printer
TASKalfa 4501i	B&W	Multifunction printer
TASKalfa 5002i	B&W	Multifunction printer
TASKalfa 5500i	B&W	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 5501i	B&W	Multifunction printer
TASKalfa 6002i	B&W	Multifunction printer
TASKalfa 6500i	B&W	Multifunction printer
TASKalfa 6501i	B&W	Multifunction printer
TASKalfa 7002i	B&W	Multifunction printer
TASKalfa 8000i	B&W	Multifunction printer
TASKalfa 8001i	B&W	Multifunction printer
TASKalfa 8002i	B&W	Multifunction printer
TASKalfa 9002i	B&W	Multifunction printer
TASKalfa 2460ci	Color	Multifunction printer
TASKalfa 2470ci	Color	Multifunction printer
TASKalfa 2550ci	Color	Multifunction printer
TASKalfa 2551ci	Color	Multifunction printer
TASKalfa 2552ci	Color	Multifunction printer
TASKalfa 3050ci	Color	Multifunction printer
TASKalfa 3051ci	Color	Multifunction printer
TASKalfa 3060ci	Color	Multifunction printer
TASKalfa 3252ci	Color	Multifunction printer
TASKalfa 3550ci	Color	Multifunction printer
TASKalfa 3551ci	Color	Multifunction printer
TASKalfa 3552ci	Color	Multifunction printer
TASKalfa 4052ci	Color	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 4550ci	Color	Multifunction printer
TASKalfa 4551ci	Color	Multifunction printer
TASKalfa 5052ci	Color	Multifunction printer
TASKalfa 5550ci	Color	Multifunction printer
TASKalfa 5551ci	Color	Multifunction printer
TASKalfa 6052ci	Color	Multifunction printer
TASKalfa 6550ci	Color	Multifunction printer
TASKalfa 6551ci	Color	Multifunction printer
TASKalfa 7052ci	Color	Multifunction printer
TASKalfa 7550ci	Color	Multifunction printer
TASKalfa 7551ci	Color	Multifunction printer
TASKalfa 8052ci	Color	Multifunction printer

NOTICE: Some legacy Kyocera printing devices that are not supported by this version of the terminal can still be used with the MyQ terminal version 5.1. For more information, see 5.1 Kyocera Embedded manual.

2. Installation

This topic describes two ways of installing the terminal: remote installation on the MyQ web interface and manual installation via USB. The remote installation on the MyQ WEB interface is a preferable alternative to installation on the printing device Web User Interface — it is much simpler and it allows installing the terminal on a large number of devices at the same time. The manual installation can be used in specific cases, where the remote installation is not possible.

Furthermore, the topic contains three sections showing how to perform additional elementary setup:

- how to assign terminals to devices
- how to change languages
- how to upload your own SSL certificates

2.1. Remote installation on the MyQ Web interface

The easiest way to install the Embedded terminal is remote installation from the MyQ WEB 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.

2.1.1. Preliminary setup on the MyQ Web Interface

Before you proceed with the remote installation of the embedded terminal, you need to make sure that the terminal package is uploaded and the proper administrator credentials for access to the printing device settings are set on the MyQ server. The two following sections show you how to perform the necessary setup.

Uploading the installation package of the embedded terminal

The PKG installation package has to be stored on the MyQ server to be distributed to the printing devices during installation.

I. On the **Printers** settings tab, under **Embedded terminals installation packages**, under **Kyocera:**, click **+Add**, and then click **Choose File**. The **Open** dialog box appears.

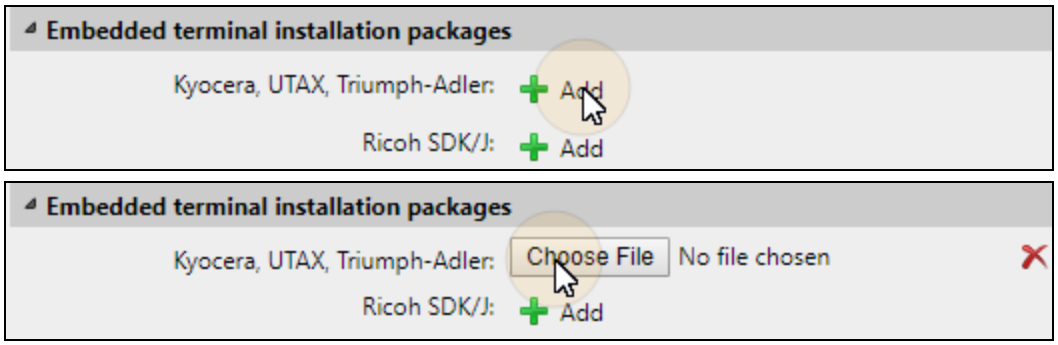


FIGURE 2.1. After clicking **+Add**, the button is replaced by the **Choose file** button.

II. In the dialog box, find and select the PKG file, and then click **Open**. The file replaces the **Choose File** button on the **Printers** settings tab.

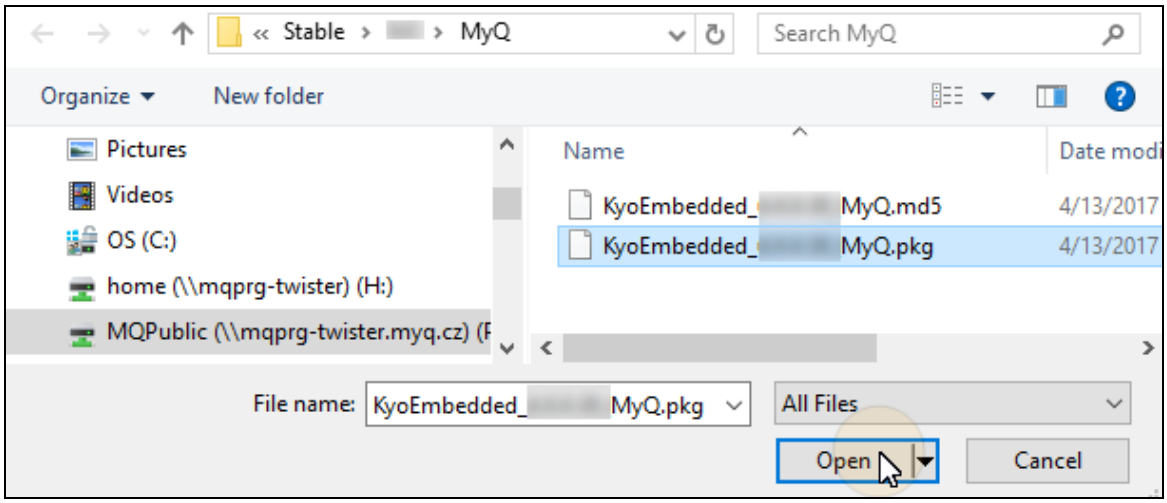


FIGURE 2.2. Opening the PKG file

INFO: If you want to delete the file, click the remove button ( ). The **Choose File** button reappears. After the file is deleted, you can upload a different version of the terminal.

III. Click **Save** at the bottom of the tab.

Entering the printing device's administrator credentials

Administrator credentials are necessary for accessing the printing device's settings. If they are not entered in MyQ, or are not entered correctly, remote installation fails with the "Invalid credentials" error message displayed in the log.

There are two ways of setting the credentials. You can do it globally for all the devices registered in MyQ, or individually for every device. If the individual credentials are not set, global ones are used as default.

INFO: The administrator credentials entered in MyQ are the same as those used to access the printing device's Web User Interface. For information about the printing device's administrator credentials, see the device's manual.

a) Global setup

I. Open the **Printers** settings tab. (Click **MyQ**, then click **Settings**, and finally click **Printers**.)

II. On the tab, enter the default administrator user name and default administrator password in the corresponding text boxes, and then click **Save** at the bottom of the tab.

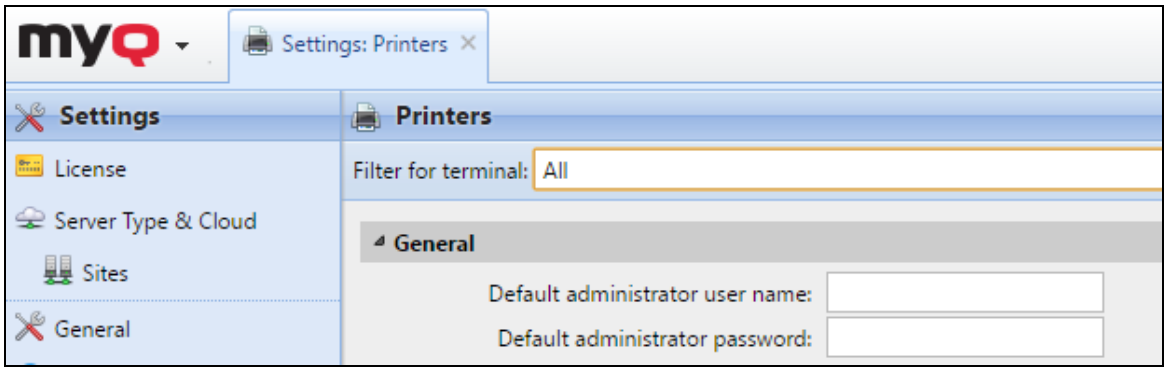


FIGURE 2.3. Entering the default admin credentials

b) Local setup

I. Open the **Printers** main tab. (Click **MyQ**, and then click **Printers**.)

II. On the tab, double-click the printing device. The printing device properties panel opens on the right side of screen.

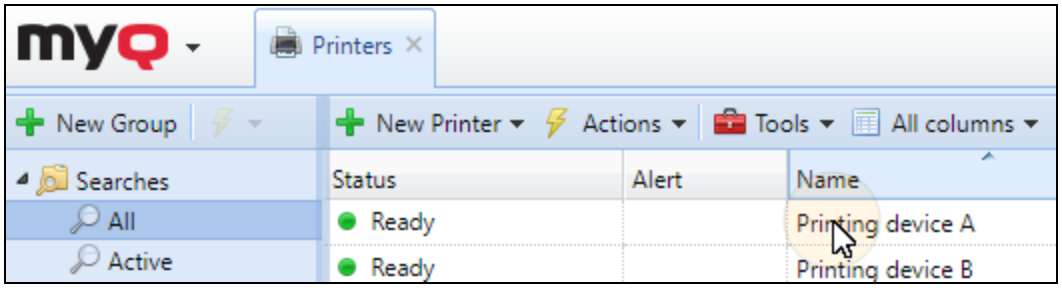


FIGURE 2.4. Opening the printing device properties panel

III. On the panel, enter the administrator user name and administrator password in the corresponding text boxes, and then click **Save**.

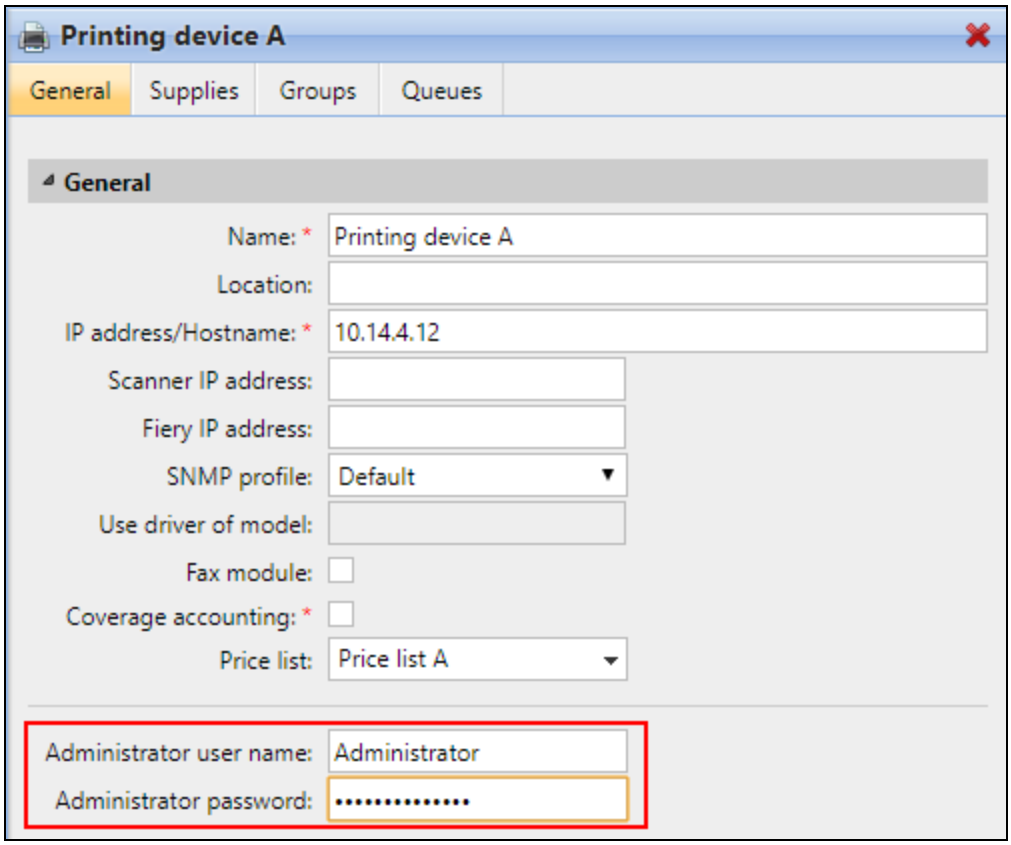


FIGURE 2.5. Entering the credentials on the properties panel

2.1.2. Installation of the embedded terminal

After you have uploaded the terminal's package and set the administrator credentials as it is described in the previous section, you can proceed with the remote installation of the terminal on the MyQ Web Interface. This section shows you how to install the embedded terminal on a single device and on multiple devices.

Remote setup of the printing device (Installing the embedded terminal)

I. On the **Printers** main tab, double-click the printing device. The printing device properties panel opens on the right side of screen. (See FIGURE 2.4 on the previous page.)

II. On the panel, under **Terminal type**, select **Embedded**. Additional settings appear.

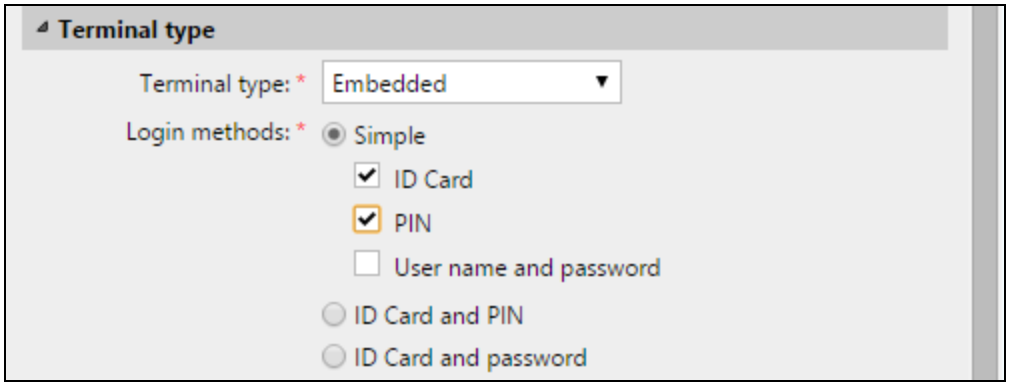


FIGURE 2.6. Setting terminal type on the printing device properties panel

III. Select one of the login methods and one or more particular login options, and then click **Save** at the bottom of the panel. The **Apply new settings** dialog box appears.

You can choose between two types of login: simple login and two steps 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 options are following:

Login with an ID Card

With the **ID Card** option selected, users can log in by swiping their ID Card. The ID Card has to be registered on the user account on the terminal.

Login with a PIN

With the **PIN** option selected, users can log in by entering their MyQ PIN.

Login with a User name and password

With the **User name and password** option selected, users can log in by entering their MyQ user name and password.

Login with an ID Card and PIN

With the **ID Card and PIN** option selected, the user has to swipe his ID card, and then enter the PIN.

Login with an ID card and password

With the **ID Card and password** option selected, the user has to swipe his ID card, and then enter the password.

IV. To install the terminal and change its settings, you need to perform a remote setup of the printing device. In the dialog box, keep the **Remote Printer Setup** option selected, and then click **OK**. The **Remote Printer Setup** tab opens.

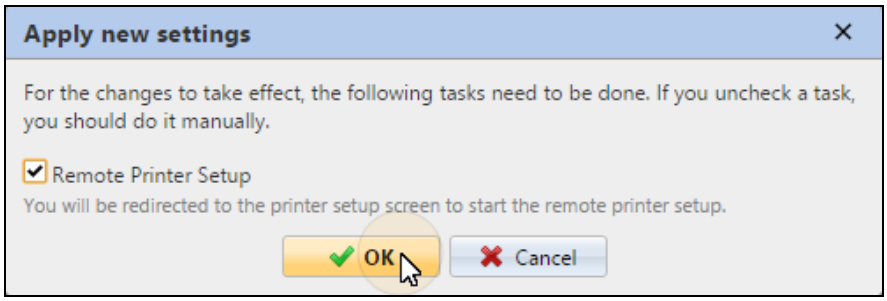


FIGURE 2.7. Applying new settings

V. On the tab, keep the **Install embedded terminal** option selected and click **Run** on the bar at the top of the tab.

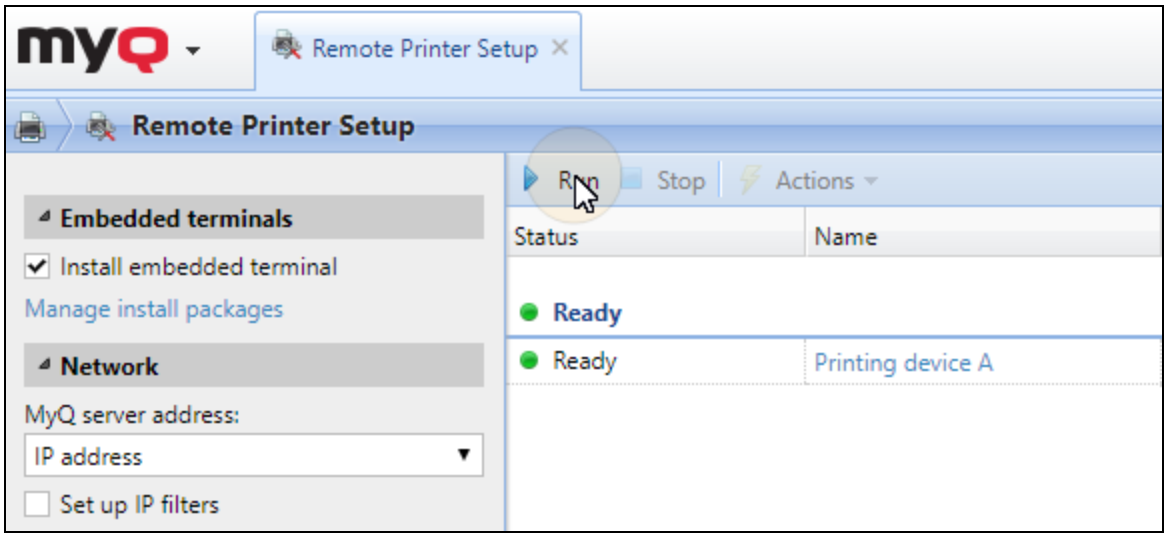


FIGURE 2.8. Running the remote printer setup on the **Remote Printer Setup** tab

- Under **Network**, you can change the MyQ server address setting on the embedded terminal. By default, the terminal communicates with the MyQ server using the server's IP address. If you want to use hostname of the server instead, select the **Hostname:...** option. (The hostname is set on the MyQ **Network** settings tab, under **General**; for further information, see "Network settings tab", under "MyQ® System Settings" in the Basic Installation Guide).

- If you want to receive print jobs only from the MyQ server, keep the **Set up IP filters** option under **Network** selected. With this option selected, a new IP filter is created on the printing device. The filter denies print jobs sent via LPD, Raw and IPP protocols from other than MyQ server IP addresses.

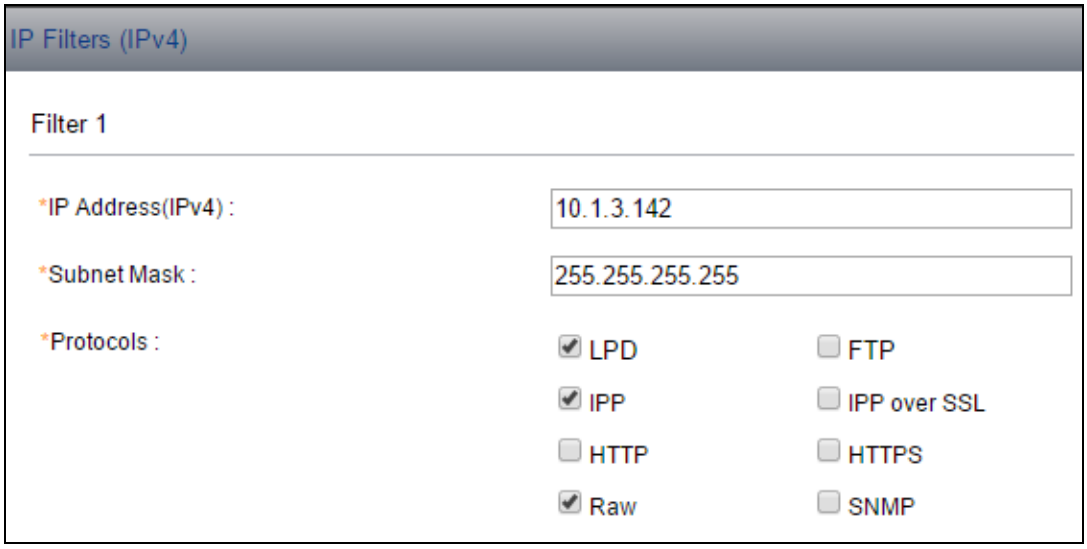


FIGURE 2.9. IP filter created during the setup

The **Warning** message box with two messages appears. The messages inform you that the printing device will be restarted during the remote setup and that the device should be in an idle state.

VI. Make sure that the device is not being used at the moment, and then click **OK**.

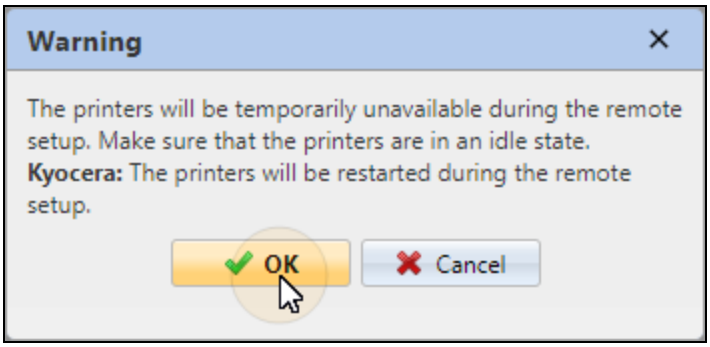


FIGURE 2.10. Warning message

The **Setup completed** message bar appears near the top of the tab. If the setup succeeds, the **"Setup completed: successful: 1, failed: 0"** message is displayed there. If it fails, the **"Setup completed: successful: 0, failed: 1"** message is displayed there.

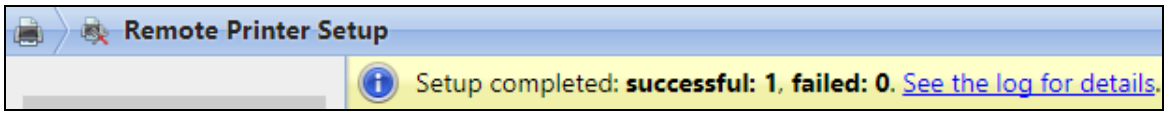


FIGURE 2.11. Remote Printer Setup tab after setup

INFO: Click **See the log for details** to open the **Log** tab with a list of finished setups. To check any of the setups on the list, double-click it (or select it, and then click **Open** on the bar at the top of the tab).

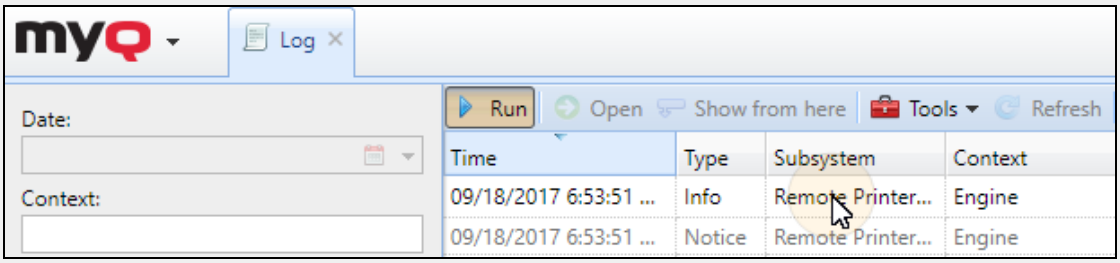


FIGURE 2.12. Opening the detailed information about the setup

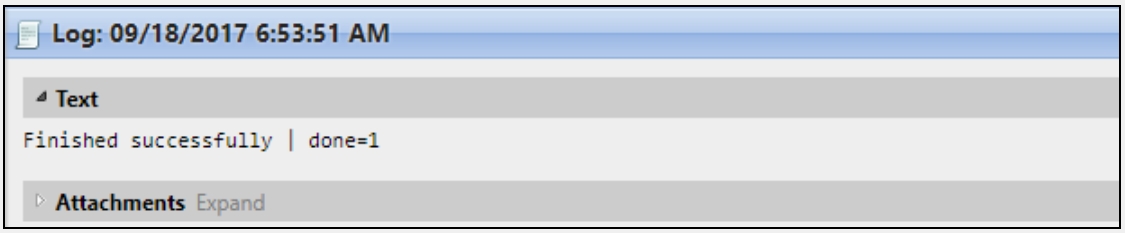


FIGURE 2.13. The detailed information about the setup

Installing the terminal on multiple printing devices

To install the terminal on multiple printing devices, you can either run remote setup of devices selected on the **Printers** main menu, or run remote setup of a whole group of devices.

Installation on a selection of printing devices

To install the terminal on multiple devices, select the devices, click **Actions**, and then click **Remote setup**. The **Remote Printer Setup** tab opens with all of the selected printers displayed.

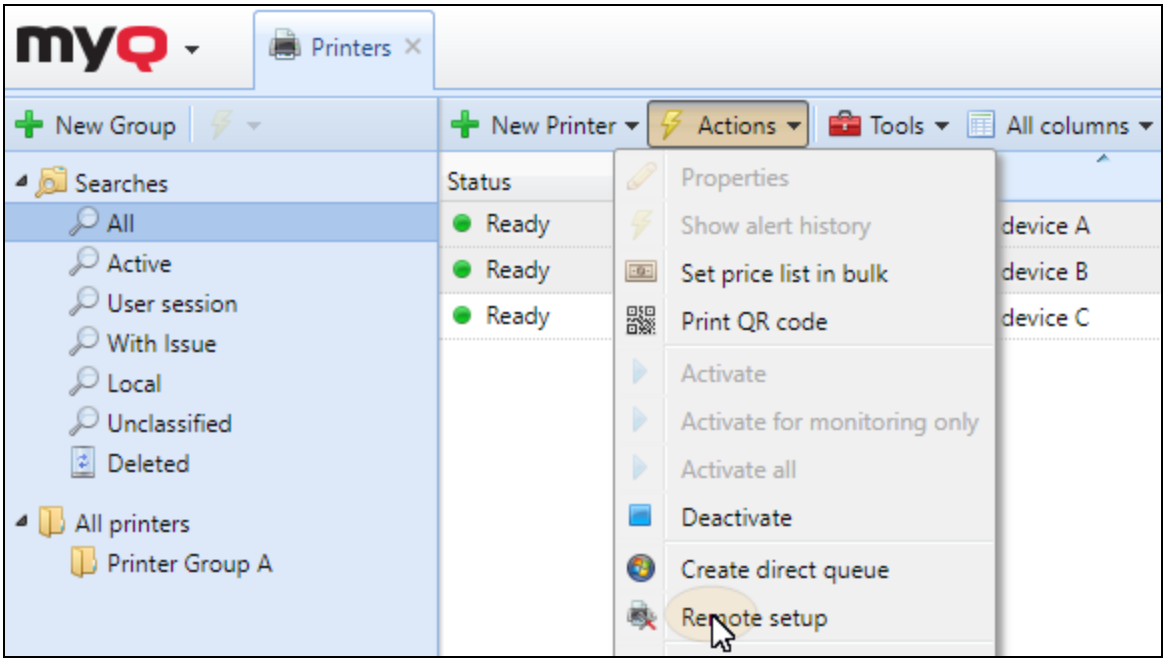


FIGURE 2.14. Opening remote setup of the selected devices.

Installation on all printing devices from a group

To install the terminal on all devices from a group, right-click the group, and then click **Remote setup** on the shortcut menu. The **Remote Printer Setup** tab opens with all members of the group displayed.

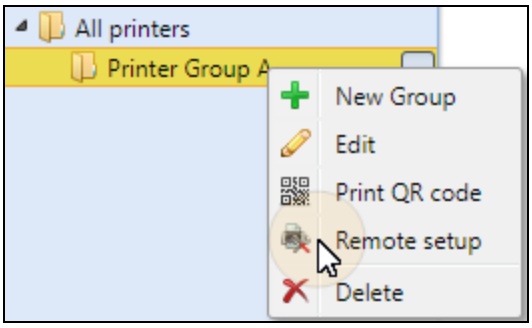


FIGURE 2.15. Opening remote setup of a group of devices

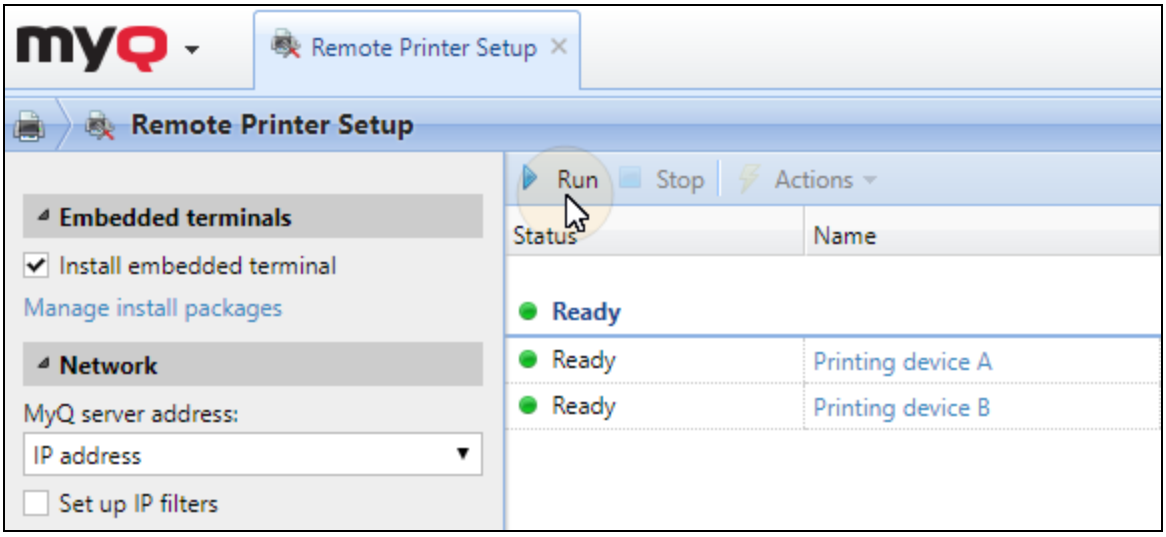


FIGURE 2.16. Remote setup of multiple printers

2.1.3. Updating terminals

Updating terminals is identical to installing new terminals. You need to install the newer **KyoEmbedded_x.x.x.x_MyQ.pkg** application on the terminal or terminals. The older version of MyQ Embedded terminal is automatically updated and all its settings are kept.

2.1.4. Settings changed within the installation

The following settings on the printing device Web User Interface are changed within the remote setup of the printing device:

Option	Value
JOB_AUTHORIZATION_ MODE	ON
SERVER_ AUTHENICATION_MODE	NETWORK
SERVER_HOSTNAME	MyQ server address
SERVER_PORTNUMBER	PM Server authentication port (Settings > Network)
JOB_ACCOUNTING	ON
AUTO_PANEL_RESET	OFF
DEACTIVATE_ENERGY_ SAVER	ON
CERTIFICATE_ VERIFICATION	ON, if a custom certificate is installed OFF, if the default certificate is installed
UNKNOWN_ID_JOB	ON
SECURE_PROTOCOLS_ SSL	ON
SECURE_PROTOCOLS_ HTTP_SECURITY	ON
SECURE_PROTOCOLS_ IPP_SECURITY	ON
IPP_SECURITY	ON

Option	Value
IPP_SECURITY_PORT	443
IP4_FILTERS	MyQ server address | 255.255.255.255 | LPD | IPP | IPPS | | | | RAW_PORT |
SMTP_PROTOCOLS	ON
SMTP_SERVER_NAME	MyQ server address
SMTP_PORT_NUMBER	MyQ STMP port (Settings > Network)
SMTP_AUTHENICATION_ PROTOCOL	OFF
SMTP_SECURITY	OFF, if **Enable only secure connection** is disabled in MyQ STARTTLS, if **Enable only secure connection** is enabled in MyQ
SMTP_SERVER_TIMEOUT	config.ini > [SMTPServer] > timeout
SMTP_EMAIL_SIZE_LIMIT	config.ini > [SMTPServer] > maxMessageSize
SMTP_SENDER_ADDRESS	device@myq.local
SLEEP RULE: NETWORK	OFF (On Kyocera devices supporting this setting.)
SLEEP RULE: APPLICATION	OFF (On Kyocera devices supporting this setting.)

INFO: If the **Log debug level messages** option is selected on the **MyQ Web Interface**, on the **General** settings menu, under **Log**, before start of the remote setup, you can see new values of the printing device settings in the remote setup log.

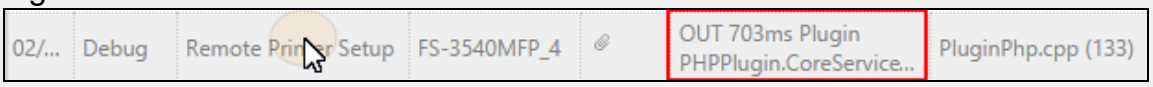


FIGURE 2.17. To open the extended log, click the raw with "OUT XXXms Plugin" value in the **Text** field on the **Log** tab.

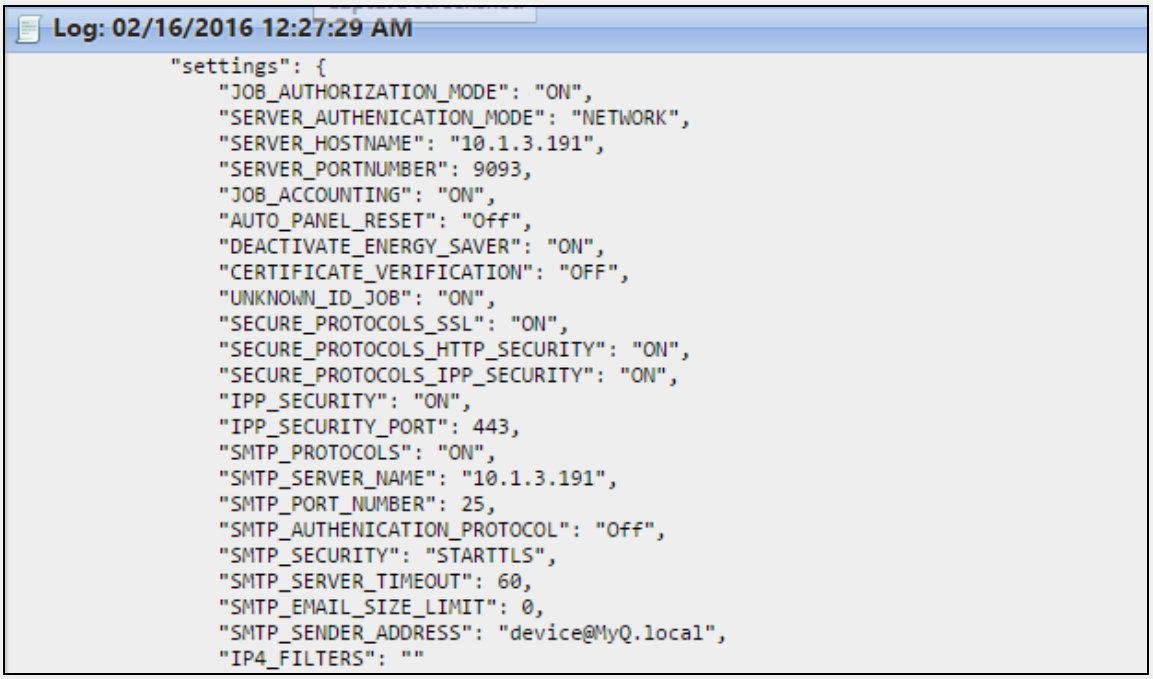


FIGURE 2.18. Information about the new values are displayed in the extended log.

2.2. Manual installation via USB

The second method of installation of the embedded terminal is to upload the installation file from a USB flash drive and install the application on the printing device system menu. This may be convenient if you need to install the terminal to a small number of devices to which you have physical access.

WARNING: Most printing devices cannot read flash drives formatted in the NTFS file system. Therefore, it might be necessary to use a USB flash drive formatted to FAT32.

1) Save the KyoEmbedded_x.x.x_MyQ.pkg file to the root directory of a USB Flash drive.

2) Install the file on the printing device

I. On the device operation panel, press the **System menu** button (or **System Menu/Counter** button on some devices). The **System Menu** opens.

II. On the **System Menu**, find and tap **Application** (**Favorites/Application** on some devices). You are prompted to login as an administrator.

III. Login as the administrator. The **Application** menu (or **Favorites/Application** menu) opens.

> **INFO:** If there is a card reader connected to the device and activated (see "USB Card Reader Connection" on page 199), you are asked to use ID card. In such case, tap **Menu** at the bottom left corner of screen, and then tap keyboard login. If the **Menu** button is not displayed, press the **System Menu** button (or **System Menu/Counter**) on the device operation panel — the terminal screen refreshes with the button displayed.

> **INFO:** In case you are asked to select between the **Local** login and the **Network** login, select **Local** before entering the credentials.

> **INFO:** For information about the printing device default password, how to enter the printing device web interface and how to find the particular settings, see the printing device manual.

IV. On the **Application** menu (or **Favorites/Application** menu), tap **Application**. The **Application** sub-menu opens.

V. Insert the USB Flash drive with the uploaded installation file, and then tap **+** (or **Add** on some devices) at the upper-right corner of screen. A dialog box appears, informing about the number of applications that can be installed.

VI. Tap **OK**. The **Add-Application** menu opens with the **MyQ Embedded** item displayed.

> **INFO:** In case a different version of the terminal is already installed on the device, the **Update Program** description is displayed next to the application name. If you update the terminal, its version is changed but all settings are preserved.

VII. Select the **MyQ Embedded** item, tap **Install** at the bottom-left corner of screen, and then tap **Yes** to confirm the installation. The **Completed** message appears and the **Add - Application** menu is empty. You can tap **Remove Memory** on the bottom of screen to safely remove your USB flash drive.

VIII. Back on the **Add - Application** menu, tap **End**.

3) Activate the application

I. Back on the **Application** menu, select the **MyQ Embedded** item, and then tap **Menu** at the bottom-left corner. The application menu opens.

II. On the menu, tap **Activate**, and then tap **Yes** to confirm the activation. The terminal initial screen opens after a while.

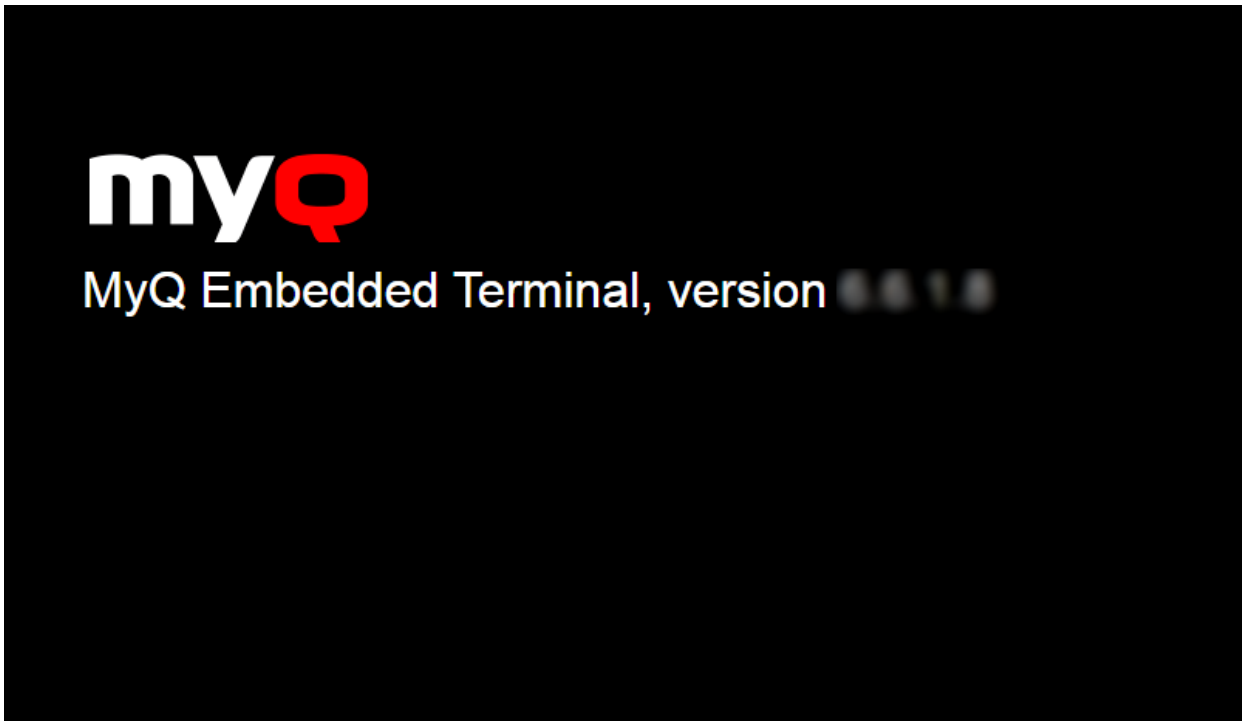


FIGURE 2.19. Initial screen of the embedded terminal

2.3. Assigning the terminal to the printing device

The terminal is automatically assigned within the remote installation on the MyQ Web interface, but if you perform the manual installation instead, you have to assign the terminal to the printing device on the device's properties panel on the **Printers** main tab.

NOTICE: Before manually assigning the terminal, open the terminal Admin menu and enter the IP address of your MyQ Server. For more information, see "Admin Menu" on page 28.

To assign the terminal:

1. On the MyQ Web Interface, open the **Printers** main tab. (At the top-left corner, click **MyQ**, and then click **Printers**.)
2. On the tab, double-click the **Printing device** . The device's properties panel opens on the right side of screen.
3. On the panel, under **Terminal type**, select the **Embedded** terminal type option.
4. Click the arrow on the right side of the **Terminal ID** combo box, and then select the displayed terminal ID. No terminal displayed...

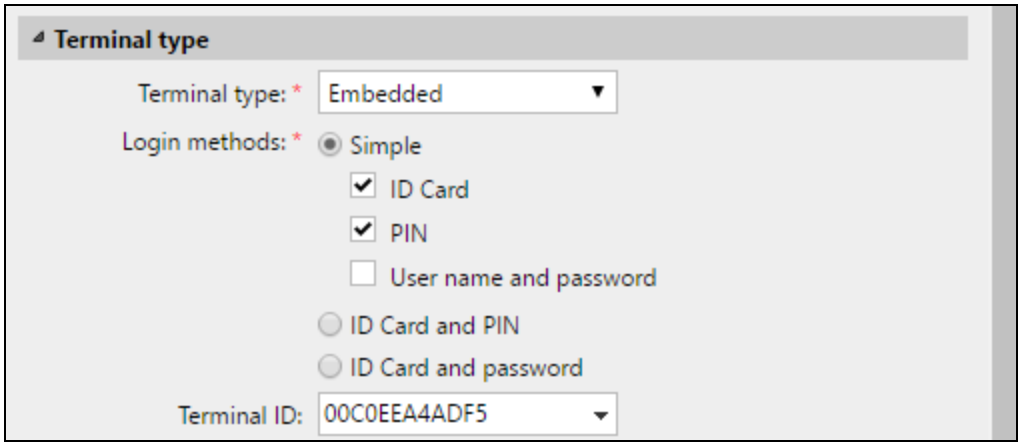


FIGURE 2.20. Assigning the Embedded terminal on the printing device's properties panel

5. Select login methods, and then click **Save**. In case the **Apply new settings** dialog box appears, deselect the **Remote Printer Setup** option, and then click **Ok** to submit the changes without remote setup.

2.4. Selecting languages

The language that is selected as the default language on the MyQ server is also used on all embedded terminals. For each user, you can change the language that will be used on their user sessions on the terminals.

2.4.1. 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 tab" under "MyQ® System Settings" in the Basic Installation Guide.

2.4.2. The user's language

You can set different default languages for different users on their properties panels on the **User** main tab. These languages are then used on their user sessions on the embedded terminal. For more information, see "Editing user accounts" under "Users" in the Basic Installation Guide.

2.5. Certificate for secured run of the terminal

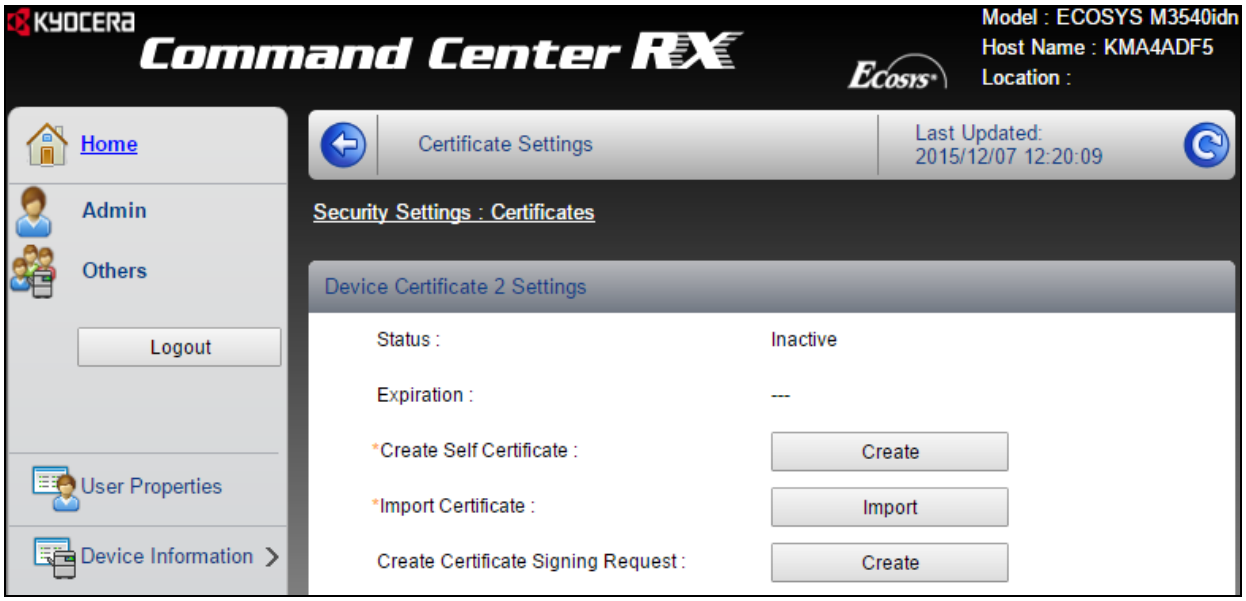


FIGURE 2.21. Importing a new safety certificate

SSL certificate is a data file that is necessary for secured network communication.

A default MyQ SSL certificate is part of the installation. If you want to use your own certificate, you have to upload it to two places: replace the default certificate in MyQ and import the certificate in the security settings of the printing device's web interface.

INFO: For information about how to replace the MyQ default certificate, see "Security of communication" under "MyQ System Settings" in the Basic Installation Guide. For further information about security of communication, see the MyQ 6 Security Whitepaper.

INFO: For information about how to enter the printing device's web interface and find the particular settings, see the device's manual.

3. Licenses

The total number of embedded terminals that can run at the same time is equal to the number allowed by embedded terminal licenses. If the number of embedded licenses at the server is exhausted, the terminal is deactivated and cannot be reactivated until there are any available licenses. Users cannot log in to this terminal.

FIGURE 3.1. Users cannot log in as there are no embedded licenses available on the MyQ server

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 Interface.

INFO: Each embedded license includes one-year support. You can extend the support period by assigning a support license to the particular main license.

Adding and activating licenses

For information on how to add the embedded terminal licenses, how to activate them and how to extend the support period, see "Licenses" in the Basic Installation Guide.

4. Admin Menu

From the terminal admin menu, you can administrate the terminal and change its settings. The following actions are available:

- Change MyQ server
- Change login type
- Change log level
- Wipe jobs
- Clear Config Password
- Unlock Panel
- Disable Application
- Export log

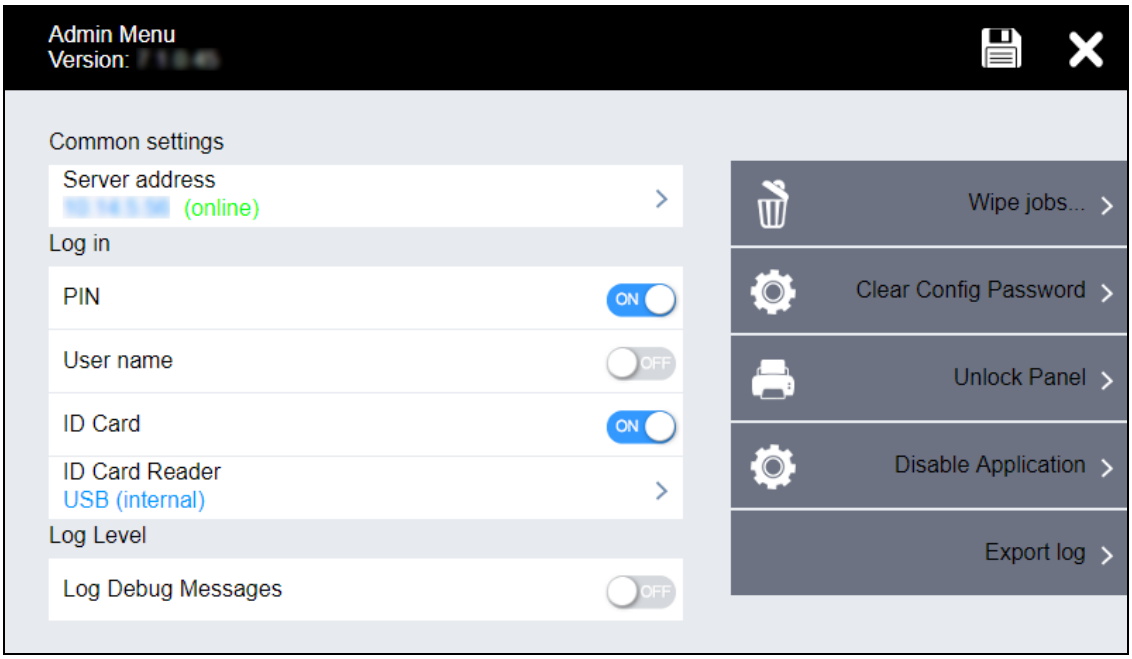


FIGURE 4.1. Admin menu — on the bar at the top of the screen are from left to right: version of the terminal, **Save** button and **Exit** button (white cross)

4.1. Entering the Admin menu

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

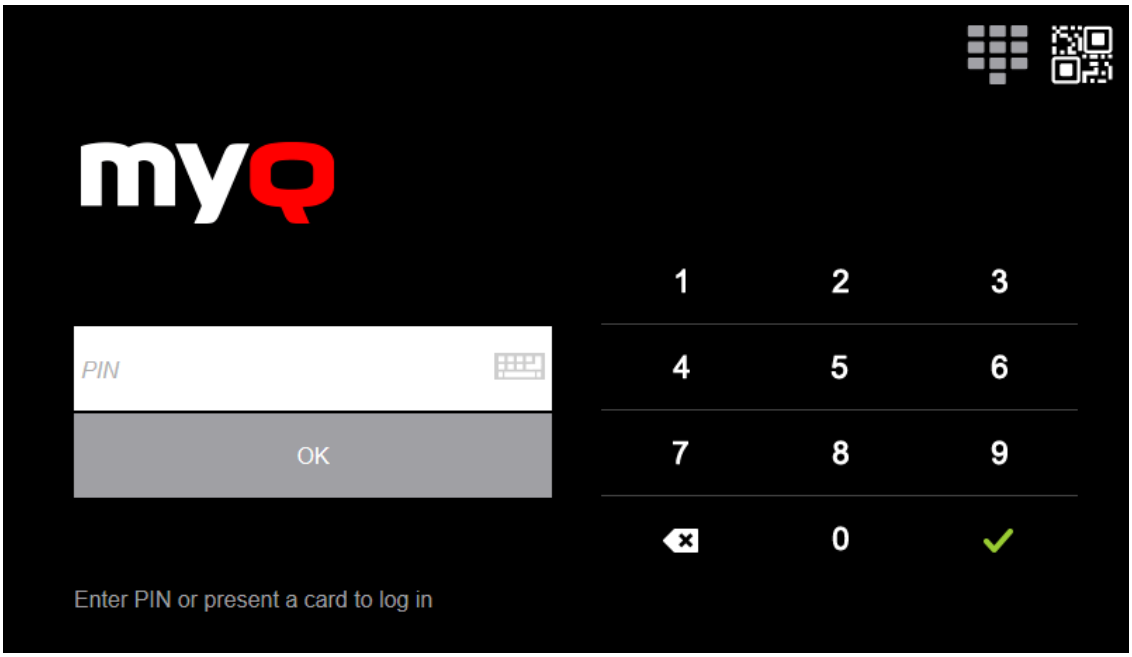


FIGURE 4.2. Initial screen of the terminal

WARNING: We strictly recommend you to change the admin PIN after the first installation of the terminal. You can do this in the MyQ Terminal Manager (see "Configuration in the MyQ Terminal Manager" on page 35).

4.2. Changing the address of the MyQ server

To enter the new IP address or hostname of the MyQ server, do the following:

1. On the **Admin Menu** under **Common settings**, tap on the **Server address** setting. The keyboard screen opens.

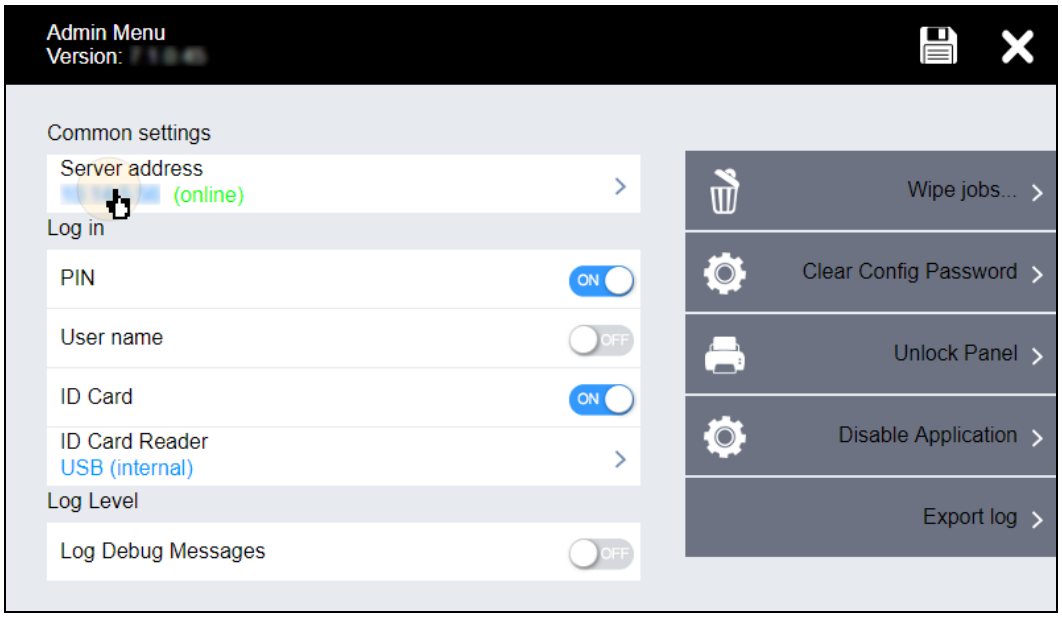


FIGURE 4.3. Changing MyQ server

2. On the keyboard, type the IP address or the hostname of the server, and then tap **OK**. The **Admin Menu** screen reopens with the IP address or the hostname displayed in the **Server address** text box.

3. Back on the **Admin Menu** screen, tap the **Save** icon near the top-right corner. The new value of the setting is saved; you can leave the Admin Menu.

INFO: If the connection is successful and MyQ service is running on the server, the **online** status is displayed on the **Admin Menu** screen.

FIGURE 4.4. The status is displayed next to the server IP address or hostname

4.3. Changing Login Types

On this menu, you can select from three login options and change the card reader type. If you select more than one type of login, users can choose between them.

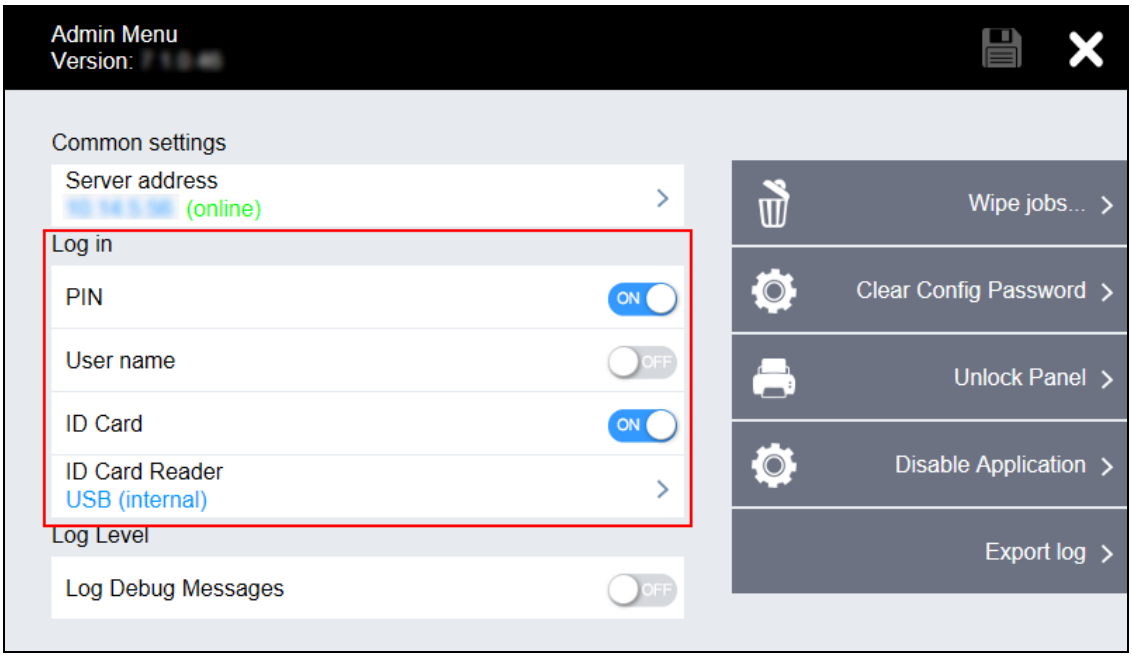


FIGURE 4.5. User login menu

INFO: The terminal offers two steps authentication as a secure alternative to simple login. This feature can be activated either on the MyQ Web Interface or in the MyQ Terminal manager. For information about how to set this option on the Web Interface, see "Remote setup of the printing device (Installing the embedded terminal)" on page 11. For information about how to set it in the Terminal Manager application, see "Login" on page 39.

Selecting the type of login

- With the **PIN** option selected, users can login by entering their MyQ PIN.
- With the **User name** option selected, users can login by entering their MyQ user name and password.
- With the **ID Card** option selected, users can login by swiping their ID Card. The ID Card has to be registered to the user's account. You can register it either via the **ID Card Registration** option on the embedded terminal or directly on the properties panel of the user's account on the MyQ Web Interface.

Selecting the type of card reader

- The **USB (internal)** card readers, i.e. card readers connected via USB, are used on a vast majority of printing devices. For information on the **Network (external)** card readers, please contact your MyQ support.

4.4. Changing Log Level

On the **Admin Menu** screen, under **Log Level**, you can enable **Log Debug Messages**. With the **Log Debug Messages** enabled, the terminal generates additional log information for troubleshooting (see"Exporting log" on page 34).

FIGURE 4.6. Allowing Log Debug Messages

4.5. Wiping Jobs

With the **Local Print Spooling** feature enabled, print jobs are sent directly to a printing device where they wait until they are released by the sending user or until they are deleted from the device.

To delete the print jobs, do the following:

1. On the **Admin Menu** (see FIGURE 4.1), tap **Wipe jobs**. The following window opens:

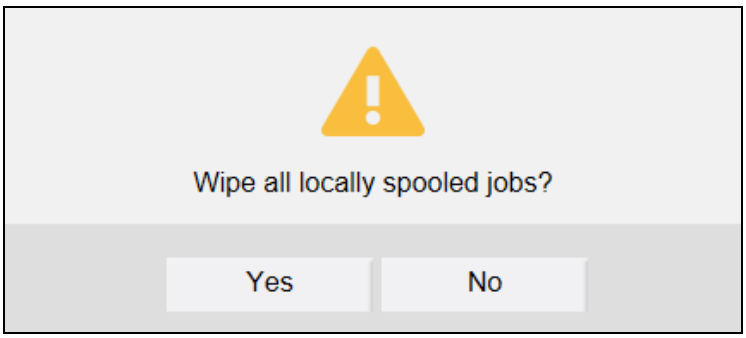


FIGURE 4.7. Wipe jobs screen

2. To delete the locally spooled jobs, tap **Yes**. The **Admin Menu** reopens.

INFO: For more information about locally spooled jobs, see "Device Spool and Offline Login" on page 181.

4.6. Clear Config Password

If you have set the remote configuration password in the MyQ Terminal Manager and want to reset it, do the following:

1. On the **Admin Menu** (see FIGURE 4.1), tap **Clear Config Password**. The following window opens:

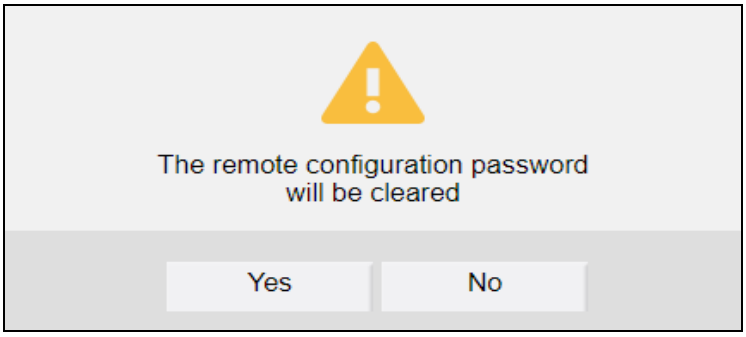


FIGURE 4.8. Clear Config Password screen

2. Confirm by tapping **Yes**. The **Admin Menu** reopens.

For information about the configuration password, see "Setting configuration password" on page 36.

4.7. Unlock Panel

Unlocks the printing device panel; with the panel unlocked, the printing device's default screen opens and all features of the device are accessible. Pages printed and scanned in this mode are accounted to the ***unknown** user.

Once the panel is unlocked, the device setup can be accessed by pressing the **System menu** button (or **System menu/Counter** button) on the device's operation panel. When you open the device's panel using the **Unlock panel** button, you are automatically granted administrative rights to all of its settings.

INFO: This way you can access the printing device's **Application** menu and uninstall the embedded terminal.

4.8. Disable Application

In case the terminal operations are not accessible, for example when the MyQ server is offline, you can disable the terminal and unlock default screen of the printing device. This way users can perform basic operations directly on the printing device. The terminal is reactivated after the device is restarted.

Disable the terminal

1. On the **Admin Menu** (see FIGURE 4.1), tap **Disable Application**. The following window opens:

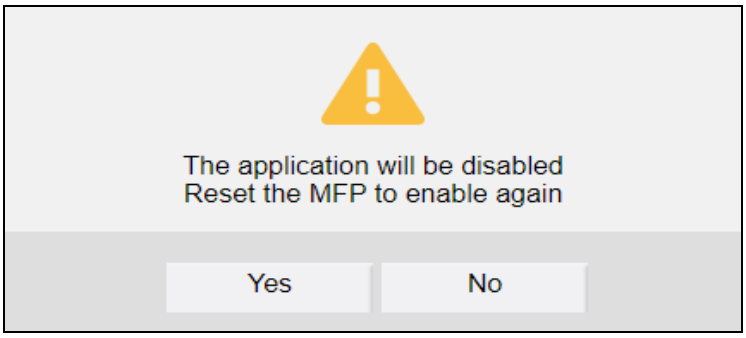


FIGURE 4.9. Disable Application screen

2. Confirm by tapping **Yes**. The terminal is disabled and the printing device's default screen opens.

INFO: Alternatively, you can disable the terminal by entering the deactivation code. Tap the **MyQ** icon, enter the deactivation code, and then tap **OK**. If the admin PIN is shorter than 6 characters, the deactivation code is 999999, otherwise it consists of the first four characters of the admin PIN.

Re-enable the terminal

To activate the Embedded terminal application, switch off and then switch on the printing device by its main power switch or restart the device on its WEB User interface.

4.9. Exporting log

If you are asked to provide the log from the embedded terminal to MyQ support, you can upload the log file to a USB Flash drive on the menu.

To export the terminal log, insert the USB Flash drive, and then tap **Export log** on the **Admin Menu** (see FIGURE 4.1). The log file is uploaded to the USB.

INFO: You can also remotely export the log using the Terminal Manager application. For more information, see "Exporting log" on page 39.

5. Configuration in the MyQ Terminal Manager

The **MyQ Terminal Manager** application provides interface for simple setup of MyQ terminals. It is installed within the installation of MyQ. You can open it under **Start menu/Programs/MyQ/MyQ Terminal Manager** in Windows 7 and Windows 2008, on the **Apps** screen in Windows 8, Windows Server 2012 and on the **Start menu** in Windows 10.

5.1. Searching for accessible terminals

1. Under **Network Ranges**, set the network ranges where you want to search for printing devices, and then click **Search**. The available terminals are found and displayed on tabs with names of their manufacturer.

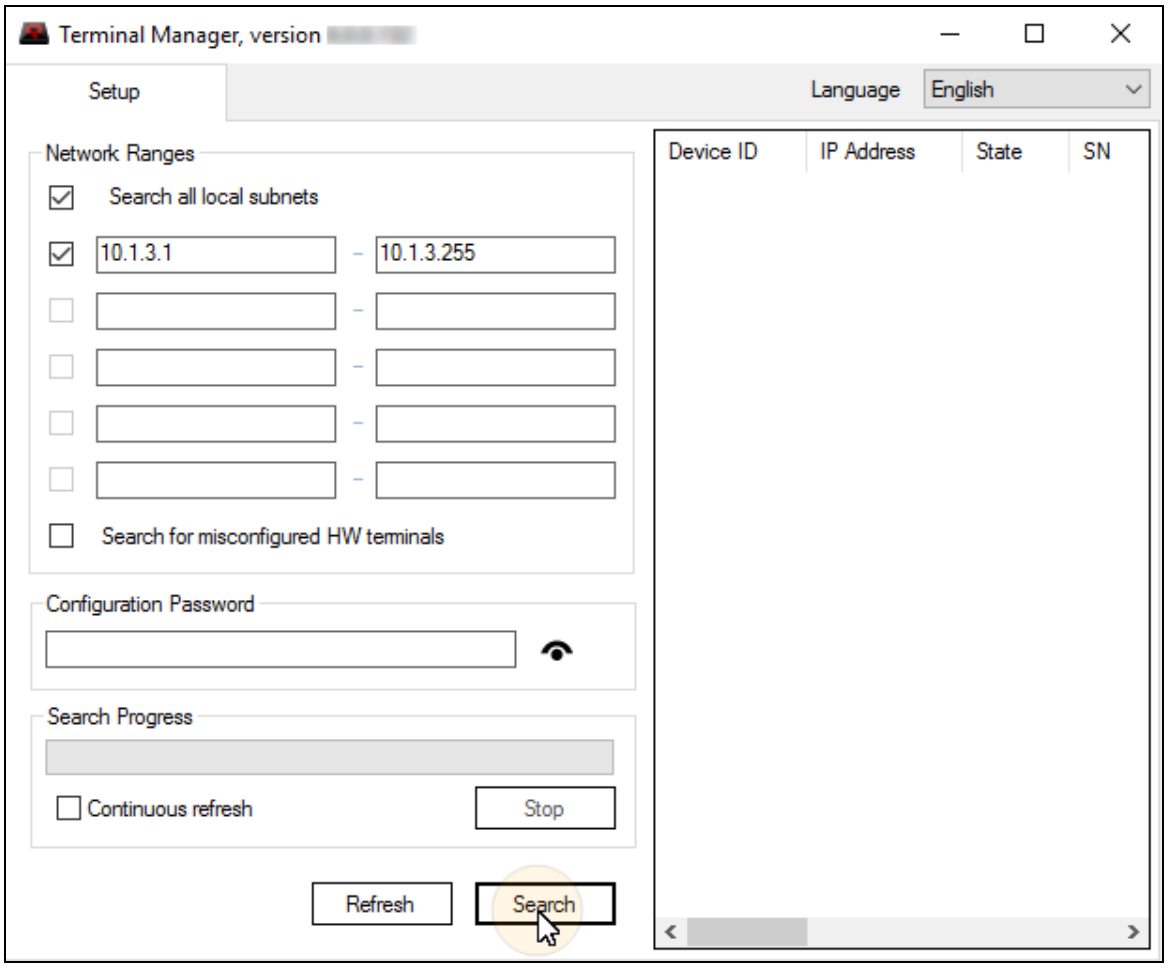


FIGURE 5.1. Initial tab of the Terminal Manager application

If the **Search all local subnets** option is selected, broadcast command is executed on all network subnets to which the MyQ server is connected. In case you want to search in other subnets, add their IP ranges in the text boxes below it.

2. Open the **Kyocera V5.3+** tab, and then double-click the embedded terminal that you want to set up.

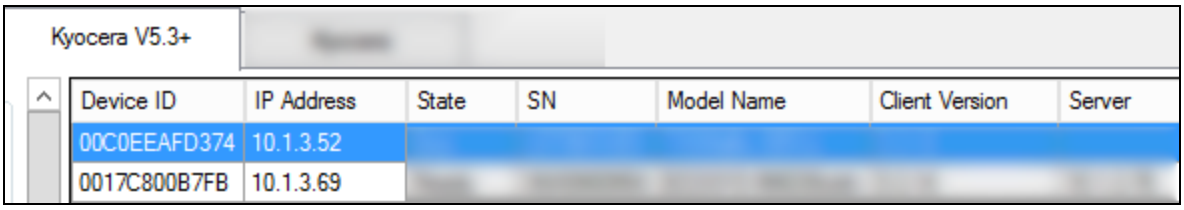


FIGURE 5.2. **Kyocera V5.3+** tab with discovered embedded terminals

5.2. Setting configuration password

To protect terminals from unauthorized remote configuration, you can type a global configuration password in the MyQ Terminal Manager. The password that is currently typed in the Terminal Manager applies to all embedded terminals connected to the network, but it is not active and needs to be separately activated on each device. To do so, go to settings of the particular terminal, select the **Set** option under **Common settings** / **Configuration password** and save the settings.

Once the password is activated on a terminal, the remote configuration of that terminal is possible only if the string that is currently typed in the MyQ Terminal Manager matches the string that was typed there at the time the password was activated.

Setting the configuration password

1. Type the password in the text box under **Configuration Password** on the **Setup** tab.

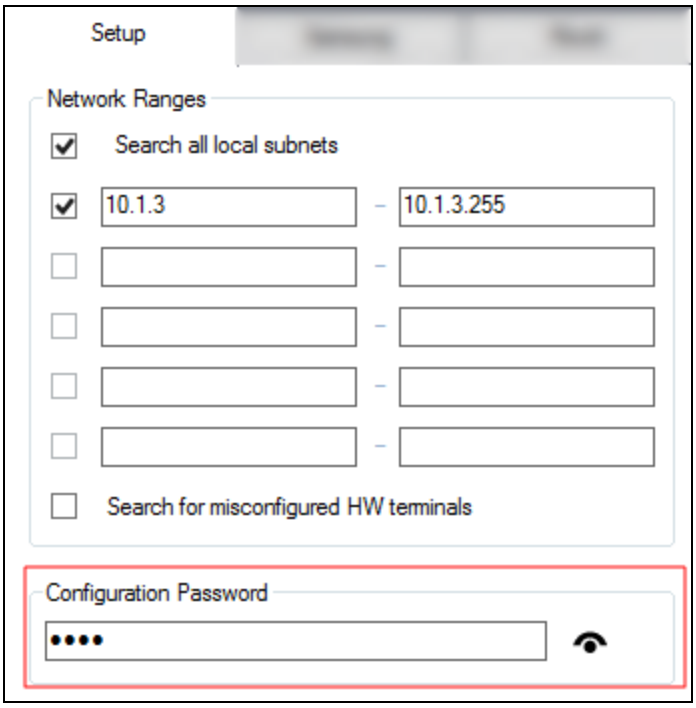


FIGURE 5.3. The embedded terminals configuration password

2. On the individual settings of each terminal, you can activate the currently typed password (see "Setting up the terminal" on the next page).

5.3. Setting up the terminal

The terminal settings can be changed on the settings panel on the left side of the Terminal Manager dialog box.

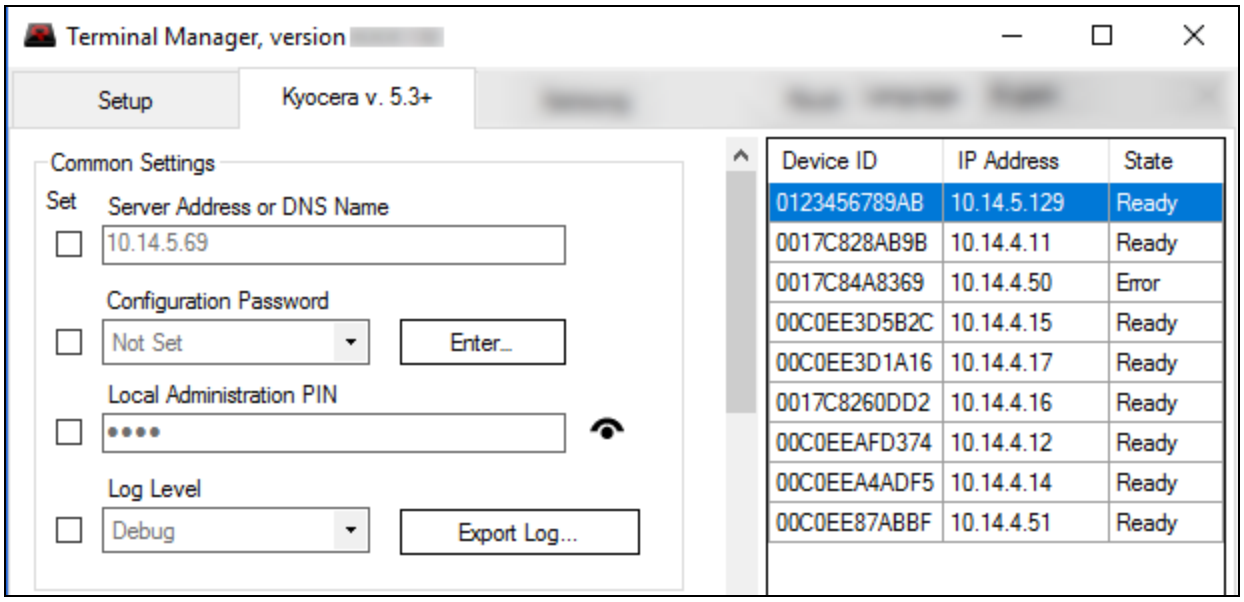
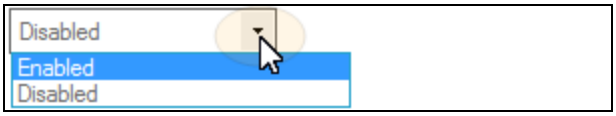


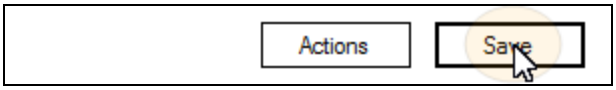
FIGURE 5.4. The **Terminal Manager** application with the **Kyocera V 5.3+** tab opened

If you change a setting, the **Set** option on its left side is automatically selected.

To see the setting options of a drop-down menu, click the arrow on the right side of the setting combo box.



To confirm the changes, click **Save** at the bottom of the panel



5.3.1. Common Settings

Server address or DNS Name

The IP address or the hostname of the MyQ server.

Configuration Password

Here you can activate the global password for remote configuration of the terminal, which is typed on the **Setup** tab. (see "Setting configuration password" on page 36).

To activate the password, select the **Set** option.

Local Administration PIN

The PIN for administrator access to the terminal. By default, it is 1087. The input has to consist of 4 to 16 numeric characters.

Exporting log

In case you are asked to provide the log to MyQ support, you can upload the log file to a selected folder.

To export the terminal log, click **Export Log**. The **Browse for folder** dialog box appears and you can select the folder where the log file is saved.

You can swap between the **Normal** log level and the **Detailed** log level.

- By default, the terminal is on the **Normal** log level.
- With the **Detailed** log level, the terminal generates additional log information for troubleshooting.

5.3.2. Login

Multi-login Options

If the **Two step authentication** option is selected, users have to pass two steps to successfully log in. You can choose from the following settings:

- Disable — Only one way of login is used each time a user logs in
- Card and PIN — The user swipes his ID card, and then enters the PIN
- Card and Password — The user swipes his ID card, and then enters the Password

INFO: The two step authentication methods (Card and PIN or Card and Password) provide higher level of user login security.

Login by PIN

With the **PIN** option selected, users can log in by entering their MyQ PIN.

Login by User Name

With the **User Name** option selected, users can log in by entering their MyQ user name and password.

Login by ID Card

With the **ID Card** option selected, users can log in by swiping their ID Card. The ID Card has to be registered on the user account on the terminal. For more information about configuration of card readers, see "USB Card Reader Connection" on page 199.

ID Card Reader Type

The internal type card readers, i.e. card readers connected via USB, are used on a majority of printing devices. For information on the external type card readers, please contact your MyQ support.

FeliCa Card Reader Parameters

For information about FeliCa card readers, please contact your MyQ support.

5.3.3. No-Login Operations

In this section, you can select from various options of enabling the users to access the functions of the printing device without logging in to the terminal.

If you enable at least one of the **Scan** / **Copy** / **Fax** options, the users can access the functions either by closing the terminal or directly from the panel of the printing device (depending on the **Start Screen** setting described below).

By selecting and saving the **Shutdown!** option in the The Emergency Mode section, you can remotely disable the embedded terminal.

Below, you can see the detailed descriptions of the settings in this section.

Scan

If enabled, users can use the scan function on the particular printing device screen without the need to log in.

Copy

Set the behavior of the copy function, that users can use on the particular printing device screen after unlocking the panel without logging on the terminal. You can choose from the following settings:

- Disable — Users cannot use the copy function
- BW Copy — Users can use only black and white copy function
- Color Copy — Users can use full color copy function

Fax

If enabled, users can use the fax function on the particular printing device screen without the need to log in.

INFO: Pages printed, scanned and faxed in this mode are accounted to ***unknown** user.

Start Screen

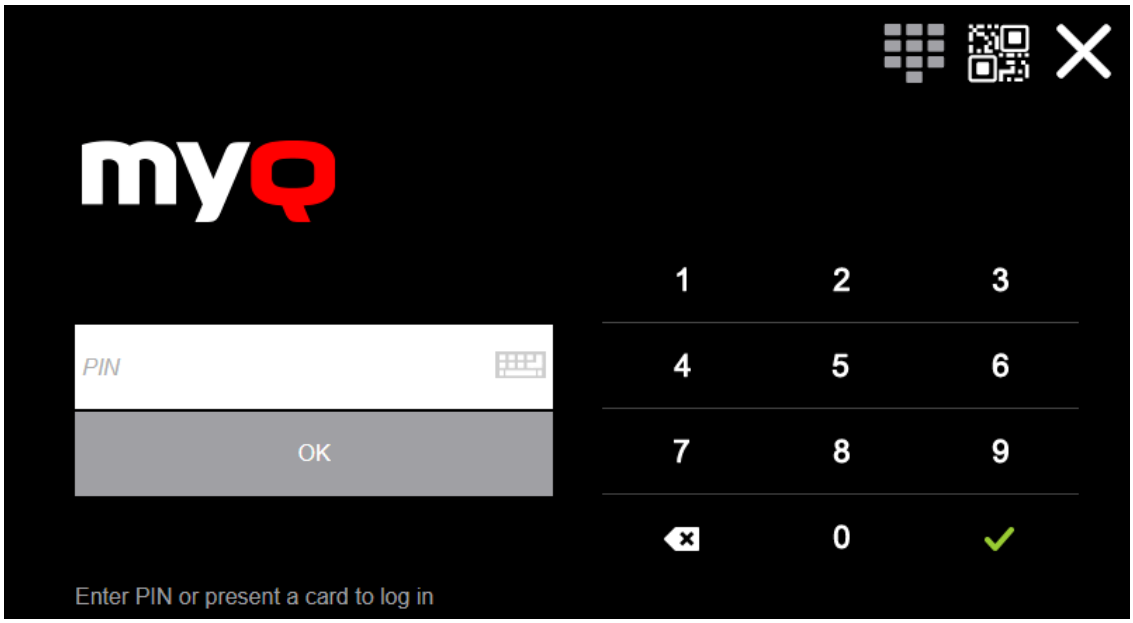


FIGURE 5.5. Standard MyQ user login screen with the close (cross) icon at the top-right corner

If you enable at least one of the **Scan** / **Copy** / **Fax** options above, the initial screen of the device can be set to one of the following two modes:

- **User Login**: anonymous access to the **No-Login** operations is possible via the close (cross) button at the top-right corner of the screen.
- **Device panel**: the default screen of the panel is displayed (scan or copy - depends on device's settings). In such case, users can switch to login screen by pressing logout button, or directly log in by swiping their ID card.

Emergency Mode

Here you can remotely disable the terminal in case of emergency.

- To disable the terminal, select **Shutdown!**. The terminal shuts down, the printing device panel is unlocked and its default screen opens. Users can now run standard device operations without logging in.
- To re-enable the terminal, select **Normal operation** and restart the device on printer device's web user interface.

INFO: Pages printed and scanned in the **Shutdown!** mode are accounted to the ***unknown** user.

5.3.4. GUI Skin

This setting can be used to upload custom logos to older versions of the MyQ embedded terminals. Since the version 7.1, the logo is uploaded on the **Personalization** tab of the MyQ Web Interface (see "Changing logo " on page 47).

INFO: For information on how to download the logo to older terminals via this setting, please see the MyQ 6 Kyocera Embedded manual.

5.3.5. User Session

Idle Logout

If a user forgets to logout from device after he or she finishes his/her tasks and the Idle Logout option is activated, MyQ logs him/her out automatically after the idle logout time set on the MyQ Web Interface expires.

With the **Idle Logout** setting enabled, MyQ auto logout depends on the **Copier operation panel idle time** setting on the MyQ server. In this mode, each time a button on the

MyQ embedded terminal is tapped, the timeout is prolonged; however, tapping buttons on native panels of the printing device (copy panel, scan panel, etc.) does not prolong it.

If you disable the option, MyQ auto logout depends on the **Panel Reset Timer** setting that is set on the printing device's Web UI, under **Timer settings**. In this mode, every touch of the device display prolongs the timeout.

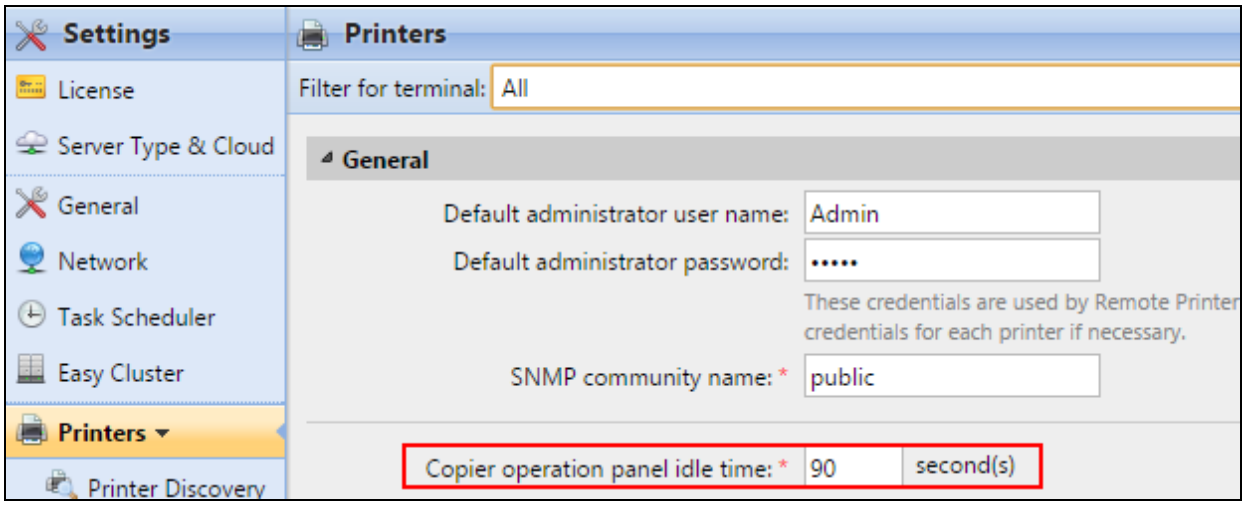


FIGURE 5.6. The **Copier operation panel idle time** setting can be found on the **Printers** settings menu, under **General**

Copy/Scan Screen Type

You can select the **Universal design** option to display the copy and scan screens in accessibility mode. Accessibility mode is a simple format with bigger text and larger buttons. It is suitable especially for users with lower vision or with limited dexterity.

With the **Standard** option selected, copy and scan screens are displayed in their default mode.

5.3.6. Server Certificate Upload

SSL certificate is a data file that is necessary for secured network communication.

A default MyQ SSL certificate is part of the installation. If you want to use your own certificate, you can upload it here. Only one file can be uploaded to the terminal, all previous certificates will be removed.

INFO: For more information about security of network communication, see the latest **MyQ Security Whitepaper**.

5.3.7. Guest Account

If you set a guest account here, users can log on the terminal by taping the **Guest** icon, without providing credentials. All operations are accounted to the corresponding user account in MyQ.

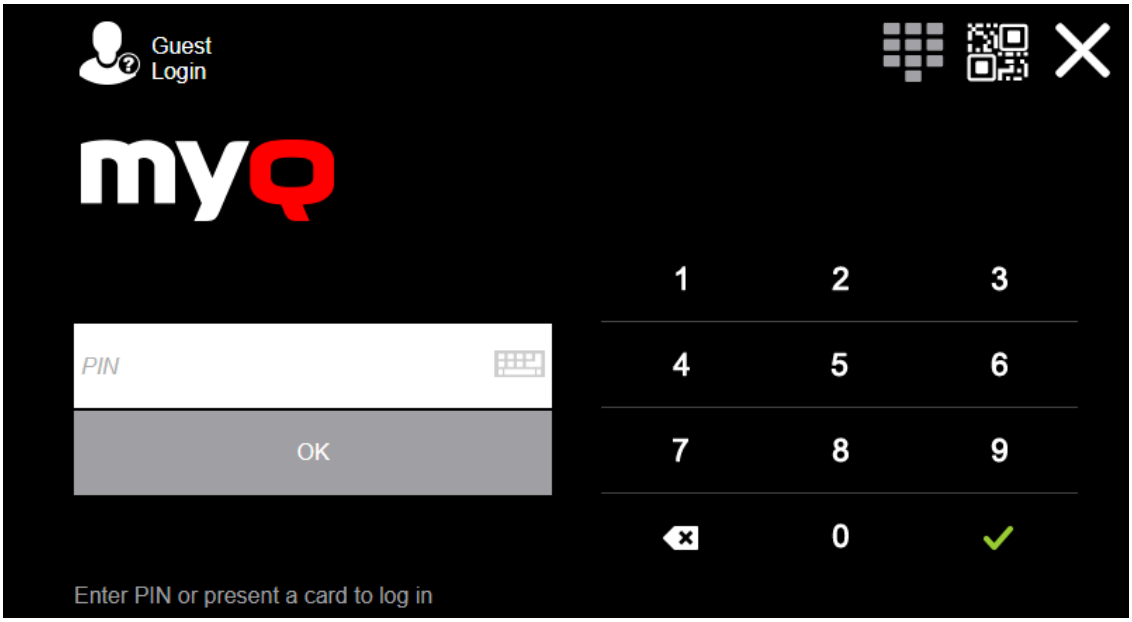


FIGURE 5.7. Initial screen with the guest account login icon at the top-corner

The default guest account is the ***guest** user account. If you do not want to use the default one, you can choose any other MyQ user account instead of it.

Before you use any of the MyQ accounts (including the ***guest** account) as the guest account, you have to set its password in MyQ and enter this password in the MyQ Terminal Manager:

- On the **Users** main tab on the MyQ Web Interface, select the MyQ account, click **Actions**, and then click **Set password** on the actions menu (or right-click the MyQ account on the list of user accounts, and then click **Set password** on the shortcut menu).

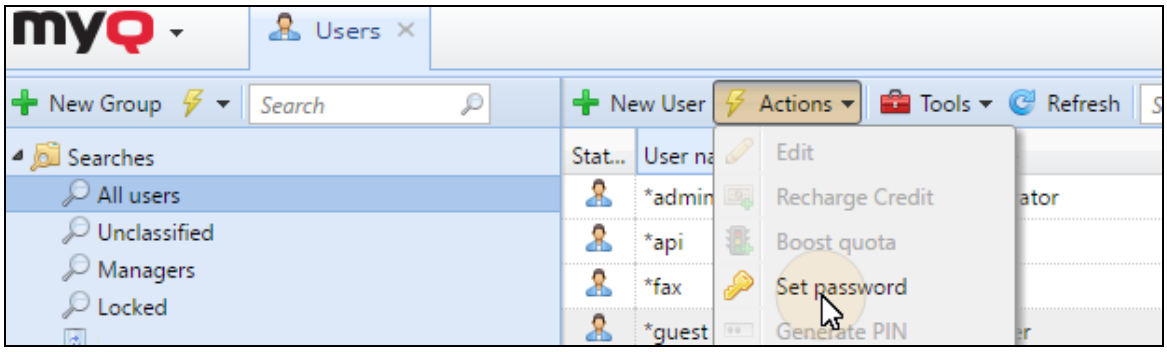


FIGURE 5.8. Opening the password setting of the ***guest** account on the **Users** main tab in MyQ

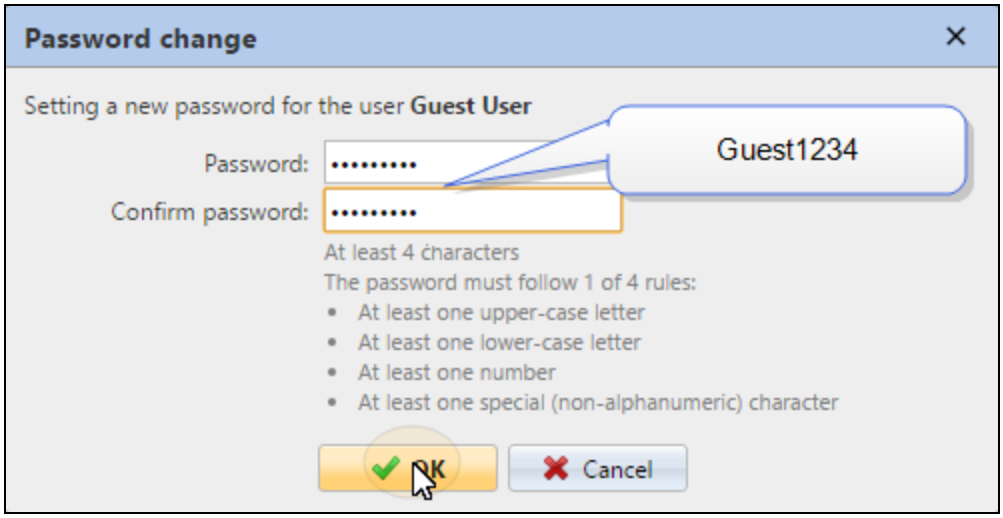


FIGURE 5.9. Setting password of the ***guest** account

- In the MyQ Terminal Manager, under **Guest Account**, you have to enter the same login password as the one set in MyQ.

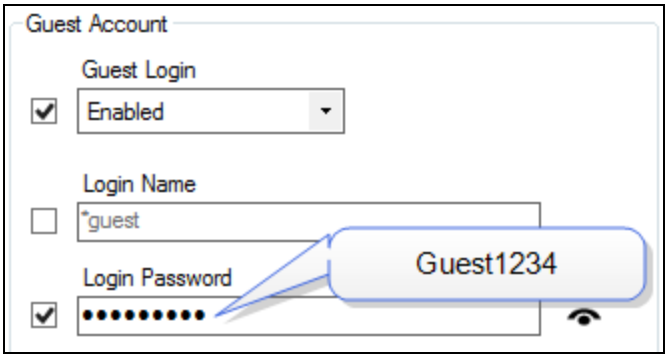


FIGURE 5.10. Entering the Guest Account password

INFO: Different printing devices can use different guest user accounts with different rights and separate accounting.

Guest Login

Here you can enable or disable the guest login option.

Login name

Here you can enter the name of the user account to be used as a guest account. The default guest user account is ***guest**.

Login Password

Here you can enter the guest user account password.

Guest Screen

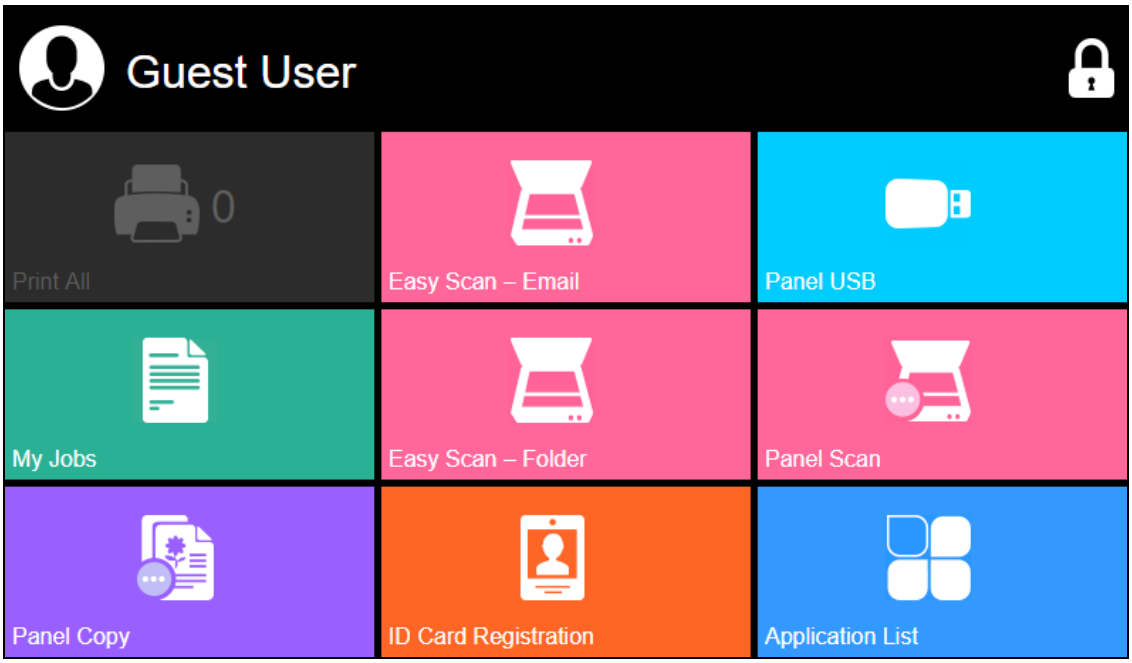


FIGURE 5.11. The Top menu of the **Guest User** account

You can select the screen that will be displayed after the guest logs in.

6. Personalization

On the **Personalization** settings tab of the MyQ Web 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.

To open the **Personalization** settings tab, click **MyQ**, then click **Settings**, and lastly click **Personalization**. The personalization options are described in three following sections.

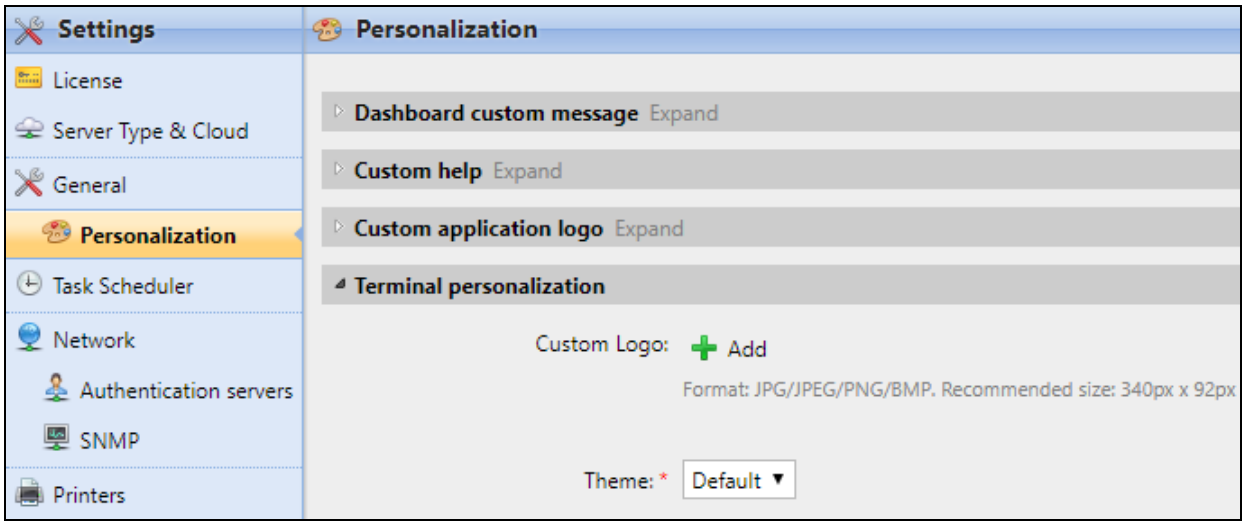


FIGURE 6.1. The **Terminal personalization** section of the **Personalization** tab

6.1. Changing logo

To change the logo displayed on the login screen of the terminal, do the following:

1. Click **+Add** next to **Custom Logo**, and then click **Choose file**. The **Open** dialog box appears.

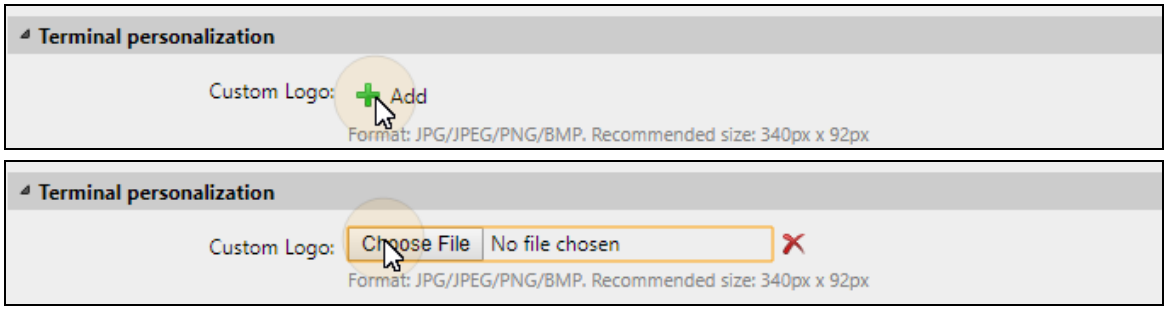


FIGURE 6.2. Adding the new logo

2. In the dialog box, find and select the file with the logo, and then click **Open**. The **Choose file** button on the **Personalization** tab is replaced with the name of the file.

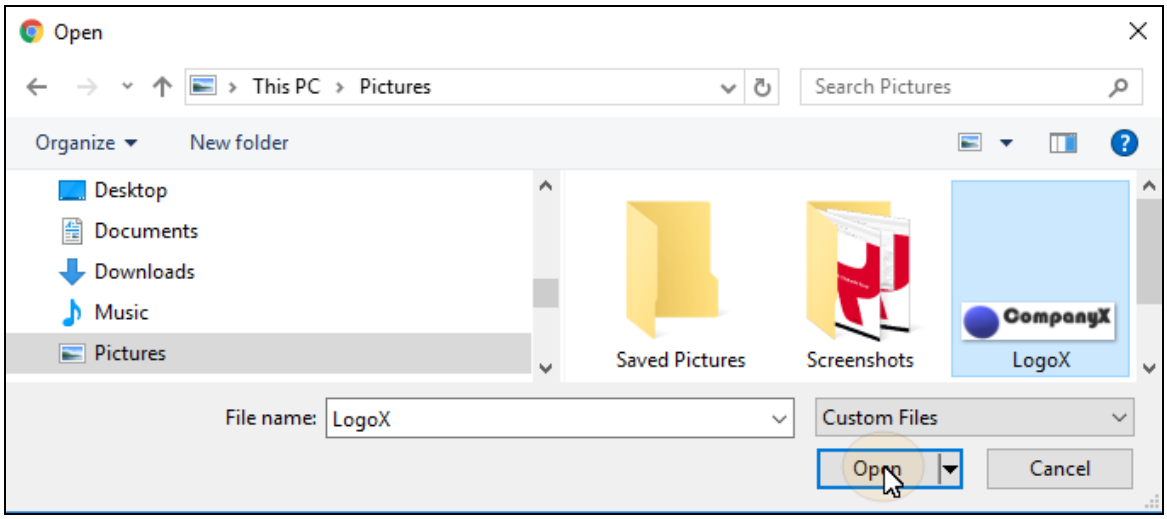


FIGURE 6.3. Opening the file with the logo

3. Click **Save** to confirm the change of the logo. The logo is displayed on the **Personalization** tab and you are asked to restart the terminal.

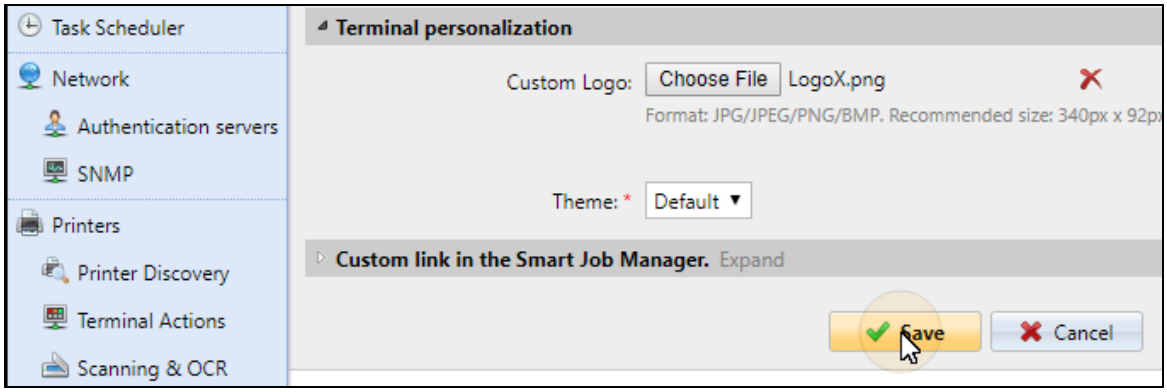


FIGURE 6.4. Saving the change of the logo

4. Keep the **Reset all terminals** option selected and click **OK**. The new logo is uploaded to the terminal.

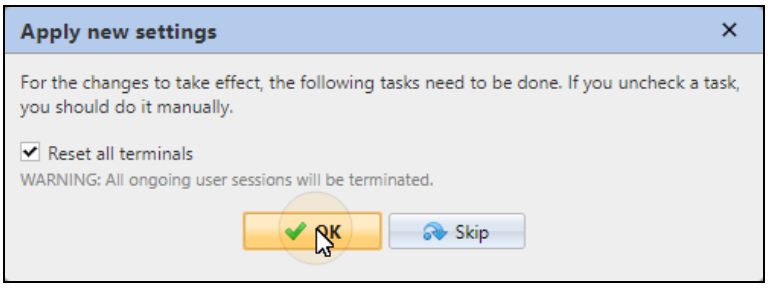


FIGURE 6.5. Saving the change of the logo

6.2. Changing themes

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

INFO: For information on how to purchase the customized themes, please ask the MyQ support.

NOTICE: This feature requires SSL communication between the Embedded and the MyQ server. For information on how to activate it, see "Installation" on page 7.

Installation of MyQ terminal panel themes

Start the installer by double-clicking the theme's executable file, and then follow the directions of the installation wizard. The theme is installed to the MyQ data folder and can be selected on the MyQ Web Interface.

NOTICE: Do not change the installation folder unless you have changed the MyQ data folder. For more information on the data folder, see "Relocating the data folder and the jobs folder" under "MyQ Easy Config" in the Basic Installation Guide.

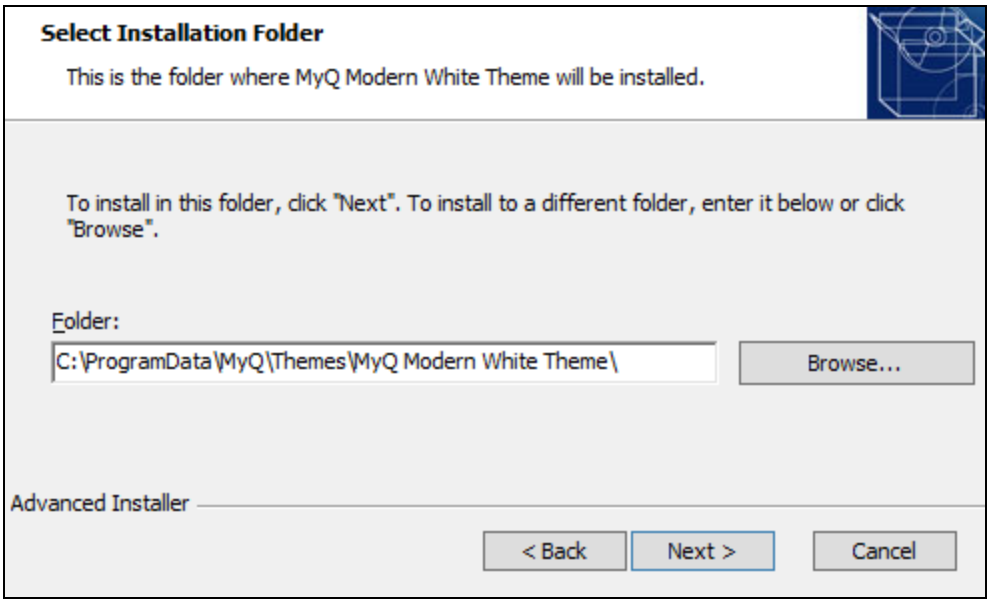


FIGURE 6.6. MyQ theme setup wizard

Selecting the MyQ terminal panel theme

1. On the MyQ Web Interface, open the **Personalization** settings tab. (Click **MyQ**, then click **Settings**, and finally click **Personalization**.)

2. Under **Terminal personalization** select the desired theme, and then click **Save** at the bottom of the tab.

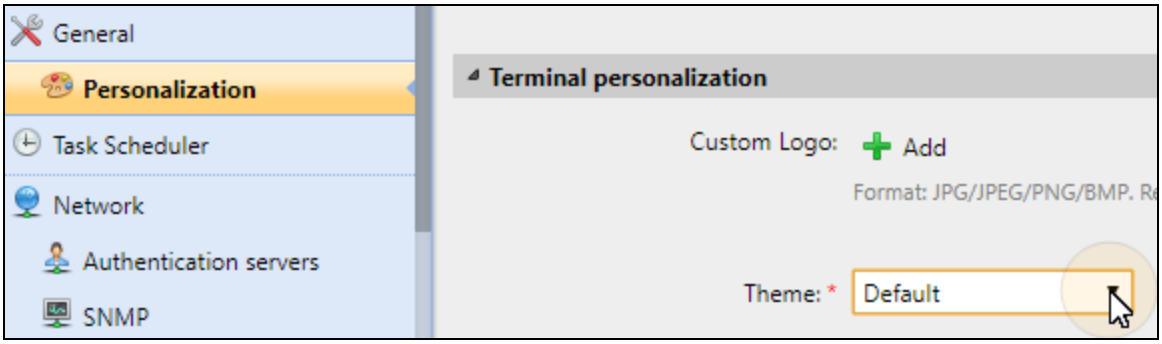


FIGURE 6.7. Personalization tab

7. Terminal Actions

FIGURE 7.1. User home screen with nine 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 interface. The features are called actions and can be accessed from action nodes on the terminal.

The action nodes correspond to buttons on the printing device display. On the MyQ Web Interface, you can configure layout of the display screen and behavior of each button there. Therefore, you are free to choose any combination of available actions and their positions on the screen. The layout is displayed on a WYSIWYG terminal preview and can be configured there.

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

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

The action nodes are presented in the following sections:

- Terminal action nodes (Basic description of terminal action nodes and the corresponding actions)
- Managing terminal actions on the MyQ Web Interface
- Basic Easy Scan settings
- Advanced Easy Scan settings
- Easy Scan to OCR
- Easy Copy
- Easy Fax
- Direct access to other HyPAS applications

INFO: The MyQ Kyocera Embedded terminal supports quasi-parallel user sessions: when one user starts printing and logs out of the terminal, another user can log in and start scanning while the print is still running; similarly, a newly logged user can start printing while the scanning job of the previous user is being finished.

7.1. Terminal action nodes

7.1.1. Available action nodes

Print all

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

Print all jobs after login

As an alternative to the **Print All** terminal action, you can use the **Print all jobs after login** feature.

If you enable the **Print all jobs after login** option on the **Printers** settings tab, under **General**, all user's jobs are printed immediately after he or she logs on an embedded terminal. This way, the user does not have to tap the **Print all** button to print the jobs.

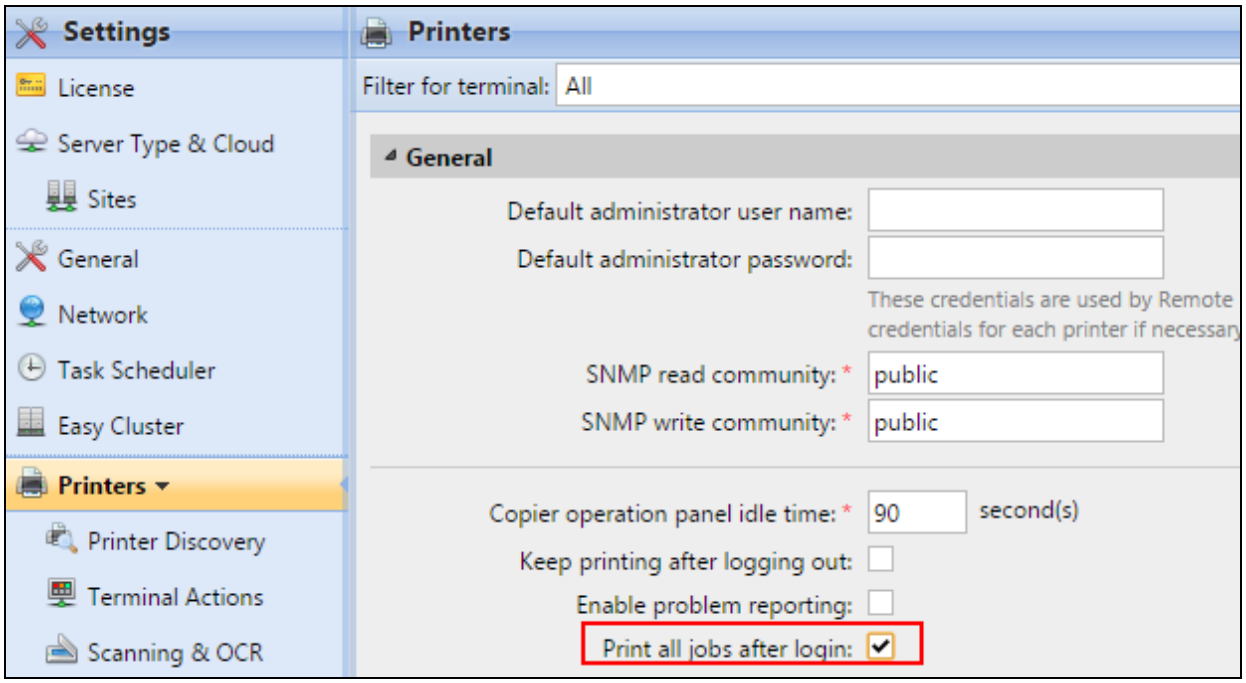


FIGURE 7.2. The **Print all jobs after login** option is selected.

My Jobs

Shows all jobs that can be printed on the printing device. Users can manage their ready, favorite and printed jobs here.

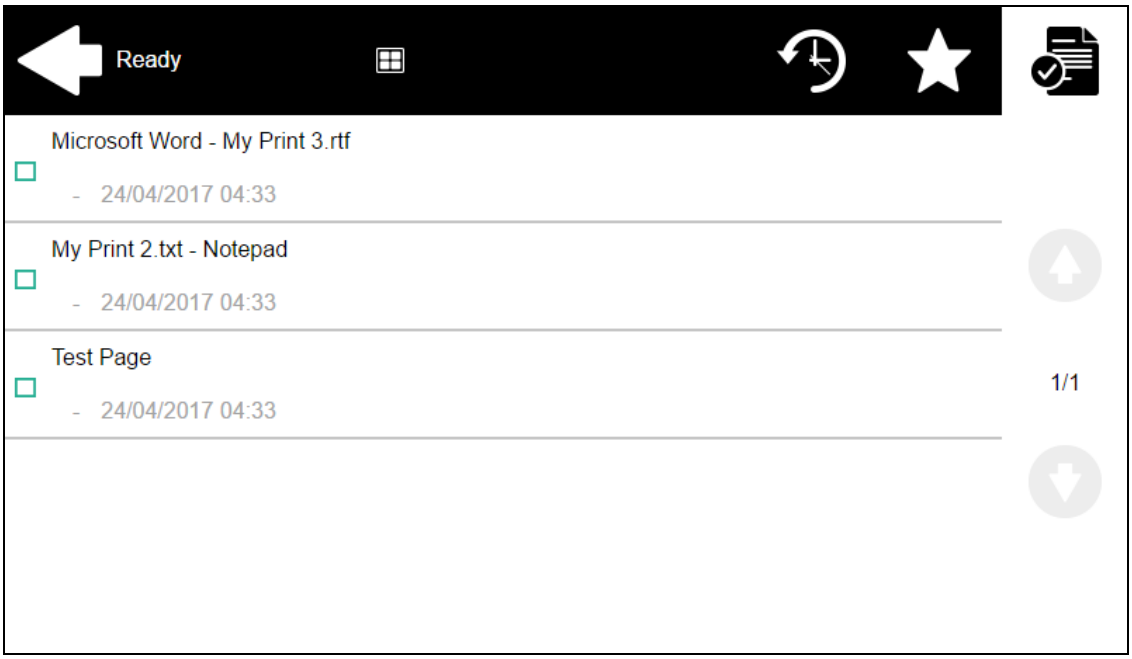


FIGURE 7.3. Overview of jobs that are ready to be printed by the logged user

- Favorite jobs — Favorite jobs can be displayed by clicking the star icon at the upper-left corner of the screen
- Printed jobs — Printed jobs can be displayed by clicking the clock icon at the upper-left corner of the screen

INFO: Description of the jobs delegated by other users begin with name of their owner in brackets.

Managing jobs on the My Jobs screen:

FIGURE 7.4. The print jobs management bar at the top of the My Jobs screen

To display available job management options, select the job from the list on the tab. The print jobs management bar opens at the top of the screen. On the bar, you can select from the following options:

PRINT — print selected jobs

EDIT JOBS — open editing options of selected jobs

ADD TO FAVORITES — add selected jobs to favorites (On the **Ready jobs** tab and on the **Printed jobs** tab)

DELETE FROM FAVORITES — delete selected jobs from favorites (On the **Favorite** jobs tab)

DELETE — delete selected jobs

INFO: After you select one job, you can tap additional jobs to add them to the selection. You can select all jobs by tapping the Select All jobs icon .

Editing selected print jobs

Users can change properties of their print jobs directly on the Embedded terminal.

- The user has to select the job on the **My Jobs** screen, and then tap the edit icon ( ). The **Print Options** dialog box appears.

FIGURE 7.5. Opening the Print Options screen

- In the dialog box, the user can change number of copies, force black and white print and select from the single-sided/duplex options. After changing the print options, he or she can tap **PRINT** to print the jobs.

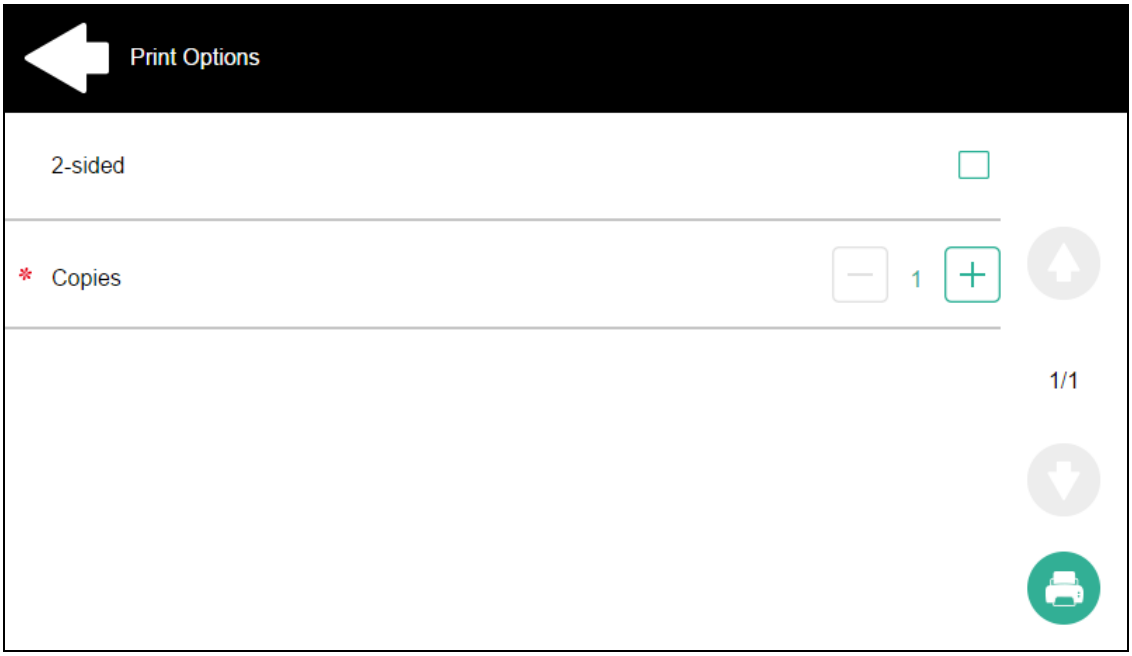


FIGURE 7.6. Changing properties of selected print jobs before printing

Easy Scan

Scanning by a single touch. After the user taps this action, the page is immediately scanned to a predefined folder or email. You can define multiple folders or emails to which the scanned document is sent, and set the scan parameters in MyQ. For information about this action, see sections "Basic settings of the Easy Scan action" on page 67, "Advanced settings of the Easy Scan action" on page 124 and "Easy Scan to OCR" on page 149.

Easy Copy

One tap copying. After the user taps this action, the page is immediately copied. You can define the copy parameters in MyQ. For information about this action, see "Easy Copy" on page 153.

Easy Fax

Two steps faxing. You can define the fax parameters in MyQ. For information about this action, see "Easy Fax" on page 160.

Application

Button for direct access to 3rd party HyPAS applications from MyQ menu. For more information about this action, see "Direct access to another HyPAS application " on page 165.

Application List

Displays a list of 3rd party HyPAS applications.

Unlock Panel

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

Panel Copy

Opens the printing device's copy screen.

Panel Scan

Opens the printing device's scan screen.

NOTICE: To enable scanning on the terminal, make sure that your MyQ server is set as the SMTP server on the printing device Web User Interface.

Panel Fax

Opens the printing device's fax screen.

Panel Box

Opens the printing device's document box screen.

Panel USB

Shows files stored on USB drive.

ID Card Registration

After tapping this action, the **ID Card registration** screen opens and the logged user can register his or her card by swiping it at a card reader.

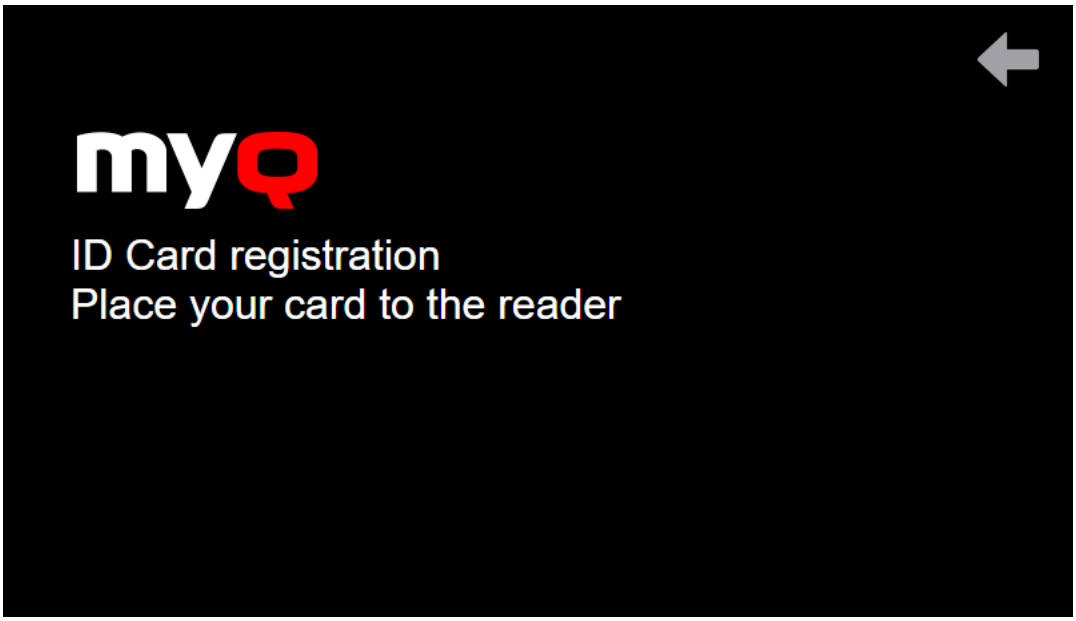


FIGURE 7.7. **ID Card registration** screen

Report Problem

This option is related to MyQ Service Module. For more information, see MyQ Service Module Manual.

Edit Account

By tapping this action, the logged user can open his or her user profile screen, where he or she can change full name, email and default language. After the change is submitted, the database entry is changed and the new values are set. The changes are applied next time the user logs in.

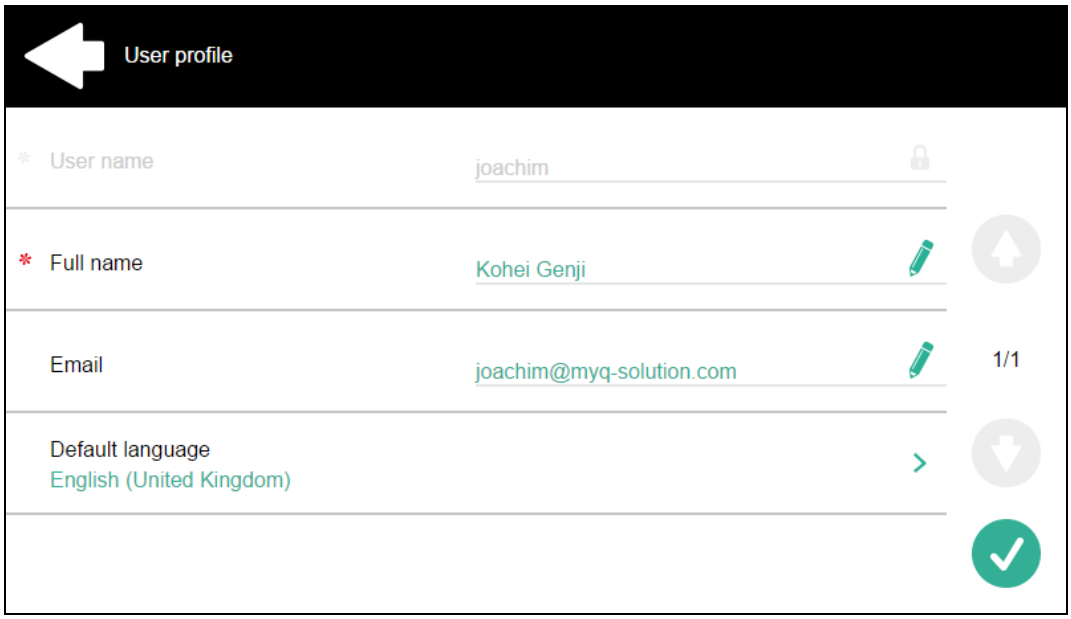


FIGURE 7.8. User profile screen

Recharge Credit

For information about recharging credit on the terminal, see "Recharging credit" on page 173.

Folder

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

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

Fax Box

By tapping this action, users can access received faxes stored on the printing device's fax box.

> **NOTICE:** The fax box feature has to be enabled on the printing device.

Custom Box

By tapping this action, users can access the Custom Box of the printing device.

> **NOTICE:** The Custom Box feature has to be available on the printing device.

7.1.2. Default actions

The default actions are:

- Print All
- My Jobs
- Panel Copy
- Easy Scan — E-mail
- Easy Scan — Folder
- ID Card Registration
- Panel USB
- Easy Copy
- Panel Scan
- More Actions

7.2. Managing terminal actions on the MyQ Web Interface

Action nodes can be managed on the **Terminal Actions** settings tab. To open the tab, click the **MyQ** icon and then click **Settings** on the **MyQ** main menu.

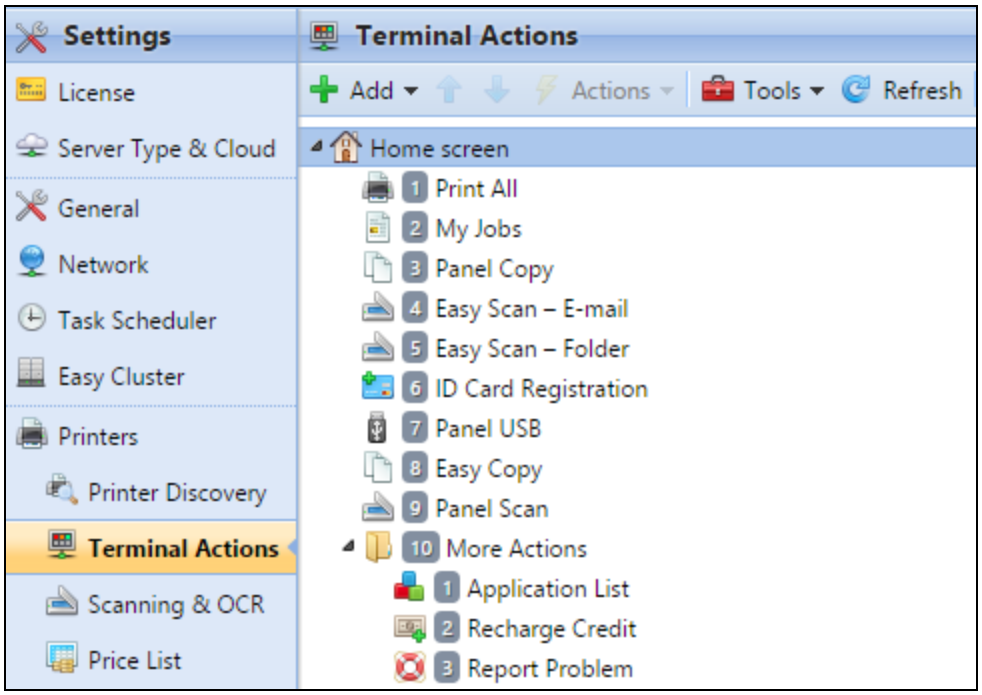


FIGURE 7.9. **Terminal Actions** setting tab with a list of action nodes

You can filter the action nodes available on a particular terminal type by selecting the type on the **Filter for terminal** drop-down list box. Unavailable nodes are crossed on the list of actions and are not displayed on the terminal screen preview.

FIGURE 7.10. Filtering the available terminal actions

INFO: For more information about the MyQ Web Interface, see "MyQ® Web Interface" in the MyQ Basic Installation Guide.

7.2.1. Adding new action nodes

The action nodes can be added either on the list of actions under Home screen or on the preview of the terminal screen.

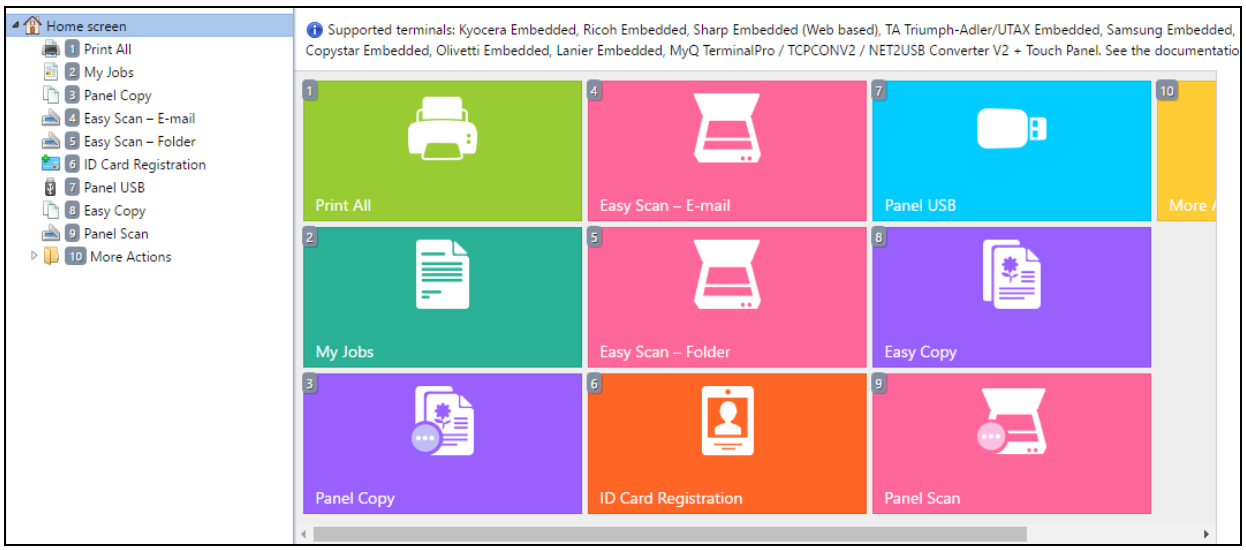


FIGURE 7.11. The two places where the action nodes are displayed: the list of nodes (and folders) and the terminal screen preview

Adding new action nodes on the list of nodes

You can add the new nodes either directly to the terminal's home screen or to folders that can be accessed from the home screen.

Adding a new action node to the terminal's home screen

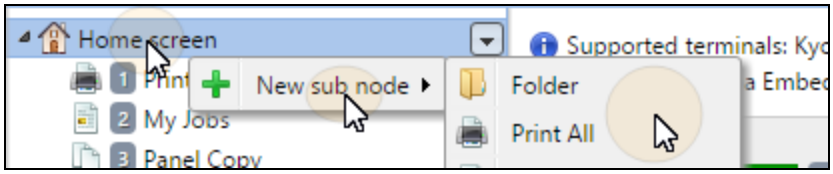


FIGURE 7.12. Adding a new action node to be displayed on the home screen

1. Right-click the **Home Screen** folder, and then point on **New sub 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 screen.

3. On the panel, you can rename and edit the node. For information about editing options, see "Editing action nodes" on page 63. If you do not want to rename or to edit the node, close the properties panel. The action node is displayed on the action nodes list and on the terminal screen preview.

Adding a new node to a folder

1. Right-click the folder to which you want to add the node, and then point on **New sub 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 screen.

3. On the panel, you can rename and edit the node. For information about editing options, see "Editing action nodes" on the facing page. If you do not want to rename or edit the node, close the properties panel. The action node is displayed on the action nodes list and on the terminal screen preview.

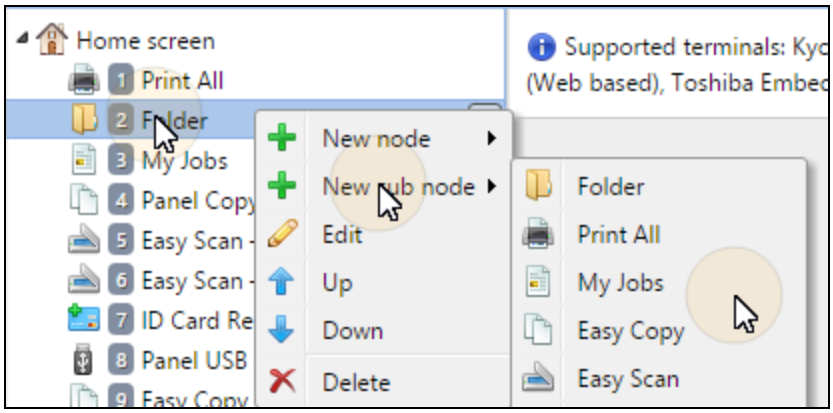


FIGURE 7.13. Adding a new action node to a folder

Adding new action nodes on the terminal screen preview

1. Right-click any item on the preview, and then point on **New sub 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 screen.

3. On the panel, you can rename and edit the node. For information about editing options, see "Editing action nodes" on the facing page. If you do not want to rename or edit the node, close the properties panel. The action node is displayed on the action nodes list and on the terminal screen preview.

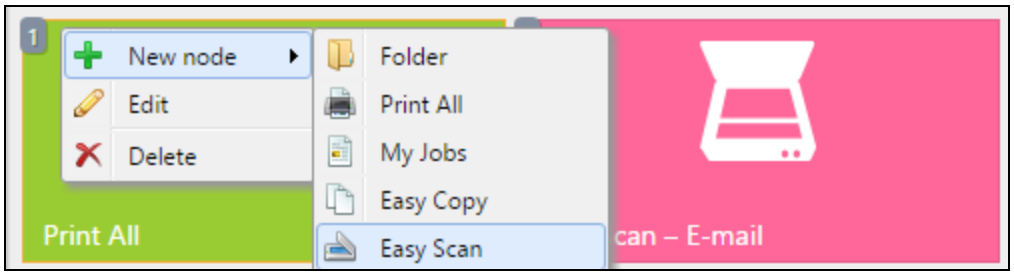


FIGURE 7.14. Adding a new action node on the terminal screen preview

INFO: To open a folder and display its content, double-click the folder on the preview or select it on the list of action nodes.

NOTICE: The maximal number of nodes on the preview corresponds to the maximal number of nodes on the terminal screen.

7.2.2. Editing 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 (See FIGURE 7.11 on page 61.). Once you open the panel, you can swap between up to three settings tabs (depending on the particular action): **General settings**, **Destinations** and **Parameters**.

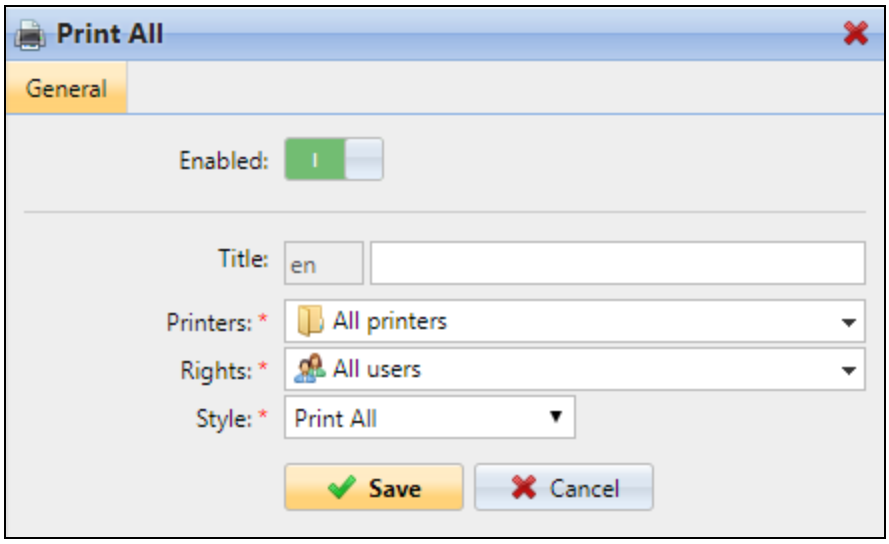


FIGURE 7.15. General settings of the **Print All** properties panel

General settings

Enabled

If you disable the node, it is not displayed on the terminal and cannot be used there.

Title

Here you can change name of the action node. If you do not change it, the default name is used. Depending on the number of additional languages set on the MyQ Web Interface, you can use different names in different languages. The additional languages can be set on the **General** tab, which can be opened from the MyQ **Settings** menu.

INFO: For more information about the additional languages setting, see "General settings tab" under "MyQ® System Settings" in the MyQ Basic Installation Guide.

Printers

Here you can select the printing device, where the action node is available. Due to this setting, the layout and available features of the embedded terminal can vary depending on the selection of the printing devices. By default, the action is available on all printing devices.

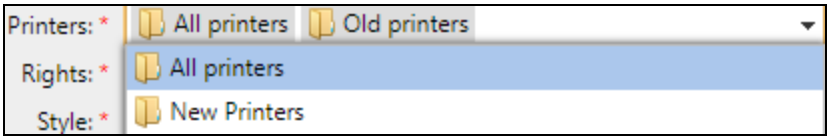


FIGURE 7.16. The drop-down box with the list of printing devices and groups of printing devices

To provide an additional printing device or a group of printing devices with access to the action node:

1. Click the arrow on the right side of the **Printers** combo box. A drop-down box with the list of printing devices and groups of printing devices appears.
2. In the drop-down box, select the printing device or the group of printing devices. The printing device or the group of printing devices is added to the selection displayed in the combo box.
3. Click **Save**.

Rights

Here you can select the users or the groups of users that will 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.

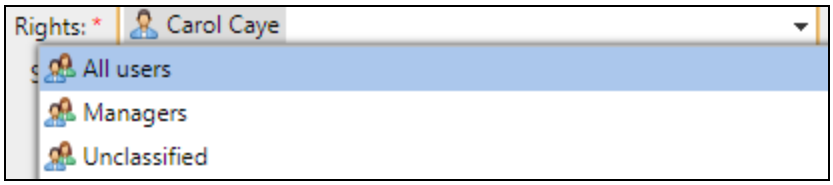


FIGURE 7.17. The **Rights** combo box with the the list of users and groups of users

To provide an additional user or a group of users with rights to the action node:

1. Click the arrow on the right side of the **Rights** combo box. A drop-down box with the list of MyQ users and groups of MyQ users appears.
2. In the drop-down box, select the user or group. The user or the group of users is added to the selection displayed in the combo box.
3. Click **Save**.

Styles

Here you can change the graphical style of the terminal action. You can use the fixed design (color and icon) of any of the actions predefined within the currently used style.

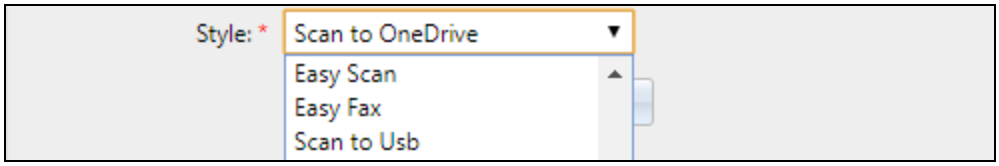


FIGURE 7.18. Selecting the style for the terminal action

Destinations and parameters

For information about the destinations and parameters of the Easy Scan feature and about the parameters of the Easy Copy feature, see "Setting parameters of the Easy Scan feature" on page 118 and "Easy Copy" on page 153.

7.2.3. Changing the layout of the nodes on the screen

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

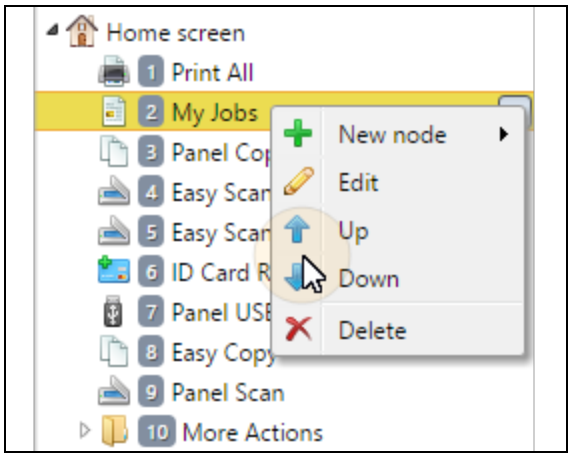


FIGURE 7.19. Moving the action node up and down the order

INFO: If there are more than ten action nodes defined on the home screen or in any folder, the surplus action nodes are not displayed on the screen and are ignored on the preview.

7.2.4. Deleting action nodes

You can delete the 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 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 from both the list and the screen preview.

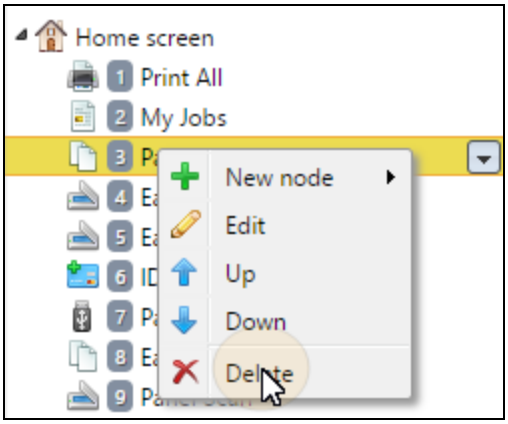


FIGURE 7.20. Deleting a node from the list

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 from both the screen preview and the action node list.

FIGURE 7.21. Deleting a node from the terminal screen preview

7.2.5. Restoring the original layout

On the bar at the top of the Terminal actions settings tab, click **Tools**, and then click **Restore defaults**. A confirmation dialog box might appear. If it does, click **OK** to confirm the action.

7.3. Basic settings of the Easy Scan action

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

The panel is automatically opened after the Easy Scan action node is created. Later, you can access it by double-clicking the terminal action node on the list of nodes or on the terminal screen preview (See FIGURE 7.11 on page 61.).

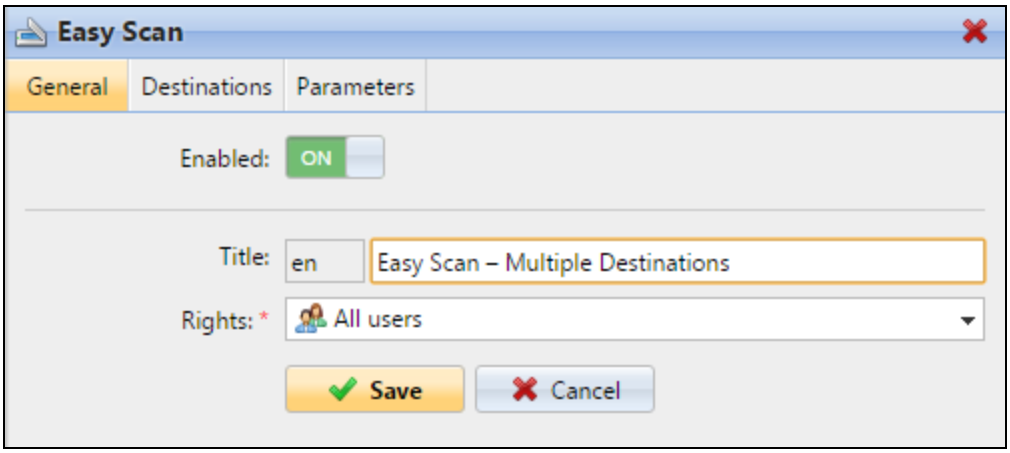


FIGURE 7.22. General settings of the Easy Scan action node

NOTICE: There are some destinations and parameters that can be selected in MyQ but are not mentioned in this manual. These options are not compatible with the current version of the terminal. Easy Scan action nodes which contain any of them are not displayed on the users' home screens. This way, MyQ users can see only those Easy Scan actions that they can actually use.

7.3.1. Setting destinations

On the **Destinations** tab, you can define the destinations where the scanned file is sent.

To add a new destination, do the following:

- Click **+Add**. The **Destination** panel opens. On the **Destination** panel, you can set the destination.

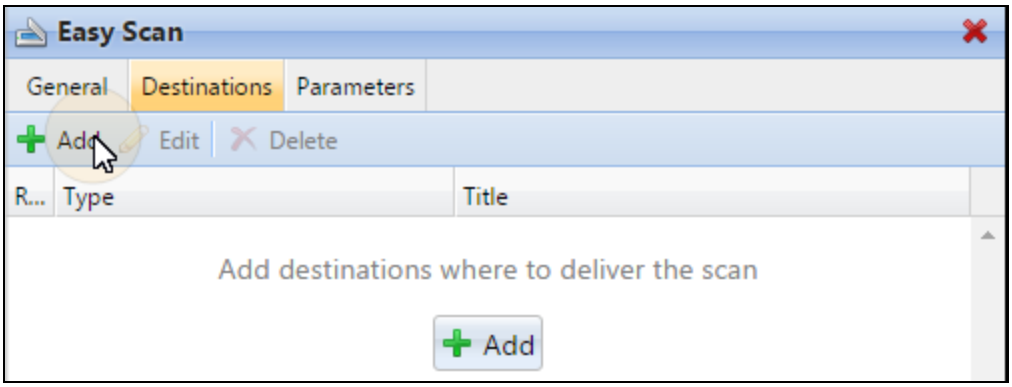


FIGURE 7.23. Adding new destinations

The destination setting options are described below.

Common settings

Type

Here you can select from a number of available destinations where the scan can be sent. For information about the destinations, see "Available destinations " on page 70.

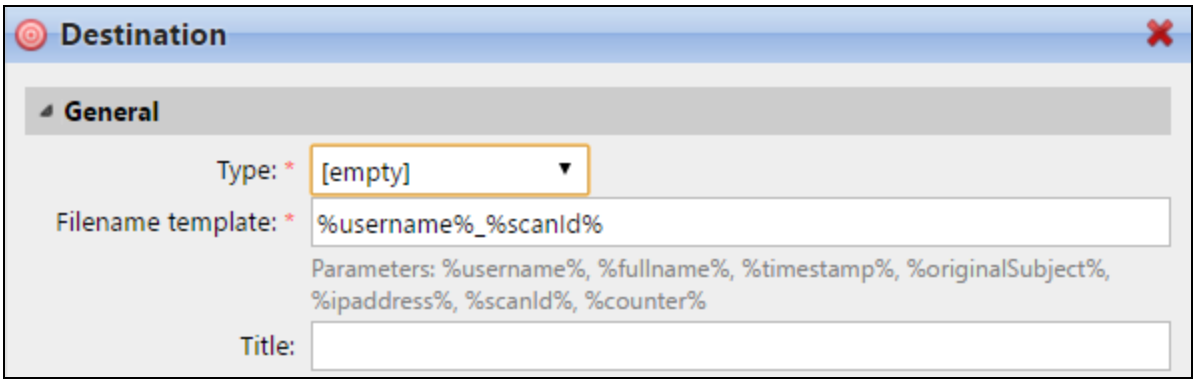


FIGURE 7.24. The **Destination** panel

Filename template

Here you can change template of the scan file name. You can select from the following parameters:

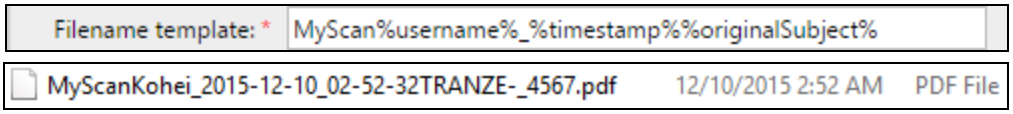


FIGURE 7.25. Example of a filename template in MyQ and the resulting file in a scan folder

- %username% — user name of the user session owner
- %fullname% — full name of the user session owner
- %timestamp% — date and time when the scan was taken
- %originalSubject% — the default subject set on the printing device
- %ipaddress% — IP address of the printing device
- %counter% — the current number of counters on the printing device
- %scanId% — unique scan identification number generated on the MyQ server

Title

Here you can enter the destination title.

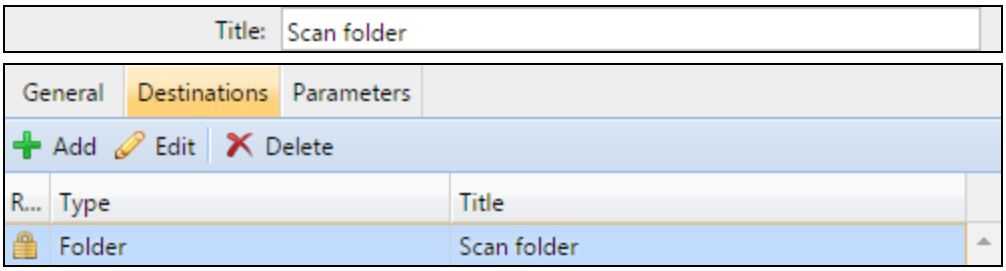


FIGURE 7.26. The title setting and the resulting destination title

Attach metadata file

If you select this option, MyQ will send an XML file with the scan metadata together with the scan. For more information about this option, see "Attaching a file with metadata of the scan" on page 124.

Available destinations

You can create one or more destinations where the scanned document is sent. This way, you can allow users to scan to multiple destinations by just one Easy Scan action.

User's scan storage

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

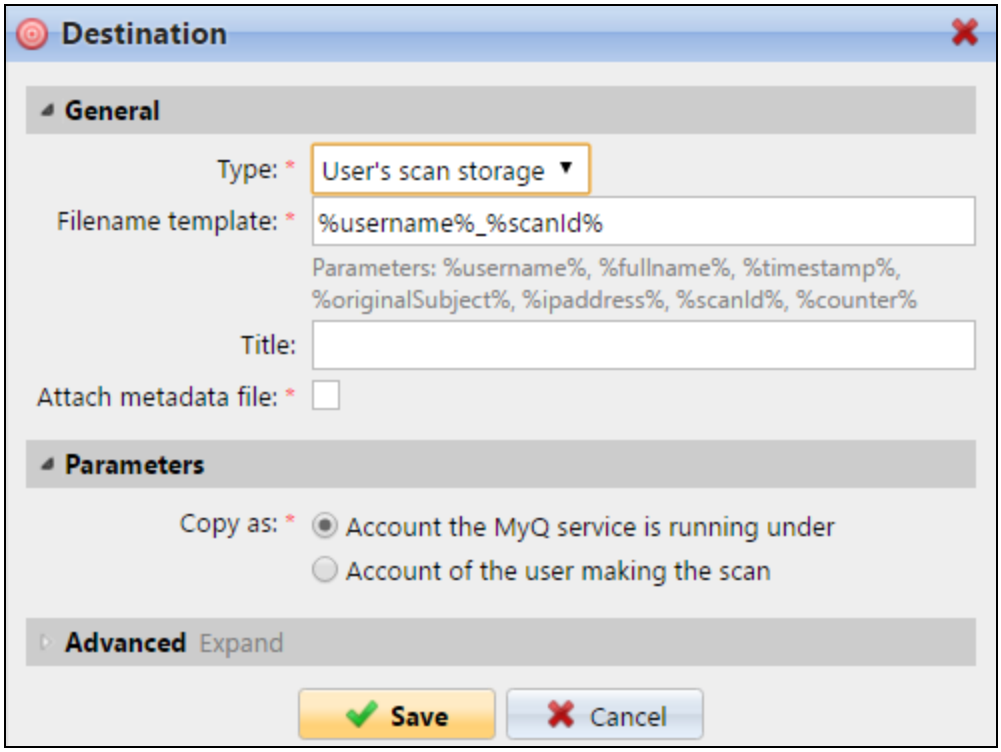


FIGURE 7.27. The User's scan storage destination settings

INFO: For more information about the user's scan storage folder, see "Scan Management" in the Basic Installation Guide.

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

- If you select the **Account the MyQ service is running under** option, the rights for access to the destination folder have to be provided to the account under which the MyQ service runs.
- If you select the **Account of the user making the scan** option, MyQ will expect the folder to be a shared folder on the user's domain account and will use the entered password to access this folder. For more information about this option, see "Enabling users to scan to their home folder protected by password" on page 144.

User's email

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

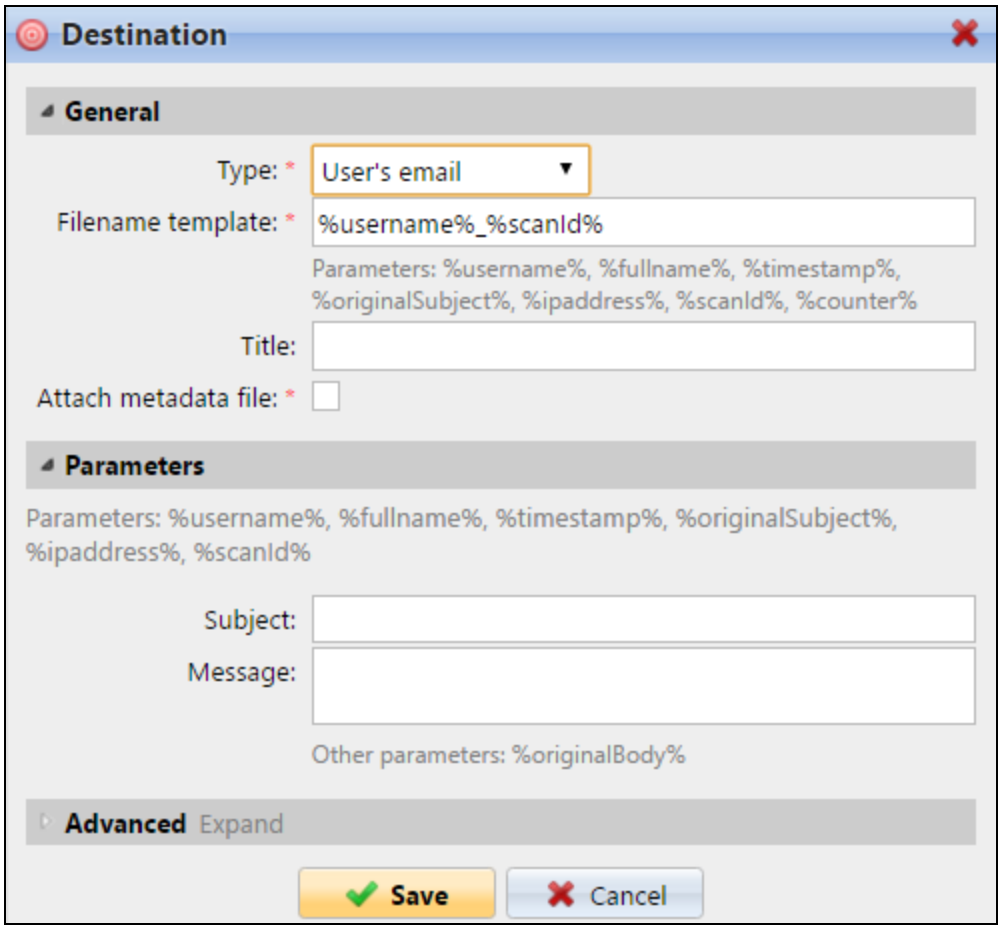


FIGURE 7.28. The User's email destination settings

Under **Parameters**, you can define the subject of emails sent to this destination in the **Subject** text box and the body of these emails in the **Message** text box. The subject or body can contain the following parameters:

- %username% — user name of the user session owner
- %fullname% — full name of the user session owner
- %timestamp% — date and time when the scan was taken
- %originalSubject% — the default subject set on the printing device
- %originalBody% — the default body set on the printing device
- %ipaddress% — IP address of the printing device

- %counter% — the current number of counters on the printing device
- %scanId% — unique scan identification number generated on the MyQ server

INFO: For more information about the user's email destination, see "Scan Management" in the Basic Installation Guide.

INFO: You can allow users to type the subject and body of the email. To do this, create text parameters and use them in the **Subject** and **Message** text boxes. For more information about custom parameters, see "Creating custom parameters" on page 125.

Email

Scans are sent to the email address specified on this tab (**Destinations** tab).

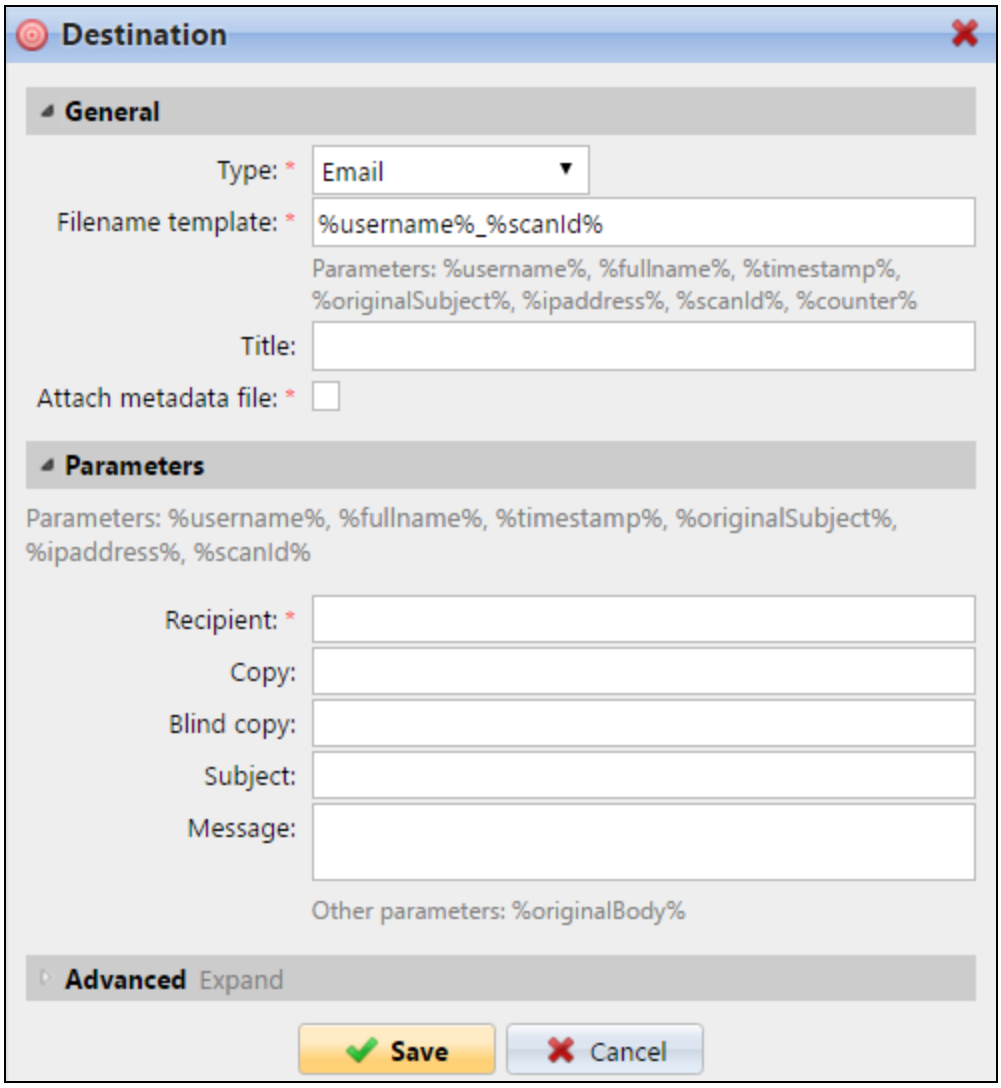


FIGURE 7.29. The Email destination settings

Under **Parameters**, in the **Recipient** text box, you need to define the recipient or recipients of the email.

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

INFO: Recipients of the blind copy do not see the email sender address.

The text boxes under **Parameters** can contain the following parameters:

- %username% — user name of the user session owner
- %fullname% — full name of the user session owner
- %timestamp% — date and time when the scan was taken
- %originalSubject% — the default subject set on the printing device
- %originalBody% — the default body set on the printing device
- %ipaddress% — IP address of the printing device
- %counter% — the current number of counters on the printing device
- %scanId% — unique scan identification number generated on the MyQ server

INFO: All scans are sent to the destinations specified here, unlike the scans directed to the User's scan storage and the User's Email destinations, which are sent to the email address or folder defined on the account of the logged user.

Folder

Scans are sent to the folder specified on this tab (**Destinations** tab).

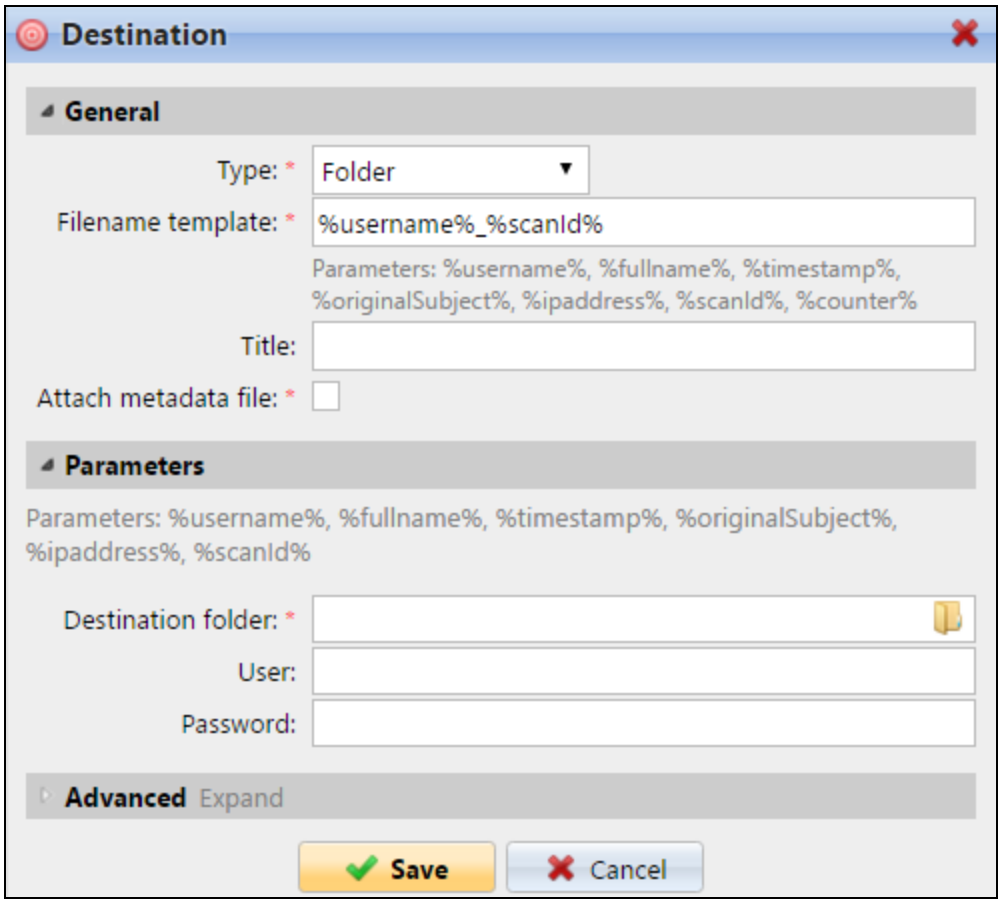


FIGURE 7.30. The Folder destination settings

You can select from the following parameters:

- %username% — user name of the user session owner
- %fullname% — full name of the user session owner
- %timestamp% — date and time when the scan was taken
- %originalSubject% — the default subject set on the printing device
- %ipaddress% — IP address of the printing device
- %counter% — the current number of counters on the printing device
- %scanId% — unique scan identification number generated on the MyQ server

In case the destination folder is a shared folder on a certain user's domain account to which MyQ does not have universal access, you can use the **User** and **Password** settings to define the user name and password for access to the folder.

INFO: All scans are sent to the destinations specified here, unlike the scans directed to the User's scan storage and the User's Email destinations, which are sent to the email address or folder defined on the account of the logged user.

Secured link

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

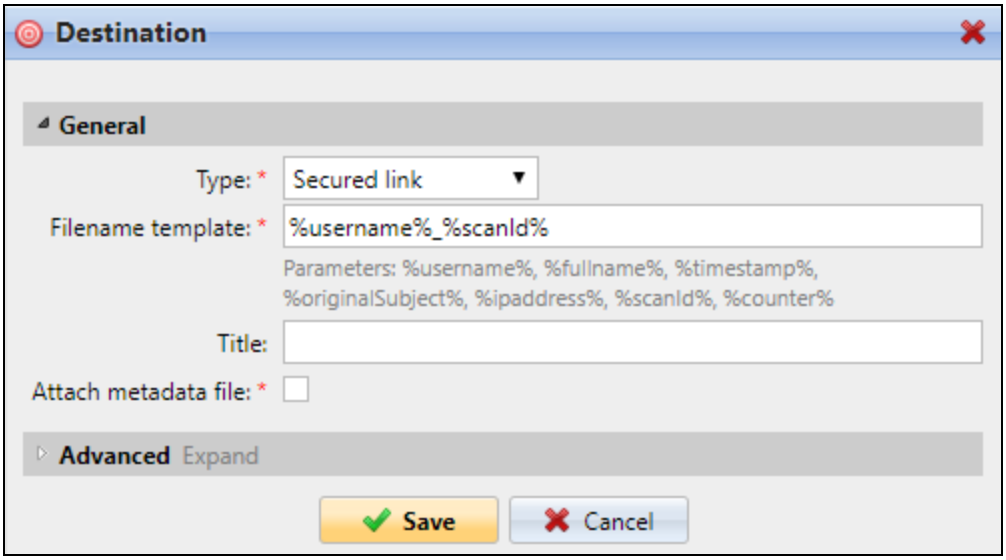


FIGURE 7.31. The Secured link email destination settings

INFO: For more information about the User's email destination, and also for information on the email with the secured link, see "Scan Management" in the Basic Installation Guide.

FTP

Scans are sent to an FTP server. For information about this option, see "Scanning to FTP " on the facing page.

Fax server

Scans are sent to a network fax server. For information about this option, see "Scanning to FAX server" on page 81.

Custom destination

Advanced option requiring PHP customization. For further information about this option, please contact MyQ support.

Cloud storage

Users can scan to the following cloud destinations: OneDrive, OneDrive for Business, Google Drive, Dropbox, Box.com and SharePoint Online. For information about these options, see "Scanning to OneDrive" on page 82, "Scanning to OneDrive for Business" on page 85, "Scanning to Google Drive" on page 101"Scanning to Google Drive" on page 101"Scanning to Dropbox" on page 107, "Scanning to Box.com" on page 104 and "Scanning to SharePoint Online" on page 110.

7.3.2. Scanning to FTP

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

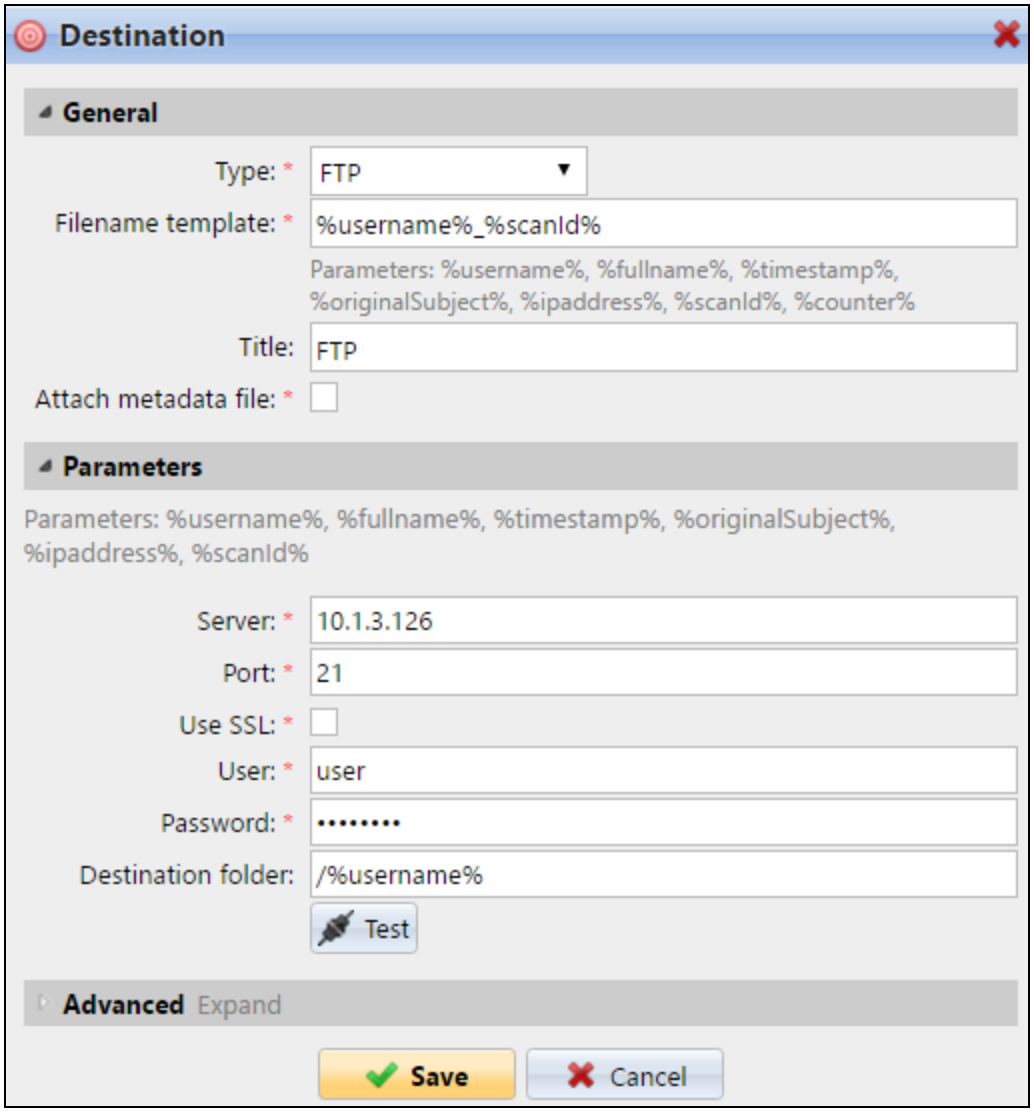


FIGURE 7.32. Setting the destination for scanning to FTP

Setting the connection:

- Server — enter the IP address or hostname of the FTP server
- Port — enter the port used for FTP protocol, the default port is 21
- Use SSL — select if you want to use secure communication
- User — name of a user with account on the server
- Password — enter the user's password

- Destination folder — you can specify the subfolder where the outgoing scan files will be stored (optional)

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

- %username% — user name of the user session owner
- %fullname% — full name of the user session owner
- %timestamp% — date and time when the scan was taken
- %originalSubject% — the default subject set on the printing device
- %ipaddress% — IP address of the printing device
- %scanId% — unique scan identification number generated on the MyQ server

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

FIGURE 7.33. The message informing about the test result appears at the top of the **Destination** panel

7.3.3. Scanning to FAX server

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

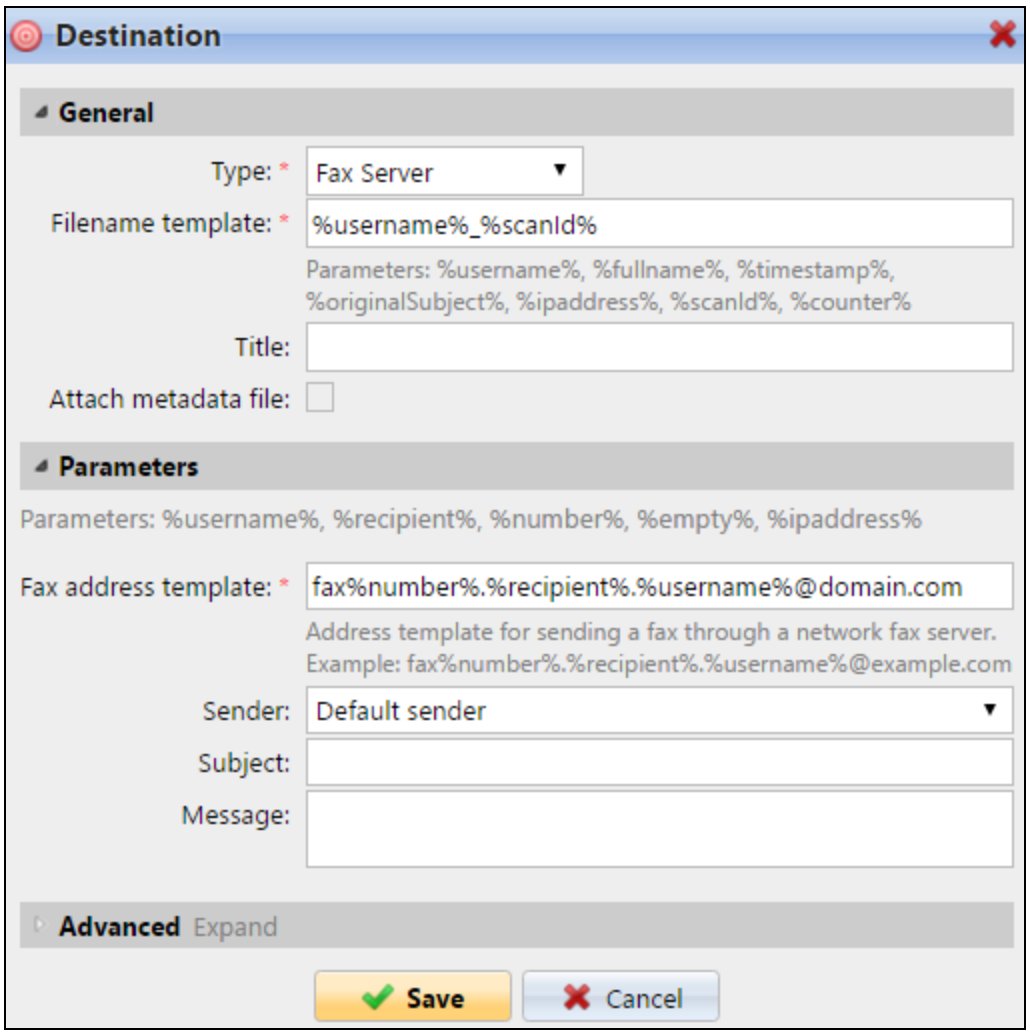


FIGURE 7.34. Setting the destination for scanning to FAX

To send the document to the fax server, enter the appropriate email address template in the **Fax address template** folder. You can select from the following parameters:

- %username% — name of the user session owner
- %recipient% — recipient of the fax
- %number% — fax number
- %empty% — this parameter ensures that the subject/message is empty; it is used in very specific cases

- %ipaddress% — IP address of the printing device
- %scanId% — unique scan identification number generated on the MyQ server

As the sender, you can select one of the following addresses:

- Default — the sender set on the **Scanning&OCR** settings tab, under **Default settings of the email with scan**
- Default Sender — the email set on the **Network** settings tab, under **Outgoing SMTP server**
- Logged user — name of the user session owner
- Printer contact — the printing device contact email address set on its WEB User Interface

In addition to the previous settings, you can define the subject of the email with fax in the **Subject** text box and the body of this email in the **Message** text box.

7.3.4. Scanning to OneDrive

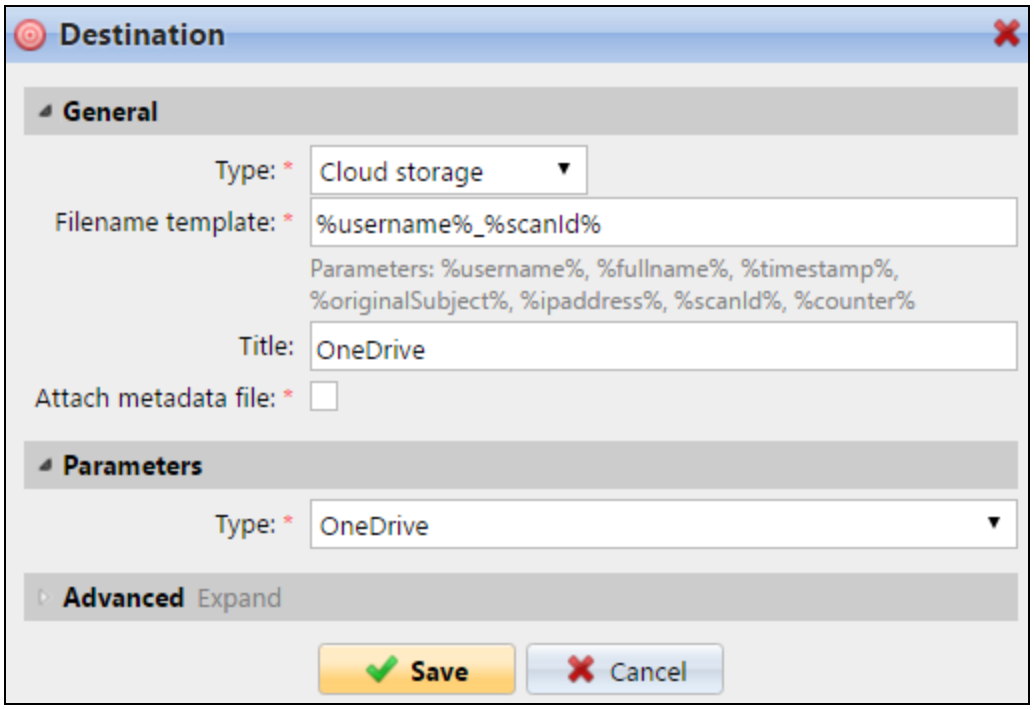


FIGURE 7.35. Setting the destination for scanning to OneDrive

To enable scanning to OneDrive:

1. Select the **Cloud Storage** option in the **Type** drop-down list box.
2. Select the **OneDrive** option in the **Type** drop-down list box under **Parameters**, and then click **Save**.

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

- There is at least one Easy Scan action with this destination.
- User has rights to see Easy Scan button or is connected to cloud drive.

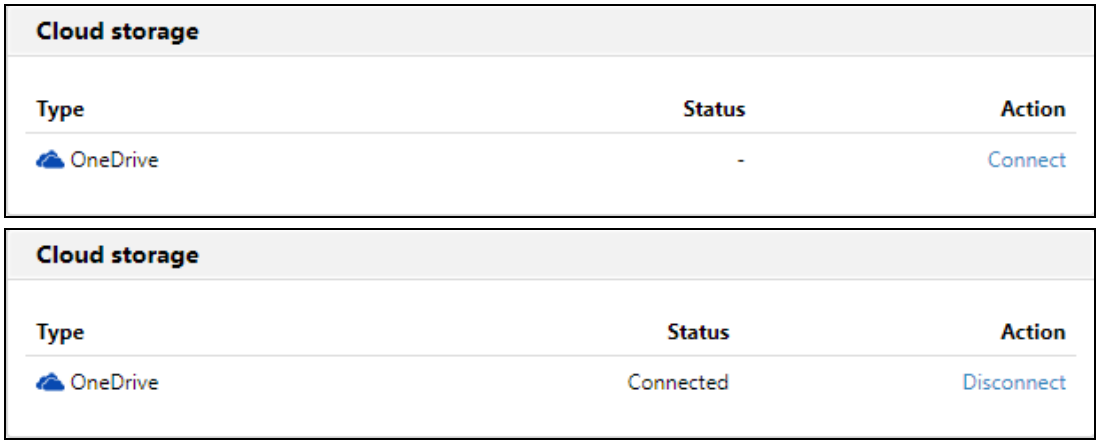


FIGURE 7.36. The Cloud storage widget displayed on user web interface — before and after connecting to OneDrive

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

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

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

3. Click **Login to the cloud storage**.

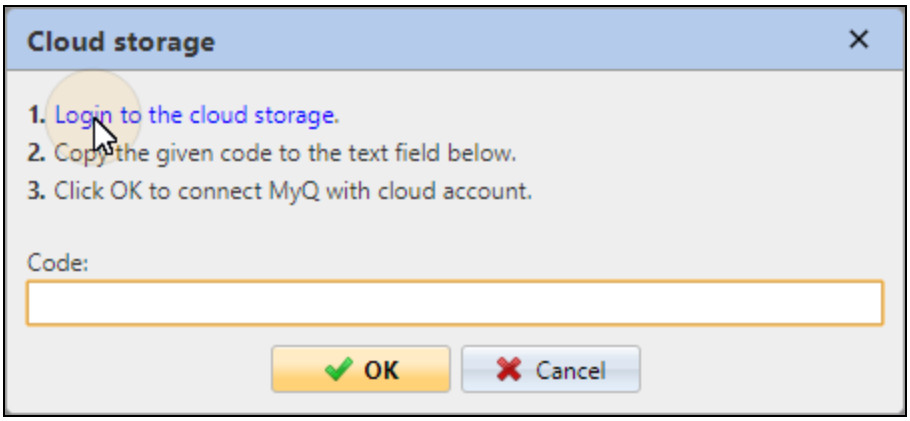


FIGURE 7.37. Logging to OneDrive

4. Sign-in to OneDrive and confirm permissions (when asked about the permissions, click **Yes**).

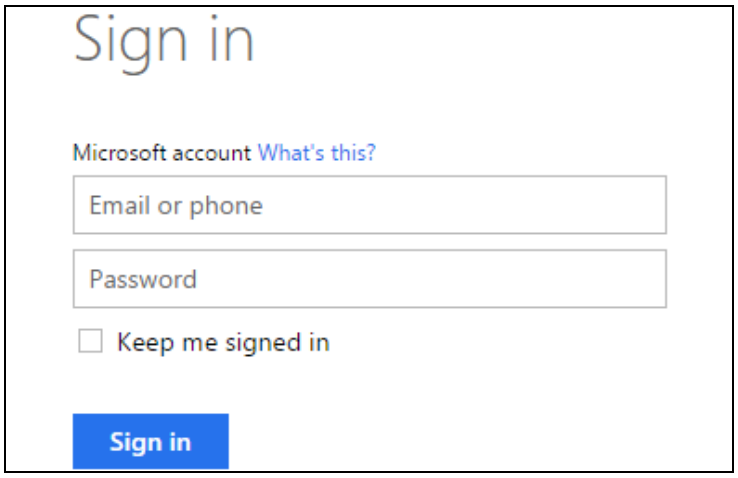


FIGURE 7.38. Signing in

5. Copy the given code.
6. Paste the code to the MyQ Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The **OneDrive** connection status changes to **Connected**.

INFO: The user stays connected to OneDrive even after they log out of the MyQ Web Interface.

7.3.5. Scanning to OneDrive for Business

The feature has to be enabled in three steps:

- first you have to provide MyQ with access to your Azure AD,
  (See "1) Setting up access of MyQ to Azure AD" below.)
- then you have to create and set the OneDrive for Business destination,
  (See "2) Creating and setting the OneDrive for Business destination" on page 97.)
- lastly, users have to connect their MyQ accounts to OneDrive for Business.
  (See "3) Connecting users' accounts to OneDrive for Business" on page 97.)

1) Setting up access of MyQ to Azure AD

To set up the access, you have to associate your company's Office 365 accounts with Azure AD, create a new Azure AD app registration to be used by MyQ, and enter the Azure AD **Application ID** and **Secret** on the **External Systems** settings tab of the MyQ Web Interface.

A) Associate Office 365 accounts with Azure AD

For information on how to associate the accounts with Azure AD, see the following page:

https://msdn.microsoft.com/en-us/office/office365/howto/setup-development-environment#bk_CreateAzureSubscription

INFO: This is a general setup of the Microsoft Office 365 and Azure AD applications, which is not specifically related to the MyQ product. For further information, contact your Microsoft Support.

B) Create a new Azure AD app registration (It will be used by MyQ)

In Azure AD, you need to create and set a new Azure Active Directory App registration to be used by the MyQ application. After the registration is created, you have to open its preview, copy the **Application ID**, replace the **Reply URL**, set required permissions for **Microsoft Graph** and for **Office 365 SharePoint Online**, and in the end, create an access **key** and copy it.

The whole process of creating and setting the App registration is described on the following pages.

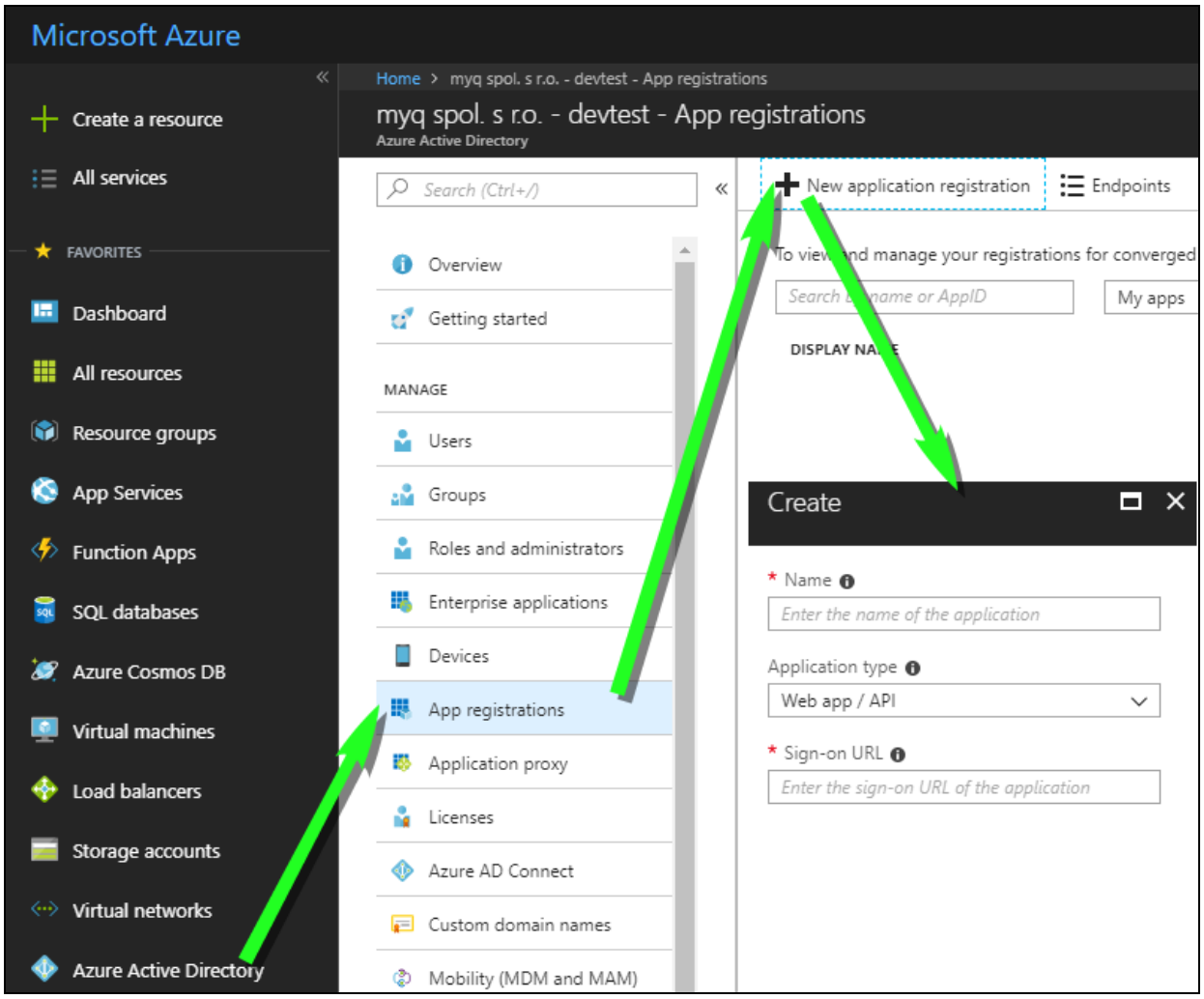


FIGURE 7.39. Opening the App registration tab and creating a new app registration in Microsoft Azure

I. Log on to the **Microsoft Azure** management portal under any account (user or admin) from your company's Azure AD.

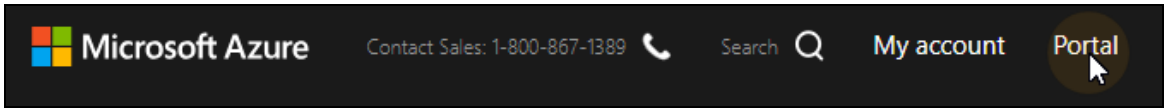


FIGURE 7.40. Opening the Microsoft Azure management portal

II. On the menu on the left side of screen, select **Azure Active Directory**, open the **App registrations** tab, and than click **+Add**. The **Create** panel with settings of the new application registration opens to the right. (See FIGURE 7.39 above.)

III. Set the registration, and then click **Create** at the bottom of the panel. After the registration is created, it appears on the list of registrations. Use the following values:

- **Name**: this name will be used as the name of the OneDrive for Business scan folder
- **Application Type**: select the **Web app/API** option
- **Sign-on URL**: IP address or hostname of the MyQ server

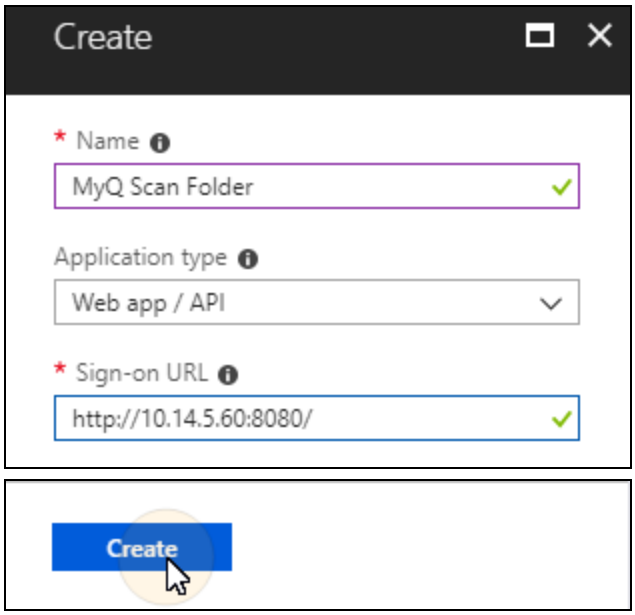


FIGURE 7.41. Setting and creating the registration

IV. Select the new registration to open its preview. The preview opens to the right.

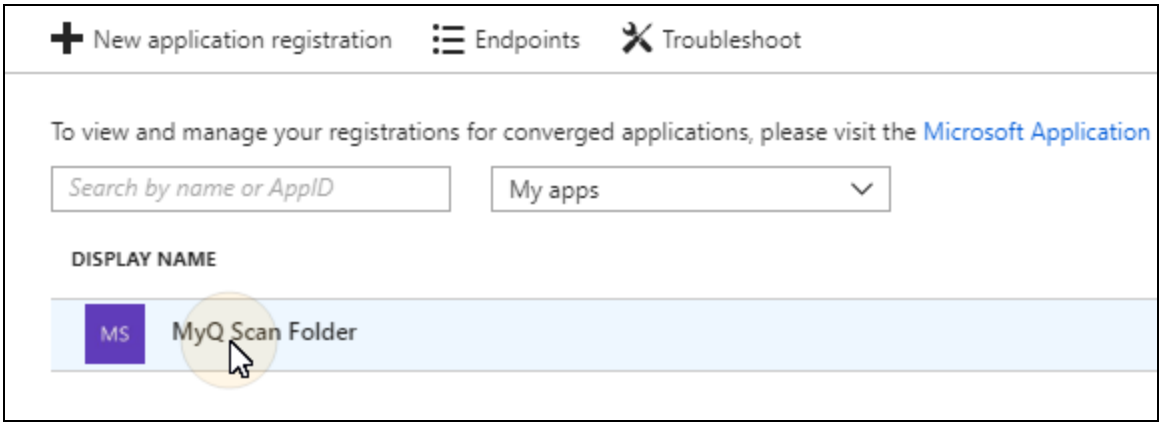


FIGURE 7.42. Opening the new registration.

V. On the preview, copy the **Application ID** (The ID will be used by MyQ to access the Azure AD.), and then click **Settings**. The **Settings** panel opens to the right.

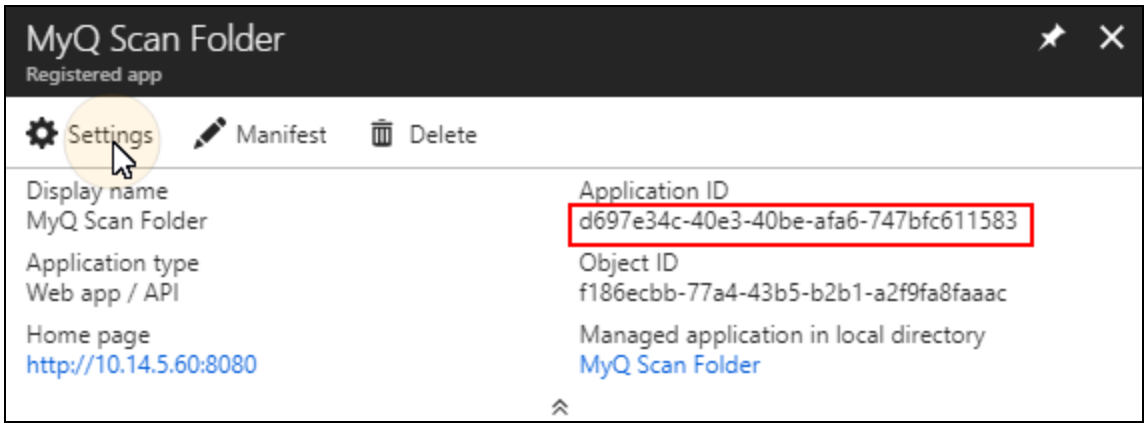


FIGURE 7.43. The Application ID shown on the preview and the opening of the Settings panel

VI. On the **Settings** panel, under **GENERAL**, click **Reply URLs**. The **Reply URLs** panel opens to the right.

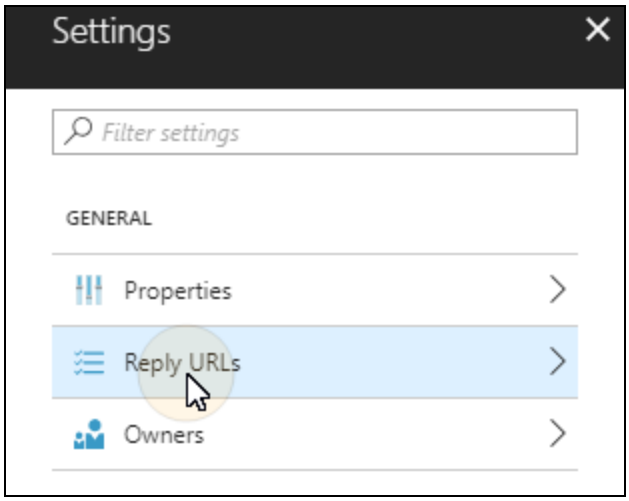


FIGURE 7.44. Opening the **Reply URLs** panel

VII. On the panel, first delete the current URL (Right-click the URL, and then click **Delete**.), then enter the URL **https://helper.myq.cz/**, and as the last step, click **Save**. The new URL is saved and displayed on the panel.

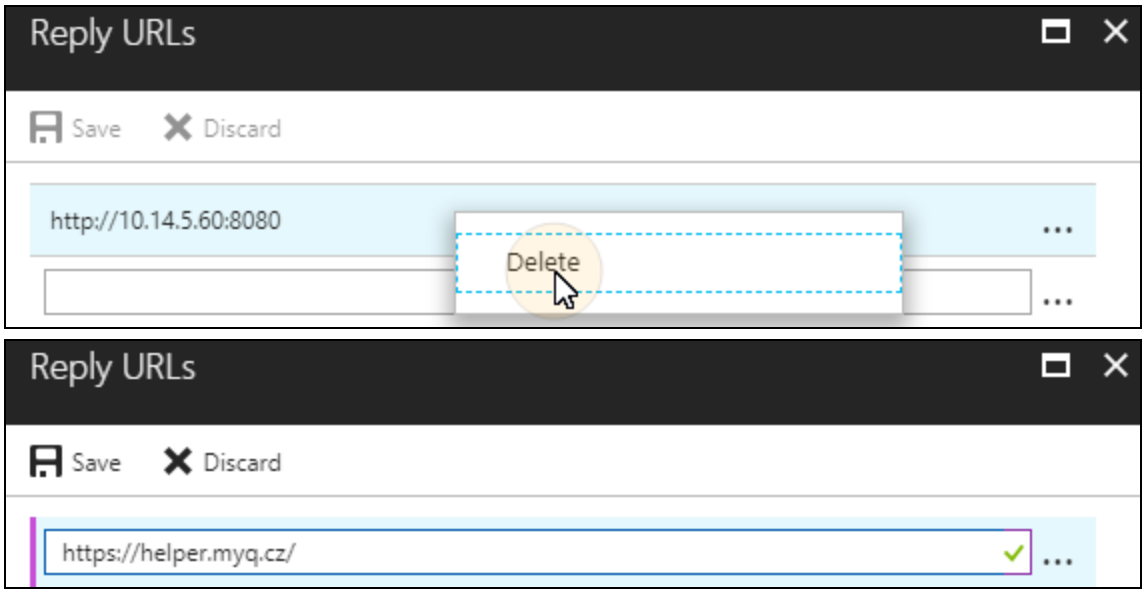


FIGURE 7.45. Changing the **Reply URL**

VIII. Back on the **Settings** panel, under **API ACCESS**, click **Required permissions**. The **Required permissions** panel opens to the right.

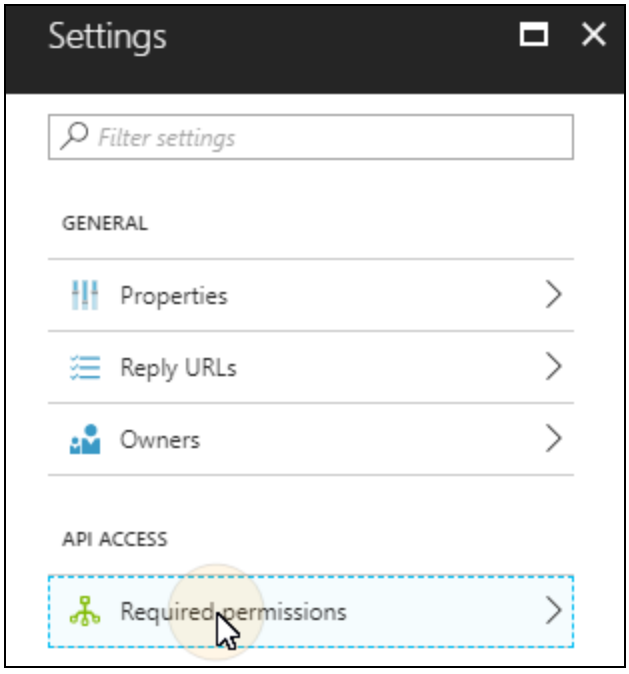


FIGURE 7.46. Opening the **Required permissions** tab

IX. On the **Required permissions** panel, click **+Add**. The **Add API access** panel opens to the right.

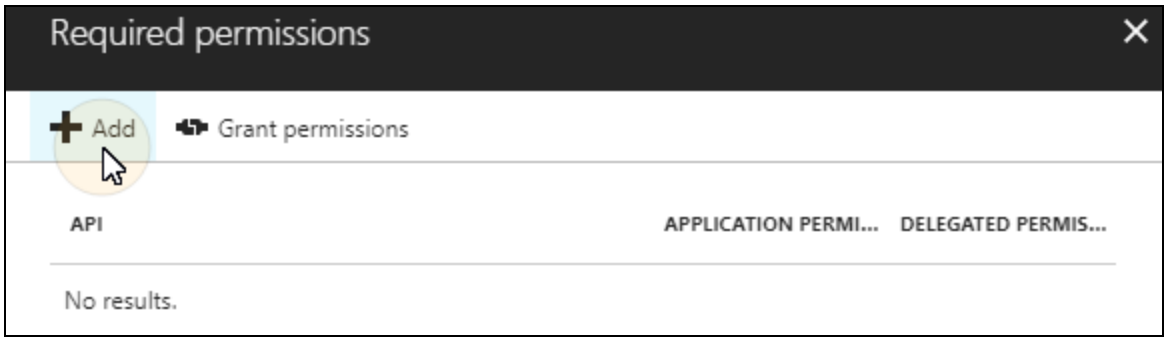


FIGURE 7.47. Adding a new set of permissions

X. On the panel, click **Select an API**. The **Select an API** panel opens to the right.

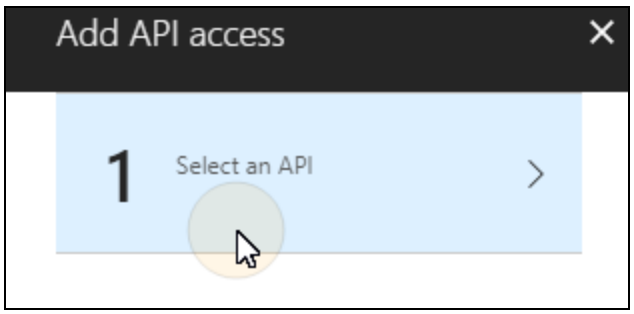


FIGURE 7.48. Opening the API selection panel

XI. On the panel, select the **Microsoft Graph** option, and then click **Select** at the bottom of the panel. The **Select an API** panel is replaced by the **Enable Access** panel with permissions.

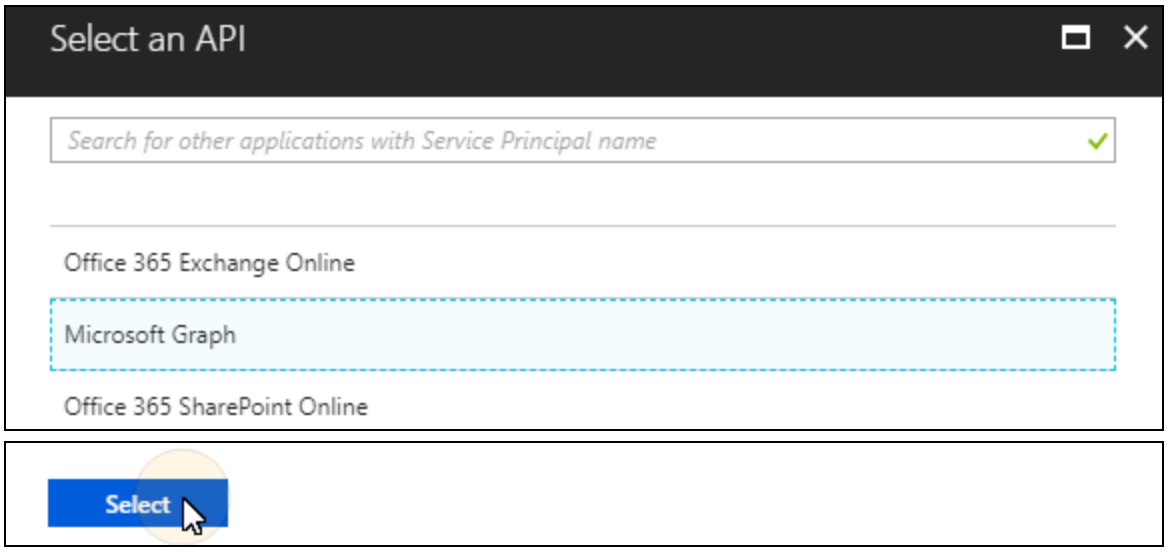


FIGURE 7.49. Selecting the **Microsoft Graph** option

XII. On the panel, select the **Have full access to user files** option under **DELEGATED PERMISSIONS**, and then click **Select**.

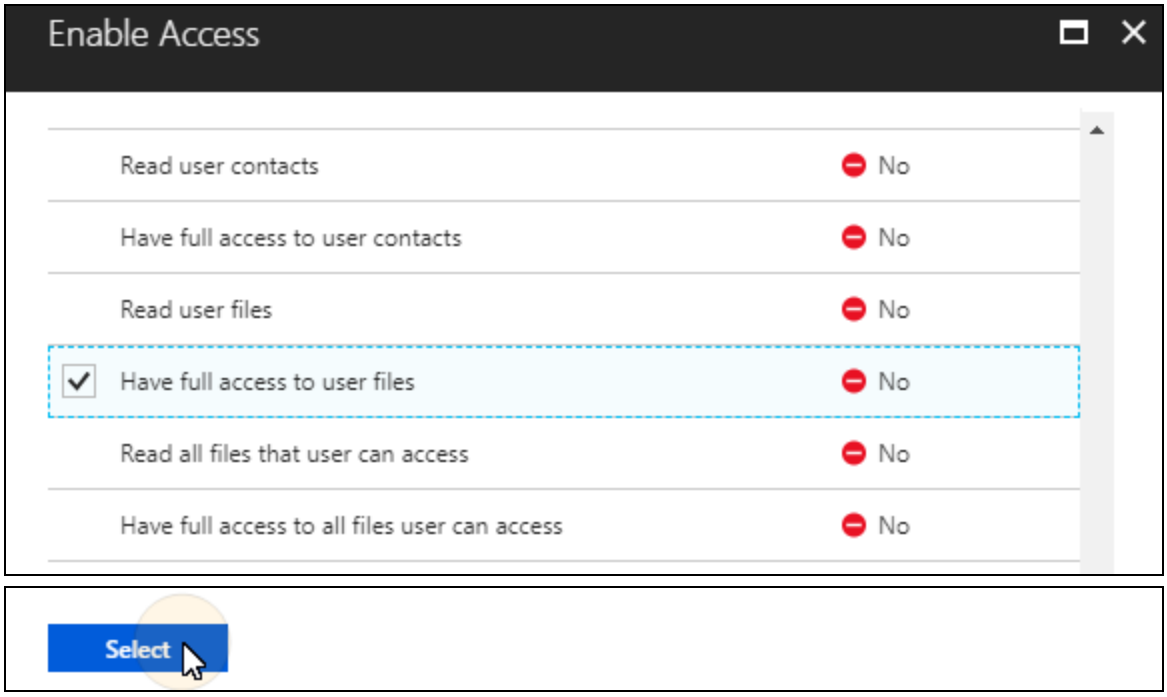


FIGURE 7.50. Selecting the permission for the Microsoft Graph API

XIII. Back on **Add API access** panel, click **Done** to save the settings and create Microsoft Graph API permissions set. The new permissions set is created and displayed on the **Required permissions** panel.

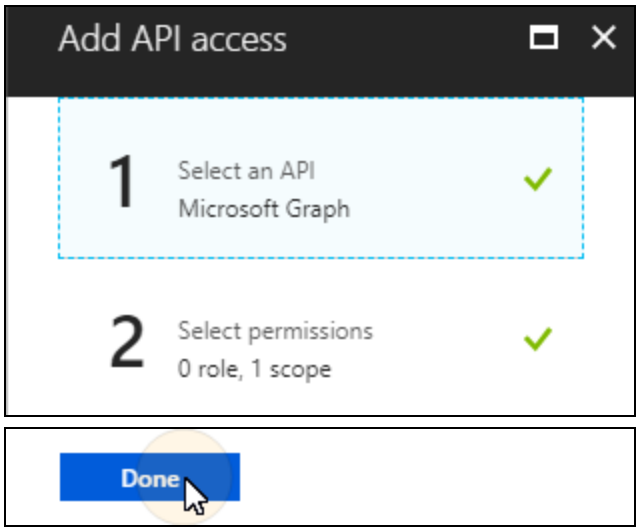


FIGURE 7.51. Saving the API permissions set

XIV. Back on the **Required permissions** panel, click **+Add**. The **Add API access** panel opens to the right.

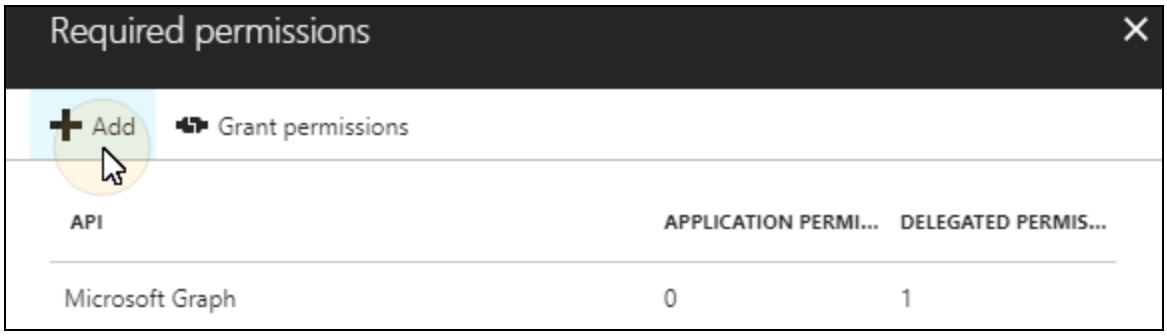


FIGURE 7.52. Adding a new set of permissions

XV. On the panel, click **Select an API**. The **Select an API** panel opens to the right.

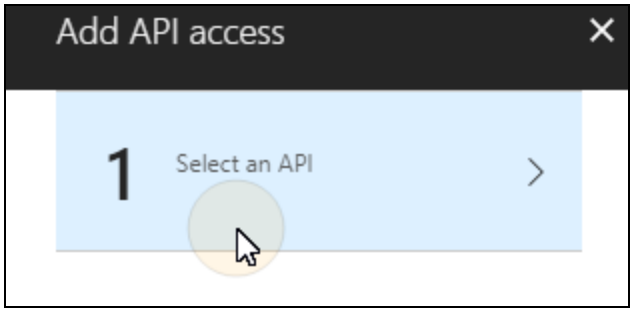


FIGURE 7.53. Opening the API selection panel

XVI. On the panel, select the **Office 365 SharePoint Online** option, and then click **Select** at the bottom of the panel. The **Select an API** panel is replaced by the **Enable Access** panel with permissions.

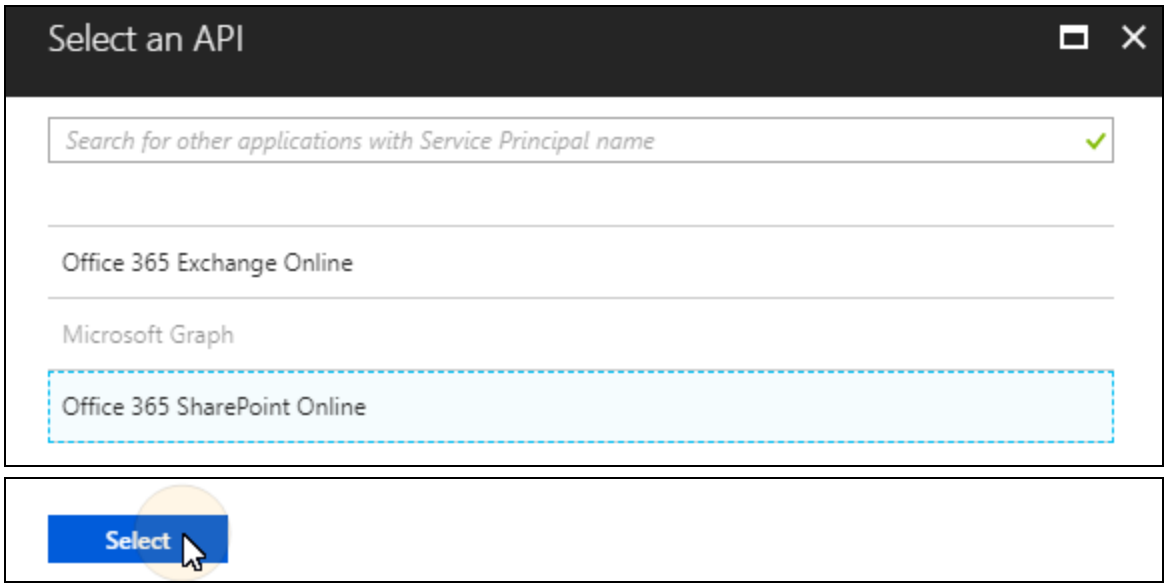


FIGURE 7.54. Selecting the **Office 365 SharePoint Online** option

XVII. On the panel, under **DELEGATED PERMISSIONS**, select the **Read and write user files** option and the **Read user files** option, and then click **Select** at the bottom of the panel. The **Enable Access** panel is closed.

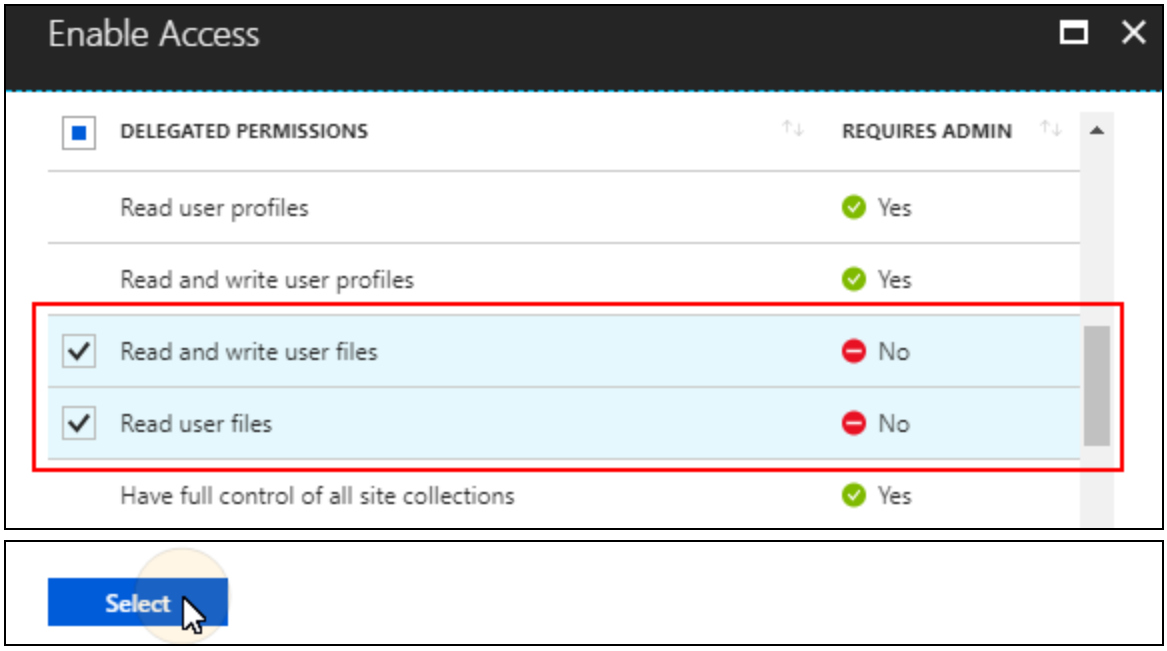


FIGURE 7.55. Selecting permissions for the Office 365 SharePoint Online API

XVIII. Back on **Add API access** panel, click **Done** to save the settings and create the **Office 365 SharePoint Online** API permissions set. The new permissions set is created and displayed on the **Required permissions** panel.

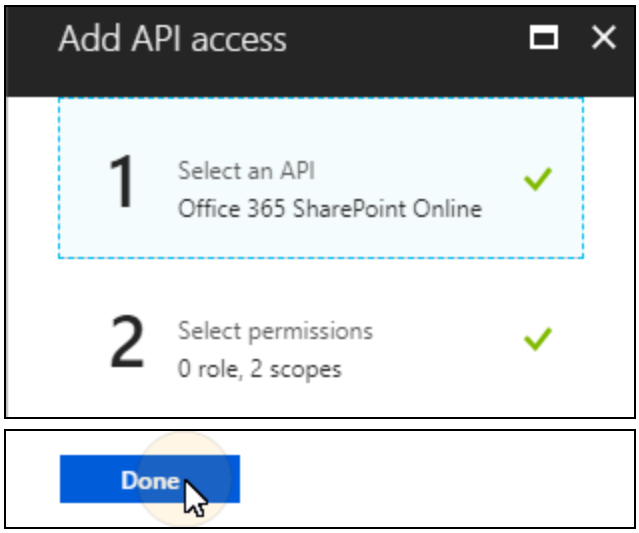


FIGURE 7.56. Saving the API permissions set

XIX. Back on **Settings** panel, under **API ACCESS**, click **Keys**. The **Keys** panel opens to the right.

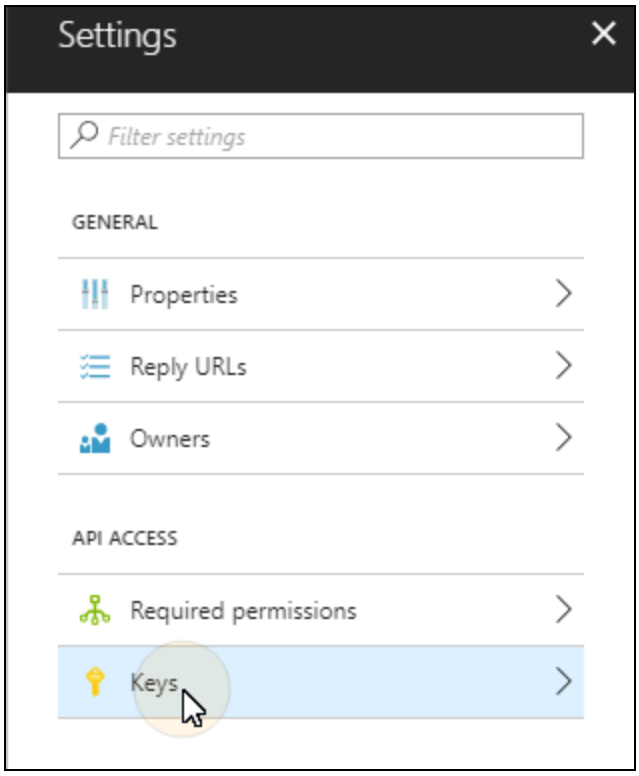


FIGURE 7.57. Opening the **Keys** panel

XX. On the panel, enter any description (for example **MyQ**) , select one of the expiration options (for example **Never expires**), and than click **Save**. The key is created and its value is shown.

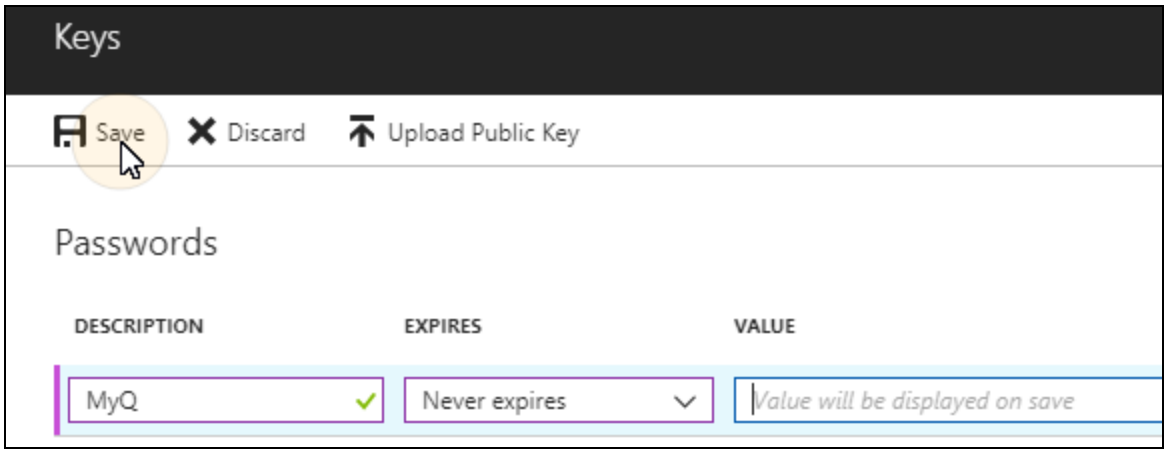


FIGURE 7.58. Creating the access key

XXI. Copy the value string (It will be used by MyQ to access the Azure AD.).

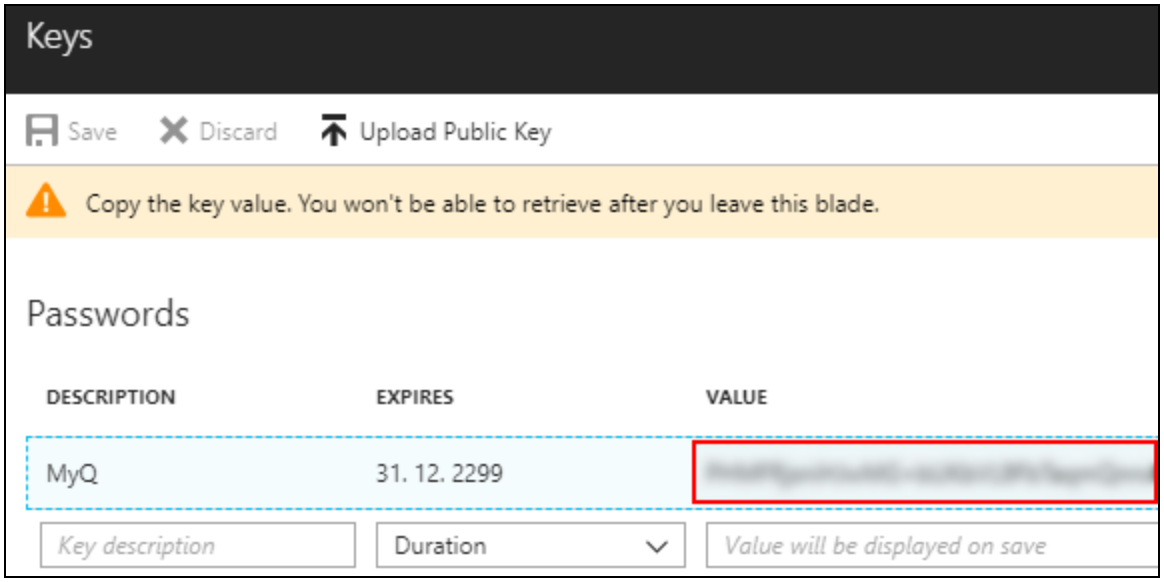


FIGURE 7.59. Copying the access key value

XXII. Exit the **Microsoft Azure** management portal.

C) On the External Systems settings tab in MyQ, enter the Azure AD Application ID and Secret on and request admin consent

I. Open the **External Systems** settings tab of the MyQ Web Interface. (At the top-left corner, click **MyQ**, then click **Settings**, and then click **External Systems**.)

II. On the tab, under **OneDrive Business**, enter the **Application ID** and the **Security key**, and then click **Save**.

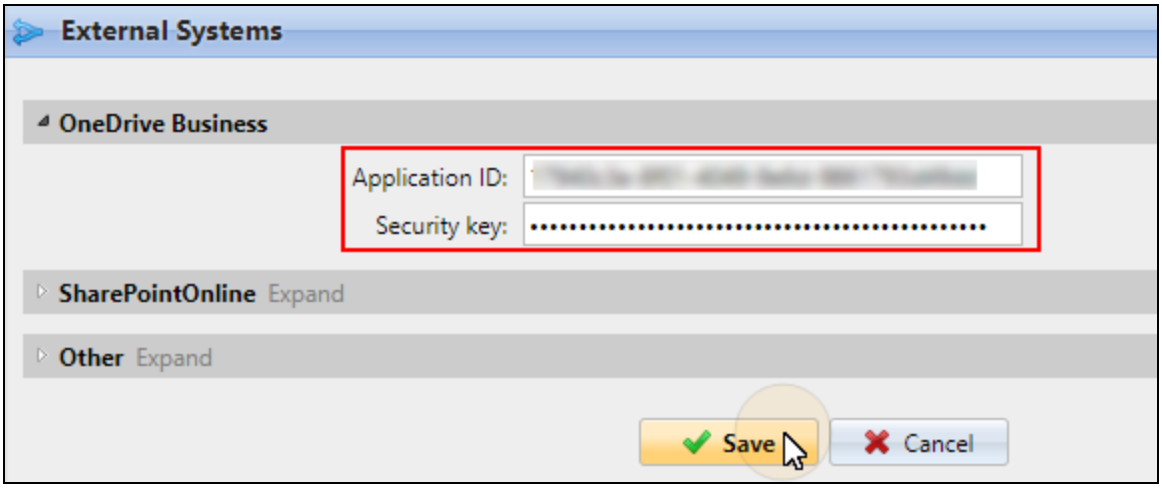


FIGURE 7.60. Setting access to OneDrive for Business on the **External Systems** settings tab

2) Creating and setting the OneDrive for Business destination

I. Create a new destination. (See "Setting destinations" on page 68.)

II. On the new destination's properties panel, under **General**, select the **Cloud Storage** option in the **Type** drop-down list box.

III. Select the **OneDrive for Business** option in the **Type** drop-down list box under **Parameters**, and then click **Save**.

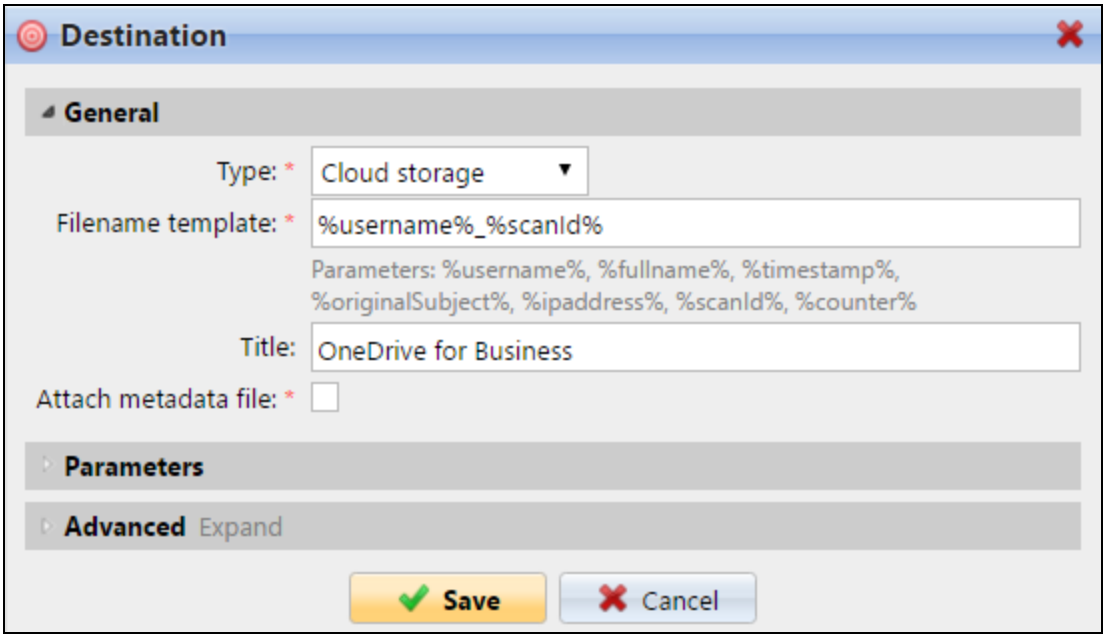


FIGURE 7.61. Setting the destination for scanning to OneDrive for Business

3) Connecting users' accounts to OneDrive for Business

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

- There is at least one Easy Scan action with this destination.
- User has rights to see Easy Scan button or is connected to cloud drive.

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

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

I. Log in to the MyQ Web User Interface with your user account.

II. On the **Cloud storage** widget, click **Connect**. The **Cloud storage** dialog box appears.

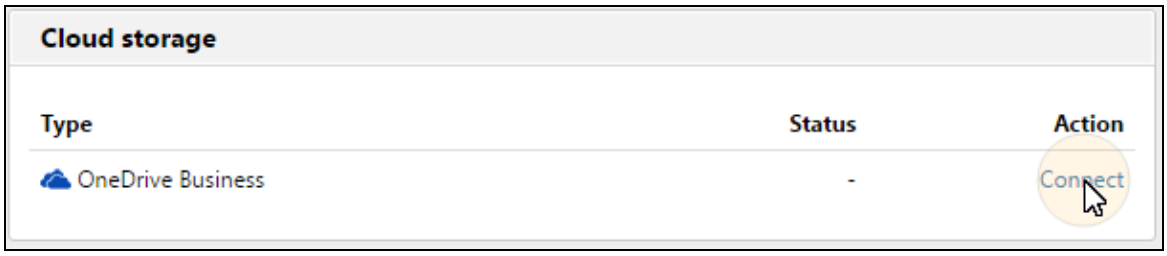


FIGURE 7.62. The Cloud storage widget on user web interface

III. Click **Login to the cloud storage** to show the Microsoft online sign in window.

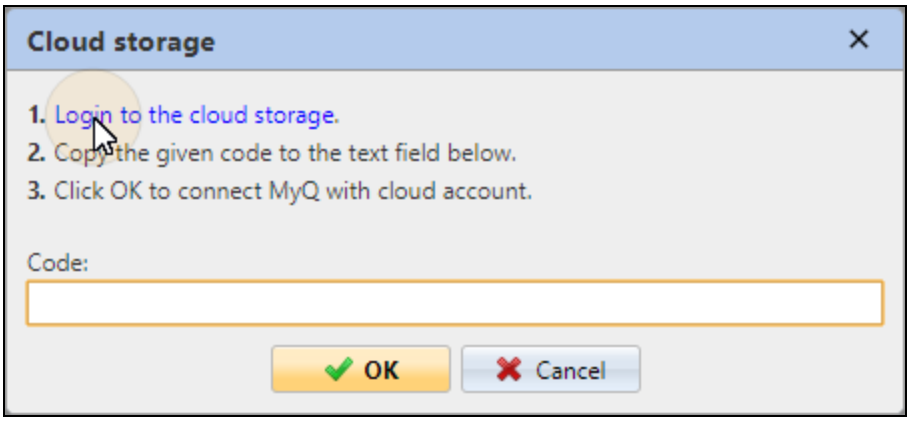


FIGURE 7.63. Logging to OneDrive

IV. On the window, click **Accept**. The MyQ Cloud storage login code appears.

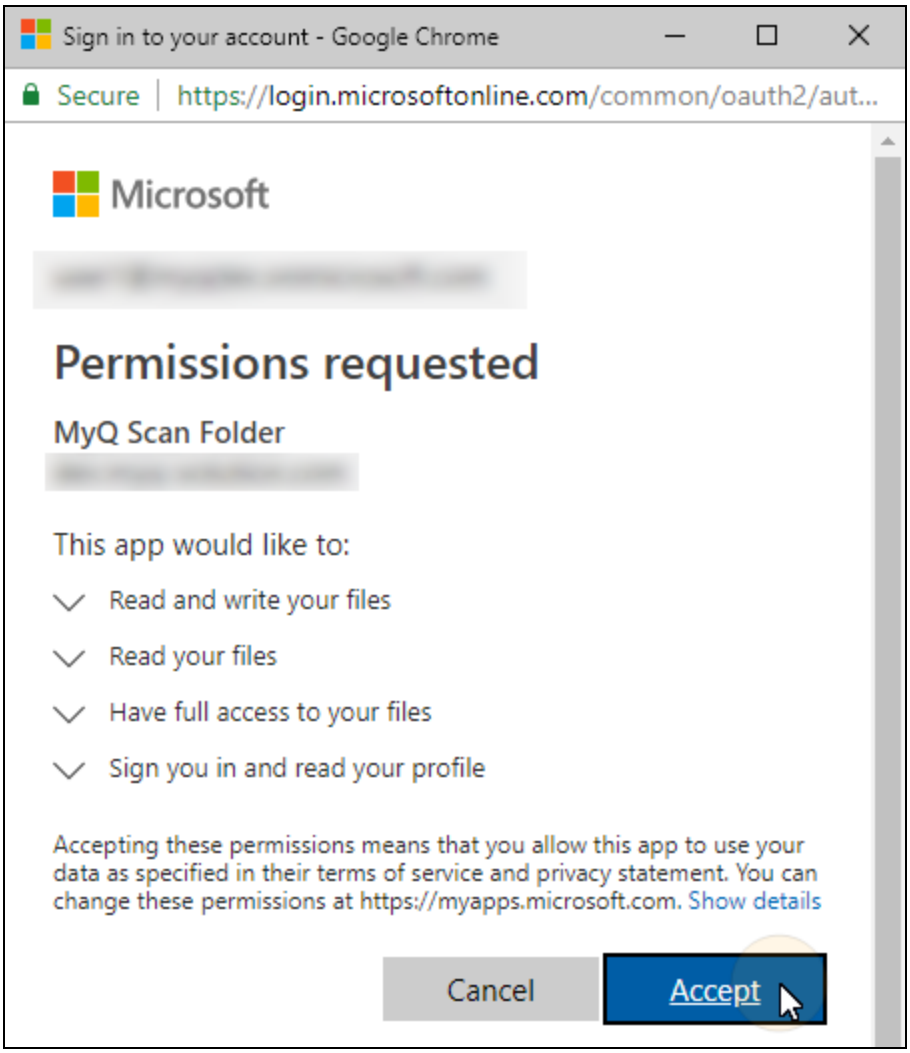


FIGURE 7.64. Accepting the permissions

V. Copy the given code.

FIGURE 7.65. The **MyQ Cloud storage login code** dialog box

INFO: The displayed login code will not be used within the rest of the connection setup process and does not need to be remembered.

VI. Paste the code into the **Code:** field on the **Cloud storage** widget, and then click **OK** to connect the cloud storage to MyQ. The **OneDrive for Business** connection status changes to **Connected**.

FIGURE 7.66. The Cloud storage widget after connecting to OneDrive for Business

INFO: The user stays connected to OneDrive for Business even after they log out of the MyQ Web Interface.

7.3.6. Scanning to Google Drive

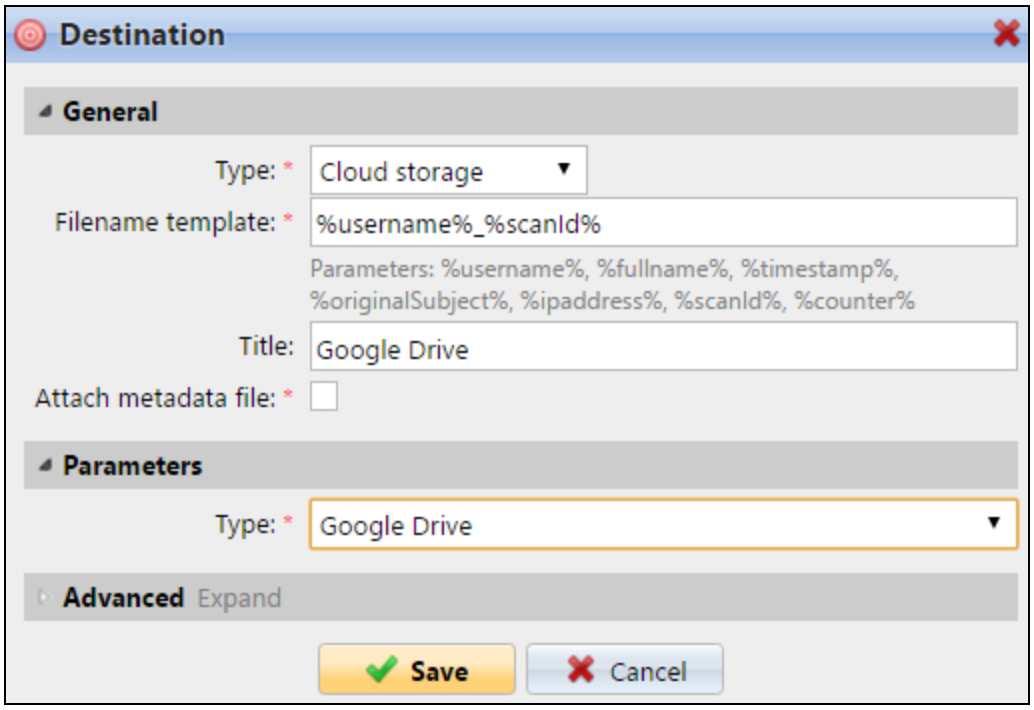


FIGURE 7.67. Setting the destination for scanning to Google Drive

To enable scanning to Google Drive:

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

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

- There is at least one Easy Scan action with this destination.
- User has rights to see Easy Scan button or is connected to cloud drive.

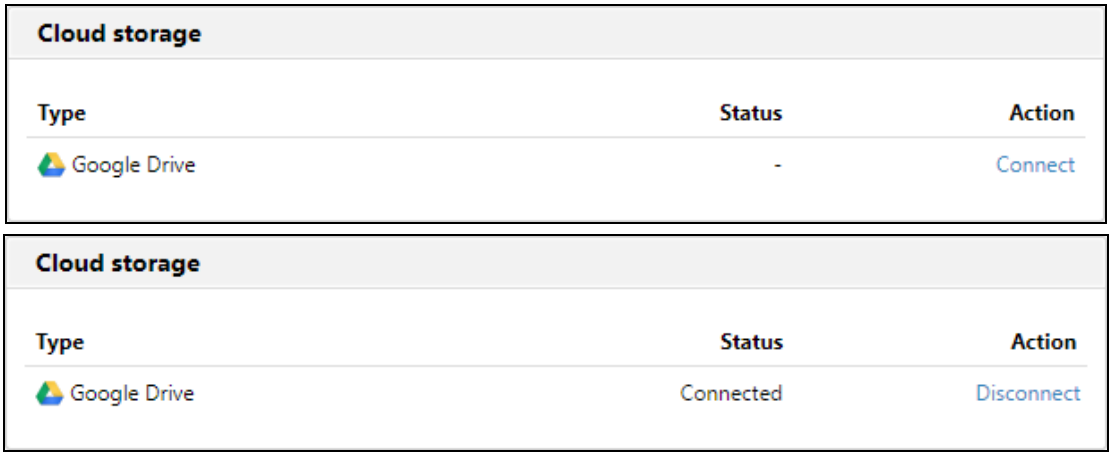


FIGURE 7.68. The Cloud storage widget displayed on user web interface — before and after connecting to Google Drive

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

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

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

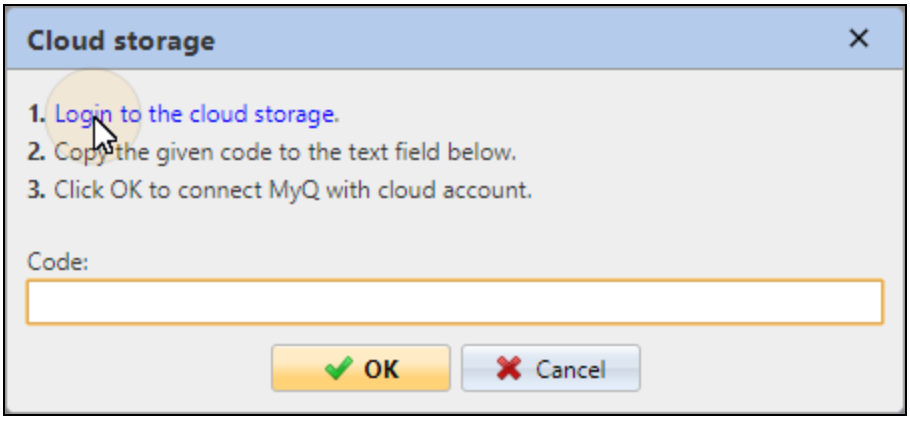


FIGURE 7.69. Logging to Google Drive

4. Sign-in to Google Drive and confirm permissions. (When asked about the permissions, click **Allow**).

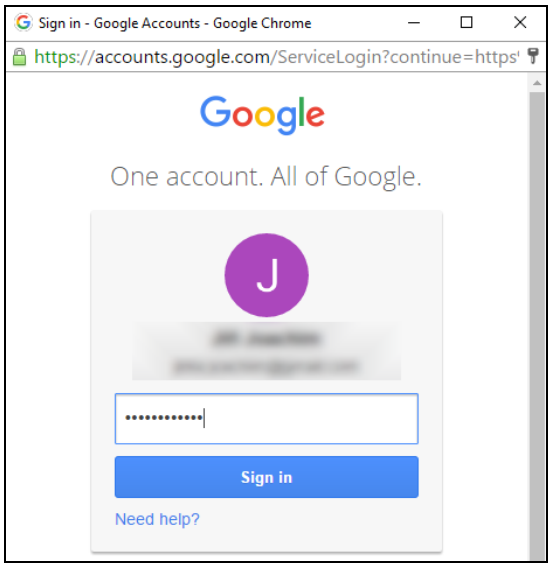
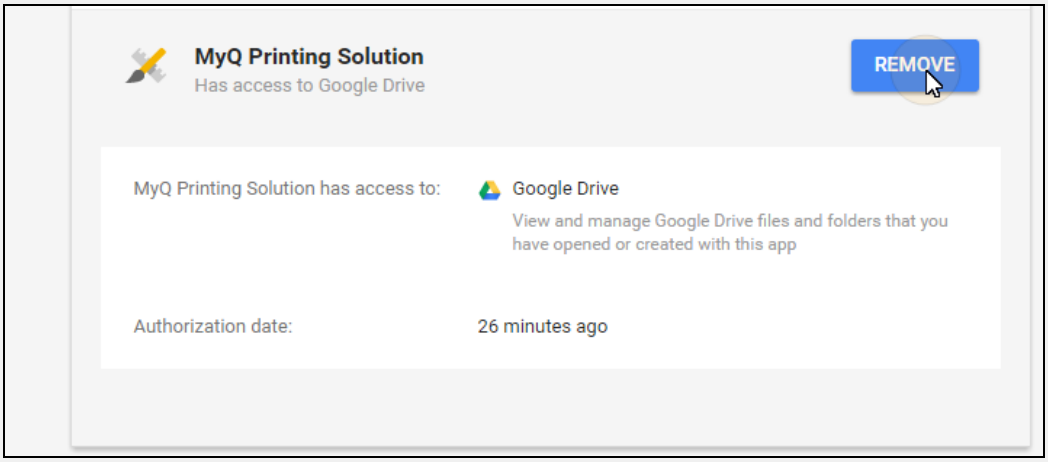


FIGURE 7.70. Signing in

5. Copy the given code.
6. Paste the code to the **Cloud storage** login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The **Google Drive** connection status changes to **Connected**.

INFO: The user stays connected to Google Drive even after they log out of the MyQ Web Interface.

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



7.3.7. Scanning to Box.com

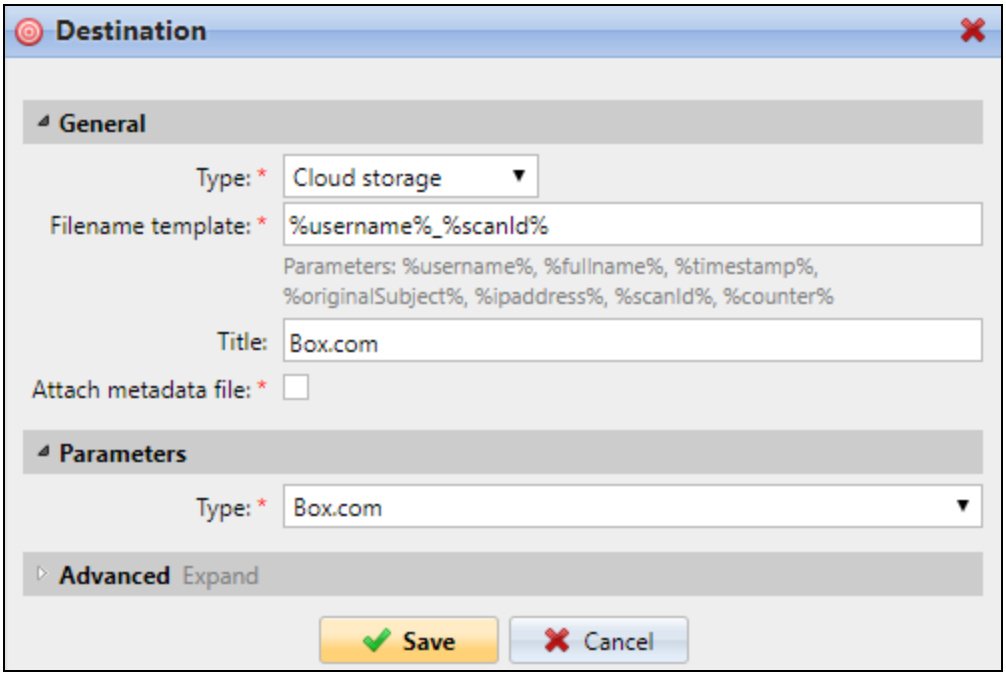


FIGURE 7.71. Setting the destination for scanning to Box.com

To enable scanning to Box.com:

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

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

- There is at least one Easy Scan action with this destination.
- User has rights to see Easy Scan button or is connected to cloud drive.

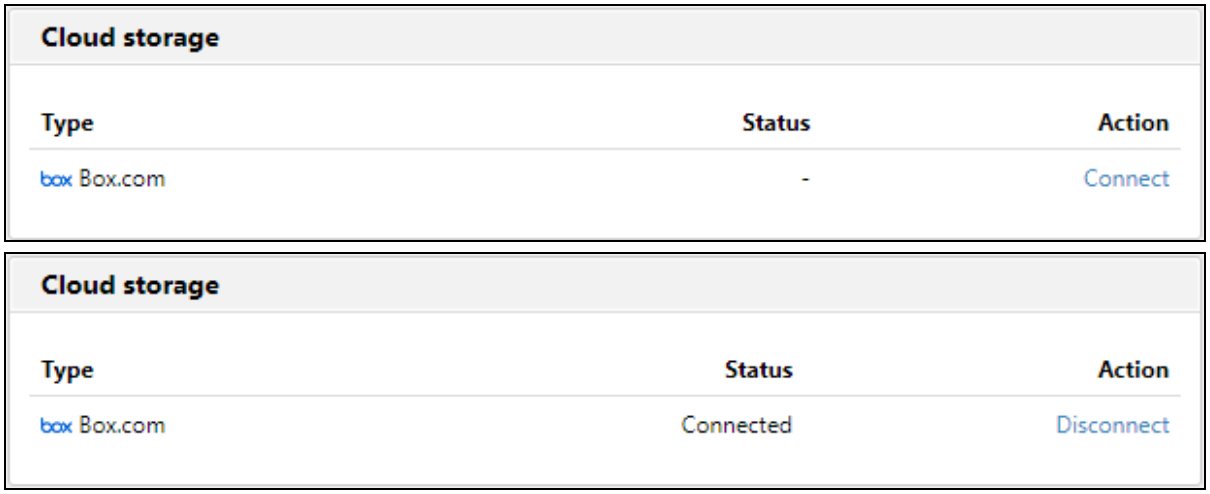


FIGURE 7.72. The Cloud storage widget displayed on user web interface — before and after connecting to Box.com

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

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

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

3. Click **Login to the cloud storage**. The **Api Request Authorization** dialog box appears.

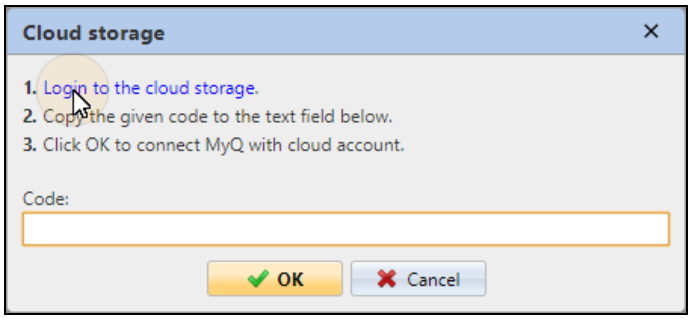


FIGURE 7.73. Logging to Box.com

4. Sign in to Box.com and confirm all permissions.

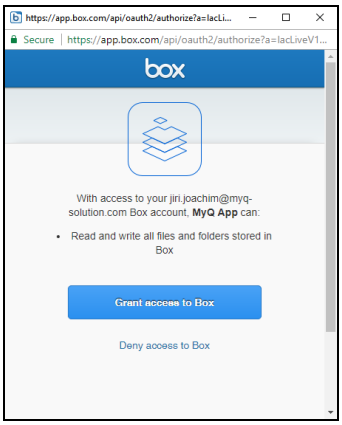


FIGURE 7.74. Signing in

5. Copy the given code.
6. Paste the code to the **Cloud storage** login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The **Box.com** connection status changes to **Connected**.

INFO: The user stays connected to Box.com even after they log out of the MyQ Web Interface.

7.3.8. Scanning to Dropbox

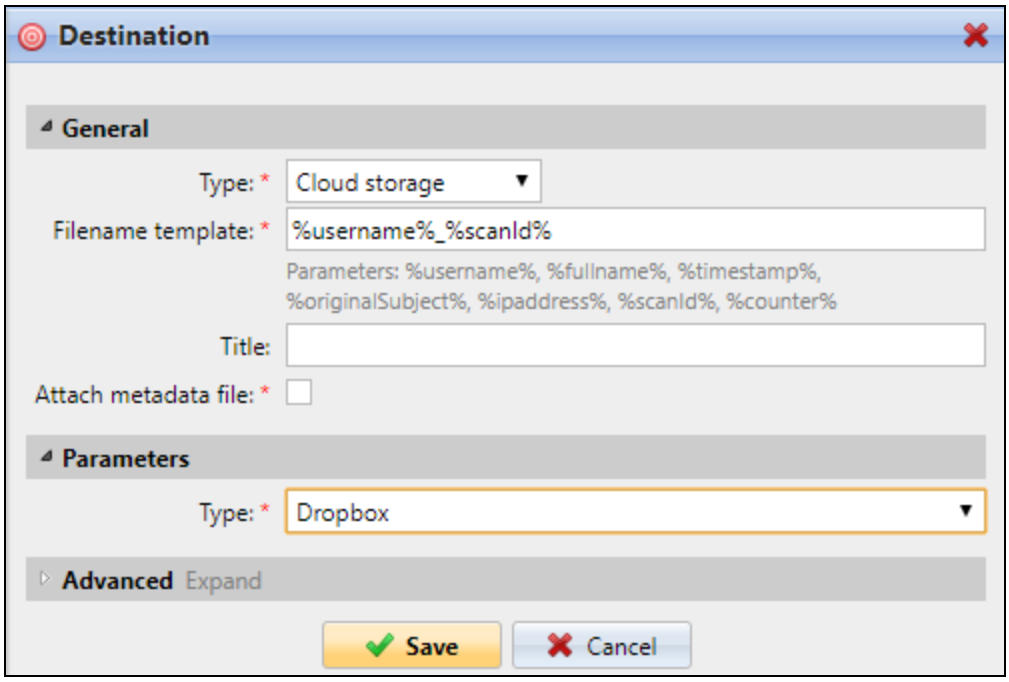


FIGURE 7.75. Setting the destination for scanning to Dropbox

To enable scanning to Dropbox:

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

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

- There is at least one Easy Scan action with this destination.
- User has rights to see Easy Scan button or is connected to cloud drive.

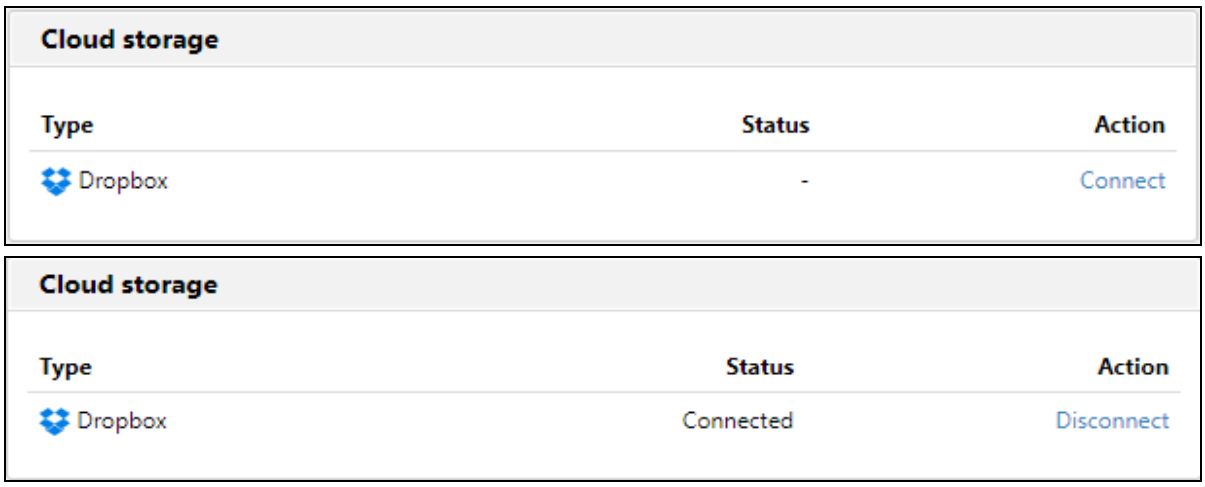


FIGURE 7.76. The Cloud storage widget displayed on user web interface — before and after connecting to Dropbox

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

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

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

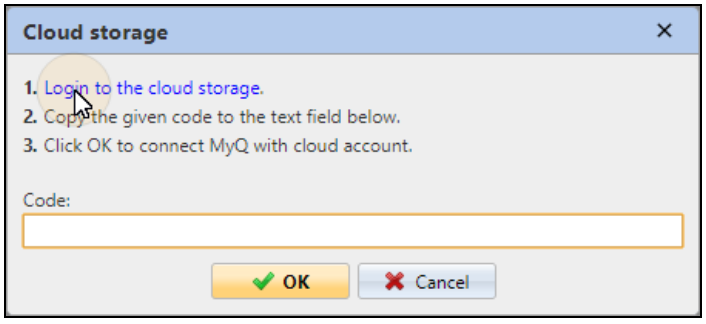


FIGURE 7.77. Logging to Dropbox

4. Sign in to Dropbox and confirm all permissions.

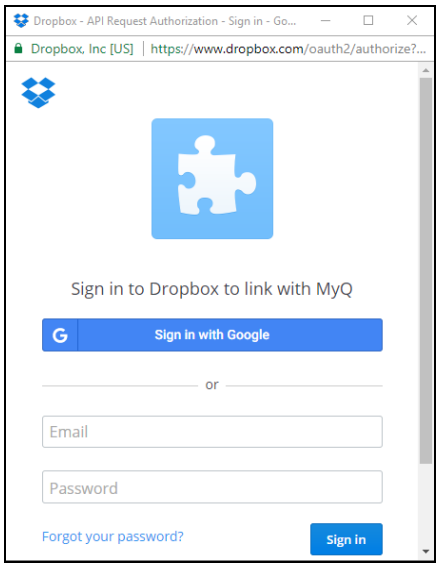


FIGURE 7.78. Signing in

5. Copy the given code.
6. Paste the code to the MyQ Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The Dropbox connection status changes to **Connected**.

INFO: The user stays connected to Dropbox even after they log out of the MyQ Web Interface.

7.3.9. Scanning to SharePoint Online

The feature has to be enabled in three steps:

- first you have to register the MyQ app in SharePoint,
  ("1) Enabling access to SharePoint" below.)
- then you have to create and set the SharePoint Online destination,
  ("2) Creating and setting the SharePoint Online destination" on page 115.)
- lastly, users have to connect their MyQ accounts to SharePoint.
  ("3) Connecting users' accounts to SharePoint Online" on page 116.)

1) Enabling access to SharePoint

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

A) Register the MyQ app in SharePoint

I. In the Web Browser, enter one of the the following URLs:

- For the root SharePoint site:
  https://<site_name>.sharepoint.com/_layouts/15/appregnew.aspx
  (e.g. https://mycompany.sharepoint.com/_layouts/15/appregnew.aspx)
- For a specific SharePoint site (site collection):
  https://<site_name>.sharepoint.com/sites/<specific_site_name>/_layouts/15/appregnew.aspx
  (e.g. https://mycompany.sharepoint.com/sites/SCANNING/_layouts/15/appregnew.aspx)

NOTICE: You need to have admin rights on the specific level (for the SharePoint root site or for the specific site) to be able to access the settings.

II. Fill in or generate the fields (see their description below), and then click **Create**. You are informed that the app identifier has been successfully created.

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

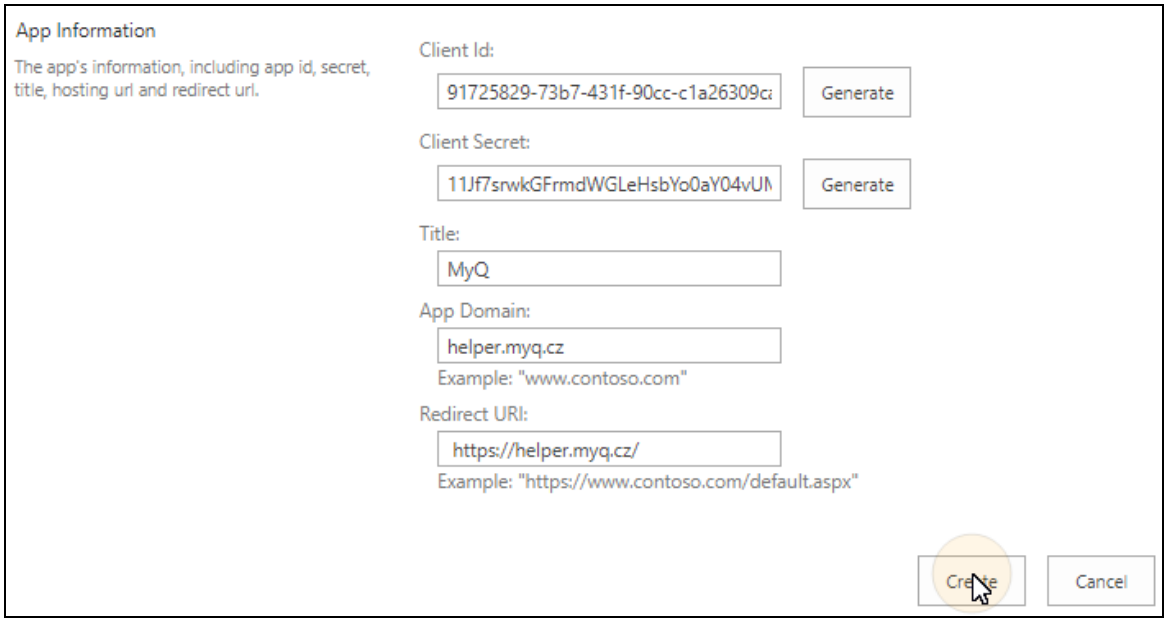


FIGURE 7.79. Creating the app identifier

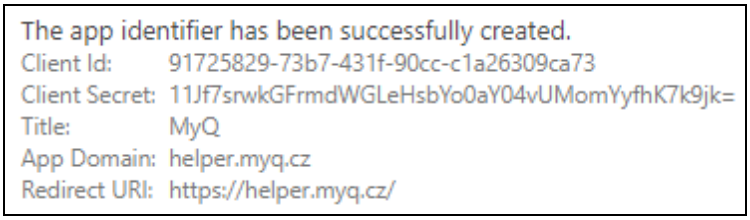


FIGURE 7.80. Information about the successful creation of the app identifier

III. In the Web Browser, enter one of the the following URLs:

- For the root SharePoint site:
  https://<site_name>.sharepoint.com/_layouts/15/appinv.aspx
  (e.g. https://mycompany.sharepoint.com/_layouts/15/appinv.aspx)
- For a specific SharePoint site (site collection):
  https://<site_name>.sharepoint.com/sites/<specific_site_name>/_layouts/15/appinv.aspx
  (e.g. https://mycompany.sharepoint.com/sites/SCANNING/_layouts/15/appinv.aspx)

IV. Fill in the **App ID** (the **Client Id** from step III), and then click **Lookup**. This should fill all fields except for **Permission Request XML**.

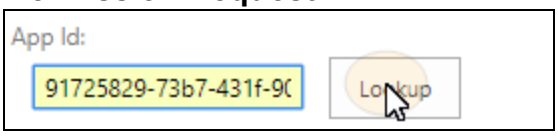


FIGURE 7.81. Searching for the app

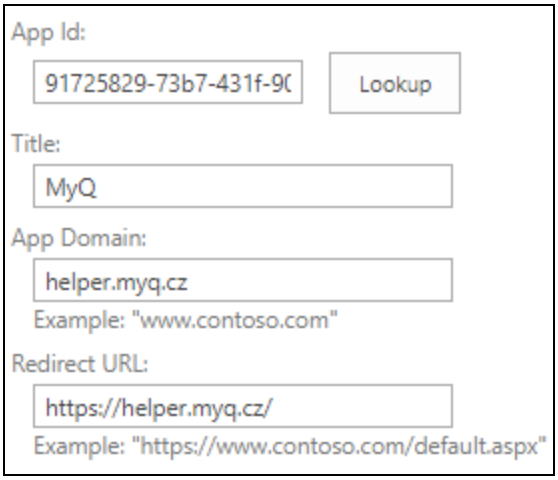


FIGURE 7.82. Additional fields are automatically filled in.

V. Copy the below string, paste it to the **Permission Request XML** field, and then click **Create**. You are asked if you trust the MyQ application.

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

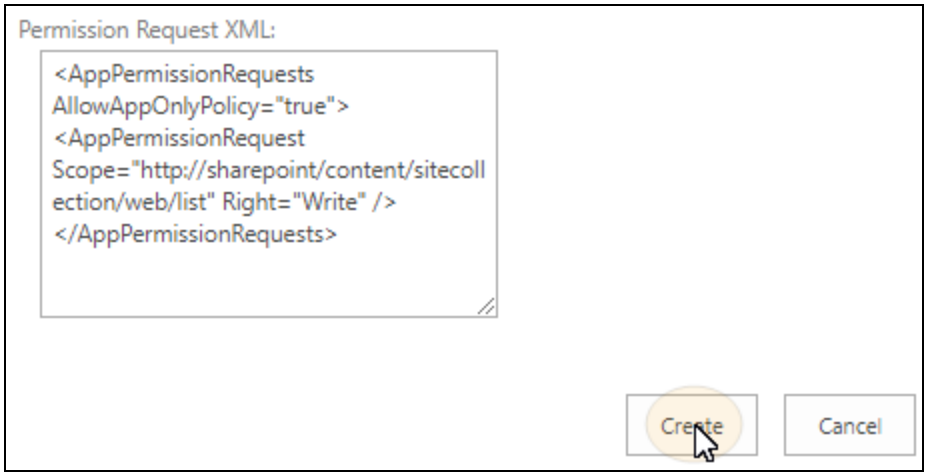


FIGURE 7.83. Submitting the app's permision request

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

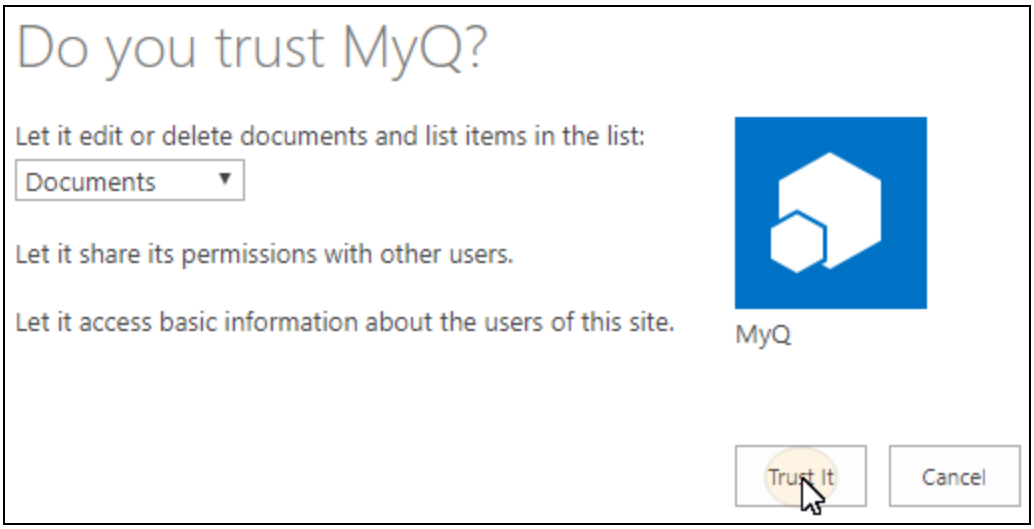


FIGURE 7.84. Allowing the MYQ app to edit and delete documents.

VII. Now you can leave the SharePoint settings and open the MyQ Web Interface to finish the setup.

B) On the External Systems settings tab in MyQ, enter the SharePoint Online Client Id, Secret and Site URL

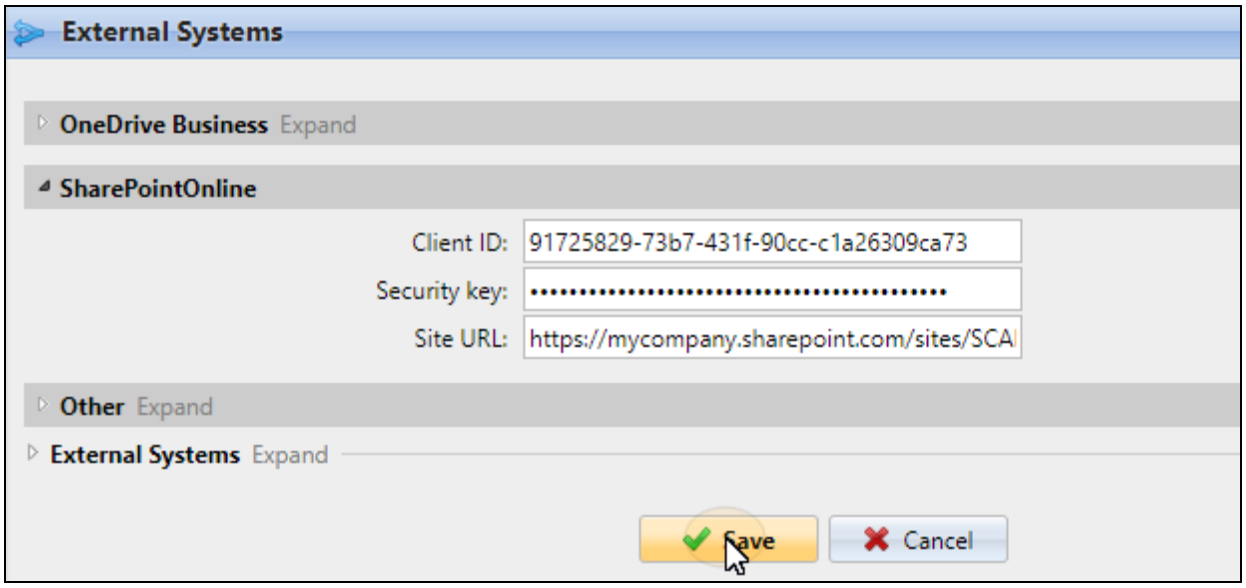


FIGURE 7.85. Setting access to SharePoint Online on the **External Systems** settings tab of the MYQ Web Interface

I. Open the **External Systems** settings tab of the MyQ Web Interface. (At the top-left corner, click **MyQ**, then click **Settings**, and then click **External Systems**.)

II. On the tab, under **SharePoint Online**, enter the **Client ID** and the **Security key** (the **Client Id** and the **Client Secret** from step from "A) Register the MyQ app in SharePoint" on page 110), and then click **Save**.

2) Creating and setting the SharePoint Online destination

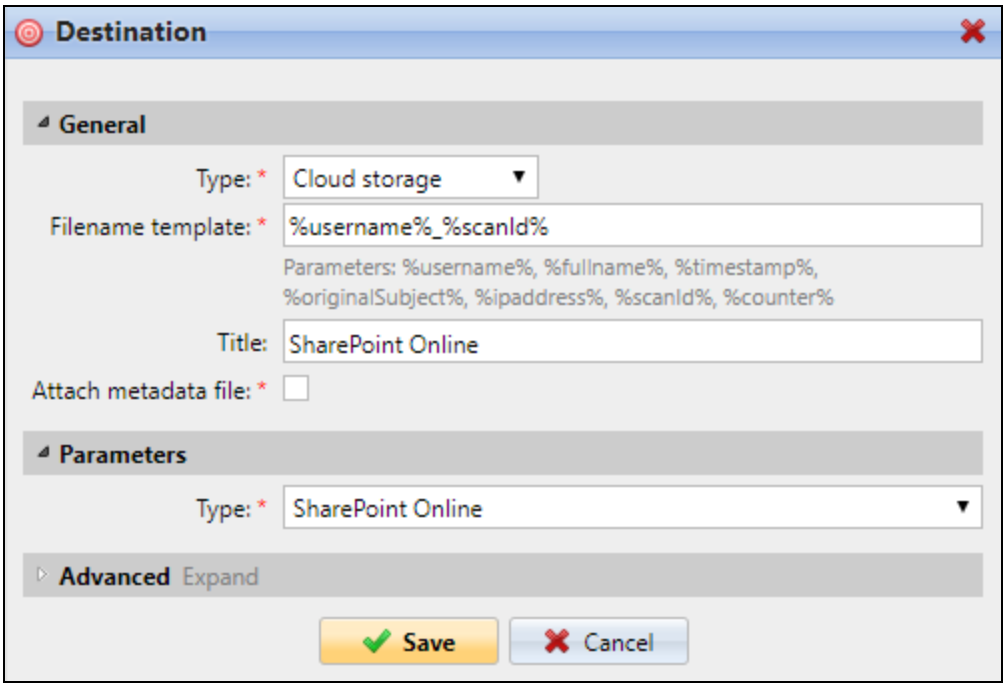


FIGURE 7.86. Setting the destination for scanning to SharePoint Online

I. Create a new destination. (See "Setting destinations" on page 68.)

II. On the new destination's properties panel, under **General**, select the **Cloud Storage** option in the **Type** drop-down list box.

III. Select the **SharePoint Online** option in the **Type** drop-down list box under **Parameters**, and then click **Save**.

3) Connecting users' accounts to SharePoint Online

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

- There is at least one Easy Scan action with this destination.
- User has rights to see Easy Scan button or is connected to cloud drive.

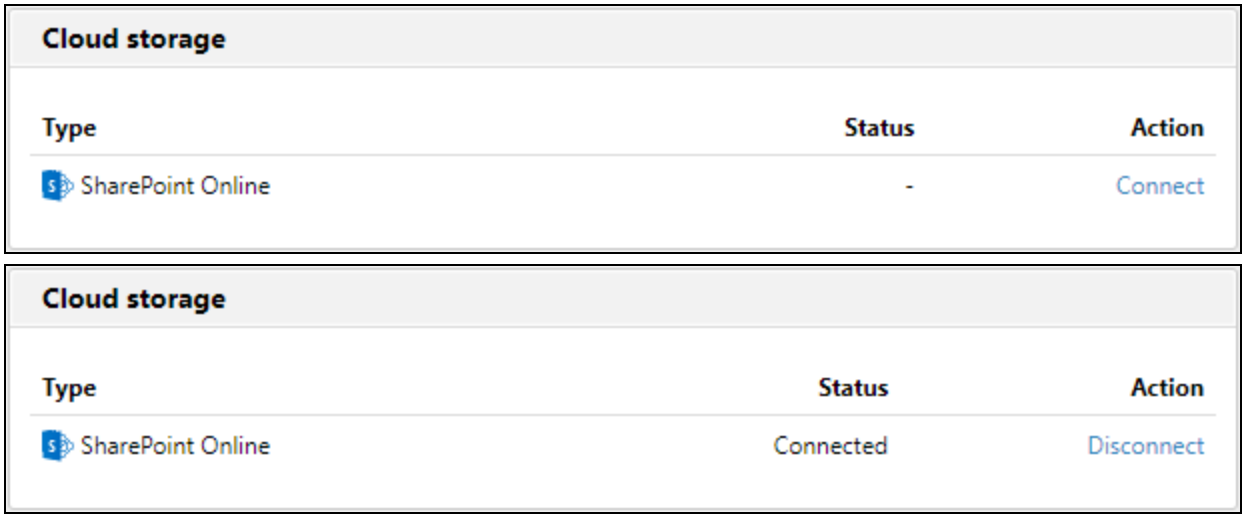


FIGURE 7.87. The Cloud storage widget displayed on user web interface — before and after connecting to SharePoint Online

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

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

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

3. Click **Login to the cloud storage**. The **Api Request Authorization** dialog box appears.

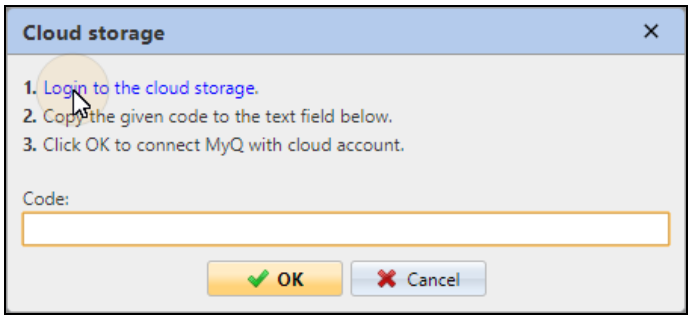


FIGURE 7.88. Logging to SharePoint Online

4. Sign in to the office account and confirm all permissions. The MyQ Cloud storage login code dialog box appears with the login code displayed inside.

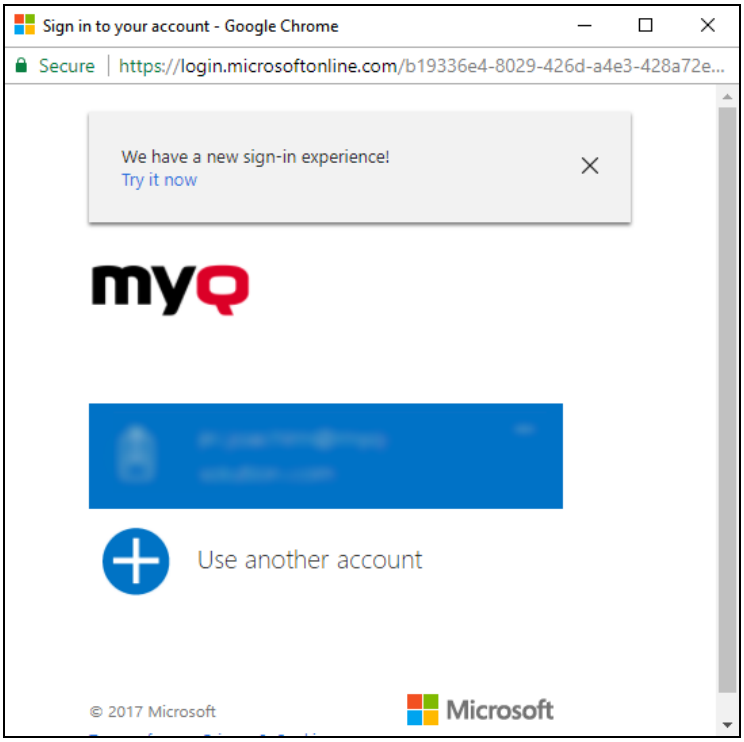


FIGURE 7.89. Signing in to Google account

5. Copy the given code.

6. Paste the code to the **MyQ Cloud storage** dialog box.

7. Click **OK** to connect the cloud storage to MyQ. The SharePoint Online connection status changes to **Connected**.

INFO: If the **Operation failed** error message appears after the code is submitted, it can mean that the application's security key stored on the **External Systems** settings tab of the MyQ Web Interface is incorrect. In such case, the MyQ administrator have to re-enter the key on the tab.

INFO: The user stays connected to SharePoint Online even after they log out of the MyQ Web Interface.

7.3.10. Setting parameters of the Easy Scan feature

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

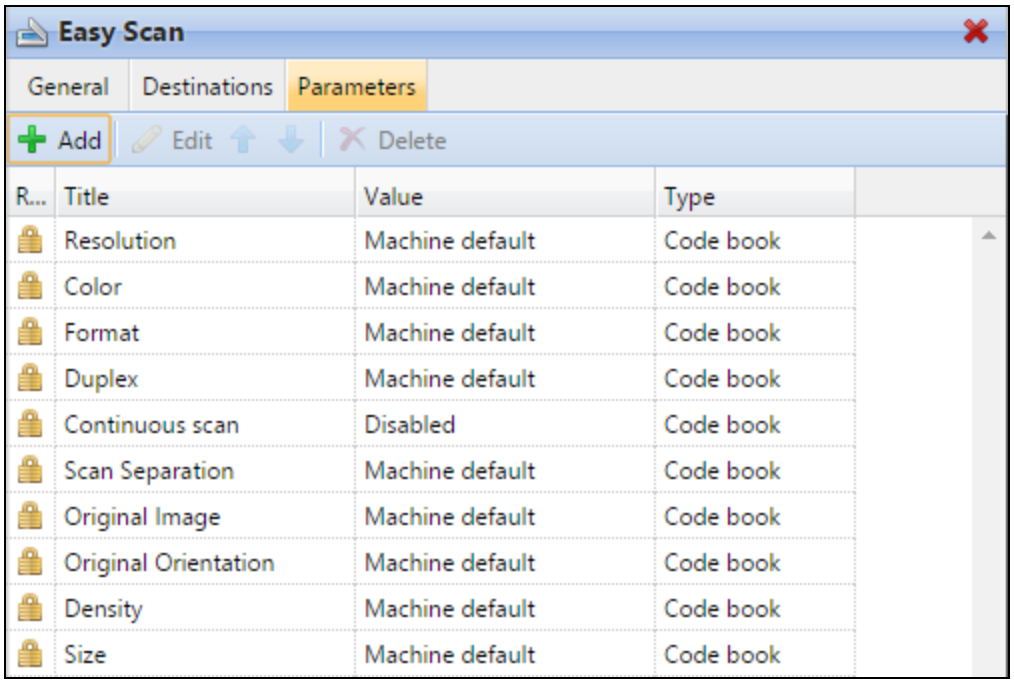


FIGURE 7.90. Parameters tab on the easy scan action node properties panel

Predefined parameters are described in the **Predefined parameters** section below; for information on creating your own parameters, see "Advanced settings of the Easy Scan action" on page 124.

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

WARNING: Some parameters (resolution, color) significantly influence size of the scanned file. For example, combination of higher resolution and full color will dramatically increase the file size.

Predefined parameters

NOTICE: With the **Default** option selected, values are taken from scan default settings of the printing device.

Resolution

Resolution of the outgoing file. You can select from the following options:

- 100 dpi
- 200 dpi
- 300 dpi
- 400 dpi
- 600 dpi
- 1200 dpi
- Default

Color

Color scale of the outgoing file. You can select from the following options:

- Color
- Grayscale
- B&W (two tones)
- Automatic
- Default

Format

Format of the outgoing file. You can select from the following options:

- PDF
- JPEG

- TIFF
- XPS
- HCPDF
- Default

Duplex

Simplex and Duplex scanning options. You can select from the following options:

- Single Sided
- Duplex
- Default

Continuous scan

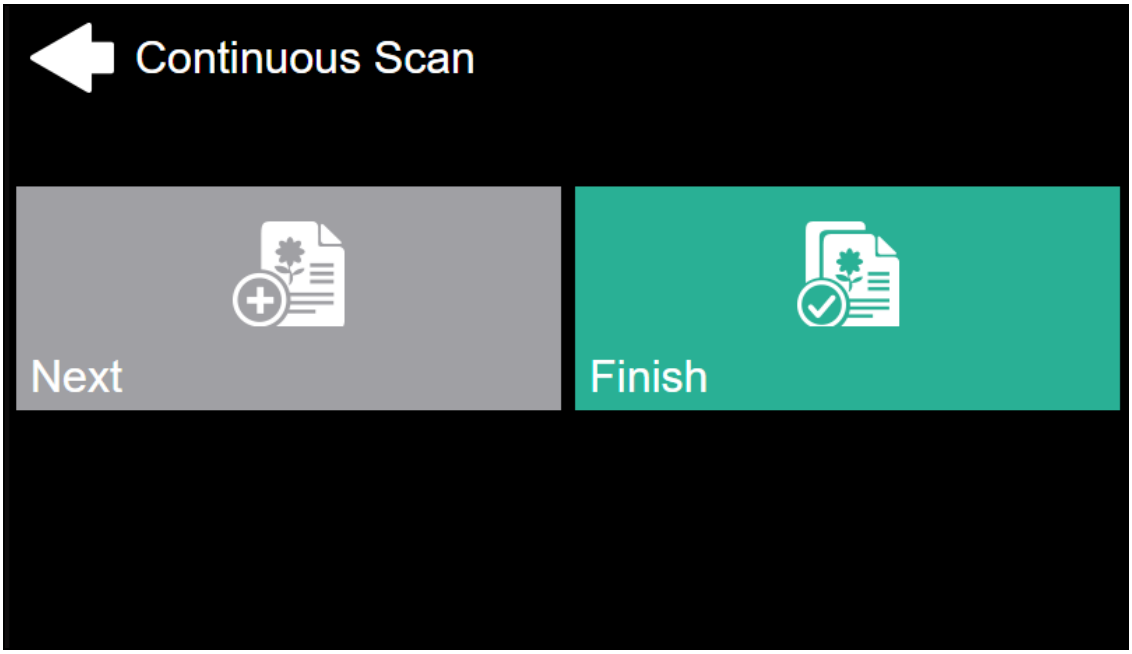


FIGURE 7.91. Continuous scan terminal screen

With the continuous scan option enabled, scan jobs are not sent until **Finish** is taped. After clicking **Next**, the printing device scans another batch of pages. You can select from the following options:

- Disabled
- Enabled
- Default

Scan separation

If a document with multiple pages is scanned, scanned pages can be stored either separately (each page in a separate file) or all together in one file. You can select from the

following options:

- All pages together
- Separate each page
- 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
- Text
- Default

Original Orientation

Determines the scanned page orientation in the outgoing file. Position of the paper 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 scanning 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 scanning person)
- 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

Size

Size of the scanned output. 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
- Default
- Statement

Mixed size

This parameter enables automatic paper size recognition when different sizes of paper are used during scanning. You can select from the following options:

- On — the **Size** parameter is ignored and the size of each scanned image is recognized by the printing device
- Off — the **Size** parameter is used to decide the size of the scanned image
- Default

Skip blank pages

With this parameter, you can select to skip blank pages in the scanned document. You can select from the following options:

- Default
- Yes
- No

Enabling users to change Easy Scan settings on the terminal screen

You can allow users to change settings of the scan on the terminal screen. To do this, you have to change settings of the particular parameter on the **Parameters** tab on the Easy Scan action node properties panel.

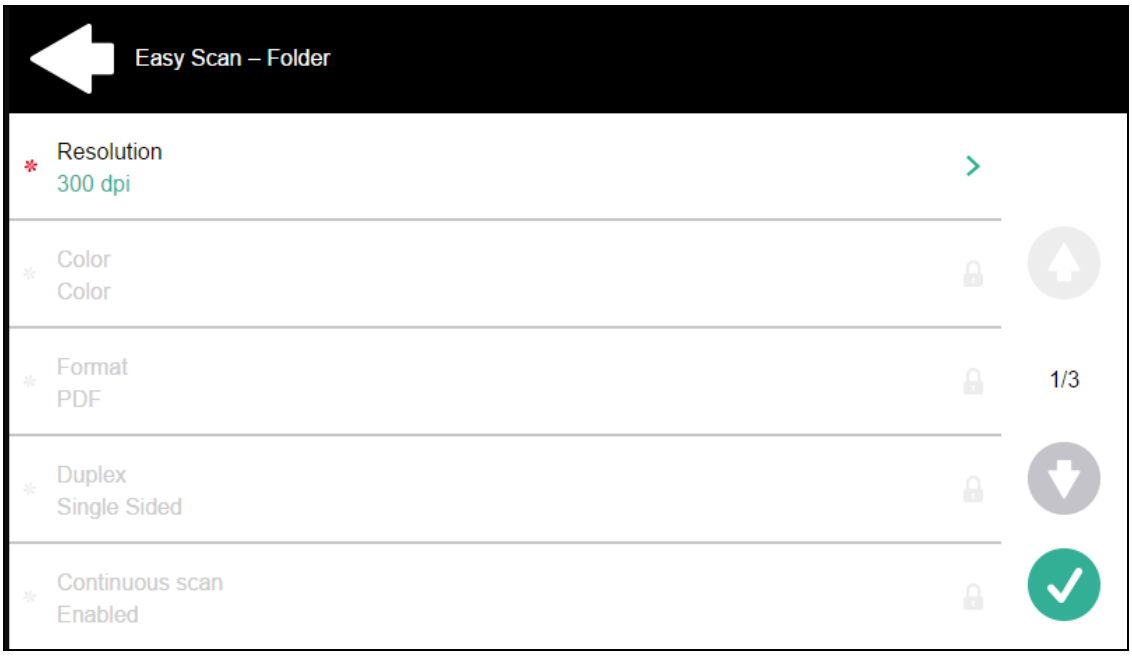


FIGURE 7.92. The Resolution setting can be changed on the terminal screen, other settings are locked.

To allow users to change the scan settings, open the parameter properties panel and deselect the **Prohibit change of value** option.

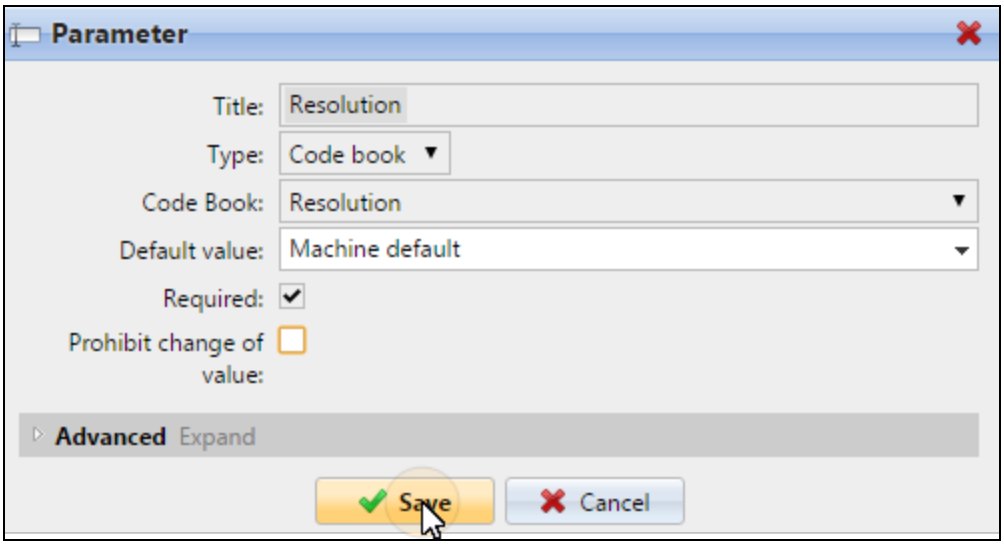


FIGURE 7.93. The **Prohibit change of value** option is deselected.

INFO: By default, all predefined parameters are locked (the **Prohibit change of value** option is selected).

7.4. Advanced settings of the Easy Scan action

This section describes settings of advanced options of the Easy Scan action — attaching metadata and creating your own scan parameters. These settings are not necessary for simple run of the Easy Scan feature, but they can be very useful — for example, you can enable users to select the scan destination or you can use a DMS software to extract additional information from the attached metadata file.

7.4.1. Attaching a file with metadata of the scan

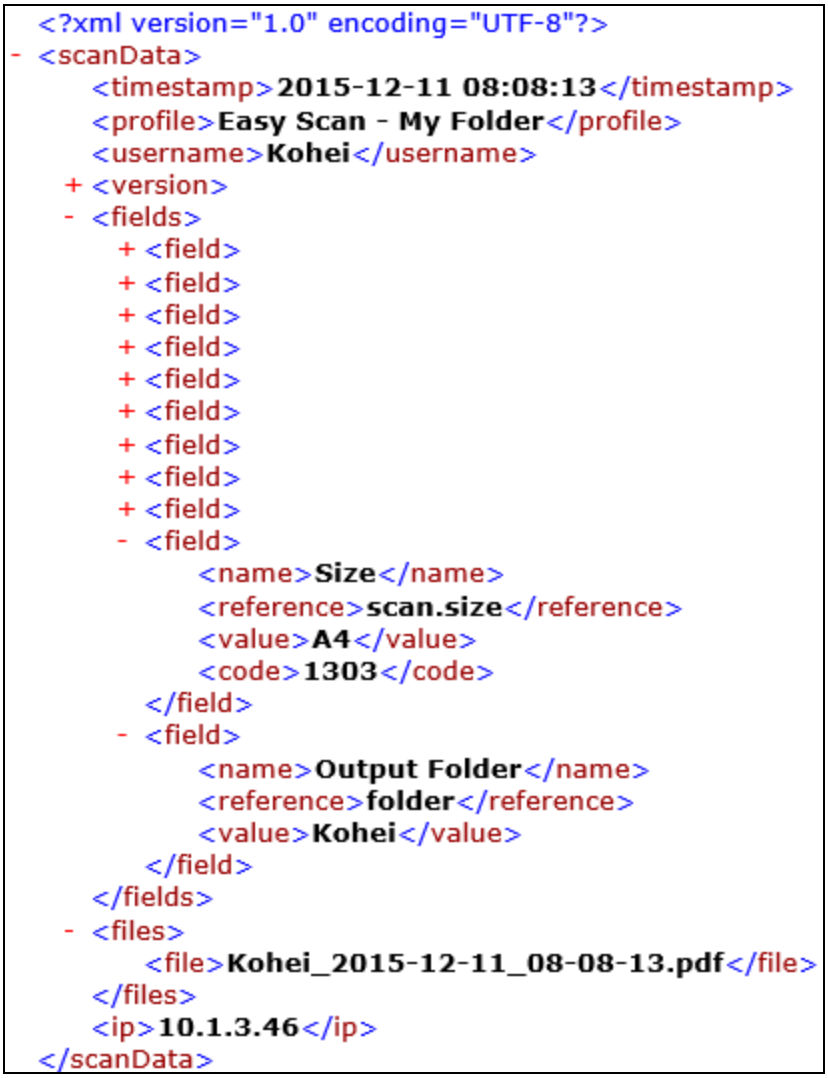


FIGURE 7.94. File with metadata of a scan

MyQ can generate a file with metadata concerning basic information about the outgoing scan file and all parameters of the scan. You can create new parameters for additional information to be included in the metadata file. Third party DMS software can be used to extract the information from the metadata file and proceed the scan file. For example, it

can store the scan file in different places depending on the values of parameters in the metadata file.

To activate sending of the metadata file, select the **Attach metadata file** option on the **Destination** tab of the action node properties panel. The metadata file is sent as a separate file in XML format with the same name as the scanned document. It is saved to the same folder, or sent to the same destination as the scanned document.

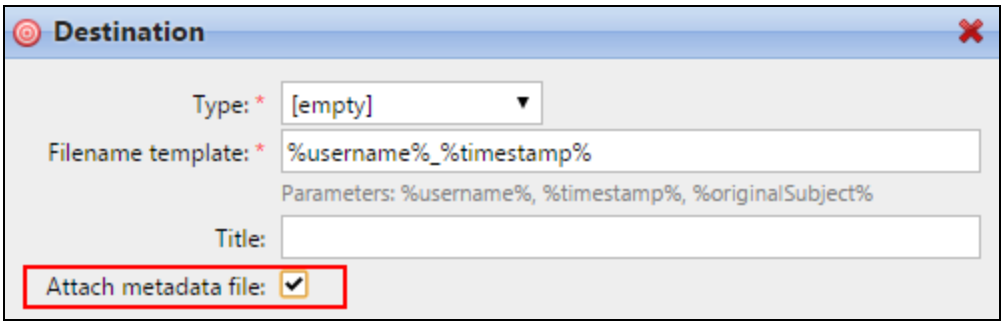


FIGURE 7.95. Selecting the **Attach metadata file** option on the **Destination** tab

INFO: For information on setting the scan destination, see "Setting destinations" on page 68

7.4.2. Creating custom parameters

The new parameters can be used in the scan metadata or as parts of file names, addresses, subjects and bodies of emails, also as paths to folders, passwords to folders etc. These types of parameters can be created: **Text**, **Password**, **Code Book**, **Yes/No**, **MyQ Users** and **External Code Book**.

Adding the parameter

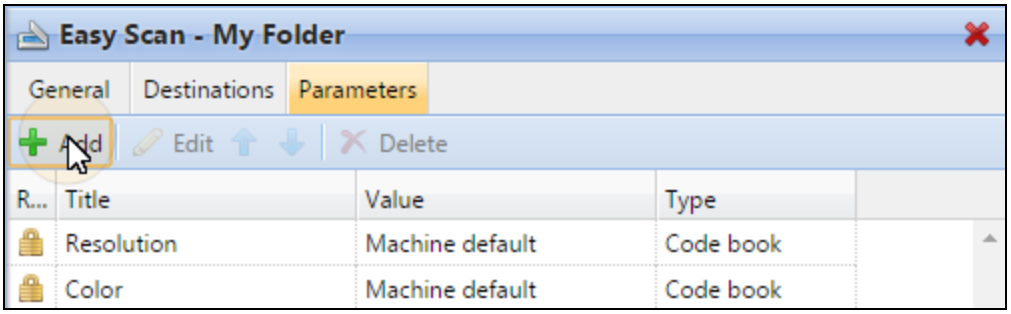


FIGURE 7.96. Parameters tab of the Easy Scan - My Folder action node properties panel

1. On the action node properties panel, open the **Parameters** tab.
2. On the tab, click **+Add**. The new parameter properties panel opens on the right side of screen.
3. Set the parameter, and then click **Save**. For information about parameters setting options, see the following section. The new parameter is displayed on the list on the **Parameters** tab.

Parameters settings

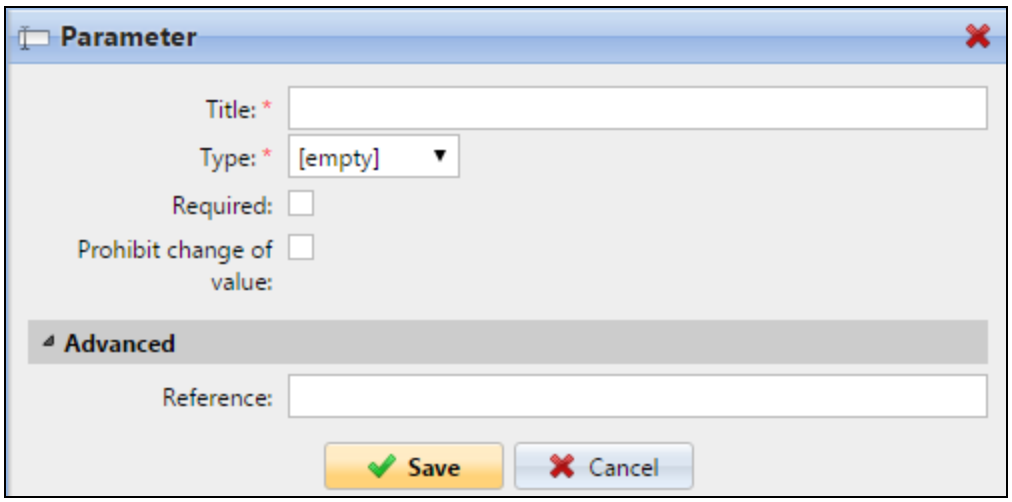


FIGURE 7.97. Properties panel of a new parameter

- **Title**: name of the parameter
- **Type**:
  - Text: value of the parameter is a text (string) typed by user on the embedded terminal
  - Password: value of the parameter is used as a password to user's account
  - Code book: the parameter uses list of values from a predefined code list
  - Yes/No: Boolean parameter with two options: Yes, No
  - MyQ Users: parameter used for selecting scan recipients from the list of all MyQ users
  - External Code Book: parameter used for selecting scan recipients directly from an LDAP server

- **Required**: The parameter value has to be defined. If the parameter does not have a default value, users are not allowed to print before its value is entered in the particular text box on the terminal screen.
- **Prohibit change of value**: If this option is selected, the parameter cannot be changed by user on the terminal screen.
- **Reference**: String that is used as a reference to the parameter. Parameter with the **parameterX** reference is referred to as **%parameterX%** in MyQ. For example, the reference of the often used **user name** parameter is **username**; the parameter is referred to as **%username%**.
- **Allow multiple values**: The MyQ users parameter and the External Code Books parameter allow selecting multiple values. This way, users can send multiple recipients of their scan.
- **Allow custom values**: The MyQ users parameter and the External Code Books parameter allow users to type their own value.

Text parameters

You can use these parameters in a variety of strings in MyQ: names of files, addresses, subjects or bodies of emails, paths to folders and many other.

Password

This parameter is used together with the **Logged user** option for the user scan storage destination. Users type the password to their domain account to access their shared folder there. For more information about use of the password, see "Enabling users to scan to their home folder protected by password" on page 144.

Code book

You can predefine a number of code lists with values and use the values as options. For information on how to create the code lists, see "Creating Code Lists and Codes on the MyQ Web Interface" on the next page. For more information about their use, see "Enabling users to select the output folder from a code book" on page 136.

Yes/No parameters

You can use these parameters in the scan metadata file to provide answers on Yes-No questions concerning the scan, such as if the scan is private or if it should be archived.

INFO: Parameters of this type have the **Required** option selected by default and cannot be deselected as they always have a value — the default value being **No**. By selecting the **Default value** option, you change the default value to **Yes**.

MyQ Users

This parameter enables selecting scan recipients from the list of all MyQ users. The scan is sent to the recipient primary email set in the **Email** text box on his or her properties panel on the **Users** main tab of the MyQ Web Interface, or to the folder set in the **Folder or email for storing scanned documents** text box on the same place. For information about how to use this option, see "Enabling users to select recipients from the list of all MyQ users" on page 138.

External Code Book

This parameter enables selecting scan recipients directly from an LDAP server by importing the codes from the server. For information on how to create the external code books, see "Creating external code books" on page 133. For more information about their use, see "Enabling users to search recipients via external code books" on page 141.

7.4.3. Creating Code Lists and Codes on the MyQ Web Interface

On the **Code Books** settings tab, you can define your own code lists and add multiple codes with defined values for each of them. To open the tab, click the **MyQ** icon and then click **Settings** on the MyQ main menu.

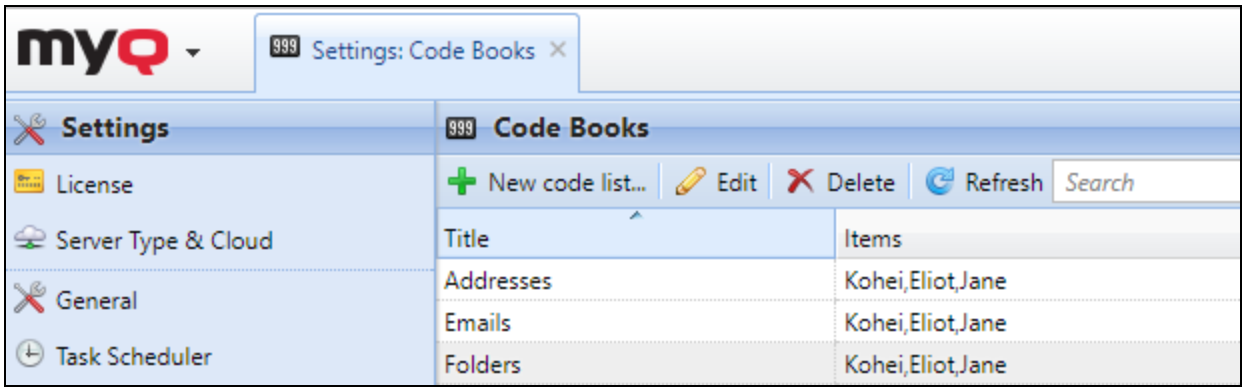


FIGURE 7.98. The Code Books settings tab

Adding and deleting code lists

To add a new code list

1. On the **Code Books** settings tab, click **+New code list**. A yellow drop-down box appears.

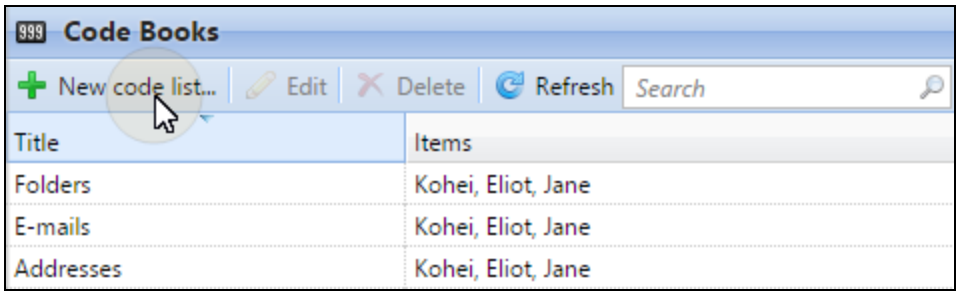


FIGURE 7.99. Adding a new code list

2. In the drop-down box, enter name of the new code list, and then click **OK**. The new code list is added to the list on the **Code Books** settings tab and its properties panel opens on the right side of screen.

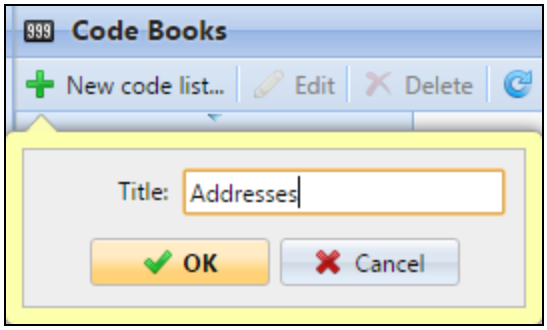


FIGURE 7.100. Entering the code list name

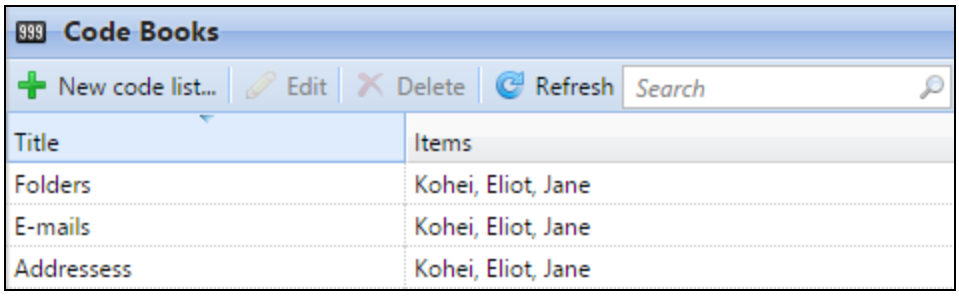


FIGURE 7.101. List of code lists with the new item

To delete a code list

- Select the code list, and then click **Delete** on the bar at the top of the **Code Books** settings tab (or right-click the code list, and then click **Delete**).

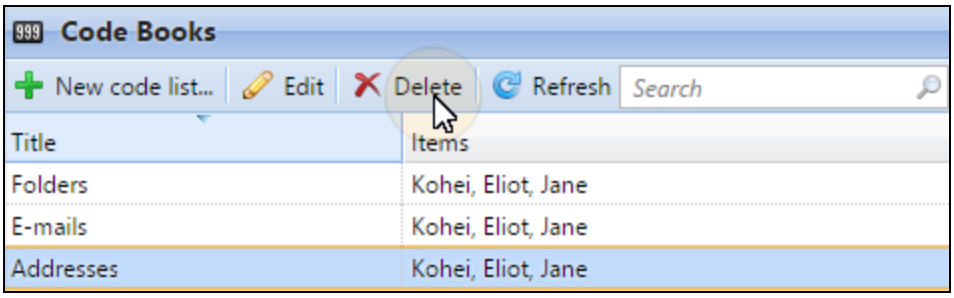


FIGURE 7.102. Deleting a code list

Adding, importing and deleting codes from a code list

The codes are added, imported and deleted on the properties panel of the code list.

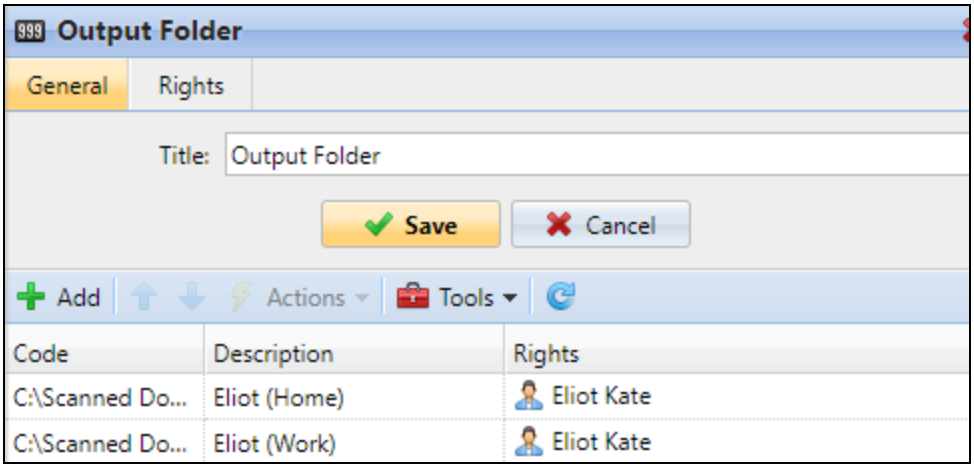


FIGURE 7.103. The properties panel of the Output Folder code list

To add a new code to an existing code list:

1. Double-click the code list (or right-click the code list, and then click **Edit**). The code list's properties panel opens on the right side of screen.
2. On the panel, click **+Add**. The new code appears.
3. Enter the code name, its description text box (The description will be shown on the terminal.), eventually select the users or the groups of users that will have access to this code, and then click **OK**.

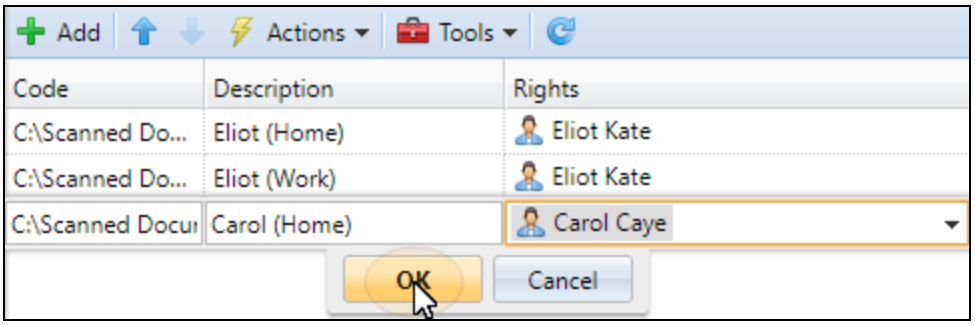


FIGURE 7.104. Adding a new code to a code list

To import codes from a CSV file

1. Double-click the code list (or right-click the code list, and then click **Edit**). The code list properties panel opens on the right side of screen.

2. On the panel, click **Tools**, and then click **Import from CSV file**. The **Import from a CSV file** dialog box appears.

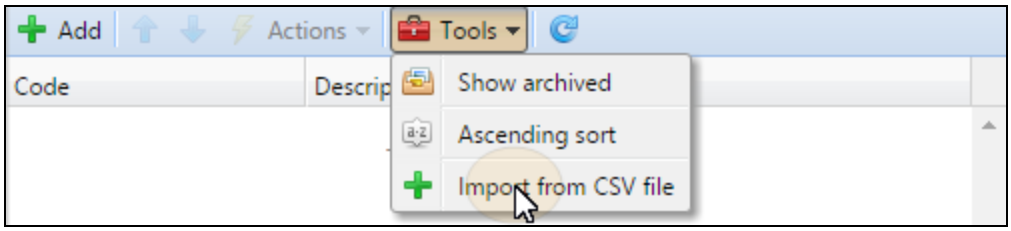


FIGURE 7.105. Importing codes from a CSV file

3. In the dialog box, choose the file, select the column delimiter used in the file, select the charset used in the file, eventually select to update existing values or skip the header line, and then click **OK**.

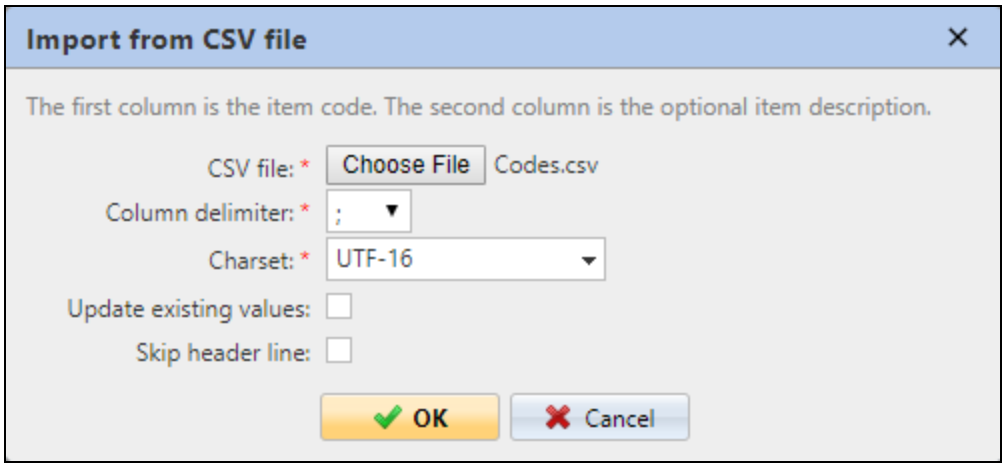


FIGURE 7.106. Setting the import

INFO:
Each line of the CSV file has to consist of either one, two or three columns. The first column contains the code, while the optional second and third columns contain the code's description and the users or groups with access to this code.

```
Code1;This is code 1;All users
Code2;This is code 2;"eliot.kate,carol.caye"
Code3
```

FIGURE 7.107. Lines of the CSV file

To delete a code from a code list

1. Double-click the code list (or right-click the code list, and then click **Edit**). The code list properties panel opens on the right side of screen.
2. Right-click the code that you want to delete. A drop-down box appears.
3. On this drop-down box, click **Delete**.

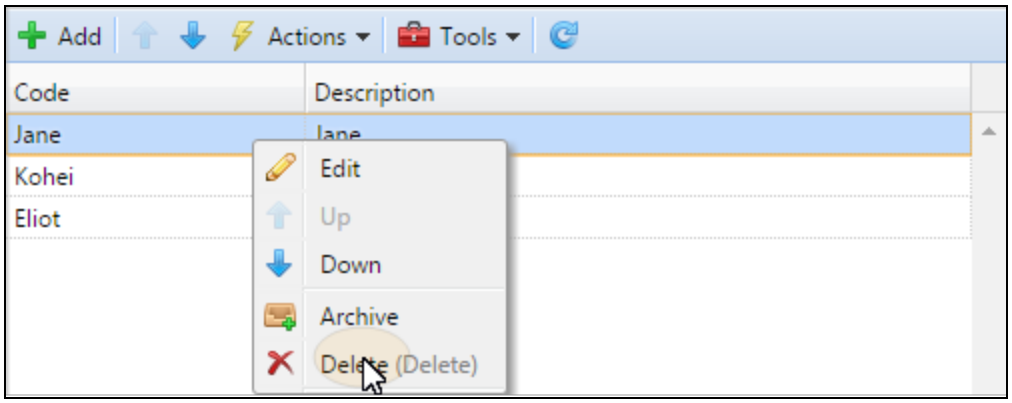


FIGURE 7.108. Deleting a code from a code list

7.4.4. Creating external code books

On the **External Code Books** settings tab, you can create code books with values taken from users' attributes on external LDAP servers. For example, you can create a code book with emails of the users.

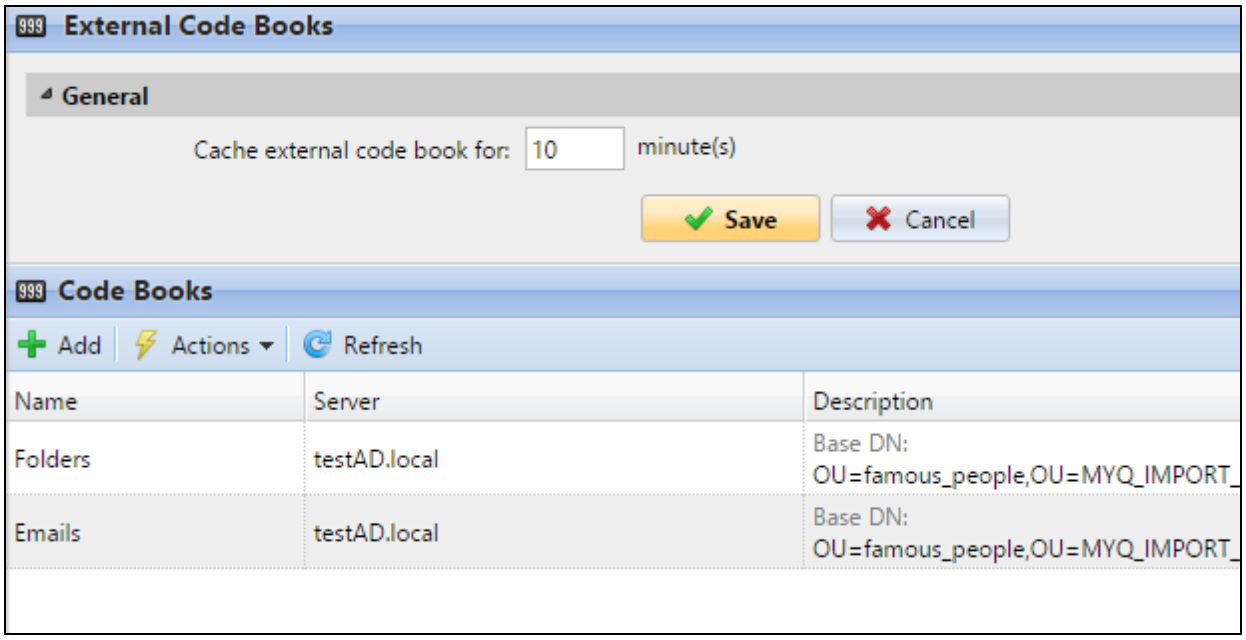


FIGURE 7.109. The External Code Books settings tab

INFO: The **Cache external code book for** setting determines for how long the code book will be cached in MyQ to be available in case of lost connection between the MyQ server and the LDAP server.

To create the external code book

1. Click **+Add**. The new code book properties panel opens on the right side of screen.

FIGURE 7.110. Properties panel of the newly added code book

2. On the panel, enter the code book title, server, user and password, one or more base DNs and eventually filter. For information about these settings, see "Settings of code books" on the facing page.

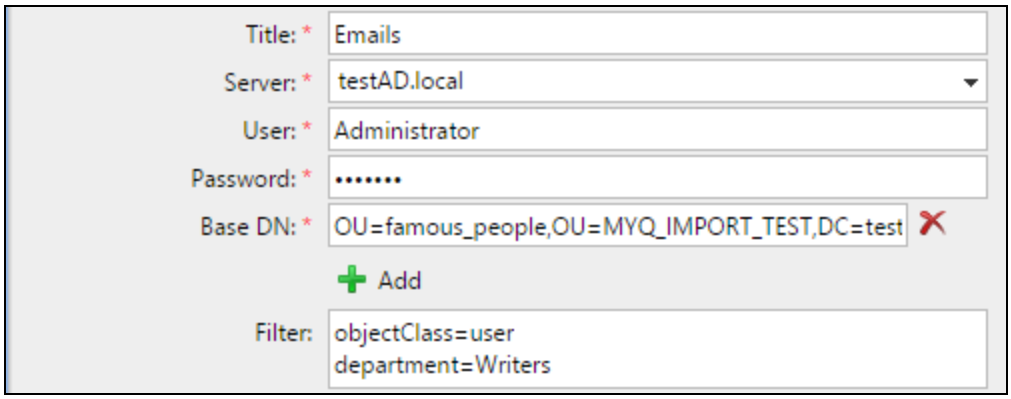


FIGURE 7.111. Filled details of the code book

3. Under **Properties**, define the titles and values of the code for each user by entering his or her attributes from the LDAP database. For example, you can enter the **cn** attribute as the **Title** and the **mail** attribute as the **Value**. This way, each code will contain the user's email and its title will be the user's full name.

4. Click **Save** at the bottom at the panel.

INFO: To test the code book and connection to the source LDAP server, right-click the code book, and then click **Test**. The external code book dialog box appears. To find a user, you need to enter initial letters of the **Title** attribute, as MyQ uses prefix query.

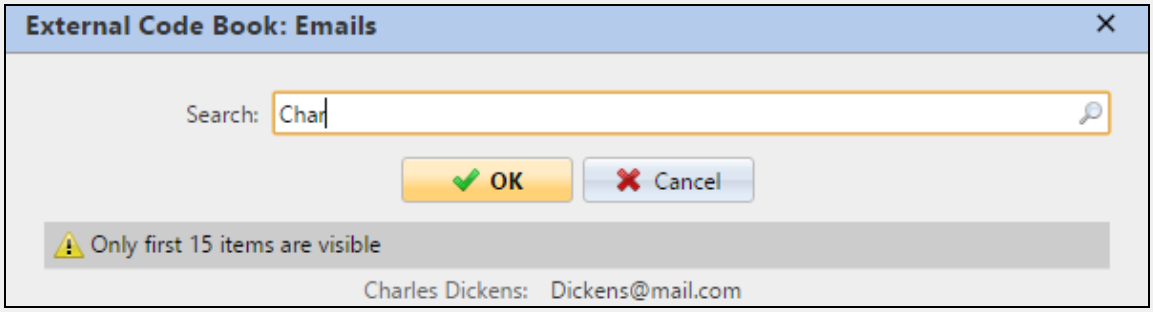


FIGURE 7.112. In the dialog box, you can see results of searches for particular items.

Settings of code books

General

Title

Name of the code book

Server

The LDAP server from which you want to import the attributes

User

The user name for access to the LDAP domain server

Password

The password for access to the LDAP domain server

Base DN

Here you can enter the base domain or domains from which you import the attributes.

Click **+Add** to add a text box for the new base DN, and then enter the domain. You can add multiple domains this way.

Filter

You can filter the import of users by specifying values of attributes. Add the conditions in form:

Attribute=Value. Users with different value of this attribute are not accepted and are filtered out of the import.

You can use the * symbol to search for substrings. The symbol can be appended from both sides. For

example, if you add a cn=*in* condition, only users whose common name attribute contains "in" are accepted.

Add one condition per one raw. Users are accepted if they satisfy at least one condition.

7.4.5. Examples of use of the custom parameters

Enabling users to select the output folder from a code book

In this example, we will show how to enable users to select the scan destination folder from a predefined code book. Let us suppose that we have already created and saved the Easy Scan action node for this action (see "Adding new action nodes" on page 61) and that we have created a code book named **Folders** which has names of folders as its values (see "Creating Code Lists and Codes on the MyQ Web Interface" on page 128). The next step is to add and set up a new **Code Book** parameter and a new **Folder** destination for the Easy Scan action. The parameter is then used as a part of the path to the folder.

FIGURE 7.113. Users can select the destination on the Output folder screen of the embedded terminal

I) Create and set the Code Book parameter for the output folder

Create a new parameter (see "Creating custom parameters" on page 125) with the following settings: select the **Code book** type, select the predefined code book (in our example **Folders**), deselect the **Prohibit change of value** option and enter the reference name of the parameter (in our example **folder**) in the **Reference** text box.

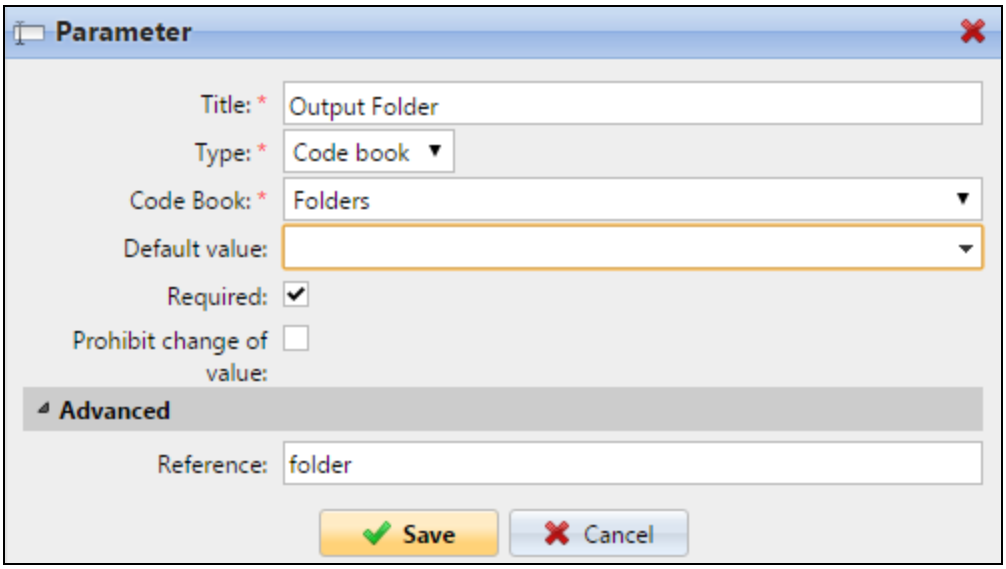


FIGURE 7.114. The parameter is set on the **Parameters** tab on the action node properties panel

If you don't want to allow empty value of the parameter, select the **Required** option so that users have to enter its value before sending the file.

Optionally, you can select a default value to define the folder where the output files will be saved, if users don't change it.

INFO: When defining the code book on the **Code Books** settings menu, you can set a description that differs from the name of the parameter. Users will see this description on the embedded terminal screen.

Code	Description	Rights
Scanned Docu...	Eliot (Home)	Eliot Kate
Scanned Docu...	Eliot (Work)	Eliot Kate
Scanned Docu...	Carol (Home)	Carol Caye
Scanned Docu...	Carol (Work)	Carol Caye

FIGURE 7.115. Codes and their descriptions

II) Create the new Folder destination and use the parameter as a part of its destination

Create and set up a new destination (see "Setting destinations" on page 68). For this destination, you can use the parameter as any part of the destination path set in the **Destination folder** text box. To use the parameter, enter its reference name (set on the parameter properties panel under **Advanced / Reference**, see FIGURE 7.114 on the previous page) bounded in percentage signs as part of the path.

FIGURE 7.116. The destination set on the **Destinations** tab contains the **%folder%** parameter

In our example, we used a parameter with the reference name **folder** as the folder where the files are stored (\\Users**%folder%**), but we could have as well created a parameter with the full path to the folder instead.

Enabling users to select recipients from the list of all MyQ users

In this example, we will show how to enable users to select recipients from the list of all MyQ users. We will create a parameter of the MyQ Users type, and then add two destinations — one for emails and one for folders — so that the scan is sent to two places: the recipient's email and home folder.

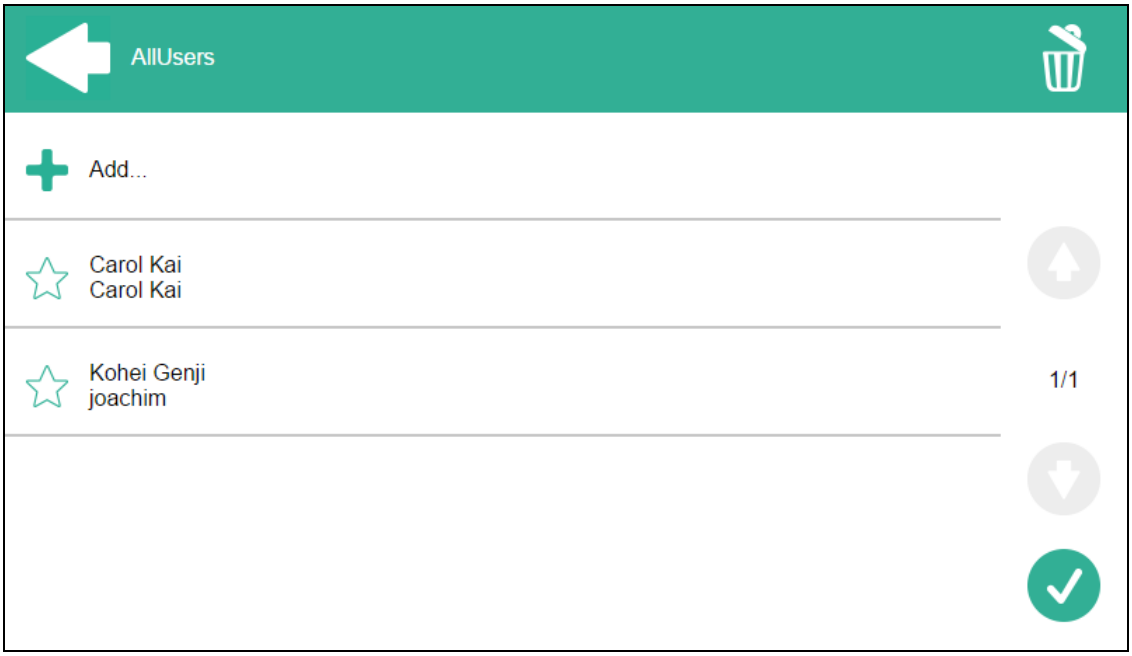


FIGURE 7.117. Users can add recipients on the MyQ Users screen of the embedded terminal

The destination email is set in the **Email** text box on the recipient's properties panel on the **Users** main tab of the MyQ Web Interface. The destination folder is set in the **Folder or email for storing scanned documents** text box on the same place.

I) Create and set the MyQ Users parameter for the two destinations

Create the parameter with the following settings: select the **MyQ Users** type, deselect the **Prohibit change of value** option and enter the reference name in the **Reference** text box.

If you want to allow users to select multiple recipients, select **Allow multiple values**.

If you want to allow users to enter their own value, select **Allow custom values**.

If you don't want to allow empty value of the parameter, select the **Required** option so that users have to enter a value before sending the file.

Optionally, you can select a default value to define the folder where the output files will be saved, if users don't change it.

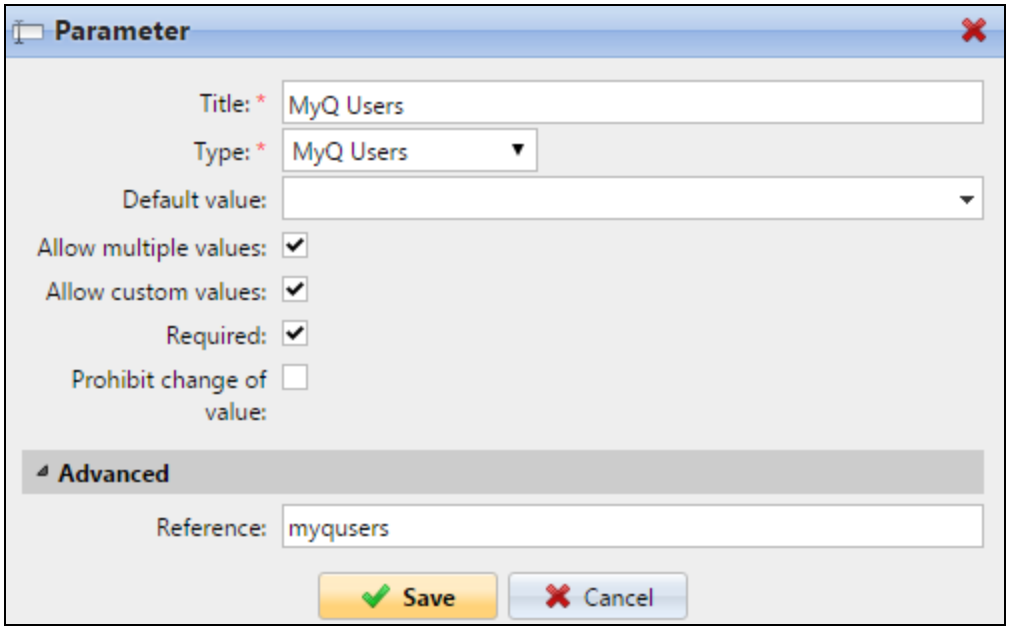


FIGURE 7.118. The parameter is set on the **Parameters** tab on the action node properties panel

INFO: For information on how to create and set parameters, see "Creating custom parameters" on page 125.

II) Create two destinations — Folder and Email — and use the parameter in both of them

Create destinations of two types (**Email**, **Folder**) and enter the parameter in the respective text boxes (**Recipient**, **Destination Folder**).

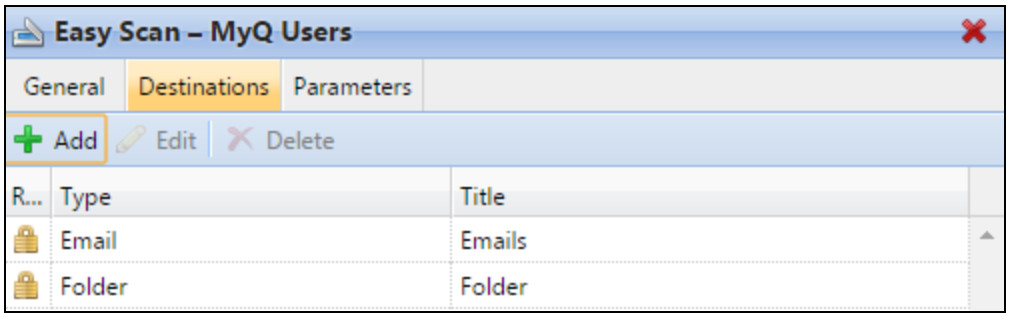


FIGURE 7.119. Two destinations of the Easy Scan action

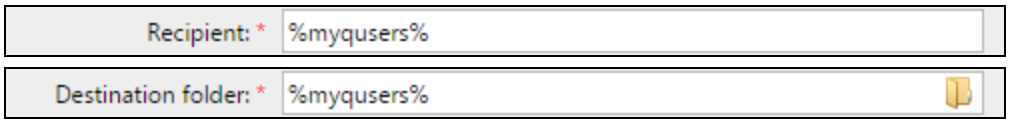


FIGURE 7.120. The parameter is used in both destinations: once as the email recipient and once as the destination folder

INFO: For information on how to create and set scan destinations, see "Setting destinations" on page 68.

NOTICE: Documents scanned via the **Email** action will be sent to the email set in the **Email** text box on the scan recipient's properties panel on the **Users** main tab of the MyQ Web Interface.
Documents scanned via the **Folder** action will be sent to the folder or email set in the **Folder or email for storing scanned documents** text box on the same place.

Enabling users to search recipients via external code books

In this example, we will show how to enable users to search for recipients on LDAP servers via external code books.

FIGURE 7.121. Users can send queries to the LDAP server to find the recipients on LDAP server database

External code books contain two parameters: **Title** and **Value**. The value of the **Title** parameter is used as an input for search in the LDAP database and the **Value** parameter defines the value returned by the database.

For our sake, we will use an external code book with the **cn** attribute assigned to the **Title** parameter and the **mail** attribute assigned to the **Value** parameter. For more information on how to create external code books, see "Creating external code books" on page 133. We will also create a new parameter and a new folder destination for the feature.

The scanning user types a string to be used in a search query. MyQ sends the query to the LDAP database to

search for user accounts, whose **cn** begin with the entered string. The scanning user can select from the

returned accounts. After he or she selects the account, the value of the **mail** attribute of the account is used as the scan destination.

NOTICE: To find the recipient, users need to type initial letters of the value of the attribute assigned to the **Title** parameter, as MyQ uses prefix query. To find a user with the **cn** attribute value Carol Kai, users need to type for example C, Car, Carol or Carol Kai, and then select from the search result.

1) Create and set a new External Code Book parameter for the output folder

Create the parameter with the following settings: select the **External Code book** type, select the **External Code Book** that you want to use, deselect the **Prohibit change of value** option and enter the reference name in the **Reference** text box.

If you want to allow users to select multiple recipients, select **Allow multiple values**.

If you want to allow users to enter their own value, select **Allow custom values**.

If you don't want to allow empty value of the parameter, select the **Required** option so that users have to enter its value before sending the file.

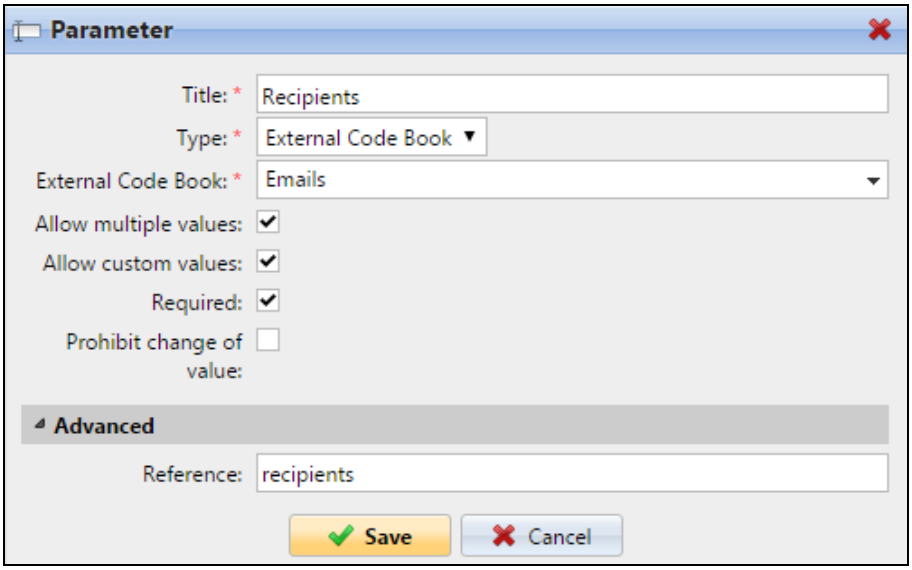


FIGURE 7.122. Properties tab of the External Code Book parameter

2) Create a new Email destination and use the parameter as the recepient there

Create a destination of the type **Email** and enter the parameter in the **Recipient** text box there. For more information on how to create destinations, see "Setting destinations" on page 68.

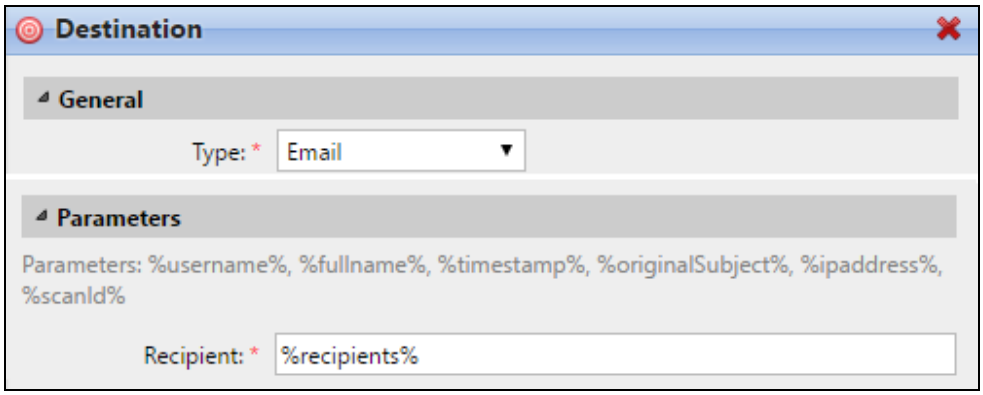


FIGURE 7.123. The **Recipient** text box on the **Destinations** tab with the **%recipients%** parameter

NOTICE: The parameter has to be enclosed in % signs.

Enabling users to scan to their home folder protected by password

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

FIGURE 7.124. Users are prompted to type the password to their accounts on the domain before the scan is sent.

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

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

FIGURE 7.125. It is possible to include both account information in the user name.

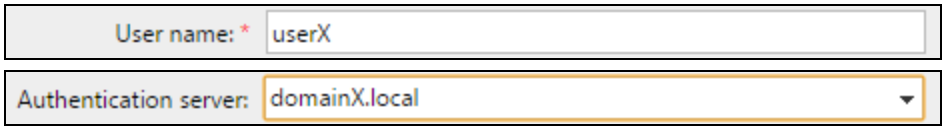


FIGURE 7.126. If it is not part of the user name, the domain is taken from the Authentication server setting.

INFO: For information about the **Append the domain name to the username** import option of LDAP synchronization, see "User Import and Synchronization" in the Advanced User Management Guide.

Setup of the scanning to the password protected home folder

The setup has to be performed on two places of the Easy Scan properties panel: you have to set the **User's scan storage** destination on the **Destinations** tab and add a new **Password** type parameter on the **Parameters** tab.

1) On the Destinations tab, create and set the User's scan storage destination

Under **Parameters**, select the **Copy as: Logged user** option and enter parameter **%password%** in the text box below this option.

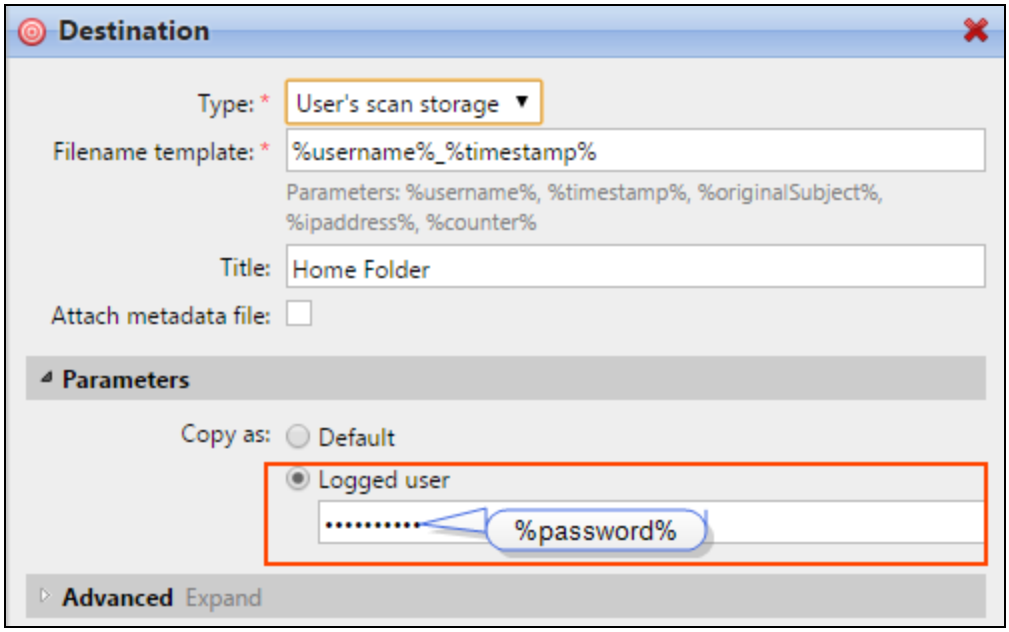


FIGURE 7.127. The Logged user option is selected.

2) On the Parameters tab, create a password parameter for access to shared folders on users' accounts

Create a parameter with the following properties:

- Title: **Password**
- Type: **Password**
- Required: **selected**
- Reference: **password**

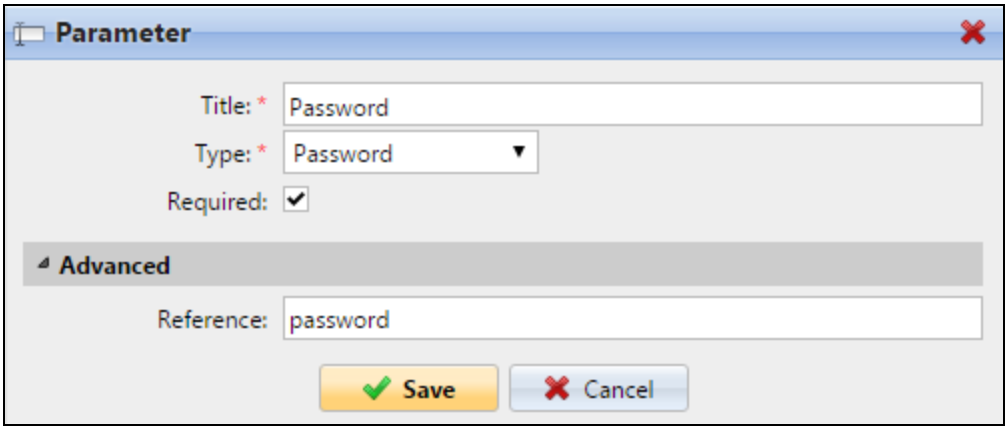


FIGURE 7.128. Settings of the Password parameter

Providing additional information in a metadata file

In this example, we will show how to use parameters for obtaining additional information about the scan file or any other data provided by users. The parameter can be of any of the following three types: **Text**, **Code Book** or **Yes/No**.

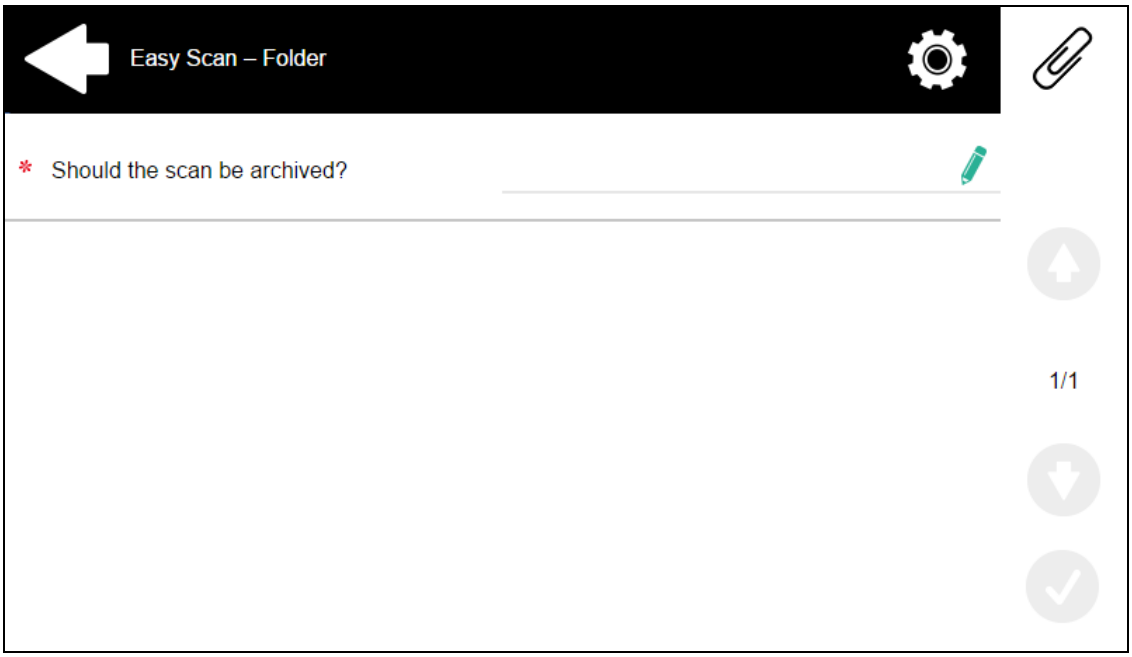


FIGURE 7.129. Options selected by users will be included in the scan metadata file

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

I. The parameter title is what is shown on the screen, therefore we name it **Should the scan be archived?**.

II. As a second step, we select the parameter type — **Yes/No**. The **Required** option is selected by default and cannot be deselected as it always has a value — the default value being **No**. The default value can be changed to **Yes** by selecting the **Default** value option, however we leave it deselected as we want to default answer to be **No**.

III. We do not have to use the reference as the parameter is not going to be used in any string in MyQ. Therefore, we can **Save** the parameter settings.

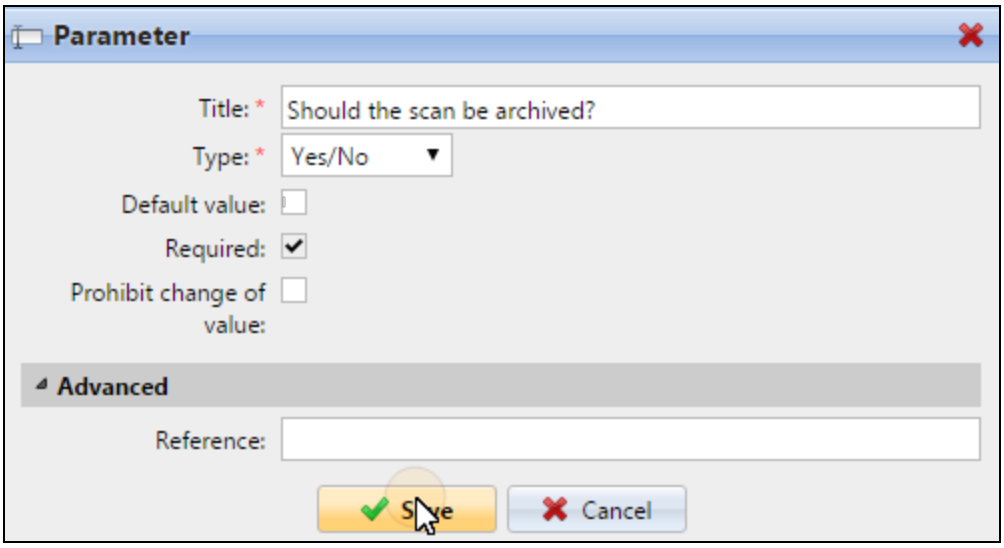


FIGURE 7.130. Setting the **Should the scan be archived?** parameter

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

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

FIGURE 7.131. No value on the <value/> raw means that the answer was **No**.

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

FIGURE 7.132. Value **1** on the same raw means that the answer was **Yes**.

7.5. Easy Scan to OCR

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

FIGURE 7.133. Users can select the OCR format before scanning the document

NOTICE: In order not to collide with the MyQ server's OCR feature, the device's OCR is disabled for the Easy scan action. To use the device's OCR instead, it is necessary to enable **PDF/A** on the printing device and set it as the default option. Scan is than searchable if **PDF** is selected as the default value of the **Format** parameter of the Easy Scan action on the MyQ Web Interface. (see "Setting parameters of the Easy Scan feature" on page 118)

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

To enable using OCR together with Easy Scan, you have to create OCR profiles and enable users to select them on the embedded terminal. By setting the profiles, you define the input folders for the OCR software. Name of the profile should be related to the OCR action defined for this input folder. For example, if you want to convert

documents in the folder to DOC format, you can name the profile OCRDOC and instruct the software to convert every document scanned to this profile (stored to the OCRDOC folder) to Microsoft Word format.

INFO: For more information about using the OCR service in MyQ, see "Optical Character Recognition (OCR)" under "Scan Management" in the Basic Installation Guide.

INFO: For information on how to purchase the MyQ OCR server, please contact the MyQ sales department.

To set up the OCR feature, do the following:

1) Create OCR profiles:

- On the **Scanning&OCR** settings tab, under OCR, under OCR profiles, click **+Add**, and then enter the profile name.

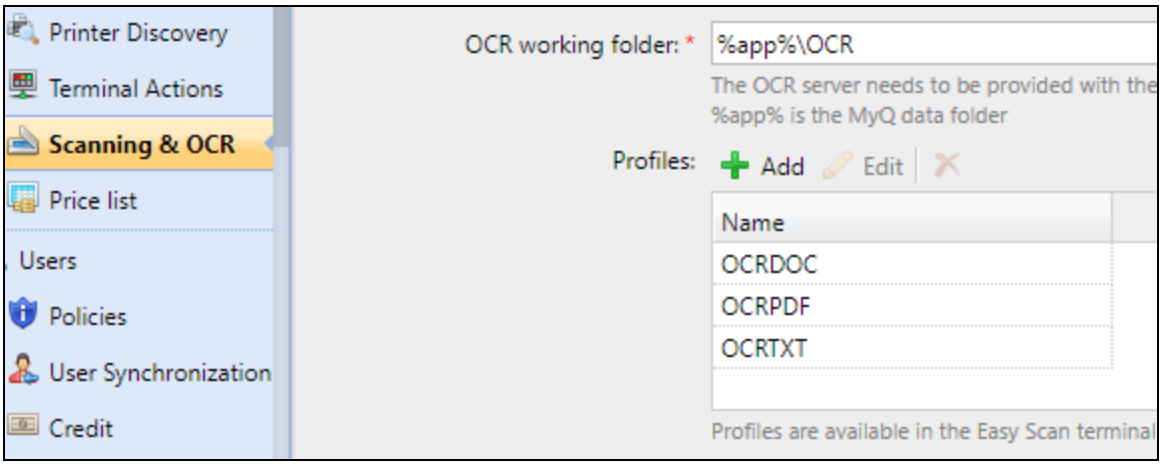


FIGURE 7.134. OCR Settings on the **Scanning&OCR** settings tab on the MyQ Web Interface

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

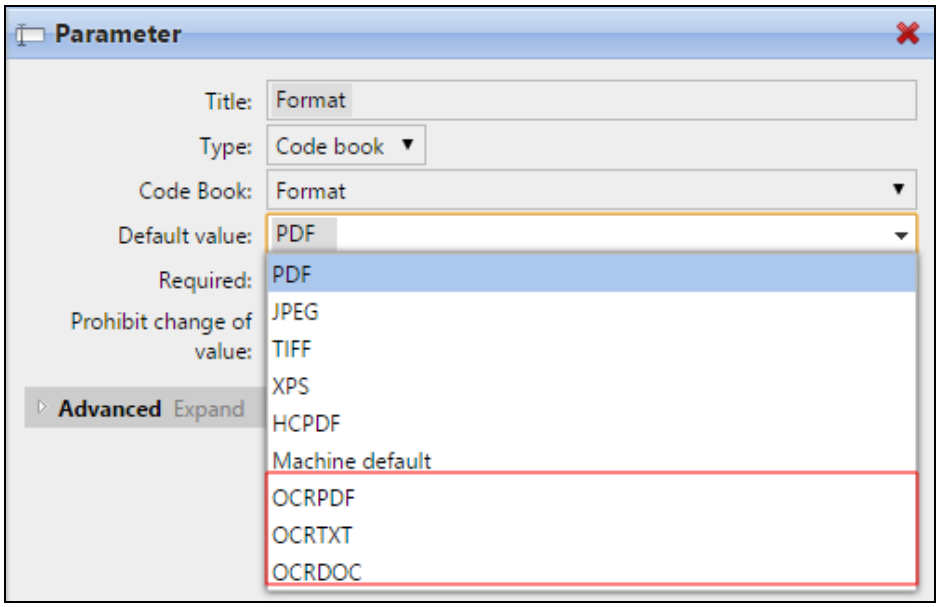


FIGURE 7.135. The OCR profiles among other values of the **Format** parameter

- On the **Scanning&OCR** settings tab, under **OCR working folder**, you can change the folder, where the scanned data are sent. However, we recommend you not to change the default folder (**C:\ProgramData\MyQ\OCR**).

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

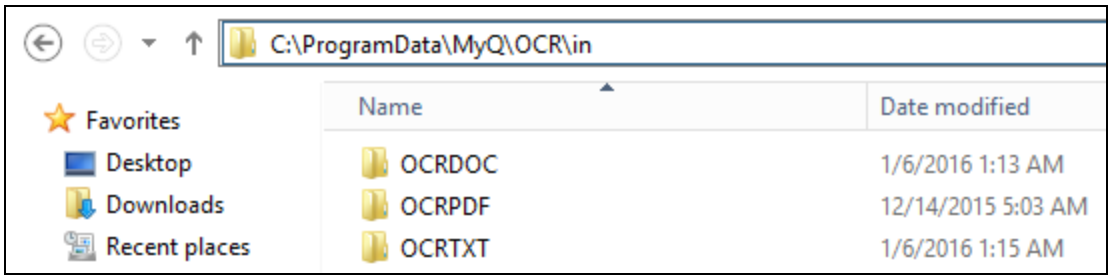


FIGURE 7.136. The folders where the documents are stored to be proceed by the OCR software

INFO: MyQ creates the OCR folder first time a file is sent to the particular profile.

2) Enable users to select the appropriate OCR folder on the embedded terminal

I. On the Easy Scan action node properties panel, on the **Parameters** tab, on the list of parameters, double-click the **Format** parameter.

II. Deselect the **Prohibit change of value**, and then click **Save**.

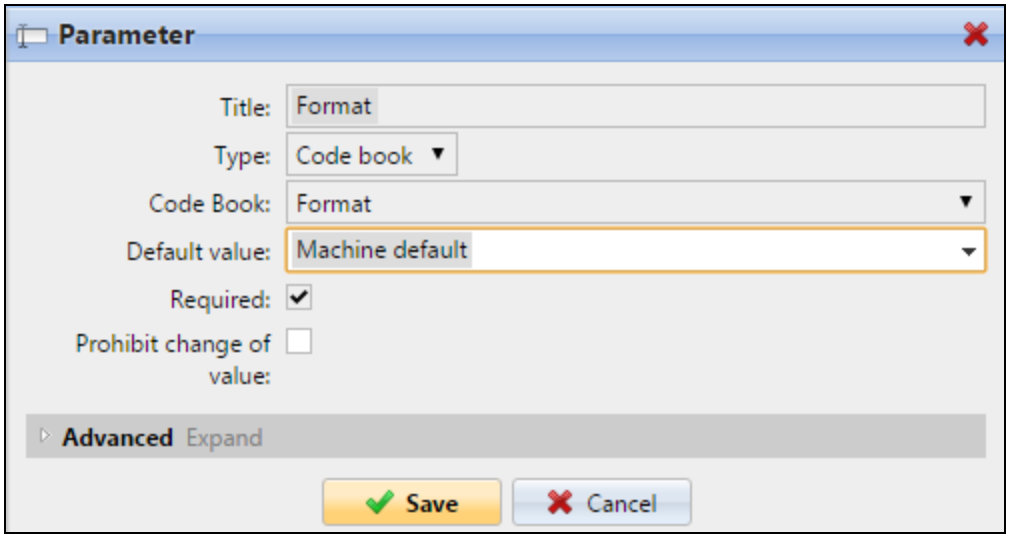


FIGURE 7.137. The prohibit change of value option is deselected

OCR processing

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

MyQ listens to the **out** folder, sends the converted file to the destinations defined on the **Destinations** tab (see "Setting destinations" on page 68) and deletes it from the folder.

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

7.6. Easy Copy

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 by 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.

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 (see "Adding new action nodes" on page 61).

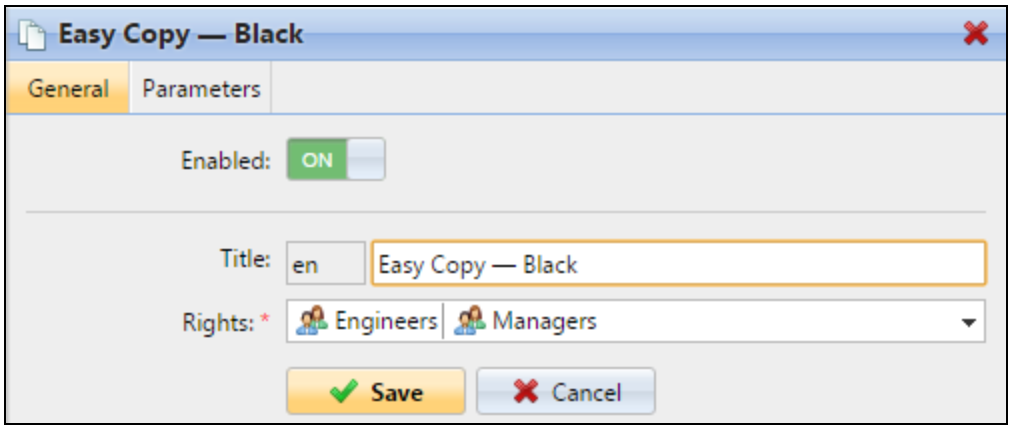


FIGURE 7.138. Easy Copy properties panel with specific name and rights

On the **Parameters** tab, you can select from a number of options for each parameter. All parameters of the Easy Copy action are described in the **Parameters of Easy Copy** section below.

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

Printing devices supporting Easy Copy

ECOSYS Series	Color/B&W	Device type
ECOSYS M2640idw	B&W	Multifunction printer
ECOSYS M3040idn	B&W	Multifunction printer
ECOSYS M3145idn	B&W	Multifunction printer
ECOSYS M3540idn	B&W	Multifunction printer
ECOSYS M3550idn	B&W	Multifunction printer
ECOSYS M3560idn	B&W	Multifunction printer
ECOSYS M3645idn	B&W	Multifunction printer
ECOSYS M3655idn	B&W	Multifunction printer
ECOSYS M3660idn	B&W	Multifunction printer
ECOSYS M4125idn	Color	Multifunction printer
ECOSYS M4132idn	Color	Multifunction printer
ECOSYS M4226idn	B&W	Multifunction printer
ECOSYS M4230idn	B&W	Multifunction printer
ECOSYS M6026cidn	Color	Multifunction printer
ECOSYS M6035cidn	Color	Multifunction printer
ECOSYS M6230cidn	Color	Multifunction printer
ECOSYS M6235cidn	Color	Multifunction printer
ECOSYS M6526cidn	Color	Multifunction printer
ECOSYS M6535cidn	Color	Multifunction printer
ECOSYS M6630cidn	Color	Multifunction printer
ECOSYS M6635cidn	Color	Multifunction printer
ECOSYS M8030cidn	Color	Multifunction printer

ECOSYS Series	Color/B&W	Device type
ECOSYS M8124cidn	Color	Multifunction printer
ECOSYS M8130cidn	Color	Multifunction printer
ECOSYS M8224cidn	Color	Multifunction printer
ECOSYS M8228cidn	Color	Multifunction printer
TASKalfa Series	Color/B&W	Device type
TASKalfa 266ci	Color	Multifunction printer
TASKalfa 306ci	Color	Multifunction printer
TASKalfa 307ci	Color	Multifunction printer
TASKalfa 350ci	Color	Multifunction printer
TASKalfa 351ci	Color	Multifunction printer
TASKalfa 356ci	Color	Multifunction printer
TASKalfa 357ci	Color	Multifunction printer
TASKalfa 406ci	Color	Multifunction printer
TASKalfa 407ci	Color	Multifunction printer
TASKalfa 2510i	B&W	Multifunction printer
TASKalfa 2520i	B&W	Multifunction printer
TASKalfa 3010i	B&W	Multifunction printer
TASKalfa 3011i	B&W	Multifunction printer
TASKalfa 3210i	B&W	Multifunction printer
TASKalfa 3212i	B&W	Multifunction printer
TASKalfa 3501i	B&W	Multifunction printer
TASKalfa 3510i	B&W	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 3511i	B&W	Multifunction printer
TASKalfa 4002i	B&W	Multifunction printer
TASKalfa 4012i	B&W	Multifunction printer
TASKalfa 4020i	B&W	Multifunction printer
TASKalfa 4501i	B&W	Multifunction printer
TASKalfa 5002i	B&W	Multifunction printer
TASKalfa 5501i	B&W	Multifunction printer
TASKalfa 6002i	B&W	Multifunction printer
TASKalfa 6501i	B&W	Multifunction printer
TASKalfa 7002i	B&W	Multifunction printer
TASKalfa 8001i	B&W	Multifunction printer
TASKalfa 8002i	B&W	Multifunction printer
TASKalfa 9002i	B&W	Multifunction printer
TASKalfa 2460ci	Color	Multifunction printer
TASKalfa 2470ci	Color	Multifunction printer
TASKalfa 2551ci	Color	Multifunction printer
TASKalfa 2552ci	Color	Multifunction printer
TASKalfa 3051ci	Color	Multifunction printer
TASKalfa 3060ci	Color	Multifunction printer
TASKalfa 3252ci	Color	Multifunction printer
TASKalfa 3551ci	Color	Multifunction printer
TASKalfa 3552ci	Color	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 4052ci	Color	Multifunction printer
TASKalfa 4551ci	Color	Multifunction printer
TASKalfa 5052ci	Color	Multifunction printer
TASKalfa 5551ci	Color	Multifunction printer
TASKalfa 6052ci	Color	Multifunction printer
TASKalfa 6551ci	Color	Multifunction printer
TASKalfa 7052ci	Color	Multifunction printer
TASKalfa 7551ci	Color	Multifunction printer
TASKalfa 8052ci	Color	Multifunction printer

7.6.1. Parameters of Easy Copy

NOTICE: With the **Default** option selected, values are taken from scan default settings of the printing device.

Copies

Predefined number of copies.

Color

Color scale of the outgoing file. You can select from the following options:

- Color
- Grayscale
- B&W (two tones)
- Automatic
- Default

Duplex

Simplex and Duplex scanning options. You can select from the following options:

- Single Sided
- Duplex
- Default

Original Orientation

Determines the scanned page orientation in the outgoing file. Position of the paper 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 scanning 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 scanning person)
- 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

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
- Default
- Statement

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:

- Same as original
- A3
- A4
- A5
- A6
- B4
- B5
- B6
- Folio
- Ledger
- Letter
- Legal
- Default
- Statement

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

7.7. Easy Fax

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

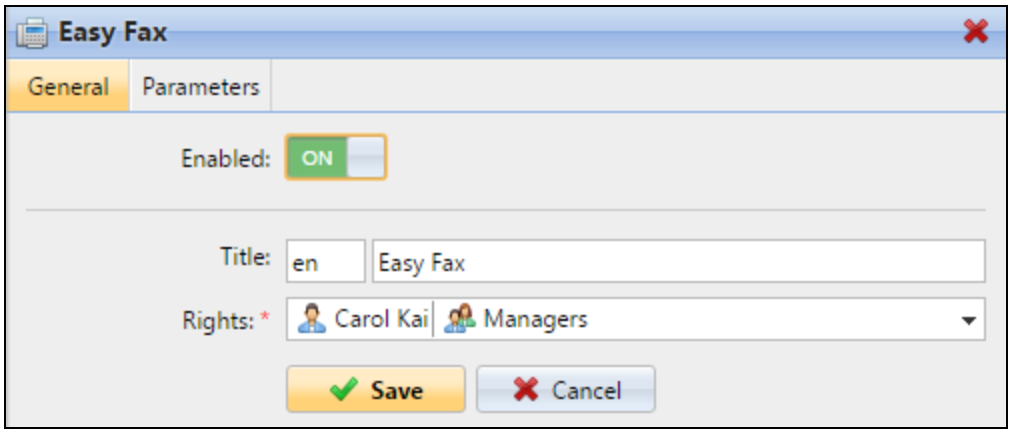


FIGURE 7.139. Easy Fax properties panel

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 (see "Adding new action nodes" on page 61).

To enable the feature on a printing device, you need to enable the select the Fax module option on its properties panel in MyQ, deactivate and reactivate the device. For information on how to do this, see "Enabling the Easy Fax action on a printing device properties panel " on the facing page.

On the **Parameters** tab, you can select from a number of options for each parameter. All parameters of the Easy Fax action are described in the "Parameters of Easy Fax" on page 163.

WARNING: This feature is available only on printing devices that are equipped with a fax module. For information on how to set up faxing on Kyocera printing devices, see dedicated Kyocera documentation or ask your Kyocera supplier.

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

7.7.1. Enabling the Easy Fax action on a printing device properties panel

To enable the feature on a printing device, you need to open its properties panel on the MyQ Web Interface and select the **Fax module** option there. After the option is selected and the settings are saved, you need to deactivate and reactivate the printing device on the **Printers** main tab.

NOTICE: If you do not select the Fax module option for a particular printing device, the Easy Fax action node is not displayed on the terminal screen of that device.

1) Select the Fax module option on the printing device properties panel

I. Open the **Printers** main tab. (Click on the **MyQ** icon, and then click **Printers**.)

II. On the **Printers** main tab, double-click the printing device. The printing device properties panel opens on the right side of screen.

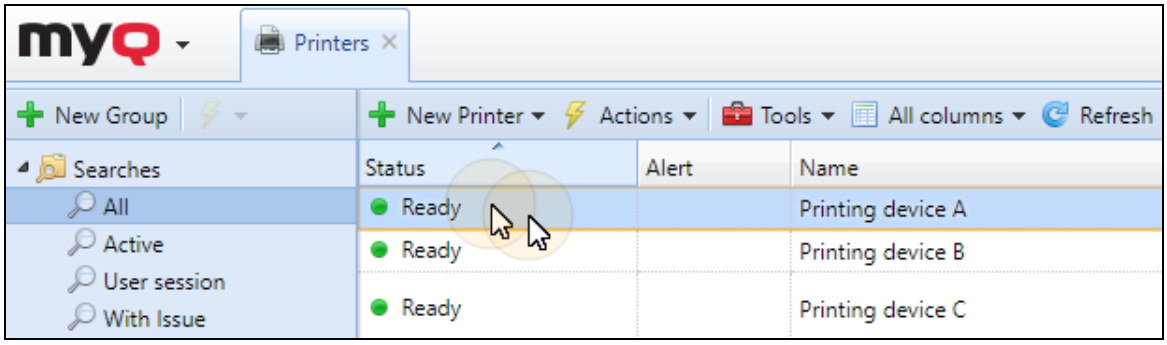


FIGURE 7.140. Opening the printing device properties panel

III. On the panel, under **General**, select the **Fax module** option, and then click **Save** and close the panel.

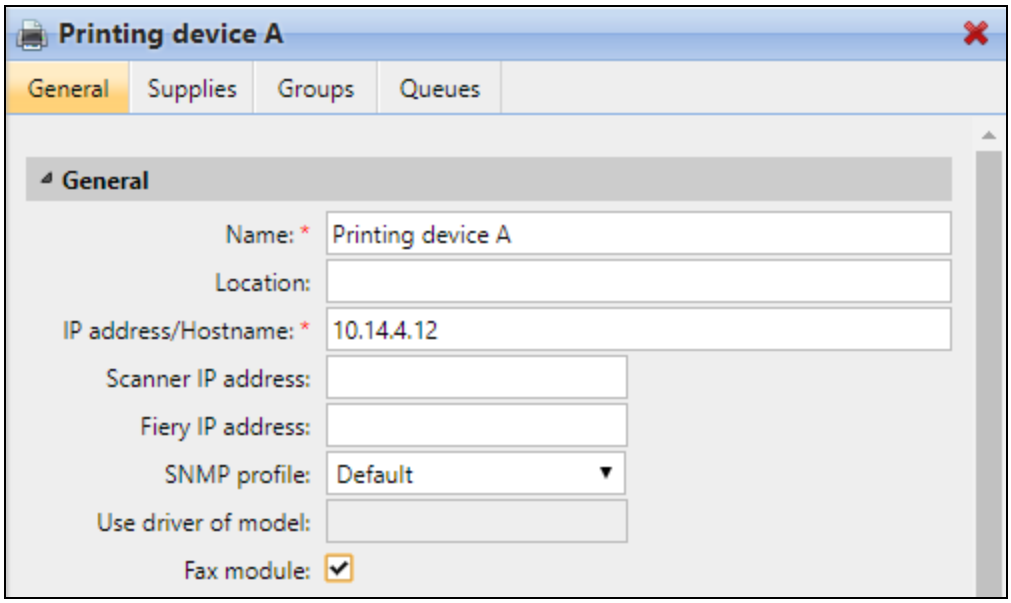


FIGURE 7.141. Selecting the Fax module option

2) Deactivate and reactivate the printing device

I. On the **Printers** main menu, right-click the printing device, and then click **Deactivate** on the shortcut menu. The printing device is deactivated.

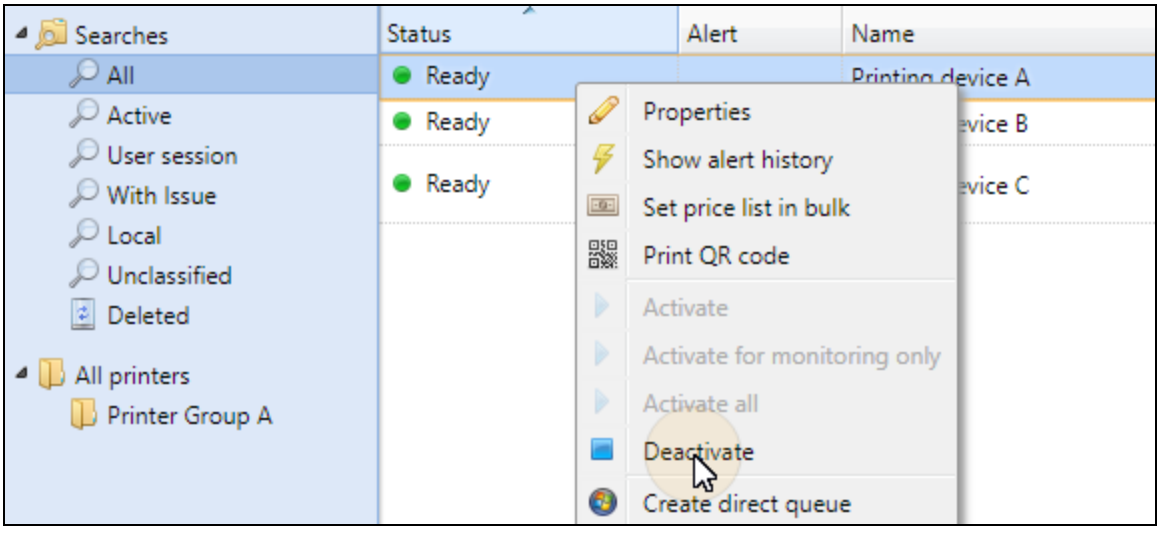


FIGURE 7.142. Deactivating the device

II. Right-click the printing device again, and then click **Activate** on the shortcut menu. The printing device is reactivated.

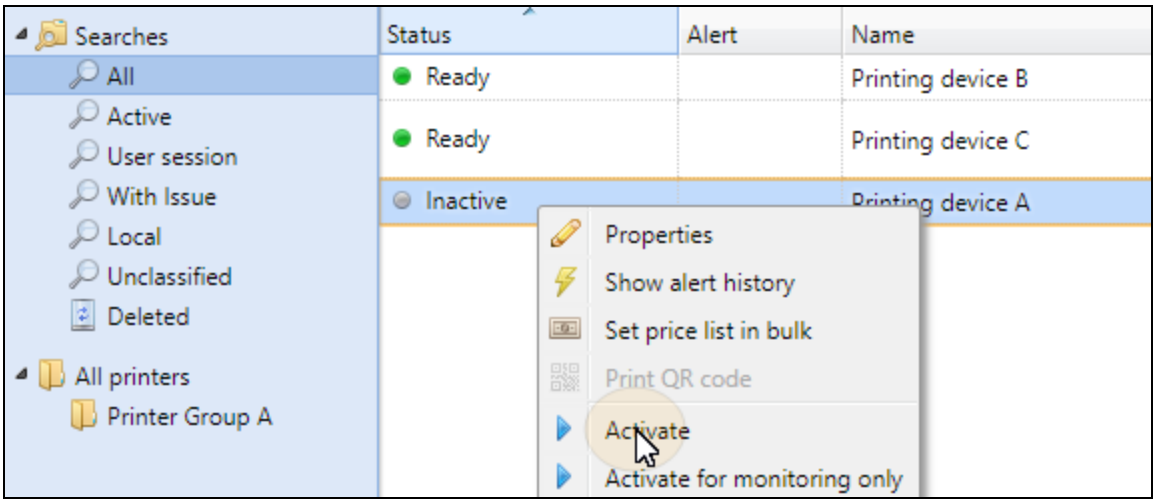


FIGURE 7.143. Reactivating the device

7.7.2. Parameters of Easy Fax

NOTICE: With the **Default** option selected, values are taken from scan default settings of the printing device.

Fax resolution

Resolution of the outgoing fax file. You can select from the following options:

- Fine
- Super Fine
- Ultra 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
- Text
- Default

Size

Size of the scanned output. 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
- Default
- Statement

Original Orientation

Determines the scanned page orientation in the outgoing file. Position of the paper 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 scanning 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 scanning person)
- 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

7.8. Direct access to another HyPAS application

The **Application** terminal action node enables users to directly access a third party HyPAS application. 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 name shown on the printing device system menu, under **Applications**) to the **Reference** text box.

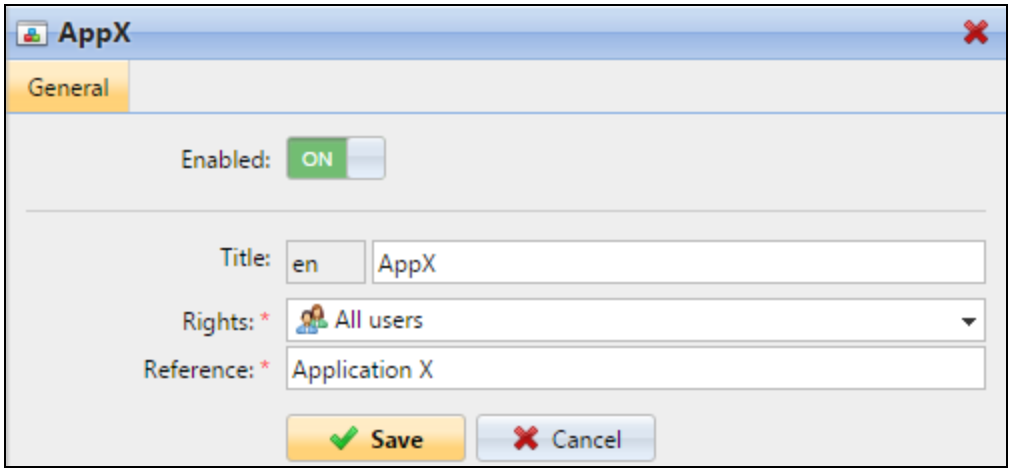


FIGURE 7.144. Setting the direct access action node

NOTICE: The reference has to be exactly the same as the name shown on the application list of the device. Bear in mind that the system is case sensitive.

Printing devices supporting Direct access to another HyPAS application

ECOSYS Series	Color/B&W	Device type
ECOSYS M2640idw	B&W	Multifunction printer
ECOSYS M3040idn	B&W	Multifunction printer
ECOSYS M3145idn	B&W	Multifunction printer
ECOSYS M3540idn	B&W	Multifunction printer
ECOSYS M3550idn	B&W	Multifunction printer
ECOSYS M3560idn	B&W	Multifunction printer
ECOSYS M3645idn	B&W	Multifunction printer
ECOSYS M3655idn	B&W	Multifunction printer
ECOSYS M3660idn	B&W	Multifunction printer
ECOSYS M4125idn	Color	Multifunction printer
ECOSYS M4132idn	Color	Multifunction printer
ECOSYS M4226idn	B&W	Multifunction printer
ECOSYS M4230idn	B&W	Multifunction printer
ECOSYS M6026cidn	Color	Multifunction printer
ECOSYS M6035cidn	Color	Multifunction printer
ECOSYS M6230cidn	Color	Multifunction printer
ECOSYS M6235cidn	Color	Multifunction printer
ECOSYS M6526cidn	Color	Multifunction printer
ECOSYS M6535cidn	Color	Multifunction printer
ECOSYS M6630cidn	Color	Multifunction printer
ECOSYS M6635cidn	Color	Multifunction printer
ECOSYS M8030cidn	Color	Multifunction printer

ECOSYS Series	Color/B&W	Device type
ECOSYS M8124cidn	Color	Multifunction printer
ECOSYS M8130cidn	Color	Multifunction printer
ECOSYS M8224cidn	Color	Multifunction printer
ECOSYS M8228cidn	Color	Multifunction printer
TASKalfa Series	Color/B&W	Device type
TASKalfa 266ci	Color	Multifunction printer
TASKalfa 306ci	Color	Multifunction printer
TASKalfa 307ci	Color	Multifunction printer
TASKalfa 350ci	Color	Multifunction printer
TASKalfa 351ci	Color	Multifunction printer
TASKalfa 356ci	Color	Multifunction printer
TASKalfa 357ci	Color	Multifunction printer
TASKalfa 406ci	Color	Multifunction printer
TASKalfa 407ci	Color	Multifunction printer
TASKalfa 2510i	B&W	Multifunction printer
TASKalfa 2520i	B&W	Multifunction printer
TASKalfa 3010i	B&W	Multifunction printer
TASKalfa 3011i	B&W	Multifunction printer
TASKalfa 3210i	B&W	Multifunction printer
TASKalfa 3212i	B&W	Multifunction printer
TASKalfa 3501i	B&W	Multifunction printer
TASKalfa 3510i	B&W	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 3511i	B&W	Multifunction printer
TASKalfa 4002i	B&W	Multifunction printer
TASKalfa 4012i	B&W	Multifunction printer
TASKalfa 4020i	B&W	Multifunction printer
TASKalfa 4501i	B&W	Multifunction printer
TASKalfa 5002i	B&W	Multifunction printer
TASKalfa 5501i	B&W	Multifunction printer
TASKalfa 6002i	B&W	Multifunction printer
TASKalfa 6501i	B&W	Multifunction printer
TASKalfa 7002i	B&W	Multifunction printer
TASKalfa 8001i	B&W	Multifunction printer
TASKalfa 8002i	B&W	Multifunction printer
TASKalfa 9002i	B&W	Multifunction printer
TASKalfa 2460ci	Color	Multifunction printer
TASKalfa 2470ci	Color	Multifunction printer
TASKalfa 2551ci	Color	Multifunction printer
TASKalfa 2552ci	Color	Multifunction printer
TASKalfa 3051ci	Color	Multifunction printer
TASKalfa 3060ci	Color	Multifunction printer
TASKalfa 3252ci	Color	Multifunction printer
TASKalfa 3551ci	Color	Multifunction printer
TASKalfa 3552ci	Color	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 4052ci	Color	Multifunction printer
TASKalfa 4551ci	Color	Multifunction printer
TASKalfa 5052ci	Color	Multifunction printer
TASKalfa 5551ci	Color	Multifunction printer
TASKalfa 6052ci	Color	Multifunction printer
TASKalfa 6551ci	Color	Multifunction printer
TASKalfa 7052ci	Color	Multifunction printer
TASKalfa 7551ci	Color	Multifunction printer
TASKalfa 8052ci	Color	Multifunction printer

8. Credit, Quotas and Projects

8.1. Credit

With activated credit accounting, users have to have 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 the 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.

FIGURE 8.1. The current amount of credit is displayed under the logged user name

INFO: If recharging credits by vouchers is enabled in MyQ, users without credit are asked to recharge credit after they log in. They are informed about the insufficient credit and automatically redirected to the **Recharge Credit** screen, where they can recharge it (see FIGURE 8.4).

INFO: For more information about credit accounting, see "Credit" in the Credit, Quota and Project Accounting Guide.

WARNING: For proper functioning of credit accounting, it is necessary to use the MyQ parser to get the print job price before start of printing. For information about how to activate the parser, see "Jobs" in MyQ Basic Installation Guide.

8.1.1. Using terminal actions without sufficient credit

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

If recharging credits 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.

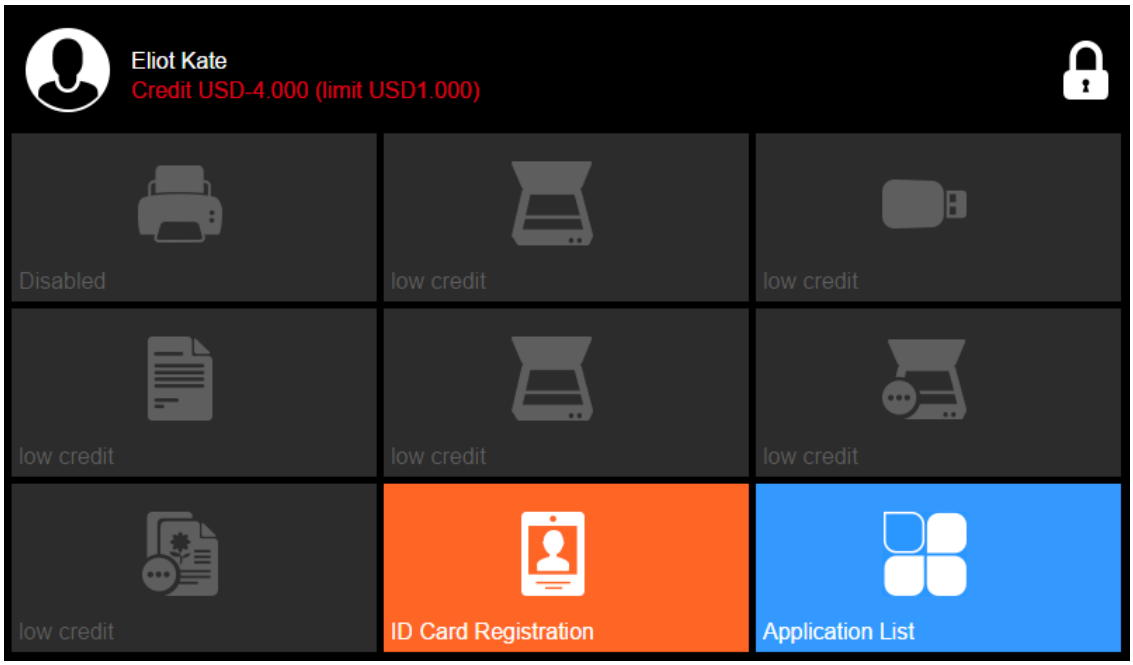


FIGURE 8.2. Print, copy and scan actions on the user's home screen are unavailable due to insufficient credit.

NOTICE: If a job does not include additional information from job parser, users can start it as long as their credit is not equal or below 0, although it can be stopped half way through (see the following section).

Print jobs with additional information from the job parser

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

Jobs with available price information cannot be printed unless users have sufficient amount of credit. Users cannot use the **Print all** action as long as the overall price of all priced print jobs is higher than their credit.

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

INFO: For further information about job parser, see "Jobs Parser" under "Jobs" in the MyQ Basic Installation Guide.

FIGURE 8.3. Additional print jobs information provided by job parser include their price

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

If recharging credits by vouchers is enabled in MyQ, the copy action stops, although few more pages can be copied, depending on the speed of the printing device. The user is

automatically redirected to the **Recharge Credit** screen, where they can recharge credit (see "Recharging credit" below).

If recharging credit by vouchers is disabled in MyQ, the copy action stops, although few more pages can be printed or copied, depending on speed of the printing device. After this, the user cannot copy anymore.

The first Scan job or Fax job is always finished. After this, the user cannot fax or scan anymore.

8.1.2. 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 to recharge credit.

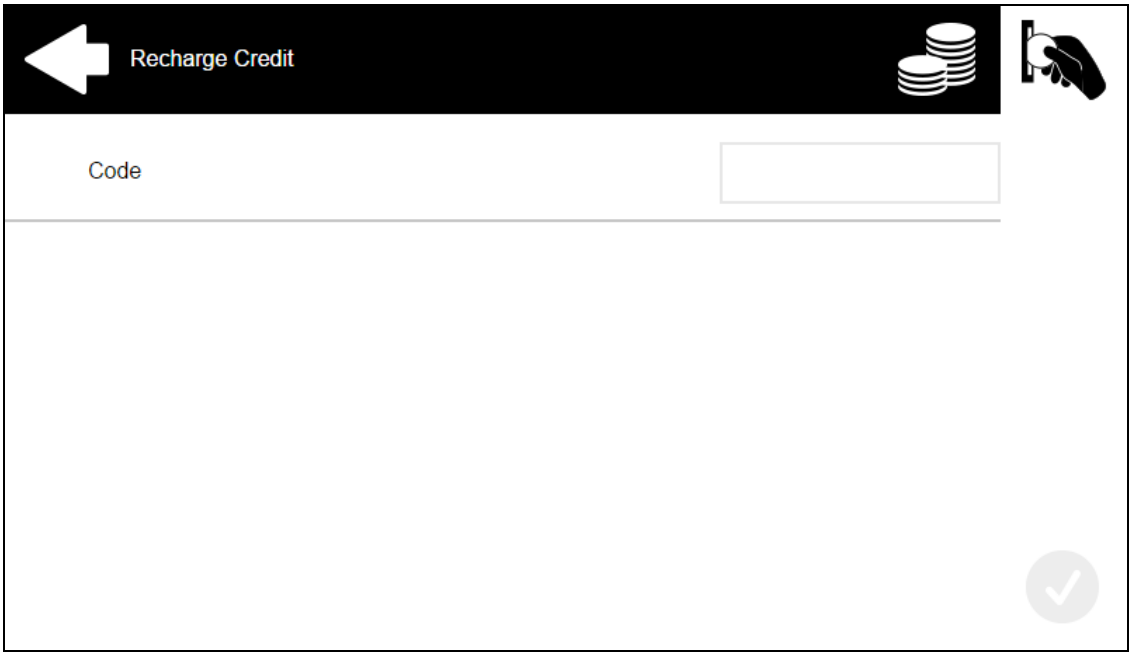


FIGURE 8.4. **Recharge Credit** screen

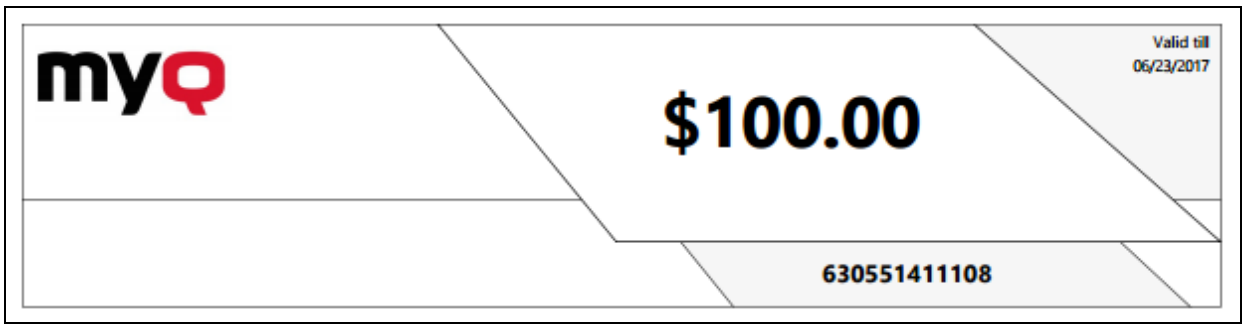


FIGURE 8.5. Credit voucher with the recharge code displayed near the bottom-right corner

INFO: Users can display prices of different configurations of a printed page by tapping the 'Coins' icon near the upper-right corner of the screen. (See FIGURE 8.4.)

	1-sided		2-sided	
	Black & White	Color	Black & White	Color
Print	7.000	8.000	4.500	5.500
Copy	7.000	8.000	4.500	5.500
Scan	3.000			

FIGURE 8.6. Overview of the prices on the terminal screen

8.2. Quotas

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

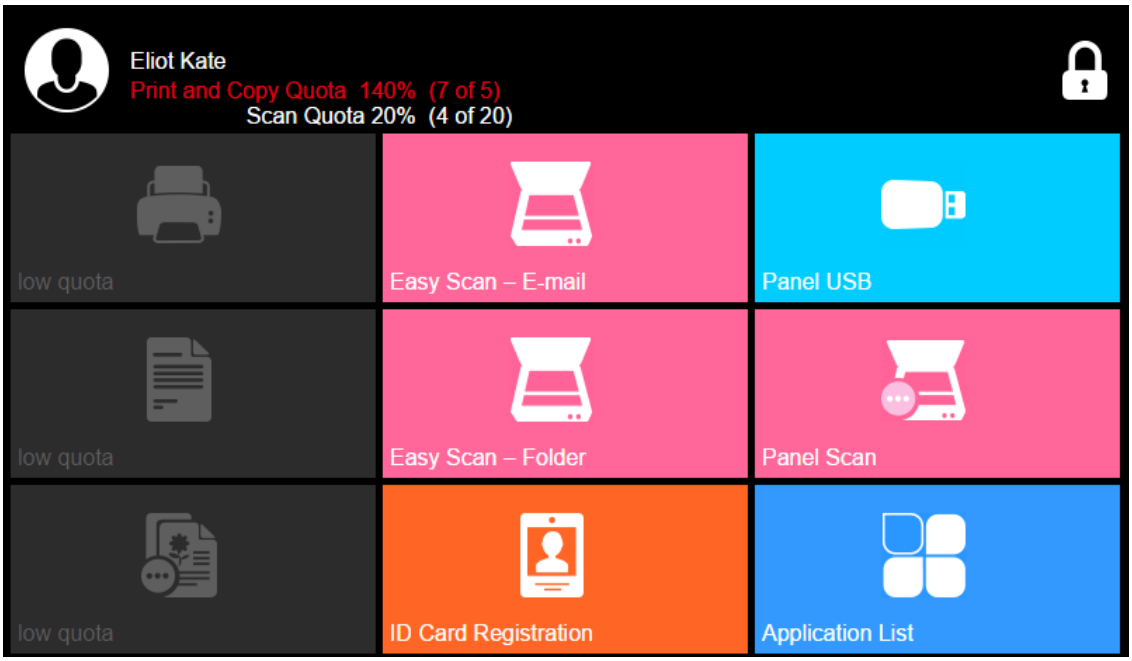


FIGURE 8.7. Currently active quotas are displayed under the logged user name; print options are unavailable; if there are more than two active quotas , only the two quotas with the highest percentage (the fullest) are displayed

INFO: For further information about quotas, see "Quota" in the Credit, Quota and Project Accounting Guide.

WARNING: For proper functioning of quotas, it is necessary to use MyQ parser to get the print job metadata (number of pages, color etc.) before start of printing. For information about how to activate the parser, see "Jobs" in MyQ Basic Installation Guide.

NOTICE: For the purposes of the quota accounting in MyQ, outcoming fax jobs are considered as scan jobs. Therefore, quotas that apply to scanning in fact apply to scanning and faxing altogether. Also, the terminal behaves in the same way when a scanning and a faxing quota are reached.

8.2.1. Using terminal actions when a quota is reached

Behavior of the embedded terminal depends on the quota settings in MyQ. There are three options as to what happens when a quota is reached:

- the user can be allowed to finish their current session (process all the pending tasks)
- automatically logged out after the current job is finished
- immediately logged out with his or her current job stopped.

For further information about setting quotas, see "Adding Quotas and Individual Quotas Settings" under "Quota" in the Credit, Quota and Project Accounting Guide.

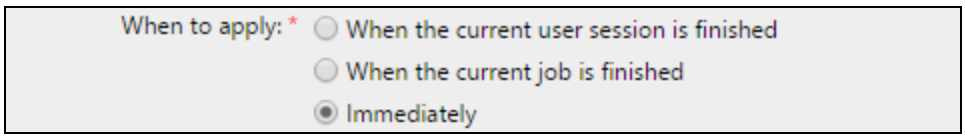


FIGURE 8.8. Three options concerning the quota application

NOTICE: Quotas that disable scanning cannot be applied immediately.

INFO: If a job does not include additional information from job parser, users can start it as long as no quotas disabling print are already reached, although it can be stopped half way through (see the following section).

Print jobs with additional information from job parser

Print jobs received with activated job parser 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.

INFO: For further information about the job parser, see "Jobs Parser" under "Jobs" in the MyQ Basic Installation Guide.

Action taken when a user reaches a quota with immediate application

The current operation stops, although few more pages can be printed or copied, depending on speed of the printing device. This applies to print and copy jobs only (including copying from panel).

NOTICE: Scan jobs are always finished before the action is taken.

8.3. Project Accounting

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

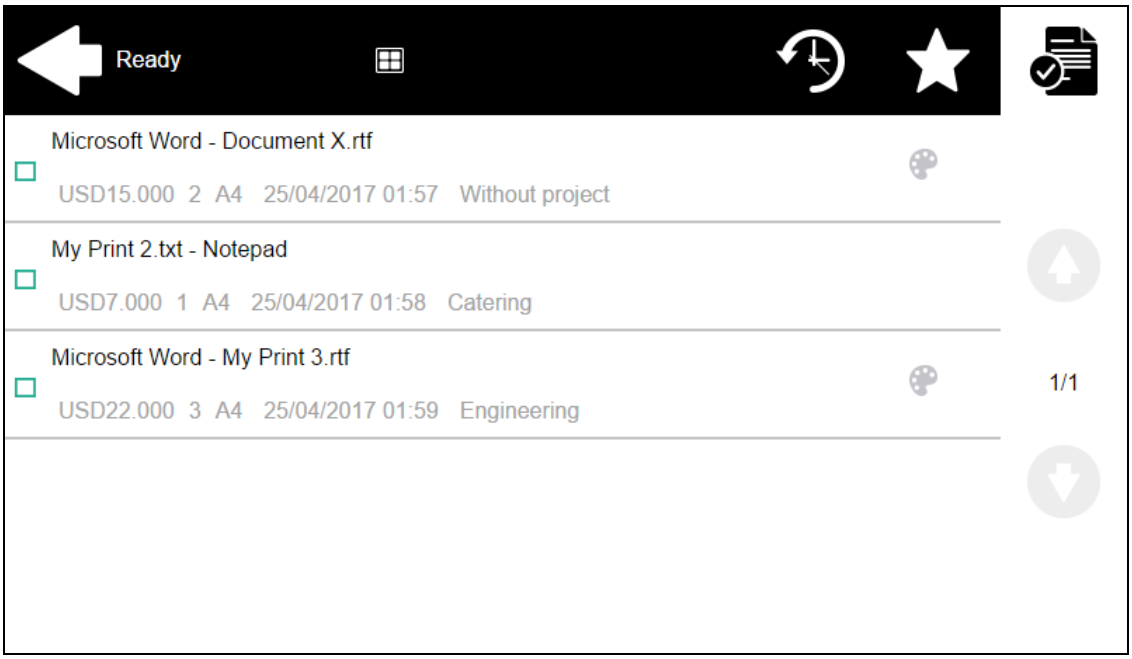


FIGURE 8.9. Names of the assigned projects are displayed under names of the print jobs

INFO: For further information about project accounting, see "Project Accounting" in the Credit, Quota and Project Accounting Guide.

8.3.1. 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.

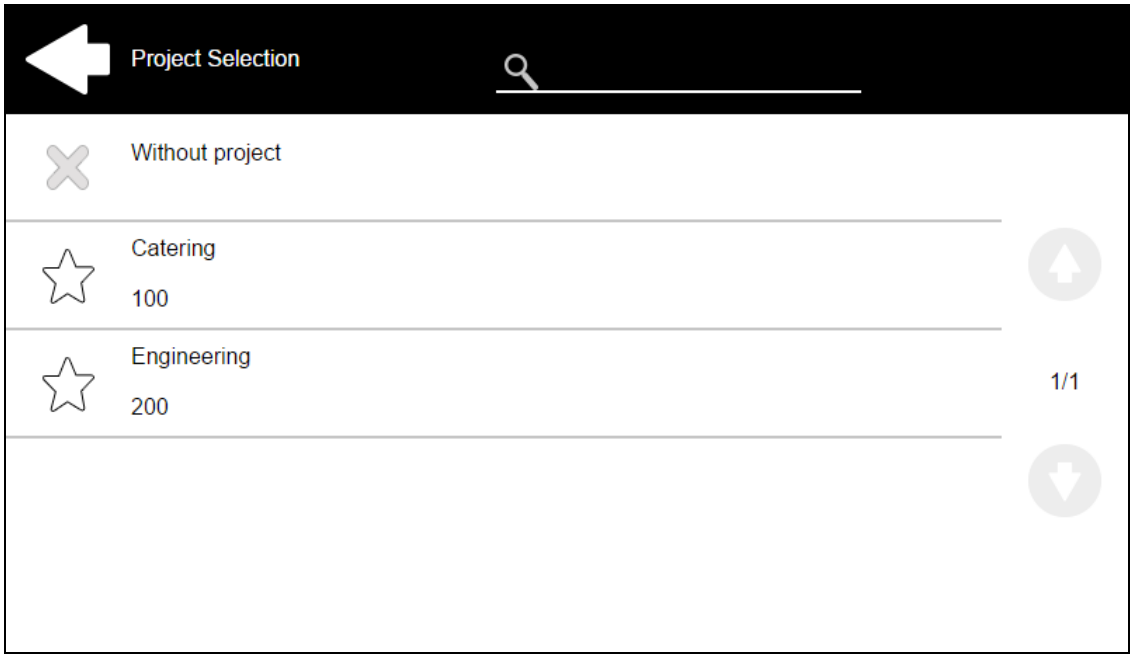


FIGURE 8.10. Users can assign projects on the **Project Selection** screen

Jobs with assigned projects are immediately printed.

INFO: Jobs that have already been printed can be printed again from the **Printed jobs** tab ( ). The user is asked if they want to assign a new project to them.

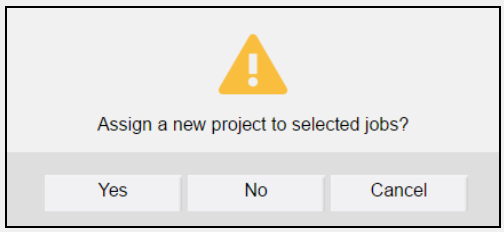


FIGURE 8.11. The Dialog box with the option to assign a new project to selected jobs

Print All

If all the jobs waiting in queue have projects already assigned by Smart Job Manager, MyQ WEB interface or 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 projects.

8.3.2. Assigning projects to Easy Copy jobs

After tapping the **Easy Copy** button, the user is immediately redirected to the **Project selection** screen where they need to select the project (or the **Without project** option) (see FIGURE 8.10).

8.3.3. Assigning projects to Easy Scan jobs

After tapping the **Easy Scan** button, the user is immediately redirected to the **Project selection** screen where they need to select the project (or the **Without project** option) before the scan job is started (see FIGURE 8.10).

8.3.4. 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 the project (or the **Without project** option). The project is then assigned to all jobs copied on the panel (see FIGURE 8.10).

8.3.5. 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 the project (or the **Without project** option). The project is then assigned to all jobs scanned on the panel (see FIGURE 8.10).

8.3.6. 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).

9. Device Spool and Offline Login

This topic describes two advanced features of embedded terminals: Device Spool (Local Print Spooling) and Offline Login.

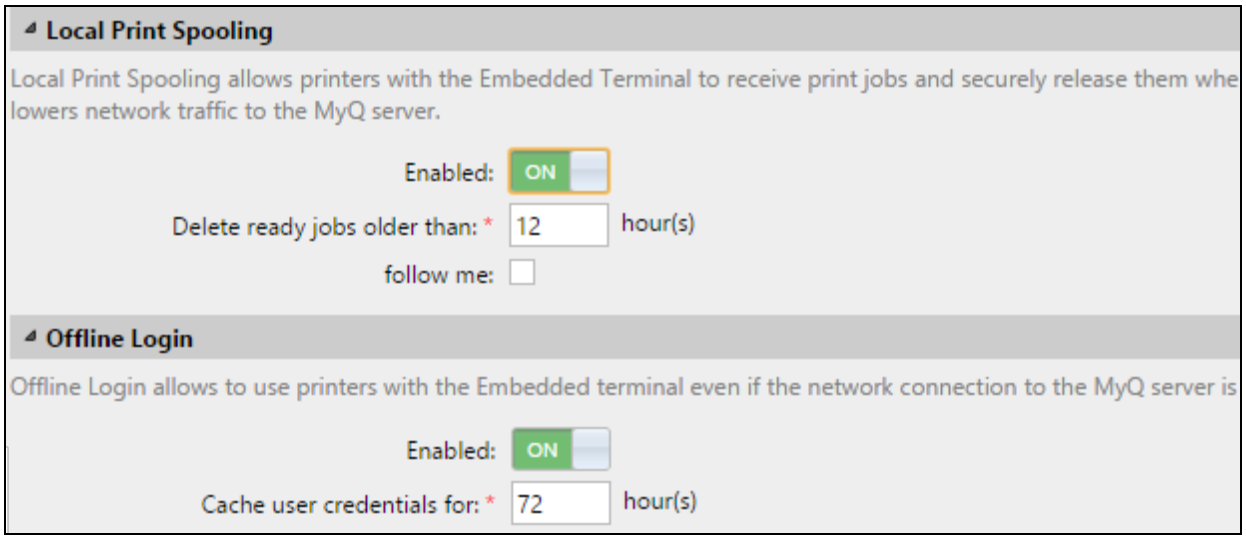


FIGURE 9.1. Local Print Spooling and Offline Login settings on the **Printers** settings tab

Printing devices supporting Device Spool

Model Name	Limitations	Device clients
ECOSYS M3040idn	Require SSD (HD6 or HD7) + custom firmware*	Up to 5 for concurrent access
ECOSYS M3540idn		
ECOSYS M3550idn		
ECOSYS M3560idn		
ECOSYS M6026cidn		
ECOSYS M6526cidn		
ECOSYS M6035cidn		
ECOSYS M6535cidn		
TASKalfa 266ci		
TASKalfa 306ci		

*For information about the custom firmware, contact your Kyocera supplier.

Model Name	Limitations	Device clients
TASKalfa 356ci	HDD is necessary, custom FW* might be necessary	Up to 10 for concurrent access
TASKalfa 357ci		
TASKalfa 3011i		
TASKalfa 3212i		
TASKalfa 3511i		
TASKalfa 4012i		
TASKalfa 7002i		
TASKalfa 8002i		
TASKalfa 9002i		
TASKalfa 2552ci		
TASKalfa 3252ci		
TASKalfa 7052ci		
TASKalfa 8052ci		
TASKalfa 3010i	Custom FW* might be necessary	
TASKalfa 3501i		
TASKalfa 3510i		
TASKalfa 4501i		
TASKalfa 5501i		
TASKalfa 6501i		
TASKalfa 8001i		
TASKalfa 2551ci		
TASKalfa 3051ci		

Model Name	Limitations	Device clients
TASKalfa 3551ci	Custom FW*might be necessary	Up to 10 for concurrent access
TASKalfa 4551ci		
TASKalfa 5551ci		
TASKalfa 6551ci		
TASKalfa 7551ci		
ECOSYS P8060cdn		
TASKalfa 406ci		
TASKalfa 407ci		
TASKalfa 4002i		
TASKalfa 5002i		
TASKalfa 6002i		
TASKalfa 3552ci		
TASKalfa 4052ci		
TASKalfa 5052ci		
TASKalfa 6052ci		

*For information about the custom firmware, contact your Kyocera supplier.

Printing devices supporting Offline Login

The Offline Login feature is supported by all devices that support MyQ embedded terminals.

9.1. Device Spool

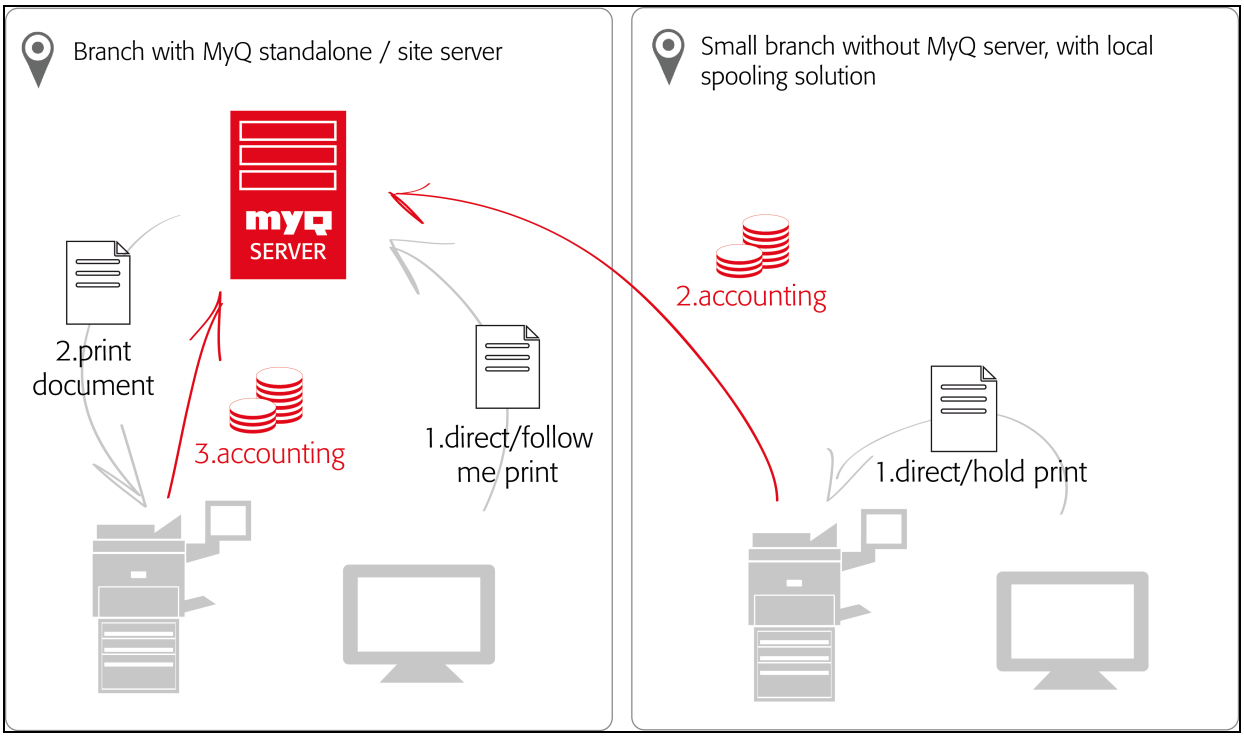


FIGURE 9.2. Scheme of the Device Spool feature

Under normal circumstances, print jobs are sent to MyQ server where they are stored and wait for release. It means that every print job has to be sent from user PC to MyQ server and then from MyQ server to printing device. This is quite fine for networks with good bandwidth connection, but it might not be optimal solution for customers with many small branches and limited bandwidth to MyQ central server. In such case, it is unproductive to send the job from the branch to MyQ server and back.

Device Spool is a feature that solves this problem. With Device Spool enabled, print job is sent directly to the device and saved to its hard disk. There it waits to be released in the standard way.

NOTICE: Locally spooled color jobs are not displayed when color print is restricted.

WARNING: When the printing device is in deep sleep mode, the Device Spool is not available and an error is shown on Windows spooler.

WARNING: Although it is possible for a user to use both print to server and Device Spool, we do not recommend this option. It may lead to inconveniences due to different priority given to jobs from the two sources. The following problems appear: jobs are not sorted and printed in the correct order, the terminal display might not be correctly refreshed.

Follow me for Device Spool

With the follow me extension activated, jobs sent to one printing device can be printed on any other printing device connected to the same local area network. If there are more mutually connected devices at the branch, the jobs spooled on the devices can be shared between them. In such case, jobs sent to one device are displayed on the list of print jobs and can be printed on other devices. Follow me feature is limited to devices on the same subnet.

WARNING: For the local follow me functionality, it's necessary to have the same time set on all of the participating devices. The easiest way to do this is to synchronize the devices with a time server, such as (**time.windows.com**, **time.nist.gov**,...). You can do this in the **Date/Time** settings on the device Web Interface.

Delegated printing for Device spool

The delegated printing feature makes the spooled jobs available to delegates. This way, all delegates of the job sender can print jobs sent via the dedicated delegated printing port 10013. For information on how to set up the port, see "Print drivers for Device Spool " on page 187.

INFO: For more information about the Delegated printing feature, see "Delegated printing" under "Methods of Printing" in the Basic Installation guide.

9.1.1. Setting up Device Spool in MyQ

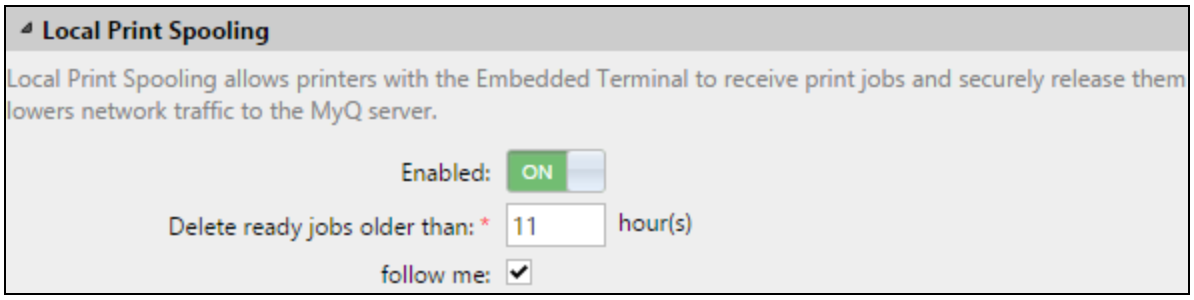


FIGURE 9.3. Local print spooling settings on the **Printers** settings tab

To open the setup screen, click the **MyQ** icon, click **Settings** on the **MyQ** main menu, and then click **Printers** on the **Settings** menu.

On the **Printers** settings tab, under **Local Print Spooling**, you can activate the feature and change its settings:

- Enabled — Click to enable or disable the feature
- Delete ready jobs older than — Time after which the spooled jobs are deleted from the printing device hard disk
- follow me — Select to activate follow me for Device Spool

To submit the changes, click **Save** at the bottom of the tab. The **Apply new settings** dialog box appears.

Keep the **Reset all terminals** option selected and click **OK**. The settings are then distributed to all connected terminals.

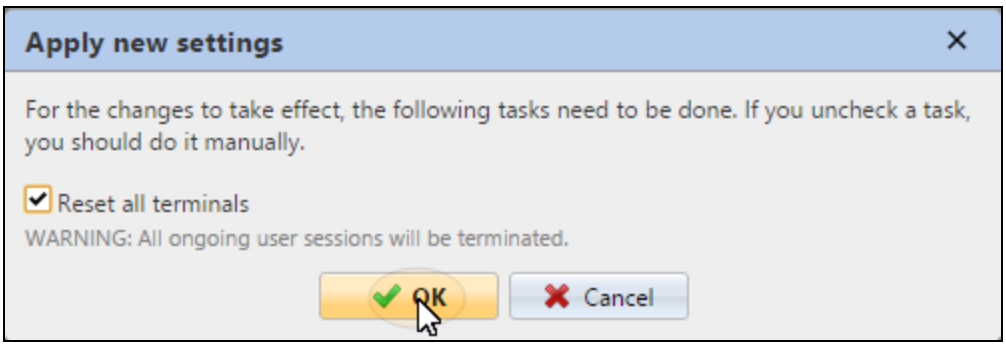


FIGURE 9.4. The terminals need to be reset for the settings to be applied

9.1.2. Print drivers for Device Spool

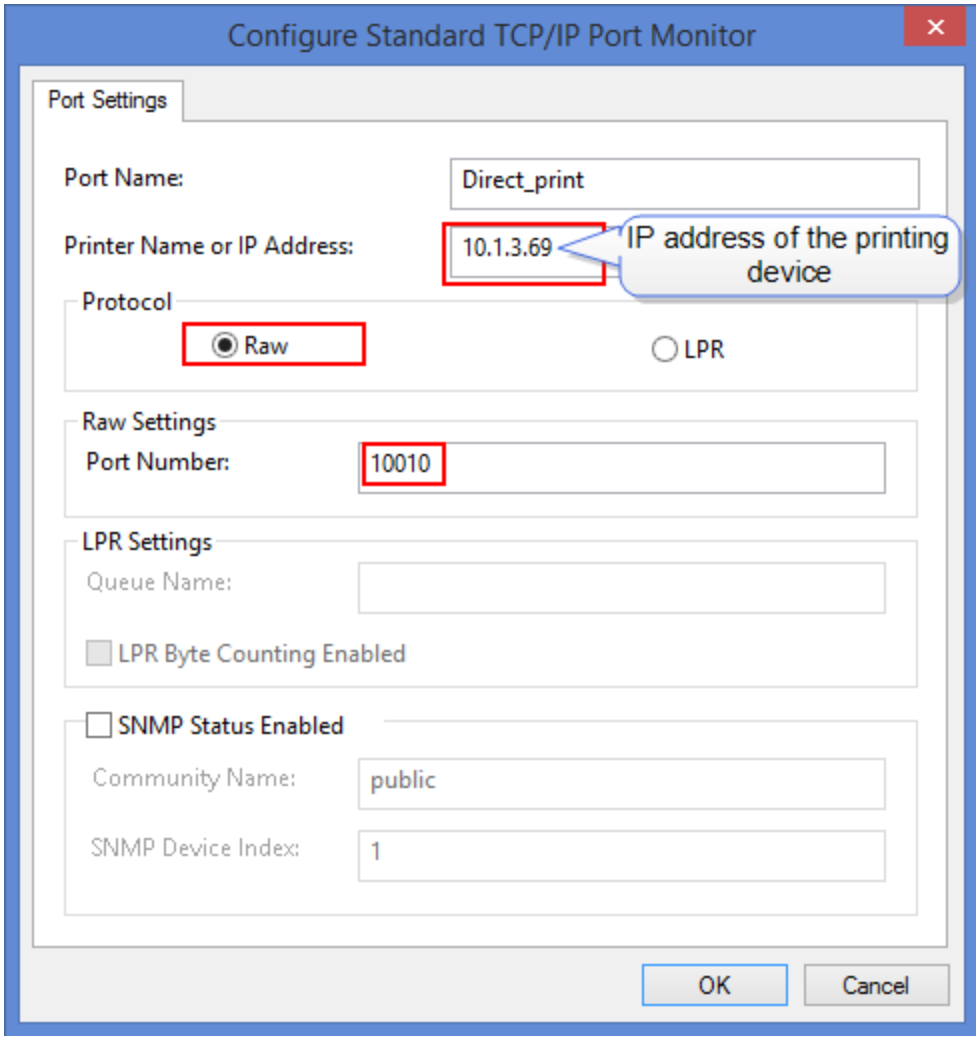


FIGURE 9.5. Configuration of the print port for direct print

To enable users to send jobs directly to the printing device and use the Device Spool, you have to create a new print port and set port protocol and port number. When configuring the port, use the **Raw** protocol and one of the three following ports:

- 10010 — Port for direct print. The job is automatically printed after it is received by the printing device.
- 10011 — Port for secured hold print. The job is spooled by the printer and waits there till the user logs in and prints it. It is not possible to print this job on other than this particular printing device.

- 10012 — Port for Device Spool follow me. The job is spooled by the printing device. Once the user logs on any of the devices connected to the same subnet, information about this job is provided and the job is displayed in the list of the available jobs and can be printed.
- 10013 — Port for Device Spool delegated print. Works same as the Device Spool follow me, except that the job can be printed by delegates of the sending user.

NOTICE: We recommend you to use Kyocera KX print drivers for setup of the Device Spool. Other print drivers might not support the feature.

9.1.3. IP filters

To ensure proper functioning of the offline follow me feature, you have to turn off IP filters or set a new IP filter which includes all the IP addresses of the printing devices, where the follow me jobs can be stored.

9.1.4. Print languages supported by Device Spool

Following print languages are supported by Device Spool:

- PCL XL
- PCL5c
- KPDL
- PDF

9.1.5. Features not supported by Device Spool

- Project Accounting
- Favorite jobs
- Job Roaming

WARNING: While the Device Spool feature is enabled, printing devices that support the feature and have an embedded terminal assigned in MyQ cannot be added to direct queues. On these devices, you can use the direct print option of Device Spool instead.

9.2. Offline Login

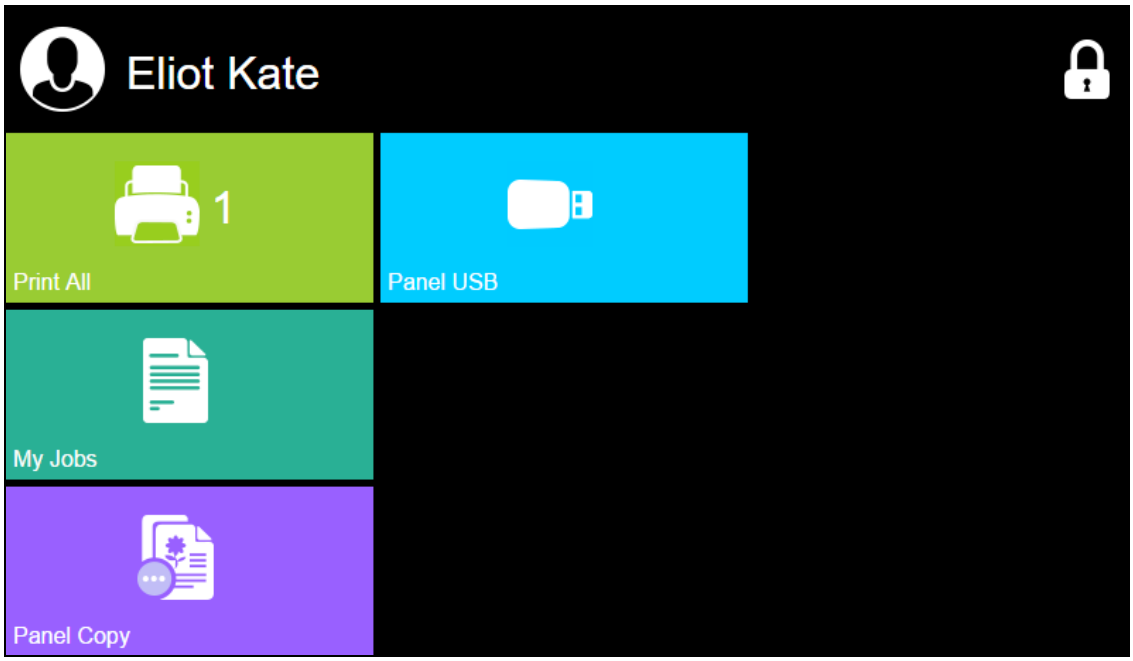


FIGURE 9.6. User home screen with default settings as it is displayed in the offline mode

Proper operation of MyQ depends on 100% reliable network connection. Problem with connection can lead to serious problems — users may not be able to start their user sessions on printing devices and perform any copy, print or scan operations. The **Offline Login** feature prevents such situation. User information including credentials are cached at the device and if the server is unavailable, cached data are used for user authentication. User can log in and perform all the operations that do not require network access to MyQ server.

When combined with Device Spool, the offline login feature offers a robust backup plan for server outage.

NOTICE: Users' credentials are stored for the period set on the MyQ server (See "Offline Login Setup" on the next page.). Users that have not logged within this period are not able to log in once the device switches to the offline mode.

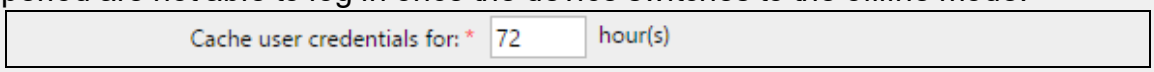


FIGURE 9.7. Users' credentials are cached for the period set under **Cache user credentials for**

9.2.1. Requirements

- UDP broadcasts have to be enabled on the network.
- For optimal run of the Offline Login feature, the SSL only mode should be enabled on server. This mode is activated on the **Network** settings tab, under **Security of communication**.

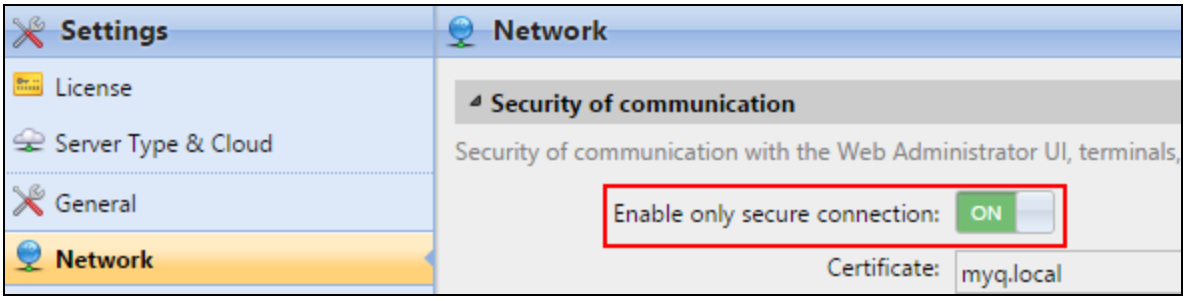


FIGURE 9.8. Changing the security mode on the **Network** settings tab

9.2.2. Offline Login Setup

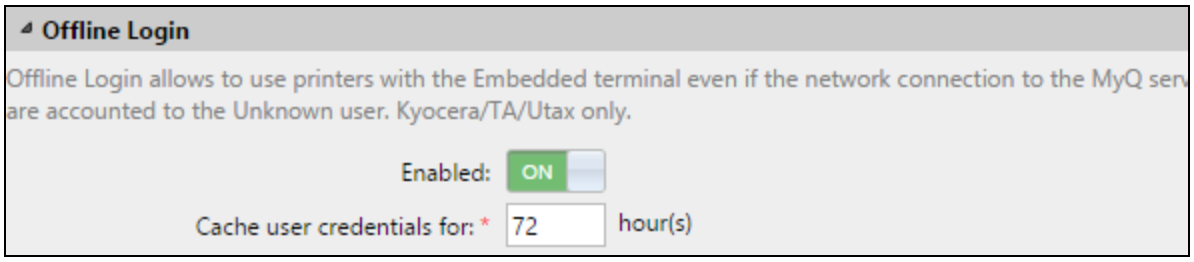


FIGURE 9.9. Offline login settings on the **Printers** settings tab

To open the setup screen, click the **MyQ** icon, click **Settings** on the **MyQ** main menu, and then click **Printers** on the **Settings** menu.

On the **Printers** settings tab, under **Offline Login**, you can activate the feature and change its settings:

- **Enabled** — Click to enable or disable the feature.
- **Cache user credentials for** — The device remembers the credentials for the set time period; after the period ends, users cannot log in the offline mode anymore.

After you change the settings, the **Apply new settings** dialog box appears. Keep the **Reset all terminals** option selected and click **OK**. The settings are then distributed to all connected terminals.

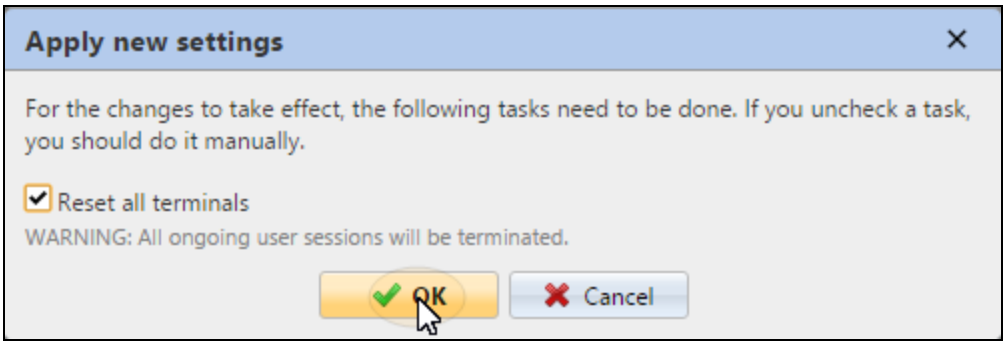


FIGURE 9.10. The terminals need to be reset for the settings to be applied

WARNING: The **Send Result Report** option on the **Notifications/Reports** tab on the printing device Web User Interface should be turned off. Otherwise, when a connection fails during an online session, a report about this event is printed on the printing device and accounted to the logged user. If the **Offline login** feature is off, the printed report is accounted to the ***unknown user** account.

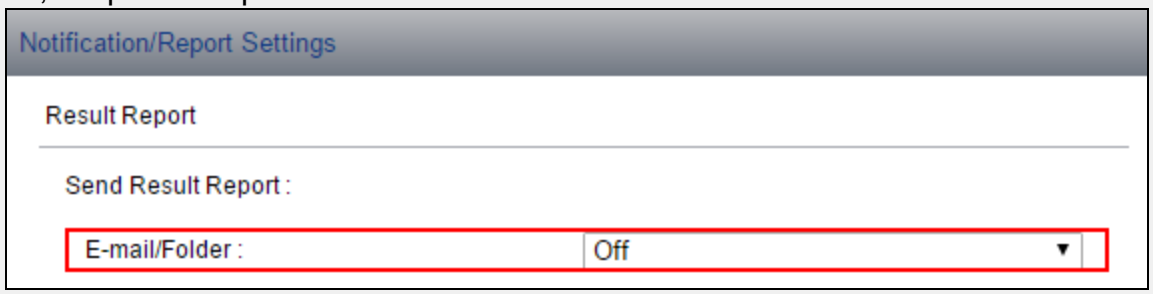


FIGURE 9.11. Notification/Report Settings tab can be found under Management Settings on the printing device Web UI.

9.2.3. Scanning to email via Panel scan in the Offline mode

You can enable users to scan to email even when the MyQ server is offline. In such case, users can log on to the terminal in the Offline mode and use the **Panel scan** action to scan to emails. The terminal remembers the outgoing SMTP server set in MyQ and sends all emails directly to this server.

To enable the feature:

1) Change two settings on the **Network** settings tab of the MyQ Web Interface:

I. On the MyQ Web Interface, open the **Network** settings tab. (Click the **MyQ** icon, then click **Settings** and finally click **Network**.)

II. Under **Security of communication**, activate the **Enable only secure connection** option.

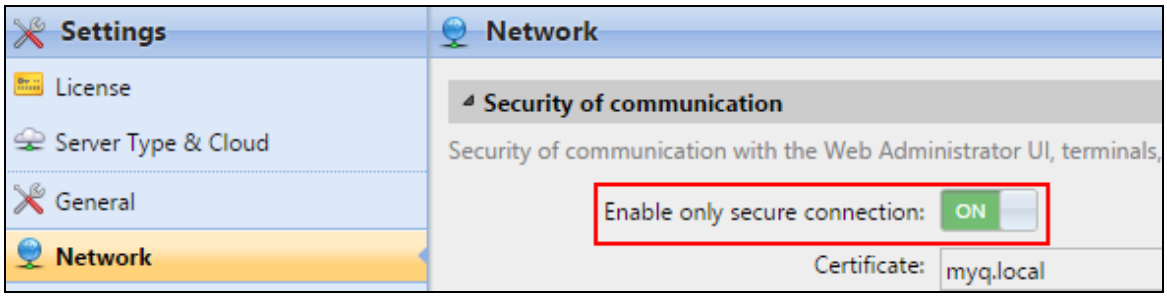


FIGURE 9.12. Changing the security mode on the **Network** settings tab

III. Under **Outgoing SMTP server**, set the **Security** option of the MyQ server to **None**.

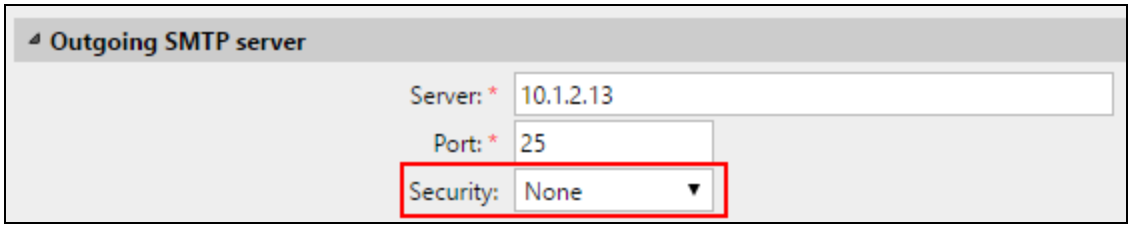


FIGURE 9.13. Setting the **Security** option on the Network settings tab

2) Change the following settings on the Web User Interface of the printing device:

I. **SMTP Server Name** has to be set to **127.0.0.1** (localhost). (See FIGURE 9.14 below.)

II. **SMTP Port** has to be set to **10025**. (See FIGURE 9.14 below.)

III. **Secure Email Connection with SSL/TLS** has to be set to **None**. (See FIGURE 9.15 on the facing page.)

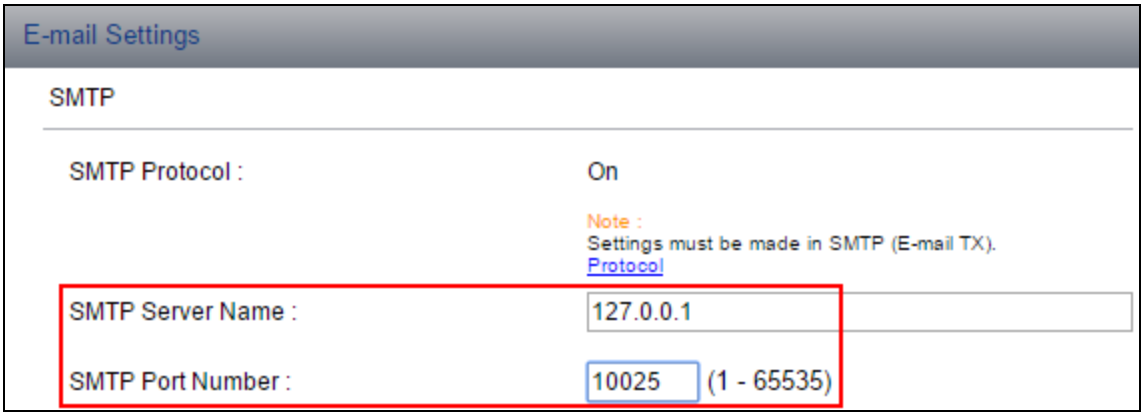


FIGURE 9.14. Setting the SMTP Server Name and SMTP Port Number on the printing device's Web UI

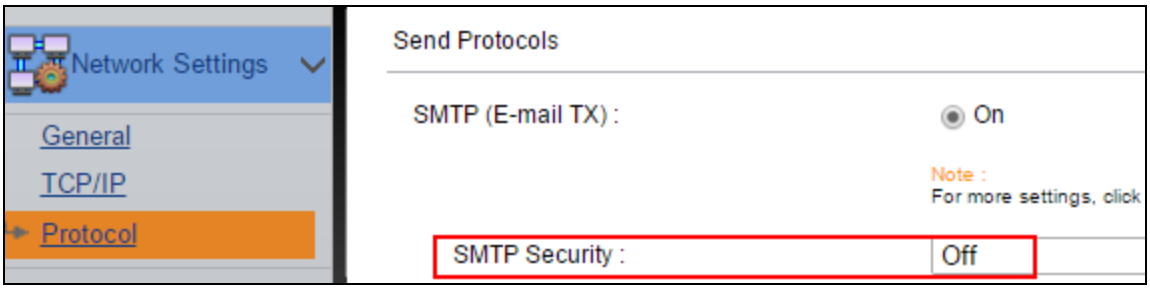


FIGURE 9.15. Setting the SMTP Security on the printing device's Web UI

3) After the settings are changed, at least one scan needs to be sent from any user account in the online mode. After the scan is sent, the offline scanning feature is activated in MyQ.

WARNING: Servers with SSL or StartTLS security cannot be used as the SMTP servers for this feature.

Scanning to email in the Offline mode is supported by the following models:

ECOSYS Series	Color/B&W	Device type
ECOSYS M2640idw	B&W	Multifunction printer
ECOSYS M4226idn	B&W	Multifunction printer
ECOSYS M4230idn	B&W	Multifunction printer
ECOSYS M4125idn	Color	Multifunction printer
ECOSYS M4132idn	Color	Multifunction printer
ECOSYS M8124cidn	Color	Multifunction printer
ECOSYS M8130cidn	Color	Multifunction printer
ECOSYS M8224cidn	Color	Multifunction printer
ECOSYS M8228cidn	Color	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 356ci	Color	Multifunction printer
TASKalfa 357ci	Color	Multifunction printer
TASKalfa 406ci	Color	Multifunction printer
TASKalfa 407ci	Color	Multifunction printer
TASKalfa 2510i	B&W	Multifunction printer
TASKalfa 2520i	B&W	Multifunction printer
TASKalfa 3010i	B&W	Multifunction printer
TASKalfa 3011i	B&W	Multifunction printer
TASKalfa 3212i	B&W	Multifunction printer
TASKalfa 3500i	B&W	Multifunction printer
TASKalfa 3501i	B&W	Multifunction printer
TASKalfa 3510i	B&W	Multifunction printer
TASKalfa 3511i	B&W	Multifunction printer
TASKalfa 4002i	B&W	Multifunction printer
TASKalfa 4012i	B&W	Multifunction printer
TASKalfa 4020i	B&W	Multifunction printer
TASKalfa 4500i	B&W	Multifunction printer
TASKalfa 4501i	B&W	Multifunction printer
TASKalfa 5002i	B&W	Multifunction printer
TASKalfa 5500i	B&W	Multifunction printer
TASKalfa 5501i	B&W	Multifunction printer
TASKalfa 6002i	B&W	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 6500i	B&W	Multifunction printer
TASKalfa 6501i	B&W	Multifunction printer
TASKalfa 7002i	B&W	Multifunction printer
TASKalfa 8000i	B&W	Multifunction printer
TASKalfa 8001i	B&W	Multifunction printer
TASKalfa 8002i	B&W	Multifunction printer
TASKalfa 9002i	B&W	Multifunction printer
TASKalfa 2460ci	Color	Multifunction printer
TASKalfa 2470ci	Color	Multifunction printer
TASKalfa 2551ci	Color	Multifunction printer
TASKalfa 2552ci	Color	Multifunction printer
TASKalfa 3050ci	Color	Multifunction printer
TASKalfa 3051ci	Color	Multifunction printer
TASKalfa 3252ci	Color	Multifunction printer
TASKalfa 3550ci	Color	Multifunction printer
TASKalfa 3551ci	Color	Multifunction printer
TASKalfa 3552ci	Color	Multifunction printer
TASKalfa 4052ci	Color	Multifunction printer
TASKalfa 4550ci	Color	Multifunction printer
TASKalfa 4551ci	Color	Multifunction printer
TASKalfa 5052ci	Color	Multifunction printer
TASKalfa 5550ci	Color	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 5551ci	Color	Multifunction printer
TASKalfa 6052ci	Color	Multifunction printer
TASKalfa 6550ci	Color	Multifunction printer
TASKalfa 6551ci	Color	Multifunction printer
TASKalfa 7052ci	Color	Multifunction printer
TASKalfa 7550ci	Color	Multifunction printer
TASKalfa 7551ci	Color	Multifunction printer
TASKalfa 8052ci	Color	Multifunction printer

9.2.4. Offline login via LDAP server credentials

When the offline login feature is enabled in a MyQ printing environment where LDAP credentials are used for user authentication, information about the LDAP servers, including users' LDAP usernames, are automatically stored on the embedded terminal. In case the connection to the MyQ server is lost, users can log in via their LDAP credentials in the offline mode. Their password is verified against the LDAP server.

Requirements of the LDAP credentials offline login option

- The **login by user name** simple login option has to be selected. This can be set either on the Admin menu of the embedded terminal (See "Changing Login Types" on page 31.), or in the MyQ Terminal Manager (See "Login" on page 39.).
- The **Enable only secure connection** option has to be activated on the MyQ server (See "Changing the security mode on the Network settings tab" on page 190.).
- There must be connection from the printing device to the LDAP server.

10. Accessing the Terminal via the MyQ Mobile Application

If you enable printing device management via mobile application in MyQ, users can unlock terminals and release their print jobs on printing devices via the MyQ mobile application. The easiest way to log in using the mobile application is to scan a QR code, which is displayed on the embedded touch panel. The QR code includes all necessary information to identify the MFP device and the MyQ server, to which the device is connected.

1. On the MyQ Web Interface, open the **Mobile Application** tab. (At the top-left corner, click **MyQ**, then click **Settings**, and finally click **Mobile Application**.)

2. On the **Mobile Application** tab, under **General**, set **Enabled** to **ON**.

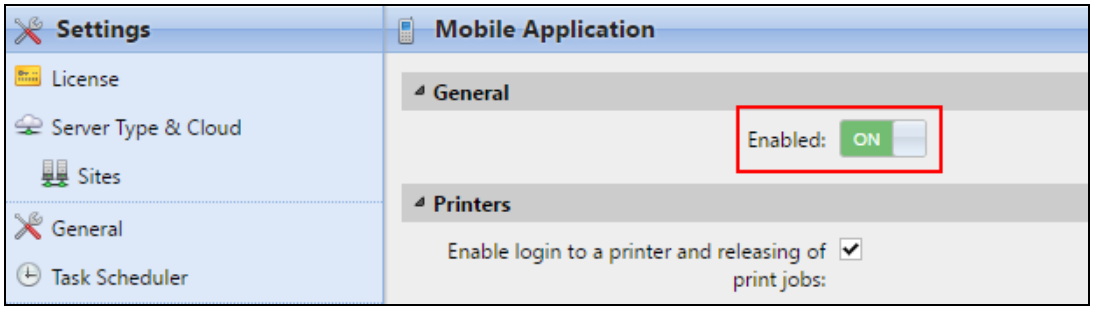


FIGURE 10.1. The Mobile Application settings tab

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

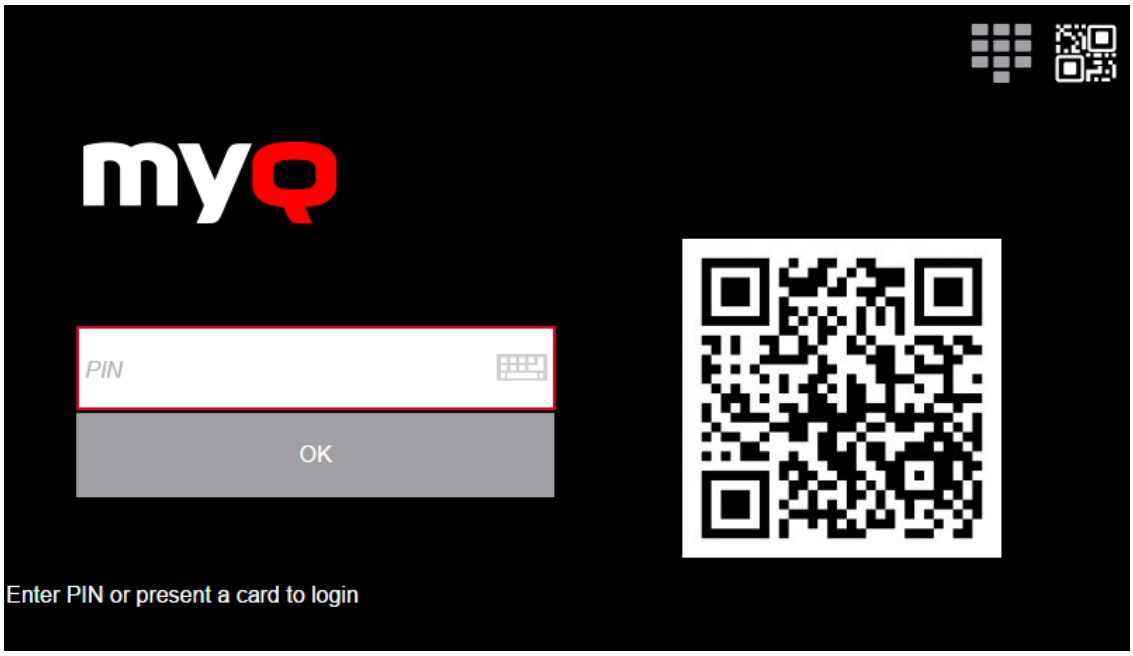


FIGURE 10.2. Login Screen with the QR code for setup of the MyQ mobile application

INFO: MyQ mobile applications are available for Android and iOS operating systems.

11. USB Card Reader Connection

To enable use of a USB card reader on a printing device, the Kyocera Card Authentication Kit (B) has to be activated on the printing device. The Kyocera Card Authentication Kit (B) is an optional plugin for all Kyocera printing devices based on HyPAS technology. If it is enabled and a supported card reader is connected to the USB slot, MyQ can read data acquired by the reader and use them for user identification. For full unlimited version of CAK(B) ask your Kyocera supplier.

INFO: You can run the kit in a demo mode with functionality limited to 30 days; the demo can be executed 3 times on each device.

WARNING: If the CAK(B) is enabled, but no compatible reader is connected to the USB slot, the **ID card reader not connected** permanent error message is displayed on the panel.

Activating Card Authentication Kit (B)

1) Log on the device as the MyQ administrator, open its panel and open its system menu

I. On the terminal's login screen, tap the MyQ icon, and then log on as the MyQ administrator (see "Entering the Admin menu" on page 29).

II. On the **Admin Menu** screen, tap the **Unlock Panel** button. The printing device's default screen opens.

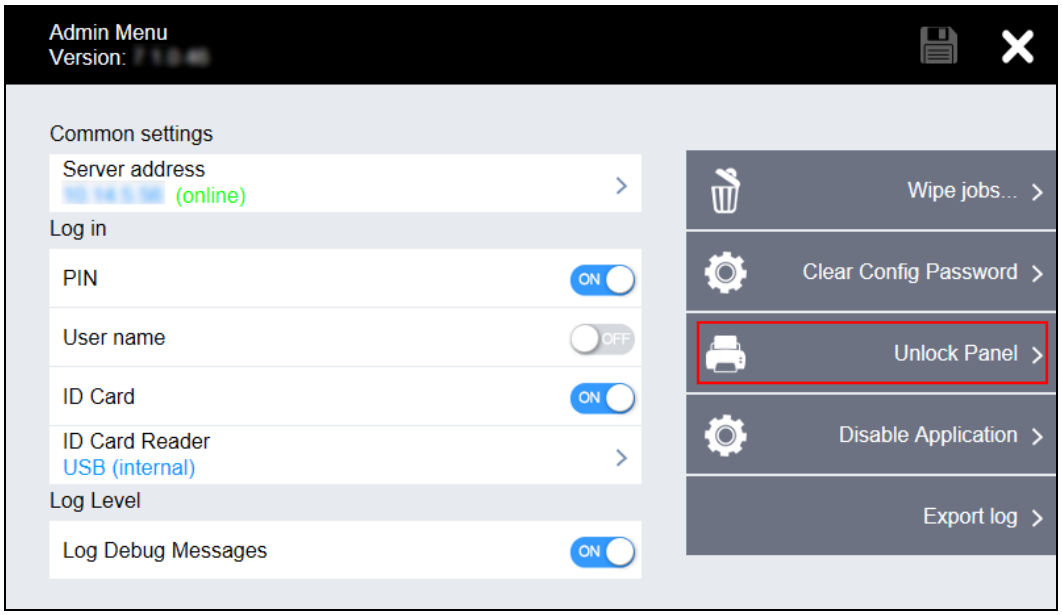


FIGURE 11.1. Unlocking the panel

III. On the upper-left corner of the device physical board, press the **System menu** button (or **System Menu/Counter** button on some devices). The **System Menu** opens.

2) Open the System screen and activate the kit

I. On the **System Menu**, find and tap **System** (or **System/Network** on some devices). The **System** menu opens.

II. On the **System** menu, find and tap **Optional Function**. The **Optional Function** menu opens.

III. On the **Optional Function** menu, select **CARD AUTHENTICATION KIT** and tap **Activate** at the bottom-left corner of the screen. You are prompted to enter the license code for the application.

IV. If you have the CAK(B) license code, enter it and confirm it. If you have no license code and just want to check the functionality, select **Trial**.

12. Update and Uninstallation

12.1. Updating the terminal

Updating terminals is identical to installing new terminals. You need to install the newer installation package (*.pkg) on the terminal or terminals. The older version of MyQ Embedded terminal is automatically updated and all its settings are kept.

To update the Embedded terminal follow these steps:

1. Open the **Printers** settings tab. (Click the **MyQ** icon, then click **Settings**, and finally click **Printers**.)
2. On the tab, under **Embedded terminals installation packages** / **Other brands**, remove the Embedded terminal package, and then add the new package.
3. Open the **Printers** main tab. (Click the **MyQ** icon, and then click **Printers**.)
4. Run remote setup of all devices.

12.2. Uninstalling the terminal

MyQ can be uninstalled or deactivated on the Application menu of the printing device panel. If you choose to deactivate it, you can later reactivate it with its settings restored. The uninstallation (or deactivation) consists of two steps: you have to unlock the panel and then either delete (or deactivate) the MyQ application on the **Application** menu.

NOTICE: Names of the devices terminal menu items and panel buttons may vary.

1) Log on the device as an administrator, open its panel and open its system menu

I. On the terminal's login screen, tap the MyQ icon, and then log on as the MyQ administrator (see "Entering the Admin menu" on page 29)

II. On the **Admin Menu** screen, tap the **Unlock Panel** button (see FIGURE 11.1). The printing device's default screen opens.

III. At the upper-left corner of the device panel, press the **System menu** button (or **System Menu/Counter** button on some devices). The **System Menu** opens.

2) Open the Application menu and delete the MyQ application

I. On the **System Menu**, find and tap **Application** (or **Favorites/Application** on some devices).

II. On the **Application** menu (or **Favorites/Application** menu), tap **Application**. The **Application** sub-menu opens.

III. On the menu, select the **MyQ Embedded** application, and then tap **Menu** at the bottom-left corner of screen. The application menu opens.

IV. On the menu, tap **Delete**, and then tap **Yes** to confirm the action. The application is deleted and the **MFP Panel** default screen opens.

> **NOTICE:** If you want to deactivate the application instead of deleting it, tap **Deactivate** instead of **Delete**.

13. Appendix I — Overview of changes

This topic shows the changes made during revisions of the guide.

Revision 2

Changes in topics

Terminal Actions

- "7.3.5. Scanning to OneDrive for Business": Updated.

14. Business contact

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