myQ X

Kyocera Embedded

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MyQ Kyocera Embedded Terminal 8.1

> ⚠️ **MyQ Kyocera Embedded Terminal 8.1** has reached End of Life.
> The **MyQ Kyocera Embedded Terminal 8.2** update is now available.
> MyQ Kyocera Embedded Terminal 8.2 Documentation & Release Notes
> See the MyQ Product & Support End-of-Life Policy.

The MyQ Kyocera 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 with a single touch, credit, quota, project accounting, and many others. It can communicate with multiple types of USB card readers.

All the files are stored in the MyQ directory and the device exchanges data with MyQ via the HTTPS protocol.

The terminal can be remotely installed from the MyQ Web administrator interface or by directly uploading it on the printing device using a USB flash drive.

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

> 🗐 All changes compared to the previous version are listed in the **change log**.

> ⓘ The guide is also available in **PDF**, along with guides for older supported versions.

1 Basic Information

The MyQ Kyocera 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 with a single touch, credit, quota, project accounting, and many others. It can communicate with multiple types of USB card readers.

All the files are stored in the MyQ directory and the device exchanges data with MyQ via the HTTPS protocol.

The terminal can be remotely installed from the MyQ Web administrator interface or by directly uploading it on the printing device using a USB flash drive.

1.1 Requirements

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

- .NET 4.7.2 or higher needs to be installed on the MyQ print server.
- The latest firmware needs to be installed on the printing device.
- The printing device's IP or Hostname must be valid.
- Kyocera printing devices have to be equipped with either an SSD, HDD, or an SD card to enable the installation of the MyQ embedded terminal.
- The correct time and date must be set on the printing device to avoid issues with the Scan to Me functionality.

> (i) For information about communication protocols and ports, check the MyQ Print Server guide.

2 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-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 P4060dn	B&W	Printer
ECOSYS P8060cdn	Color	Printer
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 Series	Color/B&W	Device type
ECOSYS M3645idn	B&W	Multifunction printer
ECOSYS M3655idn	B&W	Multifunction printer
ECOSYS M3660idn	B&W	Multifunction printer
ECOSYS M3860idn	B&W	Multifunction printer
ECOSYS M3860idnf	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 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 Series	Color/B&W	Device type
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 MA3500cix	Color	Copier
ECOSYS MA3500cifx	Color	Copier
ECOSYS MA4000cix	Color	Copier
ECOSYS MA4000cifx	Color	Copier
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 308ci	Color	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 350ci	Color	Multifunction printer
TASKalfa 351ci	Color	Multifunction printer
TASKalfa 352ci	Color	Multifunction printer
TASKalfa 356ci	Color	Multifunction printer
TASKalfa 357ci	Color	Multifunction printer
TASKalfa 358ci	Color	Multifunction printer
TASKalfa 406ci	Color	Multifunction printer
TASKalfa 407ci	Color	Multifunction printer
TASKalfa 408ci	Color	Multifunction printer
TASKalfa 508ci	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 Series	Color/B&W	Device type
TASKalfa 3511i	B&W	Multifunction printer
TASKalfa 4002i	B&W	Multifunction printer
TASKalfa 4003i	B&W	Multifunction printer
TASKalfa 4004i	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 5003i	B&W	Multifunction printer
TASKalfa 5004i	B&W	Multifunction printer
TASKalfa 5500i	B&W	Multifunction printer
TASKalfa 5501i	B&W	Multifunction printer
TASKalfa 6002i	B&W	Multifunction printer
TASKalfa 6003i	B&W	Multifunction printer
TASKalfa 6004i	B&W	Multifunction printer
TASKalfa 6500i	B&W	Multifunction printer
TASKalfa 6501i	B&W	Multifunction printer
TASKalfa 7002i	B&W	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 7003i	B&W	Multifunction printer
TASKalfa 7004i	B&W	Multifunction printer
TASKalfa 8000i	B&W	Multifunction printer
TASKalfa 8001i	B&W	Multifunction printer
TASKalfa 8002i	B&W	Multifunction printer
TASKalfa 8003i	B&W	Multifunction printer
TASKalfa 9002i	B&W	Multifunction printer
TASKalfa 9003i	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 2553ci	Color	Multifunction printer
TASKalfa 2554ci	Color	Multifunction printer
TASKalfa 3050ci	Color	Multifunction printer
TASKalfa 3051ci	Color	Multifunction printer
TASKalfa 3060ci	Color	Multifunction printer
TASKalfa 3252ci	Color	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 3253ci	Color	Multifunction printer
TASKalfa 3550ci	Color	Multifunction printer
TASKalfa 3551ci	Color	Multifunction printer
TASKalfa 3552ci	Color	Multifunction printer
TASKalfa 3553ci	Color	Multifunction printer
TASKalfa 3554ci	Color	Multifunction printer
TASKalfa 4052ci	Color	Multifunction printer
TASKalfa 4053ci	Color	Multifunction printer
TASKalfa 4054ci	Color	Multifunction printer
TASKalfa 4550ci	Color	Multifunction printer
TASKalfa 4551ci	Color	Multifunction printer
TASKalfa 5052ci	Color	Multifunction printer
TASKalfa 5053ci	Color	Multifunction printer
TASKalfa 5054ci	Color	Multifunction printer
TASKalfa 5550ci	Color	Multifunction printer
TASKalfa 5551ci	Color	Multifunction printer
TASKalfa 6052ci	Color	Multifunction printer
TASKalfa 6053ci	Color	Multifunction printer
TASKalfa 6054ci	Color	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 6550ci	Color	Multifunction printer
TASKalfa 6551ci	Color	Multifunction printer
TASKalfa 7052ci	Color	Multifunction printer
TASKalfa 7054ci	Color	Multifunction printer
TASKalfa 7550ci	Color	Multifunction printer
TASKalfa 7551ci	Color	Multifunction printer
TASKalfa 7353ci	Color	Multifunction printer
TASKalfa 8052ci	Color	Multifunction printer
TASKalfa 8353ci	Color	Multifunction printer
TASKalfa PA4500ci	Color	Multifunction printer
TASKalfa MA3500ci	Color	Copier
TASKalfa MA4500ci	Color	Copier
TASKalfa MZ4000i	B&W	Copier
TASKalfa MZ3200i	B&W	Multifunction printer

3 Supported Card Readers

| Name	Vendor	Additional Information
MyQ-20-TR410U	Elatec	LF reader with standard formats (EM4102, Hitag, Tiris, Pyramid,...).
MyQ-20-TR411U	Elatec	LF reader with advanced formats (HID Prox, Cotag, Indala,...).
MyQ-20-TR420U	Elatec	HF reader with standard formats (Mifare, ISO14443, ISO15693, Felica,...).
MyQ-20-TR450U	Elatec	Dual reader with standard HF and LF formats, SmartCard.
MyQ-20-TR460U	Elatec	Dual reader with standard HF and LF formats.
MyQ-20-TR461U	Elatec	Dual reader with advanced formats (HID Prox, Cotag, Indala,...).
MyQ-20-TR462U	Elatec	Dual reader with advanced formats (HID Prox, Cotag, Indala,...).
MyQ-20-TR470U	Elatec	Dual reader with standard HF and LF formats, Legic Prime
MyQ-20-TR480U	Elatec	Dual reader with standard HF and LF formats, BLE
MyQ-20-TR520U	HID	HF reader with advanced formats (Mifare, ISO14443, ISO15693, iClass, Seos).
MyQ-20-TR530U	HID	Dual reader with advanced formats (HID prox, Indala, iClass, Seos), BLE, compact case.
MyQ-20-TR540U	HID	Dual reader with advanced formats (HID prox, Indala, iClass, Seos).
MyQ-20-TR541U	HID	Dual reader with advanced formats (HID prox, Indala, iClass, Seos), BLE.

Name	Vendor	Additional Information
MyQ-20-TR640U	RFIDeas	Dual reader with standard HF and LF formats.
MyQ-20-TR643U	RFIDeas	Dual reader with standard HF and LF formats, compact case.
Omnikey 5427	HID	Dual frequency reader that supports iCLASS Seos®, iCLASS SE®, iCLASS®, MIFARE®, Indala Prox, and HID Prox.
Omnikey 5127	HID	125 kHz & 13.56 MHz Proximity Reader.

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

4 Before the Installation

Before installing the MyQ Kyocera embedded terminal package on the MyQ Server, the following settings need to be manually changed on the printing device's Web User Interface:

- Go to the Kyocera device Web UI > Network settings > Protocol > Other Protocols: Enhanced WSD, Enhanced WSD over SSL, and set them both to **ON**.
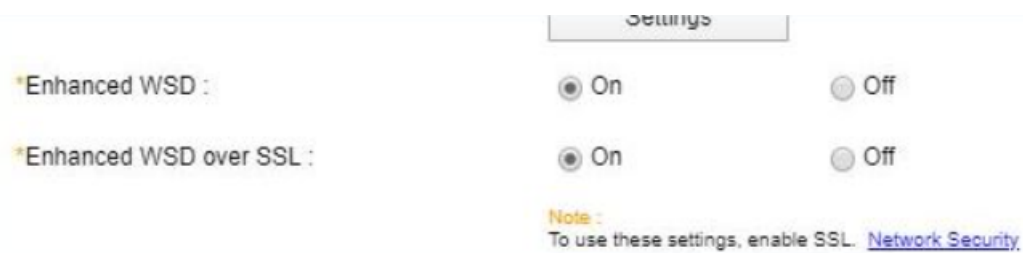
- Go to the Kyocera device Web UI > Security settings > Network Security > Secure Protocol Settings: Enhanced WSD Security, and select **Secure Only (Enhanced WSD over SSL)**.
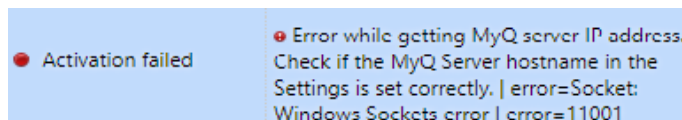
5 Installation

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

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

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

5.1 Remote installation via Printer Discovery

5.1.1 Creating a Printer Discovery

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

- Make sure that printer discovery is **Enabled**.

- Type a **Description** of the printer discovery. This could be the name of a brand, a group, or a combination of printer settings, e.g. Color - Marketing.
- Select the **IP range** setting method: *Manual* or *CSV file.*
    - You can add multiple IP ranges by clicking **+Add**.
    - Selecting the CSV file option opens a field box where you can browse for and add your CSV file.
- Click **Exclude** and enter an IP address you want to exclude from the discovery. Click **+Add** to exclude more.
- **Save the printer address as** either an *IP address*, *Hostname* or *FQDN*.
- If **Initiated by terminal** is checked, when an embedded terminal connects to MyQ and there is no printer with the same IP address, MyQ will execute a Printer Discovery whose IP address range matches the IP address of that terminal.

In the **Printers name template** section, select whether you want to **Set printer name by** *Name template* or *CSV.*
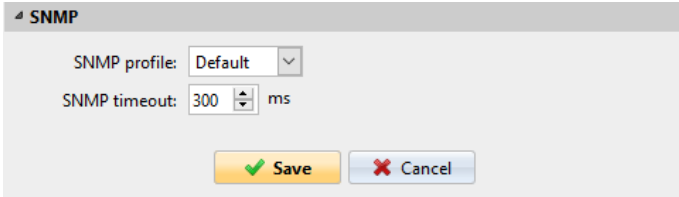
Selecting the *CSV* option opens a field box where you can browse for and add your CSV file. If you select the *Name template* option, you can use the following parameters:

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

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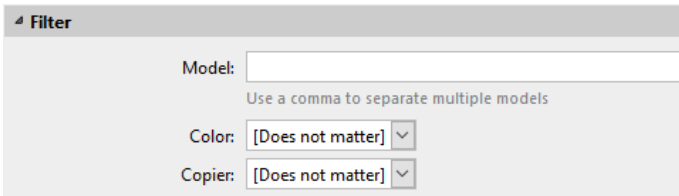

Once you set up the above, click **Save**. The newly created printer discovery appears in the printer discovery overview, in the middle of the window.

5.2 Configuring a Printer Discovery

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

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

5.2.1 Filter section

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

5.2.2 Every run actions

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

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

5.2.3 First run actions

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

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

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

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

5.2.4 Configuration Profiles

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

You can create a new configuration profile in two places:

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

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

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

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

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

- ◦ *PIN* - Users can log in by entering their MyQ PIN.
- ◦ *ID Card* - Users can log in by swiping their ID Card. The ID Card has to be registered on the user's account on the terminal.
- ◦ *User name and password* - Users can log in by entering their MyQ username and password.
- ◦ *ID Card and PIN* - Users have to swipe their ID card, and then enter their MyQ PIN.
- ◦ *ID card and password* - Users have to swipe their ID card, and then enter their password.
- In the **Copier operation panel idle time** field, add a number between *1* and *86400* to set how many idle seconds it will take the panel to automatically log a user out.
- Check the **Automatic configuration** checkbox, so that every new device is automatically configured and the terminal package is installed to it, when activated. If left unchecked, you would need to do these steps manually.
- In the **Guest Account** section, check the **Enabled** checkbox to use a guest account. The setup fields are now editable. Select the **User** you want to associate with the guest account. You can also set what the guest user can see in the embedded terminal once they log in, by choosing one of the options from the **Guest screen** list: *[empty], Topmenu, Copy, Scan, USB, Box, Fax.*

- In the **Advanced** options section you can:

- Set a **Local administration PIN**. This PIN is used for logging in to the terminal's administration screen. Leave it empty to use the terminal's default.
- Check the **Language selection** checkbox, if you want to give the users the ability to change the screen language when they log in to the terminal.
- Check the **Display numeric keypad** checkbox, if you want a numeric keypad to be visible in the terminal's login screen.
- Choose your **ID Card reader type** from *internal* or *external*. An internal card reader is directly connected to the printer. An external one communicates with the server over ethernet.

• Continue with entering the **Administrator user name** and **Administrator password** in the **Printer Credentials** section. They must apply to all the printers in the discovery. If these are left empty or entered incorrectly, the applied actions will fail.

• In the **Network** section:
  - Select an **SNMP profile**.
  - 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 instead, select the **Hostname:..** option. This is set on the MyQ **Network** settings tab, under **General**.
  - Select **Set up IP filters** if you want to receive print jobs only from the MyQ server. 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.

• Click **Save**. You **Configuration Profile** is now ready and can be attached to a **Printer Discovery** and/or to selected printers.

5.3 Additional Settings

The FTP server configuration and the SMTP server configuration are automatically done during the application's installation with remote setup. If the remote setup is

used only for changing the configuration of the terminal, these settings aren't modified.

If those settings were not automatically configured, or if you have manually installed the application, the following settings need to be manually changed on the printing device's Web User Interface:

- In order to use **Easy Scan**, the FTP Server has to be manually configured in the device web UI: Kyocera Web UI > Network settings > Protocol > FTP Client (Transmission).

- In order to use **Panel Scan**, the SMTP server has to be manually configured in the device web UI: Kyocera Web UI > Function settings > Email > SMTP.
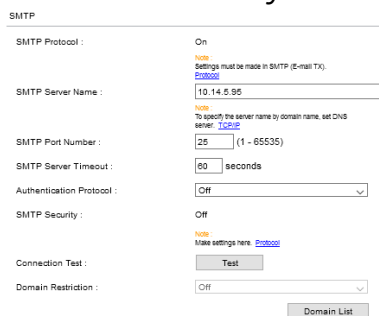
The following settings (available on the printing device web UI) are changed within the remote setup of the printing device:

Setting	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

Setting	Value
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
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

Setting	Value
SLEEP RULE: NETWORK	OFF (On Kyocera devices supporting this setting)
SLEEP RULE: APPLICATION	OFF (On Kyocera devices supporting this setting)

5.4 Remote installation via manual setup

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

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

5.5 Manual installation via USB or a 3rd party app

The second method of the embedded terminal installation is to upload the installation file from a USB flash drive (or a 3rd party tool, like Kyocera Net Viewer) and install the application on the printing device system menu and then install the package on the server, assign it to a configuration profile and activate it. This may be convenient if you need to install the terminal to a small number of devices that you have physical access to.

> ⚠️ 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.

To install:

1. Download the **MyQ_Kyocera_Terminal-x.x.x_packages.zip** file from the MyQ Community portal.
2. Extract the .zip file.
3. Choose the relevant **MyQ_Kyocera_Terminal-x.x.x_.pkg** file, change the file's extension from *.pkg* to *.zip*, and then extract the *.zip* file.
4. Copy the **KyoEmbedded.pkg** file from the extracted folder to the root directory of the USB drive.

5. Once copied, **delete** the **KyoEmbedded.pkg** file from the packages folder and change the **MyQ_Kyocera_Terminal-x.x.x_.zip** file's extension back to **MyQ_Kyocera_Terminal-x.x.x_.pkg**.

6. Install the **KyoEmbedded.pkg** file to the printing device:
   a. On the device operation panel, press the **System menu** button (or **System Menu/Counter** button on some devices). The System Menu opens.
   b. On the System Menu, find and tap **Application** (**Favorites/Application** on some devices). You are prompted to login as an administrator.
   c. Login as the administrator. The Application menu (or Favorites/Application menu) opens. (In case you are asked to select between the **Local** login and the **Network** login, select **Local** before entering the credentials).
   d. On the Application menu (or Favorites/Application menu), tap **Application**. The Application sub-menu opens.
   e. Insert the USB Flash drive with the uploaded installation file, and then tap **+** (or **Add** on some devices) at the upper-right corner of the screen. A dialog box appears, informing about the number of applications that can be installed.
   f. Tap **OK**. The **Add-Application** menu opens with the MyQ Embedded item displayed. (In case a different version of the terminal is already installed on the device, **Update Program** is displayed next to the application name. If you update the terminal, its version is changed but all settings are preserved).
   g. Select the MyQ Embedded item, tap **Install** at the bottom-left corner of the 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** at the bottom of the screen to safely remove your USB flash drive.
   h. Back on the **Add-Application** menu, tap **End**.

7. Install and activate the package on the server:
   a. Go to **MyQ, Settings, Printers**; Under **Terminal Packages** click **+Add** and upload the **MyQ_Kyocera_Terminal-x.x.x_.pkg** package file.
   b. Create a Configuration profile.
   c. Activate the printer (go to **MyQ, Printers**; Right-click on the printer and click **Activate**).

8. Activate the application on the terminal:
   a. On the **Application** menu, select the MyQ Embedded item and tap **Menu** at the bottom-left corner. The application menu opens.
   b. On the menu, tap **Activate**, and then tap **Yes** to confirm the activation. The terminal initial screen opens after a while.
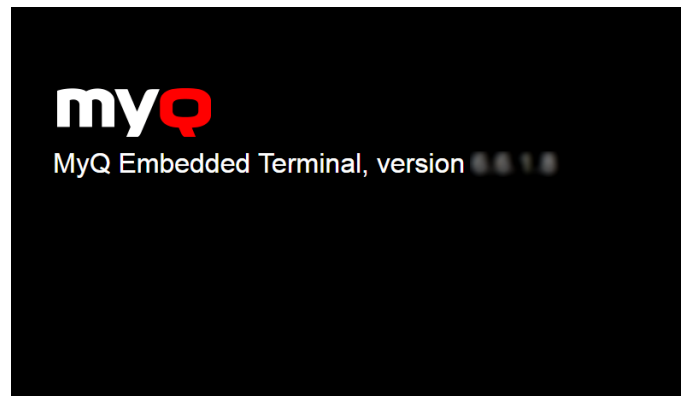
5.6 Device Activation via WiFi card

It is possible to activate a device using a WiFi card, when the WiFi card includes a complete SNMP protocol.

An embedded terminal can also be used with the WiFi card, as long as the WiFi card is able to access HyPAS.

Currently supported WiFi cards with complete SNMP protocol and access to HyPAS:

- IB-35
- IB-36

5.7 Changing login methods

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

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

To change the login type:

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

5.8 Selecting languages

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

The default language:

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

The user's language:

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

5.9 Monitor Terminal Availability

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

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

6 Admin Menu

From the terminal **Admin Menu** you can administer the terminal and change its settings. The available actions are: Change log level, Export log, Wipe jobs, Clear Config Password, Unlock Panel, Disable Application.

> ⓘ The **Server address** and **Log in** options are not editable here. You can modify these settings during the terminal's remote installation in the MyQ Web administrator interface.
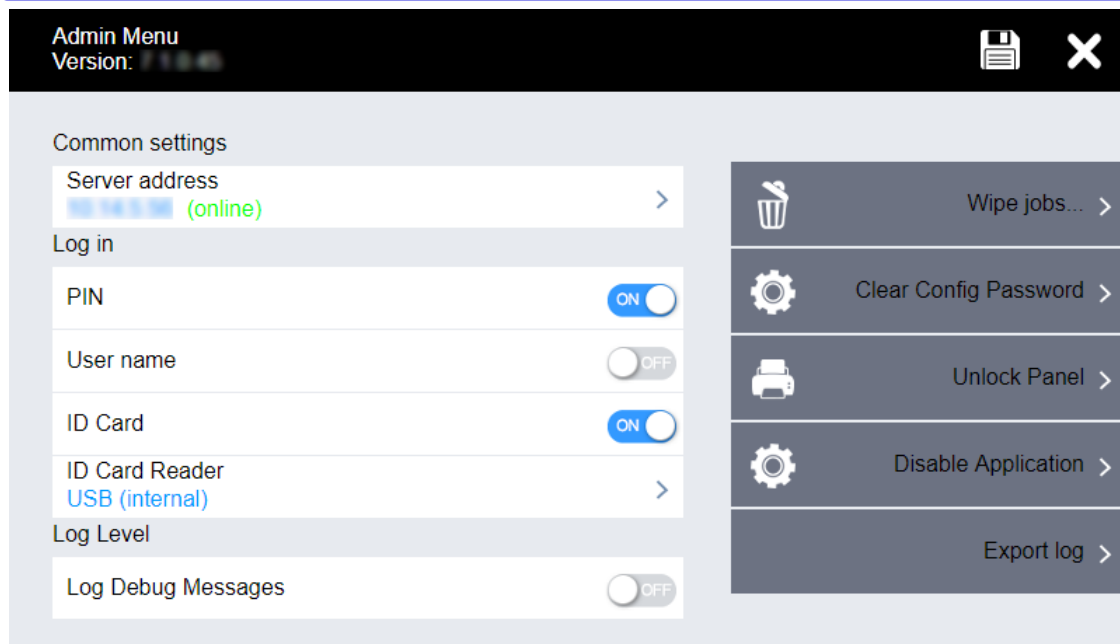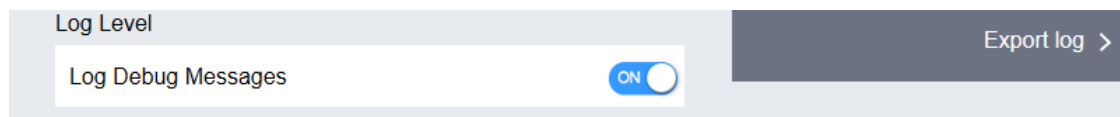

6.1 Entering the Admin menu

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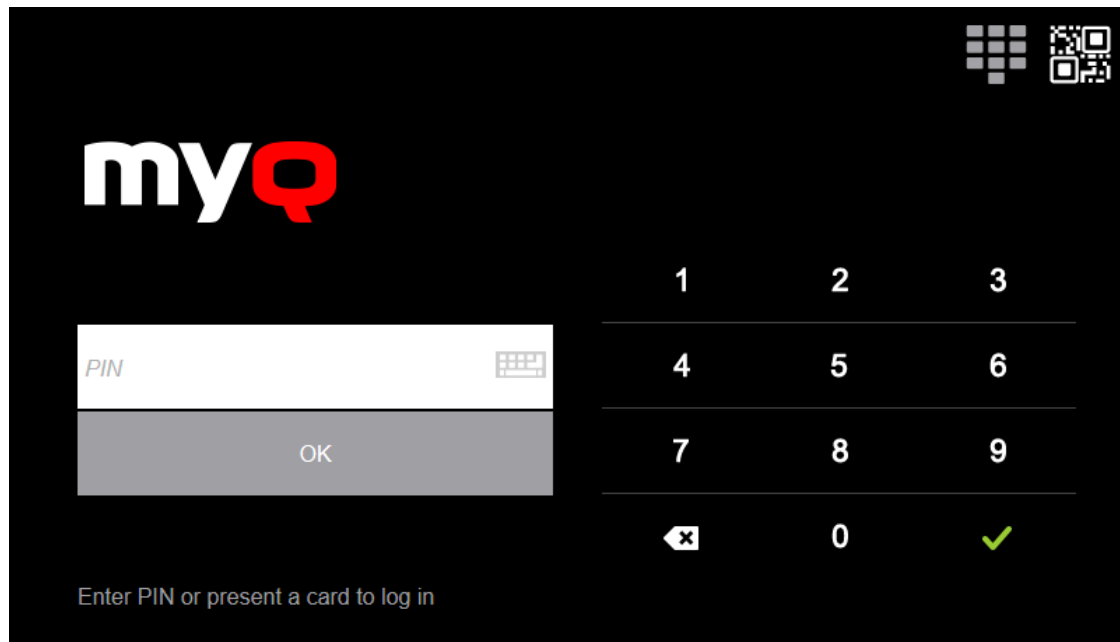
6.2 Changing Log Level

Under the **Log Level** setting you can enable to **Log Debug Messages**. If the setting is enabled, the terminal will generate additional log information for auditing and troubleshooting purposes.

6.3 Exporting the Log

If MyQ Support asks you to provide the embedded terminal's log, you can do so using a USB Flash drive.

To export the terminal log, insert the USB Flash drive on the device and tap **Export log** on the Admin Menu.

The log file is exported and uploaded to the USB.

6.4 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 home screen, tap **Wipe jobs** on the upper-right side. The following window opens:
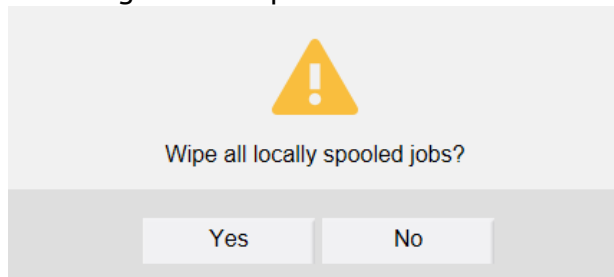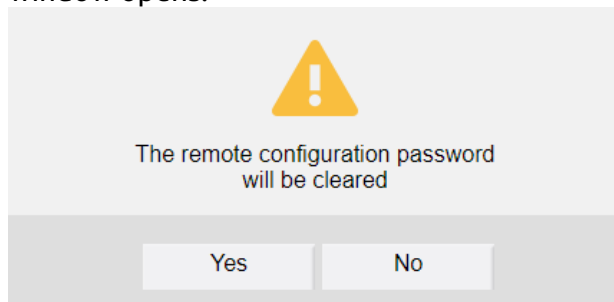

2. To delete the locally spooled jobs, tap **Yes**. The Admin Menu reopens

6.5 Clear Config Password

If you want to reset the remote configuration password, do the following:

1. On the Admin Menu home screen, tap **Clear Config Password**. The following window opens:

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

6.6 Unlock Panel

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

When you open the device's panel using the **Unlock panel** button, you are automatically granted administrative rights to all of its settings.

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.

By unlocking the panel you can also access the printing device's **Application** menu and uninstall the embedded terminal.

6.7 Hiding the native Copy and Scan buttons

After tapping Unlock Panel, press **System menu** (or **System menu/Counter**) to access **Device Settings**, where you can hide the native Copy and Scan (send) buttons that are present by default from the manufacturer in the upper-left corner on the terminal screen.

In **Device Settings**, go to **Function Key Assignment** and set all **Keys** to *NONE* (the first option on the list). (This applies to all Kyocera devices with a touchscreen (without a hardware keyboard)).

6.8 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 the 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.

To disable the terminal:

1. On the Admin Menu tap **Disable Application**. The following window opens:
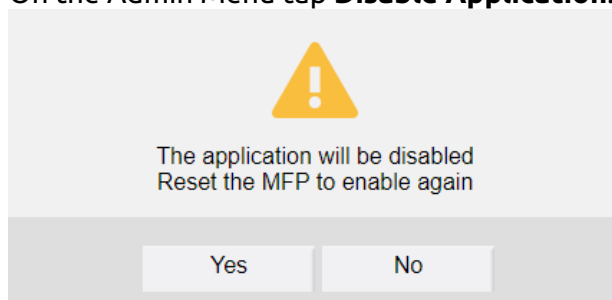
2. Confirm by tapping **Yes**. The terminal is disabled and the printing device's default screen opens.

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

To re-enable the terminal:

To re-enable 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.

7 Licenses

The total number of embedded terminals that can run at the same time is equal to the number allowed by the embedded terminal licenses. If the number of embedded licenses at the server is exhausted, the terminal is deactivated. As a result, users cannot log in to this terminal and the **Login failed/Access denied** message appears on the terminal.
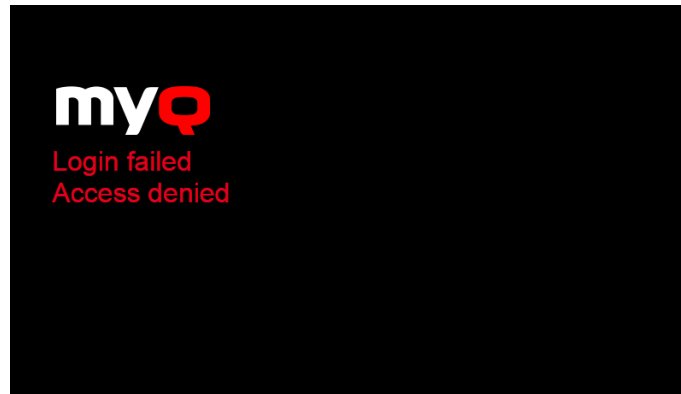
To regain access to the terminal, you can add a new license or deactivate one of the currently activated terminals and then, reactivate the printing device on the MyQ Web administrator interface.

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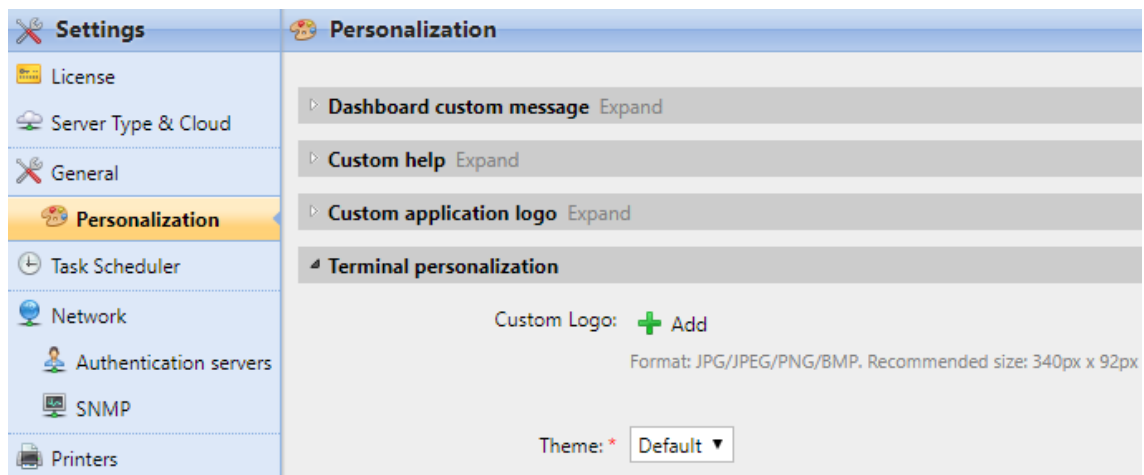
8 Personalization

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

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

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

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

8.1 Changing logo

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

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

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

8.2 Changing themes

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

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

Creating custom themes

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

Installation of MyQ terminal panel themes

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

9 Terminal Actions

This topic discusses basic features of the terminal and shows you how to manage them on the **Terminal Actions** settings tab on the MyQ Web administrator interface. The features are called actions and can be accessed from action nodes on the terminal.
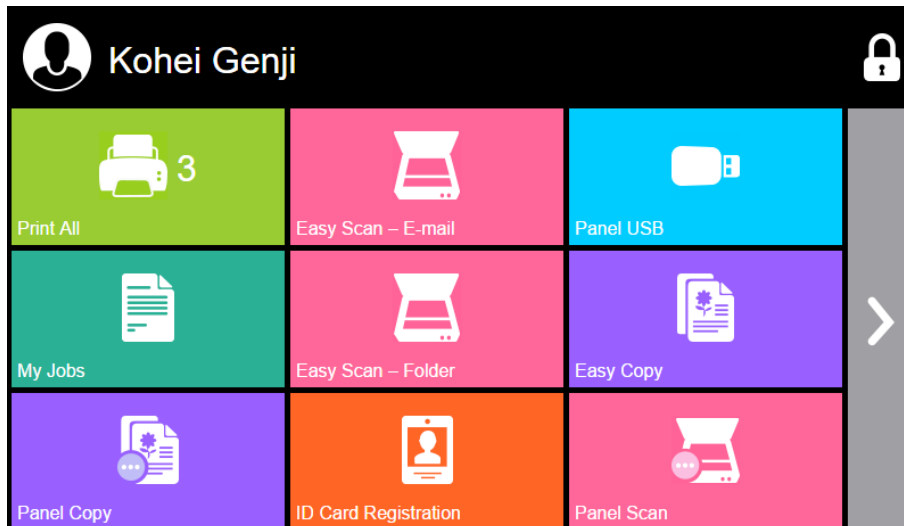
The action nodes correspond to buttons on the printing device display. On the MyQ Web administrator interface, you can configure the layout of the display screen, as well as the behavior of each button. Therefore, you are free to choose any combination of available actions and their positions on the screen. The layout is displayed on a WYSIWYG (*What You See Is What You Get*) terminal preview and can be configured there.

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

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

> 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 ending.

9.1 Available terminal action nodes

The available terminal action nodes are:

- Print all

- My Jobs
- Easy Scan
- Easy Copy
- Unlock Panel
- Panel Copy
- Panel Scan
- Panel USB
- USB Print
- USB Scan
- Edit Account
- ID Card Registration
- Recharge Credit
- Folder
- Custom Box
- ID Card Copy
- External Workflow

9.1.1 Print all

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

Print all jobs after logging in

As an alternative to the **Print All** terminal action, you can use the **Print all jobs after logging in** feature. Once enabled on the **Printers & Terminals** settings tab, under **General**, all the user's jobs are printed immediately after they log in to an embedded terminal. This way, the user does not have to tap the **Print all** button to print the jobs.
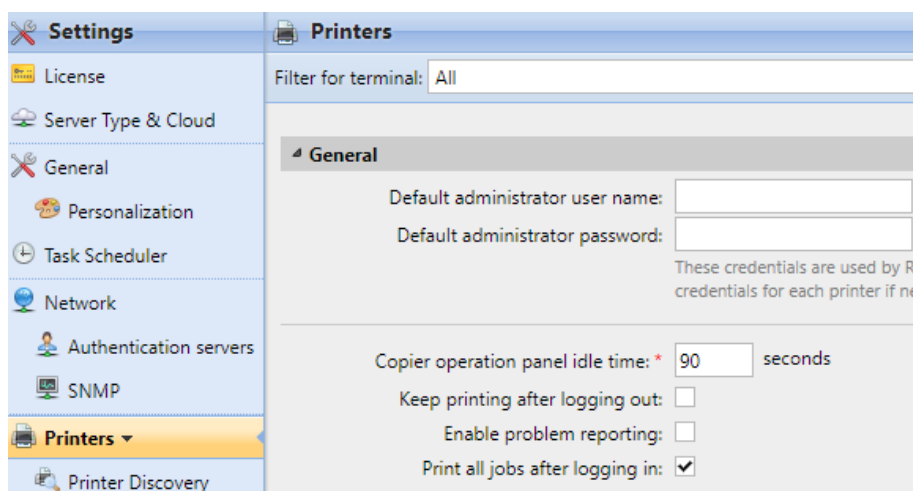
Even if the **Print all jobs after logging in** option is selected on the server, users can disable the feature on the embedded terminal before they log in. This way, each user can individually decide if they want to print the jobs automatically or manually via the **Print all** button.

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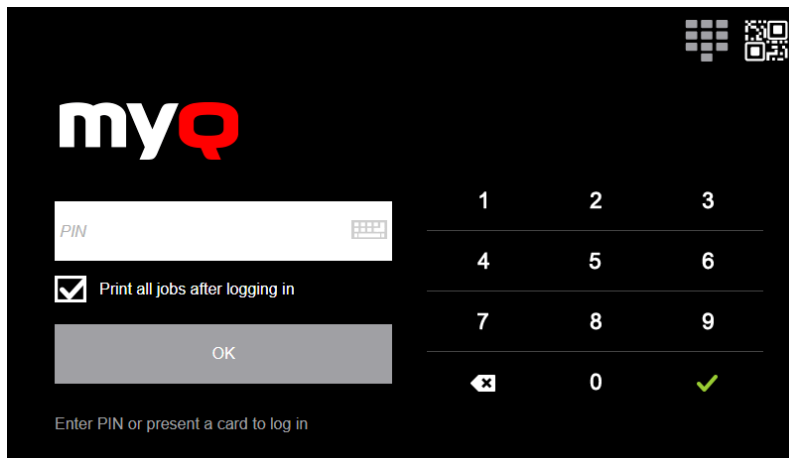
9.1.2 My Jobs

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

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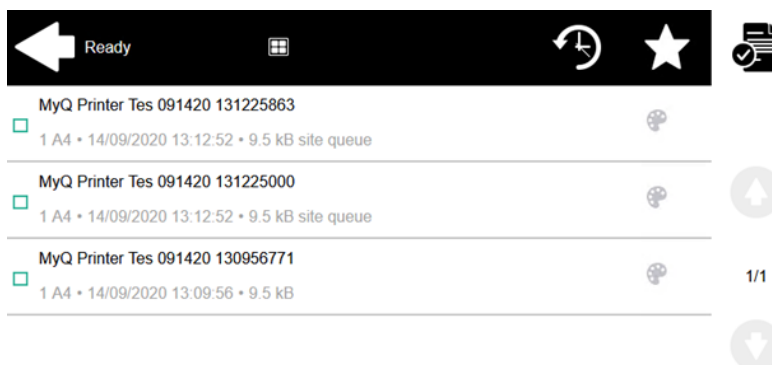

Job Filters

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

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

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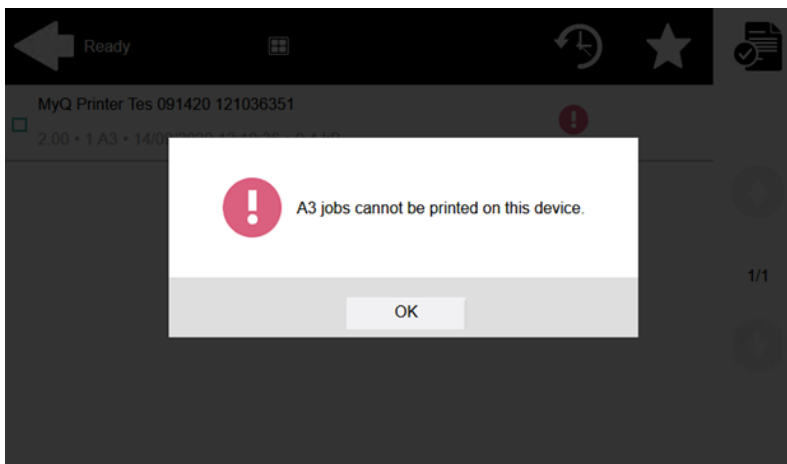
Managing jobs on the My Jobs screen

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

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

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

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

Job Roaming

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

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

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

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

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

9.1.3 Easy Scan

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

For more details, check Easy Scan settings.

9.1.4 Easy Copy

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

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

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

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

Easy Copy Parameters

- **Copies** - Predefine the number of copies to be available *1-99*.
- **Color** - Color scale of the outgoing file. You can select from the following options:
    - Color
    - Monochrome
    - Automatic
    - Default
- **Duplex** - Simplex and Duplex scanning options. You can select from the following options:
    - Single Sided
    - Duplex
    - 1-sided to 2-sided
    - 2-sided to 1-sided
    - Default
- **Original Orientation** - Determines the page's orientation in the outgoing file. The paper's position is relative to the person standing at the printing device. You can select from the following options:
    - Top Edge on Top: The page is displayed in a horizontal position (top edge of the page opposite to the person)
    - Top Edge on Left: The page is displayed in a vertical position (top edge of the page on the left hand side of the person)
    - Default
- **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
  - ◦ Statement
  - ◦ Oficio II
  - ◦ Default
- **Magnification** - With this parameter, you can determine the size of the copy. This way, you can make it smaller or larger than the original file. You can select from the following options:
  - ◦ Default
  - ◦ Same as original
  - ◦ A3
  - ◦ A4
  - ◦ A5
  - ◦ A6
  - ◦ B4
  - ◦ B5
  - ◦ B6
  - ◦ Folio
  - ◦ Ledger
  - ◦ Letter
  - ◦ Legal
  - ◦ Statement
- **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

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 M3540idn	B&W	Multifunction printer
ECOSYS M3550idn	B&W	Multifunction printer
ECOSYS M3560idn	B&W	Multifunction printer
ECOSYS M3860idn	B&W	Multifunction printer
ECOSYS M3860idnf	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 M6235cidn	Color	Multifunction printer
ECOSYS M6526cidn	Color	Multifunction printer
ECOSYS M6535cidn	Color	Multifunction printer
ECOSYS M6630cidn	Color	Multifunction printer

ECOSYS Series	Color/B&W	Device type
ECOSYS M6635cidn	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 3010i	B&W	Multifunction printer
TASKalfa 3011i	B&W	Multifunction printer
TASKalfa 3212i	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 4003i	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 5003i	B&W	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 5501i	B&W	Multifunction printer
TASKalfa 6002i	B&W	Multifunction printer
TASKalfa 6003i	B&W	Multifunction printer
TASKalfa 6501i	B&W	Multifunction printer
TASKalfa 7002i	B&W	Multifunction printer
TASKalfa 7003i	B&W	Multifunction printer
TASKalfa 8001i	B&W	Multifunction printer
TASKalfa 8002i	B&W	Multifunction printer
TASKalfa 8003i	B&W	Multifunction printer
TASKalfa 9002i	B&W	Multifunction printer
TASKalfa 9003i	B&W	Multifunction printer
TASKalfa 266ci	Color	Multifunction printer
TASKalfa 306ci	Color	Multifunction printer
TASKalfa 307ci	Color	Multifunction printer
TASKalfa 308ci	Color	Multifunction printer
TASKalfa 350ci	Color	Multifunction printer
TASKalfa 351ci	Color	Multifunction printer
TASKalfa 356ci	Color	Multifunction printer
TASKalfa 357ci	Color	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 406ci	Color	Multifunction printer
TASKalfa 407ci	Color	Multifunction printer
TASKalfa 2551ci	Color	Multifunction printer
TASKalfa 2552ci	Color	Multifunction printer
TASKalfa 2553ci	Color	Multifunction printer
TASKalfa 3051ci	Color	Multifunction printer
TASKalfa 3252ci	Color	Multifunction printer
TASKalfa 3253ci	Color	Multifunction printer
TASKalfa 3551ci	Color	Multifunction printer
TASKalfa 3552ci	Color	Multifunction printer
TASKalfa 3553ci	Color	Multifunction printer
TASKalfa 4052ci	Color	Multifunction printer
TASKalfa 4053ci	Color	Multifunction printer
TASKalfa 4551ci	Color	Multifunction printer
TASKalfa 5052ci	Color	Multifunction printer
TASKalfa 5053ci	Color	Multifunction printer
TASKalfa 5551ci	Color	Multifunction printer
TASKalfa 6052ci	Color	Multifunction printer
TASKalfa 6053ci	Color	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 6551ci	Color	Multifunction printer
TASKalfa 7052ci	Color	Multifunction printer
TASKalfa 7551ci	Color	Multifunction printer
TASKalfa 7553ci	Color	Multifunction printer
TASKalfa 8052ci	Color	Multifunction printer
TASKalfa 8553ci	Color	Multifunction printer

9.1.5 Unlock Panel

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

9.1.6 Panel Copy

Opens the printing device's copy screen.

9.1.7 Panel Scan

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

MyQ is able to automatically send scanned documents to a specified folder or email belonging to the scanning user, with the **Scan to Me** feature. To set up **Scan to Me**, go to the **Scanning & OCR** settings tab, under **General** and **Enable scanning**.

You can also change the subject and message of the email with the scanned document there. As the sender of the document, you can select either the email of the logged user or the default sender email set on the **Network** settings tab, under **Outgoing SMTP server**.

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

Set SMTP on the printing device

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

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

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

Set the destinations for the MyQ users on the MyQ server

On the properties panel of each individual MyQ user, you can set the destinations using three options: **Sending scans to the user's primary email, Sending scans to other predefined emails, Storing scans to the user's scan folder**.

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

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

Email addresses for Scan to Me

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

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

Predefined list of the MyQ destinations on the printing device

The default addresses for the e-mail destination (*email@myq.local*) and the folder destination (*folder@myq.local*) must be registered via the device's web UI, in the **Address Book** tab.
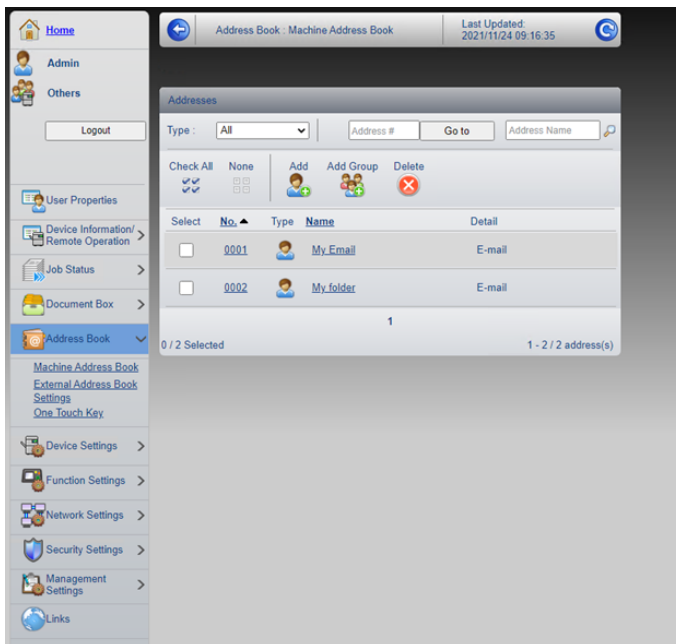
Once added, you can see the following destinations on the terminal:

- **My Email** is a shortcut for scanning to *email@myq.local*.
- **My folder** is a shortcut for scanning to *folder@myq.local*.
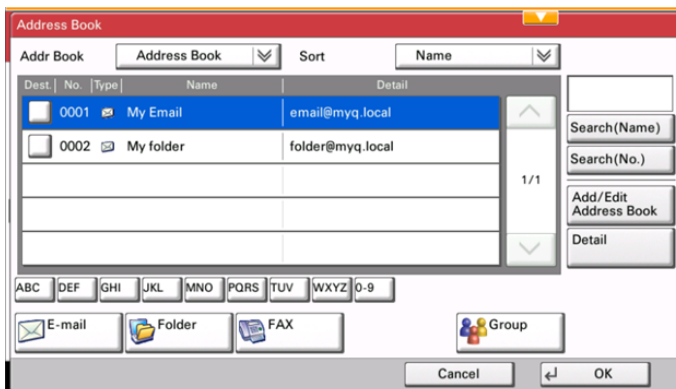
9.1.8 Panel USB

Opens the printing device's USB screen.

9.1.9 USB Print

Opens the printing device's USB screen, where you can print files from a USB drive.

9.1.10 USB Scan

Opens the printing device's USB screen, where you can scan to a USB drive.

9.1.11 ID Card Registration

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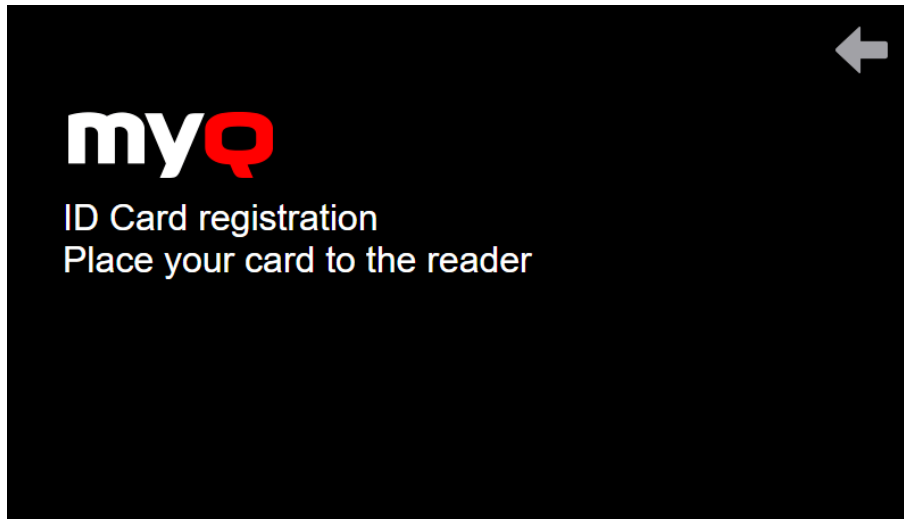
9.1.12 Edit Account

To be able to use all the features of this terminal action, go to the **Users** settings tab (**MyQ, Settings, Users**) and under **General**, select the **Enable user profile editing** option.
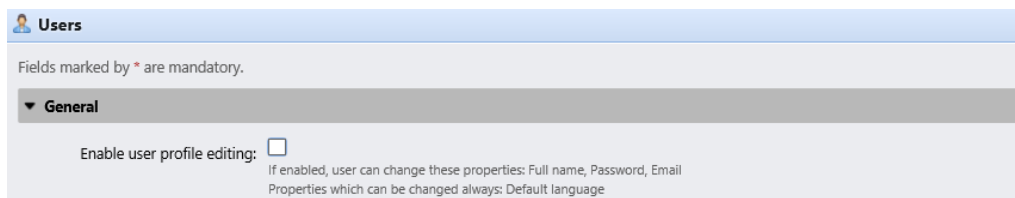
By tapping the **Edit account** action, the logged user can open their user profile screen, where they can change their **Full name**, **Password**, **Email** and **Default language**. After the change is submitted, the database entry is changed and the new values are set. The changes are applied the next time the user logs in.

9.1.13 Recharge Credit

This action enables recharging credit on the terminal.

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

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

9.1.14 Folder

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

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

9.1.15 Custom Box

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

The Custom Box feature has to be available on the printing device.

9.1.16 ID Card Copy

By tapping this action, users can create a copy, where both sides of an ID card are printed on a single page.

They can set the following parameters:

- **Copies** - Number of printed copies.
- **Color** - Select from color, monochrome or gray scale.

9.1.17 External workflow

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

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

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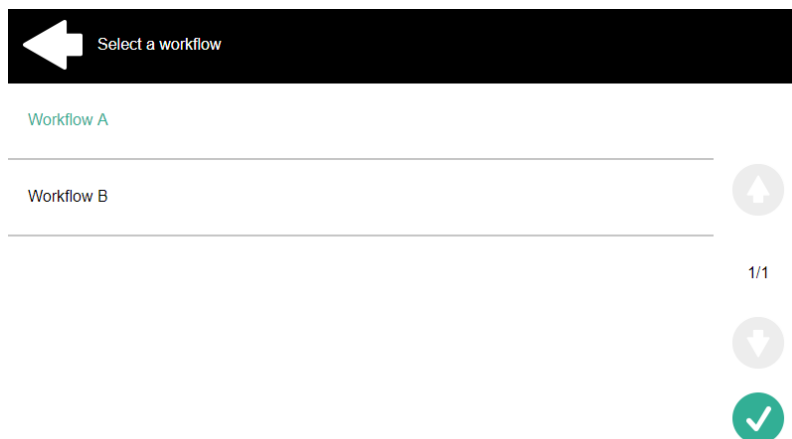
ScannerVision

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

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

Installation

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

To install the ScannerVision server:

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

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

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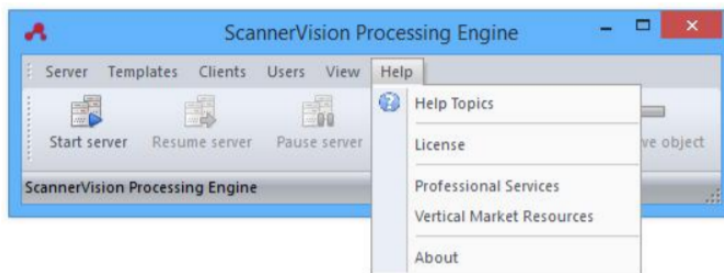
3. Click **Detailed License Information**.

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

Configuration in ScannerVision

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

Network Settings

1. Open ScannerVision. Settings is shown by default.
2. Click **Network Server Settings** in the Module View.
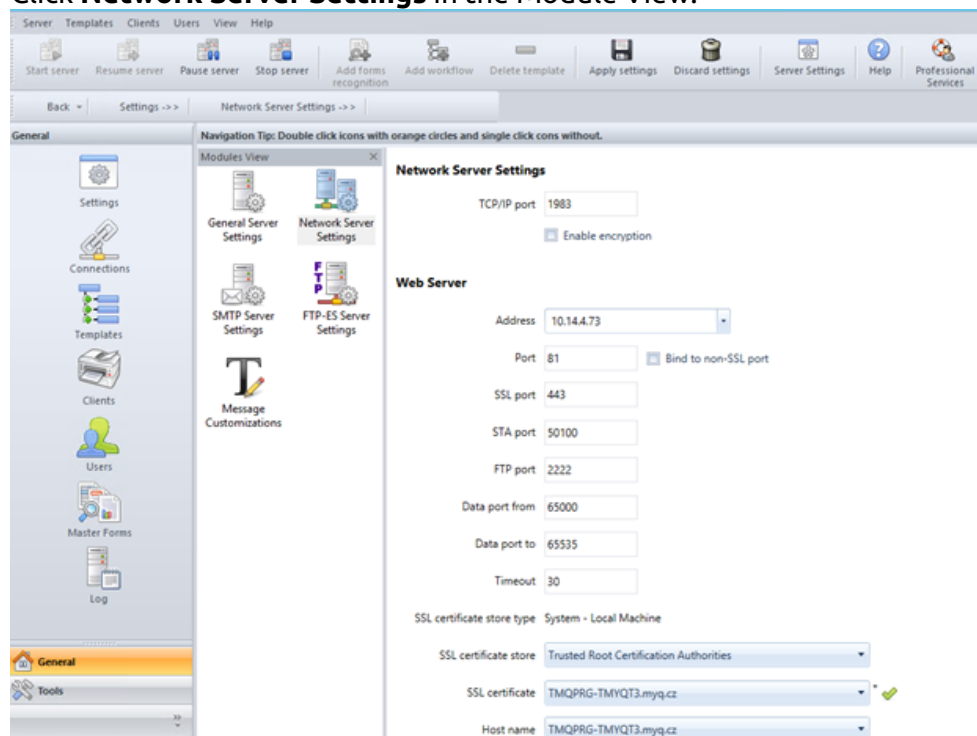
3. Add the IP address or hostname of the ScannerVision Web Server in the **Address** field.
4. Change the preset ports if necessary.
5. Enable/disable non SSL.
6. Configure the FTP-ES server settings:
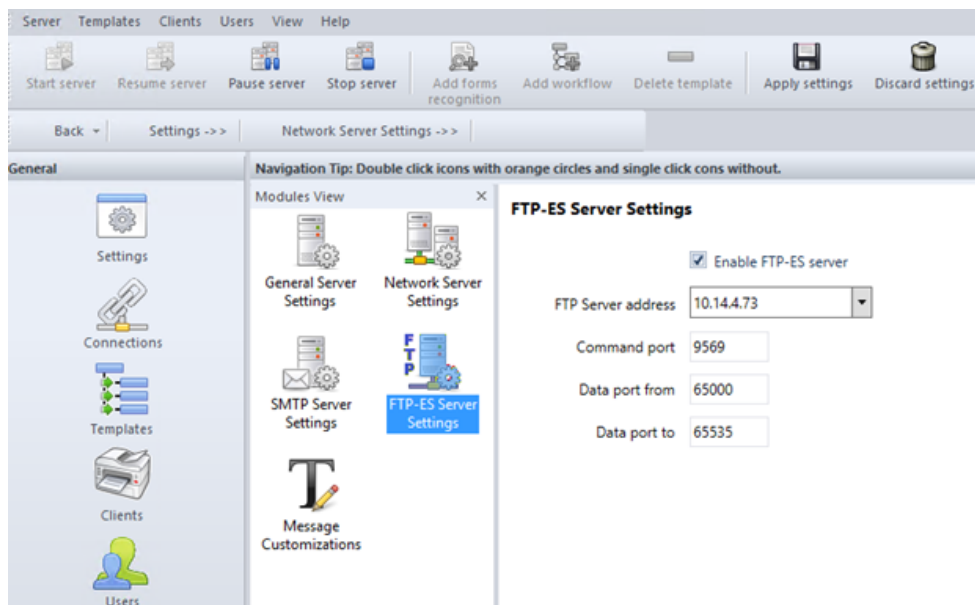
7. **Save** your settings.

Templates setup

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

To add a new template:

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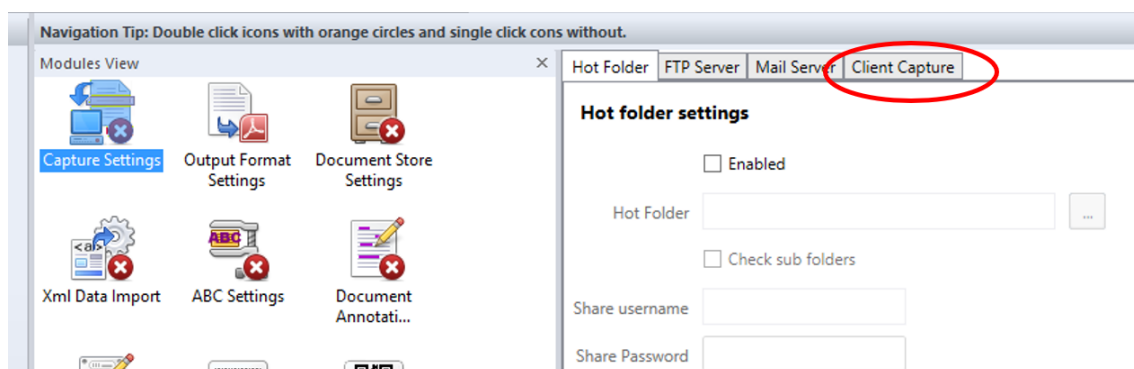
Adding Questions on a Template

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

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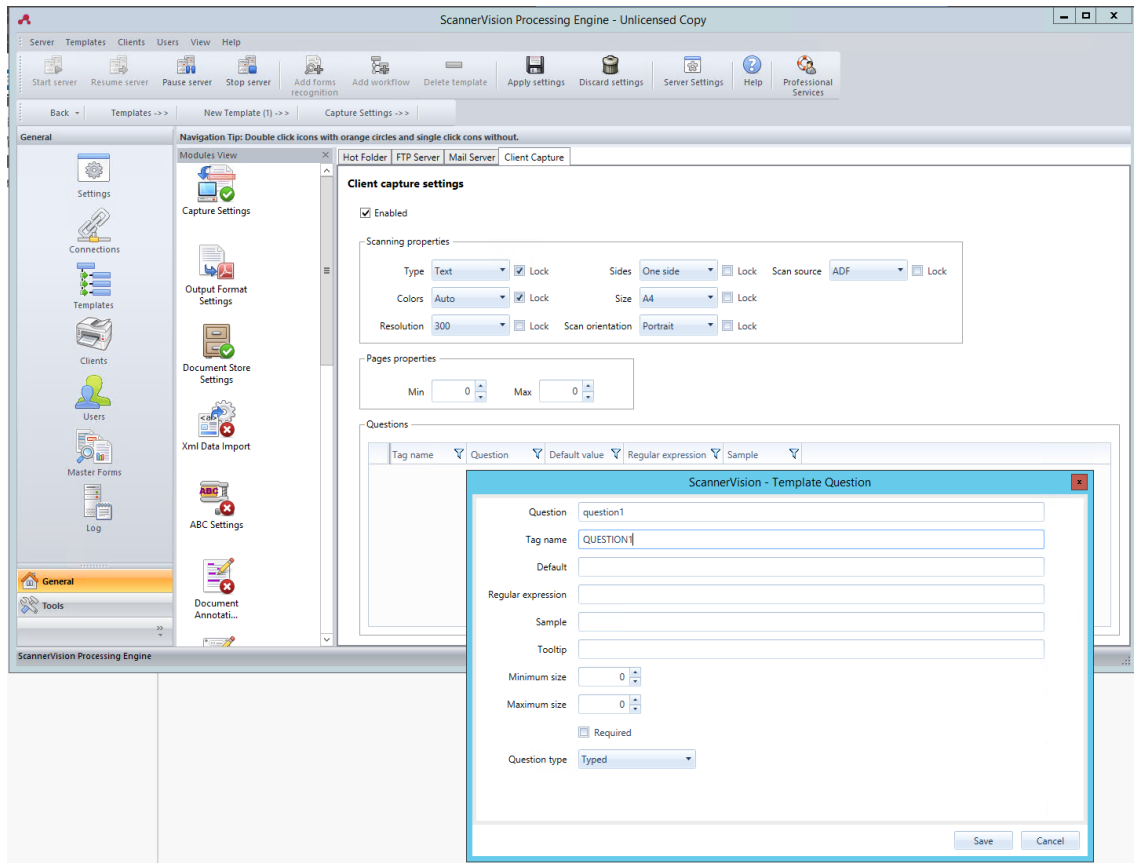
Adding a Picklist to a Question

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

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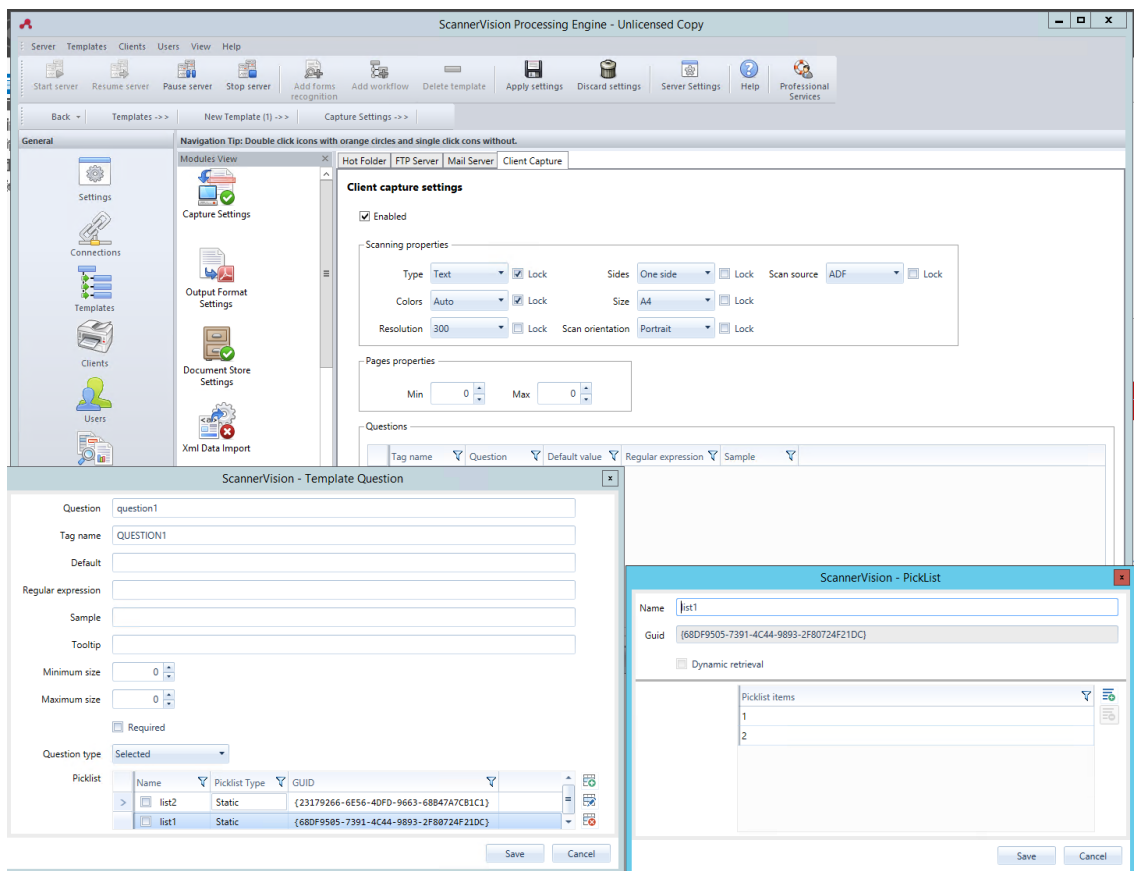
Clients Setup

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

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

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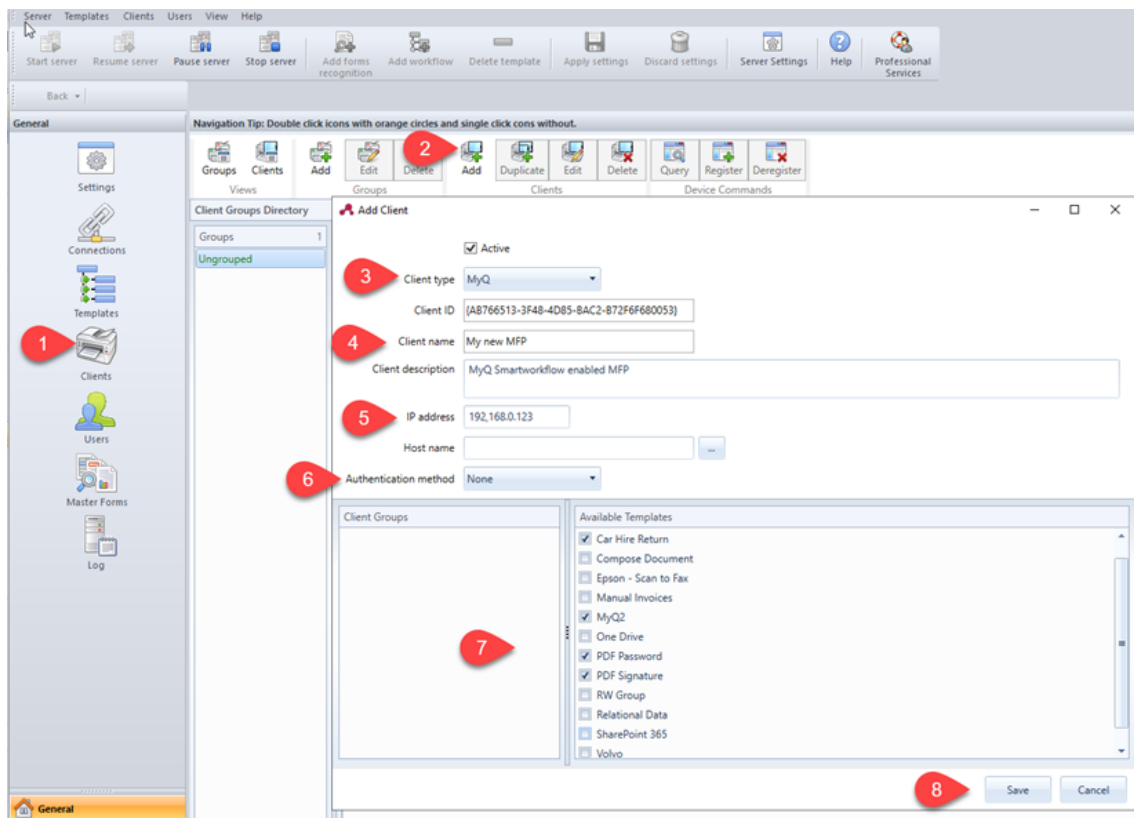
Users setup

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

Users also need to have templates assigned to them.

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

1. Make sure that the **User name** matches the MyQ user name (if users were manually added).
2. Make sure that the **Email address** matches the MyQ user's email address (if users were manually added).
3. Select templates for the user from the **Available Templates**.
4. Click **Save**.
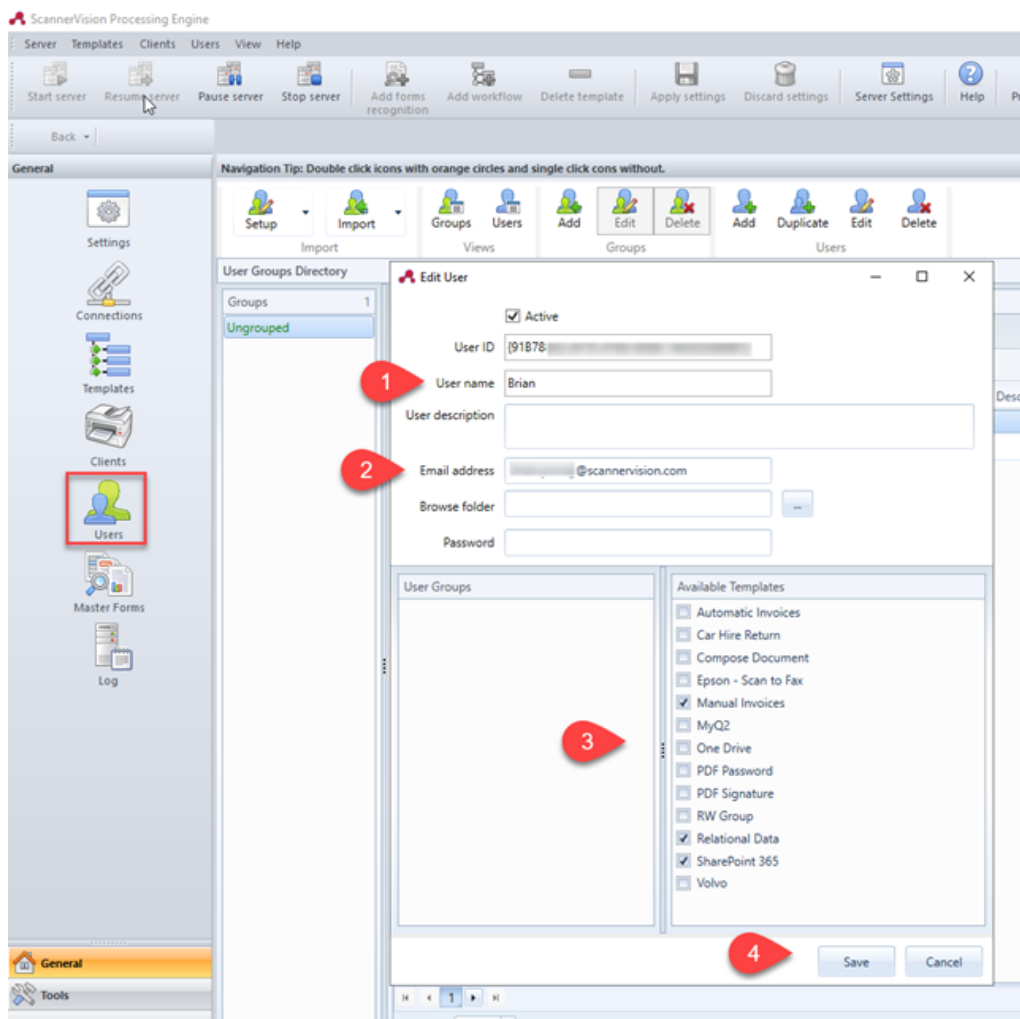
> If users are imported, their properties such as names and email addresses will match, however Templates will still need to be assigned to them.

Configuration in MyQ

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

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

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

9.2 Default terminal actions

The default terminal actions are:

- Print All
- My Jobs
- Panel Copy
- Easy Scan — E-mail
- Easy Scan — Folder
- ID Card Registration (only visible if ID Card is selected as a login method)
- Panel USB
- Easy Copy
- Panel Scan
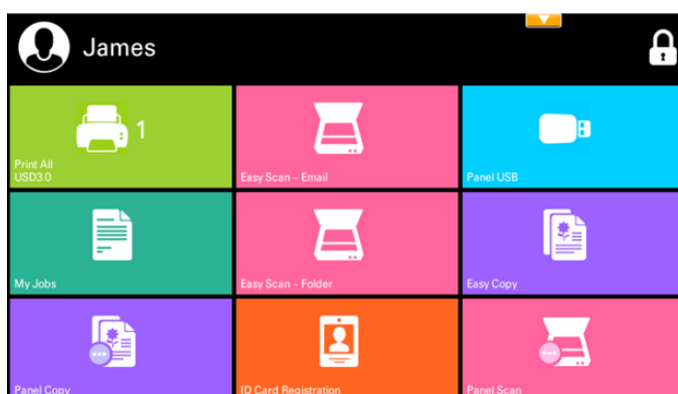
9.3 Terminal actions management

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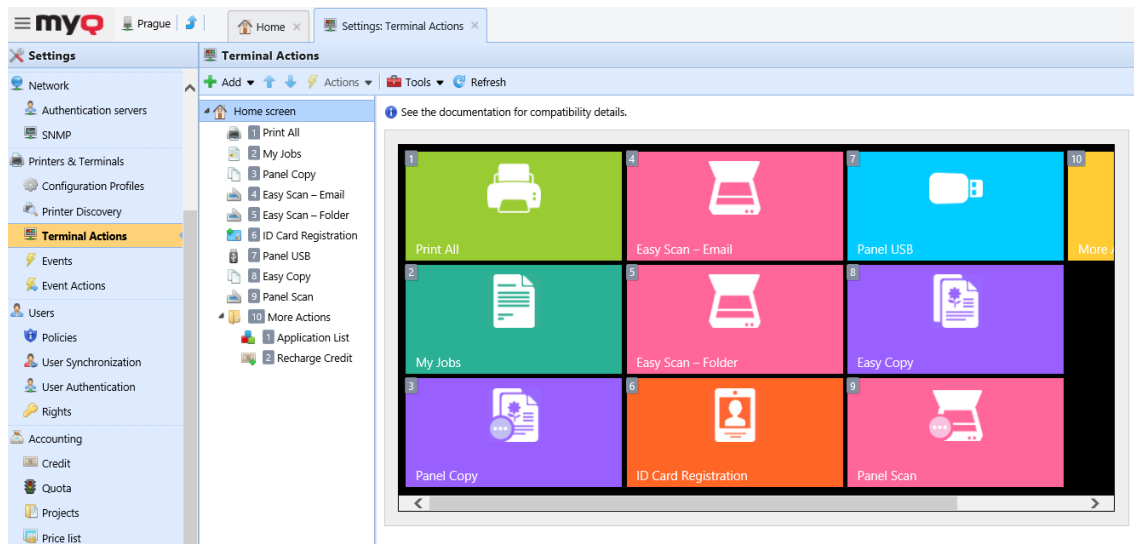
9.3.1 Adding new action nodes on the list of actions

To add a new terminal action node:

1. Right-click on **Home Screen**, and point to **Add sub-node** in the shortcut menu. Another sub-menu with a list of available action nodes opens to the right.
2. On the sub-menu, select the new action node. The new action node properties panel opens on the right side of the screen.
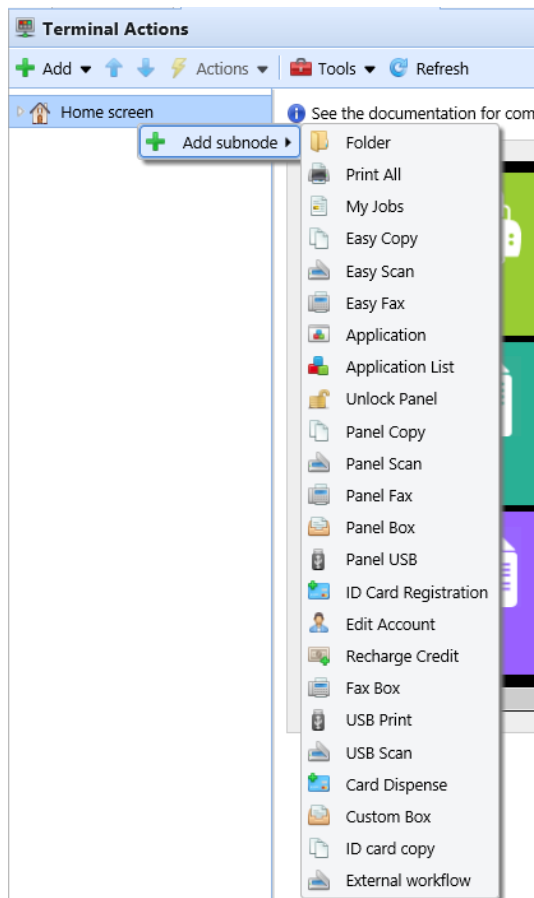
3. On the properties panel, you can rename and edit the node. For information about editing options, see Editing action nodes. Once you save your changes, the new action node is displayed on the action nodes list and on the terminal screen preview.

9.3.2 Adding new action nodes on the terminal screen preview

To add a new terminal action node:

1. Right-click any item on the preview and point on **Add node** in the shortcut menu. A sub-menu with a list of available action nodes opens to the right.
2. On the sub-menu, select the action node. The new action node properties panel opens on the right side of the screen.
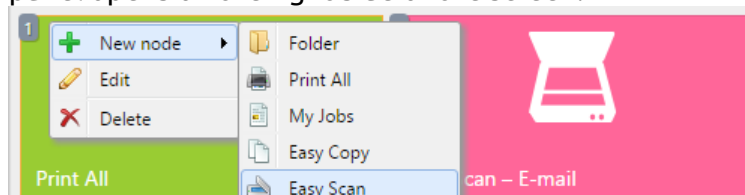
3. On the properties panel, you can rename and edit the node. For information about editing options, see Editing action nodes. Once you save your changes, the new action node is displayed on the action nodes list and on the terminal screen preview.

9.3.3 Editing terminal action nodes

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

General tab

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

9.3.4 Changing the action nodes layout

To change the action nodes layout, you can either move the action nodes up and down the order on the list, or drag and drop them directly on the terminal screen preview.
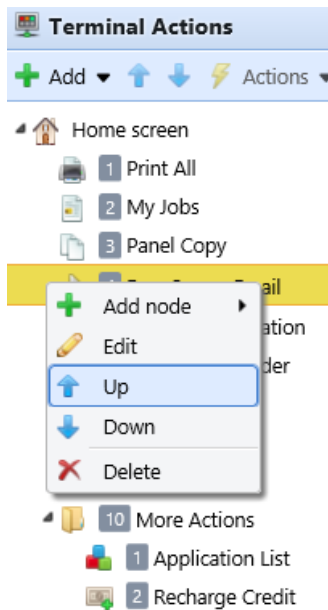
If there are more than ten action nodes defined on the home screen or in any folder, move the scroll bar at the bottom of the preview screen to view the additional action nodes.

9.3.5 Deleting action nodes

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

Deleting action nodes from the home screen list

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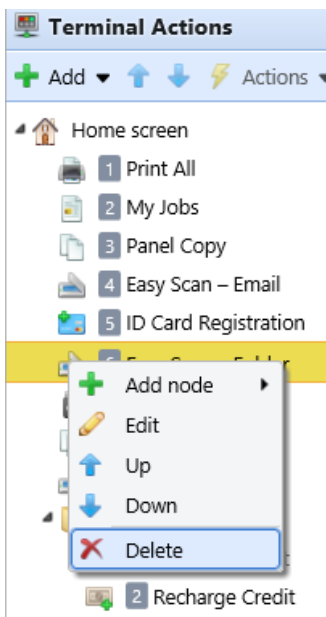
Deleting action nodes from the terminal screen preview

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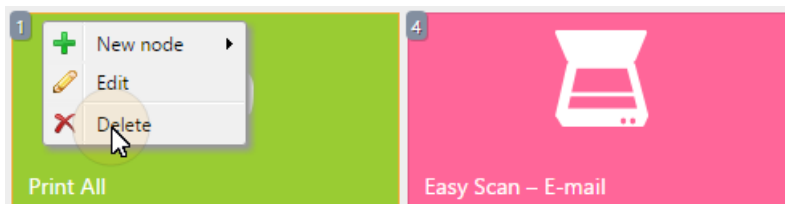
Restoring the original layout

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

9.4 Easy Scan settings

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

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

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

9.4.1 Easy Scan destinations

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

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

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

General section

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

Parameters section

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

Shared Parameters

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

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

Unique Parameters

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

Scan to FTP

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

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

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

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

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

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

Scan to a Fax Server

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

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

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

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

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

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

Scan to User's scan storage

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

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

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

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

Scan to User's email

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

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

Scan to Email

Scans are sent to the email address specified here.

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

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

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

Scan to Folder

Scans are sent to the folder specified here.

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

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

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

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

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

Scan to Secured link

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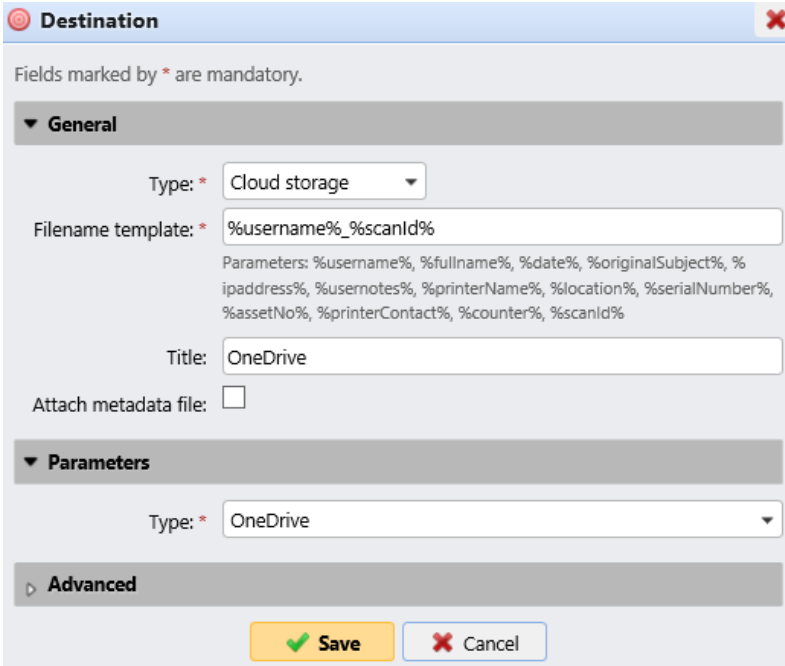
Scan to OneDrive

To enable scanning to OneDrive:

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

If the following two conditions are met, the cloud storage widget is displayed on the **Home** screen of the user logged on the MyQ Web Interface:
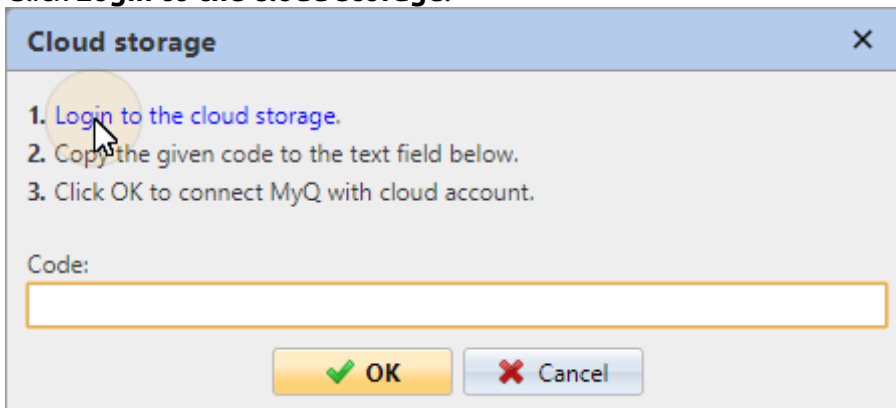
- There is at least one **Easy Scan** terminal action with this destination.
- The user has rights to see the **Easy Scan** button or is connected to cloud drive.

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**.

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

Scan to OneDrive for Business

The feature has to be enabled in three steps:

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

Setting up MyQ access to Azure AD

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

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

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

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

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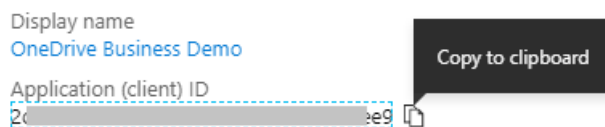
10. On the preview screen, click **Certificates and secrets**, and complete the following steps:

Add a client secret

Description

OneDrive Business Demo secret

Expires

◯ In 1 year

◯ In 2 years

◉ Never

[**Add**] [Cancel]

  a. Click **New client secret**.
  b. Add a **Description**.
  c. Set the expiry for the key to *Never*.
  d. Click **Add**.
  e. Save the client secret key value, because you need it in the following steps and you cannot retrieve it later.

11. Open the **External Systems** settings tab of the MyQ Web Interface (**MyQ, Settings, External Systems**).
12. Click **+Add** and select **OneDrive Business** from the menu.
13. Add a **Title**. This will be used to identify the Cloud Storage Destination.
14. Add the **Application ID**, and the secret key as **Security key** that you previously copied and saved, and click **OK**.

Create and set the OneDrive for Business destination

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

Connect a user's MyQ account to OneDrive for Business

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

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

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

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

1. Log in to the MyQ Web User Interface with your user account.
2. On the **Cloud storage** widget, click **Connect**. The Cloud storage dialog box appears.
3. Click **Login to the cloud storage**.
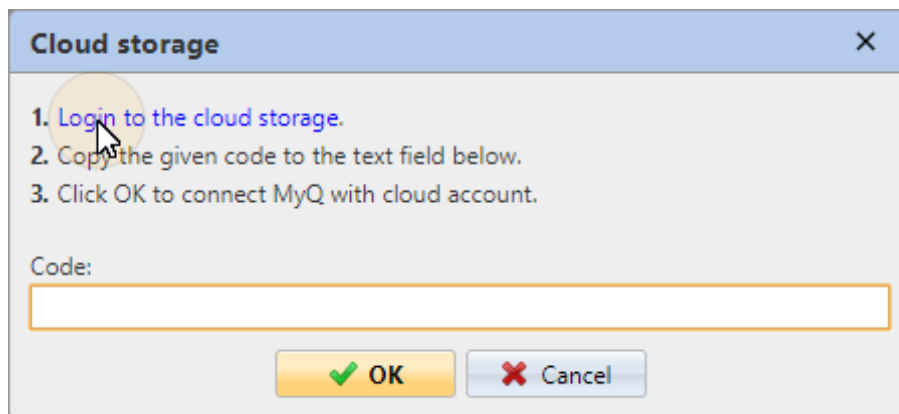
4. Sign-in to OneDrive for Business and confirm permissions (when asked about the permissions, click **Yes**).
5. Copy the given code.
6. Paste the code to the MyQ Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The OneDrive for Business connection status changes to **Connected**.

Scan to Google Drive

To enable scanning to Google Drive:

1. Select the *Cloud Storage* option in the **Type** drop-down.
2. Select the *Google Drive* option in the **Type** drop-down in the **Parameters** section, and then click **Save**.
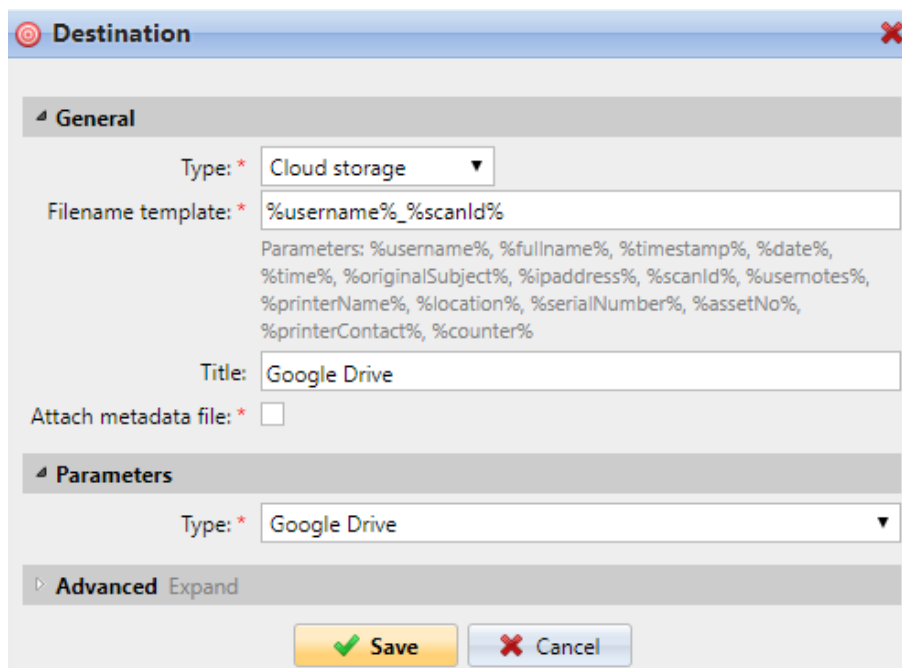
If the following two conditions are met, the cloud storage widget is displayed on the **Home** screen of the user logged on the MyQ web interface:

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

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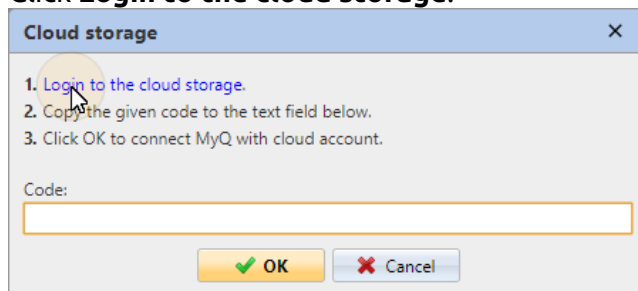
4. Sign-in to Google Drive and confirm permissions. (When asked about the permissions, click **Allow**).
5. Copy the given code.
6. Paste the code to the Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The Google Drive connection status changes to **Connected**.

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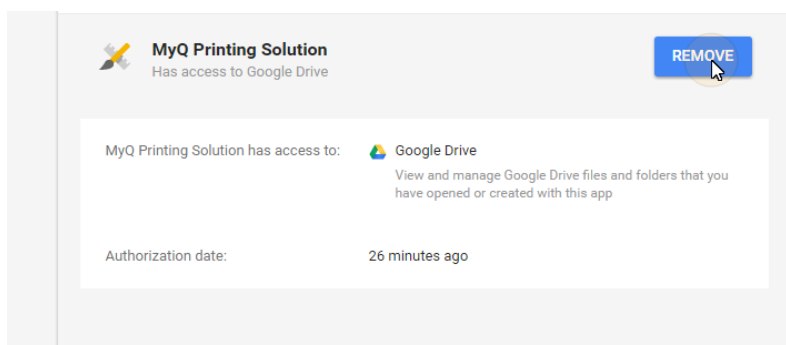
Scan to Box.com

To enable scanning to Box.com:

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

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

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

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

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

1. Log in to the MyQ Web user interface with your user account.
2. On the Cloud storage widget, click **Connect**. The Cloud storage dialog box appears.
3. Click **Login to the cloud storage**.
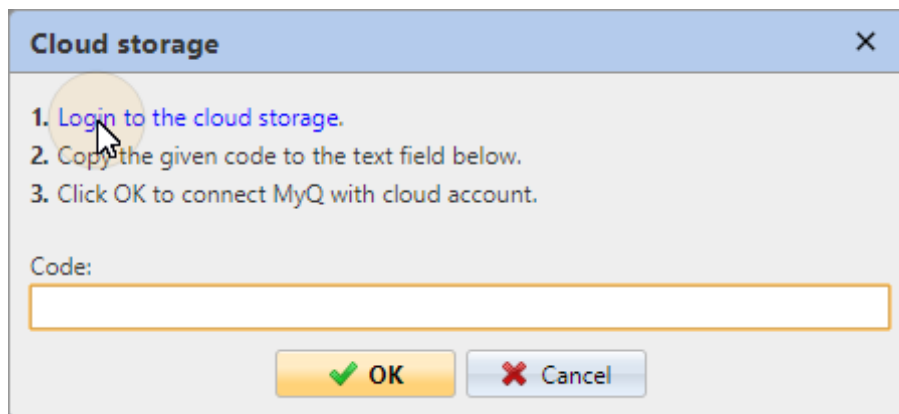
4. Sign-in to Box.com and confirm permissions (when asked about the permissions, click **Yes**).
5. Copy the given code.
6. Paste the code to the MyQ Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The Box.com connection status changes to **Connected**.

Scan to Dropbox

To enable scanning to Dropbox:

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

If the following two conditions are met, the cloud storage widget is displayed on the **Home** screen of the user logged on the MyQ web interface:
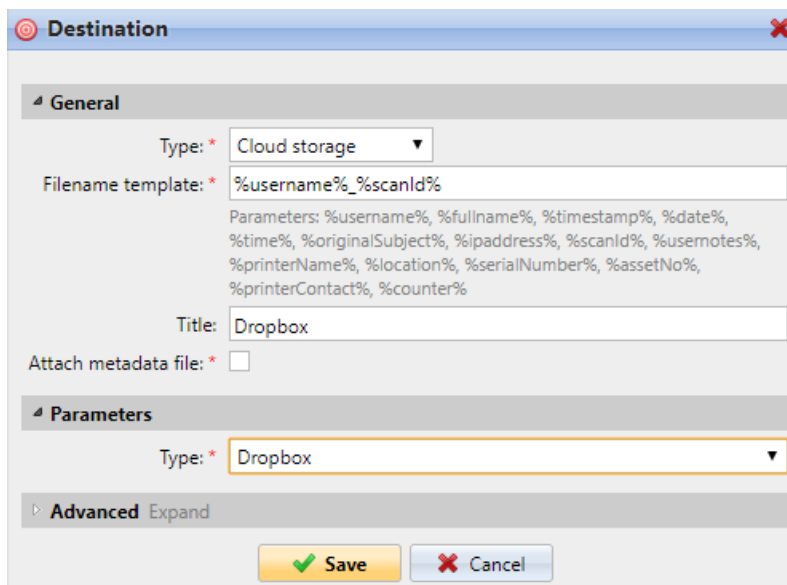
1. There is at least one **Easy Scan** terminal action with this destination.
2. The user has rights to see the **Easy Scan** button or is connected to cloud drive.

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

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

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

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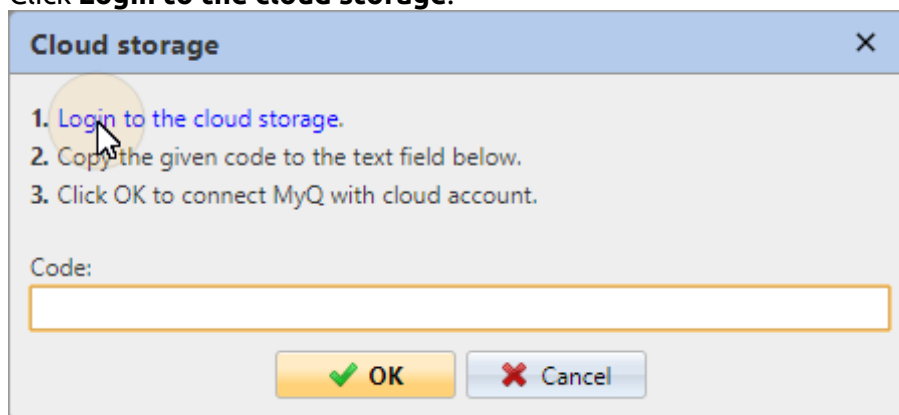
Scan to SharePoint Online

The feature has to be enabled in three steps:

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

Enabling access to SharePoint

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

Register the MyQ app in SharePoint

1. In a browser, enter one of the the following URLs (you need to have admin rights on the specific level -for the SharePoint root site or for the specific site- to be able to access the settings):
   a. For the root SharePoint site:
      <https://<site_name>.sharepoint.com/_layouts/15/appregnew.aspx>
      (e.g. https://mycompany.sharepoint.com/_layouts/15/appregnew.aspx)
   b. For a specific SharePoint site (site collection):
      <https://<site_name>.sharepoint.com/sites/<specific_site_name>/_layouts/15/appregnew.aspx>
      (e.g. https://mycompany.sharepoint.com/sites/SCANNING/_layouts/15/appregnew.aspx)

2. Fill in or generate the fields, and then click **Create**. You are informed that the app identifier has been successfully created.

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

3. In the browser, enter one of the the following URLs:
   a. For the root SharePoint site:
      <https://<site_name>.sharepoint.com/_layouts/15/appinv.aspx>
      (e.g. https://mycompany.sharepoint.com/_layouts/15/appinv.aspx)
   b. *For a specific SharePoint site (site collection):*
      <https://<site_name>.sharepoint.com/sites/<specific_site_name>/_layouts/15/appinv.aspx
      (e.g. https://mycompany.sharepoint.com/sites/SCANNING/_layouts/15/appinv.aspx)

4. Fill in the **App ID** (the Client Id from step 2), and then click **Lookup**. This should fill all fields except for **Permission Request XML**.

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

6. Make sure that the **Documents** option is selected under **Let it edit or delete documents and list items in the list** (it should be selected by default), and then click **Trust It**. Now you can leave the SharePoint settings and open the MyQ Web Interface to finish the setup.

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

Create and set the SharePoint Online destination

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

- In the **Parameters** section, in the **Type** drop-down, select *SharePoint Online*, and click **Save**.
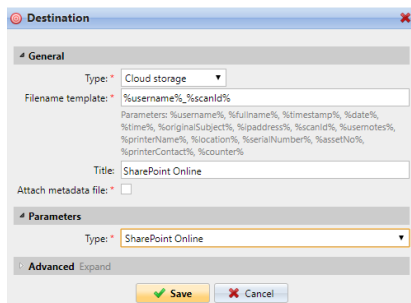
Connect a user's MyQ account to SharePoint Online

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

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

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

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

1. Log in to the MyQ Web User Interface with your user account.
2. On the **Cloud storage** widget, click **Connect**. The Cloud storage dialog box appears.
3. Click **Login to the cloud storage**.
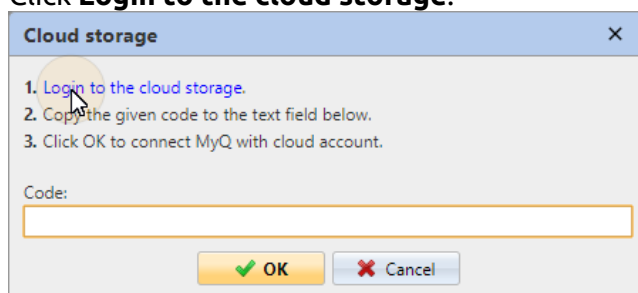
4. Sign-in to SharePoint Online and confirm permissions (when asked about the permissions, click **Yes**).
5. Copy the given code.
6. Paste the code to the MyQ Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The SharePoint Online connection status changes to **Connected**.

Scan to Amazon S3

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

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

Setting up a bucket on the Amazon S3 console

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

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

Create a user in Amazon S3

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

1. Log in to the Amazon console.
2. Click the arrow next to your login name and select **My Security Credentials** from the drop-down menu.
3. Click **Users** in the **Identity and Access Management (IAM)** pane and click **Add user**.
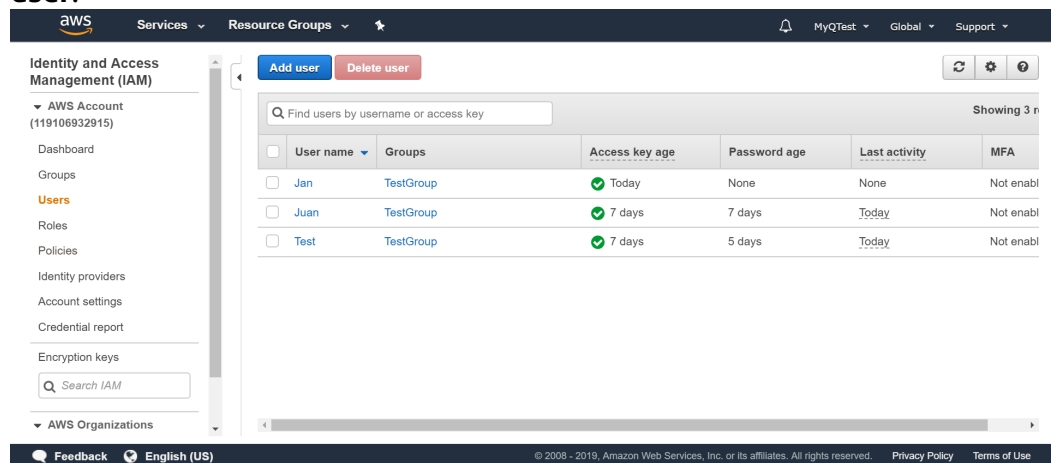
4. Follow the instructions to create the user.
5. Copy and save the **Client ID** and the **Access Key ID** of the created user, as you need them in the following steps.

Give user access rights to the bucket

To give bucket permission to the user, you can follow the official instructions, or follow the short procedure below:

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

2. Click **Groups** in the **Identity and Access Management (IAM)** pane. Click **Create New Group**. Give the group a name and **Save** it.
3. Click **Add Users to Group** and add the created user to the group.
4. Click the **Permissions** tab and click **Attach Policy**. Select the policy you just created and **Save** it all. The user now has *Write* access to the created bucket.

Setup a connection between MyQ and Amazon S3

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

Create and set the Amazon S3 destination

- Create a new destination (edit or create an Easy Scan terminal action; on its properties panel, in the **Destinations** tab, click **+Add**).
- On the new destination's properties panel, under **General**, select the *Cloud Storage* option in the **Type** drop-down.
- In the **Parameters** section, in the **Type** drop-down, select *Amazon S3* or any other **Title** you defined in the **External Systems** settings in the previous steps and click **Save**.

- Fill in the fields:
  - **Bucket**: the name of the Amazon S3 bucket to store the scans in.
  - **Region**: the region you have set when creating the bucket.
  - **Folder path**: enter the path of a sub folder.

9.4.2 Easy Scan Parameters

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

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

All parameters are dependent on the particular printing device type. Therefore, some values might not be available.
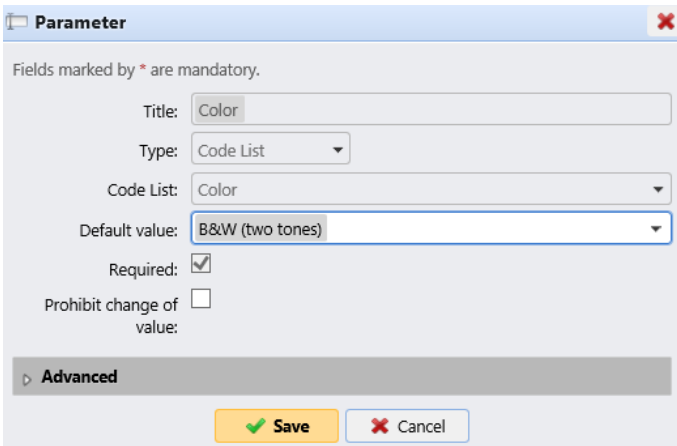
Some parameters (e.g. resolution, color) significantly influence the scanned file's size. For example, a combination of higher resolution and full color will dramatically increase the file size.

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

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

Predefined Parameters

Each parameter has a *Default* option. If selected, the actual values are taken from the default scan settings of the printing device.

- **Resolution** - The outgoing file's resolution. You can select from the following options:
  - 100 dpi
  - 200 dpi
  - 300 dpi
  - 400 dpi
  - 600 dpi
  - 1200 dpi
  - Default
- **Color** - The outgoing file's color scale. You can select from the following options:
  - Color
  - Grayscale
  - B&W (two tones)
  - Automatic
  - Default
- **Format** - The outgoing file's format. 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:
  - Single Sided
  - Duplex - binding on top
  - Duplex - binding on side
  - Booklet - binding on left
  - Booklet - binding on right

◦ Default

- **Continuous scan** - With the continuous scan option *Enabled*, scan jobs are not sent until **Done** is tapped. After clicking **Scan**, the printing device scans another page.
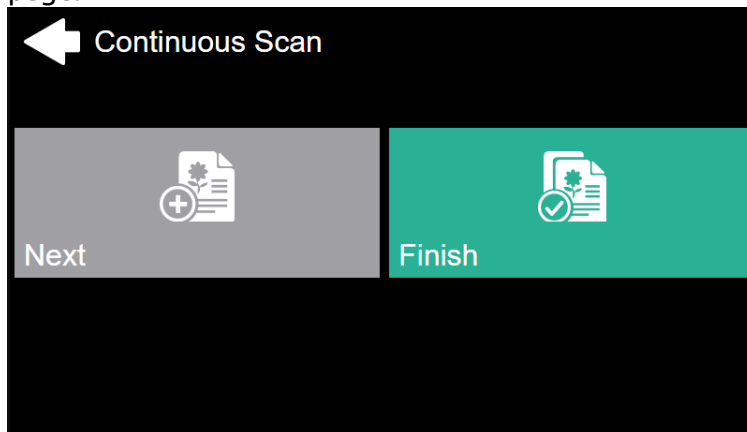
  You can select from the following:
  ◦ Disabled
  ◦ Enabled
  ◦ Default
- **Scan separation** - If a document with multiple pages is scanned, scanned pages can be stored either separately (each page in a separate file) or all together in one file. You can select from the following options:
  ◦ All pages 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's orientation in the outgoing file. The paper's position is relative to the person standing at the printing device. You can select from the following options:

- Top Edge on Top: The page is displayed in a horizontal position (top edge of the page opposite to the person)
- Top Edge on Left: The page is displayed in a vertical position (top edge of the page on the left hand side of the person)
- Default
- **Density** - The picture's density 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** - The scanned output's size. This 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
  - Folio
  - Ledger
  - Letter
  - Legal
  - Oficio II
  - Statement
  - 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

Create custom parameters

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

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

To create a custom parameter:

1. On the action node properties panel, go to the **Parameters** tab.

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

Parameter Settings:

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

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

Custom parameters examples

These are some examples of using custom parameters.

Providing additional information in a metadata file

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

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

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

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

Enabling users to scan to their home folder protected by password

If you do not want to give to the MyQ server universal access to users' shared folders, but instead want to provide each user with separate rights to access their shared folder from MyQ, you can enable the scanning users to enter the password to their LDAP domain account to access the shared folder there.
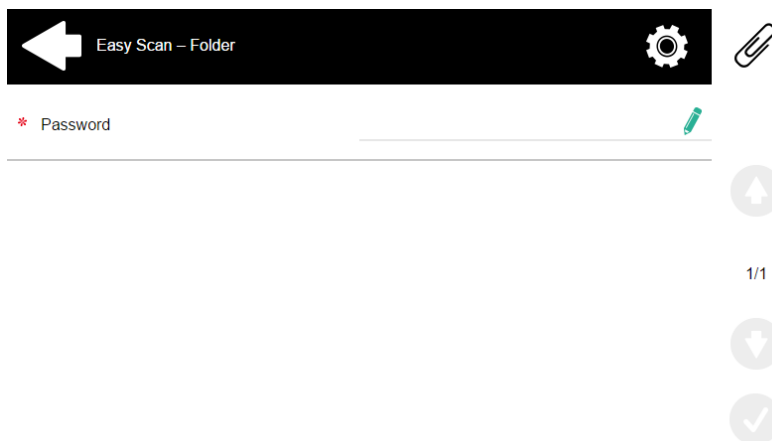
To be able to access their shared folders, users should have the LDAP domain defined in MyQ. The information about the domain is taken either from the **Authentication server** setting on the user's properties panel in MyQ, or from the user's MyQ user name (if the name is in the form *LDAPusername@domain.local*).

During the scanning, after the password is entered and submitted, MyQ takes the name of the user's domain (either from the **Authentication server** setting, or from the back part of the user name) and attempts to log on the user's account on this domain (either the whole user name, or its front part). If the password is correct, MyQ saves the scan in the shared folder; otherwise it displays the error message "*Error while delivering a scan X/Y. Unable to write to the folder.*".
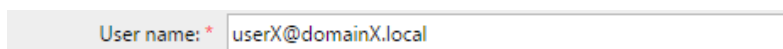
On the **Parameters** tab, create a parameter with the following properties: **Title**: Password, **Type**: Password, **Required**: selected, **Reference**: password.
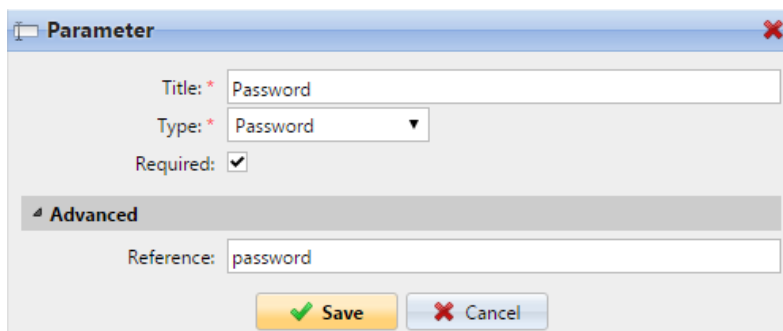
On the **Destinations** tab, set the **User's scan storage** destination type. In the **Parameters** section, select the **Connect as: User doing the scan** option and select the newly created *password* parameter in the drop-down.

Enabling users to select the output folder from a code book

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

On the **Parameters** tab create a parameter with the following settings: **Title**: Output folder, **Type**: Code Book, **Code Book**: Folders, **Default value** (optional), **Prohibit change of value**: deselect, **Reference**: folder. If you want to allow users to select multiple recipients, select **Allow multiple values**.
If you want to allow users to enter their own value, select **Allow custom values**. If you don't want to allow empty values, select the **Required** option so that users have to enter its value before sending the file. Optionally, you can select a default value to define the folder where the output files will be saved, if users don't change it.

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

Enabling users to search recipients via LDAP Source code books

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

All Users

Enter a search query

1/1
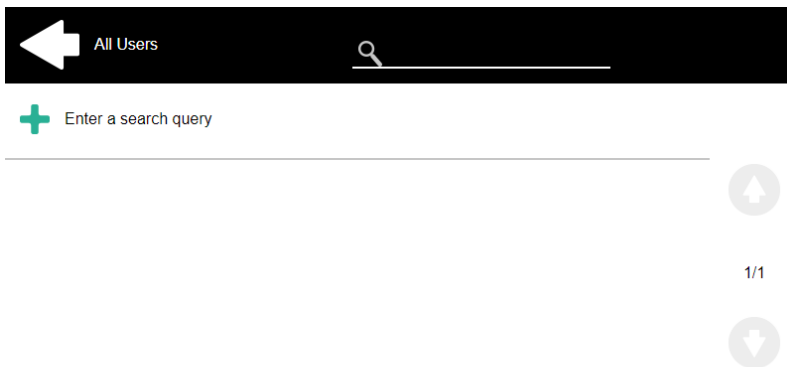
On the **Parameters** tab, create a parameter with the following settings: **Title**: Recipients, **Type**: Code Book, **Code Book**: Emails (or the LDAP source code book that you want to use), **Prohibit change of value**: deselect, **Reference**: recipients. If you want to allow users to select multiple recipients, select **Allow multiple values**. If you want to allow users to enter their own value, select **Allow custom values**. If you don't want to allow empty values, select the **Required** option so that users have to enter its value before sending the file.

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

9.5 Easy Scan to OCR

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

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

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

To set up the OCR feature:

- Create an OCR profile: Go to **MyQ, Settings, Scanning & OCR**. In the **OCR** section, click **Add** next to **Profiles** and enter the profile name.
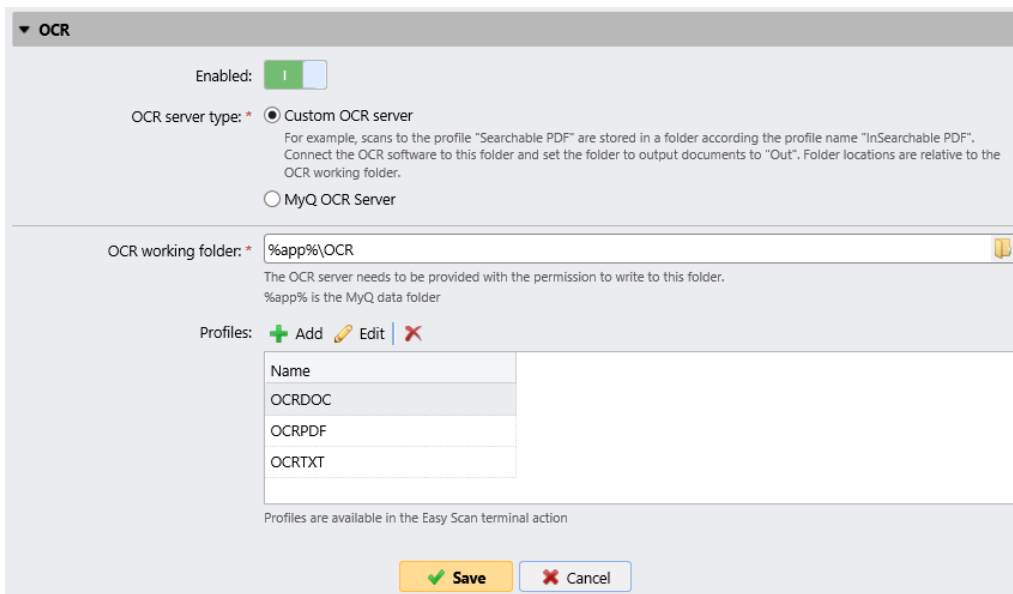
The OCR profiles are added to values of the Format parameter of the Easy Scan action.
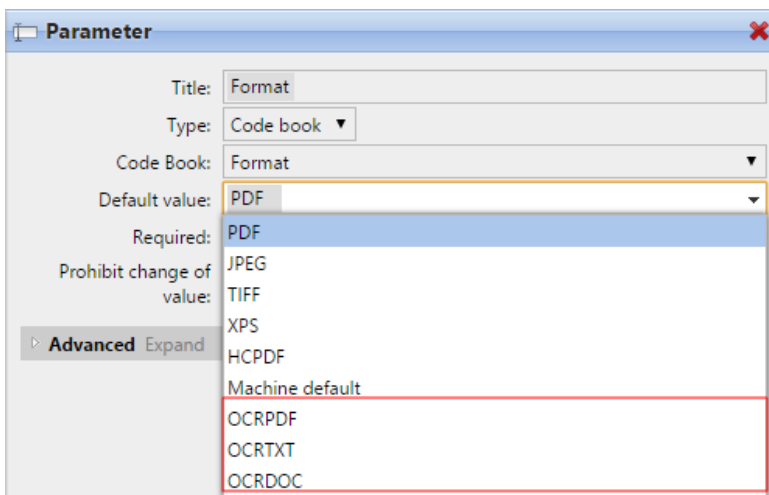
In the **OCR working folder** field, you can change the folder where the scanned data are sent. However, it is not recommended to change the default folder (*C: \ProgramData\MyQ\OCR*).

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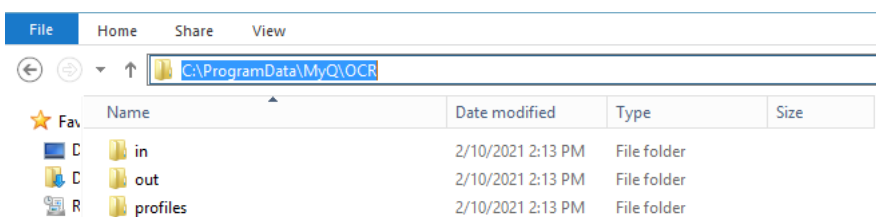
To enable users to select the appropriate OCR folder on the embedded terminal:

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

9.5.1 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 and deletes it from the folder.

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

10 Credit

With credit accounting activated, users must have a sufficient amount of credit on their account to be allowed to print, copy and scan. On their home screen on the embedded terminal, they can view their remaining credit. If the **Recharge Credit** action is available on the terminal, users can recharge their credit by entering a code from a recharging voucher directly on any embedded terminal.
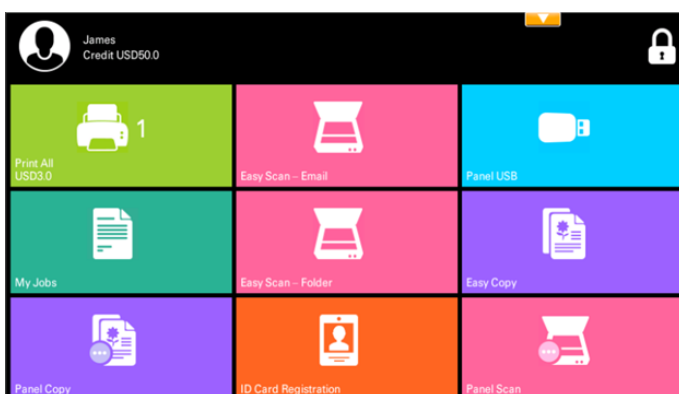
> If recharging credit by vouchers is enabled in MyQ, users without credit are asked to recharge after they log in. They are informed about the insufficient credit and automatically redirected to the **Recharge Credit** screen, where they can top up.

10.1 **Recharging Credit**

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

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

10.2 Using terminal actions without sufficient credit

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

If recharging credit by vouchers is disabled in MyQ and a user does not have sufficient credit, all actions requiring credit are unavailable, and their corresponding buttons are dimmed.
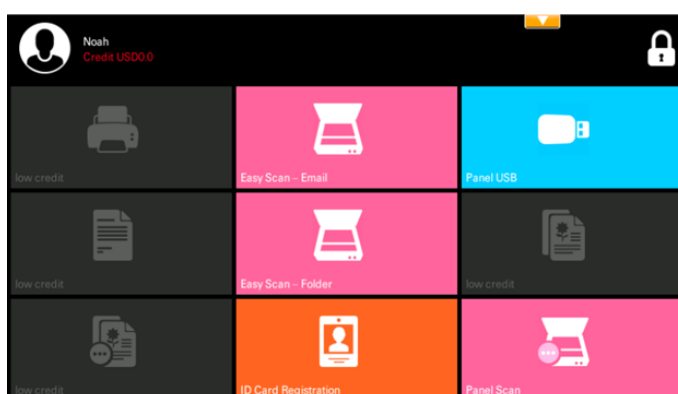
Action taken when a user runs out of credit during copying, scanning or faxing

If recharging credit by vouchers is enabled in MyQ, the copy action stops, although a few more pages can be copied, depending on the printing device's speed. The user is automatically redirected to the R**echarge Credit** screen, where they can recharge their credit.

If recharging credit by vouchers is disabled in MyQ, the copy action stops. After this, the user cannot copy anymore.

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

Print jobs with additional information from the job parser

Print jobs received with the job parser activated, include additional information such as number of pages, color and price.
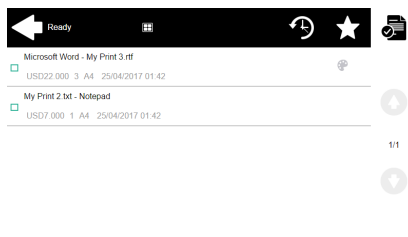
Priced jobs cannot be printed unless the users have a sufficient amount of credit. The users cannot use the Print all action when the overall price of all the priced print jobs is higher than their credit.

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

11 Quota

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

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

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

Action taken when a user reaches a quota with immediate application

The current operation stops, although a few more pages can be printed or copied, depending on the printing device's speed. This applies to print and copy jobs only (including panel copy). Scan jobs are always finished.

Print jobs with additional information from the job parser

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

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

12 Projects

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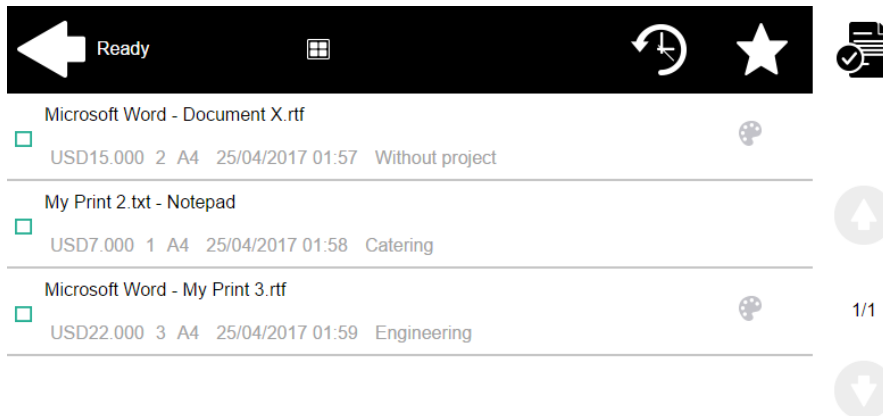
12.1 Assigning projects to print jobs

My Jobs

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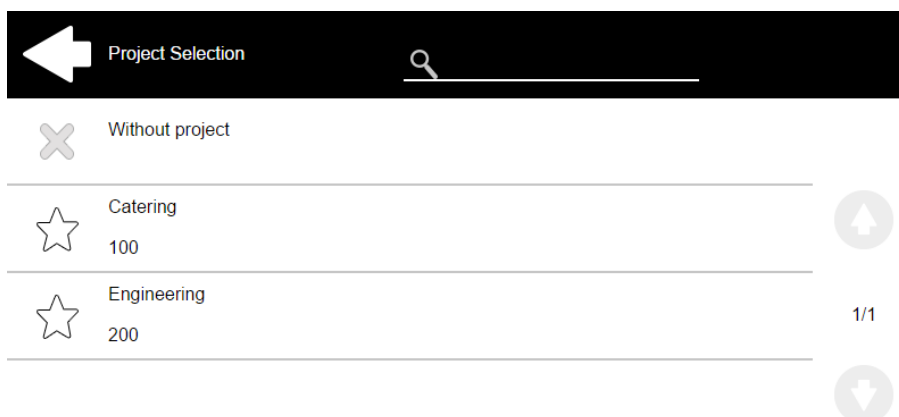
Jobs with projects assigned to them are immediately printed.

Print All

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

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

12.2 Assigning projects on the Easy Copy screen

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).

12.3 Assigning projects on the Easy Scan screen

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.

12.4 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 a project (or the *Without project* option). The project is then assigned to all jobs copied on the panel.

12.5 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 a project (or the *Without project* option). The project is then assigned to all jobs scanned on the panel

12.6 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).

13 Device Spool

Under normal circumstances, print jobs are sent to the MyQ server where they are stored and wait for release. It means that every print job has to be sent from a user PC to the MyQ server and then from the MyQ server to a printing device. This is fine for networks with a good bandwidth connection, but it might not be an optimal solution for customers with many small branches and limited bandwidth to the MyQ Central server. In such cases, 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, a print job is sent directly to the device and saved to its hard disk. It waits there to be released in the standard way.
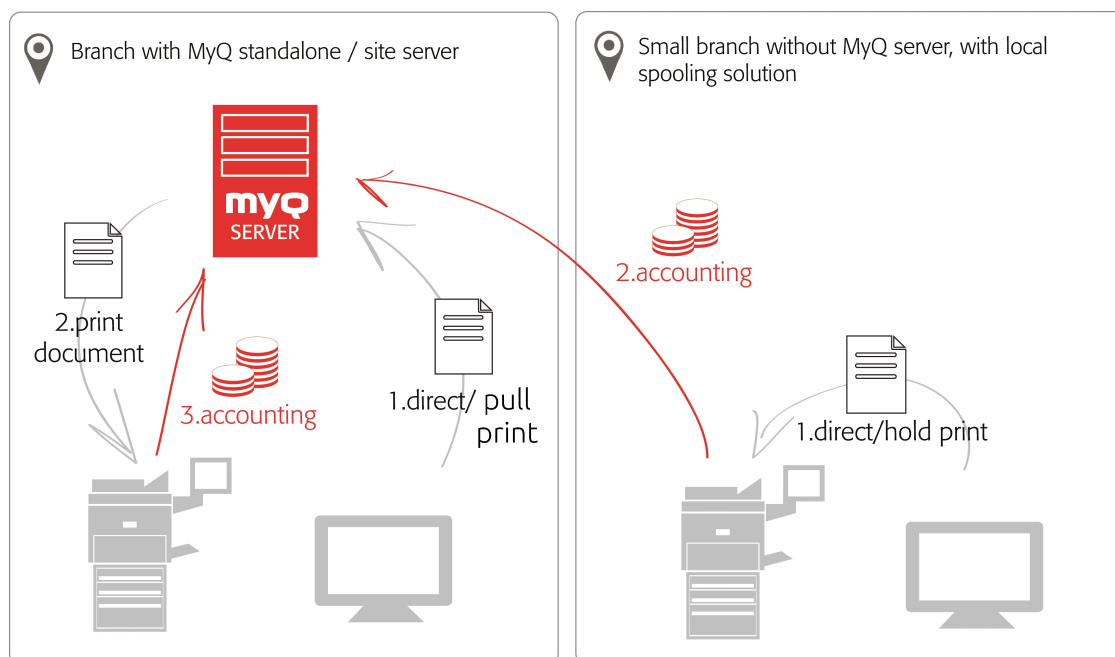
Policies

Printer policies

- For locally spooled jobs in online/offline server mode the printer policies are applied by the same way like for pull-print or direct jobs spooled on the server.

Job policies

- For locally spooled jobs in online/offline server mode the job policy color only is applied. All other job policies are ignored.

> ⓘ If a user logs into the embedded terminal after the policies are set, the policies are updated.
> If a user prints directly over device spooling and they don't physically log in after the policies are set, the policies are only updated after 5 minutes.

> - Locally spooled color jobs are not displayed when color print is restricted.
>
> - When the printing device is in deep sleep mode, Device Spool is not available and an error is shown on Windows spooler.
>
> - Even though it is possible for a user to use both print to server and Device Spool, this option is not recommended. The following problems may appear: jobs are not sorted and printed in the correct order, the terminal display might not be correctly refreshed.

13.1 Limitations

- Project Accounting is not supported (print jobs have the *Without Project* option set)
- Favorite jobs are not supported
- Job Roaming is not supported
- Print job archiving is not supported
- Job preview is not supported

13.2 Setting up Device Spool in MyQ

To open the setup screen, go to **MyQ, Settings, Printers**. Under **Local Print Spooling**, you can activate the feature and change its settings:

⊿ **Local Print Spooling**

Local Print Spooling allows printers with the Embedded Terminal to receive print jobs and securely release them when user logs in. This significantly lowers network traffic to the MyQ server.

Enabled:	☑
Delete ready jobs older than: *	12 hours
Pull Print:	☑

- **Enabled**: Click to enable or disable the feature.
- **Delete ready jobs older than ___ hours**: Hours to wait before the spooled jobs are deleted from the printing device's hard disk.
- **Pull Print**: Select to activate pull print for Device Spool. With the Pull Print 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 cases, jobs sent to one device are displayed on the list of print jobs and can be printed on other devices. The pull print feature is limited to devices on the same subnet.
  For the local pull print 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*, etc. You can do this in the Date/Time settings on the device Web UI.

- 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.

13.2.1 Print drivers for Device Spool

To enable users to send jobs directly to the printing device and use Device Spool, you have to create a new print port and set a port protocol and port number. When configuring the port, use the **Raw** protocol and one of the four 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 until the user logs in and prints it. It is not possible to print this job on any other than this particular printing device.
- *10012*: Port for Device Spool pull print. 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 the same as the Device Spool pull print, except that the job can be printed by delegates of the sending user.
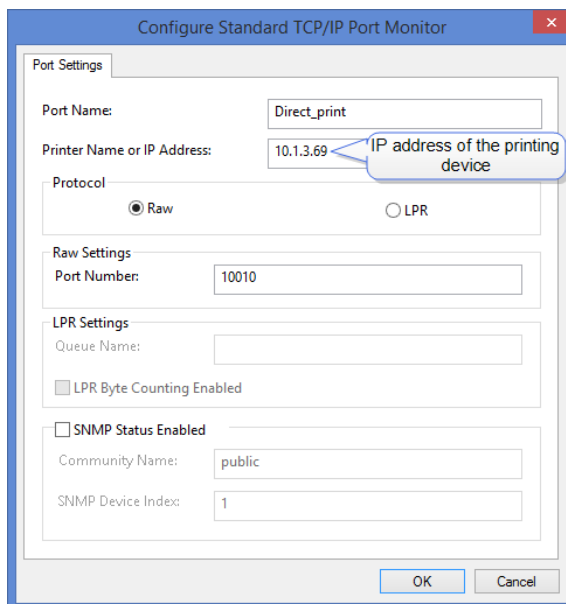
13.2.2 IP filters

To ensure proper functioning of the offline pull print 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 pull print jobs can be stored.

13.2.3 Print languages supported by Device Spool

The following print languages are supported by Device Spool:

- PCL XL
- PCL5c
- KPDL
- PDF

13.3 Printing devices supporting Device Spool

Model Name	Limitations	Device Clients
ECOSYS M3040idn	SSD (HD6 or HD7) is required	Up to 5 for concurrent access
ECOSYS M3540idn	Custom firmware is required (for more info, contact your supplier)	
ECOSYS M3550idn		
ECOSYS M3560idn		
ECOSYS M6026cidn		
ECOSYS M6526cidn		
ECOSYS M6035cidn		
ECOSYS M6535cidn		
TASKalfa 266ci		
TASKalfa 306ci		
ECOSYS PA3500cx		
ECOSYS PA4000cx		
ECOSYS PA4500cx		
TASKalfa PA4500ci		

Model Name	Limitations	Device Clients
TASKalfa 352ci		
ECOSYS M3860idn		
ECOSYS M3145idn		
ECOSYS M3645idn		
ECOSYS M3655idn		
ECOSYS M3660idn		
ECOSYS M6230cidn		
ECOSYS M6630cidn		
ECOSYS M6235cidn		
ECOSYS M6635cidn		
TASKalfa 351ci		
ECOSYS M3860idnf	HDD is required Custom firmware might be necessary (for more info, contact your supplier)	Up to 10 for concurrent access
TASKalfa 356ci		
TASKalfa 358ci		
TASKalfa 3011i		
TASKalfa 3212i		
TASKalfa 3511i		
TASKalfa 4012i		
TASKalfa 7002i		

Model Name	Limitations	Device Clients
TASKalfa 8002i		
TASKalfa 9002i		
TASKalfa 2552ci		
TASKalfa 2553ci		
TASKalfa 3252ci		
TASKalfa 3253ci		
TASKalfa 7052ci		
TASKalfa 8052ci		
ECOSYS MA3500cix		
ECOSYS MA3500cifx		
ECOSYS MA4000cix		
ECOSYS MA4000cifx		
TASKalfa MA3500ci		
TASKalfa MA4500ci		
TASKalfa 3010i	Custom firmware might be necessary (for more info, contact your supplier)	
TASKalfa 3501i		
TASKalfa 3510i		
TASKalfa 4501i		
TASKalfa 5501i		

Model Name	Limitations	Device Clients
TASKalfa 6501i		
TASKalfa 8001i		
TASKalfa 2551ci		
TASKalfa 3051ci		
TASKalfa 3551ci		
TASKalfa 4551ci		
TASKalfa 5551ci		
TASKalfa 6551ci		
TASKalfa 7551ci		
ECOSYS P8060cdn		
TASKalfa 406ci		
TASKalfa 408ci		
TASKalfa 508ci		
TASKalfa 4002i		
TASKalfa 4003i		
TASKalfa 5002i		
TASKalfa 5003i		
TASKalfa 6002i		
TASKalfa 6003i		

Model Name	Limitations	Device Clients
TASKalfa 7003i		
TASKalfa 8003i		
TASKalfa 9003i		
TASKalfa 3552ci		
TASKalfa 3553ci		
TASKalfa 4052ci		
TASKalfa 4053ci		
TASKalfa 5052ci		
TASKalfa 5053ci		
TASKalfa 6052ci		
TASKalfa 6053ci		
TASKalfa 7553ci		
TASKalfa 8553ci		
TASKalfa MZ4000i		
TASKalfa MZ3200i		
TASKalfa 7004i		
TASKalfa 6004i		
TASKalfa 5004i		
TASKalfa 4004i		

Model Name	Limitations	Device Clients
TASKalfa 7054ci		
TASKalfa 6054ci		
TASKalfa 5054ci		
TASKalfa 4054ci		
TASKalfa 2554ci		
ECOSYS P4060dn		
TASKalfa 8353ci		
TASKalfa 7353ci		

14 Offline Login

For MyQ to operate properly, a 100% reliable network connection is necessary. Connection problems can lead to serious issues; for example, users may not be able to start their user sessions on the printing devices and perform any copy, print or scan actions. The **Offline Login** feature prevents such situations. User information, including credentials, are cached at the device and if the server is unavailable, cached data are used for user authentication. Users can then log in and perform all the actions that do not require network access to the MyQ server.

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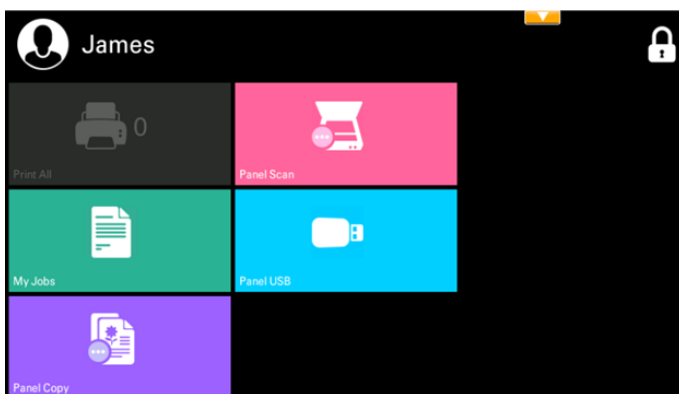

14.1 **Requirements**

- UDP broadcasts have to be enabled on the network.
- For an optimal run of the Offline Login feature, SSL needs to be enabled on the server. SSL is set by default during the installation, however if you have changed it for any reason, you can set it again in MyQ Easy Config, in the **Settings** tab.

14.2 **Limitations**

- Credit is not supported
- Quota is not supported;
- Projects - print jobs are set to the *Without Project* option

14.3 Setting up Offline Login in MyQ

To open the setup screen, go to **MyQ, Settings, Printers** on the MyQ Web administrator interface. On the **Printers** settings tab, under **Offline Login**, you can **Enable** the feature and change its settings:
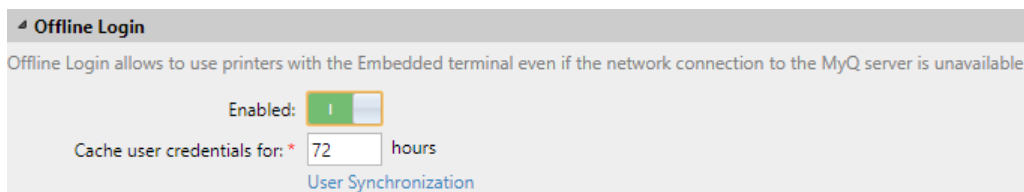
- **Enabled**: Click to enable or disable the feature.
- **Cache user credentials for ___ hours**: The device remembers the credentials for the set time period (in hours); after the period ends, users cannot log in the offline mode anymore.
- **User Synchronization**: Opens the User Synchronization for offline login properties panel. On the panel, you can enable the user synchronization, set the update interval (in hours), and manage printing devices and users you want to synchronize.
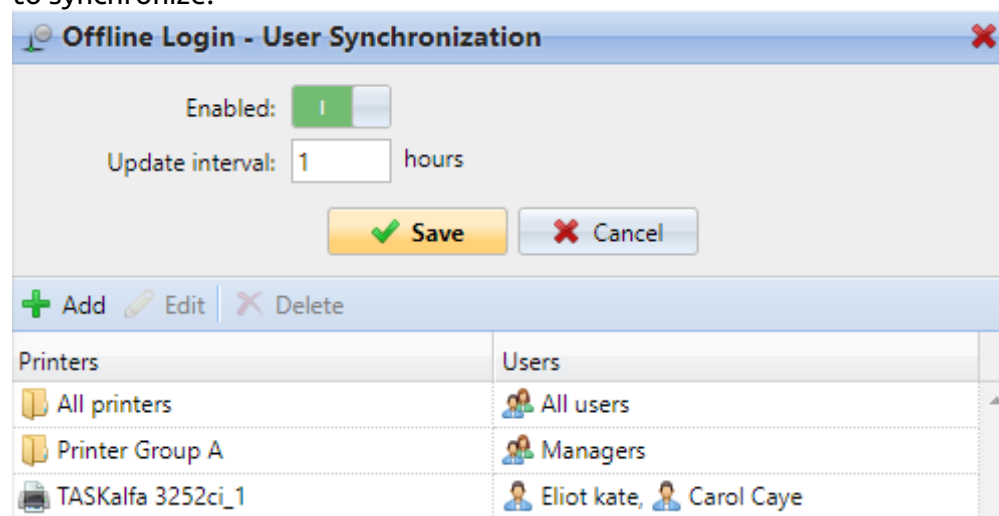
You can synchronize max. 100 users to one printing device. If a group contains more users, only the first 100 users will be synchronized with the printing device.

It is possible to store 3 ID Cards and 3 PINs per user via User Synchronization. A user's credentials (ID Card or PIN) are also stored on the device if there was an active user session while the server was still online.

If 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.

> The **Send Result Report** option on the Notifications/Reports tab on the printing device Web UI 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 ***unauthenticated** user account.

14.3.1 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 is 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. The credentials are verified against the LDAP server.

Requirements:

- The PIN or ID Card login methods are the only ones supported. This can be set in the printers' configuration profile.
- The connection needs to be secure.
- There must be a connection from the printing device to the LDAP server.

14.4 Scan to Email in Offline Login mode

You can enable users to scan to email even when the MyQ server is offline. In such cases, users can log in to the terminal in the Offline mode and use the **Panel Scan** action to scan to emails. The terminal remembers the outgoing SMTP server and sends all emails directly to this server. Scanning to email in the Offline mode is supported by all the models that support embedded terminals.

To enable the feature:

Go to the printing device's Web UI and set your (customer) SMTP server's IP address in the **SMTP Server Name** field.

⚠️ The *email@myq.local* and *root@myq.local* variables cannot be used in the Offline mode for scanning from the panel with these settings, because scanning is not done via the MyQ server.

15 Accessing the Terminal via the MyQ Mobile App

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

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

The QR code includes all the necessary information to identify the printing device and the MyQ server where the device is connected to.
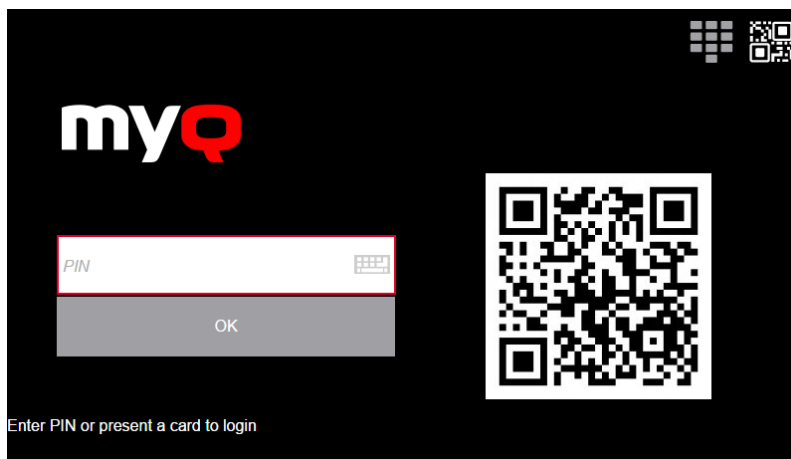
The MyQ mobile application is available for free, both for mobile phones with Android and iOS.

16 USB Card Reader Connection

To enable the use of a USB card reader, 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 the full unlimited version of CAK(B), contact your Kyocera supplier.

You can run the kit in demo mode for 30 days; the demo can be executed 3 times on each device.

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.

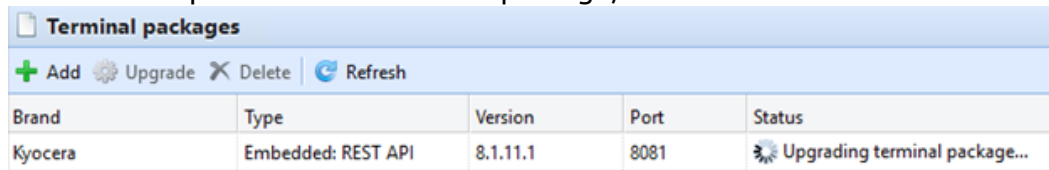**Activating the Card Authentication Kit (B)**

1. On the terminal's login screen, tap the MyQ icon, and then log in as the MyQ administrator.
2. On the Admin Menu screen, tap the **Unlock Panel** button. The printing device's default screen opens.
3. On the upper-left corner of the device's physical board, press the **System menu** button (or **System Menu/Counter** button on some devices). The System Menu opens.
4. On the System Menu, find and tap **System** (or **System/Network** on some devices). The System menu opens.
5. On the System menu, find and tap **Optional Function**. The Optional Function menu opens.
6. 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.
7. 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**.

17 Update and Uninstallation

Updating the terminal

Updating the terminal is done on the MyQ web administrator interface. MyQ Server 8.2 patch 6 or higher, and Kyocera 8.1+ are required.

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

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

If you are trying to **+Add** a later version of the same terminal package, a pop-up informs you that you can upgrade your installation. Click **Yes** to continue. The terminal package is uploaded and installed, and the device is automatically reactivated. (*MyQ Server 8.2 patch 6 or higher, and Kyocera 8.1+ are required*)
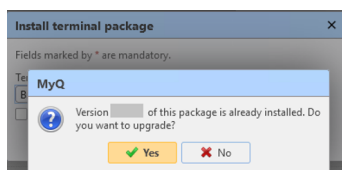
> (i) For older MyQ Server or terminal packages versions, **Delete** the installed terminal package, and **+Add** the one.

Uninstalling the terminal

MyQ can be uninstalled or deactivated on the Application menu of the printing device's 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 delete (or deactivate) the MyQ application on the Application menu.

1. On the terminal's login screen, tap the MyQ icon, and then log on as the MyQ administrator.
2. On the Admin Menu screen, tap the **Unlock Panel** button. The printing device's default screen opens.
3. At the upper-left corner of the device panel, press the **System menu** button (or the **System Menu/Counter** button on some devices). The System Menu opens.
4. On the System Menu, find and tap **Application** (or **Favorites/Application** on some devices).

5. On the Application menu (or Favorites/Application menu), tap **Application**. The Application sub-menu opens.
6. On the menu, select the MyQ Embedded application, and then tap **Menu** at the bottom-left corner of screen. The application menu opens.
7. On the menu, tap **Delete** (or **Deactivate**), and then tap **Yes** to confirm the action. The application
is deleted (or deactivated) and the MFP Panel default screen opens.

> Uninstallation of the application is also possible remotely via Kyocera Net Admin or the Kyocera Net Viewer application.

18 Change Log

18.1 Release Notes from 8.0 to 8.1

- Device Spool is now supported.
- Offline Login is now supported.
- Easy Scan - additional options for the Duplex parameter.
- Job Filters are now supported.
- Job Roaming improvements.
- New options available when editing jobs.
- Device activation via WiFi card is now supported.
- External Workflow (ScannerVision) is now supported.
- Updating the terminal - information added.
- Credit and Quota display on the terminal improved.
- FTP Client Transmission is enabled in device web UI during installation.
- Supported printing devices table updated.
- Printing devices supporting Device Spool table updated.
- Hide the native Copy and Scan buttons via Unlock Panel in the Admin Menu.

19 Business Contacts

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