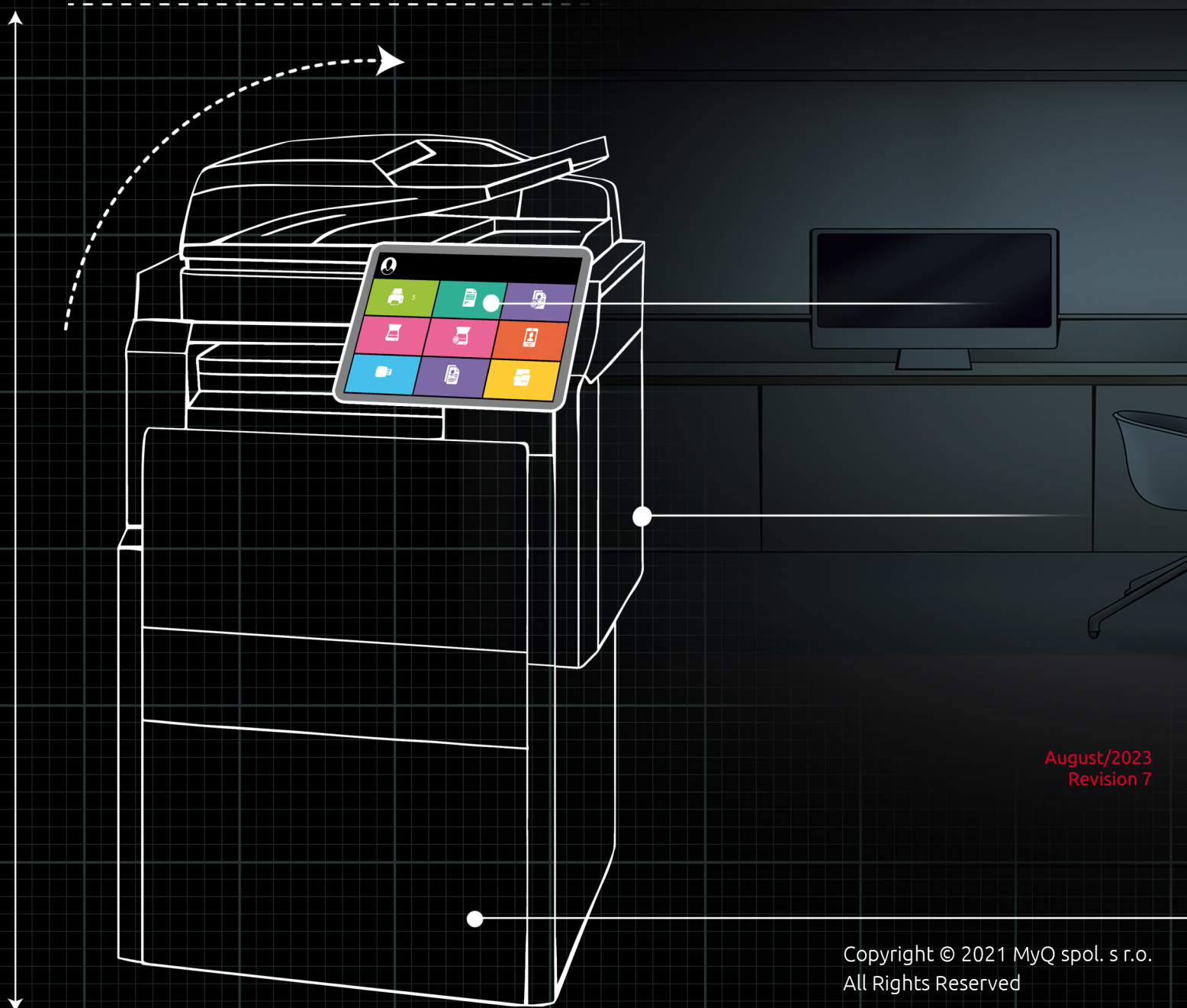


myQ X

Ricoh SmartSDK Embedded



August/2023
Revision 7

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MyQ Ricoh SmartSDK Embedded Terminal 7.5

-  **MyQ Ricoh SmartSDK Embedded Terminal 8.2** is available for MyQ 8.2+.
- Ricoh SmartSDK Embedded Terminal 8.2 Documentation
 - Ricoh SmartSDK Embedded Terminal 8.2 Release Notes

The MyQ Ricoh SmartSDK Embedded terminal is a software application developed on the Ricoh SmartSDK platform. It enables simple management of print jobs on an Android touchscreen display, and offers a number of advanced features: multiple login options, scanning and copying by a single touch, credit, quota, project accounting, and many others. It can communicate with multiple types of USB card readers.

The application can be remotely installed on the printing device's Web User Interface.

Every embedded terminal requires a valid license activated on the MyQ server.

-  All changes compared to the previous version are listed in the [release notes](#).

1 Release Notes

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MyQ Ricoh SmartSDK Embedded Terminal 7.5

1.1 7.5.3 RTM

Bug Fixes

- Terminal has been restarted during searching in codebooks.
 - Free operations have been disabled when credit was low.
 - Parameters for Easy scan or Easy copy have been displayed even when all parameters were prohibited to change by the user.
 - It wasn't possible to mark job as favorite if user has credit = 0.
 - Long job name or long username have not been correctly trimmed in My jobs.
-

1.2 7.5.2

Bug Fixes

- Job name wasn't displayed in My jobs when job was disabled by the Job filters.
 - Fixed issue that terminal stops being displayed.
 - Fixed using Easy Fax with Codebooks.
-

1.3 7.5.1 RC

Bug Fixes

- Legacy application were disabled, when device lost connection to the MyQ server.
-

1.4 7.5.0 RC

Improvements

- Possibility to synchronize users from MyQ server to print device and allow offline login to the users who never used the device in online mode.
- **NEW FEATURE** New Easy Copy parameters are supported: advanced duplex, original orientation and density.
- **NEW FEATURE** New Easy scan parameters are supported: original image, original orientation, density, mixed size and skip blank pages.

- **NEW FEATURE** Stapling and punching options are possible to use in Job options in MyQ jobs. For correct behavior of this function, hardware option for stapling and punching is required.
- **NEW FEATURE** Black themes of Embedded terminal are supported.

Bug Fixes

- Easy scan parameters wasn't possible to use when Project selection was enabled.
 - Embedded terminal isn't crashing when Scanning to fax server is used.
 - Simplex/duplex parameter was assigned to *unknown during offline login.
 - User was not informed about exceeding quota.
-

2 Basic Information

The MyQ Ricoh SmartSDK embedded terminal is a software application developed on the Ricoh SmartSDK platform. It enables simple management of print jobs on an Android touchscreen display and offers a number of advanced features: multiple login options, scanning and copying by a single touch, credit, quota, project accounting, and many others. It can communicate with multiple types of USB card readers.


The application can be remotely installed on the printing device's Web User Interface.

Every embedded terminal requires a valid license activated on the MyQ server.

Requirements

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

- Java 8 Runtime Environment (JRE) installed on the MyQ Server.
OpenJDK Java is strongly recommended.
For example this distribution from OpenLogic: <https://builds.openlogic.com/downloadJDK/openlogic-openjdk-jre/8u352-b08/openlogic-openjdk-jre-8u352-b08-windows-x64.msi>
We do not recommend Oracle JRE (versions higher than 8u341 are not compatible with the Ricoh embedded installer).
- MyQ port (8080/8090) has to be allowed in the Firewall by default.
- The latest firmware should be installed on the device.
- MyQ Ricoh SmartSDK Embedded terminal 7.5 is supported on MyQ Print server 7.5 and newer

 When restarting the printing device, do not use the software restart option on the device's Web UI. It does not restart all components used by the MyQ Embedded application, which results in problems with the connection to the MyQ Server.

2.1 Communication protocols and ports

If SSL is on, it is used for the following events	MyQ Server (Protocol: Port - Description)	Package (Protocol: Port - Description)	Printer (Protocol: Port - Description)
All types of events go through SSL	<ul style="list-style-type: none"> • HTTP or HTTPS: 8090 (default) - it depends on the configuration in MyQ Easy Config. • SMTP: 25 (default) - it depends on the port configured in MyQ, Settings, Network, SMTP. (Used for Panel Scan to Email) 		<p>TCP: 11108 - TCP link to device. Usage: Receive requests from Package.</p> <p>TCP: 10040 - Usage: Use printer as a proxy for TCP communication.</p> <p>UDP: 11108 in - UDP Link to device. Multi-propose. It dispatches all the received UDP packages. Usage: Receive requests to get local jobs.</p> <p>UDP: 11108 out - Send broadcast to printers. GetJobs (Local Spooling)</p> <p>TCP: 10030 - TCP link to device. Usage: Receive requests or responses from other devices.</p> <p>TCP: 10010 - Usage: Receive raw data of print jobs for local direct print job.</p> <p>TCP: 10011 - Usage: Receive raw data of print jobs for local hold job.</p> <p>TCP: 10013 - Usage: Receive raw data of print jobs for local delegate job.</p>

If SSL is on, it is used for the following events	MyQ Server (Protocol: Port - Description)	Package (Protocol: Port - Description)	Printer (Protocol: Port - Description)
			<p>TCP: 10020 - Usage: Receive raw data of print jobs for local LPR jobs.</p> <p>TCP: 10012 - Usage: Receive raw data of print jobs for local pull print jobs.</p> <p>TCP: 49109 - sends live application logs from the device.</p> <p>Note: Other ports used by the printer. (Common for all the printers. Eg 9100 for raw printing, etc.)</p>

3 Supported Printing Devices

Model Name	Color/B&W	Device Type
imaggio MP C2800	Color	Multifunction printer
imaggio MP C3300	Color	Multifunction printer
SP8400DN	B&W	Multifunction printer
SP840DN	B&W	Multifunction printer
IM350	B&W	Multifunction printer
IM430	B&W	Multifunction printer
IM550	B&W	Multifunction printer
IM600	B&W	Multifunction printer
IM2702	B&W	Multifunction printer
IM C2000	Color	Multifunction printer
IM C2500	Color	Multifunction printer
IM C3000	Color	Multifunction printer
IM C3500	Color	Multifunction printer
IM C4500	Color	Multifunction printer
IM C5500	Color	Multifunction printer
Aficio MP C2800	Color	Multifunction printer
Aficio MP C3300	Color	Multifunction printer
SP C361SFNw	Color	Multifunction printer

Model Name	Color/B&W	Device Type
MP 305+	B&W	Multifunction printer
MP 401SPF	B&W	Multifunction printer
MP 402SPF	B&W	Multifunction printer
MP CW2201	Color	Multifunction printer
MP 501	B&W	Multifunction printer
MP 601	B&W	Multifunction printer
MP 2553	B&W	Multifunction printer
MP 2555	B&W	Multifunction printer
MP C2594J	Color	Multifunction printer
MP 2595	B&W	Multifunction printer
MP 3053	B&W	Multifunction printer
MP 3055	B&W	Multifunction printer
MP 3095	B&W	Multifunction printer
MP 3353	B&W	Multifunction printer
MP 3355	B&W	Multifunction printer
MP 3595	B&W	Multifunction printer
MP 4055	B&W	Multifunction printer
MP 5055	B&W	Multifunction printer
MP 6055	B&W	Multifunction printer

Model Name	Color/B&W	Device Type
MP 6503	B&W	Multifunction printer
MP 7503	B&W	Multifunction printer
MP C8003	B&W	Multifunction printer
MP 9003	Color	Multifunction printer
MP C306Z	Color	Multifunction printer
MP C307	Color	Multifunction printer
MP C406Z	Color	Multifunction printer
MP C501	Color	Multifunction printer
MP C2004	Color	Multifunction printer
MP C2094J	Color	Multifunction printer
MP C2504ex	Color	Multifunction printer
MP C2594J	Color	Multifunction printer
MP C3004	Color	Multifunction printer
MP C3504	Color	Multifunction printer
MP C4504	Color	Multifunction printer
MP C5504	Color	Multifunction printer
MP C6004	Color	Multifunction printer
Pro C5200	Color	Multifunction printer
Pro C5210	Color	Multifunction printer




Make sure that the latest firmware and correct Java version are installed in your device.

4 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.
Omnikey 5027	HID	High-frequency contactless reader that supports iCLASS Seos®, iCLASS SE®, MIFARE Classic® and MIFARE® DESFire® EV1/EV2 as well as NFC.
Inepro Omni reader - 1DA6 0110	Inepro	RFID reader that supports all card technologies in both the 13,56 MHz and the 125 kHz range.
PcProx Plus (09D8 0410)	RFIDeas	A dual-frequency card reader.
PcProx Plus SP	RFIDeas	A dual-frequency card reader.
PcSwipe (0C27 1000)	RFIDeas	A magnetic stripe card reader.

 Support for the listed card readers is dependent on the firmware installed on the printing device.

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

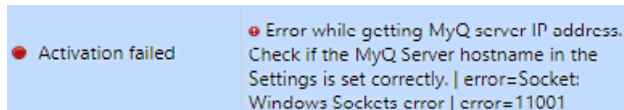
5 Installation


5.1 Remote installation via Printer Discovery

The easiest way to install the MyQ Ricoh SmartSDK 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.



 If the remote setup fails, make sure that the latest firmware and the correct Java version are installed in your device. If not, update them and run the remote setup again. If you don't know how to do that, contact Ricoh support.

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:

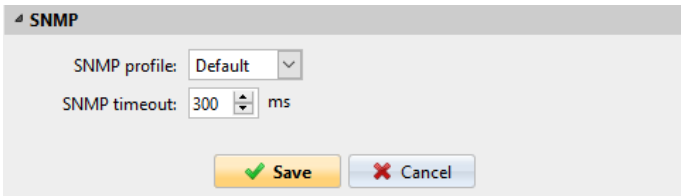
- Make sure that printer discovery is **Enabled**.
- Type a **Description** of the printer discovery. This could be the name of a brand, a group, or a combination of printer settings, e.g. Color - Marketing.
- Select the **IP range** setting method: *Manual* or *CSV file*.
 - You can add multiple IP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



SNMP profile: Default

SNMP timeout: 300 ms

Save Cancel

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

Filter

Model:
Use a comma to separate multiple models

Color: [Does not matter] ▾

Copier: [Does not matter] ▾

- **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.

Every run actions

Add to queue: ▾

Set configuration profile: No terminal ▾

Add printer to group: ▾

Remove current groups:

Location:
Parameters: %location%

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

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.

First run actions

Activate:

Create direct queue:

Copy settings from the queue:

Print test page:

Print as:

Windows printer Expand

Save Cancel

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

Windows printer

Install Windows printer:

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

Printer model:

Full path of a file with the driver settings:

Save Cancel

- 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.

New Config Profile

General Printers

Name: * New Config Profile

Price list: [dropdown]

Fax module:

Terminal

Terminal type: * None [dropdown]

[Install terminal package](#)

Printer Credentials

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

Administrator user name: [text box]

Administrator password: [text box]

Network

SNMP profile: Default [dropdown]

MyQ server address: * IP address [dropdown]

Set up IP filters

[Save](#) [Cancel](#)

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

Terminal

Terminal type: * [dropdown menu]

Printer Credentials

These credentials are used to

Administrator user name:

- Click **Install terminal package**.
- Click **Browse** to search for the *.zip 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.

Terminal

Terminal type: * Embedded: REST API

[Install terminal package](#)

Login methods: * Simple

PIN

ID Card

User name and password

ID Card and PIN

ID Card and password

Copier operation panel idle time: * 90 seconds

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

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

5.3 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).

5.4 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*.

5.5 Secured run of the terminal

To run the terminal in secured mode, you need to upload and install your SSL certificate in the MyQ server and in the embedded terminal.

To upload it in MyQ, login to the MyQ web administrator interface, and go to **MyQ, Settings, Network**. In the **Communication Security** section click **Change Certificate** and **Browse** to upload your certificate. Click **Save**.

To upload the certificate on the embedded terminal:

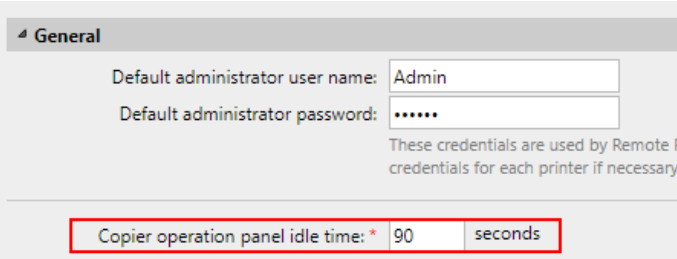
- Go to Certificate manager (open **Run**, type *certmgr.msc* in the Run box, and hit **Enter**) on your server's computer.
- Find the certificate in the **Trusted Root Certification Authorities** section and right-click on it.
- Select **All tasks, Export**.
- Go through the **Certificate Export Wizard** steps.
- Once done, copy the exported *.CER* file to the root file of your C: drive and upload it to the terminal via the **Terminal Manager**.

- Select the device and double-click on it.
- Go to the **Server Certificate Upload** section.
- Select the certificate file and **Upload** it.

5.6 Setting idle logout

If a user forgets to log out from the printing device after they finish their tasks, MyQ automatically logs them out after the period set on the MyQ web administrator interface.

MyQ auto logout depends on the **Copier operation panel idle time** setting on the MyQ server. The value set on the server is automatically stored on the printing device within the remote installation of the embedded terminal.



The screenshot shows the 'General' settings section of the MyQ web administrator interface. It includes fields for 'Default administrator user name' (Admin) and 'Default administrator password' (masked with dots). Below these fields is a note: 'These credentials are used by Remote F... credentials for each printer if necessary.' At the bottom of the section, the 'Copier operation panel idle time' is set to 90 seconds, with a red box highlighting the value and unit.


- Each time you change the idle logout setting on the MyQ server, you need to perform the remote setup of the printing device.

6 Additional configuration on the device

Before you can start using the terminal, you need to change multiple settings of the printing device:

- Set additional parameters to be provided in the PJI header
- Set the screen startup mode
- Set printing limits

6.1 Set additional parameters to be provided in the PJI header


 If you are planning to upgrade your 7.5 installation to version 8.2+, do not set the following parameters in the PJI header. If you have already set them, **remove them before upgrading**.

To be able to print a job on the Ricoh SmartSDK device, you have to ensure that the print job PRN file contains the following three PJI commands:

- **@PJI SET AUTHENTICATIONUSERNAMECHARSET = 2**
- **@PJI SET AUTHENTICATIONUSERNAME = "1"**
- **@PJI SET AUTHENTICATIONPASSWORD = "1"**

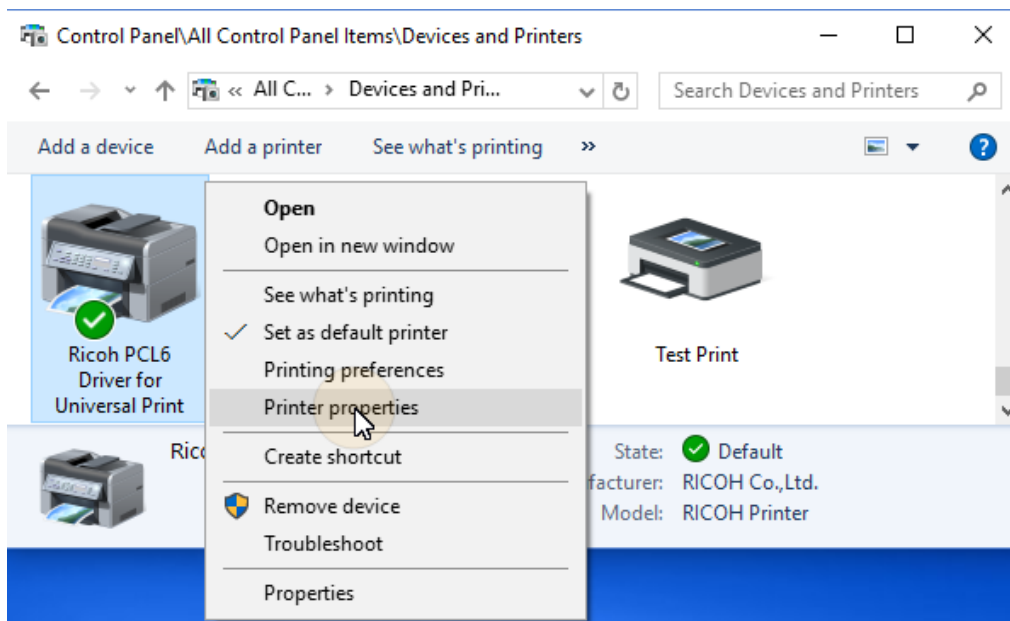
```
@PJI SET AUTHENTICATIONUSERNAMECHARSET = 2
@PJI SET AUTHENTICATIONUSERNAME = "1"
@PJI SET AUTHENTICATIONPASSWORD = "1"
```

There are two ways of adding the commands to the PRN file. If you solely use Ricoh devices, the easiest way is to download and configure a Ricoh driver. If you use devices of more vendors, you can use any print driver and add the PJI commands to the job processing options of the print queue.

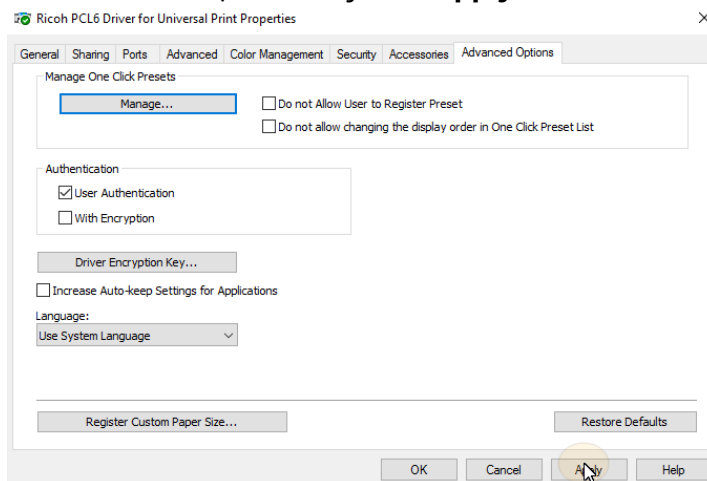
 In case you want to use the Job Roaming feature on MyQ site servers, you need to manually add the PJI commands to the job processing options of the MyQ print queue.

Download and configure the Ricoh PCL 6 driver

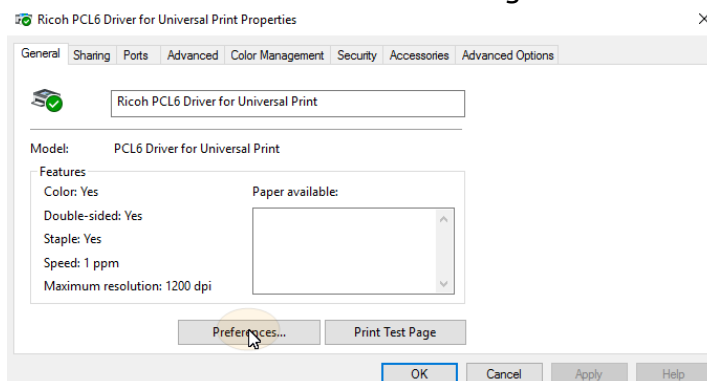
1. Download Ricoh Universal Driver version 4.10.0.0 or newer and create a new printer for printing to MyQ.
2. In the driver settings, enable user authentication and set up credentials.
 - a. On the **Devices and Printers** Windows control panel, right-click the Ricoh driver, and then click **Printer properties** on the shortcut menu. The Ricoh driver dialog box appears.



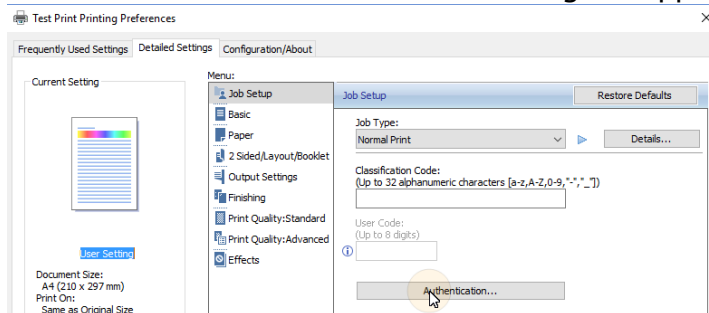
- b. In the dialog box, open the **Advanced Options** tab, then select **User Authentication**, and lastly click **Apply**.



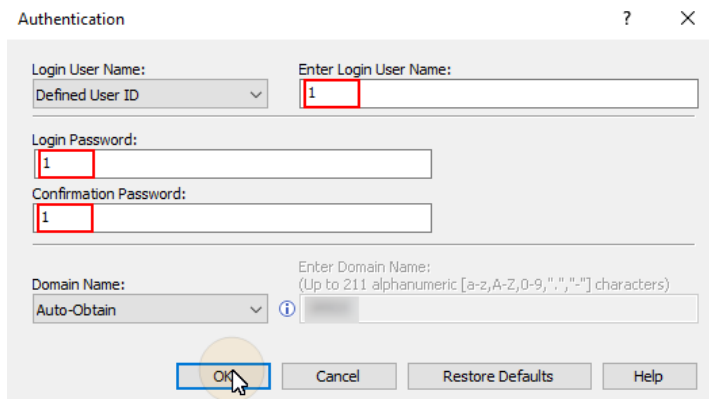
- c. On the **General** tab of the Ricoh driver Printer Properties, click **Preferences**. The Ricoh driver Printing Preferences dialog box appears.



- d. On the **Detailed Settings** tab, select the **Job Setup** menu, and then click **Authentication**. The Authentication dialog box appears.



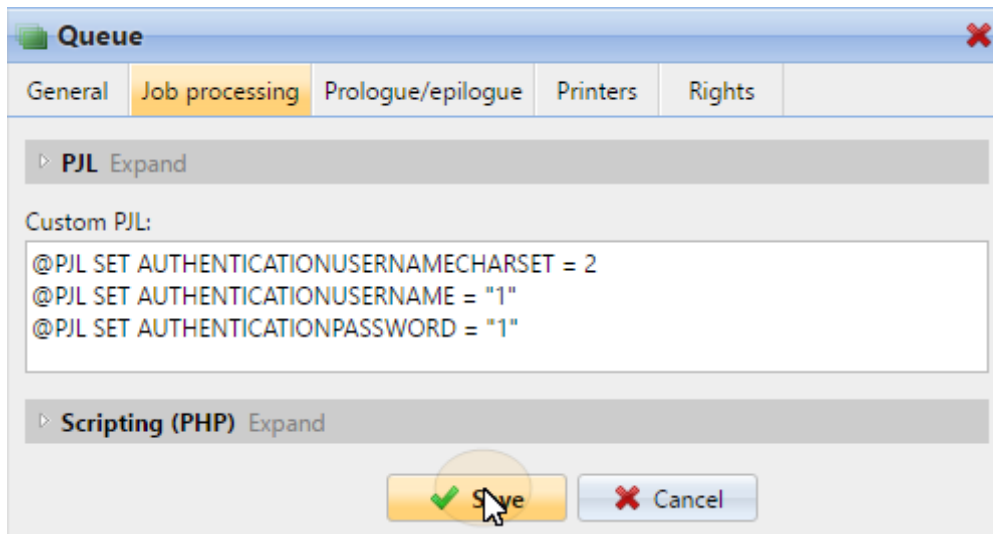
- e. In the dialog box, enter the value **1** to the following three text boxes: **Enter Login User Name**, **Login Password**, **Confirmation Password**, and then click **OK**.



- f. Leave the print driver settings.

Enter the PJP commands to the job processing options of the MyQ print queue.

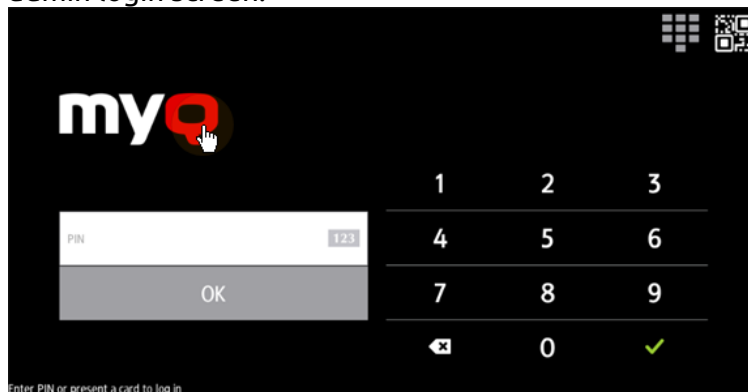
- On the **Queues** main tab in the MyQ web administrator interface, double-click the queue where you want to send jobs to be printed on the Ricoh SmartSDK devices. The print queue properties panel opens on the right side of the screen.
- On the panel, enter the following three PJP commands in the **Custom PJP** text box (one command per row), and then click **Save**.
 - **@PJP SET AUTHENTICATIONUSERNAMECHARSET = 2**
 - **@PJP SET AUTHENTICATIONUSERNAME = "1"**
 - **@PJP SET AUTHENTICATIONPASSWORD = "1"**



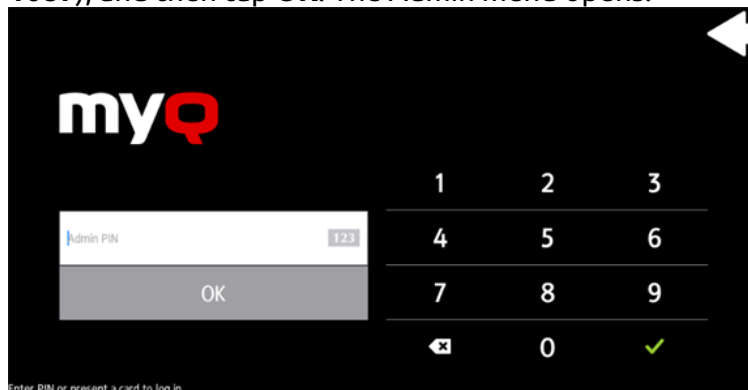
6.2 Set the screen startup mode

To do this, you need to unlock the device's Android panel screen, open the printing device system settings and set the **Screen Startup Mode**.

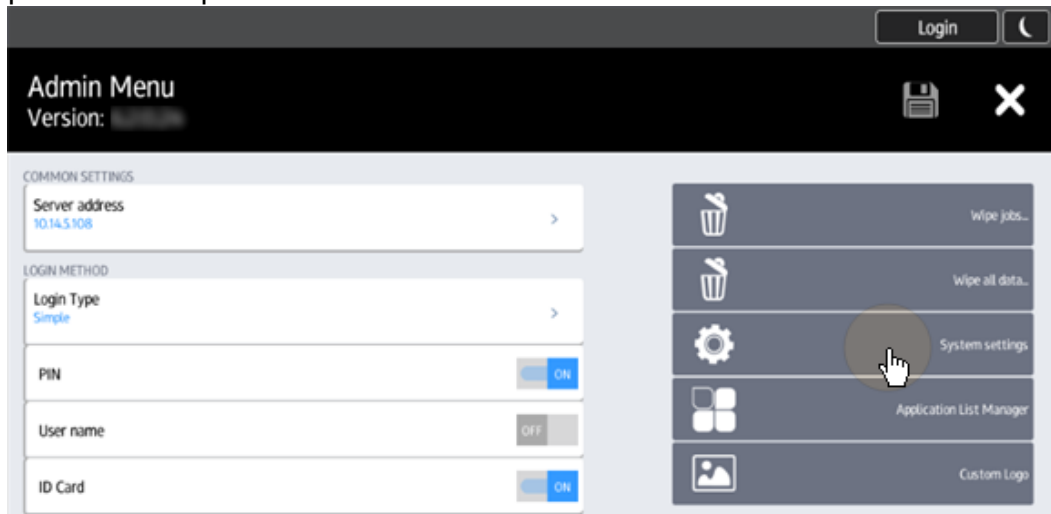
1. On the initial screen of the MyQ Embedded application, tap **MyQ** to open the admin login screen.



2. On the admin login screen, enter the admin password (the default password is **1087**), and then tap **OK**. The Admin menu opens.



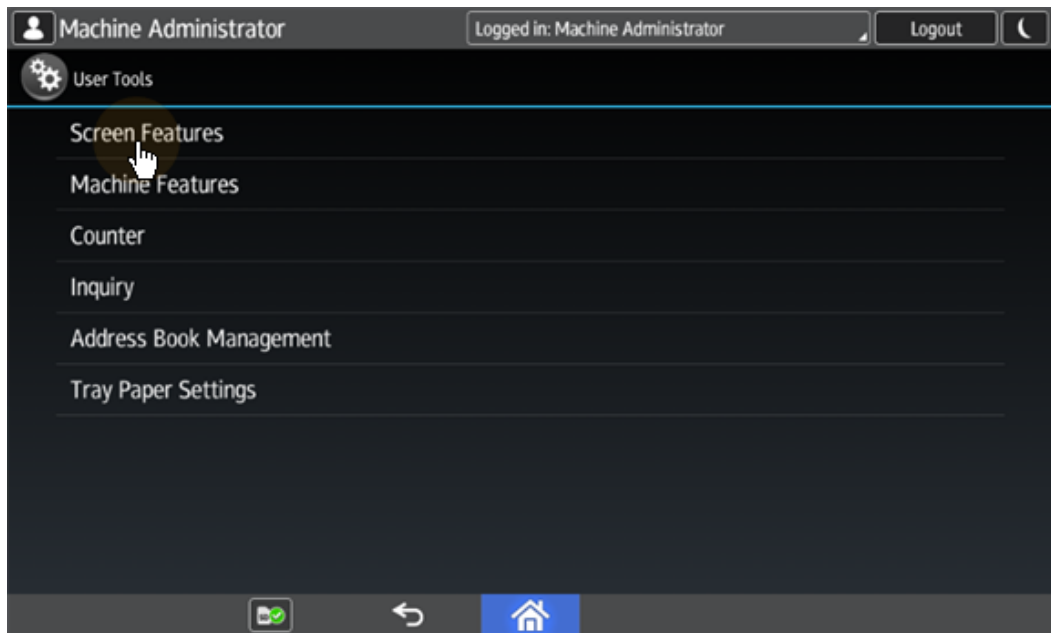
3. Tap **System settings** in the menu on the right side of the screen. The device's panel screen opens.



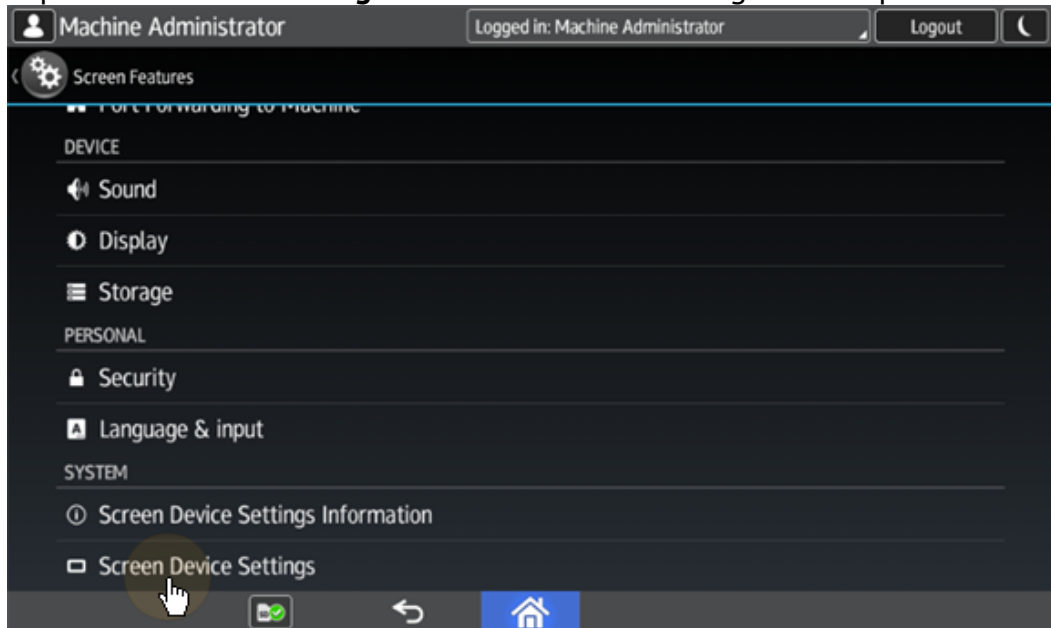
4. On the screen, tap **User Tools**. The User Tools screen opens.



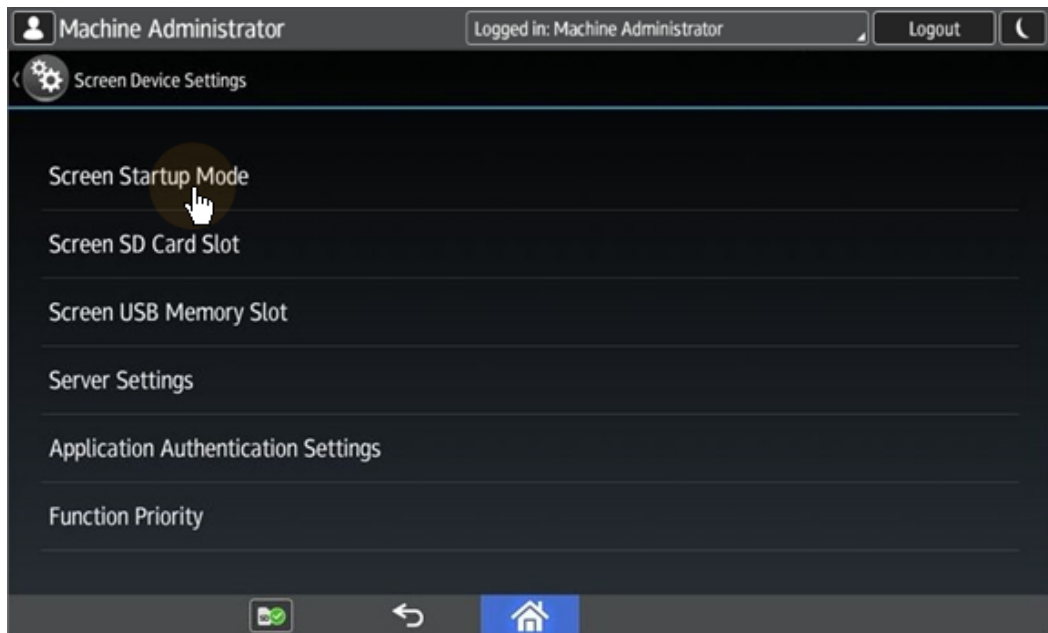
5. Tap **Screen Features**. The Screen Features screen opens.



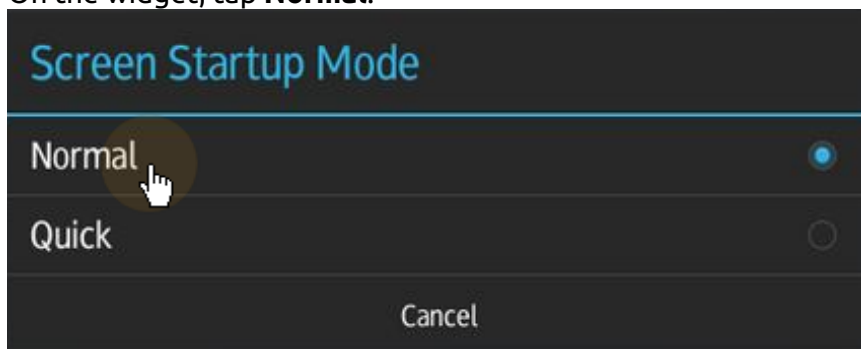
6. Tap **Screen Device Settings**. The Screen Device Settings screen opens.



7. Tap **Screen Startup Mode**. The Screen Startup Mode widget opens.



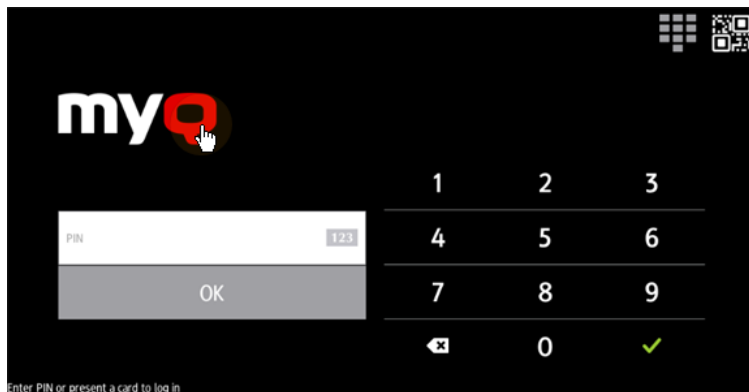
8. On the widget, tap **Normal**.



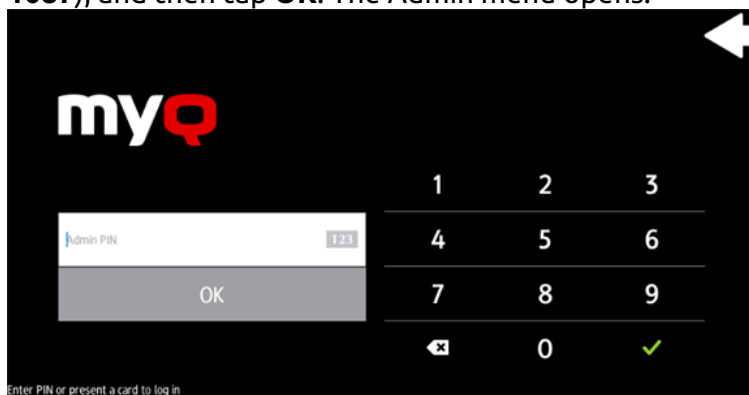
6.3 Set printing limits

To do this, you need to unlock the device's Android panel screen, open the printing device system settings and change two settings there: the **Machine action when limit is reached** setting, and the **Enhanced Print Volume Use Limitation** setting.

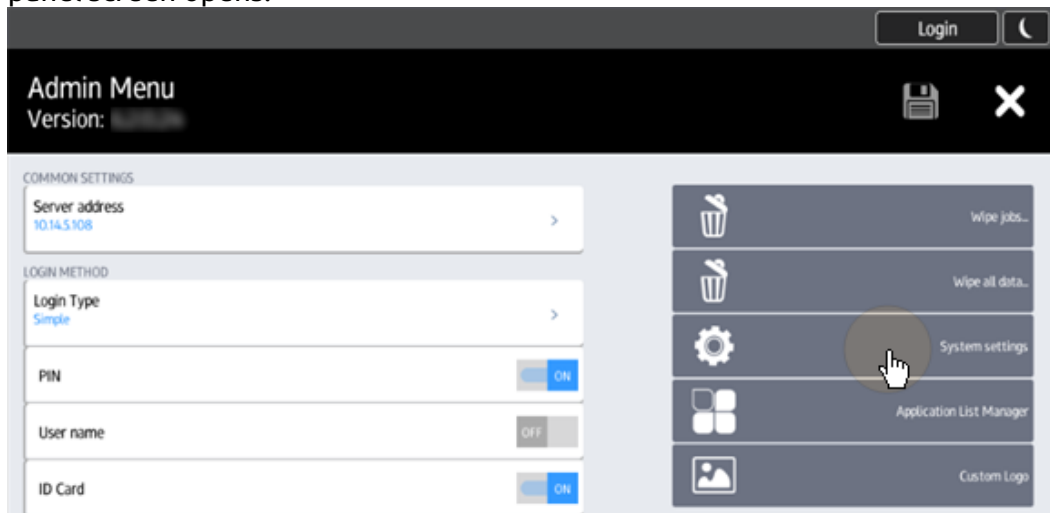
1. On the initial screen of the MyQ Embedded application, tap **MyQ** to open the admin login screen.



2. On the admin login screen, enter the admin password (the default password is **1087**), and then tap **OK**. The Admin menu opens.



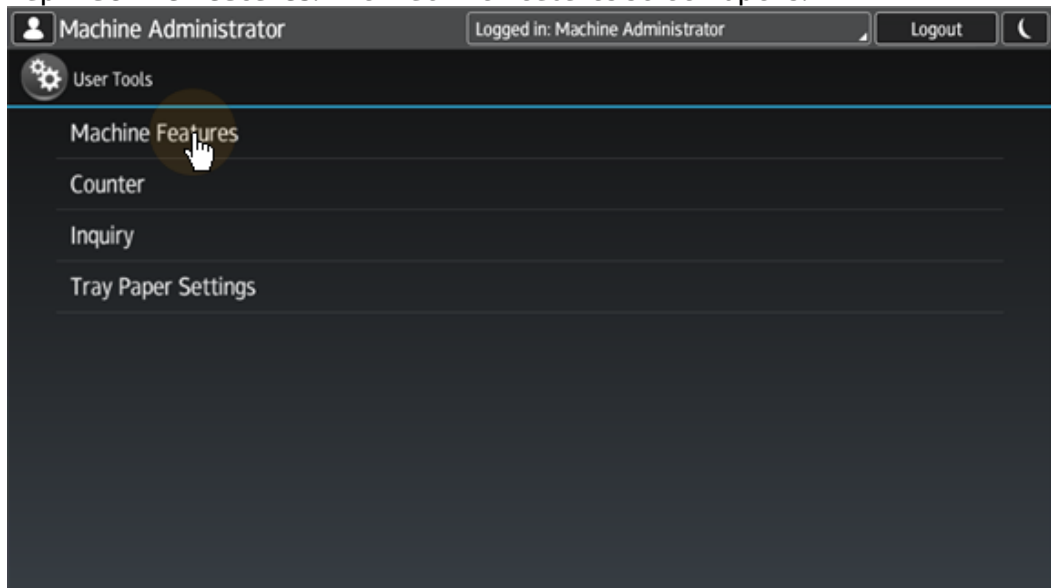
3. Tap **System settings** in the menu on the right side of the screen. The device's panel screen opens.



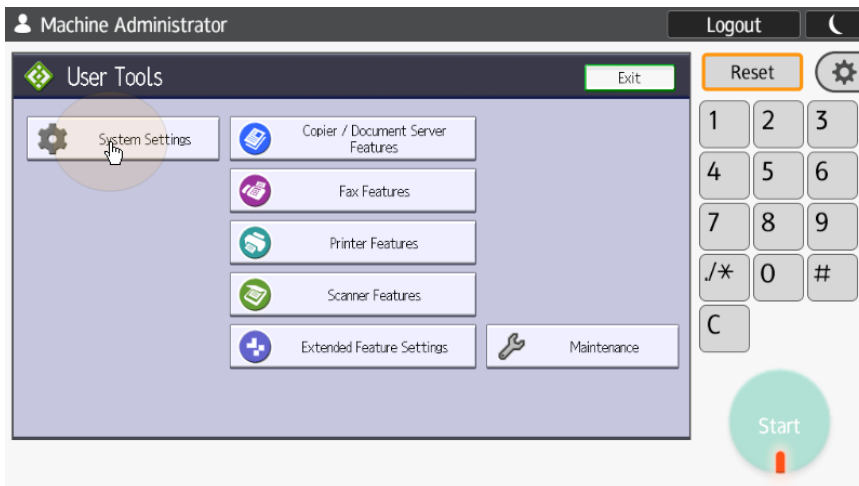
4. On the screen, tap **User Tools**. The User Tools screen opens.



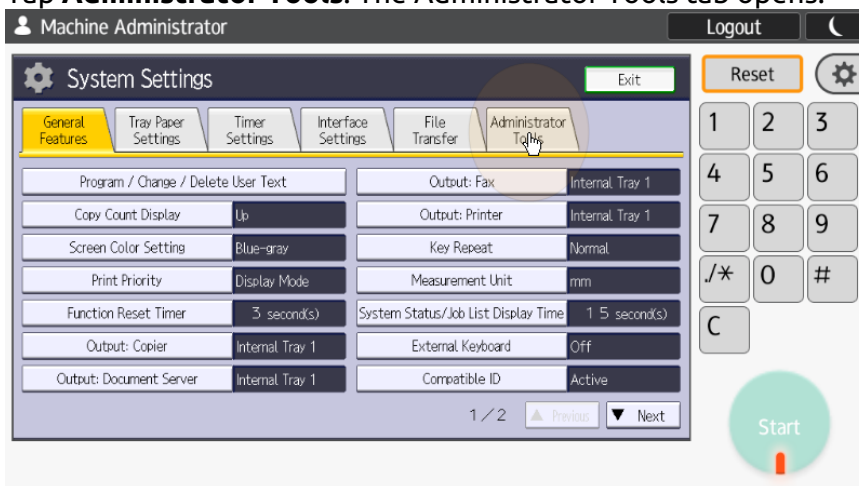
5. Tap **Machine Features**. The Machine Features screen opens.



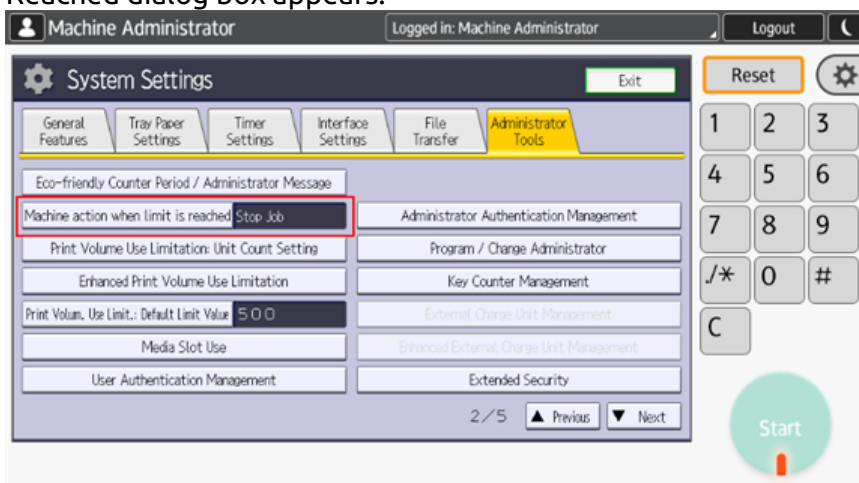
6. Tap **System Settings**. The System Settings screen opens.



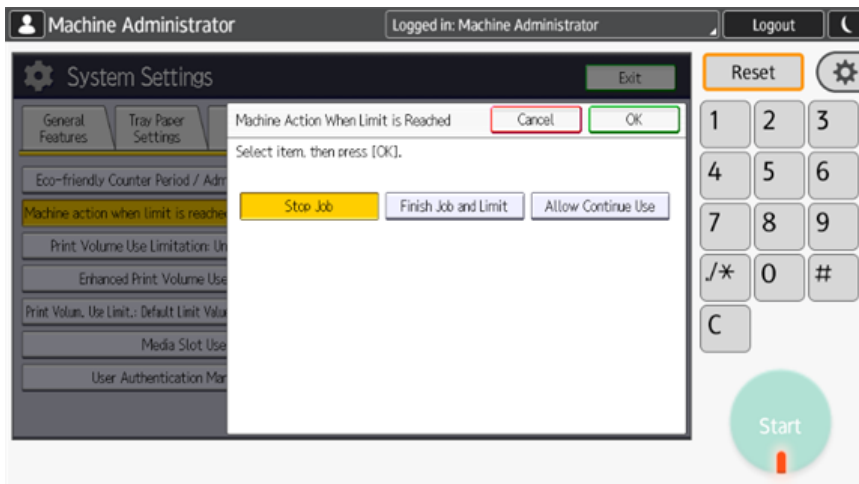
7. Tap **Administrator Tools**. The Administrator Tools tab opens.



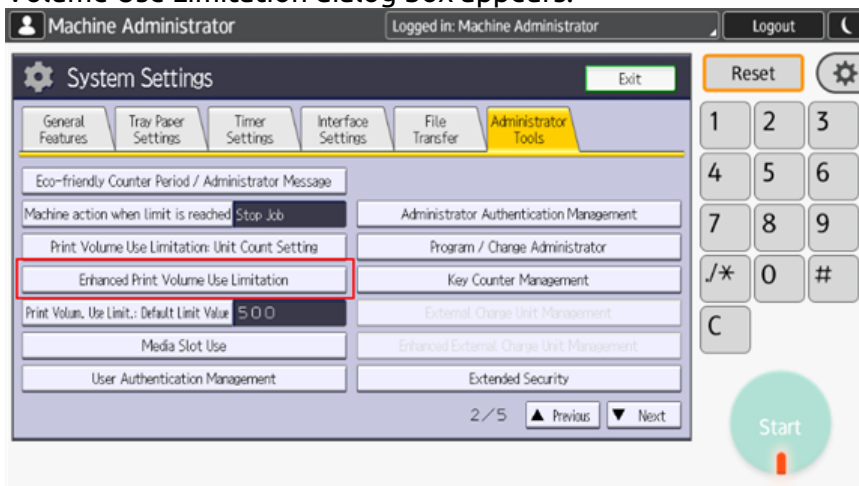
8. Tap **Machine action when limit is reached**. The Machine Action When Limit is Reached dialog box appears.



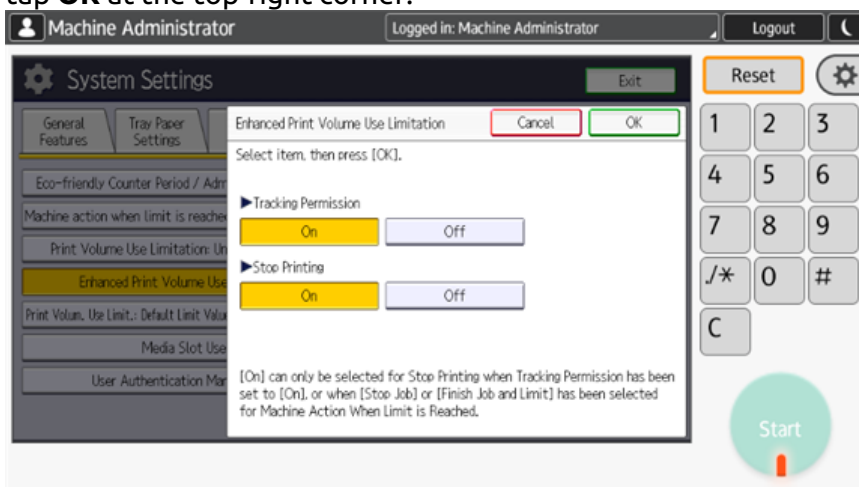
9. In the dialog box, select the **Stop Job** option, and then tap **OK** at the top-right corner of the screen. You are returned to the Administrator Tools tab.



10. On the tab, tap **Enhanced Print Volume Use Limitation**. The Enhanced Print Volume Use Limitation dialog box appears.



11. In the dialog box, set **Tracking permission** and **Stop Printing** to **On**, and then tap **OK** at the top-right corner.



12. Restart the printing device.

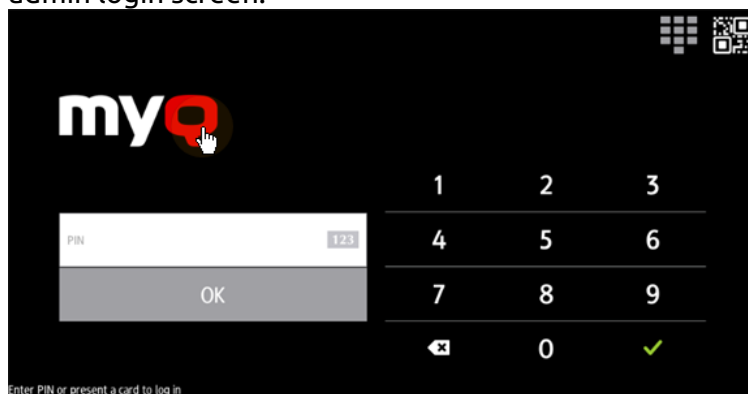
7 Activating card readers

To activate a USB card reader:

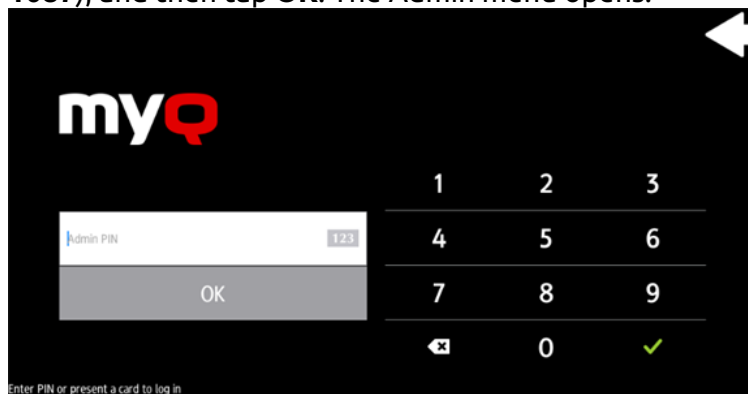
- Register it on the printing device's touch panel
- Add the card reader's **Vendor ID** and **Product ID** to the USB device list on the printing device's Web UI.

7.1 Registering the card reader on the printing device's touch panel

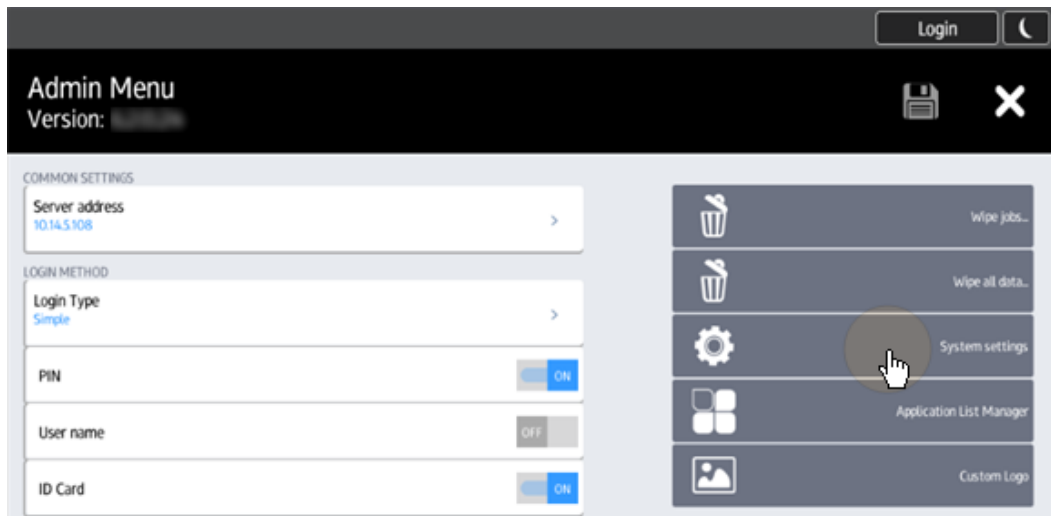
1. On the initial screen of the MyQ Embedded application, tap **MyQ** to open the admin login screen.



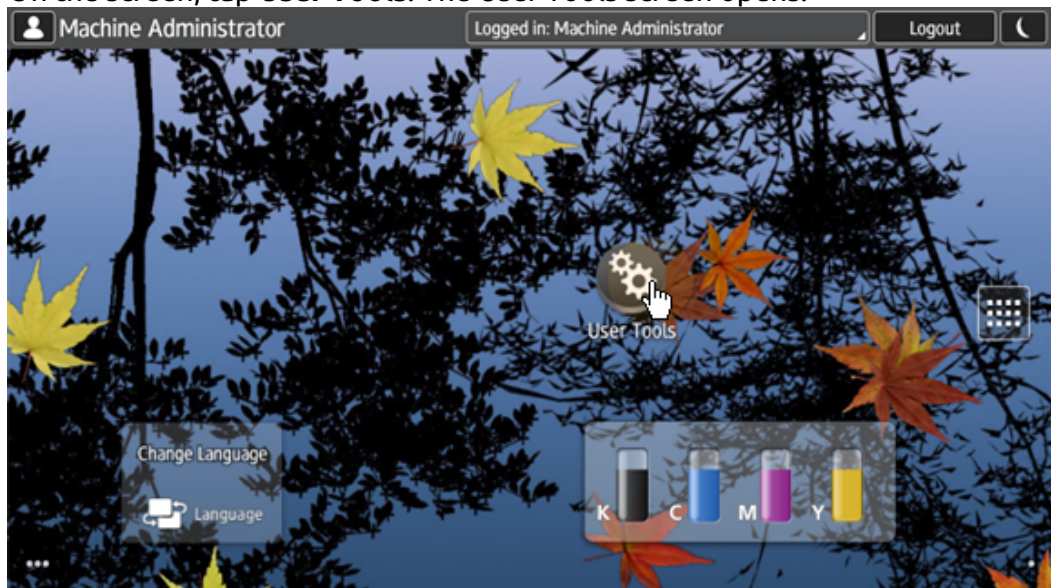
2. On the admin login screen, enter the admin password (the default password is **1087**), and then tap **OK**. The Admin menu opens.



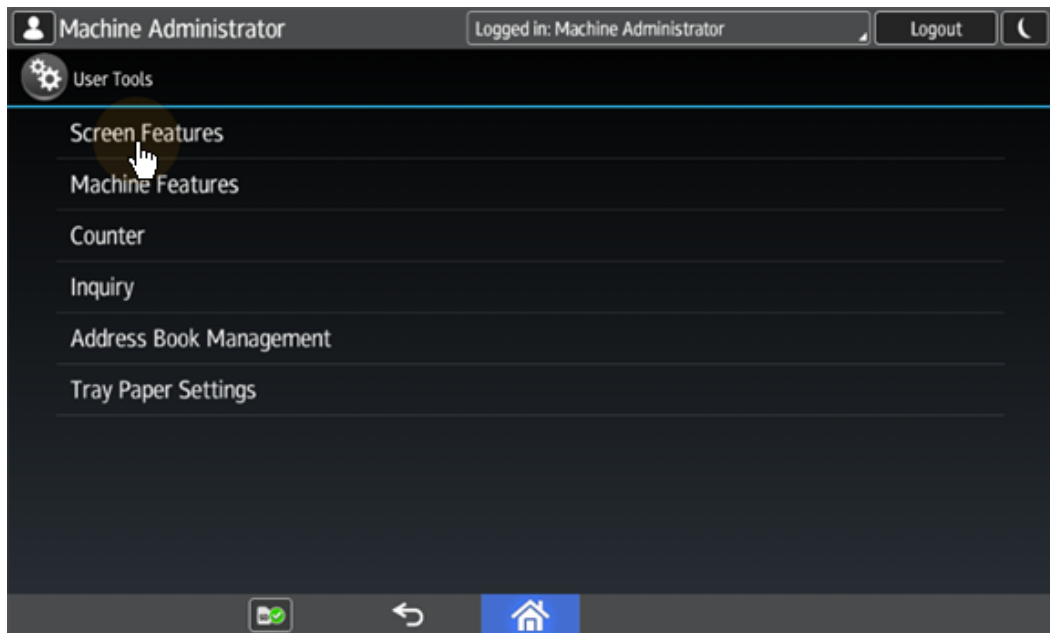
3. Tap **System settings** in the menu on the right side of the screen. The device's panel screen opens.



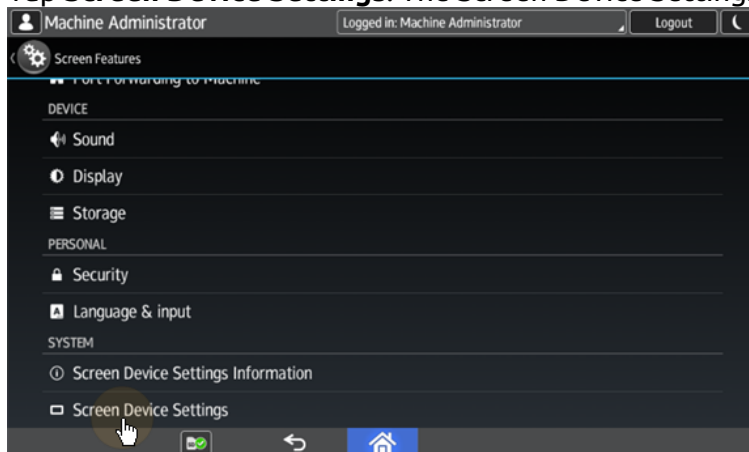
4. On the screen, tap **User Tools**. The User Tools screen opens.



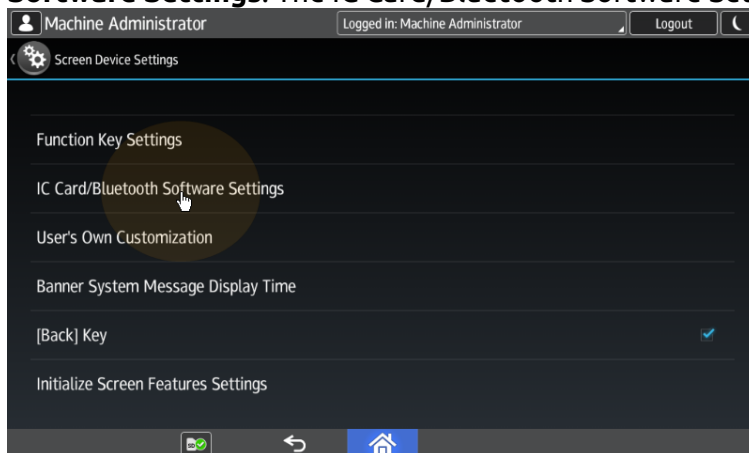
5. Tap **Screen Features**. The Screen Features screen opens.



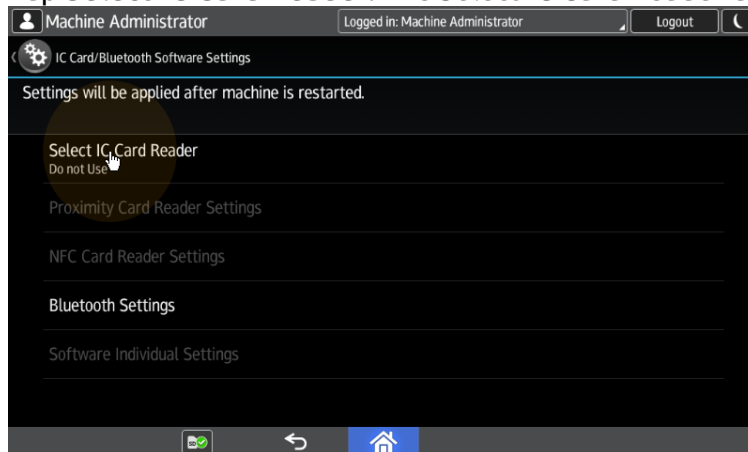
6. Tap **Screen Device Settings**. The Screen Device Settings screen opens.



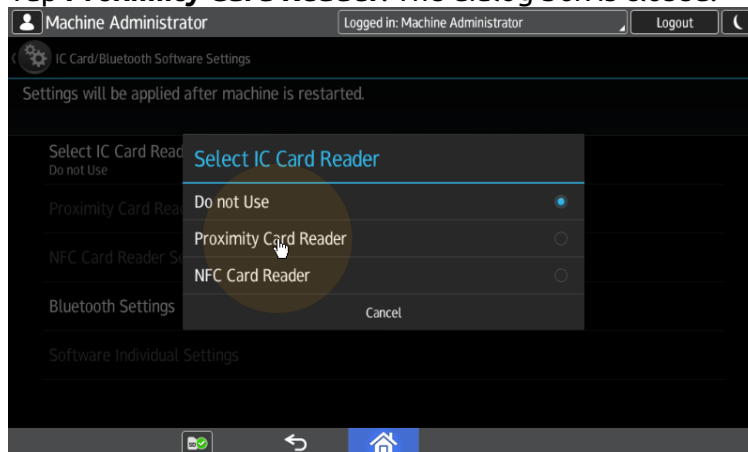
7. On the Screen device Settings screen, scroll down and tap **IC Card/Bluetooth Software Settings**. The IC Card/Bluetooth Software Settings screen opens.



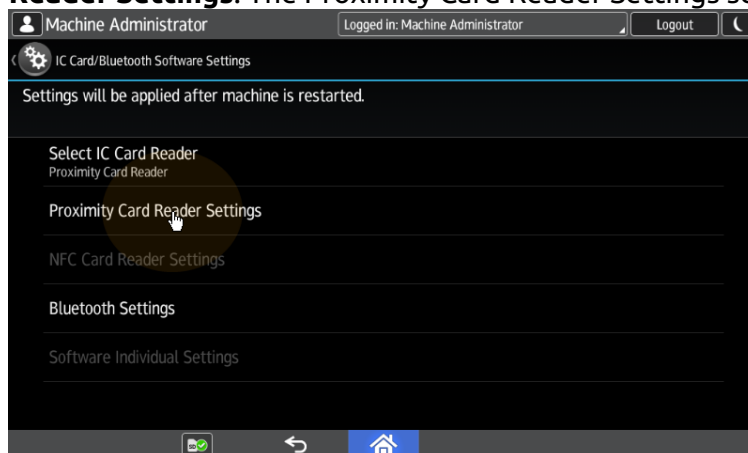
8. Tap **Select IC Card Reader**. The Select IC Card Reader dialog box appears.



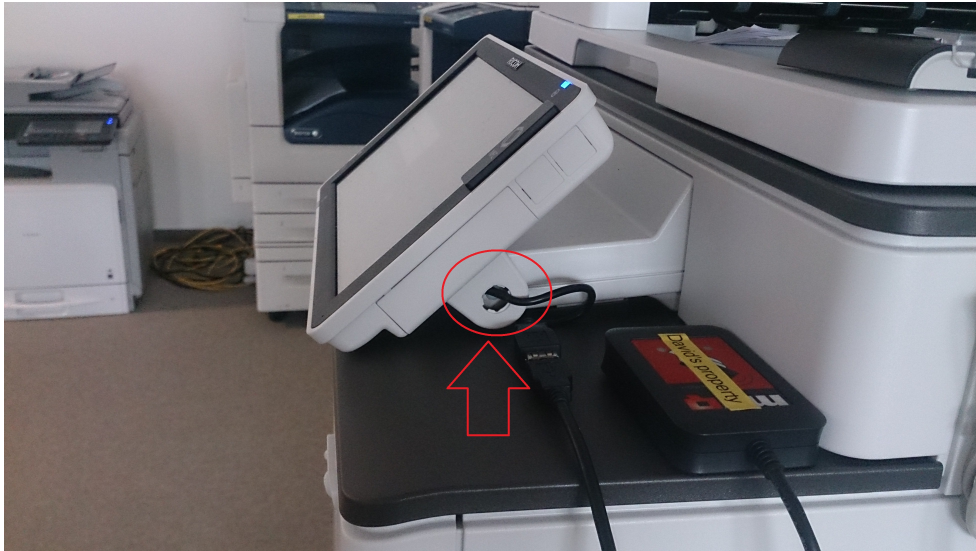
9. Tap **Proximity Card Reader**. The dialog box is closed.



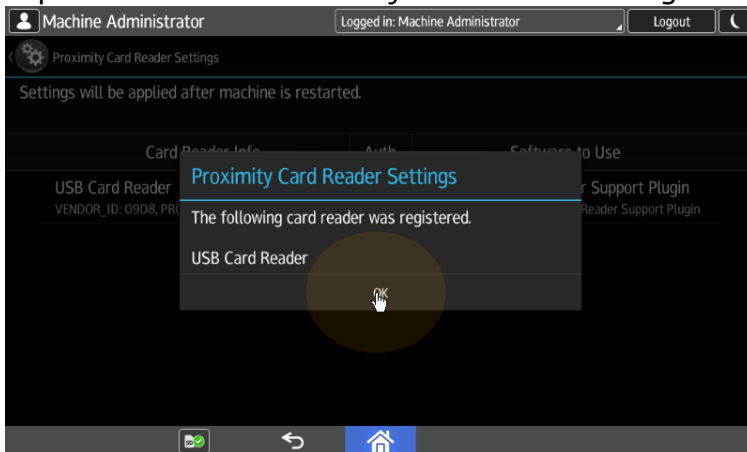
10. Back on the IC Card/Bluetooth Software Settings screen, tap **Proximity Card Reader Settings**. The Proximity Card Reader Settings screen opens.



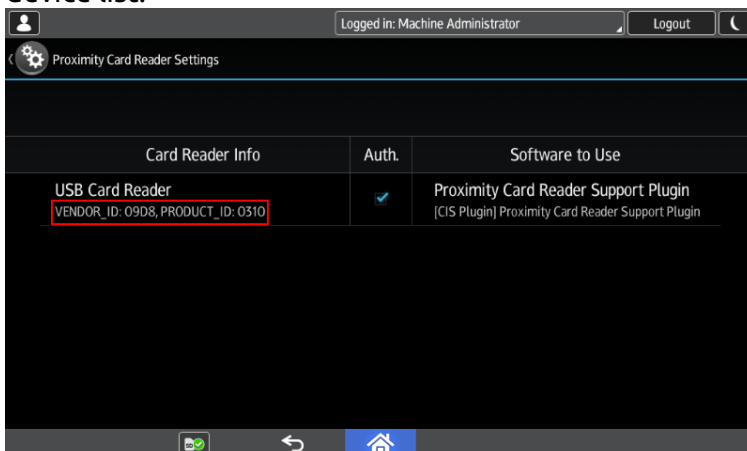
11. Plug in the card Reader to the Android panel via Mini USB — USB (female) reduction. The Proximity Card Reader Settings message box informs you that a USB card reader was registered.



12. Tap **OK** to close the Proximity Card Reader Settings message box.



13. Back on the Proximity Card Reader Settings screen, remember (write down) the **VENDOR_ID** number and the **PRODUCT_ID** number displayed under **Card Reader Info**. These numbers have to be added to the printing device USB device list.

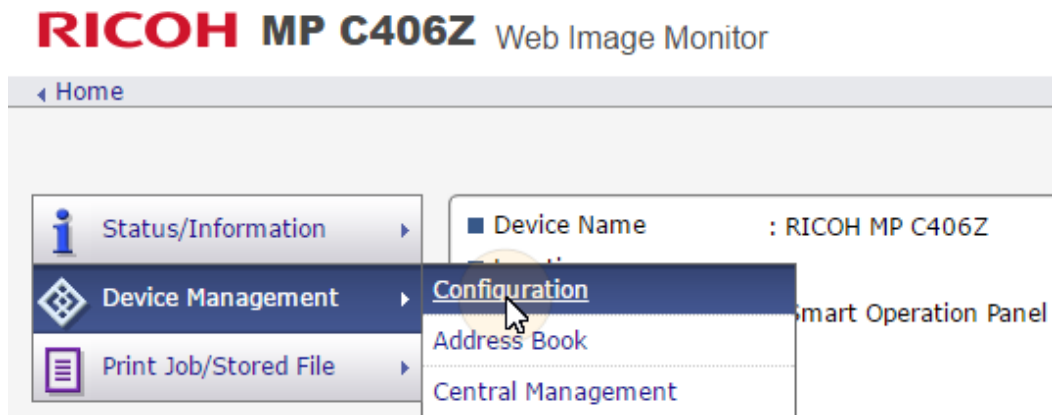


- Exit the system settings.

7.2 Adding the card reader on the device's web UI

To add the card reader's **Vendor ID** and **Product ID** to the USB device list on the printing device's web UI:

- On the menu on the left side of the device's web UI, point on **Device Management**, and then click **Configuration**. The Configuration tab opens.



- On the tab, under **Device Settings**, click **Program/Change USB Device List**. The Program/Change USB Device List tab opens.

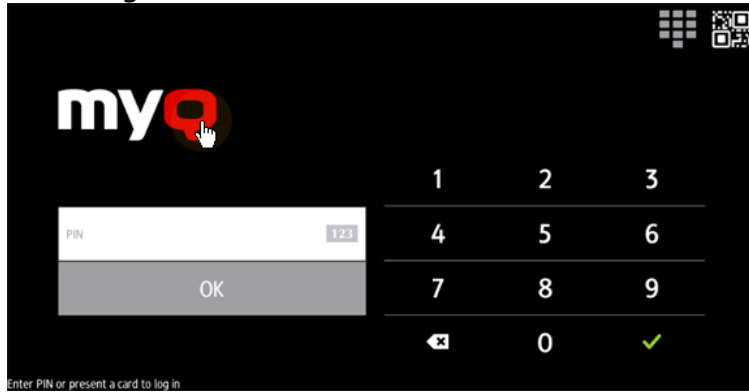


- On the Program/Change USB Device List tab, on the list of USB devices, enter the card reader's **Vendor ID** and **Product ID** that you wrote down during the registration, and then click **OK** at the top-left corner of the tab.

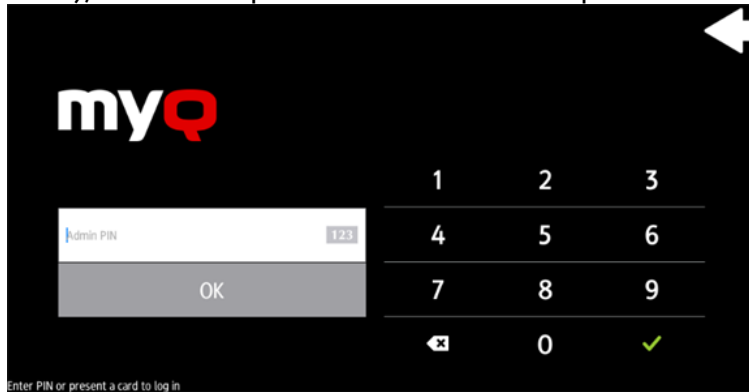


7.3 Deactivating card readers

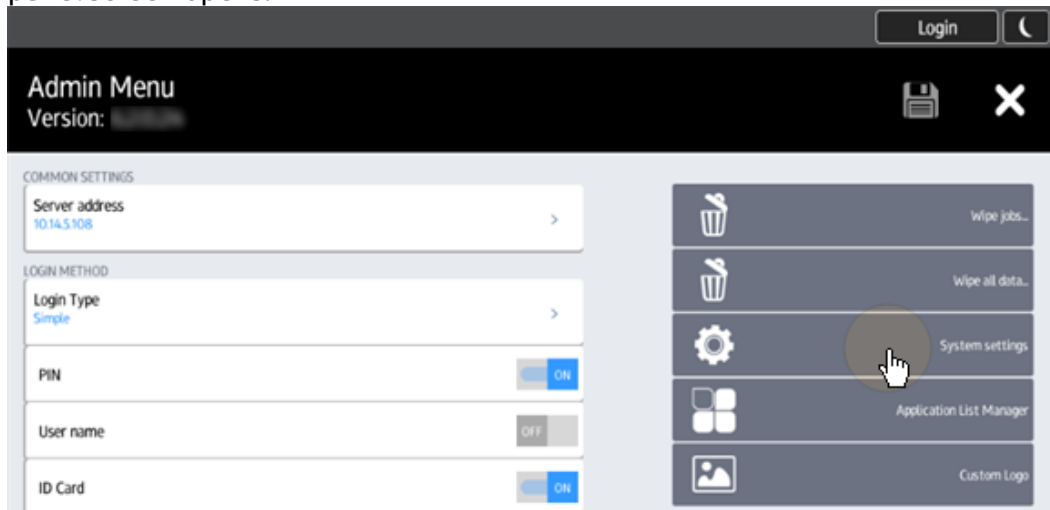
1. On the initial screen of the MyQ Embedded application, tap **MyQ** to open the admin login screen.



2. On the admin login screen, enter the admin password (the default password is **1087**), and then tap **OK**. The Admin menu opens.



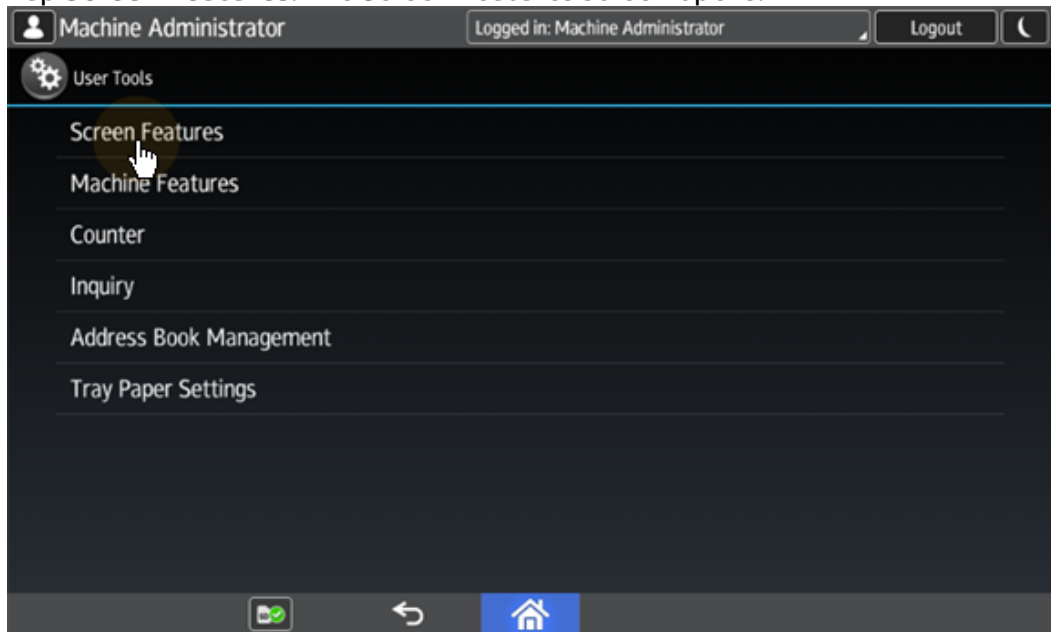
3. Tap **System settings** in the menu on the right side of the screen. The device's panel screen opens.



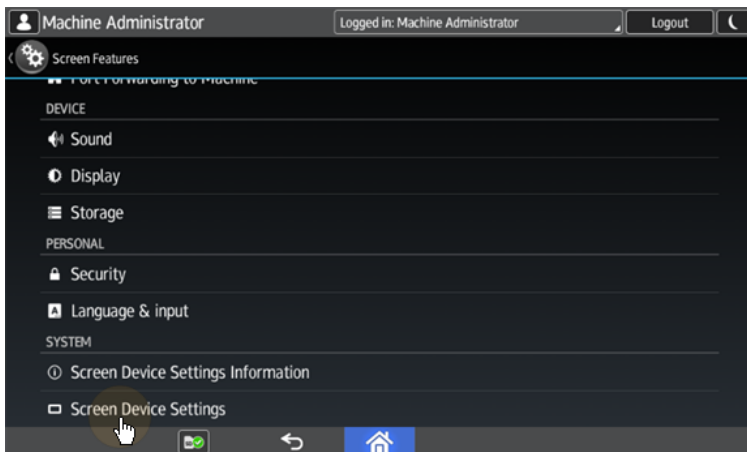
4. On the screen, tap **User Tools**. The User Tools screen opens.



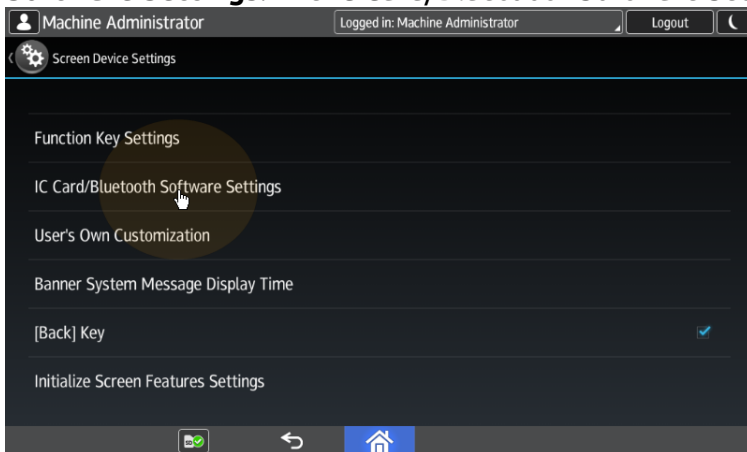
5. Tap **Screen Features**. The Screen Features screen opens.



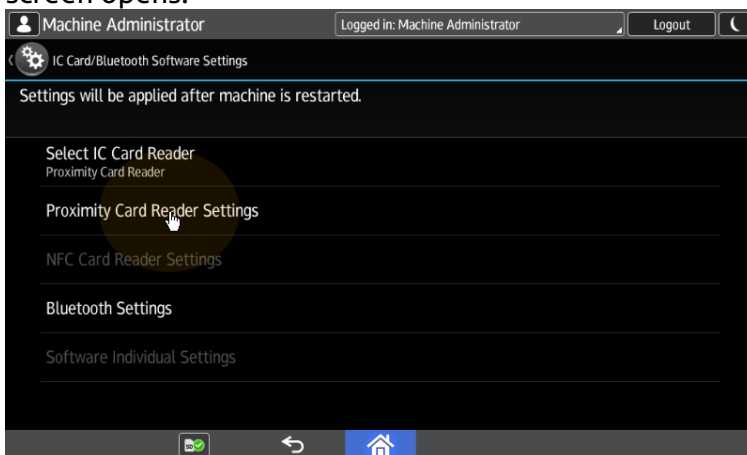
6. Tap **Screen Device Settings**. The Screen Device Settings screen opens.



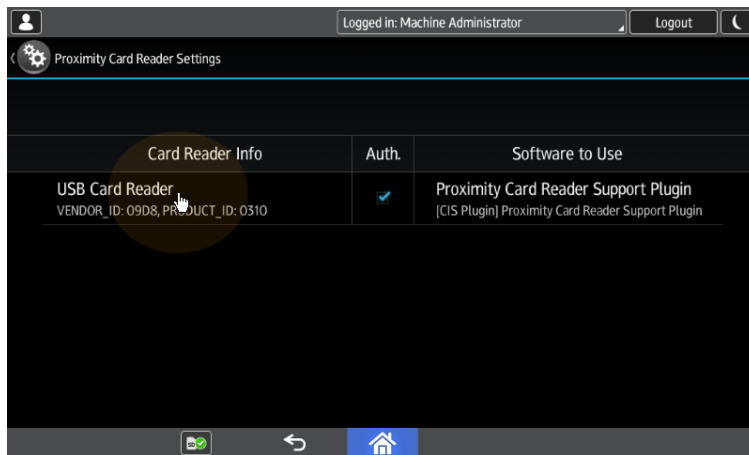
7. On the Screen device Settings screen, scroll down and tap **IC Card/Bluetooth Software Settings**. The IC Card/Bluetooth Software Settings screen opens.



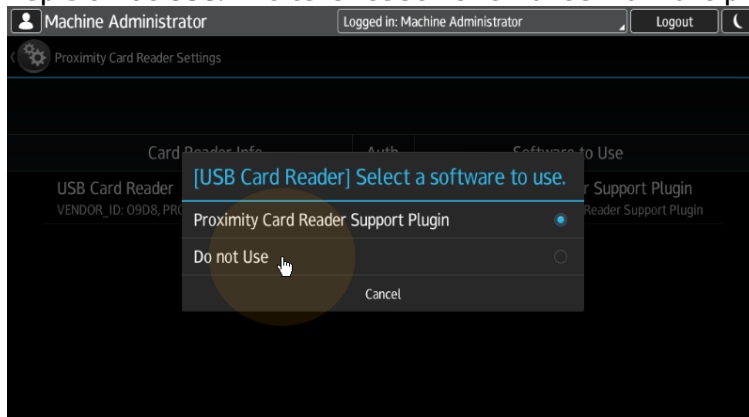
8. tap **Proximity Card Reader Settings**. The Proximity Card Reader Settings screen opens.



9. Tap the card reader. The [USB Card Reader] Select a software to use dialog box opens.



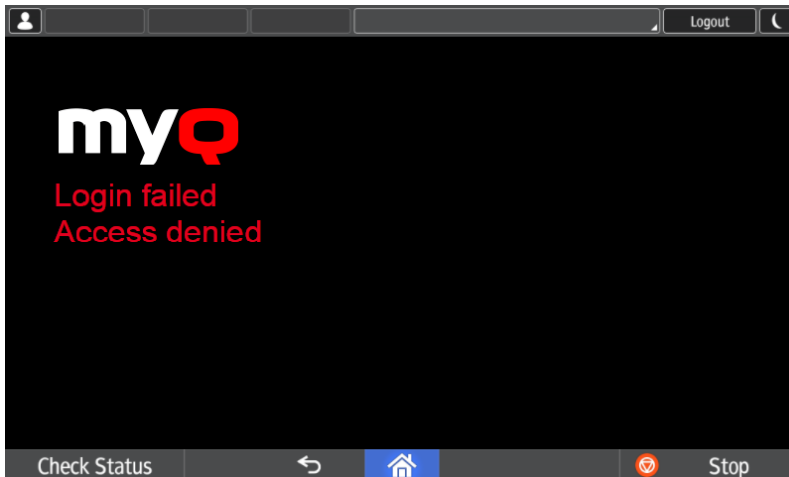
10. Tap **Do not Use**. The card reader is removed from the printing device.



11. Perform a hard restart on the printing device (turn it Off and On using the power button).

8 Licenses

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

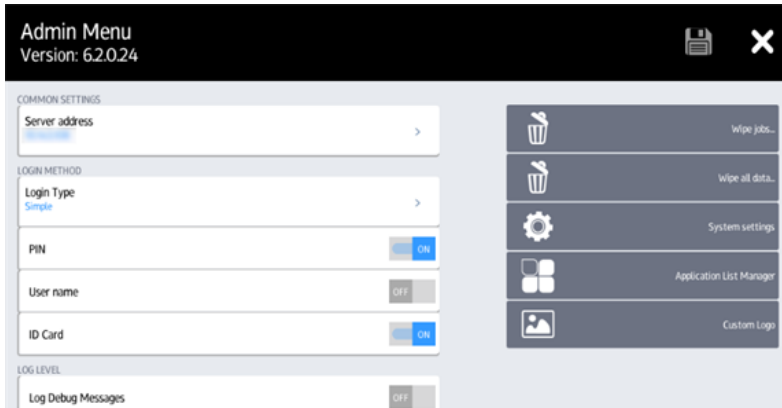


To regain access to the terminal, you can add a new license or deactivate one of the currently activated terminals and then, reactivate the printing device on the MyQ Web administrator interface.

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

9 Admin Menu

From the terminal's Admin Menu, you can administrate the terminal and change its settings. You can access the printing device settings, access the Android settings, and perform the basic setup of the terminal.

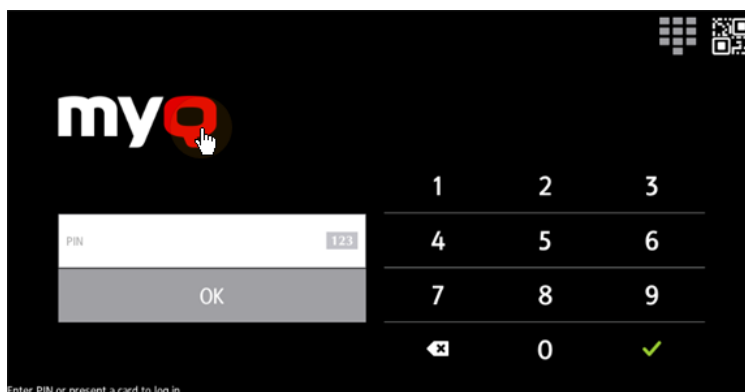


The following actions are available:

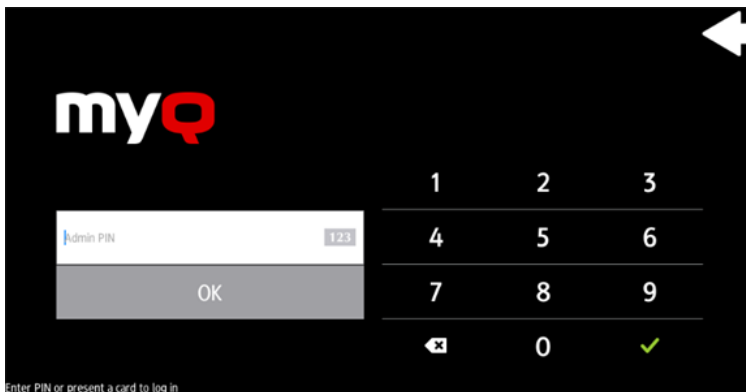
- [Access the Admin Menu](#)
- [Change MyQ server](#)
- [Change login type](#)
- [Extend log information](#)
- [External applications](#)
- [Legacy applications](#)
- [Admin Credentials](#)
- [Wipe terminal data](#)
- [Application List Manager](#)
- [Custom Logo](#)

9.1 Accessing the Admin Menu

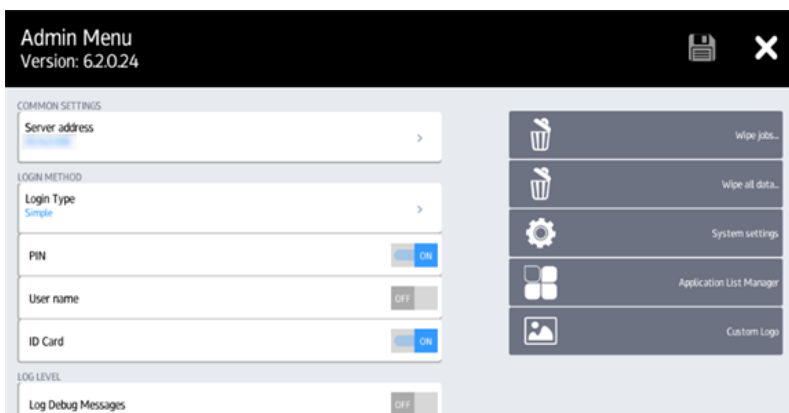
On the initial screen of the MyQ Embedded application, tap **MyQ** to open the admin login screen.



On the admin login screen, enter the admin password (the default password is **1087**), and then tap **OK**.



The Admin menu opens.

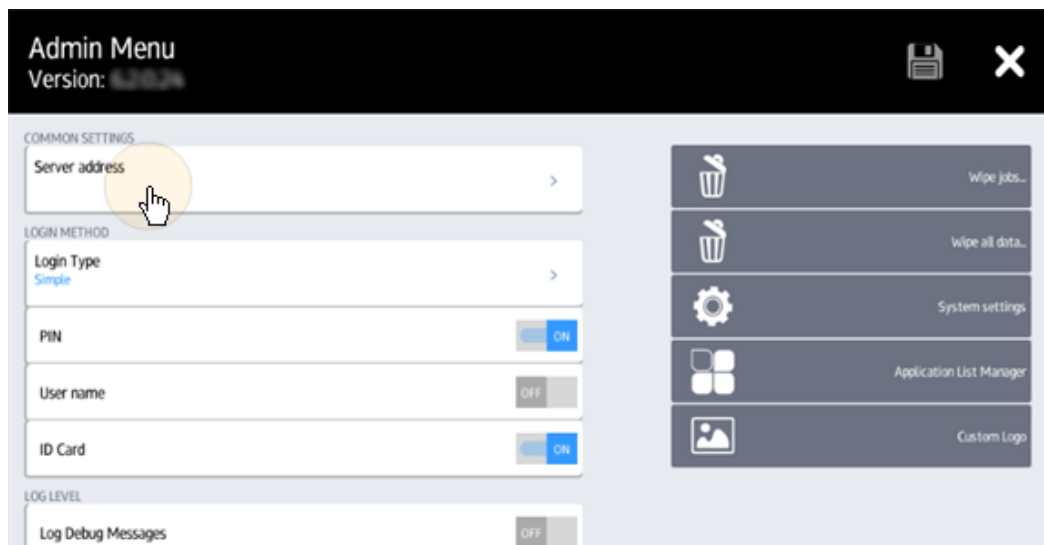


To open the printing device's settings, tap **System settings** in the menu on the right side of the screen.


To save all changes, tap the save icon. To log out from the Admin Menu, tap the exit icon. Both icons are in the upper-right corner of the screen.

9.2 Changing the MyQ server address

1. On the Admin Menu, under **Common settings**, tap the **Server address** setting.



2. Type the server's IP address or the hostname, and then tap **OK**. The Admin Menu screen reopens with the new IP address or hostname displayed under **Server address**.
3. Tap the **Save** icon at the top-right corner. The new value is saved and you can exit the Admin Menu.

 If the connection is successful, and MyQ service is running on the server, the online status is displayed next to the MyQ server address on the Admin Menu screen.

9.3 Changing Login Types

Click **Login Method**, and then select one of the three options:

- Simple
- ID Card and PIN
- ID Card and password

CANCEL

- **Simple** - Only one way of login is used each time a user logs in. If you more than one types of simple login options are selected, the users can choose between them:
 - With the **PIN** option selected, users can login by entering their MyQ PIN.
 - With the **User name** option selected, users can login by entering their MyQ user name and password.
 - With the **ID Card** option selected, users can login by swiping their ID Card. The ID Card has to be registered on the user account on the terminal.
- **Card and PIN** - The user swipes their ID card, and then enters their PIN.

- **Card and Password** - The user swipes their ID card, and then enters their password.

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

LOGIN METHOD

Login Type
Simple

PIN ON

User name OFF

ID Card OFF

9.4 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.

LOG LEVEL

Log Debug Messages ON

9.5 External Applications

In the **Application List Manager**, you can provide external applications with admin access to the printing device.

If the **Filter applications** setting is enabled, users can see only features without the admin access.

EXTERNAL APPLICATIONS

Filter Applications ON

9.6 Legacy Applications

By default, the legacy printing features of the printing device — Copier (Classic), Printer (Classic), Scanner (Classic) and Document Server — are not accessible from the embedded terminal. If you want to enable users to access these features, enable the **Show Legacy applications** option.

Legacy


Show Legacy applications ON

When the **Show Legacy applications** option is enabled, users can access the features by tapping the **Application List** terminal action.

 This feature is related only to older devices with a specific firmware.

9.7 Admin Credentials

The admin credentials set in the Admin Menu have to match the current admin credentials of the printing device. The embedded terminal uses these credentials to access the printing device's settings and to enable unlocking the printing device's panel via the **System settings** button.

 If you have changed the default admin credentials of the printing device, you need to set the new credentials here.

To set the admin credentials:

1. Tap **Username**, then type the new admin username, and click **OK**.
2. Tap **Password**, then type the new password, and click **OK**.



9.8 Wiping terminal data

There are several different kinds of data that are stored on the printing device's hard drive. Apart from general data about the connection to MyQ server and the terminal's configuration, the printing device can also store user data related to the **Offline Login** feature, and print jobs sent directly to the printing device with the **Device Spool** feature.

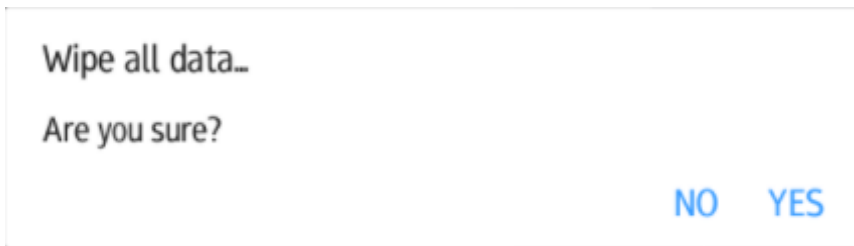
The **Wipe all data** and the **Wipe jobs** buttons enable deleting stored data directly on the terminal. You can delete all of the data or just the print jobs sent with the **Device Spool** feature.




Wiping all data

This option allows you to wipe all data from the printing device hard drive and return the terminal to its factory default settings.

To delete all data from the embedded terminal, click **Wipe all data...**, and then click **YES**.

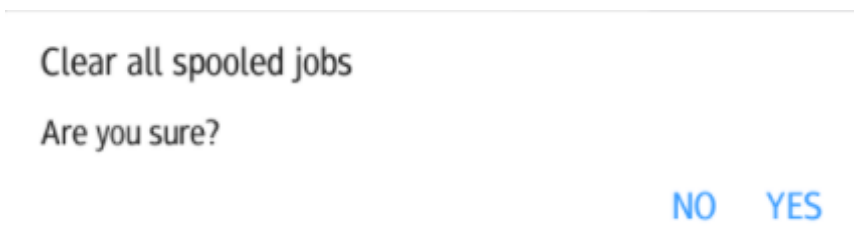


 By wiping all data, you lose all information saved on the printing device, including the IP Address of the MyQ server.

Wiping locally spooled jobs

With the **Device Spool** 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 all locally spooled jobs, click **Wipe jobs...**, and then click **YES** in the Clear all spooled jobs confirmation dialog box.



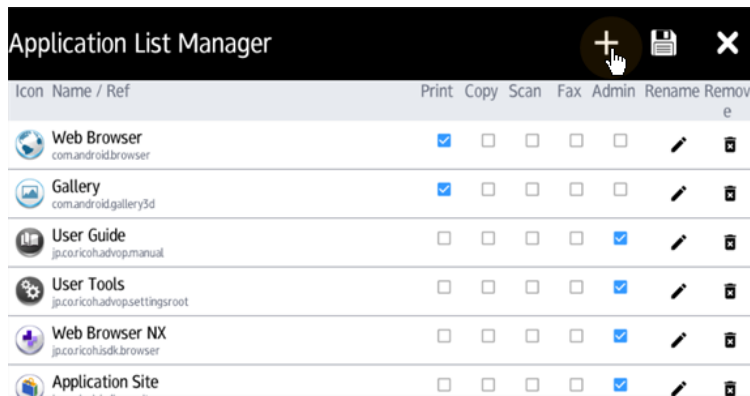
9.9 Application List Manager

With the **Application list** terminal action, users can access external Android applications of the printing device. The list of these application can be managed here.

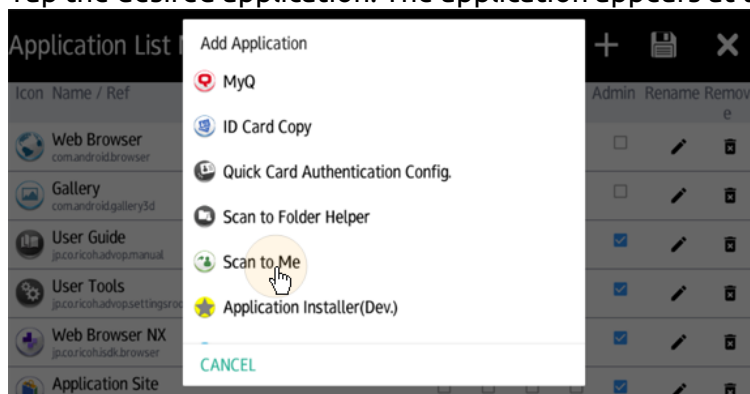
You can add, rename and delete the applications. Also, you can provide each of the added applications with the access to printing, copying, scanning, faxing, and administrating the printing device.

To add an application, do the following:

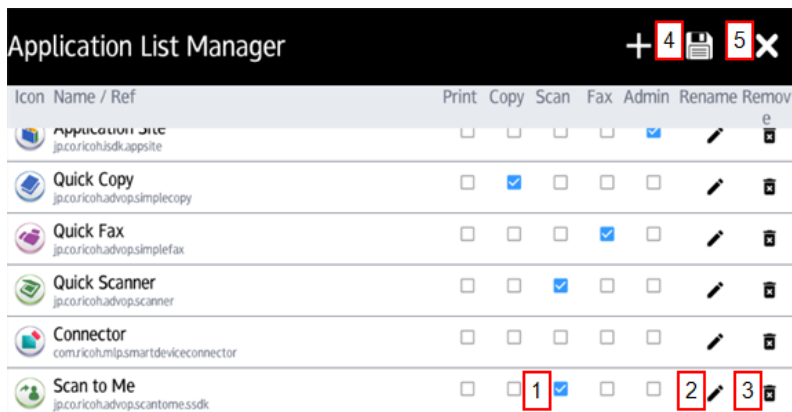
1. Tap the **add (+)** icon in the upper-right corner of the screen. The Add Application menu opens.



2. Tap the desired application. The application appears at the end of the list.



3. The added application can be managed in the following way:
 - a. Provide it with access to features of the printing device.
 - b. Rename it by tapping the pencil icon.
 - c. Delete it by tapping the delete icon.
4. After finishing all the changes, tap the **save** icon and return to the Admin Menu by tapping the **exit** icon.



9.10 Custom Logo

You can import your own logo to be displayed on the terminal screen. The recommended size is 411 x 113.

To import the new logo:

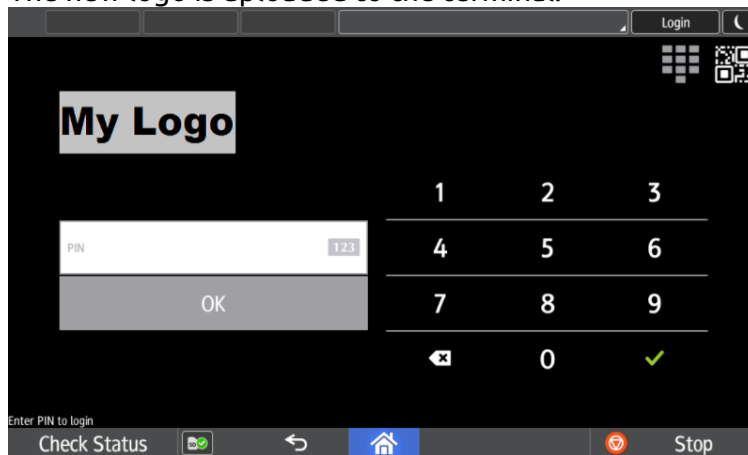
1. Create a file called *logo.png* with the new logo and copy the file to the root directory of an SD card.
2. Insert the SD card into the SD slot on the left side of the display screen.
3. Tap **Custom Logo**. The Custom Logo dialog box appears.



4. In the dialog box, tap **IMPORT**.



5. The new logo is uploaded to the terminal.



To restore the default MyQ logo:

1. Tap **Custom Logo**. The Custom Logo dialog box appears.
2. In the dialog box, tap **CLEAR**. The custom logo is removed from the terminal and the default MyQ logo is restored.

10 MyQ Terminal Manager

MyQ Terminal Manager provides an interface for the simple setup of MyQ terminals.

It is installed as part of the MyQ server installation. You can find it under *Start menu/Programs/MyQ/MyQ Terminal Manager*, on the Apps screen, or on the Start menu, depending on your OS.

The following actions are available:

- [Search for accessible terminals](#)
- [Set a configuration password](#)
- [Advanced settings](#)
- [Login options](#)
- [No-Login operations](#)
- [Server Certificate upload](#)
- [Guest account](#)
- [Administrator account](#)
- [Legacy support](#)

10.1 Search for accessible terminals

1. Open the **Search** tab, under **Network Ranges**.
2. Set the **Network Ranges** where you want to search for printing devices. If the **Search all local subnets** option is selected, a broadcast command is executed on all the network subnets where the MyQ server is connected to. In case you want to search in other subnets, add their IP ranges in the other text boxes.

3. Click **Search**. The available terminals are found and displayed.
4. Select **RicohSmart** in the **Device Type** menu, and then double-click the embedded terminal that you want to set up.

MyQ Terminal Manager 7.2. [Close]

Device ID	State	SN	Device Type	Model Name	Client
589D4B10CA1A	Ready		RicohSmart		

Device Type: RicohSmart

Network Ranges:

Search all local subnets

10.14.4.1 - 10.14.5.255

10.2 Set a configuration password

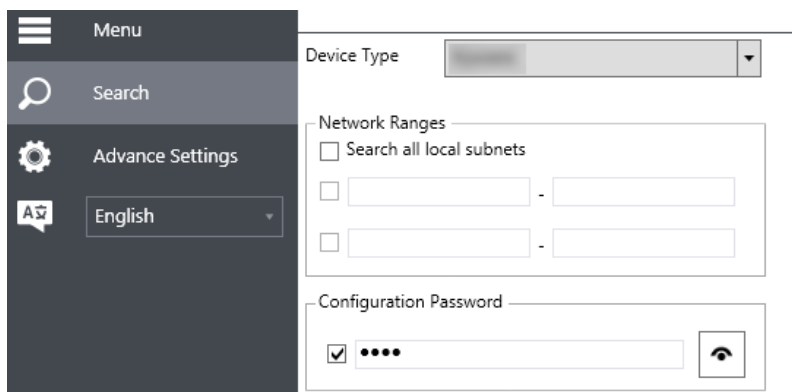
To protect terminals from any unauthorized remote configuration, you can type a global configuration password in MyQ Terminal Manager. The Terminal Manager

password applies to all terminals connected to the network, but it is not active and needs to be separately activated on each device.

To set the password, click **Enter...** under **Common Settings/Configuration Password** and type the password.

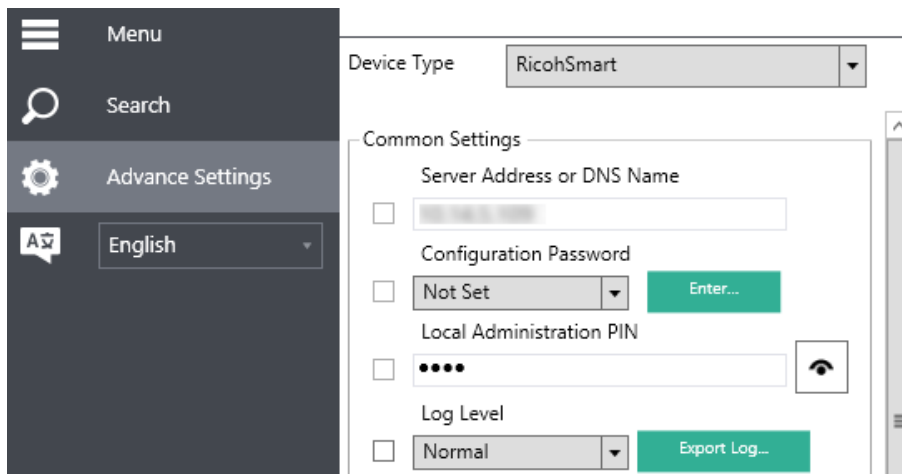
To activate it on a specific device, double-click the particular terminal to load its settings, select the **Set** option under **Common Settings/Configuration Password**, and click **Save** at the bottom.

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



10.3 Advanced Settings

The terminal settings can be changed on the **Advance Settings** tab.



If you change a setting, the checkbox on its left side is automatically selected.

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

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

10.3.1 Common Settings

- **Server address or DNS Name** - The IP address or the hostname of the MyQ server.
- **Configuration Password** - Here you can activate the global password for the remote configuration of the terminal, which is typed on the Search tab. To activate the password, select the **Set** option.
- **Local Administration PIN** - The PIN for administrator access to the terminal. By default, it is **1087**. The input has to consist of 4 to 16 numeric characters.
- **Log Level** - You can swap between the **Normal** log level and the **Debug** log level. By default, the terminal is on the **Normal** log level. With the **Debug** log level, the terminal generates additional log information for auditing and troubleshooting purposes. In case you are asked to provide the log to MyQ support, you can export and upload the log file to a selected folder. To export the terminal log, click **Export Log...** The **Browse** dialog box appears where you can select the folder to save the log file to.

10.3.2 Login Options

- **Multi Login Options** - If you enable multi login, the users have to pass a two-step authentication to successfully log in. You can choose from the following settings:
 - **Disabled**: Only one way of login is used.
 - **Card and PIN**: The users swipe their ID card and then enter their PIN.
 - **Card and Password**: The users swipe their ID card and then enter their password.
- **Log in with PIN** - With this option **Enabled**, users can log in by entering their MyQ PIN.
- **Log in with User Name** - With this option **Enabled**, users can log in by entering their MyQ user name and password.
- **Log in with ID Card** - With this option **Enabled**, users can log in by swiping their ID Card. The ID Card has to be registered on the user's account on the terminal.

10.3.3 No-Login Operations

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

If you enable at least one of the **Scan/Copy/Fax** options, the users can access the functions either by closing the terminal or directly from the panel of the printing device.

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

Available settings:

- **Scan** - If **Enabled**, users can use the scan function on the particular printing device screen without the need to log in.

- **Copy** - Set the behavior of the copy function, that users can use on the particular printing device after unlocking the panel, without logging in to the terminal. You can choose from the following settings:
 - **Disabled**: Users cannot use the copy function without login.
 - **BW Copy**: Users can only use the black and white copy function.
 - **Color Copy**: Users can use the full color copy function.
- **Fax** - If **Enabled**, users can use the fax function on the particular printing device without the need to log in. Pages printed, scanned and faxed in this mode are accounted to the ***unknown** user.
- **Emergency Mode** - Here you can remotely disable the terminal in case of emergency.
 - To disable the terminal, select **Shutdown!**. The terminal shuts down, the printing device's panel is unlocked and its default screen opens. Users can now run standard device operations without logging in. Pages printed and scanned in the Shutdown! mode are accounted to the ***unknown** user.
 - To re-enable the terminal, select **Normal operation** and restart the device on the printer device's web user interface.
- **Start Screen** - If you enable at least one of the **Scan/Copy/Fax** options above, the initial screen of the device can be set to one of the following two modes:
 - **User Login**: Anonymous access to the No-Login operations is possible via the anonymous login (lock) button at the top-right corner of the screen.
 - **Device Panel**: The default screen of the panel is displayed (scan or copy - depends on the device's settings). In such cases, users can switch to the login screen by pressing the logout button, or directly log in by swiping their ID card.

10.3.4 Server Certificate Upload

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

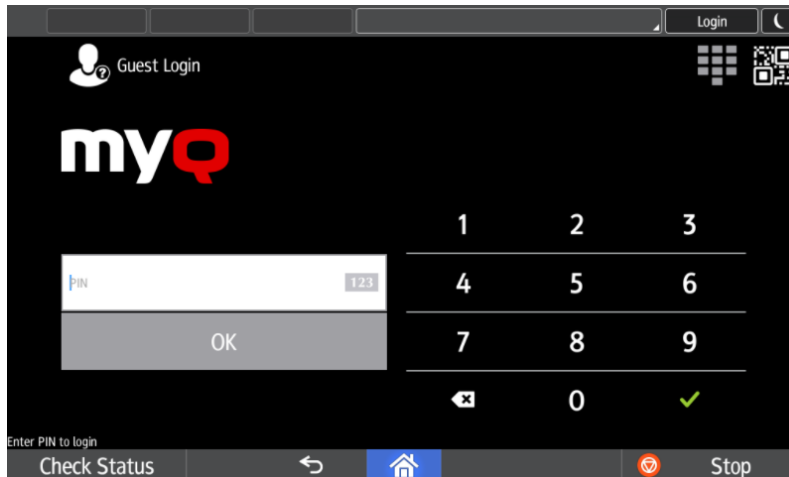
To upload it in MyQ, login to the MyQ web administrator interface, and go to **MyQ, Settings, Network**. In the **Communication Security** section click **Change Certificate** and **Browse** to upload your certificate. Click **Save**.

To upload the certificate on the embedded terminal:

- Go to Certificate manager (open **Run**, type *certmgr.msc* in the Run box, and hit **Enter**) on your server's computer.
- Find the certificate in the **Trusted Root Certification Authorities** section and right-click on it.
- Select **All tasks, Export**.
- Go through the **Certificate Export Wizard** steps.
- Once done, copy the exported *.CER* file to the root file of your C: drive and upload it to the terminal via the **Terminal Manager**.
- Select the device and double-click on it.
- Go to the **Server Certificate Upload** section.
- Select the certificate file and **Upload** it.

10.3.5 Guest Account

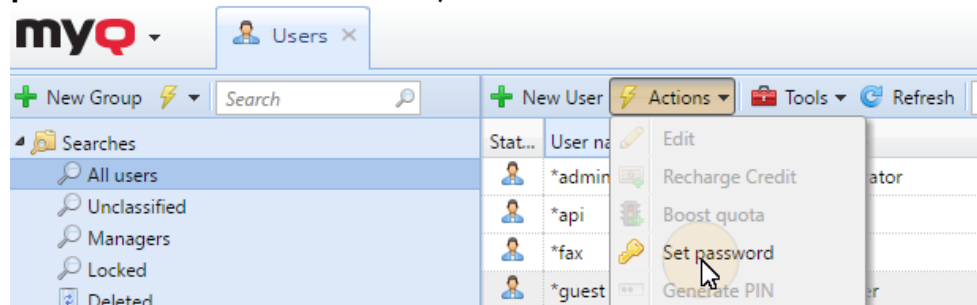
By setting up a guest account here, users can log in to the terminal by tapping the **Guest Login** icon, without providing credentials. All operations are accounted to the corresponding user account in MyQ.




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

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

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

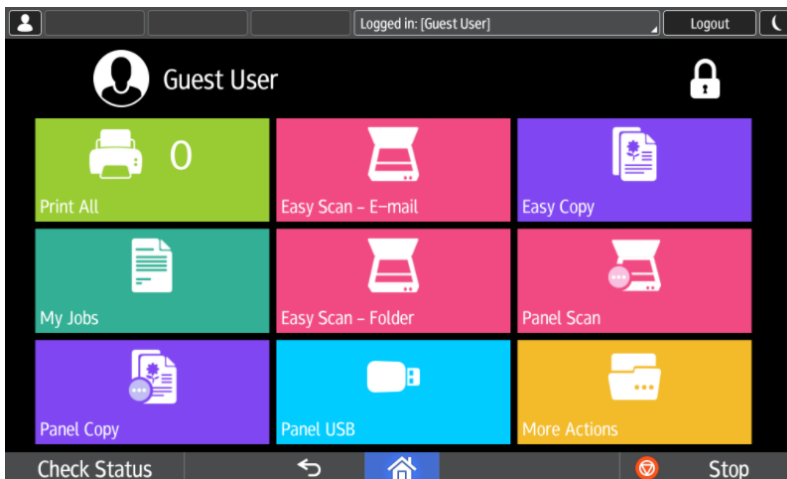


- In MyQ Terminal Manager, under **Guest Account**, enter the same login password as the one set in MyQ.

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

Guest Account options:

- **Guest Login** - Here you can **Enable** or **Disable** the guest login option.
- **Login Name** - Here you can enter the name of the user account to be used as a guest account. The default guest user account is ***guest**.
- **Login Password** - Here you can enter the guest user account password.
- **Guest Screen** - You can select the screen that will be displayed after the guest logs in. You can choose from the following options:
 - Top Screen
 - Copy
 - Scan
 - USB
 - Box
 - Fax



10.3.6 Administrator Account

The admin credentials set in the **Administrator Account** have to match the current admin credentials of the printing device. The embedded terminal uses these credentials to access the printing device's settings and to enable unlocking the printing device's panel via the **System settings** button.

- **Login Name** - Enter the name of the **Administrator Account**.
- **Login Password** - Enter the password for Administrator Account.

10.3.7 Legacy Support

= This feature is related only to older devices with a specific firmware.

By default, the legacy printing features of the printing device — Copier (Classic), Printer (Classic), Scanner (Classic) and Document Server — are not accessible from the embedded terminal. If you want to enable users to access these features, enable the **Show Legacy applications** option.

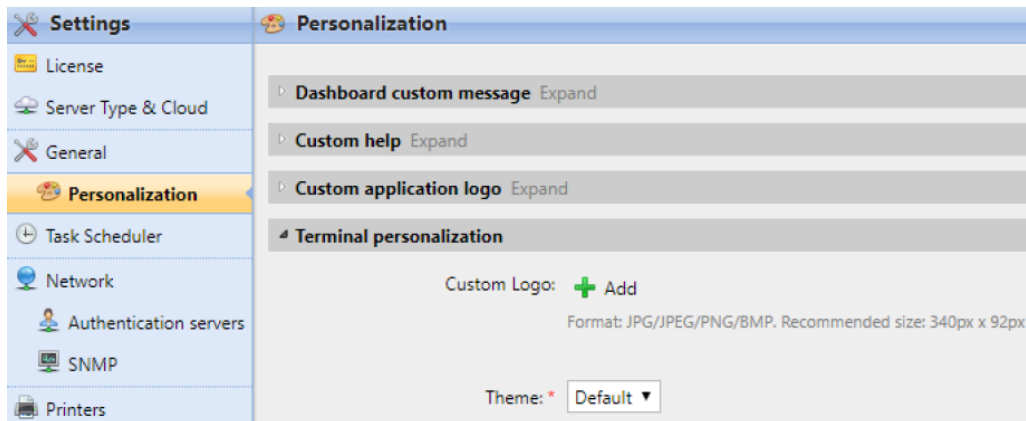
When the **Show Legacy applications** option is enabled, users can access the features by tapping the **Application List** terminal action.

11 Personalization

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

In 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**.



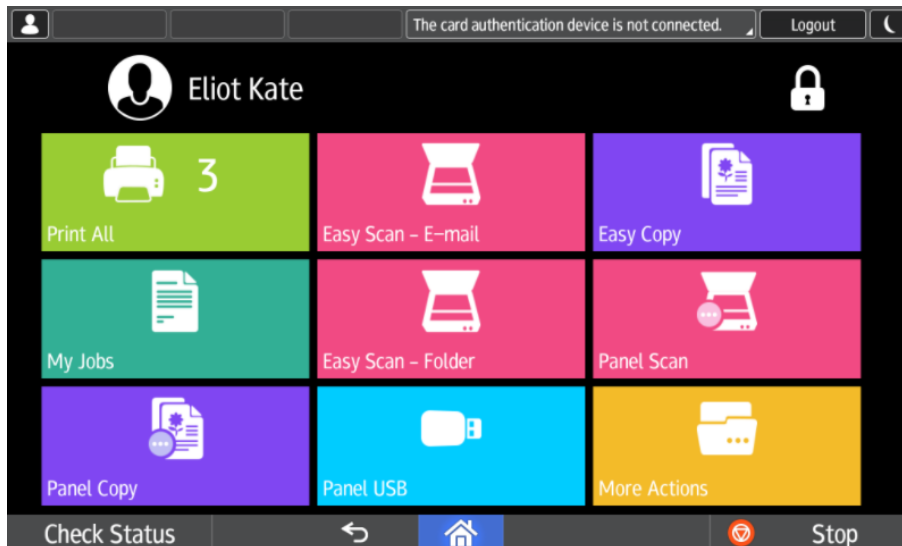
You can personalize your terminals by uploading a custom logo. The supported logo formats are: *JPG, JPEG, PNG*. The recommended size is: *340px x 92px*.

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

12 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.

12.1 Available terminal action nodes

The available terminal action nodes are:

- Print all
- My Jobs
- Easy Scan
- Easy Copy
- Easy Fax
- Application List
- Panel Copy
- Panel Scan

- Panel Fax
- Panel Box
- Panel USB
- ID Card Registration
- Edit Account
- Recharge Credit
- Folder
- ID Card Copy

12.1.1 Print all

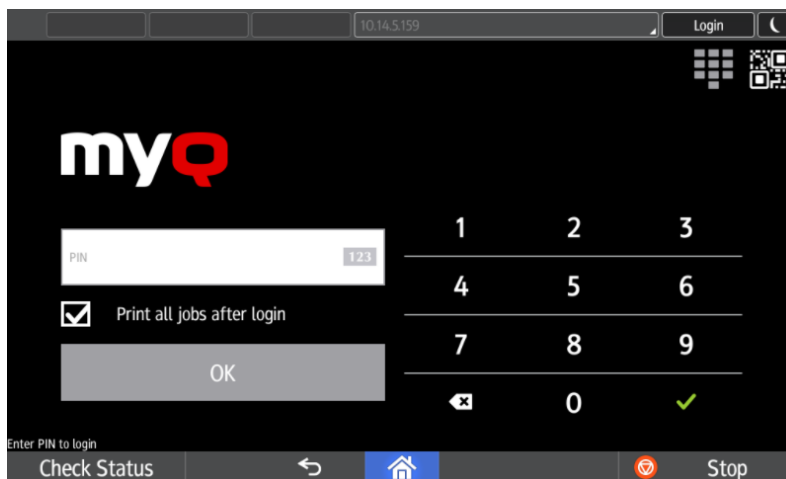
This action prints all jobs that are waiting in queue in the Ready and Paused states, including jobs delegated by other users.

Print all jobs after logging in

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

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

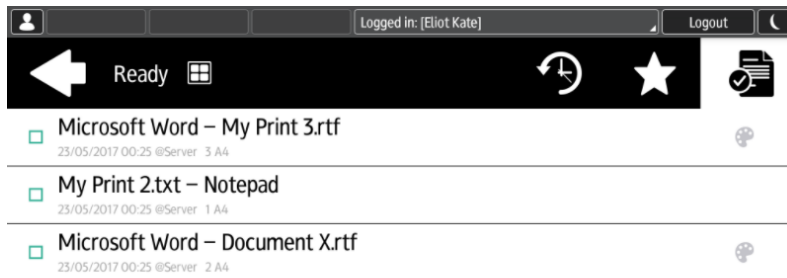
If the user disables the feature on the terminal and does not login in 30 seconds, the terminal screen refreshes with the **Print all jobs after login** option selected.



12.1.2 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.



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 simplex/duplex options, force B/W print, and change the number of copies. After changing the print options, the user can tap **PRINT** to print the jobs.

PRINT OPTIONS

* 2-sided

* Force B&W

* Copies

-

1

+

* Stapling
UPPER CORNER

>

* Punching
DISABLED

>

CANCEL PRINT

- **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 branch can be printed on printing devices at any other branch.

The user can download a job only to one site at the same time. A MyQ Central server with Site servers is required for this feature. For more information, see the *MyQ Central Server Installation* guide.

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. On the screen, tap the globe icon. The Remote tab opens.
4. Select the jobs to be downloaded, and tap the download icon at the top-right corner of the tab. The jobs are downloaded and can be printed on the current printing device, as well as on any other printing device attached to the **Job Roaming** queue.

12.1.3 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](#).

12.1.4 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
 - 2-sided LR
 - 2-sided Top
 - 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

12.1.5 Easy Fax

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

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

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

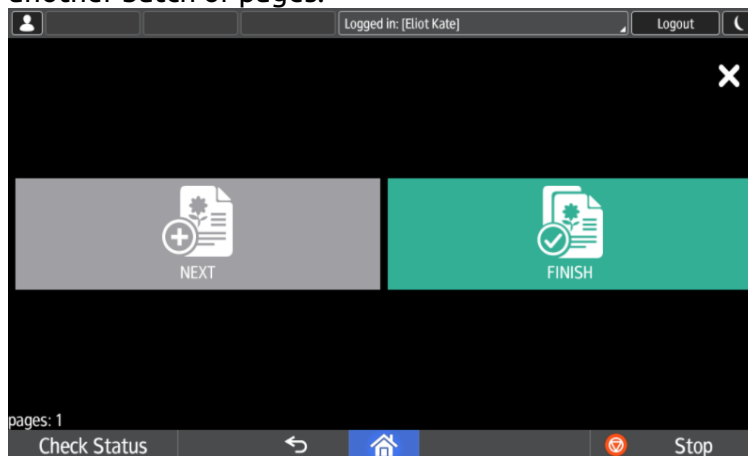
To enable the feature on a printing device, you need to enable the **Fax module** option on its properties panel in MyQ, deactivate and reactivate the device. Go to **MyQ, Settings, Configuration Profiles**. Select the configuration profile and click **Edit** (or double-click, or right-click and **Edit**).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

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

Easy Fax Parameters

- **Fax resolution** - Resolution of the outgoing fax file. You can select from the following options:
 - Normal
 - Fine
 - Super Fine
 - Ultra Fine
 - Default
- **Duplex** - Simplex and Duplex scanning options. You can select from the following options:
 - Single Sided
 - Duplex
 - Default
- **Original Image** - Determines the way in which the printing device is going to process the scanned page. You can select from the following options:
 - Text + Photo
 - Photo
 - Text
 - Default
- **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
- **Continuous Scan** - With the continuous scan option enabled, fax jobs are not sent until **Finish** is tapped. After clicking **Next**, the printing device scans another batch of pages.



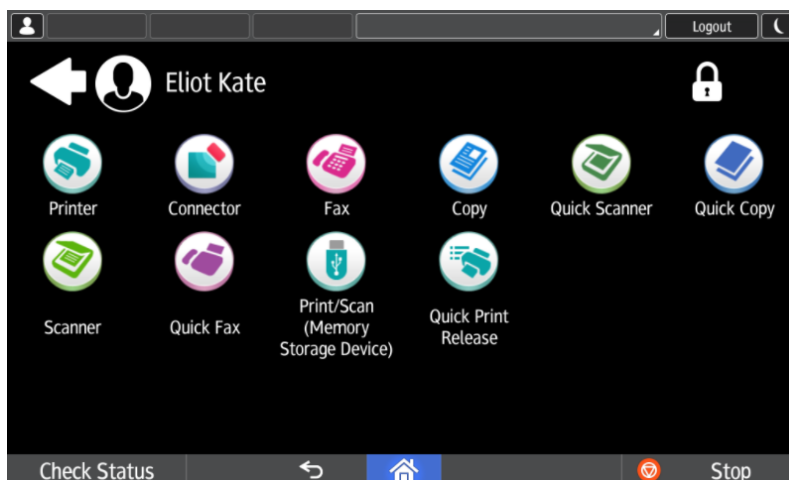
You can select from the following options:

- Disabled
- Enabled
- Default

12.1.6 Application List

List of 3rd party Android applications.

Users can return to their home screen by taping the home button on the bar at the bottom of the panel screen.



12.1.7 Panel Copy

Opens the printing device's copy screen.

12.1.8 Panel Scan

Opens the printing device's scan screen.

Users can return to their home screen by tapping the home button on the bar at the bottom of the panel screen.

- ☰ To enable scanning on the terminal, make sure that your MyQ server is set as the SMTP server on the printing device Web UI.

12.1.9 Panel Fax

Opens the printing device's fax screen.

Users can return to their home screen by tapping the home button on the bar at the bottom of the panel screen.

- ☰ Faxes sent from Ricoh SmartSDK devices are not accounted in MyQ.

12.1.10 Panel Box

Opens the printing device's document box screen.

Users can return to their home screen by tapping the home button on the bar at the bottom of the panel screen.

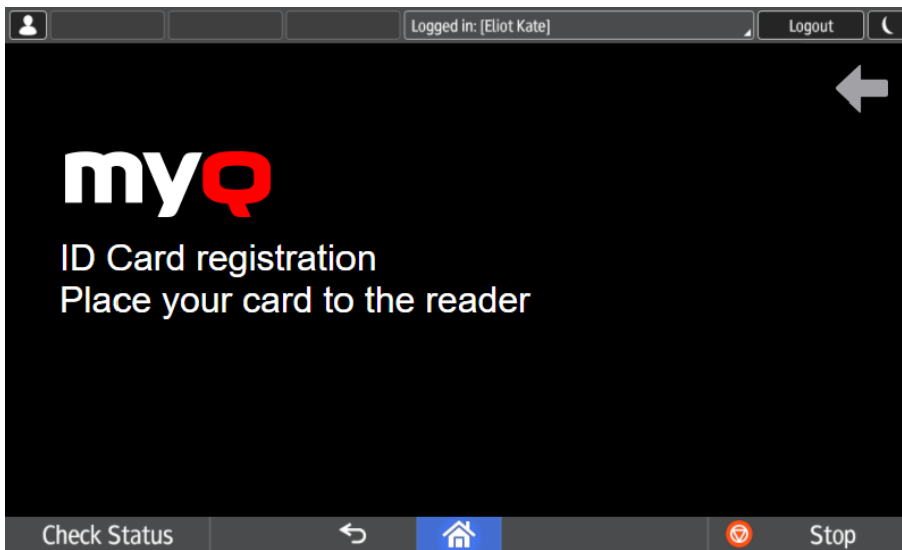
12.1.11 Panel USB

Opens the printing device's USB screen.

Users can return to their home screen by tapping the home button on the bar at the bottom of the panel screen.

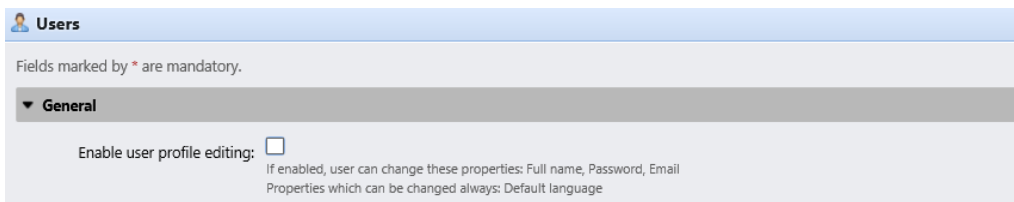
12.1.12 ID Card Registration

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.



12.1.13 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.

Edit Account

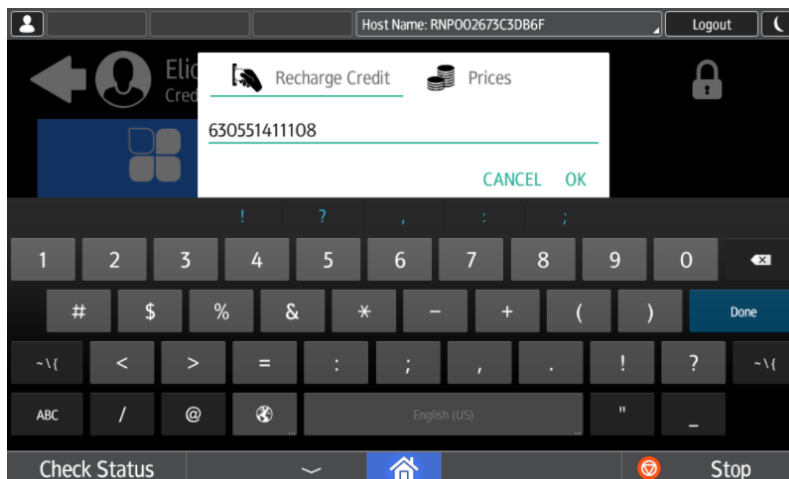
* User name	<input type="text" value="ELIOT KATE"/>	🔒
* Full name	ELIOT KATE	✎
Email	E.KATE@COMPANYX.COM	✎
Default language	ENGLISH (UNITED KINGDOM)	➤

CANCEL
SAVE

12.1.14 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.



12.1.15 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.

12.1.16 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.

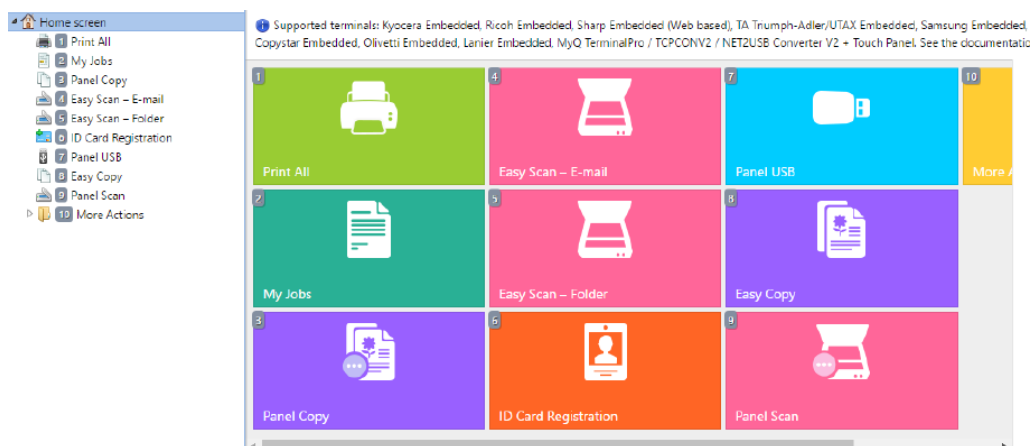
12.2 Default terminal actions

The default terminal actions are:

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

12.3 Terminal actions management

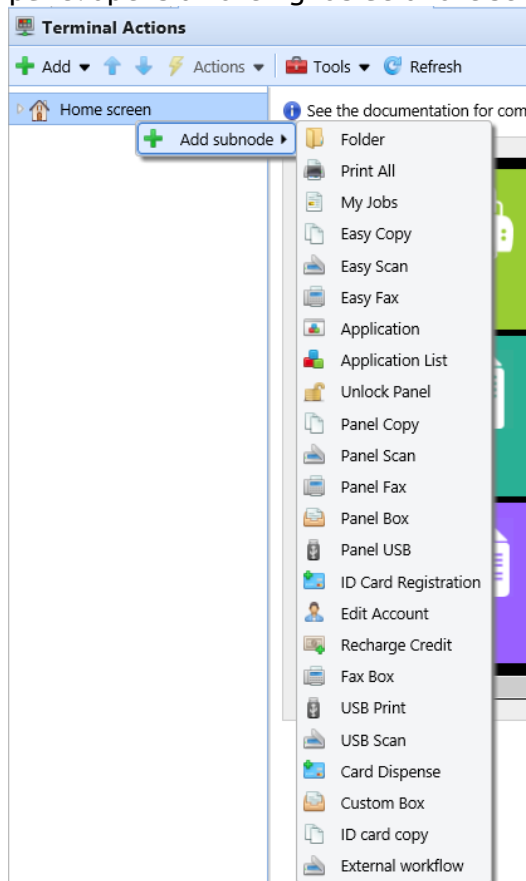
Terminal action nodes can be managed on the **Terminal Actions** settings tab (**MyQ, Settings, Terminal Actions**). They can be managed either under **Home screen** on the list of actions or directly on the terminal screen preview.



12.3.1 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.

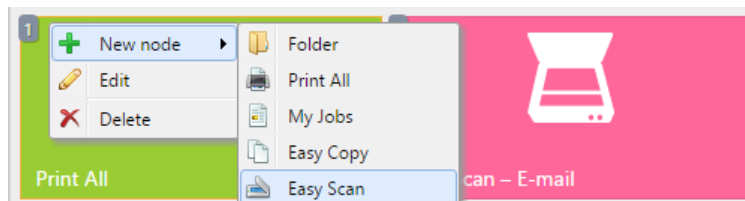


3. On the properties panel, you can rename and edit the node. For information about editing options, see [Editing action nodes](#). Once you save your changes, the new action node is displayed on the action nodes list and on the terminal screen preview.

12.3.2 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.

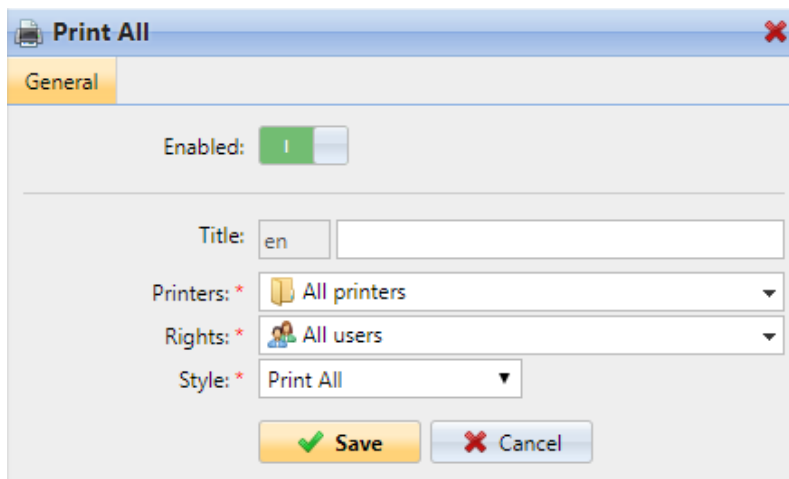


3. On the properties panel, you can rename and edit the node. For information about editing options, see Editing action nodes. Once you save your changes, the new action node is displayed on the action nodes list and on the terminal screen preview.

12.3.3 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



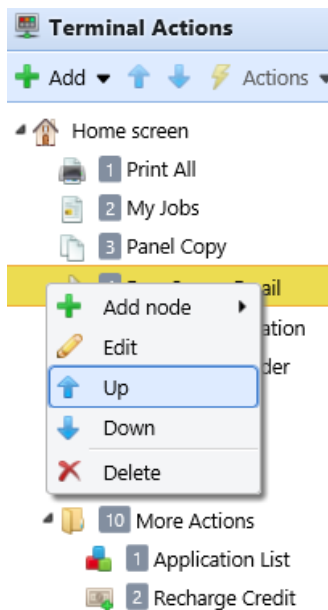
- **Enabled** - If you disable the node, it is not displayed on the terminal and cannot be used there.
- **Title** - Here you can change the action node's name. If you do not change it, the default name is used. Depending on the number of additional languages set on the MyQ Web administrator interface, 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.

12.3.4 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.



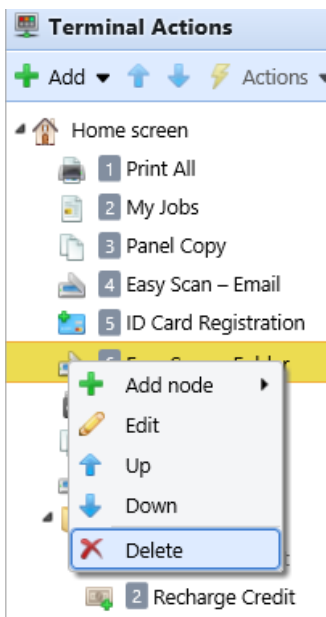
If there are more than ten action nodes defined on the home screen or in any folder, move the scroll bar at the bottom of the preview screen to view the additional action nodes.

12.3.5 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.

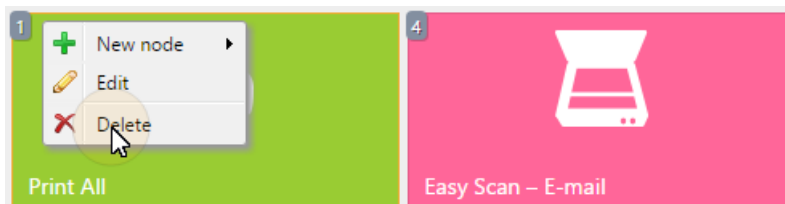
Deleting action nodes from the home screen list

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.

12.4 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](#).

12.4.1 Easy Scan destinations

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

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

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

General section

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

Parameters section

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

Shared Parameters

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

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

Unique Parameters

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

Scan to FTP

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

Destination

General

Type: * FTP

Filename template: * %username%_%scanId%

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

Title: FTP

Attach metadata file: *

Parameters

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

Server: * 10.1.3.126

Port: * 21

Use SSL: *

User: * user

Password: *

Destination folder: */%username%

Test

Advanced Expand

Save Cancel

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

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

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

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

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

Scan to a Fax Server

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

Destination

General

Type: * Fax Server

Filename template: * %username%_%scanId%

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

Title:

Attach metadata file:

Parameters

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

Fax address template:

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

Sender: Default sender

Subject:

Message:

Advanced Expand

Save Cancel

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

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

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

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

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

Scan to User's scan storage

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

The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. It has two main sections: "General" and "Parameters".

General section:

- Type:** A dropdown menu set to "User's scan storage".
- Filename template:** A text box containing "%username%_%scanId%". Below it, a list of parameters is shown: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%.
- Title:** An empty text box.
- Attach metadata file:** A checkbox that is currently unchecked.

Parameters section:

- Connect as:** A radio button group with three options:
 - MyQ Print Server service
 - Make the user doing the scan the owner of the file
 - User doing the scan
 - Other user

At the bottom, there is an "Advanced Expand" link and two buttons: a green "Save" button and a blue "Cancel" button.

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

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

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

Scan to User's email

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

Destination

General

Type: * User's email

Filename template: * %username%_%scanId%

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

Title:

Attach metadata file: *

Parameters

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

Subject:

Message:

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

Advanced Expand

Save Cancel

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

Scan to Email

Scans are sent to the email address specified here.

Destination

General

Type: * Email

Filename template: * %username%_%scanId%

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

Title:

Attach metadata file: *

Parameters

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

Recipient: *

Copy:

Blind copy:

Subject:

Message:

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

Advanced Expand

Save Cancel

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

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

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

Scan to Folder

Scans are sent to the folder specified here.

Destination

General

Type: * Folder

Filename template: * %username%_%scanId%

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

Title:

Attach metadata file: *

Parameters

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

Destination folder: *

Connect as: * MyQ Print Server service

Make the user doing the scan the owner of the file

User doing the scan

Other user

Advanced Expand

Save Cancel

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

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

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

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

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

Scan to Secured link

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

Destination

General

Type: * Secured link

Filename template: * %username%_%scanId%

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

Title:

Attach metadata file: *

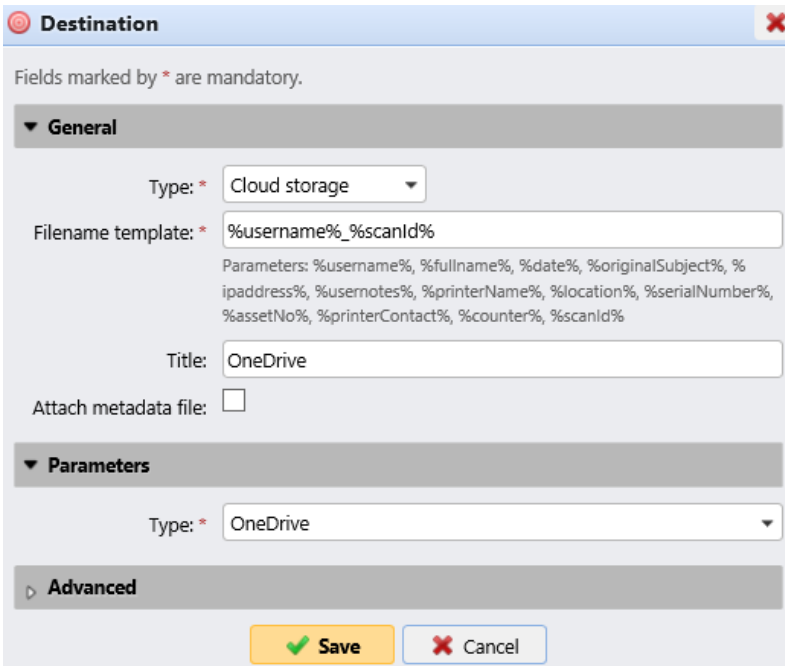
Advanced Expand

Save Cancel

Scan to OneDrive

To enable scanning to OneDrive:

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



Destination

Fields marked by * are mandatory.

General

Type: * Cloud storage

Filename template: * %username%_%scanId%

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

Title: OneDrive

Attach metadata file:

Parameters

Type: * OneDrive

Advanced

Save Cancel

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

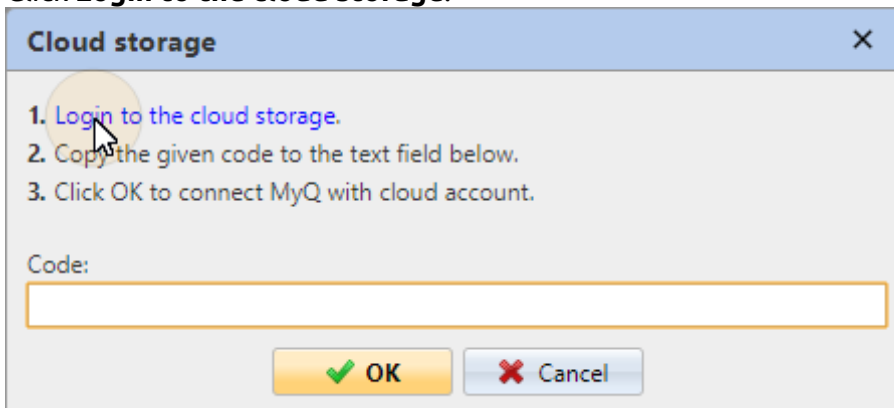
- There is at least one **Easy Scan** terminal action with this destination.
- The user has rights to see the **Easy Scan** button or is connected to cloud drive.

Cloud storage		
Type	Status	Action
 OneDrive	Connected	Disconnect

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

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

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



Cloud storage

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

Code:

OK Cancel

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

Scan to OneDrive for Business

The feature has to be enabled in three steps:

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

Setting up MyQ access to Azure AD

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

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

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

Register an application

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

OneDrive Business Demo ✓

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

Accounts in this organizational directory only (MyQ, spol. s r.o. only - Single tenant)

Accounts in any organizational directory (Any Azure AD directory - Multitenant)

Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)

[Help me choose...](#)

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

Web ✓

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

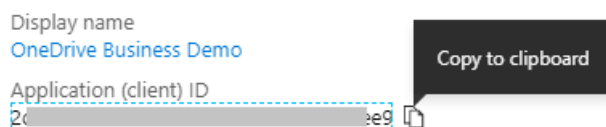
Register

7. Click **Register**.

8. Set the permissions:

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

- On the preview screen, click **View API permissions**.
 - Click **Add a permission**. The Request API permissions pane appears.
 - 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

Expires ▼

Recommended: 180 days (6 months)

90 days (3 months)

365 days (12 months)

545 days (18 months)

730 days (24 months)

Custom

Start

End

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

Create and set the OneDrive for Business destination

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

Destination ×

General

Type:

Filename template:

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

Title:

Attach metadata file:

Parameters

Type:

Advanced Expand

Connect a user's MyQ account to OneDrive for Business

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

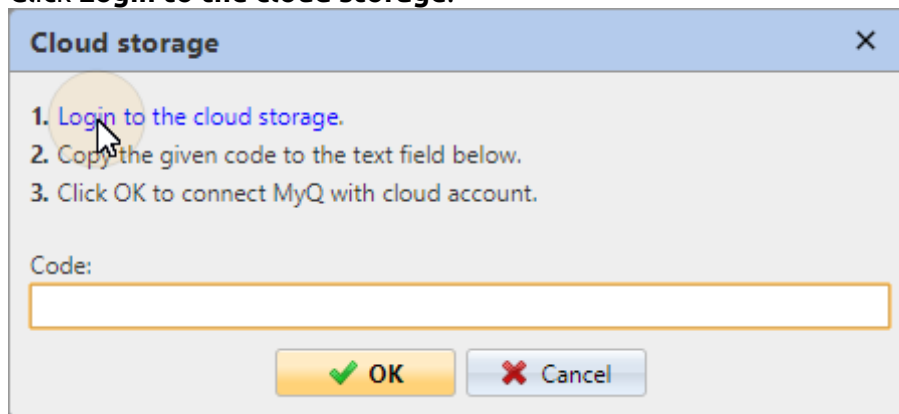
- There is at least one **Easy Scan** terminal action with this destination.
- The user has rights to see the **Easy Scan** button or is connected to cloud drive.

Cloud storage		
Type	Status	Action
OneDrive Business	Connected	Disconnect

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

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

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



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

Scan to Google Drive

To enable scanning to Google Drive:

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

Destination

General

Type: * Cloud storage

Filename template: * %username%_%scanId%

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

Title: Google Drive

Attach metadata file: *

Parameters

Type: * Google Drive

Advanced Expand

Save Cancel

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

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

Cloud storage		
Type	Status	Action
Google Drive	Connected	Disconnect

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

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

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

Cloud storage

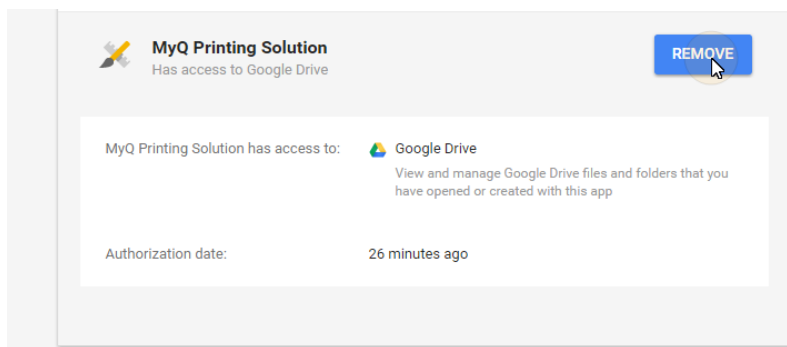
1. Login to the cloud storage.
2. Copy the given code to the text field below.
3. Click OK to connect MyQ with cloud account.

Code:

OK Cancel

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

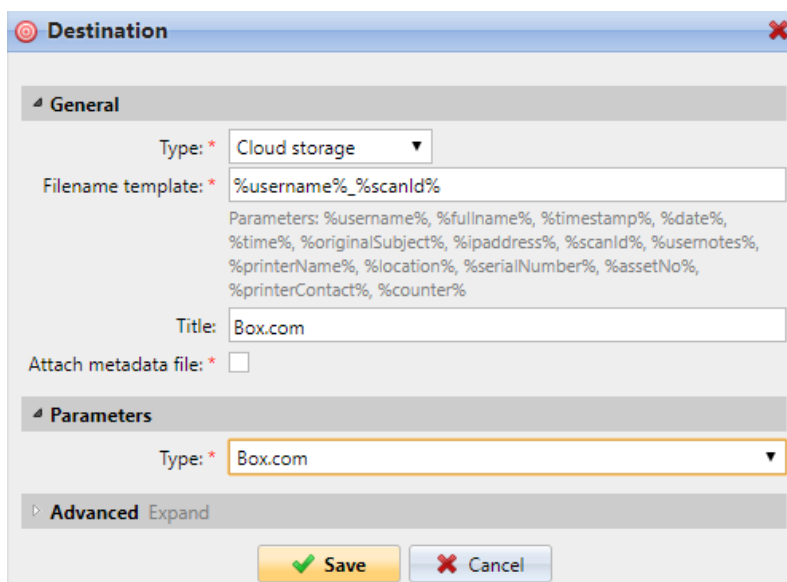
A single Google user account can be connected to only one server at a time. If the user wants to connect the account to another server, they need to remove **MyQ Printing Solution** from the connected applications. This can be done on the **Apps with access to your account tab** under **My Account/Sign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



Scan to Box.com

To enable scanning to Box.com:

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



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

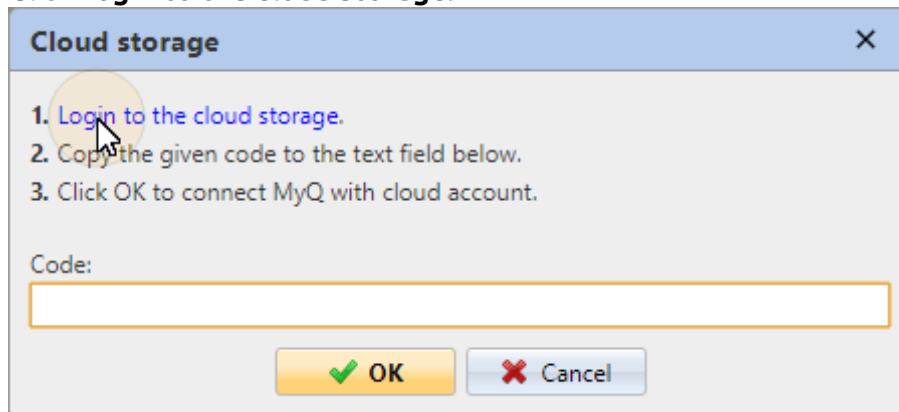
1. There is at least one **Easy Scan** terminal action with this destination.
2. The user has rights to see the **Easy Scan** button or is connected to cloud drive.

Cloud storage		
Type	Status	Action
box Box.com	Connected	Disconnect

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

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

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



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

Scan to Dropbox

To enable scanning to Dropbox:

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

Destination

General

Type: * Cloud storage

Filename template: * %username%_%scanId%

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

Title: Dropbox

Attach metadata file: *

Parameters

Type: * Dropbox

Advanced Expand

Save Cancel

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

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

Cloud storage		
Type	Status	Action
Dropbox	Connected	Disconnect

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

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

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

Cloud storage

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

Code:

OK Cancel

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

Scan to SharePoint Online

The feature has to be enabled in three steps:

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

Enabling access to SharePoint

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

Register the MyQ app in SharePoint

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

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

Client Id:

Client Secret:

Title:

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

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



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

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

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

App Id:

App Id:

Title:

App Domain:

Example: "www.contoso.com"

Redirect URL:

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

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


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

Permission Request XML:

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

Create Cancel


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.

Do you trust MyQ?

Let it edit or delete documents and list items in the list:

Let it share its permissions with other users.

Let it access basic information about the users of this site.



Trust It Cancel

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**.

ⓘ If MyQ is upgraded to version 10.1+, the SharePoint connector will have to be set up again.

Enabling access to SharePoint for MyQ Server 10.1+

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 **Connections** 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 Tenant ID, the Application ID and the secret key value to create a Connection for SharePoint on the MyQ Web Interface. The secret key value 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**.

- To create a new application, click **New registration**. The Register an application page appears.
- In the **Name** box, type a name for the application.
- Choose **Supported account types**.
- In the Redirect URI box, choose **Web** and `https://helper.myq.cz/`.

Microsoft Azure Search resources, services, and docs (G+)

Home > App registrations >

Register an application

*** Name**

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

My SharePoint Application ✓

Supported account types

Who can use this application or access this API?

- Accounts in this organizational directory only (Amedia business only - Single tenant)
- Accounts in any organizational directory (Any Azure AD directory - Multitenant)
- Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)
- Personal Microsoft accounts only

[Help me choose...](#)

Redirect URI (optional)

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

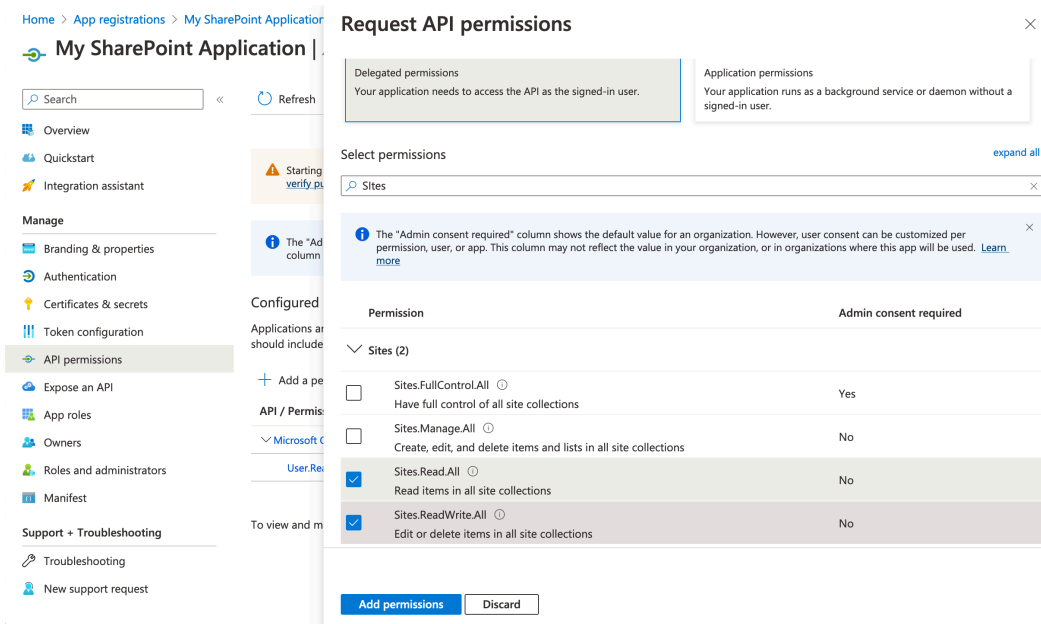
Web ✓ `https://helper.myq.cz/` ✓

Register an app you're working on here. Integrate calllev apps and other apps from outside your organization by adding from [Enterprise applications](#).

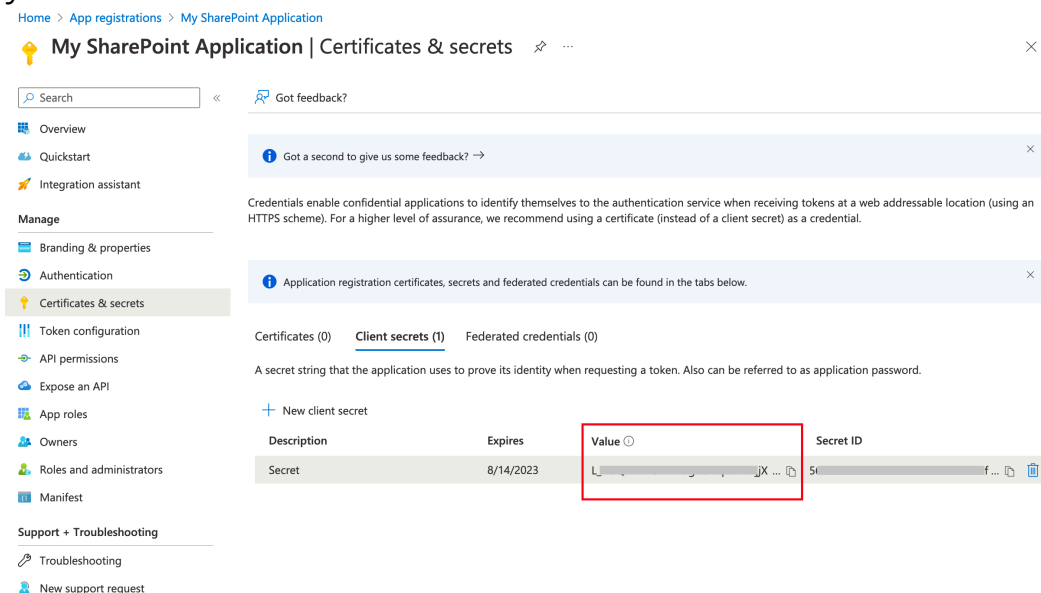
By proceeding, you agree to the [Microsoft Platform Policies](#)

Register

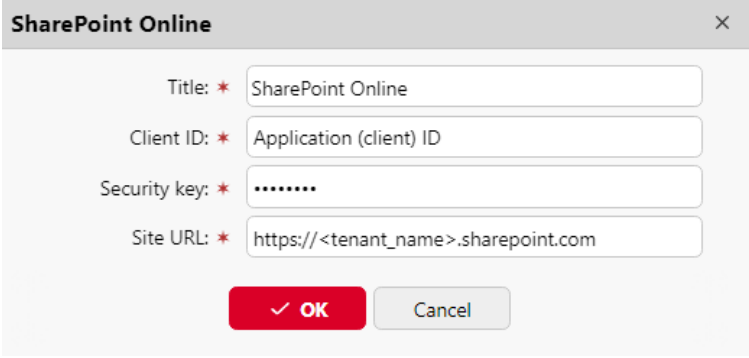
- Click **Register**.
- On the preview screen, click **View API permissions**. Click **Add a permission**. The Request API permissions pane appears. **User.Read** permissions are added by default. Add **Delegated** permissions to **Files.ReadWrite** for the Microsoft Graph.



- Back on the preview screen, click **Overview**, and then copy and save the **Application ID**, because you need it in the next steps.
- On the preview screen, click **Certificates and secrets**, and then click **New client secret**. Add a **Description**, set the expiry for the key to *Never*, and click **Add**.
- Save the client secret key **Value**, because you need it in the following steps and you cannot retrieve it later.



- Open the **Connections** settings tab on the MyQ Web Interface (**MyQ, Settings, Connections**).
- Click **+Add** and select **SharePoint Online** from the menu.



The image shows a dialog box titled "SharePoint Online" with a close button (X) in the top right corner. It contains four input fields, each with a red asterisk indicating a required field:

- Title: * SharePoint Online
- Client ID: * Application (client) ID
- Security key: *
- Site URL: * https://<tenant_name>.sharepoint.com

At the bottom of the dialog, there are two buttons: a red "OK" button with a white checkmark and a grey "Cancel" button.

14. Add a **Title**. This will be used to identify the Cloud Storage Destination.
15. Add the **Application ID** and the client secret key **value** as **Security key** that you previously copied and saved.
16. Add the **Site URL**: *https://<tenant_name>.sharepoint.com* (to access the root SharePoint site) or *https://<tenant_name>.sharepoint.com/sites/<site_name>* (to access a specific site from the tenant's collection) and click **OK**.

Create and set the SharePoint Online destination

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

Connect a user's MyQ account to SharePoint Online

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

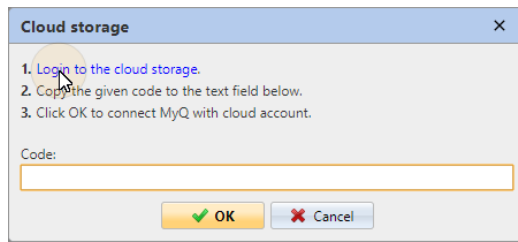
- There is at least one **Easy Scan** terminal action with this destination.
- The user has rights to see the **Easy Scan** button or is connected to cloud drive.

Cloud storage		
Type	Status	Action
 SharePoint Online	Connected	Disconnect

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

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

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



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

Scan to Amazon S3

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

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

Setting up a bucket on the Amazon S3 console

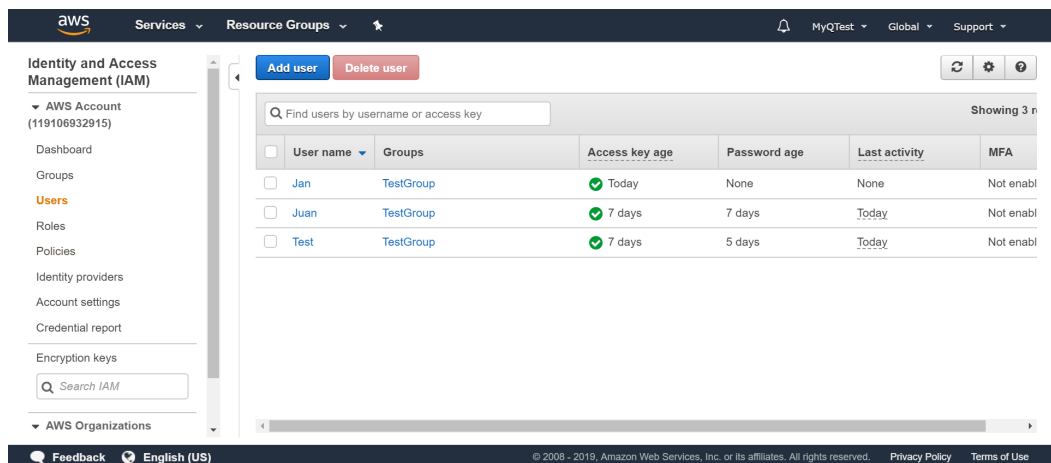
You need an Amazon account to create a bucket to store the scans in. MyQ does not require any specific settings for scanning to an S3 bucket.

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

Create a user in Amazon S3

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

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

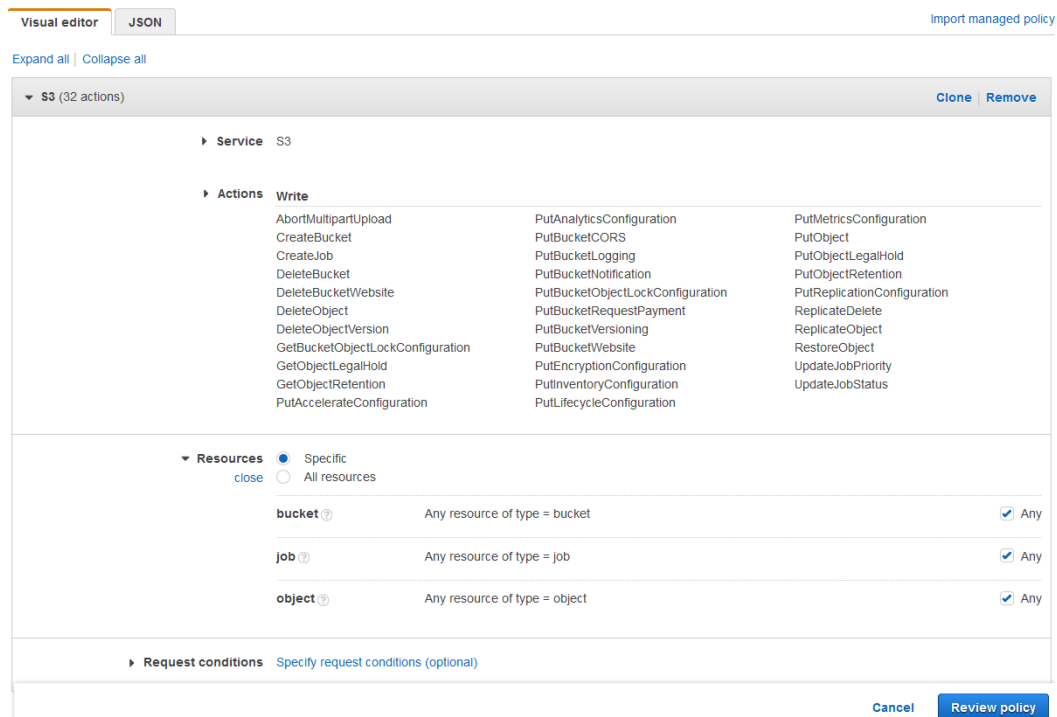


4. Follow the instructions to create the user.
5. Copy and save the **Client ID** and the **Access Key ID** of the created user, as you need them in the following steps.

Give user access rights to the bucket

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

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



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

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

Setup a connection between MyQ and Amazon S3

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

Create and set the Amazon S3 destination

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

Destination

General

Type: * Cloud storage

Filename template: * %username%_%scanId%

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

Title:

Attach metadata file: *

Parameters

Type: * Amazon S3

Bucket: *

Region: *

Folder path:

Advanced Expand

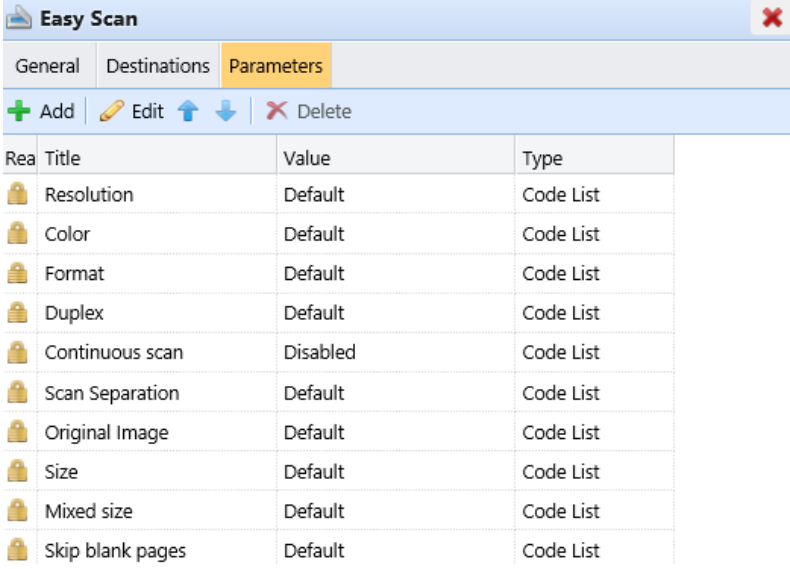
Save Cancel

12.4.2 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.

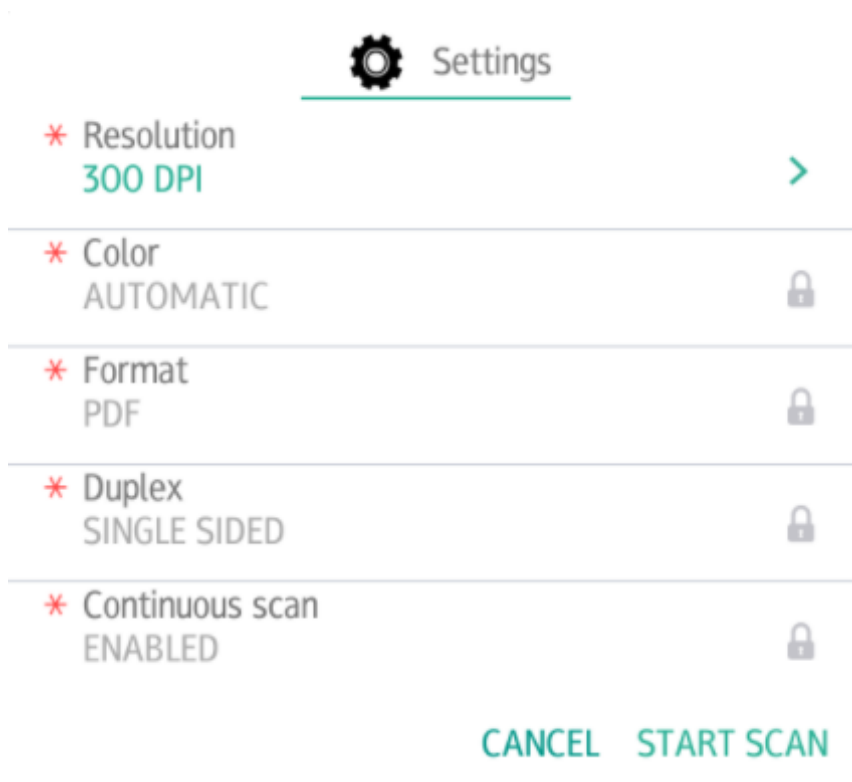


The screenshot shows the 'Easy Scan' application window with the 'Parameters' tab selected. Below the tabs is a toolbar with 'Add', 'Edit', and 'Delete' buttons. The main area contains a table with the following data:

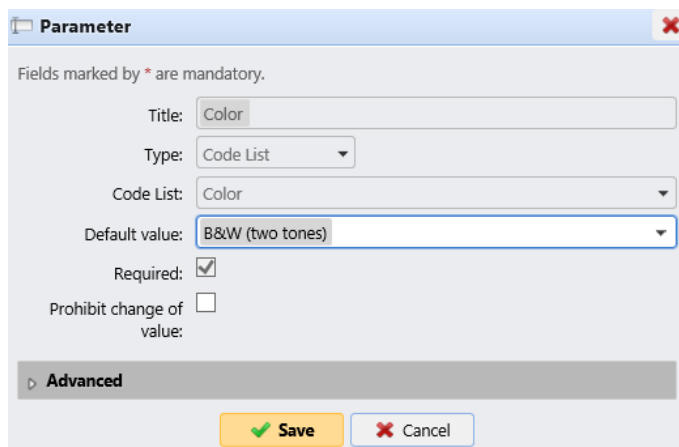
Rea	Title	Value	Type
	Resolution	Default	Code List
	Color	Default	Code List
	Format	Default	Code List
	Duplex	Default	Code List
	Continuous scan	Disabled	Code List
	Scan Separation	Default	Code List
	Original Image	Default	Code List
	Size	Default	Code List
	Mixed size	Default	Code List
	Skip blank pages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

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

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



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



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
- 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
 - HCPDF
 - Default
- **Duplex** - Simplex and Duplex scanning options. You can select from the following:
 - Single Sided
 - Duplex
 - 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 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%*.

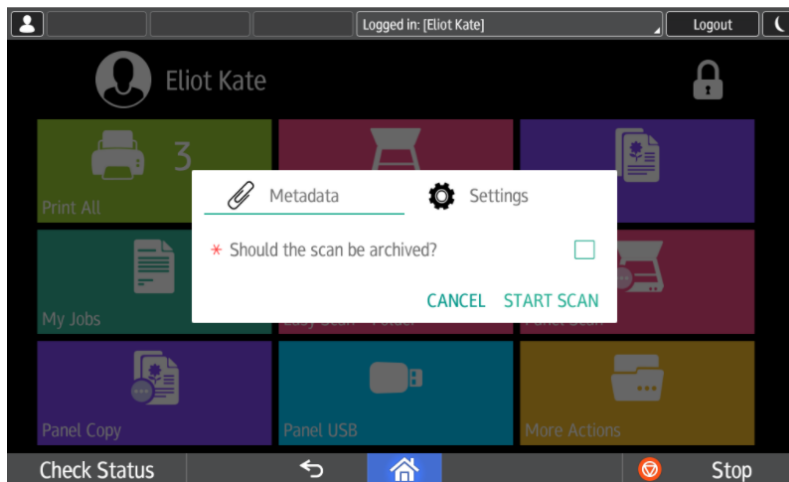
Custom parameters examples

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 screenshot shows a 'Parameter' dialog box with the following fields and options:

- Title: * Should the scan be archived?
- Type: * Yes/No
- Default value:
- Required:
- Prohibit change of value:
- Advanced section: Reference:
- Buttons: OK (green checkmark), Cancel (red X)

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

```

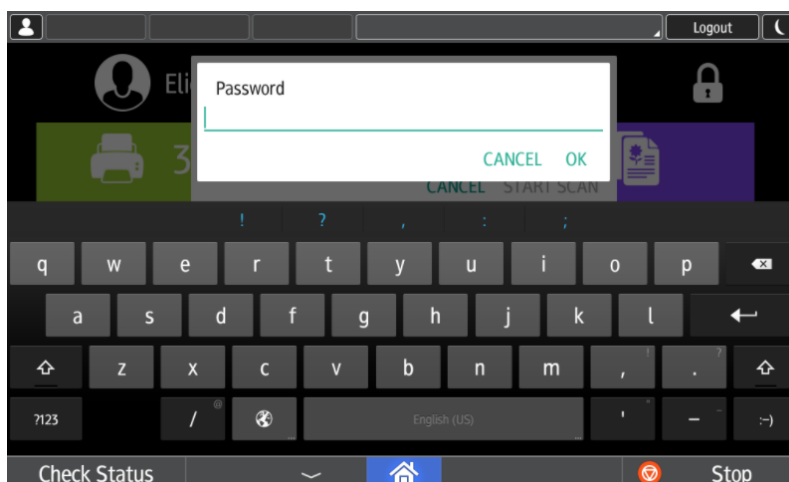
- <field>
  <name>Should the scan be archived?</name>
  <reference/>
  <value/>
</field>

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

```

Enabling users to scan to their home folder protected by password

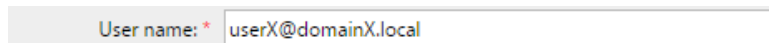
If you do not want to give to the MyQ server universal access to users' shared folders, but instead want to provide each user with separate rights to access their shared folder from MyQ, you can enable the scanning users to enter the password to their LDAP domain account to access the shared folder there.



To be able to access their shared folders, users should have the LDAP domain defined in MyQ. The information about the domain is taken either from the **Authentication**

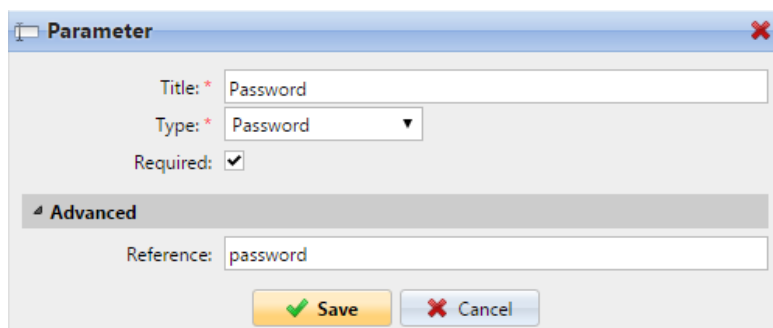
server setting on the user's properties panel in MyQ, or from the user's MyQ user name (if the name is in the form *LDAPusername@domain.local*).

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



User name: * userX@domainX.local

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



Parameter

Title: * Password

Type: * Password

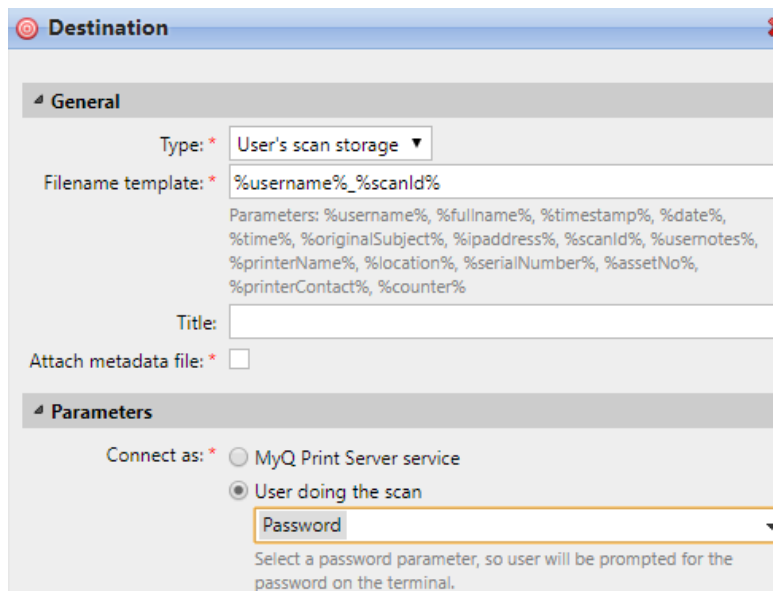
Required:

Advanced

Reference: password

Save Cancel

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



Destination

General

Type: * User's scan storage

Filename template: * %username%_%scanId%

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

Title:

Attach metadata file: *

Parameters

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

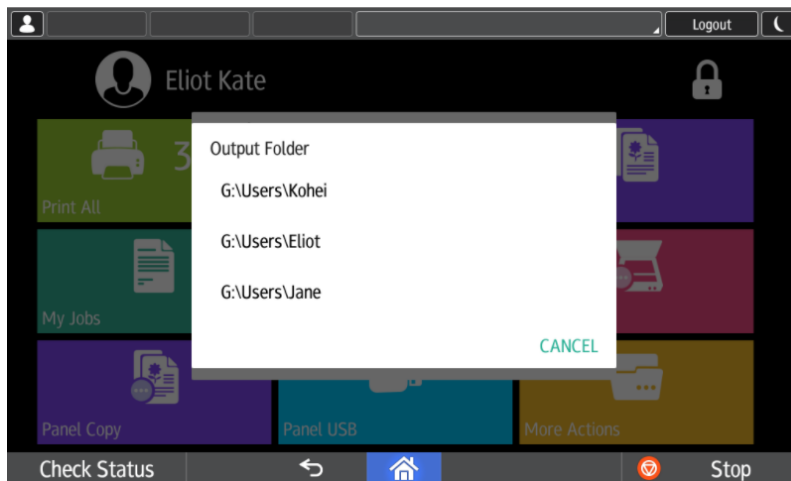
Password

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

Enabling users to select the output folder from a code book

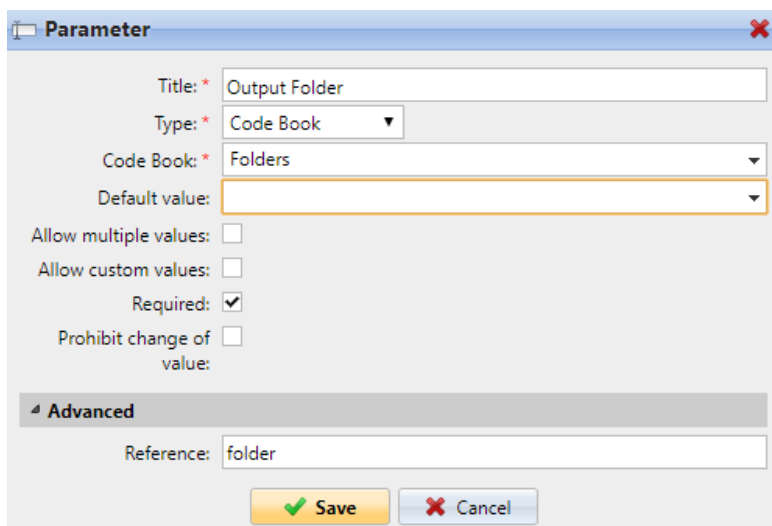
In this example, you can see how to enable users to select the scan destination folder from a predefined code book. For this example, we have already created and saved the Easy Scan action node, and we have created a code book named *Folders*, which

has names of folders as its values. The next step is to add and set up a new **Code Book** type parameter and a new **Folder** destination type for the Easy Scan action. The parameter is then used as a part of the path to the folder.

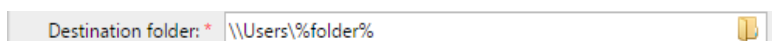


On the **Parameters** tab create a parameter with the following settings: **Title:** Output folder, **Type:** Code Book, **Code Book:** Folders, **Default value** (optional), **Prohibit change of value:** deselect, **Reference:** folder. If you want to allow users to select multiple recipients, select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

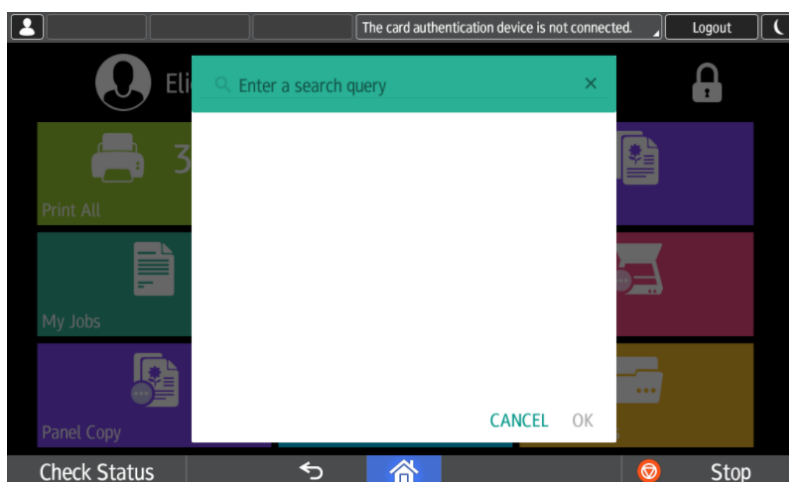


On the **Destinations** tab, create and set up a new destination. For this destination, you can use the parameter as any part of the destination path set in the **Destination folder** text box. To use the parameter, enter its reference name bounded in percentage signs as part of the path. In our example, 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.



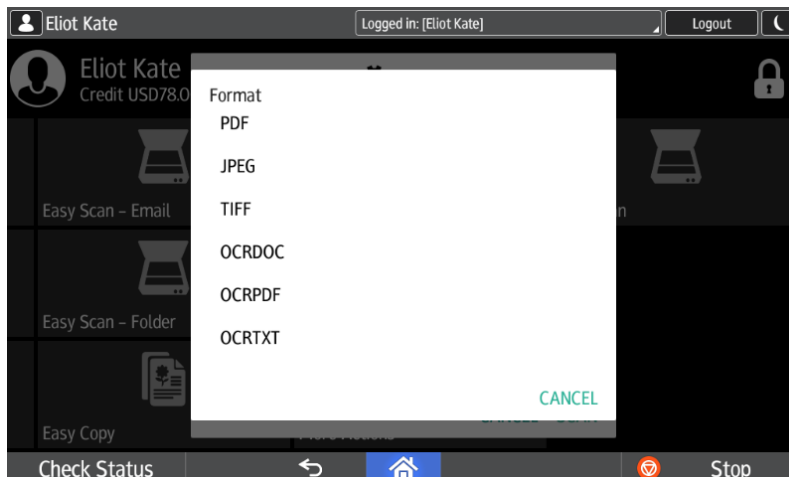
On the **Parameters** tab, create a parameter with the following settings: **Title**: Recipients, **Type**: Code Book, **Code Book**: Emails (or the LDAP source code book that you want to use), **Prohibit change of value**: deselect, **Reference**: recipients. If you want to allow users to select multiple 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%*).

The screenshot shows a 'Destination' configuration window. The 'General' tab is active, showing 'Type' set to 'Email'. The 'Parameters' tab is also visible, showing a list of parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, and %printerContact%. The 'Recipient' field is set to '%recipients%'.

12.5 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.

Enabled:

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

MyQ OCR Server

OCR working folder: * %app%\OCR

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

Profiles: **+** Add Edit

Name
OCRDOC
OCRPDF
OCRTXT

Profiles are available in the Easy Scan terminal action

Save **Cancel**

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

Parameter

Title: Format

Type: Code book

Code Book: Format

Default value: PDF

Required: PDF

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

Machine default

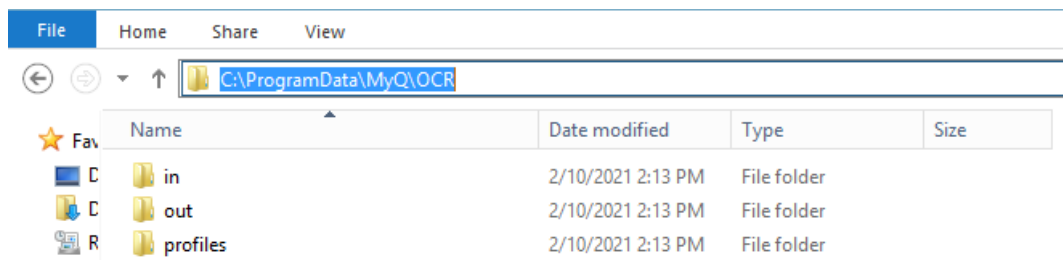
OCRPDF, OCRTXT, OCRDOC

Advanced Expand

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**.

12.5.1 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.

13 Canceling Stuck Jobs

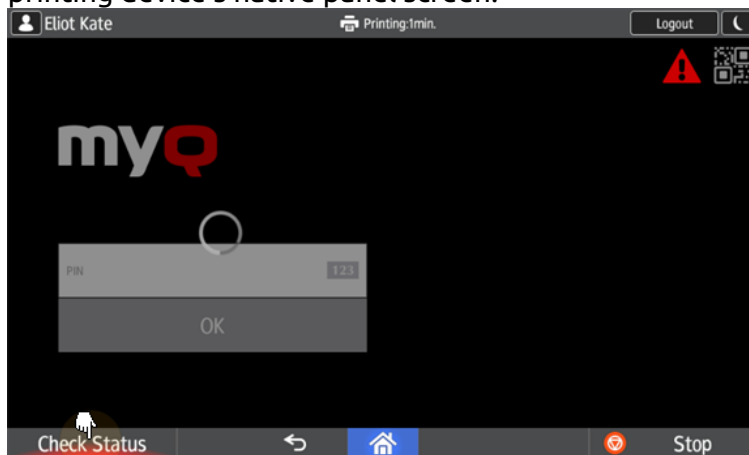
If a job gets stuck due to an error on the printing device, the user can still log off. The stuck job will prevent another user from logging in and will automatically finish after the error is removed. However, this may lead to security issues.

If a job is stuck, the **Check Status** control on the printing device's panel will glow red.

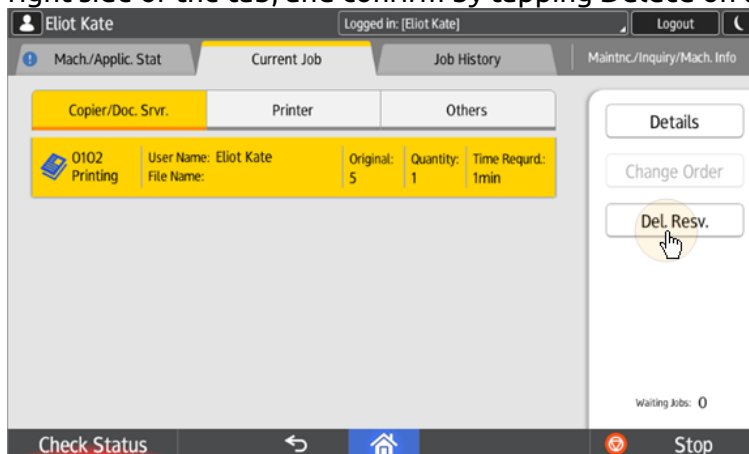
- If the **Keep printing after logging out** setting on the **Printers** settings tab is disabled, all jobs will be canceled after logging out.

To cancel stuck jobs:

1. On the login screen, tap the **Check Status** button. You are redirected to the printing device's native panel screen.



2. On the screen, select the **Current Job** tab. The Current Job tab opens.
3. On the tab, select all jobs by tapping on them. Tap the **Del. Resv.** button on the right side of the tab, and confirm by tapping **Delete** on the pop-up window.



4. To return to the MyQ login screen, tap the **Check Status** button in the lower-left corner of the screen.

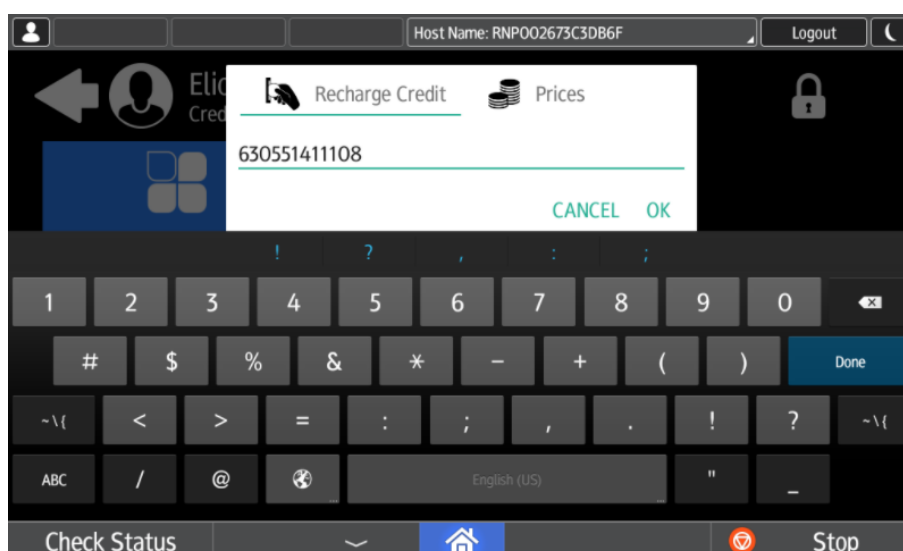
14 Credit

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.

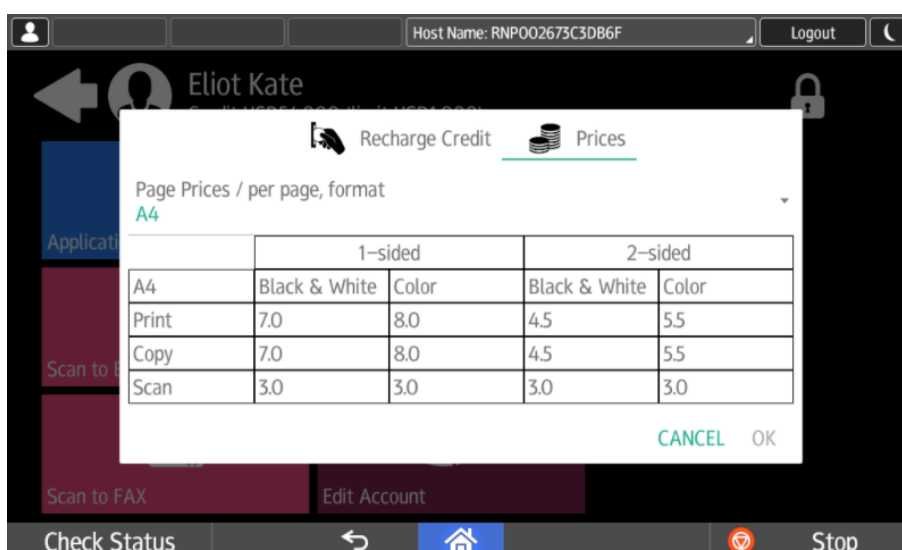
- = If recharging credit by vouchers is enabled in MyQ, users without credit are asked to recharge after they log in. They are informed about the insufficient credit and automatically redirected to the **Recharge Credit** screen, where they can top up.

14.1 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.



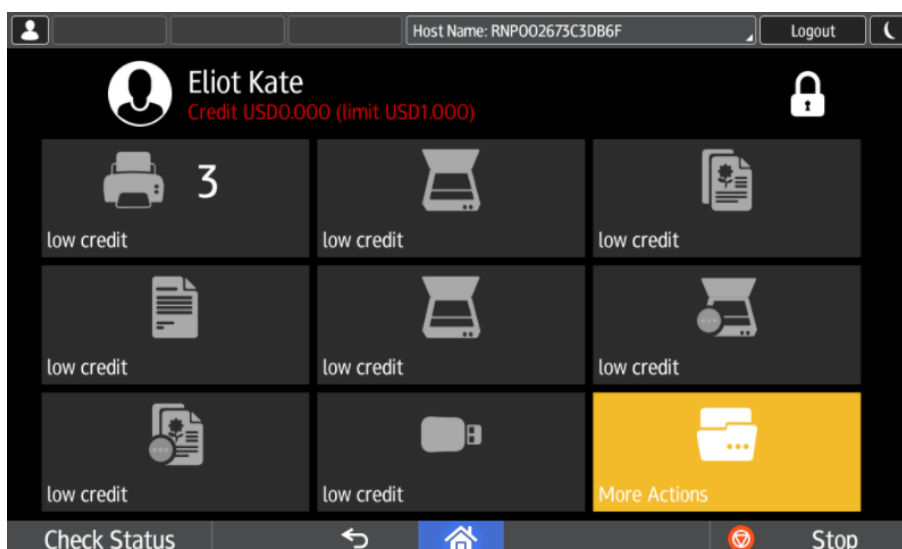
Users can view the prices of different configurations of a printed page by tapping the **Coins** in the upper-right corner of the screen.



14.2 Using terminal actions with insufficient 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 scanning via Easy Scan

The scan job is finished. The actual amount of credit is being updated throughout the scanning, and after the job is finished, no actions requiring credit can be used.

Action taken when a user runs out of credit during copying via Easy Copy

The copying is interrupted although a few more pages can be copied. The actual amount of credit is being updated throughout the copying and after the job is stopped, no actions requiring credit can be used.

Action taken when a user runs out of credit during scanning on the printing device scan panel

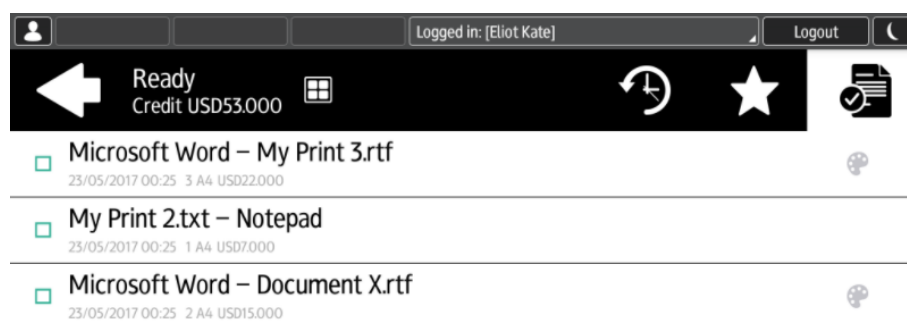
The user can scan as long as he or she stays on the scan panel. Once the panel is left, the actual amount of credit is shown and no actions requiring credit can be used.

Action taken when a user runs out of credit during copying on the printing device copy panel

The copying is interrupted although a few more pages can be copied. No more copies can be made on the panel and once it is left, the actual amount of credit is shown and no actions requiring credit can be used.

Print jobs with additional information from the job parser

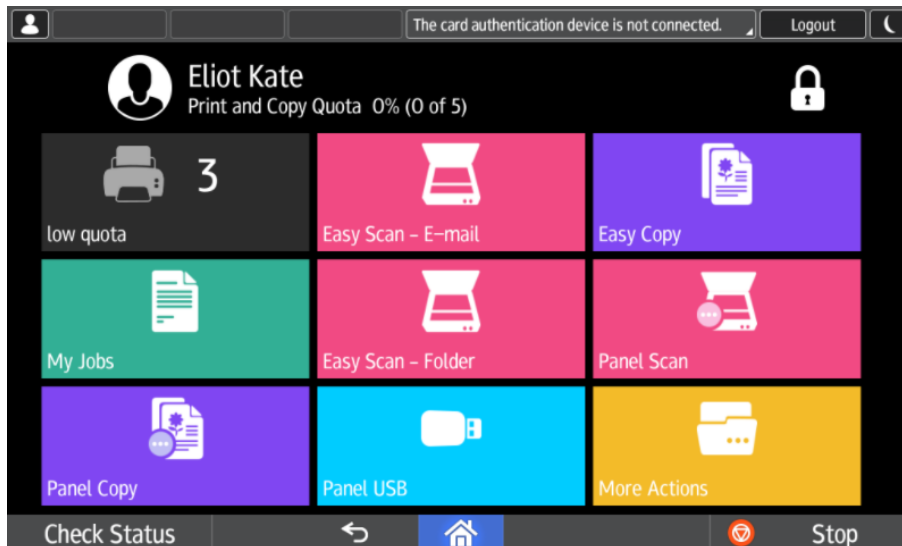
Print jobs received with the job parser activated, include additional information such as number of pages, color and price.



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.

15 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:

- When to apply: *
- When the current user session is finished
 - When the current job is finished
 - Immediately

- the user is allowed to finish their current session (all pending tasks are processed)
- the user is automatically logged out after the current job is finished
- the user is immediately logged out and the current job is stopped.

For further information about setting quotas, see **Quota** in the *MyQ Basic Installation Guide*.

Action taken when a user reaches a quota with immediate application during scanning via Easy Scan

The scan job is finished. The actual state of the quota is being updated throughout the scanning and after the job is finished, the respective actions are taken (actions set during the quota configuration).

Action taken when a user reaches a quota with immediate application during copying via Easy Copy

The copying is interrupted although a few more pages can be copied. The actual state of the quota is being updated throughout the copying and the respective actions (actions set during the quota configuration) are immediately taken.

Action taken when a user reaches a quota with immediate application during scanning on the printing device scan panel

The user can scan as long as he or she stays on the scan panel. Once the panel is left, the actual state of quota is shown and the respective actions (actions set during the quota configuration) are taken.

Action taken when a user reaches a quota with immediate application during copying on the printing device copy panel

The copying is interrupted although a few more pages can be copied. No more copies can be made on the panel and the respective actions (actions set during the quota configuration) are immediately taken. Once the panel is left, the actual state of quota is shown.

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.

16 Projects

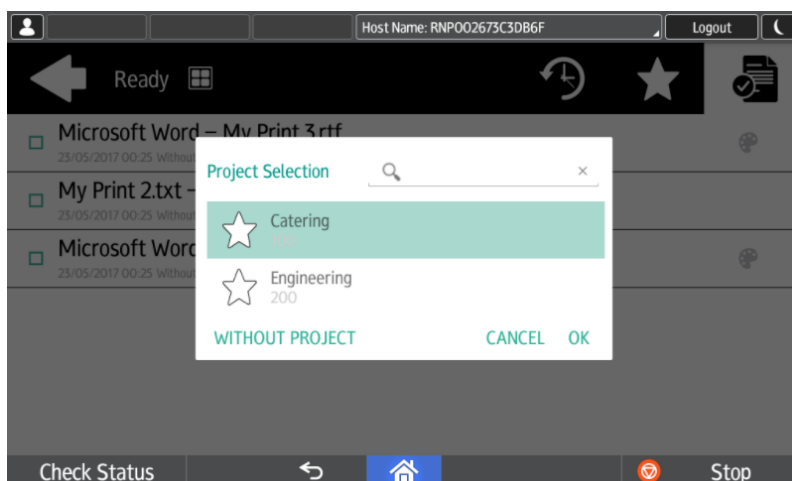
With the project accounting feature activated, users can assign projects to print, copy and scan jobs directly on the embedded terminal screen. Projects can also be assigned to print jobs in the MyQ Smart Job Manager pop-up window, on the MyQ Web administrator interface, or in the MyQ mobile application.



16.1 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.

Assigning projects to Easy Copy jobs

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

Assigning projects to Easy Scan jobs

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

16.2 Assigning projects on the Panel Copy screen

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

16.3 Assigning projects on the Panel Scan screen

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

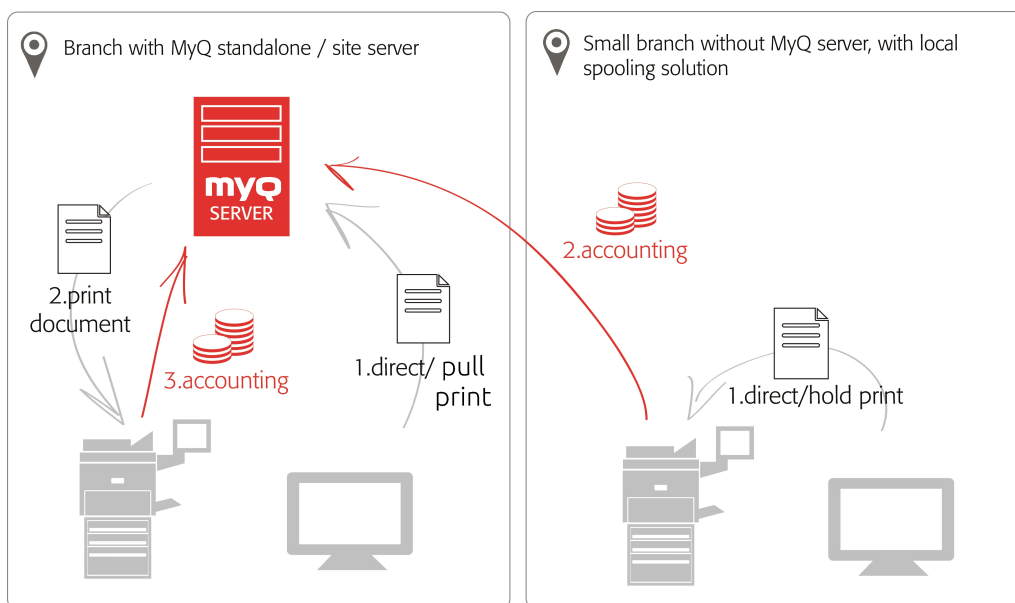
16.4 Assigning projects on the Panel Fax screen

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

17 Device Spool (Local Print Spooling)

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.



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

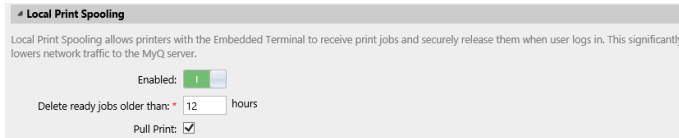
17.1 Limitations

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

- Locally spooled jobs are not visible on the MyQ server, in the jobs list

17.2 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:



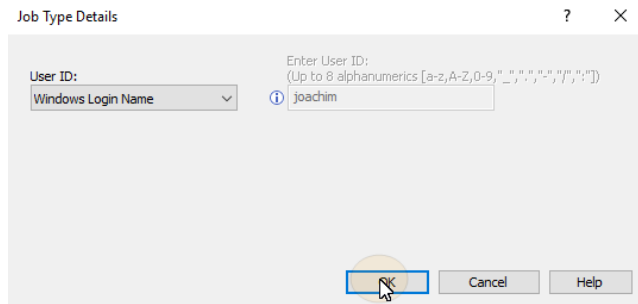
- **Enabled:** Click to enable or disable the feature.
- **Delete ready jobs older than ___ hours:** Hours to wait before the spooled jobs are deleted from the printing device's hard disk.
- **Pull Print:** Select to activate pull print for Device Spool. With the Pull Print extension activated, jobs 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.

17.2.1 Setting up the Ricoh PCL 6 driver for Local Print Spooling

The Local Print Spooling feature requires the Ricoh PCL 6 drivers installed on the computer of the printing user. In case you are not using the Ricoh drivers for printing to the MyQ server and instead use the custom PJI commands, you need to download it and set it up, as described in Additional configuration on the device. After this, you need to set up the printing user's User ID on the print driver.

Setting up the User ID on the print driver

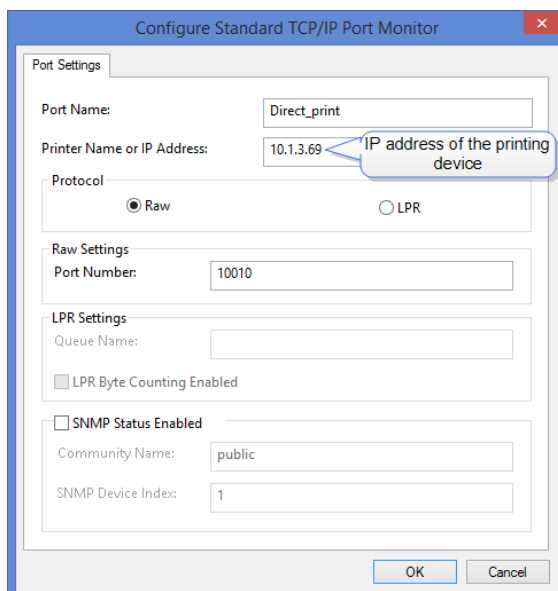
1. On the **Devices and Printers** in the Windows control panel, right-click the Ricoh driver, and then click **Printer properties** on the shortcut menu. The Ricoh driver dialog box appears.
2. On the **General** tab, click **Preferences**. The Ricoh driver Printing Preferences dialog box appears.
3. On the **Detailed Settings** tab, select the **Job Setup** menu, and then click **Details** near the upper-right corner of the menu. The Job Type Details dialog box appears.
4. In the dialog box, set **User ID** to *Windows Login Name*, and then click **OK**. The setting is changed and the dialog box is closed.



17.2.2 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.



17.2.3 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.

17.2.4 Print languages supported by Device Spool

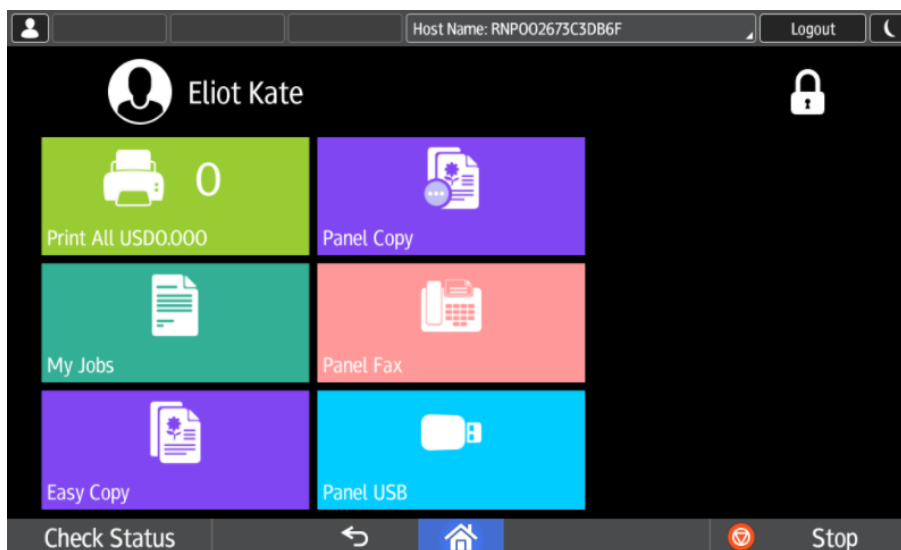
The following print languages are supported by Device Spool:

- PCL 6
- PCL 5
- PostScript
- PDF

18 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.



18.1 Requirements

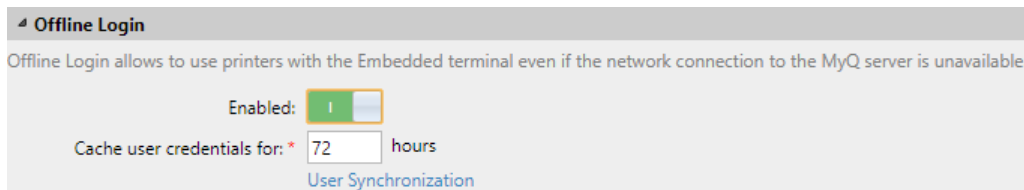
- UDP broadcasts have to be enabled on the network.
- For an optimal run of the Offline Login feature, SSL needs to be enabled on the server. SSL is set by default during the installation, however if you have changed it for any reason, you can set it again in MyQ Easy Config, in the **Settings** tab.

18.2 Limitations

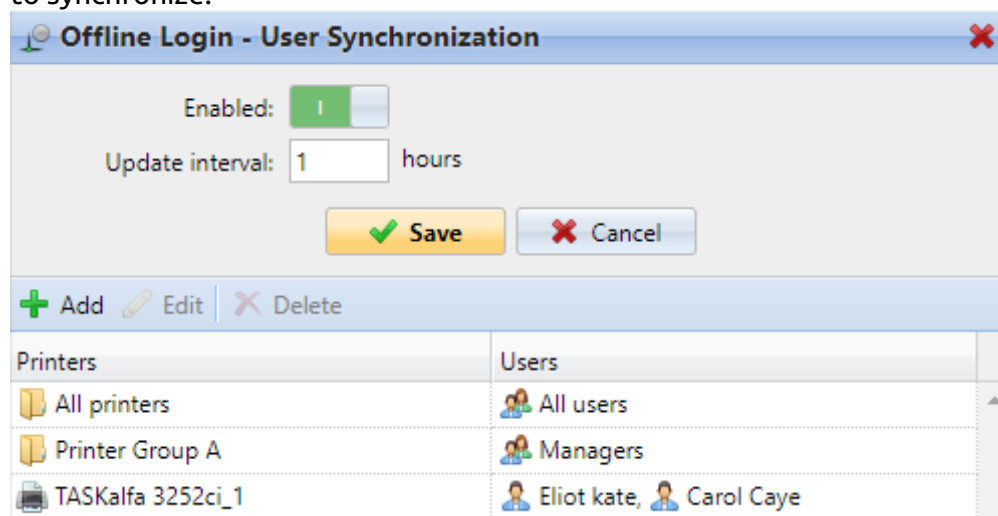
- Credit is not supported
- Quota is not supported;
- Projects - print jobs are set to the *Without Project* option

18.3 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.

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.

18.3.1 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 **User name and password** simple login type has to be selected. This can be either set in the printers' configuration profile, or on the terminal's Admin menu, or in MyQ Terminal Manager.
- The connection needs to be secure.

- There must be a connection from the printing device to the LDAP server.

18.4 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:

- On the MyQ web administrator interface, go to **MyQ, Settings, Network**. Make sure that the connection is secure. If not, change it in the MyQ Easy Config application, in the **Settings** tab.
- Under **Outgoing SMTP server**, set the **Security** option of the MyQ server to *None*.
- On the printing device's Web UI, change the following:

The screenshot shows the 'Email' configuration page on a MyQ device's Web UI. At the top, there are 'OK' and 'Cancel' buttons. Below this is the 'SMTP' configuration section, which includes the following settings:

SMTP	
SMTP Server Name	: 127.0.0.1
SMTP Port No.	: 10025
Use Secure Connection (SSL)	: <input type="radio"/> On <input checked="" type="radio"/> Off

- The **SMTP Server Name** has to be set to *127.0.0.1* (localhost).
- The **SMTP Port** has to be set to *10025*.
- **Use Secure Connection (SSL)** has to be set to *Off*.
- After the settings are changed, at least one scan needs to be sent from any user account in the online mode. After the scan is sent, the offline scanning feature is activated in MyQ.

19 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.

20 Update and Uninstallation

Updating the terminal

Updating terminals is identical to installing new terminals. You need to delete the old package and install the newer installation package (*.pkg). The older version of the MyQ Embedded terminal is automatically updated and all its settings are kept.

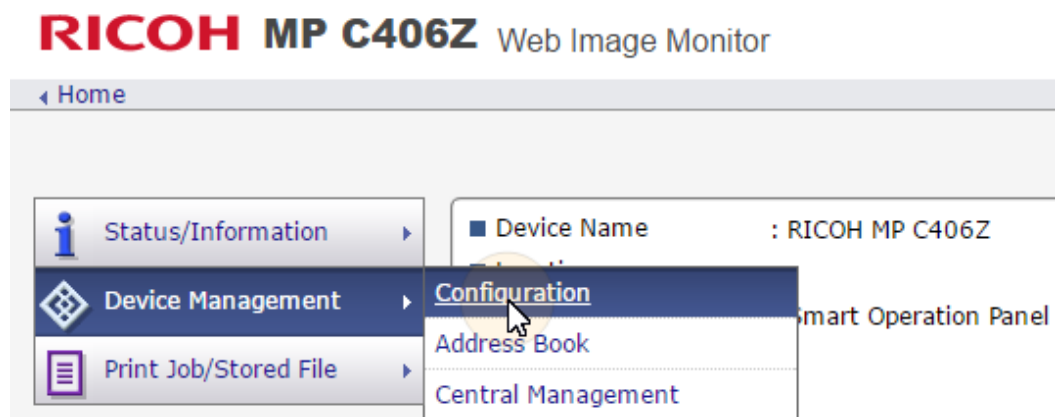
To update the Embedded terminal:

1. Open the **Printers** settings tab (**MyQ, Settings, Printers**)
2. On the tab under **Terminal packages, Delete** the old Embedded terminal package and **Add** the new one.
3. Open the **Printers** main tab (**MyQ, Printers**).
4. Re-activate all the devices.

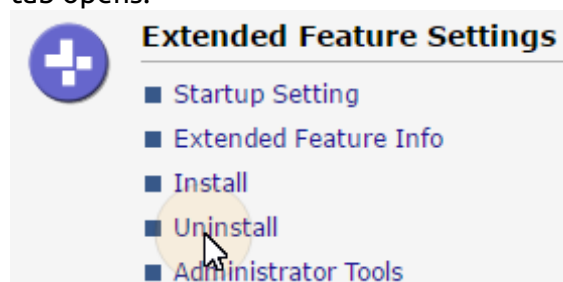
Uninstalling the terminal

MyQ can be uninstalled by removing the terminal from the printing device's Web UI or by a device factory reset. If the terminal is removed from the device's Web UI, all additional settings of the device can be preserved, whereas if the device is reset, all settings are lost and the device returns to its factory default state.

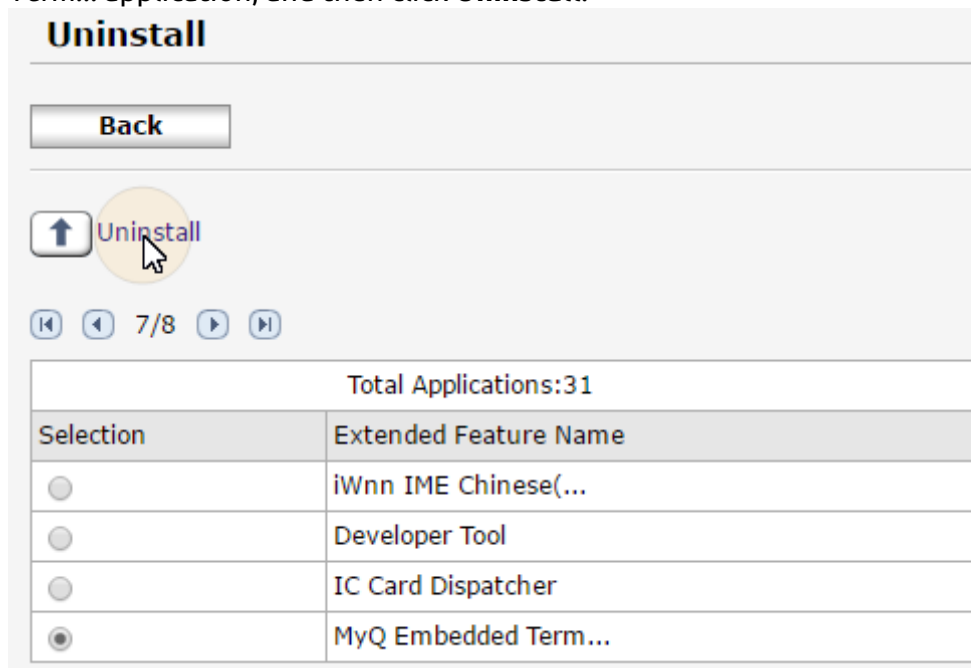
1. Log on the printing device's Web UI as an administrator (*http://*IPAddress of the device**).
2. On the menu on the left side of the screen, point to **Device Management**, and then click **Configuration**. The Configuration tab opens.



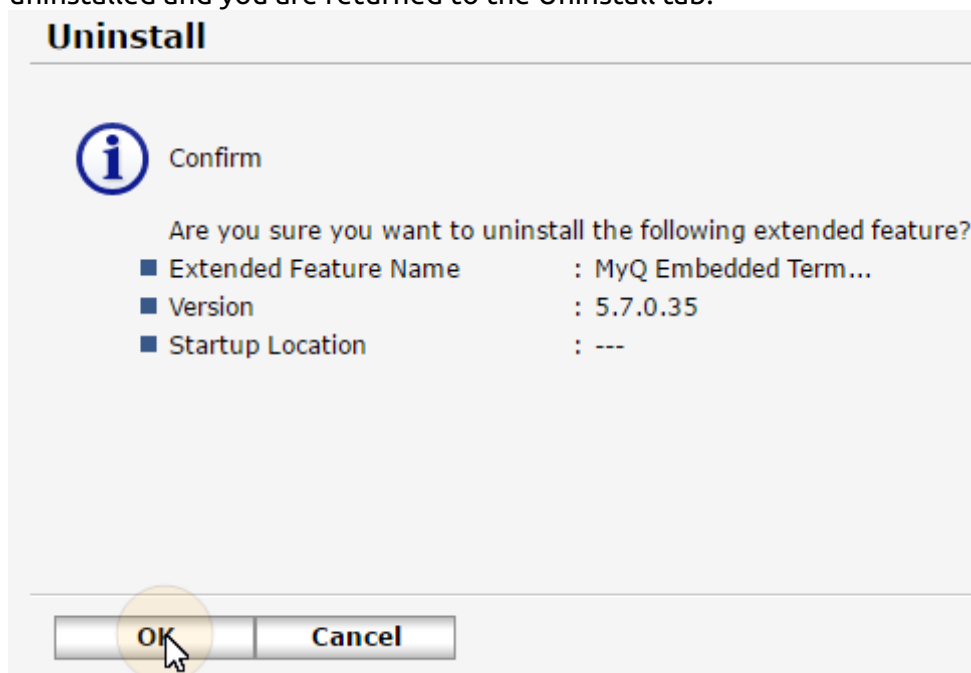
3. On the tab, under **Extended Feature Settings**, click **Uninstall**. The Uninstall tab opens.



4. On the tab, under **Extended Feature Name**, find and select the *MyQ Embedded Term...* application, and then click **Uninstall**.



5. At the bottom of the screen, click **OK**. The *MyQ Embedded Term...* application is uninstalled and you are returned to the Uninstall tab.



21 Business Contacts

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