



MyQ OKI e-BRIDGE Embedded Manual

REVISION 5

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1. About

1.1. About this manual

This document guides the reader through the setup and administration of OKI e-BRIDGE Embedded terminals. In the first part of the manual, we discuss the installation and the basic configuration of the embedded terminal; in the second part, we describe the terminal's features and show the administrator how to manage them.

1.2. About MyQ Embedded terminal for

OKI e-BRIDGE Embedded is a web-based embedded terminal; no applications are running directly on the printing device, all files are saved in the MyQ directories and the device exchanges data with MyQ using XML. Web terminals are based on HTML, CSS, XML and Javascript languages and communicate via HTTP or HTTPS.

The terminal enables simple management of print jobs on a touchscreen display and offers a number of advanced features, such as multiple login options or scanning by a single touch. It can communicate with multiple types of USB card readers.

1.2.1. Requirements

- Up to 80 embedded terminals per server.
- Quad core CPU for less than 40 terminals, octa core CPU for 40 and more terminals.
- 8GB RAM server.
- **.NET 4.7.2** and newer needs to be installed on the MyQ print server.
- The latest firmware needs to be installed on the printing device.
- IP or Hostname of the printing device has to be valid.

NOTICE: The embedded terminal connects to the MyQ server via the hostname or IP address that is set on the **Network** settings tab of the **MyQ Web Interface**. Make sure that the value of this setting corresponds to the actual hostname or IP address of the MyQ server.

For more information about MyQ network settings, see "*Network settings tab*", under "*MyQ System Settings*" in the MyQ Basic Installation Guide.

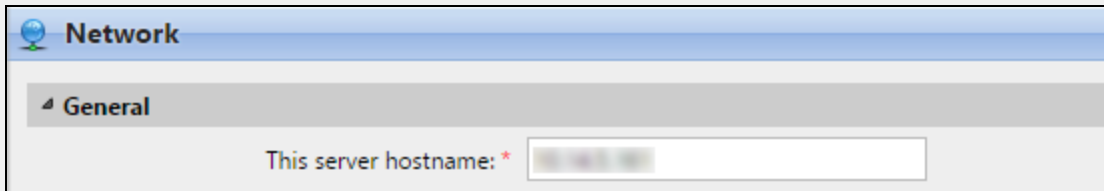


FIGURE 1.1. The information about the IP address of the MyQ server is taken from the **This server hostname** setting.

1.2.2. OKI service

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

The service is necessary for proper functioning of the terminal; if it is not running, the embedded terminal cannot communicate with the MyQ server. With the disabled communication, users cannot log in and the terminal cannot be remotely set up (reinstalled, uninstalled).

INFO: The service can be started and stopped on the Services tab of the MyQ Easy Config Application. For more information about the application, see "*MyQ Easy Config*" in the MyQ Basic Installation Guide.

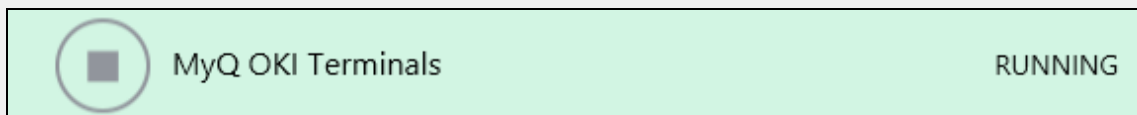


FIGURE 1.2. The current status of the service is shown in the MyQ Easy Config

INFO: You can also check the current status of the service in the Windows Task Manager, where it is called MyQ_OKI.

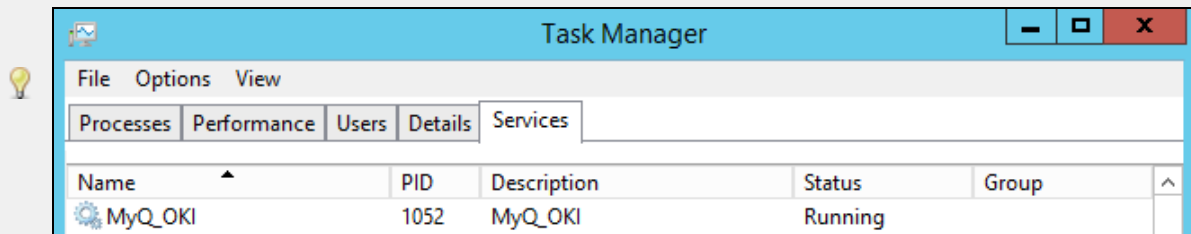


FIGURE 1.3. The MyQ_OKI service in the Windows Task Manager

1.2.3. Supported models


Model Name	Color/B&W	Device type
MPS5502	B&W	Multifunction printer
CX3535	Color	Multifunction printer
CX4545	Color	Multifunction printer
MPS3537	Color	Multifunction printer
MPS4242	Color	Multifunction printer

2. Installation

This first two sections of this topic describe two parts of the installation: manual configuration of the device and remote installation of the MyQ embedded terminal. Before installing the terminal, you need to [enable a small number of settings on the printing device's panel](#). Once these settings are enabled, you can continue with the [remote installation on the MyQ Web Interface](#).

The rest of the sections show how to perform additional elementary setup:


- [how to set idle logout](#)
- [how to change login methods](#)
- [how to change languages](#)
- [how to run the terminal in secured mode](#)
- [how to adjust the Apache settings](#)

 **WARNING:** We strongly recommend you to return the printing device's Web User Interface settings to default mode before you proceed with the installation. Changes to particular settings on the Web User Interface may cause conflict with some of the terminal's functions.

2.1. Enable settings on the printing device's panel

You need to start the printing device in TEST MODE to activate Embedded Web Browser setting, set WS port for scanning and select appropriate type of card reader. Each setting is accessed by typing a code.

1. Access the TEST MODE
 - I. Open the printing device **Setting** screen in **TEST MODE**.

 **INFO:** For information about how to access the TEST MODE, please see the printing device manual or ask your OKI provider.

2. Enable the EWB setting

- I. On the device's numeric keypad, type **3640**, and then press the **Start** button. The screen changes to **SYSTEM MODE**.
- II. Make sure that the value displayed at the upper-left corner of screen is **1** (if not, type **1**), and then tap **OK**. The screen returns to **TEST MODE**.

3. Enable the WS scan port for Easy Scan


- I. On the device numerical keyboard, type **3760**, and then press the **Start** button. The screen changes to **SYSTEM MODE**.
- II. Make sure that the value displayed at the upper-left corner of screen is **50083** (if not, type **50083**), and then tap **OK**. The screen returns to **TEST MODE**.

4. Change the screen displayed after auto-clear or after recovering from energy saving/sleep mode to Job status.

- I. On the device numerical keyboard, type **9132**, and then press the **Start** button. The screen changes to **SYSTEM MODE**.
- II. Change the value displayed at the upper-left corner of screen to **7** (type **7**), and then tap **OK**. The screen returns to **TEST MODE**.

5. Enable card reader

- I. On the device numerical keyboard, type **3500**, and then press the **Start** button. The screen changes to **SYSTEM MODE**.
- II. Make sure that the value displayed at the upper-left corner of screen is **90001** (if not, type **90001**), and then tap **OK**. The screen returns to **TEST MODE**.

INFO: Card readers provided by the MyQ company are supported by  the Toshiba printing devices. For information about card readers purchased from a different provider, contact your MyQ support.

6. Restart the printing device

2.2. Preliminary setup on the MyQ Web Interface

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

2.2.1. Uploading the installation package of the embedded terminal

Before installing the terminal on the first device of a brand, you need to upload the terminal's PKG installation package, which has to be stored on the MyQ server to be distributed to the printing devices during installation. Once it is uploaded, the package stays on the server and is used for all installations of the respective brand of the embedded terminal.

To upload the package, do the following:

- I. Open the **Printers** settings tab. (Click the **MyQ** icon, then click **Settings**, and finally click **Printers**.)
- II. On the tab, under **Terminal installation packages**, click **+Add**. The **Terminal installation package** dialog box appears.

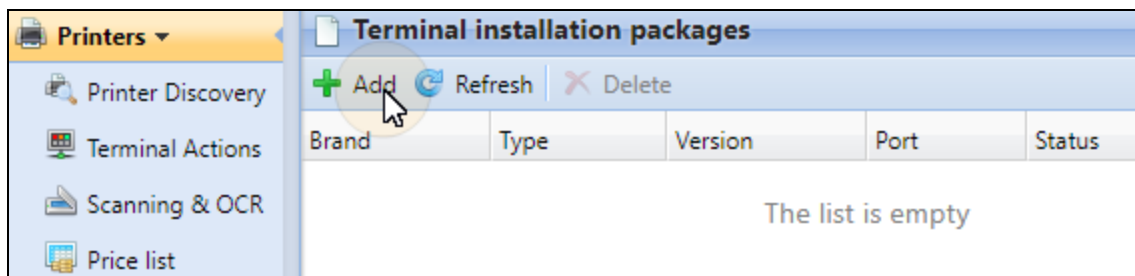


FIGURE 2.1. Adding the terminal installation package

- III. In the dialog box, click the black arrow under **Terminal** and select the terminal type from the roll-down menu.

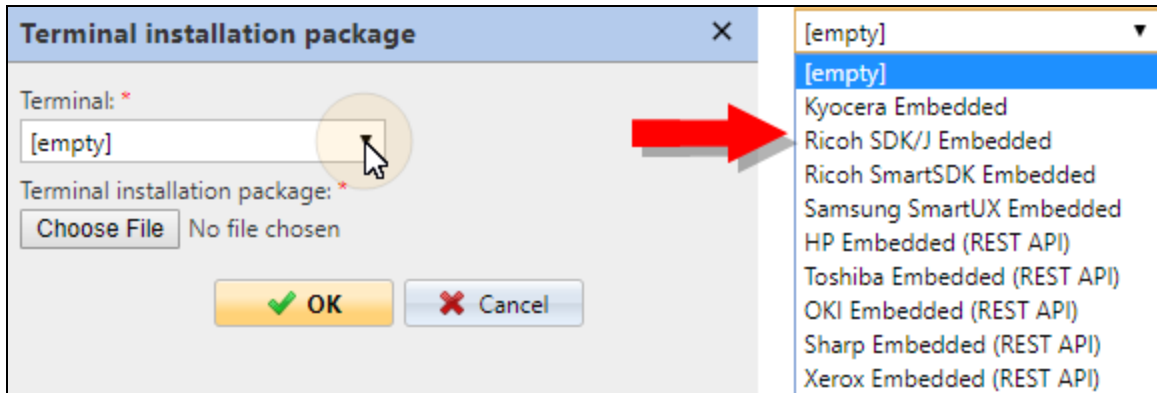


FIGURE 2.2. Selecting the terminal type

- IV. In the dialog box, click **Choose File**. The **Open** dialog box appears.

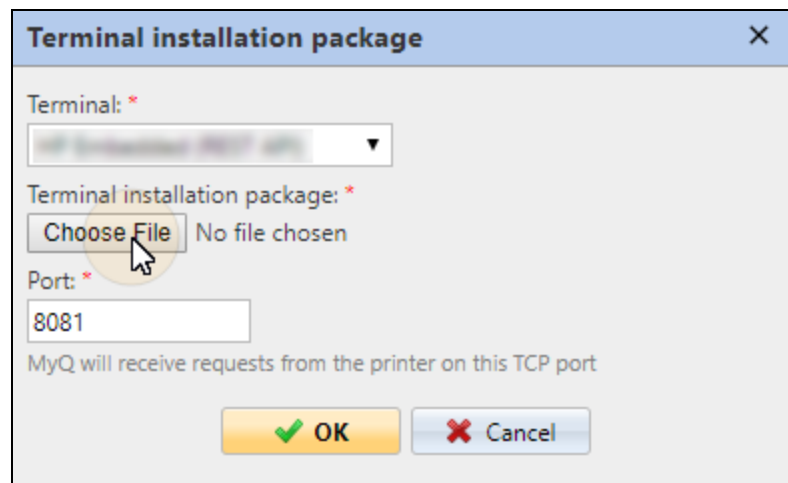


FIGURE 2.3. Choosing the PKG file

INFO: The **Port** setting determines the port for communication with the MyQ server. It is automatically selected from unoccupied ports and we recommend not to change it unless you want to use a different unoccupied port.

- V. In the **Open** dialog box, find and select the PKG file, and then click **Open**. The file name is displayed in the **Terminal installation package** dialog box, next to the **Choose File** button.

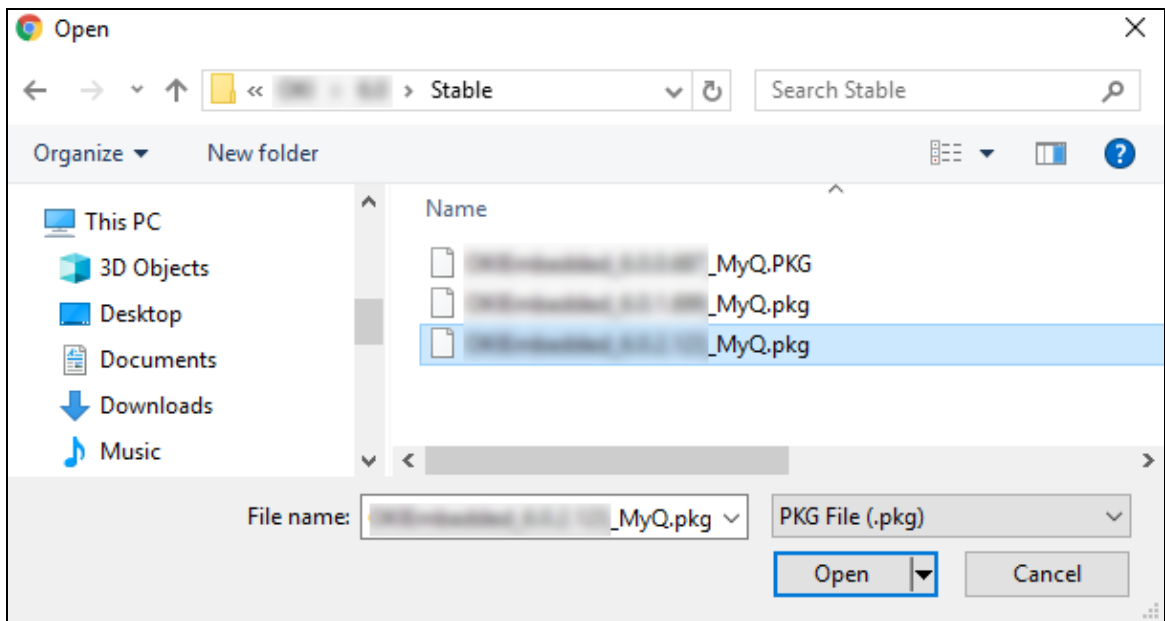


FIGURE 2.4. Opening the PKG file

- VI. Click **OK** at the bottom of the dialog box. The settings are applied and the terminal package is displayed in the list on the tab.

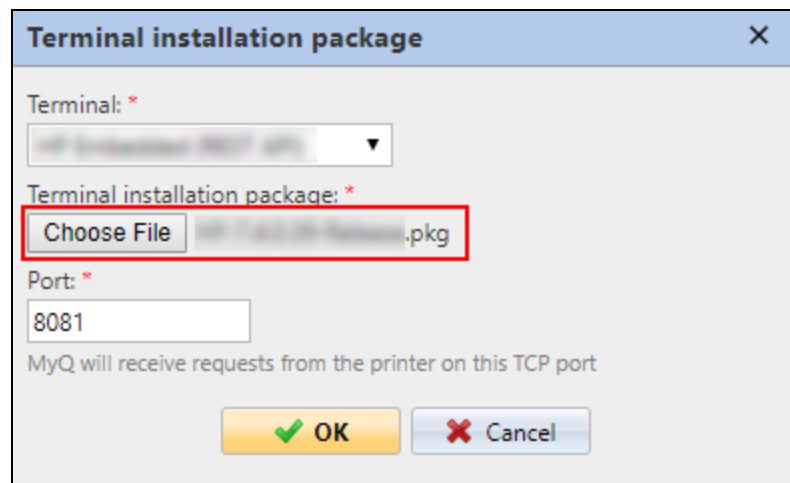


FIGURE 2.5. Saving the terminal package settings

INFO: If the installation of the package fails, you need to delete the failed package and add it again.

- VII. For the changes to take effect, you need to restart the HTTP server. Keep the **Restart HTTP Server (Apache)** checked and click **OK**.

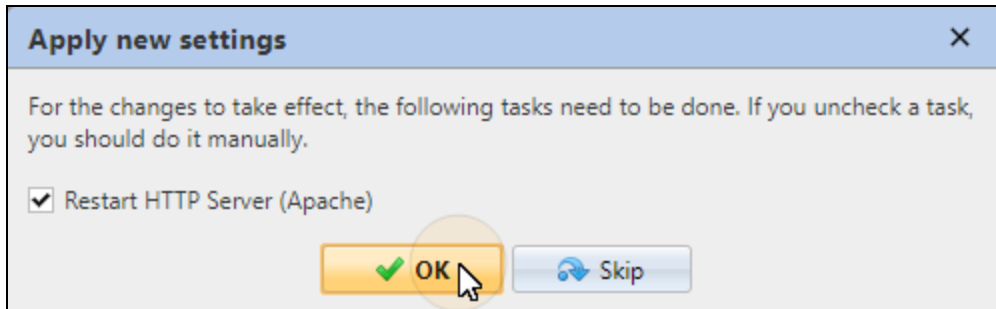


FIGURE 2.6. Restarting the HTTP server



NOTICE: The installation package is necessary for both the installation of the terminal and for proper run of the OKI embedded terminal. If it is not uploaded to the server, the embedded terminal cannot communicate with the MyQ server and users cannot log in.



INFO: To delete the package, select it in the list and click **Delete** (✗). After the file is deleted, you can upload a different version of the terminal.

2.2.2. Entering the printing device's administrator credentials

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

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



INFO: The administrator credentials entered in MyQ are used to access the printing device. Usually, these are the credentials used to log in to the printing device's Web User Interface. For information about the printing device's administrator credentials, contact the vendor of the printing device or see the device's manual.

a) Global setup

- I. Open the **Printers** settings tab. (Click **MyQ**, then click **Settings**, and finally click **Printers**.)
- II. On the tab, enter the default administrator user name and default administrator password in the corresponding text boxes, and then click **Save** at the bottom of the tab.

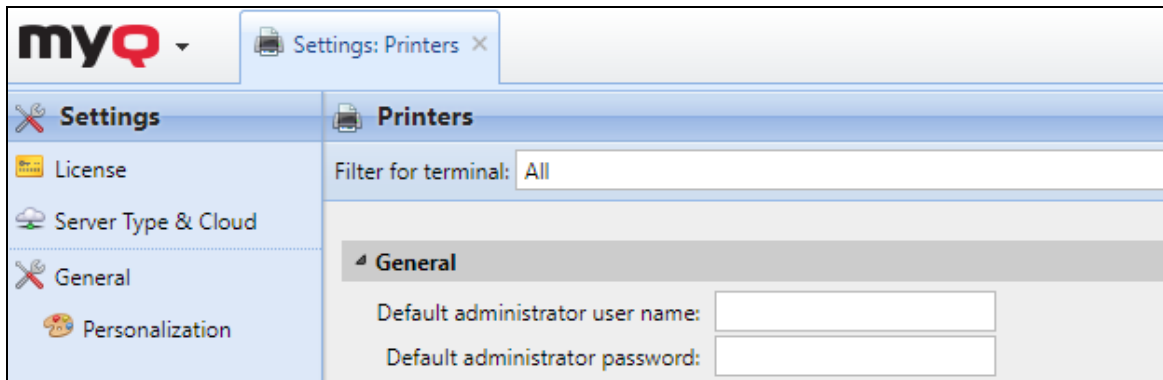


FIGURE 2.7. Entering the default admin credentials

b) Local setup

- I. Open the **Printers** main tab. (Click **MyQ**, and then click **Printers**.)
- II. On the tab, double-click the printing device. The printing device properties panel opens on the right side of screen.

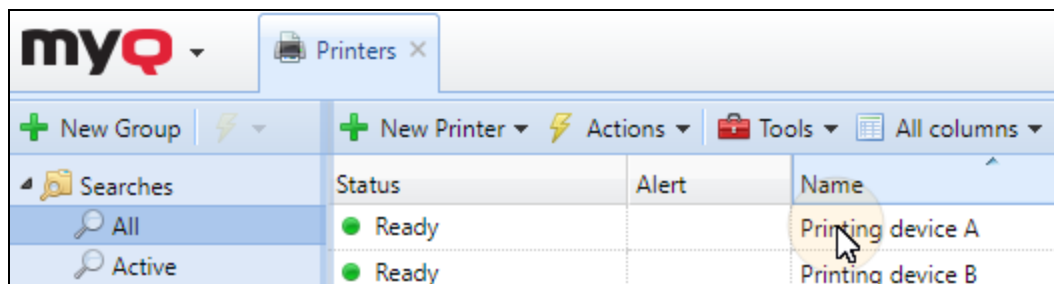


FIGURE 2.8. Opening the printing device properties panel

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

The image shows a software window titled "Printing device A" with a close button (red X) in the top right corner. Below the title bar are four tabs: "General" (selected), "Supplies", "Groups", and "Queues". The "General" tab is expanded, showing a list of configuration options:

- Name: * [Printing Device A]
- Location: []
- IP address/Hostname: * [192.168.1.1]
- Scanner IP address: []
- Fiery IP address: []
- SNMP profile: Default [v]
- Use driver of model: []
- Fax module:
- Coverage accounting: *
- Price list: [Printing Device A] [v]

At the bottom of the window, there are two additional fields:

- Administrator user name: [Administrator]
- Administrator password: [.....]

A red rectangular box highlights the "Administrator user name" and "Administrator password" fields.

FIGURE 2.9. Entering the credentials on the properties panel

2.3. Installation of the embedded terminal

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

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

- I. On the **Printers** main tab, double-click the printing device. The printing device properties panel opens on the right side of screen (see FIGURE 2.8 on page 10).
- II. On the panel, under **Terminal type**, select **Embedded (REST API)**. Additional settings appear.

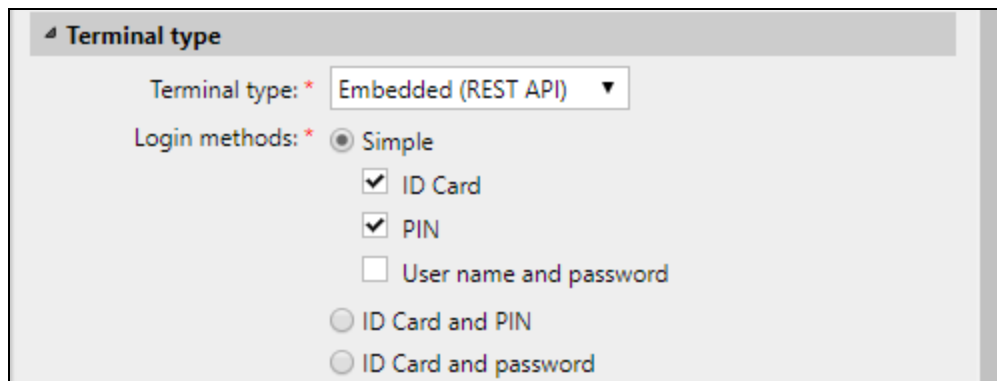


FIGURE 2.10. Setting terminal type on the printing device properties panel

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

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

The login options are following:

Login with an ID Card

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

Login with a PIN

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

Login with a User name and password

With the **User name and password** option selected, users can log in by entering their MyQ user name and password. For security reasons, this option is available **only if the SSL communication is enabled** in MyQ (see *"Secured run of the terminal"* on page 20).

Login with an ID Card and PIN

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

Login with an ID card and password

With the **ID Card and password** option selected, the user has to swipe his ID card, and then enter the password. For security reasons, this option is available **only if the SSL communication is enabled** in MyQ (see *"Secured run of the terminal"* on page 20).

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

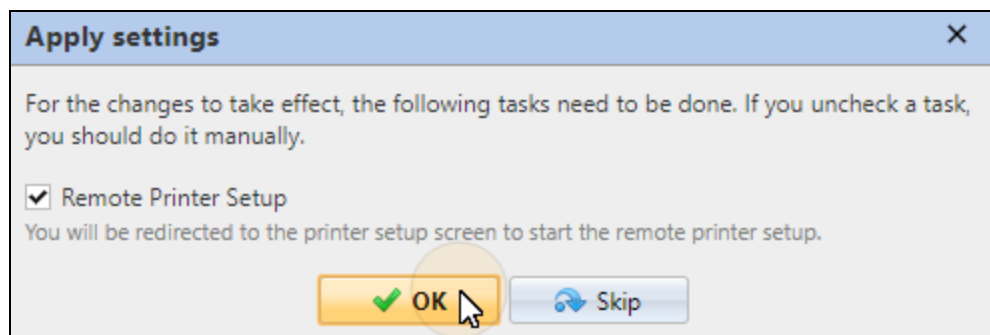


FIGURE 2.11. Applying new settings

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

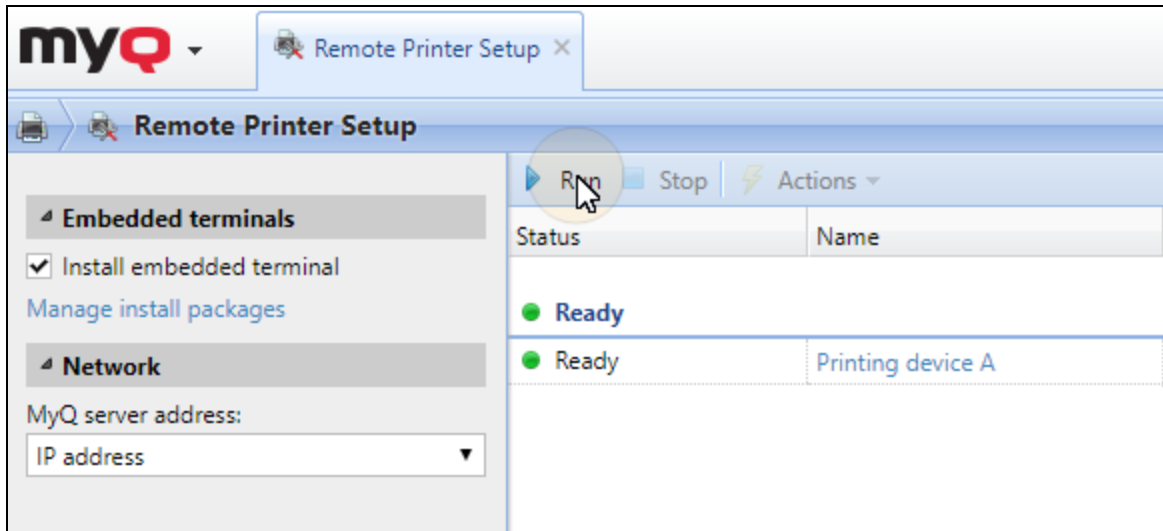


FIGURE 2.12. Running the remote printer setup on the **Remote Printer Setup** tab

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

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

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

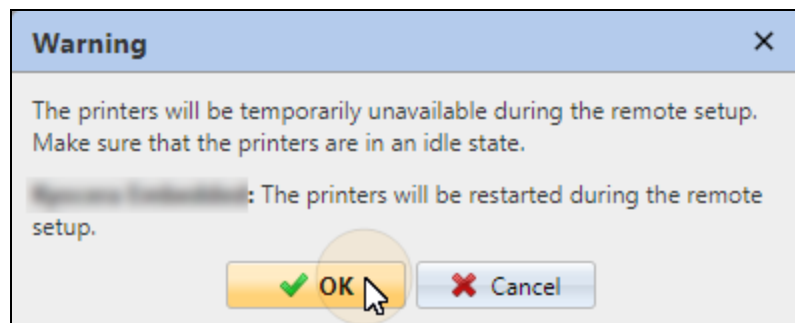


FIGURE 2.13. Warning message

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

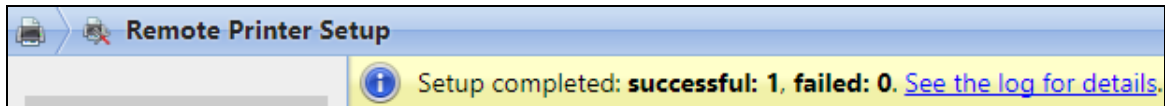


FIGURE 2.14. Remote Printer Setup tab after setup

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

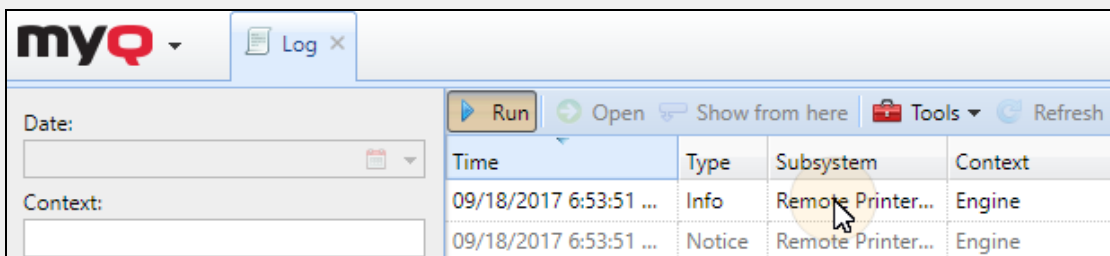


FIGURE 2.15. Opening the detailed information about the setup

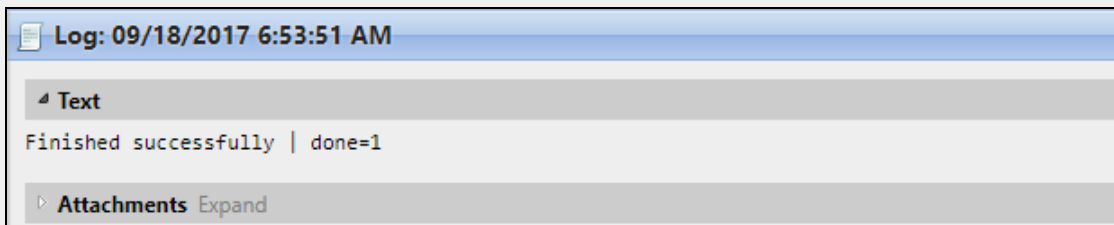


FIGURE 2.16. The detailed information about the setup

2.3.2. Installing the terminal on multiple printing devices

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

Installation on a selection of printing devices

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

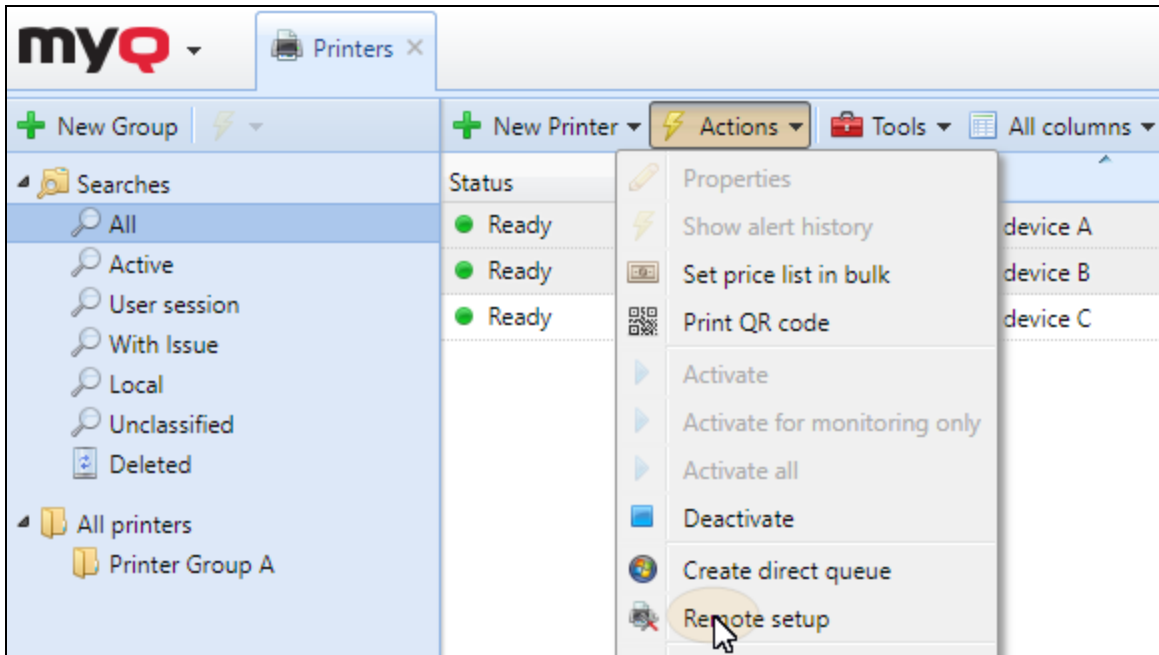


FIGURE 2.17. Opening remote setup of the selected devices.

Installation on all printing devices from a group

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

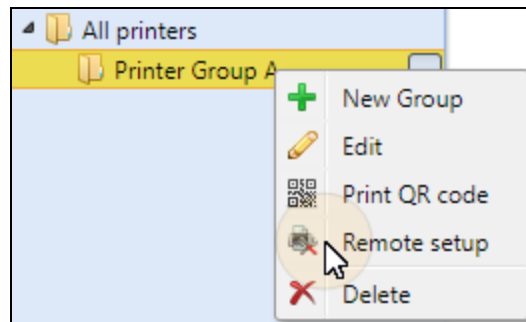


FIGURE 2.18. Opening remote setup of a group of devices

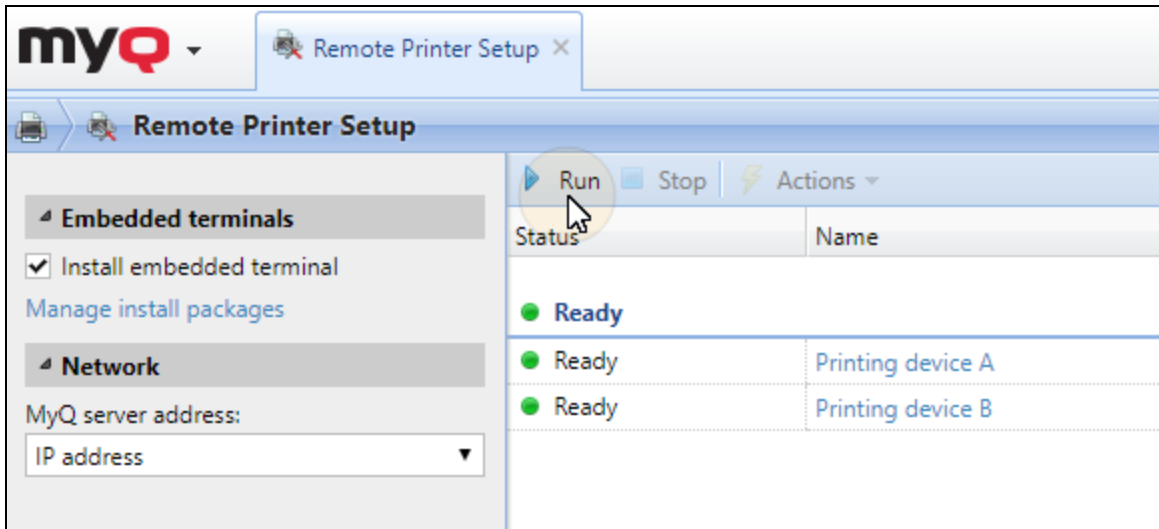


FIGURE 2.19. Remote setup of multiple printers

2.4. Setting idle logout

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

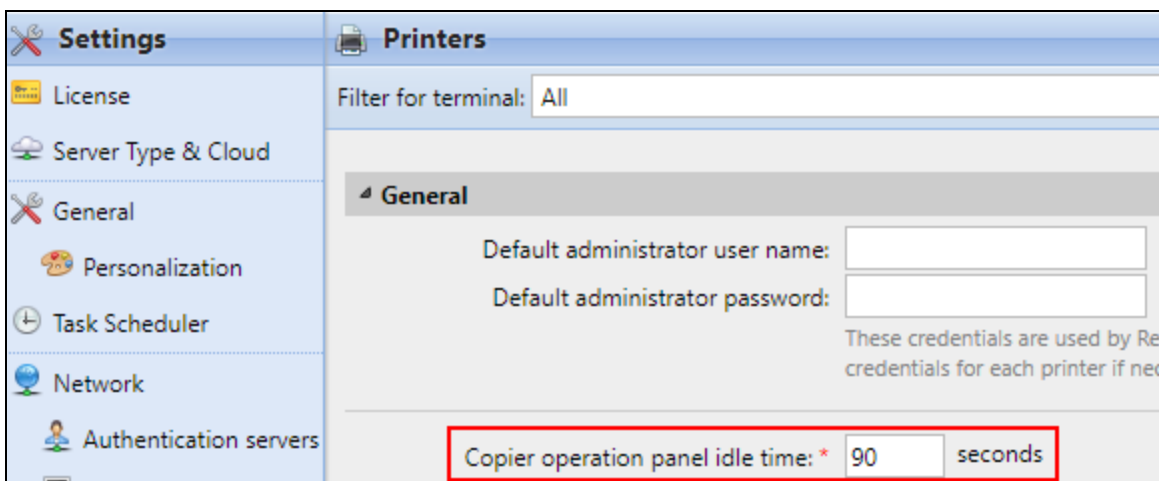


FIGURE 2.20. The **Copier operation panel idle time** setting can be found on the **Printers** settings menu, under **General**

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

2.5. Changing login methods

If you want to change login methods after the installation, you need to select the new methods on the printing device's properties panel, and then perform remote setup of the device (see *"To change the type of login"* below).

You can choose between two types of login: simple login and two steps authentication. With the simple login option, you can select up to three methods of login and with the two step authentication, you can select from two combination of the login methods (see *"Login methods"* on the next page).



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

To change the type of login

1. Log on the MyQ Web Interface.
2. Open the **Printers** main tab. (Click the **MyQ** icon, and then click **Printers**.)
3. On the tab, double-click the printing device that you want to set. The printing device properties panel opens on the right side of screen.
4. On the panel, under **Terminal type**, select one of the **Login methods** options, and then click **Save**.
5. Select one of the login methods and one or more particular login options, and then click **Save** at the bottom of the panel. The **Apply new settings** dialog box appears.
6. In the dialog box, keep the **Remote Printer Setup** option selected, and then click **OK**. The **Remote Printer Setup** tab opens.

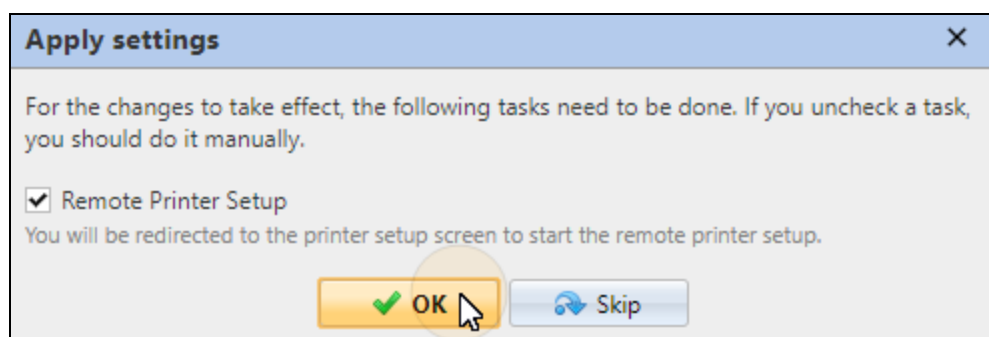


FIGURE 2.21. Applying new settings

7. On the tab, keep the **Install embedded terminal** option selected and click **Run** on the bar at the top of the tab. The remote setup is performed on the device.
8. Restart the printing device.

Login methods

Simple login

When you select this option, you can choose up to three methods of login:

- **ID Card**
- **PIN**
- **Username and password**

Two step authentication

To raise the level of user login security, you can select one of the **Two step authentication** methods. With these methods selected, users have to pass two steps to successfully log in. There are two combinations of the login methods:

- **Id Card and PIN**
- **Id Card and Password**

2.6. Selecting languages

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

2.6.1. The default language

The default language of the terminal is the default language set on the **General** settings tab. For more information, see "*General settings tab*" under "*MyQ System Settings*" in the MyQ Basic Installation Guide.

2.6.2. The user's language

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

2.7. Secured run of the terminal

To run the terminal in secured mode, you need to upload SSL certificates in the security settings of the printing device's Web Interface, and then activate the secured communication with the server. See the following sections for information about these two steps.

2.7.1. Uploading the certificate for secured run of the terminal

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

A default MyQ SSL certificate is part of the MyQ installation. If you want to use this certificate for the secured communication, upload it in the security settings of the printing device's Web User Interface. You can find the file in the **Cert** subfolder of MyQ (The default location is **C:\ProgramData\MyQ\Cert**).

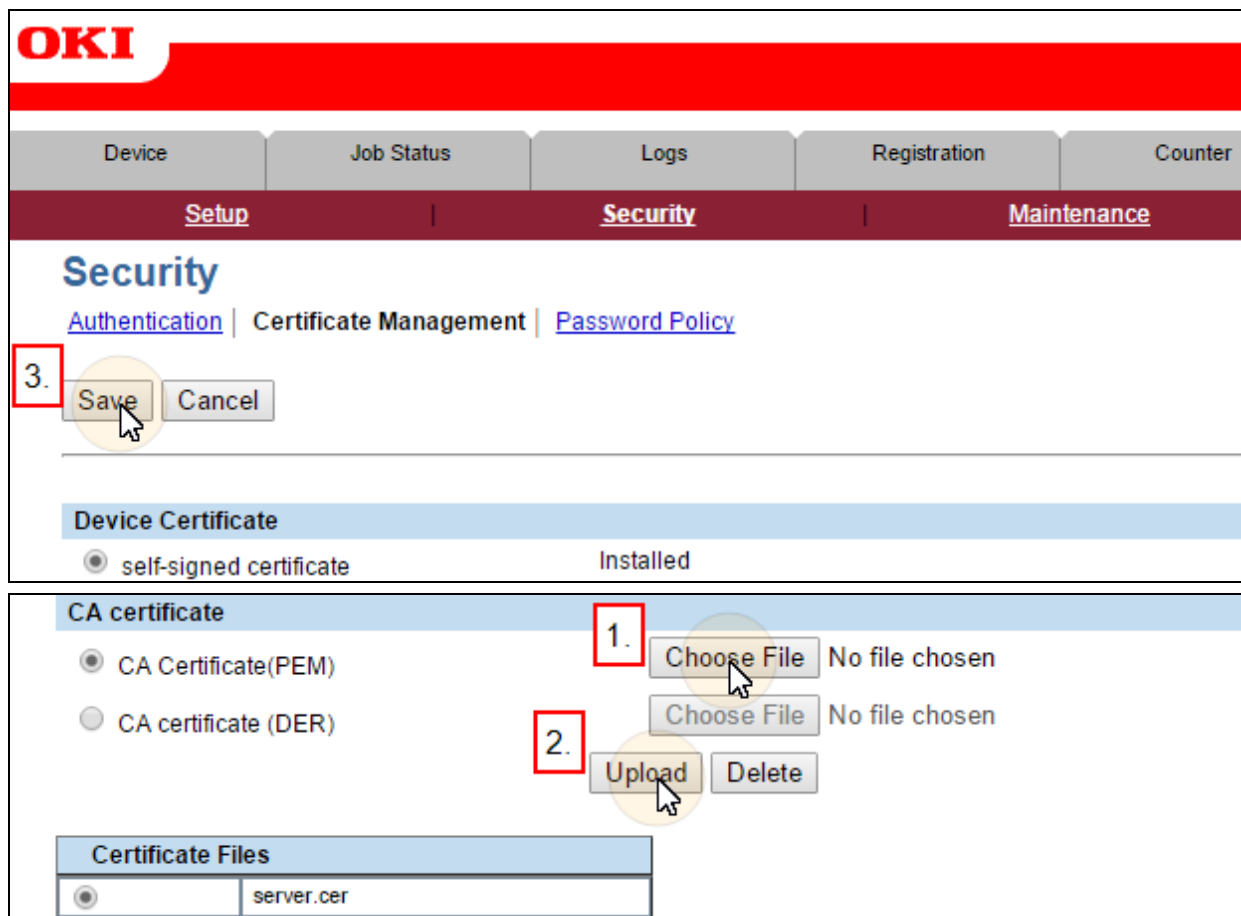


FIGURE 2.22. Importing a new safety certificate

If you want to use your own certificate, you have to upload it to two places: replace the default certificate in MyQ and upload the certificate in the security settings of the printing device's Web Interface.

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

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

2.7.2. Activating the secure communication

If you want the communication between the terminal and the MyQ print server to be secure, you need to enforce secure communication on the print server by enabling the **Enable only secure connection** setting on the MyQ Web Interface. After the setting is enabled on the server, the secure communication is automatically activated within remote setup of the embedded terminal.

To open the **Network** settings tab, where you can find the **Enable only secure connection** setting, click the **MyQ** icon, then click **Settings**, and finally click **Network**.

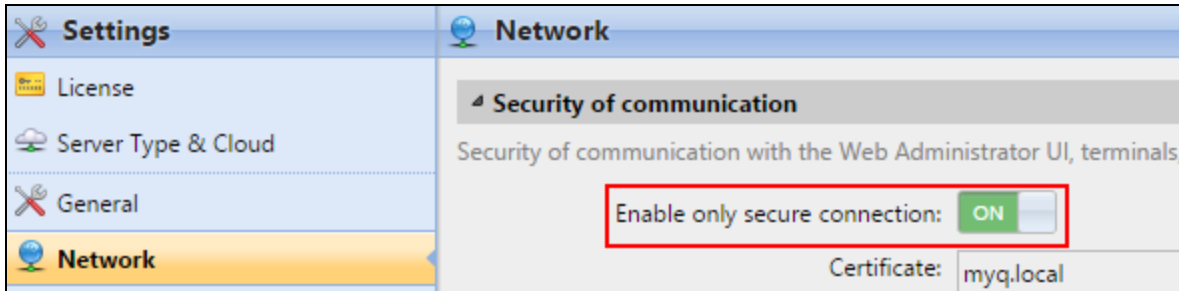


FIGURE 2.23. The **Enable only secure connection** setting on the MyQ Web Interface

INFO: For further information about the **Enable only secure connection** setting, see "Security of communication" under "MyQ System Settings" in the Basic Installation Guide.

NOTICE: Each time you change the security setting on the MyQ server, you need to restart HTTP server, reset all terminals and reconfigure Kyocera Provider.

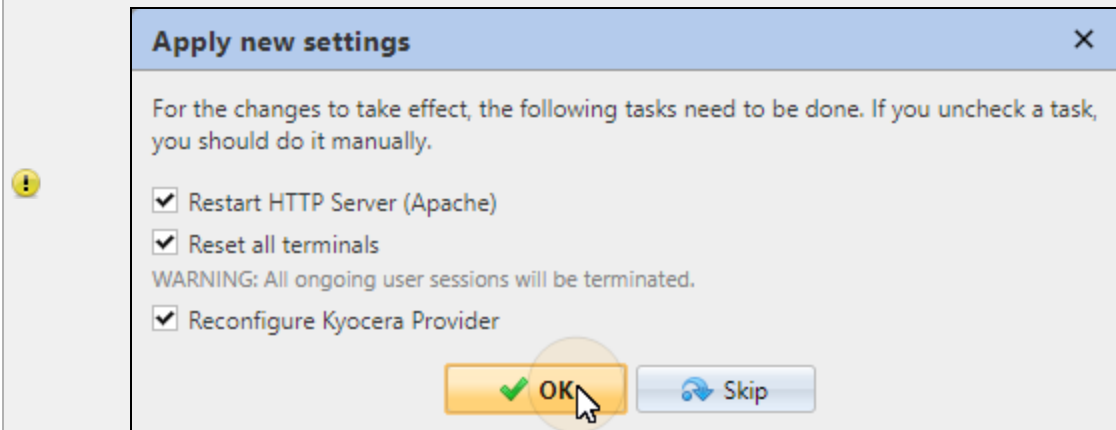


FIGURE 2.24. Applying new settings after activation of secure connection

2.8. Changing the Apache settings

Because of the special requirements of the PHP-based terminals, you have to manually adjust two Apache configuration files – **httpd.conf** and **httpd.template.conf**. Both files are located in **C:\Program Files (x86)\MyQ\Terminals\8_%brand%** where *%brand%* is the brand of the printing device.

You need to change the **number of requests after which the PHP worker is restarted** and based on the number of MyQ web embedded terminals employed in your printing environment you may also need to change the following two settings - the **maximum PHP requests handled in parallel** and the **maximum HTTP requests handled in parallel**.

This section shows you how to do this.

1. Set the number of requests after which the PHP worker is restarted

Find the **FcgidMaxRequestsPerProcess** setting and change its value to **50**.

2. Set the maximum PHP requests handled in parallel

Calculate the value of the following formula: **(x*2) + 10**, where "x" is the number of embedded terminals used in your printing environment. If the result is greater than **20**, find the **FcgidMaxProcesses** setting and change its value to **(x*2) + 10**, where "x" is the number of the embedded terminals.

3. Set the maximum HTTP requests handled in parallel

Calculate the value of the following formula: $(x*2) + 40$, where "x" is the number of embedded terminals used in your printing environment. If the result is greater than **50**, find the **ThreadsPerChild** setting and change its value to $(x*2) + 40$, where "x" is the number of the embedded terminals.

After all changes are done, save both files, and then restart the **MyQ OKI Terminal** service (see "*OKI service*" on page 2).

3. Licenses

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

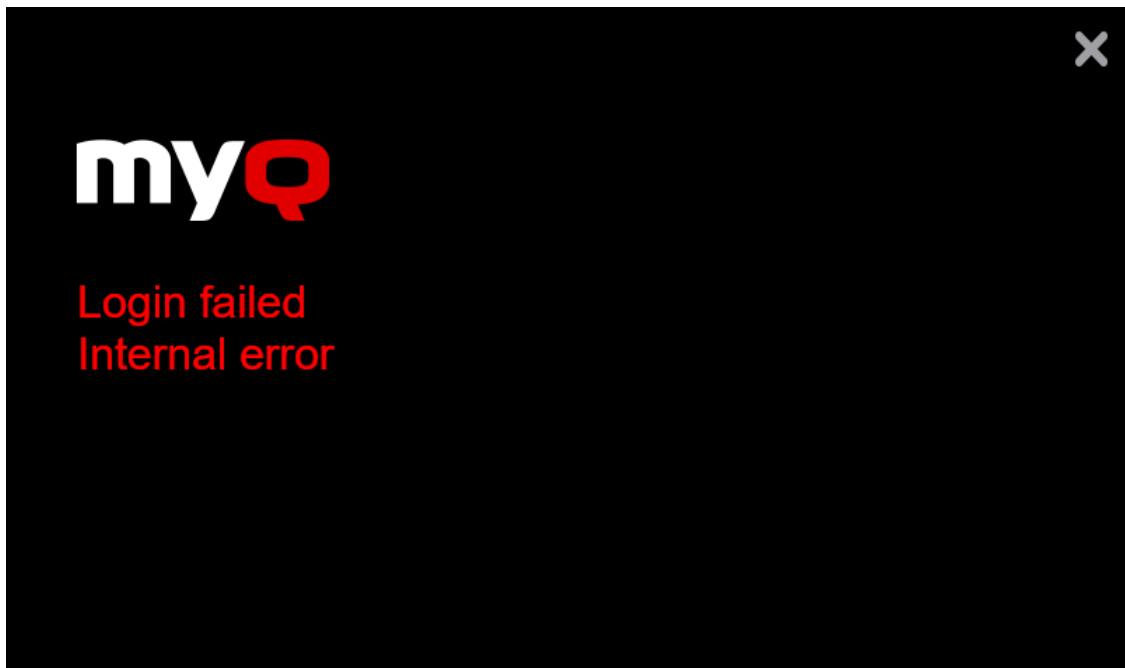


FIGURE 3.1. Users cannot log in as there are no embedded licenses available on the MyQ server

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



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

Adding and activating licenses

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

4. Terminal Actions

This topic discusses basic features of the terminal and shows you how to manage them on the **Terminal actions** settings tab on the MyQ Web Interface. The features are called actions and can be accessed from action nodes on the terminal.

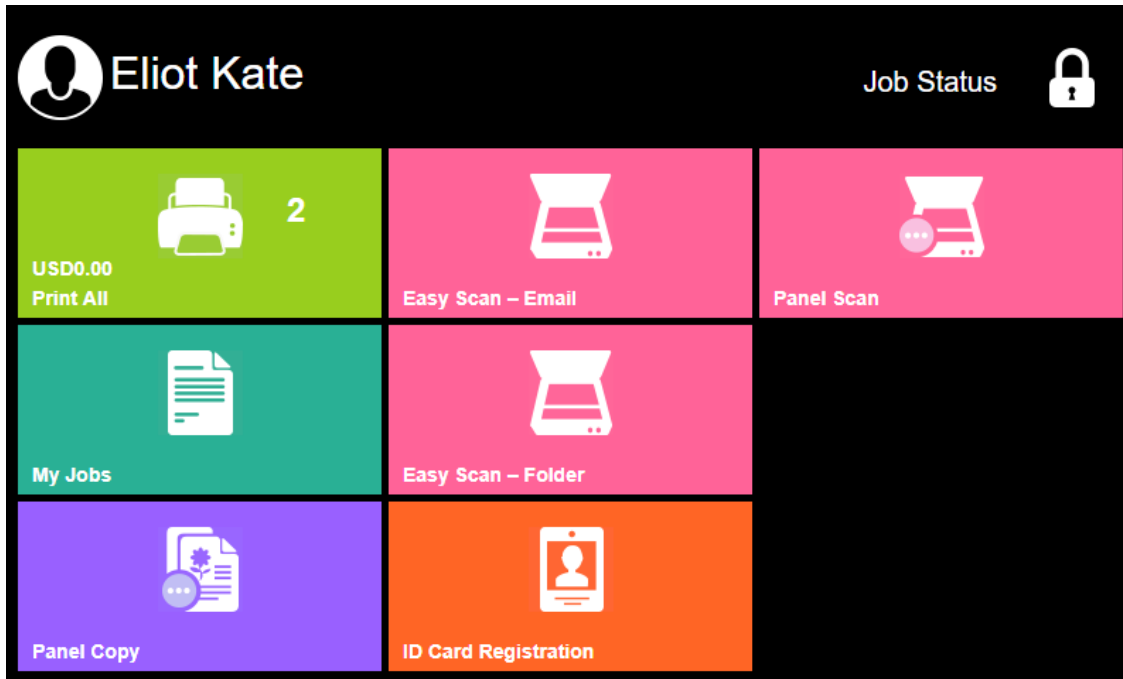


FIGURE 4.1. User home screen with seven terminal actions

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

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

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

The action nodes are presented in the following sections:

- [Terminal action nodes](#) (Basic description of terminal action nodes and the corresponding actions)
- [Managing terminal actions on the MyQ Web Interface](#)
- [Basic Easy Scan settings](#)
- [Advanced Easy Scan settings](#)

4.1. Terminal action nodes

4.1.1. Available action nodes

Print all

This action prints all jobs that are waiting in queue in the **Ready** and **Paused** states (see "*Jobs*" in the MyQ Basic Installation Guide), 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.

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

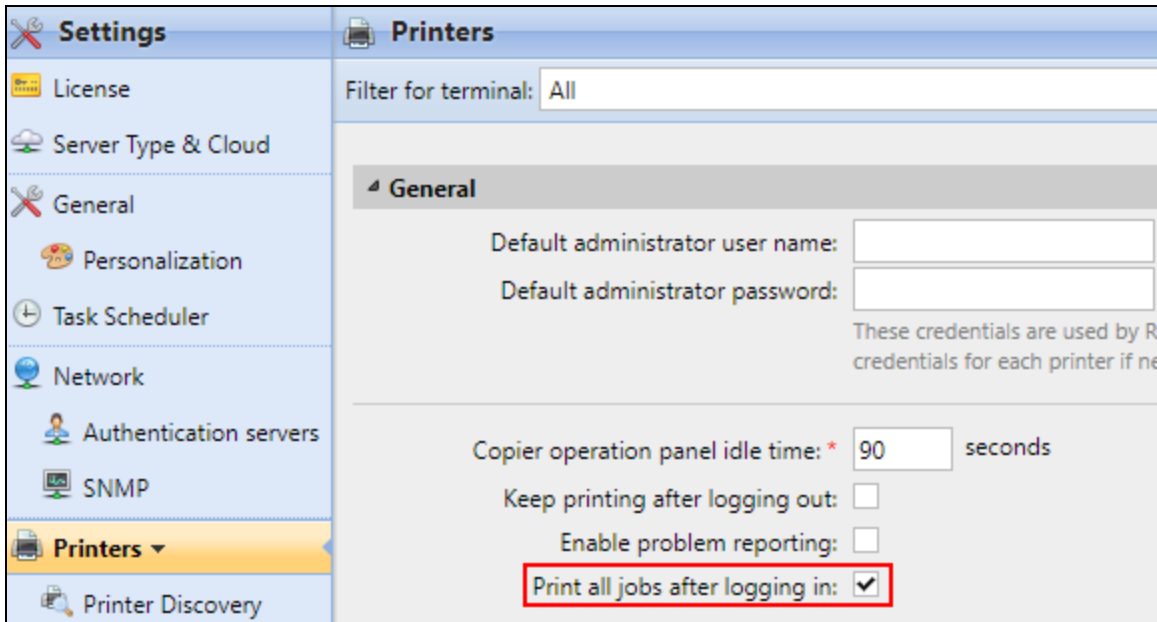




FIGURE 4.2. The **Print all jobs after logging in** option is selected.

My Jobs

This action shows all 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.
- **Favorite jobs:** Favorite jobs can be displayed by tapping the star icon  at the upper-left corner of the screen.
- **Printed jobs:** Printed jobs can be displayed by tapping the clock icon  at the upper-left corner of the screen.

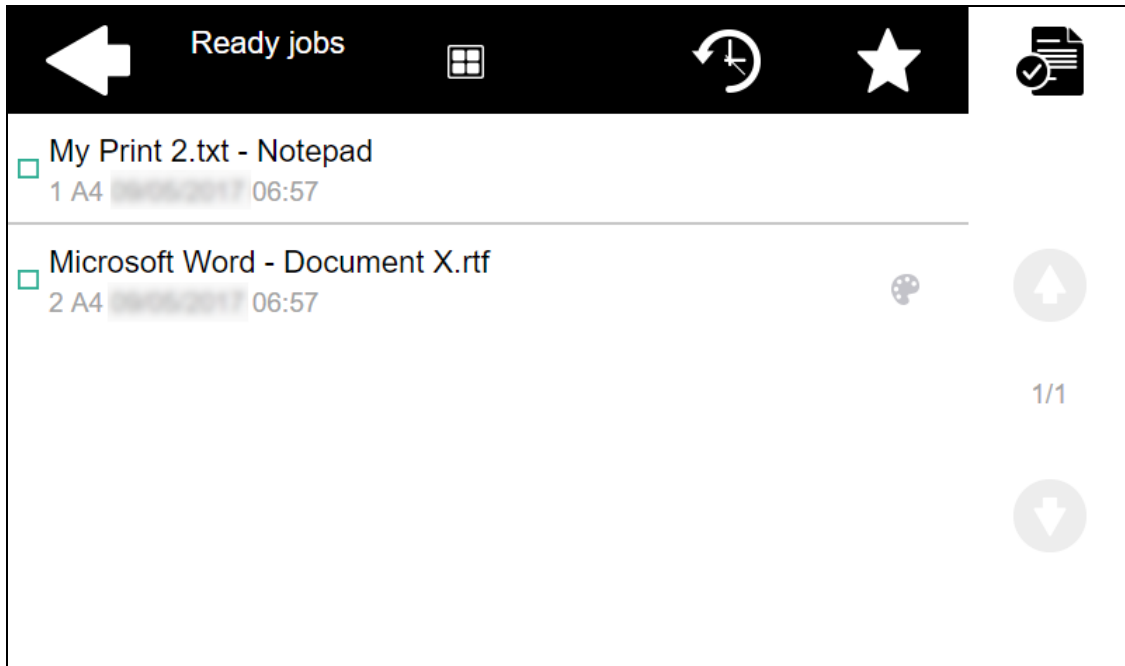


FIGURE 4.3. Overview of jobs that are ready to be printed by the logged user



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

Managing jobs on the My Jobs screen:


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




FIGURE 4.4. The print jobs management bar at the top of the My Jobs screen



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

Print : Print selected jobs.

Add to favorites : Add selected jobs to favorites (On the **Ready jobs** tab and on the **Printed jobs** tab).

Delete from favorites : Delete selected jobs from favorites (On the **Favorite jobs** tab).

Delete : Delete selected jobs.


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

Easy Scan

Scanning by a single touch. After the user taps this action, the page is immediately scanned to a predefined destinations. You can define multiple destinations to which the scanned document is sent, and set the scan parameters in MyQ. For information about this action, see sections "*Basic settings of the Easy Scan action*" on page 39, "*Advanced settings of the Easy Scan action*" on page 95 and "*Easy Scan to OCR*" on page 111.

Panel Copy

Opens the printing device's copy screen.

 **INFO:** The copy screen is displayed in the language used on the user session terminal screen, unless the language on the terminal is not supported by the printing device. For information on how to change languages, see "*Selecting languages*" on page 19.

Leaving the panel

Depending on the printing device's model, users can leave the panel screen either by pressing the **FILING BOX** button on the printing device's operation panel or by pressing the **MENU** button on the printing device's operation panel.

Panel Scan

Opens the printing device's scan screen.



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



INFO: The scan screen is displayed in the language used on the user session terminal screen, unless the language on the terminal is not supported by the printing device. For information on how to change languages, see *"Selecting languages"* on page 19.

Leaving the panel

Depending on the printing device's model, users can leave the panel screen either by pressing the **FILING BOX** button on the printing device's operation panel or by pressing the **MENU** button on the printing device's operation panel.

Panel Fax

Opens the printing device's fax screen.



INFO: The fax screen is displayed in the language used on the user session terminal screen, unless the language on the terminal is not supported by the printing device. For information on how to change languages, see *"Selecting languages"* on page 19.

Leaving the panel

Depending on the printing device's model, users can leave the panel screen either by pressing the **FILING BOX** button on the printing device's operation panel or by pressing the **MENU** button on the printing device's operation panel.

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 a card reader.

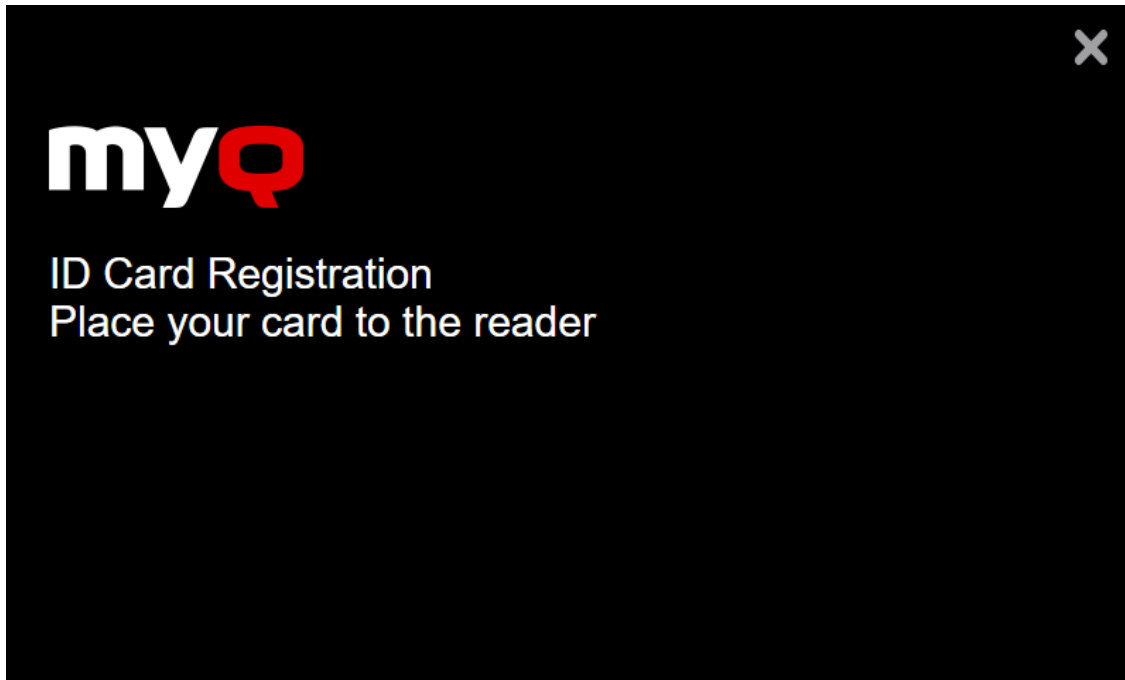


FIGURE 4.5. ID Card registration screen

Recharge Credit

For information about recharging credit on the terminal, see *"Recharging credit"* on page 119.

Folder

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



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

4.1.2. Default actions

The default actions are:

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

4.2. Managing terminal actions on the MyQ Web Interface

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

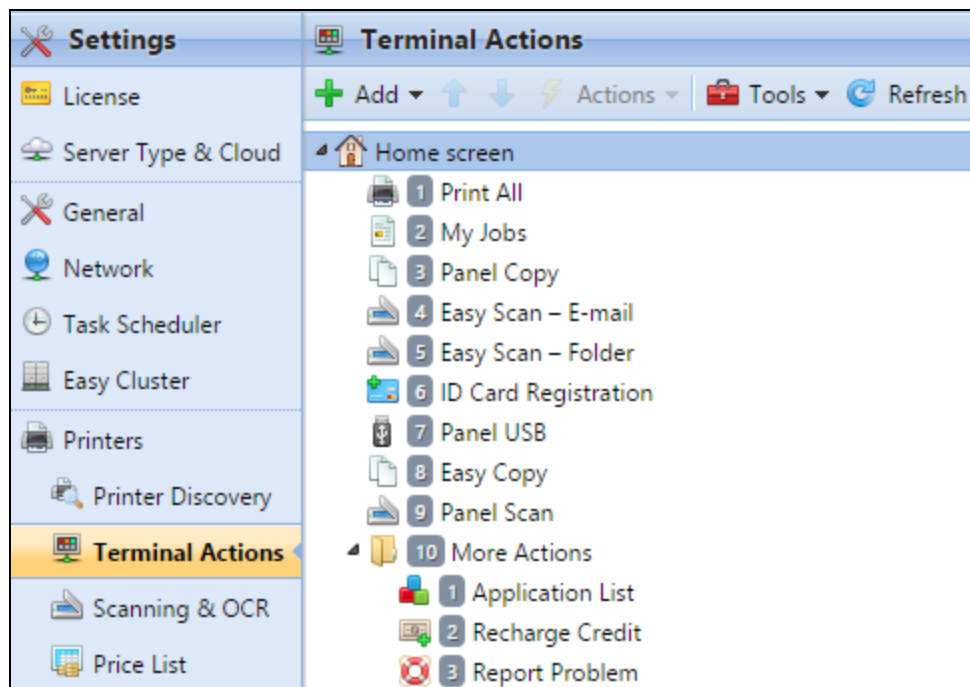


FIGURE 4.6. **Terminal Actions** setting tab with a list of action nodes

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

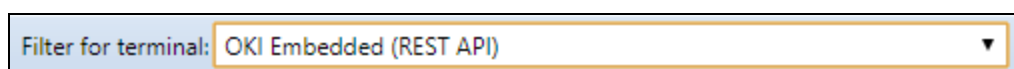


FIGURE 4.7. Filtering the available terminal actions

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

4.2.1. Adding new action nodes

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

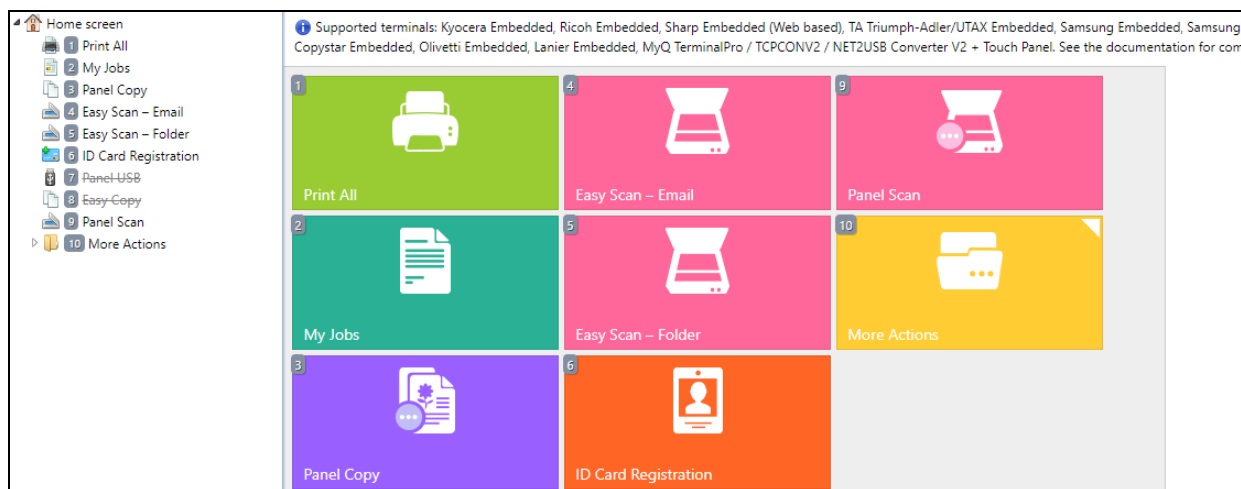


FIGURE 4.8. The two places where the action nodes are displayed: the list of nodes (and folders) and the terminal screen preview

Adding new action nodes on the list of nodes

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

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

To add a new action node, do the following:

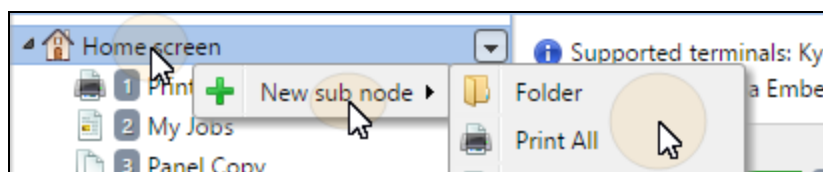


FIGURE 4.9. Adding a new action node to be displayed on the home screen

1. Right-click the **Home Screen** folder, and then point on **New sub node** in the shortcut menu. A sub-menu with a list of available action nodes opens to the right.

2. On the sub-menu, select the action node. The new action node properties panel opens on the right side of screen.
3. On the panel, you can rename and edit the node. For information about editing options, see *"Editing action nodes"* on the facing page. If you do not want to rename or to edit the node, close the properties panel. The action node is displayed on the action nodes list and on the terminal screen preview.

Adding a new node to a folder

1. Right-click the folder to which you want to add the node, and then point on **New sub node** in the shortcut menu. A sub-menu with a list of available action nodes opens to the right.
2. On the sub-menu, select the action node. The new action node properties panel opens on the right side of screen.
3. On the panel, you can rename and edit the node. For information about editing options, see *"Editing action nodes"* on the facing page. If you do not want to rename or edit the node, close the properties panel. The action node is displayed on the action nodes list and on the terminal screen preview.

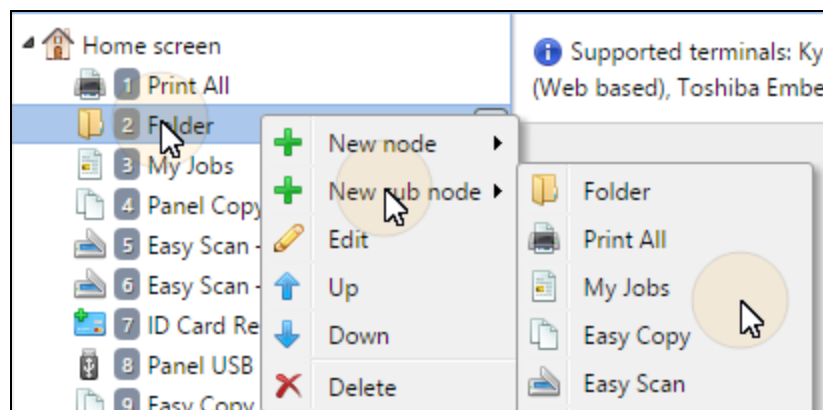


FIGURE 4.10. Adding a new action node to a folder

Adding new action nodes on the terminal screen preview

1. Right-click any item on the preview, and then point on **New sub node** in the shortcut menu. A sub-menu with a list of available action nodes opens to the right.
2. On the sub-menu, select the action node. The new action node properties panel opens on the right side of screen.

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

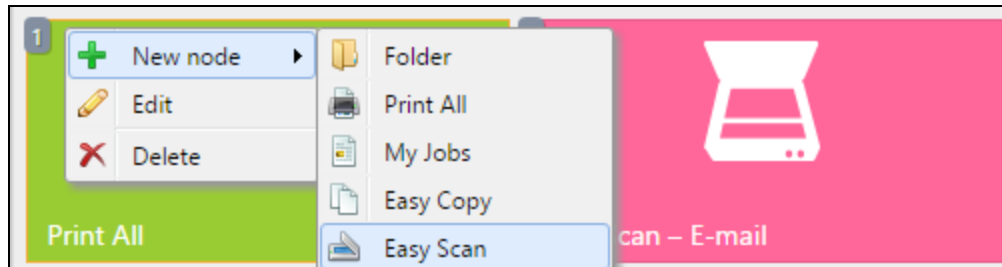


FIGURE 4.11. Adding a new action node on the terminal screen preview



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



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

4.2.2. Editing action nodes

Each action can be edited on its properties panel. To access the panel, double-click the terminal action node on the list of nodes or on the terminal screen preview (see FIGURE 4.8 on page 33). Once you open the panel, you can swap between up to three settings tabs (depending on the particular action): **General settings**, **Destinations** and **Parameters**.

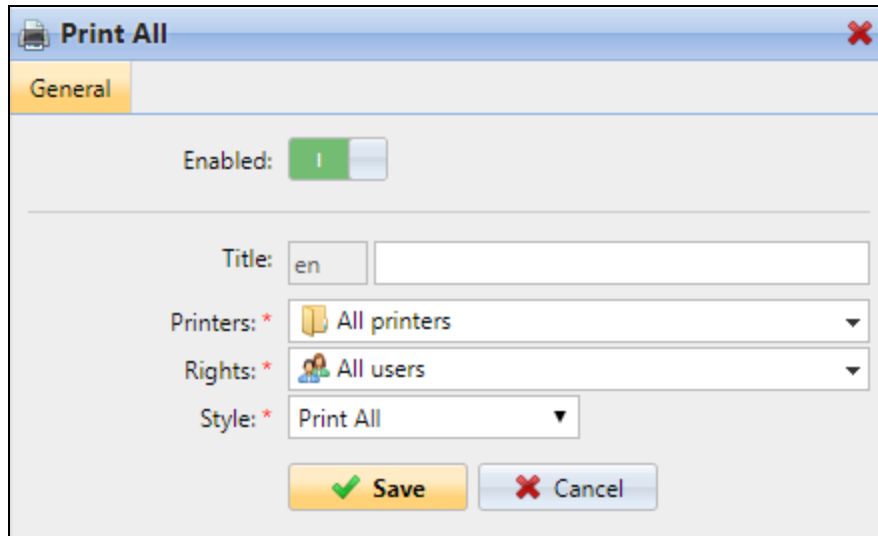


FIGURE 4.12. General settings of the **Print All** properties panel

General settings

Enabled

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

Title

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



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

Rights

Here you can select the users or the groups of users that will see the action node. Due to this setting, the layout and available features of the embedded terminal can vary depending on user's rights to particular nodes. By default, the right to see the node is given to all users.

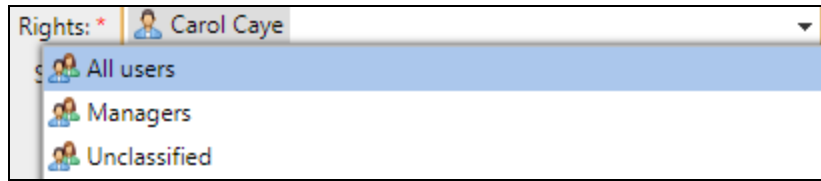


FIGURE 4.13. The **Rights** combo box with the the list of users and groups of users

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

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

Destinations and parameters

For information about the destinations and parameters of the Easy Scan feature, see *"Setting parameters of the Easy Scan feature"* on page 91.

4.2.3. Changing the layout of the nodes on the screen

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

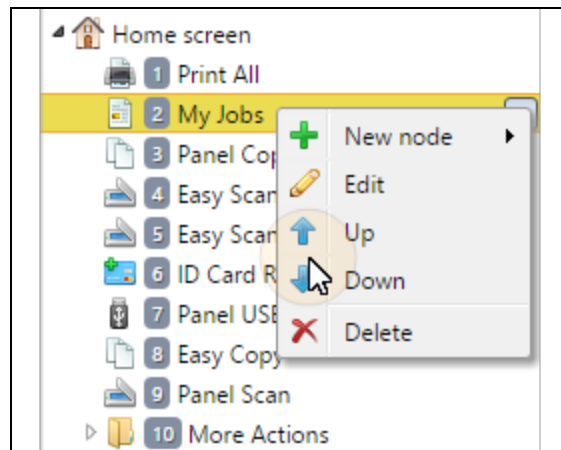


FIGURE 4.14. Moving the action node up and down the order

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

4.2.4. Deleting action nodes

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

Deleting action nodes from the list

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

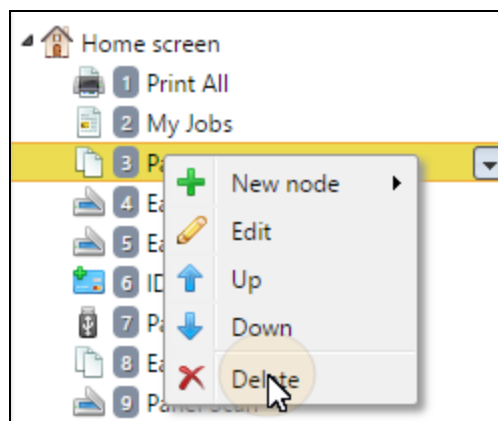


FIGURE 4.15. Deleting a node from the list

Deleting action nodes from the terminal screen preview

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

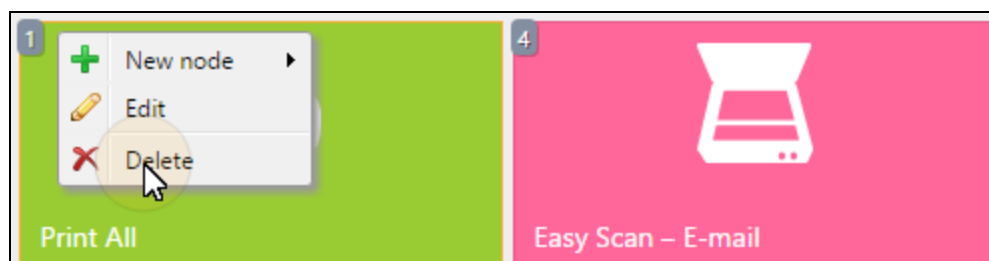


FIGURE 4.16. Deleting a node from the terminal screen preview

4.2.5. Restoring the original layout

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

4.3. Basic settings of the Easy Scan action

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

The panel is automatically opened after the Easy Scan action node is created. Later, you can access it by double-clicking the terminal action node on the list of nodes or on the terminal screen preview (see FIGURE 4.8 on page 33).

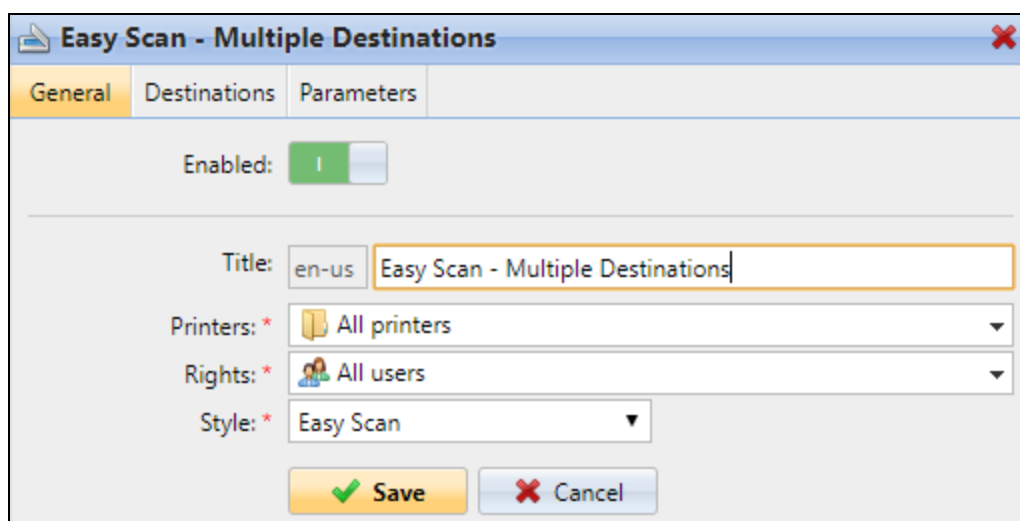


FIGURE 4.17. General settings of the Easy Scan action node

4.3.1. Parameters used in destinations

You can use predefined and custom parameters to create templates on the **Destination** properties panel.

The custom parameters can be created on the **Parameters** panel (see "*Creating custom parameters*" on page 96).

All available predefined parameters are listed in each section of the **Destination** properties panel where they can be used. The predefined parameters are described on the next page.

Shared parameters

The following parameters are commonly used for all destinations and are related either to the time and date of the scanning job, the user's properties panel or the properties panel of the scan sending printing device.

%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 when the scan was taken.

%date%

Date when the scan was taken.

%time%

Time when the scan was taken.

%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

The following parameters are unique for specific destination's settings:

%counter%

If the **Scan Separation** parameter is set to **Separate each page**, this value shows the numbering 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 only.

%recipient%

The recipient of the fax. It is used in the **Fax server** destination only.

%number%

Fax number. It is used in the **Fax server** destination only.

%empty%

This parameter is used in the **Fax server** destination only. It ensures that the subject/message is empty; it is used in very specific cases.

4.3.2. Setting destinations

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

To add a new destination, do the following:

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

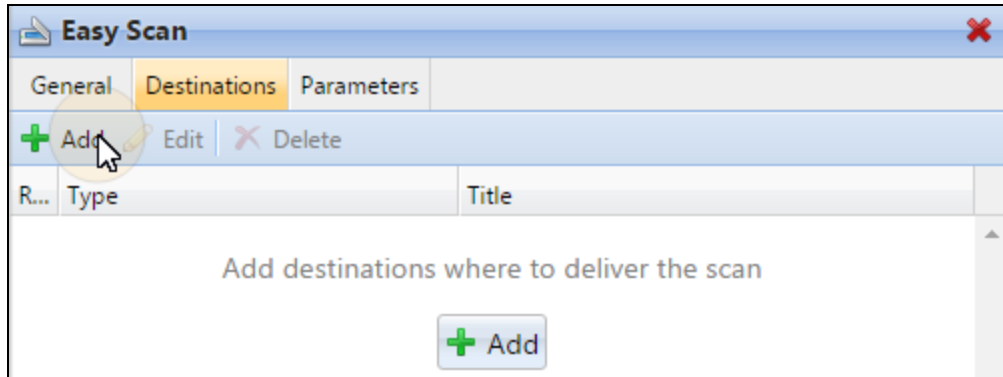


FIGURE 4.18. Adding new destinations

The destination setting options are described below.

Common settings

Type

Here you can select the scan's destination. For information about the destinations, see "*Available destinations* " on page 44.

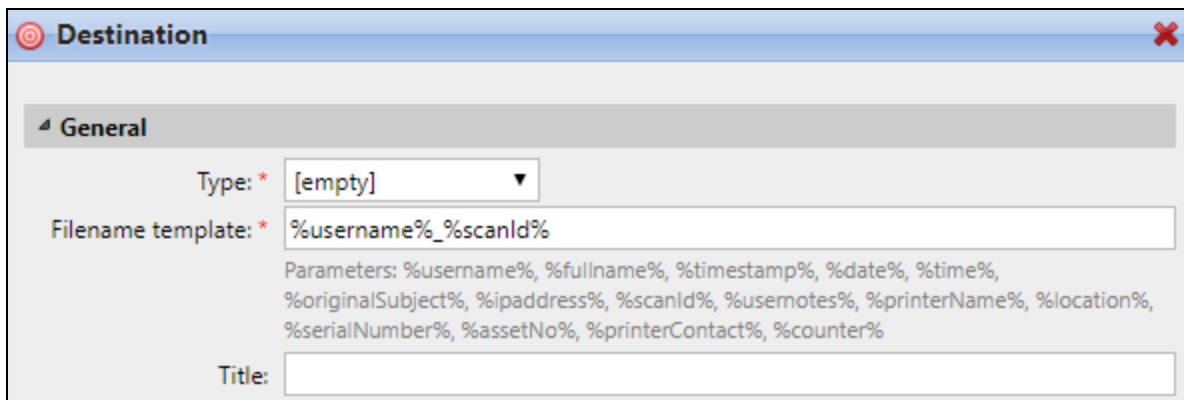


FIGURE 4.19. The **Destination** panel

Filename template

Here you can create the template of the scan 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%

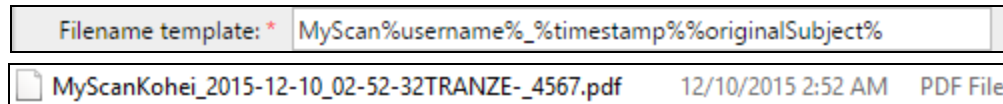


FIGURE 4.20. Example of a filename template in MyQ and the resulting file in a scan folder

Title

Here you can enter the destination title.

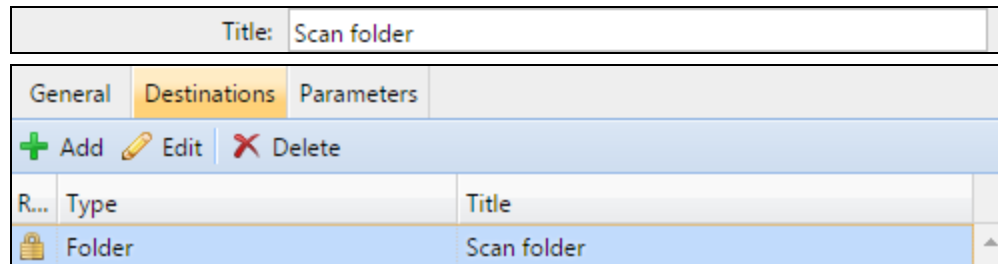


FIGURE 4.21. The title setting and the resulting destination title

Attach metadata file

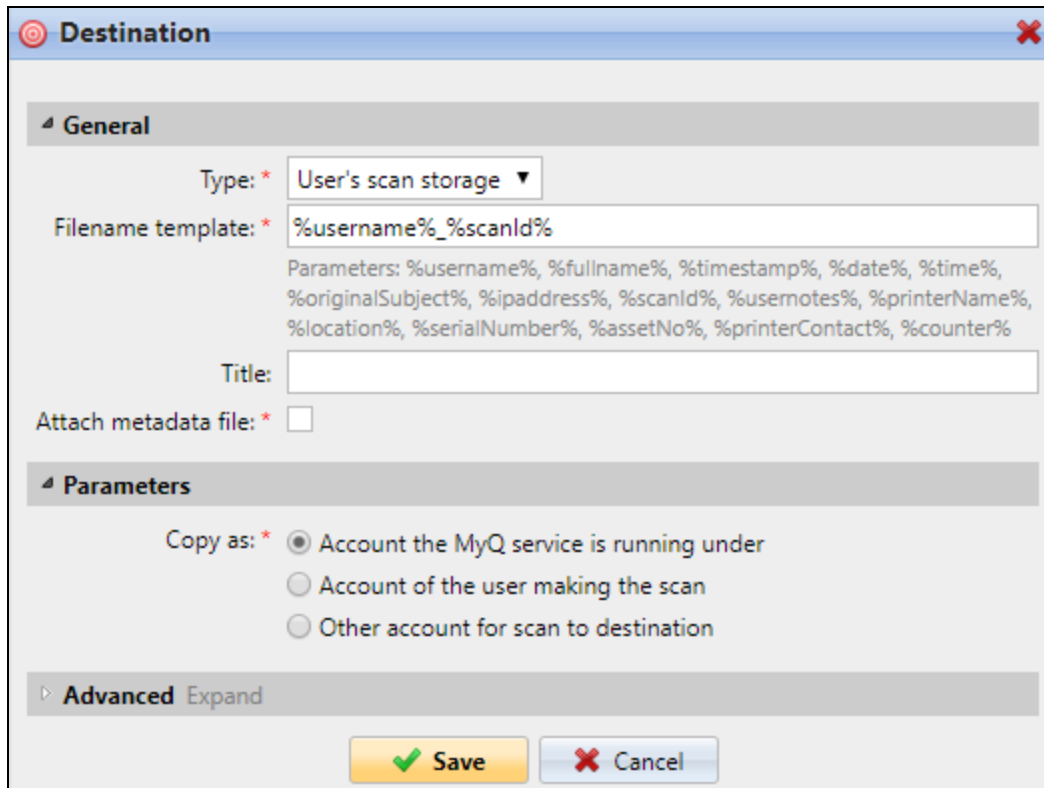
If you select this option, MyQ will send an XML file with the scan metadata together with the scan. For more information about this option, see *"Attaching a file with metadata of the scan"* on page 95.

Available destinations

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

User's scan storage

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



The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. It is divided into three sections: "General", "Parameters", and "Advanced".

- General:**
 - Type: * User's scan storage (dropdown menu)
 - Filename template: * %username%_%scanId% (text box)
 - Parameters: %username%, %fullName%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usenames%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter% (text area)
 - Title: (text box)
 - Attach metadata file: *
- Parameters:**
 - Copy as: *
 - Account the MyQ service is running under
 - Account of the user making the scan
 - Other account for scan to destination
- Advanced:** Expand (collapsed)

At the bottom of the dialog are two buttons: "Save" (with a green checkmark) and "Cancel" (with a red X).

FIGURE 4.22. The User's scan storage destination settings



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

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

- If you select the **Account the MyQ service is running under** option, the rights for access to the destination folder have to be provided to the account under which the MyQ service runs.

- If you select the **Account of the user making the scan** option, MyQ will expect the folder to be a shared folder on the domain account of the scanning user and will use the entered password to access this folder. For more information about this option, see *"Enabling users to scan to their home folder protected by password"* on page 106.
- If you select **Other account for scan to destination** 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.

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%, %usenotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%

Title:

Attach metadata file: *

Parameters

Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usenotes%, %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

FIGURE 4.23. The User's email destination settings

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



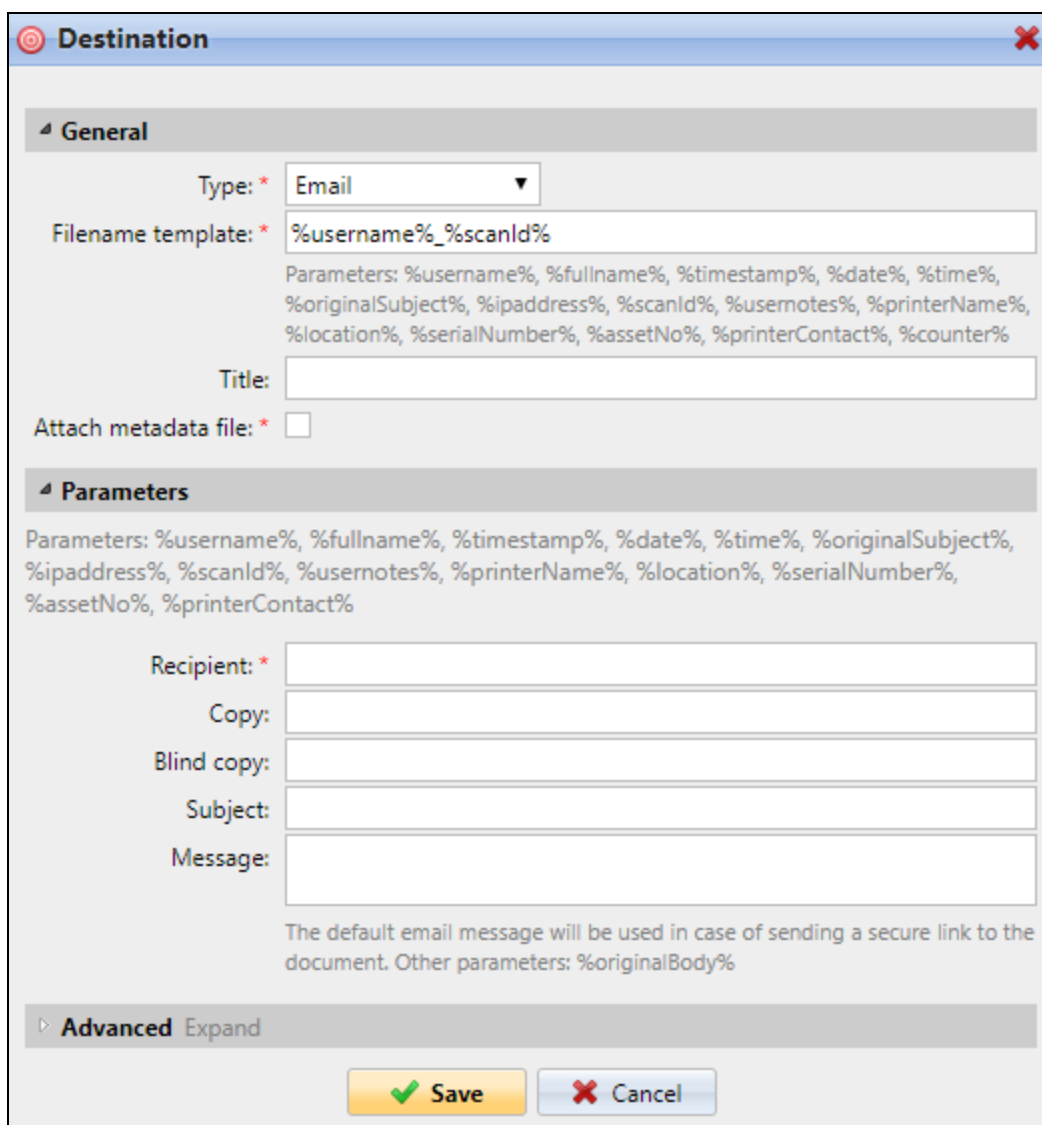
INFO: For more information about the user's email destination, see "*Scan Management*" in the MyQ Basic Installation Guide.



INFO: You can allow users to type the subject and body of the email. To do this, create text parameters and use them in the **Subject** and **Message** text boxes. For more information about custom parameters, see "*Creating custom parameters*" on page 96.

Email

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



The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. The dialog is divided into three sections: "General", "Parameters", and "Advanced".


- General:** Contains a "Type:" dropdown menu set to "Email", a "Filename template:" text box with the value "%username%_%scanId%", a "Title:" text box, and an "Attach metadata file:" checkbox which is unchecked. Below the filename template, there is a list of parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usemotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%.
- Parameters:** Contains a list of parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usemotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%. Below this list are five text boxes: "Recipient:", "Copy:", "Blind copy:", "Subject:", and "Message:", each followed by an empty text input field.
- Advanced:** A section with a right-pointing arrow and the text "Advanced Expand".

At the bottom of the dialog, there are two buttons: a yellow "Save" button with a green checkmark and a grey "Cancel" button with a red X.

FIGURE 4.24. The Email destination settings

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

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

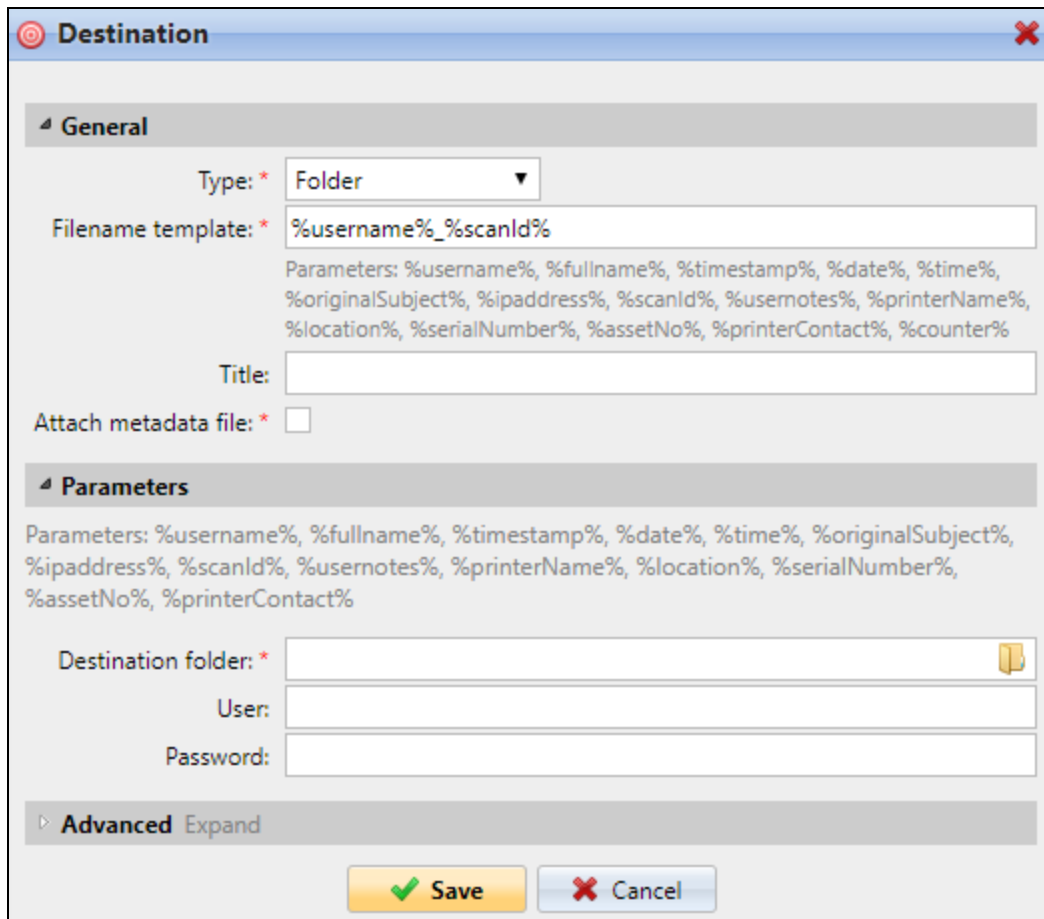
 **INFO:** Recipients of the blind copy do not see the email sender address.

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

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

Folder

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



The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. The dialog is divided into several sections:

- General:**
 - Type: * Folder (dropdown menu)
 - Filename template: * %username%_%scanId%
Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%
 - Title: (empty text box)
 - Attach metadata file: *
- Parameters:**
 - Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%
 - Destination folder: * (text box with folder icon)
 - User: (text box)
 - Password: (text box)
- Advanced:** Expand (collapsed)

At the bottom of the dialog are two buttons: "Save" (with a green checkmark) and "Cancel" (with a red X).

FIGURE 4.25. The Folder destination settings

You can select from the following parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%

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

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

Secured link

NOTICE: This option requires the MyQ Server version 6.2.1 or higher.

An email with 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.

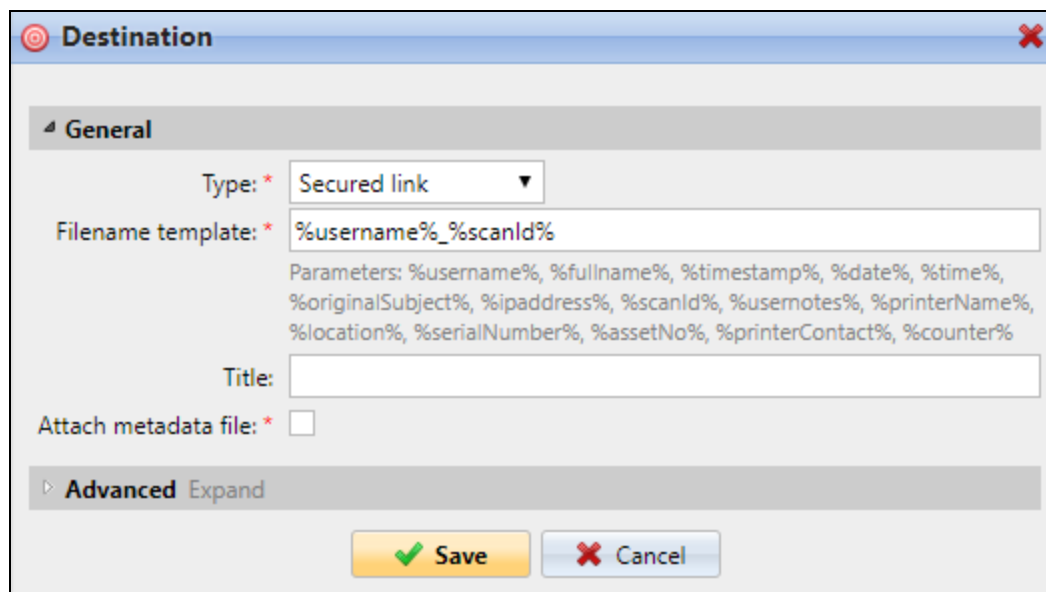



FIGURE 4.26. The Secured link email destination settings

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

FTP

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

Fax server

Scans are sent to a network fax server. For information about this option, see "*Scanning to FAX server*" on page 53.

Custom destination

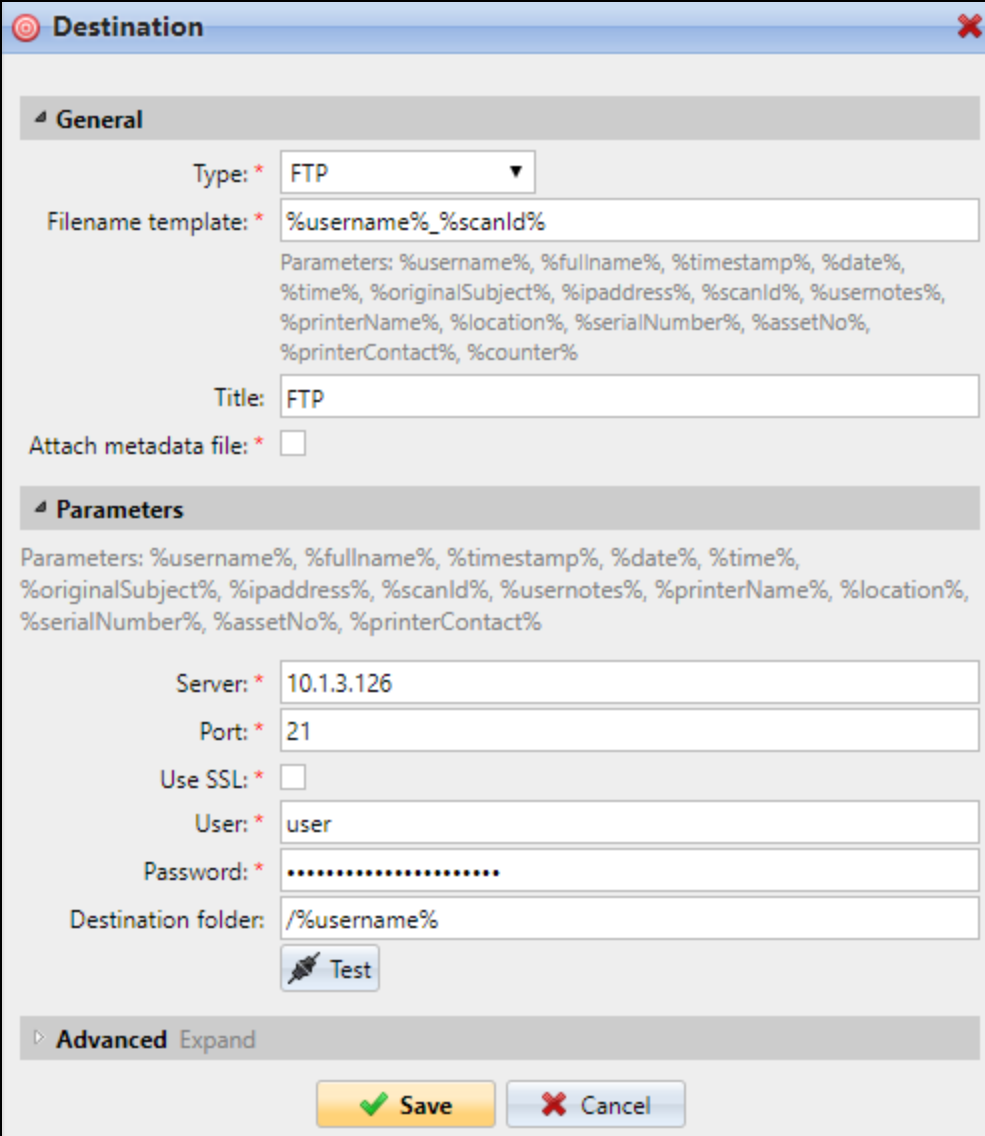
Advanced option requiring PHP customization. For further information about this option, please contact MyQ support.

Cloud storage

Users can scan to the following cloud destinations: OneDrive, OneDrive for Business, Google Drive. For information about these options, see "*Scanning to OneDrive*" on page 54, "*Scanning to OneDrive for Business*" on page 57, "*Scanning to Google Drive*" on page 73.

4.3.3. Scanning to FTP

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



The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. The dialog is divided into three sections: "General", "Parameters", and "Advanced".

- General:**
 - Type: * FTP (dropdown menu)
 - 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 button (with a mouse cursor icon)
- Advanced:** Expand (collapsed)

At the bottom of the dialog are two buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

FIGURE 4.27. Setting the destination for scanning to FTP

Setting the connection:


- **Server:** Enter the IP address or hostname of the FTP server
- **Port:** Enter the port used for FTP protocol, the default port is 21
- **Use SSL:** Select if you want to use secure communication
- **User:** Name of a user with account on the server

- **Password:** Enter the user's password
- **Destination folder:** You can specify the subfolder where the outgoing scan files will be stored (optional)

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

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

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



Connection succeed

FIGURE 4.28. The message informing about the test result appears at the top of the **Destination** panel

4.3.4. Scanning to FAX server

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

The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. It is organized into three main sections:

- General:** Contains a "Type:" dropdown menu set to "Fax Server". Below it is a "Filename template:" text box containing "%username%_%scanId%". A list of parameters is shown: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%. There is also a "Title:" text box and an "Attach metadata file:" checkbox which is unchecked.
- Parameters:** Shows "Parameters: %username%, %recipient%, %number%, %empty%, %ipaddress%". Below this is a "Fax address template:" text box. A red asterisk indicates a required field with the text: "Address template for sending a fax through a network fax server. Example: fax%number%.%recipient%.%username%@example.com". Below this is a "Sender:" dropdown menu set to "Default sender", and two empty text boxes for "Subject:" and "Message:".
- Advanced:** A section with a right-pointing triangle and the text "Advanced Expand".

At the bottom of the dialog are two buttons: a green "Save" button with a checkmark icon and a grey "Cancel" button with a red X icon.

FIGURE 4.29. Setting the destination for scanning to FAX

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

- **%username%:** Name of the user session owner
- **%recipient%:** Recipient of the fax
- **%number%:** Fax number
- **%empty%:** This parameter ensures that the subject/message is empty; it is used in very specific cases

- **%ipaddress%**: IP address of the printing device
- **%scanId%**: Unique scan identification number generated on the MyQ server

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

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

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

4.3.5. Scanning to OneDrive

The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. The dialog is divided into three sections: "General", "Parameters", and "Advanced".

- General**:
 - Type: * Cloud storage (dropdown menu)
 - Filename template: * %username%_%scanId% (text box)
 - Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usenotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter% (text area)
 - Title: OneDrive (text box)
 - Attach metadata file: * (checkbox)
- Parameters**:
 - Type: * OneDrive (dropdown menu)
- Advanced**: Expand (text)

At the bottom of the dialog, there are two buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

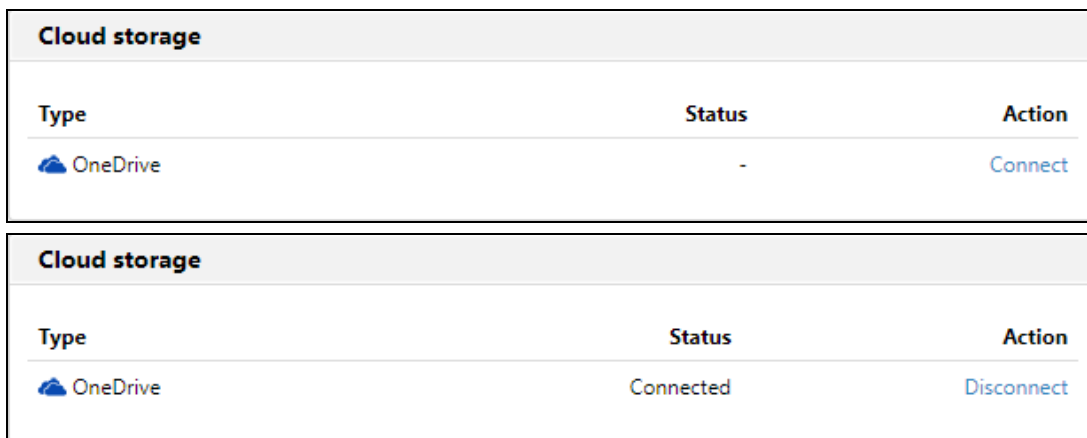
FIGURE 4.30. Setting the destination for scanning to OneDrive


To enable scanning to OneDrive:

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

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

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



Cloud storage		
Type	Status	Action
 OneDrive	-	Connect


Cloud storage		
Type	Status	Action
 OneDrive	Connected	Disconnect

FIGURE 4.31. The Cloud storage widget displayed on user web interface — before and after connecting to OneDrive

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

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

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

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

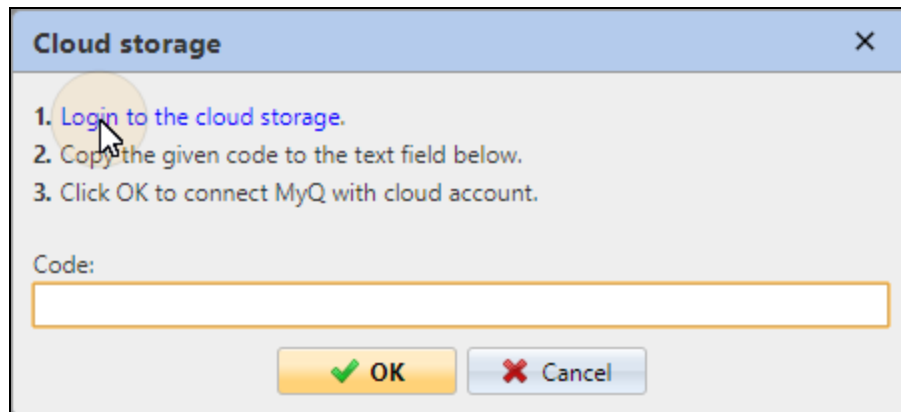


FIGURE 4.32. Logging to OneDrive

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

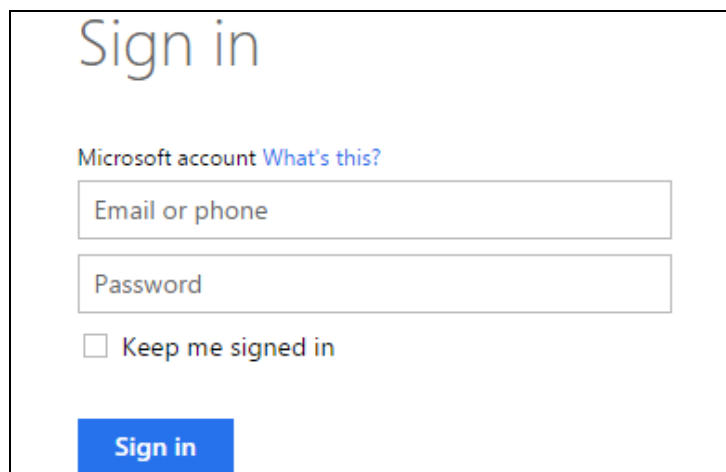


FIGURE 4.33. Signing in

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



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

4.3.6. Scanning to OneDrive for Business

The feature has to be enabled in three steps:

- First you have to provide MyQ with access to your Azure AD (see *"1. Setting up access of MyQ to Azure AD"* below),
- then you have to create and set the OneDrive for Business destination (see *"2. Creating and setting the OneDrive for Business destination"* on page 69),
- lastly, users have to connect their MyQ accounts to OneDrive for Business (see *"3. Connecting users' accounts to OneDrive for Business"* on page 69).

1. Setting up access of MyQ to Azure AD

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

A) Associate Office 365 accounts with Azure AD

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

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

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

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

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

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

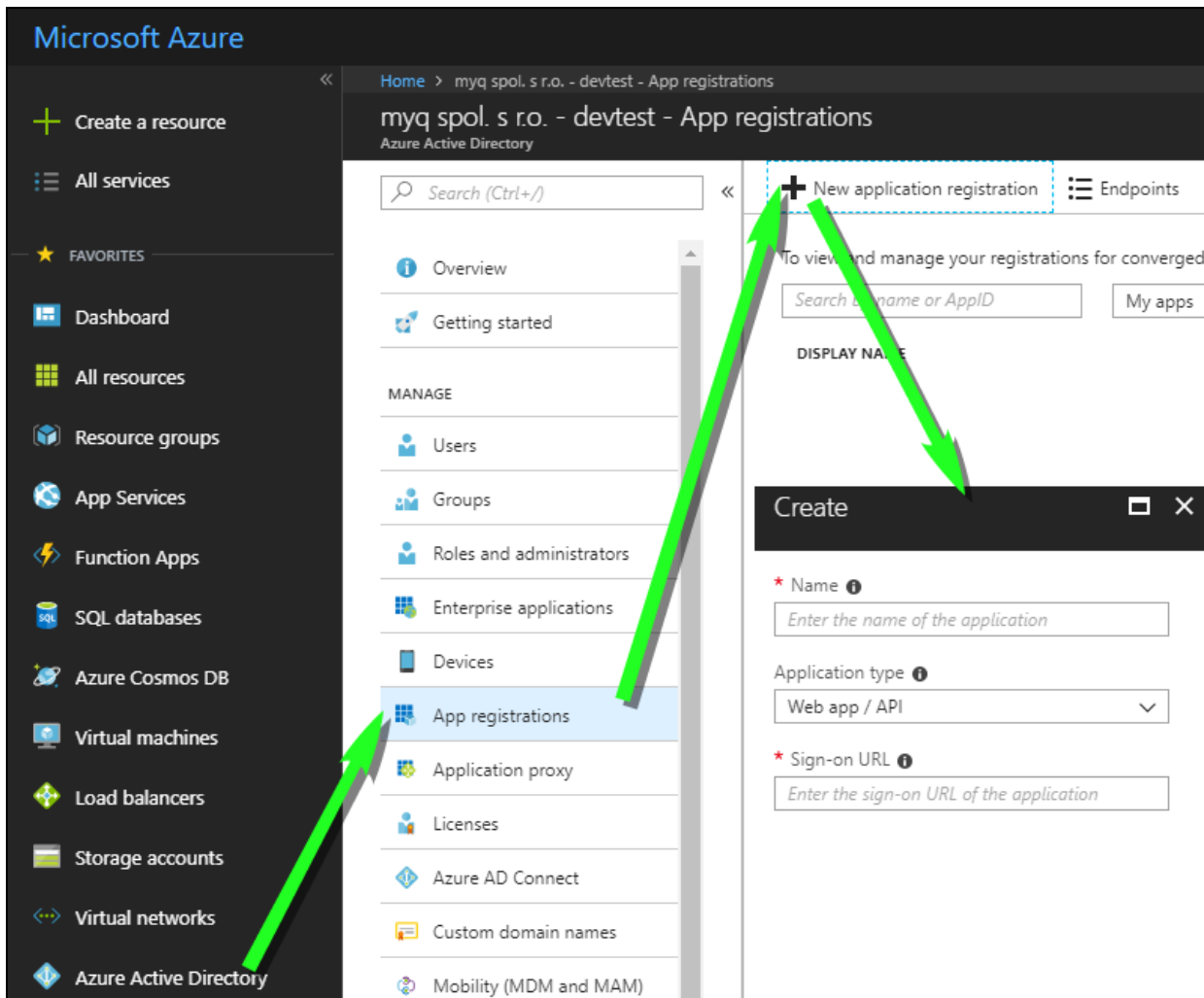


FIGURE 4.34. Opening the App registration tab and creating a new app registration in Microsoft Azure

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

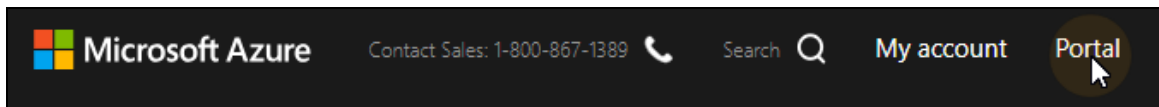


FIGURE 4.35. Opening the Microsoft Azure management portal

- II. On the menu on the left side of screen, select **Azure Active Directory**, open the **App registrations** tab, and then click **+Add**. The **Create** panel with settings of the new application registration opens to the right (see FIGURE 4.34 above).

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

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

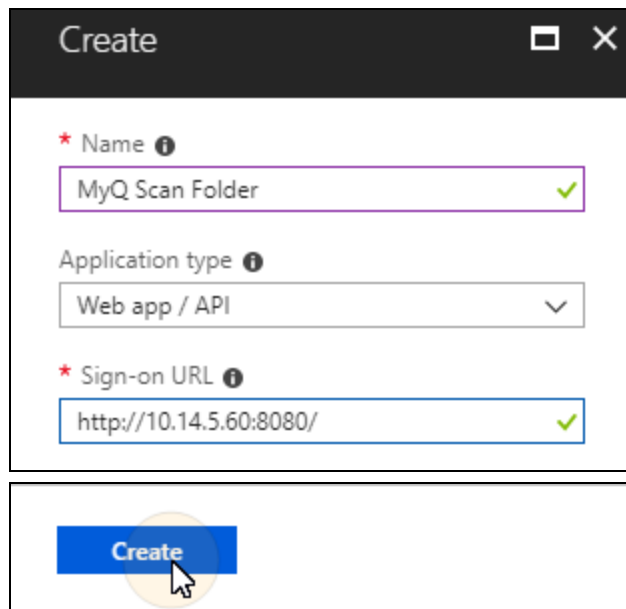


FIGURE 4.36. Setting and creating the registration

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

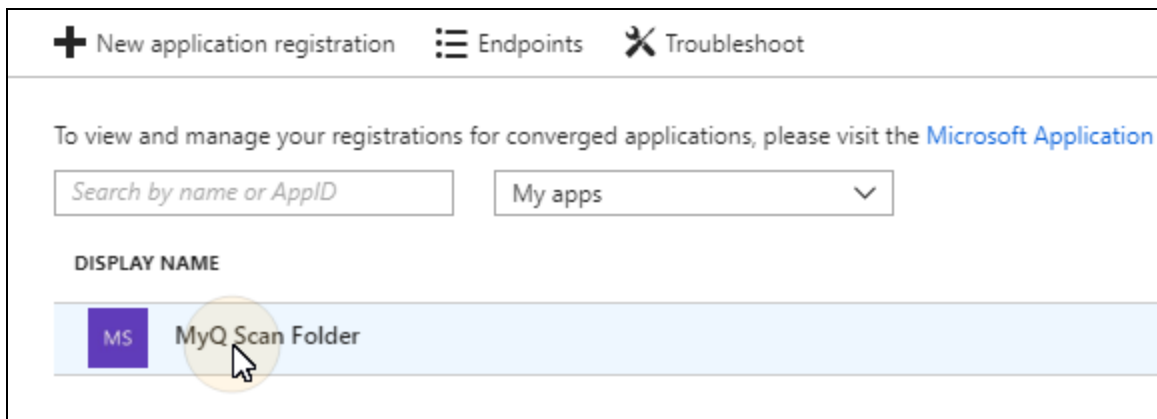


FIGURE 4.37. Opening the new registration.

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

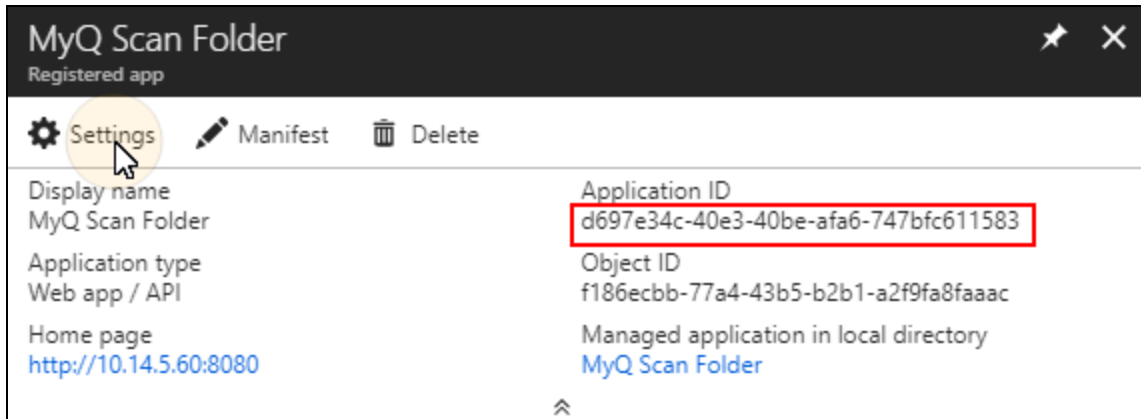


FIGURE 4.38. The Application ID shown on the preview and the opening of the Settings panel

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

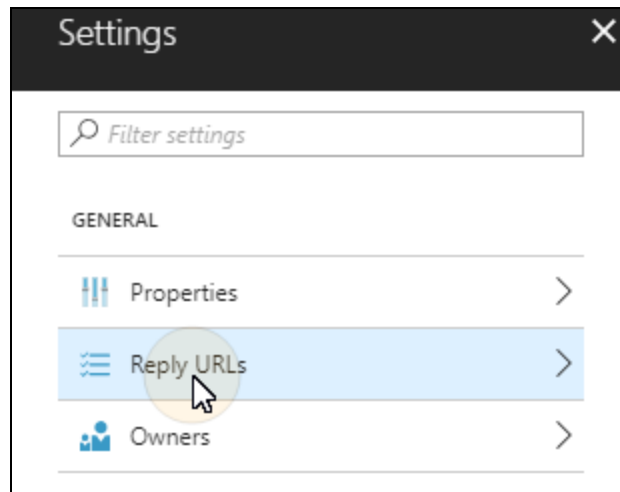


FIGURE 4.39. Opening the Reply URLs panel

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

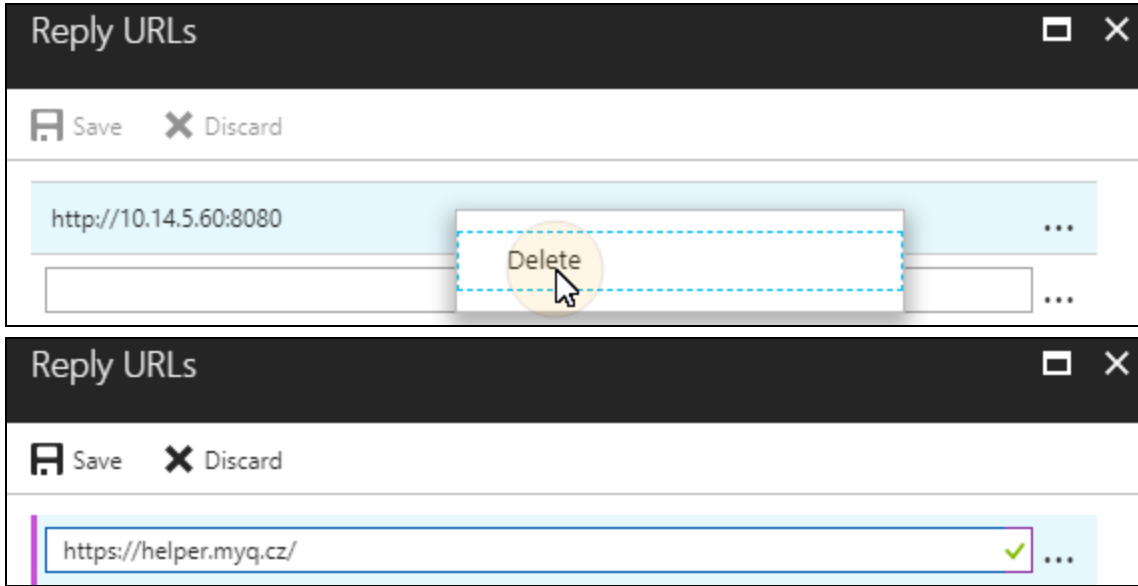


FIGURE 4.40. Changing the **Reply URL**

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

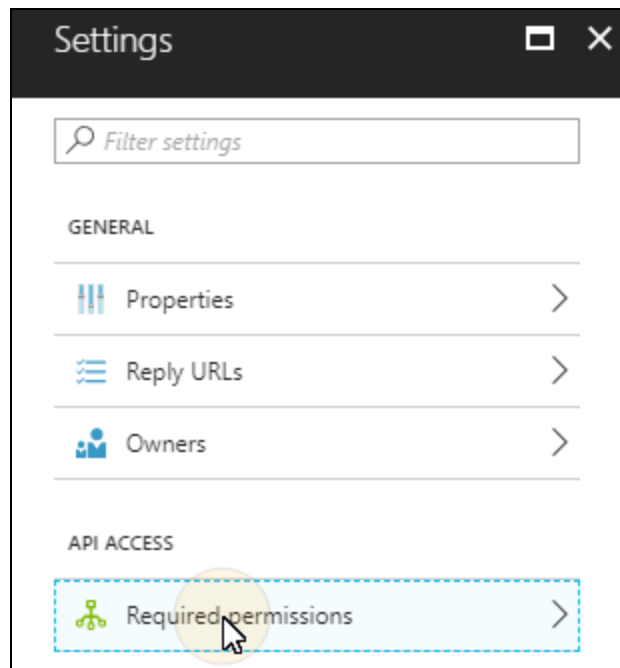


FIGURE 4.41. Opening the **Required permissions** tab

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

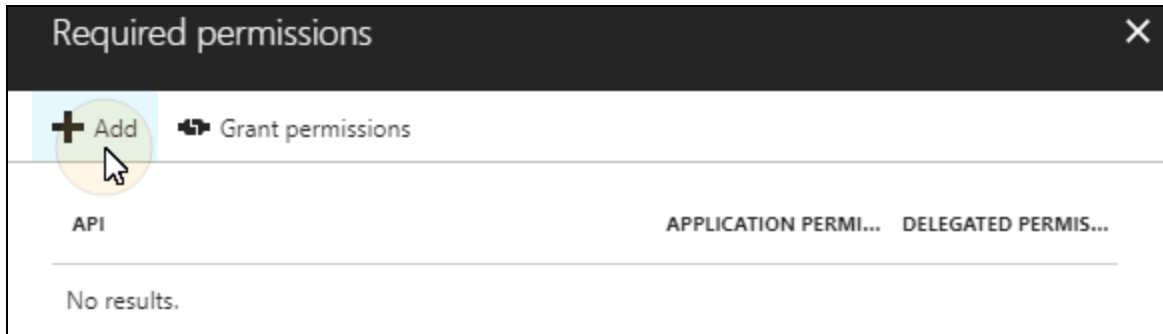


FIGURE 4.42. Adding a new set of permissions

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

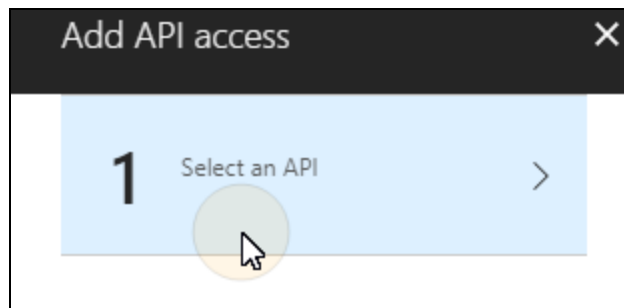


FIGURE 4.43. Opening the API selection panel

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

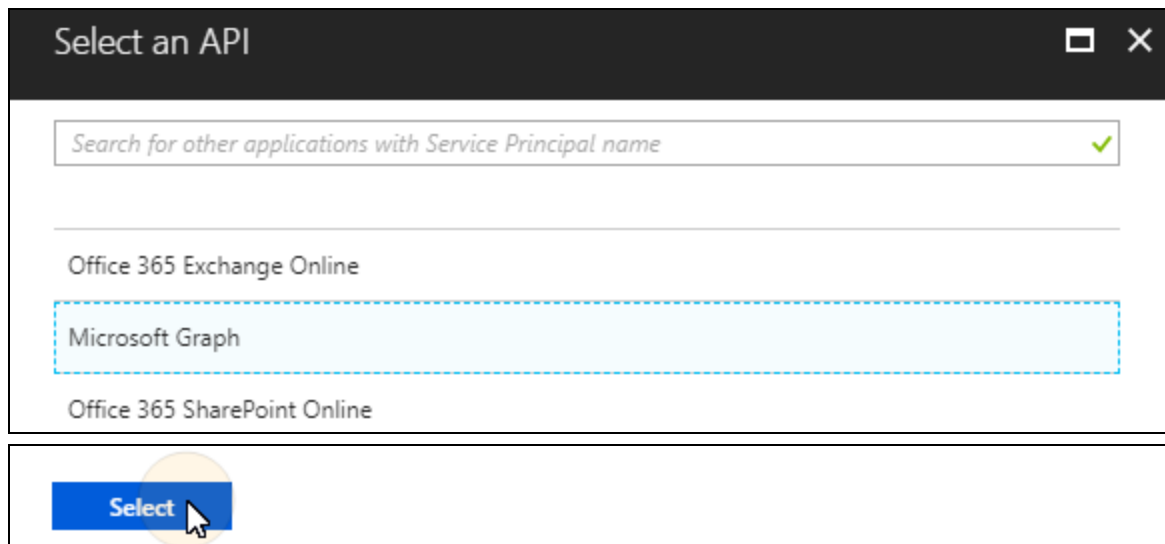


FIGURE 4.44. Selecting the **Microsoft Graph** option

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

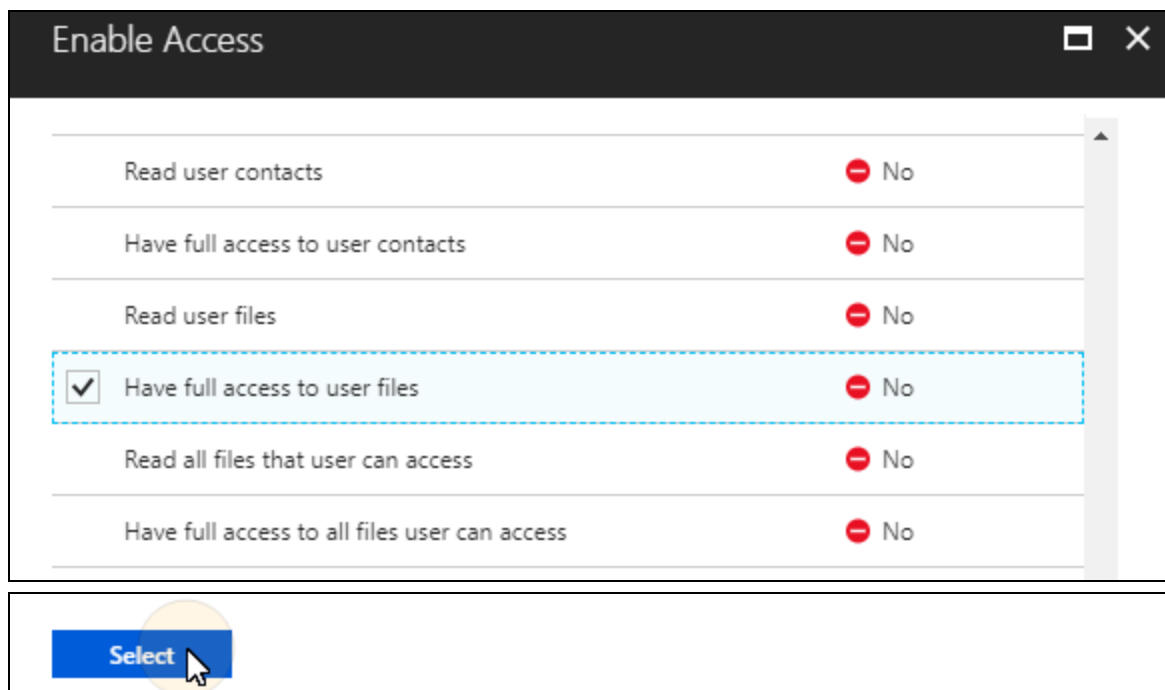


FIGURE 4.45. Selecting the permission for the Microsoft Graph API

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

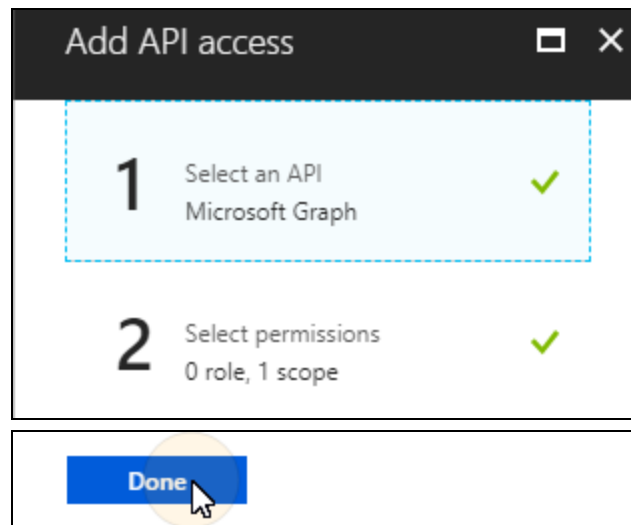


FIGURE 4.46. Saving the API permissions set

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

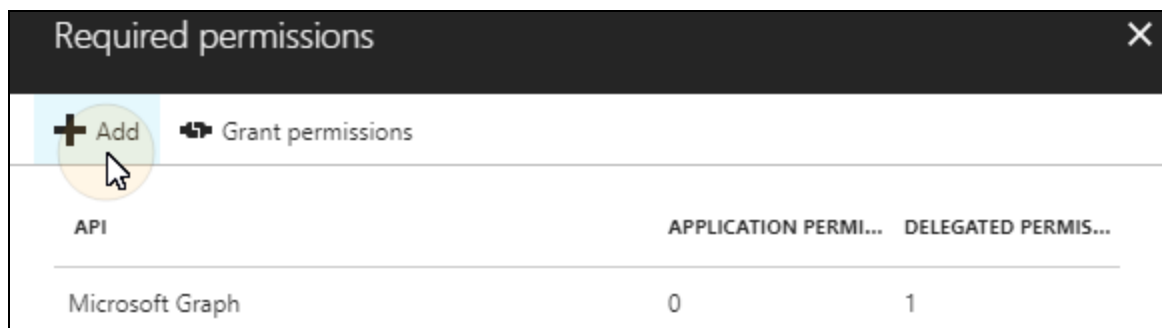


FIGURE 4.47. Adding a new set of permissions

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

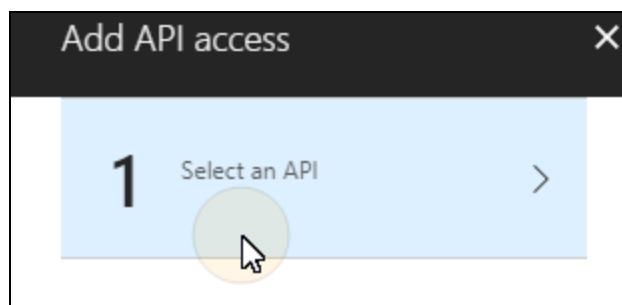


FIGURE 4.48. Opening the API selection panel

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

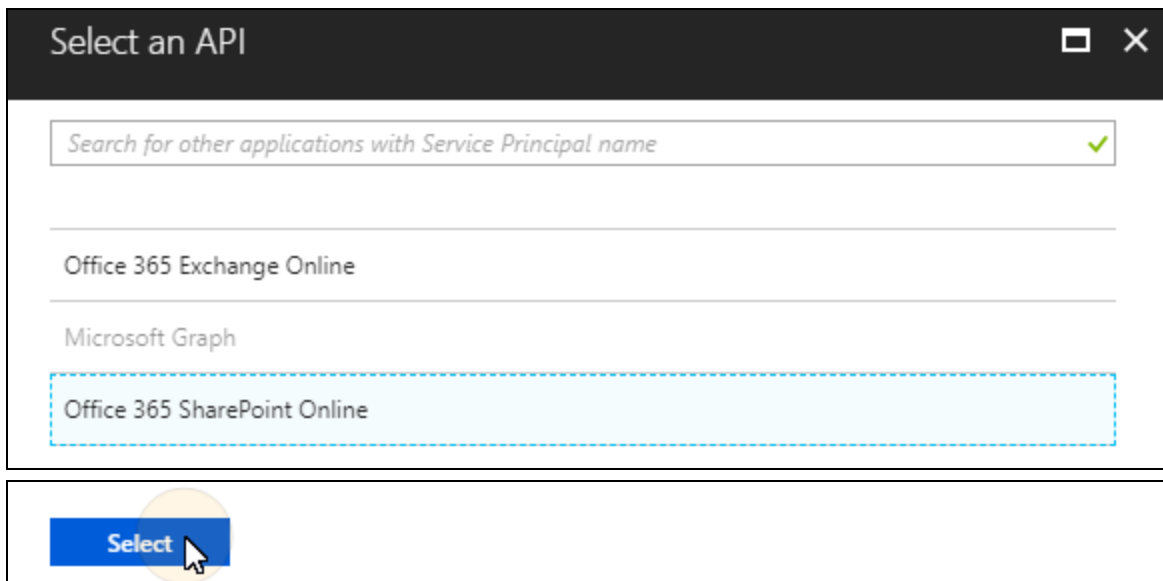


FIGURE 4.49. Selecting the **Office 365 SharePoint Online** option

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

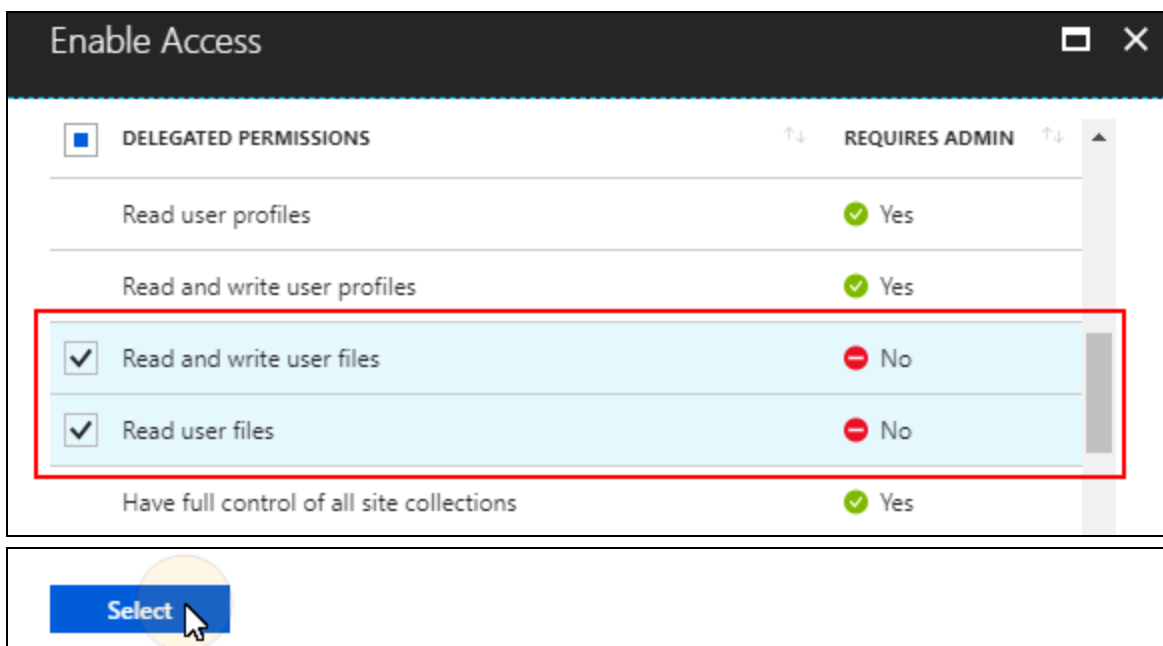


FIGURE 4.50. Selecting permissions for the Office 365 SharePoint Online API

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

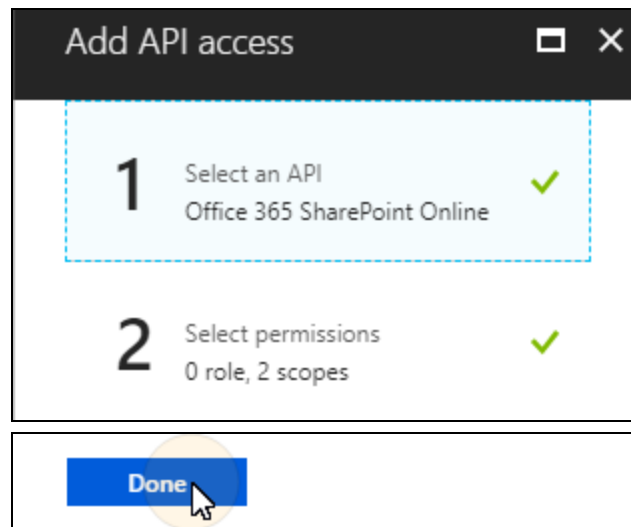


FIGURE 4.51. Saving the API permissions set

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

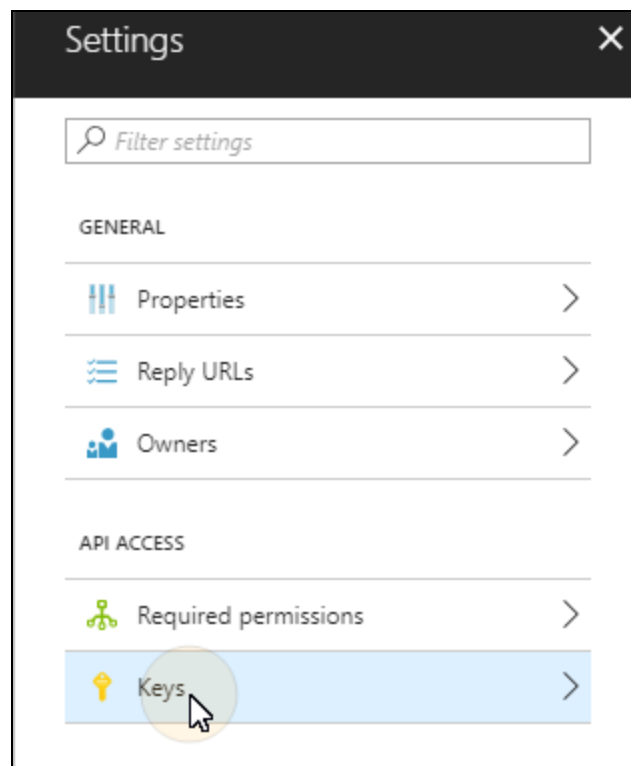


FIGURE 4.52. Opening the **Keys** panel

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

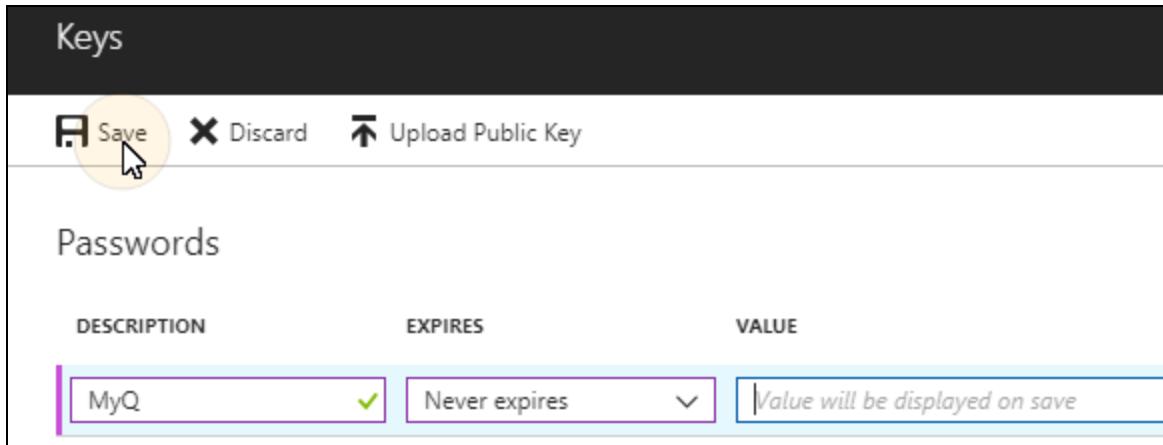


FIGURE 4.53. Creating the access key

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

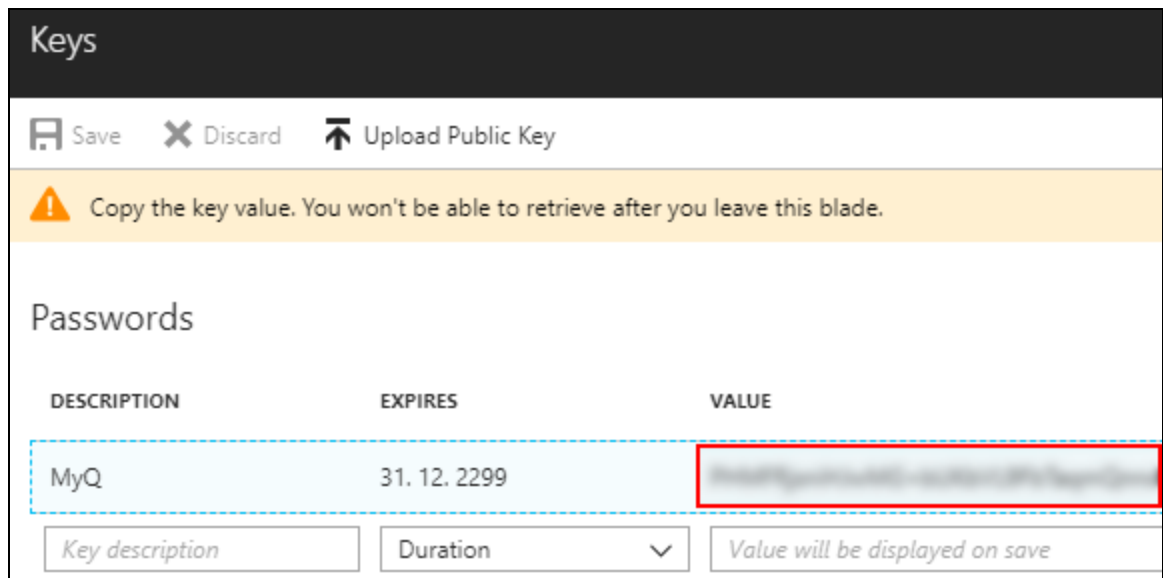


FIGURE 4.54. Copying the access key value

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

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

- I. Open the **External Systems** settings tab of the MyQ Web Interface. (At the top-left corner, click **MyQ**, then click **Settings**, and then click **External Systems**.)
- II. On the tab, under **OneDrive Business**, enter the **Application ID** and the **Security key**, and then click **Save**.

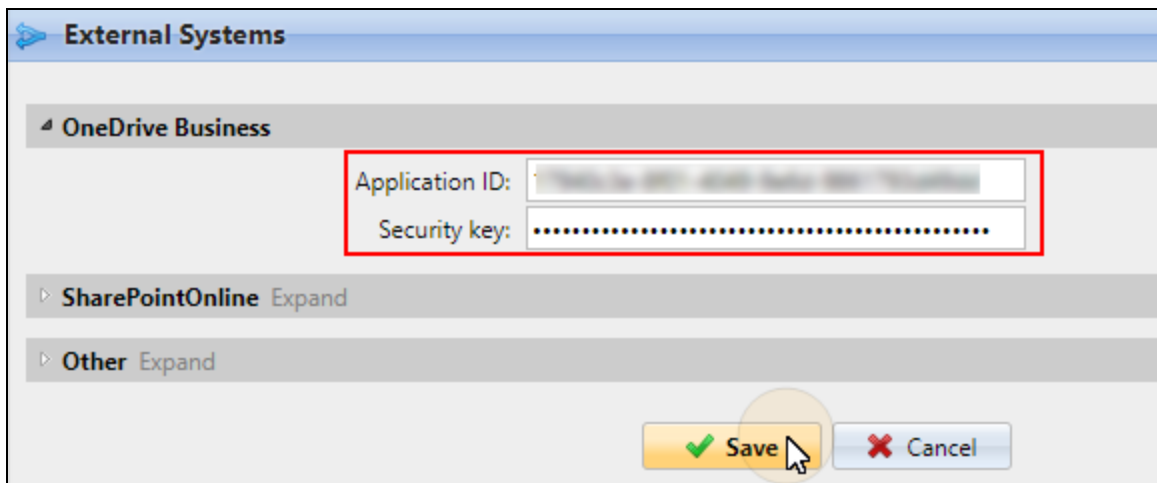


FIGURE 4.55. Setting access to OneDrive for Business on the **External Systems** settings tab

2. Creating and setting the OneDrive for Business destination

- I. Create a new destination (see *"Setting destinations"* on page 42).
- II. On the new destination's properties panel, under **General**, select the **Cloud Storage** option in the **Type** drop-down list box.
- III. Select the **OneDrive for Business** option in the **Type** drop-down list box under **Parameters**, and then click **Save**.

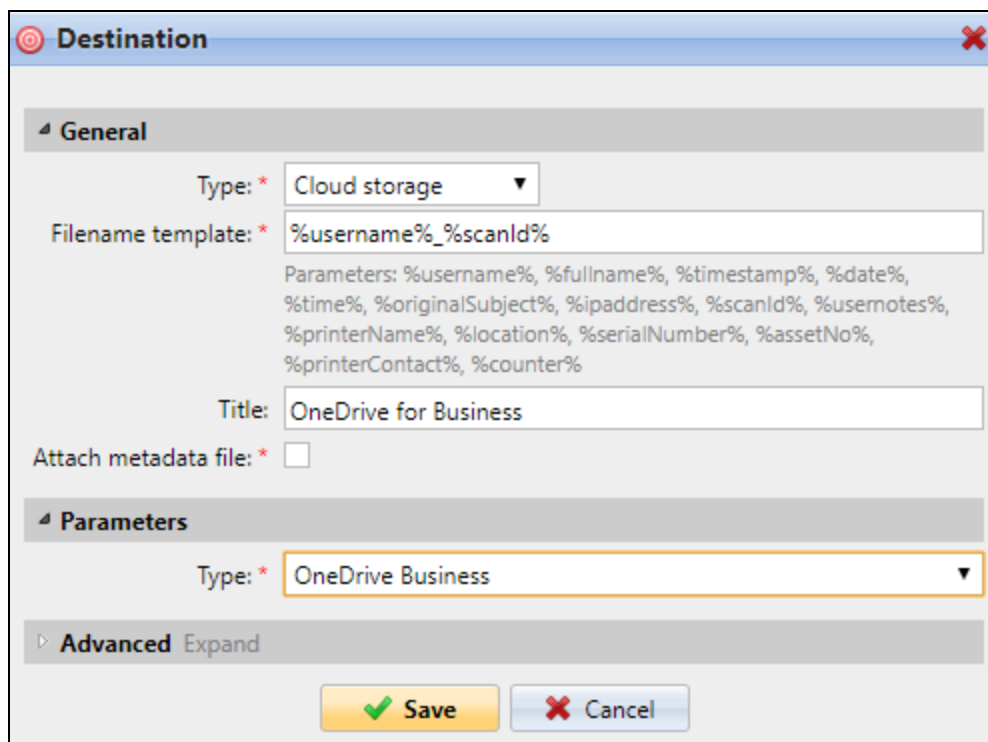


FIGURE 4.56. Setting the destination for scanning to OneDrive for Business

3. Connecting users' accounts to OneDrive for Business

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

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

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

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

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



FIGURE 4.57. The Cloud storage widget on user web interface

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

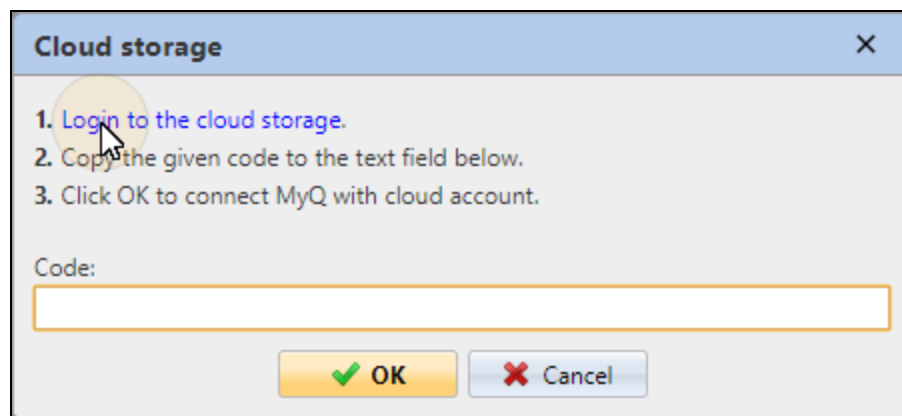


FIGURE 4.58. Logging to OneDrive

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

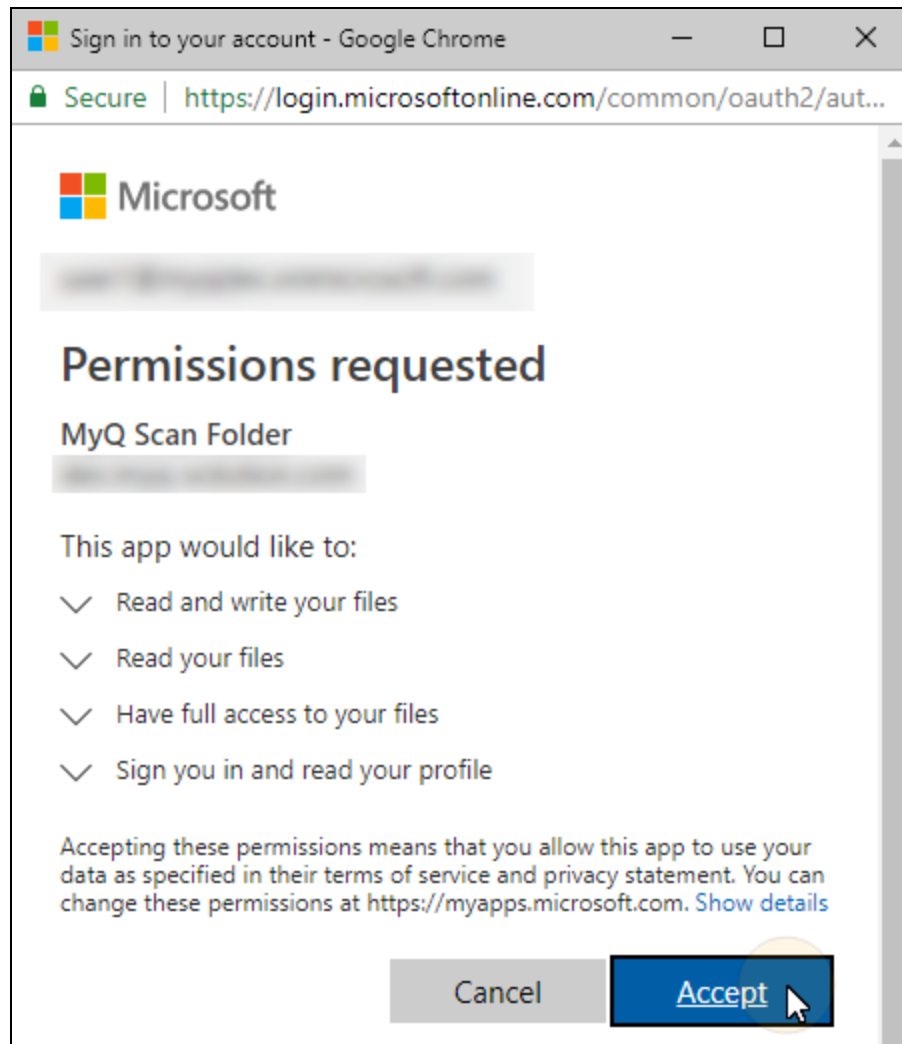


FIGURE 4.59. Accepting the permissions

V. Copy the given code.

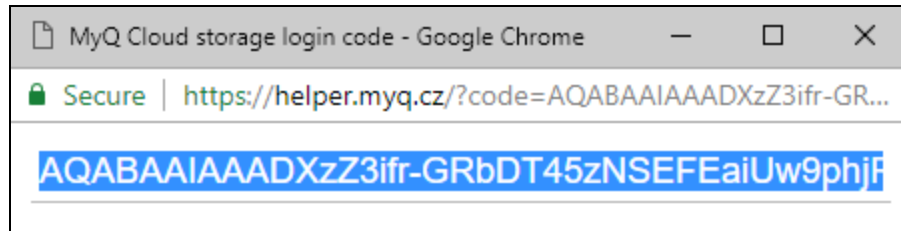




FIGURE 4.60. The **MyQ Cloud storage login code** dialog box

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

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

Cloud storage		
Type	Status	Action
 OneDrive Business	Connected	Disconnect

FIGURE 4.61. The Cloud storage widget after connecting to OneDrive for Business

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

4.3.7. Scanning to Google Drive

The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. The dialog is divided into three sections: "General", "Parameters", and "Advanced".

- General:**
 - Type:** A dropdown menu set to "Cloud 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%, %usenotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%.
 - Title:** A text box containing "Google Drive".
 - Attach metadata file:** A checkbox that is currently unchecked.
- Parameters:**
 - Type:** A dropdown menu set to "Google Drive".
- Advanced:** A section with a right-pointing arrow and the word "Expand".

At the bottom of the dialog, there are two buttons: a yellow "Save" button with a green checkmark icon, and a light blue "Cancel" button with a red X icon.

FIGURE 4.62. Setting the destination for scanning to Google Drive

To enable scanning to Google Drive:

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

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

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

Cloud storage		
Type	Status	Action
Google Drive	-	Connect

Cloud storage		
Type	Status	Action
Google Drive	Connected	Disconnect

FIGURE 4.63. The Cloud storage widget displayed on user web interface — before and after connecting to Google Drive

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

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

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

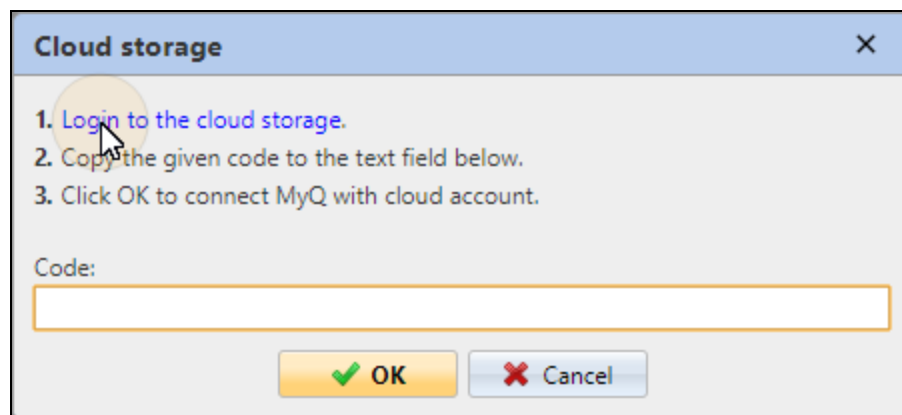


FIGURE 4.64. Logging to Google Drive

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

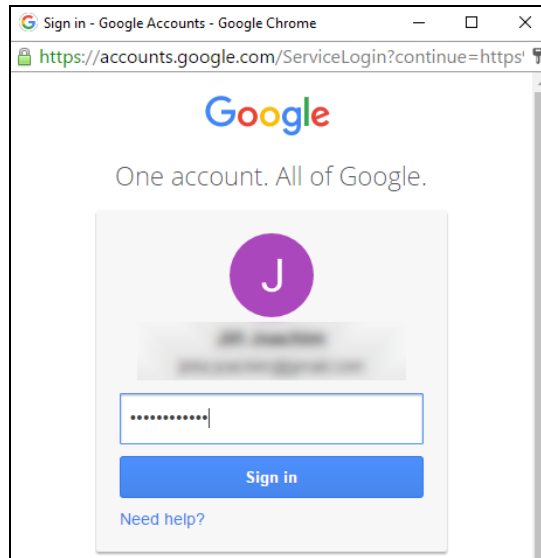

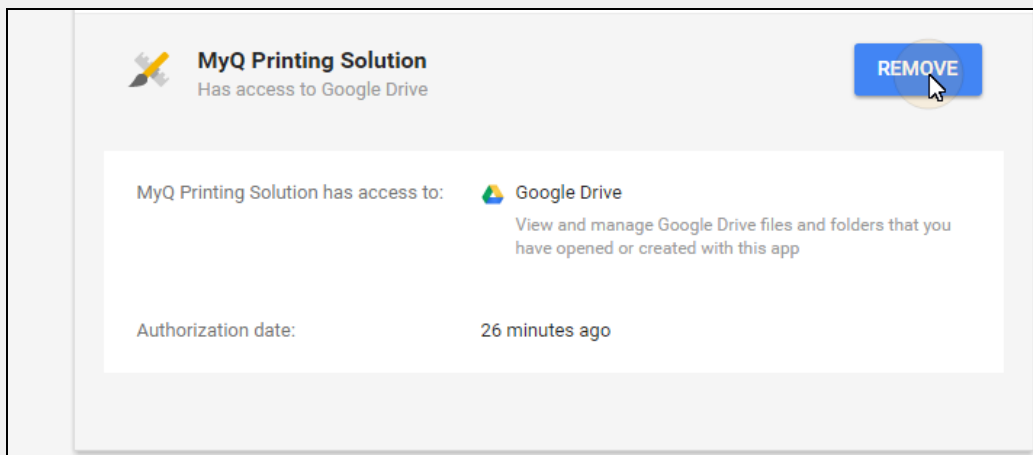


FIGURE 4.65. Signing in

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

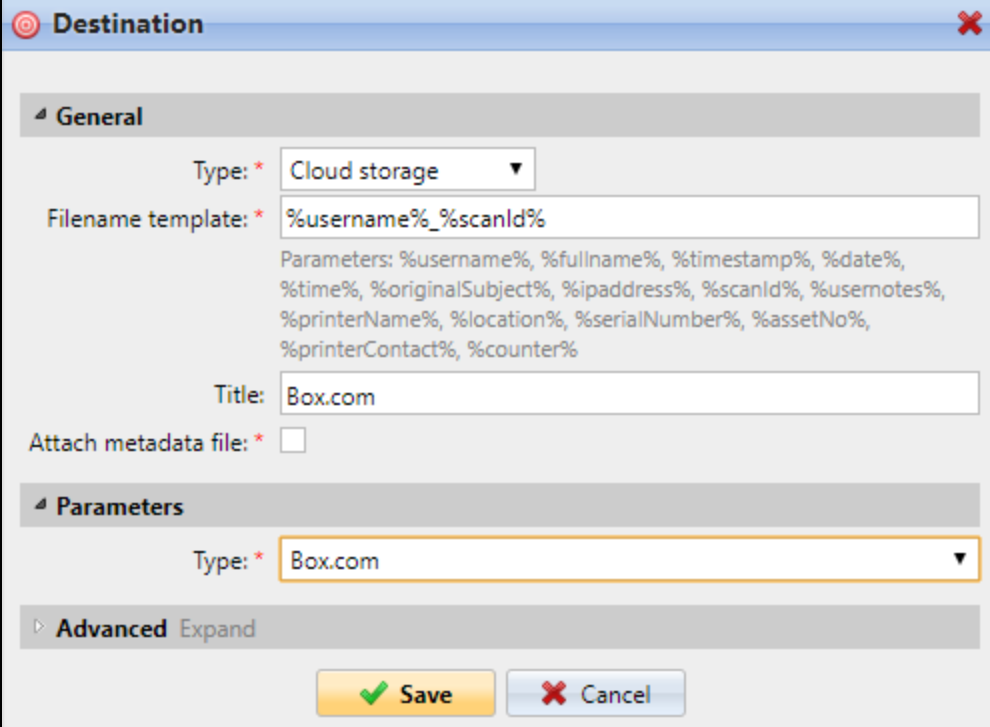
 **INFO:** The user stays connected to Google Drive even after they log out of the MyQ Web Interface.

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



4.3.8. Scanning to Box.com

⚠ **NOTICE:** This option requires the MyQ Server version 6.1 or higher.



The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. The dialog is divided into three sections: "General", "Parameters", and "Advanced".

- General:**
 - Type: * Cloud storage (dropdown menu)
 - Filename template: * %username%_%scanId% (text input field)
 - Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usenotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter% (text area)
 - Title: Box.com (text input field)
 - Attach metadata file: * (checkbox)
- Parameters:**
 - Type: * Box.com (dropdown menu)
- Advanced:** Expand (collapsed section)

At the bottom of the dialog are two buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

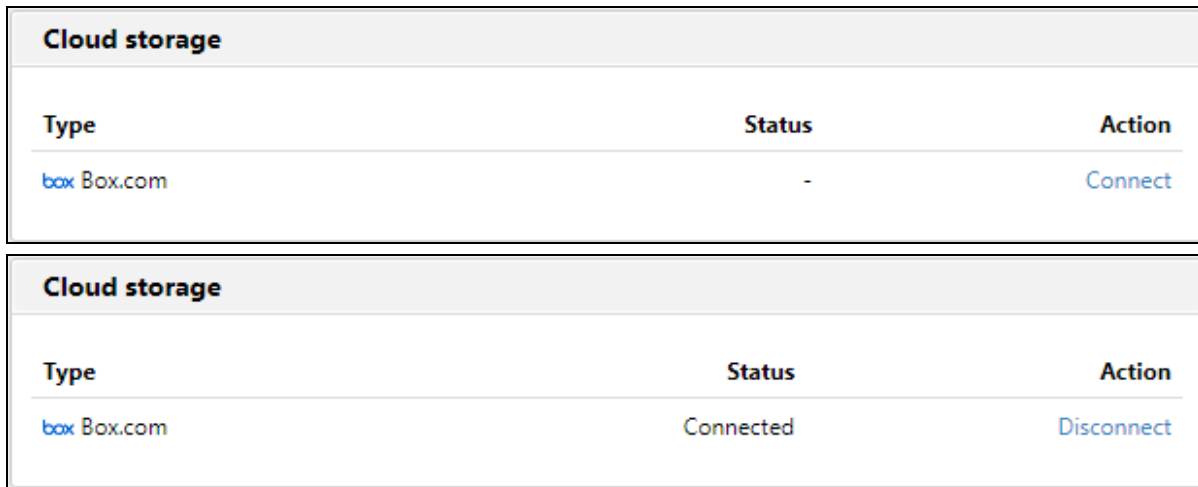
FIGURE 4.66. Setting the destination for scanning to Box.com

To enable scanning to Box.com:

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

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

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



Cloud storage		
Type	Status	Action
box Box.com	-	Connect

Cloud storage		
Type	Status	Action
box Box.com	Connected	Disconnect

FIGURE 4.67. The Cloud storage widget displayed on user web interface — before and after connecting to Box.com

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

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

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

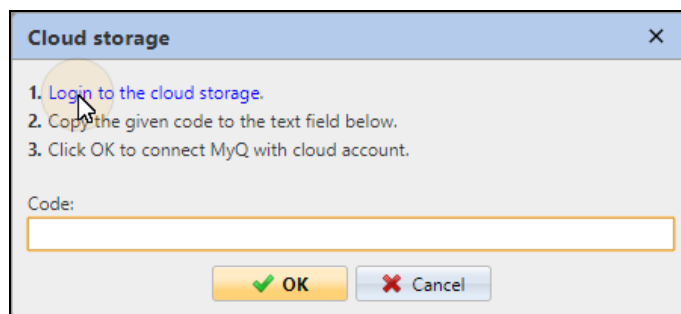


FIGURE 4.68. Logging to Box.com

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

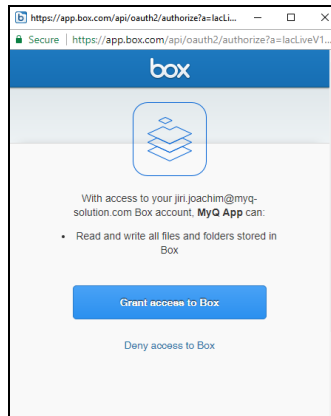


FIGURE 4.69. Signing in

5. Copy the given code.

6. Paste the code to the **Cloud storage** login dialog.

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



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

4.3.9. Scanning to Dropbox

⚠ **NOTICE:** This option requires the MyQ Server version 6.1 or higher.

The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. It is divided into three sections: "General", "Parameters", and "Advanced".

- General:**
 - Type: * Cloud storage (dropdown menu)
 - Filename template: * %username%_%scanId% (text input)
 - Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usenotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter% (text area)
 - Title: Dropbox (text input)
 - Attach metadata file: * (checkbox)
- Parameters:**
 - Type: * Dropbox (dropdown menu)
- Advanced:** Expand (collapsed section)

At the bottom, there are two buttons: a green "Save" button with a checkmark icon and a grey "Cancel" button with an X icon.

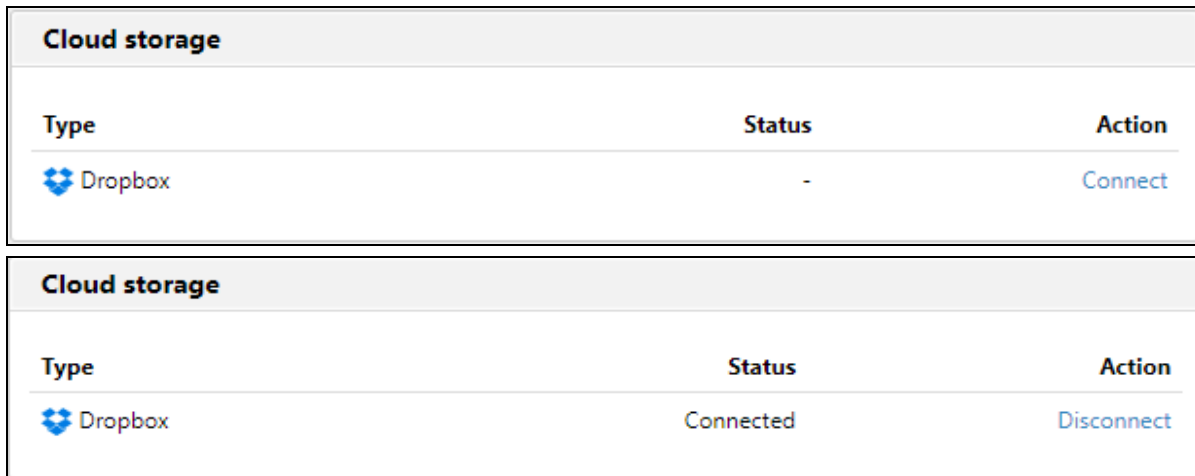
FIGURE 4.70. Setting the destination for scanning to Dropbox

To enable scanning to Dropbox:

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

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

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



Cloud storage		
Type	Status	Action
Dropbox	-	Connect

Cloud storage		
Type	Status	Action
Dropbox	Connected	Disconnect

FIGURE 4.71. The Cloud storage widget displayed on user web interface — before and after connecting to Dropbox

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

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

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

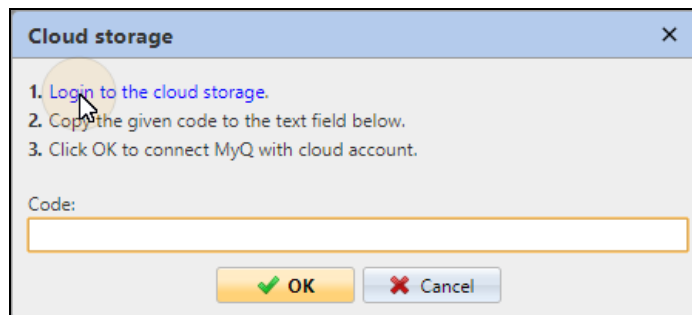


FIGURE 4.72. Logging to Dropbox

4. Sign in to Dropbox and confirm all permissions.

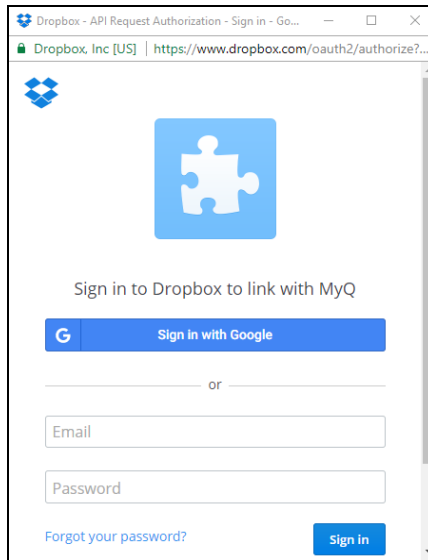


FIGURE 4.73. Signing in

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



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

4.3.10. Scanning to SharePoint Online

 **NOTICE:** This option requires the MyQ Server version 6.1 or higher.

The feature has to be enabled in three steps:


- First you have to register the MyQ app in SharePoint (see "*1. Enabling access to SharePoint*" below),
- then you have to create and set the SharePoint Online destination (see "*2. Creating and setting the SharePoint Online destination*" on page 88),
- lastly, users have to connect their MyQ accounts to SharePoint (see "*3. Connecting users' accounts to SharePoint Online*" on page 89).

1. Enabling access to SharePoint

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

A) Register the MyQ app in SharePoint

- I. In the Web Browser, enter one of the the following URLs:
 - For the root SharePoint site:
`https://<site_name>.sharepoint.com/_layouts/15/appregnew.aspx`
(e.g. `https://mycompany.sharepoint.com/_layouts/15/appregnew.aspx`)
 - For a specific SharePoint site (site collection):
`https://<site_name>.sharepoint.com/sites/<specific_site_name>/_layouts/15/appregnew.aspx`
(e.g. `https://mycompany.sharepoint.com/sites/SCANNING/_layouts/15/appregnew.aspx`)

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

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

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

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

Client Id:

Client Secret:

Title:

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

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

FIGURE 4.74. Creating the app identifier

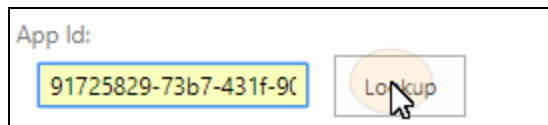
```
The app identifier has been successfully created.
Client Id: 91725829-73b7-431f-90cc-c1a26309ca73
Client Secret: 11Jf7srwkGFrmdWGLeHsbYo0aY04vUMomYyfhK7k9jk=
Title: MyQ
App Domain: helper.myq.cz
Redirect URI: https://helper.myq.cz/
```

FIGURE 4.75. Information about the successful creation of the app identifier

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

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

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



A screenshot of a web form. At the top, it says "App Id:". Below this, there is a text input field containing the value "91725829-73b7-431f-9c". To the right of this field is a button labeled "Lookup". A mouse cursor is pointing at the "Lookup" button.

FIGURE 4.76. Searching for the app



A screenshot of the same web form as in Figure 4.76, but with more fields filled in. The "App Id:" field contains "91725829-73b7-431f-9c" and the "Lookup" button is now disabled. Below the "App Id:" field, there are three more text input fields: "Title:" containing "MyQ", "App Domain:" containing "helper.myq.cz", and "Redirect URL:" containing "https://helper.myq.cz/". Below the "App Domain:" field, there is an example text: "Example: 'www.contoso.com'". Below the "Redirect URL:" field, there is an example text: "Example: 'https://www.contoso.com/default.aspx'".

FIGURE 4.77. Additional fields are automatically filled in.

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

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

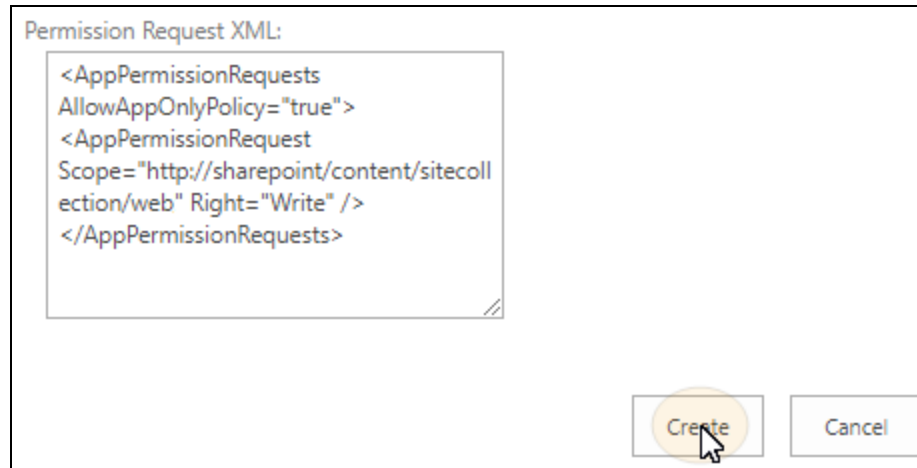


FIGURE 4.78. Submitting the app's permission request

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

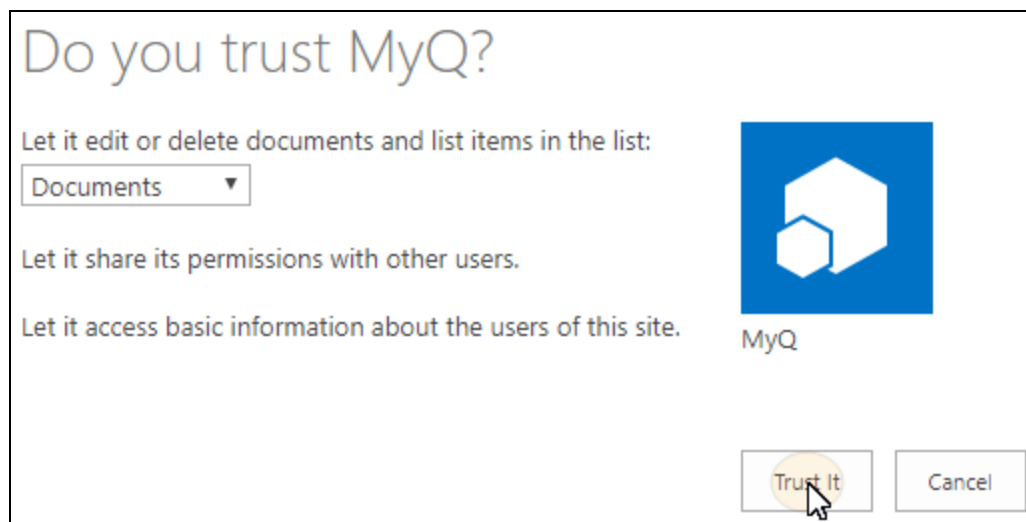
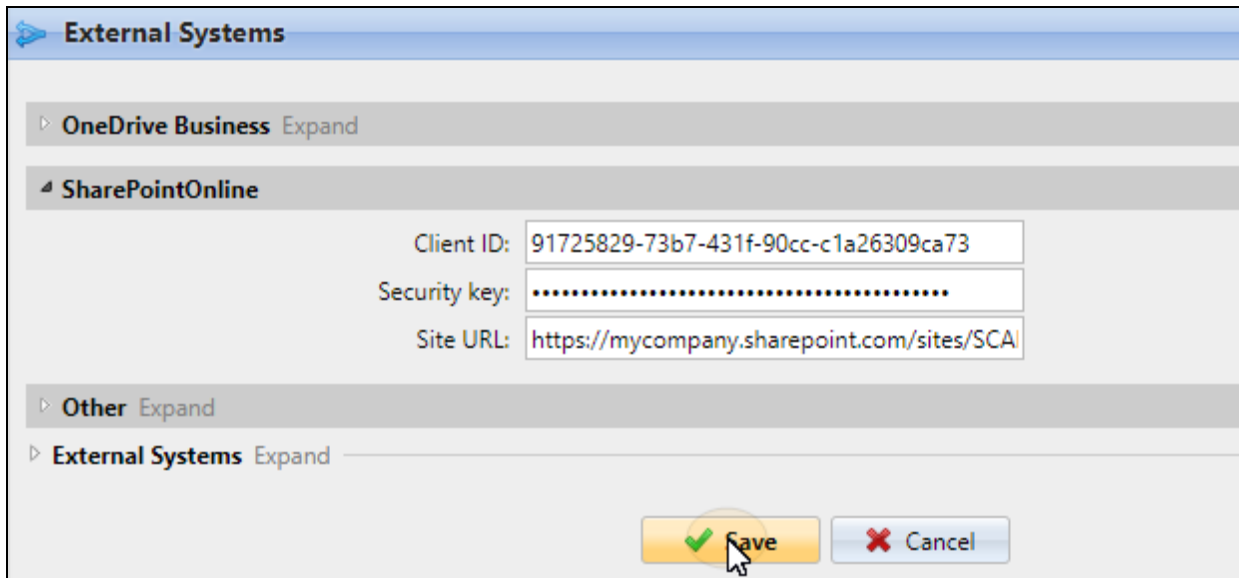


FIGURE 4.79. Allowing the MYQ app to edit and delete documents.

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

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

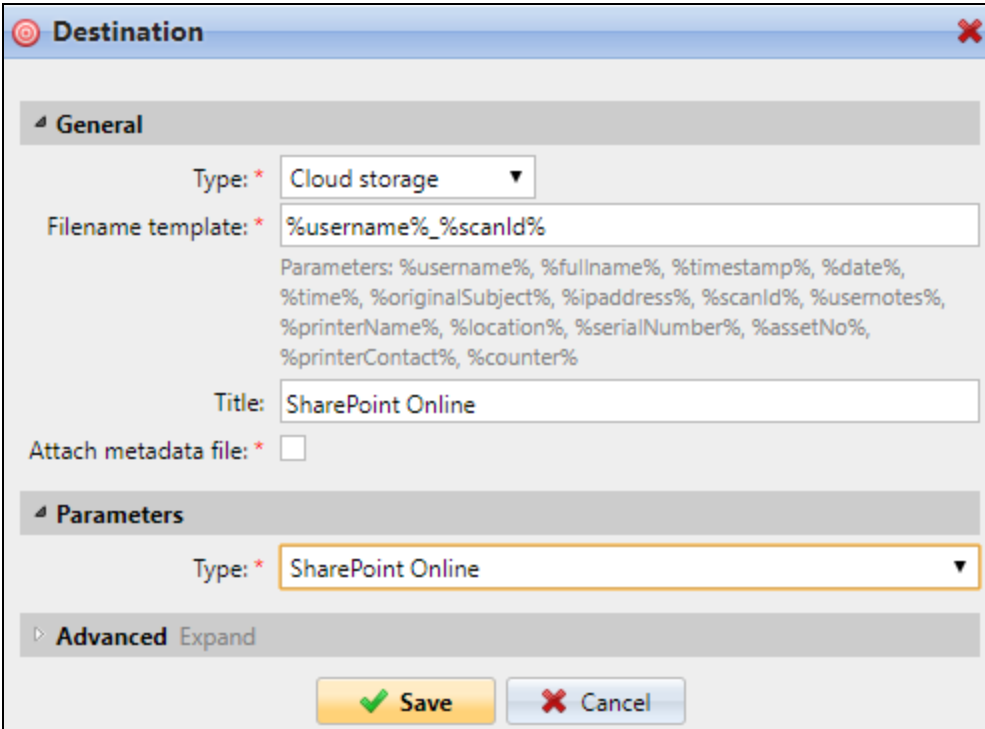


The screenshot shows the 'External Systems' settings tab in MyQ. It features a tree view on the left with 'OneDrive Business' and 'SharePointOnline' expanded. The 'SharePointOnline' section contains three input fields: 'Client ID' with the value '91725829-73b7-431f-90cc-c1a26309ca73', 'Security key' with a masked value of dots, and 'Site URL' with the value 'https://mycompany.sharepoint.com/sites/SCA'. Below these fields are 'Other' and 'External Systems' sections, both collapsed. At the bottom, there are 'Save' and 'Cancel' buttons.

FIGURE 4.80. Setting access to SharePoint Online on the **External Systems** settings tab of the MYQ Web Interface

- I. Open the **External Systems** settings tab of the MyQ Web Interface. (At the top-left corner, click **MyQ**, then click **Settings**, and then click **External Systems**.)
- II. On the tab, under **SharePoint Online**, enter the **Client ID** and the **Security key** (the **Client Id** and the **Client Secret** from step from "A) Register the MyQ app in SharePoint" on page 83), and then click **Save**.

2. Creating and setting the SharePoint Online destination



The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. The dialog is divided into three sections: "General", "Parameters", and "Advanced".

- General:**
 - Type: * Cloud storage (dropdown menu)
 - Filename template: * %username%_%scanId% (text input field)
 - Parameters: %username%, %fullName%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter% (text area)
 - Title: SharePoint Online (text input field)
 - Attach metadata file: * (checkbox)
- Parameters:**
 - Type: * SharePoint Online (dropdown menu)
- Advanced:** Expand (text)

At the bottom of the dialog, there are two buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

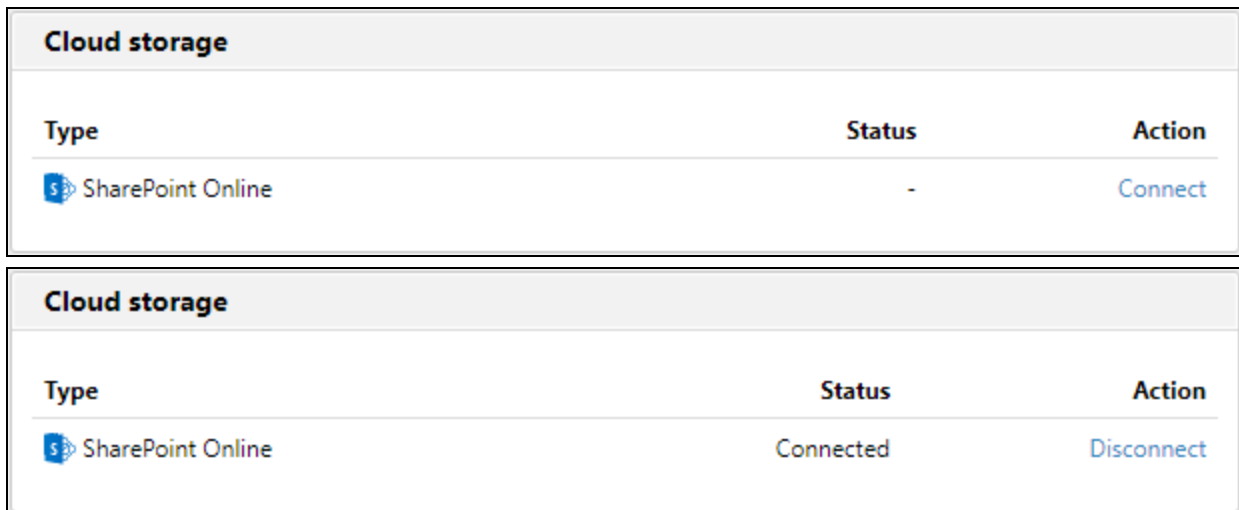
FIGURE 4.81. Setting the destination for scanning to SharePoint Online


- I. Create a new destination (see *"Setting destinations"* on page 42.)
- II. On the new destination's properties panel, under **General**, select the **Cloud Storage** option in the **Type** drop-down list box.
- III. Select the **SharePoint Online** option in the **Type** drop-down list box under **Parameters**, and then click **Save**.

3. Connecting users' accounts to SharePoint Online

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

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



Cloud storage		
Type	Status	Action
 SharePoint Online	-	Connect


Cloud storage		
Type	Status	Action
 SharePoint Online	Connected	Disconnect

FIGURE 4.82. The Cloud storage widget displayed on user web interface — before and after connecting to SharePoint Online

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

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

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

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

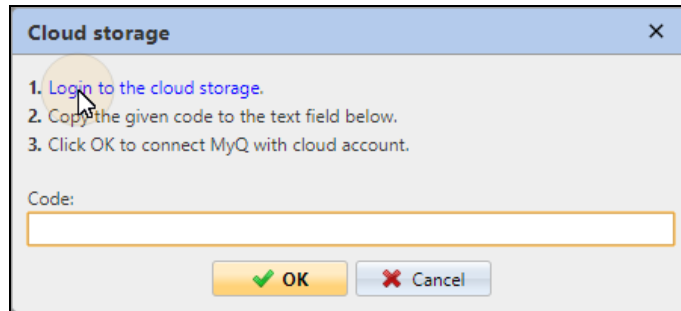


FIGURE 4.83. Logging to SharePoint Online

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

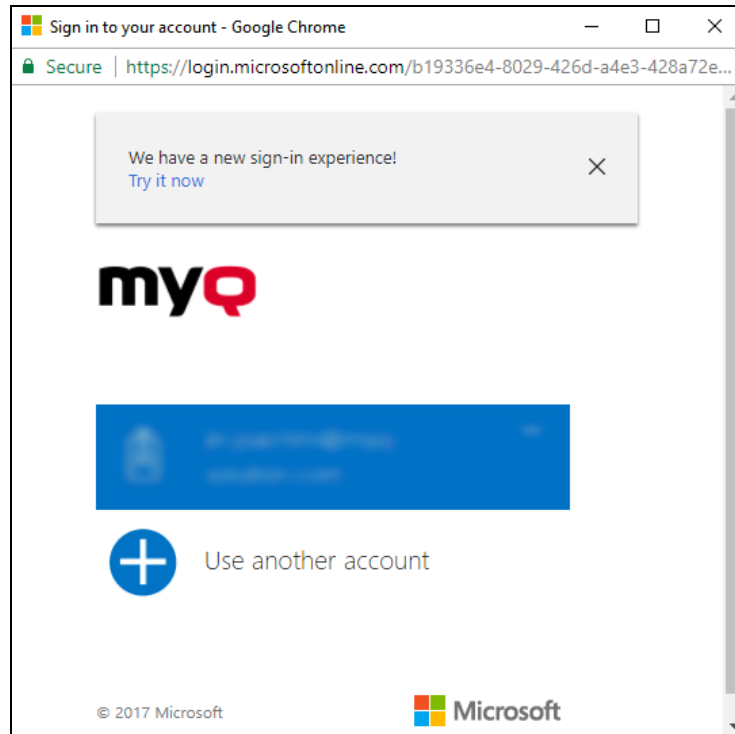


FIGURE 4.84. Signing in to Google account

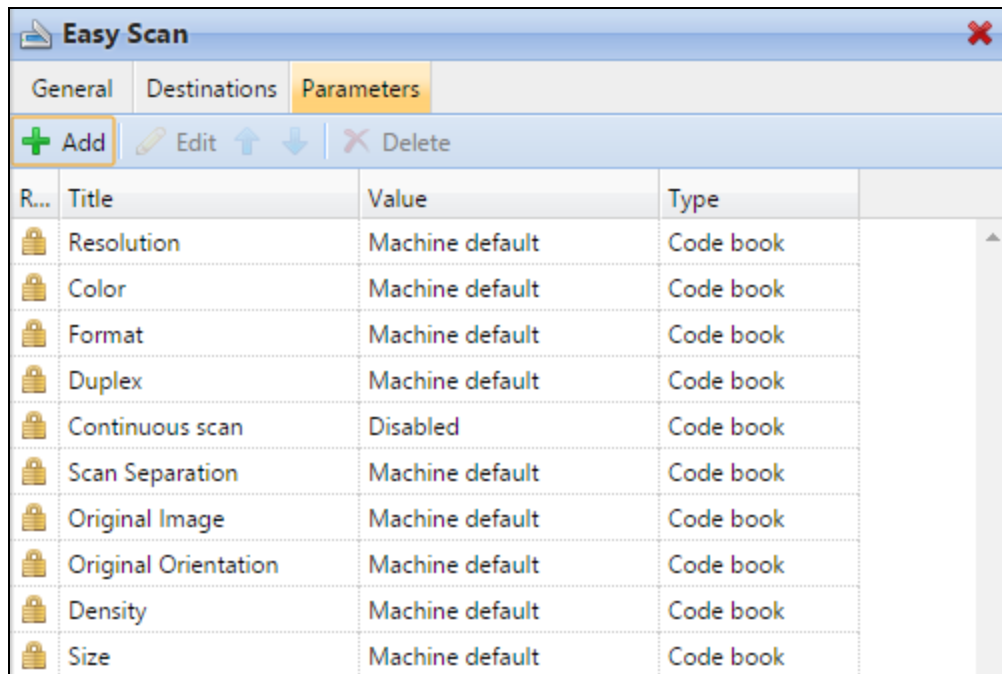
5. Copy the given code.
6. Paste the code to the **MyQ Cloud storage** dialog box.
7. Click **OK** to connect the cloud storage to MyQ. The SharePoint Online connection status changes to **Connected**.

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

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

4.3.11. Setting parameters of the Easy Scan feature

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



The screenshot shows a window titled "Easy Scan" with three tabs: "General", "Destinations", and "Parameters". The "Parameters" tab is active. Below the tabs is a toolbar with "Add", "Edit", and "Delete" buttons. The main area contains a table with the following data:

R...	Title	Value	Type
🔒	Resolution	Machine default	Code book
🔒	Color	Machine default	Code book
🔒	Format	Machine default	Code book
🔒	Duplex	Machine default	Code book
🔒	Continuous scan	Disabled	Code book
🔒	Scan Separation	Machine default	Code book
🔒	Original Image	Machine default	Code book
🔒	Original Orientation	Machine default	Code book
🔒	Density	Machine default	Code book
🔒	Size	Machine default	Code book

FIGURE 4.85. Parameters tab on the easy scan action node properties panel

Predefined parameters are described in the **Predefined parameters** section below; for information on creating your own parameters, see *"Creating custom parameters"* on page 96.



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



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

Predefined parameters

Resolution

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

- 100 dpi
- 200 dpi
- 300 dpi
- 400 dpi
- 600 dpi

Color

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

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

Format

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

- PDF
- TIFF
- XPS

Duplex

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

- Single Sided
- Duplex

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

Enabling users to change Easy Scan settings on the terminal screen

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

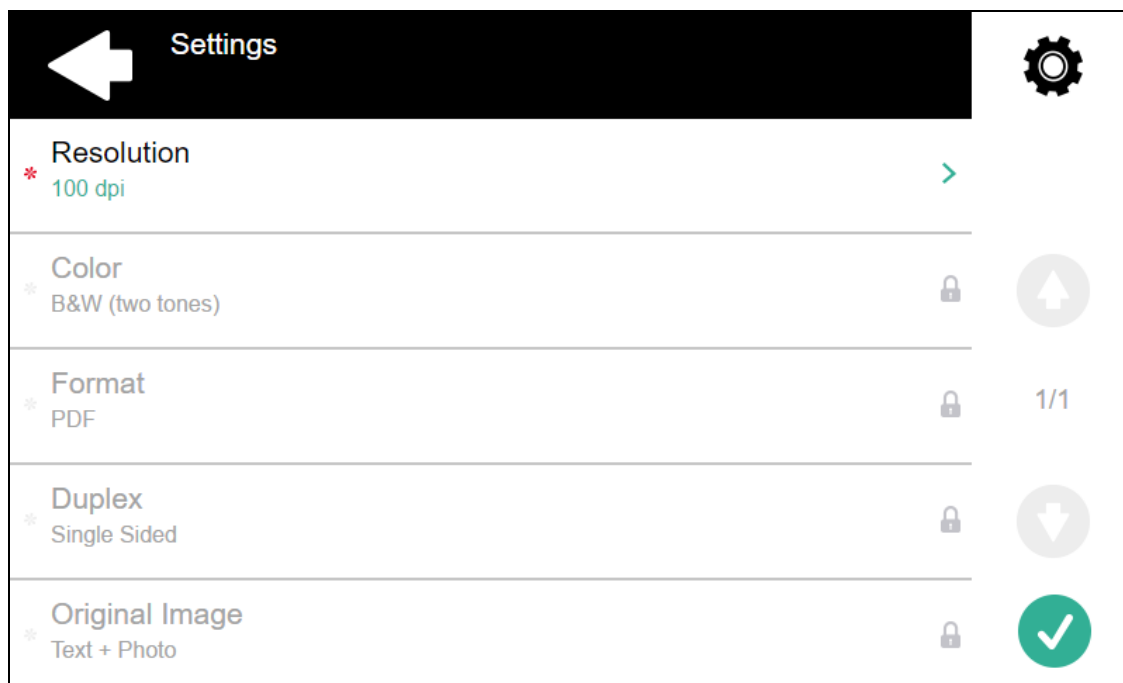


FIGURE 4.86. The Resolution setting can be changed on the terminal screen, other settings are locked.

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

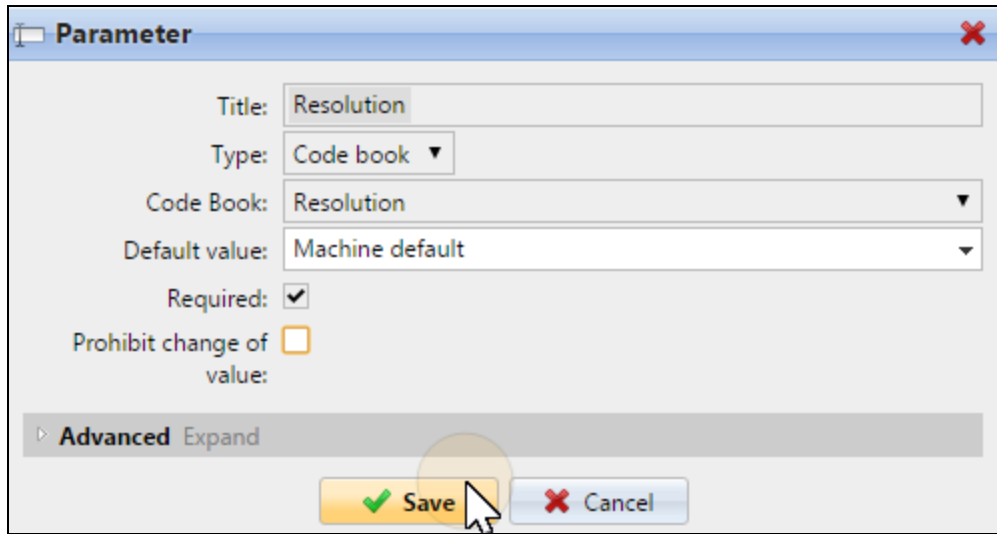


FIGURE 4.87. The **Prohibit change of value** option is deselected.



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

4.4. Advanced settings of the Easy Scan action

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

4.4.1. Attaching a file with metadata of the scan

```
<?xml version="1.0" encoding="UTF-8"?>
- <scanData>
  <timestamp>2015-12-11 08:08:13</timestamp>
  <profile>Easy Scan - My Folder</profile>
  <username>Kohei</username>
+ <version>
- <fields>
  + <field>
  + <field>
  + <field>
  + <field>
  + <field>
  + <field>
  + <field>
  + <field>
  + <field>
  - <field>
    <name>Size</name>
    <reference>scan.size</reference>
    <value>A4</value>
    <code>1303</code>
  </field>
  - <field>
    <name>Output Folder</name>
    <reference>folder</reference>
    <value>Kohei</value>
  </field>
</fields>
- <files>
  <file>Kohei_2015-12-11_08-08-13.pdf</file>
</files>
<ip>10.1.3.46</ip>
</scanData>
```

FIGURE 4.88. File with metadata of a scan

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

file. For example, it can store the scan file in different places depending on the values of parameters in the metadata file.

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

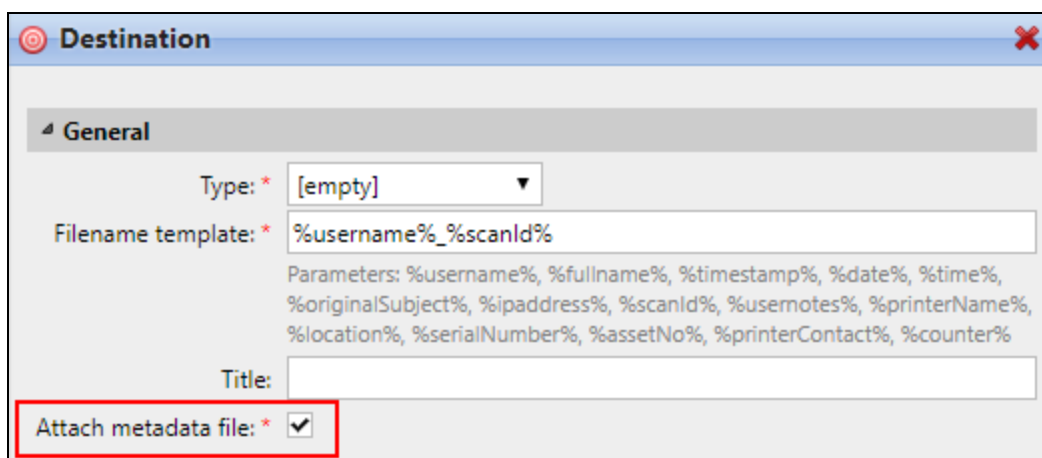


FIGURE 4.89. Selecting the **Attach metadata file** option on the **Destination** tab



INFO: For information on setting the scan destination, see *"Setting destinations"* on page 42.

4.4.2. Creating custom parameters

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

Adding the parameter

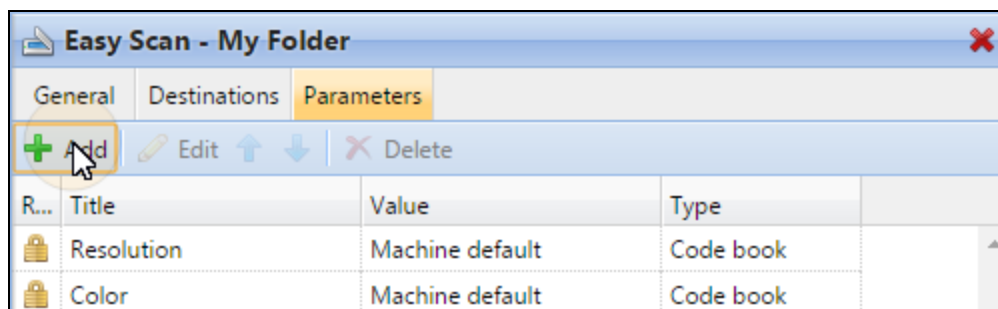


FIGURE 4.90. Parameters tab of the Easy Scan - My Folder action node properties panel

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

Parameters settings

FIGURE 4.91. Properties panel of a new parameter

- **Title:** Name of the parameter
- **Type:**
 - Text: value of the parameter is a text (string) typed by user on the embedded terminal
 - Password: value of the parameter is used as a password to user's account
 - Yes/No: Boolean parameter with two options: Yes, No
 - Code book: the parameter uses either a list of values from internal code lists
- **Default value:** A predefined value/option that will be used if no other value/option 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 its value is entered in the particular text box on the terminal screen.

- **Prohibit change of value:** If this option is selected, the parameter cannot be changed by user on the terminal screen.
- **Reference:** String that is used as a reference to the parameter. Parameter with the **parameterX** reference is referred to as **%parameterX%** in MyQ. For example, the reference of the often used **user name** parameter is **username**; the parameter is referred to as **%username%**.

Text parameters


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

Password

This parameter is used together with the **Logged user** option for the user scan storage destination. Users type the password to their domain account to access their shared folder there. For more information about use of the password, see *"Enabling users to scan to their home folder protected by password"* on page 106.

Yes/No parameters

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

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

Code book

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. For information on how to create internal code lists, see *"Creating Code Lists and Codes on the MyQ Web Interface"* on the facing page. For more information about their use, see *"Enabling users to select the output folder from a code book"* on page 108.

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

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

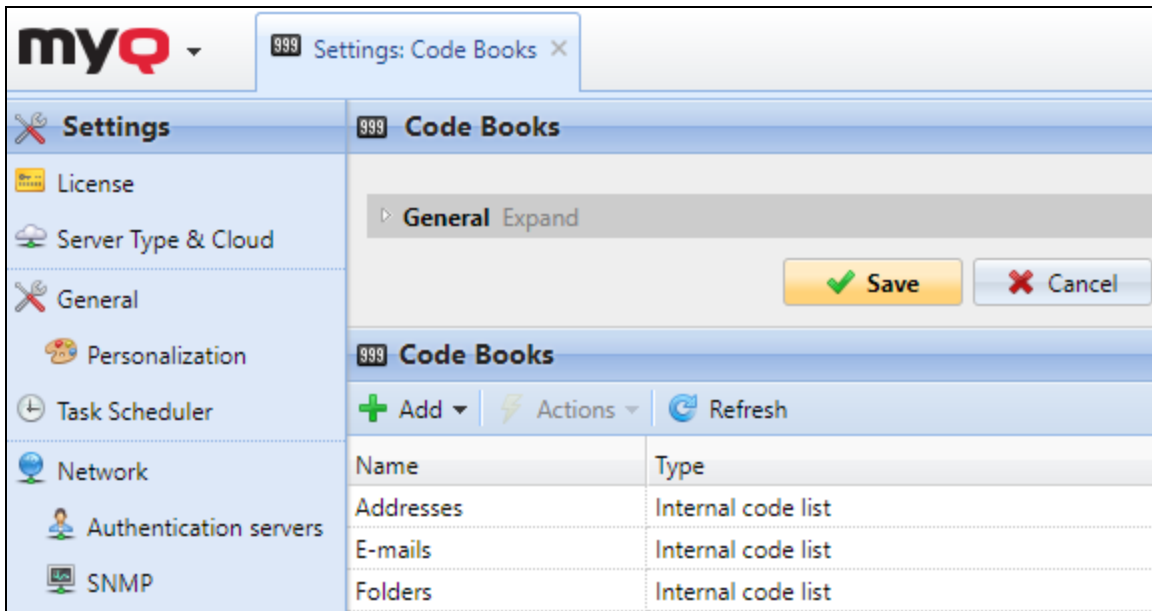


FIGURE 4.92. The Code Books settings tab

Adding and deleting code lists

Adding a new code list

To add a new code list, do the following:

1. On the **Code Books** settings tab, click **+Add**. A drop-down box appears.

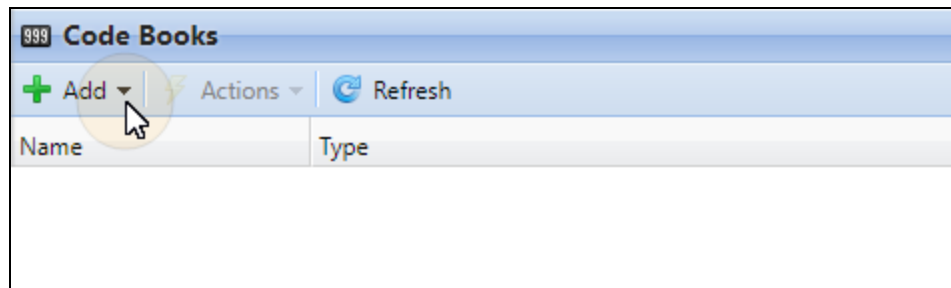


FIGURE 4.93. Adding a new code list

2. In the drop-down box, select **Internal code list**. The new code list's properties panel opens on the right side of screen.

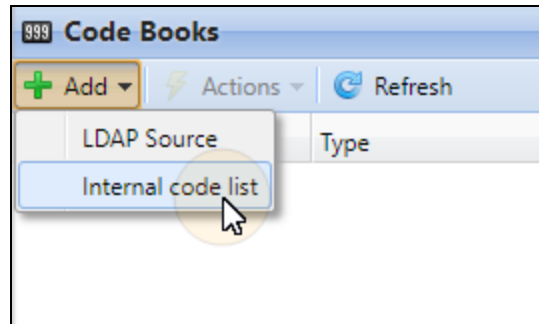


FIGURE 4.94. Creating a new Internal code list

3. On the panel, enter the name of the new code list, and then click **Save**. The new code list is added to the list on the **Code Books** settings tab.

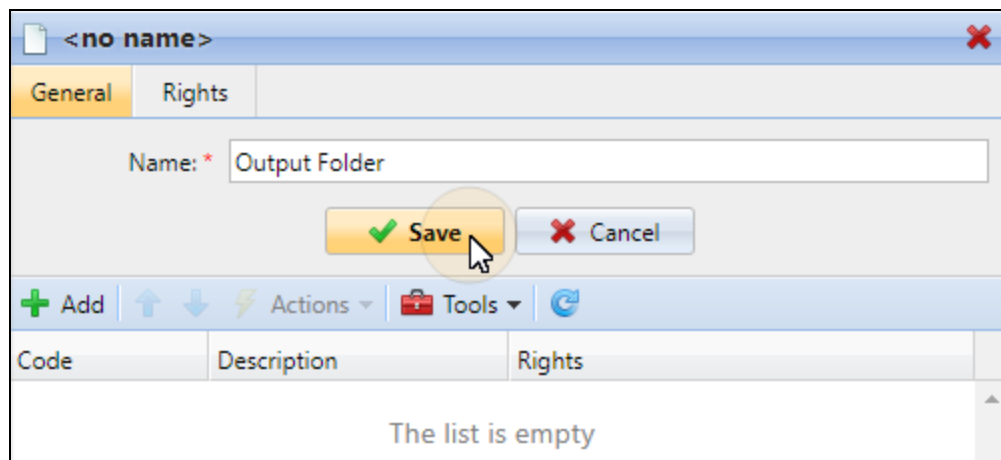


FIGURE 4.95. Entering the code list name

4. It is necessary to assign rights to the new code list. On the **Rights** tab of the properties panel, you can provide users or groups of users with the right to use the code list.

Deleting a code list

To delete a code list, do the following:

- Select the code list, open the **Actions** menu on the **Code Books** toolbar, and then select **Delete**. You can also right-click the code list, and then click **Delete**).

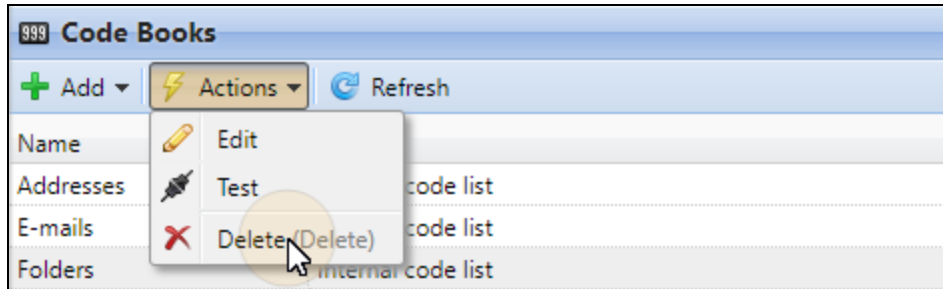


FIGURE 4.96. Deleting a code list

Adding, importing and deleting codes from a code list

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

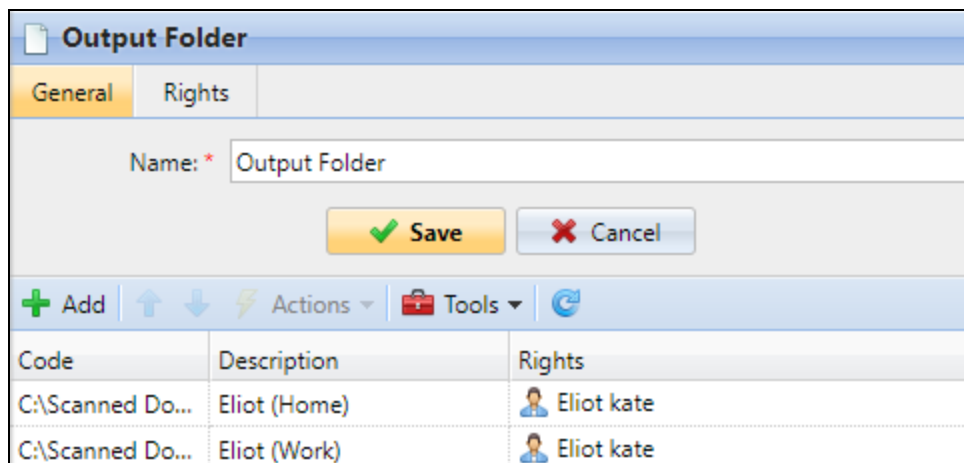


FIGURE 4.97. The properties panel of the Output Folder code list

To add a new code to an existing code list:

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

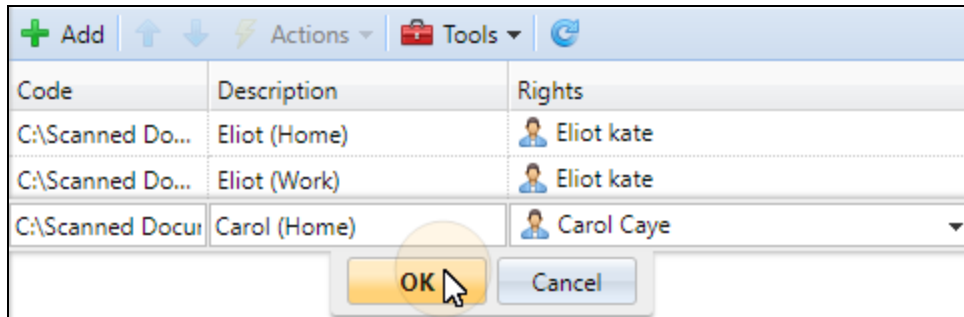


FIGURE 4.98. Adding a new code to a code list

To import codes from a CSV file

1. Double-click the code list (or right-click the code list, and then click **Edit**). The code list properties panel opens on the right side of screen.
2. On the panel, click **Tools**, and then click **Import from CSV file**. The **Import from a CSV file** dialog box appears.

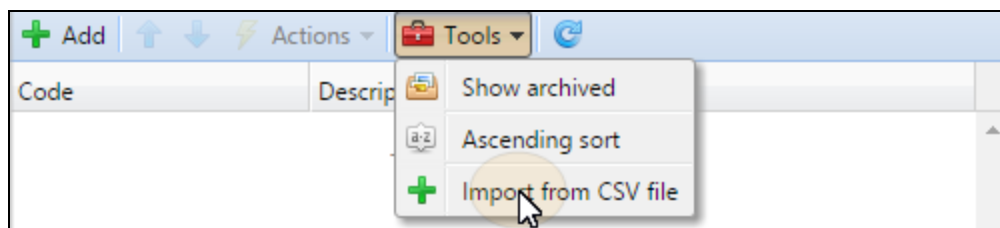


FIGURE 4.99. Importing codes from a CSV file

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

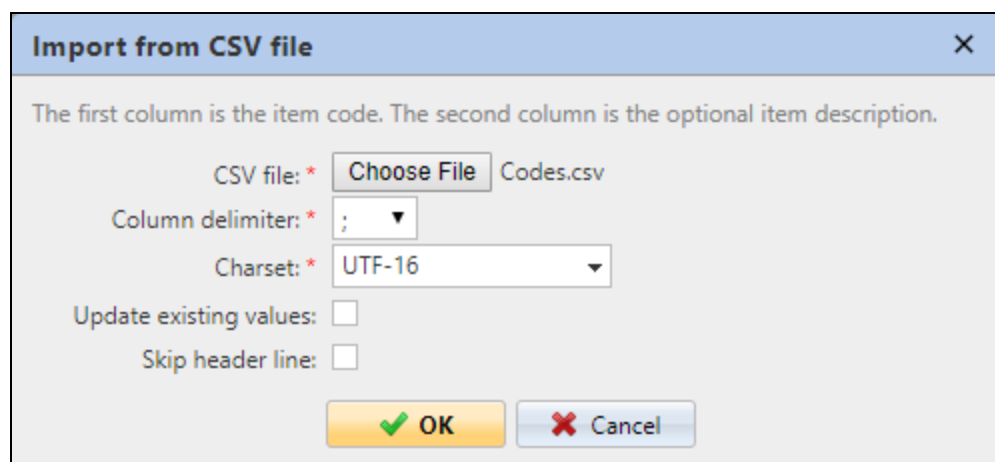


FIGURE 4.100. Setting the import

INFO:

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



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

FIGURE 4.101. Lines of the CSV file

To delete a code from a code list

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

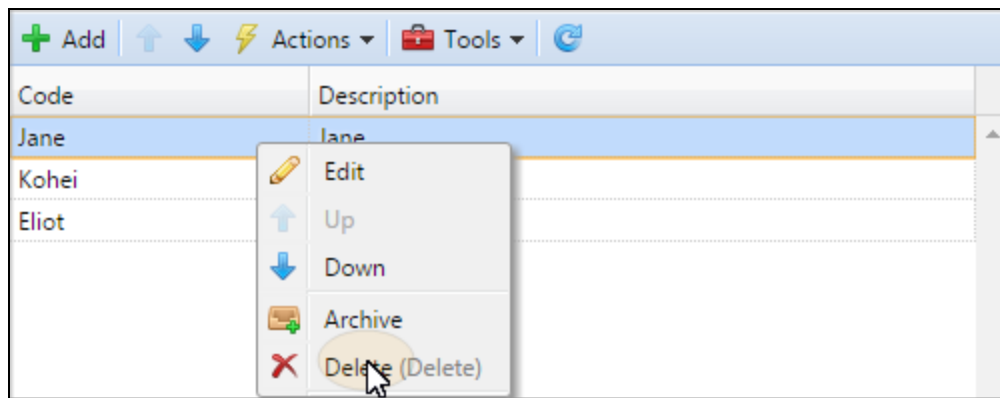


FIGURE 4.102. Deleting a code from a code list

4.4.4. Examples of use of the custom parameters

In the following sections you can see examples of use of the custom parameters.

Providing additional information in a metadata file

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

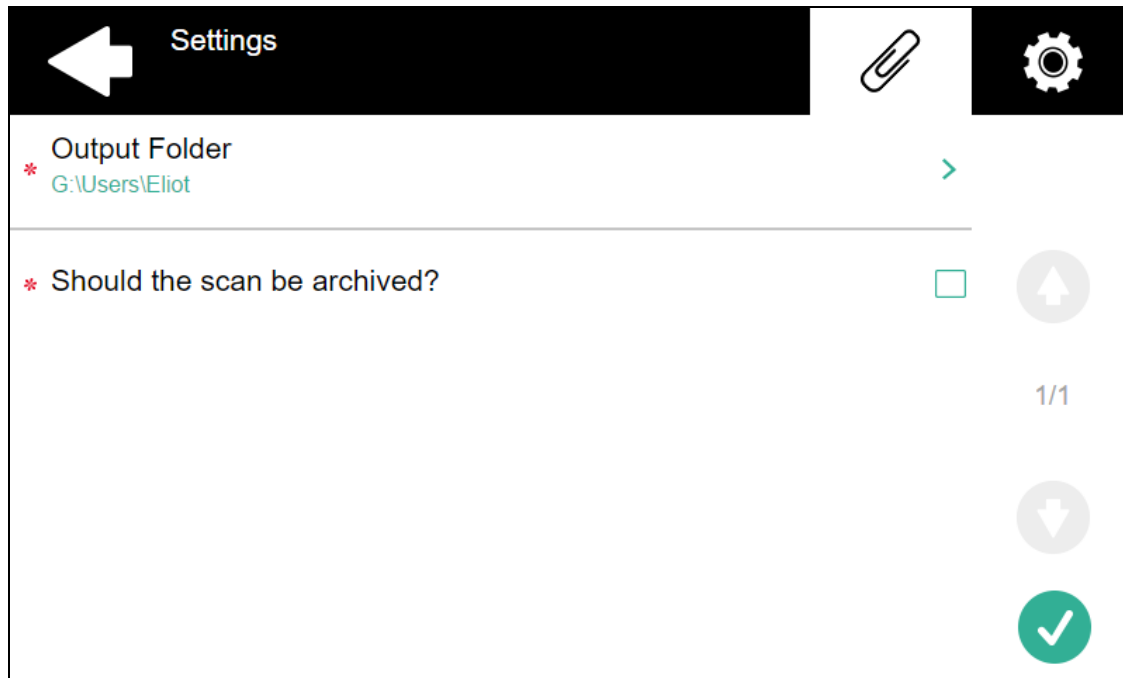


FIGURE 4.103. Options selected by users will be included in the scan metadata file

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

- I. The parameter title is what is shown on the screen, therefore we name it **Should the scan be archived?**.
- II. As a second step, we select the parameter type — **Yes/No**. The **Required** option is selected by default and cannot be deselected as it always has a value — the default value being **No**. The default value can be changed to **Yes** by selecting the **Default** value option, however we leave it deselected as we want to default answer to be **No**.
- III. We do not have to use the reference as the parameter is not going to be used in any string in MySQL. 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 (expanded):
 - Reference:

At the bottom, there are two buttons: 'Yes' (with a green checkmark icon) and 'Cancel' (with a red X icon). A mouse cursor is pointing at the 'Yes' button.

FIGURE 4.104. Setting the **Should the scan be archived?** parameter

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

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

FIGURE 4.105. No value on the <value/> raw means that the answer was **No**.

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

FIGURE 4.106. Value **1** on the same raw means that the answer was **Yes**.

Enabling users to scan to their home folder protected by password

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

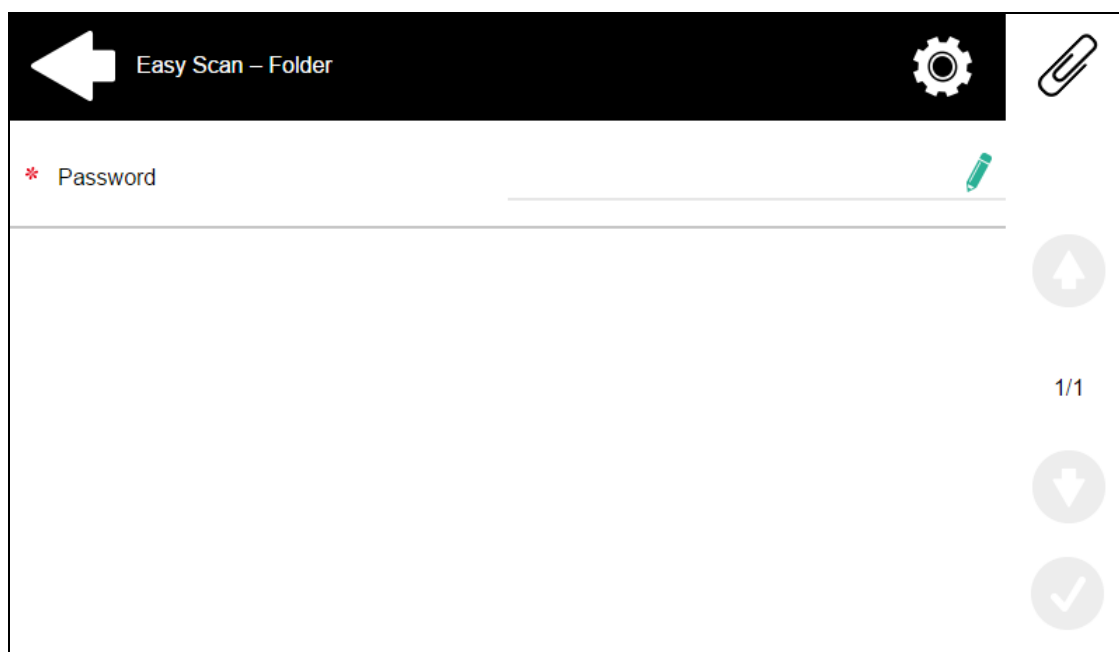


FIGURE 4.107. Users are prompted to type the password to their accounts on the domain before the scan is sent.

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

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

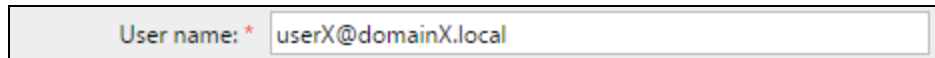


FIGURE 4.108. It is possible to include both account information in the user name.

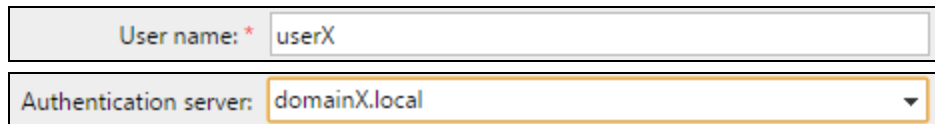


FIGURE 4.109. If it is not part of the user name, the domain is taken from the Authentication server setting.

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

Setup of the scanning to the password protected home folder

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

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

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

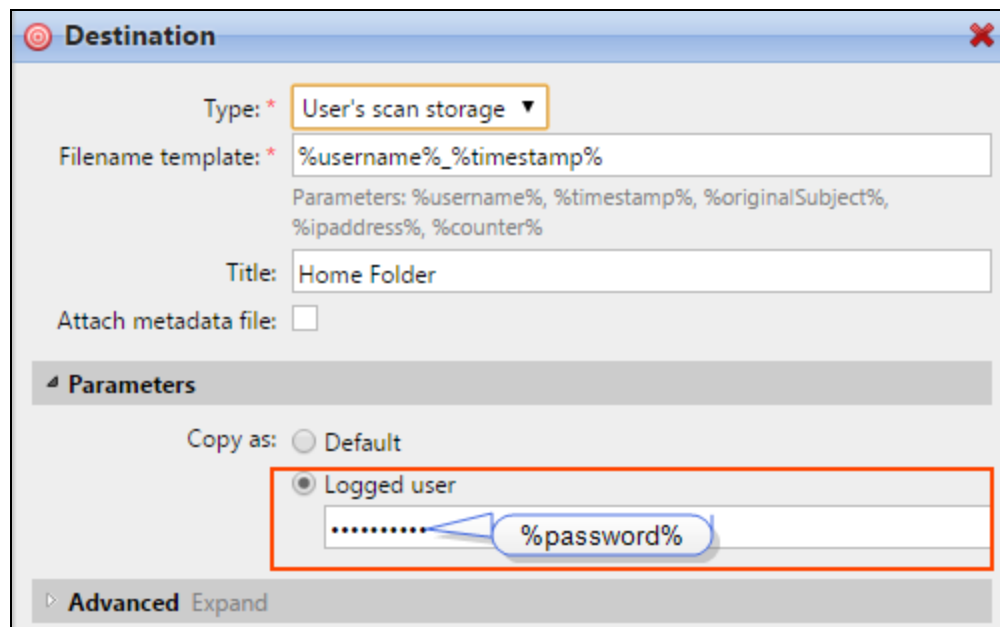
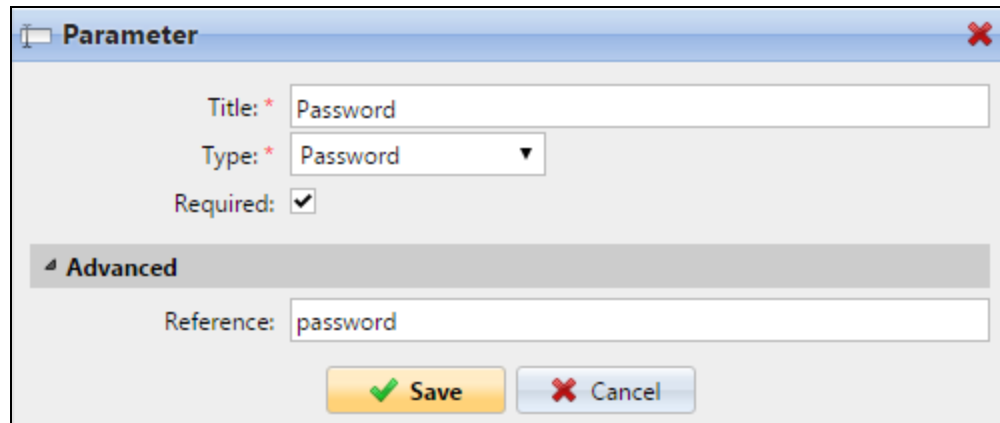


FIGURE 4.110. The Logged user option is selected.

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

Create a parameter with the following properties:

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



The screenshot shows a dialog box titled "Parameter" with a close button (red X) in the top right corner. The dialog contains the following fields and controls:

- Title:** A text input field containing "Password".
- Type:** A dropdown menu with "Password" selected.
- Required:** A checked checkbox.
- Advanced:** A collapsed section header.
- Reference:** A text input field containing "password".
- Buttons:** A yellow "Save" button with a green checkmark and a grey "Cancel" button with a red X.

FIGURE 4.111. Settings of the Password parameter

Enabling users to select the output folder from a code book

In this example, we will show how to enable users to select the scan destination folder from a predefined code book. Let us suppose that we have already created and saved the Easy Scan action node for this action (see *"Adding new action nodes"* on page 33) and that we have created a code book named **Folders** which has names of folders as its values (see *"Creating Code Lists and Codes on the MyQ Web Interface"* on page 99). The next step is to add and set up a new **Code Book** parameter and a new **Folder** destination for the Easy Scan action. The parameter is then used as a part of the path to the folder.

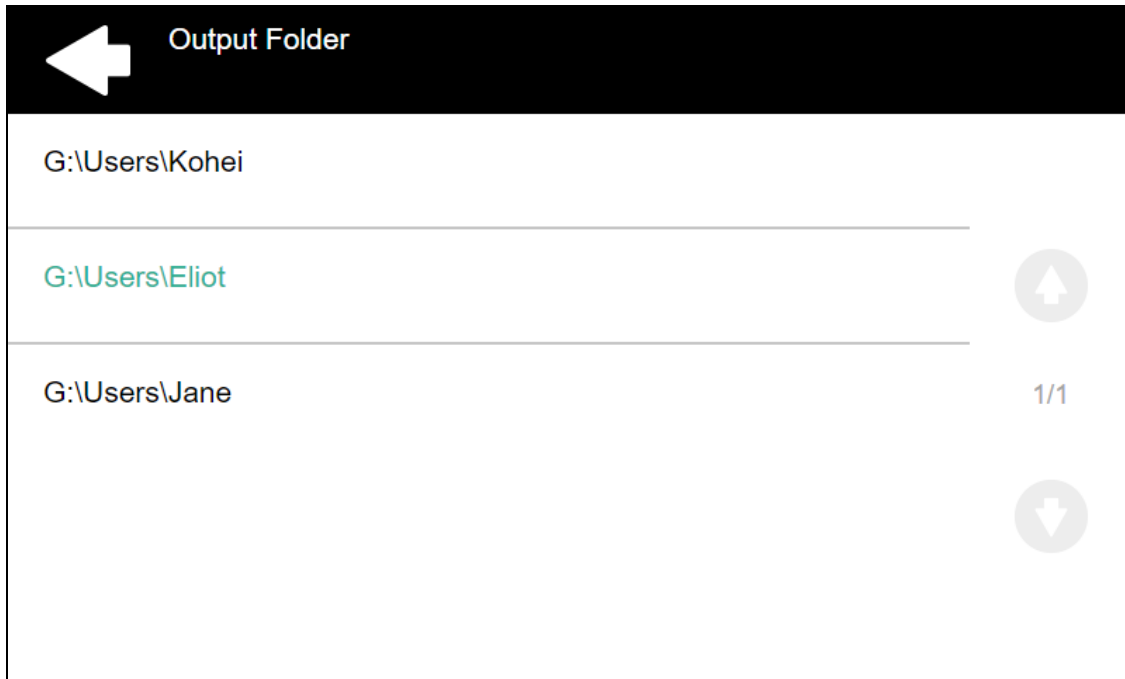


FIGURE 4.112. Users can select the destination on the Output folder screen of the embedded terminal

1. Create and set the Code Book parameter for the output folder

Create a new parameter (see *"Creating custom parameters"* on page 96) with the following settings: select the **Code book** type, select the predefined code book (in our example **Folders**), deselect the **Prohibit change of value** option and enter the reference name of the parameter (in our example **folder**) in the **Reference** text box.

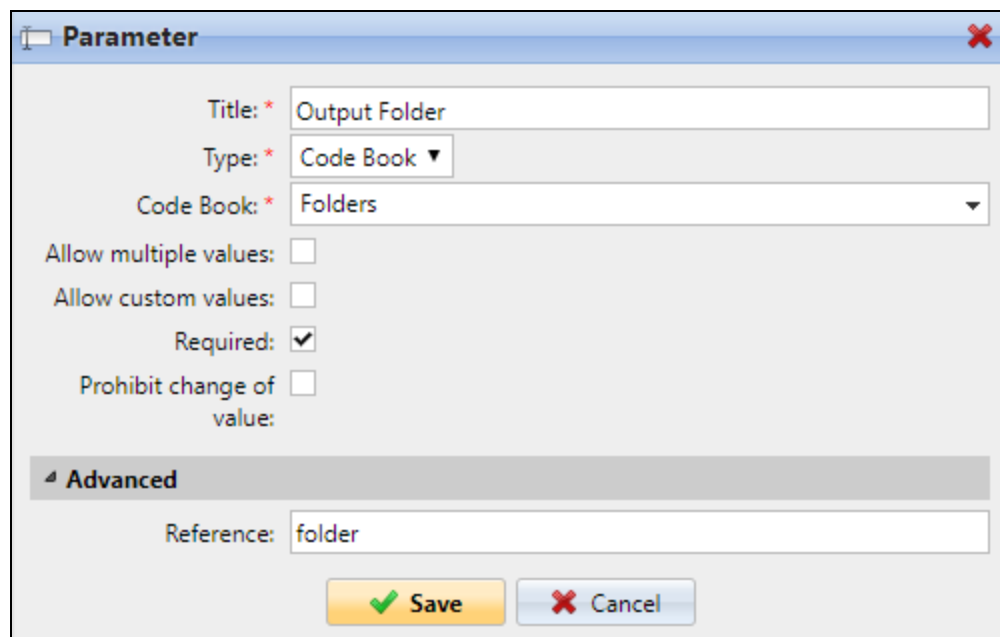


FIGURE 4.113. The parameter is set on the **Parameters** tab on the action node properties panel


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

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

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

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

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



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

FIGURE 4.114. Codes and their descriptions

2. Create the new Folder destination and use the parameter as a part of its destination

Create and set up a new destination (see *"Setting destinations"* on page 42). For this destination, you can use the parameter as any part of the destination path set in the **Destination folder** text box. To use the parameter, enter its reference name (set on the parameter's properties panel under **Reference** in the **Advanced** section; see FIGURE 4.113 on the previous page) bounded in percentage signs as part of the path.

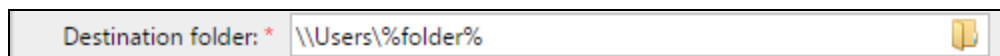


FIGURE 4.115. The destination set on the **Destinations** tab contains the **%folder%** parameter

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

4.5. Easy Scan to OCR

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

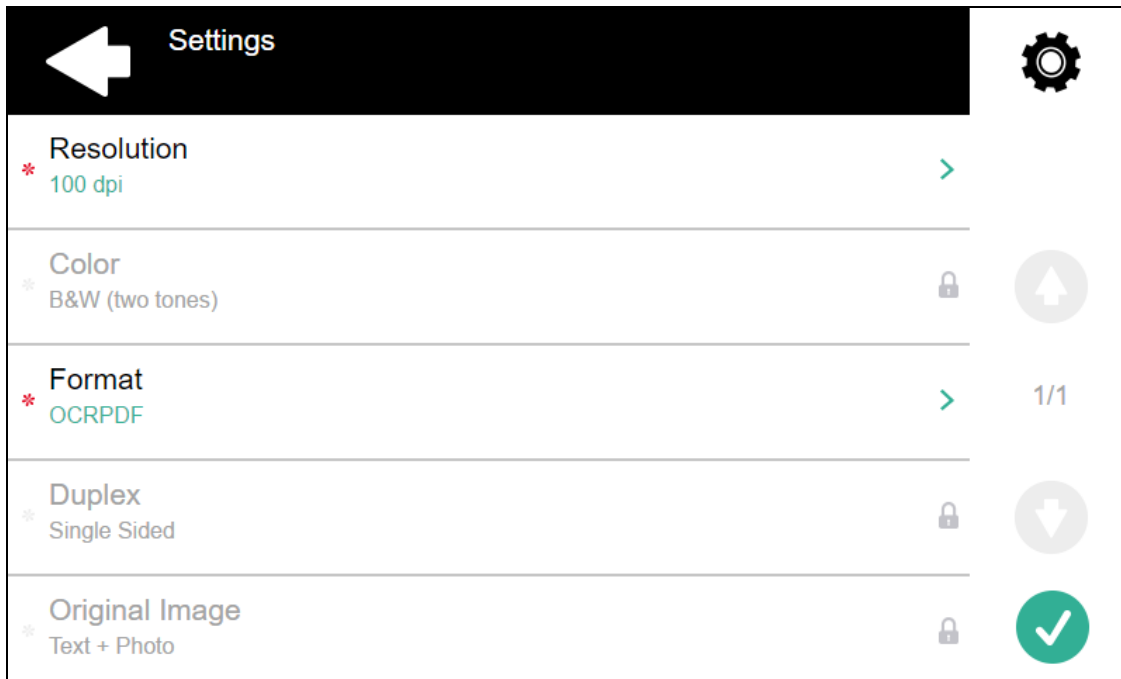


FIGURE 4.116. Users can select the OCR format before scanning the document

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

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

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

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

To set up the OCR feature, do the following:

1. Create OCR profiles:

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

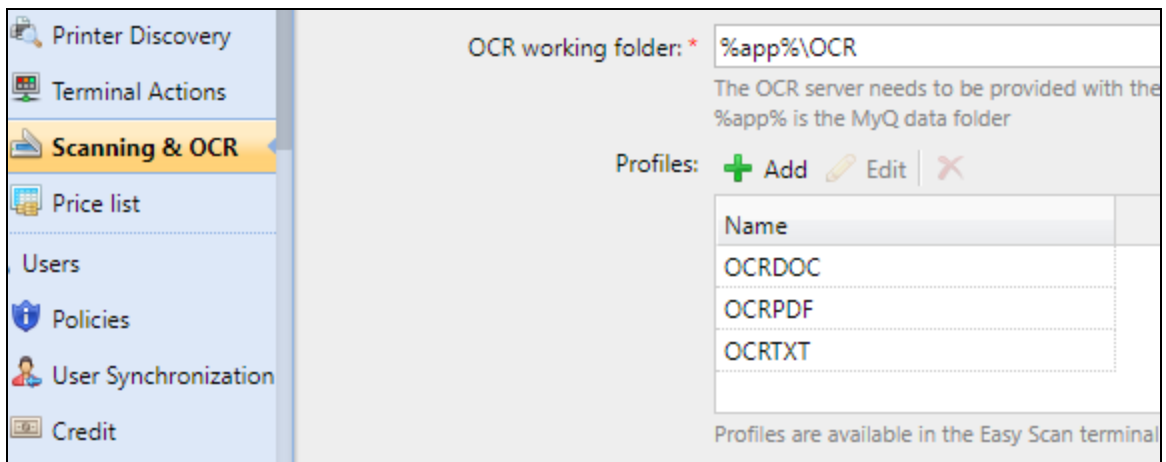


FIGURE 4.117. OCR Settings on the **Scanning&OCR** settings tab on the MyQ Web Interface

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

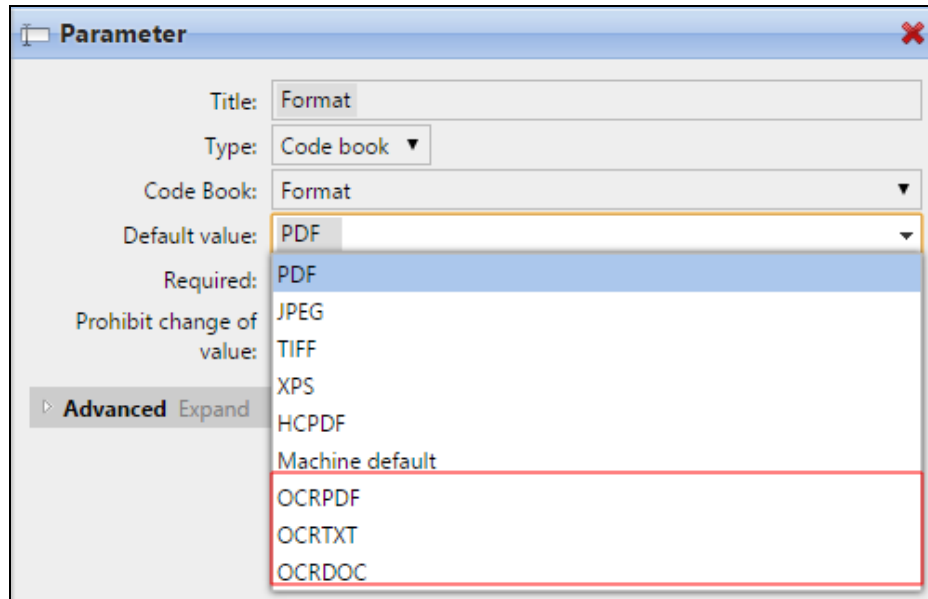


FIGURE 4.118. The OCR profiles among other values of the **Format** parameter

- On the **Scanning&OCR** settings tab, under **OCR working folder**, you can change the folder, where the scanned data are sent. However, we recommend you not to change the default folder (**C:\ProgramData\MyQ\OCR**).
- The OCR folder contains two sub-folders: **in** and **out**. In the **in** folder, the scanned documents are stored before being processed. In the **out** folder, the processed documents are saved by the OCR software and ready to be sent.

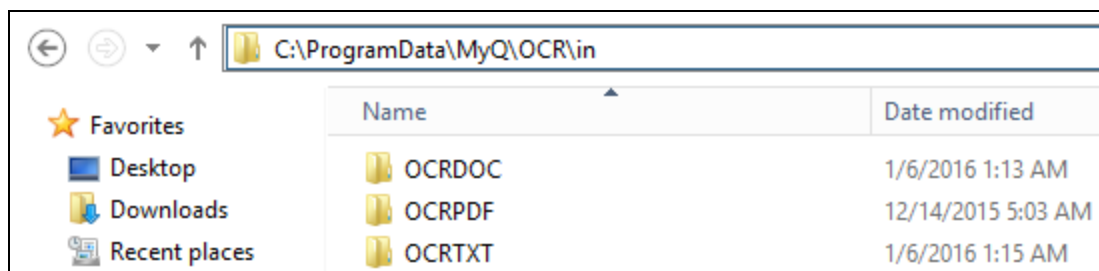


FIGURE 4.119. The folders where the documents are stored to be proceed by the OCR software



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

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

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

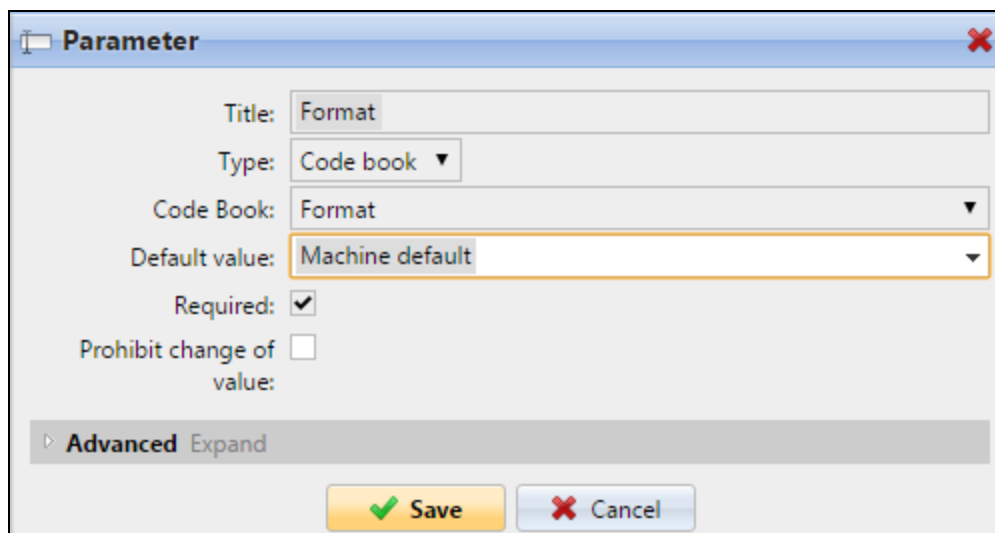


FIGURE 4.120. The prohibit change of value option is deselected

OCR processing

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

MyQ listens to the **out** folder, sends the converted file to the destinations defined on the **Destinations** tab (see *"Setting destinations"* on page 42) and deletes it from the folder.

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

5. Canceling stuck jobs via the Job Status

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 a security issue.

To cancel stuck jobs, do the following:

1. On the login screen, tap the red blinking **Job Status** button. The **Print** screen of the printing device's native panel opens.

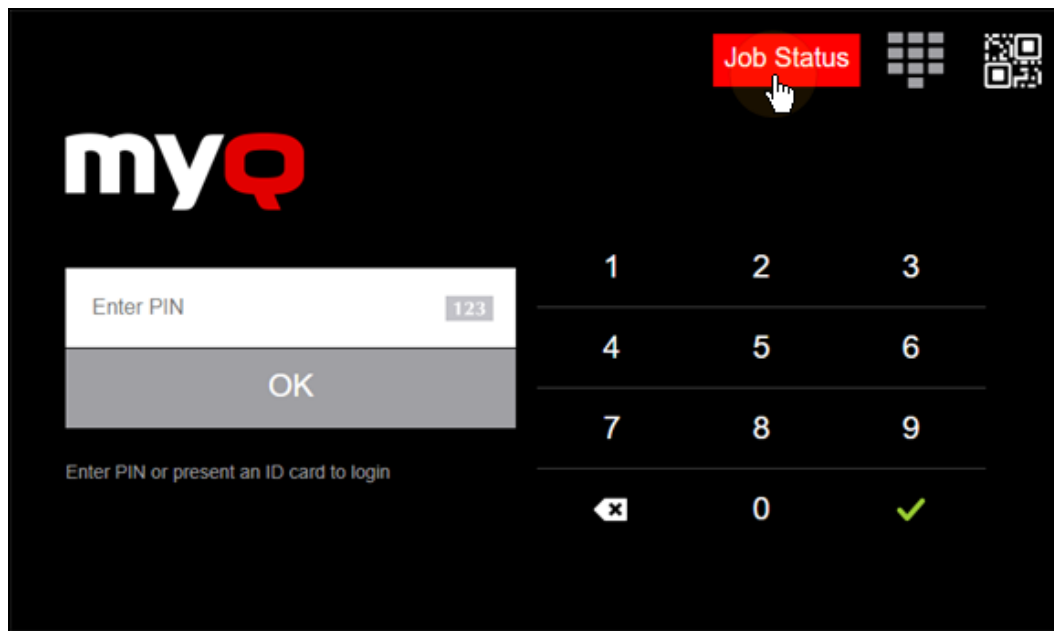


FIGURE 5.1. The Job Status button blinking on the login screen

2. On the screen, tap the **Job Status** button in the bottom-right corner. The **Job Status** screen opens.
3. On the screen, tap the **Jobs** tab in the bottom-left corner. The **Jobs** tab opens.
4. On the tab, select all jobs by tapping on them. Tap the **Delete** button in the bottom-left corner of the tab and confirm by tapping **Delete** on the info pop-up window.
5. Depending on the printing device's model, you can return back to MyQ home screen either by pressing the **FILING BOX** button on the printing device's operation panel or by pressing the **MENU** button on the printing device's operation panel.

6. Credit, Quotas and Projects

6.1. Credit

With activated credit accounting, users have to have sufficient amount of credit on their account to be allowed to print, copy and scan. On their home screen on the embedded terminal, they can view the remaining credit. If the **Recharge Credit** action is available on the terminal, users can recharge their credit by entering a code from a recharging voucher directly on any embedded terminal.

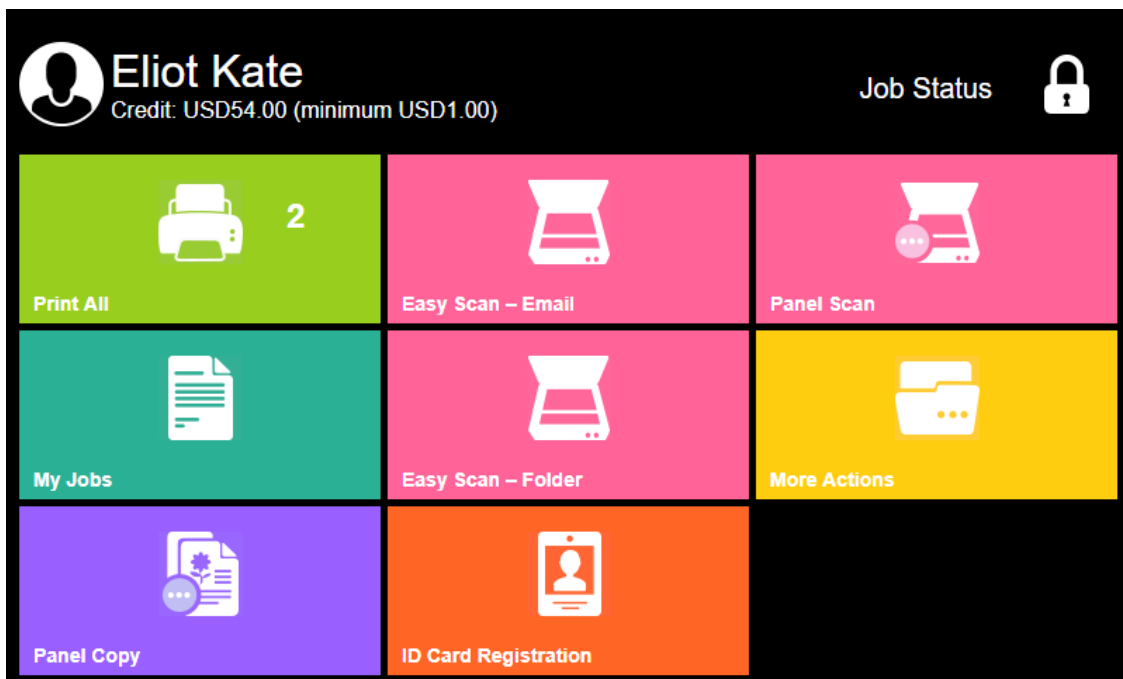


FIGURE 6.1. The current amount of credit is displayed under the logged user name

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

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

6.1.1. Using terminal actions without sufficient credit

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

If recharging credits by vouchers is disabled in MyQ and a user does not have sufficient credit, all actions requiring credit are unavailable and their corresponding buttons are dimmed.

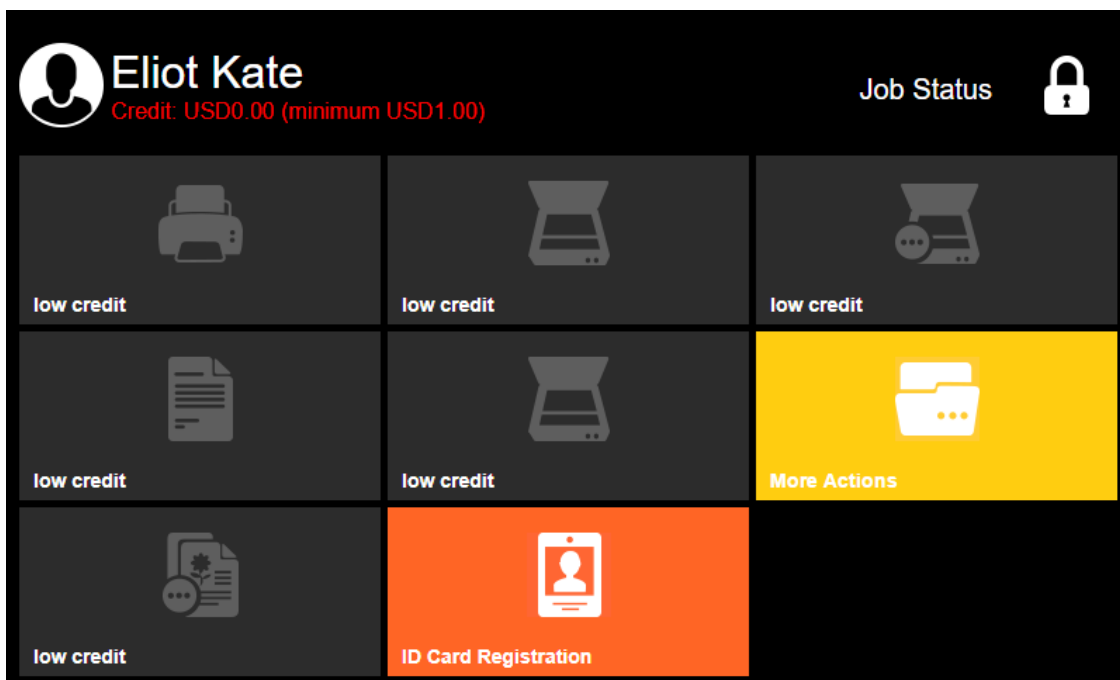


FIGURE 6.2. Print and scan actions on the user's home screen are unavailable due to insufficient credit.

Actions taken when a user runs out of credit during scanning via Easy scan

The scan job is finished. After this, if recharging credit via vouchers is enabled, the user is automatically redirected to the **Recharge Credit** screen, where they can recharge their credit (see *"Recharging credit"* on page 119). If recharging credit via vouchers is disabled, the user is redirected back to the MyQ home screen.

Actions taken when a user runs out of credit during scanning via Panel Scan

The user can scan as long as they stay on the scan panel. If recharging credit via vouchers is enabled, the user is automatically redirected to the **Recharge Credit** screen after they leave the panel (see *"Leaving the panel"* on page 30). If recharging credit via vouchers is disabled, after the user leaves the panel, they can see their negative credit and cannot use any credit requiring actions.

Actions taken when a user runs out of credit during copying via Panel Copy

The printing device scans all the pages that are to be copied, counts the number of the pages, and then releases the number of copies allowed by the remaining credit. After the credit is depleted, the job is interrupted and the "USER Quota exceeded. Contact the administrator." internal warning message appears on the panel. If recharging credit via vouchers is enabled, the user is automatically redirected to the **Recharge Credit** screen after they leave the panel (see "*Leaving the panel*" on page 29). If recharging credit via vouchers is disabled, after the user leaves the panel, they can see their negative credit and cannot use any credit requiring actions.

Print jobs with additional information from the job parser

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

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

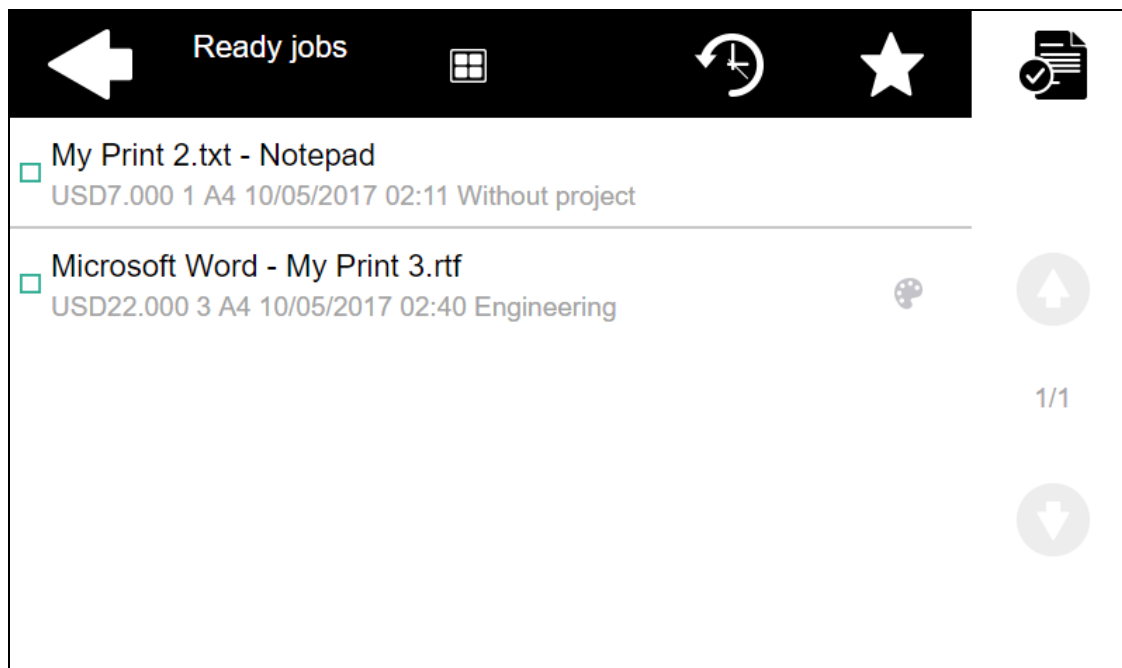


FIGURE 6.3. Additional print jobs information provided by job parser include their price



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



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

6.1.2. Recharging credit

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

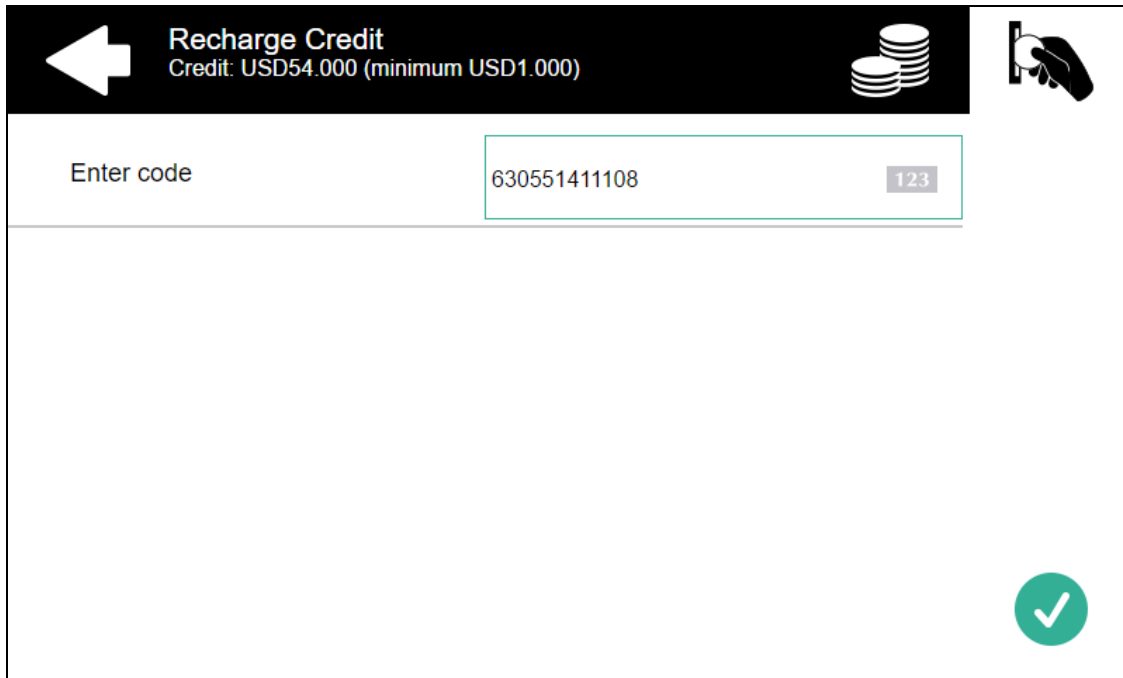


FIGURE 6.4. Recharge Credit screen



FIGURE 6.5. Credit voucher with the recharge code displayed near the bottom-right corner

INFO: Users can display prices of different configurations of a printed page by tapping the 'Coins' icon near the upper-right corner of the screen (see FIGURE 6.4 on the previous page).

	1-sided		2-sided	
	B&W	Color	B&W	Color
Print	USD4.500	USD5.500	USD7.000	USD8.000
Copy	USD4.500	USD5.500	USD7.000	USD8.000
Scan	USD5.500			

FIGURE 6.6. Overview of the prices on the terminal screen

6.2. Quotas

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

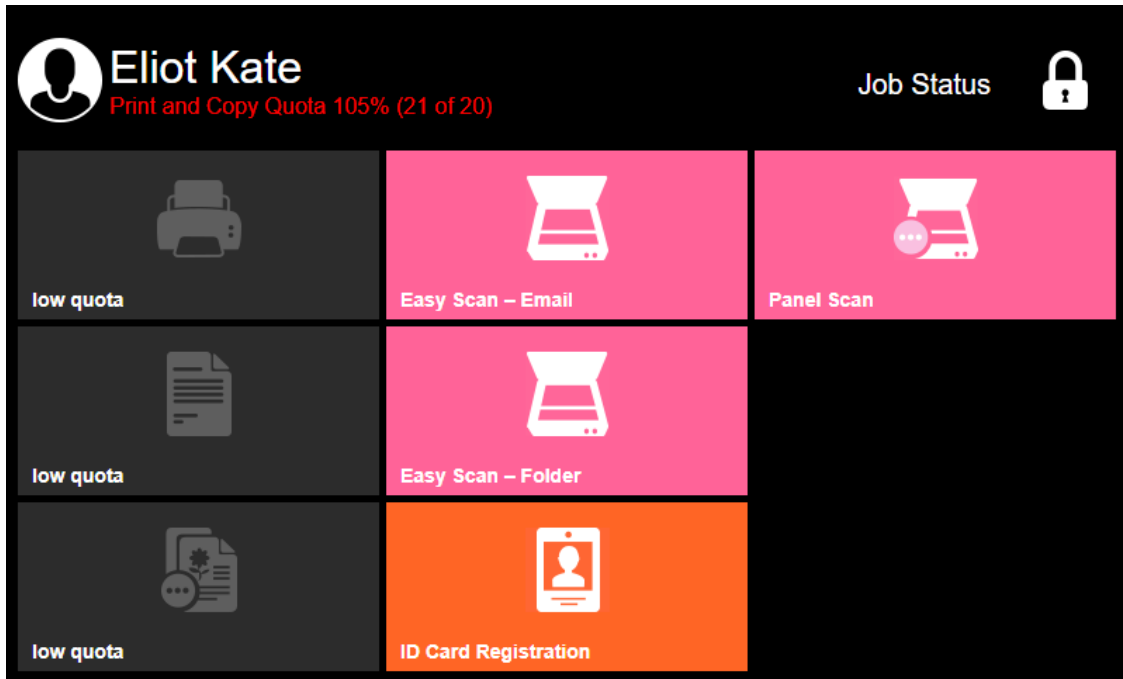


FIGURE 6.7. Currently active quotas are displayed under the logged user name; print options are unavailable; if there are more than two active quotas, only the two quotas with the highest percentage (the fullest) are displayed



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



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

6.2.1. Using terminal actions when a quota is reached

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

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

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

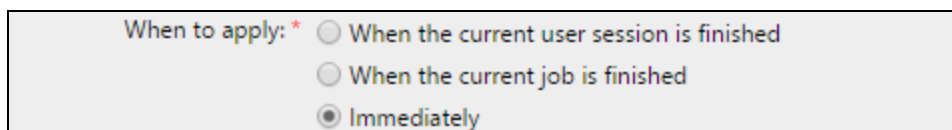


FIGURE 6.8. Three options concerning the quota application

! **NOTICE:** Quotas that disable scanning cannot be applied immediately.

Reaching a quota with immediate application during scanning via Easy Scan

An easy scan job is finished. After this, the respective actions are taken (actions set within the quota configuration). If scanning is disabled as a result of these actions, the user is redirected back to the MyQ home screen.

Reaching a quota with immediate application during scanning via Panel Scan

The user can scan as long as they stay on the scan panel. Once the panel is left, the quota is exceeded and the respective actions are taken.


Reaching a quota with immediate application during copying via Panel Copy

The printing device scans all the pages that are to be copied, counts the number of the pages, and then releases the number of copies allowed by the remaining quota. After the quota is reached, the job is interrupted and the "USER Quota exceeded. Contact the administrator." internal warning message appears on the panel.

Print jobs with additional information from job parser

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

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

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

6.3. Project Accounting

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

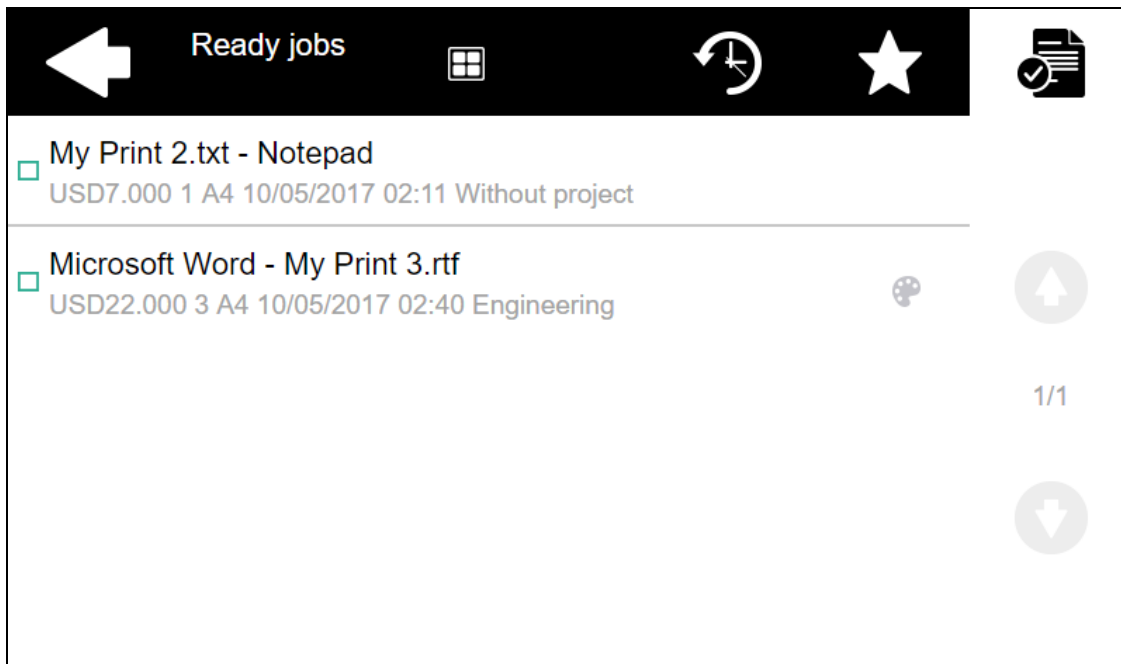



FIGURE 6.9. Names of the assigned projects are displayed under names of the print jobs

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

6.3.1. Assigning projects to print jobs

My Jobs

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

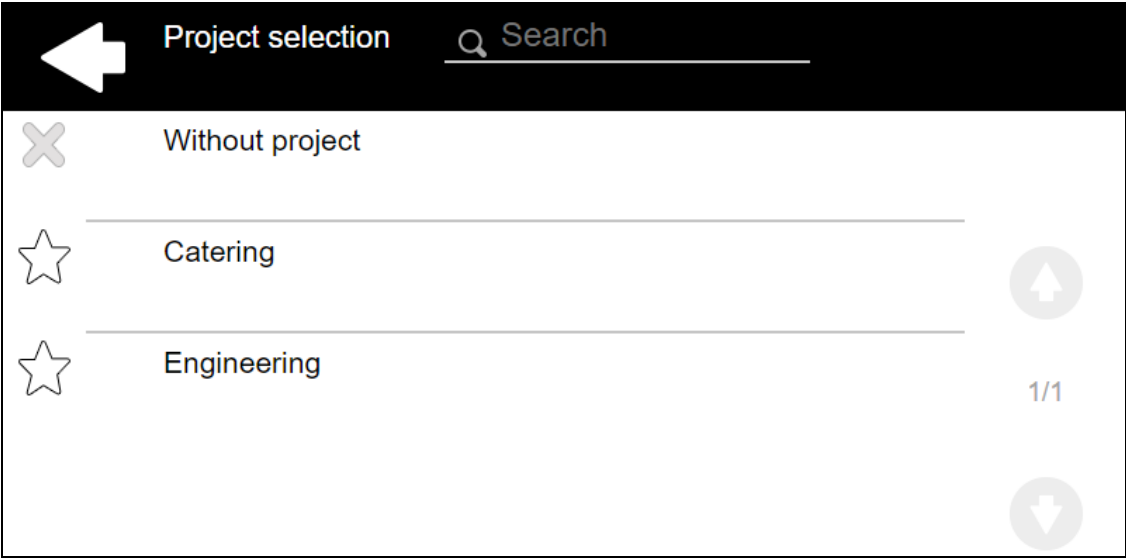


FIGURE 6.10. Users can assign projects on the **Project Selection** screen

Jobs with assigned projects are immediately printed.

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

A dialog box with a yellow warning triangle icon at the top center. Below the icon is the text "Assign a new project to selected jobs?". At the bottom of the dialog box are three buttons: "Yes", "No", and "Cancel".

FIGURE 6.11. The Dialog box with the option to assign a new project to selected jobs

Print All

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

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

6.3.2. Assigning projects to Easy Scan jobs

After tapping the **Easy Scan** button, the user is immediately redirected to the **Project selection** screen where they need to select the project (or the **Without project** option) before the scan job is started (see FIGURE 6.10 on the previous page).

6.3.3. Assigning projects on the Panel Copy screen

After tapping the **Copy** button on the **Panel Copy** screen, the user is immediately redirected to the **Project selection** screen where they need to select the project (or the **Without project** option). The project is then assigned to all jobs copied on the panel (see FIGURE 6.10 on the previous page).

6.3.4. Assigning projects on the Panel Scan screen

After tapping the **Scan** button on the **Panel Scan** screen, the user is immediately redirected to the **Project selection** screen where they need to select the project (or the **Without project** option). The project is then assigned to all jobs scanned on the panel (see FIGURE 6.10 on the previous page).

7. Accessing the Terminal via the MyQ Mobile Application

If you enable printing device management via mobile application in MyQ, users can unlock terminals and release their print jobs on printing devices via the MyQ mobile application. The easiest way to log in using the mobile application is to scan a QR code, which is displayed on the embedded touch panel. The QR code includes all necessary information to identify the MFP device and the MyQ server, to which the device is connected.

1. On the MyQ Web Interface, open the **Mobile Application** tab. (At the top-left corner, click **MyQ**, then click **Settings**, and finally click **Mobile Application**.)
2. On the **Mobile Application** tab, under **General**, set **Enabled** to **ON**.

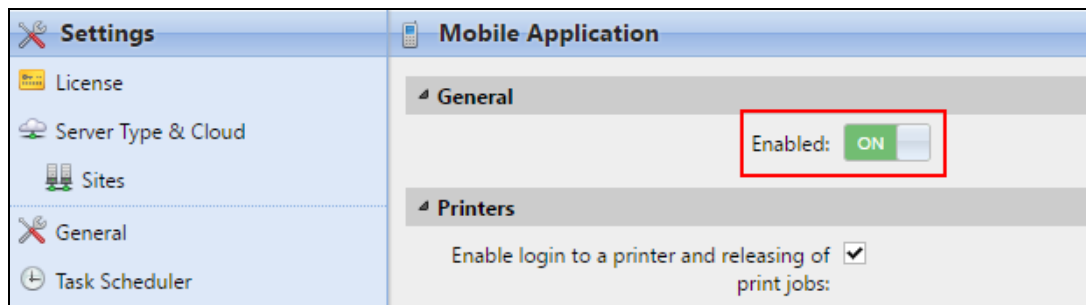


FIGURE 7.1. The Mobile Application settings tab

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

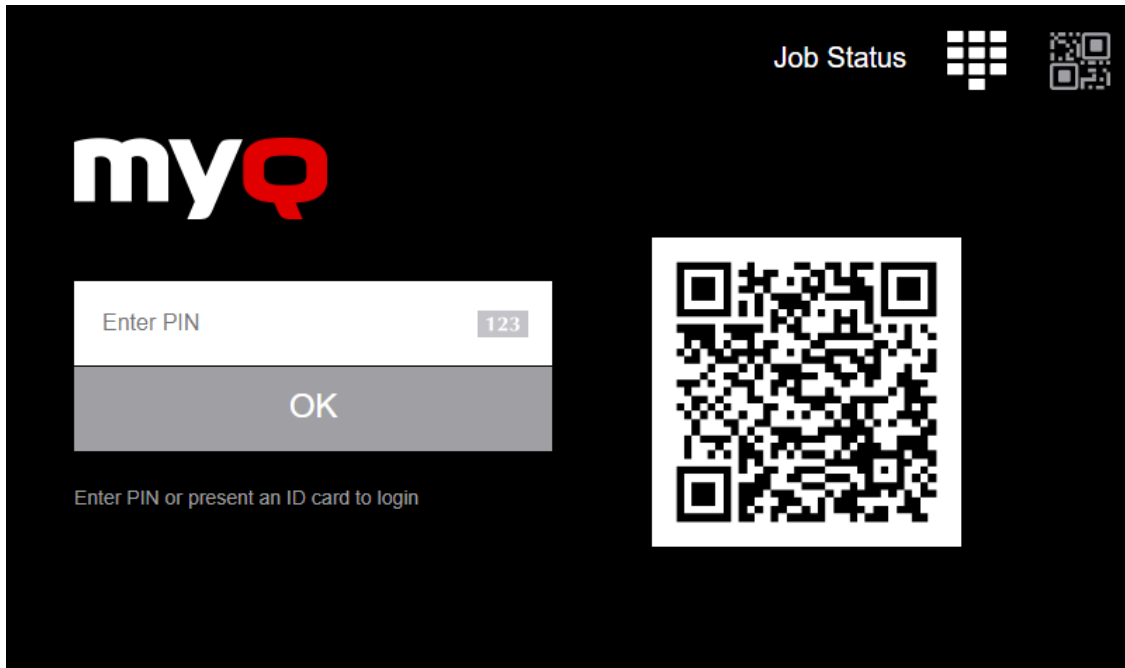


FIGURE 7.2. Login Screen with the QR code for setup of the MyQ mobile application



INFO: MyQ mobile applications are available for Android and iOS operating systems.

8. Update and Uninstallation

8.1. Updating the terminal

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


To update the Embedded terminal follow these steps:

1. Open the **Printers** settings tab (click the **MyQ** icon, then click **Settings**, and finally click **Printers**).
2. On the tab, under **Embedded terminals installation packages / Other brands**, remove the Embedded terminal package, and then add the new package.
3. Open the **Printers** main tab (click the **MyQ** icon, and then click **Printers**)
4. Run remote setup of all devices.

8.2. Uninstalling the terminal

You need to start the printing device in TEST MODE to deactivate Embedded Web Browser setting.

1. Access the TEST MODE:
 - I. Open the printing device **Setting** screen in **TEST MODE**.

 **INFO:** For information about how to access the TEST MODE, please see the printing device manual or ask your Toshiba provider.

2. Disable the EWB setting:
 - I. On the device numerical keyboard, type **3640**, and then press the **Start** button. The screen changes to **SYSTEM MODE**.
 - II. Make sure that the value displayed at the upper-left corner of screen is **1** (if not, type **1**), and then tap **OK**. The screen returns to **TEST MODE**.

3. Change the screen displayed after auto-clear or after recovering from energy saving/sleep mode to Job status.
 - I. On the device numerical keyboard, type **9132**, and then press the **Start** button. The screen changes to **SYSTEM MODE**.
 - II. Change the value displayed at the upper-left corner of screen to **6** (type **6**), and then tap **OK**. The screen returns to **TEST MODE**.
4. Restart the printing device.

9. Appendix I: Overview of changes

This topic shows the changes made during revisions of the guide.

Revision 2

Changes in topics

About

- "1.2.1. Requirements": Section added.

Installation

- "2.3.1. Remote setup of the printing device (Installing the embedded terminal)": "Step III." Section updated.
- "2.5. Changing login methods": Two step authentication added.
- "2.8. Changing the Apache settings": Section added.

Terminal Actions

- "4.1.1. Available action nodes": Section "Recharge Credit" added.
- "4.4.2. Creating custom parameters": Section updated.

Revision 3

Changes in topics

About

- "1.2.1. Requirements": Section updated.
- "1.2.2. Supported models": Section updated.

Installation

- "2.1. Enable settings on the printing device's panel": Section "Enable card reader" updated.
- "2.8. Changing the Apache settings": Section updated.

Terminal Actions

- "4.1.1. Available action nodes": Section "Panel Fax" added.

Canceling stuck jobs via the Job Status

- Chapter added.

Credit, Quotas and Projects

- "6.1.1. Using terminal actions without sufficient credit": Section updated.

Revision 4

Changes in topics

About

- "1.2.1. Requirements": **.NET** version updated.
- "1.2.2. OKI service": Section added.

Installation

- "2.2.1. Uploading the installation package of the embedded terminal": Section updated.
- "2.3.1. Remote setup of the printing device (Installing the embedded terminal)": Step II. updated.
- "2.8. Changing the Apache settings": Location of configuration files updated.

Terminal Actions

- "4.4.2. Creating custom parameters": Section updated.
- "4.4.3. Creating Code Lists and Codes on the MyQ Web Interface": Section updated.
- "4.4.4. Examples of use of the custom parameters": Section "Enabling users to select the output folder from a code book" updated.

Revision 5

Changes in topics

Installation

- "2.2.1. Uploading the installation package of the embedded terminal": Section improved.
- "2.8. Changing the Apache settings": Section updated.

10. Business contact

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