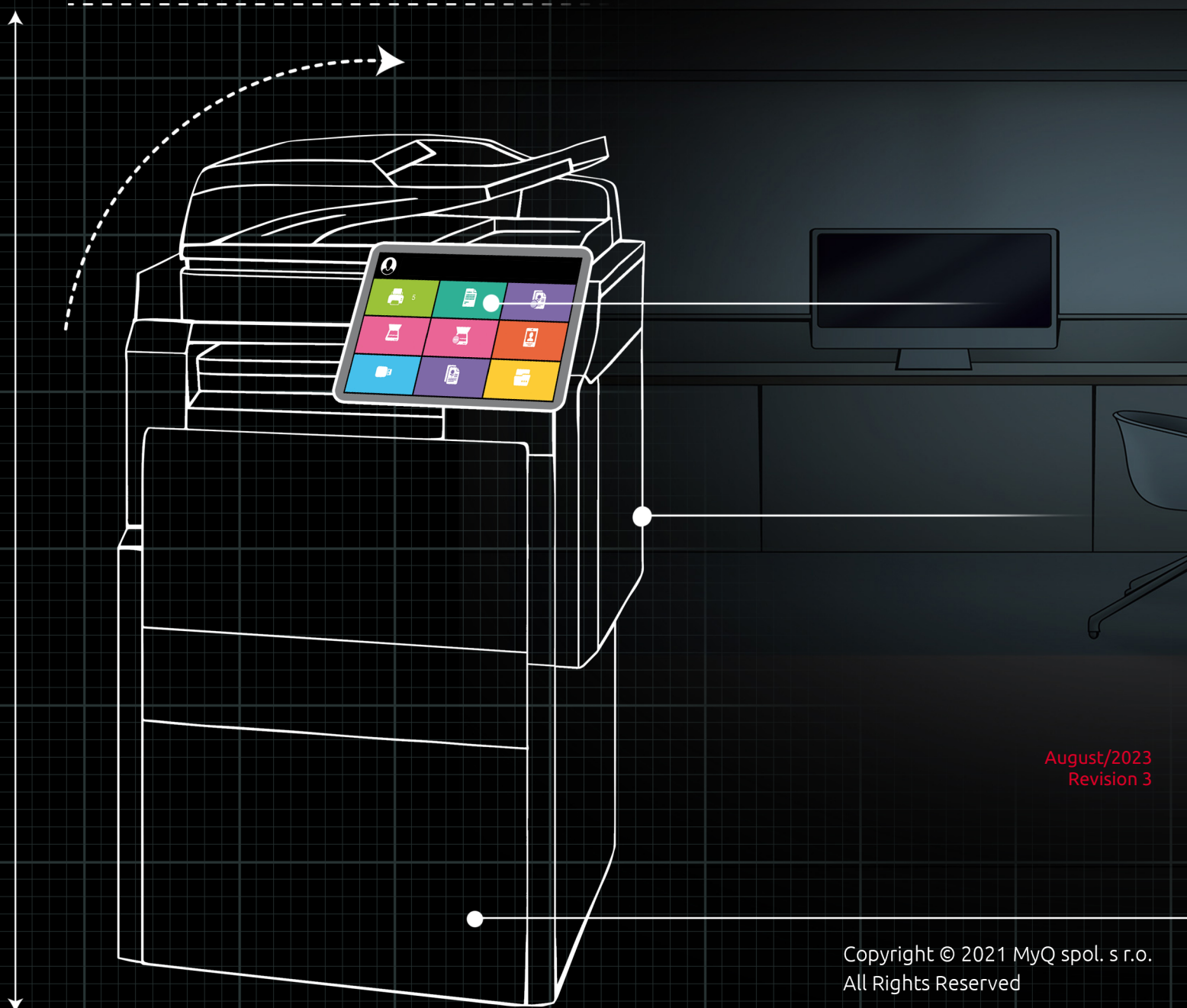


myQ X

Xerox Embedded




August/2023
Revision 3

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MyQ Xerox Embedded Terminal 7.5

-  **MyQ Xerox Embedded Terminal 7.6** is available for MyQ 7.6+.
- Xerox Embedded Terminal 7.6 Documentation
 - Xerox Embedded Terminal 7.6 Release Notes

This guide contains information about the Xerox platforms EIP 3.5, 3.7, and 4.0 and legacy information about older (3.0 and lower) platforms.

The MyQ Xerox Embedded terminal is a web-based embedded terminal. No applications are running directly on the printing device, all files are saved in the MyQ directory, 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.

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

1 Release Notes

MyQ Xerox Embedded terminal 7.5

1.1 7.5.8 RTM

Bug Fixes

- Easy scan in the subfolder wasn't possible to use.
-

1.2 7.5.7 RTM

Bug Fixes

- Terminal installation failed on some models.
-

1.3 7.5.6 RTM

Bug Fixes

- Security improvements.
-

1.4 7.5.5 RTM

Bug Fixes

- Jobs were deleted if user logged out during the printing.
 - Print all button is able to display the number of jobs and price of the jobs. Top menu is also able to prohibit using Terminal actions if it is not enough credit or quota.
 - Zero cost of the jobs was displayed in My Jobs if user selected more jobs for printing and credit or quota weren't enabled.
-

1.5 7.5.4 RTM

Bug Fixes

- Remote setup improvement on some Xerox AltaLink devices.
-

1.6 7.5.3 RTM

Bug Fixes

- Card readers require reboot of Xerox device after restart of MyQ services.
-

1.7 7.5.2 RTM

Bug Fixes

- Scanned output image was rotated after scan via Easy scan on A4 MFP.
 - Unlock panel Terminal action button is displayed by default for Xerox Embedded terminal.
-

1.8 7.5.1 RTM

Bug Fixes

- Login on terminal wasn't possible when server default language was Russian.
 - Easy scan password parameter was possible to find as a string in terminal log.
-

1.9 7.5.0

Improvements

- **BETA FEATURE** New invoice recognition based on AI.

Bug Fixes

- In case OCR fails to convert file 3 times original scan is delivered with .failed extension.
-

2 Basic Information

The MyQ Xerox Embedded terminal is a web based embedded terminal. No applications are running directly on the printing device, all files are saved in the MyQ directory, 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.

Requirements

- .NET 4.7.2 or newer needs to be installed on the MyQ Print server.
- Credit has to be enabled on the MyQ Print server before the installation of the embedded terminal (Xerox EIP 4.0).
- The latest firmware needs to be installed on the printing device.
- The IP or Hostname of the printing device has to be valid.
- The correct time and date must be set on the printing device to avoid issues with the [Scan to Me](#) functionality.
- MyQ server 7.5.2+ and Xerox Embedded 7.5.0+ are required.

On older Xerox EIP platforms (3.0 and lower) only basic Embedded terminal functions are supported:

- **Print all after logging in** - all spooled jobs are printed automatically after login; there is no possibility to select the jobs before printing. This feature depends on the device model.
- The basic terminal actions are **Panel Copy** and **Panel Scan**. In some cases, printing and scanning from USB are also available.

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

3 Supported Printing Devices

Model Name	EIP	Color/B&W	Device Type
WorkCentre 5325	1.5	B&W	Multifunction printer
WorkCentre 5330	1.5	B&W	Multifunction printer
WorkCentre 5335	1.5	B&W	Multifunction printer
WorkCentre 7120	1.5	Color	Multifunction printer
WorkCentre 7125	1.5	Color	Multifunction printer
WorkCentre 7425	1.5	Color	Multifunction printer
WorkCentre 7428	1.5	Color	Multifunction printer
WorkCentre 7435	1.5	Color	Multifunction printer
WorkCentre 5735	2.0	B&W	Multifunction printer
WorkCentre 5740	2.0	B&W	Multifunction printer
WorkCentre 5745	2.0	B&W	Multifunction printer
WorkCentre 5755	2.0	B&W	Multifunction printer

Model Name	EIP	Color/B&W	Device Type
WorkCentre 5765	2.0	B&W	Multifunction printer
WorkCentre 5775	2.0	B&W	Multifunction printer
WorkCentre 5790	2.0	B&W	Multifunction printer
WorkCentre 7525	2.0	Color	Multifunction printer
WorkCentre 7530	2.0	Color	Multifunction printer
WorkCentre 7535	2.0	Color	Multifunction printer
WorkCentre 7545	2.0	Color	Multifunction printer
WorkCentre 7556	2.0	Color	Multifunction printer
ColorQube 8700	3.0	Color	Multifunction printer
ColorQube 8900	3.0	Color	Multifunction printer
ColorQube 9301	3.0	Color	Multifunction printer
ColorQube 9302	3.0	Color	Multifunction printer
ColorQube 9303	3.0	Color	Multifunction printer

Model Name	EIP	Color/B&W	Device Type
WorkCentre 3655	3.5	B&W	Multifunction printer
WorkCentre 5845	3.5	B&W	Multifunction printer
WorkCentre 5855	3.5	B&W	Multifunction printer
WorkCentre 5865	3.5	B&W	Multifunction printer
WorkCentre 5875	3.5	B&W	Multifunction printer
WorkCentre 5890	3.5	B&W	Multifunction printer
WorkCentre 5945	3.5	B&W	Multifunction printer
WorkCentre 5955	3.5	B&W	Multifunction printer
WorkCentre 6655	3.5	Color	Multifunction printer
WorkCentre 7220	3.5	Color	Multifunction printer
WorkCentre 7225	3.5	Color	Multifunction printer
WorkCentre 7830	3.5	Color	Multifunction printer
WorkCentre 7835	3.5	Color	Multifunction printer

Model Name	EIP	Color/B&W	Device Type
WorkCentre 7845	3.5	Color	Multifunction printer
WorkCentre 7855	3.5	Color	Multifunction printer
WorkCentre 7970	3.5	Color	Multifunction printer
VersaLink B7025	3.7	B&W	Multifunction printer
VersaLink B7030	3.7	B&W	Multifunction printer
VersaLink B7035	3.7	B&W	Multifunction printer
VersaLink B405	3.7	B&W	Multifunction printer
Versalink C405DN	3.7	Color	Multifunction printer
Versalink C7025	3.7	Color	Multifunction printer
VersaLink C7030	3.7	Color	Multifunction printer
Versalink B605	3.7	B&W	Multifunction printer
Versalink B615	3.7	B&W	Multifunction printer
Versalink C7020	3.7	Color	Multifunction printer

Model Name	EIP	Color/B&W	Device Type
Versalink C605	3.7	Color	Multifunction printer
Versalink B400	3.7	B&W	Printer
Versalink C400	3.7	Color	Printer
Altalink B8045	4.0	B&W	Multifunction printer
Altalink B8055	4.0	B&W	Multifunction printer
Altalink B8065	4.0	B&W	Multifunction printer
Altalink B8075	4.0	B&W	Multifunction printer
Altalink B8090	4.0	B&W	Multifunction printer
AltaLink C8030	4.0	Color	Multifunction printer
AltaLink C8035	4.0	Color	Multifunction printer
AltaLink C8045	4.0	Color	Multifunction printer
AltaLink C8055	4.0	Color	Multifunction printer
AltaLink C8070	4.0	Color	Multifunction printer

4 Installation

Here you can find the installation steps for the Xerox (EIP 3.5, 3.7,4.0) embedded terminal, as well as for older Xerox EIP platforms (3.0 and lower).

You can also find information about steps required before the installation, additional configuration needed based on the EIP version, and troubleshooting steps.

- It is strongly recommended to reset the printing device to its default factory state before proceeding with the installation, to ensure that no conflicting settings are in effect. After the reset, make sure that the correct time and date are set in the device.

4.1 Enabling secure connection

Xerox 7.5.0+ only works with an enabled secure connection. For this you need a certificate in the *.pfx format. To ease the installation you must run the certificate in PowerShell. Every time you re-install a terminal installation package you must rerun (*netsh*) the scripts. The port number you need starts from *8081*, where a second installed web terminal may have *8082*, and a third *8083* as the port number.

4.1.1 MyQ 8.1 and lower

- Download the Xerox terminal installation package from the MyQ Community portal.
- Open the MyQ web administrator interface, and go to **MyQ, Settings, Network**.
- Under **Communication Security**, set **Enable only secure connection** to enabled.

Communication Security
Security of communication with the Web Administrator UI, terminals, Smart Job Manager and other MyQ servers in the cloud

Enable only secure connection:

Certificate: myq.local

- Upload the certificate by clicking **Change certificate** (proceed to step 5 if you want to use your own certificate. Skip to step 7 to use the default MyQ certificate). The Change certificate window opens.

Change certificate

PEM format

Certificate: No file selected.

Private key: No file selected.

PFX (P12) format

PFX (P12) certificate: No file selected.

Password:

- Browse for the certificate and select it when found.

6. Enter the Password connected to the certificate and click **OK**.
7. Run PowerShell as administrator and run the following script:
set-executionpolicy unrestricted
8. Confirm with **Y** after running the script.
9. Run the next script also in PowerShell:
.\InstallCertificate.ps1 -certPath C:\ProgramData\MyQ\Cert\server.pfx -certPass "certificatepassword" -port portnumber

For "certificatepassword" - leave a space between " " if no password is used - expect an error related to password conversion if the password is left empty. You may also see a certificate deletion error during the application of the script, as it is trying to delete the existing certificate first.

```
PS D:\Xerox> Set-ExecutionPolicy unrestricted

Execution Policy Change
The execution policy helps protect you from scripts that you do not trust. Changing the execution policy might expose you to the security risks described in the about_Execution_Policies help topic at https://go.microsoft.com/fwlink/?LinkID=135170. Do you want to change the execution policy?
[Y] Yes [A] Yes to All [N] No [L] No to All [S] Suspend [?] Help (default is "N"): y
PS D:\Xerox> .\InstallCertificate.ps1 -certPath C:\ProgramData\MyQ\Cert\server.pfx -certPass "" -port 8081
ConvertTo-SecureString : Cannot bind argument to parameter 'String' because it is an empty string.
At D:\Xerox\InstallCertificate.ps1:7 char:31
+ $sec = ConvertTo-SecureString $certPass -AsPlainText -Force
+ ~~~~~
+ CategoryInfo          : InvalidData: (:) [ConvertTo-SecureString], ParameterBindingValidationException
+ FullyQualifiedErrorId : ParameterArgumentValidationErrorEmptyStringNotAllowed,Microsoft.PowerShell.Commands.ConvertToSecureStringCommand

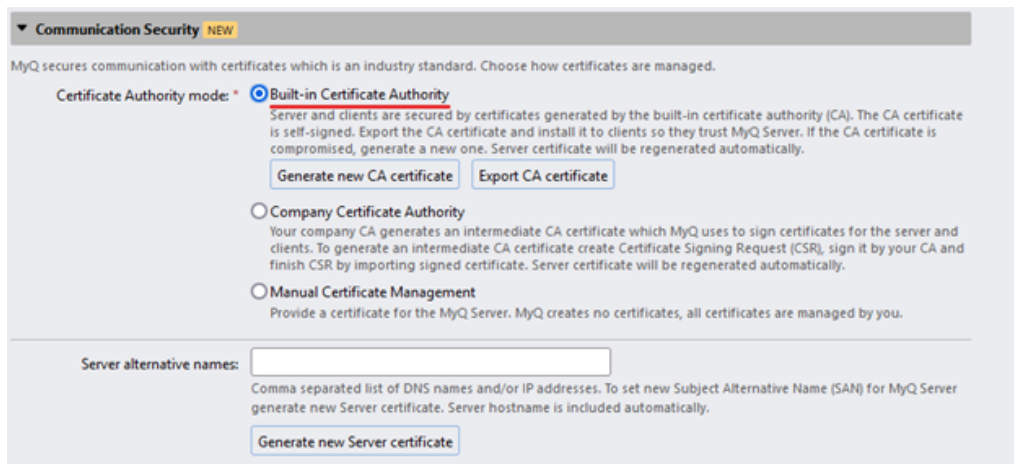
SSL Certificate deletion failed, Error: 2
The system cannot find the file specified.

SSL Certificate successfully added
```

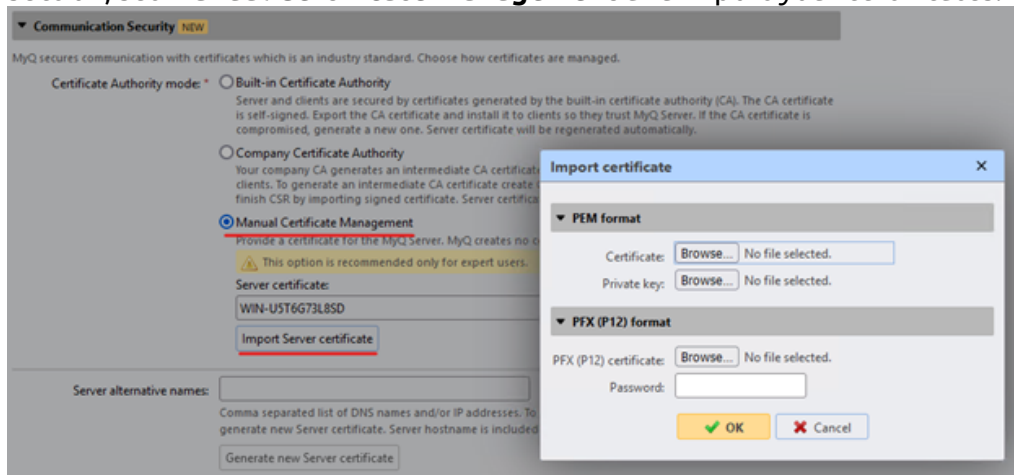
10. Install the MyQ Xerox embedded package to the server in **MyQ, Settings, Printers**. The port number of the package must be the same as the port number used in step 9.

4.1.2 MyQ 8.2 and newer

1. Download the Xerox terminal installation package from the MyQ Community portal.
2. Open the MyQ web administrator interface, and go to **MyQ, Settings, Network**.
 - a. It is possible to use **Built-in Certificate Authority** in the **Communication Security** section. In this case no change is required; these are the default settings after the server's installation.



- b. Or it is possible to use custom certificates. In the **Communication Security** section, set **Manual Certificate Management** and import your certificates.



- Run PowerShell as administrator and run the following script:
set-executionpolicy unrestricted
- Confirm with **Y** after running the script.
- Run the next script also in PowerShell:
.\InstallCertificate.ps1 -certPath C:\ProgramData\MyQ\Cert\server.pfx -certPass "certificatepassword" -port portnumber
 For "certificatepassword" - leave a space between " " if no password is used - expect an error related to password conversion if the password is left empty. You may also see a certificate deletion error during the application of the script, as it is trying to delete the existing certificate first.

```

PS D:\Xerox> Set-ExecutionPolicy unrestricted

Execution Policy Change
The execution policy helps protect you from scripts that you do not trust. Changing the execution policy might expose
you to the security risks described in the about_Execution_Policies help topic at
https://go.microsoft.com/fwlink/?LinkID=135170. Do you want to change the execution policy?
[Y] Yes [A] Yes to All [N] No [L] No to All [S] Suspend [?] Help (default is "N"): y
PS D:\Xerox> .\InstallCertificate.ps1 -certPath C:\ProgramData\MyQ\Cert\server.pfx -certPass "" -port 8081
ConvertTo-SecureString : Cannot bind argument to parameter 'String' because it is an empty string.
At D:\Xerox\InstallCertificate.ps1:7 char:31
+ $sec = ConvertTo-SecureString $certPass -AsPlainText -Force
+ ~~~~~
+ CategoryInfo          : InvalidData: (:) [ConvertTo-SecureString], ParameterBindingValidationException
+ FullyQualifiedErrorId : ParameterArgumentValidationErrorEmptyStringNotAllowed,Microsoft.PowerShell.Commands.Conv
ertToSecureStringCommand

SSL Certificate deletion failed, Error: 2
The system cannot find the file specified.

SSL Certificate successfully added

```

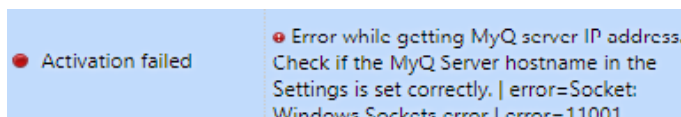
6. Install the MyQ Xerox embedded package to the server in **MyQ, Settings, Printers & Terminals**. The port number of the package must be the same as the port number used in step 5.

4.2 Remote installation via Printer Discovery

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

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

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



 For Xerox EIP 3.0 or lower, follow [these steps](#) before the installation.

4.2.1 Creating a Printer Discovery

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

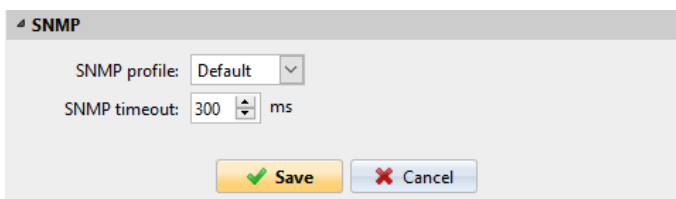
- Make sure that printer discovery is **Enabled**.
- Type a **Description** of the printer discovery. This could be the name of a brand, a group, or a combination of printer settings, e.g. Color - Marketing.
- Select the **IP range** setting method: *Manual* or *CSV file*.
 - You can add multiple IP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

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

Selecting the *CSV* option opens a field box where you can browse for and add your CSV file. If you select the *Name template* option, you can use the following parameters:

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

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



The screenshot shows a configuration window titled "SNMP". It contains two main settings: "SNMP profile" with a dropdown menu currently showing "Default", and "SNMP timeout" with a numeric spinner set to "300" and the unit "ms". At the bottom of the window, there are two buttons: a green "Save" button with a checkmark icon and a grey "Cancel" button with a red X icon.

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

4.2.2 Configuring a Printer Discovery

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

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

Filter section

Filter

Model:

Use a comma to separate multiple models

Color: [Does not matter] ▼

Copier: [Does not matter] ▼

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

Every run actions

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

Every run actions

Add to queue:

Set configuration profile: No terminal ▼

Add printer to group:

Remove current groups:

Location:

Parameters: %location%

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

First run actions

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

First run actions

Activate:

Create direct queue:

Copy settings from the queue:

Print test page:

Print as:

Windows printer Expand

Save Cancel

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

Windows printer

Install Windows printer:

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

Printer model:

Full path of a file with the driver settings:

Save Cancel

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

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

Configuration Profiles

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

You can create a new configuration profile in two places:

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

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


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

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

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

- **PIN** - Users can log in by entering their MyQ PIN.
- **ID Card** - Users can log in by swiping their ID Card. The ID Card has to be registered on the user's account on the terminal.
- **User name and password** - Users can log in by entering their MyQ username and password.
- **ID Card and PIN** - Users have to swipe their ID card, and then enter their MyQ PIN.

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

 The administrator user name and password are a **mandatory requirement** for the device's remote setup and activation (both for devices with embedded terminals and without).

4.3 Remote installation via manual setup

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

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

4.4 Configuration on the device Web UI

Once the embedded terminal is installed, you must disable a few settings on the device Web UI. These settings are **Print banner sheet** and **Allow the print driver to override**. Disabling these settings prevents the terminal from printing an extra page after every job.

Adding the server's SMTP address must also be done manually.

4.4.1 For Xerox EIP 3.5 or lower

Disable settings

1. Login to the Web UI of the terminal as an admin.

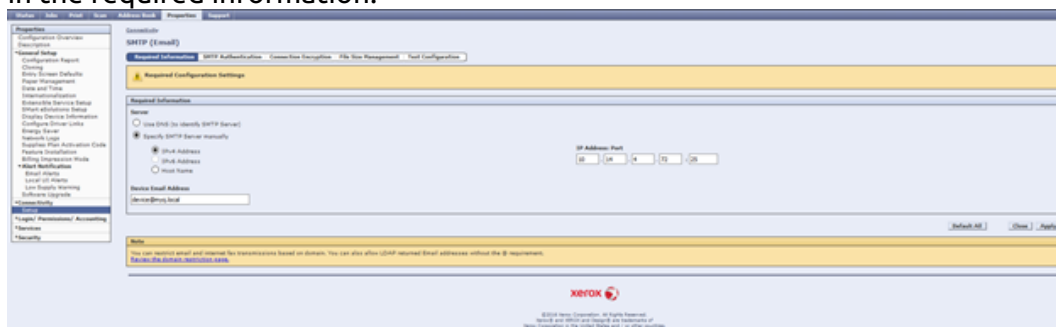
2. Click **Properties**.
3. In the left pane click **Services - Printing - General**.
4. In the **Banner Sheet** section, set both **Print Banner Sheets** and **Allow the Print Driver to Override to No**.



Add SMTP settings

In order to make **Easy Scan - Email** work, you need to set an SMTP address for proper communication.

1. Login to the Web UI of the terminal as an admin.
2. Click **Properties**.
3. In the left pane click **Connectivity - Setup**.
4. In the **Required Information** tab, click **Specify SMTP server manually** and fill in the required information.



4.4.2 For Xerox EIP 3.7

Disable settings

1. Log in as an admin to the device Web UI.
2. Click **System** in the left pane.
3. Click the **Defaults and Policies** icon in the right pane. A pop-up with the same name opens.
4. In the **Printer** section, click **Print Banner Pages**. A pop-up with the same name opens.

Print Banner Pages	
Print Banner Pages	Off
Set Banner Page Offset	<input type="range"/>
Paper Tray	Tray 1
Allow Print Driver to Override	<input type="range"/>
Detect Client Banner Pages	<input type="range"/>
<input type="button" value="Cancel"/> <input type="button" value="OK"/>	

5. Click **Print Banner Pages** and select *Off*.
6. Set **Allow Print Driver to Override** as deactivated.
7. Click **OK**, and then **Close** in the previous window.

Add SMTP settings

1. Log in as an admin to the device Web UI.
2. Click **Connectivity** in the left pane. The connectivity options become visible in the right pane.
3. Find and click **SMTP**. A pop-up with this name opens.

SMTP

SMTP	
Email Submission	<input checked="" type="checkbox"/> <input type="button" value="⋮"/>
Email Notification	<input checked="" type="checkbox"/> <input type="button" value="⋮"/>
Device Email	
<input type="text" value="device@myq.local"/>	
SMTP Server	
Server Address	10.14.4.72
Outgoing SMTP Port Number	1-65535 <input type="text" value="25"/>

4. Set a **Device Email**, a **Server Address**, and an **Outgoing SMTP Port Number**. The last one is standard 25.
5. If needed, set **Connection Security** and/or the **Outgoing SMTP** authentication for more security.
6. Click **OK**.

Login without a card setting

1. Log in as an admin to the device Web UI.
2. Click **Permissions** in the left pane.
3. Click the **Login/Logout Settings** icon. The settings become visible.
4. In the **Login Method** section find **Convenience**.
5. Click the **Select** or **Edit** button. A Convenience Login window opens.

Alternate Login

Allow users to log in without their card?

Yes

No

6. Set **Allow Users to login without a card** to **Yes**.
7. Click **OK**.

4.4.3 For Xerox EIP 4.0

Disable settings

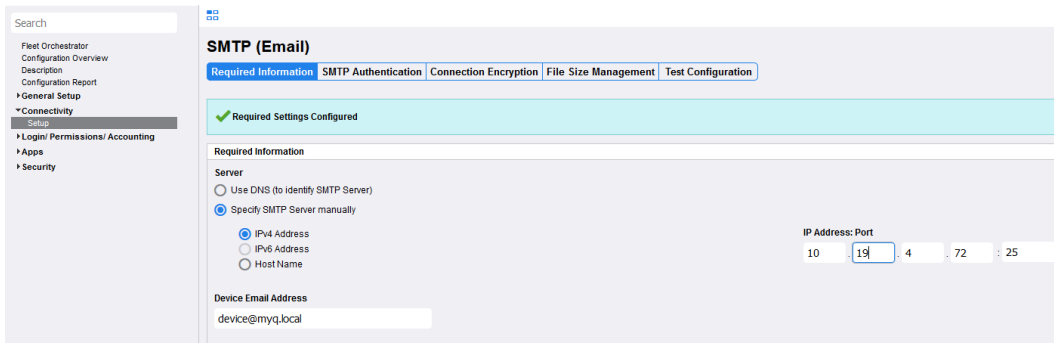
1. Login to the Web UI of the terminal as an admin.
2. Click **Properties**.
3. In the left pane click **Apps - Printing - General**.
4. In the right pane, in the **Banner Sheet** section, set both **Print Banner Sheets** and **Allow the Print Driver to Override** to **No**.

The screenshot shows the Xerox AltaLink C8030 Web UI. The top navigation bar includes Home, Jobs, Print, Scan, Address Book, and Properties. The left sidebar contains a search bar and a menu with categories like Fleet Orchestrator, Configuration Overview, Description, General Setup, Connectivity, Logins/Permissions/Accounting, Apps, and Printing. The main content area is titled 'Print Settings' and is divided into several sections: General, Held Job Policy (Active Queue), Delete Held Jobs After, and Banner Sheet. In the Banner Sheet section, the 'Print Banner Sheets' and 'Allow the Print Driver to Override' options are both set to 'No'.

Add SMTP settings

In order to make **Easy Scan - Email** work, you need to set an SMTP address for proper communication.

1. Log in as an admin
2. Click **Properties**.
3. In the left pane click **Connectivity - Setup**.
4. In the right pane, find **SMTP (Email)** in the **Protocol** section and click **Edit** at the end of the line. The settings pane opens.

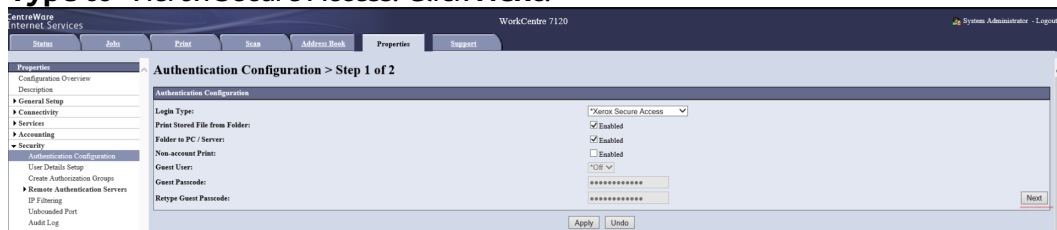


5. Fill out the information under the **Required information** and **SMTP Authentication** tab.
6. Click **Test Configuration**.
7. Type an email address, then click **Send email** to test your settings.
8. Click **Apply** to save the settings.

4.5 Configuration on Xerox EIP 3.0 or lower

For Xerox EIP 3.0 or lower, the following steps have to be done before proceeding to the remote installation of the terminal.

1. Open the device Web UI (Internet Explorer is recommended).
2. Go to **Properties, Security, Authentication Configuration** and set the **Login Type** to **Xerox Secure Access*. Click **Next**.



3. In Step 2 of **Authentication Configuration**, click **Configure** next to **Device Access**.



4. Set *Locked* in all the pathways (**Services Pathway, Job Status Pathway, Machine Status Pathway**) and click **Apply**.



5. Proceed with the remote installation of the terminal.

4.6 Troubleshooting

Depending on the device model, **Accounting methods** may not be correctly configured during the remote setup. In case of issues, check the below settings in the device Web UI:

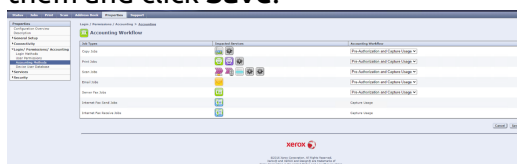
For Xerox EIP 3.5:

In the device Web UI, go to **Properties > Login/Permissions/Accounting > Accounting methods**.

- Make sure that the **Method** is set to *Network Accounting*. If not, change it and click **Save**.



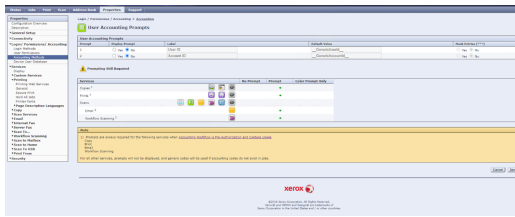
- Under **Accounting Workflow**, make sure that **Copy jobs**, **Print jobs**, **Scan jobs**, and **Email jobs** are set to *Pre-Authorization and Capture Usage*. If not, change them and click **Save**.



- Under **Job Limits Server**, type the **Server URL** in the following format:
https://myqServerIpAddress:port/soap/job-limits
Replace *myqServerIpAddress* and *port* with the real values that correspond to the MyQ server IP address and the Terminal Package port.



- Under **User Accounting Prompts**, make sure that the **Display Prompt** options for **User ID** and **Account ID** are set to *No*. If not, change them and click **Save**.



For Xerox EIP 3.7:

In the device Web UI, go to **Permissions > Accounting methods > Network**.

- Under **Limits**, type the **Server URL** in the following format:
https://myqServerIpAddress:port/soap/job-limits
Replace *myqServerIpAddress* and *port* with the real values that correspond to the MyQ server IP address and the Terminal Package port.
- Under **What to limit**, make sure that **Copies, Prints, Scans, and Emails** are enabled. If not, enable them and click **OK**.

Limits

Limits Server

Server URL*

https://myqServerIpAddress:port/soap/job-limits

Timeout (10–180 Seconds)

30

What to Limit

Copies	<input checked="" type="checkbox"/> <input type="checkbox"/>
Prints	<input checked="" type="checkbox"/> <input type="checkbox"/>
Scans	<input checked="" type="checkbox"/> <input type="checkbox"/>
Emails	<input checked="" type="checkbox"/> <input type="checkbox"/>

- Under **Tracking information**, make sure that **Ask User ID** and **Ask Account ID** are disabled. If not, disable them and click **OK**.

Tracking Information

User ID	
Default Label	<input type="text" value="UserID"/>
Default Value	<input type="text"/>
Ask Users	<input type="checkbox"/>

Account ID	
Default Label	<input type="text" value="AccountID"/>
Default Value	<input type="text"/>
Ask Users	<input type="checkbox"/>

For Xerox EIP 4.0:

In the device Web UI, go to **Properties > Login/Permissions/Accounting > Accounting methods**.

- Make sure that the **Method** is set to *Network Accounting*. If not, change it and click **Save**.



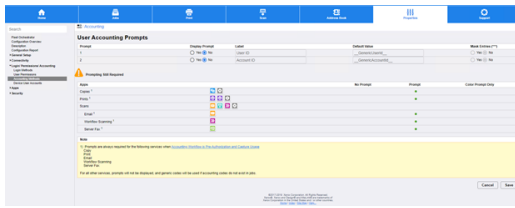
- Under **Accounting Workflow**, make sure that **Copy jobs**, **Print jobs**, **Scan jobs**, and **Email jobs** are set to *Pre-Authorization and Capture Usage*. If not, change them and click **Save**.



- Under **Job Limits Server**, type the **Server URL** in the following format:
`https://myqServerIpAddress:port/soap/job-limits`
 Replace *myqServerIpAddress* and *port* with the real values that correspond to the MyQ server IP address and the Terminal Package port.

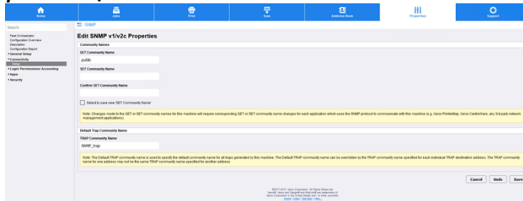


- Under **User Accounting Prompts**, make sure that the **Display Prompt** options for **User ID** and **Account ID** are set to *No*. If not, change them and click **Save**.



Go to **Properties > Connectivity > Setup > SNMP > Edit SNMP v1/v2c Properties**.

- Under **SET Community Name** and **Confirm SET Community Name**, type *private*, and click **Save**.



Sometimes after a device factory reset, this setting is changed, the remote setup is failing, and the device configuration isn't changed. After setting SNMP here, the remote setup should configure the device correctly.

4.7 Changing login methods

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

You can choose between two types of login: simple login and two-step authentication. With the simple login option, you can select up to three methods of login, and with the two-step authentication, you can select a combination of the login methods. On Xerox embedded terminals, it is not possible to use login by PIN and login by Username + Password at the same time. If both login methods are set, PIN login method is possible to use.

To change the login type:

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

4.8 Selecting languages

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

The default language:

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

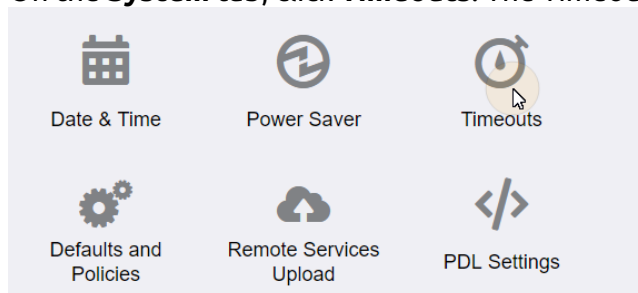
The user's language:

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

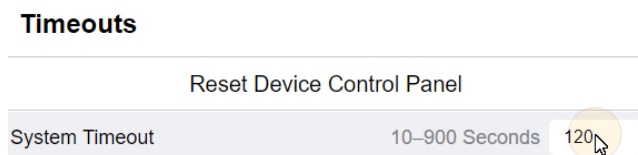
4.9 Setting idle logout on Xerox EIP 3.7

The idle logout period can be changed on the device Web UI. The time before the logout depends on the **Touch User Interface System Timeout** setting on the printing device's web user interface. Every touch of the device touch panel display prolongs this timeout.

1. Log on to the printing device's web user interface as an administrator.
2. On the **System** tab, click **Timeouts**. The Timeouts dialog box opens.

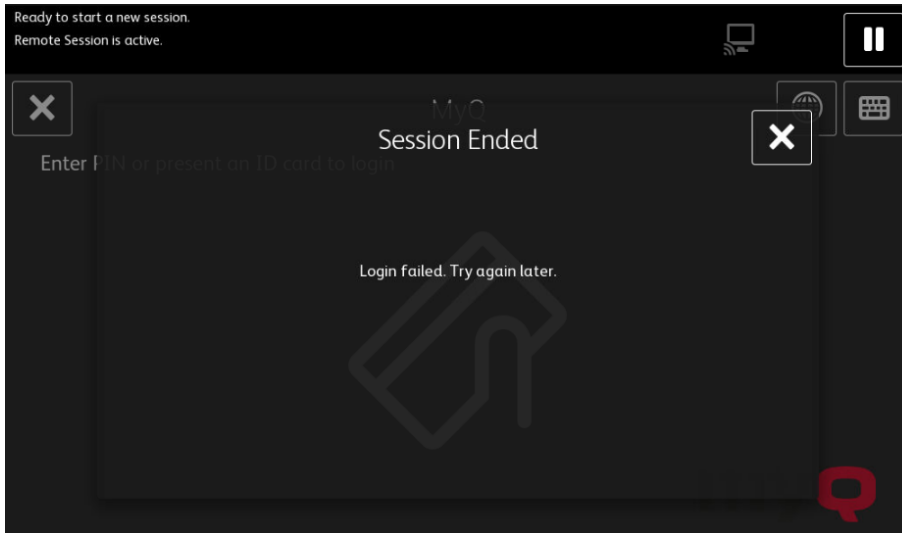


3. Under **Reset Device Control Panel**, set **System Timeout** to the preferred value (between 10 and 900 seconds), and click **OK**.



5 Licenses

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



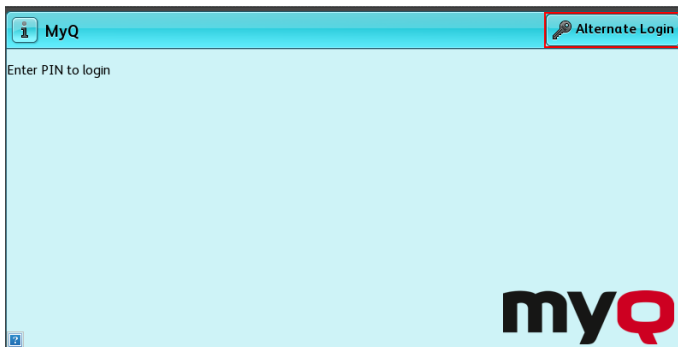
To regain access to the terminal, you can add a new license or deactivate one of the currently activated terminals and then, reactivate the printing device on the MyQ Web administrator interface.

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

6 Logging in to the Embedded Terminal

To log in to a Xerox EIP 3.5 and Xerox EIP 3.0 or lower terminal, users can either swipe their ID card at the card reader or tap the **Alternate Login** button at the top-right corner of the terminal screen. Depending on the login method selected in the configuration profile, they can either type their PIN or username and password to login.

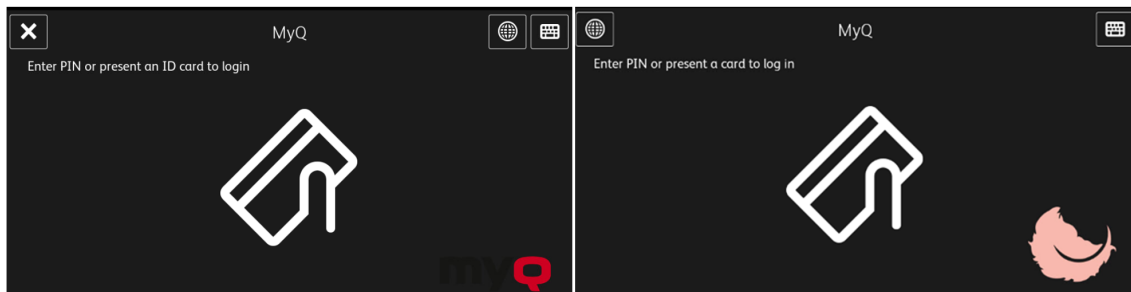
If both login methods are set on the configuration profile on the MyQ web UI, only the PIN option is displayed on the terminal.



To log in to a Xerox EIP 3.7 or a Xerox EIP 4.0 terminal, users can either swipe their ID card at the card reader or tap the keyboard button at the top-right corner of the terminal screen and enter their credentials.

MyQ Login screen on Xerox EIP 3.7

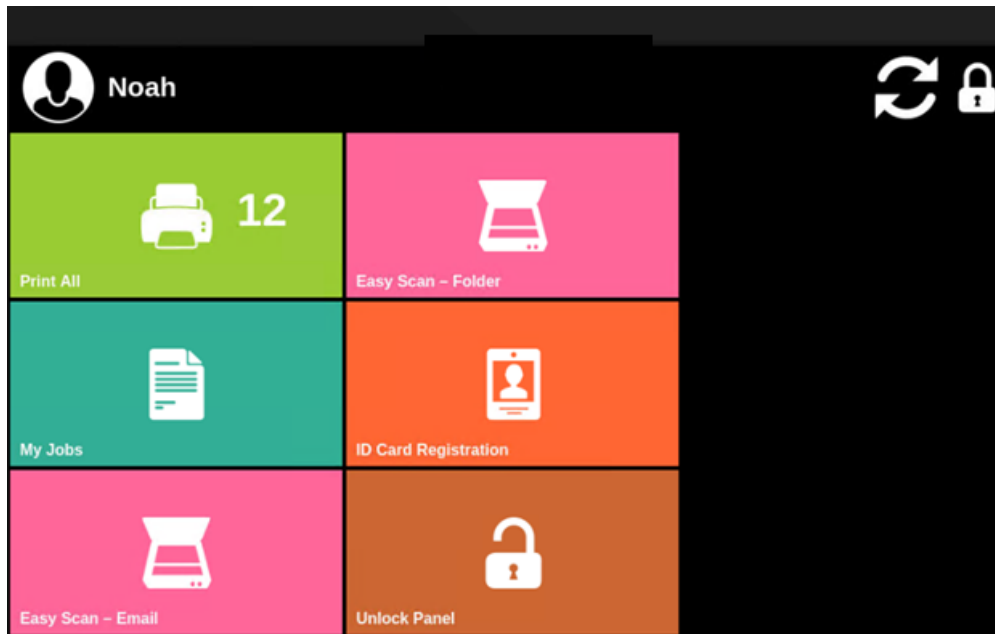
MyQ Login screen on Xerox EIP 4.0



Once logged in, the users are redirected to the MyQ screen of the MyQ embedded terminal, where they can access all the embedded terminal features.

7 Terminal Actions

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



The action nodes correspond to buttons on the printing device display. On the MyQ Web administrator interface, you can configure the layout of the display screen, as well as the behavior of each button. Therefore, you are free to choose any combination of available actions and their positions on the screen. The layout is displayed on a WYSIWYG (*What You See Is What You Get*) terminal preview and can be configured there.

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

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

7.1 Available terminal action nodes

The available terminal action nodes are:

- Print all
- My Jobs
- Easy Scan
- Unlock
- ID Card Registration
- Recharge Credit

- Folder

7.1.1 Print all

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

Print all jobs after logging in (only available on Xerox EIP 3.0 or lower)

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

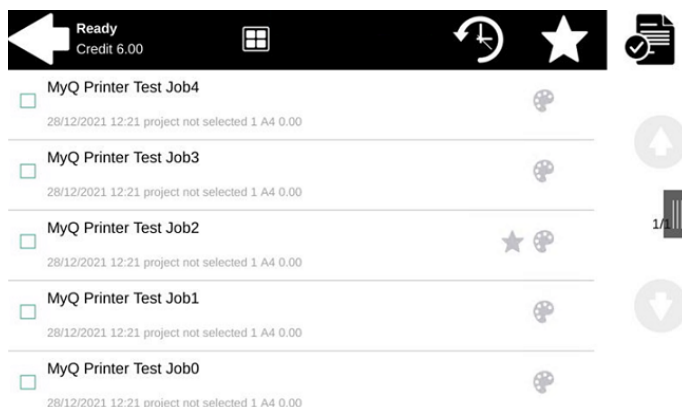
Even if the **Print all jobs after logging in** option is selected on the server, users can disable the feature on the embedded terminal before they log in. This way, each user can individually decide if they want to print the jobs automatically or manually via the **Print all** button.

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

7.1.2 My Jobs

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

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



Managing jobs on the My Jobs screen

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



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

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

7.1.3 Easy Scan

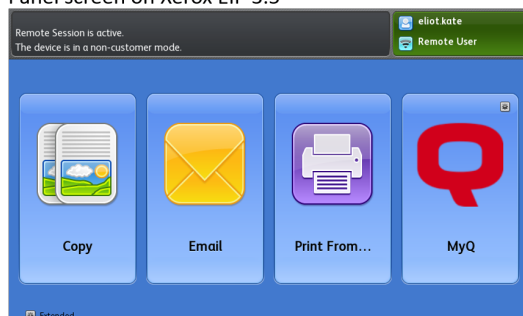
Scanning by a single touch. After the user taps this action, the page is immediately scanned to a predefined destination. You can define multiple destinations where the scanned document is sent to, and set scan parameters in MyQ.

For more details, check Easy Scan settings.

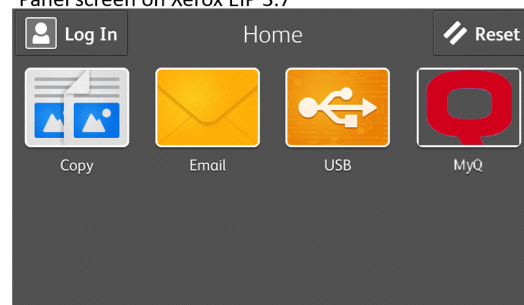
7.1.4 Unlock

Unlocks the Panel screen of the printing device. On the panel, you can access the **Copy, Email (Panel Scan)**, and other features, depending on the printing device.

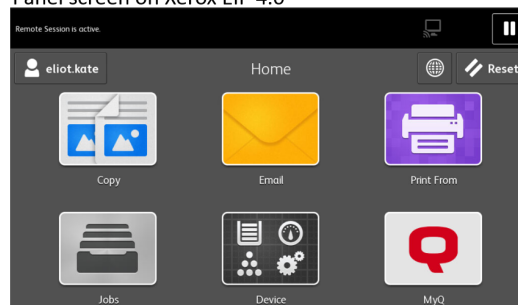
Panel screen on Xerox EIP 3.5



Panel screen on Xerox EIP 3.7



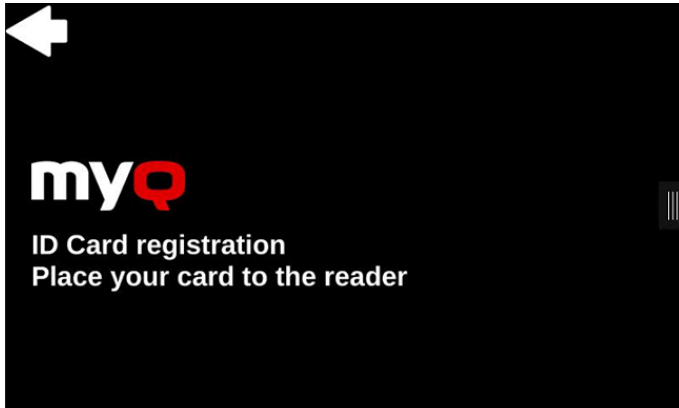
Panel screen on Xerox EIP 4.0



To return to the MyQ screen, tap the MyQ button on the panel screen.

7.1.5 ID Card Registration

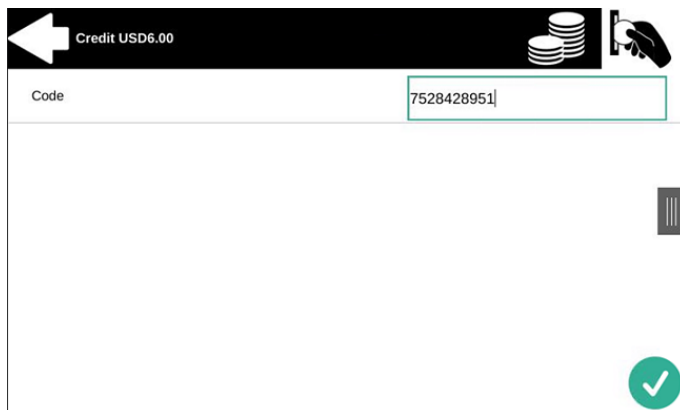
After tapping this action, the ID Card registration screen opens and the logged user can register their card by swiping it at the card reader.



7.1.6 Recharge Credit

This action enables recharging credit on the terminal.

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



7.1.7 Folder

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

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

7.1.8 Default terminal actions

The default terminal actions are:

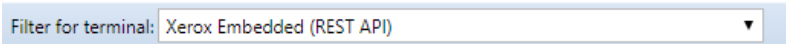
- Print All
- My Jobs
- Easy Scan — E-mail
- Easy Scan — Folder
- Unlock
- ID Card Registration

7.2 Terminal actions management

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



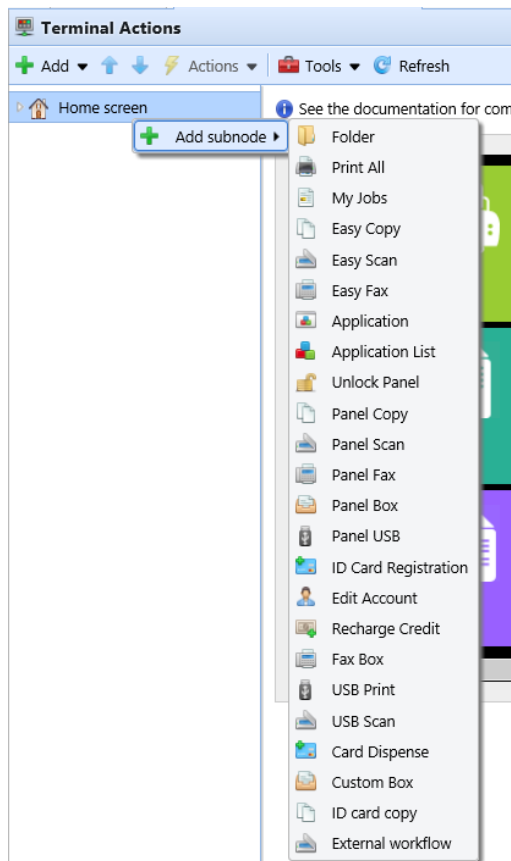
You can filter the action nodes available on a particular terminal type by selecting the type on the **Filter for terminal** drop-down. Unavailable nodes are crossed out and are not displayed on the terminal screen preview.



7.2.1 Adding new action nodes on the list of actions

To add a new terminal action node:

1. Right-click on **Home Screen**, and point to **Add sub-node** in the shortcut menu. Another sub-menu with a list of available action nodes opens to the right.
2. On the sub-menu, select the new action node. The new action node properties panel opens on the right side of the screen.

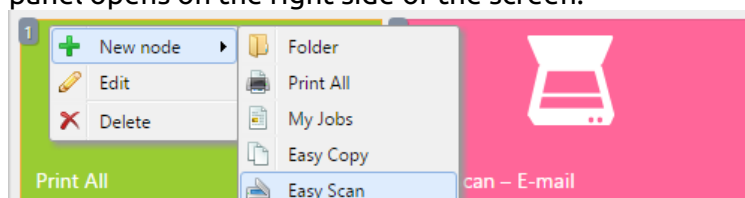


3. On the properties panel, you can rename and edit the node. For information about editing options, see [Editing action nodes](#). Once you save your changes, the new action node is displayed on the action nodes list and on the terminal screen preview.

7.2.2 Adding new action nodes on the terminal screen preview

To add a new terminal action node:

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



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

7.2.3 Editing terminal action nodes

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

General tab

The screenshot shows a window titled 'Print All' with a close button in the top right corner. The 'General' tab is selected. The settings are as follows:

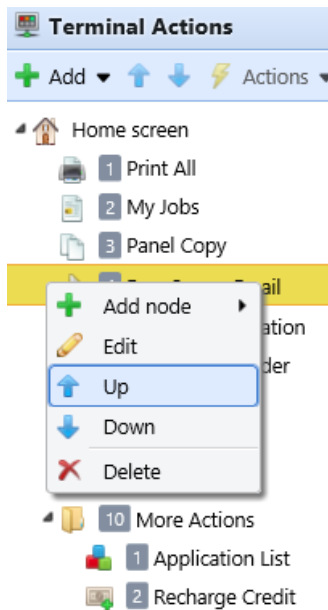
- Enabled:** A toggle switch is currently turned on (green).
- Title:** A text input field containing 'en'.
- Printers:** A dropdown menu showing 'All printers'.
- Rights:** A dropdown menu showing 'All users'.
- Style:** A dropdown menu showing 'Print All'.

At the bottom of the panel are two buttons: a green 'Save' button with a checkmark icon and a blue 'Cancel' button with a red 'X' icon.

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

7.2.4 Changing the action nodes layout

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



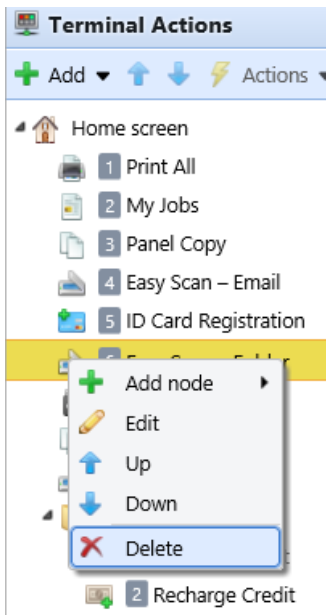
If there are more than ten action nodes defined on the home screen or in any folder, move the scroll bar at the bottom of the preview screen to view the additional action nodes.

7.2.5 Deleting action nodes

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

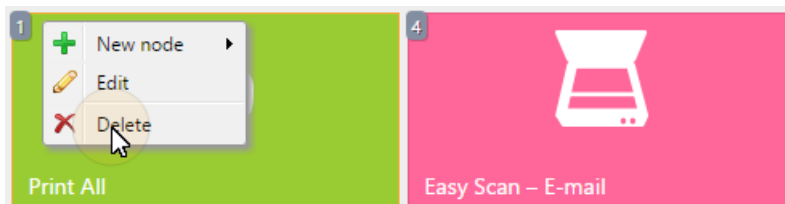
Deleting action nodes from the home screen list

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



Deleting action nodes from the terminal screen preview

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



Restoring the original layout

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

7.3 Easy Scan settings

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

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

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

7.3.1 Easy Scan destinations

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

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

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

General section

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

Parameters section

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

Shared Parameters

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

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

Unique Parameters

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

Scan to FTP

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

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 section:

- Type: * FTP (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%
- Title: FTP (text input field)
- Attach metadata file: *

Parameters section:

- Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%
- Server: * 10.1.3.126 (text input field)
- Port: * 21 (text input field)
- Use SSL: *
- User: * user (text input field)
- Password: * (password input field)
- Destination folder: */%username% (text input field)
- Test button (with a key icon)

Advanced section:

- Advanced Expand (dropdown menu)

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

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

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

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

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

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

Scan to a Fax Server

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

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

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

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

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

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

Scan to User's scan storage

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

Destination

General

Type: * User's scan storage ▼

Filename template: * %username%_%scanId%

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

Title:

Attach metadata file: *

Parameters

Connect as: * MyQ Print Server service

Make the user doing the scan the owner of the file

User doing the scan

Other user

Advanced Expand

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

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

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

Scan to User's email

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

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

Scan to Email

Scans are sent to the email address specified here.

Destination

General

Type: * Email

Filename template: * %username%_%scanId%

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

Title:

Attach metadata file: *

Parameters

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

Recipient: *

Copy:

Blind copy:

Subject:

Message:

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

Advanced Expand

Save Cancel

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

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

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

Scan to Folder

Scans are sent to the folder specified here.

Destination

General

Type: * Folder

Filename template: * %username%_%scanId%

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

Title:

Attach metadata file: *

Parameters

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

Destination folder: *

Connect as: * MyQ Print Server service

Make the user doing the scan the owner of the file

User doing the scan

Other user

Advanced Expand

Save Cancel

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

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

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

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

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

Scan to Secured link

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

Destination

General

Type: * Secured link

Filename template: * %username%_%scanId%

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

Title:

Attach metadata file: *

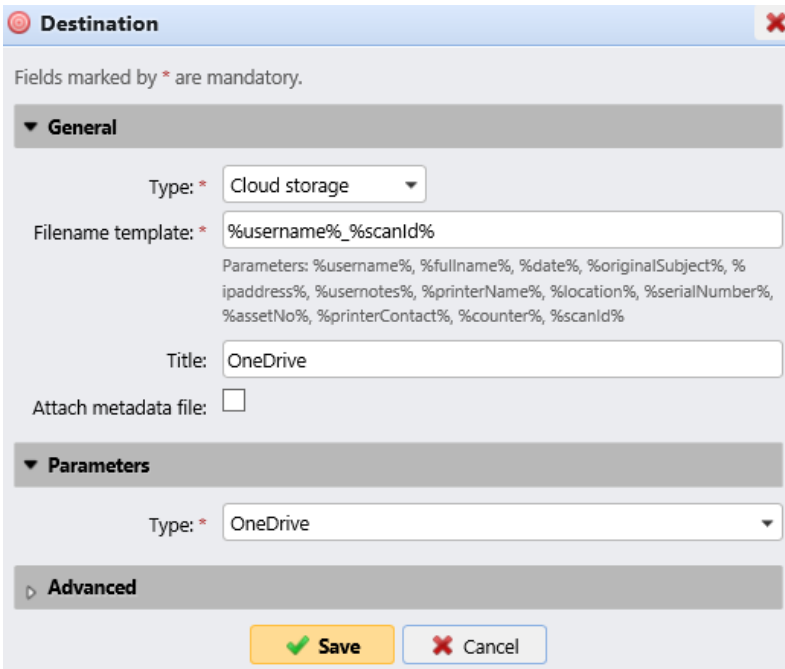
Advanced Expand

Save Cancel

Scan to OneDrive

To enable scanning to OneDrive:

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



Destination

Fields marked by * are mandatory.

General

Type: * Cloud storage

Filename template: * %username%_%scanId%

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

Title: OneDrive

Attach metadata file:

Parameters


Type: * OneDrive

Advanced

Save Cancel

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

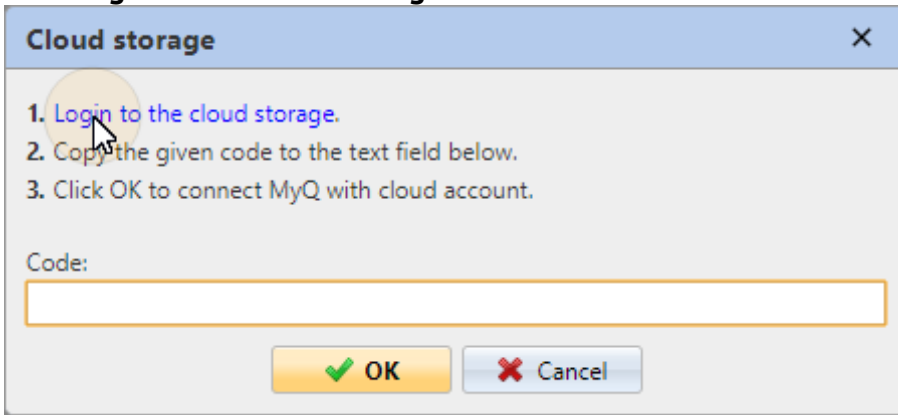
- There is at least one **Easy Scan** terminal action with this destination.
- The user has rights to see the **Easy Scan** button or is connected to cloud drive.

Cloud storage		
Type	Status	Action
 OneDrive	Connected	Disconnect

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

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

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



Cloud storage

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

Code:

OK Cancel

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

Scan to OneDrive for Business

The feature has to be enabled in three steps:

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

Setting up MyQ access to Azure AD

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

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

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

Register an application

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

OneDrive Business Demo ✓

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

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

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

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

[Help me choose...](#)

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

Web ✓

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

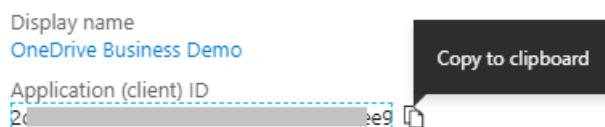
Register

7. Click **Register**.

8. Set the permissions:

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

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



10. On the preview screen, click **Certificates and secrets**, and complete the following steps:

Add a client secret ×

Description

Expires ▼

Start

End

Recommended: 180 days (6 months)

90 days (3 months)

365 days (12 months)

545 days (18 months)

730 days (24 months)

Custom

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

Create and set the OneDrive for Business destination

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

Destination ×

General

Type:

Filename template:

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

Title:

Attach metadata file:

Parameters

Type:

Advanced Expand

Connect a user's MyQ account to OneDrive for Business

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

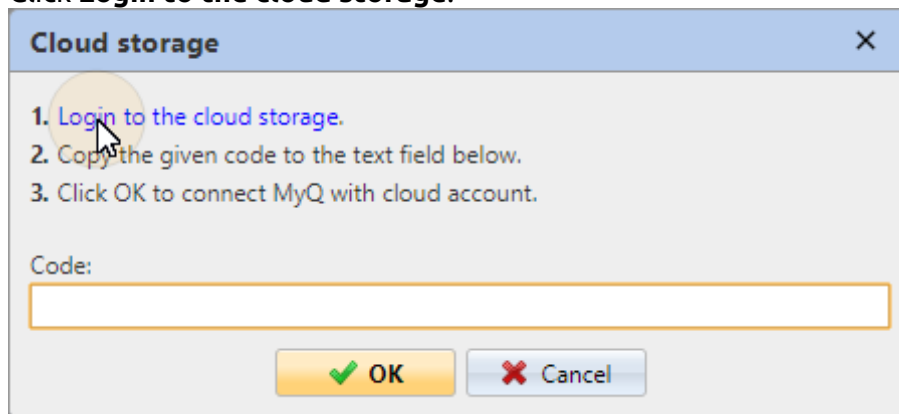
- There is at least one **Easy Scan** terminal action with this destination.
- The user has rights to see the **Easy Scan** button or is connected to cloud drive.

Cloud storage		
Type	Status	Action
OneDrive Business	Connected	Disconnect

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

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

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



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

Scan to Google Drive

To enable scanning to Google Drive:

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

Destination

General

Type: * Cloud storage

Filename template: * %username%_%scanId%

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

Title: Google Drive

Attach metadata file: *

Parameters

Type: * Google Drive

Advanced Expand

Save Cancel

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

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

Cloud storage		
Type	Status	Action
Google Drive	Connected	Disconnect

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

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

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

Cloud storage

1. Login to the cloud storage.

2. Copy the given code to the text field below.

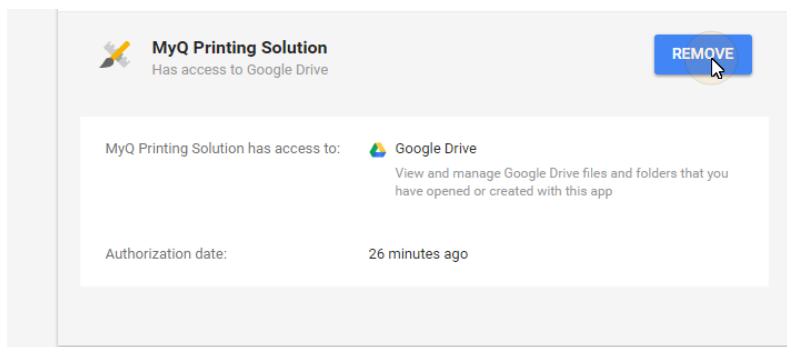
3. Click OK to connect MyQ with cloud account.

Code:

OK Cancel

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

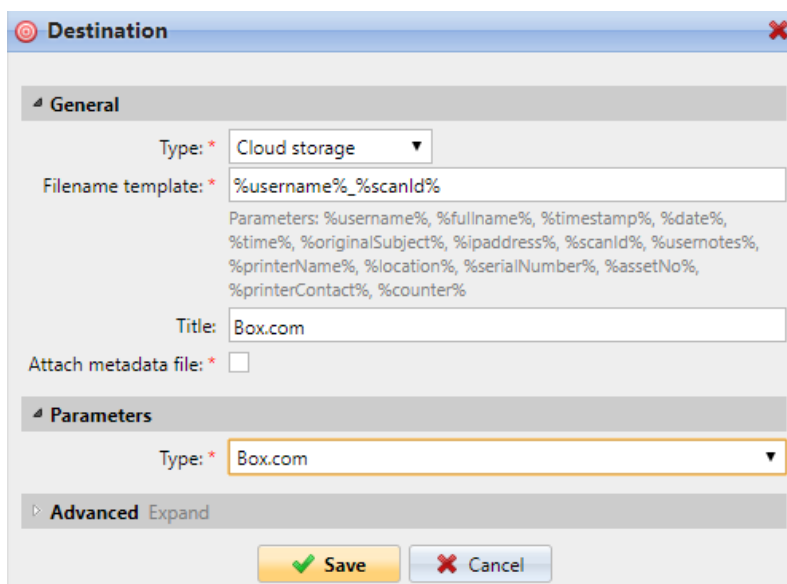
A single Google user account can be connected to only one server at a time. If the user wants to connect the account to another server, they need to remove **MyQ Printing Solution** from the connected applications. This can be done on the **Apps with access to your account tab** under **My Account/Sign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



Scan to Box.com

To enable scanning to Box.com:

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



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

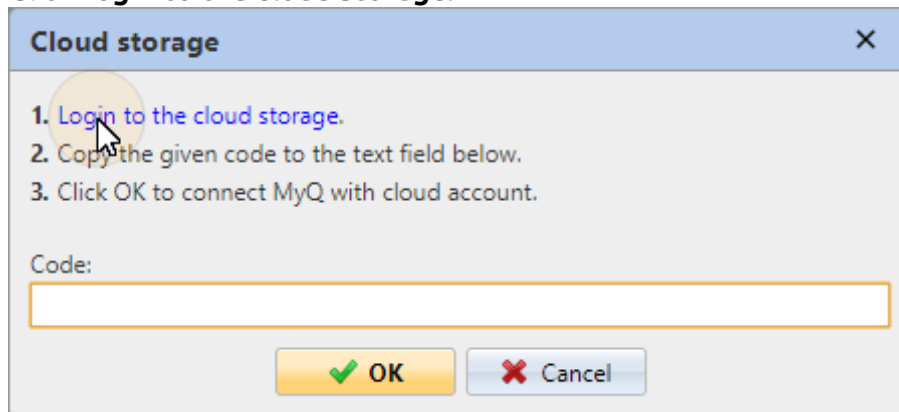
1. There is at least one **Easy Scan** terminal action with this destination.
2. The user has rights to see the **Easy Scan** button or is connected to cloud drive.

Cloud storage		
Type	Status	Action
box Box.com	Connected	Disconnect

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

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

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



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

Scan to Dropbox

To enable scanning to Dropbox:

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

Destination

General

Type: * Cloud storage

Filename template: * %username%_%scanId%

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

Title: Dropbox

Attach metadata file: *

Parameters

Type: * Dropbox

Advanced Expand

Save Cancel

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

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

Cloud storage		
Type	Status	Action
Dropbox	Connected	Disconnect

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

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

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

Cloud storage

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

Code:

OK Cancel

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

Scan to SharePoint Online

The feature has to be enabled in three steps:

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

Enabling access to SharePoint

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

Register the MyQ app in SharePoint

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

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

Client Id:
ci

Client Secret:
h

Title:

App Domain:

 Example: "www.contoso.com"

Redirect URI:

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



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

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

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

App Id:

9[REDACTED]9C

App Id:

9[REDACTED]9C

Title:

MyQ

App Domain:

helper.myq.cz
Example: "www.contoso.com"

Redirect URL:

https://helper.myq.cz/
Example: "https://www.contoso.com/default.aspx"

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

Permission Request XML:

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

Create Cancel


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

Do you trust MyQ?

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

Let it share its permissions with other users.

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



Trust It Cancel

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

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

Enabling access to SharePoint for MyQ Server 10.1+

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

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

1. Go to <https://portal.azure.com/> and log in with your global admin user account.
2. In the Azure dashboard, in the left navigation pane, click **Azure Active Directory** and on the left menu, click **App registrations**.

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

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

Home > App registrations >

Register an application

*** Name**

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

My SharePoint Application ✓

Supported account types

Who can use this application or access this API?

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

[Help me choose...](#)

Redirect URI (optional)

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

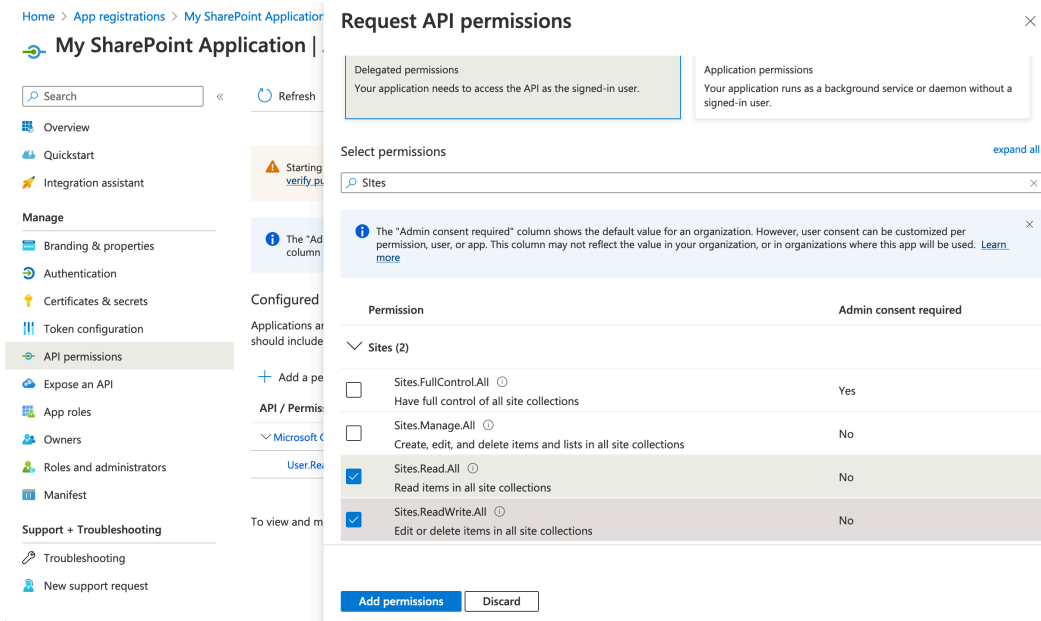
Web ✓ `https://helper.myq.cz/` ✓

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

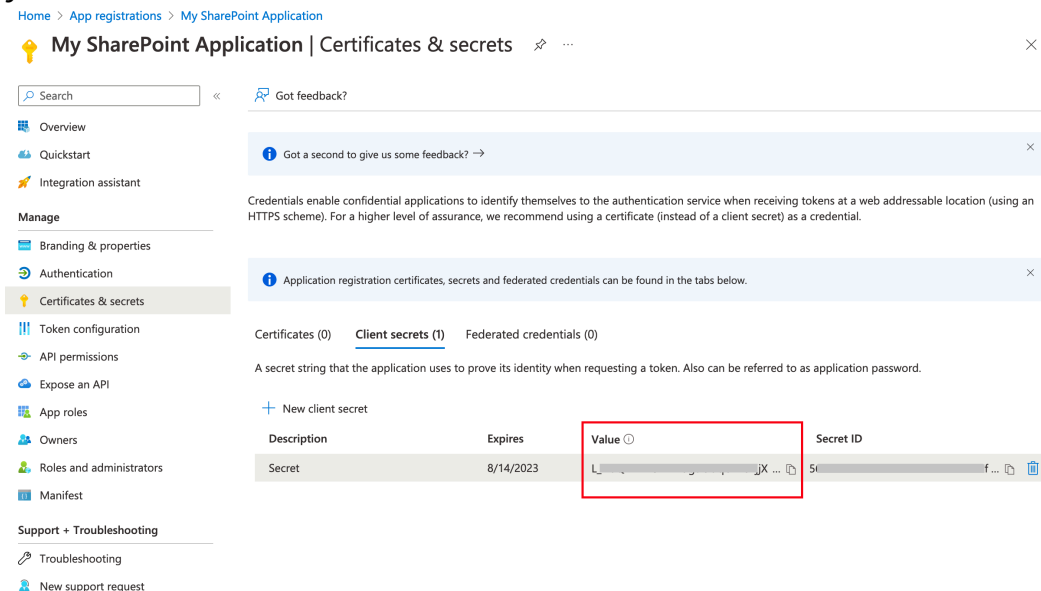
By proceeding, you agree to the [Microsoft Platform Policies](#)

Register

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



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



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

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

Create and set the SharePoint Online destination

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

Connect a user's MyQ account to SharePoint Online

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

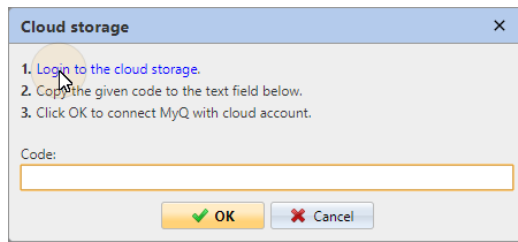
- There is at least one **Easy Scan** terminal action with this destination.
- The user has rights to see the **Easy Scan** button or is connected to cloud drive.

Cloud storage		
Type	Status	Action
SharePoint Online	Connected	Disconnect

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

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

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



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

Scan to Amazon S3

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

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

Setting up a bucket on the Amazon S3 console

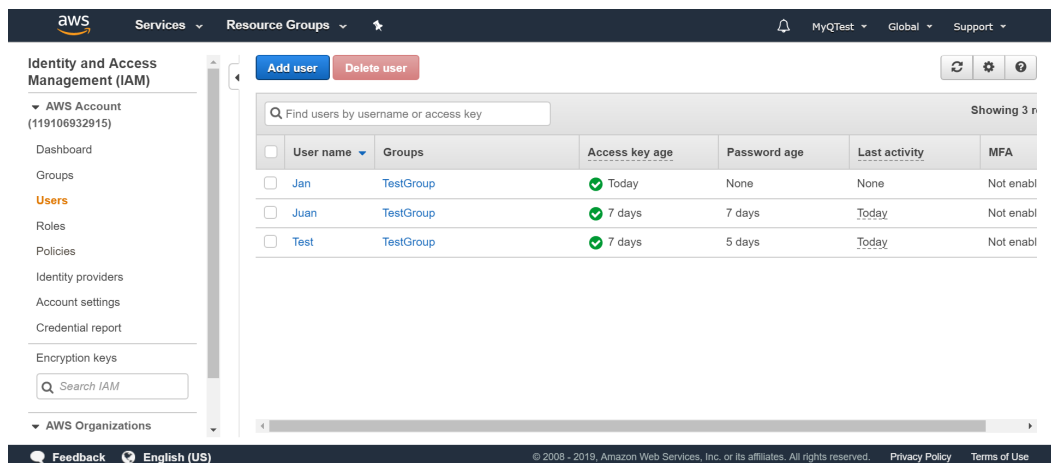
You need an Amazon account to create a bucket to store the scans in. MyQ does not require any specific settings for scanning to an S3 bucket.

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

Create a user in Amazon S3

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

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

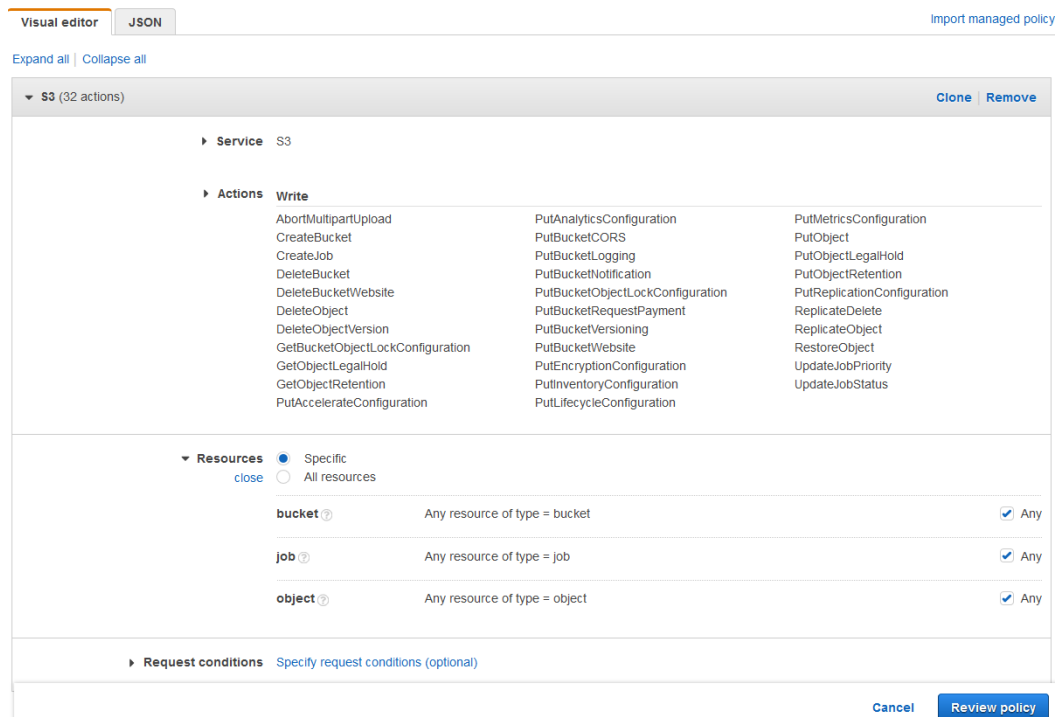


4. Follow the instructions to create the user.
5. Copy and save the **Client ID** and the **Access Key ID** of the created user, as you need them in the following steps.

Give user access rights to the bucket

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

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



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

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

Setup a connection between MyQ and Amazon S3

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

Create and set the Amazon S3 destination

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

Destination

General

Type: * Cloud storage

Filename template: * %username%_%scanId%

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

Title:

Attach metadata file: *

Parameters

Type: * Amazon S3

Bucket: *

Region: *

Folder path:

Advanced Expand

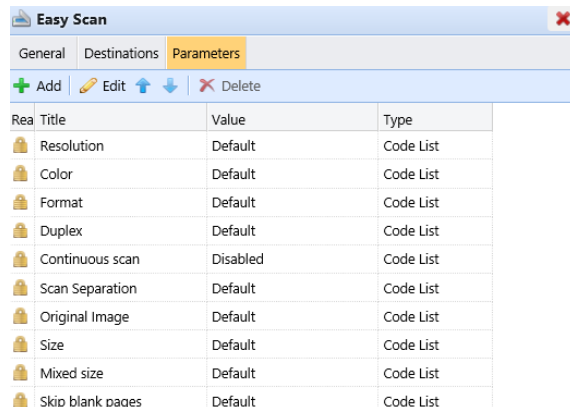
Save Cancel

7.3.2 Easy Scan Parameters

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

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

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



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

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

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




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

Predefined Parameters

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

- **Resolution** - The outgoing file's resolution. You can select from the following options:
 - 100 dpi
 - 200 dpi
 - 300 dpi
 - 400 dpi
 - 600 dpi
 - 1200 dpi
 - Default
- **Color** - The outgoing file's color scale. You can select from the following options:
 - Color
 - Grayscale
 - B&W (two tones)
 - Automatic
 - Default
- **Format** - The outgoing file's format. You can select from the following options:
 - PDF
 - JPEG
 - TIFF
 - XPS
 - Default

 The combination JPEG with color Automatic or B&W is not valid. Just as TIFF with Automatic. The terminal will sent a PDF in case an invalid parameter combination is used.

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

- **Original Image** - Determines the way in which the printing device is going to process the scanned page.

You can select from the following options:

- Text + Photo
- Photo
- Text
- Default

7.4 Easy Scan to OCR

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



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

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

To set up the OCR feature:


- Create an OCR profile: Go to **MyQ, Settings, Scanning & OCR**. In the **OCR** section, click **Add** next to **Profiles** and enter the profile name.

▼ OCR




Enabled:

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

MyQ OCR Server

OCR working folder: * %app%\OCR 


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

Profiles:  Add  Edit 

Name
OCRDOC
OCRPDF
OCRTEXT

Profiles are available in the Easy Scan terminal action

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

Parameter 

Title: Format

Type: Code book ▼

Code Book: Format ▼

Default value: PDF ▼

Required: PDF

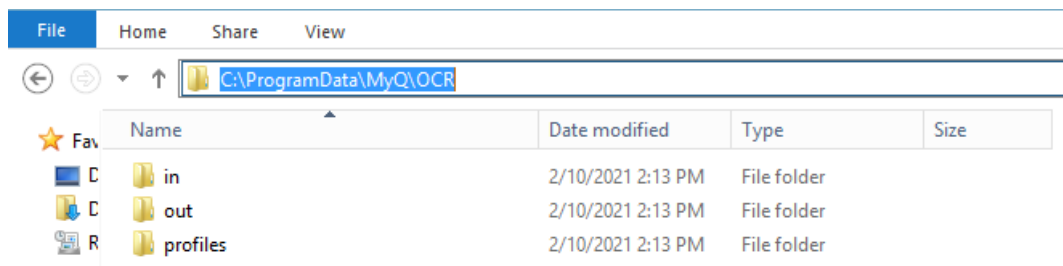
Prohibit change of value: JPEG, TIFF, XPS, HCPDF, Machine default

▶ **Advanced** Expand

OCRPDF
 OCRTEXT
 OCRDOC

In the **OCR working folder** field, you can change the folder where the scanned data are sent. However, it is not recommended to change the default folder (C:\ProgramData\MyQ\OCR).

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



To enable users to select the appropriate OCR folder on the embedded terminal:

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

7.4.1 OCR Processing

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

MyQ listens to the *out* folder, sends the converted file to the destinations defined on the **Destinations** tab and deletes it from the folder.

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

8 Scan to Me

MyQ is able to automatically send scanned documents to a specified folder or email belonging to the scanning user, with the **Scan to Me** feature.

With the feature enabled, MyQ serves as an email server — it receives a scanned job from printing devices via the SMTP protocol, detects the device where the job is sent from, finds the user that is currently logged on the device, and sends the job to their folder or email (depends on the user's settings).

First, you need to set up the feature on the MyQ server and on the printing device to enable the MyQ users to use all of the scanning options. After that, you need to provide the users with receiver email addresses, where they can direct the scanned documents.

8.1 Setting up Scan to Me

The setup of the **Scan to Me** feature consists of the following consecutive steps:

- Enable and set up scanning on the MyQ server.
- Set SMTP on the printing device.
- Set the destinations for the MyQ users on the MyQ server.

8.1.1 Enable and set up scanning on the MyQ server

- **Enable scanning** on the **Scanning & OCR** settings tab, under **General**.
- You can also set the **Maximum email size** (in MB) and modify the **Subject** and **Message** of the email with the scanned document. As the **Sender** of the document, you can select either the email of the *logged user* or the *default sender* email set on the **Network** settings tab, under **Outgoing SMTP server**.

Scanning & OCR

Fields marked by * are mandatory.

General

Enable scanning:

Default settings of an email with scan

Maximum email size: * 2047 MB
If the email exceeds the maximum size, a secure link to the document will be sent.

Sender: * Logged user

Subject: * MyQ: scanned document
Parameters: %username%, %timestamp%, %originalSubject%, %originalBody%, %admin%

Message: **Scan in attachment** **Scan as a secured link**
 Hello,
 See the attachment for your scanned document.
 Your MyQ
 Please contact the administrator at %admin% in case of further requests
Parameters: %username%, %timestamp%, %originalSubject%, %originalBody%, %admin%

[Revert values](#)

8.1.2 Set SMTP on the printing device

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

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

- Go to the printer's web UI by accessing *http://*IP address of the printer*/*
- Provide your credentials, and click **Log In**.
- Go to **Properties > Connectivity > Setup > SMTP (email)**.
- Enter the MyQ server IP address or host name as **SMTP Server address**.
- Enter the **Device Email Address**.
- Click **OK**, and then click **Apply Setting Changes**.


8.1.3 Set the destinations for the MyQ users on the MyQ server

On the properties panel of each individual MyQ user, you can set the destinations for the three options of the feature:

1. Sending scans to the user's primary email.
2. Sending scans to other predefined emails.
3. Storing scans to the user's scan folder.

To provide a user with these options, set the appropriate fields on their properties panel according to the following table:

Option	Parameter	Value
Sending scans to the user's primary email	Email	User's primary email address
Sending scans to other predefined emails	User's scan storage	Any number of email addresses separated by commas (,)
Storing scans to the user's scan folder	User's scan storage	Folder where the document should be stored

 You can set the parameters when adding, importing or synchronizing the user and later change them in their account settings. For more information, see the *MyQ Print Server Guide*.

8.2 Using Scan to Me

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

Email addresses for Scan to Me

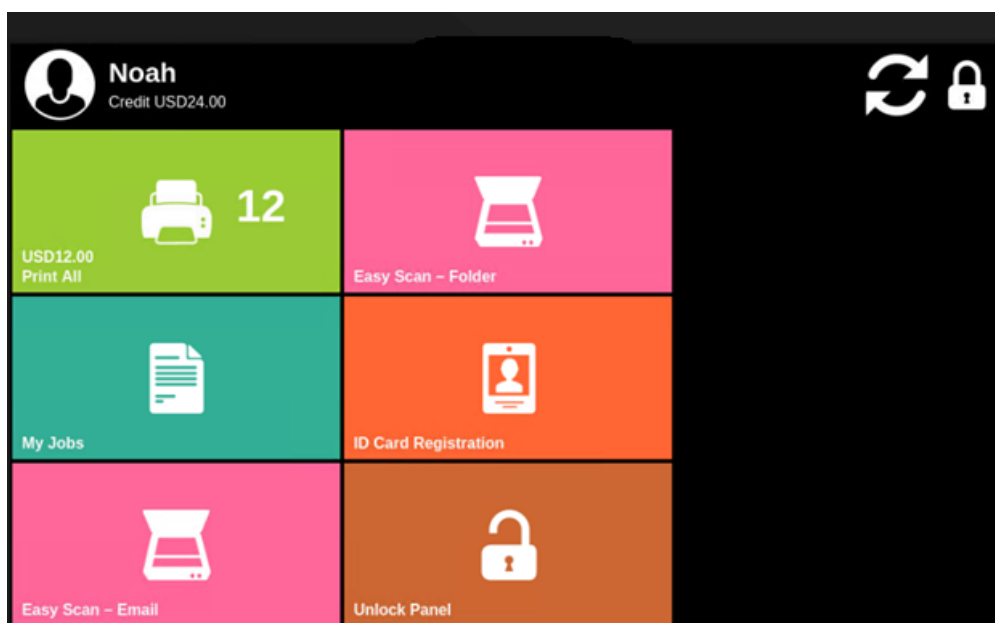
- **Sending scans to the user's primary email** - The scanned document is sent to the user email set in the email text box on the user properties panel. The receiver email address has to be *email@myq.local*.
- **Sending scans to other emails** - The scanned document is sent to all emails set in the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

Predefined list of the MyQ destinations on the printing device

You can define two shortcuts for using the addresses *email@myq.local* and *folder@myq.local* for **Scan to Me**. To do so, add them manually into your Address book. These shortcuts are then available if the user taps the **Scan and Send** action.

9 Credit

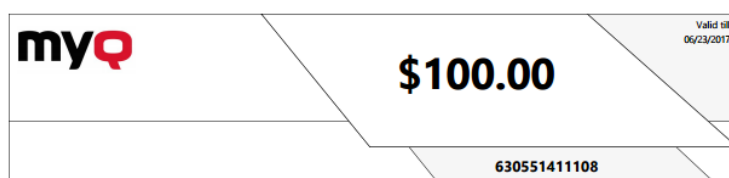
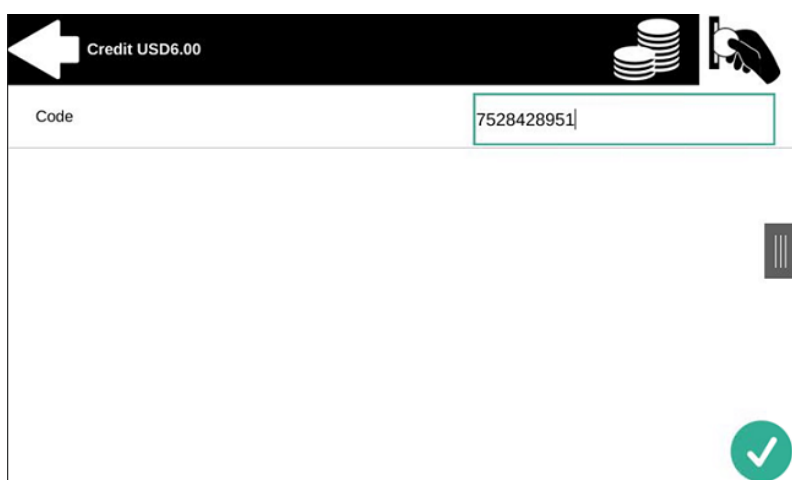
With credit accounting activated, users must have a sufficient amount of credit on their account to be allowed to print, copy and scan. On their home screen on the embedded terminal, they can view their remaining credit. If the **Recharge Credit** action is available on the terminal, users can recharge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



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

9.1 Recharging Credit

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



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

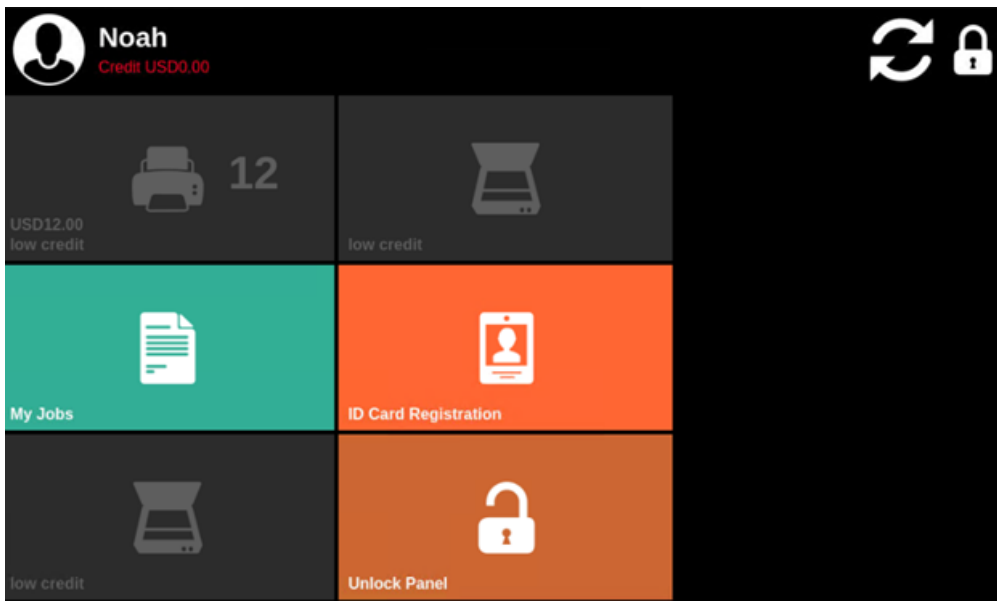
 A screenshot of the MyQ application interface showing a table titled "Prices per page A4". The table has columns for "1-sided" and "2-sided", each with sub-columns for "Black & White" and "Color". The rows represent "Print", "Copy", and "Scan" actions. The "Scan" row shows a price of 0 for all configurations.

	1-sided		2-sided	
	Black & White	Color	Black & White	Color
Print	1	3	1	3
Copy	1	3	1	3
Scan	0			

9.2 Using terminal actions with insufficient credit

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

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



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

The scan job is finished. After this, the credit turns below zero and the user cannot use any actions requiring credit.

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

If the user does not have enough credit for the total amount of pages they want to scan, the job is canceled and they are informed that they do not have enough resources for the operation.

Action taken when a user wants to start a copy job exceeding their credit

If the user does not have enough credit for the total amount of pages they want to copy, the job is canceled and they are informed that they do not have enough resources for the operation.

Print jobs with additional information from the job parser

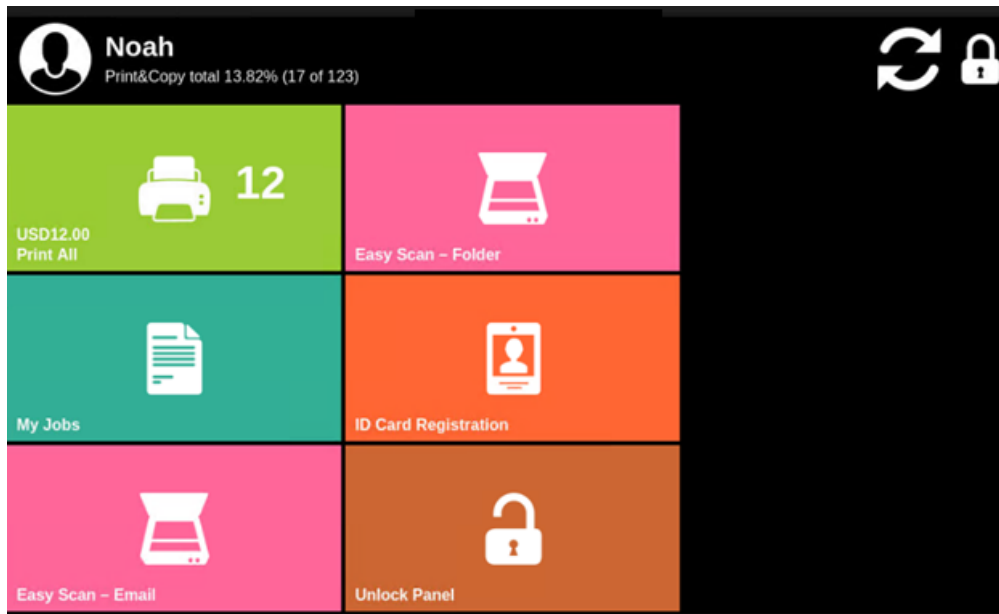
Print jobs received with the job parser activated, include additional information such as number of pages, color and price.



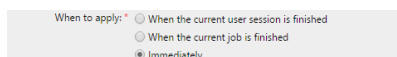
Priced jobs cannot be printed unless the users have a sufficient amount of credit. The users cannot use the **Print all** action when the overall price of all the priced print jobs is higher than their credit.

10 Quota

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



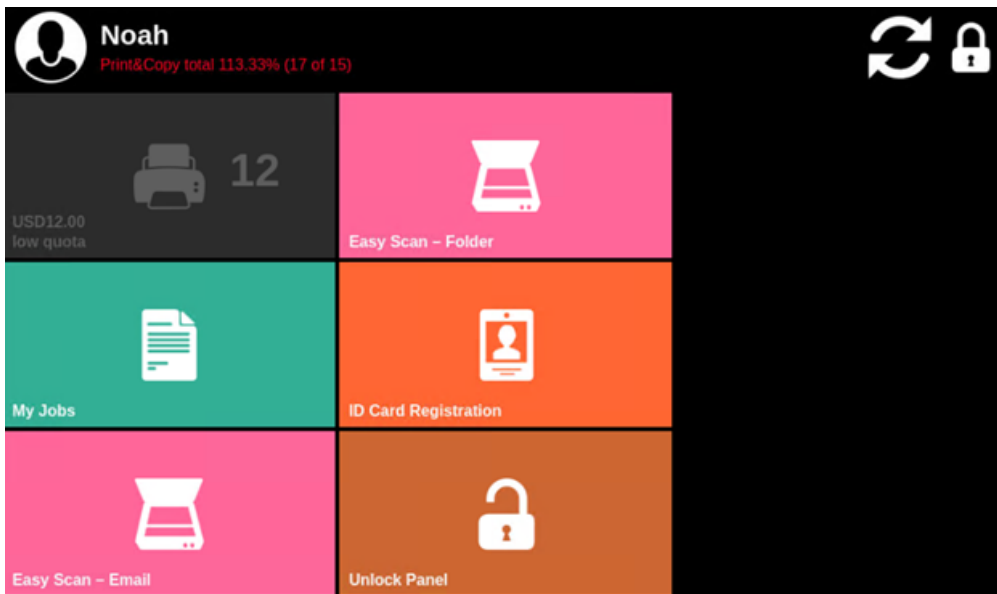
The embedded terminal's behavior depends on the quota settings in MyQ. When setting up **Quota** in the MyQ Web administrator interface, you can disable one or more operations after the quota is reached or exceeded:



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

For further information about setting quotas, see **Quota** in the *MyQ Print Server Guide*.

If a quota is reached or exceeded, the corresponding action appears dimmed on the terminal.



Action taken when a user reaches a copy quota with immediate application

If the copy job would exceed the quota, it is canceled and the user is informed that they do not have enough resources for the operation.

- If a job does not include additional information from the job parser, users can start it as long as no quotas disabling print are already reached, although it may be stopped half-way through.

Scan jobs are always finished before the action is taken.

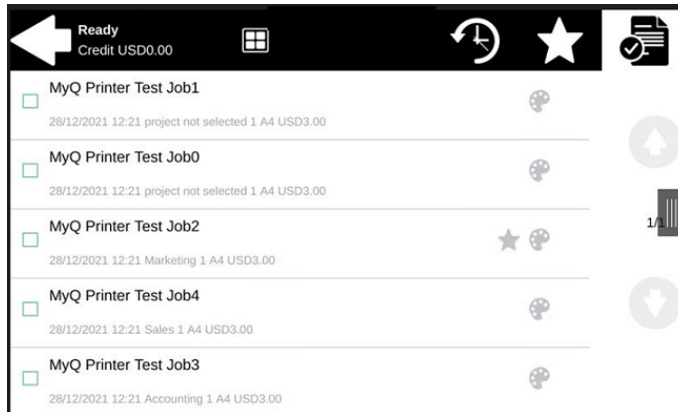
Print jobs with additional information from the job parser

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

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

11 Projects

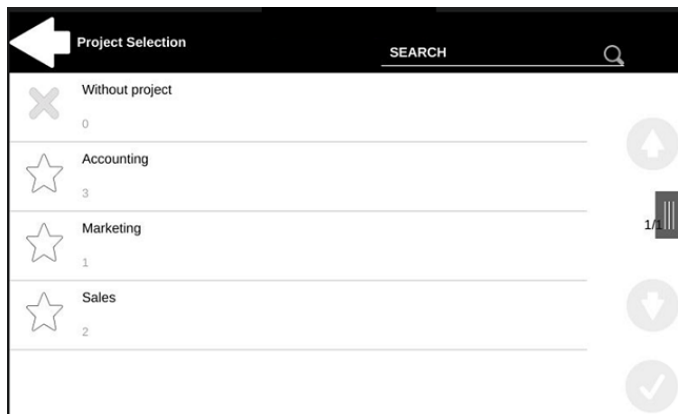
With the project accounting feature activated, users can assign projects to print, copy and scan jobs directly on the embedded terminal screen. Projects can also be assigned to print jobs in the MyQ Desktop Client pop-up window, on the MyQ Web administrator interface, or in the MyQ mobile application.



11.1 Assigning projects to print jobs

My Jobs

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



Jobs with projects assigned to them are immediately printed.

Print All

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

If there are any unassigned jobs, the user is redirected to the Project selection screen, immediately after tapping the **Print All** button. They have to select one of

the available projects (or the *Without project* option, if printing without project is allowed) to be allowed to print the jobs. The selected project (or the *Without project* option) is assigned only to unassigned jobs; all other jobs keep their previously assigned projects.

11.2 Assigning projects on the Panel Copy screen

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

11.3 Assigning projects on the Panel Scan screen

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


12 Update and Uninstallation

Updating the terminal

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

To update the Embedded terminal:

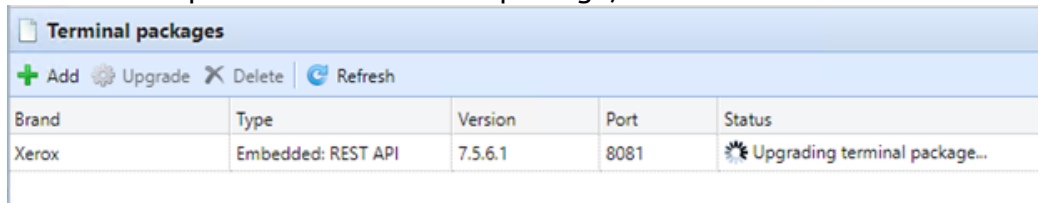
1. Open the **Printers** settings tab (**MyQ, Settings, Printers**)
2. On the tab under **Terminal packages**, **Delete** the old Embedded terminal package and **Add** the new one.
3. Open the **Printers** main tab (**MyQ, Printers**).
4. Re-activate all the devices.


-  To upgrade from version 6.2.0, you need to change two settings from the previous setup on the printing device's Web UI:
- Properties > Login/Permissions/Accounting > Accounting Methods > Validation Policies / Print Job Exceptions: set Enablement to Disable.
 - Properties > Login/Permissions/Accounting > Accounting Methods > Accounting Workflow : set Print Jobs to Pre- Authorization and Capture Usage.

To upgrade from versions older than 6.2.0, reset the printing device to its factory default state, and then do the full installation of the new version.

If you have MyQ Server 8.2 patch 6 or higher, updating the terminal is done on the MyQ web administrator interface:

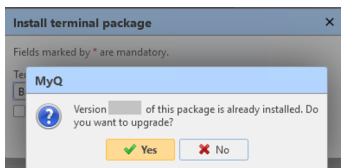
1. Open the **Printers & Terminals** settings tab (**MyQ, Settings, Printers & Terminals**).
2. On the **Terminal packages** section, select the installed terminal package, and click **Upgrade** on the ribbon (or right-click, **Upgrade**).
3. Browse and open the latest terminal package, and click **OK**.



Brand	Type	Version	Port	Status
Xerox	Embedded: REST API	7.5.6.1	8081	 Upgrading terminal package...

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

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



Uninstalling the terminal

To uninstall the MyQ terminal, simply reset the printing device to its factory default state.

Another option is to remotely uninstall the embedded terminal from the MyQ web administrator interface. For this option to work, however, it is required to set printer credentials to the printer properties in MyQ or to the configuration profile during the remote installation. It isn't possible to uninstall the Xerox embedded terminal without the credentials.

To remotely uninstall, go to **MyQ, Printers**. Double-click on the printer. The properties panel opens on the right side of the screen. In the **General** tab, under **Configuration**, change the **Configuration Profile** to *No Terminal*. Click **Save** and re-activate the printer.

For Xerox EIP 3.0 and lower, it is also necessary to manually disable the login methods on the device web user interface.

13 Business Contacts

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