myQ X

Sharp Embedded

Table of Contents

MyQ Sharp Embedded Terminal 7.5

> ⓘ **MyQ Sharp Embedded Terminal 8.1** is available for MyQ 8.1+.
> - Sharp Embedded Terminal 8.1 Documentation
> - Sharp Embedded Terminal 8.1 Release Notes

The MyQ Sharp Embedded terminal is a web-based embedded terminal, no applications are running directly on the printing device, no data is stored on the device; all files are saved in the MyQ directory and the device exchanges data with MyQ via the HTTP protocol.

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.

The guide contains information about Sharp printing devices with OSA 3.5 and OSA 4.0+.

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

> ⓘ The guide is also available in **PDF**.

1 Basic Information

The MyQ Sharp Embedded terminal is a web based embedded terminal, no applications are running directly on the printing device, no data is stored on the device; all files are saved in the MyQ directory and the device exchanges data with MyQ via the HTTP protocol. The communication port is set manually within the installation of the terminal.

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

- The terminal requires a printing device equipped with a hard drive.
- AMX3 license has to be activated on the printing device.
- SNMP has to be active on the printing device.
- .NET 4.7.2 or newer needs to be installed on the MyQ print server.
- The latest firmware needs to be installed on the printing device.
- The IP or Hostname of the printing device has to be valid.

2 Supported Printing Devices

Model Name	Platform	Color/B&W	Device Type
MX-B382P	OSA 3.5	B&W	Printer
MX-B382	OSA 3.5	B&W	Multifunction printer
MX-B402SC	OSA 3.5	B&W	Multifunction printer
MX-M264	OSA 3.5	B&W	Multifunction printer
MX-M266	OSA 3.5	B&W	Multifunction printer
MX-M283	OSA 3.5	B&W	Multifunction printer
MX-M314	OSA 3.5	B&W	Multifunction printer
MX-M316	OSA 3.5	B&W	Multifunction printer
MX-M354	OSA 3.5	B&W	Multifunction printer
MX-M356	OSA 3.5	B&W	Multifunction printer
MX-M363	OSA 3.5	B&W	Multifunction printer
MX-M453	OSA 3.5	B&W	Multifunction printer
MX-M503	OSA 3.5	B&W	Multifunction printer

Model Name	Platform	Color/B&W	Device Type
MX-M623	OSA 3.5	B&W	Multifunction printer
MX-M753	OSA 3.5	B&W	Multifunction printer
MX-M265	OSA 3.5	B&W	Multifunction printer
MX-M315	OSA 3.5	B&W	Multifunction printer
MX-1810	OSA 3.5	Color	Multifunction printer
MX-2010	OSA 3.5	Color	Multifunction printer
MX-2310	OSA 3.5	Color	Multifunction printer
MX-2600	OSA 3.5	Color	Multifunction printer
MX-3100	OSA 3.5	Color	Multifunction printer
MX-3111	OSA 3.5	Color	Multifunction printer
MX-4100	OSA 3.5	Color	Multifunction printer
MX-4101	OSA 3.5	Color	Multifunction printer
MX-5000	OSA 3.5	Color	Multifunction printer

Model Name	Platform	Color/B&W	Device Type
MX-5001	OSA 3.5	Color	Multifunction printer
MX-C312	OSA 3.5	Color	Multifunction printer
MX-C381	OSA 3.5	Color	Multifunction printer
MX-C382	OSA 3.5	Color	Multifunction printer
MX-C400	OSA 3.5	Color	Multifunction printer
MX-C402	OSA 3.5	Color	Multifunction printer
MX-2610	OSA 4.0	Color	Multifunction printer
MX-3110	OSA 4.0	Color	Multifunction printer
MX-3610	OSA 4.0	Color	Multifunction printer
MX-4110	OSA 4.0	Color	Multifunction printer
MX-4111	OSA 4.0	Color	Multifunction printer
MX-4112	OSA 4.0	Color	Multifunction printer
MX-5110	OSA 4.0	Color	Multifunction printer

Model Name	Platform	Color/B&W	Device Type
MX-5111	OSA 4.0	Color	Multifunction printer
MX-5112	OSA 4.0	Color	Multifunction printer
MX-M904	OSA 4.0/4.5	B&W	Multifunction printer
MX-M1204	OSA 4.0/4.5	B&W	Multifunction printer
MX-M1054	OSA 4.0/4.5	B&W	Multifunction printer
MX-M1055	OSA 4.0/4.5	B&W	Multifunction printer
MX-6240	OSA 4.0/4.5	Color	Multifunction printer
MX-6500	OSA 4.0/4.5	Color	Multifunction printer
MX-7040	OSA 4.0/4.5	Color	Multifunction printer
MX-7500	OSA 4.0/4.5	Color	Multifunction printer
MX-M364	OSA 4.1Lite/ 4.5Lite	B&W	Multifunction printer
MX-M464	OSA 4.1Lite/ 4.5Lite	B&W	Multifunction printer
MX-M564	OSA 4.1Lite/ 4.5Lite	B&W	Multifunction printer

Model Name	Platform	Color/B&W	Device Type
MX-2314	OSA 4.1Lite/ 4.5Lite	Color	Multifunction printer
MX-2614	OSA 4.1Lite/ 4.5Lite	Color	Multifunction printer
MX-3114	OSA 4.1Lite/ 4.5Lite	Color	Multifunction printer
MX-C301	OSA 4.1/4.5Lite	Color	Multifunction printer
MX-M365	OSA 4.1/4.5	B&W	Multifunction printer
MX-M465	OSA 4.1/4.5	B&W	Multifunction printer
MX-M565	OSA 4.1/4.5	B&W	Multifunction printer
MX-2640	OSA 4.1/4.5	Color	Multifunction printer
MX-3140	OSA 4.1/4.5	Color	Multifunction printer
MX-3640	OSA 4.1/4.5	Color	Multifunction printer
MX-4140	OSA 4.1/4.5	Color	Multifunction printer
MX-4141	OSA 4.1/4.5	Color	Multifunction printer
MX-5140	OSA 4.1/4.5	Color	Multifunction printer

Model Name	Platform	Color/B&W	Device Type
MX-5141	OSA 4.1/4.5	Color	Multifunction printer
DX-2500	OSA 4.5Lite	Color	Multifunction printer
MX-2615	OSA 4.5Lite	Color	Multifunction printer
MX-3115	OSA 4.5Lite	Color	Multifunction printer
DX-2000	OSA 4.5Lite	Color	Multifunction printer
MX-M654	OSA 4.5	B&W	Multifunction printer
MX-M754	OSA 4.5	B&W	Multifunction printer
MX-6540	OSA 4.5	Color	Multifunction printer
MX-3550	OSA 5	B&W	Multifunction printer
MX-3050N	OSA 5	Color	Multifunction printer
MX-3060	OSA 5	Color	Multifunction printer
MX-3070	OSA 5	Color	Multifunction printer
MX-3560	OSA 5	Color	Multifunction printer

Model Name	Platform	Color/B&W	Device Type
MX-3570	OSA 5	Color	Multifunction printer
MX-4050	OSA 5	Color	Multifunction printer
MX-4060	OSA 5	Color	Multifunction printer
MX-4070	OSA 5	Color	Multifunction printer
MX-5050	OSA 5	Color	Multifunction printer
MX-6050	OSA 5	Color	Multifunction printer
MX-6070	OSA 5	Color	Multifunction printer
MX-5070N	OSA 5	Color	Multifunction printer
MX-7090N	OSA 5	Color	Multifunction printer
MX-3061	OSA 5.5	Color	Multifunction printer
MX-3561	OSA 5.5	Color	Multifunction printer
MX-4061	OSA 5.5	Color	Multifunction printer
MX-3051	OSA 5.5	Color	Multifunction printer

Model Name	Platform	Color/B&W	Device Type
MX-2651	OSA 5.5	B&W	Multifunction printer

3 Installation

> It is strongly recommended to return the printing device's Web UI settings to their default mode before you proceed with the installation.
>
> Changes to particular settings on the Web UI may cause conflicts with some of the terminal's functions.

3.1 Remote installation via Printer Discovery

The easiest way to install the MyQ Sharp 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.
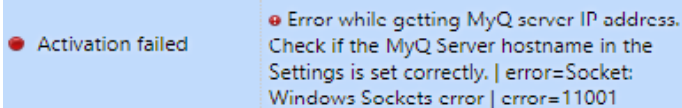
3.1.1 Creating a Printer Discovery

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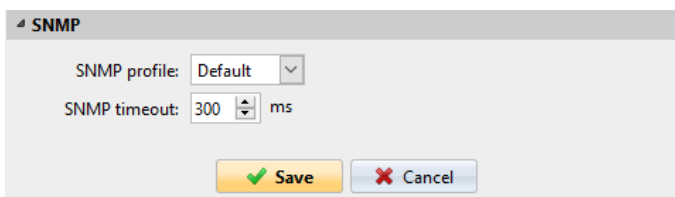
- Make sure that printer discovery is **Enabled**.
- Type a **Description** of the printer discovery. This could be the name of a brand, a group, or a combination of printer settings, e.g. Color - Marketing.
- Select the **IP range** setting method: *Manual* or *CSV file*.
    - You can add multiple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

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

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

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

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

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

3.2 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**.

3.2.1 Filter section

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

3.2.2 Every run actions

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

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

3.2.3 First run actions

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

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

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

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

3.2.4 Configuration Profiles

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

You can create a new configuration profile in two places:

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

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

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

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

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

- ∘ *PIN* - Users can log in by entering their MyQ PIN.
- ∘ *ID Card* - Users can log in by swiping their ID Card. The ID Card has to be registered on the user's account on the terminal.
- ∘ *User name and password* - Users can log in by entering their MyQ username and password.
- ∘ *ID Card and PIN* - Users have to swipe their ID card, and then enter their MyQ PIN.
- ∘ *ID card and password* - Users have to swipe their ID card, and then enter their password.
- 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**. You **Configuration Profile** is now ready and can be attached to a **Printer Discovery** and/or to selected printers.

3.3 Additional Configuration

Before you can start using the terminal, you need to change multiple settings of the printing device. The location of these settings on the printing device's Web UI slightly varies depending on the OSA platform.

The following sections describe the setup in two types of the Web UI: the legacy interface of the OSA 4.5 or lower platforms, and the modern interface of the OSA 5.0+ platform.

3.3.1 Configuration on OSA 4.5 or lower

1. Log on the printing device's Web User Interface as an administrator (*http://*IP Address of the device**).
2. On the menu on the left side of the Web UI screen, click **Application Settings**. The Application Settings drop-down menu opens.
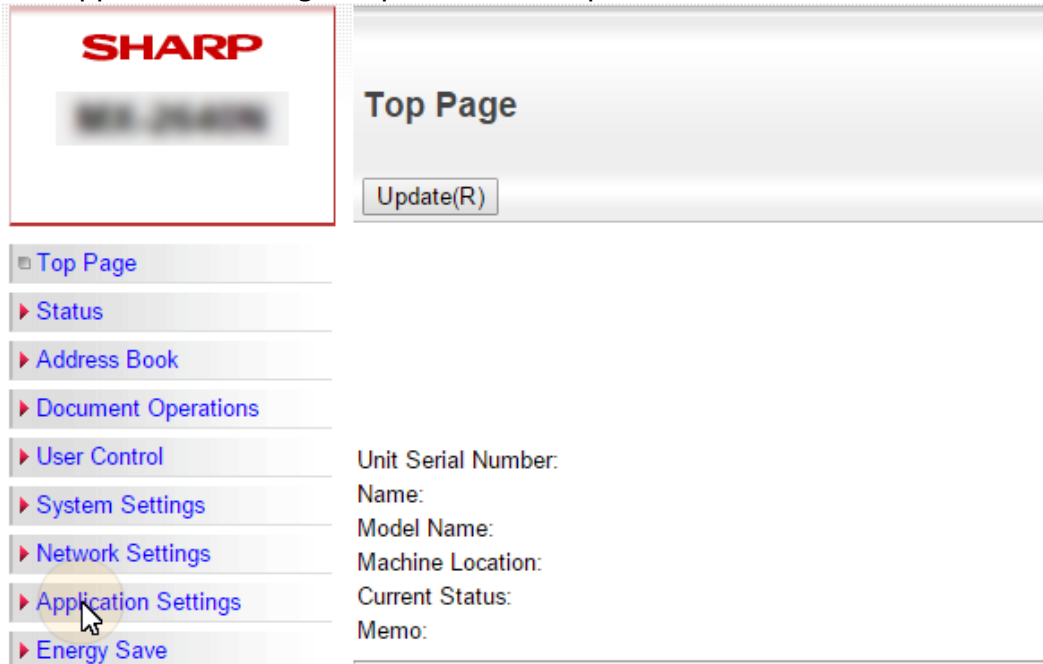

3. On the menu, click **External Application Settings**. The External Application Settings drop-down menu opens.

4. On the menu, click **External Accounting Application Settings**. The External Application Settings tab opens to the right.
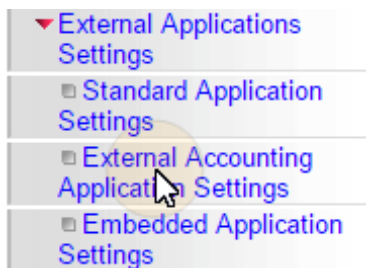
5. On the tab, enable External Account Control (**External Account Control = Enable**), and then select the **Set Authentication Server (Server1)** option. Additional settings become available.
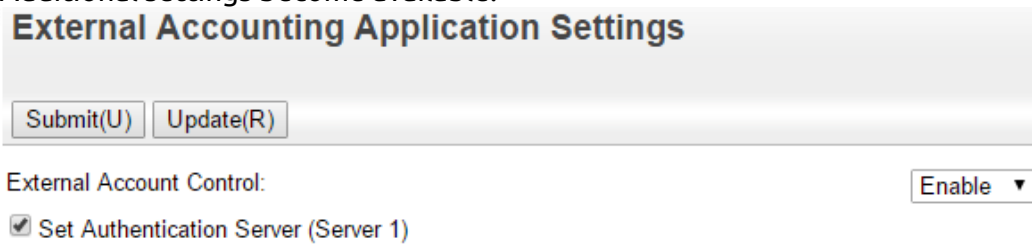
6. Make sure that the **Server 1** setting is enabled (**Server 1=Enable**), and then fill in the following:

   a. **Application Name**: *MyQ*
   b. **Address for Application UI**: *http://*MyQServerIP*:*Port*/app/home/dispatch*
      (*MyQServer* is the IP address or hostname of the MyQ server and *Port* is the port for the Sharp terminal package).
   c. **Address for Web Service**: *http://*MyQ ServerIP*:Port/soap/MFPSoapWS*
      (*MyQServer* is the IP address or hostname of the MyQ server and *Port* is the port for the Sharp terminal package).
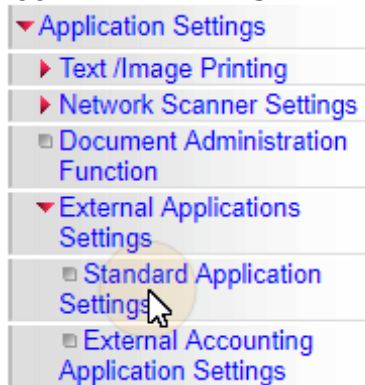7. Depending on the platform, you may or may not see the **Extended Platform** and the **Display Style** settings. If they are available, set them to the following values:

a. **Display Style**: *Full*
b. Deselect **Extended Platform**
8. Click **Submit** at the top left corner of the tab. When you are asked to reboot the device, click **Reboot Later(O)** to submit the changes.
9. On the menu, under **External Application Settings**, click **Standard Application Settings**. The Standard Application Settings tab opens.

10. Check if the MyQ application is displayed on the tab.
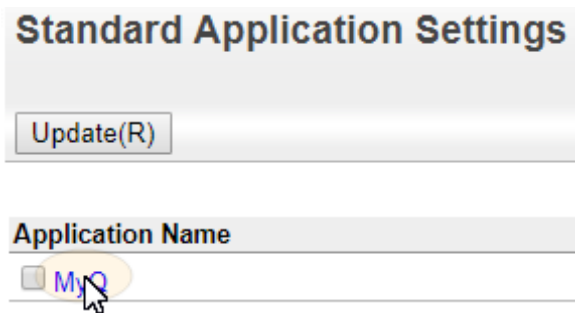   a. If it is not, click **Add (Y)** to create it.

    b. If it is, click **MyQ** to open the application's settings.

11. On the tab, set the following options:

   a. **Application Name**: *MyQ*
   b. **Address for Application UI**: *http://*MyQServerIP*:*Port*/app/acm*
      (*MyQServer* is the IP address or hostname of the MyQ server and *Port* is the
      port of the Sharp terminal package).
12. Depending on the platform, you may, or may not see the **Extended Platform**
    and the **Display Style** settings. If they are available, set them to the following
    values.
   a. **Display Style**: *Full*
   b. Deselect **Extended Platform**
13. Click **Submit** at the top left corner of the tab. When you are asked to reboot
    the device, click **Reboot Now(C)** to submit the changes and reboot the device.

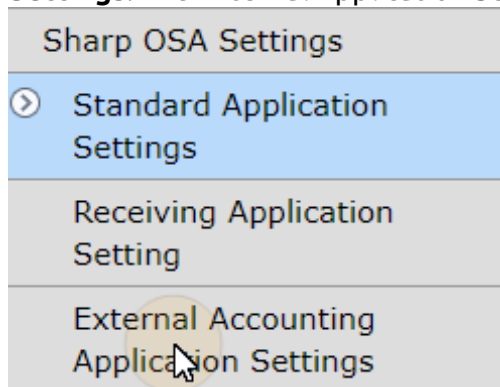### 3.3.2 Configuration on OSA 5.0+

1. Log on the printing device Web UI as an administrator (*http://*IPAddress of the
   device**).
2. Open the **System Settings** tab.
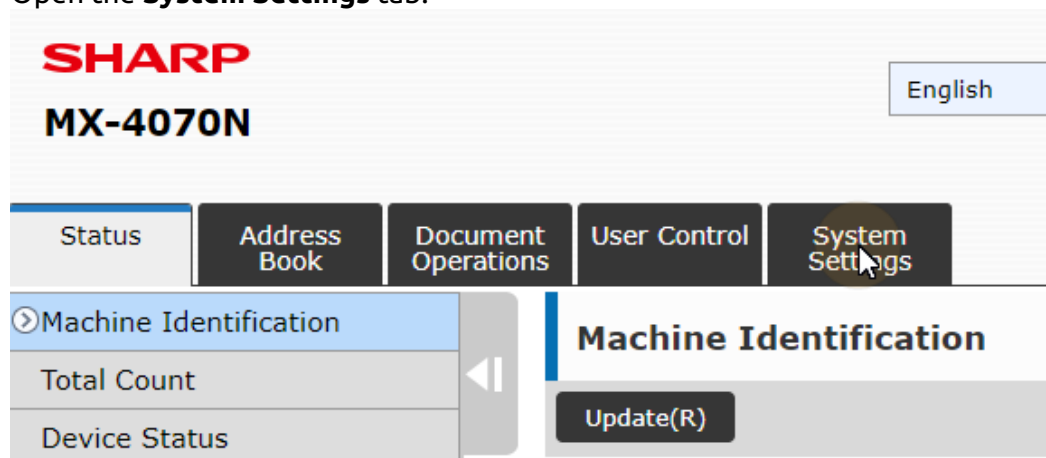
3. On the tab, click **Sharp OSA Settings**. The Sharp OSA Settings tab opens.
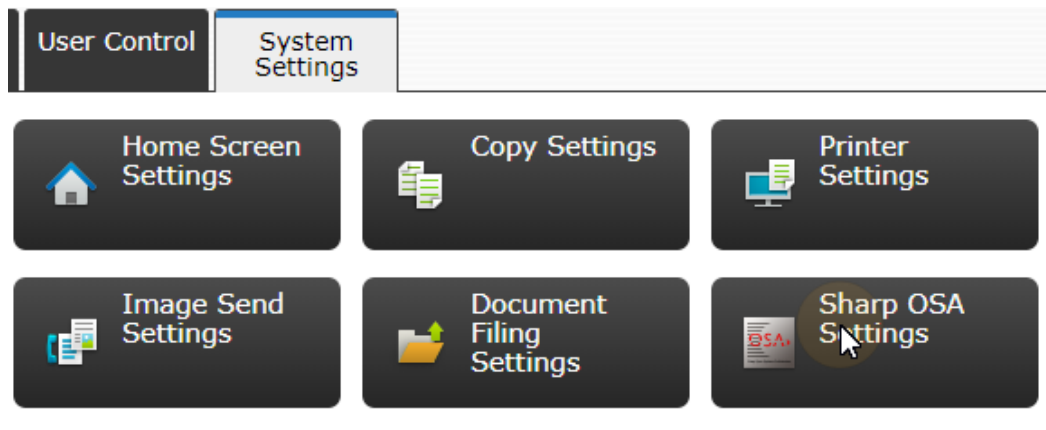
4. On the menu on the left side of the tab, click **External Accounting Application Settings**. The External Application Settings tab opens to the right.


5. On the tab, enable **External Account Control** (**External Account Control = Enable**), and then select the **Set Authentication Server (Server1)** option. Additional settings become available.
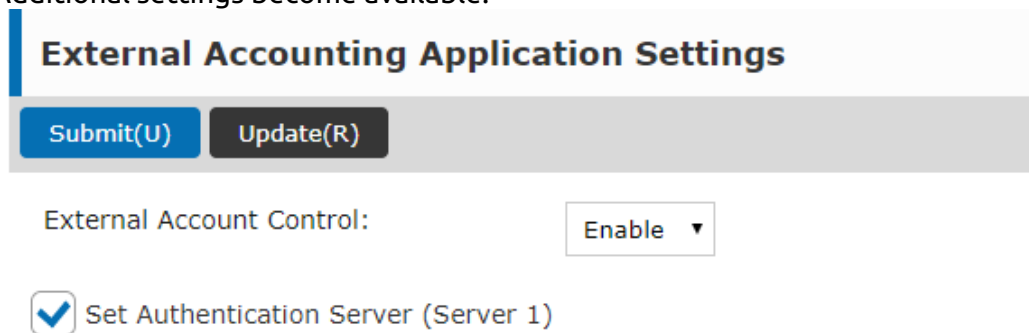
6. Make sure that the **Server 1** setting is enabled (**Server 1=Enable**), and then set the following options:

a. **Application Name**: *MyQ*
b. **Address for Application UI**: *http://*MyQServerIP*:*Port*/app/home/dispatch*
   (*MyQServer* is the IP address or hostname of the MyQ server and *Port* is the port of the Sharp terminal package).
c. **Address for Web Service**: *http://*MyQ ServerIP*:Port/soap/MFPSoapWS*
   (*MyQServer* is the IP address or hostname of the MyQ server and *Port* is the port of the Sharp terminal package).
d. Deselect **Extended Platform**.
e. **Browser**: *HTML Browser 3.5* (This option is not available for OSA 5.5).
f. **Data Size**: *Wide-SVGA*.

7. Click **Submit** at the top left corner of the tab. When you are asked to reboot the device, click **Reboot Later(O)**.
8. On the menu on the left side of the tab, click **Standard Application Settings**. The Standard Application Settings tab opens.
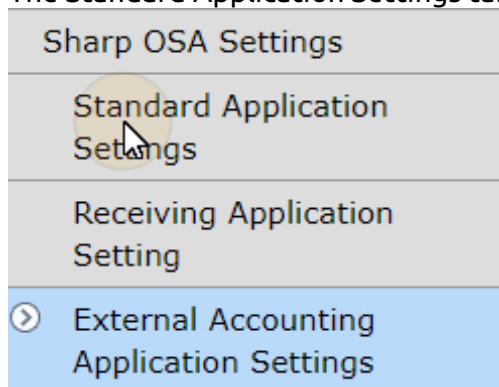
9. Check if the MyQ application is displayed on the tab.
   a. If it is not, click **Add (Y)** to create it.

Standard Application Settings

Update(R)   ↥ Back to Menu List

Application Name	No.
Not Set	

Select All(S)   Clear Checked(K)

Add(Y)   Delete(O)   Sort(1)

b. If it is, click **MyQ** to open the application's settings.

Standard Application Settings

Update(R)   ↥ Back to Menu List

Application Name	No.
MyQ	1

10. On the tab, set the following options:

Standard Application Registration

Submit(U)   Cancel(C)   Back to Menu List

Standard Application Registration

Application Name:	MyQ	(Up to 36 characters)
Address for Application UI:	http://10.14.5.15:8081/app/acm	(Up to 127 characters)
Timeout:	20 seconds(1-60)	
Browser:	HTML Browser 3.5 ▼	

☐ Extended Platform

Data Size	Wide-SVGA ▼

a. **Application Name**: *MyQ.*
b. **Address for Application UI**: *http://*MyQServerIP*:*Port*/app/acm*
   (*MyQServer* is the IP address or hostname of the MyQ server and *Port* is the
   port of the Sharp terminal package).
c. Deselect **Extended Platform**.
d. **Browser**: *HTML Browser 3.5* (This option is not available for OSA 5.5).
e. **Data Size**: *Wide-SVGA.*
11. Click **Submit** at the top left corner of the tab. When you are asked to reboot
    the device, click **Reboot Now(C)**.

3.4 Enabling Card Readers

The MyQ Sharp Embedded terminal can be used with all card readers supported by
the printing device.

Contact your Sharp support for a list of card readers supported by a particular model.

Authentication via ID cards needs to enabled on the printing device Web UI.

Similarly to the previous settings, the setup slightly differs between the older and
newer OSA platforms. The following sections describe the same setup in the
different Web UI types.
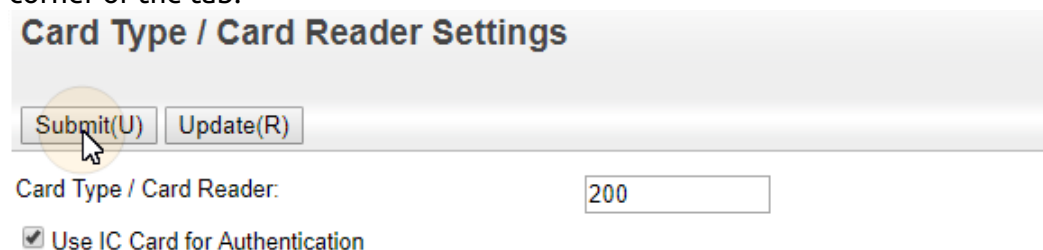
3.4.1 Configuration on OSA 4.5 or lower

1. Log on the printing device's Web User Interface as an administrator (*http://*IP Address of the device**).
2. On the menu on the left side of the Web UI screen, click **User Control**. The User Control drop down menu opens.
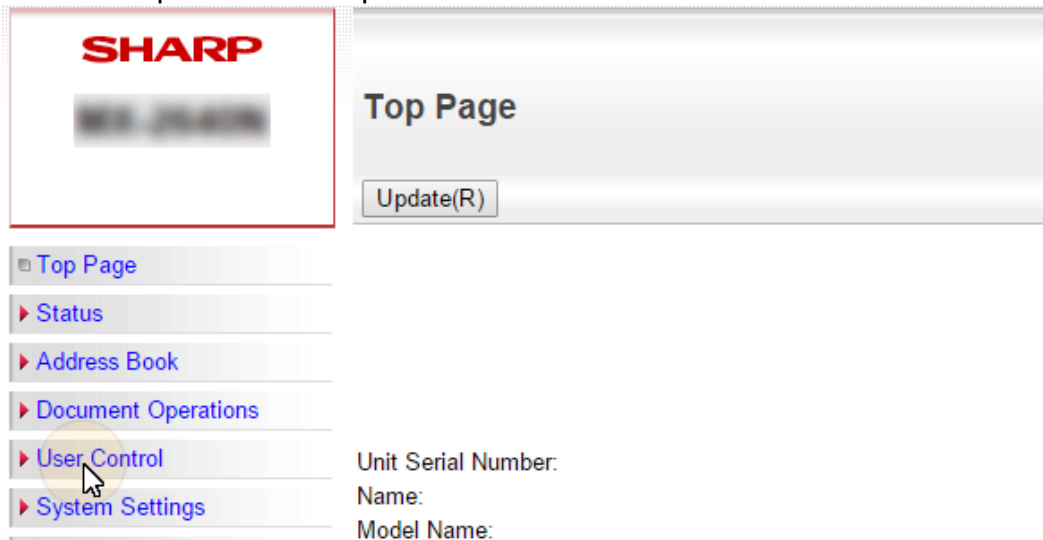
3. On the menu, click **Card Type/Card Reader Settings**. The Card Type / Card Reader Settings tab opens to the right.
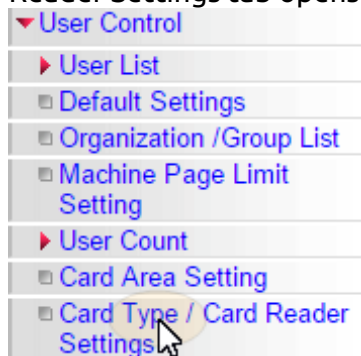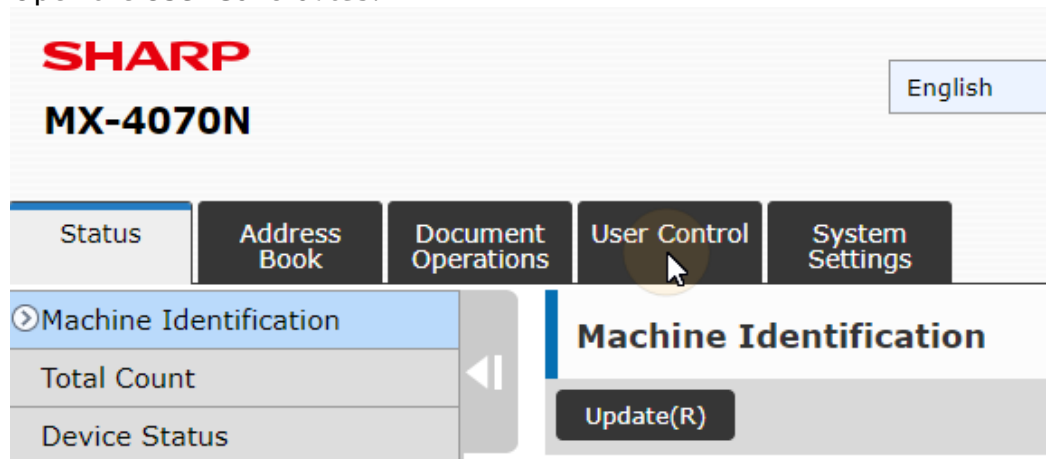

4. On the tab, select the **Use IC Card for Authentication** option, make sure that **Card Type/Card Reader** is set to *200*, and then click **Submit** at the top-left corner of the tab.
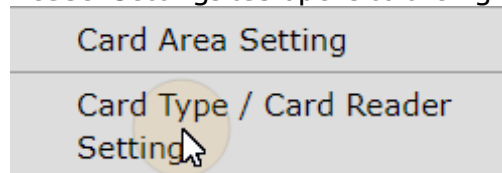

5. Reboot the device for the changes to take effect.
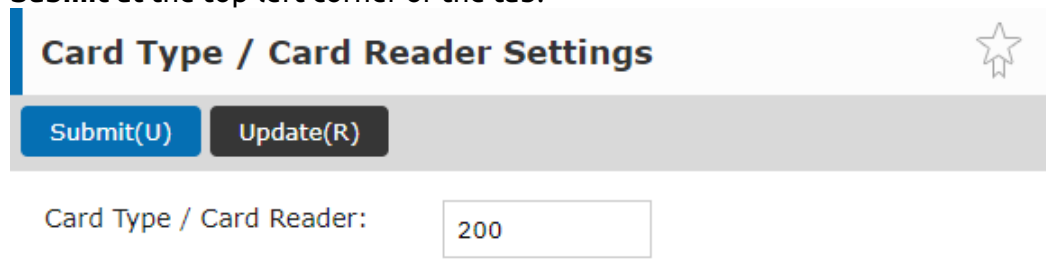
3.4.2 Configuration on OSA 5.0

1. Log on the printing device's Web User Interface as an administrator (*http://*IP Address of the device**).
2. Open the **User Control** tab.

3. On the menu, click **Card Type/Card Reader Settings**. The Card Type / Card Reader Settings tab opens to the right.

4. On the tab, make sure that **Card Type/Card Reader** is set to *200*, and then click **Submit** at the top-left corner of the tab.

5. Reboot the device for the changes to take effect.

3.4.3 Configuration on OSA 5.5

1. Log on the printing device's Web User Interface as an administrator (*http://*IP Address of the device**).
2. Click **System Settings**.
3. Click **Authentication Settings**.

     a. Set **User Authentication** to *Enable.*
     b. Set **Authentication Server Settings** to *Sharp OSA.*

4. Modify the **Settings for Using Authentication Information** as seen below:

Settings for Using Authentication Information:

☑ Store User Information   ☑ Store Password

                                         Cache Period Unlimited ▾

                                         ☑ Enable Personalization when external authentication is used

☐ Enable Offline Authentication with stored User Information

☑ Cache Authentication Information for External Service Connect

     a. **Store User Information**: checked.
     b. **Store Password**: checked.
     c. **Cache Period**: *Unlimited.*
     d. **Enable Personalization when external authentication is used**: checked.
     e. **Enable Offline Authentication with stored User Information**: unchecked.
     f. **Cache Authentication Information for External Service Connect**: checked.

5. For **Administration Settings** MyQ recommends the following setup:

Administration Settings

Authentication Options:

☑ Disabling of Printing by Invalid User

☑ Automatic Logout Setting   60 ▾ seconds

☐ A Warning when Login Fails

☐ Include Job Status in user authentication

☑ Enable IPP Authentication Except for Printer Driver

6. Scroll down to **Card Setting**, select **Use IC Card for Authentication** (only check this option if you have set *ID Card* as a login method on the MyQ server), and **Card/Front Panel Operation Authentication Approval** and click **Submit(U)**.

Card Setting:

☑ Use IC Card for Authentication

Authentication Method Setting: ◯ Only Card Authentication Approved

                                      ● Card / Front Panel Operation Authentication Approved

☐ Request Password at IC Card Authentication

7. Click **Card Reader Settings** in the left pane and check if **Card Type/Card Reader** is set to *200*. If not, change it to this number and click **Submit(U)**.

Condition Settings

Update(R)

Card Type / Card Reader: 200

Card ID Registration/Change Authority: Disable

☐ Check System Code only in FeliCa User Area mode

☐ Check Facility Code in HID mode

Facility Code: (Up to 128 characters)

Submit(U)

8. Reboot the device for the changes to take effect.

3.5 Changing login methods

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

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

To change the login type:

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

3.6 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*.

3.7 Secured run of the terminal

To run the terminal in the secured mode, you need to upload and install your SSL certificate to the printing device, and then install the embedded terminal via an SSL installation package. To install certificates in the PFX format, you can use the **InstallCertificate.ps1** PowerShell script, certificates in other formats need to be installed manually.

The following two sections describe the two ways of setting up the secured communication: installation via the PowerShell script and manual installation.

> - The SSL installation package and the non-SSL installation package are mutually exclusive. Only one of them can be installed on the printing device. If you want to start using the terminal in the non-SSL mode, you need to replace the SSL package by the non-SSL package.
>
> - Each time the package is reinstalled on a different port, you need to perform one of the two procedures (PowerShell script or manual) for the new port.

3.7.1 Setting up the secured communication via the PowerShell script

Before proceeding with the setup, download the SSL installation package and the **InstallCertificate.ps1** file.

To setup the secured communication via a PowerShell script, follow these steps:

1. On the MyQ server, run the following script:
   .\InstallCertificate.ps1 -certPath *path* -certPass *pass* -port *portnumber*
   Where *path* is the path to your certificate, *pass* is the certificate's password, and *portnumber* is the number of the port that is going to be used for the embedded terminal. By default, it is the first unused port after *8080*; if no other web terminal packages are uploaded on the server, it is *8081*.
2. On the **Network** settings tab of the MyQ web administrator interface, under **Communication Security**, set **Enable only secure connection** to *ON*.
3. On the printing device's web UI, in **External Accounting Application Settings**, change the **Address for Application UI** and the **Address for Web Service** to "*https://...*".

4. On the **Printers** settings tab of the MyQ web administrator interface, under Embedded terminal installation packages, upload the SSL package to MyQ. In the MyQ **Log**, you can see if the package is successfully uploaded: the "*Terminal package installation phase 2/2 succeeded*" message has to be displayed in the log. If it is not, you need to delete the SSL package and re-run the script from step 1.
5. Install the embedded terminal via remote setup (see Installation).
6. Restart the printing device.

3.7.2 Manual secured communication setup

Only certificates with a private key can be used for the setup. Before proceeding, download the SSL installation package.

1. On the MyQ server, click the SSL certificate to open the installation wizard. Follow the steps on the wizard to install the certificate to **LocalMachine Personal** store.
2. On the MyQ server, run the following command:
   netsh http add sslcert ipport=0.0.0.0:*portnumber* certhash=*CertThumbprint* appid={345E53F5-34CA-4D64-8D9B-14D0B3B0CCF7}
   Where *portnumber* is the number of the port that is going to be used for the embedded terminal (by default it is the first unused port after *8080*; if no other web terminal packages are uploaded on the server, it is *8081*) and *CertThumbprint* is the Thumbprint of the certificate.

3. On the **Network** settings tab of the MyQ web administrator interface, under **Communication Security**, set **Enable only secure connection** to *ON*.
4. On the printing device's web UI, in **External Accounting Application Settings**, change the **Address for Application UI** and the **Address for Web Service** to "*https://...*".

5. On the **Printers** settings tab of the MyQ web administrator interface, under Embedded terminal installation packages, upload the SSL package to MyQ. In the MyQ **Log**, you can see if the package is successfully uploaded: the "*Terminal package installation phase 2/2 succeeded*" message has to be displayed in the log. If it is not, you need to delete the SSL package and re-run the script from step 1.
6. Install the embedded terminal via remote setup (see Installation).
7. Restart the printing device.

4 Licenses

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

Sharp OSA 4.0   Sharp OSA 3.5
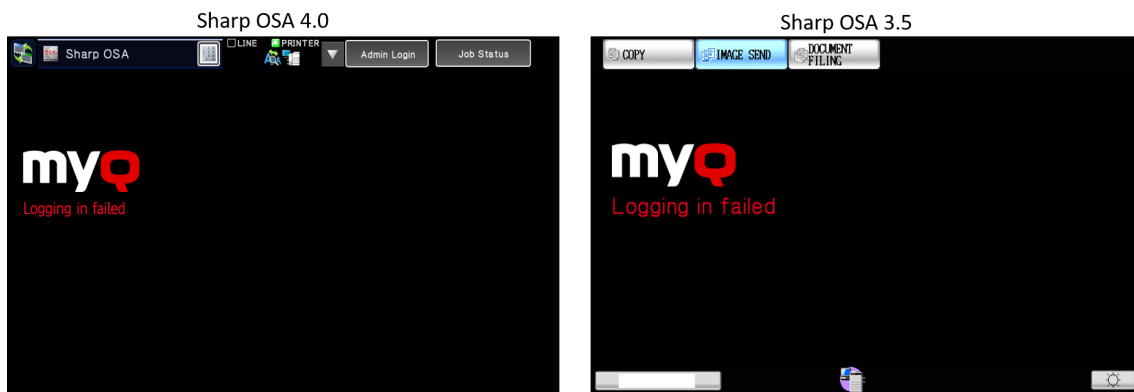
To regain access to the terminal, you can add a new license or deactivate one of the currently activated terminals and then, reactivate the printing device on the MyQ Web administrator interface.

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

5 Personalization

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

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

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

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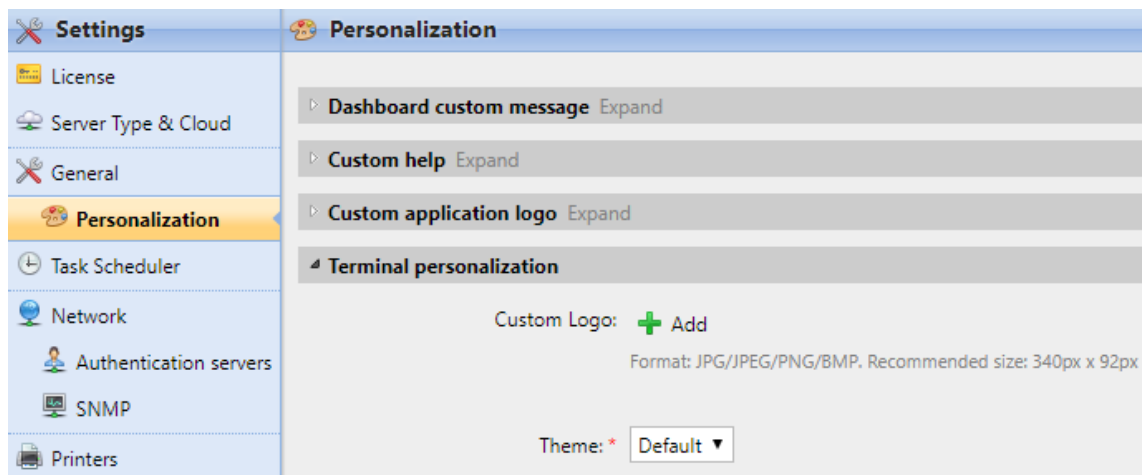
5.1 Changing logo

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

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

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

5.2 Changing themes

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

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

Creating custom themes

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

Installation of MyQ terminal panel themes

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

6 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.

MyQ Top Menu in Sharp OSA 4.0+   MyQ Top Menu in Sharp OSA 3.5

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.

6.1 Available terminal action nodes

The available terminal action nodes are:

- Print all
- My Jobs
- Easy Scan (only for OSA 4.0+)
- Panel Copy
- Panel Scan
- Panel USB
- ID Card Registration
- Recharge Credit
- Folder

6.1.1 Print all

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

Print all jobs after logging in

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

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

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

6.1.2 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

My Jobs on Sharp OSA 4.0+

My Jobs on Sharp OSA 3.5
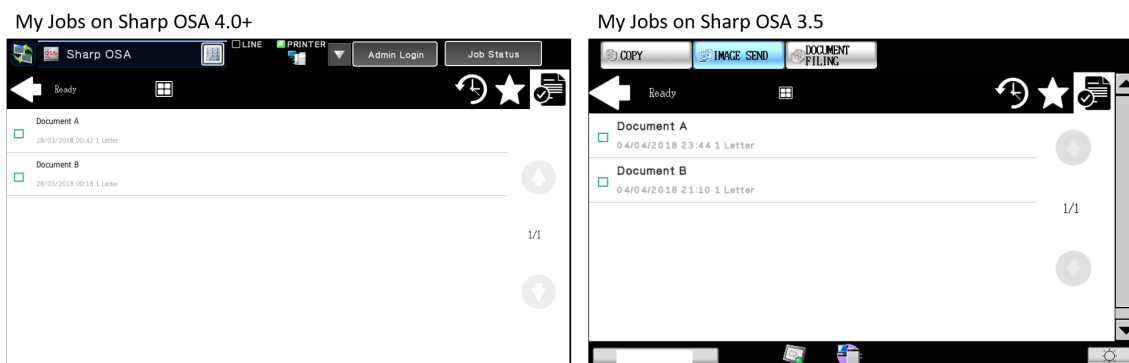
Managing jobs on the My Jobs screen

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

6.1.3 Easy Scan

This terminal action is only available on Sharp OSA 4.0+.

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.

6.1.4 Panel Copy

The Panel Copy action opens the printing device's copy screen.

To leave the panel and return to the MyQ menu:

For OSA 4.0+

Tap **Logout** at the top of the screen, and then select whether to return to the MyQ menu or leave the user session.


For OSA 3.5

Press ***** (LOGOUT) on the printing device numerical keyboard.

In some cases, for example when an error message appears on the panel, the ***** (LOGOUT) button might not work. If that happens, press the **HOME** button on the numerical keyboard to return to the panel home screen, and then press the ***** (LOGOUT) button to return to the MyQ menu.
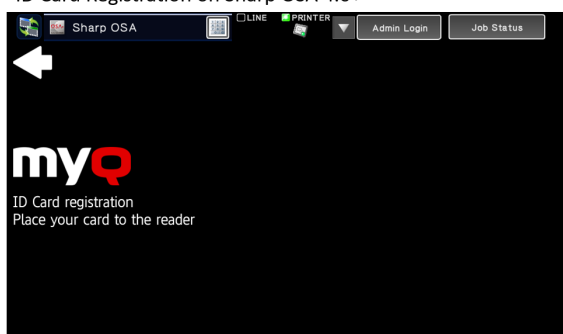
When leaving the panel, select whether to return to the MyQ menu or leave the user session.
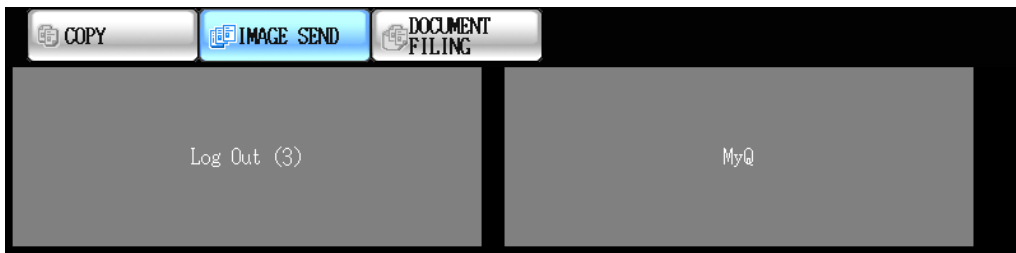
6.1.5 Panel Scan

The Panel Scan action opens the printing device's scan screen.

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

To leave the panel and return to the MyQ menu:

For OSA 4.0+

Tap **Logout** at the top of the screen, and then select whether to return to the MyQ menu or leave the user session.

For OSA 3.5

Press ***** (LOGOUT) on the printing device numerical keyboard.

In some cases, for example when an error message appears on the panel, the ***** (LOGOUT) button might not work. If that happens, press the **HOME** button on the numerical keyboard to return to the panel home screen, and then press the ***** (LOGOUT) button to return to the MyQ menu.

When leaving the panel, select whether to return to the MyQ menu or leave the user session.

6.1.6 Panel USB

The Panel USB action opens the printing device's USB screen.

To leave the panel and return to the MyQ menu:

For OSA 4.0+

Tap **Logout** at the top of the screen, and then select whether to return to the MyQ menu or leave the user session.

For OSA 3.5

Press ***** (LOGOUT) on the printing device numerical keyboard.

In some cases, for example when an error message appears on the panel, the ***** (LOGOUT) button might not work. If that happens, press the **HOME** button on the numerical keyboard to return to the panel home screen, and then press the ***** (LOGOUT) button to return to the MyQ menu.

When leaving the panel, select whether to return to the MyQ menu or leave the user session.
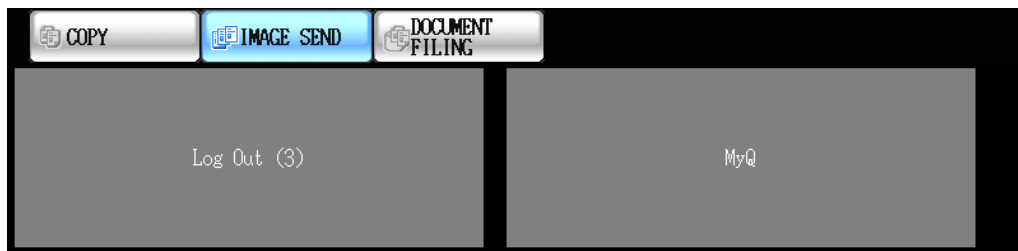
6.1.7 ID Card Registration

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.

ID Card Registration on Sharp OSA 4.0+   ID Card Registration on Sharp OSA 3.5
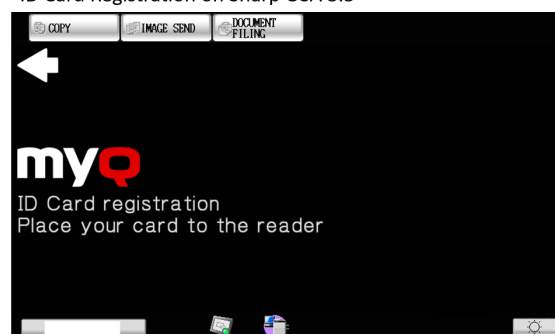
6.1.8 Recharge Credit

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

Recharge Credit on Sharp OSA 4.0+   Recharge Credit on Sharp OSA 3.5
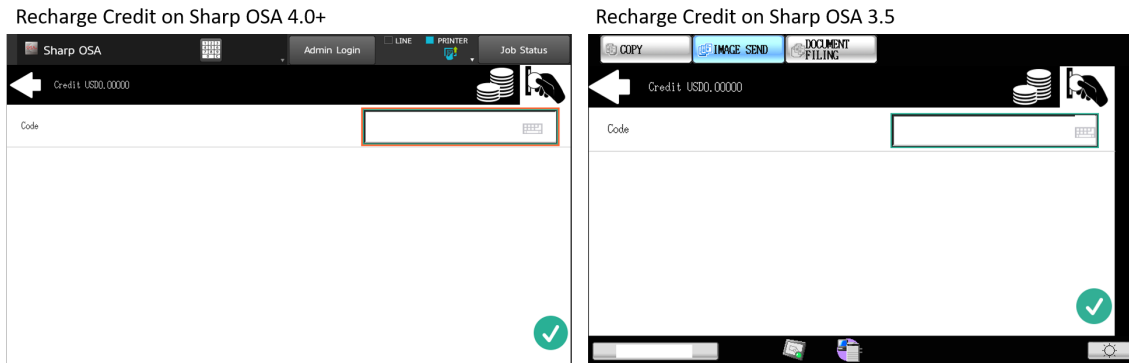
6.1.9 Folder

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 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.

6.2 Default terminal actions

The default terminal actions are:

- Print All
- My Jobs
- Panel Copy
- Easy Scan — E-mail (only on Sharp OSA 4.0+)
- Easy Scan — Folder (only on Sharp OSA 4.0+)
- ID Card Registration (only visible if ID Card is selected as a login method)
- Panel USB
- Panel Scan

6.3 Terminal actions management

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

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.
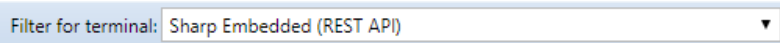
6.3.1 Adding new action nodes on the list of actions

To add a new terminal action node:

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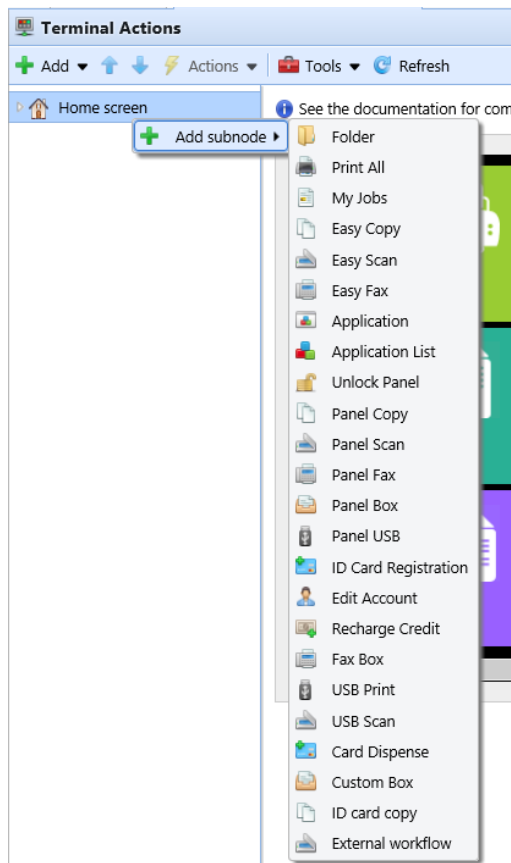
3. On the properties panel, you can rename and edit the node. For information about editing options, see Editing action nodes. Once you save your changes, the new action node is displayed on the action nodes list and on the terminal screen preview.

6.3.2 Adding new action nodes on the terminal screen preview

To add a new terminal action node:

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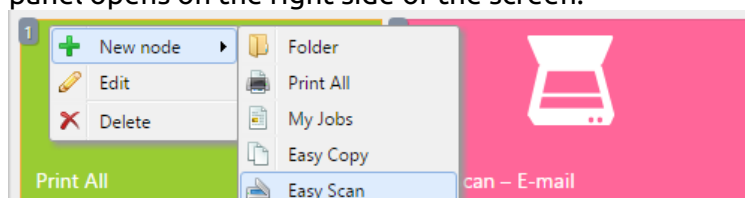
3. On the properties panel, you can rename and edit the node. For information about editing options, see Editing action nodes. Once you save your changes, the new action node is displayed on the action nodes list and on the terminal screen preview.

6.3.3 Editing terminal action nodes

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

General tab

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

6.3.4 Changing the action nodes layout

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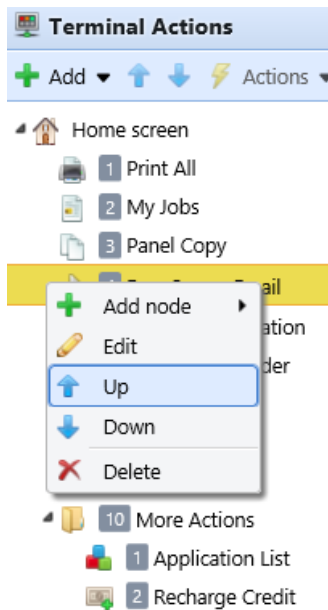
If there are more than ten action nodes defined on the home screen or in any folder, move the scroll bar at the bottom of the preview screen to view the additional action nodes.

6.3.5 Deleting action nodes

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

Deleting action nodes from the home screen list

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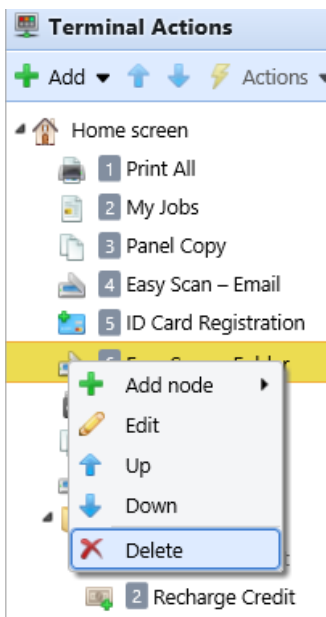
Deleting action nodes from the terminal screen preview

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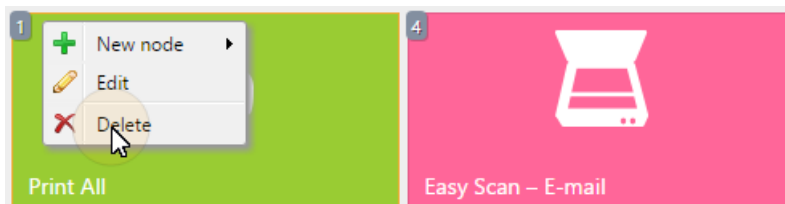
Restoring the original layout

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

6.4 Easy Scan settings

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

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

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

6.4.1 Easy Scan destinations

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

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

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

General section

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

Parameters section

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

Shared Parameters

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

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

Unique Parameters

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

Scan to FTP

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

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

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

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

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

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

Scan to a Fax Server

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

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

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

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

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

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

Scan to User's scan storage

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

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

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

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

Scan to User's email

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

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

Scan to Email

Scans are sent to the email address specified here.

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

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

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

Scan to Folder

Scans are sent to the folder specified here.

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

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

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

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

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

Scan to Secured link

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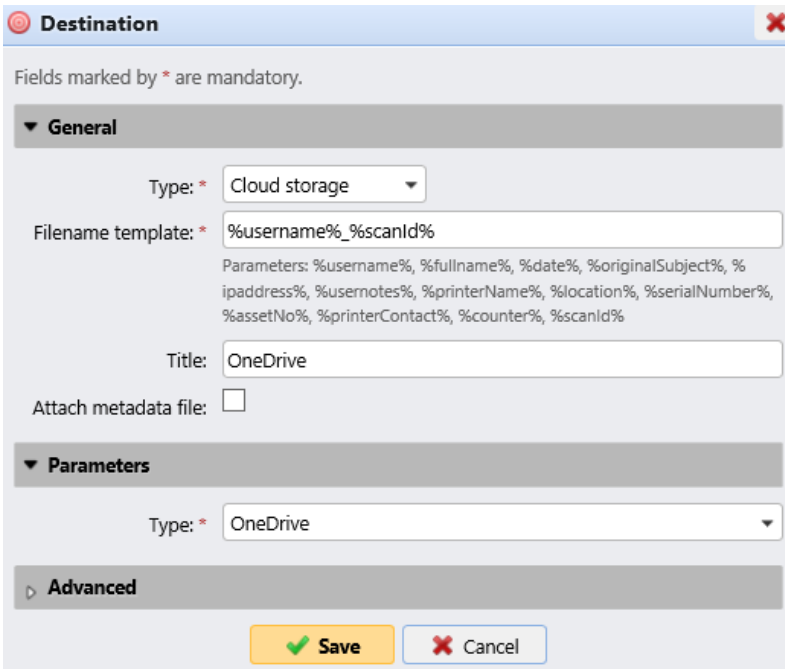
Scan to OneDrive

To enable scanning to OneDrive:

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

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

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

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

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

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

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

Scan to OneDrive for Business

The feature has to be enabled in three steps:

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

Setting up MyQ access to Azure AD

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

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

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

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

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

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

Add a client secret

Description

OneDrive Business Demo secret

Expires

○ In 1 year

○ In 2 years

◉ Never

[Add] [Cancel]

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

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

Create and set the OneDrive for Business destination

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

Connect a user's MyQ account to OneDrive for Business

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

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

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

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

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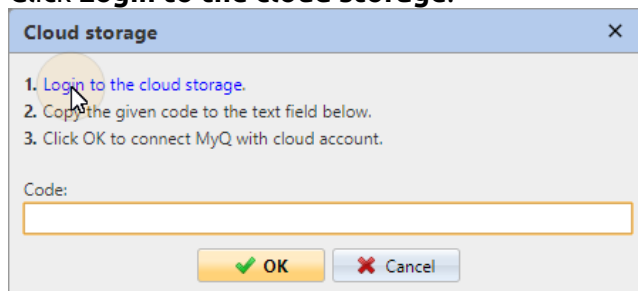3. Click **Login to the cloud storage**.
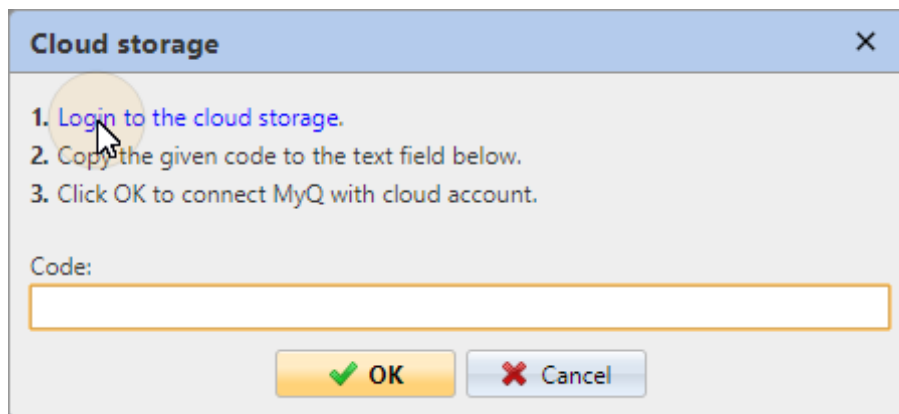
4. Sign-in to OneDrive for Business and confirm permissions (when asked about the permissions, click **Yes**).
5. Copy the given code.
6. Paste the code to the MyQ Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The OneDrive for Business connection status changes to **Connected**.

Scan to Google Drive

To enable scanning to Google Drive:

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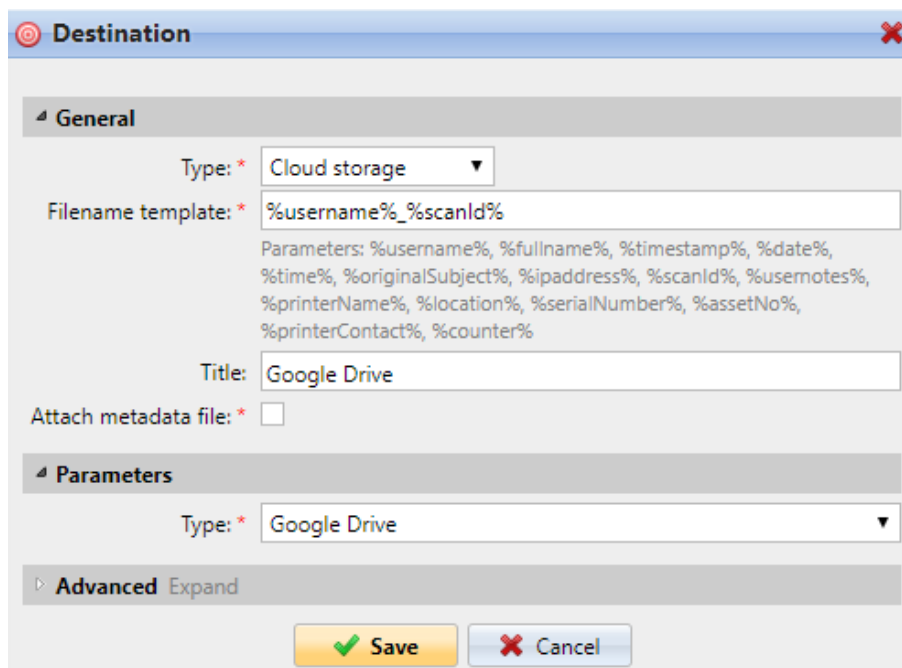
If the following two conditions are met, the cloud storage widget is displayed on the **Home** screen of the user logged on the MyQ web interface:

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

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

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

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

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

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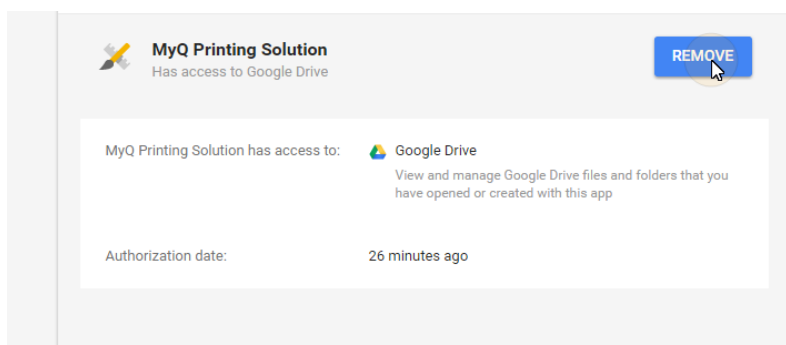
Scan to Box.com

To enable scanning to Box.com:

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

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

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

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

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

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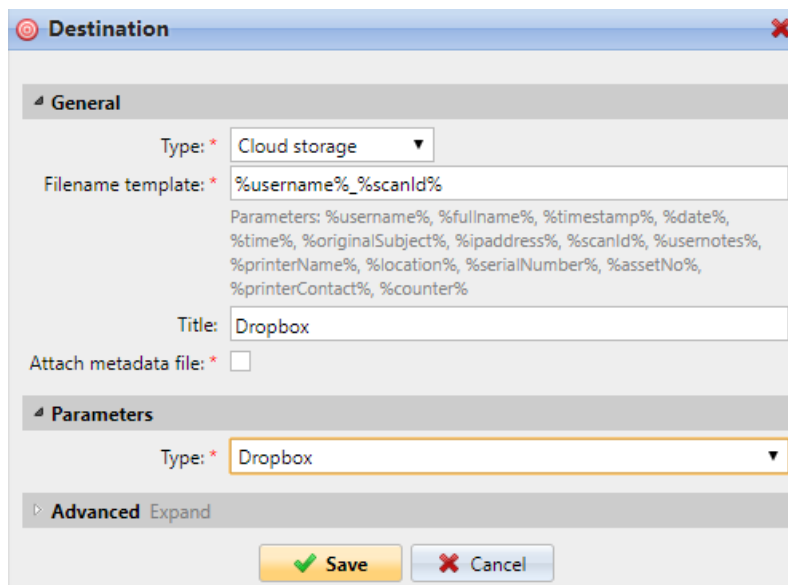3. Click **Login to the cloud storage**.
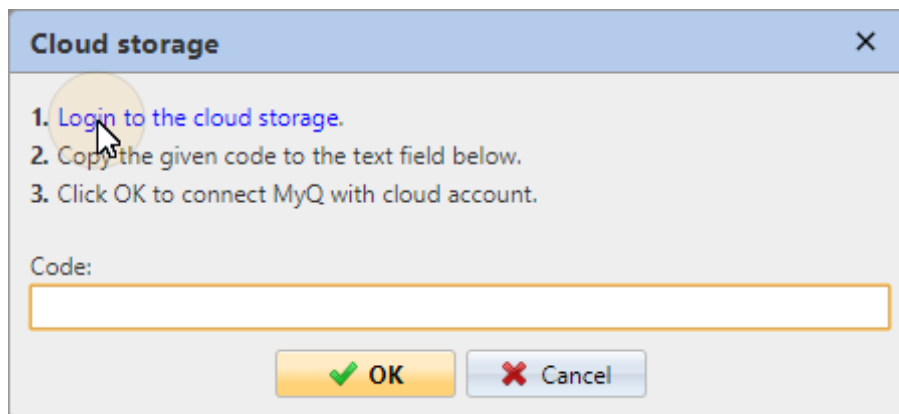
4. Sign-in to Box.com and confirm permissions (when asked about the permissions, click **Yes**).
5. Copy the given code.
6. Paste the code to the MyQ Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The Box.com connection status changes to **Connected**.

Scan to Dropbox

To enable scanning to Dropbox:

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

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

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

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

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

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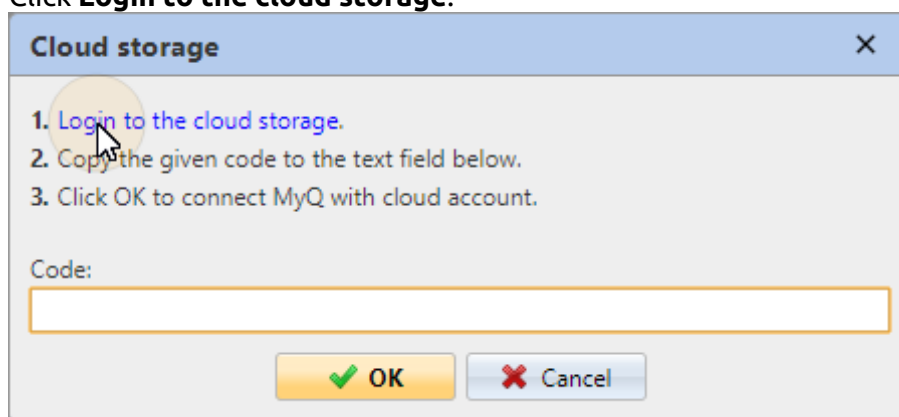
4. Sign-in to Dropbox and confirm permissions (when asked about the permissions, click **Yes**).
5. Copy the given code.
6. Paste the code to the MyQ Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The Dropbox connection status changes to **Connected**.

Scan to SharePoint Online

The feature has to be enabled in three steps:

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

Enabling access to SharePoint

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

Register the MyQ app in SharePoint

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

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

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

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

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

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

Create and set the SharePoint Online destination

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

71
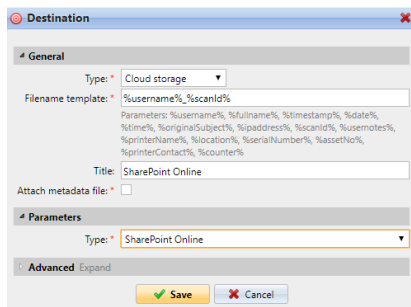
Connect a user's MyQ account to SharePoint Online

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

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

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

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

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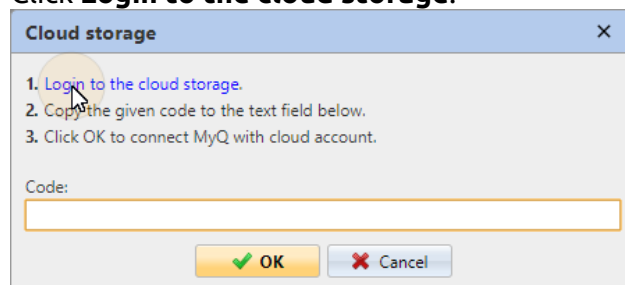
4. Sign-in to SharePoint Online and confirm permissions (when asked about the permissions, click **Yes**).
5. Copy the given code.
6. Paste the code to the MyQ Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The SharePoint Online connection status changes to **Connected**.

Scan to Amazon S3

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

- Set up a bucket on the Amazon console. Your scans will be stored in this bucket.
- Create a user who will be used in the MyQ Web UI.

- Give the created user rights to the bucket.
- Fill in the **Client ID** and **Security Key** in the MyQ web administrator interface.
- Set up an Easy Scan terminal action to scan to Amazon S3.

**Setting up a bucket on the Amazon S3 console**

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

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

Create a user in Amazon S3

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

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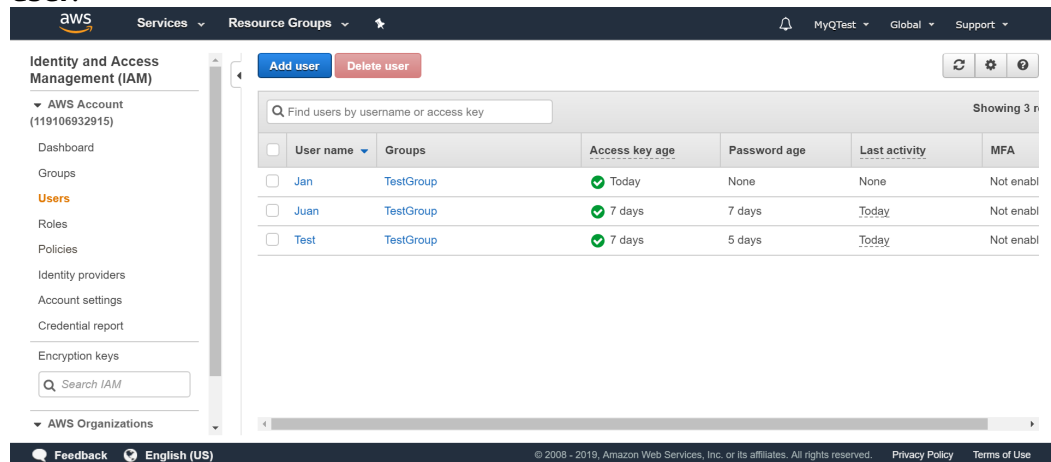

4. Follow the instructions to create the user.
5. Copy and save the **Client ID** and the **Access Key ID** of the created user, as you need them in the following steps.

Give user access rights to the bucket

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

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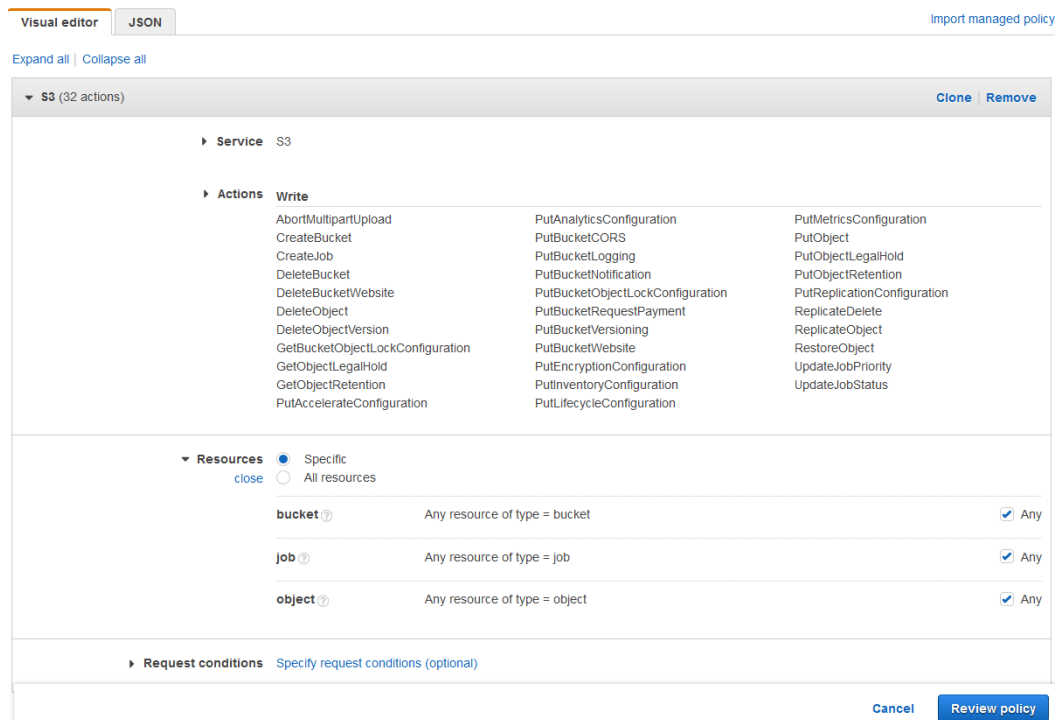
2. Click **Groups** in the **Identity and Access Management (IAM)** pane. Click **Create New Group**. Give the group a name and **Save** it.
3. Click **Add Users to Group** and add the created user to the group.
4. Click the **Permissions** tab and click **Attach Policy**. Select the policy you just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

6.4.2 Easy Scan Parameters

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

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

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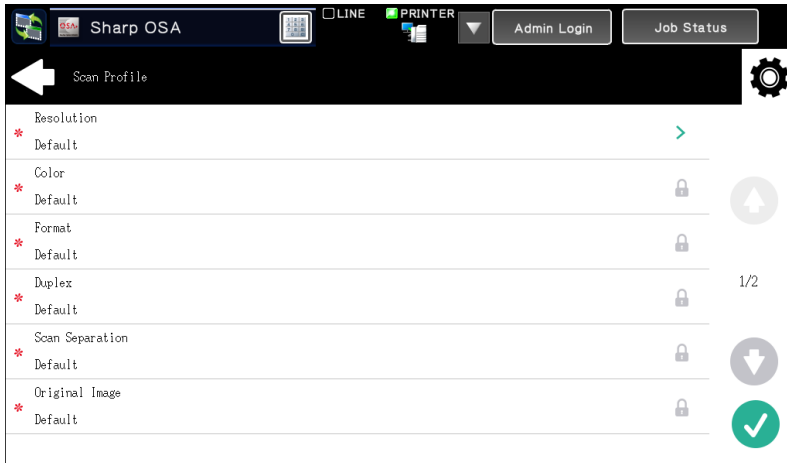
Some parameters (e.g. resolution, color) significantly influence the scanned file's size. For example, a combination of higher resolution and full color will dramatically increase the file size.

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

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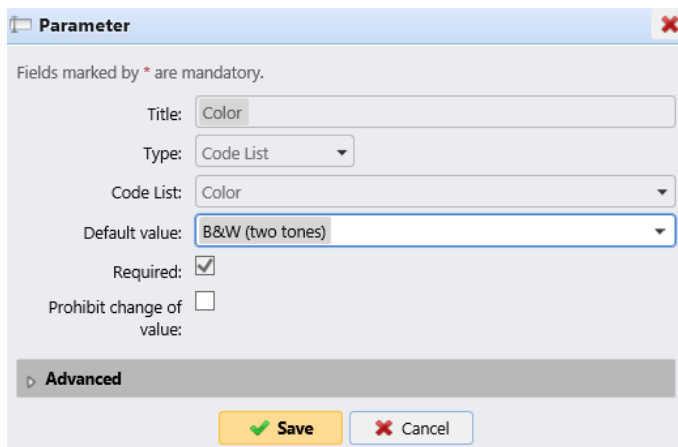
Predefined Parameters

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

- **Resolution** - The outgoing file's resolution. You can select from the following options:
  - 100 dpi
  - 200 dpi
  - 300 dpi
  - 400 dpi
  - 600 dpi

- ◦ Default
- **Color** - The outgoing file's color scale. You can select from the following options:
  - ◦ Color
  - ◦ Grayscale
  - ◦ B&W (two tones)
  - ◦ Automatic
  - ◦ Default
- **Format** - The outgoing file's format. You can select from the following options:
  - ◦ PDF
  - ◦ JPEG
  - ◦ TIFF
  - ◦ XPS
  - ◦ HCPDF
  - ◦ Default

> ⚠ The combination B&W (two tones) and JPEG or HCPDF is not available. This combination will take Grayscale as color.

- **Duplex** - Simplex and Duplex scanning options. You can select from the following:
  - ◦ Single Sided
  - ◦ Duplex
  - ◦ Default
- **Scan separation** - If a document with multiple pages is scanned, scanned pages can be stored either separately (each page in a separate file) or all together in one file. You can select from the following options:
  - ◦ All pages together
  - ◦ Separate each page
  - ◦ Default
- **Original Image** - Determines the way in which the printing device is going to process the scanned page.
  You can select from the following options:
  - ◦ Text + Photo
  - ◦ Photo
  - ◦ Text
  - ◦ Default
- **Size** - The scanned output's size. This determines the size of the scanning area, therefore it should correspond to the actual size of the scanned paper. You can select from the following options:
  - ◦ Automatic
  - ◦ A3
  - ◦ A4
  - ◦ A5
  - ◦ Default
- **Skip blank pages** - With this parameter, you can select to skip blank pages in the scanned document. You can select from the following options:
  - ◦ Default

○ Yes

○ No

Create custom parameters

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

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

To create a custom parameter:

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

Parameter Settings:

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

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

Custom parameters examples

These are some examples of using custom parameters.

Providing additional information in a metadata file

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

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

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

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

Enabling users to scan to their home folder protected by password

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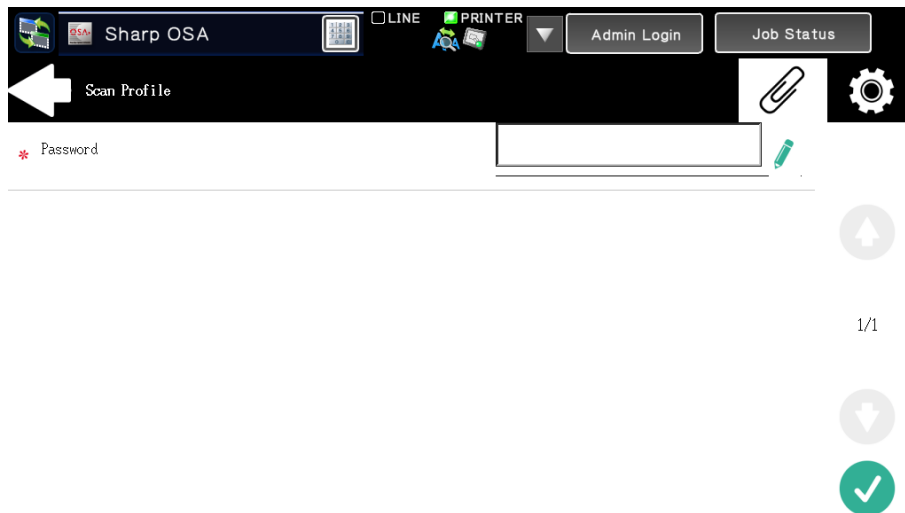

To be able to access their shared folders, users should have the LDAP domain defined in MyQ. The information about the domain is taken either from the **Authentication server** setting on the user's properties panel in MyQ, or from the user's MyQ user name (if the name is in the form *LDAPusername@domain.local*).

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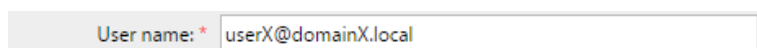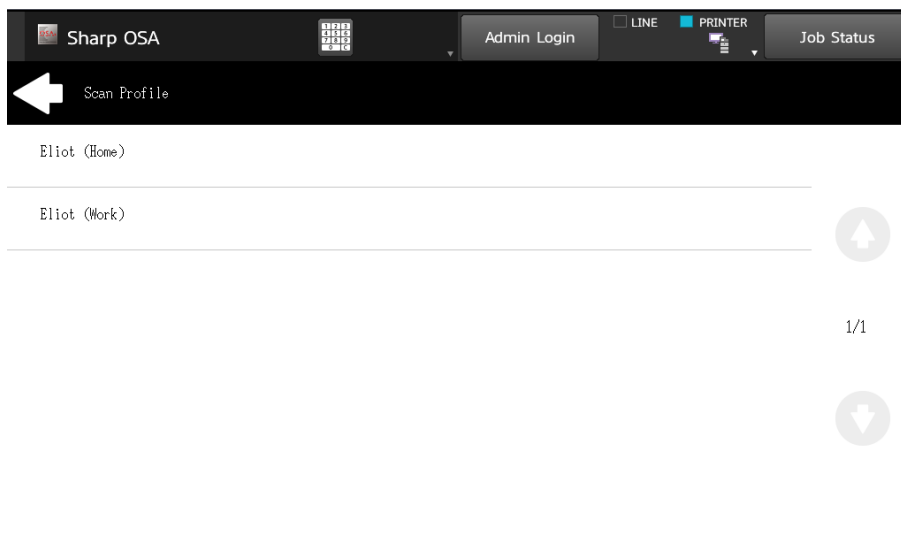

On the **Parameters** tab, create a parameter with the following properties: **Title**: Password, **Type**: Password, **Required**: selected, **Reference**: password.
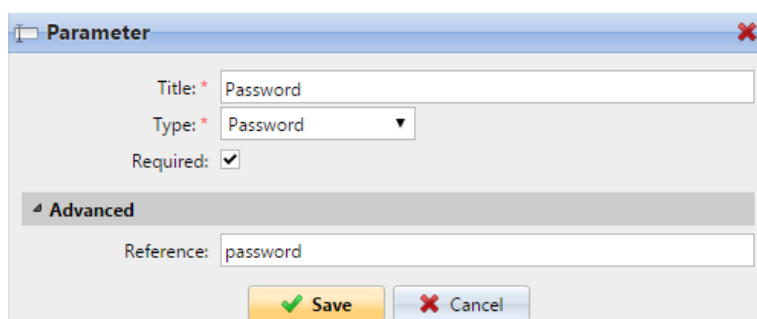
On the **Destinations** tab, set the **User's scan storage** destination type. In the **Parameters** section, select the **Connect as: User doing the scan** option and select the newly created *password* parameter in the drop-down.

Enabling users to select the output folder from a code book

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

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

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

Enabling users to search recipients via LDAP Source code books

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

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

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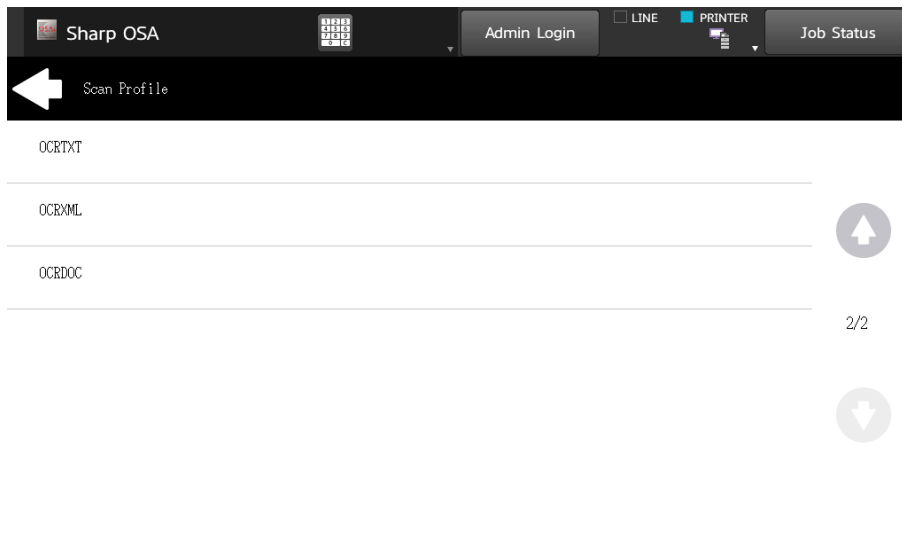

6.5 Easy Scan to OCR

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

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

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

To set up the OCR feature:

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

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

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

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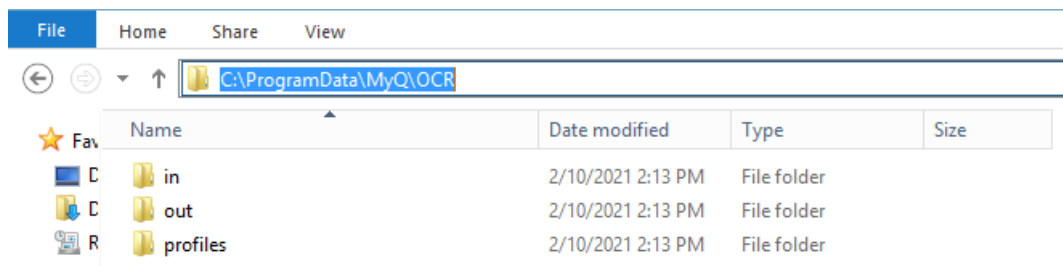
To enable users to select the appropriate OCR folder on the embedded terminal:

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

6.5.1 OCR Processing

The OCR software should listen to the document sub-folders of the *in* folder (*in\OCRDOC, in\OCRTXT,...*), process the file sent there, save the converted document to the *out* folder and delete the source file from the *in**** folder.
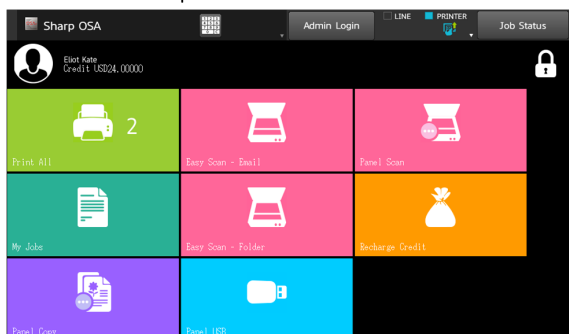
MyQ listens to the *out* folder, sends the converted file to the destinations defined on the **Destinations** tab and deletes it from the folder.

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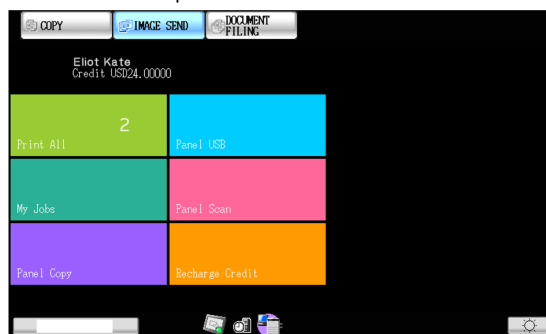
7 Credit

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.

Credit info on Sharp OSA 4.0+   Credit info on Sharp OSA 3.5

> 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.

7.1 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.
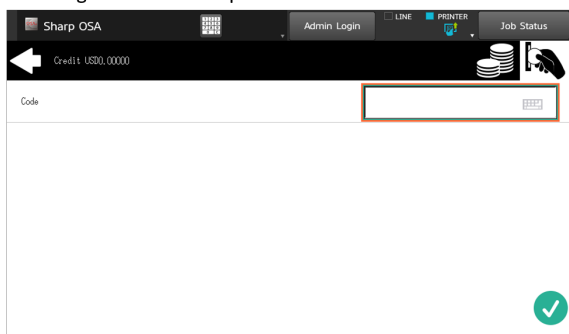
Recharge Credit on Sharp OSA 4.0+   Recharge Credit on Sharp OSA 3.5

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

Credit prices on Sharp OSA 4.0+

Credit prices on Sharp OSA 3.5

7.2 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.

Insufficient credit on Sharp OSA 4.0+
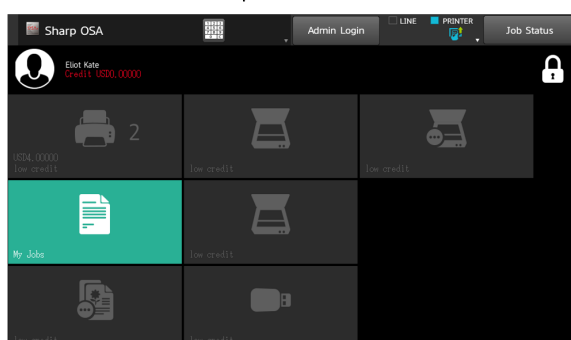
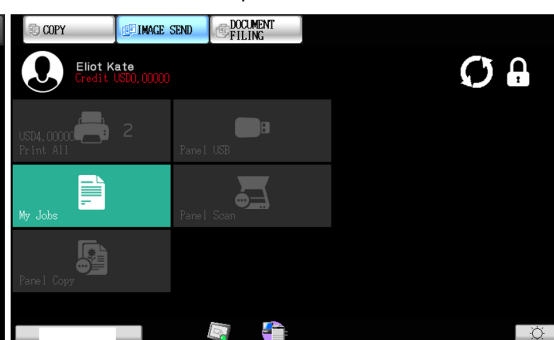Insufficient credit on Sharp OSA 3.5

Action taken when a user runs out of credit during copying, scanning or faxing on Sharp OSA 4.0+

The copy, scan or fax job stops when the user runs out of credit. The user can stay on the panel, but cannot use these panel actions anymore.

Action taken when a user runs out of credit during copying, scanning or faxing on Sharp OSA 3.5

The copy action stops, although few more pages can be printed or copied, depending on the speed of the printing device. The user can stay on the panel, but cannot use the panel copy action anymore.

The first scan job is always finished. The user can stay on the panel, but cannot use the panel action anymore.

Print jobs with additional information from the job parser

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

Jobs with additional info on Sharp OSA 4.0+
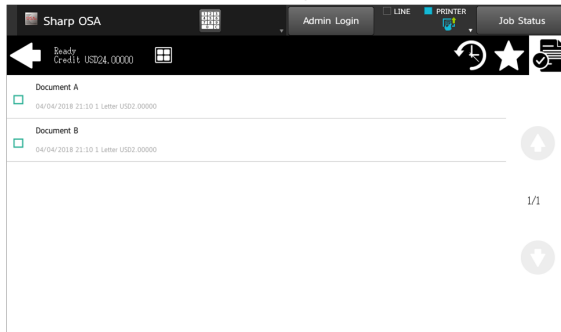
Jobs with additional info on Sharp OSA 3.5
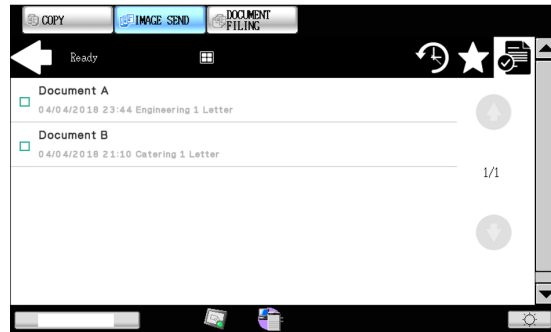
Priced jobs cannot be printed unless the users have a sufficient amount of credit. The users cannot use the **Print all** action when the overall price of all the priced print jobs is higher than their credit

8 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.

Quota on Sharp OSA 4.0+   Quota on Sharp OSA 3.5
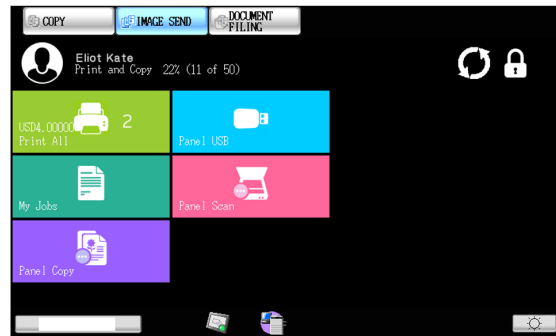
The embedded terminal's behavior depends on the quota settings in MyQ. When setting up **Quota** in the MyQ Web administrator interface, you can disable one or more operations after the quota is reached or exceeded:

- 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 Basic Installation Guide.*

Action taken when a user reaches a quota with immediate application

The copy action stops, although few more pages can be printed or copied, depending on the speed of the printing device. The user can stay on the panel, but cannot use the panel copy action anymore.

The first scan job is always finished. The user can stay on the panel, but cannot use the scan panel action anymore.
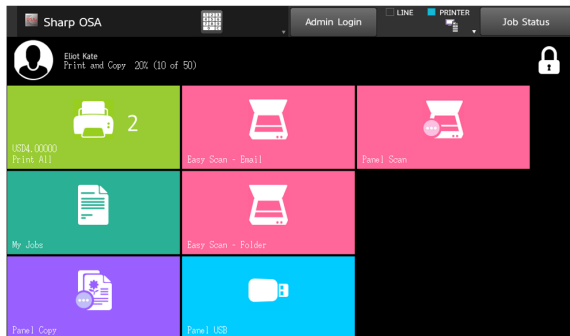
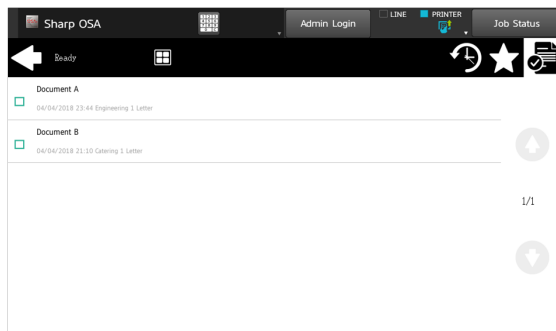**Print jobs with additional information from the job parser**

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

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.
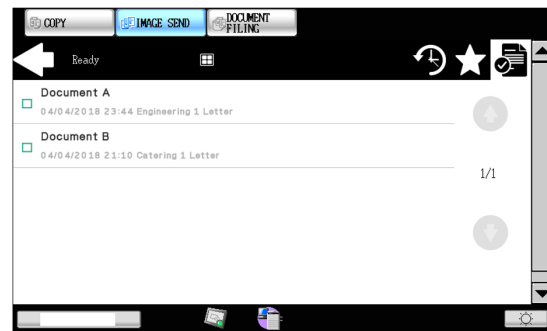
9 Projects

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

Jobs with assigned projects on Sharp OSA 4.0+   Jobs with assigned projects on Sharp OSA 3.5
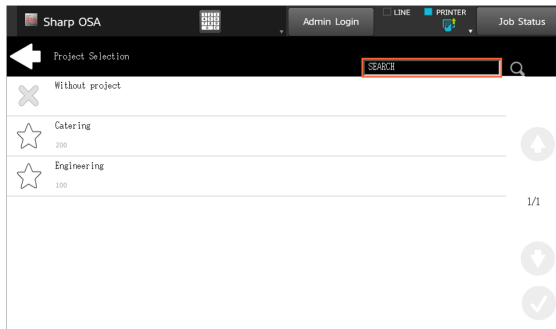
9.1 Assigning projects to print jobs

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.

Project selection on Sharp OSA 4.0+   Project selection on Sharp OSA 3.5
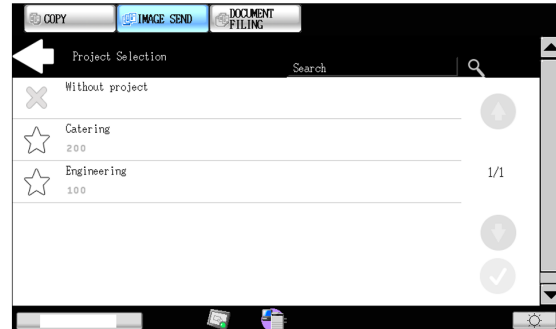
Print All

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

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

9.2 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.

9.3 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.

10 Accessing the Terminal via the MyQ Mobile App

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

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

The QR code includes all the necessary information to identify the printing device and the MyQ server where the device is connected to.

QR Login on Sharp OSA 4.0+   QR Login on Sharp OSA 3.5

The MyQ mobile application is available for free, both for mobile phones with Android and iOS.

11 Update and Uninstallation

Updating the terminal

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

To update the Embedded terminal:

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

Uninstalling the terminal

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

12 Change Log

12.1 Release notes for version 7.5

- Supported printing devices table updated.
- Enabling card readers information updated.
- Configuration on OSA 5.0+ information added.
- Added Cloud storage - Scan to Amazon S3.
- Easy Scan - create custom parameters information added.

13 Business Contacts

MyQ® Manufacturer	**MyQ® spol. s r.o.** Harfa Office Park, Ceskomoravska 2420/15, 190 93 Prague 9, Czech Republic MyQ® Company is registered in the Companies register at the Municipal Court in Prague, division C, no. 29842
Business information	www.myq-solution.com info@myq-solution.com
Technical support	support@myq-solution.com
Notice	MANUFACTURER WILL NOT BE LIABLE FOR ANY LOSS OR DAMAGE CAUSED BY INSTALLATION OR OPERATION OF THE SOFTWARE AND HARDWARE PARTS OF THE MyQ® PRINTING SOLUTION. This manual, its content, design and structure are protected by copyright. Copying or other reproduction of all or part of this guide, or any copyrightable subject matter without the prior written consent of MyQ® Company is prohibited and can be punishable. MyQ® is not responsible for the content of this manual, particularly regarding its integrity, currency and commercial occupancy. All the material published here is exclusively of informative character. This manual is subject to change without notification. MyQ® Company is not obliged to make these changes periodically nor announce them, and is not responsible for currently published information to be compatible with the latest version of the MyQ® printing solution.
Trademarks	MyQ®, including its logos, is a registered trademark of MyQ® company. Microsoft Windows, Windows NT and Windows Server are registered trademarks of Microsoft Corporation. All other brands and product names might be registered trademarks or trademarks of their respective companies. Any use of trademarks of MyQ® including its logos without the prior written consent of MyQ® Company is prohibited. The trademark and product name is protected by MyQ® Company and/or its local affiliates.