MyQ Sharp Luna Embedded

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MyQ Sharp Luna Embedded Terminal 10.1

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

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

1 Supported Printing Devices

Some models are not certified yet. A list of certified models can be found in **Certified Devices** on the MyQ Community portal. If the requested device is not on the certified devices list but it is in the table below, please create a Device certification request.

Model Name	Color/B&W	Device Type
Sharp MX-C428P	Color	Printer
Sharp MX-C528P	Color	Printer
Sharp MX-C407P	Color	Printer
Sharp MX-C507P	Color	Printer
Sharp MX-C607P	Color	Printer
Sharp MX-B707P	B&W	Printer
Sharp MX-B557P	B&W	Printer
Sharp MX-C358F	Color	MFP
Sharp MX-C428F	Color	MFP
Sharp MX-C528F	Color	MFP
Sharp MX-C407F	Color	MFP
Sharp MX-C507F	Color	MFP
Sharp MX-C357F	Color	MFP
Sharp MX-C557F	Color	MFP
Sharp MX-B468F	B&W	MFP
Sharp MX-B557F	B&W	MFP

Model Name	Color/B&W	Device Type
Sharp MX-B707F	B&W	MFP
Sharp MX-B467F	B&W	MFP

2 Supported Card Readers

Name	Vendor	Additional Information
MyQ-20-TR461U	Elatec	Dual reader with advanced formats (HID Prox, Cotag, Indala,...).
MyQ-20-TR462U	Elatec	Dual reader with advanced formats (HID Prox, Cotag, Indala,...).
MyQ-20-TR470U	Elatec	Dual reader with standard HF and LF formats, Legic Prime
MyQ-20-TR480U	Elatec	Dual reader with standard HF and LF formats, BLE
MyQ-20-TR520U	HID	HF reader with advanced formats (Mifare, ISO14443, ISO15693, iClass, Seos).
MyQ-20-TR530U	HID	Dual reader with advanced formats (HID prox, Indala, iClass, Seos), BLE, compact case.
MyQ-20-TR540U	HID	Dual reader with advanced formats (HID prox, Indala, iClass, Seos).
MyQ-20-TR541U	HID	Dual reader with advanced formats (HID prox, Indala, iClass, Seos), BLE.
MyQ-20-TR640U	RFIDeas	Dual reader with standard HF and LF formats.
MyQ-20-TR643U	RFIDeas	Dual reader with standard HF and LF formats, compact case.
MyQ-20-TR660U	RFIDeas	Dual reader with standard HF and LF formats, BLE.
MyQ-20-TR690U	RFIDeas	Magstripe reader.
SONY RC-S380/s	Sony	Read/Write capability with FeliCa card/FeliCa-compatible devices and ISO/IEC 14443 Type A/ Type B cards.

Name	Vendor	Additional Information
Inepro Omni reader - 1DA6 0110	Inepro	RFID reader that supports all card technologies in both the 13,56 MHz and the 125 kHz range.
WAVE ID®Plus/ PcProx Plus (09D8 0410)	RFIDeas	A dual-frequency card reader.
WAVE ID® SP Plus/PcProx Plus SP	RFIDeas	A dual-frequency card reader.
PcSwipe (0C27 1000)	RFIDeas	A magnetic stripe card reader.

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

3 Installation

3.1 Requirements

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

- .NET 4.7.2 or newer, or .netcore 2.1 needs to be installed on the MyQ Print server.
- The administrator's password has to be set on the printing device.
- The IP or Hostname of the printing device has to be valid.
- The correct time and date must be set on the printing device to avoid issues with the Scan to Me functionality.
- MyQ Sharp Luna Embedded terminal 10.1 is supported on MyQ Print server 10.1 and newer

> ⚠️ While it is possible to install and use other applications (such as Cloud Connector) on your device alongside MyQ, MyQ must be installed first to prevent issues during remote installation.

The easiest way to install the MyQ Sharp Luna 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.
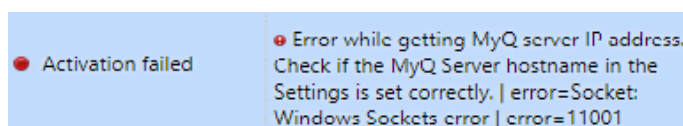
3.2 Remote installation via Printer Discovery

1. Follow the instructions in the MyQ Print Server guide to create and configure a Printer Discovery.
2. Then, create a configuration profile to attach to your Printer Discovery.
3. The **Sharp Luna** section is displayed when the Sharp Luna terminal package is installed on the MyQ server. Applying the changes in the **Sharp Luna** section on the terminal requires a force remote configuration of the device.
    - It is possible to change the **Terminal screen displayed after login**. The available options are **Top menu** and **My Jobs**.
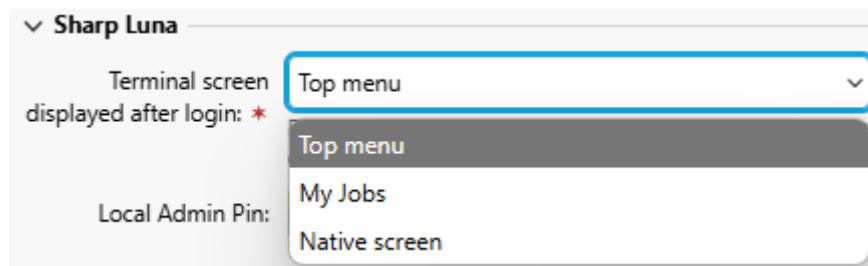
- ◦ If the **Top menu** option is set, the Top menu is displayed after login.
- ◦ If the **My Jobs** option is set, My Jobs is immediately opened after login if at least 1 job is available in the Ready tab in My Jobs. If there are no jobs in My Jobs, the Top menu is displayed.
- ◦ If the **Native screen** option is set after the login the Sharp Luna native display screen is displayed.

3.3 Changing Login Methods

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

You can choose between two types of login: simple login and two-step authentication.

With the simple login option, you can select up to three methods of login.

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).

3.4 Selecting Languages

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

The default language:

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

The user's language:

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

3.5 Accessing the Terminal via the MyQ Mobile App

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

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

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

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

> ▤ If the Sharp Luna web service is restarted on a device without an HDD, the QR code is not immediately displayed; it is displayed after a few seconds.

3.6 Update and Uninstallation

Updating the terminal

Updating the terminal is done on the MyQ web administrator interface.

> ⓘ Check Terminal packages in the MyQ Print Server guide for further details.

Uninstalling the terminal

MyQ embedded terminals can be remotely uninstalled on the MyQ web administrator interface.

- Go to **MyQ, Settings, Configuration Profiles**.
- Choose the profile and click **Edit** (or double-click, or right click and **Edit**).
- The properties panel opens on the right side. In the **General** tab, under **Terminal**, change the **Terminal type** to *No Terminal*.
- Click **Save**.

4 Admin Menu

From the terminal's **Admin Menu,** you can administer the terminal and change its settings.

The **Admin Login** action unlocks the printing device panel. With the panel unlocked, the printing device's default screen opens, and all the device features are accessible. Pages printed and scanned in this mode are accounted to the ***unauthenticated** user. Once the panel is unlocked, the device setup can be accessed. When you open the device's panel using the **Admin Login** button, you are automatically granted administrative rights to all its settings.

The **Server address** displays the address of the server machine is connected to, it is not possible to change it, **Server port** can be edited.

The **Serial number** displays serial number of the device.

The **Admin Login** will unlock the native panel.

4.1 Entering the Admin Menu

To access the terminal's admin menu, tap the MyQ logo (or custom logo) in the upper-left corner of the panel, and enter the **Administrator PIN**. The default admin PIN is *1087*.
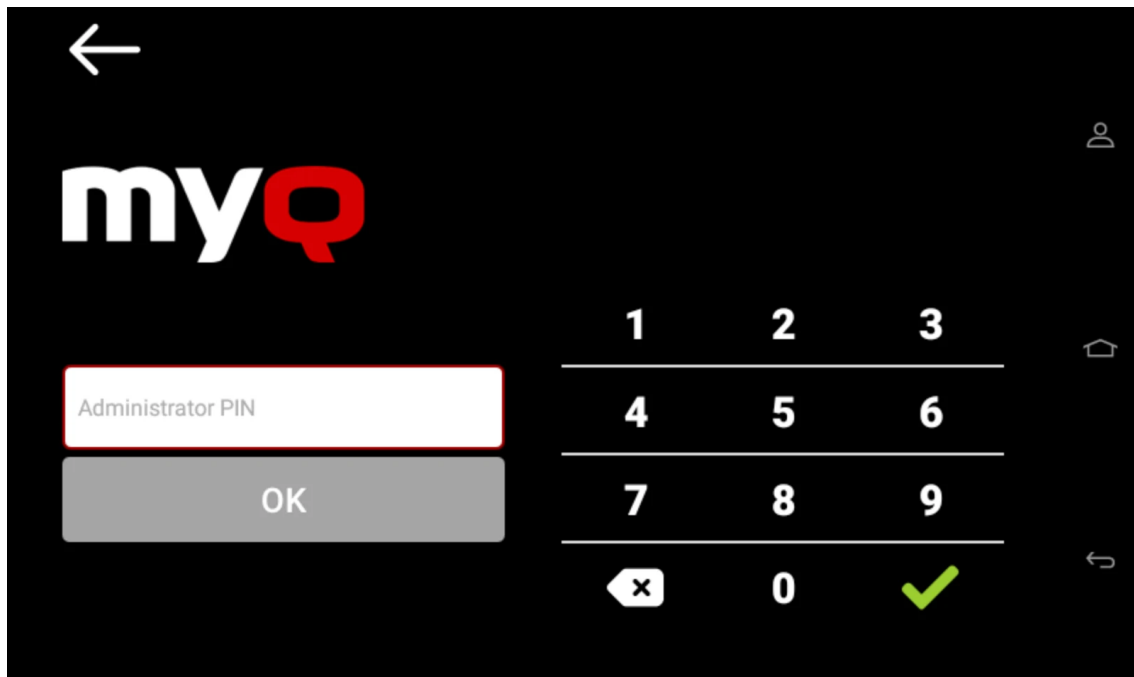
You can change the admin PIN in the printer's configuration profile in the MyQ Web administrator interface.

1. 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).
3. Change the admin PIN in the **Printer Credentials** section, in the **Administrator password** field.
4. Click **Save**. A pop-up window informs you that you need to activate the printer(s) again.

5 Licenses

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

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.

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

6 Personalization

On the **Personalization** settings tab in the MyQ Web administrator interface, under **Terminal personalization**, you can add a custom logo to the embedded terminal.

> If the Sharp Luna web service is restarted on a device without an HDD, the custom logo is not immediately displayed; It is displayed after a few seconds.

> Check the MyQ Print Server guide for Personalization Settings.

7 Terminal Actions

This topic discusses basic features of the terminal called actions and can be accessed from action nodes on the terminal.

The default terminal actions are:

- Print All
- My Jobs
- Easy Scan – Email
- Easy Scan – Folder
- ID Card Registration (only visible if ID Card is selected as a login method)
- Unlock Panel
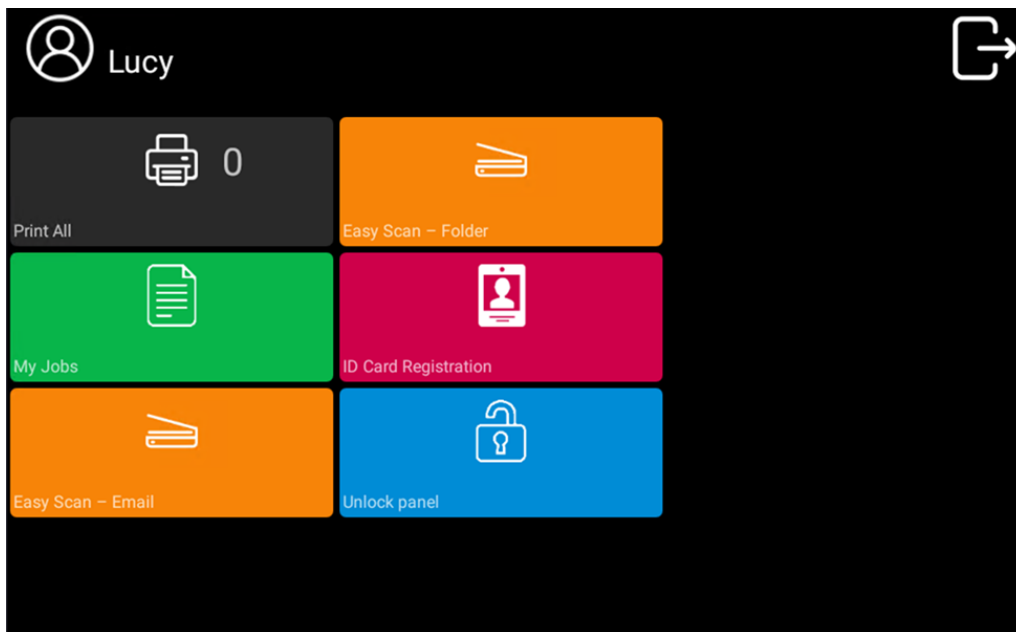
> ℹ️ For information related to terminal action nodes management, check Terminal Actions Settings on the MyQ Print Server guide.

7.1 Print All

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

7.1.1 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 log in in 30 seconds, the terminal screen refreshes with the **Print all jobs after logging in** option selected.
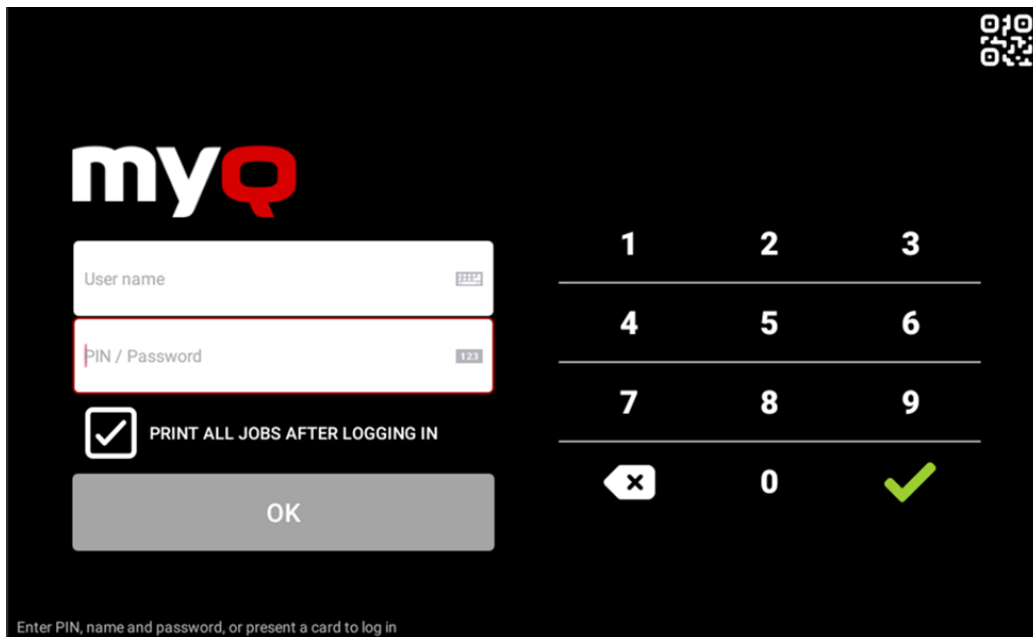
Currently, the same setting on the MyQ Web administrator UI, in **MyQ**, **Settings**, **Printers** under the **General** section, is being ignored by the terminal.

7.2 Easy Scan

Easy Scan provides scanning with 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 and set scan parameters in MyQ.

For information on how to configure the **Easy Scan** action and define its destinations and parameters, check Easy Scan settings in the MyQ Print Server guide.

- If enabled on the server, users can change their scan settings from the terminal screen.

- You can also create new custom 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. You can find further details in Create custom parameters on the MyQ Print Server guide.
- OCR (Optical Character Recognition) can be used with Easy Scan, by creating OCR profiles and enabling users to select them on the embedded terminal. You can find further details in OCR on the MyQ Print Server guide.

7.2.1 Easy Scan Parameters

Each parameter has a *Default* option. If selected, the actual values are taken from the default scan settings of the printing device and are displayed on the terminal. If the device's default values cannot be mapped to the MyQ scan profile value, *Default* will be displayed.

- **Resolution** - The outgoing file's resolution. You can select from the following options:
  - 100 dpi
  - 200 dpi
  - 300 dpi
  - 400 dpi
  - 600 dpi
- **Color** - The outgoing file's color scale. You can select from the following options:
  - Color
  - B&W (two tones) -This is available for the TIFF format only; TIFF is scanned as B&W every time.
  - Automatic
- **Format** - The outgoing file's format. You can select from the following options:
  - PDF
  - JPEG
  - TIFF

- **Duplex** - Simplex and Duplex scanning options. You can select from the following:
  - ◦ Single Sided
  - ◦ Duplex - binding on top
  - ◦ Duplex - binding on side
- **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
- **Original Orientation** - Determines the page's orientation in the outgoing file. The paper's position is relative to the person standing at the printing device. You can select from the following options:
  - ◦ Top Edge on Top: The page is displayed in a horizontal position (top edge of the page opposite to the person).
  - ◦ Top Edge on Left: The page is displayed in a vertical position (top edge of the page on the left-hand side of the person).
- **Size** - The scanned output's size. This determines the size of the scanning area; therefore it should correspond to the actual size of the scanned paper. You can select from the following options:
  - ◦ Automatic
  - ◦ A3
  - ◦ A4
  - ◦ A5
  - ◦ A6
  - ◦ B4
  - ◦ B5
  - ◦ Letter
  - ◦ Legal
  - ◦ Statement
  - ◦ Officio II
- **Mixed size** - This parameter enables automatic paper size recognition when different sizes of paper are used during scanning. To be able to use the **Mixed size** setting, the *A4*, *A3*, *Ledger* or *Letter* option must be selected in the **Size** setting. You can select from the following options:
  - ◦ On: The **Size** parameter is ignored, and the size of each scanned image is recognized by the printing device.
  - ◦ Off: The **Size** parameter is used to decide the size of the scanned image.
- **Continuous scan** - With the continuous scan option *Enabled*, scan jobs are not sent until **Done** is tapped. After clicking **Scan**, the printing device scans another page. You can select from the following:
  - ◦ Disabled
  - ◦ Enabled

> ⚠️ Only PDF format is supported when using continuous scan.

- **Skip blank pages** - With this parameter, you can select to skip blank pages in the scanned document. You can select from the following options:

- ◦ Yes
- ◦ No

7.3 Easy Print

The Easy Print terminal action allows users to print files without sending them to MyQ first. These files can be sourced from multiple destinations such as cloud storages, network drives or local drives, and the user's default storage.

> ℹ️ For information on how to configure the **Easy Print** action, check Easy Print settings in the MyQ Print Server guide.

When Easy Print is used on the terminal, the user is presented with a list of possible destinations associated with this action (this is skipped in case of a single destination). After the destination is selected, the user can browse it and select files for printing.
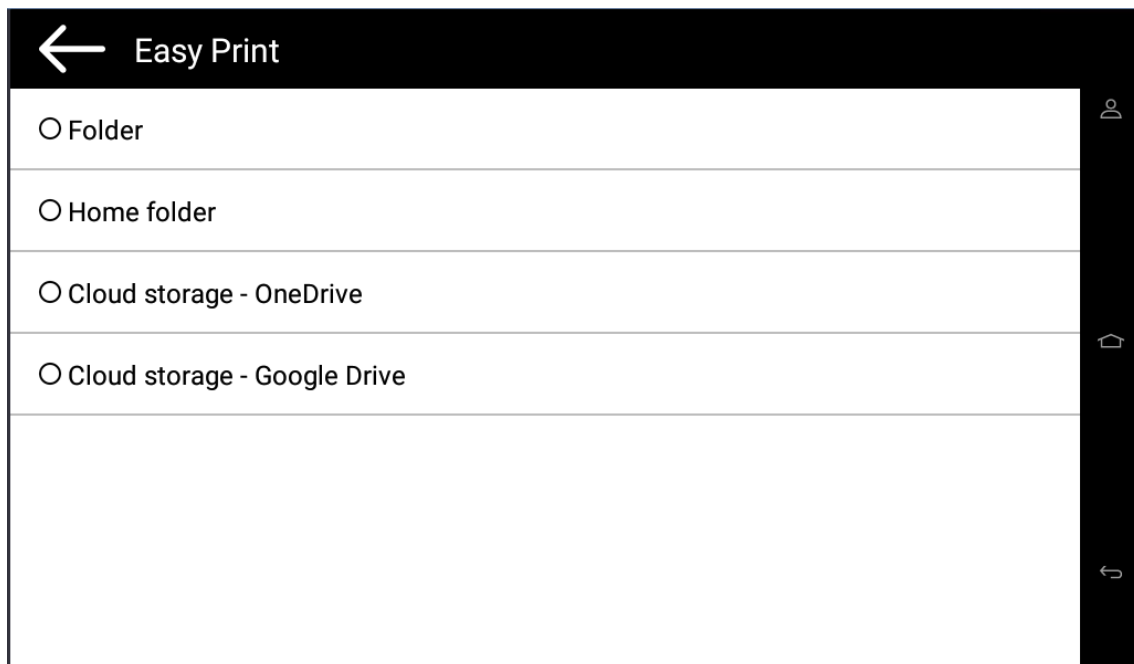

After pressing the print button, the files are downloaded from the destination to the server, processed through the default Easy Print queue, and released immediately to the printer without any further interaction. It is also possible to cancel the whole downloading and printing process. In this case, files that have already been downloaded, but not printed are deleted from the server. Files that have already been printed remain on the server and it is possible to reprint them.
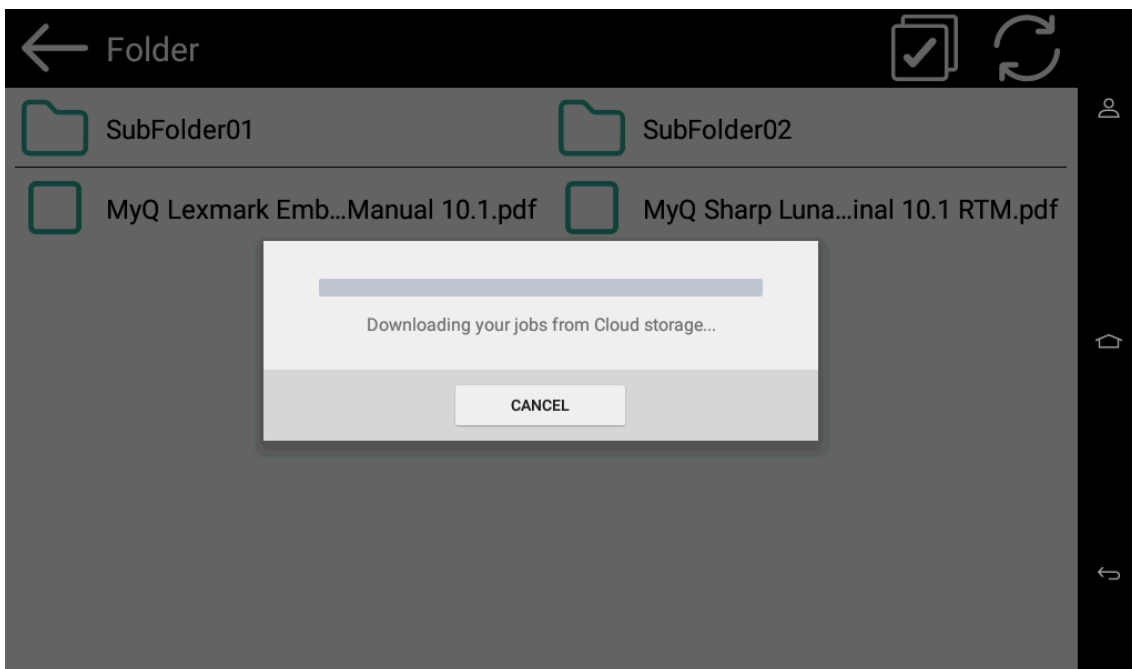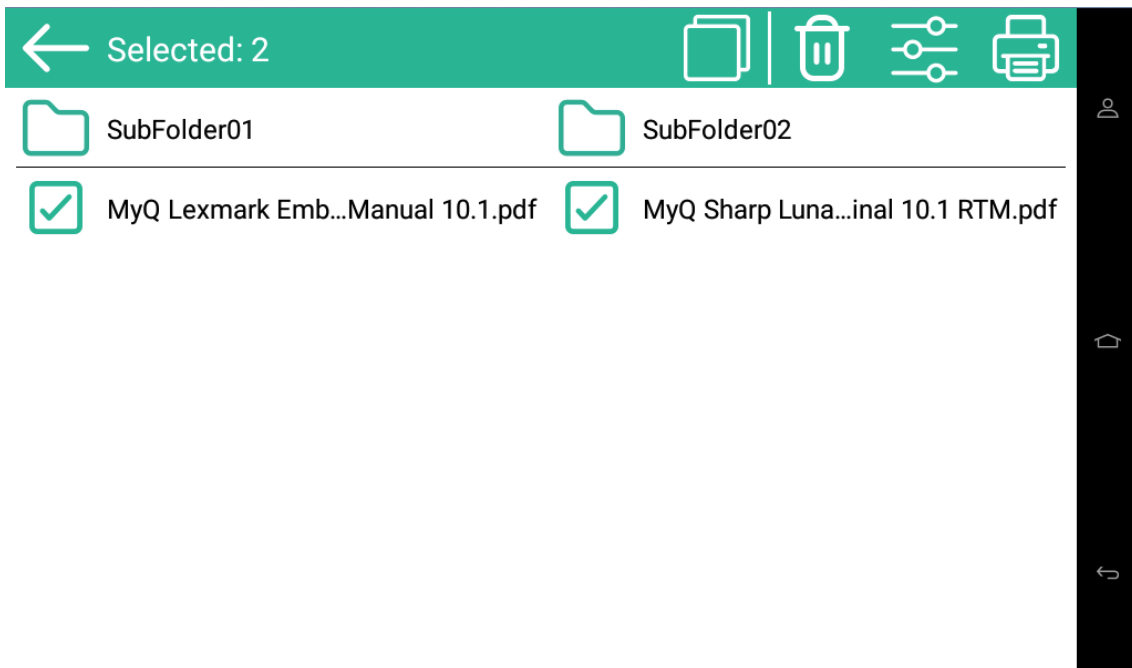
If the user does not have any Cloud storages connected, an error message appears on the terminal informing the user that there is no Cloud storage available, but can be set up in the web UI.
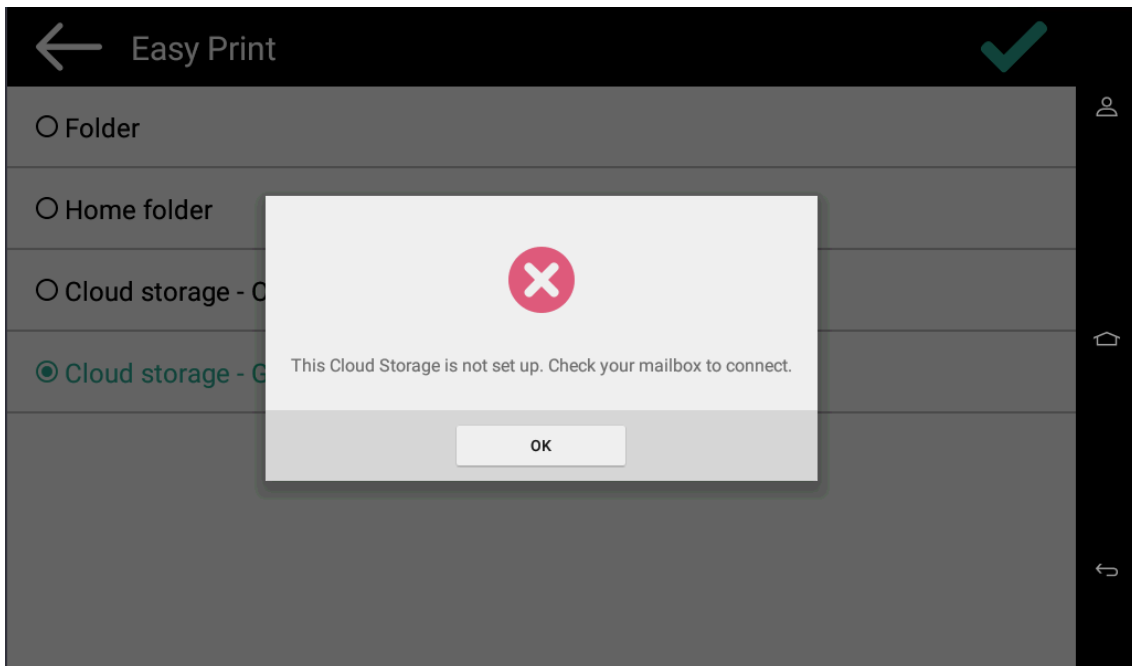
If a job cannot be printed, the error message with the explanation appears on the terminal.
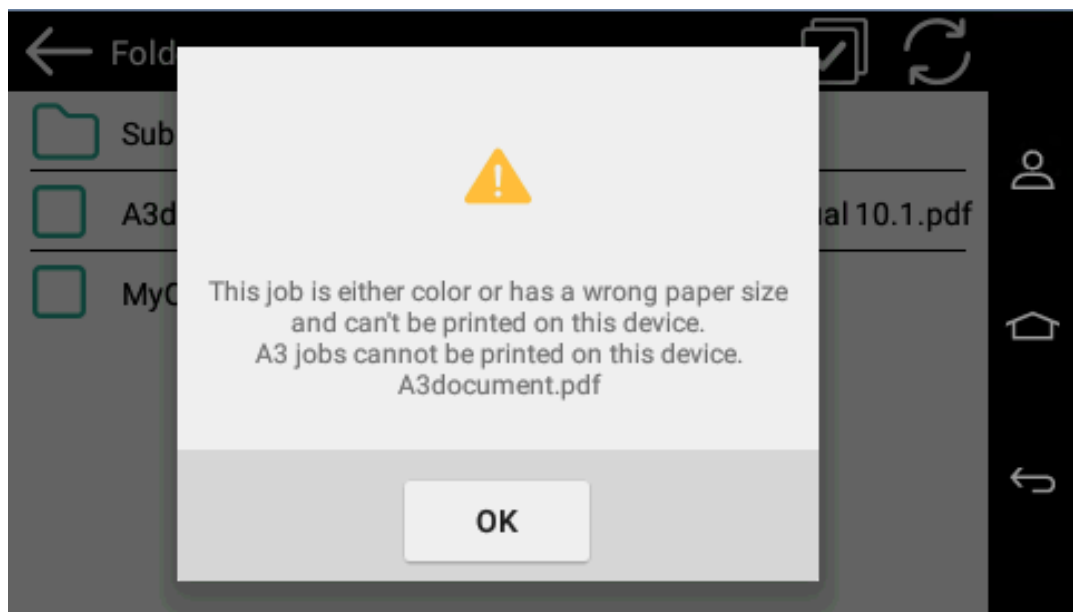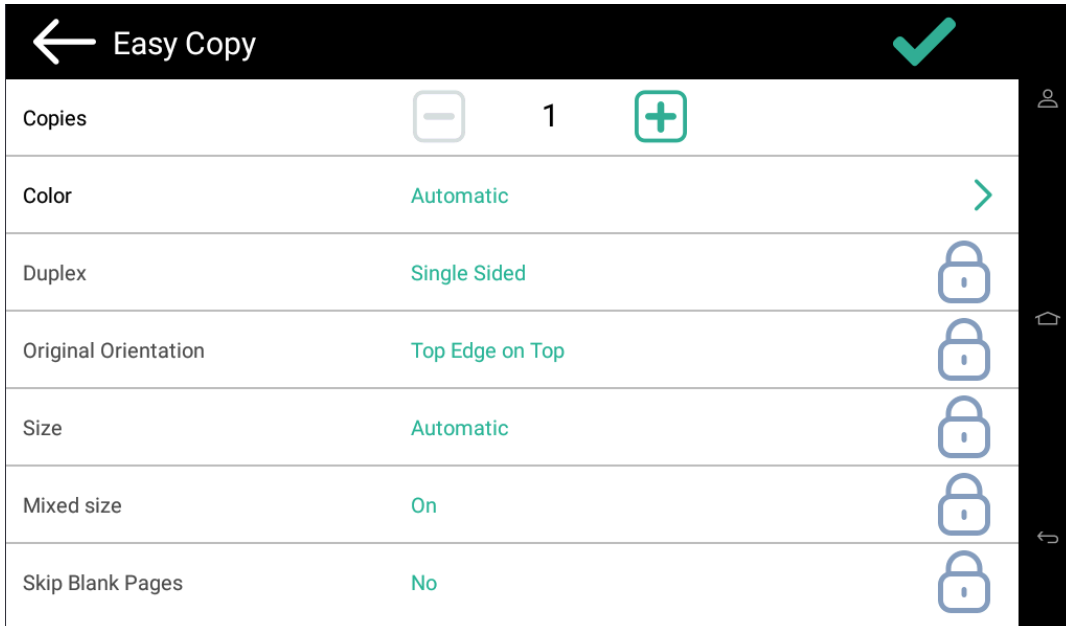

7.4 Easy Copy

The Easy Copy terminal action allows you to copy with one click. After the user taps this action, the page is immediately copied.

> 🛈 You can define the copy parameters in the MyQ web administrator interface, described in Easy Copy settings in the MyQ Print Server guide.

If enabled on the server, users can change their copy settings from the terminal screen.

7.4.1 Easy Copy Parameters

- **Copies** - Predefine the number of copies to be available *1-99*.
- **Color** - Color scale of the outgoing file. You can select from the following options:
    - Color
    - Monochrome
    - Automatic
- **Duplex** - Simplex and Duplex scanning options. You can select from the following options:
    - Single Sided
    - Duplex
    - 1-sided to 2-sided
    - 2-sided to 1-sided
- **Original Orientation** - Determines the page's orientation in the outgoing file. The paper's position is relative to the person standing at the printing device. You can select from the following options:
    - Top Edge on Top: The page is displayed in a horizontal position (top edge of the page opposite to the person).
    - Top Edge on Left: The page is displayed in a vertical position (top edge of the page on the left-hand side of the person).
- **Size** - Size of the scanned input. It determines the size of the scanning area; therefore, it should correspond to the actual size of the scanned paper. You can select from the following options:

- ◦ Automatic
- ◦ A3
- ◦ A4
- ◦ A5
- ◦ A6
- ◦ B4
- ◦ B5
- ◦ Letter
- ◦ Legal
- ◦ Statement
- ◦ Oficio II
- **Skip blank pages** - With this parameter, you can select to skip blank pages in the copied document. You can select from the following options:
  - ◦ Default
  - ◦ Yes
  - ◦ No
- **Mixed size** - This parameter enables automatic paper size recognition when different sizes of paper are used during copying.
  - ◦ Yes: The output paper size parameter will be ignored and be decided by the device itself depending on the scanned image size.
  - ◦ No: The output paper size must be set (everything but Auto) and the image will be zoomed and scanned to the same size.
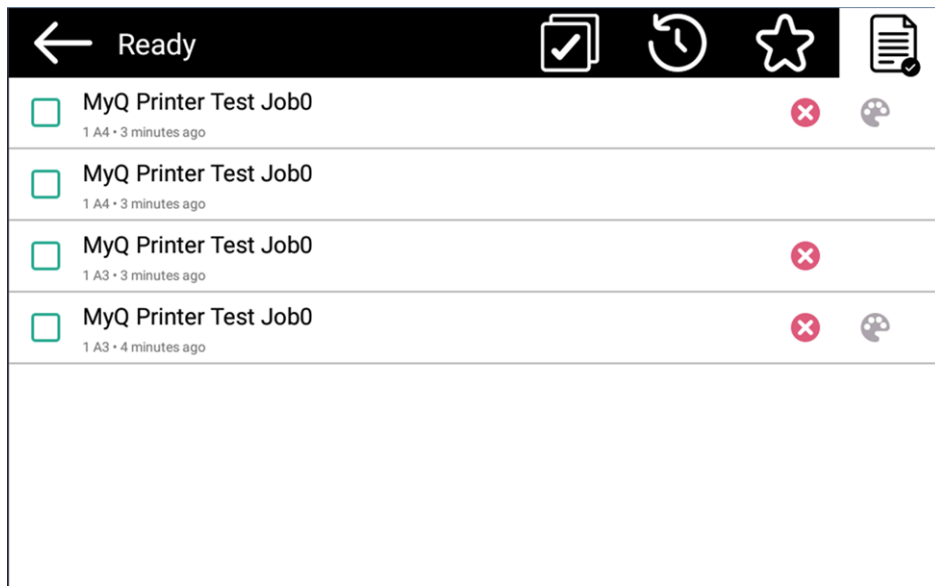 - ◦ Default

> **ⓘ** Easy Copy has limitation in Sharp Luna and that is, that the Easy Copy is counted in machine counters as scan + print. In MyQ X, the job is accounted as Copy.

7.5 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.

7.5.1 Job Filters

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

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

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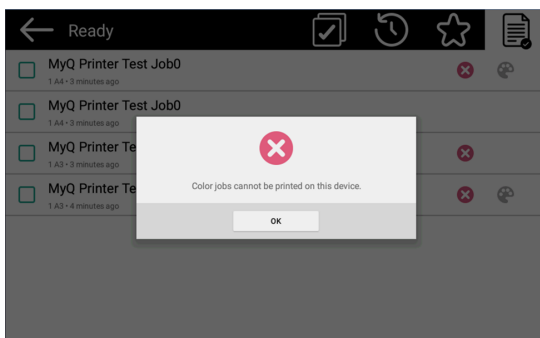
7.5.2 Managing Jobs on the My Jobs Screen

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

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

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

> In certain cases, you may see listed some print options that are not applicable due to the queue or printer being used. For example, you may see **Staple** options despite printing on a terminal with no stapling feature. In cases such as these, this command will be ignored.
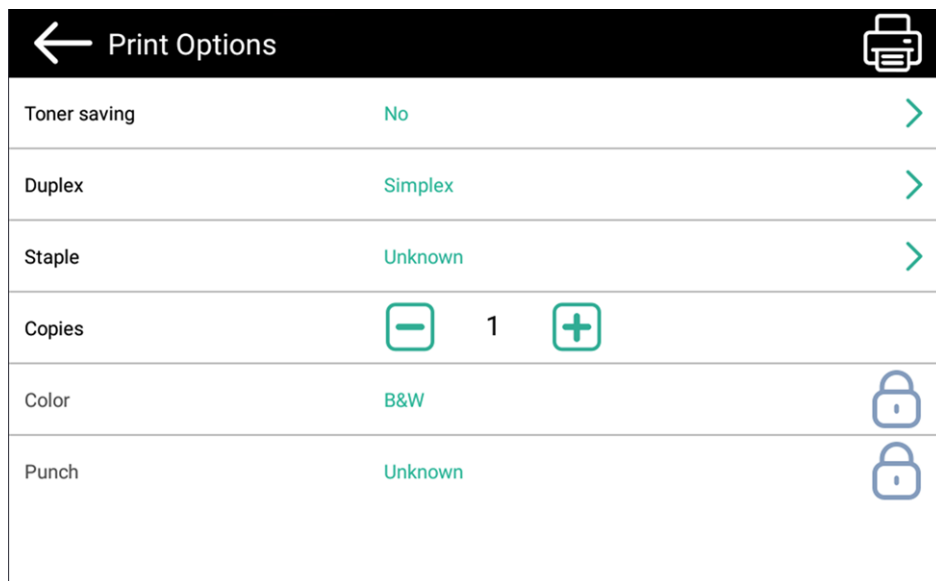
- **Add to favorites**: Tap the star-plus icon to add the selected jobs to your favorites (Visible on the Ready jobs tab and on the Printed jobs tab).
- **Delete from favorites**: Tap the star-minus icon to delete the selected jobs from your favorites (Visible on the Favorite jobs tab).
- **Delete**: Tap the bin icon to delete the selected jobs.

7.5.3 Job Preview

The **Job Preview** feature is used to generate previews of jobs. To enable it, go to **MyQ > Settings > Jobs > Job Preview**. It is possible to limit the **Number of pages** to be generated (*1* by default) in the preview. To include all the pages, set the value to *0*.

Once enabled, the Job Preview (eye) button is visible on the terminal.
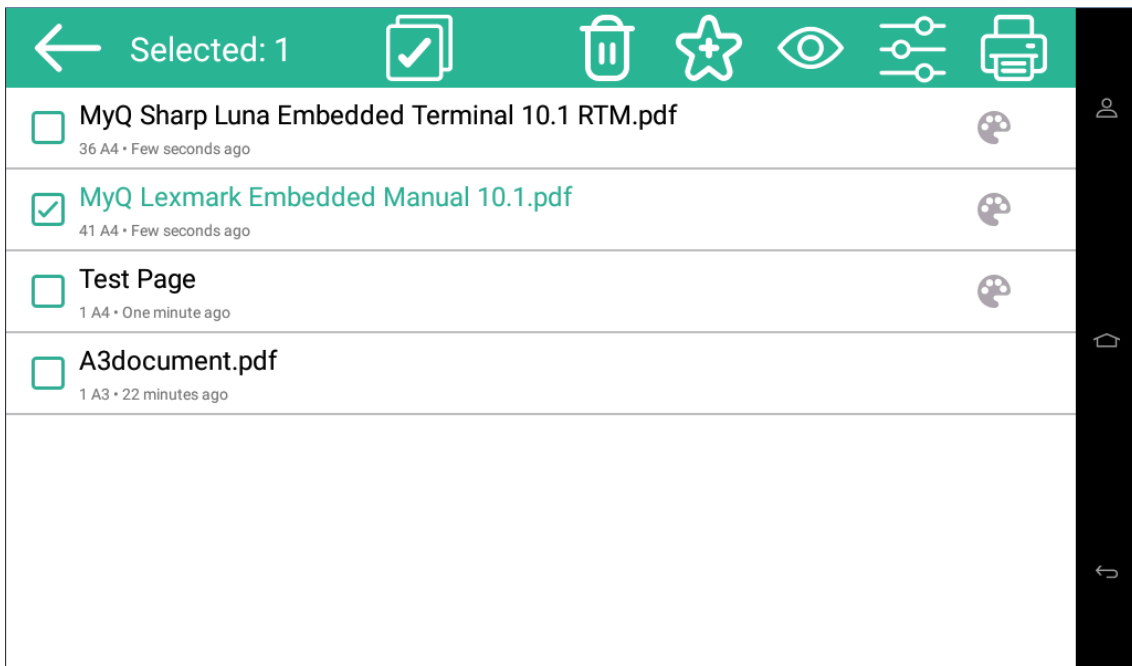
Tapping on it redirects to the Job Preview screen. The first page of the document is displayed by default in a thumbnail view, as the first page of the job preview. Besides the document's preview, you can also see the document's name in the lower-left corner, the number of pages in the lower-right corner, and the navigation menu to the right side.

In the navigation menu, you can use the back button to return to My Jobs, the forward and backwards buttons to preview more pages, the magnifying glass button to zoom in and out of the previewed page, open the job's print options, and print the job.

7.5.4 Job Roaming

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

The administrator can choose between a **Separate** and a **Shared** jobs list for the remote jobs, by going to **MyQ > Settings > Jobs** in the **Job Roaming** section.

A MyQ Central server with Site servers is required for this feature.

To print the jobs when using a **Shared** jobs list, the user has to take the following steps:

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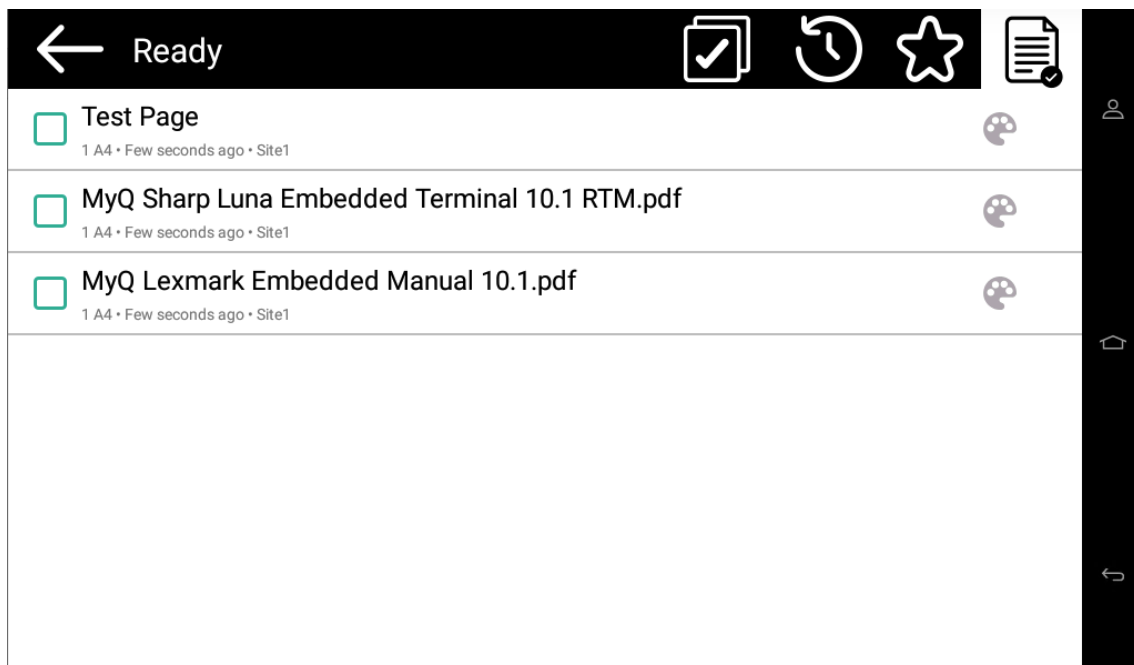

To print the jobs when using a **Separate** jobs list, the user has to take the following steps:

1. Log in to the embedded terminal.
2. Tap **My Jobs**. The My Jobs screen opens.
3. On the screen, tap the globe icon. The Remote tab opens.
4. The remote jobs are automatically downloaded and can be printed on the current printing device as well as on any other printing device attached to the **Job Roaming** queue.
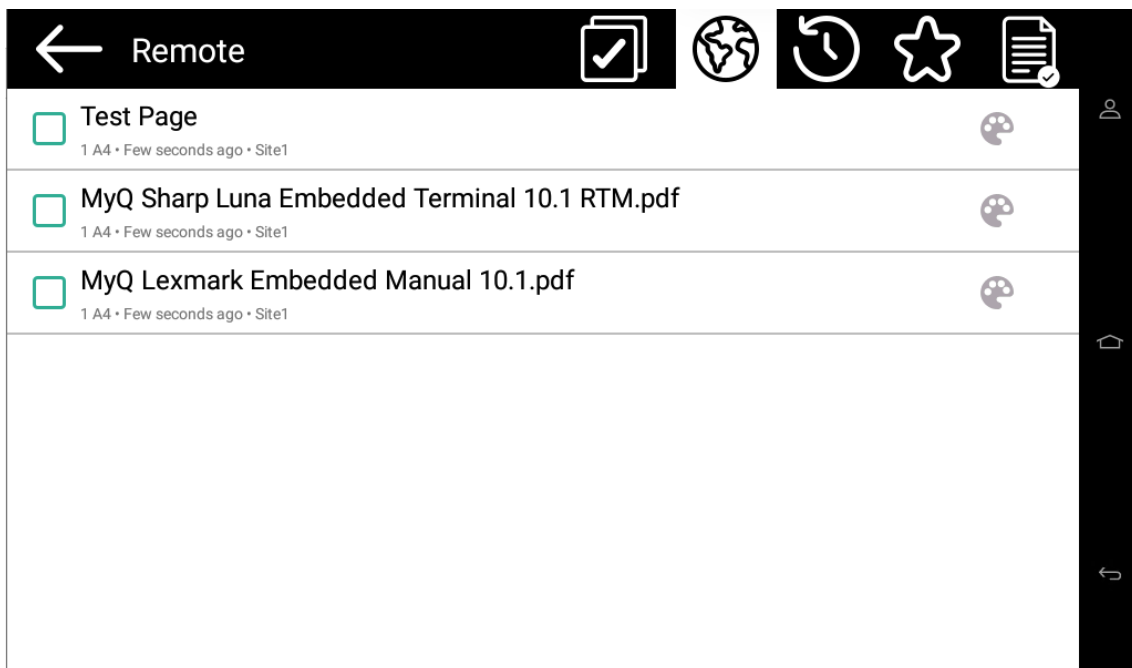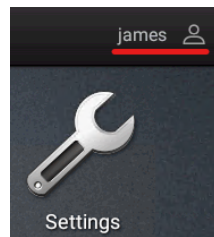
7.6 Unlock Panel

Unlocks the printing device's panel and opens the native device screen. Here it is possible to use panel operations like Panel Copy, Panel Scan or USB operations.
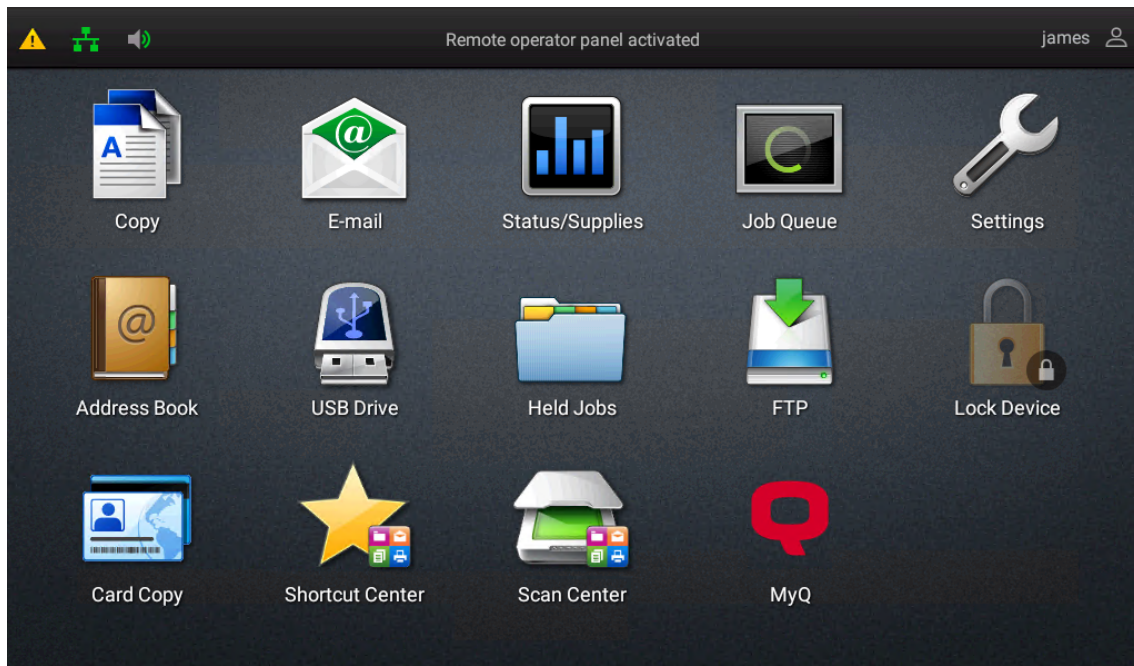

To return to the Top menu, it is possible to use the MyQ icon on the device panel. To log out from the native panel, the user has to press the username in the upper-right corner.
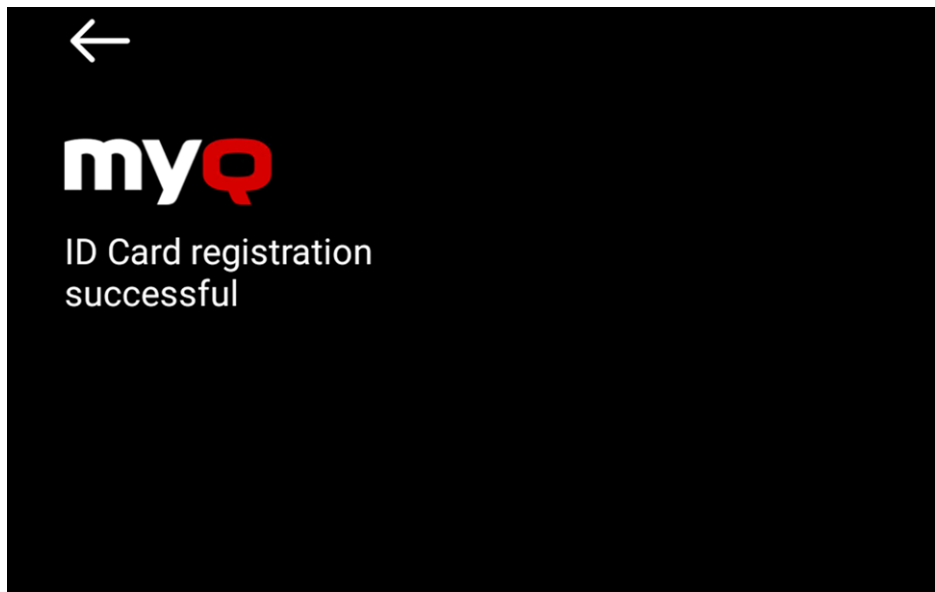
7.7 ID Card Registration

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. There is **no back button** on the ID card registration screen. To exit the ID card registration screen, use the **Home** button.
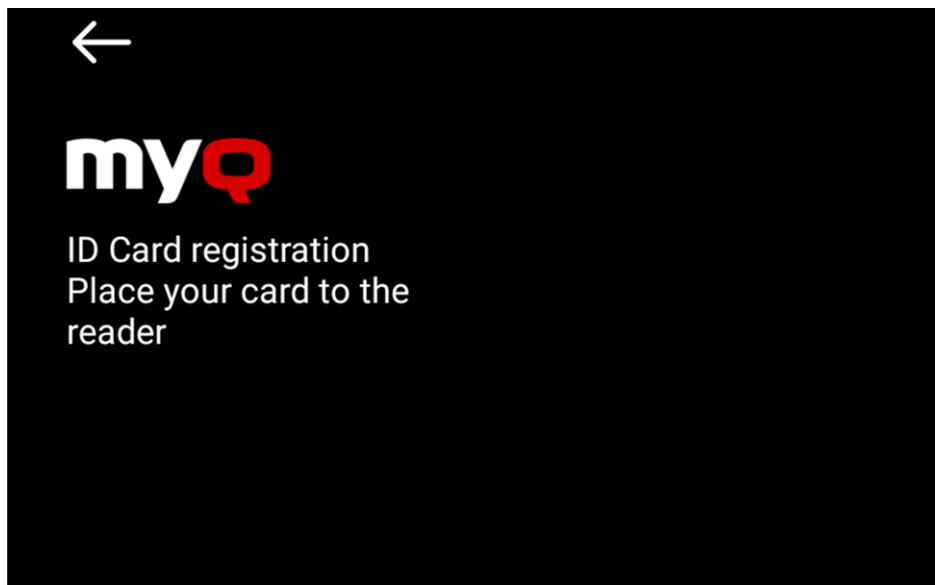
If the ID card registration was successful, you will see the "*ID Card registration successful*" message on the terminal.

If the ID card registration was not successful, you will see the "*ID card registration failed. Please contact the administrator*" message on the terminal.
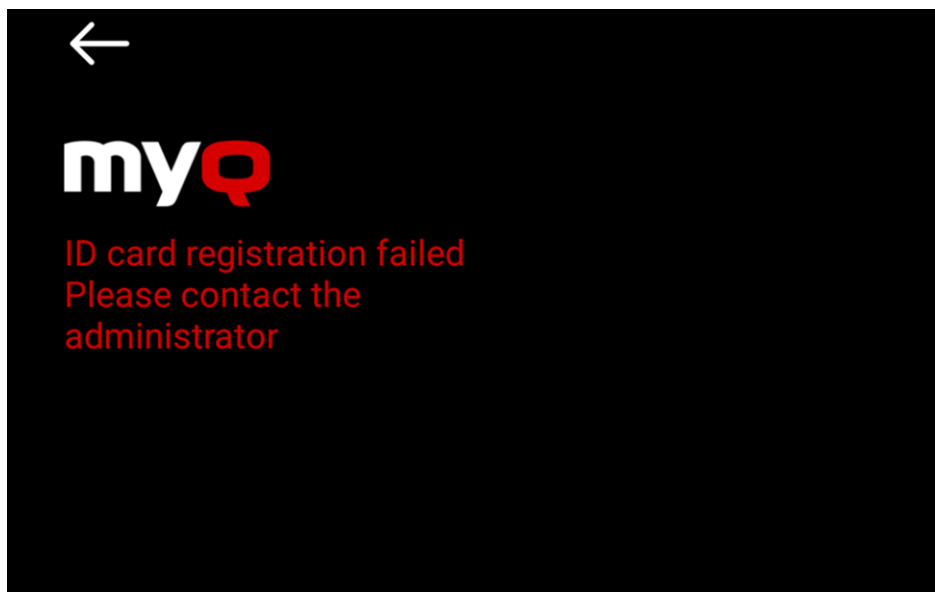
7.8 Recharge Credit

This action enables recharging credit on the terminal.

After tapping the **Recharge Credit** action, the Recharge Credit screen opens and the logged user can enter a recharge code from their voucher.
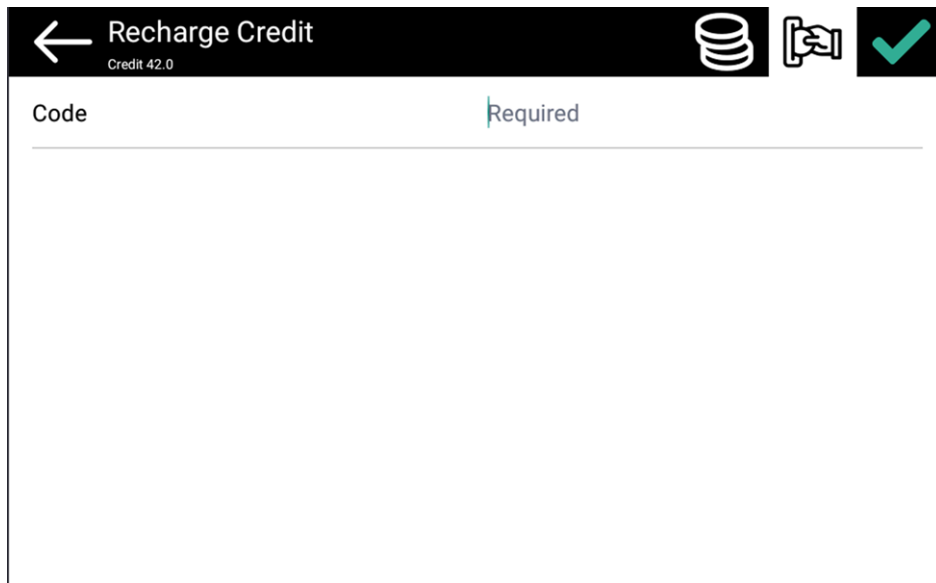
Users can view the prices of different configurations of a printed page by tapping the **Coins** in the upper-right corner of the screen.

7.9 Folders

Terminal actions can be put into folders. Folders can be used to optimize the layout of the terminal screen or to enable users to access a larger number of actions. For example, you can place multiple Easy Scan actions with different destinations under one Easy Scan folder.

Another example is to leave the most important terminal actions on the home screen and place the rest into an **additional actions** folder.

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

8 Scan to Me

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

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

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

Scan to Me is a feature that allows users to send scan files to their e-mail address, registered in the Address Book.

8.1 Setting up Scan to Me

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

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

8.1.1 Enable and set up scanning on the MyQ server

> ℹ️ For details, check Scan to Me on the MyQ Print Server guide.

8.1.2 Set SMTP on the printing device

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

To setup the email connection in the **Admin menu**:

1. Login to the **Admin menu**.
2. Select **Settings - Email**.
3. Use the settings as shown in the picture below where you have to replace the **Primary SMTP Gateway** with your own server.

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

> ℹ️ For details, check Set the destinations for the MyQ users on the MyQ Server on the MyQ Print Server guide.

8.2 Using Scan to Me

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

Email addresses for Scan to Me

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

List of the MyQ destinations on the printing device

Default addresses for the e-mail destination (*email@myq.local*) and the folder destination (*folder@myq.local*) must be registered via the device's web UI > Address Book, in order to be accessible.

9 Accounting

For the users accounting settings, in the **Accounting** settings tab, in the **General** section, the MyQ administrator can set:

- the **Accounting mode** MyQ will be using:
  - **Accounting Group** - This is selected by default. In this mode, all quotas are available and can be spent.
  - **Cost Center** - In this mode, only the selected (cost center) payment account is spent.
- the **Payment account priority**, which applies to terminals that don't support user selection of payment accounts, and to direct queues without the MyQ Desktop Client option. The payment account with the highest priority is always used in such cases:
  - Credit
  - Quota

For further details, check Accounting Settings in the MyQ Print Server guide.

If the **Cost Center** mode is enabled, a cost center selection screen is displayed if more than one cost centers are assigned to the user.

If the user only has one cost center, the selection screen is not displayed, and this cost center is automatically assigned to the user. The name of the assigned cost center is displayed next to the user's full name.
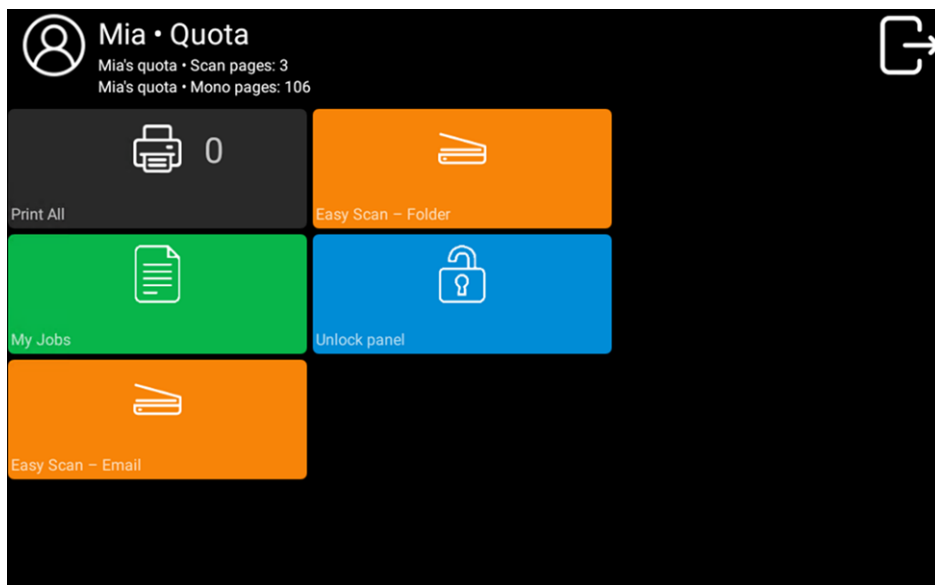
9.1 Credit

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.
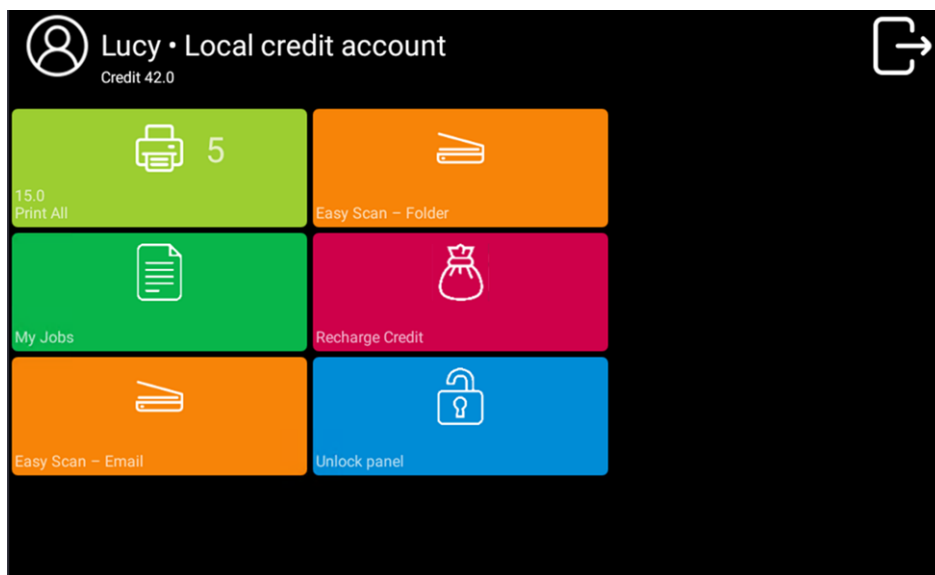
> ℹ️ For more information, see Credit in the MyQ Print Server guide.

9.1.1 Recharging Credit

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

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

9.1.2 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.
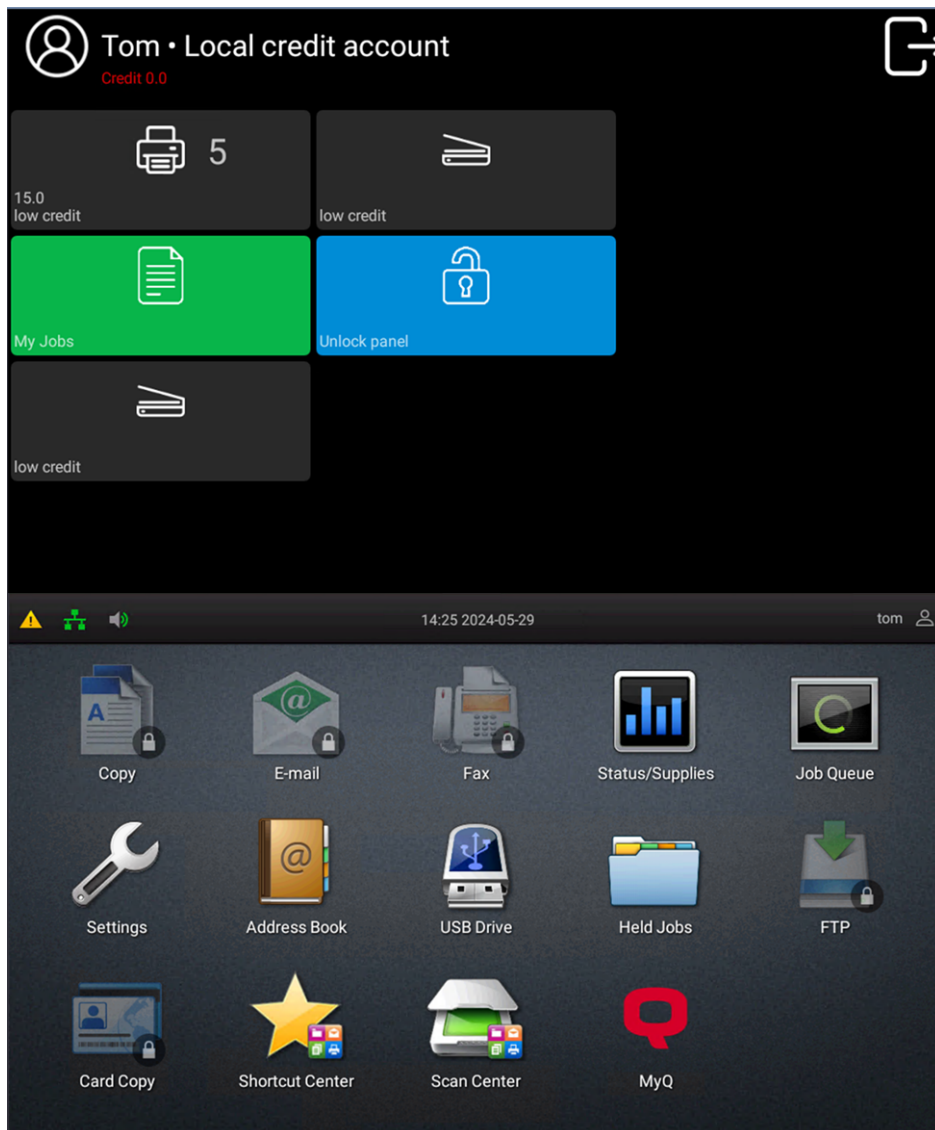
9.1.3 Action taken when a user runs out of credit during copying, scanning or faxing

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

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

9.1.4 Print jobs with additional information from the job parser

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

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

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

9.2 Quota

With the **Quota** feature activated, users cannot print, copy or scan after they reach or exceed their quota limit. They can view their current quotas on their session on the embedded terminal.
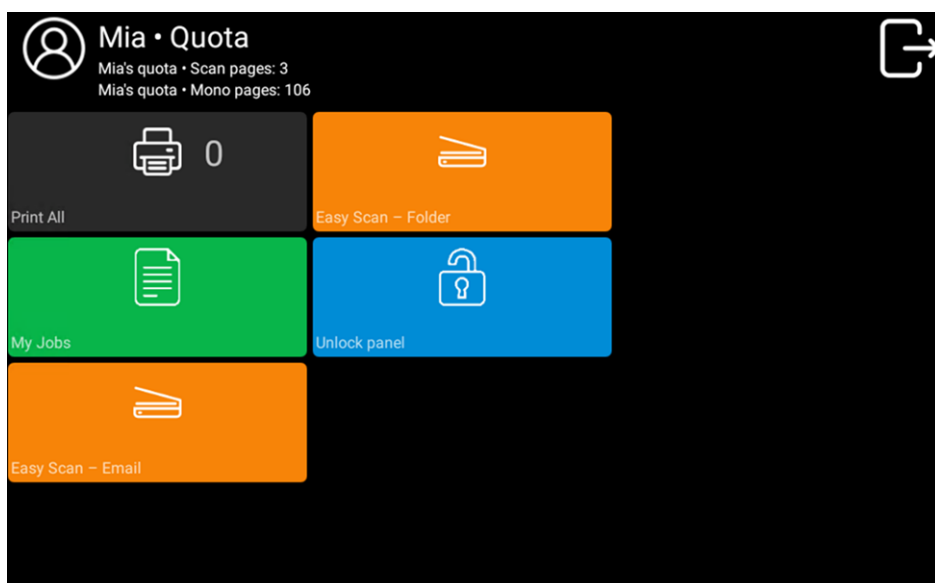
The users can click on the quotas displayed on the terminal, and a pop-up window opens with detailed information about all the quotas assigned to them.
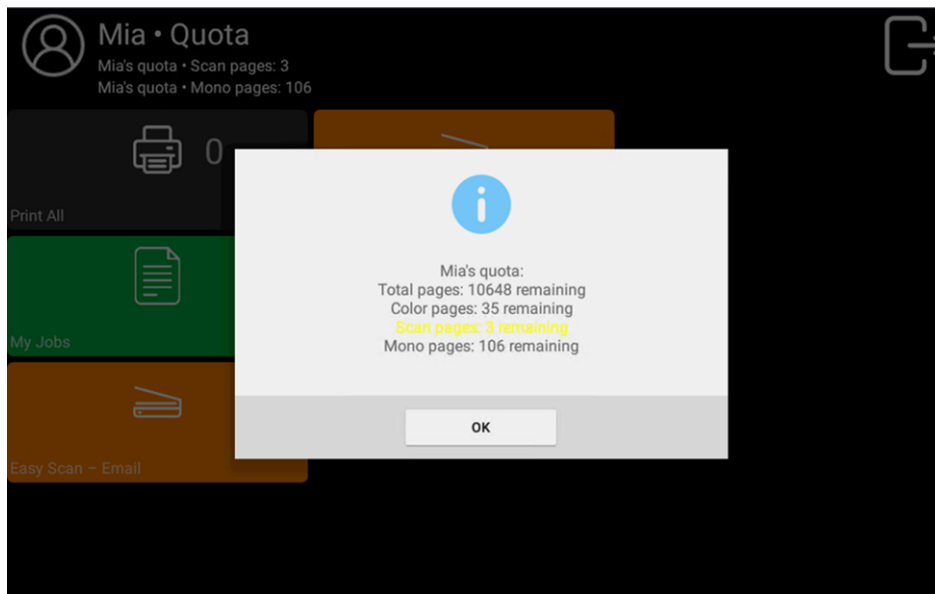
The embedded terminal's behavior depends on the quota settings in MyQ. When setting up **Quota** in the MyQ Web administrator interface, you can disable one or more operations after the quota is reached or exceeded:

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

> ℹ️ For more information, see Quota in the MyQ Print Server guide.

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

The copy action stops, although a few more pages can be printed or copied, depending on the printing device's speed. The user can stay on the panel, but cannot use the **Panel Copy** action anymore. The first scan or fax job is always finished. The user can stay on the panel, but cannot use the panel actions anymore.

### 9.2.2 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.

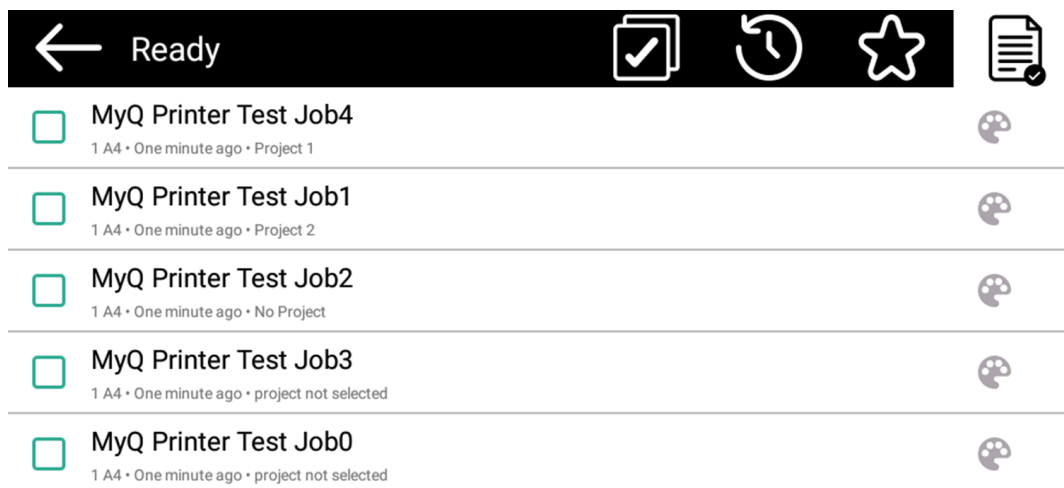## 9.3 Projects

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

> For more information, check Projects in the MyQ Print Server guide.

9.3.1 Assigning projects to print jobs

My Jobs

If a user wants to print an unassigned job from the **My Jobs** list, they are immediately redirected to the Project selection screen and have to select one of the available projects (or the *No project* option, if printing without project is allowed) to be allowed to print it.

Jobs with projects assigned to them are immediately printed.
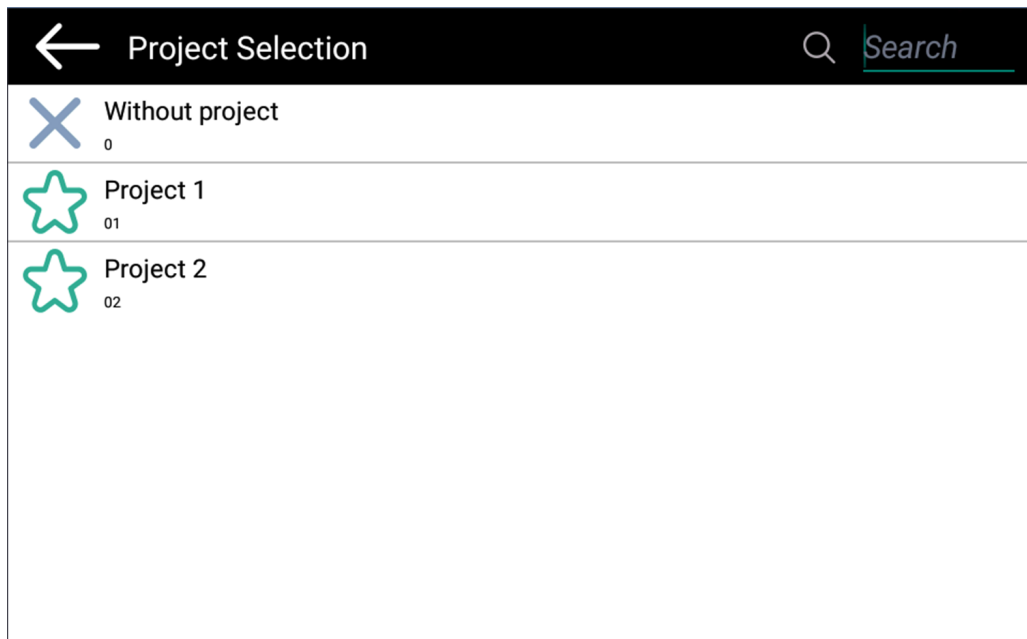
Print All

If all the jobs waiting in queue have projects already assigned by MyQ Desktop Client, MyQ Web administrator interface or the MyQ X Mobile Client 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 *No project* option, if printing without project is allowed) to be allowed to print the jobs. The selected project (or the *No project* option) is assigned only to unassigned jobs; all other jobs keep their previously assigned projects.

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 *No project* option). The project is then assigned to all jobs copied on the panel.

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. The project is then assigned to all jobs scanned on the panel.

The **Scan without project** feature is supported for Easy Scan only. It is not supported for Panel Scan.

Assigning projects on the Panel Fax screen

After tapping the **Fax** button on the **Panel Fax** screen, the user is immediately redirected to the Project selection screen where they need to select the project (or the *No project* option).

10 Business Contacts

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