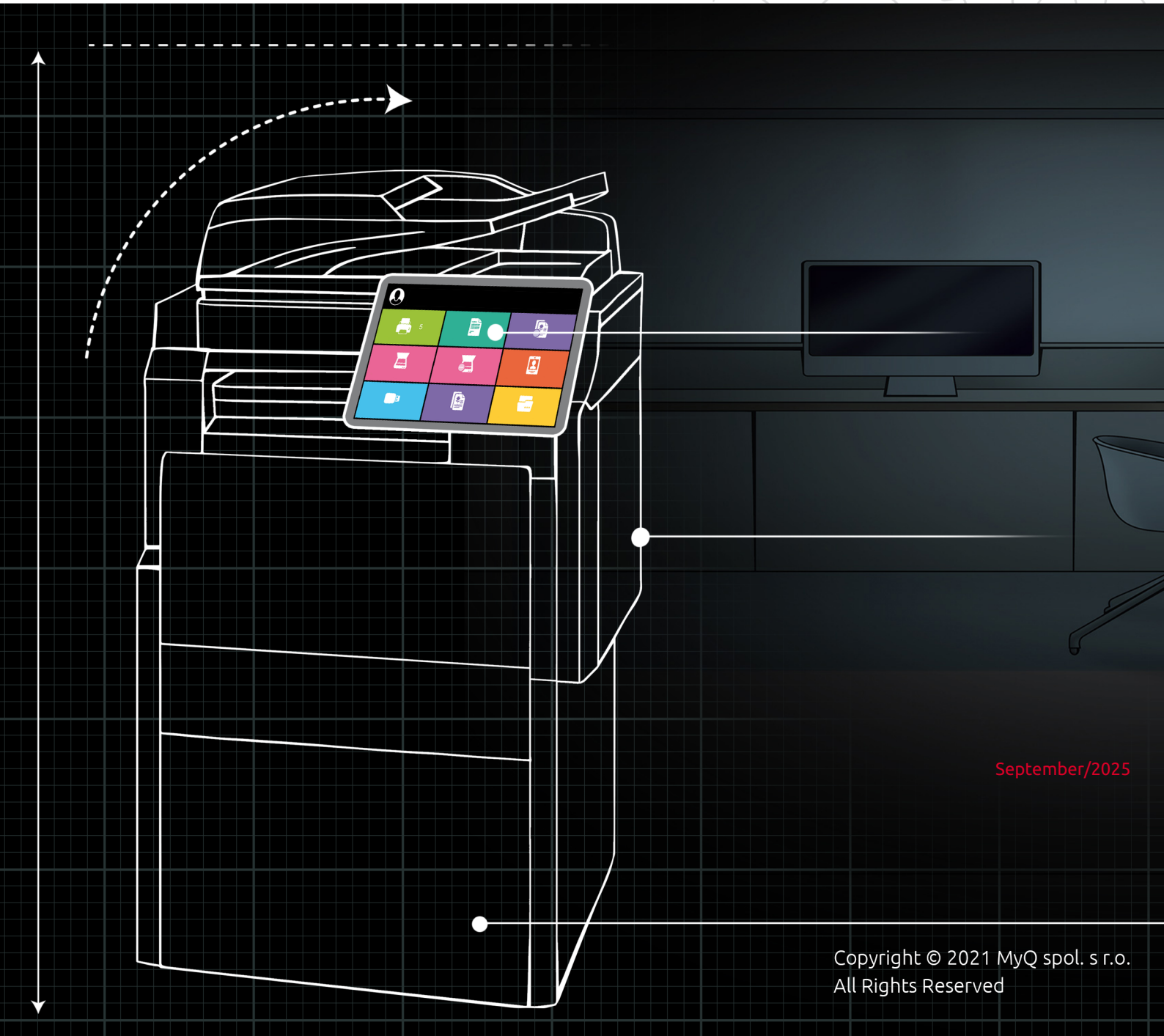
Sharp Embedded 10.2



September/2025

Copyright © 2021 MyQ spol. s r.o.
All Rights Reserved

Table of Contents

1 Supported Printing Devices 6
2 Installation 13
2.1 Requirements 13
2.2 Remote installation via Printer Discovery 13
2.3 Vendor-Specific Options: Sharp 14
2.4 Configure Device Manually 15
2.4.1 Overview 15
2.4.2 Configure Device Manually (OSA 5.0+) 15
2.4.3 Enable the Browser Setting 20
2.5 Communication Security 21
2.5.1 Built-in Certificate Authority 21
2.5.2 Using custom certificates 23
2.5.3 Enable unsecure communication 23
2.6 Changing Login Methods 23
2.6.1 Login via QR code 24
2.6.2 Limitations 24
2.7 Selecting Languages 25
2.7.1 Default Language 25
2.7.2 User Language 25
2.7.3 Device Screen Language 25
2.8 Enabling Card Readers 25
2.8.1 Configuration on OSA 5.0 26
2.8.2 Configuration on OSA 5.5 26
2.9 Guest Account 28
2.9.1 Limitations 29
2.10 Update and Uninstallation 29
3 Licenses 31
4 Personalization 32
5 Terminal Actions 33
5.1 Limitations 34
5.2 Favorite Actions 34
5.2.1 Add a Favorite Action 35
5.2.2 Edit a Favorite Action 36
5.2.3 Rename a Favorite Action 37
5.2.4 Clone a Favorite Action 37
5.2.5 Reorder your Favorite Actions 38
5.2.6 Delete a Favorite Action 39
5.3 Print all 40
5.3.1 Print all jobs after logging in 40

5.4 My Jobs 40
5.4.1 Managing jobs on the My Jobs screen 41
5.4.2 Job Preview 42
5.5 Easy Print 42
5.6 Easy Fax 44
5.6.1 Easy Fax Parameters 45
5.6.2 Limitations 45
5.7 Easy Copy 46
5.7.1 Easy Copy Parameters 46
5.7.2 Limitations 47
5.8 Panel Copy 47
5.9 Easy Scan 48
5.9.1 Easy Scan Parameters 49
5.9.2 Limitations 50
5.10 Panel Scan 50
5.11 USB Scan 51
5.12 ID Card Registration 54
5.13 Unknown ID Card Registration 55
5.13.1 Register by Swiping an Unknown ID Card 55
5.14 ID Card Copy 57
5.14.1 Limitations 58
5.15 Edit Account 58
5.15.1 Limitations 59
5.16 Recharge Credit 59
5.17 Folder 59
6 Scan to Me 61
6.1 Setting up Scan to Me 61
6.1.1 Enable and set up scanning on the MyQ server 61
6.1.2 Configuration on the printing device 61
6.1.3 Set the destinations for the MyQ users on the MyQ server 64
6.2 Using Scan to Me 64
7 Accounting 68
7.1 Credit 69
7.1.1 Recharging Credit 70
7.1.2 Using Terminal Actions with Insufficient Credit 72
7.1.3 Action Taken When a User runs out of Credit 72
7.1.4 Print Jobs with Additional Information from the Job Parser 72
7.1.5 Limitations 73
7.2 Quota 73
7.2.1 Action taken when a user reaches a quota with immediate application 74
7.2.2 Print jobs with additional information from the job parser 74
7.2.3 Limitations 74

7.3 Projects 75
7.3.1 Assigning Projects to Print Jobs 75
7.3.2 Assigning Projects on the Panel Copy Screen 76
7.3.3 Assigning Projects on the Panel Scan Screen 76
7.3.4 Limitations 76
8 Business Contacts 77

MyQ Sharp Embedded Terminal 10.2 RC

The MyQ Sharp Embedded terminal is a web-based embedded terminal that adds a range of features to your device. No applications run directly on the printing device, and 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/S 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.

You can also check the MyQ X Sharp product sheet.

To see information about new or changed features in this version, see the **release notes**.

1 Supported Printing Devices

The earliest supported OSA platform is 5.0+. For devices with multiple OSA platforms available, 5.0 or newer should be used.

Model/Series Name	Platform	Color/B&W	Device Type
MX-3060	OSA 5.0	Color	Multifunction printer
MX-3560	OSA 5.0	Color	Multifunction printer
MX-4060	OSA 5.0	Color	Multifunction printer
MX-3061	OSA 5.0	Color	Multifunction printer
MX-3561	OSA 5.0	Color	Multifunction printer
MX-4061	OSA 5.0	Color	Multifunction printer
MX-3070	OSA 5.1	Color	Multifunction printer
MX-3570	OSA 5.1	Color	Multifunction printer
MX-4070	OSA 5.1	Color	Multifunction printer
MX-5070	OSA 5.1	Color	Multifunction printer
MX-6070	OSA 5.1	Color	Multifunction printer
MX-3050	OSA 5.1	Color	Multifunction printer

Model/Series Name	Platform	Color/B&W	Device Type
MX-3550	OSA 5.1	Color	Multifunction printer
MX-4050	OSA 5.1	Color	Multifunction printer
MX-5050	OSA 5.1	Color	Multifunction printer
MX-6050	OSA 5.1	Color	Multifunction printer
MX-M905	OSA 5.1	B&W	Multifunction printer
MX-6580	OSA 5.1	Color	Multifunction printer
MX-7580	OSA 5.1	Color	Multifunction printer
MX-M3070	OSA 5.1	B&W	Multifunction printer
MX-M3570	OSA 5.1	B&W	Multifunction printer
MX-M4070	OSA 5.1	B&W	Multifunction printer
MX-M5070	OSA 5.1	B&W	Multifunction printer
MX-M6070	OSA 5.1	B&W	Multifunction printer
MX-M3050	OSA 5.1	B&W	Multifunction printer

Model/Series Name	Platform	Color/B&W	Device Type
MX-M3550	OSA 5.1	B&W	Multifunction printer
MX-M4050	OSA 5.1	B&W	Multifunction printer
MX-M5050	OSA 5.1	B&W	Multifunction printer
MX-M6050	OSA 5.1	B&W	Multifunction printer
MX-7090	OSA 5.1	Color	Multifunction printer
MX-8090	OSA 5.1	Color	Multifunction printer
MX-B355	OSA 5.1	B&W	Multifunction printer
MX-B455	OSA 5.1	B&W	Multifunction printer
MX-M6570	OSA 5.1	B&W	Multifunction printer
MX-M7570	OSA 5.1	B&W	Multifunction printer
MX-3071	OSA 5.5	Color	Multifunction printer
MX-3571	OSA 5.5	Color	Multifunction printer
MX-4071	OSA 5.5	Color	Multifunction printer

Model/Series Name	Platform	Color/B&W	Device Type
MX-5071	OSA 5.5	Color	Multifunction printer
MX-6071	OSA 5.5	Color	Multifunction printer
MX-3051	OSA 5.5	Color	Multifunction printer
MX-3551	OSA 5.5	Color	Multifunction printer
MX-4051	OSA 5.5	Color	Multifunction printer
MX-5051	OSA 5.5	Color	Multifunction printer
MX-6051	OSA 5.5	Color	Multifunction printer
MX-C303	OSA 5.5	Color	Multifunction printer
MX-C304	OSA 5.5	Color	Multifunction printer
MX-M3071	OSA 5.5	B&W	Multifunction printer
MX-M3571	OSA 5.5	B&W	Multifunction printer
MX-M4071	OSA 5.5	B&W	Multifunction printer
MX-M5071	OSA 5.5	B&W	Multifunction printer

Model/Series Name	Platform	Color/B&W	Device Type
MX-M6071	OSA 5.5	B&W	Multifunction printer
MX-M3051	OSA 5.5	B&W	Multifunction printer
MX-M3551	OSA 5.5	B&W	Multifunction printer
MX-M4051	OSA 5.5	B&W	Multifunction printer
MX-M5051	OSA 5.5	B&W	Multifunction printer
MX-M6051	OSA 5.5	B&W	Multifunction printer
MX-B376	OSA 5.5	B&W	Multifunction printer
MX-B476	OSA 5.5	B&W	Multifunction printer
MX-2651	OSA 5.5	B&W	Multifunction printer
BP-70C31	OSA 6.0	Color	Multifunction printer
BP-70C36	OSA 6.0	Color	Multifunction printer
BP-70C45	OSA 6.0	Color	Multifunction printer
BP-70C55	OSA 6.0	Color	Multifunction printer

Model/Series Name	Platform	Color/B&W	Device Type
BP-70C65	OSA 6.0	Color	Multifunction printer
BP-50C31	OSA 6.0	Color	Multifunction printer
BP-50C36	OSA 6.0	Color	Multifunction printer
BP-50C45	OSA 6.0	Color	Multifunction printer
BP-50C55	OSA 6.0	Color	Multifunction printer
BP-50C65	OSA 6.0	Color	Multifunction printer
BP-70M31	OSA 6.0	B&W	Multifunction printer
BP-70M36	OSA 6.0	B&W	Multifunction printer
BP-70M45	OSA 6.0	B&W	Multifunction printer
BP-70M55	OSA 6.0	B&W	Multifunction printer
BP-70M65	OSA 6.0	B&W	Multifunction printer
BP-50M31	OSA 6.0	B&W	Multifunction printer
BP-50M36	OSA 6.0	B&W	Multifunction printer

Model/Series Name	Platform	Color/B&W	Device Type
BP-50M45	OSA 6.0	B&W	Multifunction printer
BP-50M55	OSA 6.0	B&W	Multifunction printer
BP-50M65	OSA 6.0	B&W	Multifunction printer
BP-70M75	OSA 6.0	B&W	Multifunction printer
BP-70M90	OSA 6.0	B&W	Multifunction printer
BP-B540	OSA 6.0	B&W	Multifunction printer
BP-B550	OSA 6.0	B&W	Multifunction printer
BP-C535	OSA 6.0	Color	Multifunction printer
BP-C545	OSA 6.0	Color	Multifunction printer

2 Installation

2.1 Requirements

- The terminal requires a printing device equipped with a hard drive.
- To enable the Sharp OSA with MyQ, both following option kits must be installed on the MFP:

Option Kit	Name	Purpose
MX-AMX2 or BP-AM10	Application Communication Module	Allows applications to control job (Scan, Print, etc.)
MX-AMX3 or BP-AM11	External Account Module	Allows applications to control account features

- MX-AMX2 or BP-AM10 is recommended.
- 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.
- The correct time and date must be set on the printing device to avoid issues with the Scan to Me functionality.
- MyQ Sharp Embedded terminal 10.2 is supported on MyQ Print server 10.2 and newer.

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.

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

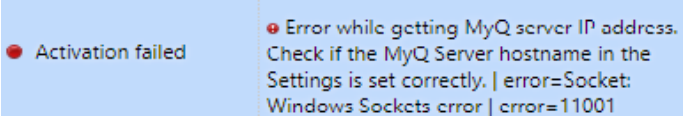
When using E-mail print, Web print, print via Hot Folder, and Easy Print the device in use must support PostScript. If the device does not support PostScript, the mentioned functions may be limited or not supported.

2.2 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.



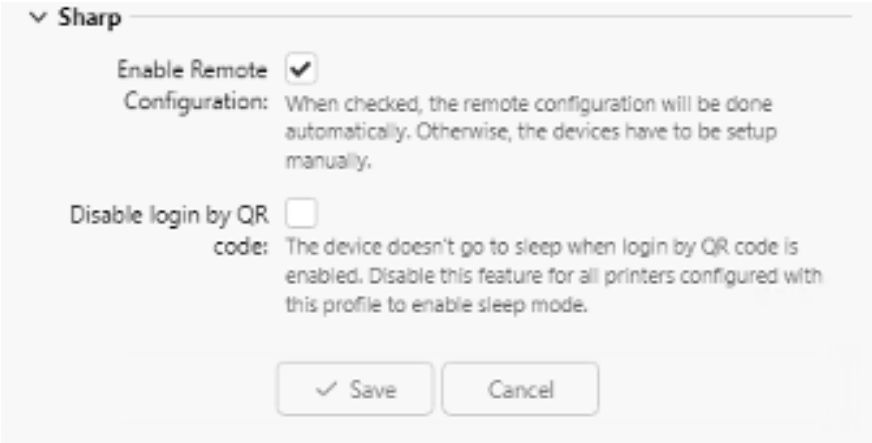
To remotely install the MyQ Sharp Embedded terminal:

1. Follow the instructions in the MyQ Print Server guide to create and configure a Printer Discovery.
2. Then, you should create a configuration profile to attach to your Printer Discovery.
3. The **Sharp** section is displayed when the Sharp terminal package is installed on the
   MyQ server.

2.3 Vendor-Specific Options: Sharp

After you install the terminal package on the Print Server, the following vendor-specific options are available in Configuration Profiles:

- **Enable Remote Configuration**
  Configures the device automatically when remote configuration is completed. When disabled, the device is activated and the configuration of the device web UI must be done manually via steps in Configure Device Manually. The default value is **Enabled**.
- **Disable login by QR code**
  The Login by QR code option prevents the device from going into sleep mode. Use this option to enable automatic sleep mode for all devices with this configuration profile. When login by QR code is disabled on the server, this option has no effect. The default value is **Disabled.**



Applying changes in the **Sharp** section on the terminal requires a force remote configuration of the device.

2.4 Configure Device Manually

By default, device configuration is done automatically during remote installation. If you disable the **Enable Remote Configuration** option in your configuration profile, use this page to configure your device manually.

Notes:

- The procedures below are for OSA 5.0+. The interface may differ slightly for 6.0, but the configuration is almost identical.
- For devices without the ACM module, there are no Standard Application settings, and there is a different setting for card swipe login.

2.4.1 Overview

To configure a device manually, perform the following tasks:

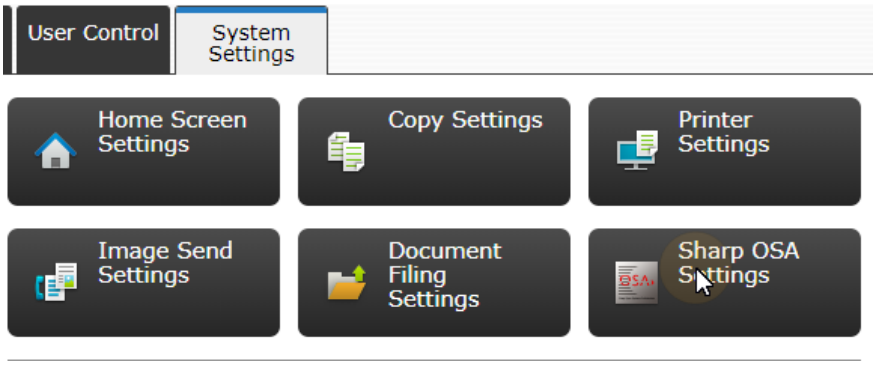
1. Set up MyQ as an external accounting application.
2. Register MyQ as a standard application (only for devices with the ACM module).
3. Update your default authentication settings with user authentication and Sharp OSA as the authentication server.

To register a standard application and external accounting application, you must provide the following information:

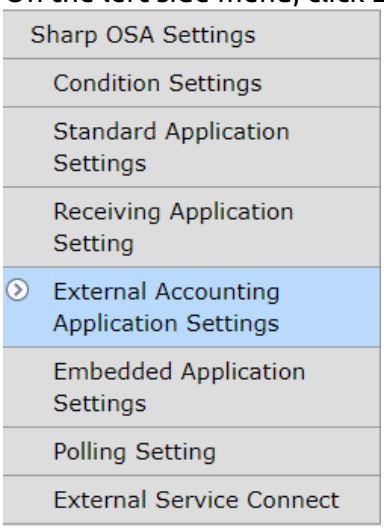
- **Application name:** MyQ
- **Hostname:** the IP address or hostname of your MyQ server
- **Port:** the port used by your MyQ Server
- **Protocol:** https or http
- **Browser:** HTML Browser n2.0
- **Extended Platform:** Enabled
- **Data Size:** Wide-SVGA

2.4.2 Configure Device Manually (OSA 5.0+)

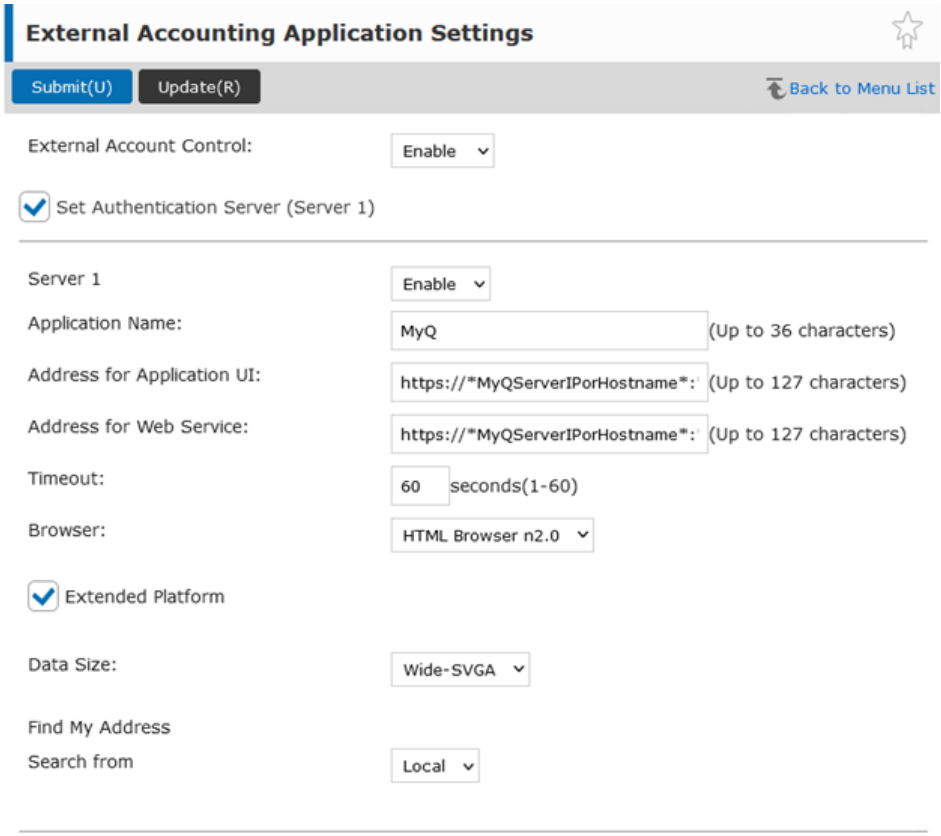
1. Log into the Web UI for your Sharp device as an administrator (*http://*deviceIPaddress**).
2. Click the **System Settings** tab and click **Sharp OSA Settings**.



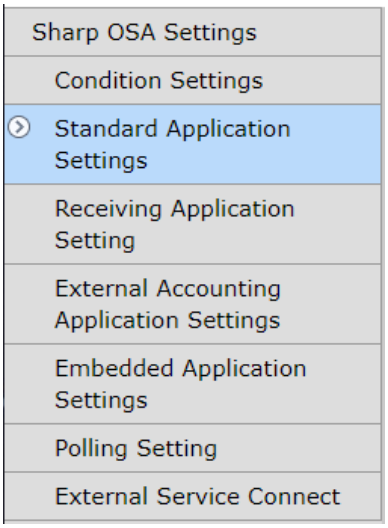
3. On the left side menu, click **External Accounting Application Settings**.



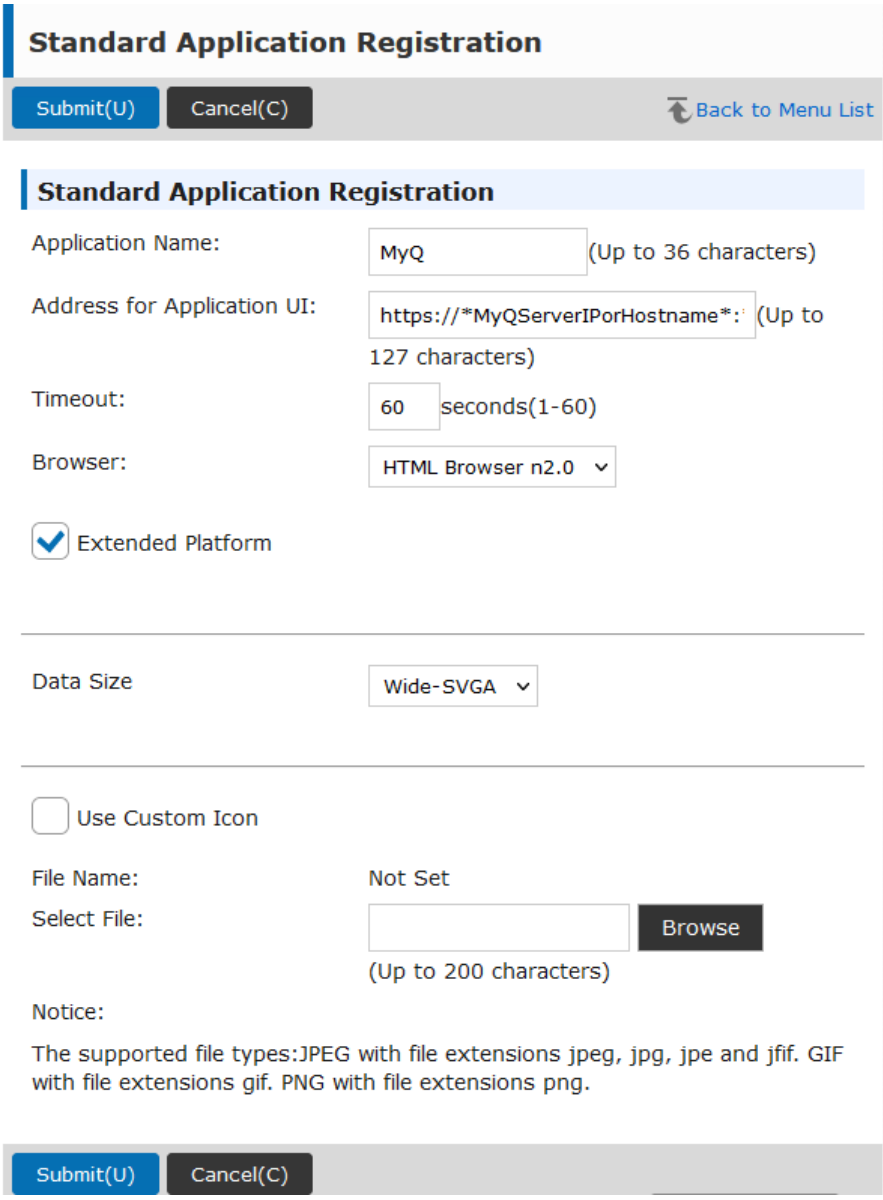
4. Set **External Account Control** to *Enable*, and select **Set Authentication Server (Server1)**. Additional settings become available.



5. Set **Server 1** to *Enable*, and enter the following values for your site:
   - **Application Name:** MyQ
   - **Address for Application UI**: *<protocol>://<hostname>:<port>/package/sharp/app/home/dispatch*
   - **Address for Web Service**: *<protocol>://<hostname>:<port>/package/sharp/soap/MFPSoapWS*
     Browser: *HTML Browser n2.0*
     If the **Browser** setting is not visible, follow the steps in Enable the Browser Setting.
   - Select the **Extended Platform** option.
   - **Data Size**: *Wide-SVGA.*
6. Click **Submit(U)**, and select to **Reboot Later(O)**.
7. On the left side menu, click **Standard Application Settings**.

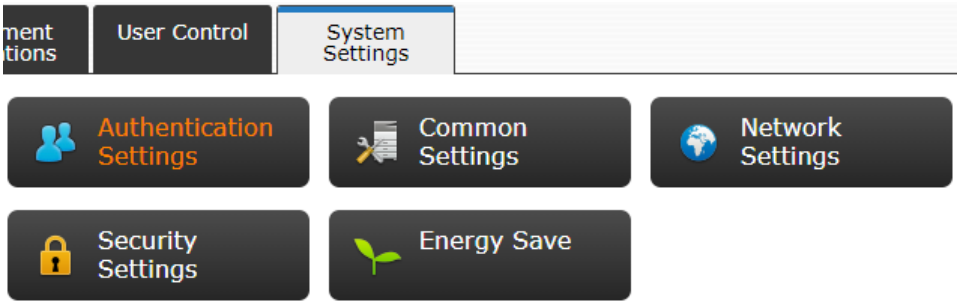


8. Check if the MyQ application is displayed on the tab.
   a. If it is not, click **Add(Y)** to create it.
   b. If it is, click **MyQ** to open the application settings.
9. On the tab, set the following options:

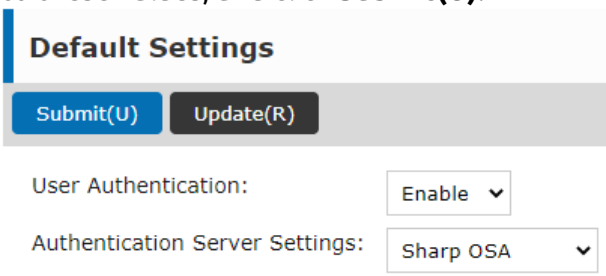


- **Application Name:** MyQ
- **Address for Application UI**: *<protocol>://<hostname>:<port>/package/sharp/app/home/dispatch*
- **Address for Web Service**: *<protocol>://<hostname>:<port>/package/sharp/soap/MFPSoapWS*
  Browser: *HTML Browser n2.0*
  If the **Browser** setting is not visible, follow the steps in Enable the Browser Setting.
- Select the **Extended Platform** option.
- **Data Size**: *Wide-SVGA*.

10. Click **Submit(U)**, and select **Reboot Later(O)**.
11. On the main menu, open the **System Settings**, and select **Authentication Settings**.



12. In the **Default Settings**, make sure that **User Authentication** is set to *Enable*, and **Authentication Server Settings** is set to *Sharp OSA*. If not, set the settings to these values, and click **Submit(U)**.

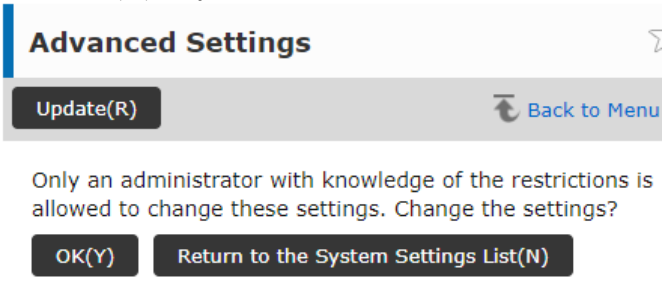


13. Click **Reboot Now(C)** for the changes to take effect.

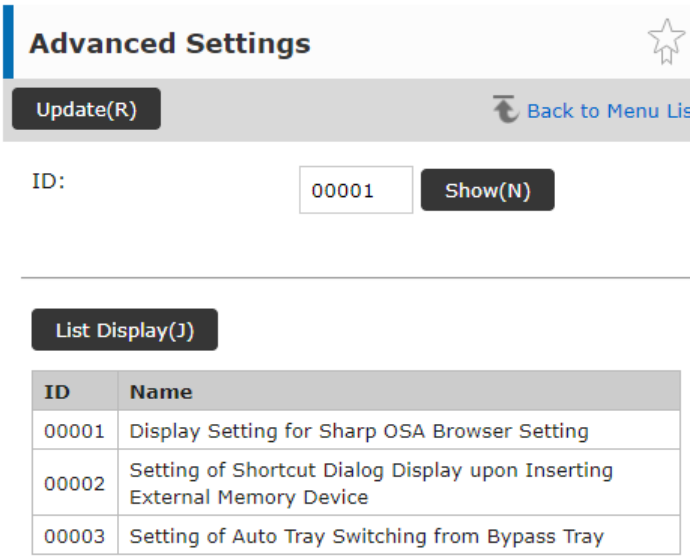
2.4.3 Enable the Browser Setting

If the **Browser** setting is not visible, follow these instructions to enable it:

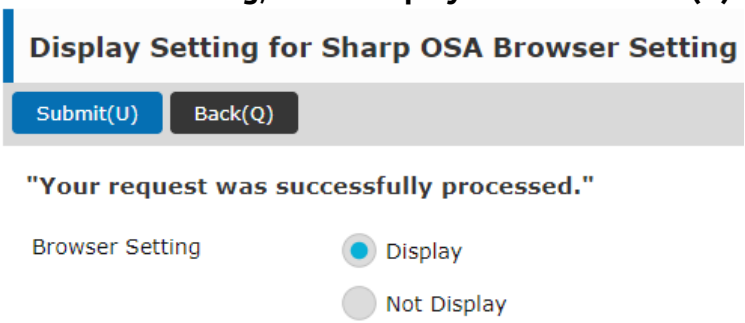
1. Log into the Web UI for your Sharp device as an administrator (*http://*deviceIPaddress**).
2. Go to the **System Settings** tab, click **System Control,** and select **Advanced Settings**.
3. Click **OK(Y)** to proceed.



4. Click **List Display(J)** to view the available IDs for advanced options.
   A similar list should be available as the one below. If the list does not contain *Display Setting for Sharp OSA Browser Setting*, refer to your device manual.



5. In the ID field, enter the ID for *Display Setting for Sharp OSA Browser Setting*, and click **Show(N)**.
6. In **Browser Setting**, select **Display** and click **Submit(U)**.



The Browser option is now available in the External Accounting Application Settings and the Standard Application Settings, as applicable.

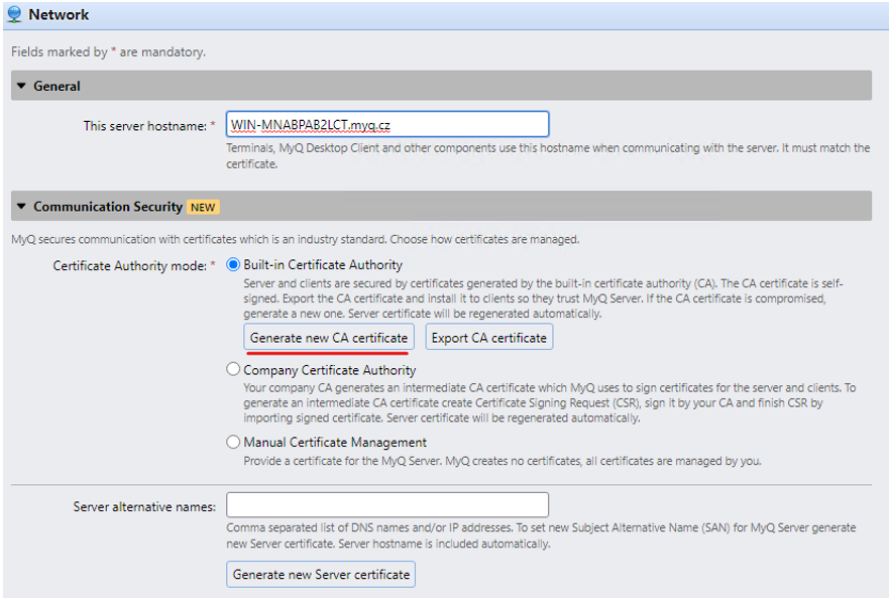
2.5 Communication Security

MyQ runs with secure communication (SSL) by default, but also offers three different certificate authority modes, that can be modified in **MyQ, Settings, Network**.

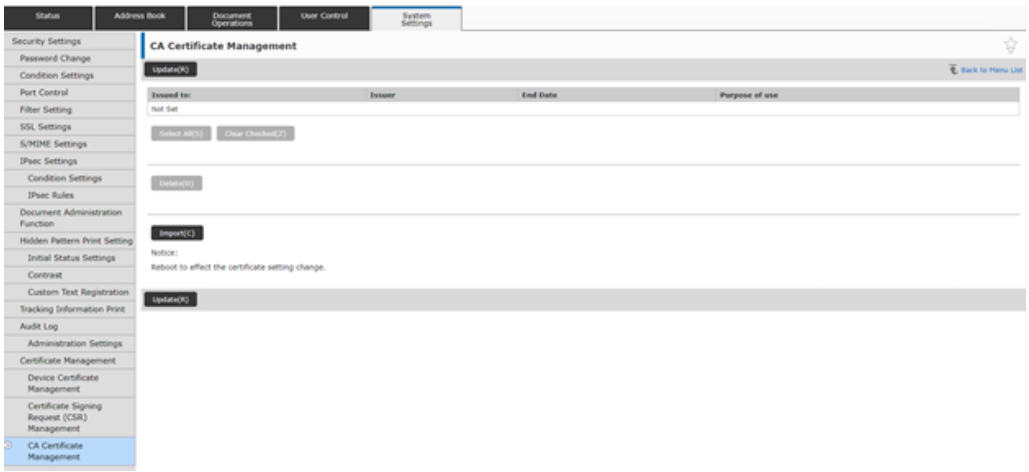
> ⚠ On certain devices, selecting **Manual Certificate Management** mode will mean that certificates cannot be signed.

2.5.1 Built-in Certificate Authority

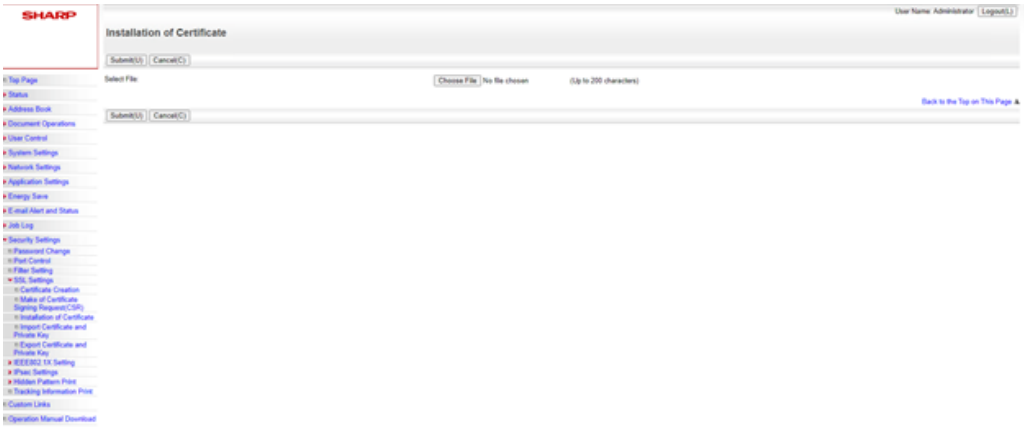
When using this mode (default), it is required to **Generate new CA certificate** after the server configuration.



Upload the generated **ca-myq.crt** certificate from *C:\ProgramData\MyQ\Cert* on the Sharp device Web UI, in System settings > Security settings > Certificate Management > CA Certificate management.



Or on older Sharp devices, upload the generated **ca-myq.crt** certificate from *C:\ProgramData\MyQ\Cert* on the Sharp Web UI, in Security settings > SSL Settings > Installation of certificate.



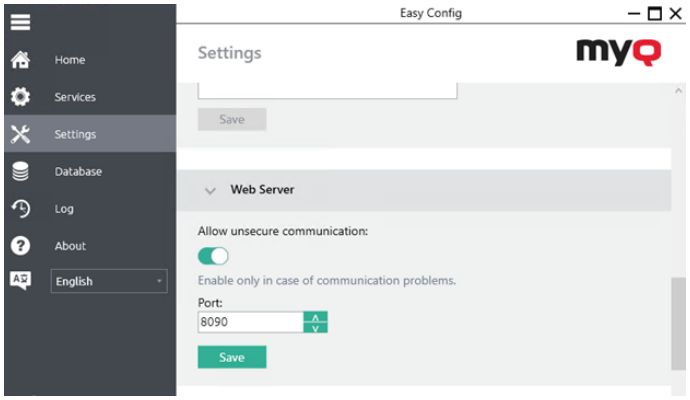
It is also needed to modify all the MyQ Server addresses on the device web UI from *HTTP* to *HTTPS,* as well as the port you are using on the MyQ Server (*8090* by default).

2.5.2 Using custom certificates

In case a custom SSL certificate is uploaded in MyQ, the certificate should also be installed in device web UI and in the Trusted Root Certification Authorities on the server.

2.5.3 Enable unsecure communication

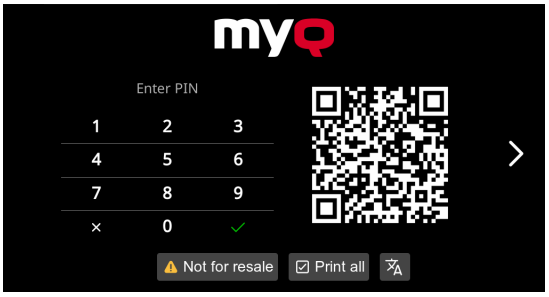
If SSL communication is not required, you can enable unsecure communication (not recommended) in MyQ Easy Config. Go to the **Settings** tab, under **Web Server**, enable **Allow unsecure communication** and click **Save**.

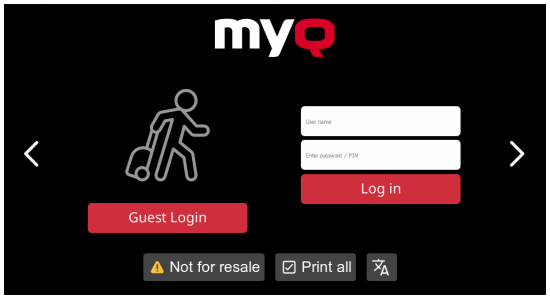


2.6 Changing Login Methods

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.





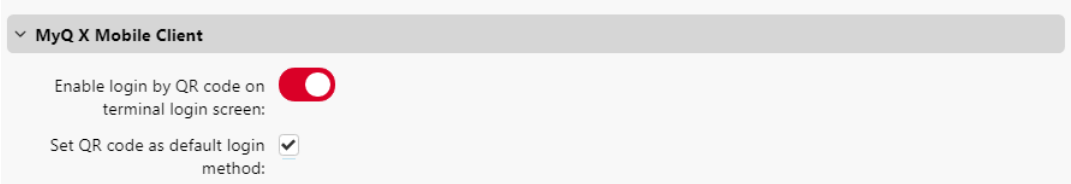
To change the login type:

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).

2.6.1 Login via QR code

In **MyQ, Settings, Printers & Terminals**, in the **Mobile Application** section, you can **Enable login by QR code on terminal login screen**. Once enabled, a switch for changing between the QR code and the keyboard is displayed on the terminal screen.

It is also possible to configure displaying a QR code on the terminal, instead of the numeric keyboard, by default. Mark the checkbox next to **Set QR code as default login method** and click **Save**.



After the confirmation, a QR code is displayed as the default login option on the terminal.

> For more information, check Printing via the MyQ X Mobile Client app in the MyQ Print Server guide and check the MyQ X Mobile Client App guide.

2.6.2 Limitations

- **Device sleep disabled when QR Login is enabled** - The **Login by QR code** feature prevents the device from going into sleep mode because an open

connection to the server is maintained. To enable device sleep mode, use the **Disable Login by QR Code** option in your configuration profile.

2.7 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.

2.7.1 Default Language

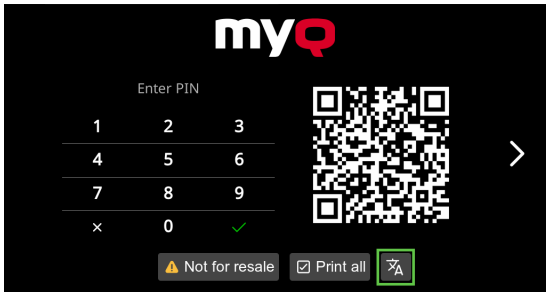
The default language of the terminal is the default language set on the **General** settings tab. For more information, see (10.2) General Settings in the *MyQ Print Server guide*.

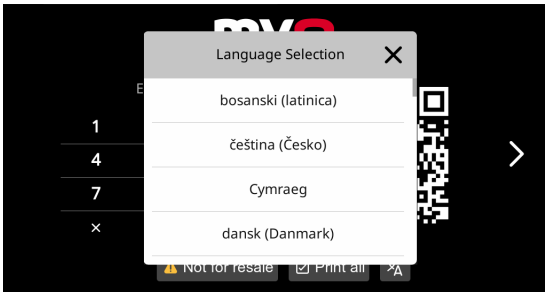
2.7.2 User Language

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 (10.2) Editing User Accounts in the *MyQ Print Server guide*.

2.7.3 Device Screen Language

The user can select the language shown on the device screen before logging in.





2.8 Enabling Card Readers

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

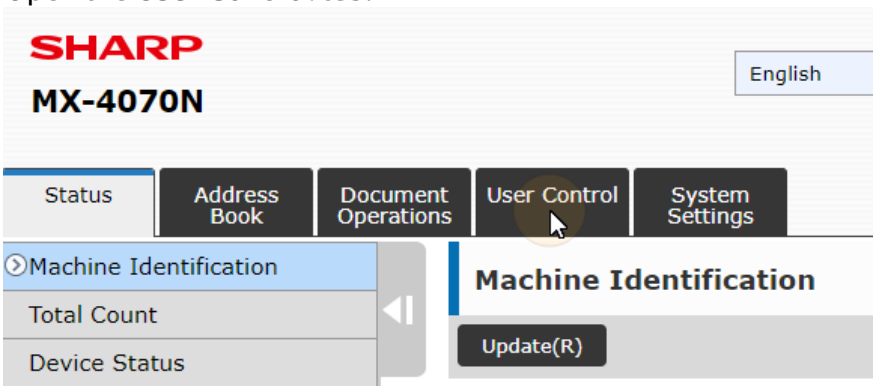
Contact your Sharp support for a list of card readers supported by a particular model.

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

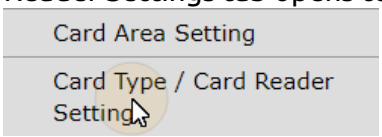
Similarly to the previous settings, the setup slightly differs between the older and newer OSA platforms. The following sections describe the same setup in the different Web UI types.

2.8.1 Configuration on OSA 5.0

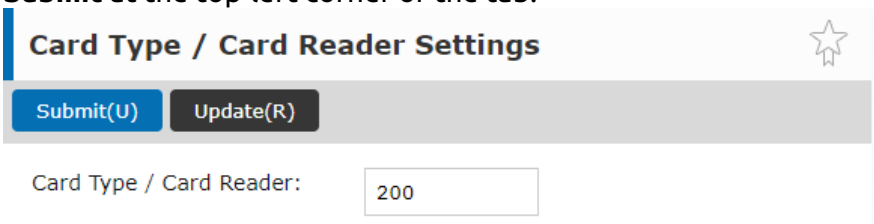
1. Log on the printing device's Web User Interface as an administrator (*http://*IP Address of the device**).
2. Open the **User Control** tab.



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.

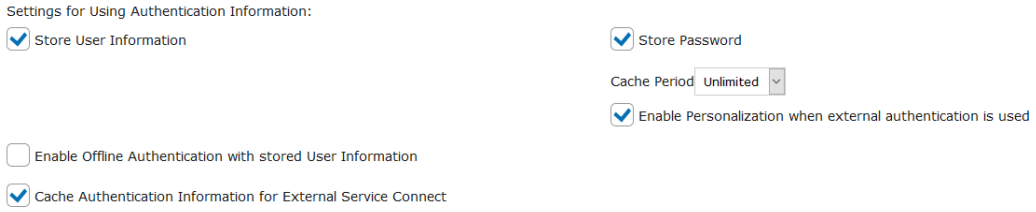


5. Reboot the device for the changes to take effect.

2.8.2 Configuration on OSA 5.5

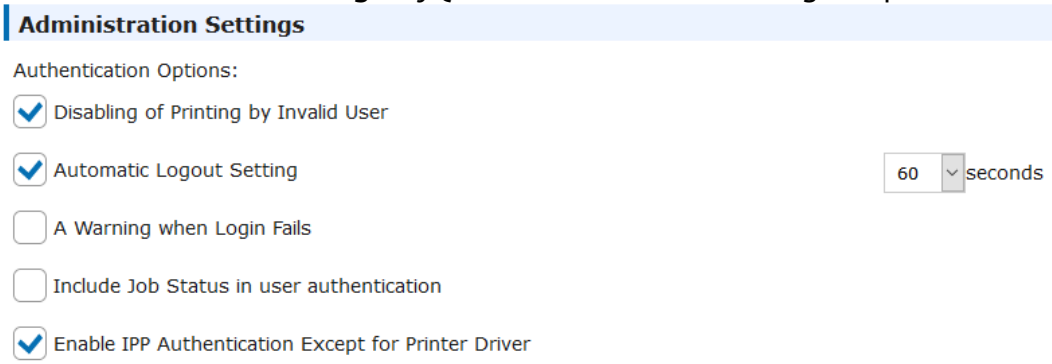
1. Log on the printing device's Web User Interface as an administrator (*http://*IP Address of the device**).
2. Click **System Settings**.
3. Click **Authentication Settings**.

   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:



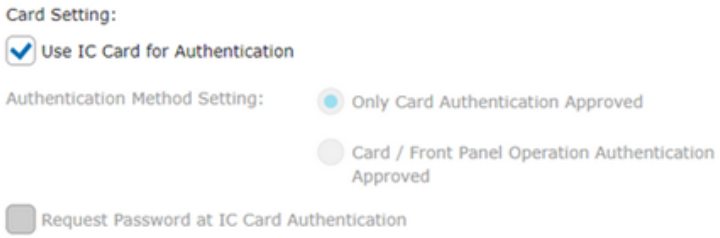
a. **Store User Information**: checked.
b. **Store Password**: checked.
c. **Cache Period**: *Unlimited*.
d. **Enable Personalization when external authentication is used**: checked.
e. **Enable Offline Authentication with stored User Information**: unchecked.
f. **Cache Authentication Information for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

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

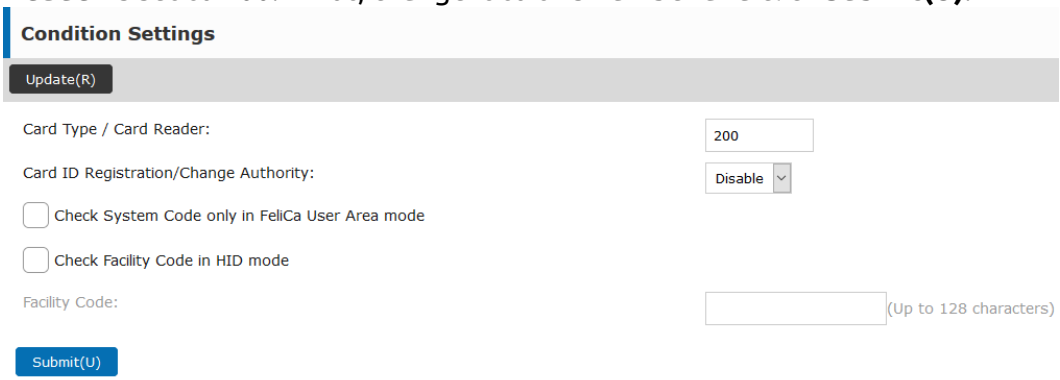


6. For devices with both modules, scroll down to **Card Setting**, select **Use IC Card for Authentication** (only check this option if you have set *ID Card* as a login method on the MyQ server), and **Card/Front Panel Operation Authentication Approval** and click **Submit(U)**.

For devices with MX-AMX3 External Accounting Module (EAM) only, select **Use IC Card for 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)**.

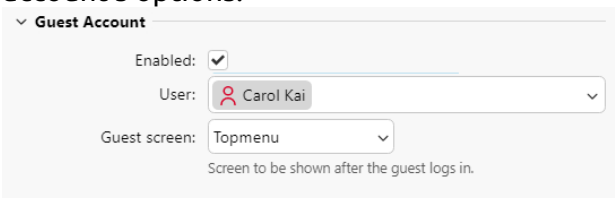


8. Reboot the device for the changes to take effect.

2.9 Guest Account

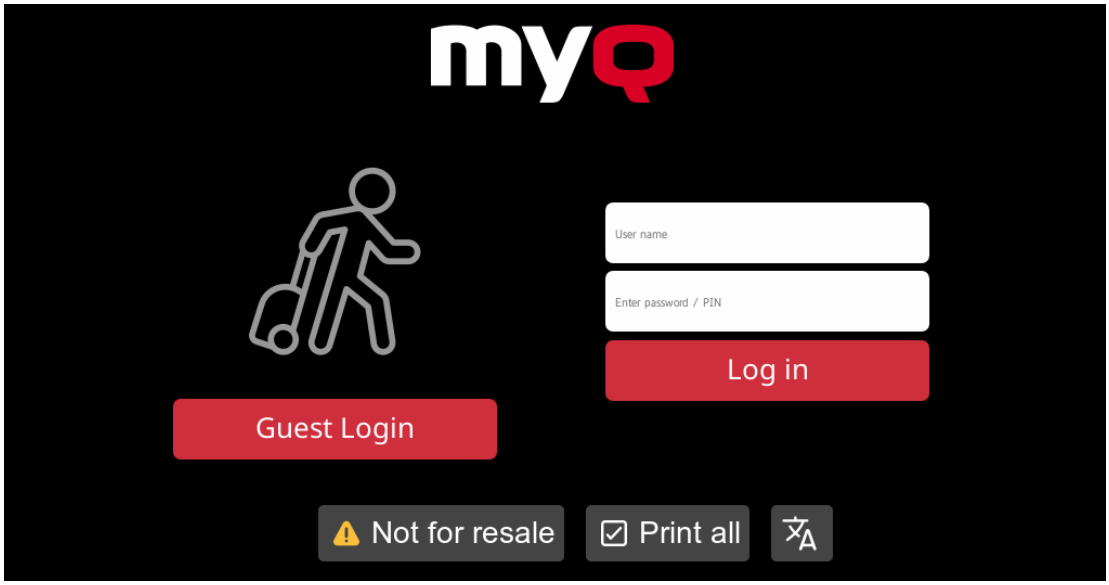
To set up a guest account, you need to edit your configuration profile.

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).
3. Go to the **Terminal** tab, in the Guest Account section, and set up the guest account's options:



   a. Check the **Enabled** checkbox to be able to use a guest account.
   b. In the **User** drop-down, select the user you want to associate with the guest account.
   c. Set what the guest user can see in the embedded terminal once they log in, by choosing one of the options from the **Guest screen** list: *[empty], Topmenu, Copy, Scan, USB, Box, Fax.*
4. Click **Save** (and reactivate your printers if needed).

The Guest Login button is now displayed both in 1-factor and 2-factor login methods on the terminal.



2.9.1 Limitations

- **Redirect to Panel USB after Guest login** - this feature is not supported on Sharp devices.
- **Custom Box** - This action is not supported on Sharp devices. If this option is selected for the guest screen in the configuration profile, the user is redirected to the document filing screen instead.

2.10 Update and Uninstallation

Updating the terminal

Updating the terminal is done on the MyQ web administrator interface. (*MyQ Server 8.2 patch 6 or higher is required*).

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

Uninstalling the terminal

MyQ embedded terminals can be uninstalled on the MyQ Web Administrator interface or by forcing a factory reset on the printing device. In the first case, even if the terminal is uninstalled, all of the device settings can be preserved for future use, whereas after a device reset, all the settings are lost and the device returns to its default factory state.

To remotely uninstall an embedded terminal from the MyQ Web administrator interface, follow the steps below. Before the uninstallation, make sure that the Sharp installation package is uploaded on the server and the Sharp service is running.

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 **Terminal** tab, change the **Terminal type** to **None**. Click **Save**.

3 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, and 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.

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.

4 Personalization

On the **Personalization** settings tab in the MyQ Web administrator interface, under **Terminal personalization**, you can add a **Custom Logo** and select a different **Theme** to change the overall appearance of your Embedded terminal.

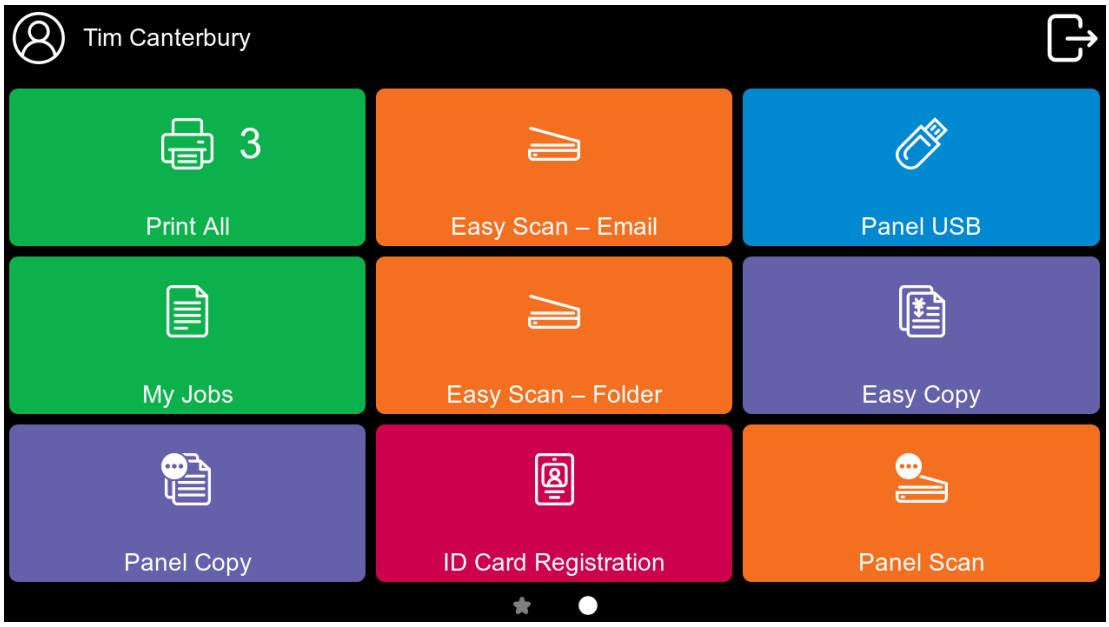
Check the MyQ Print Server guide for Personalization Settings.

5 Terminal Actions

This topic discusses terminal actions on the MyQ Sharp Embedded terminal and their features.

The default terminal actions are:

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



For information related to terminal action nodes management, check Terminal Actions Settings on the MyQ Print Server guide.

The other available terminal action nodes that can be used on the MyQ Sharp Embedded terminal, apart from the default ones mentioned above, are:

- Easy Print
- Edit Account
- Recharge Credit
- Folder
- USB Scan
- ID Card Copy

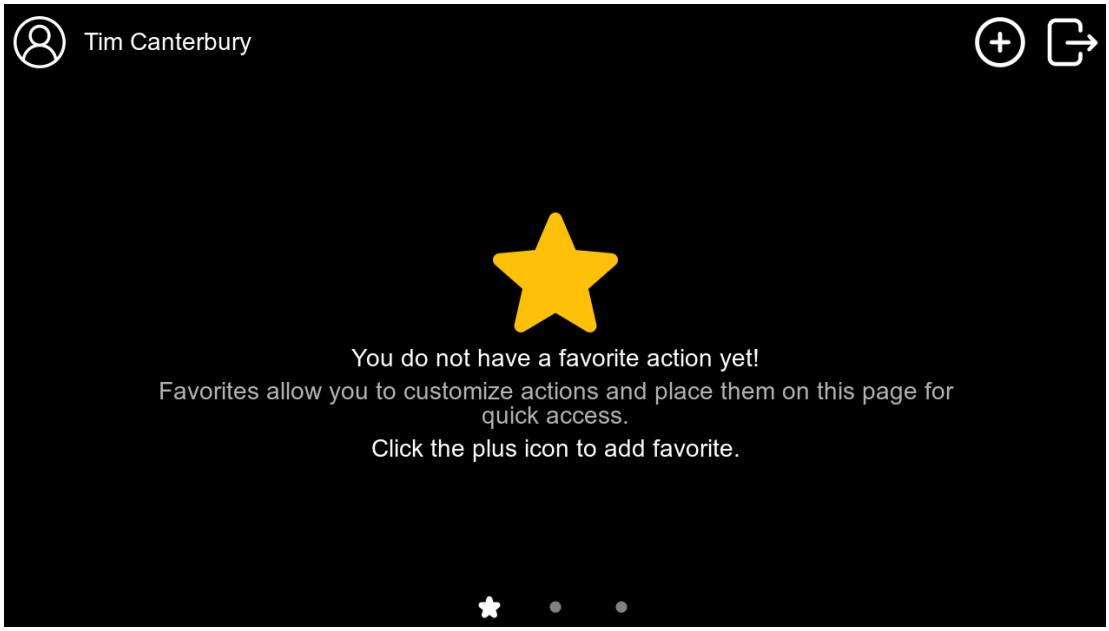
Easy Scan, Easy Copy, ID Card Copy are not available on devices with MX-AMX3 External Accounting Module (EAM) only.

5.1 Limitations

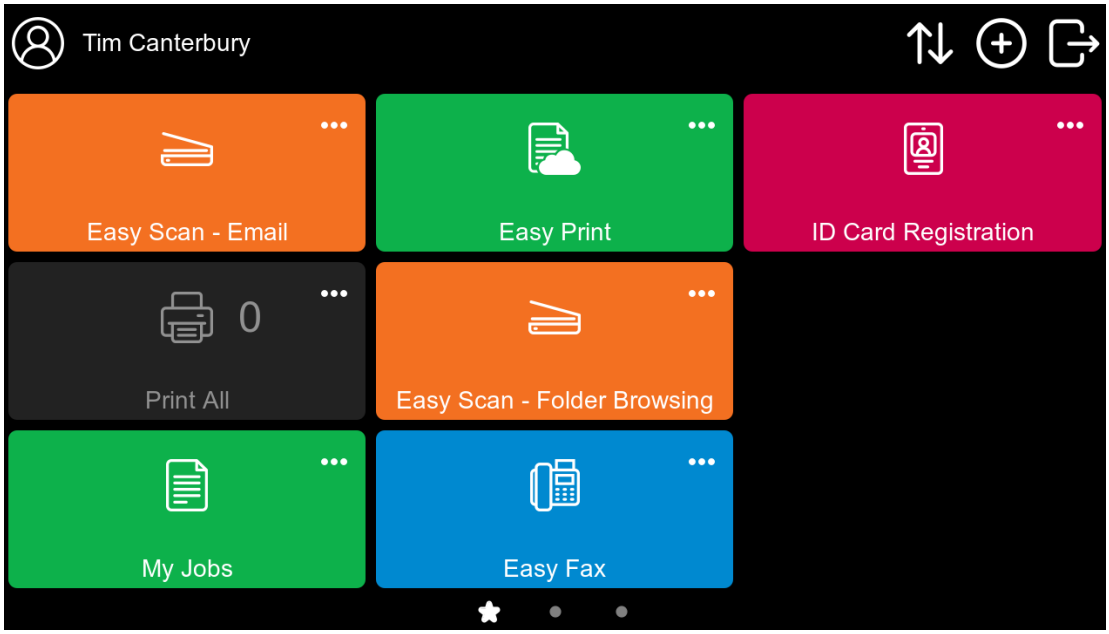
- **Native panel access** - After login, the native panel is always available via the Home button.

5.2 Favorite Actions

The **Favorite Actions** feature allows you to save and quickly access frequently used actions, allowing you to complete common tasks like printing with predefined settings, scanning to particular destinations, or copying without navigating through long menus. With your most important actions always at your fingertips, it helps manage printing tasks more efficiently, making it perfect for high-volume or specialized printing environments where critical functions need to be readily accessible.



The terminal screens that contain favorite actions are indicated by a Star icon, if more favorite actions are added than will fit on one screen, multiple star icons will indicate multiple pages.



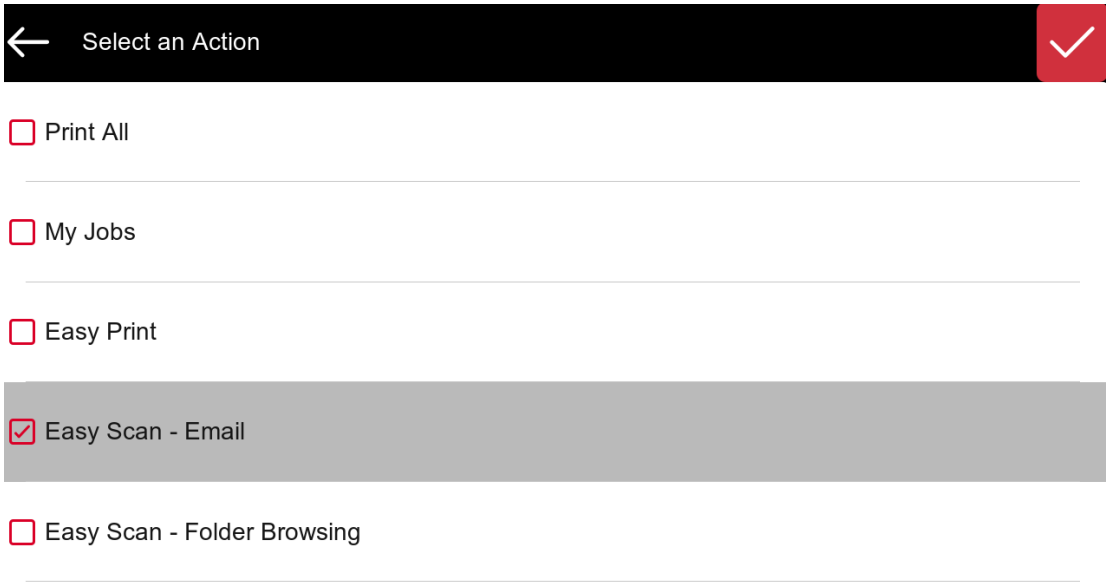
5.2.1 Add a Favorite Action

- This option is enabled by default.
- You can add only the actions supported by the device.
- Each user can only see the operations they have the right to use.

Only Easy Actions, Print All, My Jobs, and ID Card Registration can be added as Favorite Actions.

To add a favorite terminal action:

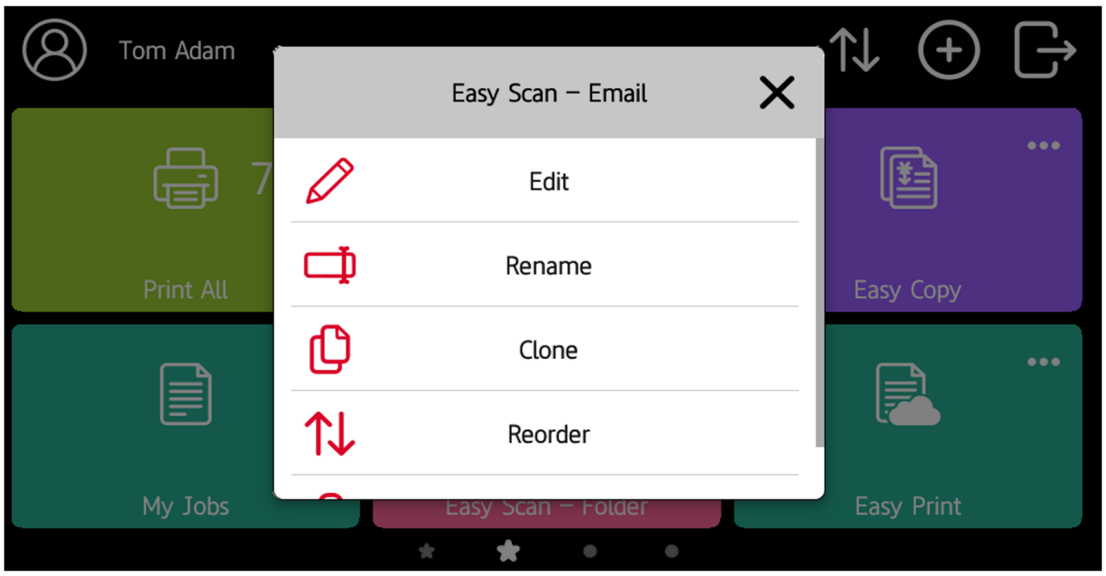
1. Log in to the terminal
2. Tap the Star icon at the bottom of the screen.
3. Tap the Plus icon on the top right, select an action, and then press the red tick button.



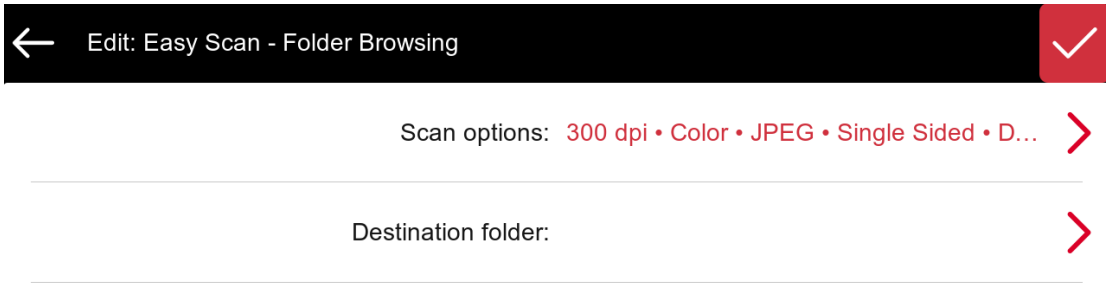
5.2.2 Edit a Favorite Action

This operation and its options are accessible only if the administrator has granted the user the necessary permissions.

You can edit the actions by tapping the action menu on the action and then **Edit**.



Easy Scan and **Easy Copy** favorite actions can be edited, allowing a user to change the scan or copy parameters.

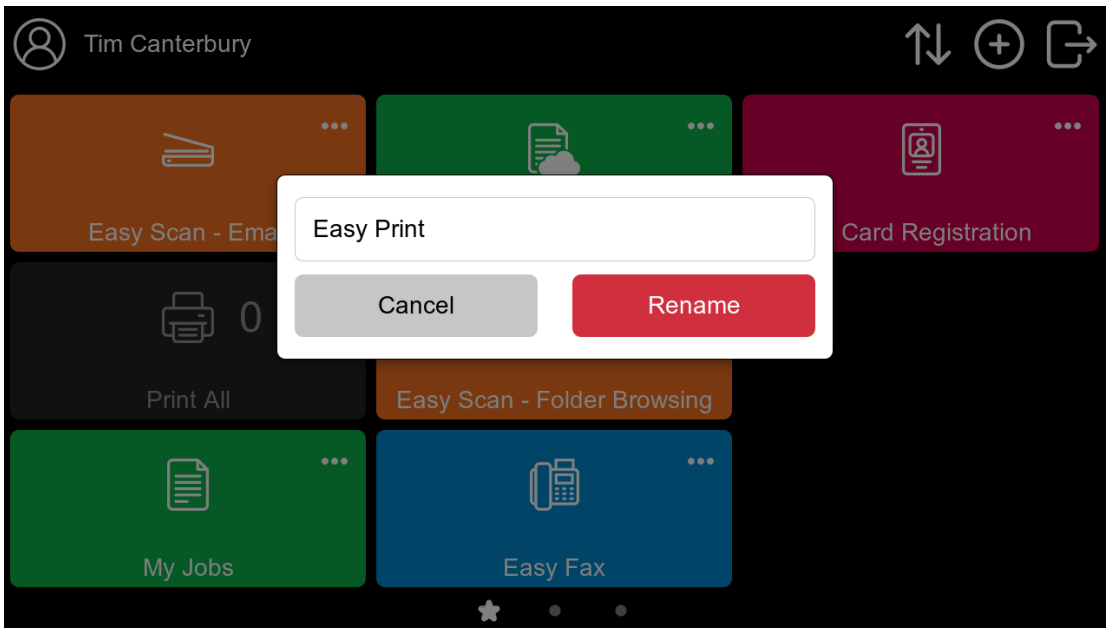


If a parameter of a particular action has been marked **Read Only** in the MyQ Web UI, that parameter will be visible but not editable in this menu.

5.2.3 Rename a Favorite Action

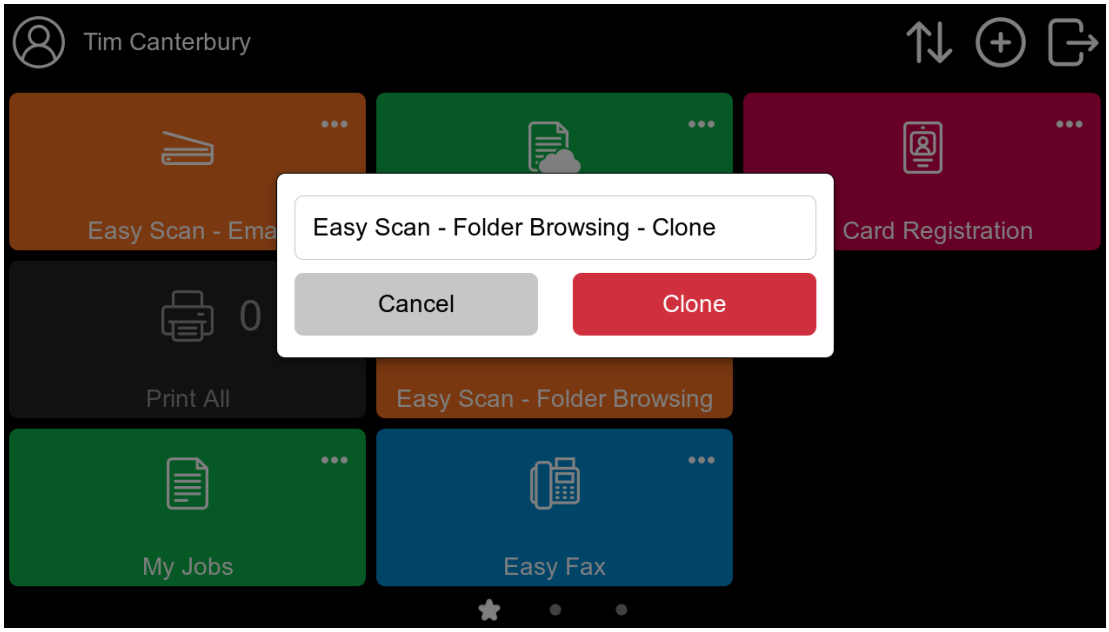
You can rename the actions by tapping the action menu on the action and then **Rename**.

Type in your new action name and save it.



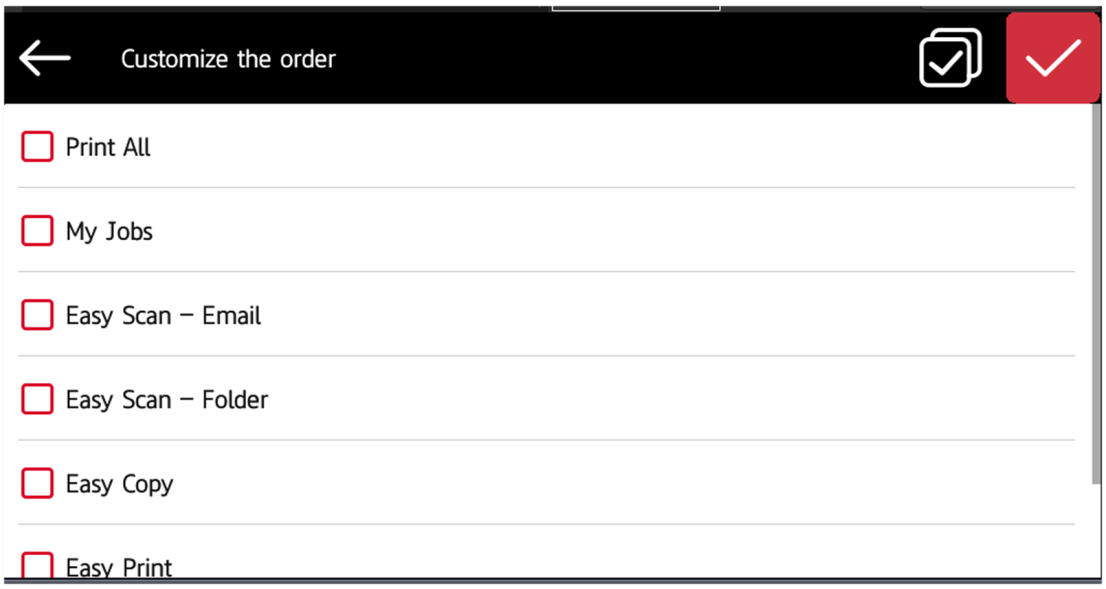
5.2.4 Clone a Favorite Action

You can close the actions by tapping the action menu on the action and then **Clone**.

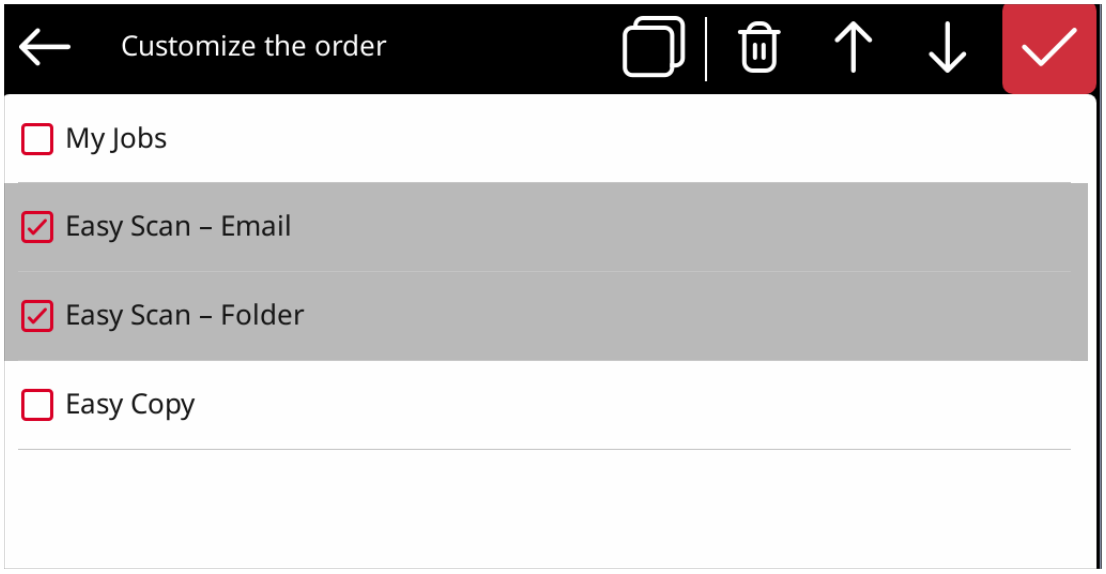


5.2.5 Reorder your Favorite Actions

Tap the action menu on a Favorite Action and select **Reorder** or use the arrow icons in the top menu.



An ordered list of all favorite actions is displayed; users can select one or more actions and reorder them using up and down arrows.

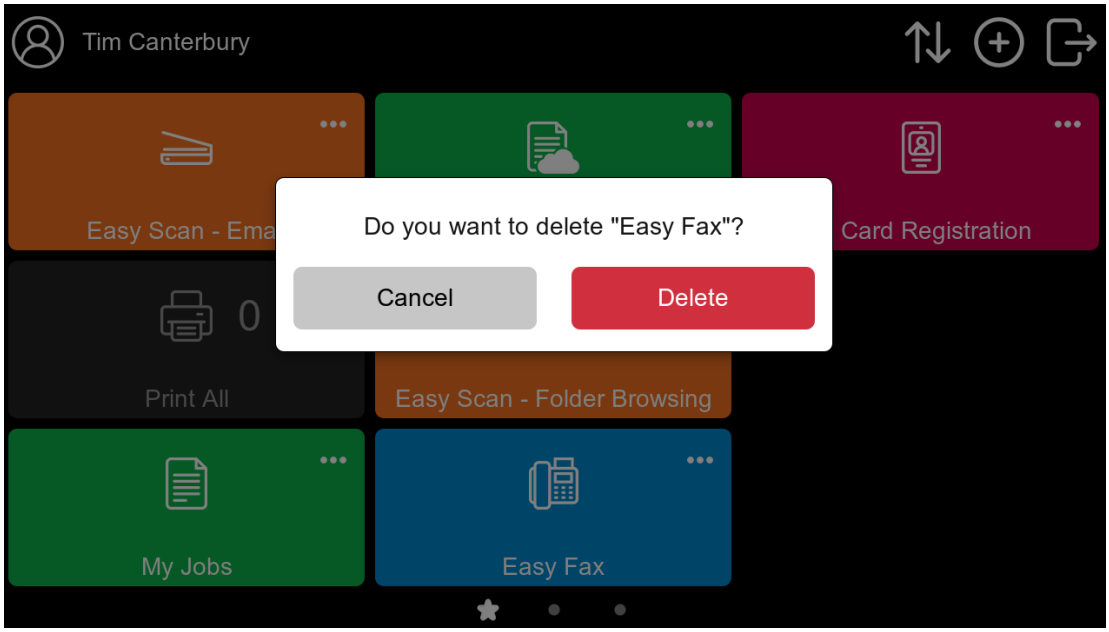


In the reorder window, users can also **Delete** selected Favorite actions. The reorder screen also labels Favorite actions which are **incompatible** with the current device.

The **Delete**, **Reorder** and **Select/Unselect All** options are only shown when a Favorite action is selected.

5.2.6 Delete a Favorite Action

You can delete the actions by tapping the action menu on the action and then **Delete**.

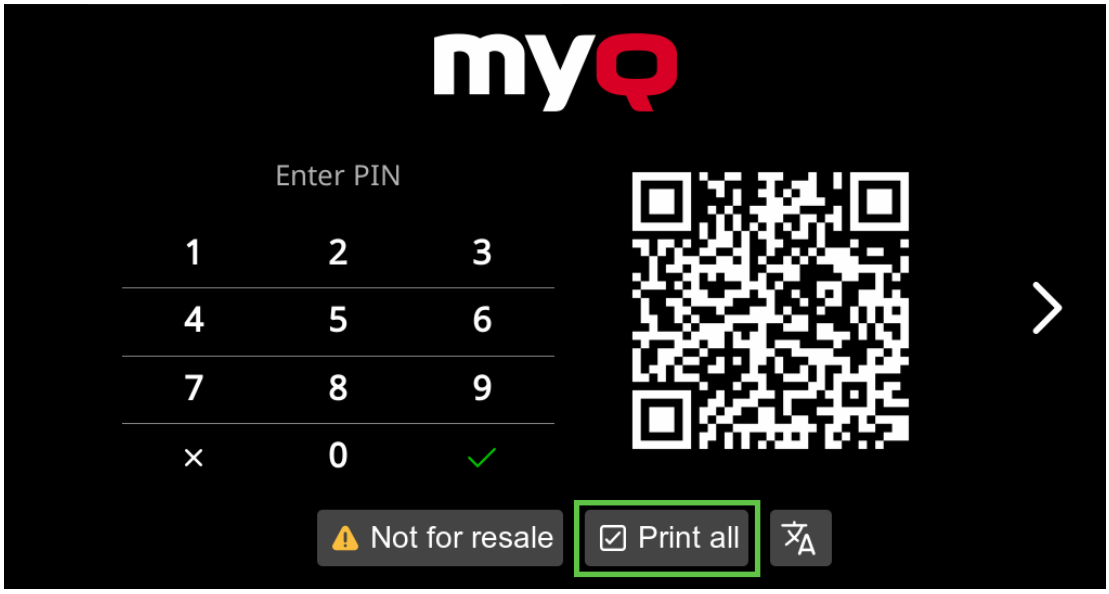


5.3 Print all

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

5.3.1 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.

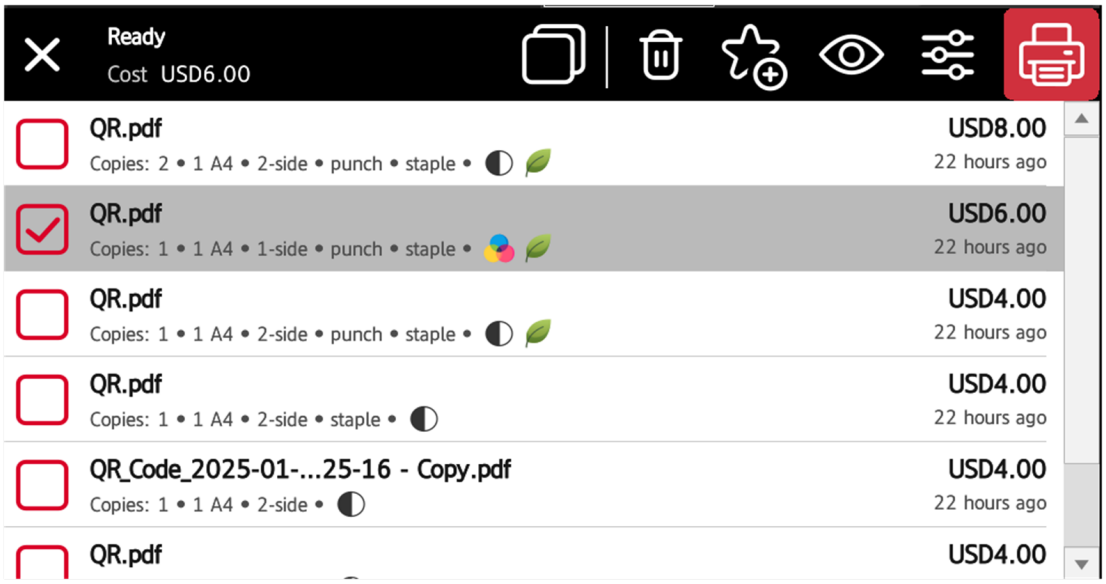
If the user disables the feature on the terminal and does not login in 30 seconds, the terminal screen refreshes with the **Print all jobs after logging in** option selected.

5.4 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.



5.4.1 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 (from left to right):

- **Select All**: Tap to select all jobs.
- **Delete**: Tap the bin icon to delete 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).
- **Job Preview**: Tap to enter **Job Preview**.
- **Edit Parameters**: Tap to change the job parameters.
- **Print**: Tap the printer icon to print the selected jobs.

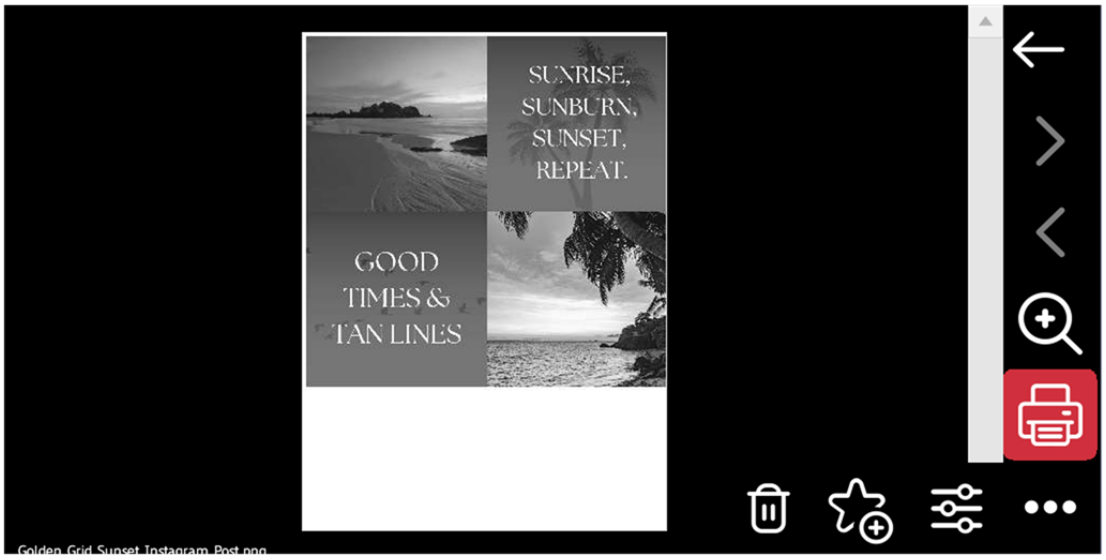
> In certain cases, you may see listed some print options that are not applicable due to the queue or printer being used. For example, you may see **Staple** options despite printing on a terminal with no stapling feature. In cases such as these, this command will be ignored.

5.4.2 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 (from top to bottom):

- **Go back**: Returns to the previous screen.
- **Turn a page**: Go forwards or backwards one page in multi-page documents.
- **Zoom**: Magnify the size of the preview.
- **Print**: Print the previewed job.
- **Alter Parameters**: Tap to change the job parameters.
- **Add to Favorites**: Adds the previewed job to favorite jobs.
- **Delete**: Deletes the previewed job.

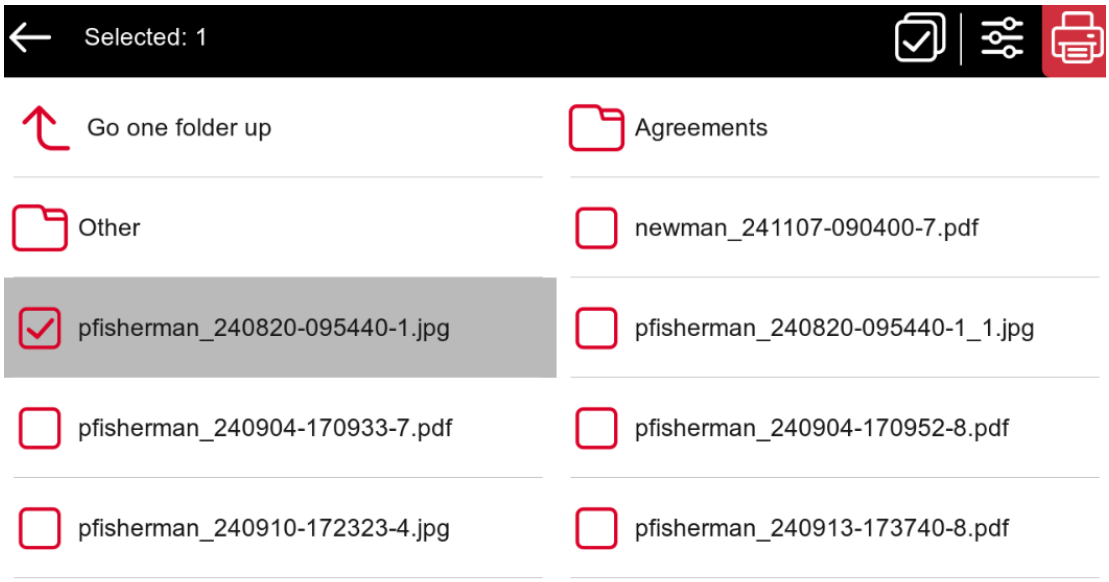
5.5 Easy Print

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

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

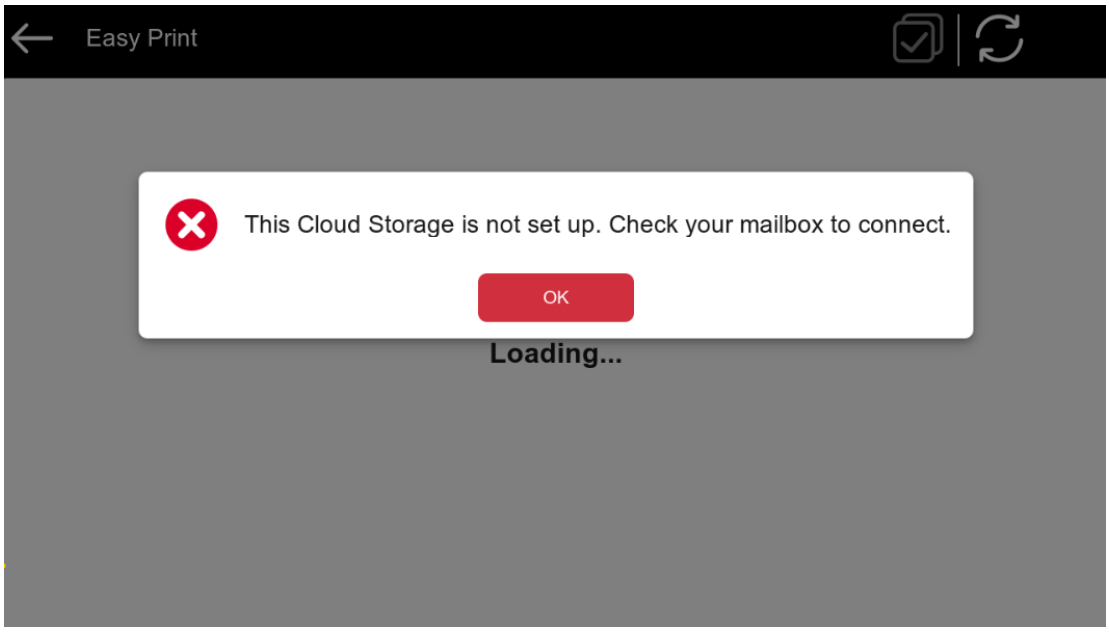
> ⚠ If **Stop sending jobs after user logout** is disabled in the MyQ Web Interface under **Settings** > **Printers & Terminals**, this setting is not applied to Easy Print jobs. Therefore, if a user logs out while printing a number of jobs using Easy Print, no more jobs will be sent.

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 information message appears on the terminal informing the user that there is no Cloud storage available but can be set up in the web UI.



5.6 Easy Fax

With the Easy Fax feature, users can send a scanned document as a fax in two steps; simply tap **Easy Fax** on the home screen of the embedded terminal, and then type the fax number.

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

On the **Parameters** tab, you can select from a number of options for each parameter. The available parameters may differ across printing device models.

> For more information, see Easy Fax settings in the MyQ Print Server guide.

If the parameter **Value** is set to *Default* in the MyQ web administrator interface, the terminal replaces it with the default value of the device. If the device default value cannot be mapped to MyQ, *Default* is displayed.

5.6.1 Easy Fax Parameters

- **Fax resolution** - Resolution of the outgoing fax file. You can select from the following options:
  - Normal
  - Fine
  - Super Fine
- **Duplex** - Simplex and Duplex scanning options. You can select from the following options:
  - One Sided
  - Duplex - binding on top
  - Duplex - binding on side
- **Size** - Size of the scanned input. This parameter determines the size of the scanning area. Therefore, this setting should correspond to the actual size of the scanned paper. You can select from the following options:
  - Automatic
  - A3
  - A4
  - A5
  - B4
  - B5
  - Ledger
  - Letter
  - Legal
  - Oficio II
- **Original Orientation** - Determines the page orientation in the outgoing file. The paper position is relative to the person standing at the printing device. You can select from the following options:
  - Top Edge on Top
  - Top Edge on Left
- **Density** - Density of the image in the outgoing file. The higher this value is, the darker the resulting picture. You can select from the following options:
  - Automatic
  - Lower
  - Low
  - Normal
  - High
  - Higher
- **Continuous scan** - With this option *Enabled*, scan jobs are not sent until the user taps **Finish**. After clicking **Next**, the printing device scans another page. You can select from the following:
  - Enabled
  - Disabled

5.6.2 Limitations

- **Quota** - If a user does not have enough quota for color copy and the default value is selected, monochrome is used as default instead.
- **Continuous scan** - supported from glass only. ADF is not supported.

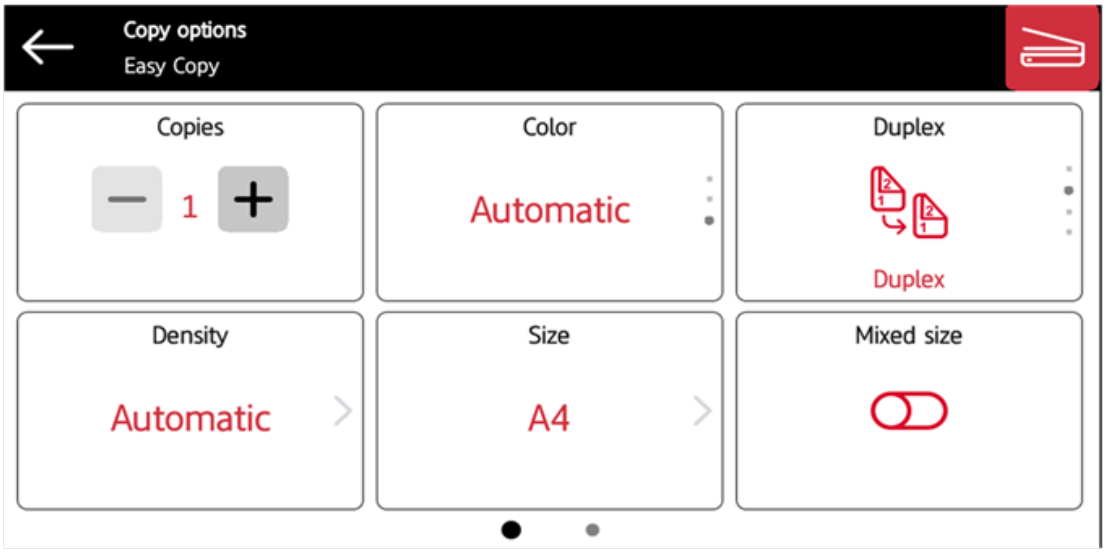
- **Density** - The original image setting is ignored if the density is set to *Automatic*.

5.7 Easy Copy

One tap copying. 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 on the terminal screen.



5.7.1 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
- **Density** - Density of the picture in the outgoing file. The higher it is, the darker the resulting picture is. You can select from the following options:
  - Lowest
  - Normal
  - Higher

- **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
  - B4
  - B5
  - Ledger
  - Letter
  - Legal
  - Oficio II
- **Magnification** - With this parameter, you can determine the size of the copy. This way, you can make it smaller or larger than the original file. You can select from the following options:
  - Same as original
  - A3
  - A4
  - A5
  - B4
  - B5

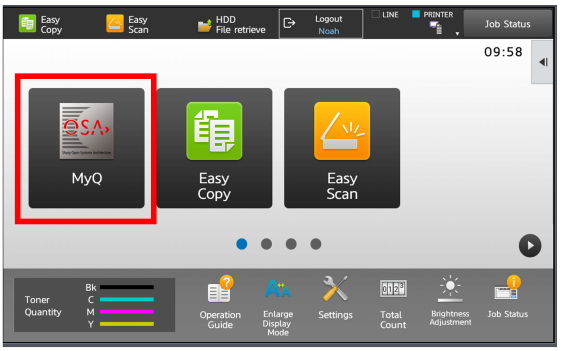
5.7.2 Limitations

- **Magnification** - This setting applies to ISO 216 paper sizes only.
- **Quota** - If a user has insufficient quota for color copy and the default value is selected, monochrome value is used instead.

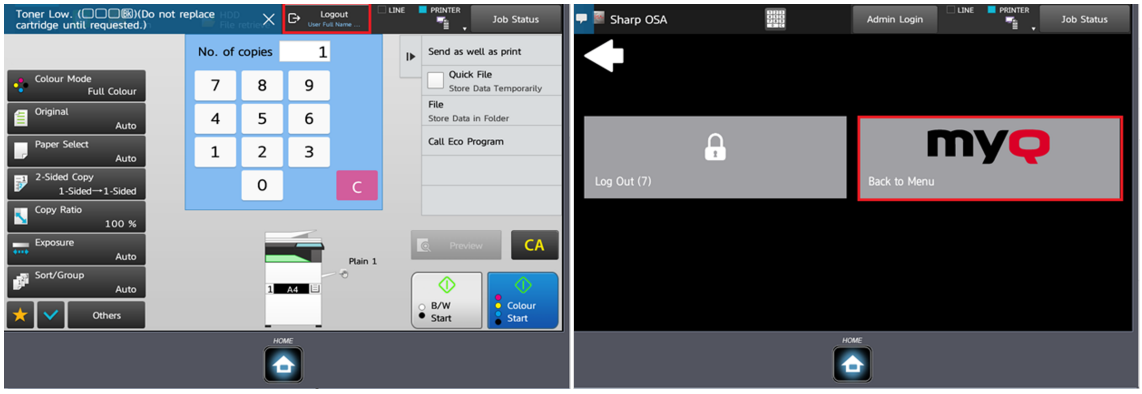
5.8 Panel Copy

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

To leave the panel and return to the MyQ menu, tap the **Home** button, and then tap **MyQ**.



On devices with MX-AMX3 External Accounting Module (EAM) only, it is required to use the **Logout** button.

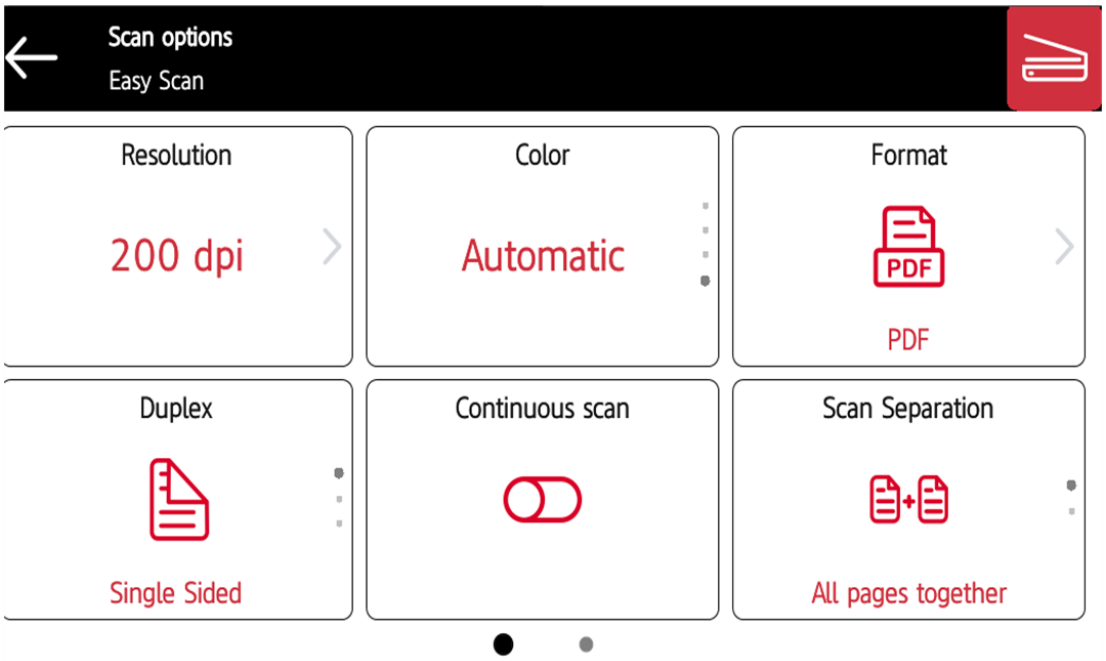


5.9 Easy Scan

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 to 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.

> ⚠ For some specific models and firmware there is a native screen popup that cannot be suppressed which appears during continuous scan. When scanning is complete, users can select **Next** on this screen to return to the MyQ IU.

5.9.1 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.

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

> ⚠ 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 - binding on top
  - Duplex - binding on side
- **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.
  - Enabled
  - Disabled

- **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
- **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 scanned page's orientation in the outgoing file. The paper's position is relative to the person standing at the printing device. You can select from the following options:
  - Top Edge on Top: The page is displayed in a horizontal position (top edge of the page opposite to the person)
  - Top Edge on Left: The page is displayed in a vertical position (top edge of the page on the left hand side of the person)
- **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
  - Ledger
  - Letter
  - Legal
  - Oficio II
- **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

5.9.2 Limitations

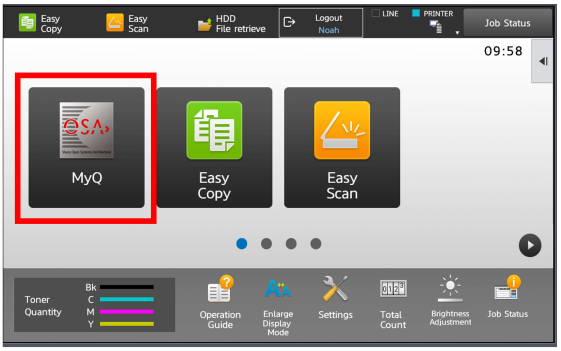
- **Color - B&W** (two tone) is not supported in combination with *JPEG* or *HCPDF* formats. If these formats are set, Color - Grayscale is used instead.
- **Density** - The Original Image setting is ignored if the density is set to *Automatic*.
- **Quota** - If a user has insufficient quota for color operation and the default value is selected, monochrome value is used instead.

5.10 Panel Scan

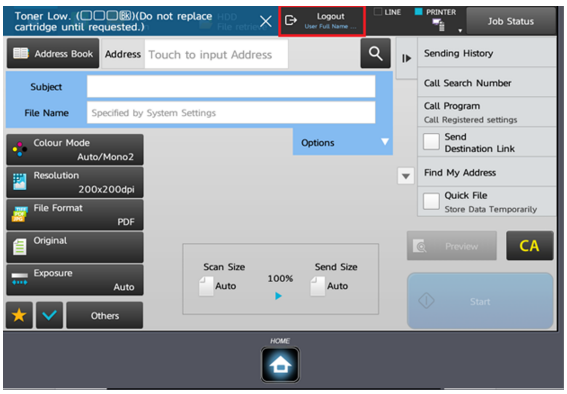
The Panel Scan action opens the printing device's scan screen.

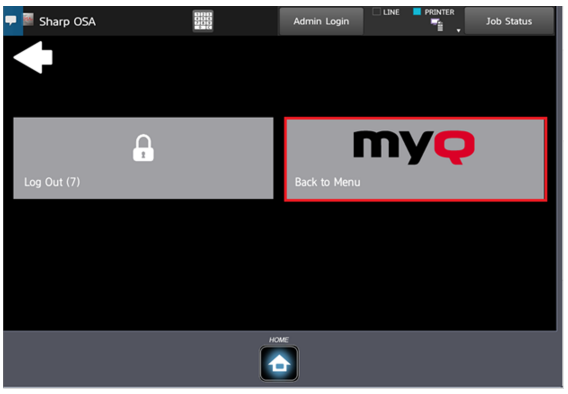
To enable scanning on the terminal, make sure that your MyQ server is set as the SMTP server on the printing device Web User Interface.

To leave the panel and return to the MyQ menu, tap the **Home** button, and then tap **MyQ**.



On devices with MX-AMX3 External Accounting Module (EAM) only it is required to use the **Logout** button.





If you have installed a fax kit on the terminal, it can cause the **Panel Scan** action to open the Fax display screen by default. To correct this, go to **System Settings** → **Image Send Settings** → **Common Settings** → **Default Display Settings**. There you will be able to adjust the default screen shown for **Panel Scan**.

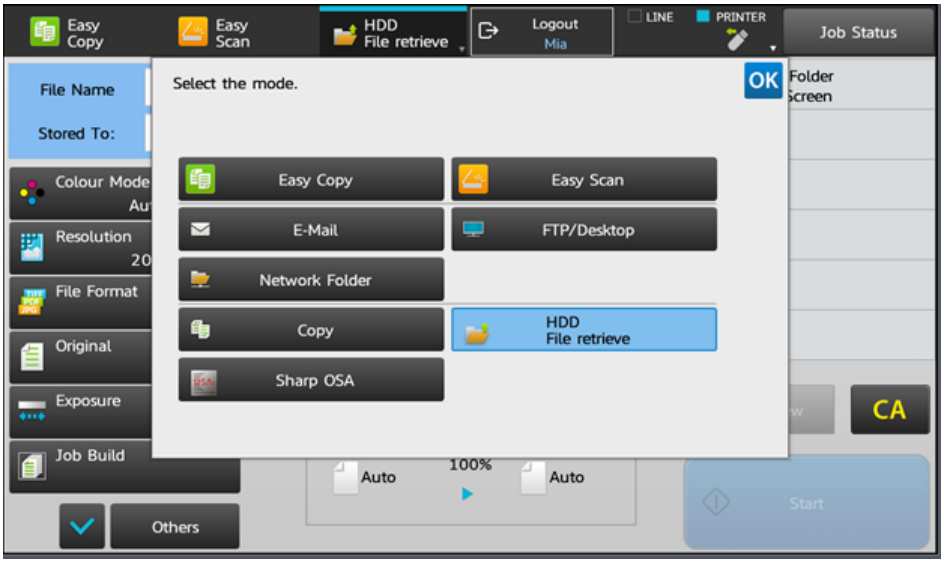
5.11 USB Scan

Printing from a USB is not available as a terminal action, but it can be achieved by using the **USB Scan** terminal action.

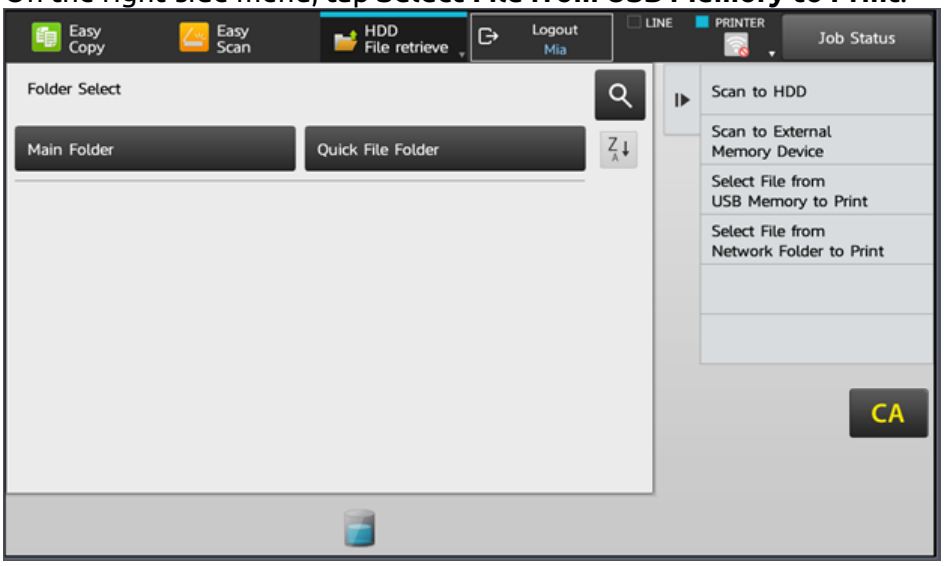
The **USB Scan** terminal action must be added to the **Terminal Actions** settings tab on the MyQ Web administrator interface.

To print a file from a USB:

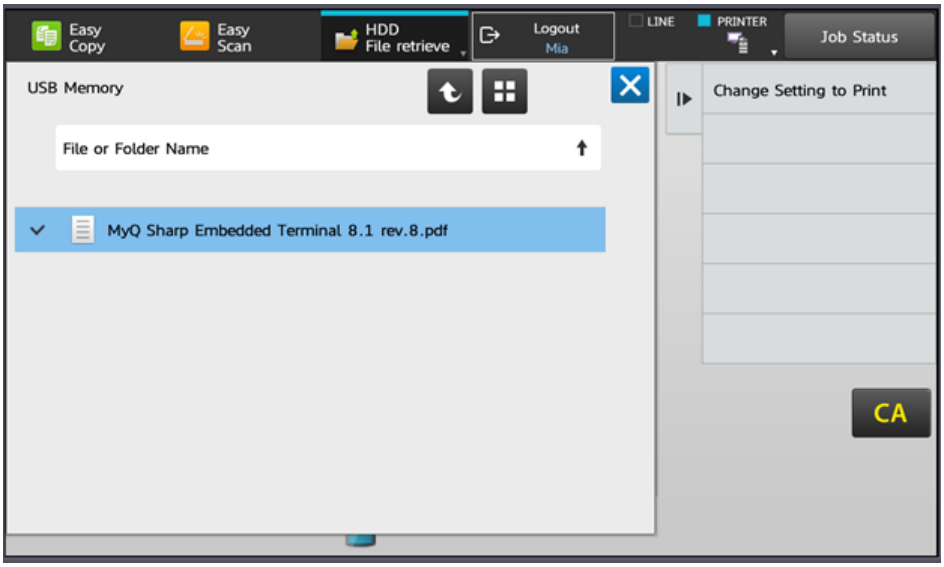
1. Tap the **USB Scan** terminal action on the terminal.
2. On the Select the mode panel, tap **HDD File retrieve**.



3. On the right-side menu, tap **Select File from USB Memory to Print**.

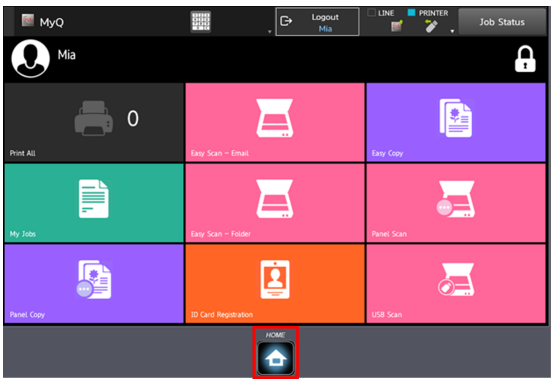


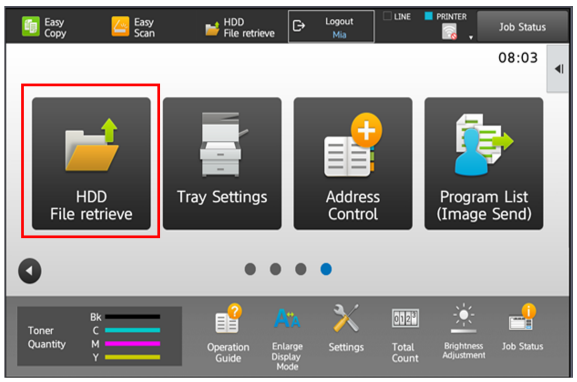
4. Select the file that you want to print, and on the right-side menu tap **Change Setting to Print**.



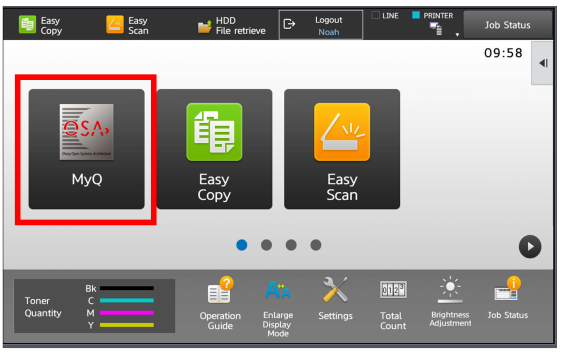
5. Configure the print settings, and tap **Start** to print the file.

Another way of printing from a USB is to tap the **Home** button on the terminal, then tap **HDD File retrieve**, and then follow the above process from step 3.

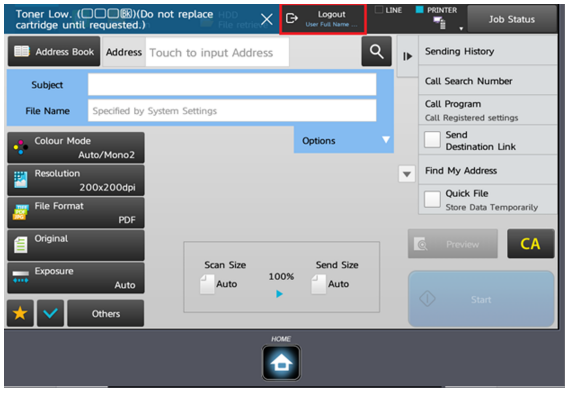


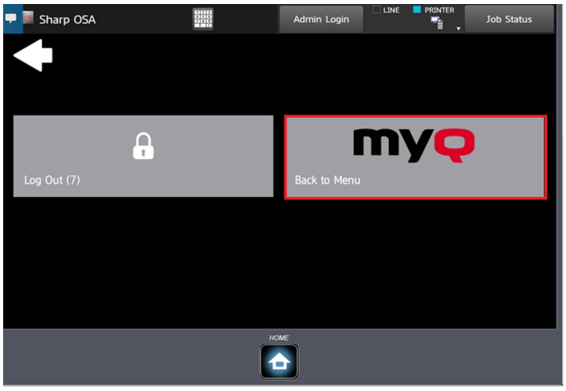


To leave the panel and return to the MyQ menu, tap the **Home** button, and then tap **MyQ**.



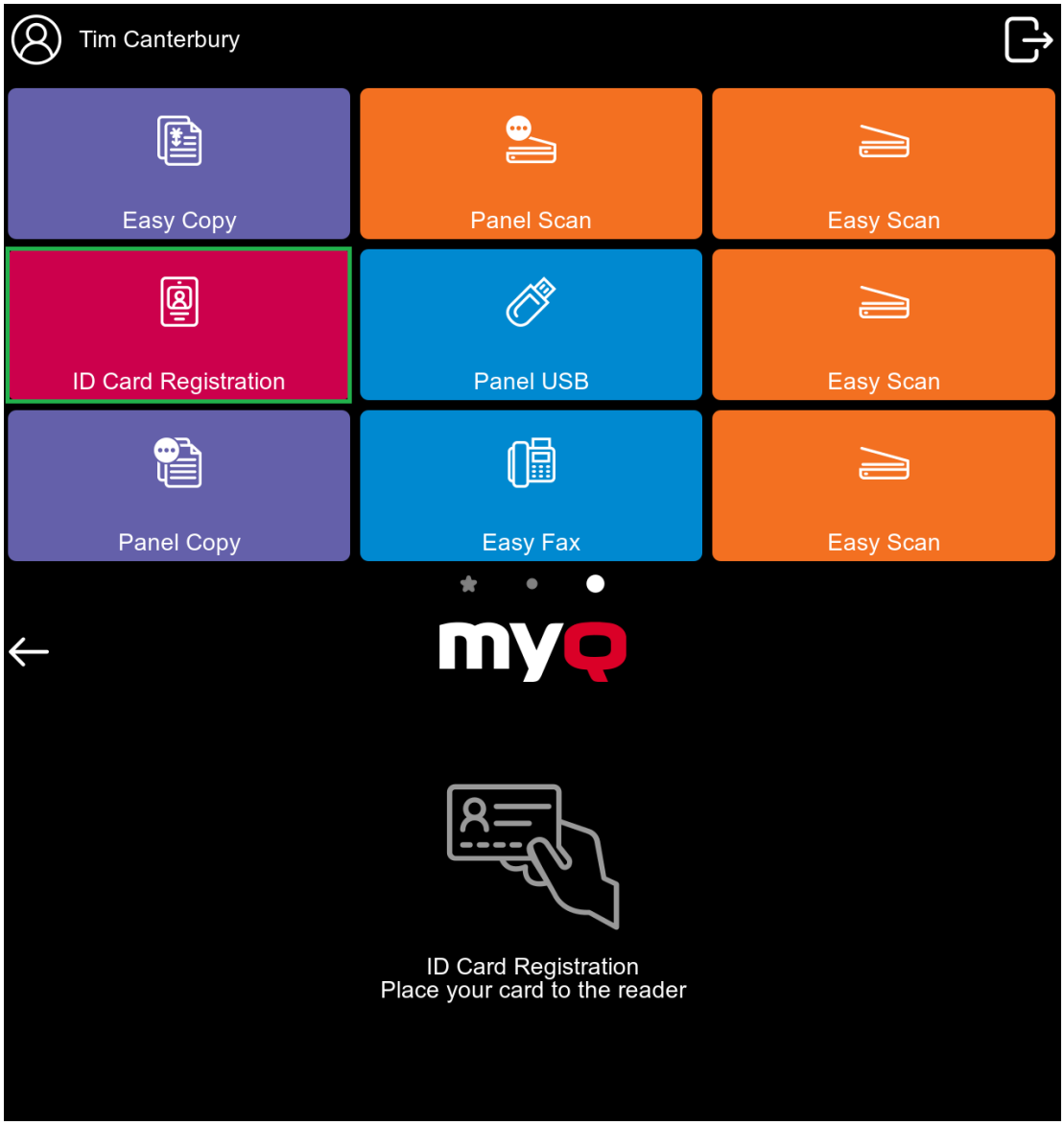
On devices with MX-AMX3 External Accounting Module (EAM) only it is required to use the **Logout** button.





5.12 ID Card Registration

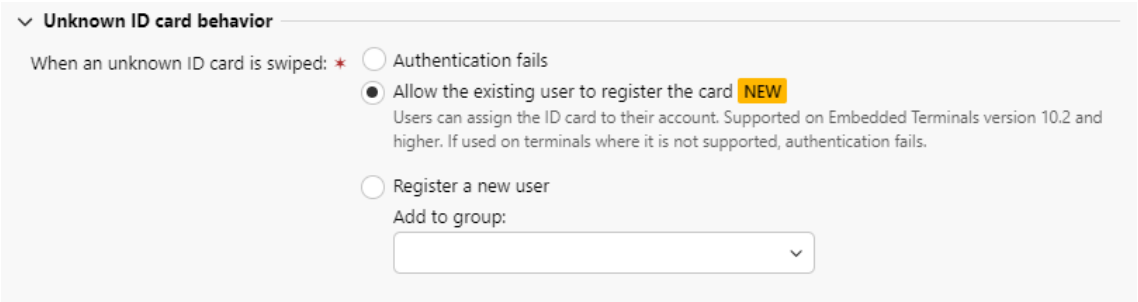
After tapping this action, the ID Card registration screen opens, and the logged user can register their card by swiping it at the card reader.



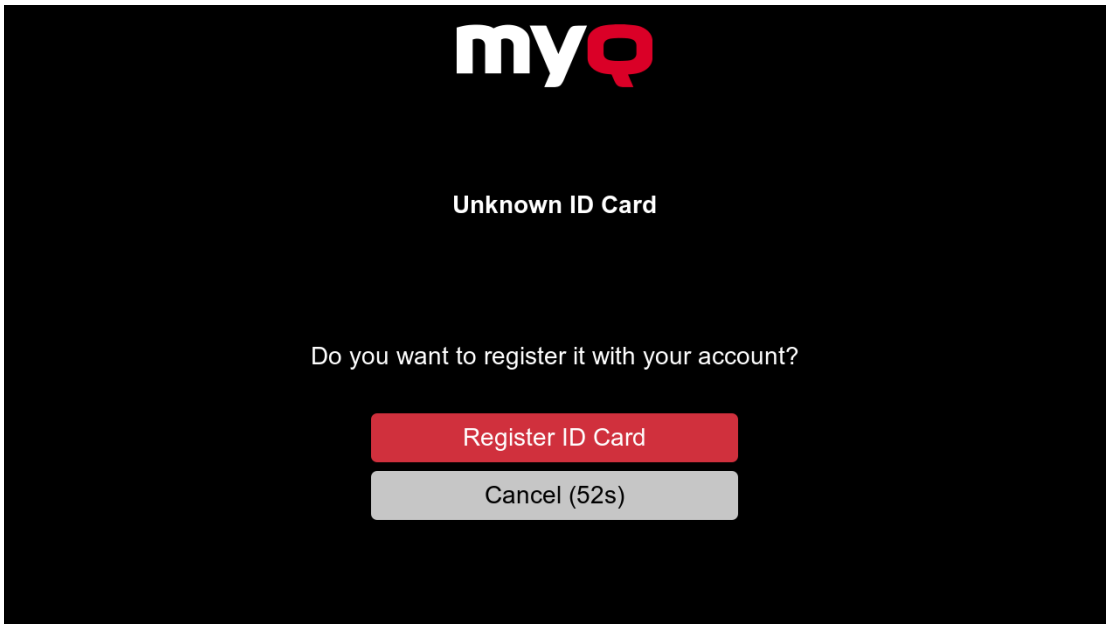
5.13 Unknown ID Card Registration

5.13.1 Register by Swiping an Unknown ID Card

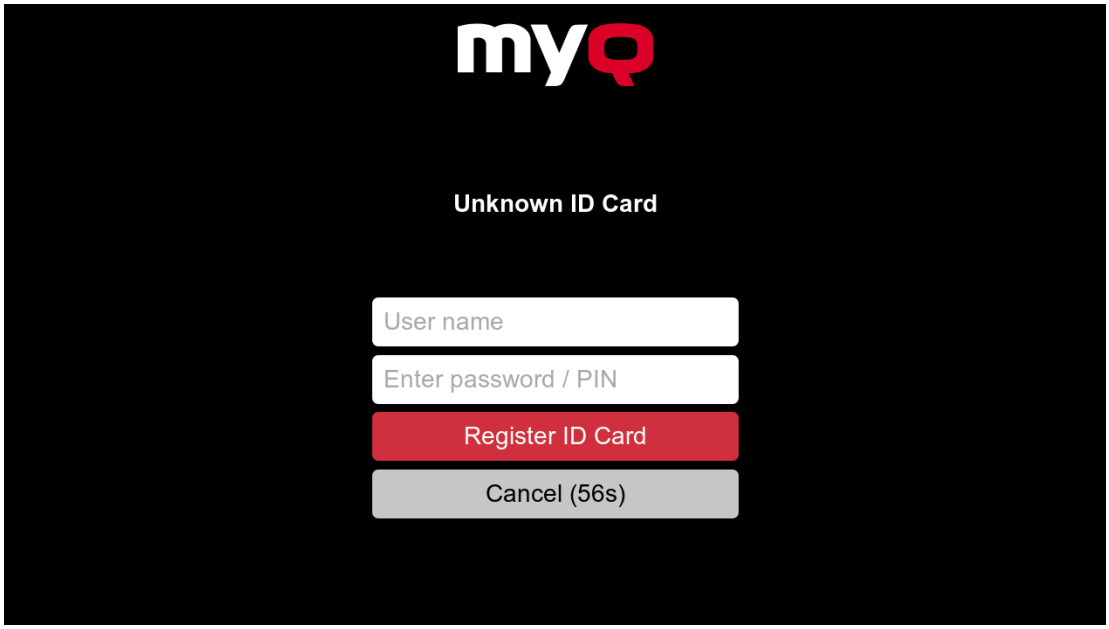
It is possible to register an unknown ID card and link it to a user account. In **Settings > Users > User Authentication > Cards** you can find the settings for **Unknown ID card behavior**.



When an unknown ID card is swiped, a message is displayed asking **Do you want to register the card with your account?**. If the user is inactive, this message will automatically close.



If the user proceeds, a prompt for their username and password is displayed. If the user is inactive, this screen will also be reset.



Once the user credentials are successfully validated, the ID card is assigned to the user, and the Top Menu is displayed as usual.

5.14 ID Card Copy

By tapping this action, users can create a copy, where both sides of an ID card are printed on a single page.

The ID card must be placed at the correct location on the glass. Users should follow the indication marks on the sides of the glass. If the ID card is misplaced, the resulting image will be cropped.

They can set the following parameters:

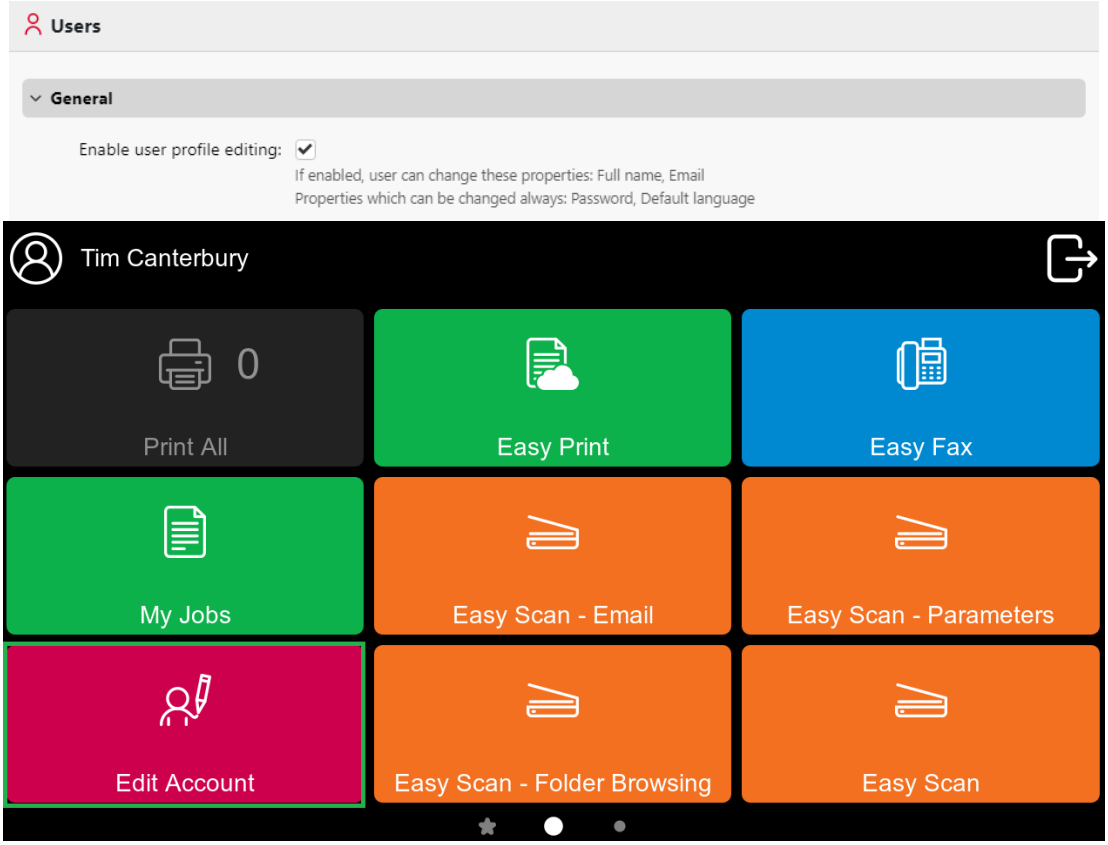
- **Copies** - Number of printed copies.
- **Color** - Select from automatic, color, monochrome or default.

5.14.1 Limitations

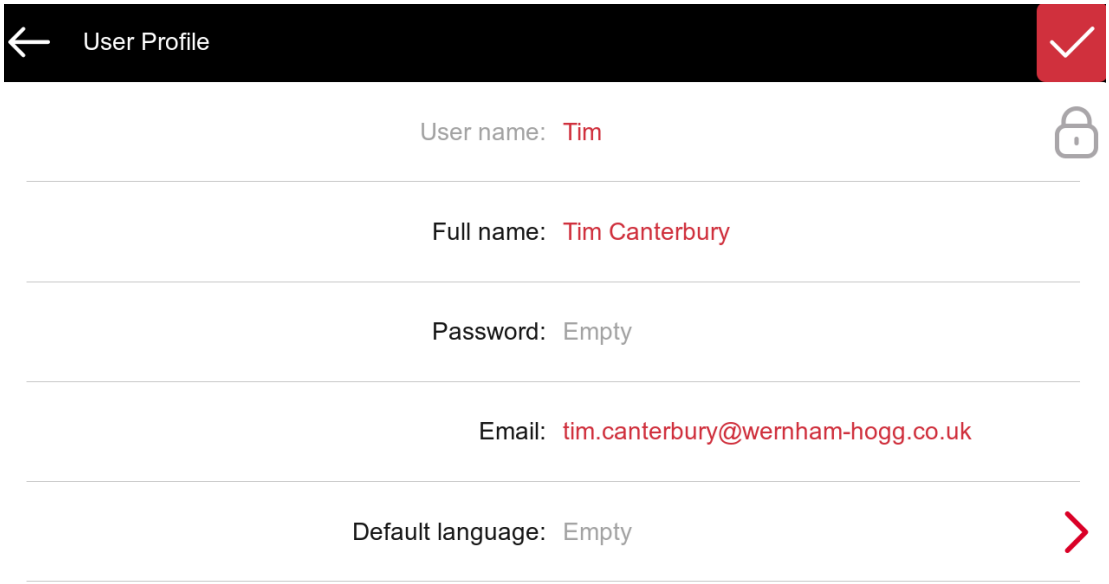
- **Quota** - If a user has insufficient quota for color copy and the default value is selected, monochrome value is used instead.
- **Support** - ID Card Copy is supported only on devices that have the standard application module.

5.15 Edit Account

To be able to use all the features of this terminal action, go to the **Users** settings tab (**MyQ, Settings, Users**) and under **General**, select the **Enable user profile editing** option.



By tapping the **Edit account** action or their **User Icon**, the logged user can open their user profile screen, where they can change their **Full name**, **Password**, **Email** and **Default language**. After the change is submitted, the database entry is changed and the new values are set. The changes are applied the next time the user logs in.



5.15.1 Limitations

- **Limited Support for Unicode characters** - Some devices are unable to display some or all characters from within a certain Unicode range.

5.16 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.

5.17 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 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.

6.1 Setting up Scan to Me

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

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

6.1.1 Enable and set up scanning on the MyQ server

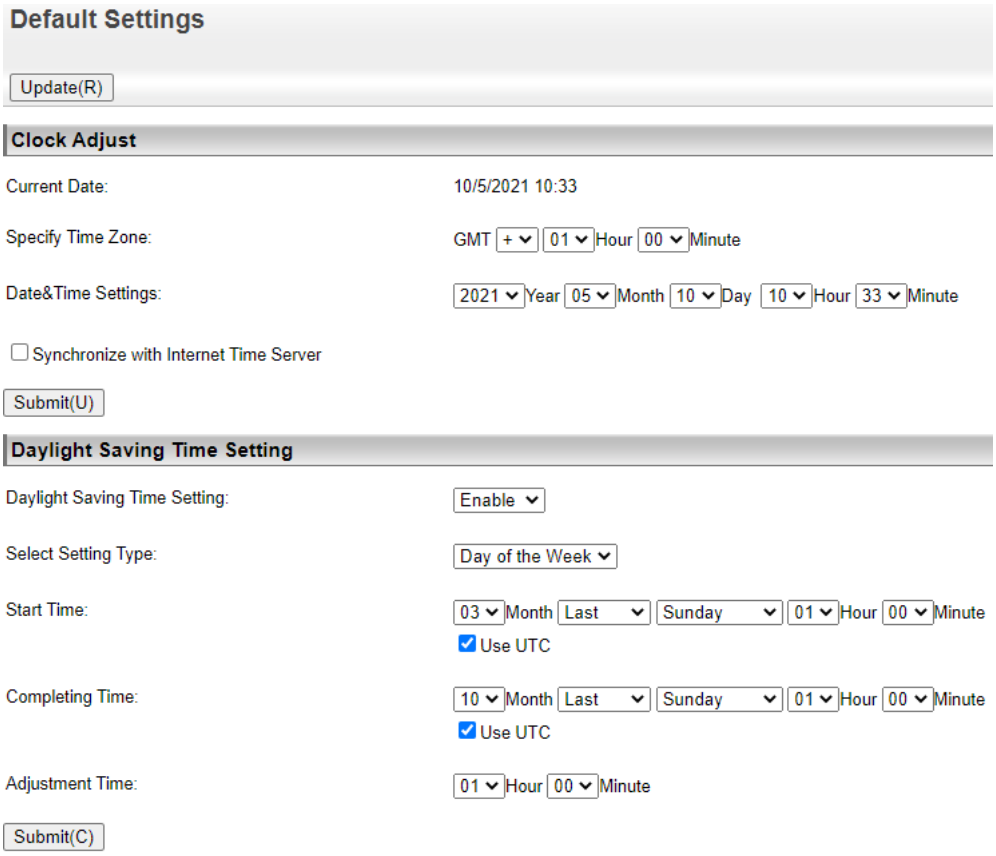
For details, check Scan to Me on the MyQ Print Server guide.

6.1.2 Configuration on the printing device

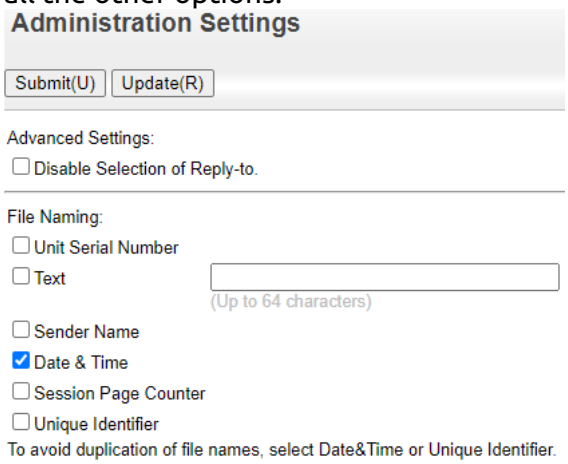
Timestamp matching is used in order to ensure correct scan delivery. Therefore, Scan to Me is dependent on the correctly set time.

To set the time on an older model's legacy interface:

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 **System Settings**, and then click **Default Settings** on the sub-menu.
3. Set the correct date, time, time zone and daylight saving options for the device. Uncheck the **Synchronize with Internet Time Server** option, if time is being synchronized incorrectly.



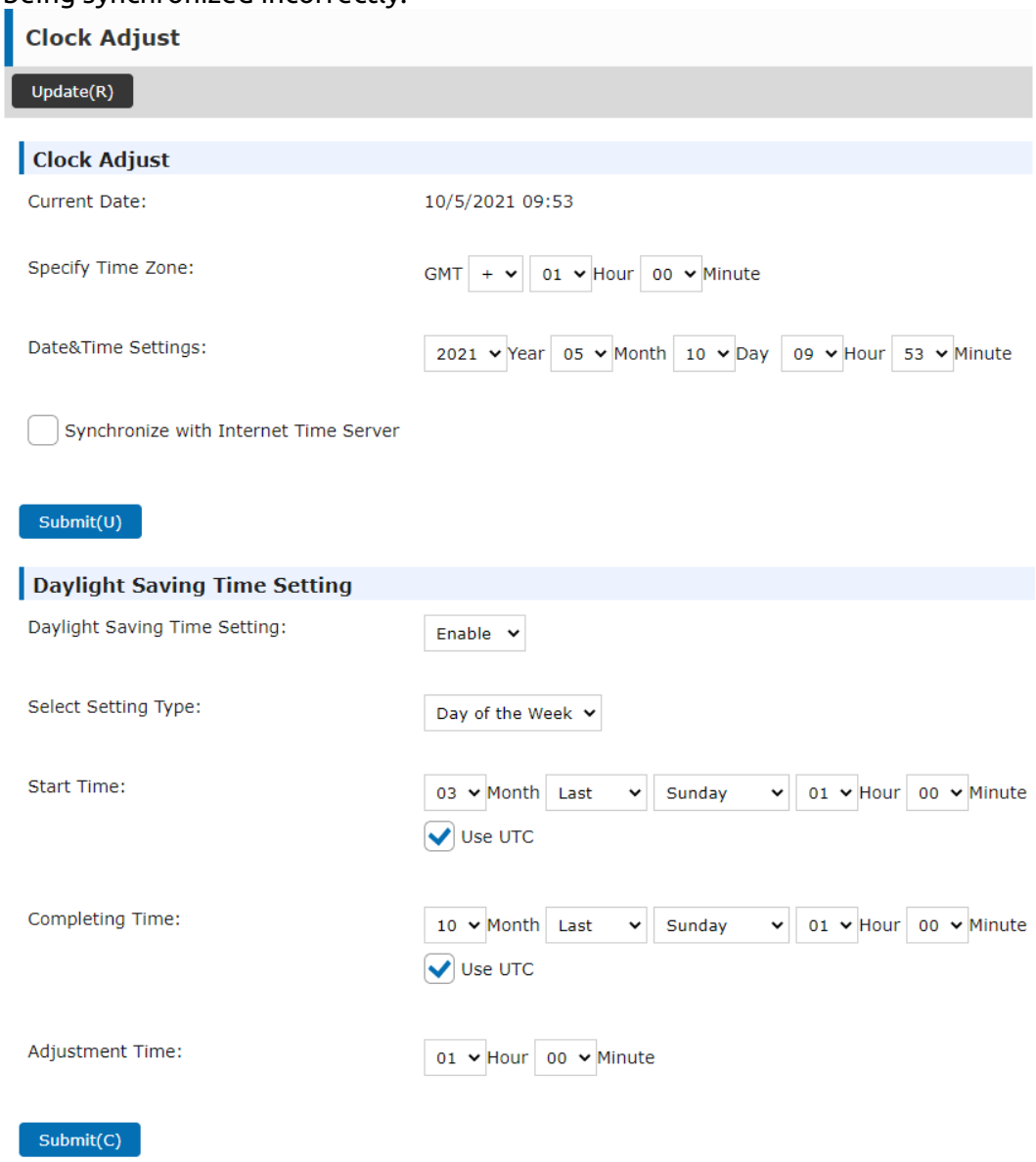
4. Submit the changes by clicking the **Submit(U)** button and **Submit(C)** button, and then update the Default Settings by clicking the **Update(R)** button.
5. Click **Application Settings** on the menu to the left, and then click **Network Scanner Settings** on the sub-menu.
6. Click **Administration Settings**, and enable the **Date & Time** option. Uncheck all the other options.



7. Submit the changes by clicking the **Submit(U)** button, and update the Administration Settings by clicking the **Update(R)** button.

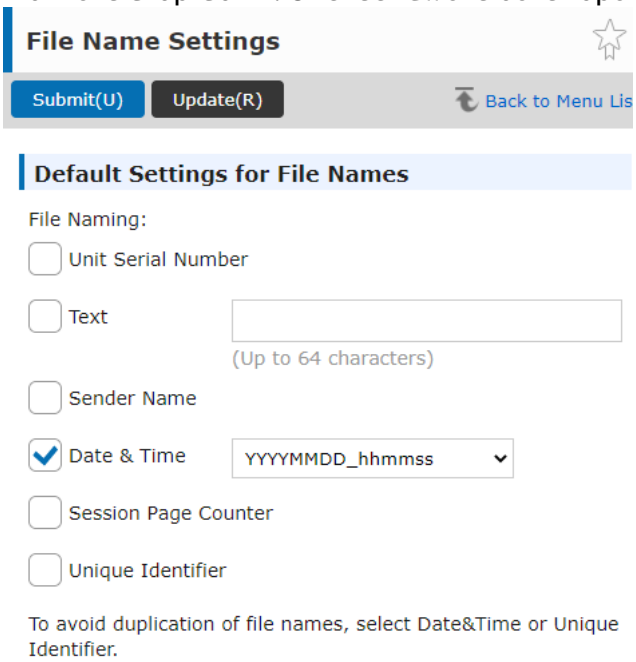
Configuration on the modern device web user interface

1. Log on the printing device's Web User Interface as an administrator (*http://*IP Address of the device**).
2. Click **System Settings** on the top menu, and then click **Common Settings** on the tab.
3. Click **Device Control**, and then click **Clock Adjust** on the submenu to the left.
4. Set the correct date, time, time zone and daylight saving options for the device. Uncheck the **Synchronize with Internet Time Server** option, if time is being synchronized incorrectly.



5. Submit the changes by clicking the **Submit(U)** button and **Submit(C)** button, and then click the **Update(R)** button.
6. Click **System Settings** on the top menu, and then click **Image Send Settings**.
7. Click **Scan Settings** on the tab, and then click **File Name Settings** on the sub-menu to the left.

8. Enable the **Date & Time** option, and select the *YYYYMMDD_hhmmss* pattern from the drop-down. Uncheck all the other options.



9. Submit the changes by clicking the **Submit(U)** button, and update the File Name Settings by clicking the **Update(R)** button.

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

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

6.2 Using Scan to Me

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

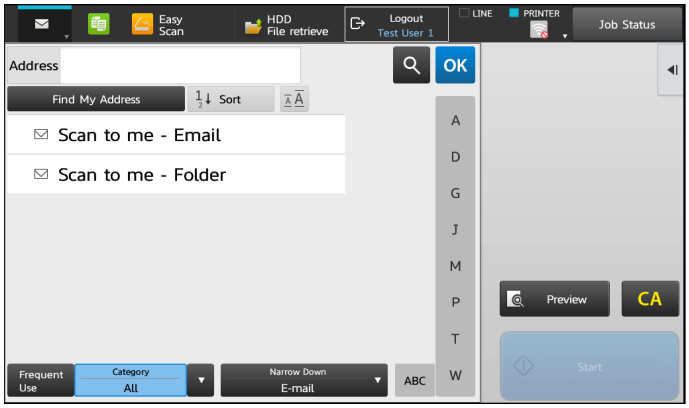
Email addresses for Scan to Me

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

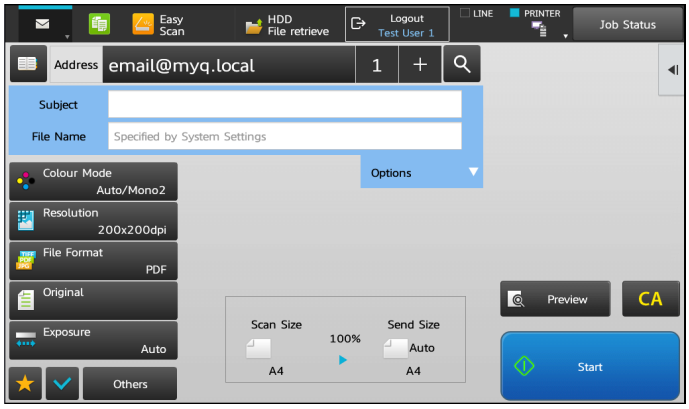
MyQ, and then stored in the shared folder via the SMB protocol. The stored document file name consists of the user account name, the date, and the time when the scan was sent.
The receiver email address has to be *folder@myq.local*.

Predefined list of the MyQ destinations on the printing device

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 in order to be accessible in the panel address book.

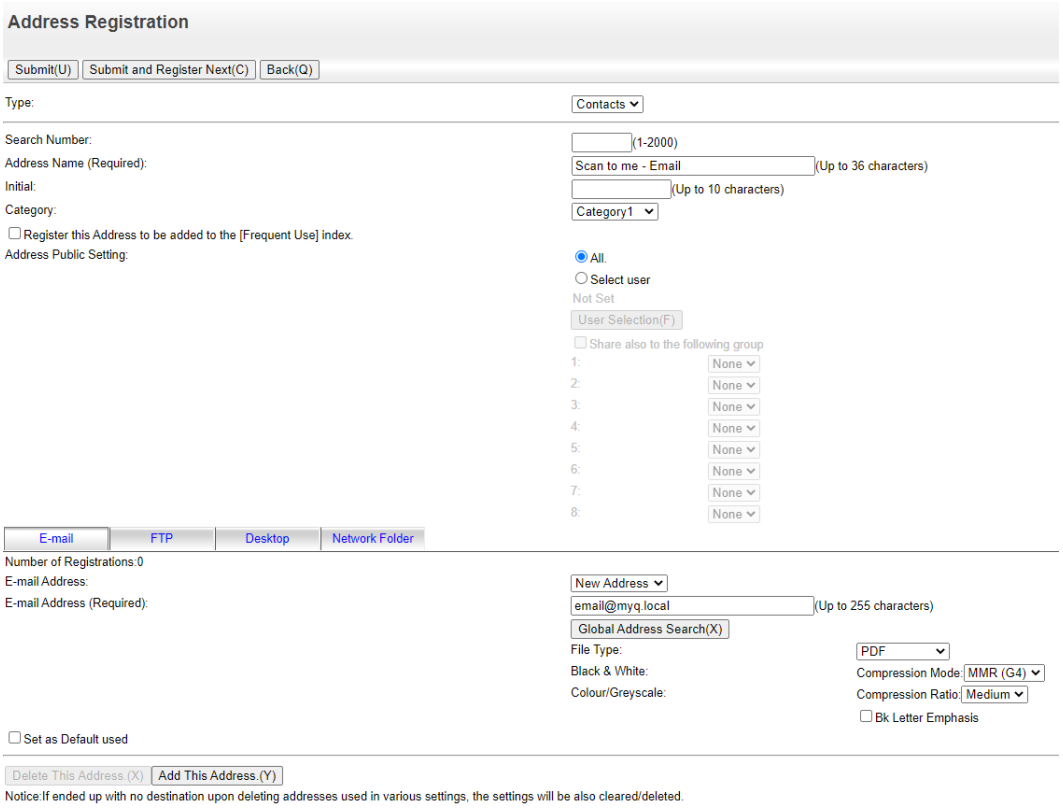


If the destination address is not present, the users can still type the address manually.



To register the default destination on the legacy interface:

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 **Address Book**.
3. Click the **Add(Y)** button to register a new destination.
4. Enter a display name (E.g. *Scan to me - Email*) for the contact into the **Address Name (Required)** field. Enter *email@myq.local* into the **E-mail Address (Required)** field. In the **Address Public Setting** field select *All*.

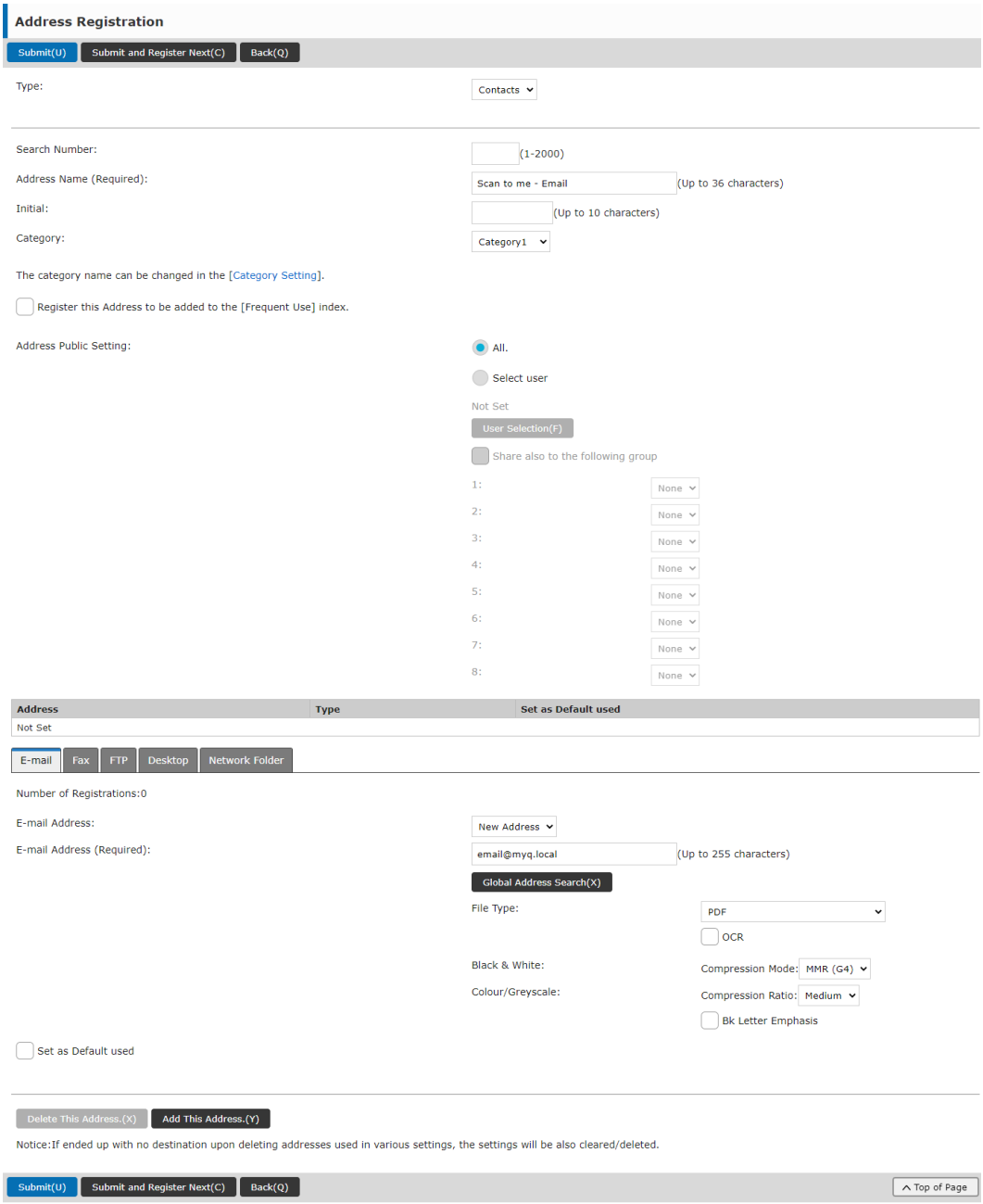


5. Click **Submit and Register Next(C)**.
6. Enter a display name (E.g. *Scan to me - Folder*) for the contact into the **Address Name (Required)** field. Enter *folder@myq.local* into the **E-mail Address (Required)** field. In the **Address Public Setting** field select *All*.
7. Click the **Submit(U)** button.
8. Successfully created contacts will now appear in the **Address Book**.

> If you have already registered those destinations in the **Address Book** in the past, make sure that the **Email Address** and the **Address Public Setting** options are correctly set.

To register the default destination on the modern interface:

1. Log on the printing device's Web User Interface as an administrator (*http://*IP Address of the device**).
2. Click **Address Book** on the top menu.
3. Click the **Add(Y)** button to register a new destination.
4. Enter a display name (E.g. *Scan to me - Email*) for the contact into the **Address Name (Required)** field. Enter *email@myq.local* into the **E-mail Address (Required)** field. In the **Address Public Setting** field select *All*.



5. Click **Submit and Register Next(C)**.
6. Enter a display name (E.g. *Scan to me - Folder*) for the contact into the **Address Name (Required)** field. Enter *folder@myq.local* into the **E-mail Address (Required)** field. In the **Address Public Setting** field select *All*.
7. Click the **Submit(U)** button.
8. Successfully created contacts will now appear in the **Address Book**.

> If you have already registered those destinations in the **Address Book** in the past, make sure that the **Email Address** and the **Address Public Setting** options are correctly set.

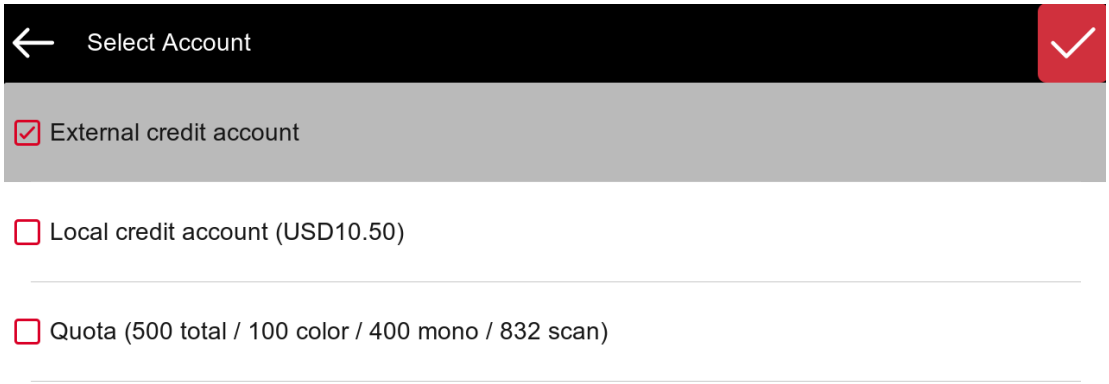
7 Accounting

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

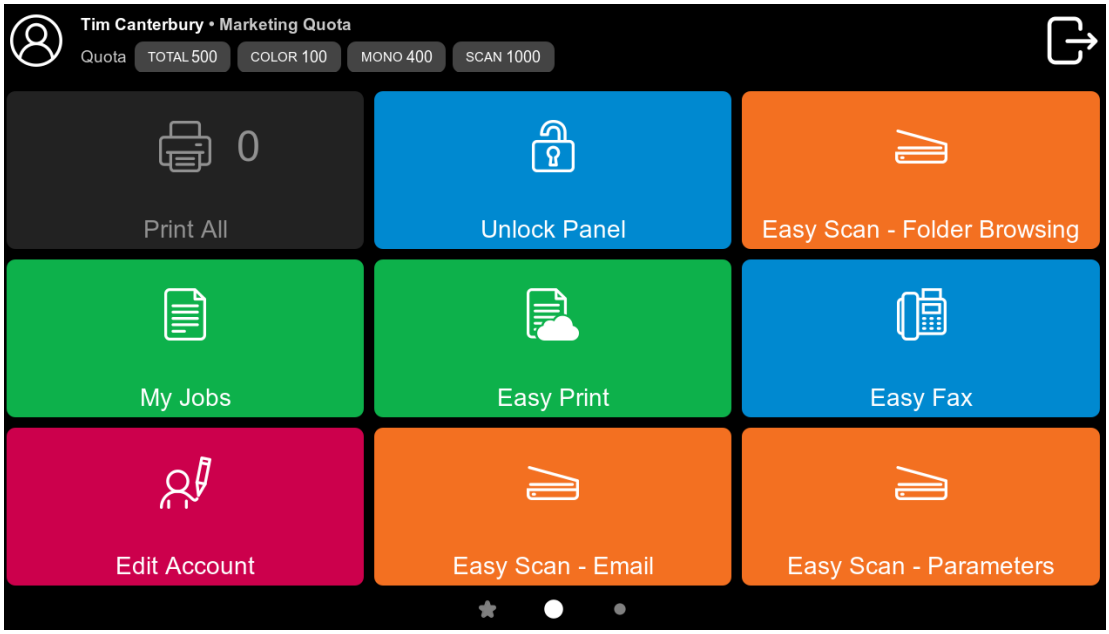
- The **Accounting mode** MyQ will be using:
  - **Accounting Group** - This is selected by default. In this mode, all quotas are available and can be spent.
  - **Cost Center** - In this mode, only the selected (cost center) payment account is spent.
- The **Payment account priority**, which applies 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.

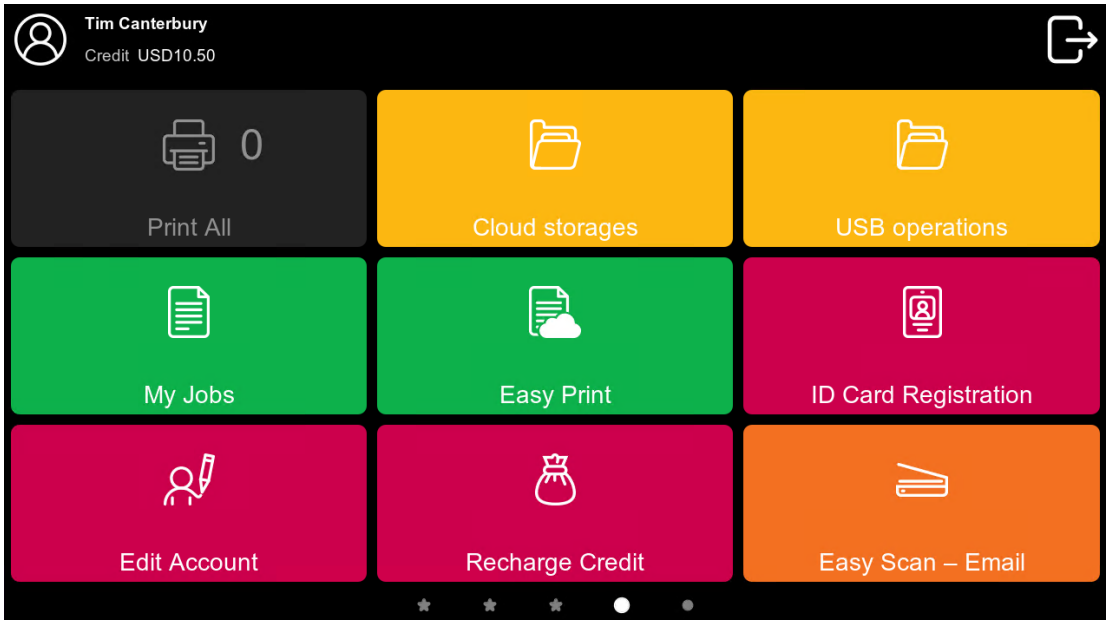


If the user only has one cost center, the selection screen is not displayed, and this cost center is automatically assigned to the user. The name of the assigned cost center is displayed next to the user's full name.



7.1 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.

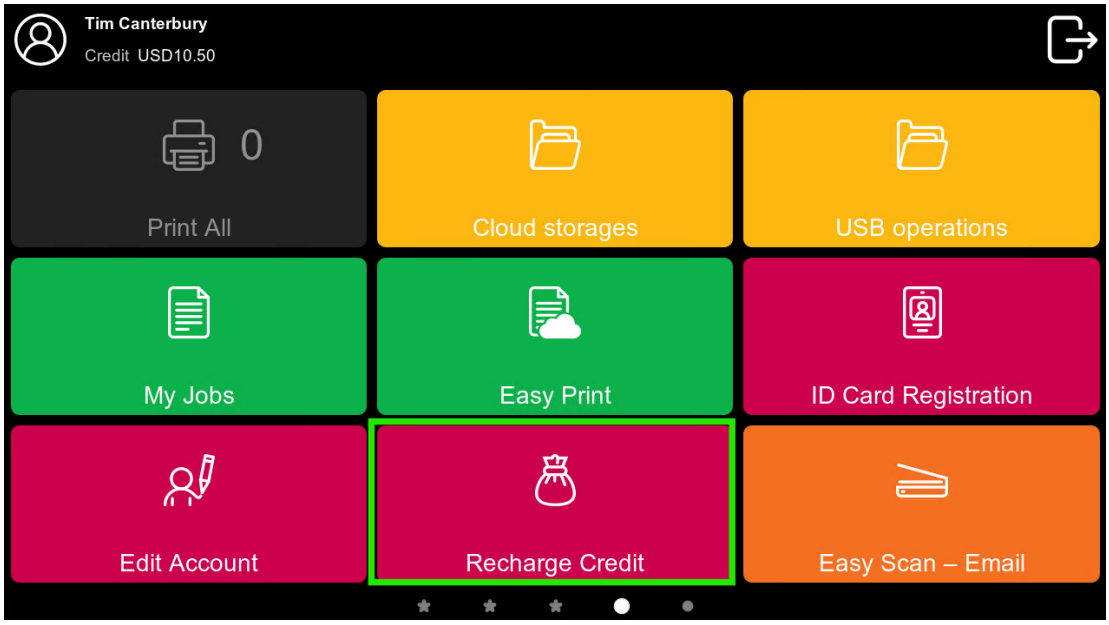


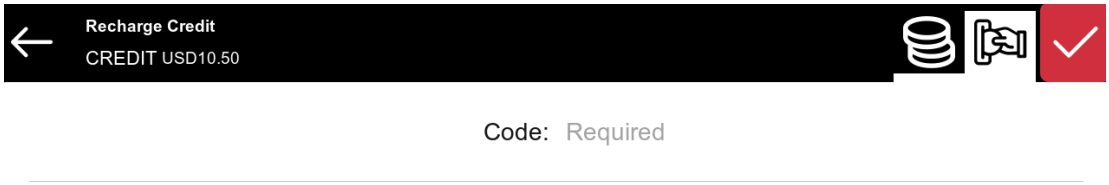
If recharging credit by vouchers is enabled in MyQ, users without credit are asked to recharge after they log in. They are informed about the insufficient credit and automatically redirected to the **Recharge Credit** screen, where they can top up.

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

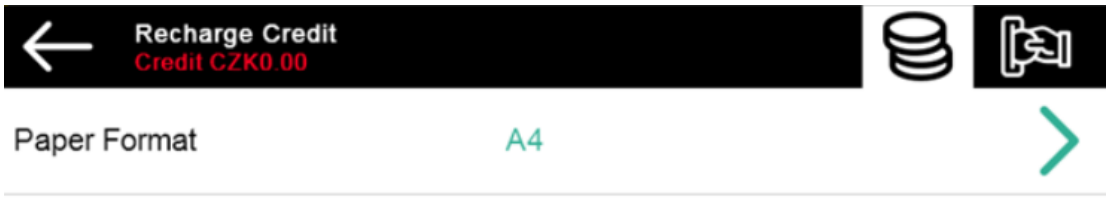
7.1.1 Recharging Credit

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.

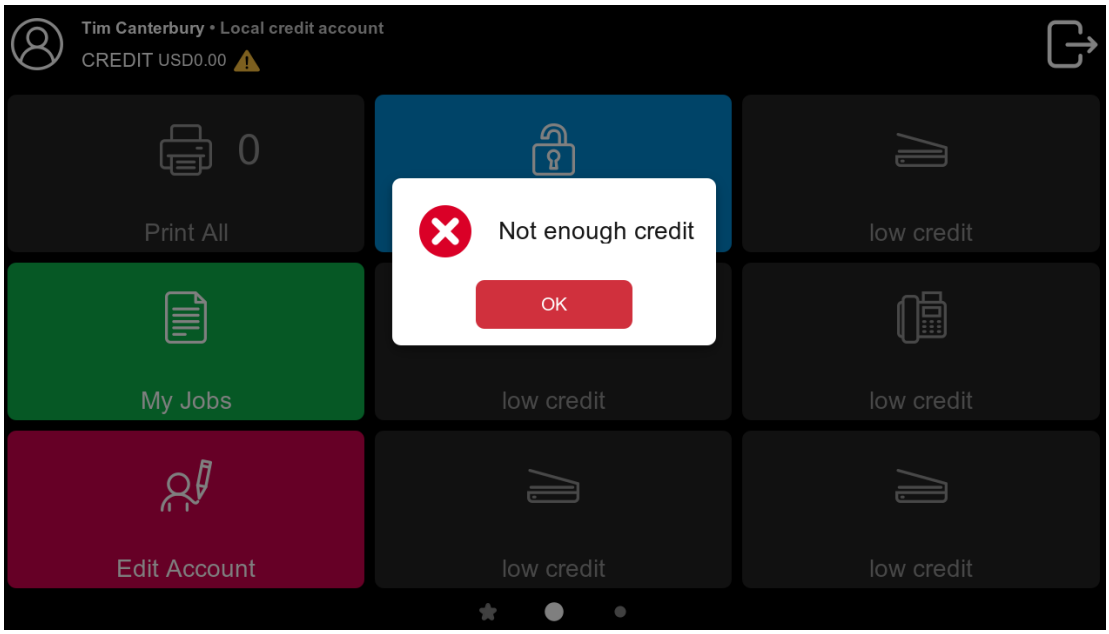


	Simplex		Duplex	
	Black & White	Color	Black & White	Color
Print	1	3	1	3
Copy	1	3	1	3
Scan	1			

7.1.2 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, in addition after logging into the terminal a “Not enough credit” warning is shown.



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.

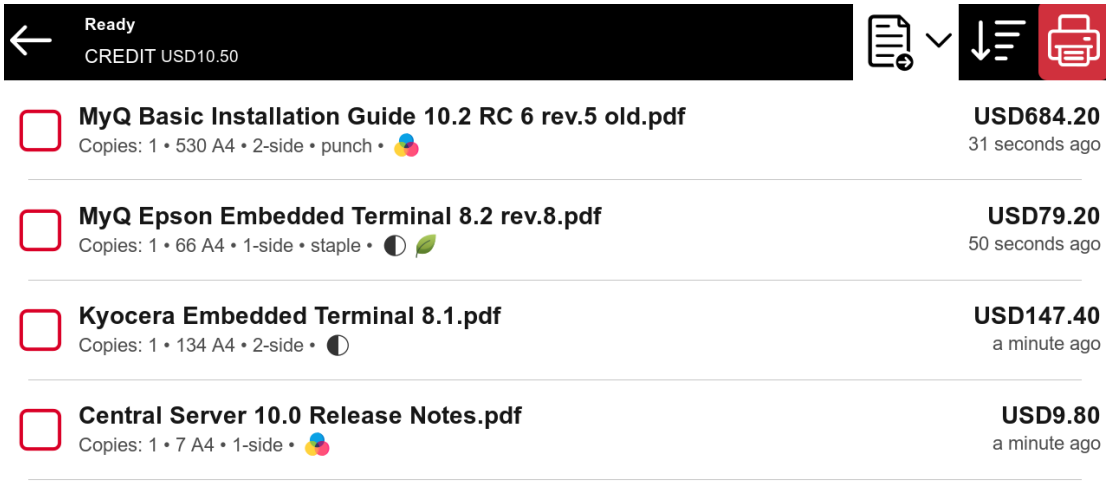
7.1.3 Action Taken When a User runs out of Credit

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.

7.1.4 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.

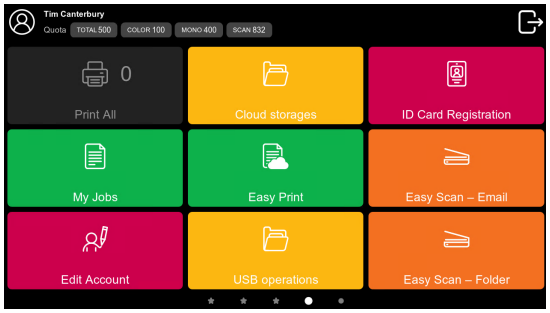
7.1.5 Limitations

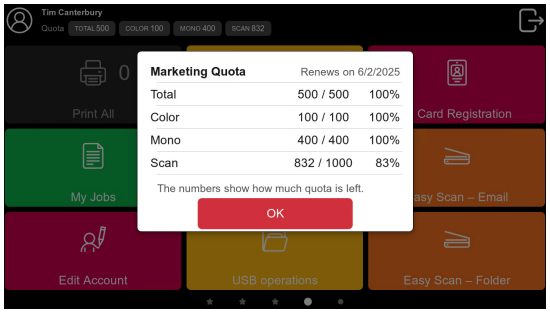
- **Job Termination** - when a credit balance is exhausted, only copy and print jobs can be terminated, and the job is deleted from the job queue of the device. Overflow of up to one sheet can occur during copy job termination. There is no overflow for print job termination. You cannot use a credit balance to terminate scan and fax jobs, but they can be prevented by setting the limit to 0.
- **Credit Overflow** - Some cost monitoring overflow may occur because the exact cost of a job is known only after a job finishes. In such cases, the user balance is reduced accordingly from the cost monitoring quota. Limits are set per category and color mode. If a user can execute, for example, two monochrome prints and one full-color print, then the total amount of sheets that a user can print is three if the print job contains both monochrome and color sheets.

7.2 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.





Please note there are certain limitations when viewing quotas:

- Devices with older web browsers may not render the full quota information in the Top menu header.
- Some devices may not support scrolling in the quota pop-up window.

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.

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

7.2.1 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.

7.2.2 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.

7.2.3 Limitations

- **Job Termination** - when the quota limit is reached, only copy and print jobs can be terminated, and the job is deleted from the job queue of the device. Overflow of up to one sheet can occur during copy job termination. There is no overflow for print job termination. You cannot use quota limits to terminate scan and fax jobs, but they can be prevented by setting the limit to 0.

7.3 Projects

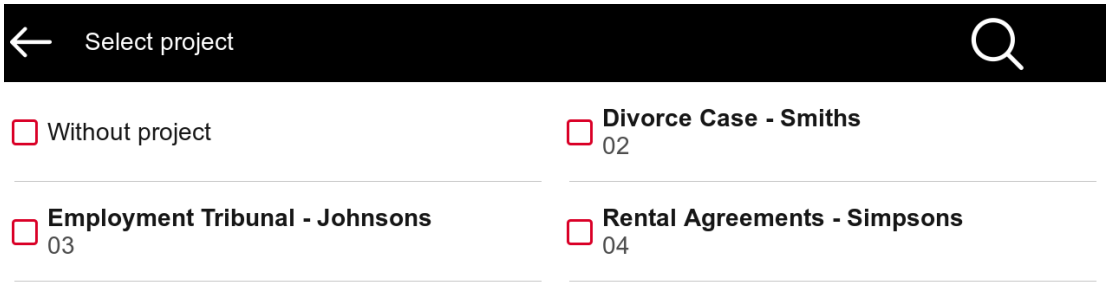
With the project accounting feature activated, users can assign projects to print, copy and scan jobs directly on the embedded terminal screen. Projects can also be assigned to print jobs in the MyQ Desktop Client pop-up window, on the MyQ Web administrator interface, or in the MyQ mobile apps.

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

7.3.1 Assigning Projects to Print Jobs

My Jobs

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



Print All

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

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

7.3.2 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.

7.3.3 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.

7.3.4 Limitations

- **Native panel and project accounting** - if, immediately after login, the user enters the native panel via the Home button, then no project is assigned to any job executed from the panel. Panel jobs will be executed even if the user has no assigned project.

8 Business Contacts

MyQ® Manufacturer	**MyQ® spol. s r.o.** Harfa Business Center, Ceskomoravska 2532/19b, 190 00 Prague 9, Czech Republic ID no. 615 06 133 MyQ® spol. s r.o. is registered in the Commercial Register at the Municipal Court in Prague, file no. C 29842 (hereinafter as “MyQ®”)
Business information	http://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® 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® 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®. Any use of trademarks of MyQ® including its logos without the prior written consent of MyQ® Company is prohibited. The trademark and product name are protected by MyQ® and/or its local affiliates.