myQ X

Kyocera Embedded 10.2

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MyQ Kyocera Embedded Terminal 10.2

The MyQ Kyocera Embedded terminal is a software application developed on the Kyocera HyPAS platform (Hybrid Platform For Advanced Solutions). It enables simple management of print jobs on a touchscreen display and offers a number of advanced features: multiple login options, scanning and copying with a single touch, credit, quota, project accounting, and many others. It can communicate with multiple types of USB card readers.

All the files are stored in the MyQ directory and the device exchanges data with MyQ via the HTTPS protocol.

The terminal can be remotely installed from the MyQ Web administrator interface or by directly uploading it on the printing device using a USB flash drive.

> ⚠ This release does not contain all 10.2 Terminal features, External Workflows will be added with a future release.

All changes compared to the previous version are listed in the release notes, available online and in PDF.

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.

ECOSYS Series	Color/B&W	Device type
ECOSYS M3860idn	B&W	Multifunction printer
ECOSYS M3860idnf	B&W	Multifunction printer
ECOSYS MA3500cix	Color	Multifunction printer
ECOSYS MA3500cifx	Color	Multifunction printer
ECOSYS MA4000cix	Color	Multifunction printer
ECOSYS MA4000wifx	B&W	Multifunction printer
ECOSYS MA4000cifx	Color	Multifunction printer
ECOSYS MA4500ix	B&W	Multifunction printer
ECOSYS MA6000ifx	B&W	Multifunction printer
ECOSYS MA5500ifx	B&W	Multifunction printer
ECOSYS MA4500ifx	B&W	Multifunction printer
TASKalfa Series	**Color/B&W**	**Device type**
TASKalfa 308ci	Color	Multifunction printer
TASKalfa 358ci	Color	Multifunction printer
TASKalfa 408ci	Color	Multifunction printer
TASKalfa 508ci	Color	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 4003i	B&W	Multifunction printer
TASKalfa 4004i	B&W	Multifunction printer
TASKalfa 5003i	B&W	Multifunction printer
TASKalfa 5004i	B&W	Multifunction printer
TASKalfa 6003i	B&W	Multifunction printer
TASKalfa 6004i	B&W	Multifunction printer
TASKalfa 7003i	B&W	Multifunction printer
TASKalfa 7004i	B&W	Multifunction printer
TASKalfa 8003i	B&W	Multifunction printer
TASKalfa 9003i	B&W	Multifunction printer
TASKalfa 2553ci	Color	Multifunction printer
TASKalfa 2554ci	Color	Multifunction printer
TASKalfa 3060ci	Color	Multifunction printer
TASKalfa 3253ci	Color	Multifunction printer
TASKalfa 3553ci	Color	Multifunction printer
TASKalfa 3554ci	Color	Multifunction printer
TASKalfa 4053ci	Color	Multifunction printer
TASKalfa 4054ci	Color	Multifunction printer
TASKalfa 5053ci	Color	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa 5054ci	Color	Multifunction printer
TASKalfa 6053ci	Color	Multifunction printer
TASKalfa 6054ci	Color	Multifunction printer
TASKalfa 7054ci	Color	Multifunction printer
TASKalfa 7353ci	Color	Multifunction printer
TASKalfa 8353ci	Color	Multifunction printer
TASKalfa PA4500ci	Color	Printer
TASKalfa MA3500ci	Color	Multifunction printer
TASKalfa MA4500ci	Color	Multifunction printer
TASKalfa MZ4000i	B&W	Multifunction printer
TASKalfa MZ3200i	B&W	Multifunction printer
TASKalfa MZ7001i	B&W	Multifunction printer
TASKalfa MZ6001i	B&W	Multifunction printer
TASKalfa MZ5001i	B&W	Multifunction printer
TASKalfa MZ4001i	B&W	Multifunction printer
TASKalfa MZ7001ci	Color	Multifunction printer
TASKalfa MZ6001ci	Color	Multifunction printer
TASKalfa MZ5001ci	Color	Multifunction printer
TASKalfa MZ4001ci	Color	Multifunction printer

TASKalfa Series	Color/B&W	Device type
TASKalfa MZ3501ci	Color	Multifunction printer
TASKalfa MZ2501ci	Color	Multifunction printer

1.1 Devices with Small Screens

Certain devices with smaller screen sizes will display the device interface with left and right arrows to improve ease of navigation.
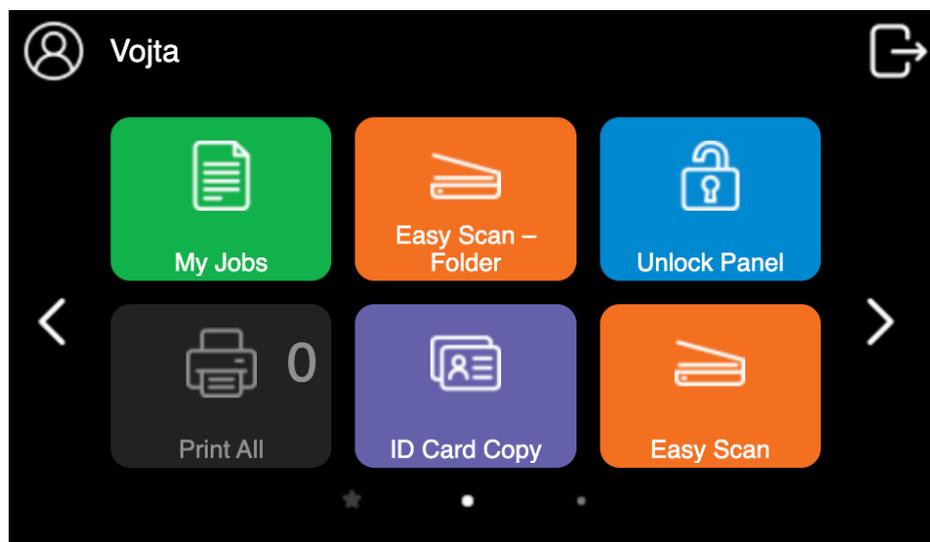
2 Kyocera Service

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

The service is necessary for proper terminal functionality; if it is not running, the embedded terminal cannot communicate with the MyQ server. With disabled communications, users cannot log in and the terminal cannot be remotely set up (reinstalled, uninstalled). If the communication with the MyQ server is interrupted, it is only possible to use the terminal if the Device spooling and Offline login features are enabled.

The service can be started and stopped on the **Services** tab of the MyQ Easy Config application, where it's called **MyQ Kyocera Terminals**. For details about the application, see MyQ Easy Config in the MyQ Print Server guide.

Kyocera Terminals	RUNNING	⊚

You can also check the current status of the service in Windows Task Manager, where it is called **MyQ_Kyocera**.

Name	PID	Description	Status	Group
MyQ_Kyocera	3076	MyQ Kyocera Terminals	Running	
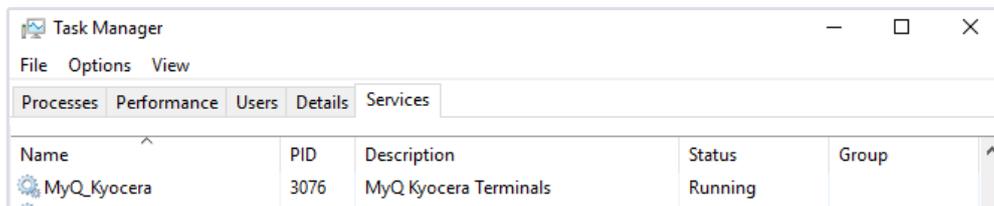
3 Before Installation

3.1 Requirements

To function correctly the MyQ X Kyocera embedded terminal requires:

- .NET 4.7.2 or higher to be installed on the MyQ Print server.
- The latest firmware needs to be installed on the printing device.
- The printing device's IP or Hostname must be valid.
- Kyocera printing devices have to be equipped with either an SSD, HDD, or an SD card to enable the installation of the MyQ Embedded terminal.
- The correct time and date must be set on the printing device to avoid issues with the Scan to Me function.
- MyQ Kyocera Embedded terminal 10.2 is supported on MyQ X Print server 10.2 Patch 10+.
- Certificates using hash SHA-1 are no longer supported, SHA-2 or newer has to be used.

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

Before installing the MyQ Kyocera embedded terminal package on the MyQ Server, the following settings need to be manually changed on the printing device's Web User Interface:

- Go to the Kyocera device Web UI > Network settings > Protocol > Other Protocols: Enhanced WSD, Enhanced WSD over SSL, and set them both to **ON**.

- Go to the Kyocera device Web UI > Security settings > Network Security > Secure Protocol Settings: Enhanced WSD Security, and select **Secure Only (Enhanced WSD over SSL)**.

- Go to the Kyocera device Web UI > Device Settings → System → Default Display (HyPAS Application) and set to **OFF**. This will prevent issues with the on-screen keypad.
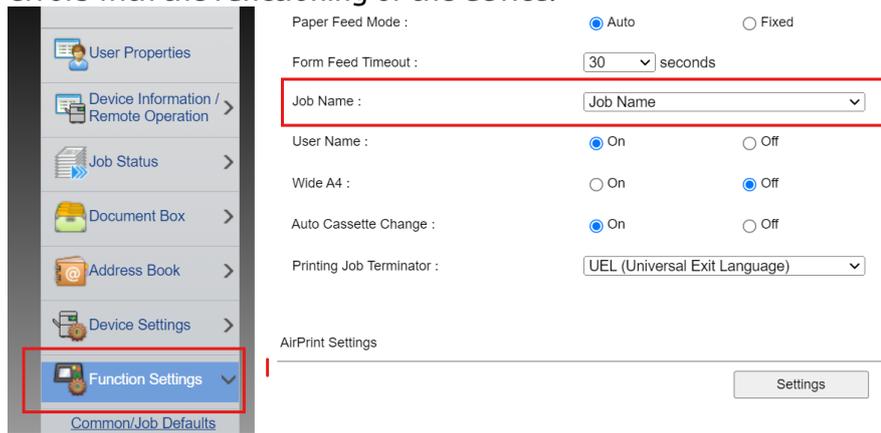
- Go to the Kyocera device Web UI > Function Settings and ensure that the field **Job Name** is set to *Job Name*, if this field is set to *None* or *Off*, it can cause errors with the functioning of the device.

4 Installation

The easiest way to install the MyQ Kyocera 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.
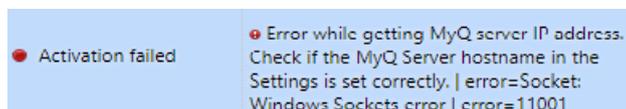
4.1 Remote Installation via Printer Discovery

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 **Kyocera** section is displayed on the configuration profile's terminal tab when the Kyocera terminal package is installed on the MyQ server.

4.2 Remote Installation via Manual Setup

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

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

4.3 Manual Installation via USB or a 3rd-party App
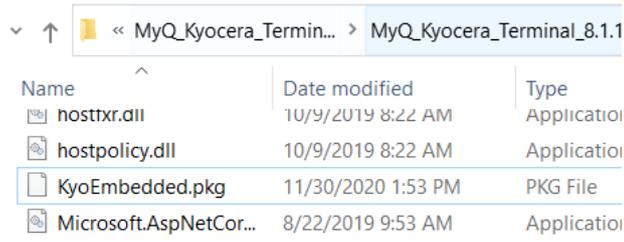
Another method to install an embedded terminal is to upload the installation file from a USB flash drive (or a 3rd-party tool, like Kyocera Net Viewer) and install the application on the printing device system menu and then install the package on the server, assign it to a configuration profile and activate it. This may be convenient if you need to install the terminal to a small number of devices that you have physical access to.

> ⚠️ Most printing devices cannot read flash drives formatted in the NTFS file system. Therefore, it might be necessary to use a USB flash drive formatted to FAT32.

To install:

1. Download the **MyQ_Kyocera_Terminal-x.x.x_packages.zip** file from the MyQ Community portal.
2. Extract the .zip file.
3. Choose the relevant **MyQ_Kyocera_Terminal-x.x.x_.pkg** file, change the file's extension from *.pkg* to *.zip*, and then extract the *.zip* file.
4. Copy the **KyoEmbedded.pkg** file from the extracted folder to the root directory of the USB drive.

5. Once copied, **delete** the **KyoEmbedded.pkg** file from the packages folder, create the zip file from the other files and change the **MyQ_Kyocera_Terminal-x.x.x_.zip** file's extension back to MyQ_ **Kyocera_Terminal-x.x.x_.pkg**.
6. Install the **KyoEmbedded.pkg** file to the printing device:
   a. On the device operation panel, press the **System menu** button (or **System Menu/Counter** button on some devices). The System Menu opens.
   b. On the System Menu, find and tap **Application** (**Favorites/Application** on some devices). You are prompted to login as an administrator.
   c. Login as an administrator. The Application menu (or Favorites/Application menu) opens. (In case you are asked to select between the **Local** login and the **Network** login, select **Local** before entering the credentials).
   d. On the Application menu (or Favorites/Application menu), tap **Application**. The Application sub-menu opens.
   e. Insert the USB Flash drive with the uploaded installation file, and then tap **+** (or **Add** on some devices) at the upper-right corner of the screen. A dialog box appears, specifying the number of applications that can be installed.
   f. Tap **OK**. The **Add-Application** menu opens with the MyQ Embedded item displayed. (In case a different version of the terminal is already installed on the device, **Update Program** is displayed next to the application name. If

you update the terminal, its version is changed but all settings are preserved).

    g. Select the MyQ Embedded item, tap **Install** at the bottom-left corner of the screen, and then tap **Yes** to confirm the installation. The **Completed** message appears and the **Add - Application** menu is empty. You can tap **Remove Memory** at the bottom of the screen to safely remove your USB flash drive.

    h. Back on the **Add-Application** menu, tap **End**.

7. Activate the application on the terminal:

    a. On the **Application** menu, select the MyQ Embedded item and tap **Menu** in the bottom-left corner. The application menu opens.

    b. On the menu, tap **Activate**, and then tap **Yes** to confirm the activation. The terminal initial screen opens after a while.

8. Install and activate the package on the server:

    a. Go to **MyQ, Settings, Printers**; Under **Terminal Packages** click **+Add** and upload the **MyQ_Kyocera_Terminal-x.x.x_.pkg** package file.

    b. Create a Configuration profile.

    c. Activate the printer (go to **MyQ, Printers**; Right-click on the printer and click **Activate**).

4.4 Installation Initiated by the Terminal

Another method of installing an embedded terminal is to use **Installation initiated by the terminal**. The application has to be uploaded to the device from a USB flash drive (or a 3rd-party tool, like Kyocera Net Viewer). Install the application on the printing device system menu and then install the package on the server, create a Printer Discovery with Installation initiated by the terminal and use this Printer Discovery. This may be convenient if you need to install the terminal to a small number of devices that you have physical access to.

> ⚠️ Most printing devices cannot read flash drives formatted in the NTFS file system. Therefore, it might be necessary to use a USB flash drive formatted to FAT32.

To install:

1. Download the **MyQ Kyocera Terminal x.x.x packages.zip** file from the MyQ Community portal.
2. Extract the .zip file.
3. Choose the relevant **MyQ Kyocera Terminal x.x.x.pkg** file, change the file's extension from *.pkg* to *.zip*, and then extract the *.zip* file.
4. Copy the **KyoEmbedded.pkg** file from the extracted folder to the root directory of the USB drive.

5. Once copied, **delete** the **KyoEmbedded.pkg** file from the packages folder and change the **MyQ Kyocera Terminal x.x.x.zip** file's extension back to **MyQ Kyocera Terminal x.x.x.pkg**.
6. Install the **KyoEmbedded.pkg** file to the printing device:
   a. On the device operation panel, press the **System menu** button (or **System Menu/Counter** button on some devices). The System Menu opens.
   b. On the System Menu, find and tap **Application** (**Favorites/Application** on some devices). You are prompted to login as an administrator.
   c. Log in as the administrator. The Application menu (or Favorites/Application menu) opens. (In case you are asked to select between the **Local** login and the **Network** login, select **Local** before entering the credentials).
   d. On the Application menu (or Favorites/Application menu), tap **Application**. The Application sub-menu opens.
   e. Insert the USB Flash drive with the uploaded installation file, and then tap **+** (or **Add** on some devices) at the upper-right corner of the screen. A dialog box appears, informing about the number of applications that can be installed.
   f. Tap **OK**. The **Add-Application** menu opens with the MyQ Embedded item displayed. (In case a different version of the terminal is already installed on the device, **Update Program** is displayed next to the application name. If you update the terminal, its version is changed but all settings are preserved).
   g. Select the MyQ Embedded item, tap **Install** at the bottom-left corner of the screen, and then tap **Yes** to confirm the installation. The **Completed** message appears and the **Add - Application** menu is empty. You can tap **Remove Memory** at the bottom of the screen to safely remove your USB flash drive.
   h. Back on the **Add-Application** menu, tap **End**.
7. Install and activate the package on the server:
   a. Go to **MyQ, Settings, Printers & Terminals**; Under **Terminal Packages** click **+Add** and upload the **MyQ KyoceraTerminal x.x.x.pkg** package file (use the modified package from step 5).
   b. Create a Configuration profile.
8. Create a Printer Discovery and activate the printer:
   a. Create a Printer Discovery, specify the IP range and enable the option **Initiated by terminal** in the Advanced options.

b. In the Printer Discovery's Actions tab, add a new Action. In the Actions properties, in the **Set configuration profile** select the Configuration profile assigned to the terminal package. In the First run actions section, enable the **Activate** option.

9. Log in to Admin menu.
   a. Specify the Hostname or IP address of the server and the server port and Save the configuration.

10. After saving the configuration in Admin menu and leaving the Admin menu, the activation of the embedded terminal should start automatically. On the device, the "*Connected to server - Configuring message*" is displayed.
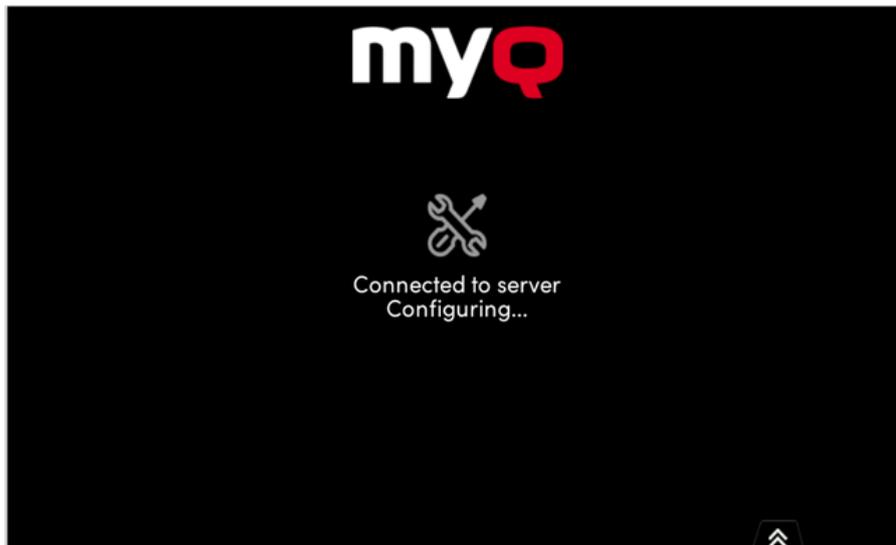
11. The device may be restarted several times during the configuration.

4.5 Running Multiple Package Versions

In certain situations, it may be necessary or helpful to utilize multiple terminal packages from the same vendor, for example, when staggering updates to a large fleet, or because certain devices are not compatible with the latest terminal packages.

4.5.1 Supported Versions

- Print Server: Version 10.2 and above
- EMB Kyocera Terminal: Version 10.1 Patch 3 and above

It is possible to install multiple versions of a package on the server simultaneously (e.g., 10.2 alongside any other supported package, such as 8.2 or another 10.1 with an older Patch version).

To install a second package, use the **Add** option in **MyQ Web UI > Settings > Printers & Terminals.**

4.5.2 Managing Terminal Packages

When multiple packages are available and installed in **MyQ Web UI > Settings > Printers & Terminals**, you can then choose the desired version for a specific printer.

4.5.3 Steps to Change the Package Version

1. Select the printer in the MyQ Web UI.
2. Click on **Choose terminal version**…
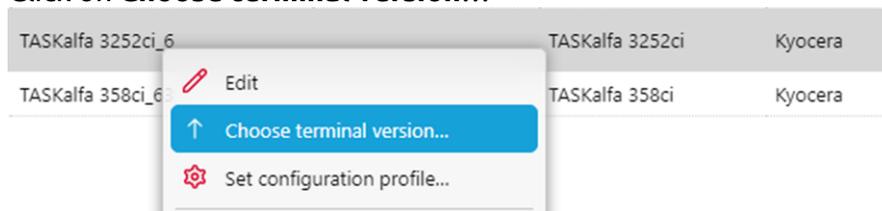
3. Select the desired package version.
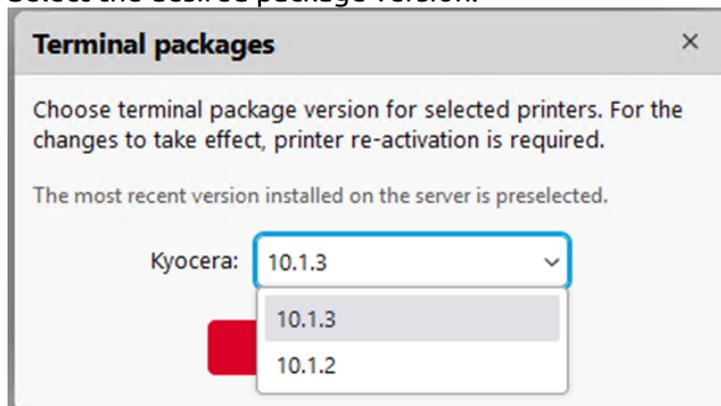
4. Confirm the selection. After confirmation, the installation of the new package will begin automatically.

This option is only available with more than one package installed for the same brand.

4.6 Vendor-Specific Options: Kyocera

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

- **Local Admin Pin**
  Set the PIN number that is used to log in to the terminal as an administrator. When the field is empty, the default value **1087** is used.
- **Log debug messages**
  Set logging level to Debug. When enabled, the terminal generates additional log information for auditing and troubleshooting.

> ⚠ This setting applies to all printers that use the configuration. To log debug messages on one printer, use a separate configuration profile for that printer only.

- **FeliCa Card Reader Parameters**
Set parameters for FeliCa card readers.
- **Display My Jobs action right after logging in**
Enable this option to display the My Jobs terminal action on the first terminal screen after login.
- **Coverage accounting**
Enables three-tier accounting (low, medium, high) based on toner coverage for color print and copy. If coverage accounting is not available on the device, the full color price is used.
- **Discard pending jobs on logout**
Cancels all in-progress jobs when the user logs out. For security reasons, this option is enabled by default. For more information, see *Discard Jobs on User Logout* in Cancelling Stuck Jobs.
- **Custom options**
An administrator can unlock some hidden features of the terminal that are available only to specific customers and might require specific device/firmware.

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

4.7 Additional Settings

The FTP server configuration and the SMTP server configuration are automatically done during the application's installation with remote setup. If the remote setup is used only for changing the configuration of the terminal, these settings aren't modified.

If those settings were not automatically configured, or if you have manually installed the application, the following settings need to be manually changed on the printing device's Web User Interface:

- In order to use **Easy Scan**, the FTP Server has to be manually configured in the device web UI: Kyocera Web UI > Network settings > Protocol > FTP Client (Transmission).

FTP Client (Transmission) :	⦿ On	◯ Off
Port Number :	21 (1 - 65535)	
FTP Encryption TX :	◯ On	⦿ Off

- In order to use **Panel Scan**, the SMTP server has to be manually configured in the device web UI: Kyocera Web UI > Function settings > Email > SMTP.

SMTP

SMTP Protocol :	On
	Note : Settings must be made in SMTP (E-mail TX). Protocol
SMTP Server Name :	10.14.5.95
	Note : To specify the server name by domain name, set DNS server. TCP/IP
SMTP Port Number :	25 (1 - 65535)
SMTP Server Timeout :	60 seconds
Authentication Protocol :	Off
SMTP Security :	Off
	Note : Make settings here. Protocol
Connection Test :	Test
Domain Restriction :	Off
	Domain List

The following settings (available on the printing device web UI) are changed within the remote setup of the printing device:

Setting	Value
JOB_AUTHORIZATION_MODE	ON
SERVER_AUTHENICATION_MODE	NETWORK
SERVER_HOSTNAME	MyQ server address
SERVER_PORTNUMBER	PM Server authentication port (Settings > Network)
JOB_ACCOUNTING	ON
AUTO_PANEL_RESET	OFF
CERTIFICATE_VERIFICATION	ON, if a custom certificate is installed. OFF, if the default certificate is installed
UNKNOWN_ID_JOB	ON
SECURE_PROTOCOLS_SSL	ON
SECURE_PROTOCOLS_HTTP_SECURITY	ON
SECURE_PROTOCOLS_IPP_SECURITY	ON
IPP_SECURITY	ON
IPP_SECURITY_PORT	443
IP4_FILTERS	MyQ server address | 255.255.255.255 | LPD | IPP | IPPS | | | |RAW_PORT |
SMTP_PROTOCOLS	ON
SMTP_SERVER_NAME	MyQ server address
SMTP_PORT_NUMBER	MyQ STMP port (Settings > Network)

Setting	Value
SMTP_AUTHENICATION_PROTOCOL	OFF
SMTP_SECURITY	OFF, if Enable only secure connection is disabled in MyQ STARTTLS, if Enable only secure connection is enabled in MyQ
SMTP_SERVER_TIMEOUT	config.ini > [SMTPServer] > timeout
SMTP_EMAIL_SIZE_LIMIT	config.ini > [SMTPServer] > maxMessageSize
SMTP_SENDER_ADDRESS	device@myq.local
SLEEP RULE: NETWORK	OFF (On Kyocera devices supporting this setting)
SLEEP RULE: APPLICATION	OFF (On Kyocera devices supporting this setting)

4.8 Device Activation via WiFi Card

It is possible to activate a device using a WiFi card, when the WiFi card includes a complete SNMP protocol and the device is connected to the network only via the WiFi card (the network cable is disconnected).

An embedded terminal can also be used with the WiFi card, as long as the WiFi card is able to access HyPAS.

Currently supported WiFi cards with complete SNMP protocol and access to HyPAS:

- IB-35
- IB-36

4.9 Communication Security

Certificates using hash SHA-1 are no longer supported, SHA-2 or newer has to be used.

In the case that incorrect SSL certificates are used, the "*Logging in failed - Invalid SSL certificate - Secure connection to server refused*" message is displayed after a login attempt.

Once you change the certificate on the server, a force remote configuration is required. After the force reconfiguration, a device reboot might also be required.

> For proper behavior, it is important to configure time settings (time zone, and date and time settings) of the device to the same values as the server.

In the case that *IP address* is used for the terminal's installation instead of the *server's hostname* in your Configuration profile and **Allow unsecure communication** is disabled in MyQ Easy Config, the IP address of the server has to be added as a **Server alternative name** in the **Network** settings in MyQ Web UI, **Settings**>**Configuration Profiles**.

1. In the MyQ web administrator interface, go to
   Settings>**Network**>**Certificates**.
2. In the **Server alternative names** field, enter the IP address of the server and
   click **Generate new Server Certificate**.

3. Once the certificate is generated, a pop-up appear stating **Certificates were changed. Click Save to preserve the changes**. Click the **Save** button.
4. After the changes are saved, a force configuration, printer re-activation, and a device reboot are required in order to apply the updated certificate.

4.10 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).

It is also possible to configure displaying a QR code on the terminal, instead of the numeric keyboard, by default. Go to **MyQ, Settings, Printers & Terminals**, in the MyQ X Mobile Client section, 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.
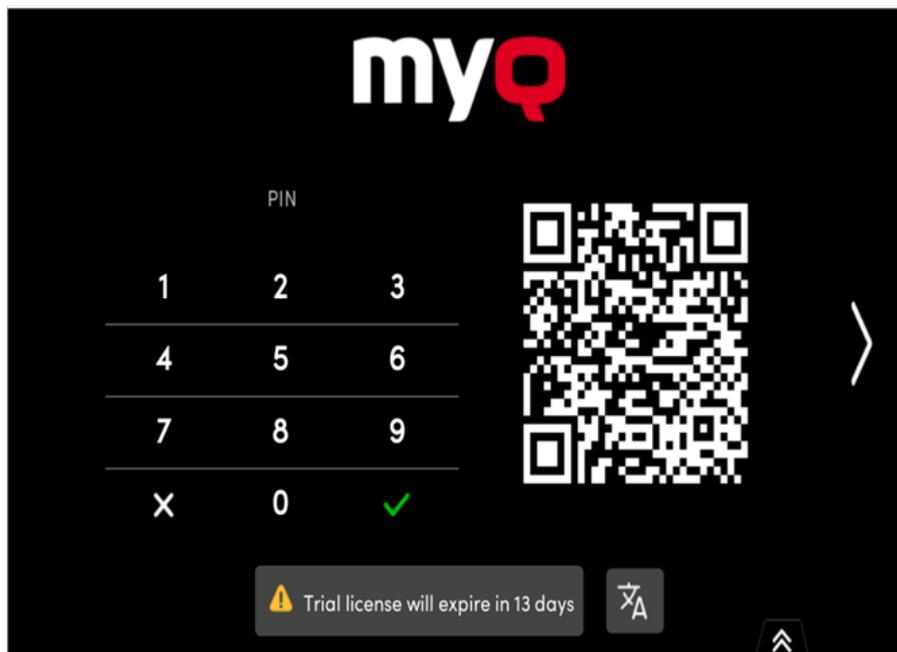
> ℹ For more information, check Printing via the MyQ X Mobile Client app in the MyQ Print Server guide and check the MyQ X Mobile Client App guide.

4.11 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.

4.11.1 The Default Language

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

4.11.2 The User's Language

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

4.11.3 The Device Screen Language

The language shown on the device's screen can be selected by the user before logging in.

4.12 USB Card Reader Connection

To enable the use of a USB card reader, the Kyocera Card Authentication Kit (B) has to be activated on the printing device. The Kyocera Card Authentication Kit (B) is an optional plugin for all Kyocera printing devices based on HyPAS technology. If it is enabled and a supported card reader is connected to the USB slot, MyQ can read data acquired by the reader and use them for user identification. For the full unlimited version of CAK(B), contact your Kyocera supplier.

You can run the kit in demo mode for 30 days; the demo can be executed 3 times on each device.

If the CAK(B) is enabled but no compatible reader is connected to the USB slot, the *ID card reader not connected* permanent error message is displayed on the panel.

4.12.1 Activating the Card Authentication Kit (B)

1. On the terminal's login screen, tap the MyQ icon, and then log in as the MyQ administrator.
2. On the Admin Menu screen, tap the **Unlock Panel** button. The printing device's default screen opens.
3. On the upper-left corner of the device's physical board, press the **System menu** button (or **System Menu/Counter** button on some devices). The System Menu opens.
4. On the System Menu, find and tap **System** (or **System/Network** on some devices). The System menu opens.
5. On the System menu, find and tap **Optional Function**. The Optional Function menu opens.
6. On the Optional Function menu, select **CARD AUTHENTICATION KIT** and tap **Activate** at the bottom-left corner of the screen. You are prompted to enter the license code for the application.
7. If you have the CAK(B) license code, enter it and confirm it. If you have no license code and just want to check the functionality, select **Trial**.

4.12.2 Supported Card Readers

Name	Vendor	Additional Information
MyQ-20-TR410U	Elatec	LF reader with standard formats (EM4102, Hitag, Tiris, Pyramid,...).
MyQ-20-TR411U	Elatec	LF reader with advanced formats (HID Prox, Cotag, Indala,...).
MyQ-20-TR420U	Elatec	HF reader with standard formats (Mifare, ISO14443, ISO15693, Felica,...).
MyQ-20-TR450U	Elatec	Dual reader with standard HF and LF formats, SmartCard.
MyQ-20-TR460U	Elatec	Dual reader with standard HF and LF formats.
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.

Name	Vendor	Additional Information
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.
Omnikey 5427	HID	Dual frequency reader that supports iCLASS Seos®, iCLASS SE®, iCLASS®, MIFARE®, Indala Prox, and HID Prox.
Omnikey 5127	HID	125 kHz & 13.56 MHz Proximity Reader.

> ℹ The card readers listed above must be used in Keyboard Wedge Mode.

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

4.13 Update and Uninstallation

4.13.1 Updating the Terminal

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

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

> ▤ For older MyQ Server or terminal packages versions, **Delete** the installed terminal package, and **+Add** the new one.

4.13.2 Uninstalling the Terminal

To Uninstall a Terminal Remotely

1. Go to **MyQ > Printers.**
2. Select the printer you want to uninstall and go to **Actions > Set Configuration Profile...**
3. Select **No terminal** and click **OK**. Confirm the change of the configuration profile and the uninstallation should start automatically.

Uninstalling the Terminal on the Device Panel

MyQ can be uninstalled or deactivated on the Application menu of the printing device's panel. If you choose to deactivate it, you can later reactivate it with its

settings restored. The uninstallation (or deactivation) consists of two steps: you have to unlock the panel and then delete (or deactivate) the MyQ application on the Application menu.

1. On the terminal's login screen, tap the MyQ icon, and then log in as the MyQ administrator.
2. On the Admin Menu screen, tap the **Unlock Panel** button. The printing device's default screen opens.
3. At the upper-left corner of the device panel, press the **System menu** button (or the **System Menu/Counter** button on some devices). The System Menu opens.
4. On the System Menu, find and tap **Application** (or **Favorites/Application** on some devices).
5. On the Application menu (or Favorites/Application menu), tap **Application**. The Application sub-menu opens.
6. On the menu, select the MyQ Embedded application, and then tap **Menu** at the bottom-left corner of screen. The application menu opens.
7. On the menu, tap **Delete** (or **Deactivate**), and then tap **Yes** to confirm the action. The application
is deleted (or deactivated) and the MFP Panel default screen opens.

If the application is uninstalled on the device panel, the connection between the server and the device is still established.

Status	Issues	∨	Location	Model	Terminal	Brand
● Ready	⊗ Terminal offline			TASKalfa MZ3200i	Embedded: REST API ● Unreachable	Kyocera

To cancel the connection, the device has to be activated with the **No terminal** configuration profile, described above.

> 🗎 Uninstallation of the application is also possible remotely via Kyocera Net Admin or the Kyocera Net Viewer application.

5 Admin Menu

From the terminal's **Admin Menu,** you can administer the terminal and change its settings. The available actions are Admin Login, Wipe jobs, and Export log.

> ℹ The **Server address** and Server port can be edited for the usage of Installation Initiated by terminal. The **Log Debug Messages** option is not editable here. Log Debug Messages is only available for checking. These settings can also be configured during the terminal's remote installation in the MyQ Web administrator interface.
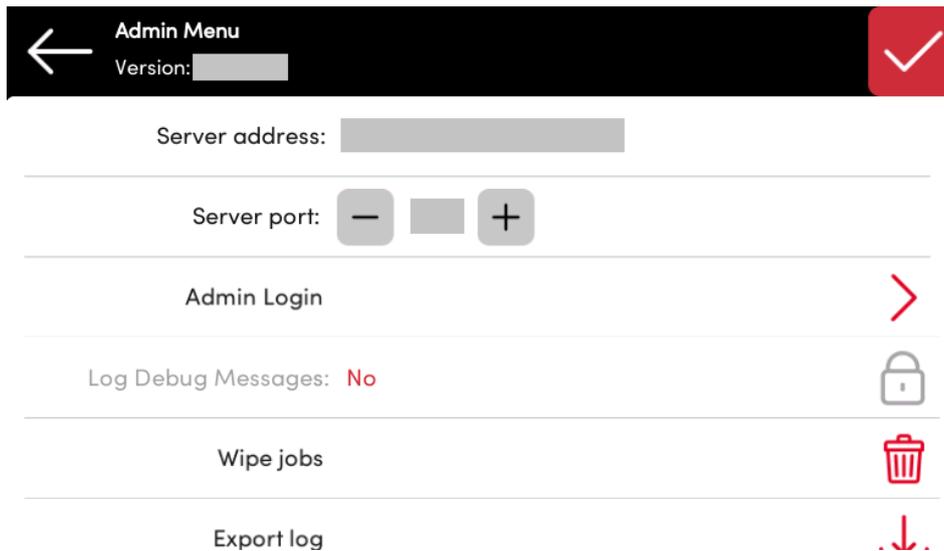
5.1 Entering the Admin menu

To access the admin menu, tap the MyQ logo in the upper-left corner of the panel and enter the administrator's PIN. The default admin PIN is **1087**.
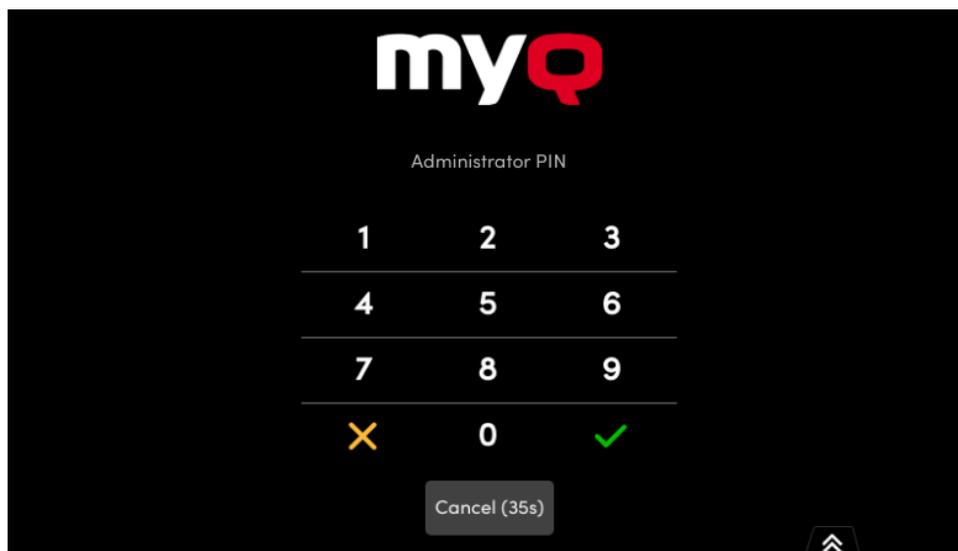
5.2 Admin Login

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 by pressing the **System menu** button (or **System menu/Counter** button) on the device's operation panel.

When you open the device's panel using the **Admin Login** button, you are automatically granted administrative rights to all its settings.

By unlocking the panel, you can access the printing device's **Application** menu and uninstall the embedded terminal.

5.3 Hiding the native Copy and Scan buttons

After tapping Unlock Panel, press **System menu** (or **System menu/Counter**) to access **Device Settings**, where you can hide the native Copy and Scan (send) buttons that are present by default from the manufacturer in the upper-left corner on the terminal screen.

In **Device Settings**, go to **Function Key Assignment** and set all **Keys** to *NONE* (the first option on the list). (This applies to all Kyocera devices with a touchscreen (without a hardware keyboard)). Confirm by tapping **Yes**. The terminal is disabled, and the printing device's default screen opens.

5.4 Wiping Jobs

With the **Local Print Spooling** feature enabled, print jobs are sent directly to a printing device where they wait until they are released by the sending user or until they are deleted from the device.

To delete the print jobs, do the following:

1. On the Admin Menu home screen, tap **Wipe jobs** on the upper-right side. The following window opens:
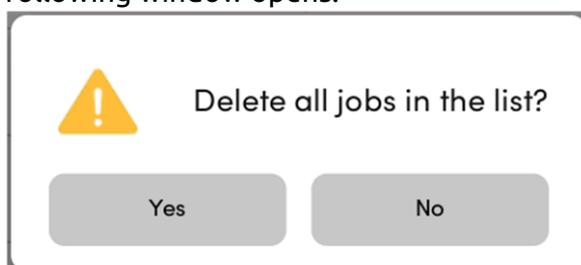
2. To delete the locally spooled jobs, tap **Yes**. The Admin Menu reopens.

5.5 Exporting the Log

If MyQ Support asks you to provide the embedded terminal's log, you can do so using a USB Flash drive.

To export the terminal log, insert the USB Flash drive on the device and tap **Export log** on the Admin Menu.

The log file is exported and uploaded to the USB.

5.6 Log Debug Messages

Log Debug Messages is only information about which debug level is set on the device. If the setting is enabled, the terminal will generate additional log information for auditing and troubleshooting purposes.

| Log Debug Messages | Yes |
| Log Debug Messages | No |

6 Licenses

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

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

> 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.

7 Personalization

On the **Personalization** settings tab in the MyQ Web administrator interface, under **Terminal personalization**, you can add a **Custom Logo** and use custom themes on the terminal.

> ℹ️ Check the MyQ Print Server guide for Personalization Settings.

8 Terminal Actions

This topic discusses terminal actions on the MyQ Kyocera 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)
- Panel USB
- Easy Copy
- Panel Scan
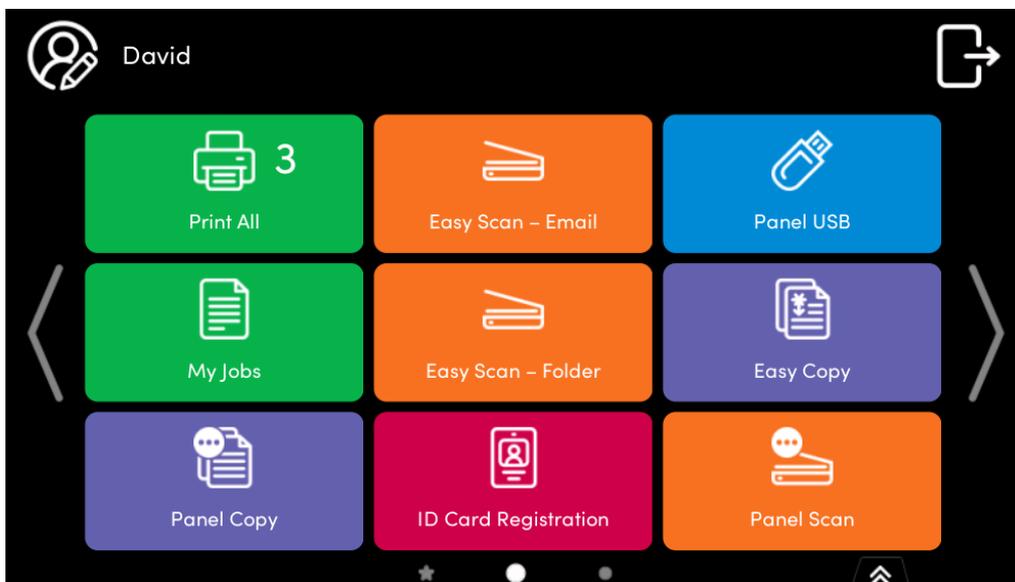
> ℹ️ For information related to terminal action nodes management, check Terminal Actions Settings on the MyQ Print Server guide.

> ▤ The MyQ Kyocera Embedded terminal supports quasi-parallel user sessions: when one user starts printing and logs out of the terminal, another user can log in and start scanning while the print is still running; similarly, a newly logged user can start printing while the scanning job of the previous user is ending.
>
> During direct printing sessions, a user cannot additionally log in on the terminal. Once direct printing is complete, logging in will be possible.

The other available terminal action nodes that can be used on the MyQ Kyocera Embedded terminal, apart from the default ones mentioned above, are:
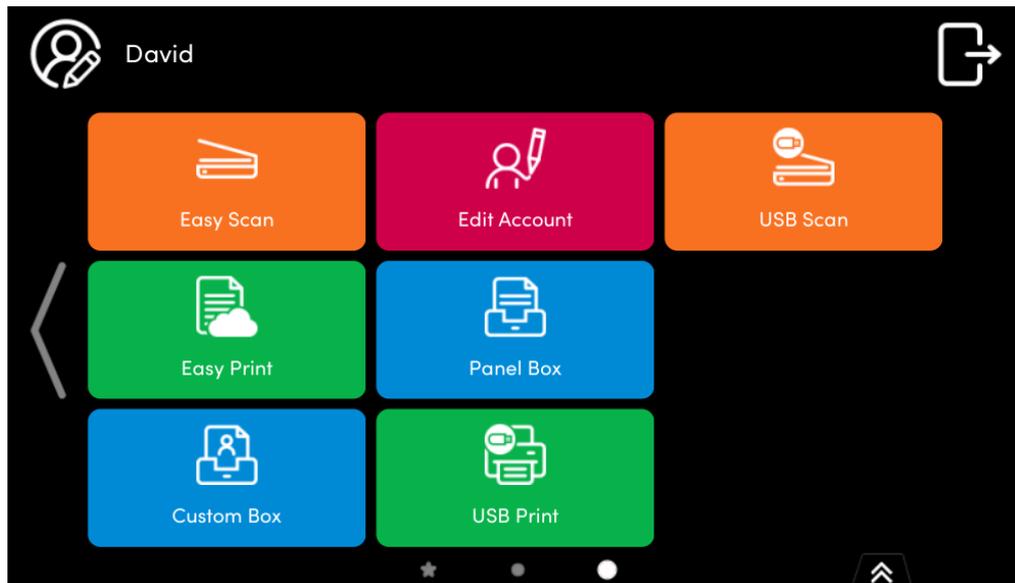
- Easy Scan
- Easy Print
- Custom Box
- Edit Account
- Panel Box
- Unlock Panel
- USB Print
- USB Scan

8.1 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.
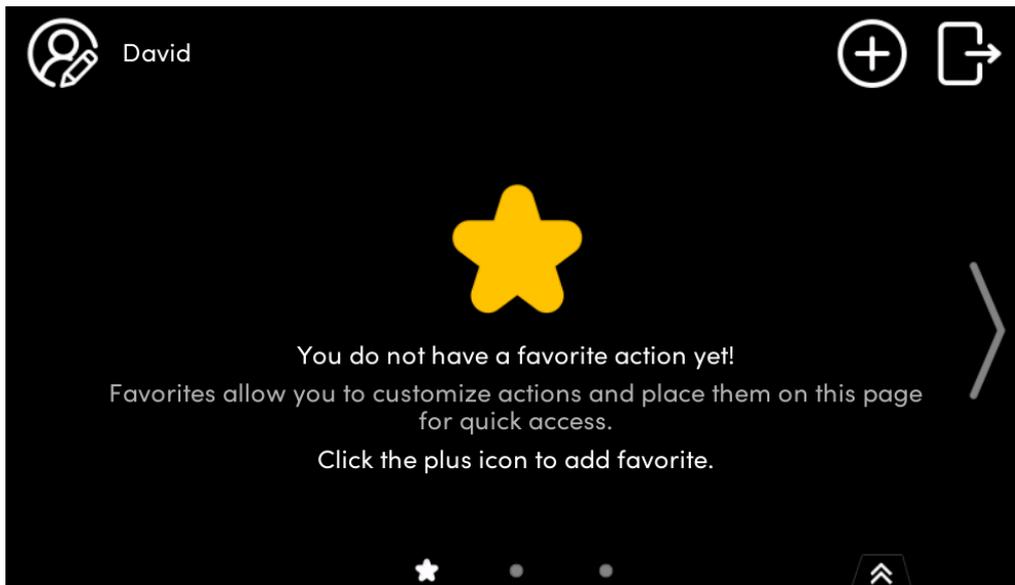
The terminal screens that contain favorite actions are indicated by a Star icon, if more favorite actions are added than will fit on one screen, multiple star icons will indicate multiple pages.
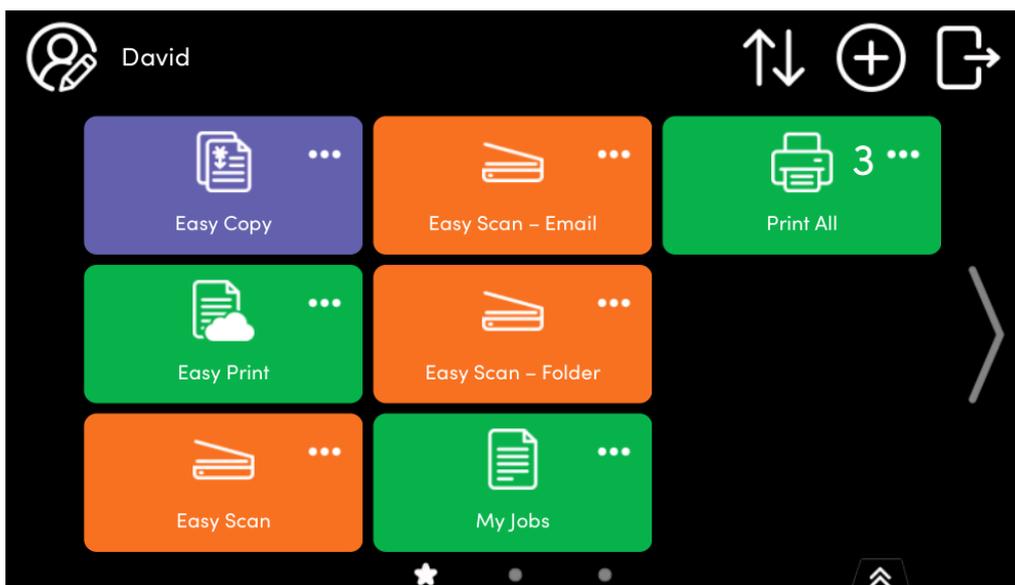
8.1.1 Add a Favorite Action

> ℹ️
> - This option is enabled by default.
> - You can add only the actions supported by the device: currently these are Easy Actions, Print All, My Jobs, ID Card Registration, ID Card Copy, Application, and Application List.
> - Each user can only see the operations they have the right to use.

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.

4. Your new favorite action is added to the favorites screen.

8.1.2 Edit a Favorite Action

> ℹ 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 (three dots) menu on the action and then **Edit**. You then have the option to **Rename**, **Clone**, **Reorder**, or **Delete** the favorite action.
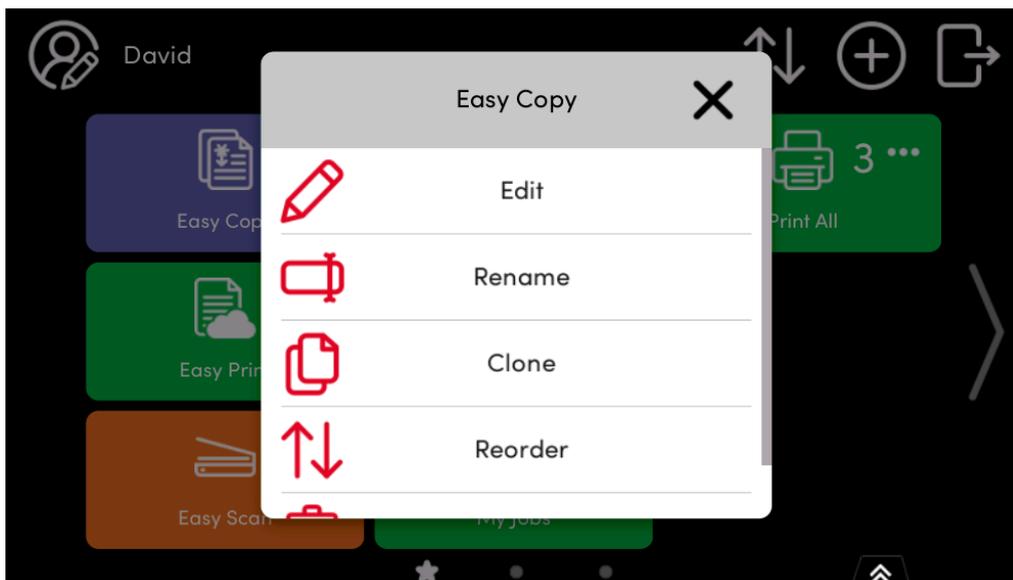
The **Easy Scan** and **Easy Copy** favorite actions have an **Edit** option on this menu, which allows you to edit the scan or copy parameters.

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.
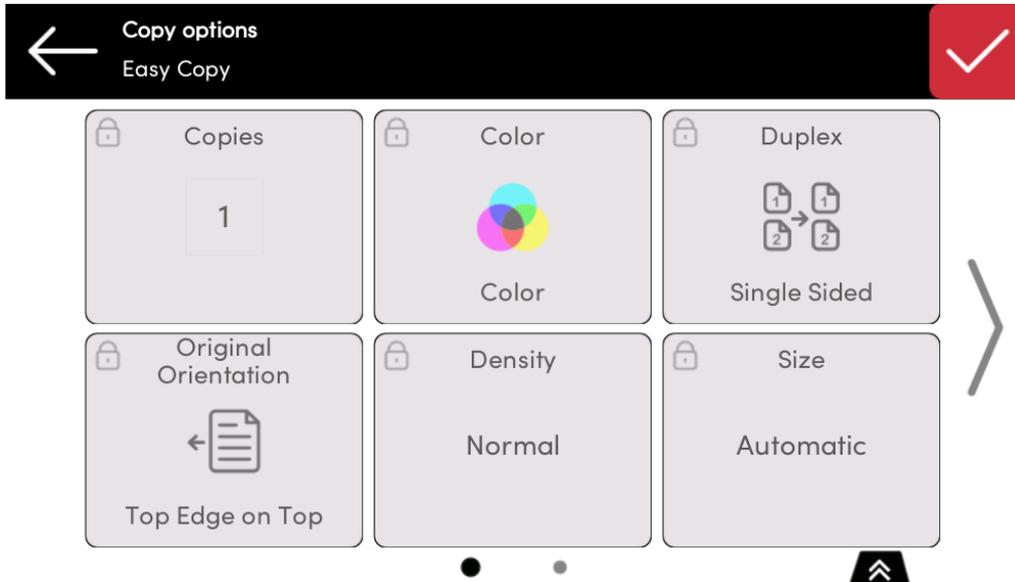
8.1.3 Rename a Favorite Action

You can rename the actions by tapping the action menu on the action and then **Rename**.
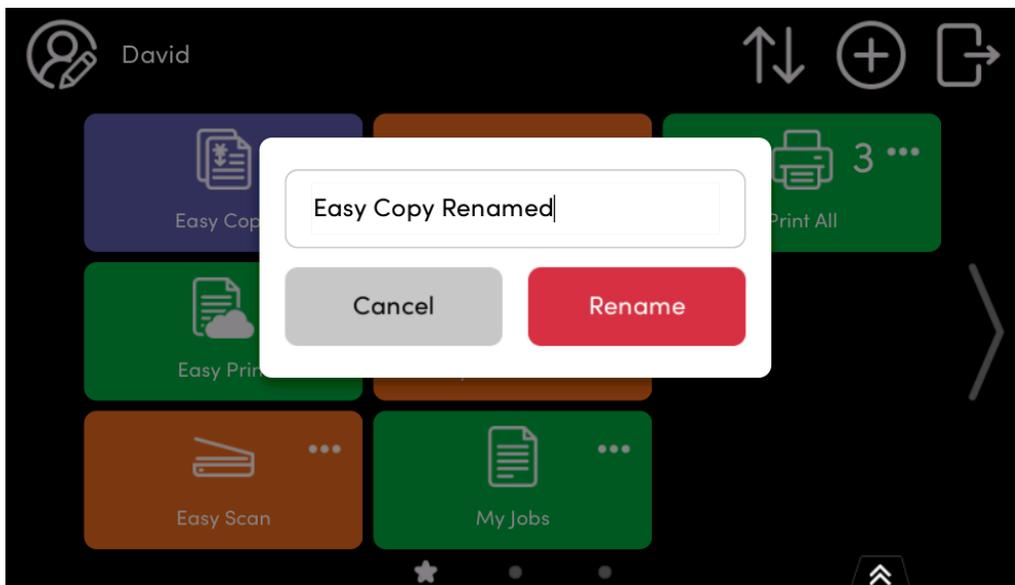
Type in your new action name and save it.

8.1.4 Clone a Favorite Action

You can close the actions by tapping the action menu on the action and then **Clone**.
You can then enter the name for the cloned action.
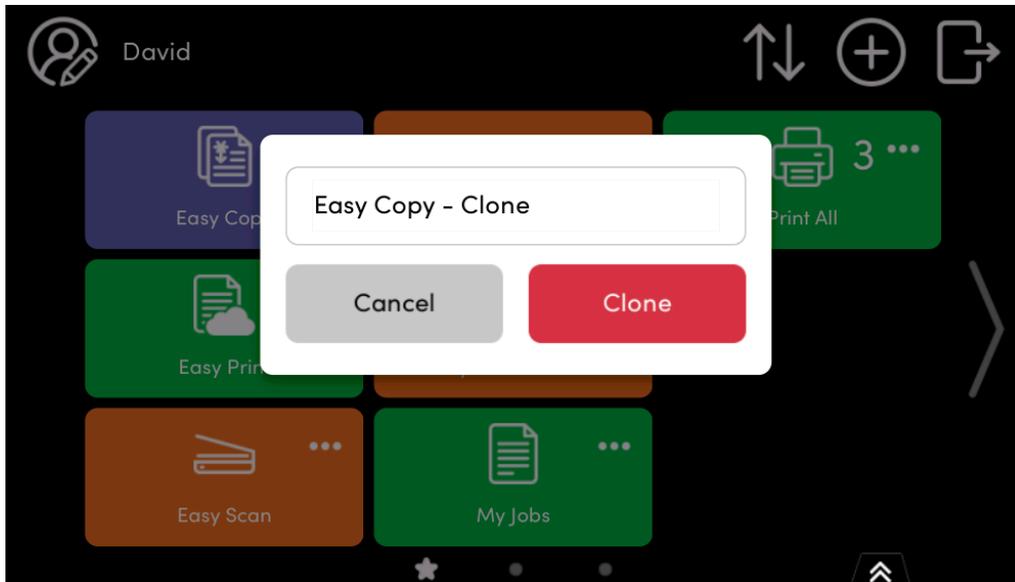
8.1.5 Reorder your Favorite Actions

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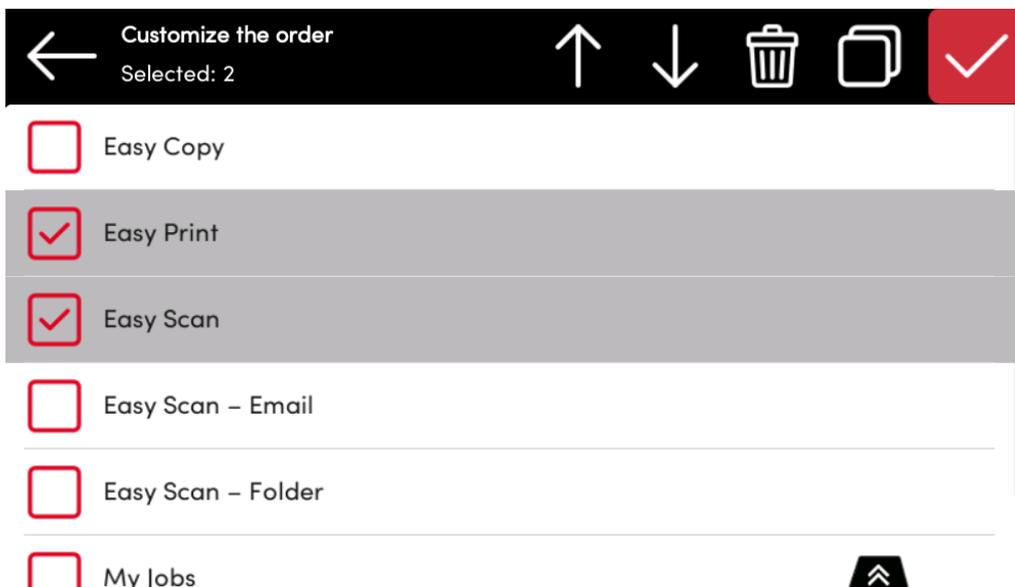
In the reorder window, users can also **Delete** selected Favorite actions. The reorder
screen also labels Favorite actions which are **incompatible** with the current device.

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

8.1.6 Delete a Favorite Action

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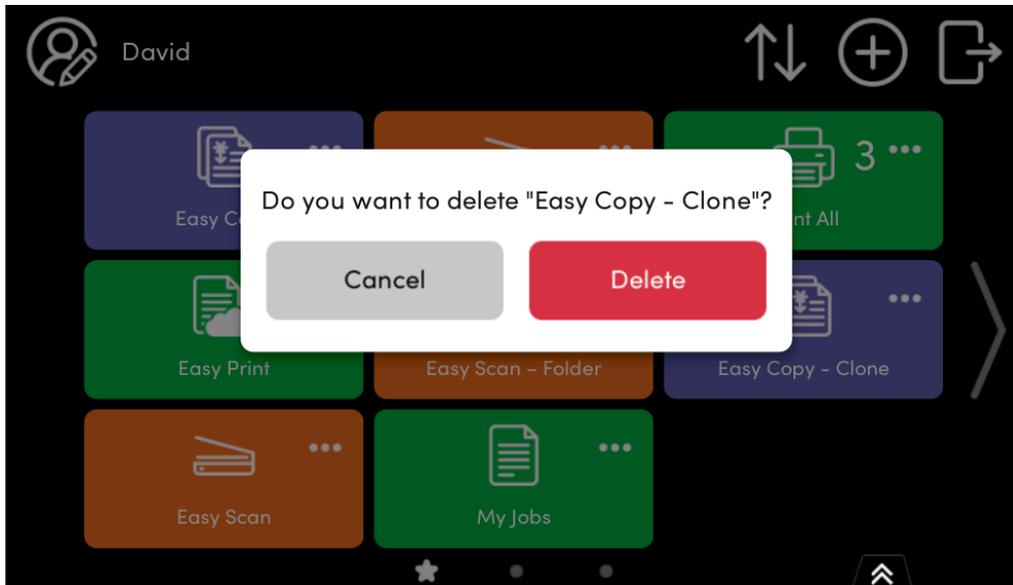
8.2 Print All

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

8.2.1 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.
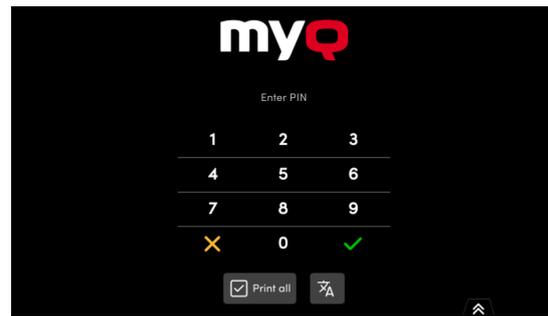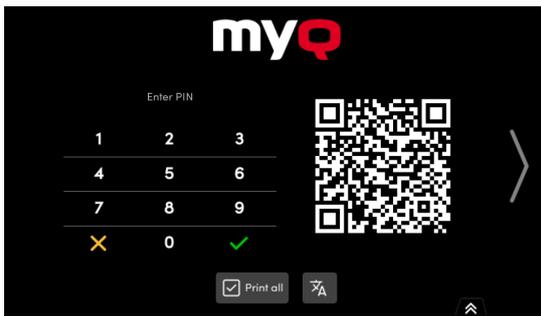
8.3 My Jobs

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.
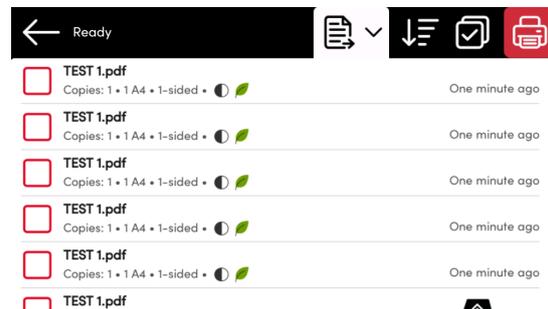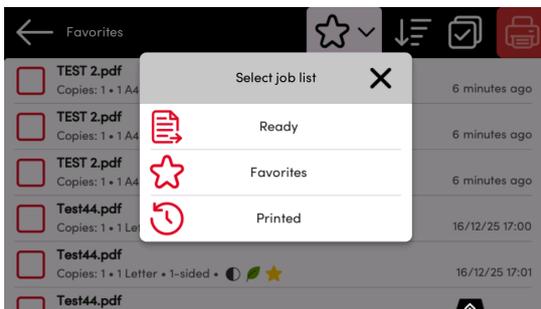
8.3.1 Job Filters

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.

8.3.2 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 (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**.
- **Alter Parameters**: Tap to change the job parameters.
- **Print**: Tap the printer icon to print the selected jobs.

8.3.3 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.
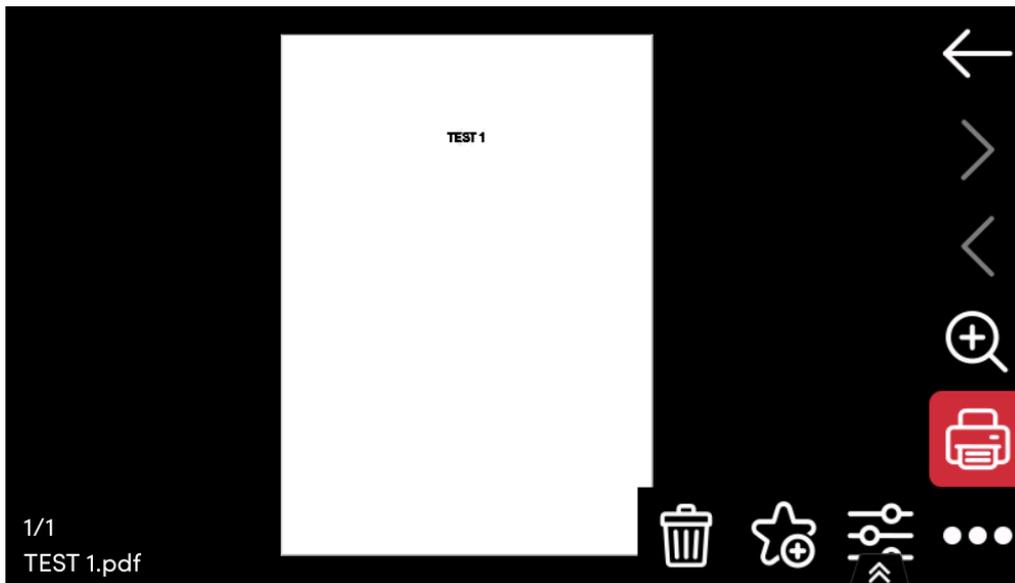
In the navigation menu, you can use the back button to return to My Jobs, the forward and backwards buttons to preview more pages, the magnifying glass button to zoom in and out of the previewed page, open the job's print options, and print the job.

8.3.4 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** job 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, 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**.

If a **Shared** job list is used and the **Print remote jobs within Print All** is selected, the user can tap the **Print All** terminal action and all the jobs, remote and local, are printed.

8.4 Easy Scan

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

> ℹ️ 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.
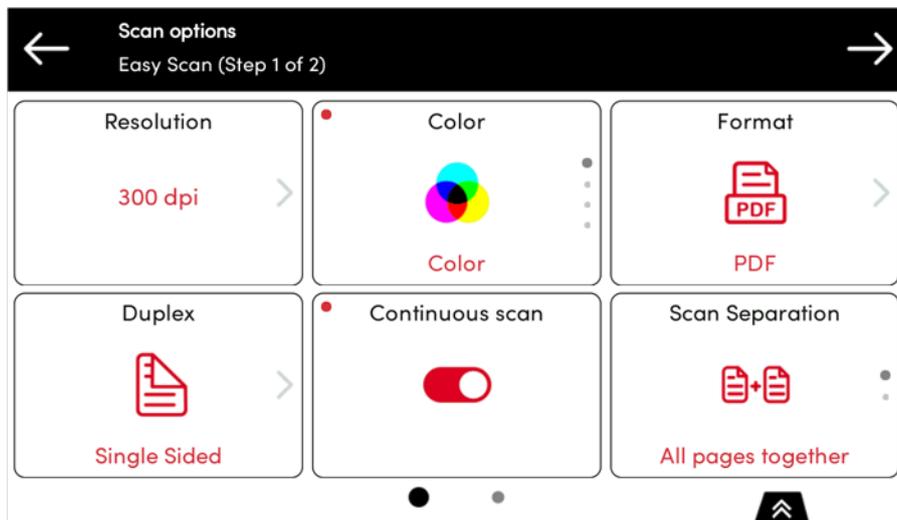
You can also create new custom parameters to be used in the scan metadata, or as parts of file names, addresses, subjects and email bodies, and as paths to folders, passwords to folders etc. You can find further details in Create custom parameters on the MyQ Print Server guide.

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.

8.4.1 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. If you change the scan parameters, you can reuse them for another scan. The parameters are reset only when you return to the Top Menu.

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

- PDF
- JPEG
- TIFF
- XPS
- HCPDF
- Default
- **Duplex** - Simplex and Duplex scanning options. You can select from the following:
  - Single Sided
  - Duplex - binding on top
  - Duplex - binding on side
  - Booklet - binding on left
  - Booklet - binding on right
  - Default
- **Continuous scan** - With the continuous scan option *Enabled*, scan jobs are not sent until **Finish** is tapped. After clicking **Next**, the printing device scans another page. You can select from the following:
  - Disabled
  - Enabled
  - Default
- **Scan separation** - If a document with multiple pages is scanned, scanned pages can be stored either separately (each page in a separate file) or all together in one file. You can select from the following options:
  - All pages together
  - Separate each page
  - Default
- **Original Image** - Determines the way in which the printing device is going to process the scanned page. You can select from the following options:
  - Text + Photo
  - Photo
  - Text
  - Default
- **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)
  - Default
- **Density** - The picture's density in the outgoing file. The higher it is, the darker the resulting picture is. You can select from the following options:
  - Automatic
  - Lowest
  - Lower
  - Low
  - Normal
  - High

- ○ Higher
- ○ Highest
- ○ Default
- **Size** - The scanned output's size. This determines the size of the scanning area, therefore it should correspond to the actual size of the scanned paper. You can select from the following options:
  - ○ Automatic
  - ○ A3
  - ○ A4
  - ○ A5
  - ○ A6
  - ○ Folio
  - ○ Ledger
  - ○ Letter
  - ○ Legal
  - ○ Oficio II
  - ○ Statement
  - ○ Default
- **Skip blank pages** - With this parameter, you can select to skip blank pages in the scanned document. You can select from the following options:
  - ○ Default
  - ○ Yes
  - ○ No

8.5 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.

> 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.
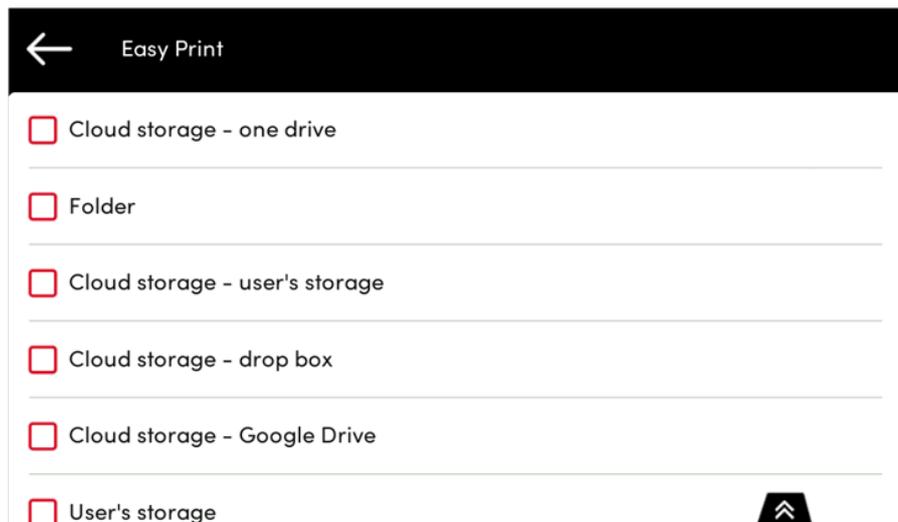
After pressing the print button, the files are downloaded from the destination to the server, processed through the default Easy Print queue, and released immediately to the printer without any further interaction. It is also possible to cancel the whole downloading and printing process. In this case, 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.
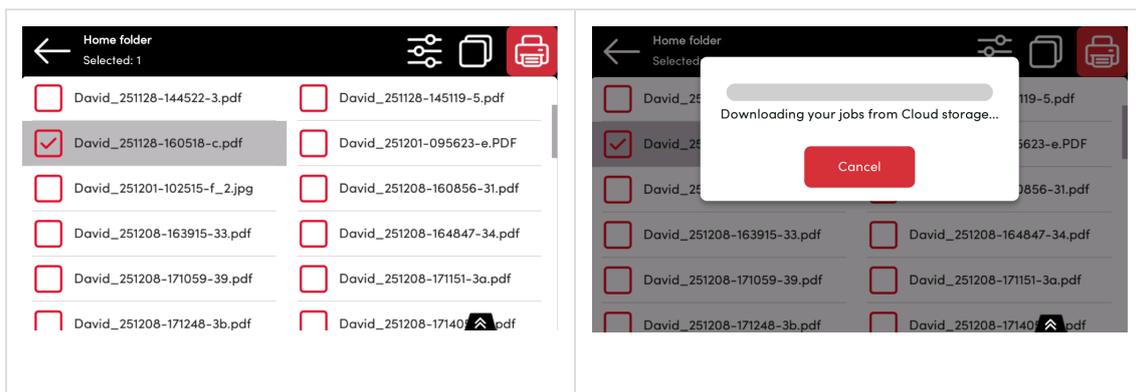
If a user attempts to select a Cloud Storage that is not connected, an error message displays prompting them to check their email to connect.
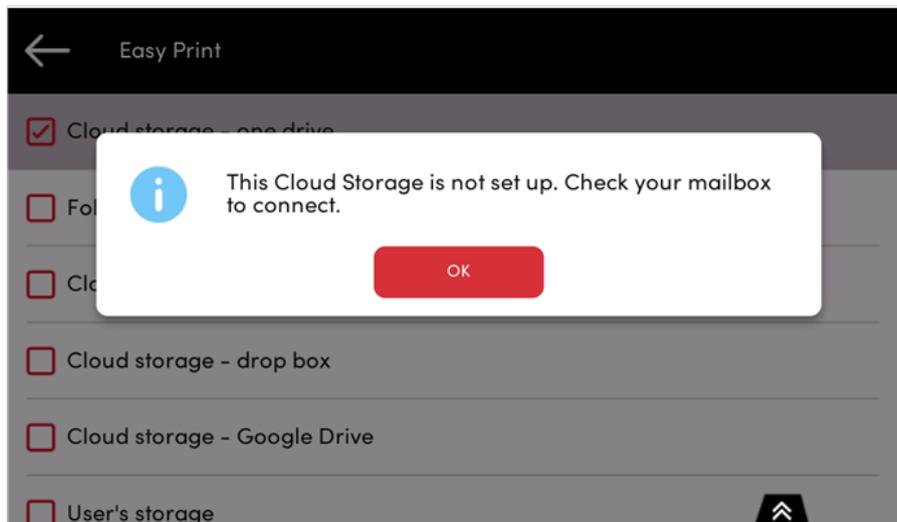
If a job cannot be printed, an error message appears on the terminal.
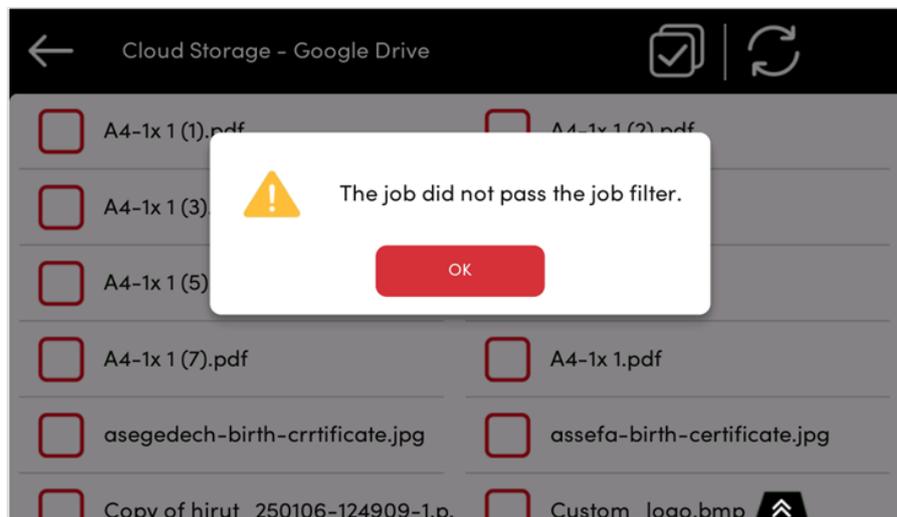
8.6 Easy Copy

One tap copying. After the user taps the Easy Copy action, the page is immediately copied.

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

> ⚠️ If a user's Credit or Quota is depleted during copying, the action stops. However, depending on the device speed, there may be an overflow of several pages.

If an Easy Copy parameter is not set to **Read Only** on the server, users can change their copy settings from the terminal screen.
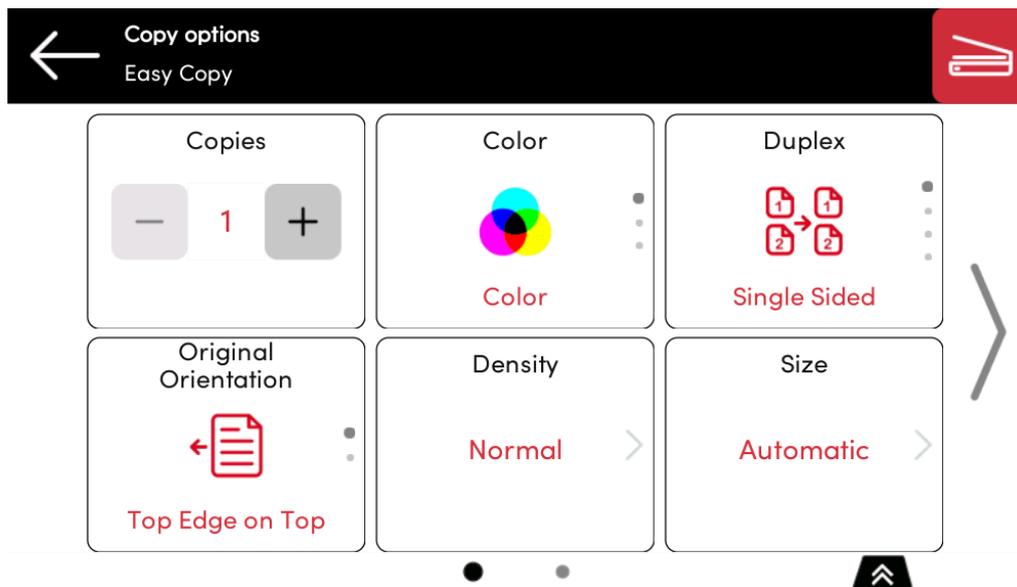
8.6.1 Easy Copy Parameters

- **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
  - Default
- **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
  - Default
- **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)
  - Default
- **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:
  - Automatic
  - Lowest
  - Lower
  - Low
  - Normal

- High
- Higher
- Highest
- Default
- **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
  - B6
  - Folio
  - Ledger
  - Letter
  - Legal
  - Statement
  - Oficio II
  - Default
- **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:
  - Default
  - Same as original
  - A3
  - A4
  - A5
  - A6
  - B4
  - B5
  - B6
  - Folio
  - Ledger
  - Letter
  - Legal
  - Statement

- **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

8.7 Easy Fax

Two steps faxing. You can define the fax parameters in MyQ.

With the Easy Fax feature, users can fax their scanned documents in just two steps; all they need to do is tap the Easy Fax button 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

To enable the feature on a printing device, you need to enable the **Fax module** option on its properties panel in MyQ, deactivate and reactivate the device. Go to **MyQ, Settings, Configuration Profiles**. Select the configuration profile and click **Edit** (or double-click, or right-click and **Edit**). The properties panel opens on the right side. In the **General** tab, mark the **Fax module** checkbox. Click **Save**.

On the **Parameters** tab, you can select from a number of options for each parameter. All parameters are dependent on the particular printing device type. Therefore, some values might not be available.

8.7.1 Easy Fax Parameters

- **Fax resolution** - Resolution of the outgoing fax file. You can select from the following options:
  - Normal
  - Fine
  - Super Fine
  - Default
- **Duplex** - Simplex and Duplex scanning options. You can select from the following options:
  - Single Sided
  - Duplex
  - Default
- **Original Image** - Determines the way in which the printing device is going to process the scanned page. You can select from the following options:
  - Text + Photo
  - Photo
  - Default
- **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:
  - Automatic
  - Lowest
  - Lower
  - Low
  - Normal

- ○ High
- ○ Higher
- ○ Highest
- ○ Default

8.8 Panel Actions

8.8.1 Unlock Panel

Unlocks the printing device's panel and opens the native device screen.

8.8.2 Panel Copy

Opens the printing device's copy screen.

8.8.3 Panel Scan

This terminal action opens the printing device's scan screen.

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. To set up **Scan to Me**, go to the **Scanning & OCR** settings tab, under **General** and **Enable scanning**.

You can also change the subject and message of the email with the scanned document there. As the sender of the document, you can select either the email of the logged user or the default sender email set on the **Network** settings tab, under **Outgoing SMTP server**.

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

8.8.4 Set SMTP on the printing device

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

- Enable SMTP protocol.
- Enter the MyQ server IP address or hostname.
- Ensure that the SMTP port is the same as the SMTP port in the **Network** settings tab, under MyQ SMTP server. The default port in MyQ is *25*.
- Enter sender email address. The address value is arbitrary.

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

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

- Sending scans to the user's primary email.
- Sending scans to other predefined emails.

- Storing scans to the user's scan folder.

To provide a user with these options, set the appropriate fields on their properties panel.

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 the 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 User Interface.

8.8.6 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 should be 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, and the date and the time when the scan was sent.
  The receiver email address has to be *folder@myq.local*.

To enable MyQ to save the scan file in the user scan folder, you have to make sure that the folder is shared over your network and that the computer where you run MyQ has all the necessary access rights to this folder.

8.8.7 Predefined list of the MyQ destinations on the printing device

The 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 the **Address Book** tab.
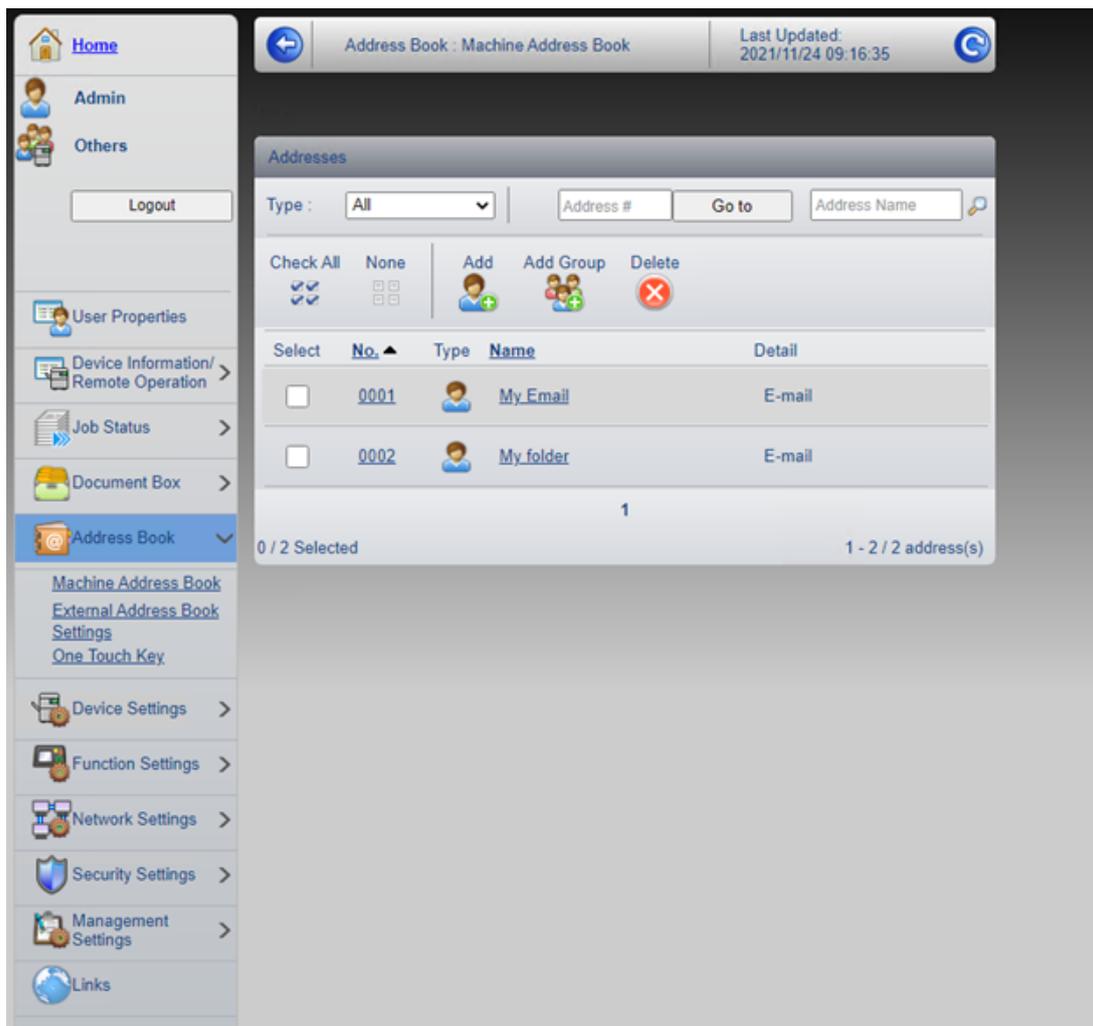
Once added, you can see the following destinations on the terminal:

- **My Email** is a shortcut for scanning to *email@myq.local*.
- **My folder** is a shortcut for scanning to *folder@myq.local*.
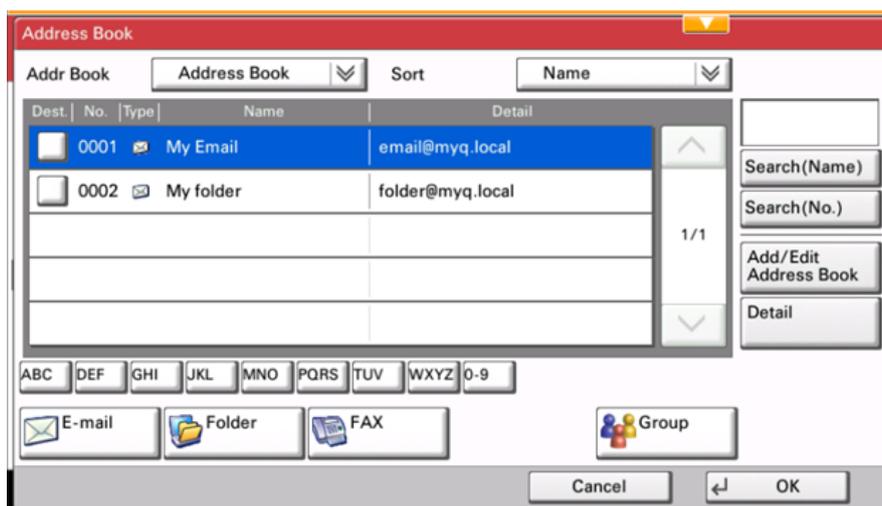
8.8.8 Panel USB

Opens the printing device's USB screen.
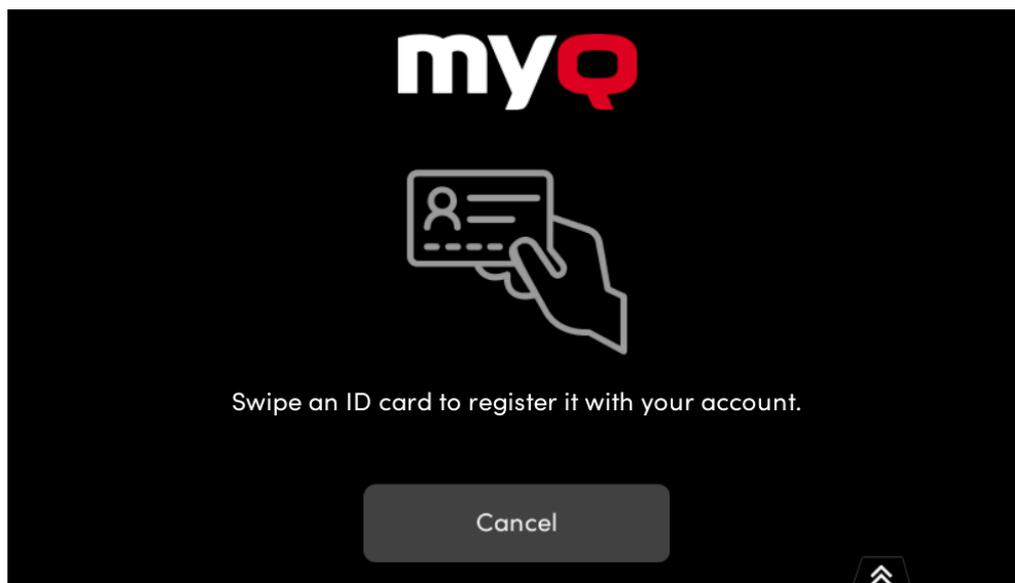
8.9 USB Actions

8.9.1 USB Print

Opens the printing device's USB screen, where you can print files from a USB drive.

8.9.2 USB Scan

Opens the printing device's USB screen, where you can scan to a USB drive.

8.10 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.

8.11 Unknown ID Card Registration

8.11.1 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.
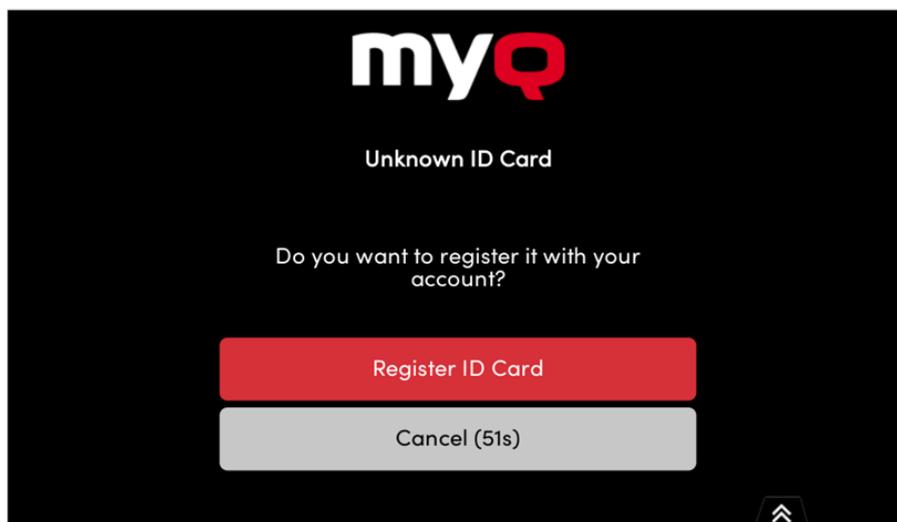
If the user proceeds, a prompt for their username and password is displayed. If the user is inactive, this screen will also be reset.
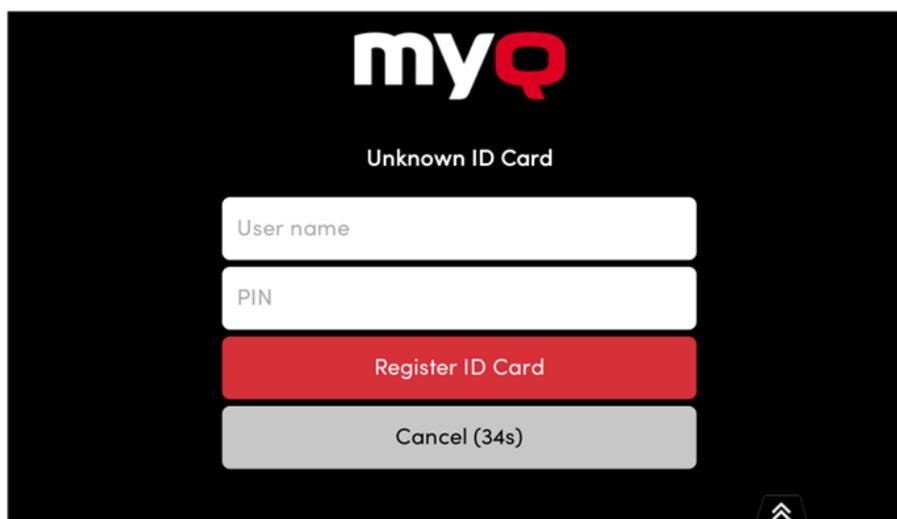
Once the user credentials are successfully validated, the ID card is assigned to the user, and the Top Menu is displayed as usual.

8.12 ID Card Copy

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

The following parameters can be set:

- **Copies** - Number of printed copies.
- **Color** - Select from color, monochrome or gray scale.
- **Size** – Select from A4, A5 and Letter.
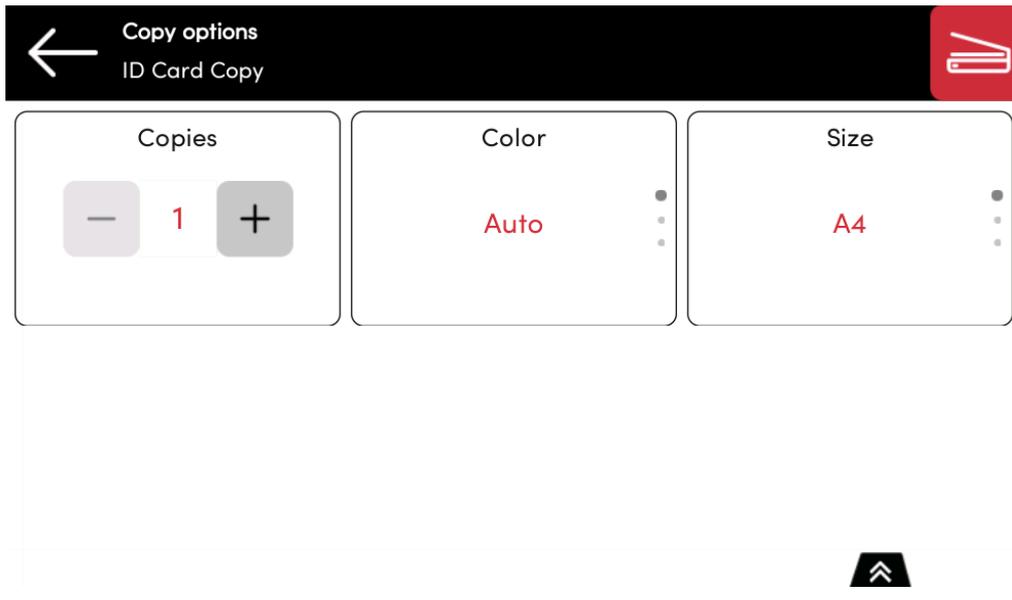
8.13 Edit Account

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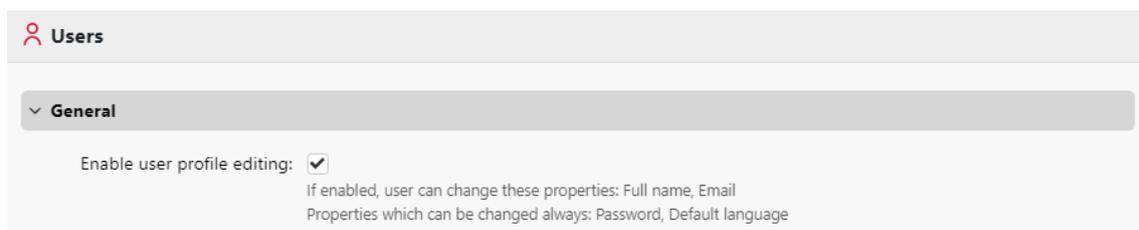
By tapping the **Edit account** action or clicking their user icon, the logged user can open their user profile screen, where they can change their **Full name**, **Password**, **Email** and **Default language**. After the change is submitted, the database entry is changed and the new values are set.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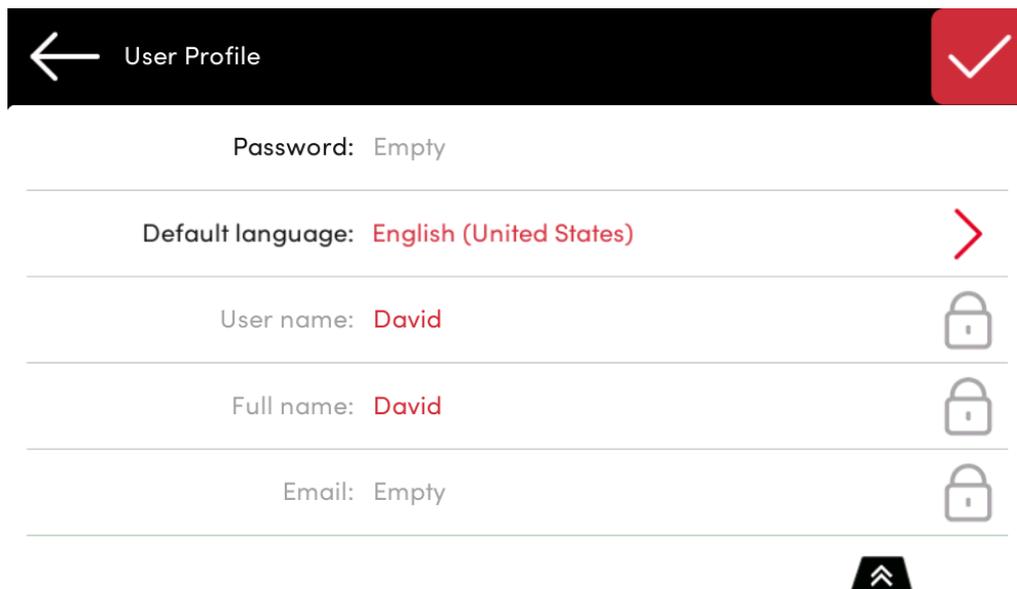
8.14 Recharge Credit

This action enables recharging credit on the terminal.

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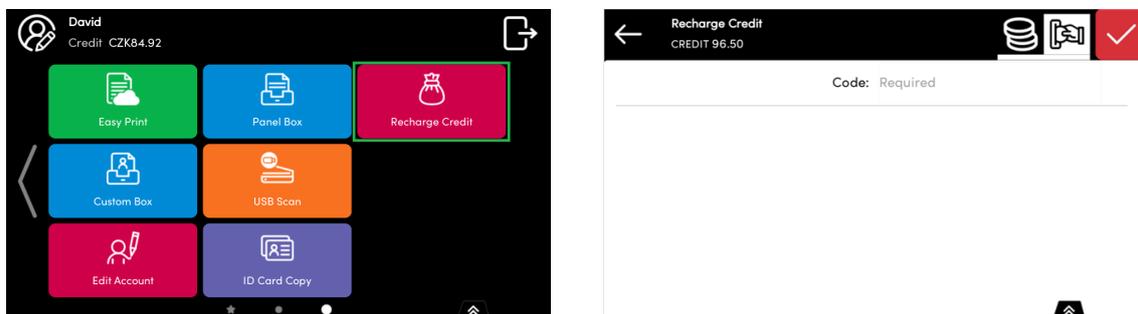
Users can view the prices of different configurations of a printed page by tapping the Coins in the upper-right corner of the screen.

8.15 Folder

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

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

8.16 Custom Box

By tapping this action, users can access the Custom Box of the printing device.

The Custom Box feature has to be available on the printing device.
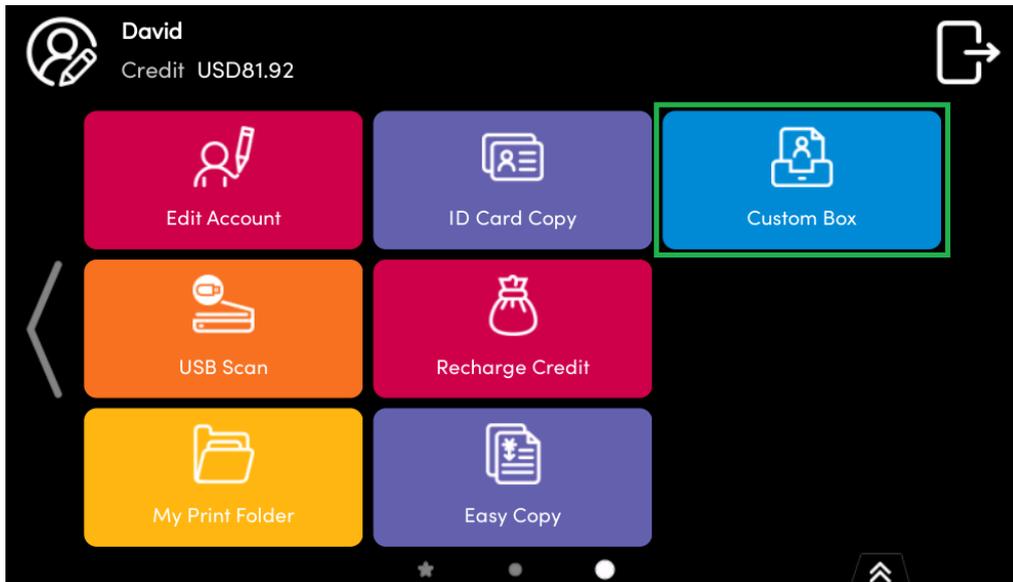
8.17 External Workflow

By tapping this terminal action, users are connected to external providers of workflows, such as ScannerVision. The workflow ensures that the user performs certain predefined actions before their document is scanned.

An external workflow enables a connection to external providers such as ScannerVision. The workflow is based on existing scan profile workflows, while the processing is moved to an external server rather than MyQ.

The external workflow can provide the embedded terminal with scan settings and metadata that need to be filled in before scan execution.
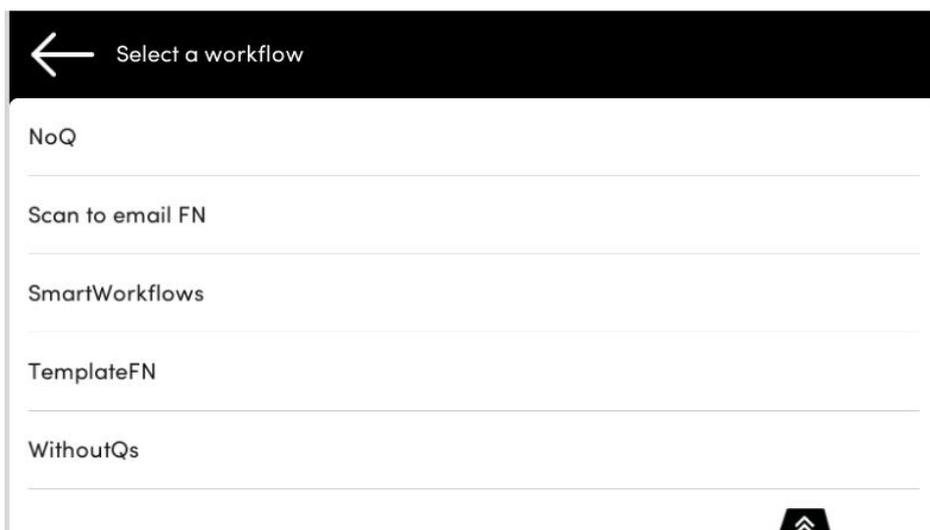
For more information, check [MyQ Smart Workflows](#) on the MyQ Print Server guide.

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

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

> ⚠️ If a user's Credit or Quota is depleted during copying, the action stops. However, depending on the device speed, there may be an overflow of several pages.

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.
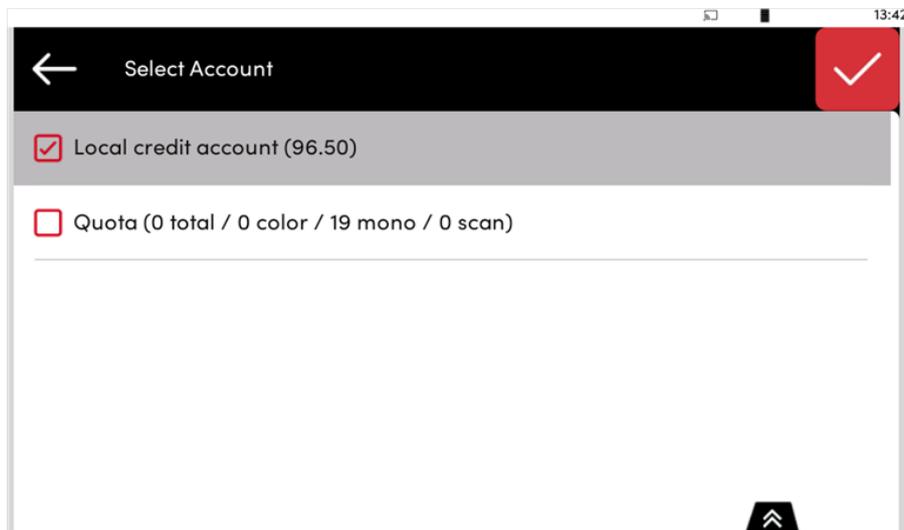
If the user only has one cost center, the selection screen is not displayed, and this cost center is automatically assigned to the user. The name of the assigned cost center is displayed next to the user's full name.
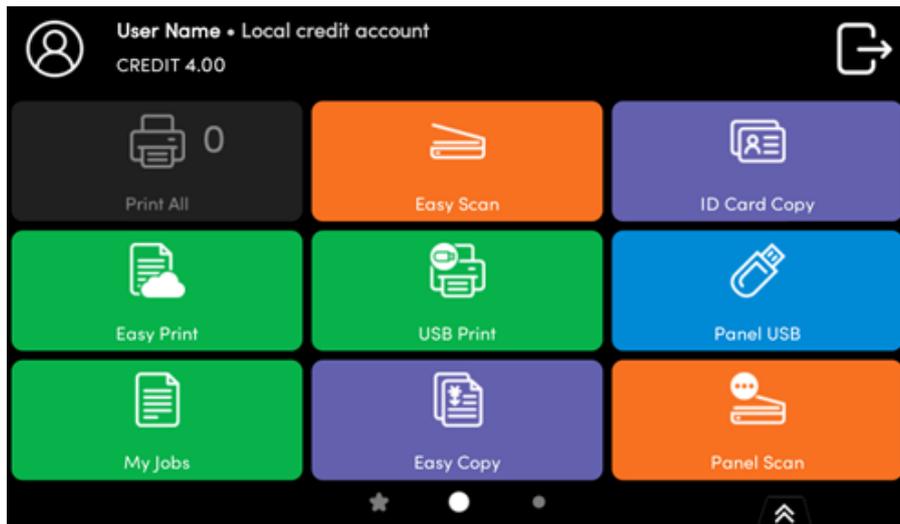
> ℹ️ Kyocera devices have the option to account Single color copies either as Single color copies or Full color copies in their settings. However, when using MyQ:
> - Kyocera Embedded Terminals will always charge credit for Single color copies as Single-color copies Price List item.
> - Kyocera Lite Embedded Terminals will always account Single color copies according to the machine settings.
> - Printer counters are increased based on the machine settings, for both terminals.
> - We recommend setting up the machines to use the Single color accounting method.

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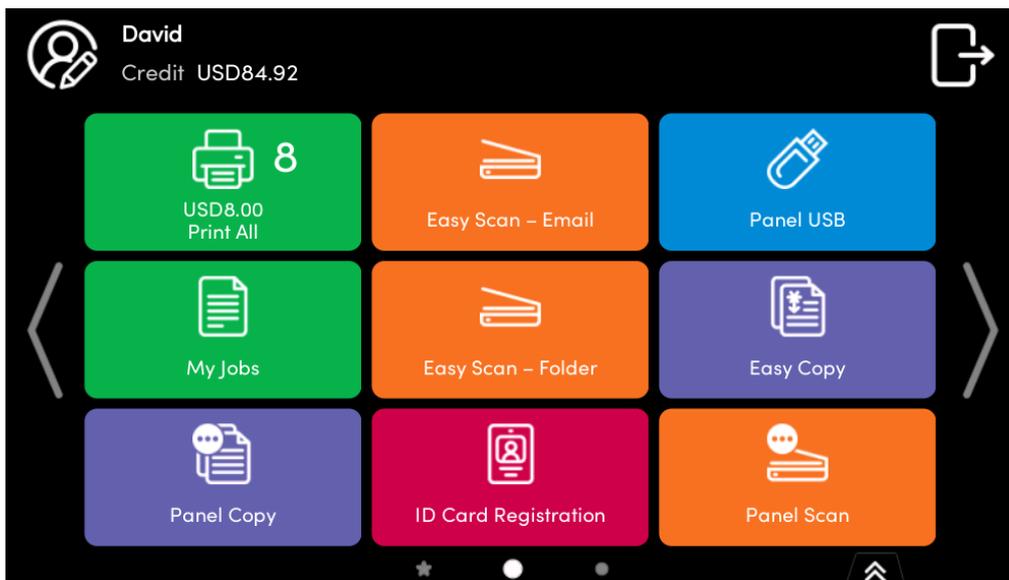
> 📁 If recharging credit by vouchers is enabled in MyQ, users without credit are asked to recharge after they log in. They are informed about the insufficient credit and automatically redirected to the **Recharge Credit** screen, where they can top up.

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

> ⚠️ If a user's Credit or Quota is depleted during copying, the action stops. However, depending on the device speed, there may be an overflow of several pages.

9.1.1 Recharging Credit

Credit can be recharged on the terminal using the Recharge Credit action.

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

If recharging credit by vouchers is enabled in MyQ, the copy action stops, although a few more pages can be copied, depending on the printing device's speed. The user is

automatically redirected to the **Recharge Credit** screen, where they can recharge their credit.

If recharging credit by vouchers is disabled in MyQ, the copy action stops. After this, the user cannot copy anymore.

The first scan or fax job is always finished. After this, the user cannot fax or scan 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.
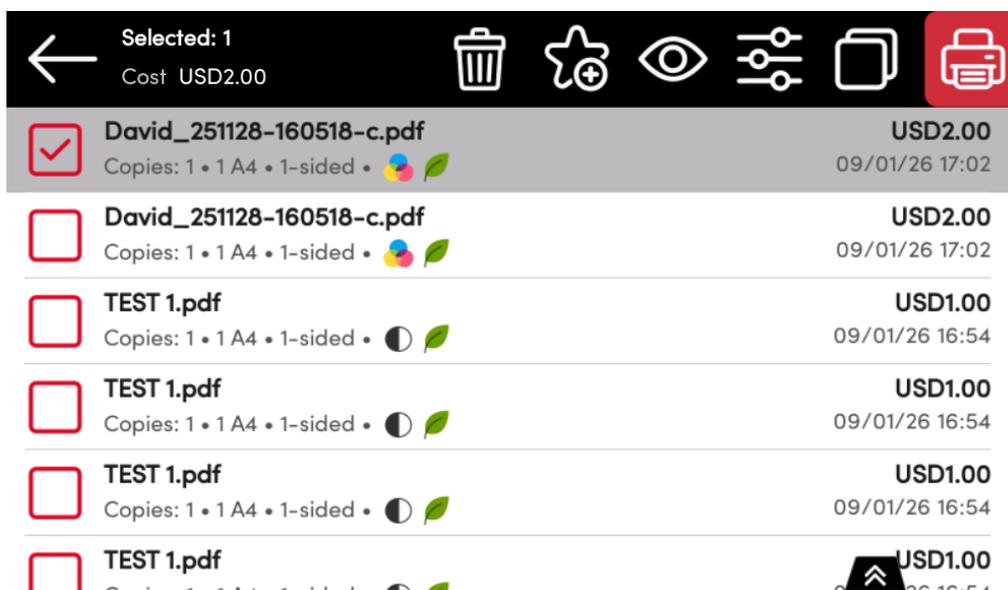
Priced jobs cannot be printed unless the users have a sufficient amount of credit. The users cannot use the Print all action when the overall price of all the priced print jobs is higher than their credit.

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.
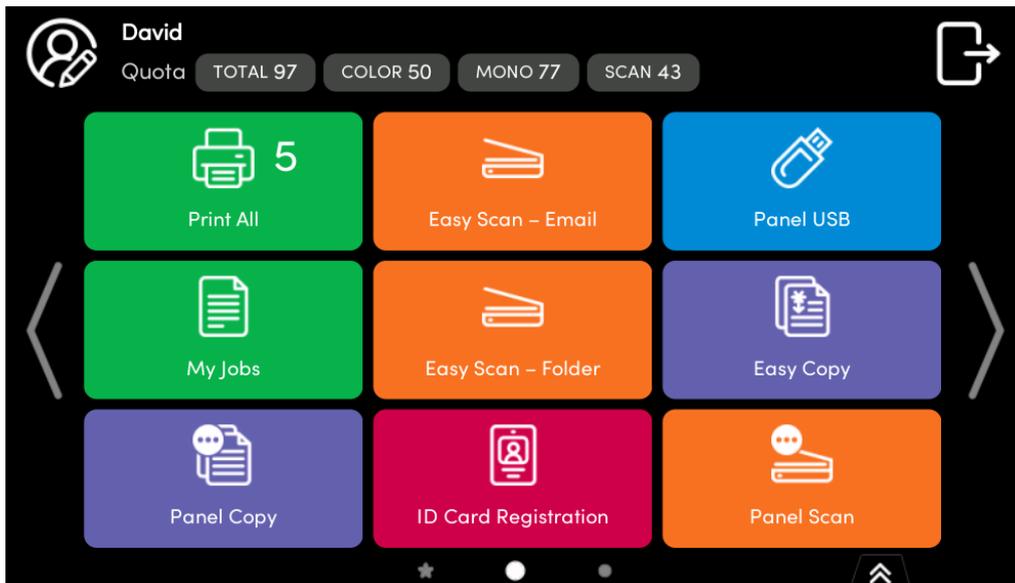
Users can click on the quotas displayed on the terminal, and a pop-up window opens with detailed information about all the quotas assigned to them.
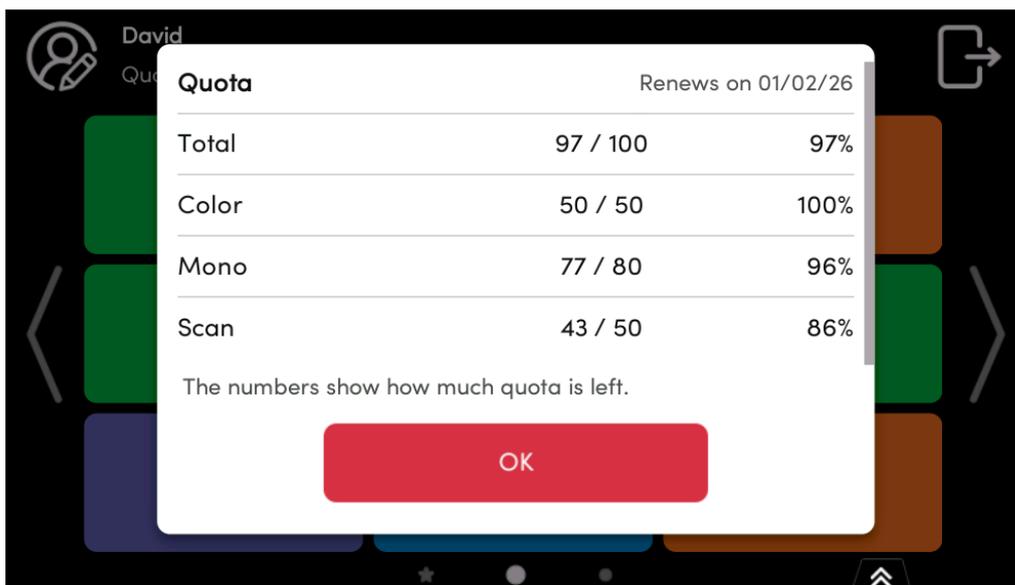
The embedded terminal's behavior depends on the quota settings in MyQ. When setting up **Quota** in the MyQ Web administrator interface, you can disable one or more operations after the quota is reached or exceeded:

- If the **Monitored value** is *Cost*, select them under **Disable operations**. The options are *Print, Copy, Color print* (on terminals 8.1 or newer), *Color copy* (on terminals 8.1 or newer), 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.

> ⚠️ If a user initiates printing a job, which is then not printed (for example due to a lack of paper), the quota required for this job remains blocked. To unblock this portion of their quota, the user must log out of the terminal and log back in.

> ⚠️ If a user's Credit or Quota is depleted during copying, the action stops. However, depending on the device speed, there may be an overflow of several pages.

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

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

The current operation stops, although a few more pages can be printed or copied, depending on the printing device's speed. This applies to print and copy jobs only (including panel copy). Scan jobs are always finished.

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 *Without project* option, if printing without project is allowed) to be allowed to print it.

Jobs with projects assigned to them are immediately printed.

Print All

If all the jobs waiting in queue have projects already assigned by MyQ Desktop Client, MyQ Web administrator interface or the MyQ 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 *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.

Easy Copy

After tapping the **Easy Copy** button, the user is immediately redirected to the Project selection screen where they need to select the project (or the *Without project* option).

Easy Scan

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

Panel Copy

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.

Panel Scan

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

Panel Fax

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 *Without project* option).

> ⚠️ If **Scan without project** is enabled and a user is assigned only one project, **Panel Scanning** will be automatically accounted to this project, only **Easy Scan** operations will be accounted without projects.
> If **Scan without project** is enabled and a user is assigned multiple projects, they can use **Panel Copy** without selecting a project by unlocking the native panel using **Panel Scan** and then swapping to **Panel Copy** without returning to the MyQ interface.

10 Device Spooling

Under normal circumstances, print jobs are sent to the MyQ server where they are stored and wait for release. With Device Spooling enabled, a print job is sent directly to the device and saved to its hard disk. It waits there to be released in the standard way.

10.1 Policies

10.1.1 Printer policies

For locally spooled jobs in online/offline server mode the printer policies are applied by the same way like for pull-print or direct jobs spooled on the server.

10.1.2 Job policies

For locally spooled jobs in online/offline server mode the job policy color only is applied. All other job policies are ignored.

> ℹ️ If a user logs into the embedded terminal after the policies are set, the policies are updated.
> If a user prints directly over Device Spooling and they don't physically log in after the policies are set, the policies are only updated after 5 minutes.

> 🗐 • Locally spooled color jobs are not displayed when color print is restricted.
>
> • When the printing device is in deep sleep mode, Device Spooling is not available, and an error is shown on Windows spooler.
>
> • Even though it is possible for a user to use both print to server and Device Spooling, this option is not recommended. The following problems may occur:
>
>   ○ jobs are not sorted and printed in the correct order.
>
>   ○ the terminal display might not be correctly refreshed.

10.2 Setting up Device Spooling in MyQ

> ℹ️ For details on enabling and configuring the feature, check Device Spooling in the MyQ Print Server guide.

10.3 Printing Devices Supporting Device Spooling

Model Name	Limitations	Device Clients
TASKalfa PA4500ci	SSD (HD6 or HD7) is required Custom firmware is required (for more info, contact your supplier)	Up to 5 for concurrent access
ECOSYS M3860idn		
ECOSYS MA4500ix		
ECOSYS MA6000ifx		
ECOSYS MA5500ifx		
ECOSYS MA4500ifx		
ECOSYS M3860idnf	HDD is required Custom firmware might be necessary (for more info, contact your supplier)	Up to 10 for concurrent access
TASKalfa 358ci		
TASKalfa 2553ci		
TASKalfa 3253ci		
ECOSYS MA3500cix		
ECOSYS MA3500cifx		
ECOSYS MA4000cix		

Model Name	Limitations	Device Clients
ECOSYS MA4000cifx		
TASKalfa MA3500ci		
TASKalfa MA4500ci		
TASKalfa 408ci	Custom firmware might be necessary (for more info, contact your supplier)	
TASKalfa 508ci		
TASKalfa 4003i		
TASKalfa 5003i		
TASKalfa 6003i		
TASKalfa 7003i		
TASKalfa 8003i		
TASKalfa 9003i		
TASKalfa 3553ci		
TASKalfa 4053ci		
TASKalfa 5053ci		
TASKalfa 6053ci		

Model Name	Limitations	Device Clients
TASKalfa MZ4000i		
TASKalfa MZ3200i		
TASKalfa 7004i		
TASKalfa 6004i		
TASKalfa 5004i		
TASKalfa 4004i		
TASKalfa 7054ci		
TASKalfa 6054ci		
TASKalfa 5054ci		
TASKalfa 4054ci		
TASKalfa 2554ci		
TASKalfa 8353ci		
TASKalfa 7353ci		
TASKalfa MZ7001i		

Model Name	Limitations	Device Clients
TASKalfa MZ6001i		
TASKalfa MZ5001i		
TASKalfa MZ4001i		
TASKalfa MZ7001ci		
TASKalfa MZ6001ci		
TASKalfa MZ5001ci		
TASKalfa MZ4001ci		
TASKalfa MZ3501ci		
TASKalfa MZ2501ci		

11 Offline Login

For MyQ to operate properly, a 100% reliable network connection is necessary. Connection problems can lead to serious issues; for example, users may not be able to start their user sessions on the printing devices and perform any copy, print or scan actions. The **Offline Login** feature prevents such situations. User information, including credentials, are cached at the device and if the server is unavailable, cached data are used for user authentication. Users can then log in and perform all the actions that do not require network access to the MyQ server.

When combined with Device Spooling, the offline login feature offers a robust backup plan for server outages.
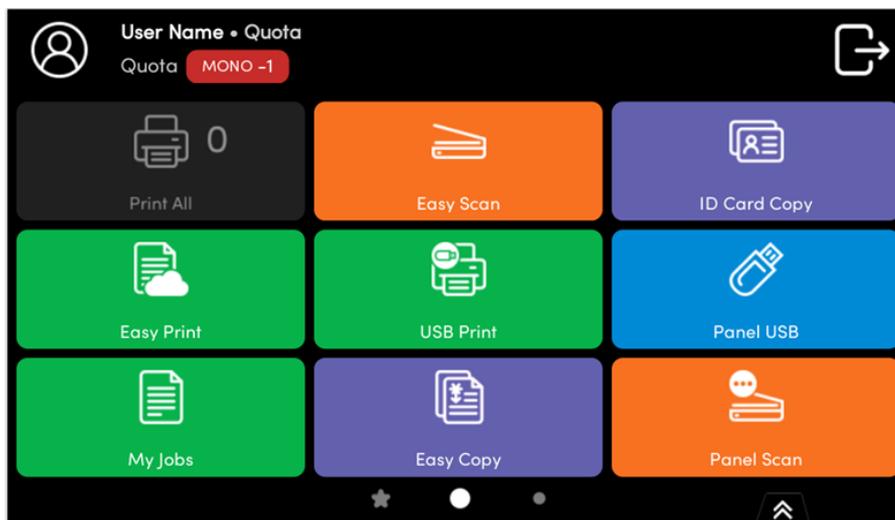
11.1 Requirements

- UDP broadcasts have to be enabled on the network.
- For an optimal run of the Offline Login feature, SSL needs to be enabled on the server. SSL is set by default during the installation, however if you have changed it for any reason, you can set it again in MyQ Easy Config, in the **Settings** tab.

> ℹ For details on enabling and configuring the feature, check Offline Login in the MyQ Print Server guide.

> ▤ The **Send Result Report** option on the Notifications/Reports tab on the printing device Web UI should be turned off. Otherwise, when a connection fails during an online session, a report about this event is printed on the printing device and accounted to the logged user. If the Offline login feature is off, the printed report is accounted to the ***unauthenticated** user account.

11.1.1 Scan to Email in Offline Login mode

You can enable users to scan to email even when the MyQ server is offline. In such cases, users can log in to the terminal in the Offline mode and use the **Panel Scan** action to scan to emails. The terminal remembers the outgoing SMTP server and sends all emails directly to this server. Scanning to email in the Offline mode is supported by all the models that support embedded terminals.

To enable this feature:

Go to the printing device's Web UI and set your (customer) SMTP server's IP address in the **SMTP Server Name** field.

⚠ The *email@myq.local* and *root@myq.local* variables cannot be used in the Offline mode for scanning from the panel with these settings, because scanning is not done via the MyQ server.

12 Cancelling Stuck Jobs

If a job gets stuck due to an error on the printing device, the user can still log off. The stuck job will prevent another user from logging in and will automatically finish after the error is removed. However, this may lead to security issues.

12.1 Manually Cancel Jobs via Job Status Button

It is possible to cancel all running jobs on the Job Status screen. This is accessed via the status button on the printing device.

Pressing this button opens the status screen on the embedded terminal where you can select and cancel pending jobs.
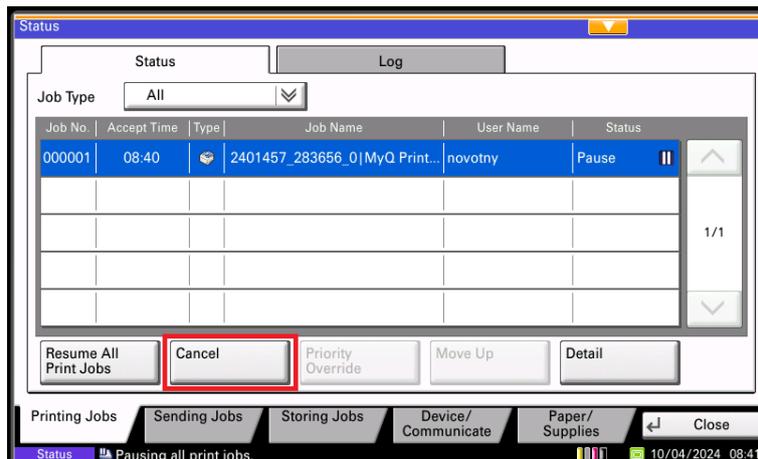
Once you select a job and press **Cancel**, a dialogue box will be opened asking you to confirm the cancellation of the job. Select **Yes** and the job is cancelled.

12.2 Discard Jobs on User Logout

In **Settings** → **Configuration profile** → **Terminal** tab → **Kyocera** section, the option Discard pending jobs on logout can be found, see more in Installation. This option allows for cancelling all jobs in progress during logout. For security reasons this option is enabled by default.

When this feature is enabled, the behavior for discarding jobs after logout is:

- **Device initiated logout** (automatic logout when *Copier operation panel idle time* is reached, or the user presses a logout button on the device or screen):
  - If there are still active jobs on the device, a special screen is displayed to inform the user about pending logout and allows them to select whether the pending jobs are to be printed or canceled.
  - If the user doesn't interact, this screen is displayed until all jobs are printed, then the user is logged out and the MyQ login screen is displayed.
- **Manual logout by MyQ logout button**:
  - A popup message reading *If you log out now, all pending jobs will be discarded. Do you really want to logout? Yes/No* is displayed. A 10-second countdown is displayed and after 10 seconds the popup automatically forces the **Yes** option, logs out the user, and discards pending jobs.
- **Manual logout by swiping ID card**:
  - Logs out the user and cancels all jobs immediately.
- **Logout with the MyQ Mobile Client**:
  - Logs out the user and cancels all jobs immediately.
- **Paper jam/Out of paper/Device error**:
  - When a paper jam, out-of-paper, or other error occurs on the device, the user is not automatically logged out until the issue is resolved. The user can still access the MyQ home screen from the system menu and logout using the terminal logout button or by swiping their ID card, in these cases, the action is completed according to each logout method as described above.
  - Logout is automatically initiated when the Event Action *Log out user* is configured on the server, and pending jobs are canceled.

⚠️ **Limitations**:
- All jobs will be canceled including jobs from other users.
- The device spool jobs are not affected (discarded).
- This functionality is not supported in offline mode.

13 Business Contacts

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