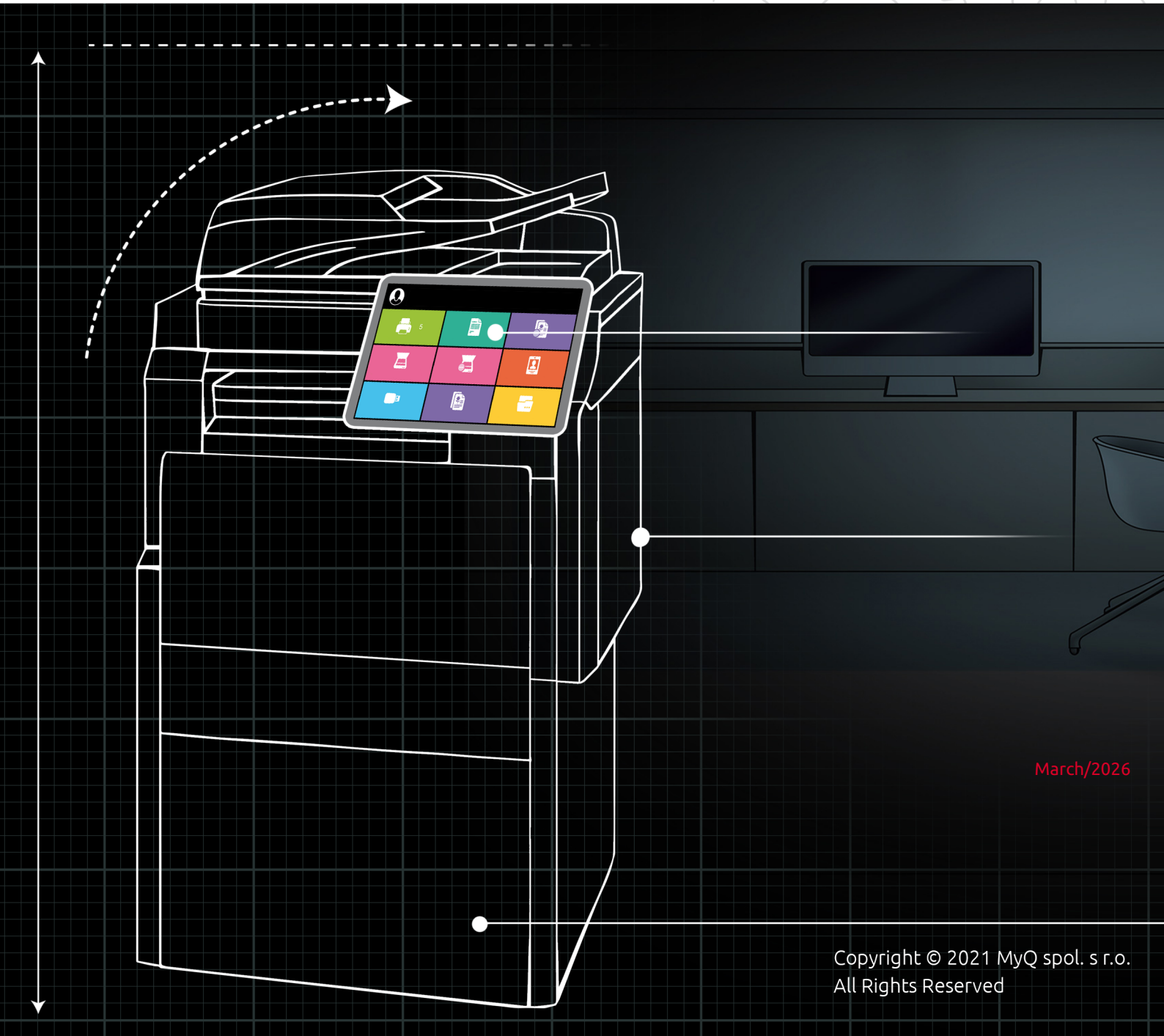
Xerox Embedded 10.2



March/2026

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MyQ Xerox Embedded Terminal 10.2 RTM

This guide contains information about the Xerox platforms EIP 3.7+.

The MyQ Xerox Embedded terminal is a web-based embedded terminal. No applications are running directly on the printing device, all files are saved in the MyQ directory, and the device exchanges data with MyQ using XML. Web terminals are based on HTML, CSS, XML, and JavaScript languages and communicate via HTTP or HTTPS.

This release does not contain all 10.2 Terminal features, only the features described in the manual are supported. New features will be added with future releases.

All changes compared to the previous version are listed in the **release notes**.

1 Supported Printing Devices

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

Model Name	EIP	Color/B&W	Device Type
VersaLink B7025	3.7	B&W	Multifunction printer
VersaLink B7030	3.7	B&W	Multifunction printer
VersaLink B7035	3.7	B&W	Multifunction printer
VersaLink B405	3.7	B&W	Multifunction printer
VersaLink B415	3.7	B&W	Multifunction printer
Versalink C405DN	3.7	Color	Multifunction printer
Versalink C7025	3.7	Color	Multifunction printer
VersaLink C7030	3.7	Color	Multifunction printer
Versalink B605	3.7	B&W	Multifunction printer
Versalink B615	3.7	B&W	Multifunction printer
Versalink C7020	3.7	Color	Multifunction printer

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

2 Installation

Here you can find the installation steps for the Xerox (EIP 3.7, 4.0, and 5.1+) embedded terminal.

Additional information about steps required before the installation, additional configuration needed based on the EIP version is available in Installation Prerequisites and Requirements.

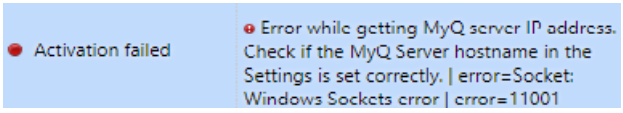
> It is strongly recommended to reset the printing device to its default factory state before proceeding with the installation, to ensure that no conflicting settings are in effect. After the reset, make sure that the correct time and date are set in the device.

2.1 Remote Installation via Printer Discovery

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

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

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



To remotely install the MyQ Xerox embedded terminal:

1. Follow the instructions in the MyQ Print Server guide to create and configure a Printer Discovery.
2. Then, you should create a configuration profile to attach to your Printer Discovery.

2.2 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.

- Go to **MyQ, Printers**. The printers overview tab opens.
- Right-click on a printer and select **Set configuration profile**. The set configuration profile window opens.

- Select a configuration profile from the drop-down.
- Click **OK**. The profile is added to the properties. You can check it when you right-click the printer and select **Properties**.
- Right-click the printer and select **Activate**.

Limitations

- After remote setup or restart, the first login on the AltaLink machines could end up in the native menu, instead of MyQ. Other subsequent logins end up correctly in the MyQ X Top Menu.

2.3 Installation Prerequisites and Requirements

2.3.1 Requirements

- .NET 8 or newer needs to be installed on the MyQ Print server.
- The latest firmware needs to be installed on the printing device.
- The Server has to have a fully qualified domain name.
- The printing device and server must be set to the same time and the correct timezone to avoid issues with the Scan to Me functionality.
- Devices must have EIP 3.7+
- MyQ Xerox Embedded terminal 10.2 is supported on MyQ Print server 10.2+.
- SNMPv3 recommended

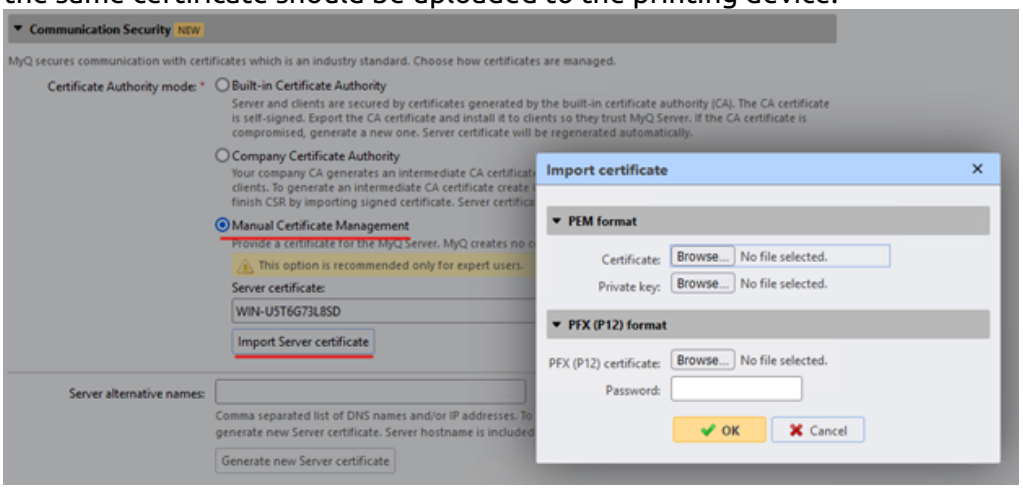
For information about communication protocols and ports, check the MyQ Print Server guide.

2.3.2 Prerequisites

Certificate Requirements

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

b. Or it is possible to use custom certificates. In the **Communication Security** section, set **Manual Certificate Management** and import your certificates, the same certificate should be uploaded to the printing device.

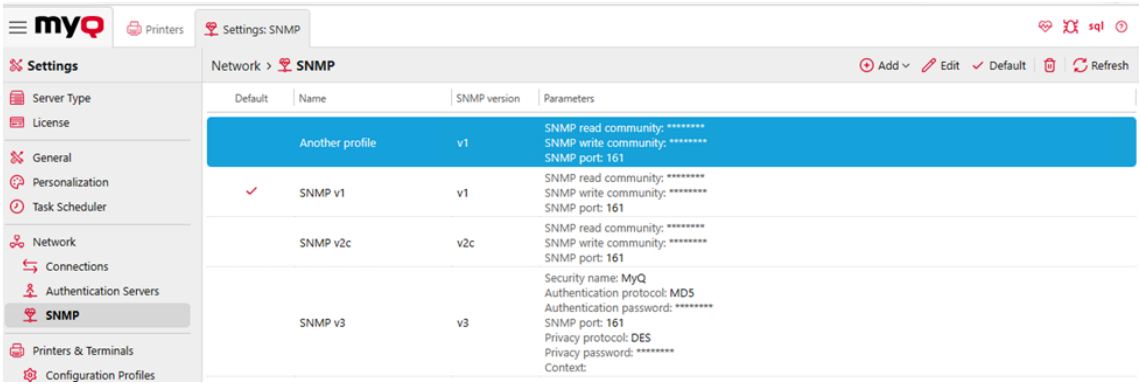


3. Install the MyQ Xerox embedded package to the server in **MyQ, Settings > Printers & Terminals**.

SNMP Settings

For correct installation, it is required to configure SNMP on the MyQ server and in the device web UI. The same values have to be used on the server and on the device. It is recommended to use **SNMP v3,** as this setting is more secure and reliable. But it is also possible to use other versions of SNMP.

Go to the MyQ web administrator interface, in **MyQ > Settings > Network > SNMP** to configure SNMP on your MyQ server.

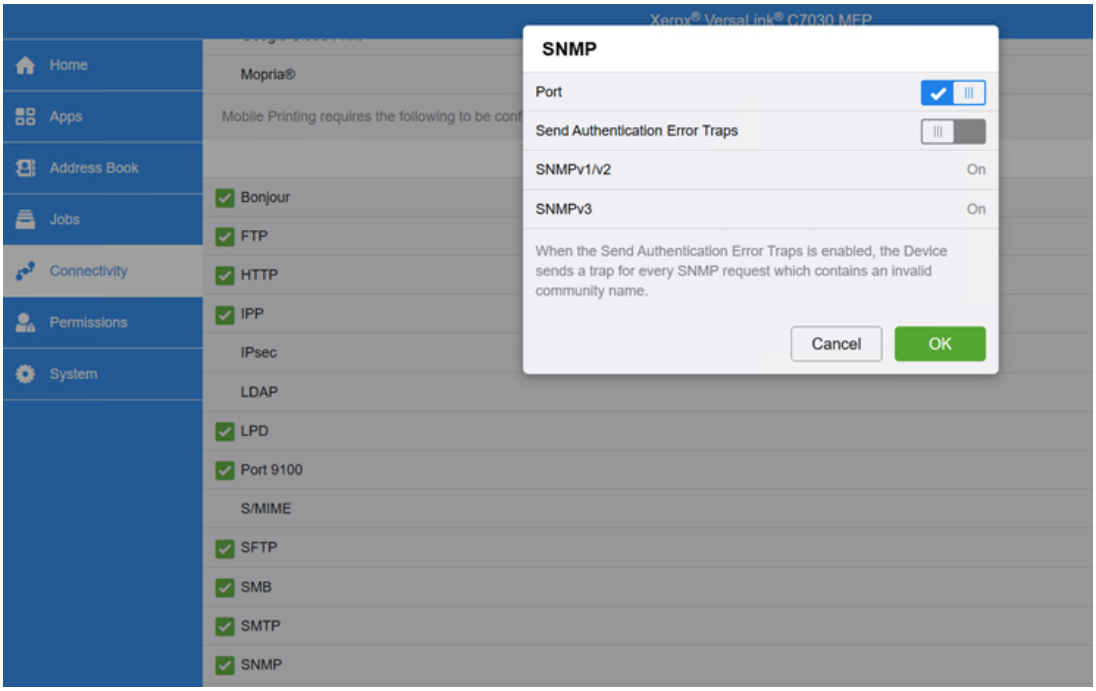


If SNMP v2c is used, SNMP read and write community has to be set to the values which are already used in the machines. The default for Xerox machines is **public** for read and **private** for write.

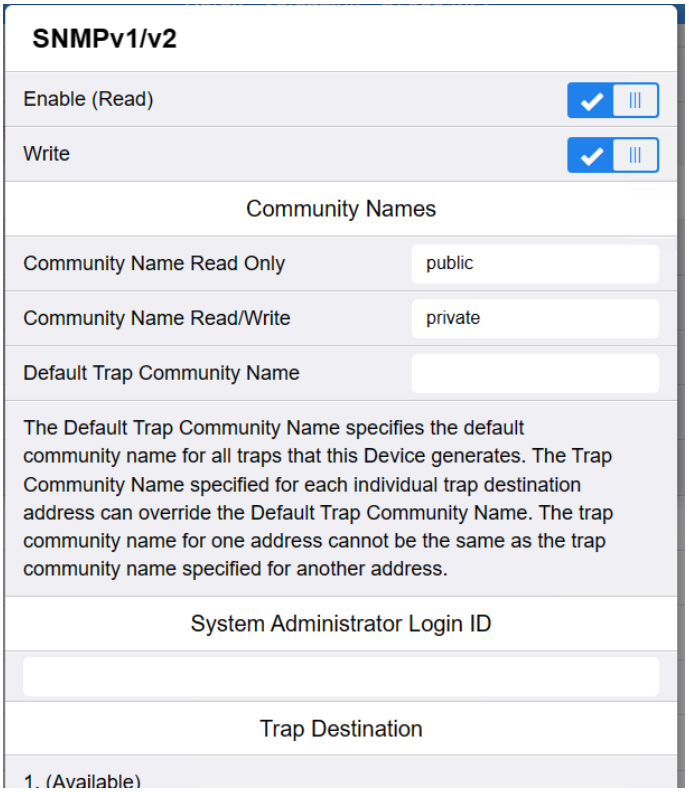
If SNMP v3 is used, the configuration on the server side has to be the same as the configuration on the device.

SNMP on Xerox EIP 3.7

To set up SNMP on **EIP 3.7** devices, go to the **device web UI > Connectivity > SNMP**.



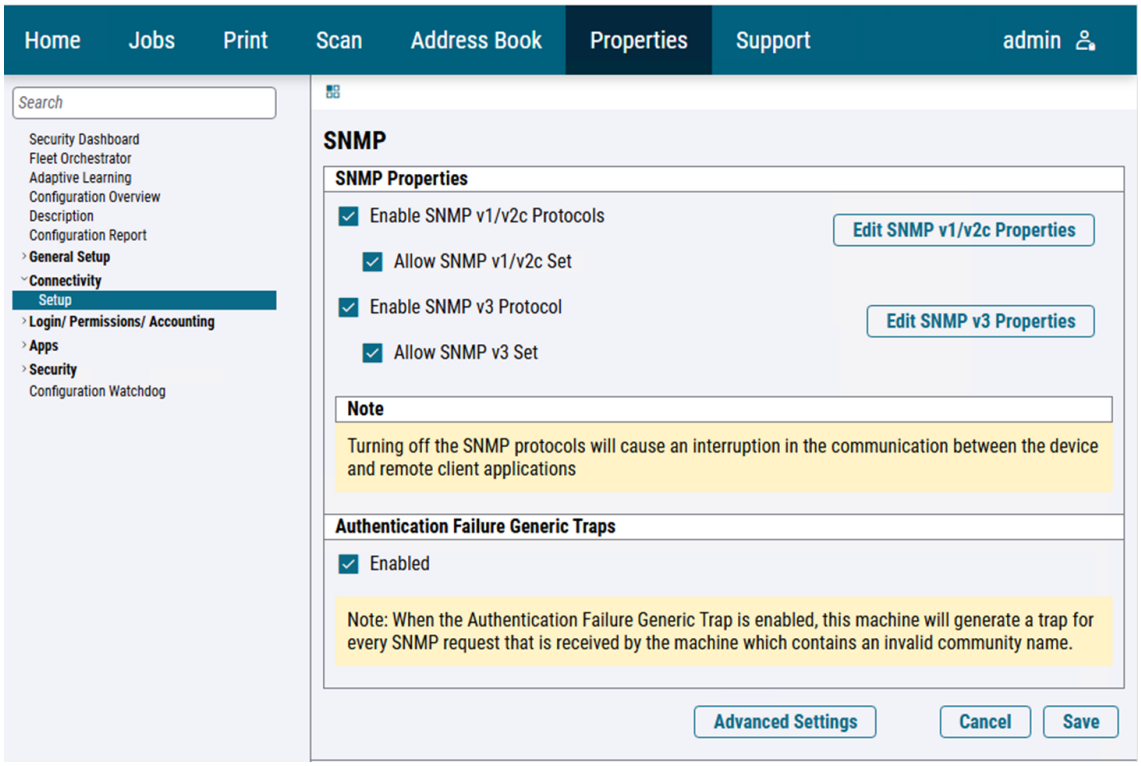
If SNMP v1/v2 is used, Community Name Read Only has to be set to **public** and Community Name Read/Write has to be set to **private**.



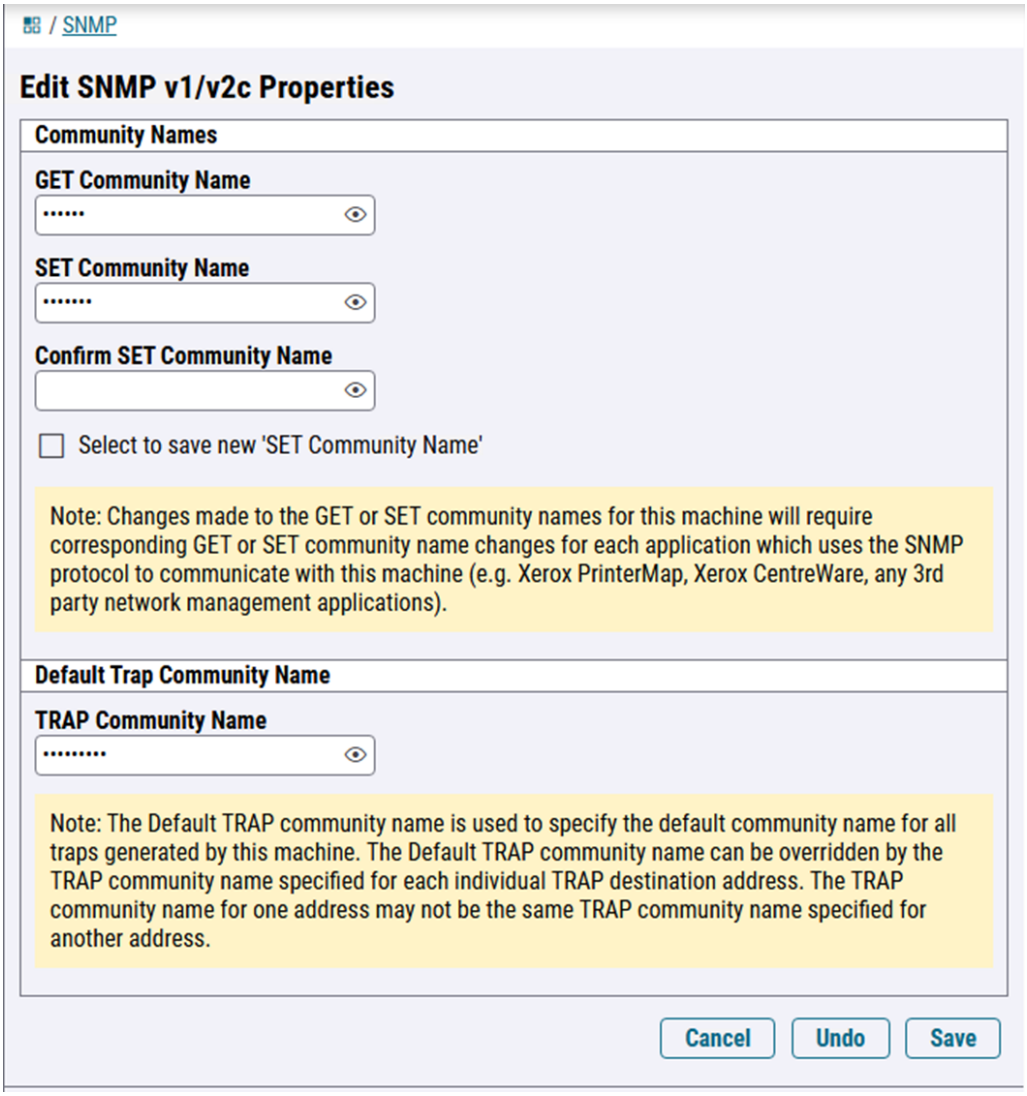
If SNMP v3 is used, the configuration on the server side has to be the same as the configuration on the device.

SNMP on Xerox EIP 4.0/5.1

To set up SNMP on **EIP 4.0** or **EIP 5.1** devices, go to the **device web UI > Properties > Connectivity > Setup > SNMP**.



If SNMP v1/v2 is used, GET Community Name has to be set to **public** and SET Community Name and Confirm SET Community Name has to be set to **private**.



If SNMP v3 is used, the configuration on the server side has to be the same as the configuration on the device.

2.4 Configuration on the Device Web UI

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

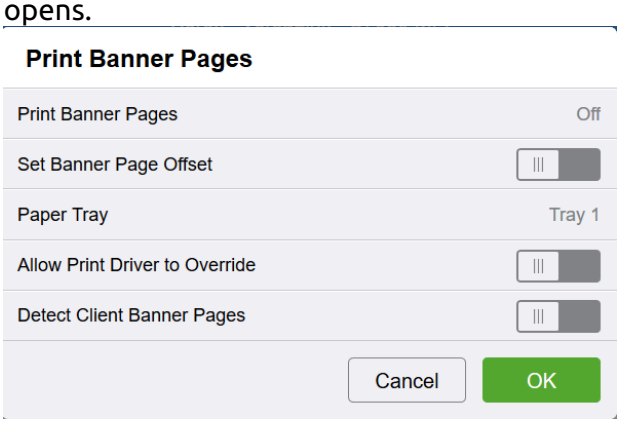
Adding the server's SMTP address must also be done manually.

2.4.1 Xerox EIP 3.7

Disable Settings

1. Log in as an admin to the device's Web UI.
2. Click **System** in the left panel.

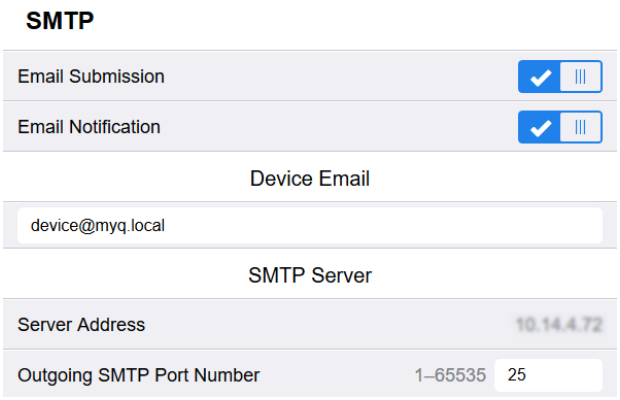
3. Click the **Defaults and Policies** icon in the right panel. A pop-up with the same name opens.
4. In the **Printer** section, click **Print Banner Pages**. A pop-up with the same name opens.



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

Add SMTP Settings

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

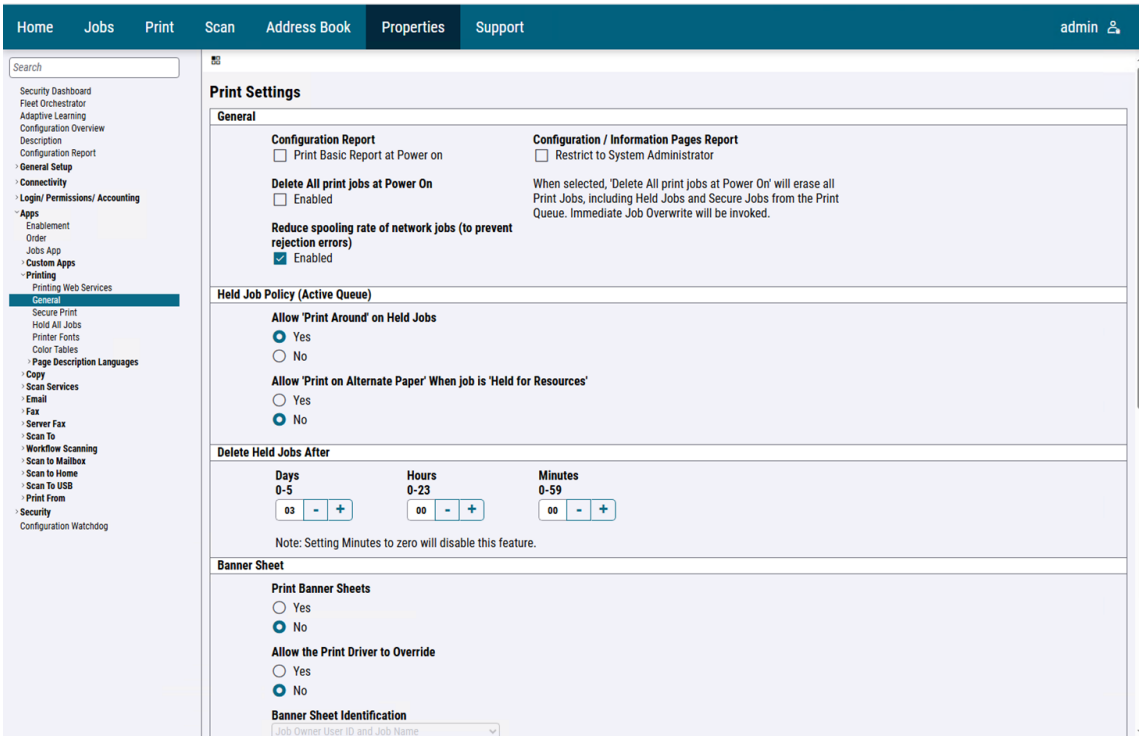


4. Set a **Device Email**, a **Server Address**, and an **Outgoing SMTP Port Number**. The last one is standard *25*.
5. If needed, set **Connection Security** and/or the **Outgoing SMTP** authentication for more security.
6. Click **OK**.

2.4.2 Xerox EIP 4.0/5.1

Disable Settings

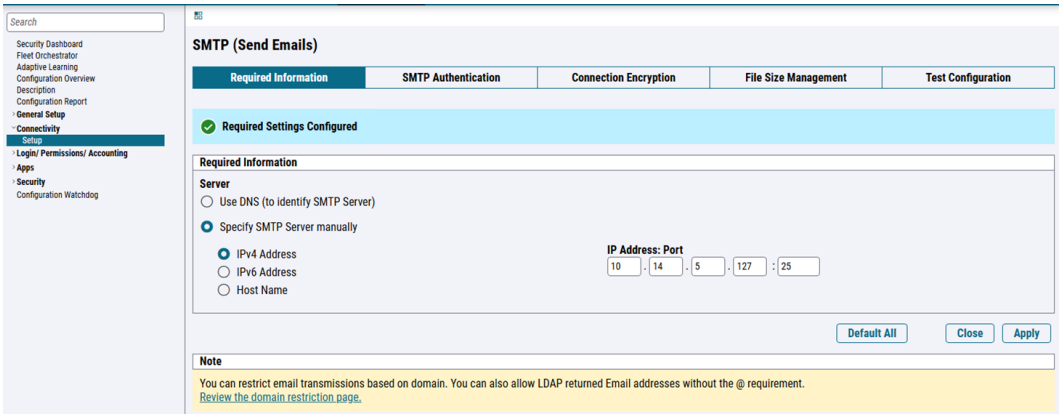
1. Login to the Web UI of the terminal as an admin.
2. Click **Properties**.
3. In the left panel click **Apps - Printing - General**.
4. In the right panel, in the **Banner Sheet** section, set both **Print Banner Sheets** and **Allow the Print Driver to Override** to *No*.



Add SMTP Settings

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

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



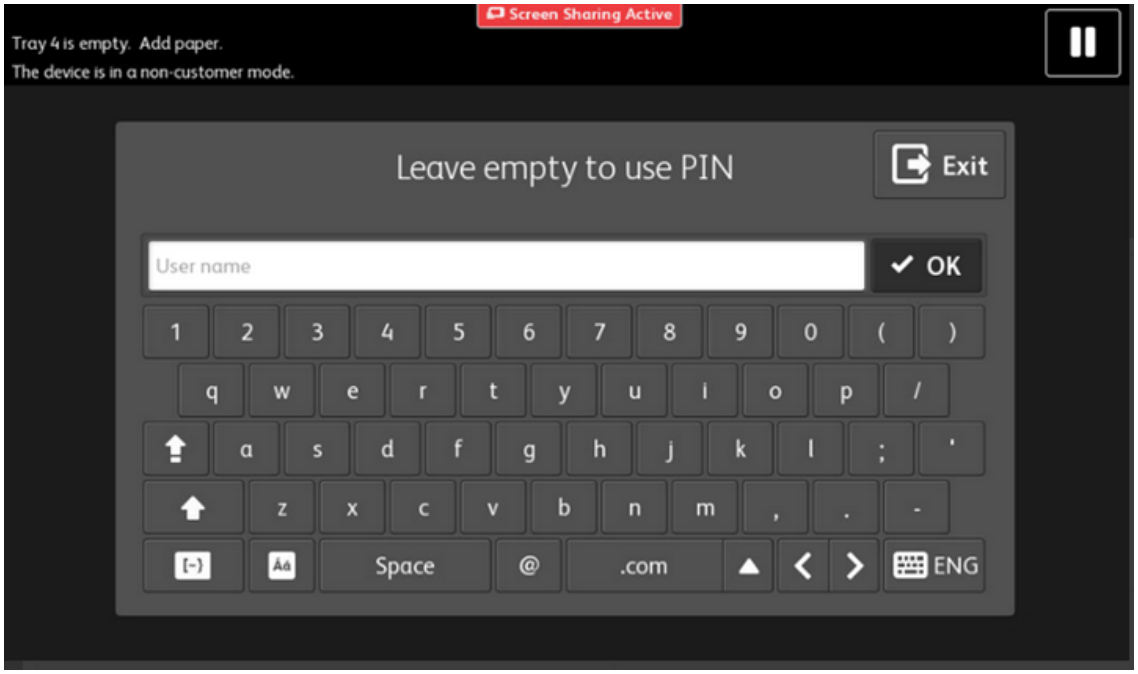
5. Fill out the information under the **Required information** and **SMTP Authentication** tab.
6. Click **Test Configuration**.
7. Type an email address, then click **Send email** to test your settings.
8. Click **Apply** to save the settings.

2.5 Changing Login Methods

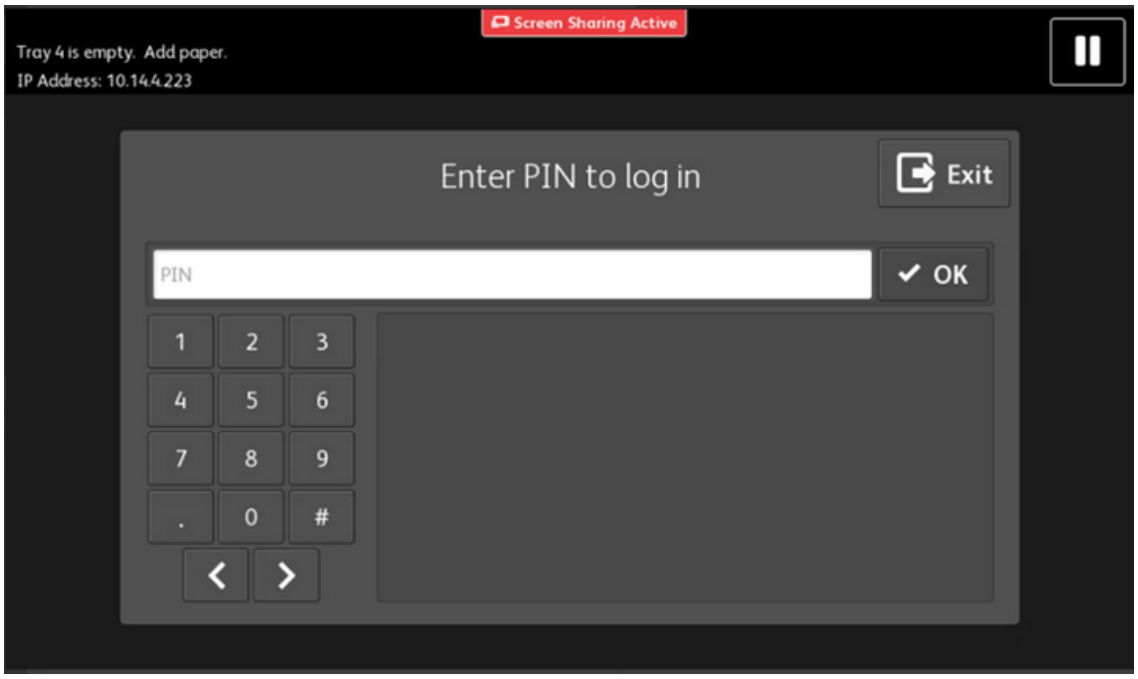
If you want to change login methods after the installation, you need to edit the configuration profile and reactivate your printer(s).

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

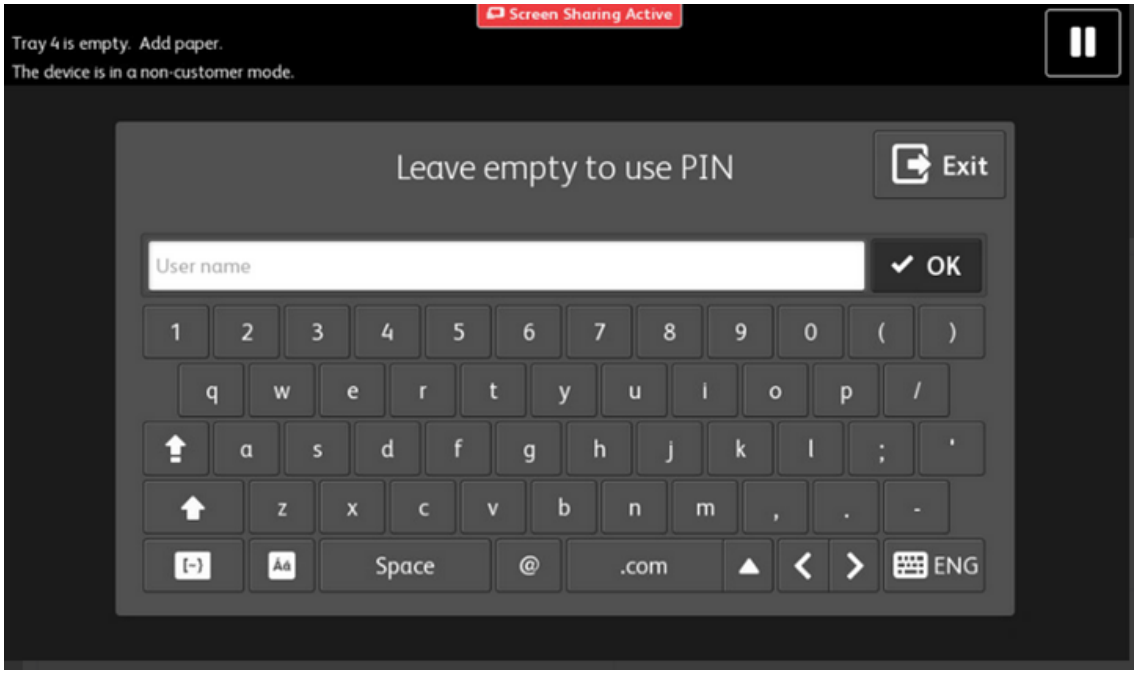
When using the PIN login method, leave the User name empty, and tap **OK**:



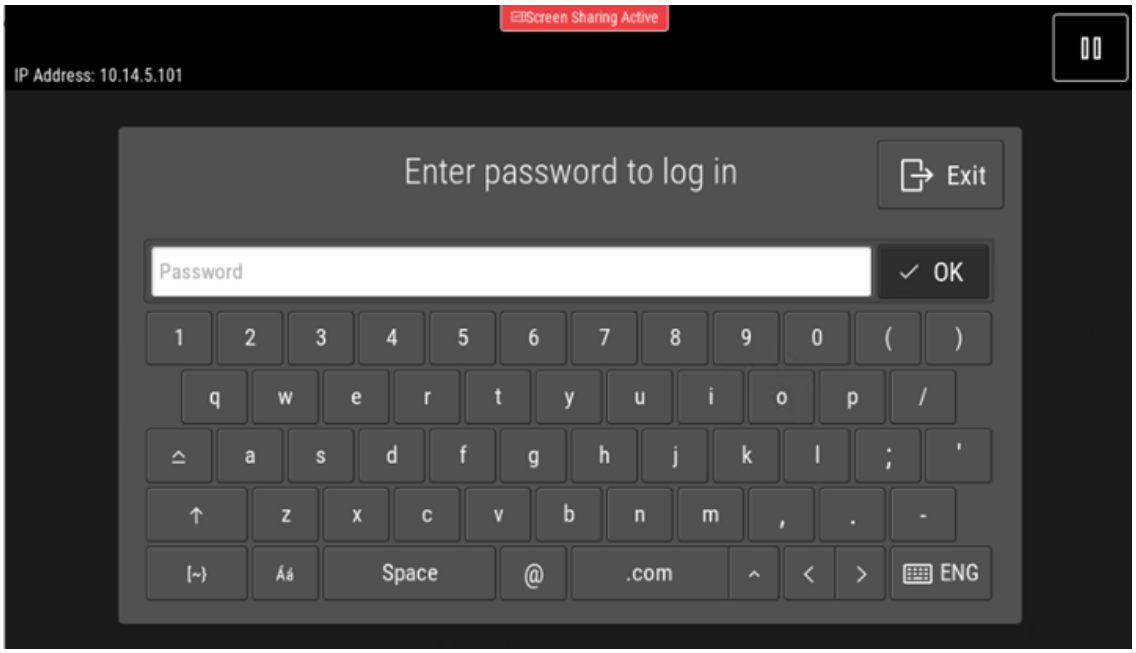
On the next screen, enter the PIN, and tap **OK**:



When using the Username + Password login method, enter the User name and tap **OK**:



On the next screen, enter the Password, and tap **OK**:



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 on the Terminal tab in the pane to the right.

3. Click **Save**. A pop-up window tells you that you need to activate the printers again.
4. Click **OK** if you want to re-activate all the printers connected to this profile or click **Skip** if you only want to change the settings for specific printers.
5. If you chose to skip, go to **MyQ, Printers** to open the **Printers** overview. Select the printer(s) to change, right-click and select **Activate**.
6. Restart the printing device(s).

2.6 Selecting Languages

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

2.6.1 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*.

2.6.2 User's Language

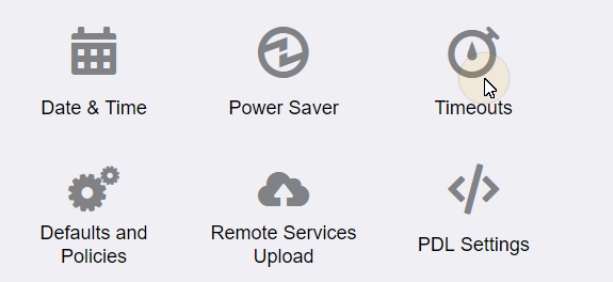
You can set different languages for users by editing their properties panels on the **Users** main tab. These languages are then used on their user sessions on the embedded terminal. For more information, see *Editing user accounts* in the *MyQ Print Server guide*.

2.7 Setting Idle Logout Time

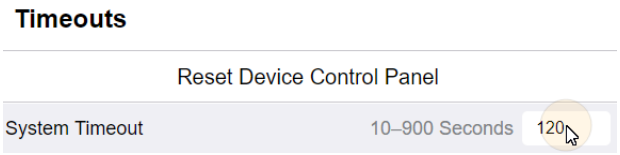
The idle logout period can be changed on the device Web UI. The time before the logout depends on the **Touch User Interface System Timeout** setting on the printing device's web user interface. Every touch of the device touch panel display prolongs this timeout.

2.7.1 Xerox EIP 3.7

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

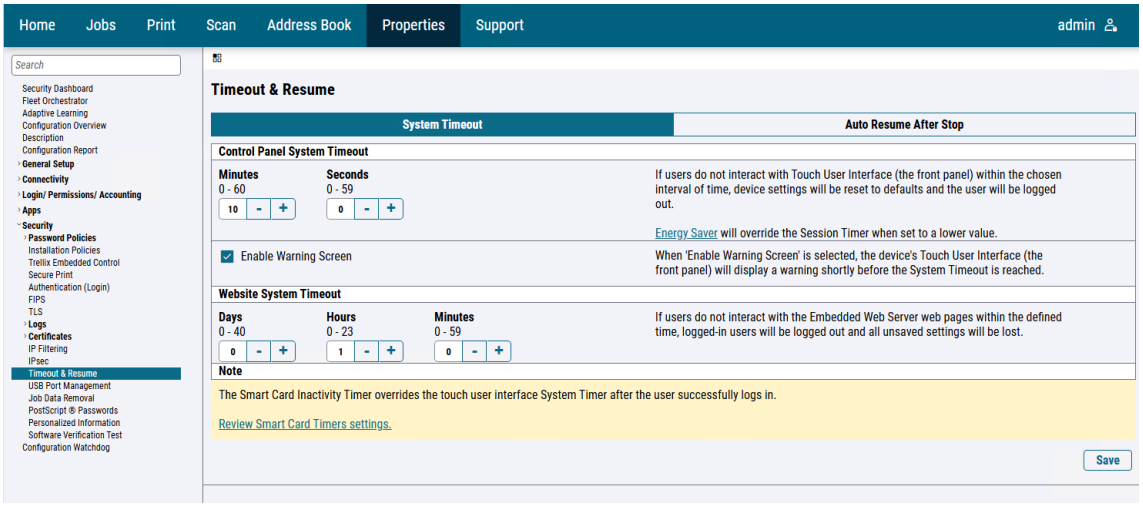


3. Under **Reset Device Control Panel**, set **System Timeout** to the preferred value (between 10 and 900 seconds), and click **OK**.



2.7.2 Xerox EIP 4.0/5.1

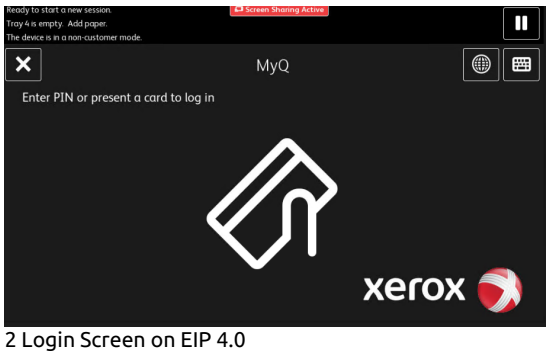
1. Log on to the printing device's web user interface as an administrator.
2. Open the **Properties** tab and select **Security**>**Timeout & Resume** on the left-hand panel.
3. Enter the desired timeouts and click **Save**.



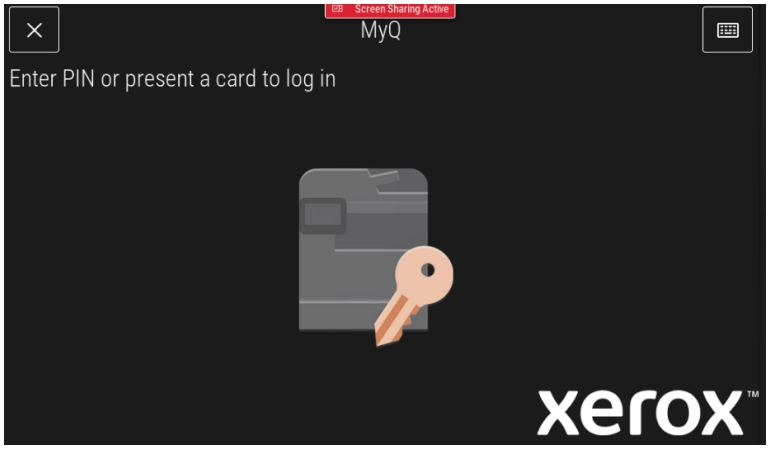
2.8 Logging in to the Embedded Terminal

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

1 Login Screen on EIP 3.7



2 Login Screen on EIP 4.0

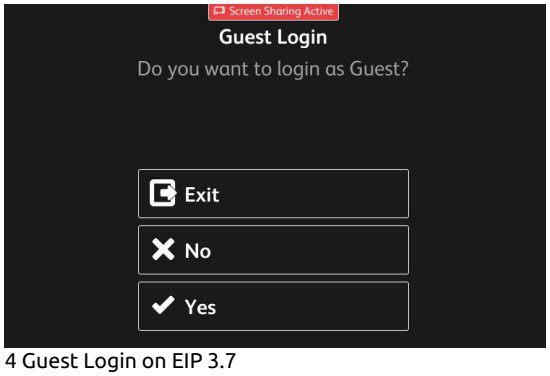


3 Login Screen on EIP 5.1

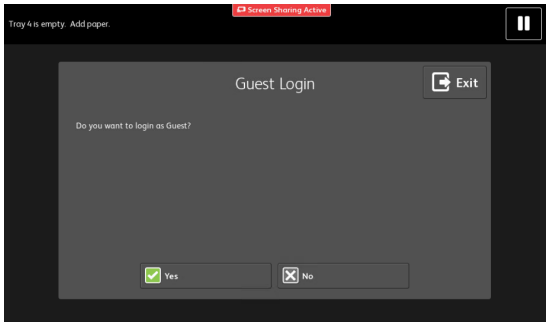
Once logged in, the users are redirected to the MyQ screen of the MyQ embedded terminal, where they can access all the embedded terminal features.

2.8.1 Guest Login

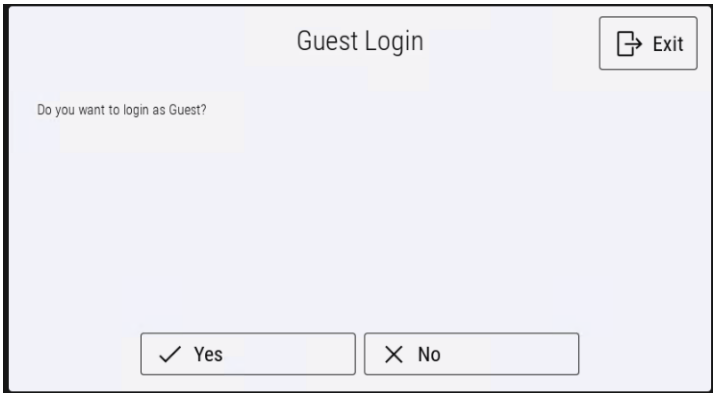
If the guest login is enabled in the configuration profile, a pop-up for guest login appears when pressing the keyboard icon in the top right corner.



4 Guest Login on EIP 3.7



5 Guest Login on EIP 4.0



6 Guest Login on EIP 5.0

This method is not available if the ID card is the only login method enabled or if two-factor authentication is enabled. After a guest logs in they are always navigated to the Top Menu

2.8.2 Limitations

QR Code Login: Showing the QR code on the login screen is not supported, but users can still use it to log in. Users can scan QR codes from a different source (a printed QR code generated on the server, for example) and log in.

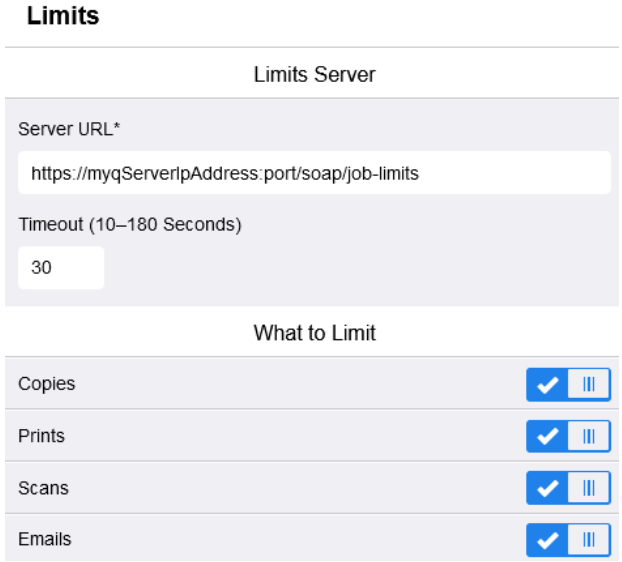
2.9 Troubleshooting

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

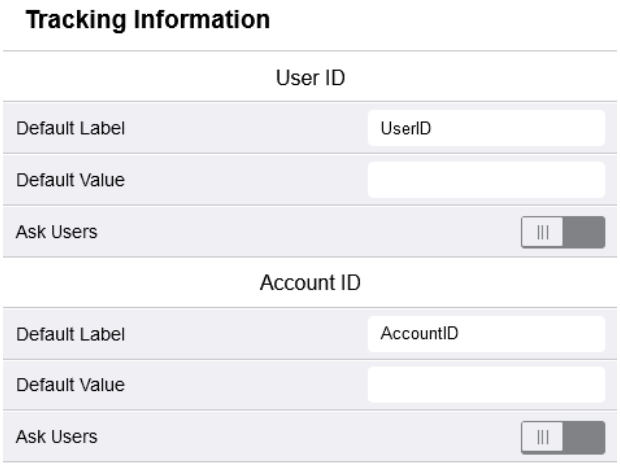
2.9.1 Xerox EIP 3.7:

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

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



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



2.9.2 Xerox EIP 4.0/5.1:

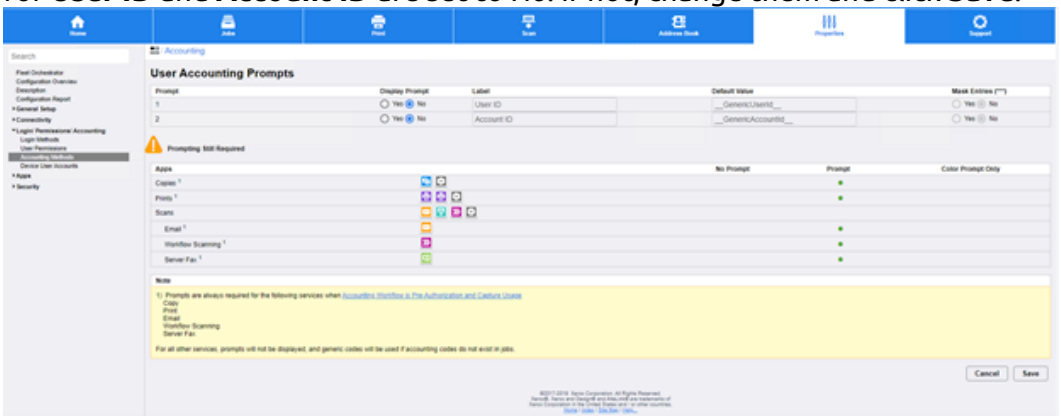
In the device Web UI, go to **Properties > Login/Permissions/Accounting > Accounting methods**.

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

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

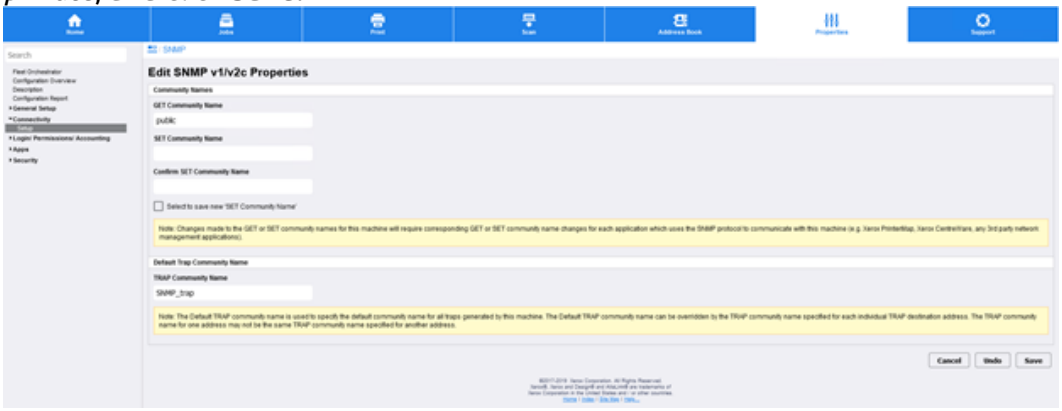
- Under **Job Limits Server**, type the **Server URL** in the following format:
https://myqServerIpAddress:port/soap/job-limits
Replace *myqServerIpAddress* and *port* with the real values that correspond to the MyQ server IP address and the Terminal Package port.

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



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

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



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

2.10 Update and Uninstallation

2.10.1 Updating the Terminal

Updating terminals is identical to installing new terminals. You need to delete the old package and install the newer installation package (**.pkg*), which can be done using

the **Replace** function. The older version of the MyQ Embedded terminal is automatically updated and all its settings are kept.

To update the Embedded terminal:

1. Open the **Printers** settings tab (**MyQ > Settings > Printers**)
2. On the tab under **Terminal packages** > **Replace** the old Embedded terminal package and **Add** the new one.
3. Open the **Printers** main tab (**MyQ > Printers**).
4. Reactivate all the devices.

2.10.2 Uninstalling the Terminal

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

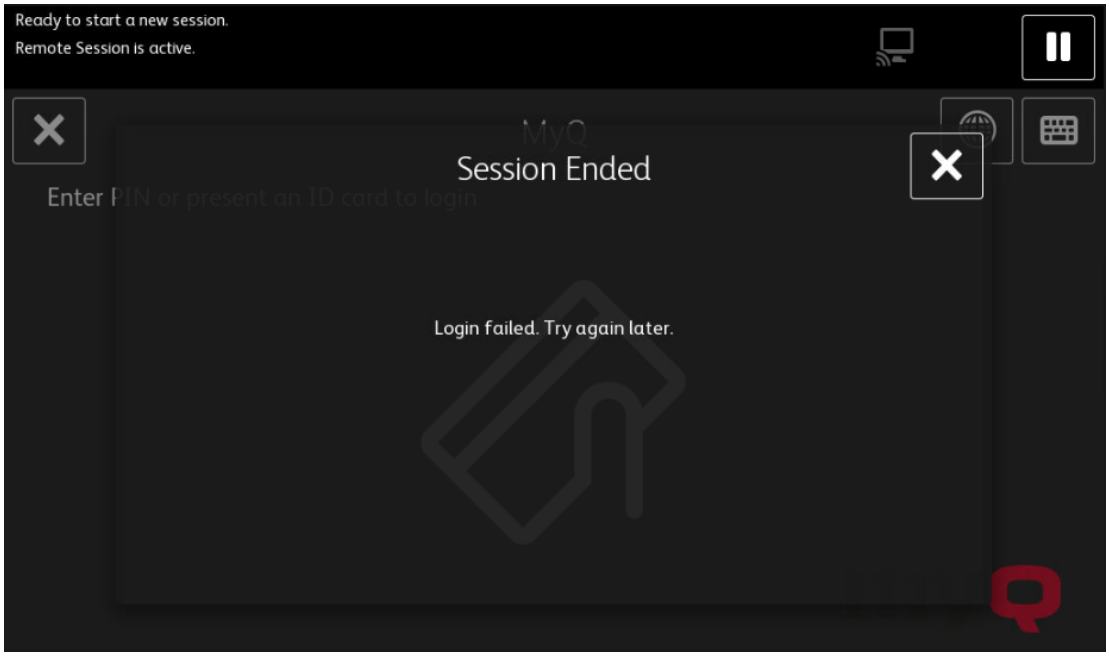
To remotely uninstall an embedded terminal from the MyQ Web administrator interface, follow the steps below. Before the uninstallation, make sure that the Xerox installation package is uploaded on the server and the Xerox service is running. For this option to work, however, it is required to set printer credentials to the printer properties in MyQ or to the configuration profile during the remote installation. It isn't possible to uninstall the Xerox embedded terminal without the credentials.

To 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.

3 Licenses

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



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

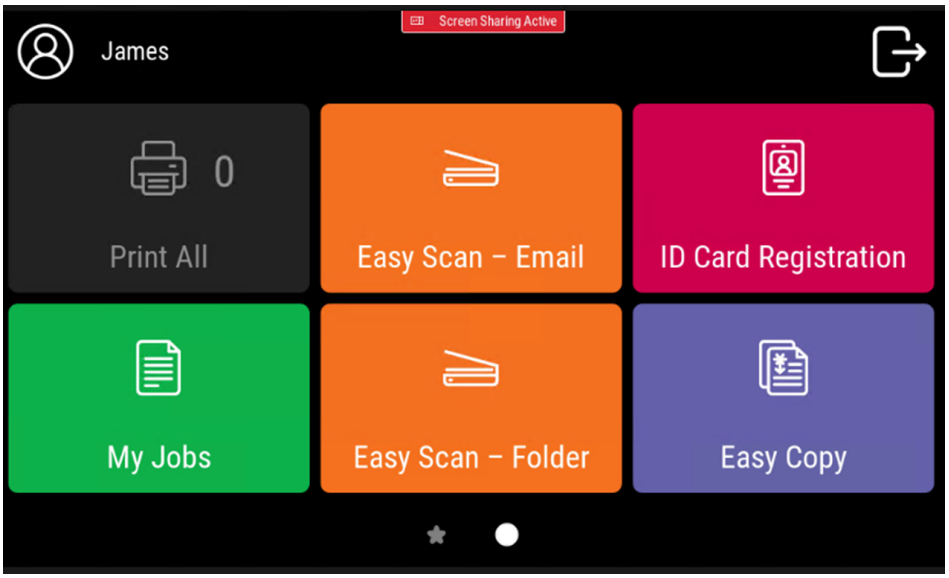
For information on how to add embedded terminal licenses, activate them, and extend the software assurance period, see *Licenses* in the *MyQ Print Server* guide.

4 Terminal Actions

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

The default terminal actions are:

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



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

- Easy Print
- Easy Fax
- Edit Account
- Application

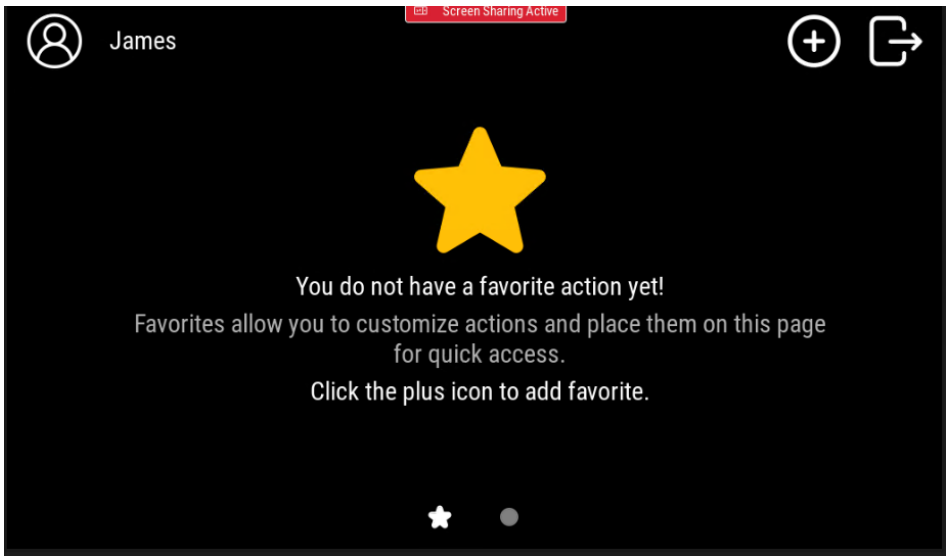
⚠ By default, there is no option in the terminal actions to unlock the native device panel, however, this option can be added in the MyQ Web UI in **Settings**>**Terminal Actions**>**Add Action** and selecting **Unlock Panel**. In addition, any user can press the device's **Home** button to navigate to the native panel - this feature cannot be disabled.

⚠ In third generation browsers it is not possible to swipe between the screens, however, the navigation bullet points at the bottom of the screen can be used instead.

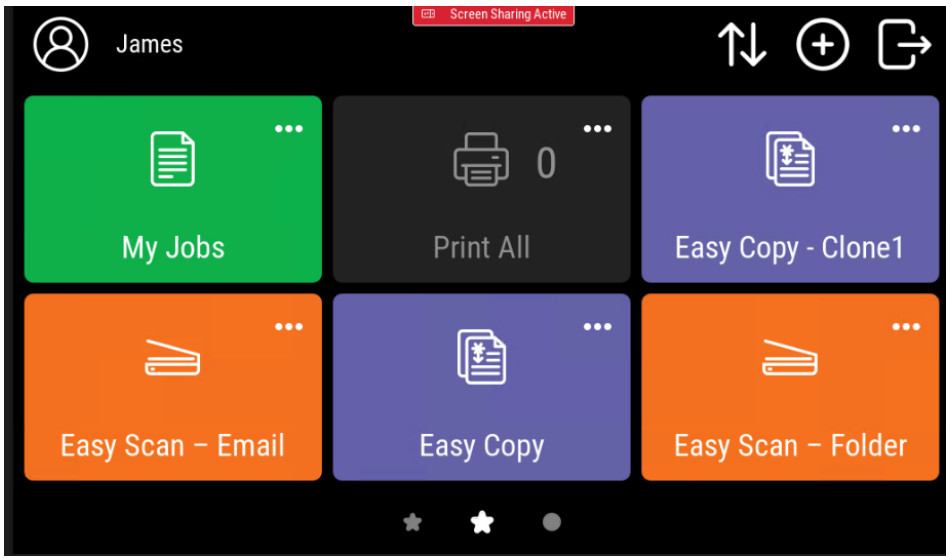
For information related to terminal action nodes management, check Terminal Actions Settings on the MyQ Print Server guide.

4.1 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.



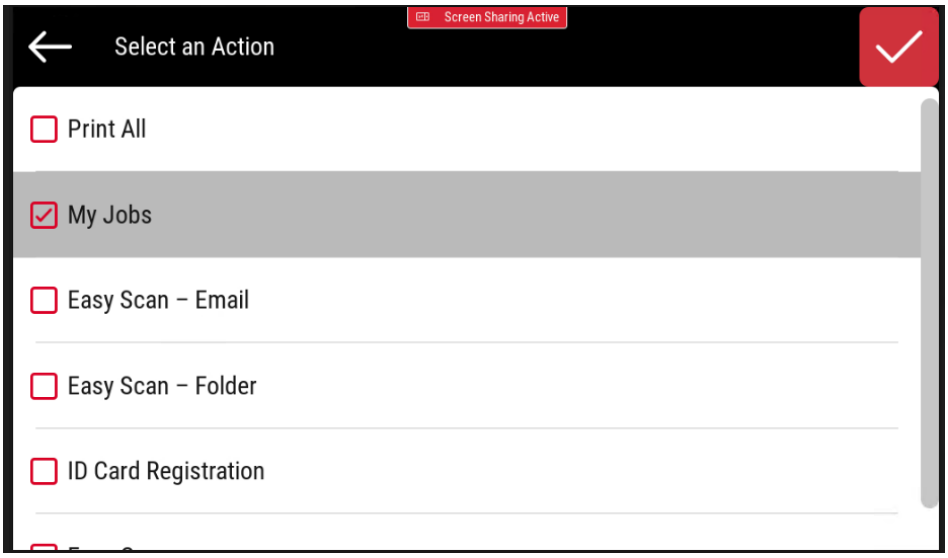
4.1.1 Add a Favorite Action

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

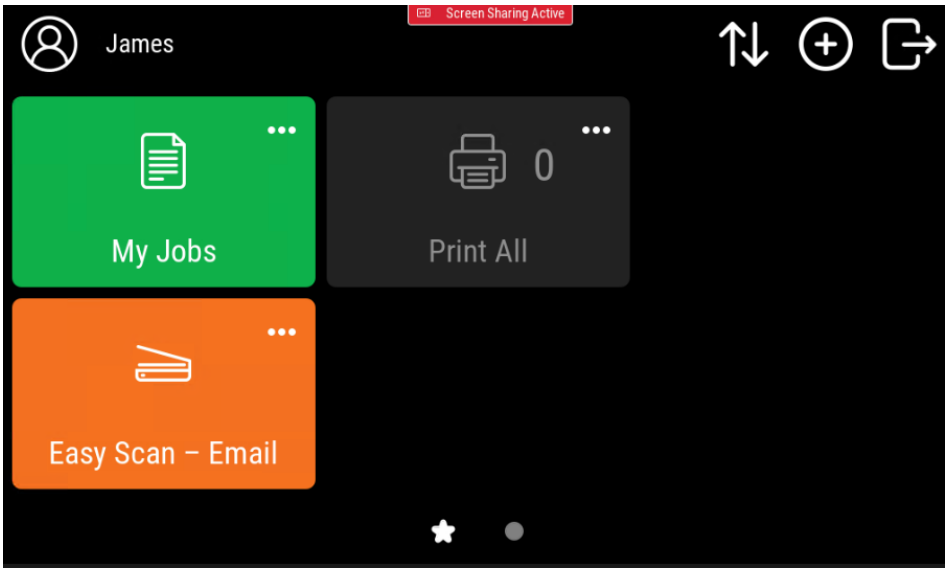
Only Easy Actions, Print All, My Jobs, and ID Card Registration can be added as Favorite Actions.

To add a favorite terminal action:

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



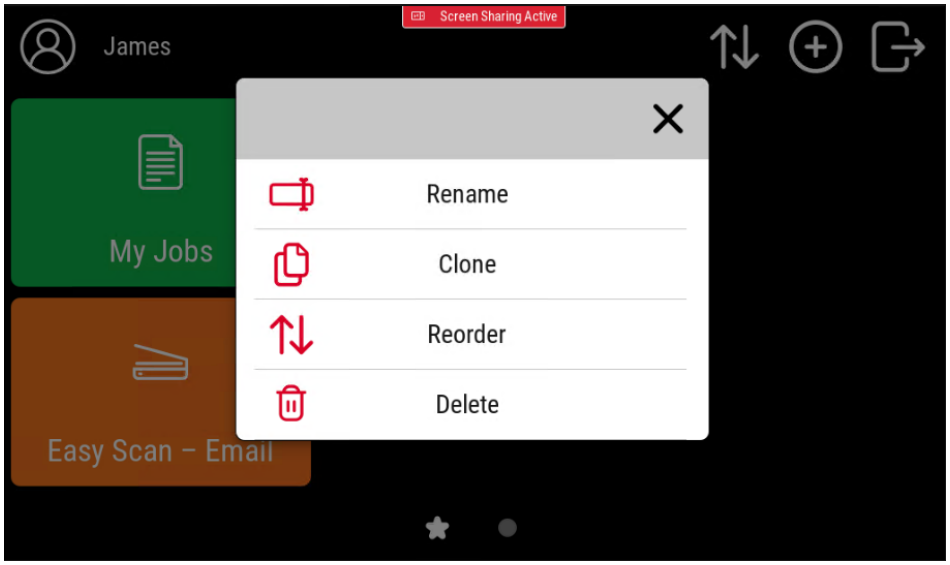
4. Your new favorite action is added to the favorites screen.



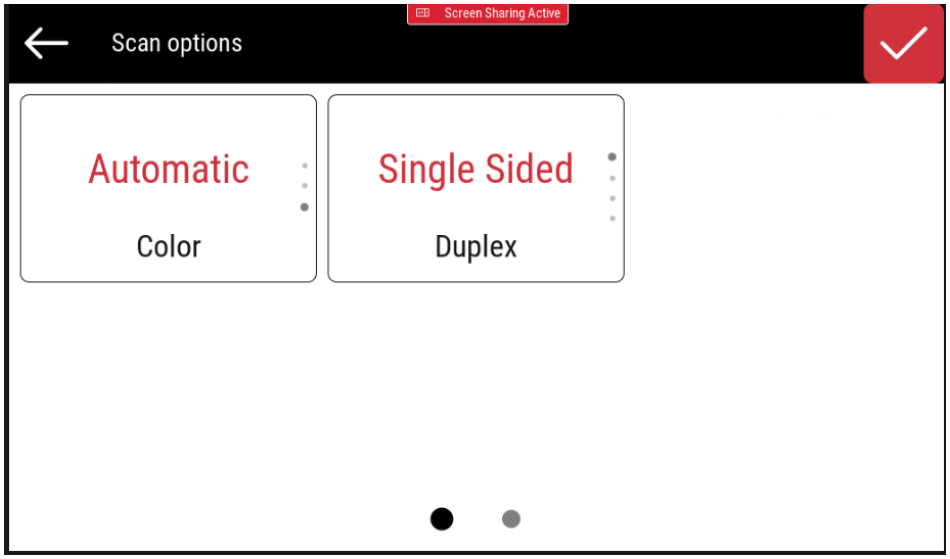
4.1.2 Edit a Favorite Action

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

You can edit the actions by tapping the action (three dots) menu on the action and then **Edit**. You then have the option to **Rename**, **Clone**, **Reorder**, or **Delete** the favorite action.



Easy Scan and **Easy Copy** favorite actions have an **Edit** option on this menu, which allows you to edit the scan or copy parameters.

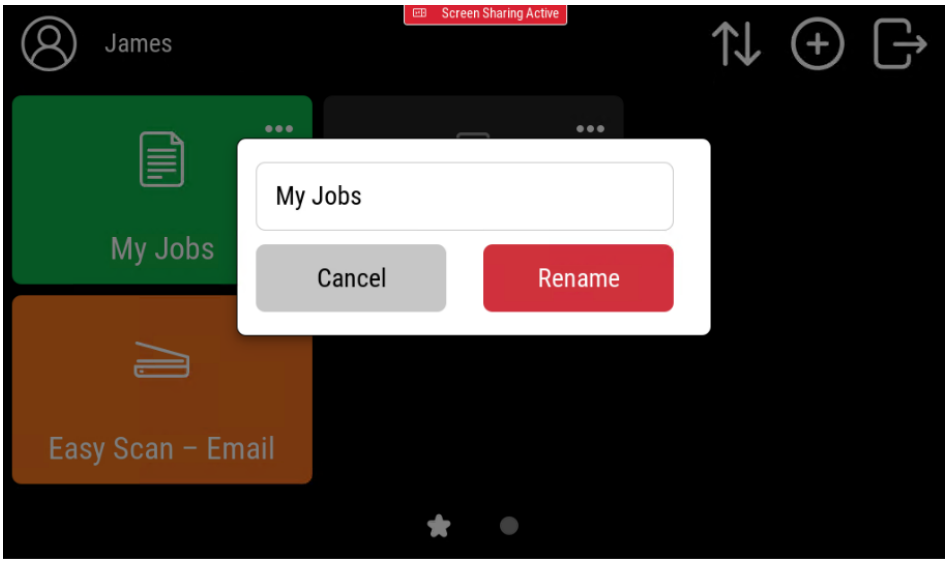


If a parameter of a particular action has been marked **Read Only** in the MyQ Web UI, that parameter will be visible but not editable in this menu.

4.1.3 Rename a Favorite Action

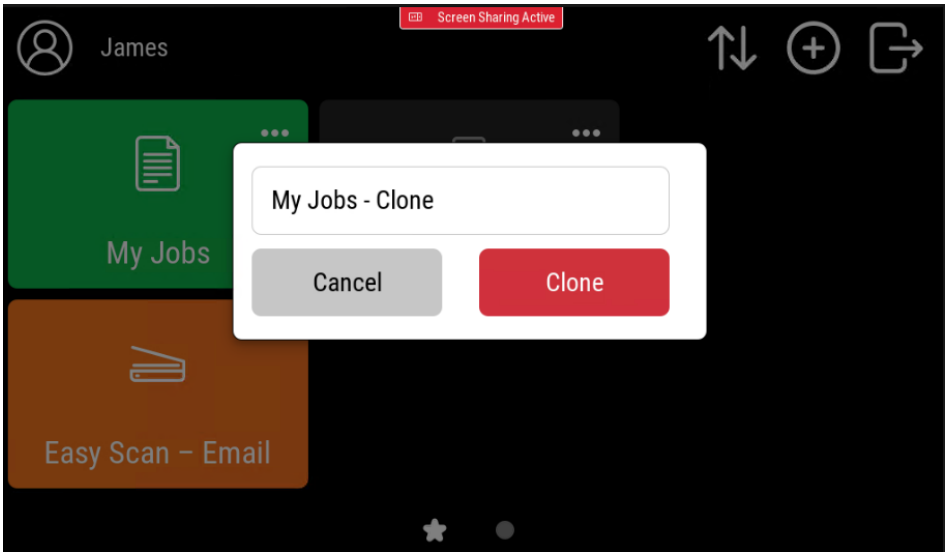
You can rename the actions by tapping the action menu on the action and then **Rename**.

Type in your new action name and save it.



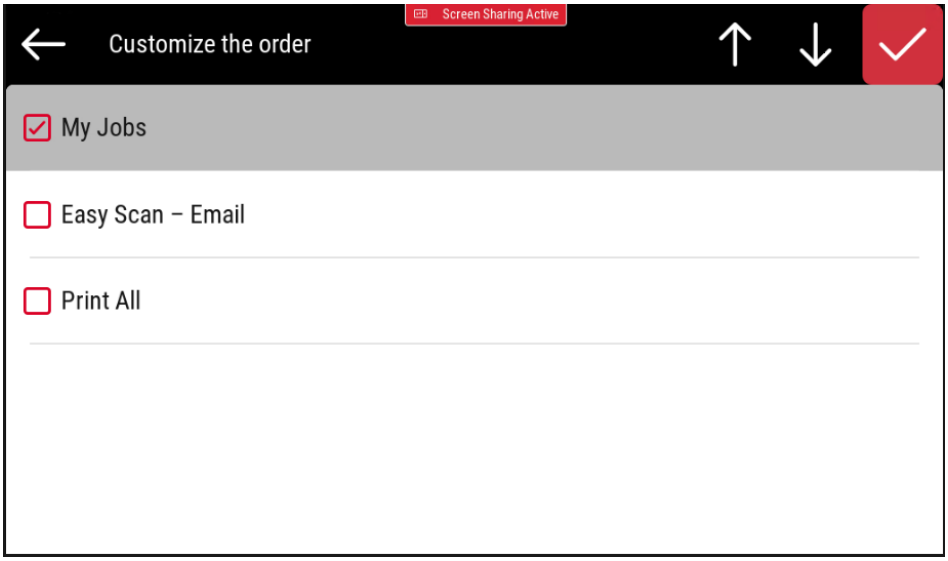
4.1.4 Clone a Favorite Action

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.



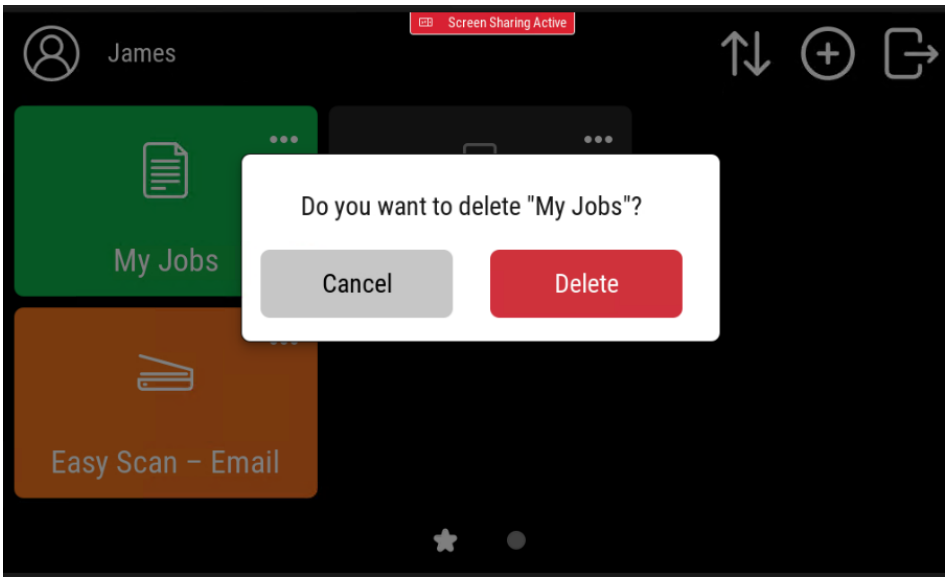
4.1.5 Reorder your Favorite Actions

To change the order in which the favorite actions appear, use the action menu on a favorite action and click **Reorder**. You can then use the up and down arrows to reorder the actions.



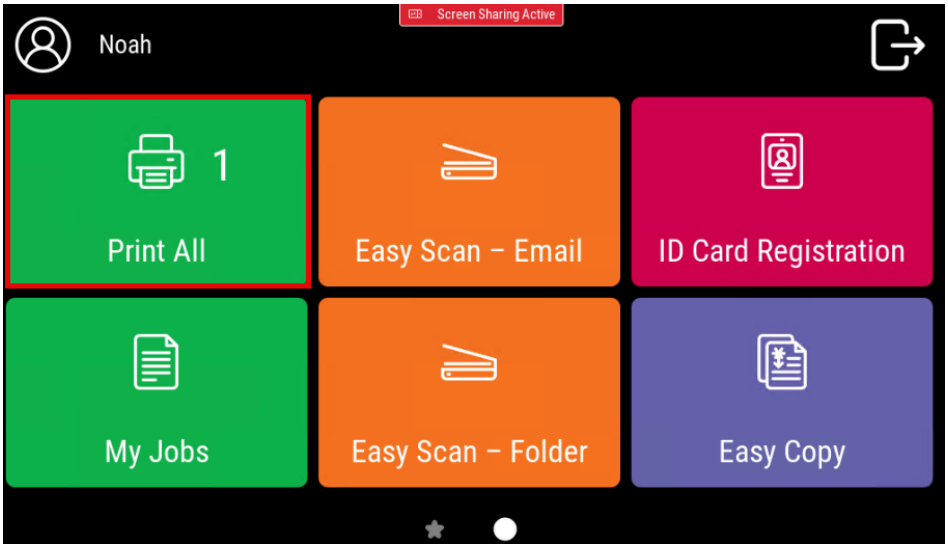
4.1.6 Delete a Favorite Action

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

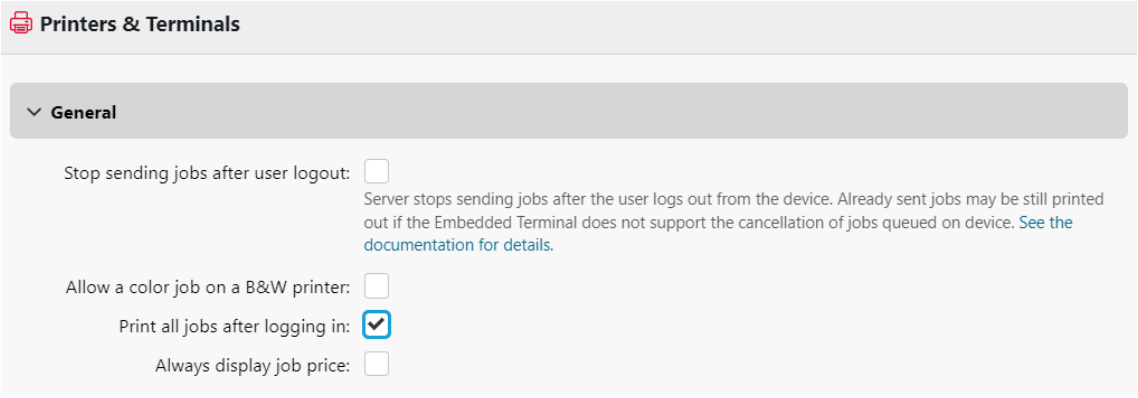


4.2 Print All

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



When the **Print after login** option is enabled on the Server (**Settings > Printers & Terminals > General**), all jobs from the **Ready** tab (newly spooled ones) are automatically printed as soon as the user successfully logs in.



> ⚠ If the **Print all jobs after logging in** option is enabled on the server, users cannot disable the feature on the embedded terminal before they log in.

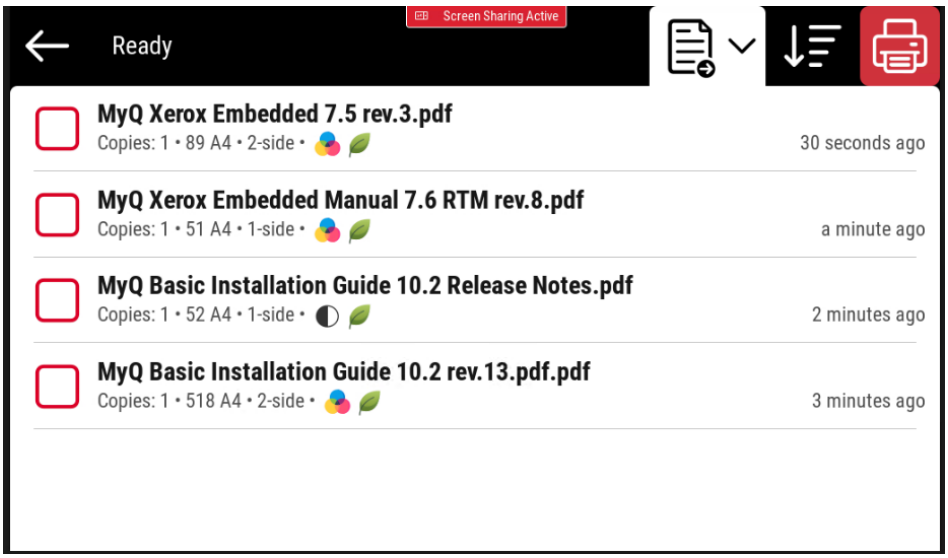
> ℹ When using Print All action with a large number of jobs on EIP 3.7, the function can be limited by the platform when using RAW protocol.

4.3 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.

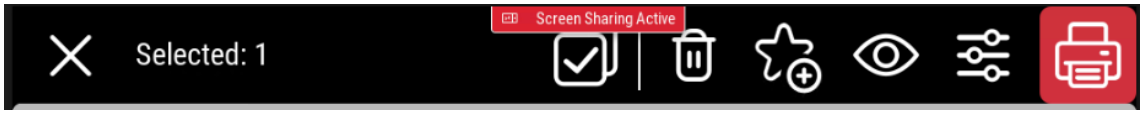
- **Ready jobs**: This is the initial tab of the **My Jobs** screen. It can be reopened by tapping the page icon at the upper-left corner of the screen. It contains jobs waiting in queue, ready to be printed.
- **Favorite jobs**: Favorite jobs can be displayed by tapping the **star** icon at the upper-left 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.



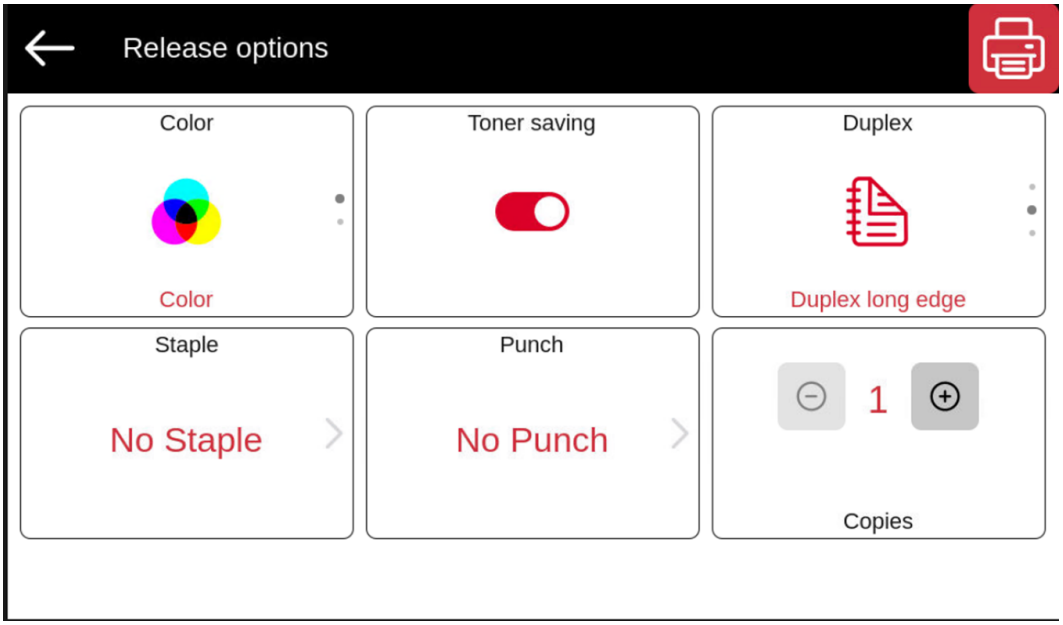
4.3.1 Managing Jobs on the My Jobs Screen

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



On the bar, you can select from the following options (from left to right:

- **Select All**: Tap to select all jobs.
- **Delete**: Tap the bin icon to delete the selected jobs
- **Add to favorites**: Tap the star-plus icon to add the selected jobs to your favorites (Visible on the Ready jobs tab and on the Printed jobs tab).
- **Delete from favorites**: Tap the star-minus icon to delete the selected jobs from your favorites (Visible on the Favorite jobs tab).
- **Job Preview**: Tap to enter **Job Preview**.
- **Alter Parameters**: Tap to change the **Release options**. In the dialog box, depending on the permissions given by the administrator, the user can select between color or B/W, simplex/duplex options, set stapling and punching, and change the number of copies. After changing the print options, the user can tap the printer icon to print the jobs.



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

- **Print**: Tap the printer icon to print the selected jobs.

4.3.2 Job Preview

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

Once enabled, the Job Preview (eye) button is visible on the terminal.

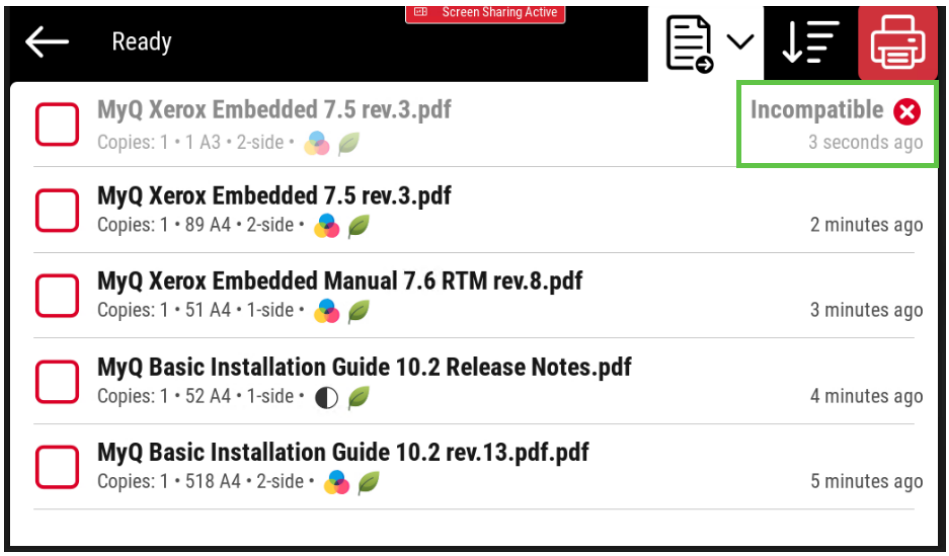
Tapping on it redirects to the Job Preview screen. The first page of the document is displayed by default in a thumbnail view, as the first page of the job preview. Besides the document's preview, you can also see the document's name in the lower-left corner, the number of pages in the lower-right corner,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

In the navigation menu, you can 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.

4.3.3 Job Filters

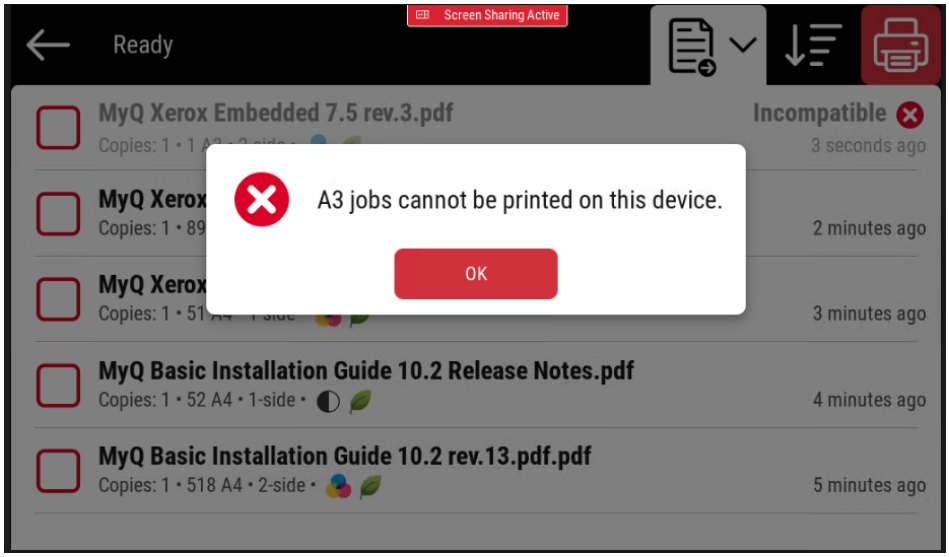
In the MyQ Web administrator interface, in **MyQ, Settings, Printers & Terminals**, under the **General** section, it is possible to **Allow a color job on a B&W printer**, but the job is accounted as B&W. This option is disabled by default.

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 X 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.



4.3.4 Job Roaming

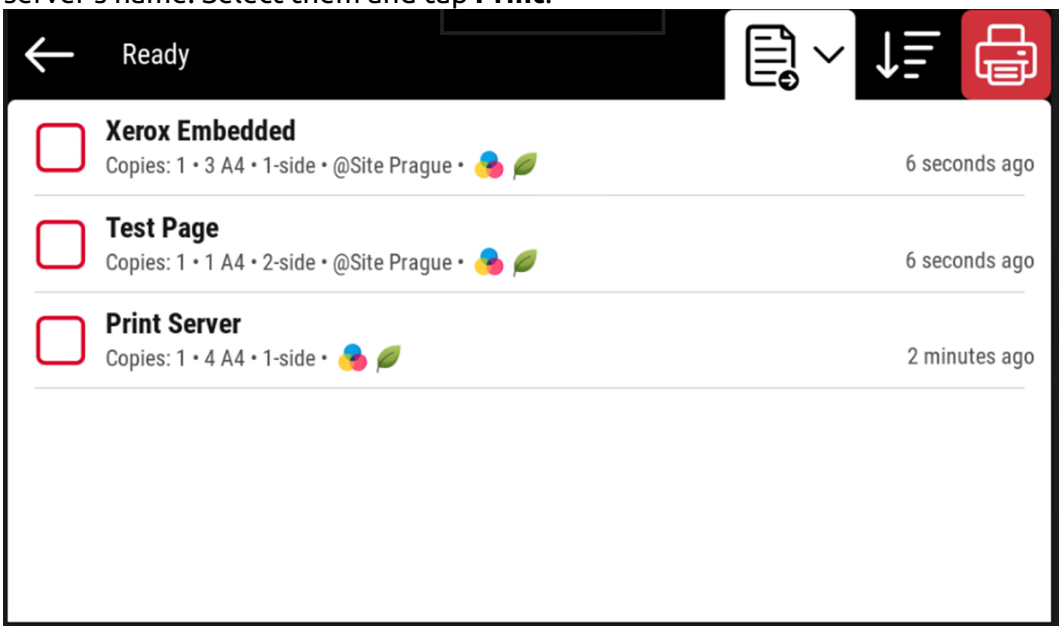
The Job Roaming feature enables users to transfer their jobs from one location to another: jobs sent to one Site can be printed on printing devices at any other Site.

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

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

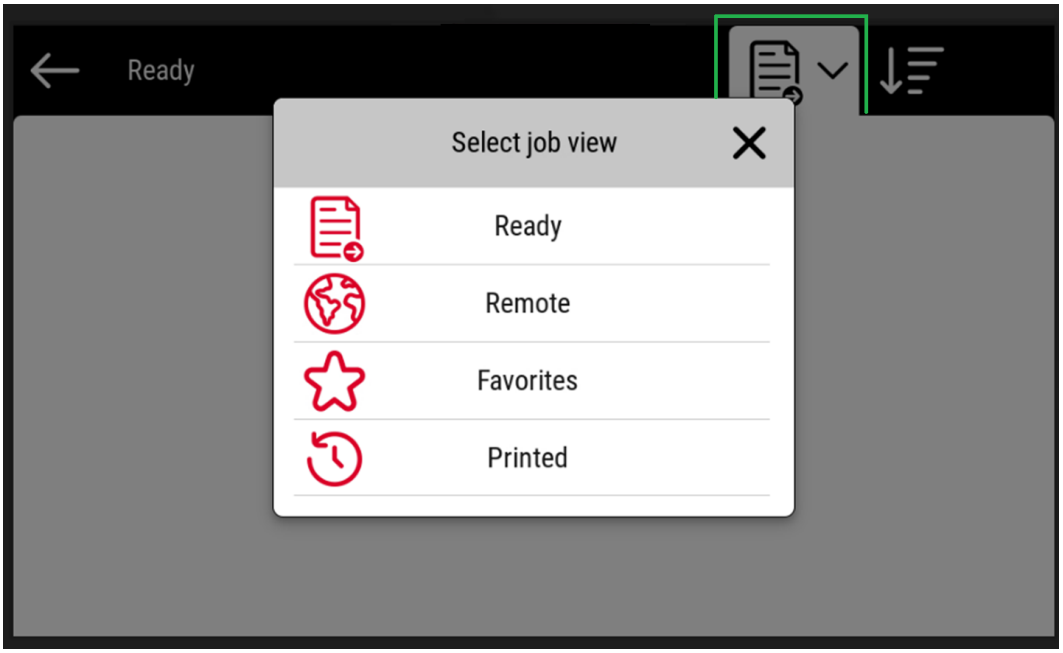
To print the jobs when using a **Shared** jobs list, the user has to take the following steps:

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

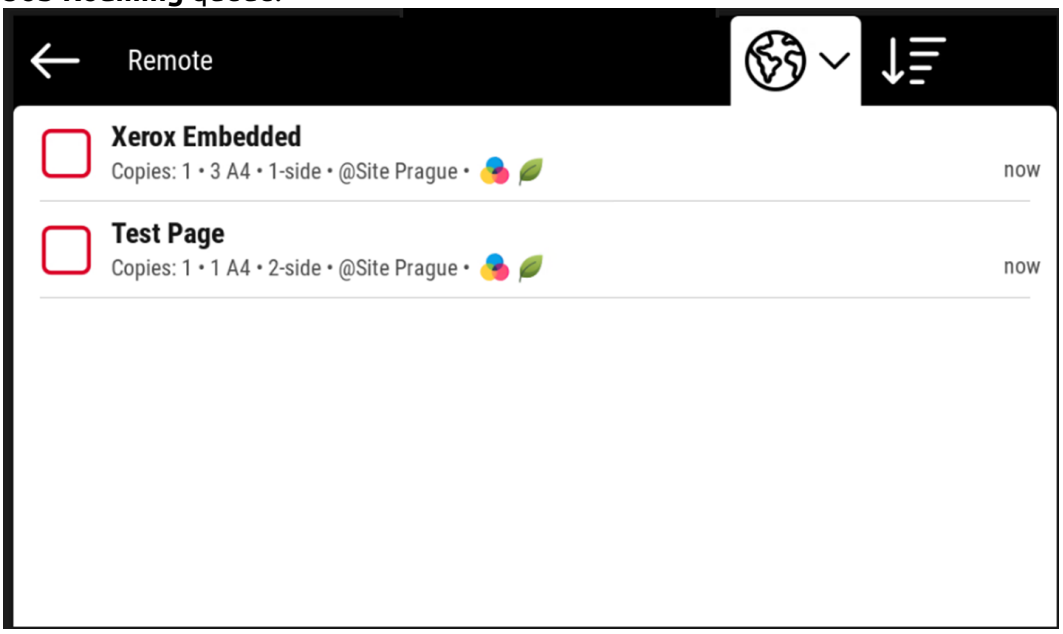


To print the jobs when using a **Separate** jobs list, the user has to take the following steps:

1. Log in to the embedded terminal.
2. Tap **My Jobs**. The My Jobs screen opens.
3. On the screen, click the job list icon and select remote (globe icon). The Remote tab opens.



4. The remote jobs are automatically downloaded and can be printed on the current printing device as well as on any other printing device attached to the **Job Roaming** queue.

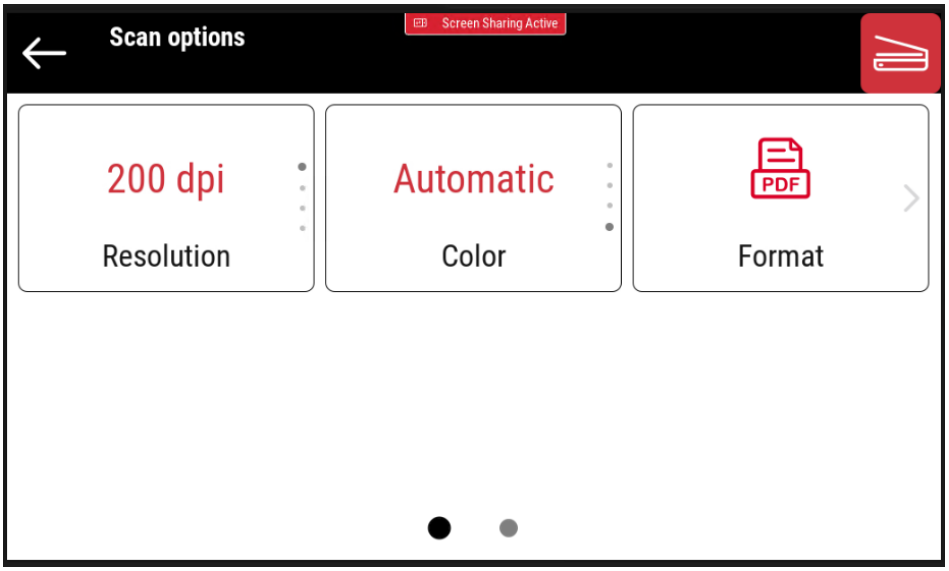


4.4 Easy Scan

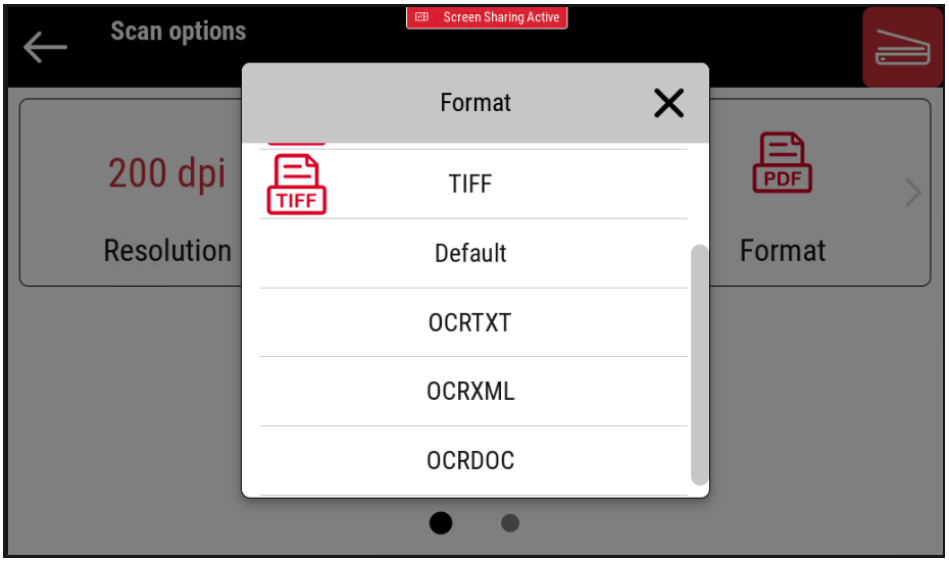
Scanning by a single touch. After the user taps this action, the page is immediately scanned to a predefined destination. You can define multiple destinations where the scanned document is sent, and set scan parameters in MyQ.

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

If a scan parameter is not set to **Read Only** on the server, users can change their scan settings from the terminal screen.



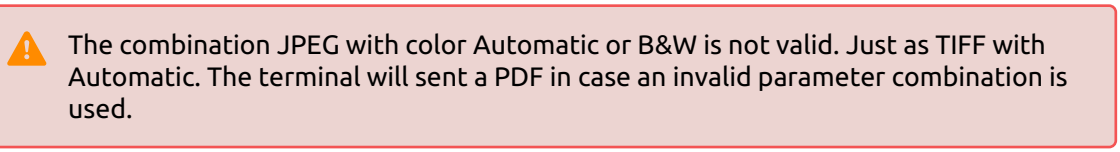
OCR (Optical Character Recognition) can be used with Easy Scan, by creating OCR profiles and enabling users to select them on the embedded terminal. You can find further details in OCR on the MyQ Print Server guide.



4.4.1 Easy Scan Parameters

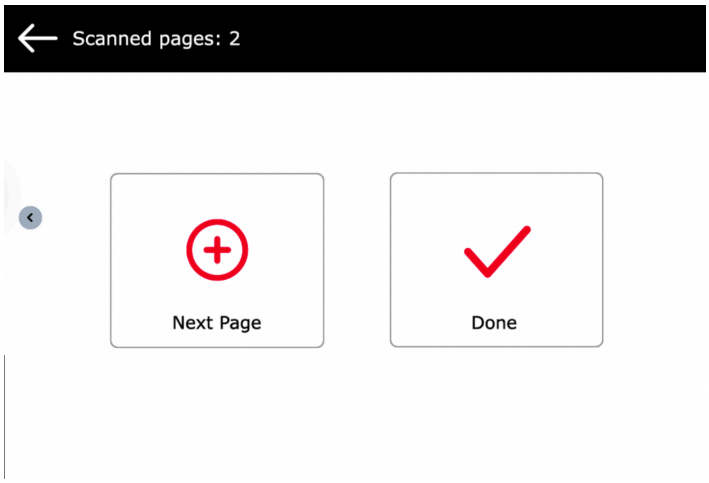
- **Resolution** - The outgoing file's resolution. You can select from the following options:
  - 100 dpi
  - 200 dpi

    - 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
    - Default



- **Duplex** - Simplex and Duplex scanning options. You can select from the following:
    - Single Sided
    - Duplex - Binding on top
    - Duplex - Binding on side
- **Original Image** - Determines the way in which the printing device is going to process the scanned page.
  You can select from the following options:
    - Text + Photo
    - Photo
    - Text
    - Default
- **Original Orientation** - The original layout of the image, select from the following options:
    - Top Edge on Top
    - Top Edge on Left
- **Density** - The density setting enables you to adjust the lightness/darkness of scanned originals, you can choose from the following options:
    - Lowest
    - Lower
    - Low
    - Normal
    - High
    - Higher
    - Highest

- **Size** - The size of the document being scanned, choose from the following options:
  - Automatic
  - A3
  - A4
  - A5
  - A6
  - B4
  - B5
  - B6
  - Folio
  - Ledger
  - Letter
  - Legal
  - Statement
  - Oficio II
- **Background Suppression** - Enabling this parameter will help to clear a scan or copy background when the original paper is tinted (this is common in eco friendly paper). You can select from the following options:
  - Default
  - Enabled
  - Disabled
- **Continuous scan** - With the continuous scan option *Enabled*, scan jobs are not sent until **Done** is tapped. After clicking **Scan**, the printing device offers another page with **Next Page** or **Done**. You can select from the following:
  - Disabled
  - Enabled



The XPS Files are delivered “per batch” and not as a one file (PDF, TIFF). The Scan Separation parameter is not supported yet.

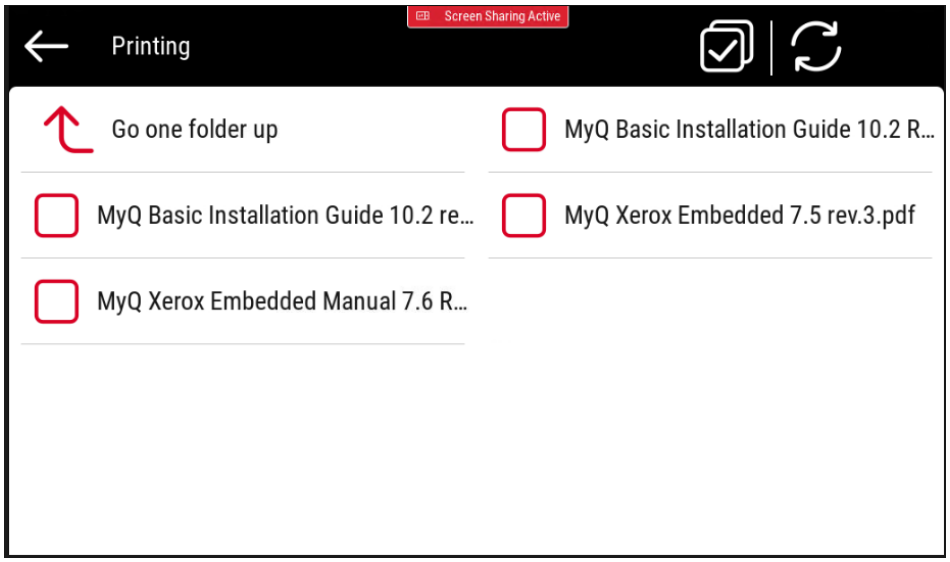
4.5 Easy Print

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

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

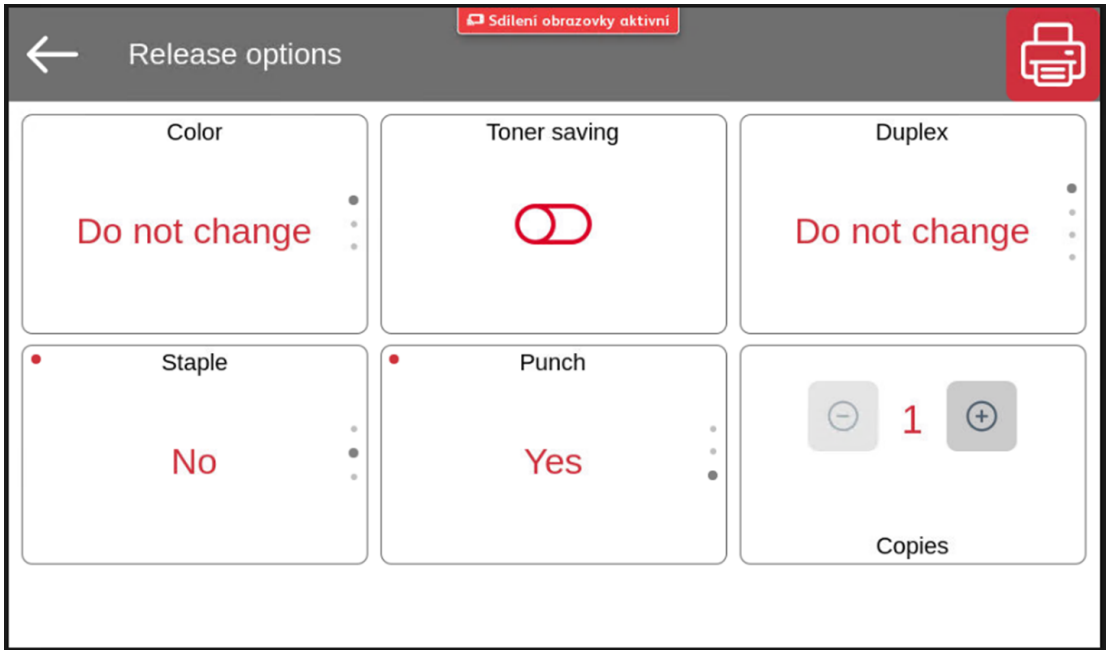
> If **Stop sending jobs after user logout** is disabled in the MyQ Web Interface under **Settings**>**Printers & Terminals**, this setting is not applied to Easy Print jobs. Therefore, if a user logs out while printing a number of jobs using Easy Print, no more jobs will be sent.

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



Once you have selected a file to print you can change the **Release options**. In the dialog box, depending on the permissions given by the administrator, the user can select between color or B/W, simplex/duplex options, set stapling and punching, and change the number of copies. After changing the print options, the user can tap the printer icon to print the jobs.

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



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.

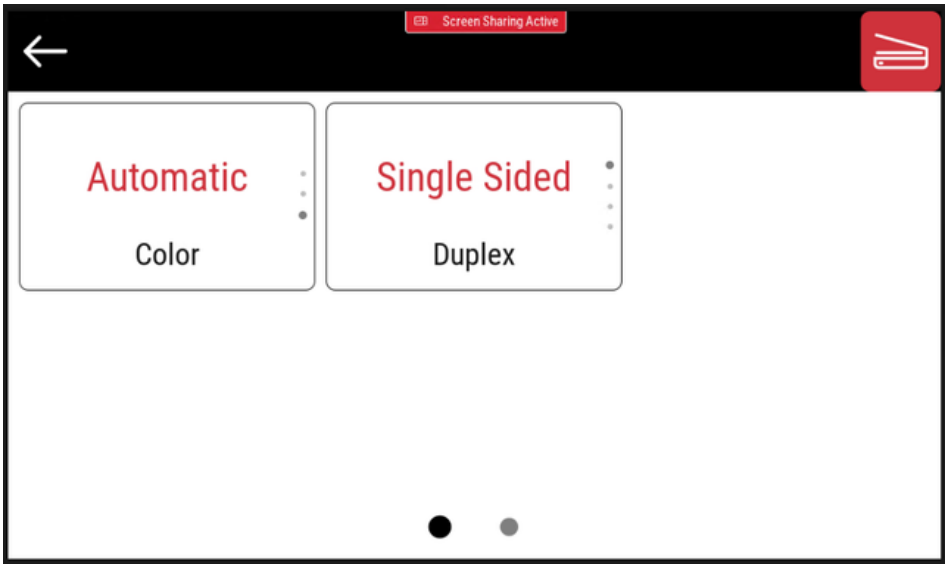
4.6 Easy Copy

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

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

If 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 a scan parameter is not set to **Read Only** on the server, users can change their copy settings from the terminal screen.



4.6.1 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
- **Density** (only supported on EIP 4.0+) - The density setting enables you to adjust the lightness/darkness of copies, you can choose from the following options:
  - Automatic
  - Lowest
  - Lower
  - Low
  - Normal
  - High
  - Higher
  - Highest
- **Size** - The size of the document being copied, choose from the following options:
  - Automatic
  - A3
  - A4

- A5
- A6
- B4
- B5
- B6
- Folio
- Ledger
- Letter
- Legal
- Statement
- Oficio II

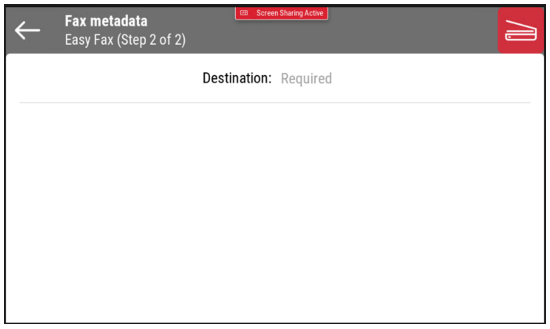
> ⚠ If there is a difference between the specified size parameter and the actual size of the original copy, certain devices may crop the image to the original size.

- **Background Suppression** - Enabling this parameter will help to clear a scan or copy background when the original paper is tinted (this is common in eco friendly paper). You can select from the following options:
  - Default
  - Enabled
  - Disabled

4.7 Easy Fax

Faxing in two clicks. Simply select the desired parameters (if enabled on the server) and specify the destination.

> ⚠ Easy Fax is only available on EIP 5.1+.



4.7.1 Easy Fax Parameters

- **Fax resolution** - Resolution of the outgoing fax file. You can select from the following options:
  - Normal
  - Fine
  - Super Fine
  - Ultra Fine

    - Default
- **Duplex** - Simplex and Duplex scanning options. You can select from the following options:
    - Single Sided
    - Duplex - binding on top
    - Duplex - binding on side
    - Booklet - binding on left
    - Booklet - binding on right
    - 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
    - Deafult
- **Size** - Specify the size of the page to be faxed.
    - A3
    - A4
    - A5
    - A6
    - B4
    - B5
    - B6
    - Folio
    - Ledger
    - Letter
    - Legal
    - Statement
    - Oficio II
    - Default
- **Original Orientation** - Specify the orientation of the page to be faxed.
    - Top Edge on Top
    - Top Edge on Left
    - 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
- **Continuous Scan** - Enable this option if you wish to scan several pages to create one file.
    - Enabled

- Disabled
- Default

> ⚠ Continuous Scan is not currently supported.

4.8 Native Panel Actions

By default, there is no option in the terminal actions to unlock the native device panel, however, this option can be added in the MyQ Web UI in **Settings**>**Terminal Actions**>**Add Action** and selecting **Unlock Panel**.

Clicking the **Unlock Panel** Terminal Action opens the devices native panel.

> ⚠ It is not possible to restrict access to the Panel Actions when user policies are applied. User policies are applied during job approval.

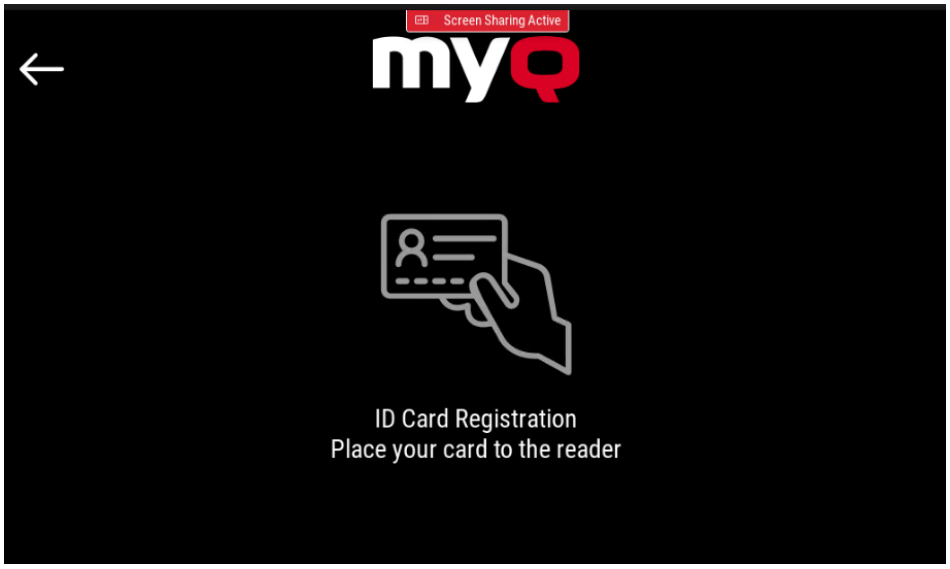
4.8.1 Unlock Panel

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

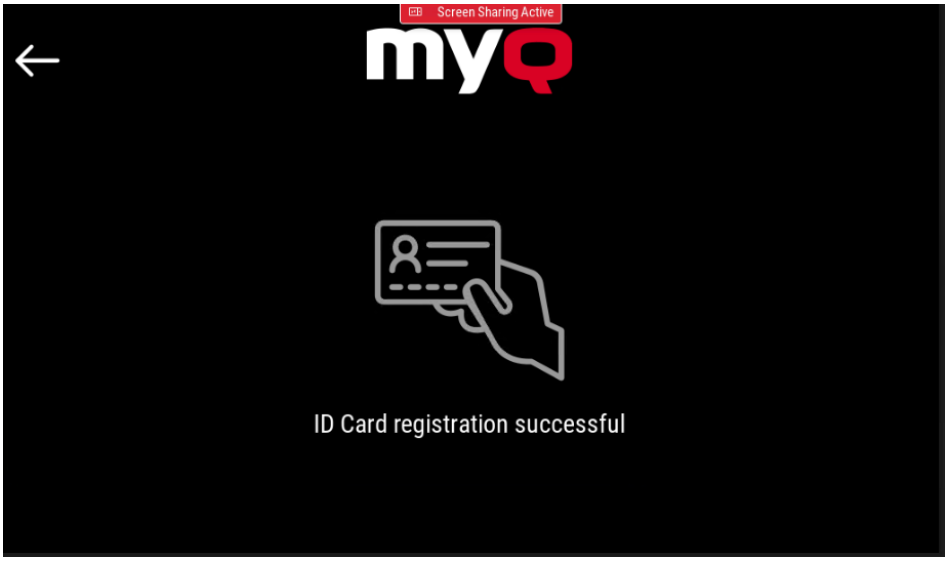
4.9 ID Card Registration

> ℹ The ID card registration button will only be available on devices with an ID Card Login method enabled (either as a log-in method or as part of two-factor login).

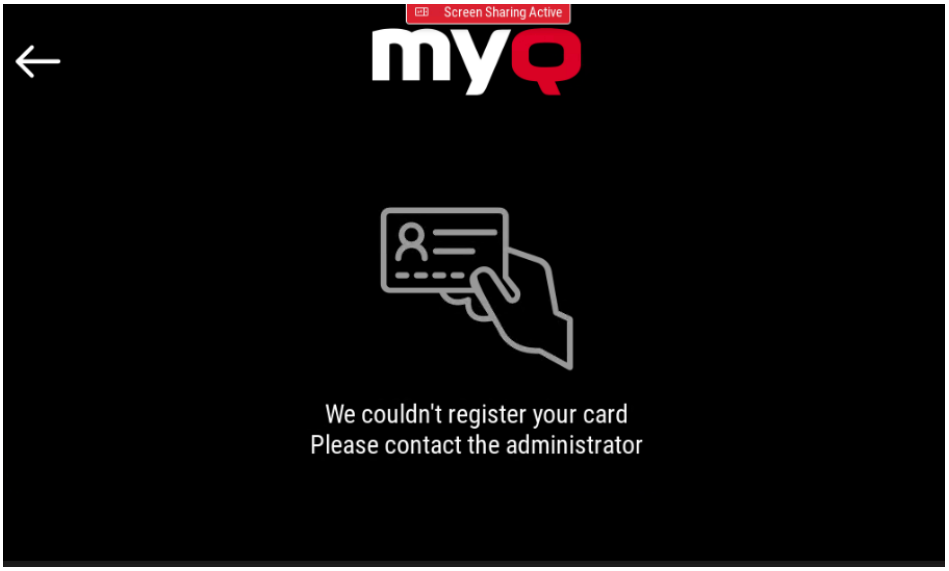
After tapping this action, the ID Card registration screen opens, and a user who has already logged in using other credentials can register their card by swiping it at the card reader.



If the card is successfully registered, it displays the following message: "ID card registration successful".



If the card is not successfully registered, it displays the following message: "We couldn’t register your card. Please contact the administrator"



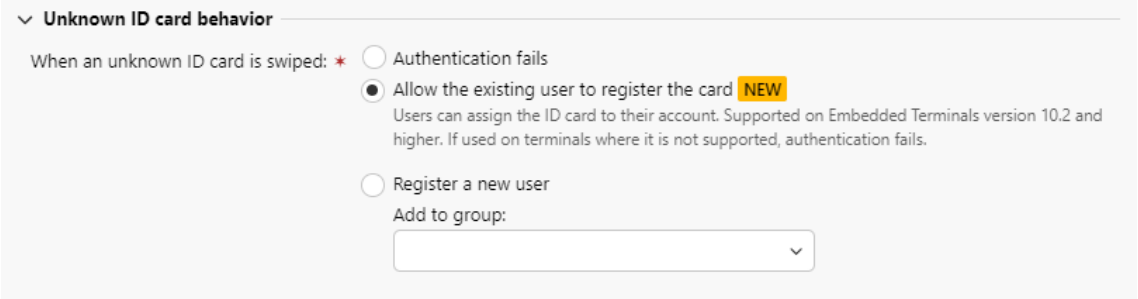
The following limitations apply to ID Card Registration:

- Unsecure mode must be disabled.
- The user must not use the device panel during the ID card registration process.
- On EIP 5.1 devices newly registered cards cannot be used for logout during the first session. The first logout has to be done manually. After this, the card can be used.

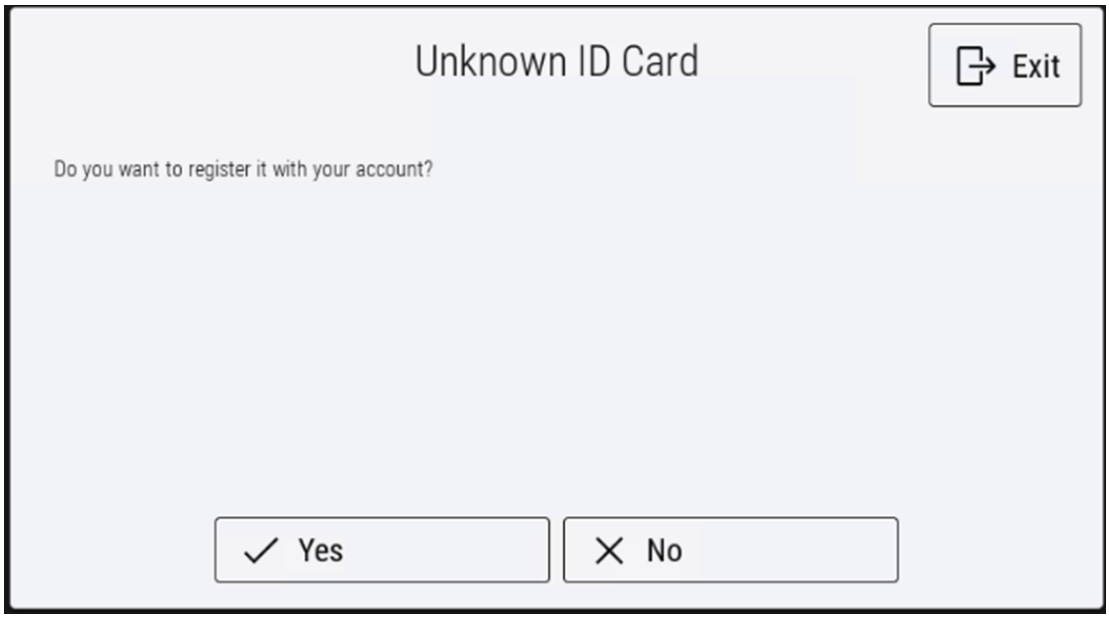
4.10 Unknown ID Card Registration

4.10.1 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.

4.11 ID Card Copy

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

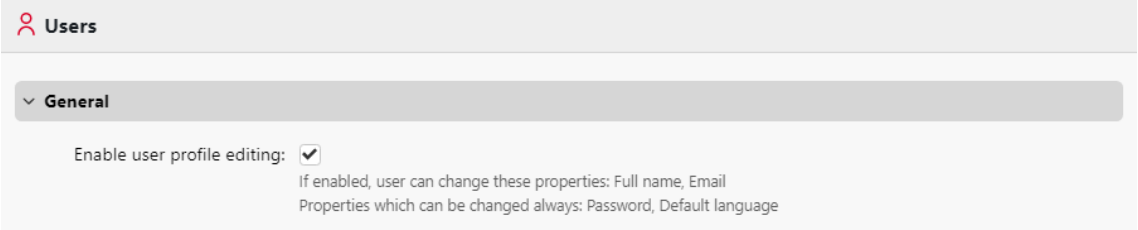
The following parameters can be set:

- **Copies**: Number of printed copies.
- **Color:** Select from color, monochrome or gray scale.

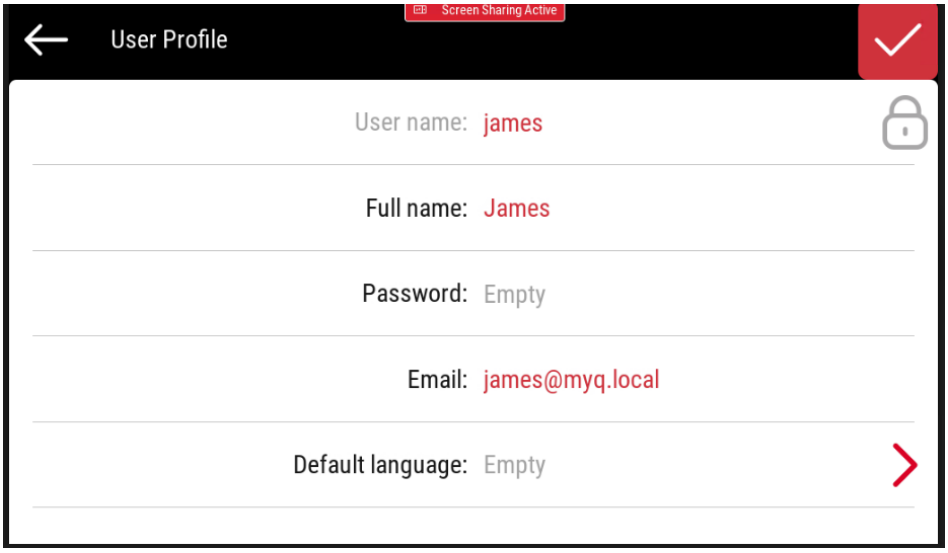
ID Card Copy action is only available for devices on EIP 5.1+. Changing format is not supported.

4.12 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.

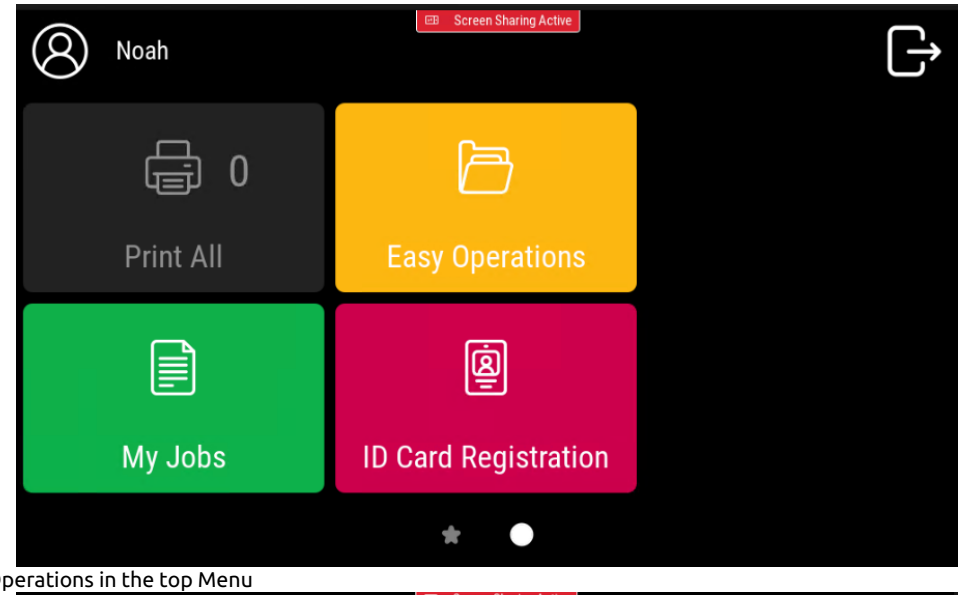


By tapping the **Edit account** action, the logged user can open their user profile screen, where they can change their **Full name**, **Password**, **Email** and **Default language**. After the change is submitted, the database entry is changed and the new values are set. The changes are applied the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

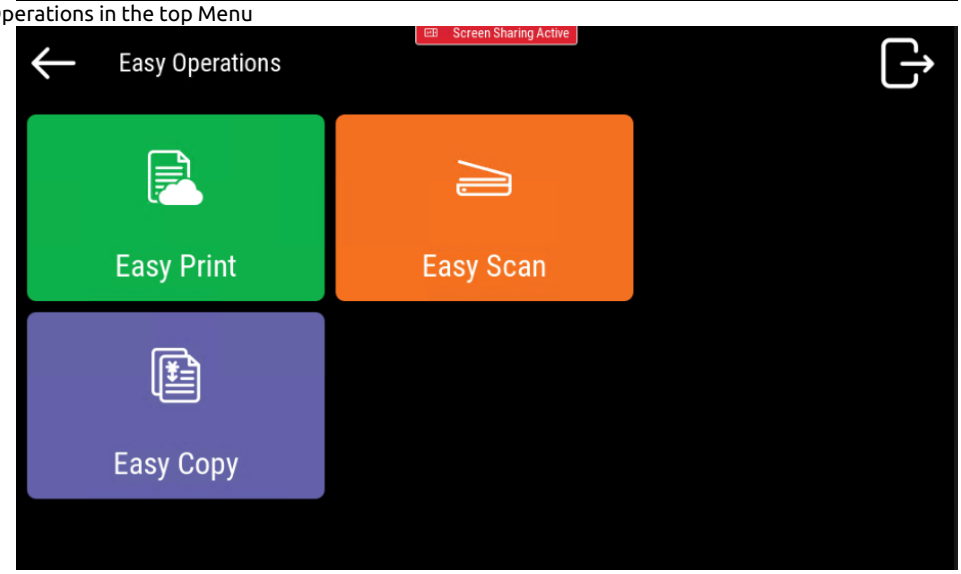


4.13 Folders

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



7 Easy Operations in the top Menu

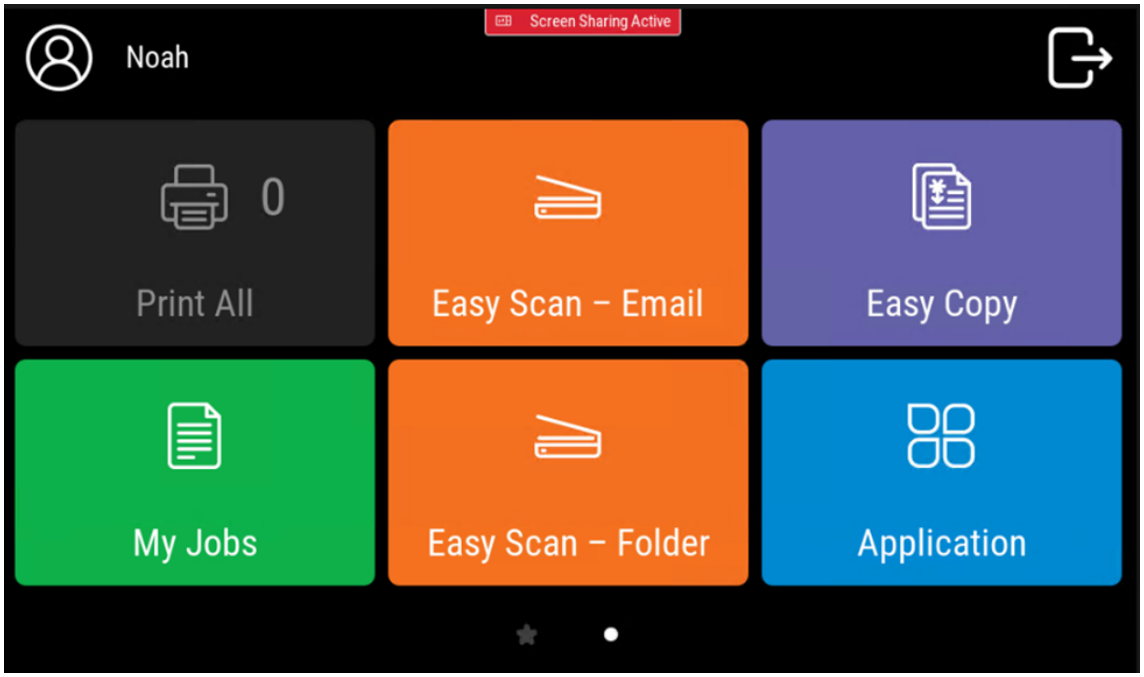


8 Inside the Folder *Easy Operations*

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.

4.14 Application

The Application terminal action node tries to launch another EIP application installed on the device. To do so, the MyQ app searches for any application whose name matches the reference configured in the Print Server's web UI.



If the application is not found on the device, no Application Terminal action is displayed. It is not possible to launch native applications.

According to the Xerox's SDK documentation, each application registered (installed) on the device must provide a name "for display to a system administrator by multiple device UIs and offline tools", so this name should be visible on those UIs and tools (the device's web UI, for example) and must be used as the reference when configuring the application action on the print server.

Limitations

- It is not possible to launch native applications.
- The application being launched must be compatible with the browser version MyQ is running on.
- When the launched application finishes, the user is redirected to the device's panel. It is not possible to return to MyQ's top menu.
- If the application cannot be launched, it is not possible to show any error messages.

5 Scan to Me

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

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

First, you need to set up the feature on the MyQ server and on the printing device to enable the MyQ users to use all of the scanning options. Additionally, the STMP Server, Address Book, and Username/Email matching need to be set up manually. After that, you need to provide the users with receiver email addresses, where they can direct the scanned documents.

5.1 Setting up Scan to Me

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

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

5.1.1 Enable and Set up Scanning on the MyQ Server

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

5.1.2 Set SMTP on the Printing Device

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

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

- Go to the printer’s web UI by accessing *http://*IP address of the printer*/*
- Provide your credentials, and click **Log In**.
- Go to **Properties > Connectivity > Setup > SMTP (email)**.
- Enter the MyQ server IP address or hostname as the **SMTP Server address**.
- Enter the **Device Email Address**.
- Go to **Apps > Email > From Field > Setting of From field** to be as follows so the Server recognizes the appropriate sender:
  - Set the **Always use default From address** to **No**. Nothing else needs to be set up (the user's email will be used and the server will recognize the user).
- Click **OK**, and then click **Apply Setting Changes**.

Disabling is not possible on some printers. In that case, the **Use Logged-In Users Email if available** needs to be set to true.

Set the destinations for the MyQ users on the MyQ server

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

5.2 Using Scan to Me

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

5.2.1 Email Addresses for Scan to Me

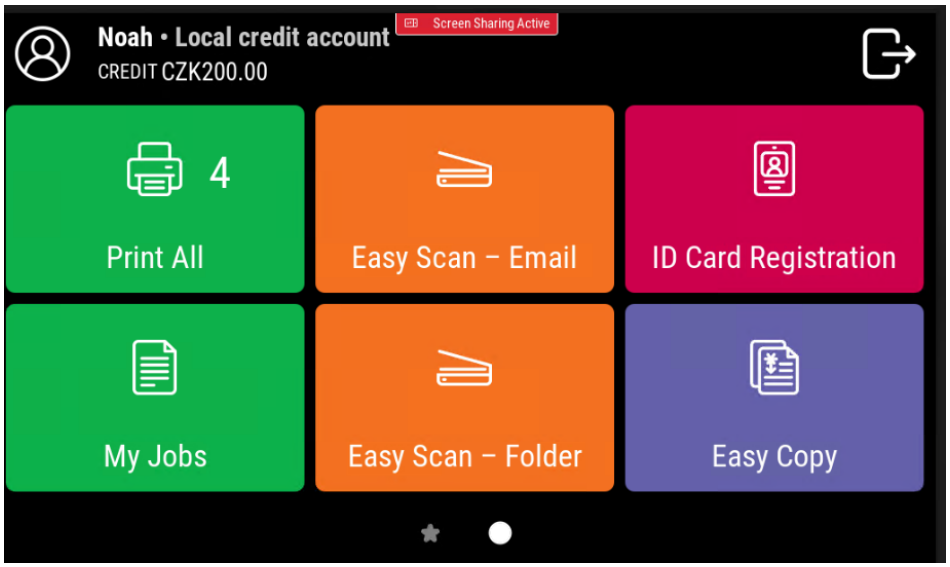
- **Sending scans to the user's primary email** - The scanned document is sent to the user email set in the email text box on the user properties panel. The receiver email address has to be *email@myq.local*.
- **Sending scans to other emails** - The scanned document is sent to all emails set in the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

5.2.2 Predefined List of Destinations on the Terminal

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

6 Credit

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



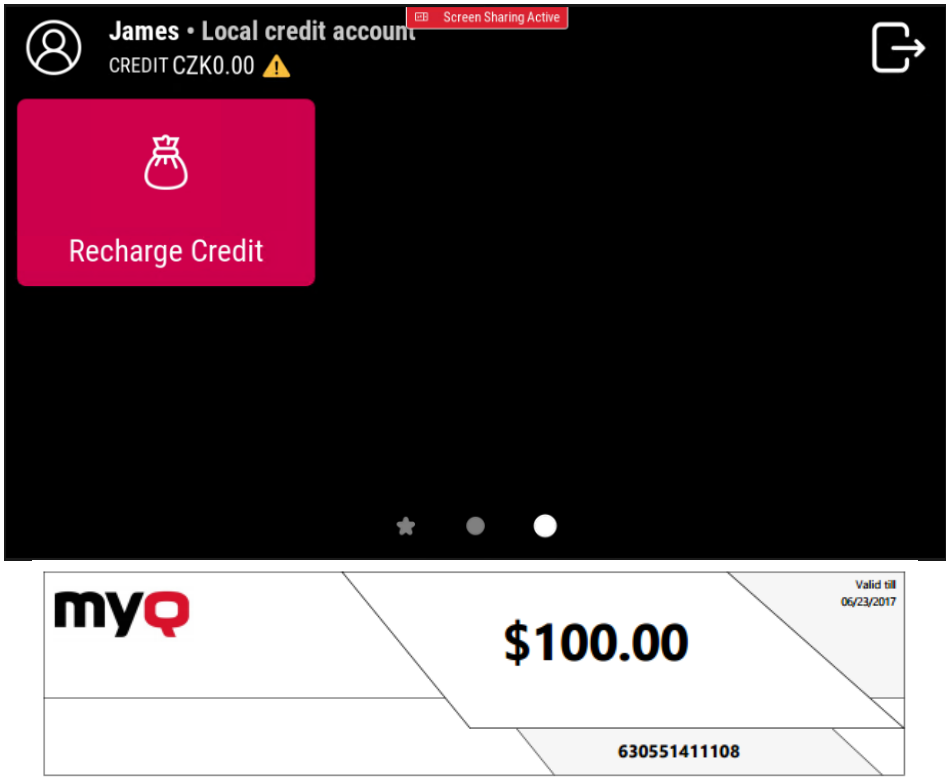
If recharging credit by vouchers is enabled in MyQ, users without credit are asked to recharge after they log in. They are informed about the insufficient credit and automatically redirected to the **Recharge Credit** screen, where they can top up.

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

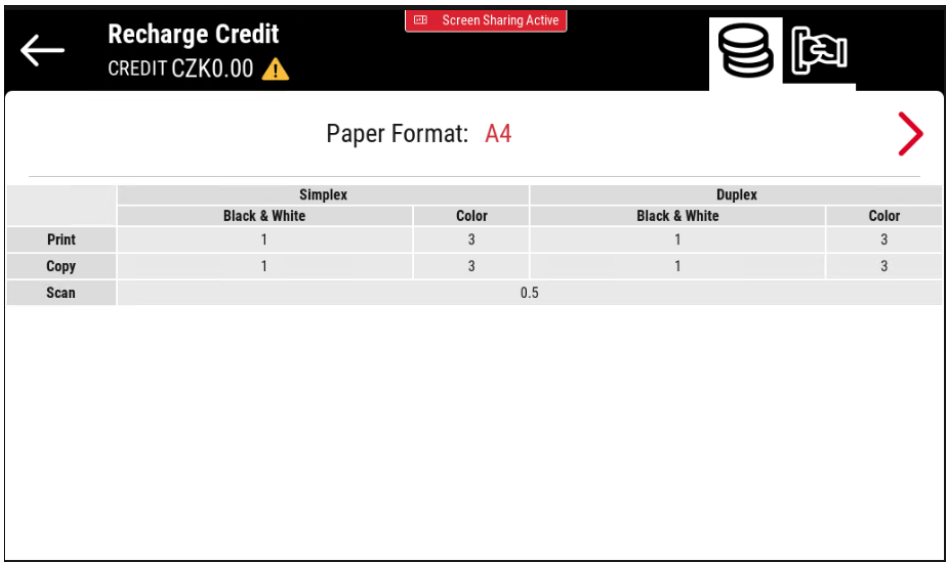
If a user's Credit or Quota is depleted during copying, the action stops. However, depending on the device speed, there may be an overflow of several pages.

6.1 Recharging Credit

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



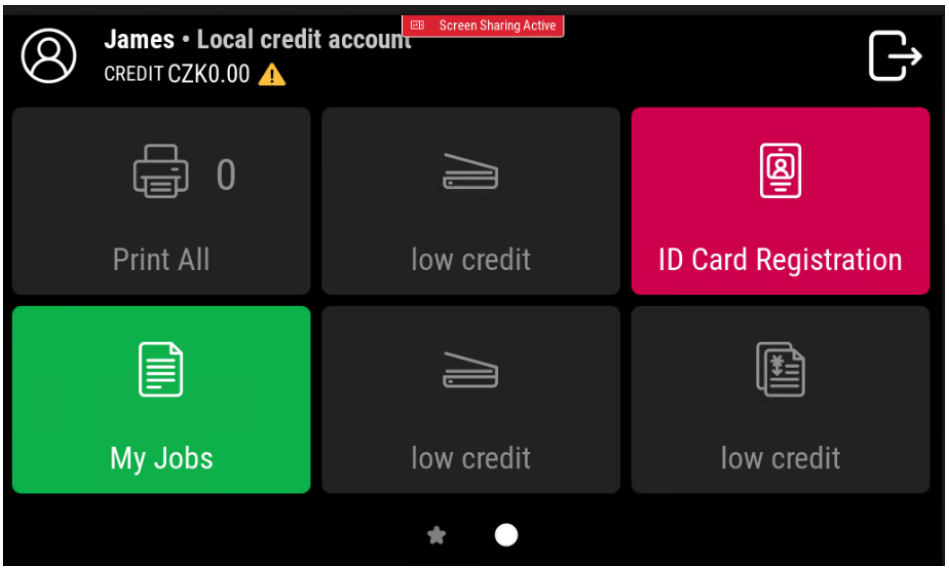
Users can view the prices of different configurations of a printed page by tapping the **Coins** in the upper-right corner of the screen.



6.2 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.



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

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

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

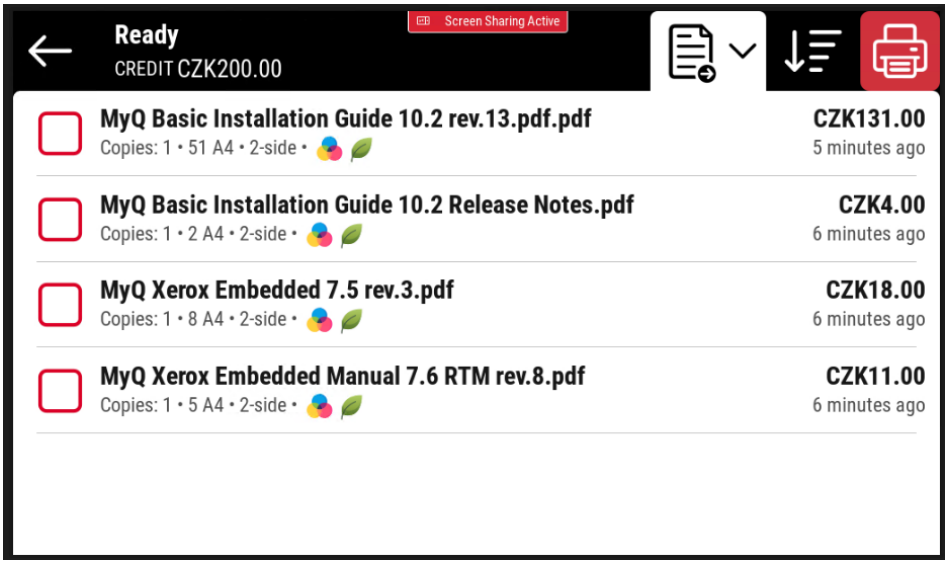
If the user does not have enough credit for the total amount of pages they want to scan, the job is canceled, and they are informed that they do not have enough resources for the operation.

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

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

6.3 Print jobs with additional information from the job parser

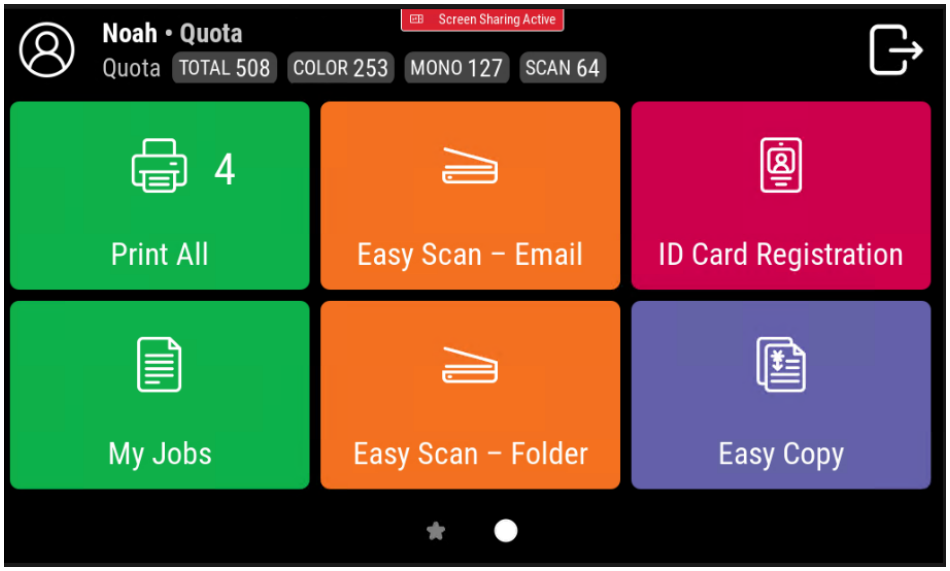
Print jobs received with the job parser activated, include additional information such as number of pages, color and price.



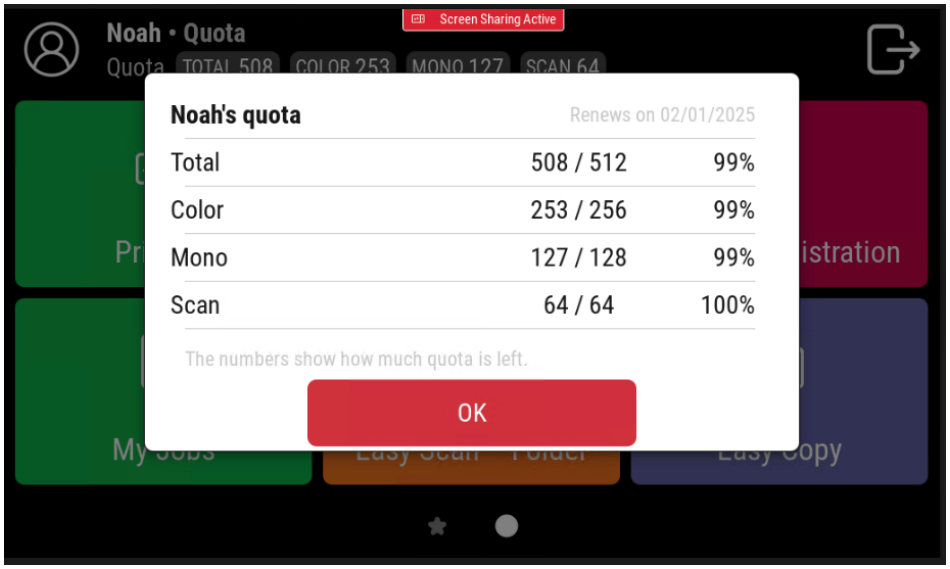
Priced jobs cannot be printed unless the users have a sufficient amount of credit. The users cannot use the **Print all** action when the overall price of all the priced print jobs is higher than their credit.

7 Quota

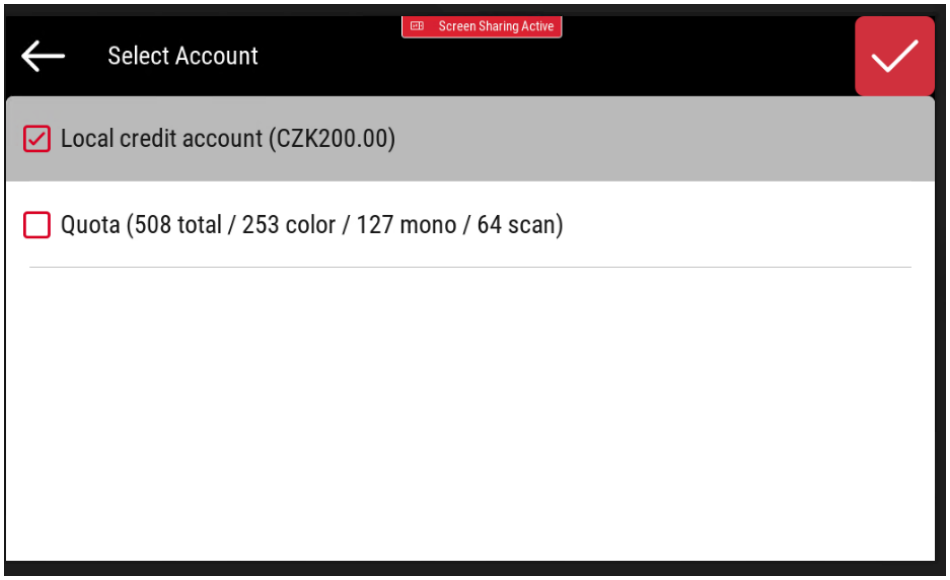
With the **Quota** feature activated, users cannot print, copy or scan after they reach or exceed their quota limit. They can view their current quotas on their session on the embedded terminal.



Clicking on the **Quota** in the terminals header bar opens up details of the quota.



If a user has both **Credit** and **Quota** enabled, they will be able to choose which to use to account an operation.

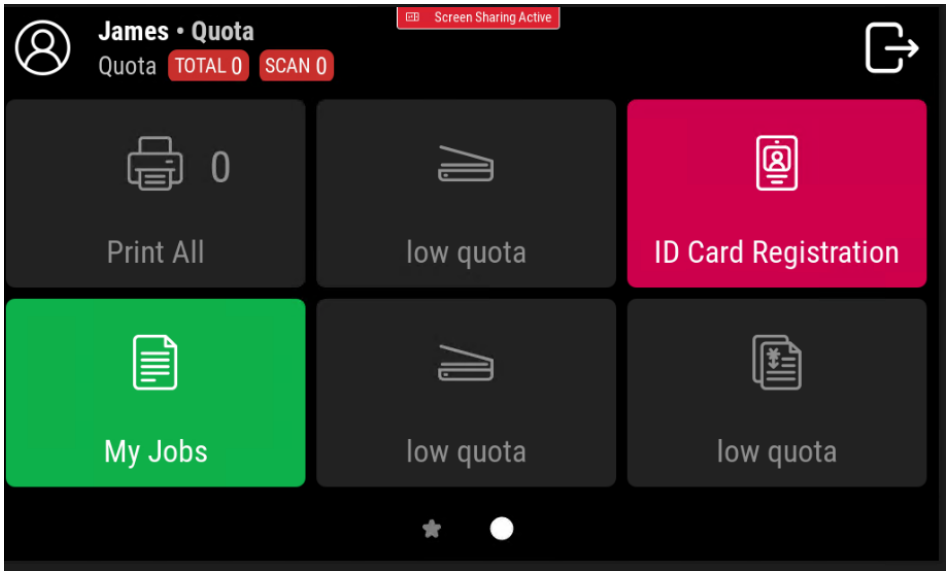


The embedded terminal's behavior depends on the quota settings in MyQ. When setting up **Quota** in the MyQ Web administrator interface, you can disable one or more operations after the quota is reached or exceeded.

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

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 a quota is reached or exceeded, the unavailable actions appears dimmed on the terminal.



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

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

If a job does not include additional information from the job parser, users can start it as long as no quotas disabling print are already reached.

Scan jobs are always finished before the action is taken.

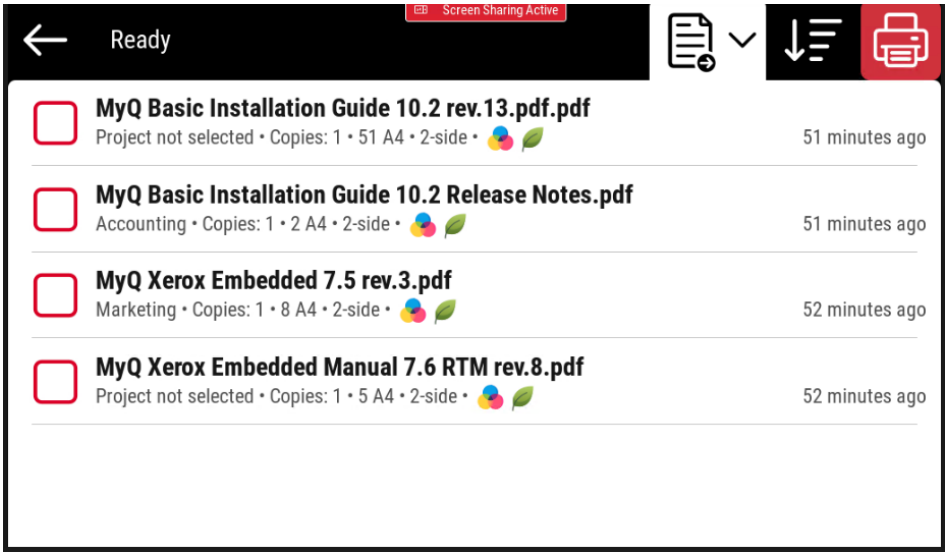
7.2 Print Jobs with Additional Information from the Job Parser

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.

8 Projects

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

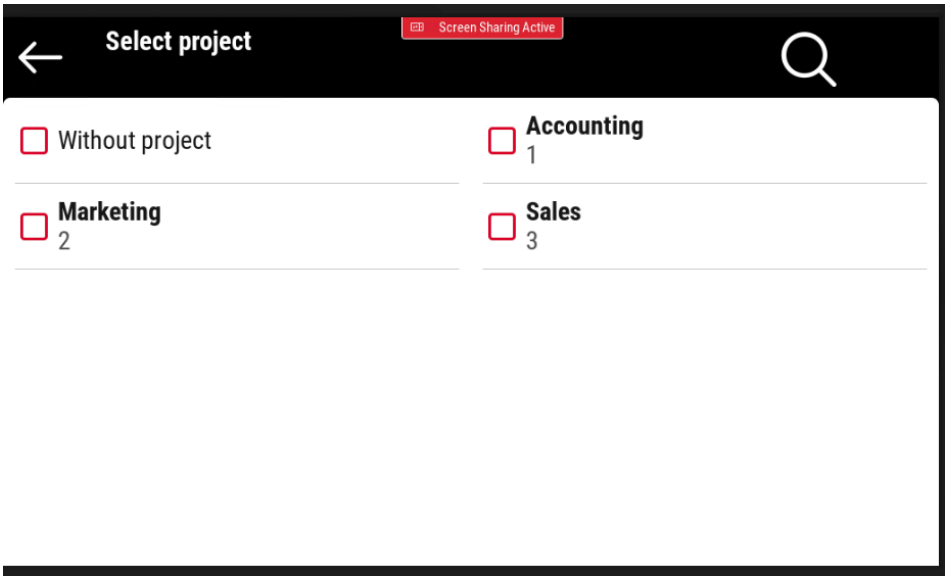


For more information, check Projects in the MyQ Print Server guide.

8.1 Assigning Projects to Print Jobs

8.1.1 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.

8.1.2 Print All

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

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

8.2 Assigning Projects through Unlock Panel

After tapping Unlock Panel, 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.

In case no project is assigned, the terminal will reject these jobs.

> ⚠ It is not possible to restrict users opening the panel screens even if they have not selected a project. In these cases, any panel job will be rejected during job approval and the user will be notified with the error message “no valid project selected”.

9 Business Contacts

MyQ® Manufacturer	**MyQ® spol. s r.o.** Harfa Business Center, Ceskomoravska 2532/19b, 190 00 Prague 9, Czech Republic ID no. 615 06 133 MyQ® spol. s r.o. is registered in the Commercial Register at the Municipal Court in Prague, file no. C 29842 (hereinafter as "MyQ®")
Business information	http://www.myq-solution.com info@myq-solution.com
Technical support	support@myq-solution.com
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