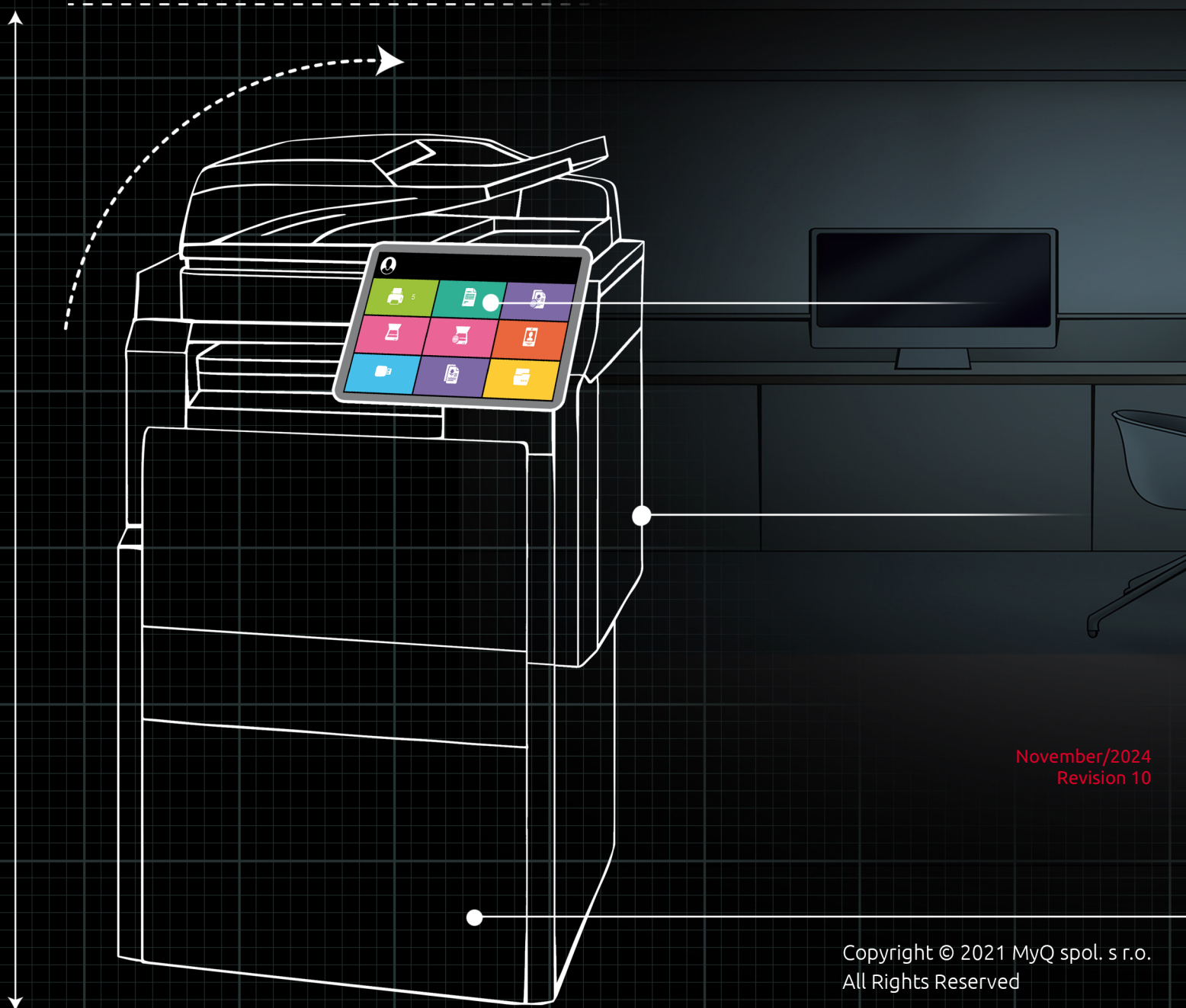


myQ X

Fujifilm Embedded



November/2024
Revision 10

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MyQ Fujifilm Embedded Terminal 10.2 RC

The MyQ Fujifilm Embedded terminal is a web-based application, the terminal enables simple management of print jobs on a touchscreen display and offers a number of advanced features.



- [Release Notes](#)
- [Fujifilm Service](#)
- [Supported Devices](#)
- [Before the Installation](#)
- [Installation](#)
 - [Login Methods](#)
 - [Selecting Languages](#)
 - [Guest Account](#)
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 - [Panel Actions](#)
- [Scan to Me](#)
 - [Setting up Scan to Me](#)
 - [Using Scan to Me](#)
- [\(10.2\) Guides in PDF](#)
- [Business Contacts](#)

1 Release Notes

MyQ Fujifilm Embedded Terminal 10.2

1.1 What's new in 10.2

- Favorite actions added to save time at the terminal.
- New terminal UI looks clean and modern and maintains consistency across different devices.

1.2 MyQ Fujifilm Embedded Terminal 10.2 RC 1

1 November, 2024

Limitations

- Global language in MyQ X Web UI must be set to English before installation of the Embedded Terminal. Following installation the language can be changed.
- ID card operations are not yet supported.

2 Fujifilm Service

The Fujifilm service is an integral part of the embedded terminal's installation. It is added to Windows services within the upload of the Fujifilm 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 the proper terminal functionality; if it is not running, the embedded terminal cannot communicate with the MyQ server. With disabled communication, users cannot log in, and the terminal cannot be remotely set up (reinstalled, uninstalled).

The service can be started and stopped on the **Services** tab of the MyQ Easy Config application. For details about the application, see [MyQ Easy Config](#) in the *MyQ Print Server* guide.

3 Supported Devices

3.1 Certified Tested Devices

- Apeos 3560
- Apeos 5570
- Apeos C3060
- Apeos C5570

3.2 Supported Devices

- Apeos 3560/3060/2560/1860
- Apeos 5570/4570/3570
- Apeos C3060/C2560/C2360/C2060
- Apeos C7070/C6570/C5570/C4570/C3570/C3070/C3570

Further devices should be tested and certified shortly. For an up-to-date list of certified devices, please check the partner portal.

4 Before the Installation

Requirements

- MyQ Fujifilm Embedded terminal 10.2 is supported on MyQ Print Server 10.2+, for optimal use the latest patch is recommended.
- It is recommended to disable the motion sensor before installation, as it can interrupt setup, consult your individual devices manual to learn how to do so.
- Put the device into sleep mode prior to installation in order to prevent unexpected issues.

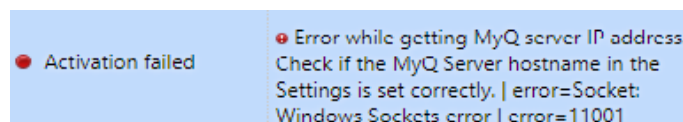
For information about communication protocols and ports, check the [MyQ Print Server guide](#).

5 Installation

You can install the MyQ Fujifilm Embedded terminal 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.



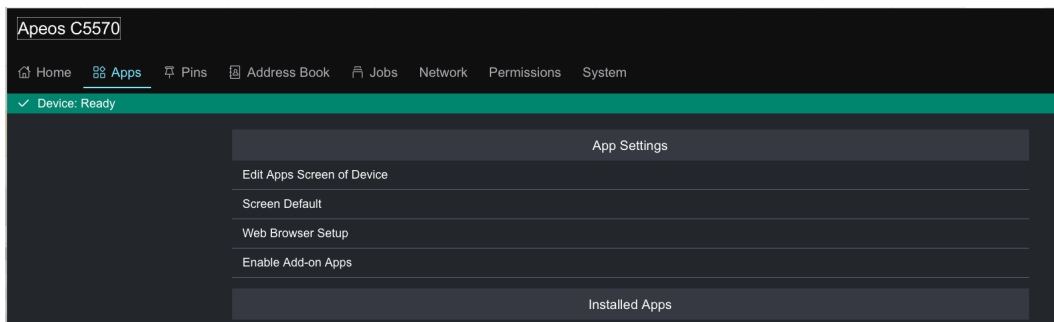
5.1 Remote installation via Printer Discovery

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. Add a Fujifilm printer either:
 - a. [Manually](#).
 - b. [Using Printer Discovery](#).
4. [Install the terminal package](#) in the MyQ Web UI.
5. After installing the terminal on the server, manually place the device in Sleep mode to proceed, so the device is not being operated. This step is strongly recommended.
6. Change the configuration from **No Terminal** to the created profile with printer credentials. Force configuration may be required.
7. the device will restart several times. Do not interact with the device until the installation is completed, which will be indicated in the MyQ X Web UI, and by the login screen being shown on the device. The device may display various screens during installation — this is normal, please wait for the MyQ X login screen.

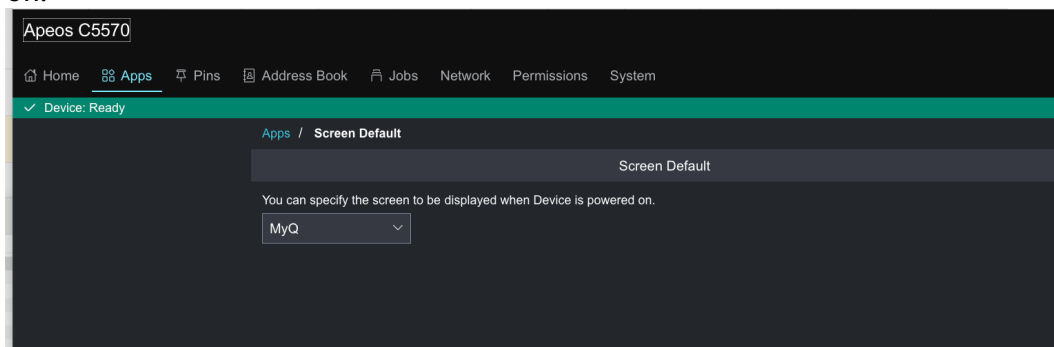
5.2 Set MyQ as Default Device Screen

In order to automatically see the MyQ terminal when using the device, it is necessary to set MyQ as the default screen.

1. In the terminal Web UI select **Apps** in the top menu and select **Screen Default**.



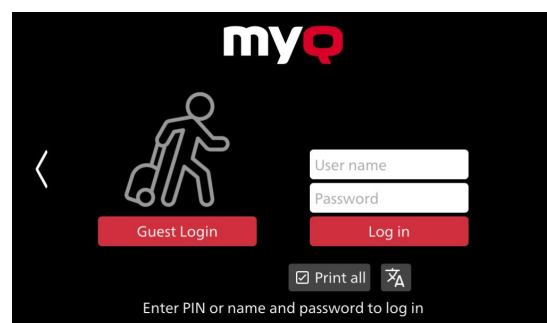
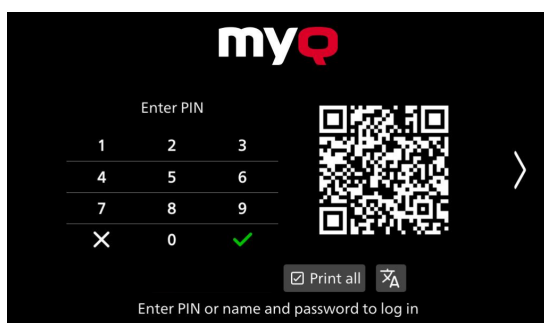
2. Select **MyQ** as the default screen to be displayed when the device is powered on.



5.3 Login Methods

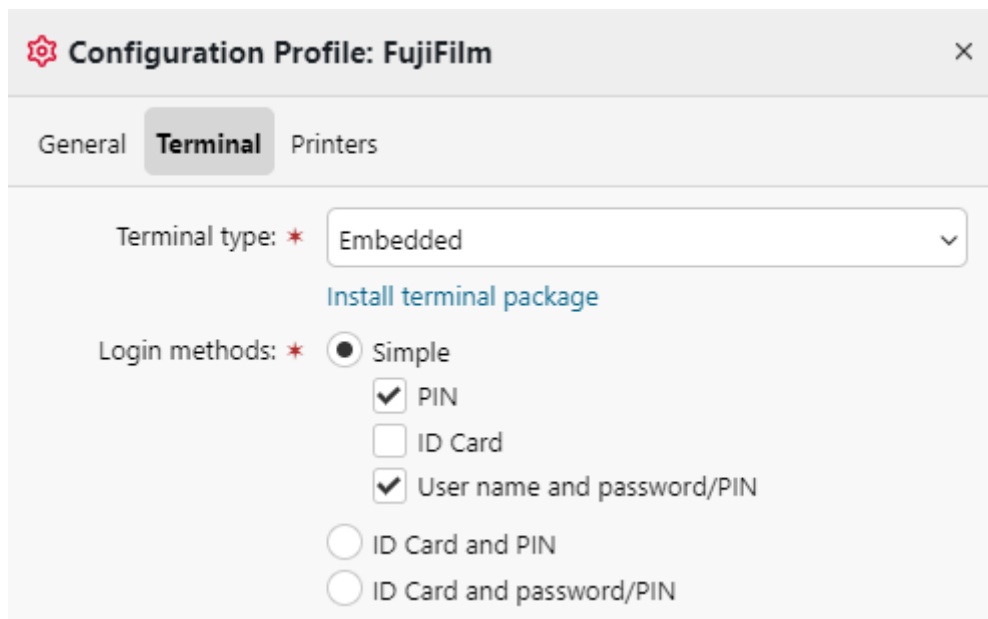
If you want to change login methods after the installation, you need to edit the configuration profile and reactivate your printer(s).

You can select up to three methods of login.



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 panel to the right under the **Terminal** tab. ID card log in is currently not possible on Fujifilm terminals.



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).

5.3.1 Login via QR code

In **MyQ, Settings, Printers & Terminals**, in the **MyQ X Mobile Client** section, you can **Enable login by QR code on terminal login screen**. Once enabled, you can switch between the QR code/PIN login screen and the Guest Login/User name Password login screen.

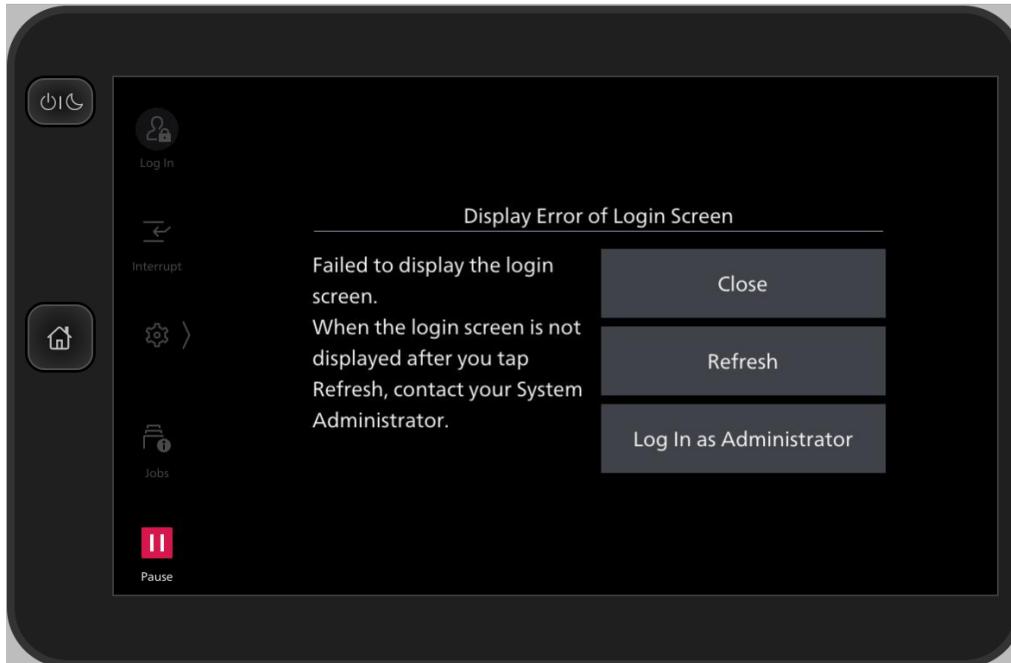
It is also possible to configure displaying a QR code on the terminal, instead of the numeric keyboard, by default. Mark the checkbox next to **Set QR code as default login method** and click **Save**.



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

5.3.2 Server Offline

If the Server is offline the following error will be displayed instead of the Login Screen.



5.3.3 Limitations

- The keyboard is not supported in small screens (and therefore the QR code/ keyboard selector switch is not available). If present, use a hardware keyboard as an alternative.

5.4 Selecting Languages

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

The default language:

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

The user's language:

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

5.5 Guest Account

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

1. In the MyQ Web administrator interface, go to **MyQ, Settings, Configuration Profiles**.
2. Select the profile you want to change and click **Edit** on the main ribbon (or right-click and **Edit** or double-click).
3. Go to the **Terminal** tab, in the Guest Account section, and set up the guest account's options:

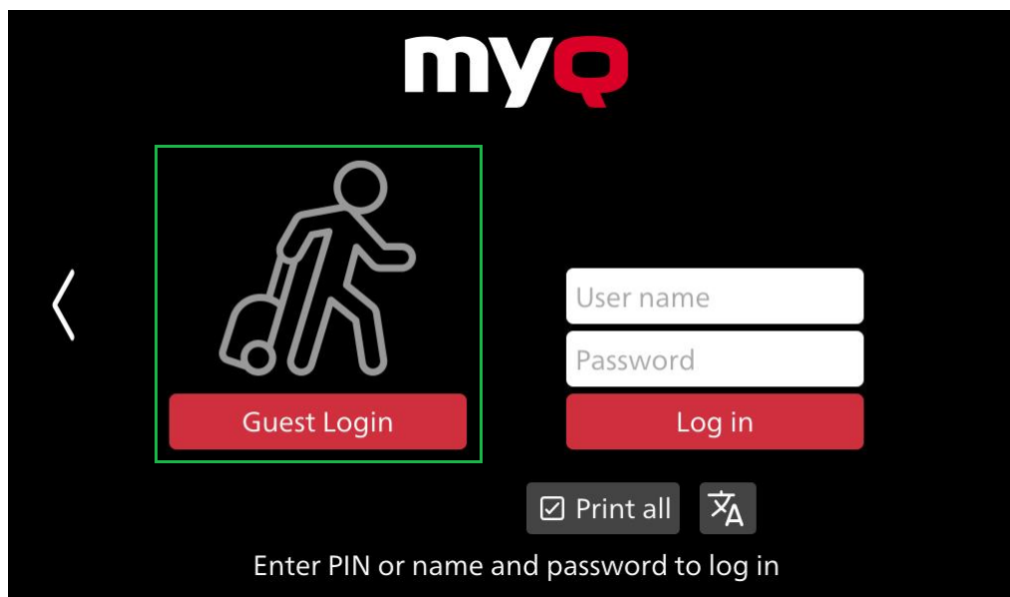
The screenshot shows the 'Guest Account' configuration panel. It includes the following fields:

- Enabled:** A checked checkbox.
- User:** A dropdown menu with 'Carol Kai' selected.
- Guest screen:** A dropdown menu with 'Topmenu' selected.

Below the dropdowns, there is a note: 'Screen to be shown after the guest logs in.'

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

The Guest Login button is now displayed on the terminal.



5.6 Update and Uninstallation

Updating the terminal

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

Check [Terminal packages](#) in the MyQ Print Server guide for further details.

Uninstalling the terminal

MyQ embedded terminals can be 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 Fujifilm installation package is uploaded on the server and the Fujifilm service is running.

Go to **MyQ, Settings, Configuration Profiles**. Choose the profile and click **Edit** (or double-click, or right click and **Edit**). The properties panel opens on the right side. In the **Terminal** tab, change the **Terminal type** to **None**. Click **Save**.

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.

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 select a different **Theme** or **Logo** to change the overall appearance of your Embedded terminal.

Check the MyQ Print Server guide for [Personalization Settings](#).

8 Terminal Actions

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

The default terminal actions are:

- Print All
- My Jobs
- Panel Copy
- Panel Scan

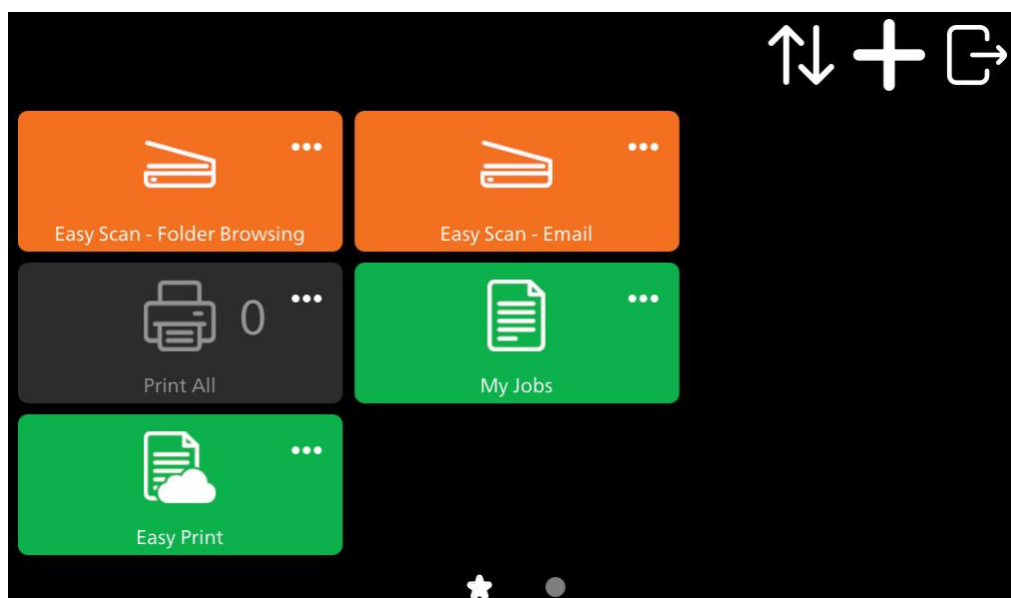
For information related to terminal action nodes management, check [Terminal Actions Settings](#) on the MyQ Print Server guide.

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

- Easy Print
- Easy Scan

8.1 Favorite Actions

The **Favorite Actions** feature allows you to save and quickly access frequently used actions, streamlining your workflow by enabling instant execution of 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 instantly accessible, boosting productivity and minimizing operational downtime.

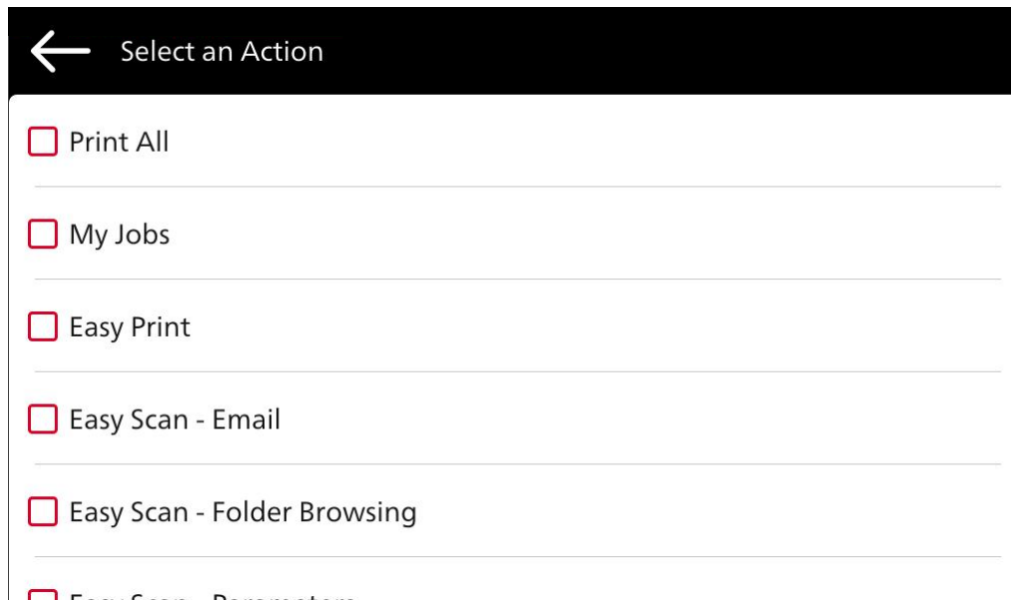


1 Favorite actions main screen

8.1.1 Add a Favorite Action

You can add terminal actions as your favorites. To do so:

1. Log in to the terminal.
2. Tap the **Star** icon on the bottom of the screen.
3. Tap the **Plus** icon on the top right, select an action, and then confirm.

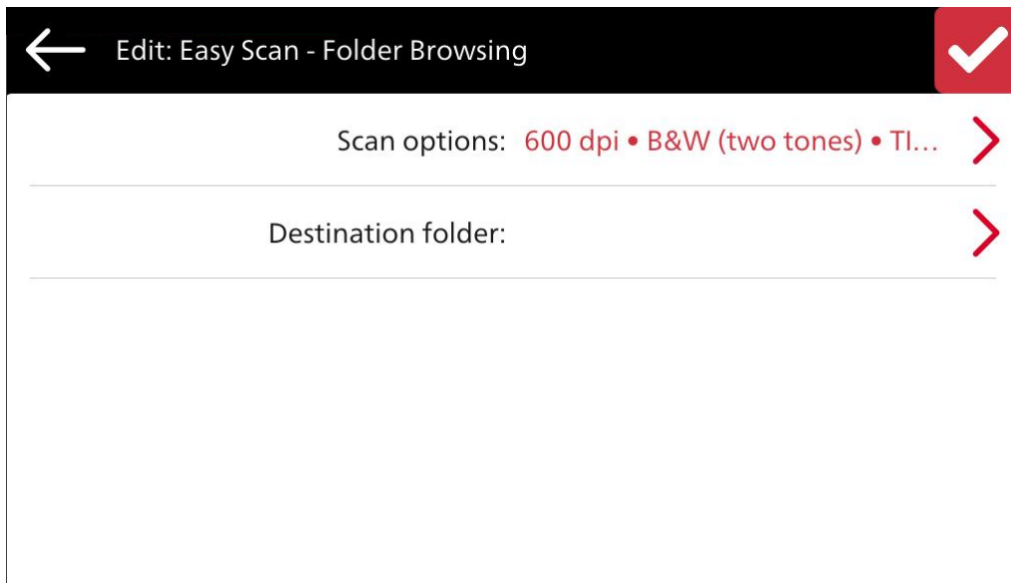


2 Select new favorite action

8.1.2 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 certain actions by tapping the action menu on the action and then **Edit**. A screen opens with all parameters that can be changed for that action.

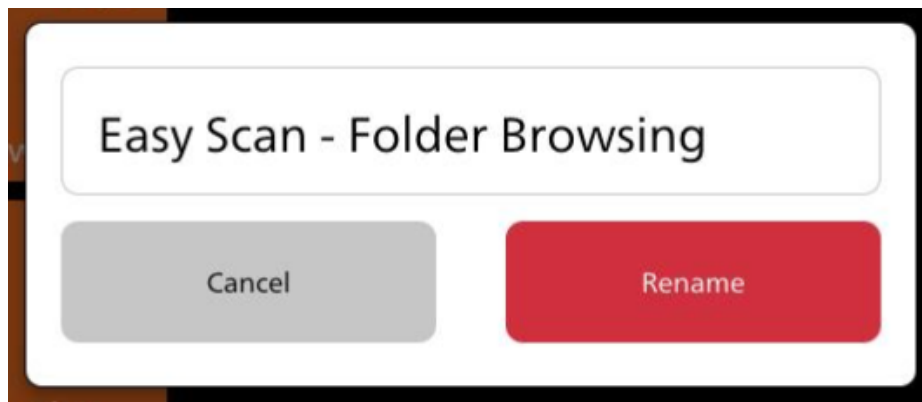


3 Edit favorite action parameters

8.1.3 Rename a Favorite Action

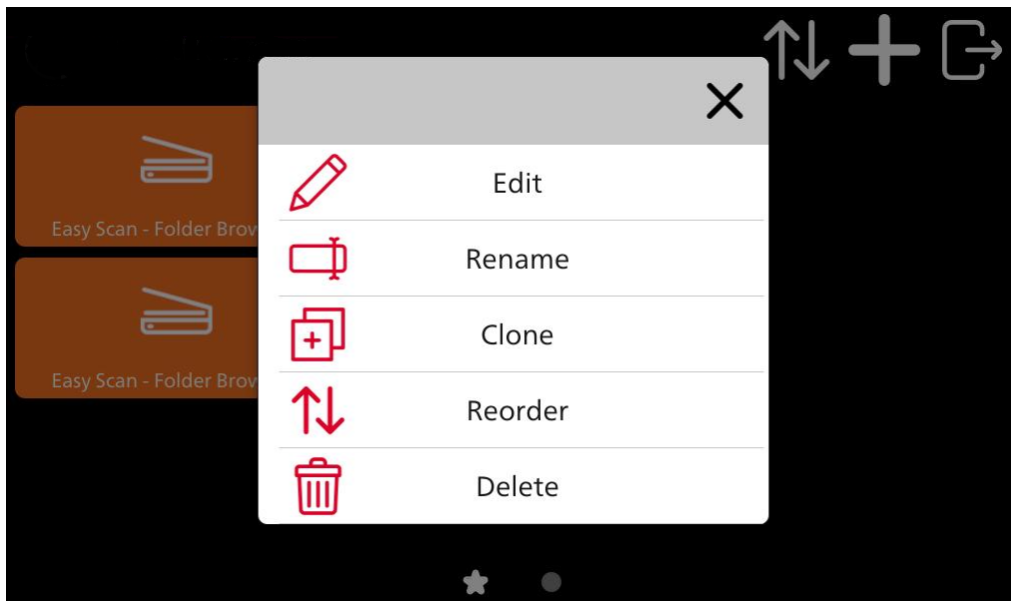
You can rename the actions by tapping the action menu on the action and then **Rename**.

Type in your new action name and save it.



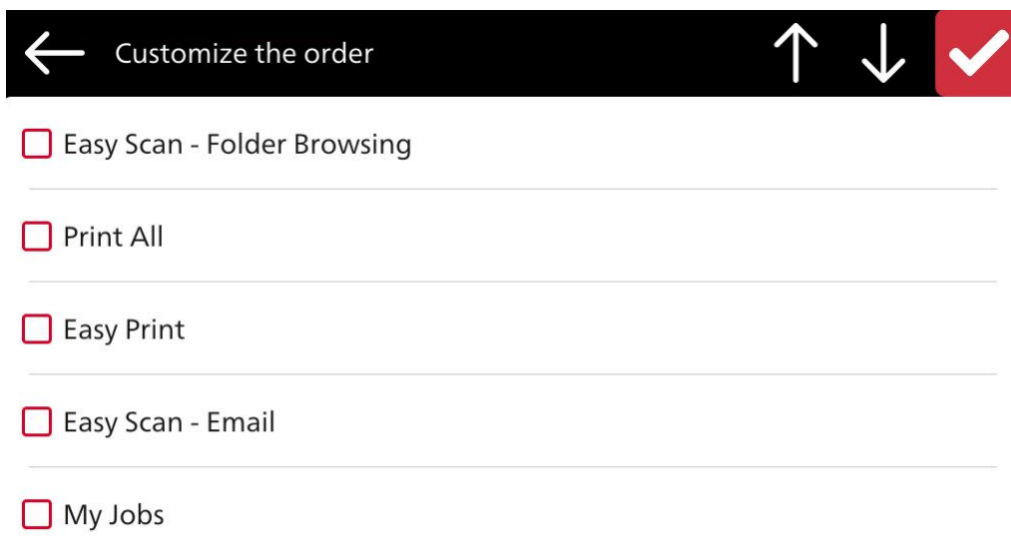
8.1.4 Clone a Favorite Action

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



8.1.5 Reorder your Favorite Actions

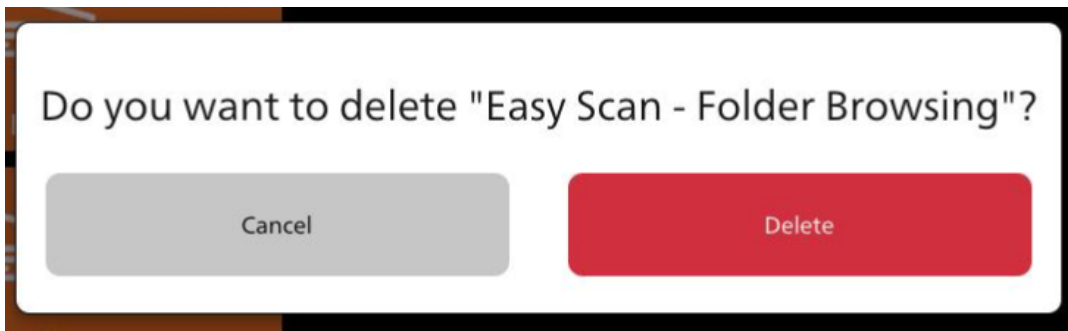
Use the up and down arrows to sort your favorite actions.



4 Reorder favorite actions

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

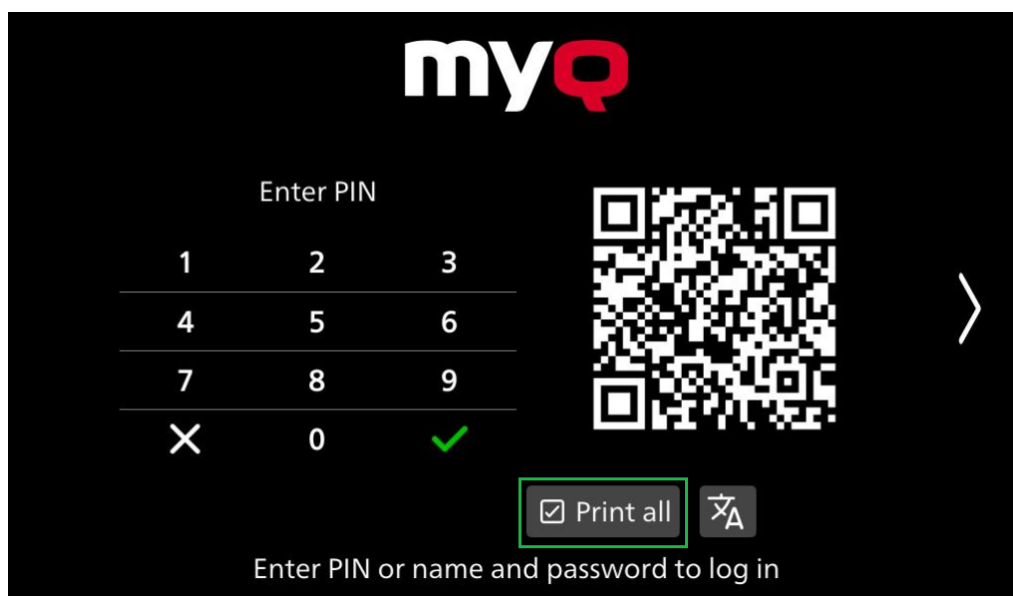
This action prints all jobs that are waiting in queue in the **Ready** state, including jobs delegated by other users.

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** 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.

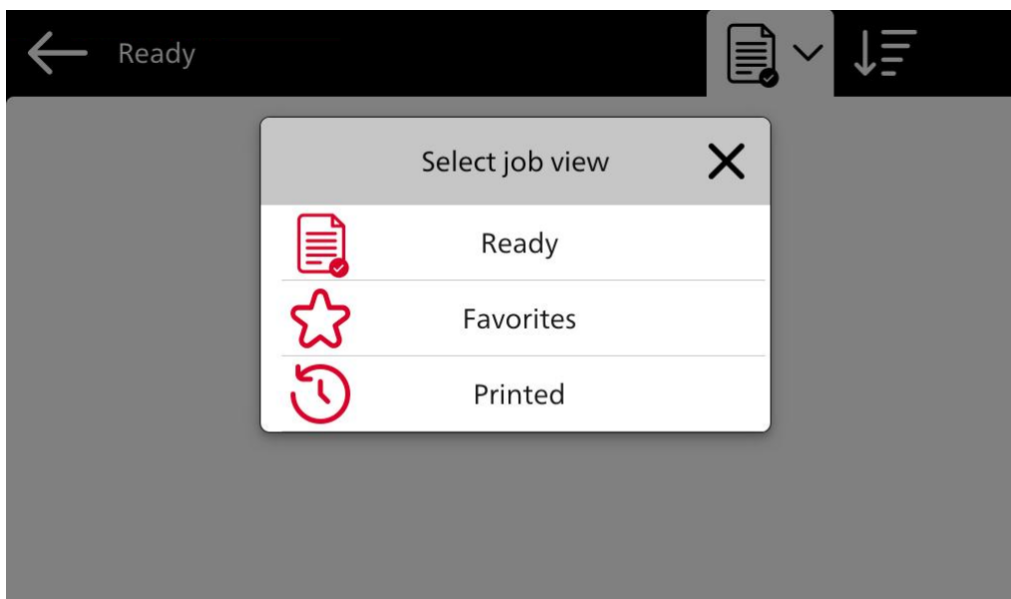
If the user disables the feature on the terminal and does not login in 30 seconds, the terminal screen refreshes with the **Print all jobs after logging in** option selected.



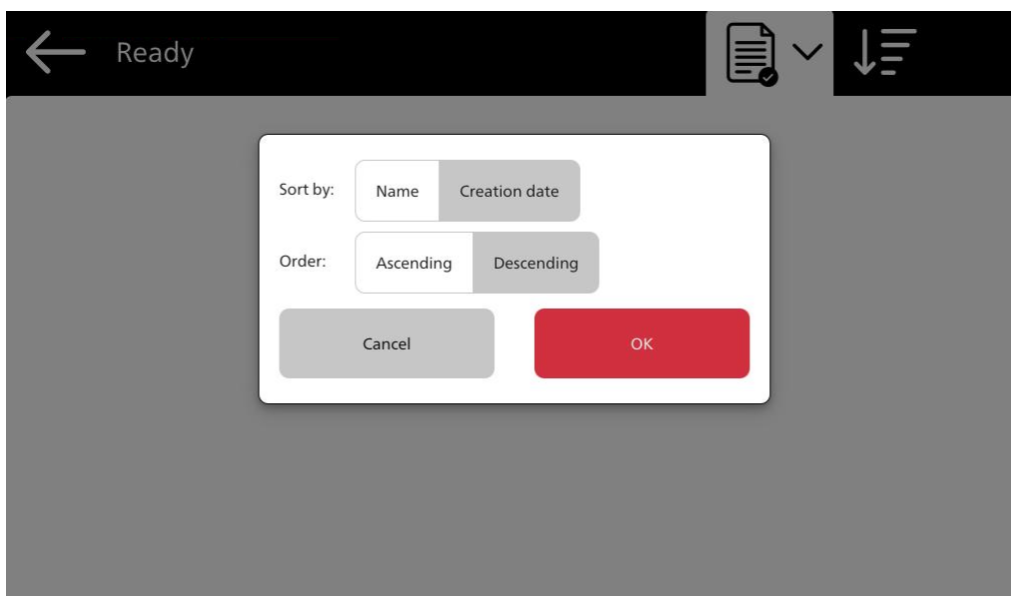
8.3 My Jobs

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.



Use the sorting button to reorder your jobs.



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.

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 (*listed from right to left in the screenshot above*):

- **Print:** Tap the printer icon to print the selected jobs.
- **Alter Parameters:** Tap to change the job parameters.
- **Preview:** Tap to enter **Job Preview**.
- **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).
- **Remove from favorites:** Tap the star-minus icon to delete the selected jobs from your favorites (Visible on the Favorite jobs tab).
- **Delete** - Delete selected job/s. Once relevant jobs are selected and delete is pressed, a dialogue asking **Delete selected jobs?** is shown. Pressing **Yes** deletes selection, pressing **No** cancels the deletion.
- **Select all:** Selects all jobs.

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, and the three-dots button to expand the navigation menu.



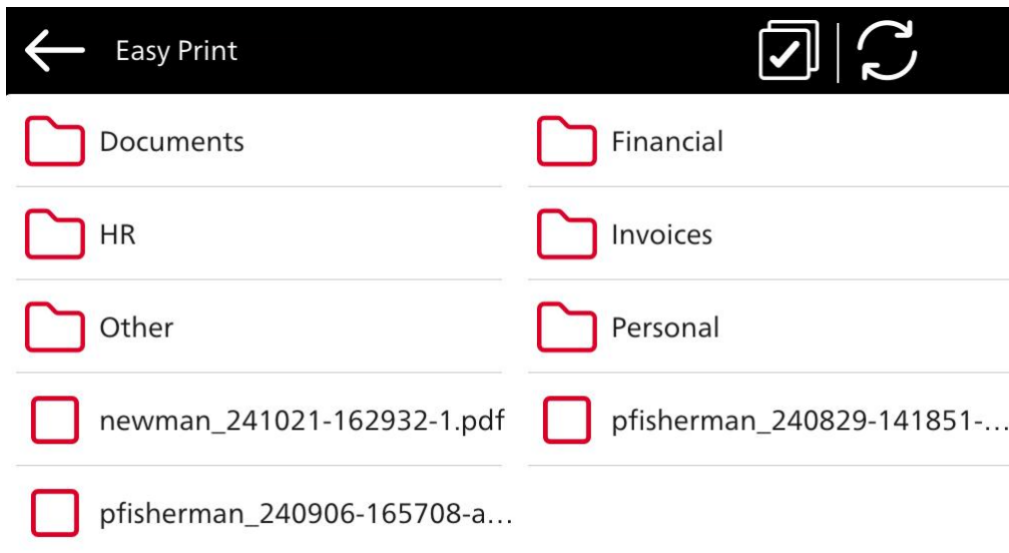
In the expanded menu, you can delete the job, add the job to your favorites, open the job's print options, and print the job.

8.4 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.

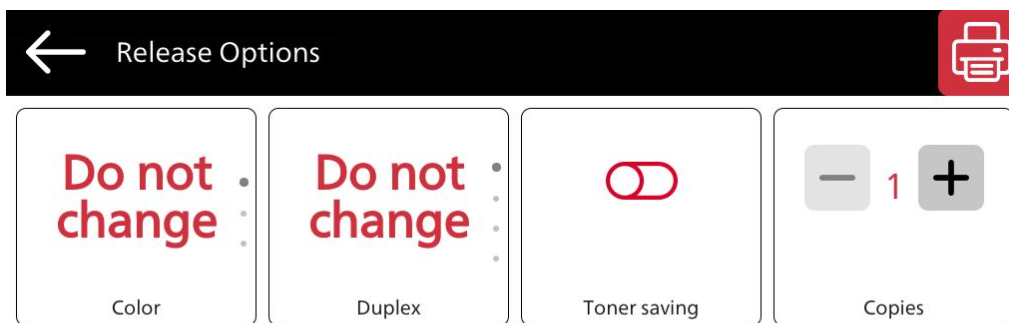
For information on how to configure the **Easy Print** action, check [Easy Print settings](#) in the MyQ Print Server guide.

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.



5 Select print source

Once a file has been selected release options can be chosen.



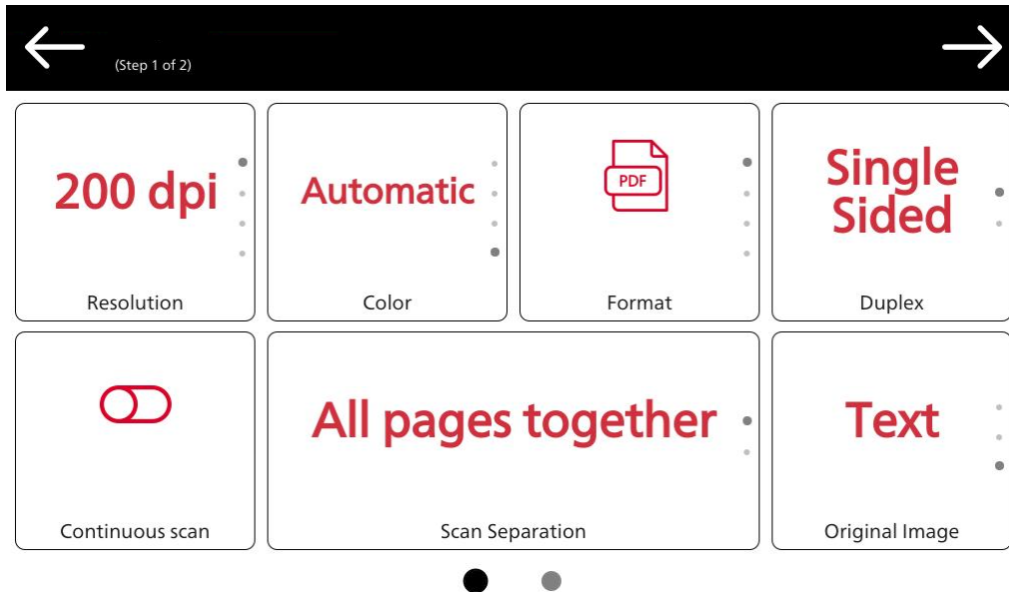
6 Set print release options

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

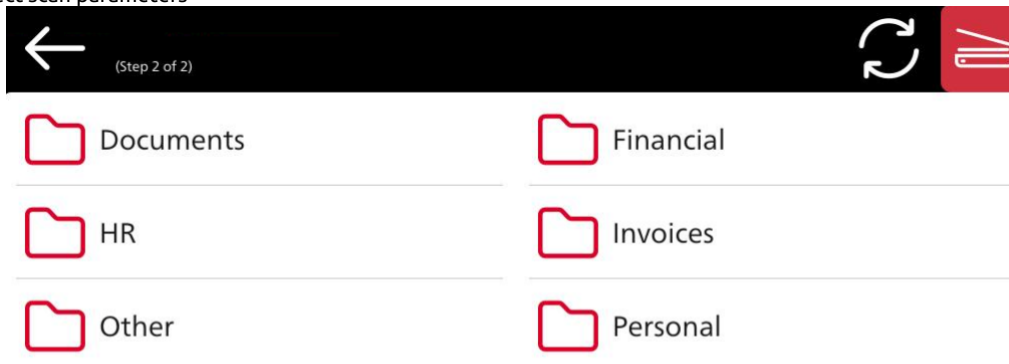
downloaded, but not printed are deleted from the server. Files that have already been printed remain on the server and it is possible to reprint them.

8.5 Easy Scan

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



7 Select scan parameters



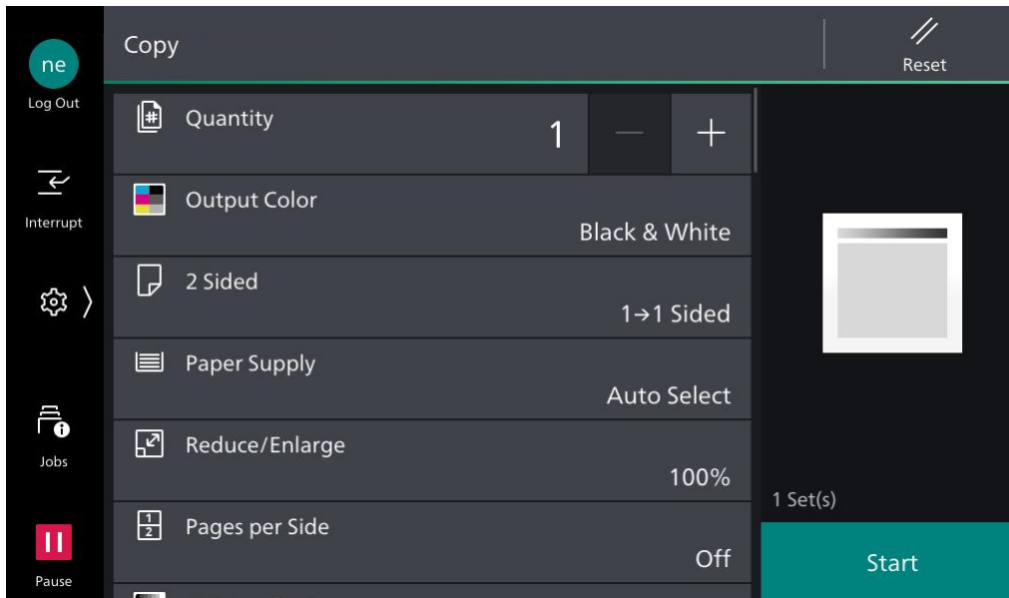
8 Select scan destination

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.

8.6 Panel Actions

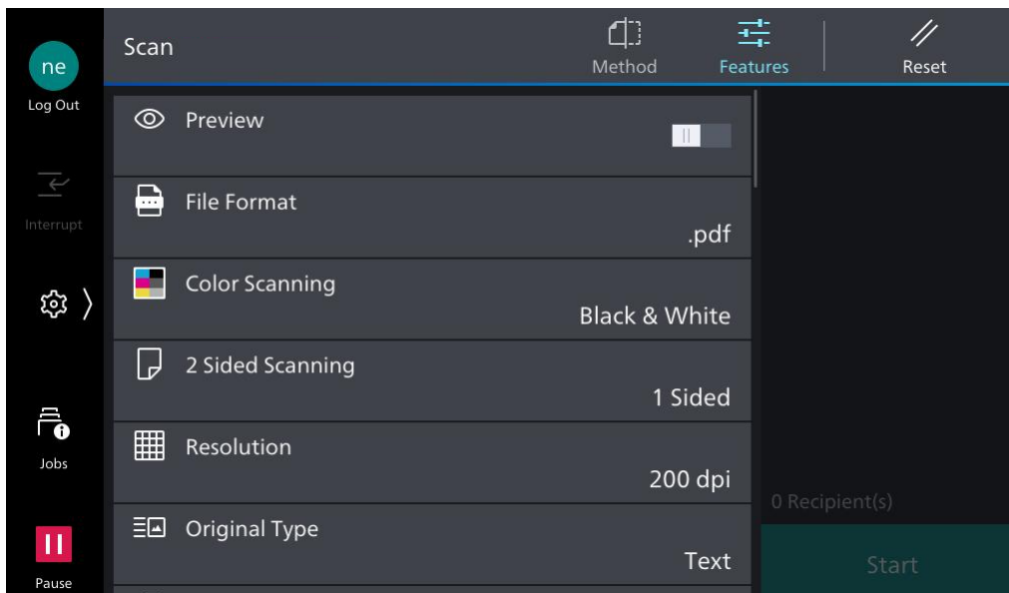
8.6.1 Panel Copy

Opens the printing device's copy screen.



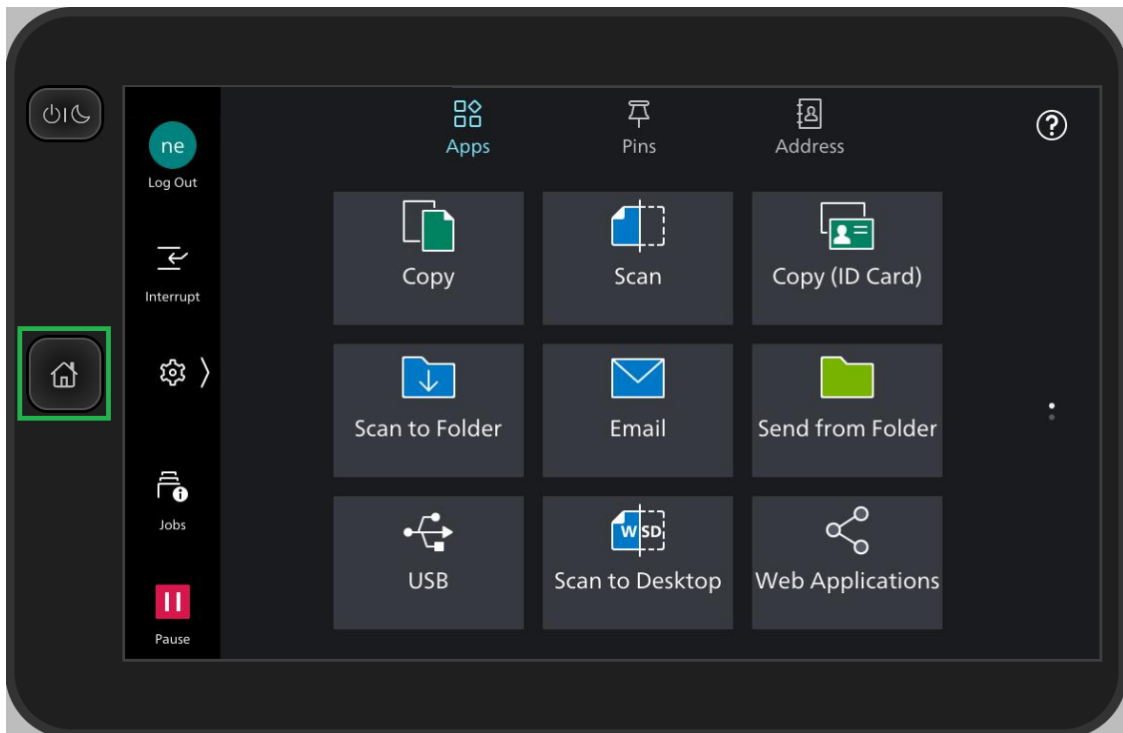
8.6.2 Panel Scan

Opens the printing device's scan screen.



8.6.3 Open Native Device Panel

To open the devices native panel simply press the **Home** button.



9 Scan to Me

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

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

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

9.1 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.

9.1.1 Enable and set up scanning on the MyQ server

For details, check [Scan to Me](#) on the MyQ Print Server guide.

9.1.2 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 in any order on the printing device's web interface:

- Enable SMTP protocol.
- Enter the MyQ server IP address or host name.
- 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.

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

For details, check [Set the destinations for the MyQ users on the MyQ Server](#) on the MyQ Print Server guide.

9.2 Using Scan to Me

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

Email addresses for Scan to Me

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

List of the MyQ destinations on the printing device

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

Once added, you can see the following destinations on the terminal:

- **MyEmail** is a shortcut for scanning to *email@myq.local*.
- **MyFolder** is a shortcut for scanning to *folder@myq.local*.

10 Business Contacts

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