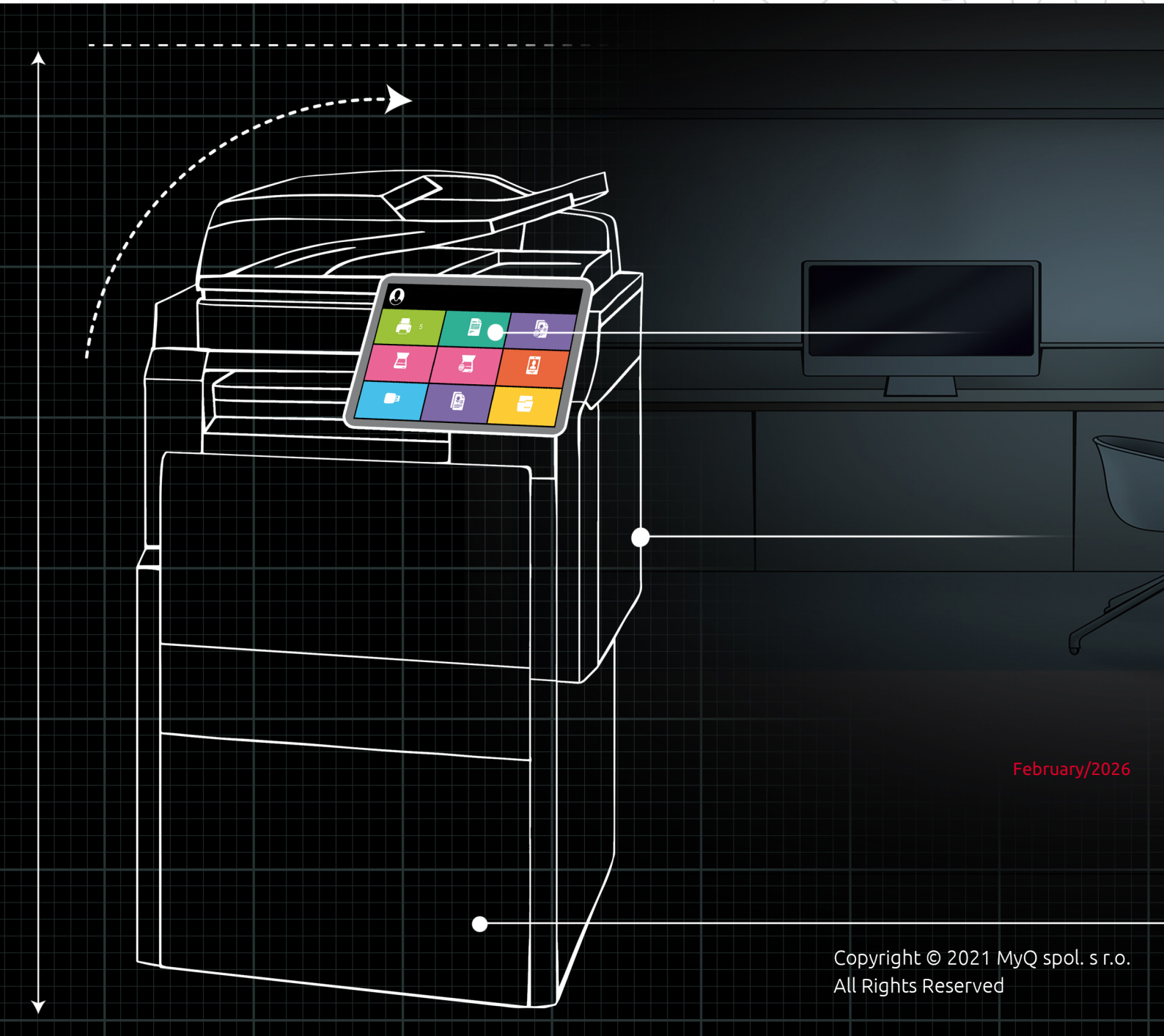
Quick Start Guide 10.2



February/2026

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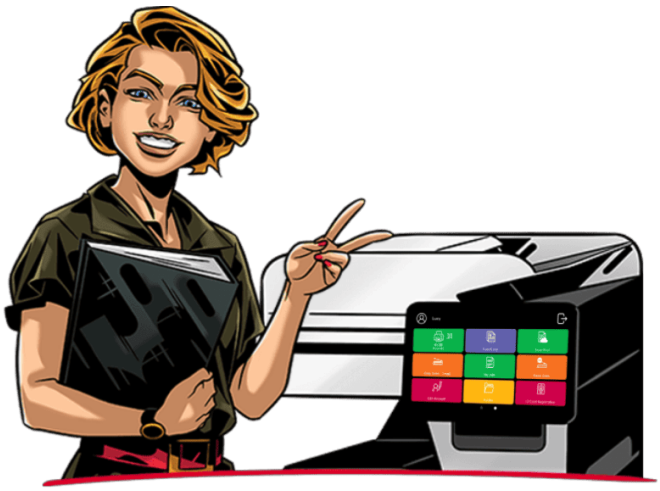
Use this Quick Start Guide to get your **MyQ Print Server** up and running in just a few steps.



First, we install MyQ Print Server on a Windows server and complete the basic configuration with the Easy Config utility. Then we access the MyQ Web Interface and perform the quick setup tasks, to activate your license, configure administrator emails, and add printers and users.

Next, we set up a direct print queue to demonstrate the simplest printing method. Then, we set up an embedded terminal to demonstrate secure pull printing and show you how to customize a terminal action. In our example, we will simply modify the Easy Copy terminal action to enable copying in monochrome only.

With the administrator tasks completed, we then focus on the end-user steps – how to print to a queue on the print server, and show you what a user will experience when they use a MyQ embedded terminal to release print jobs securely and use our customized terminal action.

1 Before You Begin

Before starting the installation, make sure your environment meets the basic requirements for a smooth setup.

1.1 System Preparation

- **Operating System:**
  Windows Server 2016, 2019, 2022, or 2025, or Windows 10/11 (64-bit).
  Keep your system fully updated with the latest security and cumulative patches.
- **Hardware:**
  At least 3 physical CPU cores, 6 GB RAM, and 30 GB of available disk space.
- **Power Settings:**
  In **Control Panel > Hardware > Power Options** and set your power plan to **High Performance** to ensure maximum database and service performance.
- **Permissions:**
  You must have **local administrator rights** on the server to install MyQ.

1.2 Software Requirements

- **.NET Runtime 8**, **ASP .NET Core 8**, and **Windows Desktop Runtime 8** (installed automatically by the MyQ installer).
  If installation fails, you can install this software manually from Microsoft and rerun the installation.
- **.NET Framework** (latest version recommended by Microsoft).
- **Web Browser:**
  Microsoft Edge (91 or higher) is recommended; Google Chrome, Firefox, Safari, and Opera are also supported.

1.3 Security

- Ensure your system trusts the **DigiCert Global Root CA** certificate. This is required for license activation.
- Exclude the **MyQ application folder** from antivirus scans to prevent performance issues.
- MyQ should **not be installed on a Domain Controller**.

With these requirements in place, you're ready to install MyQ and perform your initial configuration using **Easy Config**.

2 Choose the Right License

MyQ X is available in these editions:

- SMART
- ENTERPRISE
- ULTIMATE

For details about what's included in each, see https://www.myq-solution.com/en/myq-x#myq-x-plans.

2.1 Get your MyQ SMART License

A MyQ X SMART license is available free of charge. All you need to do is register in the MyQ Community portal and create a Smart Project.

> For details about the different license tiers and their corresponding features, see https://www.myq-solution.com/en/myq-x#myq-x-plans.

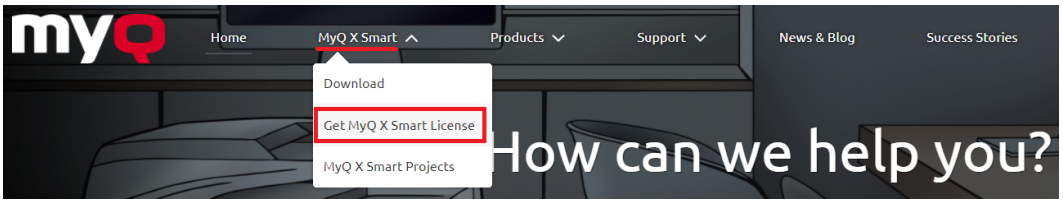
2.1.1 Register in the MyQ Community

To register in the MyQ Community, follow these steps.

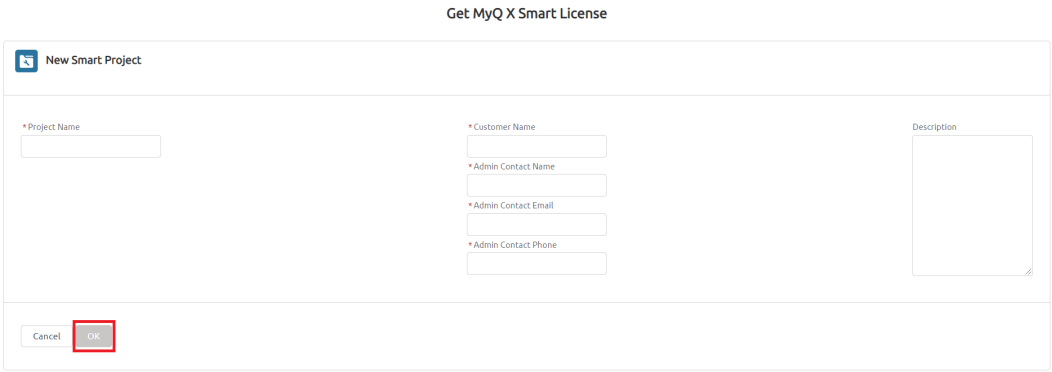
1. Go to the MyQ Community portal Login page and click **Not a member?**
2. Fill in the requested information and click **Sign up**, and then **Verify** your identity.
3. You receive a welcome email from MyQ, and are now logged in.

2.1.2 Get a MyQ X Smart license

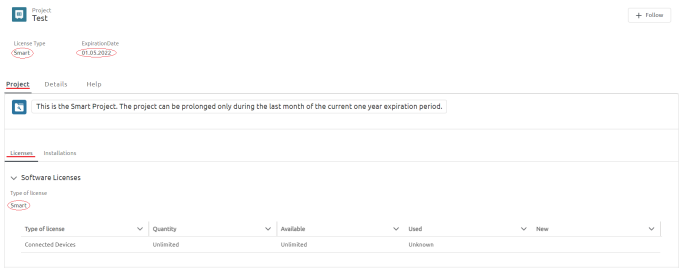
1. In the MyQ Community portal, click **MyQ X Smart**, and select **Get MyQ X Smart License**.



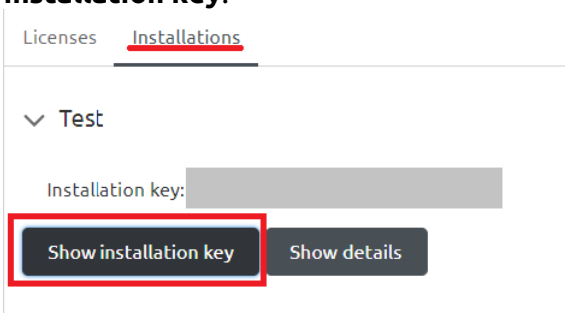
2. Fill in the required information, and click **OK**.



3. Your new Smart Project is created. At the top, you can see your project name, license type, and expiration date. The **Licenses** tab shows your current license information.



4. To view your **installation key**, click on the **Installations** tab, and click **Show installation key**.



5. Copy your **installation key**.
   You will need this after you install the MyQ Print Server.

3 Install MyQ Print Server

A successful installation of the print server involves these main steps:

- Install the Print Server
- Run Easy Config

3.1 Install the MyQ Print Server

While you typically install Print Server on a virtual Windows Server, you can run it on a Windows personal computer.

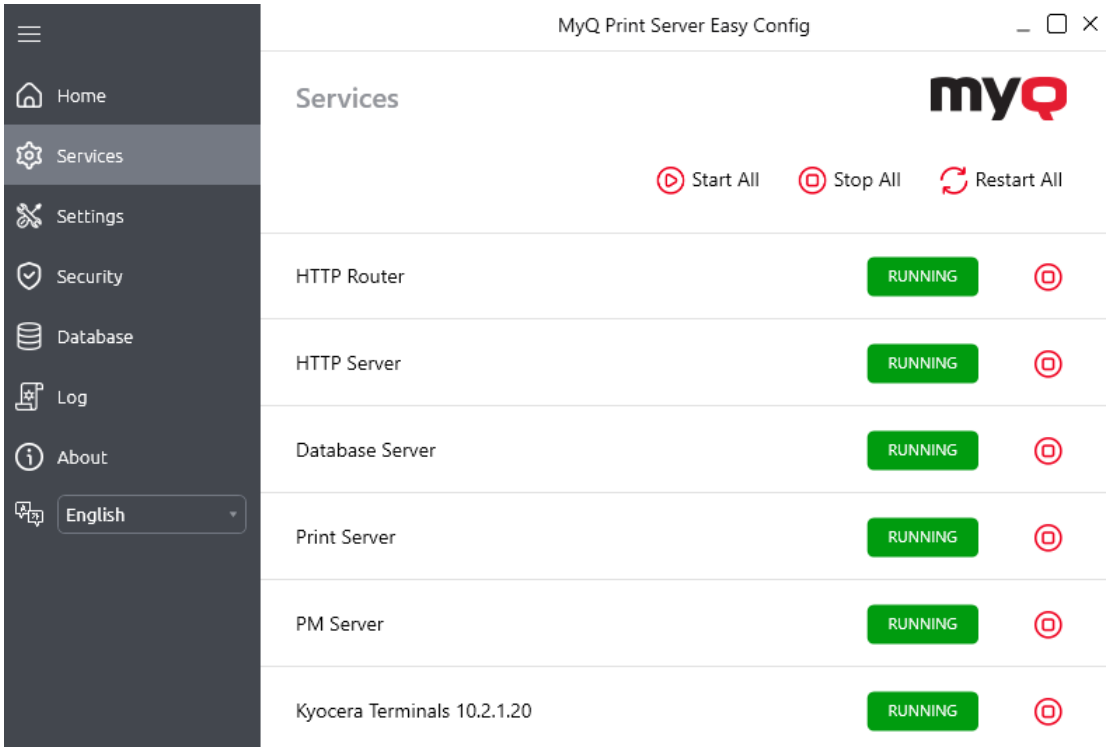
1. Go to Downloads in the MyQ Community portal.
2. Click **LTS**, and download the latest version of **MyQ Print Server**.
3. Run the executable file. The **Select Setup Language** dialog box appears.
4. Select your language and click **OK**. The License Agreement page appears.
5. Accept the terms of the License Agreement, and click **Next**. The Select Destination Location dialog box appears.
6. Select the folder where you wish to install MyQ. The default path is:

   C:\Program Files\MyQ
7. Click **Install**. MyQ is installed on the server.
8. Click **Finish**, and restart your system, as required.

3.2 Run Easy Config

The Easy Config utility helps you manage your server settings, including ports, database backup and restore, administrator credentials management, and more. After installation, **Easy Config** opens automatically the next time your Windows server starts. You can also launch it on demand from the Windows Start menu.

Use Easy Config to complete the initial server setup in just a few steps.



3.2.1 1. Set your Admin Credentials

On the **Home** tab:

- Set a password for the **Server Administrator Account** (**admin)***.** The *admin account uses this password to log in to the web interface.
- (Recommended) Change the default password for the **Database Administrator Account**.

Later you can modify these passwords from the **Security** tab.

> Use the **admin* account for your initial setup. Later, when you have assigned administrator privileges to one or more individual users, we recommend that you disable the *admin account in **Easy Config > Security**.

3.2.2 2. Verify Services

On the **Services** tab:

- Verify that all **services** are running.
- If any are stopped, click **Start All**.

3.2.3 3. Check Basic Settings

On the **Settings** tab:

- Confirm the default file paths for system data and jobs, or change the location if necessary.
- Modify the **port configuration** if required (the default incoming port for the web interface is 443).

3.2.4 4. Finish Setup

Some changes may require MyQ services to restart. When all services are running, return to the **Home** tab and click **MyQ Web Administrator** to open the web interface.

For more information, see Access the Web Interface.

4 Access the Web Interface

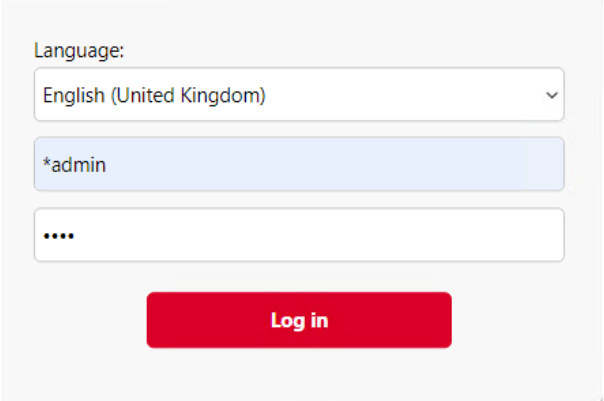
Once Easy Config confirms that everything looks good, you are ready to start using the Web Interface.

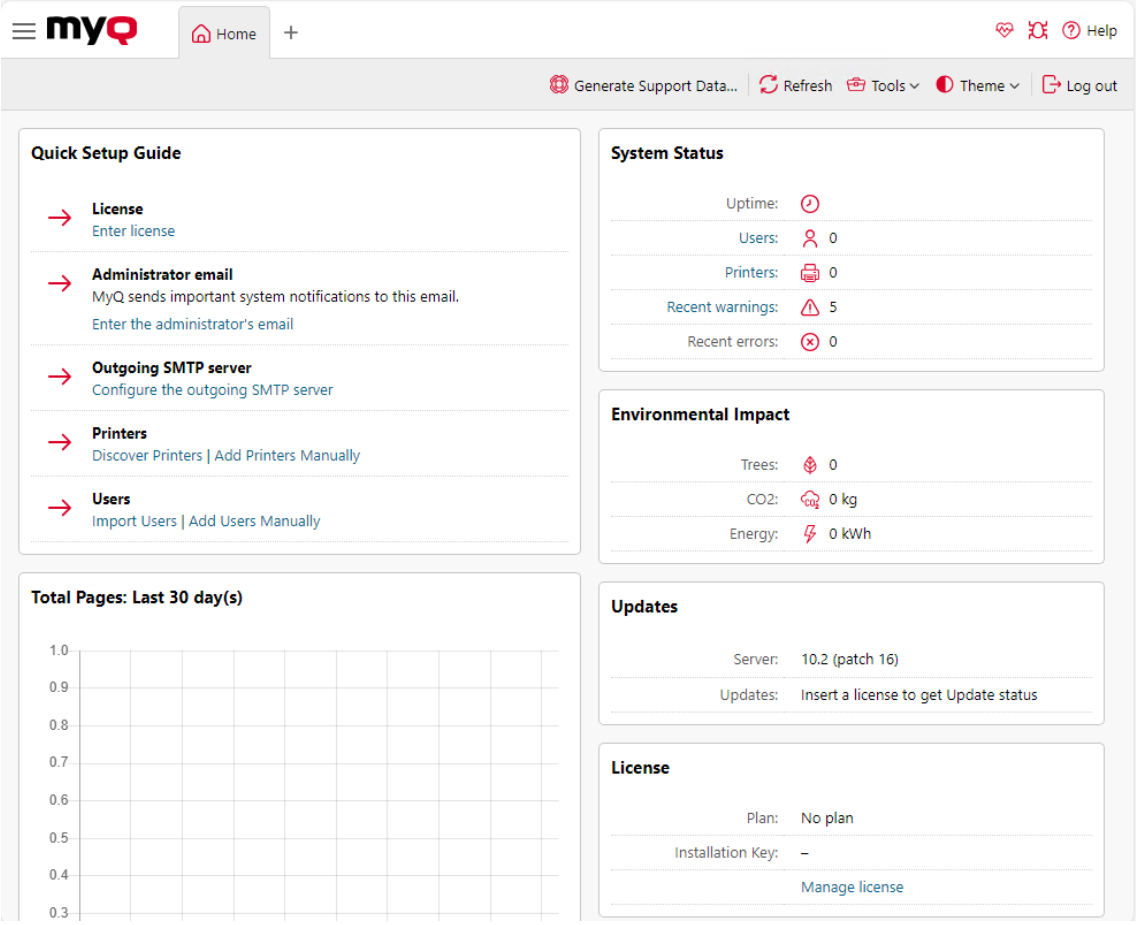
4.1 Log in as Admin

1. Launch the Web Interface. You can access it in these ways:
   - On the system where you installed the Print Server, open **MyQ Web Administrator** from the Windows Start menu.
   - On a computer on the same network as your Print Server, open a web browser and go to `https://<hostname>:<port>`

     Replace `<hostname>` with your server's IP address or hostname, and `<port>` with your port.
2. Log in as your server administrator (**admin*) with the password that you set in Easy Config.

The **Home tab** opens, containing a dashboard where you can access usage information, environmental impact, the Quick Setup configuration widget, and more.





4.2 Set Your Language

To change the display language of the web interface, modify the language-locale section of the URL. For example to switch from English to Spanish, but to keep the US locale, change **/en-us/** to **/es-us/** in the URL. For a complete list of supported languages, see (10.2) Available languages in the Print Server guide.

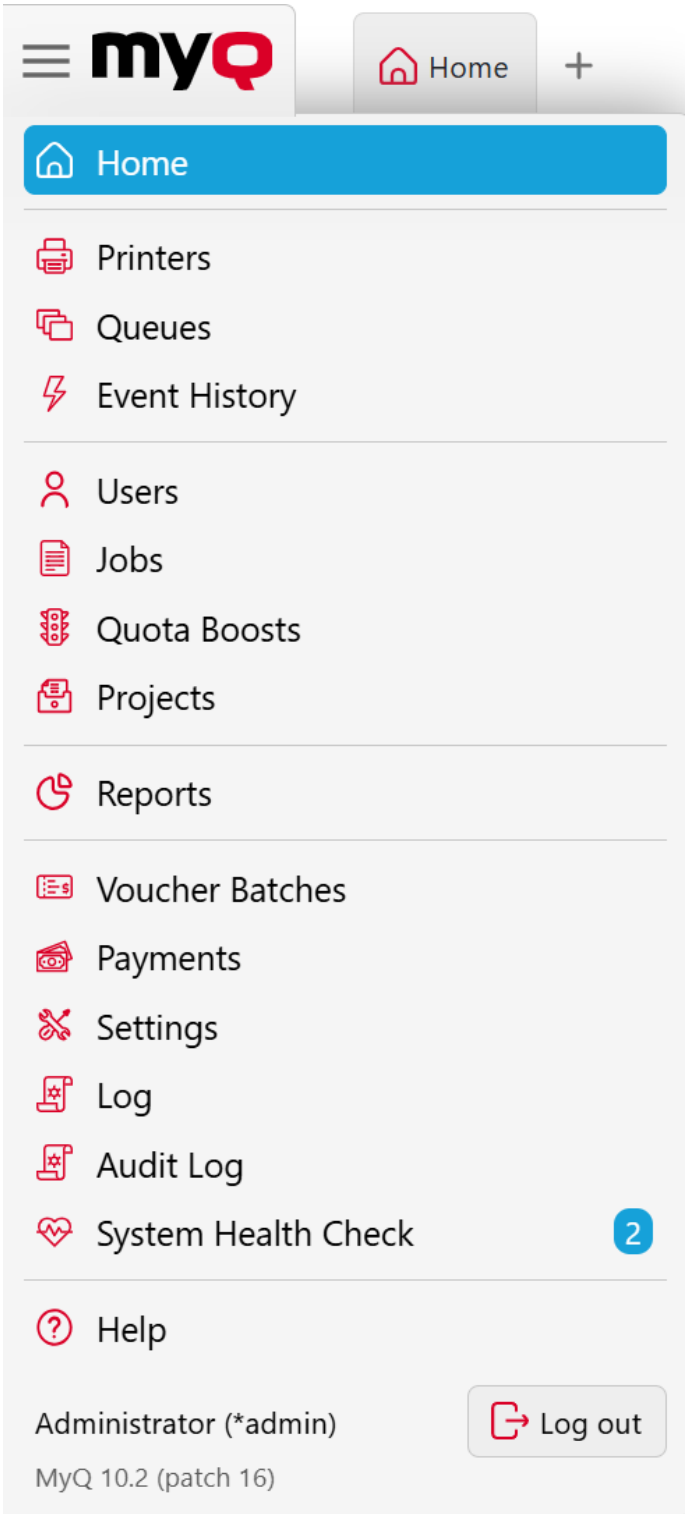
4.3 Web Interface - Menu Overview

There are two primary menus you will use to access the features and settings of the MyQ server: the **Main** Menu (sometimes called the **MyQ** Menu) and the **Settings** Menu. In general when this guide refers to *main tabs* and *settings tabs*, we mean tabs in the Main Menu and Settings Menu, respectively.

4.3.1 Main Menu

From the **Main Menu,** you access your customized Home Dashboard, and features for managing printers, queues, users, accounting and more.

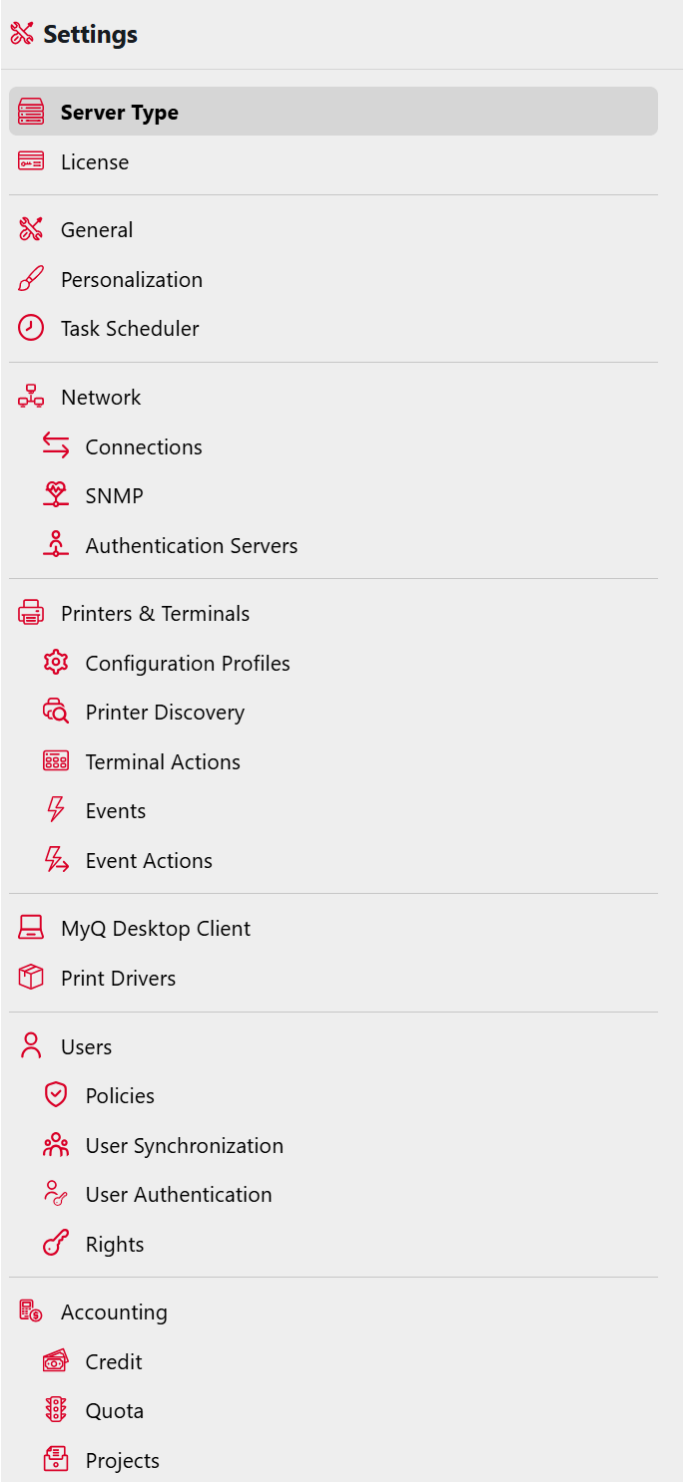
To open the **Main** menu, click the logo at the upper-left corner of the screen.

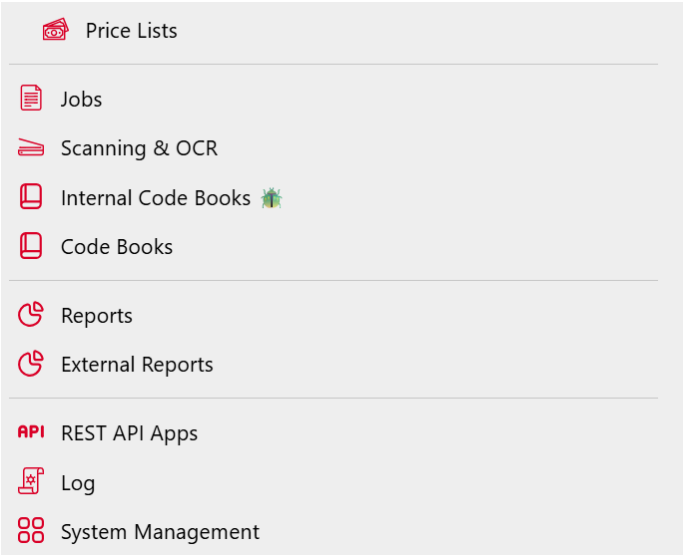

myQ
Home
Home
Printers
Queues
Event History
Users
Jobs
Quota Boosts
Projects
Reports
Voucher Batches
Payments
Settings
Log
Audit Log
System Health Check
2
Help
Administrator (*admin)
Log out
MyQ 10.2 (patch 16)

4.3.2 Settings Menu

From the **Settings Menu,** you manage connections and integrations, terminals, users access your customized Home Dashboard, and manage your printers, queues, users, accounting and more.

Click **Settings** on the **Main** menu.

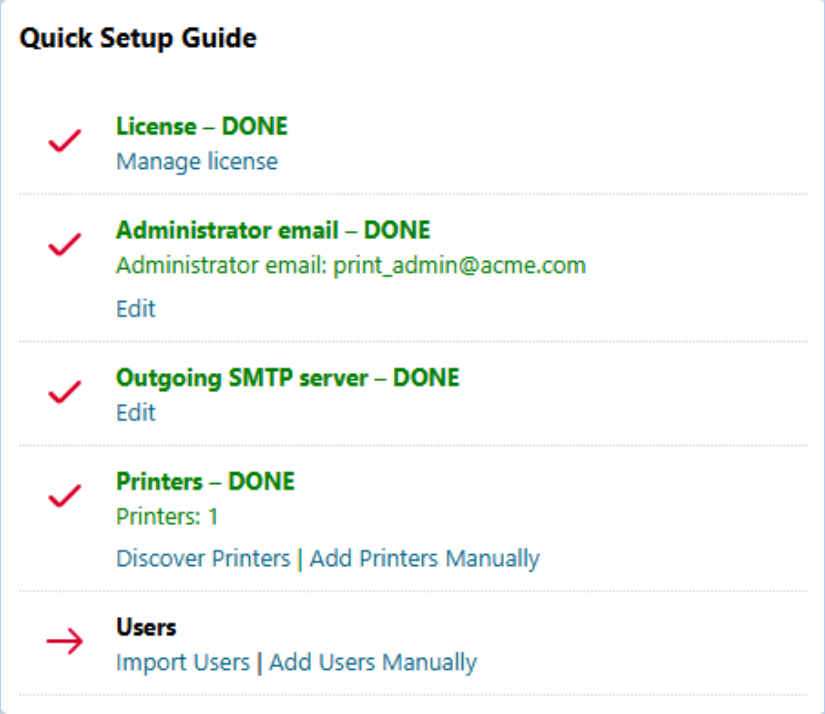



Price Lists
Jobs
Scanning & OCR
Internal Code Books
Code Books
Reports
External Reports
API
REST API Apps
Log
System Management

5 Perform Quick Setup

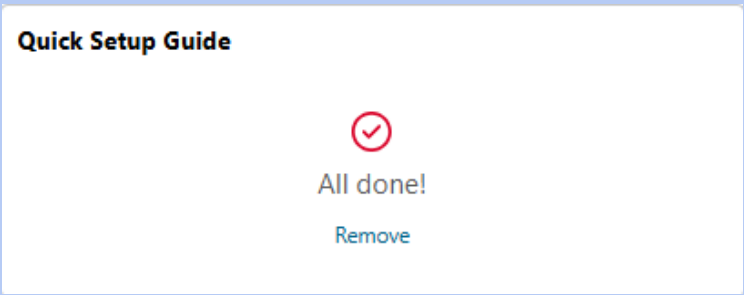
The default **Home** dashboard layout includes the **Quick Setup Guide** widget, which helps you complete important tasks for new installations.

As you progress through the Quick Setup Guide, your home dashboard shows what tasks are completed and what tasks remain.



1 Example: Progressing through Quick Setup Guide

When the basic setup tasks are completed, the Quick Setup Guide shows the message “All done!”.

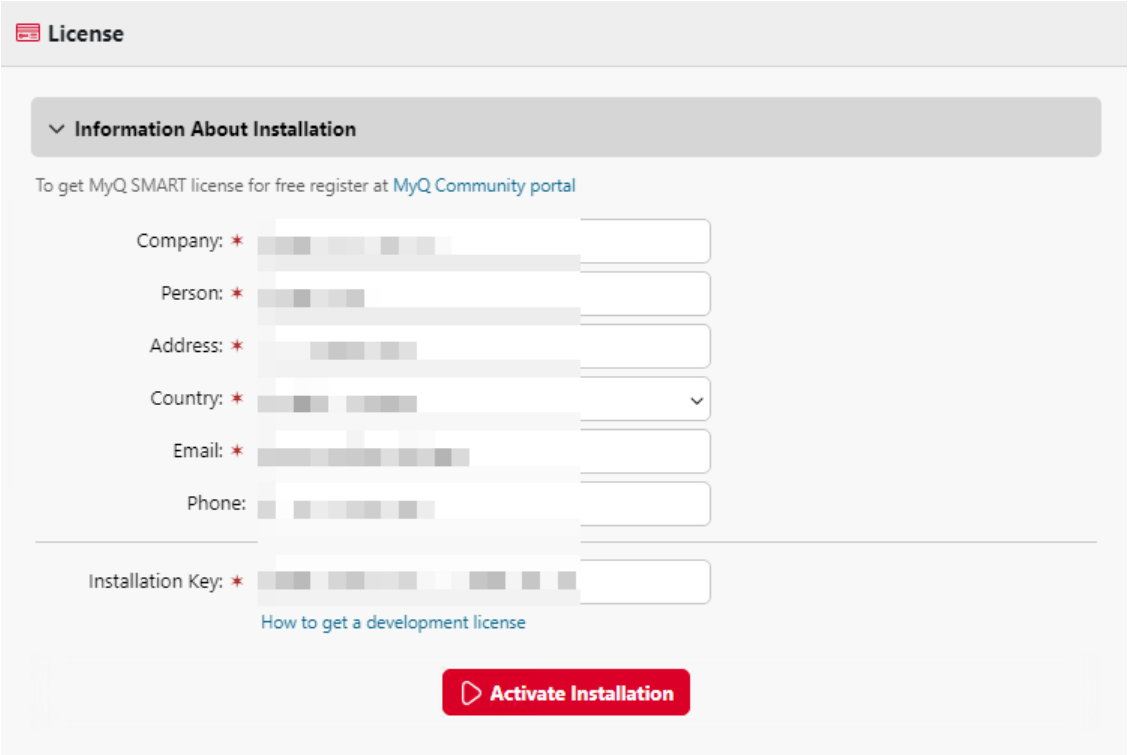


5.1 Activate License

To use all the features of MyQ, enter your key and activate your installation.

1. From the **Quick Setup Guide** widget, click **Enter License**. The **License** settings tab opens.
2. Enter your company and contact information, and your installation key, and click **Activate Installation**.
3. In the confirmation dialog that appears, click **Activate**.

The **License** settings tab now shows information including your license plan, expiration date, license key, and number of activated embedded terminals.

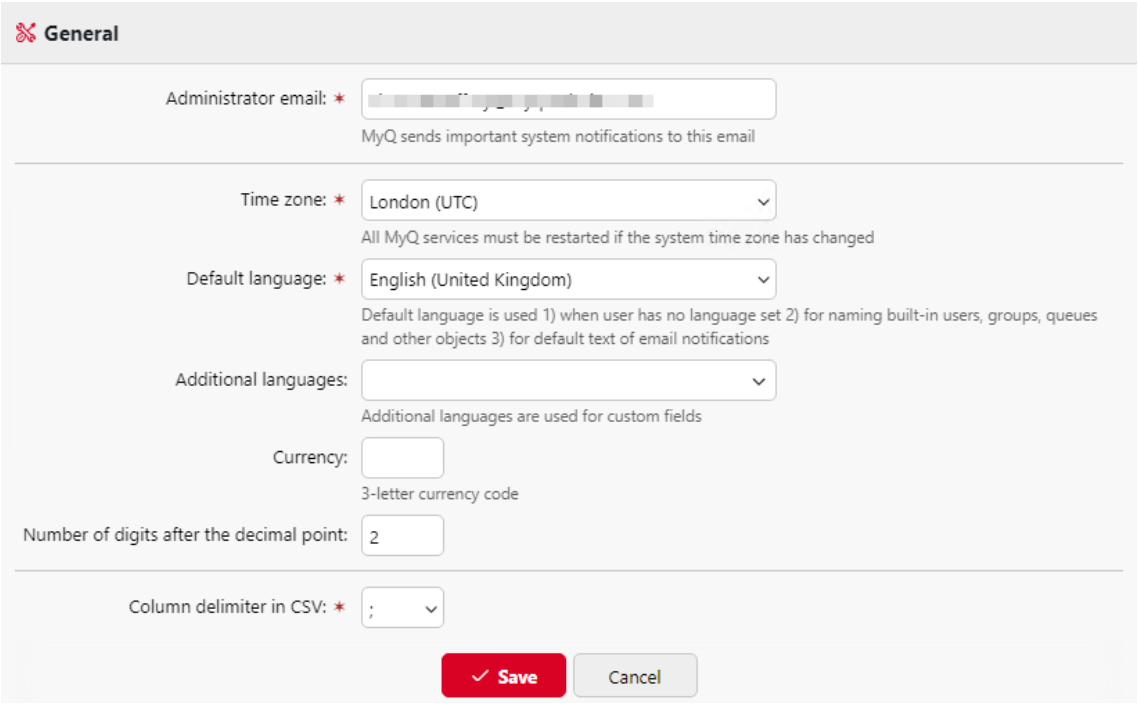


Next, set the administrator email address.

5.2 Set Administrator Email

To automatically receive system emails, such as disk space warnings and license expiration notifications, set the administrator email.

1. From the **Quick Setup Guide** widget, click **Enter the administrator's email.** The **General** settings tab opens.
2. Enter the administrator email address, and click **Save**.

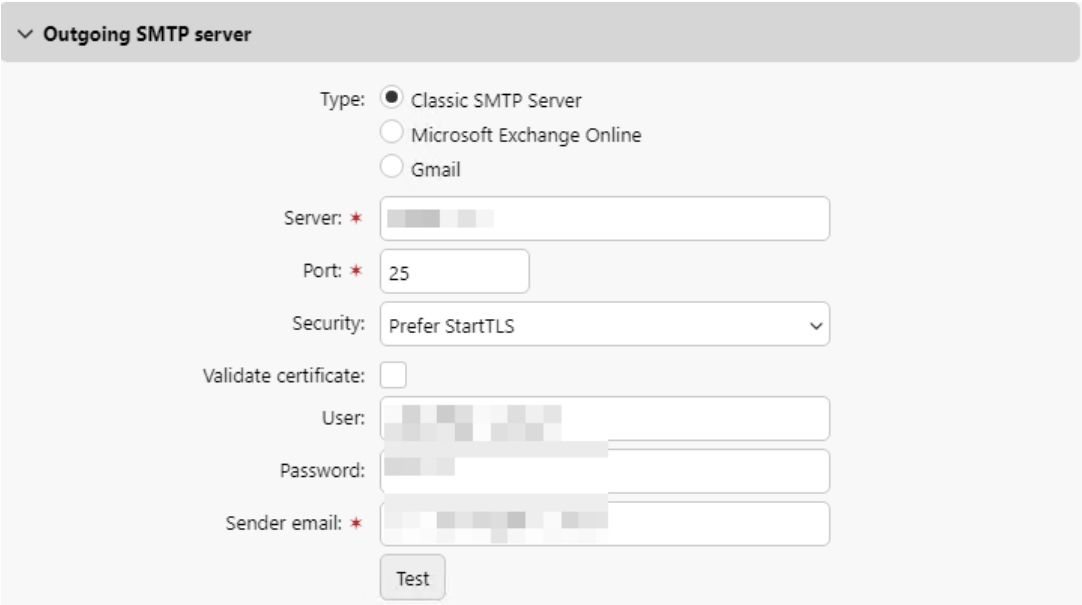


Next, provide your outgoing SMTP server details to enable Print Server to send emails.

5.3 Set Outgoing SMTP Server

To enable MyQ server to send email, you must enter your SMTP server information in the network settings.

1. From the **Quick Setup Guide** widget, click **Configure the outgoing SMTP server.** The **Network** settings tab opens.
2. In the **Outgoing SMTP server** section, select your server type and enter your SMTP server details. Click **Test** to confirm that the connection is working.



Next, add printers and users.

5.4 Add Printers

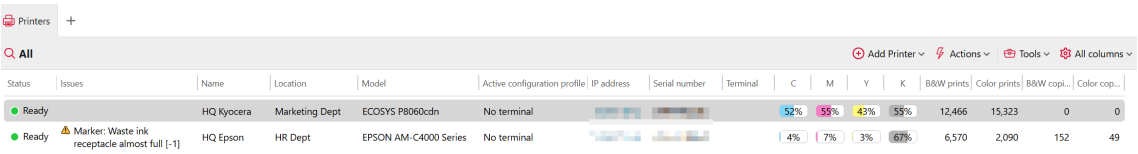
For this quick start guide, we will add printers manually. However, in a production scale deployment, you would create a Printer Discovery to detect and add multiple printers.

5.4.1 Add and Activate a Printer

1. Go to MyQ > Printers, and click Add Printer.
2. Enter the printer IP address in the Address field.
   You can typically find this information from network settings on the device control panel.
3. (Optional) Specify the location of the printer.
4. Click Add+ to save your changes. The printer now appears in your list of printers with status Inactive.
5. Select the printer in the list and go to Actions > Activate.
   The printer status changes from Inactive to Ready.

In our example, we added and activated two printers:

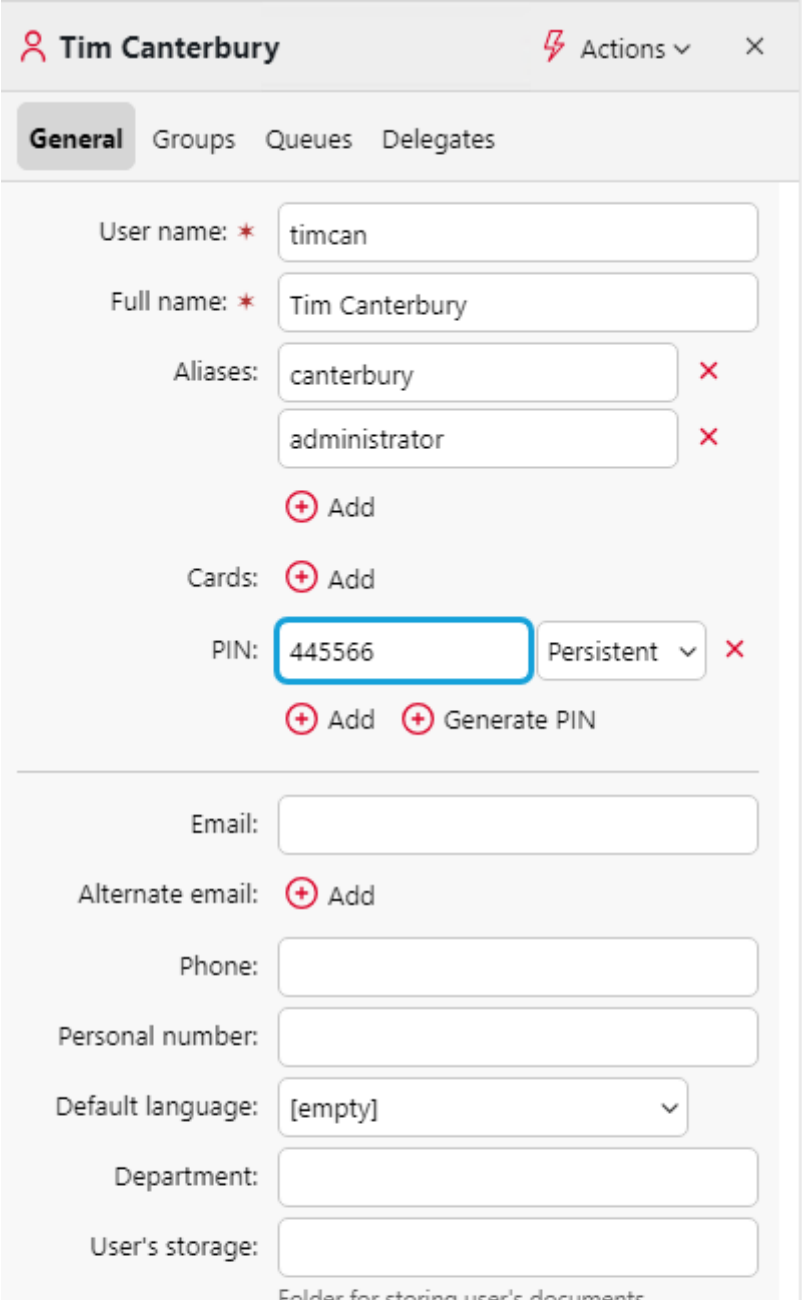
- HQ Kyocera in the Marketing Dept. This will be our device for direct printing.
- HQ Epson in the HR Dept. This device will be used for secure pull printing and MyQ terminal actions.

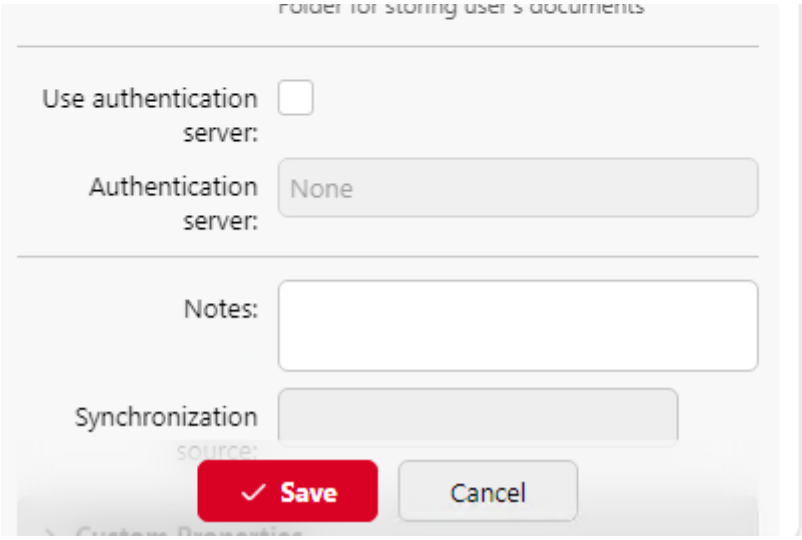


5.5 Add Users

For this quick start guide, we will simply add one user manually. However, in a production scale deployment, user synchronization would be integrated with the organizations user directory and automated. The print server supports import from LDAP, CSV, and Microsoft Entra ID.

1. In the Quick Setup widget, click **Add Users Manually**. The **Users** tab opens.
2. Click **Add User**.
3. Specify a **User name** and **Full name** for the user.
4. Enter a unique numeric **PIN** for the user, or click **Generate PIN**.
5. Click **+Add**.





In our example, we added Tim Canterbury. Because Tim also works under the Windows domain username “administrator”, we also include this as an alias.

6 Set Up Direct Printing

Now that your print server is set up, let's set up the simplest printing method, with a Direct Print queue.

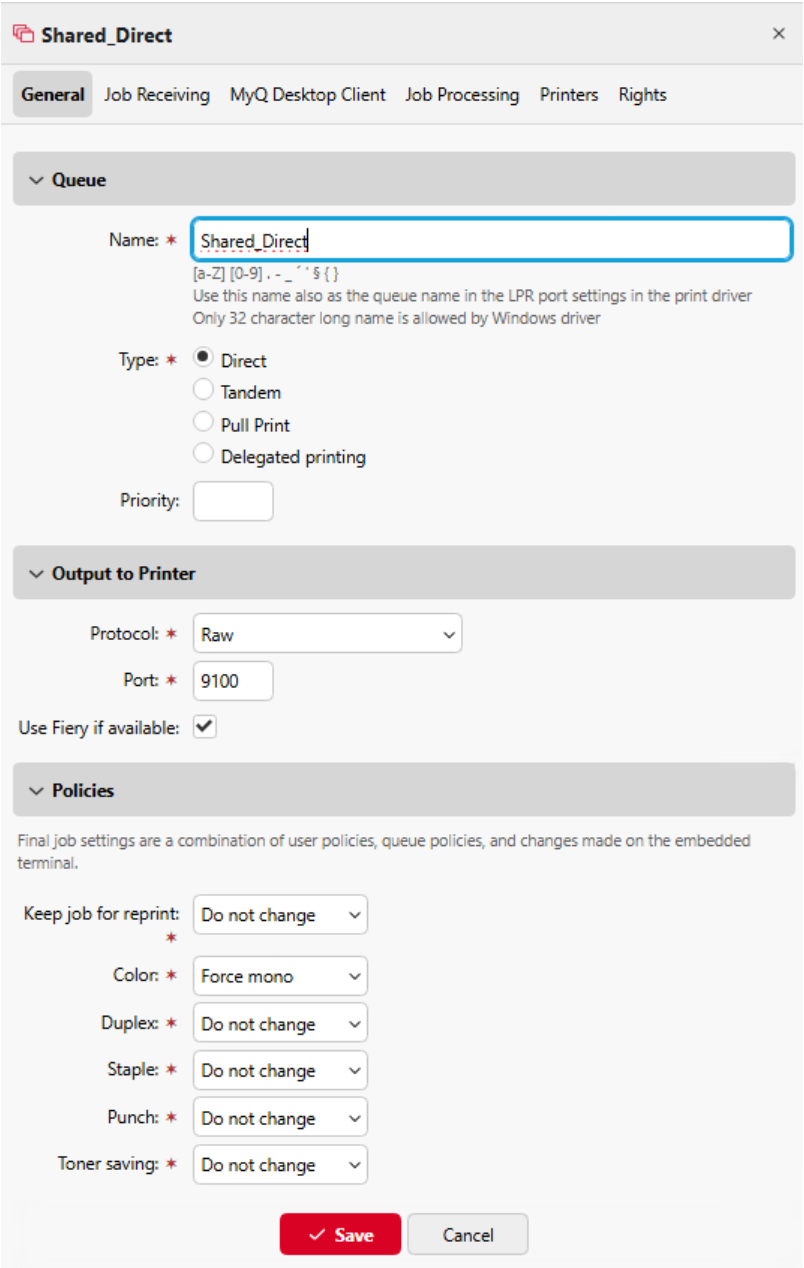
A direct queue can have only one printing device assigned to it, and this makes it a suitable solution a small team that shares a printing device in a trusted environment.

> ⚠ With Direct Print, documents are printed immediately, without user authentication on the device. Use direct queue printing only in trusted environments. For secure printing, use another queue type, such as a Pull Print queue.

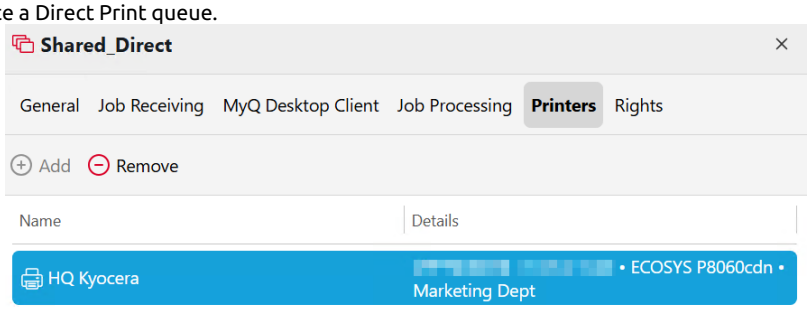
6.1 Create a Direct Print Queue

In this example, we create a direct queue that prints to the Kyocera device that we added during Quick Setup, and we will configure this queue to only print in monochrome.

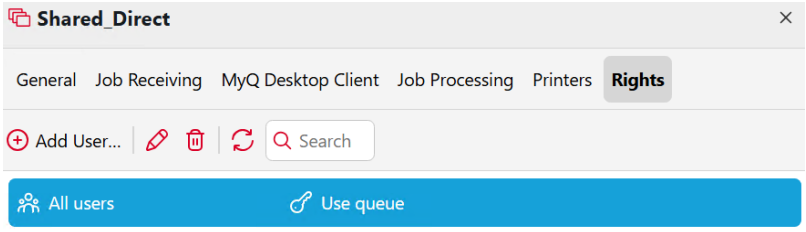
1. Log in to the **Web Interface**, and go to **Queues**.
   The **Queues** tab opens, showing several queues that are created by default.
2. Click **Add Queue.**
3. Define a name for your queue. In our example, we call the queue *Shared_Direct*.
4. In **Type** select *Direct*.
5. Go to **Policies** and set **Color** to *Force Mono*, and click **Save**.
6. Go to the **Printers** tab and click **+Add.**
7. Select a printer from the list and click **Save**.
8. (Optional) To view which users and groups can use this queue, click **Rights**.
   The All Users group is assigned to a new Direct Queue by default.



2 Example: Create a Direct Print queue.



3 Example: Printer is added to Queue



4 Example: All users are added to Queue

The direct queue is now set up on the server. For information about how to print to a queue from a client computer, see User Basics: Print and Copy.

7 Set Up Pull Printing

Pull printing allows users to send a print job to a queue that has multiple printers assigned to it. To collect the document, the user simply authenticates on the MyQ terminal of the printer and releases the job.

7.1 Use Pull Printing

To use pull printing, you need a Pull Print type queue, assigned to printers that have the MyQ terminal. We can use the **Default** queue that is created automatically during installation. This pull print queue has the groups *all printers* and *all users* assigned to it already.

1. **Set Up an Embedded Terminal**
   Install and configure the MyQ Embedded Terminal on each device that you want to assign to the Pull Print queue.
2. **Add a MyQ Print Queue on Windows**
   On each client computer, create a local printer port configured with the **Default** queue name and the MyQ server settings.

8 Set Up an Embedded Terminal

To enable secure pull printing, custom actions, scan workflows, and much more, use a MyQ Embedded Terminal.

These features are available for the MyQ X Enterprise license plan and higher.

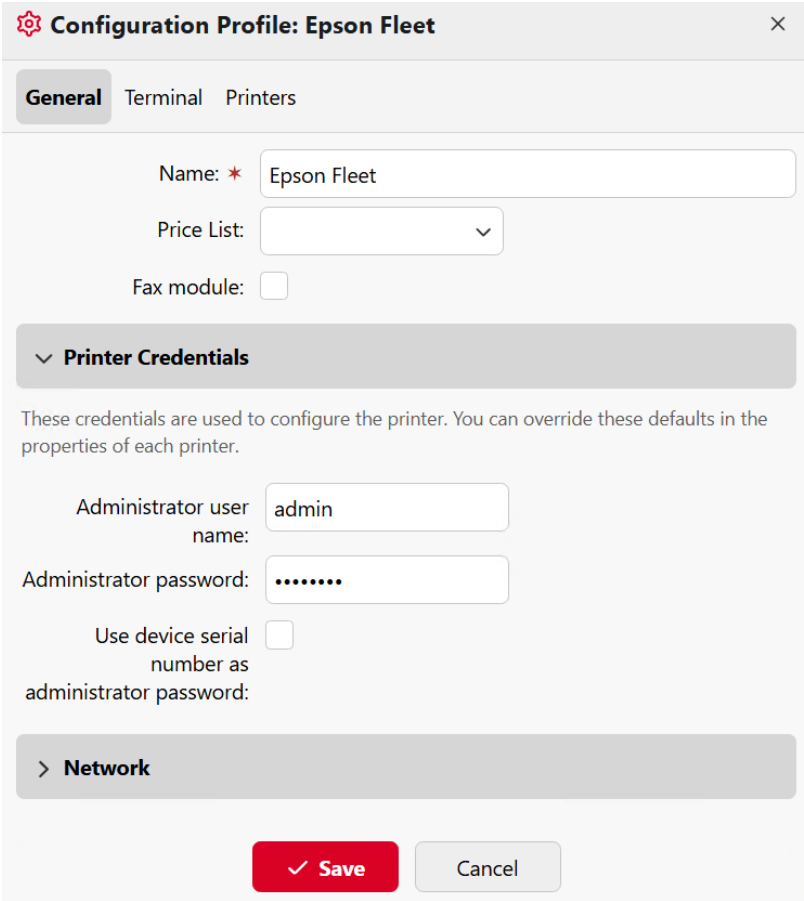
First, download a terminal package file from the MyQ Community portal. In this example, we use the package **MyQ Epson Terminal 10.2.0.342.pkg** .

Next we create a configuration profile and associate it with the HQ Epson printer that we added during Quick Setup, and re-activate the printer to apply the new configuration.

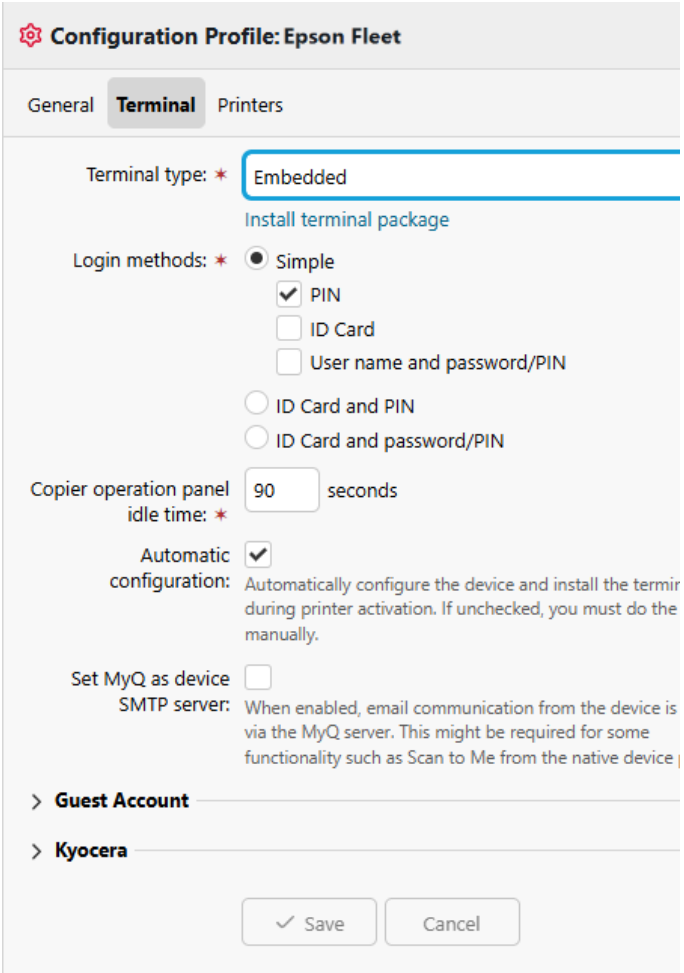
8.1 Create a Configuration Profile

A configuration profile defines the available MyQ software, features, and parameters on the device. Configuration profiles let you specify a range of settings including a price list, terminal type, panel idle timeout, login methods, and more. In this example, we simply configure the embedded terminal package and enable simple PIN login.

1. Go to **MyQ > Settings > Configuration Profiles**.
2. Click **+Add** to create a new profile, and specify a name. For this example, we use *Epson Fleet*, but you can use any name you want – configuration profiles are flexible and vendor agnostic.
3. Under **Printer Credentials**, type the administrator username and password for the device. Click **+Add** to save the profile.



4. On the **Terminal** tab, set the **Terminal Type** to *Embedded*.
5. Click **Install Terminal Package**, browse to the `.pkg` file that you downloaded and click **OK**. The terminal package is installed in the background.



6. On the **Printers** tab, click **Add** and select a printer to add to the profile. In this example, we use the Epson device that we added in Quick Setup.
7. Click **Save**.
8. Because the printer was already activated without a terminal, we now need to re-activate it. Click **OK** to confirm the re-activation.

8.2 Customize a Terminal Action

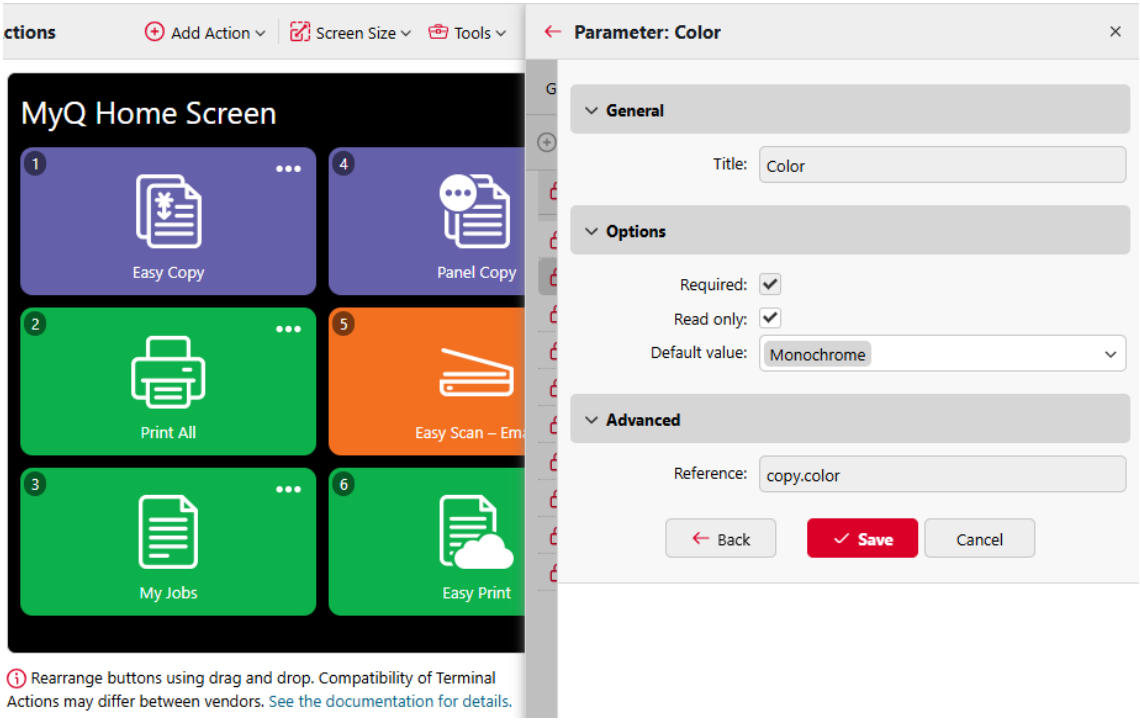
When the embedded terminal is activated, new features become available on the device through terminal actions. Here are a few of the actions that are available.

- Print All – release all print jobs in ready or paused state.
- My Jobs – view and manage ready, favorite, and printed jobs.
- Easy Print – print files without sending them first to MyQ, from sources such as cloud storage, network or local drives, and the user's default storage.
- Easy Scan – one-tap scanning to send to destinations such as cloud storage, email, and network or local drives.

As an example, let’s customize the **Easy Copy** action so that only monochrome copying is allowed.

1. Go to **MyQ > Settings > Terminal Actions**.

2. Right-click on the **Easy Copy** action, and select **Edit**.
   If the **Easy Copy** action is not present, you can add it by going to **Add Action > Copy > Easy Copy**.
3. On the **Parameters** tab, select the **Color** parameter and click **Edit**.
4. Under **Options**, verify that **Read only** is *enabled*, and set the **Default value** to *Monochrome*.
5. Click **Save**.
   The new action appears immediately on the terminal preview.



9 User Basics: Print and Copy

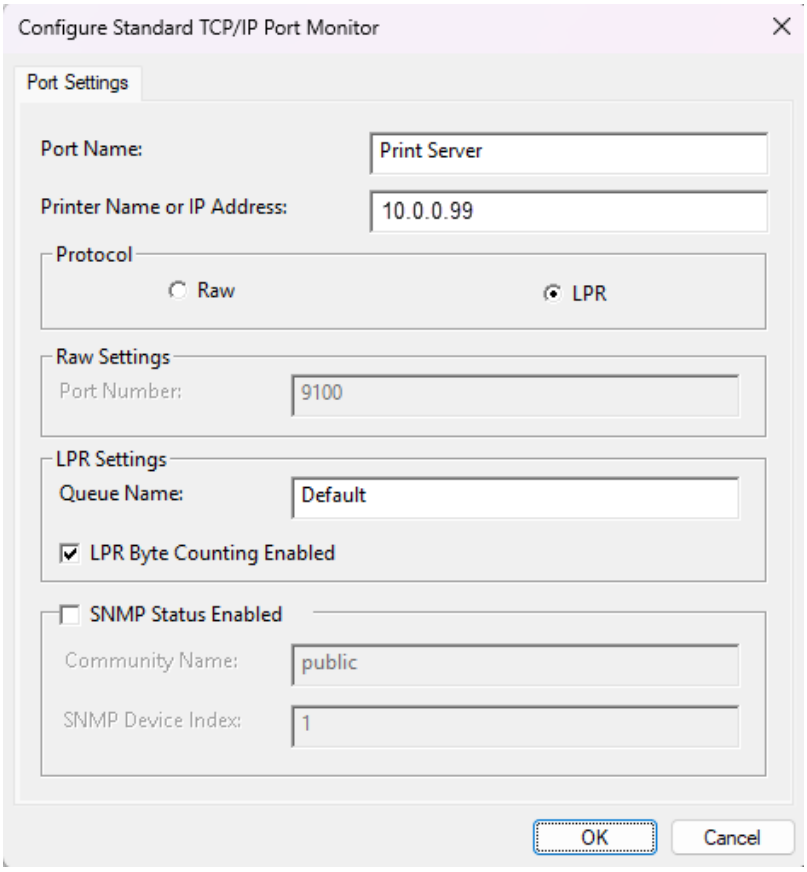
Now that our queues are defined and configured, let's look at the basic actions that your users must take to print from Windows to a MyQ-configured device. A user will need:

- The hostname or IP address of the MyQ Print Server
- The print queue name
- Their PIN for terminal login

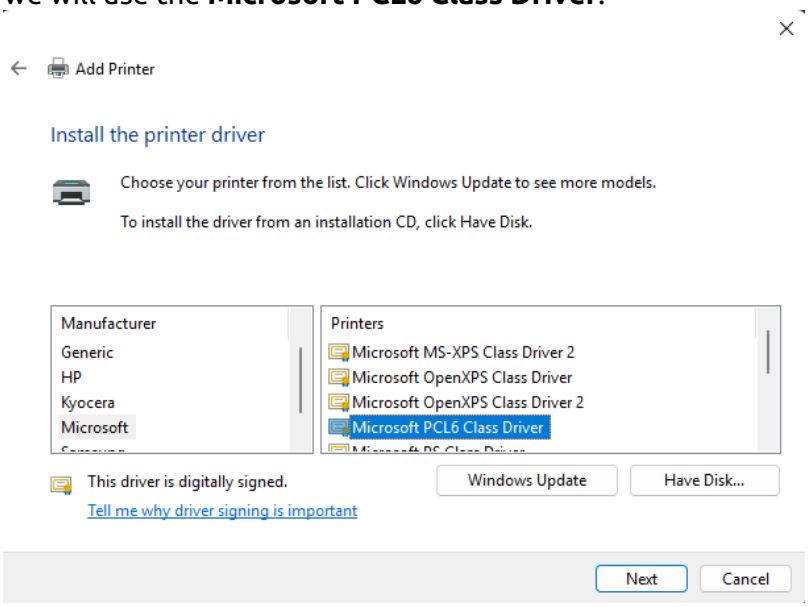
9.1 Add a MyQ Print Queue on Windows

Follow this procedure to add a MyQ queue as a local printer on a Windows workstation. You'll manually add a local printer, with a custom port configuration that points to the queue on your print server.

1. On your Windows computer, go to **Settings > Bluetooth & services > Printers & scanners**, and click **Add device**.
   Your system scans for available devices. After a few moments, scroll down and click **Add a new device manually**.
2. Select **Add a local printer or network printer with manual settings** and click **Next**.
3. In the **Choose a printer port** step, choose *Create a new port* and select *Standard TCP/IP* as the port type. Click **Next**.
4. In the **Type a printer hostname** step, enter the hostname or IP address of your Print Server and type a name to identify the port.
   Your system tries to detect the port. The **Additional port information required** screen appears.
5. Under **Device Type**, select *Custom* and click **Settings...** The port configuration dialog appears.
6. Fill in these fields with the values shown (some values may be prefilled), and click **Next**:
   - **Port Name**: Enter a name that identifies the port.
   - **Printer Name or IP Address:** Enter the IP address or hostname of your print server.
   - **Protocol:** Select *LPR*
   - **LPR Settings:**
     - **Queue Name:**
       Enter the name of the MyQ queue that you want this printer to point to, case sensitive.
     - **LPR Byte Counting Enabled:** *enabled*



7. Next, your system installs a driver for the printer. For this quick start example, we will use the **Microsoft PCL6 Class Driver**.



8. To complete the wizard, give the printer a name and select Do not share this printer.
9. (Optional) Enable Print a Test Page to verify.
10. Click **Finish**.

9.2 Print A Page

On your Windows computer, go to **Settings > Bluetooth & devices > Printers & Scanners**. Open the device that you added in Add a MyQ Print Queue on Windows, and select **Print a Test Page**. If you have configured everything correctly, a test print job is sent to the queue on the server.

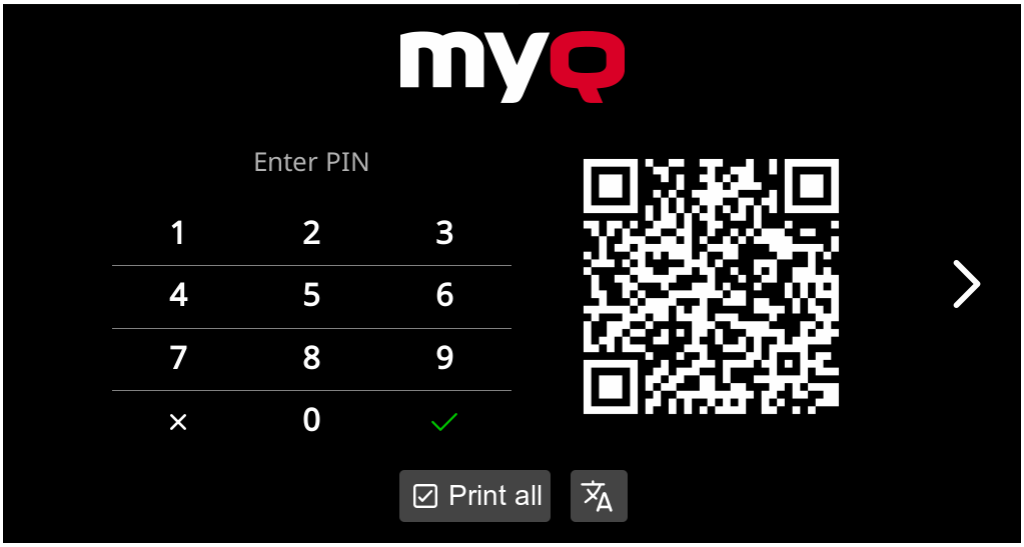
If you are using a direct print queue, the page immediately comes out of the printer.

If you are using a pull print queue, you can release the job on any printer that is assigned to the queue.

9.3 Release a Print Job on the Terminal

If you have configured everything correctly, the user can walk up to any an activated device with embedded terminal support, and log in with their PIN.

> On the login screen, users can also choose the language for their terminal session.



To release your print jobs, tap **Print All**.

9.4 Use an Embedded Terminal Action

Let's verify that the customized Easy Copy that we configured is working.

Place a color document on the glass and tap Easy Copy action. If everything is configured correctly, the device immediately begins copying in monochrome.

9.5 Embedded Terminal: Interactive Showcase

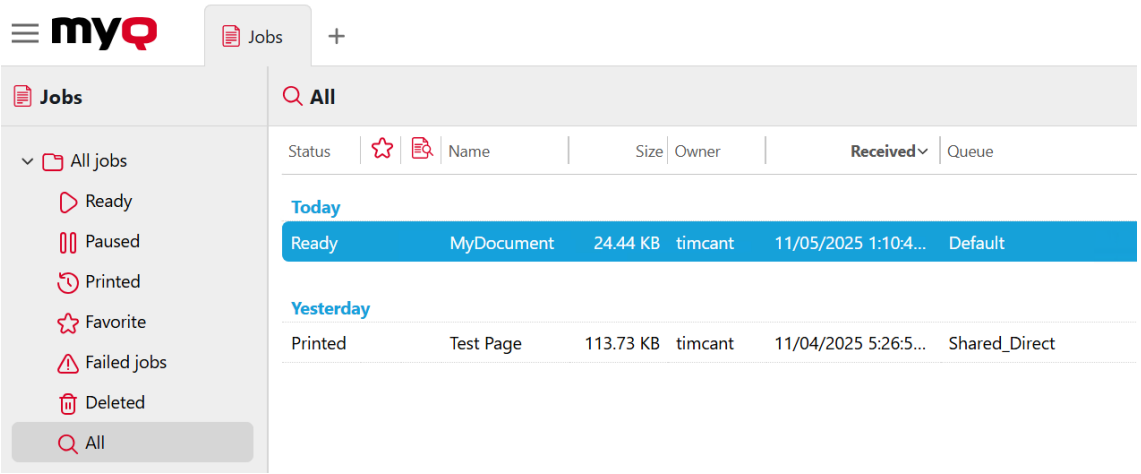
For an interactive showcase to see what it's like to use a MyQ embedded terminal, go to https://terminal.myq-solution.com/login?modules=pgm.

10 Next Steps

Congratulations! Hopefully, you have completed your MyQ setup and printed your first jobs. Your server is running, devices are connected and activated, queues are assigned, and your server has already seen some activity.

10.1 View Job Activity

To view the job history, go to **MyQ > Jobs** and click **All**.



5 Example: All Jobs

Now you are ready to:

- Integrate with your authentication services and automate user import and synchronization.
- Add multiple devices with automated printer discovery.
- Implement **print job and user policies.**
- Manage usage and costs by with accounting features such as **Credit, Quota, and Projects**.
- Integrate with **payment providers** to enable users to recharge their credit.
- Enable **user storage** in local network and cloud, for scanning and printing.
- Set **event notifications** to monitor device status.
- Configure **advanced scanning workflows** or **mobile printing**.

More information:

- For best practices about planning and operating your print management environment, see the Deployment guide.
- For details about implementing features such as accounting, discovery, user synchronization, user cloud storage, and more, see the Print Server guide.

11 Business Contacts

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