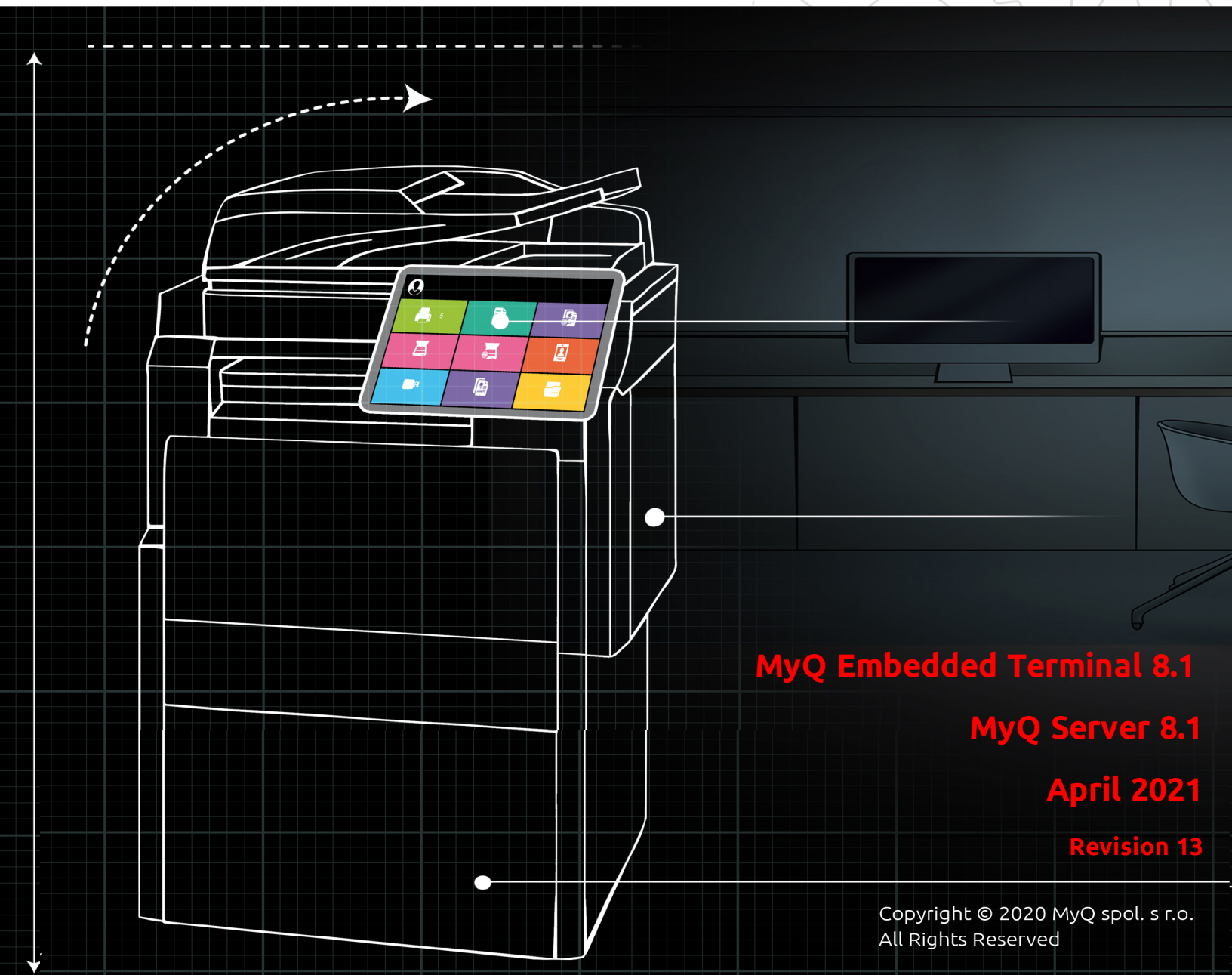




MyQ HP Embedded Manual



MyQ Embedded Terminal 8.1

MyQ Server 8.1

April 2021

Revision 13

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1. Introduction

1.1. General

This document guides the reader through the setup and administration of HP Embedded terminals. In the first part, you can find information about the embedded terminal's installation and basic configuration. In the second part, you can find details about the terminal's features and how to manage them.

Typographical conventions

- Menu names, fields, tabs and other elements in a view are displayed **bold**.
- Field input is displayed *italic*.

Alerts

- **Info:** the info box provides extra information about a feature, function, task or procedure.
- **Notice:** the notice box holds information with a higher urgency than the Info box.

1.2. Audience

To work with this manual, the reader should ideally be experienced in dealing with their company's devices and terminals, and have a system administration background.

It is also highly recommended to go through *MyQ Basic Installation Guide* before installing the embedded terminal.

1.3. Third party applications

The following third party products are mentioned in this manual and can be used with MyQ. The links guide you to documentation created by their manufacturer.

Product	Links
ScannerVision	ScannerVision manuals
Amazon S3	Amazon tutorials and Amazon S3 Starter's guide

1.4. Change History

Document Reference	Change
"Job Roaming — Have your prints on another location" on page 53	Job roaming information updated
"Setting parameters of the Easy Scan feature" on page 116	Easy Scan - additional options for the <i>Duplex</i> parameter
"Job Filters" on page 48	Error message displayed if a job is not supported
"Editing selected print jobs" on page 52	New options available when editing jobs
"Edit Account " on page 59	<i>Edit Account</i> terminal action added
"Unlock Panel" on page 54	<i>Unlock Panel</i> terminal action added
"General Settings page" on page 180	Exploded mode added
"External workflow" on page 158	External Workflow (ScannerVision) added
"Supported printing devices with a 4.3" display" on page 18	Supported devices with a 4.3" display table added
"HP Package Manager" on page 179	Web browser requirements for HP Package Manager added
-	"Logging in to the Maintenance account" chapter removed. Admin menu is used instead of it.
"Panel Scan" on page 55	Scan to Me information added
"Quotas" on page 172	Quota images updated

2. About


2.1. About the MyQ Embedded terminal for HP

The MyQ HP Embedded terminal is a web based embedded terminal; no applications are running directly on the printing device, all files are stored in the MyQ directory and the device exchanges data with MyQ via the HTTPS protocol. The communication port is set to 8090 (secure connection) by default (this can be changed in the MyQ Easy Config application, in the Settings tab).

The terminal enables simple management of print jobs on a touchscreen display and offers a number of advanced features, such as multiple login options or scanning with a single touch. It can also communicate with multiple types of USB card readers.

2.1.1. Requirements

- **.NET 4.7.2** or higher needs to be installed on the MyQ print server.
- Up to 80 embedded terminals per server.
- Quad-core CPU on the server, for up to 40 terminals, octa-core CPU for 40+ terminals.
- 4GB of RAM for a server with a low system load; 8GB of RAM for servers with medium and/or high system load.
- The latest firmware needs to be installed on the printing device.

NOTICE: HP devices with the firmware version FutureSmart 3 are not compatible with MyQ Embedded terminal 7.5, use FutureSmart 4.0 instead.  FutureSmart 3 is only compatible with MyQ Embedded terminal 7.1. You need FutureSmart 4.10 to use MyQ Embedded terminal 8.0 or higher.

- The administrator's password has to be set on the printing device.
- The printing device's IP or Hostname must be valid.
- The server must be reachable in the network through network names.

2. About - 2.1. About the MyQ Embedded terminal for HP

NOTICE: The embedded terminal connects to the MyQ server via the hostname or IP address set on the **Network** settings tab in **MyQ Web Administrator Interface**. Make sure that the value corresponds to the actual hostname or IP address of the MyQ server.

For more information see "*Network settings tab*", under "*MyQ System Settings*" in the *MyQ Basic Installation Guide*.

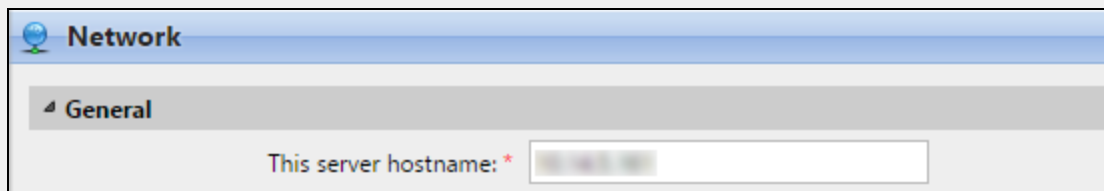


FIGURE 3.1. The information about the IP address of the MyQ server is taken from the **This server hostname** setting.

2.1.2. HP service

The HP service is an integral part of the embedded terminal's installation. It is added to Windows services within the upload of the HP 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).

INFO: 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 Basic Installation Guide*.

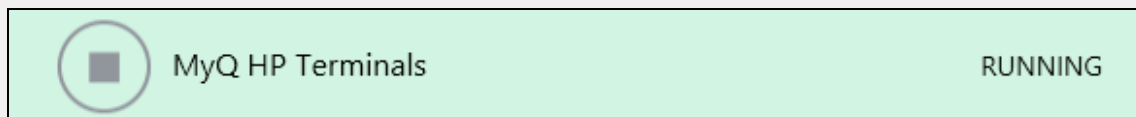


FIGURE 3.2. Current service status, visible in MyQ Easy Config

INFO: You can also check the current status of the service in the Windows Task Manager, where it is called MyQ_HP.

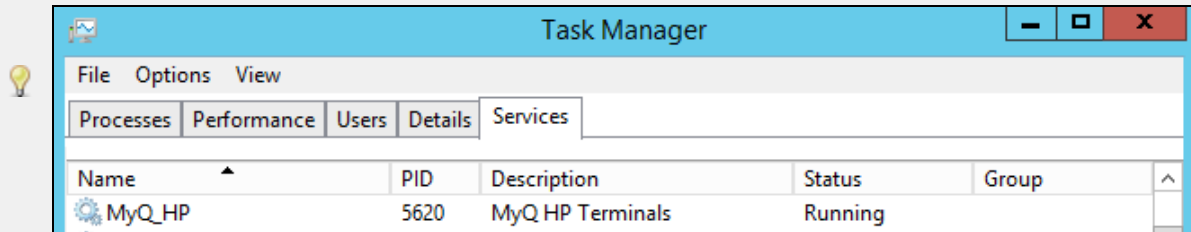


FIGURE 3.3. Current MyQ_HP service status, visible in the Windows Task Manager

2.1.3. Supported printing devices

Model Name	Color/B&W	Device type
Color LaserJet Enterprise MFP M577	Color	Multifunction printer
Color LaserJet Enterprise MFP M577 MFP	Color	Multifunction printer
Color LaserJet Enterprise MFP M680	Color	Multifunction printer
Color LaserJet Enterprise MFP M681	Color	Multifunction printer
Color LaserJet Enterprise MFP M682	Color	Multifunction printer
Color LaserJet Flow E77822	Color	Multifunction printer
Color LaserJet Flow E87640	Color	Multifunction printer
Color LaserJet Flow E87650	Color	Multifunction printer
Color LaserJet Flow E87660	Color	Multifunction printer
Color LaserJet Flow M880	Color	Multifunction printer
Color LaserJet Flow MFP M880	Color	Multifunction printer
Color LaserJet FlowMFP M577	Color	Multifunction printer
Color LaserJet FlowMFP M681	Color	Multifunction printer
Color LaserJet FlowMFP M682	Color	Multifunction printer

2. About - 2.1. About the MyQ Embedded terminal for HP

Model Name	Color/B&W	Device type
Color LaserJet FlowMFP M776	Color	Multifunction printer
Color LaserJet Managed MFP E57540	Color	Multifunction printer
Color LaserJet Managed MFP E67550	Color	Multifunction printer
Color LaserJet Managed MFP E67550dh	Color	Multifunction printer
Color LaserJet Managed MFP E67560	Color	Multifunction printer
Color LaserJet Managed MFP E67650	Color	Multifunction printer
Color LaserJet Managed MFP E67660	Color	Multifunction printer
Color LaserJet Managed MFP E77422	Color	Multifunction printer
Color LaserJet Managed MFP E77428	Color	Multifunction printer
Color LaserJet Managed MFP E778	Color	Multifunction printer
Color LaserJet Managed MFP E876	Color	Multifunction printer
Color LaserJet MFP E57540	Color	Multifunction printer
Color LaserJet MFP E67550	Color	Multifunction printer
Color LaserJet MFP E67560	Color	Multifunction printer
Color LaserJet MFP E67650	Color	Multifunction printer
Color LaserJet MFP E67660	Color	Multifunction printer
Color LaserJet MFP E77422	Color	Multifunction printer
Color LaserJet MFP E77428	Color	Multifunction printer
Color LaserJet MFP E77822	Color	Multifunction printer
Color LaserJet MFP E77825	Color	Multifunction printer
Color LaserJet MFP E77830	Color	Multifunction printer
Color LaserJet MFP E87640	Color	Multifunction printer

2. About - 2.1. About the MyQ Embedded terminal for HP

Model Name	Color/B&W	Device type
Color LaserJet MFP E87650	Color	Multifunction printer
Color LaserJet MFP E87660	Color	Multifunction printer
Color LaserJet MFP M577	Color	Multifunction printer
Color LaserJet MFP M680	Color	Multifunction printer
Color LaserJet MFP M681	Color	Multifunction printer
Color LaserJet MFP M682	Color	Multifunction printer
Color LaserJet MFP M776	Color	Multifunction printer
LaserJet 500 MFP M525	B&W	Multifunction printer
LaserJet 700 Color MFP M775	Color	Multifunction printer
LaserJet Color MFP M775	Color	Multifunction printer
LaserJet Enterprise 500 Color MFP M575	Color	Multifunction printer
LaserJet Enterprise 700 Color MFP M775	Color	Multifunction printer
LaserJet Enterprise Flow M880	B&W	Multifunction printer
LaserJet Enterprise Flow MFP M830	B&W	Multifunction printer
LaserJet Enterprise MFP M630	B&W	Multifunction printer
LaserJet Enterprise MFP M631	B&W	Multifunction printer
LaserJet Enterprise MFP M632	B&W	Multifunction printer
LaserJet Enterprise MFP M633	B&W	Multifunction printer
LaserJet Enterprise MFP M725	B&W	Multifunction printer
LaserJet Flow MFP E52545	B&W	Multifunction printer
LaserJet Flow MFP E52645	B&W	Multifunction printer
LaserJet Flow MFP E62565	B&W	Multifunction printer

2. About - 2.1. About the MyQ Embedded terminal for HP

Model Name	Color/B&W	Device type
LaserJet Flow MFP E82540	B&W	Multifunction printer
LaserJet Flow MFP E82550	B&W	Multifunction printer
LaserJet Flow MFP E82560	B&W	Multifunction printer
LaserJet Flow MFP M525	B&W	Multifunction printer
LaserJet Flow MFP M527	B&W	Multifunction printer
LaserJet Flow MFP M528	B&W	Multifunction printer
LaserJet Flow MFP M630	B&W	Multifunction printer
LaserJet Flow MFP M830	B&W	Multifunction printer
LaserJet Managed MFP E52645	B&W	Multifunction printer
LaserJet Managed MFP E62555	B&W	Multifunction printer
LaserJet Managed MFP E62565	B&W	Printer
LaserJet Managed MFP E62575	B&W	Printer
LaserJet Managed MFP E62655	B&W	Printer
LaserJet Managed MFP E62665	B&W	Multifunction printer
LaserJet Managed MFP E62675	B&W	Multifunction printer
LaserJet Managed MFP E72425	B&W	Multifunction printer
LaserJet Managed MFP E72430	B&W	Multifunction printer
LaserJet Managed MFP E725	B&W	Multifunction printer
LaserJet Managed MFP E72525	B&W	Multifunction printer
LaserJet Managed MFP E72530	B&W	Multifunction printer
LaserJet Managed MFP E72535	B&W	Multifunction printer
LaserJet Managed MFP E825	B&W	Multifunction printer

2. About - 2.1. About the MyQ Embedded terminal for HP

Model Name	Color/B&W	Device type
LaserJet MFP E52545	B&W	Multifunction printer
LaserJet MFP E52645	B&W	Multifunction printer
LaserJet MFP E62555	B&W	Multifunction printer
LaserJet MFP E62565	B&W	Multifunction printer
LaserJet MFP E62575	B&W	Multifunction printer
LaserJet MFP E62655	B&W	Multifunction printer
LaserJet MFP E62665	B&W	Multifunction printer
LaserJet MFP E62675	B&W	Multifunction printer
LaserJet MFP E72425	B&W	Multifunction printer
LaserJet MFP E72430	B&W	Multifunction printer
LaserJet MFP E72525	B&W	Multifunction printer
LaserJet MFP E72530	B&W	Multifunction printer
LaserJet MFP E72535	B&W	Multifunction printer
LaserJet MFP E82540	B&W	Multifunction printer
LaserJet MFP E82550	B&W	Multifunction printer
LaserJet MFP E82560	B&W	Multifunction printer
LaserJet MFP M525	B&W	Multifunction printer
LaserJet MFP M527	B&W	Multifunction printer
LaserJet MFP M528	B&W	Multifunction printer
LaserJet MFP M630	B&W	Multifunction printer
LaserJet MFP M631	B&W	Multifunction printer
LaserJet MFP M632	B&W	Multifunction printer

2. About - 2.1. About the MyQ Embedded terminal for HP

Model Name	Color/B&W	Device type
LaserJet MFP M633	B&W	Multifunction printer
LaserJet MFP M725	B&W	Multifunction printer
LaserJet MFP Managed E52545	B&W	Multifunction printer
Officejet Color Flow MFP X585	Color	Multifunction printer
Officejet Color MFP X585	Color	Multifunction printer
Officejet Enterprise Color MFP X585	Color	Multifunction printer
PageWide Color E58650	Color	Multifunction printer
PageWide Color Flow E58650	Color	Multifunction printer
PageWide Color Flow E77650	Color	Multifunction printer
PageWide Color Flow E77660	Color	Multifunction printer
PageWide Color Flow MFP 586	Color	Multifunction printer
PageWide Color Flow MFP 785	Color	Multifunction printer
PageWide Color Flow MFP E77660	Color	Multifunction printer
PageWide Color MFP 586	Color	Multifunction printer
PageWide Color MFP 779	Color	Multifunction printer
PageWide Color MFP 780	Color	Multifunction printer
PageWide Color MFP 785	Color	Multifunction printer
PageWide Color MFP E58650	Color	Multifunction printer
PageWide Color MFP E77650	Color	Multifunction printer
PageWide Color MFP P77940	Color	Multifunction printer
PageWide Color MFP P77950	Color	Multifunction printer
PageWide Color MFP P77960	Color	Multifunction printer

2. About - 2.1. About the MyQ Embedded terminal for HP

Model Name	Color/B&W	Device type
PageWide Managed Color MFP E77650	Color	Multifunction printer
PageWide Managed Color MFP E77660	Color	Multifunction printer

2.1.4. Supported printing devices with a 4.3" display

The below devices are supported in MyQ 8.1 and MyQ HP Embedded terminal 8.1.1+.

Model Name	Color/B&W	Device type
HP LaserJet Managed E50045	B&W	Printer
HP LaserJet E50045	B&W	Printer
HP LaserJet Managed E50145	B&W	Printer
HP LaserJet E50145	B&W	Printer
HP LaserJet Managed E60155	B&W	Printer
HP LaserJet E60155	B&W	Printer
HP LaserJet Managed E60165	B&W	Printer
HP LaserJet E60165	B&W	Printer
HP LaserJet Managed E60175	B&W	Printer
HP LaserJet E60175	B&W	Printer
HP LaserJet Enterprise M608	B&W	Printer
HP LaserJet M608	B&W	Printer
HP LaserJet Enterprise M609	B&W	Printer
HP LaserJet M609	B&W	Printer
HP LaserJet M806	B&W	Printer
HP OfficeJet Enterprise Color X555	Color	Printer

2. About - 2.1. About the MyQ Embedded terminal for HP

HP Color LaserJet M651	Color	Printer
HP Color LaserJet Enterprise M651	Color	Printer
HP Color LaserJet M830	Color	Printer
HP Color LaserJet M855	Color	Printer
HP Color LaserJet Enterprise M855	Color	Printer
HP Color LaserJet M856	Color	Printer
HP Color LaserJet Enterprise M856	Color	Printer
HP Color LaserJet Enterprise M653	Color	Printer
HP Color LaserJet E55040	Color	Printer
HP Color LaserJet Managed E55040	Color	Printer
HP Color LaserJet E65060	Color	Printer
HP Color LaserJet Managed E65060	Color	Printer
HP Color LaserJet E65150	Color	Printer
HP Color LaserJet Managed E65150	Color	Printer
HP Color LaserJet E65160	Color	Printer
HP Color LaserJet Managed E65160	Color	Printer
HP Color LaserJet E85055	Color	Printer
HP Color LaserJet Managed E85055	Color	Printer
HP Pagewide Color E55650	Color	Printer
HP Pagewide Managed Color E55650	Color	Printer
HP Pagewide Color E75160	Color	Printer
HP Pagewide Managed Color E75160	Color	Printer
HP Pagewide Color P75250	Color	Printer

2. About - 2.1. About the MyQ Embedded terminal for HP

HP Pagewide Managed P75250	Color	Printer
HP Pagewide Color 556	Color	Printer
HP Pagewide Enterprise Color 556	Color	Printer
HP Pagewide Color 755	Color	Printer
HP Pagewide Color 765	Color	Printer
HP Pagewide Enterprise Color 765	Color	Printer
HP Pagewide Color MFP P77440	Color	Multifunction printer
HP Pagewide Color MFP 774	Color	Multifunction printer

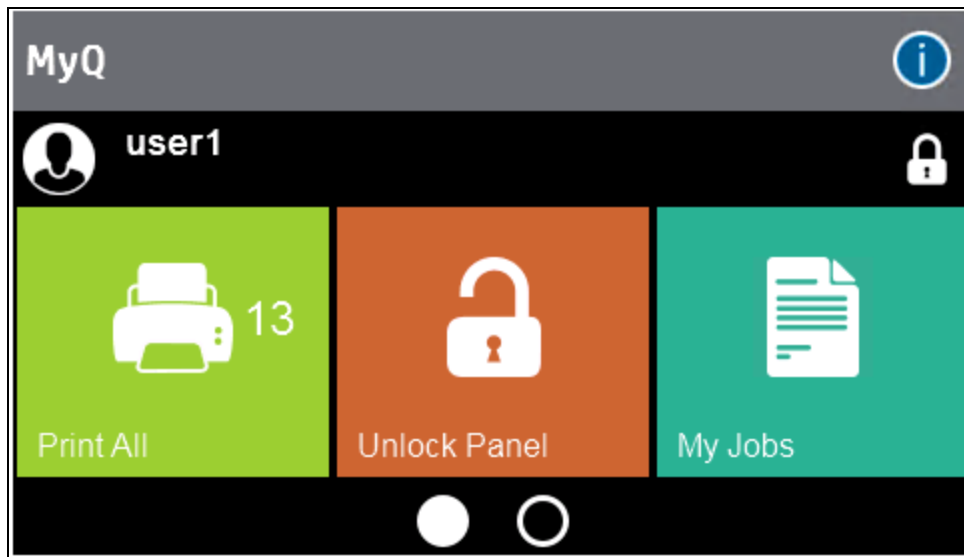


FIGURE 3.4. Printer Top Menu in a 4.3" display

2. About - 2.1. About the MyQ Embedded terminal for HP

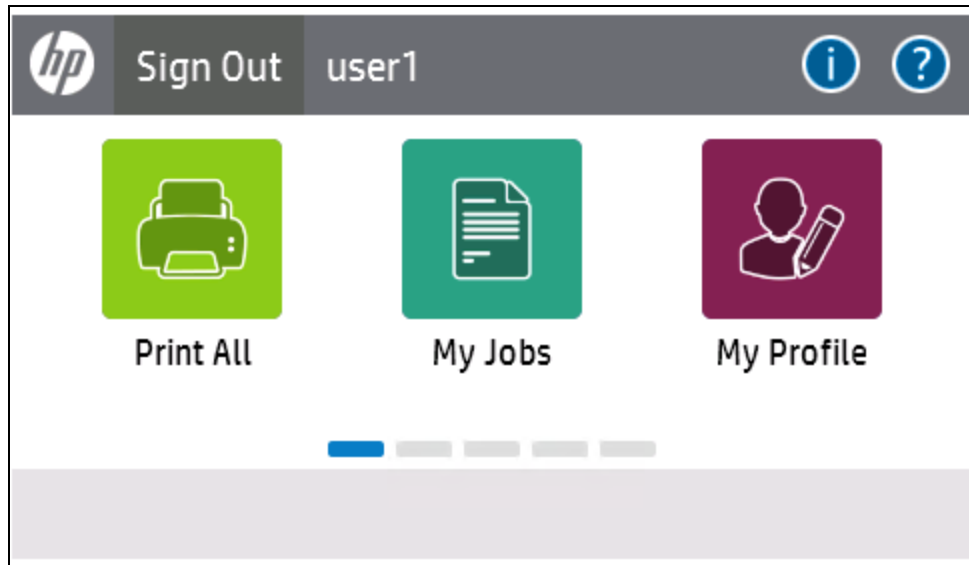


FIGURE 3.5. Printer-Exploded Mode Top Menu in a 4.3" display

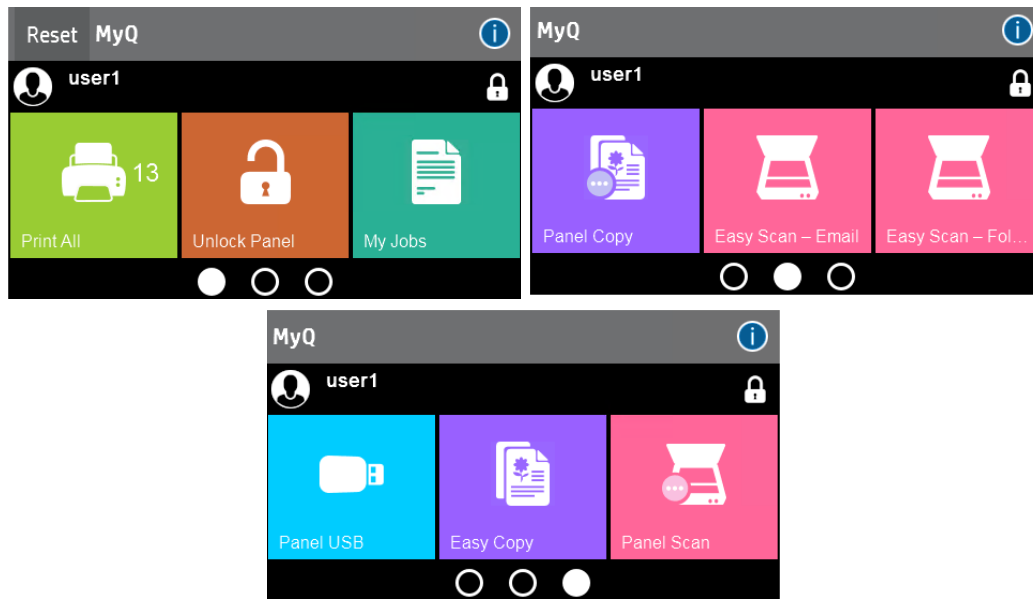


FIGURE 3.6. MFP-Classic Top Menu in a 4.3" display

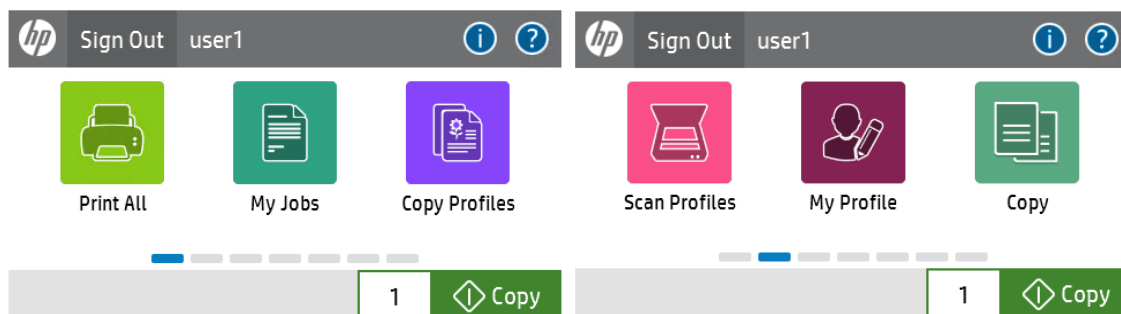


FIGURE 3.7. MPF-Exploded Mode Top Menu in a 4.3" display

2.1.5. Supported card readers

Name	Vendor	Additional Information
HP Universal USB Proximity X3D03A	HP	The Card Type with Data option of the card reader has to be enabled before it is connected to the device.
Omnikey 5427	HID	Dual frequency reader that supports iCLASS Seos®, iCLASS SE®, iCLASS®, MIFARE®, Indala Prox, and HID Prox.
Omnikey 5127	HID	125 kHz & 13.56 MHz Proximity Reader
Inepro Omni reader - 1DA6 0110	Inepro	RFID reader that supports all card technologies in both the 13,56 MHz and the 125 kHz range
PcProx Plus (09D8 0410)	RFID EAS	a dual-frequency card reader
PcProx Plus SP	RFID EAS	a dual-frequency card reader
PcSwipe (0C27 1000)	RFID EAS	a magnetic stripe card reader

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

3. Installation

The first section describes the [embedded terminal installation](#).

The rest contain information about the terminal's basic setup:

- [how to change login methods](#)
- [how to change languages](#)
- [how to run the terminal in SSL mode](#)

3.1. Remote installation from the MyQ Web UI

The easiest way to install the 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.

INFO: If the server hostname in **MyQ, Settings, Network** is incorrect, which could happen after a license update or upgrade, the remote setup will fail.



● Activation failed

● Error while getting MyQ server IP address. Check if the MyQ Server hostname in the Settings is set correctly. | error=Socket: Windows Sockets error | error=11001

3.1.1. Remote installation via printer discovery

To create a printer discovery in the MyQ Web Administrator interface:

1. Go to **MyQ, Settings, Printer Discovery**. The **Printer Discovery** pane opens.
2. Click **Add Discovery**. A new **Printer Discovery** pane opens on the right side of the screen.
3. Fill out the top part of the pane

3. Installation - 3.1. Remote installation from the MyQ Web UI

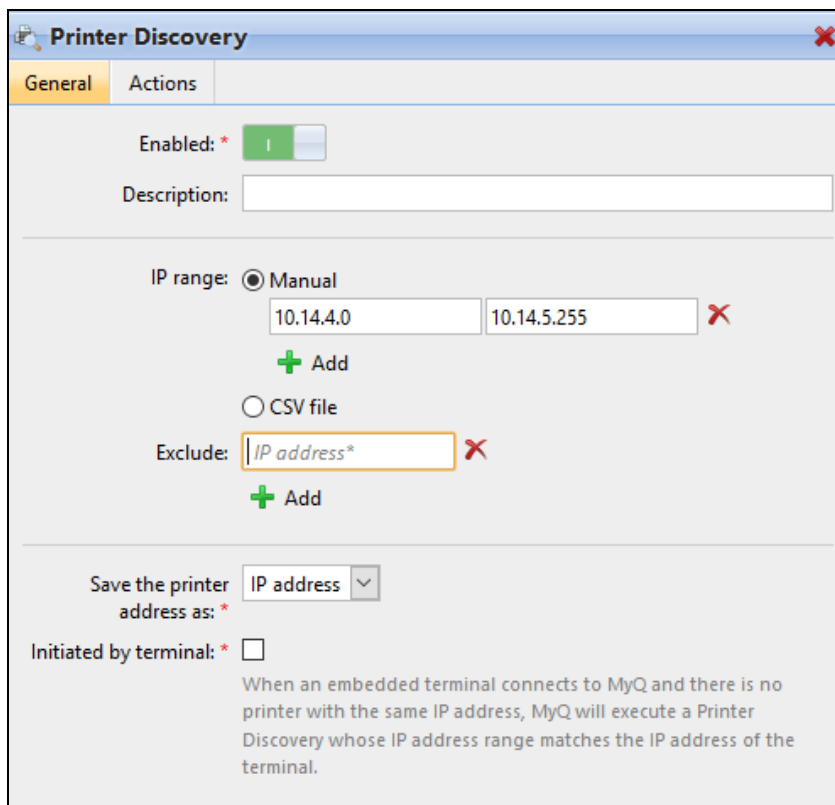


FIGURE 4.1. Printer discovery - settings

- a. Make sure that printer discovery is **Enabled** (green).
- b. Type a **Description** of the printer discovery. This could be the name of a brand, a group, or a combination of printer settings, e.g. Color - Marketing.
- c. Select the **IP range** setting method: **Manual** or **CSV file**.
 - You can add multiple IP ranges by clicking the **+ Add** icon.
 - Selecting the **CSV file** option will open a field box where you can browse for and add your CSV file.
- d. Click **Exclude** and enter an IP address you want to exclude from the discovery. Click **+Add** to exclude more.
- e. **Save the printer address as** either an *IP address*, *Hostname* or *FQDN*.
- f. Select **Initiated by terminal**. If this is checked, when an embedded terminal connects to MyQ and there is no printer with the same IP address, MyQ will execute a Printer Discovery whose IP address range matches the IP address of that terminal.

4. Set the **Printers name template**

FIGURE 4.2. Printer discovery - Name plate settings

a. Select **Name template** or **CSV file**.

- For the name template you can use the following parameters:

%model%	Printer model read via SNMP
%ipByte4%	The last (fourth) part of the printer's IP address
%sn%	Serial number of the printer read via SNMP
%id%	MyQ ID of the printer
%hostname%	Printer hostname learned via a reverse DNS lookup. This is the hostname without the domain part.
%snmpHostname%	Printer hostname read via SNMP
%FQDN%	Fully Qualified Domain Name of the printer

NOTICE: If the printer name template contains the %id% parameter and you run a printer discovery and add the same printer again, the name will not be updated.

- When you select the CSV file, a field box opens where you can browse for and add your CSV file.

5. Set the **SNMP**. For more information on SNMP, see the *SNMP profiles* section in the *MyQ Basic Installation Guide*.

FIGURE 4.3. Printer discovery - SNMP settings

3. Installation - 3.1. Remote installation from the MyQ Web UI

6. Click **Save**. The printer discovery will show up in the printer discovery overview in the middle of the window.

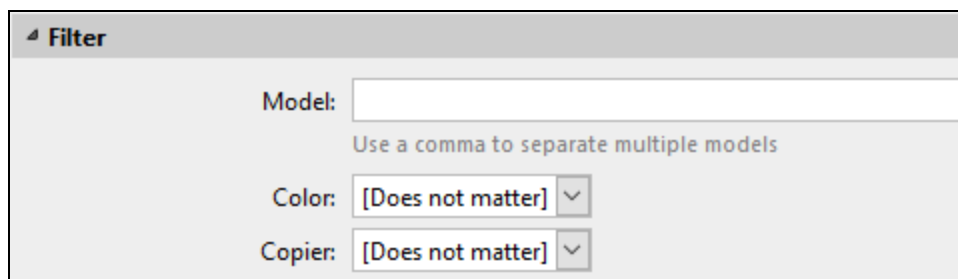
Add remote setup to the printer discovery

After you have configured the general settings of the printer discovery, you can add an action to it, so after you run the printer discovery it will activate the printers and install the package on the terminal. A mandatory requirement for this action is that all the printers in the discovery have the same administrator username and password for the administrator login.

1. Click the **Actions** tab in the printer discovery you have just saved.
2. Click **+ New action**. The name of the pane changes to **Actions**. It consists of three sections which will be handled separately.

Filter

1. Fill out the **Filter** section



The screenshot shows a configuration window titled "Filter". It contains three input fields: "Model" (a text box), "Color" (a dropdown menu), and "Copier" (a dropdown menu). The "Model" field has a hint text below it: "Use a comma to separate multiple models". Both the "Color" and "Copier" dropdowns are currently set to "[Does not matter]".

FIGURE 4.4. Printer discovery - Actions - Filter

- a. In the **Model** field, type the device's model. You can add multiple models separated by comma (,).
- b. Select a **Color** setting from the drop-down: *Does not matter, Yes, No*.
- c. Select a **Copier** setting from the drop-down: *Does not matter, Yes, No*.

Every run actions

1. Fill out the **Every run actions** section. These actions will be executed according to the schedule you have set for this printer discovery. **Set configuration profile** is described in the next section.

Every run actions

Add to queue: [dropdown]

Set configuration profile: No terminal [dropdown]

Add printer to group: [dropdown]

Remove current groups:

Location: [text input]

Parameters: %location%

FIGURE 4.5. Printer discovery - Actions - Every run action

- a. Select a queue in the **Add to queue** drop-down list, if you want to have all the printers stored in one queue.
- b. Select a group in the **Add printer to group** drop-down list, if you want to store all your printers in one group.
- c. Check the **Remove current groups** box, if you want to delete all your current groups set to the printer.
- d. Set a **Location** parameter. The location is read from the SNMP profile.

Add the configuration profile

1. Set up a configuration profile by selecting *+ Add new* or select *No terminal*.
 - For *+Add new* the pane content will change.
 - For *No terminal*, skip the configuration profile steps.

3. Installation - 3.1. Remote installation from the MyQ Web UI

2. Enter a **Name** for the configuration profile.

The screenshot shows a 'New Config Profile' dialog box with the following fields and options:

- Name:** * New Config Profile
- Price list:** [Dropdown menu]
- Fax module:**
- Terminal type:** * None [Dropdown menu]
- Printer Credentials:** Administrator user name: [Text input], Administrator password: [Text input]
- Network:** SNMP profile: Default [Dropdown menu], MyQ server address: * IP address [Dropdown menu], Set up IP filters

Buttons: Save (green checkmark), Cancel (red X).

FIGURE 4.6. Printer discovery - Configuration profile

3. Add a **Price list**. For more information on this subject see the related chapter in the *MyQ Basic Installation Guide*.
4. Check the **Fax module** checkbox if you can and want to use it. Otherwise, leave the **Fax module** option unchecked.
5. Select a **Terminal type**. If the type you want is not listed, install the terminal package first (details in the next step) and then the correct type will be available on the drop-down menu.

3. Installation - 3.1. Remote installation from the MyQ Web UI

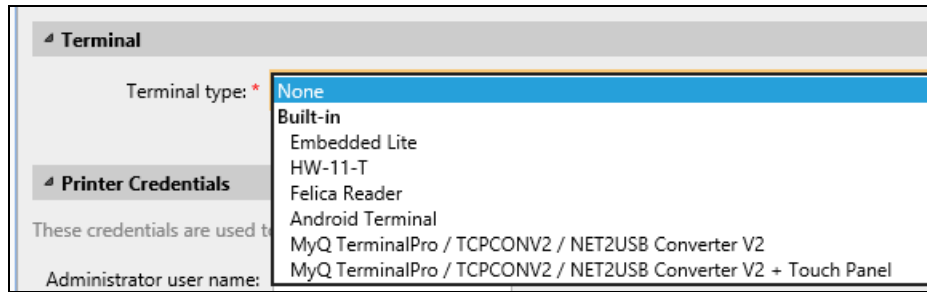


FIGURE 4.7. Printer discovery - Actions - Terminal type

6. Click **Install terminal package**
7. Click **Browse** to search for the *.pkg file , select it and click **Open**. If you want to set a specific port, check the **Advanced settings** checkbox and set the port.
8. Click **OK** to upload the installation package.
9. If you have selected one of the embedded options as the **Terminal type, Login methods** become visible.

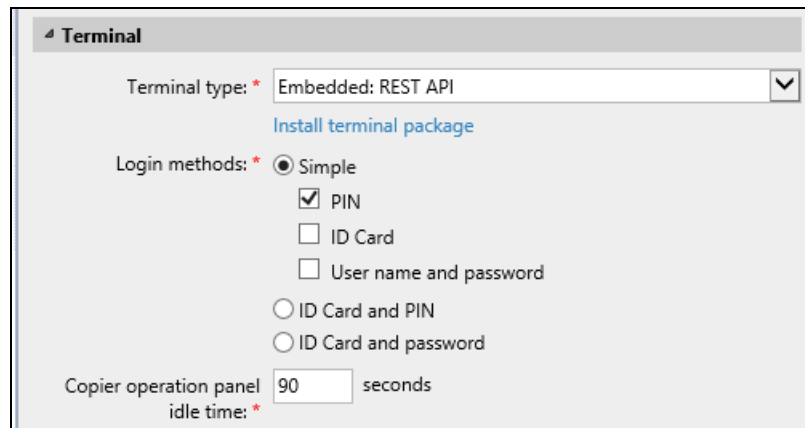


FIGURE 4.8. Printer discovery - Actions - Terminal type - Login methods

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 from two combinations of the login methods.

The login options are:

Login option	Explanation
Login with an ID Card	Users can log in by swiping their ID Card. The ID Card has to be registered on the user's account on the terminal.
Login with a PIN	Users can log in by entering their MyQ PIN.

3. Installation - 3.1. Remote installation from the MyQ Web UI

Login option	Explanation
Login with a User name and password	Users can log in by entering their MyQ username and password
Login with an ID Card and PIN	Users have to swipe their ID card, and then enter their MyQ PIN.
Login with an ID card and password	Users have to swipe their ID card, and then enter their password.

10. In the **Copier operation panel idle time** field, add a number between 1 and 86400 to set how many idle seconds it will take the panel to automatically logout a user.
11. Check the **Automatic configuration** checkbox, so that every new device is automatically configured and the terminal package is installed to it, when activated. If left unchecked, you would need to do these steps manually.
12. You can setup **Guest Account** options in the next section.

Check the **Enabled** checkbox to use a guest account. The setup fields below are now editable. Select the user you want to associate with the guest account. The list contains the default user *User not authenticated by MyQ (*unauthenticated)*, but you can add more. You can also 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*.

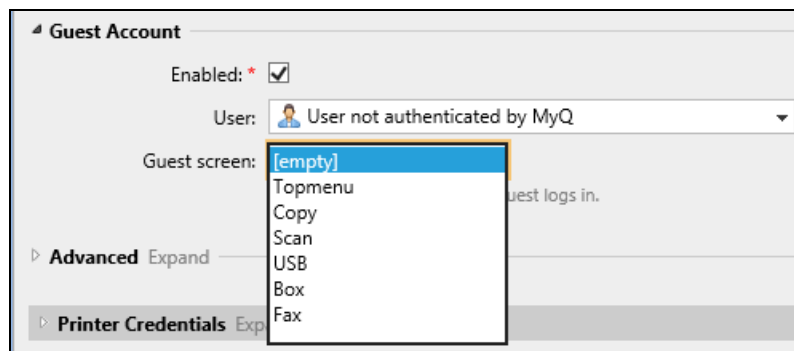


FIGURE 4.9. Printer discovery - Actions - Guest Account

13. Continue with entering the **Administrator user name** and **Administrator password** in the **Printer Credentials** section. They must apply to all the printers in the discovery. If these are left empty or entered incorrectly, the applied actions will fail.

14. In the **Network** section:
 - Select an **SNMP profile**. For more information check the related section in the *MyQ Basic Installation Guide*.
15. Click **Save**. You return to the **Actions** pane where you see the name of the created configuration profile in the **Set configuration profile** field.

First run actions

Back in the **Actions** pane, this section contains specific printer discovery settings for just one printer, but it also gives you the option to **Activate** all the discovered printers.

FIGURE 4.10. Printer discovery - Actions - First run actions

1. Check **Activate** to activate all the discovered printers during the first run. Even if you don't check this box, you will be able to select the printers manually in the **Printers** overview and activate them.
2. Check **Create direct queue** if you want to create a queue for just one printer. Checking this option will activate all the options below.
3. Select a queue from the drop-down list in the **Copy settings from the queue** field.
4. Check **Print test page** and then select a user from the **Print as** drop-down list.
5. Click the arrow next to **Windows printer** to expand the section.

3. Installation - 3.2. Remote installation via manual setup

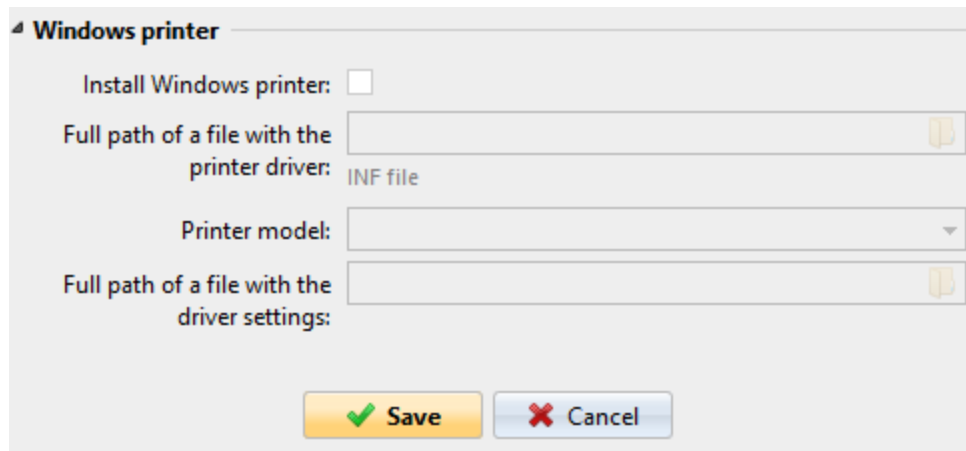


FIGURE 4.11. Printer discovery - Actions - Windows printer

6. Check the box next to **Install Windows printer**. The rest of the parameters become available, where you can browse for the printer driver, the driver settings and the printer model.
7. Click **Save**.
8. Click **Run** to start the printer discovery (and activation if you have set it). You can see the progress in the yellow toolbar.

When activation fails, the reason is shown in the **Issues** column of the **Printers** overview (**MyQ, Printers**)



Updating the terminal

To update the terminal, first delete the installed terminal package and then upload the new installation package on the MyQ server and re-activate the device in the **Printers** overview. When a newer installation package is available, MyQ will show a message in the **Issues** column that reactivation is necessary. The older version of the MyQ Embedded terminal is automatically updated and all its settings are kept.

3.2. Remote installation via manual setup

The terminal is automatically assigned within the remote installation on the MyQ Web Administrator interface, but if you perform the 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.

On the MyQ Web Administrator UI

1. Go to **MyQ - Printers**. Your printers overview opens.
2. Right-click on a printer and select **Set configuration profile**. The **set configuration profile** window opens.
3. Select a **Configuration profile** from the drop-down list. It will at least contain the installation package and login method.



INFO: If you have not yet created a configuration profile, go to **Settings - Configuration Profiles** to set one or more up. See "*Add the configuration profile*" on page 27 for instructions. You can find and edit your configuration profiles in **Settings - Configuration Profiles**.

4. Click **OK**. The profile is added to the properties. You can check it when you right-click the printer and select **Properties**.
5. Right-click the printer and select **Activate**.

3.3. Changing login methods

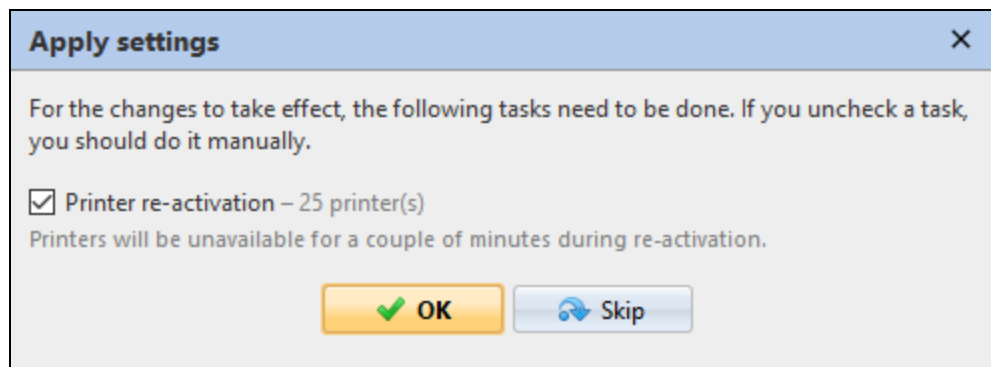
If you want to change login methods after the installation, you need to edit the configuration profile and reactivate your printer(s).

You can choose between two types of login: simple login and two steps authentication, described in detail above. With the simple login option, you can select up to three methods of login and with the two step authentication, you can select a combination of the login methods.

To change the login type

1. In the MyQ Web Administrator interface, go to **MyQ, Settings, Configuration Profiles**.
2. Select the profile you want to change and click **Edit** on the main ribbon (or right-click and **Edit**, or double-click). Choose the login method in the pane to the right.
3. Click **Save**. A pop-up window tells you that you need to activate the printers again.

3. Installation - 3.4. Selecting languages



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.
6. Select the printer(s) to change, right-click and select **Activate**.
7. Restart the printing device(s).

3.4. 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.

3.4.1. The default language

The default language of the terminal is the default language set on the **General** settings tab. For more information, see "*General settings tab*" under "*MyQ System Settings*" in the *MyQ Basic Installation Guide*.

3.4.2. The user's language

You can set different default 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*" under "*Users*" in the *MyQ Basic Installation Guide*.

3.5. Secured run of the terminal

To run the terminal in secured mode, you need to upload and install your SSL certificate in the MyQ server and in the embedded terminal.

To upload it in MyQ, login to the MyQ Web Administrator interface and go to **MyQ - Network**. In the **Communication Security** section click **Change Certificate** and **Browse** and upload your certificate. Click **Save**.

On the printing device's Web User Interface, install the certificate of the CA (certification authority) that issued the server certificate, uploaded in the previous step.

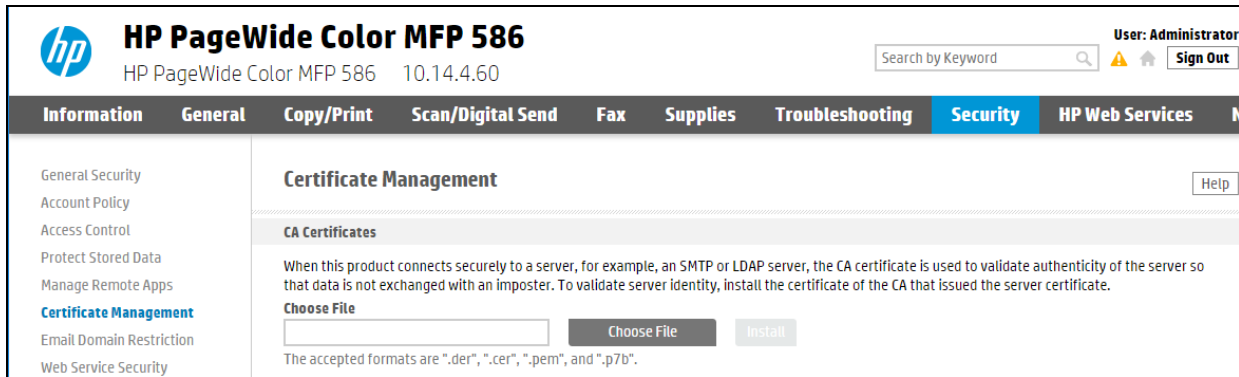


FIGURE 4.12. The Certificate Management setting, where you can import the SSL certificate

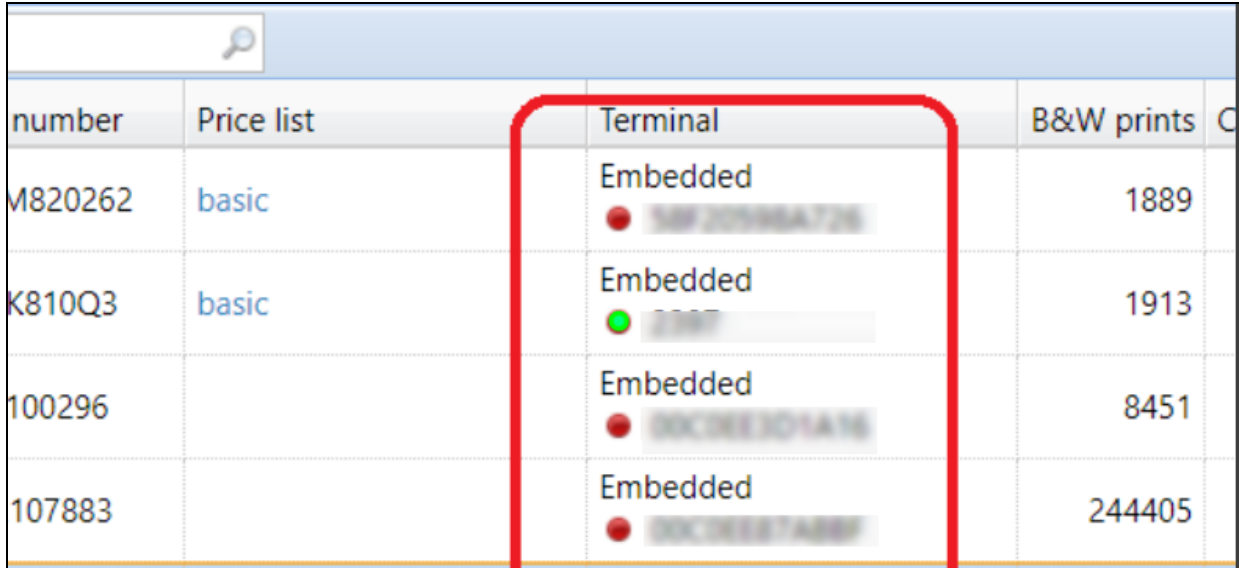
3.6. Monitor Terminal Availability

Once the terminal installation and configuration is finished, you can monitor your embedded terminal status in the MyQ Web Administrator interface, in the **Printers** overview. Go to **MyQ, Printers**. The terminal status is displayed on the **Terminal** column:

If the connection between the terminal package, the terminal and the server is OK, there will be a green LED indicator.

If something is wrong between the connections, there will be a red LED indicator.

3. Installation - 3.6. Monitor Terminal Availability



The image shows a screenshot of a printer status interface. At the top, there is a search bar with a magnifying glass icon. Below it is a table with the following columns: 'number', 'Price list', 'Terminal', 'B&W prints', and 'C'. The 'Terminal' column is highlighted with a red rounded rectangle. The table contains four rows of data:

number	Price list	Terminal	B&W prints	C
M820262	basic	Embedded ● [blurred]	1889	
K810Q3	basic	Embedded ● [blurred]	1913	
100296		Embedded ● [blurred]	8451	
107883		Embedded ● [blurred]	244405	

FIGURE 4.13. Printers - Terminal Status

4. Additional Settings on the HP Web UI

Check the below settings in the device's web user interface to ensure the smooth installation and run of the embedded terminals.

4.1. Security Settings

The following parameters should be enabled by default but if they are not, make sure to enable them:

- Log in as administrator in the device's web user interface
- Go to the **Security** tab, in the **General Security** section
- Mark the checkbox next to these parameters
 - **Allow firmware upgrades sent as print jobs (port 9100)**
 - **Allow installation of legacy packages signed with SHA-1 Hashing Algorithm**
 - **Enable PJL Drive Access**
 - **Enable PS Drive Access**

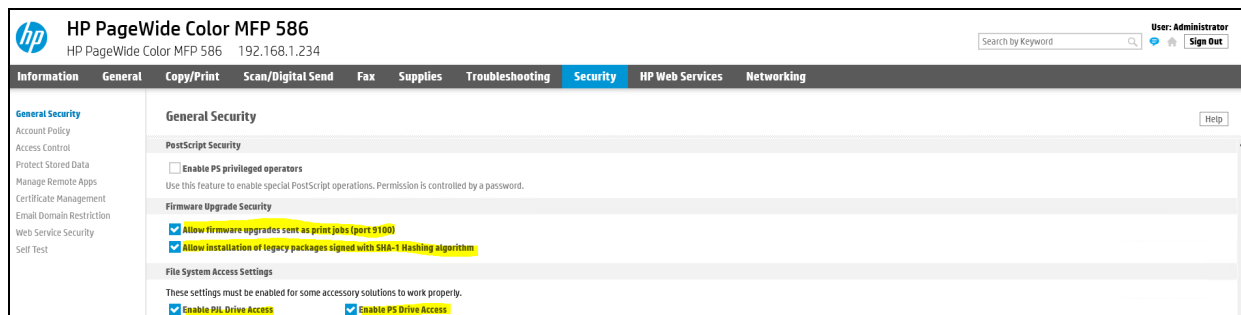


FIGURE 4.14. Security Settings on the HP Web UI

4.2. Home Screen Customization

When an HP device is disconnected from the network or the MyQ server is offline, an error message (OXPD application error) is displayed on the terminal. To be able to dismiss this error message and login to the terminal's Admin Menu, the below parameter must be enabled.

4. Additional Settings on the HP Web UI - 4.2. Home Screen Customization

- Log in as administrator in the device's web user interface
- Go to the **General** tab, in the **Control Panel Customization** section, to **Home Screen Customization**
- Mark the checkbox (enable) next to the **Enable HP home screen if OXPd app fails to load** parameter.

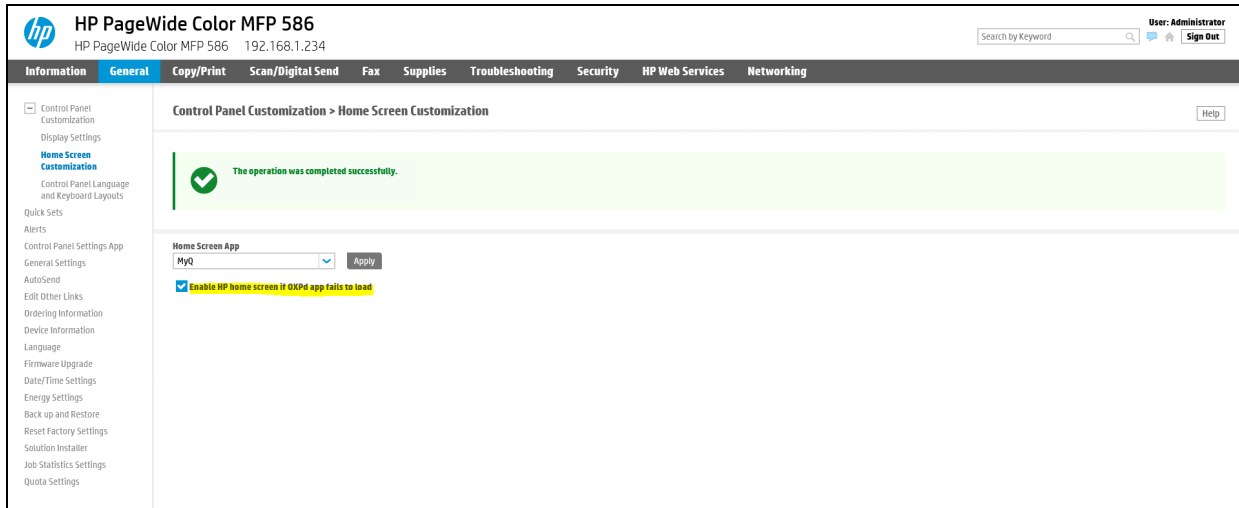


FIGURE 4.15. Home screen customization on the HP Web UI

5. Admin Menu

5.1. Accessing the terminal's Admin menu

To access the terminal's admin menu, tap the logo in the upper-left corner of the panel and enter the Administrator's PIN. The default admin PIN is **1087**.

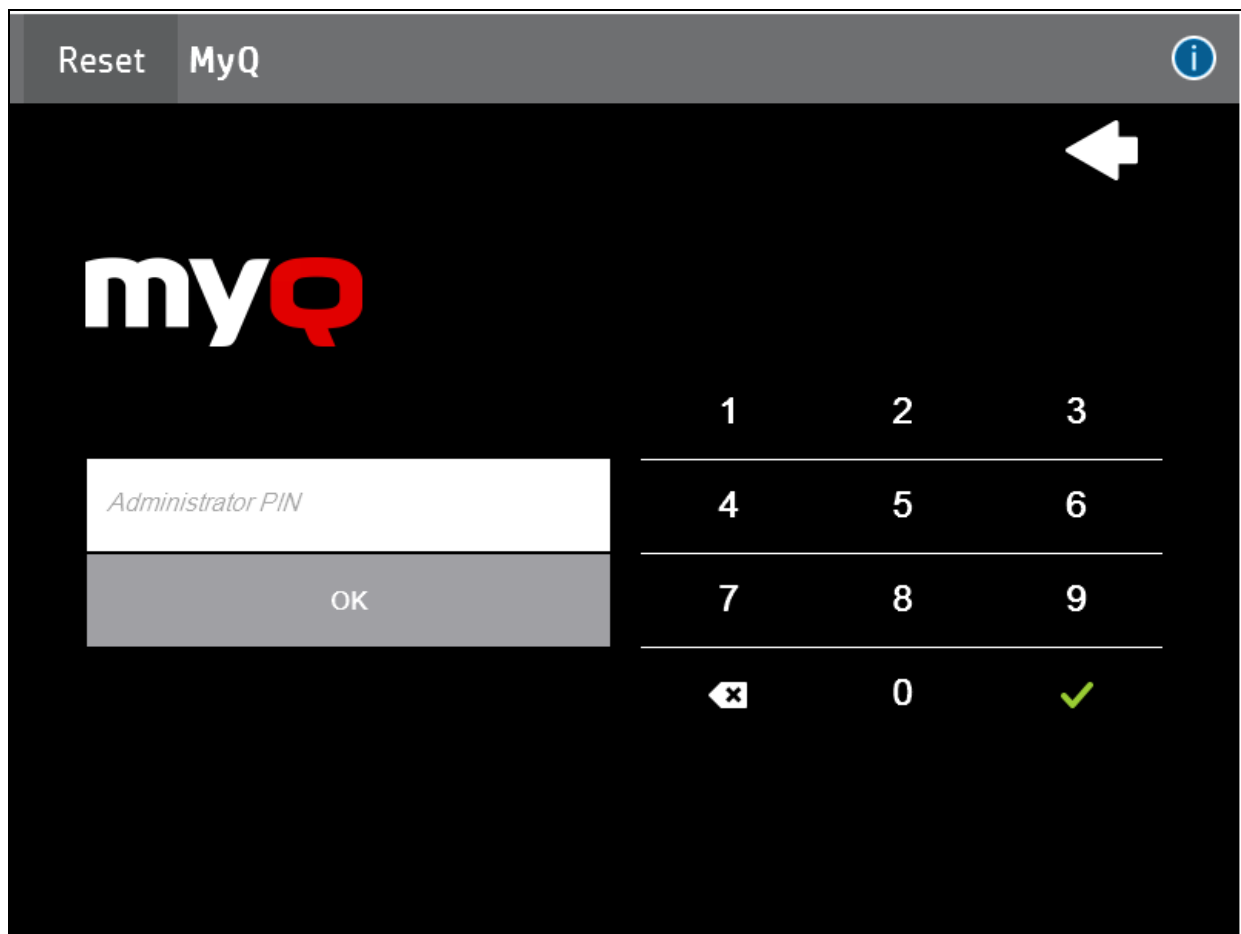


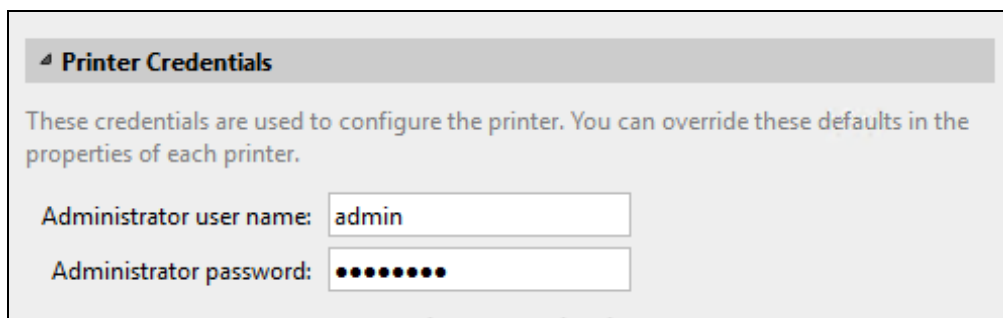
FIGURE 4.16. Initial screen of the terminal

You can change the admin PIN in the printer's configuration profile in the MyQ Web Administrator Interface.

1. 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. Change the admin PIN in the **Printer Credentials** section, in the **Administrator password** field.

5. Admin Menu - 5.1. Accessing the terminal's Admin menu

4. Click **Save**. A pop-up window tells you that you need to activate the printer(s) again.



Printer Credentials

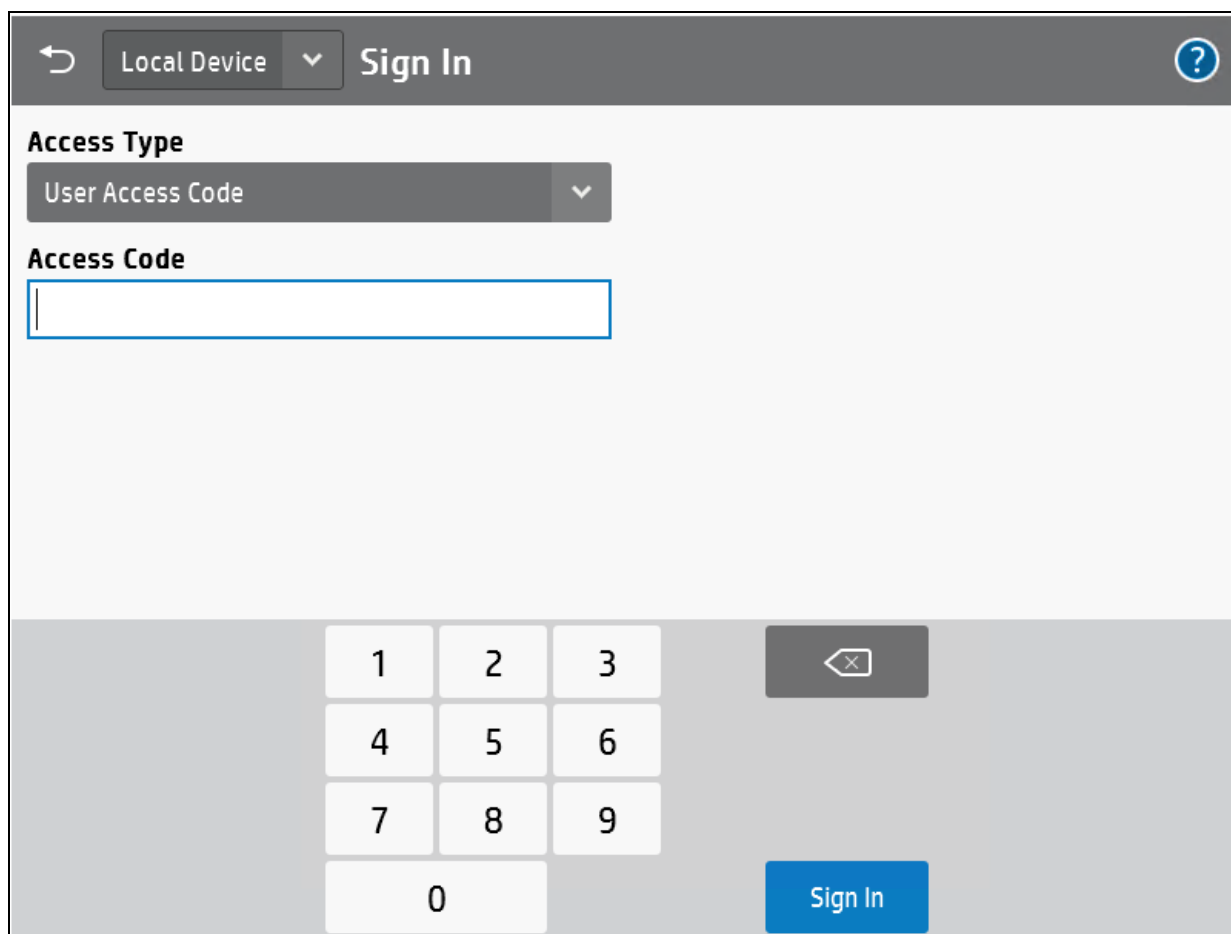
These credentials are used to configure the printer. You can override these defaults in the properties of each printer.

Administrator user name:

Administrator password:

FIGURE 4.17. Configuration Profile - Change Admin PIN

After logging in the terminal as an administrator, the device's login screen is displayed. Sign in by typing the HP service login Access Code.



Local Device Sign In

Access Type
User Access Code

Access Code

1 2 3
4 5 6
7 8 9
0

Sign In

FIGURE 4.18. Device service login screen

6. Licenses

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

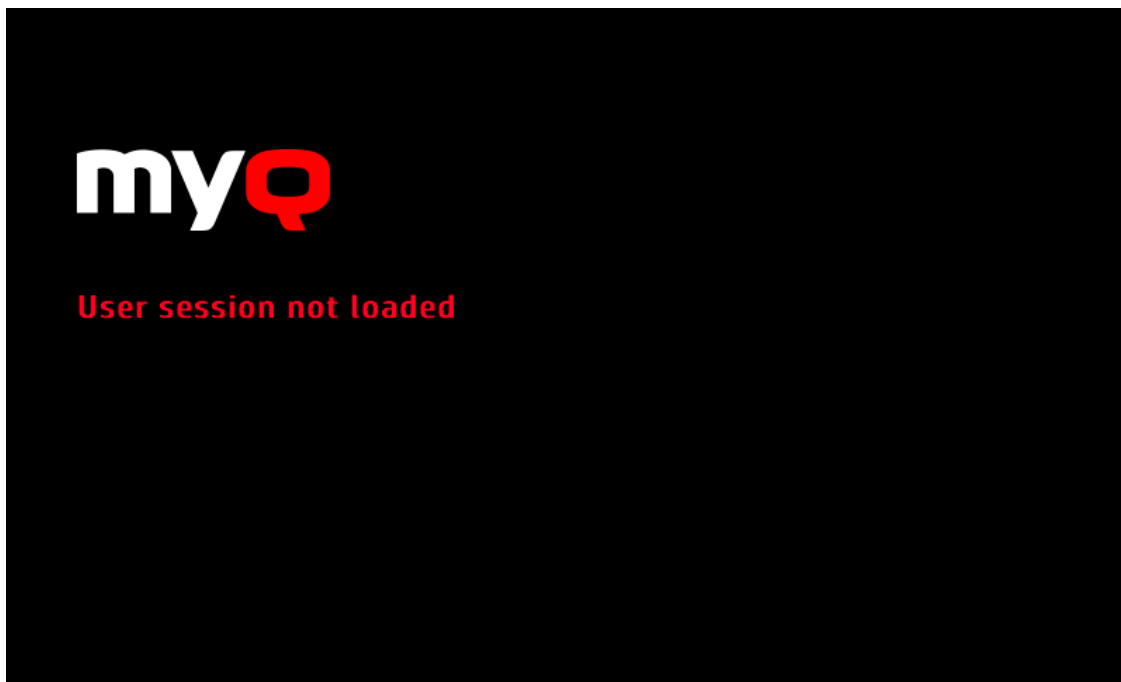


FIGURE 5.1. Users cannot log in as there are no embedded licenses available on the MyQ server

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 Interface.

Adding and activating licenses

For information on how to add the embedded terminal licenses, activate them and extend the support period, see **Licenses** in the *MyQ Basic Installation Guide*.

7. Personalization

On the **Personalization** settings tab of the MyQ Web Interface, under **Terminal personalization**, you can customize the overall appearance of the Embedded terminal. By a few simple steps, you can upload your personal logo or change the color and graphical design of the terminal's actions by importing themes.

To open the **Personalization** settings tab, go to **MyQ, Settings, Personalization**. The personalization options are described in the following sections.

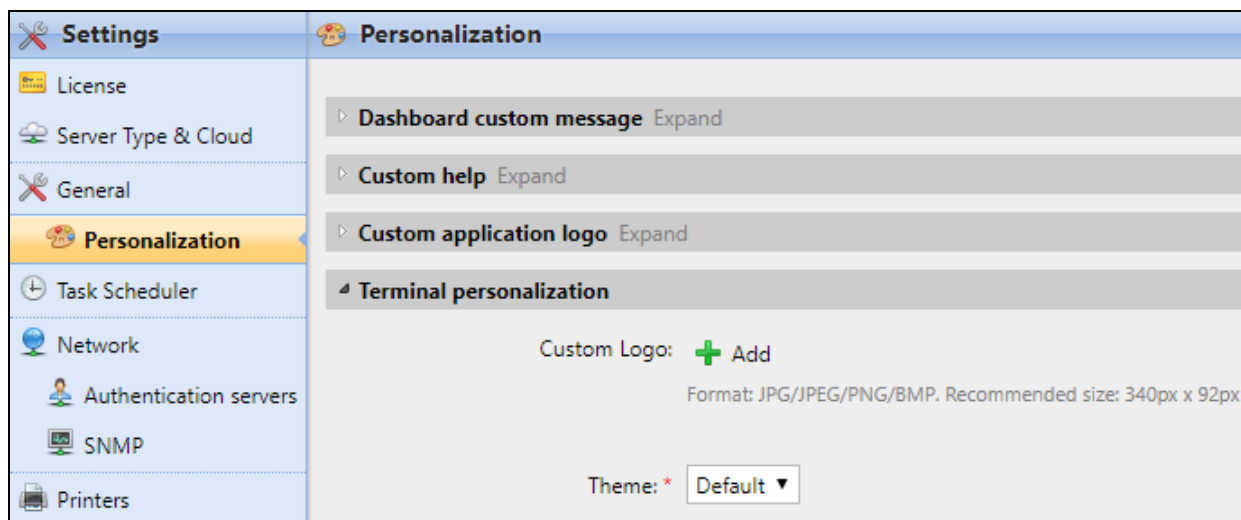


FIGURE 5.2. The **Terminal personalization** section of the **Personalization** tab

7.1. Changing logo

The supported logo formats are: JPG, JPEG, PNG, and BMP. The recommended size is: *340px x 92px*.

To change the logo displayed on the login screen of the terminal, in the **Terminal personalization** section, do the following:

1. Click **+Add** next to **Custom Logo** and click **Choose file**. The **Choose File to Upload** dialog window appears.
2. In the dialog window, select the file with the logo and click **Open**. The **Choose file** button on the **Personalization** tab will be replaced with the name of the logo file.
3. Click **Save** to confirm the change. The logo is now displayed on the **Personalization** tab. You are asked to restart the terminal.

4. Keep the **Reset all terminals** option selected and click **OK**. The new logo is uploaded to the terminal.

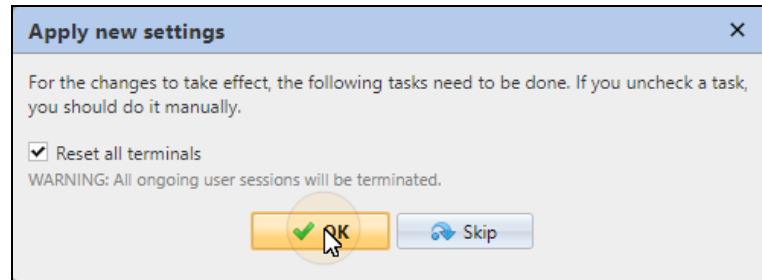


FIGURE 5.3. Saving the logo changes

7.2. Changing themes

By installing and setting new themes for the terminal's buttons, you can change the overall look of a terminal.

The themes are not part of the MyQ installation. To import a new theme to the MyQ system, you need to download and run its installation file on the MyQ server. You can either select from a variety of free predefined themes made available by MyQ, or create your own.

INFO: You can create your own themes and styles, export them and import them into MyQ using MyQ Theme Editor. If you have a MyQ account, you can download it from the MyQ community portal:
https://community.myq-solution.com/s/?language=en_US.
 The *MyQ Theme Editor* manual can guide you through.

Installation of MyQ terminal panel themes

Start the installer by double-clicking the theme's executable file and follow the directions of the installation wizard. The theme is installed to the MyQ data folder and can then be selected on the MyQ Web Administrator Interface.

NOTICE: Do not change the installation folder unless you have changed the MyQ data folder. For more information on the data folder, see "**Relocating the data folder and the jobs folder**" under "**MyQ Easy Config**" in the *MyQ Basic Installation Guide*.

7. Personalization - 7.2. Changing themes

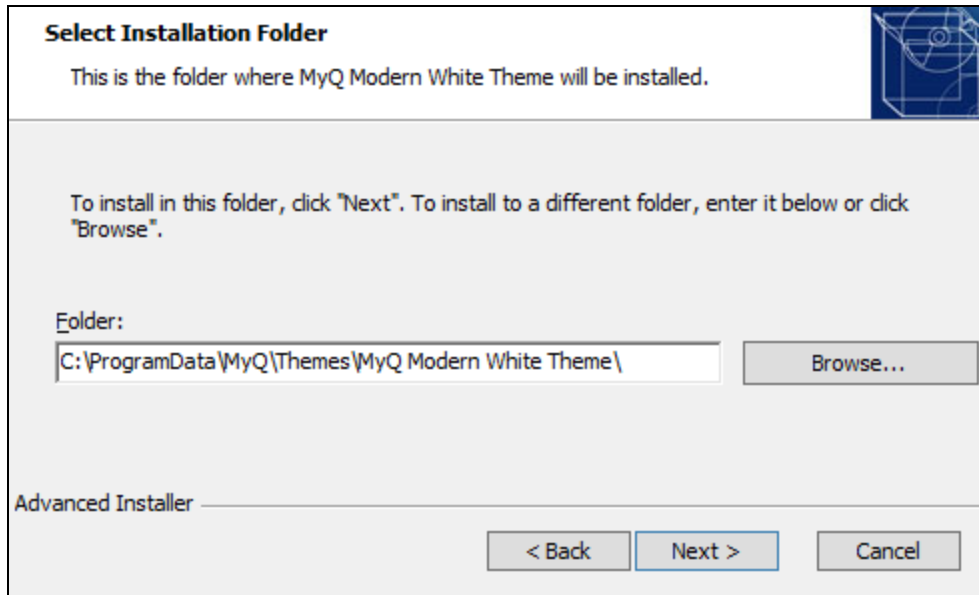


FIGURE 5.4. MyQ Theme installation wizard

Selecting the MyQ terminal panel theme

1. On the MyQ Web Administrator interface, go to **MyQ, Settings, Personalization**.
2. Under **Terminal personalization** select your installed **Theme** from the drop-down and click **Save** at the bottom of the tab.

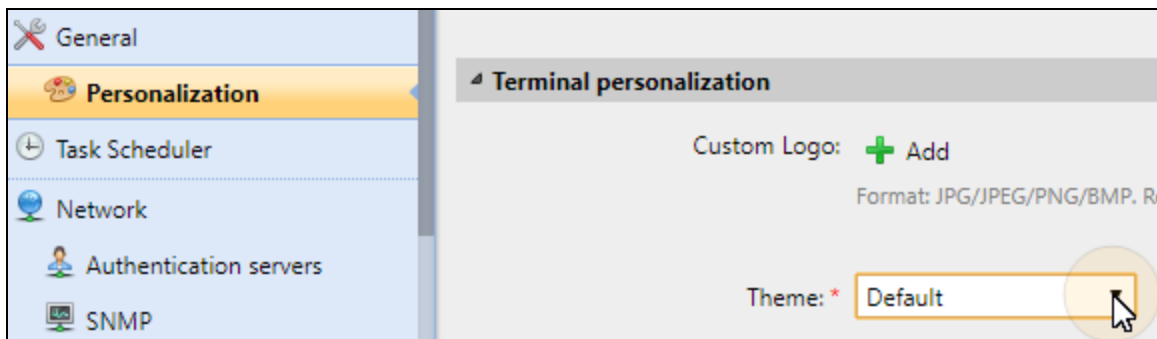


FIGURE 5.5. Personalization - Select Theme

8. Terminal Actions

This topic discusses basic features of the terminal and shows you how to manage them on the **Terminal Actions** settings tab on the MyQ Web Administrator interface. The features are called actions and can be accessed from action nodes on the terminal.

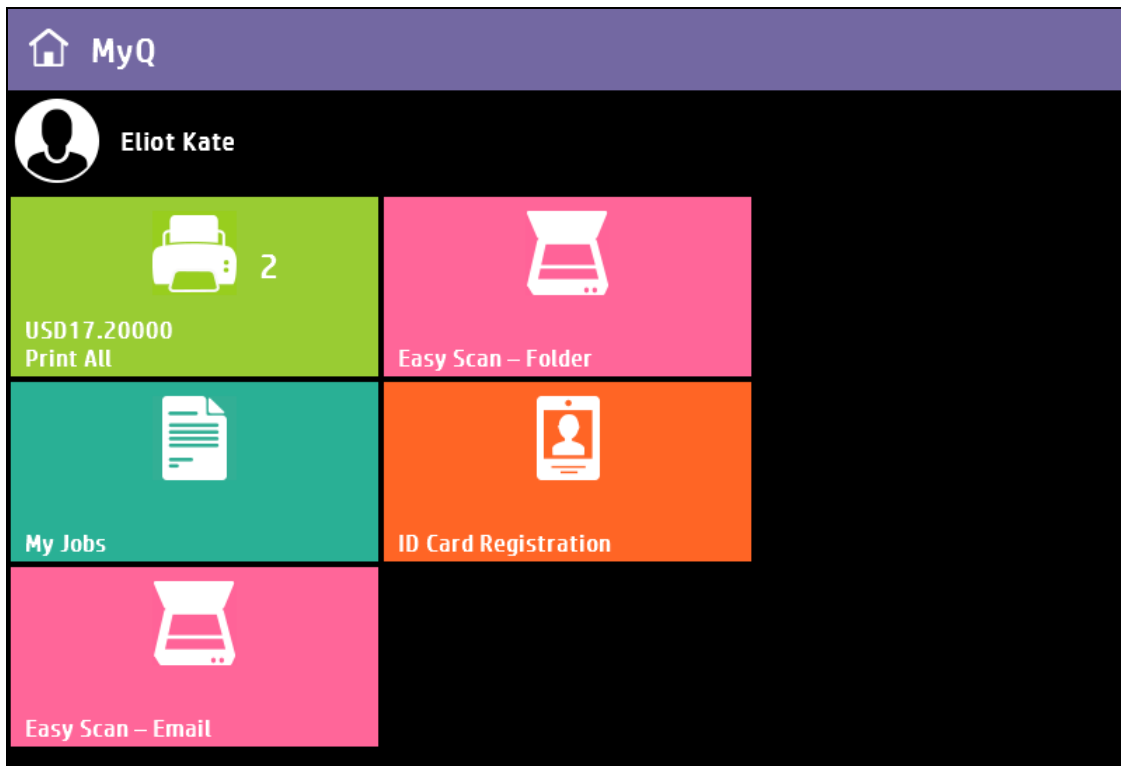


FIGURE 6.1. User home screen with terminal actions

The action nodes correspond to buttons on the printing device display. On the MyQ Web Administrator interface, you can configure the layout of the display screen as well as the behavior of each button. Therefore, you are free to choose any combination of available actions and their positions on the screen. The layout is displayed on a WYSIWYG terminal preview and can be configured there.

Additional layout options are provided by the possibility to create folders and put action nodes inside. Folders can be used to group actions of the same type, such as scanning to different destinations, or to enable users access a higher number of actions.

Users and groups can be given rights to different actions. This way, you can configure individual home screens for each user or group of users.

8. Terminal Actions - 8.1. Terminal action nodes

The action nodes are presented in the following sections:

- [Terminal action nodes](#) (Basic description of terminal action nodes and the corresponding actions)
- [Managing terminal actions on the MyQ Web Interface](#)
- [Easy Fax](#)

8.1. Terminal action nodes

8.1.1. Available action nodes

Print all

This action prints all jobs that are waiting in queue in the **Ready** and **Paused** states (see "Jobs" in the *MyQ Basic Installation Guide*), including jobs delegated by other users.

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.

If you enable the **Print all jobs after logging in** option 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.

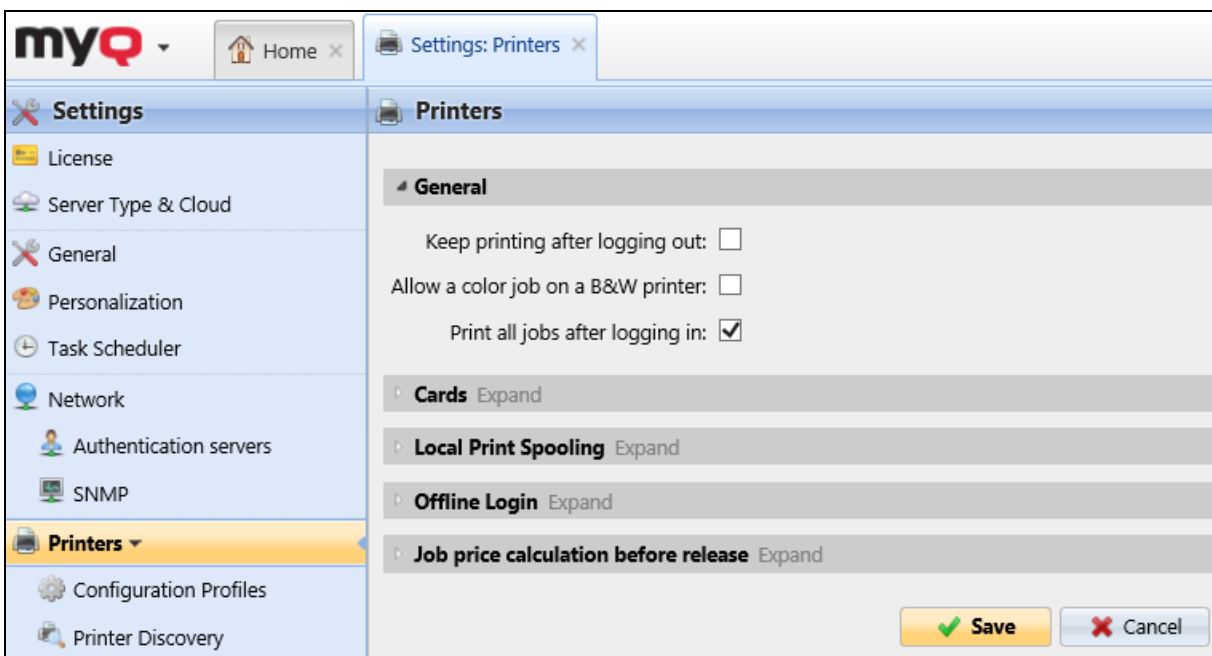


FIGURE 6.2. The **Print all jobs after logging in** option is selected.

While 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 login** option selected.

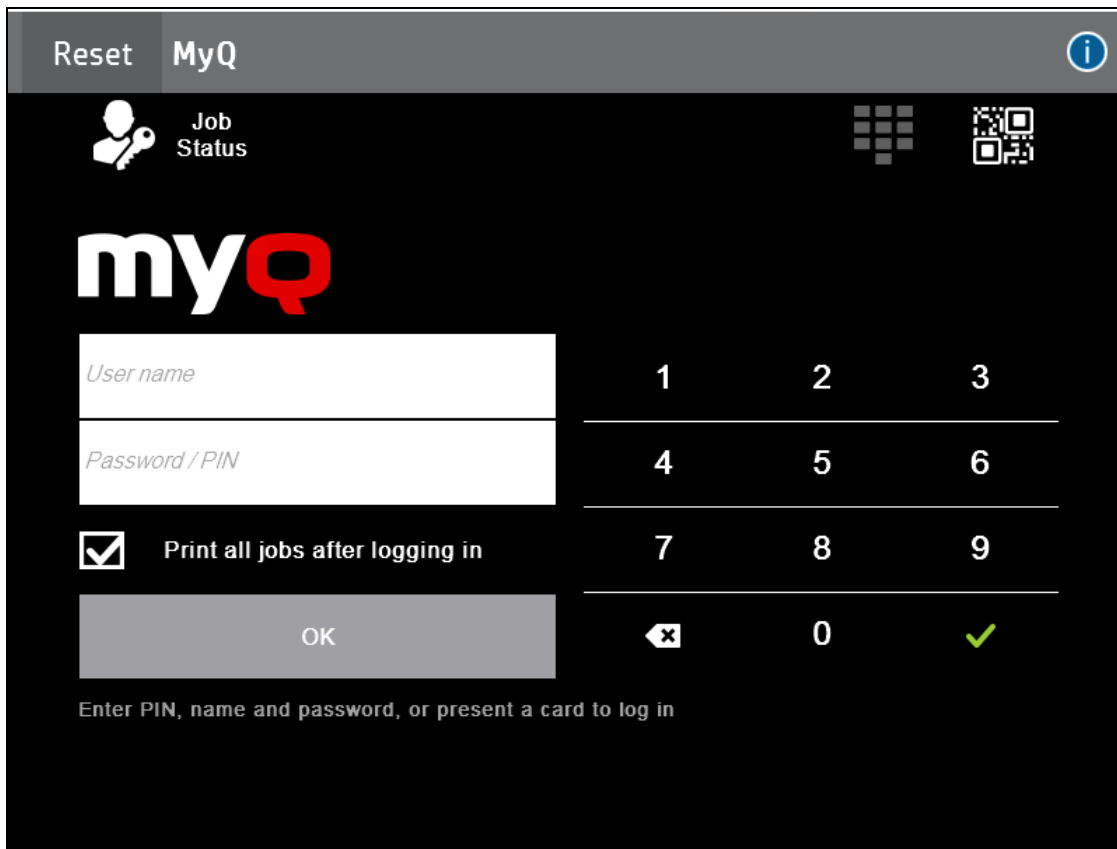




FIGURE 6.3. The print all jobs after login checkbox is displayed on the embedded terminal login screen.

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.

8. Terminal Actions - 8.1. Terminal action nodes

- **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.

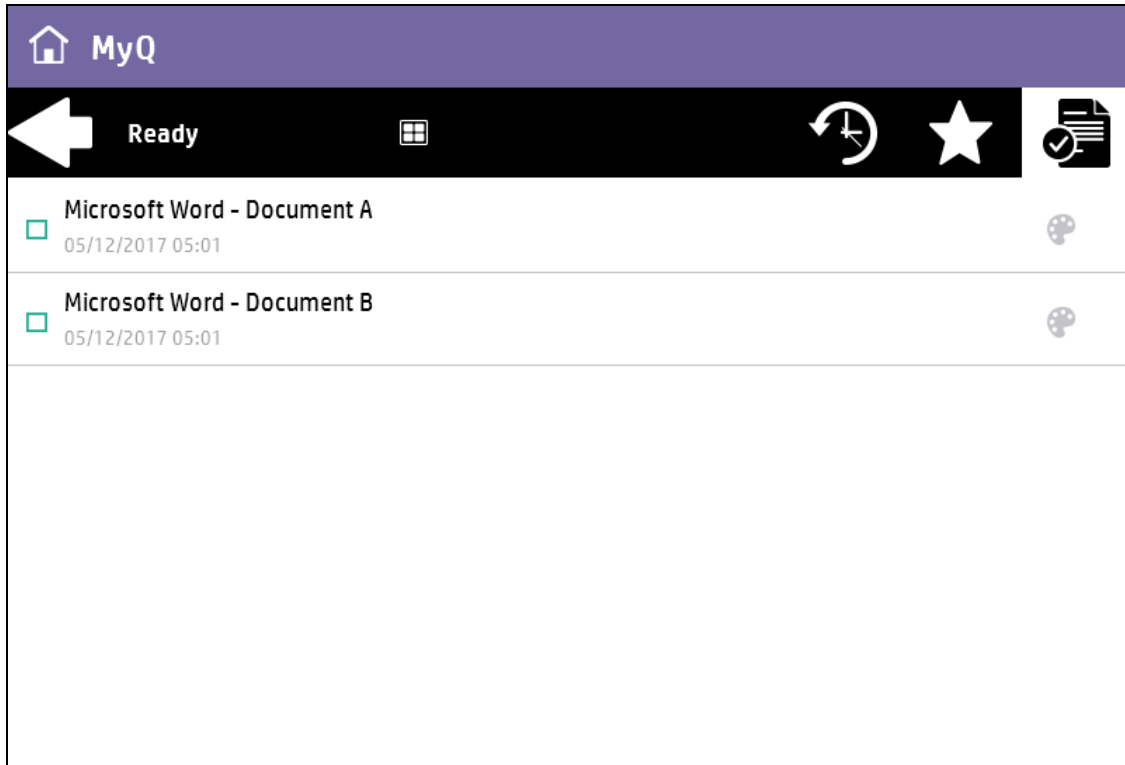


FIGURE 6.4. My Jobs overview

Job Filters

In the MyQ Web Administrator UI, in **MyQ, Settings, Printers**, 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.

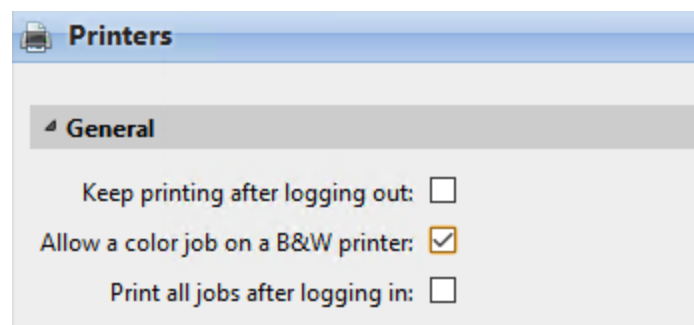

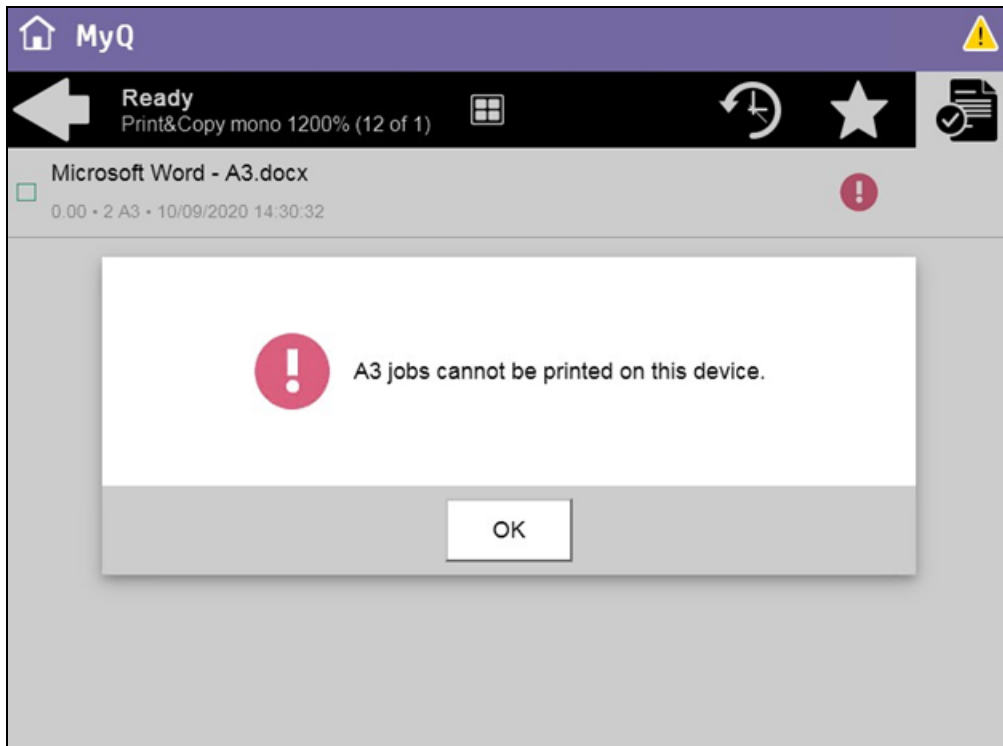
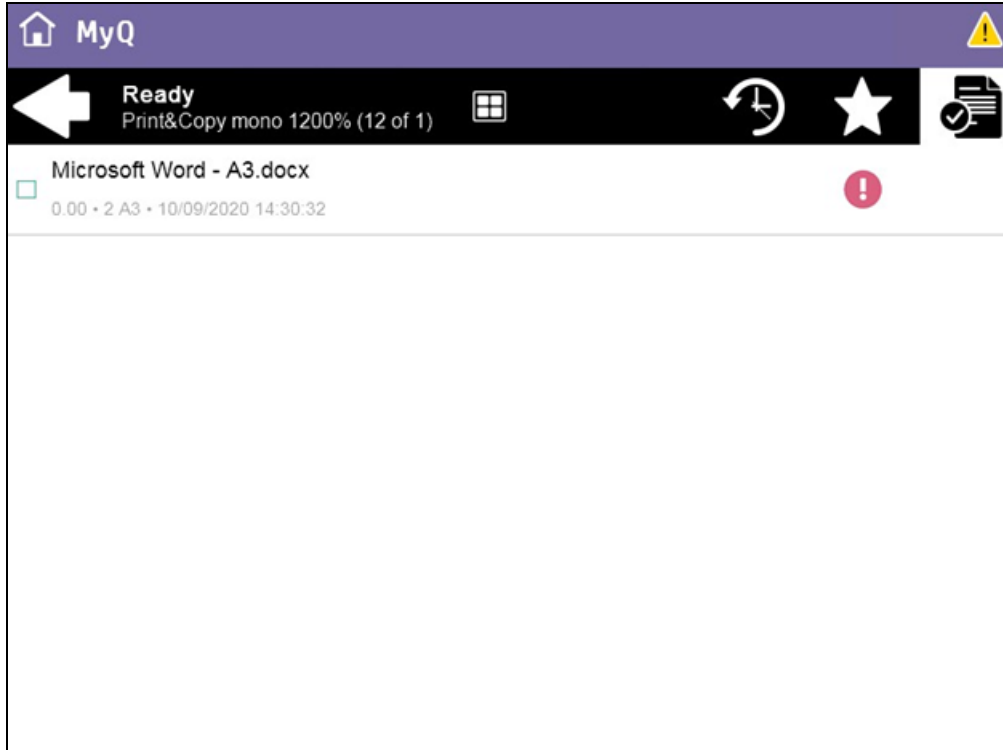


FIGURE 6.5. **Allow a color job on a B&W printer** setting

If a job is not allowed to be printed because the selected format/color is not supported by the device, there will be an exclamation mark() icon next to the job. Clicking the icon displays the reason for the error:

- *Color jobs cannot be printed on this device*, when a color job is spooled to a B&W printer.
- *A3 jobs cannot be printed on this device*, when an A3 job is spooled to an A4 printer.
- *Neither color nor jobs in this format can be printed on this device*, when an A3 and color job is spooled to an A4 and B&W printer.

8. Terminal Actions - 8.1. Terminal action nodes



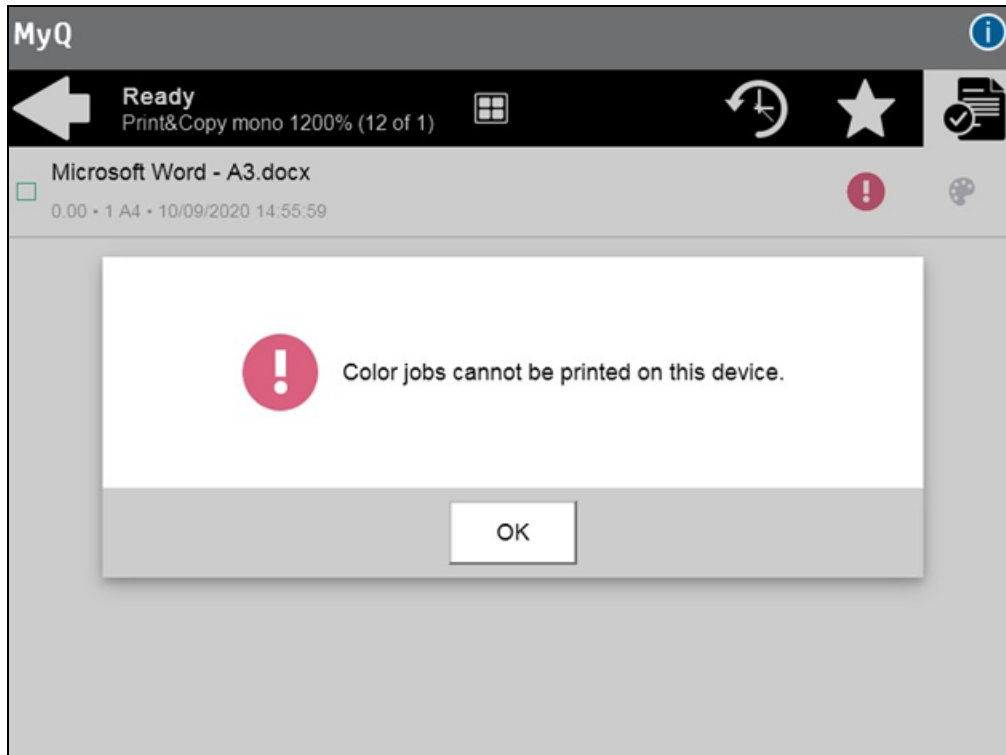


FIGURE 6.6. Possible error messages on My Jobs



INFO: The description of jobs delegated by other users begins with their owner's name in brackets.

Managing jobs on the My Jobs screen:


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





FIGURE 6.7. The print jobs management bar at the top of the My Jobs screen

8. Terminal Actions - 8.1. Terminal action nodes

On the bar, you can select from the following options:


Print : Print the selected jobs.

Add to favorites : Add the selected jobs to your favorites (Visible on the **Ready jobs** tab and on the **Printed jobs** tab).

Delete from favorites : Delete the selected jobs from your favorites (Visible on the **Favorite jobs** tab).

Delete : Delete the selected jobs.



INFO: After you select one job, you can tap additional jobs to add them to the selection. You can select all the jobs by tapping the **Select All Jobs** icon .

Editing selected print jobs

Users can change properties of their print jobs directly on the Embedded terminal.


- The user has to select the job on the **My Jobs** screen, and then tap the **Edit** icon (). The **Print Options** dialog box appears.



FIGURE 6.8. **Edit** icon on My Jobs

- In the **Print Options** dialog box, depending on the permissions given by the administrator, the user can select between color or B/W, toner saving options, simplex/duplex options, and change the number of copies. After changing the print options, the user can tap **PRINT** to print the jobs.

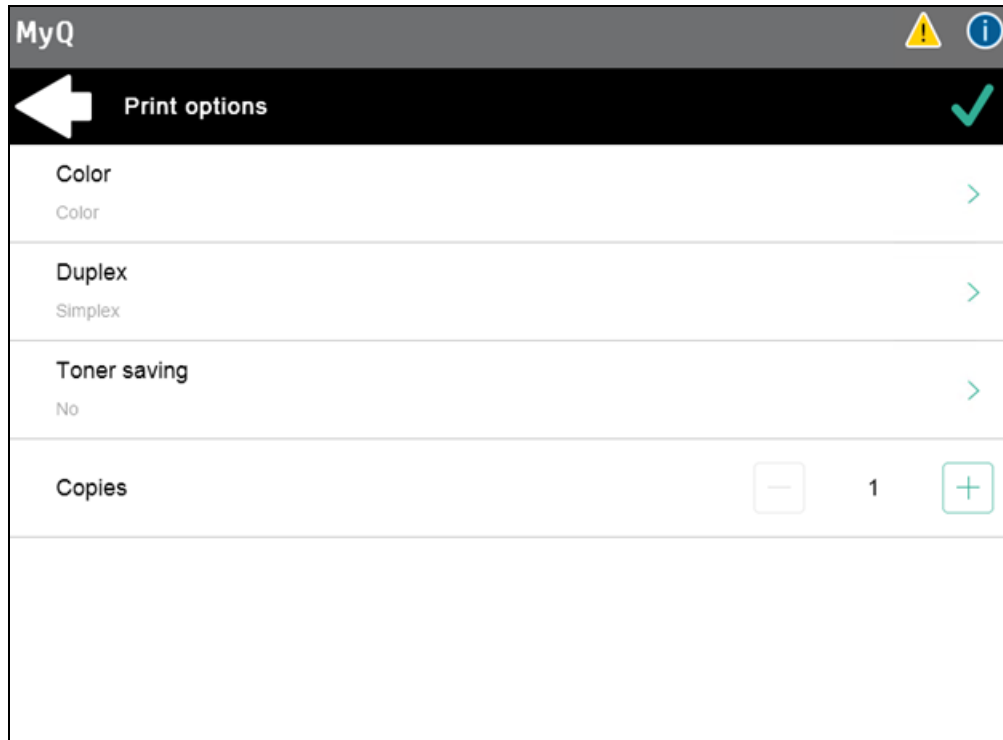


FIGURE 6.9. Changing properties of selected print jobs before printing

Job Roaming — Have your prints on another location

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

The administrator can choose between a **Separate** and a **Shared** job list for the remote jobs by going to **MyQ, Settings, Jobs** in the Job Roaming section. A MyQ Central server with Site servers is required for this feature. For more information, see the *MyQ Central - Site Architecture guide*.

To print the jobs, the user has to take the following steps:

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

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

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 to which the scanned document is sent, and set scan parameters in MyQ. For information about this action, see the sections "*Basic settings of the Easy Scan action*" on page 68, "*Advanced settings of the Easy Scan action*" on page 123 and "*Easy Scan to OCR*" on page 149.

Easy Copy

One tap copying. After the user taps this action, the page is immediately copied. You can define the copy parameters in MyQ. For information about this action, see "*Easy Copy*" on page 153.

Easy Fax

Two steps faxing. You can define the fax parameters in MyQ. For information about this action, see "*Easy Fax*" on page 156.

Unlock Panel

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

Panel Copy

Opens the printing device's copy screen.

Panel Scan

Opens the printing device's scan screen.

MyQ is able to automatically send scanned documents to a specified folder or email belonging to the scanning user, with the **Scan to Me** feature. To set up **Scan to Me**, go to the **Scanning & OCR** settings tab, under **General** and **Enable** scanning.

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

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

Set SMTP on the printing device

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

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

Set the destinations for the MyQ users on the MyQ server

On the properties panel of each individual MyQ user, you can set the destinations using three options: **Sending scans to the user's primary email**, **Sending scans to other predefined emails**, **Storing scans to the user's scan folder**.

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

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

Email addresses for Scan to Me

8. Terminal Actions - 8.1. Terminal action nodes

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

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

Predefined list of the MyQ destinations on the printing device

During the installation of the MyQ HP Embedded terminal, the **Scan to Me** destinations are saved in the device, but the shortcuts aren't created automatically. It is possible to create them manually in the device web UI, in **Device web UI, Scan/Digital Send, Contacts**:

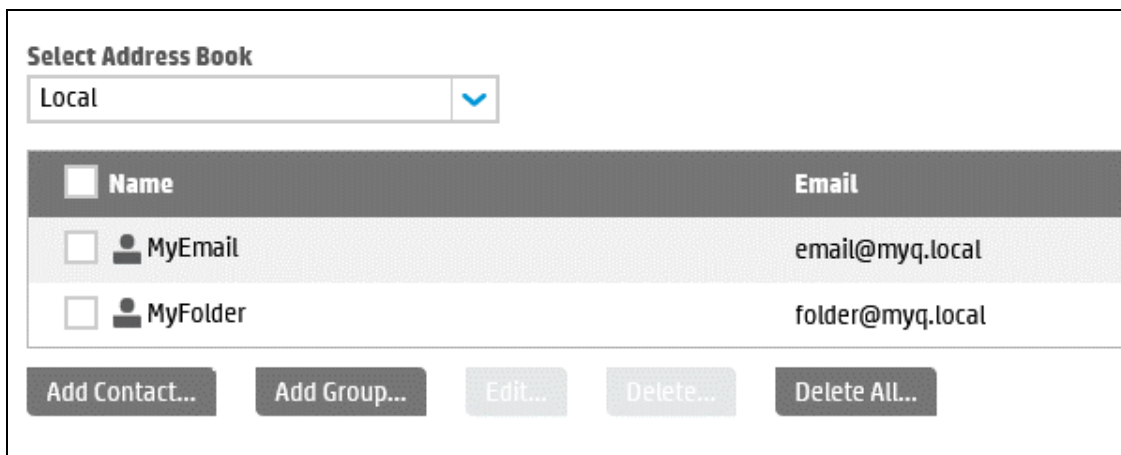


FIGURE 6.10. Scan to Me destinations on the device Contacts list

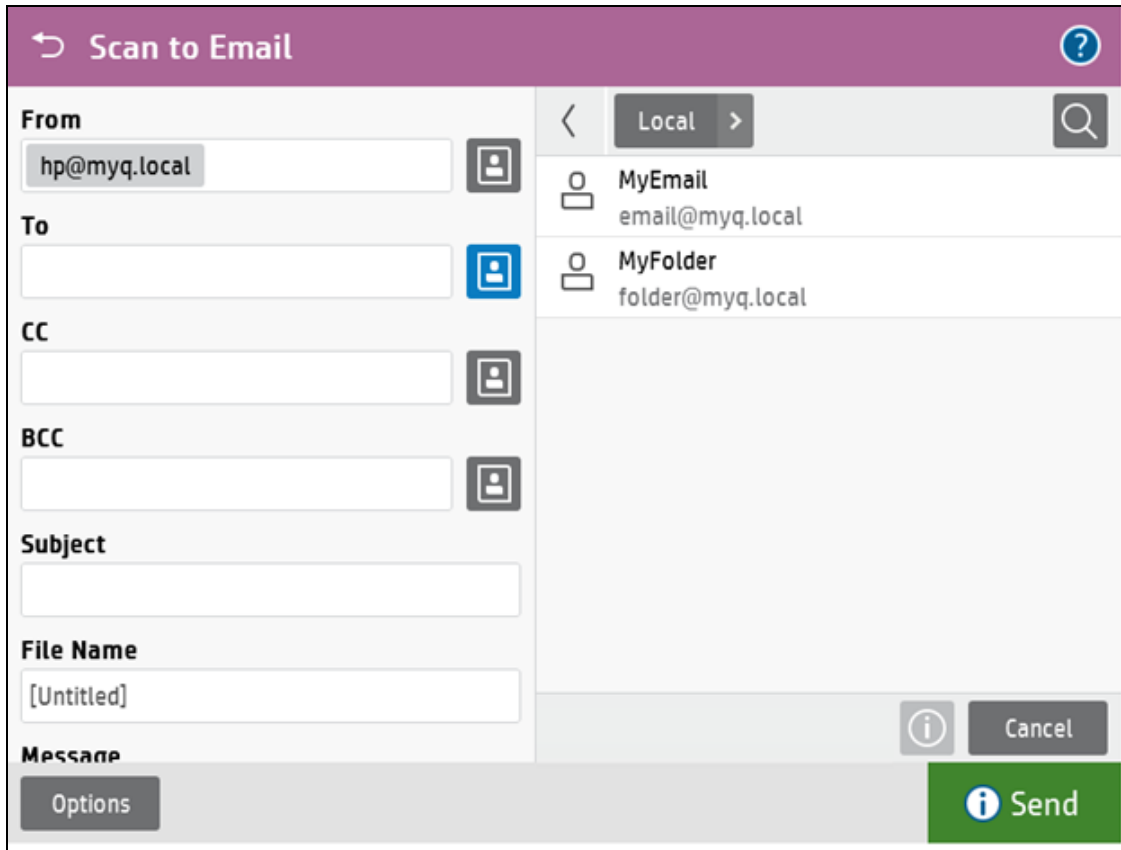


FIGURE 6.11. Scan to Me shortcuts on the terminal

Using the user's email address as Sender address.

Another feature is using the user's email address as **Sender address**. For this to work, some settings are required in the device web UI:

1. Open the HP web UI and go to **Scan/Digital Send > Email Setup > Default Job Options**.
2. In the Address and Message Field Control section, set the **From** field to *User's address (sign-in required)*.
3. Uncheck the **User editable** option next to it.
4. Click **Apply**.

8. Terminal Actions - 8.1. Terminal action nodes

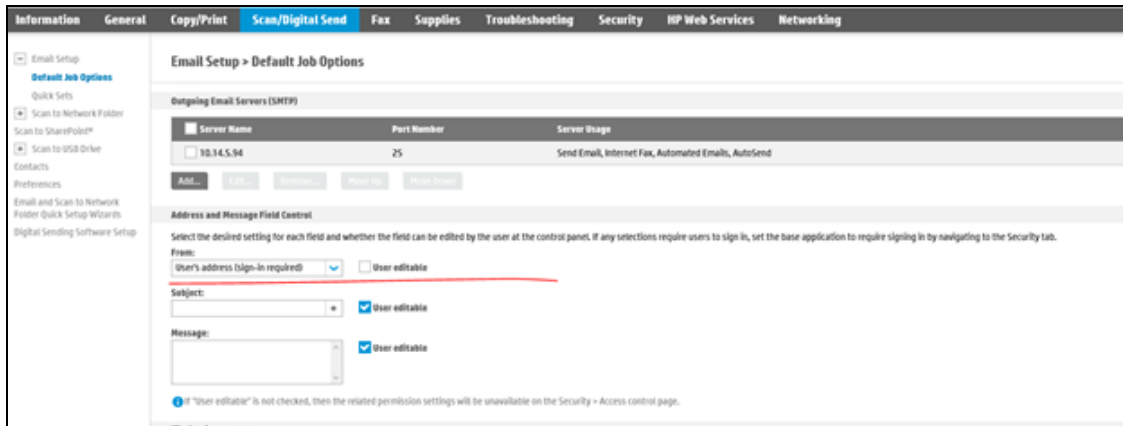


FIGURE 6.12. User sender's address settings on the device web UI

With this feature set up, when a user uses **Panel Scan to Email**, the **From** field is populated with the MyQ user's full name, and it is greyed out and not possible to edit.

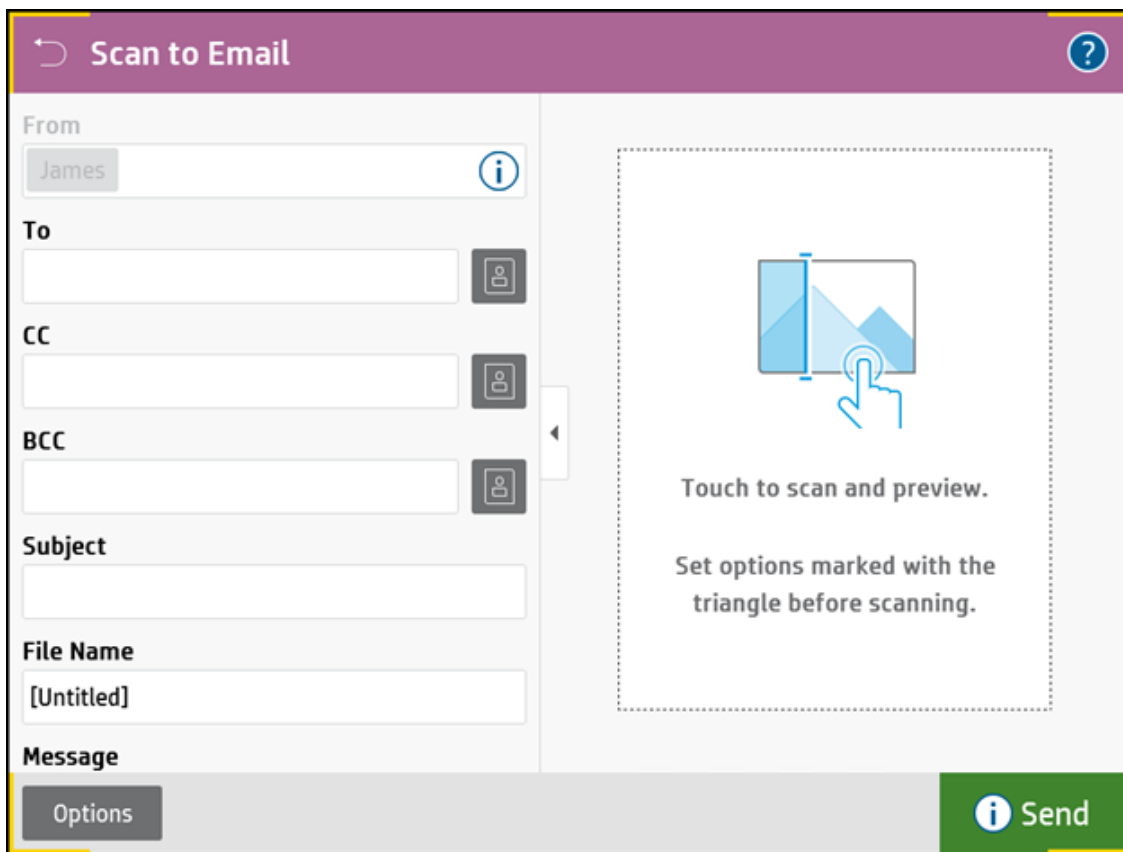


FIGURE 6.13. Scan to email with the user's email as the sender's address

Scanned documents are sent to the user's email or folder, depending on what is set in the **User's scan storage** parameter in the user's properties on the MyQ Web Admin UI.

Panel USB

Opens the printing device's USB screen.

Edit Account

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

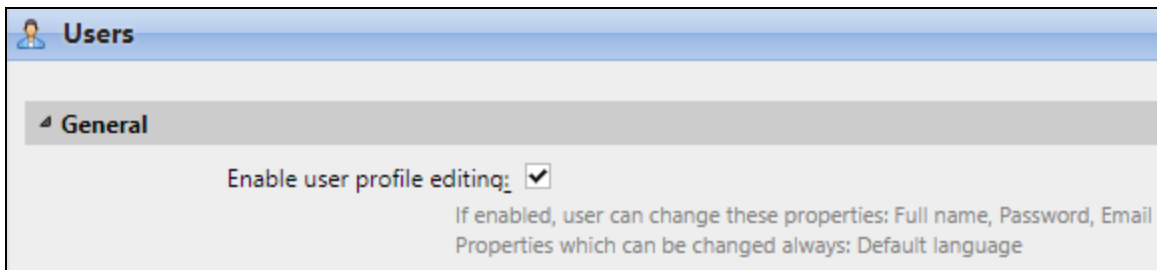


FIGURE 6.14. Enabling the editing of the user profile

By tapping this 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.

ID Card Registration

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

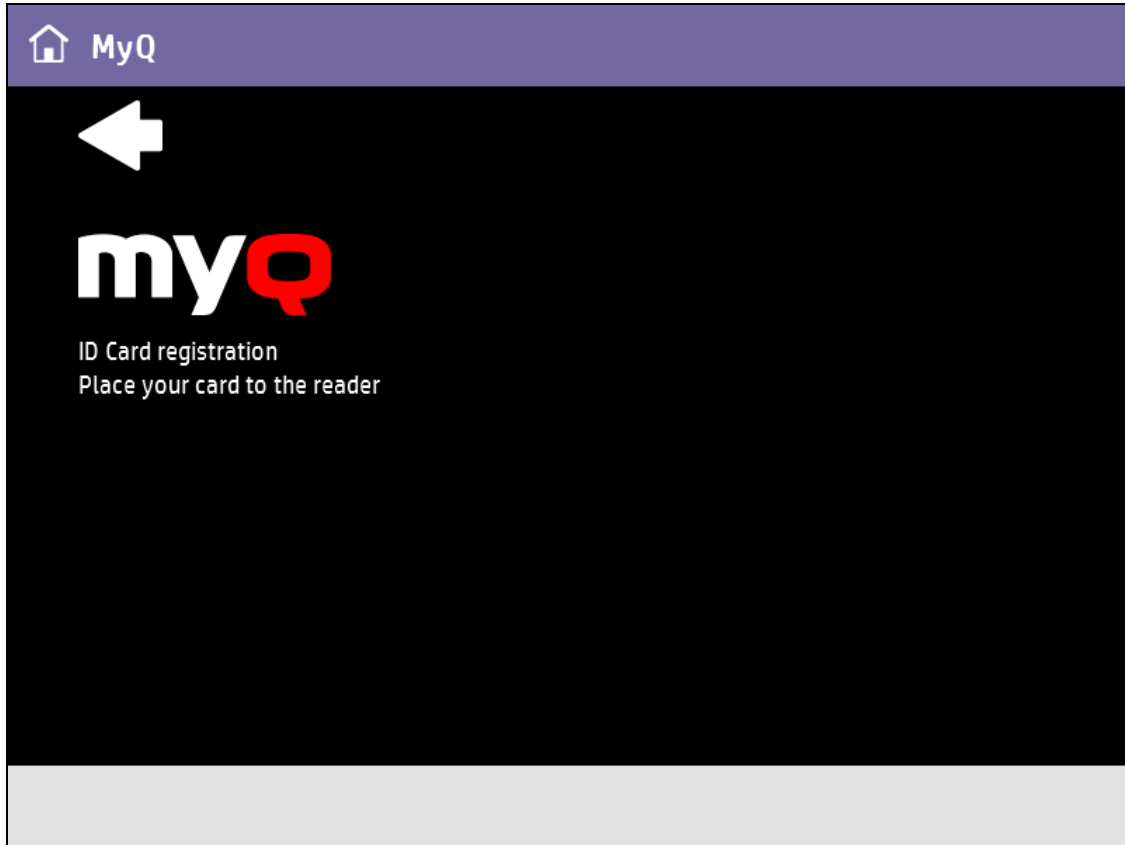


FIGURE 6.15. ID Card registration screen

External workflow

By tapping this action, users are connected to external providers of workflows, such as ScannerVision. The workflow ensures that the user performs certain predefined actions before their document is scanned. To setup ScannerVision as an external workflow, see "*External workflow*" on page 158.

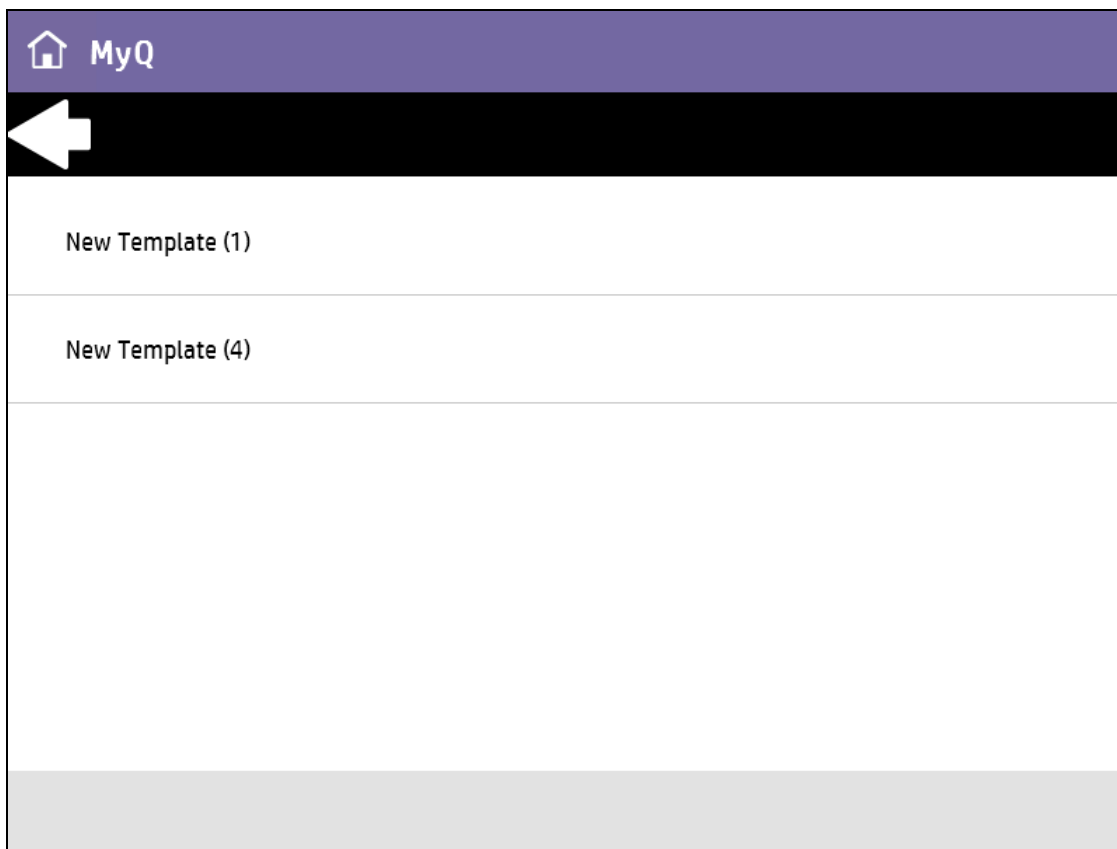


FIGURE 6.16. Selecting an external workflow

8.1.2. Default actions

The default actions are:

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

8.2. Managing terminal actions on the MyQ Web Administrator Interface

Action nodes can be managed on the **Terminal Actions** settings tab. To open it, go to **MyQ, Settings, Terminal Actions**.

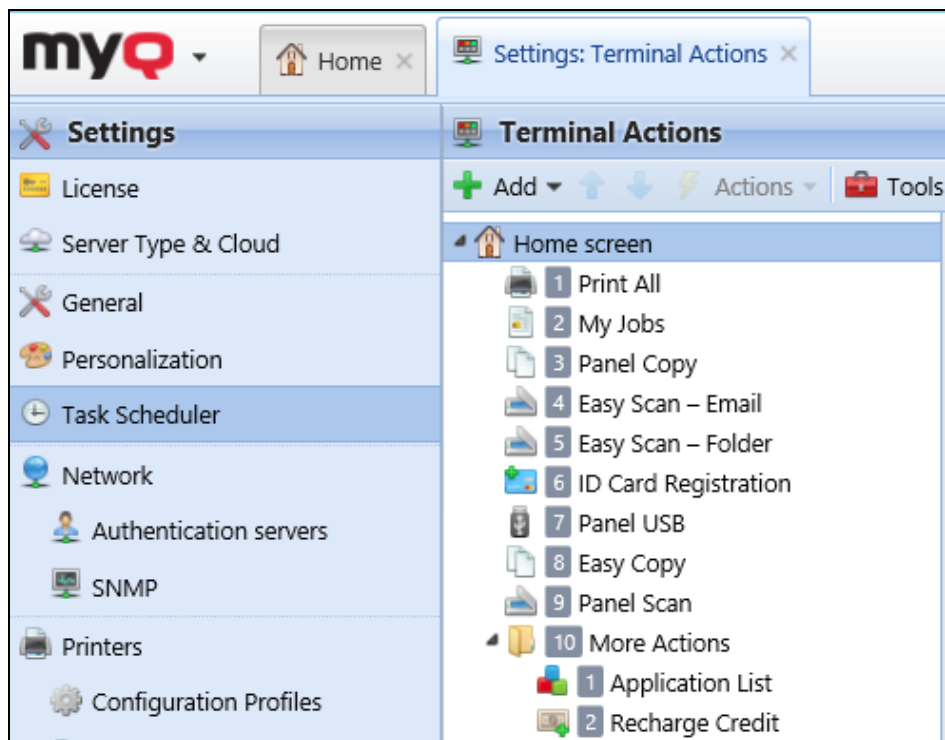


FIGURE 6.17. **Terminal Actions** settings tab with the list of action nodes

8.2.1. Adding new action nodes

The action nodes can be added either under the Home screen on the list of actions or directly on the preview of the terminal screen.

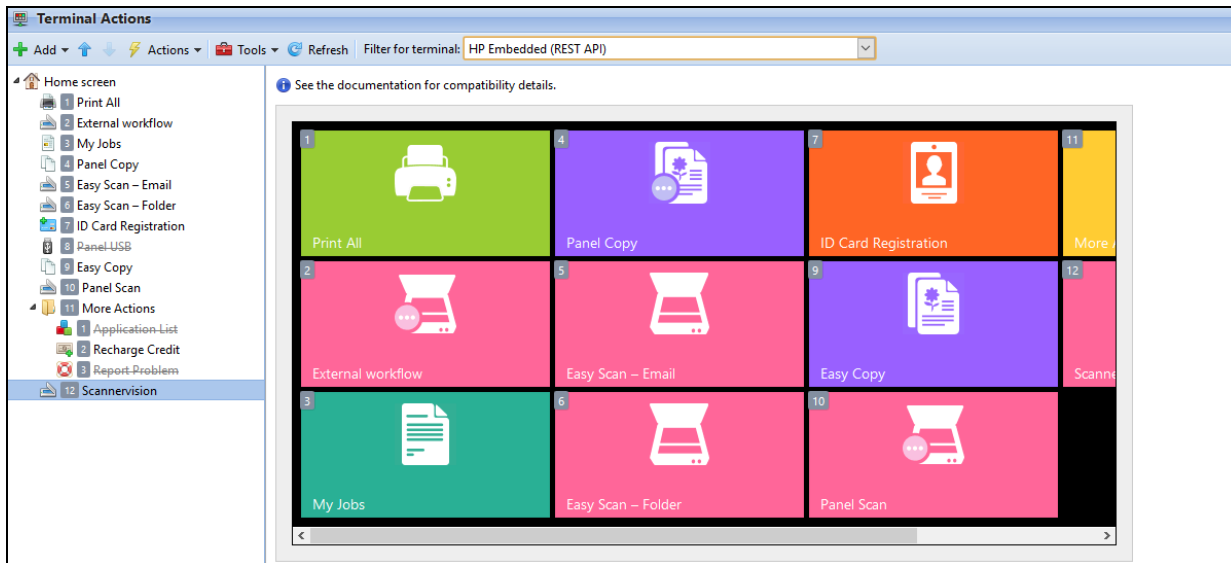


FIGURE 6.18. The two places where the action nodes are displayed: the list of nodes and the terminal screen preview

Adding new action nodes on the list of actions

To add a new action node, do the following:

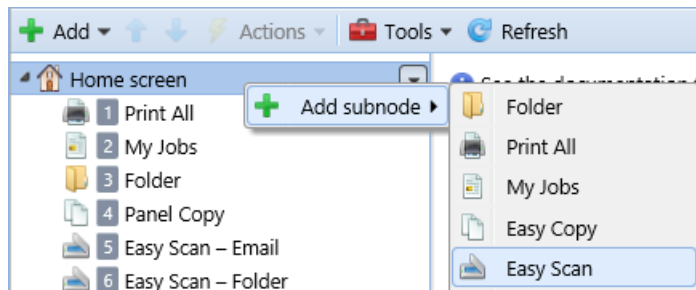


FIGURE 6.19. Adding a new action node

1. Right-click the **Home Screen** folder and point on **Add sub node** in the shortcut menu. A sub-menu with a list of available action nodes opens to the right.
2. On the sub-menu, select the action node. The new action node properties panel opens on the right side of screen.

8. Terminal Actions - 8.2. Managing terminal actions on the MyQ Web Administrator

3. On the panel, you can rename and edit the node. For information about editing options, see *"Editing action nodes"* below. If you do not want to rename or to edit the node, close the properties panel. The action node is now displayed on the action nodes list and on the terminal screen preview.

Adding new action nodes on the terminal screen preview

1. Right-click any item on the preview and point on **Add node** in the shortcut menu. A sub-menu with a list of available action nodes opens to the right.
2. On the sub-menu, select the action node. The new action node properties panel opens on the right side of screen.
3. On the panel, you can rename and edit the node. For information about editing options, see *"Editing action nodes"* below. If you do not want to rename or edit the node, close the properties panel. The action node is now displayed on the action nodes list and on the terminal screen preview.

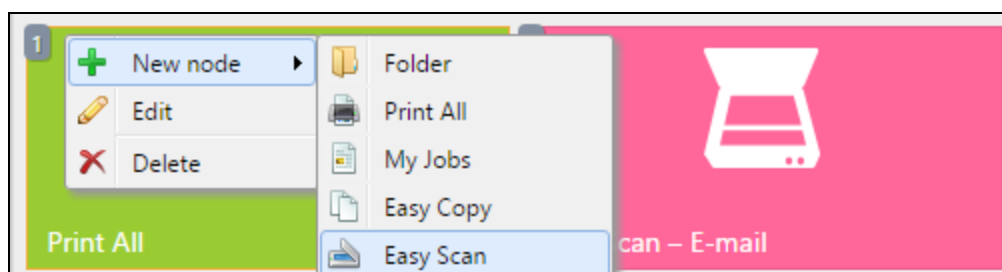
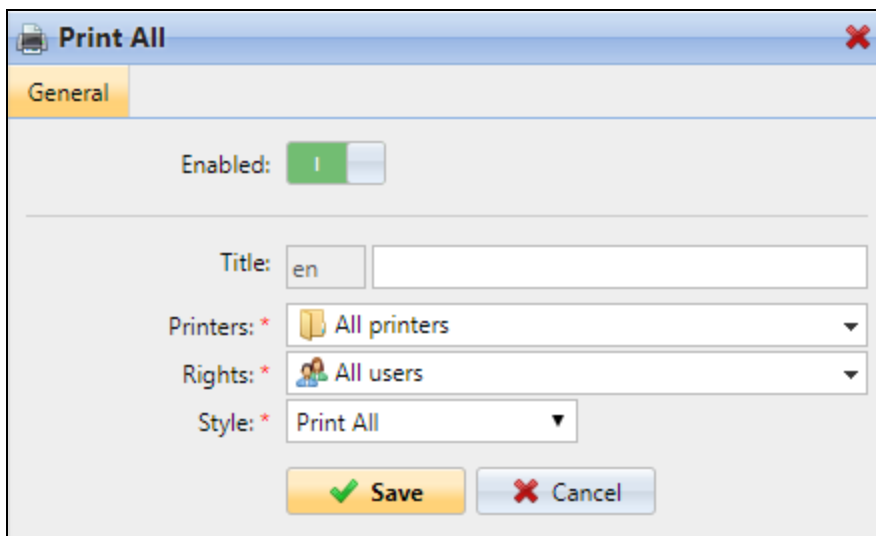


FIGURE 6.20. Adding a new action node on the terminal screen preview

NOTICE: The maximal number of nodes on the preview corresponds to the maximal number of nodes on the terminal screen.

8.2.2. Editing action nodes

Each action can be edited on its properties panel. To access the panel, double-click the terminal action node on the list of nodes or on the terminal screen preview (see FIGURE 6.18 on the previous page). On the panel, you can see up to three settings tabs (depending on the particular action): **General**, **Destinations** and **Parameters**.

FIGURE 6.21. General settings of the **Print All** properties panel

General settings

Enabled

If you disable the node, it is not displayed on the terminal and cannot be used there.

Title

Here you can change the action node's name. If you do not change it, the default name is used. Depending on the number of additional languages set on the MyQ Web admin interface, you can use different names in different languages. The additional languages can be set on the **General** tab, which can be opened from the MyQ **Settings** menu.

INFO: For more information about the additional languages setting, see *"General settings tab"* under *"MyQ System Settings"* in the MyQ Basic Installation Guide.

Rights

Here you can select the users or the groups of users that will see the action node. Due to this setting, the layout and available features of the embedded terminal can vary depending on user's rights to particular nodes. By default, the right to see the node is given to all users.

8. Terminal Actions - 8.2. Managing terminal actions on the MyQ Web Administrator

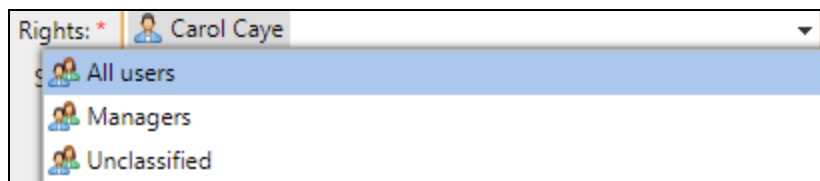


FIGURE 6.22. The **Rights** combo box with the list of users and groups of users

To provide an additional user or a group of users with rights to the action node:

1. Click the arrow on the right side of the **Rights** combo box. A drop-down list of MyQ users and groups appears.
2. In the drop-down list, select the user or group. They are added to the selection displayed in the combo box.
3. Click **Save**.

Destinations and parameters

For information about the destinations and parameters of the Easy Scan feature, see *"Setting parameters of the Easy Scan feature"* on page 116.

8.2.3. Changing the layout of the nodes on the screen

To change the nodes layout, you can either move the action nodes up and down the order on the list, or move them on the terminal screen preview.

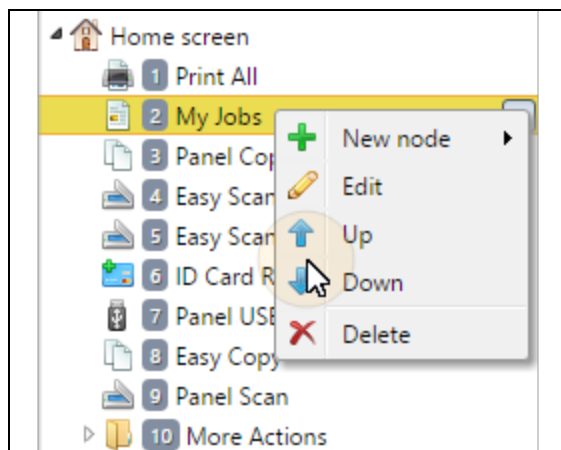


FIGURE 6.23. Moving the action node up and down the order

INFO: If there are more than ten action nodes defined on the home screen or in any folder, move the scroll bar at the bottom of the preview screen to view the surplus action nodes.

8.2.4. Deleting action nodes

You can delete nodes either from the action nodes list or from the terminal screen preview. Both actions have the same result — when you delete the node, it disappears from both places.

Deleting action nodes from the list

On the list of actions on the **Terminal actions** settings tab, right-click the action node that you want to delete, and then click **Delete** on the shortcut menu. The action node disappears from both the list and the screen preview.

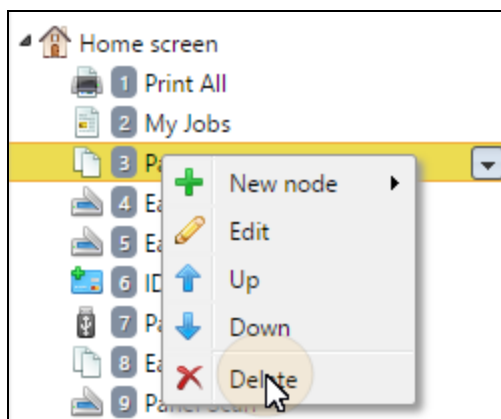


FIGURE 6.24. Deleting a node from the list

Deleting action nodes from the terminal screen preview

On the terminal screen preview, right-click the action node that you want to delete, and then click **Delete** on the shortcut menu. The action node disappears from both the screen preview and the action node list.

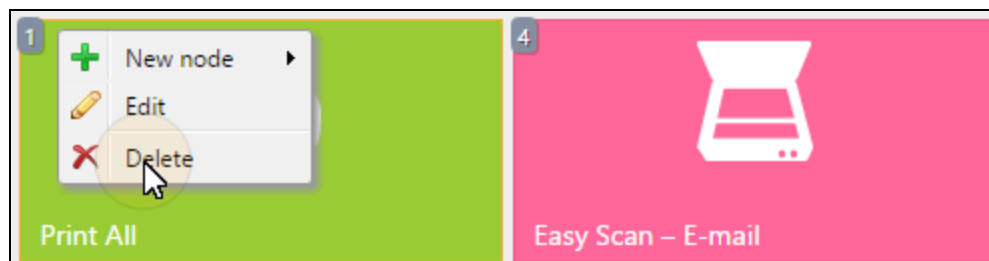


FIGURE 6.25. Deleting a node from the terminal screen preview

8.2.5. Restoring the original layout

On the bar at the top of the **Terminal Actions** settings tab, click **Tools**, and then click **Restore defaults**. A confirmation dialog box might appear. If it does, click **OK** to confirm the action.

8.3. Basic settings of the Easy Scan action

This section describes the settings needed to enable the Easy Scan action and define its destinations. They can be changed on three tabs on the Easy Scan properties panel: **General**, **Destinations** and **Parameters**.

The panel is automatically opened after the Easy Scan action node is created. Later, you can access it by double-clicking the terminal action node on the list of nodes or on the terminal screen preview.

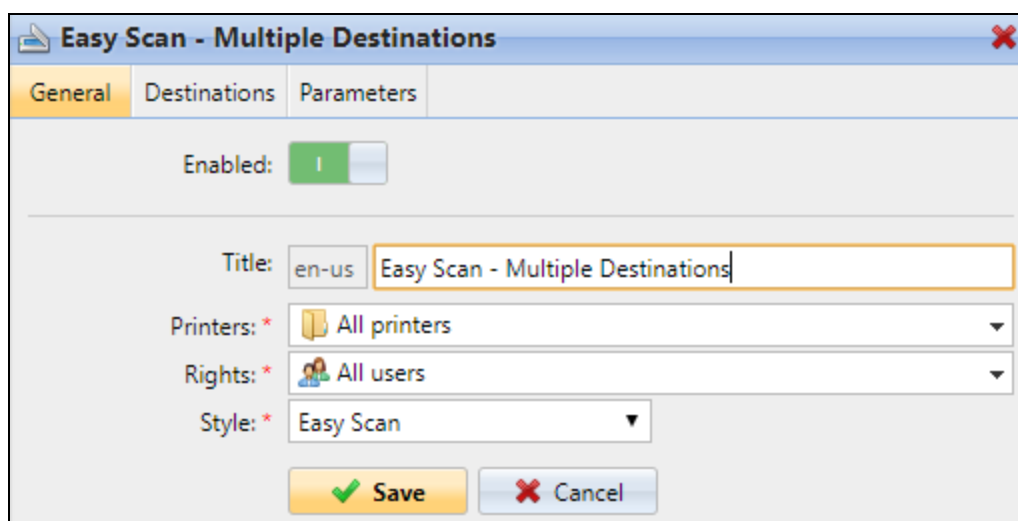


FIGURE 6.26. General settings of the Easy Scan action node

8.3.1. Parameters used in Destinations

You can use predefined and custom parameters to create templates on the **Destination** properties panel.

The custom parameters can be created on the **Parameters** panel.

All the available predefined parameters are listed in each section of the **Destination** properties panel where they can be used.

Shared parameters

The following parameters are commonly used for all destinations and are related either to the time and date of the scanning job, the user's properties panel or the properties

panel of the scan sending printing device.

Parameter	Description
%username%	The value is taken from the User name field of the user's properties panel.
%fullname%	The value is taken from the Full name field of the user's properties panel.
%timestamp%	Date and time when the scan was taken.
%date%	Date when the scan was taken.
%time%	Time when the scan was taken.
%originalSubject%	This value is taken from the subject set on the printing device.
%ipaddress%	This value is taken from the IP address/Hostname field of the printing device's properties panel.
%scanId%	This value is an unique scan identification number generated on the MyQ server.
%usernotes%	This value is taken from the Notes field of the user's properties panel.
%printerName%	This value is taken from the Name field of the printing device's properties panel.
%location%	This value is taken from the Location field of the printing device's properties panel.
%serialNumber%	This value is taken from the Serial number field of the printing device's properties panel.
%assetNo%	This value is taken from the Asset number field of the printing device's properties panel.
%printerContact%	This value is taken from the Contact field of the printing device's properties panel.

Unique parameters

The following parameters are unique for specific destination settings:

Parameter	Explanation
%counter%	If the Scan Separation parameter is set to Separate each page , this value shows the numbering of scanned pages. This parameter can be used only to create the filename template.
%originalBody%	This value is taken from the signature set on the printing device. It is used in the User's email destination only.
%recipient%	The recipient of the fax. It is used in the Fax server destination only.
%number%	Fax number. It is used in the Fax server destination only.
%empty%	This parameter is used in the Fax server destination only. It ensures that the subject/message is empty; it is used in very specific cases.

8.3.2. Setting destinations

On the **Destinations** tab, you can define where the scanned file is sent.

To add a new destination, do the following:

- Click **+Add**. The **Destination** panel opens where you can set the target destination.

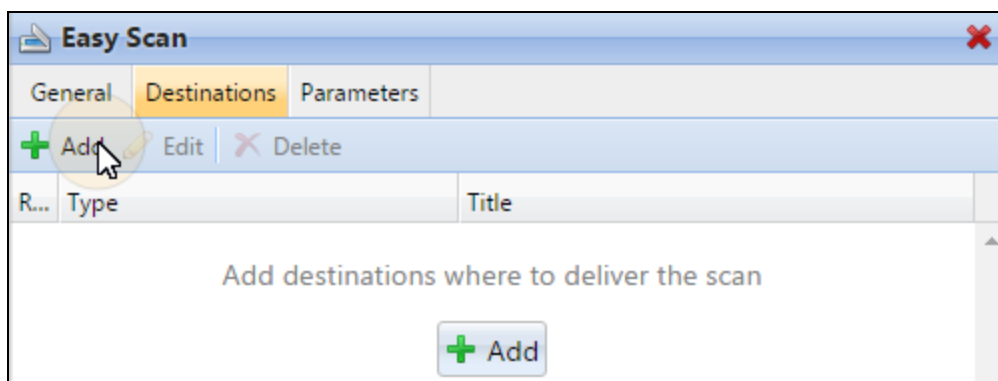


FIGURE 6.27. Adding new destinations

Common settings

Type

Here you can select the scan's destination type. All options are described in "Available destinations" on page 72.

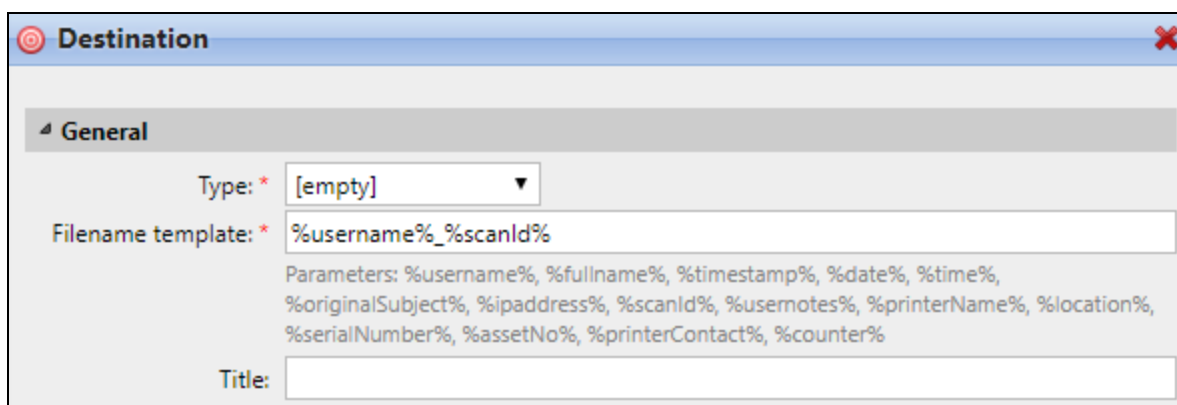


FIGURE 6.28. The **Destination** panel

Filename template

Here you can create the template of the scanned file name. The text of the template can be combined with MyQ parameters to provide additional information about the scanned file.

8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

The following parameters are available: *%username%*, *%fullname%*, *%timestamp%*, *%date%*, *%time%*, *%originalSubject%*, *%ipaddress%*, *%scanId%*, *%usernotes%*, *%printerName%*, *%location%*, *%serialNumber%*, *%assetNo%*, *%printerContact%*, *%counter%*

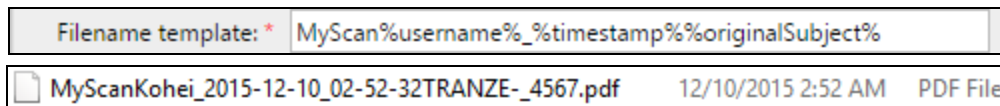


FIGURE 6.29. Example of a filename template in MyQ and the resulting file in a scan folder

Title

Here you can enter the destination title.

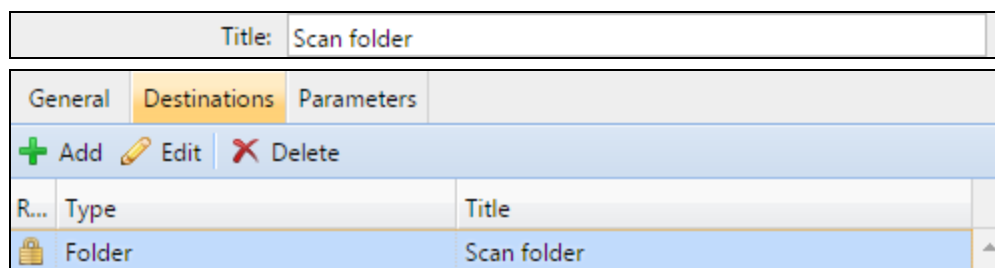


FIGURE 6.30. The title setting and the result

Attach metadata file

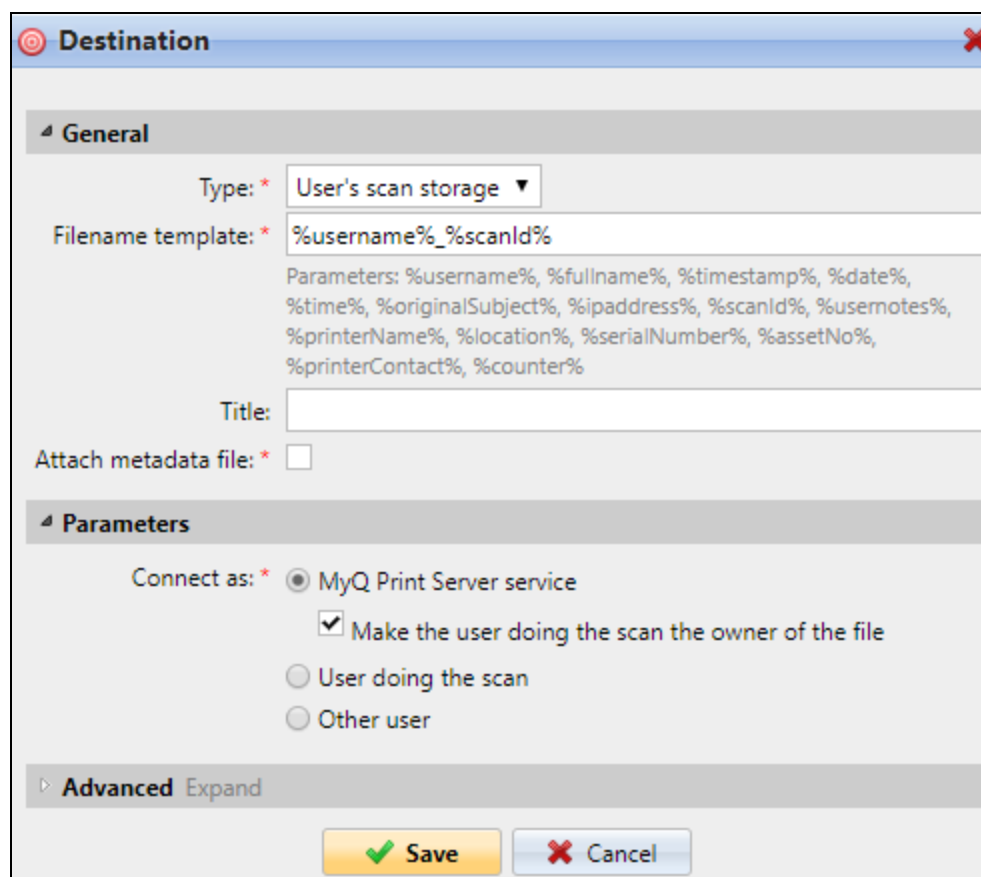
If you select this option, MyQ will send you your scanned file with an an XML file attachment, containing the scanned file's metadata.

Available destinations

You can create one or more destinations for the scanned document to be sent. This way, you can allow users to scan to multiple destinations with just one **Easy Scan** action.

User's scan storage

Outgoing scan files are stored in the folder set in the **Folder or email for storing scanned documents** text box on the user properties panel.




The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. The dialog is divided into three sections: "General", "Parameters", and "Advanced".

- General:**
 - Type: * User's scan storage (dropdown menu)
 - Filename template: * %username%_%scanId% (text box)
 - Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usemotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter% (text area)
 - Title: (text box)
 - Attach metadata file: *
- Parameters:**
 - Connect as: * MyQ Print Server service
 - Make the user doing the scan the owner of the file
 - User doing the scan
 - Other user
- Advanced:** Expand (collapsed)

At the bottom of the dialog are two buttons: "Save" (with a green checkmark) and "Cancel" (with a red X).

FIGURE 6.31. The User's scan storage destination settings

 **INFO:** For more information about the user's scan storage folder, see *"Scan Management"* in the *MyQ Basic Installation Guide*.

The **Connect as** parameter determines in which way the scan will be stored in the folder:

- If you select the **MyQ Print Server service** option, the rights for access to the destination folder have to be provided to the account under which the MyQ service runs. This account will also be set as the owner of the scanned file. If you select the **Make the user doing the scan the owner of the file** option, the user doing the scan will be set as the owner of the scanned file.
- If you select the **User doing the scan** option, MyQ will expect the folder to be a shared folder on the domain account of the user doing the scan and will use the entered password to access this folder. The user doing the scan will also be set as the owner of the scanned file.
- If you select the **Other user** option, MyQ will expect the folder to be a shared folder on the domain account of the specified user and will use the entered username and password to access the folder. The user specified here will also be set as the owner of the scanned file. If you select the **Make the user doing the scan the owner of the file** option, the user doing the scan will be set as the owner of the scanned file.



NOTICE: MyQ cannot change the owner of scanned files that are stored under the **Users** folder or any of its subfolders. If you want to use the **Make the user doing the scan the owner of the file** option, use a different folder than **Users** (or its subfolders) as the scan destination.

User's email

Scans are sent to the user's primary email address set in the **Email** text box on the user's properties panel on the **Users** main tab of the MyQ Web Interface.

The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. It is divided into three sections: "General", "Parameters", and "Advanced".

- General:**
 - Type: * User's email (dropdown menu)
 - Filename template: * %username%_%scanId% (text box)
 - Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usenotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%
 - Title: (text box)
 - Attach metadata file: *
- Parameters:**
 - Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usenotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%
 - Subject: (text box)
 - Message: (text box)
 - The default email message will be used in case of sending a secure link to the document. Other parameters: %originalBody%
- Advanced:** Expand (button)

At the bottom of the dialog are two buttons: "Save" (with a green checkmark) and "Cancel" (with a red X).

FIGURE 6.32. The Scan to User's email destination settings

Under **Parameters**, you can define the subject of the emails sent to this destination in the **Subject** text box and the body of these emails in the **Message** text box. The subject or body can contain the following parameters: %username%, %fullname%, %date%, %originalSubject%, %ipaddress%, %usenotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%



INFO: For more information about the user's email destination, see "Scan Management" in the *MyQ Basic Installation Guide*.



INFO: You can allow users to type the subject and body of the email. To do this, create text parameters and use them in the **Subject** and **Message** text boxes.

Email

Scans are sent to the email address specified on this tab (**Destination** tab).

Destination

General

Type: * Email

Filename template: * %username%_%scanId%

Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%

Title:

Attach metadata file: *

Parameters

Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%

Recipient: *

Copy:

Blind copy:

Subject:

Message:

The default email message will be used in case of sending a secure link to the document. Other parameters: %originalBody%

Advanced Expand


Save Cancel

FIGURE 6.33. The Email destination settings


Under **Parameters**, in the **Recipient** text box, you need to define the recipient or recipients of the email.

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In addition, you can add recipients of a copy in the **Copy** text box, recipients of a blind copy in the **Blind copy** text box, the subject of the email in the **Subject** text box and the body of the email in the **Message** text box.

 **INFO:** Recipients of the blind copy do not see the email sender address.

The text boxes under **Parameters** can contain the following parameters: *%username%*, *%fullname%*, *%date%*, *%originalSubject%*, *%ipaddress%*, *%usernotes%*, *%printerName%*, *%location%*, *%serialNumber%*, *%assetNo%*, *%printerContact%*

 **INFO:** All scans are sent to the destinations specified here, unlike the scans directed to the User's scan storage and the User's Email destinations, which are sent to the email address or folder defined on the account of the logged user.

Folder

Scans are sent to the folder specified on this tab (**Destination** tab).

The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. The dialog is divided into three sections: "General", "Parameters", and "Advanced".

- General:**
 - Type: * Folder (dropdown menu)
 - Filename template: * %username%_%scanId% (text field)
 - Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%
 - Title: (text field)
 - Attach metadata file: *
- Parameters:**
 - Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%
 - Destination folder: * (text field with folder icon)
 - Connect as: *
 - MyQ Print Server service
 - Make the user doing the scan the owner of the file
 - User doing the scan
 - Other user

- Advanced:** Expand (collapsed)

At the bottom of the dialog are two buttons: "Save" (with a green checkmark) and "Cancel" (with a red X).

FIGURE 6.34. The Folder destination settings

You can select from the following parameters: %username%, %fullname%, %date%, %originalSubject%, %ipaddress%, %scanId%, %counter%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%

The **Connect as** parameter determines in which way the scan will be stored in the folder:

- If you select the **MyQ Print Server service** option, the rights for access to the destination folder have to be provided to the account under which the MyQ service runs. This account will also be set as the owner of the scanned file. If you select the **Make the user doing the scan the owner of the file** option, the user

8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

doing the scan will be set as the owner of the scanned file.

- If you select the **User doing the scan** option, MyQ will expect the folder to be a shared folder on the domain account of the user doing the scan and will use the entered password to access this folder. The user doing the scan will also be set as the owner of the scanned file. For more information about this option, see *"Enabling users to scan to their home folder protected by password"* on page 141.
- If you select the **Other user** option, MyQ will expect the folder to be a shared folder on the domain account of the specified user and will use the entered username and password to access the folder. The user specified here will also be set as the owner of the scanned file. If you select the **Make the user doing the scan the owner of the file** option, the user doing the scan will be set as the owner of the scanned file.



NOTICE: MyQ cannot change the owner of the scanned files that are stored under the **Users** folder or any of its subfolders. If you want to use the **Make the user doing the scan the owner of the file** option, use a different folder than **Users** (or its subfolders) as the scan destination.



INFO: All scans are sent to the destinations specified here, unlike the scans directed to the User's scan storage and the User's Email destinations, which are sent to the email address or folder defined on the account of the user doing the scan.

Secured link

An email with a link to the scanned file is sent to the user's primary email address set in the **Email** text box on the user's properties panel on the **Users** main tab of the MyQ Web Interface. Sending scans to this destination works in a similar way as sending them to the **User's Email** destination, with one important exception: instead of the scanned file, the email contains a secured link to the file, which is stored on the MyQ server and can be downloaded via this link.

The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. The dialog is divided into two sections: "General" and "Advanced".

General section:

- Type:** A dropdown menu set to "Secured link".
- Filename template:** A text input field containing "%username%_%scanId%". Below this field, a list of parameters is provided: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usenotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%.
- Title:** An empty text input field.
- Attach metadata file:** A checkbox that is currently unchecked.

Advanced section: A section header "Advanced" with a right-pointing arrow and the word "Expand" next to it.

At the bottom of the dialog, there are two buttons: a yellow "Save" button with a green checkmark icon, and a grey "Cancel" button with a red X icon.

FIGURE 6.35. The Secured link email destination settings

INFO: For more information about the User's email destination, and for information on the email with the secured link, see *"Scan Management"* in the *MyQ Basic Installation Guide*.

FTP

Scans are sent to an FTP server.

Fax server

Scans are sent to a network fax server.

Custom destination

Advanced option requiring PHP customization. For further information about this option, please contact MyQ support.

Cloud storage

Users can scan to the following cloud destinations: OneDrive, OneDrive for Business, Google Drive, Dropbox, Box.com and SharePoint Online, Amazon S3. For information about these options, see *"Scanning to OneDrive"* on page 83, *"Scanning to OneDrive for Business"* on page 86, *"Scanning to Google Drive"* on page 94, *"Scanning to Dropbox"* on page 100, *"Scanning to Box.com"* on page 97, *"Scanning to SharePoint Online"* on page 103 and *"Scanning to Amazon S3"* on page 112.

8.3.3. Scanning to FTP

Scanned documents can be sent to a folder defined on the FTP server.

The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. The dialog is divided into three sections: "General", "Parameters", and "Advanced".

- General:**
 - Type: * FTP (dropdown menu)
 - Filename template: * %username%_%scanId% (text input)
 - Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%
 - Title: FTP (text input)
 - Attach metadata file: *
- Parameters:**
 - Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%
 - Server: * 10.1.3.126 (text input)
 - Port: * 21 (text input)
 - Use SSL: *
 - User: * user (text input)
 - Password: * (password input)
 - Destination folder: /*username% (text input)
 - Test button (with mouse cursor icon)
- Advanced:** Expand (collapsed)

At the bottom of the dialog are two buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

FIGURE 6.36. Setting the destination for scanning to FTP

Setting the connection Parameters:


- **Server:** Enter the IP address or hostname of the FTP server
- **Port:** Enter the port used for the FTP protocol, the default port is 21
- **Use SSL:** Select if you want to use secure communication
- **User:** Name of the user with an account on the server

- **Password:** The user's password
- **Destination folder:** You can specify the subfolder where the outgoing scan files will be stored (optional)

You can use the following parameters when defining the destination folder:

- **%username%:** User name of the user session owner
- **%fullname%:** Full name of the user session owner
- **%date%:** Date and time when the scan was taken
- **%originalSubject%:** The default subject set on the printing device
- **%ipaddress%:** IP address of the printing device
- **%scanId%:** Unique scan identification number generated on the MyQ server

INFO: After you fill the required parameters, you can click **Test** to test the FTP connection. MyQ tries to upload a dummy file named **rightsCheck.dat** to the defined destination folder under the defined user name and password and informs you about the result.



Connection succeed

FIGURE 6.37. The message informing about the test result appears at the top of the **Destination** panel

8.3.4. Scanning to a Fax server

Scanned documents can be sent as emails to a fax server which processes them and sends faxes to appropriate Fax numbers.

The image shows a 'Destination' dialog box with the following fields and options:

- General**
 - Type: * Fax Server (dropdown)
 - Filename template: * %username%_%scanId%
Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%
 - Title: (empty text box)
 - Attach metadata file:
- Parameters**
 - Parameters: %username%, %recipient%, %number%, %empty%, %ipaddress%
 - Fax address template: (empty text box)
* Address template for sending a fax through a network fax server.
Example: fax%number%.%recipient%.%username%@example.com
 - Sender: Default sender (dropdown)
 - Subject: (empty text box)
 - Message: (empty text box)
- Advanced** Expand (collapsed)

Buttons: Save (green checkmark), Cancel (red X)

FIGURE 6.38. Setting the destination for scanning to FAX

To send the document to a fax server, enter the appropriate email address template in the **Fax address template** folder. You can select from the following parameters:

- **%username%**: Name of the user session owner
- **%recipient%**: Recipient of the fax
- **%number%**: Fax number
- **%empty%**: This parameter ensures that the subject/message is empty; it is used in very specific cases

- **%ipaddress%:** IP address of the printing device
- **%scanId%:** Unique scan identification number generated on the MyQ server

As the sender, you can select one of the following addresses:

- **Default Sender:** The email set on the **Network** settings tab, under **Outgoing SMTP server**
- **Logged user:** Name of the user session owner
- **Printer contact:** The printing device contact email address set on its WEB User Interface

In addition to the previous settings, you can define the email's subject in the **Subject** text box and the email's body in the **Message** text box.

8.3.5. Scanning to OneDrive

The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. The dialog is organized into three main sections: "General", "Parameters", and "Advanced".

- General section:**
 - Type:** A dropdown menu set to "Cloud storage".
 - Filename template:** A text box containing "%username%_%scanId%". Below it, a list of parameters is shown: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usenotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%.
 - Title:** A text box containing "OneDrive".
 - Attach metadata file:** A checkbox that is currently unchecked.
- Parameters section:**
 - Type:** A dropdown menu set to "OneDrive".
- Advanced section:** Labeled "Advanced Expand", this section is currently collapsed.

At the bottom of the dialog, there are two buttons: a yellow "Save" button with a green checkmark icon, and a light blue "Cancel" button with a red X icon.

FIGURE 6.39. Setting the destination for scanning to OneDrive

To enable scanning to OneDrive:

1. Select the **Cloud storage** option in the **Type** drop-down.
2. Select the **OneDrive** option in the **Type** drop-down under **Parameters** and click **Save**.

8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

If the following two conditions are met, the cloud storage widget is displayed on the Home screen of the user logged on the MyQ Web Interface:

- There is at least one Easy Scan action with this destination.
- User has rights to see the Easy Scan button or is connected to cloud drive.

Cloud storage		
Type	Status	Action
OneDrive	-	Connect

Cloud storage		
Type	Status	Action
OneDrive	Connected	Disconnect

FIGURE 6.40. The Cloud storage widget displayed on the user web interface — before and after connecting to OneDrive

To be able to store the outgoing scan file on OneDrive, the user has to be connected.

To connect to OneDrive, the user has to perform the following actions:

1. Log in to the MyQ Web User Interface with your user account.
2. On the **Cloud storage** widget, click **Connect**. The **Cloud storage** dialog box appears.
3. Click **Login to the cloud storage**.

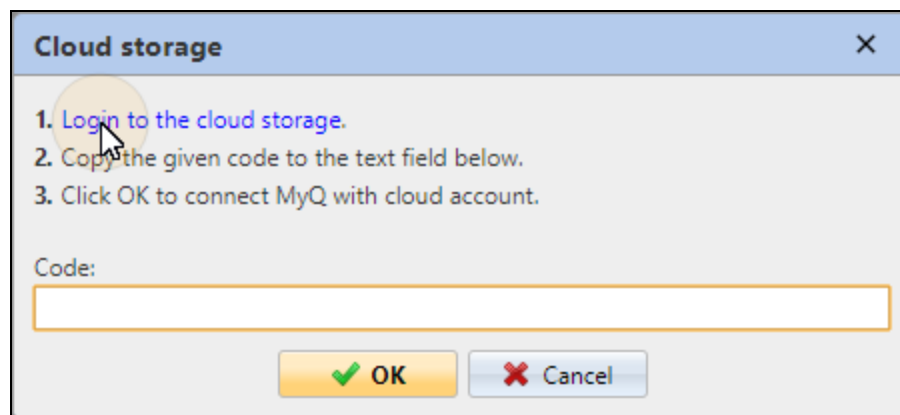


FIGURE 6.41. Logging in to OneDrive

4. Sign-in to OneDrive and confirm permissions (when asked about the permissions, click **Yes**).

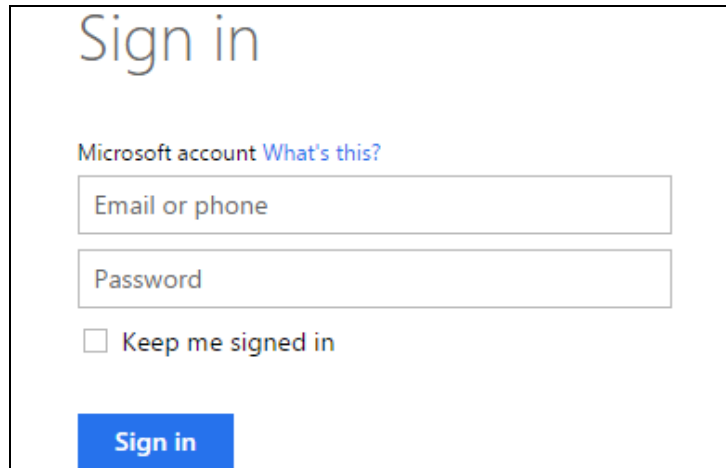
A screenshot of a Microsoft sign-in dialog box. The title is "Sign in". Below the title, it says "Microsoft account" followed by a link "What's this?". There are two input fields: "Email or phone" and "Password". Below the password field is a checkbox labeled "Keep me signed in". At the bottom left is a blue button labeled "Sign in".

FIGURE 6.42. Signing in

5. Copy the given code.
6. Paste the code to the MyQ Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The **OneDrive** connection status changes to **Connected**.



INFO: The user stays connected to OneDrive even after they log out of the MyQ Web Interface.

8.3.6. Scanning to OneDrive for Business

The feature has to be enabled in three steps:

- First you have to provide MyQ with access to your Azure AD (see "*1. Setting up MyQ access to Azure AD*" below),
- Then, you have to create and set the OneDrive for Business destination (see "*2. Creating and setting the OneDrive for Business destination*" on page 90),
- Lastly, users have to connect their MyQ accounts to OneDrive for Business (see "*3. Connecting users' accounts to OneDrive for Business*" on page 90).

1. Setting up MyQ access to Azure AD

To set up the access, you have to create a new Azure AD app registration to be used by MyQ, and enter the Azure AD **Application ID** and **Secret** on the **External Systems** settings tab in the MyQ Web Administrator Interface.

A) Create a new Azure AD app registration (to be used by MyQ)

In Azure AD, you need to create and set a new Azure Active Directory App registration to be used by MyQ. After the registration is created, you set permissions and create a secret key. You need the Application ID and the secret key to create an External System for OneDrive on the MyQ Web Interface. The secret key populates the Security key field.

1. Go to <https://portal.azure.com/>
2. Log in with your global admin user account.
3. In the Azure dashboard, in the left navigation pane, click **Azure Active Directory**.

Create the app application

1. On the left menu, click **App registrations**.
2. To create a new application, click **New registration**. The **Register an application** page appears.
3. In the **Name** box, type a name for the application.
4. Choose **Supported account types**.

- In the **Redirect URI** box, choose **Web** and **https://helper.myq.cz/** .

Register an application

* Name
The user-facing display name for this application (this can be changed later).

OneDrive Business Demo ✓

Supported account types
Who can use this application or access this API?

Accounts in this organizational directory only (MyQ, spol. s r.o. only - Single tenant)

Accounts in any organizational directory (Any Azure AD directory - Multitenant)

Accounts in any organizational directory (Any Azure AD directory - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)

[Help me choose...](#)

Redirect URI (optional)
We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.

Web | https://helper.myq.cz/ ✓

[By proceeding, you agree to the Microsoft Platform Policies](#)

Register

FIGURE 6.43. Setting up Azure AD apps

- Click **Register**.

Set the permissions

- On the preview screen, click **View API permissions**.
- Click **Add a permission**. The **Request API permissions** pane appears.
- User.Read** permissions are added by default. Add **Delegated** permissions to **Files.ReadWrite** for the **Microsoft Graph**.

API / Permissions name	Type	Description	Admin Consent Re...	Status
Microsoft Graph (2)				...
Files.ReadWrite	Delegated	Have full access to user files	-	...
User.Read	Delegated	Sign in and read user profile	-	...

FIGURE 6.44. Add permissions

8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

Create a secret key value

1. Back on the preview screen, click **Overview**, and then copy and save the **Application ID**, because you need it in the next steps.

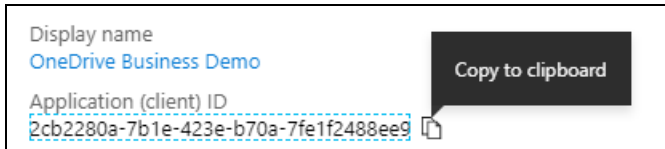


FIGURE 6.45. Copy Application ID

2. On the preview screen, click **Certificates and secrets**, and complete the following steps:
 - a. Click **New client secret**.
 - b. Add a **Description**.
 - c. Set the expiry for the key to **Never**.
 - d. Click **Add**.

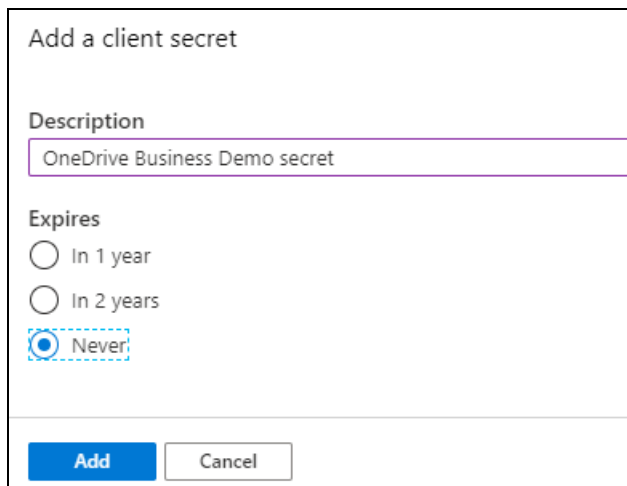


FIGURE 6.46. Add Client Seret

- e. Save the client secret key value, because you need it in the following steps.

NOTICE: You cannot retrieve the client secret key value later.

B) On the External Systems settings tab in MyQ, enter the Azure AD Application ID and Secret

- I. Open the **External Systems** settings tab of the MyQ Web Interface (**MyQ, Settings, External Systems**).
- II. Click **+Add** and select **OneDrive Business** from the menu.
- III. Add a **Title**. This will be used to identify the Cloud Storage Destination.
- IV. Add the **Application ID** and the secret key as **Security key** that you previously copied and saved, and click **OK**.

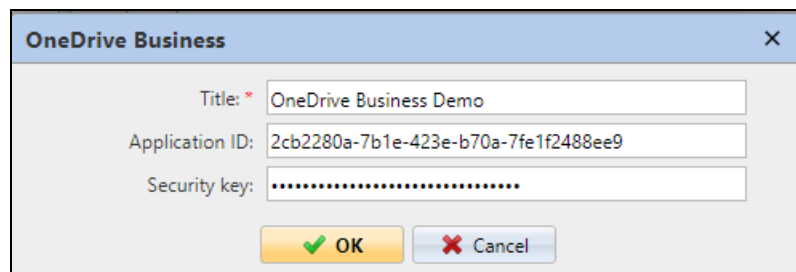


FIGURE 6.47. Setting access to OneDrive for Business on the **External Systems** settings tab

2. Creating and setting the OneDrive for Business destination

- I. Create a new destination (see *"Setting destinations"* on page 70).
- II. On the new destination's properties panel, under **General**, select the **Cloud Storage** option in the **Type** drop-down list box.
- III. In the **Type** drop-down box under **Parameters**, select the **Title** you added to the **External Systems** settings in the previous steps and click **Save**.

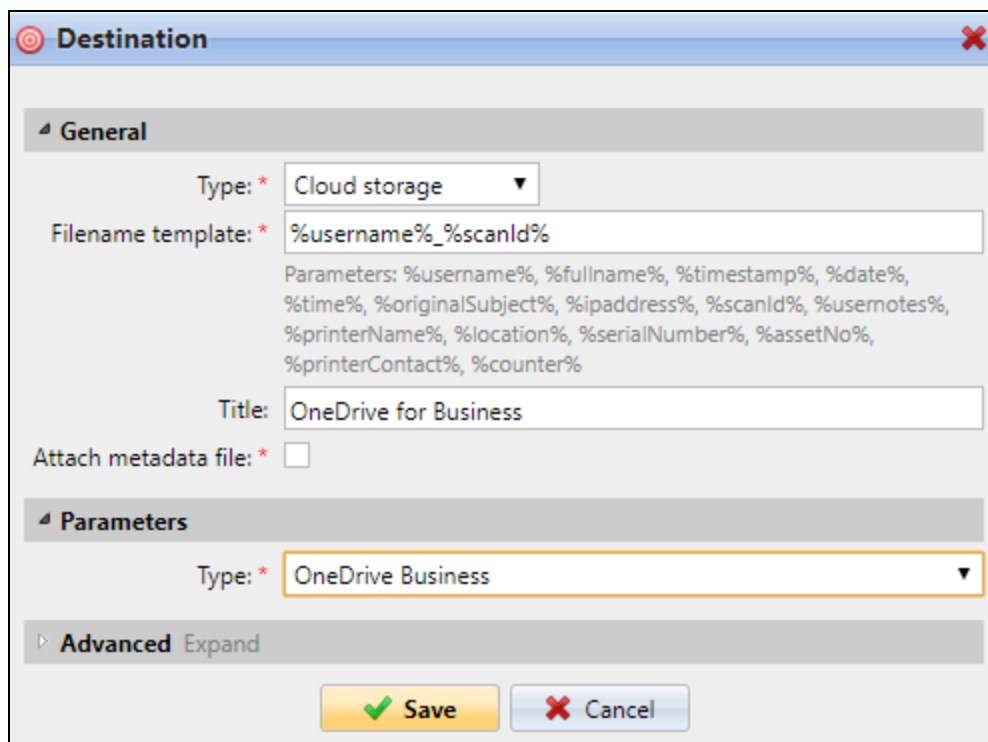


FIGURE 6.48. Setting the destination for scanning to OneDrive for Business

3. Connecting users' accounts to OneDrive for Business

If the following two conditions are met, the cloud storage widget is displayed on the Home screen of the user logged on the MyQ Web Interface:

- There is at least one Easy Scan action with this destination.
- User has rights to see the Easy Scan button or is connected to cloud drive.

To be able to store the outgoing scan file on OneDrive for Business, the user has to be connected.

To connect to OneDrive for Business, the user has to perform the following actions:

- I. Log in to the MyQ Web User Interface with your user account.
- II. On the **Cloud storage** widget, click **Connect**. The **Cloud storage** dialog box appears.



FIGURE 6.49. The Cloud storage widget on user web interface

- III. Click **Login to the cloud storage** to show the Microsoft online sign in window.

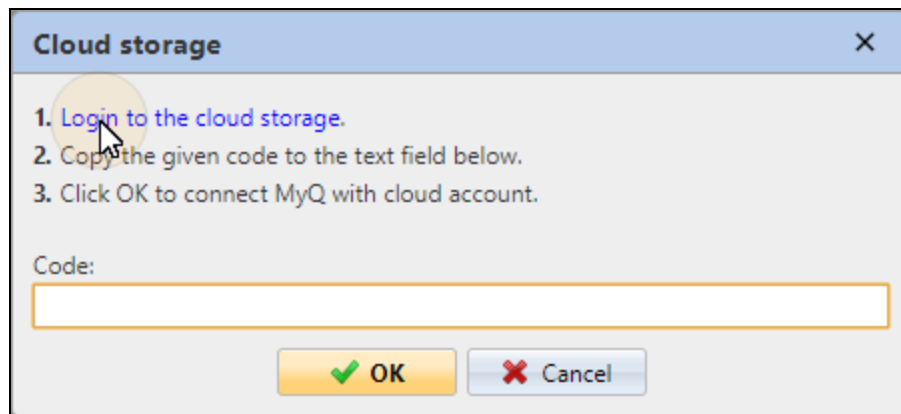


FIGURE 6.50. Logging in to OneDrive

- IV. Sign in to your Microsoft account and click **Next**.

8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

V. On the window, click **Accept**. The MyQ Cloud storage login code appears.

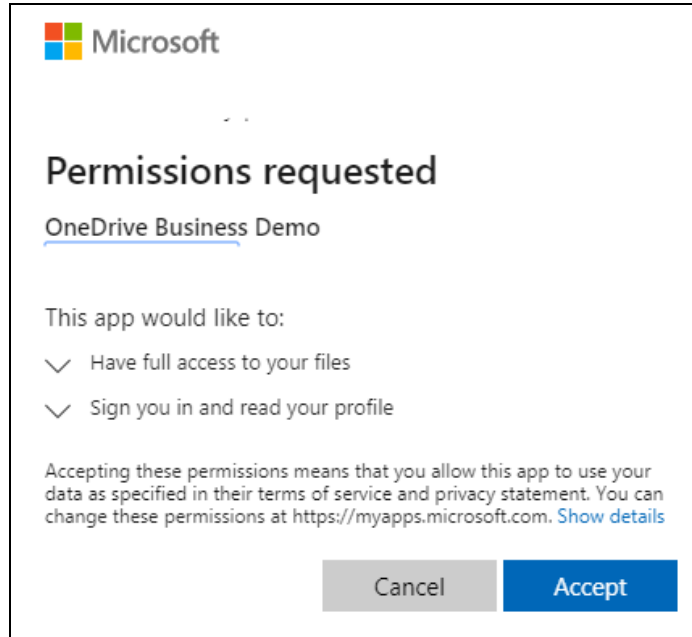


FIGURE 6.51. Accepting the permissions

VI. Copy the given code.

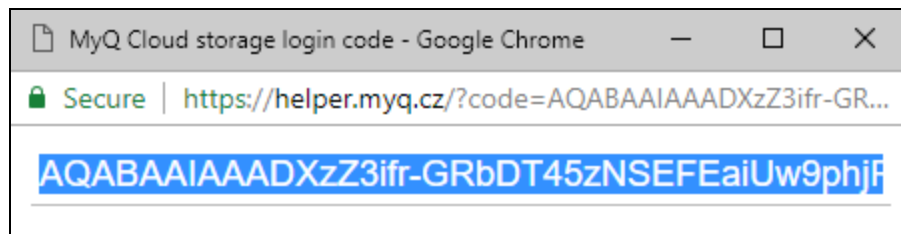


FIGURE 6.52. The **MyQ Cloud storage login code** dialog box



INFO: The displayed login code will not be used within the rest of the connection setup process and does not need to be remembered.

8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

- VII. Paste the code into the **Code:** field on the **Cloud storage** widget, and then click **OK** to connect the cloud storage to MyQ. The **OneDrive for Business** connection status changes to **Connected**.

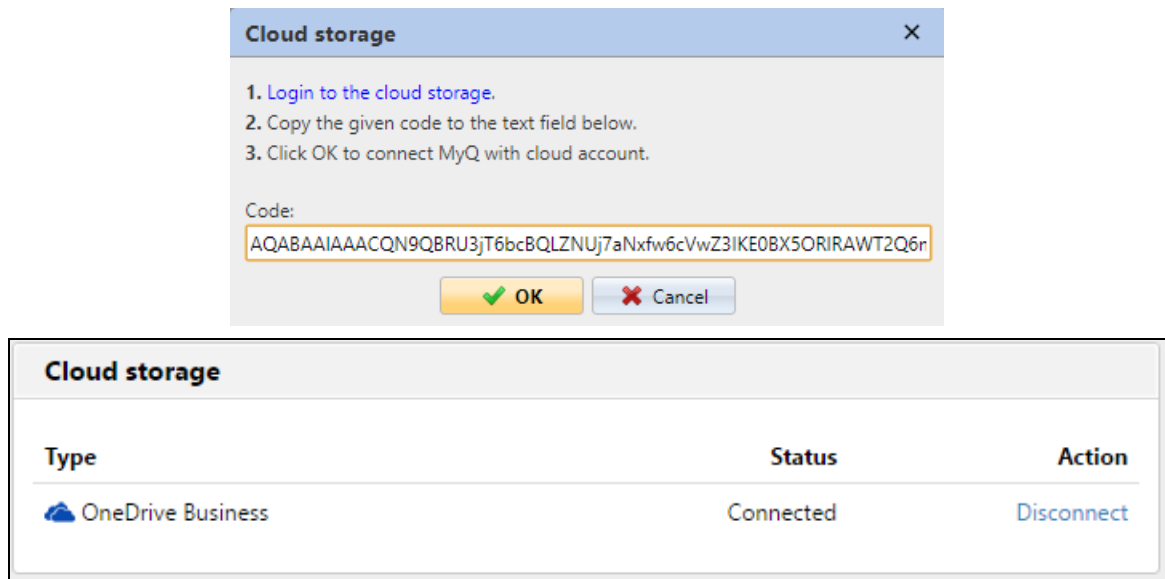


FIGURE 6.53. The Cloud storage widget after connecting to OneDrive for Business

INFO: The user stays connected to OneDrive for Business even after they log out of the MyQ Web Interface.

8.3.7. Scanning to Google Drive

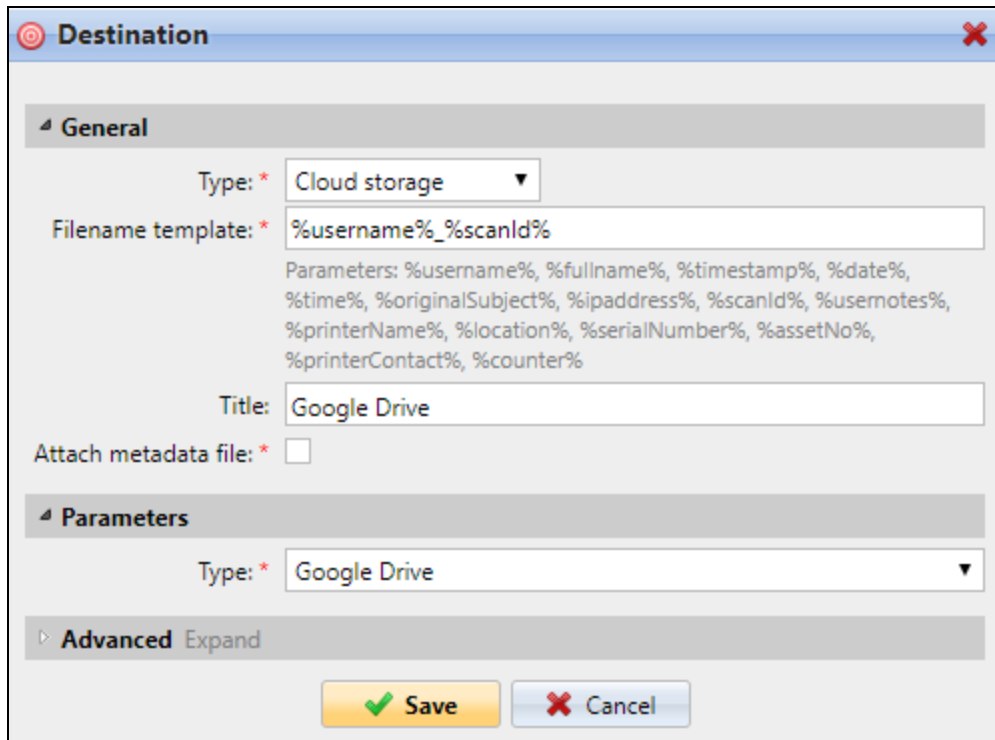



FIGURE 6.54. Setting the destination for scanning to Google Drive

To enable scanning to Google Drive:

1. Select the **Cloud Storage** option in the **Type** drop-down list box.
2. Select the **Google Drive** option in the **Type** drop-down list box under **Parameters**, and then click **Save**.

If the following two conditions are met, the cloud storage widget is displayed on the Home screen of the user logged on the MyQ Web Interface:

- There is at least one Easy Scan action with this destination.
- User has rights to see the Easy Scan button or is connected to Google drive.

Cloud storage		
Type	Status	Action
 Google Drive	-	Connect


Cloud storage		
Type	Status	Action
 Google Drive	Connected	Disconnect

FIGURE 6.55. The Cloud storage widget displayed on user web interface — before and after connecting to Google Drive

To be able to store the outgoing scan file on Google Drive, the user has to be connected.

To connect to Google Drive, the user has to perform the following actions:

1. Log in to the MyQ Web User Interface with your user account.
2. On the **Cloud storage** widget, click **Connect**. The **Cloud storage** dialog box appears.
3. Click **Login to the cloud storage**.

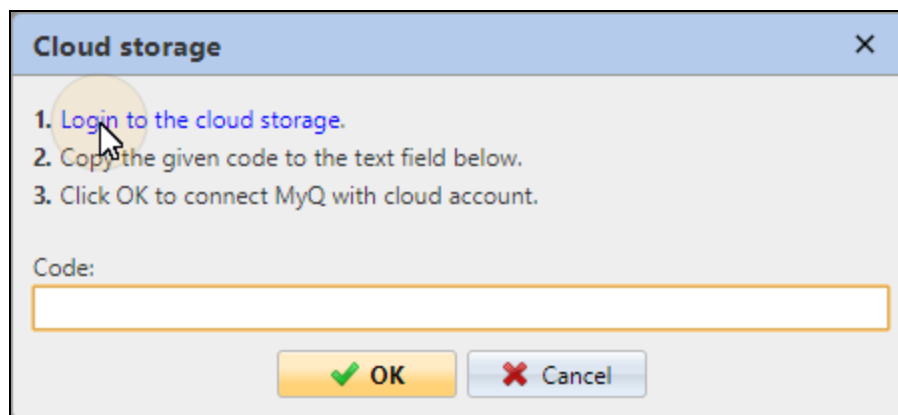


FIGURE 6.56. Logging to Google Drive

8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

4. Sign-in to Google Drive and confirm permissions. (When asked about the permissions, click **Allow**).

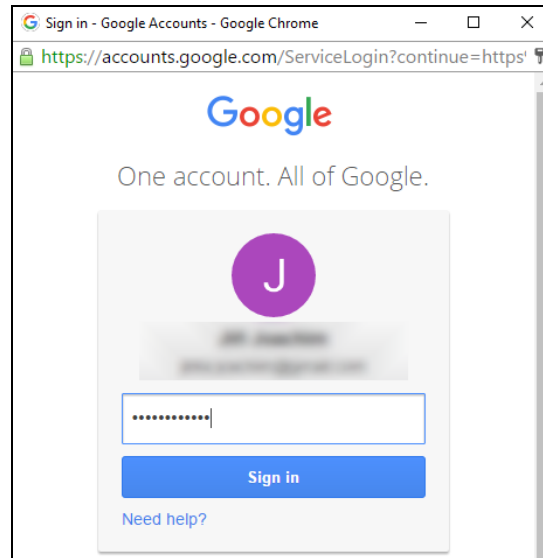


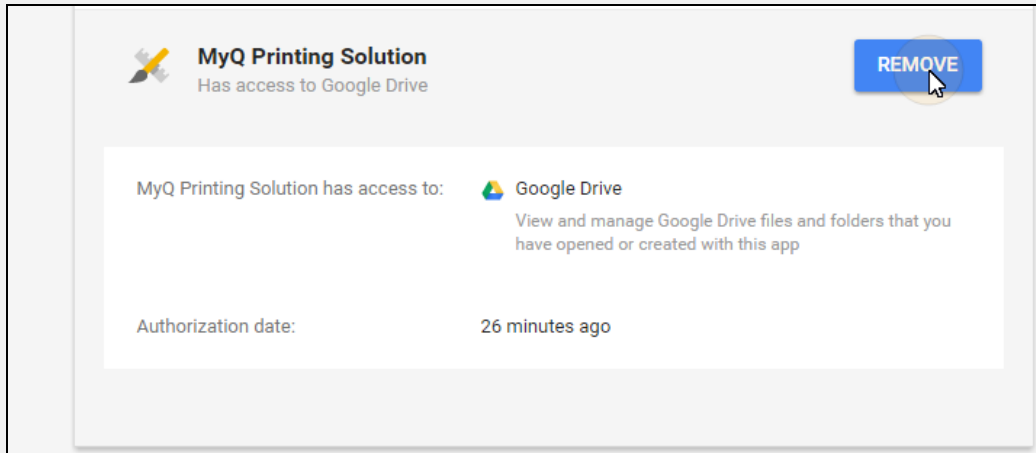
FIGURE 6.57. Signing in

5. Copy the given code.
6. Paste the code to the **Cloud storage** login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The **Google Drive** connection status changes to **Connected**.



INFO: The user stays connected to Google Drive even after they log out of the MyQ Web Interface.

NOTICE: A single Google user account can be connected to only one server at a time. If the user wants to connect the account to another server, they need to remove the MyQ Printing Solution application from the connected applications. This can be done on the **Apps with access to your account** tab under **My Account / Sign in& security / Apps with account access / MANAGE APPS**.



8.3.8. Scanning to Box.com

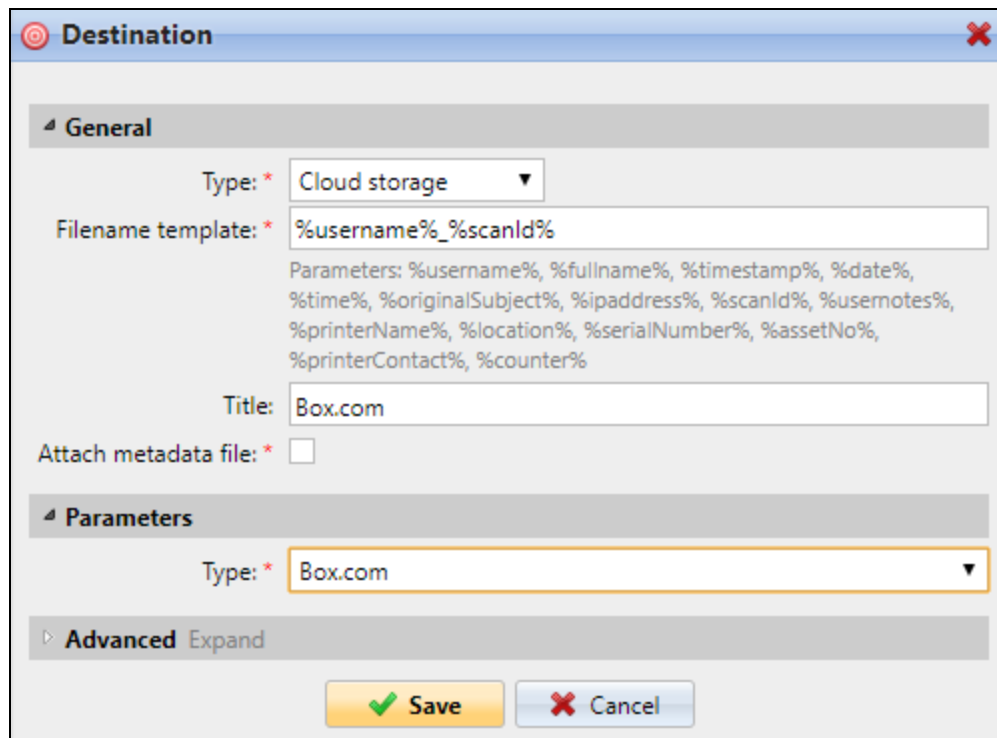


FIGURE 6.58. Setting the destination for scanning to Box.com

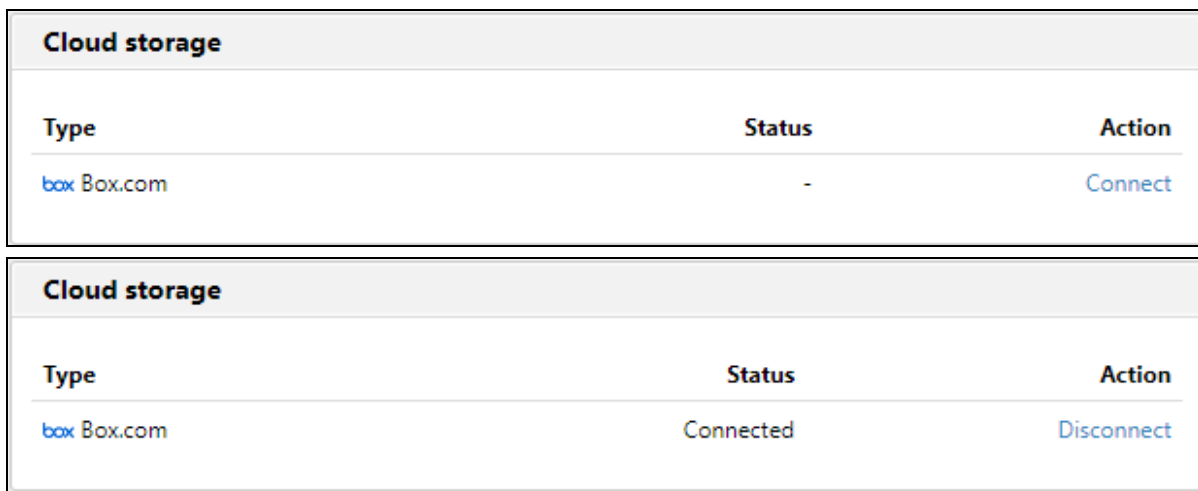
8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

To enable scanning to Box.com:

1. Select the **Cloud Storage** option in the **Type** drop-down list box.
2. Select the **Box.com** option in the **Type** drop-down list box under **Parameters**, and then click **Save**.

If the following two conditions are met, the cloud storage widget is displayed on the Home screen of the user logged on the MyQ Web Interface:

- There is at least one Easy Scan action with this destination.
- User has rights to see the Easy Scan button or is connected to cloud drive.



Cloud storage		
Type	Status	Action
box Box.com	-	Connect

Cloud storage		
Type	Status	Action
box Box.com	Connected	Disconnect

FIGURE 6.59. The Cloud storage widget displayed on user web interface — before and after connecting to Box.com

To be able to store the outgoing scan file on Box.com, the user has to be connected.

To connect to Box.com, the user has to perform the following actions:

1. Log in to the MyQ Web User Interface with your user account.
2. On the **Cloud storage** widget, click **Connect**. The **Cloud storage** dialog box appears.

8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

3. Click **Login to the cloud storage**. The **Api Request Authorization** dialog box appears.

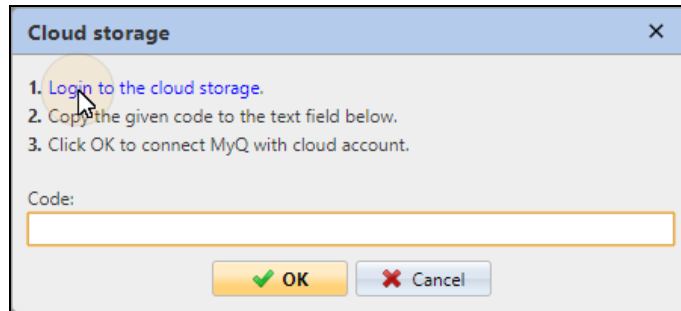


FIGURE 6.60. Logging to Box.com

4. Sign in to Box.com and confirm all permissions.

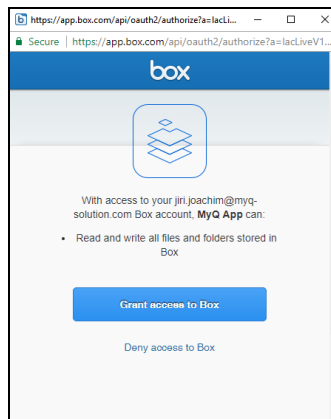


FIGURE 6.61. Signing in

5. Copy the given code.
6. Paste the code to the **Cloud storage** login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The **Box.com** connection status changes to **Connected**.



INFO: The user stays connected to Box.com even after they log out of the MyQ Web Interface.

8.3.9. Scanning to Dropbox

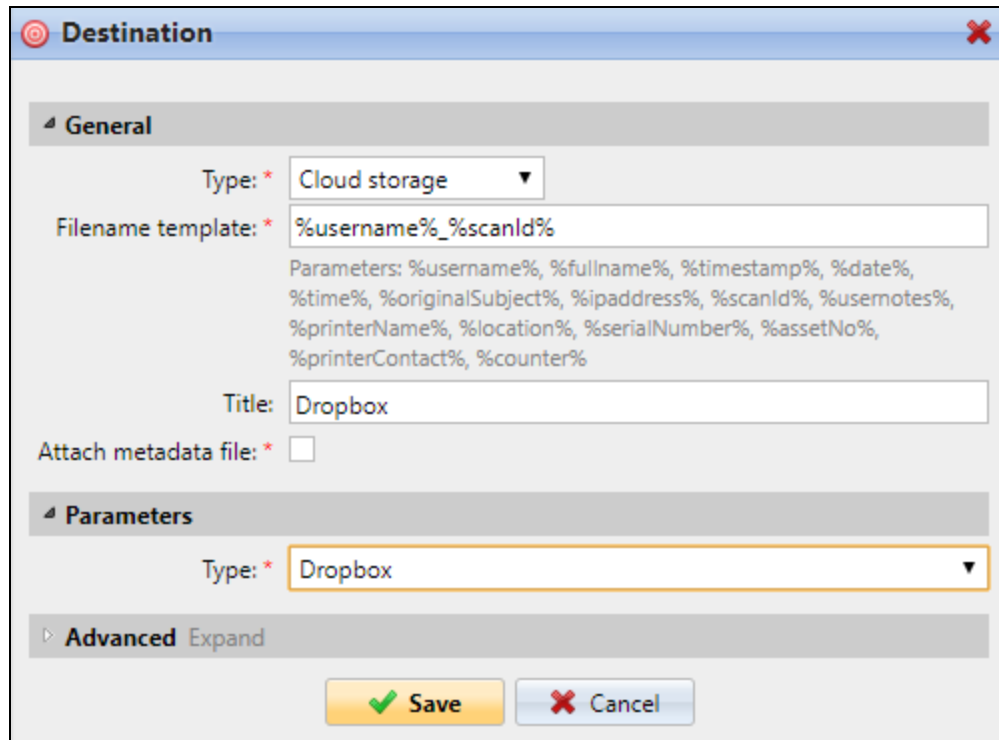



FIGURE 6.62. Setting the destination for scanning to Dropbox

To enable scanning to Dropbox:

1. Select the **Cloud Storage** option in the **Type** drop-down list box.
2. Select the **Dropbox** option in the **Type** drop-down list box under **Parameters**, and then click **Save**.

If the following two conditions are met, the cloud storage widget is displayed on the Home screen of the user logged on the MyQ Web Interface:

- There is at least one Easy Scan action with this destination.
- User has rights to see the Easy Scan button or is connected to cloud drive.

Cloud storage		
Type	Status	Action
 Dropbox	-	Connect


Cloud storage		
Type	Status	Action
 Dropbox	Connected	Disconnect

FIGURE 6.63. The Cloud storage widget displayed on user web interface — before and after connecting to Dropbox

To be able to store the outgoing scan file on Dropbox, the user has to be connected.

To connect to Dropbox, the user has to perform the following actions:

1. Log in to the MyQ Web User Interface with your user account.
2. On the **Cloud storage** widget, click **Connect**. Cloud storage login dialog box appears.
3. Click **Login to the cloud storage**. The **Api Request Authorization** dialog box appears.

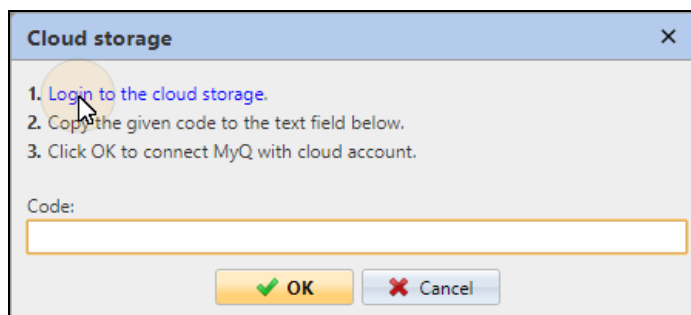


FIGURE 6.64. Logging to Dropbox

8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

4. Sign in to Dropbox and confirm all permissions.

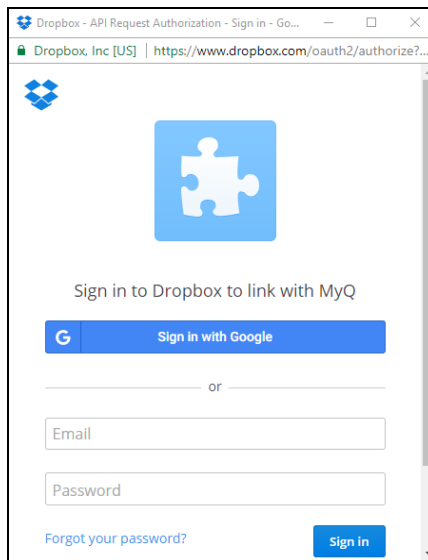


FIGURE 6.65. Signing in

5. Copy the given code.
6. Paste the code to the MyQ Cloud storage login dialog.
7. Click **OK** to connect the cloud storage to MyQ. The Dropbox connection status changes to **Connected**.



INFO: The user stays connected to Dropbox even after they log out of the MyQ Web Interface.

8.3.10. Scanning to SharePoint Online

The feature has to be enabled in three steps:

- First you have to register the MyQ app in SharePoint (see "1. Enabling access to SharePoint" below),
- then you have to create and set the SharePoint Online destination (see "2. Creating and setting the SharePoint Online destination" on page 108),
- lastly, users have to connect their MyQ accounts to SharePoint (see "3. Connecting users' accounts to SharePoint Online" on page 109).


1. Enabling access to SharePoint

To set up the access, you have to register the MyQ app in SharePoint and enter the SharePoint **Application ID** and **Secret** on the **External Systems** settings tab of the MyQ Web Interface.

A) Register the MyQ app in SharePoint

I. In the Web Browser, enter one of the the following URLs:

- For the root SharePoint site:
`https://<site_name>.sharepoint.com/_layouts/15/appregnew.aspx`
(e.g. `https://mycompany.sharepoint.com/_layouts/15/appregnew.aspx`)
- For a specific SharePoint site (site collection):
`https://<site_name>.sharepoint.com/sites/<specific_site_name>/_layouts/15/appregnew.aspx`
(e.g. `https://mycompany.sharepoint.com/sites/SCANNING/_layouts/15/appregnew.aspx`)

NOTICE: You need to have admin rights on the specific level (for the  SharePoint root site or for the specific site) to be able to access the settings.

8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

II. Fill in or generate the fields (see their description below), and then click **Create**. You are informed that the app identifier has been successfully created.

- **Client Id:** You can generate it or use your own. Copy its value; it will be used later in the registration process.
- **Client Secret:** You can generate it or use your own. Copy its value; it will be used later in the registration process.
- **Title:** "MyQ"
- **App Domain:** "helper.myq.cz"
- **Redirect URI:** "https://helper.myq.cz/"

App Information
The app's information, including app id, secret, title, hosting url and redirect url.

Client Id:

Client Secret:

Title:

App Domain:

Example: "www.contoso.com"

Redirect URI:

Example: "https://www.contoso.com/default.aspx"

FIGURE 6.66. Creating the app identifier

```
The app identifier has been successfully created.
Client Id: 91725829-73b7-431f-90cc-c1a26309ca73
Client Secret: 11Jf7srwkGFrmdWGLeHsbYo0aY04vUHMomYyfhK7k9jk=
Title: MyQ
App Domain: helper.myq.cz
Redirect URI: https://helper.myq.cz/
```

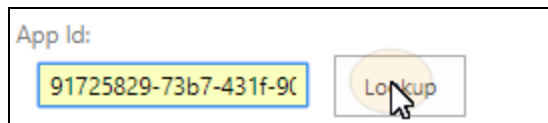
FIGURE 6.67. Information about the successful creation of the app identifier

8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

III. In the Web Browser, enter one of the the following URLs:

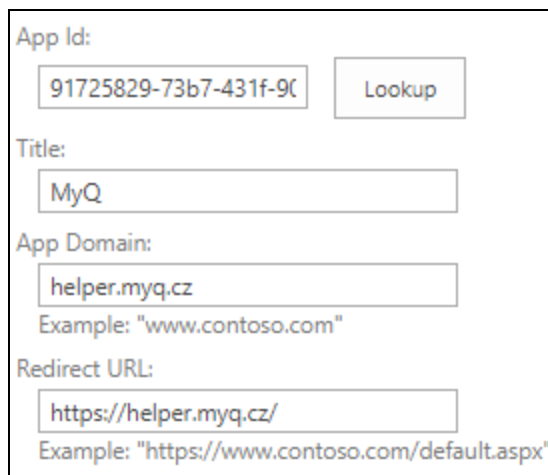
- For the root SharePoint site:
https://<site_name>.sharepoint.com/_layouts/15/appinv.aspx
(e.g. https://mycompany.sharepoint.com/_layouts/15/appinv.aspx)
- For a specific SharePoint site (site collection):
https://<site_name>.sharepoint.com/sites/<specific_site_name>/_layouts/15/appinv.aspx
(e.g. https://mycompany.sharepoint.com/sites/SCANNING/_layouts/15/appinv.aspx)

IV. Fill in the **App ID** (the **Client Id** from step III), and then click **Lookup**. This should fill all fields except for **Permission Request XML**.



A screenshot of a web form. The 'App Id:' label is positioned above a text input field containing the value '91725829-73b7-431f-9c'. To the right of the input field is a button labeled 'Lookup'. A mouse cursor is hovering over the 'Lookup' button.

FIGURE 6.68. Searching for the app



A screenshot of the same web form after the 'Lookup' button was clicked. The 'App Id:' field contains '91725829-73b7-431f-9c'. Below it, the 'Title:' field contains 'MyQ'. The 'App Domain:' field contains 'helper.myq.cz', with an example text 'Example: "www.contoso.com"' below it. The 'Redirect URL:' field contains 'https://helper.myq.cz/', with an example text 'Example: "https://www.contoso.com/default.aspx"' below it.

FIGURE 6.69. Additional fields are automatically filled in.

8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

- V. Copy the below string, paste it to the **Permission Request XML** field, and then click **Create**. You are asked if you trust the MyQ application.

```
<AppPermissionRequests AllowAppOnlyPolicy="true">  
<AppPermissionRequest Scope="http://sharepoint/content/sitecollection/web"  
Right="Write" />  
</AppPermissionRequests>
```

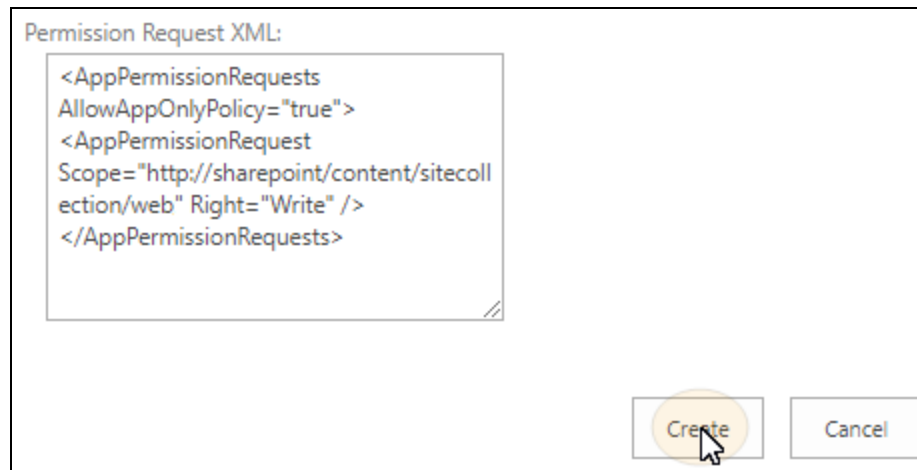


FIGURE 6.70. Submitting the app's permission request

- VI. Make sure that the **Documents** option is selected under **Let it edit or delete documents and list items in the list** (it should be selected by default), and then click **Trust It**.

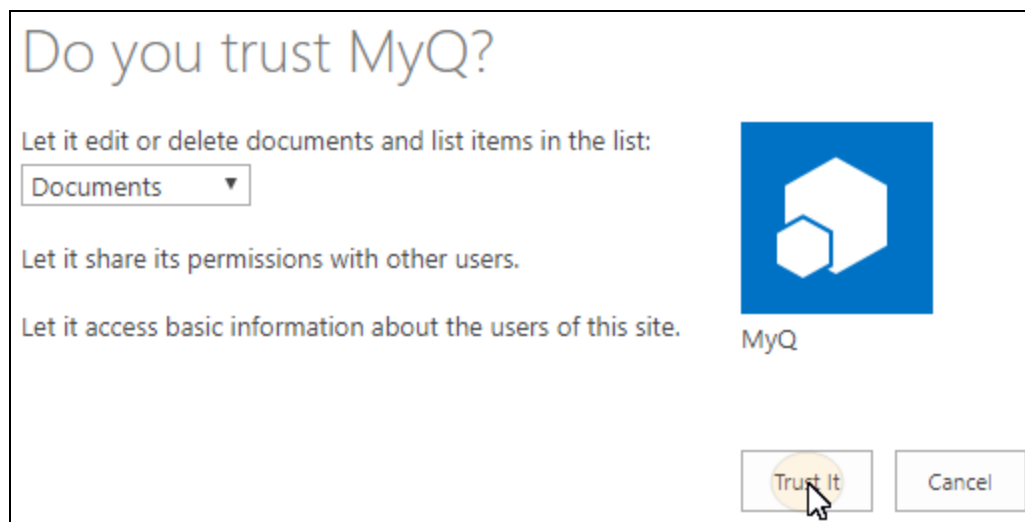


FIGURE 6.71. Allowing the MYQ app to edit and delete documents.

- VII. Now you can leave the SharePoint settings and open the MyQ Web Interface to finish the setup.

B) On the External Systems settings tab in MyQ, enter the SharePoint Online Client ID, Security Key and Site URL

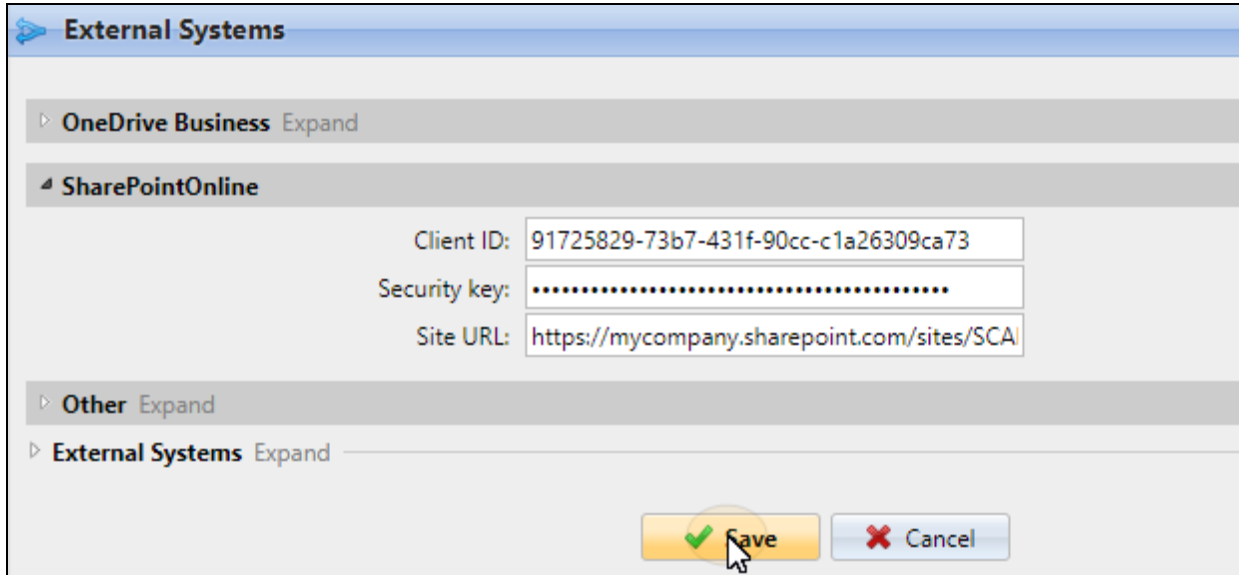


FIGURE 6.72. Setting access to SharePoint Online on the **External Systems** settings tab of the MYQ Web Interface

- I. Open the **External Systems** settings tab of the MyQ Web Interface. (At the top-left corner, click **MyQ**, then click **Settings**, and then click **External Systems**.)
- II. On the tab, under **SharePoint Online**, enter the **Client ID** and the **Security key** (the **Client Id** and the **Client Secret** from step from "A) Register the MyQ app in SharePoint" on page 103), and then click **Save**.

2. Creating and setting the SharePoint Online destination

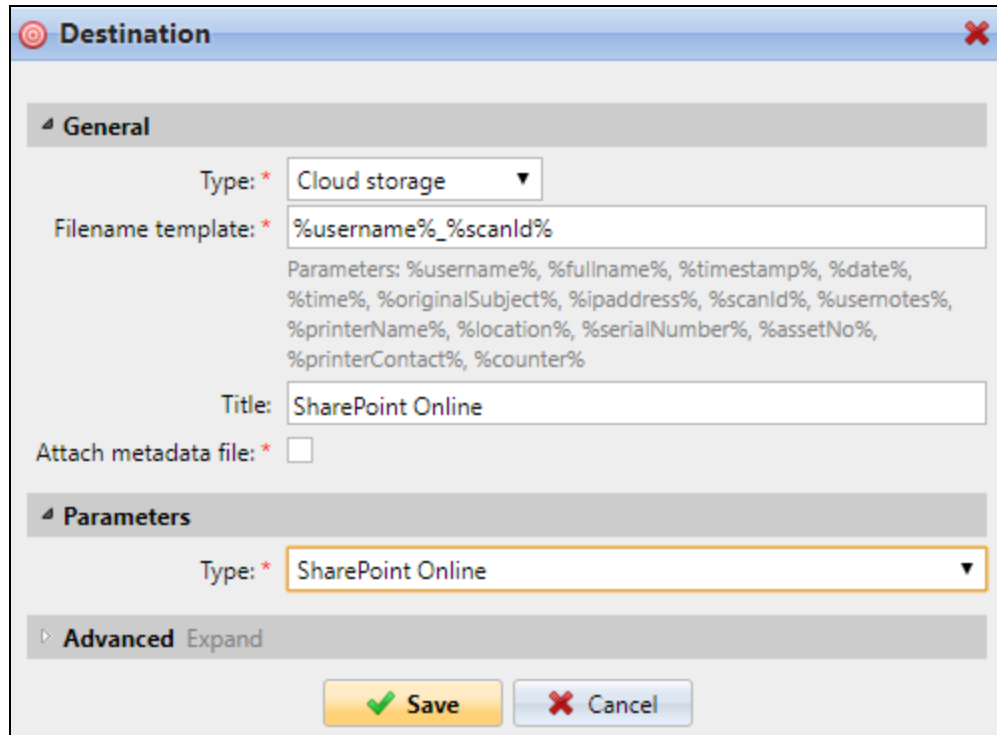


FIGURE 6.73. Setting the destination for scanning to SharePoint Online

- I. Create a new destination (see *"Setting destinations"* on page 70).
- II. On the new destination's properties panel, under **General**, select the **Cloud Storage** option in the **Type** drop-down list box.
- III. Select the **SharePoint Online** option in the **Type** drop-down list box under **Parameters**, and then click **Save**.

3. Connecting users' accounts to SharePoint Online

If the following two conditions are met, the cloud storage widget is displayed on the Home screen of the user logged on the MyQ Web Interface:

- There is at least one Easy Scan action with this destination.
- User has rights to see the Easy Scan button or is connected to cloud drive.

Cloud storage		
Type	Status	Action
SharePoint Online	-	Connect

Cloud storage		
Type	Status	Action
SharePoint Online	Connected	Disconnect

FIGURE 6.74. The Cloud storage widget displayed on user web interface — before and after connecting to SharePoint Online

To be able to store the outgoing scan file on SharePoint Online, the user has to be connected.

To connect to SharePoint Online, the user has to perform the following actions:

1. Log in to the MyQ Web User Interface with your user account.
2. On the **Cloud storage** widget, click **Connect**. Cloud storage login dialog box appears.

8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

3. Click **Login to the cloud storage**. The **Api Request Authorization** dialog box appears.

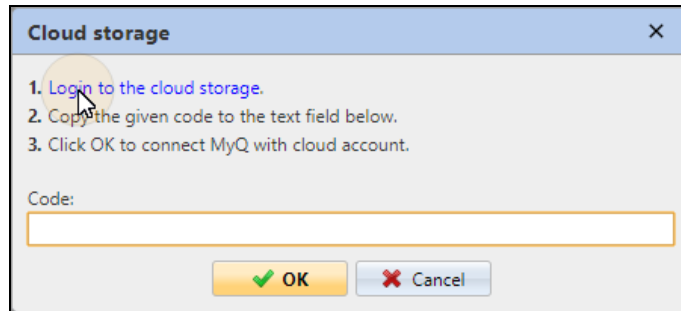


FIGURE 6.75. Logging to SharePoint Online

4. Sign in to the office account and confirm all permissions. The MyQ Cloud storage login code dialog box appears with the login code displayed inside.

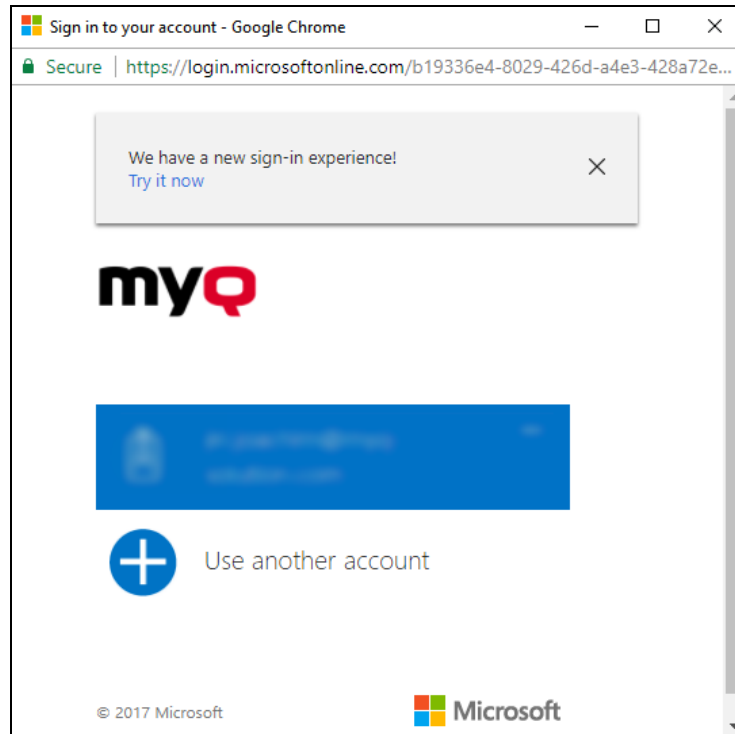


FIGURE 6.76. Signing in to Google account

5. Copy the given code.
6. Paste the code to the **MyQ Cloud storage** dialog box.
7. Click **OK** to connect the cloud storage to MyQ. The SharePoint Online connection status changes to **Connected**.



INFO: If the **Operation failed** error message appears after the code is submitted, it can mean that the application's security key stored on the **External Systems** settings tab of the MyQ Web Interface is incorrect. In such case, the MyQ administrator has to re-enter the key on the tab.



INFO: The user stays connected to SharePoint Online even after they log out of the MyQ Web Interface.

8.3.11. Scanning to Amazon S3

In order to scan to Amazon S3, you need to:

- setup a bucket on the Amazon console. Your scans will be stored in this bucket.
- create a user who will be used in the MyQ Web UI,
- give the created user rights to the bucket,
- fill in a Client ID and Security Key in the MyQ Web UI,
- create a terminal action to scan to Amazon S3.

Setting up a bucket on the Amazon S3 console

You need an Amazon account to create a bucket to store the scans in. MyQ does not require any specific settings for scanning to an S3 bucket.

1. Login to <https://console.aws.amazon.com/s3> and sign in with your Amazon account
or
create a new account.
You need a credit card as proof of name. The credit card will also be used to charge the use of Amazon S3.
2. Use the <https://docs.aws.amazon.com/AmazonS3/latest/gsg/s3-gsg.pdf> to guide you through creating a S3 bucket.

Create a user in Amazon S3

You need to create a user to make a connection between Amazon S3 and the MyQ Web UI.

1. Log in to the Amazon console.
2. Click the arrow next to your login name and select **My Security Credentials** from the drop-down menu.

3. Click **Users** in the **Identity and Access Management (IAM)** pane.

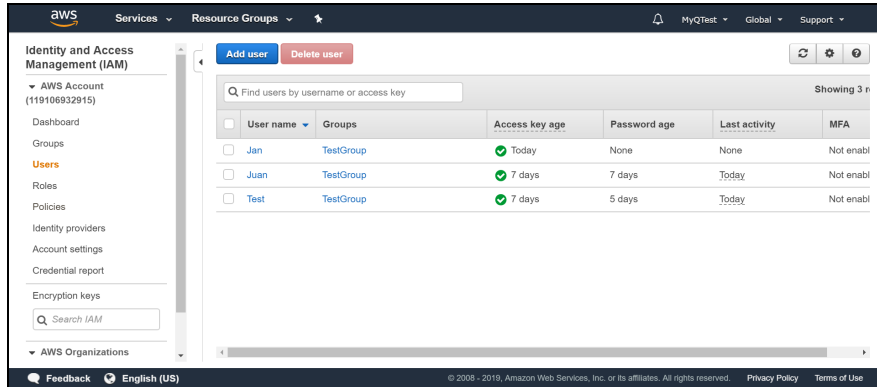


FIGURE 6.77. Amazon - Identity and Access overview

4. Click **Add user**.
5. Follow the instructions to create the user.
6. Copy and paste the **Client ID** and the **Access Key ID** of the created user.

Give user access rights to the bucket

To give bucket permission to the user you can follow [this link](#) or follow the short procedure below.

1. Click **Policies** in the **Identity and Access Management (IAM)** pane.
2. Click **Create a new Policy**. The policy settings should be like in the picture. If you do not want to give access to all buckets: deselect **Any** and click **Add ARN** to enter a specific bucket.

8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

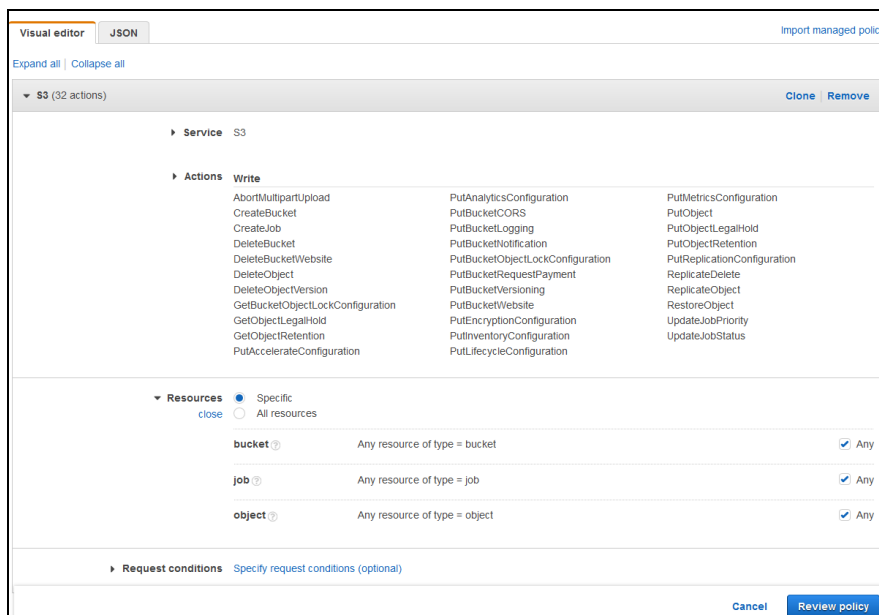


FIGURE 6.78. Settings for Group policy - Amazon S3

3. Click **Groups** in the **Identity and Access Management (IAM)** pane.
4. Click **Create New Group**. Give the group a name and **Save** it.
5. Click **Add Users to Group**.
6. Add the created user to the group.
7. Click the **Permissions** tab and click **Attach Policy**.
8. Select the policy you just created and **Save** it all.

The user has now Write access to the created bucket.

Use Client ID and Security Key

To setup a connection between the MyQ Web UI and Amazon S3:

1. Go to **MyQ - Settings - External systems**.
2. Fill out under **AWS** the **Client ID** and **Access Key ID** you copied and pasted in the previous procedure.
3. Click **Save**.

Create terminal action for Amazon S3 Cloud storage

1. Login to the MyQ Web UI.
2. Go to **MyQ - Settings - Terminal actions**.
3. Double-click **Easy Scan** in the **House screen** menu.
The **Easy Scan** pane appears at the right of the screen.
4. Fill out the fields in the **General** tab.
5. Click the **Destinations** tab.
6. Click **Add**.
7. In the **Destination** pane select **Cloud storage** as **Type**.
8. Select **Amazon S3** as **Parameters**.

Destination

General

Type: * Cloud storage

Filename template: * %username%_%scanId%

Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %usernotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%, %scanId%

Title:

Attach metadata file: *

Parameters

Type: * Amazon S3

Bucket: *

Region: *

Folder path:

Advanced Expand

Save Cancel

FIGURE 6.79. Settings for Cloud storage - Amazon S3

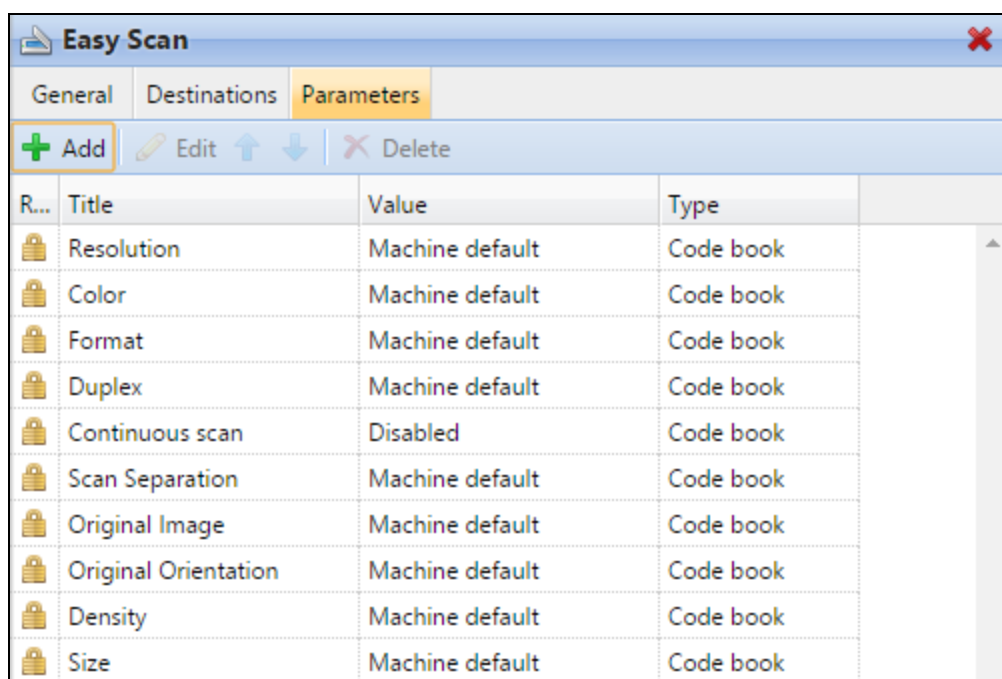
8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

9. Fill out the fields:

- i. **Bucket:** the name of the Amazon S3 bucket to store the scans in.
- ii. **Region:** the region you have set when creating the bucket.
- iii. **Folder path:** enter the path of a sub folder.

8.3.12. Setting parameters of the Easy Scan feature

On the **Parameters** tab, you can set the scanned file's parameters, such as resolution and format. You can select from a number of options for each parameter.



The screenshot shows the 'Easy Scan' window with the 'Parameters' tab selected. The window has a toolbar with 'Add', 'Edit', and 'Delete' buttons. Below the toolbar is a table with the following columns: 'R...', 'Title', 'Value', and 'Type'. The table contains ten rows of parameters, each with a lock icon in the 'R...' column.

R...	Title	Value	Type
🔒	Resolution	Machine default	Code book
🔒	Color	Machine default	Code book
🔒	Format	Machine default	Code book
🔒	Duplex	Machine default	Code book
🔒	Continuous scan	Disabled	Code book
🔒	Scan Separation	Machine default	Code book
🔒	Original Image	Machine default	Code book
🔒	Original Orientation	Machine default	Code book
🔒	Density	Machine default	Code book
🔒	Size	Machine default	Code book

FIGURE 6.80. Parameters tab on the easy scan action node properties panel

Predefined parameters are described in the **Predefined parameters** section below; for information on creating your own parameters, see *"Creating custom parameters"* on page 124.

NOTICE: All parameters are dependent on the particular printing device type. Therefore, some values might not be available.

NOTICE: Some parameters (resolution, color) significantly influence the scanned file's size. For example, a combination of higher resolution and full color will dramatically increase the file size.

Predefined parameters

NOTICE: With the **Default** option selected as a parameter's **Default Value** type, the actual values are taken from the default scan settings of the printing device.

Resolution

The outgoing file's resolution. You can select from the following options:

- 200 dpi
- 300 dpi
- 400 dpi
- 600 dpi
- 1200 dpi
- Default

Color

The outgoing file's color scale. You can select from the following options:

- Color
- Grayscale
- B&W (two tones)
- Automatic
- Default

NOTICE: The **B&W (two tones)** setting is available for all **Format** options except for **JPEG**. If **JPEG** is selected, the **Color** setting will be automatically changed to **Grayscale**.

Format

The outgoing file's format. You can select from the following options:

8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

- PDF
- JPEG
- TIFF
- XPS
- HCPDF
- Default

Duplex

Simplex and Duplex scanning options. You can select from the following:

- Single Sided
- Duplex - binding on top
- Duplex - binding on side
- Default

Continuous scan

With the continuous scan option **Enabled**, scan jobs are not sent until **Done** is tapped. After clicking **Scan**, the printing device scans another page. You can select from the following:

- Disabled
- Enabled
- Default

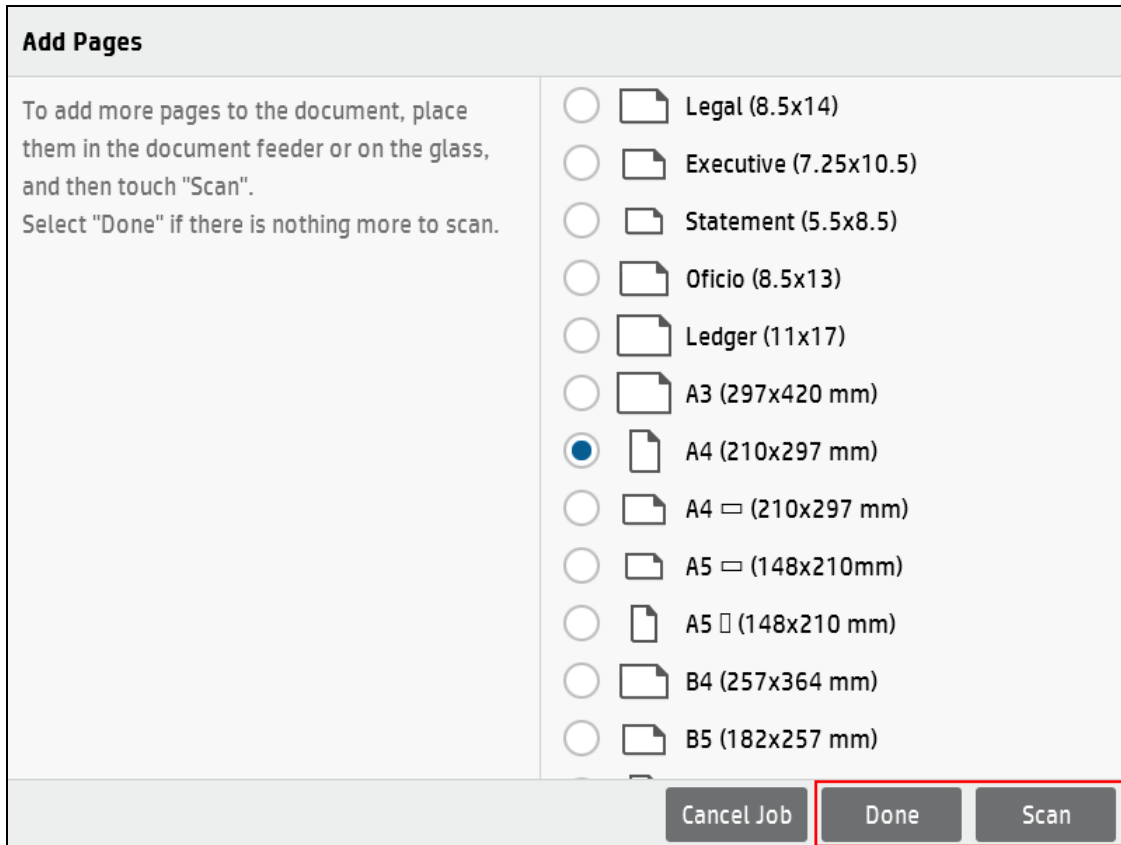


FIGURE 6.81. Continuous scan terminal screen

Scan separation

If a document with multiple pages is scanned, scanned pages can be stored either separately (each page in a separate file) or all together in one file. You can select from the following options:

- All pages together
- Separate each page
- Default



NOTICE: The **Separate each page** option is available for all formats except for **XPS**. If **XPS** is selected, the scanned pages will be stored in one file.

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

Size

The scanned output's size. This determines the size of the scanning area, therefore it should correspond to the actual size of the scanned paper. You can select from the following options:

- Automatic
- A3
- A4
- A5
- Folio
- Ledger
- Letter
- Legal
- Statement
- Default

Mixed size

This parameter enables automatic paper size recognition when different sizes of paper are used during scanning. You can select from the following options:

- On: The **Size** parameter is ignored and the size of each scanned image is recognized by the printing device
- Off: The **Size** parameter is used to decide the size of the scanned image
- Default



NOTICE: To be able to use the **Mixed size** setting, **A4**, **A3**, **Ledger** or **Letter** option must be selected in the **Size** setting.

Skip blank pages

With this parameter, you can select to skip blank pages in the scanned document. You can select from the following options:

- Default
- Yes
- No

Enabling users to change Easy Scan settings on the terminal screen

You can allow users to change their scan settings from the terminal screen. To do this, you have to modify the settings of the particular parameter on the **Parameters** tab on the Easy Scan action node properties panel.

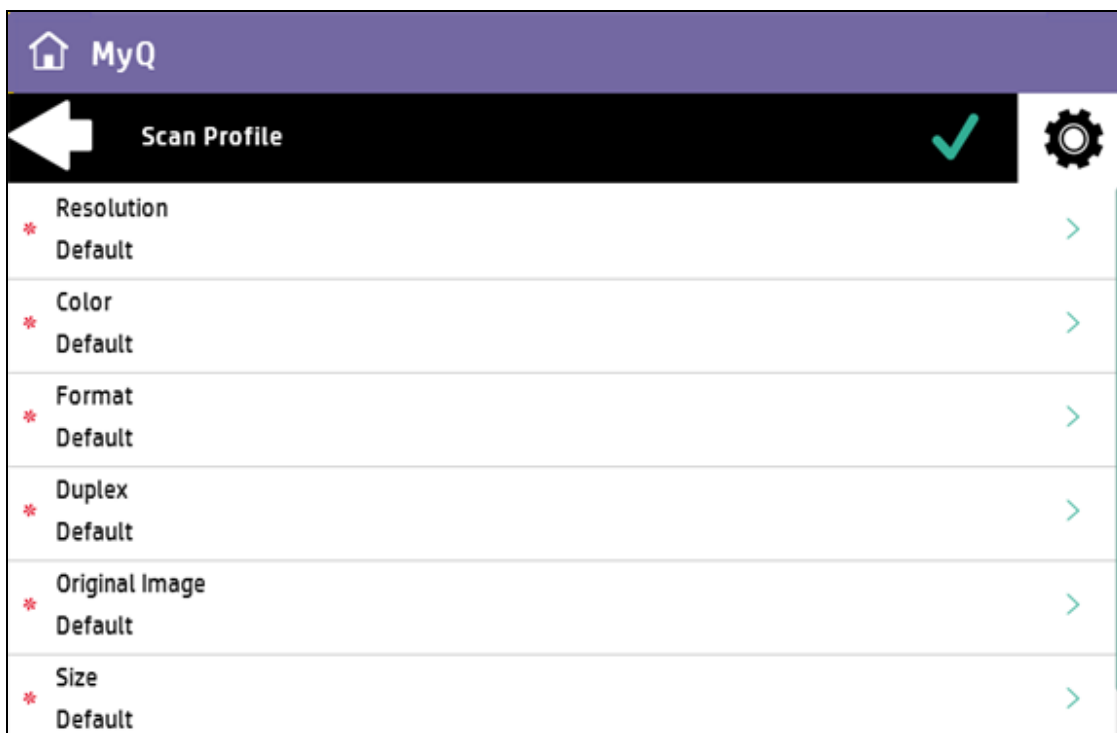


FIGURE 6.82. The Resolution setting can be changed on the terminal screen, other settings are locked.

To allow users to change their scan settings, open the parameter properties panel, uncheck the **Prohibit change of value** option and **Save**.

8. Terminal Actions - 8.3. Basic settings of the Easy Scan action

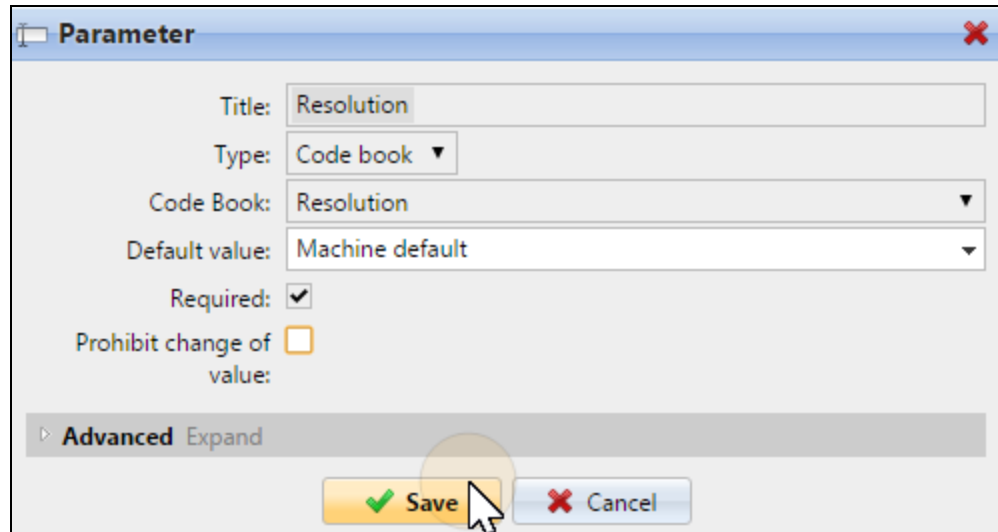


FIGURE 6.83. The **Prohibit change of value** option is deselected.



INFO: By default, all predefined parameters are locked (the **Prohibit change of value** option is checked).

8.4. Advanced settings of the Easy Scan action

This section describes the advanced settings of the Easy Scan action, particularly attaching metadata and creating your own scan parameters. These settings are not necessary for the simple run of the Easy Scan feature, but they can be very useful; for example, you can enable users to select the scan destination or you can use a DMS software to extract additional information from the attached metadata file.

8.4.1. Attaching a file with scan metadata

```

<?xml version="1.0" encoding="UTF-8"?>
- <scanData>
  <timestamp>2015-12-11 08:08:13</timestamp>
  <profile>Easy Scan - My Folder</profile>
  <username>Kohei</username>
  + <version>
- <fields>
  + <field>
  + <field>
  + <field>
  + <field>
  + <field>
  + <field>
  + <field>
  + <field>
  + <field>
  - <field>
    <name>Size</name>
    <reference>scan.size</reference>
    <value>A4</value>
    <code>1303</code>
  </field>
  - <field>
    <name>Output Folder</name>
    <reference>folder</reference>
    <value>Kohei</value>
  </field>
</fields>
- <files>
  <file>Kohei_2015-12-11_08-08-13.pdf</file>
</files>
<ip>10.1.3.46</ip>
</scanData>

```

FIGURE 6.84. File with metadata of a scan

MyQ can generate a file with metadata, containing basic information about the outgoing scan file and all of the scan's parameters. You can create new parameters for additional information to be included in the metadata file. Third-party DMS software can be used to extract the information from the metadata file and process the scan file.

8. Terminal Actions - 8.4. Advanced settings of the Easy Scan action

For example, it can store the scan file in different places depending on the values of the metadata file's parameters.

To activate sending of the metadata file, select the **Attach metadata file** option on the **Destination** tab of the action node properties panel. The metadata file is sent as a separate file in XML format with the same name as the scanned document. It is saved to the same folder, or sent to the same destination as the scanned document.

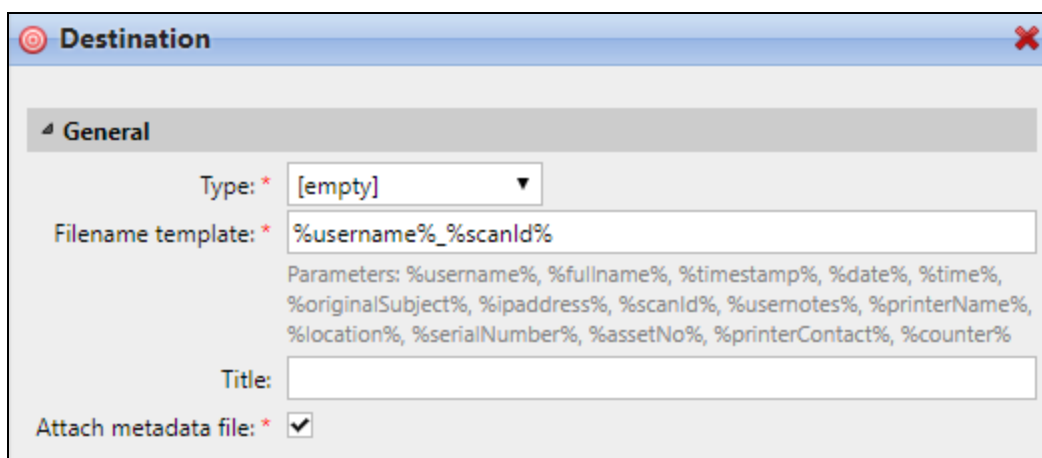


FIGURE 6.85. Selecting the **Attach metadata file** option on the **Destination** tab



INFO: For information on setting the scan destination, see *"Setting destinations"* on page 70.

8.4.2. Creating custom parameters

You can create new parameters to be used in the scan metadata or as parts of file names, addresses, subjects and email bodies, and as paths to folders, passwords to folders etc. The following parameter types can be created: **Text**, **Password**, **Yes/No**, **Code Book** User Properties, Device Properties.

Adding the parameter

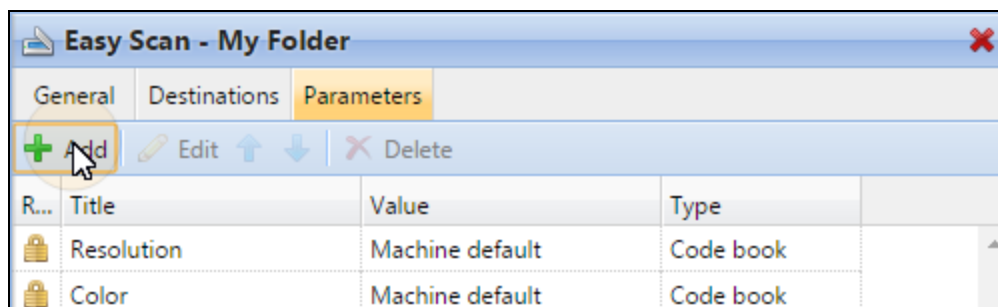


FIGURE 6.86. Parameters tab of the Easy Scan - My Folder action node properties panel

1. On the action node properties panel, open the **Parameters** tab.
2. On the tab, click **+Add**. The new **Parameter** properties panel opens on the right side of screen.
3. Set the parameter, and then click **Save**. The new parameter is displayed on the list on the **Parameters** tab.

Parameters settings

FIGURE 6.87. Properties panel of a new parameter

- **Title:** The parameter's name
- **Type:**
 - *Text:* text (string) typed by the user on the embedded terminal
 - *Password:* password to a user's account
 - *Yes/No:* Boolean parameter with two options: Yes, No
 - *Code Book:* the parameter uses a list of values from internal code lists, contacts from a MS Exchange account
 - *User Properties:* the parameter can represent MyQ user properties (see "*Editing user accounts*" under "*Users*" in the MyQ Basic Installation Guide) within the metadata file of the scanned document
 - *Device Properties:* the parameter can represent MyQ printing device's properties (see "*Editing printing devices*" under "*Printing devices*" in the MyQ Basic Installation Guide) within the metadata file of the scanned document

8. Terminal Actions - 8.4. Advanced settings of the Easy Scan action

- **Default value:** A predefined value/option that will be used if nothing else is selected.
- **Required:** The parameter value has to be defined. If the parameter does not have a default value, users are not allowed to print before this value is entered in the particular text box on the terminal screen.
- **Prohibit change of value:** If this option is selected, the parameter cannot be changed by the users on the terminal screen.
- **Reference:** String that is used as a reference to the parameter. A parameter with the **parameterX** reference is referred to as **%parameterX%** in MyQ. For example, the reference of the often used **user name** parameter is **username**; the parameter is referred to as **%username%**.

Text parameters


You can use these parameters in a variety of strings in MyQ: names of files, addresses, subjects or email bodies, paths to folders and many other. In the **Default value** field, you can assign the default. In the **Validator** field, regular expressions can be used to define or limit the user's input.

Password

This parameter is used together with the **Logged user** option for the user scan storage destination. Users type the password to their domain account to access their shared folder there. For more information about the password use, see *"Enabling users to scan to their home folder protected by password"* on page 141.

Yes/No parameters


You can use these parameters in the scan metadata file to provide answers on Yes-No questions concerning the scan, such as if the scan is private or if it should be archived.

 **INFO:** Parameters of this type have the **Required** option selected by default and cannot be deselected as they always have a value — the default value being **No**. By selecting the **Default value** option, you change the default value to **Yes**.

Code book

Users can select options from lists of values used in metadata and destinations.

- **Internal code list:** You can predefine code lists with values and use the values as options available for users. For information on how to create internal code lists, see *"Creating Code Lists and Codes on the MyQ Web Interface"* on the next page. For more information about their use, see *"Enabling users to select the output folder from a code book"* on page 143.
- **LDAP sourced list:** This parameter enables selecting scan recipients directly from an LDAP server by importing the codes from the server. For information on how to create the LDAP Source code books, see *"Creating LDAP Source code books"* on page 133. For more information about their use, see *"Enabling users to search recipients via LDAP Source code books"* on page 146.
- **MS Exchange Address Book:** You can use this code book to get personal contacts from an MS Exchange server. The contacts are retrieved using an account defined by the administrator in the MyQ Web UI. This account requires special rights on the MS Exchange server that allow it to access other users' mailboxes. The user will see the first 50 contacts on the terminal. To look for more contacts they would have to use the search function. For information on how to create an MS Exchange Address Book, see *"Creating an MS Exchange Address Book code book"* on page 137.

 **NOTICE:** Items from external code books marked as favorite by the users are deleted if they are not available at the data source, e.g. data deleted or renamed on the source.

User Properties

You can select one of the following values to be represented by the parameter:

- User name
- Full name
- Email
- User's scan storage
- Personal number
- Phone
- Notes
- Accounting Group

Device Properties

You can select one of the following values to be represented by the parameter:

8. Terminal Actions - 8.4. Advanced settings of the Easy Scan action

- Name
- Location
- IP address
- Brand
- Model
- Serial number
- Asset number
- Notes

8.4.3. Creating Code Lists and Codes on the MyQ Web Interface

On the **Code Books** settings tab (**MyQ - Settings - Code Books**), you can define your own code lists and add multiple codes with defined values for each of them.

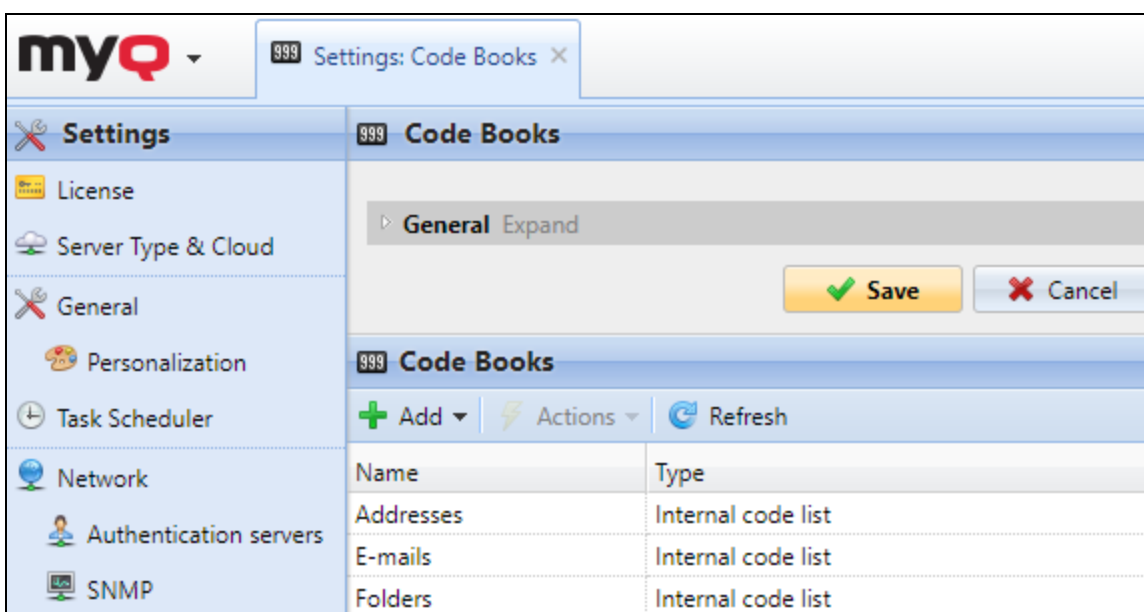


FIGURE 6.88. The Code Books settings tab

Adding and deleting code lists

Adding a new code list

To add a new code list, do the following:

8. Terminal Actions - 8.4. Advanced settings of the Easy Scan action

1. On the **Code Books** settings tab, click **+Add**.

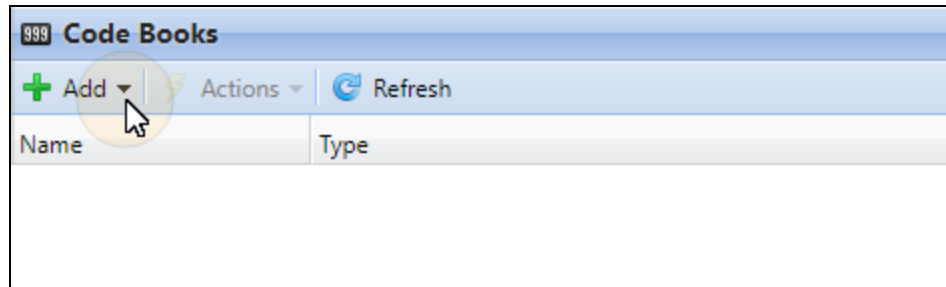


FIGURE 6.89. Adding a new code list

2. In the drop-down, select **Internal code list**. The new code list's properties panel opens on the right side of screen.

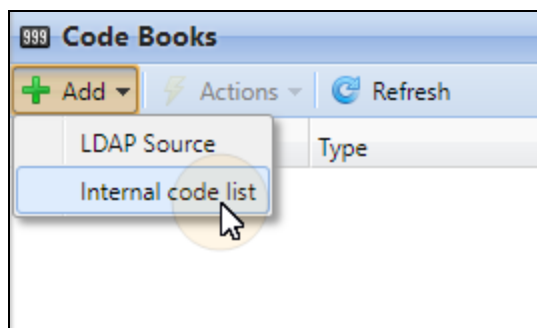


FIGURE 6.90. Creating a new Internal code list

3. On the panel, enter the name of your new code list and click **Save**. The new code list is added to the list on the **Code Books** settings tab.

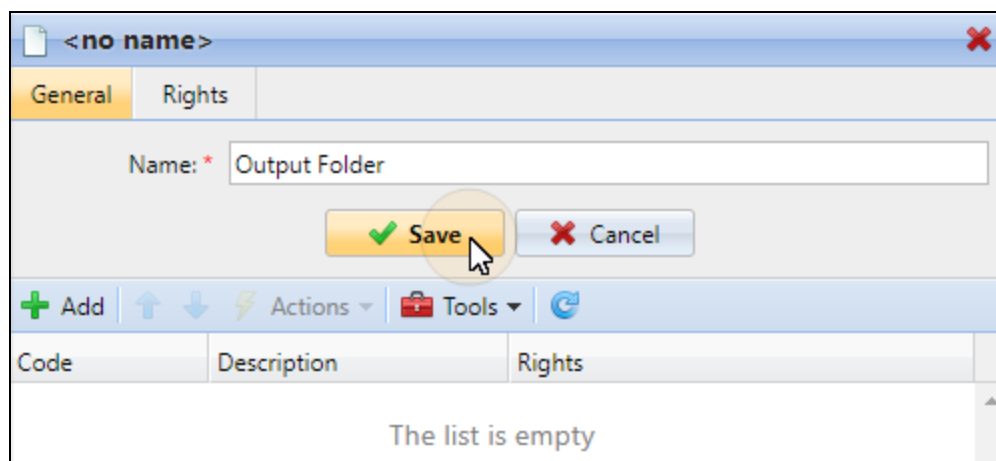


FIGURE 6.91. Entering the code list name

8. Terminal Actions - 8.4. Advanced settings of the Easy Scan action

4. It is necessary to assign rights to the new code list. On the **Rights** tab of the properties panel, you can provide users or groups of users with the right to use the code list. Click **Add User** and select the user or group from the drop-down. Check the boxes for the rights you want to assign to them : **View Enum, Manage Enum, Manage Enum Items**.

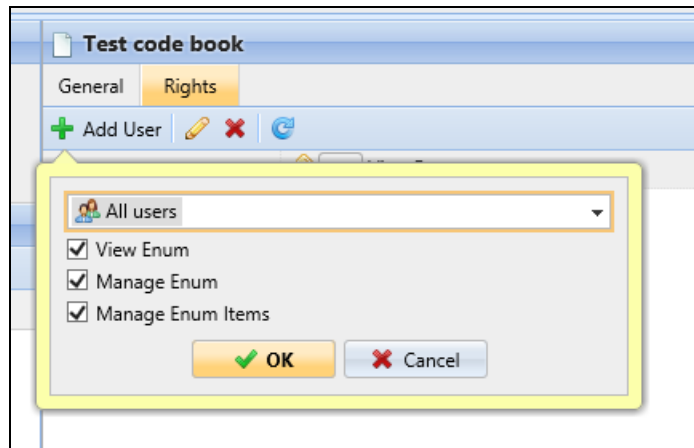


FIGURE 6.92. Assigning rights

Deleting a code list

To delete a code list, do the following:

- Select the code list, open the **Actions** menu on the **Code Books** toolbar, and then select **Delete**. You can also right-click on the code list and click **Delete**).

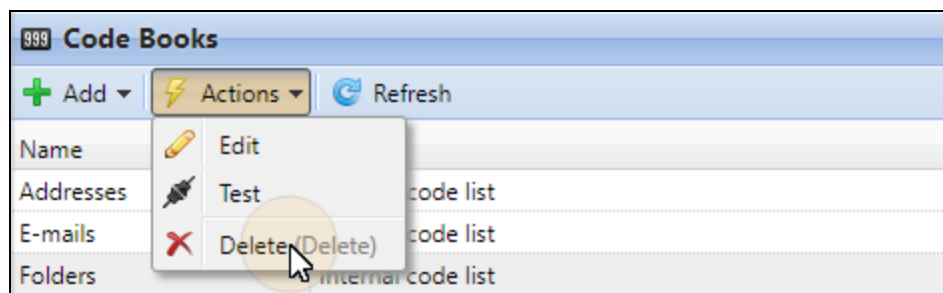


FIGURE 6.93. Deleting a code list

Adding, importing and deleting codes from a code list

The codes are added, imported and deleted on the properties panel of the code list.

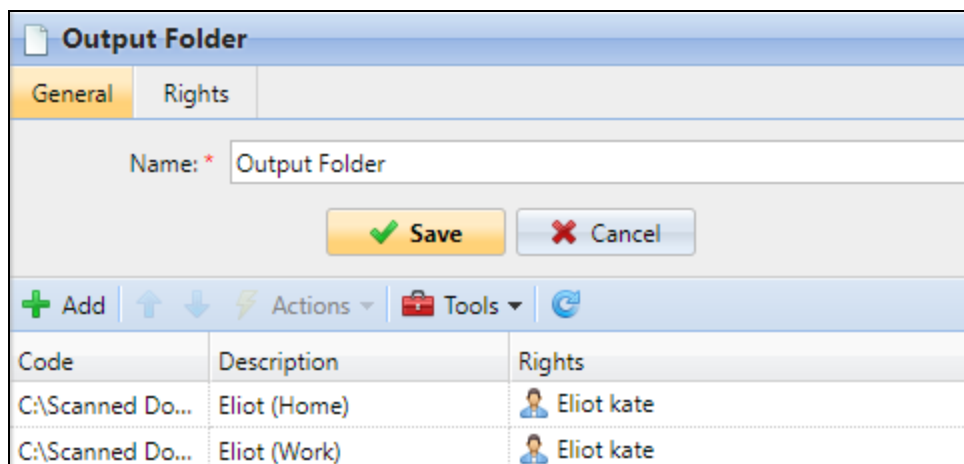


FIGURE 6.94. The properties panel of the Output Folder code list

To add a new code to an existing code list:

1. Double-click on the code list (or right-click the code list and click **Edit**). The code list's properties panel opens on the right side of the screen.
2. On the panel, click **+Add**.
3. Enter the code name and its description (the description will be shown on the terminal). You can also assign access rights to this code to users or groups. Finally, click **OK**.

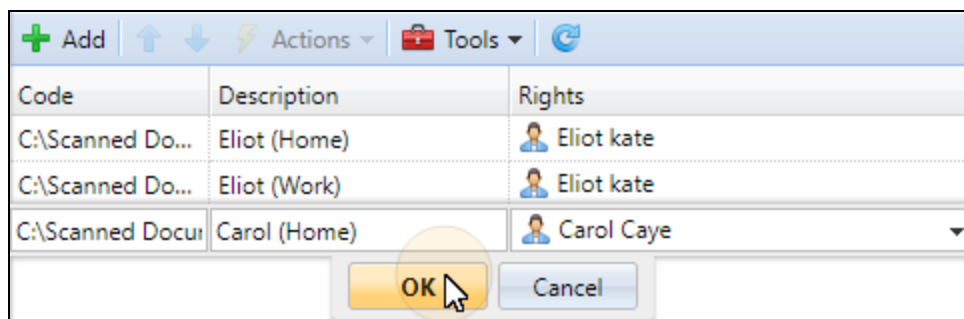


FIGURE 6.95. Adding a new code to a code list

To import codes from a CSV file

1. Double-click on the code list (or right-click the code list and click **Edit**). The code list properties panel opens on the right side of screen.

8. Terminal Actions - 8.4. Advanced settings of the Easy Scan action

2. On the panel, click **Tools**, and then click **Import from CSV file**.

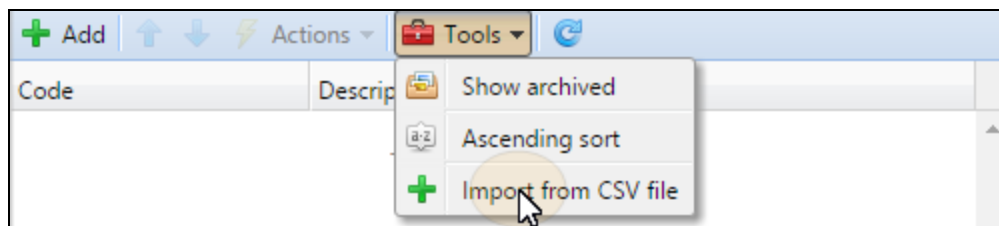


FIGURE 6.96. Importing codes from a CSV file

3. In the dialog box, **Browse** and select the file, select the **Column delimiter** used in the file, select the character set (**Charset**) used in the file, choose if you want to **Update existing values** and/or **Skip header line**, and click **OK**.

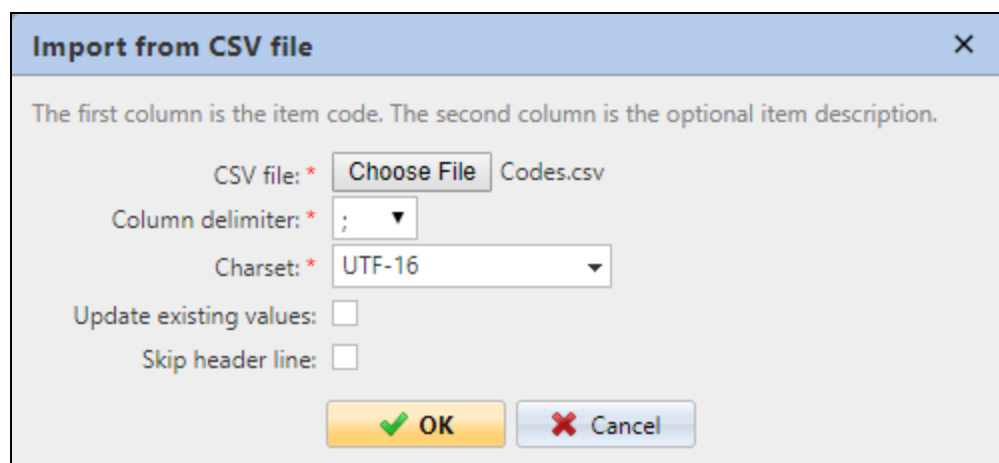


FIGURE 6.97. Setting the import

INFO:

Each line of the CSV file has to consist of either one, two or three columns. The first column contains the code, while the optional second and third columns contain the code's description and the users or groups with access to this code.



```
Code1;This is code 1;All users
Code2;This is code 2;"eliot.kate,carol.caye"
Code3|
```

FIGURE 6.98. Example of the CSV file

To delete a code from a code list

1. Double-click on the code list (or right-click on the code list and click **Edit**). The code list properties panel opens on the right side of screen.
2. Right-click the code that you want to delete. A drop-down box appears.
3. On this drop-down box, click **Delete**.

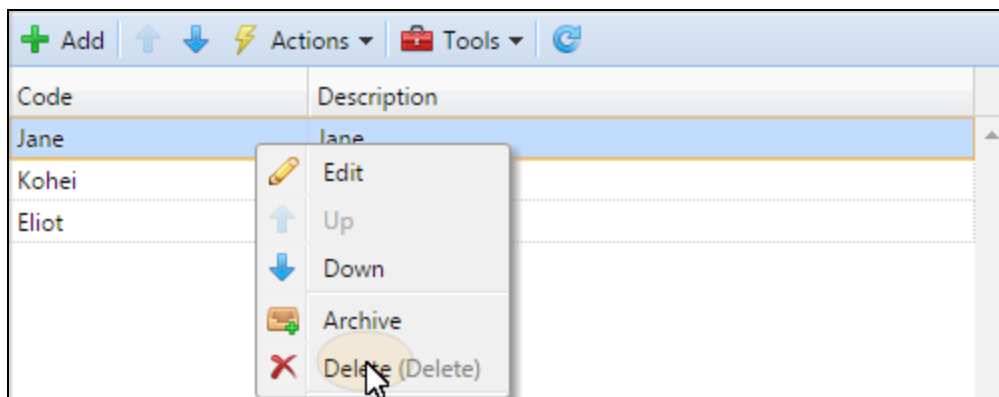


FIGURE 6.99. Deleting a code from a code list

8.4.4. Creating LDAP Source code books

On the **Code Books** settings tab, you can create code books with values taken from the users' attributes on external LDAP servers. For example, you can create a code book with users emails.

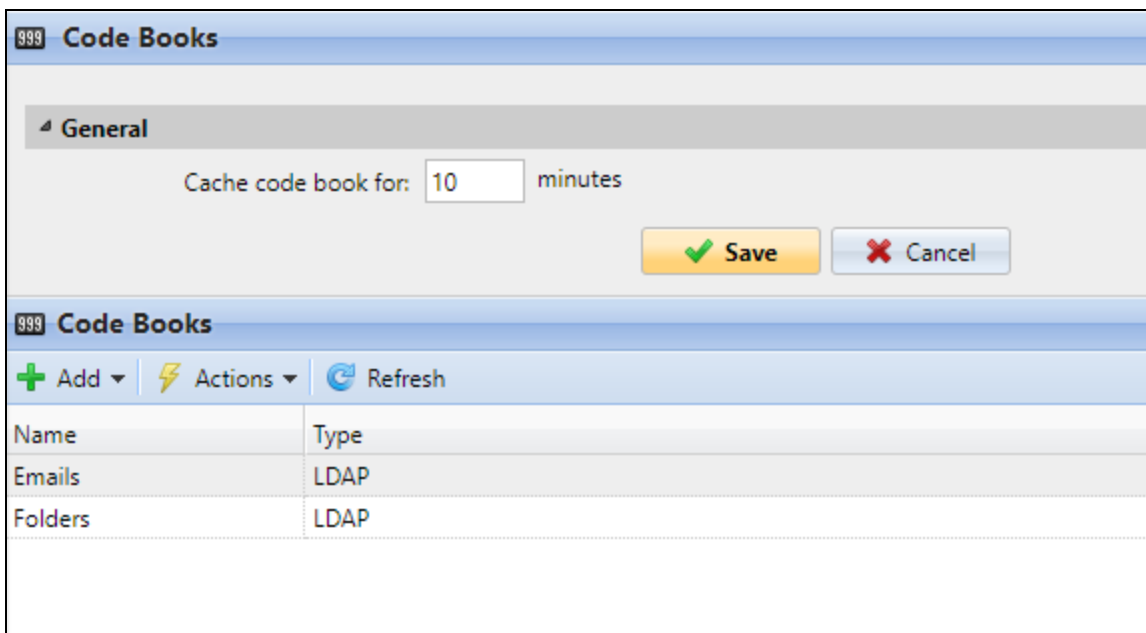


FIGURE 6.100. The LDAP Source code books settings tab

INFO: The **Cache code book for** setting in the General tab of the code book properties, determines for how long the code book will be cached in MyQ to be available in case of a lost connection between the MyQ server and the LDAP server.

Adding a new LDAP Source code book

To add a new code list, do the following:

1. On the **Code Books** settings tab, click **+Add**.

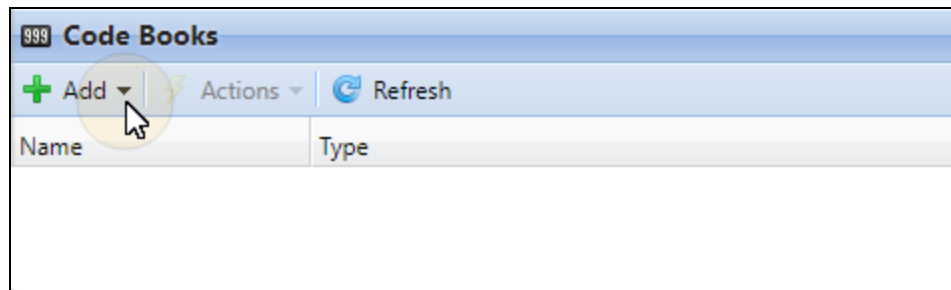


FIGURE 6.101. Adding a new LDAP Source code book

2. In the drop-down box, select **LDAP Source**. The new code book's properties panel opens on the right side of the screen.

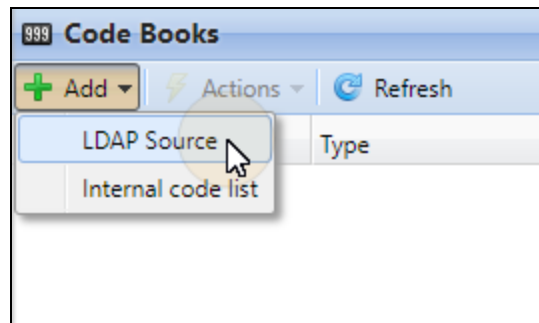
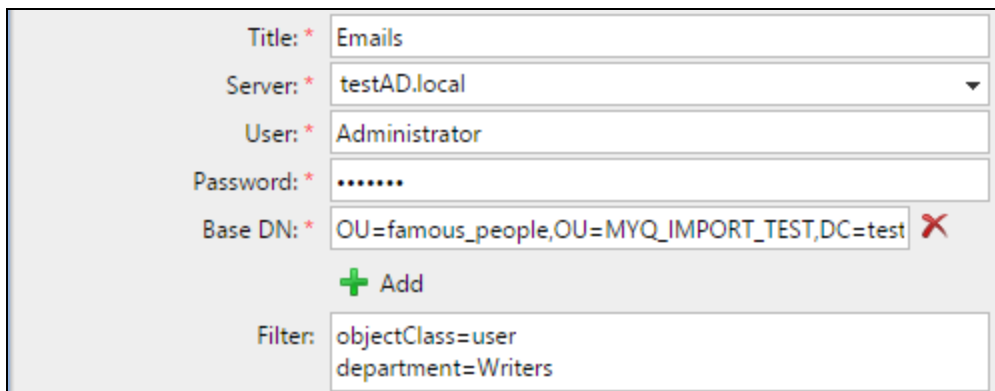


FIGURE 6.102. Creating a new LDAP Source code book

8. Terminal Actions - 8.4. Advanced settings of the Easy Scan action

3. On the panel, enter the code book **Title**, **Server**, **User** and **Password**, one or more **Base DNs** and eventually, **Filter**. For information about these settings, see *"Code Books Settings"* on the next page.



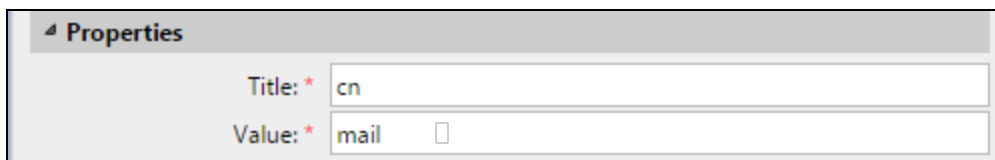
The screenshot shows a configuration panel for a code book. It contains the following fields:

- Title:** * Emails
- Server:** * testAD.local
- User:** * Administrator
- Password:** *
- Base DN:** * OU=famous_people,OU=MYQ_IMPORT_TEST,DC=test (with a red X icon to the right)
- Filter:** objectClass=user
department=Writers

Below the Base DN field, there is a green plus icon and the text "+ Add".

FIGURE 6.103. Filled details of the code book

4. Under **Properties**, define the titles and values of the code for each user by entering his or her attributes from the LDAP database. For example, you can enter the **cn** attribute as the **Title** and the **mail** attribute as the **Value**. This way, each code will contain the user's email and its title will be the user's full name.



The screenshot shows the "Properties" section of the code book configuration panel. It contains the following fields:

- Title:** * cn
- Value:** * mail

FIGURE 6.104. Properties section of the code book properties panel

5. Click **Save** at the bottom at the panel.

INFO: To test the code book and connection to the source LDAP server, right-click the code book, and then click **Test**. The Code Book dialog box appears. To find a user, you need to enter initial letters of the **Title** attribute, as MyQ uses prefix query.

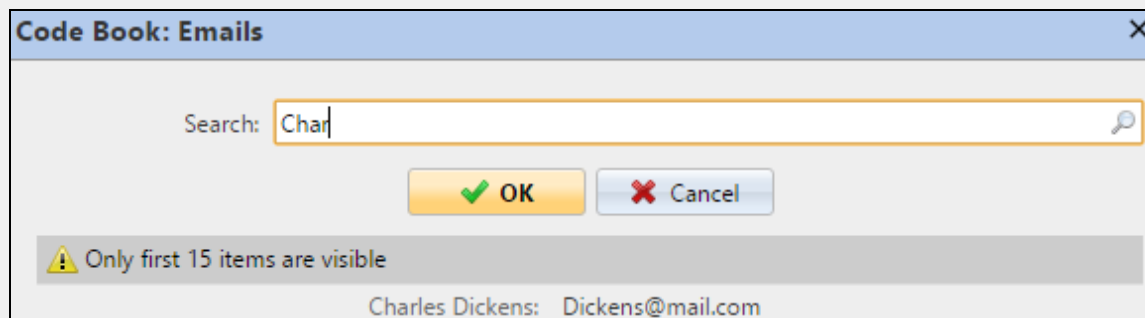


FIGURE 6.105. In the dialog box, you can see results of searches for particular items.

Code Books Settings

General

Title

The code book's name

Server

The LDAP server that you want to import the attributes from

User

The user name for accessing the LDAP domain server

Password

The password for accessing the LDAP domain server

Base DN

Here you can enter the base domain or domains that you import the attributes from.

Click **+Add** to add a text box for the new base DN, and then enter the domain. You can add multiple domains this way.

Filter

You can filter the users import by specifying the attributes' values.


Attribute=Value. Users with different values in this attribute are not accepted and are filtered out of the import.

You can use the * symbol to search for substrings. The symbol can be appended from both sides. For example, if you add a cn=*in* condition, only users whose common name attribute contains "in" are accepted.

Add one condition per one row. Users are accepted if they satisfy at least one condition.

8.4.5. Creating an MS Exchange Address Book code book

On the **Code Books** settings tab, you can use an MS Exchange Address Book to retrieve personal contacts from the user's mailbox from the Exchange Server. You can set parameters for Email, Fax and Phone.

 **INFO:** After opening the code book on the terminal, the first 50 items are shown. The user can Search for not listed items by using the name of the not displayed contact. Email, Fax and Phone are separately shown.

Adding an MS Exchange Address Book code book

To add this type of code book, do the following:

8. Terminal Actions - 8.4. Advanced settings of the Easy Scan action

1. On the **Code Books** settings tab, click **+Add**.
2. Select **MS Exchange Address Book**. The new code book's properties panel opens on the right side of the screen.

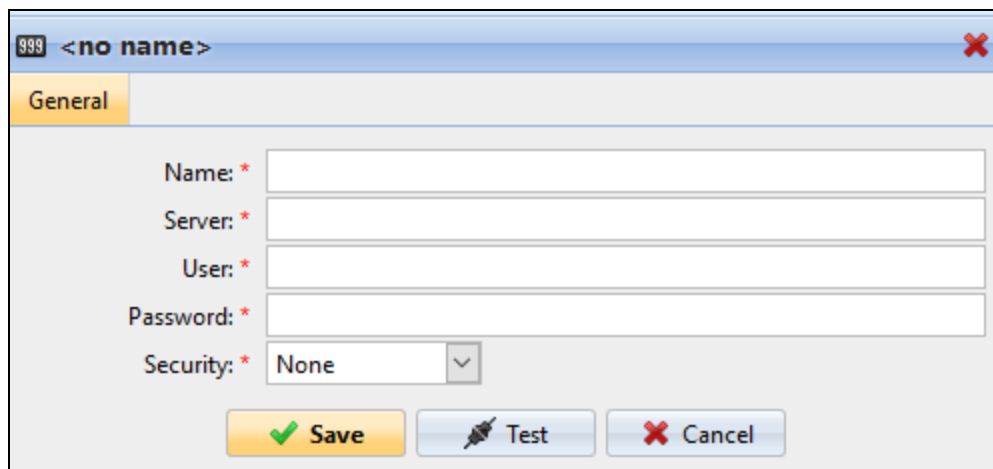


FIGURE 6.106. Creating a new MS Exchange Address Book code book

3. Fill the mandatory fields out as follows:
 - **Name:** Add a name for the code book
 - **Server:** The host name or the IP address of the MS Exchange Server.
 - **User:**The name of the user with admin rights on the MS Exchange Server.
 - **Password:**The user's password.
 - **Security:** Select *None* or *SSL*.
4. Click **Test** to check the connection to the MS Exchange Server.
5. Click **Save** to make it available.

8.4.6. Custom parameters examples

In the following sections you can see examples of how to use the custom parameters.

Providing additional information in a metadata file

In this example, you can see how to use parameters for obtaining additional information about the scan file or any other data provided by users. The parameter can be **Text** or **Yes/No**.

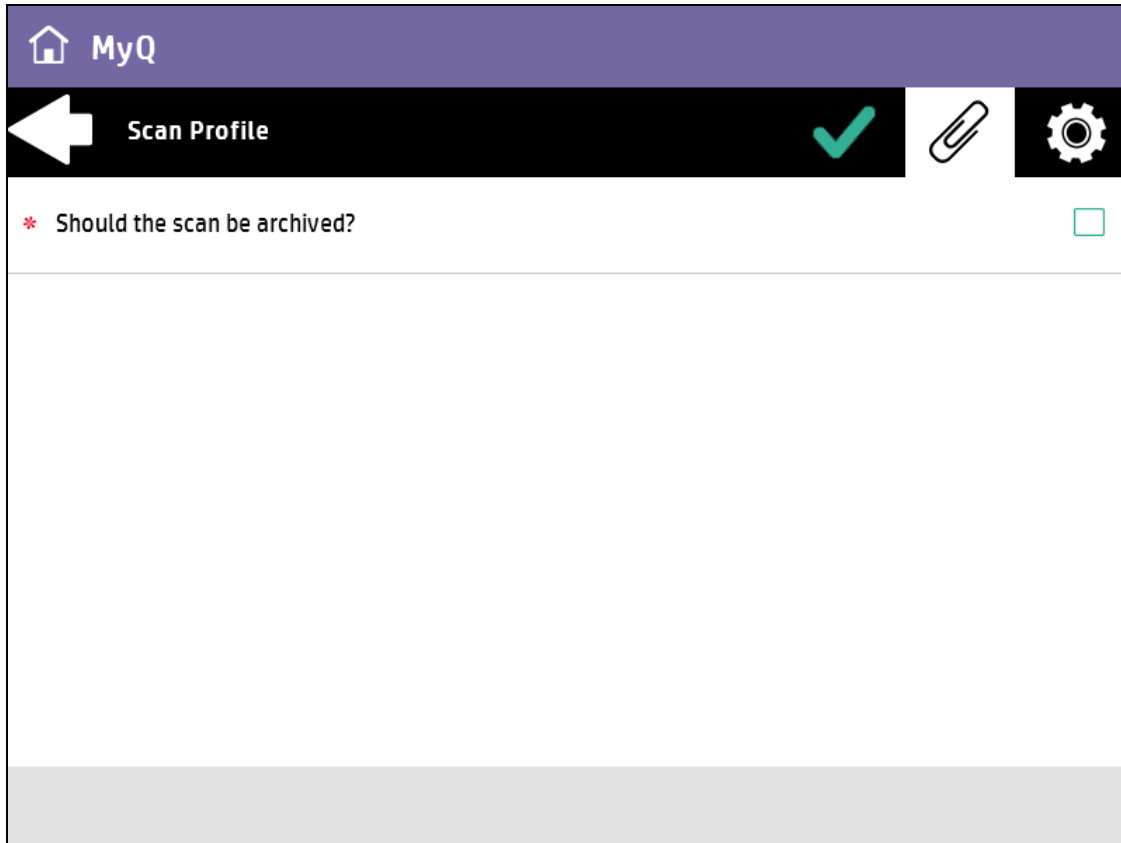


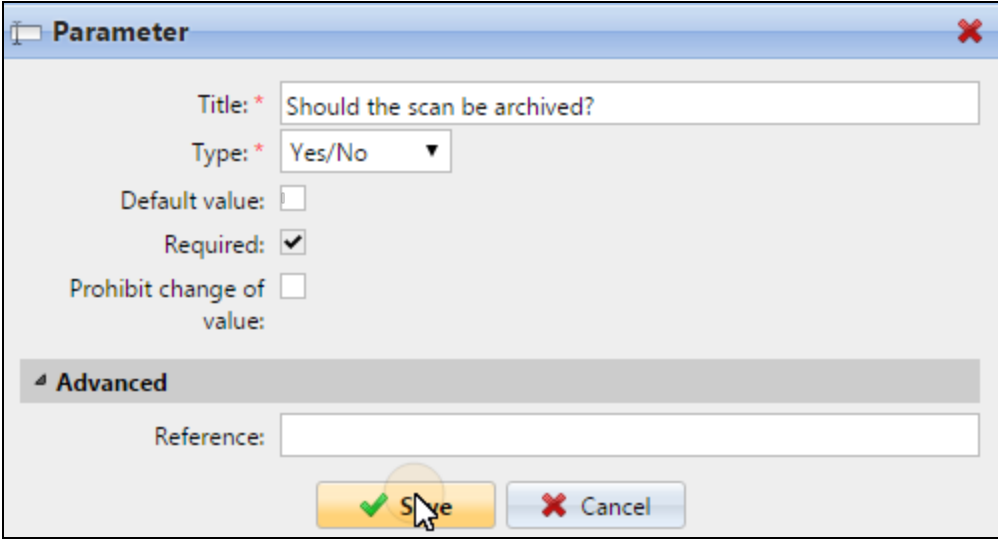
FIGURE 6.107. Options selected by users will be included in the scan metadata file

As an example, we will create a **Yes/No** type parameter called *Should the scan be archived?*.

- I. The **Title** will be shown on the screen, therefore we name it *Should the scan be archived?*.
- II. The **Type** is *Yes/No*.
- III. The **Required** option is selected by default and cannot be deselected as it always has a value.
- IV. The **Default value** is left unchecked..

8. Terminal Actions - 8.4. Advanced settings of the Easy Scan action

- V. We do not have to use the reference, as the parameter is not going to be used in any string in MyQ. Therefore, we can **Save** the parameter settings.



The screenshot shows a dialog box titled "Parameter" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Title: * Should the scan be archived? (text input)
- Type: * Yes/No (dropdown menu)
- Default value:
- Required:
- Prohibit change of value:
- Advanced section (expanded):
 - Reference: (empty text input)

At the bottom of the dialog, there are two buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon). A mouse cursor is pointing at the "Save" button.

FIGURE 6.108. Setting the **Should the scan be archived?** parameter

The following two figures show two possible values of the **Should the scan be archived?** parameter. A DMS software can automatically archive the scans with value **1** into a predefined folder.

```
- <field>
  <name>Should the scan be archived?</name>
  <reference/>
  <value/>
</field>
```

FIGURE 6.109. No value on the <value/> row means that the answer was **No**.

```
- <field>
  <name>Should the scan be archived?</name>
  <reference/>
  <value>1</value>
</field>
```

FIGURE 6.110. Value **1** on the same row means that the answer was **Yes**.

Enabling users to scan to their home folder protected by password

If you do not want to give to the MyQ server universal access to users' shared folders, but instead want to provide each user with separate rights to access their shared folder from MyQ, you can enable the scanning users to enter the password to their LDAP domain account to access the shared folder there.

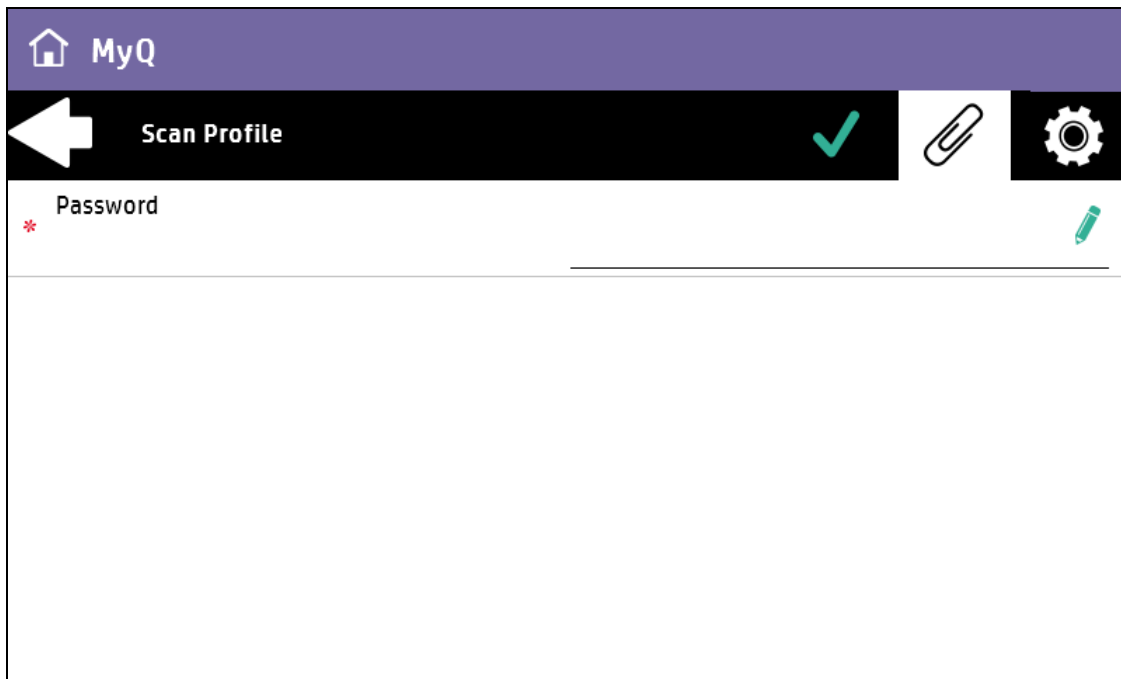
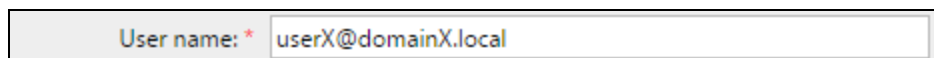


FIGURE 6.111. Users are prompted to type the password to their accounts on the domain before the scan is sent.

To be able to access their shared folders, users should have the LDAP domain defined in MyQ. The information about the domain is taken either from the **Authentication server** setting on the user's properties panel in MyQ, or from the user's MyQ user name (if the name is in the form **LDAPusername@domain.local**).

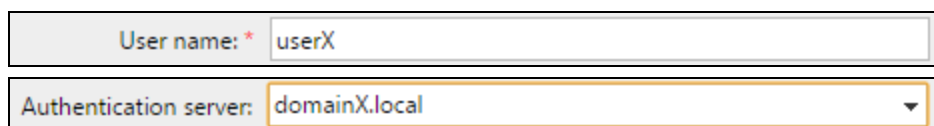
During the scanning, after the password is entered and submitted, MyQ takes the name of the user's domain (either from the **Authentication server** setting, or from the back part of the user name) and attempts to log on the user's account on this domain (either the whole user name, or its front part). If the password is correct, MyQ saves the scan in the shared folder, otherwise it displays the error message "**Error while delivering a scan X/Y. Unable to write to the folder.**".

8. Terminal Actions - 8.4. Advanced settings of the Easy Scan action



User name: * userX@domainX.local

FIGURE 6.112. It is possible to include both account information in the user name.



User name: * userX

Authentication server: domainX.local

FIGURE 6.113. If it is not part of the user name, the domain is taken from the Authentication server setting.

INFO: For information about the **Append the domain name to the username** import option of LDAP synchronization, see *"User Import and Synchronization"* in the MyQ Advanced User Management Guide.

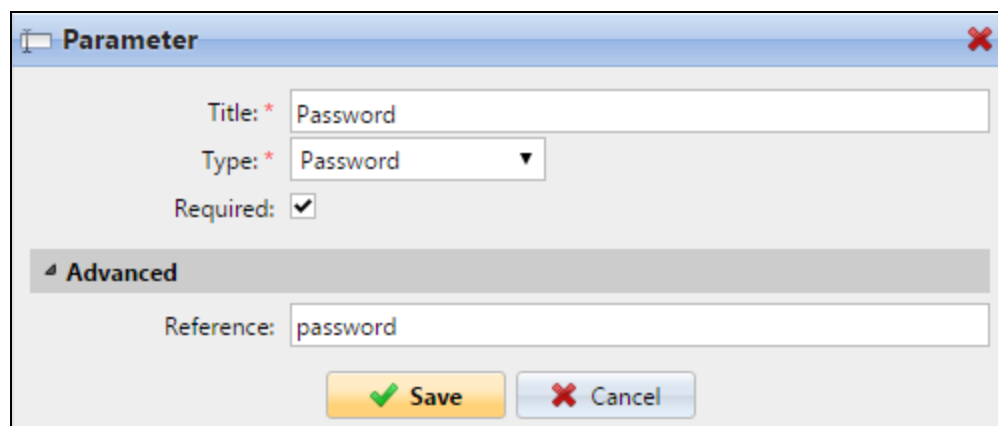
Setup of scanning to the password protected home folder

The setup has to be performed on two places of the Easy Scan properties panel: you have to set a new **Password** type parameter on the **Parameters** tab and the **User's scan storage** destination on the **Destinations** tab.

1. On the Parameters tab, create a password parameter for access to shared folders on users' accounts

Create a parameter with the following properties:

- Title: **Password**
- Type: **Password**
- Required: **selected**
- Reference: **password**



Parameter

Title: * Password

Type: * Password

Required:

Advanced

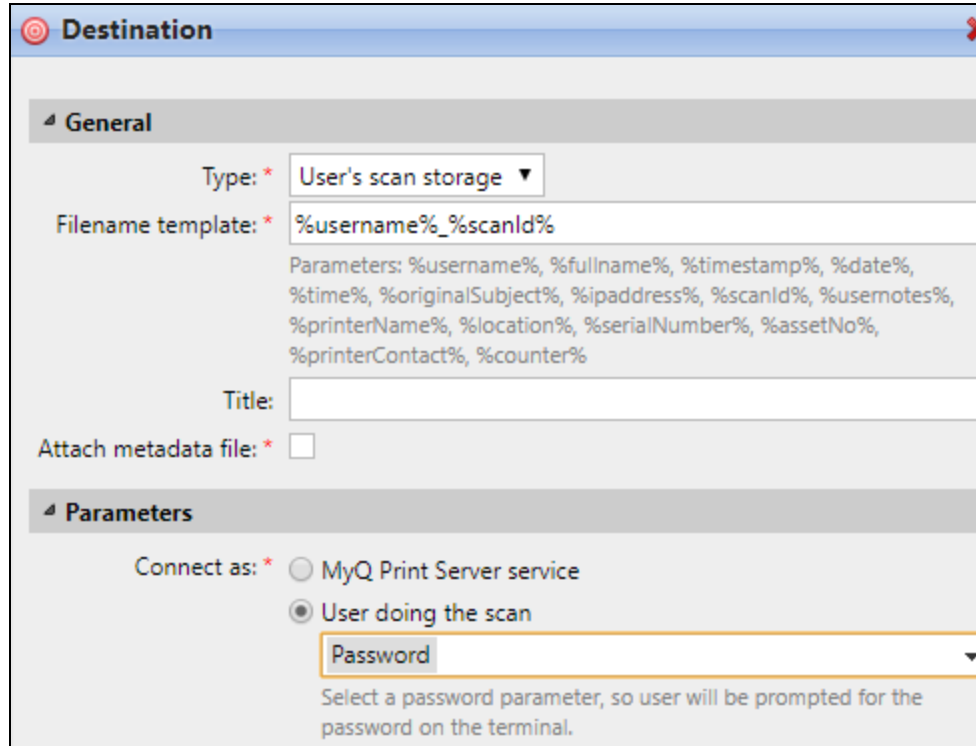
Reference: password

Save Cancel

FIGURE 6.114. Settings of the Password parameter

2. On the Destinations tab, create and set the User's scan storage destination

Under **Parameters**, select the **Connect as: User doing the scan** option and select the newly created parameter in the drop-down list below this option.



The screenshot shows a window titled "Destination" with a close button in the top right corner. It is divided into two sections: "General" and "Parameters".

General section:

- Type: * User's scan storage (dropdown menu)
- Filename template: * %username%_%scanId%
 - Parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usemotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%, %counter%
- Title: (empty text field)
- Attach metadata file: *

Parameters section:

- Connect as: *
 - MyQ Print Server service
 - User doing the scan
- Below the selected option is a dropdown menu showing "Password".
- Below the dropdown menu is the text: "Select a password parameter, so user will be prompted for the password on the terminal."

FIGURE 6.115. The User doing the scan option is selected.

Enabling users to select the output folder from a code book

In this example, we will show how to enable users to select the scan destination folder from a predefined code book. Let us suppose that we have already created and saved the Easy Scan action node for this action (see *"Adding new action nodes"* on page 63) and that we have created a code book named **Folders** which has names of folders as its values (see *"Creating Code Lists and Codes on the MyQ Web Interface"* on page 128). The next step is to add and set up a new **Code Book** parameter and a new **Folder** destination for the Easy Scan action. The parameter is then used as a part of the path to the folder.

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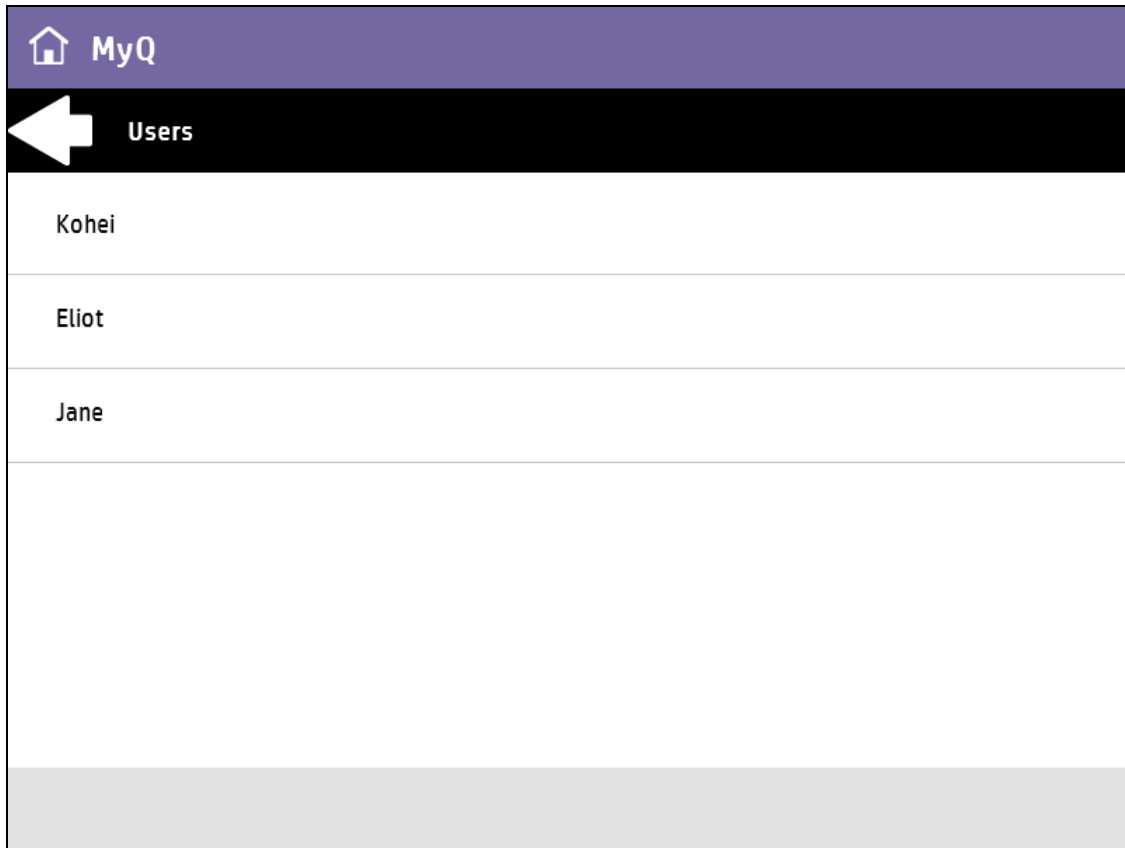


FIGURE 6.116. Users can select the destination on the Output folder screen of the embedded terminal

1. Create and set the Code Book parameter for the output folder

Create a new parameter (see *"Creating custom parameters"* on page 124) with the following settings: select the **Code book** type, select the predefined code book (in our example **Folders**), select the **Default value** (optional), deselect the **Prohibit change of value** option and enter the reference name of the parameter (in our example **folder**) in the **Reference** text box.

The screenshot shows a dialog box titled "Parameter" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Title:** * Output Folder
- Type:** * Code Book (dropdown menu)
- Code Book:** * Folders (dropdown menu)
- Default value:** (empty dropdown menu)
- Allow multiple values:**
- Allow custom values:**
- Required:**
- Prohibit change of value:**
- Advanced** (collapsible section):
 - Reference:** folder

At the bottom of the dialog are two buttons: a green "Save" button with a checkmark icon and a grey "Cancel" button with a red X icon.

FIGURE 6.117. The parameter is set on the **Parameters** tab on the action node properties panel


If you want to allow users to select multiple recipients, select **Allow multiple values**.

If you want to allow users to enter their own value, select **Allow custom values**.

If you don't want to allow empty value of the parameter, select the **Required** option so that users have to enter its value before sending the file.

Optionally, you can select a default value to define the folder where the output files will be saved, if users don't change it.

INFO: When defining the code book on the **Code Books** settings menu, you can set a description that differs from the name of the parameter. Users will see this description on the embedded terminal screen.







Code	Description	Rights
Scanned Docu...	Eliot (Home)	 Eliot Kate
Scanned Docu...	Eliot (Work)	 Eliot Kate
Scanned Docu...	Carol (Home)	 Carol Caye
Scanned Docu...	Carol (Work)	 Carol Caye

FIGURE 6.118. Codes and their descriptions

2. Create the new Folder destination and use the parameter as a part of its destination

Create and set up a new destination (see *"Setting destinations"* on page 70). For this destination, you can use the parameter as any part of the destination path set in the **Destination folder** text box. To use the parameter, enter its reference name (set on the parameter's properties panel under **Reference** in the **Advanced** section; see FIGURE 6.117 on the previous page) bounded in percentage signs as part of the path.

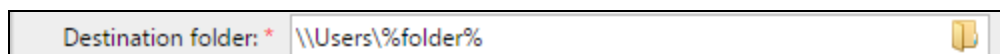


FIGURE 6.119. The destination set on the **Destinations** tab contains the **%folder%** parameter

In our example, we used a parameter with the reference name **folder** as the folder where the files are stored (\\Users**%folder%**), but we could have as well created a parameter with the full path to the folder instead.

Enabling users to search recipients via LDAP Source code books

In this example, we will show how to enable users to search for recipients on LDAP servers via LDAP Source code books.

LDAP Source code books contain two parameters: **Title** and **Value**. The value of the **Title** parameter is used as an input for search in the LDAP database and the **Value** parameter defines the value returned by the database.

For our sake, we will use an LDAP Source code book with the **cn** attribute assigned to the **Title** parameter and the **mail** attribute assigned to the **Value** parameter. For more information on how to create LDAP Source code books, see *"Creating LDAP Source code books"* on page 133. We will also create a new parameter and a new folder destination for the feature.

The scanning user types a string to be used in a search query. MyQ sends the query to the LDAP database to search for user accounts, whose **cn** begin with the entered string. The scanning user can select from the

returned accounts. After he or she selects the account, the value of the **mail** attribute of the account is used as the scan destination.

NOTICE: To find the recipient, users need to type initial letters of the value of the attribute assigned to the **Title** parameter, as MyQ uses prefix query. To find a user with the **cn** attribute value Carol Kai, users need to type for example C, Car, Carol or Carol Kai, and then select from the search result.

1. Create and set a new LDAP Source code book parameter for the output folder

Create the parameter with the following settings: select the **Code book** type, select the LDAP Source code book that you want to use, deselect the **Prohibit change of value** option and enter the reference name in the **Reference** text box.

If you want to allow users to select multiple recipients, select **Allow multiple values**.

If you want to allow users to enter their own value, select **Allow custom values**.

If you don't want to allow empty value of the parameter, select the **Required** option so that users have to enter its value before sending the file.

The screenshot shows a dialog box titled "Parameter" with a close button (X) in the top right corner. The dialog is divided into two sections. The top section contains the following fields and options:

- Title:** * Recipients (text input)
- Type:** * Code Book (dropdown menu)
- Code Book:** * Emails (dropdown menu)
- Allow multiple values:**
- Allow custom values:**
- Required:**
- Prohibit change of value:**

The bottom section is titled "Advanced" and contains:

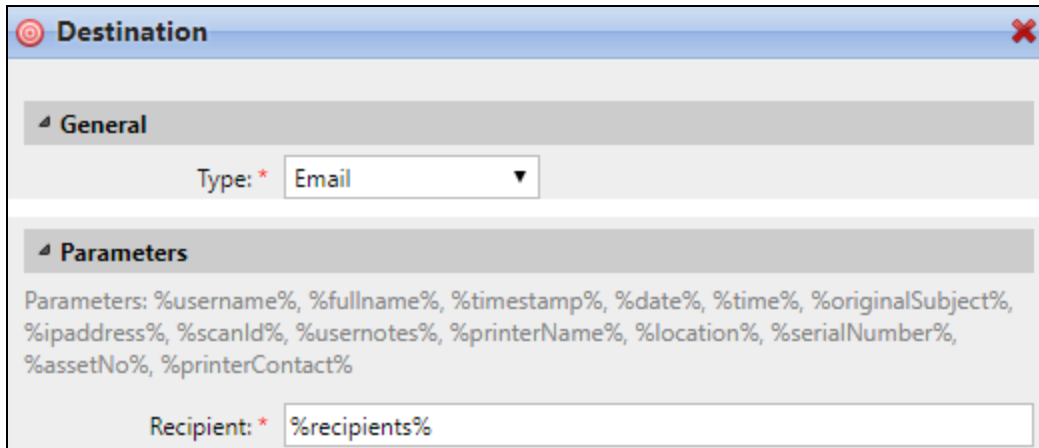
- Reference:** recipients (text input)

At the bottom of the dialog are two buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

FIGURE 6.120. Properties tab of the LDAP Source code book parameter

2. Create a new Email destination and use the parameter as the recipient there

Create a destination of the type **Email** and enter the parameter in the **Recipient** text box there. For more information on how to create destinations, see *"Setting destinations"* on page 70.



The screenshot shows a dialog box titled "Destination" with a close button (X) in the top right corner. It has two main sections: "General" and "Parameters".

- General:** Contains a "Type:" label followed by a dropdown menu currently set to "Email".
- Parameters:** Contains a list of parameters: %username%, %fullname%, %timestamp%, %date%, %time%, %originalSubject%, %ipaddress%, %scanId%, %usenotes%, %printerName%, %location%, %serialNumber%, %assetNo%, %printerContact%. Below this list is a "Recipient:" label followed by a text input field containing the value "%recipients%".

FIGURE 6.121. The **Recipient** text box on the **Destinations** tab with the **%recipients%** parameter

NOTICE: The parameter has to be enclosed in % signs.

8.5. Easy Scan to OCR

Optical Character Recognition is a service that converts scanned documents to a searchable and editable format, such as an MS Word document or a PDF. If you want to employ this functionality, you can either use the MyQ Optical Character Recognition (OCR) server, which can be purchased as a part of the MyQ solution, or a third party application.

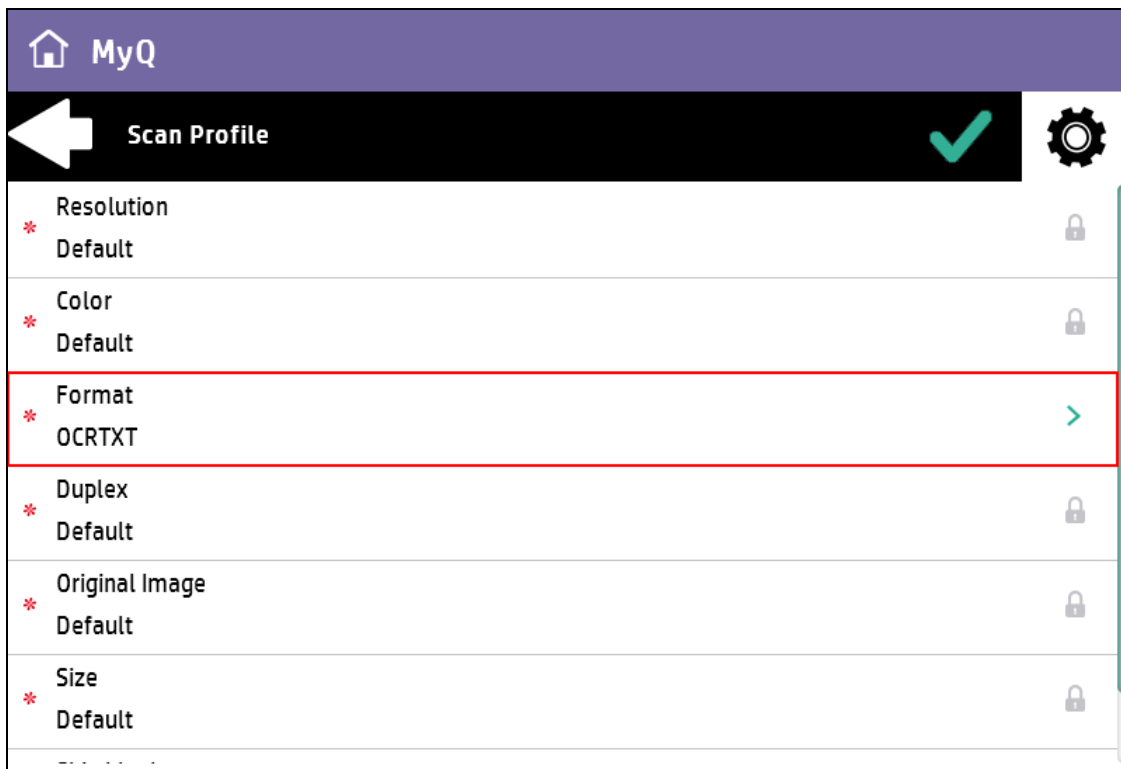


FIGURE 6.122. Users can select the OCR format before scanning the document

Users can send the scanned file to OCR without using the easy scan feature — just by sending the file to predefined email addresses. However, using the Easy Scan feature simplifies the process of selecting the right OCR option and sending the file.

To enable using OCR together with Easy Scan, you have to create OCR profiles and enable users to select them on the embedded terminal. By setting the profiles, you define the input folders for the OCR software. Name of the profile should be related to the OCR action defined for this input folder. For example, if you want to convert documents in the folder to DOC format, you can name the profile OCRDOC and instruct the software to convert every document scanned to this profile (stored to the OCRDOC folder) to Microsoft Word format.

8. Terminal Actions - 8.5. Easy Scan to OCR

INFO: For more information about using the OCR service in MyQ, see "*Optical Character Recognition (OCR)*" under "*Scan Management*" in the MyQ Basic Installation Guide.

INFO: For information on how to purchase the MyQ OCR server, please contact the MyQ Sales department.

To set up the OCR feature, do the following:

1. Create an OCR profiles:

- Go to **MyQ, Settings, Scanning&OCR**, in the OCR section, click **Add** next to **Profiles** and enter the profile name.

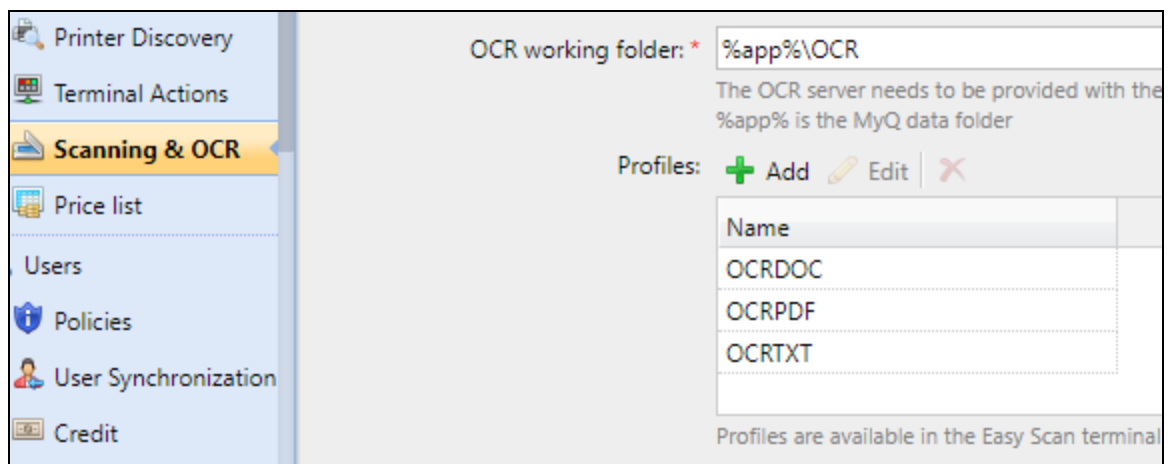


FIGURE 6.123. OCR Settings on the **Scanning&OCR** settings tab on the MyQ Web Interface

- The OCR profiles are added to values of the **Format** parameter of the Easy Scan action.

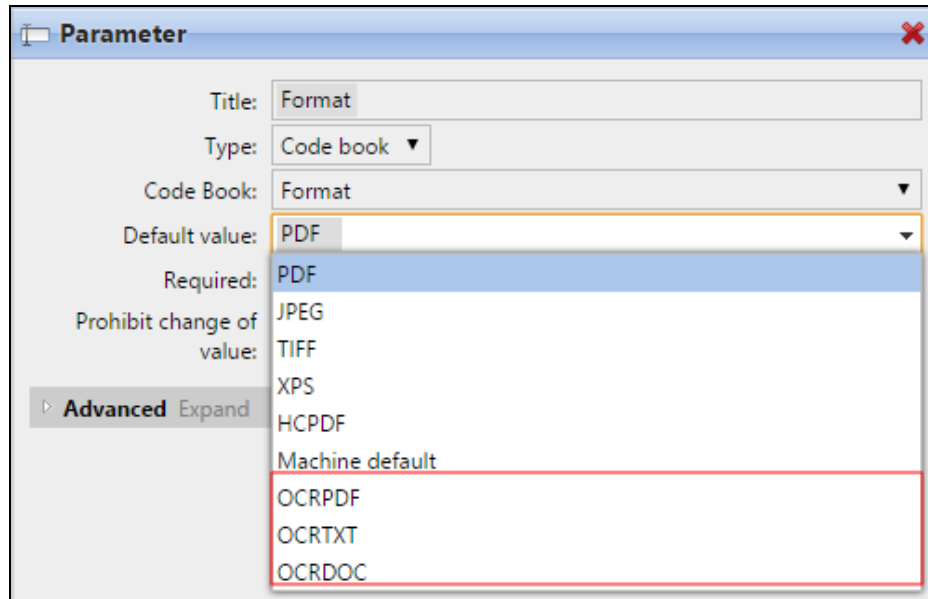


FIGURE 6.124. The OCR profiles among other values of the **Format** parameter

- On the **Scanning&OCR** settings tab, under **OCR working folder**, you can change the folder where the scanned data are sent. However, we recommend you not to change the default folder (**C:\ProgramData\MyQ\OCR**).
- The OCR folder contains two sub-folders: **in** and **out**. In the **in** folder, the scanned documents are stored before being processed. In the **out** folder, the processed documents are saved by the OCR software and are ready to be sent.

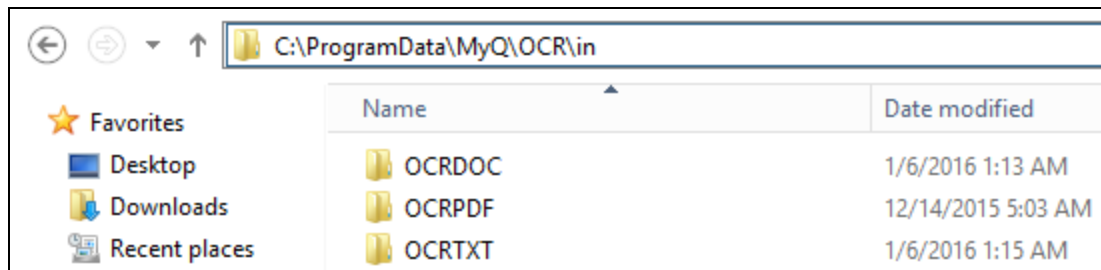


FIGURE 6.125. The folders where the documents are stored to be proceed by the OCR software



INFO: MyQ creates the OCR folder the first time a file is sent to the particular profile.

2. Enable users to select the appropriate OCR folder on the embedded terminal

- I. On the Easy Scan action node properties panel, on the **Parameters** tab, on the list of parameters, double-click the **Format** parameter.
- II. Deselect the **Prohibit change of value**, and then click **Save**.

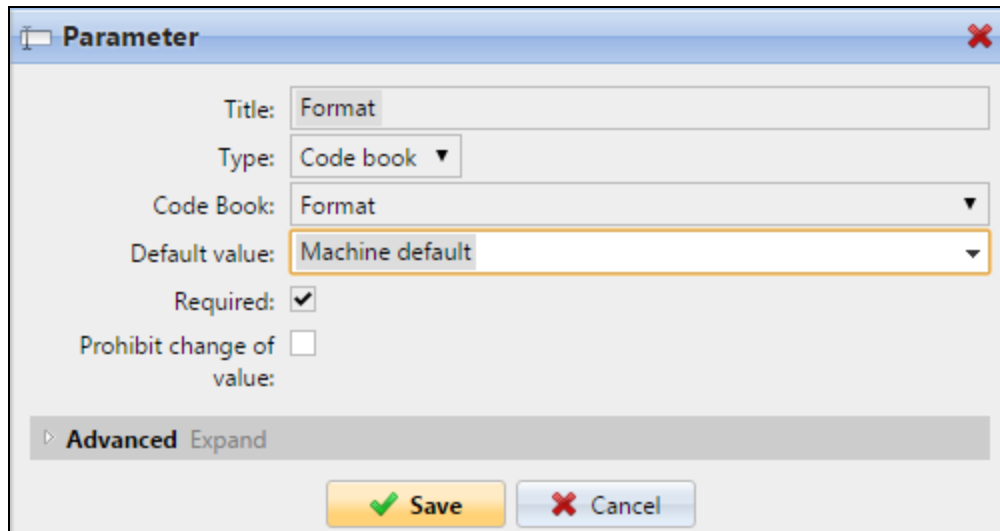


FIGURE 6.126. The prohibit change of value option is deselected

OCR processing

The OCR software should listen to the document sub-folders of the **in** folder (**in\OCRDOC**, **in\OCRTXT**, ...), process the file sent there, save the converted document to the **out** folder and delete the source file from the **in***** folder.

MyQ listens to the **out** folder, sends the converted file to the destinations defined on the **Destinations** tab (see *"Setting destinations"* on page 70) and deletes it from the folder.

NOTICE: The file sent to the **out** folder by the OCR software must have the same name as the source file in the **in***** folder. If the name of the converted file differs from the source file, it is deleted without being sent to the user.

8.6. Easy Copy

With the Easy Copy feature, users do not have to go to the often complicated and confusing copy screen of the printing device — they can copy directly from the MyQ terminal home screen with a single touch. Upon tapping the button, MyQ can simply proceed copying using the default settings of the printing device, or it can use different values of the Easy Copy action parameters.

By adding multiple Easy Copy action nodes and giving rights to different users or groups, you can create a variety of copying options for the selected users and groups (see *"Adding new action nodes"* on page 63).

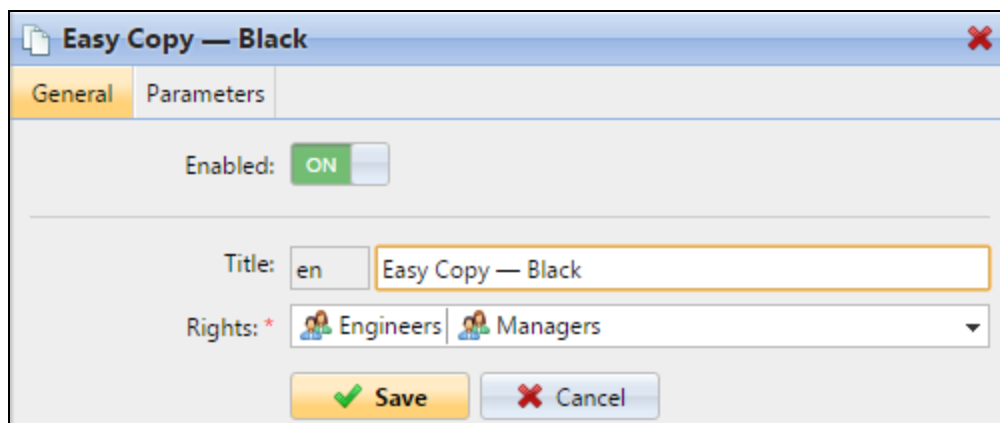


FIGURE 6.127. Easy Copy properties panel with specific name and rights

On the **Parameters** tab, you can select from a number of options for each parameter.



INFO: All parameters are dependent on the particular printing device type. Therefore, some values might not be available.



INFO: Copying is not stopped when the user does not have enough credit during copying.

Printing devices supporting Easy Copy

8.6.1. Parameters of Easy Copy



NOTICE: With the **Default** option selected, values are taken from the default settings of the printing device.

Copies

Predefine the number of copies to be available *1-99*.

Color

Color scale of the outgoing file. You can select from the following options:

- Color
- Monochrome
- Automatic
- Default

Duplex

Simplex and Duplex scanning options. You can select from the following options:

- Single Sided
- Duplex
- 1-sided to 2-sided
- 2-sided to 1-sided
- Default

Size

Size of the scanned input. It determines the size of the scanning area; therefore, it should correspond to the actual size of the scanned paper. You can select from the following options:

- Automatic
- A3
- A4
- A5
- A6
- B4
- B5
- B6
- Folio

- Ledger
- Letter
- Legal
- Statement
- Oficio II
- Default

Magnification

With this parameter, you can determine the size of the copy. This way, you can make it smaller or larger than the original file. You can select from the following options:

- Default
- Same as original
- A3
- A4
- A5
- A6
- B4
- B5
- B6
- Folio
- Ledger
- Letter
- Legal
- Statement

Skip blank pages

With this parameter, you can select to skip blank pages in the copied document. You can select from the following options:

- Default
- Yes
- No

8.7. Easy Fax

With the **Easy Fax** feature, users can fax their scanned documents in just two steps; all they need to do is tap the **Easy Fax** button on the home screen of the embedded terminal, and then type the fax number.

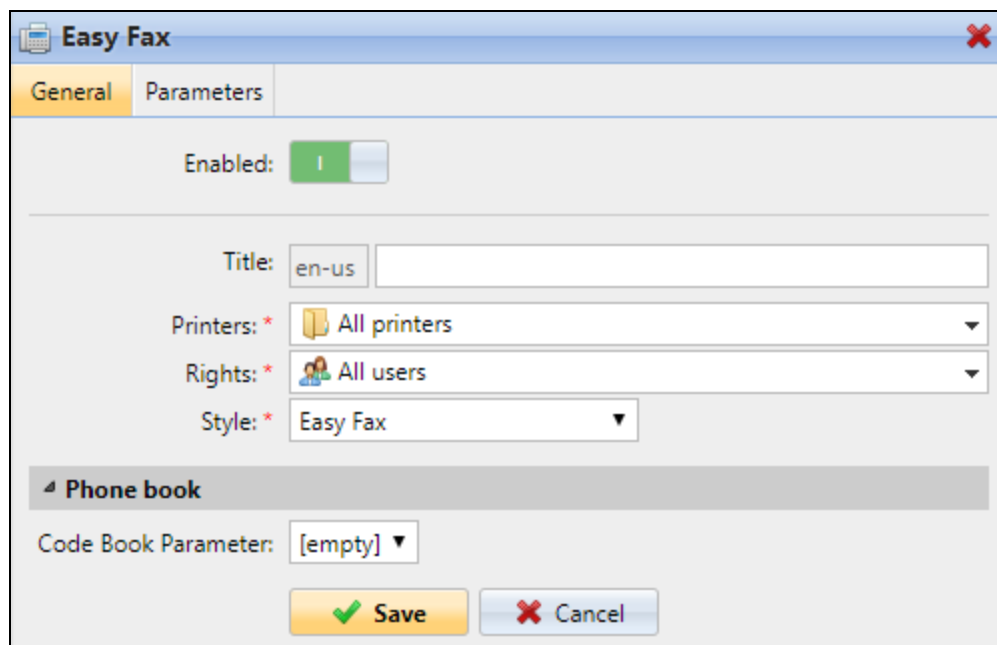


FIGURE 6.128. Easy Fax properties panel

By adding multiple **Easy Fax** action nodes and giving rights to different users or groups, you can create a variety of faxing options for the selected users and groups (see *"Adding new action nodes"* on page 63).

To enable the feature on a printing device, you need to enable the **Fax module** option on its properties panel in MyQ, deactivate and reactivate the device. For information on how to do this, see *"Terminal Actions"* on page 45.

On the **Parameters** tab, you can select from a number of options for each parameter.



INFO: All parameters are dependent on the particular printing device type. Therefore, some values might not be available.

8.7.1. Enabling Easy Fax

To enable the Easy Fax feature on your printing devices:

- go to **MyQ - Settings - Configuration Profiles** in the MyQ Web Administrator interface
- Select the configuration profile and click **Edit** (or double-click, or right-click and **Edit**)
- The properties panel opens on the right side. In the **General** tab, mark the **Fax module** checkbox.
- Click **Save**.

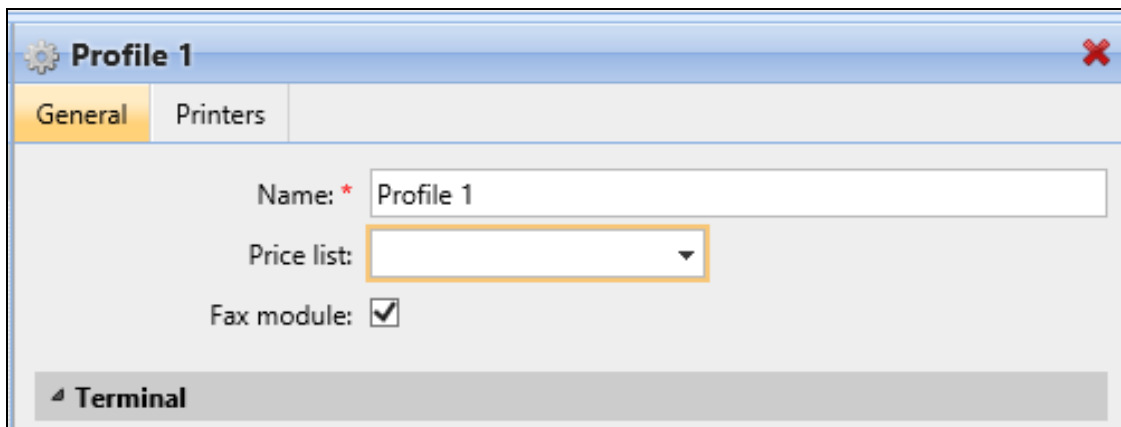


FIGURE 6.129. Enabling the fax module in configuration profiles

8.7.2. Parameters of Easy Fax



NOTICE: With the **Default** option selected, values are taken from the default settings of the printing device.

Fax resolution

Resolution of the outgoing fax file. You can select from the following options:

- Normal
- Fine
- Super Fine
- Default

Duplex

Simplex and Duplex scanning options. You can select from the following options:

- Single Sided
- Duplex

8. Terminal Actions - 8.8. External workflow

- Default

Original Image

Determines the way in which the printing device is going to process the scanned page. You can select from the following options:

- Text + Photo
- Photo
- Default

Density

Density of the picture in the outgoing file. The higher it is, the darker the resulting picture is. You can select from the following options:

- Automatic
- Lowest
- Lower
- Low
- Normal
- High
- Higher
- Highest
- Default

8.8. External workflow

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

The external workflow can provide the embedded terminal with scan settings and metadata that need to be filled in before scan execution.

8.8.1. ScannerVision

ScannerVision is a solution to automate document workflows, by capturing, processing and storing scanned documents. This may include barcode reading, recognizing texts with the help of Optical Character Recognition (OCR), or converting documents to another format. Storage possibilities include a network folder, a database, cloud storage or storing as an e-mail attachment.

To create a ScannerVision workflow you need to install and configure the ScannerVision server to work with the MyQ server.

Installation

In order to install ScannerVision you first need to install .Net Framework 4.8 in the Server Manager.

Installation .NET Framework 4.8

1. Open the Server Manager on the MyQ server.
2. On the **Dashboard** click **Add roles and Features**.
3. Click a few times **Next** until **Features** in the left pane is highlighted.
4. Select *.Net Framework 4.8 Features*.
5. Click **Install**.
6. Click **Close**.
7. Now install the ScannerVision server 9.1+

Configuration

The second part of setting up ScannerVision as an external workflow is to configure MyQ and ScannerVision.

Configuring ScannerVison

In order to set ScannerVision properly, check if the license for MyQ is valid and configure Network Settings, Templates, Clients and Users.

Check the license for MyQ

1. Go to **ScannerVision, Help, License**
2. Click **Detailed License Information**

8. Terminal Actions - 8.8. External workflow

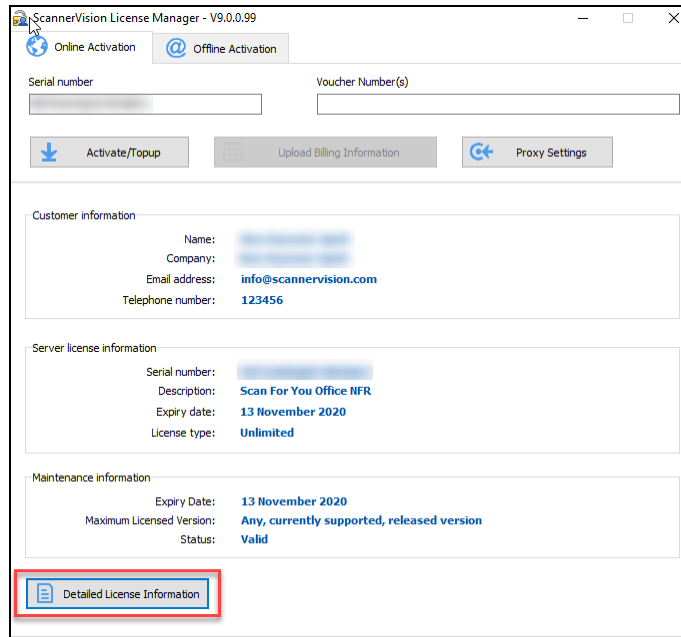


FIGURE 6.130. ScannerVision License Manager

3. Check if the number corresponds to the MyQ device licenses number

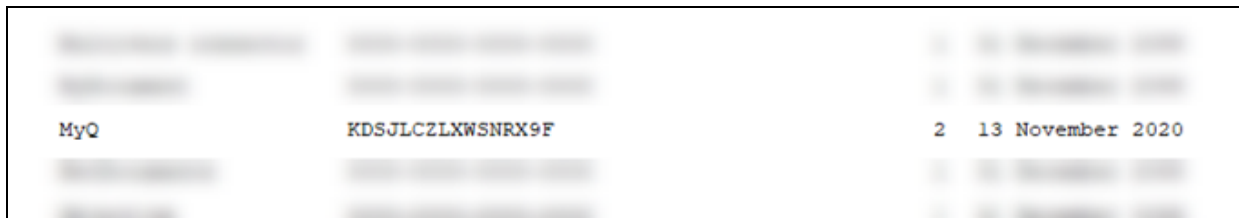


FIGURE 6.131. License information

Network settings

1. Open ScannerVision. **Settings** is shown as default.
2. Click **Network Server Settings** in the **Module View**.

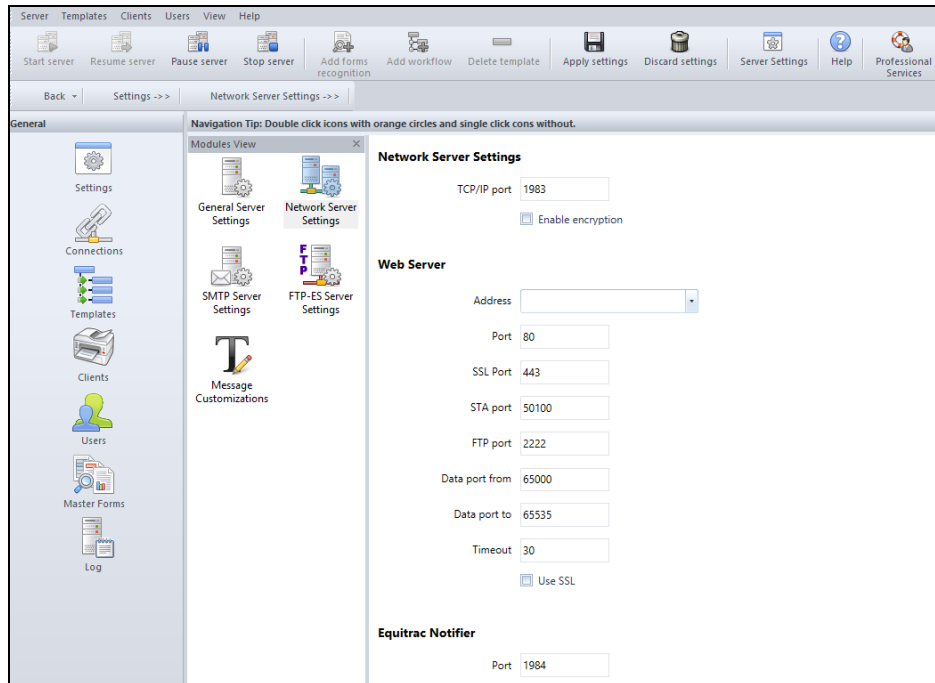


FIGURE 6.132. ScannerVision - Network Server settings

3. Add the IP address or hostname of the ScannerVision Web Server in the **Address** field.
4. Change the preset ports if necessary.
5. Enable/disable non SSL.
6. Configure the FTP-ES server settings:

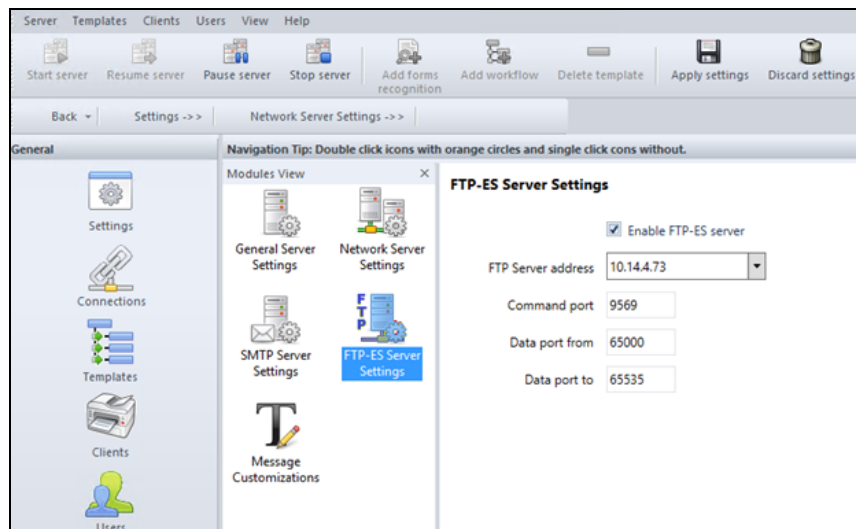


FIGURE 6.133. ScannerVision - FTP-ES Server settings

7. **Save** your settings.

Templates Setup

Templates control what actions ScannerVision performs. They determine where documents come from, what processing is done on them and where they ultimately end up. Multiple templates can be defined and assigned to users and groups.

To add a new template:

1. Open ScannerVision Processing Engine and click **Templates** in the Navigation Pane.
2. Click **Add Workflow** on the top menu.
3. Name the new template and mark it as **Enabled**.
4. Click **Apply Settings** on the top menu.
5. Once saved, double-click on the new template. In the right tab of the window, select **Client Capture**.
6. In the Client Capture tab, mark the **Enabled** checkbox. Now the template's settings are editable.

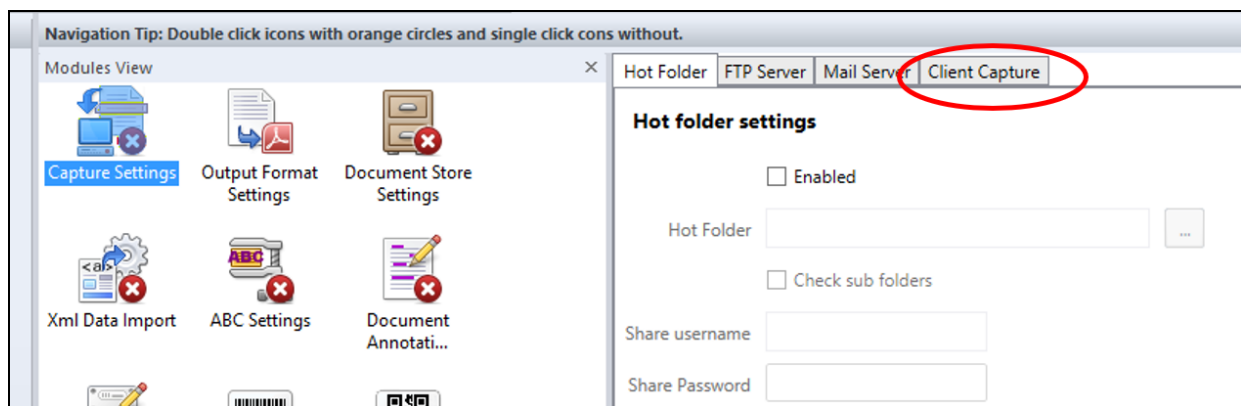


FIGURE 6.134. New Template Setup

Adding Questions on a Template

Questions are used to capture necessary document information.

To add a new Question to a template, in the Client Capture tab:

- Right click on the **Questions** area.
- Select **Add question**.

- In the new **Template Question** window, fill in the **Question**, **Tag name**, and **Default** text fields and any other of the optional fields.
- In **Question Type** select *Typed*.
- Click **Save**.

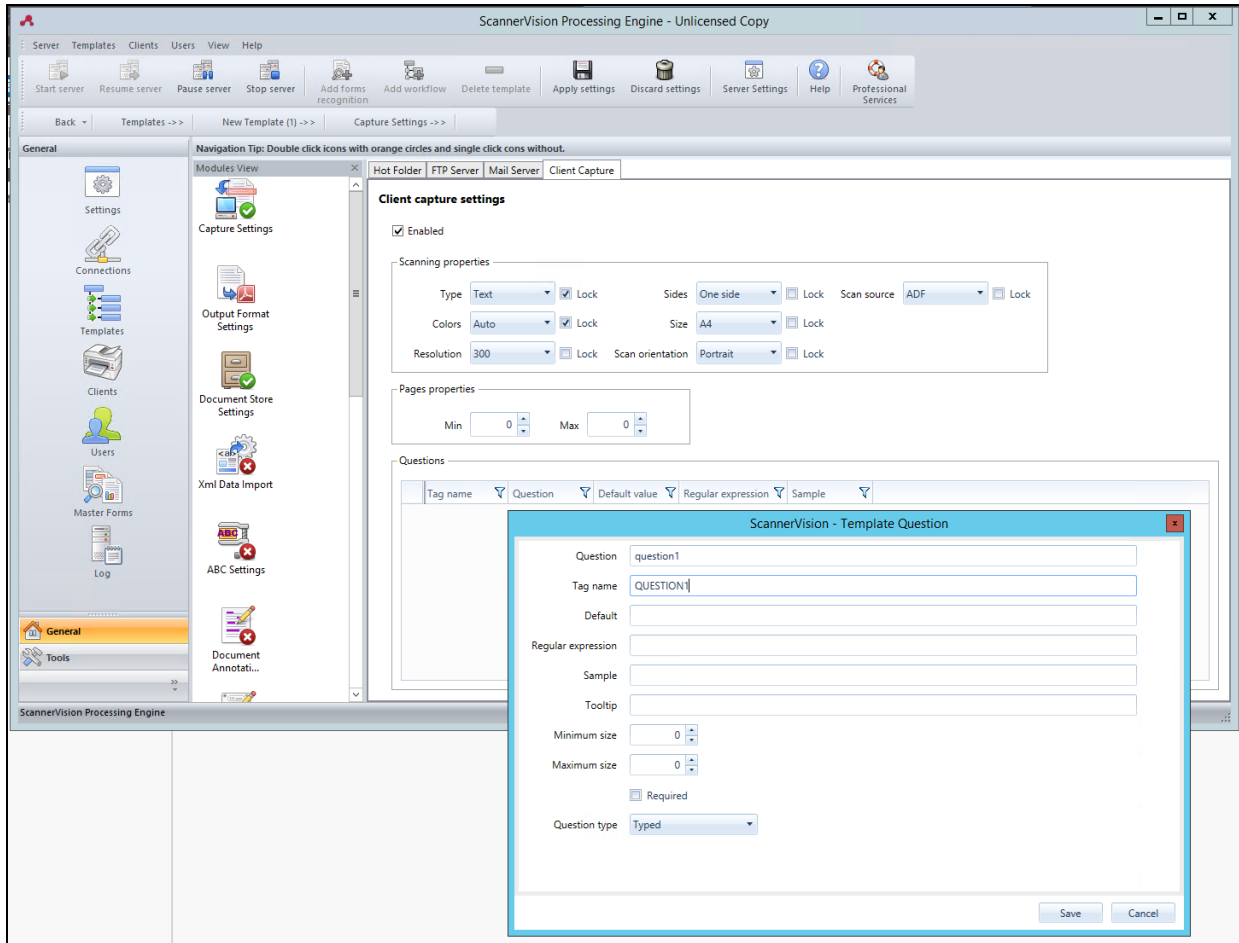


FIGURE 6.135. New Question Setup

Adding a Picklist to a Question

A **Picklist** can be added to a Question within a template, if the **Question Type** selected is *Typed*.

To add a Picklist:

- Click on the **Add Picklist** button on the right.
- Once there, select *Static* as the **PickList Type**.
- In the **Picklist** window, enter a **Name** for the picklist.

8. Terminal Actions - 8.8. External workflow

- Add picklist items by pressing the **plus (+)** button on the right.
- Click **Save**.
- Once saved, select the picklist(s) to be displayed for this question and click **Save**.

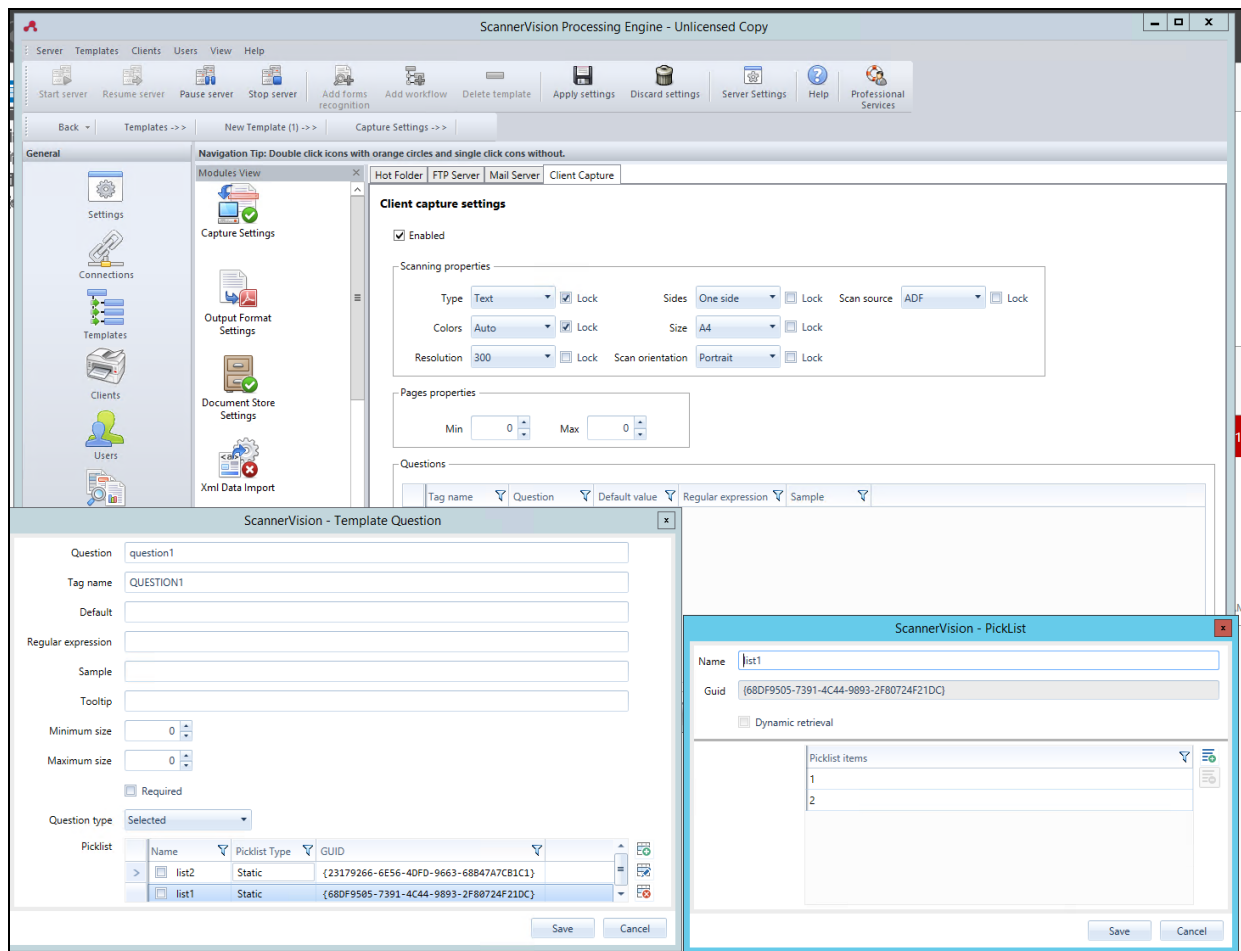


FIGURE 6.136. New Picklist Setup

Configuring Clients

The clients you configure here represent the MyQ terminals connected to ScannerVision.

To add a client, go to ScannerVision Processing Engine and:

1. Click **Client** on the Navigation Pane.
2. Click **Add** under the Clients view.
3. Choose *MyQ* as the **Client type**.

4. Optionally add a **Client name** and **Client description**.
5. Add the printing device's **IP address** (make sure to use the device's IP address and not the MyQ server one).
6. Choose an **Authentication method** from:
 - *None* - everyone can access the same templates
 - *ScannerVision* - Used for Single Sign On; Users have customized template lists
7. Choose the templates to be accessed by everyone in case *None* was the authentication method of choice.
8. Click **Save**.

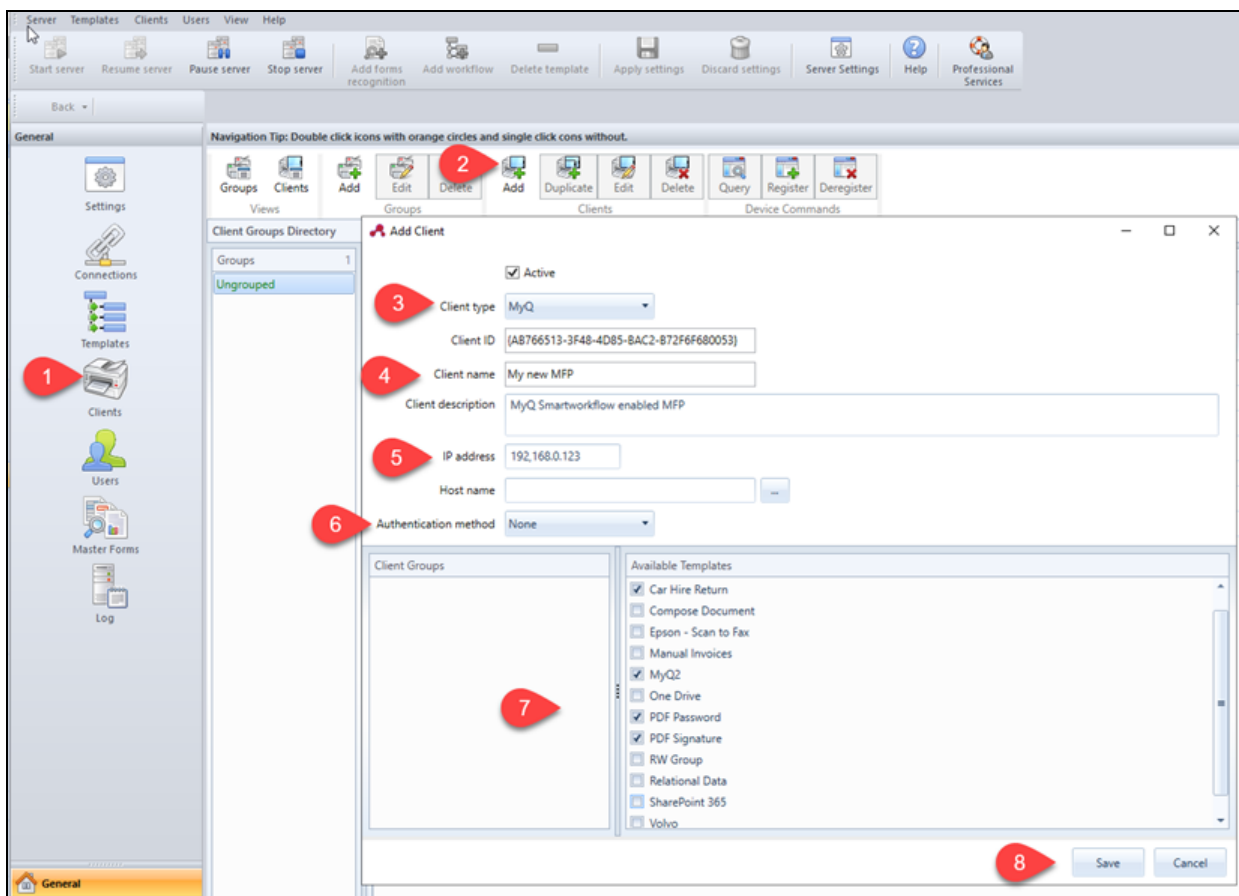


FIGURE 6.137. Client Configuration

Configuring Users

Users can be imported from a Windows Server, LDAP, AD or they can be manually added. For further instructions, please check the [ScannerVision User Manuals](#).

8. Terminal Actions - 8.8. External workflow

Users also need to have templates assigned to them.

Whichever method is chosen, the users in ScannerVision have to match MyQ Users. To check and make necessary modifications, go to ScannerVision Processing Engine, click **Users** on the Navigation Pane and:

1. Make sure that the **User name** matches the MyQ user name (if users were manually added).
2. Make sure that the **Email address** matches the MyQ user's email address (if users were manually added).
3. Select templates for the user from the **Available Templates**.
4. Click **Save**.

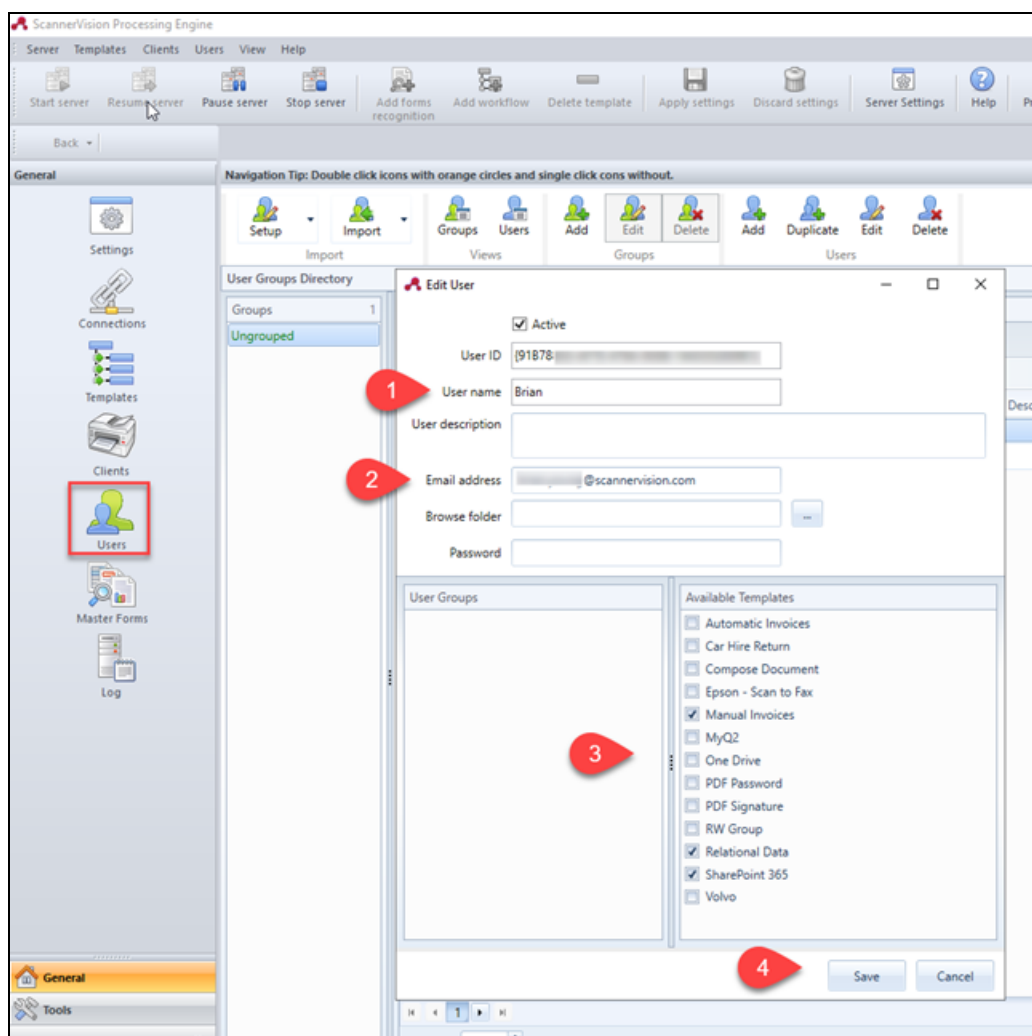


FIGURE 6.138. Users Configuration



NOTICE: If users are imported, their properties such as names and email addresses will match, however **Templates** will still need to be assigned to them.



INFO: In case of problems with configuring these settings, please contact ScannerVision support. Select an option in the Help and Support section on their [Support page](#).

Setting a ScannerVision Terminal Action in MyQ

Finally, you should create an External workflow in Terminal Actions.

1. Go to **MyQ, Settings, Terminal Actions**.
2. Add the **External Workflow** action node by right-clicking on **Home screen**. The node is added to the list and the terminal preview. Double-click on it to modify its settings. The node's properties pane opens on the right side.
3. Fill out the External workflow as follows:
 - a. Enter a **Title**. After saving, this will be shown as the name of the External workflow action in the **Home screen** pane and on the terminal preview.
 - b. Enter the **URL** of the ScannerVision server; *ScannerVisionServer:port*. *http* or *https* depends on the ScannerVision server settings. The port number is not required if the default settings (80 for non SSL and 443 for SSL) are used on the ScannerVision server. If the port was changed, the port number is required. For example: *https://10.14.5.125* for SSL only with the default port used and *http://10.14.5.125:81* for non SSL and the port was changed from 80 to 81.
 - c. Change the **Printers** and/or **Rights** if you want to create a specific ScannerVision workflow.
 - d. Click **Save**.

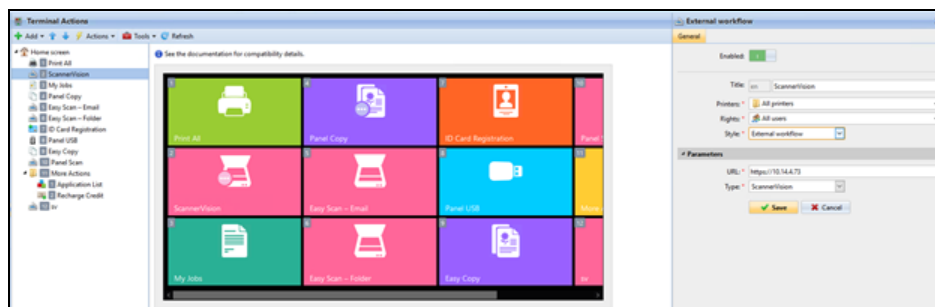


FIGURE 6.139. ScannerVision - External workflow

9. Credit, Quotas and Projects

9.1. Credit

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

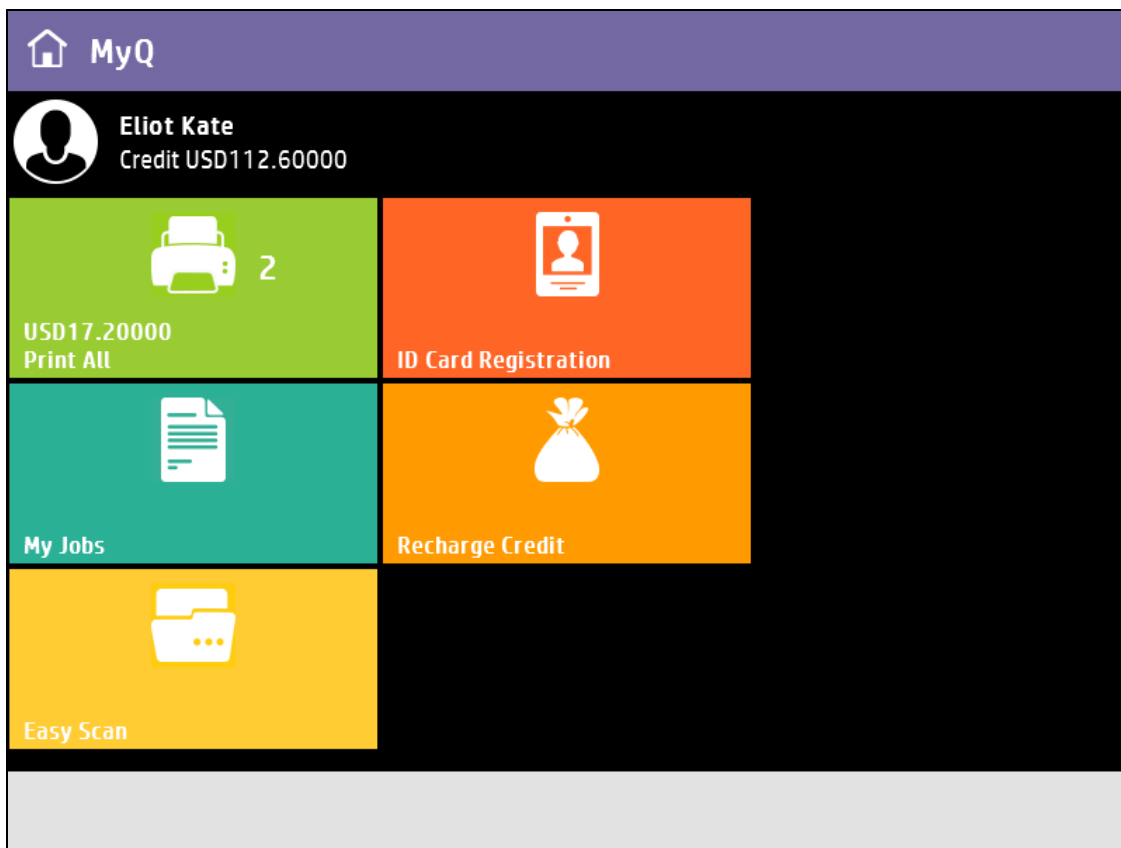


FIGURE 7.1. The current amount of credit is displayed under the logged user's name



INFO: For more information about credit accounting, see *"Credit"* in the *MyQ Basic Installation Guide*.

NOTICE: For the proper functioning of credit accounting, it is necessary to use the MyQ **Job parser** to get the print job price before the actual printing. Go to **MyQ - Settings - Jobs** and make sure it is **Enabled**. You can find further details in the *MyQ Basic Installation Guide*.

9.1.1. Using terminal actions without sufficient 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.

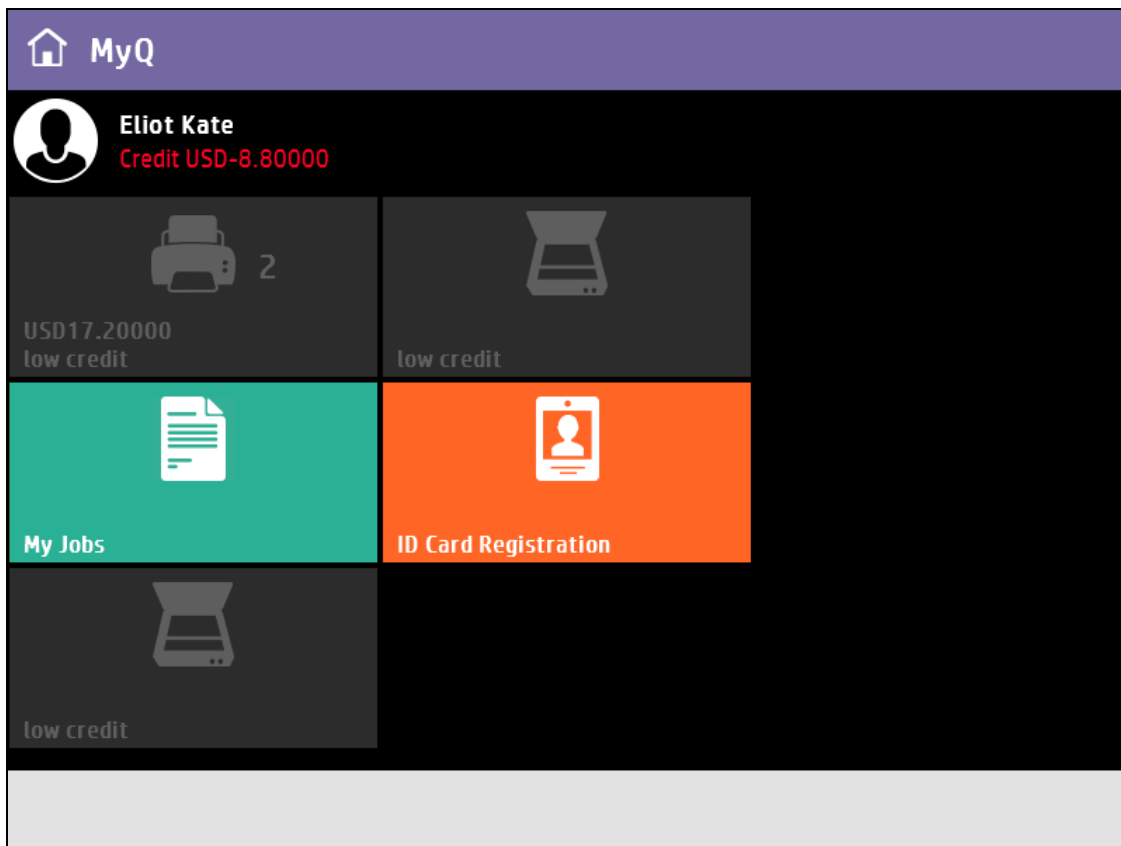


FIGURE 7.2. Print and scan actions on the user's home screen are unavailable due to insufficient credit.

Action taken when a user runs out of credit during copying, scanning or faxing

The copy action stops, although few more pages can be printed or copied, depending on the printing device's speed. The user can stay on the panel, but cannot use the panel copy action anymore.

The first scan or fax job is always finished. The user can stay on the panel, but cannot use the panel action anymore.

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.

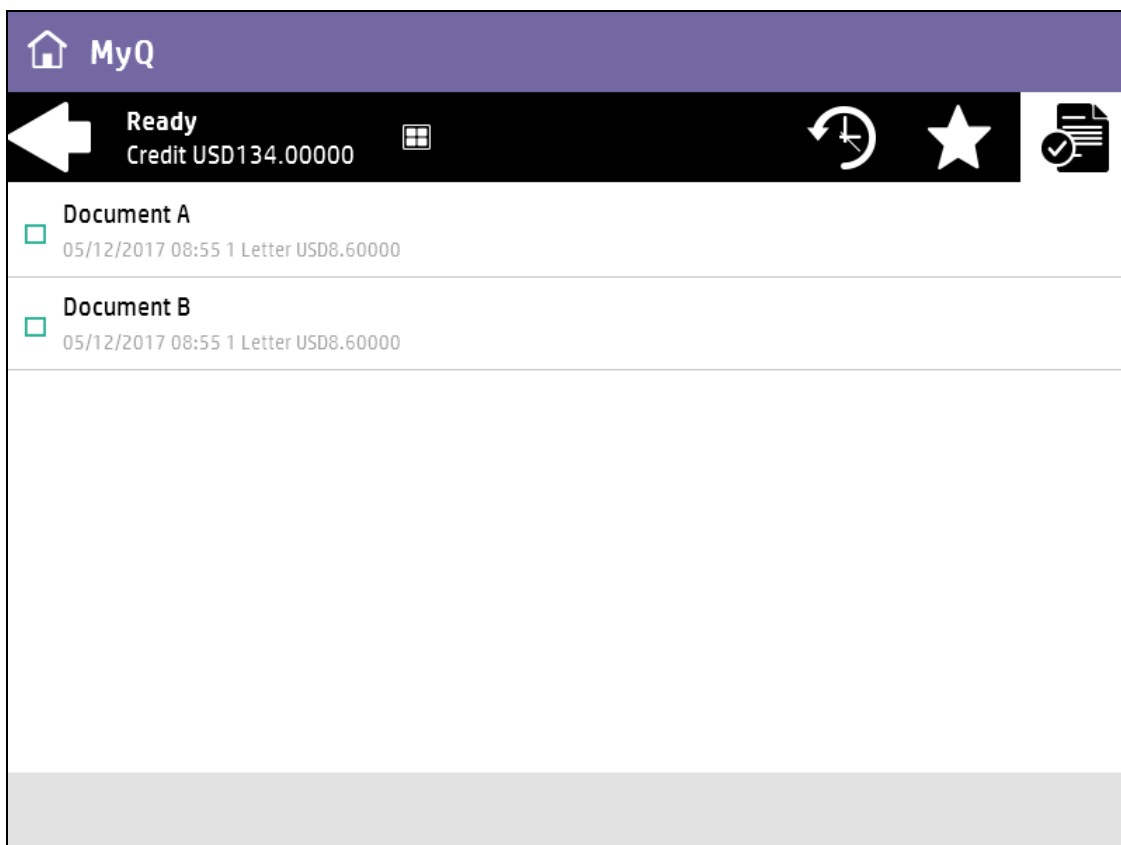


FIGURE 7.3. Additional print jobs information provided by job parser include their price

NOTICE: If a job does not include additional information from the job parser, users can start it as long as their credit is not equal to or below 0.

9.1.2. 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.

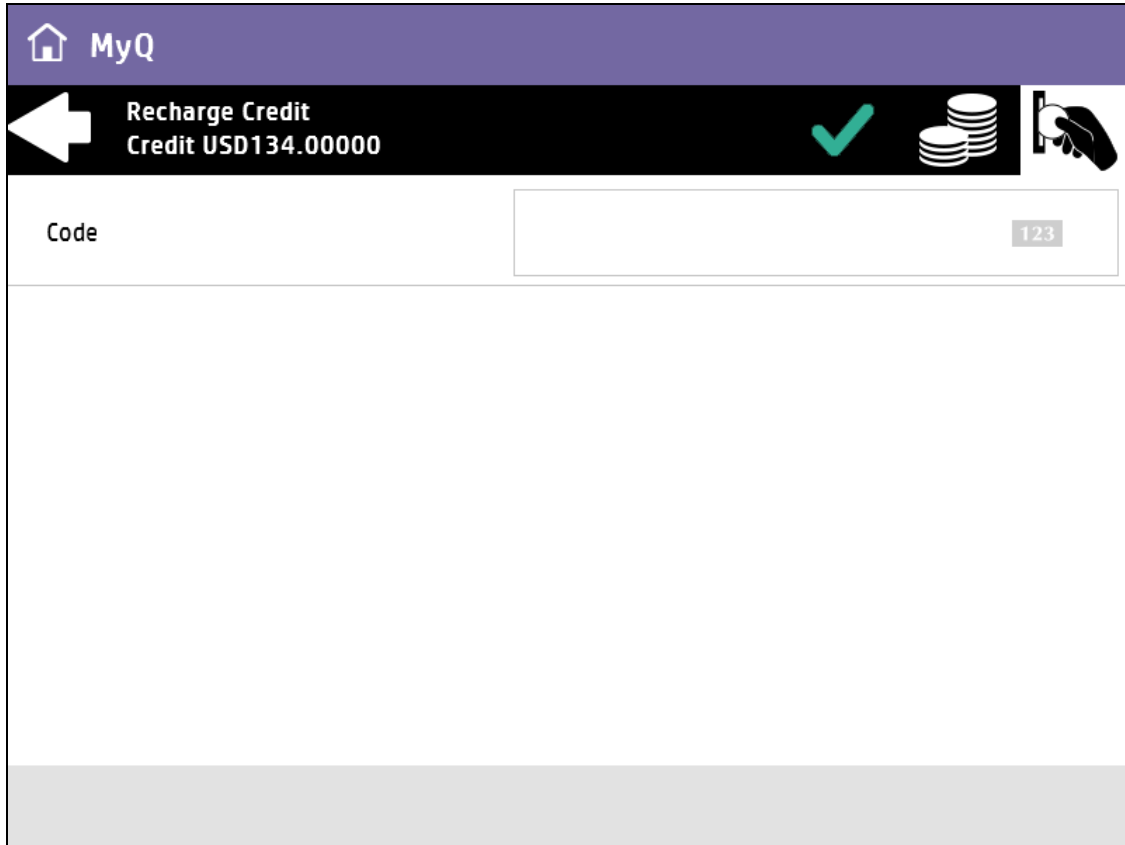


FIGURE 7.4. Recharge Credit screen



FIGURE 7.5. Credit voucher with the recharge code displayed near the bottom-right corner

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



A4	1-sided		2-sided	
	Black & White	Color	Black & White	Color
Print	8.8	9	6.6000000000000005	6.8
Copy	8.9	9	6.7	6.8
Scan	3.8			

FIGURE 7.6. Overview of the prices on the terminal screen

9.2. Quotas

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

The users can click on the quotas displayed on the terminal, and a pop-up window opens with detailed information about all the quotas assigned to them.

9. Credit, Quotas and Projects - 9.2. Quotas

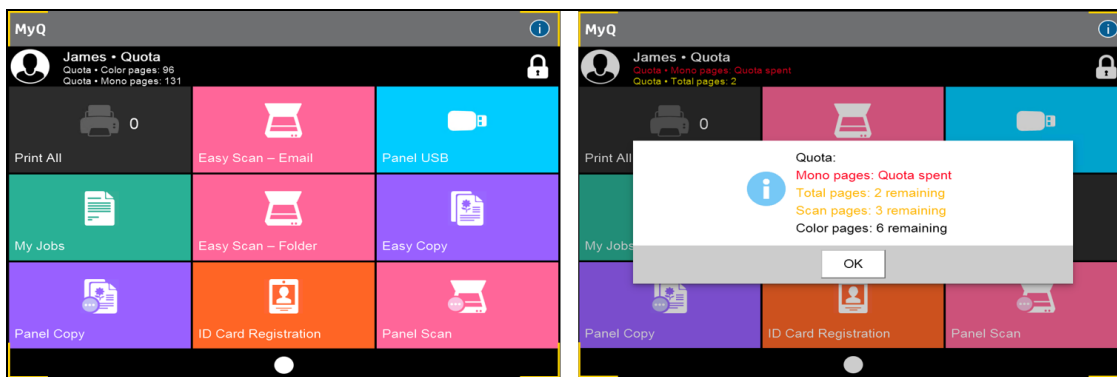



FIGURE 7.7. Currently active quotas are displayed under the logged user name; print options are unavailable; if there are more than two active quotas, only the two quotas with the highest percentage (the fullest) are displayed

 **INFO:** For further information about quotas, see "Quota" in the *MyQ Basic Installation Guide*.

9.2.1. Using terminal actions when a quota is reached

The embedded terminal's behavior depends on the quota settings in MyQ.

NOTICE: If you use the **Color** printing and copying quota that is set to be applied within a user session (one of the **When the current job is finished** and **Immediately** options), users cannot copy after they reach the quota. To enable B&W copying after the color quota is reached, select the **When the current user session is finished** application option for the quota.

NOTICE: Quotas that disable scanning cannot be applied immediately.

Action taken when a user reaches a quota with immediate application

The copy action stops, although a few more pages can be printed or copied, depending on the printing device's speed. The user can stay on the panel, but cannot use the Panel Copy action anymore.

The first scan or fax job is always finished. The user can stay on the panel, but cannot use the panel actions anymore.

Print jobs with additional information from job parser

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

Jobs exceeding the quota cannot be printed. Users cannot use the **Print all** action as long as the overall size of all of the print jobs is larger than what is allowed by the quota.

9.3. Project Accounting

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 Smart Job Manager pop-up window, on the MyQ Web Administrator Interface or in the MyQ mobile application.

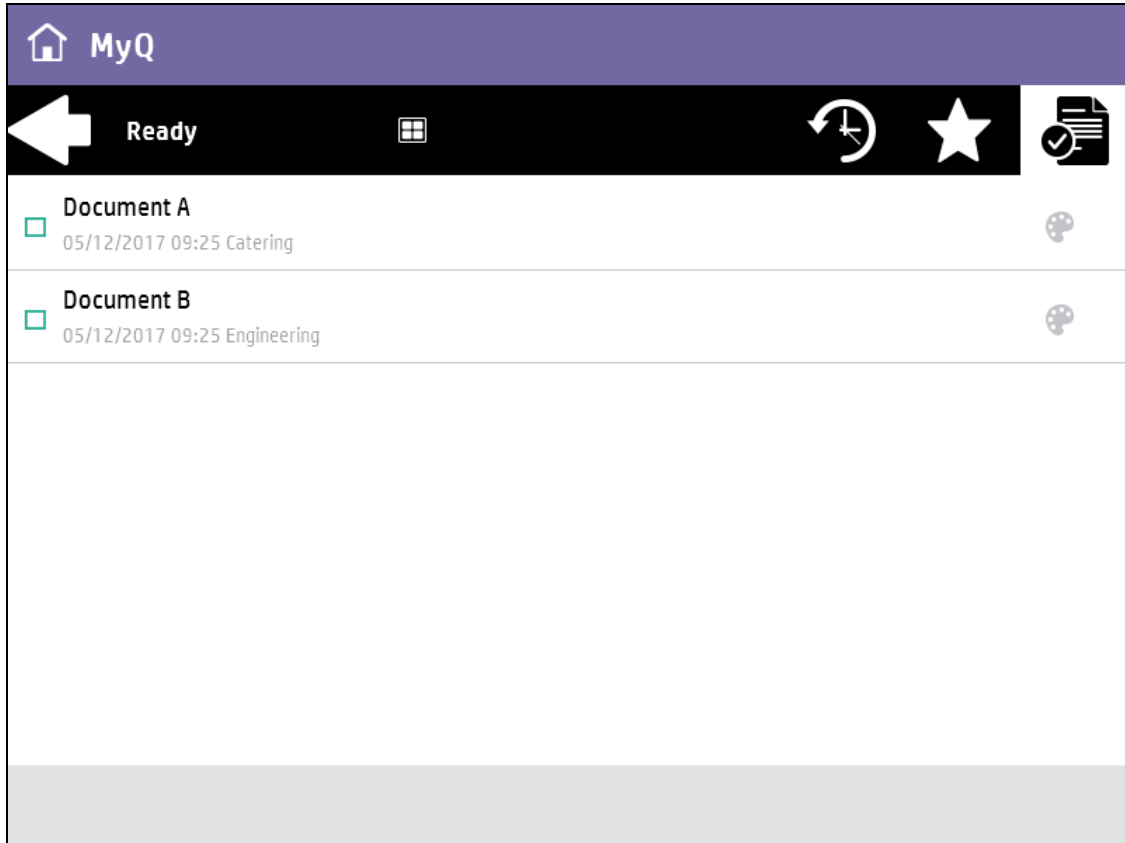


FIGURE 7.8. The assigned projects names are displayed under the print jobs names

INFO: For further information about project accounting, see "*Project Accounting*" in the MyQ Basic Installation Guide.

9.3.1. Assigning projects to print jobs

My Jobs

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

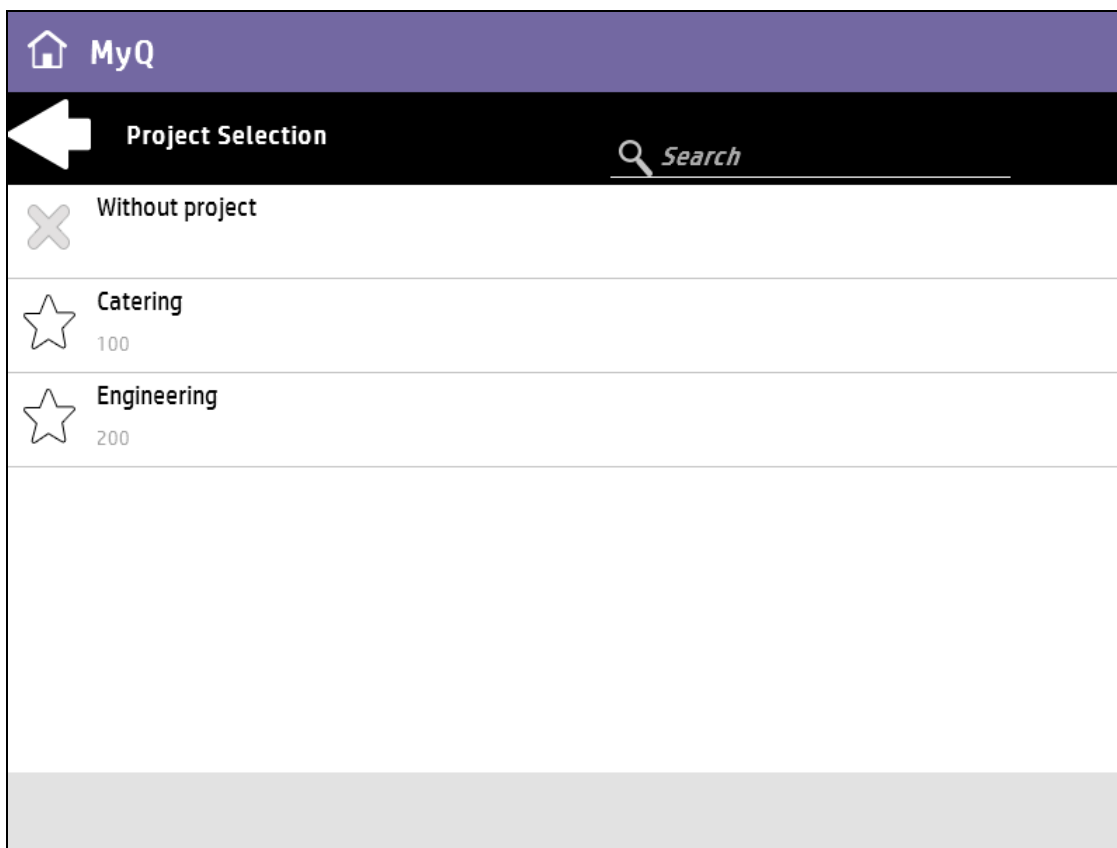


FIGURE 7.9. Users can assign projects on the **Project Selection** screen

Jobs with assigned projects are immediately printed.

INFO: Jobs that have already been printed can be printed again from the **Printed jobs** tab (🔍). The users are asked if they want to assign a new project to them.



FIGURE 7.10. Option to assign a new project to selected jobs before printing them again

Print All

If all the jobs waiting in queue have projects already assigned by MyQ Smart Job Manager, 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.

9.3.2. Assigning projects on the Panel Copy screen

After tapping the **Copy** button on the **Panel Copy** screen, the user is immediately redirected to the **Project selection** screen, where they need to select a project (or the **Without project** option). The project is then assigned to all jobs copied on the panel (see FIGURE 7.9 on the previous page).

9.3.3. Assigning projects on the Panel Scan screen

After tapping the **Scan** button on the **Panel Scan** screen, the user is immediately redirected to the **Project selection** screen, where they need to select a project (or the **Without project** option). The project is then assigned to all jobs scanned on the panel (see FIGURE 7.9 on the previous page).

9.3.4. Assigning projects on the Panel Fax screen

After tapping the **Fax** button on the **Panel Fax** screen, the user is immediately redirected to the **Project selection** screen where they need to select the project (or

the **Without project** option).

10. HP Package Manager

In the **HP Package Manager** website you can find the **Card Reader** page where you can configure card readers and the **General Settings** page where you can turn the exploded mode on or off.

Web Browser requirements

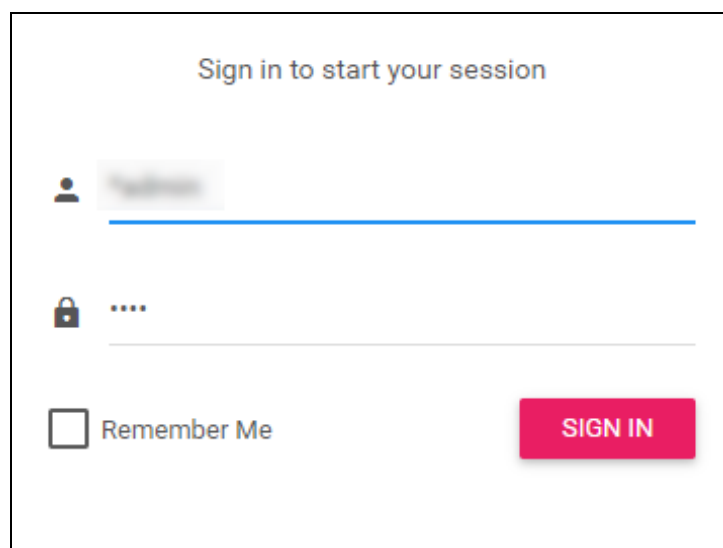
- Google Chrome 63 or higher (Recommended)
- Mozilla Firefox 57 or higher (Recommended)
- Internet Explorer 11 or higher
- Microsoft Edge 14 or higher
- Safari 10 or higher

Older versions of web browsers will not work as required.

Signing in to the HP Package Manager

To sign in to the **HP Package Manager**, type the following address into your web browser: "`https://<hostname>:<numberOfServerPort>/package/hp/admin`", where `<hostname>` is the hostname/IP address of your MyQ server, and `<numberOfServerPort>` is the MyQ Server port (8090 by default).

You will be prompted to sign in by typing the password to your admin account. After that, click **Sign in** and the **HP Package Manager** opens.



The screenshot shows a sign-in form with the following elements:

- Header: "Sign in to start your session"
- Username field: A text input field with a user icon on the left and a blue underline.
- Password field: A text input field with a lock icon on the left and a grey underline.
- Remember Me: A checkbox with the text "Remember Me" next to it.
- Sign In Button: A red button with the text "SIGN IN" in white.

FIGURE 8.1. Signing in to the **HP Package Manager** website

General Settings page

On the **General Settings** page you can enable or disable the exploded mode UI for the embedded terminal.

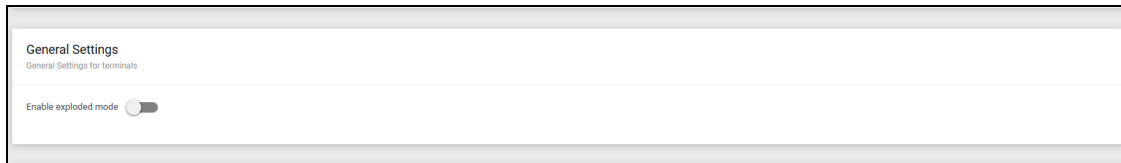


FIGURE 8.2. Enable/Disable exploded mode

If the exploded mode is enabled, the HP native screen is displayed on the embedded terminal.

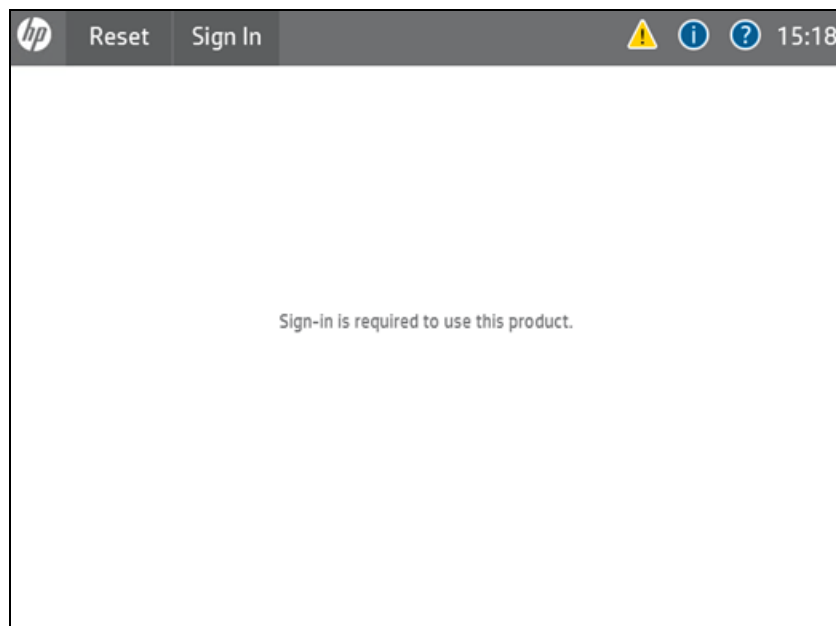


FIGURE 8.3. Embedded terminal with exploded mode

Users can sign in using their MyQ account credentials. Then the MyQ screen is displayed, where they can log in using their MyQ account again.

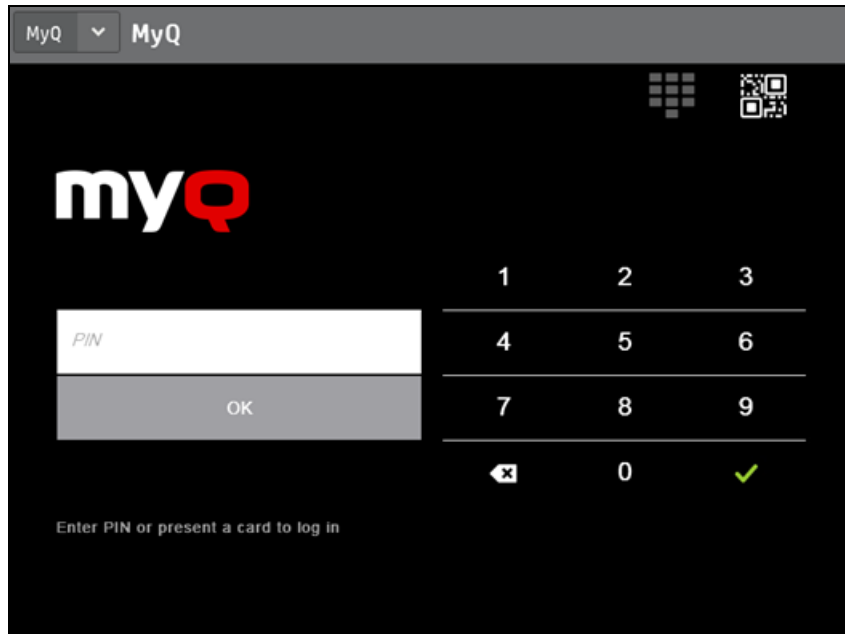


FIGURE 8.4. MyQ login screen with exploded mode

Once logged in, they can see and use the available terminal actions.

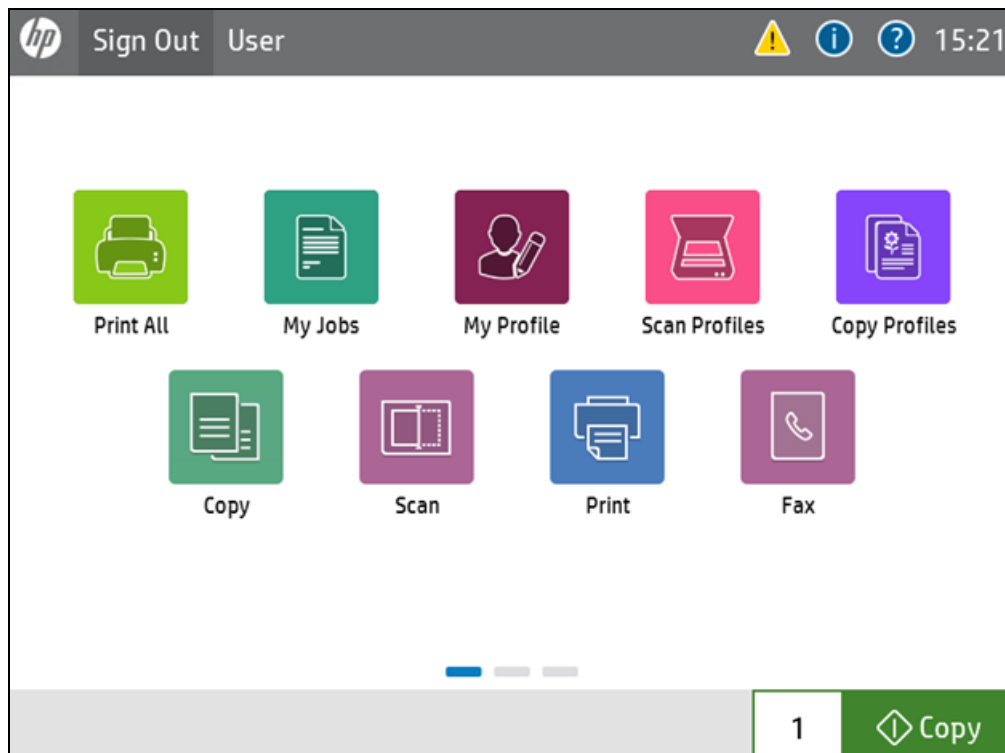


FIGURE 8.5. Terminal actions with exploded mode

10. HP Package Manager -

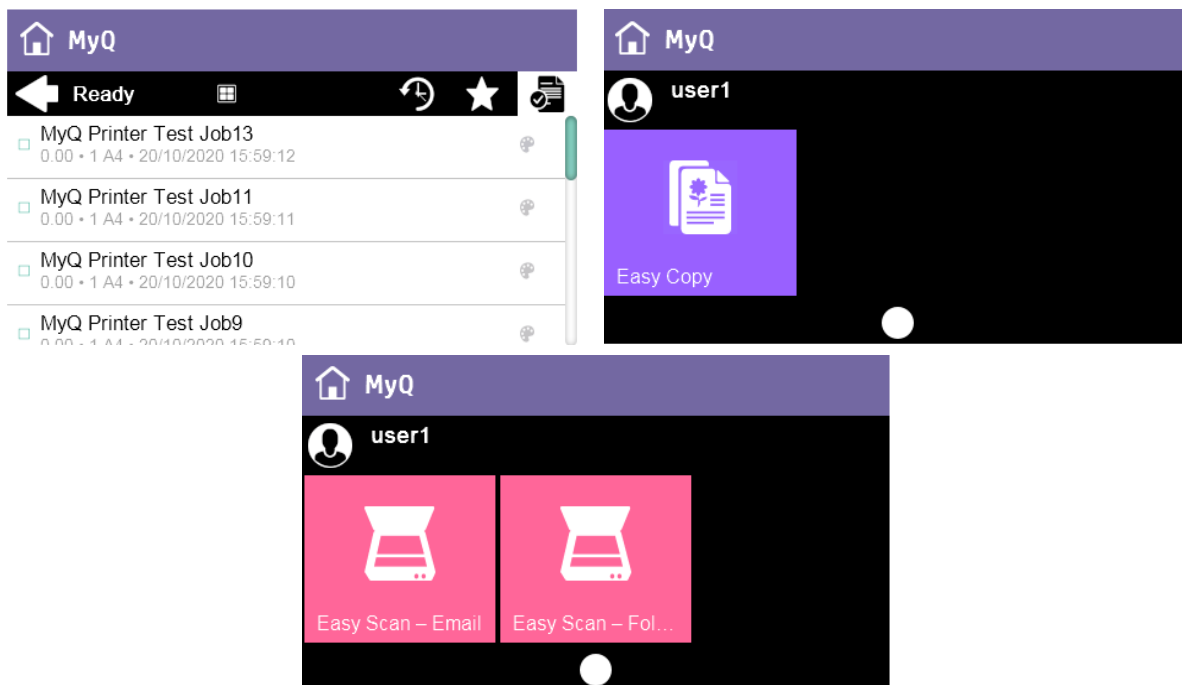


FIGURE 8.6. My Jobs, Easy Copy and Easy Scan profiles on a 4.3" display in Exploded Mode



INFO: See the devices where a 4.3" display is supported in *"Supported printing devices with a 4.3" display"* on page 18.

Card Readers page


On the **Card Readers** page, you can find two sections with card reader settings: the **Card Reader Settings**, and the **HP Card Reader Settings**.

Card Readers Settings

Here you can connect new types of card readers by adding the card reader's IDs and serial number. To connect a new type of card reader to your printing device, enter the VID, the PID, and optionally the serial number. Click **Submit** to add the setting. Added settings can be deleted by clicking the trash icon in the **Actions** column.




NOTICE: After adding new types of card readers, you have to run the **Remote setup** of the HP Embedded terminals to apply the changes.

NOTICE: MyQ does not guarantee that the newly added card reader types will  be compatible with the HP printing devices or that they will properly read your currently used ID cards.

HP Card Reader Settings

These settings are activated by the ON/OFF switch in the upper-right corner. You can configure up to four technologies (Card Settings 1 – 4) for the HP Universal card reader. Each technology can be set on its individual **Card Setting** tab. After setting the card reader, click **Submit**. Changes are applied immediately, no Remote setup of the HP Embedded terminals is required.

 **INFO:** This setting is applied to all HP printing devices equipped with the HP Universal card reader.

Signing out of the HP Package Manager

To sign out of the **HP Package Manager**, click the exit icon in the upper-right corner of the screen.

11. Change Device Settings on the Terminal

The administrator can modify the printing device's settings, such as display brightness, language, sounds, etc., directly on the terminal.

To do that, they first need to setup a new **Printer Policy** on the MyQ Web Administrator Interface.

- Go to **MyQ, Settings, Policies**, click **Add** and **Add Printer Policy**.
- A new **Printer Policy** panel opens on the right side. Make sure that the policy is **Enabled**.
- Select the administrator's account from the drop-down in **Users and Groups**. Add an optional **Description** and then, from the drop-down menu, select the **Printers** you want the policy to apply to.
- Select the desired **Allowed Actions** by marking the checkbox next to them and choosing **Yes or No** from the drop-down menu. The available actions are **Print, Copy, Full color copy, Scan and Fax**.
- Finally, make sure to set the **Device access level** to the administrator by marking the checkbox and selecting **Administrator** from the drop-down menu.
- Click **Save**. Your new printer policy is now visible on the policies list.

FIGURE 8.7. **Printer Policy** panel on the Web admin UI

Once this is done, the administrator can now login to the embedded terminal and modify the device settings.

- Once logged in, click on the information icon (i) on the top right side of the terminal.
- Depending on the device, you can now choose the session's language and see related information. To modify the settings, click on the **gear** icon on the top right side.

11. Change Device Settings on the Terminal -

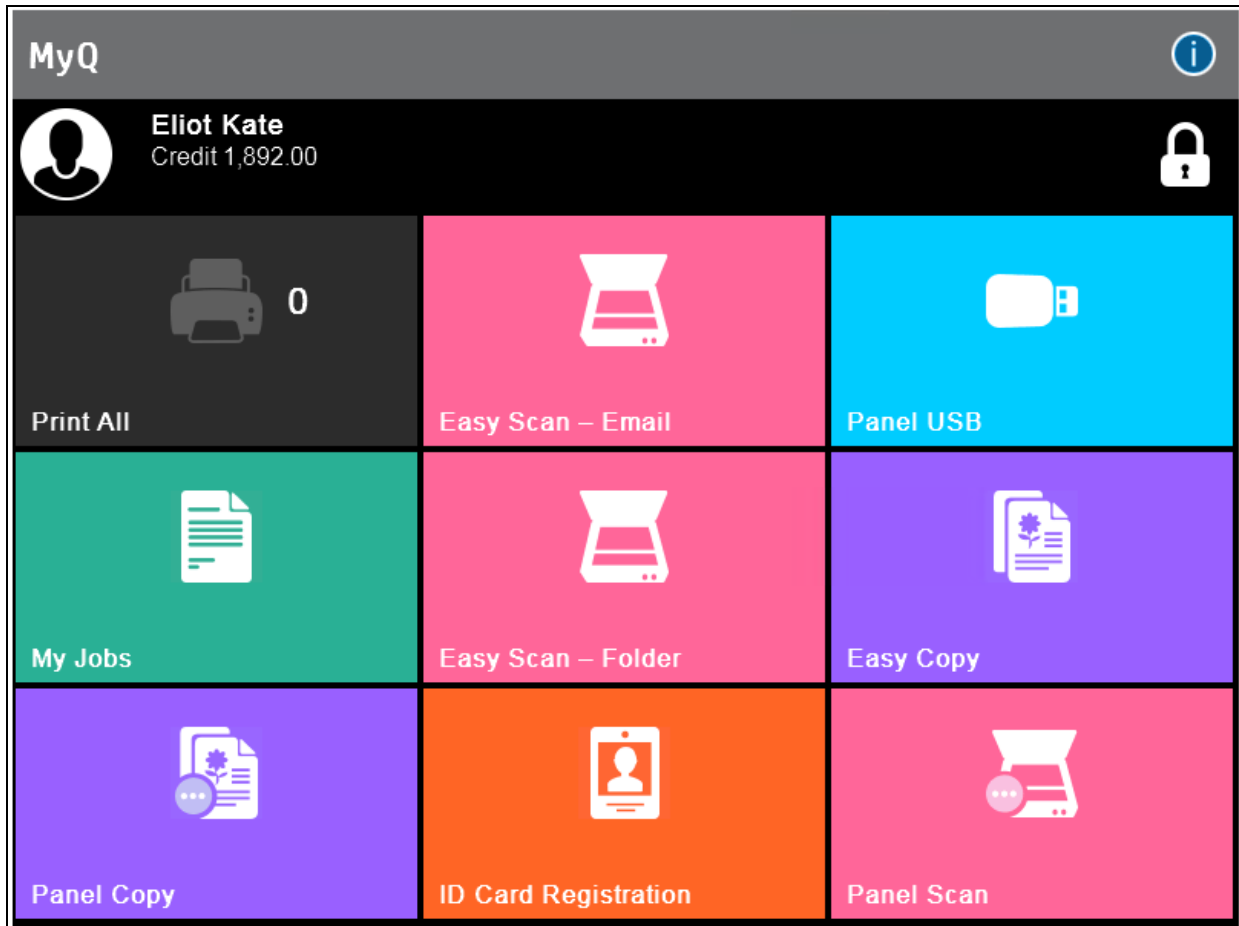


FIGURE 8.8. Information (i) icon on the terminal

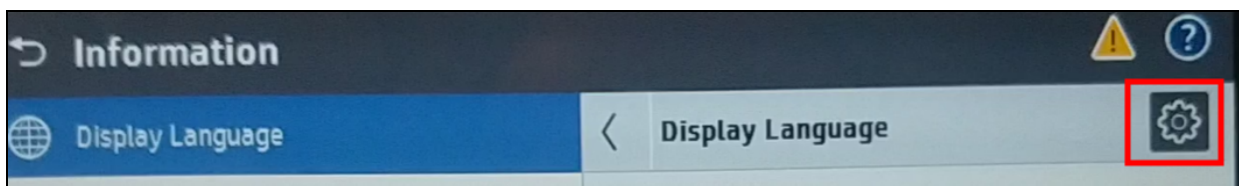


FIGURE 8.9. Device settings on the terminal

12. Update and Uninstallation

12.1. 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). The older version of the MyQ Embedded terminal is automatically updated and all its settings are kept.

To update the Embedded terminal follow these steps:

1. Open the **Printers** settings tab (**MyQ, Settings, Printers**)
2. On the tab under **Terminal packages**, **Delete** the old Embedded terminal package and **Add** the new one.
3. Open the **Printers** main tab (**MyQ, Printers**).
4. Re-activate all the devices.

12.2. 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.

12.2.1. Remote uninstallation on the MyQ Web Interface

To remotely uninstall an embedded terminal from the MyQ Web Administrator Interface, follow the steps below.



NOTICE: Before the uninstallation, make sure that the HP installation package is uploaded on the server and the HP service is running.

12. Update and Uninstallation - 12.2. Uninstalling the terminal

Go to **MyQ - 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 **General tab**, under Terminal, change the **Terminal type** to *No Terminal*. Click **Save**.

NOTICE: As long as the HP terminal package is uploaded on the MyQ server, the HP service remains in Windows and is visible in the MyQ Easy Config application. If you do not run any HP Embedded terminals on the server and want to remove the service, **Delete** the HP installation package from the **Printers** settings tab in the MyQ Web Administrator UI. To open the tab, go to **MyQ - Settings - Printers**.

13. Business Contacts

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Technical support	<p>support@myq-solution.com</p>
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