HP Embedded

myq X

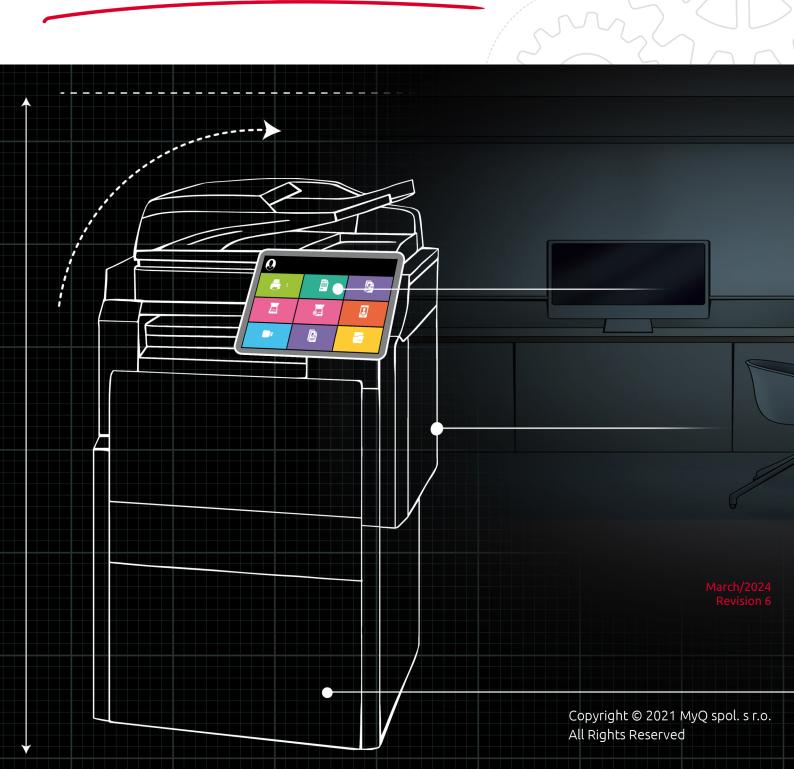


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MyQ HP Embedded Terminal 8.2

- (i) MyQ HP Embedded Terminal 10.1 is available for MyQ 10.1+.
 - HP Embedded Terminal 10.1 Documentation
 - HP Embedded Terminal 10.1 Release notes

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 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.

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

1 Basic Information

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.

1.1 **Requirements**

The proper function of the MyQ HP embedded terminal depends on the below:

- .NET 4.7.2 or higher needs to be installed on the MyQ print server.
- The latest firmware needs to be installed on the printing device.
- 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.
- The correct time and date must be set on the printing device to avoid issues with the Scan to Me functionality.
- HP devices with the firmware version FutureSmart 3 are not compatible with MyQ Embedded terminal 7.5; you can 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.
- MyQ HP Embedded terminal 8.2 is supported on MyQ Print server 8.2 and newer.

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

2 HP Service

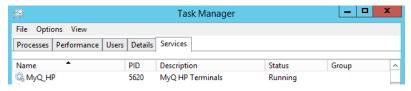
The HP service is an integral part of the embedded terminal's installation. It is added to Windows services within the upload of the HP Embedded installation package to the MyQ server and remains there as long as the installation package stays uploaded on the server.

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 communications, users cannot log in and the terminal cannot be remotely set up (reinstalled, uninstalled).

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



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



3 Supported Printing	Devices	
Model Name	Color/B&W	Device Type
Color LaserJet E78523	Color	Copier
Color LaserJet E78528	Color	Copier
Color LaserJet E78625	Color	Copier
Color LaserJet E78630	Color	Copier
Color LaserJet E78635	Color	Copier
Color LaserJet E87740	Color	Copier
Color LaserJet E87750	Color	Copier
Color LaserJet E87760	Color	Copier
Color LaserJet E87770	Color	Copier
Color LaserJet Enterprise MFP M480	Color	Copier
Color LaserJet Enterprise MFP M480f	Color	Copier
Color LaserJet Enterprise MFP M577	Color	Copier
Color LaserJet Enterprise MFP M577 MFP	Color	Copier
Color LaserJet Enterprise MFP M680	Color	Copier
Color LaserJet Enterprise MFP M681	Color	Copier

Model Name	Color/B&W	Device Type
Color LaserJet Enterprise MFP M682	Color	Copier
Color LaserJet Enterprise MFP M776	Color	Copier
Color LaserJet Flow E57540	Color	Copier
Color LaserJet Flow E67550	Color	Copier
Color LaserJet Flow E67560	Color	Copier
Color LaserJet Flow E67650	Color	Copier
Color LaserJet Flow E67660	Color	Copier
Color LaserJet Flow E77822	Color	Copier
Color LaserJet Flow E77825	Color	Copier
Color LaserJet Flow E77830	Color	Copier
Color LaserJet Flow E78323	Color	Copier
Color LaserJet Flow E78325	Color	Copier
Color LaserJet Flow E78330	Color	Copier
Color LaserJet Flow E78523	Color	Copier
Color LaserJet Flow E78528	Color	Copier
Color LaserJet Flow E78625	Color	Copier
Color LaserJet Flow E78630	Color	Copier
Color LaserJet Flow E78635	Color	Copier

Model Name	Color/B&W	Device Type
Color LaserJet Flow E87640	Color	Copier
Color LaserJet Flow E87650	Color	Copier
Color LaserJet Flow E87660	Color	Copier
Color LaserJet Flow E87740	Color	Copier
Color LaserJet Flow E87750	Color	Copier
Color LaserJet Flow E87760	Color	Copier
Color LaserJet Flow E87770	Color	Copier
Color LaserJet flow M880	Color	Copier
Color LaserJet flow MFP M880	Color	Copier
Color LaserJet FlowMFP M577	Color	Copier
Color LaserJet FlowMFP M578	Color	Copier
Color LaserJet FlowMFP M681	Color	Copier
Color LaserJet FlowMFP M682	Color	Copier
Color LaserJet FlowMFP M776	Color	Copier
Color LaserJet Managed MFP E47528	Color	Copier
Color LaserJet Managed MFP E47528f	Color	Copier
Color LaserJet Managed MFP E57540	Color	Copier

Model Name	Color/B&W	Device Type
Color LaserJet Managed MFP E67550	Color	Copier
Color LaserJet Managed MFP E67550dh	Color	Copier
Color LaserJet Managed MFP E67560	Color	Copier
Color LaserJet Managed MFP E67650	Color	Copier
Color LaserJet Managed MFP E67660	Color	Copier
Color LaserJet Managed MFP E77422	Color	Copier
Color LaserJet Managed MFP E77428	Color	Copier
Color LaserJet Managed MFP E778	Color	Copier
Color LaserJet Managed MFP E78223	Color	Copier
Color LaserJet Managed MFP E78228	Color	Copier
Color LaserJet Managed MFP E78323	Color	Copier
Color LaserJet Managed MFP E78325	Color	Copier
Color LaserJet Managed MFP E78330	Color	Copier

Model Name	Color/B&W	Device Type
Color LaserJet Managed MFP E876	Color	Copier
Color LaserJet MFP E47528	Color	Copier
Color LaserJet MFP E47528f	Color	Copier
Color LaserJet MFP E57540	Color	Copier
Color LaserJet MFP E67550	Color	Copier
Color LaserJet MFP E67560	Color	Copier
Color LaserJet MFP E67650	Color	Copier
Color LaserJet MFP E67660	Color	Copier
Color LaserJet MFP E77422	Color	Copier
Color LaserJet MFP E77428	Color	Copier
Color LaserJet MFP E77822	Color	Copier
Color LaserJet MFP E77825	Color	Copier
Color LaserJet MFP E77830	Color	Copier
Color LaserJet MFP E78223	Color	Copier
Color LaserJet MFP E78228	Color	Copier
Color LaserJet MFP E78323	Color	Copier
Color LaserJet MFP E78325	Color	Copier
Color LaserJet MFP E78330	Color	Copier

Model Name	Color/B&W	Device Type
Color LaserJet MFP E78523	Color	Copier
Color LaserJet MFP E78528	Color	Copier
Color LaserJet MFP E78625	Color	Copier
Color LaserJet MFP E78630	Color	Copier
Color LaserJet MFP E78635	Color	Copier
Color LaserJet MFP E87640	Color	Copier
Color LaserJet MFP E87650	Color	Copier
Color LaserJet MFP E87660	Color	Copier
Color LaserJet MFP E87740	Color	Copier
Color LaserJet MFP E87750	Color	Copier
Color LaserJet MFP E87760	Color	Copier
Color LaserJet MFP E87770	Color	Copier
Color LaserJet MFP M480	Color	Copier
Color LaserJet MFP M480f	Color	Copier
Color LaserJet MFP M577	Color	Copier
Color LaserJet MFP M578	Color	Copier
Color LaserJet MFP M680	Color	Copier
Color LaserJet MFP M681	Color	Copier
Color LaserJet MFP M682	Color	Copier

Model Name	Color/B&W	Device Type
Color LaserJet MFP M776	Color	Copier
LaserJet 500 MFP M525	B&W	Copier
LaserJet 700 Color MFP M775	Color	Copier
LaserJet Color MFP M775	Color	Copier
LaserJet E73025	B&W	Copier
LaserJet E73030	B&W	Copier
LaserJet E73130	B&W	Copier
LaserJet E73135	B&W	Copier
LaserJet E73140	B&W	Copier
LaserJet E82650	B&W	Copier
LaserJet E82660	B&W	Copier
LaserJet E82670	B&W	Copier
LaserJet Emterprise Flow MFP M633	B&W	Copier
LaserJet Enterprise 500 Color MFP M575	Color	Copier
LaserJet Enterprise 700 Color MFP M775	Color	Copier
LaserJet Enterprise flow M880	B&W	Copier
LaserJet Enterprise Flow MFP M631	B&W	Copier

Model Name	Color/B&W	Device Type
LaserJet Enterprise Flow MFP M632	B&W	Copier
LaserJet Enterprise Flow MFP M634	B&W	Copier
LaserJet Enterprise Flow MFP M635	B&W	Copier
LaserJet Enterprise Flow MFP M636	B&W	Copier
LaserJet Enterprise M605	B&W	Printer
LaserJet Enterprise M606	B&W	Printer
LaserJet Enterprise MFP M430	B&W	Copier
LaserJet Enterprise MFP M430f	B&W	Copier
LaserJet Enterprise MFP M431	B&W	Copier
LaserJet Enterprise MFP M431f	B&W	Copier
LaserJet Enterprise MFP M630	B&W	Copier
LaserJet Enterprise MFP M631	B&W	Copier
LaserJet Enterprise MFP M632	B&W	Copier
LaserJet Enterprise MFP M633	B&W	Copier
LaserJet Enterprise MFP M634	B&W	Copier
LaserJet Enterprise MFP M635	B&W	Copier
LaserJet Enterprise MFP M636	B&W	Copier

Model Name	Color/B&W	Device Type
LaserJet Enterprise MFP M725	B&W	Copier
LaserJet Flow MFP E52545	B&W	Copier
LaserJet Flow MFP E52645	B&W	Copier
LaserJet Flow MFP E62555	B&W	Copier
LaserJet Flow MFP E62565	B&W	Copier
LaserJet Flow MFP E62575	B&W	Copier
LaserJet Flow MFP E62655	B&W	Copier
LaserJet Flow MFP E62665	B&W	Copier
LaserJet Flow MFP E62675	B&W	Copier
LaserJet Flow MFP E73025	B&W	Copier
LaserJet Flow MFP E73030	B&W	Copier
LaserJet Flow MFP E73130	B&W	Copier
LaserJet Flow MFP E73135	B&W	Copier
LaserJet Flow MFP E73140	B&W	Copier
LaserJet Flow MFP E82540	B&W	Copier
LaserJet Flow MFP E82550	B&W	Copier
LaserJet Flow MFP E82560	B&W	Copier
LaserJet Flow MFP E82650	B&W	Copier
LaserJet Flow MFP E82660	B&W	Copier

Model Name	Color/B&W	Device Type
LaserJet Flow MFP E82670	B&W	Copier
LaserJet flow MFP M525	B&W	Copier
LaserJet Flow MFP M527	B&W	Copier
LaserJet Flow MFP M528	B&W	Copier
LaserJet Flow MFP M630	B&W	Copier
LaserJet Flow MFP M631	B&W	Copier
LaserJet Flow MFP M632	B&W	Copier
LaserJet Flow MFP M633	B&W	Copier
LaserJet Flow MFP M634	B&W	Copier
LaserJet Flow MFP M635	B&W	Copier
LaserJet Flow MFP M636	B&W	Copier
LaserJet M605	B&W	Printer
LaserJet M606	B&W	Printer
LaserJet Managed MFP E42540	B&W	Copier
LaserJet Managed MFP E42540f	B&W	Copier
LaserJet Managed MFP E52645	B&W	Copier
LaserJet Managed MFP E62555	B&W	Copier
LaserJet Managed MFP E62565	B&W	Copier

Model Name	Color/B&W	Device Type
LaserJet Managed MFP E62575	B&W	Copier
LaserJet Managed MFP E62655	B&W	Copier
LaserJet Managed MFP E62665	B&W	Copier
LaserJet Managed MFP E62675	B&W	Copier
LaserJet Managed MFP E72425	B&W	Copier
LaserJet Managed MFP E72430	B&W	Copier
LaserJet Managed MFP E725	B&W	Copier
LaserJet Managed MFP E72525	B&W	Copier
LaserJet Managed MFP E72530	B&W	Copier
LaserJet Managed MFP E72535	B&W	Copier
LaserJet Managed MFP E72825	B&W	Copier
LaserJet Managed MFP E72830	B&W	Copier
LaserJet Managed MFP E72835	B&W	Copier
LaserJet Managed MFP E825	B&W	Copier
LaserJet MFP E42540	B&W	Copier
LaserJet MFP E42540f	B&W	Copier
LaserJet MFP E52545	B&W	Copier
LaserJet MFP E52645	B&W	Copier
LaserJet MFP E62555	B&W	Copier

Model Name	Color/B&W	Device Type
LaserJet MFP E62565	B&W	Copier
LaserJet MFP E62575	B&W	Copier
LaserJet MFP E62655	B&W	Copier
LaserJet MFP E62665	B&W	Copier
LaserJet MFP E62675	B&W	Copier
LaserJet MFP E72425	B&W	Copier
LaserJet MFP E72430	B&W	Copier
LaserJet MFP E72525	B&W	Copier
LaserJet MFP E72530	B&W	Copier
LaserJet MFP E72535	B&W	Copier
LaserJet MFP E72825	B&W	Copier
LaserJet MFP E72830	B&W	Copier
LaserJet MFP E72835	B&W	Copier
LaserJet MFP E73025	B&W	Copier
LaserJet MFP E73030	B&W	Copier
LaserJet MFP E73130	B&W	Copier
LaserJet MFP E73135	B&W	Copier
LaserJet MFP E73140	B&W	Copier
LaserJet MFP E82540	B&W	Copier

Model Name	Color/B&W	Device Type
LaserJet MFP E82550	B&W	Copier
LaserJet MFP E82560	B&W	Copier
LaserJet MFP E82650	B&W	Copier
LaserJet MFP E82660	B&W	Copier
LaserJet MFP E82670	B&W	Copier
LaserJet MFP M430	B&W	Copier
LaserJet MFP M430f	B&W	Copier
LaserJet MFP M431	B&W	Copier
LaserJet MFP M431f	B&W	Copier
LaserJet MFP M525	B&W	Copier
LaserJet MFP M527	B&W	Copier
LaserJet MFP M528	B&W	Copier
LaserJet MFP M630	B&W	Copier
LaserJet MFP M631	B&W	Copier
LaserJet MFP M632	B&W	Copier
LaserJet MFP M633	B&W	Copier
LaserJet MFP M634	B&W	Copier
LaserJet MFP M635	B&W	Copier
LaserJet MFP M636	B&W	Copier

Model Name	Color/B&W	Device Type
LaserJet MFP M725	B&W	Copier
LaserJet MFP Managed E52545	B&W	Copier
Officejet Color FlowMFP X585	Color	Copier
Officejet Color MFP X585	Color	Copier
Officejet Enterprise Color MFP X585	Color	Copier
PageWide Color E58650	Color	Copier
PageWide Color Flow E58650	Color	Copier
PageWide Color Flow E77650	Color	Copier
PageWide Color Flow E77660	Color	Copier
PageWide Color Flow MFP 586	Color	Copier
PageWide Color Flow MFP 785	Color	Copier
PageWide Color Flow MFP E77660	Color	Copier
PageWide Color MFP 586	Color	Copier
PageWide Color MFP 779	Color	Copier
PageWide Color MFP 780	Color	Copier
PageWide Color MFP 785	Color	Copier
PageWide Color MFP E58650	Color	Copier
PageWide Color MFP E77650	Color	Copier

Model Name	Color/B&W	Device Type
PageWide Color MFP E77660	Color	Copier
PageWide Color MFP P77940	Color	Copier
PageWide Color MFP P77950	Color	Copier
PageWide Color MFP P77960	Color	Copier
PageWide Flow MFP E77650	Color	Copier
PageWide Managed Color MFP E77650	Color	Copier
PageWide Managed Color MFP E77660	Color	Copier

4 Supported Printing Devices with a 4.3" display

The devices listed in the table are supported since MyQ 8.1+ and MyQ HP Embedded terminal 8.1.1+.

Exploded mode is supported as well.

Model Name	Color/B&W	Device Type
Color LaserJet E55040	Color	Printer
Color LaserJet E65060	Color	Printer
Color LaserJet E65150	Color	Printer
Color LaserJet E65160	Color	Printer
Color LaserJet E85055	Color	Printer
Color LaserJet Enterprise M651	Color	Printer
Color LaserJet Enterprise M653	Color	Printer
Color LaserJet Enterprise M855	Color	Printer
Color LaserJet Enterprise M856	Color	Printer
Color LaserJet M651	Color	Printer
Color LaserJet M830	Color	Printer
Color LaserJet M855	Color	Printer
Color LaserJet M856	Color	Printer
Color LaserJet Managed E55040	Color	Printer

Model Name	Color/B&W	Device Type
Color LaserJet Managed E65060	Color	Printer
Color LaserJet Managed E65150	Color	Printer
Color LaserJet Managed E65160	Color	Printer
Color LaserJet Managed E85055	Color	Printer
LaserJet E50045	B&W	Printer
LaserJet E50145	B&W	Printer
LaserJet E60075	B&W	Printer
LaserJet E60155	B&W	Printer
LaserJet E60165	B&W	Printer
LaserJet E60175	B&W	Printer
LaserJet Enterprise flow MFP M830	B&W	Copier
LaserJet Enterprise M608	B&W	Printer
LaserJet Enterprise M609	B&W	Printer
LaserJet Flow MFP M830	B&W	Copier
LaserJet M608	B&W	Printer
LaserJet M609	B&W	Printer
LaserJet M806	B&W	Printer

Model Name	Color/B&W	Device Type
LaserJet Managed E50045	B&W	Printer
LaserJet Managed E50145	B&W	Printer
LaserJet Managed E60075	B&W	Printer
LaserJet Managed E60155dn	B&W	Printer
LaserJet Managed E60165dn	B&W	Printer
LaserJet Managed E60175dn	B&W	Printer
OfficeJet Enterprise Color X555	Color	Printer
PageWide Color 556	Color	Printer
PageWide Color 755	Color	Printer
PageWide Color 765	Color	Printer
PageWide Color E55650dn	Color	Printer
PageWide Color E75160	Color	Printer
PageWide Color MFP 774	Color	Copier
PageWide Color MFP P77440	Color	Copier
PageWide Color P75250	Color	Printer
PageWide Enterprise Color 556	Color	Printer
PageWide Enterprise Color 765	Color	Printer

Model Name	Color/B&W	Device Type
PageWide Managed Color E55650dn	Color	Printer
PageWide Managed Color E75160	Color	Printer
PageWide Managed Color P75250	Color	Printer

5 Supported Card Readers

Name	Vendor	Additional Information
HP Universal USB Proximity X3D03A	HP	Dual-frequency card reader.
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	Іперго	RFID reader that supports all card technologies in both the 13,56 MHz and the 125 kHz range.
WAVE ID®Plus/PcProx Plus (09D8 0410)	RFID EAS	Dual-frequency card reader.
WAVE ID® SP Plus/PcProx Plus SP	RFID EAS	Dual-frequency card reader.
PcSwipe (0C27 1000)	RFID EAS	Magnetic stripe card reader.

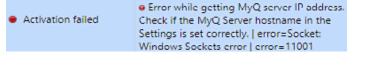
(i) For further information about supported card readers, contact MyQ support.

6 Installation

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

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

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



6.1 Remote installation via Printer Discovery

6.1.1 Creating a Printer Discovery

To create a printer discovery in the MyQ Web administrator interface, go to **MyQ**, **Settings, Printer Discovery**. The Printer Discovery pane opens. Click **Add Discovery**. A new Printer Discovery pane opens on the right side of the screen. Fill out the top part of the pane, in the **General** tab:

🐑 Printe	er Discove	ry	×
General	Actions		
	Enabled:	*	
	Description		
	IP range	 Manual 10.14.4.0 10.14.5.255 Add 	
	Exclude	CSV file	
Sa	ve the printe address as:		
Initiated	by terminal:	*	
		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 the terminal.	

• Make sure that printer discovery is **Enabled**.

- 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.
- Select the IP range setting method: Manual or CSV file.
 - You can add multiple IP ranges by clicking **+Add**.
 - Selecting the CSV file option opens a field box where you can browse for and add your CSV file.
- Click **Exclude** and enter an IP address you want to exclude from the discovery. Click **+Add** to exclude more.
- Save the printer address as either an IP address, Hostname or FQDN.
- If **Initiated by terminal** 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.

In the **Printers name template** section, select whether you want to **Set printer name by** *Name template* or *CSV*.

4 Printers name template		
Set printer name by: *	 Name template CSV file 	
Name template: *	%model%_%id%	
	Parameters: %model%, %ipByte4%, %sn%, %id%, %hostname%, %snmpHostname%, %FQDN%	

Selecting the *CSV* option opens a field box where you can browse for and add your CSV file. If you select the *Name template* option, you can use the following parameters:

Parameter	Description
%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.

In the **SNMP** section, select the SNMP profile from the drop-down, and set the **SNMP timeout** in ms (*300* by default).

SNMP profile: SNMP timeout:	
	Save Cancel

Once you set up the above, click **Save**. The newly created printer discovery appears in the printer discovery overview, in the middle of the window.

6.2 Configuring a Printer Discovery

After you have configured the general settings of the printer discovery, you can add an action to it, so when 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 should have the same administrator username and password for the administrator login.

Click the **Actions** tab in the printer discovery you have just saved. Click **+New action**. The name of the pane changes to **Actions** and it consists of three sections, **Filter**, **Every run actions**, and **First run actions**.

6.2.1 Filter section

⊿ Filter	
Model:	
	Use a comma to separate multiple models
Color:	[Does not matter]
Copier:	[Does not matter] 🗸

- **Model** Type the device's model. You can add multiple models separated by comma (,).
- Color Select the color setting from the drop-down: Does not matter, Yes, No.
- **Copier** Select the copier setting from the drop-down: *Does not matter, Yes, No.*

6.2.2 Every run actions

These actions will be executed according to the schedule you have set for this printer discovery.

4 Every run actions	
Add to queue: Set configuration profile:	▼ No terminal
Add printer to group: Remove current groups:	▼
Location:	Parameters: %location%

- Select a queue from the **Add to queue** drop-down, if you want to have all the printers stored in one queue.
- Set configuration profile by selecting one from the drop-down, or click +Add new... to add a new configuration profile (described in detail in Configuration Profiles).
- Select a group in the **Add printer to group** drop-down list, if you want to store all your printers in one group.
- Check the **Remove current groups** box, if you want to delete all the groups currently set to the printer.
- Set a Location parameter. The location is read from the SNMP profile.

6.2.3 First run actions

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

First run actions	
Activate:	
Create direct queue:	
Copy settings from the queue:	
Print test page:	
Print as:	▼
• Windows printer Expand —	
	Save Cancel

- 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.
- Check **Create direct queue** if you want to create a queue for just one printer. Checking this option activates all the options below.
 - Select a queue from the drop-down in the **Copy settings from the queue** field.
 - Check **Print test page** and then select a user from the **Print as** drop-down.
- Click the arrow next to **Windows printer** to expand the section.

Windows printer	
Install Windows printer:	
Full path of a file with the	
printer driver:	INF file
Printer model:	
Full path of a file with the	
driver settings:	
	Save Cancel

- 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.
- Click Save.

Click **Run** to start the printer discovery (and activation if you have set it). You can see the progress in the yellow toolbar.

6.2.4 Configuration Profiles

Configuration profiles are profiles you can create and attach to your printer discovery, that contain essential information about your terminal's installation and settings.

You can create a new configuration profile in two places:

- Go to MyQ, Settings, Configuration Profiles and click +Add.
- When you are creating or configuring your printer discovery, in the configuration profile drop-down, click **+Add new...**.

Both ways open a new configuration profile pane on the right side of the screen.

In the **General** tab:

🔅 HP Embedded terminal 🛛 🗶			
General	Terminal	Printers	
Fields ma	rked by * are	mandator	у.
	Na	me:* HP	Embedded terminal
	Pric	e list:	-
	Fax mo	dule: 🗌	
▼ Printe	er Credentia	als	
	lentials are u s of each prin		figure the printer. You can override these defaults in the
Administ	trator user n	ame: adr	nin
Admini	strator passv	vord:	
▼ Netw	ork		
	SNMP pr	ofile: De	fault
MyQ	server addr	ess: * Ho	ostname: WIN-U5T6G73L8SD 🔹
			Set up IP filters
			Save X Cancel

- Enter a **Name** for the configuration profile.
- Select a **Price list** from the drop-down. For further information, check Price List.
- Check the **Fax module** checkbox if you can and want to use it. Otherwise, leave it unchecked (default).
- 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.
- In the Network section, select an SNMP profile, and in the MyQ server address field set your MyQ server's Hostname.
- Click **Save**. You **Configuration Profile** is created. Continue to the Terminal tab to configure the terminal type.

In the **Terminal** tab:

# HP Embedded terminal			
General	Terminal	Printers	
Fields ma	rked by * are	e mandato	ry.
	Terminal ty	/pe: * Er	nbedded: REST API
		Inst	all terminal package
I	Login metho	(Simple PIN ID Card User name and password
		-	D Card and PIN
			D Card and password
Copie	r operation p idle ti		Seconds
Automat	tic configura	Aut dur	omatically configure the device and install the terminal ing printer activation. If unchecked, you must do the steps nually.
▼ Guest	Account -		
	Ena	bled: 💌	
		User:	•
	Guest sc	reen: To	pmenu 👻
		Scr	een to be shown after the guest logs in.

• Select a **Terminal type** from the drop-down. 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.

🔅 HP E	mbedded	terminal	×
General	Terminal	Printers	
Fields ma	rked by * are	e mandatory	
	Terminal ty	/pe: * Em	bedded: REST API
	None		
	Installed		
	Embedo	ded: REST	API
	Built-in		
	Embedo	ded Lite	
	HW-11-	·T	
	Felica R	eader	
Copie	Android	Terminal	
	MyQ Te	rminalPro /	TCPCONV2 / NET2USB Converter V2
Automa	MyQ Te	rminalPro /	TCPCONV2 / NET2USB Converter V2 + Touch Panel

- Click Install terminal package.
- 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.
- Click **OK** to upload the installation package.
- If you have selected one of the embedded options as the **Terminal type**, **Login methods** become visible.

⊿ Terminal		
Terminal type: *	Embedded: REST API	\checkmark
	Install terminal package	
Login methods: *	Simple	
	✓ PIN	
	ID Card	
	User name and password	
	O ID Card and PIN	
	○ ID Card and password	
Copier operation panel idle time: *	90 seconds	

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 methods** are:

- PIN Users can log in by entering their MyQ PIN.
- *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.
- User name and password Users can log in by entering their MyQ username and password.
- ID Card and PIN Users have to swipe their ID card, and then enter their MyQ PIN.
- ID card and password Users have to swipe their ID card, and then enter their password.
- 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 log a user out.
- 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.
- In the **Guest Account** section, check the **Enabled** checkbox to use a guest account. The setup fields are

now editable. Select the **User** you want to associate with the guest account. 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 Account		
Enabled:		
User:		*
Guest screen:	Topmenu 🔹	
	Screen to be shown after the guest logs in.	
	Save X Cancel	

Guest screen list: [empty], Topmenu, Copy, Scan, USB, Box, Fax.

• The **HP** section is displayed when the HP terminal package is installed on the MyQ server. Applying the changes in the HP section on the terminal require a force remote configuration of the device.

Installation

~ HP	
Local Admin Pin:	
	PIN used for logging in to the administration screen at supported device. Set empty to use terminal's default.
Mode: \star	Kiosk ~
	Allows to select terminal layout mode. "Kiosk" is a classical MyQ style, "Exploded" is HP-inspired style
Don't connect to Quota	
server:	When enabled, terminal won't connect to Quota server to control the resources (credit, quota). In some scenarios it can lead to spending more resources than available and credit and/or quota status go to negative values
Configure HP readers by MyQ:	Allows overriding card reader setting by settings setup in MyQ card reader management page. Links below
	Change settings of HP readers
	Manage supported card readers
	✓ Save Cancel

- It is possible to change the **Local Admin Pin**. When the field is empty, the default value **1087** is used.
- It is possible to change the **Mode** of the terminal. The available options are *Kiosk* and *Exploded* mode.
- If you enable Don't connect to Quota server the terminal won't connect to the Quota server to control the resources (credit, quota). In some scenarios it can lead to spending more resources than available and credit and/or quota status go into negative values.
- With the Configure HP readers by MyQ option enabled, the settings from HP Package Manager are applied to the HP Card Reader settings. If this option is disabled, the settings from HP Package Manager are ignored during remote configuration and the HP card readers configuration isn't changed. This option is applied on HP card readers only.
- The **Change settings of HP readers** link opens the HP Package Manager page where you can configure HP card readers.
- The **Manage supported card readers** link opens the HP Package Manager page where you can manage supported card readers.

In the **Printers** tab:

🔅 HP Embedded terminal				
General	Terminal	Printers		
+ Add - Remove				
Name				
HP LaserJet MFP M631_7				

• In this tab, you can **Add** or **Remove** printers from the configuration profile.

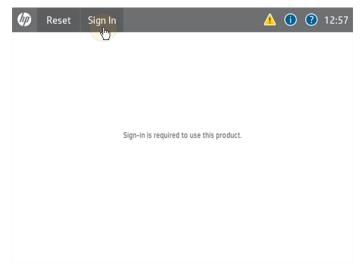
Exploded Mode

You can select the Exploded mode for your terminal in the terminal's configuration profile, in **MyQ**, **Settings**, **Configuration Profile**, in the **Terminal** tab.

▼ HP	
Local Admin Pin:	
Mode: *	Kiosk 🔻
Configure HP readers by	Kiosk
MyQ:	Exploded
	Change settings of HP readers
	Manage supported card readers

For applying this setting, force remote configuration is required.

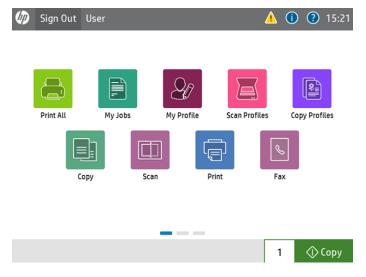
If the Exploded mode is enabled, the HP native screen is displayed on the embedded terminal.



муq ~ МуQ			
		===	
myę			
	1	2	3
PIN	4	5	6
ОК	7	8	9
	×	0	~
Enter PIN or present a card to log in			

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.

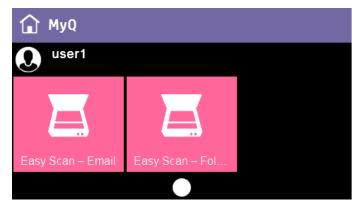
Once logged in, they can see and use the available terminal actions.



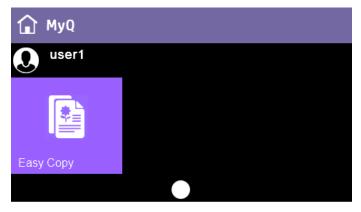
Exploded mode is also supported in devices with a 4.3" display: My Jobs on a 4.3" display in exploded mode

😭 MyQ	
Ready	🕗 🖈 🍃
MyQ Printer Test Job4 1 A4 • 6 seconds ago	
MyQ Printer Test Job2 1 A4 • 7 seconds ago	
MyQ Printer Test Job3 1 A4 • 7 seconds ago	
MyQ Printer Test Job1 A4 • 9 seconds ago	

Easy Scan Profiles on a 4.3" display in exploded mode



Easy Copy profiles on a 4.3" display in exploded mode



6.3 Communication Security

MyQ runs with secure communication (SSL) by default, but also offers three different certificate authority modes, that can be modified in **MyQ**, **Settings**, **Network**.

 Communication Security NEW 								
MyQ secures communication with o	ertificates which is an industry standard. Choose how certificates are managed.							
Certificate Authority mode: *	Certificate Authority mode: *							
,	Server and clients are secured by certificates generated by the built-in certificate authority (CA). The CA certificate is self- signed. Export the CA certificate and install it to clients so they trust MyQ Server. If the CA certificate is compromised, generate a new one. Server certificate will be regenerated automatically.							
	Generate new CA certificate Export CA certificate							
	O Company Certificate Authority							
	Your company CA generates an intermediate CA certificate which MyQ uses to sign certificates for the server and clients. To generate an intermediate CA certificate create Certificate Signing Request (CSR), sign it by your CA and finish CSR by importing signed certificate. Server certificate will be regenerated automatically.							
	O Manual Certificate Management							
	Provide a certificate for the MyQ Server. MyQ creates no certificates, all certificates are managed by you.							
Server alternative names	:							
	Comma separated list of DNS names and/or IP addresses. To set new Subject Alternative Name (SAN) for MyQ Server generate							
	new Server certificate. Server hostname is included automatically.							
	Generate new Server certificate							

6.3.1 Built-in Certificate Authority

When using this mode (default), the *MyQ Certificate Authority* certificate is automatically installed to the device during the remote setup.

If the remote setup has finished successfully but the device still doesn't recognize the certificate, it could be because:

- Uploading CA fails. If this happens, the remote setup will not fail. In the terminal log, there will be an error like "*Error in certificate setup*". The administrator needs to upload CA manually to the machine (described below).
- Uploading CA succeeds (no error in the terminal log), but the certificate can't be found in the HP web UI settings. The administrator needs to upload CA manually to the machine.
- Duplicate CA in the machine. If this happens, remove all the MyQ certificates and run the remote setup again.

6.3.2 Using custom certificates

In case a custom SSL certificate is uploaded in MyQ, the certificate should also be installed in device web UI and in the Trusted Root Certification Authorities on the server.

HP PageWide C					Search t	y Keyword	User: Administrator 🔍 🛕 🏫 Sign Out
Information General	Copy/Print	Scan/Digital Send	Fax	Supplies	Troubleshooting	Security	HP Web Services N
General Security Account Policy	Certificate M	anagement					Help
Access Control	CA Certificates						
Protect Stored Data	When this product	connects securely to a server	for example	e an SMTP or LDA	P server, the CA certificate is	used to validate a	authenticity of the server so
Manage Remote Apps		changed with an imposter. To					
Certificate Management	Choose File						
Email Domain Restriction			Choose	: File			
Web Service Security	The accepted form	ats are ".der", ".cer", ".pem", a	and ".p7b".				

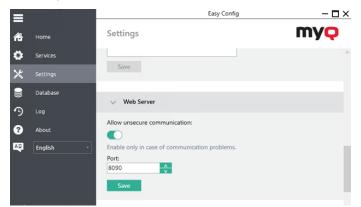
6.3.3 Manual certificate management

In case Uploading CA fails or your device doesn't recognize the certificate, export the certificate from the MyQ web administrator interface (**MyQ, Settings, Network** - Communication Security - Export CA certificate) and install the exported certificate in the device web UI.

Communication Security NEV	v						
MyQ secures communication with certifi	cates which is an inc	lustry standard. Choose how	certificates a	re managed.			
Certificate Authority mode:	Server and cli signed. Expor generate a ne Generate n O Company C Your company generate an ii importing sig O Manual Cert	ents are secured by certificate t the CA certificate and instal w one. Server certificate will	I it to clients be regeneral ort CA certi ate CA certifica ate Certifica ate will be re	so they trust MyQ ted automatically. ficate cate which MyQ u te Signing Reque egenerated autom	2 Server. If the CA certificate ses to sign certificates for th t (CSR), sign it by your CA a atically.	is compromised, e server and clients nd finish CSR by	
Server alternative name:	Comma separated list of DNS names and/or IP addresses. To set new Subject Alternative Name (SAN) for MyQ Server generate new Server certificate. Server hostname is included automatically. Generate new Server certificate						rate
HP PageWide Co	olor MFP 586	10.14.4.60		C aractina		oy Keyword	User: Administrator Q \lambda 🌧 Sign Out
Information General	Copy/Print	Scan/Digital Send	Fax	Supplies	Troubleshooting	Security	HP Web Services N
General Security Account Policy	Certificate N	lanagement					Help
Access Control	CA Certificates						
Protect Stored Data	When this produc	t connects securely to a serve	r, for examp	le, an SMTP or LDA	P server, the CA certificate is	used to validate au	thenticity of the server so
Manage Remote Apps		kchanged with an imposter. T	o validate se	rver identity, insta	ll the certificate of the CA tha	t issued the server	certificate.
Certificate Management	Choose File		Choos	io Filo			
Email Domain Restriction	The accented for	mats are ".der", ".cer", ".pem",		erne			
Web Service Security	The accepted for	natsare .uer, .ter, .peni,	anu .p/b .				

6.3.4 Enable unsecure communication

If SSL communication is not required, you can enable unsecure communication (not recommended) in MyQ Easy Config. Go to the **Settings** tab, under **Web Server**, enable **Allow unsecure communication** and click **Save**.



6.4 Remote installation via manual setup

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

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

6.5 Changing login methods

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

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

To change the login type:

- 1. In the MyQ Web administrator interface, go to **MyQ, Settings, Configuration Profiles**.
- 2. Select the profile you want to change and click **Edit** on the main ribbon (or right-click and **Edit**, or double-click). Choose the login method in the pane to the right.
- 3. Click **Save**. A pop-up window tells you that you need to activate the printers again.
- 4. Click **OK** if you want to re-activate all the printers connected to this profile, or click **Skip** if you only want to change the settings for specific printers.
- 5. If you chose to skip, go to **MyQ**, **Printers** to open the **Printers** overview. Select the printer(s) to change, right-click and select **Activate**.
- 6. Restart the printing device(s).

6.5.1 Login via QR code

In **MyQ, Settings, Printers & Terminals**, in the **Mobile Application** section, you can **Enable login by QR code on terminal login screen**. Once enabled, a switch for changing between the QR code and the keyboard is displayed on the terminal screen.



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

 Mobile Application 	
Enable login by QR code on terminal login screen:	
Set QR code as default login method:	✓

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



6.6 Selecting languages

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

The default language:

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

The user's language:

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

6.7 Monitor Terminal Availability

Once the terminal installation and configuration is finished, you can monitor your embedded terminal's 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.

6.8 Settings on the HP Web UI

To ensure the smooth installation and run of the embedded terminals, additional configuration is needed in the device's web user interface.

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

	Wide Color MFP 586 Search by Keyword Color MFP 586 Search	User: Administrator Q 🤛 🌪 🏦 Sign Out
Information General	Copy/Print Scan/Digital Send Fax Supplies Troubleshooting <mark>Security</mark> HP Web Services Networking	
General Security Account Policy	General Security	Help
Access Control	PostScript Security	^
Protect Stored Data Manage Remote Apps	Enable P5 privileged operators Use this frature to enable special PostScript operations. Permission is controlled by a password.	
Certificate Management Email Domain Restriction	Firmware Upgrade Security	
Web Service Security Self Test	C Allow Firmware opgrades sent as print jobs (part 9100) C Allow Installation of legacy partages signed with SHA-1 Hashing algorithm	
	File System Access Settings	
	These settings must be enabled for some accessory solutions to work properly.	

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

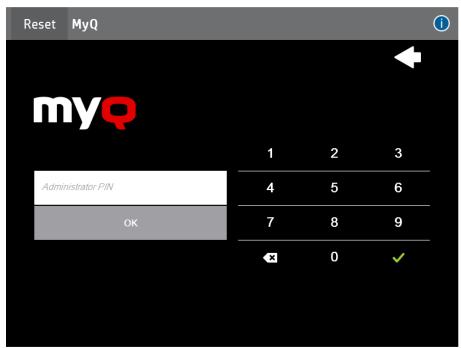
dismiss this error message and login to the terminal's Admin Menu, the **Enable HP home screen if OXPd app fails to load** parameter must be enabled.

- 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.

	Wide Color MFP 586 Color MFP 586 192.168.1.234	User: Administrator Search by Keyword 🔍 📮 🏤 Sign Out
Information General	Copy/Print Scan/Digital Send Fax Supplies Troubleshooting Security HP Web Services Networking	
Control Panel Customization	Control Panel Customization > Home Screen Customization	Нер
Display Settings Home Screen Customization Control Panel Language and Keyboard Layouts Quick Sets	The operation was completed successfully.	
Alerts Control Panel Settings App General Settings AutoSend Edit Other Links	Hams Screen App MyCl ✓ Apply Chable BP homes screen if BURH app fails to load	

7 Admin Menu

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



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. Go to the **Terminal** tab, and in the **HP** section, you can change the **Local Admin PIN** (*1087* if left empty).
- 4. Click **Save**. A pop-up window informs you that you need to activate the printer(s) again.

After logging in the terminal as an administrator, the device's login screen is displayed. To sign in, select *Administrator Access Code* in the **Access Type** drop-down, and type the *Local Admin PIN* in the **Access Code** field.

5 L	ocal Devi	ice 🗸	Sign I	In					?
Access T	уре								
Adminis	trator Ac	cess Code	2		~				
Access C	ode								
q	w	e	1		t	y i	i i	i	o p
	a	s	d	f	g	h	j	k	l
<u>ି</u>		z	x	с	v	b	n	m	
123?		@				\$	۲¢	4	Sign In

8 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.



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

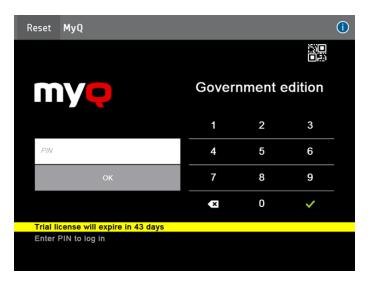
For information on how to add embedded terminal licenses, activate them, and extend the software assurance period, see *Licenses* in the *MyQ Print Server* guide.

Additional information about special license editions (*Education, Government, NFR, Trial, etc.*) is displayed on the terminals login screen. It is not displayed on devices with 4.3" display because of lack of space.

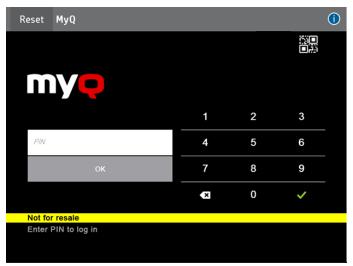
(i) Reset MyQ 嘂 Education edition mv 1 2 3 5 4 6 7 8 9 0 × ~ al license will expire in 32 days Enter PIN to log in

Education license example

Government license example



NFR license example



9 Personalization

On the **Personalization** settings tab in the MyQ Web administrator 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**.

= my Į Prague	3	The Home X Settings: Personalization X					
🔀 Settings		🤔 Personalization					
📒 License	^	Fields marked by * are mandatory.					
Server type		> Dashboard custom message					
👯 Sites 🔀 General		Custom application logo					
Personalization		▼ Terminal personalization					
Task Scheduler Network Authentication servers SNMP		Custom Logo: 🕂 Add Format: JPG/JPEG/PNG/BMP. Recommended size: 340px x 92px					
📄 Printers & Terminals		Theme: * Default •					
Configuration Profiles Printer Discovery Terminal Actions Configuration Conf		 Custom help Custom link in the Smart Job Manager. Save X Cancel 					

There, you can add a **Custom Logo** and select a different **Theme**.

9.1 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:

- 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. In the Apply new settings pop-up, keep the **Reset all terminals** option selected and click **OK** . The new logo is uploaded to the terminal.

9.2 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.

Creating custom themes

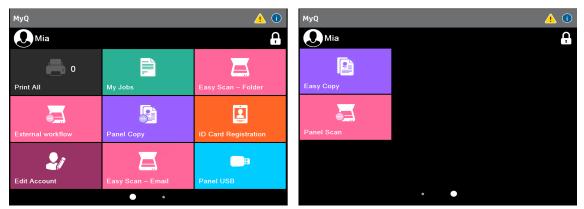
You can create your own themes and styles, export them and import them into MyQ using *MyQ Theme Editor*. If you have a MyQ account, you can download it from the MyQ community portal. The *MyQ Theme Editor manual* can guide you through the process.

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 (**MyQ, Settings, Personalization**), in the **Theme** drop-down.

10 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.



You can swipe left or right to switch between screens, or tap on the dots at the bottom of the screen.

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 (*What You See Is What You Get*) 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 to 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.

10.1 Available terminal action nodes

The available terminal action nodes are:

- Print all
- My Jobs
- Easy Scan
- Easy Copy
- Easy Fax
- Unlock Panel
- Panel Copy
- Panel Scan
- Panel USB
- Edit Account

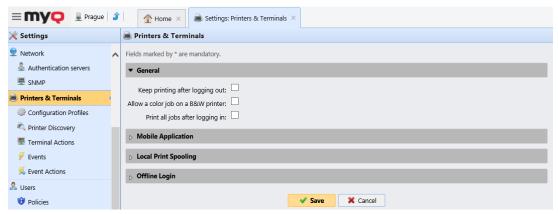
- ID Card Registration
- External Workflow
- Application

10.1.1 Print all

This action prints all jobs that are waiting in queue in the Ready and Paused states, 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. Once enabled on the **Printers & Terminals** settings tab, under **General**, all the user's jobs are printed immediately after they log in to an embedded terminal. This way, the user does not have to tap the **Print all** button to print the jobs.



Even if the **Print all jobs after logging in** option is selected on the server, users can disable the feature on the embedded terminal before they log in. This way, each user can individually decide if they want to print the jobs automatically or manually via the **Print all** button.

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

Reset MyQ			<u> (</u>
myę			
User name	1	2	3
Password / PIN	4	5	6
Print all jobs after logging in	7	8	9
ОК	×	0	~
Enter PIN, name and password, or p	present a car	d to log in	

10.1.2 My Jobs

This terminal action shows all the jobs that can be printed on the printing device. Users can manage their ready, favorite, and printed jobs here.

- **Ready jobs**: This is the initial tab of the **My Jobs** screen. It can be reopened by tapping the page icon at the upper-left corner of the screen. It contains jobs waiting in queue, ready to be printed.
- **Favorite jobs**: Favorite jobs can be displayed by tapping the **star** icon at the upper-left corner of the screen. It contains a list of jobs you have marked as favorites.
- **Printed jobs**: Printed jobs can be displayed by tapping the **clock** icon at the upper-left corner of the screen. It contains a history of your printed jobs.

MyQ	<u>(</u>
Ready	☑ 옛 ★ 🖻
MyQ Printer Test Job4 1 Letter + 38 seconds ago	æ
MyQ Printer Test Job3 1 Letter - 39 seconds ago	۲
MyQ Printer Test Job2 1 Letter - 39 seconds ago	۲
MyQ Printer Test Job1 1 Letter + 40 seconds ago	æ
MyQ Printer Test Job0 1 Letter - 41 seconds ago	æ

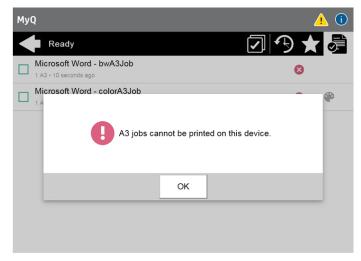
Job Filters

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

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

- *Color jobs cannot be printed on this device*, when a color job is spooled to a B&W printer.
- *A3 jobs cannot be printed on this device*, when an A3 job is spooled to an A4 printer.

• *Neither color nor jobs in this format can be printed on this device*, when an A3 and color job is spooled to an A4 and B&W printer.



Managing jobs on the My Jobs screen

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



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

- Print: Tap the printer icon to print the selected jobs.
- Edit: Tap the edit icon to edit the print options of the selected 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. LIMITATION : Since version 8.2 patch 10, Staple and Punch are shown on all devices regardless of the device being able to perform the actions. After changing the print options, the user can tap PRINT to print the jobs.

MyQ		<u>(</u>
Print options		
Color	Color	>
Duplex	Simplex	>
Toner saving	No	>
Copies	- 1 +	

- Add to favorites: Tap the star-plus icon to add the selected jobs to your favorites (Visible on the Ready jobs tab and on the Printed jobs tab).
- **Delete from favorites**: Tap the star-minus icon to delete the selected jobs from your favorites (Visible on the Favorite jobs tab).
- **Delete**: Tap the bin icon to delete the selected jobs.

Job cost in Print options

This feature allows to view the cost of a job changing dynamically in the Print options screen, depending on the new job settings set.

- When the job's cost is lower than the user's credit:
 - The job's cost and the current available user's Credit are displayed in the header of the Print options screen. The job cost changes itself dynamically according to options selected in each chargeable print option, using prices set in the price list (including number of copies). The cost updating happens after a change of each value; afterwards, the user is redirected to the Print options screen (except for "Copies". In this case, the price updating happens after each increase/decrease in the number of copies).

MyQ		i
Print options Credit CZK100.00 • Cost: CZK40.00		
Color	B&W	
Duplex	Duplex long edge	>
Toner saving	No	>
Copies	- 1 +	

- If the Print button is pressed, the print job is executed with the finally set up job's cost in the Print options screen and the user's Credit is updated accordingly.
- If the Back button is pressed, a warning pop-up is displayed. If "No" is pressed, the user stays on the Print options screen. If the user pressed "Yes", the user is moved to the My Jobs screen, the new setup of the print jobs is not kept, and the selected-to-be-modified job displays the original cost, not the one calculated in Print options screen after modifying job settings.

MyQ		i
\bullet	Print options Credit CZK100.00 • Cost: CZK80.00	
Color	B&W	
Duple		>
Tone	If you go back, new job settings won't be saved. Go back?	>
Copie		
	YES NO	

In case nothing was changed, no pop-up is shown and the user is redirected to the previous screen directly. A pop-up is shown only when the user has changed any setting in the Print options screen.

- When the job's cost is higher than the user's credit:
 - If Recharge credit is off and the modified job's cost is higher than the available credit, the Print button becomes greyed out. If the modified job's

cost is lower than the available credit, the Print button is enabled. The cost label is in red.

MyQ		i
Print options Credit CZK100.00 • Co	st: CZK120.00	
Color	B&W	
Duplex	Simplex	>
Toner saving	No	>
Copies	- 3 +	

 If Recharge credit is on and the modified job's cost is higher than the available credit, the user is redirected to the Recharge Credit screen after pressing the Print button. If the recharge is successful and the user's credit is enough to execute the job, the job is executed. If the user presses the Back button in the recharge screen, the user is redirected to the Print options screen.

MyQ		i
Print options Credit CZK100.00 • Cost: CZK120.00		
Color	B&W	
Duplex	Duplex long edge	>
Toner saving	No	>
Copies	— 3 +	

Job Roaming

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

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

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

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

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

10.1.3 Easy Scan

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

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

10.1.4 Easy Copy

One tap copying. After the user taps this action, the page is immediately copied. You can define the copy parameters in MyQ.

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.

The Easy Copy default settings of the printing device can be configured in the HP Web UI, in **Copy/Print > Copy Settings > Default Job Options** (supported from MyQ HP Embedded terminal 8.2 patch 3+). After changing the parameters in the device's web UI, the remote setup or a restart of the services is required for updating the default parameters.

Information	General	Copy/Print	Scan/Digital Send	Fax	Supplies	Troubleshooting	Security	HP Web Services	Networking
rint from USB Driv Aanage Stored Jobs		Copy Settin	ngs > Default Job Optio	ons					
efault Print Option Estrict Color	5	Copy Settings							
CL and PostScript S Print Quality Copy Settings	Settings	Use this feature	to configure the default option	for copy jo	bs. If the user doe	is not specify the job options	when creating the Copie		used.
Default Job Op Quick Sets	tions	Sides					Copies		
Watermark Stamps		Color/					(1 - 999	90	
xpert Copy fanage Trays			y and Speed						
		Water							
		Stamp							
		Scan M							
		Reduc	e/Enlarge				*		

If the parameter's **Value** is set to *Default* in the MyQ web administrator interface, the terminal will replace it with the device's default value. If the device's default value cannot be mapped to MyQ, *Default* will be displayed.

Ge	eneral Parameters		
÷	Add 🖉 Edit 👚 🕹 🕻	K Delete	
R	Title	Value	Туре
ſ	Copies	Default	Code List
f	Color	Default	Code List
۵	Duplex	Default	Code List
A	Original Orientation	Default	Code List
A	Density	Default	Code List
A	Size	Default	Code List
ß	Magnification	Default	Code List
A	Skip blank pages	Default	Code List

MyQ		<u>^</u> ()
🗲 Easy Copy		✓
Copies	1	>
Color	Monochrome	>
Duplex	Single Sided	f
Original Orientation	Top Edge on Top	Ĥ
Size	Automatic	f
Magnification	Same as original	A

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.

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

Easy Copy Parameters

MyQ Easy Copy	_	
Copies	1	>
Color	Monochrome	>
Duplex	Single Sided	F
Original Orientation	Top Edge on Top	f
Size	Automatic	F
Magnification	Same as original	6

- **Copies** Predefine the number of copies to be available *1-99*. **LIMITATION** : If the device default is set to more than 99, the terminal will override it to 1 (MyQ default).
- **Color** Color scale of the outgoing file. You can select from the following options:
 - Color
 - Monochrome
 - Automatic
 - Default
- **Duplex** Simplex and Duplex scanning options. You can select from the following options:
 - Single Sided
 - Duplex
 - 1-sided to 2-sided
 - 2-sided to 1-sided
 - Default
- **Original Orientation** Determines the page's orientation in the outgoing file. The paper's position is relative to the person standing at the printing device. You can select from the following options:
 - Top Edge on Top: The page is displayed in a horizontal position (top edge of the page opposite to the person).
 - Top Edge on Left: The page is displayed in a vertical position (top edge of the page on the left-hand side of the person).
 - Default

Limitations:

Small printers (A4)

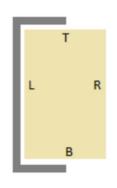
• Size can be set to auto when the originals are put in the printer as described in the next point but setting the page size manually is recommended.

• Original orientation works as intended by MyQ settings only when the shorter edge of the page is facing the document feeder. The same orientation also applies to the glass, for all formats.

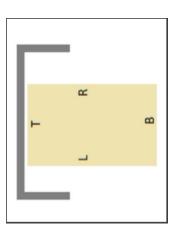
I	_		
	F	œ	в
I		_	
ļ			

Large printers (A3)

- The resulting image can be cropped or have wrong orientation if the size is set to auto, but it works for the A4 format when is oriented as described below.
- Original orientation works as intended by MyQ settings when the original document is put in the printer as described (due to HP considering the top edge in different ways for some formats):
 - A4 and letter must have the longer edge facing the document feeder (or left side of the glass).



• Other formats must have the shorter edge facing the document feeder (or left side of the glass).



- **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

- It is recommended to specify the Magnification parameter and the Size parameter to specific values instead of using the *Default* value. Size is the parameter for the size of the original, Magnification is the size of the output.
 - **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

10.1.5 Easy Fax

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

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

By adding multiple Easy Fax action nodes and giving rights to different users or groups, you can create a variety of faxing options for the selected users and groups

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

The Easy Fax default settings of the printing device can be configured in the HP Web UI, in **Fax > Fax Send Setup > Default Job Options** (supported from MyQ HP Embedded terminal 8.2 patch 3+). After changing the parameters in the device's web UI, the remote setup or a restart of the services is required for updating the default parameters.

HP PageW HP PageWide Co	Vide Color MFP 586
Information General	Copy/Print Scan/Digital Send <mark>Fax</mark> Supplies Troubleshooting Security HP Web Services Networking
Fax Send Setup Default Job Options Quick Sets Fax Speed Dials	Fax Send Setup > Default Job Options Frequencies For event case of the labor secondaries with a seer's account it used for job notification when a user signs in at the product. If not signed is, the corr must enter an enail address before notification is send, they product must also be set up to General fax Send Setup Fax where continuation exploits sens to enter the fax number continuation engles product must be set to
	State Strategies Any State Any State Resolution Original Siles Filer (200 200000) Indice Indit Indit

If the parameter's **Value** is set to *Default* in the MyQ web administrator interface, the terminal will replace it with the device's default value. If the device's default value cannot be mapped to MyQ, *Default* will be displayed.

	Easy Fax		
Ge	eneral Parameters		
ł	Add 🖉 Edit 👚 🖶	🗶 Delete	
R	Title	Value	Туре
ſ	Fax resolution	Default	Code List
A	Duplex	Default	Code List
ß	Original Image	Default	Code List
î	Size	Default	Code List
ß	Original Orientation	Default	Code List
ß	Density	Default	Code List
1	Continuous scan	Disabled	Code List

MyQ		
Easy Fax	L	Ö 🗸
Fax resolution	Super Fine	>
Duplex	Single Sided	f
Original Image	Text + Photo	f
Size	Automatic	f
Original Orientation	Top Edge on Top	f
Continuous scan	Disabled	Ĥ

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

Easy Fax Parameters

- **Fax resolution** Resolution of the outgoing fax file. You can select from the following options:
 - Normal
 - Fine
 - Super Fine
 - Default
- **Duplex** Simplex and Duplex scanning options. You can select from the following options:
 - Single Sided
 - Duplex
 - Default
- **Original Image** Determines the way in which the printing device is going to process the scanned page. You can select from the following options:
 - Text + Photo
 - Photo
 - Default
- **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:
 - ° A3
 - ° A4
 - ° A5
 - ° A6
 - ° B4
 - ° B5
 - ° B6

- Folio
- Ledger
- Letter
- Legal
- Statement
- Oficio II
- Default
- **Original Orientation** Determines the page's orientation in the outgoing file. The paper's position is relative to the person standing at the printing device. You can select from the following options:
 - Top Edge on Top
 - Top Edge on Left
 - Default
- **Density** Density of the picture in the outgoing file. The higher it is, the darker the resulting picture is. You can select from the following options:
 - Automatic
 - Lowest
 - Lower
 - ° Low
 - Normal
 - ∘ High
 - Higher
 - Highest
 - Default

10.1.6 Unlock Panel

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

10.1.7 Panel Copy

Opens the printing device's copy screen.

10.1.8 Panel Scan

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

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

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

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

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 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

- 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@mya.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**:

ocal	~			
Name				Email
🔄 💄 MyEmail				email@myq.local
🔄 💄 MyFolder				folder@myq.local
Add Contact Add Group				Delete All
Scan to Email				?
rom	_	<	Local >	Q
hp@myq.local	Ŀ	8	MyEmail email@myq.local	
0		8	MyFolder	
c			folder@myq.local	
cc	Ŀ			
ubject	_			
ile Name				
ILE NAME [Untitled]				
				(i) Cancel
lessare				

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:

- 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**.

Information General	Copy/Print <mark>Scan/Digital Send</mark> Fax Supplies Troubleshooting Security NP Web Services Networking
Email Setup Default Job Options	Email Setup > Default Job Options
Quikk Sets Scan to Network Folder	Outgoing Email Servers (SHTP)
Scan to SharePoint*	Esrver Name Part Namker Server Unage
 Scan to USB Orket 	25 Send Email, Internet Fax, Automated Emails, Autoreand
Contacts Preferences Email and Scan to Network	Ad. 20 March Res Declar
Folder Quick Setup Wizards	Address and Message Field Control
Digital Sending Software Setup	Sence the decisived settling for each field and whether the field can be edited by the user at the control panel. If any selections require users to sign in, set the base application to require signing in by navigaring to the Security Lab. Finance: Divers address Liggs-In required: U U Control U U Control U Contr
	Sabject:
	Nessage:
	() If "biser editable" is not checked, then the related permission settings will be unavailable on the Security - Access control page.

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.

Ⴢ Scan to Email			•)
From				
	i			
То				
	8			
cc				
	8			
BCC		•		
	ê		Touch to scan and preview.	
Subject			Set options marked with the	
			triangle before scanning.	
File Name				
[Untitled]				
Message				
Options			 Send 	

10.1.9 Panel USB

Opens the printing device's USB screen.

10.1.10 Edit Account

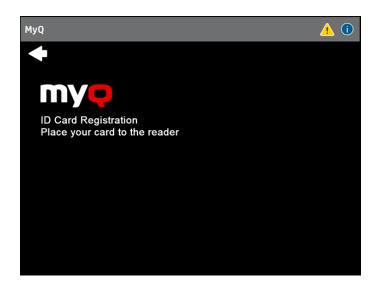
To be able to use all the features of this terminal action, go to the **Users** settings tab (**MyQ, Settings, Users**) and under **General**, select the **Enable user profile editing** option.

🤱 Users	
Fields marked by * are mandatory.	
▼ General	
Enable user profile editing:	If enabled, user can change these properties: Full name, Password, Email Properties which can be changed always: Default language

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

10.1.11 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.



10.1.12 External workflow

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

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

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

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

.NET Framework 4.8 has to be installed on the server before installing ScannerVision. If it is not installed, open Server Manager and install it.

To install the ScannerVision server:

- 1. Run the ScannerVision installer.
- 2. Follow the installation wizard's instructions and install the server.
- 3. Activate the product.

Once the ScannerVision server is installed and activated, verify the license information:

- 1. Open the ScannerVision Processing Engine user interface application.
- 2. On the top menu, click Help, License. ScannerVision License Manager opens.

	cannerVision P	roce	ssing Engine 🚽 🗖
Server Templates Client	ts Users View	Help	2
		0	Help Topics
Start server Resume serv	er Pause server		License ve obj
ScannerVision Processing Eng	ine		Professional Services
			Vertical Market Resources
			About
Online Activation @ Offline		ner Numb	ver(s)
Customer information			
Customer information Name: Company:			
Name: Company: Email address:	info@scannervisio	n.com	
Name: Company:	info@scannervisio 123456	n.com	
Name: Company: Email address: Telephone number:		n.com	
Name: Company: Email address: Telephone number:		n.com	
Name: Company: Email address: Telephone number: erver license information Serial number: Description:	123456 Scan For You Office	e NFR	
Name: Company: Email address: Telephone number: Server license information Serial number:	123456	e NFR	
Name: Company: Email address: Telephone number: Server license information Serial number: Description: Expiry date:	123456 Scan For You Office 13 November 2020	e NFR)	, released version
Name: Company: Email address: Telephone number: Server license information Serial number: Description: Expiry date: License type: Maintenance information Expiry Date:	123456 Scan For You Office 13 November 2020 Unlimited	e NFR)	, released version

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

MyQ	KDSJLCZLXWSNRX9F	2	13	November	2020
			1	_	-

Configuration in ScannerVision

In order to set ScannerVision properly, you need to configure **Network** settings, **Templates**, **Clients** and **Users**.

Network Settings

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

Server Templates Clients Use	rs View Help							
Start server Resume server Pa	use server Stop s	Add forms recognition		Delete tem	plate Apply setti	ings Discard settings Se	erver Settings	Professional Services
Back * Settings ->>	Network Serve	er Settings ->>						
General	Navigation Tip: D	ouble click icons with	orange circles and si	ingle click o	ons without.		_	
Settings	Modules View	×	Network Server	r Setting: CP/IP port				
<u>R</u>	General Server Settings	Network Server Settings	ic ic		Enable encrypti	on		
Connections		1	Web Server					
Templates	SMTP Server Settings	FTP-ES Server Settings		Address	10.14.4.73	•		
	Т			Port	81	Bind to non-SSL port		
Clients	Message			SSL port	443			
<u> </u>	Customizations			STA port	50100			
Users				FTP port	2222			
			Data	port from	65000			
Master Forms			Dat	ta port to	65535			
Log				Timeout	30			
			SSL certificate s	store type	System - Local Mac	hine		
General			SSL certific	cate store	Trusted Root Certi	fication Authorities		
🛞 Tools			SSL	certificate	TMQPRG-TMYQT3	l.myq.cz	•	* 🖉
1) *			н	iost name	TMQPRG-TMYQT3	l.myq.cz		

- 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:

Server Templates Clients Use	rs View Help				
Start server Resume server Pa	use server Stop server	Add forms recognition	Add workflow Delete t	emplate Apply sett	tings Discard settings
Back + Settings ->>	Network Server Set	ttings -> >			
General	Navigation Tip: Double	e click icons with	orange circles and single clic	k cons without.	
Settings	Modules View	×	FTP-ES Server Setting	S Enable FTP-ES set	rver
R	General Server No Settings	etwork Server Settings	FTP Server address	10.14.4.73	•
Connections		ţ.	Command port	9569	
# =	SMTP Server F Settings	TP-ES Server Settings	Data port from	65000	
Templates Clients Users	Message Customizations	second	Data port to	65535	

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.

Navigation Tip: Double click icons with orange circles and single click cons without.							
Modules View			×	Hot Folder FTP Server Mail Server Client Capture			
				Hot folder settings			
Capture Settings	Output Format Settings	Document Store Settings		Enabled			
<u> </u>		- /		Hot Folder			
				Check sub folders			
Xml Data Import	ABC Settings	Document Annotati		Share username			
*				Share Password			

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.

A		Scan	nerVision Processing I	Engine - Unlicensed Copy	= 🗆 X
Server Templates Clients Use	rs View Help				
Start server Resume server Pa	use server Stop server Add forms recognition	Add workflow Delete tem	plate Apply settings	Discard settings Server Settings Help Professional Services	
Back + Templates -> >	New Template (1) -> > Ca	pture Settings -> >			
General	Navigation Tip: Double click icons with	orange circles and single click c	ons without.		
-02	Modules View ×	Hot Folder FTP Server Mail	Server Client Capture		
*	r 🖌 🔶	Client capture settings			
Settings					
Ð	Capture Settings	 Enabled 			
Connections		Scanning properties —			
		Type Text	▼ ✓ Lock	Sides One side Lock Scan source ADF Lock	
Templates	Output Format Settings	Colors Auto	 Lock 	Size A4 Cock	
		Resolution 300	Lock Sca	an orientation Portrait 💌 🛄 Lock	
Clients		Pages properties			
	Document Store Settings				
	~~~	Min (	Max 0		
Users		Questions			
	Xml Data Import				
	, and each mport	Tag name 🛛 💙	Question 🕎 Defaul	It value 🕅 Regular expression 🏹 Sample	
Master Forms	ABC			ScannerVision - Template Question	×
	ABC Settings		Question	question1	
Log	Abe Settings		Tag name	QUESTION1	
General			Default		
Tools	Document		Regular expression		
»	Annotati		Sample		
ScannerVision Processing Engine	*		Tooltip		
, Light			Minimum size	0	
			Maximum size	0	
				Required	
			Question type	Typed 👻	
					Save Cancel

#### 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.
- 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**.

A				ScannerVision Processing Engine - Unlicensed Copy	_ 🗆 X
Server Templates	Clients Use	rs View Help			
Start server Res	ume server Pa	use server Stop server	Add forms recognition	Add workflow Delete template Apply settings Discard settings Sever Settings People Protectional Services	
Back +	Templates -> >	New Template (1)	)->> Cap	ure Settings -> >	
General	_			prange circles and single click cons without.	
8		Modules View	×	Hot Folder FTP Server Mail Server Client Capture	
Setting	s			Client capture settings	
JU.	>	Capture Settings		✓ Enabled	
Connecti				- Scanning properties	
		Output Format	=	Type Text 🔽 Lock Sides One side 👻 🗌 Lock Scan source ADF 💌 🗔 Lock	
Templat		Settings		Colors Auto	
	Ĵ			Resolution 300 💌 🔲 Lock Scan orientation Portrait 💌 🛄 Lock	
Clients		Document Store		- Pages properties	
		Settings		Min 0 Max 0	
Users		<a></a>		Questions	
5		Xml Data Import			
		ScannerVi	ision - Templa		
		Seamervi	ision rempi		
Question	question1				
Tag name	QUESTION1				
Default				ScannerVision - PickList	
Regular expression					
Sample				Name list1	
Tooltip				Guid (68DF9505-7391-4C44-9893-2F80724F21DC)	
Minimum size	0			Dynamic retrieval	
Maximum size	0			Picklist items	7 5
	Required			1	=
Question type	Selected	•		2	
Picklist	Name	Picklist Type		<b>▼</b> ■ ■	
	> 🗌 listi			6E56-40FD-9663-68847A7CB1C1) = 5	
	list			-7391-4C44-9893-2F80724F21DC}	
				Save Cancel Sav	e Cancel
					- Conteen

#### **Clients Setup**

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:
  - a. None everyone can access the same templates.
  - b. *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.

Server Templates Clients Use		
Start server Resume server Pa	se server Stop server Add forms Add workflow Delete template Apply settings Discard settings Server Settings Help Professional Services	
Back *		
General	Navigation Tip: Double click icons with orange circles and single click cons without.	
Settings	Groups     Cients     Add     2     Add     Edit     Delete     Edit     Delete     Cients     Cients     Cients     Cients       Views     Groups     Groups     Clients     Clients     Device Commands	
B	Client Groups Directory 🕹 Add Client – 🗆 🗙	٦
Connections Templates	Groups     1       Ungrouped     3       Client type     MyQ       Client top     (A8766513-3F48-4D85-8AC2-872F6F680053)       Client top     Mynew MFP       Client description     MyQ Smartworkflow enabled MFP	
Users	5 IP address 192,168.0.123	
E .	Host name -	
20	6 Authentication method None	
Master Forms	Client Groups Available Templates	1
-	✓ Car Hire Return	
Log	Compose Document	
LOY	Epson - Scan to Fax	
	Manual Invoices	
	₩ MyQ2	
	7 One Drive	Ш
	VPDF Password	
	RW Group	
	Relational Data	
	SharePoint 365	1
	l Volvo	1
General	8 Save Cancel	
UL GENERAL		_

#### Users setup

Users can be imported from a Windows Server, LDAP, AD or they can be manually added. For further instructions, please check the ScannerVision User Manual.

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**.

A ScannerVision Processing Engine										
Server Templates Clients User	use server Stop server Ad	d forms Add workf	low Delete tem	plate Ap	ply settings Disc	ard settings	Server S	8 Settings	(2) Help	Pro
Back +										
General	Navigation Tip: Double click ice	ons with orange circles	s and single click o	ons without.						
Settings	Setup Import	Groups U	sers Add	Edit I Groups	Add	Duplicate	<u></u> €dit	Selete		
	User Groups Directory	Redit User		Groups		Use	rs		×	1
<u> </u>	Groups 1	edit User					_	u	^	
Connections	Ungrouped		Active							
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		User ID	(91878							
Templates		User name	Brian			1				
<li>S</li>		User description				_				Descri
Clients	2	Email address	Øsc	annervision.c	om					
	-	Browse folder								
Users		Password								
5		User Groups			Available Templ	ates				
Master Forms					Automatic In					
					Car Hire Ret					
Log					Compose Do					
,					Manual Invo					
			3		MyQ2					
			-		One Drive PDF Passwork	will				
					PDF Signatu					
					🔲 RW Group					
					<ul> <li>Relational D</li> <li>SharePoint 3</li> </ul>					
					Volvo	00				
		-		]	-					
General					4		Save	Cano	el	
🛞 Tools		н (1)н								

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

#### **Configuration in MyQ**

After the configuration in ScannerVision is done, you need to create a MyQ Smart 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.
- 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 MyQ Smart Workflow.

d. Click Save.

Terminal Actions					External workflow	×
💠 Add = 👔 🜲 🏓 Actions = 🇰 Too	sis = 🦁 Rafresh				General	
Home screen     B Price All	See the documentation for compatibility	ity details.			Enabled	
Constitution     Constitution	E Proc Al Scancer/Valor B Lyy Jobs	Reveal Copy Prevent Copy Decy Scan = Final Copy Scan = Final Exp Scan = Final	B C Carl Reporteron C Carl Reporteron Peret 13 Lay Cay	Real 1 Freed 1 Mores Cl	Teles seconditions Proteins seconditions Rights seconditions Syste seconditions Presentens URL secondition URL secondition Syste Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition Secondition	•

### 10.1.13 Application

The **Application** terminal action node enables users to directly access a third party application.

- FutureSmart 4.10 or newer is required.
- Not available in Exploded mode. To use a third party application in Exploded mode, see the alternative method via the Unlock Panel terminal action, described below.
- After installation/uninstallation of the third party application into device, the remote setup of the MyQ HP embedded terminal is required.

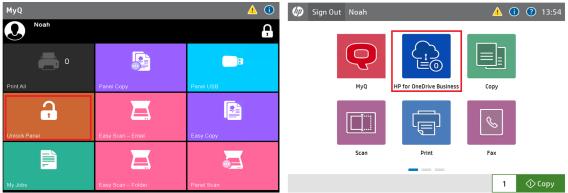
	Application	×
	General	
See the documentation for compatibility details.	Fields marked by * are mandatory. Enabled:	
Print All   2   B   3rd party application	4       Title:       en       3rd party application         Printers:       *       All printers         Rights:       *       All users         Style:       *       Application         5       Reference:       * <b>V</b> Save       X Cancel	•

After creating the action node, type the application **Title** that you want to be displayed on the screen, set **Rights**, and type its reference name (the application reference name shown on the printing device's system menu) to the **Reference** text box.

MyQ		▲ ①
Noah		
0		
Print All	Panel Copy	Panel USB
3rd party application	Easy Scan – Email	Easy Copy
My Jobs	Easy Scan – Folder	Panel Scan

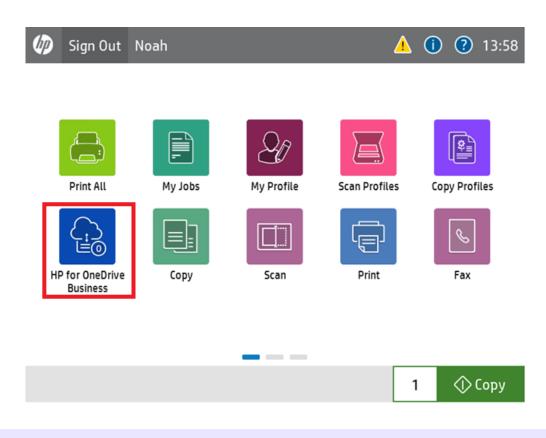
Accessing third party applications via Unlock Panel

If the application's reference number is not available, you can still use applications installed in the printing device by using the **Unlock Panel** terminal action.



It is possible to use redirection to applications from HP Command Center to OXPd based apps only. It is not possible to use a third party application from HP Command Center, because applications from HP Command Center are based on OXPd SDK.

This is also available in Exploded mode:



All installed applications are displayed on the device's native panel. If you don't want the users to access them, you can restrict their access to the Unlock Panel terminal action.

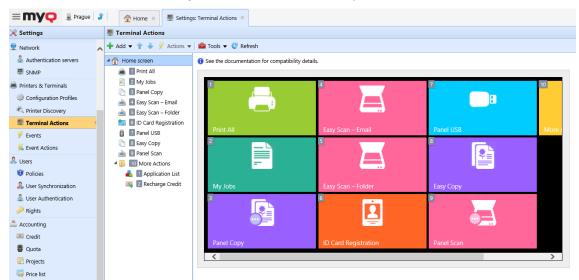
# 10.2 Default terminal actions

The default terminal actions are:

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

### 10.3 Terminal actions management

Terminal action nodes can be managed on the **Terminal Actions** settings tab (**MyQ**, **Settings, Terminal Actions**). They can be managed either under **Home screen** on the list of actions or directly on the terminal screen preview.



### 10.3.1 Adding new action nodes on the list of actions

To add a new terminal action node:

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

Terminal Actions				
🕂 Add 👻 👚 🐥 🕖 Actions 👻		То	ols 🔻 🥑 Refresh	
Home screen	0	See	the documentation for c	om
🕂 Add subnode	e 🕨		Folder	
		۲	Print All	
		-	My Jobs	
		$\square$	Easy Copy	
			Easy Scan	
			Easy Fax	
			Application	_
		-	Application List	
		<b>f</b>	Unlock Panel	
		D	Panel Copy	
			Panel Scan	
			Panel Fax	
		Ð	Panel Box	
		Ŧ	Panel USB	
		<b>*</b> =	ID Card Registration	
		2	Edit Account	
			Recharge Credit	
			Fax Box	
		Ŧ	USB Print	
			USB Scan	
		<b>*</b> _	Card Dispense	
			Custom Box	
		D	ID card copy	
			External workflow	

3. On the properties panel, you can rename and edit the node. For information about editing options, see Editing action nodes. Once you save your changes, the new action node is displayed on the action nodes list and on the terminal screen preview.

### 10.3.2 Adding new action nodes on the terminal screen preview

To add a new terminal action node:

- 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 the screen.

1	+	New node	<b>I</b>	Folder	
	Ø	Edit	۲	Print All	
	×	Delete		My Jobs	
			D	Easy Copy	
P		All		Easy Scan	can – E-mail

3. On the properties panel, you can rename and edit the node. For information about editing options, see Editing action nodes. Once you save your changes, the new action node is displayed on the action nodes list and on the terminal screen preview.

### 10.3.3 Editing terminal 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. On the properties panel, you can see up to three settings tabs (depending on the particular action): **General**, **Destinations**, and **Parameters**. The Destinations and the Parameters tabs are mostly used in Easy Scan action nodes and are described there.

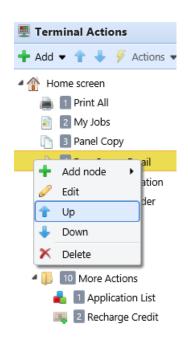
#### General tab

📄 Print	All	×
General		
	Enabled:	
	Title:	en
	Printers: *	🖡 All printers 👻
	Rights: *	All users 👻
	Style: *	Print All
		Save X Cancel

- **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 administrator interface, you can use different names in different languages. (The additional languages can be set on the MyQ **General** settings tab.)
- **Printers** Here you can select the printers the action node will be available on. All printers are assigned by default. To add more printers, select them from the **Printers** drop-down.
- **Rights** Here you can select the users or the groups of users that will be able to 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. To provide an additional user or a group of users with rights to the action node, select the user or group from the **Rights** drop-down.
- **Style** Select the action node's predefined style from the drop-down.

### 10.3.4 Changing the action nodes layout

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



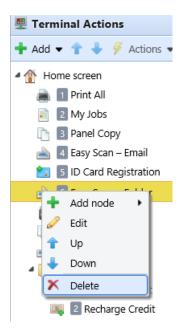
If there are more than ten action nodes defined on the home screen or in any folder, move the scroll bar at the bottom of the preview screen to view the additional action nodes.

### 10.3.5 Deleting action nodes

You can delete terminal action 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 home screen 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 both from the list, and the terminal screen preview.



#### 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 both from the screen preview, and the action nodes list.



#### Restoring the original layout

On the bar at the top of the **Terminal Actions** settings tab, click **Tools**, and then click **Restore defaults**. All your layout changes are reverted to the default settings.

# 11 Accounting Settings

In the **Accounting** settings tab, in the **General** section, the MyQ administrator can set:

- the **Accounting mode** MyQ will be using:
  - **Accounting Group** This is selected by default. In this mode, all quotas are available and can be spent.
  - **Cost Center** In this mode, only the selected (cost center) payment account is spent.
- the **Payment account priority**, which applies to terminals that don't support user selection of payment accounts, and to direct queues without the MyQ Desktop Client option. The payment account with the highest priority is always used in such cases:
  - Credit
  - Quota

#### Limitations:

- The **Cost Center** mode does not work on printers without a terminal.
- The **Cost Center** mode can be used only with embedded terminal versions 8.2 or higher.
- In the **Cost Center** mode, if a user has more than one account, the job is paused and the account must be selected via MyQ Desktop Client (v.8.2 or higher). If there is only one account, the account is assigned automatically.
- If you use the Cost Center mode on embedded terminals with a version older than 8.2, the terminals activation fails. The following error message can be found in the log: "Terminal is incompatible | reason=Terminal version must be at least 8.2 in cost center mode".

If you switch to the **Cost Center** mode on embedded terminals with a version older than 8.2, the following warning can be found in the log: "*This terminal is not supported in cost center accounting mode. Upgrade terminal at least to version 8.2*". Switch to the **Accounting Group** mode or upgrade your embedded terminals to version 8.2 for the terminals to be successfully activated and work properly. If you choose to switch, your terminals need to be re-activated. This can be done automatically by clicking **OK** in the Apply Settings pop-up, or manually on each device.

#### **Comparison between Accounting Group and Cost Center**

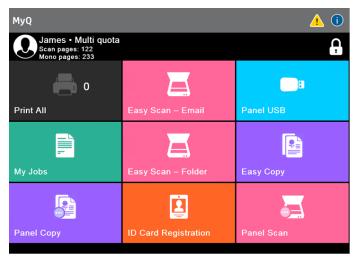
Accounting group	Cost center
Max 1 accounting group per user	Multiple cost centers can be assigned to a user
If multiple quotas are assigned to a user, all of them are spent.	Only one quota is spent. If credit, or a cost center without quota is selected, no quota is used.

Accounting group	Cost center
If credit or personal quota is selected, the job is still accounted to the accounting group	If credit or personal quota is used, no cost center is accounted.
Every job performed by user is accounted to their Accounting group	A job is accounted to the cost center only if selected, or if it is the only account the user has.

If the **Cost Center** mode is enabled, a cost center selection screen is displayed if more than one cost centers are assigned to the user.

Reset	МуQ	D		
\$ \$	Select Account			
O MyQ loc	cal credit account (EUR10.00)			
O Color Qu	O Color Quota (10 color)			
⊖ Scan Quota (125 scan)				
O Total Quota (48 total)				
🔿 Multi Qu	uota (8 total / 4 color / 13 scan)			

If the user only has one cost center, the selection screen is not displayed and this cost center is automatically assigned to the user. The name of the assigned cost center is displayed next to the user's full name.

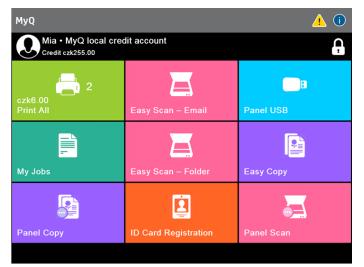


In the **Job price calculation before release** section, the MyQ administrator selects **the value for the printer is set up to increase the page counter value for A3 and Ledger format by** *1 - Japan*, or *2 - Europe, USA* (default).

📥 Accounting			
Fields marked by * are mandatory.			
▼ General			
Accounting mode NEW : *	Accounting Group  Accounting Group: Accounting group is selected automatically, all quotas are spent. Cost Center: Only selected payment account is spent. The Cost Center mode can be used only with embedded terminal versions 8.2 or higher.		
Payment account priority: *	<ul> <li>         Credit         Quota     </li> <li>Payment account priority applies to terminals which don't support user selection of payment account and to direct print via queues without MyQ Desktop Client option enabled. In such case payment account with highest priority is always used no matter of its balance/status.     </li> </ul>		
<ul> <li>Job price calculation before rel</li> </ul>	ease		
The printer is set up to increase the page counter value for A3 and Ledger format by: *	2 - Europe, USA (default) 💌		
	Save X Cancel		

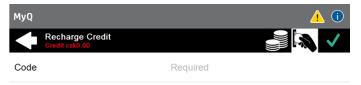
# 12 Credit

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.



# 12.1 Recharging Credit

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



my <mark>ç</mark>	\$100.00	Valid til 06/23/2017
	630551411108	

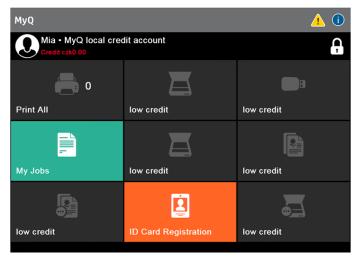
Users can view the prices of different configurations of a printed page by tapping the **Coins** in the upper-right corner of the screen.

MyQ     Image: Credit czk0.00       Paper Format     A4				
	Simplex		Duplex	
	Black & White	Color	Black & White	Color
Print	1.55	3	1.55	3
Сору	1.55	3	1.55	3
Scan			1	

## 12.2 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.



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

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 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.

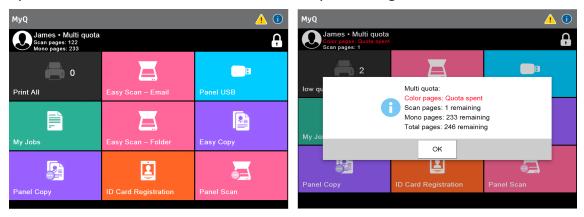
If a job does not include additional information from the job parser, users can start it as long as their credit is not equal to or below *0*.

MyQ	
Ready Credit czk255.00	· · · · · · · · · · · · · · · · · · ·
MyQ Printer Test Job1 czk3.00 + 1 Letter + Yesterday	۲
MyQ Printer Test Job0 czk3.00 • 1 Letter • Yesterday	۴

# 13 Quota

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

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.



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

- If the **Monitored value** is *Cost*, select them under **Disable operations**. The options are *Print, Copy, Color print* (on terminals 8.1 or newer), *Color copy* (on terminals 8.1 or newer), and *Scan*.
- If the **Monitored value** is *Pages*, mark the **Disable operation** checkbox and the operation that has reached the limit will be disabled.
- Mark the Terminate the current job when reached checkbox if you want to interrupt the current job when the quota is reached. If both Disable operation and Terminate the current job when reached are checked, the job will be interrupted when the quota is reached and the user will be redirected to the MyQ home screen. If Disable operation is checked and Terminate the current job when reached is not, the current job will be finished and the user will be redirected to the MyQ home screen. The action is not supported by scan quota.
- Quotas that disable scanning cannot be applied immediately.

#### 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.

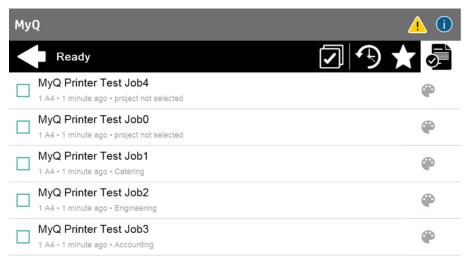
#### Print jobs with additional information from the job parser

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

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

# 14 Projects

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



#### Limitations

- When the user logs in, the package has no information about the number of projects available to the user. If the user has no rights to use any projects (including the "no project" project), the behavior is as follows:
  - a. On login, all actions are available to the user if credit/quota/rights conditions are met.
  - b. A project is tried to be assigned when an action is executed as per regular workflow. If the user has no rights over any project, a pop-up with an error message is shown to the user.
  - c. If the "no projects available" error message was displayed, the menu buttons are disabled showing the "No valid project" reason. My jobs is still available in this case, but it is not possible to print and the "No valid project" message is shown on the header.

## 14.1 Assigning projects to print jobs

#### My Jobs

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

Jobs with projects assigned to them are immediately printed.

MyQ	
Project Selection	Q Search
Without project	
Accounting	
Catering	

#### Print All

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

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

### 14.2 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.

### 14.3 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

### 14.4 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).

# 15 HP Package Manager

In the HP Package Manager website, you can find the **Card Readers** page where you can manage and configure card readers.

#### 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 HP Package Manager

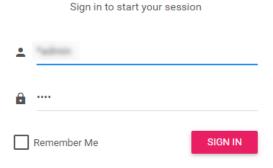
To sign in to HP Package Manager, type the following address into your web browser: "*<https://<hostname>:<numberOfServerPort>/package/hp/admin*"

where *<hostname>* is the hostname/IP address of your MyQ server, and *<numberOfServerPort>* is the MyQ Server port (*8090* by default).

Access is also possible via the links in the **MyQ**, **Settings**, **Configuration Profile** panel, in the **Terminal** tab.

▼ HP	
Local Admin Pin:	
Mode: *	Kiosk 👻
Configure HP readers by MyQ:	
	Change settings of HP readers
	Manage supported card readers

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



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

#### **Card Readers**

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 Reader 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 Query** to add the setting. Added settings can be deleted by clicking the trash icon in the **Actions** column. After adding new types of card readers, you have to run the **Remote setup** of the HP Embedded terminals to apply the changes.

Supported Card Readers	A		
] HP Card Reader Settings	Configure VID & PID of co	nnected card readers	
Configuration 1	VID	PID	SERIAL NUMBER
Configuration 2	03F0	0045	None (All)
Configuration 3	09D8	0310	None (All)
Configuration 4	09D8	0410	None (All)
	0403	6001	None (All)
	0C27	1000	None (All)
	1DA6	0110	None (All)
	0C27	3CFA	None (All)
	076B	5428	None (All)
	076B	5128	None (All)
	04D8	FEB9	None (All)
	0C27	3BFA	None (All)
	Vid	Pid	Serial Number
	Submit Query		

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 enabling the **Configure HP readers by MyQ** option in **MyQ**, **Settings**, **Configuration Profile** panel, in the **Terminal** tab.

▼ HP	
Local Admin Pin:	
Mode: *	Kiosk 💌
Configure HP readers by MyQ:	
	Change settings of HP readers
	Manage supported card readers

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 Query**. Changes are applied immediately; the **Remote setup** of the HP Embedded terminals is not required. This setting is applied to all HP printing devices equipped with the HP Universal card reader.

Supported Card Readers	Configure HP Card reader technol Card Reader Settings - Only for HP X3D03			
HP Card Reader Settings				
Configuration 1	Configuration #1			
Configuration 2	Configuration #1			
Configuration 3	HID Prox			-
Configuration 4	Parity Settings			
	Strip Leading Bits		Strip Trailing Bits	
	1	0	1	0
	FAC Settings			
	Send FAC		Send FAC as HEX	
	FAC Digits		FAC/ID Delimeter	
	3	\$		
	ID Settings			
	✓ Send ID		Send ID as HEX	
	ID Bit Count		ID Digits	
	16	\$	5	0
	Other Settings			
	Force Data to length			
	648it Math			
	Read Only Card Size			
	Card Size			
	26	0		
	Weigand Settings			
~	Invert Data	Reverse Bits	Reverse Bytes	
Version: 8.2.5.7	Submit Query			

# 16 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.

<b>θ</b> Printer policy			×
	Enabled: *	ı 📄	
Users an	d Groups: * 🔰	🔒 Internal	-
1	Description: A	dmin	
	Printers: * 🔋	All printers	-
Allowed Actions			
	Print: 🔽	Yes	$\checkmark$
	Copy: 🔽	Yes	$\checkmark$
Full	color copy: 🔽	Yes	$\checkmark$
	Scan: 🔽	Yes	$\checkmark$
	Fax: 🗸	Yes	$\checkmark$
4 Other policies			
Device a	access level: 🔽	Administrator	~
	Save	X Cancel	

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.

MyQ			
Eliot Kate Credit 1,892.00			
0		B	
Print All	Easy Scan – Email	Panel USB	
My Jobs	Easy Scan – Folder	Easy Copy	
	<u> </u>	<u></u>	
Panel Copy	ID Card Registration	Panel Scan	

• 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.

<ul> <li>S Information</li> </ul>		▲ ②
🜐 Display Language	Control Display Language	¢

# 17 Update and Uninstallation

#### Updating the terminal

Updating the terminal is done on the MyQ web administrator interface. MyQ Server 8.2 patch 6 or higher is required.

- 1. Open the **Printers & Terminals** settings tab (**MyQ, Settings, Printers & Terminals**).
- 2. On the **Terminal packages** section, select the installed terminal package, and click **Upgrade** on the ribbon (or right-click, **Upgrade**).
- 3. Browse and open the latest terminal package, and click **OK**.

Terminal packages				
🕂 Add 🌼 Upgrade 🗶 Delete 🛛 😋 Refresh				
Brand	Туре	Version	Port	Status
нр	Embedded: REST API	8.2.1.32	8081	🎇 Upgrading terminal package

4. The terminal package is uploaded and installed, and the device is automatically reactivated.

If you are trying to **+Add** a later version of the same terminal package, a pop-up informs you that you can upgrade your installation. Click **Yes** to continue. The terminal package is uploaded and installed, and the device is automatically reactivated. (*MyQ Server 8.2 patch 6 or higher is required*)

Ins	stall ter	minal package	×
Fie	lds mark	ed by * are mandatory.	
Ter	MyQ		
	?	Version of this package is already installed. Do you want to upgrade?	I
_		Yes X No	ļ

#### Uninstalling the terminal

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

To remotely uninstall an embedded terminal from the MyQ Web administrator interface, follow the steps below. Before the uninstallation, make sure that the HP installation package is uploaded on the server and the HP service is running.

Go to **MyQ, Configuration Profiles**. Choose the profile and click **Edit** (or doubleclick, 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**.

(i) 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 interface (**MyQ**, **Settings**, **Printers & Terminals**).

# 18 Business Contacts

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Technical support	support@myq-solution.com
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