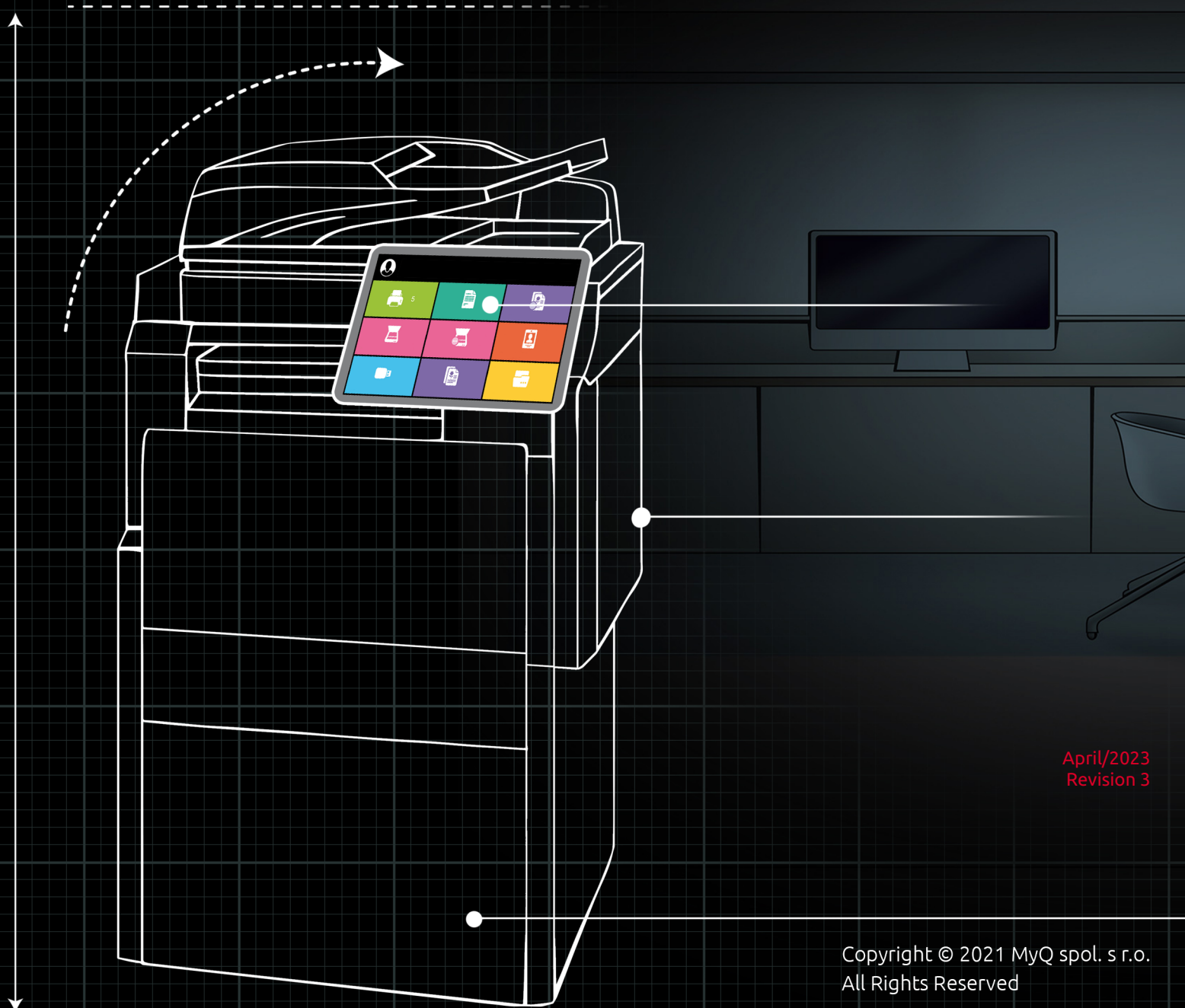


myq X

MyQ TerminalPro



April/2023
Revision 3

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1 About

This document provides readers with information needed to install and administer the MyQ TerminalPro hardware terminal. It guides them through the processes of installation and configuration of the terminal.

2 Basic Information

MyQ TerminalPro is a universal hardware terminal that can be used for setting up the pull print solution with MyQ. It can be used in two ways:

1. The simple way is to use it just with a card reader. In this case, it serves as a straightforward pull print solution – all print jobs of the system user are printed immediately after they identify themselves by swiping a card.
2. The favorable way is to use it with a touchscreen display attached to it. The display, which is charged directly from MyQ TerminalPro, provides users with a friendly environment where they can manage their print jobs, register ID cards, unlock the printing device's copy and scan panels, manage projects, view actual states of their quotas and manage their credit.

2.1 Requirements

- Only hardware with revisions **E/KEM**, **E/MyQx.x.x.x** or **F/MyQx.x.x.x** is supported (you can find the revision at the bottom side of the terminal).
- MyQ TerminalPro can also restrict access to copy and scan features. To work properly, the device must be equipped with a **Key Counter** connector or enable panel locking via network communication (**SW lock**).
- MyQ Server 7.2+

2.2 Card reader

A card reader is necessary when the terminal is used without the MyQ Touch Panel. If you use the terminal with the MyQ Touch Panel, the card reader is optional and can provide an additional way of user authentication.

The card reader can be mounted directly on the printing device using a double-sided adhesive tape.



You can also attach it to the printing device or to the MyQ Touch Panel using the TRH holder. The design of the TRH holder provides the possibility to utilize some of the existing holes of the printing device.



A card reader is connected to the terminal via a USB cable and it is automatically detected after plugged in.

When connecting the card reader, keep the terminal's power off (keep the power cable disconnected).

2.3 Key Counter Cable

The Key Counter cable connects MyQ TerminalPro to a Key Counter connector of a printing device and thus enables the terminal to lock the device operation panel and prevent unauthorized copying, scanning, and faxing.

If the device is properly configured, it stays locked until a user successfully identifies themselves and logs in to the terminal. Upon the identification, a signal is sent via the Key Counter cable and the panel is unlocked. After the user performs the required operation and logs out from the terminal, the printing panel is locked again.

The Key Counter cable is connected to the terminal via a 9 pin D-SUB connector.

i Depending on MFD manufacturer, different names are used for the locking/unlocking mechanism of a printing device. It can also be called Coin Vendor, Foreign Interface Harness, Foreign Device Interface, etc. For more information about locking options of a particular printing device, please contact your MFD supplier.

2.4 MyQ TerminalPro Mounting

MyQ TerminalPro can be mounted on the printing device using a double-sided adhesive tape. Attach the double-sided adhesive tape on MyQ TerminalPro and mount the terminal to the desired position on the printing device.

2.5 Using MyQ TerminalPro without the MyQ Touch Panel

Without the MyQ Touch Panel, the terminal works on a very simple basis — users release all their jobs sent to MyQ by swiping their card at the attached card reader. If the terminal is connected to a printing device with a Key Counter cable, a swipe of the card will also unlock the device's operation panel.



As there is no other way to communicate with the terminal, swiping the card is the only method of user identification and the card reader is necessary. The card has to be already registered in MyQ. If it is not registered yet, it has to be added to MyQ by the administrator.

2.6 Using MyQ TerminalPro with the MyQ Touch Panel

While it can also be used to simply administer the terminal, the main benefit of the MyQ Touch Panel is the large number of additional features and user options that are made available by using its touchscreen.



The MyQ Touch Panel features are described in the following topics:

- [MyQ Touch Panel: Admin Menu](#) — this topic shows the additional setup of the terminal that can be done on the Admin screen of the touch panel.
- [MyQ Touch Panel: Terminal Actions](#) — this topic presents the features of the terminal that can be accessed by tapping the touch panel buttons.
- [MyQ Touch Panel: Credit](#) — this topic describes the credit accounting feature.
- [MyQ Touch Panel: Quota](#) — this topic describes the quota feature.
- [MyQ Touch Panel: Projects](#) — this topic describes project accounting.

The MyQ Touch Panel can be mounted on the printing device using the TRH holder. The design of the TRH holder provides the possibility to utilize some of the existing holes on the printing device.



It is recommended to hold the MyQ Touch Panel vertically and attach the tablet holder to the long side (left or right side). If you want to hold it horizontally, it is recommended to attach it to the long side (top or bottom side) to secure its stability.

2.7 Removing the terminal from the MFD

If you want to you disconnect MyQ TerminalPro and start using the printing device without the terminal, you need to unlock its Key Counter to allow users to access the device panel.

2.7.1 MyQ TerminalPro network connection

MyQ TerminalPro and the printing device should be connected to the same network, using different cable connections.



Connecting the printer to the network via MyQ TerminalPro is not recommended.

3 Installation

The MyQ TerminalPro installation and additional configuration consists of:

- [Changing the printing device's network settings.](#)
- [Connecting the terminal.](#)
- [Basic setup.](#)
- [Installing the terminal on the MyQ web administrator interface.](#)
- [Selecting languages.](#)
- [Uploading SSL certificates.](#)

3.1 Changing the printing device's network settings

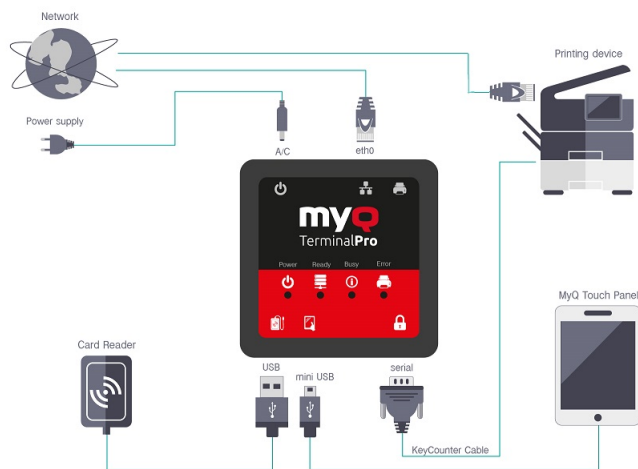
Make sure that the printing device is connected to the same network as MyQ TerminalPro, using different network cables.

You can then, on the printing device's web UI, on the network settings tab, either:

- Enable DHCP and disable Auto-IP (only on printing devices where this setting is available), or
- Use a Static IP address.

3.2 Connecting MyQ TerminalPro

You can connect the terminal using the below HW connection ports:



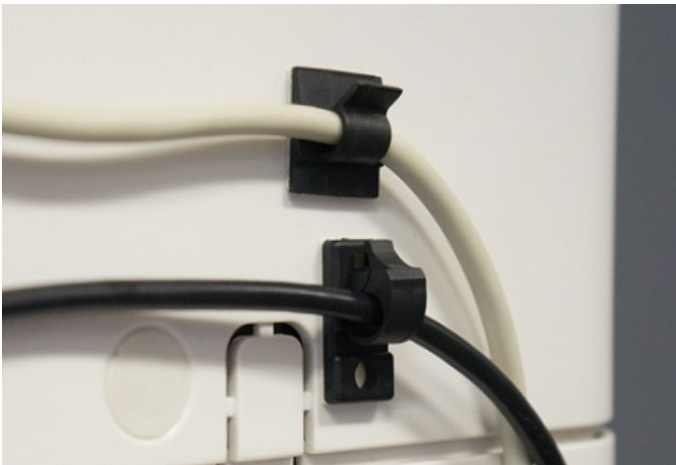
LAN host (eth0)	LAN port for connecting to the customer's network via network cable
9 pin D-SUB (serial)	Port for connecting a Key Counter cable
USB port	Standard USB port for the card reader connection

Mini-USB port	Mini-USB port for the touchscreen display connection
Power connector (A/C)	Port for the power source connection

1. Connect the cables to corresponding ports of the terminal:
 - a. Network cable to eth0
 - b. (Optional) Touch panel cable to Mini/micro USB
 - c. (Optional) USB card reader to USB (keep the terminal off when connecting)
 - d. (Optional) Key Counter cable to 9 pin D-SUB
 - e. Power cable
2. Wait till the BUSY SESSION STATE indicator glows green (It should take approximately 2 minutes), and then restart the printing device.

After it is connected, the terminal automatically sets up communication with the device. This setup can take a few minutes and after it is done, you need to restart the printing device.

Use cable holders to keep the cables organized and maintain a neat and tidy appearance on the printing device.



3.2.1 Status indication according to the LED diodes

The MyQ TerminalPro LED diodes provide the following information:

POWER	<ul style="list-style-type: none"> • Green light = the terminal is connected to a power source
READY - SERVER STATE	<ul style="list-style-type: none"> • Green light = server is online • Orange light = no server is set • Red light = server is offline • Red flashing light = card is being presented to the card reader

BUSY - SESSION STATE	<ul style="list-style-type: none"> • Green light = printing device is in idle state • Orange light = printing device is in session • Red light = printing device is busy or internal error
ERROR - PRINTER STATE	<ul style="list-style-type: none"> • Green light = printing device is online • Green flashing light = DHCP protocol is not enabled on the printing device • Orange light = Ethernet cable is connected but there is no response from the printing device • Red light = no connection (this is not an issue, as the printer should not be directly connected via ethernet to MyQ TerminalPro - it should be connected to the same network via a separate cable) • Red light flashes once = diode indicates that the device panel is being unlocked by the key-counter cable • Red light flashes twice = diode indicates that the device panel is being locked by the key-counter cable

The below LED diodes should be lit after a correct MyQ TerminalPro setup:

- **Green** for the **Power diode**.
- **Green** for the **Ready - Server state diode** (after setting up the server via MyQ Terminal Manager).
- **Green** for the **Busy - Session state diode**.
- **Red** for the **Error - Printer state diode** (as the printer is not directly connected to MyQ TerminalPro).

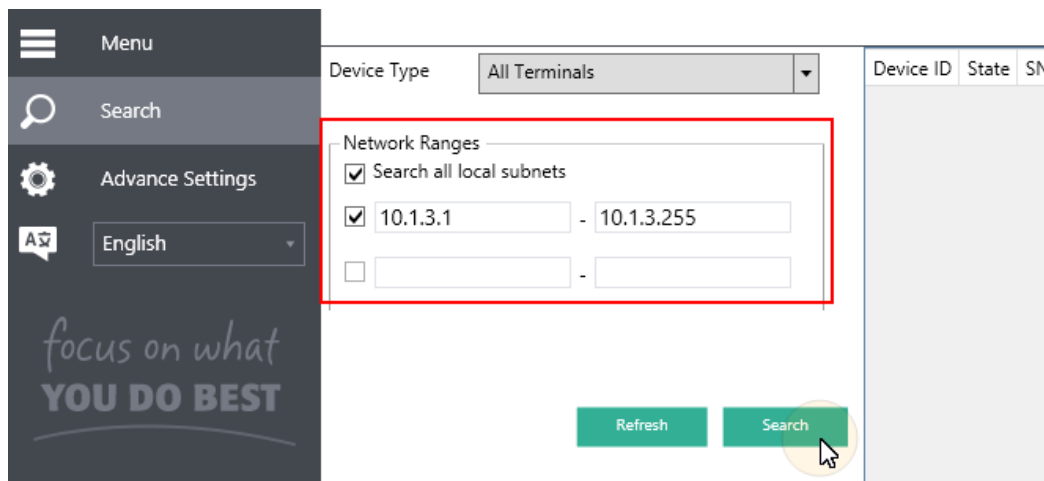
3.3 Basic Setup

The basic setup of the terminal can be done either in the MyQ Terminal Manager application or on the Admin Menu of the MyQ Touch Panel.

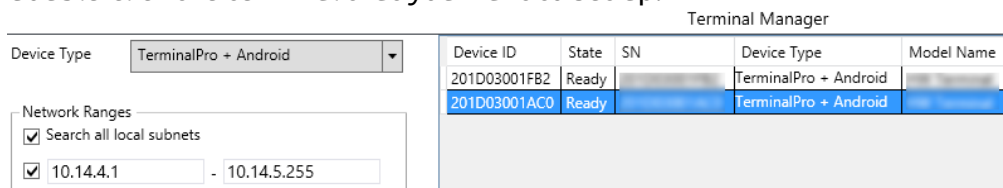
3.3.1 Setup in the MyQ Terminal Manager Application

If you select to set up the terminal in the MyQ Terminal Manager application, you need to open the application and take the steps below.

1. Open the MyQ Terminal Manager application. You can open the application from the Apps screen in Windows 8 and Windows Server 2012 or on the Start menu in Windows 10.
2. Search for the terminal.



- Under **Network Ranges**, set the network ranges where you want to search for printing devices, and then click **Search**. The available terminals are found and displayed on tabs with their manufacturer names. If the **Search all local subnets** option is selected, a broadcast command is executed on all network subnets where the MyQ server is connected. In case you want to search in other subnets, add their IP ranges in the text boxes below it.
- In the **Device Type** drop-down select *TerminalPro + Android*, and then double-click the terminal that you want to set up.



- Set the MyQ server IP address or DNS name.
- Make sure that the static IP address, subnet mask and default gateway are set. This IP address will be used for MyQ TerminalPro and the printing device will be available on this IP address.
- Save the settings and restart the terminal.

3.3.2 Setup in the MyQ Touch Panel

If you select to setup the terminal in the MyQ Touch Panel, you need to open the terminal's Admin Menu and take the steps below.

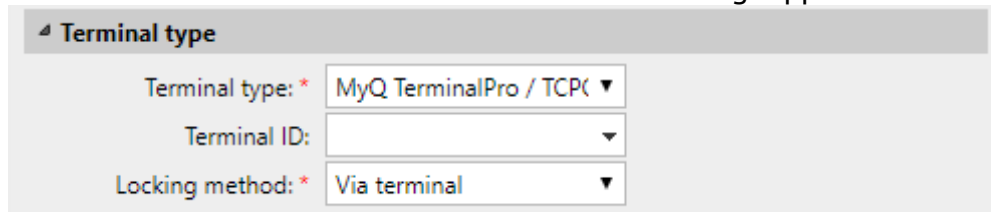
- Open the Admin Menu of the MyQ Touch Panel. To open the Admin Menu, tap the MyQ icon, and then enter the admin PIN. The default admin PIN is *1087*.
- Set a static IP address, subnet mask and default gateway.
- Leave the Admin Menu and restart the terminal.

3.4 Installing the terminal on the MyQ Web UI

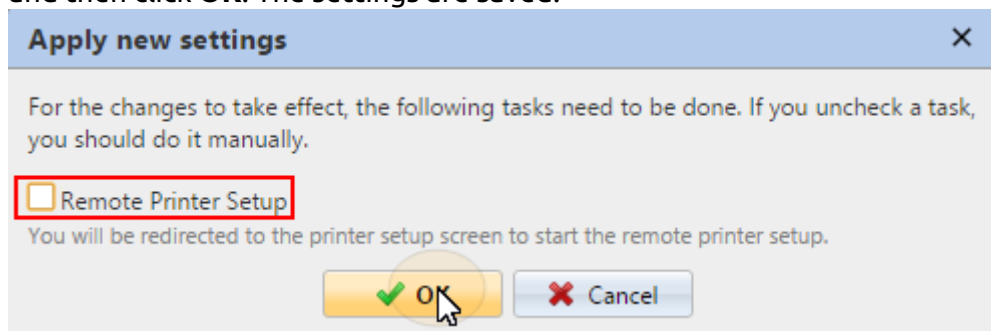
Select and configure the terminal on the printing device's properties panel on the **Printers** main tab in the MyQ web administrator interface.

Selecting and configuring the terminal

1. Run a **Printer discovery**, find the printing device using the IP address, add and activate the printing device. For more information, check the MyQ Print Server guide.
2. On the **Printers** main tab, double-click the printing device. The printing device properties panel opens on the right side of the screen. On the panel, under **Terminal type**, select the *MyQ TerminalPro / TCP Conv 2 / NET2USB Converter V2* terminal type, or the *MyQ TerminalPro / TCP Conv 2 / NET2USB Converter V2 + Touch Panel*. Additional settings appear.



3. Select the **Terminal ID** and **Locking method**, and then click **Save** at the bottom of the panel.
Three locking methods might be available, depending on the printing device model:
 - a. *Via Terminal*— With this option, the printing device operation panel can be locked and unlocked using the Key Counter cable.
 - b. *SW lock*— With this option, the printing device operation panel can be locked and unlocked without the need to use Key Counter.
 - c. *No lock*— The printing device operation panel stays unlocked.
4. In the Apply new settings pop-up, deselect the **Remote Printer Setup** option, and then click **OK**. The settings are saved.



3.5 Selecting languages

The language that is selected as the default language on the MyQ server is also used on all embedded terminals. For each user, you can change the language that will be used on their user sessions on the terminals.

The default language

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

The user's language

You can set different default languages for each user on their properties panels on the **Users** main tab in the MyQ web administrator interface. These languages are then used on their user sessions on embedded terminals. For more information, see the MyQ Print Server guide.

3.6 Uploading SSL certificates


An SSL certificate is a data file necessary for secure network communication.

A default MyQ SSL certificate is part of the installation. If you want to use the default MyQ SSL certificate, you need to generate a Java trust store file and upload it to the terminal using the MyQ Terminal Manager application.

If you want to use your own certificate, you have to replace the default certificate on the MyQ server. After this, you need to generate a Java trust store file and upload it to the terminal using the MyQ Terminal Manager application.

For information on how to replace the MyQ default certificate, see the MyQ Print Server guide.

To generate the Java trust store file:

 The following procedure requires Java JDK 1.7+.

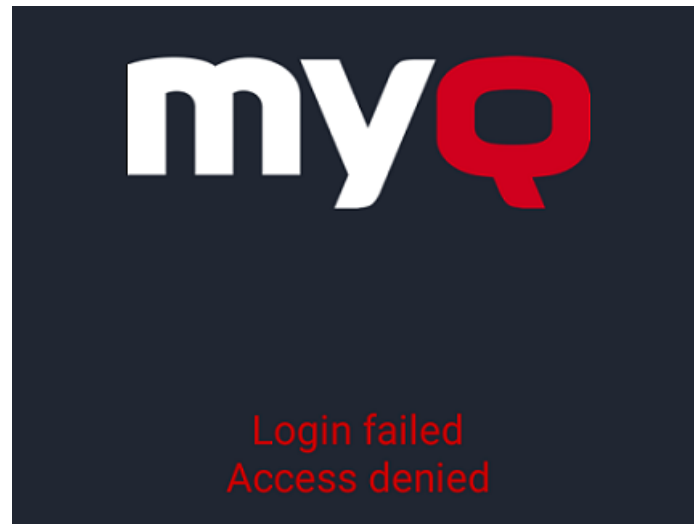
1. Check if the `\bin` folder of your Java installation contains the **cacerts** file. If it does, delete the file.
2. Open the Command Prompt, and then type and submit the following command:
`"<java_path>keytool.exe -import -file <cert_path> -alias MyQ -keystore cacerts"`
 where `<java_path>` is the path to your Java installation and `<cert_path>` is the path to your certificate.
3. When prompted for a password, type "`bLiz6jo7`".
4. Retype the password.
5. When the "`Trust this certificate?`" prompt appears, type "`yes`".
6. A new **cacerts** file will be created in the `\bin` folder of your Java installation.

To upload the generated Java trust store file

1. Open MyQ Terminal Manager.
2. Select the terminal where you want to upload the **cacerts** file generated in the previous process.
3. Under **Upload Java trust store to terminal**, browse for the generated **cacerts** file.
4. Click **Upload**.
5. Click **Save**.
6. Reboot the terminal.

4 Licenses

MyQ TerminalPro requires an Embedded Lite terminal license, although you can use a full Embedded terminal license as well. The total number of MyQ TerminalPro terminals that can run at the same time is equal to the number allowed by the Embedded Lite terminal licenses and Embedded terminal licenses counted together. If the total number of licenses (Embedded terminal + Embedded Lite terminal) at the server is exhausted, the terminal cannot be activated and the **Login failed / Access denied** message is displayed each time a user tries to log in on the MyQ Touch Panel.



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.

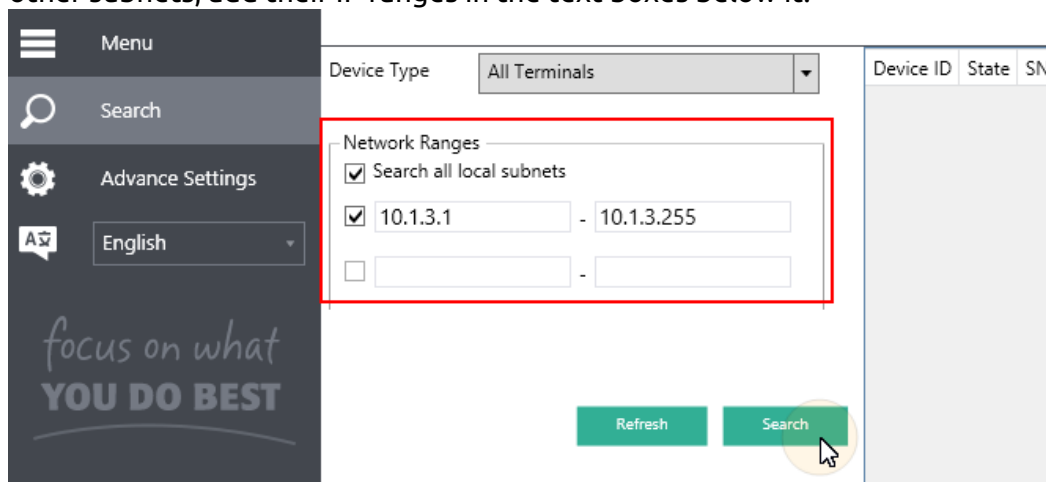
For information on how to add embedded terminal licenses, how to activate them, and how to extend the software assurance period, see the MyQ Print Server guide.

5 Configuration in MyQ Terminal Manager

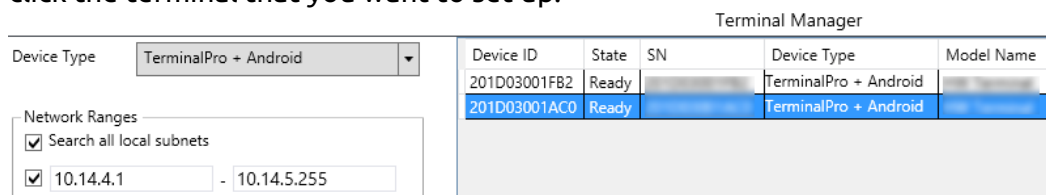
MyQ Terminal Manager provides an interface for the simple setup of MyQ terminals. It is installed as part of the installation of MyQ. You can open it from the Apps screen in Windows 8, Windows Server 2012 and from the Start menu in Windows 10.

5.1 Searching for a terminal

- Under **Network Ranges**, set the network ranges where you want to search for printing devices, and then click **Search**. The available terminals are found and displayed on tabs with their manufacturer names. If the **Search all local subnets** option is selected, a broadcast command is executed on all network subnets where the MyQ server is connected. In case you want to search in other subnets, add their IP ranges in the text boxes below it.



- In the **Device Type** drop-down select *TerminalPro + Android*, and then double-click the terminal that you want to set up.

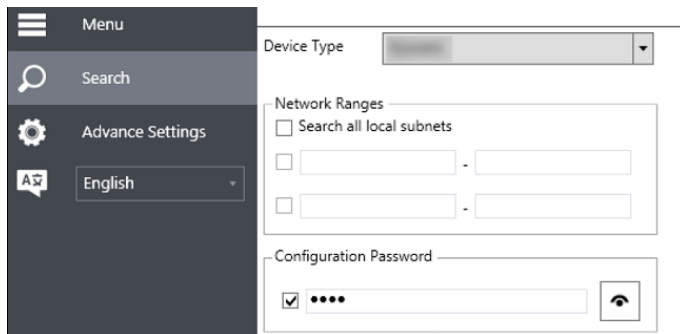


5.2 Setting a configuration password

To protect terminals from unauthorized remote configuration, you can type a global configuration password in MyQ Terminal Manager. The password applies to all terminals connected to the network, but it is not active and needs to be separately activated on each device. To do so, go to the settings of the particular terminal, select the **Set** option under **Common settings / Configuration password** and save the settings. Then, you can set the actual password on the **Search** tab.

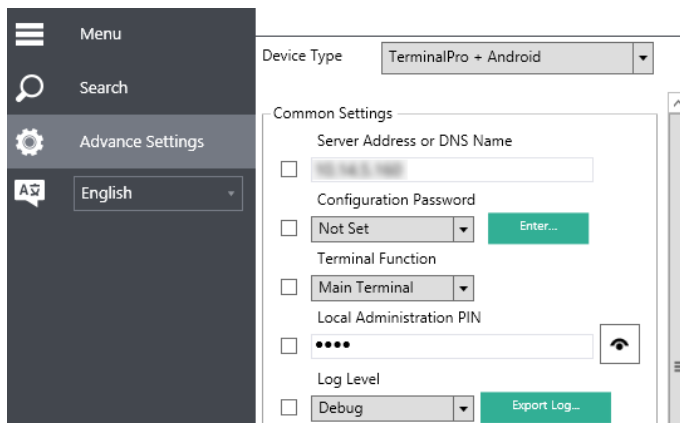
Once the password is activated on a terminal, the remote configuration of that terminal is possible only if the password that is currently typed in MyQ Terminal

Manager matches the password that was typed there at the time the password was activated.



5.3 Setting up the terminal

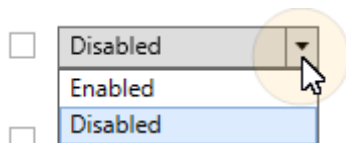
The terminal settings can be changed on the **Advanced Settings** tab in MyQ Terminal Manager.



If you change a setting, the checkbox on its left side is automatically selected.



To see the options of a drop-down menu, click the arrow on its right side.



To confirm the changes, click **Save** at the bottom of the tab.



5.3.1 Common Settings

Server address or DNS Name

The IP address or the hostname of the MyQ server.

Configuration Password

Here you can activate the global password for remote configuration of the terminal, which is then typed on the **Search** tab. To activate the password, select the **Set** option.

Terminal function

The terminal can be used in two ways:

1. **Main Terminal:** Primary terminal with full functionality.
2. **Network Card Reader:** Secondary terminal which serves as a network card reader for the primary terminal on the printing device. For more information about this option, please contact MyQ support.

Local Administration PIN

The PIN for administrator access to the terminal. By default, it is *1087*. The input has to consist of 4 to 16 numeric characters.

Exporting Log

In case you are asked to provide the log to MyQ support, you can upload the log file to a selected folder.

To export the terminal log, click **Export Log**. The Browse For Folder dialog box appears and you can select the folder where the log file is saved.

You can swap between the **Normal** log level and the **Debug** log level.

- By default, the terminal is on the **Normal** log level.
- With the **Debug** log level, the terminal generates additional log information for troubleshooting.


5.3.2 Login

You can select either one of the two multi-login options, or up to three simple login options. At least one of the options has to be selected, otherwise users would not be able to log in to the terminal.

Multi-Login Options


If the **Two-step authentication** option is selected, users have to pass two steps to successfully log in. You can choose from the following settings:

- *Disabled:* Only one way of login is used each time a user logs in.
- *Card and PIN:* The user swipes their ID card, and then enters their PIN.
- *Card and Password:* The user swipes their ID card, and then enters their Password.

 The two-step authentication methods (Card and PIN or Card and Password) provide a higher level of security.

Simple Login Options

- **Log in with PIN** - With the PIN option selected, users can log in by entering their MyQ PIN.
- **Log in with User Name** - With the User Name option selected, users can log in by entering their MyQ user name and password.
- **Log in with ID Card** - With the ID Card option selected, users can log in by swiping their ID Card. The ID Card has to be registered on the user account on the terminal.

 The **Log in by ID Card** option has to always be selected for MyQ TerminalPro without the MyQ Touch Panel, as no other login options are available there.

5.3.3 Network


You can obtain the MyQ TerminalPro address by setting a static IP address.

- **Host IP Address** - Static IP address of the terminal.
- **Subnet Mask** - Static IP subnet mask.
- **Default Gateway** - Address of the default gateway.

5.3.4 HW Interfaces

Key Counter

Here you can select the type of key counter connector that will be used with the terminal.

 A majority of printing device models are equipped with the **Universal** type of key counter connector. The Xerox key counter connector type is used by models of the Xerox and OKI brands. For detailed information on types of connectors, contact MyQ support.

5.3.5 Update Firmware

Here you can upload the application update package. For information about the package, contact MyQ support.

Updating the firmware

The update consists of two procedures: first, you need to upload the MyQ TerminalPro firmware package from a USB flash drive, and then you have to enable MyQ Mode in the MyQ Terminal Manager application.

Before the upgrade, unplug the LAN host cable to disconnect the MyQ TerminalPro terminal from the network.



Do not upload firmware provided by any other company than MyQ®. In case you upload a different firmware, it is highly likely that the terminal becomes unstable.

Upload the firmware from a USB:

1. Copy all of the upgrade files to the root directory of a USB flash drive (the flash drive should not contain any other data). For information about the firmware update package, contact MyQ support.
2. Unplug the MyQ TerminalPro terminal from the power source.
3. Unplug the card reader from the MyQ TerminalPro terminal.
4. Insert the USB flash drive into the terminal's USB port.
5. Plug the MyQ TerminalPro terminal to the power source. The Power LED diode glows green for about 6 minutes. After 6 minutes, the terminal loudly beeps; the Power LED diode glows green, while other LED diodes flash red and green.
6. Unplug the terminal from the power source.
7. Remove the USB flash drive from the terminal.
8. Plug the card reader cable to the terminal.
9. Connect the MyQ TerminalPro terminal to network.
10. Wait for a couple of minutes until all the diodes turn green and after only the Power, Busy, and Error diodes glow.

5.3.6 Server Certificate Upload

An SSL certificate is a data file necessary for secure network communication.

A default MyQ SSL certificate is part of the installation. If you want to use your own certificate, you can upload it here. Only one file can be uploaded to the terminal; all previous certificates will be removed.



For more information about network communication security, see the latest MyQ Security Whitepaper.

5.3.7 Upload Java trust store file

Here you can upload your generated Java trust store file for SSL communication on the terminal.

For information on how to generate the Java trust store file and upload it in the MyQ Terminal Manager application, see [Uploading SSL certificates](#).

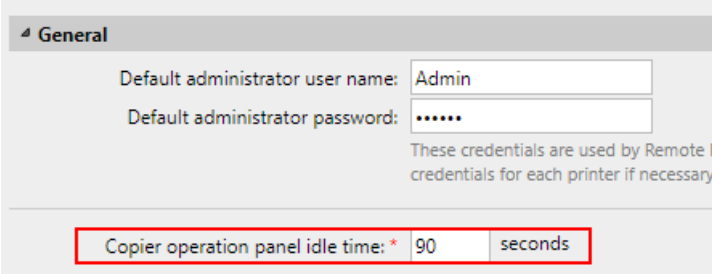
5.3.8 User Session

Idle Logout

If a user forgets to log out from a device after they have finished their tasks and the **Idle Logout** option is enabled, MyQ logs them out automatically after the idle logout time set on the MyQ web administrator interface expires.

With the **Idle Logout** setting enabled, MyQ auto logout depends on the **Copier operation panel idle time** setting on the MyQ web administrator interface (in MyQ,

Settings, Printers & Terminals). In this mode, each time a button on the MyQ Touch Panel is tapped, the timeout is prolonged; however, tapping buttons on native panels of the printing device (copy panel, scan panel, etc.) does not prolong it.



General

Default administrator user name: Admin

Default administrator password:

These credentials are used by Remote F credentials for each printer if necessary.

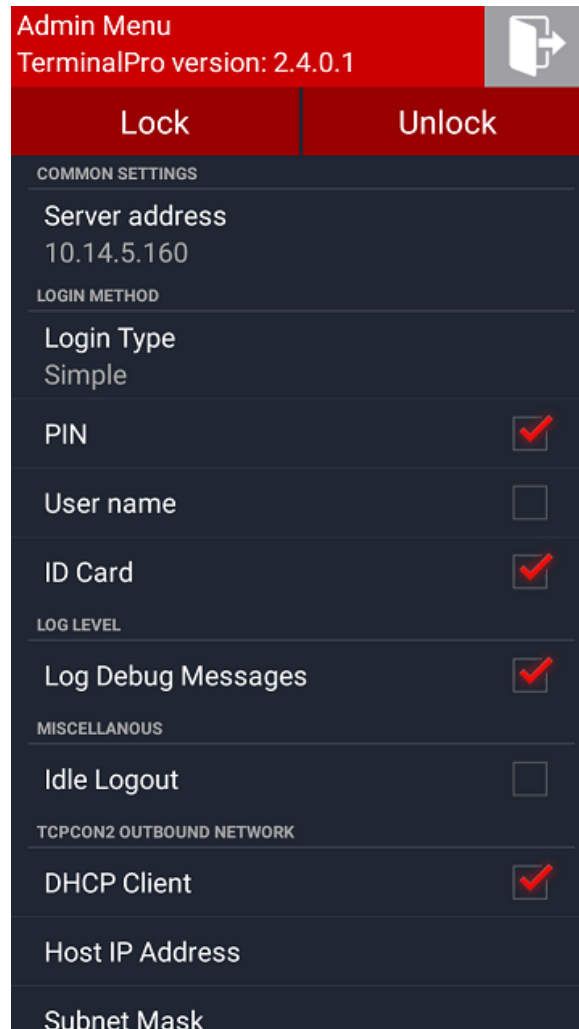
Copier operation panel idle time: * 90 seconds

If you disable the option, MyQ auto logout depends on the **Panel Reset Timer** setting that is set on the printing device's Web UI, under Timer settings. In this mode, every touch of the device display prolongs the timeout.

6 MyQ Touch Panel: Admin Menu

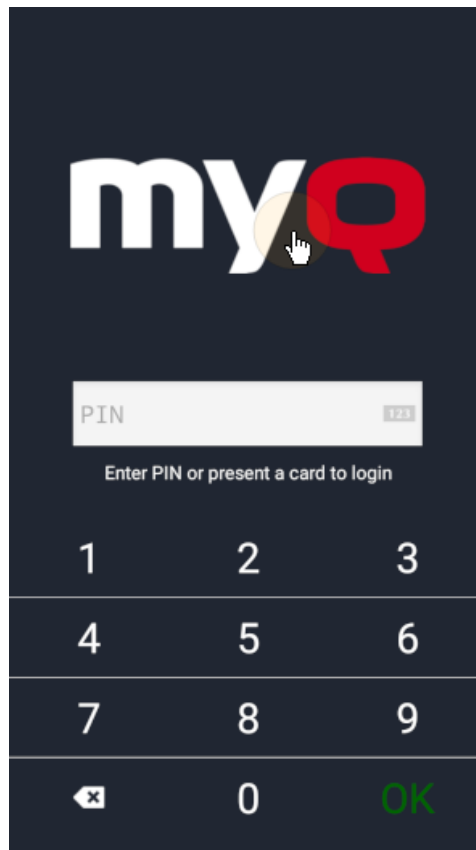
From the terminal's Admin Menu, you can administer the terminal and change its settings.

This first section of this topic shows you how to open the menu and the second section contains a description of all of the settings that can be changed there.



6.1 Opening the Admin Menu

To open the Admin Menu, tap the MyQ icon and enter admin PIN. The default admin PIN is *1087*.



6.2 Changing settings

This section describes all the settings that can be changed on the Admin Menu of MyQ TerminalPro. These are basic settings of the terminal, such as the IP address of the MyQ server or login methods.

6.2.1 Lock/Unlock

You can tap **Lock / Unlock** to permanently lock / unlock the printing device's operation panel.

6.2.2 Common Settings

Server Address - The IP address or the hostname of the MyQ server.

6.2.3 Login

Login Method - If you select one of the two multi-login options, users have to take two steps to successfully log in. You can choose from the following settings:

- Simple — only one login type is used.
- ID Card and PIN — The user swipes their ID card, and then enters their PIN.
- ID Card and password — The user swipes their ID card, and then enters their password.

Login by PIN - With the PIN option selected, users can log in by entering their MyQ PIN.

Login by User Name - With the User name option selected, users can log in by entering their MyQ user name and password.

Login by ID Card - With the ID Card option selected, users can log in by swiping their ID Card.

6.2.4 Log Level

Log Debug Messages - With **Log Debug Messages** enabled, the terminal generates additional log information for troubleshooting.

6.2.5 Miscellaneous

Idle Logout - If a user forgets to log out from a device after they have finished their tasks and the **Idle Logout** option is enabled, MyQ logs them out automatically after the idle logout time set on the MyQ web administrator interface expires. With the **Idle Logout** setting enabled, MyQ auto logout depends on the **Copier operation panel idle time** setting on the MyQ web administrator interface (in MyQ, Settings, Printers & Terminals). In this mode, each time a button on the MyQ Touch Panel is tapped, the timeout is prolonged; however, tapping buttons on native panels of the printing device (copy panel, scan panel, etc.) does not prolong it. If you disable the option, MyQ auto logout depends on the **Panel Reset Timer** setting that is set on the printing device's Web UI, under Timer settings. In this mode, every touch of the device display prolongs the timeout.

6.2.6 TCPCONV2 Outbound Network

You can obtain the MyQ TerminalPro address by setting a static IP address.

- **Host IP Address** - Static IP address of the terminal.
- **Subnet Mask** - Static IP subnet mask.
- **Default Gateway** - Address of the default gateway.

6.2.7 Screen Orientation

You can select one of the two screen orientation options:

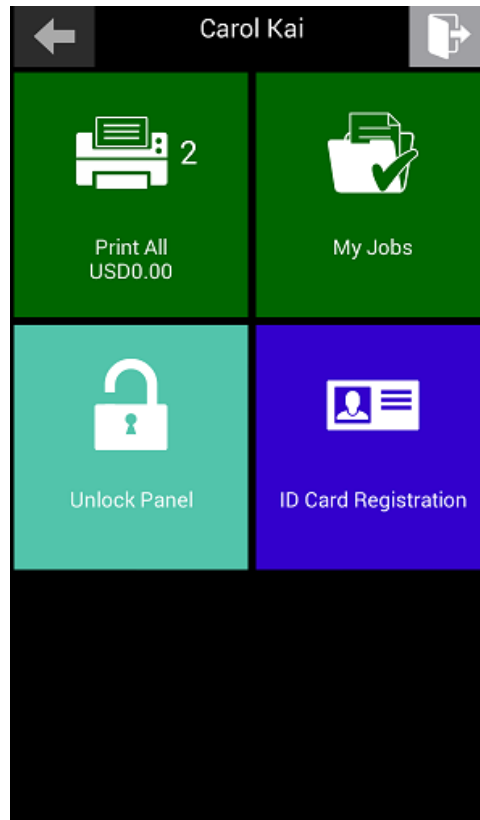
1. **Portrait** — this option needs to be used when the MyQ Touch Panel is held vertically.
2. **Landscape** — this option needs to be used when the MyQ Touch Panel is held horizontally.



If you are using a Lenovo TAB M7, **only Portrait mode is supported** (Landscape mode is not supported for Lenovo TAB M7).

7 MyQ Touch Panel: Terminal Actions

This topic discusses basic features of the terminal with the MyQ Touch Panel 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.



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

Additional layout options are provided by a possibility to create folders and put action nodes there. Folders can be used to group actions of the same type, 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 an individual home screen for each user or group of users.

7.1 Terminal action nodes

7.1.1 Available action nodes

Print all

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

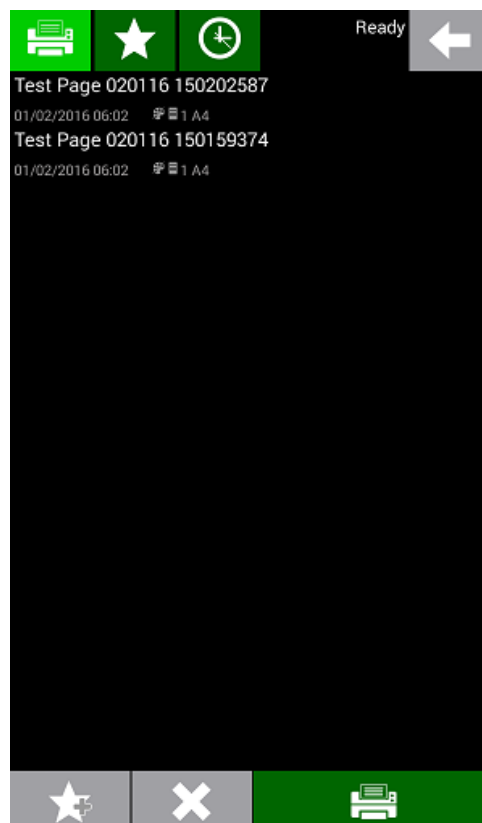
My Jobs

This 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.

Favorite jobs — Favorite jobs can be displayed by tapping the star icon at the upper-left corner of the screen.


Printed jobs — Printed jobs can be displayed by tapping the clock icon at the upper-left corner of the screen.



Users can perform the following actions:

- **Add to favorites** — Tap the **star-plus** icon to add the selected jobs to favorites.

- **Delete job** — Tap the **X** button to delete the selected jobs.
- **Print job** — Tap the **printer** icon to print the selected jobs.

 Jobs that are delegated by other users begin with the name of their owner in brackets.

Unlock Panel

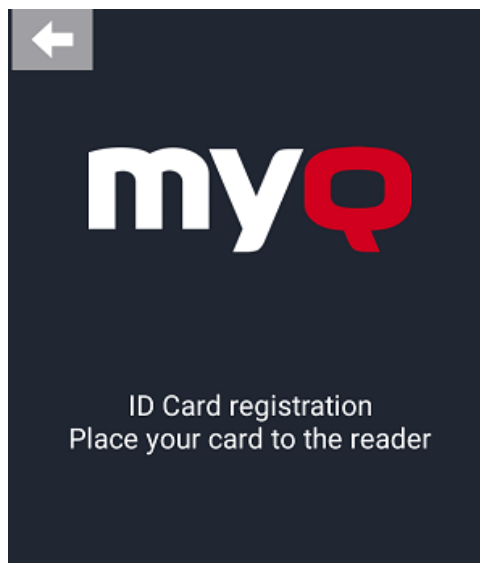
Unlocks the printing device panel and opens its default screen. Users can copy and scan on the panel.

If none of the credit, quota, and project features are activated on the MyQ server, the panel is automatically unlocked after a user logs in to the terminal.

To enable scanning on the terminal, make sure that your MyQ server is set as the SMTP server on the printing device web administrator interface.

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.




Recharge Credit

After tapping the Recharge Credit action, the Recharge Credit screen opens. For information about recharging credit on the terminal, see [Recharging Credit](#).

Folder

Actions can be put into folders. Folders can be used to optimize the layout of the terminal screen or to enable users to access a higher number of actions. For example, you can leave a few important actions on the home screen and place the rest into an additional actions folder.

 Empty folders are not displayed on the terminal screen. If there is only one item in the folder, the item is displayed instead of the folder.

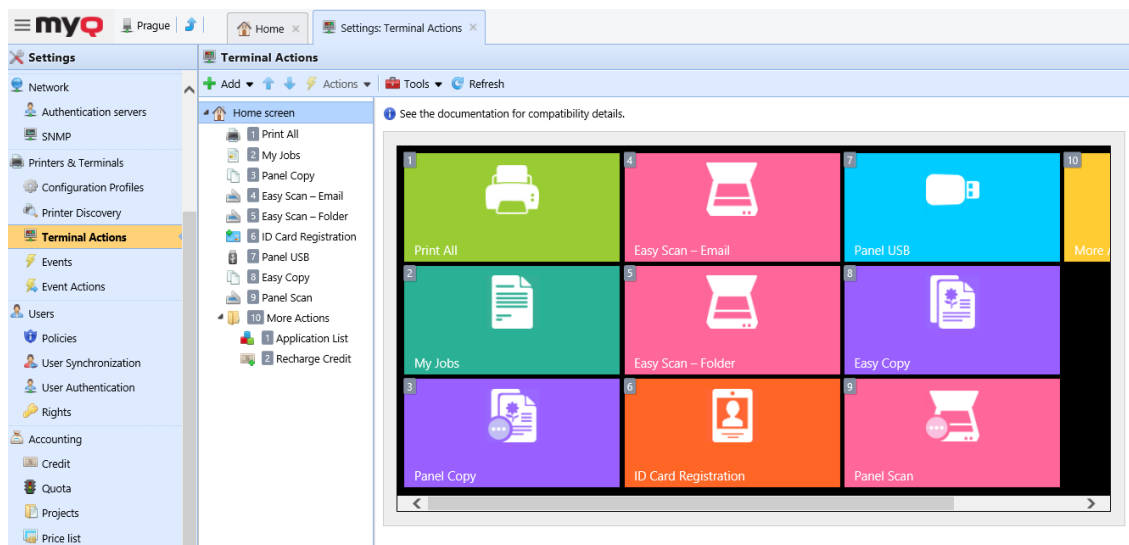
7.1.2 Default actions

The default terminal actions are:

- Print All
- My Jobs
- ID Card Registration
- Unlock Panel
- Recharge credit

7.2 Terminal actions management

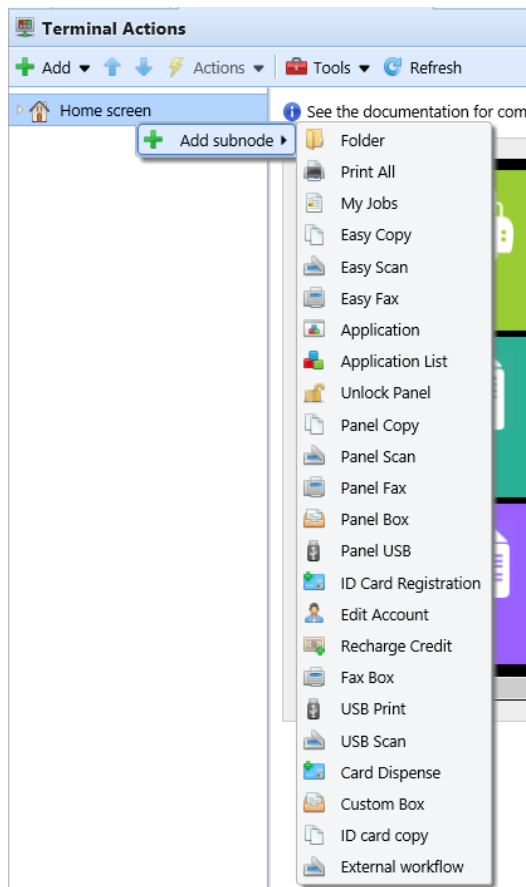
Terminal action nodes can be managed on the **Terminal Actions** settings tab (**MyQ, Settings, Terminal Actions**) on the MyQ web administrator interface. They can be managed either under **Home screen** on the list of actions or directly on the terminal screen preview.



7.2.1 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.

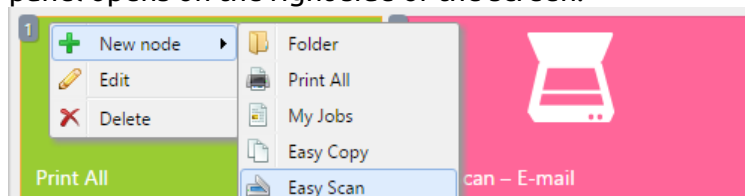


3. On the properties panel, you can rename and edit the node. For information about editing options, see [Editing action nodes](#). Once you save your changes, the new action node is displayed on the action nodes list and on the terminal screen preview.

7.2.2 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.

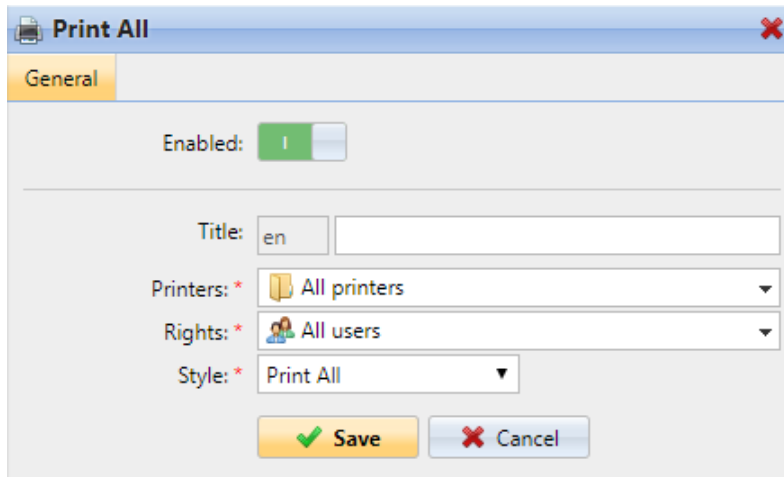


3. On the properties panel, you can rename and edit the node. For information about editing options, see [Editing action nodes](#). Once you save your changes, the new action node is displayed on the action nodes list and on the terminal screen preview.

7.2.3 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.

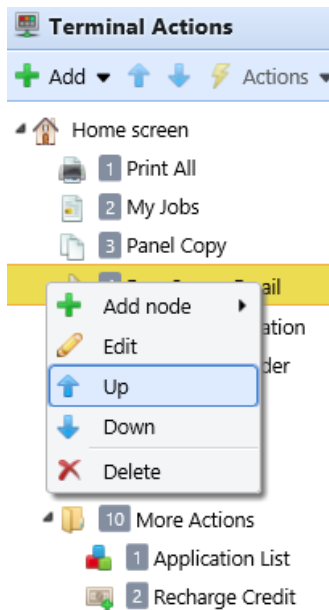
General tab



- **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.

7.2.4 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.



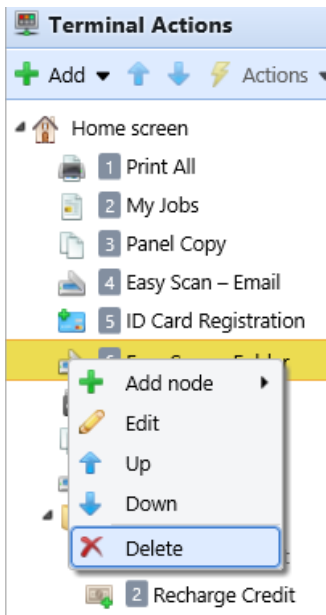
If there are more than ten action nodes defined on the home screen or in any folder, move the scroll bar at the bottom of the preview screen to view the additional action nodes.

7.2.5 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.

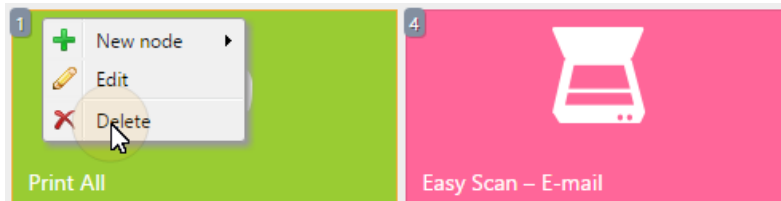
Deleting action nodes from the home screen list

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.

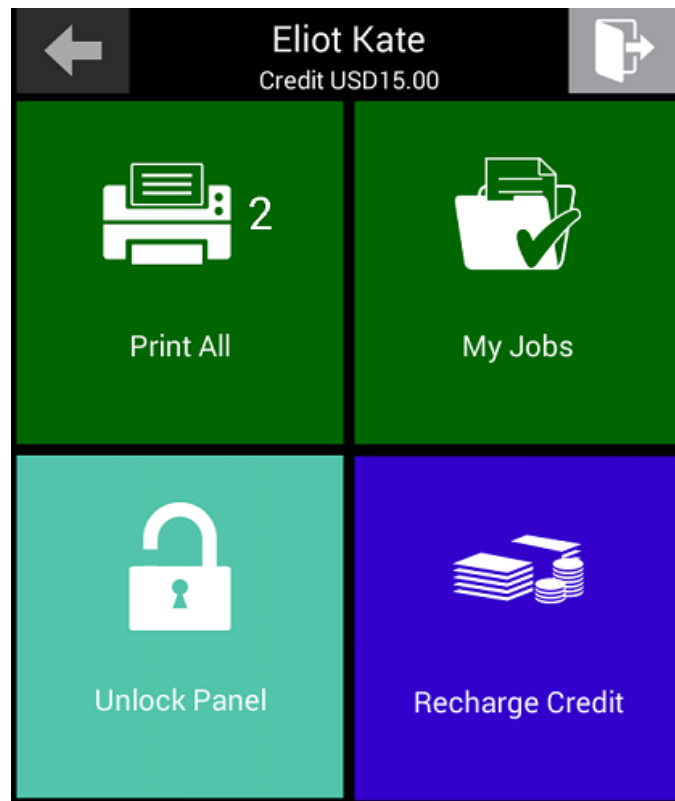


Restoring the original layout

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.

8 MyQ Touch Panel: 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.




i On unlocked printing devices without Key Counter, users can access the printing device panel outside of their sessions and thus can copy and scan even if they do not have sufficient credit. If a user runs out of credit during scanning or copying on such a device, they are logged out of their session, but can still copy and scan on the device panel.

i For the proper function of credit accounting, it is necessary to use the MyQ Job Parser to get the print job price before printing. For more information, check the MyQ Print Server guide.

8.1 Using terminal actions without sufficient credit

If recharging credits by vouchers is enabled in MyQ, users can still see actions to which they do not have sufficient credit. However, if they tap the particular action, they are immediately redirected to the Recharge Credit screen.

If recharging credits 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.

 If a job does not include additional information from the job parser, users can start it as long as their credit is not equal or below 0, although it can be stopped half-way through.

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

If a user runs out of credit during copying or scanning on the printing device panel, MyQ TerminalPro sends a signal to the Key Counter or the Software Lock of the printing device to stop the action and lock the panel.

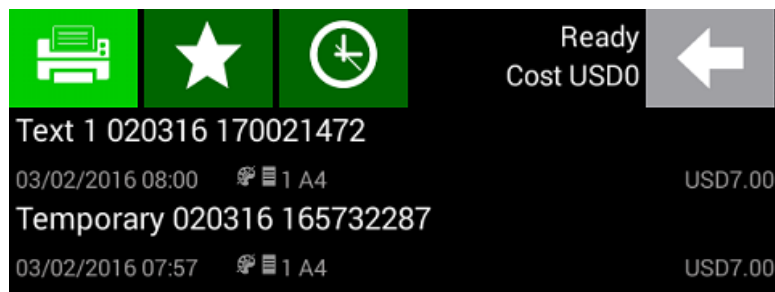
The exact behavior of the printing device after the signal is sent can vary and depends on the technical parameters of the particular model/brand.

Scan jobs are always finished before the action is taken.

8.1.1 Print jobs with additional information from the job parser

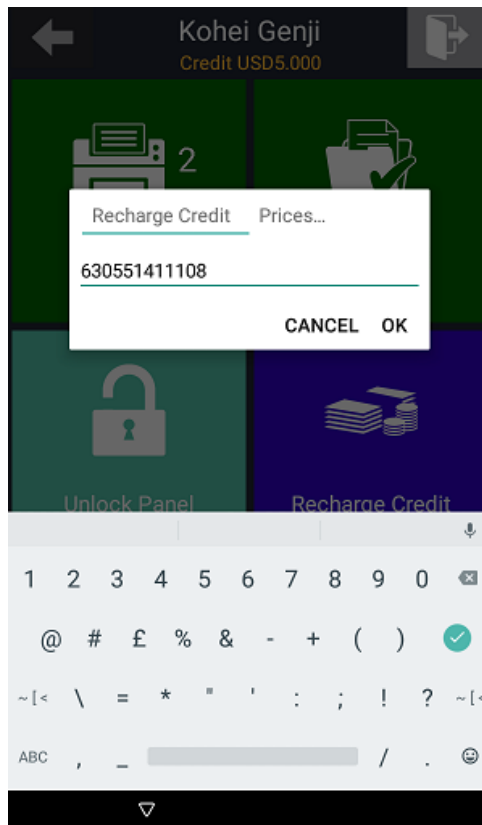
Print jobs received with the job parser activated include additional information, such as number of pages, color, and price.

Jobs with available price information cannot be printed unless users have a sufficient amount of credit. Users cannot use the **Print all** action as long as the overall price of all priced print jobs is higher than their credit.



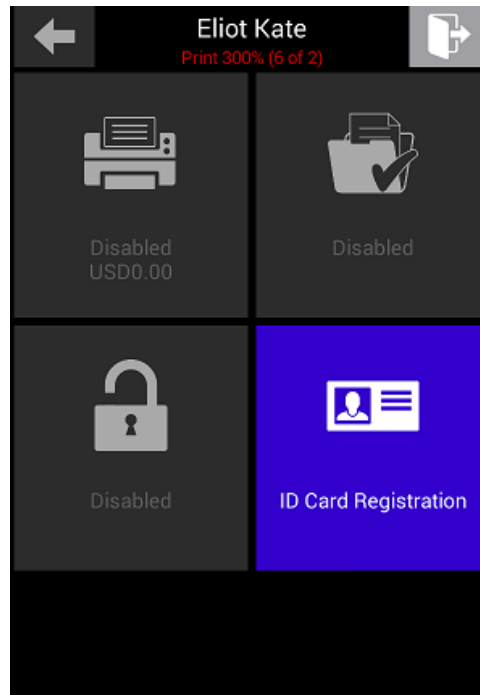
8.2 Recharging Credit

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



9 MyQ Touch Panel: 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 terminal.



i On unlocked printing devices without Key Counter, users can access the printing device panel outside of their sessions and thus can copy and scan even if they have reached or exceeded their quotas.


i For the proper function of quotas, it is necessary to use the MyQ Job Parser to get the print job price before printing. For more information, check the MyQ Print Server guide.

The 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*, *Color copy*, 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.

 If a job does not include additional information from the job parser, users can start it as long as no quotas disabling print are already reached, although it can be stopped half-way through.

Action taken when a user reaches a quota with immediate application during copying

If a user reaches their quota during copying on the printing device panel, MyQ TerminalPro sends a signal to the Key Counter or the Software Lock of the printing device to stop the copying action and lock the panel.

The exact behavior of the printing device after the signal is sent can vary and depends on the technical parameters of the particular model/brand.

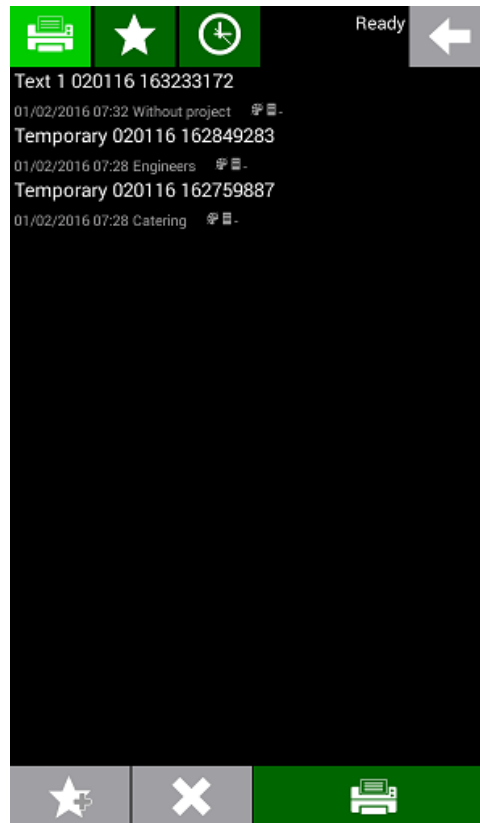
Print jobs with additional information from the job parser

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.

10 MyQ Touch Panel: Projects

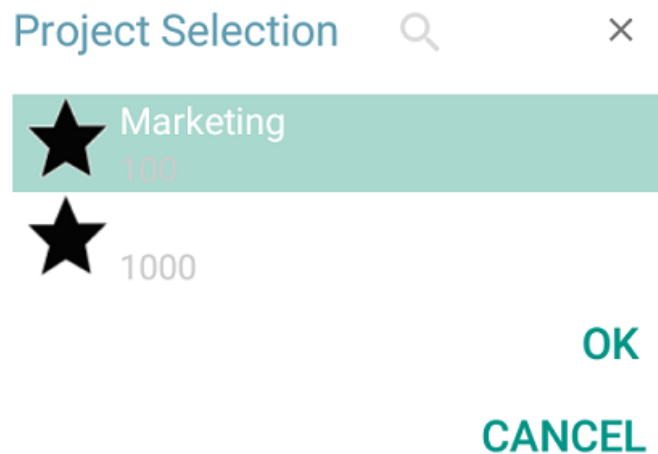
With the project accounting feature activated, users can assign projects to print, copy, and scan jobs directly on the terminal's screen. Projects can also be assigned to print jobs in the MyQ Desktop Client pop-up window, on the MyQ Web administrator interface, or in the MyQ X Mobile Client application.



i On unlocked printing devices without Key Counter, users can access the printing device panel outside of their sessions and thus can copy and scan without assigning projects to their jobs.

10.1 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.



WITHOUT PROJECT

Jobs with assigned projects are immediately printed.

Jobs that have already been printed can be printed again from the Printed jobs tab. The user is asked if they want to assign a new project to them.

Assign a new project to selected jobs?

CANCEL **NO** **YES**

Print All - If all the jobs waiting in queue have projects already assigned by MyQ Desktop Client, MyQ Web UI or the MyQ X Mobile Client 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 is assigned only to unassigned jobs; all other jobs keep their projects.

Unlock Panel - After tapping the Unlock Panel button, the Project selection dialog box appears, and the user has to select one of the available projects (or the *Without project* option) to be allowed to print the job. The selected project is assigned to all the jobs scanned or copied on the panel.

11 Business Contacts

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