MyQ Fujifilm Embedded 10.2

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May/2026
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MyQ Fujifilm Embedded Terminal 10.2

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

> ⚠ This release does not contain all 10.2 Terminal features, only the features described in the manual are supported. New features will be added with future releases.

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1 Release Notes

MyQ Fujifilm Embedded Terminal 10.2

Minimum requested support date: **1 June, 2024**.

> The relevant limitations for individual features mentioned here are included on the pages of those features.

1.1 What's new in 10.2

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

1.2 MyQ Fujifilm Embedded Terminal 10.2 Patch 4

11 December, 2025

Improvements

- NEW FEATURE Projects are implemented.
- NEW FEATURE Easy Fax is implemented.
- NEW FEATURE External Workflow (ScannerVision) is supported.
- Codebooks are improved.
- Credit behavior improvements.

1.3 MyQ Fujifilm Embedded Terminal 10.2 Patch 3

28 July, 2025

Improvements

- NEW FEATURE Page range available for printing jobs is supported in My Jobs > Job Properties. LIMITATION Currently, it is not possible to use Page range for Easy Print jobs.
- NEW FEATURE Support of Thai, Malay, Vietnamese, and Greek languages (the device in use also needs to support these languages to display them).
- Admin Menu (see page 22) has been improved.

1.4 MyQ Fujifilm Embedded Terminal 10.2 Patch 2

13 May, 2025

Improvements

- NEW FEATURE Easy Copy.
- NEW FEATURE Edit Account is available.
- NEW FEATURE Quota is available.
- NEW FEATURE Credit and Recharge Credit are available.
- NEW FEATURE Cost Centers are available.
- NEW FEATURE MyQ X Idle logout.

Changes

- Minimal support date raised to June 1, 2024. To upgrade to this or later versions, the support license must be valid at least until this date.

Bug Fixes

- Black screen is displayed when pressing the User Icon.
- Some print jobs are accounted as *unauthenticated, which may leave the printer in "user session" status.

1.5 MyQ Fujifilm Embedded Terminal 10.2 Patch 1

21 March, 2025

> Required version of Print Server 10.2 Patch 10+.

Improvements

- NEW FEATURE Policies.
- Favorite actions improvement.

Bug Fixes

- A user with a username longer than 29 characters cannot log into the device.
- Error page is not displayed when the printer is deactivated on the server.
- Scan separation parameter for Easy scan is not properly used when scanning to TIFF format.

1.6 MyQ Fujifilm Embedded Terminal 10.2 RTM

3 February, 2025

> Required version of Print Server 10.2 Patch 8+.

Improvements

- NEW FEATURE ID Card Registration.
- NEW FEATURE Login by ID Card.
- NEW FEATURE Two factor authentication.
- NEW FEATURE Job Filters.
- NEW FEATURE Unknown ID Card Registration.
- Personalization.
- Remote Installation improvements.

Limitations

- Missing features:
  - Cost allocation (Quota, Projects, Credit).
  - Easy actions (Copy, Fax).
  - Policies.
  - Language selector on Home Screen.
  - Other terminal actions: Application, ID Card Copy, External Workflows.
- Only features mentioned in the documentation are supported.

1.7 MyQ Fujifilm Embedded Terminal 10.2 RC 2

6 November, 2024

Bug Fixes

- If the server's default language is set to one not supported by the device, remote setup fails.

Limitations

- ID card operations are not yet supported.

1.8 MyQ Fujifilm Embedded Terminal 10.2 RC 1

1 November, 2024

Limitations

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

2 Fujifilm Service

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

The service is necessary for the proper terminal functionality; if it is not running, the embedded terminal cannot communicate with the MyQ server. With disabled communication, users cannot log in, and the terminal cannot be remotely set up (reinstalled, uninstalled).

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

3 Supported Devices

Some models are not certified yet. A list of certified models can be found in **Certified Devices** on the MyQ Community portal[1]. If the requested device is not on the certified devices list but it is in the table below, please create a Device certification request.

> Devices come in a range of display sizes and resolutions, and we design our terminal interfaces with this in mind. Be aware that visual elements such as text or buttons may look different from device to device, and might not correspond precisely with the examples included in this documentation.

3.1 Certified Devices

- Apeos 3560
- Apeos 5570
- Apeos C3060
- Apeos 4830
- Apeos C5570
- Apeos 5330
- Apeos 2560
- Apeos C3530
- Apeos C4030
- Apeos C2560
- Apeos C3567
- Apeos C3067
- Apeos C2567
- Apeos C3061
- Apeos C2561
- Apeos C2061
- Apeos C7071
- Apeos C6571
- Apeos C5571
- Apeos C4571
- Apeos C3571
- Apeos C3071
- Apeos C2571

1. https://community.myq-solution.com/

3.2 Supported Devices

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

Further devices should be added to this list shortly.

4 Supported Card Readers

Card readers must be set to Keyboard Mode.
No other plugin using card readers should be switched on, if they are the card reader will not work properly with terminal.
No additional plugins are required for the card readers listed below.

In cases of HID Card readers, the Boot Interface has to be switched on and we recommend you add the [ENTER] command.

Manufacturer	Model
rfIDEAS	WAVE ID Plus Mini V3
rfIDEAS	pcProx Plus / WAVE ID Mobile Keystroke Pack ID BLE
rfIDEAS	WAVE ID Plus SP
Elatec	TWN4 MultiTech 2 BLE DT
Elatec	TWN4 MultiTech LEGIC 42
Elatec	TWN4 MultiTech 2 (LF,HF,LF/HF)
Elatec	TWN3 HID Prox
HID Global GmbH	OMNIKEY 5027 CK
HID Global GmbH	OMNIKEY 5127 CK
HID Global GmbH	OMNIKEY 5427 CK

5 Before the Installation

Requirements

- MyQ Fujifilm Embedded terminal 10.2 is supported on MyQ Print Server 10.2 patch 10+, for optimal use the latest patch is recommended.
- It is recommended to disable the motion sensor before installation, as it can interrupt setup, consult your individual devices manual to learn how to do so.
- Put the device into sleep mode prior to installation in order to prevent unexpected issues.
- Ensure that the Automatic Document Feeder (ADF) is empty.
- If you used the previous BETA/RC version, please uninstall it fully first before installing the RTM version.

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

6 Installation

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

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

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

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

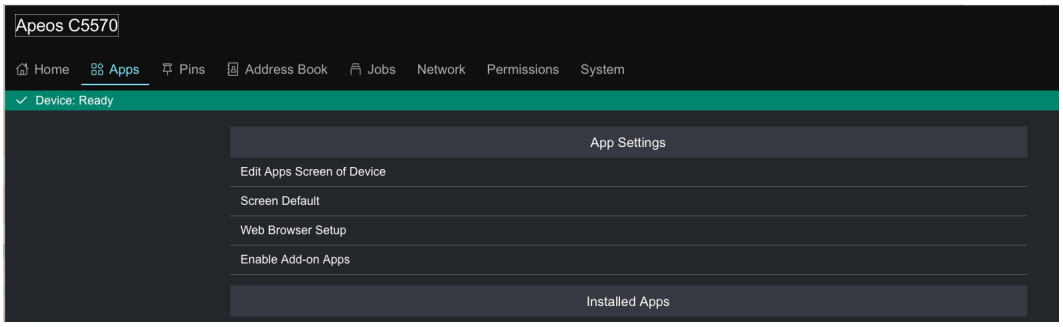
6.1 Remote installation via Printer Discovery

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

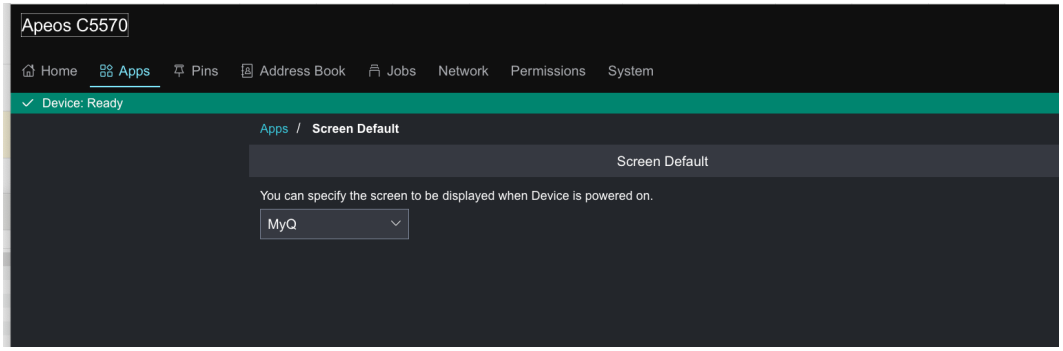
6.2 Set MyQ as Default Device Screen

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

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



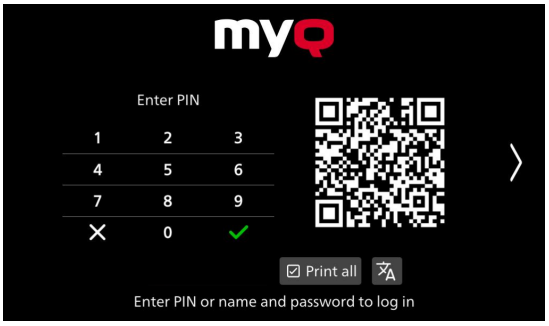
2. Select **MyQ** as the default screen to be displayed when the device is powered on.

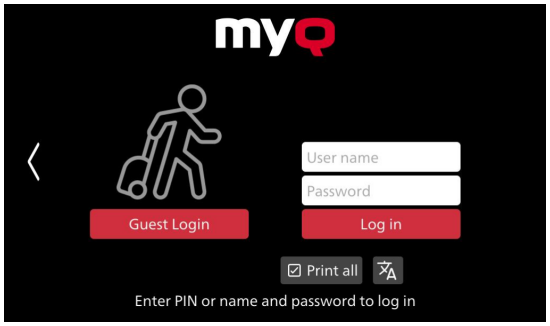


6.3 Login Methods

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

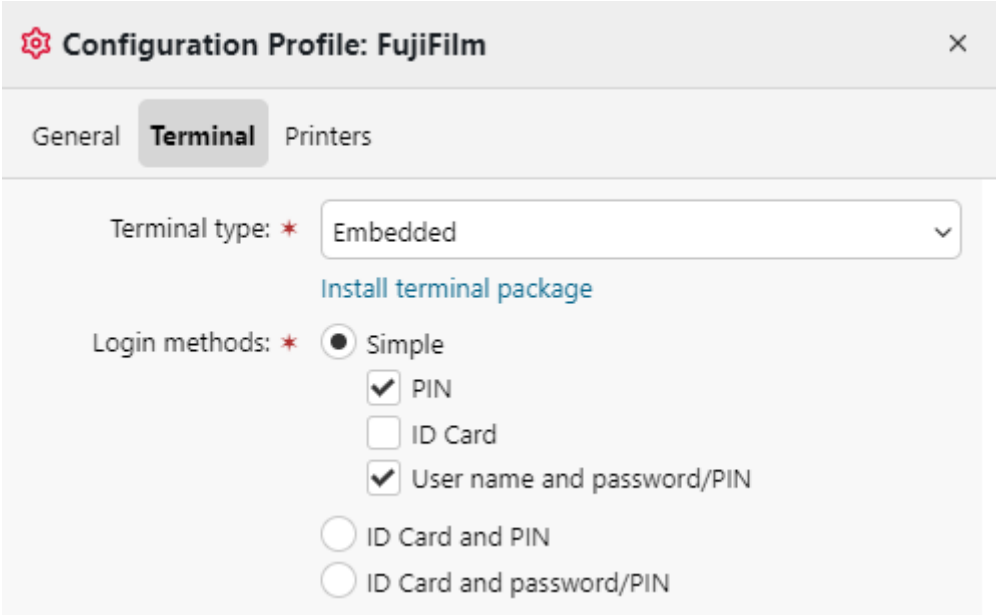
You can select up to three methods of login.





To change the login type:

1. In the MyQ Web administrator interface, go to **MyQ > Settings > Configuration Profiles**.
2. Select the profile you want to change and click **Edit** on the main ribbon (or right-click and **Edit** or double-click). Choose the login method in the panel to the right under the **Terminal** tab.



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.

> ⚠ If ID Card login is enabled on the server in configuration profile but no card reader is physically connected to the device with an installed terminal, device performance is affected, and users cannot log on to the device. This is a device limitation, and the device will show an error within a few minutes after installation.

6.3.1 Login via QR code

In **MyQ > Settings > Printers & Terminals**, in the **MyQ X Mobile Client** section, you can **Enable login by QR code on terminal login screen**. Once enabled, you can

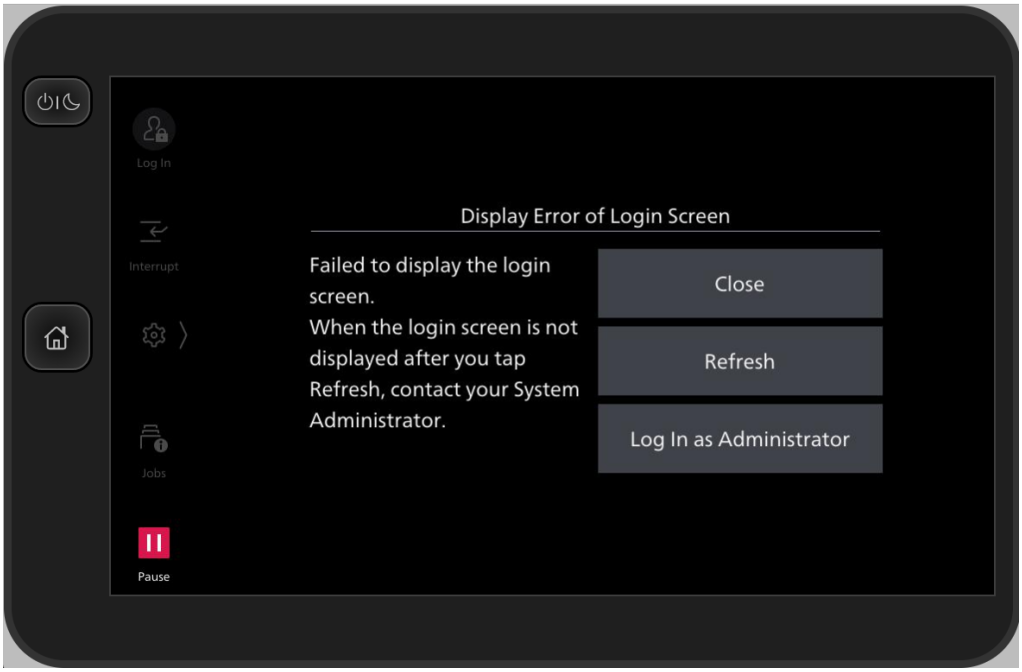
switch between the QR code/PIN login screen and the Guest Login/Username & Password login screen.

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

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

6.3.2 Server Offline

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



6.3.3 Limitations

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

6.4 Selecting Languages

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

The default language:

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

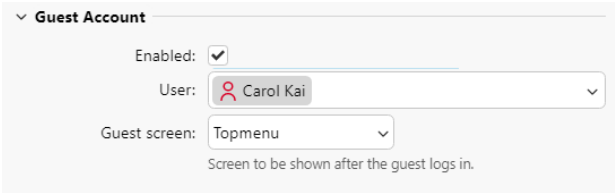
The user's language:

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

6.5 Guest Account

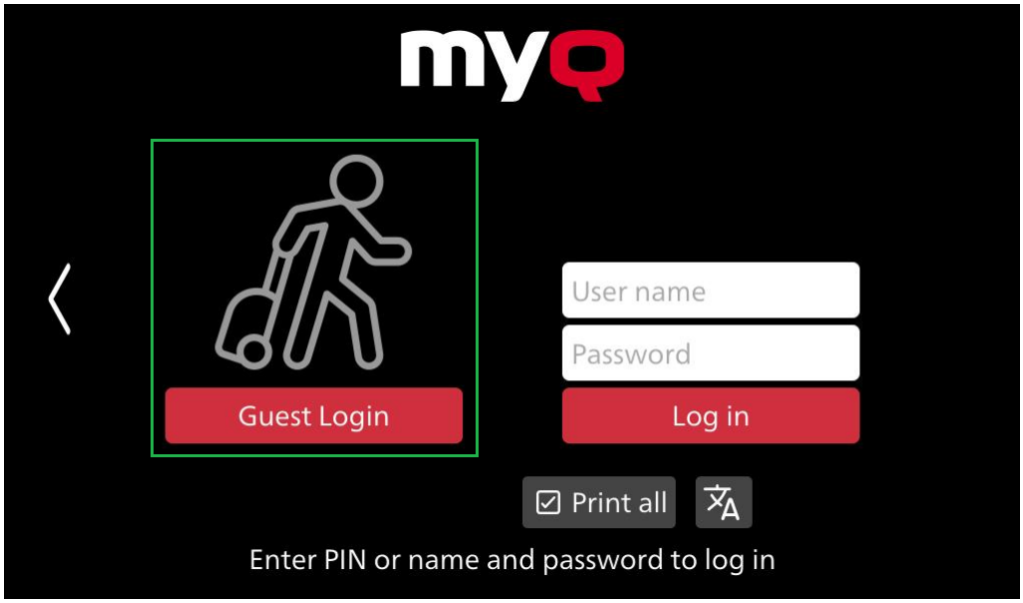
To set up a guest account, you need to edit your configuration profile.

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



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

The Guest Login button is now displayed on the terminal.



6.6 Update and Uninstallation

Updating the terminal

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

> Check Terminal packages in the MyQ Print Server guide for further details.

Uninstalling the terminal

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

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

To Uninstall a Terminal Remotely

1. Go to **MyQ > Printers.**
2. Select the printer you want to uninstall and go to **Actions > Set Configuration Profile...**

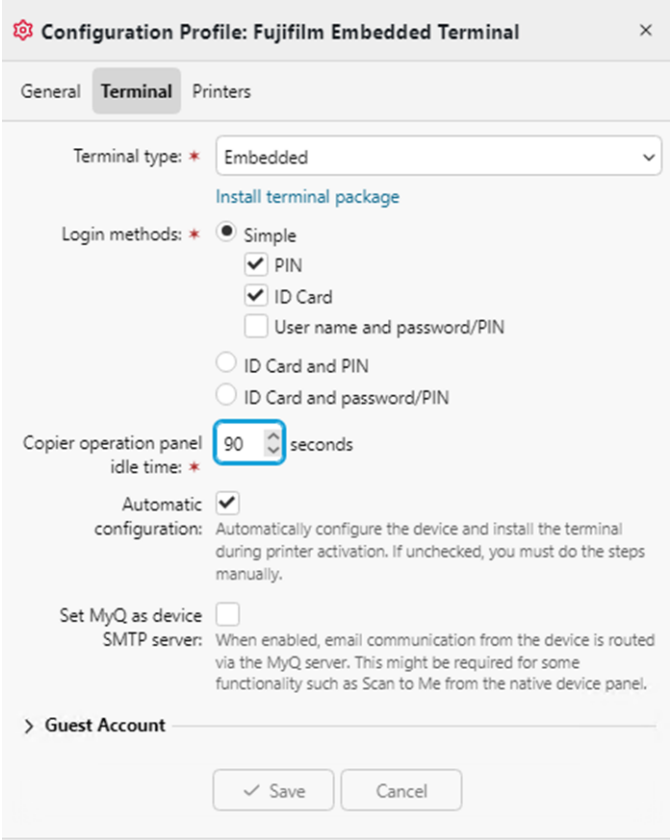
3. Select **No terminal** and click **OK**. Confirm the change of the configuration profile and the uninstallation should start automatically.

6.7 Setting Idle Logout Time

⚠ To ensure a consistent user experience, set the idle logout time in MyQ and in the Fujifilm native screen to the same value.

6.7.1 Setting Idle Logout Time for MyQ Screens

The idle logout period of MyQ screens can be changed in **Configuration profile** > **Terminal Tab** > **Copier operation panel idle time**, the default value is **90 seconds**.



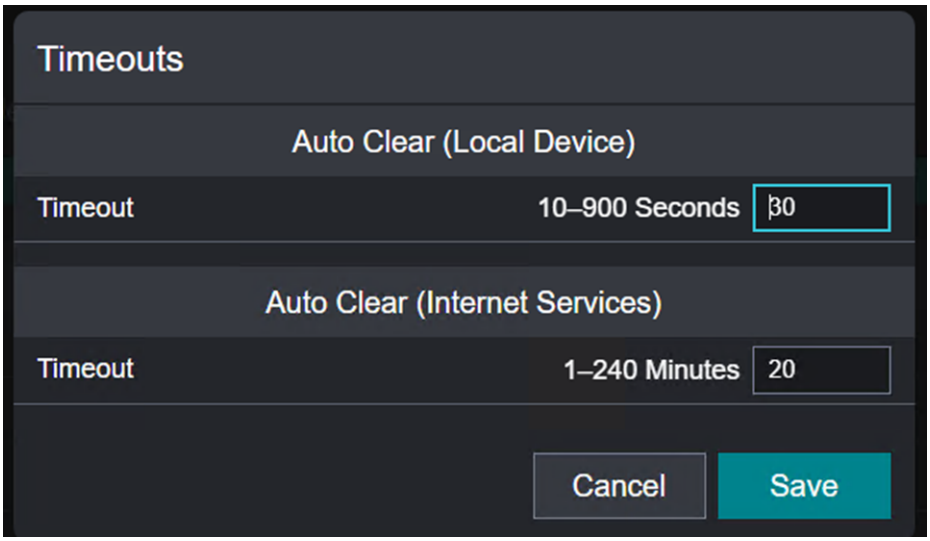
6.7.2 Setting Idle Logout Time for Fujifilm Native Screens

The idle logout period can be changed on the device Web UI. The time before logout depends on the **Touch User Interface System Timeout** setting on the printing

device's web user interface. Every touch of the device touch panel display prolongs this timeout.

1. Log on to the printing device's web user interface as an administrator.
2. On the **System** tab, click **Timeouts**. The Timeouts dialog box opens.

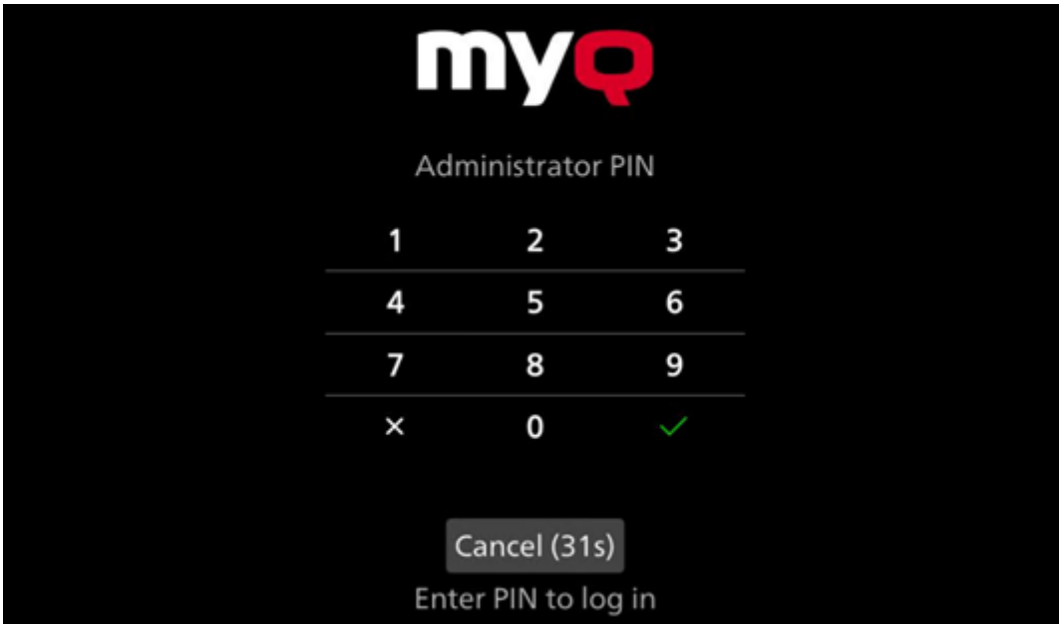
3. Under **Auto Clear (Local Device)**, set **Timeout** to the preferred value (between 10 and 900 seconds), and click **OK**.



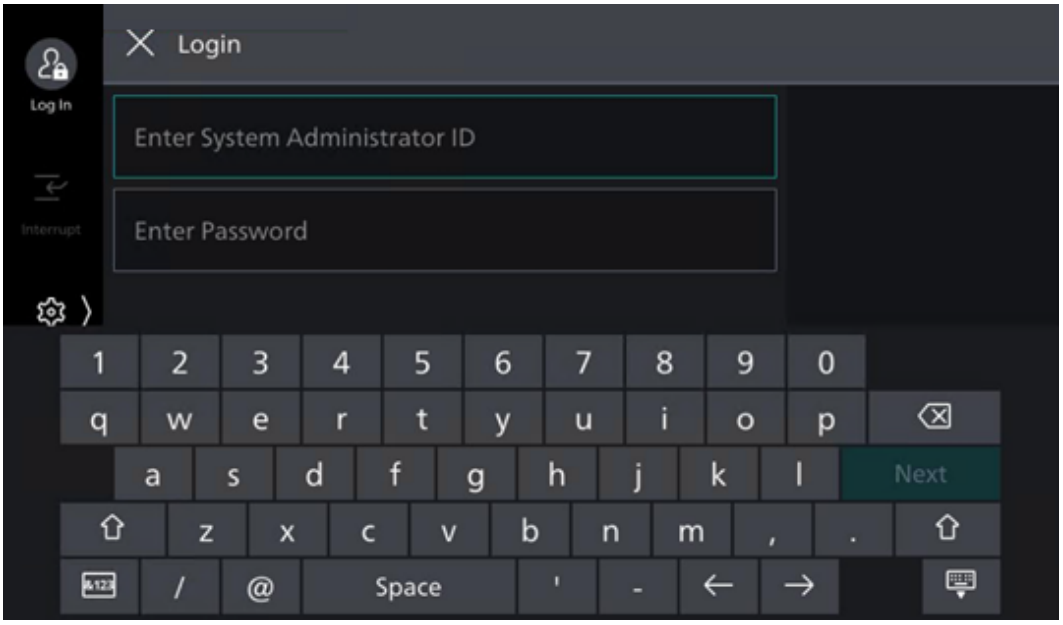
7 Admin Menu

From the terminal's **Admin Menu,** you can access and change the terminal settings. To access the admin menu:

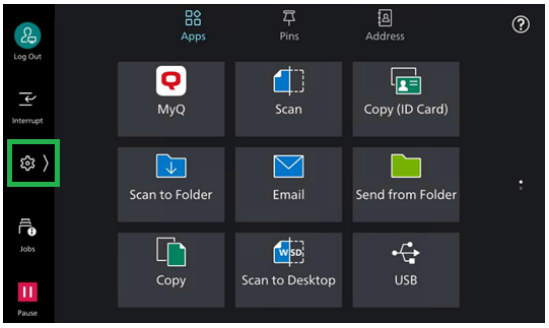
1. On the terminal login screen, press the MyQ logo to open the Administrator Login screen.

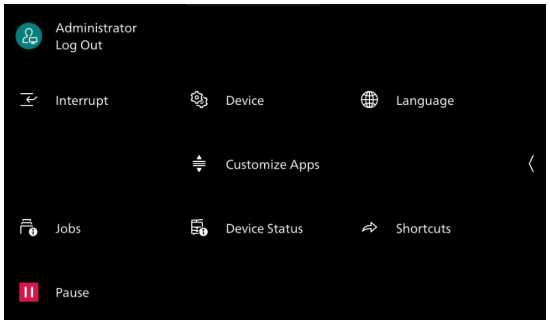


2. Enter the admin PIN (set in the MyQ Web UI in the devices **Configuration Profile**, under **Fujifilm**, the default is 1087) and then select **Admin Login**.
3. A dialogue appears where you can choose to **Cancel** or **Log in as Administrator**, selecting the latter opens the Device Administrator Login.



4. Enter the **System Administrator ID** and **Password**, you will be directed to the native device panel. Click the **Settings** icon to open the devices administrator settings.





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.

> 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.

9 Personalization

On the **Personalization** settings tab in the MyQ Web administrator interface, under **Terminal personalization**, you can select a different **Theme** or **Logo** to change the overall appearance of your Embedded terminal.

> Check the MyQ Print Server guide for Personalization Settings.

10 Terminal Actions

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

The default terminal actions are:

- Print All
- My Jobs
- Panel Copy
- Panel Scan
- Easy Scan - E-mail
- Easy Scan - Folder

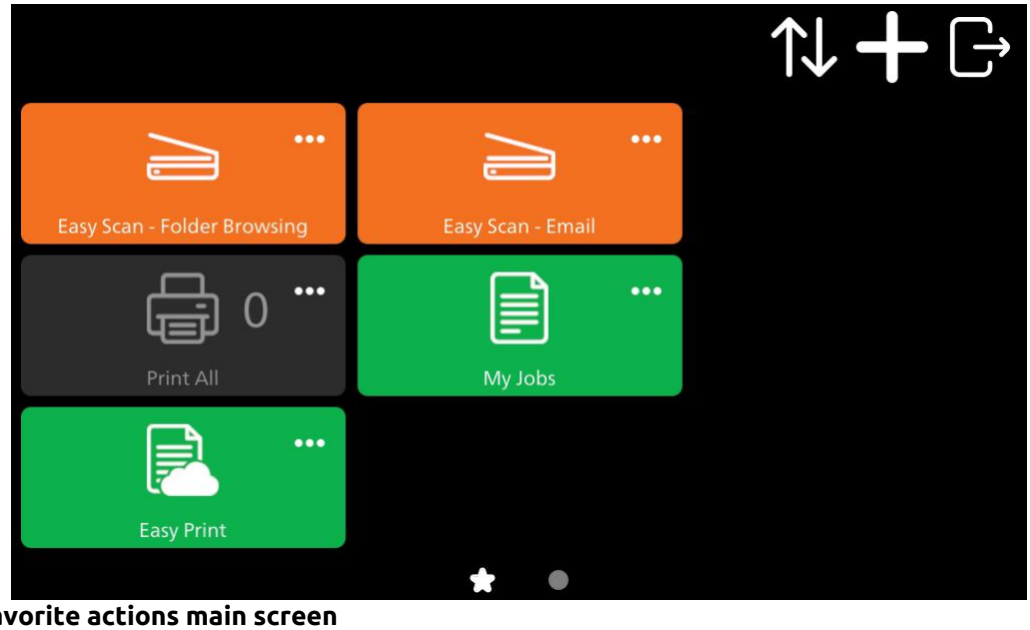
> For information related to terminal action nodes management, check Terminal Actions Settings on the MyQ Print Server guide.

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

- Easy Print
- Easy Scan
- Easy Copy
- ID Card Registration

10.1 Favorite Actions

The **Favorite Actions** feature allows you to save and quickly access frequently used actions, streamlining your workflow by enabling instant execution of common tasks like printing with predefined settings, scanning to particular destinations, or copying without navigating through long menus. With your most important actions always at your fingertips, it helps manage printing tasks more efficiently, making it perfect for high-volume or specialized printing environments where critical functions need to be instantly accessible, boosting productivity and minimizing operational downtime.



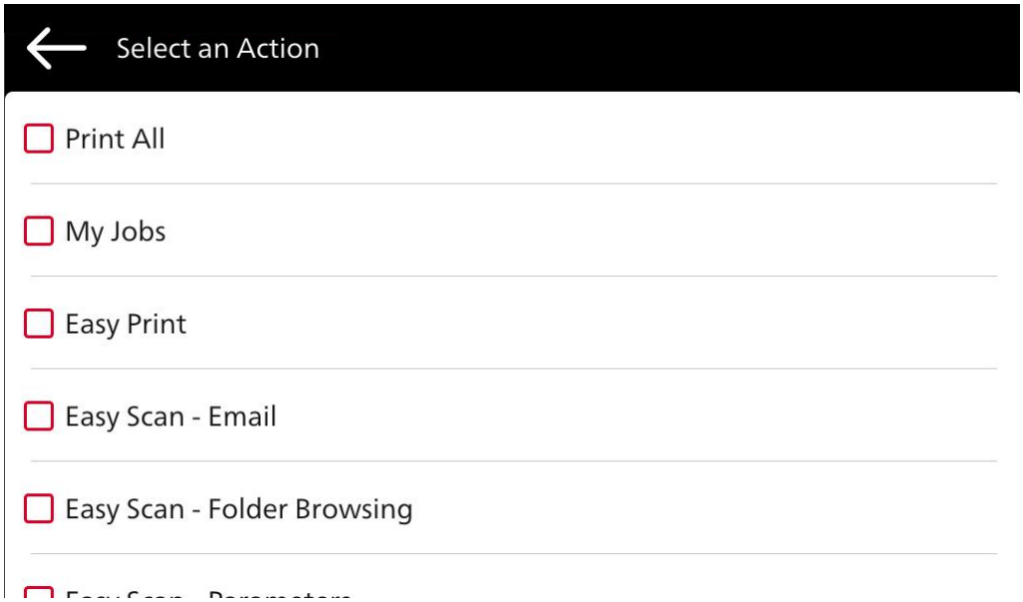
1 Favorite actions main screen

10.1.1 Add a Favorite Action

> ⚠ Only Easy Actions, Print All, My Jobs, and ID Card Registration can be added as Favorite Actions.

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

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

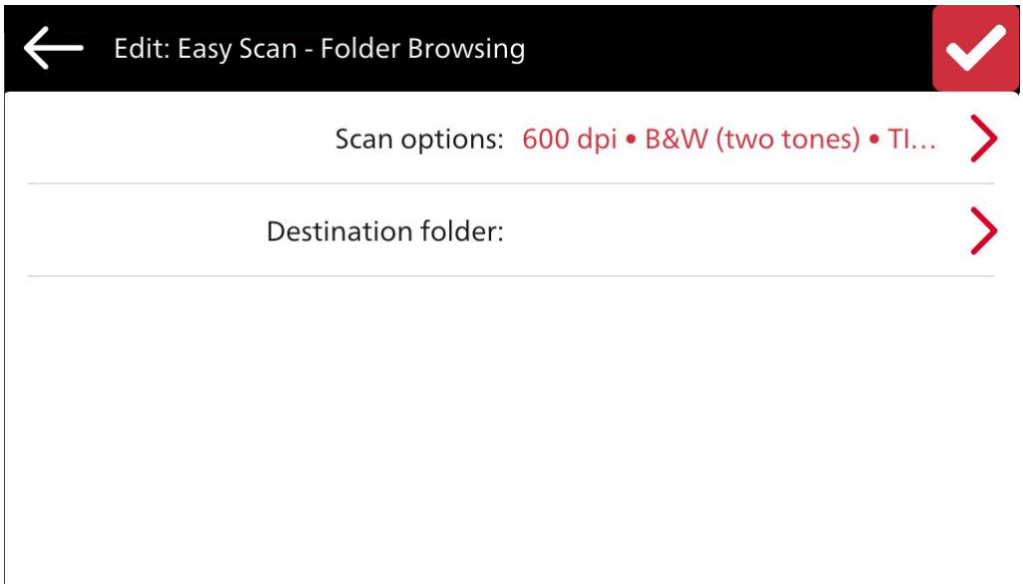


2 Select new favorite action

10.1.2 Edit a Favorite Action

> This operation and its options are accessible only if the administrator has granted the user the necessary permissions.

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

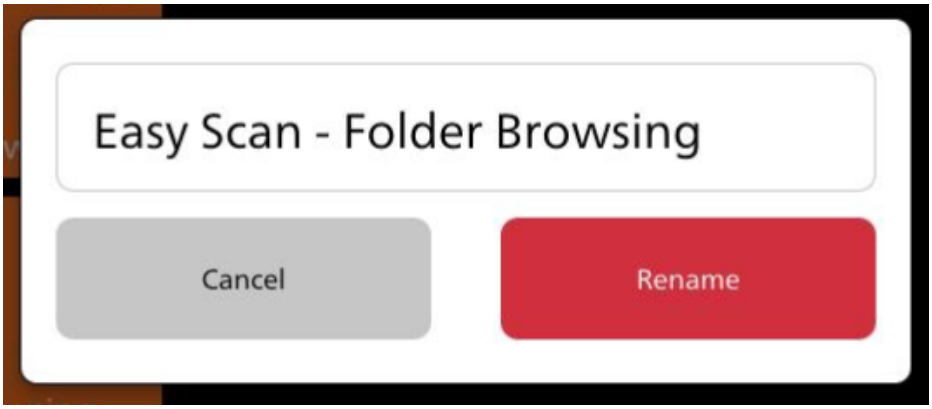


3 Edit favorite action parameters

10.1.3 Rename a Favorite Action

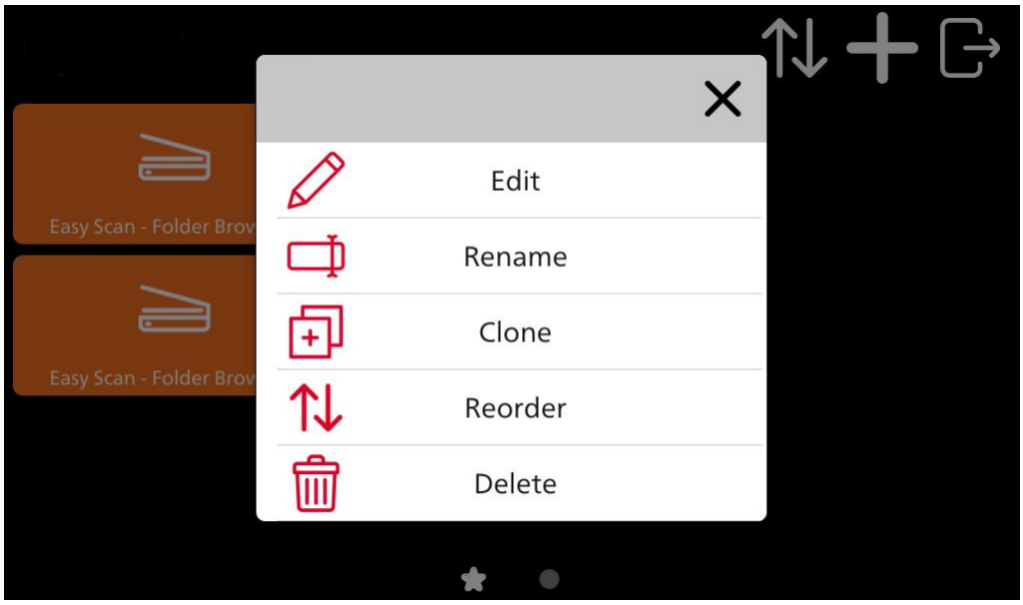
You can rename the actions by tapping the action menu on the action and then **Rename**.

Type in your new action name and save it.



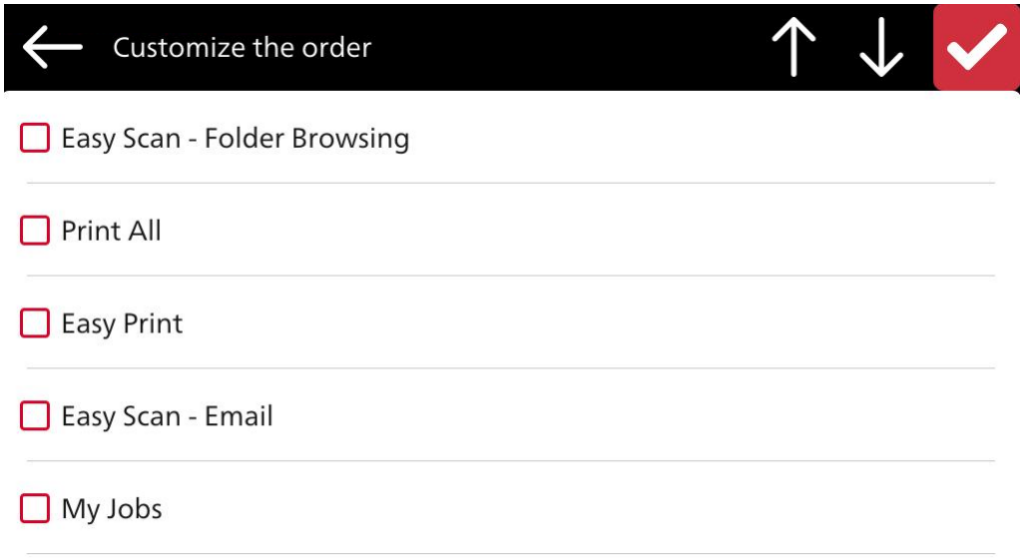
10.1.4 Clone a Favorite Action

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



10.1.5 Reorder your Favorite Actions

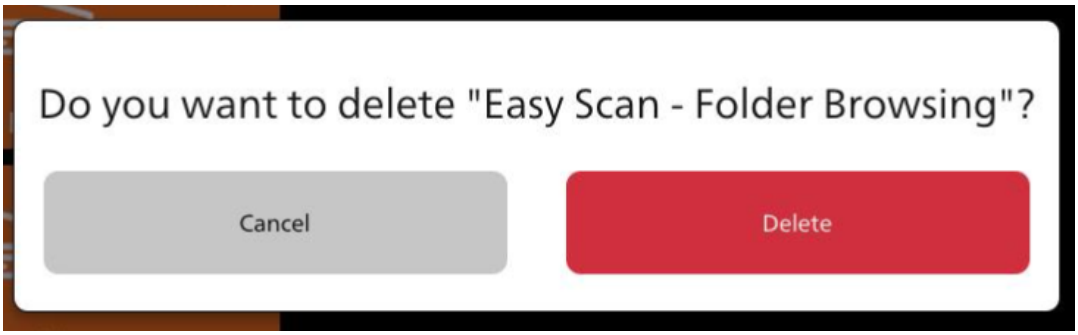
Use the up and down arrows to sort your favorite actions.



4 Reorder favorite actions

10.1.6 Delete a Favorite Action

You can delete the actions by tapping the action menu on the action and then **Delete**.



10.2 Print all

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

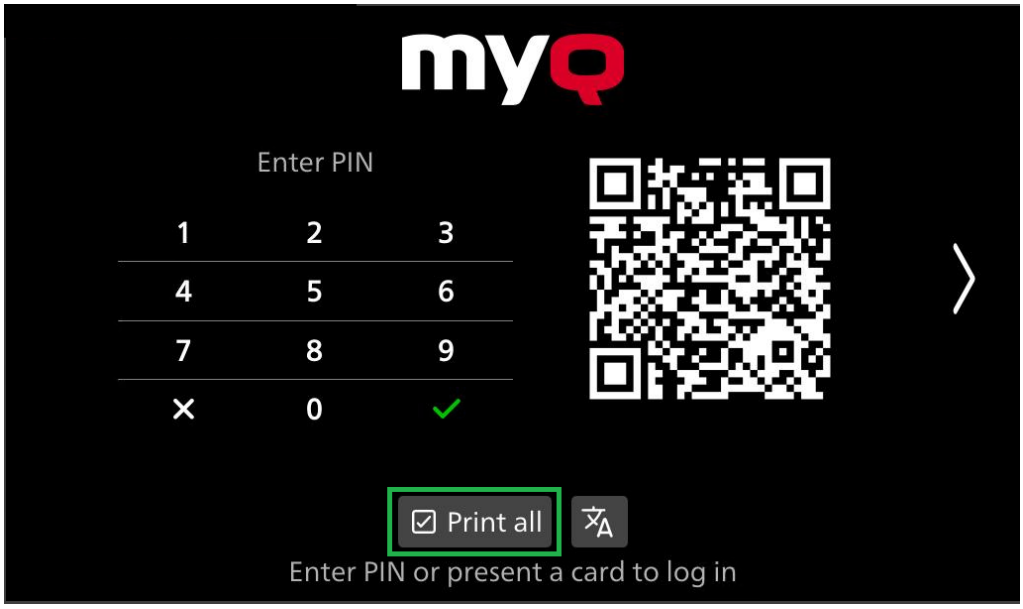
10.2.1 **Print all jobs after logging in**

As an alternative to the **Print All** terminal action, you can use the **Print all jobs after logging in** feature. Once enabled on the **Printers** settings tab, under **General**, all the user's jobs are printed immediately after they log in to an embedded terminal. This way, the user does not have to tap the **Print all** button to print the jobs.

Even if the **Print all jobs after logging in** option is selected on the server, users can disable the feature on the embedded terminal before they log in. This way, each user

can individually decide if they want to print the jobs automatically or manually via the **Print all** button.

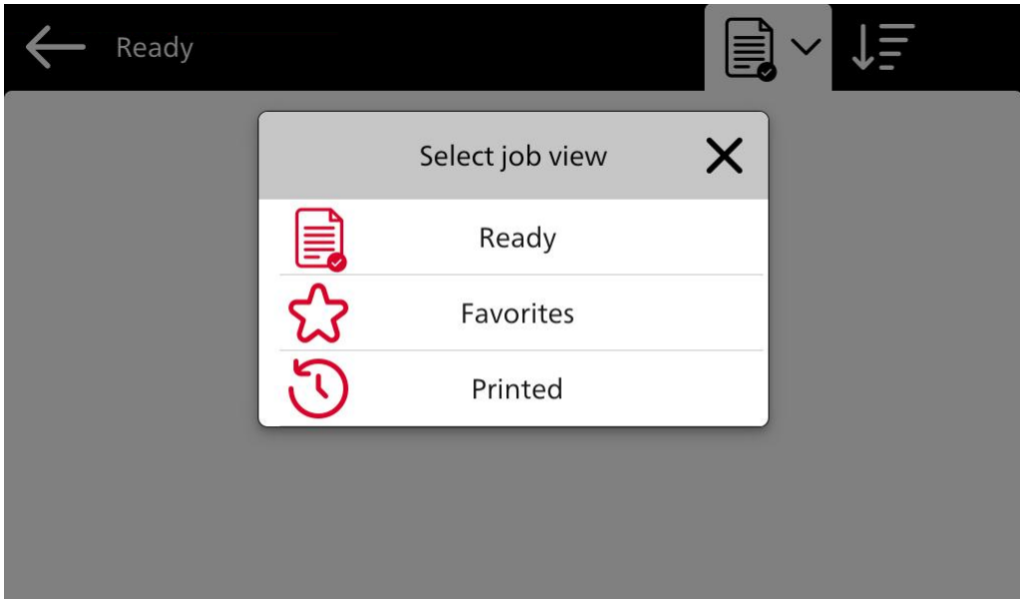
If the user disables the feature on the terminal and does not login in 30 seconds, the terminal screen refreshes with the **Print all jobs after logging in** option selected.



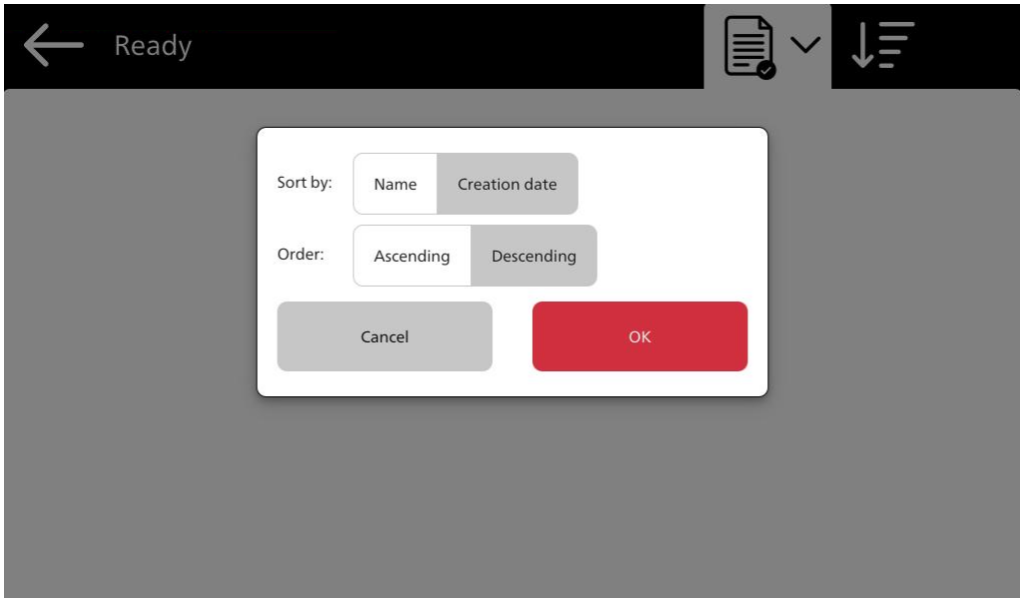
10.3 My Jobs

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

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



Use the sorting button to reorder your jobs.



Job Filters

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

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

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

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

Managing jobs on the My Jobs screen

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

On the bar, you can select from the following options *(listed from right to left in the screenshot above)*:

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

Job Preview

The **Job Preview** feature is used to generate previews of jobs. To enable it, go to **MyQ, Settings, Jobs, Job Preview**. It is possible to limit the **Number of pages** to be generated (*1* by default) in the preview. To include all the pages, set the value to *0*.

Once enabled, the Job Preview (eye) button is visible on the terminal.

Tapping on it redirects to the Job Preview screen. The first page of the document is displayed by default in a thumbnail view, as the first page of the job preview. Besides the document's preview, you can also see the document's name in the lower-left corner, the number of pages in the lower-right corner, and the navigation menu to the right side.

In the navigation menu, you can use the back button to return to My Jobs, the forward and backwards buttons to preview more pages, the magnifying glass button to zoom in and out of the previewed page, and the three-dots button to expand the navigation menu.

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

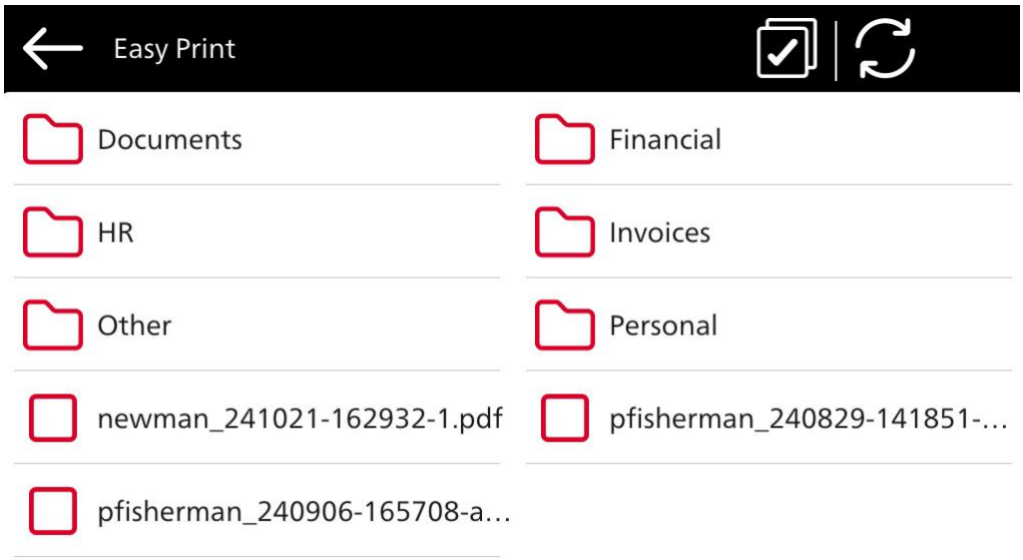
10.4 Easy Print

The Easy Print terminal action allows users to print files without sending them first to MyQ. These files can be printed from multiple destinations, like several cloud storages, network drives or local drives, and the user's default storage.

For information on how to configure the **Easy Print** action, check Easy Print settings in the MyQ Print Server guide.

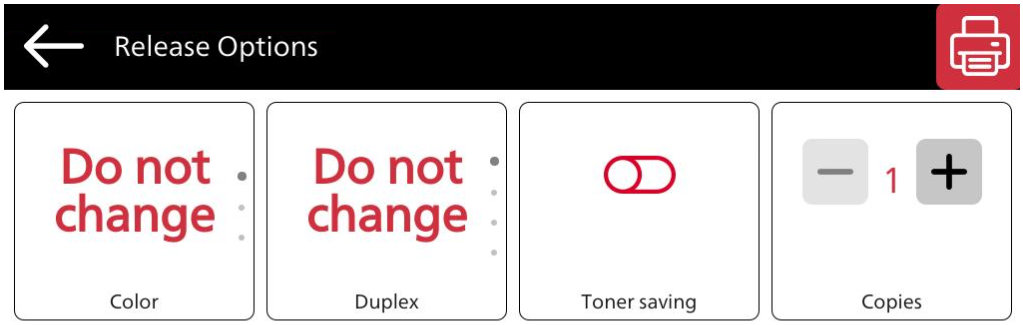
> If **Stop sending jobs after user logout** is disabled in the MyQ Web Interface under **Settings** > **Printers & Terminals**, this setting is not applied to Easy Print jobs. Therefore, if a user logs out while printing a number of jobs using Easy Print, no more jobs will be sent.

When Easy Print is used on the terminal, the user is presented with a list of possible destinations associated with this action (this is skipped in case of a single destination). After the destination is selected, the user can browse it and select files for printing.



5 Select print source

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

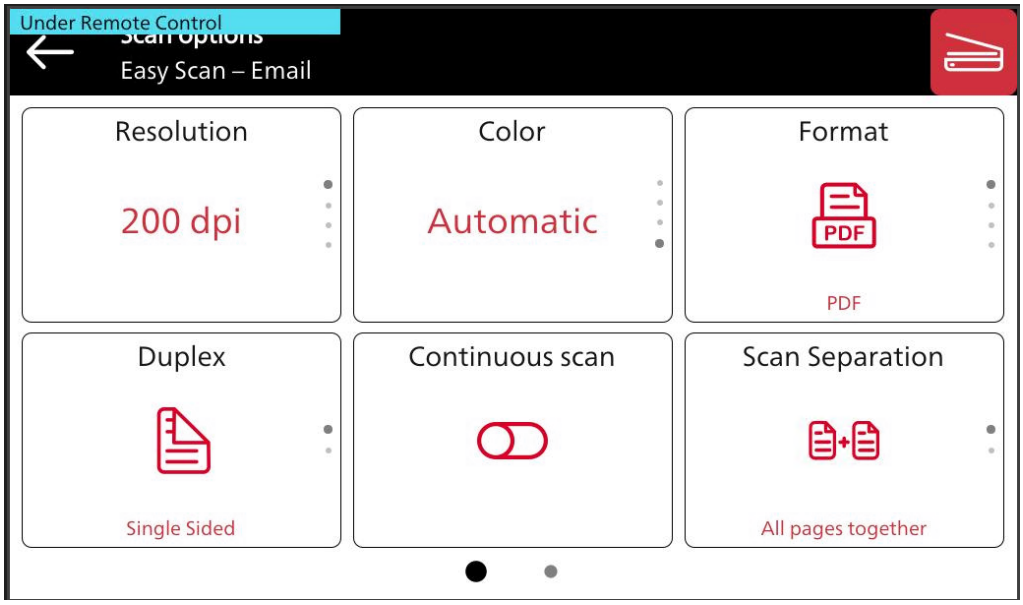


6 Set print release options

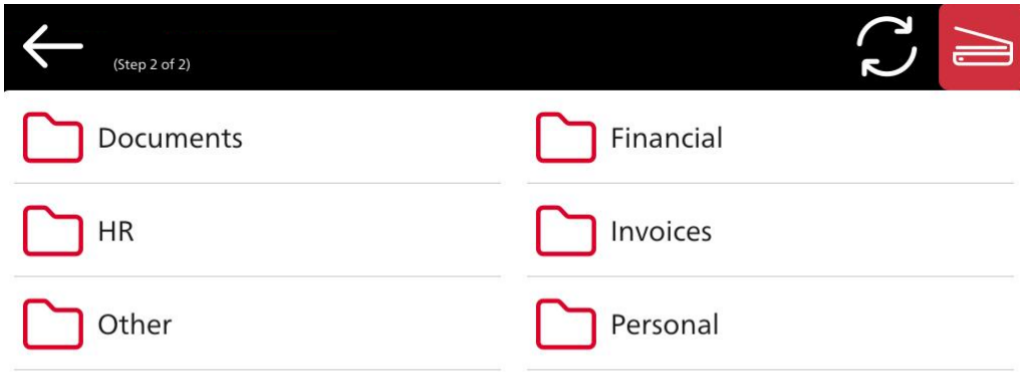
After pressing the print button, the files are downloaded from the destination to the server, processed through the default Easy Print queue, and released immediately to the printer without any further interaction. It is also possible to cancel the whole downloading and printing process. In this case, files that have already been downloaded, but not printed are deleted from the server. Files that have already been printed remain on the server and it is possible to reprint them.

10.5 Easy Scan

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



7 Select Scan Parameters



8 Select scan destination

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

10.5.1 Limitations

- **Background Suppression**
  If during a scan the image is set to "Photo", background suppression is disabled.

- **Native Continuous Scan**
  The "Add Next Original" option appears while scanning and cannot be disabled.
- **Original Orientation**
  Models without the "Automatic Upright Function" may produce incorrectly oriented scans.
- **Scan file size**
  The Fujifilm package accepts scan files up to 2.1 GB.

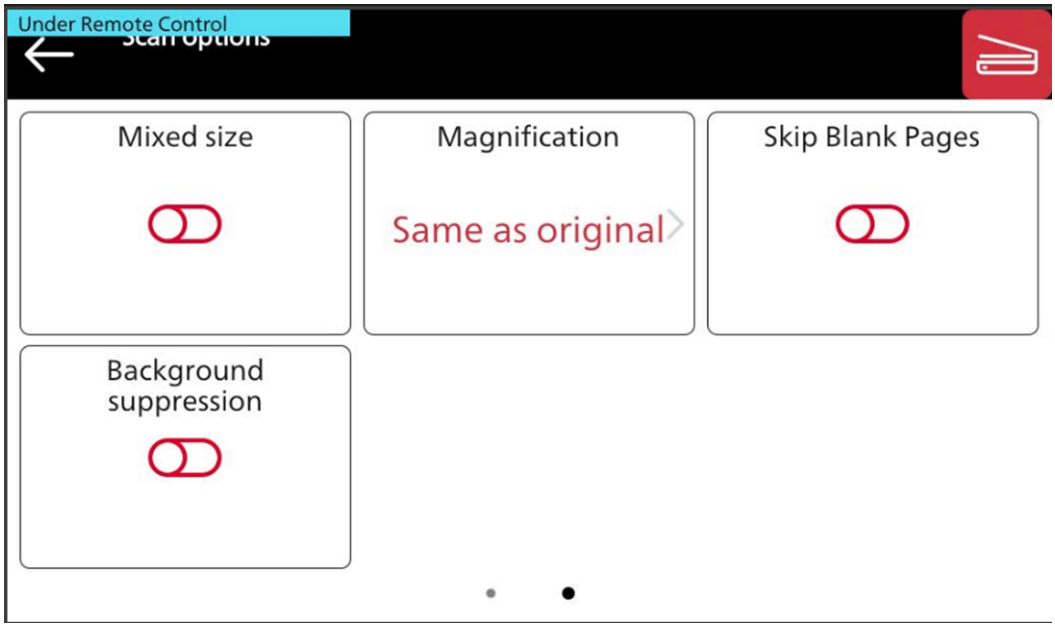
10.6 Easy Copy

One tap copying. After the user taps this action, the page is immediately copied.

You can define the copy parameters in the MyQ web administrator interface, described in Easy Copy settings[2] in the MyQ Print Server guide.

> ⚠ If a user's Credit or Quota is depleted during copying, the action stops. However, depending on the device speed, there may be an overflow of several pages.

If a scan parameter is not set to **Read Only** on the server, users can change their copy settings from the terminal screen.



10.6.1 Easy Copy Parameters

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

2. https://docs.myq-solution.com/en/print-server/10.2/easy-copy-settings

- **Color** - Color scale of the outgoing file. You can select from the following options:
  - Color
  - Monochrome
  - Automatic
- **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
- **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)

> ⚠ Models without **Automatic Upright Function** may not correctly orient scans, and thus the final copy may not be correct.

- **Density** - The density setting enables you to adjust the lightness/darkness of copies, you can choose from the following options:
  - Lowest
  - Lower
  - Low
  - Normal
  - High
  - Higher
  - Highest
- **Size** - The size of the document being copied, choose from the following options:
  - Automatic
  - A3
  - A4
  - A5
  - A6
  - B4
  - B5
  - B6
  - Folio

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

> ⚠ If the device is not capable of printing large originals, then the values **A3**, **B4** and **Ledger** are not present among all available options.

- **Skip blank pages** - With this parameter, you can select to skip blank pages in the copied document. You can select from the following options:
    - Yes
    - No
- **Mixed size** - This parameter enables automatic paper size recognition when different sizes of paper are used during copying.
    - Yes: The output paper size parameter will be ignored and be decided by the device itself depending on the scanned image size.
    - No: The output paper size must be set (everything but Auto) and the image will be zoomed and scanned to the same size.

> ⚠ Fujifilm devices don't allow using Mixed size formats if the Mixed size parameter is set to **No**. If there is a difference between the specified size parameter and the actual size of the original copy, certain devices may crop the image to the original size.

- **Background Suppression** - Enabling this parameter will help to clear a scan or copy background when the original paper is tinted (this is common in eco friendly paper). You can select from the following options:
    - Enabled
    - Disabled

10.6.2 Limitations

The implementation of Easy Copy on Fujifilm Terminals is essentially a combined Scan and Print action. This causes certain limitations.

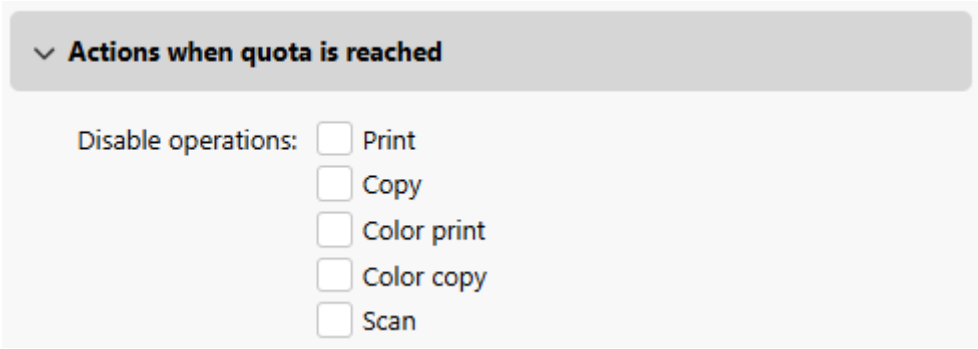
Device Accounting

The terminal will account each page copied as one page scanned and one page printed, however, in MyQ these pages will be accounted correctly as copies.

Quotas

If certain actions are disabled when a quota has been reached:

- **Print Disabled**: Easy Copy is not available when printing is disabled in Quota.
- **Copy Disabled**: Easy Copy terminal action is active, but copying cannot be started (as expected).
- **Scan Disabled**: Easy Copy is not available when scanning is disabled in Quota.
- **Color Print Disabled**: Easy Copy is available. Black & White copy is allowed; color copy is cancelled.



10.7 Easy Fax

With the Easy Fax feature, users can send a scanned document as a fax in two steps; simply tap **Easy Fax** 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.

For more information, see Easy Fax Settings in the MyQ Print Server guide.

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 capabilities. Therefore, some values might not be available on specific machines.

10.7.1 Easy Fax Parameters

- **Fax resolution** - Resolution of the outgoing fax file. You can select from the following options:
  - Normal
  - Fine
  - Super Fine
  - Ultra Fine
- **Original Image** - Determines the way in which the printing device is going to process the scanned page. You can select from the following options:
  - Text + Photo
  - Photo
  - Text
- **Density** - Density of the picture in the outgoing file. The higher the value is, the darker the resulting picture is. You can select from the following options:
  - Automatic
  - Lowest
  - Lower
  - Low
  - Normal
  - High
  - Higher
  - Highest
- **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
    - Automatic
- **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
- **Continuous scan** - With this option *Enabled*, scan jobs are not sent until the user taps **Finish**. After clicking **Next**, the printing device scans another page. You can select from the following options:
    - Enabled
    - Disabled
    - **Duplex** - Simplex and Duplex scanning options. You can select from the following options:
        - One Sided - binding on side or top
        - Duplex - binding on top only

10.7.2 Limitations

Size

If the device has the **AutoOriginalSizeDetection** feature the default option is **Automatic**, otherwise the default is **A4**.
If the device does not have the **AutoOriginalSizeDetection** feature the **Automatic** option is not available. If the device is not capable of scanning large originals, then the options **A3**, **B4**, and **Ledger** are not available.

Original Orientation

Models without the **Automatic Upright Function** feature may produce incorrectly rotated scans.

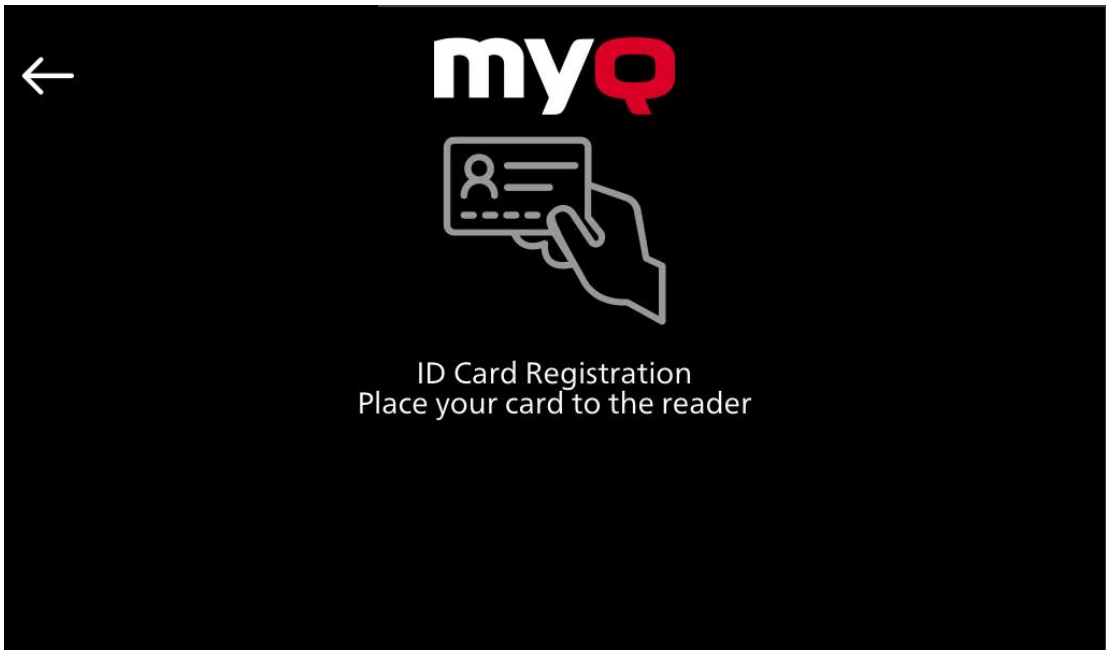
Continuous Scan

The option **Add Next Original** is always visible on the native scanning screen, it cannot be disabled. Enabling or disabling Continuous Scan simply changes its status to **On** or **Off**.

Paper must be placed in the Automatic Document Feeder short edge first, and **Size** must be set to **Automatic** for deliver jobs correctly.

10.8 ID Card Registration

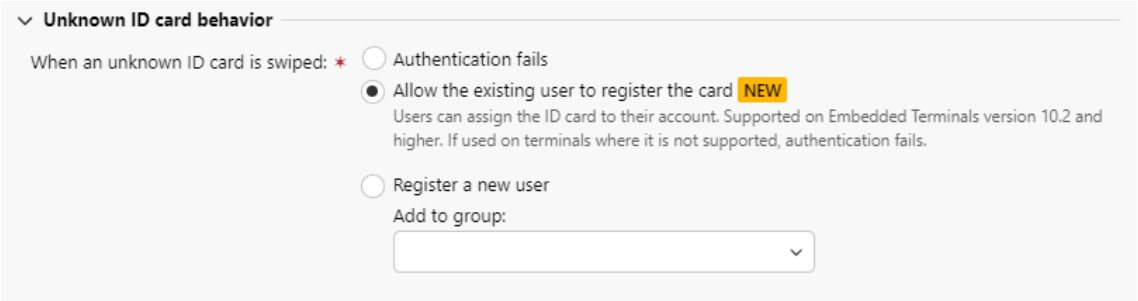
After tapping this action, the ID Card registration screen opens, and the logged user can register their card by swiping it at the card reader.



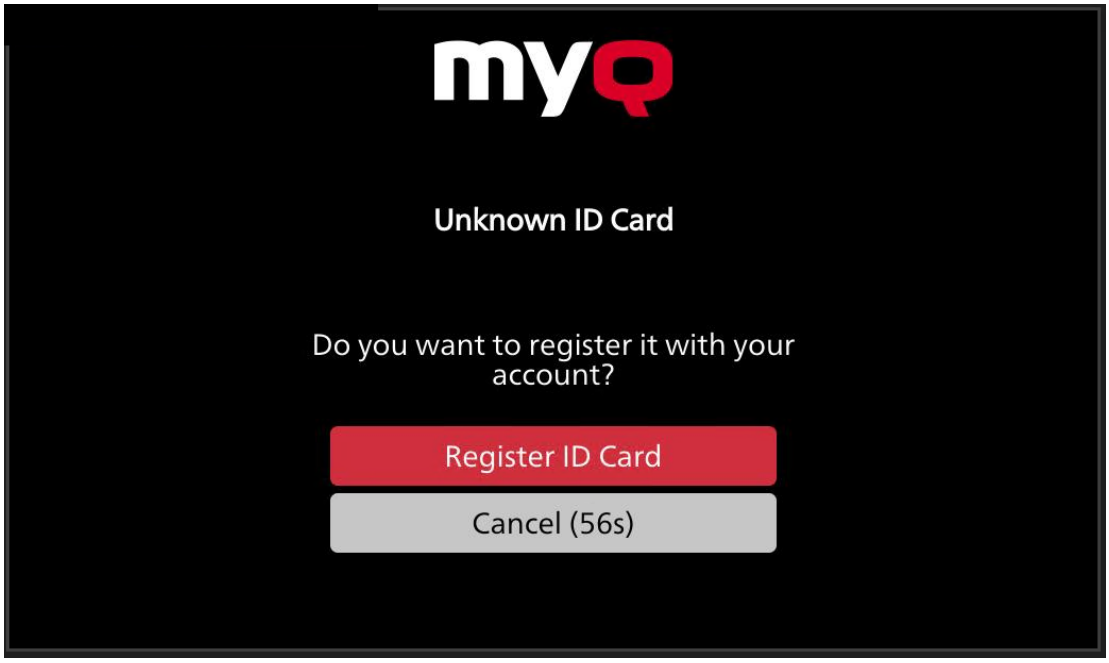
10.9 Unknown ID Card Registration

10.9.1 Register by Swiping an Unknown ID Card

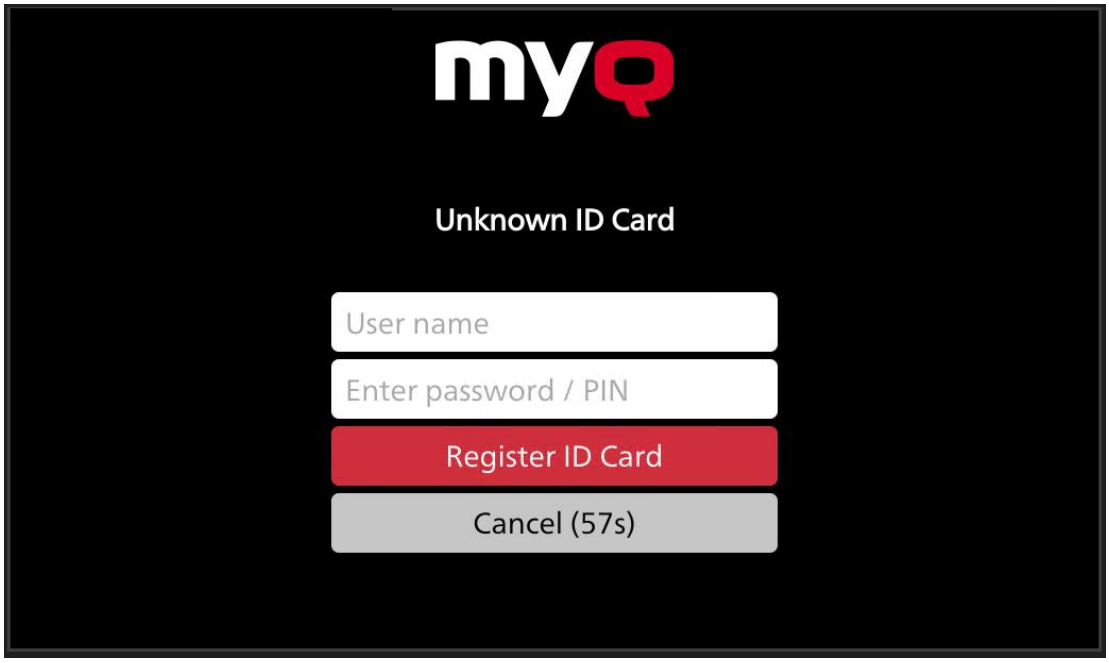
It is possible to register an unknown ID card and link it to a user account. In **Settings > Users > User Authentication > Cards** you can find the settings for **Unknown ID card behavior**.



When an unknown ID card is swiped, a message is displayed asking **Do you want to register the card with your account?**. If the user is inactive, this message will automatically close.



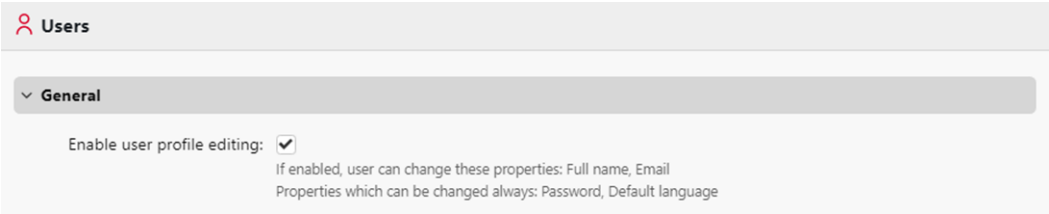
If the user proceeds, a prompt for their username and password is displayed. If the user is inactive, this screen will also be reset.



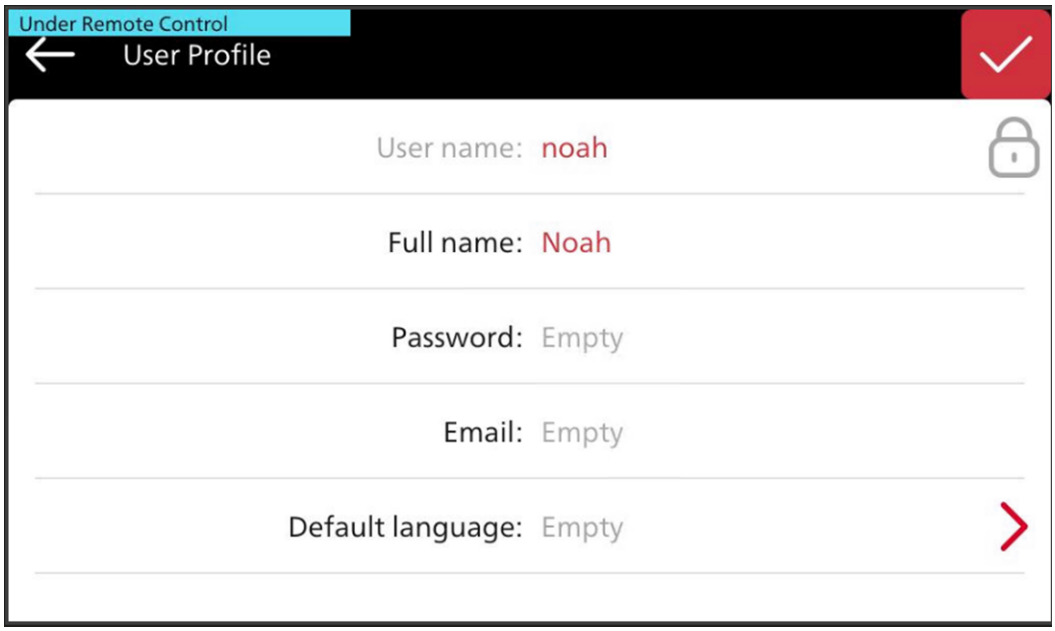
Once the user credentials are successfully validated, the ID card is assigned to the user, and the Top Menu is displayed as usual.

10.10 Edit Account

To enable 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.



By tapping the **User icon** in the **Top Menu**, the current 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.

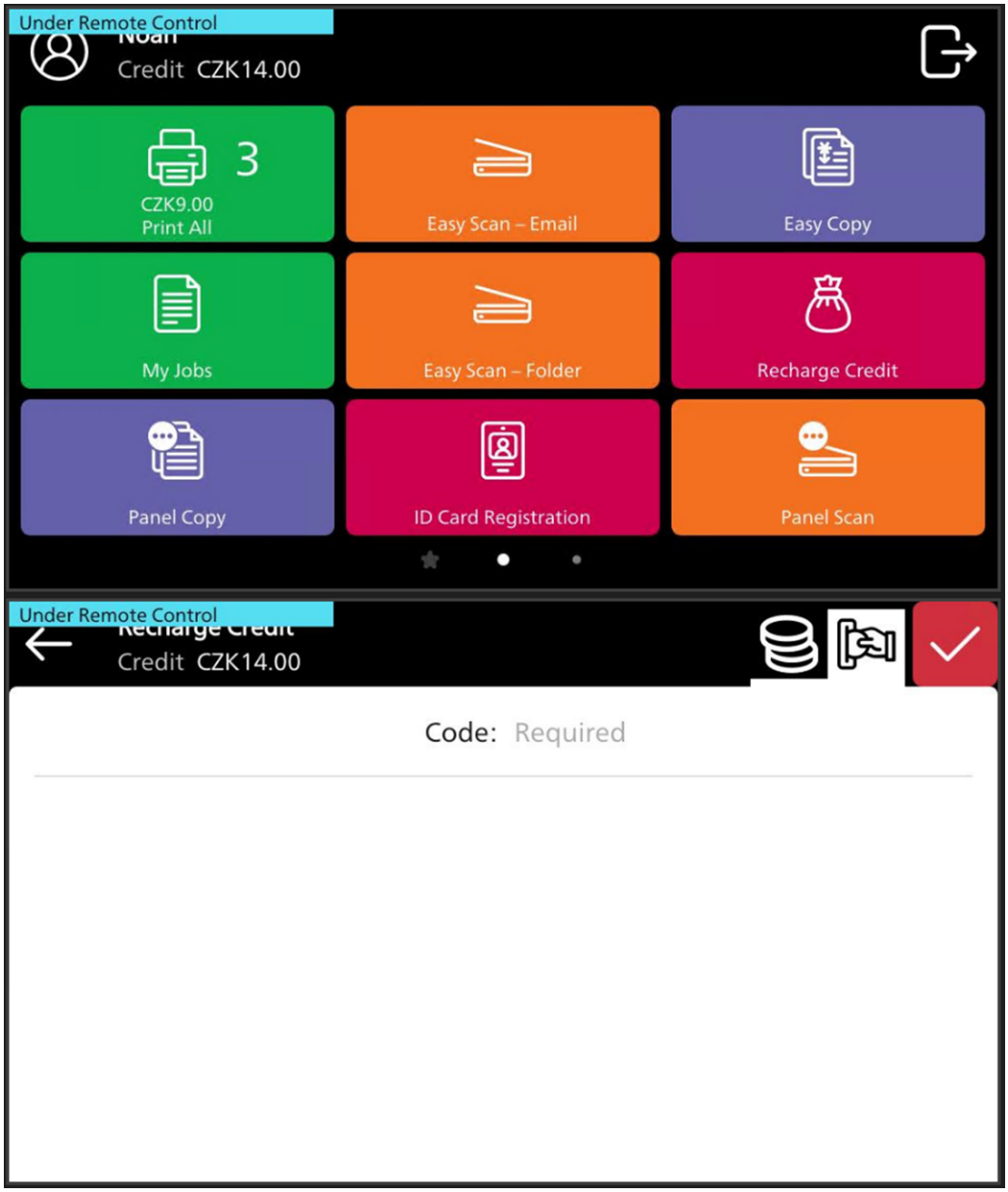


10.11 Recharge Credit

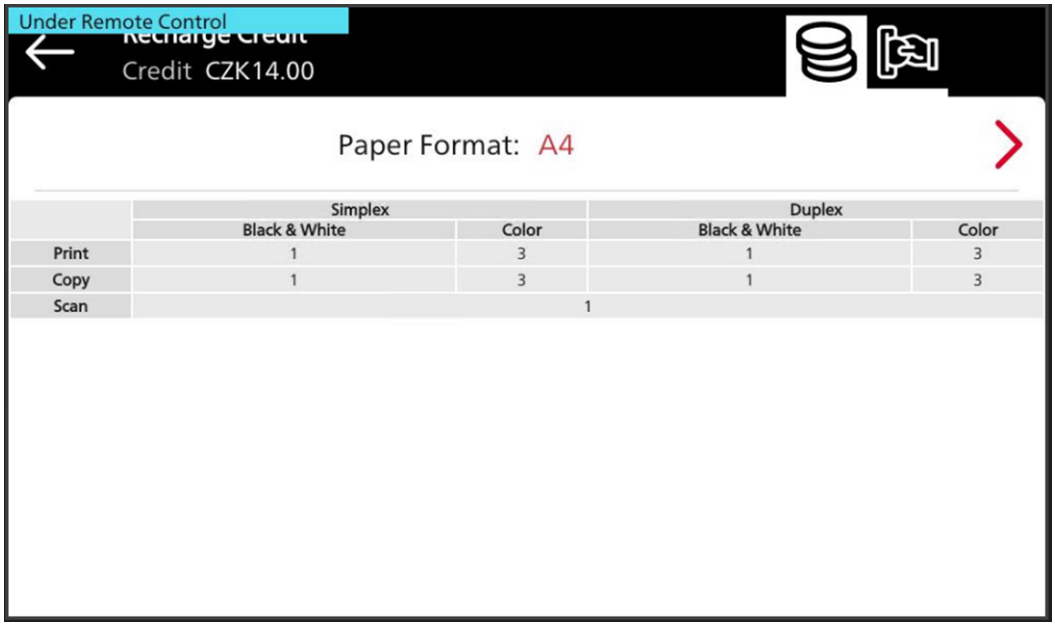
This action enables recharging credit on the terminal.

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

After the user confirms the Recharge Credit action, the terminal performs a silent logout and login, and displays the message “Updating device limits. Do not operate the device.” Wait for the message to disappear before attempting to operate the device, otherwise the Recharge Credit action may not complete successfully.



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

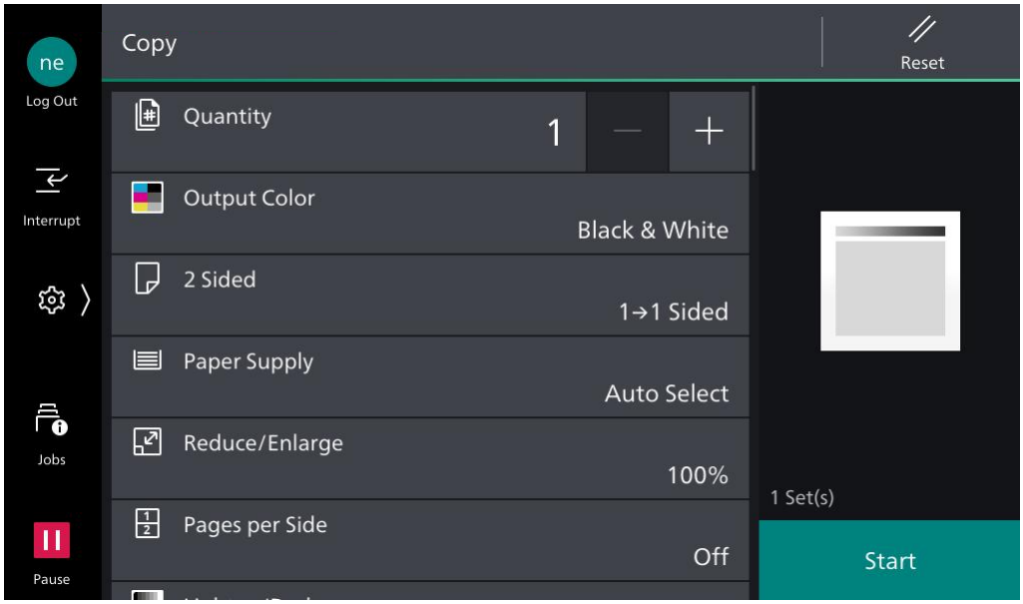


	Simplex		Duplex	
	Black & White	Color	Black & White	Color
Print	1	3	1	3
Copy	1	3	1	3
Scan	1			

10.12 Panel Actions

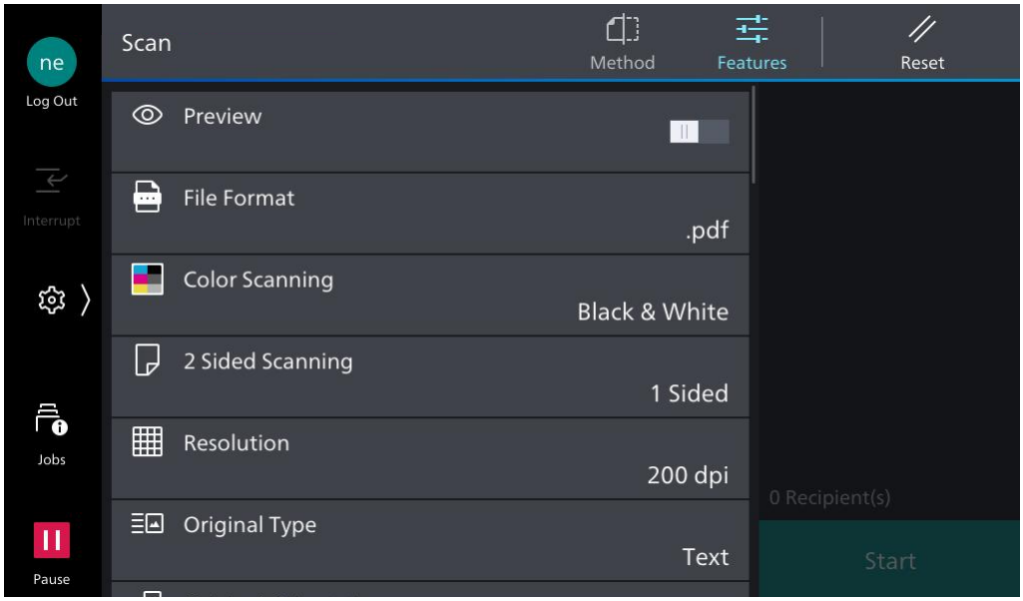
10.12.1 Panel Copy

Opens the printing device's copy screen.



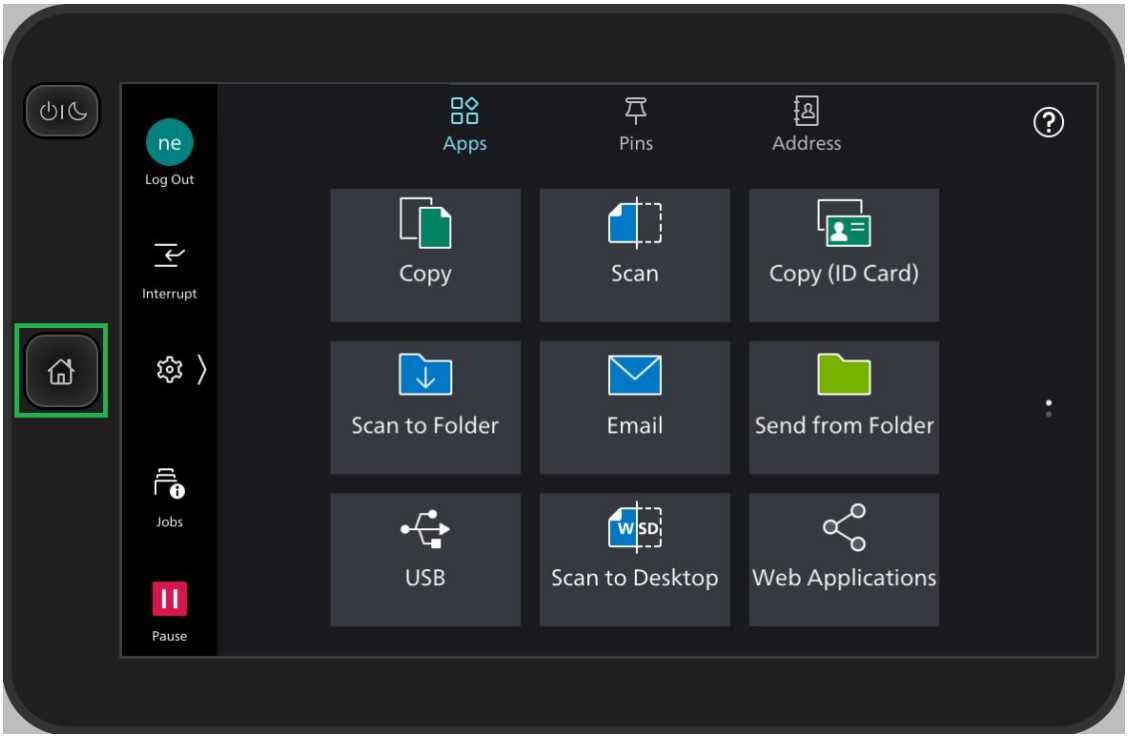
10.12.2 Panel Scan

Opens the printing device's scan screen.



10.12.3 Open Native Device Panel

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



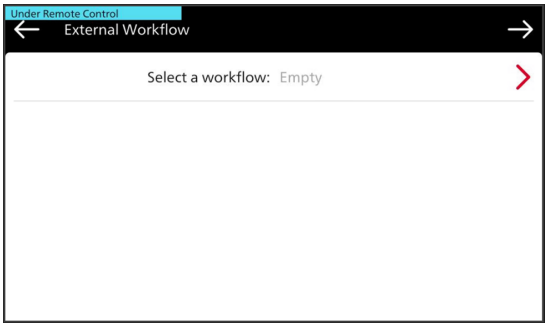
10.13 External Workflow

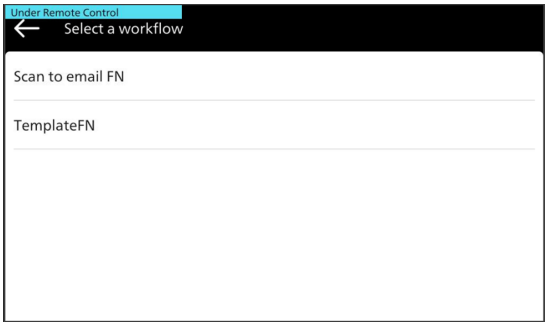
By tapping this terminal action, users are connected to external providers of workflows, such as ScannerVision. The workflow ensures that the user performs certain predefined actions before their document is scanned.

External Workflow requires MyQ Print server 10.2 patch 15+.

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

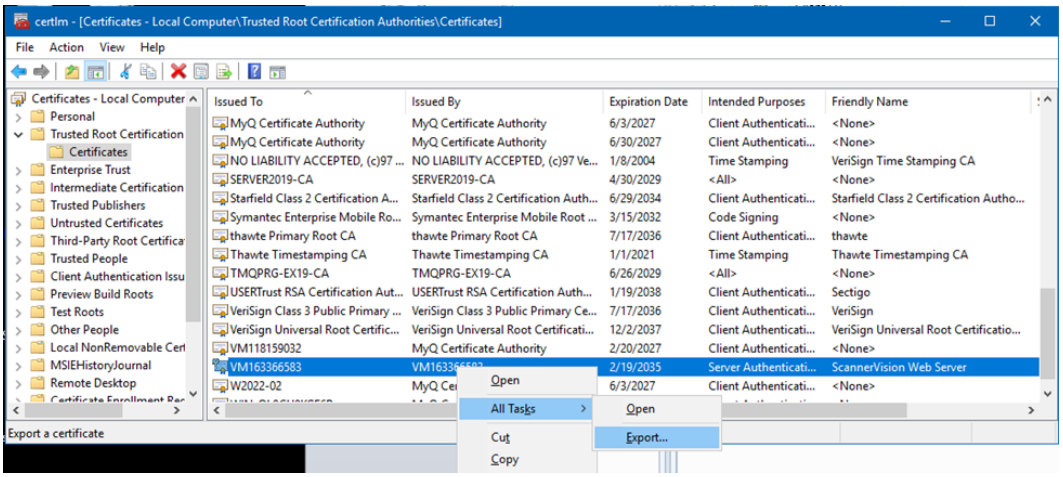
The external workflow can provide the embedded terminal with scan settings and metadata that need to be filled in before scan execution. The questions are shown to the user one by one and they are specifically set for every workflow.





10.13.1 Use ScannerVision as an External Workflow

1. Export the ScannerVision web server certificate with the private key.

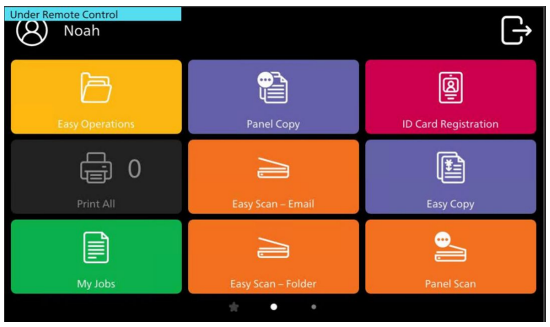


2. Install the exported ScannerVision certificate on the system where the MyQ server is installed.
3. On the MyQ print server, run System Maintenance. Go to **Settings > Task Scheduler > System Maintenance**, and click **Run**.
4. Restart all MyQ services. Open **MyQ Easy Config**, go to **Services** and click **Restart All**.

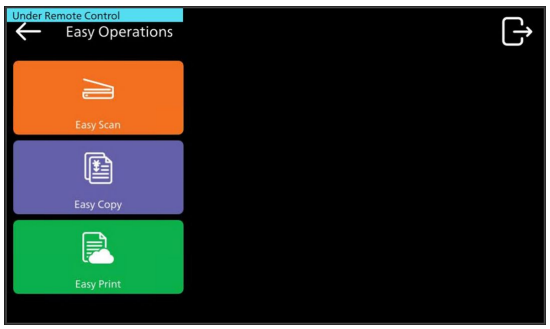
For more information, see MyQ Smart Workflows in the MyQ Print Server guide.

10.14 Folders

Terminal 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 larger number of actions. For example, you can place multiple Easy actions with different settings in one **Easy Operations** folder. Another example is to leave the most important terminal actions on the home screen and place the rest into an *additional actions* folder.



9 Easy Operations in the main menu



10 Inside Easy Operations 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.

11 Accounting

For the users 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

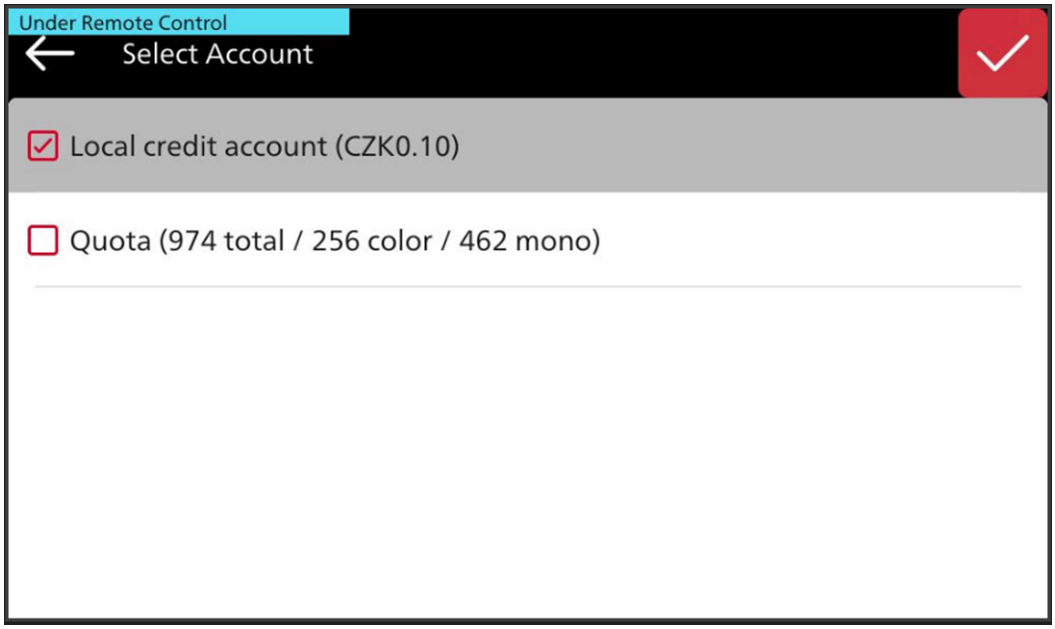
For further details, check Accounting Settings[3] in the MyQ Print Server guide.

> ⚠ If a user's Credit or Quota is depleted during copying, the action stops. However, depending on the device speed, there may be an overflow of several pages.

11.1 Cost Center Mode

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.

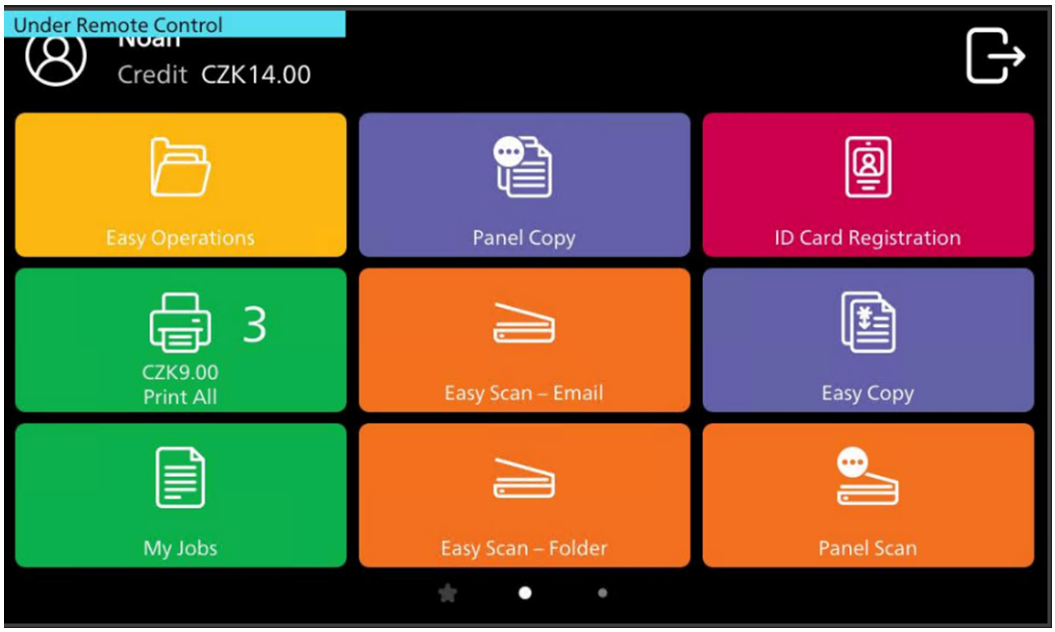
3. https://docs.myq-solution.com/en/print-server/10.2/accounting-settings



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.

11.2 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.



If recharging credit by vouchers is enabled in MyQ, users without credit are asked to recharge after they log in. They are informed about the insufficient credit and automatically redirected to the **Recharge Credit** screen, where they can top-up.

For more information, check Credit[4] in the MyQ Print Server guide.

> ⚠ If a user's Credit or Quota is depleted during copying, the action stops. However, depending on the device speed, there may be an overflow of several pages.

11.2.1 Recharging Credit

Credit can be recharged on the terminal using the Recharge Credit (see page 46) action.

Using terminal actions with insufficient credit

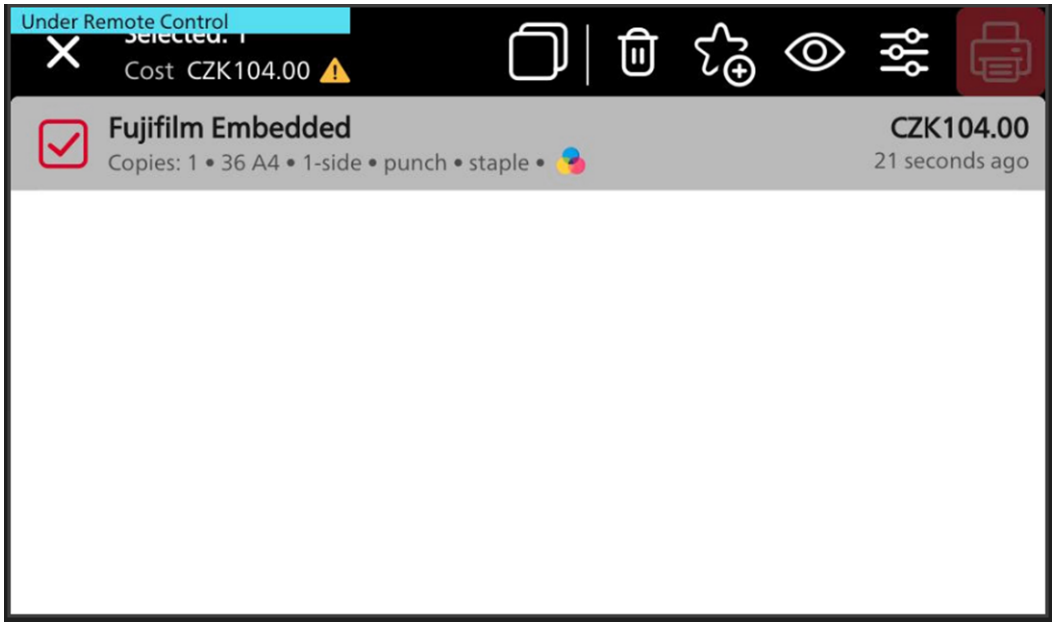
If recharging credit by vouchers is enabled in MyQ, users can still see the actions that they do not have sufficient credit for. However, if they tap the particular action button, they are immediately redirected to the **Recharge Credit** screen.

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.

11.2.2 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.

4. https://docs.myq-solution.com/en/print-server/10.2/credit



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*.

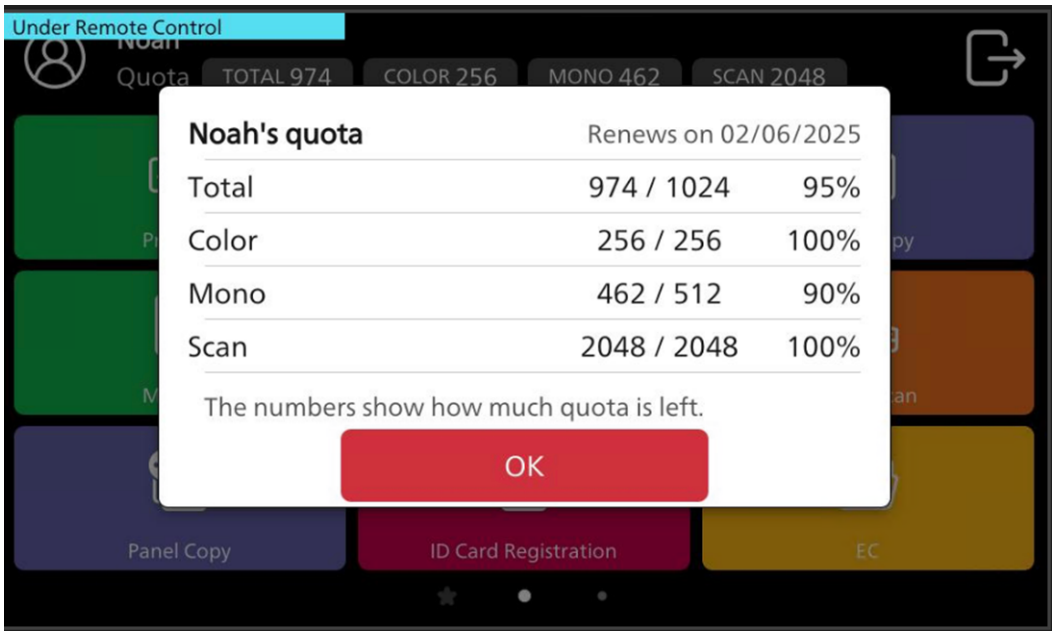
11.2.3 Limitations

- Fujifilm devices retrieve credit limits from the print server when the user logs in. Credit limits cannot be changed or updated during the session.
- Fujifilm devices count B&W and color scans separately, while the print server has one scan price in the price list. This means that in certain situations a user could exceed their credit limit, resulting in a negative credit balance.
- The scan limit supports scan job termination when the internal scan job counter reaches zero.

11.3 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.

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*, *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 enabled, 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 enabled and **Terminate the current job when reached** is disabled, the current job will be finished, and the user will be redirected to the MyQ home screen.

For more information, check Quota[5] in the MyQ Print Server guide.

> ⚠ If a user's Credit or Quota is depleted during copying, the action stops. However, depending on the device speed, there may be an overflow of several pages.

11.3.1 Action taken when a user reaches a quota with immediate application

The current operation stops, although a few more pages can be printed or copied, depending on the printing device's speed. This applies to print, scan, and copy jobs only (including panel copy).

11.3.2 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.

11.3.3 Limitations

- Fujifilm devices retrieve quota limits from the print server when the user logs in. Quota limits cannot be changed or updated during the session.
- When the quota is reached, the actions **Disable operation** and **Terminate the current job when reached** have the same effect - both interrupt the current job. However, these settings influence which quota rule is applied to a user when that user is subject to multiple quotas (e.g. when they are a member of multiple accounting groups). The strictest quota rule definition is applied:
    - Neither option is selected - least restrictive
    - Both options are selected - most restrictive

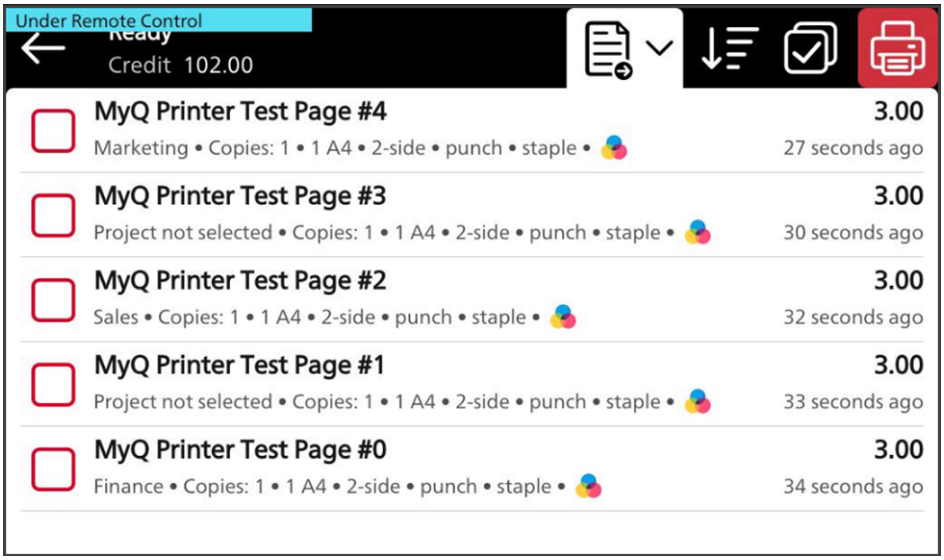
5. https://docs.myq-solution.com/en/print-server/10.2/quota

- Fujifilm devices retrieve the scan limit from the print server separately for B&W and color scans. This means that in certain situations a user could scan twice, with their quota deducted only once.
- The scan limit supports scan job termination when the user reaches the quota.

11.4 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.

For more information, check Projects[6] in the MyQ Print Server guide.



11.4.1 Limitations

- When a user logs in, the package has no information about the number of projects available to that user. If the user does not have the rights to use any projects (including the *no project* option):
  - On login, all actions are available to the user if credit/quota/rights conditions are met.
  - The terminal will attempt to assign a project when an action is executed according to the standard workflow. If the user does not have the rights to use any project, an error message is shown.
  - If the “no projects available” error message was displayed, the menu buttons are disabled with "No valid project” as the given reason. **My Jobs**

6. https://docs.myq-solution.com/en/print-server/10.2/projects

is still available, but it is not possible to print, and the "No valid project" message is shown in the header.

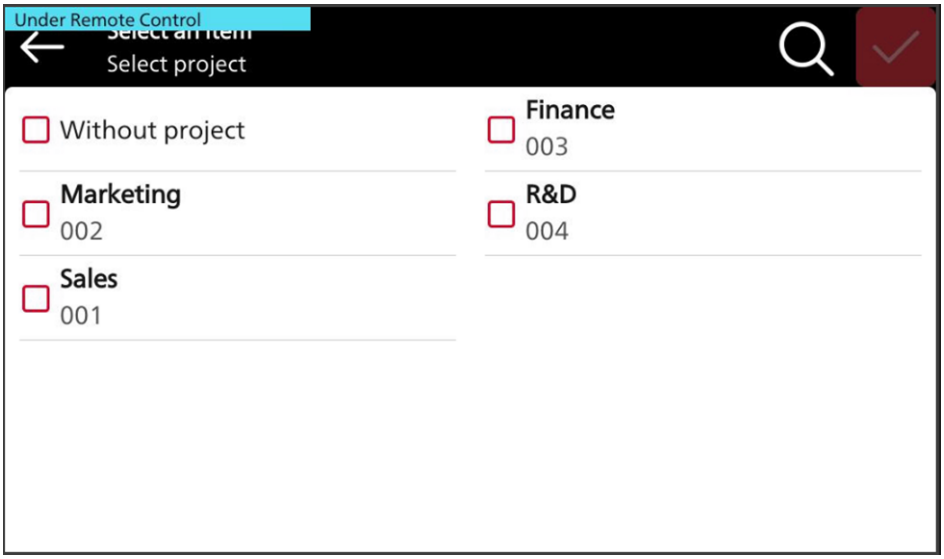
- If a user enters the panel via the home button immediately after login, project selection is bypassed, and any executed panel job will not be assigned a project. If the user does not have the rights to use any project, all panel jobs will be completed regardless.
- If a user enters the panel via the Top Menu, the selected project will be applied to all jobs panel jobs.
- If a user wishes to enter the panel directly while keeping the project selection option available, they must do so via the **Unlock Panel** Top Menu action tile.

11.4.2 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 print it.

Jobs with projects assigned to them are immediately printed.



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.

11.4.3 **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.

11.4.4 **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.

11.4.5 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).

12 Scan to Me

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

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

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

12.1 Setting up Scan to Me

The setup of the **Scan to Me** feature consists of the following consecutive steps:

- Enable and set up scanning on the MyQ server.
- Set SMTP on the printing device.
- Set the destinations for the MyQ users on the MyQ server.

12.1.1 Enable and set up scanning on the MyQ server

For details, check Scan to Me on the MyQ Print Server guide.

12.1.2 Set SMTP on the printing device

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

To enable the scanning function, take the following steps in any order on the printing device’s web interface:

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

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

For details, check Set the destinations for the MyQ users on the MyQ Server on the MyQ Print Server guide.

12.2 Using Scan to Me

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

Email addresses for Scan to Me

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

List of the MyQ destinations on the printing device

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

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

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

13 Business Contacts

MyQ® Manufacturer	**MyQ® spol. s r.o.** Harfa Business Center, Ceskomoravska 2532/19b, 190 00 Prague 9, Czech Republic ID no. 615 06 133 MyQ® spol. s r.o. is registered in the Commercial Register at the Municipal Court in Prague, file no. C 29842 (hereinafter as "MyQ®")
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7. mailto:info@myq-solution.com
8. mailto:support@myq-solution.com

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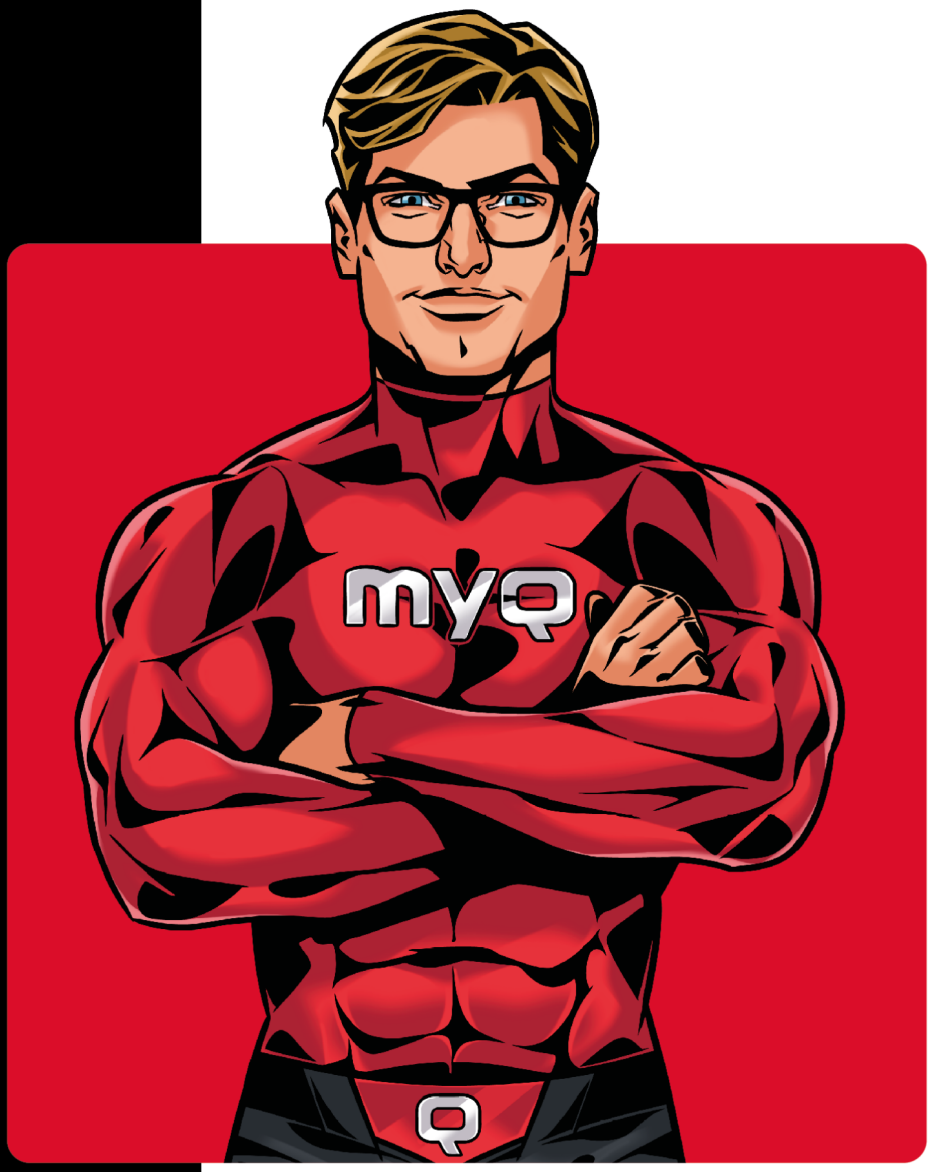

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