MyQ OCR Server 3.1

Generated from docs.myq-solution.com
May/2026
Copyright © 2026 MyQ spol. s r.o. All Rights Reserved

Table of Contents

1 About MyQ OCR Server 3.1 3
2 Release Notes 4
2.1 MyQ OCR Server 3.1 RTM 4
3 System Requirements 5
4 Setting up OCR in MyQ 6
5 Installation 8
6 MyQ OCR Server Configuration 10
6.1 Tesseract engine 11
6.2 Supported languages 11
7 Scanning to OCR 15
7.1 Scanning to OCR via Panel Scan 15
7.2 Scanning to OCR via Easy Scan 15
7.3 OCR Processing 16
8 Update and Uninstallation 17
8.1 Updating the MyQ OCR Server 17
8.2 Uninstalling the MyQ OCR Server 17
9 Business Contacts 18

1 About MyQ OCR Server 3.1

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

Unlike third-party OCR applications, the MyQ OCR Server is integrated with the MyQ system, which makes it simple to install and easy to use.

Within the installation of the server, you can utilize the **Tesseract** (see page 11)engine.

All changes compared to the previous version are listed in the release notes (see page 4).

2 Release Notes

MyQ OCR Server 3.1

2.1 MyQ OCR Server 3.1 RTM

29 June, 2023

Improvements

- Mako updated to 6.6 and converted to .NET6.

Bug Fixes

- OCR layer rotated by 90 degrees for some PDFs scanned on Epson terminals.

---

3 System Requirements

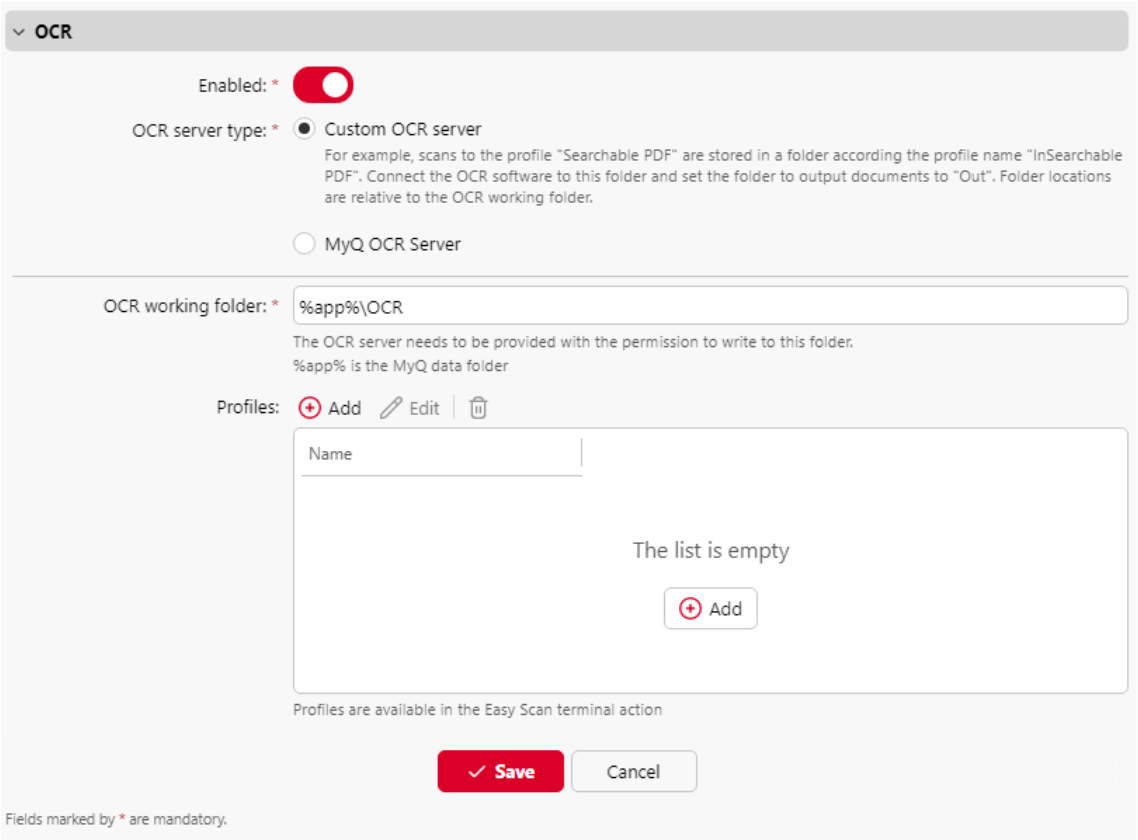
The following specifications are required to set up and run MyQ OCR Server 3.1.

- Operating System:
  - Windows Server 2012/2012 R2/2016/2019/2022, with all the latest updates; only 64bit OS supported.
  - Windows 8.1/ 10/ 11, with all the latest updates; only 64bit OS supported.
- Required level of privileges: user with administrator rights.
- Memory for processing multi-page documents: 1GB RAM minimum, 1,5GB recommended.
- HDD space: 1.6 GB for the installation.
- It is recommended to deploy the OCR server on a dedicated server.
- OCR Service is registered after the installation and, by default, it is running under the Local System account.

⚠ MyQ OCR Server 3.1 requires MyQ Print Server 10+.

4 Setting up OCR in MyQ

Go to the MyQ web administrator interface, in the **Scanning & OCR** settings tab (**MyQ, Settings, Scanning & OCR**). In the **OCR** section, make sure that the OCR feature is **Enabled**. If not, enable it.

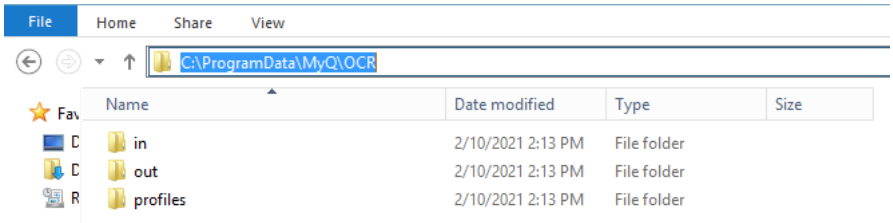


In the **OCR server type**, select *MyQ OCR Server*.

In the **OCR working folder** field, you can change the folder where the scanned data is sent to. It is recommended to use the default folder (*C:\ProgramData\MyQ\OCR*), unless there is a major reason for it. The same folder will have to be set as the **Working folder** on the OCR Server (see MyQ OCR Server Configuration (see page 10)).

> Both the MyQ server and the OCR server must have full access (read/write) to the OCR working folder.

The OCR folder contains three sub-folders: *in, out, profiles*. In the *in* folder, the scanned documents are stored before being processed. In the *out* folder, the processed documents are saved by the OCR software and are ready to be sent. In the *profiles* folder, your OCR profiles are stored.



To enable users to convert documents to a specific output format, you need to create a profile of that type. The users will be able to send scans to use this profile either via a special email command or by selecting the profile when scanning via the **Easy Scan** terminal action on MyQ embedded terminals.

To create a new profile:

1. Click **+Add** next to **Profiles**. A new item with the settings of the new profile appears in the list below.
2. Type the **Name** of the profile, select the **Output format** from the list, and then click **OK**. The profile is saved.

To edit a profile:

1. Select the profile on the list and click **Edit** (or right-click and select **Edit** in the shortcut menu).
2. In the profile editing options, you can change the name and the output format of the profile.

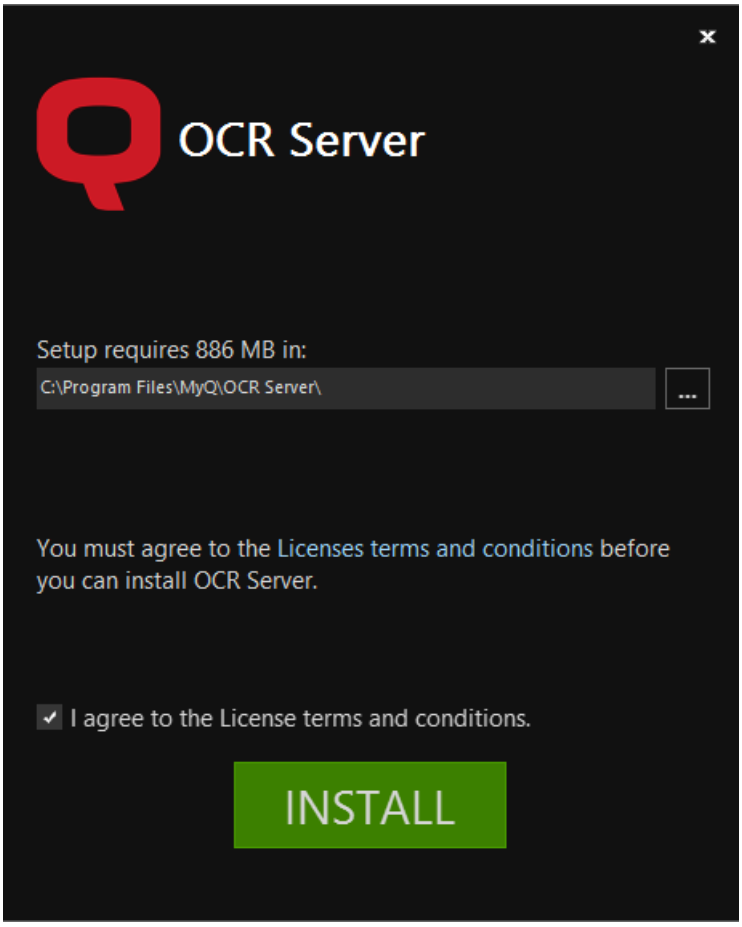
To delete a profile, select it and click the **X** (delete) button on the ribbon (or right-click and select **Delete** in the shortcut menu).

Click **Save** at the bottom of the screen to save your changes.

5 Installation

To install the MyQ OCR Server:

1. Download the latest available version of the MyQ OCR Server from the MyQ Community portal (MyQ OCR Server X.X.X.X).
2. Run the executable file. The OCR Server installation window appears.



3. Select the folder where you want to install the OCR server. The default path is: *C:\Program Files\MyQ OCR Server*.
4. After this, you need to agree to the license terms and conditions to continue with the installation. Then click **INSTALL**. The OCR server is installed.
5. Click **Finish** to leave the installation wizard. The configuration window of the OCR server appears. The configuration steps are described below.

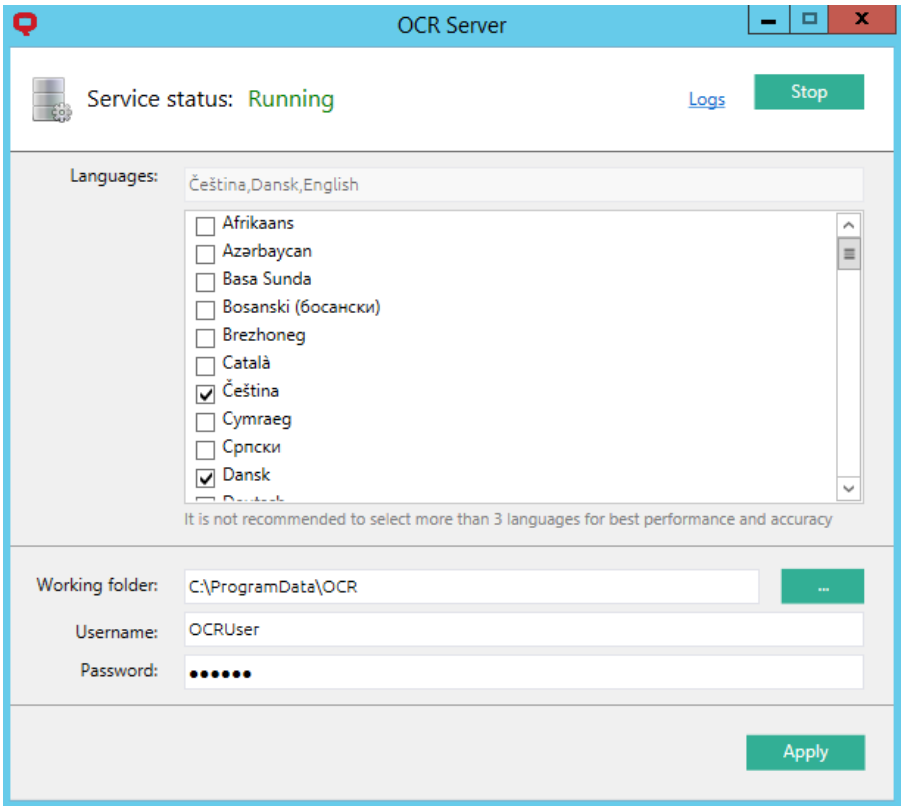
In case the file is blocked from your browser or OS, click **Run** or **Allow**, or modify your Windows Security settings to allow the installation of unknown apps (turn off **App & browser control**).

If you get the "*Windows protected your PC*" message when trying to run the file, click **More info**, and then click **Run anyway**, to begin the installation.
If you still cannot run the file, right click on it, and select **Properties**. In the **General** tab, next to **Security**, mark the **Unblock** checkbox, click **Apply**, and then **OK**. Run the file again and begin the installation.

6 MyQ OCR Server Configuration

The MyQ OCR Server can be configured in the OCR Server configuration window that opens automatically once the server's installation is finished. It can also be opened via the MyQ **OCR Server Settings** application in Windows apps.

In the configuration window, you can also stop and start the Windows service of the OCR server, and open logs.



- **Languages** - While you can select all the available languages (see page 11), it is recommended to select only those that are likely to be used within the OCR process. Selecting less languages increases the speed and accuracy of the OCR process.
- **Working folder** - This is the folder where the OCR server and the MyQ server exchange the OCR scanned files. The path entered here has to be the same as the path to the OCR working folder, set on the **Scanning & OCR** settings tab in the MyQ web administrator interface (the default folder is *C:\ProgramData\MyQ\OCR*). In case you use a shared folder, enter the **Username** and **Password** for access to the folder.

Both the MyQ server and the OCR server must have full access (read/write) to the OCR working folder.

Click **Apply** for your changes to take effect.

To open the log files, click **Logs** at the top-right corner of the OCR Server configuration window.

To stop or restart the OCR Server Windows service, click **Stop** (or **Start**) at the top-right corner of the OCR Server configuration window. You can also manage the service in the Windows Task Manager, where it is called *OCRService*.

6.1 Tesseract engine

Tesseract is an open source text recognition (OCR) engine, used by MyQ in the MyQ OCR Server.

The following formats are supported with the Tesseract OCR engine:

- *PDF*
- *PDFA* (the compliance level of PDFA is **PDFA-1B)**
- *TXT*

Tesseract supports a variety of languages, listed in Supported languages (see page 11).

> For further information about the engine, see the dedicated documentation from its developer.

6.2 Supported languages

The following languages are supported and can be processed by the Tesseract OCR engine used by the MyQ OCR Server:

Language	Language Code
Afrikaans	afr
Albanian	sqi
Azerbaijani	aze
Belarusian	bel
Bosnian	bos
Breton	bre
Bulgarian	bul

Language	Language Code
Catalan	cat
Cebuano	ceb
Corsican	cos
Croatian	hrv
Czech	ces
Danish	dan
Dutch, Flemish	nld
English	eng
Middle English (1100-1500)	enm
Esperanto	epo
Estonian	est
Faroese	fao
Filipino	fil
Finnish	fin
French	fra
Gaelic	gla
Galician	glg
German	deu
Haitian	hat
Hebrew	heb
Hungarian	hun
Icelandic	ici

Language	Language Code
Indonesian	ind
Irish	gle
Italian	ita
Japanese	jpn
Javanese	jav
Kyrgyz	kir
Latin	lat
Latvian	lav
Lithuanian	lit
Luxembourgish	ltz
Macedonian	mkd
Malay	msa
Maltese	mlt
Māori	mri
Norwegian	nor
Occitan	oci
Polish	pol
Portuguese	por
Quechua	que
Romanian, Moldovan	ron
Russian	rus
Serbian	srp

Language	Language Code
Serbian Latin	srp_latn
Slovak	slk
Slovenian	slv
Spanish	spa
Sundanese	sun
Swahili	swa
Tajik	tgk
Tonga	ton
Turkish	tur
Ukrainian	ukr
Uzbek	uzb
Uzbek Cyrillic	uzb_cyrl
Vietnamese	vie
Welsh	cym
Western Frisian	fry
Yoruba	yor
Georgian	geo

Selecting multiple languages will take much more time to process the files.

7 Scanning to OCR

7.1 Scanning to OCR via Panel Scan

To send the scanned document to be processed by the OCR server, the user needs to type the receiver email address in the form: myqocr.**profilename**@myq.local where **profilename** is the name of the profile for the requested output, for example *ocrpdf* or *ocrtxt*.

OCR is case sensitive. If you use **Panel Scan**, the email address myqocr.**folder**@myq.local must be the same as the OCR profile name.

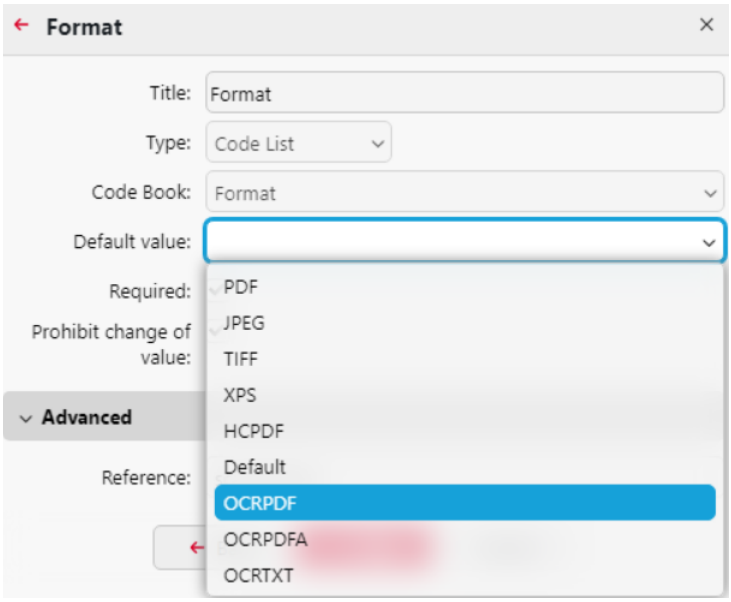
The document is converted by the MyQ OCR Server and sent to the folder or email address that is set in the **User's storage** text box on the user's properties panel in the MyQ web administrator interface.

> ⚠ Scanning to OCR via Panel Scan is deprecated in MyQ Print Server 10.2. Scanning to OCR via Easy Scan should be used instead.

7.2 Scanning to OCR via Easy Scan

The MyQ administrator can create any number of **Easy Scan** terminal actions for scanning to OCR. They can either create one **Easy Scan** action for each output or let the scanning user select the format themselves.

To enable users to scan to a specific profile, select the profile (such as *ocrpdf* or *ocrtxt*) among the values of the **Format** parameter of the **Easy Scan** action.



You can also enable users to select the profile themselves. For more information about how to set up the **Easy Scan** action on a MyQ Embedded terminal, see (3.2) MyQ OCR Server and the "*Easy Scan to OCR*" section in the embedded terminal's manual.

7.3 OCR Processing

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

MyQ listens to the *out* folder, sends the converted file to the predefined destination (receiver email or email/folder defined on the Destinations tab), and deletes it from the folder.

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

8 Update and Uninstallation

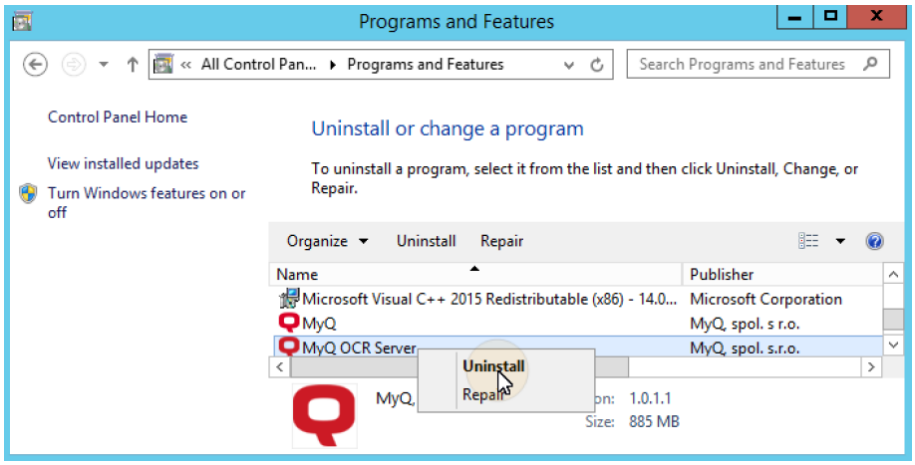
8.1 Updating the MyQ OCR Server

Download and run the latest available version of the MyQ OCR Server from the MyQ Community portal. The update process in the update wizard is identical to the MyQ OCR Server installation.

8.2 Uninstalling the MyQ OCR Server

The MyQ OCR Server can be uninstalled via the Windows Control Panel.

Go to **Control Panel > Programs and Features**, find and select the MyQ OCR Server application on the list, and click **Uninstall** on the ribbon (or right-click and select **Uninstall**).



9 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®")
Business information	http://www.myq-solution.com info@myq-solution.com[1]
Technical support	support@myq-solution.com[2]
Notice	MANUFACTURER WILL NOT BE LIABLE FOR ANY LOSS OR DAMAGE CAUSED BY INSTALLATION OR OPERATION OF THE SOFTWARE AND HARDWARE PARTS OF THE MyQ® PRINTING SOLUTION. This manual, its content, design and structure are protected by copyright. Copying or other reproduction of all or part of this guide, or any copyrightable subject matter without the prior written consent of MyQ® is prohibited and can be punishable. MyQ® is not responsible for the content of this manual, particularly regarding its integrity, currency and commercial occupancy. All the material published here is exclusively of informative character. This manual is subject to change without notification. MyQ® is not obliged to make these changes periodically nor announce them, and is not responsible for currently published information to be compatible with the latest version of the MyQ® printing solution.

1. mailto:info@myq-solution.com
2. mailto:support@myq-solution.com

Trademarks	“MyQ®”, including its logos, is a registered trademark of MyQ®. Any use of trademarks of MyQ® including its logos without the prior written consent of MyQ® Company is prohibited. The trademark and product name are protected by MyQ® and/or its local affiliates.

myQ X

SAVE TIME WITH PERSONALIZED PRINT SOLUTIONS

MyQ X is an award-winning on-premise or private cloud print management solution trusted by millions of users.

info@myq-solution.com

myq-solution.com

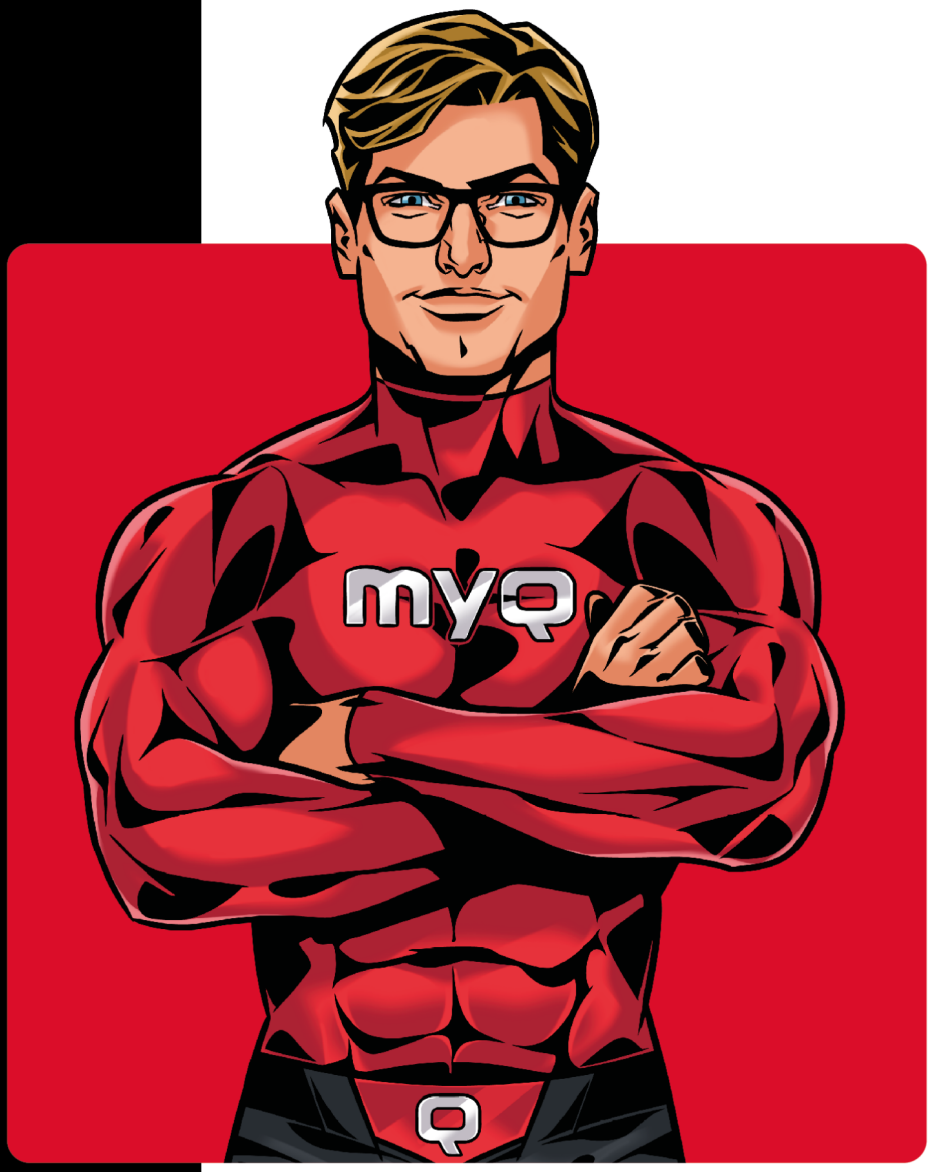
50+ million
Trusted users

1+ million
Active devices

26+
Brands supported

1000+
Certified partners

Operating in **140+** countries



Awarded and certified

BuyersLab PLATINUM TESTED SOLUTION 2023

BuyersLab PLATINUM TESTED SOLUTION 2022

BuyersLab PLATINUM TESTED SOLUTION 2021

ISO 9001 TÜV SÜD ISO 14001 ISO/IEC 27001