

myQ X



MyQ Brother Embedded 10.2 RTM

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MyQ Brother Embedded Terminal 10.2 RTM

MyQ Brother Embedded Terminal 10.2 is a terminal using the BSI Platform of Brother devices. This terminal uses the native UI of Brother, as a result some features may be limited or adjusted to the platform.

- ⚠** This version has the following limitations:
- Direct Print is not supported.
 - It is not possible to account jobs outside of the user session.
 - All jobs are accounted once the user session has ended, not during the user session.
 - The current accounting of paper formats is limited.





- [Release Notes](#) (see page 5)
- **(10.2 RTM) Supported Printing Devices**
- [Installation](#) (see page 7)
- [Terminal Features](#) (see page 21)
 - [Print All](#) (see page 22)
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 - [Projects](#) (see page 43)
- **(10.2 RTM) Guides in PDF**

1 Release Notes

MyQ Brother Embedded Terminal 10.2

- Minimum requested support date: **01 December 2025**

 Print Server 10.2 Patch 15+ is required.

 Only features mentioned in this documentation are supported.

1.1 MyQ Brother Embedded Terminal 10.2 RTM

11 June, 2026

Improvements

- **NEW FEATURE** My Jobs with Print options implemented. For description and limitations see the relevant page.
- **NEW FEATURE** Easy Scan is implemented. For description and limitations see the relevant page.
- **NEW FEATURE** Scan to me is implemented. For description and limitations see the relevant page.
- **NEW FEATURE** Credit is implemented. For description and limitations see the relevant page.
- **NEW FEATURE** Quota is implemented. For description and limitations see the relevant page.
- **NEW FEATURE** Projects are implemented. For description and limitations see the relevant page.
- **NEW FEATURE** ID Cards can be used for authentication. For description and limitations see the relevant page.

Changes

- Minimum required support date has been changed to 1.12.2025

Bug Fixes

- Incorrect format is reported when the more copies is set for Panel Copy from ADF.
- Terminal is not possible to install on the devices added to MyQ via Hostname.
- Terminal is not possible to install on older devices.

1.2 MyQ Brother Embedded Terminal 10.2 BETA

19 December, 2025

The BETA version of MyQ Brother Embedded Terminal was released. See [documentation](#) for more information.

2 Installation

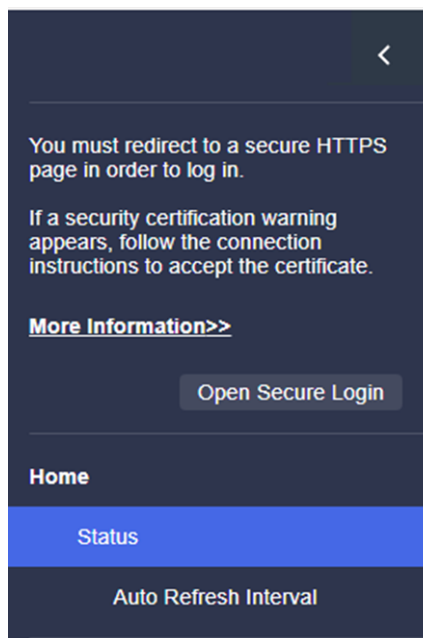
2.1 Requirements

- Device must support BSI and be on the Supported Devices list.
- BSI must be enabled on the device.
- MyQ Brother Embedded terminal 10.2 is supported by MyQ Print server 10.2 patch 15+, the latest version is recommended.

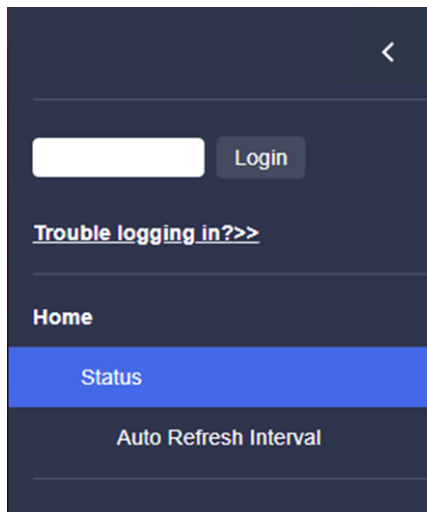
⚠ To complete a **Manual** Installation/Uninstallation **Enable Remote Configuration** must be **Disabled** in the Configuration profile.
To complete a **Remote** Installation/Uninstallation **Enable Remote Configuration** must be **Enabled** in the Configuration profile.
See **Vendor Specific Options: Brother** for details.

2.2 Manual Installation

1. Go to the printer's web UI at `http://*IP address of the printer*/`.
2. Select **Open Secure Login**.



3. Enter the device administrator password and click **Login**.



4. Go to **Administrator > Solutions.**

Solutions

The Brother Solutions Interface (BSI) lets your machine connect to custom applications.

This is an advanced function for developers and solution providers. Turning this on without additional instruction from a solution provider can result in undesired operation.

Solutions

- Off
- On

Solutions Button Title

1st Line

MyQ

2nd Line

Login Portal

- Off
- On

Login Portal Message

Login Required

Auto print faxes when locked

- Off
- On

Screen displayed after Login

- Home Screen
- Solutions Menu

Remote Launch

- Off
- On

USB card reader support

- Off
- On

- a. Set **Solutions** to **On**.
- b. Set **Solutions Button Title 1st Line** to **MyQ**.
- c. Set **Login Portal** to **On**.
- d. Set **Screen displayed after Login** to:

- i. **Home screen** to display the Home screen after login.
- ii. **Solutions Menu** to display the Print All button after login.

e. Set **USB card reader support** to **On**.

5. Go to **Administrator > Solutions > Solutions Application Entry > Login**.

Login

Application ID

Login

URL

https://serverAddress:serverPort/package/brother_packageID/api/bsi/session/

Argument

Cancel

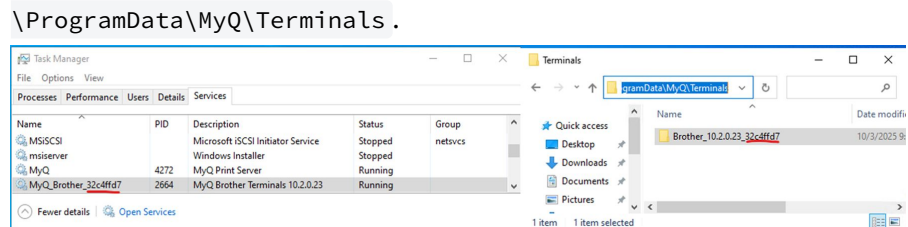
Submit

a. Set **Application ID** to **Login**.

b. Set **URL** to `https://serverAddress:serverPort/package/brother_packageID/api/bsi/session` (for example `https://10.14.17.152:8090/package/brother_32c4ffd7/api/bsi/session`).

i. The server address could be a hostname or IP address; in the case of an IP address the IP address has to be added in MyQ server Web UI > **Settings > Network > Certificates > Server alternative names**.

ii. The package ID is a unique ID for the installed Brother package on the server, the ID changes after reinstallation of the package. You can find the package ID in Microsoft Task Manager or in the folder `C:\ProgramData\MyQ\Terminals`.



c. Leave **Argument** Empty.

6. Go to **Administrator > Solutions > Solutions Application Entry > Logout**.

Logout

Application ID

Logout

URL

https://serverAddress:serverPort/package/brother_packageID/api/bsi/session/logout

Argument

Cancel

Submit

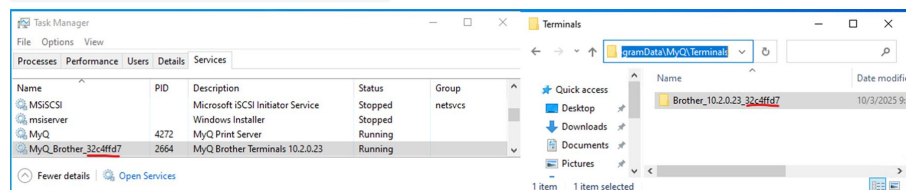
a. Set **Application ID** to **Logout**.

b. Set **URL** to `https://serverAddress:serverPort/package/brother_packageID/api/bsi/session/logout` (for example `https://10.14.17.152:8090/package/brother_32c4ffd7/api/bsi/session/logout`).

i. The server address could be a hostname or IP address; in the case of an IP address the IP address has to be added in MyQ server Web UI > **Settings** > **Network** > **Certificates** > **Server alternative names**.

ii. The package ID is a unique ID for the installed Brother package on the server, the ID changes after reinstallation of the package. You can find the package ID in Microsoft Task Manager or in the folder `c:`

`\ProgramData\MyQ\Terminals`.



c. Leave **Argument** Empty.

7. Go to **Administrator** > **Solutions** > **Solutions Application Entry** > **Menu1**.

Menu1

Application ID

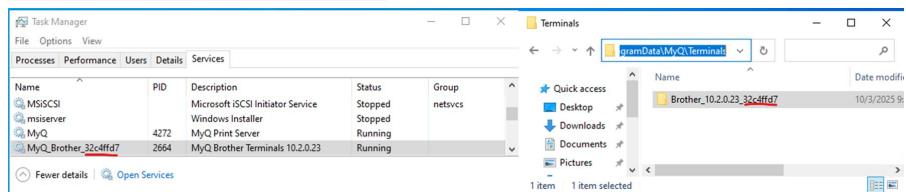
Display Name

URL

Argument

- a. Set **Application ID** to **Menu**.
- b. Set **Display Menu** to **MyQ**.
- c. Set **URL** to `https://serverAddress:serverPort/package/brother_packageID/api/bsi/menu` (for example `https://10.14.17.152:8090/package/brother_32c4ffd7/api/bsi/menu`).
 - i. The server address could be a hostname or IP address; in the case of an IP address the IP address has to be added in MyQ server Web UI > **Settings** > **Network** > **Certificates** > **Server alternative names**.
 - ii. The package ID is a unique ID for the installed Brother package on the server, the ID changes after reinstallation of the package. You can find the package ID in Microsoft Task Manager or in the folder `C:\ProgramData\MyQ\Terminals`.

`\ProgramData\MyQ\Terminals`.



d. Leave **Argument** Empty.

8. Go to **Network > Security > CA Certificate**.

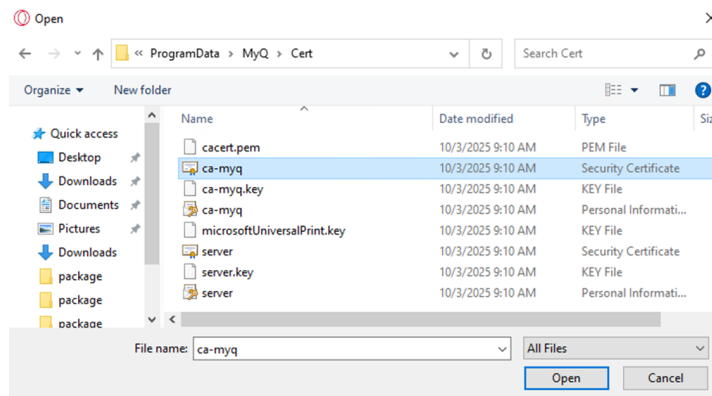
a. Import a **CA certificate** (use `ca-myq.crt` from the folder `C:\ProgramData\MyQ\Cert`).

CA Certificate ?

CA Certificate List

Certificate Name **Issuer** **Validity Period(*:Expired)**

[Import CA Certificate>>](#)



9. Go to **Scan > Scan File Name**.

Scan File Name

If you want to delete a user-defined filename, we recommend you ensure that it is not currently in use with any scan profile.
Deleting a filename that is in use will automatically change it to "Node Name".

File Name Style

If a file with the same name already exists, overwrite it

Add Date & Time

Date

Time

Off
 On

a. Set **File Name Style** to *Name_Date*.

b. Set **Date** to *yyyy/MM/dd*.

c. Set **Time** to **On**.

10. Go to **Scan > Scan to E-mail Server**.

Scan to E-mail Server

Send E-mail Settings(SMTP)

Server Address

Port

Server Authentication Method

- None
 SMTP-AUTH
 OAuth2

SMTP-AUTH Account Name

SMTP-AUTH Account Password

Enter password

Retype password

SSL/TLS

- None
 SSL
 TLS
 Verify Server Certificate

Device E-mail Address

a. Set **Server address** to hostname or IP address of MyQ server.

b. Set **Port** to MyQ SMTP server port.

c. Set **Device E-mail Address** to device@myq.local.

11. Go to **Address Book**.

Address Book

Address	Type	Number/ E-mail Address	Name
#001	Mail ▼	email@myq.loc	Scan2me: Emæ
#002	Mail ▼	folder@myq.loc	Scan2me: Fold

a. Add **E-mail Address** email@myq.local.

b. Add **E-mail Address** folder@myq.local.

12. Go to **Administrator > Date&Time**.

Date&Time

Date

06 / 08 / 2026

Clock Type

- 12h Clock
 24h Clock

Time

14 : 11 (24 hr.)

Time Zone

UTC+01:00 ▼

Auto Daylight

- Off
 On

Synchronize with SNTP server

To synchronize the "Date&Time" with your SNTP server, you must configure the SNTP server settings.


[SNTP>>](#)

Cancel Submit


a. Set correct **Date**

b. Set correct **Time**

c. Set correct **Time Zone**

 The device must have the correct date and time set. Note that the date and time are not configured during automatic remote setup.

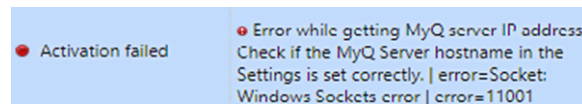
2.3 Remote Installation via Printer Discovery (BETA)


 This installation method has been tested on a limited number of devices. If you experience difficulties, please utilize manual installation.

The easiest way to install the MyQ Brother Embedded terminal is via remote installation from the MyQ Web administrator interface.

You do this by creating separate printer discoveries and adding a configuration profile to any one of them. Additionally, you can assign the discovered printers to a group and/or queue.

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



 Some older devices cannot use Server Alternative Name from the certificate:

- If the server Hostname is used for the installation of the terminal the server Hostname must be defined in **MyQ > Settings > Network > This server hostname**.
- If the server IP address is used for the installation of the terminal the server IP address must be defined in **MyQ > Settings > Network > This server hostname**.

To remotely install the MyQ Brother Embedded Terminal:

1. Follow the instructions in the MyQ Print Server guide to [create and configure a Printer Discovery](#)¹.
2. Next, [create a configuration profile](#)² to attach to your Printer Discovery.

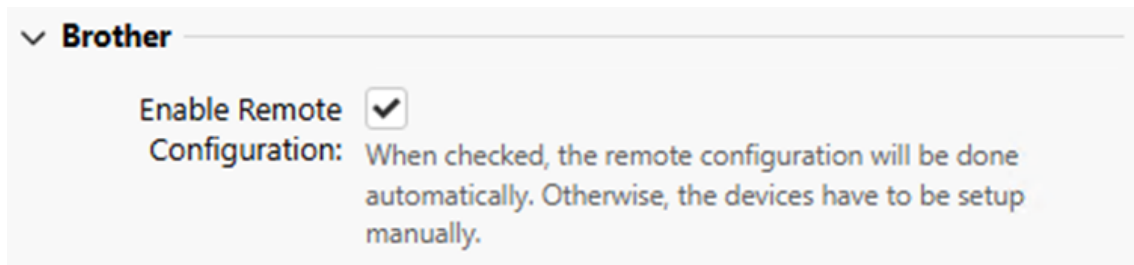
1. <https://docs.myq-solution.com/en/print-server/10.1/discovering-printing-devices>

3. The **Brother** section is displayed if the Brother terminal package is installed on the MyQ server.

2.4 Vendor-Specific Options: Brother

After you install the terminal package on the Print Server, the following vendor-specific option is available in [Configuration Profiles](#)³:

- **Enable Remote Configuration** - Configures the device automatically when remote configuration is completed. When disabled, the device is activated and the configuration of the device web UI must be completed manually via the steps in Configure Device Manually. The default value is Enabled.



Applying changes on the terminal that were made in the **Brother** section requires a force remote configuration of the device.

2.5 Changing login methods

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

You can choose between two types of login:

- Simple login - select up to three methods of login.
- Two-step authentication -select a combination of the login methods.

To change the login type:

In the MyQ Web administrator interface, go to **MyQ > Settings > Configuration Profiles**.

Select the profile you want to change and click **Edit** on the main ribbon (or right-click and select **Edit** or double-click). Choose the login method in the panel to the right.

Click **Save**. A pop-up window tells you that you need to activate the printers again.

2. <https://docs.myq-solution.com/en/print-server/10.1/configuration-profiles>

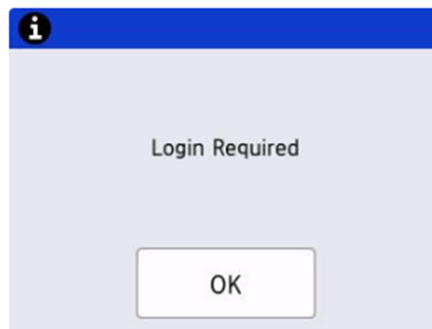
3. <https://docs.myq-solution.com/en/print-server/10.2/configuration-profiles>

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.

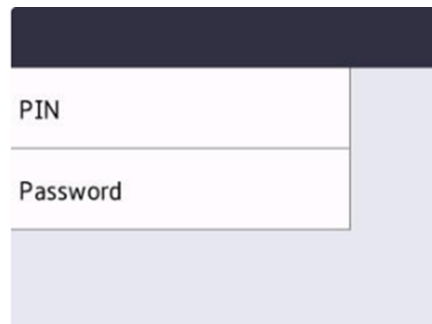
If you chose to skip, go to **MyQ > Printers** to open the **Printers** overview. Select the printer(s) to change, right-click and select **Activate**.

Restart the printing device(s).

When **Login Portal** is enabled the device features can't be accessed without the user logging in first.



After clicking **OK**, the user can select one of the available login methods.



After selecting **PIN**, successful login results in opening of the Home Screen.

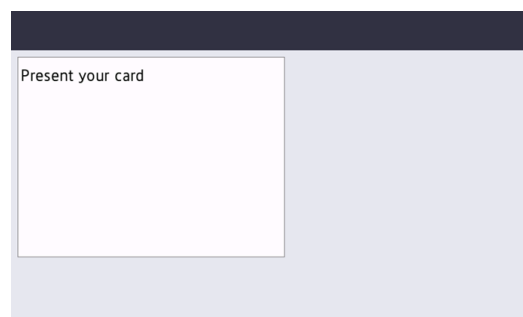
Unsuccessful login results in a message informing the user with a back arrow to return to the initial login by PIN screen.



After selecting **Password**, successful login results in opening of the Home Screen. Unsuccessful login results in a message informing the user with a back arrow to return to the initial login by PIN screen.




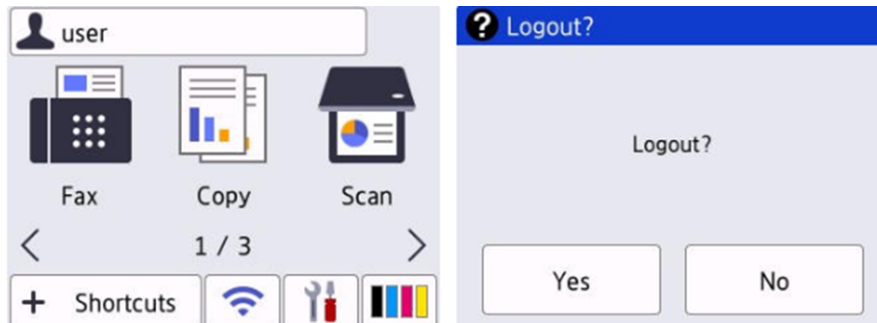
After selecting **Card** or directly by swiping a card, successful login results in opening of the Home Screen. Unsuccessful login results in a message informing the user with a back arrow to return to the swipe card screen.



External and integrated card readers are supported.

Logout is initiated automatically or by clicking the username on the upper part of the screen and then clicking **Yes**.

 Logout by card is not possible on Brother Devices.



2.6 Update and Uninstallation

2.6.1 Updating the Terminal

The terminal package can be updated in the MyQ web administrator interface.

2.6.2 Manual Update

For Manual Updates **Enable Remote Configuration** has to be **Disabled** in the Configuration profile.

After replacement of the package, it is necessary to manually change the **packageID** of the terminal in the **Login**, **Logout** and **Menu1** settings in the device web UI for each device.

2.6.3 Remote Update

After replacement of the package all required changes should be completed automatically.

2.6.4 Manual Uninstallation

1. Go to **Administrator > Solutions > Solutions Application Entry > Login.**
 - a. Delete **Application ID.**
 - b. Delete **URL**
2. Go to **Administrator > Solutions > Solutions Application Entry > Logout.**
 - a. Delete **Application ID.**
 - b. Delete **URL**
3. Go to **Administrator > Solutions > Solutions Application Entry > Menu1.**

- a. Delete **Application ID**.
 - b. Delete **Display Menu**.
 - c. Delete **URL**.
4. Go to **Administrator > Solutions**.
- a. Delete **Solutions Button Title 1st Line**.
 - b. Set **Login Portal** to **Off**.
 - c. Set **Solutions** to **On**.
5. Go to **Network > Security > CA Certificate**.
- a. Delete MyQ Certificate Authority

2.6.5 Limitations

- Some devices ignore SAN and use only the certificate subject field. In that case, the same hostname used to create the server certificate must be used to configure the device.
- It's possible to also enable the NFC reader, but the settings must reflect how the card data are formatted by other reader used by other devices. Note that when both USB card reader and NFC reader enabled and USB card reader is connected, the NFC reader is not active.

2.6.6 Remote Uninstallation (BETA)

You can remotely uninstall the embedded terminal from the MyQ web administrator interface. However, to perform the uninstallation, printer credentials must be defined either in the printer properties in MyQ or within the **Configuration Profile** used during remote installation. Uninstallation without valid credentials is not possible.

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.

3 Terminal Features

This topic discusses terminal features on the MyQ Brother Embedded terminal.

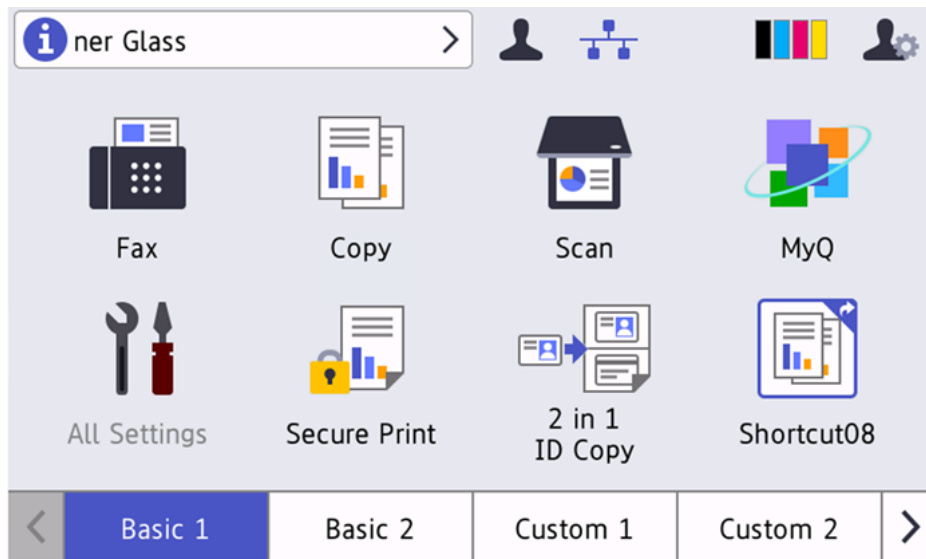
The default terminal actions are:

- Print All
- My Jobs
- Easy Scan to email
- Easy Scan to folder
- ID Card Registration (only visible if ID Card is enabled as a login method)

noah	
Print All (0)	
My Jobs	
Easy Scan - Email	
Easy Scan - Folder	
ID Card Registration	

You can configure the device to display **Top Menu** immediately after login (default option) in **Administrator > Solutions > Screen displayed after Login** should be set to **Solutions Menu**).

Alternatively, it can be displayed after the pressing the Solution button in **Administrator > Solutions > Screen displayed after Login** should be set to **Home Screen**.

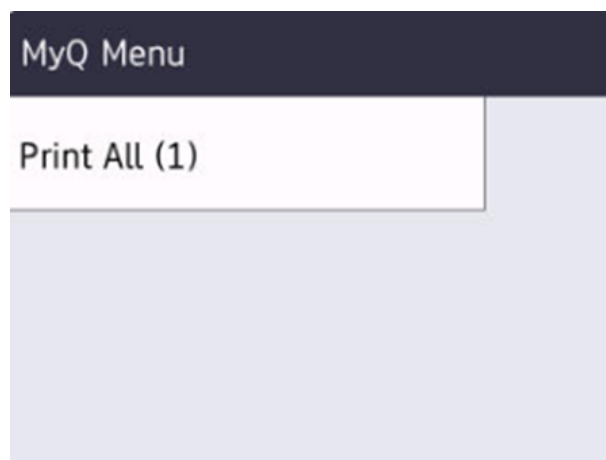


⚠ Native panel access: after login, the native panel is always available via the Home button.

3.1 Print All

This action prints all jobs that are waiting in queue in the Ready and Paused states, including jobs delegated by other users.

If a new job becomes ready while user is logged into the terminal, the page won't update automatically. However, if there are no ready jobs, tapping the **Print All (0)** button will refresh the page.

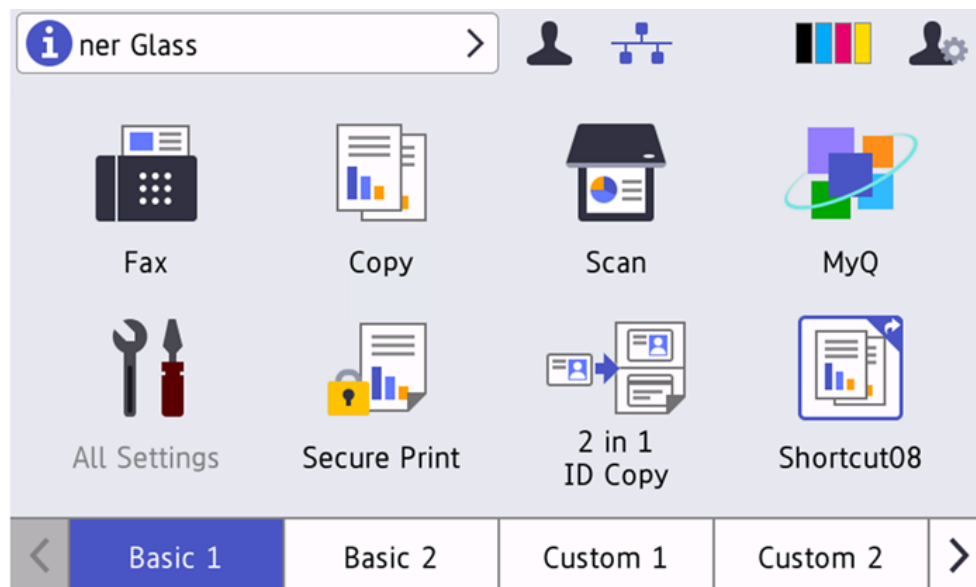


Once the jobs are released the following message is displayed.



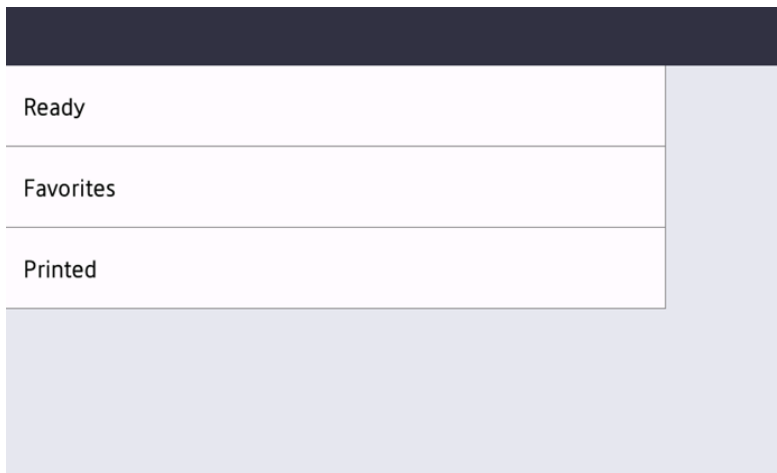
You can configure the device to display **Print All** immediately after login in **Administrator > Solutions > Screen displayed after Login** should be set to **Solutions Menu**.

Alternatively, it can be displayed after the pressing the Solution button in **Administrator > Solutions > Screen displayed after Login** should be set to **Home Screen**.



3.2 My Jobs

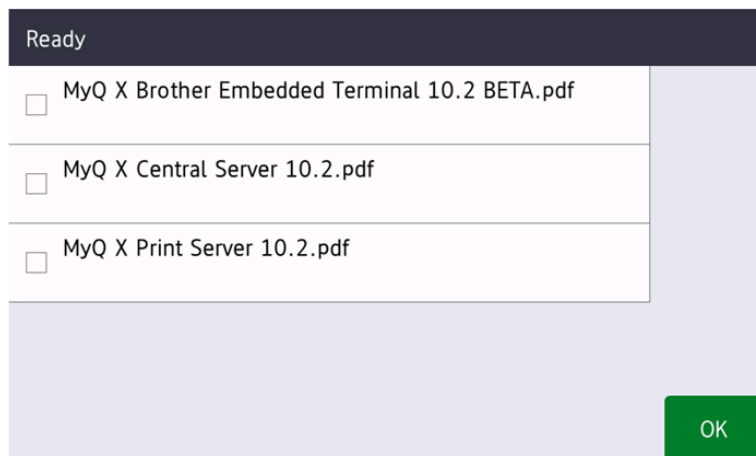
This terminal action shows all the jobs that can be printed on the printing device. Users can manage their ready, favorite, and printed jobs here.



Ready jobs: can be opened by selecting **Ready**. It contains jobs waiting in the queue, ready to be printed.

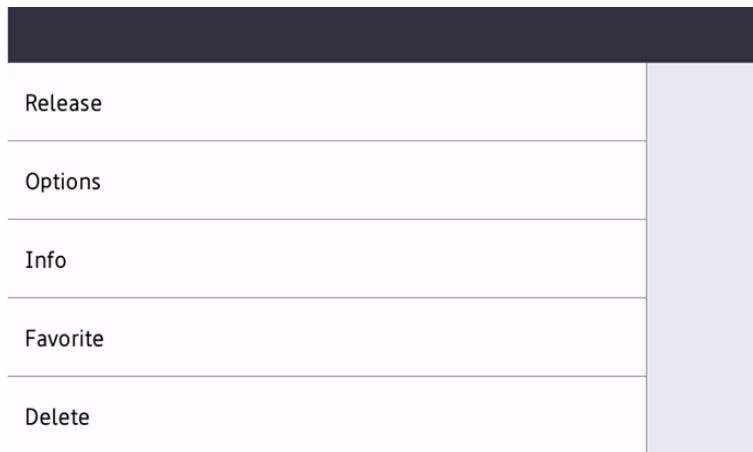
Favorite jobs: can be opened by selecting **Favorites**. It contains a list of jobs you have marked as favorites.

Printed jobs: can be opened by selecting **Printed**. It contains a history of your printed jobs.



3.2.1 Managing jobs on the My Jobs screen

To display the available job management options, select the job from the list. After clicking **OK** it is possible to edit job properties.



Release
Options
Info
Favorite
Delete

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

Release: Click **Release** to start printing the selected jobs.

Options: Click **Options** to change the job parameters.

Info: Click **Info** to display the job information screen.

Add to favorites: Click **Favorite** to add the selected jobs to your favorites.

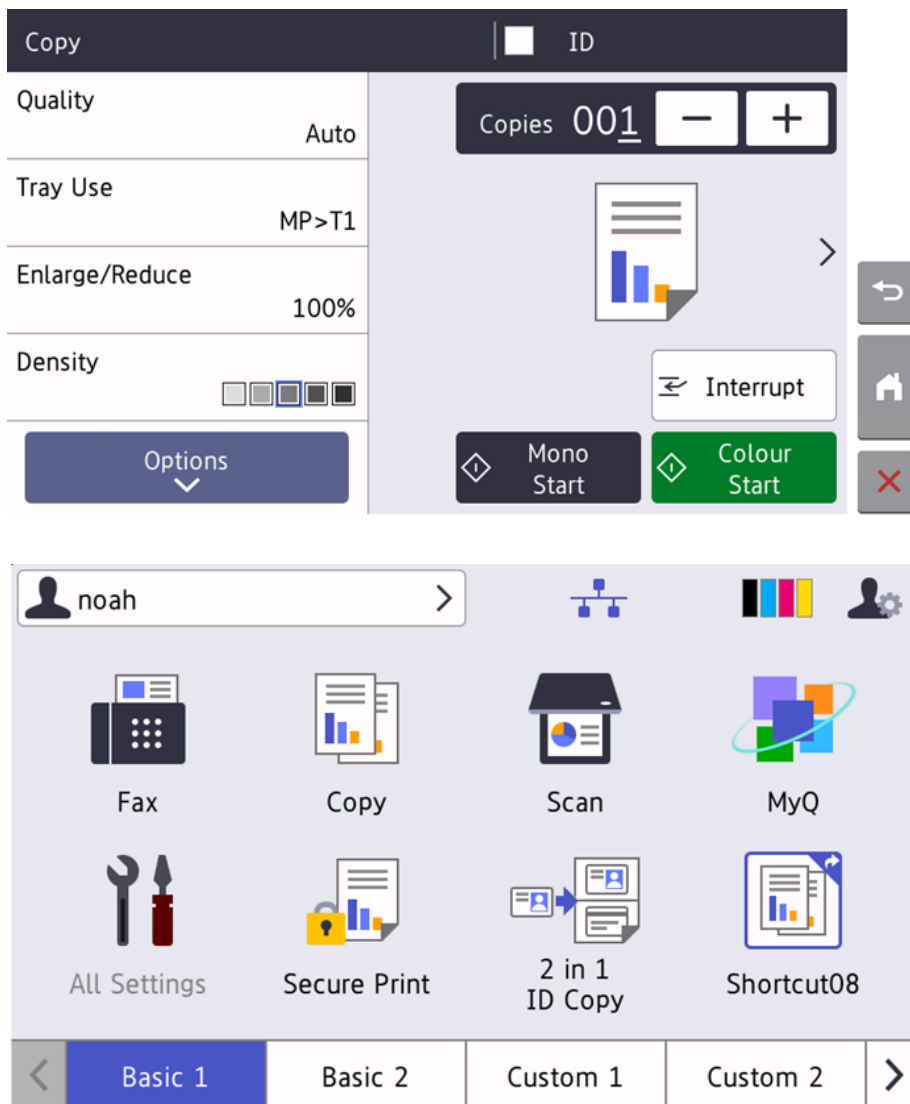
Delete from favorites: Click **Favorite** to delete the selected jobs from your favorites.

Delete: Click **Delete** to delete the selected jobs.

3.3 Panel Copy

Panel Copy is accessible after pressing the Home button. In the Brother native UI it is possible to open the device's copy screen.

To leave the panel and return to the MyQ menu, click the **Home** button, and then select **MyQ**.

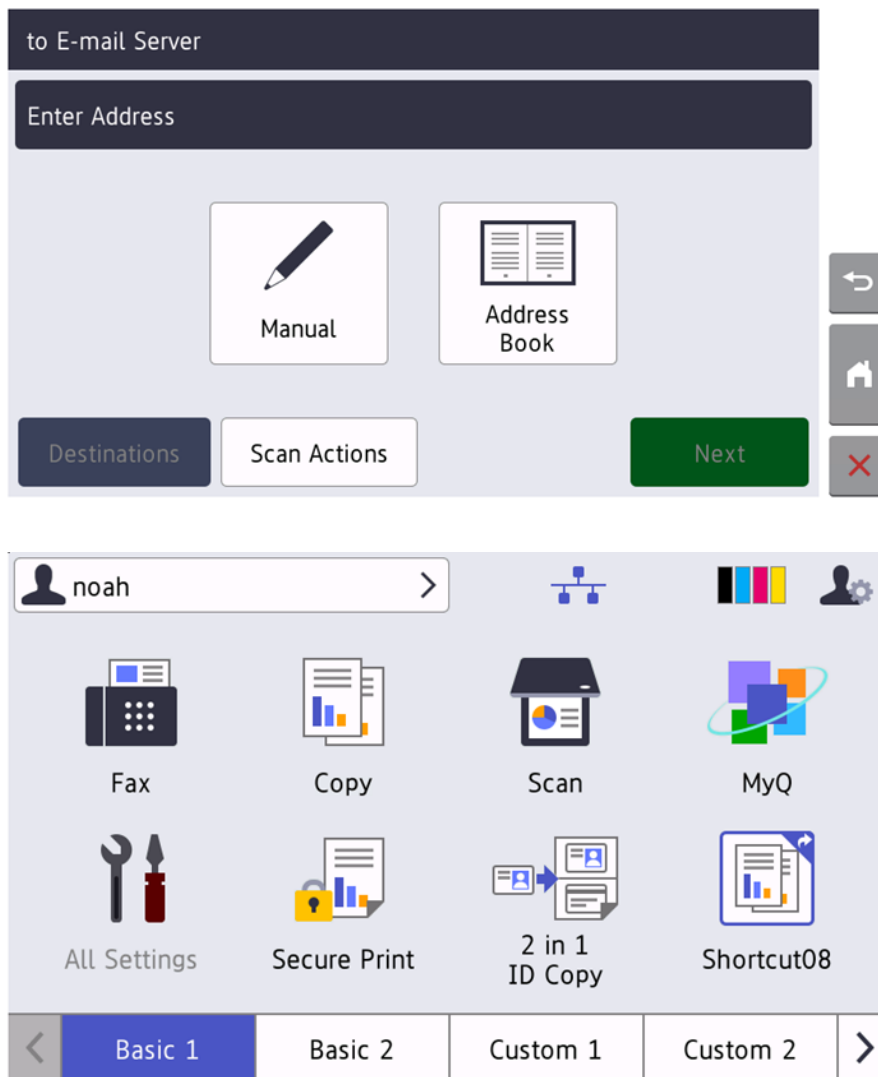


3.4 Panel Scan

Panel Scan is accessible after pressing the Home button. In the Brother native UI it is possible to open the device's Scan screen.

To enable scanning on the terminal, make sure that your MyQ server is set as the SMTP server on the printing device Web User Interface.

To leave the panel and return to the MyQ menu, click the **Home** button, and then select **MyQ**.



3.5 Easy Scan

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

For information on how to configure the **Easy Scan** action and define its destinations and parameters, check [Easy Scan settings](https://docs.myq-solution.com/en/print-server/10.2/easy-scan-settings)⁴ in the MyQ Print Server guide.

If enabled on the server, users can change their scan settings from the terminal screen.

4. <https://docs.myq-solution.com/en/print-server/10.2/easy-scan-settings>

Scan options	
Resolution	300 dpi
Color	Color
Format	PDF
Duplex	Single Sided

OK

OCR (Optical Character Recognition) can be used with Easy Scan, by creating OCR profiles and enabling users to select them on the embedded terminal. You can find further details in [OCR⁵](#) on the MyQ Print Server guide.

Format	
PDF	JPEG
TIFF	XPS
HCPDF	OCRTXT
OCRXML	OCRDOC

3.5.1 Easy Scan Parameters

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

- 100 dpi
- 200 dpi
- 300 dpi
- 400 dpi

5. <https://docs.myq-solution.com/en/print-server/10.2/ocr>

- 600 dpi

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

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

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

- PDF
- JPEG
- TIFF
- XPS
- HCPDF

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

- Single Sided
- Duplex - Binding on top
- Duplex - Binding on side

Scan separation - If a document with multiple pages is scanned, scanned pages can be stored either separately (each page in a separate file) or all together in one file.

You can select from the following options:

- All pages together
- Separate each page

Density - The density setting enables you to adjust the lightness/darkness of scanned originals, you can choose from the following options:

- Lowest
- Lower
- Normal
- Higher
- Highest

Size - The size of the document being scanned, choose from the following options:

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

- Ledger
- Letter
- Legal
- Oficio II

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

- Yes
- No

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

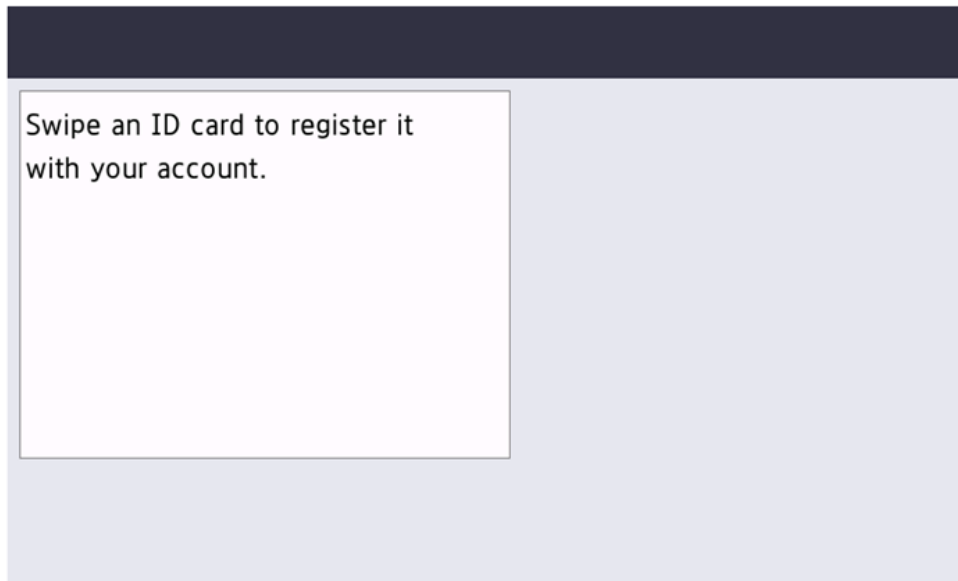
3.5.2 Limitations

- Continuous scan is always enabled during scans from the glass and always disabled during scans from ADF.
- Folder browsing and Custom parameters including codebooks are not supported.
- Some combinations of the parameters are not possible (ie. JPEG and B&W).

3.6 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.

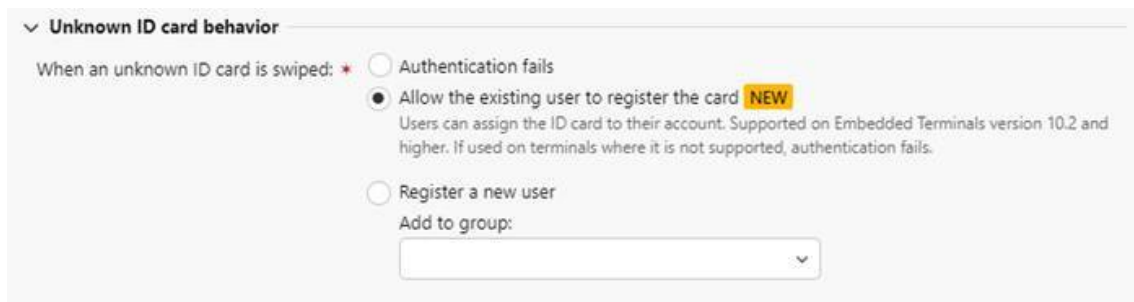
noah	
Print All (0)	
My Jobs	
Easy Scan – Email	
Easy Scan – Folder	
ID Card Registration	



3.7 Unknown ID Card Registration

3.7.1 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.

3.8 Scan to Me

MyQ is able to automatically send scanned documents to a specified folder or email of the 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 SMTP protocol, detects the device that the job is sent from, finds the user that is currently logged in on the device, and sends the job to their folder or email (depending on the user's settings).

To use Scan to Me 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.

 The device must have the correct date and time set. Note that the date and time are not configured during automatic remote setup.

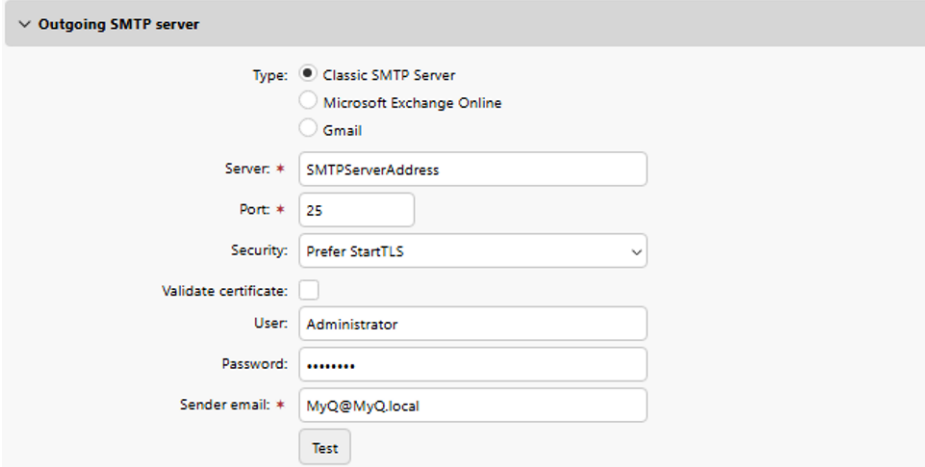
3.8.1 Setting up Scan to Me

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

1. Enable and set up scanning on the MyQ server.
2. Configuration on the printing device.
3. Set the destinations for the MyQ users on the MyQ server.

To enable the scanning function:

1. Enable and set up scanning on the MyQ server.



Outgoing SMTP server

Type: Classic SMTP Server
 Microsoft Exchange Online
 Gmail

Server: * SMTPServerAddress

Port: * 25

Security: Prefer StartTLS

Validate certificate:

User: Administrator

Password:

Sender email: * MyQ@MyQ.local

Test

- a. Set **Server** to hostname or IP address of the SMTP server.
 - b. Set **Port** to port of the SMTP server.
 - c. Set **User** and **Password** to credentials for the SMTP server if it is required.
 - d. Set **Sender email**.
2. Configure settings on the device:
 - a. Go to **Scan > Scan File Name**.

Scan File Name

If you want to delete a user-defined filename, we recommend you ensure that it is not currently in use with any scan profile.
Deleting a filename that is in use will automatically change it to "Node Name".

File Name Style

If a file with the same name already exists, overwrite it

Add Date & Time

Date

Time

Off
 On

- i. Set **File Name Style** to *Name_Date*.
 - ii. Set **Date** to *yyyy/MM/dd*.
 - iii. Set **Time** to **On**.
- b. Go to **Scan > Scan to E-mail Server**.

Scan to E-mail Server ?

Send E-mail Settings(SMTP)

Server Address

Port

Server Authentication Method

- None
 SMTP-AUTH
 OAuth2

SMTP-AUTH Account Name

SMTP-AUTH Account Password

Enter password

Retype password

SSL/TLS

- None
 SSL
 TLS
 Verify Server Certificate

Device E-mail Address

- i. Set **Server address** to hostname or IP address of MyQ server.
 - ii. Set **Port** to MyQ SMTP server port.
 - iii. Set **Device E-mail Address** to device@myq.local.
- c. Go to **Address Book**.

Address Book

Address	Type	Number/ E-mail Address	Name
#001	Mail	email@myq.loc	Scan2me: Emz
#002	Mail	folder@myq.loc	Scan2me: Fold

- i. Add E-mail Address **email@myq.local**.
 - ii. Add E-mail Address **folder@myq.local**.
3. Set the destinations for the MyQ users on the MyQ server.

3.8.2 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 must have the format *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 must have the format *folder@myq.local*.

Sending scans to the user's scan folder: You must create a shared folder and ensure that MyQ has access to this folder. After this, enter the folder's location in 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 must have the format *folder@myq.local*.

4 Accounting

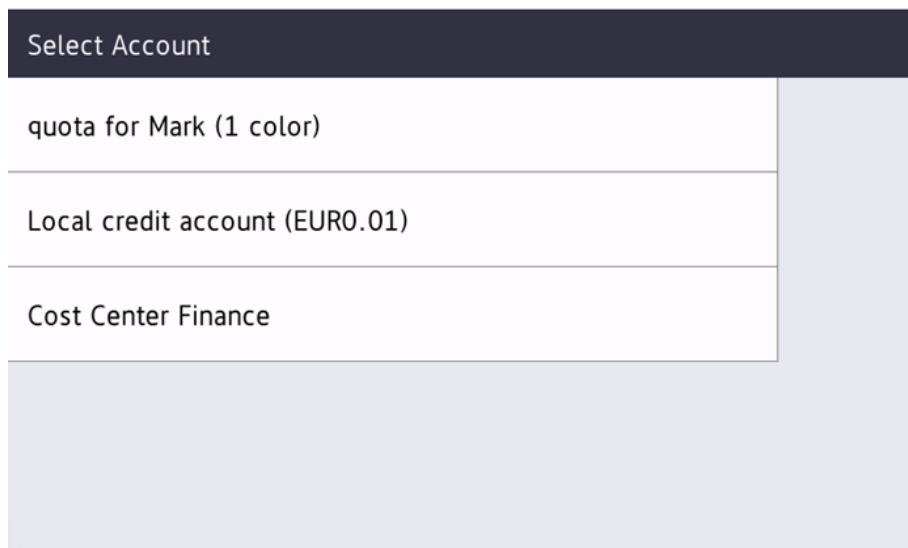
In the **Accounting** settings tab, in the **General** section, the MyQ administrator can set:

- 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](#)⁶ 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 the **Cost Center** mode is enabled, a Cost Center selection screen is displayed if more than one Cost Centers are assigned to the user.



6. <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.

4.1 Credit

With credit accounting activated, users must have a sufficient amount of credit on their account to be allowed to print, copy and scan. On their Credit status page on the embedded terminal, they can view their remaining credit.

EUR2.30	
Credit status	Print All (0)
My Jobs	Easy Scan – Email
Easy Scan – Folder	ID Card Registration

Noah Credit balance EUR2.30

OK

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 [Credit⁷](#) in the MyQ Print Server guide.

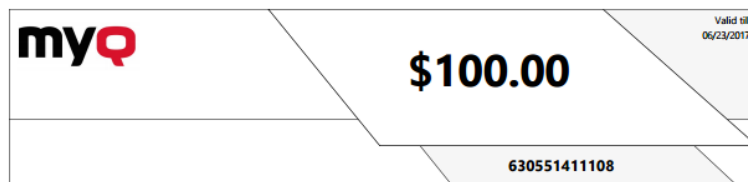
If a user's Credit or Quota is depleted during copying, the action stops. However, depending on the device speed, there may be an overflow of several pages.

4.1.1 Recharging Credit

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

EUR2.00	
Credit status	Print All (0)
My Jobs	Easy Scan – Email
Easy Scan – Folder	ID Card Registration
Recharge Credit	

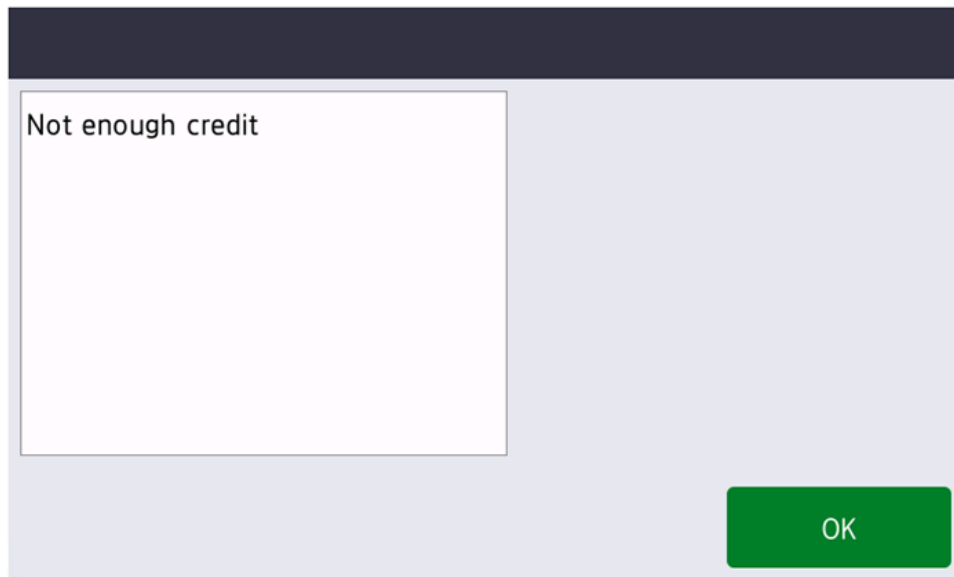
7. <https://docs.myq-solution.com/en/print-server/10.2/credit>



4.1.2 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 still available, after usage of the action the message "Not enough credit" is shown.



4.1.3 Limitations

- Jobs not accounted by the server are correctly reflected in the credit balance only after the user logs out and the user session is closed.
- When a device function is disabled due to low credit during user login, to enable it again, the user must logout and login again.
- Not all color devices can separately apply the limit for color pages.
- The correct amount of scan pages is accounted at the end of the user session.

4.2 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.

When quota is enabled, the message "Quota enabled" appears at the top of the menu along with a virtual terminal action labeled "Quota Status."

Quota enabled	
Quota status	Print All (0)
My Jobs	Easy Scan – Email
Easy Scan – Folder	ID Card Registration

Noah

Noah's quota

- Total: 2,031/2,048
- Color: 508/512
- Mono: 1,011/1,024

OK

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.

The MyQ Quota option to **Terminate the current job when reached** is always enforced by Brother devices, even if the option is not enabled, current jobs will be terminated on Brother devices. If **Disable operation** is also enabled, the job will be interrupted when the quota is reached and the user will be redirected to the MyQ home screen.

It is not possible to disable Terminate the current job when reached. Panel operations are terminated when the quota limit is reached.

Quotas that disable scanning cannot be applied immediately.

4.2.1 Limitations

- Jobs not accounted by the server are correctly reflected in the quota only after the user logs out.
- When a device function is disabled due to quota during the user login, to enable it again, the user must logout and login again.
- Not all color devices can separately apply the limit for color pages.
- The correct amount of scan pages is accounted at the end of the user session.

4.3 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 apps.

Projects can be selected after user's logs in and this project will be used for every job until user's logout and end of user session.

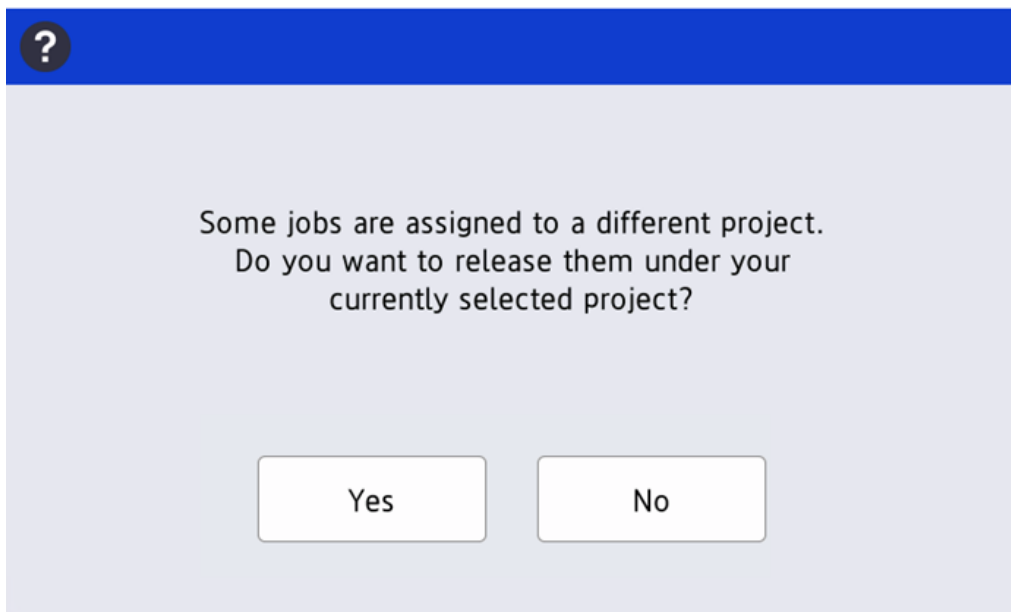


Select project

Without project

Marketing

When a user tries to release a job that was spooled with a different project, the screen is shown to the user with the reassigning information to the project which was selected after login.



?

Some jobs are assigned to a different project.
Do you want to release them under your
currently selected project?

Yes No

When **Yes** is selected the job is printed and accounted to the selected project. When **No** is selected the job is not printed.

4.3.1 Limitations

- Only one project can be selected for the whole user session.

- **Scan without project** is not supported.
- Filtering and Ordering of the projects is not supported.
- Favorite projects are not supported.

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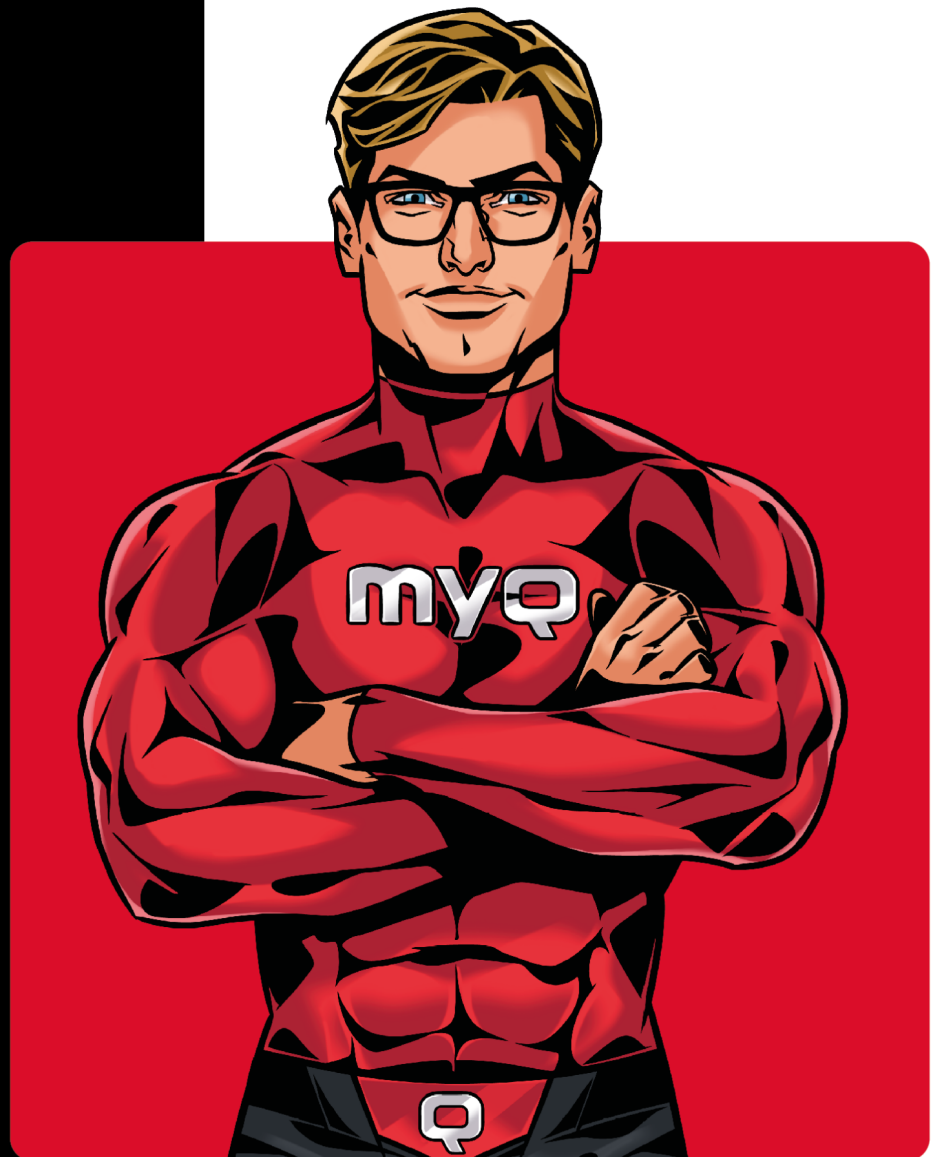
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