

## MyQ Embedded Terminal Layout

MyQ offers unique features to personalize the device terminal for each user or user group. Immediately after authentication at the device, the screen only shows the icons available for that user. Everything is set up by the administrator on the MyQ server.



### Possible icons that can be used on the terminal:

<b>Print All</b>	This action prints all jobs that are waiting in the queue in the "Ready" and "Paused" states, including jobs delegated by other users.
<b>My Jobs</b>	View and manage (print, delete, add to favorites, remove from favorites, etc.) the list of all user's jobs sent to a printer.
<b>Easy Scan</b>	One-click scanning - after the user selects this action, the page is immediately scanned to a predefined folder or email. You can define multiple folders or email to which the scanned document is sent and set scan parameters in MyQ.
<ul style="list-style-type: none"> <li>• Email</li> <li>• Folder</li> <li>• Shared folder</li> <li>• Cloud</li> </ul>	
<b>Easy Copy</b>	One-click copying - this action immediately copies the page. The administrator can define the copy parameters in MyQ.
<b>Easy Fax</b>	Two-step faxing - the administrator can define fax parameters in MyQ.
<b>Application</b>	Access third-party HyPAS applications directly from the MyQ menu with this button.
<b>Application list</b>	Displays a list of third-party HyPAS applications.
<b>Unlock Panel</b>	Unlocks the printing device panel and opens the default screen.
<b>Panel Copy</b>	Opens the printing device copy screen.
<b>Panel Scan</b>	Opens the printing device scan screen.
<b>Panel Fax</b>	Opens the printing device fax screen.
<b>Panel Box</b>	Opens the printing device document box screen.
<b>Panel USB</b>	Shows files stored on the USB drive.
<b>ID Card Registration</b>	This action opens the ID card registration screen and the logged in user can register their card by swiping it at the card reader.
<b>Edit Account</b>	This action can open the logged in user's profile screen where they can change their name, 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.
<b>Folder</b>	Folders can be used to optimize the layout of the terminal screen or to enable users to access a higher number of actions. For example, the administrator can place multiple Easy Scan actions with different destinations under one Easy Scan folder or leave just a few of the most important actions on the home screen and place the rest into an additional actions folder.

The setup is done by the MyQ administrator via the MyQ web UI. For more information on how to set up the embedded terminal, please refer to the MyQ embedded terminal manuals or contact us at [info@myq-solution.com](mailto:info@myq-solution.com).