



MyQ Roger
Server
Administration
1.0



October/2025

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MyQ Roger is a cloud-native printing and document workflow solution designed to increase productivity in office and remote work environments.

Users can capture documents via mobile devices, multifunction printers, or email. Files can be stored locally or in personal cloud storage services, including OneDrive and Google Drive. Advanced workflows automate document conversion and routing, turning scanned images into editable formats or structured data for downstream processing.



MyQ Roger is a fully serverless platform – there is no infrastructure to maintain. It offers high availability, multitenancy, and enterprise-grade performance by design. With a personalized user interface and built-in smart actions, MyQ Roger simplifies printing and scanning from anywhere. Whether you're working from home, on the go, or at the office, it helps keep your digital workspace connected and efficient.

1 Basic Information

The guide is intended for administrators, as it describes the installation and administration of a MyQ Roger tenant. You learn how to log in to your MyQ Roger tenant, how to manually create, import, and edit users, how to modify device and security settings, and how to establish the connection between your MyQ Roger tenant, your Multi-Function Devices (MFDs) and your smartphones.

The below server technologies are used in MyQ Roger. They are maintained by MyQ and are automatically included when upgrading to new versions:

- ASP.NET Core REST API technology.
- Angular front-end compiled to JavaScript which runs on the client browser side.
- Hosted in Azure and orchestrated by Kubernetes, which provide plenty of abilities like:
 - Scalable solution - The MyQ Roger instances run in virtual machines (Docker). They are continuously monitored by an automatic scaler. When the CPU or memory trigger the set limits of the load, it automatically adds a new instance to the new virtual machines. The net traffic also affects the CPU load. The Load Balancer automatically directs any incoming requests to less loaded instances.
 - Regional hosting - The application is designed to have tenants in a standalone database. This is great for any regional independent hosting. To reduce and minimize the distance latency, it is possible to run it from any region available in Azure.
 - Monitored solution - The solution is continuously monitored.
 - Static files CDN distribution - The MyQ Roger set of web static files has more than 10MB. To provide the best user experience, Content Network Distribution is used to distribute those static files around the world.

1.1 Prerequisites Before the Installation

- An account with administrator rights to the MyQ Roger tenant.
- Make sure that the https port 443 is allowed in the firewall.
- Make sure that TCP outgoing traffic to the internet is allowed on the device.

 Make sure your [SNMP settings](#) (see page 106) are correct to avoid printing disruptions.

1.2 Communication Ports and Protocols

PC / MyQ Roger Client (MRC)

Target	Protocol, Port	Description
MyQ Roger Server https://eu.roger.myq.cloud https://us.roger.myq.cloud ¹ https://discovery.myq.cloud/regions	HTTPS, 443 TLS secured	MyQ Roger Client authentication User authentication Reporting jobs
Event Bus	AMQP, 5671 TLS secured	Events Release, Delete, etc.
Printer	SNMP, 161,162	Get machine Serial Number to confirm a job release target
Printer	Raw, 9100 IPPS, 10012	Job release / printing
Printer		
Target	Protocol, Port	Description
MyQ Roger Server https://eu.roger.myq.cloud https://us.roger.myq.cloud ² amqps://eu.amqp.myq.cloud amqps://us.amqp.myq.cloud https://discovery.myq.cloud/regions	HTTPS, 443 TLS secured amqps, 5671	MyQ Roger authentication General communication Print and scan jobs
MyQ Roger Mobile App		
Target	Protocol, Port	Description
MyQ Roger Server https://eu.roger.myq.cloud ³ https://us.roger.myq.cloud ⁴ https://discovery.myq.cloud/regions	HTTPS, 443 TLS secured	Authentication, general communication, print and scan jobs

1. <https://us.roger.myq.cloud/>

2. <https://us.roger.myq.cloud/>

3. <https://eu.roger.myq.cloud/>

4. <https://us.roger.myq.cloud/>

2 Installation

MyQ Roger can be easily installed and is ready-to-use in these simple steps:

- [Log in](#) (see page 16) as an administrator to your MyQ Roger tenant and [create users](#) (see page 63).
- Download the [MyQ Roger mobile app](#) (see page 9) to your smartphone.
- [Install](#) (see page 11) MyQ Roger to your Multi-Function Devices (MFDs).
- [Establish the connection](#) (see page 11) between MyQ Roger, your MFD, and your smartphone.



2.1 MyQ Roger Mobile App

The MyQ Roger mobile application can be used both on iOS and Android devices, including Chromebook devices, and it is available for free download in the App Store and in Google Play.

In Android devices, open the Google Play Store application, search for **MyQ Roger>Cloud Print & Scan**,

- Select **MyQ Roger>Cloud Print & Scan**, and tap **Install**.
- In iOS devices, open the **App Store** application, click on **Search** on the bottom-right and search for **MyQ Roger>Cloud Print & Scan**, select **MyQ Roger>Cloud Print & Scan**, and tap **Get**.

For a detailed MyQ Roger mobile app overview, check the *MyQ Roger Mobile App Installation and Usage* guide, and the brand-specific MyQ Roger guides.

2.1.1 User Authentication

In the MyQ Roger mobile app,

- Go through the mini welcome guide.

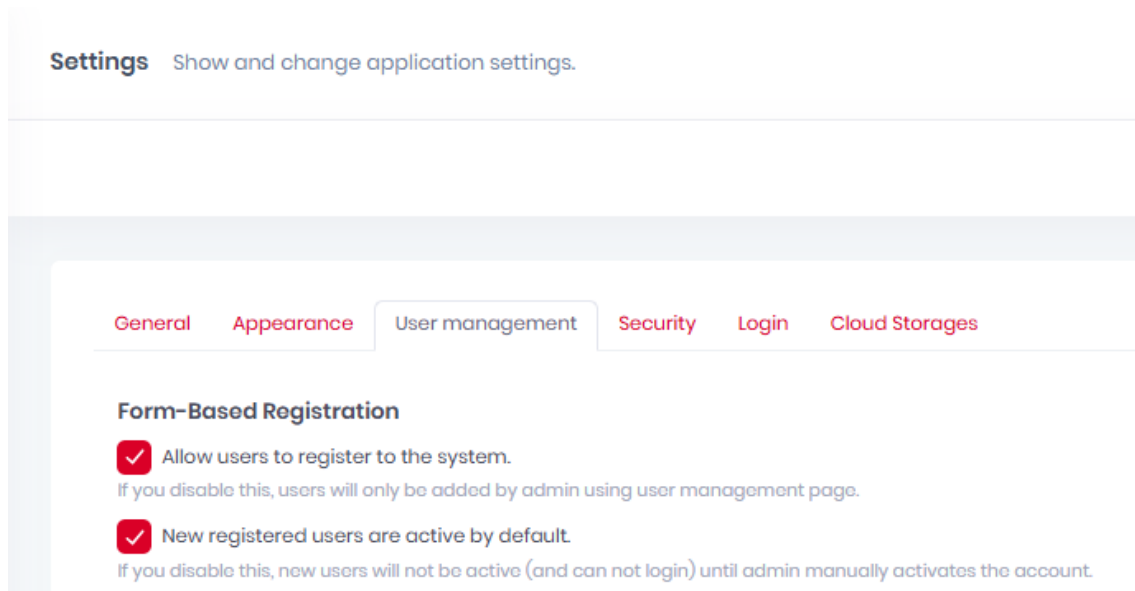
- Choose in which **Region** to save your data (**European data center** or **American data center**).
- Type the name of your tenant in the **Tenancy name** field.
- Choose the **account** you want to use to log in.

By choosing **WORK ACCOUNT**, you can log in to the MyQ Roger tenant, with multiple sign-in options:

- Sign in with MyQ - Type your MyQ Roger credentials and tap **SIGN IN**.
 - **Username / E-mail address** - Your MyQ Roger Username or email address.
 - **Password** - Your MyQ Roger password.
- **Sign in with Apple** - You are redirected to log in to your Apple account.
- **Sign in with Google** - You are redirected to log in to your Google account.
- **Sign in with Microsoft** - You are redirected to log in to your Microsoft account.

By choosing **PERSONAL ACCOUNT**, you can use a personal MyQ, Apple, Google or Microsoft account to use the MyQ Roger mobile app.

- For users to be able to use a personal account, external providers, or sign up, the administrator should enable the **Allow users to register to the system** setting, available in the MyQ Roger web server, in **Administration>Settings>User management** (see page 116).
- If the **New registered users are active by default** setting is disabled, any newly registered user account will not be active until the administrator manually activates their account.



If a user registers an account directly by using external authentication (Apple, Google, Microsoft):

- The registration process generates a **user name** and the user can change it later.
- If the **Name** or **Surname** is not provided or generated by the external provider, the user account will be created as **Guest_{randomchars}**.
- Once registered, the account needs to be activated by the Administrator (if automatic activation is disabled).



External authentication is not currently available for users with an existing account.

2.2 MyQ Roger and MFDs

2.2.1 Installing the MyQ Roger Terminal to MFDs

Installing the MyQ Roger terminal to your Multi-Function Devices (MFDs) differs from brand to brand.

For detailed instructions, check the brand-specific MyQ Roger guides.

Connecting the MyQ Roger Terminal to the MyQ Roger Server

Once you have configured your MyQ Roger tenant and installed MyQ Roger on your MFDs, it is necessary to establish a connection between your tenant, your MFD, and your smartphone.

This can be done either via the MyQ Roger mobile app (recommended), or via using your device's code in the MyQ Roger web server.

Via the MyQ Roger Mobile App (Recommended)

- Log in to the MyQ Roger mobile app with your MyQ Roger credentials.
- Once logged in to the app, simply use the **Login** button at the bottom-center of the screen to scan the QR code displayed on the MFD.

This way, the connection between your MyQ Roger tenant, your MFD, and your smartphone is established.

You see the **Printer successfully paired** notification on your phone, and the MyQ Roger log in-screen on your MFD. This action only needs to be done once, and as soon as it is successfully completed, the device is paired with your tenant and displays a dynamic QR code for users to log in.

There are more possible scenarios when scanning the QR code on the printer, that are also dependent on the user's permissions:

- The printer has not been registered yet with any tenant:

- If the user has standard permissions (print, scan, etc.), they cannot pair the device. It fails and an error message is displayed on the mobile phone.
- If the user has admin permissions (device pairing), they can pair the device with a tenant. The new record of the printer is created under the tenant, and the printer is immediately active. A new QR code is displayed and any user on that tenant can log in.
- The printer is registered (paired with the same tenant as the user):
 - The user (with standard and/or admin permissions) is logged in to the printer and can control it via their mobile phone.
- The printer is registered with a different tenant:
 - Since the printer is paired with a different tenant, it cannot be used, and an error message is displayed on the mobile phone.
- The user is unable to log in:
 - Check if the correct MyQ Roger tenant is used.
 - Check if the user's account is locked.
 - Check if the user's account is deactivated.

i It's not possible to bring up the registration screen (with the QR code) on a device once it has been paired with a tenant. The administrator should either release the pairing on the server or do a fresh re-installation of the embedded application (delete it from the device and then re-install it).

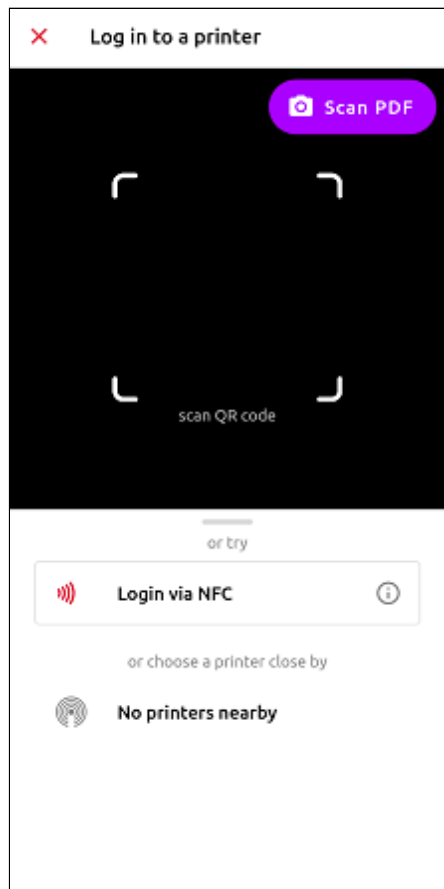
You can also log in via NFC, if the device has already been paired by the administrator and if NFC is supported by your phone.

To pair the device,

1. Tap the **Login** button and then tap the information button **i** next to the **Login via NFC** option.
2. Tap **Pair new tag**. Bring the phone close to the printer and tap **Write to NFC tag**.
Once done, scan the QR code on the printer to finish the device pairing.

To log in via NFC,

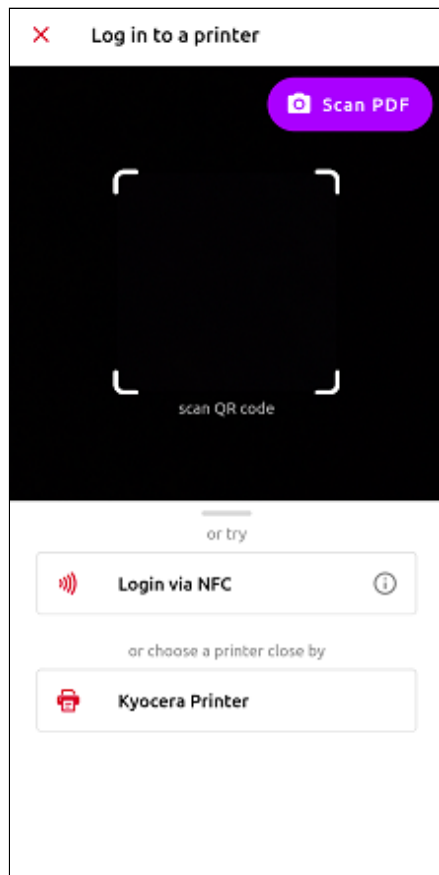
1. Tap the **Login** button and select **Login via NFC**.
2. Move your phone close to the NFC tag on the MFD.
Once your phone reads the tag, you are logged in to the MFD.



Another option is to log in to an MFD paired via Bluetooth if the device is connected with a BLE reader.

Any Elatec reader with BLE support can be used, and the reader has to be configured specifically (contact MyQ for the configuration).

1. Once the BLE reader is configured, tap the **Login** button on the MyQ Roger mobile app and select one of the paired printers from the list.
2. If there are no printers on the list, select **Discover printers via Bluetooth**. Once an unknown device appears on the list, tap on it and scan the QR code to pair it.



Your MyQ Roger setup is now complete, and you can start working with it.



For a detailed MyQ Roger mobile app overview, check the *MyQ Roger Mobile App Installation and Usage* guide, and the brand-specific MyQ Roger guides.

Via the Device Code in the MyQ Roger Web Server

In the MyQ Roger web server, go to **Supervision>Printers**.

To remotely register, pair, and log in to a device,

1. Click the **Create printer with terminal** button.
2. Enter the device code displayed on the printer's screen and click **+Create**.

Create printer with terminal

Use the MyQ Roger mobile app to create a printer. Simply scan the QR code that appears on the printer's screen [Help](#)

Printer type: Printer with terminal

Enter the device code displayed on the printer's screen:

XXXX-XXXX

✕ Cancel

Save

Your MyQ Roger setup is now complete, and you can start working with it.

3 Logging in to MyQ Roger

To log in to your MyQ Roger tenant:

1. In your browser, go to <https://eu.roger.myq.cloud/> for the EU region or <https://us.roger.myq.cloud/> for the US region.
2. Click **Change** next to **Region** to change the current region.
3. Click **Change** next to **Current tenant**.
In the Switch tenant pop-up window:
4. Enable the **Switch to tenant** option.
5. In the **Tenancy name** field, type the name of the tenant you want to switch to.
6. Click **Switch to the tenant**.

Switch tenant

Switch to tenant

Tenancy name

Enter tenancy name...

X Cancel

Switch to the tenant

Your tenant is selected, and you can now log in with your MyQ Roger account:

1. Type your **User name** or **email**.
2. Type your **Password**.
3. Click **Log in**. (There are additional steps if 2FA is enabled. For details, check [here \(see page 17\)](#).)

You are now logged in to the MyQ Roger web server.

Current tenant:  (Change)

Region: EU (Change)

Log in

User name or email *



Password *



☐ Remember me

[Forgot password?](#)

Log in

Login with:

 Sign in with Apple

 Sign in with Google

 Sign in with Microsoft

Not a member yet? Please contact us: roger@myq-solution.com

[Create account](#) | [Email activation](#)

3.1 Two-Factor Authentication

Two-Factor Authentication, or 2FA, is an extra layer of protection used to ensure the security of online accounts apart from a username and password.

MyQ Roger offers 2FA via email or Authy (Google Authenticator) for logging in to MyQ Roger web.

3.1.1 Two-Factor Authentication Setup

To use 2FA in MyQ Roger:

1. Go to **Administration>Settings>Security>Enable two-factor user login**.

2. Enable **Allow to remember browser**. If you allow this, users can select to remember browser to skip the second time two-factor login for the same browser. This allows users to enable the **Remember this browser** option on their login screen.

Two Factor Login

- ☒ Enable two factor user login.

This option is available only for accounts hosted internally. Accounts using external authentication (like Google, Microsoft, etc.) rely on their own 2FA settings.

- ☒ Allow to remember browser. If you allow this, users can select to remember browser to skip second time two factor login for the same browser.

2FA is disabled by default for all users.

To enable it,

1. Go to **Organization>Users**, click **Actions** and **Edit** the user.
2. Mark the **Two-factor authentication enabled** checkbox and click **Save**.

Create new user

User information

Roles 1

User Groups 0

Cost center

PIN and Cards

Aliases



First name *

Tim

Surname *

Canterbury

Email address *

tim.canterbury@wernham-hogg.co.uk

Phone number

User name *

Tim

☒ Set random password.

☒ Should change password on next login.

☒ Send activation email.

☒ Active

☒ Two factor authentication enabled

Cancel

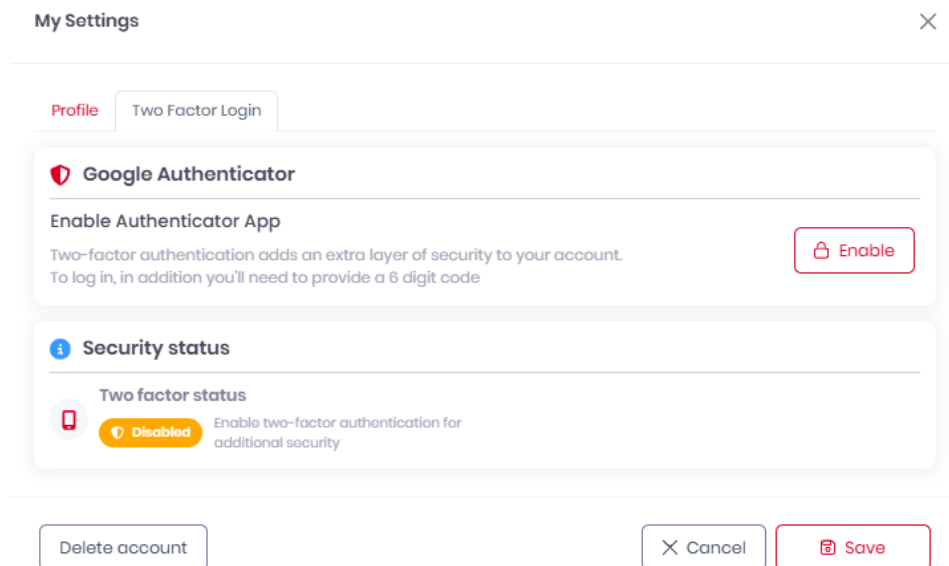
Save

2FA via email is now configured for the user.

! For the above settings to work correctly, the user must have a confirmed email address.

Once the settings above are saved, users can also set up 2FA with Google Authenticator by themselves.

1. This is done by going to their user profile (upper-right corner) and clicking **My Settings**.
2. In the **Two Factor Login** tab (only visible if the above admin settings were done), **Enable** the Google Authenticator.



My Settings

Profile Two Factor Login

Google Authenticator

Enable Authenticator App

Two-factor authentication adds an extra layer of security to your account.
To log in, in addition you'll need to provide a 6 digit code

Enable

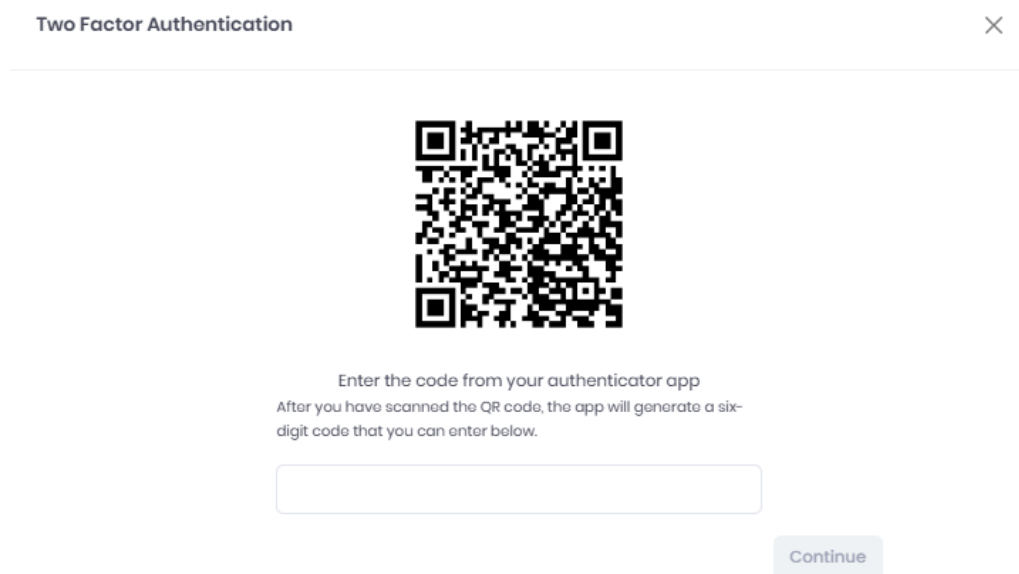
Security status

Two factor status

Disabled Enable two-factor authentication for additional security

Delete account Cancel Save

3. Scan the QR code with your phone to pair your Google Authenticator app to MyQ Roger, or click **Disable** to disable it.



Two Factor Authentication



Enter the code from your authenticator app

After you have scanned the QR code, the app will generate a six-digit code that you can enter below.

Continue

3.1.2 2FA via E-mail

Once 2FA via email for a user is configured, the user needs to follow this process to log in to MyQ Roger web server.

1. In a browser, go to <https://eu.roger.myq.cloud/> for the EU region or <https://us.roger.myq.cloud/> for the US region.
2. Fill in the required information (Current tenant, Region, Username or email, Password), and click **Log in**.
In the next screen, the user is asked to verify themselves by selecting a verification type. The current available verification type is **Email**.
3. Click **Submit** to receive an email with the security code.
4. In the next screen, type the security code received via email, and click **Submit**. If allowed by the administrator, you can check the **Remember this browser** setting to skip 2FA for future logins in this browser. (If the 120 seconds timer runs out before submitting the code, you get the *Timeout, please try again* pop-up.)
5. After clicking **OK**, you are redirected to the login screen where you have to restart the log in process).
Once the security code is verified, the user is successfully logged in to MyQ Roger web server.

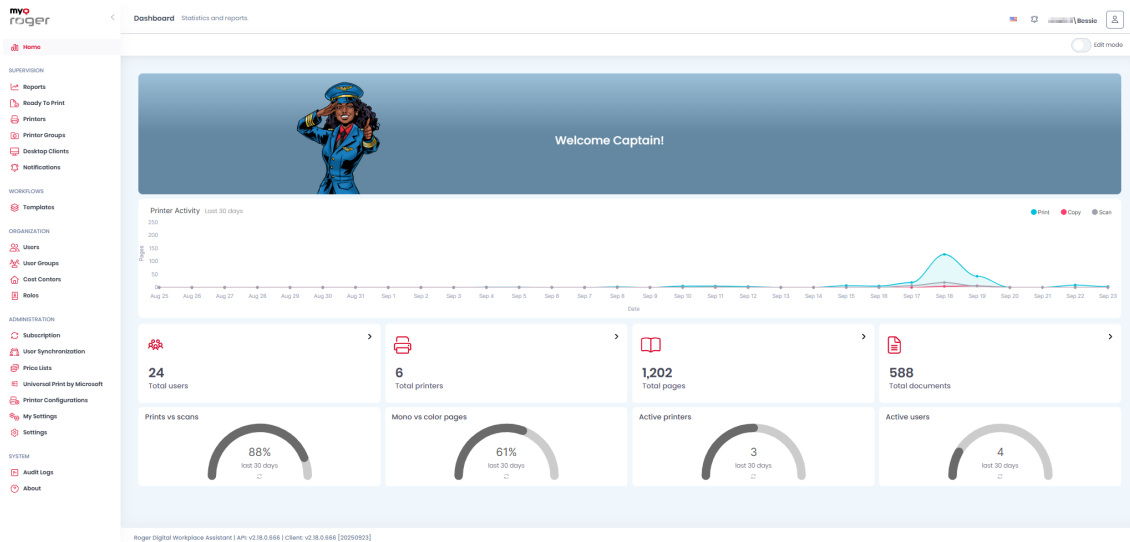
3.1.3 2FA via Google Authenticator

Once 2FA for a user is configured by the administrator, and the user has enabled Google Authenticator for themselves, the user needs to follow this process to log in to MyQ Roger web server.

1. In a browser, go to <https://eu.roger.myq.cloud/> for the EU region or <https://us.roger.myq.cloud/> for the US region.
2. Fill in the required information (Current tenant, Region, Username or email, Password), and click **Log in**.
In the next screen, the user is asked to verify themselves by selecting a verification type.
3. Since Google Authenticator is the preferred verification type, click **Submit** to receive a security code in your Google Authenticator.
4. In the next screen, type the security code from Google Authenticator, and click **Submit**.
If allowed by the administrator, you can check the **Remember this browser** setting to skip 2FA for future logins in this browser. (If the 120 seconds timer runs out before submitting the code, you get the *Timeout, please try again* pop-up.)
5. After clicking **OK**, you are redirected to the login screen where you have to restart the log in process).
Once the security code is verified, the user is successfully logged in to MyQ Roger web server.

4 Home

After you log in, you land in the MyQ Roger Server Home page. You can see the settings menu on the left side, the customizable [dashboard](#) (see [page 25](#)) with statistics and reports in the middle, and further settings in the upper-right main ribbon.



1. To return to the Home page, you can either click **Home** in the left-side menu or click on the MyQ Roger logo on the upper-left side.

4.1 Menu

The settings menu is divided into the following categories, all explained in detail:

- Home
- [Supervision](#) (see [page 27](#))
- [Workflows](#) (see [page 54](#)) (only visible after a paid license is added)
- [Organization](#) (see [page 63](#))
- [Administration](#) (see [page 87](#))
- [System](#) (see [page 121](#))

4.2 Main Ribbon

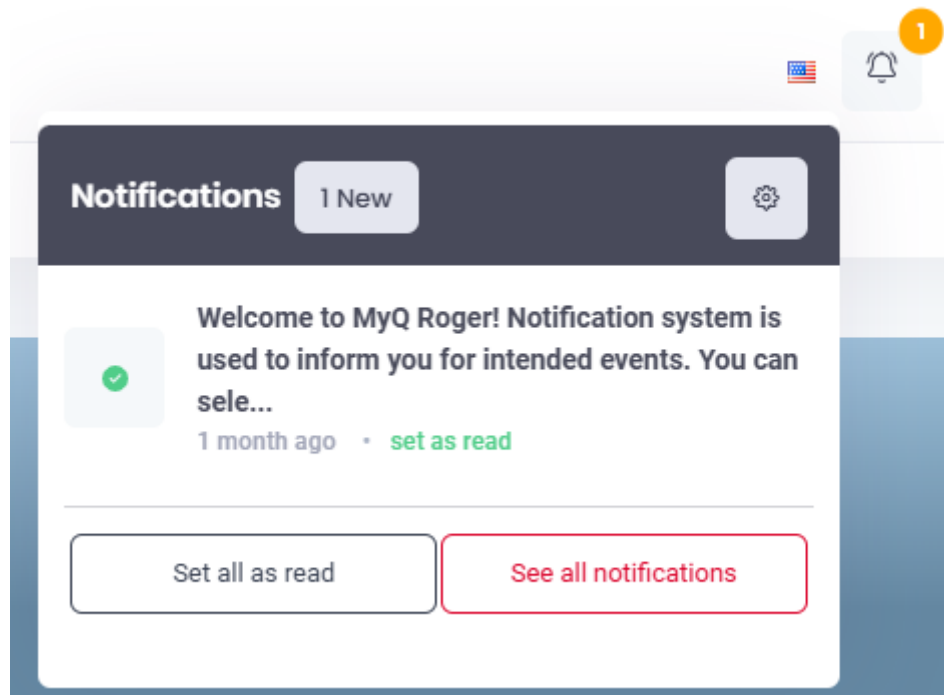
In the main ribbon, you can:

- Change the language of the MyQ Roger Server web app by clicking on the **flag** and selecting your preferred language.

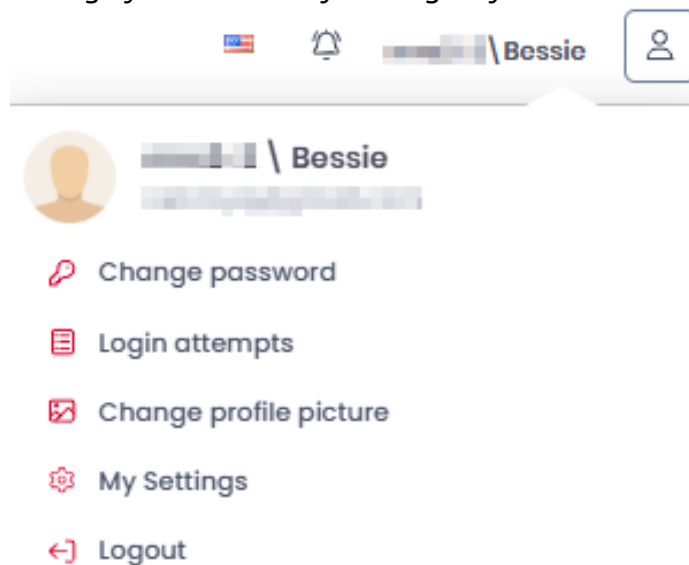


-  This setting only changes the language of the MyQ Roger Server web app. To change the language of a MyQ Roger embedded terminal app, go to *Administration>Settings>General>Default Language* and consult the relevant brand guide for further configuration.

- View and manage notifications by clicking on the bell. You can **Set all as read**, **See all notifications** (which takes you to the [Notifications](#) (see page 50) page) and edit notification settings by clicking on the **gear icon**.



- Manage your account by clicking on your **user name**:



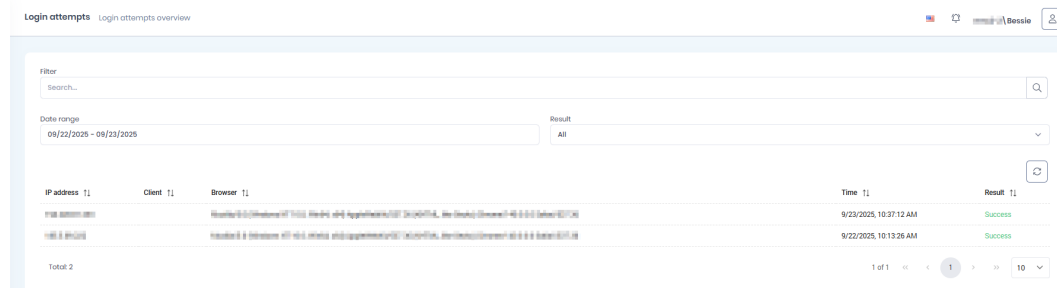
- Change password:
 - In the pop-up window, type your new password twice and click **Save**.



A pop-up window titled "Change password" with a close button (X) in the top right corner. It contains three input fields: "Current password", "New password", and "New password (repeat)". Each field has a password icon (eye with a slash) on the right. Below the "Current password" field, there is a red error message: "This field is required." At the bottom right, there are two buttons: "Cancel" and "Save".

- Login attempts:

This takes you to the login attempts overview page where you can view a list of your login attempts and information about **IP address**, **Client**, **Browser**, **Time** and date, and if the attempt was successful.



The "Login attempts" overview page shows a table of login attempts. The table has columns for IP address, Client, Browser, Time, and Result. The first two rows show successful logins. The first row is for IP address 192.168.1.101, Client Windows 10, Browser Microsoft Edge, Time 9/23/2025, 10:37:12 AM, and Result Success. The second row is for IP address 192.168.1.102, Client Windows 10, Browser Microsoft Edge, Time 9/22/2025, 10:13:26 AM, and Result Success. The table is filtered by the date range 09/22/2025 - 09/23/2025. The total number of attempts is 2.

IP address	Client	Browser	Time	Result
192.168.1.101	Windows 10	Microsoft Edge	9/23/2025, 10:37:12 AM	Success
192.168.1.102	Windows 10	Microsoft Edge	9/22/2025, 10:13:26 AM	Success

- Change profile picture:
 - In the pop-up window, mark the **Use Gravatar profile picture** checkbox if you want to use Gravatar or click **Choose a file** to upload a profile picture.
The uploaded file should be a JPG, JPEG, or PNG with a 5MB maximum size.
 - Click **Save** to apply your changes.

Change profile picture



Choose a file

You can select a JPG, JPEG, PNG, or GIF file up to 5MB with minimum 128x128 pixel resolution.

X Cancel

Save

- My Settings:
 - In the pop-up window, you can edit your profile related settings such as **First Name, Surname, Email address, User name, and Timezone.**
- Delete account:
 - You can also use **Delete account** to delete your account.
The tenant administrator's account and synchronized users' accounts cannot be deleted from here.
 - Click **Save** to apply your changes.

My Settings



Profile

Two Factor Login

First name *

Tim

Surname *

Canterbury

Email address *

tim.canterbury@wernham-hogg.co.uk

User name *

tim

Timezone

Select a Timezone



Delete account

X Cancel

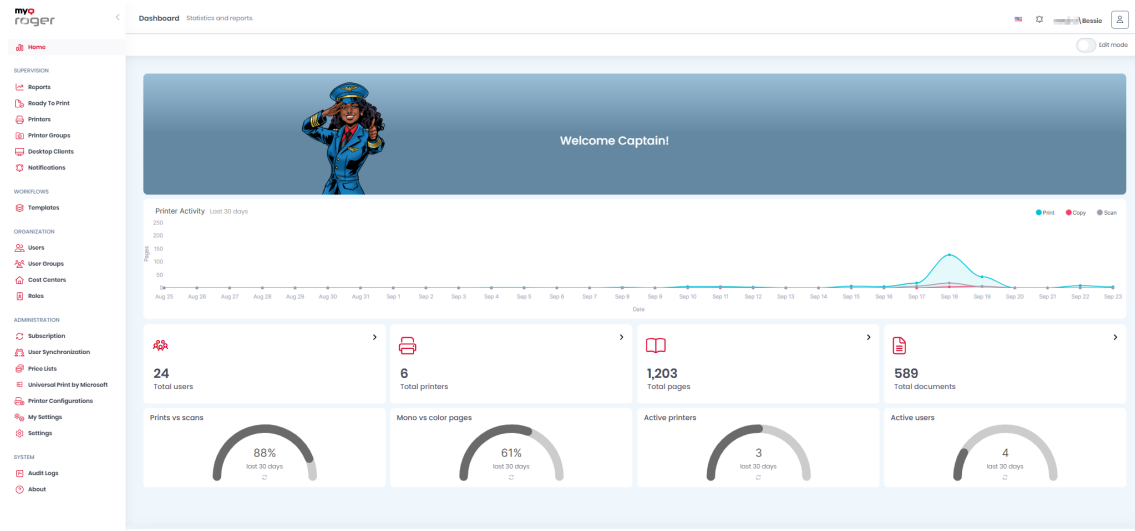
Save

- Logout: Click to log out.

4.3 Dashboard

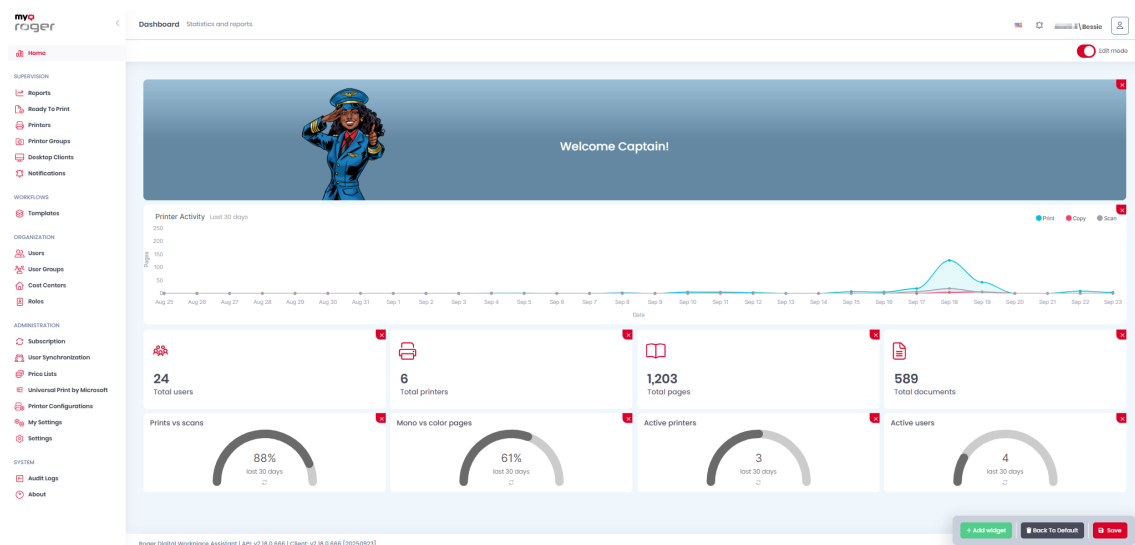
The MyQ Roger dashboard is displayed once you log in. You can also navigate to it by clicking the MyQ Roger logo in the upper-left corner.

The dashboard contains multiple widgets that inform you about statistics and reports of your MyQ Roger tenant.



In order to modify the dashboard,

- You can switch **Edit mode** on. Once on, you can **Add widget**, restore the dashboard **Back to Default**, drag and drop widgets to rearrange the dashboard.
- You can also click on the **X** button on a widget to remove it from the dashboard.
- Once you are done, **Save** your changes and switch **Edit mode** off.

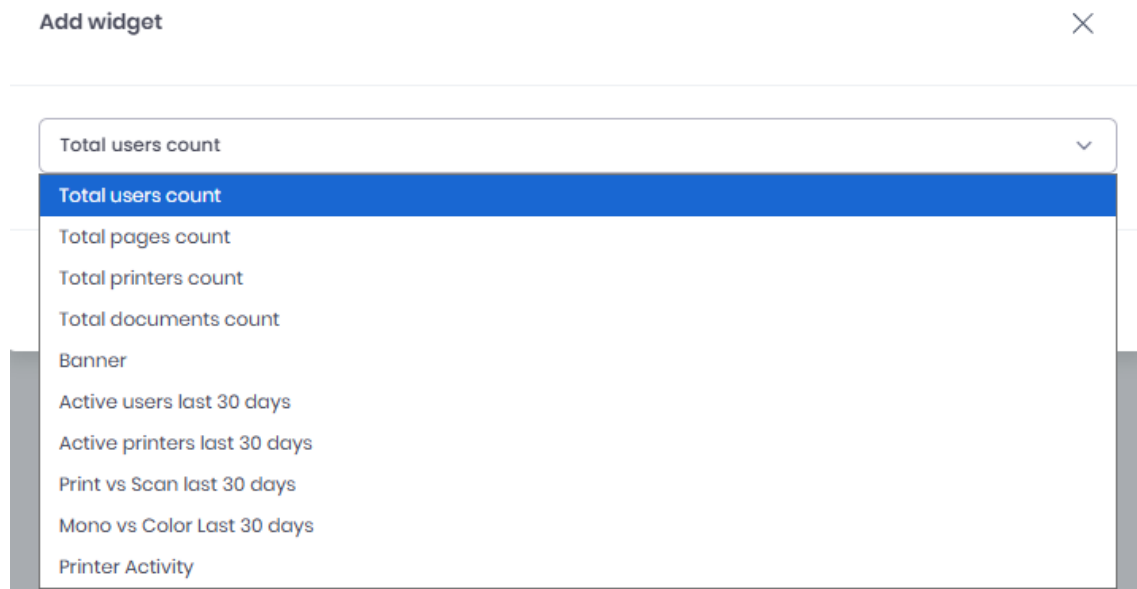


To add a new widget to the dashboard,

- Click **Add widget** when Edit mode is on.

- In the Add widget pop-up, select the new widget from the drop-down, and click **Save**.

The widget then appears on your dashboard.



The available widgets are:

- Total users count - The total number of users in your tenant
- Total pages count - The total number of printed pages
- Total printers count - The total number of printers
- Total documents count - The total number of printed documents
- Banner - Adds the MyQ Roger banner in your dashboard
- Active users last 30 days - The number of active users in the last 30 days
- Active printers last 30 days - The number of active printers in the last 30 days
- Print vs Scan last 30 days - A percentage comparison of printed versus scanned pages in the last 30 days
- Mono vs Color last 30 days - A percentage comparison of printed mono versus color pages in the last 30 days

5 Supervision

Under **Supervision** in the left-side menu, the MyQ Roger administrator can:

- Overview jobs and export reports in the [Reports](#) (see page 27) page
- Overview their [Ready to Print](#) (see page 32) jobs
- Manage [Printers](#) (see page 33)
- Manage [Printer Groups](#) (see page 43)
- Manage [Desktop Clients](#) (see page 45)
- Manage alert [Notifications](#) (see page 50)

5.1 Reports

In the **Reports** page, in **Supervision>Reports**, the MyQ Roger administrator (or a user with the Administration/Jobs/Reports permissions) has a full overview of all the users' jobs, as well as accounting information about each job in the **Jobs** tab, and can export jobs' reports in the **Reports** tab.

5.1.1 Jobs Tab

- In the **Jobs** overview tab, there is a full overview of all the users' jobs, as well as accounting information about each job. Users without the necessary permissions can only view their own jobs.

Jobs Your jobs overview. mm2-2|Bessie

Jobs Reports

Search...

▼ Show advanced filters

Time	User name	Job name	Size	Printer brand	Operation	Color	Mono	Copies	Paper	Duplex	Source	State	Total	Sheets	Price
2023/03/10 10:45:00	user@myq Roger server.com	MyQ Roger - Jobs	16.93 MB	Kyocera	Print	1	0	1	A4	⊕	Printer	⊙	1	1	€0.25
2023/03/10 10:45:00	user@myq Roger server.com	MyQ Roger - Jobs	34.41 MB	Kyocera	Print	1	0	1	A4	⊕	Printer	⊙	1	1	€0.25
2023/03/10 10:45:00	user@myq Roger server.com	MyQ Roger - Jobs		Kyocera	Print	2	0	1	A4	⊕	Printer	⊙	2	2	€0.50
2023/03/10 10:45:00	user@myq Roger server.com	MyQ Roger - Jobs		Kyocera	Print	3	0	1	A4	⊕	Printer	⊙	3	3	€0.75
2023/03/10 10:45:00	user@myq Roger server.com	MyQ Roger - Jobs		Kyocera	Print	1	0	1	A4	⊕	Printer	⊙	1	1	€0.25
2023/03/10 10:45:00	user@myq Roger server.com	MyQ Roger - Jobs		Kyocera	Print	1	0	1	A4	⊕	Printer	⊙	1	1	€0.25
2023/03/10 10:45:00	user@myq Roger server.com	MyQ Roger - Jobs		Kyocera	Print	2	0	1	A4	⊕	Printer	⊙	2	2	€0.50
2023/03/10 10:45:00	user@myq Roger server.com	MyQ Roger - Jobs		Kyocera	Print	2	0	1	A4	⊕	Printer	⊙	2	2	€0.50
2023/03/10 10:45:00	user@myq Roger server.com	MyQ Roger - Jobs		Kyocera	Print	1	0	1	A4	⊕	Printer	⊙	1	1	€0.25
2023/03/10 10:45:00	user@myq Roger server.com	MyQ Roger - Jobs		Kyocera	Print	0	8	1	A4	⊕	Printer	⊙	8	8	€1.20

Total: 589

1 2 3 4 5 10

- Under **Show advanced filters** there are many filters that can be used to modify what jobs are displayed in the overview.

Jobs **Reports**

Search...

Hide advanced filters

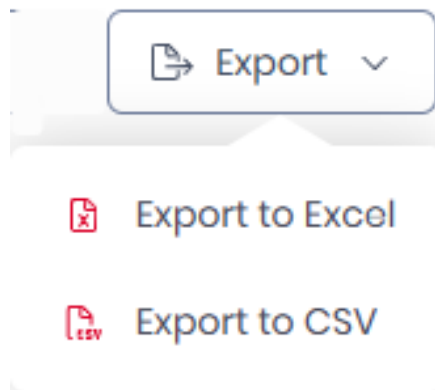
☒ Show jobs for all users

Printer brand	Printer name	User name	Job name
Type	Creation time	Size	Color
All	From To	Min Max	Min Max
Mono	Total	Printsharing filter	
Min Max	Min Max	All jobs	

- On the upper-right side, you can use the **Column selection** button to rearrange the columns shown in the overview.
- Drag-and-drop columns from one side to the other or select a column and use the arrows in the middle and then click **Save**. All the columns in the **Shown columns** side will be displayed in the jobs overview.

Table settings		×
☐	Time	## ## ##
☐	User name	## ## ##
☐	Job name	## ## ##
☒	Size	## ## ##
☒	Printer brand	## ## ##
☒	Operation	## ## ##
☒	Color	## ## ##
☒	Mono	## ## ##
☒	Copies	## ## ##
☒	Paper	## ## ##
☒	Duplex	## ## ##
☒	Source	## ## ##
☒	State	## ## ##
☒	Total	## ## ##
☒	Sheets	## ## ##
☒	Price	## ## ##
☐	Printer name	## ## ##
☐	Price list	## ## ##
☐	Cost center	## ## ##

- You can also use the **Export** button to export the overview to Excel or CSV:



5.1.2 Reports Tab

In the **Reports** tab, the MyQ Roger administrator (or a user with the Administration/ Jobs/Reports permissions) can export jobs' reports.

- Choose one of the available **Quick filters: Current week, Last week, Current year, Last year.**
- Manually set the **Creation time** range.
- Select the **Group by time interval: Day, Week, Month, Year.** (This option is automatically set if you use a quick filter).
- Select how to group your report in the export in **Group by: Users, Printers, Cost Centers, User groups, User groups, User groups and Cost Center, Printer Groups, Printer Groups and Cost Center** (only available with a specific license).
- Use the **Export** button to export your report to: Excel or CSV.

5.1.3 Scheduled Reports Tab

You can use the Scheduled Reports tab in Roger to create recurring automatically run reports. Scheduled reports are delivered to the email addresses of specified users.

Jobs

Reports

Scheduled Reports

Download format:

☒ XLSX

☐ CSV

Time interval:

Daily

Group by:

Users

Receiver:

Enter email address

Enter a valid email and press Enter to add.

Send now

Create

Report name	Time interval	Receivers	Remove
Scheduled reports list is empty.			

0 / 10

To create a scheduled report:

1. Specify the **Download format** (XLSX or CSV).
2. Set the **Time interval**, this is how frequently the report will be generated (and the time period it is based upon) and sent.
3. Select how to group your report in the export in **Group by: Users, Printers, Cost Centers, User groups, User groups, User groups and Cost Center, Printer Groups, Printer Groups and Cost Center** (only available with a specific license).
4. Enter the email address or addresses of one or more users who will receive the scheduled report.
5. Click **Create** to create and schedule the report, or **Send now** to generate and send the first version of the report immediately.

Deleting Scheduled Reports

To delete a scheduled report, simply locate it in the table on the **Scheduled reports** tab, and press the delete icon in the **Remove** column. Scheduled reports cannot be edited, to change a report, delete and recreate it with the desired settings.

 A maximum of 10 scheduled reports can exist at the same time.

5.1.4 Accounting

Different printers produce different data, but not all printers provide all the required data. Some of them provide sheets, some of them impressions (clicks) for each sheet, some of them total impressions (clicks) per job.

- MyQ Roger treats a **Sheet** as the physical medium.
In case of the **Print/Copy/Fax** operation, a Sheet is, basically, the printed page.
- An **Impression (click)** is how the released print job is counted.
 - A normal print (usually A4) is one impression (click).
 - An A3 print is 2x impressions (clicks).
 - A Mono print is one impression (click).
 - A Color print is 2x impressions (clicks), etc.

For example:

A reported job can have 3x sheets A3, 3x clicks A4 mono, 2x clicks A4 color (so there

is one click empty / or 7 clicks empty duplex). (3x sheets A3 → 6x clicks, or 12 clicks duplex).

Price Calculation

The formula for price calculation is:

$\$JobPrice = \$SheetPrice + MonoCount() * \$MonoPrice + ColorCount() * \$ColorPrice$
 $\$SheetPrice = \text{SUM per format } \$SheetFormatCount * \$SheetFormatPrice$

For example:

- A3 sheet price: 0.5\$
- A4 mono click price: 0.1\$
- A4 color click price: 0.2\$

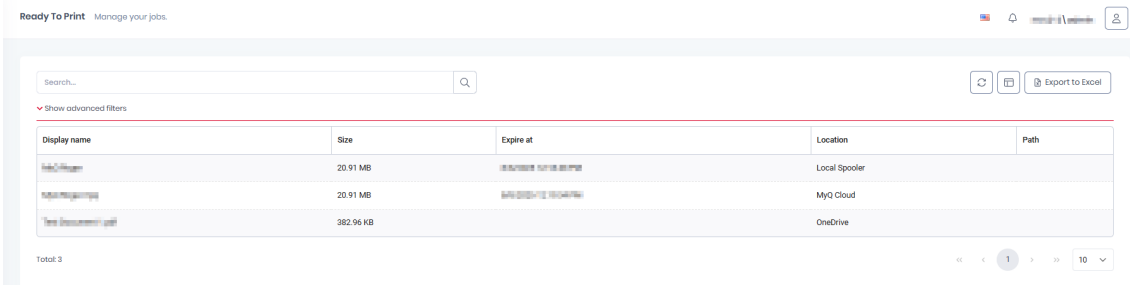
The reported values are: 3x A3 Sheet, 4 mono clicks, 2 color clicks.

The final job price is: 3x 0.5\$(sheet) + 4x 0.1\$ (mono click) + 2x 0.2\$ (color click) = 2.3\$

5.2 Ready to Print

In the **Ready to Print** page, in **Supervision>Ready to Print**, each user has an overview of their ready jobs.

 Cloud-ready jobs are only shown if the relevant cloud provider is connected.

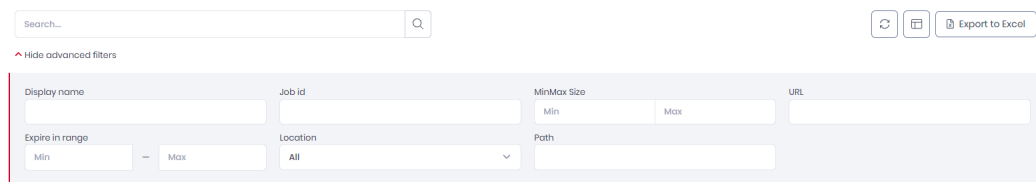


The screenshot shows the 'Ready to Print' page with the title 'Manage your jobs.' and a search bar. Below the search bar is a table with the following columns: Display name, Size, Expire at, Location, and Path. The table contains three rows of data:

Display name	Size	Expire at	Location	Path
Job 1	20.91 MB	2023-10-27 10:00:00	Local Spooler	
Job 2	20.91 MB	2023-10-27 10:00:00	MyQ Cloud	
Job 3	382.96 KB	2023-10-27 10:00:00	OneDrive	

At the bottom of the table, it says 'Total: 3'. There are also pagination controls showing '1' of 10 items.

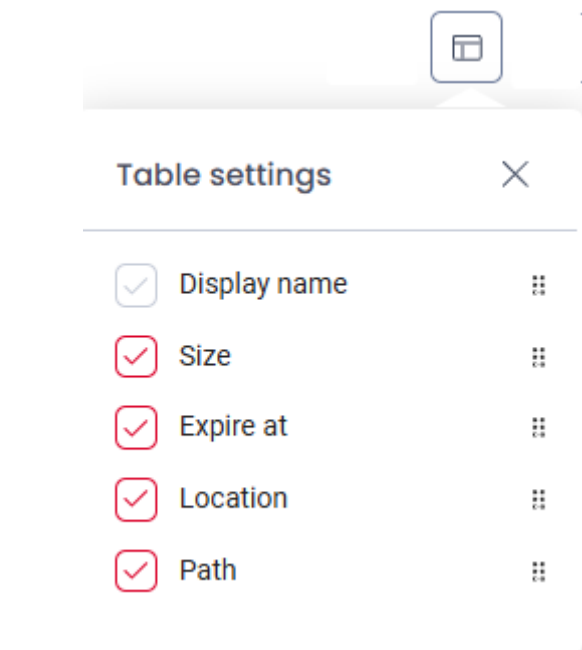
- Click the job to **View** or **Delete** it from the **Ready to Print** queue.
- Click **Show advanced filters** to apply filters and control what jobs appear in the overview.



The screenshot shows the 'Show advanced filters' dialog box. It has a search bar and a 'Hide advanced filters' button. The dialog contains several filter fields:

- Display name: [Text input]
- Job id: [Text input]
- MinMax Size: Min [Text input] Max [Text input]
- URL: [Text input]
- Expire in range: Min [Text input] - Max [Text input]
- Location: [Dropdown menu]
- Path: [Text input]

- Click Table Settings to control what columns appear in the overview. To reorder columns, click and drag using the handle on the right.

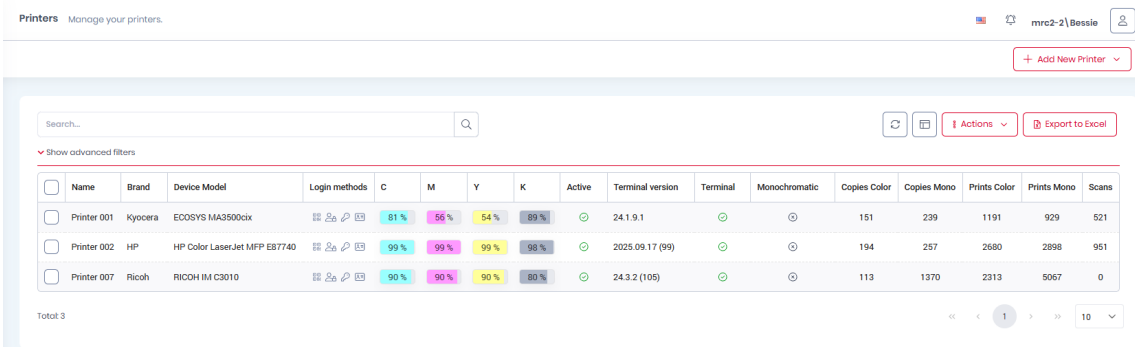


- Click **Save** to save your changes.
- Users can also use the **Export to Excel** button in the upper-right corner to export the overview to Excel.

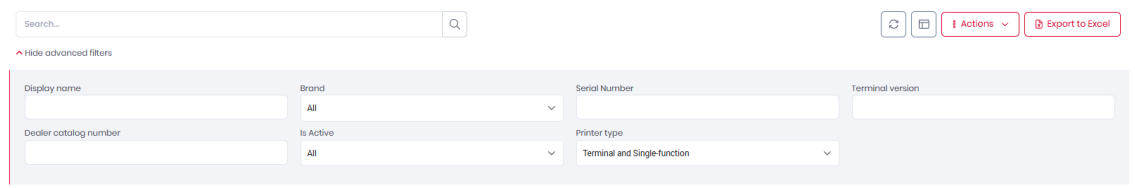
5.3 Printers

On the **Printers** page, in **Supervision>Printers**, the MyQ Roger administrator:

- has a full overview of all the printers connected to their tenant,
- can export the printers' list to Excel,
- add new single-function printers.



Under **Show advanced filters** there are many filters available that can be used to modify what printers are displayed in the overview.



- On the upper-right side, you can use the **Column selection** button to rearrange the columns shown in the overview.
- You can drag-and-drop columns from one side to the other or select a column using the arrows in the middle and then click **Save**. All the columns in the **Shown columns** side will be displayed in the printers overview.

Table settings		×
☐	Name	::
☒	Brand	::
☒	Active	::
☒	Device Model	::
☒	Serial Number	::
☒	IP address	::
☒	Host names	::
☒	Login methods	::
☒	C	::
☒	M	::
☒	Y	::
☒	K	::
☒	Terminal version	::
☒	Terminal	::
☒	Monochromatic	::
☒	Dealer catalog number	::
☒	Copies Color	::
☒	Copies Mono	::
☒	Prints Color	::
☒	Prints Mono	::
☒	Scans	::

5.3.1 Adding Printers

New printers (with embedded terminals) should be added via the pairing method, described in [MyQ Roger and MFDs](#) (see page 11).

- You can also click the **Create printer with terminal** button, enter the device code displayed on the printer's screen, and click **Create**.

Create printer with terminal

×

Use the MyQ Roger mobile app to create a printer. Simply scan the QR code that appears on the printer's screen [Help](#)

Printer type: Printer with terminal

Enter the device code displayed on the printer's screen:

XXXX-XXXX

×

 Cancel

Save

- Single-function printers can be added via the **Create new single-function printer** button, described in Single-Function Printers.

5.3.2 Managing Printers

The MyQ Roger administrator can manage printers via the three-dot menu after clicking on a printer. The available actions are **Edit**, **Request Log Download**, **Deactivate**, and **Delete**.

-  Edit
-  Request Log Download
-  Deactivate
-  Delete

- View** - Click to view the printer's details, such as general information, toner status, printer state, and printing counters.

Supervision– 36

Printer: Printer 001 ⋮ ×

General

Printer type: Printer with terminal

Status: Activated

Printer configuration: Default printer configuration

Dealer catalog number:

Created: 2024-01-01 10:00:00

Modified: 2024-01-01 10:00:00

Toner Status

C: 81 %

M: 56 %

Y: 54 %

K: 89 %

Printer

Address: 192.168.1.100

Brand: Kyocera

Device Model: ECOSYS MA3500cix

Color mode: Color

Serial Number: 12345678901234567890

Terminal version: 24.1.9.1

Last seen: 2024-01-01 10:00:00

Total Counters

Copies Color: 151

Copies Mono: 239

Prints Color: 1191

Prints Mono: 929

Scans: 521

Close

- Edit - Edit the printer's details, such as display name, brand info, IP address, etc.
- Activate/Deactivate - Depending on the printer's status you can either activate or deactivate it.
- Delete - Delete the printer.
- Request Log Download - Generates the log download for the selected printer.
- Download Log - Downloads the last generated download log.

5.3.3 Exporting Printers

- Users can also use the **Export to Excel** button in the upper-right corner to export the printers' list.

5.3.4 Single-Function Printers

Single-function printers (SFPs) are printers where an embedded terminal cannot be installed. They can, however, be used with MyQ Roger with NFC tags.

⚠ Single-function printers only support printing jobs sent from the Roger Desktop Clients, which can then be released using the mobile app. Jobs sent from Cloud storages or directly from a phone cannot be printed on single-function printers.

Prerequisites

- The required MyQ Roger Single-Function Printers licenses need to be purchased and applied to the tenant.
- The MyQ Roger Mobile app and the printer must be on the same network to release jobs.
- The user doing the NFC tag pairing must have the External Login Provider and Pair Provider with Printer permissions (found in User-Permissions-Pages-Administration-Printers).
- NFC tags must be paired with the printer in order to release jobs.

 For NFC tags recommendations, contact MyQ support.

Setup

To set up a single-function printer:

1. Go to **Supervision>Printers**.
2. In the top-right corner, click **Create Single-function printer**.
3. In the pop-up window, fill in the required information and click **Save**.

Create single-function printer

×

 Single-function printer is a printer without a terminal. Printer with terminal is added using [the pairing method](#).

Printer type: Single-function printer

Display name

Address *

Enter the name of the IP address or Hostnames, separated by commas.

Brand *

Serial Number *

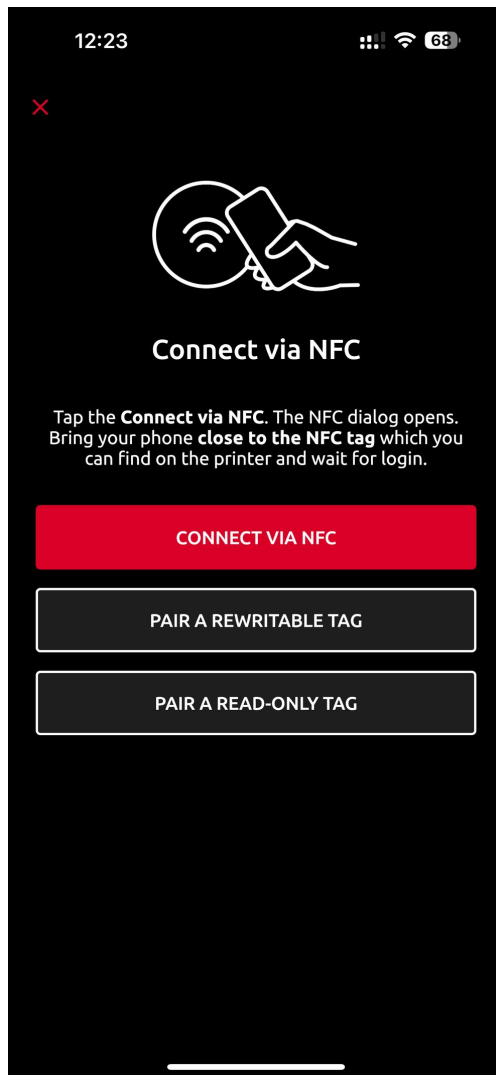
Dealer catalog number

×

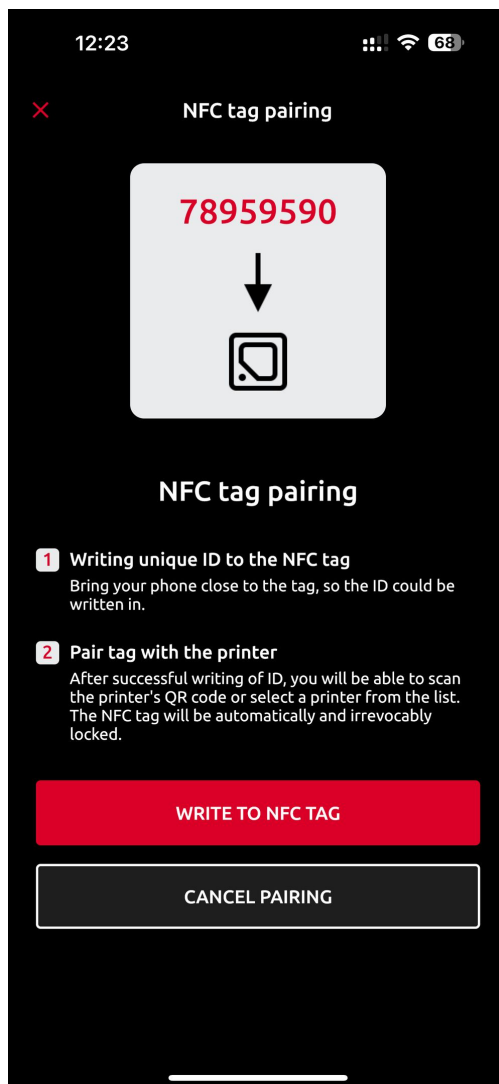
 Cancel

Save

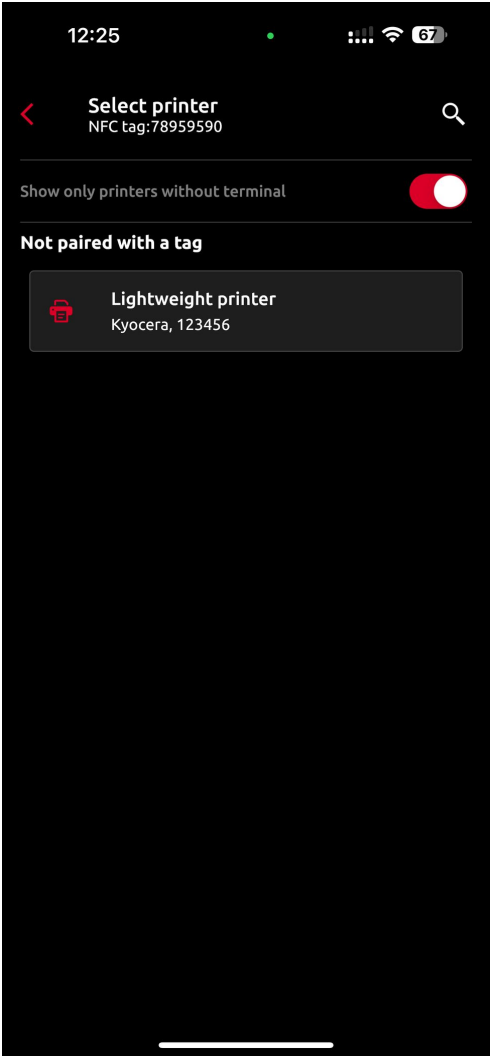
4. Open the MyQ Roger Mobile application.
5. Once logged in to the app, tap the **Login** button at the bottom-center of the screen.
6. Select **CONNECT VIA NFC**.
7. Tap **PAIR A REWRITABLE TAG**.



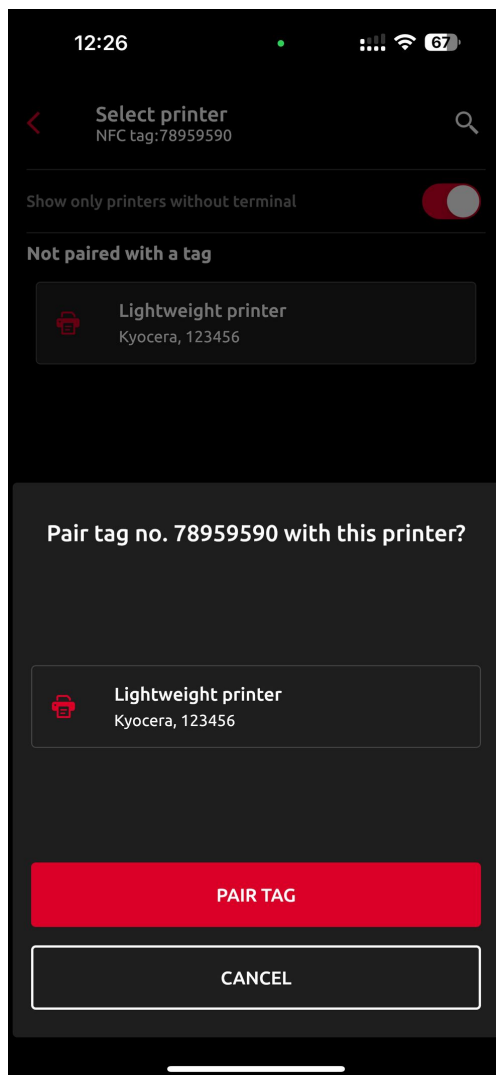
8. Bring the phone close to the NFC tag on the printer, tap **WRITE TO NFC TAG**, and scan the NFC tag.



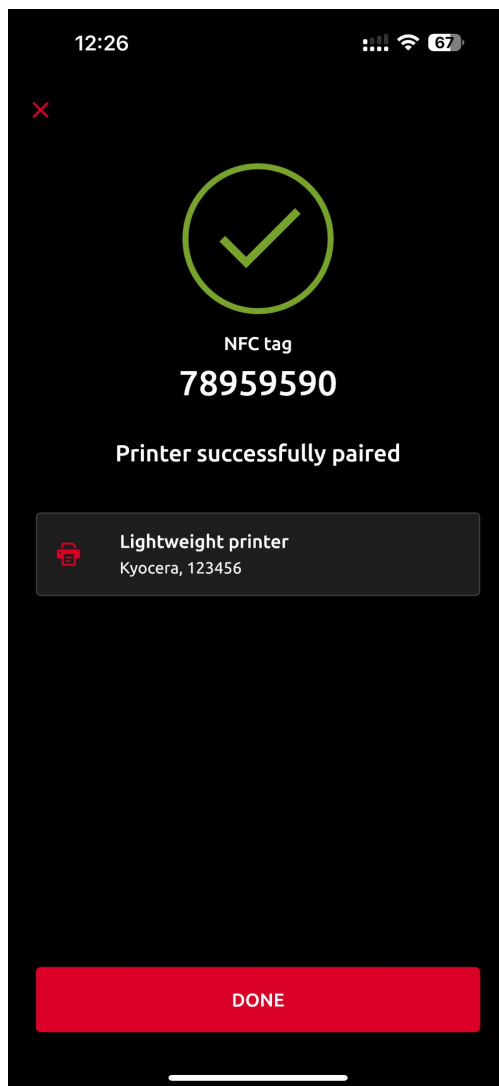
9. Tap **Select printer**.
10. Select the single-function printer that you created in the MyQ Roger server web app (steps 1-3).



11. Tap **PAIR TAG**.



12. Tap **DONE**.



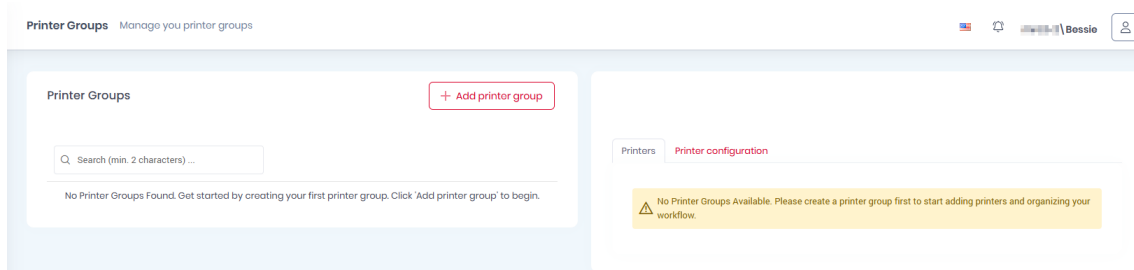
The single-function printer is now created and paired to the NFC tag. Users can log in with the MyQ Roger mobile app via the NFC tag and release jobs on the single-function printer.

5.4 Printer Groups



Printer Groups require the paid **MyQ Roger Cloud Print Management** license.

In **Supervision>Printer Groups**, the MyQ Roger administrator (or a user with the Administration/Printer Groups, Administration/Price Lists, and Administration/Device configurations permissions) can create and manage printer groups.



1. Click **Add printer group** to create a new printer group.
2. In the pop-up window, add a **Name** for the new printer group.
3. You can attach a price list to the new printer group. Select one from the **Price Lists** drop-down and click **Save**.

The price list assigned to the printer group will replace the default price list (in case there was a default price list set before creating the printer group). Then, the default price list will only apply to printers that are not assigned to any printer groups. For more information, check [Price Lists](#) (see page 97).

Add new printer group: New Printer Group ✕

Name *

New Printer Group

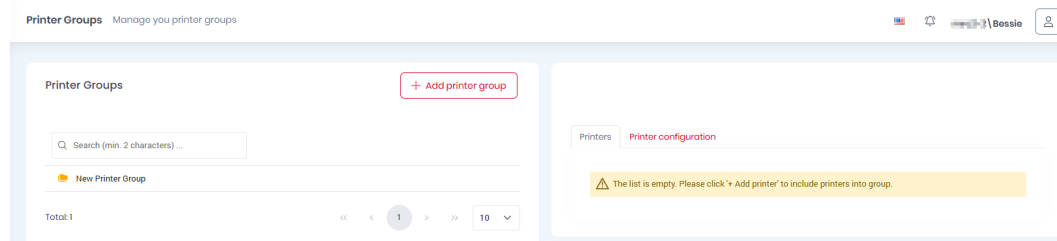
Price Lists **Printer configuration**

Select a Price List ▼ Default printer configuration ▼

✕ Cancel Save

You can also attach a Printer Configuration to your new printer group.

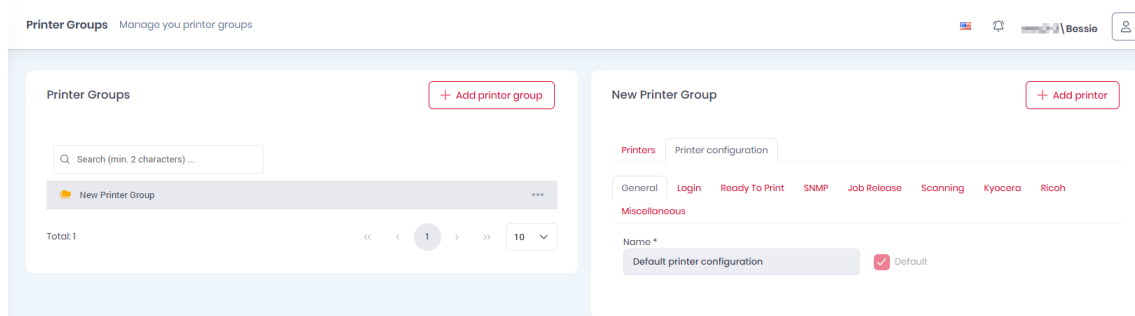
1. Select one from the **Printer configuration** drop-down and click **Save**.
The **New Printer Group** appears on the **Printer Groups** list on the left side.
2. To edit the printer group, hover over it and click on the **three dots** next to it. Choose **Edit** to modify its **name**, **price list**, and the **printer configuration** attached to it.
Choose **Delete** to delete the printer group.
3. Select the new printer group and, on the **Printers** tab on the right side, click **Add printer** to add printers to it. In the pop-up window, select the printers you want to add, and click **Save**.



4. To remove printers from a printer group, click on the **X** (delete) button next to the printer.
5. Select the new printer group and, on the **Printer configuration** tab on the right side, you can view the settings of the printer configuration attached to the printer group.

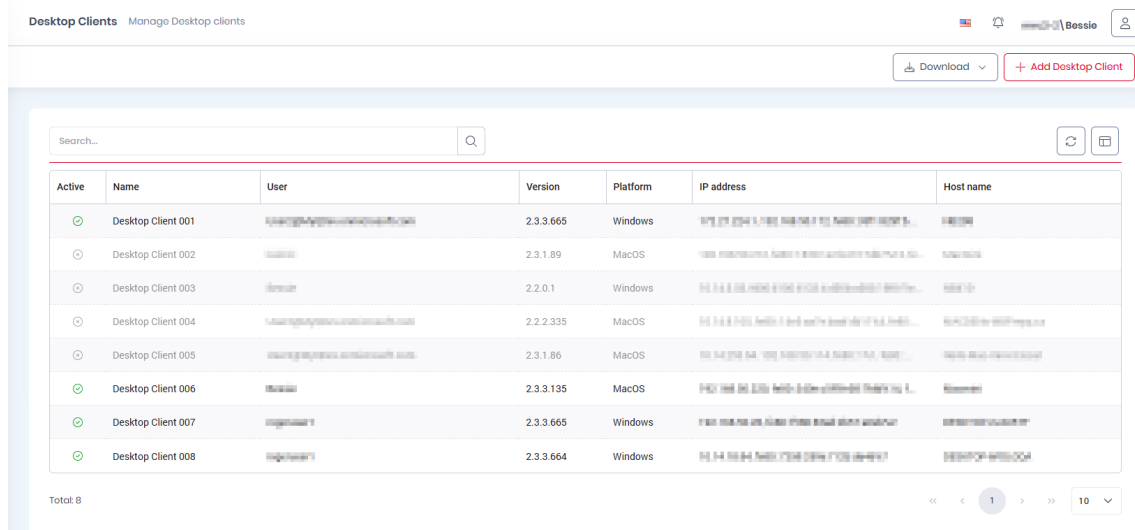
To modify the printer configuration settings,

6. Go to **Administration>Printer Configurations**. For more information, check [Printer Configurations](#) (see page 102).



5.5 Desktop Clients

In **Supervision>Desktop Clients**, the MyQ Roger administrator (or a user with the Administration/Desktop Clients/View Desktop Clients permissions) can monitor all the MyQ Roger Clients connected to their tenant.



The information available is the desktop client's ID, its display name, the last logged-in user, version, IP address, the hostname of the computer(s) connected to it, and the active status of the desktop client.

5.5.1 Connecting a Desktop Client

Once a Desktop Client has been installed, there are several methods to connect it to the tenant.



Connect Roger Desktop Client to your tenant



Scan the QR code from the MyQ Roger mobile app or [use this link](#).

DCFB-G9H6

This window will close in 117 second(s)

- You can use an instance of the MyQ Roger App already connected to the tenant, use the **Login** option and scan this QR code twice.
- You can use the link provided and login using your MyQ credentials, which will connect the Desktop Client to the tenant, and log you in.
- You can enter the code provided in the format XXXX-XXXX in the web app, on the page **Desktop Clients**, select **+Create Desktop Client** and enter this code. The tenant will be connected to the Desktop Client.

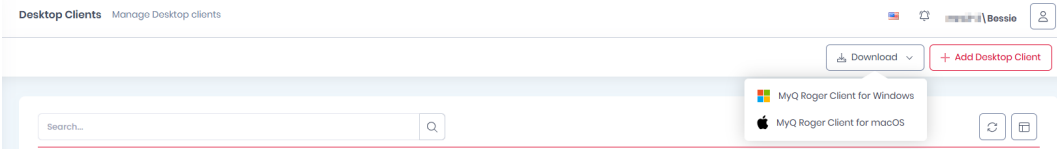
5.5.2 Download Desktop Client

 This feature is only available for users with a Cloud Print Management (CPM) license. If you do not have a CPM license the Desktop Clients can still be downloaded from the Community Portal downloads page.

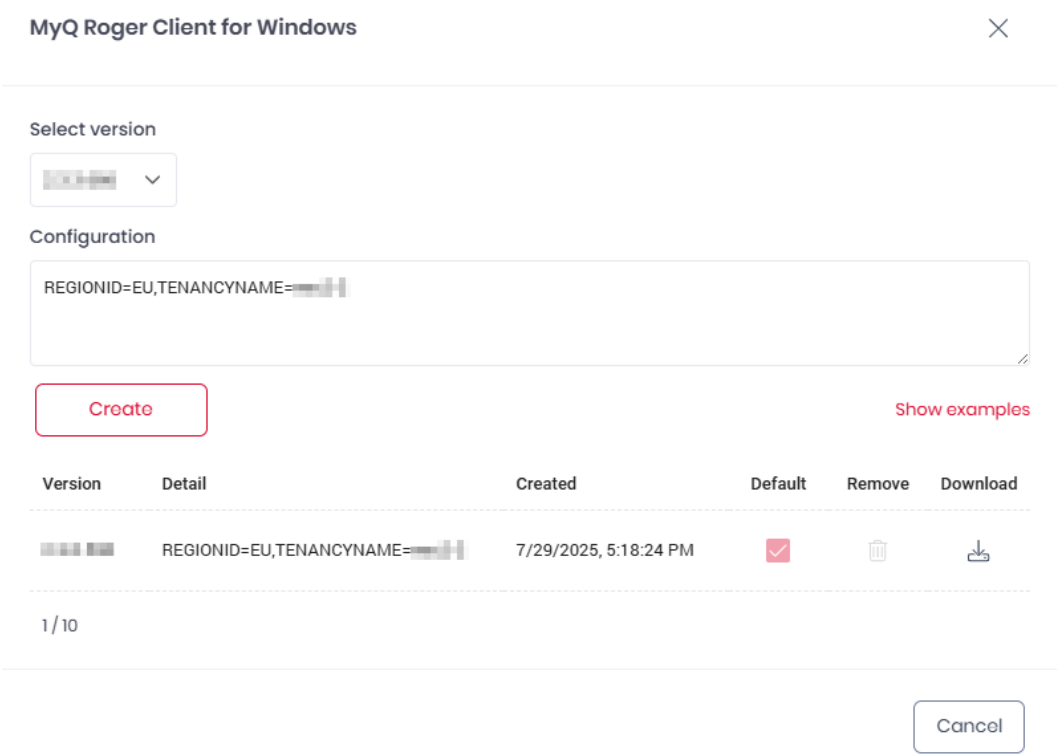
There are three locations from which you can download the Desktop Client. From the first location on the Desktop Clients page, you can also set the default download version.

From the Desktop Clients Page

1. In **Supervision>Desktop Clients** click on **Download** and select from **MyQ Roger Client for Windows** and **MyQ Roger Client for MacOS**.



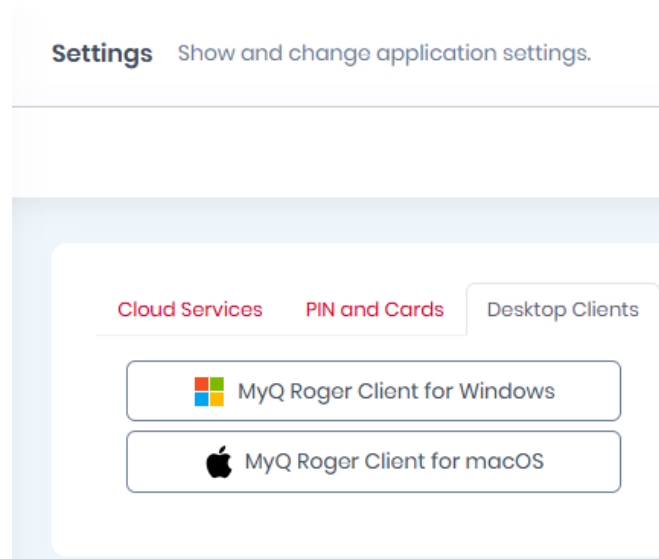
2. A dialogue box opens where you can select the version (the latest is selected by default), view and add any additional configurations, and click **Create**.



3. You can create up to 10 downloadable versions for Windows and macOS each, but only one can be set as **Default** each, the default configuration is what will be sent to users with a welcome email or if they download the Client from their **My Settings** page.
4. Use the **Download** button to download a particular Desktop Client.

From My Settings Page

From **Administration>My Settings>Desktop Clients** users can download the default version of Desktop Client for Windows or macOS.



From a Welcome Email

If in **Settings>User Management>Other Settings** an administrator has enabled the option to **Include desktop client download links in welcome email**, then new users will receive links to download the default Windows or macOS version in their welcome email.

Settings Show and change application settings.

General Appearance User management Security Login Cloud Storages

Form-Based Registration

- ☒ Allow users to register to the system.
If you disable this, users will only be added by admin using user management page.
- ☒ New registered users are active by default.
If you disable this, new users will not be active (and can not login) until admin manually activates the account.

Cookie consent

- ☒ Cookie consent enabled

Session Timeout Control

- ☐ Session Time Out Control Enabled

Other Settings

- ☐ Email confirmation required for login.
- ☒ Include desktop client download links in welcome email

Anonymization period

30

How many days after deletion is the user anonymized. After anonymization, full restore of user is not possible anymore.

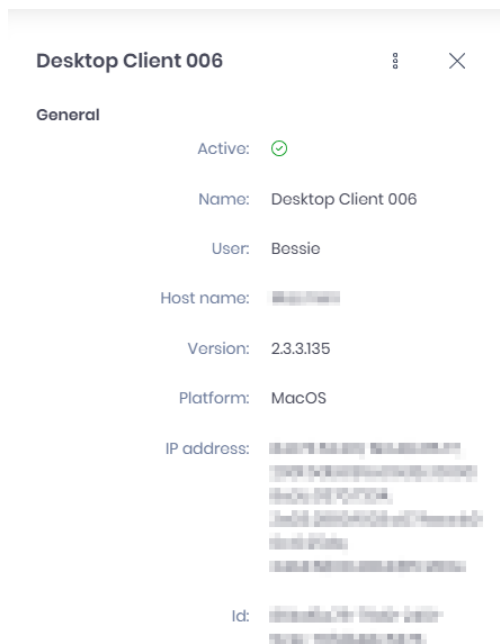
Profile

- ☐ Allow users to use Gravatar profile picture

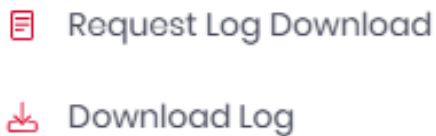
5.5.3 Download Logs

You can download the logs of a Desktop Client.

1. Click on a Desktop Client to open its details.



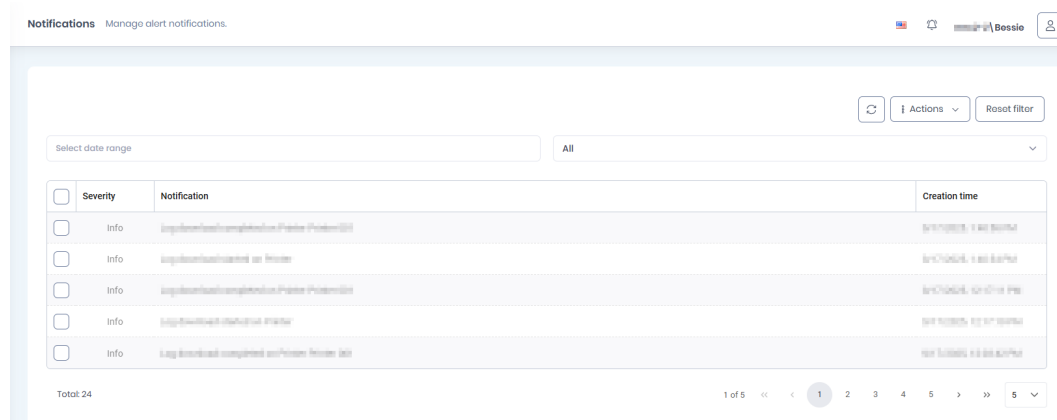
2. Use the three-dot menu and select **Download Log**.



5.6 Notifications

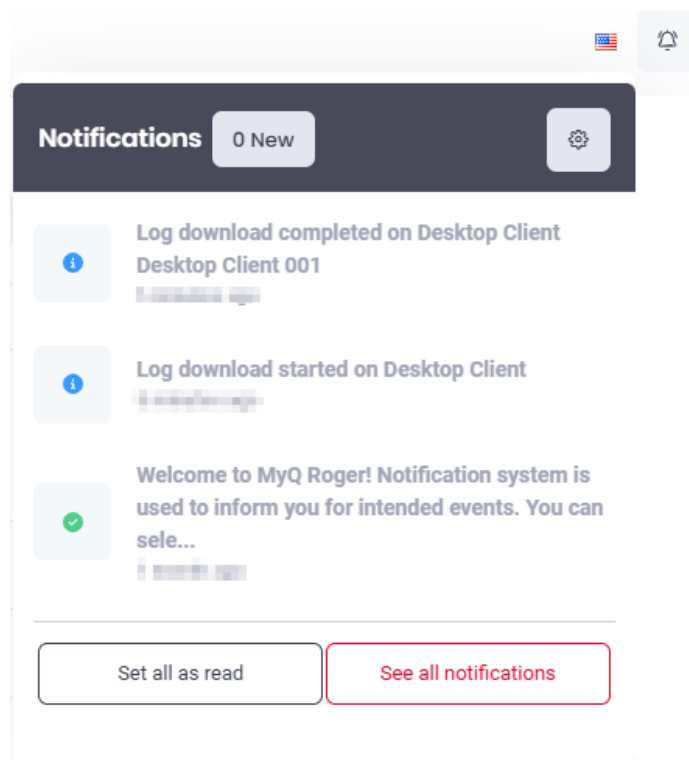
In the **Notifications** page, in **Supervision>Notifications**, the MyQ Roger administrator can view and manage alert notifications. The list contains a description of the notification along with the date and severity information.

- Clicking on a notification takes you to the related settings page (if applicable).



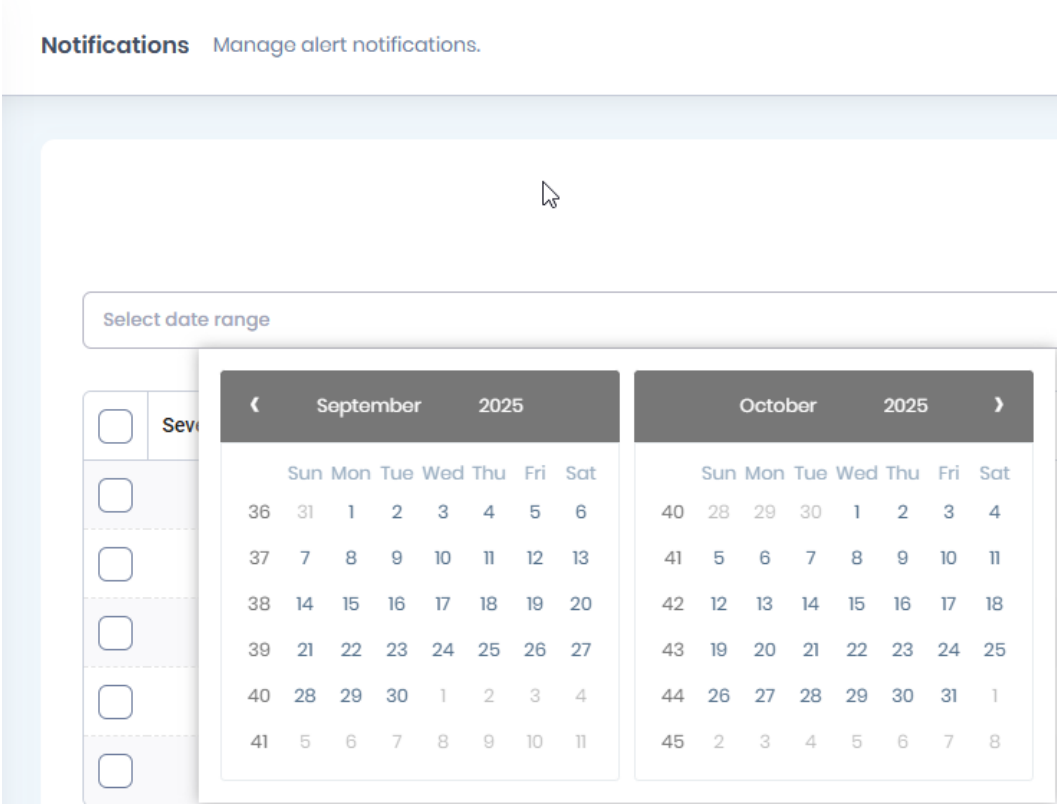
To reach the Notifications page,

- Click on the **bell** in the upper-right corner and then click **See all notifications**.



To set up the date range for the listed notifications,

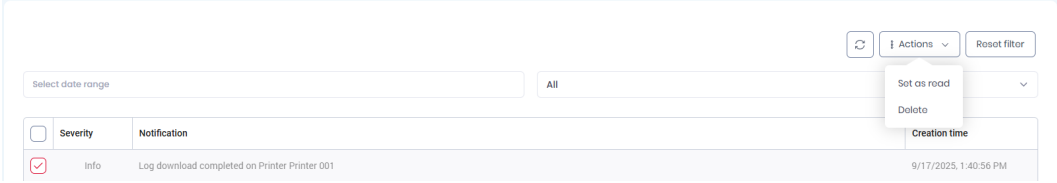
- Click on the date field and select the start and end date from the calendar.
- Click the **refresh** button to the right and the notifications from the selected dates will be displayed.



To list either all the notifications or only the unread ones.

Once the selected notifications are listed:

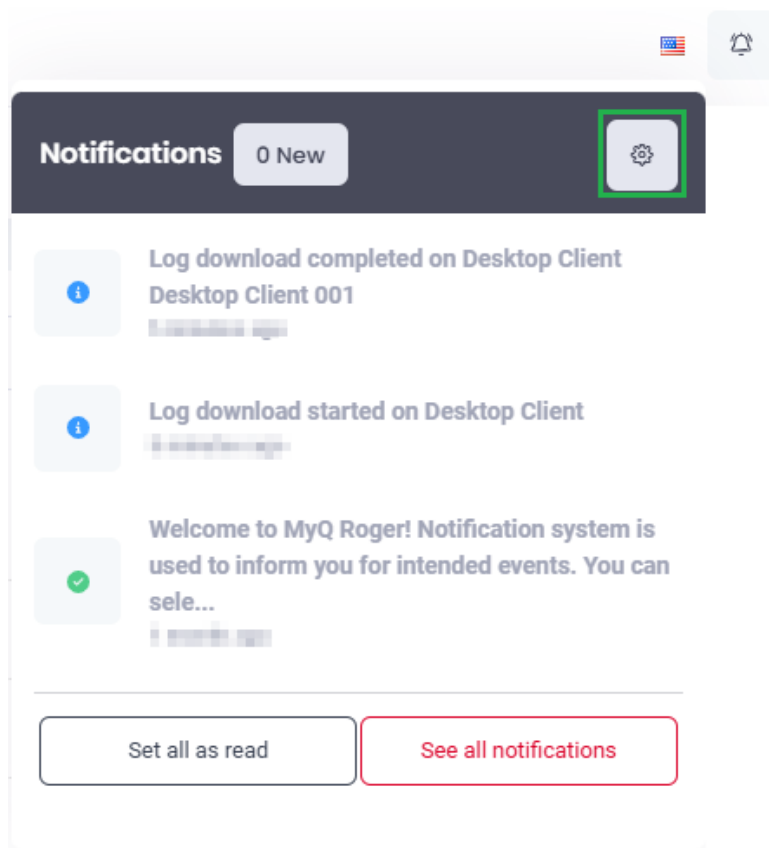
- Click the **Set all as read** button in the upper-right corner to mark them as read.
- Click the **Delete Listed Notifications** button to delete the listed notifications.
- In a notification, under Actions, click the **Set as read** button to mark it as read or **Delete** it.



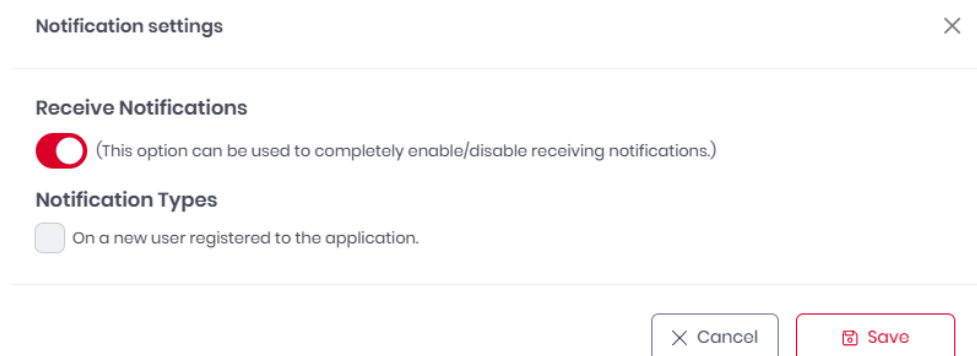
5.6.1 Notification Settings

To manage your notification settings,

- Click on the **Notification settings** button or click on the **bell** in the upper-right corner and then click the **cog** (settings) button.



- In the pop-up window, to **Receive Notifications** (enabled by default), To have a new user receive a notification,
 - Mark the **On a new user registered to the application** checkbox (disabled by default).



- Click **Save** to apply your changes.

6 Workflow Templates

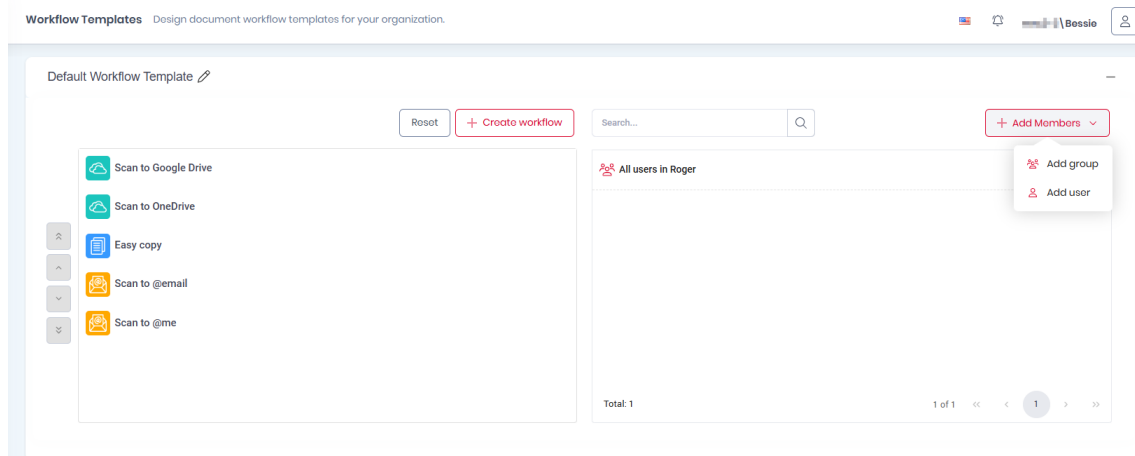


Workflow Templates require the paid **MyQ Roger Cloud Print Management** subscription edition.

Workflow templates with preconfigured parameters are now available in MyQ Roger. They can simplify and speed up users' Scan Profiles and Copy actions.

This feature allows administrators to create and manage customized sets of workflows and assign them to users and user groups.

Once created and assigned to a user or a user group, a workflow template is available for use in the MyQ Roger Mobile app and MyQ Roger printers.



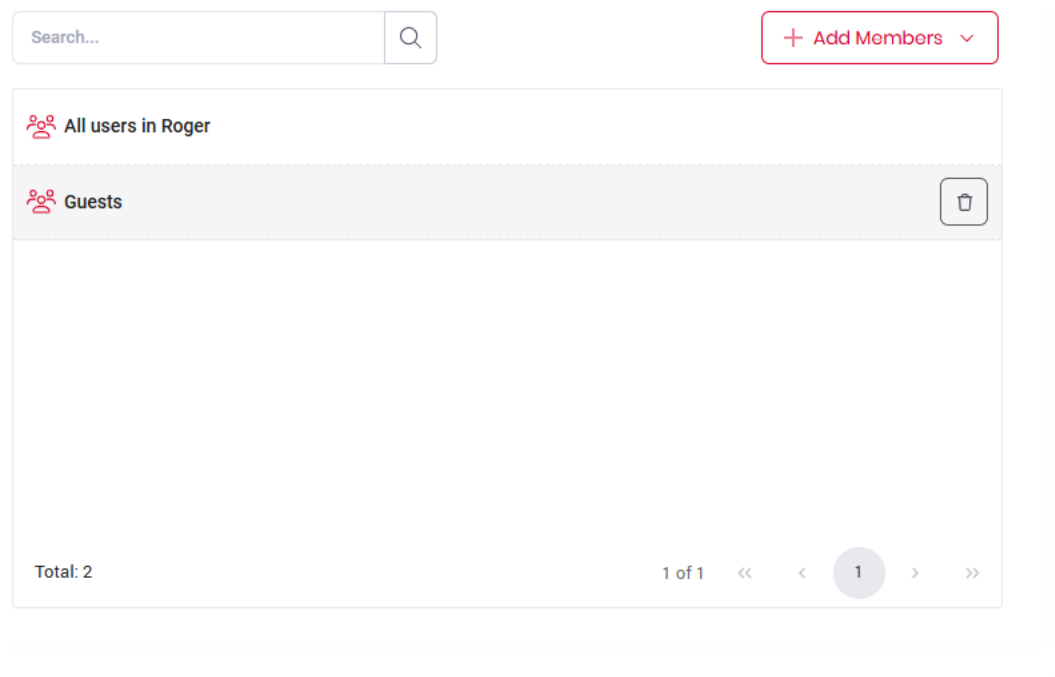
6.1 Default Workflow Template

When creating a new tenant or activating the workflow templates feature in your existing tenant, a predefined Default Workflow Template is generated and assigned to all users and user groups.

- The Default Workflow Template cannot be deleted, but it can be renamed via the **edit** button in the upper-left corner.
- You can also click the **Restore defaults** button to restore the Default Workflow Template to its default state.

All existing and any subsequently added users or user groups, either manually or via user synchronization, are automatically assigned to the Default Workflow Template.

- You can delete users or user groups from the Default Workflow Template by hovering over the user or user group on the template and clicking the **trashcan** (delete) button.



Workflows that are part of the Default Workflow Template can be added, removed, and modified according to your needs.

The following workflows are part of the Default Workflow Template:

- Scan to Box - Scan to Box. This workflow is only available in the MyQ Roger Mobile app. (Box has to be connected to your tenant and the user must be already connected to their Box)
- Scan to iCloud - Scan to iCloud. This workflow is only available in the MyQ Roger Mobile app. (only available to Apple users)
- Scan to Dropbox - Scan to Dropbox. This workflow is only available in the MyQ Roger Mobile app. (Dropbox has to be connected to your tenant and the user must be already connected to their Dropbox)
- Scan to Google Drive - Scan to Google Drive. (Google Drive has to be connected to your tenant and the user must be already connected to their Google Drive)
- Scan to OneDrive - Scan to OneDrive. (OneDrive has to be connected to your tenant and the user must be already connected to their OneDrive)
- Scan to my phone - Save the scanned document to the user's phone.
- Easy copy - After the user taps this action, the page is immediately copied.
- Scan to @email - Scan to an email address.
- Scan to @me - Scan to the user's email address.

6.2 Creating a Workflow Template

- On the left-side menu options, go to **Workflows>Templates**.
- On the upper-right side, click **Create template**.

- In the pop-up window, add a **Display name** for your new workflow template and click **Save**.

Workflow template

Display name *

Cancel Save

- Your new workflow template is created, and you can now add workflows to it and assign it to users and user groups.

New Workflow Template

+ Create workflow Search... + Add Members

No groups or users found. Click 'Add group' or 'Add user' to start.

6.3 Adding a Workflow to a Template

You can create new workflows for the Default Workflow Template or any other templates you have.

- In the workflow template you want to expand, click **Create workflow**.
- In the pop-up window, in the **General** tab, design the new workflow according to your needs:

Create workflow
×

General
Parameters

Display name *

Workflow profile name

Please enter name for the tile workflow profile

Scan to *

▼

Select the workflow destination

Description

Enter description

Description for the tile workflow profile

Color

Select color

Icon

Select the tile icon

× Close

Save

- **Display name** - Add a name for your workflow that will be displayed on the MyQ Roger mobile app and MyQ Roger printers.
- **Description** - Add a description for the workflow.
- **Color** - Select a color for the workflow's tile.
- **Icon** - Select an icon for the workflow's tile.
- **Scan to** - Select the scan's destination. Depending on your choice, more options become available. The available destinations are:
 - **Email**
 - Predefined email - specify the email address
 - Ask me every time before scan
 - User's email address
 - **OneDrive** (OneDrive needs to first be [connected to MyQ Roger](#) (see page 113)).
 - **How to save** - Select the saving destination. The available options are:
 - Save to MyQ Scans (this is the MyQ Scans folder in your cloud storage)

Workflow Templates– 57

- Ask me after scanning
- **Google Drive** (Google Drive needs to first be [connected to MyQ Roger](#) (see page 113)).
 - **How to save** - Select the saving destination. The available options are:
 - Save to MyQ Scans (this is the MyQ Scans folder in your cloud storage)
 - Ask me after scanning
- **SharePoint** (the SharePoint option only becomes available with a specific license and SharePoint needs to first be [connected to MyQ Roger](#) (see page 113)).
 - **SharePoint site URL** - Enter the SharePoint site's URL. Go to the site's home page and copy the URL here. For example: <https://company.sharepoint.com/sites/MySite>. MyQ will scan to the Documents library.
 - **How to save** - Select the saving destination. The available options are:
 - Save to MyQ Scans (this is the MyQ Scans folder in your cloud storage)
 - Ask me after scanning
 - Save to a predefined folder
 - **Save to folder** - Specify the exact folder path.
- **USB** (not supported on Kyocera devices)
- **Print**
- **iCloud** (Only available in the MyQ Roger Mobile app)
- **Dropbox** (Only available in the MyQ Roger Mobile app)
 - **How to save** - Select the saving destination. The available options are:
 - Save to MyQ Scans (this is the MyQ Scans folder in your cloud storage)
 - Ask me after scanning
- **Box** (Only available in the MyQ Roger Mobile app)
 - **How to save** - Select the saving destination. The available options are:
 - Save to MyQ Scans (this is the MyQ Scans folder in your cloud storage)
 - Ask me after scanning
- **Phone** (Only available in the MyQ Roger Mobile app)

In the **Parameters** tab, specify the parameters required for your workflow:

Create workflow



General

Parameters

Sides	Default (Single-Sided)
	Select paper side
Color Profile	default
	Select paper color
Resolution	Default
	Select resolution
Paper size options	Auto
	Select the paper size format
Format	default
	Select the output file format for scanned documents
Continuous scan	Default
	Enable or disable continuous scanning mode
Scan separation	Default
	Automatically split a batch scan into separate files
Original orientation	Default
	Determines the scanned page's orientation in the outgoing file
Skip blank pages	Default
	Select to skip blank pages in the scanned document

Close

Save

- **Sides** - choose a duplex/simplex option from the list: Default (Single-Sided), Double-Sided (Long Edge), Double-Sided (Short Edge).
- **Color Profile** - choose the job's color: Default, Mono, Auto, Gray, Full.
- **Resolution** - choose the job's resolution: Default, 100, 200, 300, 400, 600, 1200.
- **Paper size options** - choose the job's paper size: A3, A4, A5, A6, Auto, B4, B5, B6, Executive, Folio, Ledger, Legal, Letter, Mixed, Oficio II, Statement.
- **Format** - select a file format.
- **Continuous scan** - change continuous scan settings.
- **Scan separation** - change scan separation settings.

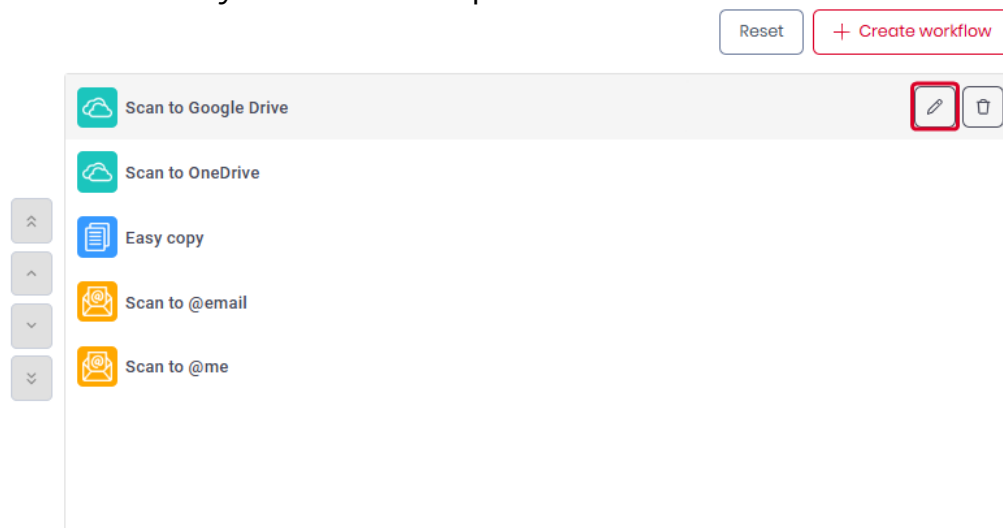
- **Original orientation** - change the orientation settings.
- **Skip blank pages** - turn skip blank pages on or off.

Once done with both the General and the Parameters tabs, click **Save** to apply your changes and save the new workflow.

6.4 Editing a Workflow

To edit a workflow,

- Hover over it in your workflow template and click on the **Edit** button next to it.



- In the pop-up window, modify the workflow's general and parameter settings, and click **Save**.

To delete a workflow,

- Hover over it in your workflow template and click on the trashcan button next to it.

To move a workflow up or down on the list,

- Select it and click on the up or down buttons to the left.
This order is reflected in the MyQ Roger Mobile app and MyQ Roger printers.

6.5 Adding Users and Groups

i Adding users/user groups to a workflow template gives them the ability to use the workflow.

In your workflow template,

- Click **Add members** on the right side of the screen and select **Add Group**.
- Select the user groups from the list and click **Save**.

If you want to add specific users to your workflow template,

- Click **Add members** on the right side of the screen and select **Add user**, select a user and click **Save**.

To delete any users or user groups,

- Hover over the user or user group and click on the **trashcan** button next to it.

To check if a user has been added to the workflow,

- Click in search bar and type in the user's **First Name** or **Surname**, then click the **search** icon.

You cannot search by username.

- i** To go back to the full list of added users, either refresh the page or remove the first name/surname from the search bar and click on the search icon again.

6.6 Workflow Templates Transition

As mentioned, workflow templates is a paid feature. When you upgrade to a license tier with the workflow templates feature included:

Tenant with no users - If a new tenant has been upgraded, then just delete all the workflows for all (default) users and replace them with the default template.

Tenant with existing users - No change shall take place until the tenant administrator logs in to the MyQ Roger web UI to initiate the transition. There, the administrator is presented with two options:

Transition to Workflow Templates

As an administrator, you can now define multiple workflow templates for scanning and copying, making them available to selected users and/or user groups. You can also control by user rights whether the users are allowed to modify the assigned template workflows or produce their own, and reset their workflows to the default configuration at any time.

All the users will now be assigned the predefined default workflow template, which will replace the default actions they had available before. Decide how to process the custom personal workflows the users have already created for themselves in Roger.

☒ Leave the custom personal workflows in place. The default template will replace just the original default workflows.

☐ Delete all the custom personal workflows of all users before applying the default workflows template.

Confirm your choice

As an administrator, you can now define multiple workflow templates for scanning and copying, making them available to selected users and/or user groups. You can also control by user rights whether the users are allowed to modify the assigned template workflows or produce their own and reset their workflows to the default configuration at any time.

All the users will now be assigned the predefined default workflow template, which will replace the default actions they had available before. Decide how to process the custom personal workflows the users have already created for themselves in Roger.

- Leave the custom personal workflows in place. The default template will replace just the original default workflows.
- Delete all the custom personal workflows of all users before applying the default workflow template.

The first option deletes just the original default workflows for all users, replacing them with the default template. The second option wipes all the workflows clean (both favorite and recent) before applying the default template.

7 Organization

Under **Organization** in the left-side menu, the MyQ Roger administrator can:

- Manage [Users](#) (see page 63)
- Manage [User Groups](#) (see page 75)
- Manage [Cost Centers](#) (see page 76) (paid feature, available only when the relevant license edition is used)
- Manage [Roles](#) (see page 82)

7.1 Users

You can create new users manually, via importing from an external source (Excel, CSV), or via synchronization with Microsoft Entra ID.

7.1.1 Manually Creating Users

1. On the left-side menu options, go to **Organization>Users**.
2. On the **Users** settings, click **Create new user** on the upper-right side.

☐	User name	First name	Surname	Email address	Roles	Verified	External	Active	Creation time
☐	admin	admin	admin	admin@myqroger.com	Admin	✔	○	✔	2023-10-26 10:00:00
☐	user@myqroger.com	user	user	user@myqroger.com	User	✔	✔	✔	2023-10-26 10:00:00
☐	admin	admin	-	admin@myqroger.com	Admin, User	✔	○	✔	2023-10-26 10:00:00
☐	user	user	user	user@myqroger.com	User	⚠	○	✔	2023-10-26 10:00:00
☐	admin@myqroger.com	Admin	admin	admin@myqroger.com	User	✔	✔	✔	2023-10-26 10:00:00

3. In the **Create new user** window, on the **User Information** tab, fill in the following:
 - a. **First Name** - Add the user's first name.
 - b. **Surname** - Add the user's surname.
 - c. **Email address** - Add the user's email address.
 - d. **Phone number** - Optionally add the user's phone number.
 - e. **User name** - Add the user's user name.
 - f. **Set random password** - Enable the setting if you want to set a random password for the user. If disabled, you have to manually set a password for the user.
 - g. **Should change password on next login** - If enabled, the user is prompted to change their password on their next login.
 - h. **Send activation email** - If enabled, the user receives an activation email.
 - i. **Active** - If this is disabled, the user cannot use MyQ Roger.
 - j. **Two factor authentication enabled** - If enabled, the user can use [2FA](#) (see page 17) with their login.

Create new user see ✕

User information **Roles 1** **User Groups 0** **Cost center** **PIN and Cards** **Aliases**



First name *

Surname *

Email address *

Phone number

User name *

☒ Set random password.
 ☒ Should change password on next login.
 ☒ Send activation email.
 ☒ Active
 ☐ Two factor authentication enabled

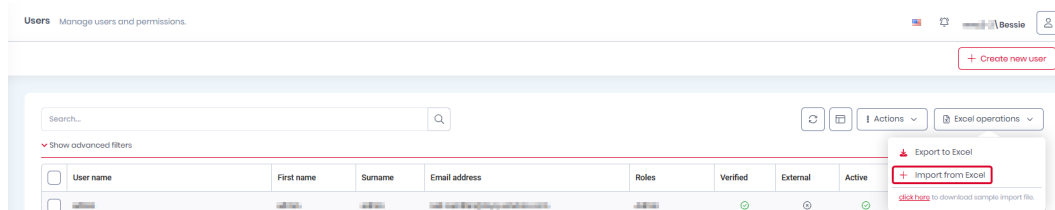
✕ Cancel
Save

4. Click **Save** and your new user is created.

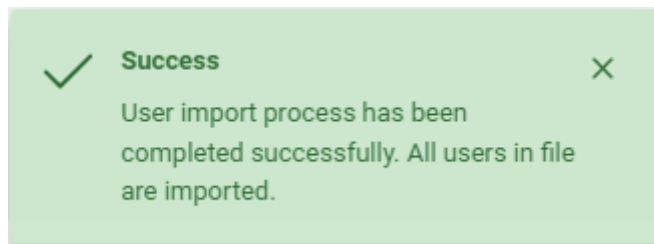
7.1.2 Importing Users

To import users:

1. On the left-side menu options, go to **Organization>Users**.
2. On the **Users** settings, click **Excel operations** on the upper-right side.



3. Click **Import from excel**, browse for your file, and click **Open**.
4. Once the users import is complete, you see a notification on the lower-right side of the screen.



5. Refresh your browser window and you can now see the imported users.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	User name	Name	Surname	Email address	Phone number	Roles	Cards	User aliases	Active	PIN	Password	SendActivationEmail	IncludePINToActivationEmail
2	JohnDoe	John	Doe	john.doe@acme.com		123456789 Admin	123456789		TRUE		1234 3j9A9g*	TRUE	TRUE
3	DouglasAdams42	Douglas Noel	Adams	douglas.n.adams@gmail.com		6165435434 User	1111, 2222	DouglasAlias1	FALSE		5678 jurQ892*	FALSE	FALSE

Excel File Syntax

Fields marked * are mandatory.

- **User Name*** - Add the user's User Name.
- **Name*** - Add the user's first name.
- **Surname*** - Add the user's surname.
- **Email address*** - Add the user's email address.
- **Phone number** - Add the user's phone number.
- **Roles** - Add the roles you want to assign to the user, *User*, *Admin*, or a custom role. Multiple roles can be assigned separated by commas.
- **Cards** - Add user card number.
- **User aliases** - Add any aliases for the user.
- **Active** - Add TRUE if you want the user to be activated.
- **PIN** - Add a PIN for the user. If a PIN is not provided one will be generated randomly.
- **Password** - Add a password for the user.
- **SendActivationEmail** - Add *TRUE* to send an activation email to the user.
- **IncludePINToActivationEmail** - Add *TRUE* if you want the PIN to be included in the activation email that is sent to the user.

⚠ If you are using MS Office in a language other than English, the values TRUE and FALSE needed in the SendActivationEmail and IncludePINToActivationEmail fields have to be translated in the MS Office language. For example, if your MS Office is in German, add WAHR or FALSCH instead of TRUE or FALSE.



You can also use our sample Excel file, to avoid syntax mistakes. Click **Excel operations** on the upper-right side of the **Users** settings, and then click **Click here** to download the sample file. Once downloaded, modify it and then click **Excel Operations, Import from Excel** to upload it.

 Users imported from Excel cannot use external authentication (MS, Google, Apple authentication), because when importing from Excel, the unique UID identifier cannot be confirmed and match the user to the correct account.

7.1.3 AD User Synchronization

Another way to create users in MyQ Roger is to set up a synchronization from external services. Currently, **Microsoft Entra ID** (renamed from **MS Azure Active Directory**⁵) is supported, and Google Active Directory is being developed and should be available in the foreseeable future.

 **Required Permissions**
Pages.Administration.UserSync

Microsoft Entra ID

In order to configure a Microsoft Entra ID in MyQ Roger, you should already have an existing Microsoft Entra ID.

Setup and Configuration

1. Log in to the [Microsoft Azure portal](https://portal.azure.com/)⁶ and create a new **App registration** in your Microsoft Entra ID <https://docs.microsoft.com/en-us/azure/active-directory/develop/quickstart-register-app>. The new app overview page opens.
2. Copy the **Application (client) ID** and the **Directory (tenant) ID**, as they are needed for the connection to MyQ Roger.
3. Go to **Certificates & secrets** and create a **New client secret**. Set the expiration date and copy the secret **Value** (back up the value as it will not be displayed again). The app registration MUST HAVE the following permissions: **User.Read.All**, **Group.Read.All** (in case you want to use only a certain group). To set the permissions,
4. Select **API permissions**, and then click **Add a permission**. In the window to the right, in the Microsoft APIs tab, select **Microsoft Graph**. In the next window,
5. Select **Application permissions**, search and select the **User.Read.All** and **Group.Read.All** (in case you want to sync a certain group) permissions, and click **Add permissions**.

5. <https://learn.microsoft.com/en-us/azure/active-directory/fundamentals/new-name>

6. <https://portal.azure.com/>

Request API permissions



[← All APIs](#)



Microsoft Graph

<https://graph.microsoft.com/> [Docs](#)

What type of permissions does your application require?

Delegated permissions

Your application needs to access the API as the signed-in user.

Application permissions

Your application runs as a background service or daemon without a signed-in user.

Select permissions

[expand all](#)

Permission	Admin consent required
> IdentityRiskyUser	
✓ User (1)	
☒ User.Read.All ⓘ Read all users' full profiles	Yes

Add permissions

Discard

6. Go to MyQ Roger, **Edit** and fill in the Connector settings in **MyQ Roger>Administration>User Synchronization**, and in the **Microsoft Entra ID** tab:

User Synchronization Manage user synchronization.

Microsoft Entra ID

Connector settings

Synchronize automatically ☐

Secrets

Application ID*

Application (Client) ID you copied during the Microsoft Entra ID setup

Directory (Tenant) ID*

Directory (Tenant) ID you copied during the Microsoft Entra ID setup

Application secret

Application secret (value) you copied during the Microsoft

Application secret expiration date ?

12/31/2024

- a. **Application ID*:** Add the Application (client) ID you copied during the Microsoft Entra ID setup.
- b. **Directory (Tenant) ID*:** Add the Directory (tenant) ID you copied during the Microsoft Entra ID setup.
- c. **Application secret:** Add the application secret value you copied during the Microsoft Entra ID setup.
 - i. **Application secret expiration date** (optional): Set an expiration date if you want to be notified about the expiring secret. All users with the Pages.Administration.UserSync permissions are notified.

7. Set **Groups** options:

- a. **None:** If this option is selected, all the users from the organization are synchronized.
- b. **Selected:** Fill in the group identifier if you want to synchronize users from a specific Entra ID group. You can add multiple group identifiers separated by a semicolon (;). The Entra ID group GUID can be located in **Microsoft Entra ID>Groups>Labeled as Object ID** on the group you wish to synchronize.
- c. **From user attribute:** Enter the name of the user attribute from Entra ID you would like to synchronize a group based on, for example "Country". Optionally customize the root group name that will be created.

8. Set the **Users** options:

- a. **Selected groups:** Synchronize users from the selected and nested groups.
- b. **All:** Synchronize all the users.

- c. **Source fields for aliases:** Add the name of the field in the Microsoft Entra ID Graph API that will be used to create an alias for the user. The default field is `onPremisesSamAccountName`. You can combine specified fields into one alias. Surround each field with the percent (%) sign, e.g. `%givenName%`. You can specify more combinations using a semicolon (;) as a delimiter, e.g. `%givenName%.%surName%;%surName%-%givenName%`.
 - d. **Send PIN emails:** Mark the checkbox if you want the newly created users to receive a welcome email with PIN.
 - e. **Manage existing users:** Updates and keeps existing users synchronized. Users are matched with their email address.
 - f. **Allow use 'Display name':** The first and last name are mandatory fields in MyQ Roger. Microsoft Entra ID accounts may have have "Displayname" set instead of first and last name.
 - g. **Also, create aliases without invalid characters:** The invalid characters are: " [] ; | = + * ? < > / \ , . and space. For example, The alias for John Doe will be created as *JohnDoe*.
 - h. **Manage user deletion:** When enabled, MyQ Roger compares the users before and after synchronization. It deletes the accounts that cannot be retrieved from the remote system. Microsoft Entra ID provides information for accounts that should be deleted for a limited time. You should only enable this option if you have not run a synchronization for an extended period of time or if you have changed the settings.
 - i. **Enable logging identifiers of all users in AD for next run:** When enabled, this option verifies found users in Entra ID during the next synchronization run. Logs can be found in **Audit Logs**.
9. Set the **Cost Centers** options (Cost Centers require the paid **MyQ Roger Cloud Print Management** subscription edition):
- a. **None:** Select this option if you do not want to sync any Cost Centers.
 - b. **From root group:** If you have added groups in the Groups section, this option becomes available. Select it and add the **Root Group ID** next to it. The first level of the children of this group will be synchronized as Cost Centers.
 - c. **Groups by attribute:** Select this option and add the relevant **Attribute name** from Entra ID.
10. Click **Connect**. The connection is tested and if everything was correctly set, you should now see more options (Sync now, Delete, Edit, and Synchronize automatically).
11. To perform the synchronization, click the **Sync now** button or enable auto-sync to synchronize users **every 24 hours** from activation. At any point during a synchronization you can use the **Stop** button to stop the synchronization.

Synchronization Rules

- If an AD user's email address does not exist in the MyQ Roger tenant, a new user is created with the **"AD synced"** tag.
- If an AD user is deleted from the AD and synchronization is done, the user is also deleted from MyQ Roger.

- If an AD user's email address already exists in the MyQ Roger tenant, the user creation is skipped.
 - If they were deleted before, the user is registered again.
- If a user's creation fails, the synchronization continues with other users. For more info, see the notifications chapter.
- Login - If a user was synchronized by Microsoft Entra ID they would be required to log in to MyQ Roger by using the '**Sign in with Microsoft**' option. MyQ Roger does not synchronize user passwords so if the user was synced via AD, then it is a requirement to use the sign-in option of the provider. (Microsoft/Google) MyQ Roger login with username and password can only be used if the user was created directly from MyQ Roger.

Notifications

- If a synchronization is triggered manually:
 - The triggering user gets a navbar notification when the job finishes.
 - In case of any changes (any users deleted, added, or failed), all the users with permissions to manage a synchronization get a navbar notification with short information about the job.
- If a synchronization is triggered automatically:
 - In case of any changes (any users deleted, added, or failed), all the users with permissions to manage a synchronization get a navbar notification with short information about the job.
 - If there is no change, users are not notified. Only short information about the last run is displayed in administration.
- If the **Application secret expiration date** was set and the job is run 7 days before the expiration, a navbar notification is displayed and an email notification is sent to users with permissions to manage synchronizations.
- All synchronization runs are logged with short info. All failed users' synchronizations are also logged.

7.1.4 Editing Users

 The names and other attributes of users synchronized from an external source cannot be edited. It is not possible to delete imported users, user groups, and cost centers.

1. Go to **Organization>Users**. On the Users overview, click on a user to see their information.

Edit user: Bessie

User information Roles **2** User Groups **1** Cost center PIN and Cards



First name *

Bessie

Surname *

.

Email address *

Phone number

User name *

Bessie

☐ Set random password.

Password

Password (repeat)

☐ Should change password on next login.

☐ Send activation email.

☒ Active

Reset PIN

View workflows

Reset workflows

Login as this user

Permissions

Unlock

Delete

Cancel Save

2. Here you can edit the users basic info or use the three-dot menu to:

- Reset their PIN.
- View their workflows.
- Reset their workflows.
- Login as that user.
- View their **Permissions**.
- **Unlock** the user.
- **Delete** the user.

3. In the **PIN and Cards** tab, under to PIN, click **Reset PIN** to reset the user's PIN. The reset is immediately done. In the Cards field, insert the card numbers, separated by comma (,), and click **Add Cards**.

Edit user: Bessie

User information
Roles 2
User Groups 1
Cost center
PIN and Cards
Aliases

PIN

9028

Warning! Reset is submitted immediately.

Reset PIN

Cards

Insert comma separated cards numbers

+ Add Cards

Actions	Card Num.
No data	

Total: 0

X Cancel
Save

- Click **Save** to save your changes. If the **Send activation email** setting is enabled, an email is sent to the user once you save their account's changes.

If a user with the administrator role has lost or not received their password, there are two ways to resolve this:

- A different user with the administrator role or administrator rights can edit the user with the lost password. In the **User Information** tab, they should select the **Set random password** and the **Send activation email** options and click **Save**.
The user should receive a new activation email and password.
- If there is no other user with the administrator role or administrator rights, contact MyQ Support.

To check/modify the user's permissions,

- Click **Permissions**.
There are multiple permissions that can be assigned to user accounts. Most of them may be assigned by default, depending on your MyQ Roger tenant setup.

- Check the box next to a **parameter** to give the permission to a user or uncheck it to remove the permission. Once done, click **Save**.
- To unlock a user, click **Unlock**.

If the user's account is locked after multiple failed login attempts, you can unlock it from here.

- To reset a user's PIN, click **Reset PIN**.

You can also use advanced filters to reset the PINs for multiple users or user groups.

- Click **Show advanced filters**. Add the user groups you want in the **Filter by Group** field.
- Optionally, **Filter by role**, by selecting admin or user or **Search by Card**.
- You can also mark the **Only locked users** checkbox to reset PINs only to locked out users, and mark the **Only users managed by AD synchronization** checkbox to reset PINs only to users imported via AD synchronization.
- Click **Actions** and **Reset PINs**.

Search...

Hide advanced filters

Select Permissions (0)

Search by Card

Card number

Filter by role

Search by Alias

Alias

Filter by Group

Search...

Only locked users

Only users managed by AD synchronization

Refresh

☐	User name	First name	Surname	Email address	Roles	Verified	External	Active	Creation time
☐	admin	admin	admin	admin@myq.roger.com	admin				2023-01-01 10:00:00
☐	user1@myq.roger.com	user1	user1	user1@myq.roger.com	user				2023-01-01 10:00:00
☐	user2@myq.roger.com	user2	user2	user2@myq.roger.com	user				2023-01-01 10:00:00
☐	user3@myq.roger.com	user3	user3	user3@myq.roger.com	user				2023-01-01 10:00:00
☐	user4@myq.roger.com	user4	user4	user4@myq.roger.com	user				2023-01-01 10:00:00

Total 24

« < 1 2 3 4 5 > »

If you have filtered by group, only the users in this group will get their PINs reset.



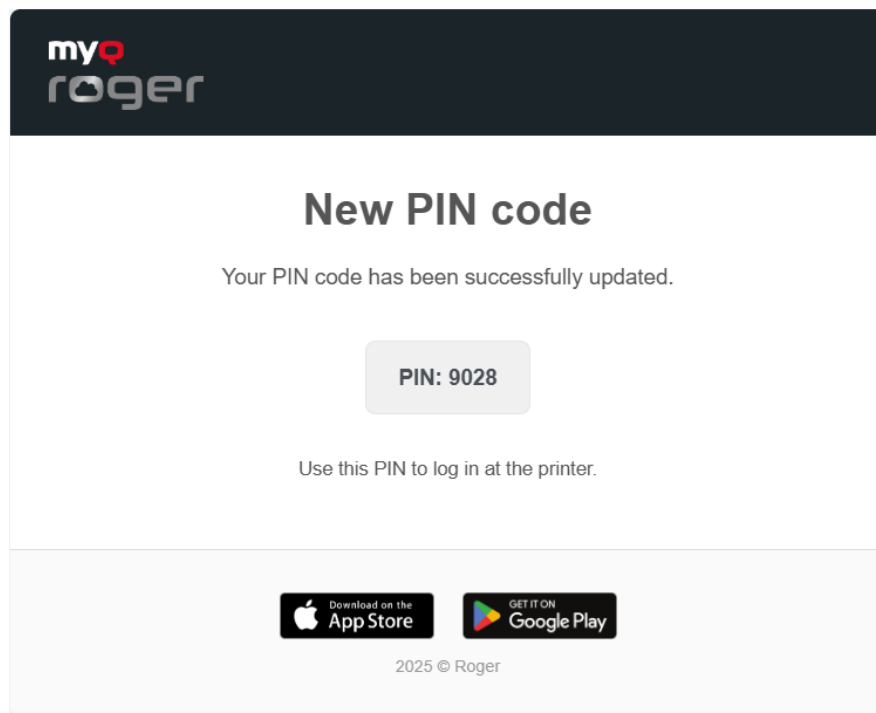
Are you sure?

You are about to reset PIN to selected users (5). They will receive new PIN via e-mail. Do you want to continue?

Yes

Cancel

The PINs are reset instantly, and the users receive an email with their new PIN.



- To delete a user, click **Delete**.
- To view workflows this user can work with, click **View workflows**.
- To reset the workflows this user can work with, click **Reset workflows**.

7.2 User Groups

User groups are used to allocate users into organizational units. User groups can be imported via [AD User synchronization](#) (see page 66) or created on the MyQ Roger server Web UI by the administrator or a user with sufficient permissions.

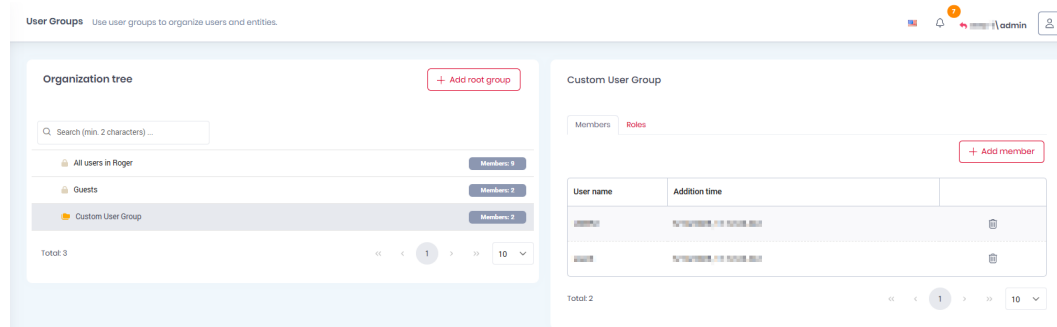
All users are automatically members of the built-in **All users in Roger** user group. When a tenant is created, this group is created as well by default. All later added users are inserted by default, including users from user synchronization.

This group cannot be edited or deleted. The main purpose of this group is to be able to assign roles to all users at once.

User groups can be also used to filter users in the **Users** page via advanced filters and carry out actions onto these user groups such as reset PINs, send PINs via email, and reset workflows.

7.2.1 Creating User Groups

1. On the left-side menu options, go to **Organization>User Groups**.

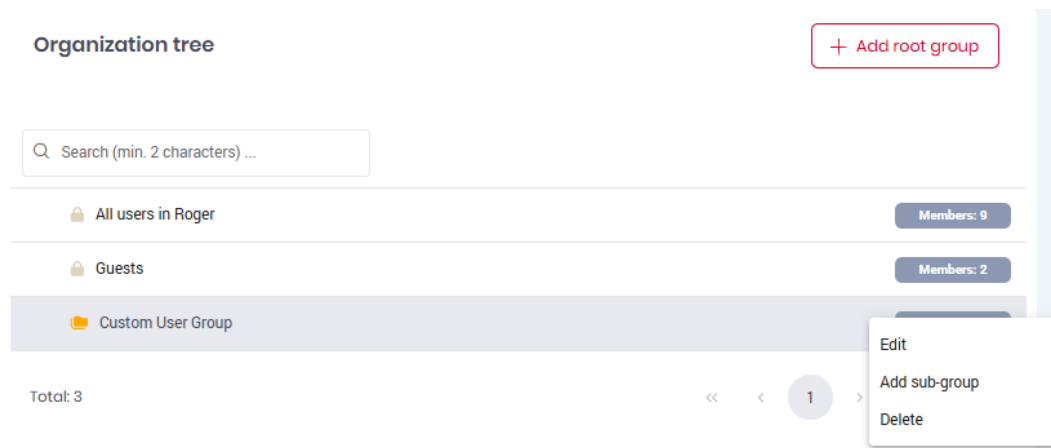


2. Click **Add root group** to create a new user group.
3. In the pop-up window, give a **Name** to your user group and click **Save**.
You can now add members to it.
4. Select the new user group and click **Add member** on the right side.
5. Select the users from the list and click **Save**.
You can also add roles to the user group.
6. Select the new user group, click on the **Roles** tab on the right side, and click **Add role**.
7. Choose the role you want to add from the list and click **Save**.

7.2.2 User Group Options

To display the available user group options:

- Hover over a user group and then click on the **three-dot** menu on the right side of the user group.



- **Edit** - Used to modify your user group's name.
- **Add sub-group** - Used to add a sub-group to the user group.
- **Delete** - Used to delete the selected user group.

7.3 Cost Centers

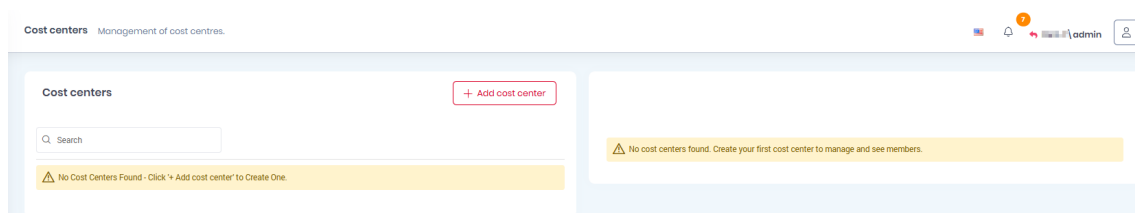


Cost Centers require the paid **MyQ Roger Cloud Print Management** subscription edition.

Cost centers are a way to organize reports and job accounting for users.

- Users can belong to only one cost center.
- Cost centers can be imported during AD synchronization or they can be manually created on the tenant.
- Users can change their cost center but the cost center history remains. The cost center is written in the report record.

The cost centers' management is done in **Organization>Cost Centers**.



There, you can view and manage your existing cost centers and create new ones as well.

7.3.1 Creating a Cost Center

- In **Organization>Cost Centers**, click **Add cost center**.

- In the pop-up window, add a name for your new cost center and click **Save**. The new cost center is created.
- (Optional) Add a [quota](#) (see page 80) to the cost center.

Add cost center: New Cost Center

Name *

New Cost Center

☐

Enable print quotas

Quota reset period

Month

☐

Limit total pages

☐

Limit color pages

Cancel

Save

To assign users to it,

- Select your cost center and click **Add member**.
- In the pop-up window, select the users you want to add and click **Save**.

To remove users from a cost center,

- Click on the trashcan icon next to the user.

New Cost Center

+ Add member

Name	Surname	User name	
John	Doe	JohnDoe	

Total: 1

<<

<

1

>

>>

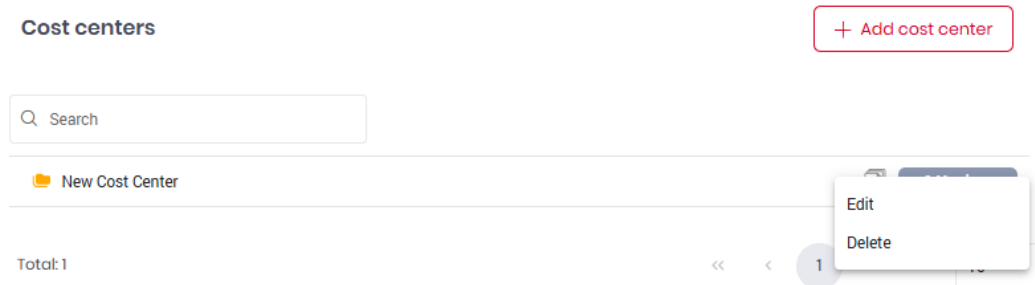
10



Cost centers can be also changed for a user through the user's Actions menu by selecting Edit and going to the Cost Centers tab.

7.3.2 Editing a Cost Center

- Hover over the cost center and click on the **three dots** next to it.



- Choose **Edit** to modify the cost center's name.
- Choose **Delete** to delete the cost center.

7.3.3 Importing a Cost Center

Cost centers can be imported during user synchronization from Microsoft Entra ID.

- The settings are available in **Administration>User Synchronization>Microsoft Entra ID Connector settings**.

In the Cost Centers section:

- Select **None** if you don't want to import cost centers.

User Synchronization Manage user synchronization.

Groups

Users

Cost centers

☒ None
 ☐ From root group ?
 ☐ Groups by attribute ?

Attribute name ?

-

Enter the name of the attribute to use for creating cost center groups.

Option 'From root group' is available with 'Synchronize groups' selected.

Connect Cancel

- If you have added groups in the Groups section, the **From root group** option becomes available. Select it and add the **Root Group ID** next to it. The first level of the children of this group will be synchronized as Cost Centers.

User Synchronization Manage user synchronization.

Users

Cost centers

☐ None
 ☒ From root group ?
 ☐ Groups by attribute ?

Root Group ID ?

1

First level of children of this group will be synchronized as Cost Centers.

Option 'Groups by attribute' is available when 'Synchronize groups' is not selected.

Connect Cancel

- Select **Groups by attribute** and add the **Attribute name** next to it. The attribute name should be the name of the user attribute from the active directory.

User Synchronization Manage user synchronization.

Users

Cost centers

☐ None
 ☐ From root group
 ☒ Groups by attribute

Attribute name ?

Enter the name of the attribute to use for creating cost center groups.

Option 'From root group' is available with 'Synchronize groups' selected.

Connect Cancel

i For more information on User synchronization, check [AD user synchronization](#) (see page 66).

7.3.4 Quotas

Quotas can be enabled as part of any given cost center. While Cost centers allow you to monitor the accounting of a user or group, Quotas allow you to prohibit further actions when a limit is reached.

To Create a Quota

1. Either create a new Cost center that you would like the quota to apply to or edit an existing one.
2. Click **Enable print quotas**.
3. Select a **Quota reset period** from Day, Week, Month, Quarter, or Year.
4. Set the quota to **limit total pages** and **limit color pages**, either or both can be limited. Setting a quota of 0 color pages effectively forces B&W printing only for the specified users.

Add cost center: Cost center with quota
✕

Name *

Cost center with quota

☒ Enable print quotas

Quota reset period

Quarter ▾

☒ Limit total printed pages 

500

☒ Limit color printed pages 

100

Cancel
Save

The Quota will be applied to all members of this cost center but is individual to each user, for example a quota of 200 total pages means each user can print 200 pages. Each user can view their individual quota on terminals. Once the quota is reached the current job will be finished and further printing will be prohibited.

Reset the Quota for a User

Should further printing be necessary for a particular user after their quota has expired, individuals can have their quotas reset for the given time period. To reset a user's quota:

1. Go to **Organization>Users**, locate the relevant user and click to open their info panel.
2. Navigate to the **Cost center** tab and select the relevant Cost center from which the quota is applied. Press the **Reset** button.

Edit user: tim

User information

Roles 1

User Groups 1

Cost center

PIN and Cards

Aliases

Current cost center

Quota Test

Q Search

Quota Test

0/500

0/500

Reset

Total: 1

<<

<

1

>

>>

10

Cancel

Save

7.4 Roles

In **Organization>Roles**, the MyQ Roger administrator can manage roles as a way to group user permissions.

Roles

Use roles to group permissions.

Create new role

Select Permissions (0)

Name	Creation time
Admin Static	5/15/2025, 12:40:29 PM
Guest Static	5/29/2025, 2:05:50 PM
User Static Default	5/15/2025, 12:40:29 PM

Total: 3

<<

<

1

>

>>

10

When a new tenant is created, there are two default roles: the **Admin** role which has all the permissions enabled, and the **User** role which contains only the following default user permissions:

- ✓ Administration Permissions
 - ✓ Desktop Clients
 - ✓ Manage Desktop Clients
 - ✓ View Desktop Clients
 - ✓ Price Lists
 - ✓ Manage Price Lists
 - ✓ View Price Lists
 - ✓ Printers
 - ✓ Manage Printers
 - ✓ Pair Provider with Printer
 - ✓ View Printers
 - ✓ Quotas
 - ✓ Manage Quotas
 - ✓ View Quotas
 - ✓ Reports
 - ✓ Generate Reports
 - ✓ System
 - ✓ About page
 - ✓ Audit Logs
 - ✓ Integrations
 - ✓ Licenses
 - ✓ Settings
- ✓ Users
 - ✓ Manage Cost Centers
 - ✓ Manage Users
 - ✓ View Cost Centers
 - ✓ View Users
 - ✓ Workflow Templates
 - ✓ Manage Workflow Templates
 - ✓ View Workflow Templates
 - ✓ User permissions
 - ✓ ChatGPT
 - ✓ Connect personal storage
 - ✓ Jobs
 - ✓ Pins and cards
 - ✓ Manage pins and cards
 - ✓ Read pins and cards
 - ✓ Settings
 - ✓ Terminal Actions
 - ✓ Unlock Panel
 - ✓ Workflows
 - ✓ Create and manage workflows
 - ✓ Read workflows

All users are assigned the **User** role, unless a different role is chosen for them in their **Edit user** panel.

Edit user: Bessie
⌵
✕

User information
Roles **1**
User Groups **1**
Cost center
PIN and Cards
Aliases

☐ Admin
☐ Guest
☒ User

✕ Cancel
Save

7.4.1 Creating a New Role

To create a new role,

- Click the **Create new role** button in the upper-right corner.

In the pop-up window, in the **Role name** tab,

- Add a **Role name *** for your new role.

If you want this role to be the default one for newly created users,

- Mark the **Default** checkbox.

Create new role
✕

Role name
Permissions

Role name *

Manager

☐ Default Assign to new users by default.

⚠ If you are changing your own permissions, you may need to refresh page (F5) to take effect of permission changes on your own screen!

✕ Cancel
Save

- In the **Permissions** tab, select the permissions to be included in the new role.

Create new role

✕

Role name

Permissions

Search...

✓

☐

Administration Permissions

>

☐

Desktop Clients

>

☐

Price Lists

>

☐

Printers

>

☐

Reports

>

☐

System

>

☐

Users

>

☐

Workflow Templates

✓

☐

User permissions

☐

ChatGPT

☐

Connect personal storage

☐

Jobs

>

☐

Pins and cards

☐

Settings

>

☐

Terminal Actions

>

☐

Workflows

⚠ If you are changing your own permissions, you may need to refresh page (F5) to take effect of permission changes on your own screen!

✕ Cancel

💾 Save

- Click **Save** and then refresh your browser to apply your changes.

7.4.2 Roles Management

- To filter the roles overview list,
- Click the **Select Permissions** button.

In the pop-up window,

- Select the permissions you want and click **Save**.
Only roles with the selected permission will be displayed on the list.
- To edit a role, click on it.
You can then change the role name and the permissions it includes.
- To delete a role, use the trashcan icon.

8 Administration

Under **Administration** in the left-side menu, the MyQ Roger administrator can:

- Overview [Subscription](#) (see page 87) and license information
- Manage [User Synchronization](#) (see page 96)
- Manage [Price Lists](#) (see page 97)
- Manage [universal printers](#) (see page 100)
- Manage [Printer configurations](#) (see page 102)
- Manage [cloud services and PIN & cards settings](#) (see page 113)
- Manage [MyQ Roger settings](#) (see page 114)

8.1 Subscription

In **Administration>Subscription**, you can view your subscription and license information.

8.1.1 Subscription Information Tab

In the **Subscription information** tab, you can find all the information relevant to your current subscription.

Subscription information

EDITION

Digital Workplace Assistant

SUBSCRIPTION START DATE

3/31/2025

SUBSCRIPTION END DATE

2/10/2035

WHAT IS INCLUDED IN YOUR PLAN

✔ Maximum user count : Unlimited

✔ Maximum count of stored installers : 10

Terminal licenses

✔ Total licenses: 100 ? (98 Inactive ?)

✔ Used licenses: 2 ?

✔ Total terminals: 2 ?

Single-function printer licences

✔ Total licenses: 0 ?

✔ Used licenses: 0 ?

✔ Total printers: 0 ?

Desktop client licences

✔ Total licenses: 4100 ? (4098 Inactive ?)

✔ Used licenses: 2 ?

⊗ Total desktop clients: 4 ? (2 Inactive ?)

LAST MODIFICATION TIME

4/7/2025, 8:37:01 AM

- EDITION - The edition of the subscription you currently have.
- SUBSCRIPTION START DATE - The date your subscription started.
- SUBSCRIPTION END DATE - Tthe date your subscription ends.

- **WHAT IS INCLUDED IN YOUR PLAN** - Information about features included in your subscription.
- **Terminal licenses:**
 - **Total licenses** - Total number of purchased licenses for terminals. One license is used per terminal. There is also information for the number of inactive or missing licenses.
 - **Used licenses** - The current number of used licenses by terminals.
 - **Total printers** - Total number of printers paired with your organization. There is also information for the number of inactive (non-licensed) printers.
- **LAST MODIFICATION TIME** - Time and date when your subscription was last modified.

8.1.2 Licenses Tab

In the **Licenses** tab, you can find detailed information about your licenses.

Product Code	Count	Validity from	Validity to	Name	Description	Last modification time
MyQ-R-P	100			Terminal License	The license allows the terminal to use the standard edition of MyQ Roger services	
MyQ-R-PRN	100			Printer License	The license allows instances of Single Function Printers.	
MyQ-R-MRC	100			Desktop Client License	The license enables additional instances of MyQ Roger Client.	

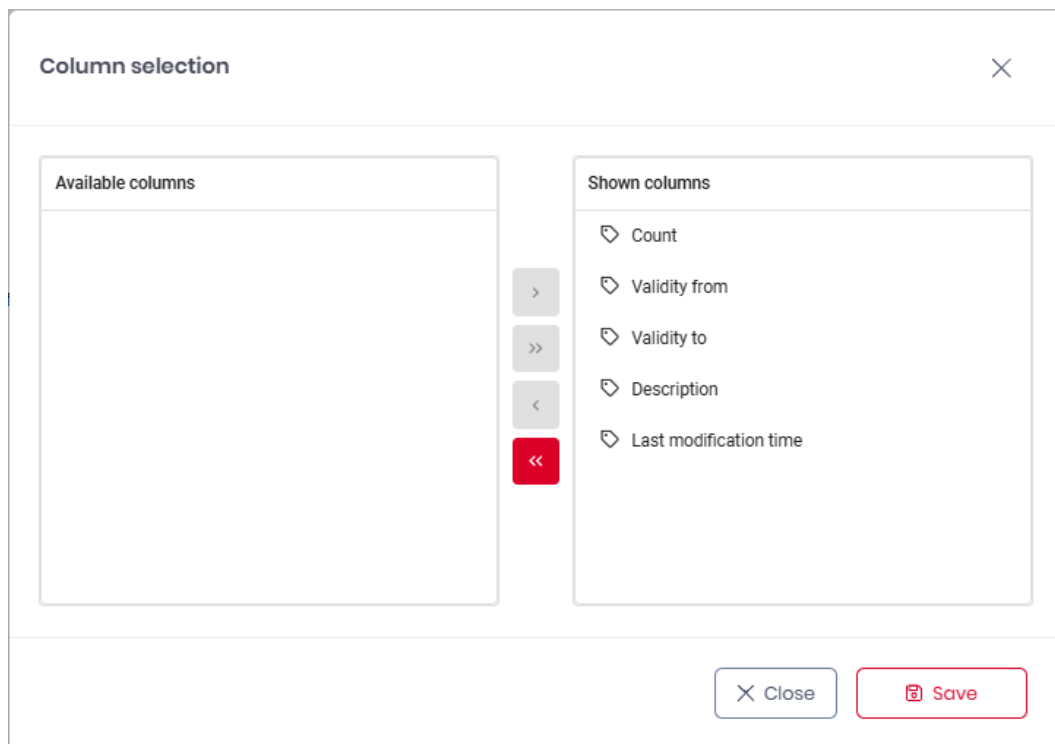
Total: 3

The available columns are:

- **Product Code** - The license's product code.
- **Count** - The current number of purchased licenses.
- **Validity from** - The start date of the licenses' validity.
- **Validity to** - The end date of the licenses' validity.
- **Name** - The license's name.
- **Description** - A short description of the license.
- **Last modification time** - Time and date when your licenses were last modified.

On the upper-right side,

- Use the **Column selection** button to rearrange the columns shown in the overview.
- Drag-and-drop columns from one side to the other or select a column and use the arrows in the middle and then click **Save**.



All the columns in the **Shown columns** side will be displayed in the licenses overview.

8.1.3 Licensing

MyQ Roger offers the following subscription editions and licenses:

MyQ Roger DWA Base SaaS

The MyQ Roger Digital Workplace Assistant (DWA) Base SaaS edition is the mandatory SaaS Subscription, where you purchase licenses for Multifunction Printers (MFPs) and embedded terminal activation.

Software Assurance Standard is included.

MyQ Roger CPM Module

The MyQ Roger Cloud Print Management (CPM) Module is an enhancement of the DWA edition that greatly benefits larger Enterprise customers with the following features:

- **Cost Centers** - Assigning a cost center to a user or group of users and then accounting for all activities.
- **Printer Groups & Printer Configuration Profiles** - Grouping printers to groups and then assigning predefined printer configurations and price lists to each group (The Printer Configuration profiles feature is coming soon).
- **Workflow Templates** - Central management of scan/copy actions by admins, creating workflow templates and assigning them to users or groups of users.

Software Assurance Standard is included.



The CPM module will be continuously expanded with additional Enterprise features.

MyQ Roger PRN

The MyQ Roger PRN edition is a subscription per printer, where single-function printers can be utilized.

Single-function printers (aka lightweight printers) licenses allow printers where an embedded terminal cannot be installed to be used with MyQ Roger with NFC tags.

MyQ Roger MRC

The MyQ Roger Clients (MRC) edition is a subscription per instance that enables you to have additional MRCs over the allowed limit (40 instances of MRC per license are included in the other subscription editions).

MyQ Software Assurance Plans

The below Software Assurance plans are available on the MyQ Partner Portal for MyQ Roger.

Software Assurance Premium Plus

- 2 hours initial response time for critical issues
- Partner portal access (support requests and SW updates available)
- 24/7 phone support for critical issues
- Remote desktop support
- Assistance with MyQ system remote installation and system upgrades on 2nd-level partner support
- Assistance with settings of related external systems on 2nd-level partner support
- Assistance with periodical system check on 2nd level partner support

Software Assurance Premium

- 4 business hours initial response time for critical issues
- Partner portal access (support requests and software updates available)
- Business hours phone support (9 – 17 CET (DST), excluding Czech public holidays) for critical issues
- Remote desktop support

Software Assurance Standard

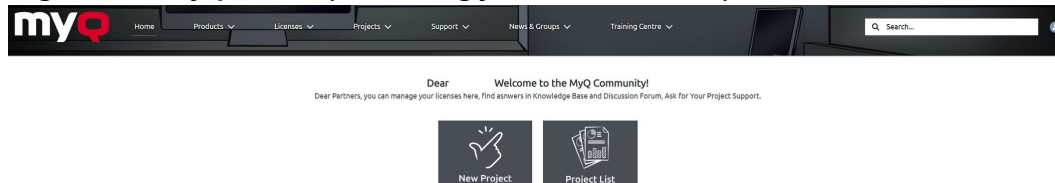
- Without Service License Agreement
- Partner portal access (support requests and software updates available)

 For more information about Software Assurance, visit [MyQ Community](#)⁷.

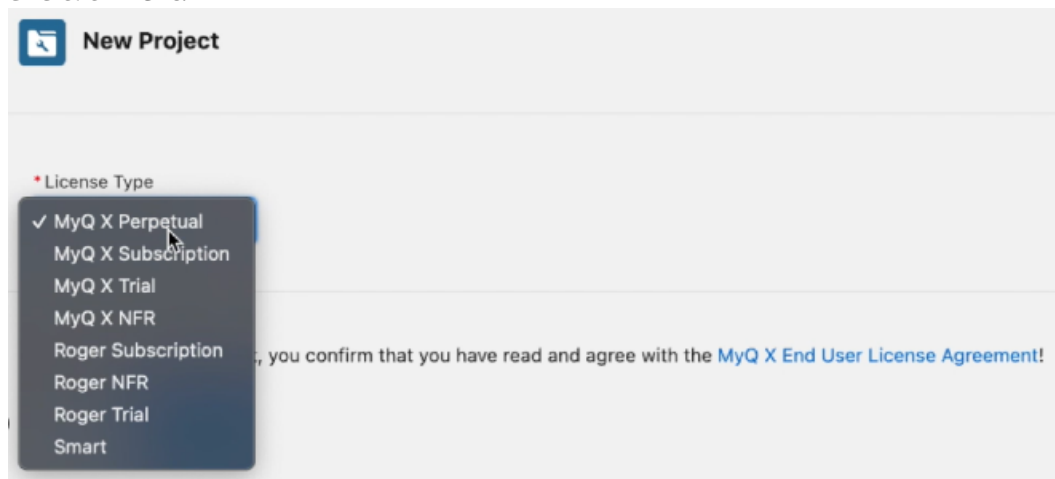
Ordering Licenses

Ordering is done via the [MyQ Partner portal](#)⁸.

1. Log in to the MyQ Partner portal using your Partner ID and password.



2. Click on **New Project**, select the Roger Subscription **License Type** from the drop-down, and click **Next**.



3. Fill in the following:
 - a. The **Project Name**,
 - b. Select the **Subscription Type** (Monthly, Yearly, Term),
 - c. Select the **Software Assurance Plan** (Standard, Premium, Premium Plus - described in detail [here](#)⁹)
 - d. Select a **Dealer** and **Channel** (If the Channel list is empty, please contact your MyQ Account Manager).
 - e. The customer information (Tenancy info, admin info). You can optionally add a **Description** as well.
4. Click **OK**.

7. <https://community.myq-solution.com/s/article/MyQ-Support-Support-Levels-SLA-Case-Priorities-Partners>

8. https://partners.myq-solution.com/s/login/?language=en_US

9. <https://community.myq-solution.com/s/article/MyQ-Support-Support-Levels-SLA-Case-Priorities-Partners>

New Roger Subscription Project

*Project Name Roger	*Tenancy Name test2	*Admin Contact Name
*Subscription Type Yearly	*Tenant Name test2	*Admin Contact Email rc.com
*Software Assurance Plan Standard	*Tenant Address dfc	*Admin Contact Email (confirmation) rc.com
*Dealer TEST DEALER 1	*Country Czech Republic	*Admin Contact Phone 156156
*Channel TEST INVOICE DEALER EUR PB		*Region
Responsible Person Email ro.com		
Description 		

By submitting this project, you confirm that you have read and agree with the [MyQ Roger Terms of Services](#) and [MyQ Roger Privacy Policy](#)!

5. In the **Project** tab, in the **Licenses** category, under **Software Licenses** click **Add new license group**, select the license type you want to add, and click **OK**.

Project | Details | Orders | Related | Project Price | Opportunities | Dashboard | Telemetry | Help

Project is open for placing new order. Add new licenses over plus button on the licenses tab.

Licenses | Installations

Software Licenses

Type of license
Roger Subscription
Type of subscription
Yearly

License group	Quantity	Available
Connected Devices	Unlimited	Unlimited

> Subscription

Add new licence

New licence

MyQ Roger DWA Base SaaS
MyQ Roger PRN
MyQ Roger MRC

6. In the pop-up window, add the number of licenses you want to order and click **OK**.

Project | Details | Orders | Related | Project Price | Opportunities | Dashboard | Telemetry | Help

Project is open for placing new order. Add new licenses over plus button on the licenses tab.

Licenses | Installations

Software Licenses

Type of license
Roger Subscription
Type of subscription
Yearly

License group	Quantity	Available
Connected Devices	Unlimited	Unlimited

> Subscription

Order of new licenses for MyQ Roger DWA Base SaaS

Number of new licenses:

Your order will be added to the Shopping Cart.

7. In the next pop-up window, select the duration of Software Assurance in months and/or years and click **OK**. Your order is now waiting in the **Shopping Cart**.

8. Click on the **Shopping Cart** category where you can view a summary of your order and finalize it.
9. To finish the order, click on the **I agree and want to PROCEED THIS ORDER** button. Confirm the order in the pop-up window by clicking **OK**.

Project Details Orders Related Project Price Opportunities Dashboard Telemetry Help

Go to shopping cart to process this order.

Licenses Installations Shopping Cart

▼ New order

Order number:

PO number:

Item code	Item description	Quantity	Unit Price	Total Price
MyQ-R-P001SAA...	MyQ Roger DIWA Base SaaS per MFD per Year	1	EUR	EUR
MyQ-R-P001PYV	MyQ Roger Premium Support per MFD per Year	1	EUR	EUR

Thank you for using MyQ Solution. We are happy that you have ordered new items. Your order will be forwarded for final approval by your channel approver. New items will be available when it is approved.

10. Before finalizing the order, you can copy the order's details in your clipboard by clicking **Copy order**, or you can cancel it by clicking **Cancel order**.

After you click the **I agree and want to PROCEED THIS ORDER** button, the order is sent to the responsible approver, and you also receive an email with information about who your order's approver is.

Once the order is finalized, it is not possible to add a new order to the project until the first one is approved.

1. You can view your project's details in the **Details** tab, and your orders list and status in the **Orders** tab.
If you click on an **Order ID**, you can view the order's details (specific items, their quantity, unit, and total price, etc.).
2. If you want to edit your project's details (project name, admin contact, description, etc.) you can click the **Edit project** button located at the bottom-right side in any tab and make the changes.

Add Licenses to an Existing Project

To add licenses to an existing project:

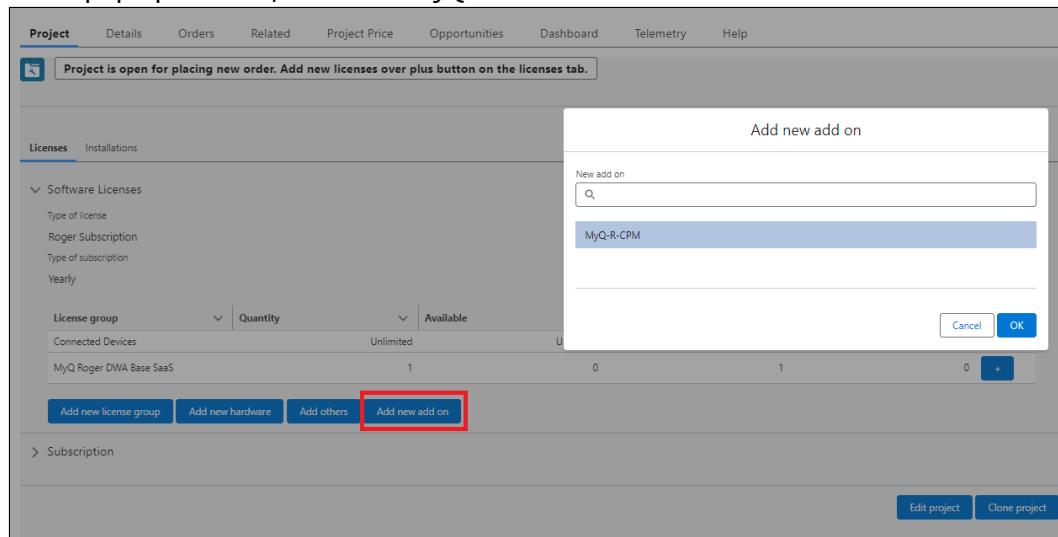
1. Log in to the MyQ Partner portal using your Partner ID and password.
2. Click on **Projects List** and **Search** for the Project you wish to add licenses to.
3. Click on the **Project Name** to expand the Project details.
4. Click on the plus (+) icon next to the edition you want to expand on.
(If you want to also add another license group.)
5. Click the **Add license group** button and select the license from the drop-down.)

6. In the pop-up window, add the number of licenses you want to order, and click **OK**.
The new licenses are added to the shopping cart, along with the software assurance license which is calculated until the end of support date.
7. Click on the **Shopping Cart** tab to review and finish the order.
8. Click **I agree and want to PROCEED THIS ORDER**.
Your order is sent to the responsible approver.

Order Add-ons

To order the **MyQ Roger CPM Module** add-on, you first have to have a mandatory MyQ Roger DWA Base SaaS license ordered and paid. After that is done:

1. Log in to the MyQ Partner portal using your Partner ID and password.
2. Click on **Projects List** and **Search** for the project with the paid MyQ Roger DWA Base SaaS license.
3. Click on the **Project Name** to expand the Project details.
4. Click on the **Add new add-on** button.
5. In the pop-up window, select the MyQ-R-CPM add-on and click **OK**.



The add-on licenses are added to the shopping cart.

6. Click on the **Shopping Cart** tab to review and finish the order.
7. Click **I agree and want to PROCEED THIS ORDER**. Your order is sent to the responsible approver.

Subscription Information

If you have selected a monthly subscription:

- Your subscription is automatically renewed, and your account is charged every 1st day of the upcoming month.
- You can view the subscription's expiration date in the **Licenses** tab, in the **Subscription** section.
- You can add licenses to your subscription at any time.
Your account will be charged on the 1st of the upcoming month.

- You can change the subscription type from monthly to annual in the **Licenses** tab.
- You can cancel your subscription before it expires.
- After expiration, you have 10 days to renew/extend your subscription.

If you have selected an annual subscription:

- You can add licenses to your subscription at any time. Your account will be charged in bulk for the remaining months of the annual subscription.
- You can change the subscription type from annual to monthly in the **Licenses** tab, on the last month of your annual subscription.
- You can cancel your subscription on the last month before expiration.
- After expiration, you have 10 days to renew/extend your subscription.

If you have selected a term subscription:

- You set the expiration date while creating your term subscription and then pay for the whole term.
- There is a discount if you buy 12+ months in bulk.
- You can view the subscription's expiration date in the **Licenses** tab, in the **Subscription** section.
- You can cancel your subscription before it expires.
- After expiration, you have 10 days to renew/extend your subscription.

Software Assurance

You can upgrade your Standard Software Assurance plan to the Premium one, and the Premium one, to the Premium Plus plan. Downgrading is not possible.

To change (upgrade) your Software Assurance plan:

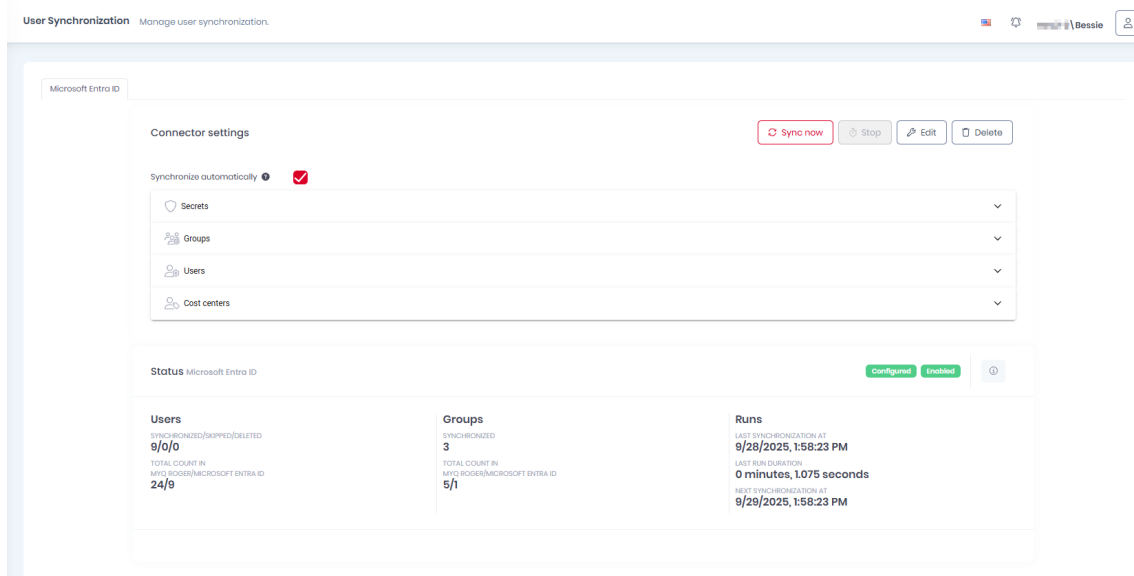
1. Log in to the MyQ Partner portal using your Partner ID and password.
2. Click on **List of Projects** and select the Project you wish to update.
3. In the **Licenses** category, under Software Assurance, click on the **Change Software Assurance Plan** button, select the new Software Assurance plan from the drop-down, and click **OK**.
4. Once you click **OK**, your order is confirmed and waiting for approval.

8.2 User Synchronization

In **Administration>User Synchronization**, the MyQ Roger administrator can manage user synchronization from external services.

Currently **Microsoft Entra ID** (renamed from [MS Azure Active Directory](https://learn.microsoft.com/en-us/azure/active-directory/fundamentals/new-name)¹⁰) is supported, and Google Active Directory is being developed and should be available in the foreseeable future.

10. <https://learn.microsoft.com/en-us/azure/active-directory/fundamentals/new-name>



The setup and configuration for the Microsoft Entra ID connector is described in [AD user synchronization](#) (see page 66).

- To synchronize users, use the **Sync now** button.
- To edit the connector settings, use the **Edit** button.
- To delete the connection, use the **Delete** button.
- To stop the synchronization, use the **Stop** button.

You can also view the status of the connection at the bottom of the page.

8.3 Price Lists

Price lists are being used to define and assess the prices of printing devices operations, such as price per printed color page, scanned pages, price per paper format, etc., which are necessary for monetary accounting.

⚠ Required Permissions

- Administration
 - Price lists
 - Create, Edit, and Delete

i Currently, there can only be one Price List per tenant. The Price List per printer profile is planned.

When creating a price list for the first time and there already are printers in your tenant, a message box appears to assign the price list to all the printers.

The default price list will be associated with all newly created printers.

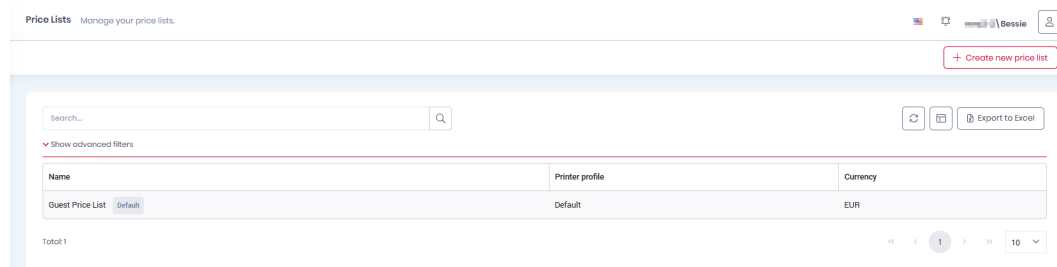
If a price list is assigned to a [printer group](#) (see page 43), that price list will replace the default one (in case there was a default price list set before creating the printer

group). Then, the default price list will only apply to printers that are not assigned to any printer groups.

The final job price is calculated as a sum of the price of the operation multiplied by the count of standard pages and the price of used paper multiplied by the count of sheets consumed. If there are multiple copies, the final price is multiplied by the number of copies as well.

8.3.1 Create a New Price List

- Go to **Administration>Price Lists**, in the upper-right corner, click **Create new price list**.



- In the new window, create a price list according to your needs:

Create new price list



General settings

Name *

Guest Price List



Default

Automatically assign to new printer

Currency *



Price per operation

Printing

Black & White *

0

Color *

0

Copy

Black & White *

0

Color *

0

Other

Scan *

0

Fax print *

0

Price per paper

A4 *

0

A3 *

0

A5 *

0

B4 *

0

B5 *

0

Folio *

0

Ledger *

0

Legal *

0

Letter *

0

Other *

0

Final price is calculated as a sum price of the operation multiplied by count of standard pages and the price of used paper multiplied by count of sheets consumed.

X Cancel

Save

In the **General settings** section:

- Add a **Name** for your price list.
- Choose the **Currency** of your price list.
- Select the *Basic* price list **Type** from the drop-down (the Advanced type is planned).
- In **Validity**, add the date range that you want this price list to be valid for.

In the **Price per operation** section, add prices for the following operations:

- Printing
- Black & White
- Color
- Copy
 - Black & White
 - Color
- Other

- Scan
- Fax print

In the **Price per paper** section, add prices for the following paper formats:

- A4
- A3
- A5
- B4
- B5
- Folio
- Ledger
- Legal
- Letter
- Other

When all information has been added,

- Click **Save** to apply your changes. A pop-up window asks you for confirmation and if you want to assign this price list to the default printer configuration profile.
 - Click **Yes** to create the price list and assign it as default.
 - Click **No** to create the price list without assigning it as default.

Your new price list appears on the list in **Administration-Price lists**.

8.3.2 Price List Management

In **Administration>Price Lists**, there is an overview of all your price lists.

- Search for a price list by typing in the **Search** field or by using the advanced search filters.
- Download an Excel file with all your price lists and their properties by clicking **Export to Excel** in the upper-right corner.
- Click **Actions** to **View**, **Edit**, or **Delete** a price list.

8.4 Universal Print by Microsoft

Microsoft Universal Print is a cloud-based print service that enables cloud-only printing for organizations. MyQ Roger integrates MS Universal Print and allows administrators to create a Universal Printer in Microsoft Azure and use it in their MyQ Roger tenant.



Limitations

- The Universal Printer must be created via the MyQ Roger web server.
- Only one Universal Printer per tenant is currently supported.

- To create a new Universal Printer in MyQ Roger, you must first delete the previous one. It is not enough to only delete the Universal Printer in MS Azure.
- Setting up a Pull-print printer (Universal Print Anywhere) from Azure can't be linked to or shared through a printer created by the MyQ Roger server.

8.4.1 Set up Universal Print

The creation and setup of Universal Print is done in the MyQ Roger web server, and requires the permissions **Microsoft Azure > Universal Print > Manage Printers**

1. In the MyQ Roger web server, go to **Administration > Universal Print by Microsoft**.
2. Under **Universal Print**, you can see a mini-guide listing all the steps you need to follow in order to set up a Universal Printer.
3. All the steps are in **Pending** status. As you go through them one by one, their status will be changing to **Success**.
4. The Universal Print Administrator needs to be authenticated in MS Azure Active Directory (AD) before they can start managing Universal Printers.
 - a. Click **Sign in with Microsoft**, and sign in on the Microsoft login page.
 - b. Next, grant tenant-wide admin consent on behalf of your organization in Microsoft Graph.
 - c. Click **Consents**, and sign in on the Microsoft login page. Then grant admin consent for your organization (more details can be found [here](https://docs.microsoft.com/en-us/azure/active-directory/manage-apps/grant-admin-consent)¹¹).
5. The final step is to create your Universal Printer. In the **Create a printer section**, fill in the below fields, and click **Save**:
 - **Display Name** - Add a name for the printer, that is going to be visible to your users.
 - **Model** - Add the printer's model.
 - **Manufacturer** (optional) - Add the printer's manufacturer.
 - After saving, the Universal Printer is created. The printer's certificate, default parameters, and sharing options are automatically established, but you can modify them in MS Azure if needed.

The Universal Printer appears on the List of Universal Printers in your MS Azure and can now be used by your MyQ Roger tenant users.

8.4.2 Add a Universal Printer on Windows

Once a printer has been set up on the MyQ Roger server, it can be shared with Azure users through the Azure platform.

Users can add the printer on any Windows computer that is part of the Azure domain.

11. <https://docs.microsoft.com/en-us/azure/active-directory/manage-apps/grant-admin-consent>

1. Go to **Printers and Scanners** and select **Add Device**. The computer will start searching for Universal Printers.
2. Locate the printer that was just created and click **Add Device**.

The universal printer is now added to the user's device, and jobs can be printed using the universal printer.

To view and release jobs, use the terminal on the **Universal Printers** tab.

8.5 Device Spooling

MyQ Roger offers flexibility when handling your print jobs. With **Client Spooling**, jobs are stored on your computer, keeping data on the local network but requiring the PC to be online for release. With **Cloud Spooling**, the printer downloads jobs directly from your cloud storage (Google Drive or OneDrive), which doesn't require your PC to be online but uses internet bandwidth.

Device Spooling provides a third, powerful option that combines the benefits of both. It is ideal for jobs printed from a computer where the computer's availability or internet bandwidth is a concern. It sends the job's data directly across the local network to the printer's hard drive, while the MyQ Roger server simply manages its status. The job then waits securely on the printer itself for you to release it.

This method provides unique advantages:

- **Computer-Independent Release:** release jobs printed from your PC even if it's later turned off or disconnected.
- **Bandwidth Savings:** keeps large jobs on the local network, saving internet bandwidth compared to Cloud Spooling.
- **Instant Printing:** the release is immediate as the job is already stored on the printer.

8.5.1 Availability

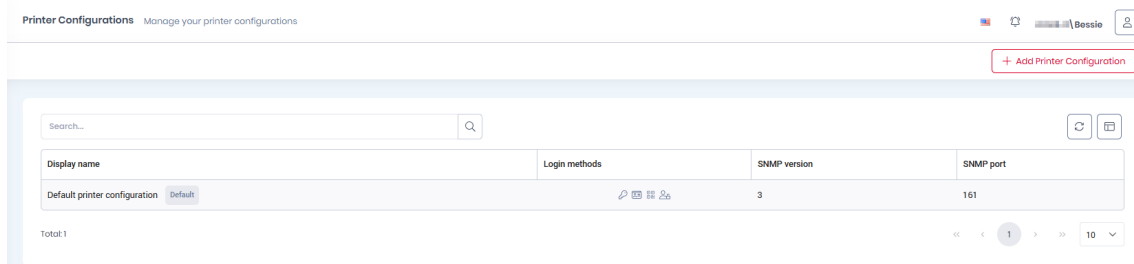
Device Spooling is available on the following terminals:

- MyQ Roger Kyocera CLASSIC
- MyQ Roger Kyocera NEW
- MyQ Roger Ricoh

 Device Spooling is not currently available on MyQ Roger HP devices.

8.6 Printer Configurations

In the MyQ Roger web server, go to **Administration>Printer Configurations** to manage your printer configurations.



Every tenant has a **Default printer configuration** profile (previously known as Device Settings). It contains multiple device settings such as login methods, SNMP settings, etc., and it is automatically assigned to all the printers in the tenant.

Administrators can create new printer configurations if a paid license with this feature is applied to the tenant.

The **Default printer configuration** cannot be deleted, however, if you have the option for multiple printer configurations, you can select which one will be the default.

8.6.1 Creating a New Printer Configuration



This option is only available if the paid MyQ Roger Cloud Print Management subscription edition is applied to the tenant.

- To create a new printer configuration, click **Create new printer configuration** in the upper-right corner.
In the pop-up window, configure the settings for your new printer configuration profile. Details for the various settings tabs can be found below.

Editing a Printer Configuration

- The MyQ Roger administrator can configure a printer configuration profile by clicking on it. There are multiple tabs with available settings. The configuration can be deleted using the trashcan symbol.

General Tab

In the **General** tab, the MyQ Roger administrator can:

- Change the **Name** of the printer configuration profile.
- Mark the profile as the **Default** configuration to be used. (This only applies to higher paid license where multiple printer configurations are available.)

Edit: Kyocera Printer Configuration

General Login Ready To Print SNMP Job Release Scanning Miscellaneous

Name *

☐ Default

 Cancel  Save

- Click **Save** to save your changes.

Deleting a Printer Configuration

To delete a printer configuration,

- Click **Actions** next to it and select **Delete**.
- Click **Yes** in the confirmation pop-up window.



Are you sure?
Do you really want to delete printer
configuration 'Kyocera Printer
Configuration'?

Yes

Cancel

8.6.2 Login Tab

In the **Login** tab, you can configure the **Allowed Login Methods** and the **Admin Mode**.

Edit: Default printer configuration
×

General
Login
Ready To Print
SNMP
Job Release
Scanning
Miscellaneous
Kyocera
Ricoch

Allowed Login Methods

☒ PIN*
☒ Cards*
☒ QR code*
☒ User Credentials

*Select at least one option

Admin Mode

PIN

9555

Administrative PIN to open the Admin Mode at devices

Default screen on terminals

QR code

Choose which login screen will be shown on terminal by default

× Cancel
Save

- Under **Allowed Login Methods**, check the boxes next to the login methods you want to set for your users (Select at least one option):
 - PIN*
 - Cards*
 - QR code*
 - User Credentials
- Under **Admin Mode**, set a PIN (1087 by default) to be able to use the Admin Mode on your devices.
- Under **Default screen on terminals**, choose which login screen (QR code by default) will be shown by default on your terminals (Note that each brand has different defaults for login screens and may not require further configuration).
 - PIN
 - Card
 - User Credentials
 - QR code
 - Last used screen
- Click **Save** to save your changes.

8.6.3 Ready to Print Tab

In the **Ready to Print** tab, you can configure the expiration period before device spooled jobs are deleted.

- In the **Expiration Period** field set the desired time in minutes.
The minimum is **10** minutes, and the default is **240** minutes.
- Click **Save** to apply your changes.

Edit: Default printer configuration
×

General
Login
Ready To Print
SNMP
Job Release
Scanning
Miscellaneous
Kyocera
Ricoth

Device Spooled Jobs Settings

Expiration Period:

240
Minutes

The expiration period for jobs spooled by a device before they are deleted.
10 minutes minimum

× Cancel
Save

8.6.4 SNMP Tab

⚠ If **SNMP** settings are incorrectly set, jobs might not be able to be released!

- ⚠** Since MyQ Roger Client for Windows patch 1, **SNMPv3** is used by default.
- To use SNMPv3, you have to properly define the settings in both the device and your tenant.
 - To set the SNMP to version 2 on your tenant without any further setup and release jobs easily.

If the settings are incorrect, MyQ Roger Client will not be able to find the printers and release jobs.

In the **SNMP** tab, you can configure SNMP.

- If you set the **SNMP Version** to **2**, no further settings are needed (unless you want to also change the **SNMP port**).

Edit: Default printer configuration

General

Login

Ready To Print

SNMP

Job Release

Scanning

Miscellaneous

Kyocera

General

SNMP Version

2

SNMP Port *

161

Cancel

Save

- If you set the **SNMP Version** to **3**, more settings become available:

Edit: Default printer configuration



General Login Ready To Print **SNMP** Job Release Scanning Miscellaneous

General

SNMP Version

3

SNMP Port *

161

Authentication

Protocol *

MD5

Username *

admin

Password *

Privacy

Protocol *

DES

Password *

Context

Add same as device

Cancel

Save

- In **Authentication**:

- Select an authentication **Protocol** from the list: **MD5, SHA1, SHA256, SHA384, SHA512.**
- Add the **Username** for the authentication.
- Add the **Password** for the authentication.

- In **Privacy**:

- Select a privacy **Protocol** from the list: **DES, AES128, AES192, AES256.**
- Add a **Password**.
- Add a **Context**.
This should be the same both here and on the device; otherwise, printing might be stopped.
Context is an identifier for the data being communicated and is added as an extra security step.

- Click **Save** to apply your changes.

8.6.5 Job Release Tab

In the **Job Release** tab, you can configure job release settings.

Create new printer configuration



General Login Ready To Print SNMP Job Release Scanning InstaPrint Miscellaneous

Job Release Settings

Protocol

IPPS

IPPS

Port

161

☒ Validate Trust

☒ Validate Hostname

- The protocols and validations include:
 - **Protocol** - Select between the **RAW** and **IPPS** protocols.
 - **Port** - Add the port for the selected protocol.
 - **Validate Trust** - Mark the checkbox if you want to validate certificates (only available in IPPS).
 - **Validate Hostname** - Mark the checkbox if you want to validate the hostname (only available in IPPS).
- Click **Save** to apply your changes.

8.6.6 Miscellaneous Tab

In the **Miscellaneous** tab, you can configure the number of recently used workflows to be displayed on the terminal.

- In the **Default recent workflows count** field, specify the number of recent workflows to display on the terminal.

Edit: Default printer configuration
×

General
Login
Ready To Print
SNMP
Job Release
Scanning
Miscellaneous
Kyocera
Ricoch

Miscellaneous settings

Default recent workflows count

Number of recently used workflows displayed on the terminal

× Cancel
Save

- Click **Save** to apply your changes.

8.6.7 Kyocera Tab

i The Kyocera tab is only visible if your tenant has a Kyocera printer.

In the **Kyocera** tab, you can configure the time to keep the session on a terminal active when the terminal is not responding.

- In the **User inactivity period on the terminal before the timeout occurs** field add the desired time (in seconds). The default is **300** seconds.

Edit: Default printer configuration

×

General

Login

Ready To Print

SNMP

Job Release

Scanning

Miscellaneous

Kyocera

Ricoh

Kyocera

User inactivity period on the terminal before the timeout occurs:

30

Seconds

How long to keep the terminal session alive after it becomes inactive

×

Cancel

Save

- Click **Save** to apply your changes.

8.6.8 Scanning Tab

In the **Scanning Tab** you can configure the **Scan to email settings**.

Edit: Default printer configuration

×

General

Login

Ready To Print

SNMP

Job Release

Scanning

Miscellaneous

Kyocera

Ricoh

Scan to email settings

Preferred delivery method

Cloud REST API

▼

For users without cloud e-mail access

Use device SMTP

▼

Configure the scan to e-mail settings at the device

×

Cancel

Save

Select a **Preferred delivery method** and a secondary method **For users without cloud e-mail access**.



To use Cloud REST API the user must have their OneDrive connected in their Settings. For more information, see [My Settings](#) (see page 113).

8.6.9 Ricoh Tab



The Ricoh tab is only visible if your tenant has a Ricoh printer.

In the **Ricoh** tab you can enable/disable and edit the **Admin sender email** when scans are sent to email via a Ricoh device. This is the email which scans sent from the device will be shown to be sent from.

- If **Use Admin sender email** is enabled and the **Sender email** is not edited, the device admin email will be used.
- If **Use Admin sender email** is enabled and the **Sender email** is edited, the specified email is used.

Edit: Default printer configuration



General

Login

Ready To Print

SNMP

Job Release

Scanning

Miscellaneous

Kyocera

Ricoh

Ricoh



Use Admin sender email

Sender email

sender@mycompany.com

✕ Cancel

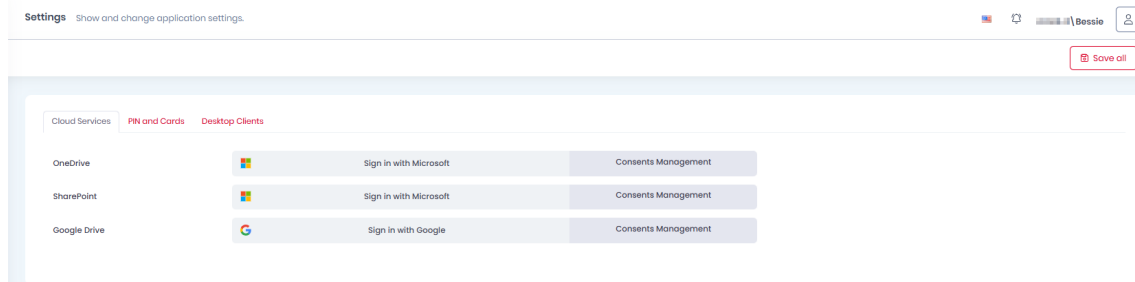
💾 Save

8.7 My Settings

Go to **Administration>My Settings** to manage Cloud Services settings and settings related to PIN and cards.

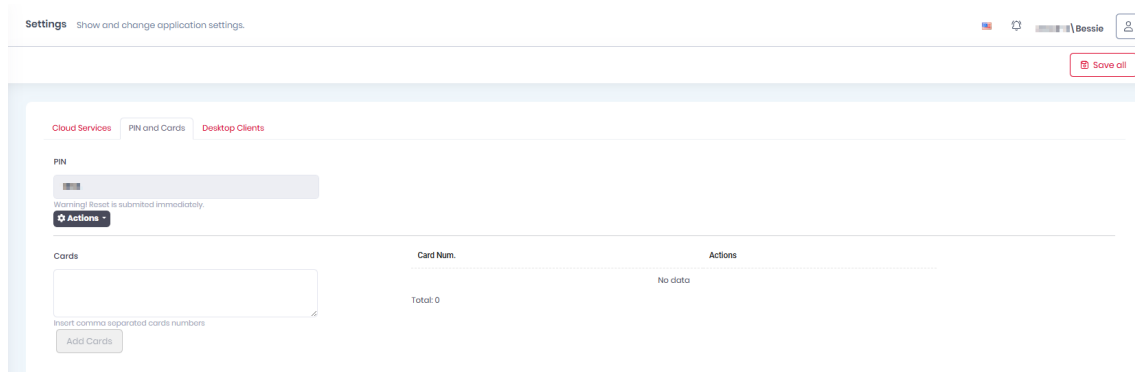
8.7.1 Cloud Services

In the Cloud Services tab, sign in to your cloud services and manage consents.



8.7.2 PIN and Cards

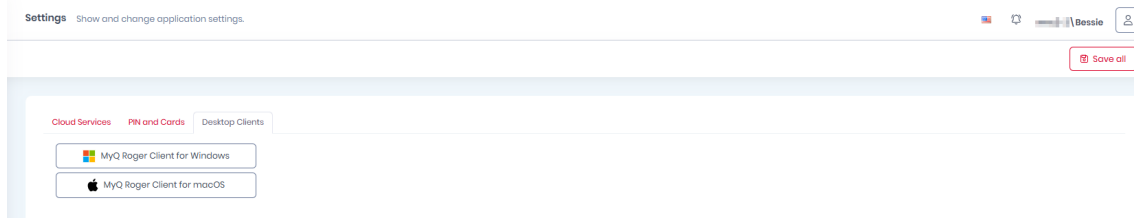
In the PIN and Cards tab users can reset their own PIN and add or delete Cards, if they were granted the necessary permissions by the administrator (**Administration>PIN and Cards>Add Cards**, or **>Delete Cards**, or **>Reset PIN**).



- To reset the PIN,
 - Type the new one in the **PIN** field, click **Actions**, and then **Reset PIN**. The reset happens immediately.
- To add new cards, type the card numbers, separated by comma (,)
 - In the **Cards** field and then click **Add Cards**.
 - Click on the **Save all** button in the upper-right corner to save your changes.
- To delete a card,
 - Click on **Actions** next to the card and then **Delete**.
 - Click on the **Save all** button in the upper-right corner to save your changes.

8.7.3 Desktop Clients

From **Administration>My Settings>Desktop Clients** users can download the default version of Desktop Client for Windows or macOS. More information is available in [Desktop Clients](#) (see page 45) (this option may not be visible depending on your license type).

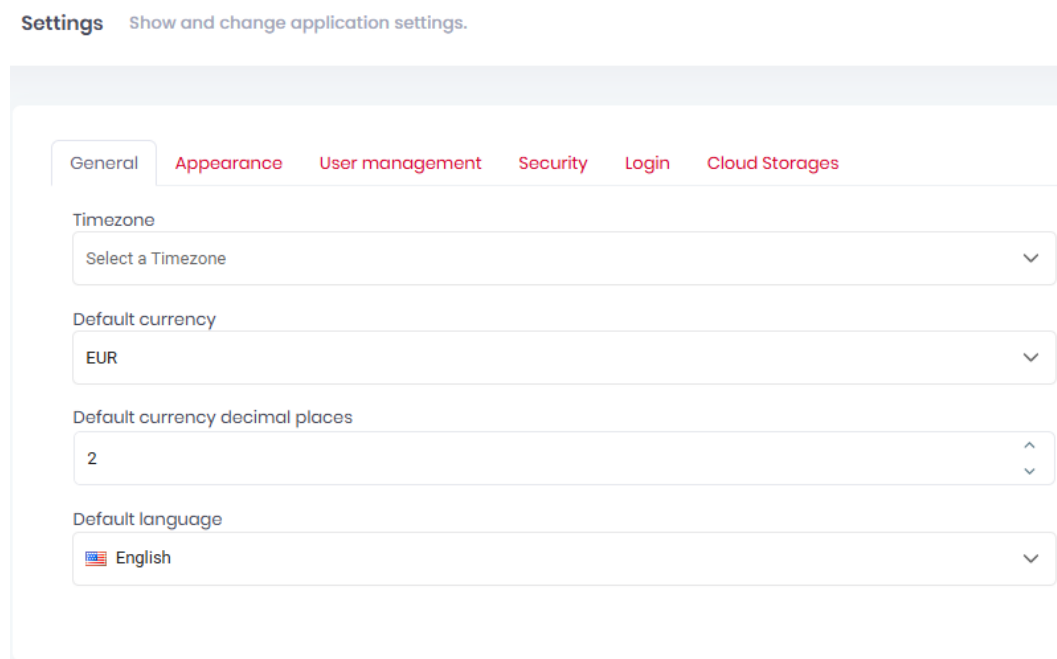


8.8 Settings

In the MyQ Roger web server, go to **Administration>Settings** to manage general application settings.

8.8.1 General Tab

- In the **General** tab, you can configure the following settings:



- **Timezone** - Select a timezone from the drop-down menu.
- **Default currency** - Select a currency from the drop-down menu.
- **Default currency decimal places** - Set the number of digits to be used after the decimal point.

- **Default language** - Select a language from the drop-down. The selected language is going to be used on MyQ Roger embedded terminals. Consult the relevant brand guides for any further configuration.



To change the language of the MyQ Roger web server UI, click on the flag in the main ribbon.

- Click **Save all** in the upper-right corner to apply your changes.

8.8.2 Appearance Tab

In **Administration>Settings**, in the **Appearance** tab, you can choose to enable or disable the avatar (Bessie) across all platforms, and you can upload a new logo to replace the MyQ Roger web server UI logo (in the upper-left corner).

- Enable or disable **Show avatar** to choose whether or not to see the Bessie avatar in the web, mobile app, terminal, and desktop clients.
- To set a custom application logo,
 - Click **Choose a file** to browse for your new logo file. The file should be in JPG/JPEG/PNG/GIF format with a maximum 30KB size and 139x35 pixel resolution.
 - Once done, click **Upload** and then click **Save all** in the upper-right corner to apply your changes.
 - Click **Clear** to remove the uploaded file and revert to the default MyQ Roger logo.

8.8.3 User Management Tab

In **Administration>Settings**, in the **User management** tab, you can manage the following user-related settings:

The screenshot shows the 'User management' tab selected in the settings interface. The tabs at the top are General, Appearance, User management (active), Security, Login, and Cloud Storages. The settings are organized into sections:

- Form-Based Registration**: A checkbox 'Allow users to register to the system.' is unchecked. A note below states: 'If you disable this, users will only be added by admin using user management page.'
- Cookie consent**: A checkbox 'Cookie consent enabled' is checked.
- Session Timeout Control**: A checkbox 'Session Time Out Control Enabled' is unchecked.
- Other Settings**: Two checkboxes are present: 'Email confirmation required for login.' (unchecked) and 'Include desktop client download links in welcome email' (checked).
- Anonymization period**: A dropdown menu is set to '30'. A note below states: 'How many days after deletion is the user anonymized. After anonymization, full restore of user is not possible anymore.'
- Profile**: A checkbox 'Allow users to use Gravatar profile picture' is checked.

- The **User management** settings include:
 - **Form-Based Registration** - Mark the **Allow users to register to the system** checkbox to allow self-registration. If unchecked, users can only be added by the MyQ Roger administrator.
 - **Cookie consent** - Mark the **Cookie Consent** checkbox to display the cookie consent message.
 - **Session Timeout Control** - Mark the **Session Time Out Control** checkbox to terminate a session after a specific time.
 - **Other Settings** -
 - Enable the **Email confirmation required for login** checkbox to confirm their email address before logging in.
 - Enable **Include desktop client download links in welcome email** to include links to your default versions of Desktop Client in all welcome emails. Learn more about this option in [Desktop Clients \(see page 45\)](#) (this option may not be visible depending on your license type).

- **Profile** - Mark the **Allow users to use Gravatar profile picture** checkbox so users can [use Gravatar for their profile picture](#) (see page 21).
- **Anonymization period** - allows you to select how many days after deletion a user is anonymized.
- Click **Save all** in the upper-right corner to apply your changes.

8.8.4 Security Tab

In **Administration>Settings**, in the **Security** tab, you can manage MyQ Roger's security settings, and then use **Save all** in the upper-right corner to save your changes.

Password complexity

- In the **Password complexity** section, specify the security options for the password:

The screenshot shows the 'Security' tab in the MyQ Roger settings. The 'Password complexity' section is active. It features a 'Use default settings' checkbox which is checked. Below this are four unchecked checkboxes: 'Require digit', 'Require lowercase', 'Require non-alphanumeric', and 'Require uppercase'. At the bottom of the section, there is a 'Required length' input field containing the number '3'.

- **Use default settings** - Check the box to use the default security settings (all boxes checked, required length = 8).
- **Require digit** - Check the box so that the password must contain digits.
- **Require lowercase** - Check the box so that the password must contain lowercase values.
- **Require non-alphanumeric** - Check the box so that the password must contain special characters (*,%,#, etc.).
- **Require uppercase** - Check the box so that the password must contain uppercase values.
- **Required length** - Specify the minimum password length.

PIN Settings

PIN settings

PIN length

4

Minimal length of PIN

PIN density

20

When density of all PINs reaches this level, the length of all new PINs will be increased by 1

- **PIN length** - Set a number for the minimal PIN length.
- **PIN density** - Set the percentage for PIN density. When the density of all PINs reaches this level, the length of all new PINs will be increased by 1.

User Lock Out

User Lock Out



Lock the user account after a number of failed login attempts

Maximum number of failed login attempt count before locking the account

9

The range should be between 1 and 20.

Account locking duration (as seconds)

10

The range should be between 1 and 86400.

- **Lock the user account after a number of failed login attempts** - Check the box to enable user account lockout. If enabled, the following settings become available.
- **Maximum number of failed login attempt count before locking the account** - Specify the number of the failed login attempts before the account is locked.
- **Account locking duration (as seconds)** - Specify the amount of time the account is locked for (in seconds).

Two Factor Login

Two Factor Login



Enable two factor user login.

This option is available only for accounts hosted internally. Accounts using external authentication (like Google, Facebook, etc.) rely on their own 2FA settings.



Allow to remember browser. If you allow this, users can select to remember browser to skip second time two factor login for the same browser.

- The **Two Factor Login** section is visible only if the **Host administrator** (global admin for all tenants) has globally enabled two-factor authentication. For further details, check [Two-Factor Authentication](#) (see page 17).

Cloud Storages

Cloud Storages

- ☒ Allow users access cloud storage in device when weak PIN authentication is used.

- In the **Cloud Storages** section, mark the checkbox if you want to **Allow users access cloud storage in device when weak PIN authentication is used**.

8.8.5 Login Settings Tab

In **Administration>Settings** in the **Login** tab, you can alter the login methods.

The screenshot shows the 'Login' tab selected in the 'Administration>Settings' menu. Under the 'Login methods' section, there are four checkboxes, all of which are checked:

- ☒ Sign in with MyQ.
- ☒ Sign in with Apple.
- ☒ Sign in with Google.
- ☒ Sign in with Microsoft.

Below the checkboxes, a note states: 'This selection disables login methods for the web, desktop client, and mobile application interfaces. For embedded terminal login methods, please refer to the settings under "Printer Configurations".'

These login methods are used for the web, desktop client, and mobile application interfaces.

8.8.6 Cloud Storages Tab

-  Please be aware that MyQ Cloud Storage is a preview feature available until December 31, 2025. During this period, storage is limited to 100GB per tenant per month. Starting January 1, 2026, additional fees may apply for the continued use of this feature.

In **Administration>Settings**, in the **Cloud Storages** tab, you can manage cloud storage settings.

[General](#) [Appearance](#) [User management](#) [Security](#) [Login](#) [Cloud Storages](#)

Google Drive

☒ Use Google Drive Folder Cache

SharePoint

☒ List followed sites only

Access to Third-Party Cloud Storage

☒ Allow third-party cloud storage for managed users
Synced users can use third-party storage.

☒ Allow third-party cloud storage for non-managed users
Non synced users can use third-party storage.

MyQ Cloud

☒ Store print jobs in MyQ Cloud

Limit the maximum file size (MB)

^
v

Used this month: 246 MB / 10 GB

- In the **Google Drive** section, you can enable or disable the **Google Drive Folder Cache** feature.
- In the **SharePoint** section you can choose to **List followed sites only**.
- In the **Access to Third-Party Storage** section, you can select which types of users have access to third party storage such as Google Drive. **Managed users** are those synced from Entra ID, **non-managed users** are those created via another method.
- In the **MyQ Cloud** section you can enable or disable the storage of jobs in the MyQ Cloud and limit the maximum file size. Read more about MyQ Cloud storage for macOS or Windows.

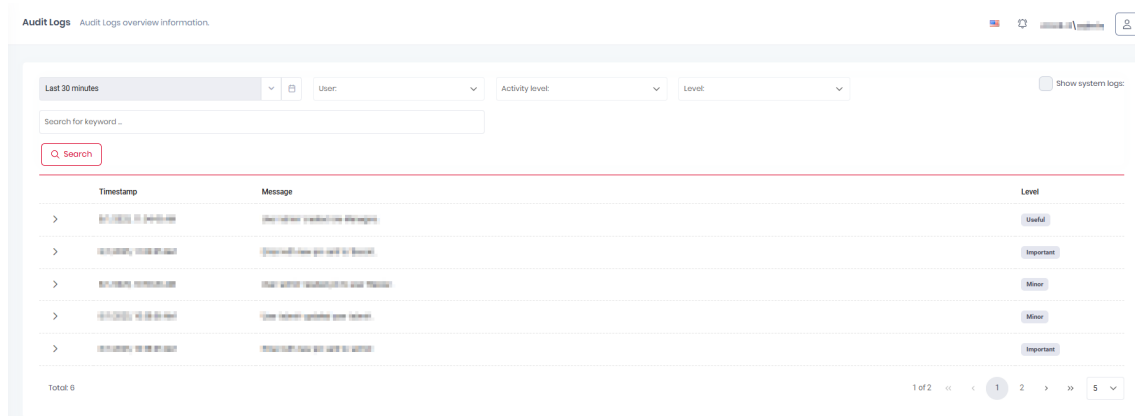
9 System

Under **System** in the left-side menu, the MyQ Roger administrator can:

- View MyQ Roger [audit logs](#) (see page 121).
- View MyQ Roger [application version information and find helpful links](#) (see page 122).

9.1 Audit Logs

In **System>Audit Logs**, the MyQ Roger administrator has a full overview of MyQ Roger audit logs.

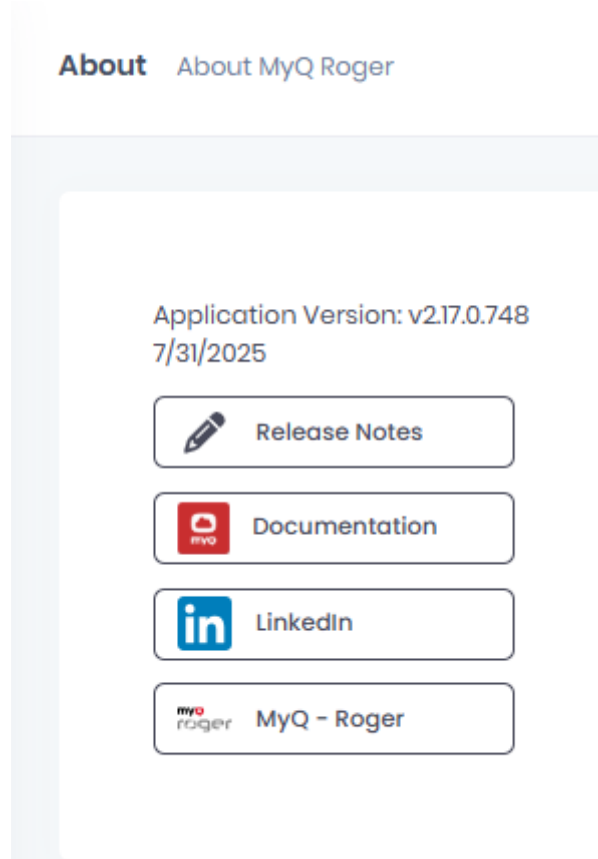


You can search for a specific log by:

- Typing a keyword in the **Search for keyword** field and clicking **Search**, or you can further refine your search with the following:
 - Choose a time from the time drop-down or click on the **calendar icon** to select a specific date.
 - Choose a specific user from the **User** drop-down.
 - Choose from the **Activity level** drop-down:
 - Important
 - Noteworthy
 - Useful
 - Minor
 - Trivial
 - Choose a severity **Level**:
 - Debug
 - Information
 - Warning
 - Error
 - Fatal
 - Mark the **Show system logs** checkbox.
- Clicking on any displayed log displays additional log details.

9.2 About

In **System>About**, you can find information about the MyQ Roger application version you are using, as well as the following helpful links:



- [Release Notes](#)¹² - Link to the Release Notes page in the MyQ Roger online documentation.
- [Documentation](#)¹³ - Link to the MyQ Roger Server Administration guide in the MyQ Roger online documentation.
- [LinkedIn](#)¹⁴ - Link to MyQ's LinkedIn page.
- [MyQ Roger](#)¹⁵ - Link to the MyQ Roger website.

12. <https://redirect.myq.cz/?id=roger.server.releaseNotes>

13. <https://redirect.myq.cz/?id=roger.server.help>

14. <https://www.linkedin.com/company/myqsolution/>

15. <https://redirect.myq.cz/?id=roger.webSite>

10 Troubleshooting

The following section can help you to troubleshoot common problems when using MyQ Roger, obtain logs, and complete the correct procedures when accessing support.

10.1 Basic Networking

The following network connectivity must be open to allow the communication required by individual MyQ Roger and 3rd party services.

Choose the MyQ Roger server depending on your region (EU, EU2, US).

Any sub-addresses must be allowed too (for example not only <https://eu.roger.myq.cloud>¹⁶ but also <https://eu.roger.myq.cloud/web>).

PC with MyQ Roger Client (MRC)			
Target	Hostname	Protocol	Port
MyQ Roger server	https://eu.roger.myq.cloud https://eu2.roger.myq.cloud https://us.roger.myq.cloud	HTTPS	443
Region discovery	https://discovery.myq.cloud/regions	HTTPS	443
Event Bus	amqps://eu.amqp.myq.cloud amqps://eu2.amqp.myq.cloud amqps://us.amqp.myq.cloud	AMQP	5671
Printer SNMP	Printer hostname	SNMP	161, 162
Printer Job release	Printer hostname	RAW IPPS Device spooling RAW	9100 10012 10012
Login via Microsoft	https://learn.microsoft.com/en-us/microsoft-365/enterprise/urls-and-ip-address-ranges?view=o365-worldwide		
Login via Google	Please check Google's requirements https://support.google.com/a/answer/2589954		

¹⁶ <https://eu.roger.myq.cloud/>

Printer			
Target	Hostname	Protocol	Port
MyQ Roger server	https://eu.roger.myq.cloud https://eu2.roger.myq.cloud https://us.roger.myq.cloud	HTTPS	443
Region discovery	https://discovery.myq.cloud/regions	HTTPS	443
Event Bus	amqps://eu.amqp.myq.cloud amqps://eu2.amqp.myq.cloud amqps://us.amqp.myq.cloud	AMQP	5671
Terminal log upload	mrgstorageaccount.blob.core.windows.net rgeu2st.blob.core.windows.net rguse2storageaccount.blob.core.windows.net	HTTPS	443
Microsoft Universal Print	https://*.print.microsoft.com/	IPPS?	443
MyQ Roger Mobile App			
Target	Hostname	Protocol	Port
MyQ Roger server	https://eu.roger.myq.cloud https://eu2.roger.myq.cloud https://us.roger.myq.cloud	HTTPS	443
Region discovery	https://discovery.myq.cloud/regions	HTTPS	443

10.2 Status of MyQ Roger Services

You can view the real-time status of MyQ Roger components here <https://status.myq.cloud/>.

Check live and historical data related to MyQ Roger system's performance and see if there is a planned or unplanned outage or scheduled maintenance. From the main status page, you can:

- View the current status.
- Review past incidents.
- Subscribe to updates.

The **Service Status** link on any page returns you to the main status page.

myo roger Service Status

History Manage Subscription Subscribe

All systems are go!

Past 30 days Uptime

EU DataCenter	100%	✓	🔔
EU2 DataCenter	99.98%	✓	🔔
US DataCenter	100%	✓	🔔
Landing Page	99.99%	✓	🔔
Discovery	100%	✓	🔔
Telemetry	100%	✓	🔔

Recent Notices...

Resolved
Ended: 12:22 UTC - 11 March 2025

EU2 RabbitMQ Unexpected Downtime

⚠ Uptime Impact: 13 minutes and 44 seconds

We are currently investigating the issue. Updates will be shared as soon as possible.

EU2 DataCenter

Resolved
Ended: 11:45 UTC - 11 March 2025

Landing Page Acting Up? No Worries!

⚠ Uptime Impact: 1 minute and 4 seconds

🔔 We've noticed that our landing page might not be loading correctly. Our monitoring system has flagged a potential issue, but don't worry—this doesn't affect...

10.2.1 Current Status

There is information about each datacenter (EU, EU2, US) and its components at the top of the page. You can select your corresponding datacenter and click the plus (+) icon next to its name to expand it and view each component. If there is downtime, it will be marked.

EU DataCenter	100%	✓	🔔
EU2 DataCenter	99.98%	✓	🔔
US DataCenter	100%	✓	🔔

Expanding DataCenter Details

- To expand any Datacenter's details, click on the + (plus) icon next to the DataCenter or click on the **Percent value**. Each DataCenter displays the status of its **Web Site**, **API** and **AMQP** services.

⊖ EU DataCenter

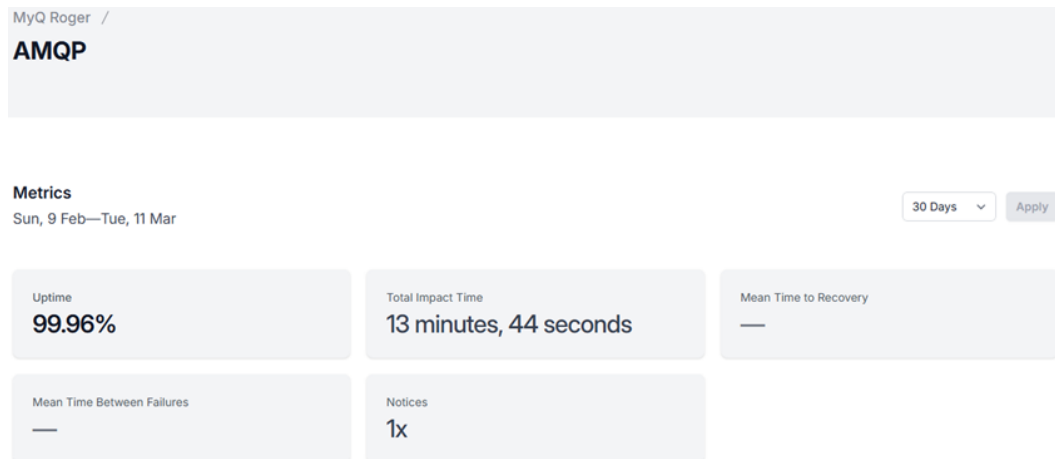
Web Site	100%	✓	🔔
API	100%	✓	🔔
AMQP	100%	✓	🔔

- To collapse this list, click on the - (minus) icon next to the **DataCenter**.

Viewing DataCenter Details

To expand the details for any DataCenter:

- Click on any **Percent value** for either **Web Site**, **API** or **AMQP** to go to a MyQ Roger page for that entry, which displays the Metrics for that service (30 days by default).



2. Click on the time value and select of the following:

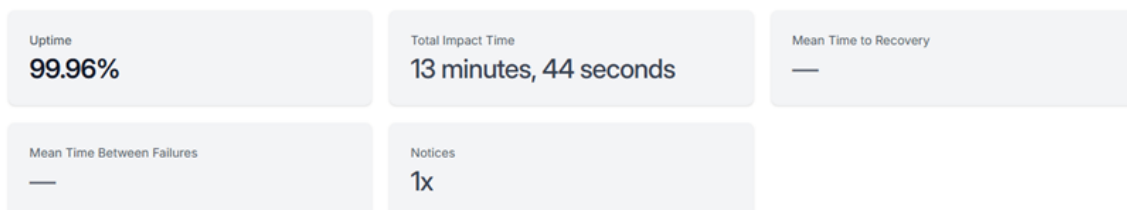
- 7 Days
- 30 Days
- 3 Months
- 6 Months
- 1 Year
- Custom

To specify a different time value, click **Custom**.

3. Once a time range has been specified, click **Apply** to filter the metrics for that DataCenter.

Viewing Additional Metrics

Click on any **Percent value** for either **Landing Page**, **Discovery** or **Telemetry** takes you to the MyQ Roger page for that entry, displaying the Metrics for the time range (by default 30 days).

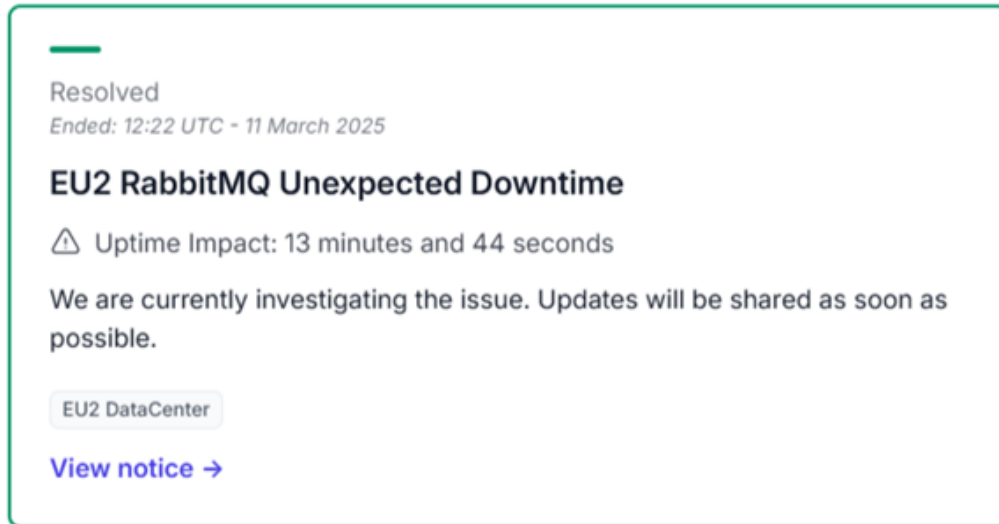


The metrics for **Landing Page**, **Discovery** or **Telemetry** include:

- **Uptime:** By percentage
- **Total Impact Time:** In minutes and seconds.
- **Mean Time to Recovery:** In minutes and seconds.
- **Mean Time Between Failures:** In days and hours.
- **Notices:** This value indicates how many incidents have occurred in this period.

10.2.2 Recent Notices

On the main status page, beneath the component statuses, there are panels with summaries of recent incidents. Clicking inside any incident panel displays additional details about that incident.



The details include:

- The incident status (for example, **Resolved/Unresolved**).
- The time and date of the status update.
- The incident name (for example, **EU2 RabbitMQ Unexpected Downtime**).
- The **Uptime Impact** duration in hours, minutes and seconds.
- A brief description of the issue.
- The affected component/s (for example, **EU2 DataCenter**).
- A link to view all available details of this incident.

Recent Incident Details

To view details, click **View notice** to see the incident summary. The **Incident Summary** page includes:

myq roger Service Status

MyQ Roger /

EU2 RabbitMQ Unexpected Downtime Resolved

⚠ Uptime Impact: 13 minutes and 44 seconds

Resolved

Incident Summary

- **Date:** Today
- **Duration:** 12:40 - 13:20 (Time Zone)
- **Impact:**
 - RabbitMQ services experienced memory depletion, leading to the locking of virtual host exchanges.
 - Connections to port 5671 contributed to instability, exacerbating the failure.
 - Removing the load balancer to mitigate issues resulted in visible downtime for customers.

We sincerely apologize for the disruption this caused. We understand the importance of service availability and deeply regret any inconvenience to our users and teams.

Affected components

- EU2 DataCenter
- AMQP

Resolution

- Resolution status (for example, **Resolved**).
- **Incident Summary**
 - **Date** of the incident.
 - **Duration** in hours and minutes (with specified Time Zone)
 - **Impact:** A description of the incident.
- **Affected components**
 - The name of the DataCenter and its component(s) (for example: **Web site/API/AMQP**).

Additional incident information follows:

- **Resolution**
- **Root Cause Analysis**
- **Corrective & Preventive Measures**

10.2.3 Previous Notices

At the bottom of the main status page is the **Previous Notices** section, which shows the time and date of the last incident, as well as a link to go to the History page for all previous incidents.

Previous Notices

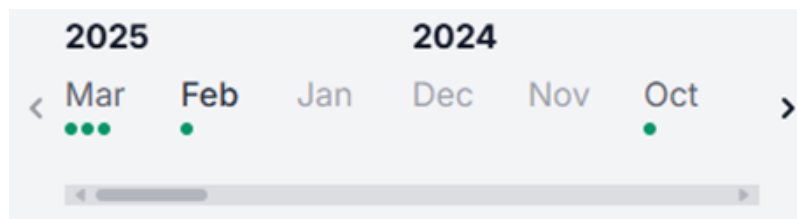
Last incident at 12:22 UTC - 11 March 2025

[History for MyQ Roger →](#)

Click the **History for MyQ Roger** link to see the older incidents.

The screenshot shows the 'History' page for 'MyQ Roger'. At the top right, there is a calendar for 2025 with months from Mar to Oct. Below this, the page is titled 'March 2025'. Under the heading '11 March 2025', there are two incident cards. The first card, titled 'EU2 RabbitMQ Unexpected Downtime', shows it was resolved, ended at 12:22 UTC on 11 March 2025, with an uptime impact of 13 minutes and 44 seconds. It includes a 'View notice' link and a 'DataCenter' tag. The second card, titled 'Landing Page Acting Up? No Worries!', shows it was resolved, ended at 11:45 UTC on 11 March 2025, with an uptime impact of 1 minute and 4 seconds. It includes a 'View notice' link and a 'Landing Page' tag.

Appearing at the top right of the History page is a calendar. Here, you change the month being viewed (the green dots indicate incidents for that month, greyed out months do not have any incidents), You can use either the arrow buttons (< or >) or use the scroll bar to move the range.



10.2.4 Subscribe to Updates

To receive service status notifications:

1. Click the **Subscribe** in the top right corner, enter your Email address, and click **Start subscription**. You are informed that a secure link has been emailed to you.
2. Open the email and click on the **Sign in to MyQ Roger** button, which opens a new tab with the main service status page displaying your user icon at the top.
3. Clicking **Already subscribed?** takes you to the **Find Your Subscription** panel.
4. To manage an existing subscription, click the **Manage Subscription** link at the top right to display the **Find Your Subscription** panel. Enter your Email address and click **Find Subscription**. The **Check Your Inbox** panel displays informing you that a secure link has been emailed to you to manage your preferences.

Subscription Preferences

After you are subscribed, there is a menu beside your user icon, which displays **Preferences** and a **Sign out** option.

1. Click **Preferences** to choose via which channels you would like to receive notifications. The following services are available: Slack, Microsoft Teams, or Google Chat.

How would you like to be notified?

 Email
jg.keszler@gmail.com 

 Slack

 Microsoft Teams

 Google Chat

Subscribe to other services using the bell icon on the subscribe button on the status page.



2. Enable any or all of the following services for your notifications. Complete the necessary details for whichever services you require. Click **Done** when finished.
3. If you no longer require notifications, click **Unsubscribe completely** and then confirm in the dialog box that appears.



Unsubscribe Completely?

You'll no long receive any status updates from MyQ Roger, are you sure?

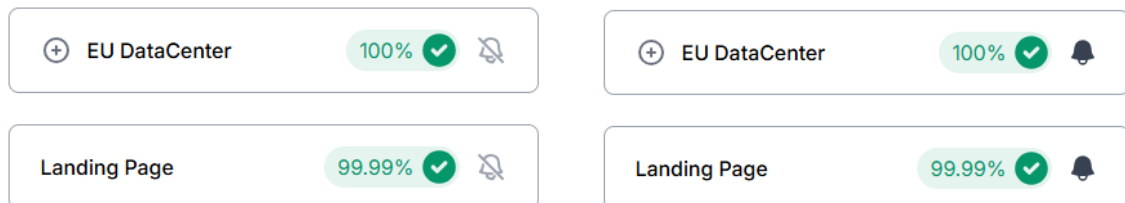
Yes, Unsubscribe Completely

Cancel

Subscribe to Select Components

Before subscribing or at any point after subscription you can choose which components to receive notifications about.

1. From the main status page, click the bell icon beside any service, to turn notifications on or off.



2. After selecting the desired components, click Save **Changes**.

10.3 Scans to Email Not Delivered

Scans to email are sent directly from the machine to the customer's SMTP server. If you are not receiving scans to your email, there might be an issue with this connection.

Please note that scans to OneDrive, Google Drive or Box are sent directly to the cloud storage and are not routed via an SMTP server.

To verify the connection to your SMTP server,

- You can use the device's native test function to narrow down if the issue is caused by MyQ Roger or directly by the machine or the SMTP Server.

The Test result should be OK. If not, it means the device cannot access your SMTP server.

- Check the address, username and password, TLS settings or logs from the SMTP server itself.

10.3.1 Kyocera

1. Open the **Command Center RX** at the device address and go to **Function Settings>E-mail**.
2. Tap the **Test** button to the right of **Connection Test**.

Function Settings : E-mail

SMTP

SMTP Protocol : On

Note : Settings must be made in SMTP (E-mail TX).
Protocol

SMTP Server Name : smtp.company.com

Note : To specify the server name by domain name, set DNS server. TCP/IP

SMTP Port Number : 465 (1 - 65535)

SMTP Server Timeout : 15 seconds

Authentication Protocol : On

Authentication as : Other

Login User Name : smtp_user@company.com

Login Password :

SMTP Security : TLS

Note : Make settings here. Protocol

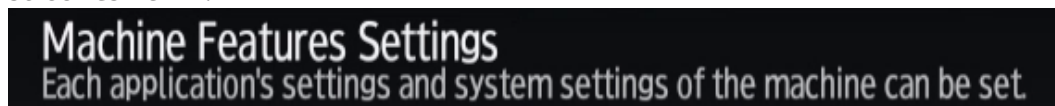
Connection Test : **Test**

The result should be “Connection OK”.

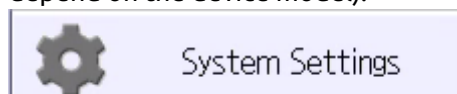
10.3.2 Ricoh

Ricoh devices don't seem to have an option to test a SMTP connection on their Web UI; however, there is another option on the device panel.

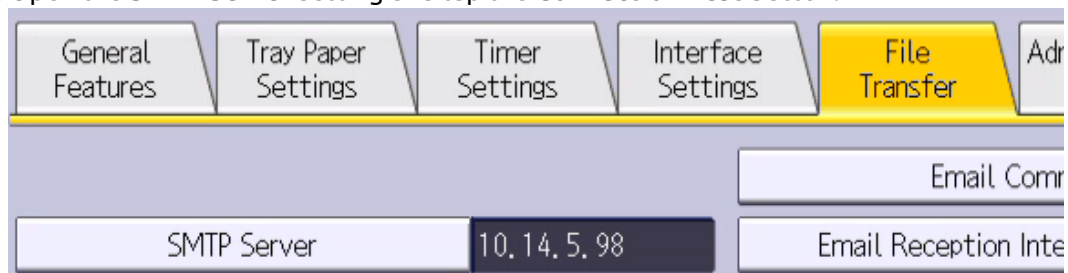
1. Use the **Admin** menu to disable the MyQ Roger application and open the **native device** screen as Admin.

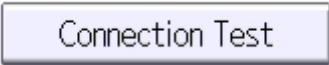


2. Navigate to **Settings>System Settings** and then **e-mail settings** (exact location will depend on the device model).



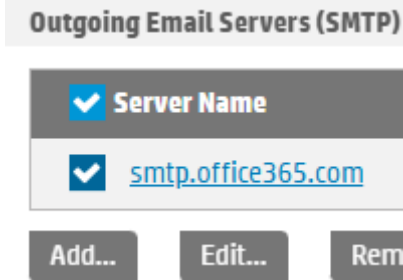
3. Open the **SMTP Server** setting and tap the **Connection Test** button.





10.3.3 HP

1. Login as administrator to the machine's Web UI and navigate to **Scan to Email Settings>Default Job Options**.
2. Select your **SMTP server** and tap **Edit**.



3. Continue with **Next** buttons to the very end of the setup where is the option to **Send Test Email**.



10.3.4 Panel Scan Test

If the test connection is OK but the emails from MyQ Roger still don't arrive, try the scan directly from the machine.

- After logging a user in MyQ Roger, use the **Unlock panel** function (or using the **Admin** menu to login as **Admin**). This will open the native environment of the printer.
- Do a scan and have it sent to your email. This scan is sent directly from the machine to your email, via the SMTP server.

If the email doesn't arrive, the issue is likely with the SMTP server or the mailbox itself. On the other hand, if the email does arrive, there might be some issue with MyQ Roger. In that case, please raise a ticket with the MyQ Roger Support team.

10.4 Getting Logs and Contacting Support

10.4.1 Generating Logs

Providing logs that correspond to your issue are essential when raising a ticket with MyQ Roger Support.

These are the logs that are available:

- [MyQ Roger Desktop Client logs](#) (see page 136)

- [Kyocera Terminal logs](#) (see page 137)
- [Ricoh Terminal logs](#) (see page 139)
- [HP Terminal logs](#) (see page 141)

10.4.2 Contacting Support

Some issues cannot be solved by local administrator. In case you require support from MyQ Roger Support team, please follow the next steps.

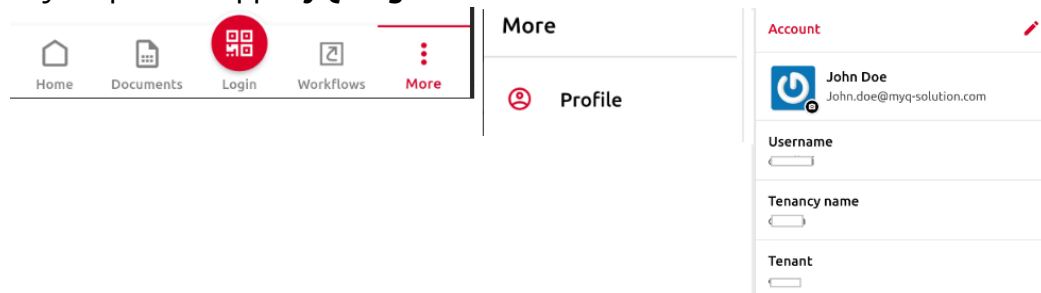
Basic Information

To investigate any issue with MyQ Roger, you must provide the following details:

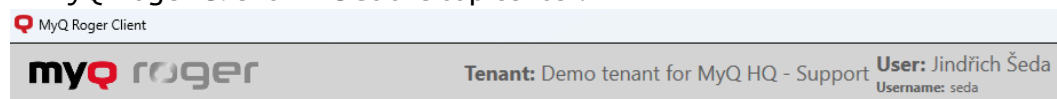
- Tenant or Tenancy name
- Username (email) to whom the issue happened
- Exact time when it happened
- Description of the issue
- Provide related logs

You can find the Tenant name and additional user details in the locations shown below:

- In your phone's app **MyQ Roger>More>Profile**.



- In MyQ Roger Client MRC at the top center.



- On a Ricoh printer by tapping the **MyQ Roger logo**.
- On a Kyocera printer by tapping the **Admin Menu**.



- In the MyQ Roger Web UI, during Log in, the Current tenant name is displayed:

Current tenant: DemoHQS (Change)

Log in

- In the MyQ Roger Web UI using the cookies (for example when you cannot log in or cannot read the Tenant name for some reason.
 - Press **F12** to open the Console and navigate to **Application** (you might need to enlarge the panel or use the >> arrows).
 - Note the **Abp-TenantId** value. In the example shown below: 112.

Name	Value	Dom...	Path	Ex
Abp-TenantId	112	eur...	/	20
Abp.AuthRefreshToken		eur...	/	Se
Abp.AuthToken		eur...	/	Se
Abp.Localization.CultureName	en	eur...	/	20
ApplicationGatewayAffinity	071c3ad4259feb35301c0...	eur...	/	Se
ApplicationGatewayAffinityCORS	071c3ad4259feb35301c0...	eur...	/	Se
G_AUTHUSER_H	0	.eur...	/web	Se
G_ENABLED_IDPS	google	.eur...	/	20
kt_aside_menu_wrapperst	0	eur...	/	Se

The MyQ Roger Support team can find the Tenant name based on this Tenant ID.

Creating a Support Ticket

With the basic information and logs collected, the administrator or MyQ Partner can raise a ticket with the MyQ Roger Support team.

- The preferred method is to go to the [Community portal](#)¹⁷, then click **Support>Helpdesk** and create a new ticket. A MyQ Partner login is required.

Alternatively,

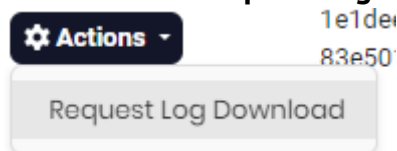
- you can send an email to roger@myq-solution.com¹⁸ with all the information and attached files. This automatically creates a ticket with medium priority.

10.4.3 MyQ Roger Desktop Client

Logs from MRC can be downloaded either by using the MyQ Roger Web UI, or manually.

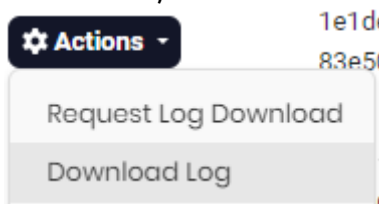
MyQ Roger Web UI

- Login to MyQ Roger Web UI as a user with admin access rights.
- Navigate to **Supervision>Desktop clients** and search for the affected desktop client.
- Click **Actions>Request Log Download**



Progress is indicated in the bottom right corner.

- When done, choose **Actions>Download Log**



Collect Logs in MRC

On Windows

Right-click the MyQ icon in the system tray and go to **Logs, Collect Logs**. Save the ZIP file. The file includes the contents of:

- Agent
C:\%userprofile%\AppData\Local\MyQ\MyQ Roger Client\Logs
- Service
C:\ProgramData\MyQ\MyQ Roger Client\Logs

On macOS

Click the MyQ icon in the menu bar (top right of your screen), and go to **... > Logs > Collect Logs**. Save the ZIP file. The file includes the contents of:

17. <https://community.myq-solution.com/>

18. <mailto:roger@myq-solution.com>

- Agent

/Users/{user}/Library/Application Support/MyQ/MyQ Roger Client/

- Daemon (Service)

/Library/Application Support/MyQ/MyQ Roger Client/

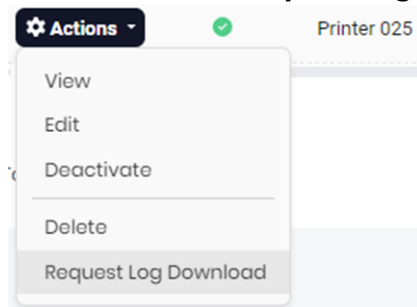
10.4.4 MyQ Roger Kyocera Terminal

There are two ways to obtain logs from the Kyocera terminal:

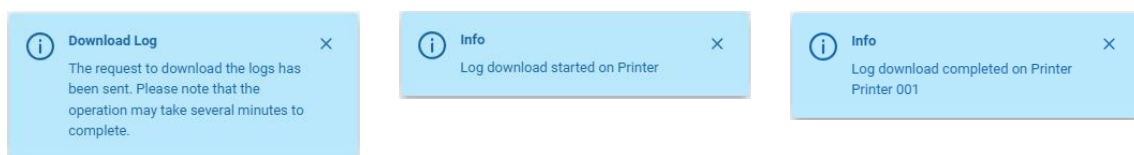
- Online with the Roger Web UI.
- Offline, using the device panel and USB stick.

Roger Web UI

- Login to the Roger Web UI as a user with an admin role (permission Printers / Manage printers is required).
- Open **Printers** and find the printer you wish to download the logs from.
- Choose **Actions>Request Log Download**.

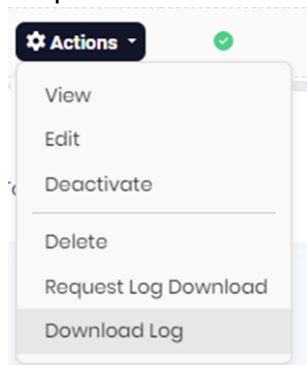


Progress is displayed in bubbles at the bottom right.



When the log download is finished, the file itself is stored on the Roger server.

- Request to download it with **Actions>Download Log**.

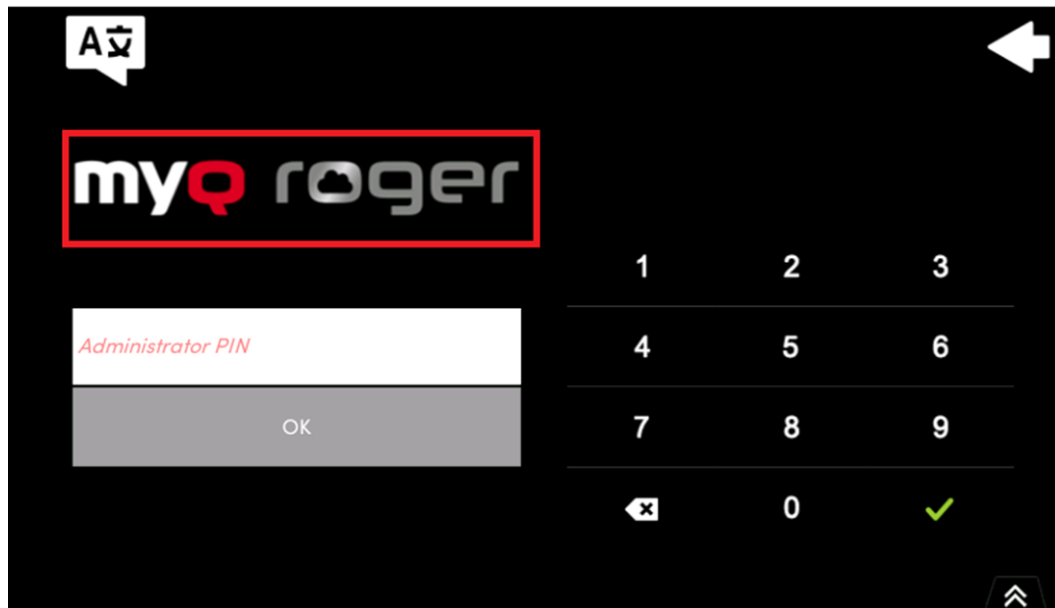


The file is encrypted and cannot be opened directly. Please provide it to MyQ Support with your ticket.

USB drive

To obtain logs from the Classic Roger Kyocera Terminal,

- Tap the **MyQ Roger** logo on the screen of the device. It will switch to enter Administrator PIN mode.



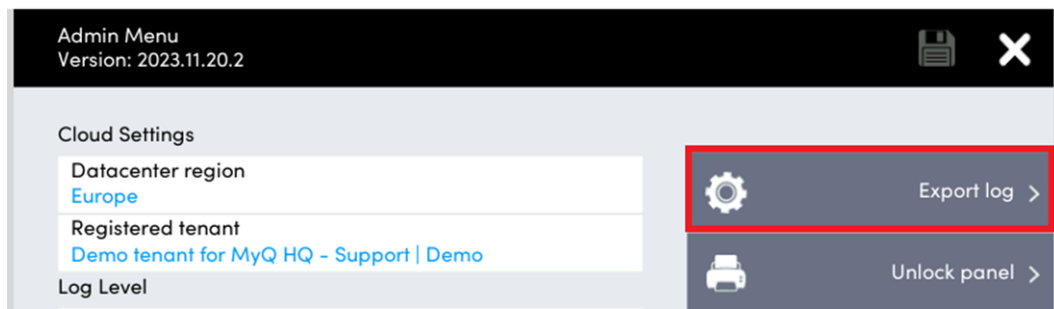
- Enter the **Administrator PIN** and confirm the login.
- You can find the Admin mode PIN in your MyQ Roger settings in **Printer Configurations>Actions, Edit>Login, Admin Mode**.

Edit: Default printer configuration

General	Login	Ready To Print	SNMP	Job Release	Miscellaneous	Kyocera
Allowed Login Methods ☒ PIN* ☒ Cards* Admin Mode PIN 1087 Administrative PIN to open the Admin Mode at devices						

The Admin menu will open.

- Plug in a USB drive (you might need to format it to FAT32 in order for the device to accept it)
- Tap the **Export log** button.



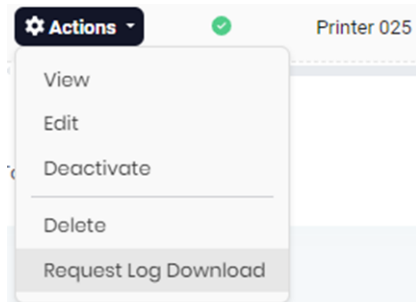
10.4.5 MyQ Roger Ricoh Terminal

There are two ways to obtain logs from the MyQ Roger Ricoh terminal:

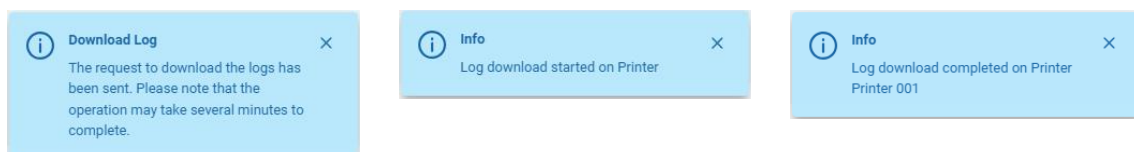
- Online via the MyQ Roger Web UI.
- Using the Ricoh installer.

MyQ Roger Web UI

- Login to the MyQ Roger Web UI as a user with admin role (permission Printers / Manage printers is required).
- Open **Printers** and find the printer you wish to download the logs from.
- Choose **Actions>Request Log Download**.

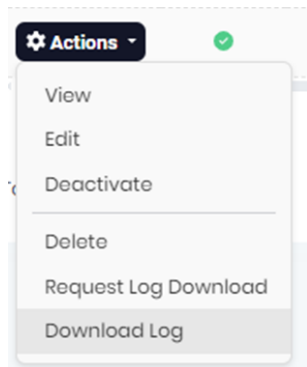


Progress will be displayed in bubbles at the bottom-right.



When the log download is finished, the file itself is stored on the MyQ Roger server.

- Request to download it with **Actions>Download Log**.

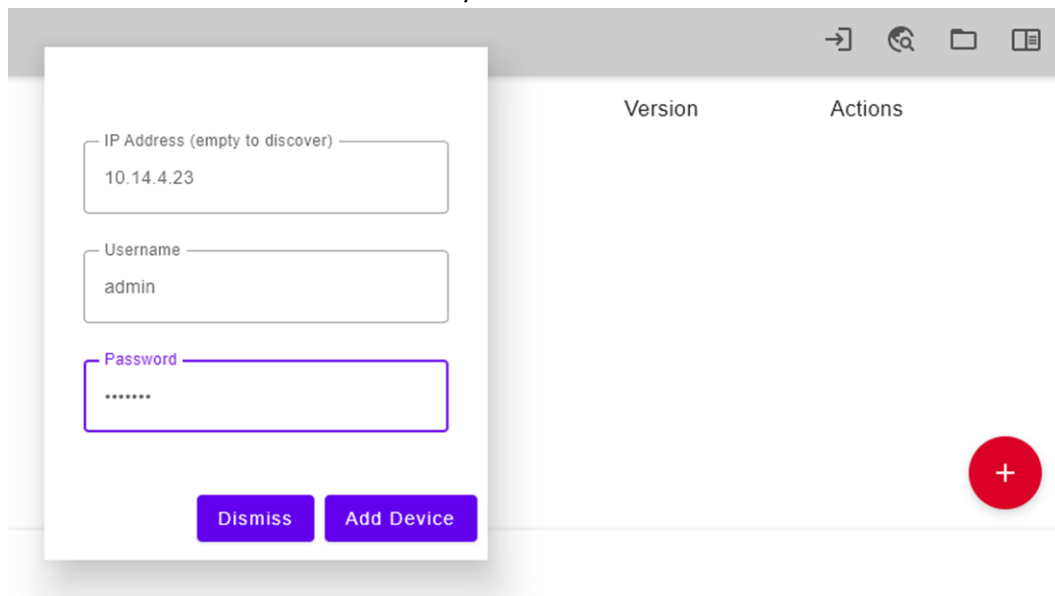


The file is encrypted and cannot be opened directly. Please provide it to the MyQ Support with your ticket.

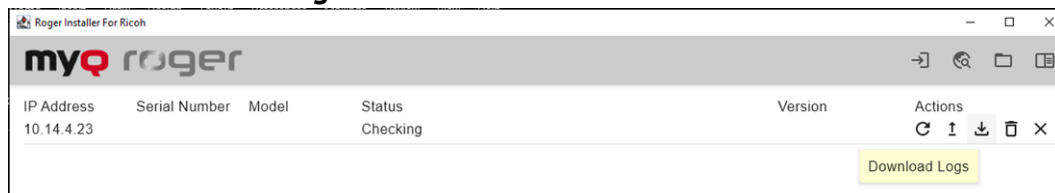
Ricoh installer

To obtain logs directly from the machine, download them using the MyQ Roger Ricoh installer. You can download the MyQ Roger Ricoh installer from the Partner portal, together with the embedded terminal installation package.

- If you haven't already, add the device using the red **Plus** button
- Fill in the **IP address** or **hostname**, the administrator **Username** and **Password**.



- Confirm by clicking **Add Device**.
- Click the **Download Logs** button.

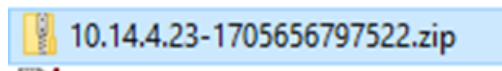


Wait for the Status to change from Downloading logs to Done.

- Click the **Open Logs Folder** in the top right corner.



The folder with the logs will open. You can find the corresponding file from the IP address in the name of the file.



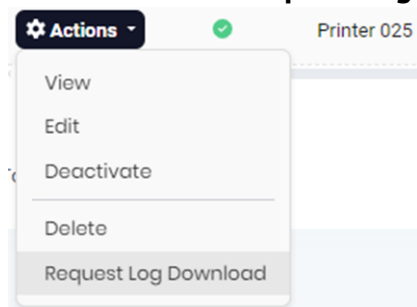
10.4.6 MyQ Roger HP Terminal

There are two ways to obtain logs from the MyQ Roger HP terminal:

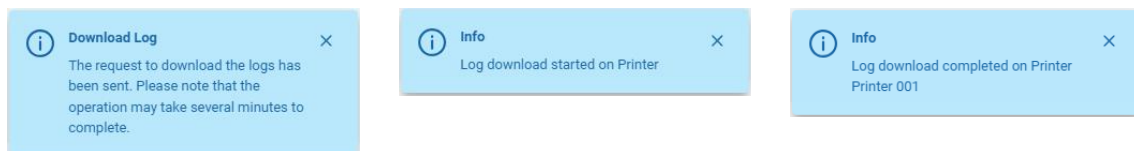
- Online via the MyQ Roger Web UI.
- On the HP device.

MyQ Roger Web UI

- Login to the MyQ Roger Web UI as a user with admin role (permission Printers / Manage printers is required).
- Open **Printers** and find the printer you wish to download the logs from.
- Choose **Actions>Request Log Download**.

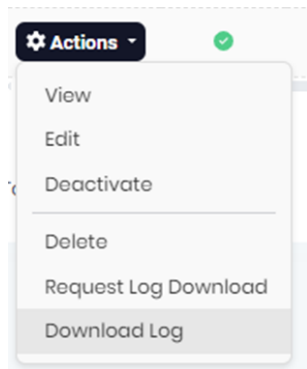


Progress will be displayed in bubbles at the bottom-right.



When the log download is finished, the file itself is stored on the MyQ Roger server.

- Request to download it with **Actions>Download Log**.

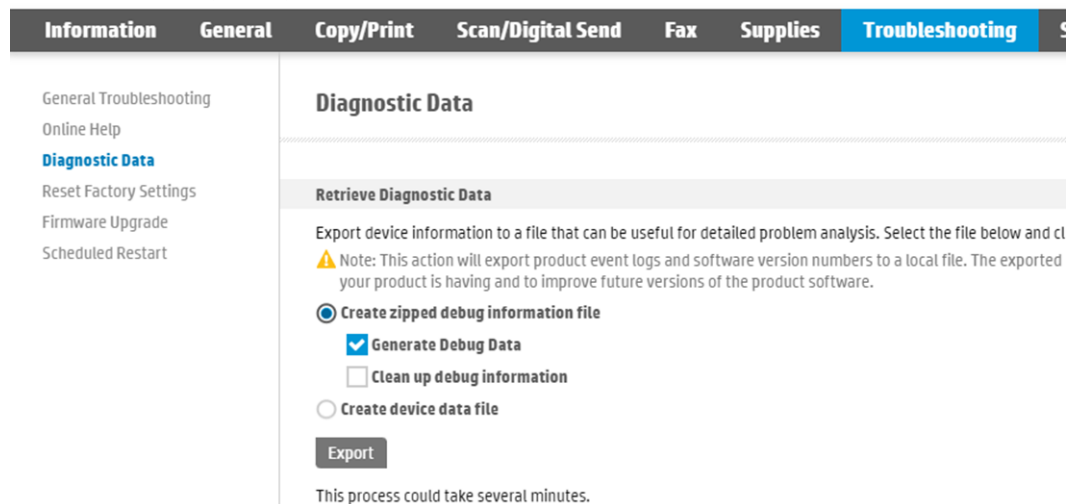


The file is encrypted and cannot be opened directly. Please provide it to the MyQ Support with your ticket.

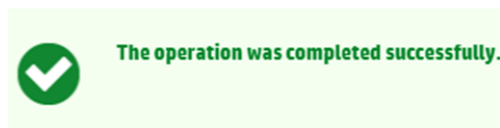
To obtain logs from an HP device:

1. You can download them in the Web UI of the device in section

Troubleshooting>Diagnostic Data.



2. Choose the **Create zipped debug information file**
3. Mark the **Generate Debug Data** check box and click **Export**. It will take some time, when finished you can choose where to save the exported file.
4. Choose the **Create device data file** and Export once again.



Logs from an HP device can be downloaded also from the HP Command Center. You might need to contact your HP partner for access authorization.

11 Business Contacts

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