

myQ roger



MyQ Roger Kyocera Application Installation and Usage



June/2025
Revision 8

Table of Contents

1	Introduction	4
2	Release Notes	5
2.1	MyQ Roger terminal for Kyocera 25.5	5
2.2	MyQ Roger terminal for Kyocera 25.2.1	5
2.3	MyQ Roger terminal for Kyocera 25.2	5
3	Basic Information	6
3.1	Supported Devices.....	6
4	Installation on Kyocera MFDs.....	8
4.1	Saving Installation File to USB.....	8
4.2	Installing on the MFD	8
4.3	Installation Using KYOCERA Net Viewer.....	8
4.3.1	Connect printer by IP and load Roger app to the Terminal.....	9
4.4	Additional Settings	10
4.4.1	Energy Saver Settings	10
4.4.2	Unknown ID Job Settings	11
4.4.3	SMTP Settings.....	12
4.4.4	Blocking of Printing Outside MyQ Roger.....	13
4.5	Printing Related Settings	14
4.5.1	Windows Settings	15
4.5.1.1	Adding Printer using Standard Windows Dialogs.....	15
4.5.1.2	IPPS	16
4.5.2	MacOS Settings	17
4.5.3	Expiration Period for Device Spooled Jobs	19
4.6	Language Settings	20
4.6.1	The Language of the Application.....	20
5	MyQ Roger Mobile App Setup.....	21
5.1	Sign in with MyQ.....	22
5.2	Sign in with Google	23
5.3	Sign in with Microsoft	23
5.4	Sign in to Personal Account	23
6	Registration of MyQ Roger to the Tenant.....	28
6.1	Information about Terminal Version and Connected Tenant.....	29
7	Admin Menu	31

8	Using MyQ Roger	32
8.1	Usage of the Terminal.....	32
8.1.1	Log in	32
8.1.2	MyQ Roger Available Actions	33
8.1.2.1	Ready to Print	33
8.1.2.2	OneDrive.....	35
8.1.2.2.1	Scan Here (OneDrive).....	37
8.1.2.3	Google Drive	37
8.1.2.3.1	Scan Here (Google Drive)	39
8.1.2.4	SharePoint	39
8.1.2.4.1	Scan here (SharePoint).....	41
8.1.2.5	MS Teams.....	41
8.1.2.5.1	Scan Here (MS Teams).....	42
8.1.2.6	Universal Print	43
8.1.2.7	Assign card.....	43
8.1.3	User Workflows	43
8.1.3.1	Easy Copy	44
8.1.3.2	Scan to OneDrive.....	44
8.1.3.3	Scan to Google Drive	44
8.1.3.4	Scan to @me or Scan to @email	45
9	Obtain Logs	46
9.1	MyQ Roger Client Logs	46
9.1.1	Logs from server web UI.....	46
10	Uninstallation.....	47
11	Business Contacts	48

1 Introduction

MyQ Roger is a full-fledged public cloud solution, designed to increase any person's productivity and efficiency, no matter if they work in an office environment or from home.

Capture documents with your mobile phone, multifunctional printer or from your e-mail inbox. Store them locally or in your personal cloud. Trigger advanced workflows. Transform documents to editable formats or electronic data that can be processed automatically by your integrated applications. Set up your own quick actions, or just use suggestions created by the system.

The main benefit of MyQ Roger is that it is a serverless solution. Customers don't have to maintain any hardware for the application to work. MyQ Roger offers top performance, high availability, and multitenancy.

With MyQ Roger, you get a unique virtual experience of collaboration at work and document management – your brand-new Smart Digital Workplace Assistant. Enjoy the simplicity of its fully personalized UI, use OneDrive or another cloud storage to print and scan your documents with a single click, and keep your digital office in your pocket at home, on the move, or at the office.



2 Release Notes

MyQ Roger terminal for Kyocera 25.6

18 June, 2025

Bug Fixes

- Files loaded after pressing "LOAD MORE" in OneDrive browsing could not be printed and resulted in timeout errors.
-

2.1 MyQ Roger terminal for Kyocera 25.5

11 June, 2025

Improvements

- Added feature to remove avatars from terminal when option is adjusted on the server.

Bug Fixes

- Weak authentication methods prompt a warning message when accessing cloud storage on terminal.
 - Improved homepage loading time.
-

2.2 MyQ Roger terminal for Kyocera 25.2.1

30 April, 2025

Bug Fixes

- Support for Azure Cloud Spooling.
 - Resolved timeout issues that log users out after inactivity.
 - 'Unsupported' page for incompatible devices.
 - Fixed Cloud Spooling jobs from MRC.
-

2.3 MyQ Roger terminal for Kyocera 25.2

25 March, 2025

Improvements

- New unified UI.
- Universal Print support.
- Print Options for Cloud Spooling (Copies, Color, Duplex).
- Scan Options (Mobile Scan) (Scan Resolution, Color, Scan Size).
- Scan File Format (PDF, JPEG, TIFF, HC-PDF).
- Storage browsing for One Drive.
- Storage browsing for Google Drive.
- Storage browsing for Sharepoint.
- Storage browsing for MS Teams.

3 Basic Information

The guide is intended for administrators and describes the MyQ Roger application installation and usage on Kyocera devices.

The basic prerequisites before the installation are:

- Setup of the MyQ Roger tenant (described in the [MyQ Roger Server Administration](#) guide).
- The MFD should be on the list of [supported devices](#).
- The MFD should have Kyocera with Java 1.8
- The MFD's display size should be 800x480 or larger.
- An SSD/HDD is required as follows:
 - Some models do not have SDD or HDD by default.
 - For SSD, custom Firmware might be necessary.
- The MFD should support the Device Spool feature.
- The MFD should have WebKit web browser in the display panel.

i The communication protocols and ports used can be found in the [MyQ Roger Server Administration](#) guide.

3.1 Supported Devices

Vendor	Model Name	TLS Version (HyPAS)	Display Size	HDD/SSD	Full Screen Support
Kyocera	TASKalfa 6053ci	1.2	10.1"	HDD	No
Kyocera	TASKalfa 5053ci	1.2	10.1"	HDD	No
Kyocera	TASKalfa 4053ci	1.2	10.1"	HDD	No
Kyocera	TASKalfa 3553ci	1.2	10.1"	HDD	No
Kyocera	TASKalfa 3253ci	1.2	10.1"	HDD	No
Kyocera	TASKalfa 2553ci	1.2	10.1"	HDD	No
Kyocera	TASKalfa 6003i	1.2	10.1"	HDD	No
Kyocera	TASKalfa 5003i	1.2	10.1"	HDD	No
Kyocera	TASKalfa 4003i	1.2	10.1"	HDD	No
Kyocera	TASKalfa 358ci	1.2	7"	HDD	No
Kyocera	TASKalfa 408ci	1.2	7"	HDD	No
Kyocera	TASKalfa 508ci	1.2	7"	HDD	No
Kyocera	TASKalfa 8353ci	1.2	10.1"	HDD	No

Kyocera	TASKalfa 7353ci	1.2	10.1"	HDD	No
Kyocera	TASKalfa 9003i	1.2	10.1"	HDD	No
Kyocera	TASKalfa 8003i	1.2	10.1"	HDD	No
Kyocera	TASKalfa 7003i	1.2	10.1"	HDD	No
Kyocera	TASKalfa MZ4000i	1.3	10.1"	SSD	Yes
Kyocera	TASKalfa MZ3200i	1.3	10.1"	SSD	Yes
Kyocera	ECOSYS MA3500cix	1.3	7"	SSD or HDD	Yes
Kyocera	ECOSYS MA3500cifx	1.3	7"	SSD or HDD	Yes
Kyocera	ECOSYS MA4000cix	1.3	7"	SSD or HDD	Yes
Kyocera	ECOSYS MA4000cifx	1.3	7"	SSD or HDD	Yes
Kyocera	TASKalfa MA3500ci	1.3	7"	SSD or HDD	Yes
Kyocera	TASKalfa MA4500ci	1.3	7"	SSD or HDD	Yes
Kyocera	TASKalfa 7054ci	1.3	10.1"	HDD	Yes
Kyocera	TASKalfa 6054ci	1.3	10.1"	HDD	Yes
Kyocera	TASKalfa 5054ci	1.3	10.1"	HDD	Yes
Kyocera	TASKalfa 4054ci	1.3	10.1"	HDD	Yes
Kyocera	TASKalfa 3554ci	1.3	10.1"	HDD	Yes
Kyocera	TASKalfa 2554ci	1.3	10.1"	HDD	Yes
Kyocera	TASKalfa 7004i	1.3	10.1"	HDD	Yes
Kyocera	TASKalfa 6004i	1.3	10.1"	HDD	Yes
Kyocera	TASKalfa 5004i	1.3	10.1"	HDD	Yes
Kyocera	TASKalfa 4004i	1.3	10.1"	HDD	Yes

4 Installation on Kyocera MFDs

The MyQ Roger app can be installed on Kyocera Multi-Function Devices (MFDs) as a standard application. It is done via uploading the installation file from a USB flash drive and installing the application on the device's system menu.

4.1 Saving Installation File to USB

Save the installation file to the root directory of a USB Flash drive.

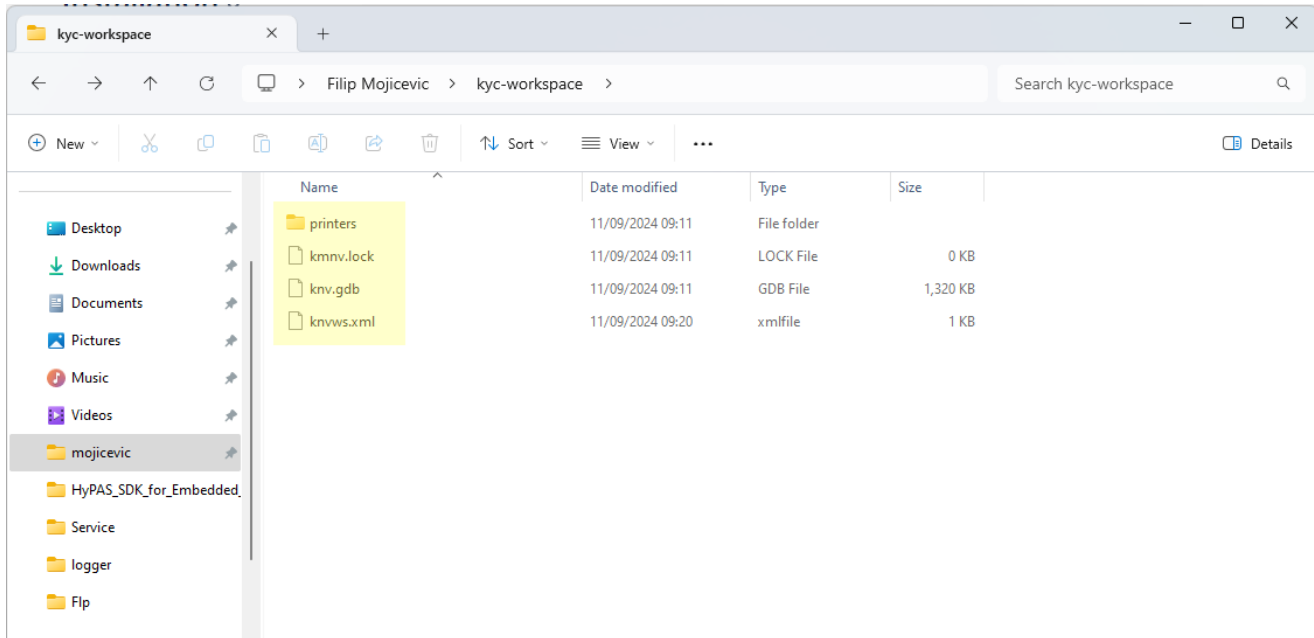
4.2 Installing on the MFD

1. On the device operation panel, press the **System Menu** button (or **System Menu/Counter** button on some devices).
The System Menu opens.
2. On the System Menu, find and tap **Application (Favorites/Application)** on some devices).
You are prompted to log in as an administrator.
3. Log in as the administrator.
The **Application** menu (or **Favorites/Application** menu) opens.
If there is a card reader connected to the device and activated, you are asked to use your ID card.
4. In such cases, tap **Menu** at the bottom-left corner of the screen, and then tap **keyboard login**.
5. If the **Menu** button is not displayed, press the **System Menu** button (or **System Menu/Counter**) on the device operation panel; the terminal screen refreshes with the button displayed.
6. In case you are asked to select between the **Local login** and the **Network login**, select **Local** before entering the credentials.
7. On the **Application** menu (or **Favorites/Application** menu), tap **Application**.
The Application sub-menu opens.
8. Insert the USB Flash drive with the uploaded installation file, and then tap the plus sign (+) (or **Add** on some devices) at the upper-right corner of the screen.
A dialog box appears, informing about the number of applications that can be installed.
9. Tap **OK**.
The Add-Application menu opens with the MyQ Roger item displayed.
10. Select the MyQ Roger item, tap **Install** at the bottom-left corner of the screen, and then tap **Yes** to confirm the installation.
The **Completed** message appears and the **Add - Application** menu is empty.
11. Back on the **Add - Application** menu, tap **End**.

4.3 Installation Using KYOCERA Net Viewer

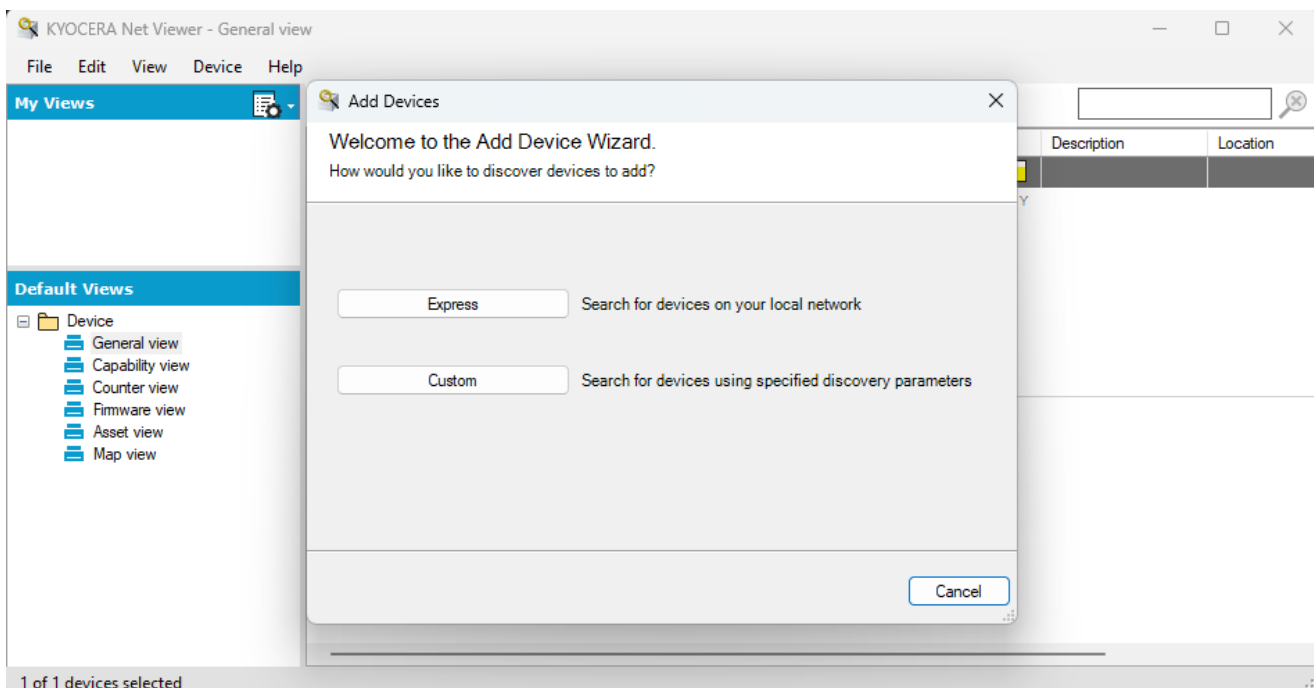
Can be downloaded from the official US [support page](#). Default settings for install and express search for devices should work out of the box.

⚠ It is possible that after first search (whether or not it is successful) each subsequent search does not return the expected results. A workaround is to delete the content of the workspace folder and restart the Viewer.



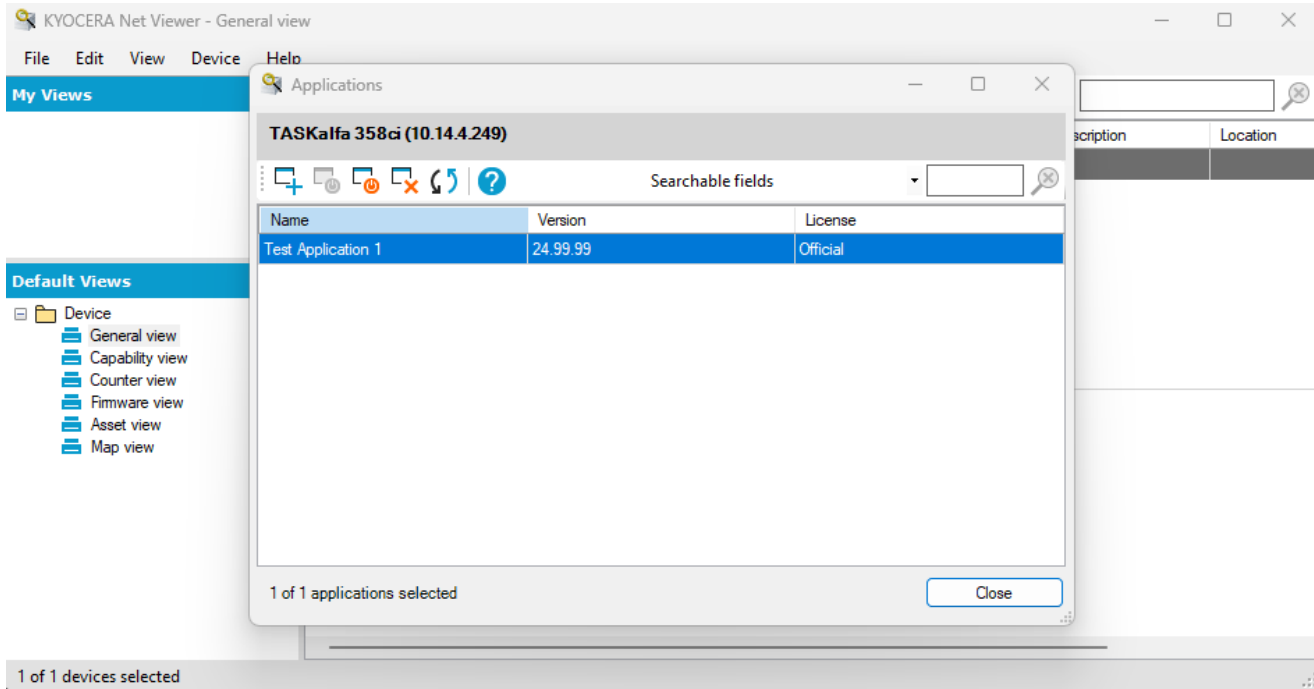
4.3.1 Connect printer by IP and load Roger app to the Terminal

1. Open Kyocera NET Viewer and select **Add Device**.
2. Choose the **Custom > By IP address**.



3. Enter the device IP address and finish adding the device.

4. In the “Device” menu, choose “Applications” and activate the application using the License code.



4.4 Additional Settings

After the installation, there are some additional settings to be done in the device’s web UI, some mandatory and some optional.

4.4.1 Energy Saver Settings

⚠ The energy-saver settings are mandatory. If they are not set correctly, the app will not work properly.

There should not be any sleep and/or power-off timer rule activated for the network and the application.

To make the application work properly, the settings should be set according to the screenshot below.

1. Log in to the device’s web UI.
2. Go to **Device Settings>Energy Saver/Timer Settings**.
3. Set the **Energy Saver Settings** and **Timer Settings** according to the screenshot (most of the options should be set to **Off**).

Energy Saver/Timer Settings

Energy Saver Settings

Sleep Rule :

Network : ☐ On ☒ Off

USB Cable : ☐ On ☒ Off

Card Reader : ☐ On ☒ Off

Application : ☐ On ☒ Off

Sleep Timer : 60 minutes

Low Power Timer : 120 minutes

Energy Saver Recovery Level : Normal Recovery

Power Off Timer : 3 days

Power Off Rule :

Network : ☐ On ☒ Off

USB Cable : ☐ On ☒ Off

USB Host : ☒ On ☐ Off

Application : ☐ On ☒ Off

Timer Settings

Auto Panel Reset : ☒ On ☐ Off

Panel Reset Timer : 90 seconds

Interrupt Clear Timer : 60 seconds

WSD Scan Timer : 90 seconds

Weekly Timer : ☐ On ☒ Off

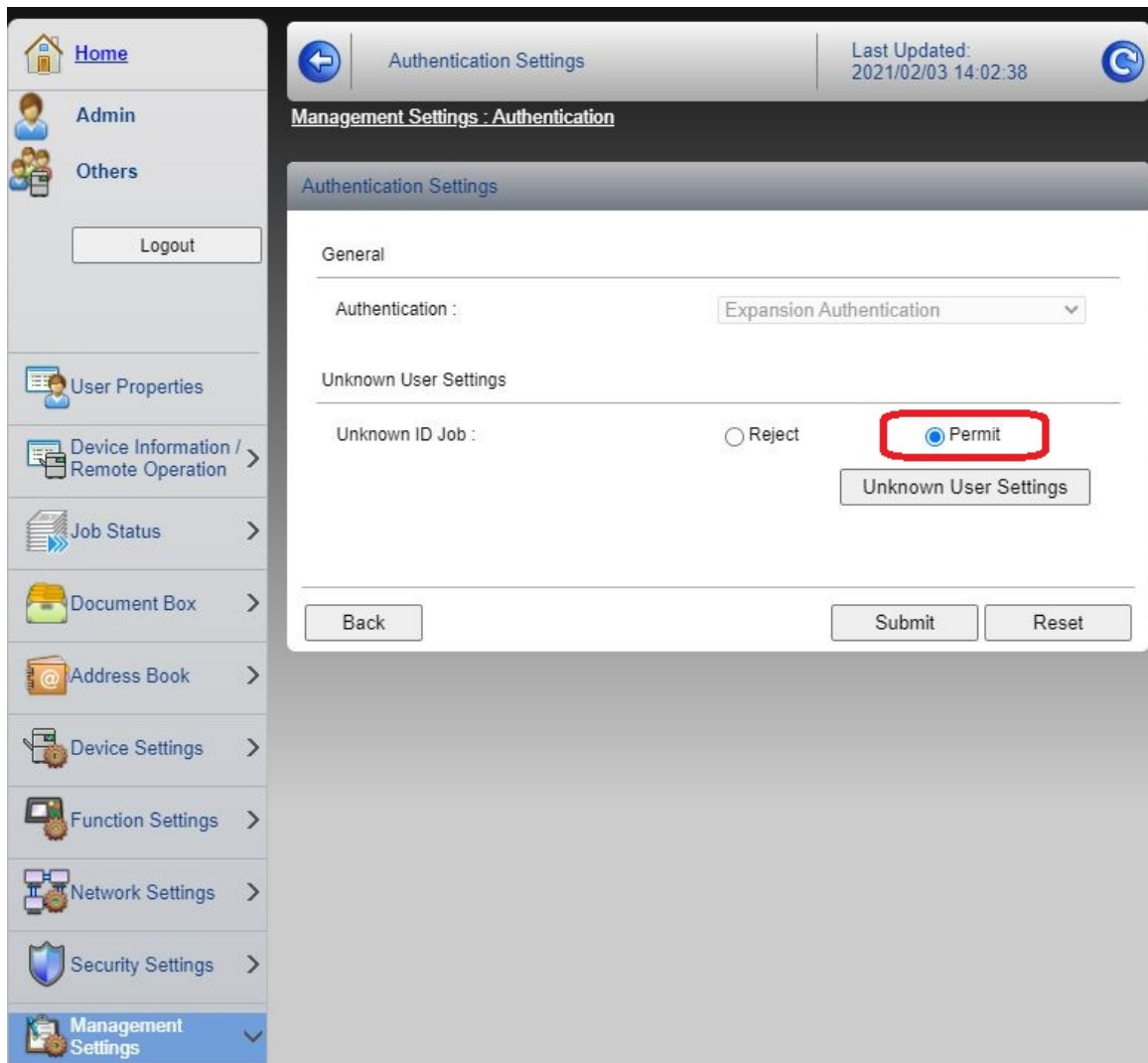
Auto File Deletion Time(Custom Box) : 00 : 00

Settings

4.4.2 Unknown ID Job Settings

To avoid authentication errors, you should permit jobs with an unknown ID to be printed. This is usually set by default, however, on newer Kyocera devices it is not. It is recommended to check if this is correctly set regardless of the device model.

1. Log in to the device's web UI.
2. Go to **Management Settings>Job Accounting>Settings>Authentication Settings**.
3. In the **Unknown User Settings** section, set the **Unknown ID Job** to **Permit**.



4.4.3 SMTP Settings

If you are planning on using scan to email, the SMTP server must be set on the device.

1. Log in to the device's web UI.
2. Go to **Function settings>E-mail>SMTP**.
3. Type the SMTP server's IP address or hostname in the **SMTP Server Name** field.

Home Admin Others Logout

User Properties Device Information Job Status Document Box Address Book Device Settings Function Settings

Common/Job Defaults Copy Printer E-mail Scan to Folder

Function Settings : E-mail Last Updated: 2020/09/14 10:46:30

E-mail Settings

SMTP

SMTP Protocol : On

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

SMTP Server Name : 10.14.9.45

Note : To specify the server name by domain name, set DNS server. [TCP/IP](#)

SMTP Port Number : 25 (1 - 65535)

SMTP Server Timeout : 60 seconds

Authentication Protocol : On

Authentication as : Other

Login User Name : user1

Login Password :

SMTP Security : Off

Note : Make settings here. [Protocol](#)

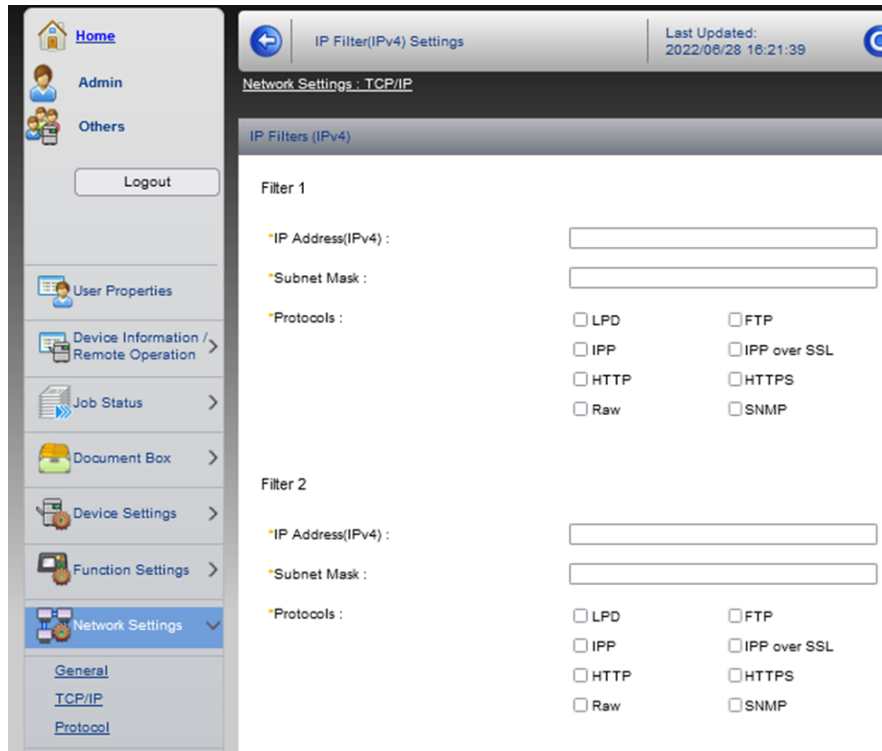
Connection Test : Test

Domain Restriction : Off

Domain List

4.4.4 Blocking of Printing Outside MyQ Roger

Printing outside of MyQ Roger could be blocked. On the device level, it is possible to specify a host or a network of hosts that are allowed to access the printing system using the IP Filters in the web UI of the printer.



To ensure the proper function of the Device spool feature, turn off **IP filters** or **set a new IP filter** which includes all the IP addresses of the printing devices, where the pull print jobs can be stored. If the IP filters are not set, printing outside MyQ Roger will not be blocked.

4.5 Printing Related Settings

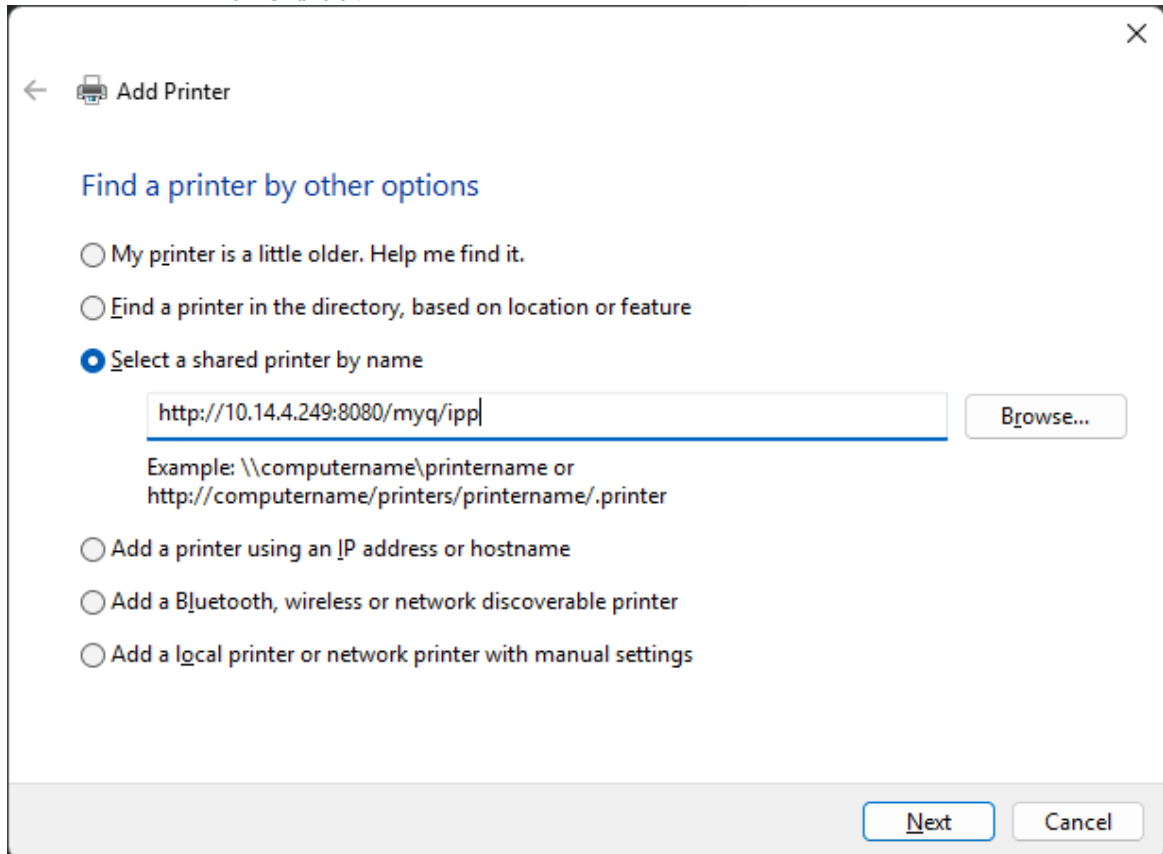
Printing via MyQ Roger is possible using these methods:

- **Printing from Cloud** – The Cloud storage has to be connected to the account. It is only possible to print pdf and jpg files from Cloud storage. The Size parameter can be used in the Mobile app only for pdf files.
- **Printing from the mobile application** – For printing from the mobile application at least one Cloud storage has to be connected to the account for storing the jobs. The Size parameter can be used in the Mobile app only for pdf files.
- **Printing via MyQ Roger Client** – No special settings needed on the terminal side. For the MyQ Roger Client configuration, check the MyQ Roger Client for Win manual.
- **Printing via Universal Print** – No special settings needed on the terminal side. For the Universal Print configuration, check the MyQ Roger Server Administration manual, chapter 3.4 Universal Print. It is not possible to set paper size for Universal Print jobs. The Cassette 1 paper size is used for Universal Print jobs.
- **Printing via Device Spool** – All jobs are securely stored on the device's hard drive, allowing printing to continue even when the PC is offline. This method ensures that once a document is sent, it stays on the device's internal storage, enabling on-demand printing without needing a constant connection to the computer.

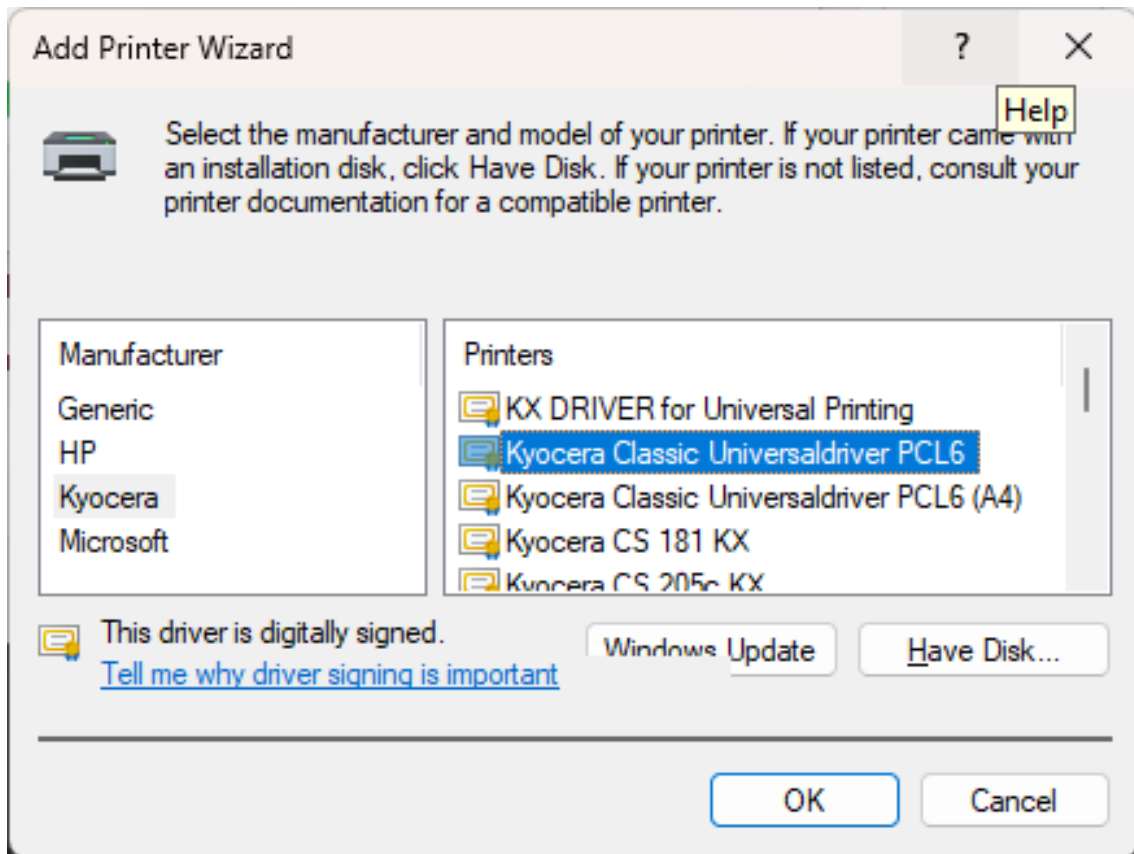
4.5.1 Windows Settings

4.5.1.1 Adding Printer using Standard Windows Dialogs

1. Add a new device manually.
2. Select a shared printer by name - `http://<printer.ip|hostname>:8080/myq/ipp` (e.g. <http://10.14.4.249:8080/myq/ipp>).



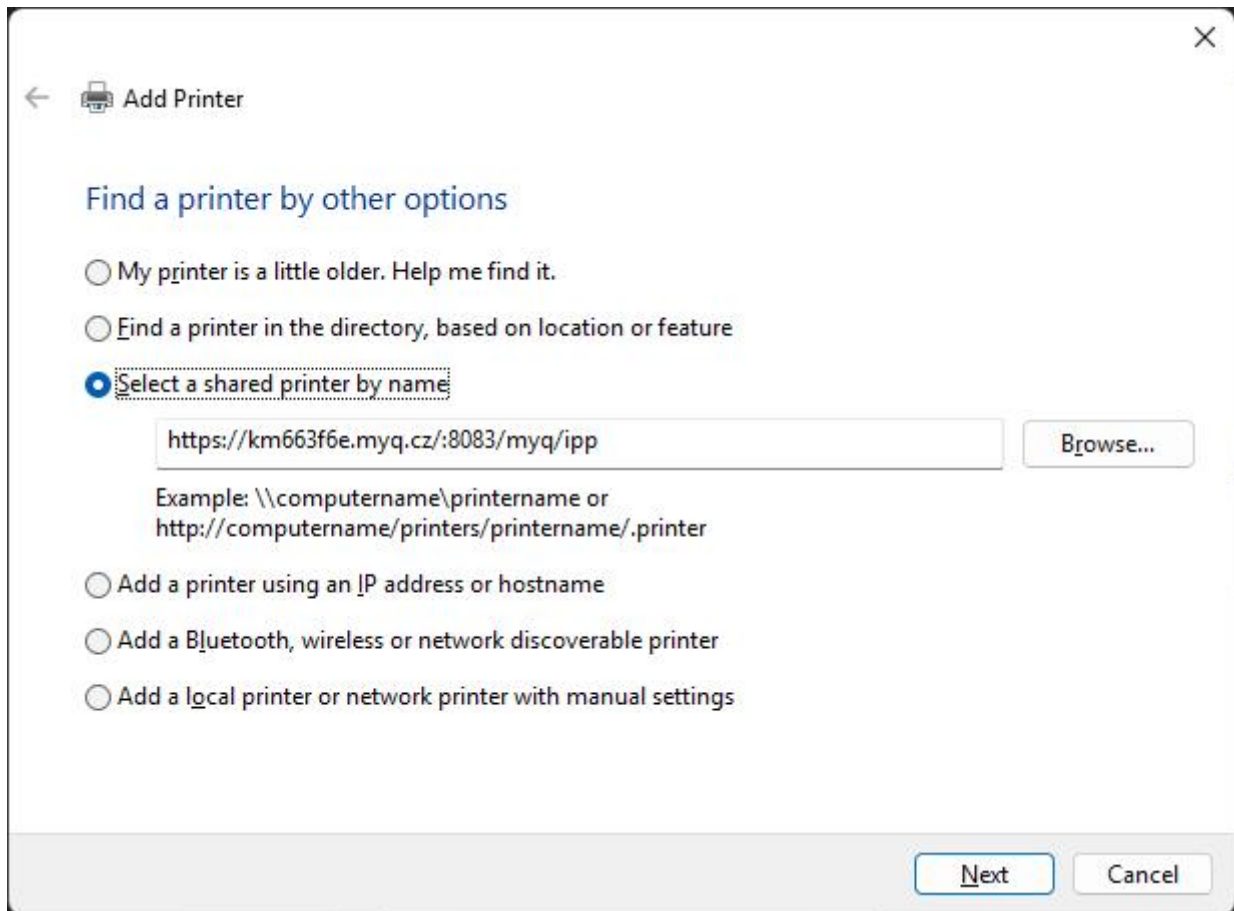
3. Select Kyocera Classic Universaldriver PCL6.



4.5.1.2 IPPS

⚠ SSL - Windows needs trusted certificate for SSL to work.

This can be resolved by adding device certificate into Third Party Root certificates in windows certificate store and then adding a printer using its hostname.



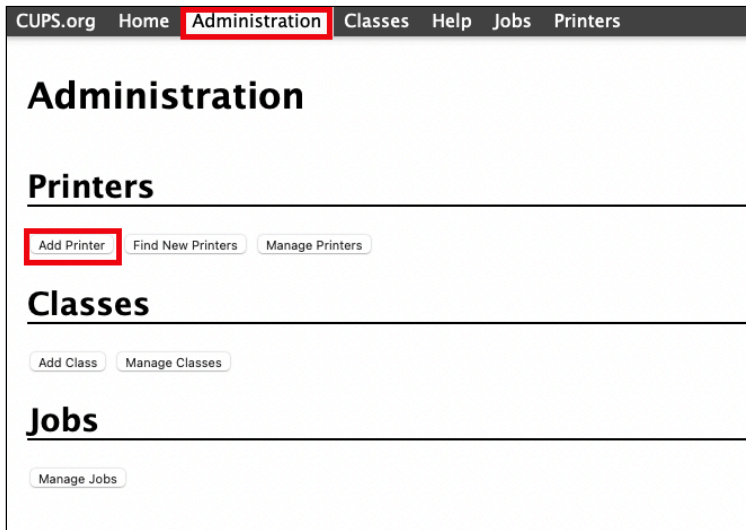
The port for SSL is 8083 so the service is at e.g. <https://km663f6e.myq.cz:8083/myq/ipp>.

4.5.2 MacOS Settings

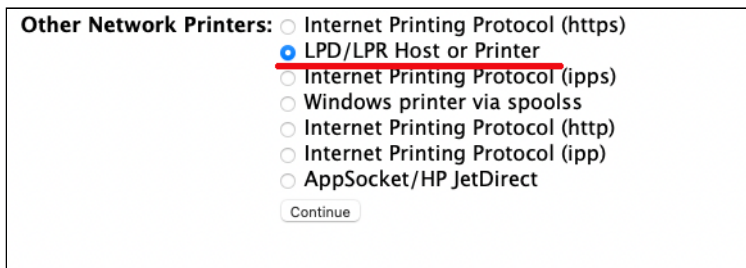
1. Navigate to the CUPS web UI: <http://localhost:631>
 - a. If disabled, you need to enable it by entering "**cupsctl WebInterface=yes**" to the terminal on your Mac.

```
Last login: Thu May 5 11:33:05 on ttys006
➔ ~ cupsctl WebInterface=yes
➔ ~
```

2. On the CUPS web UI, go to **Administration** in the top bar, and click **Add Printer**.



3. On this page, ignore any discovered printers, select the **LPD/LPR Host or Printer** option, and click **Continue**.



4. In **Connection**, type: **socket://[hostnameOrIP]:10012**
Where **[hostnameOrIP]:port** sets the **hostname or IP address** of the printing device in your network and the port you want to use, e.g. `socket://10.14.4.25:10012`.
5. Click **Continue** (** Check the full list of communication protocols and ports below).

Add Printer

Add Printer

Name:
(May contain any printable characters except "/", "#", and space)

Description:
(Human-readable description such as "HP Laserjet with Duplexer")

Location:
(Human-readable location such as "Lab 1")

Connection: (highlighted with a red box)

Sharing: ☐ Share This Printer

6. In the next page, fill in the **Name** and **Location** information, and click **Continue**.
7. Select the Kyocera Driver for the **given model** and click **Continue**.

Add Printer

Add Printer

Name: KyoceraRoger
Description:
Location:
Connection: socket://kyoceralp:10012
Sharing: Do Not Share This Printer
Make: Kyocera Select Another Make/Manufacturer
Model:

- Kyocera ECOSYS M2035dn (KPD) (en)
- Kyocera ECOSYS M2040dn (KPD) (en)
- Kyocera ECOSYS M2135dn (KPD) (en)
- Kyocera ECOSYS M2235dn (KPD) (en)
- Kyocera ECOSYS M2530dn (KPD) (en)
- Kyocera ECOSYS M2535dn (KPD) (en)
- Kyocera ECOSYS M2540dn (KPD) (en)
- Kyocera ECOSYS M2635dw (KPD) (en)**
- Kyocera ECOSYS M2635dn (KPD) (en)
- Kyocera ECOSYS M2635dw (KPD) (en)

Or Provide a PPD File: Choose File no file selected
Add Printer

- On the next page, fill in the default options for the given model, and click **Set default options**.
- The printer is now available in your printers list as a standard printer.

4.5.3 Expiration Period for Device Spooled Jobs

It is possible to specify the expiration period for Device spooled jobs.

- In the MyQ Roger server web UI, go to **Administration>Device Settings**.
- On the **Ready To Print** tab, set the **Expiration Period** in minutes and click **Save all**.

Device Settings
Manage Device Settings.
Save all

Login
Ready To Print
PIN

Device Spooled Jobs Settings

Expiration Period:

240
Minutes

The expiration period for jobs spooled by a device before they are deleted

Open Device Code Page

The default value is **240** minutes.

4.6 Language Settings

4.6.1 The Language of the Application

It is possible to change the language of the MyQ Roger application to several languages.

During pairing and registration the language is set according to the language settings on the device itself.



Select your region



Europe

Click here to change region

THEN

Scan QR code to pair this device

Or, tell this code to your system administrator

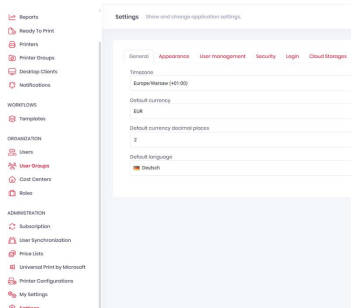
F2T2-WIRC

Status



05/03/2025 15:23

The login screen language is set in the tenant settings of the server.



Benutzername

1

2

3

PIN / Passwort

4

5

6

7

8

9

Geben Sie Ihre PIN oder Ihren Namen und Ihr Passwort ein oder platzieren Sie Ihre Karte oder scannen Sie den QR-Code, um sich anzumelden



0



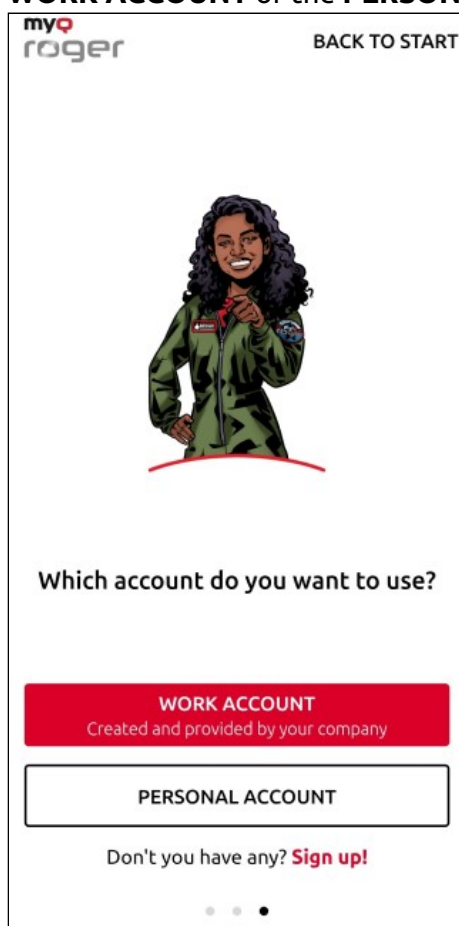
Once a user is logged in the language set in their profile on the server is used.

5 MyQ Roger Mobile App Setup

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.

After the download and installation of the app,


1. Tap the **MyQ Roger** app icon to open it.
2. Go through the mini welcome guide and then choose the account you want to use from the **WORK ACCOUNT** or the **PERSONAL ACCOUNT** options.




3. By choosing **WORK ACCOUNT**, you can log in to the MyQ Roger tenant created and provided by your company, with multiple sign-in options.


✕ **Sign in to your work account**

Tenancy name provided by your company

 Sign in with MyQ

OR

 Sign in with Google

 Sign in with Microsoft

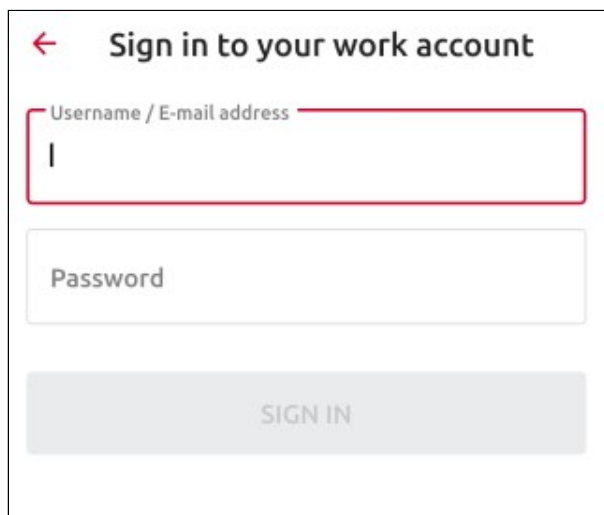
By logging in, you agree with [MyQ's Privacy Policy](#) and with processing of data for business and marketing purposes by MyQ spol. s.r.o. and its regional branches.

v 2021.9.22

4. In the **Tenancy name provided by your company** field, type the **name of your tenant**. Then choose one of the available sign-in options:
 - a. Sign in with MyQ
 - b. Sign in with Google
 - c. Sign in with Microsoft

5.1 Sign in with MyQ

1. Type your MyQ Roger credentials
 - a. **Username / E-mail address**
Your MyQ Roger Username or Email address.
 - b. **Password**
Your MyQ Roger Password.



← Sign in to your work account

Username / E-mail address

I

Password

SIGN IN

2. Tap **SIGN IN**.

5.2 Sign in with Google


You are redirected to log in to your Google account.


5.3 Sign in with Microsoft

You are redirected to log in to your Microsoft account.


5.4 Sign in to Personal Account


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

 **Sign in to your personal account**

 **Sign in with MyQ**

OR

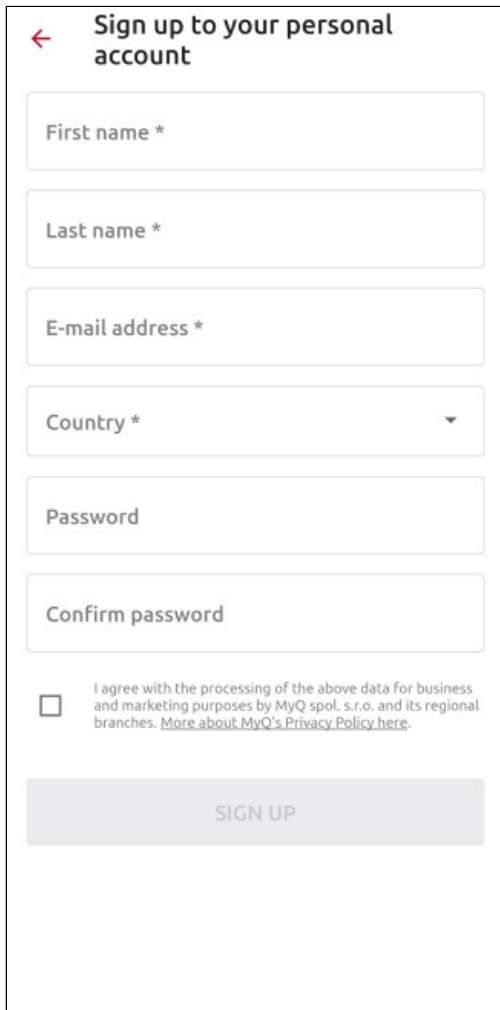
 **Sign in with Google**

 **Sign in with Microsoft**

By logging in, you agree with [MyQ's Privacy Policy](#) and with processing of data for business and marketing purposes by MyQ spol. s.r.o. and its regional branches.

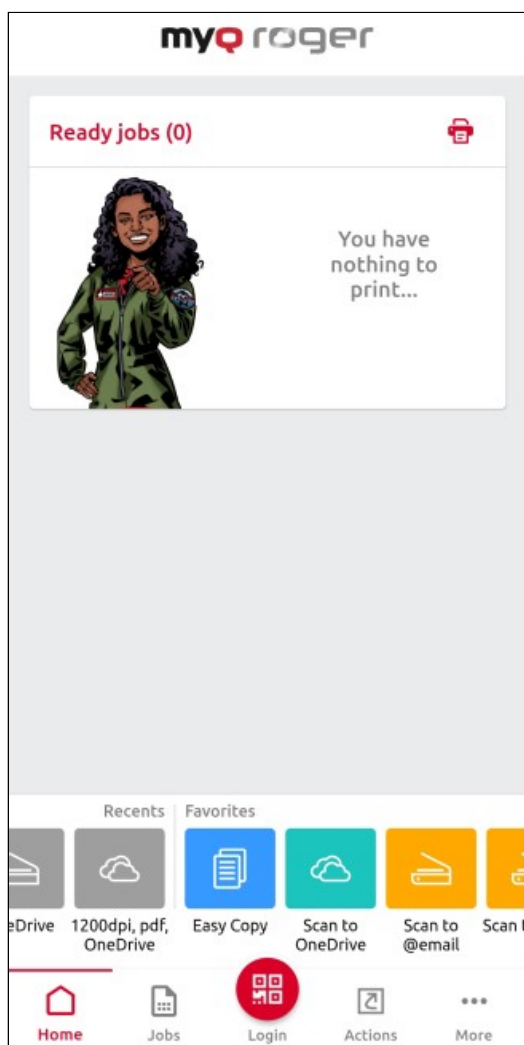
v 2021.9.22

1. If you don't have an account related to MyQ Roger, you can tap **Sign up!** and create a new personal account either in MyQ, Google or Microsoft.
2. Fill in the mandatory fields: **First name**, **Last name**, **E-mail address**, **Country**, **Password**, and **Confirm password**.
3. Mark the **check box** that you agree with MyQ Roger processing your data and tap **SIGN UP**.



The screenshot shows a mobile app interface for signing up to a personal account. At the top left is a red back arrow. The title 'Sign up to your personal account' is in bold black text. Below the title are six input fields: 'First name *', 'Last name *', 'E-mail address *', 'Country *' (with a dropdown arrow), 'Password', and 'Confirm password'. Below these fields is a checkbox with the text 'I agree with the processing of the above data for business and marketing purposes by MyQ spol. s.r.o. and its regional branches. [More about MyQ's Privacy Policy here.](#)'. At the bottom is a grey button with the text 'SIGN UP'.

4. 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 Multi-Function Device (MFD) to connect the specified device.



5. If you would like to add a new printer to your tenant, follow the installation instructions above, to install the terminal package on the printing device.
6. Once installed, open your MyQ Roger mobile app and use the **Login** button at the bottom-center of the screen to scan the QR code displayed on the Multi-Function Device (MFD).

This way, the connection between your MyQ Roger tenant, your MFD, and your smart phone is established. After choosing the region and scanning the QR code, you see the **Printer successfully paired** notification on your mobile, and the MyQ Roger log in-screen on your MFD.

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 are able to 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 is able to log in.
- The printer is registered (paired with the same tenant as the user):

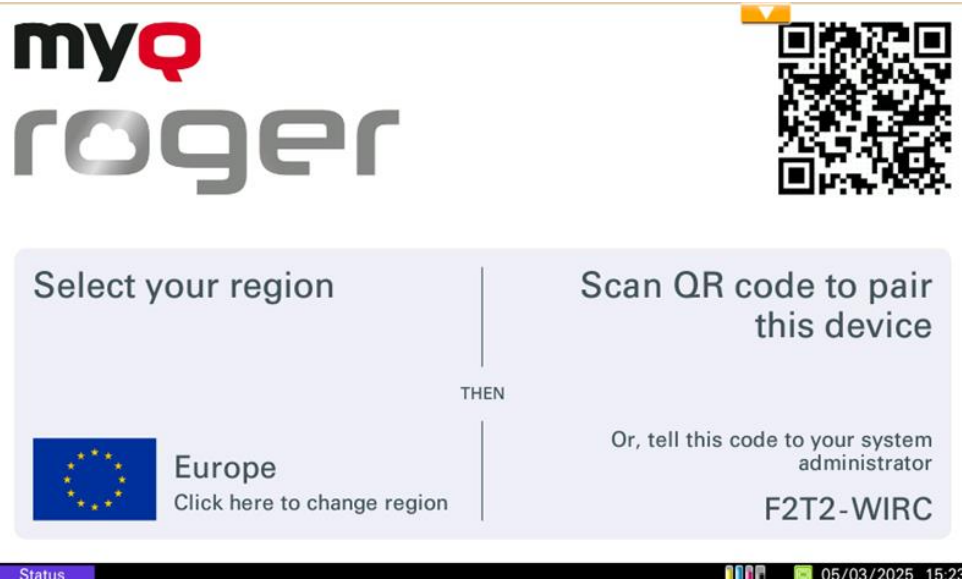
- The user (with standard and/or admin permissions) is logged in to the printer and can control it via their mobile phone.
- The printer is registered with a different tenant:
 - Since the printer is paired with a different tenant, it cannot be used, and an error message is displayed on the mobile phone.

It's not possible to bring up the registration screen (with the QR code) on a device once it has been paired to 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).

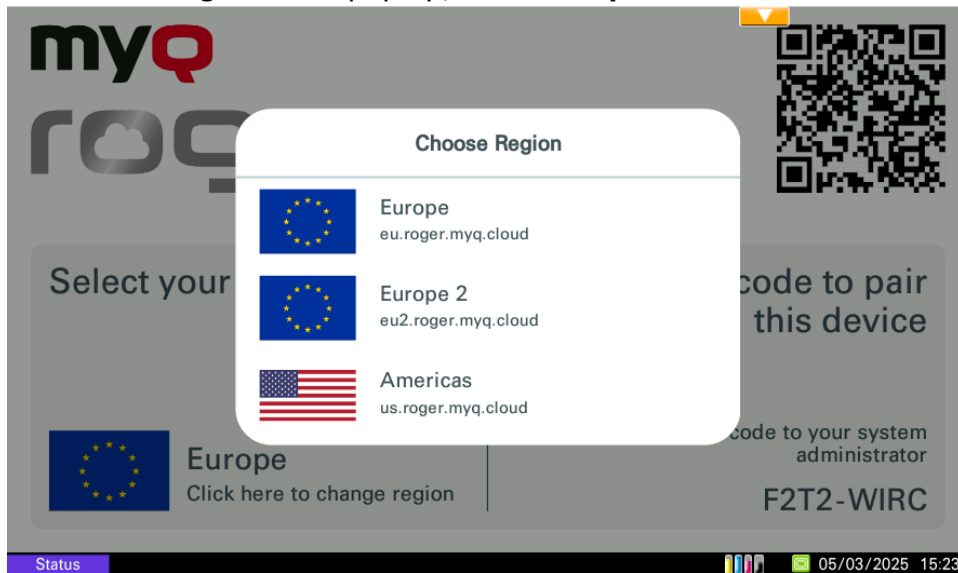
6 Registration of MyQ Roger to the Tenant

To register a printing device to your tenant, you need to first select your region on the Multi-Function Device (MFD), and then use the MyQ Roger mobile app to scan the QR code displayed on the MFD.

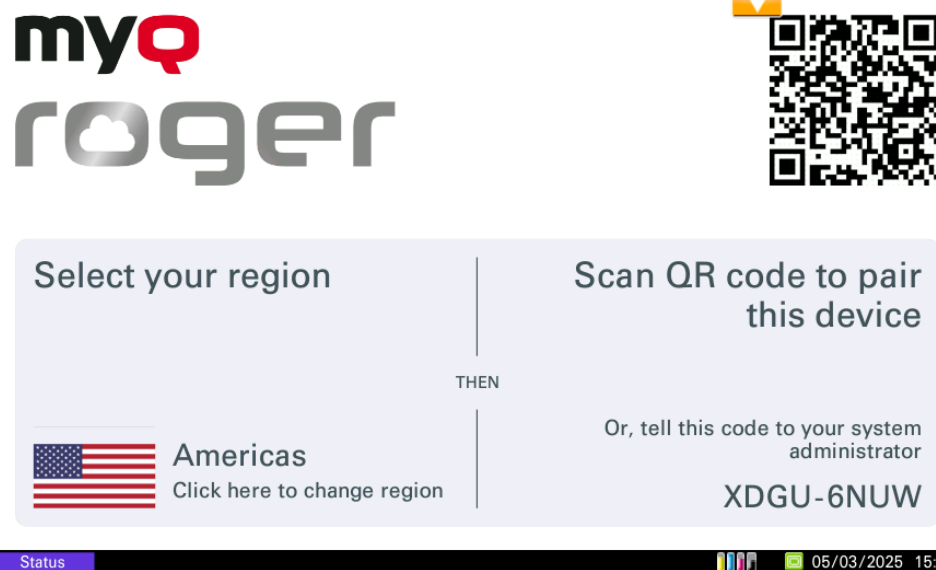
1. In the MyQ Roger screen on the MFD, tap on the **flag** in the lower-left corner to select your region.



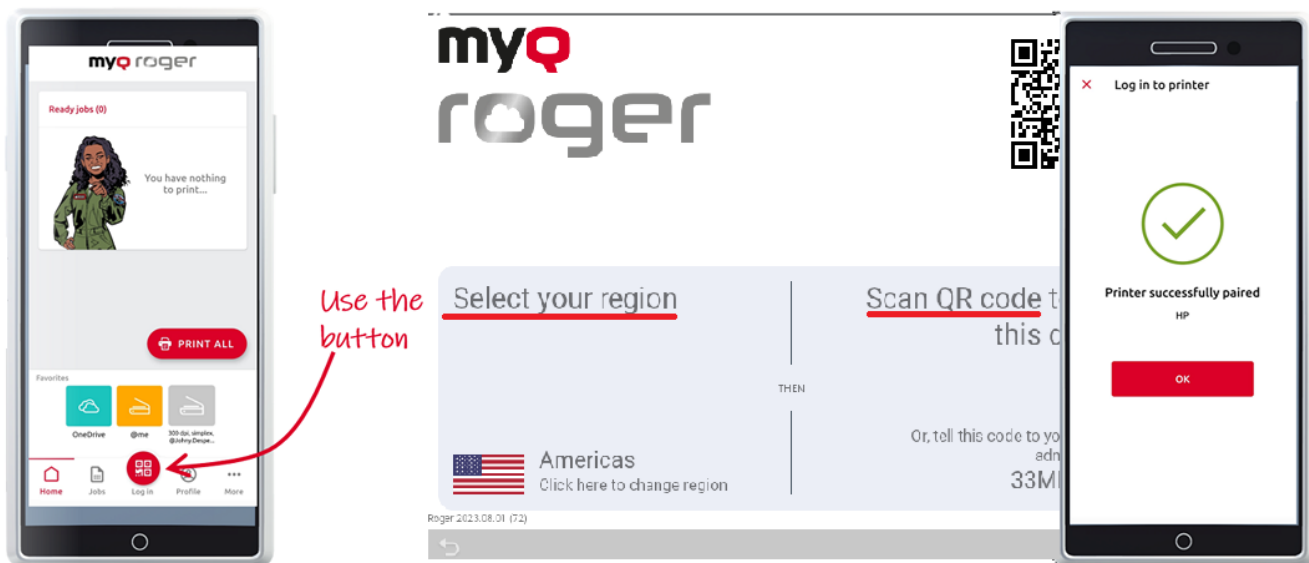
2. Choose the region in the pop-up, either **Europe** or **Americas**.



3. Scan the **QR code** to pair the device.



After the connection between MyQ Roger, your MFD, and your smart phone is established, you can immediately use MyQ Roger, either via your smart phone (recommended), or via the device panel.

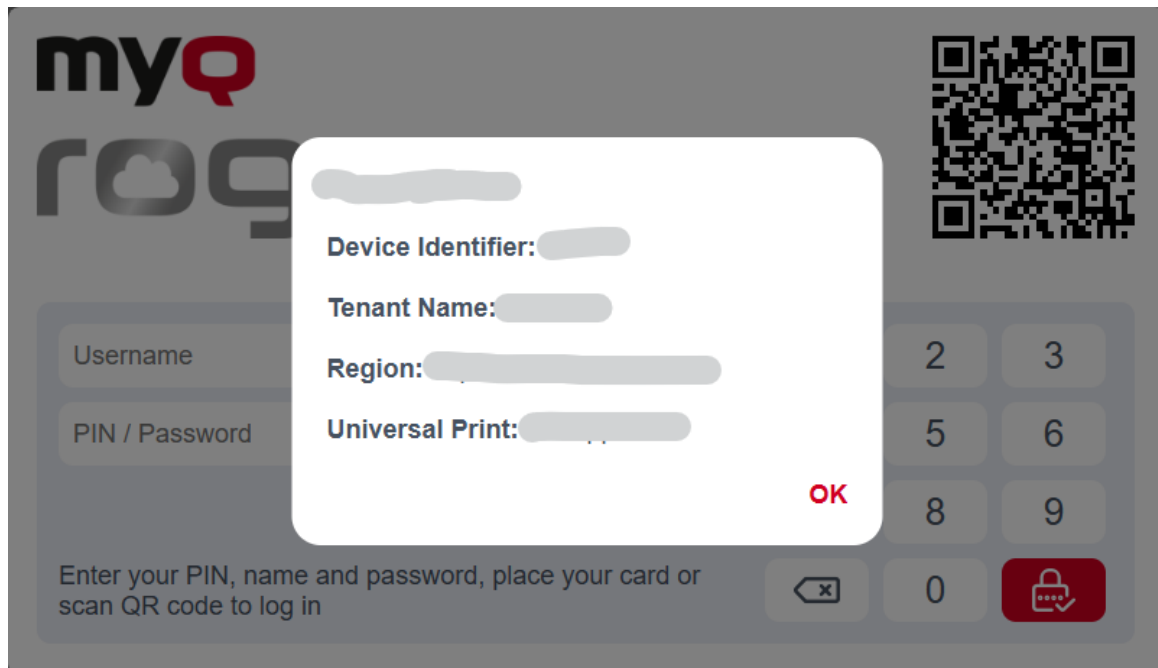


6.1 Information about Terminal Version and Connected Tenant

It is possible to display information about the terminal version and information about the connected tenant on the device panel.

1. Display the MyQ Roger login screen.
2. Press the **MyQ Roger** logo.

Information about the terminal version and information about the connected tenant is displayed.



7 Admin Menu

It is possible to log in to the device's Admin Menu from the login screen when the device is registered to the tenant.

To access the Admin Menu, enter the Admin Pin in the password field of the login page, leaving the username field empty. Press the MyQ logo for 5 seconds.

- i** For newly created tenants, the Admin PIN is generated randomly and after connecting the device to the tenant, the Admin PIN can be changed. The Admin PIN can be found in the MyQ Roger Server tenant settings, in **Administration>Device Settings**, in the **General** tab under **Admin Mode**. The Admin PIN can also be changed there.



The available actions in the Admin Menu of the MyQ Roger terminal for Kyocera are:

- **Unlock Panel**
Permits managing the printer settings or update/uninstall the MyQ Roger terminal for Kyocera.
- **Unregister from Tenant**
The device is unregistered from the tenant; all users and local spooled jobs are deleted from the device; the screen for registration of the device to the tenant is displayed after logging out of the Admin Menu.

⚠ The Admin Menu is not available in Offline Mode.

8 Using MyQ Roger

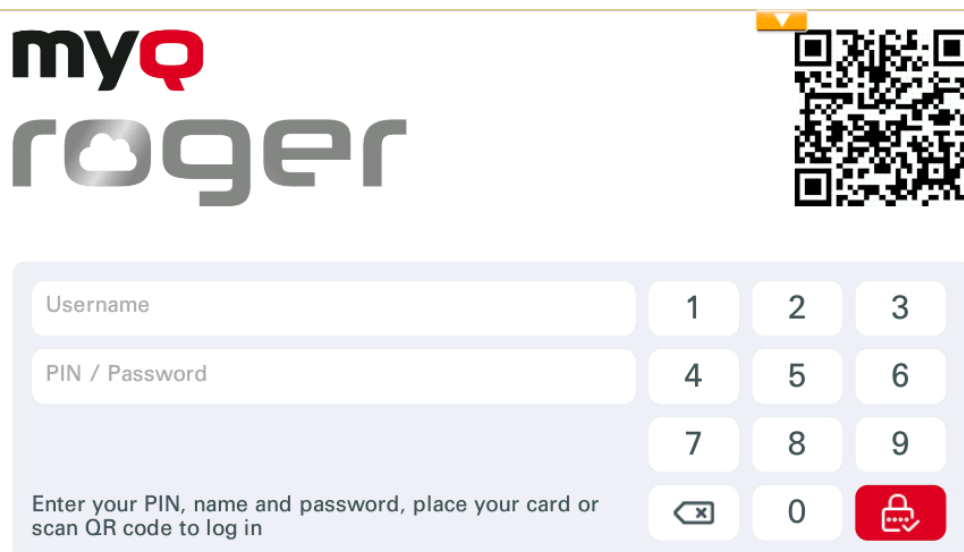
8.1 Usage of the Terminal

⚠ Please note that a device with MyQ Roger connected to the Kyocera command center must be synchronized at least once per month. If it's not used for more than 30 days, you will receive the following error message on the device: *"This app has been disabled. The product could not access security web services for at least 30 days, or the app is no longer approved by security web services. Contact support."* If this happens, MyQ Roger must be reinstalled.

8.1.1 Log in

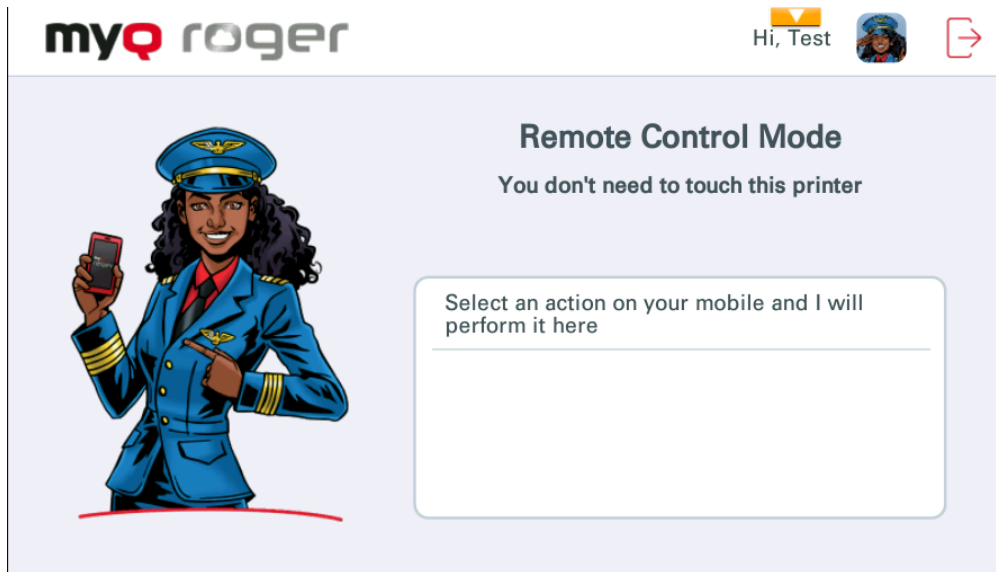
Depending on the administrator's setup, there are multiple login options available on the device panel:

- **Username and password** - Type your MyQ Roger username and password.
- **Username and PIN** - Type your MyQ Roger username PIN.
- **ID Card** - Swipe your ID Card.
- **PIN** - Type your MyQ Roger PIN.
- **QR code** - Scan the QR code with your smart phone via the MyQ Roger mobile app (recommended).



The image shows the MyQ Roger login interface. At the top left is the 'myQ roger' logo. To the right is a QR code. Below the logo is a login form with two input fields: 'Username' and 'PIN / Password'. To the right of these fields is a numeric keypad with buttons for digits 1-9, 0, and a backspace button. At the bottom left of the form is the text 'Enter your PIN, name and password, place your card or scan QR code to log in'. At the bottom right is a red button with a white login icon.

If you log in by scanning the QR with your smartphone, you can manage everything via the MyQ Roger app. You cannot use the device panel unless you pass the control to the printer, via the button on the top-right corner in the MyQ Roger mobile app **Home** tab.



The currently running operation is displayed on the MFD's display if the device is managed via the MyQ Roger app. If you use a different login method, you can manage everything directly from the MFD.

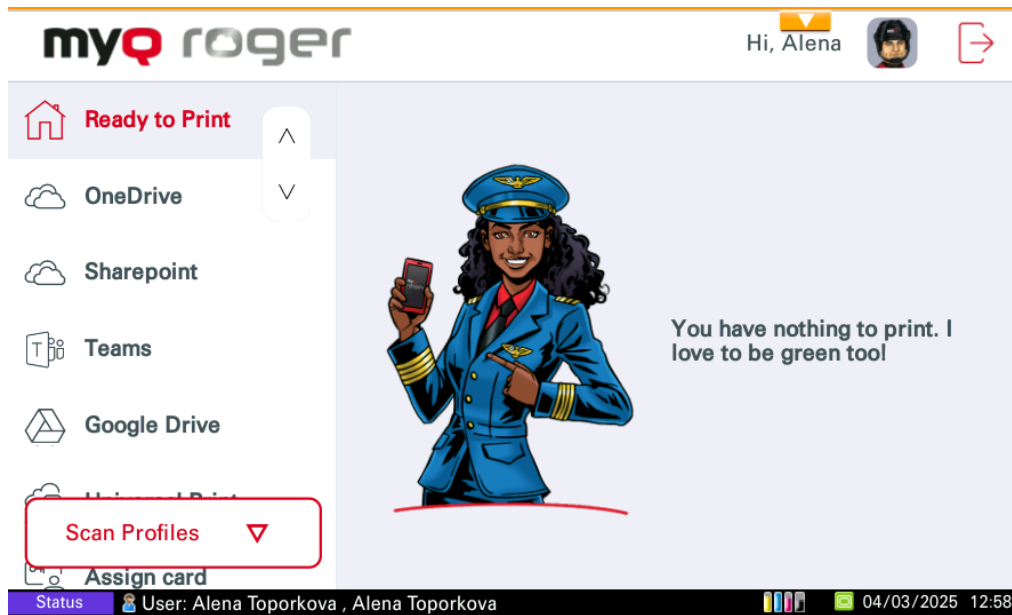
8.1.2 MyQ Roger Available Actions

Depending on your MyQ Roger tenant settings, as well as the administrator's setup, the available actions are:

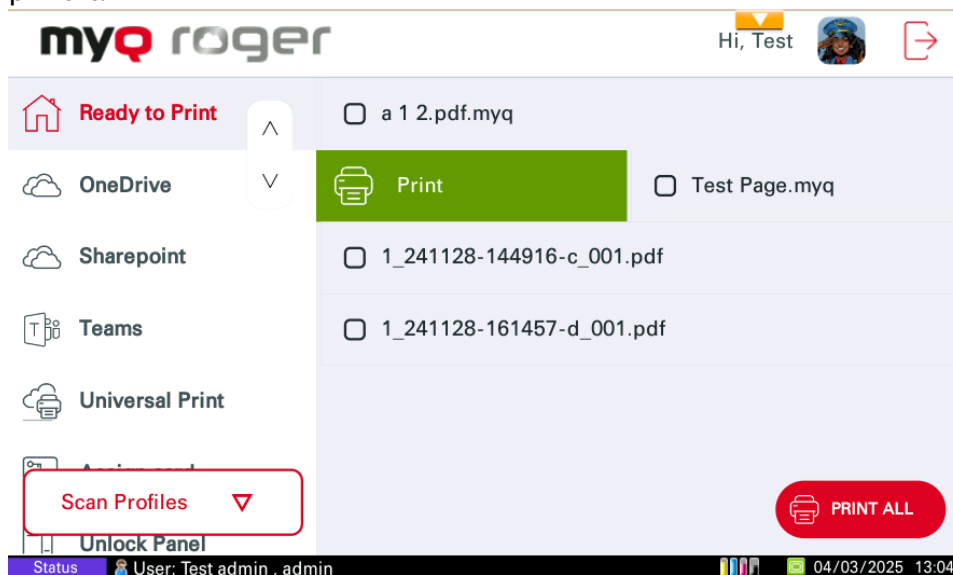
- Ready to Print
- OneDrive and Scan Here (OneDrive)
- Google Drive and Scan Here (Google Drive)
- SharePoint and Scan Here (SharePoint)
- MS Teams and Scan Here (MS Teams)
- Universal Print

8.1.2.1 Ready to Print

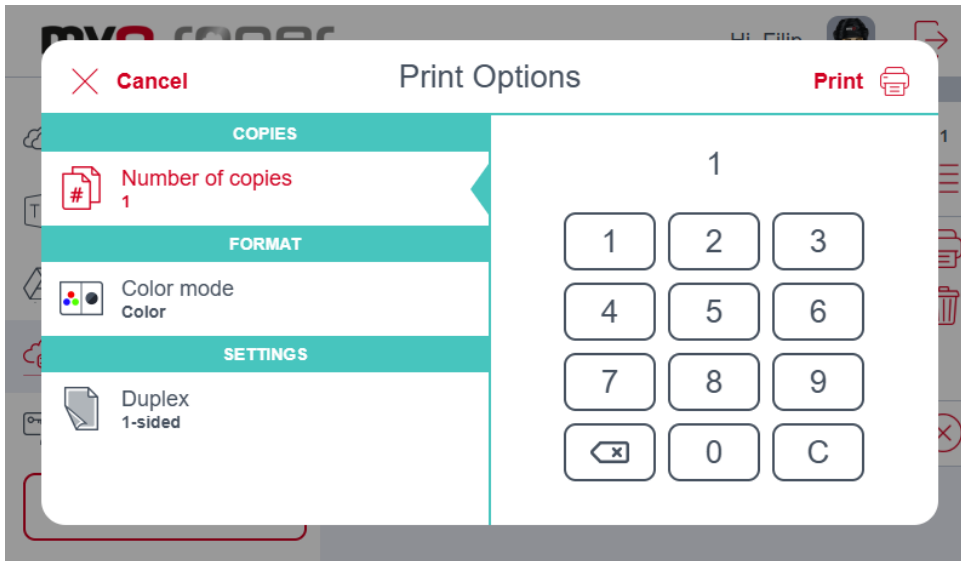
This action shows all the jobs that are in the ready state.



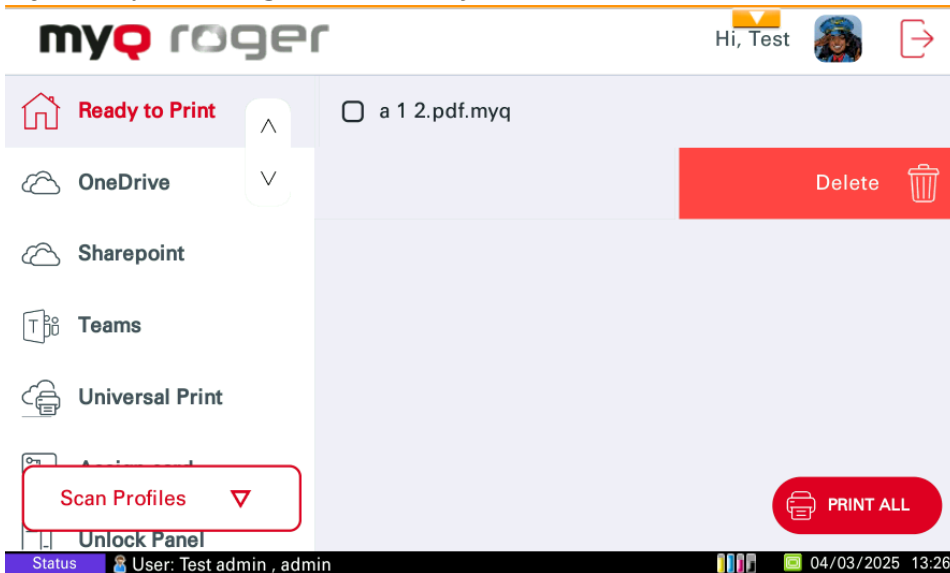
1. If the control is to the printer, select a job or multiple jobs and swipe from left to right to print it.



2. Once you have selected the relevant files to print, **Print Options** will be displayed.



3. If you swipe from right to left, the job is deleted.

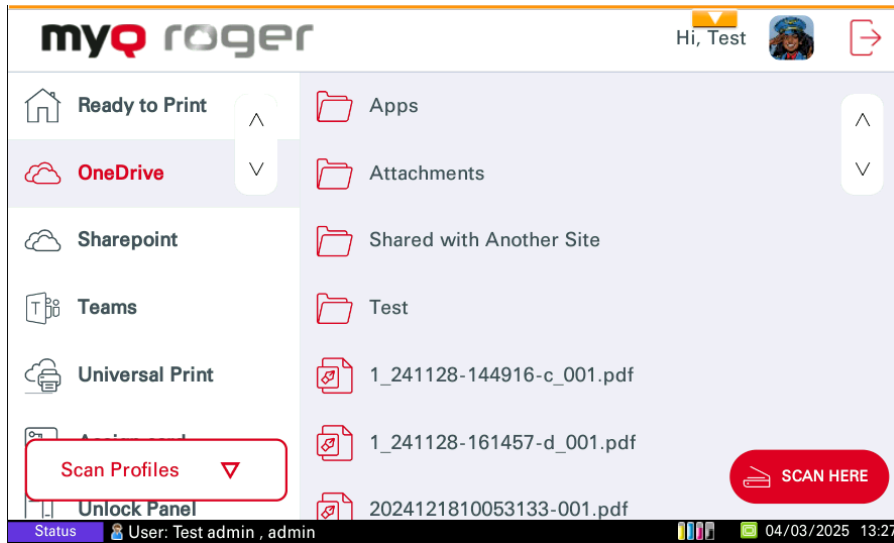


4. If it's on the mobile app, you have the same swiping options or else you can select the job(s) and tap **Print** or **Print All**.

8.1.2.2 OneDrive

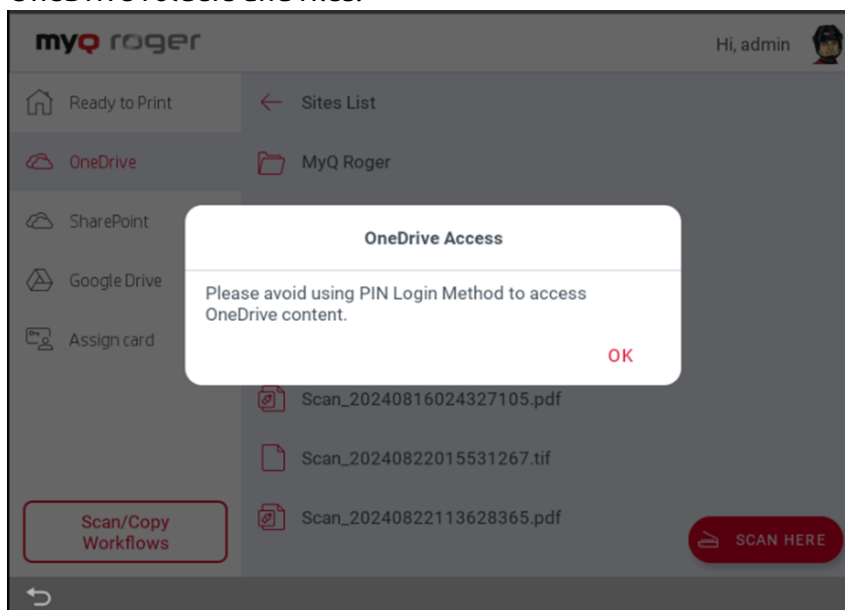
This action is displayed if OneDrive is connected or if no cloud storage is connected at all. This action shows all the files that can be printed and stored on OneDrive.

1. If the control is to the printer, select a job and swipe from left to right to print it or just tap on the job to edit the job options.

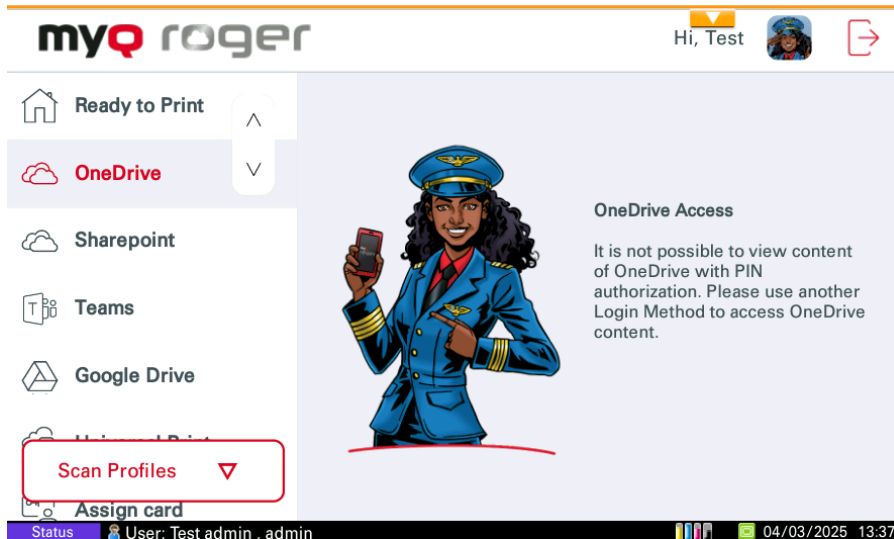


It is not recommended to use login via the PIN method for displaying the cloud storage files on the device panel because of security reasons. Currently there are two possibilities of behavior after login via PIN related to settings on the MyQ Roger Web UI. This behavior is related to the PIN login method only. Login via username and password, card or via mobile device is working without any limitations.

2. An information message is displayed after opening the OneDrive storage. After pressing **OK** on this message, the OneDrive storage is displayed, and it is possible to browse the OneDrive folders and files.



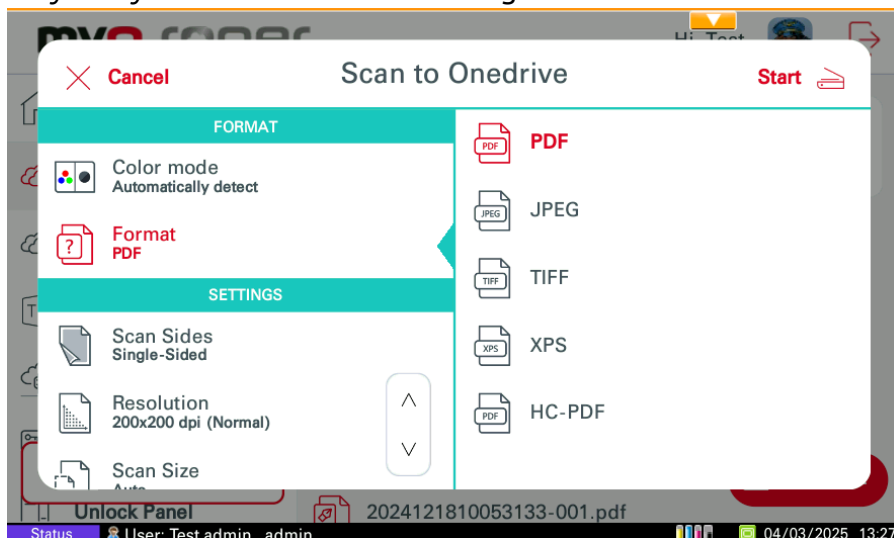
3. OneDrive storage files are not displayed at all.



8.1.2.2.1 Scan Here (OneDrive)

The **Scan Here** feature scans your documents and saves the scans to **OneDrive**.

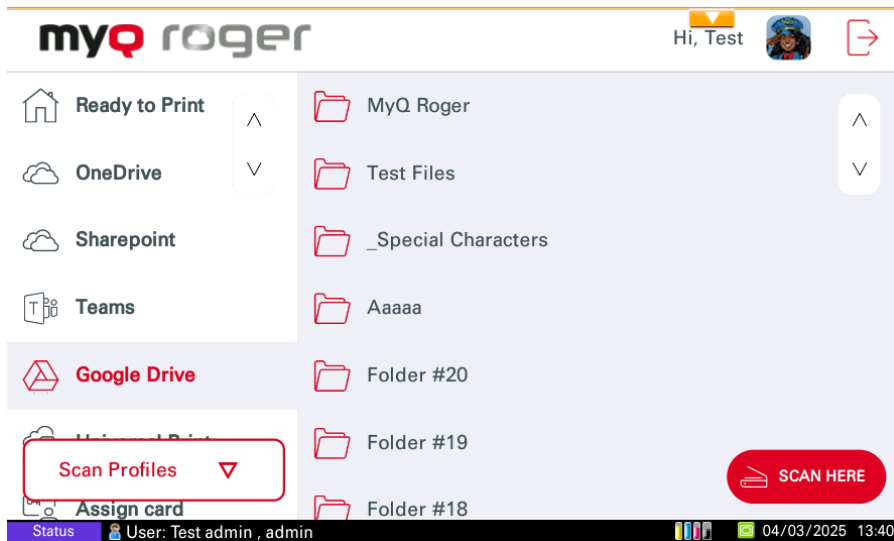
1. If the control is on the mobile app, select the job (listed in the OneDrive tab) and tap **Print** or **Print All**. It is possible to print files in pdf, MS Office and Google Docs formats only on Kyocera from OneDrive storage.



8.1.2.3 Google Drive

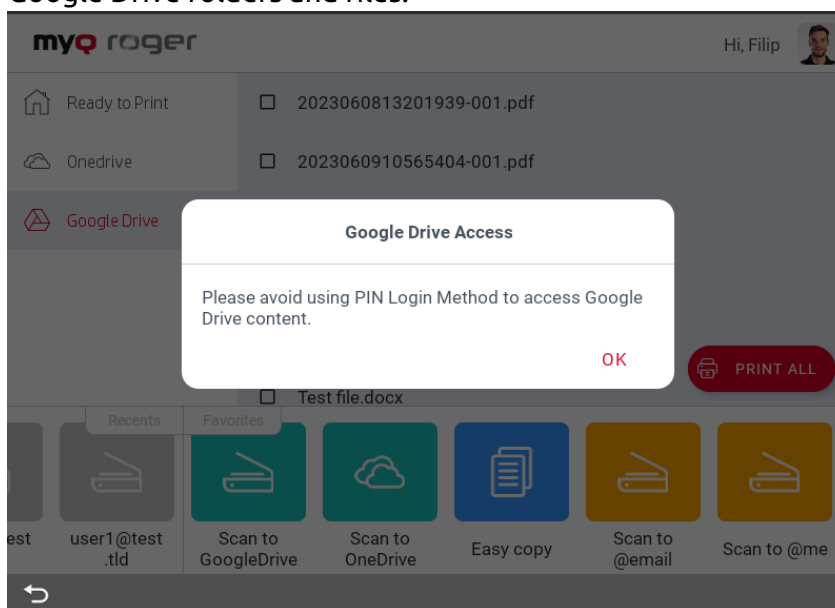
This action is displayed if Google Drive is connected or if no cloud storage is connected at all. This action shows all the files that can be printed and stored on Google Drive.

1. If the control is to the printer, select a job and swipe from left to right to print it, or just tap on the job to edit the job options.

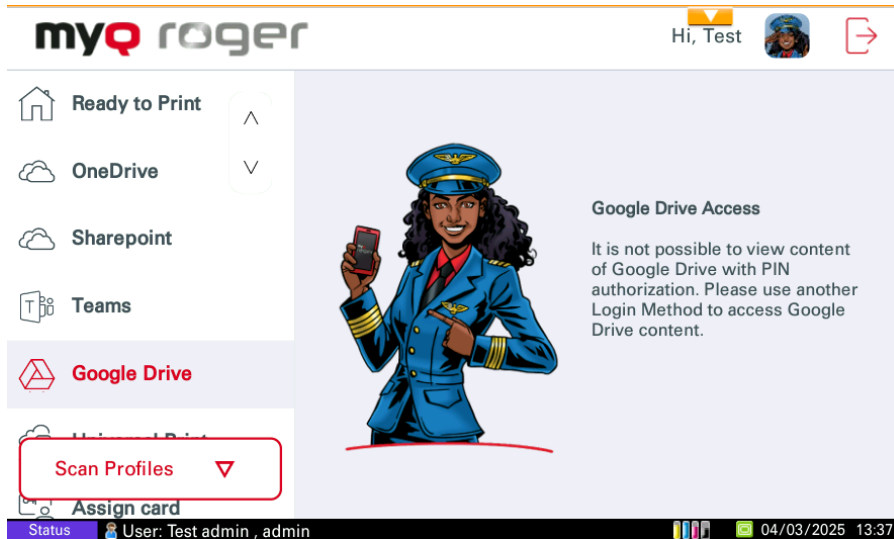


It is not recommended to use login via the PIN method for displaying the cloud storage files on the device panel because of security reasons. Currently, there are two possibilities of behavior after login via PIN related to settings on the MyQ Roger Web UI. This behavior is related to the PIN login method only. Login via username and password, card, or via mobile device is working without any limitations.

2. An information message is displayed after opening the Google Drive storage. After pressing **OK** on this message, the Google Drive storage is displayed and it is possible to browse the Google Drive folders and files.



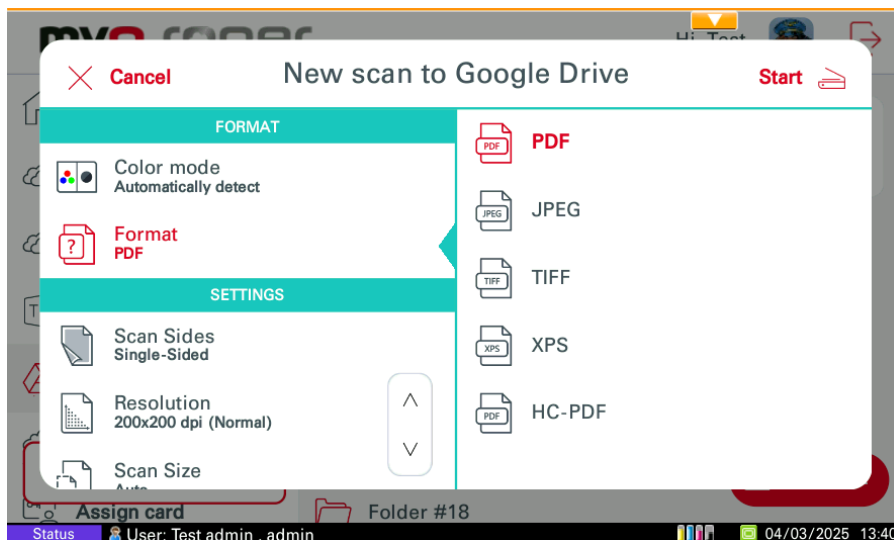
3. Google Drive storage files are not displayed at all.



8.1.2.3.1 Scan Here (Google Drive)

The **Scan here** feature scans your documents and saves the scans to **Google Drive**.

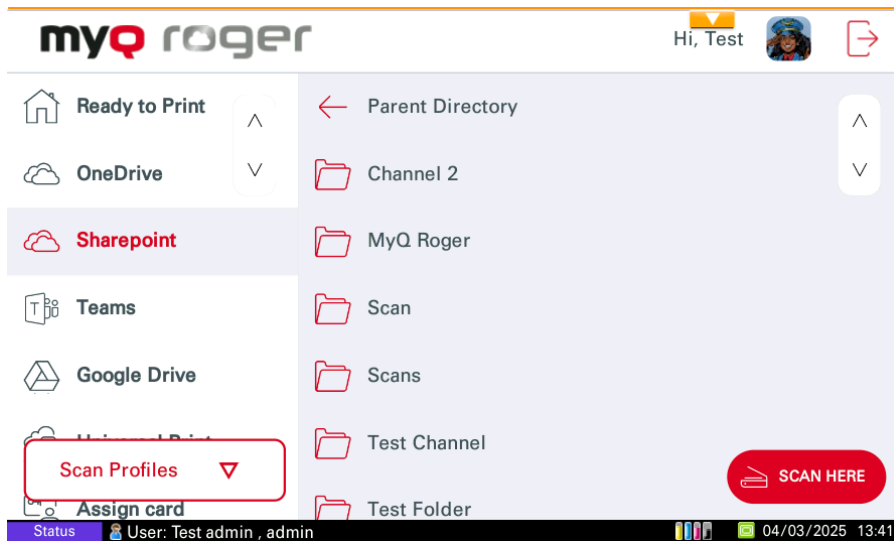
1. If the control is on the mobile app, select the job (listed in the Google Drive tab) and tap **Print** or **Print All**. It is possible to print files in PDF format only on Kyocera from Google Drive.



8.1.2.4 SharePoint

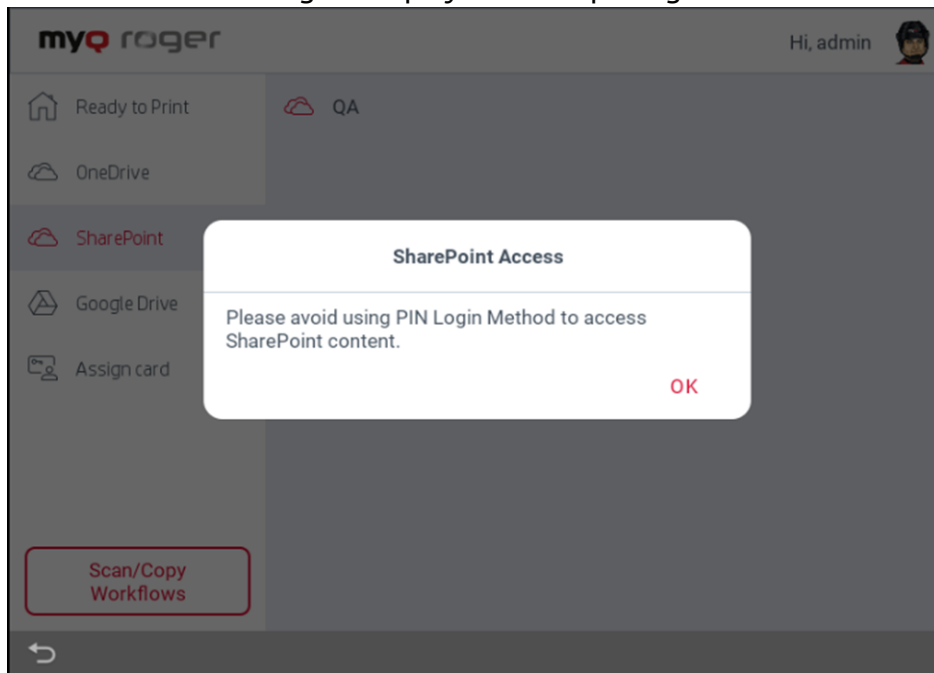
This action is displayed if SharePoint is connected or if no cloud storage is connected at all. This action shows all the files that can be printed and stored on SharePoint.

1. If the control is to the printer, select a job and swipe from left to right to print it or just tap on the job to edit the job options.

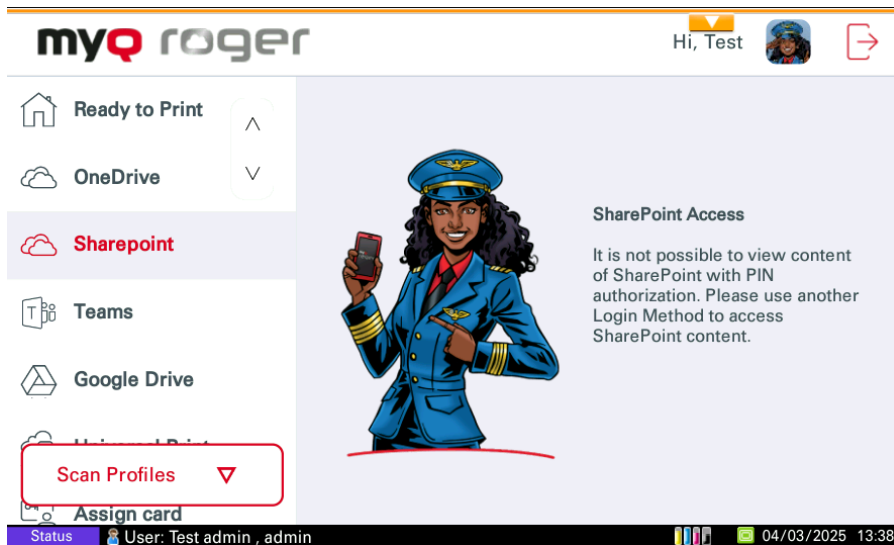


It is not recommended to use login via the PIN method for displaying the cloud storage files on the device panel because of security reasons. Currently, there are two possibilities of behavior after login via PIN related to settings on the MyQ Roger Web UI. This behavior is related to the PIN login method only. Login via username and password, card, or via mobile device is working without any limitations.

2. An information message is displayed after opening the SharePoint storage.



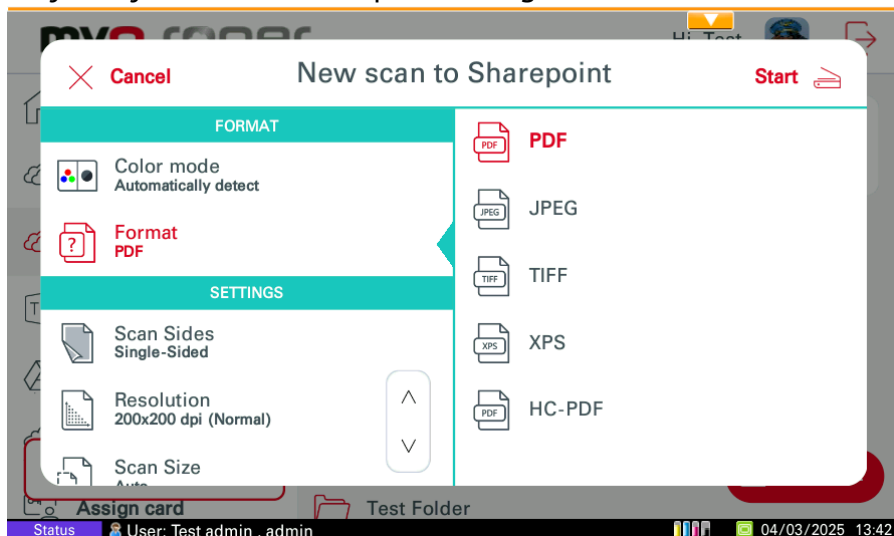
3. After pressing **OK** on this message, the SharePoint storage is displayed and it is possible to browse the SharePoint folders and files. SharePoint storage files are not displayed at all.



8.1.2.4.1 Scan here (SharePoint)

The **Scan here** feature scans your documents and saves the scans to **SharePoint**.

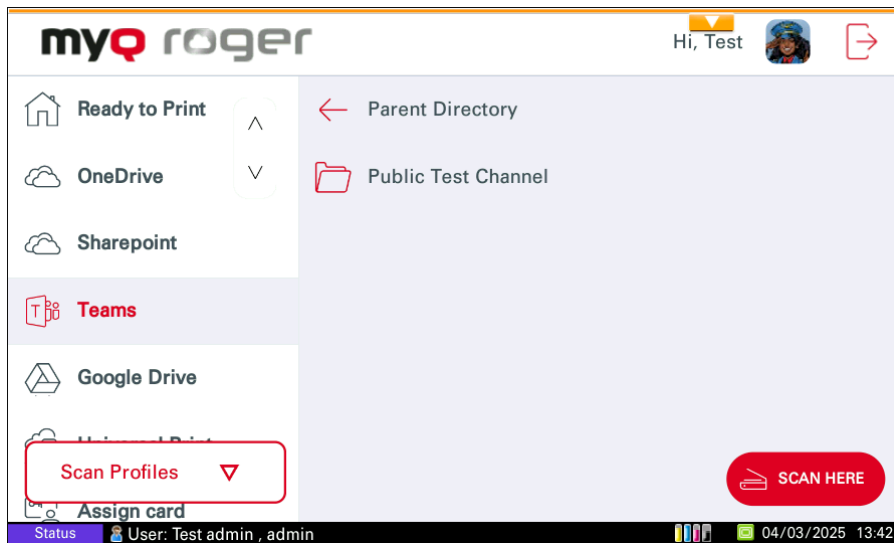
1. If the control is on the mobile app, select the job (listed in the SharePoint tab) and tap **Print** or **Print All**. It is possible to print files in PDF, MS Office and Google Docs formats only on Kyocera from Sharepoint storage.



8.1.2.5 MS Teams

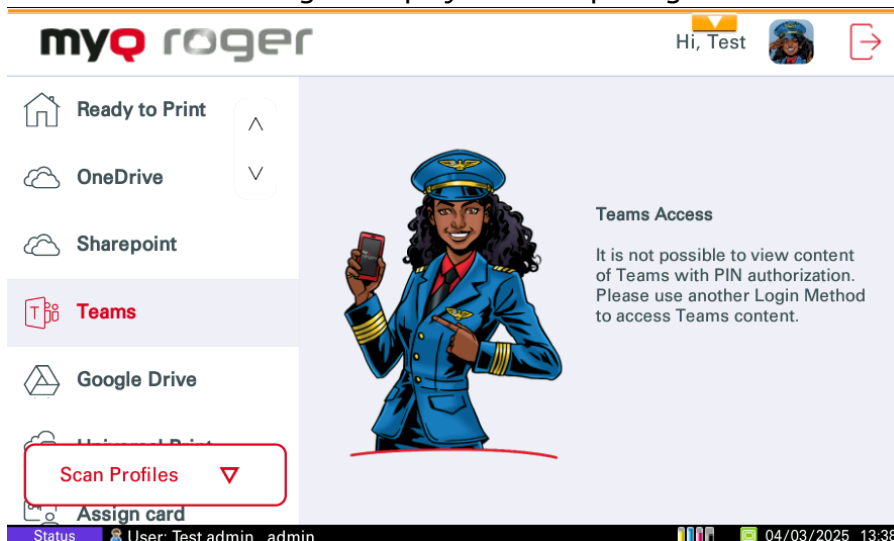
This action is displayed if MS Teams is connected or if no cloud storage is connected at all. This action shows all files that can be printed from or scanned to your channels in MS Teams.

1. If the control is to the printer, select a job and swipe from left to right to print it or just tap on the job to edit the job options.



It is not recommended to use login via the PIN method for displaying the cloud storage files on the device panel because of security reasons. Currently, there are two possibilities of behavior after login via PIN related to settings on the MyQ Roger Web UI. This behavior is related to the PIN login method only. Login via username and password, card, or via mobile device is working without any limitations.

2. An information message is displayed after opening the MS Teams storage.



3. After pressing OK on this message, the MS Teams storage is displayed, and it is possible to browse the MS Teams folders and files. By default, only Channels that are followed by the user are listed. MS Teams storage files are not displayed at all.

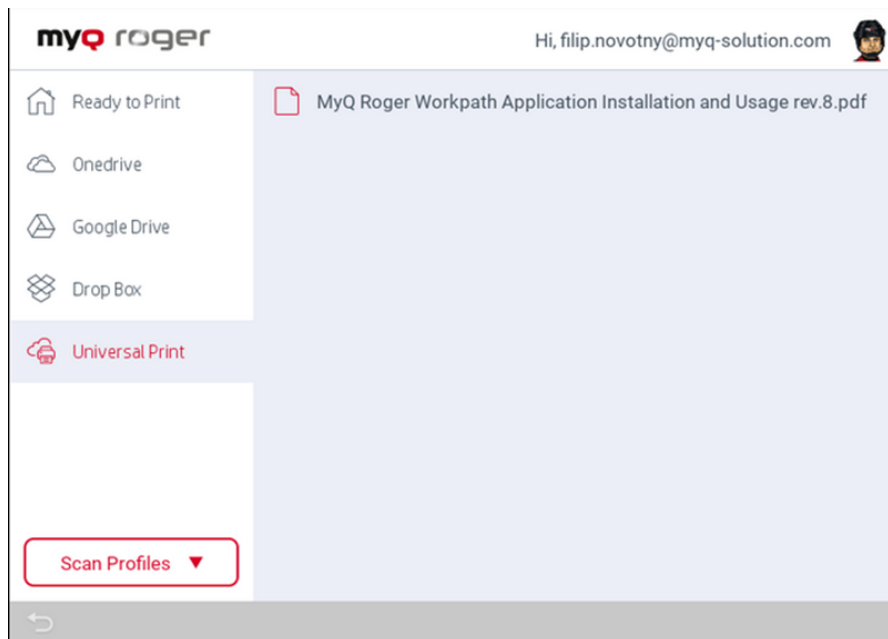
8.1.2.5.1 Scan Here (MS Teams)

The **Scan here** feature scans your documents and saves the scans to **MS Teams** in the specified channel.

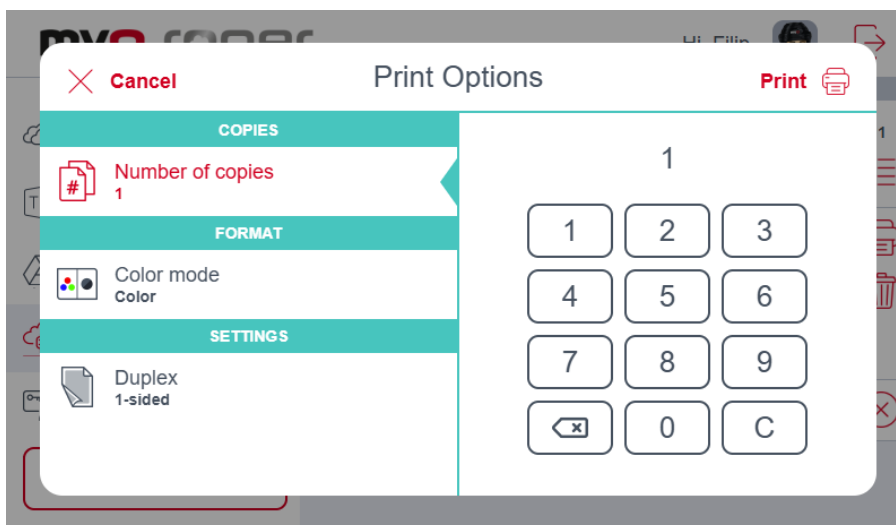
1. If the control is on the mobile app, select the job (listed in the MS Teams tab) and tap **Print** or **Print All**. It is possible to print files in PDF, MS Office and Google Docs formats only on Kyocera from MS Teams storage.

8.1.2.6 Universal Print

This action is displayed only if a Universal Print printer is connected. This action shows all the jobs that can be printed from Universal Print.



Once a job has been selected for print the **Print Options** are displayed.



8.1.2.7 Assign card

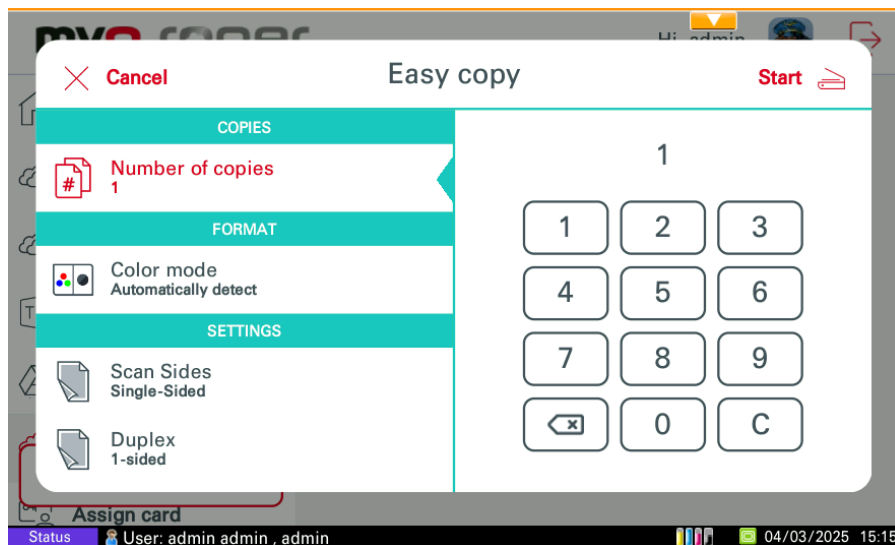
After tapping this action, the ID Card registration screen opens, and the logged user can register their card by swiping it at the card reader.

8.1.3 User Workflows

At the bottom of the screen, there are the **Recent** and **Favorite** actions. The recent actions are the last actions performed on MyQ Roger, and the favorite actions can be edited on the MyQ Roger mobile app or by pressing the action on the device panel.

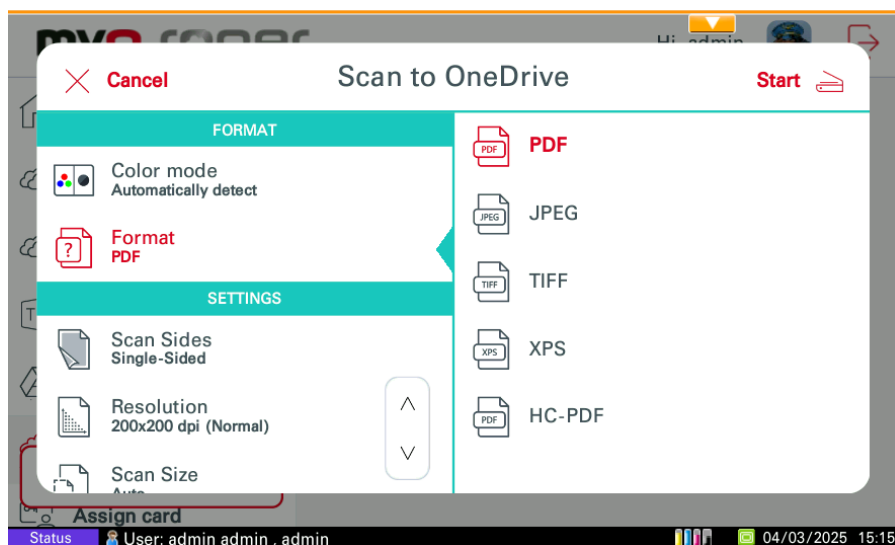
8.1.3.1 Easy Copy

Tap to copy a job or press to display the parameters.



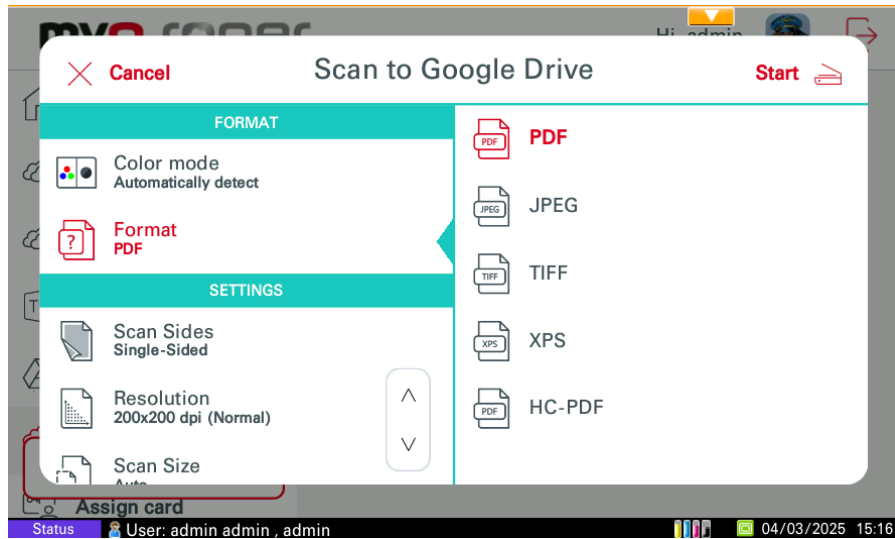
8.1.3.2 Scan to OneDrive

Tap to scan a job and store it in your OneDrive or press to display the parameters.



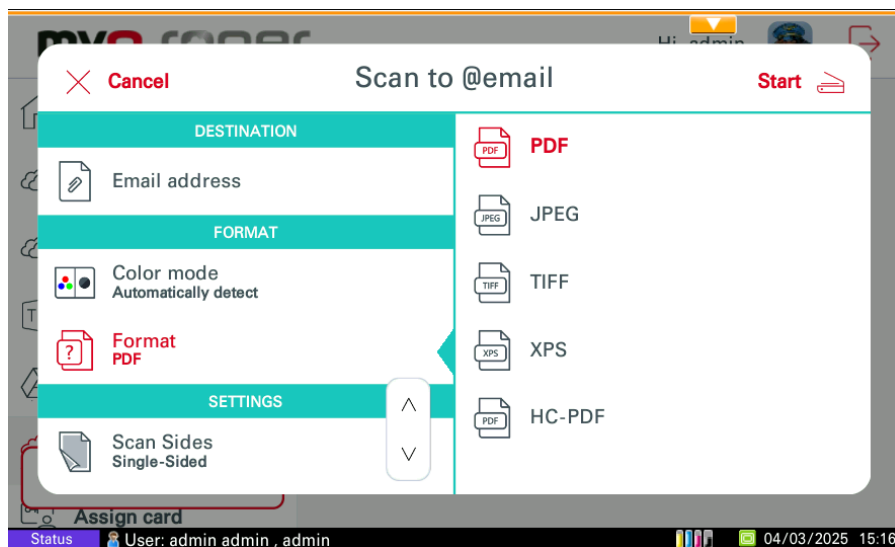
8.1.3.3 Scan to Google Drive

Tap to scan a job and store it in your Google Drive or press to display the parameters.



8.1.3.4 Scan to @me or Scan to @email

Tap to scan a job and send it to your email address/any other email address or press to display the parameters.



9 Obtain Logs

When you contact MyQ Support to investigate any issues with MyQ Roger, you should specify:

- Your MyQ Roger **Tenant name**. The Tenant's name can be found:
 - In the MyQ Roger mobile app, go to **More>Profile>Tenant name**.
 - In MyQ Roger Client (MRC), it's visible in the top center.
 - In the terminal, tap the MyQ Roger logo on the login screen.
- The username (email) where the issue occurred.
- The exact time of the issue.
- A detailed description of the issue.
- Logs of any MyQ Roger products you currently use.

9.1 MyQ Roger Client Logs

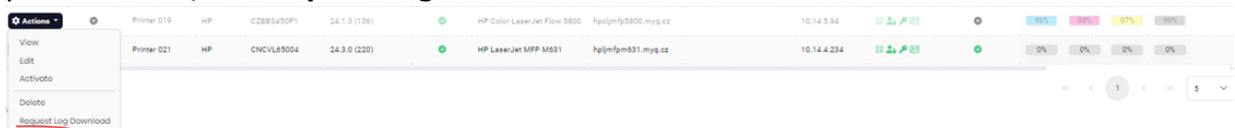
The default location of the MyQ Roger Client logs is in the following two directories:

1. `C:\ProgramData\MyQ\Desktop Client\logs`
2. `%userprofile%\AppData\Local\MyQ\Desktop Client\logs`
3. Store all the files and folders from both directories in a .zip file and attach it to your helpdesk case.

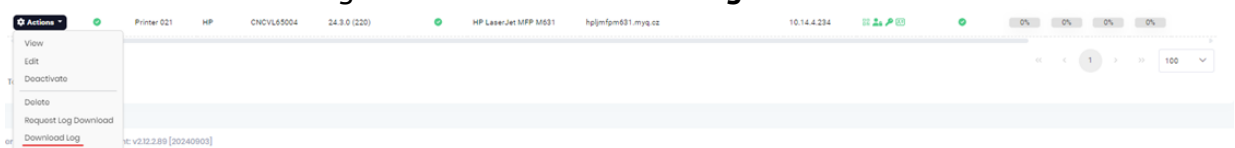
9.1.1 Logs from server web UI

Additionally it is possible to download logs directly from the server web UI.

1. Log into Roger web UI with rights for managing printers, open **Printers**, select the device, press **Actions**, and **Request Log Download**.



2. Click the **Actions** menu again and select **Download Log**.



10 Uninstallation

If your device is successfully paired with MyQ Roger, the MyQ Roger embedded app can be uninstalled or deactivated on the Application menu of the printing device's panel. If you choose to deactivate it, you can later reactivate it with its settings restored. The uninstallation (or deactivation) consists of two steps: you have to unlock the panel and then delete (or deactivate) the MyQ application on the Application menu.

1. On the terminal's login screen, tap the MyQ icon, and then log in as the MyQ administrator (The default administrator's PIN is *1087* and can be changed in the MyQ Roger Server tenant settings, in **Administration>Device Settings>Admin Mode**).
2. On the Admin Menu screen, tap the **Unlock Panel** button.
The printing device's default screen opens.
3. At the upper-left corner of the device panel, press the **System menu** button (or the **System Menu/Counter** button on some devices).
The System Menu opens.
4. On the System Menu, find and tap **Application** (or **Favorites/Application** on some devices).
5. On the Application menu (or Favorites/Application menu), tap **Application**.
The Application sub-menu opens.
6. On the menu, select the **MyQ Embedded** application, tap **Menu** at the bottom-left corner of screen.
The application menu opens.
7. On the menu, tap **Delete** (or **Deactivate**), and then tap **Yes** to confirm the action.
The application is deleted (or deactivated) and the MFP Panel default screen opens.

Uninstallation of the MyQ Roger embedded application is also possible remotely via Kyocera Net Admin or the Kyocera Net Viewer application.

If your device is not paired with MyQ Roger, but the MyQ Roger embedded app is installed on the device (the registration QR code is displayed on the terminal), unplug the network cable or disable the Wi-Fi connection to the device. Then log in to the device's Admin Menu and follow the uninstallation/deactivation steps above.

11 Business Contacts

MyQ® Manufacturer	<p>MyQ® spol. s r.o. Harfa Office Park, Ceskomoravska 2420/15, 190 93 Prague 9, Czech Republic MyQ® Company is registered in the Companies register at the Municipal Court in Prague, division C, no. 29842</p>
Business information	<p>www.myq-solution.com info@myq-solution.com</p>
Technical support	<p>support@myq-solution.com</p>
Notice	<p>MANUFACTURER WILL NOT BE LIABLE FOR ANY LOSS OR DAMAGE CAUSED BY INSTALLATION OR OPERATION OF THE SOFTWARE AND HARDWARE PARTS OF THE MyQ® PRINTING SOLUTION.</p> <p>This manual, its content, design and structure are protected by copyright. Copying or other reproduction of all or part of this guide, or any copyrightable subject matter without the prior written consent of MyQ® Company is prohibited and can be punishable.</p> <p>MyQ® is not responsible for the content of this manual, particularly regarding its integrity, currency and commercial occupancy. All the material published here is exclusively of informative character.</p> <p>This manual is subject to change without notification. MyQ® Company is not obliged to make these changes periodically nor announce them, and is not responsible for currently published information to be compatible with the latest version of the MyQ® printing solution.</p>
Trademarks	<p>MyQ®, including its logos, is a registered trademark of MyQ® company. Microsoft Windows, Windows NT and Windows Server are registered trademarks of Microsoft Corporation. All other brands and product names might be registered trademarks or trademarks of their respective companies.</p> <p>Any use of trademarks of MyQ® including its logos without the prior written consent of MyQ® Company is prohibited. The trademark and product name is protected by MyQ® Company and/or its local affiliates.</p>