

myQ roger



MyQ Roger Ricoh Installation and Usage



March/2023
Revision 6

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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.

Benefit from MyQ Roger's 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 Basic Information

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

The basic prerequisites before the installation are:

- Setup of the MyQ Roger tenant (described in the *MyQ Roger Server Administration* guide).
- Latest FW is recommended.
- OneDrive and Google Drive should be connected to your tenant and the device.

2.1 Supported Devices

Operation Panel	Product
Smart Operation Panel G3 (10.1 inch)	IM C3010 / IM C3510 / IM C4510 / IM C5510 / IM C6010 / IM C2010 / IM C2510 Series
Smart Operation Panel G2.5 (10.1 inch)	IM 2500 / IM 3000 / IM 3500 / IM 4000 / IM 5000 / IM 6000 / IM 2509J / IM 3009J / IM 3509J
	IM C3000 Series
	IM C3500 Series
	IM C4500 Series
	IM C5500 Series
	IM C6000 Series
	IM C2000 Series
	IM C2500 Series
	IM 550 / IM 600 Series
	IM C300 / IM C400 / IM C400SR
	IM C6500 / IM C8000
	Pro C5300S / Pro C5310S
	Pro C5300SL
	IM 7000 / IM 8000 / IM 9000
	IM CW2200
Smart Operation Panel G2 (17inch)	Pro8300S / Pro8310S / Pro8320S
	Pro8310 / Pro8320
Smart Operation Panel G2 (10.1 inch)	MP C306Z Series
	MP C406Z Series

MP 305+ Series
MP C3004 Series
MP C3504 Series
MP C4504 Series
MP C5504 Series
MP C6004 Series
MP C2004 Series
MP C2094SPJ
MP C2504 Series
MP C2594SPJ
MP C3004ex Series
MP C3504ex Series
MP C4504ex Series
MP C5504ex Series
MP C6004ex Series
MP C2004ex Series
MP C2094exSPJ
MP C2504ex Series
MP C2594exSPJ
MP C501SP
MP 501 Series
MP 601 Series
MP CW2201 SP
MP 6503 SP
MP 7503 SP
MP 9003 SP
MP 402SPF
MP 2555 Series
MP 2595SPJ

MP 3055 Series
MP 3095SPJ
MP 3555 Series
MP 3595SPJ
MP 4055 Series
MP 5055 Series
MP 6055 Series
MP C307 Series
MP C407 Series
MP C6503 SP
MP C8003 SP
Pro C5200S
Pro C5210S
SP C840DN
SP C842DN
SP 8400DN
IM 350F
IM 430Fb
IM 430F

3 Pre-installation steps

3.1 Configuration of the device

3.1.1 Configure SMTP and scanning options

This setting is required for using scan to @me, scan to @email, and Panel Scan operations.

- Open the web UI of the device.
- Login as administrator.
- Go to **Device Management > Configuration > Device Settings: Email**

Configure **SMTP Server Name**, **SMTP Port No.** and **SMTP authentication**:

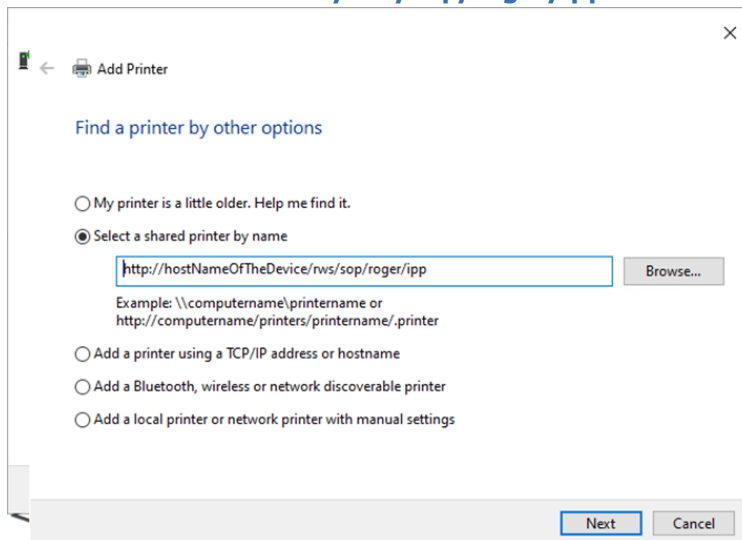
3.2 Printing related settings

Printing via MyQ Roger is possible using these methods:

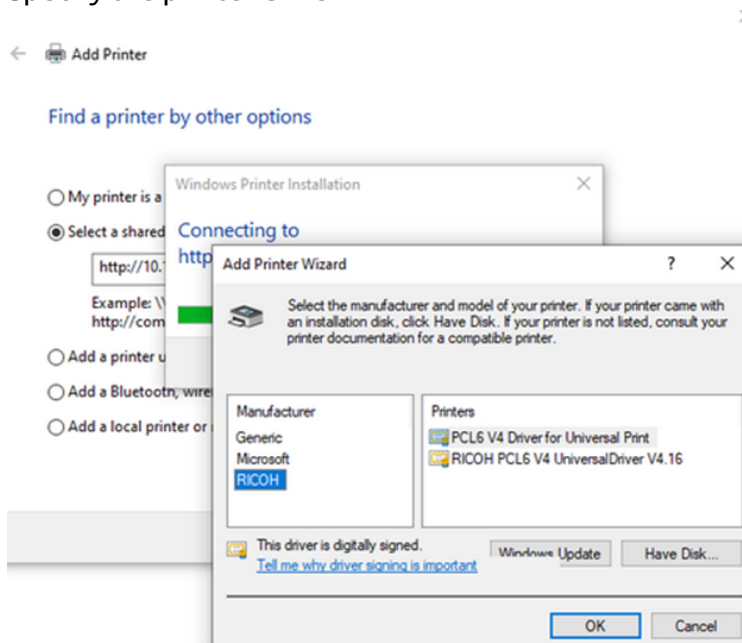
- **Printing from USB** – The USB drive has to be connected to the device with the file for printing. It is only possible to print *pdf* and *jpg* files from USB.
- **Printing from Cloud** – The Cloud storage has to be connected to the account. Currently it isn't possible to browse Cloud storages from the device panel; printed files have to be uploaded via the mobile device. It is only possible to print *pdf* and *jpg* files from Cloud storage.
- **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.
- **Printing via MyQ Roger Desktop Client** – No special settings needed on the terminal side. For the MRC 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.
- **Printing via IPP/IPPS** – For spooling jobs from the computer, it is possible to use printing via IPP/IPPS. Spooled jobs via IPP/IPPS are displayed in the **Ready to Print** action.

3.2.1 IPP Configuration

- In Windows, go to Control panel > Hardware and Sound > Devices and Printers.
- Click **Add a printer**, and then click **The printer that I want isn't listed**.
- Choose **Select a shared printer by name** and enter the URL: <http://hostNameOfTheDevice/rws/sop/roger/ipp>



- Specify the printer driver



- The printer is added and ready to use



3.2.2 IPPS Configuration

- Open the device web UI.
- Log in as administrator.
- Go to **Device Management > Configuration > Security: Device certificate.**
- **Export** the certificate.

Home

Device Certificate

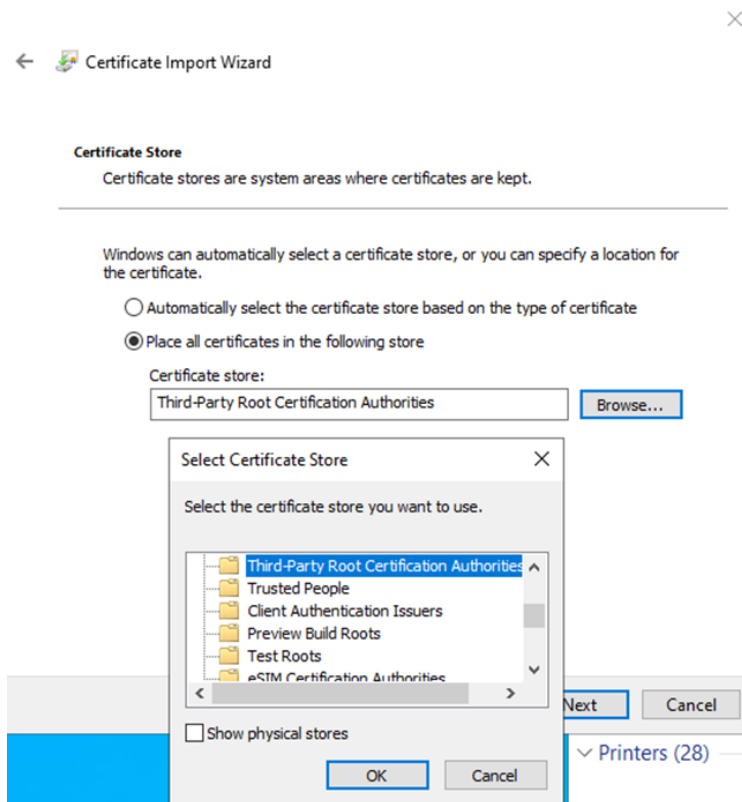
OK Cancel

Create Upload Request Install Intermediate Certificate Delete Export

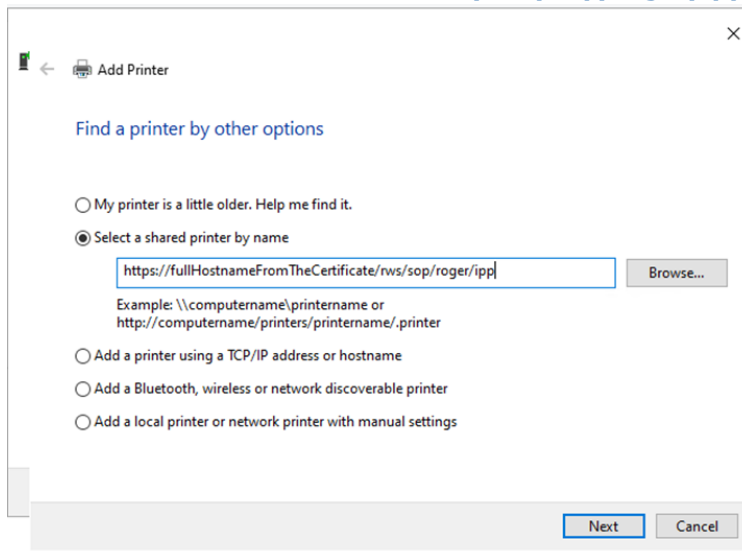
Selection	Certificate No.	Issued to	Issued by	Validity Period	Certificate Status
☒	Certificate1	/C=gb/CN=	/C=gb/CN=	09/11/2023 00:00:00	Installed
☐	Certificate2				None
☐	Certificate3				None
☐	Certificate4				None
☐	Certificate5				None
☐	Certificate6				None
☐	Certificate7				None

■ Explanation : Create: Creates a self-signed certificate.
 Upload: Uploads a certificate.
 Request: Requests a signed certificate from a Certificate Authority.
 Install Intermediate Certificate: Installs an intermediate certificate.
 Delete: Deletes an installed certificate.
 Export: Exports a certificate.

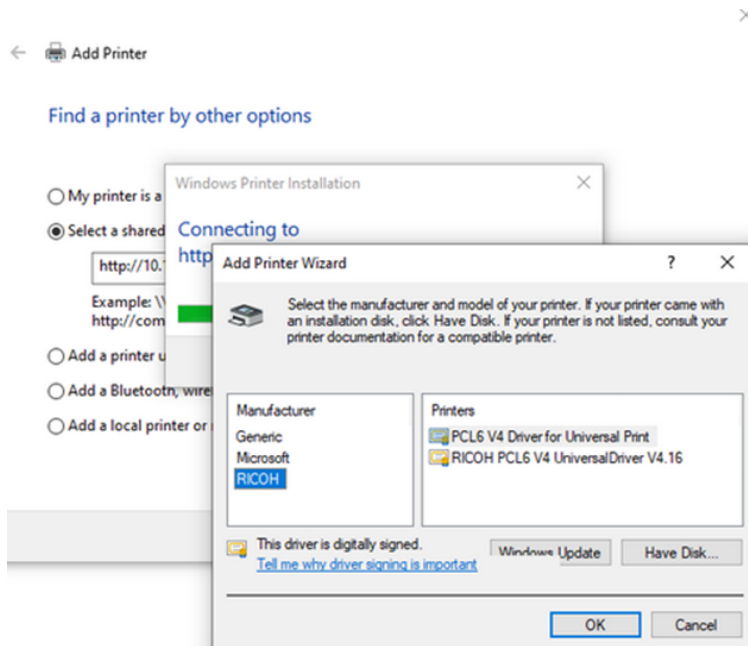
- Install the downloaded certificate to **Third-Party Root Certification Authorities.**



- In Windows, go to Control panel > Hardware and Sound > Devices and Printers.
- Click **Add a printer**, and then click **The printer that I want isn't listed**
- Choose **Select a shared printer by name** and enter the URL: <https://fullHostnameFromTheCertificate/rws/sop/roger/ipp>



- Specify the printer driver



- The printer is added and ready to use.



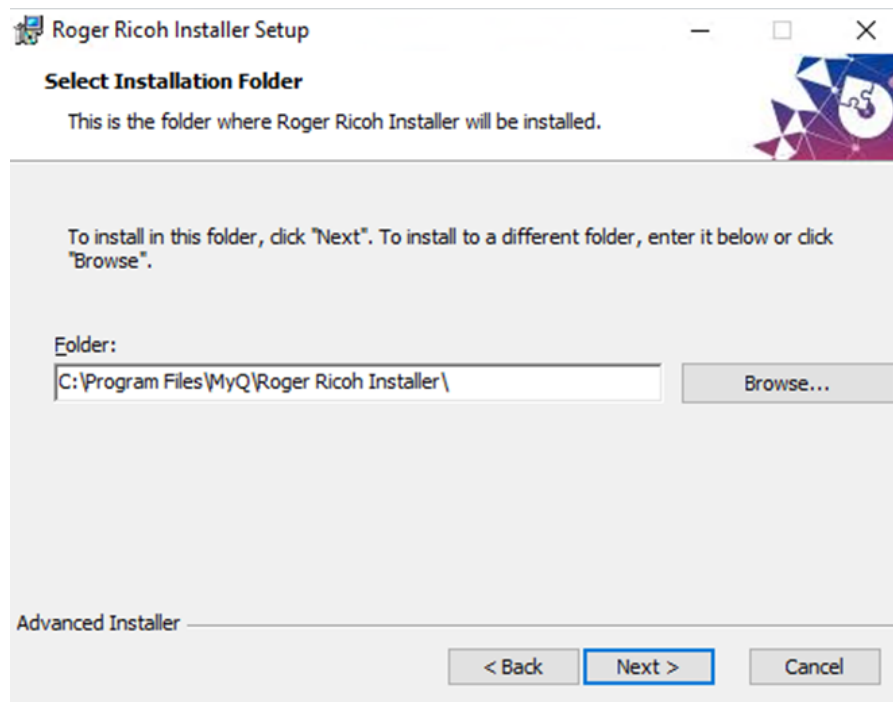
Roger IPPS on
https://

4 MyQ Roger Ricoh Installer

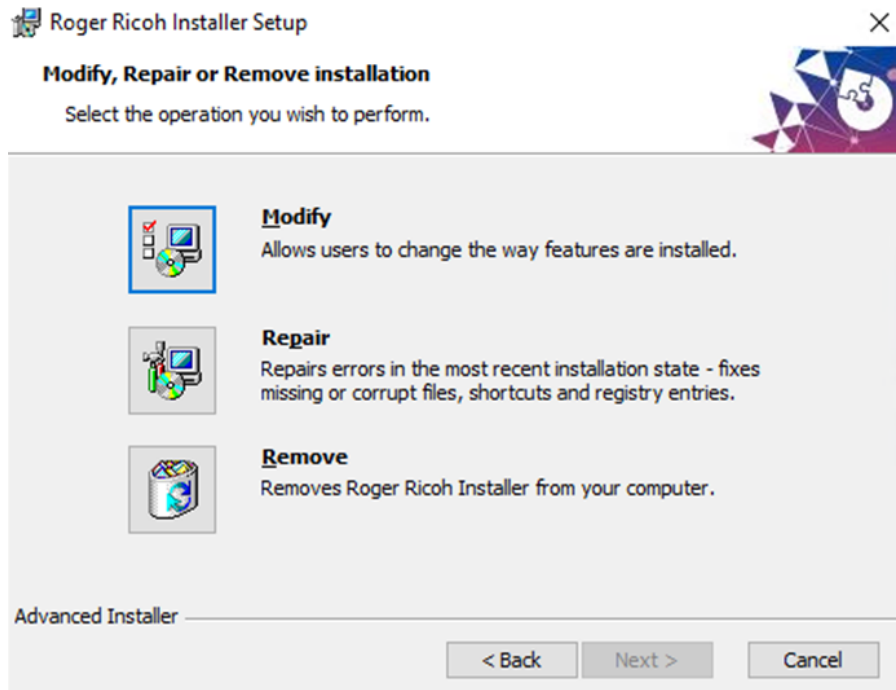
The MyQ Roger app can be installed on Ricoh MFDs by installing the MyQ Roger Ricoh Installer in your computer. Then, using the MyQ Roger Installer, you can discover Ricoh printers, and install and configure the MyQ Roger app.

4.1 Installing MyQ Roger Ricoh Installer

To install the MyQ Roger Ricoh Installer, run it, select a destination folder, click **Next**, and wait for the installation to finish.

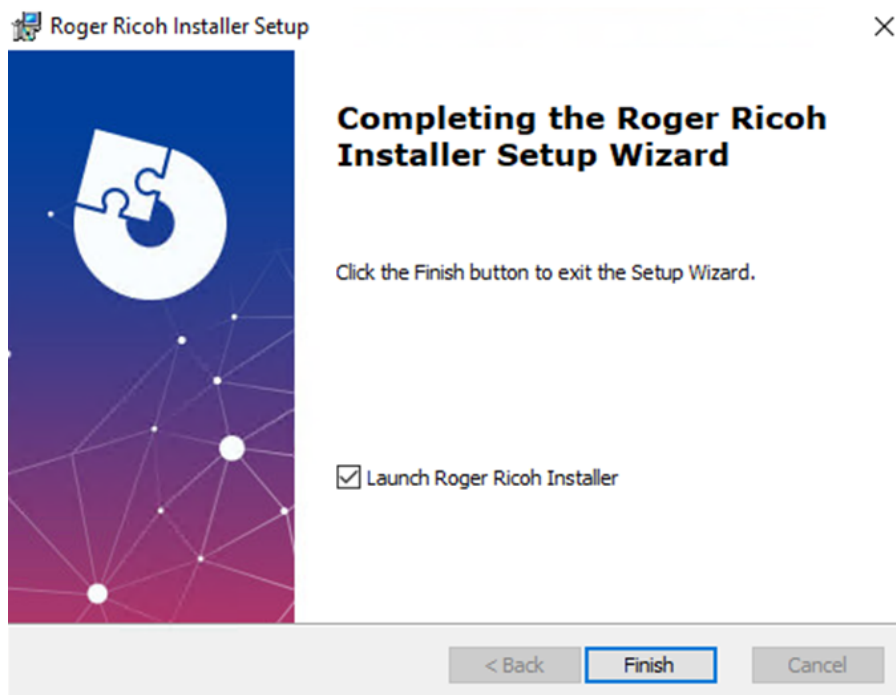


You can run the file again if you want to **Modify**, **Repair** or **Remove** MyQ Roger Ricoh Installer.

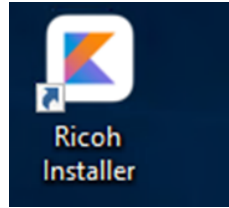


4.2 Using MyQ Roger Ricoh Installer

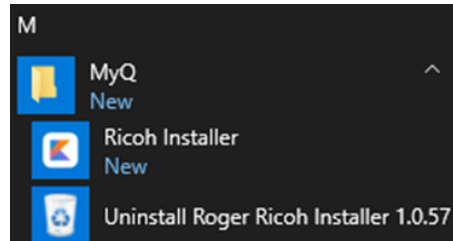
Once MyQ Roger Ricoh Installer is installed, you can select to **Launch Roger Ricoh Installer** automatically after you click **Finish** on the Setup Wizard.



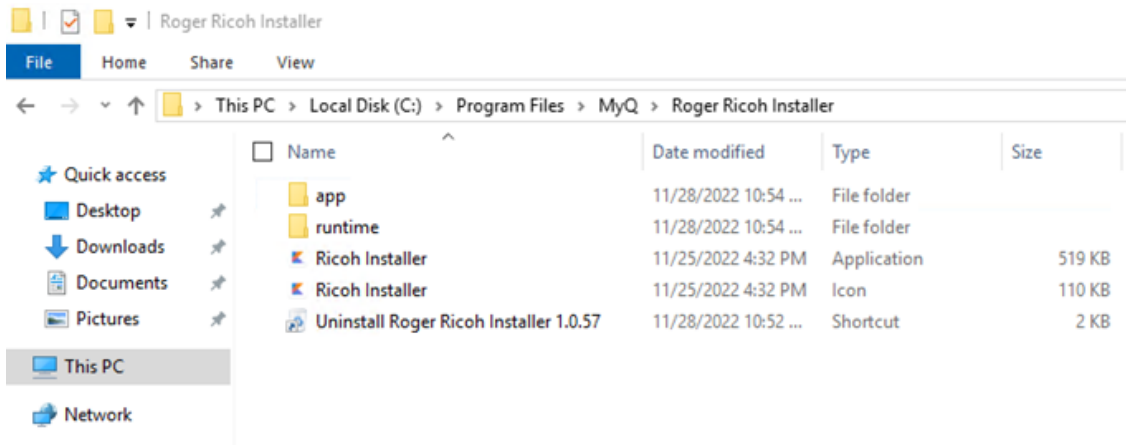
You can also double-click on the Desktop Shortcut:



Access it from the Windows Start Menu:

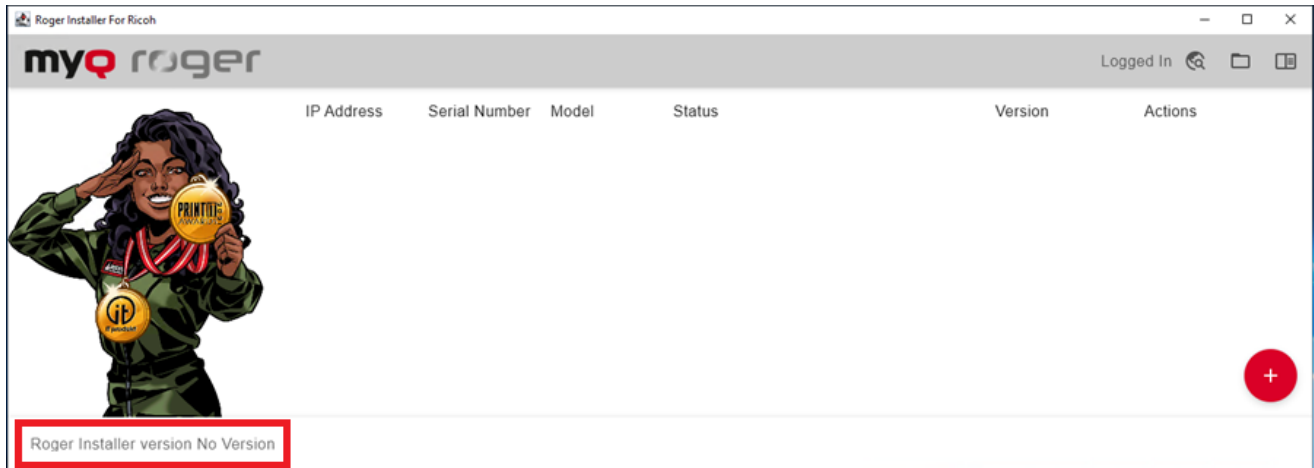


Or go to the *C:\Program Files\MyQ\Roger Ricoh Installer* folder (if the folder wasn't changed during the installation) and run the **Ricoh Installer** application as an administrator.

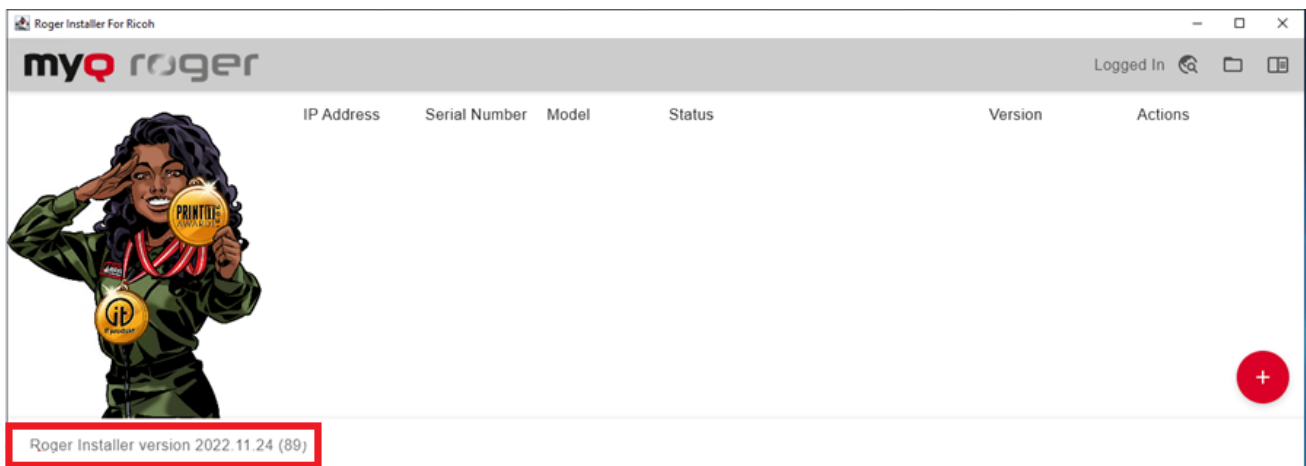


4.2.1 Adding the installation package to installer

The installer is installed without a package. The installation package must be manually added in order to install the terminal. Information about the current installation package version is displayed at the bottom left corner.



To add the installation package to the installer, it should be possible to use drag-and-drop and move the installation package to the installer. If the installation package is correctly used, its version is displayed at the bottom left corner.



The next time you use the installer, there is no installation package, and you must drag-and-drop it to the installer again.

In some cases, drag-and-drop cannot be used. A second way to add the package is to open the folder *C:\Program Files\MyQ\Roger Ricoh Installer\app\resources* and place the installation package there. The installer has to be opened after adding the package to the folder. If this method is used, the installer is opened with the package in the next run of the installer.

If a different version of the installation package than the one in the installer is used, the steps as for adding the installation package to empty installer is possible to use.

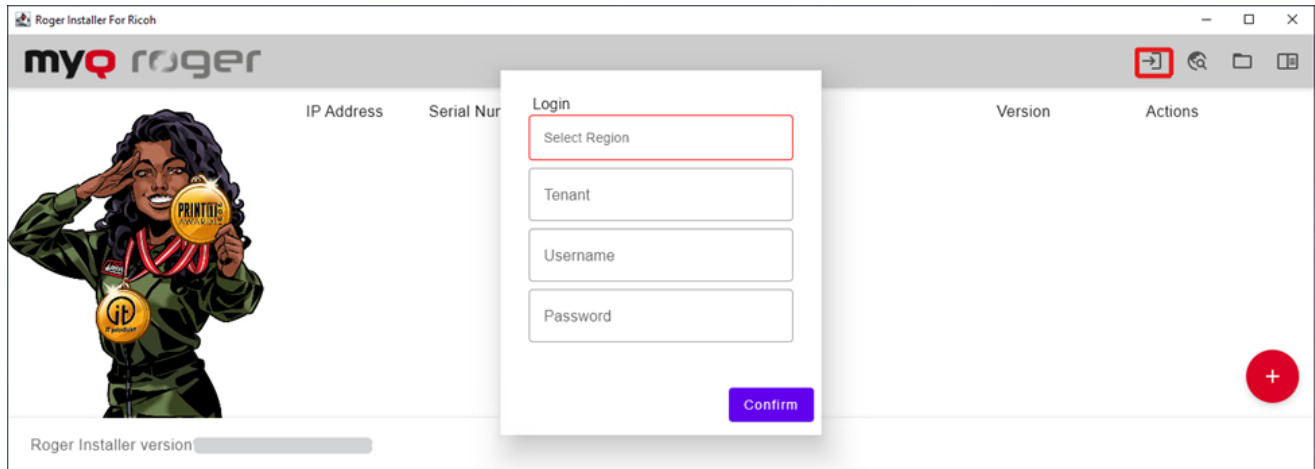
If you want to use a different version of the installation package than the one in the installer, you can either drag-and-drop it to the installer or place it in the above-mentioned folder.

If the package is replaced by drag-and-drop, the change is used only for the current run of the installer. The previously used version of the installation package is used in the next run of the installer.

If the package is replaced by adding the installation package to the folder, the previous version of the installation package must be deleted from the folder.

4.2.2 Log in

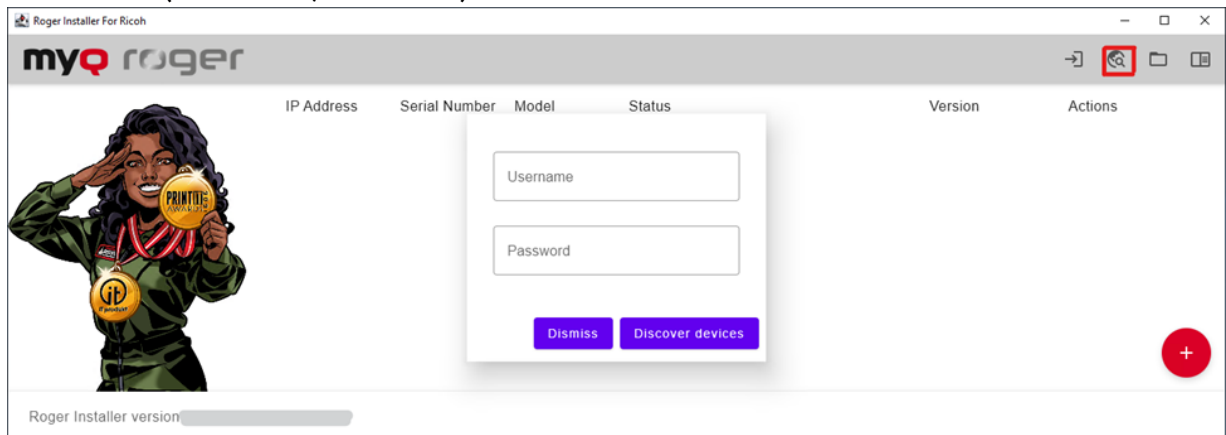
In the app, click on the login arrow button in the upper-right corner to log in to your tenant. Fill in the **Select Region**, **Tenant**, **Username**, and **Password** fields and click **Confirm**.



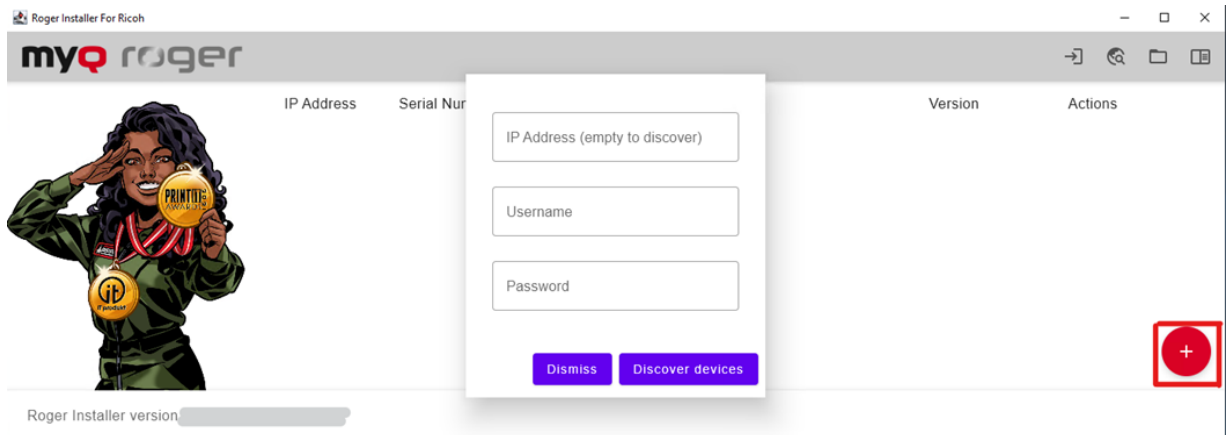
4.2.3 Printer Discovery

You can discover available printers in the two following ways:

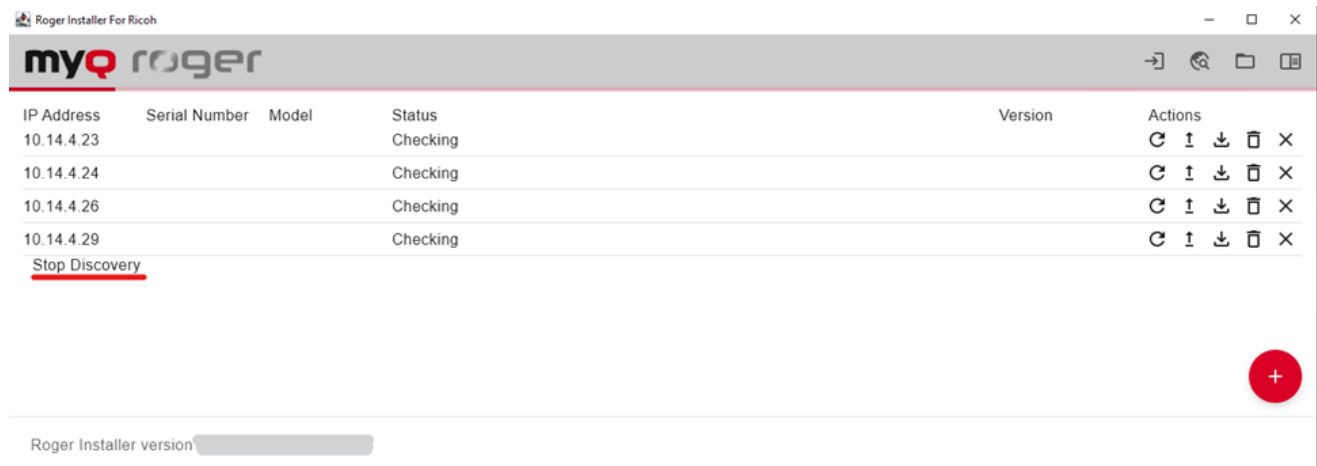
- Click on the globe icon in the upper-right corner. Optionally add the printer's administrator credentials (**Username**, **Password**). Click **Discover devices**.



- Click on the red plus sign button in the lower-right corner. Add a printer's **IP Address** to discover a specific device. If left empty, all the available devices will be discovered. Optionally add the printer's administrator credentials (**Username**, **Password**). Click **Discover devices**.



After you click **Discover devices**, you can see the printer discovery progress. To stop it, click **Stop Discovery** in the lower-left corner.



Once the printer discovery is finished, you can view all the available devices information: their **IP Address**, **Serial Number**, **Model**, **Status**, **Version** (if MyQ Roger is already installed on the device), and available **Actions**.

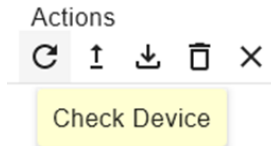


i If you haven't added the printer's administrator credentials before the discovery, the printer's **Status** is *Password required for setup*.

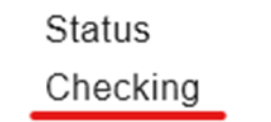
4.2.4 Available Actions

There are five available actions for each discovered device:

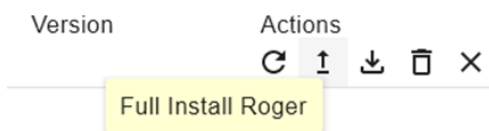
1. **Check Device** - click to manually refresh the device's status in the app.



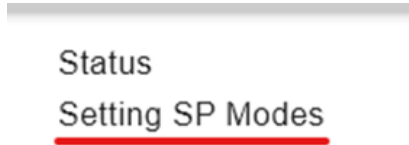
It is possible to cancel this by clicking on **Checking** under **Status**.



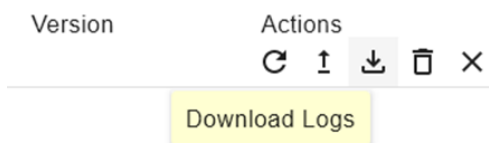
2. **Full Install Roger** - click to install MyQ Roger on the device.



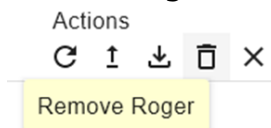
It is possible to cancel the installation by clicking **Setting SP Modes** under **Status**.



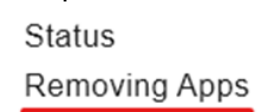
3. **Download Logs** - click to download the device logs.



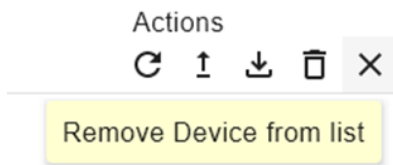
4. **Remove Roger** - click to remove MyQ Roger from the device.



It is possible to cancel the removal by clicking **Removing Apps** under **Status**.

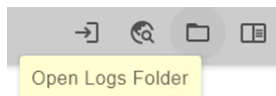


5. **Remove Device from List** - click to remove the device from the list of devices in Roger Installer for Ricoh.

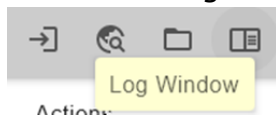


Other available actions in the app are:

- Click on the folder icon in the upper-right corner to open the logs folder.



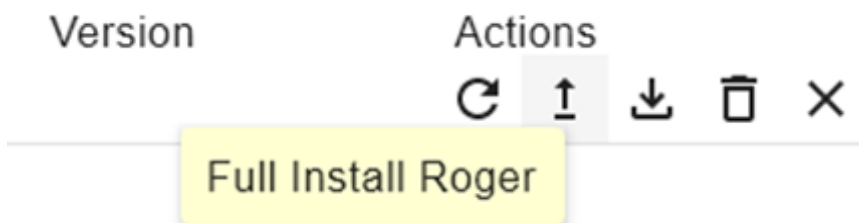
- Click on the Log Window for displaying the live log of the installer.



4.3 Installation on Ricoh MFDs

To install the MyQ Roger app on your Ricoh MFDs:

- Run the Roger Ricoh Installer app as an administrator.
- After discovering printers, select the device where you want to install MyQ Roger and click the **Full Install Roger** action.

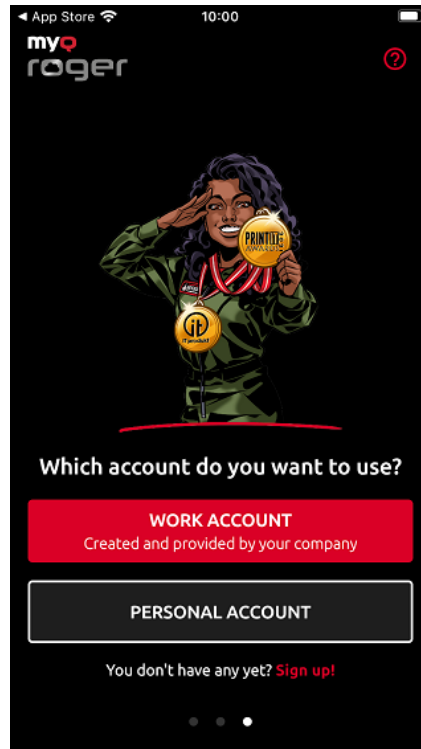


- If you are logged in to your tenant in the Roger Ricoh Installer app before installing Roger on a device, once the installation is finished, the device is paired to your tenant and ready to use (no need to register the device via the MyQ Roger mobile app).

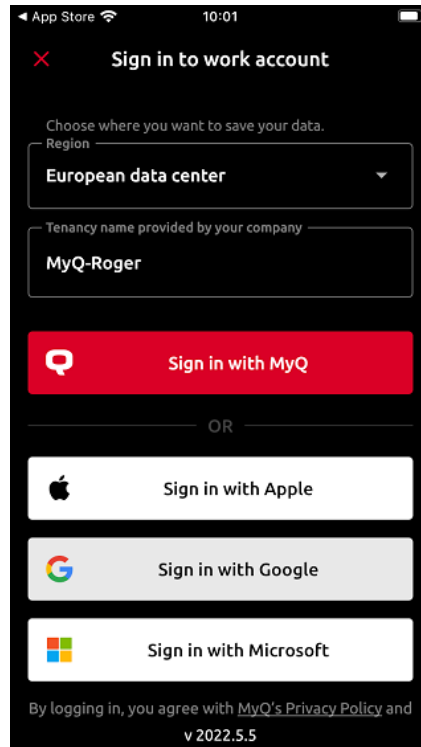
5 MyQ Roger mobile app setup

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



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



In the **Region** field, choose where you want your data to be saved: *European data center* or *American data center*.

In the **Tenancy name** field, type the name of your tenant. Then choose one of the available sign in options:

- **Sign in with MyQ** - Type your MyQ Roger credentials and tap **SIGN IN**.

← Sign in to your work account

Username / E-mail address

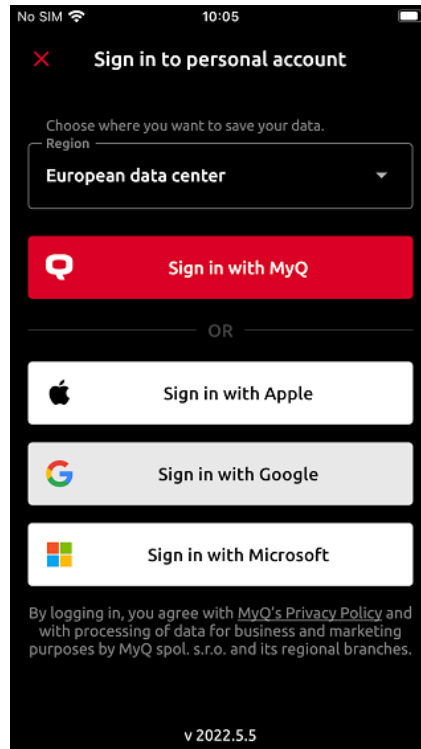
|

Password

SIGN IN

- **Username / E-mail address** - Your MyQ Roger user name 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 app.



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, Apple, Google or Microsoft. Fill in the mandatory fields, First name, Last name, E-mail address, Country, Password, and Confirm password, mark that you agree with MyQ Roger processing your data and tap **SIGN UP**.

← Sign up to your personal account

First name *

Last name *

E-mail address *

Country *

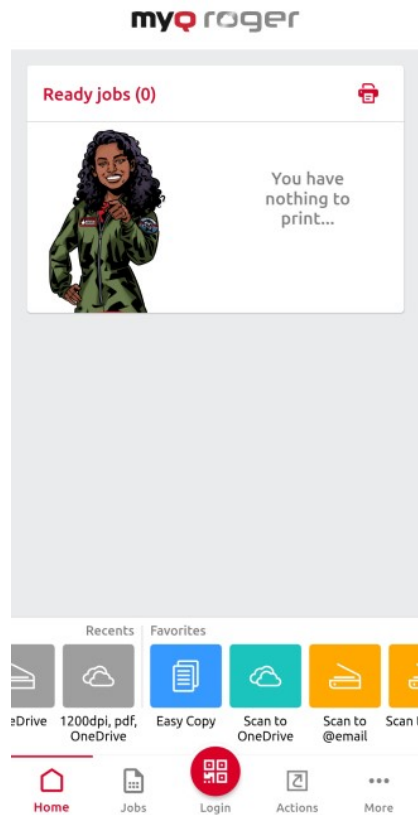
Password

Confirm password

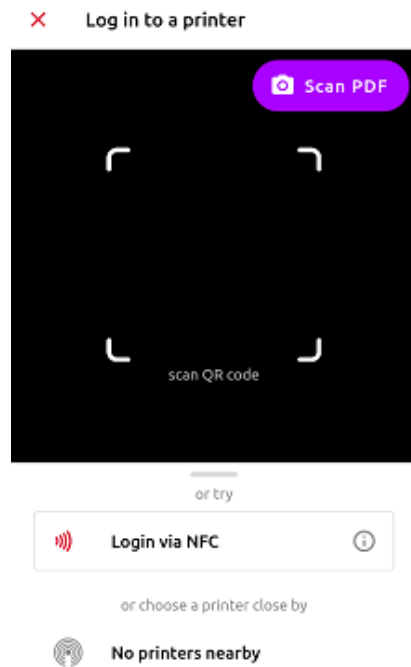
☐ I agree with the processing of the above data for business and marketing purposes by MyQ spol. s.r.o. and its regional branches. [More about MyQ's Privacy Policy here.](#)

SIGN UP

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.

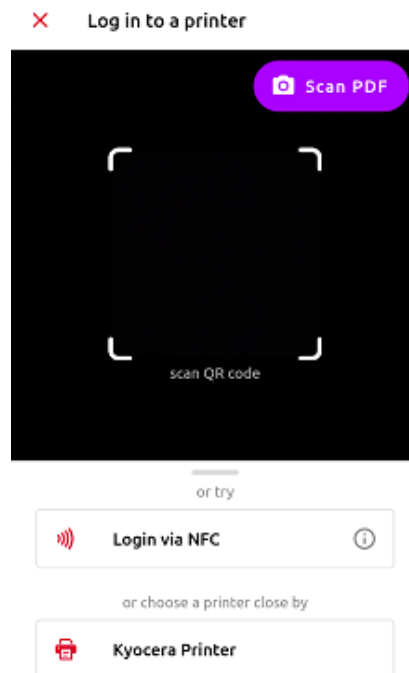


You can also log in via NFC, if the device has already been paired by the administrator and if the NFC is supported by your phone. Tap the **Login** button and select **Login via NFC**. Move your phone close to the NFC tag on the MFD. Once your phone reads the tag, you are logged in to the MFD.



- Only an administrator can pair an NFC tag to an MFD. Tap the **Login** button and then tap the information button ⓘ next to the **Login via NFC** option. 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.

Another option is to log in to an MFD paired via Bluetooth. Tap the **Login** button and select one of the paired printers from the list. 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.



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. Once installed, open your MyQ Roger mobile app and use the **Log in** 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 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:

1. The printer has not been registered yet with any tenant:
 - a. 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.
 - b. 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.
2. The printer is registered (paired with the same tenant as the user):
 - a. The user (with standard and/or admin permissions) is logged in to the printer and can control it via their mobile phone.
3. The printer is registered with a different tenant:
 - a. 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).

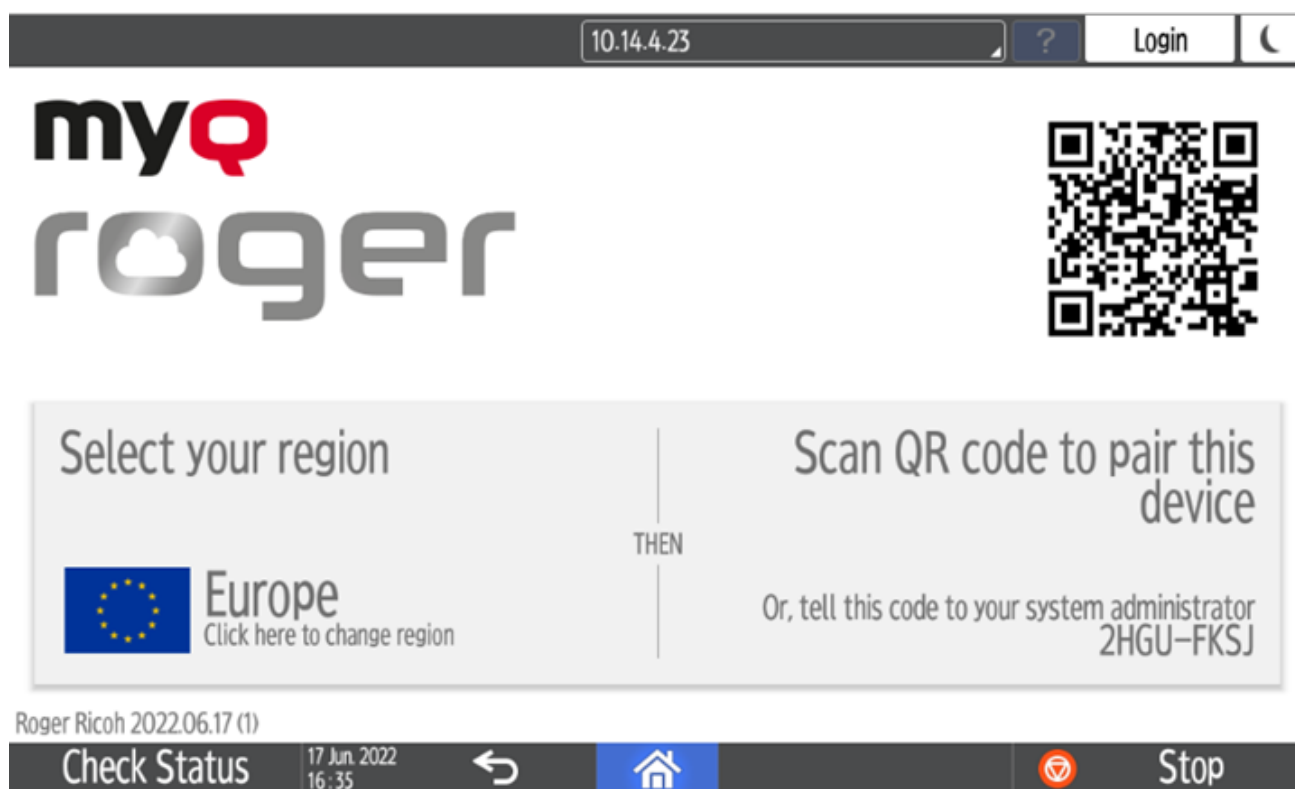
 If you see a request for device pairing, or if you are having issues with logging in, contact your administrator.

6 Using MyQ Roger

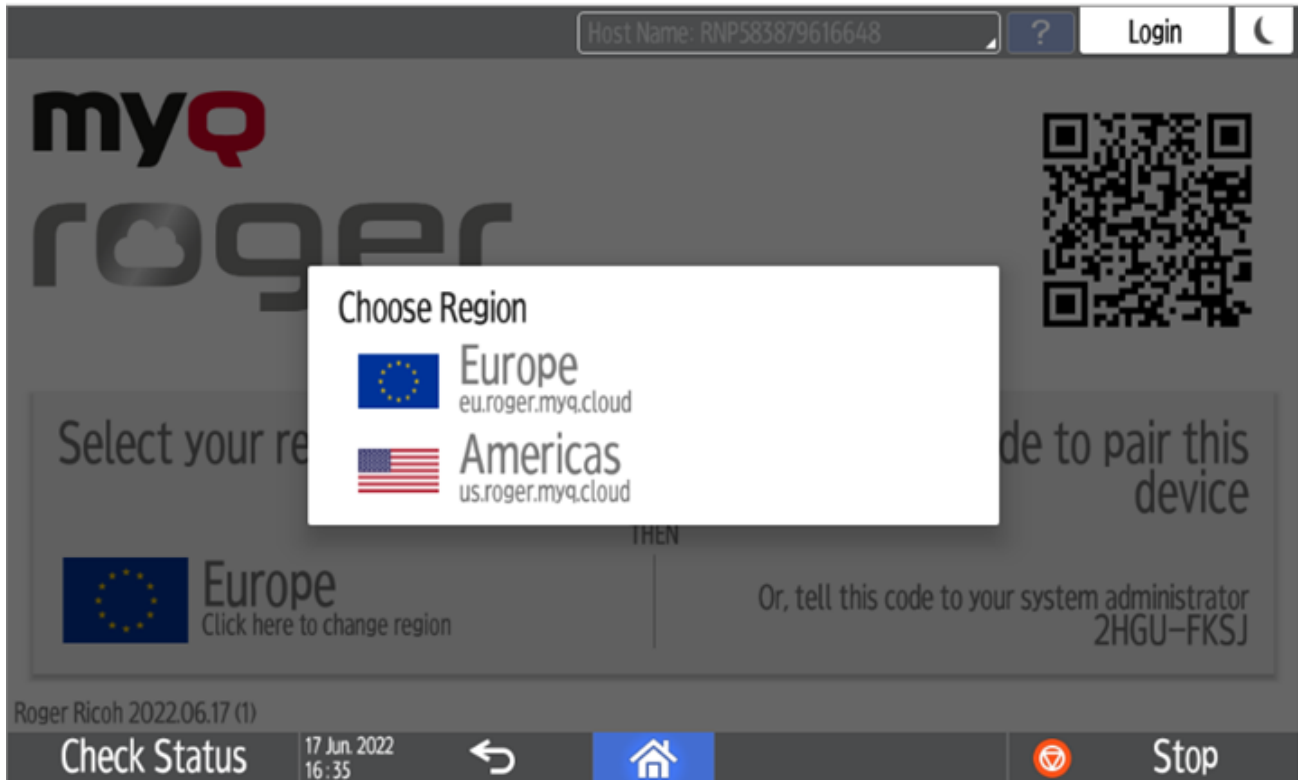
6.1 Tenant Registration

To register a printing device to your tenant, you must first select your region on the MFD, and then use the MyQ Roger mobile app to scan the QR code displayed on the MFD.

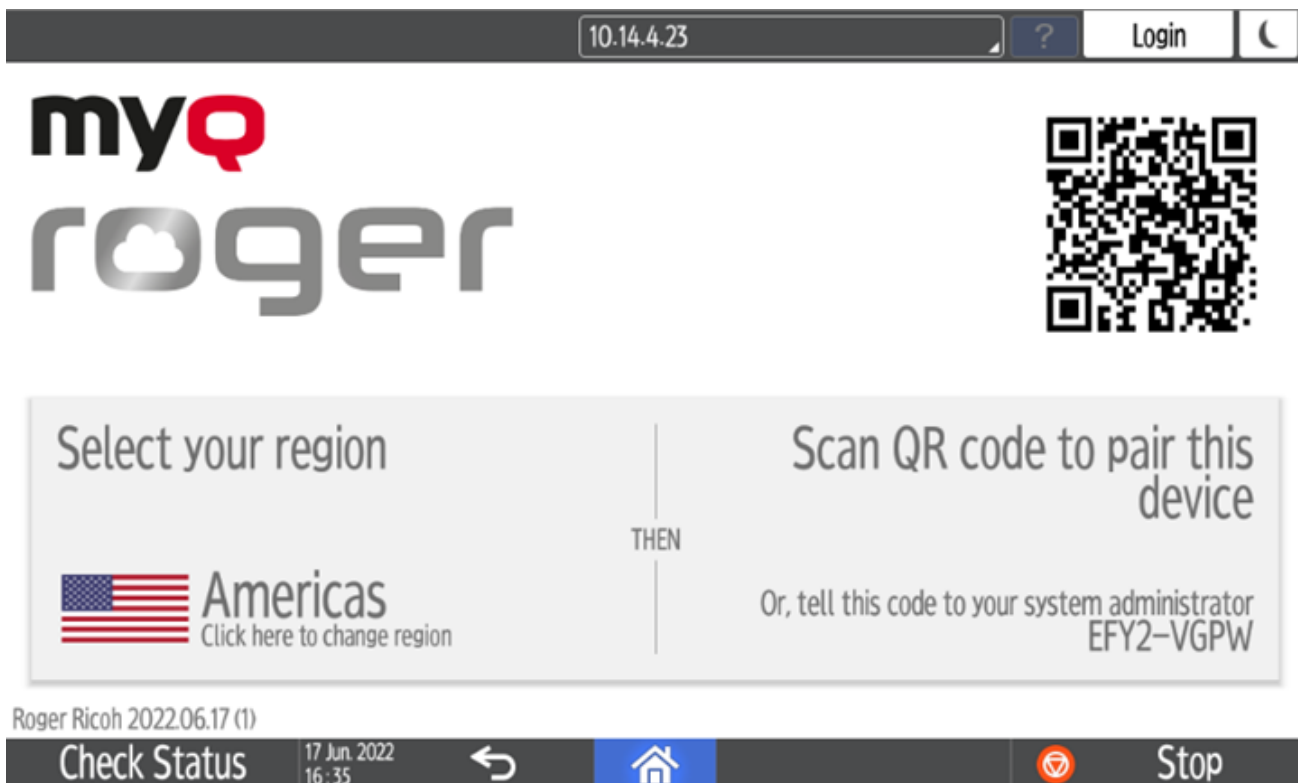
In the MyQ Roger screen on the MFD, tap on the flag in the lower-left corner to select your region.



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



Scan the QR code to pair the device.



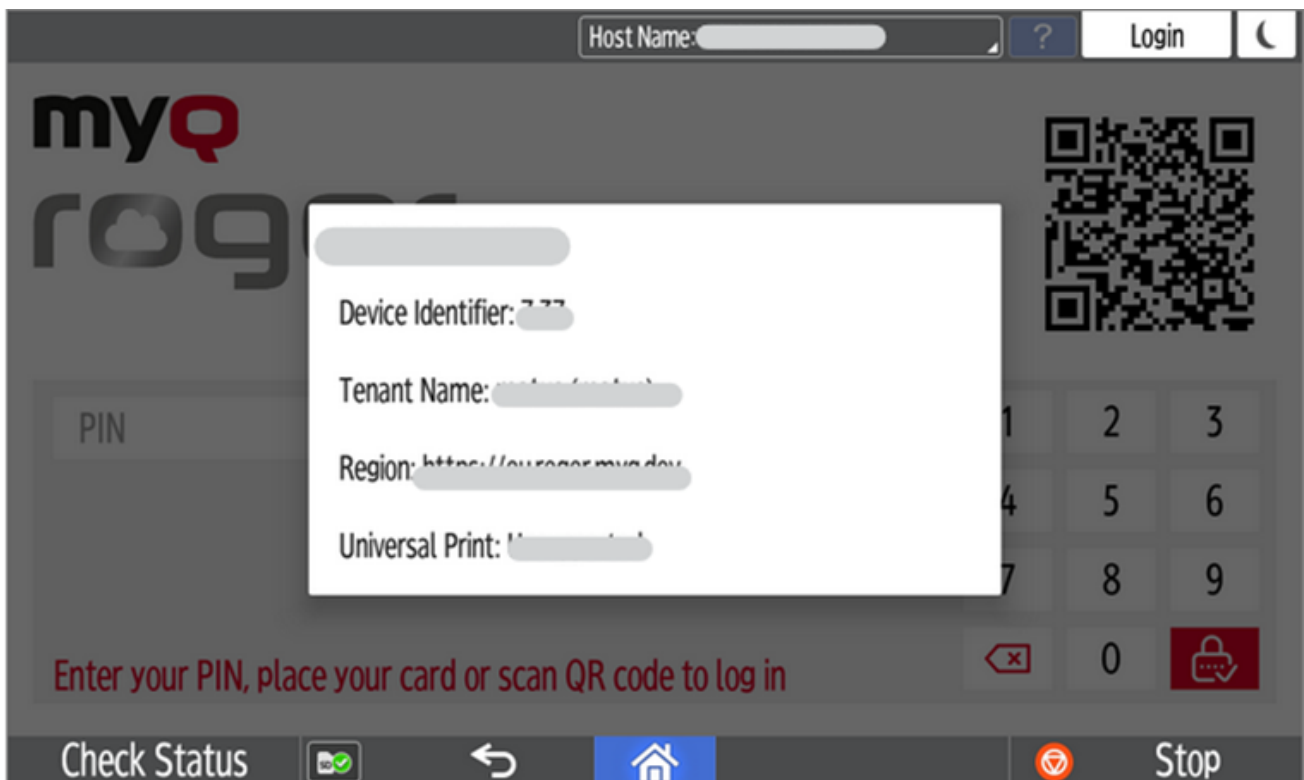
After the connection between MyQ Roger, your MFD, and your smart phone is established, you can immediately use MyQ Roger, either via your smart phone (recommended), or via the device panel.

- It is possible to use the MyQ Roger Ricoh Installer for the tenant registration, as described in the [Installation on Ricoh MFDs](#).

6.2 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.

- Display the MyQ Roger login screen.
- Press the MyQ Roger logo.
- Information about the terminal version and information about the connected tenant is displayed.



6.3 Usage of the terminal

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).

myQ roger

Username

PIN / Password

Enter your PIN, name and password, place your card or scan QR code to log in

1 2 3

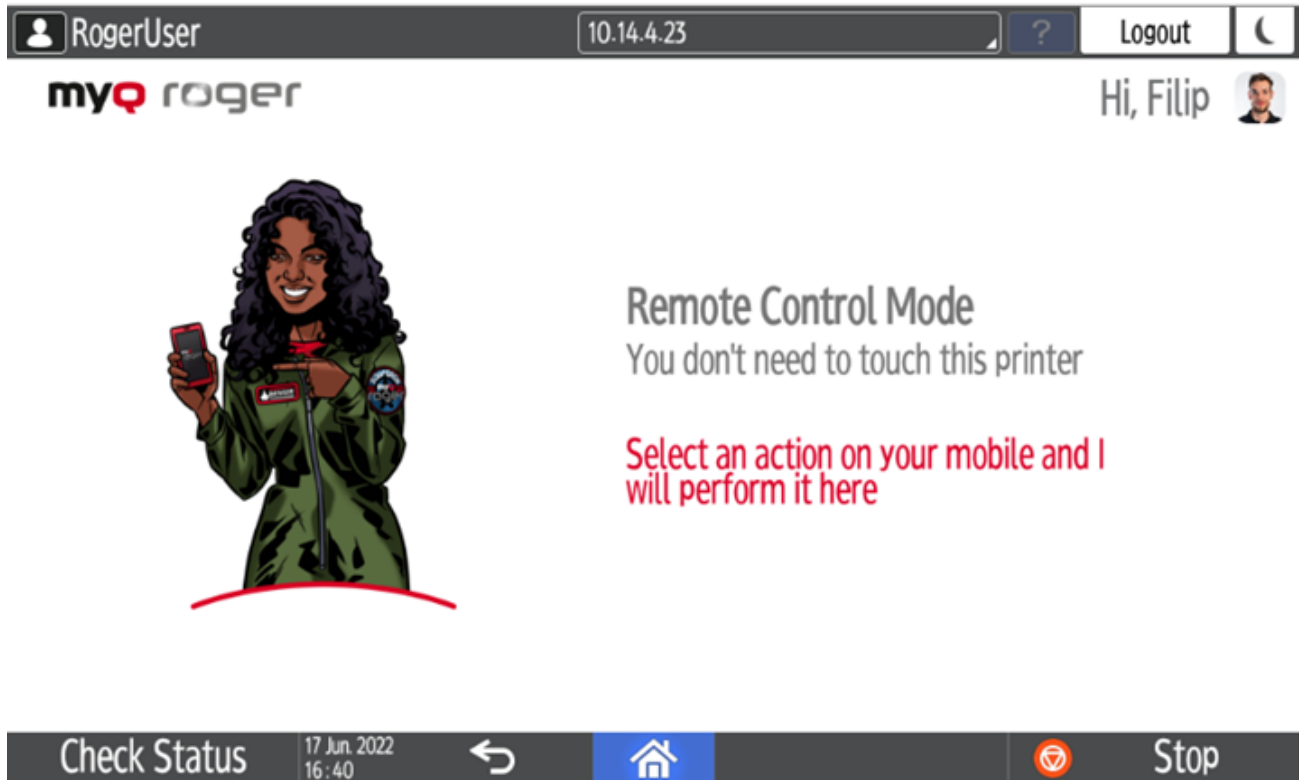
4 5 6

7 8 9

⌫ 0 🔒

Check Status 17 Jun. 2022 16:39 ⏪ 🏠 ⏩ 🔒 Stop

If you log in by scanning the QR with your smart phone, 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.

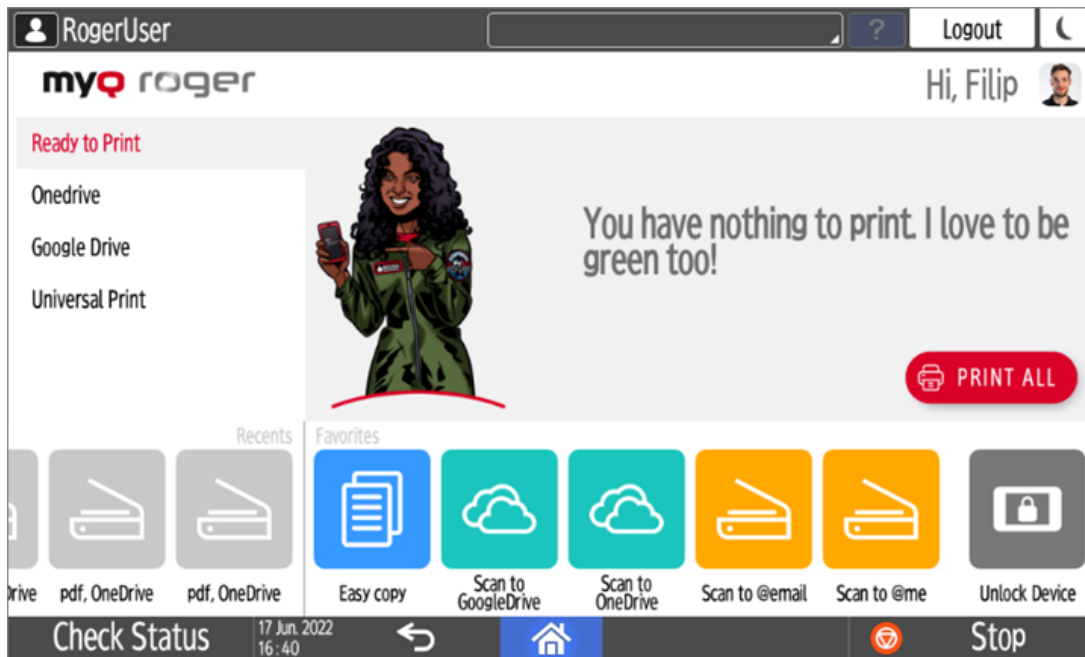


If you use a different log in method, you can manage everything directly from the MFD.

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** - This action shows all the jobs that are in the ready state. If the control is to the printer, select a job or multiple jobs and swipe from left to right to print it or swipe all the way for printing options. If you swipe from right to the left, the job is deleted. If it's on the mobile app, you have the same swiping options or else select the job/s and tap **Print** or **Print All**.

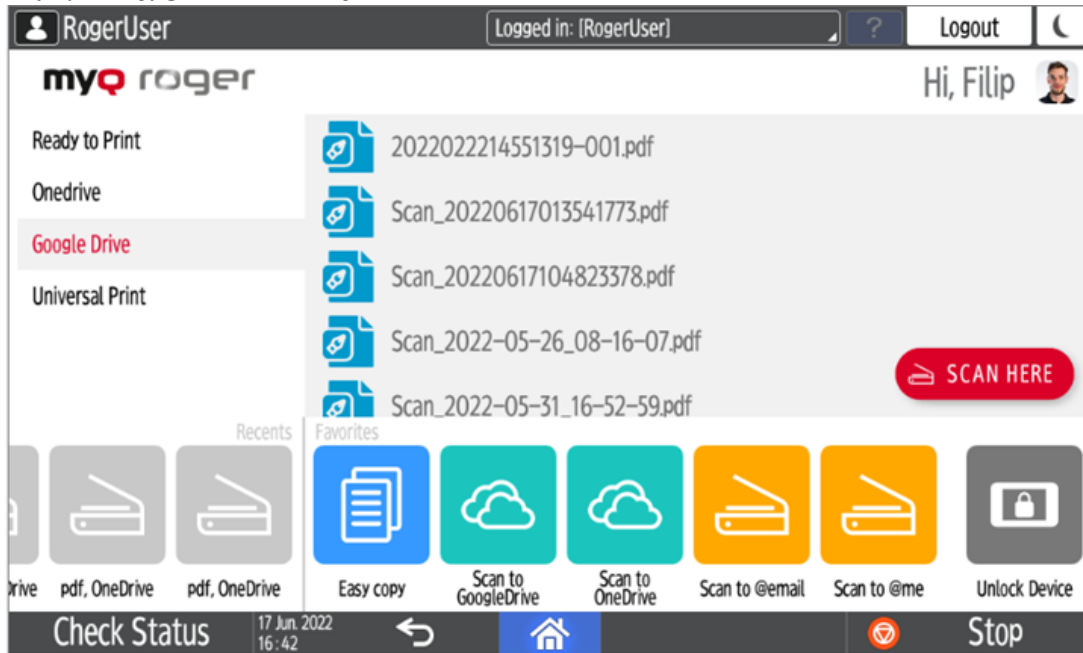


- **OneDrive** - This action shows all the jobs that can be printed, stored on **OneDrive**. If the control is to the printer, select a job and swipe from left to right to print it or just tap on the job to edit the job options. There is also the **Scan here** feature, that scans your documents and saves the scans to **OneDrive**. 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* and *jpg* formats only on Ricoh.

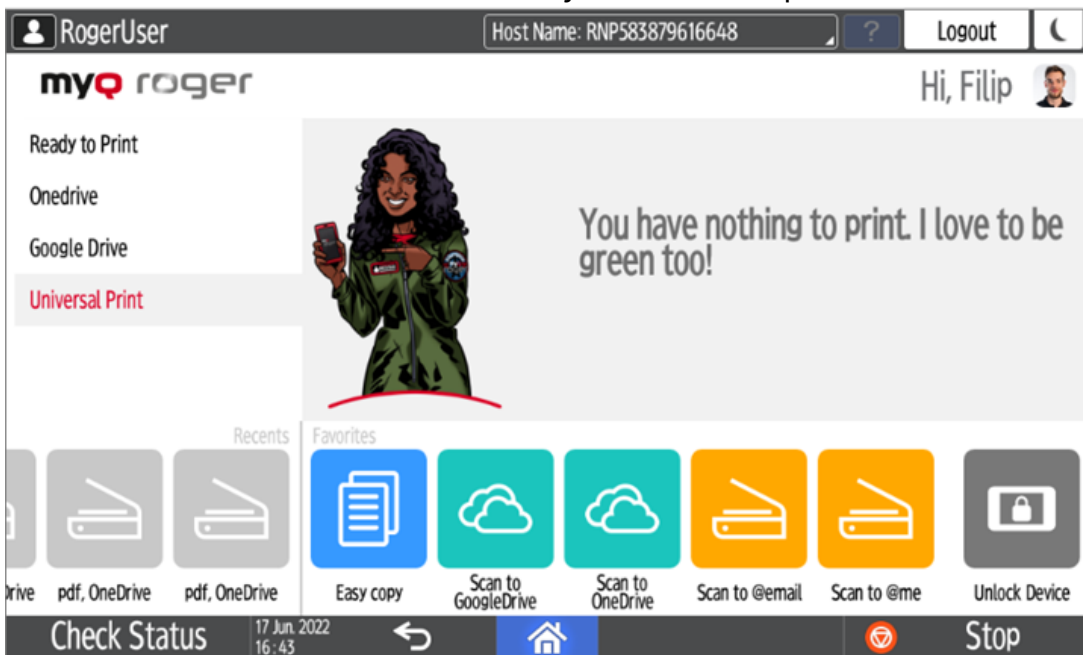


- **Google Drive** - This action shows all the jobs that can be printed, stored on **Google Drive**. If the control is to the printer, select a job and swipe from left to right to print it or just tap on the job to edit the job options. There is also the **Scan here** feature, that scans your documents and saves the scans to **Google Drive**. 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* and *jpg* formats only on Ricoh.



- **Universal Print** - This action shows all the jobs that can be printed from Universal Print.



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.

- **Easy Copy** - Tap to copy a job.
- **Scan to OneDrive** - Tap to scan a job and store it in your OneDrive.
- **Scan to Google Drive** - Tap to scan a job and store it in your Google Drive.

- **Scan to @me** - Tap to scan a job and send it to your email address.
- **Scan to @email** - Tap to scan a job and send it to an email address.
- **Add new** - Add a new scan profile.
- **Unlock Device** - Tap to unlock the device for using the Ricoh native applications like Panel copy, Panel Scan or USB operations.

Check the table below to see which paper formats can be printed from multiple sources. It is recommended to use MyQ Roger Desktop Client, as most formats are supported there.

	A3	A4	A5	A4->A3	A4->A5	A3->A4	A5->A4	A3->A5	A5->A3
Mobile app - Onedrive									
Device spool									
MRC									

 The following file types are supported when printing from the mobile app from OneDrive and Google Drive:

- MS Office (docx, xlsx, pptx)
- Google Docs (Doc, Table, Presentation)

7 Business Contacts

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