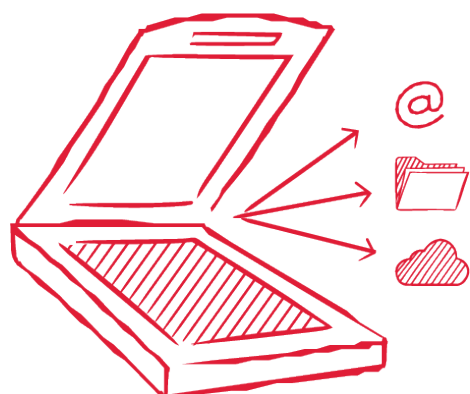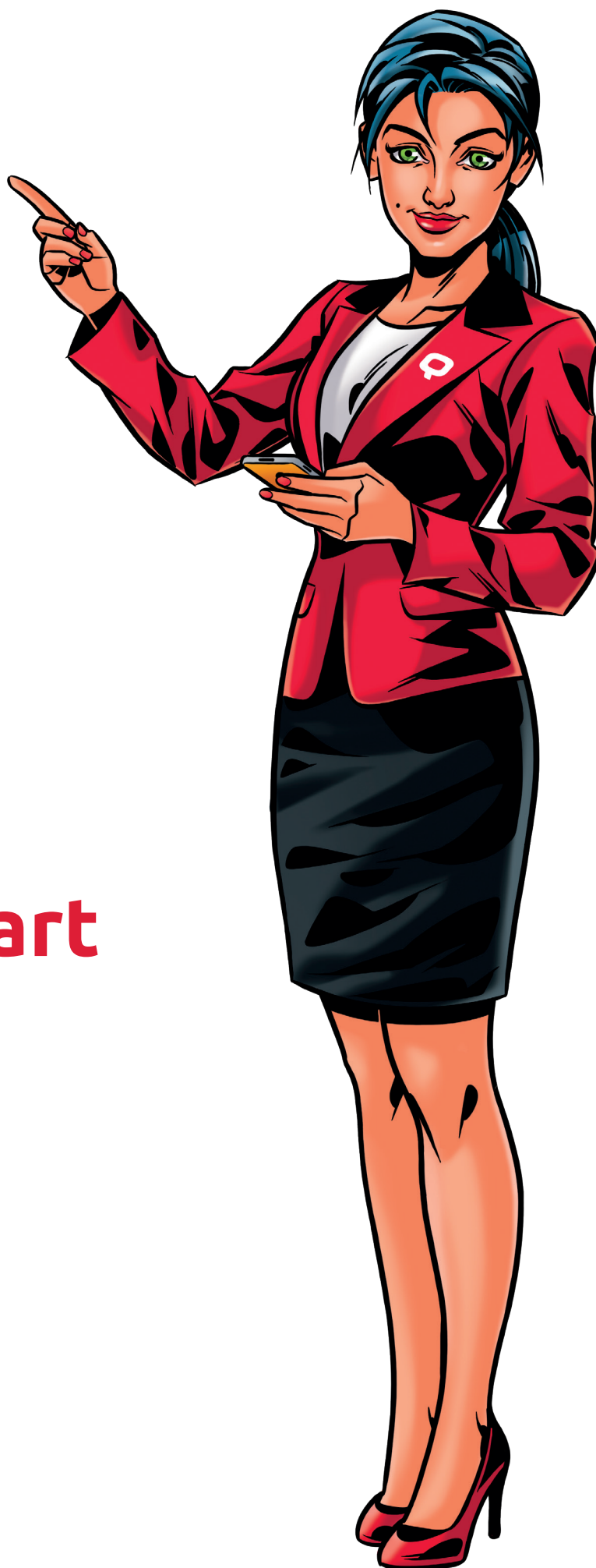# myq X

Scanning
Easy & Smart

Product sheet
January 2022

Scanning
Product sheet

You & MyQ

No more running between your computer and the printer and most importantly, no checking the scanner settings and scanned documents. The MyQ solution allows you to immediately scan the necessary documents and send them to the desired e-mail, to a specific folder or to cloud storage with just one touch. Scanning with the MyQ system thus becomes not only simple and fast, but also smart.

Easy Scan

MyQ Easy Scan replaces the complicated setting up of each scan job on the control panel of the multifunction printer. The MyQ solution simplifies users' work and increases their efficiency. Based on predefined automated processes, MyQ Easy Scan offers scanning profiles and workflows, from elementary scanning to comprehensive scanning workflows. This includes advanced Optical Character Recognition (OCR) processing, selection of various outputs, or connection to a Document Management System (DMS) in the form of a generated metadata file.

Scanning profiles are one of the most important and unique features of MyQ. Each profile represents a set of settings that are designed specifically for the department or for individual users. The backbone of profiles are individual buttons that can be defined by the administrator. Each custom button is defined as a workflow that can be started by pressing it. A scan profile is a set of buttons that are defined according to specifically assigned access rights. Their settings can be personalized in different ways for individual users, exactly according to their specific needs.

Precise Character Recognition (OCR)

The MyQ OCR solution allows you to convert a scanned document into an editable format with a single click. Thanks to the software implementation of OCR technology in MyQ X, scanned documents can be converted into electronically editable and searchable formats. MyQ therefore offers its customers several different options for OCR processing.

MyQ OCR server	MyQ X Ultimate OCR	Custom OCR server
A free of charge installation of an OCR application, which is based on the Tesseract open-source software engine, which provides output in searchable PDF and PDF/A formats.	Licensed version (powered by ScannerVision) that extends the recognition capabilities to multiple languages and output formats (docx, xls, xlsx, pptx, RTF, XPS, searchable PDF, PDF/A) and provides advanced document processing options.	Do you prefer a specific OCR solution? This option allows easy integration of almost any third-party OCR tool into the scanning workflow.

Indexing

Thanks to the advanced scanning function of Indexing, specific information can be assigned to specific documents during the scanning process. This information is used by internal systems (like DMS/ECM) and is available with the document file in a secondary index, in a data file. In practice, this can be the assignment of a number to an invoice, a due date, or even the amount or the billed currency. Documents can be stored, including important and relevant accompanying metadata, which can be used for their automatic sorting based on criteria and parameters that the organization or user defines. Auto-indexing features are integrated into MyQ X Ultimate, with MyQ X Enterprise is indexing possible but must be done manually.
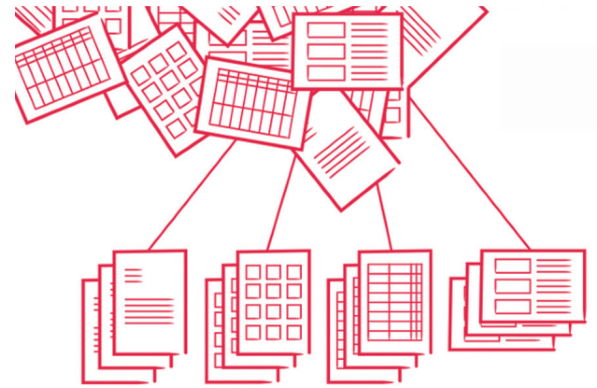
Digitalization

MyQ allows you to set up even robust workflows aimed at higher efficiency. MyQ can thus be another important step towards the full automation of some administrative processes in the organization, thanks to the advanced capabilities of the OCR technology, including the detection of zones in forms. Therefore, MyQ allows two options to set and process the necessary data.

Static workflow, where the system administrator presets where and in what format the scanned document will be sent. The user can then manually enter additional data, which is assigned to the document in the form of metadata. Specifically, this can be invoice or contract numbers, date, etc.
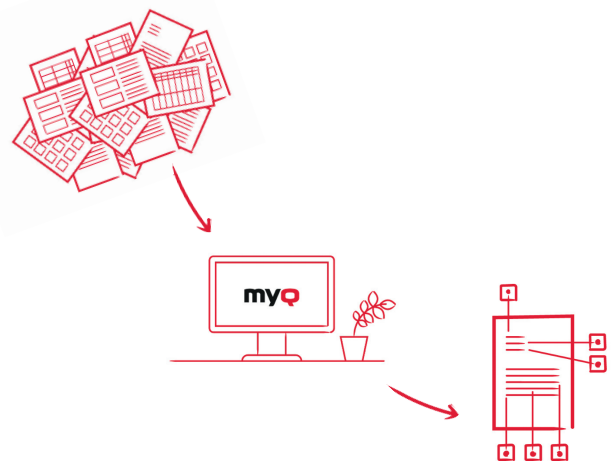
Dynamic workflow when the user communicates bidirectionally with the organization's system via the interactive MyQ interface on the printer. In practice, communication takes place in the form of a question – answer. This means that the user sets out their specific requirements with a set of step by step instructions to the MFP. The MyQ system is designed to be intuitive. This significantly speeds up standard document digitization processes (invoices, receipts, travel orders, passport applications or loans…).

Identity
↓
Separate
↓
Digitize

Digital document extraction

MyQ X Ultimate can recognize the type of document and its specific zones, from which it will then „extract" data. Data can be retrieved from scanned documents automatically and immediately sent to the right place in the target table or database. This saves hours of time that the user would otherwise have to spend manually entering the data into the system. In addition to data digitization, MyQ software can recognize text, checked boxes, the presence of stamps or signatures, and can also process barcodes and QR codes.

Read and Write Barcodes or QR Codes

MyQ Ultimate can read 1D and 2D codes which are often used in documents as an identifier or separator – to mark the first page of a new document while scanning more documents in one batch. They can also serve as a marker that contains information relevant to the document itself. Both 1D and 2D codes can be even created from document content and written into scanned documents.

Connectivity

Scanned documents can be accessed within the organization's internal computer network and beyond. MyQ can ensure secure document storage in many popular cloud destinations, allowing access for anyone who needs to work with them, in real time and from anywhere. Team collaboration immediately becomes easier, more efficient and flexible.

Over 25 Native Connector Systems

MyQ X Ultimate software allows you to find destination folders for storing documents in more than 25 different systems or cloud storage destinations. Users can take advantage of over 25 different predefined system connections and process their files in various ECM (Enterprise Content Management) systems. Communication within these system links is always two-way, so users can search for existing records or folders, add information, and select options before final saving.
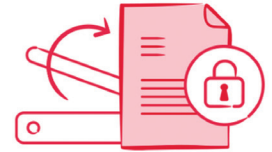
Safety and Security

MyQ Users do not need to be concerned about data breaches during scanning. MyQ Ultimate software secures scanned documents in several layers. If the resulting document is in PDF format, it can be password protected. An electronic signature and a timestamp eliminates situations where unauthorized document manipulation could occur. Annotation or a logo can also be added to indicate the origin of the document and its owner. For documents containing sensitive information that should not be visible, zonal redaction can be applied, which is typically beneficial for GDPR purposes.

☑ Sensitive data redacted

☑ PDF scans locked

Comparison

Functions	MyQ X Enterprise	MyQ X Ultimate
Easy Scan *(one click scan)*	✓	✓
Scan with advanced parameters	✓	✓
Static Workflow	✓	✓
Dynamic Workflow		✓
OCR *(searchable PDF, *.TXT)*	✓	✓
OCR *(MS OFFICE formats, searchable PDF, PDF/A)*		✓
Cloud storages	✓	✓
Expression editor and scripting options for customizing workflows		✓
Zone OCR / Zone redaction		✓
Search files and folders		✓
Native Bidirectional Connectors - NBC *(DocuWare, M-Files, Objective, Evernote, Dropbox, Sharepoint/One Drive, Google Drive, and many others)*		✓
Database connectivity - ODBC		✓