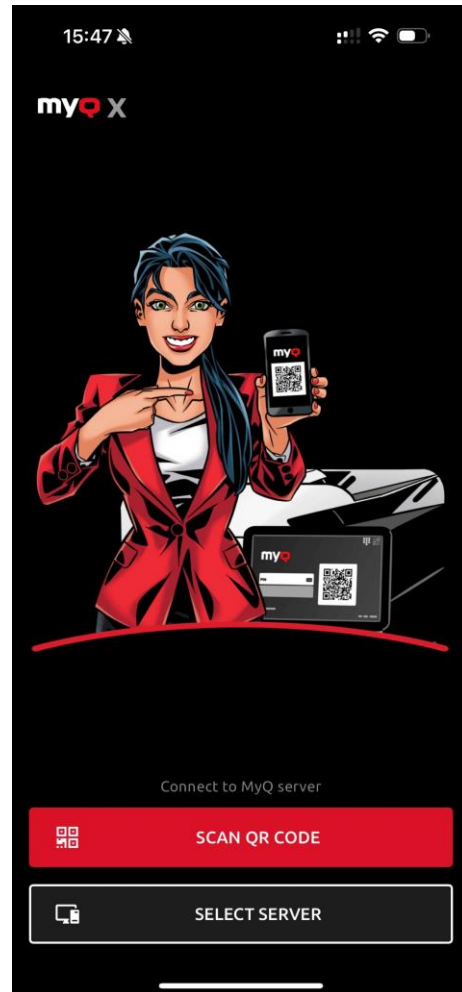


MYQ PRINTING SOLUTION – MOBILE APP



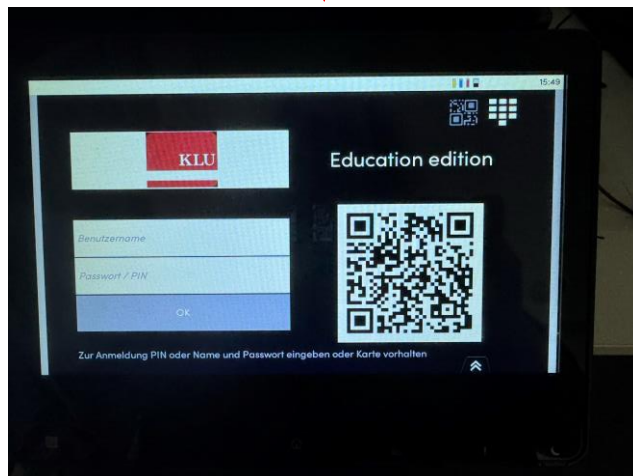
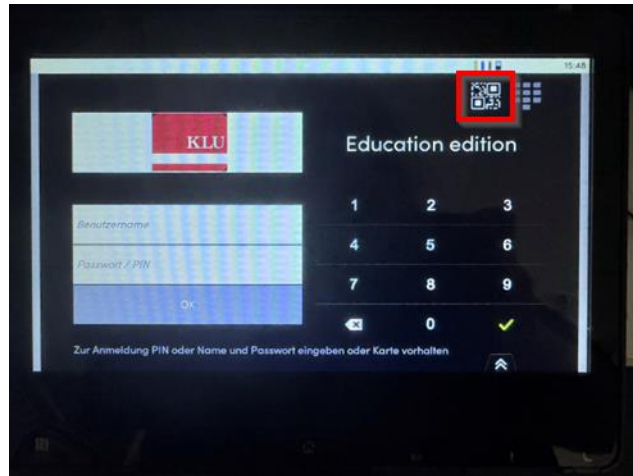
STEP 1:

Download the MyQ app for your mobile device:



Install and start the app.
Press the „SCAN QR-CODE“ button.
(Allow the app to use your camera)

MYQ PRINTING SOLUTION - LOGIN

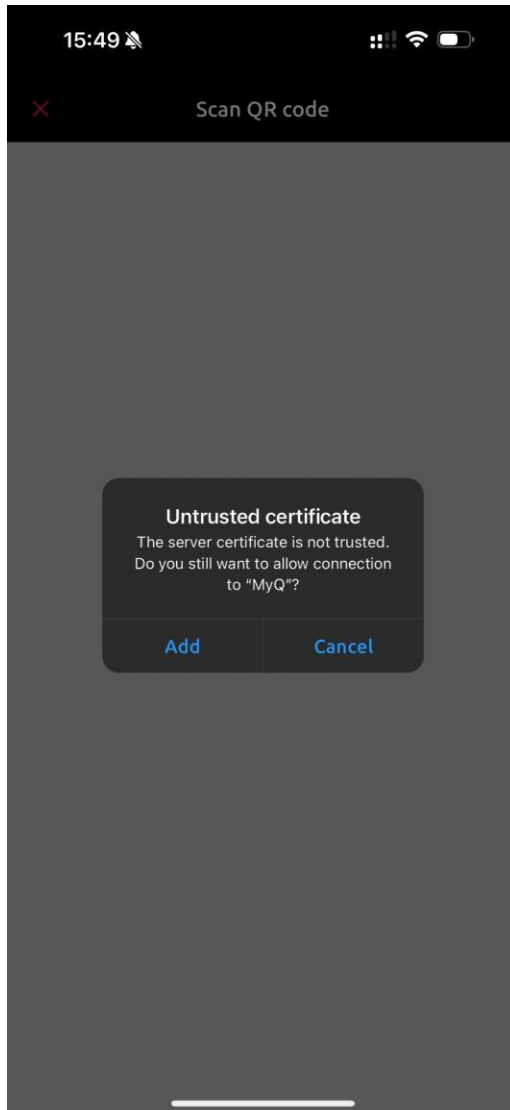


STEP 2: You must be physically standing in front one of our printers.

Press the QR-Code button located in the top right corner of the screen.

It will now show you the QR-Code which you must scan with your mobile device.

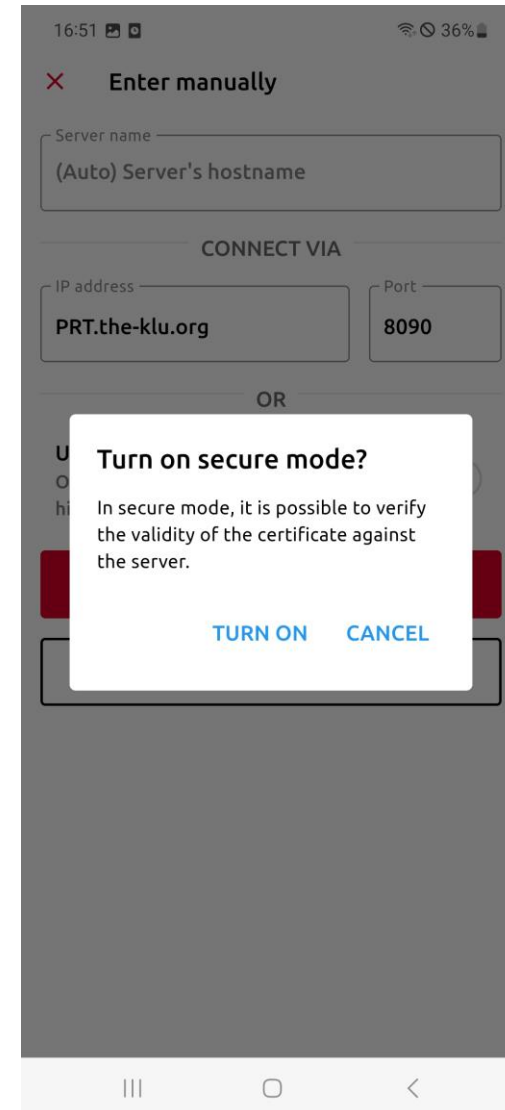
MYQ PRINTING SOLUTION - LOGIN



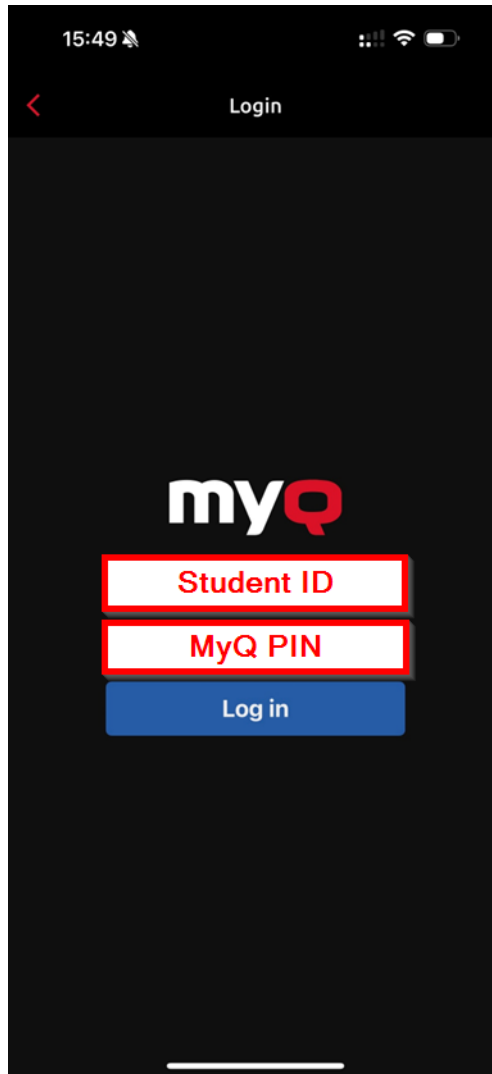
STEP 3: iOS and Android users will be asked to „Add“ the certificate.

Android users might have to turn on secure mode before adding the certificate.

This step is mandatory to use the printing solution.



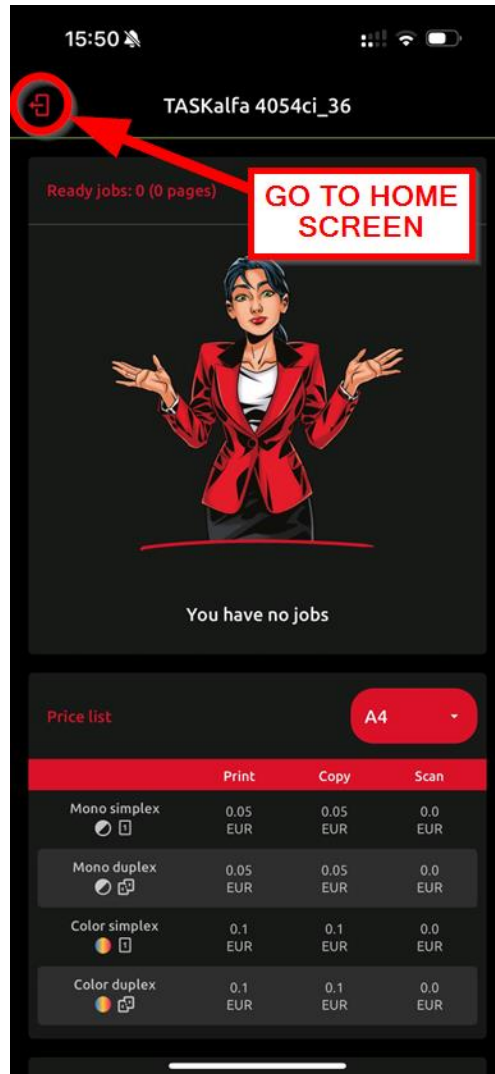
MYQ PRINTING SOLUTION – LOGIN



STEP 4: You should now be able to log in with your **Student ID (student number)** and the **MyQ-PIN**.

Note: You receive your MyQ-PIN via mail from „KLU Scanner“.
(scanner@the-klu.org / scanner@klu.org)

MYQ PRINTING SOLUTION – HOW TO PRINT



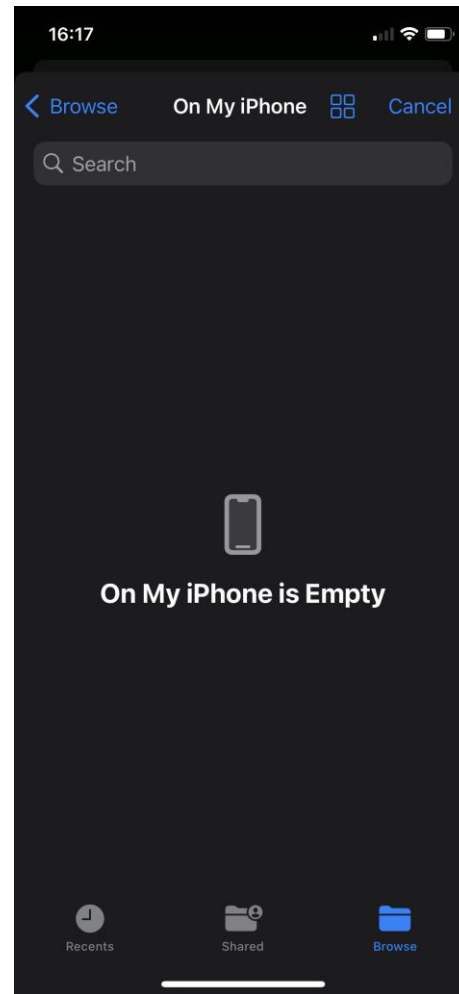
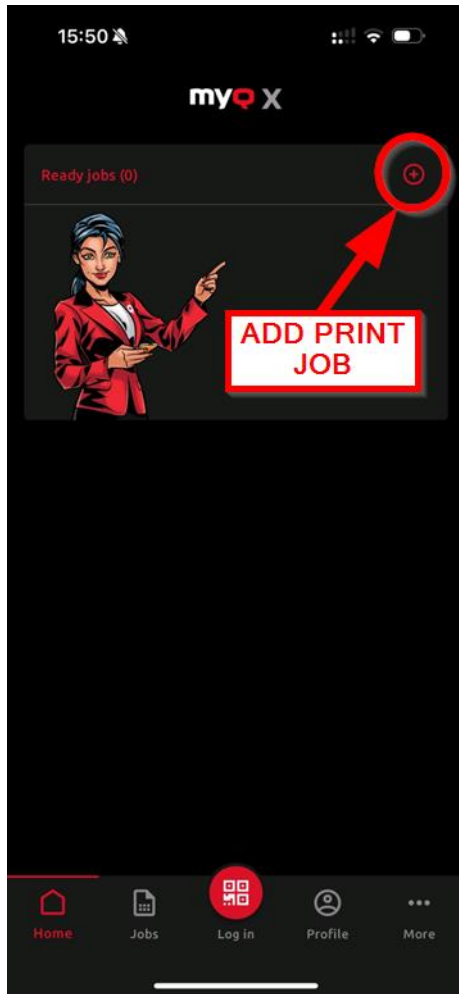
STEP 5: You are now connected to the KLU printing solution.

Your print job list is probably empty and should look like in the screenshot.

You can click on the exit sign (top left corner) to go back to the home screen of the MyQ X Mobile Client.

If this screen didn't show up, just proceed with the next step.

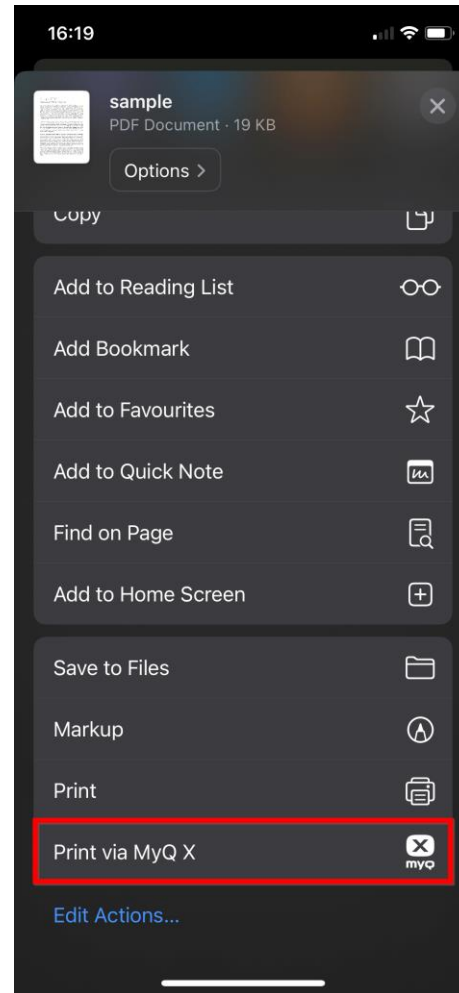
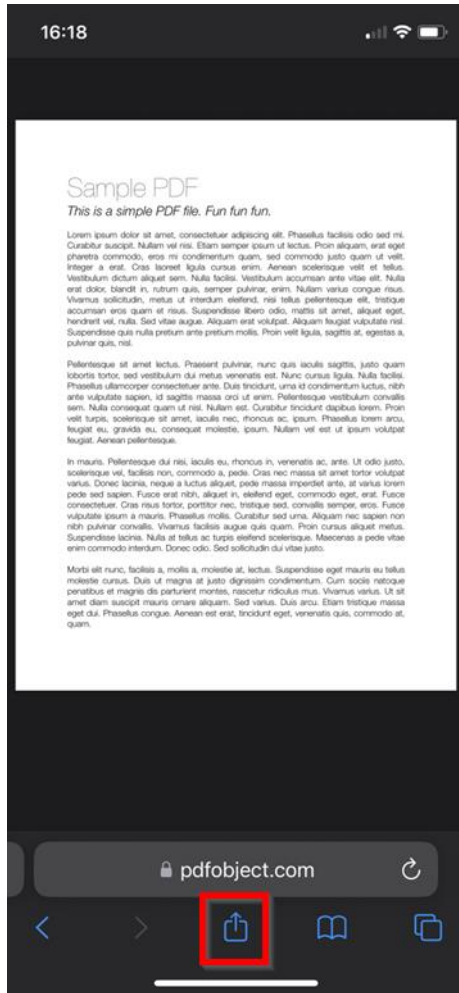
MYQ PRINTING SOLUTION – HOW TO PRINT



STEP 6: To print a document simply tap the „+“ sign.

You can then browse your mobile device for documents you want to print. (We recommend saving documents as PDFs and print those)

MYQ PRINTING SOLUTION - HOW TO PRINT

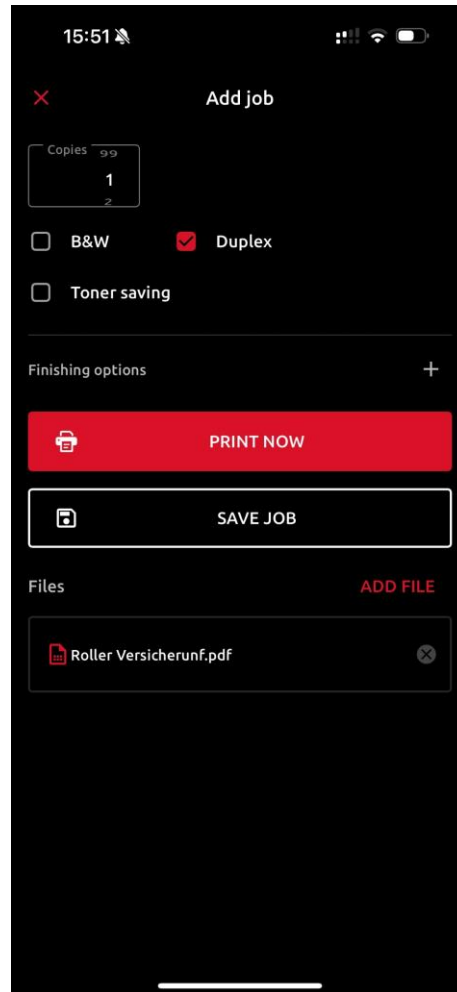


STEP 7: You may also print documents directly without downloading them.

The option to use MyQ X shows up when expanding the actions menu.

(Method for iPhone users)

MYQ PRINTING SOLUTION – HOW TO PRINT



STEP 8: You now have the opportunity to make some adjustments before printing the document(s).

Once you press „**PRINT NOW**“, you will be asked to scan the QR-Code of the printer.

It will then print your document.

MYQ PRINTING SOLUTION – PIN VIA KEYCARD

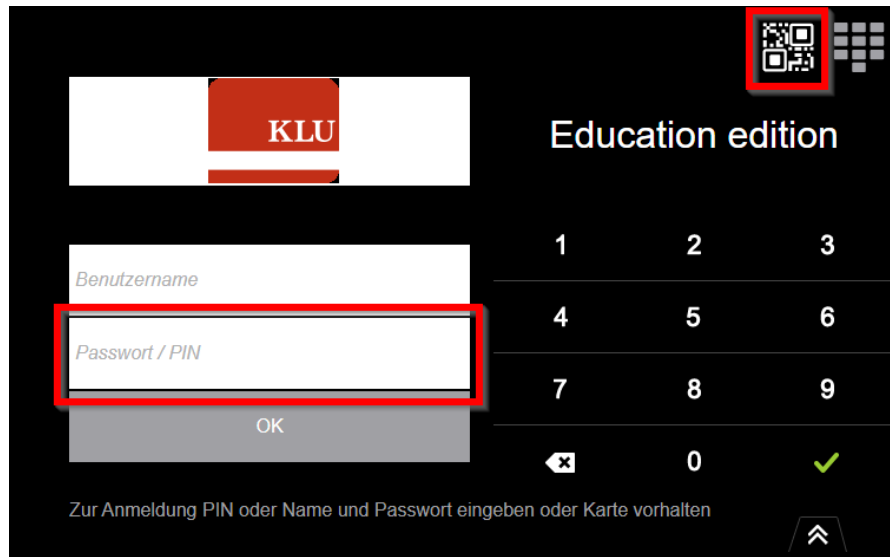


OPTIONAL STEP 1:

To „teach“ your MyQ-PIN to your keycard, you need to physically stand in front of the printer and log in on it.

The image shows how our printers look like. The highlighted area indicates the card reader. (The card reader is hidden underneath a plastic sheet, just hold your card very close to it)

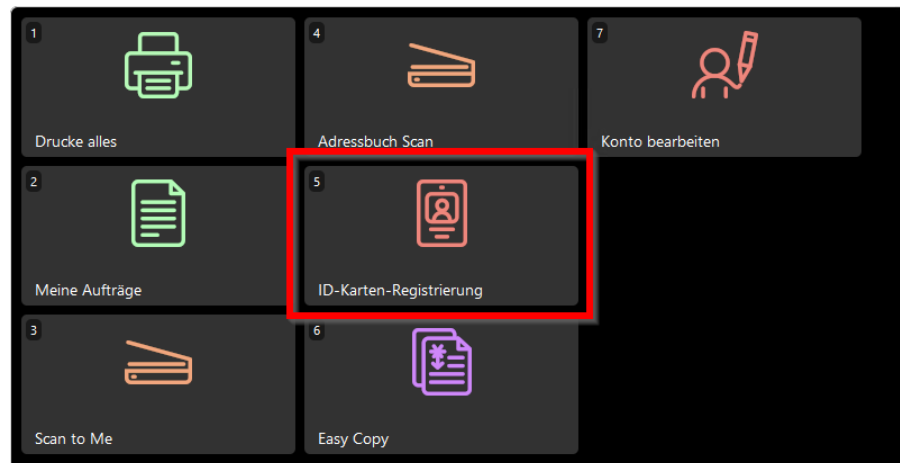
MYQ PRINTING SOLUTION – PIN VIA KEYCARD



OPTIONAL STEP 2:

You can input your login credentials directly or use the QR-Code for the login process.

Once you are logged in, you have to press the button in the middle. („ID-Karten-Registrierung“)



Scan your keycard to link it to your MyQ-PIN. You will then be able to log in on the printers just by holding the keycard in front of the card reader.

Additional note: You can change the language in „Konto bearbeiten“.

MYQ PRINTING SOLUTION – MOBILE APP



If you ran into problems along the way,
please don't hesitate to contact us via
servicedesk@klu.org

We will gladly help you.