Manuals+ — User Manuals Simplified.
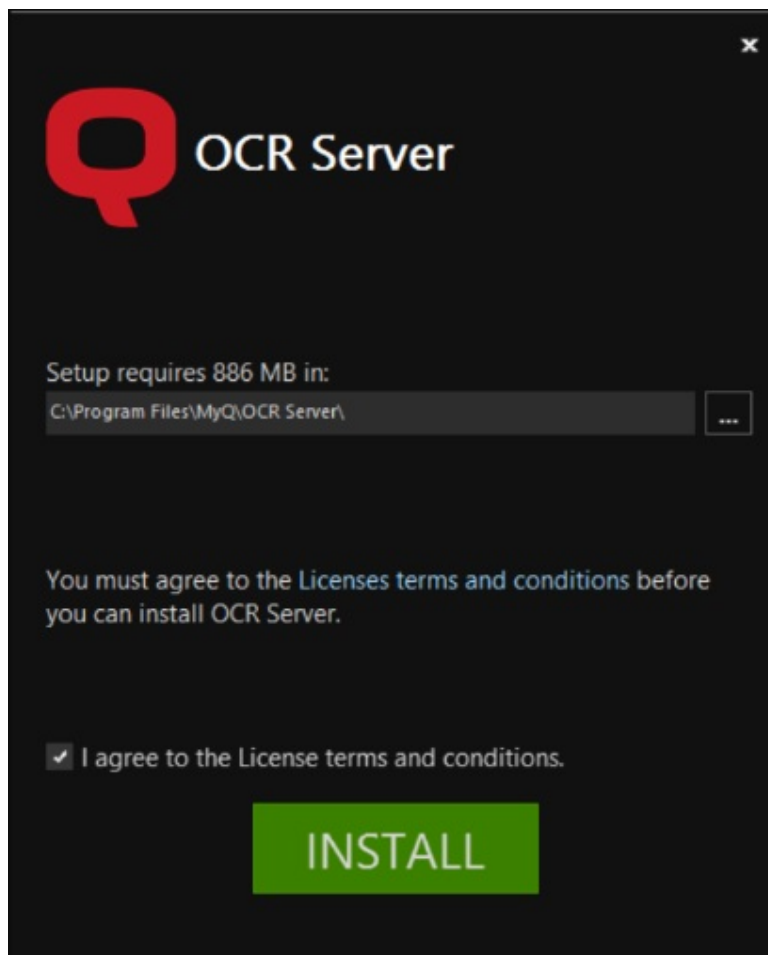
MyQ OCR Server Software

myQX MyQ OCR Server Software User Guide

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About MyQ OCR Server 3.2

Optical Character Recognition (OCR) is a service that converts scanned documents to a searchable and editable format, such as an MS Word document or a searchable PDF. To employ this functionality in MyQ, you can either use the MyQ OCR server, which is a part of the MyQ solution, or you can use a third-party application. Unlike third-party OCR applications, the MyQ OCR Server is integrated with the MyQ system, which makes it simple to install and easy to use. Within the installation of the server, you can utilize the Tesseract engine.

- All changes compared to the previous version are listed in the release notes.

Release Notes

MyQ OCR Server 3.1

MyQ OCR Server 3.1 RTM

29 June, 2023

Improvements

- Mako updated to 6.6 and converted to .NET6.

Bug Fixes

- OCR layer rotated by 90 degrees for some PDFs scanned on Epson terminals.

System Requirements

The following specifications are required to set up and run MyQ OCR Server 3.1.

- **Operating System**
  - Windows Server 2012/2012 R2/2016/2019/2022, with all the latest updates; only 64bit OS supported.
  - Windows 8.1/ 10/ 11, with all the latest updates; only 64bit OS supported.
- NET 8.
- NET 8 is installed during the installation of the OCR Server. When offline, it must be installed manually prior to the installation of the OCR Server.
- Required level of privileges: user with administrator rights.
- Memory for processing multi-page documents: 1GB RAM minimum, 1,5GB recommended.
- HDD space: 1.6 GB for the installation.
- It is recommended to deploy the OCR server on a dedicated server.
- OCR Service is registered after the installation and, by default, it is running under the Local System account.

MyQ OCR Server 3.2 requires MyQ Print Server 10+.

Setting up OCR in MyQ

Go to the MyQ web administrator interface, in the Scanning & OCR settings tab (MyQ, Settings, Scanning & OCR). In the OCR section, make sure that the OCR feature is enabled. If not, enable it.

In the OCR server type, select MyQ OCR Server. In the OCR working folder field, you can change the folder where the scanned data is sent to. It is recommended to use the default folder (C:\ProgramData\MyQ\OCR), unless there is a major reason for it. The same folder will have to be set as the Working folder on the OCR Server (see MyQ OCR Server Configuration).

- Both the MyQ server and the OCR server must have full access (read/write) to the OCR working folder.

The OCR folder contains three sub-folders: in, out, profiles. In the in folder, the scanned documents are stored before being processed. In the out folder, the processed documents are saved by the OCR software and are ready to be sent. In the profiles folder, your OCR profiles are stored.
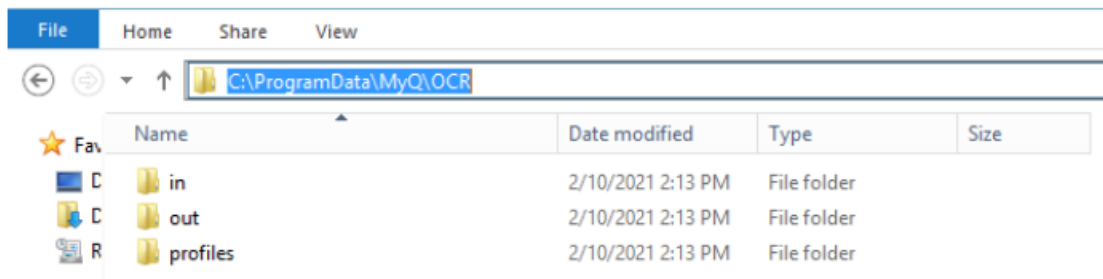
To enable users to convert documents to a specific output format, you need to create a profile of that type. The users will be able to send scans to use this profile either via a special email command or by selecting the profile when scanning via the Easy Scan terminal action on MyQ embedded terminals.

To create a new profile

1. Click +Add next to Profiles. A new item with the settings of the new profile appears in the list below.
2. Type the Name of the profile, select the Output format from the list, and then click OK. The profile is saved.

To edit a profile
Select the profile on the list and click Edit (or right-click and select Edit in the shortcut menu).
In the profile editing options, you can change the name and the output format of the profile.

To delete a profile, select it and click the **X** (delete) button on the ribbon (or right-click and select Delete in the shortcut menu). Click Save at the bottom of the screen to save your changes.

Installation
To install the MyQ OCR Server:

1. Download the latest available version of the MyQ OCR Server from the MyQ

   Community portal (MyQ OCR Server X.X.X.X).
2. Run the executable file. The OCR Server installation window appears.
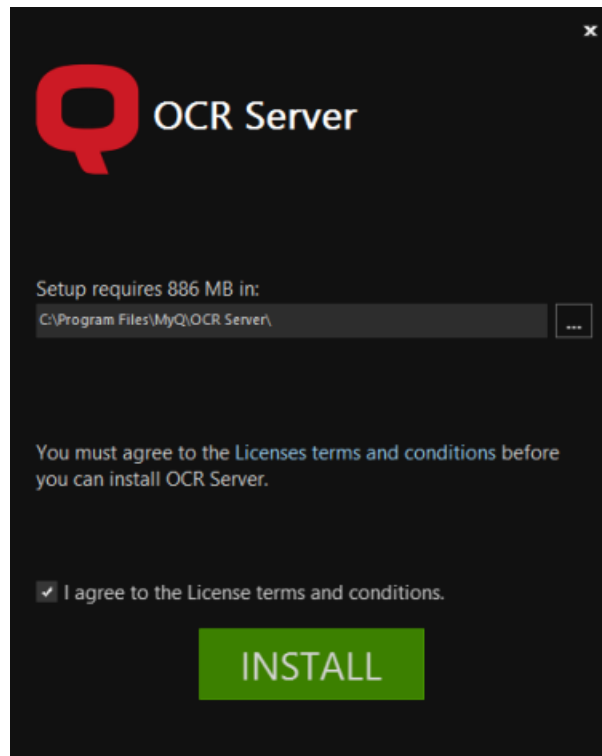
3. Select the folder where you want to install the OCR server. The default path is: C:\Program Files\MyQ OCR Server\.

4. After this, you need to agree to the license terms and conditions to continue with the installation. Then click INSTALL. The OCR server is installed.

5. Click Finish to leave the installation wizard. The configuration window of the OCR server appears. The configuration steps are described below.

In case the file is blocked from your browser or OS, click Run or Allow, or modify your Windows Security settings to allow the installation of unknown apps (turn off App & browser control).\ If you get the "Windows protected your PC" message when trying to run the file, click More info, and then click Run anyway, to begin the installation. If you still cannot run the file, right click on it, and select Properties. In the General tab, next to Security, mark the Unblock checkbox, click Apply, and then OK. Run the file again and begin the installation.

MyQ OCR Server Configuration

The MyQ OCR Server can be configured in the OCR Server configuration window that opens automatically once the server's installation is finished. It can also be opened via the MyQ OCR Server Settings application in Windows apps. In the configuration window, you can also stop and start the Windows service of the OCR server, and open logs.
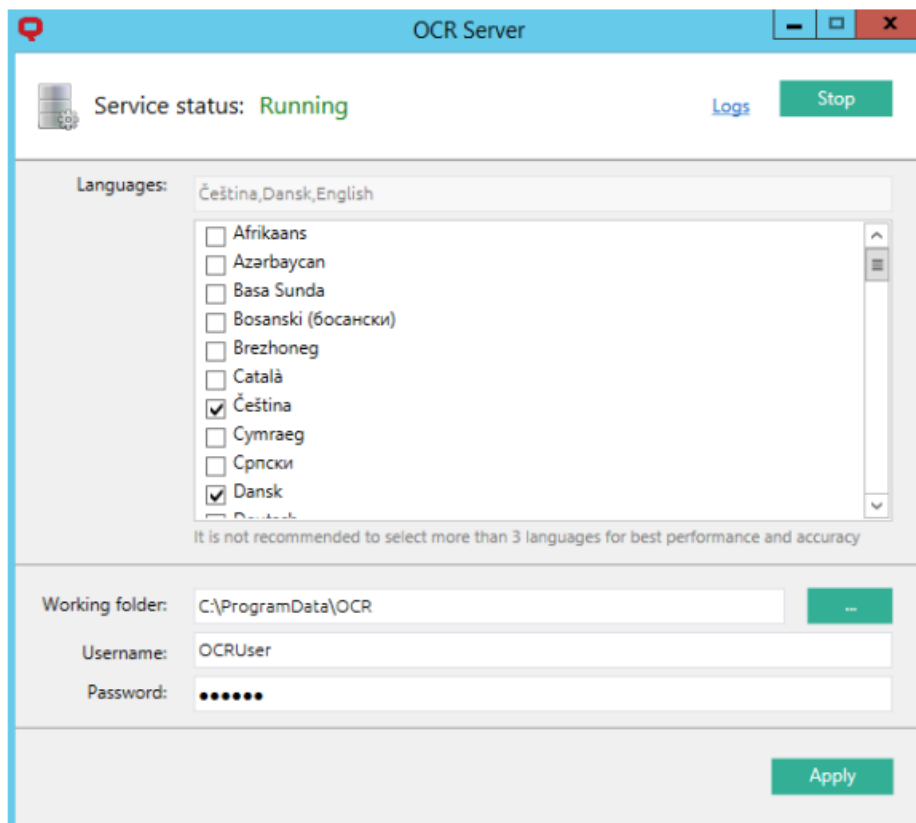
- Languages – While you can select all the available languages, it is recommended to select only those that are likely to be used within the OCR process. Selecting less languages increases the speed and accuracy of the OCR process.
- Working folder – This is the folder where the OCR server and the MyQ server exchange the OCR scanned files. The path entered here has to be the same as the path to the OCR working folder, set on the Scanning & OCR settings tab in the MyQ web administrator interface (the default folder is C: \ C:\ProgramData\MyQ\OCR). In case you use a shared folder, enter the Username and Password for access to the folder.
- Both the MyQ server and the OCR server must have full access (read/write) to the OCR working folder.

Click Apply for your changes to take effect. To open the log files, click Logs at the top-right corner of the OCR Server configuration window.To stop or restart the OCR Server Windows service, click Stop (or Start) at the topright corner of the OCR Server configuration window. You can also manage the service in the Windows Task Manager, where it is called OCRService.

Tesseract engine
Tesseract is an open source text recognition (OCR) engine, used by MyQ in the MyQ OCR Server. The following formats are supported with the Tesseract OCR engine:

- PDF
- PDFA (the compliance level of PDFA is PDFA-1B)
- TXT

Tesseract supports a variety of languages, listed in Supported languages.

For further information about the engine, see the dedicated documentation from its developer.

Supported languages

The following languages are supported and can be processed by the Tesseract OCR engine used by the MyQ OCR Server:

Language	Language Code
Afrikaans	afr
Albanian	sqi
Azerbaijani	aze
Belarusian	bel
Bosnian	bos
Breton	bre
Bulgarian	bul
Catalan	cat
Cebuano	ceb

Language	Language Code
Corsican	cos
Croatian	hrv
Czech	ces
Danish	dan
Dutch, Flemish	nld
English	eng
Middle English (1100-1500)	enm
Esperanto	epo
Estonian	est
Faroese	fao
Filipino	fil
Finnish	fin
French	fra
Gaelic	gla
Galician	glg
German	deu
Haitian	hat
Hebrew	heb
Hungarian	hun

Language	Language Code
Icelandic	ici
Indonesian	ind
Irish	gle
Italian	ita
Japanese	jpn
Javanese	jav
Kyrgyz	kir
Latin	lat
Latvian	lav
Lithuanian	lit
Luxembourgish	ltz
Macedonian	mkd
Malay	msa
Maltese	mlt
Māori	mri
Norwegian	nor
Occitan	oci
Polish	pol
Portuguese	por

Language	Language Code
Quechua	que
Romanian, Moldovan	ron
Russian	rus
Serbian	srp
Serbian Latin	srp_latn
Slovak	slk
Slovenian	slv
Spanish	spa
Sundanese	sun
Swahili	swa
Tajik	tgk
Tonga	ton
Turkish	tur
Ukrainian	ukr
Uzbek	uzb
Uzbek Cyrillic	uzb_cyrl
Vietnamese	vie
Welsh	cym
Western Frisian	fry

Language	Language Code
Yoruba	yor
Georgian	geo

- Selecting multiple languages will take much more time to process the files.

Scanning to OCR
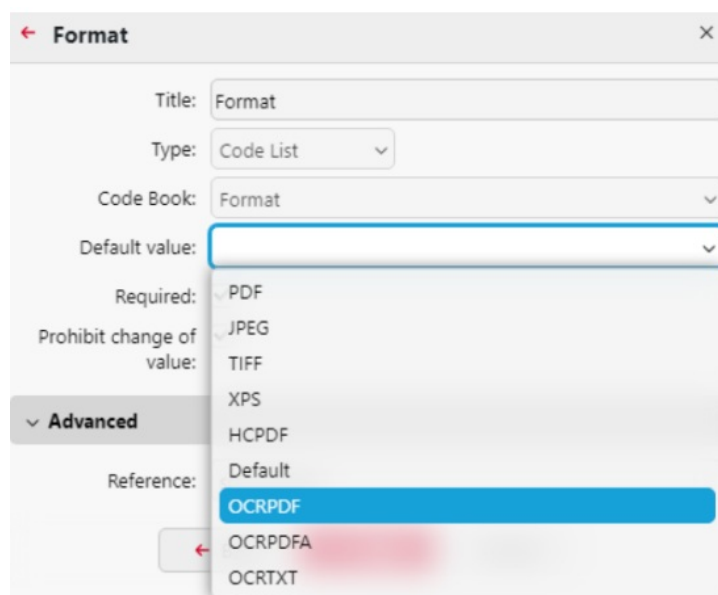
Scanning to OCR via Panel Scan

To send the scanned document to be processed by the OCR server, the user needs to type the receiver email address in the form: myqocr.*profilename*@myq.local where *profilename* is the name of the profile for the requested output, for example ocrpdf or ocrtxt. OCR is case sensitive. If you use Panel Scan, the email address myqocr.*folder*@myq.local must be the same as the OCR profile name. The document is converted by the MyQ OCR Server and sent to the folder or email address that is set in the User's storage text box on the user's properties panel in the MyQ web administrator interface.

- Scanning to OCR via Panel Scan is deprecated in MyQ Print Server 10.2. Scanning to OCR via Easy Scan should be used instead.

Scanning to OCR via Easy Scan

The MyQ administrator can create any number of Easy Scan terminal actions for scanning to OCR. They can either create one Easy Scan action for each output or let the scanning user select the format themselves. To enable users to scan to a specific profile, select the profile (such as ocrpdf or ocrtxt) among the values of the Format parameter of the Easy Scan action.

You can also enable users to select the profile themselves. For more information about how to set up the Easy Scan action on a MyQ Embedded terminal, see OCR and the "Easy Scan to OCR" section in the embedded terminal's manual.

OCR Processing

The OCR software should listen to the document sub-folders of the in folder (in\OCRPDF, in\OCRTXT,...), process the file sent there, save the converted document to the out folder, and delete the source file from the in*** folder. MyQ listens to the out folder, sends the converted file to the predefined destination (receiver email or email/folder defined on the Destinations tab), and deletes it from the folder. The file sent to the out folder by the OCR software must have the same name as the source file in the in*** folder. If the name of the converted file differs from the source file, it is deleted without being sent to the user.
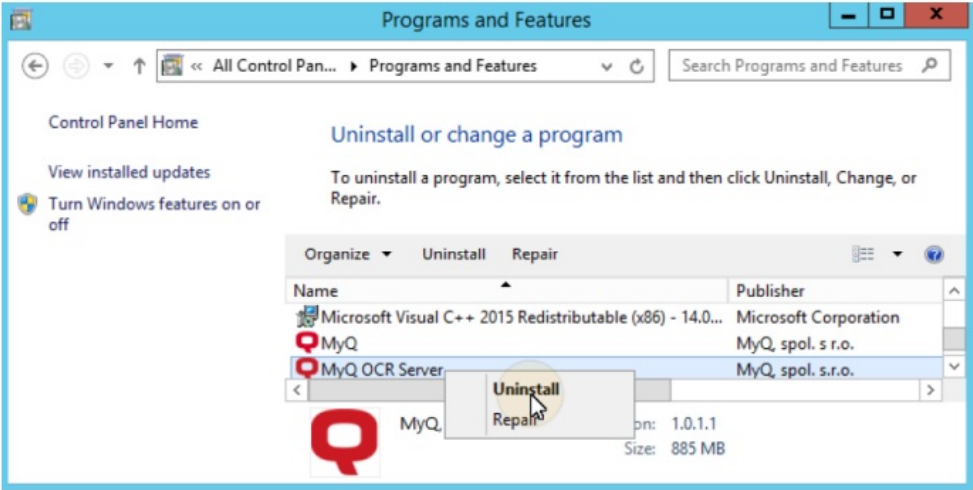
Update and Uninstallation

Updating the MyQ OCR Server

Download and run the latest available version of the MyQ OCR Server from the MyQ Community portal. The update process in the update wizard is identical to the MyQ OCR Server installation.

Uninstalling the MyQ OCR Server

The MyQ OCR Server can be uninstalled via the Windows Control Panel. Go to Control Panel > Programs and

Features, find and select the MyQ OCR Server application on the list, and click Uninstall on the ribbon (or right-click and select Uninstall).

Business Contacts

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FAQs

What are the system requirements for MyQ OCR Server 3.2?
The MyQ OCR Server 3.2 requires MyQ Print Server 10+ for proper functionality.

How can I update or uninstall the MyQ OCR Server?
To update the MyQ OCR Server, refer to section 8 in the user manual. To uninstall the server, follow the steps outlined in section 8.2 of the manual.

Documents / Resources

myQX MyQ OCR Server Software [pdf] User Guide
MyQ OCR Server Software, MyQ OCR, Server Software, Software

References

- **solution.com is for sale | www.oxley.com**
- **MyQ Print Management Solution | Security | Productivity | Efficiency**
- **MyQ Print Management Solution | Security | Productivity | Efficiency**
- **Log in with Atlassian account**
- **User Manual**