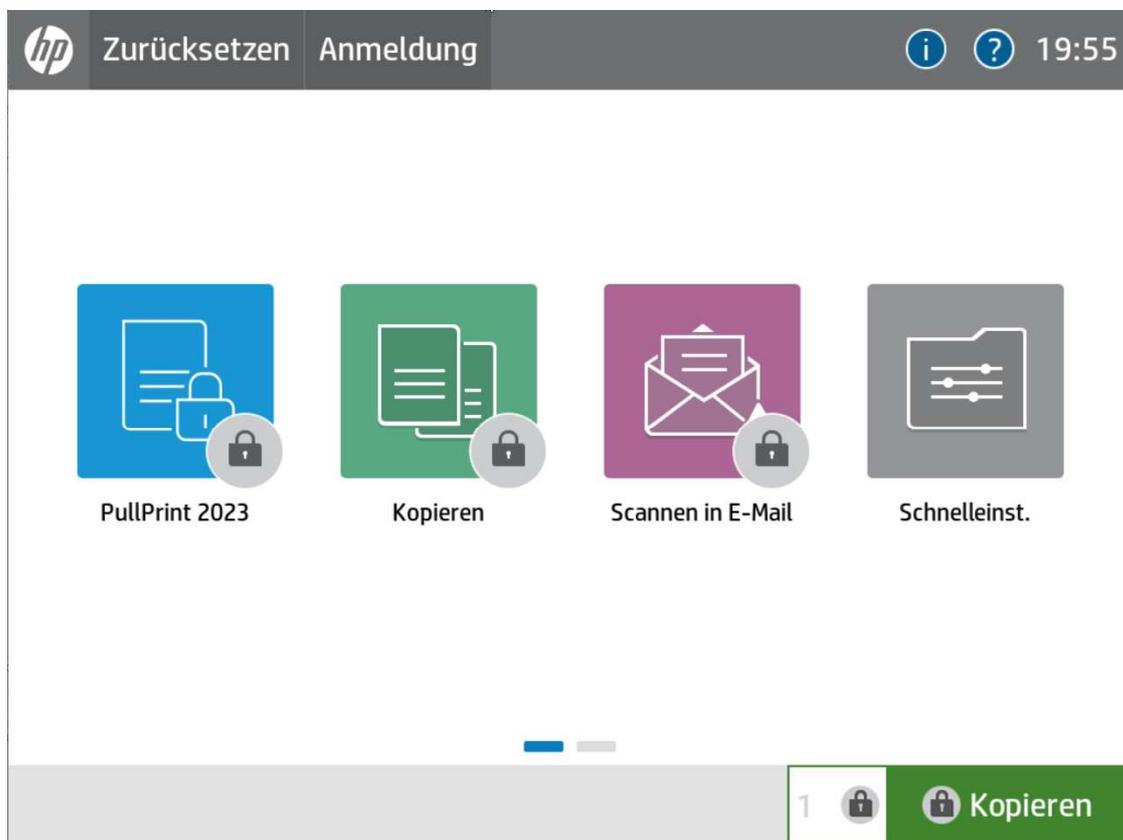# HP Advance – How to register your Merck ID card.

Before you can use the new secure HP print devices with your Merck ID card, you need to complete a one-time ID card registration process. This should only take a few minutes. You can use to any of the HP Advance enabled Multifunctional HP printers (MFP) to complete the registration. HP Advance enabled devices do have the PullPrint 2023 icon on the control panel:

The following step-by-step guide explains how to register your employee ID card.

⚠️ **Please note, you will need to complete this process each time you are issued with a new employee ID card.**

Step 1

Once you are at a HP Advance enabled printer, present your Merck ID card to the card reader. You will hear a beep once your card has been verified. To begin registration of your ID card, tap <OK>

IRM Authentication ⌄	**IRM Authentication**

Card not enrolled, would you like to enroll this card?

OK   Cancel

Step 2

Select the authentication method

IRM Authentication ⌄	**IRM Authentication**

Select enrollment type

◯ Email

◯ Username/Password

OK   Cancel

Email registration

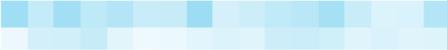## Step 1

Now enter your Merck Email adress. Tap <OK>.

Step 2

On you laptop/PC open the link in the received Email

Please complete your card enrollment

ST SecurePrint-Test@merckgroup.com
To

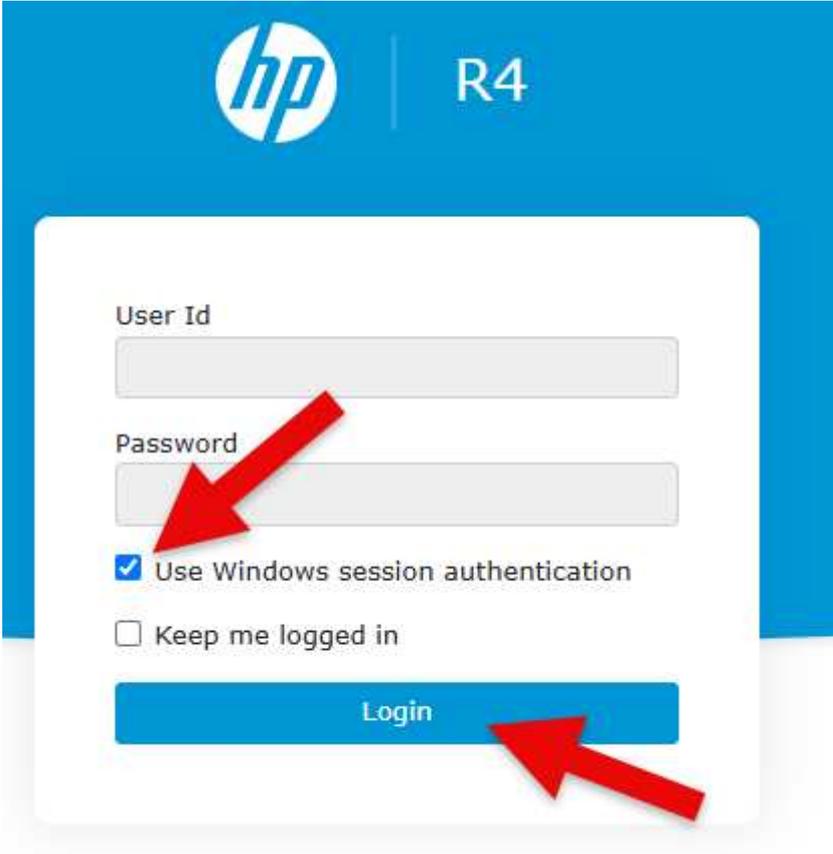Please complete your card enrollment.

Complete Enrollment

Please contact your supervisor if you have questions regarding this email.

Step 3

If you are not automatically logged in, check "Use Windows session authentication" and click login

Now you have successfully registered your Merck ID card.

Step 4

Once signed in (on the printer) , the Pull Print, Copy and Email functions are available. You will be logged out after 20 sec of inactivity.

Password registration

Step 1

Now enter your username and password in the username and password fields highlighted below. Use your **Merck** Windows username in the format MUID@domain.merckgroup.com   (e.g., M123456@one.merckgroup.com) and Window password. Tap <OK>.

Step 2

Once signed in, the Pull Print, Copy and Email functions are available. You will be logged out after 20 sec of inactivity.

Now you have successfully registered your Merck ID card.