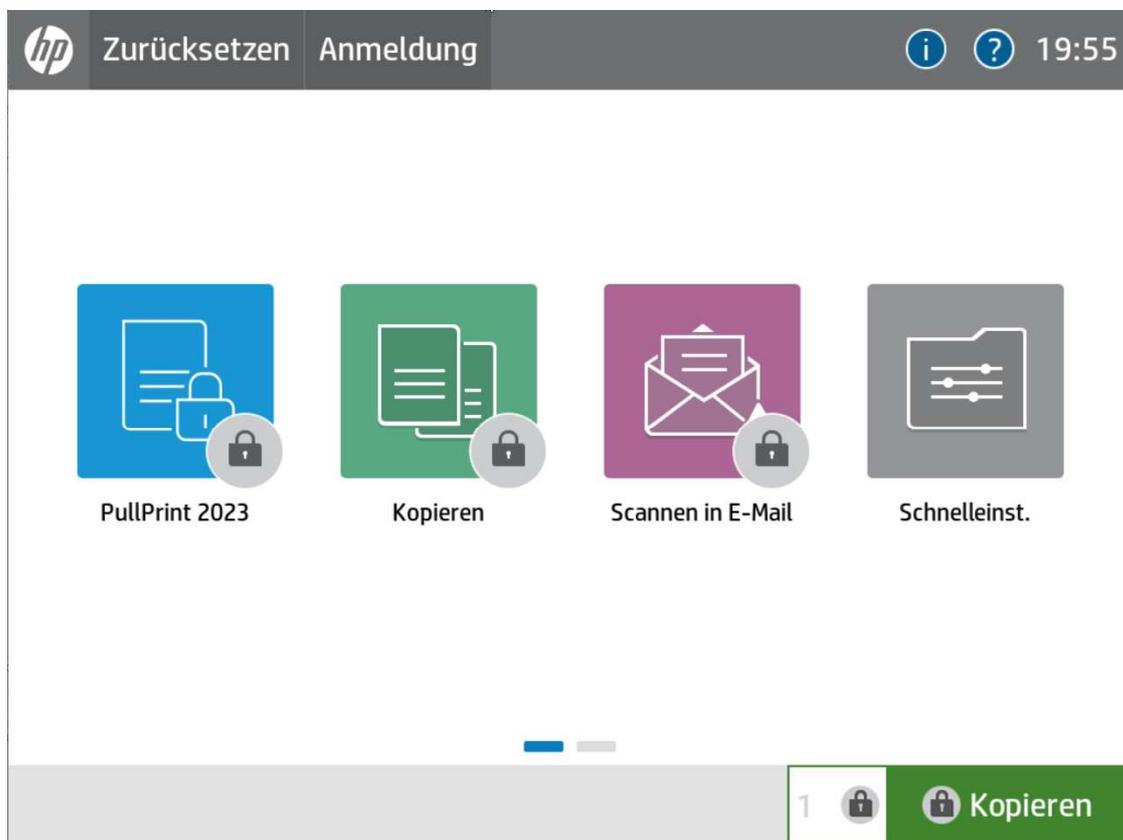


HP Advance – How to register your Merck ID card.

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>



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>.

IRM Authentication

Email

john.doe@merckgroup.com

q w e r t y u i o p
a s d f g h j k l
↑ z x c v b n m ↵
123? @ . ← → ↵ OK



Step 2

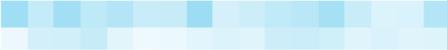
On you laptop/PC open the link in the received Email

Please complete your card enrollment



SecurePrint-Test@merckgroup.com
To [redacted] [redacted] [redacted] [redacted]





Please complete your card enrollment.

[Complete Enrollment](#)

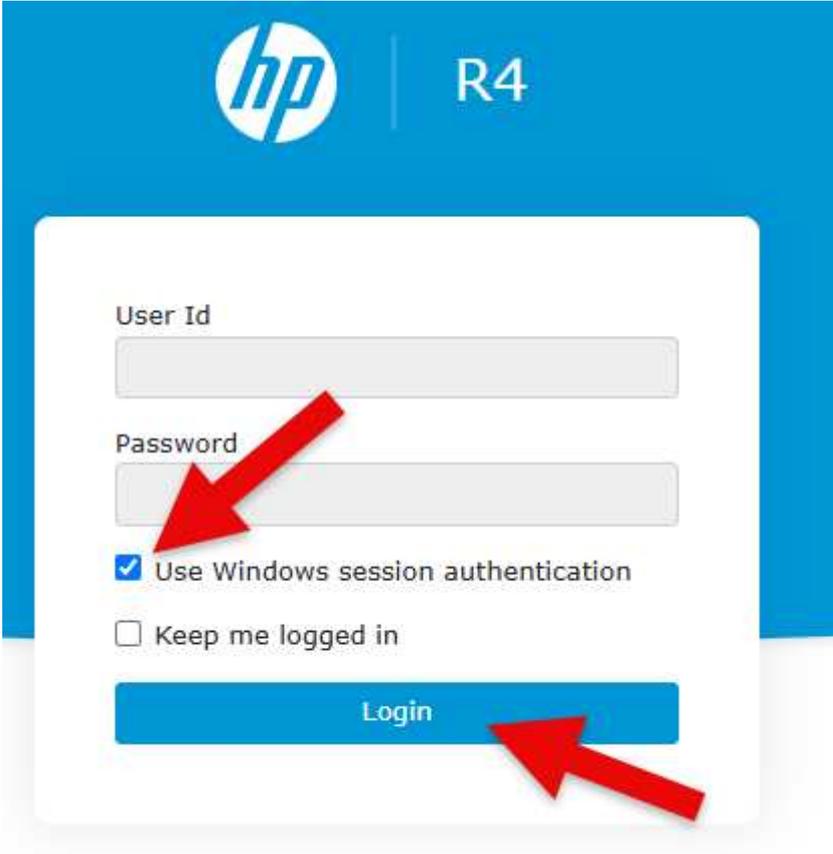


Please contact your supervisor if you have questions regarding this email.



Step 3

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



The screenshot shows a login form for HP R4. At the top left is the HP logo, and at the top right is the text 'R4'. The form contains the following elements:

- A text input field labeled 'User Id'.
- A text input field labeled 'Password'.
- A checked checkbox labeled 'Use Windows session authentication'.
- An unchecked checkbox labeled 'Keep me logged in'.
- A blue button labeled 'Login'.

Red arrows are overlaid on the image, pointing to the 'Use Windows session authentication' checkbox and the 'Login' button.

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>.

The screenshot shows a mobile application interface for 'IRM Authentifizierung'. At the top, there is a home icon, a dropdown menu labeled 'IRM Authentifizier...', and the title 'IRM Authentifizierung'. Below the title, there are two input fields: 'Benutzername' (Username) and 'Kennwort' (Password). The 'Benutzername' field contains the text 'M123456@one.merckgroup.com'. The 'Kennwort' field contains a series of dots representing a masked password. Below the input fields, a virtual keyboard is displayed with various keys including letters, numbers, symbols, and navigation arrows. The 'OK' button is highlighted in blue.



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.

