

Printing from Mass.gov (MSD) State Agency Laptop or AWS Account

A few notes on printing from an agency issued laptop or AWS workspace:

- EOLWD employees received emails regarding secure printing. See below.
- Windows WorkSpaces support printer redirection / AWS workspaces display a list of the same printers listed on your laptop/desktop.
- State of Ma. Active Directory (MSD) exposes printers.
- Whatever network printers are available to you from your agency issued laptop will be available to you in your AWS workspace.

A few Scenarios on Printing:

Scenario I - User logs into state network, on an Agency issued laptop, from the 'office' (e.g., 100 Cambridge Street or a DUA walk in center):

- Laptop must be configured for secure printer (not applicable to Best Buy temporary laptops distributed during earlier phase of 'pandemic')
- User must setup secure printer access (see below)
- User must select the secure printer from the list of available printers.



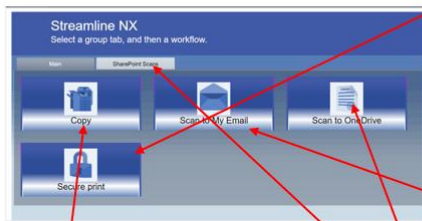
Secure Printer

Scenario II - User logs into a MassHire career center owned laptop/desktop:

- See career center IT support staff for assistance on printing.

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How To Release Your Print Job



1. Select the "Secure print" Button
2. Select the "Document Name" to be printed, or "Select All" to print all documents
3. Click "Print" to print the document
4. Click "Delete" to delete and not print

Copy

1. Select "Copy" to make copies



How to Scan

1. Choose "Scan to OneDrive" or "SharePoint Scans"
2. For SharePoint choose the correct department
3. In either SharePoint or OneDrive, browse down to the desired destination folder



Send to My Email

1. Select "Scan to My Email" to send the scan document to your email address.



Registering Your Card



Start by swiping your Access ID over the card reader attached to device



User will be prompted to register

Press the Register Button

You will be prompted to enter in your Username – enter and press OK (Use either DET\ or MSD\ format)



Enter in Password and Press OK



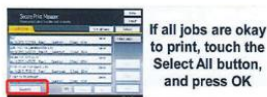
Registration is complete. Future logins can be done with the ID card alone.

Using the Secure Print Function

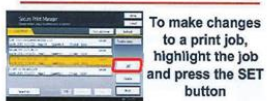
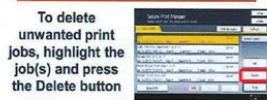
After Logging in this screen will be displayed



Select the Secure Print button



If all jobs are okay to print, touch the Select All button, and press OK



To delete unwanted print jobs, highlight the job(s) and press the Delete button

To make changes to a print job, highlight the job and press the SET button

The Set option allows you to change Quantity of prints, Simplex/Duplex or Color to B&W

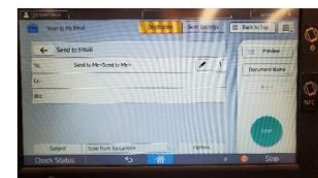
To print remaining or chosen print jobs, press each to highlight, then press the Print button

Using the Scan Function

Scan to My Mail – scan will send to login user's email



Select the Scan to My Email button



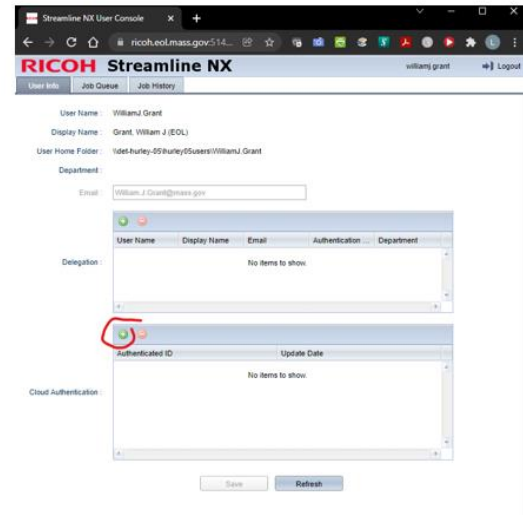
Adjust scan options, add CC, change subject, et cetera

Registering to scan to OneDrive or SharePoint

1. Must be on premise or on VPN.
2. On computer, go to <https://ricoh.eol.mass.gov>
3. For DETMA accounts, set profile to "DETMA"
For MSD accounts, set profile to "MSD"
4. Enter your DET or MSD Username and your network password
5. On the next screen, click the green plus sign in Cloud Authentication section
6. If requested, authenticate with your network password
7. Logout using the button in the upper right.



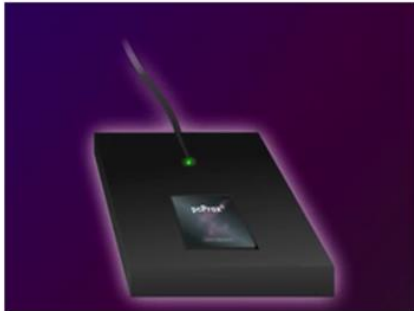
The login screen for RICOH Streamline NX. It features a blue and white background with a sunburst graphic. The text "RICOH Streamline NX" is prominently displayed. Below the graphic, there are input fields for "Profile" (set to DETMA), "User Name", "Password", and "Language" (set to English). A "Login" button is at the bottom.



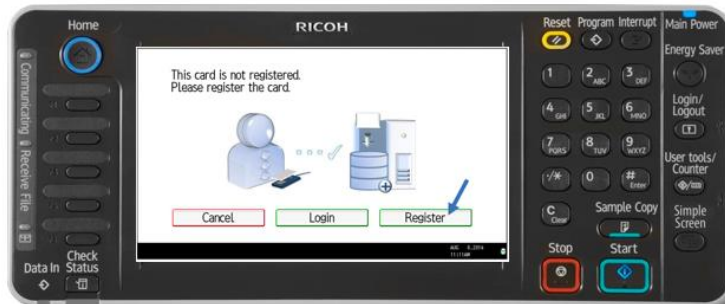
The RICOH Streamline NX User Console interface. It shows user information for William J. Grant, including User Name, Display Name, User Home Folder, Department, and Email. There are sections for "Delegation" and "Cloud Authentication". The "Cloud Authentication" section has a green plus sign icon circled in red, indicating where to click to register for OneDrive or SharePoint. There are "Save" and "Refresh" buttons at the bottom.

Registering Badge for 1st Time Use

1. Swipe Badge



2. Click on Register



3. Enter your DETMA or MSD Username and your network password (what you would use to log into your desktop system)

Do not include the DET\ or MSD\
For any issues, call the helpdesk and ask for your SAM Account Name

