

SIEMENS



OMS Secure Print

New office printers' software

Everything you need to know to print at the office

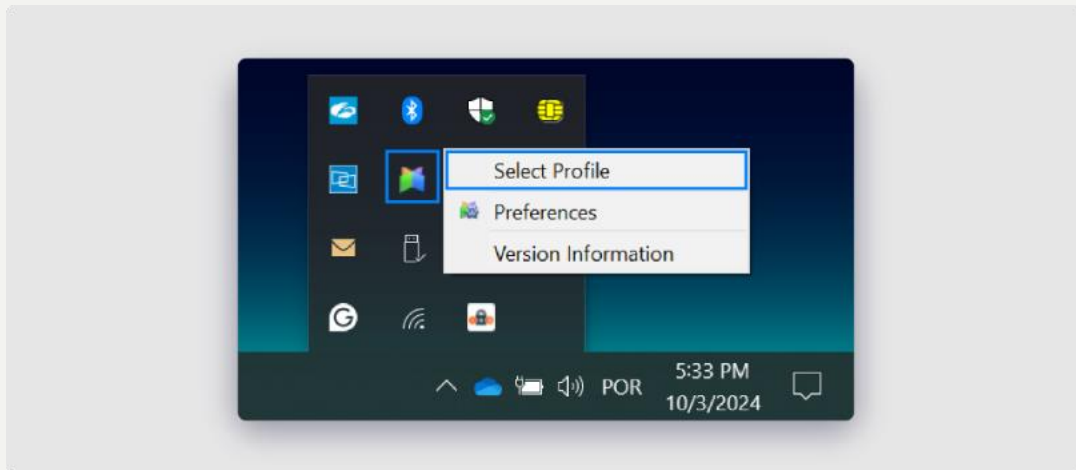
Hello!

Exciting news — your Siemens office printers will be updated with a new software, during the next week.

This upgrade will deliver an easier, and seamless printing experience.

Please **read the following instructions** to know how to print with the new software.

Before printing



STEP 1

Check if you have "Ricoh Streamline NX PC Client" software installed on your desktop (usually this is installed by default). If you find it missing, go to the Company Portal and search and install the "Ricoh Desktop Agent UX" app.

STEP 2

Check if the correct profile is selected by right-clicking the icon on your system tray and choosing **Select Profile**.

- America (North, Mid and South America)

- APAC (Asia, Pacific)

- EMEA (Europe, Middle East and Africa)

STEP 3

If you do not have the correct "OMS_2.0" profile from your region selected, go to the the **drop-down menu**, select the correct profile and click on the **OK** button.

How to print?

STEP 1

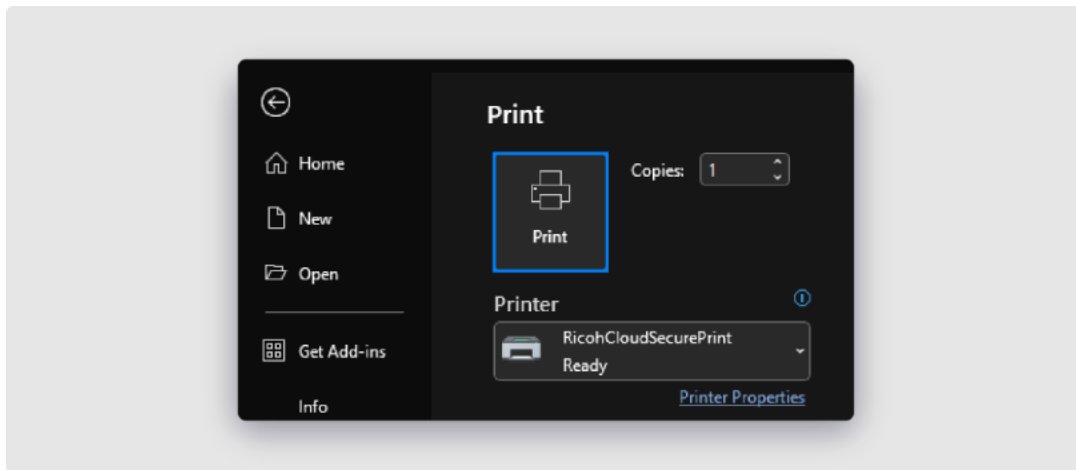
To start printing, open the document you would like to print and open the print menu.

STEP 2

The "RicohCloudSecurePrint" print queue works on all printers. It should already appear as your default queue.

STEP 3

Click on the large **Print** button to send your file to the printer and accept the Terms and Conditions shown on your PC screen. For first-time use, **wait 5 minutes** before heading to the printer.

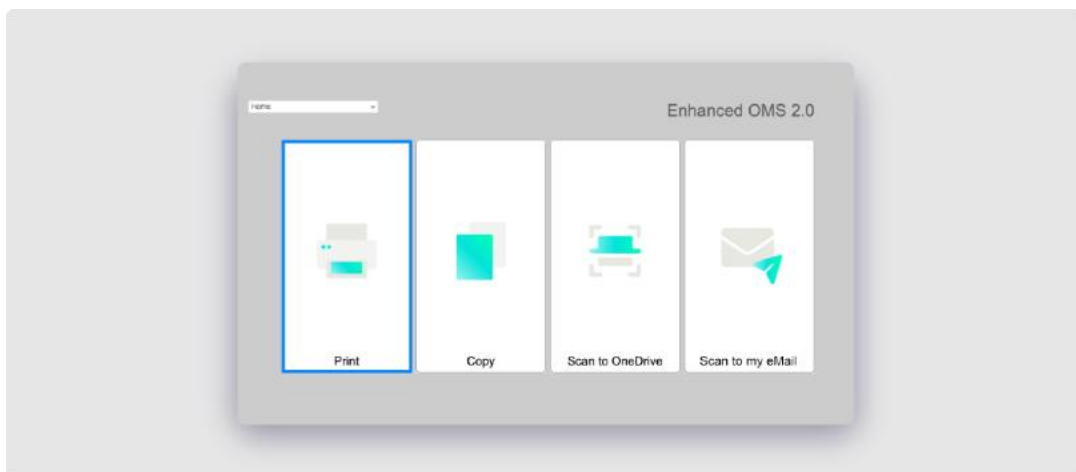


STEP 4

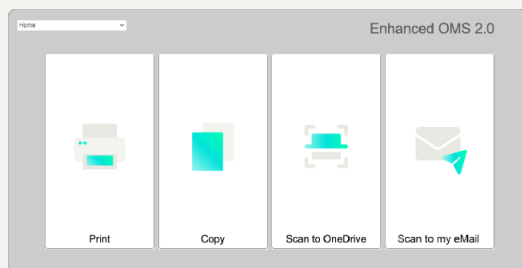
Go to the printer and insert your Siemens ID Card in the card reader. If you are required to register, this is a one-time-only registration via your preferred authentication method.

STEP 5

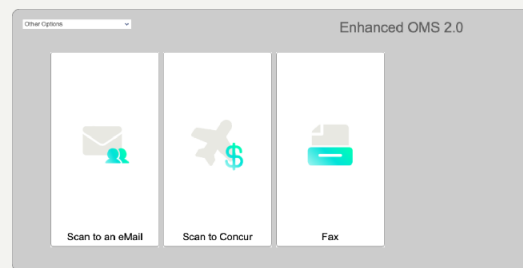
On the printer menu, select **Print** to start your pending request. Once your documents have printed, collect them and press the **Logout** button.



How to scan, copy and use fax?



1. The **Home menu** provides quick access to the most-used functions, including print, copy, and scan.



2. Additional options, like fax, can be accessed by tapping the **drop-down menu** in the upper left corner.

What's New?



Tap and Print

Contactless authentication is now available, but not accessible to all Siemens employees. We recommend inserting the card.



One-time only Authentication

If you are required to register, this is a **one-time-only registration**, via MFA or other available authentication methods.



C0, C1 & C2 Levels of encryption

C0, C1, and C2 are the default encrypted documents for printing. C3 documents should not be printed.



New brand and user-friendly interfaces

Simplified and improved look & feel to boost your printing experience.



Need help?

If you need assistance, please
contact your local IT support.