Printing Options

There are different ways to print:
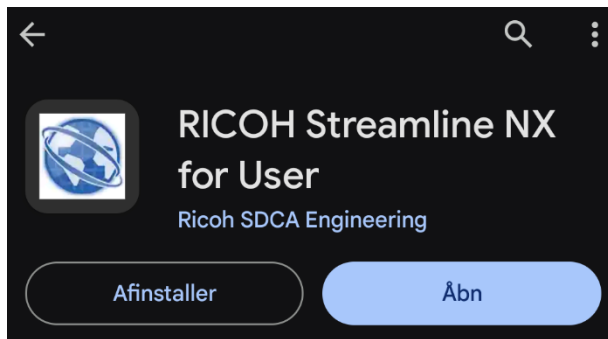
1- Send an email to mail2print@msk.dk
2- Through the mobile app
3- Web browser
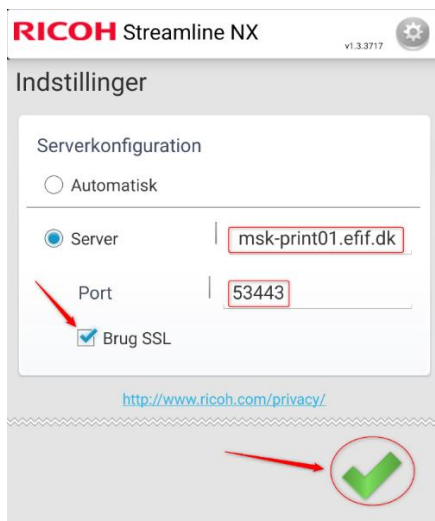
For the last 2, follow the guides below…

Printing (RICOH)

Download the app for Android here:
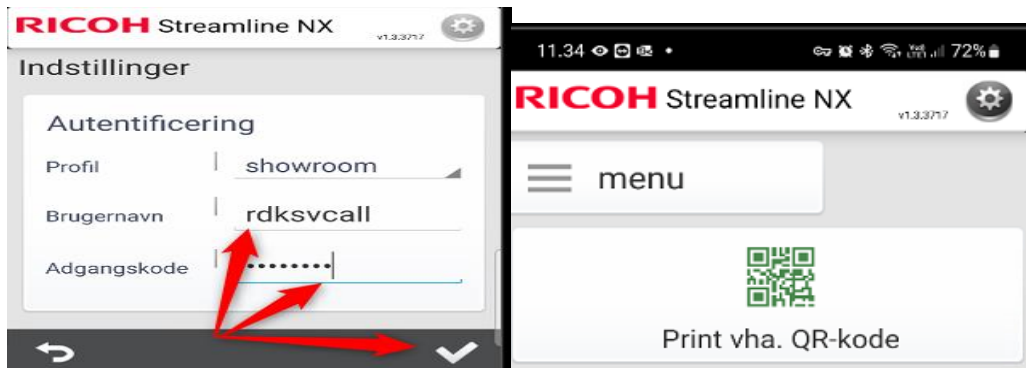Download the app for iPhone here:

Opening the app will prompt us to insert the server configuration. The data is the same as the one highlighted on the screenshot:
Make sure that the "SSL" option is selected!!!

Accept by clicking on the green check mark as shown above.

After you are done with the process of joining the network, installing the certificate, and setup the printing app; you are ready to print.
We will need to choose the files to print! This can be achieved by use the Web Access (recommended) or from the mobile devices with the app if the file is available there.

Web Printing

Go this address in your browser and login with your credentials (User ID + Password):
https://print.msk.dk/
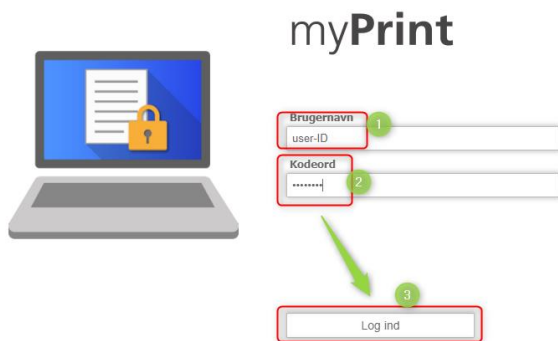
Upon logon you should get prompted to the welcome screen:

1. Click on it to choose file/s from a location
   When multiple files are added you have option of removing them from the queue
2. Send to printer to print
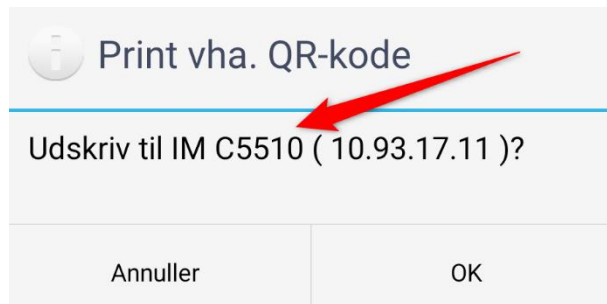3. If needed, all the printing options are right under!

Now we need to go to the printing room with our mobile phone and app, connected to the wireless MSK network, and scan the QR code above the printing machine for releasing the desirable jobs from the queue.
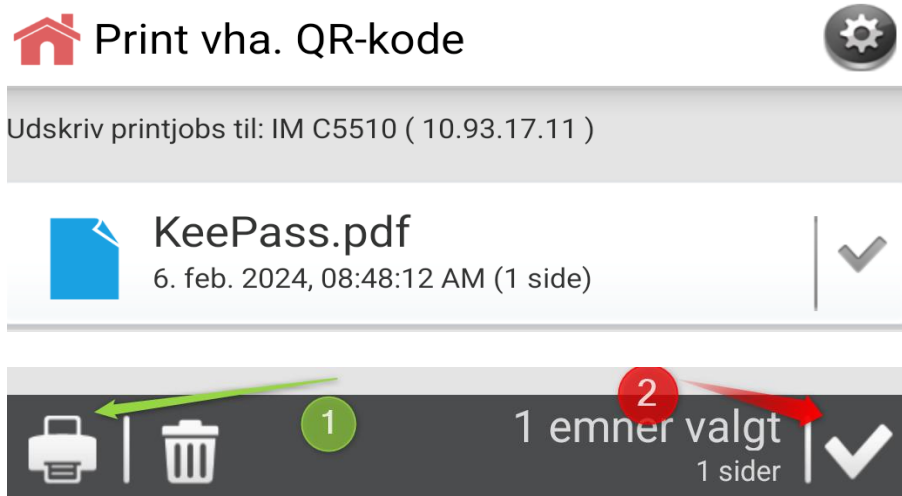

In the RICOH streamline app select the option "Print with QR-Code":
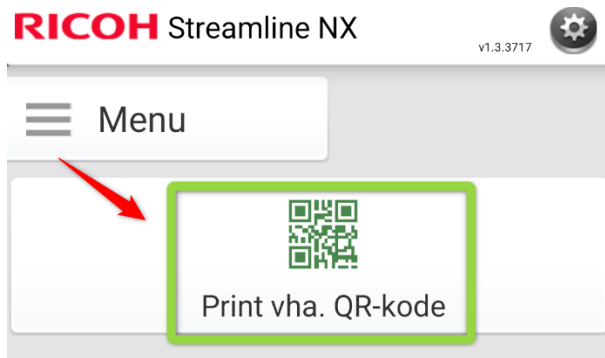
Check the printing machine name and confirm:

Select the desired files to print and remember that if they are not selected to print, they will remain in the queue for around 48 hours before it clears the cache.

We can select files manually as indicated earlier, or we can select them all to print at the same time with the #2 choice. When files are selected, they will show the tick mark next to it.
Print with the choice #1 when ready.
Your printer app is now ready…