MARSH UPGRADE TASKS

# NEWHIRE PROCESSES

## Setup machines/ software / Authentication App

* Machine: Laptop Dell (recently)
  + Window OS 10
* Software
  + MARSH default software
    - MS team
    - Outlook 2016
    - McAfee Antivirus
* Authentication App
  + Okta verify
  + Okta mobile
  + Mobile iron go (optional)
* **NOTE :**
  + Pin UNIKEY to desktop
  + Chrome default
  + Printer: Install/ Setup UserID

## Users new hire form

* User information
  + Email address
  + Password
  + User employee ID account / Laptop account logon
  + Password laptop
  + UserID printer
  + Password UserID printer
* Basic user guidelines
  + How to use printer
  + How to use VPN Cisco

# AUTOMATION PROCESS FOR NEW HIRE MACHINE (SCRIPTS)

## Setup script

* Copy folder “setup4machine” to “ C:\support”
* Copy Unikey for “Public\Desktop”

## Add printer connection

* Add printer connection with printer server via [\\10.54.218.167](file:///\\10.54.218.167)

## Add printer accounts

* Create new printer info include user id/ password
  + Printer properties => Preferences => Paper/Output – **Setup…** => *User ID/ Secure print Passcode*

## Export and print user guide paper

* Export Word paper with user information and basic guideline => then print