[Printing as DCJ Staff](#)

[Printing as a Guest](#)

Print, scan and copy quick guide as DCJ staff

Follow-me secure printing allows you to print to any printer in the building from a DCJ laptop or device. You can also scan directly to your email using your access card to enter your login details. If you register your access card, you can login to a printer by simply tapping the card.

This user guide covers:

1. [Registering your access card for printing](#)
2. [How to print](#)
3. [How to scan to email](#)
4. [How to copy](#)

---

1. Registering your access card for printing

|	
1	To use follow-me secure printing with your access card you need to first register your card. Otherwise you will need to manually enter your login details each time you want to print scan or copy. To register your card, tap your **Access Card** on the card reader on any printer in the building.

Note: *You may need to press on the power saver button [* *] to power the printer on.*

2	You will be asked to enter your **computer login details** – the same as for your laptop. This will register your card. You will not need to enter these details again, even if you change your password on your laptop. Press **Activate**.

---

2. How to print

1   Navigate to the print option from any application and select your printer as **DCJ Print** and then select **Print**.
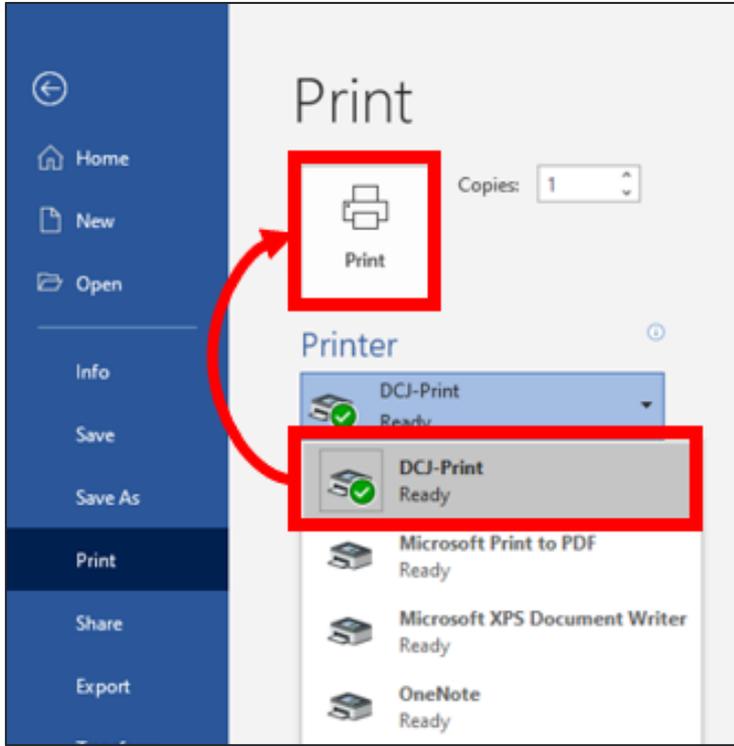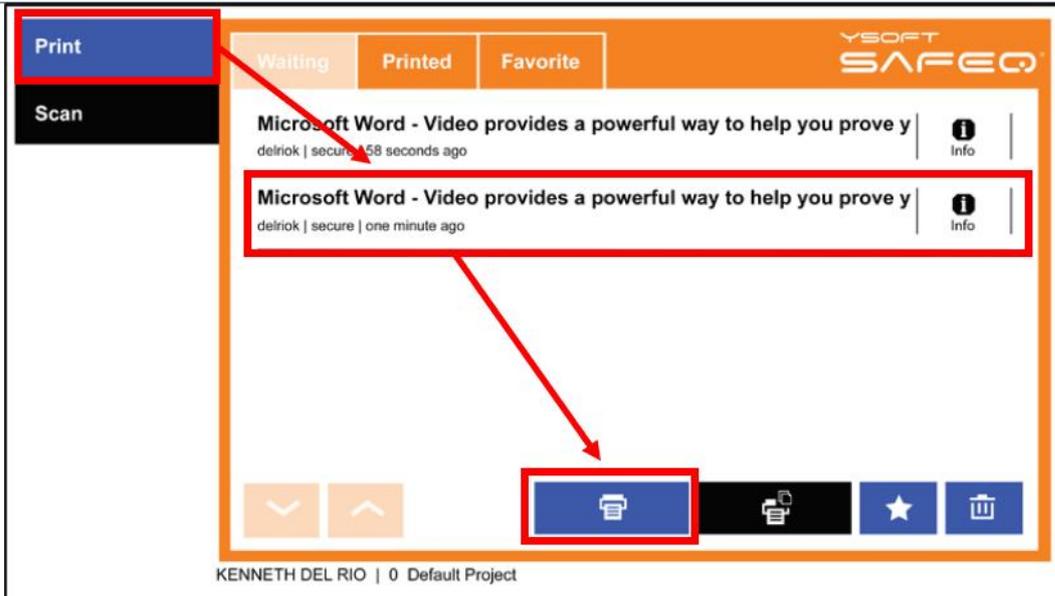

2   If your access card is registered for follow-me secure printing, tap your **Access Card** on the card reader on any printer in the building. Otherwise, you will need to enter your DCJ username and password.

Note: You may need to press on the power saver button [ ] to power the printer on.

3   Press **Print** from the left-hand menu of the touch screen on the printer. The print options screen displays.

    Select the **print job** from the list and then the **Print** button.

Notes:

The **Waiting** tab are documents you have sent for printing.

The **Printed** tab provides a list of documents you have printed.

The **Favorite** tab is where you can store print jobs that you might print on a regular basis, such as templates. Before pressing the print button, press the Star button to save a print job as a favourite.

The **black print button** prints the selected document but leaves it in the waiting queue.

3. How to scan to email

1   If your access card is registered for follow-me secure printing, tap your **Access Card** on the card reader on any printer in the building. Otherwise, you will need to enter your DCJ username and password.

Note: You may need the power saver button [ ] to power the printer on.

2   Insert the document or documents you wish to scan.

For single pages or documents with staples, lift the lid and place the document face down on the flatbed tray.

For multiple pages, remove any staples and place the pages face up in the document feeder. The printer will detect if there are pages in the document feeder and will scan until the tray is empty.
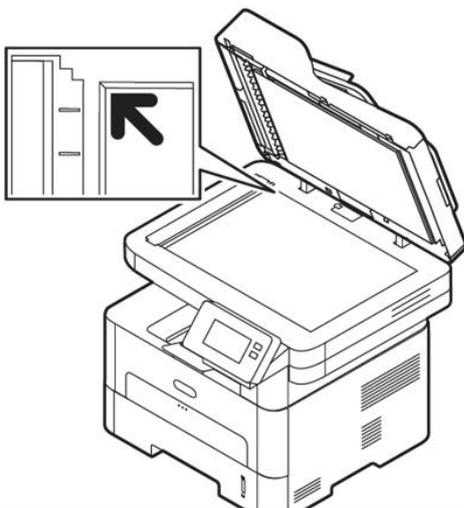
Single pages face down on the flatbed/glass tray
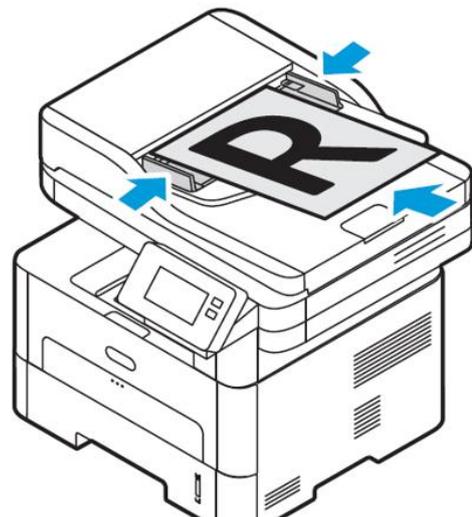
Multiple pages face up.in the document feeder

3   Press **Scan** from the left-hand menu of the touch screen on the printer. The Scan

workflows screen displays. Press either **Scan to Me** or **Scan to me OCR.**
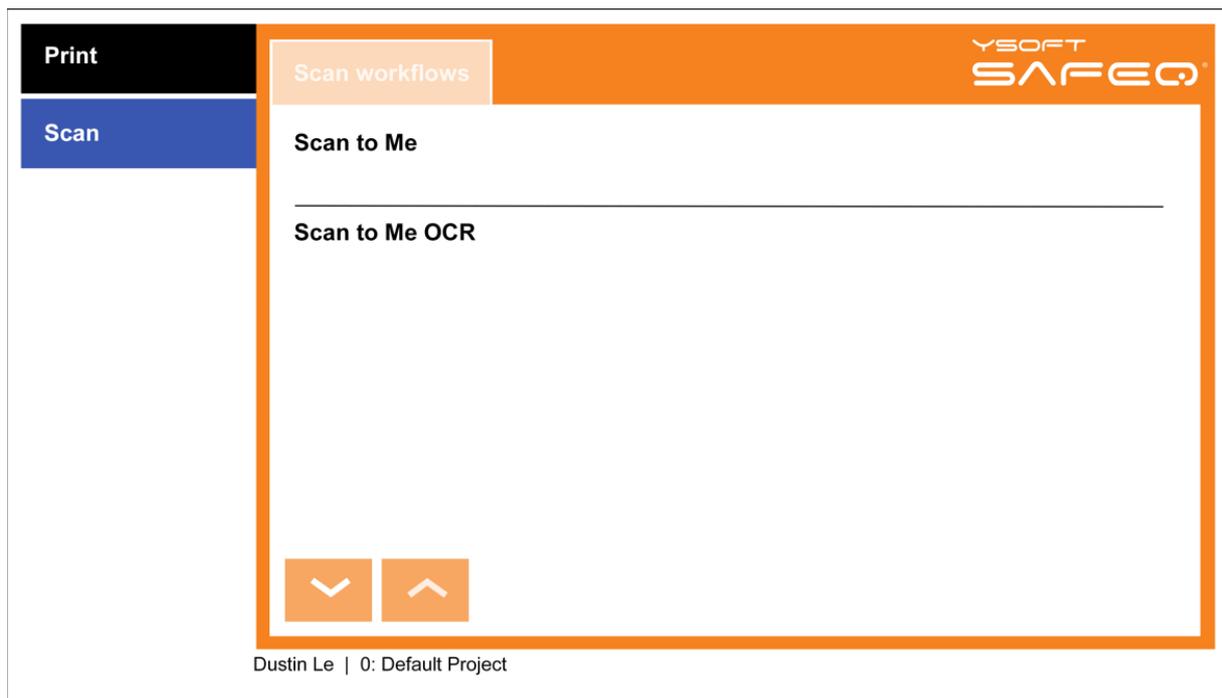
Note: OCR stands for Optical Character Recognition and will convert your scanned document into a text searchable and readable document.

4   If you are scanning more than 15 pages in colour, it is recommended to use **Scan to me OCR**. This will **reduce** the file size. Once selecting Scan to Me OCR, you will have the option to modify the subject of the scanned email.
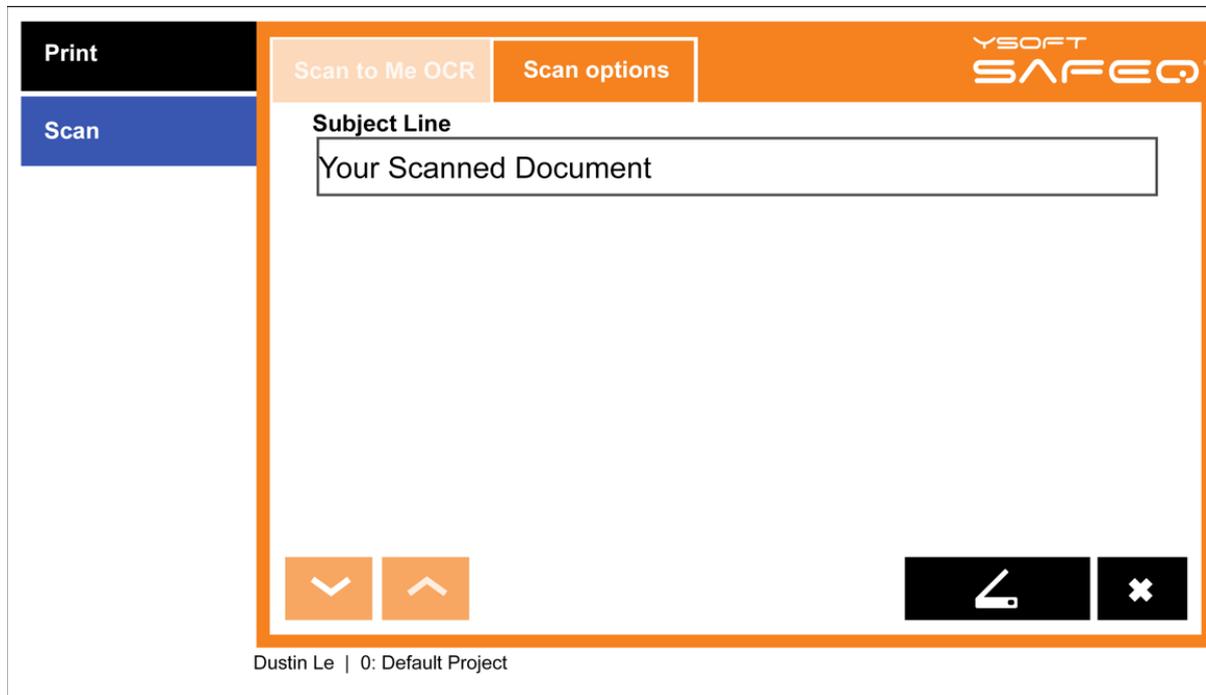
5   Press on the Scan options tab to access other options such as quality, color and pages.

Print

Scan

Scan to Me OCR   Scan options

YSOFT SAFEQ

	Quality	‹	Fine	›
	Color	‹	Auto	›
	Pages	‹	One sided	›

Dustin Le | 0: Default Project

4. How to copy

1   If your access card is registered for follow-me secure printing, tap your **Access Card** on the card reader on any printer in the building. Otherwise, you will need to enter your DCJ username and password.


Note: *You may need the power saver button [* *] to power the printer on.*

2   Insert the document or documents you wish to copy.

For single pages or documents with staples, lift the lid and place the document face down on the flatbed tray.

For multiple pages, remove any staples and place the pages face up in the document feeder. The printer will detect if there are pages in the document feeder and will copy until the tray is empty.
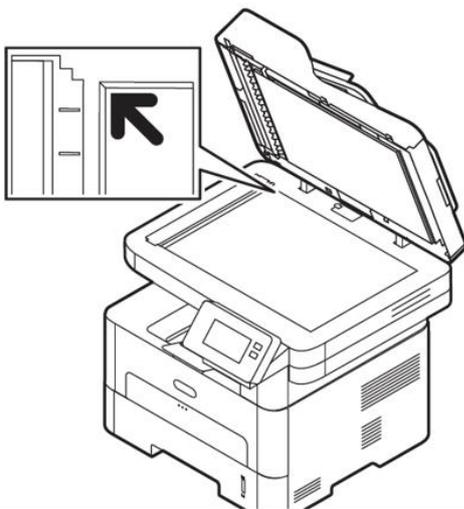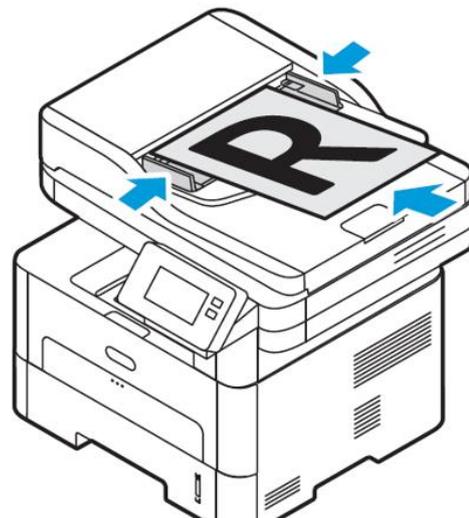
Single pages face down   Multiple pages face up

3   Press the **Copy** button on the printer. The **Copy settings** will display. Choose your settings and then press the **Start** button.

How to print as a guest

DCJ is providing access to external visitors in our offices to print without asking a staff member or using an access card. This guide will show you how to:

1. [Sending a print job as a guest](#)

2. [Using your PIN to print](#)

The following file types are accepted for guest printing:

| File Type	File Format
Microsoft Office Documents	Doc, docx, docm, dot, dotx, dotm, rtf, xls, xlsx, xlsm, xlsb, xltx, xltm, csv, ppt, pptx, pps, ppsx, pot, potx
Open Office documents	Odp, ods, odt, ott
HMTL links	Html, htm, xhtml
Images	Jpg, jpeg, png, bmp, gif, tif, tiff, ico, emf, svg
Others	Txt, pdf, xml, fo, xps, epub

Please note: the email body will not be printed.

1. Sending a print job as a guest

1   In your email application, open a new email.

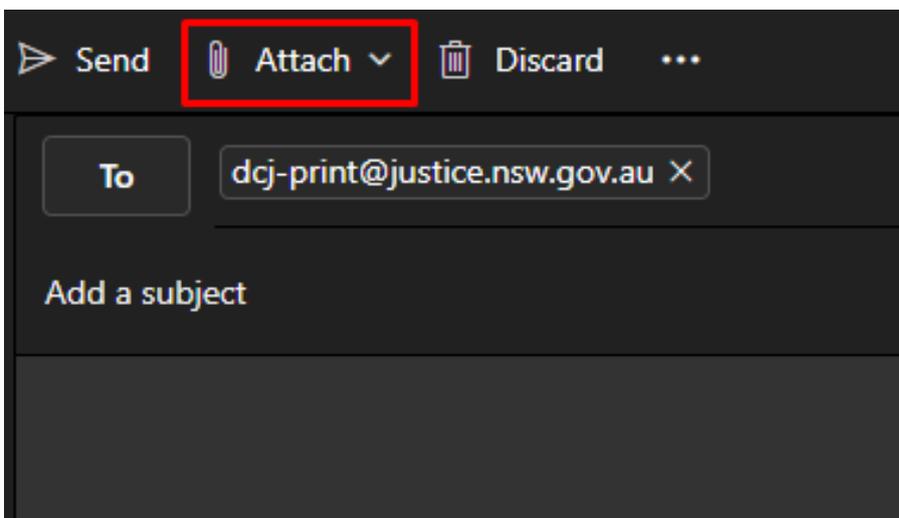Please note that opening a new email will differ between different email systems.
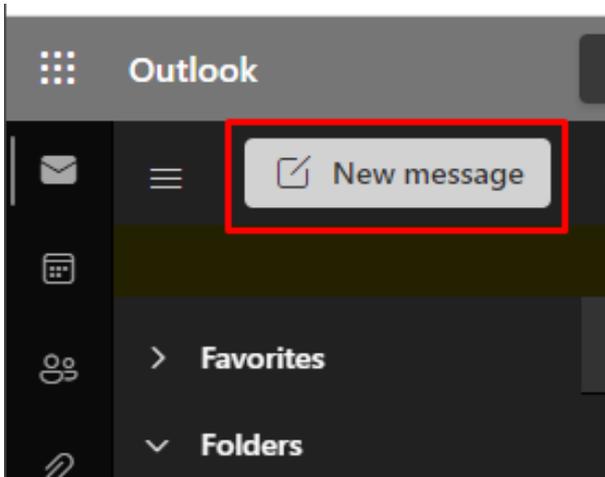
2   In the To field, enter DCJ-Print@justice.nsw.gov.au
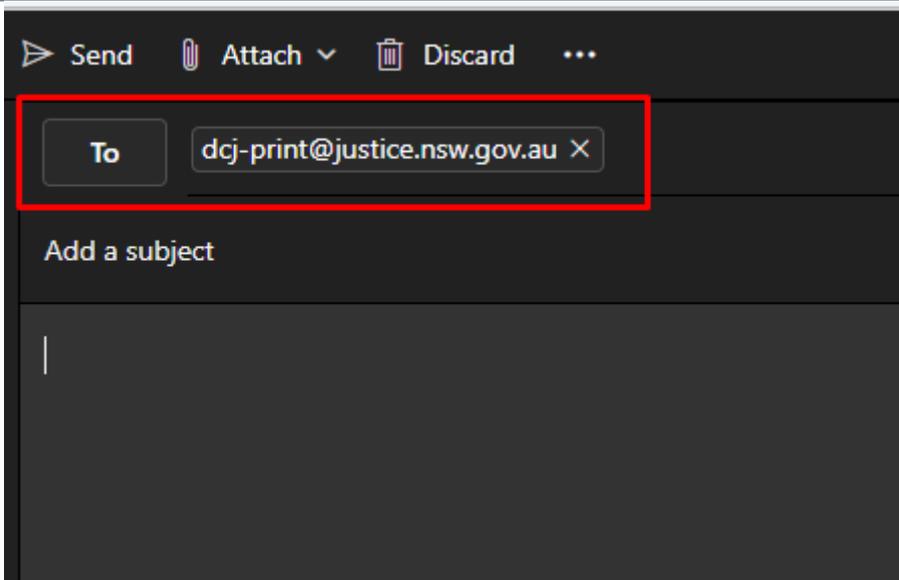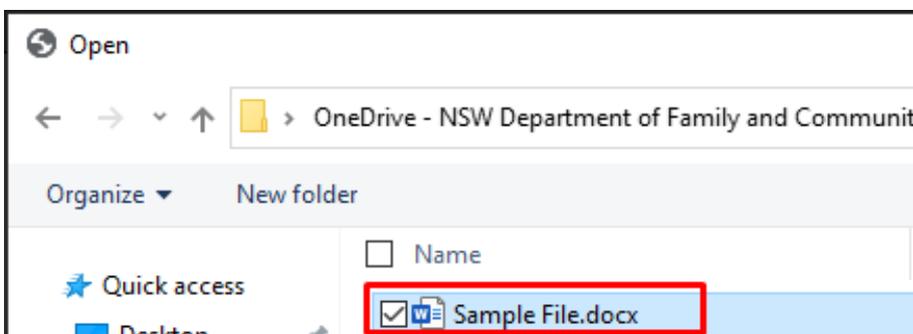
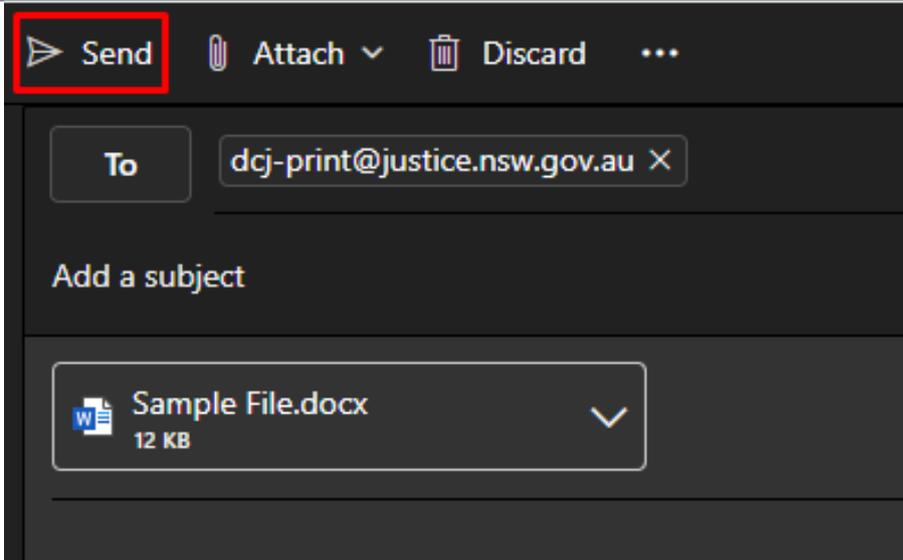**3**   Attach a file to the email

A paperclip is commonly used as an icon to attach a file.
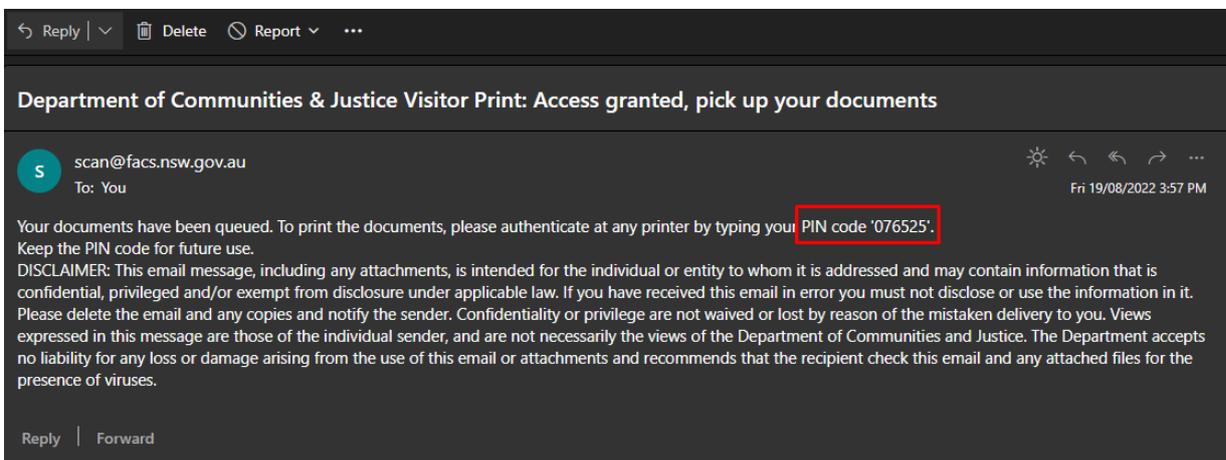

4   Browse to your file and attach

**5**   After file is attached, enter an email subject and click Send

6   After 5 minutes, you will receive an email from scan@facs.nsw.gov.au with your PIN

2. Using your PIN to print

1   Once you have received an email with your PIN, please make your way to the printer that has been setup with Guest Printing. The default login screen will only ask for the PIN.

Enter your PIN and press Login
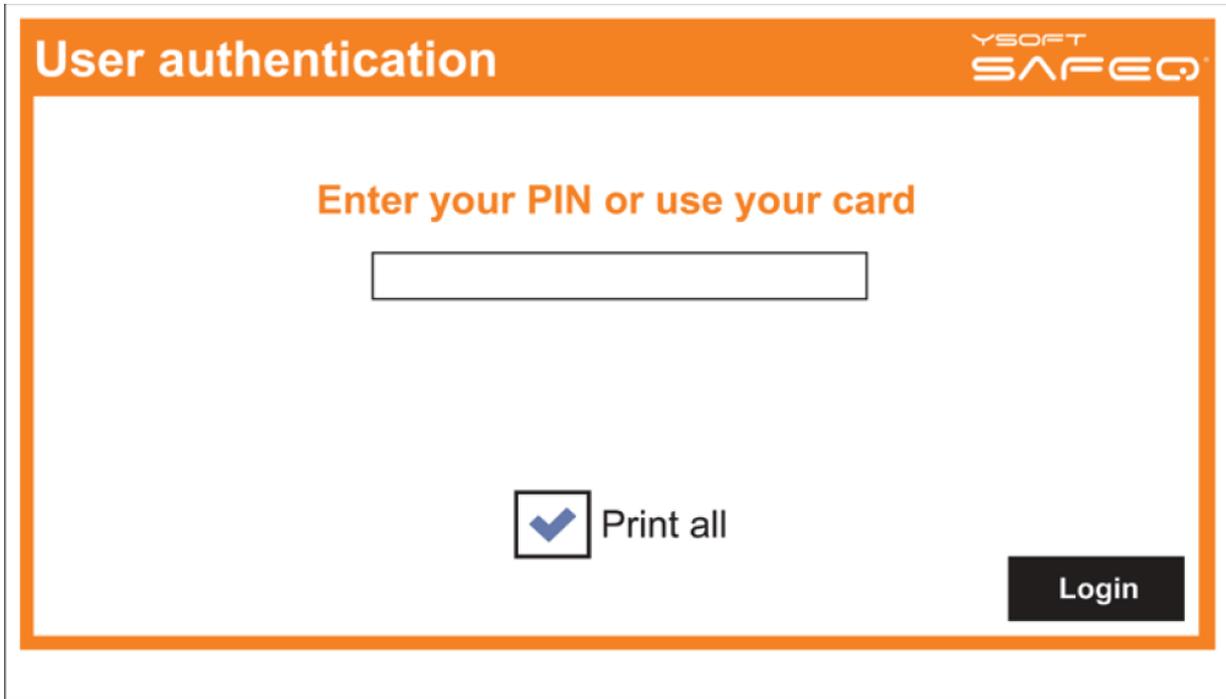
2   You will have your print jobs listed. Press on the Print All to release all jobs.
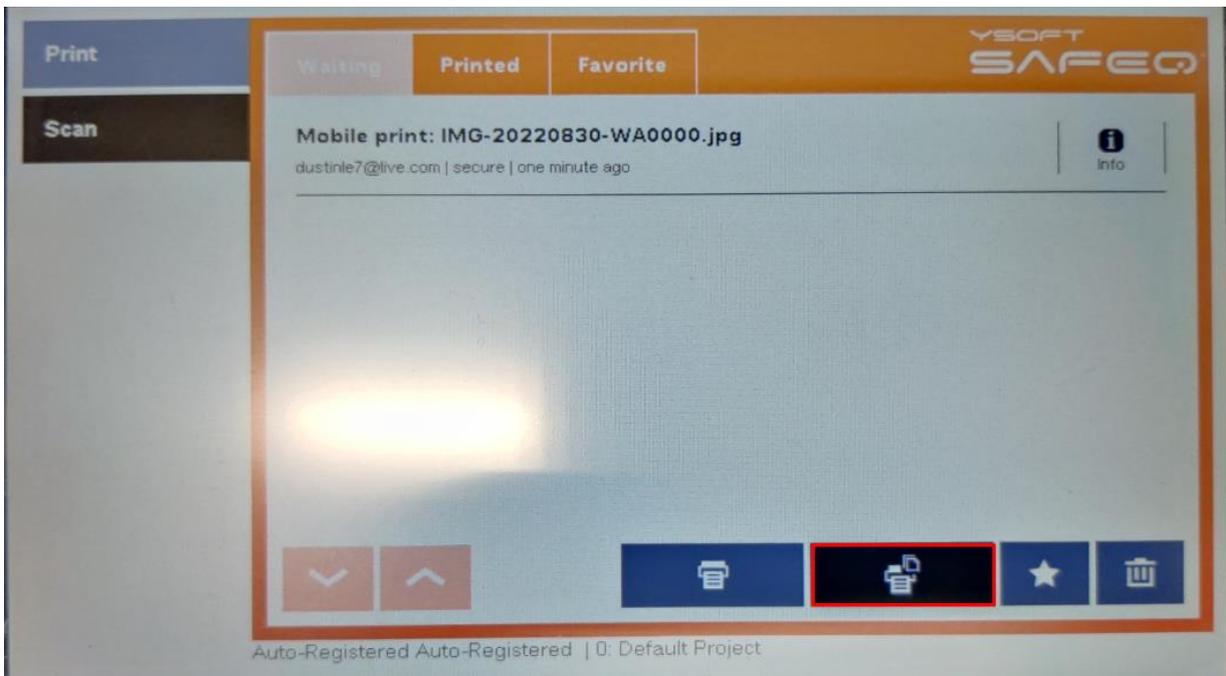
If you have printed multiple docuemnts, you will have received multiple emails with different PINs as this will register a new print job per document.