

Getting started with workplace technology services

Communities and Justice

Workplace technology services

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What you need to know to get started

Overview



Desk booking

Booking a workpoint is an essential aspect of agile working. For this process you will use the **Serraview Engage** application.

Once booked, you must check-in to a reserved workpoint before 10am or your booking will be cancelled.

Checklist

- Book a workpoint via Serraview Engage
- Check-in or cancel a workpoint booking via the Serraview engage app
- Check-in or cancel a workpoint booking via the email notification

Resources

User guide: [Book, check in or cancel a workpoint](#)



Wi-Fi

There are three ways you can connect to the network and/or internet.

- The docking monitor at a workpoint will give you network and internet access.
- DCJ_CORP WiFi will give you network and internet access via WiFi.
- DCJ_GUEST will give you internet access only on your personal device.

- Connect to the network via the docking station
- Connect to the network via the DCJ_CORP WiFi connection
- Connect to the internet only via the DCJ_GUEST WiFi Connection

User guide: [Network and Wifi access](#)

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Workstation
Standards

Many individual workpoints are fitted with a 34-inch curved monitor with built in docking station, single connection cable and fitted to moveable ergonomic arms.

Additionally at many workpoints, the desk height can be adjusted to your preferences.

- Connect to a workpoint
- Set up the monitor display
- Snap windows and apps to use your monitor like a dual screen
- Adjust the monitor position
- Set up audio settings

User guide: [Monitor set-up](#)



Printing

Follow-you 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.

- Register for follow you secure printing
- Print to any DCJ printer in the building
- Scan to email
- Copy

User guide: [Setting Up Follow Me Printing and How to Print, Scan and Copy](#)

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Meeting rooms are integrated with MS Outlook and Microsoft Teams through a videoconferencing unit that allows one-touch MS Teams room control and room booking functionalities.

- Book and join a Microsoft Teams enabled room via Outlook or the MS Teams app on your PC
- Check into and join the meeting room
- Join or start a new Teams enabled meeting from within the room

User guide: [Book and join a Microsoft Teams enabled meeting room](#)

User guide: [Join or start a Microsoft Teams meeting from within the meeting room](#)

User guide: [Meeting room technology overview](#)



Meeting room
booking
panels

The room booking panels located at the entrance to each meeting room enable you to quickly check room availability, book an ad-hoc meeting, check-in, extend or end a meeting.

- Check room availability
- View details of booked meetings
- Book an ad-hoc meeting
- Check-in to a meeting
- End or extend a meeting

User guide: [Meeting Room Booking panels](#)