

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](#)

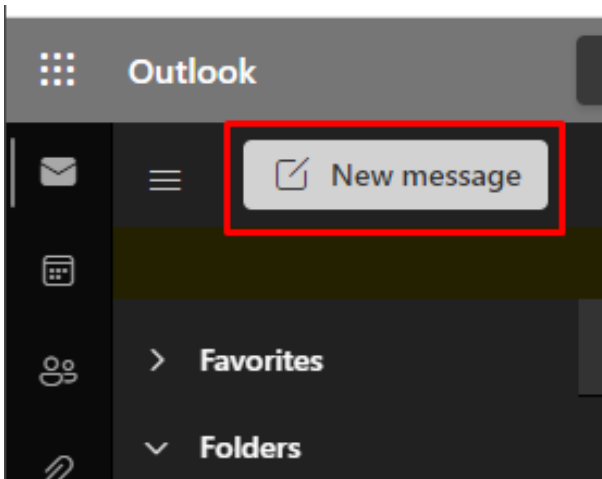
The following file types are accepted for guest printing:

File Type	File Format
Microsoft Office Documents	Doc, docx, docm, dot, dotx, dotm, rtf, xls,xlsx, xlsx, 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

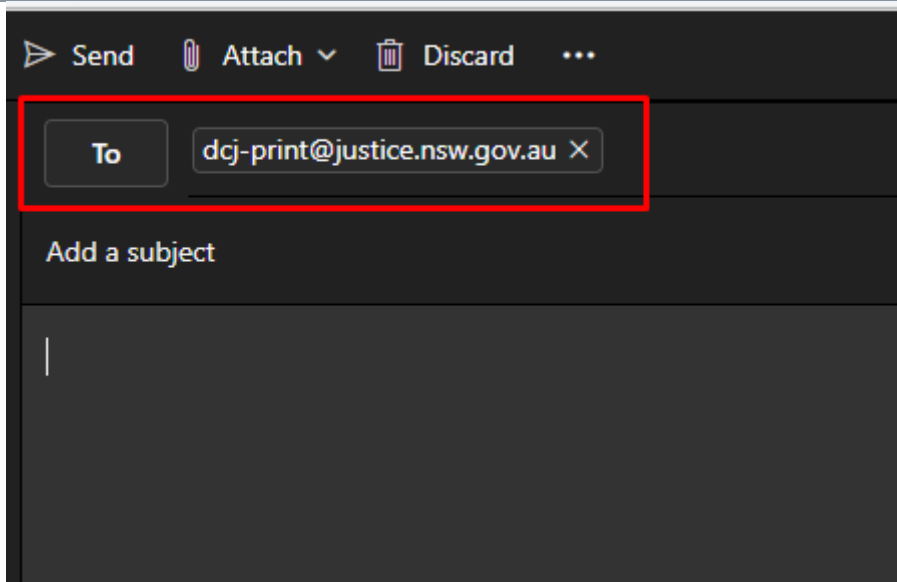
Please note: the email body will not be printed.

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.

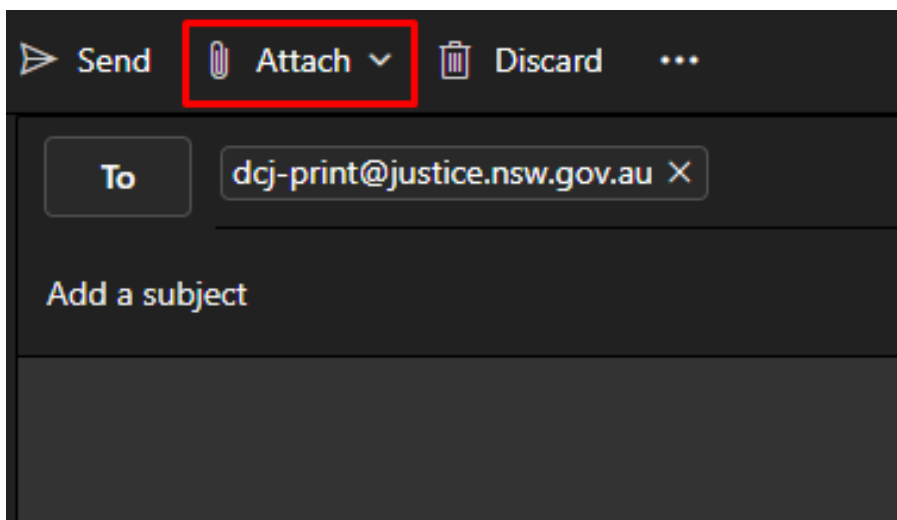


- 2 In the To field, enter DCJ-Print@justice.nsw.gov.au

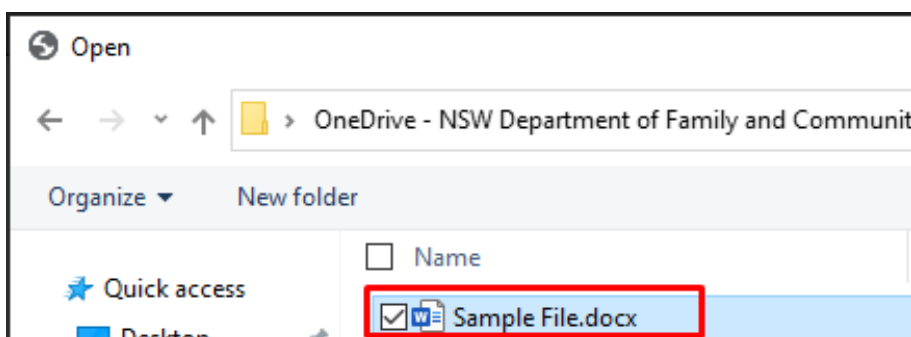


3 Attach a file to the email

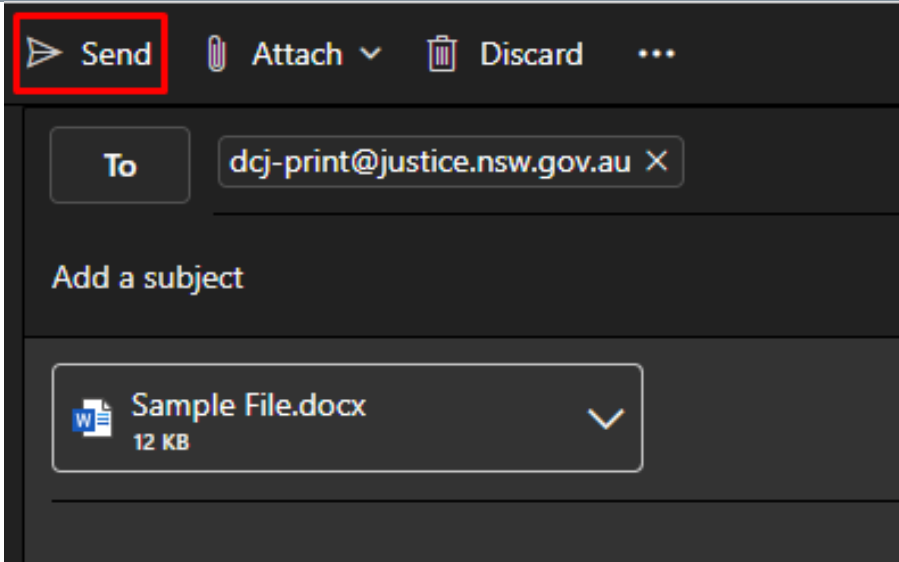
A paperclip is commonly used as an icon to attach a file.



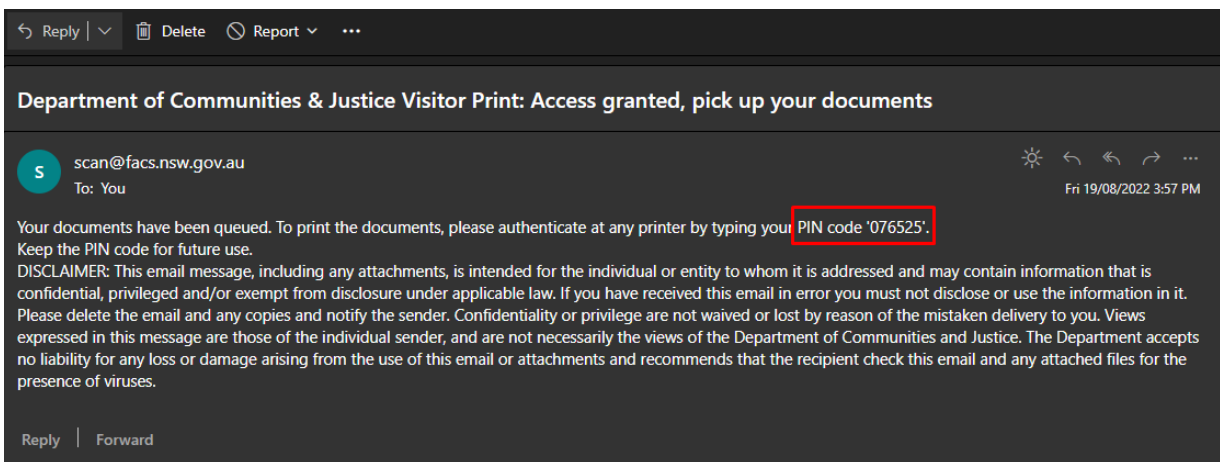
4 Browse to your file and attach



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

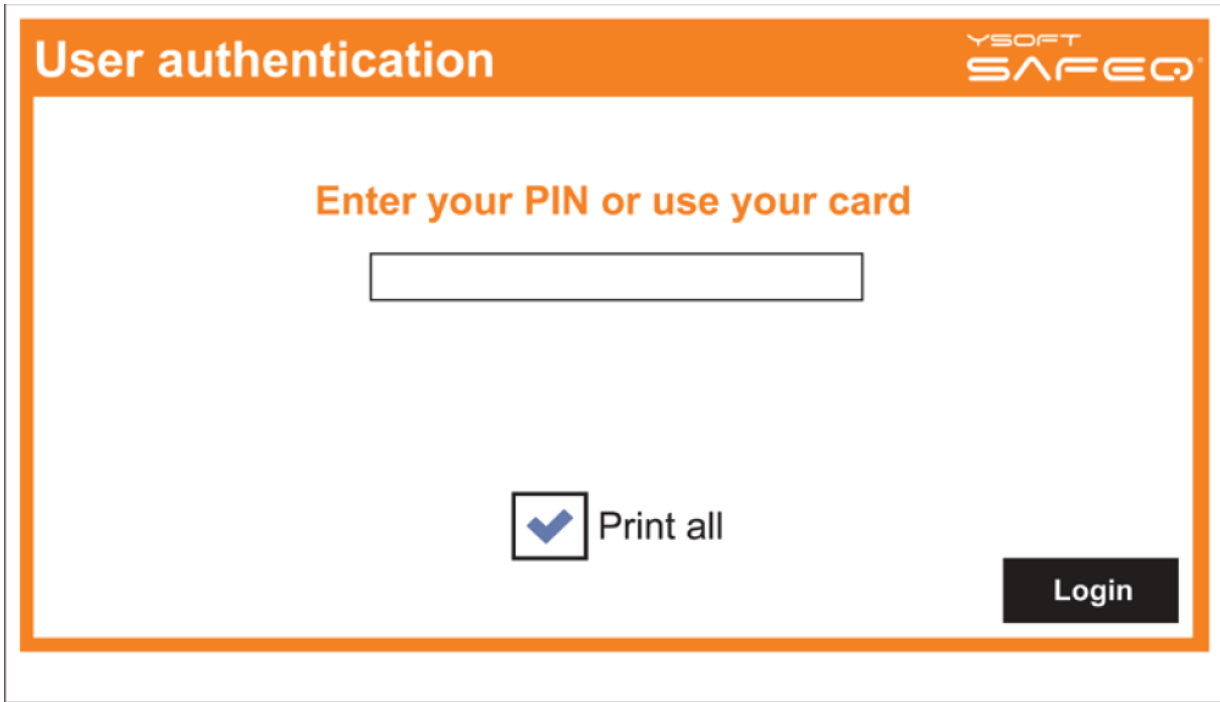


6 After 5 minutes, you will receive an email from scan@facs.nsw.gov.au with your PIN

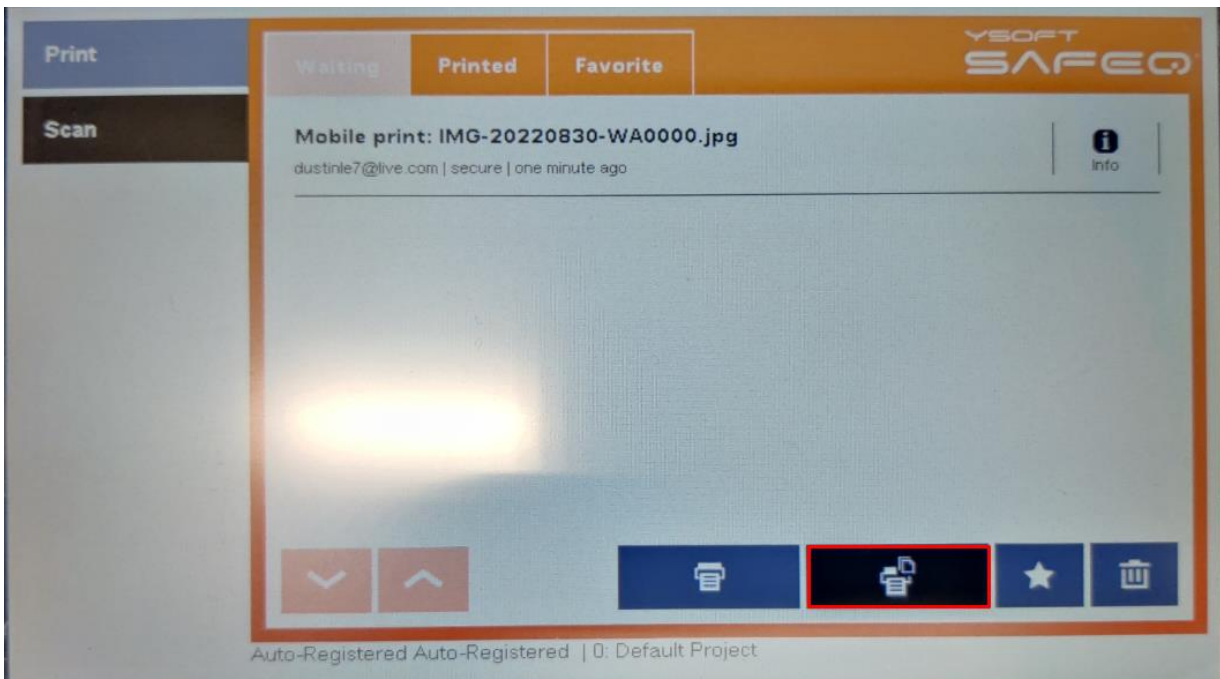


2. Using your PIN to print

- 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 documents, you will have received multiple emails with different PINs as this will register a new print job per document.