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 Checklist Resources



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.



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

User guide: <u>Book, check in or cancel a workpoint</u>



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

What you need to know to get started

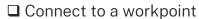


Overview Checklist Resources



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

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



- ☐ 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



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: <u>Setting Up Follow Me</u>
<u>Printing and How to Print, Scan and</u>
Copy

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Overview Checklist Resources



Meeting rooms are integrated with MS Outlook and Microsoft Teams through a videoconferencing unit that allows onetouch 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: <u>Book and join a Microsoft Teams</u> enabled meeting room

User guide: <u>Join or start a Microsoft Teams</u> <u>meeting from within the meeting room</u>

User guide: Meeting room technology overview



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

 \square End or extend a meeting

User guide: Meeting Room Booking panels