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# Quick Guide For Printing At Dmjsx

Link to guide about advanced printing options - [Click here >>](#)

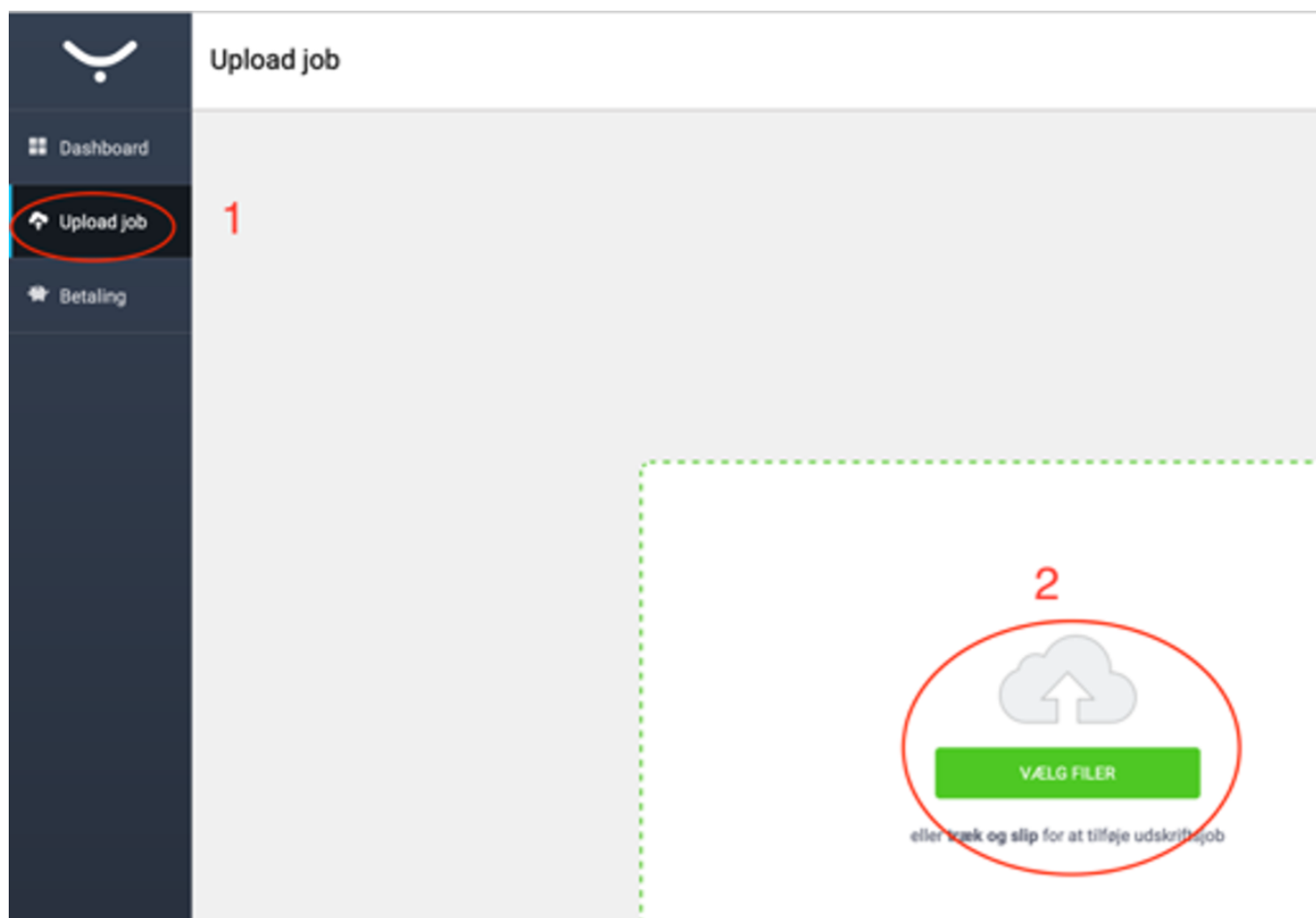
If you need webprint (from your own private machine), you must:

- Upload your document to: webprint.dmjx.dk (Remember that you must be on the school network before you can do this)
- REMEMBER to also have money in your account (see below)
- REMEMBER that you must collect your print within 3 hours, as we then automatically delete the print.

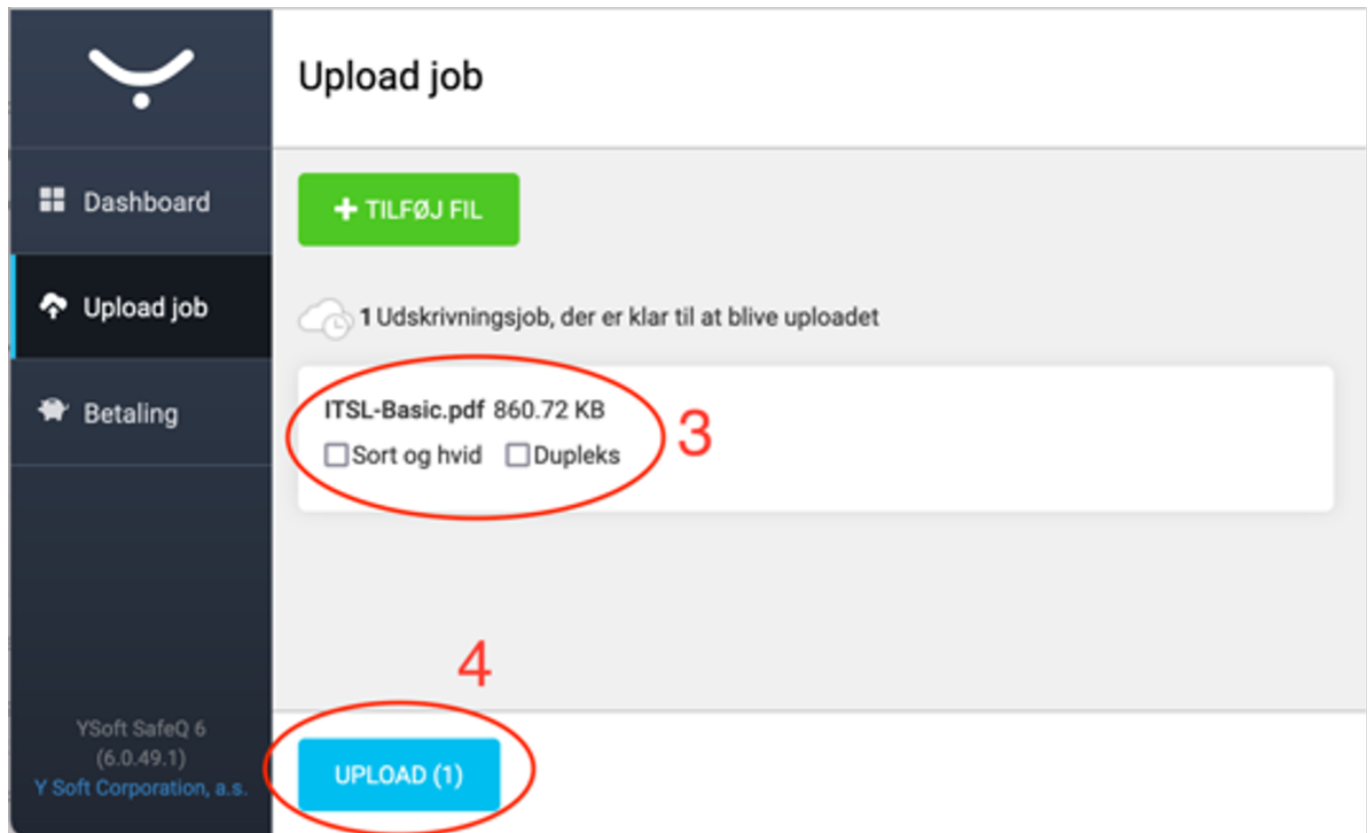
Please note that formatting may change, as we are working here with a general printer driver. Therefore we recommend that you upload your documents as a pdf file. And REMEMBER that the documents MUST be in A4 or A3 format.

# Do As Following For Printing:

- Log in to [webprint.dmjx.dk](https://webprint.dmjx.dk)
- Select the “Upload job” button (1) on the left.
- Drag files into the dotted square or click on the green button (2) “Choose files” and find the files on your computer.



- When you have found all your documents, choose (3) whether to print in black and white (otherwise it will be color if there is color in your files) and/or duplex.
- Then click on “Upload” (4) – now the files are ready to print at the printer.



# Get Your Print

The first time you need to collect a print, your student card/employee card must be registered. This is done by holding the card at the side of the printer:



The first time the printer registers your card, you will be asked to enter your username and password (the code is the one for your email).

This procedure only happens the first time.

Then select “SafeQ Print” and then what is “Waiting” for you



Select the documents you want to print and press



When you're done – remember to log out using the button (This prevents others from using your account.):



# Deposit Money Into Your

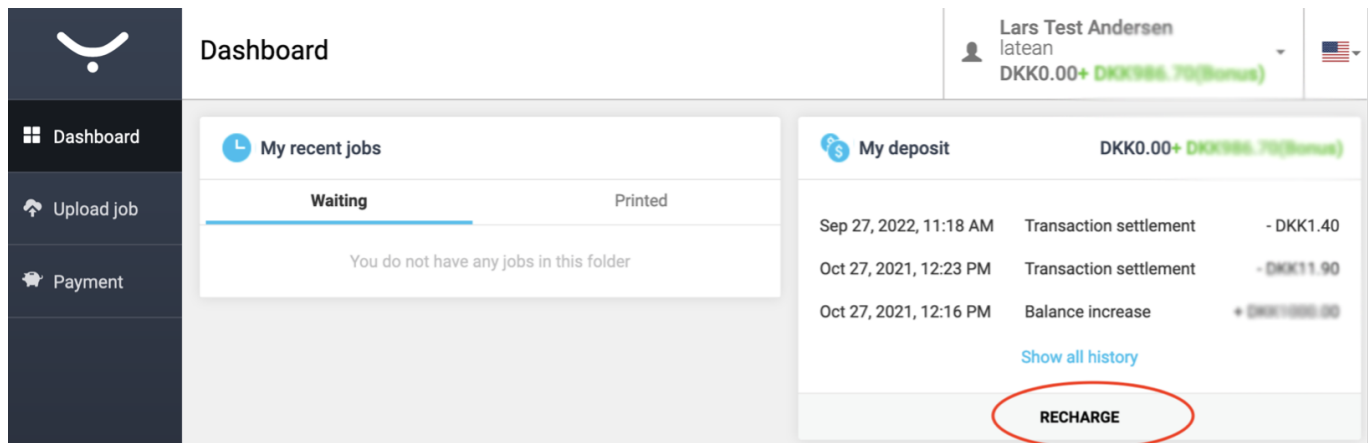
# Print Account

If you need to deposit money into your print account, you can deposit it here:  
webprint.dmjx.dk

Choose “Recharge”

You are then directed a box, where you can write how much you want to deposit (minimum 50 DKK) and choose to press Pay.

You are now taken to a secure payment page where you can use your credit card



The screenshot shows the 'Dashboard' of the DMJX Print Account. On the left is a dark sidebar with icons for 'Dashboard', 'Upload job', and 'Payment'. The main content area is divided into two sections: 'My recent jobs' and 'My deposit'.

**My recent jobs:** This section has two tabs, 'Waiting' and 'Printed'. The 'Waiting' tab is active, showing a message: 'You do not have any jobs in this folder'.

**My deposit:** This section shows the current balance as 'DKK0.00 + DKK186.70 (Bonus)'. Below this is a table of transactions:

Date and Time	Description	Amount
Sep 27, 2022, 11:18 AM	Transaction settlement	- DKK1.40
Oct 27, 2021, 12:23 PM	Transaction settlement	- DKK11.90
Oct 27, 2021, 12:16 PM	Balance increase	+ DKK188.00

Below the table is a link 'Show all history'. At the bottom of the 'My deposit' section, there is a red button labeled 'RECHARGE'.

At the top right of the dashboard, the user's name 'Lars Test Andersen' and email 'latean' are displayed, along with the current balance 'DKK0.00 + DKK186.70 (Bonus)' and a flag icon for the United States.