

# Video transcript for ‘How to print a certificate in your own office’

How to print a certificate in your own office

Department of Agriculture, Water and the Environment

In this video you will learn how to certificate in your own office

You can do this by setting your ‘Certificate print indicator’ in additional details

You need to make sure you choose ‘Use your own printer’

You need to select one of the following: auto, hold, none

Auto and hold will allow you to print a certificate in your office. None means a certificate will not be generated

When a REX has been authorised, the status will change to completed or certificate ready. Your certificate is now ready to be printed!

Open the REX and select either the ready to print button if you selected auto or release to print button if you selected hold. The certificate will print to your nominated printer.

For further information, visit [www.awe.gov.au/biosecuirty-trade/export/certificatioon/nexdoc](http://www.awe.gov.au/biosecuirty-trade/export/certificatioon/nexdoc)

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