

BYOD Quick Setup Guide - Windows

Whitsunday Anglican School

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1 Wireless

1.1 CONNECTING TO THE WIRELESS

NOTE: Connecting to the wireless can only be done at school.

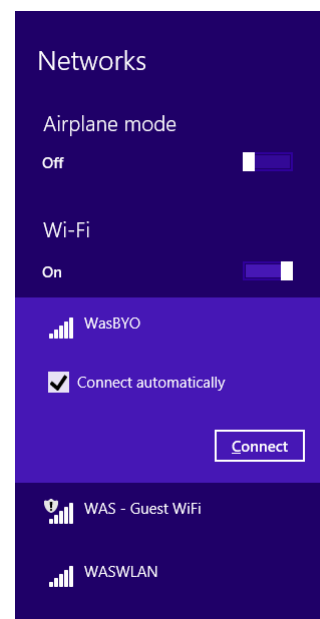
Connecting to the internet at the school is always a 2 step process. The first step is to connect to the school's wireless network.

The second step requires authentication via the Cyberoam Captive Portal (internet router) for internet access.

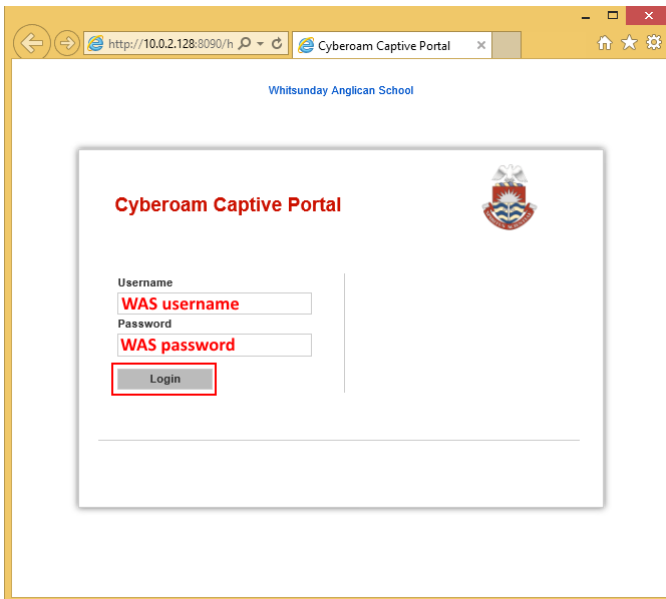
1.1.1 MICROSOFT WINDOWS 8



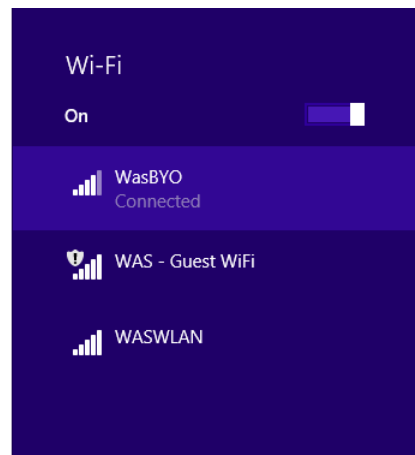
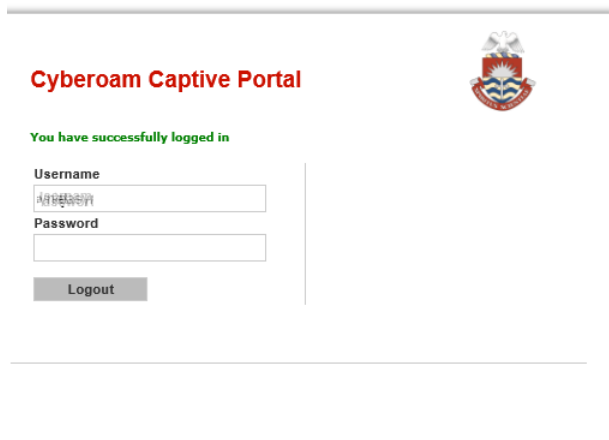
1. From within the **System Tray**, located bottom right of screen, locate and left click the **WIFI icon** to reveal the **Networks** panel.



2. You may need to scroll down the **Networks** panel to the Wi-Fi section. **Left click** the **WasBYO** network. Place a tick into the **Connect automatically** checkbox and then left click on the **Connect** button.



3. The **Cyberoam Captive Portal** webpage will appear as the authentication mechanism for the **WasBYO** network. Provide your **WAS ID username and password**, click on the **Login** button.
NOTE: The WAS ID username in this instance is just the **WAS ID without the @was.qld.edu.au** suffix



4. The green text displaying **You have successfully logged in** should appear and the **WasBYO** network should indicate a **Connected** state.



2 Accessing Network Drives and Printing

2.1 ACCESSING NETWORK DRIVES

Students will need to map the following network drives:

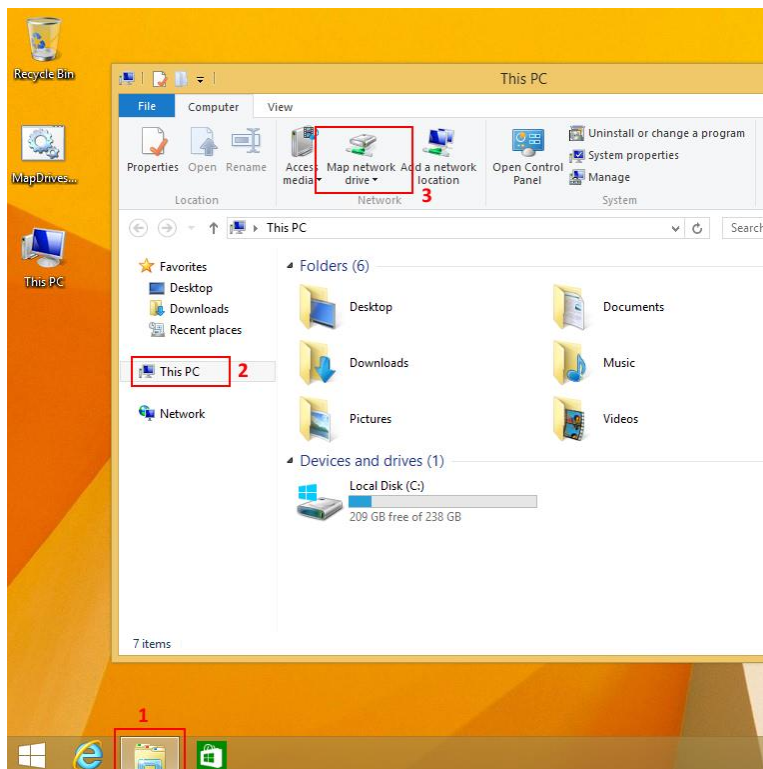
Folder Name	Drive	Network Path
Student Shared	S:	\\10.0.2.216\shared\$
Student Subjects	G:	\\10.0.2.216\subjects\$
Student Home Folder	H:	\\10.0.2.216\studenthomes\$\<Year_XX>\<username>

where <Year_XX> is your grade, eg Year_04 and
where <username> is your WAS ID, eg jonejack

Eg: \\10.0.2.216\studenthomes\$\Year_04\jonejack

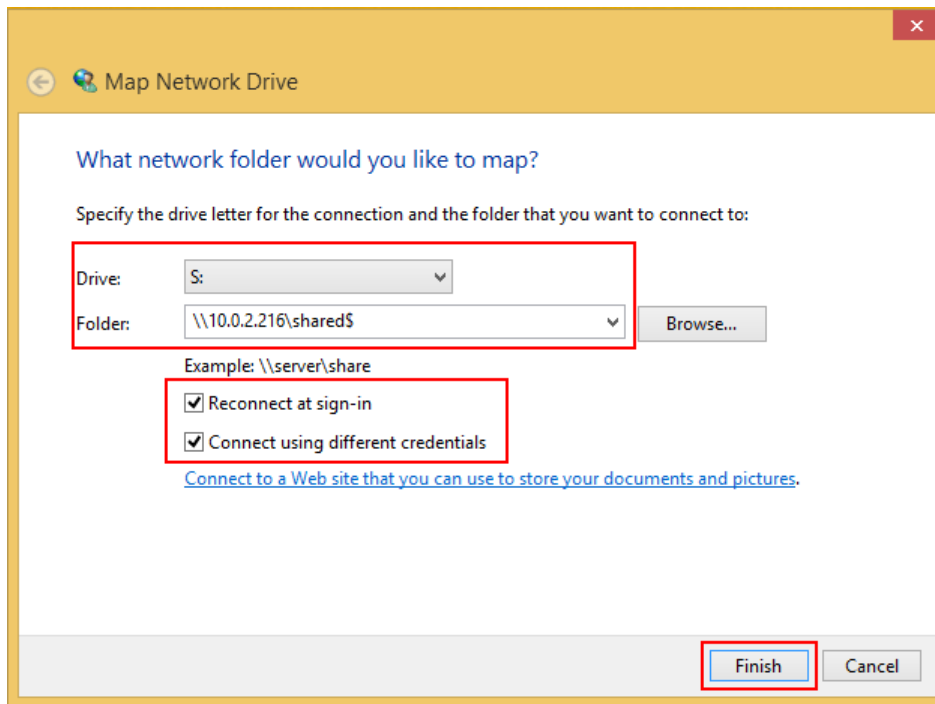
2.1.1 MAPPING A NETWORK DRIVE IN WINDOWS

NOTE: All the steps below can be done at home or at school, however the authentication step (6) will fail if the process is done from home.

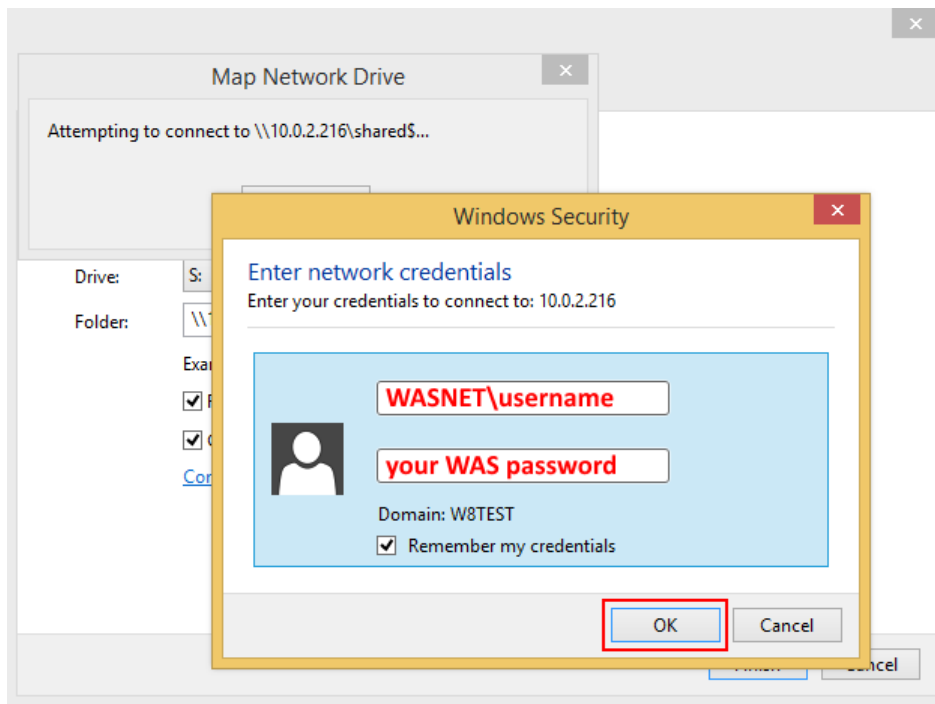




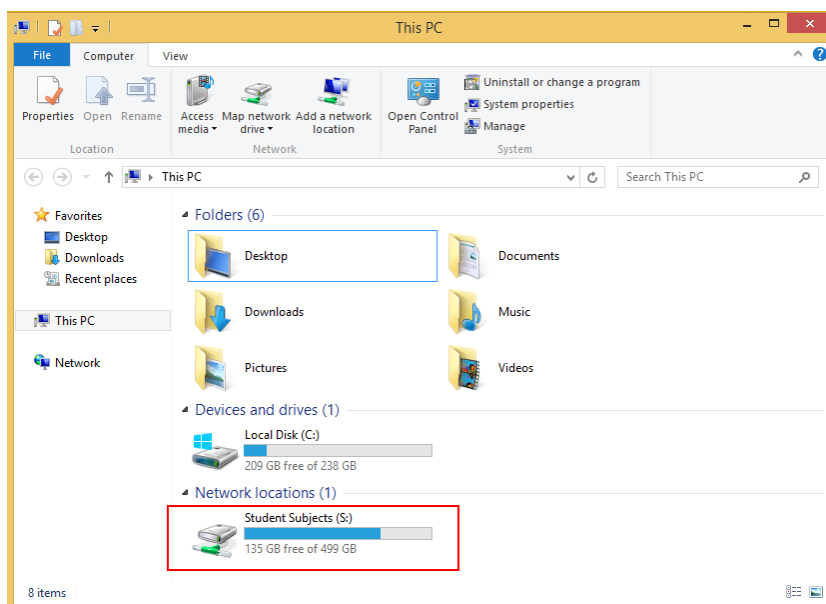
1. From the **Taskbar**, click on the **File Explorer** icon
2. Ensure that within the left hand panel you have **This PC** (Windows 8) or **Computer** (Windows 7) selected
3. From the toolbar select the **Map Network Drive** option



4. Fill out the form as per the above screenshot, then click on the **Finish** button



5. Provide your WAS ID username and password, however use the format WASNET<username>
Eg if your WAS ID is jonejack, then set the username as WASNETjonejack
6. Click **OK**



7. Repeat steps 1 to 6 for the G and H drive maps.



2.2 ACCESSING PRINTERS

2.2.1 USING PAPER CUT MF IN WINDOWS

NOTE: All the steps below need to be done at school.

1. Within your favourite Internet Browser, go to: <http://myprints>. You should create a bookmark for this link.

The image shows the PaperCut MF login interface. It features the PaperCut MF logo at the top. Below the logo are three input fields: 'Username' with the placeholder text 'WAS username', 'Password' with the placeholder text 'WAS password', and a 'Language' dropdown menu set to 'English'. A 'Log in' button is located at the bottom right of the form.

2. Provide your **WAS ID username and password**, click on the **Login** button.
NOTE: The WAS ID username in this instance is just the **WAS ID without the @was.qld.edu.au** suffix

The screenshot shows the PaperCut MF dashboard. The top navigation bar is green with the PaperCut MF logo. A left sidebar contains a menu with items: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print (highlighted with a red box), and Log Out. The main content area is titled 'Summary' and contains a table with the following data:

Username	jstst (JSTST)
Balance	\$10.00
Total print jobs	0
Total pages	0

Below the table is an 'Activity' section with a line graph titled 'Balance history for jstst'. The y-axis is labeled 'Balance' and ranges from \$0.00 to \$10.00 in \$1.00 increments. The x-axis is labeled 'Day' and shows a 24-hour cycle from 00:00 to 00:00. A horizontal green line is plotted at the \$10.00 level. Below the graph is an 'Environmental Impact' section with three rows of data:

- 0.0% of a tree
- 0 g of CO2
- 0.0 hours running a 60W light bulb

At the bottom of the dashboard, it says 'Since Oct 17, 2016' and includes a link to 'Environmental Dashboard'.



- Click on the **Web Print** link

The screenshot shows the PaperCut MF Web Print interface. On the left is a navigation menu with options: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, **Web Print** (highlighted), and Log Out. The main content area is titled 'Web Print' and contains the text: 'Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.' A red box highlights the 'Submit a Job »' button. Below this is a table with columns: Submit Time, Printer, Document Name, Pages, Cost, and Status. The table contains one row with the text 'No active jobs'.

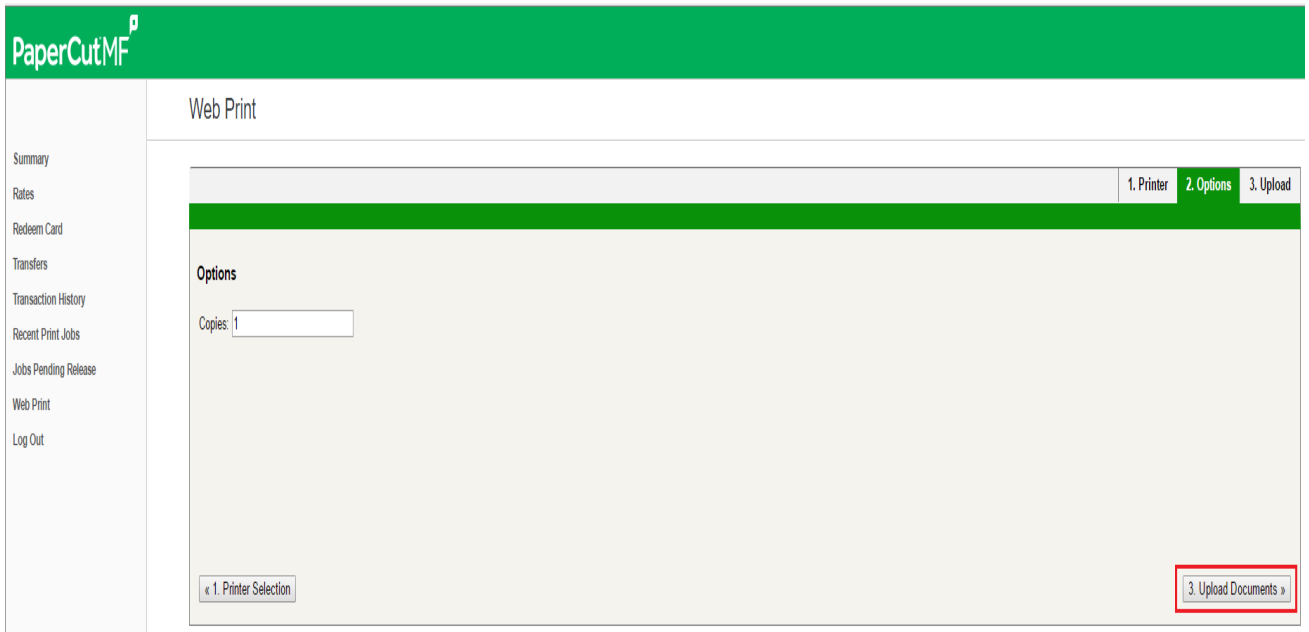
- Click on the **Submit a Job** link

The screenshot shows the PaperCut MF Web Print interface at the 'Printer Selection' step. The navigation menu is the same as in the previous screenshot. The main content area is titled 'Web Print' and has a progress indicator at the top right: '1. Printer' (highlighted), '2. Options', and '3. Upload'. Below this is a 'Select a printer:' section with a 'Quick Find:' input field and a 'Find Printer' button. A table lists available printers with columns for 'Printer Name' and 'Location/Department'. The printer 'printLIBRA-COP-C-4475' is selected and highlighted with a red box. At the bottom right, a red box highlights the '2. Print Options and Account Selection »' button.

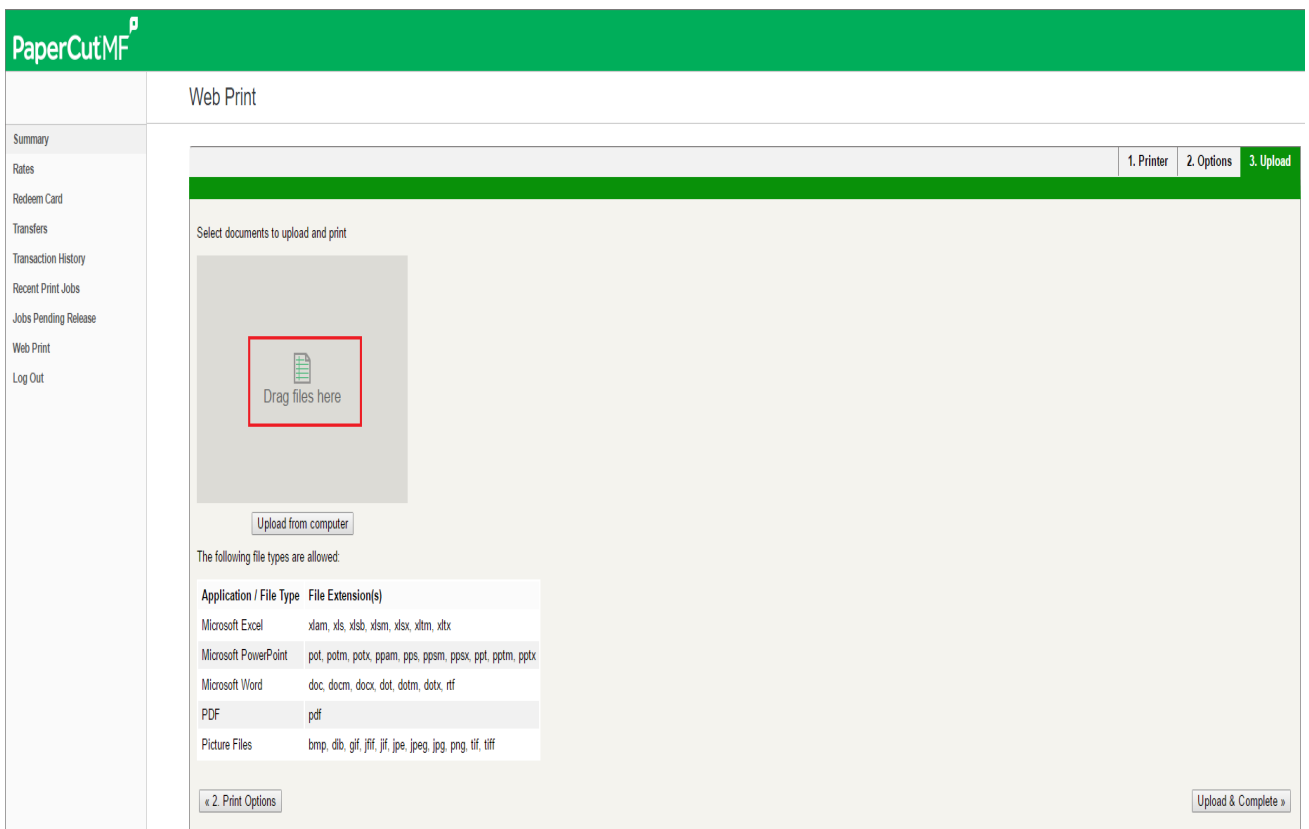
Printer Name	Location/Department
printBORHS-PRT-B-P350D	Boarding - Black/White A4 - Student Printer
printLIBRA-COP-B-C4475	Library Black/White A4 printer
printLIBRA-COP-B-C4475-A3	Library Black/White A3 printer
printLIBRA-COP-C-4475	Library Color A4 printer
printLIBRA-COP-C-4475-A3	Library Color A3 printer
printMBLOC-PRT-B-4025D	M Block Black/White - Student Printer
printMBLOC-PRT-C-4025D	M Block Staffroom - Student Printer

- Select the appropriate printer from the **Printer Name** list and click the **Print Options and Account Selection** button.

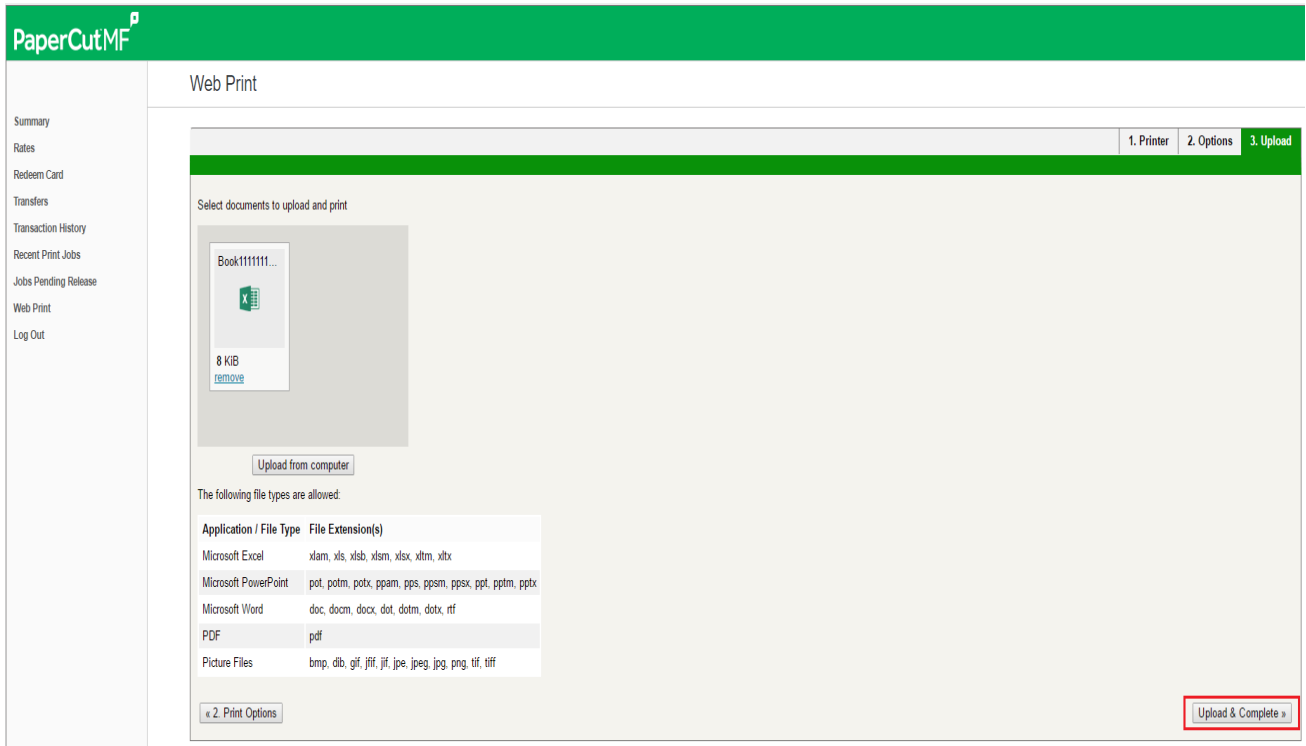
NOTE: The above screenshot shows only just one printer for selection. More printers will be available at a later date.



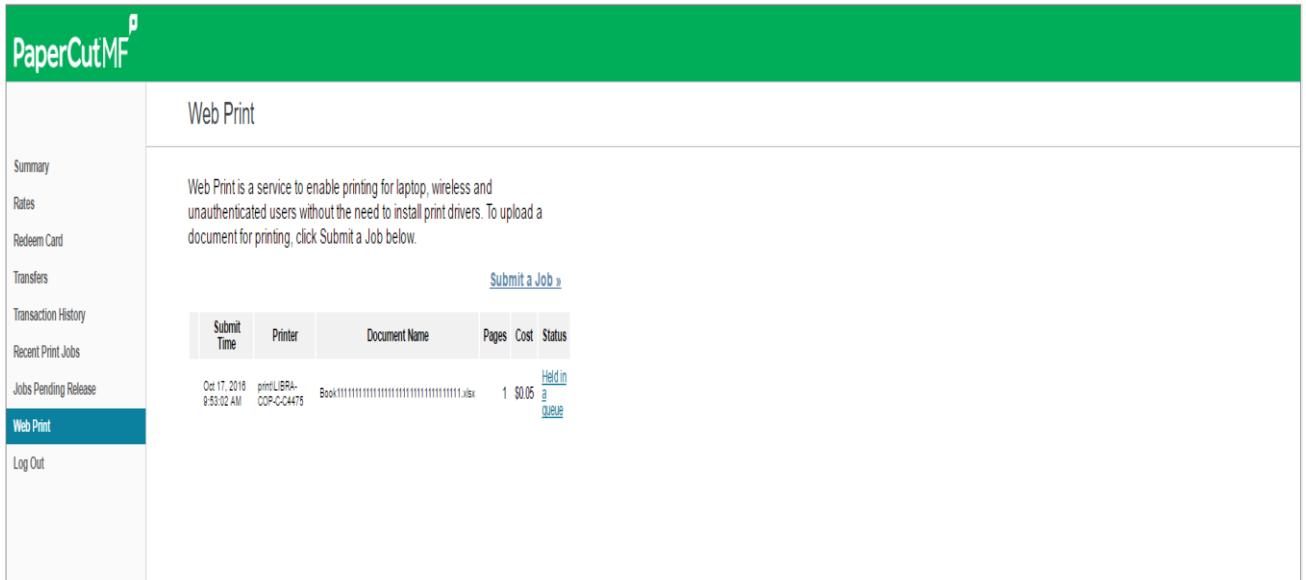
6. Click on the **Upload Documents** button



7. Drag and drop the file that you wish to print into the box labelled, **Drag files here**



8. Click on the **Upload & Complete** button



9. A summary page will be displayed and the print job will be sent through to the printer.