St Margaret's College
Members' IT Info

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1. Introduction

This website/booklet will give you brief instructions to setup your devices for the various IT services provided by the College, such as WiFi and printing.

See the IT Assistance section for how to obtain support, and visit it.stmargarets.college for the most up-to-date version of this information.

1. Introduction

2. Username & Password

Each Member has their own St Margaret's College username and password to access the College Wi-Fi, computers, and printers. Note that your St Margaret's username is separate to your University username. You will be advised of your username upon arrival at the College and given an initial password. You are strongly urged to change your initial password (see below). If you are a returner, your username and password are the same as last year.

St Margaret's College Username

The general format of your username is "sm_" + the first letter of your first name + the first 6 letters of your surname. Please note are exceptions to this where this format would lead to identical usernames. In cases such as this we may use either the first 2 letters your your first name, or possibly a middle name.

Changing/resetting Your Password

If you've forgotten your password or would like to change it, please follow these steps:

1. Open the password reset page https://mar.gs/password (the link with redirect to a Microsoft website).
2. Enter your username (e.g. **sm_astudent**) followed by **@stmargarets.college**, and the characters in the picture or audio.
3. Choose a verification method: email, text message, or phone call
4. Enter the verification code you received
5. Choose a new password
6. You will receive confirmation on screen and by email once your password has been successfully changed. Remember to update all of your devices (wifi, printing, etc.).

> ✏️ **Text and Phone Verification**
>
> For verification by text message or phone call, please enter your mobile phone number then press text or call. The mobile number must match that held in the College's records.

3. Wifi & Internet

Internet Access

Internet access is provided by two fibre connections, however, please bear in mind that bandwidth is shared amongst all users. Please confine any high usage and large downloads to off-peak hours. Bandwidth throttling may be used to prevent heavy users having an undue effect on other users.

You should be aware that all usage is subject to monitoring, and connection metadata is logged. You must not access illegal material or download copyrighted works, nor engage in online bullying, harassment, abuse, or other illegal behaviour.

Wifi Network

Wifi is available on all floors and common areas.

The student network is St Margaret's Wifi.

Your St Margaret's username and password are used to connect to this network. See the relevant sections for detailed information about connecting your devices.

Please note that the St Margaret's wireless network is separate to the University's networks that are available in libraries and lecture theatres. See AskOtago's help page for information on connecting to the University network.

We have done our best to ensure that there is coverage in every room, however signal strength may vary. You should advise the Business & IT Manager if the reception in your room is an issue - this aids in the planning of future access point installations.

Connecting Printers and Internet of Things Devices to Wifi

It is **not** possible to connect devices such as printers, smart lights, voice assistants, etc to the College's wifi network. You should either use a USB cable (for printers), or create a hotspot on your computer and connect the device to this network.

Mac OS Wifi Setup

1. Select St Margaret's Wifi from the list of networks.

2. Enter your St Margaret's username and password, ensure the Remember this information is **ticked**, then click **Join**.

3. Click **Continue** in the Verify Certificate window.
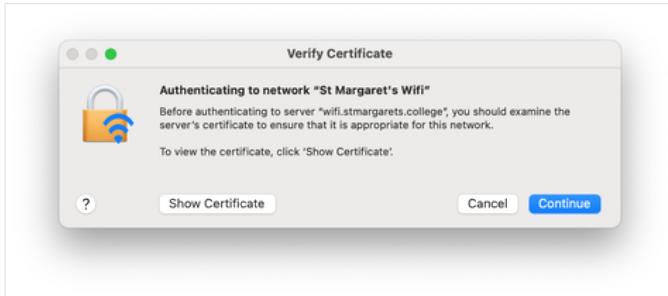
4. If prompted to do so, type your computer password and click **update settings**.

Windows Wifi Setup

1. Choose St Margaret's Wifi, select connect automatically, then click **Connect**.

2. Enter your St Margaret's username and password.

3. Click on **Connect** a second time if you receive a Continue connecting? message.
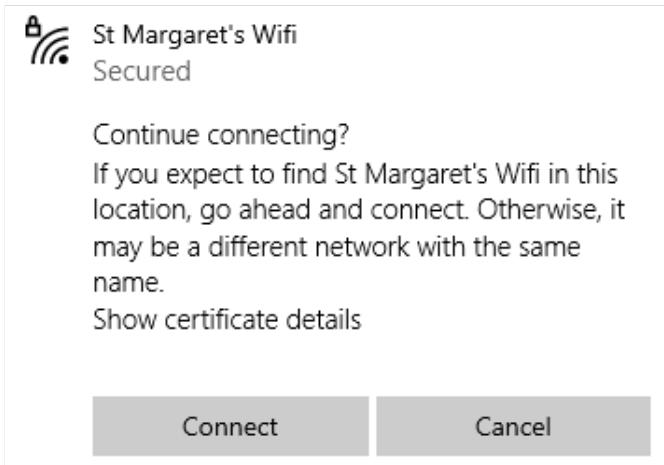
iPhone & iPad Wifi Setup

1. Connect to St Margaret's Wifi.

2. Enter your St Margaret's username and password, then tap **Join**.

3. Tap **Trust** when the Certificate message appears (the expiry date will differ to that in the image below).
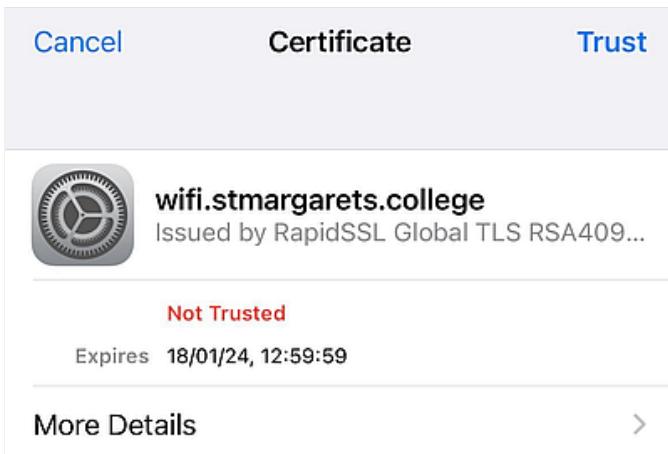
Android Wifi Setup

1. Connect to St Margaret's Wifi.

2. Select/enter the following:

Option	Value
EAP Method	PEAP
Phase 2 authentication	MSCHAPV2
Identity	Your St Margaret's username
Anonymous Identify	Leave blank
Password	Your St Margaret's password

On newer versions of Android will also need to choose:

Option	Value
CA Certificate	Use system certificates
Domain	stmargarets.college

If the above options don't work, try the settings below:

Option	Value
Identity	Your St Margaret's username followed by "@stmargarets.college" (without the quotes)
CA Certificate	Do not validate

Wired Connections

Bedrooms

A wired connection is generally more stable than Wi-Fi, and is ideal for those with desktop computers. Rooms on floors RA/M, RB, RC, B, C, WA, WB, CD, and Thorpe House have ethernet ports for wired connections. Unfortunately, there are no wired ports in rooms on CA, CB, CC, or in Clyde House.

Please book a time at mar.gs/ethernet to arrange for the activation of a port in your room.

Library

Several ports are also available in the library. These are all live, so you don't need to pre-arrange for them to be used.

Network Cables

Network cables can be borrowed for the year, but must be returned upon departure. Please note that some computers (e.g. Macbooks, Surface devices) may require an adapter to be able use these ports. These are available for purchase at most computer retailers (e.g. JB Hifi, Noel Leeming, Harvey Norman, etc).

4. Printing

General Printing Information

Location

You have access to a multifunction printer/scanner/copier, located in the main hallway opposite the library. Note that this printer is also used by staff, and may be occasionally unavailable.

Printing Costs

	A4 PER PAGE		A3 PER PAGE	
	Single Sided	**Double sided**	**Single Sided**	**Double sided**
Black & white	12¢	10¢	22¢	20¢
Colour	32¢	30¢	62¢	60¢

Print Credit

You have been given $10.00 of print credit to get you started. To view, manage, and topup your printing credit, login to Papercut at print.stmargarets.college.

Top-ups can be purchased online by credit/debit card. Unused credit is not refundable at the end of the year, but may be transferred to other users. If you return next year, your credit will be transferred across and you will receive another $10.00.

Releasing Print Jobs

Print jobs must be released before they are printed. This is to help prevent the wastage of paper and print credit due to uncollected printing, and also to stop people accidentally collecting printouts that aren't theirs.

There are several ways to release print jobs:

1. Scan your student ID over the reader on the printer (you will need to have associated your card with your username for this to work, see below for further details)
2. Scan the QR code on the printer to open the Mobile Release webpage (your device must be connected to the College wifi). You can then bookmark this page for future use and/or add it as a home screen shortcut.
3. Log into PaperCut at print.stmargarets.college on your device and select **Jobs Pending Release** from the menu.

You can send multiple jobs to be printer then release them all at once, however held jobs will expire after 45 minutes and are automatically deleted.

Associating your ID card

This only needs to be done once and provides quick access to release print jobs and access scanning/copying functions. To associate your card:

1. Touch your card to the reader.

2. You will see a message that your card is not known to the system (below). Press Next to continue.
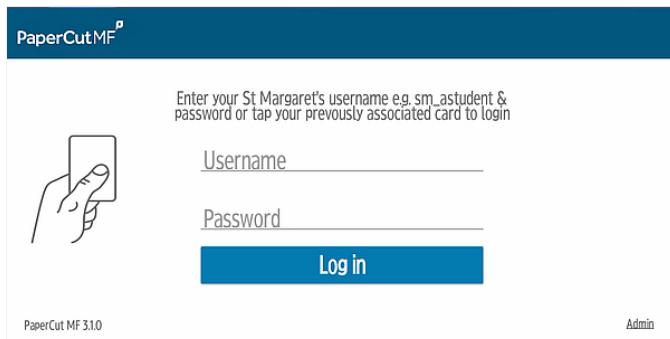
3. Enter your St Margaret's username and password, then press Associate (below).
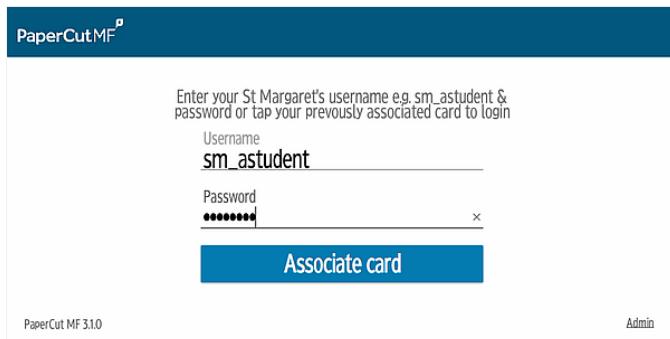

4. You should receive a message stating that the association was successful. If not, you may have made an error entering your username and/or password. Go to step 1 and try again.

Mac OS Printer Setup

1. Open the menu (top-left of screen), then **Systems Setting** and **Printers & Scanners**.
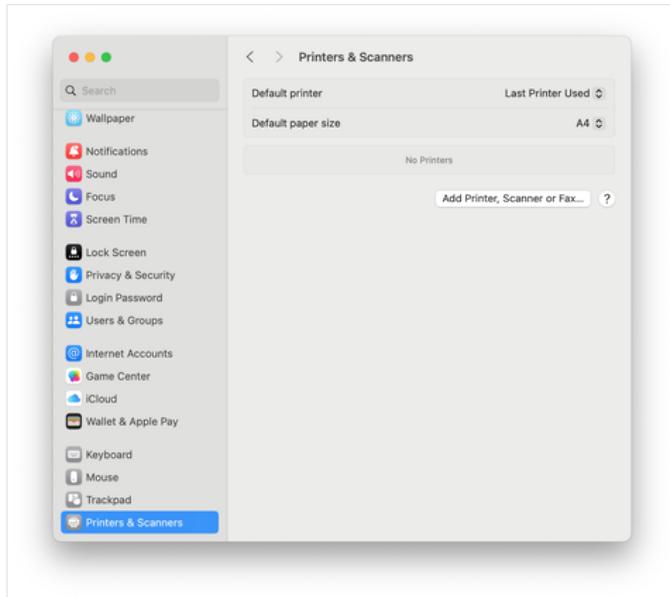
2. Click **Add Printer, Scanner, or Fax**

3. Select Student Print Queue, click **add**, then close the settings window.
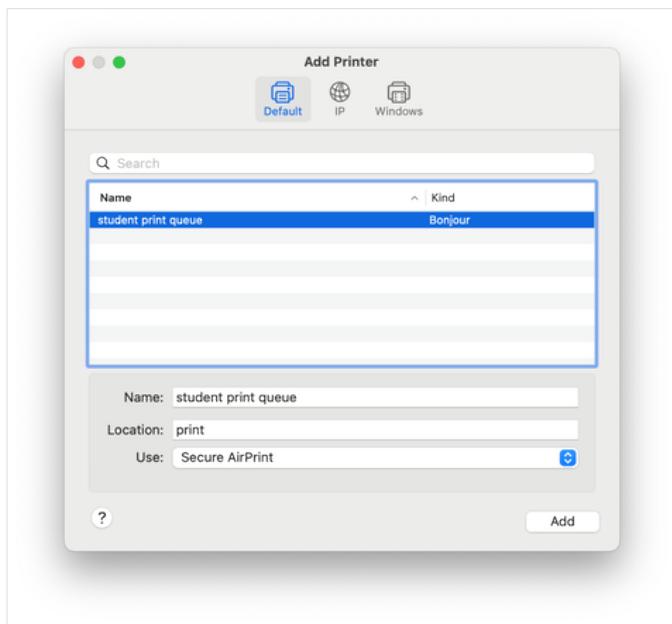
> ⊗ **Nothing Printing?**
>
> The first time you print you will need to enter your St Margaret's username and password by clicking on the printer icon in the dock,
>
> then the ⟳ icon at the far-right of the print job name. Be sure to choose **remember password** before clicking **OK**.

Changing Print Options

When printing, you can choose between black & white or colour and single or double sided. Click on **Show Details** to access further details such as multiple copies per page (good for lecture notes).
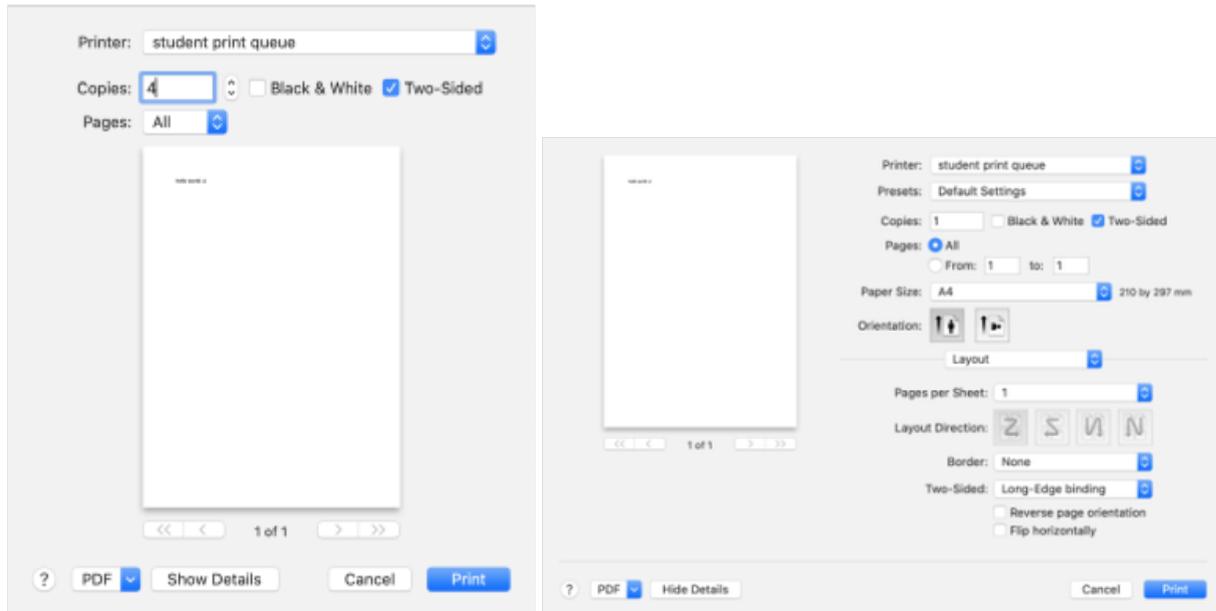

Windows Printer Setup

1. Download and run the Mobility Printer Printer Setup app from mar.gs/print-windows.

2. The installer will search for available printers, which may take up to approximately one minute.

3. Select the Student Print Queue then click **Next**.
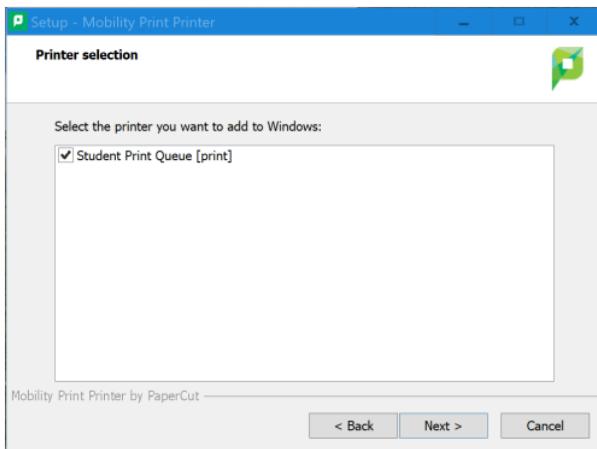
4. When prompted, enter your St Margaret's username and password, click **Next**, then **Finish**.
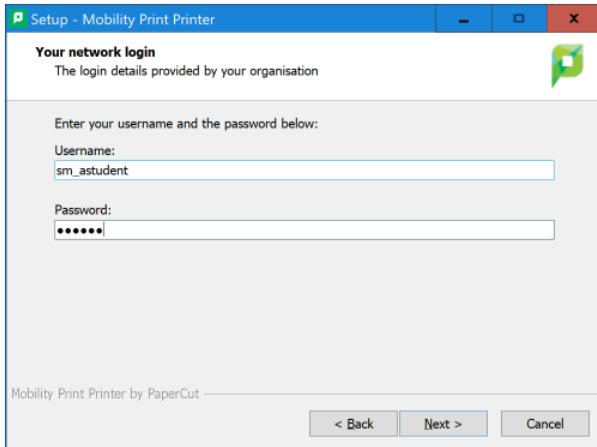
Changing Print Options

When printing, you can click on the **Properties** button to charge various options including black & white or colour and single or double sided.

When printing double sided in portrait orientation, you will generally want to choose Flip on long edge, otherwise you will have to flip the pages bottom-to-top (like a calendar) rather than side to side (like a book). Conversely, when printing in landscape choose the Short edge option.

You can also print multiple pages per sheet (good for lecture notes).
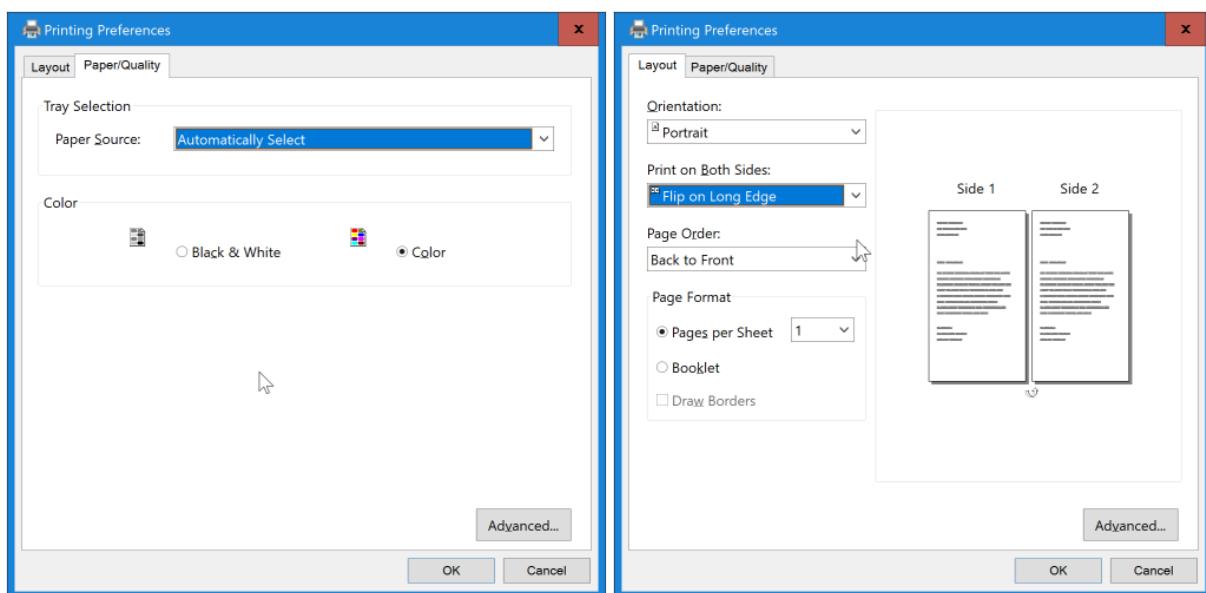
Setting Default Options

Unfortunately at present the default print options following installation of the print queue is single-side colour. This can be changed by following these steps:

1. From the Windows menu, choose Settings (gear icon) > Devices > Printers & scanners

2. Click on Student Print Queue > Manage > Printing preferences
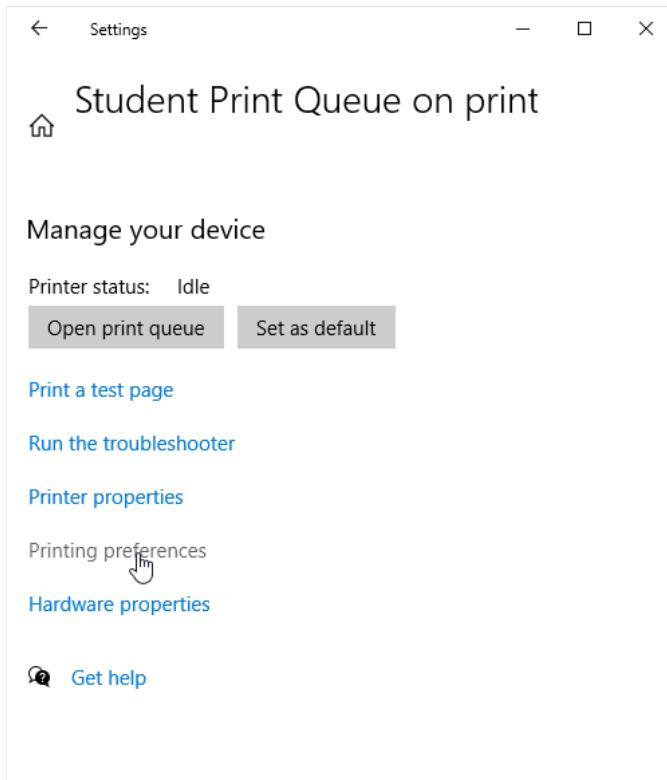
3. Follow the steps under **Changing Print Options** above to set black & white and/or double-sided printing as the default.

Printing from iPhones & iPads (IOS)

You can print from any app that has a share button (⬆️). Tap this, then **print**.

1. Tap **Select Printer**.

| Cancel	Printer Options	Print
Printer		Select Printer >
1 Copy		− +
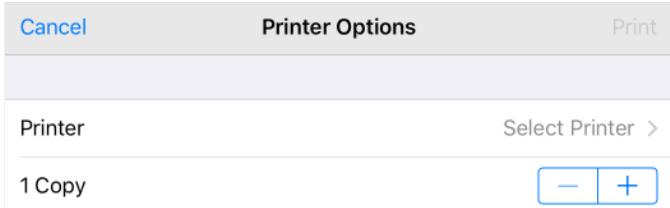
2. Wait for the printer to be found, then choose **student print queue**.

> ‹ Printer Options   Printer
>
> RECENT PRINTERS
>
> ✓ student print queue   🔒 ⓘ
>   print
>
> **Incorrect Name or Password for "student print queue"**
>
> sm_astudent
>
> ••••••
>
> Cancel   OK
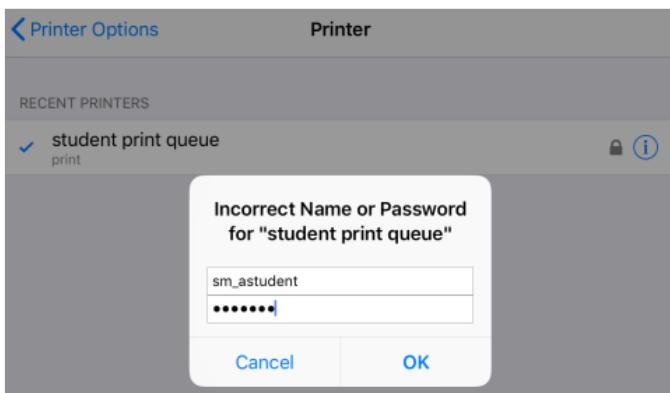
3. Enter your St Margaret's username and password when prompted (this only needs to be done once).

4. You can then select various options such and black & white or colour, double sided, and number of copies.

Cancel	Printer Options	Print
Printer		student print queue >
1 Copy		− +
Options		Double-sided, Black & White, A4
Double-sided		🟢
Black & White		🟢
Paper		A4 >
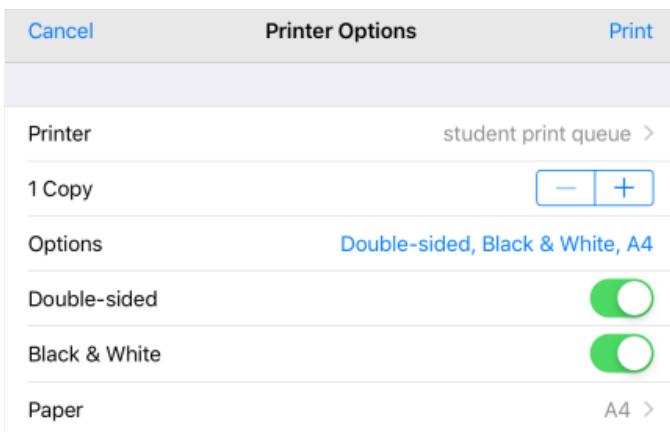
> ✏️ **Note**
>
> It is not possible to print multiple pages per sheet when printing from IOS, although this shortcut (use at your own risk) can covert PDFs and other documents prior to printing.

Android Printer Setup

1. Install the Mobility Print app from the Play Store.

2. Launch the app.

3. Tap **Android settings**.
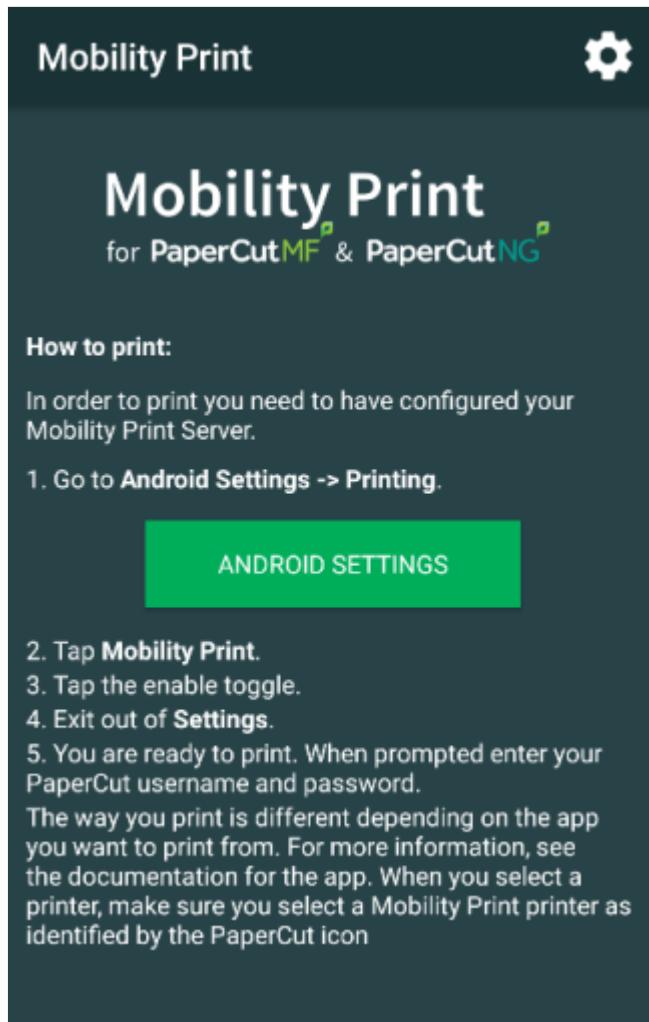
4. Tap **Mobility Print**.
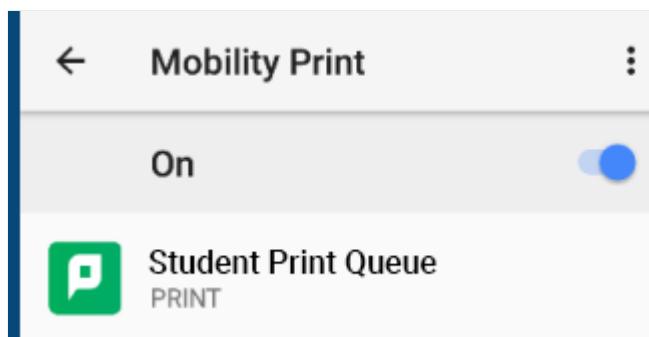
5. Tap the **enable** toggle.

6. Exit out of Settings.

7. Print your document. When prompted, enter your PaperCut username and password.

Printing

The way you print is different depending on the app you want to print from. For more information, see the documentation for the app. When you select a printer, make sure you select a Mobility Print printer as identified by the PaperCut icon.

When printing swipe down your notifications and tap the Mobility Print alert, then enter your St Margaret's username and password. If you select the **Remember me** checkbox, your device will remember your login details for that printer for one week.
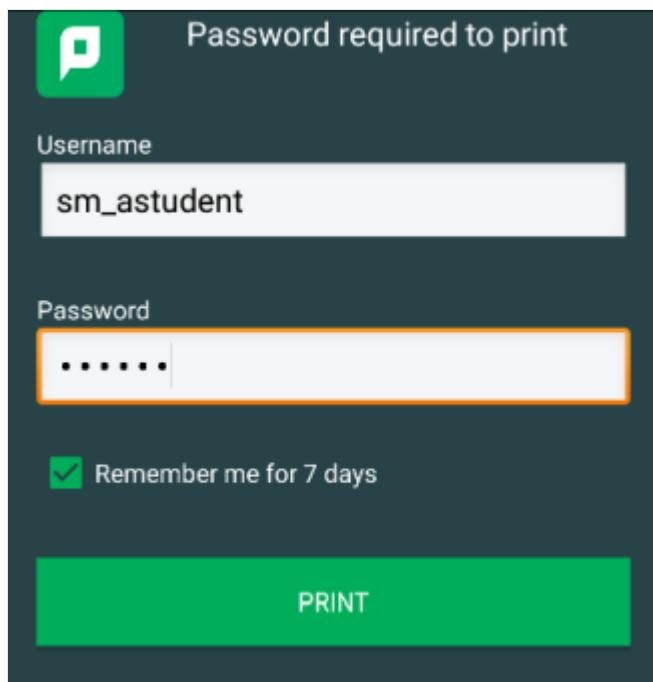
Webprint & Email2Print

> ℹ️ **Info**
>
> The options below are only secondary options to setting up printing on your devices. **They should not be used as the primary method of printing.**

Webprint

Office (Word, Excel, PowerPoint) and PDF documents can be uploaded to Web Print via PaperCut (or you can choose Webprint from in the left-hand menu on the main page).

> ✏️ **Note**
>
> Note that all documents printed via Webprint will be double-sided.

Email2Print

Office (Word, Excel, PowerPoint) and PDF documents can be emailed as an attachment to printme@stmargarets.college for black & white printing, or printme-colour@stmargarets.college for colour.

You will receive an email confirmation when the document is ready to be released.

> ✏️ **Note**
>
> Note that all documents printed via email will be double-sided.

Scanning & Copying

The multifunction printer can also be used to copy documents, as well as to scan documents to:

- Email
- USB sticks
- SD card
- Dropbox
- Google Drive
- OneDrive

5. Other IT Information

Antivirus

It is highly recommended that you have a working and up to date antivirus installed.

Generally, the built it protection from your operating system is sufficient. If you prefer an third-party option, we recommend Sophos Home (the free version is sufficient).

Backups

Computers are fragile! Every year at least one Member experiences computers problems and loses important files, usually from accidental drops and liquid spills. In many cases, the user hasn't recently backed up their files, if at all. Please don't be one of these people. File sync services (OneDrive, Dropbox, Google Drive, iCloud) or external drives are either free or relatively inexpensive, and will save you a lot of headaches.

Electronic Equipment & Battery Disposal

> ⚡ **Do not dispose of electronic equipment and batteries (either lithium or AA, AAA, 9V, etc) in the rubbish**
>
> **Improperly disposed batteries have caused fires**. These and electronics also contain dangerous element which may leach into and contaminate groundwater beneath the landfill.

Batteries and electronics can be left with the Business & IT Manager, who will arrange for safe disposal.

Media Creation Computer

An Apple computer located in the music room is available for Media Creation. Whilst all Members are welcome to use the computer, it has composition software installed for music students. For this reason, if a music student needs to use the iMac then please be considerate of their request. This computer has the following software installed:

- Sibelius score writer
- Logic Pro digital audio workstation
- Mainstage live performance app
- Final Cut Pro video editor
- Motion motion graphics tool

Microsoft 365

You can use Microsoft 365 on your own computers and devices free of charge while you are studying at the University of Otago. Once you've completed the course enrolment declaration and have received your student email address you will be able to download and install Microsoft 365 on up to five of your personal devices.

1. Log in to your StudentMail.

2. Expand your browser window to full screen. This makes the Microsoft 365 apps launcher easier to use.

3. Click on the grid icon and select the More Apps option. Click Install Apps in the top right hand corner, then Microsoft 365 apps > Install Office. Alternately, log in to https://m365.cloud.microsoft/apps directly and click the Install apps button in the top right of the page.

4. Follow the prompts to save and install the software.

5. Activate your Microsoft 365 by signing in with your student email address when prompted after opening one of the applications.

You can also install the iPhone/iPad and Android versions from the App Store & Play Store.

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5. Activate your Microsoft 365 by signing in with your student email address when prompted after opening one of the applications.

You can also install the iPhone/iPad and Android versions from the App Store & Play Store.

6. Getting help for IT issues

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College-related issues

Assistance with College-related issues, such as usernames, wifi, and printing, can be obtained from the Business & IT Manager, most weekdays between 8.00 am - 4.30 pm. Alternatively, you can email it@stmargarets.college.

> 🔥 **Your responsibility**
>
> Please note that you are **fully responsible** for the setup, maintenance, and upkeep of your own devices. While College and University IT staff may be able to assist, they are not a repair service.

University-related issues

Student IT (https://blogs.otago.ac.nz/studentit/) provides assistance with University related IT issues, with online chat available via the AskOtago portal and an in-person helpdesk located on the ground floor of the Central Library.

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