



## Bongard printing (to 4<sup>th</sup> floor printer)

PC or laptop - Make sure your laptop is plugged into the network with a network cable or these instructions won't work.

1. Click the magnifying glass icon on the Taskbar at the bottom left



2. Type: `\\tgaprint` and press enter. This will provide a list of printers.
3. Find the printer named 'BON-DT405a-MFD02' for standard black printing or 'BON-DT405a-MFD02-Colour' and double click the printer icon (click 'install driver' if it pops up)



4. You will now have these printers available in your list.

You can add other printers using the same process, e.g.

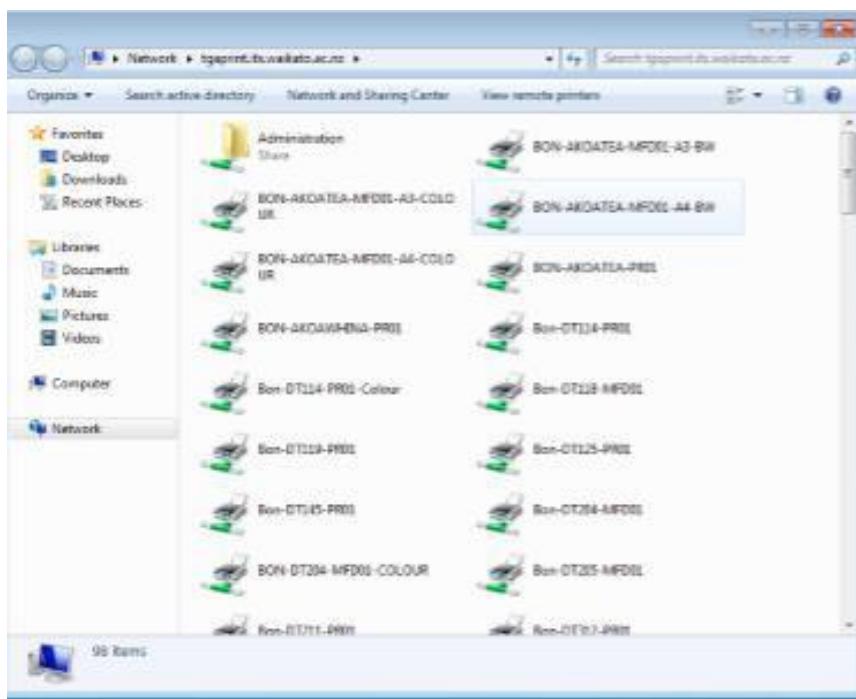
- BON-DT114-MFD-1 (1<sup>st</sup> floor Bongard Black and White printer)

## Students Printer Use (BOPPoly computer Set Up)

Login to a computer and Click the 'Tauranga Printers' icon.



Select the printer that you would like to connect to.



### Printer Naming Convention

**Campus – Building, Block or Area – Printer Type- Paper Size – Print Colour**

BON – AKOATEA – MFD01 – A4-BW is the printer in Ako Atea at the Bongard Centre that will print A4 Black on white only.

**Win – Akoatea – MFD01 – A3 – Colour** is the printer in Ako Atea at the Windermere Campus that will print A3 colour.

All printers have a sign with the printer name on for easy identification.