



(Bring Your Own Device)

# How-To Guides

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# Joining the Wireless Network

1. Bring up the list of available wireless networks.



- 2. Select the network named "samaritan".
- 3. Enter Login Details.

Username: firstnamelastname (eg johnsmith)

Password: Password used to log in to the school computers.



## **Installing Microsoft Office**

- 1. On the device you would like to install Office go to <u>https://login.microsoftonline.com/</u>
- Enter login details
  <u>Username:</u> firstname.lastname@samaritan.catholic.edu.au
  (e.g. john.smith@samaritan.catholic.edu.au)
  <u>Password:</u> Password used to log in to the school computers.
- Click on the orange 'Install Now' button (highlighted in red) if you are using a Windows or OSX device. You may also download office to your smart devices. For help click the "Get office on your devices" (highlighted in green) and select the device type you wish to install on.



4. Click 'Run' and the Office installer will be launched.

Do you want to run or save Setup.X86.en-US_0365ProPlusRetail_f15b9e04-595f-49b7-8fd1-16999a4a7d17_TX_PR_exe	(1.04 MB) from c2rs	etup.offic	eapps.l	ive.com? ×
Inis type of file could harm your computer.	Run	Save	•	Cancel

# How to Print on BYOD

- 1. Once you are connected to the school network, open your web browser and go to http://samawms.samaritansjc.internal/Login/
- 2. Enter your user name and password. These are the same as you used to connect to the wireless network with.
- 3. On the Left click on "Web Print".
- 4. Select the printer you wish to print to, then select how many copies you want and upload the file you wish to print.

#### Adding Email to a Personal Device



- 1. Open Settings
- 2. Go to 'Accounts' and Select '+Add account'
- 3. From the list select 'Microsoft Exchange Active'
- 4. Type in School email address (<u>firstname.lastname@samaritan.catholic.edu.au</u>) and the password you use to log on to the computers.
- 5. Android should 'auto configure the rest'
- 6. Open the 'Mail' App and you may get a warning saying 'Update security settings' Hit 'OK'
- 7. The following pop up will have a bunch of information just hit 'Activate' at the bottom of the screen.
- 8. Your emails should now appear.



1. Tap Settings > Mail, Contacts, Calendars > Add Account > Exchange

- 2. Enter your School email address (<u>firstname.lastname@samaritan.catholic.edu.au</u>) and the password you use to log on to computers.
- 3. Add a description (Can be anything example 'Samaritan')
- 4. Hit 'Next' you will then see a 'Server' field enter 'outlook.office365.com'
- 5. Hit 'Next' and use the sliders to select what content you would like synced with your device.
- 6. Hit 'Save' Open Mail app and you should now have emails on your device.

## Logging in to the JacarandaPlus Ebook system

- 1. Go to jacplus.com.au
- 2. For the username enter your school email e.g. <u>firstname.lastname@samaritan.catholic.edu.au</u>
- 3. For the password if you used Jacplus access last year it will be the same if you are a new student the password will be Samaritan5600 (Case sensitive)

If you have forgotten your Jacplus password it can be reset with the below highlighted link. Your school email will then be sent a link to reset your password.

jacaranda <mark>plus</mark>
Welcome to JacarandaPLUS
Email 🥮 👷 🙀 @samaritan.catholic.edu.au 😒
Password
Sign in
Remember me. Forgotten password?

## Setting Fuji Photocopier Pin

1. Log in to the Fuji Portal: <u>http://samawms.samaritansjc.internal/Login/</u>

ApeosWare Management Suite	FUJI XeroX 🌒
Log In	
User ID	
Password	
	Log In

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2. Mouse Over 'User/Service Settings' and Click 'User Properties' under 'User Management'

ApeosWare Management Suite and the state of the state of

Portal	Report	Print/Job 👻	User/Service Settings 👻
File Management Service Settings Associate user ID and password for DocuShare and SharePoint document service use. OneDrive Settings	Suser Management You can change user's own password or properties.	S Download Management You can download registered files and printer setup tool. File Download Printer Download	Sout Management You can perform actions such as configuration for the favourite account. Favourite Account
			0 💋

3. Under 'Change Password' Click 'Edit'

lser Management	Service Settings > User Management > User Properties
User Properties	Survey of the second se
	E-mail Address
	Mitchell.Curtis@samaritan.catholic.edu.au
	Storage Location
	i
	Change Password Edit
	Apply

4. In the text boxes set a 'Numerical Pin' (This will <u>NOT</u> change your computer or email login password). Then Click 'Save' and 'Apply'

Portal	Report	Print/Job 👻	User/Service Settings +
Jser Management	Service Settings > User Management > Use	Change Pass	word
User Propettes	User Properties	Current Password	
	User information can be checked. In addition, you can change the items	[	
		*New Password	
	E-mail Address		
	Mitchell.Curtis@samaritan.catholic.e	Mitchell.Curtis@samaritan.catholic.e Confirm New Password	
	Storage Location	[	
	Change Password		
	Edit		Save Close