

# GETTING CONNECTED TO THE PRINTER

1. Connect to the Catapult\_Lakeland wifi.
2. Go to [bit.ly/catapult\\_printer](https://bit.ly/catapult_printer)
3. Follow the instructions on the screen to download and run the driver.
4. Print (The printer name is Konica Secure Print)
5. Input your OfficeRnD login on your computer when it asks for a username and password to send the job to the printer.

NOTE: The username is your email address. It may automatically display your first and last name, so be sure to change it to your email instead.

6. Input your OfficeRnD login and the 6 digit code found on Coekt (bluetooth access app) at the printer.



# PRINTING TIPS

- Please make sure you are on the Catapult\_Lakeland wifi network and not the Guest wi-fi.
- Konica Secure Print is the printer we use.
- You can print from either the upstairs or downstairs printer.
- When you log on to the printer, you can use your 6-digit code that appears in your Conekt Wallet app for your Bluetooth access, or you can log in with your Office RnD username and password.
- To print a certain paper size, full color copies, or a specific number of copies, you will need to indicate those preferences on your computer before sending your document to the printer.
- If you are wanting to use card stock, place the number of pages you would like to print on in drawer number three on top of the paper on the right-side stack for letter size paper.
- If there is a prompt for username and password when you are printing on your computer, this will be your email and Office RnD password.
- If the release screen does not automatically pop up after you have logged in, press the menu button, and then press release.
- If you don't see your document in the queue, check that you have entered the right log in code. You should see your email address

