MOD Office Information Sheet

Materials, Optimisation and Design

M228

Professor Gerhard Venter –

Doctor Martin Venter –

Doctor Gareth Erfort –

IT:

Mr. George Whitehead – [ggw@sun.ac.za](mailto:ggw@sun.ac.za)

For any IT related queries, send Mr. Whitehead an email.

Office PCs should be set up to connect to the Internet via the Ethernet cables.

If you want to set up your laptop to connect via the Ethernet cables, plug it in and send Mr. Whitehead an email to register your laptop.

Printing:

If you have access to the office network, you should be able to access the office printer (Canon MF210 series). You can print without using printing quota. The printer can only print black and white.

Please leave the paper in the tray out of reach of the printer. Many students seem to be accidentally printing to our printer. If you have something to print, first check the printer status and remove any printing jobs not from someone in the office, and add their student ID to the Wall Of Shame.

Kitchen:

The kitchen appliances are available to everyone. Please keep everything clean. There are no office supplies of milk, coffee, tea, etc. so please bring your own and do not use other people’s without asking.