



Using the TAP lab NAS

Table of contents

1 How the NAS works	4
2 Connecting from Windows	5
3 Connecting from macOS	7
4 Connecting from TAP lab workstations	10
5 From the TAP lab Visitor Network	11
6 Troubleshooting	11

What is the NAS

When you're at TAP lab you may hear people refer to "*The NAS*". The NAS (*Network Attached Storage*) is a local storage server we maintain. You can think of it like a miniature cloud storage, except only accessible on our network.

The NAS is our primary method for transferring files between devices at TAP lab, allowing you to easily move your project files from your personal device to one of our computers so you can process it for our equipment. You can also (temporarily) store your project files and work on the NAS so it is available the next time you come in.

If you are working directly on a TAP lab computer you MUST save any work you want to keep to the NAS as our computers may be wiped at any time.

1 How the NAS works



TAP lab Visitor Network

If you are connected to the visitor network you are not able to access the NAS on your personal devices via file explorer / finder. Please see section 5 for connecting to the NAS from a TAP lab device, or section 6 for uploading your files from the Visitor network.

Prerequisites

In order to use the NAS you must be connected to TAP lab's network. This means your device must be connected to:

- "TAP lab" (wifi)
- "TAP lab Member" (wifi)
- "TAP lab Visitor" (wifi)
- An ethernet cable at TAP lab

Storing your files

Your files should be stored in a folder with your name inside one of the following folders:

- "mema": File storage for members
- "manuhiri": File storage for visitors/non-members
- "awheawhe": File storage for our youth programmes

Reasonable use

TAP lab has a "reasonable use" mindset towards our NAS file storage. This service is a shared service provided for the convenience of everyone who uses TAP lab and is intended for storing your project documents. Excessive use of storage space is not permitted, in addition you may not store the following items:

- Non-project related media e.g. movies
- Adult content
- Pirated content
- Content that violates our acceptable use policy

TAP lab may, at the discretion of the Executive Committee remove any content from the NAS at any time.

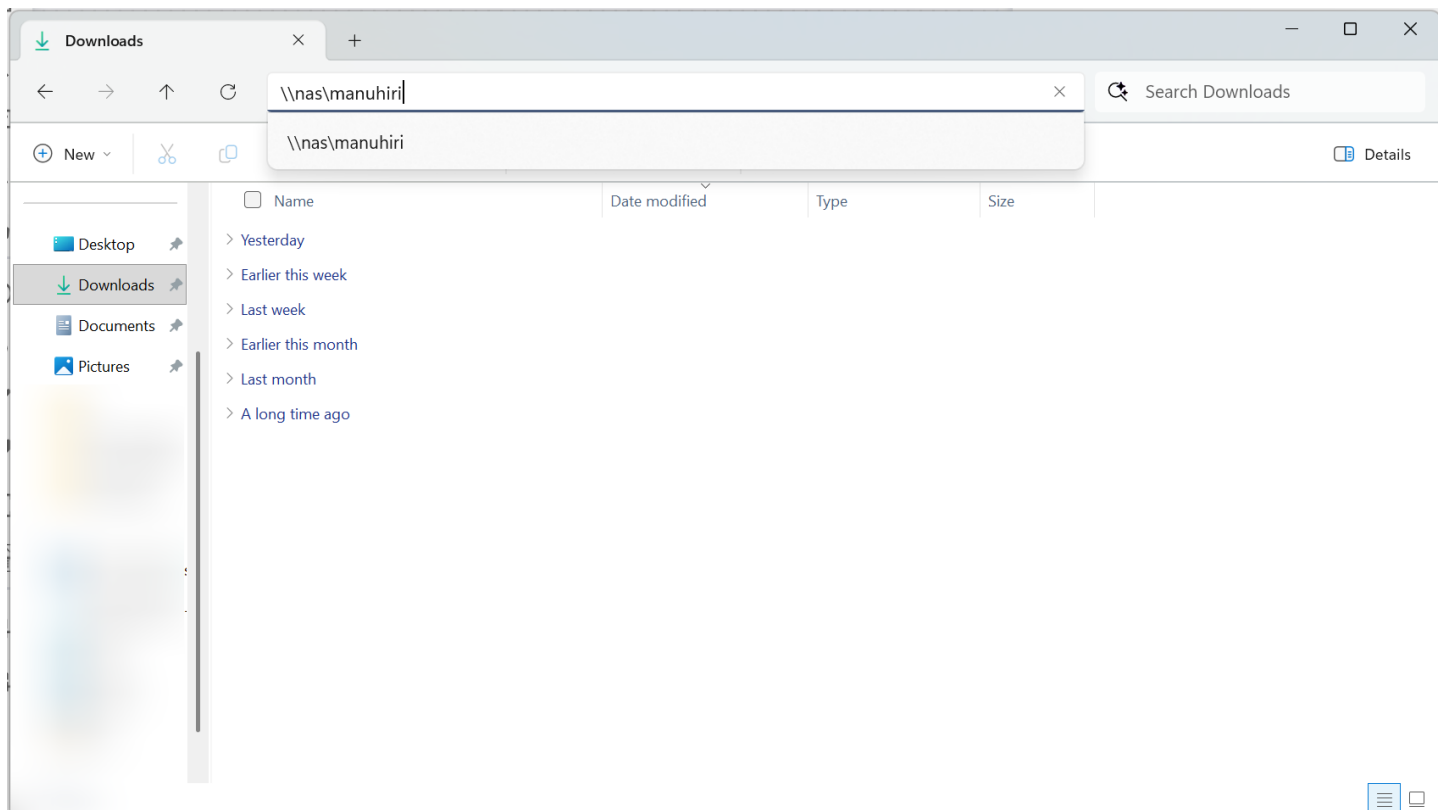
TAP lab accepts no liability for any loss of files stored on the NAS. You are expected to maintain your own backups and copies of important files off-site. We are not responsible for data recovery if files are deleted.

2 Connecting from Windows

All connections from Windows happen in File Explorer, you will then need to type the address of the NAS.

1. Make sure you are connected to the TAP lab Network (see [section 2](#) for limitations on the visitor network)
2. Open File explorer

2.1 Guest / Manuhiri drive



In the address bar of File Explorer type:

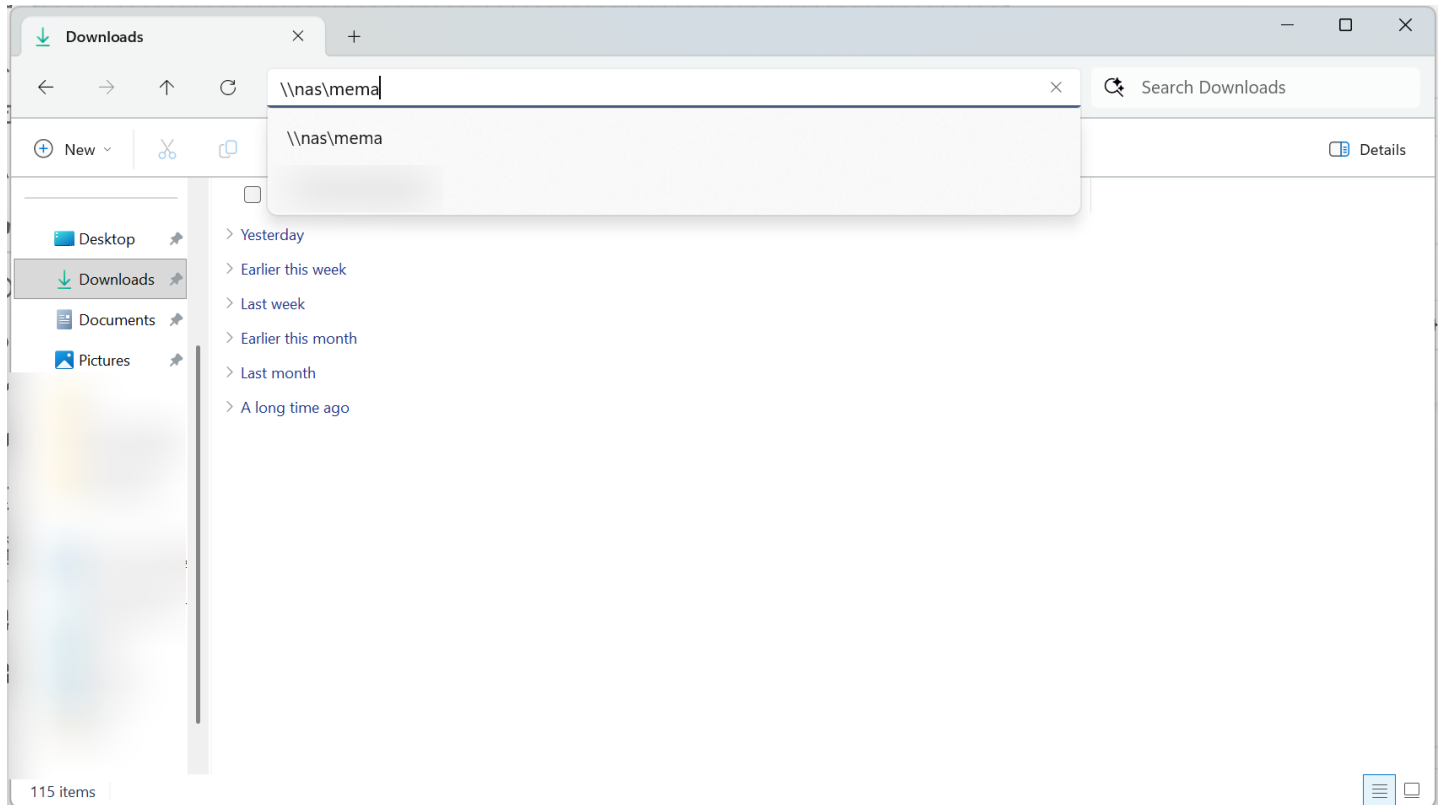
```
\\nas\manuhiri
```

Note: Slashes are back slashes "\" (normally above the "enter" key, not forward slashes "/" (normally next to the right "shift" key)

If you are prompted for a username/password use the following:

- Username: "**guest**" or "**manuhiri**"
- Password: Leave blank

2.2 Member / Mema Drive



In the address bar of File Explorer type:

```
\\nas\mema
```

Note: Slashes are back slashes "\" (normally above the "enter" key, not forward slashes "/" (normally next to the right "shift" key

If you are prompted for a username/password use the following:

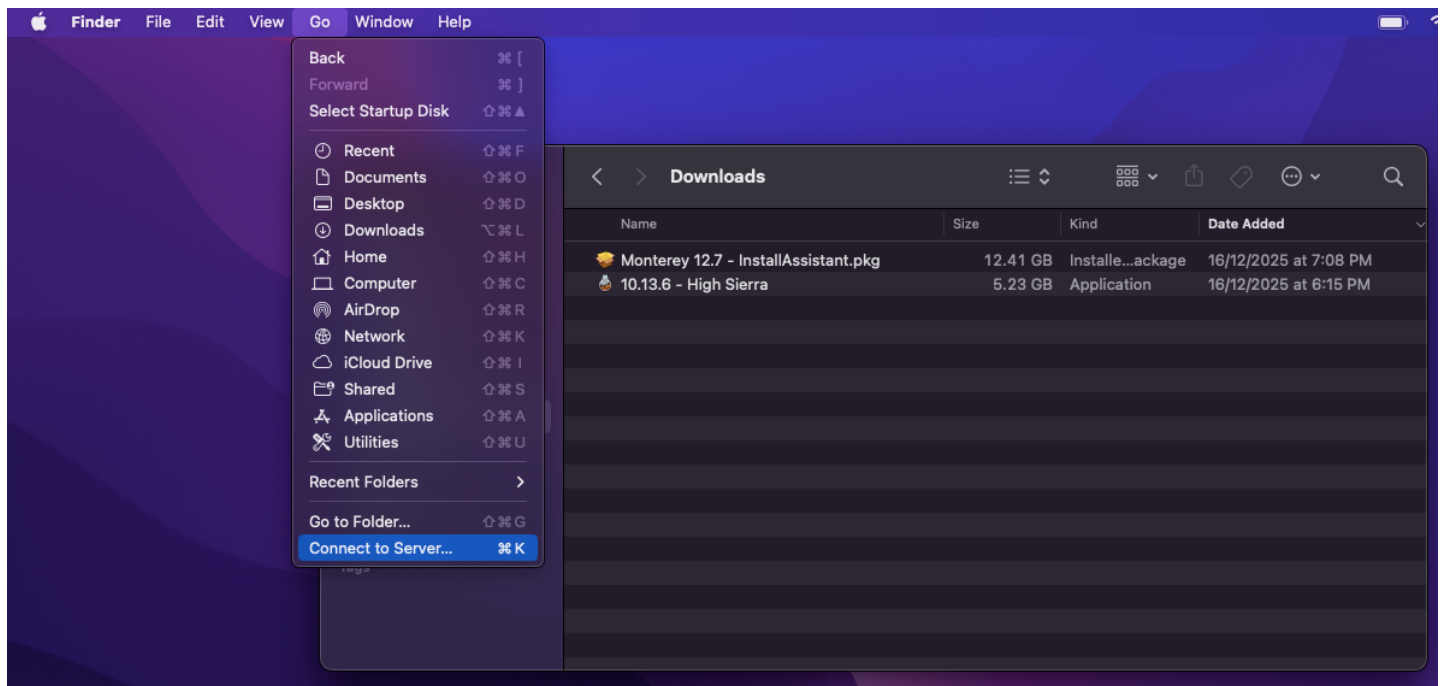
- Username: "**mema**"
- Password: Please ask a facilitator for the password

2.3 Using the NAS

Once connected to the NAS please create a folder to store your work in, this should be created using your name, or first name and initial.

While you are able to access any folder in these shared drives, we ask that you respect the property of other users of the space and do not browse through other people's files without permission.

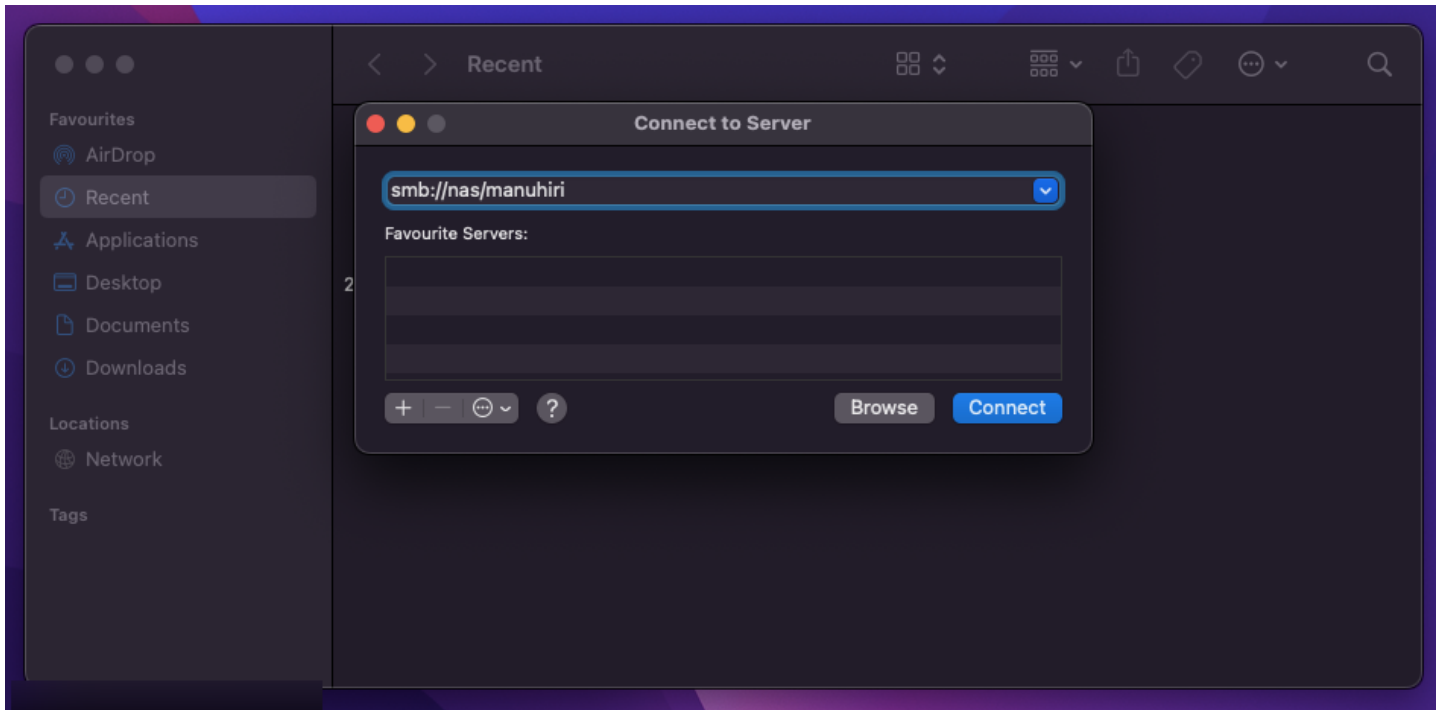
3 Connecting from macOS



All connections from Mac happen in Finder, you will then need to type the address of the NAS.

1. Make sure you are connected to the TAP lab Network (see [section 2](#) for limitations on the visitor network)
2. Open Finder then:
 - In the menu bar click "Go" -> "Connect to Server" or
 - Press cmd + k

3.1 Guest / Manuhiri drive



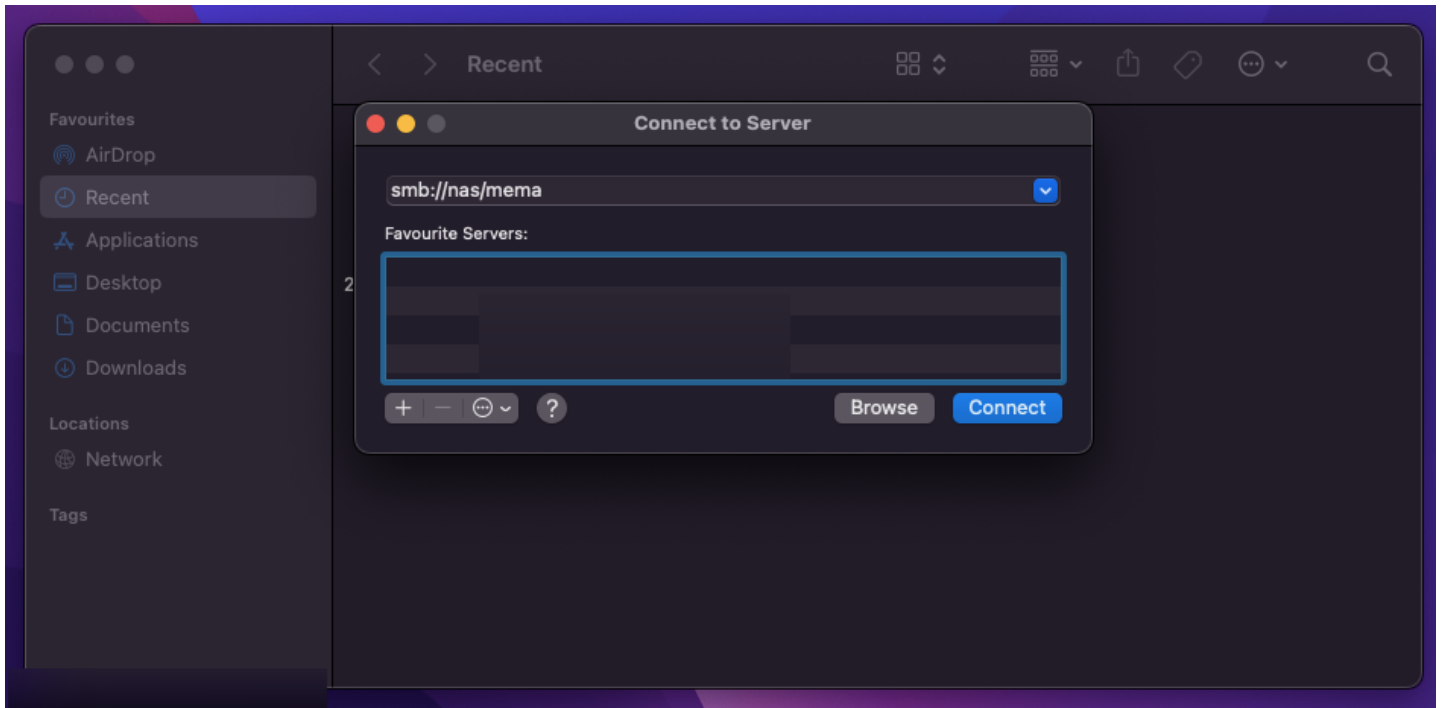
In the connect to server dialog type:

```
smb://nas/manuhiri
```

If you are prompted for a username/password use the following:

- Username: "**guest**" or "**manuhiri**"
- Password: Leave blank

3.2 Member / Mema Drive



In the connect to server dialog type:

```
smb://nas/mema
```

If you are prompted for a username/password use the following:

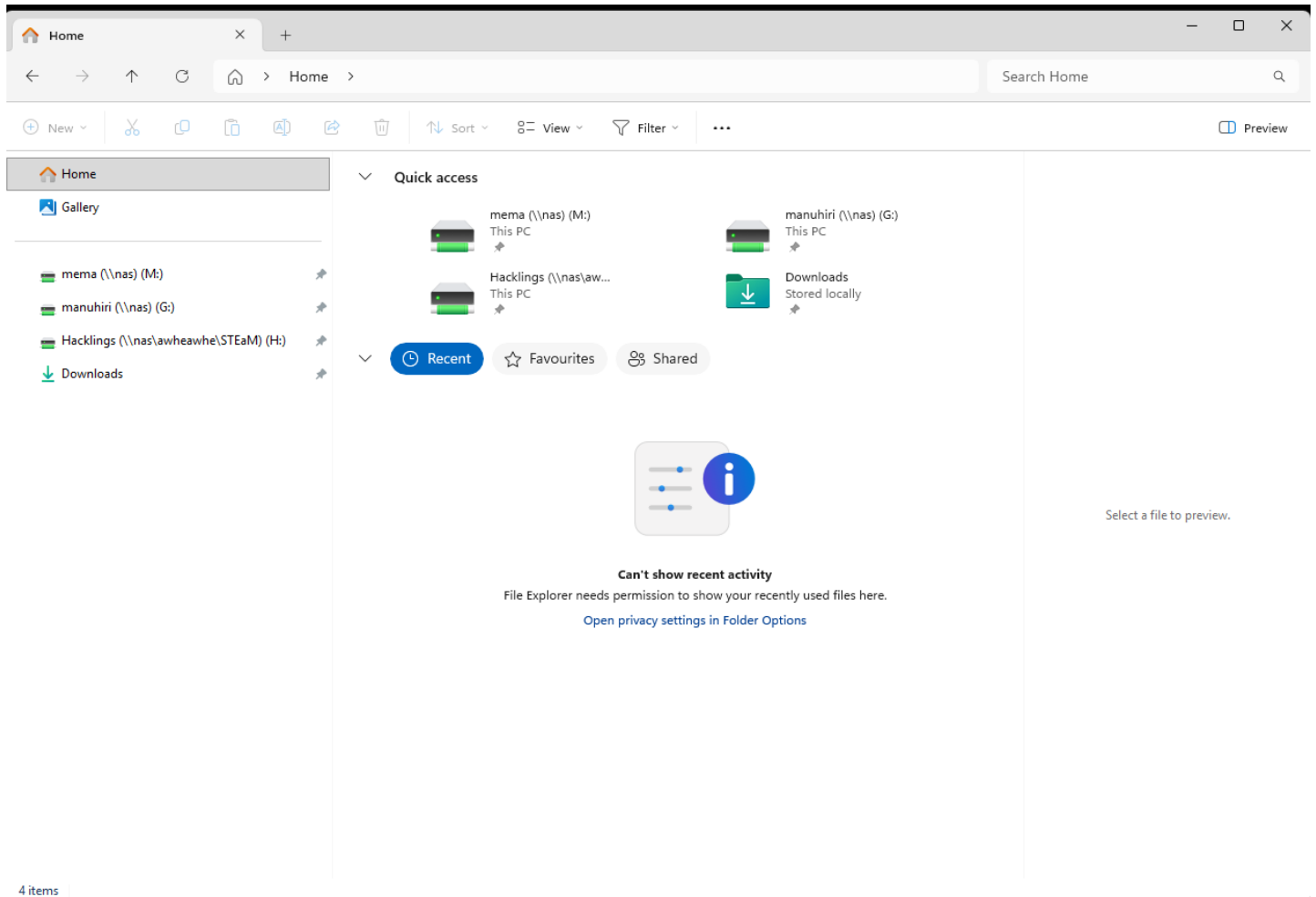
- Username: "**mema**"
- Password: Please ask a facilitator for the password

3.3 Using the NAS

Once connected to the NAS please create a folder to store your work in, this should be created using your name, or first name and initial.

While you are able to access any folder in these shared drives, we ask that you respect the property of other users of the space and do not browse through other people's files without permission.

4 Connecting from TAP lab workstations



Linux Laptops

These instructions are for our Windows workstations. They do not apply to our set of Linux Laptops

TAP lab's workstations are already connected to the NAS, and we have mapped the most common drives to File Explorer.

1. Open File Explorer
2. In the left-hand menu you will see the following drives:
 - (M:) mema [For Members]
 - (G:) manuhiri [For Guests / Visitors]
 - (H:) Hacklings [A subset of the Awheawhe drive for youth programmes]

5 From the TAP lab Visitor Network



Currently Unavailable

The infrastructure for connecting from the visitor network is currently unavailable. We apologise for the inconvenience

6 Troubleshooting

Transferring files without the NAS

Sometimes it may not be possible to connect to the NAS, or you may not want to go through the process of connecting. In this case you can email your files to ***mema@taplab.nz*** and access the files through Outlook on TAP lab computers.

Note: The mema@taplab.nz email address inbox is cleared weekly. This is not for long term data storage.