

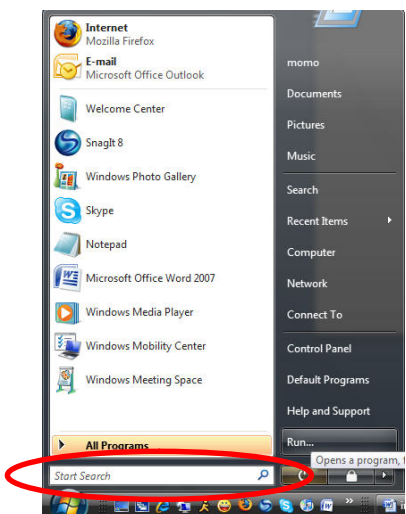


### RA Printing: Windows Vista


Research Assistants and Teaching Assistants are granted access to a printer located in the Law Library at the Information Desk to support their work with their faculty employers. In order to have access to the RA/TA printer, faculty employers need to send an e-mail to [atrinbox@bc.edu](mailto:atrinbox@bc.edu) to verify employment. The e-mail message should contain the RA/TA's name and the term of service with an end date. Members of the Administrative & Technology Resources (ATR) department will add vetted students to the authorization table for the RA/TA printer. The RA/TA printer should only be used for print jobs generated through work for the faculty employer. LEXIS and WESTLAW print jobs should be sent to the LEXIS & WESTLAW printers.

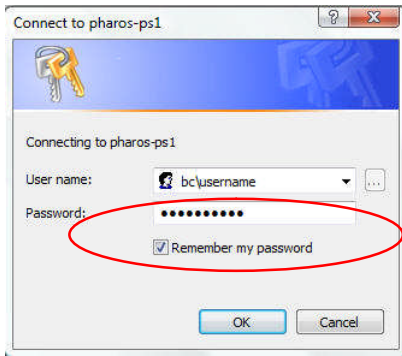
These instructions are provided to BC Law students wishing to print from their personal laptops equipped with Microsoft Windows Vista Business, Vista Ultimate, or Vista Enterprise. Students with laptops equipped with Windows Vista Home Basic and Windows Vista Home Premium should upgrade their systems to Vista Business or Vista Ultimate. Versions of Windows Vista Home are not supported at Boston College. If you need help upgrading from Windows Vista Home to Windows Vista Professional please visit the Law Library's Student Computer Help Center (LIB 205) Monday through Friday at the posted times.

Please follow the instructions below to configure your laptop. If you encounter difficulties configuring your laptop, please visit the Law Library's Student Computer Help Center (LIB 205) Monday through Friday at the posted times.



Logon to your machine.

Click on the Start button  and type \\bclaw2, then hit enter.



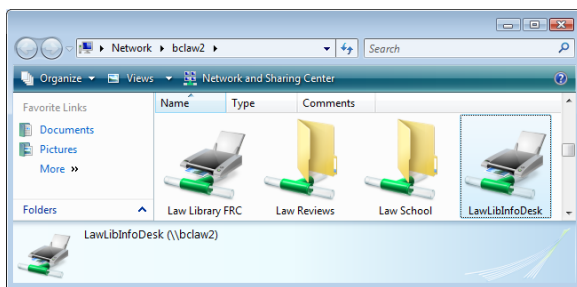
In the **Connect to bclaw2** window type in the following information.

Replace default text in the username field with **BC\Your BC Username**.

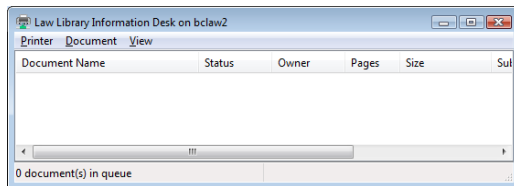
Enter **your BC Password**.

Make sure you **CHECK** the box that says **Remember my password**.

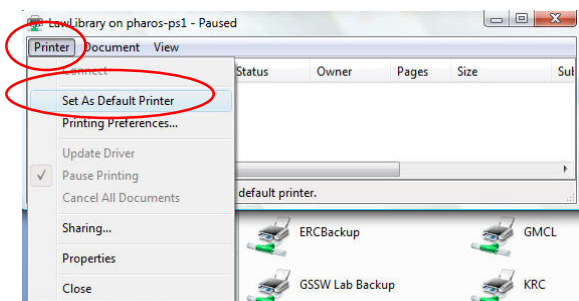
Click **OK**.



Find and double click on the **LawLibInfoDesk** print queue



The **LawLibInfoDesk** print queue is now added to your computer, you should see a window similar to that shown.



This step is optional.

At this window, select the **Printer** menu and then select **Set As Default Printer**.

**Congratulations!** You have completed the necessary steps to add the RA printer queue to your computer.