



RA Printing: Windows XP

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 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.

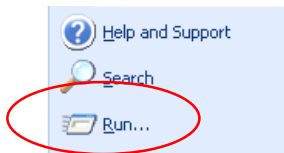
These instructions are provided to BC Law students wishing to print from their personal laptops equipped with Microsoft Windows XP Professional. Students with laptops equipped with Windows XP Home should upgrade their systems to XP Professional. Windows XP Home is not supported at Boston College. If you need help upgrading from Windows XP Home to Windows XP 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.

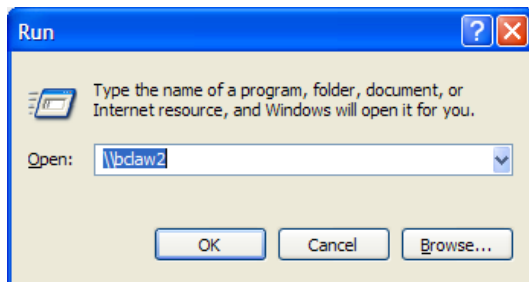


Log onto your machine.

Click on the **Start** button.

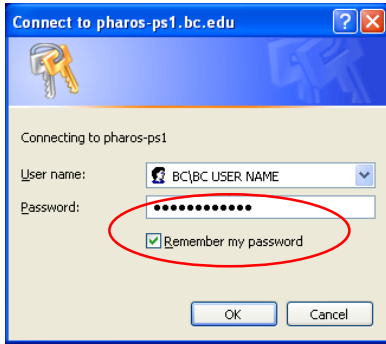


Select the **Run** command.



Type in **\\bclaw2**

Then click **OK**

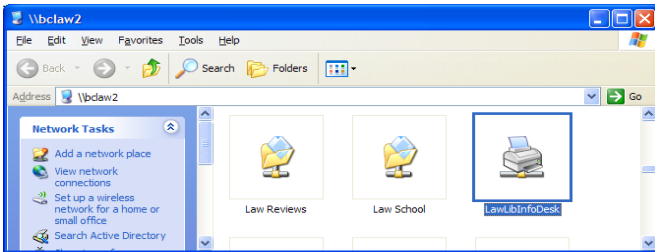


In the User Name field enter **BC\YOUR BC USER NAME**

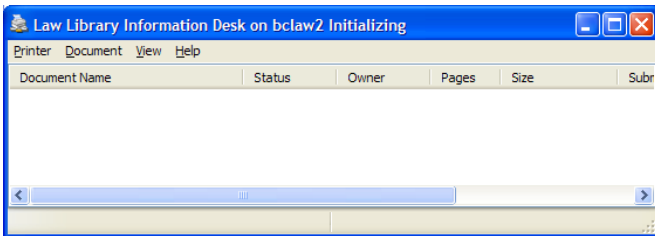
In the Password field enter your **BC Password**

Check the **Remember my password** box

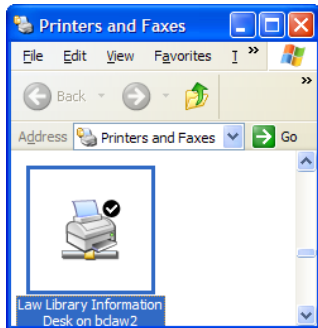
Click **OK**.



Double click on the **LawLibInfoDesk** icon.

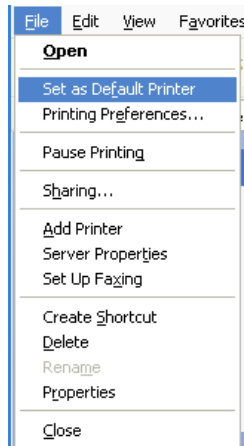


The queue window will pop up once the printer is added to your computer. (You can close this window.)



The LawLibInfoDesk queue is now added to your computer.

The "checkmark" to the right of the printer icon indicates which printer is set as the "default" printer.



If you wish to set the newly installed printer as your default printer,

select the printer (by clicking on the icon once),

then go to the **File** menu and select the **Set as Default Printer** option.

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