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 print jobs should be sent to the LEXIS printers located on Level 1 of the Law Library. LEXIS printing is free of charge.

Use of the RA printer for personal/non-work related printing is not allowed. Abuse of the use of the RA printer will be reported to your faculty employer and your access privileges may be terminated.

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.

**Windows 7**

Click on the Start button: 

and type `\habeascorpus` then hit enter.
Replace default text in the username field with \textit{BC|Your BC Username}.

Enter your BC Password.

Make sure you \textbf{CHECK} the box that says \textit{Remember my password}.

Click \textbf{OK}.

Find and double click on the \texttt{LawLibraryRA} print queue.

The LawLibraryRA print queue is now added to your computer.