UCC Reporter-Digest members are granted access to a printer located in the UCC Lab in Stuart Room 530. In order to have access to the UCC printer, your faculty supervisor needs to send an e-mail to atrinbox@bc.edu to verify membership. Members of the Administrative & Technology Resources (ATR) department will add vetted students to the authorization table for the UCC printer. The UCC printer should only be used for print jobs generated through work for the UCC Reporter-Digest. LEXIS print jobs should be sent to the LEXIS printers located on Level 1 of the Law Library. LEXIS prints a free of charge.

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 8**

Move the cursor to the top-right corner of the screen, then select the Search icon.

In the search bar, type:

```
\habeascorpus
```

Then press Enter
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 StuartM530UCCmulti print queue.

The UCC print queue is now added to your computer.