Update Papercut - Windows

If your password changed whilst away from chambers, you will need to update your connection to the papercut server.

1. Press Windows key + R on your keyboard to open the run dialog box.
2. Type in \\papercut2.bcl.net.au and press 'OK'
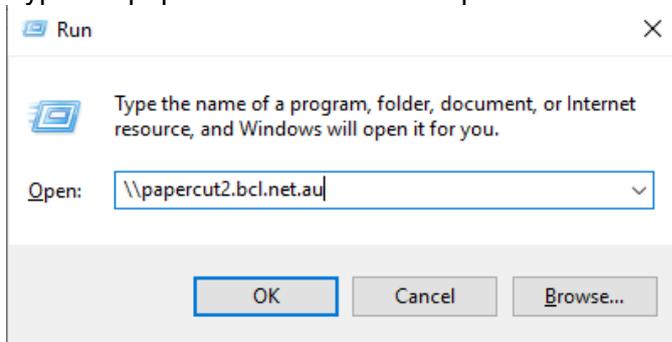
3. When prompted for Credentials enter your Vicbar email address and new password
4. Ensure 'Remember my credentials' is ticked
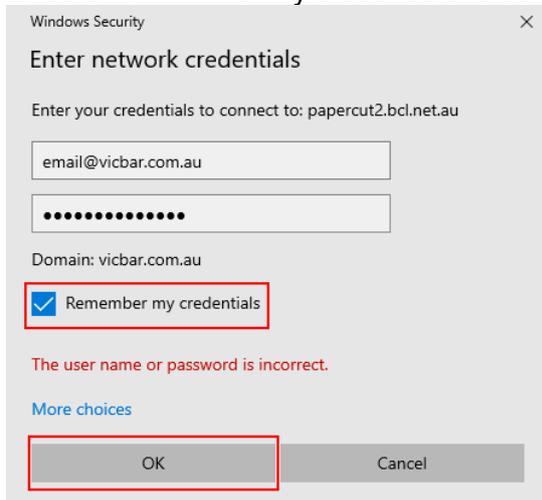
5. A new window will open, this means you have successfully connected to the print server. You can now close this window and print.