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'

💷 Run	×
	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
<u>O</u> pen:	\\papercut2.bcl.net.au ~
	OK Cancel <u>B</u> rowse

When prompted for Credentials enter your Vicbar email address and new password
Ensure 'Remember my credentials' is ticked

Ensure 'Remember my credentials' is tick	ed		
Windows Security ×			
Enter network credentials			
Enter your credentials to connect to: papercut2.bcl.net.au			
email@vicbar.com.au			
•••••			
Domain: vicbar.com.au			
Remember my credentials			
The user name or password is incorrect.			
More choices			
OK Cancel			

5. A new window will open, this means you have successfully connected to the print server. You can now close this window and print.

