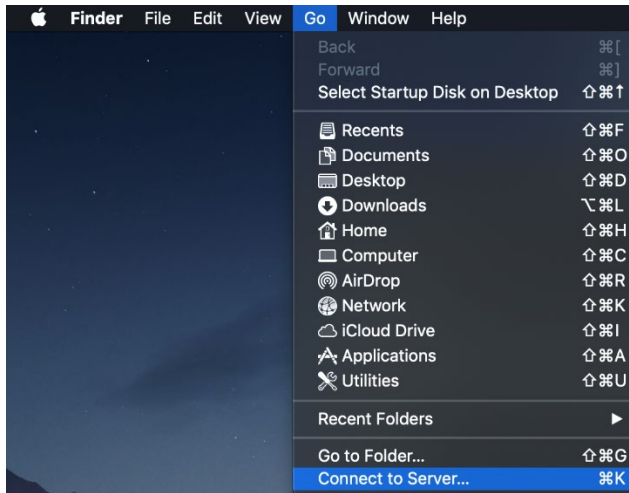


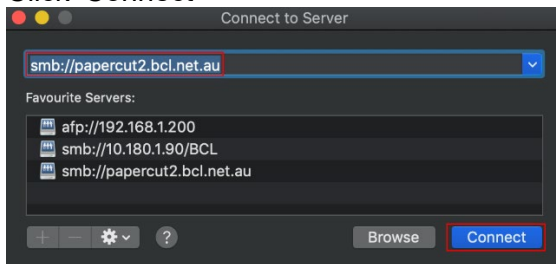
Update Papercut - MacOS

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

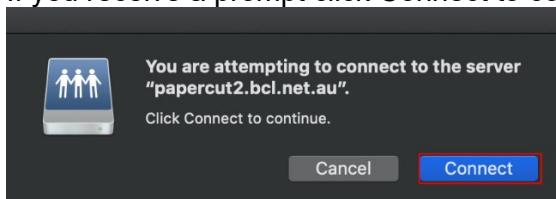
1. Open 'Finder'
2. Press the COMMAND Key + k on your keyboard, or click on 'Go' --> 'Connect to Server' on the menu bar.



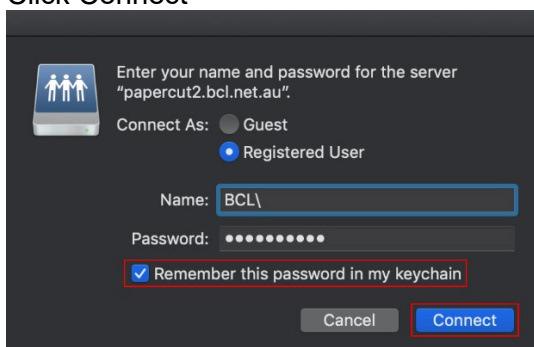
3. Enter `smb://papercut2.bcl.net.au` in the text field
4. Click 'Connect'



5. If you receive a prompt click Connect to continue



6. You will be prompted for user credentials, use your Vicbar email address and password in this format. If your email address is `john.smith@vicbar.com.au` your Name is `BCL\john.smith`
7. NOTE: Ensure 'Remember this password in my keychain' is ticked or you will not be able to print.
8. Click Connect



9. If successful a new window will open asking you to select a folder to mount, you have successfully connected to the print server. Press OK and then close this window, you will now be able to print.