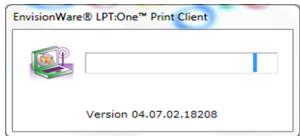
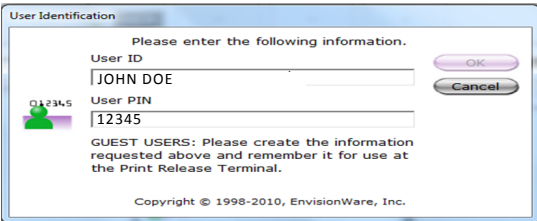
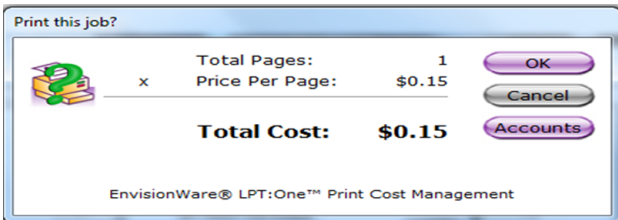
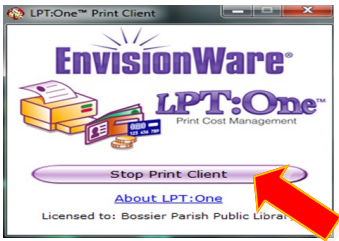


How to Send a Print Job as a Library Guest:

14. Open the document (or web page) to be printed.
15. Find the program icon for that program and select desired print type, then a dialog box appears indicating the client is loading.
 
16. A *User Identification* box will appear, where you will **enter your first and last name** in the User ID field and **enter a numerical PIN**—like your zip code—in the User PIN field.
 
17. A *Print this job?* box will appear, where you can confirm the number of pages to be printed and the total cost. Currently, black and white print jobs are .15¢ per page, while color printouts are .25¢ per page.
 
18. Lastly, a *Print Complete* box will appear indicated that your print job were received. Please proceed to the appropriate print release terminal for help on paying for and releasing your print jobs. You will need to provide your User ID & PIN. Please ask a library staff member for assistance.

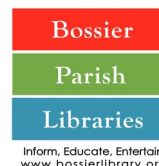
How to Disconnect from Our Printers:

7. Once you have finished printing all desired documents, click the printer icon in the taskbar and a dialog box named LPT:One Print Client will appear.
 
8. Click on the *Stop Print Client* button to close the software (as shown to the right). This removes both printers from your printer listings.

FREE
Wi-Fi
@ Bossier Parish Libraries



Windows Printing @ Benton



Bossier Parish Libraries offers free wireless (Wi-Fi) Internet access at the Bossier Central Library and all remote branches. This brochure provides basic instructions on how to connect to Wi-Fi. Due to the variety of electronic devices on the market, library staff are not able to help patrons/guests to configure or troubleshoot personal devices or even library-borrowed devices. Please refer to the tips and settings provided in this brochure or contact your hardware/software manufacturer. By using this free service, you agree to abide by the library's *Wireless Network Access Policy*.

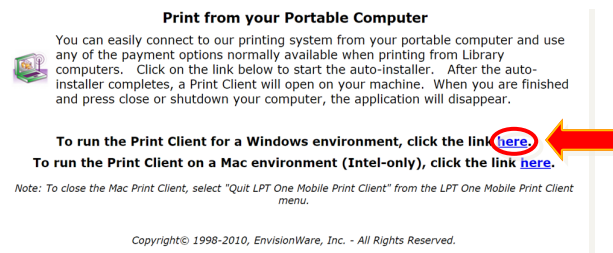
BEFORE YOU BEGIN: These instructions are associated with sending print jobs from a Windows device to the printers at the Benton Branch located at 115 Courthouse Dr., Benton, LA 71006. Please be sure you are sending print jobs to your desired branch. If you need printing instructions for another branch, stop and visit <http://www.bossierlibrary.org/wi-fi/>.

How to Download & Install the Printer Driver:

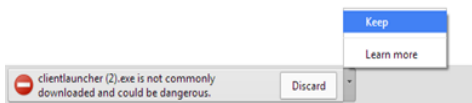
1. Open a web browser and navigate to:

<http://192.168.30.20:30044/clientlauncher/>

2. Click the appropriate printer link for Windows (as shown):



3. Once downloaded and depending on your web browser, accept any permissions to keep the downloaded item named **clientlauncher.exe**.



4. Open your Downloads folder, click on **clientlauncher.exe** to run and install onto your Windows device.
5. Once installed, a printer icon encircled in red will appear on the task bar (as shown):



6. To confirm your printers, navigate to your printer listings, where you will see two virtual printers installed onto your Windows device.



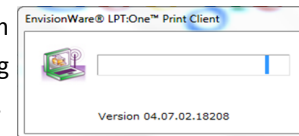
PLEASE NOTE: The printer with the green arrow is your default printer meaning all print jobs will be sent as black and white unless you choose otherwise.



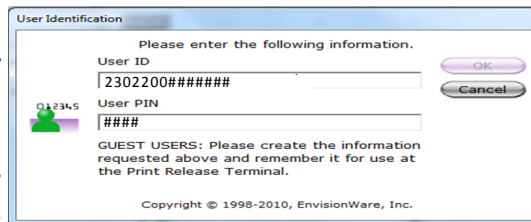
How to Send a Print Job as a Library Patron:

7. Open the document (or web page) to be printed.

8. Find the program icon for that program and select desired print type, then a dialog box appears indicating the client is loading.

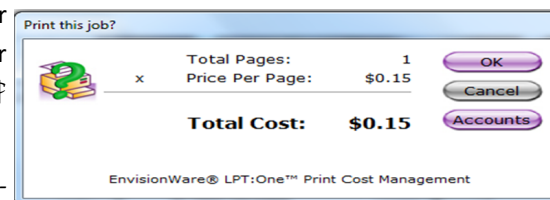


9. A *User Identification* box will appear, where you will enter your library card number in the User ID field and enter your four-digit PIN in the User PIN field.



NOTE: By default, your PIN number is the last four digits of your library card.

10. A *Print this job?* dialog box will appear. Click **Ok** to confirm the number of pages to be printed and the total cost. Currently, black and white print jobs are .15¢ per page, while color printouts are .25¢ per page.



11. Lastly, a *Print Complete* dialog box will appear indicated that your print job were received. Please proceed to the appropriate print release terminal for help on paying for and releasing your print jobs. You will need to provide your User ID & PIN to do so. Please ask a library staff member for assistance.

How to Disconnect from Our Printers:



12. Once you have finished printing all desired documents, click the printer icon in the taskbar and the *LPT:One Print Client* dialog box will appear.

13. Click on the **Stop Print Client** button to close the software (as shown to the right). This removes both printers from your printer listings.

