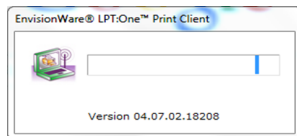


How to Send a Print Job as a Library Guest:

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

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



14. 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.

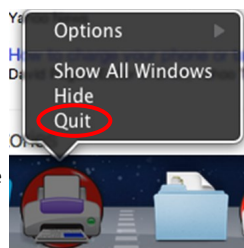
15. A *Print this job?* box will appear. Click **Ok** to confirm the number of pages to be printed and the total cost. Currently, black and white print jobs are .15¢ per page, while color printouts are .25¢ per page.

16. Lastly, a *Print Complete* box will appear indicated that your print job was received. Please proceed to the appropriate print release terminal for help on paying for and releasing your actual prints. 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:

17. Once you have finished printing all desired documents, click and hold the printer icon located in your applications tray until a menu appears.

18. Choose *Quit* to close the software (as shown to the right). This removes both printers from your printer listings.



FREE
Wi-Fi
@ Bossier Parish Libraries



MacBook Printing @ Haughton

Bossier

Parish

Libraries

Inform, Educate, Entertain
www.bossierlibrary.org

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 to the Haughton Branch located at 116 West McKinley, Haughton, LA 71037. 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/>.

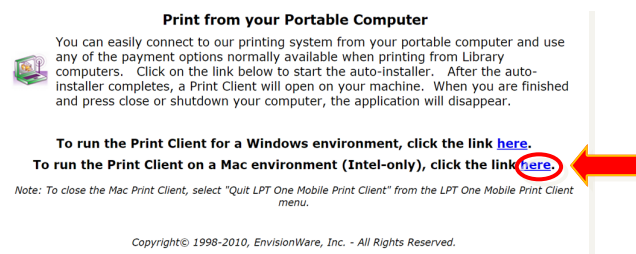


How to Download & Install the Printer Driver:

1. Open a web browser and navigate to:

<http://192.168.50.90:30044/clientlauncher/>

2. Click the appropriate print driver link for Mac to download (as shown).



3. Once downloaded, a printer icon encircled in red will appear in your downloads tray (as shown).



4. Click on that printer icon to install the printer driver. If necessary, accept any permissions to allow it to install.



5. Once installed, a second printer will appear in your applications tray (as shown below):



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



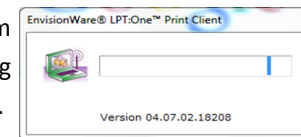
PLEASE NOTE: The printer with the green arrow is your default printer meaning all print jobs will be sent as black and white unless you choose otherwise.

How to Send a Print Job as a Library Patron:



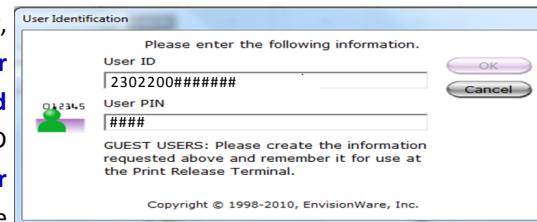
7. Open the document (or web page) to be printed.

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



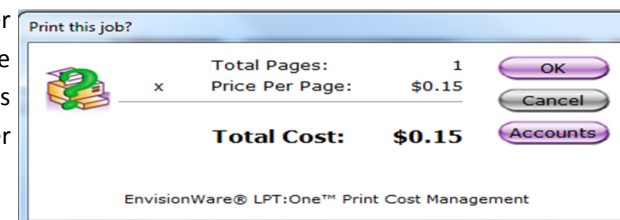
9. A *User Identification* box will appear,

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.

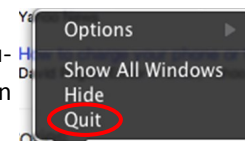
10. A *Print this job?* box will appear. Click **Ok** to confirm the number of pages to be printed and the total cost. Currently, black and white print jobs are .15¢ per page, while color printouts are .25¢ per page.



11. Lastly, a *Print Complete* box will appear indicated that your print job was received. Please proceed to the appropriate print release terminal for help on paying for and releasing your actual prints. 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 and hold the printer icon located in your applications tray until a menu appears.



13. Choose *Quit* to close the software (as shown to the right). This removes both printers from your printer listings.

