

How to add the G4 Library Connection

Making this connection does require Administrative Network permissions.

- **Add new or revise RDP logons**

- Computer name is **g4library.com** as shown below
- Connect to **g4library.com**
- Repeat for all computer sign-on accounts and for all physical computers at site that are setup to access G4.
- Optional, inform **MIS (Technology department)** that web site should be is **g4opac.com(site)** see **Next page for your information.**
- **Configure printers as necessary** within the Devices/Printers and Scanners Settings create or identify your Default Printer

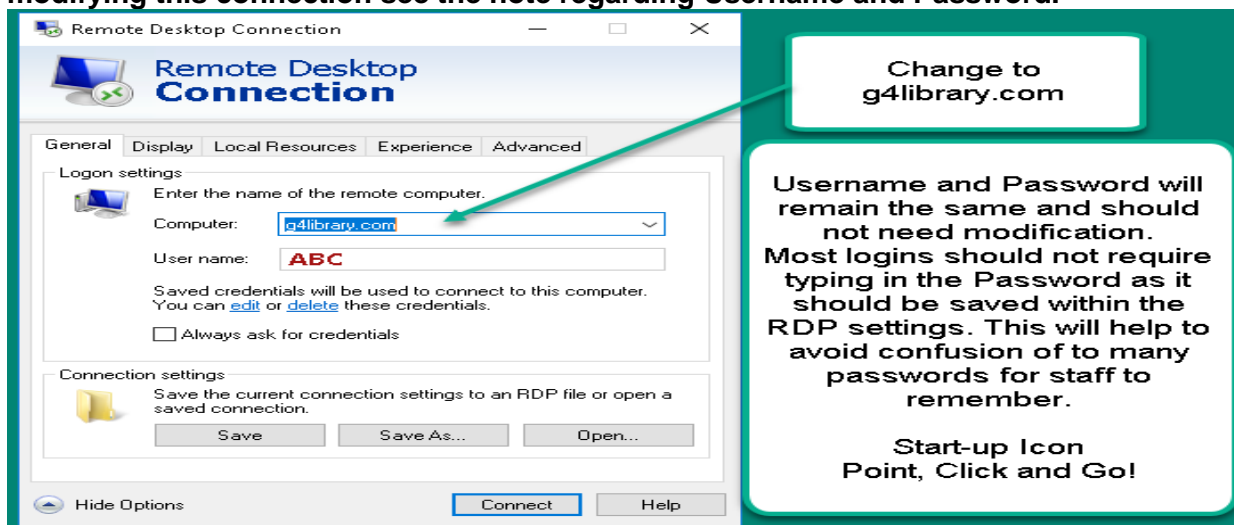
LRMS appointment do not use this connection prior to your appointment time as the database may not be current, please confirm database use with LRMS.

For all involved, to make this transition work we will create an up-to-date backup and restore your most recent data to the cloud service. Any access to the current server that you are using will stop. We will keep this server and your data safe until your move to the cloud service has been accomplished and you have had time to work on the cloud service.

- **Library Remote Desktop set-up information**



Edit this  do a Right Click (you may need administrative Permission to do so, if modifying this connection see the note regarding Username and Password.



The screenshot shows the Windows Remote Desktop Connection dialog box. The 'Computer' field is set to 'g4library.com'. A green arrow points from a text box to this field. Another text box points to the 'User name' field, which contains 'ABC'. A third text box points to the 'Connect' button.

Change to g4library.com

Username and Password will remain the same and should not need modification. Most logins should not require typing in the Password as it should be saved within the RDP settings. This will help to avoid confusion of too many passwords for staff to remember.

Start-up Icon Point, Click and Go!

- We recommend saving the Username and Password to avoid frustration and typing of incorrect information.



- **G4Library.com RDP remote desktop** icon connection information
Request from support@lrms.com your proprietary Usernames and Passwords from our Technical Support Team.

Workstation User Name

Workstation Password

Workstation # 1 – Upon request from LRMS Technical Support

Workstation # 2 - Upon request from LRMS Technical Support

✓ **Library Online Catalog OPAC (if used)**

- Add Link or Links to your library website as they include 1st search results displaying Reading Program Reading Levels, Point Values and quiz information when present within the MARC record 526 Tag.
- g4opac.com/ (**when requested: this extension is supplied by LRMS technical support**)

✓ **Within the G4 Program do the following:**

• **Setup G4 Printers**

Start G4 and open the BackOffice Main menu choose "Advanced Settings" –

Printer G4 Settings -

- Click on each Printer description choosing a printer for each of the four choices, if you only have one printer to work with select it for all four choices. Click **OK** to save.
- G4 Settings - System-wide settings
 - Correct the WebOpac Full URL
 - Add the g4opac.com/ as shown above.
- G4 Settings – Manage Users with
 - Every User is to have a Password associated; no longer can a user name be unprotected or we will need to eliminate it.
 - Eliminate (if present) the Q user as it was a training user that was common to all clients.
- G4 OPAC Online Catalog (if activated) – IE 8.0 one-time setup, open/view the Online Catalog from the Circulation screen option to setup a one-time requirement. Do not add ANY OTHER Version of IE to G4.
- Visual presentation, follow this example video (**no sound**)
 - **[Video instruction Link](#)**