

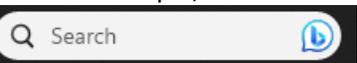
## How to add the G4 Library Remote Desktop Connection

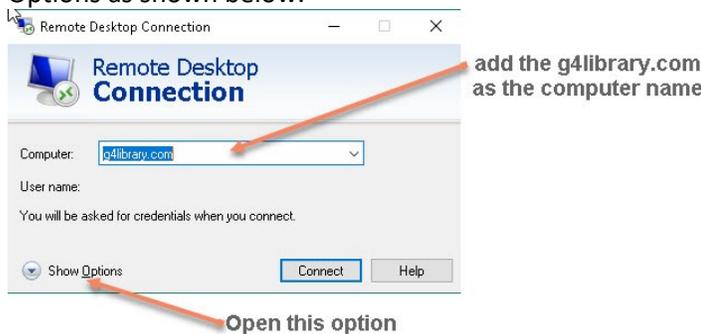
*Making this connection does require administrative permission* to allow the addition of the Terminal Service Remote Desktop Connection to be added to the library staff computer Desktop.

- **Step 1 - Add new RDP user logons**
  - Repeat this procedure for all computer sign-on accounts and for all physical computers at site that are setup to access G4. This can be accomplished in two ways; the following procedure can be added to each library program users' desktop or a completed desktop connection once setup can be copied to the All Users Network folder or the connection can be copied to any individual network user's desktop folder.
- **Library Remote Desktop set-up information for Windows 10 computers**



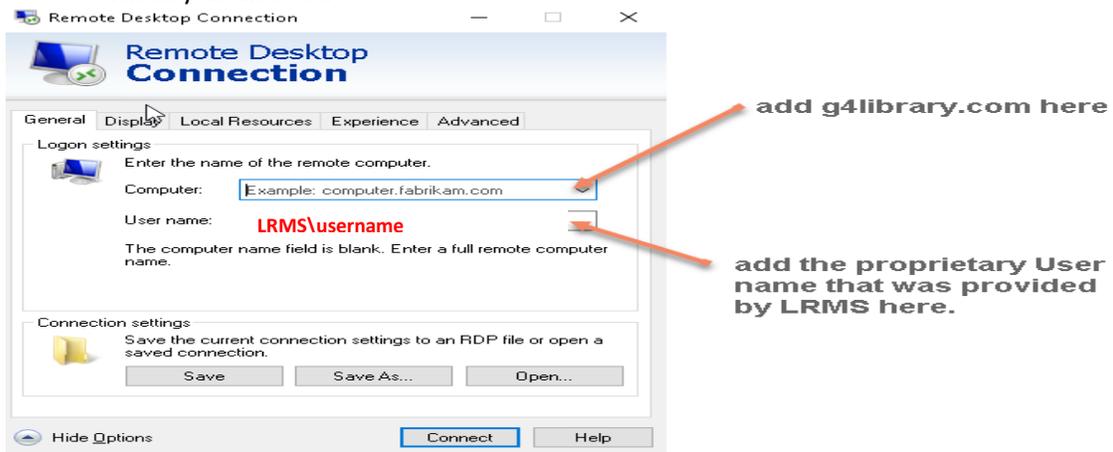
- How to create this Start Icon is simple, for a Windows computer. Starting with the

Desktop; click upon   this desktop Window or begin typing RDP, windows will open an access screen showing the Remote Desktop Connection Desktop App. Expand the Remote Desktop Connection to show all needed Tabs by clicking on Show Options as shown below.



### Setup the "General Tab"

Modify as directed



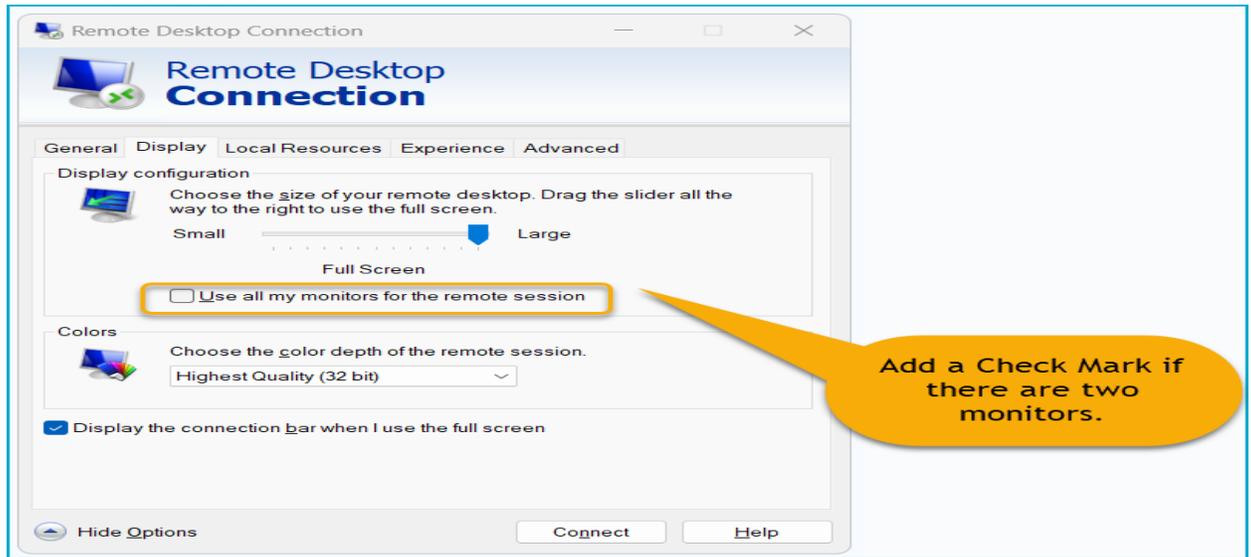


- **Modifying the Start Icon:** To Edit the Icon simply do a Right Click (you will need administrative Permission to do so, if modifying this connection see the note regarding Username and Password).

**Step 2 Set up Option Tabs**

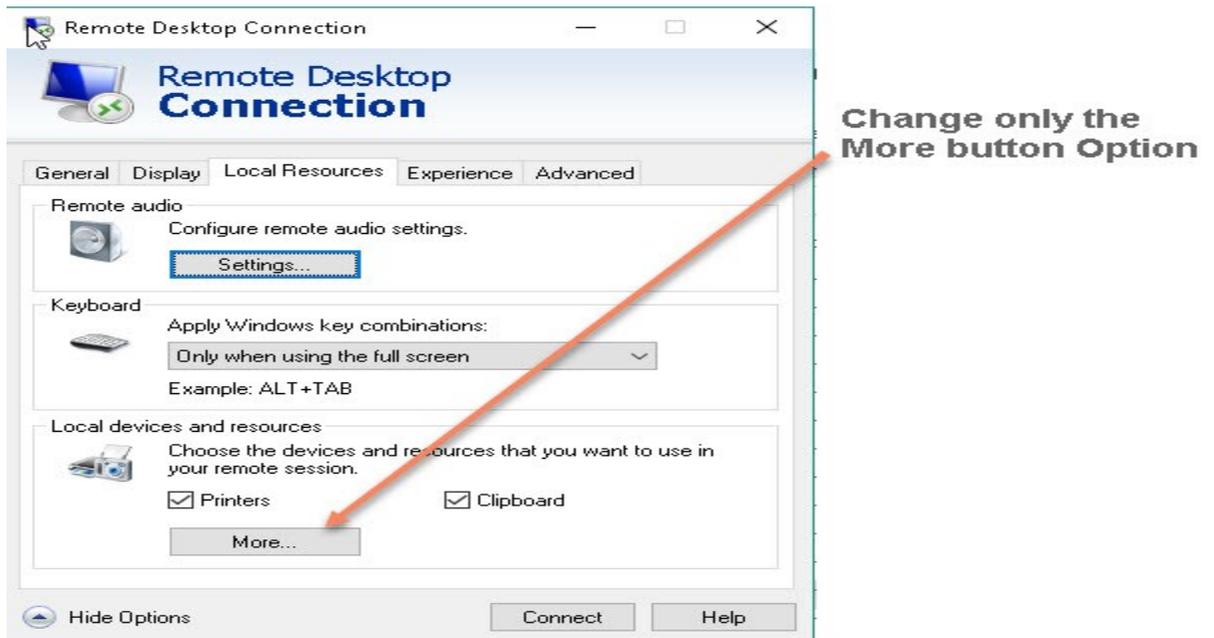
**Setup the “Display Tab”**

Create as shown

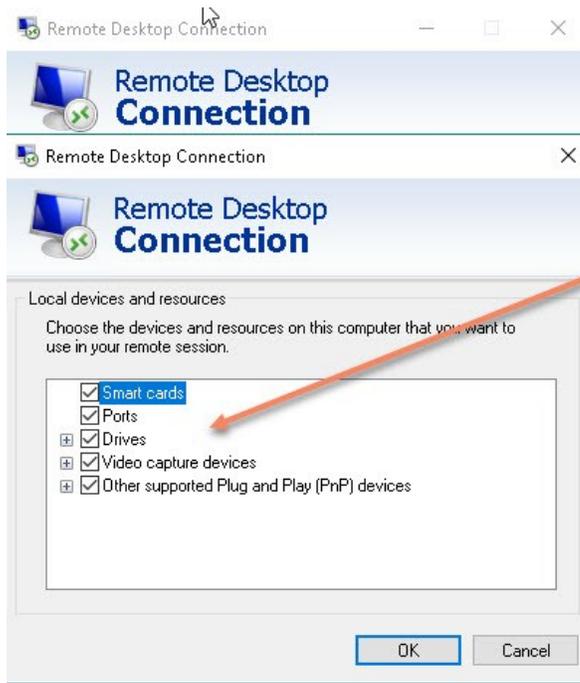


**Setup the “Local Resources Tab”**

Create as shown



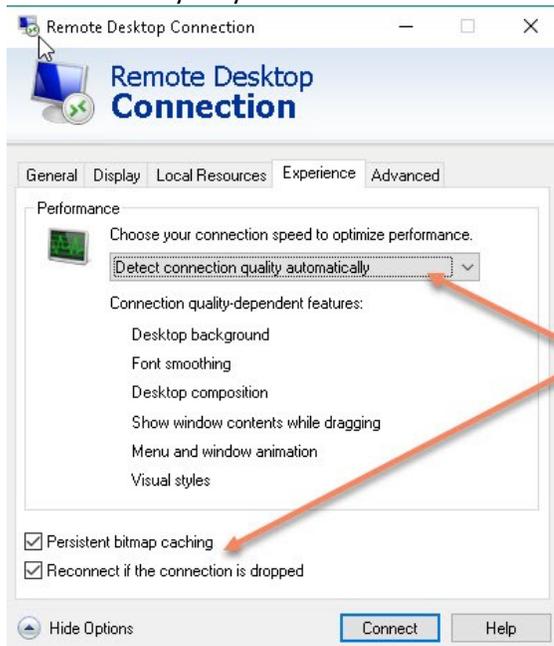
## Setup the “More button”



Select all shown by placing a Chk mark in each option box, and click OK when done.

## Review the “Experience Tab”

Modify only as directed here.

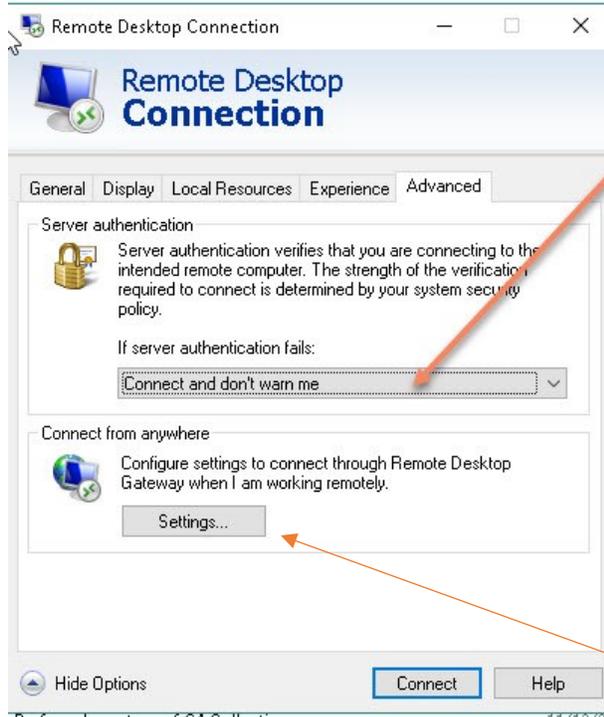


For best results use Detect connection quality automatically, accept the defaults as shown.



## Setup the “Advanced Tab”

Modify only as directed here.



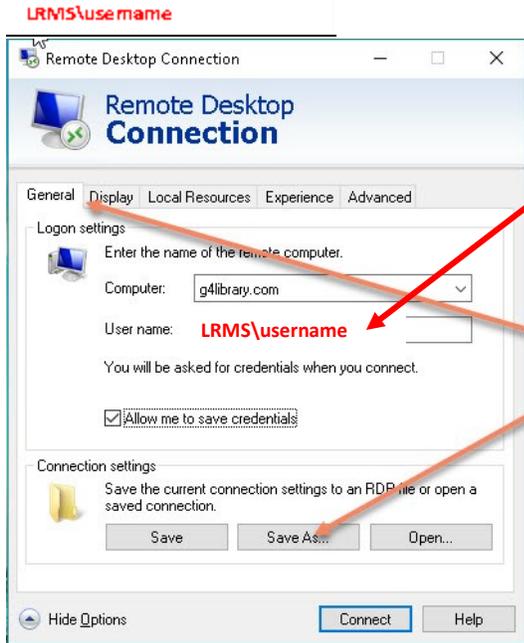
Select Connect don't warn me for this option, make no other change.

Return to the General Tab and save this RDP connection to the Desktop.

Open Settings and select Do not use an RD Gateway server

## General Tab – SAVE AS to Desktop





**NOTE:** When adding the User name will require the addition of the domain name in front of the provided User name.  
Example: **LRMS\user name**

To **SAVE** this Start Icon return to the General Tab.  
Select "Save As" to the users Desktop as G4 Library System

**NOTE:** When multiple Network Users will require access Copy this icon to their user's folder and recheck all settings.

### Next: PRINTING by Terminalworks

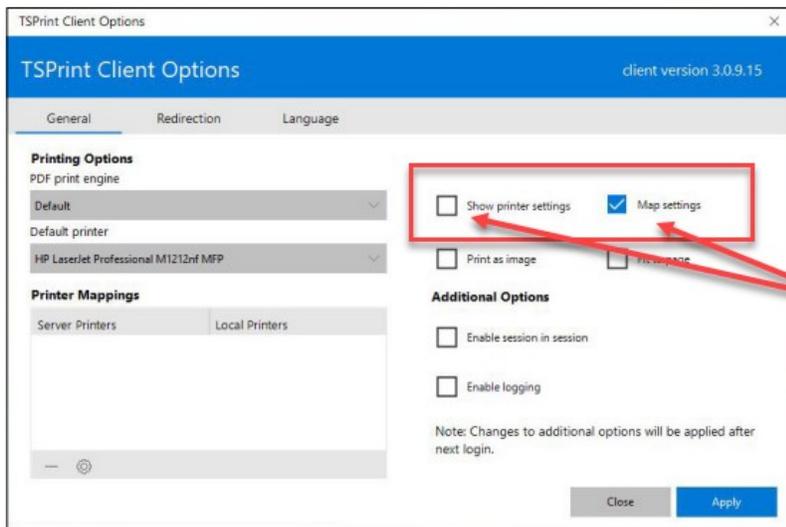
Add the TSPrint software to activate printing services over the Remote Desktop Connection.

Click the link below to download from the LRMS website:

[TSPRINT software link](#)

### TSPrint for Windows PDF Instructions (See Pages 4 & 5)

We recommend these additional settings



**LRMS Recommends activating both of these options:**  
~ Show Printer Settings  
~ Map settings



## **Next: Label Printing**

**Add the Code 39 Barcode font from the LRMS Website to allow the printing of Barcode labels. G4 requires the use of this font in the printing of Collection and Dummy Labels click the link below to load this font.**

**[G4/G3 - 3 of 9 Barcode Font Download](#)**

**Should you have any questions please contact our support team for assistance at 877-700-5767 or email [support@lrms.com](mailto:support@lrms.com)**