

Guest Passes

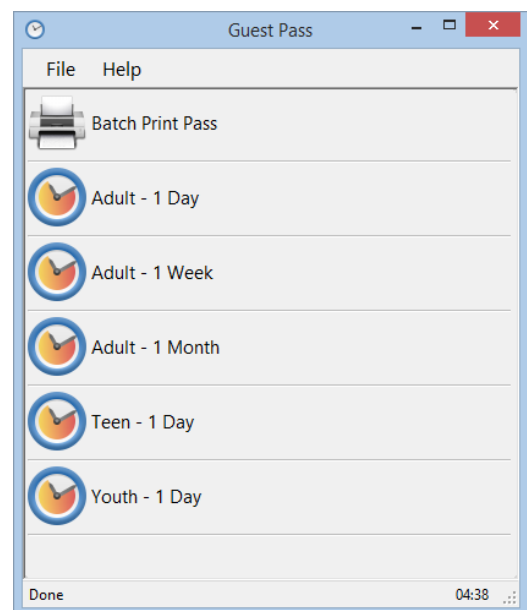
Guest passes can be used when patrons don't have a card or need extra time.

The Guest Pass application is installed on all library staff PCs, but will only be configured on PCs with receipt printers.

Printing Guest Passes one-at-a-time



1. On your desktop, find the **Guest Passes** icon and double-click on it.
2. When the application loads, you will see options for different types of guest passes that you can print.
 - a. If your library does not limit by age, use **Adult** guest passes.
 - b. If your library limits certain computer use by age, you may need to print Teen or Youth passes in addition to Adult passes.
3. Click on the type of guest pass you'd like to print. It will automatically be sent to the receipt printer attached to the PC.



Printing Batches of Guest Passes



1. On your desktop, find the **Guest Passes** icon and double-click on it.
2. When the application loads, click on the **Batch Print Pass** option.
3. In the resulting window, enter the number and type of guest passes you'd like and click on the **Print** button.

