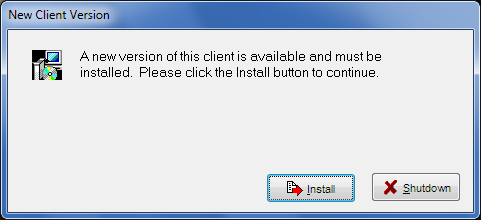
TLC will be upgrading CARL.X to version 9.7.7.1 early in the morning of Wednesday, September 10th.

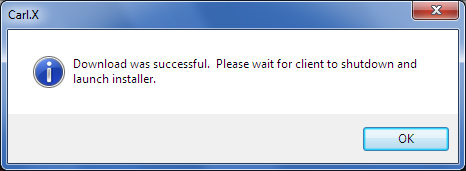
When you come in the morning of Wednesday, September 10th, the first time each Staff client is accessed after the upgrade staff will be prompted to install software.

**The user installing this software must have administrative permissions (admin rights) to the PC.** Please use the procedure you would normally use to upgrade software on PCs. **Be sure to upgrade all PCs that access CARL.X – even if the staff member is not present that day.**

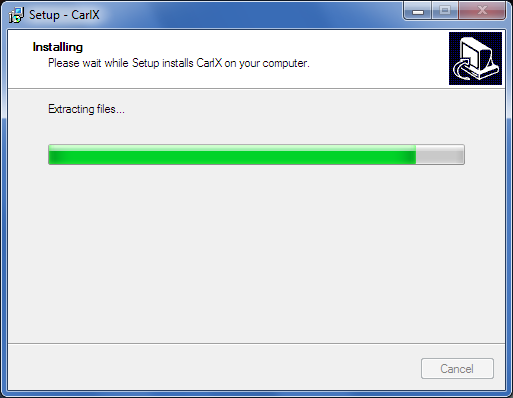
When you click on the Staff icon  for the first time after the upgrade the following screen will appear:



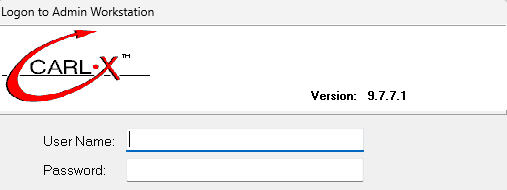
If you have the correct permission to install software click on the **‘Install’** button. Otherwise, click ‘Shutdown’ and contact your Director or IT Staff person.



After the software downloads click **OK** to install the software.



The software will install.



After the software installs you can click on the Staff icon again to logon. Please be sure the screen says ‘**Version 9.7.7.1’**

The installer can also be found at http://www.libraryweb.org/LAS/CarlX/lascxcirc.htm