

# FinAid - Using the new INow Printers

## Background

The implementation of the new SIS introduced several changes or additions to the Financial Aid process. One of the changes is the addition of two new capture profiles for the ImageNow Printer besides the one FinAid currently use that allows them print from ProSam. These two new capture profiles will help them print to the new ImageNow implementation that is connected to BCS.

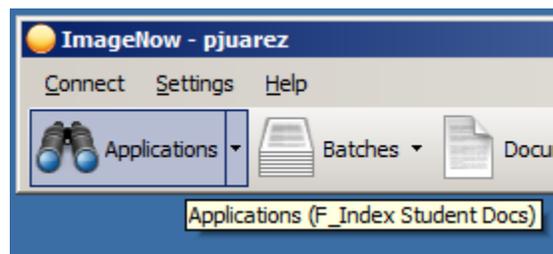
This job aid describes the process users should apply when using the new INow Printers.

## Assumptions

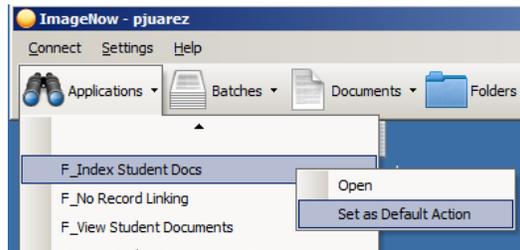
1. The INow printer capture profile for ProSam has been installed and properly configured on each user's machine.
2. The new INow printers have been properly configured on each user's machine.
3. Users log into the local version of the client and not **into** the virtualized version.

## How do I use the new INow Printers?

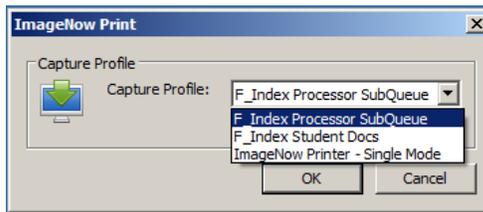
1. Log into ImageNow (**make sure not to use** the virtualized "Campus ImageNow" icon).
2. On the ImageNow toolbar hover over the Applications menu and make sure that the F\_Index Student Docs application plan is displayed.



3. If the **F\_Index Student Docs** application plan is not displayed you will have to set it as default or the INow capture profile won't work:
  - a. Click on the **drop down arrow** on the Applications menu.
  - b. Scroll down until you find the F\_Index Student Docs application. Right click on it and choose "Set as default action".

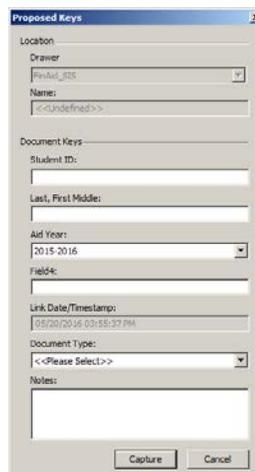


4. Open the document you want to send through the ImageNow printer.
5. While on your document, press Ctrl-P on your keyboard. When the printing dialog box appears choose the ImageNow Printer and click Print.
6. The ImageNow Printer dialog box appears with the following three options:



- **The first option F\_Index Processor SubQueue** will send the printed document to the sub-queue of the user in the **new** ImageNow system and will not create a check list item.
- **The second option F\_Index Student Docs** will send the printed document to the queue called Auto Index Via CS in the **new** ImageNow system and will create a check list item.
- **The third option ImageNow Printer - Single Mode** will send the printed document to the respective queue in the **old** ImageNow system and **should not be chosen** when logged in to the new ImageNow.

7. Choosing either the first or second option will display the dialog box below:



8. Manually enter the index values as appropriate.
9. Once the document appears on the ImageNow viewer review it if needed and save it. The document will then be closed and sent to the queue per point 6 above.

**What do I do if I need to print to the “old” ImageNow system?**

1. Close all your currently open ImageNow documents if applicable.
2. **Log out of the new** ImageNow system.
3. Log into the **old** ImageNow System. Make sure the connection profiles points to the server called “yosemite”.
4. Hover over the Applications menu and make sure the **ProSam** application is displayed. If it is not, apply the steps from point 3 above, with the respective changes, this is, instead of choosing F\_Index Student Docs or F\_Index Processor SubQueue make sure to choose the **ProSam** application as the **default one**.

If you have any questions about how to use this job aid please contact the Imagine team by submitting a ServiceNow ticket to the IST – Imagine group or to [imaginehelp@lists.berkeley.edu](mailto:imaginehelp@lists.berkeley.edu)