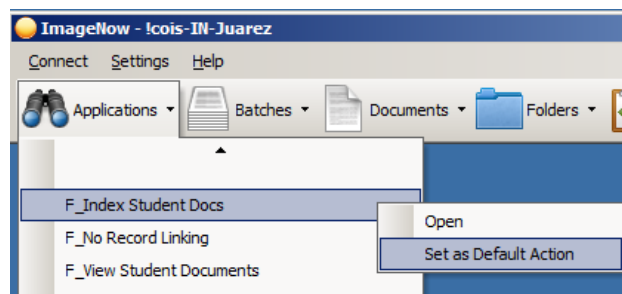


Using INow Printer to capture and index emails and files

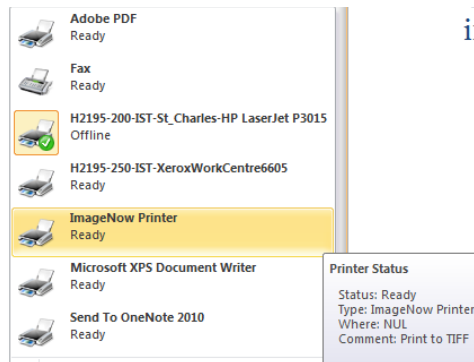
Emails and documents located in personal computers can be sent directly to the system and indexed when using the **INow Printer**. To be able to use the INow Printer in your implementation, please make sure to contact the Imagine team at imaginehelp@lists.berkeley.edu and request the corresponding setup of the printer.

Once the INow Printer **has been setup** follow the steps below.

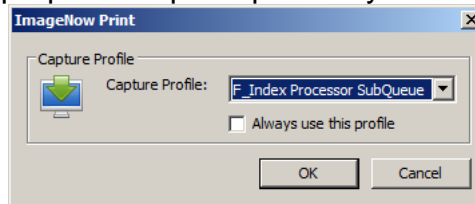
1. Log into **ImageNow**.
2. Hover over the **Applications** menu on the Toolbar to make sure your specific **Application Plan** (i.e. F_Index Student Docs as seen on the screen shot) is set to “Set as Default Action”.
 - i. If your application plan does not appear when you hover over the Applications menu, then, **click on the drop-down arrow**, scroll until you find your application plan, right click on it and the click on Set As Default Action.



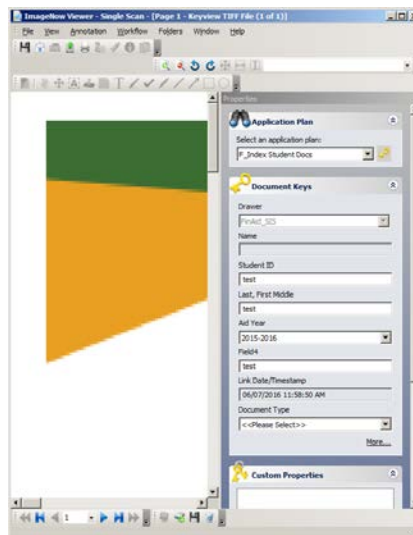
3. Open the email or document you want to capture. Press the **Ctrl-P** combination keys or go to **File/Print**.
4. Change the Printer from the current one to **ImageNow Printer** and click on **Print**.



5. The **ImageNow Print** dialog box will appear. Make sure to choose the appropriate capture profile by clicking on the drop down arrow.



- i. **Do not click** on the “Always use this profile” unless you are really clear about the repercussions. Feel free to talk to the **Imagine** team about this.
6. The **Proposed Keys** dialog box appears. You can index the document here. Make sure to choose the correct **Document type**. Click on Capture.
7. The **ImageNow Viewer** will then display the recently captured document. Review it and modify the index values if necessary. **Save it.**



8. Navigate to the target queue. The new document will appear in the **ImageNow Explorer**.