



## Xanatek Weekly Newsletter

January 23, 2009

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### Autopay

Pay your monthly maintenance fee with Visa, Mastercard, American Express or Debit cards. If you are interested in automating your monthly payment contact us at [dburkart@xanatek.com](mailto:dburkart@xanatek.com) and we'll send you the paperwork!

### Tip of the Week!

ZAN Printing

Do you have files, documents, photos, pdfs or emails that you want to store in IMS as an Image? The Zan Printer can help! Anything that you can print to paper and scan back into IMS can be Zan Printed directly into IMS with out any extra steps. You can also use the Zan Printer to send files directly to IMS Scan Center so that you can still have the option to combine groups or organize Images before sending them perminantly into a Client's file or Agency Records.

How To:

#### Sending Images to IMS

- Open Image you wish to send to an IMS Client, Prosepect or Agency Record
- Select Print Option
- Select the Zan Image Printer from your list of printers. There should be two Zan (bw) for black and white documents and Zan (color) for photos.
- The Transfer Window will appear. This is the same Transfer window that you see when transferring an image from Scan Center. The only new step is to select your name from the user list. This allows the date and time stamp to include your name on the Image once it is transferred.

#### Sending Images to Scan Center

- Open Image you wish to send to Scan Center
- Select Print Option
- Select the Zan Image Printer.
- When the Transfer window appears just select your name from the list.
- The " Send to Batch Folder" will light up

- Click this button and the item will be send directly to your Scan Center.
- Wait for the confirmation pop up that informs you that the images have been sent to you batch folder.
- click "OK"
- Go to Scan Center
- To retrieve Images printed to Zan (bw) click the "Docs" button. For Images printed to Zan (color) click the "Photo" button.

#### Combining Groups in Scan Center

- Click the first group of image and allow them to display.
- Right click the second group of images and select " Combine Groups"
- This will combine the first group you selected with the second.
- Repeat as Needed.

Example - You have emailed 3 photos of a home to yourself for filing in IMS. You can open each photo, print it to your Batch Folder using Zan (color) and combine them together as one group of 3 images.

**\*\*PDF Tip:** ALWAYS use Zan(color) when Zan printing a PDF file. It may come out blurry if you print a PDF to Zan(bw), so make sure to use Zan(color).

Note: The Zan Print Driver has been an included part of IMS installations since April 1, 2006. If you became an IMS user before this date, we offer the option to purchase the Zan printer for \$20 per workstation. For more information reply to this email.

### **Boot Camp**

Want to get more out of IMS? Then join us for the first Boot Camp of 2009!

IMS Boot Camp will inform, educate, and stimulate your office! We limit each class to a maximum of 12 people. In most cases at least 8 agency's will be represented from various states. The classroom environment provides the opportunity to learn from our instructors and your classmates. Each attendee is supplied with a computer so they may work along with the instructor. Ample time is given for questions and open discussions.

Xanatek provides lunch both days and all your classroom material!

We have fun too! Thursday night you are encouraged to have dinner with the group to further your discussions. After dinner, voluntary attendance to relax and enjoy downtown South Bend at one or more of our establishments! Our next Boot Camp is now scheduled for March 26th and 27th! Cost will be \$249 per person. Register now at [Boot Camp](#). For hotel recommendations visit [Boot Camp Info](#).

### Service Above and Beyond

I have implemented a new employee reward program and I want to give them credit! I know our staff works hard every day to do the best job they can. If you have worked with one of our team and he or she has exceeded your expectations, please email me at [Brent@Xanatek.com](mailto:Brent@Xanatek.com).

I know it is impossible for us to reach perfection all the time, every time, but we still try! I am looking for your input on the staff at Xanatek. If we have not met your expectations, email me anytime at [Brent@xanatek.com](mailto:Brent@xanatek.com) so that I may address your concerns.

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