



## Xanatek Weekly Newsletter

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### Contact Information

Xanatek, Inc.  
PO Box 160  
Granger, IN 46530

[www.Xanatek.com](http://www.Xanatek.com)  
[tech@xanatek.com](mailto:tech@xanatek.com)

Tech Support  
800.820.1665

### 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!

Printing Receipts

Have you ever thought about the back of your printed receipts as being a blank canvas for marketing? Why not use this space to expand your business by informing your clients what other services you offer that may be of interest to them?

How To:

- Create a list of all your services and print multiple copies.
- Use these prepared copies to load into the printer to print your receipts onto.
- Arrange so that the receipts prints on the front and the services appear on the back.

Note: If you have multiple trays you may also want to try loading the specially prepared receipt papers into a singular tray and print all receipts to that tray.

### Outlook Sync Is Now Available!

Please contact Xanatek Technical Support at (800) 820-1665 to schedule an appointment for installing Outlook Syncing to your IMS features. Each appointment will be about one hour long. Appointment time will vary depending on the number of workstations that need the sync feature. Only the first 5 - 10 minutes of this process would require everyone to be out of IMS in the office. Installing Outlook Syncing will require a connection to your offices server and a brief connection to each workstation interested in using the syncing tool.

### Outlook Sync Features

- Syncing of IMS scheduled appointments and todos with Outlook will take place once every minute or on demand.

- Appointments and todos will be added and or updated so that you always have your most up-to-date schedule on hand.
- Syncing also makes this information available on any handheld device supporting Outlook.
- You will now be able to download your IMS primary client, address book, prospect or global prospects information from IMS to become Outlook contacts.

### Boot Camp

Want to get more out of IMS? Then join us for the first Boot Camp of 2009! There are still seats available.

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 April 30th and May 1st! Cost will be \$249 per person. Register now at [Boot Camp](#). For hotel recommendations visit [Boot Camp Info](#).

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