



Xanatek Weekly Newsletter

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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 and we'll send you the paperwork!

Tip of the Week!

Setting the Zan Printer as your default

Why would you want to set your Zan printer as your default? There could be a number of reasons. One may be that you use it most often and would prefer to have it defaulted in order to save you time. Another reason may be that you want to save money and print to Zan whenever possible to cut down on paper cost. Finally, it may be just a temporary need in order to print something off of a website that isn't giving you an option to select from your list of printers and is solely printing to your default printer. It is the third reason that has inspired this tip.

How To:

1. Locate your printers and faxes on your computer. This may be on the start menu or in your control panel listed as "Printers and Faxes"
2. Right click on the printer you wish to set as default
3. Select "Set as Default Printer"

More Information

- On most machines the default printer is indicated visually with a check mark.
- If a printer is already selected as the default printer the "Set as default printer" option is not available because it is already set.
- The default printer can be changed at any time. This means that you can change it for a special task, like printing off of a location that doesn't offer a printer selection in order to use Zan, and then change it right back to your preferred default.

Boot Camp

Want to get more out of IMS? Then join us for Boot Camp, August 6th and 7th, 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 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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