



Xanatek Weekly Newsletter

June 8, 2009

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Autopay

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Contact Information

Xanatek, Inc.
PO Box 160
Granger, IN 46530

www.Xanatek.com
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 and we'll send you the paperwork!

Tip of the Week!

Keyboard Shortcuts for IMS

Clients = F2

Prospects = F3

Acord = F6

Scan Center = F5

Instant Messages = F8

Scheduler = F4

Find = Ctrl F

Add = Ctrl+N

Edit = Ctrl+E

Other IMS Shortcuts

- The "Go To" option will provide the same shortcuts and can be found above the IMS buttons, on the file menu, of the Client and Prospect window.
- "Sent To" also located above the IMS buttons on the file menu of the the client or Prospect window allow you to send information from the select Client or Prospect file to Letters, Email, Appointment or Todo.
- "Send To" also has a "Directions" option to sends the selected Client or Prospect's information to either Mapquest or Yahoo for location or direction information.
- Right Clicking in the Notes and Copy tab on an open todo allows you to select stamps including: Sent Email, No Answer and Left Message, that include the date and time with your name.
- Right Clicking on JPG, Tiff and BMP files already saved on your computer allows you to "Sent 2

IMS". This brings up the Transfer window allowing you to sent to IMS directly with out having to open and print to zan.

Zan Printers

The cost of the Zan Printer has more than doubled this year. We will continue to provide zan printers to all new and existing customers, one per each purchased user of IMS. However, due to the increase in price we will no longer be able to provide any additional copies of the Zan free of charge. As of June 1st 2009, if you wish to have the Zan Printer on any additional work stations beyond the purchased number of IMS users we offer you that option at our cost of \$49 per Zan Printer.

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! Cost will be \$249 per person. Register now at [Boot Camp](#). For hotel recommendations visit [Boot Camp Info](#).

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!

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