

ProPrint

Getting Started with Daily Print

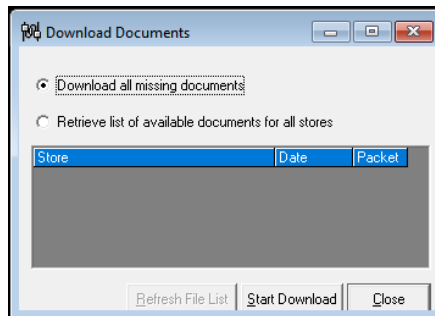
Step 1. Start Proprint by double-clicking the ProPrint icon on your desktop.



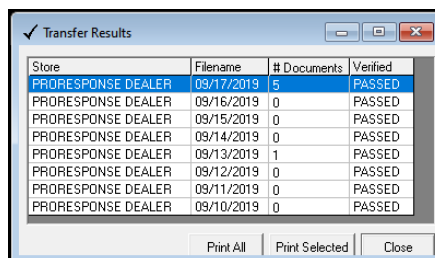
Step 2. Click the Download icon to open the file transfer dialog.



Step 3. Select "Download all missing documents" and click the Start Download button.



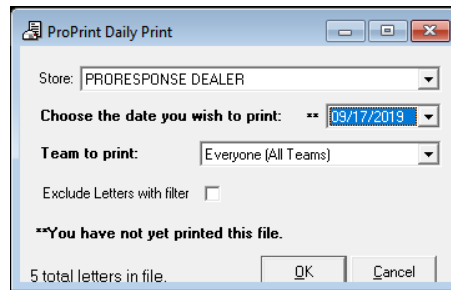
Any missing files will be downloaded to your system and then checked for integrity. Once they are finished, you will see the following screen. (Number of files will vary. If you print every day, it will only be one file.)



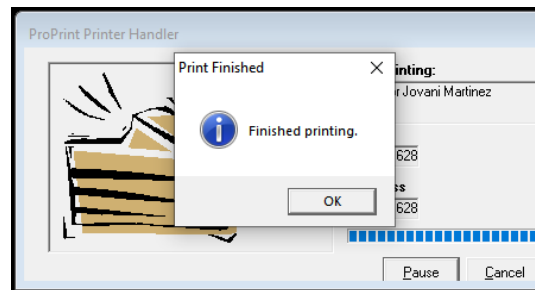
Step 4. Click the Print All button to bring up the print dialog box. Alternately, you may click the close button and open Print All from the top menu Print All icon.



Step 5. The Daily Print (Print All) dialog will appear. The date field will auto-populate with the newest file downloaded. If you wish to print by team, the team pulldown will let you choose your team. Simply click OK and the documents will be sent to your printer.



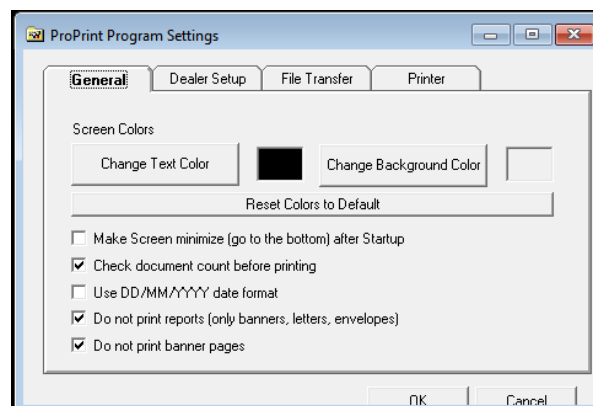
Final step. The documents will be sent to the printer and, upon completion, you will see the Finished Printing dialog. Click OK to close and you are done printing for the day.



NOTE: By default, ProPrint will print banner pages (these are separator pages to keep the letters for each rep separate) as well as reports, letters and envelopes. As of ProPrint 4.72, you may turn off the printing of banners and reports by clicking on the Settings button.



And checking the Do not print reports and/or Do not print banner pages check boxes.



Should you need assistance with any step of ProPrint, please call us at (800) 608-7887.