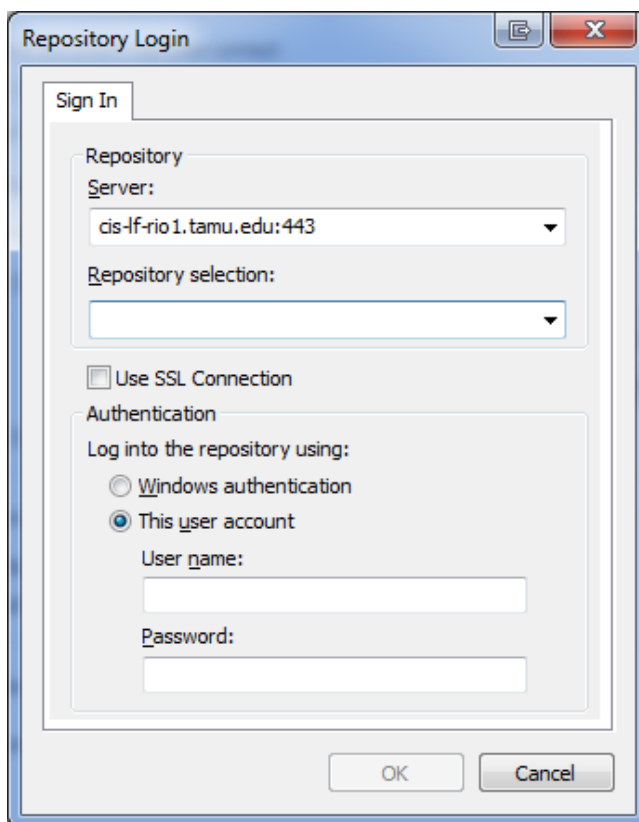


# Laserfiche Snapshot 9.0 Configuration Guide

Laserfiche Snapshot installs as a Windows printer driver that allows you to "print" directly to a Laserfiche repository from another application.

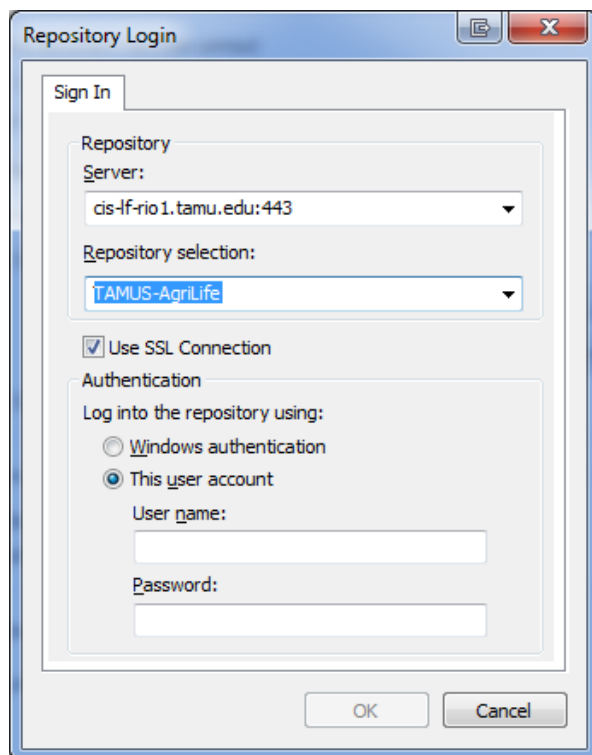
Completing the configuration procedure keeps you from having to login, select a repository, select a destination folder, etc., each time that you want to Snapshot a document into Laserfiche

1. Click **Start > All Programs > Laserfiche > Snapshot > Laserfiche Snapshot Configuration (Current User)**.
2. In the Repository Login Window, enter **CIS-LF-RIO1.tamu.edu:443** from the Server selection drop-down list.

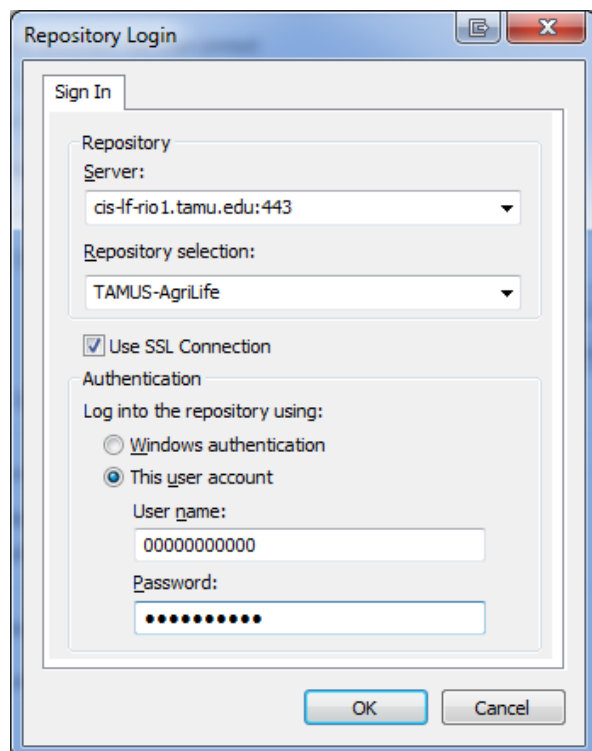


3. Click in the **Use SSL Connection** box and then select **TAMUS-AgriLife** from the Repository selection drop-down list. NOTE: IF the repositories do not show up or you get an error message stating "Could not connect to the Laserfiche Server. (797)", type in the Repository name: **TAMUS-AgriLife**. Select the **This user account** radio button in the Authentication section (Figure 2), type in your User name and Password, and click **OK**.

# Laserfiche Snapshot 9.0 Configuration Guide

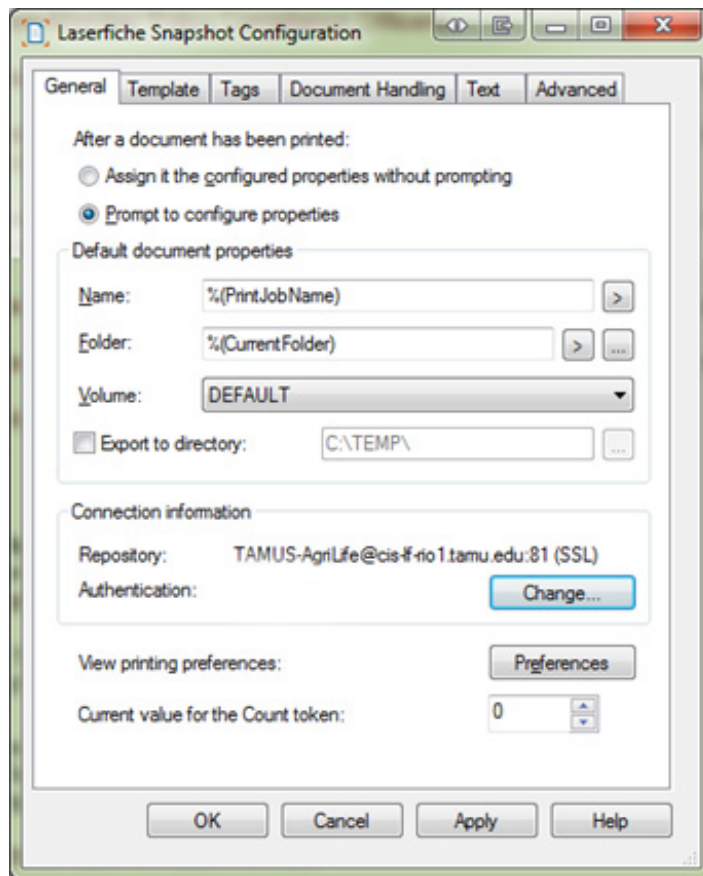


4. Select the **This user account** radio button in the Authentication section, type in your User name and Password, and click **OK**.



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- On the **General** tab of the “Laserfiche Snapshot Configuration” (Current User) Window select **Assign it default properties** to have Snapshot apply properties and file it in the repository automatically or select **Prompt to configure properties** to have snapshot prompt you before saving each document (Recommended).



- To have the Laserfiche document retain the same name as the document you are printing, click the “>” to the right of the Name field and select the first option, also called a token, **PrintJobName**. If you desire a different default name for the document, you may choose one of the other tokens or list a default name.
- To select the destination folder for the new document, go to the Folder section and either select one of the available tokens by clicking on “>”, or click on the “...” and browse to a specific location. Note that if you set the **CurrentFolder** token for the destination folder and you snapshot when you are not currently logged into the Laserfiche desktop client with a folder selected, you will get a dialog box to select the location.
- In the Volume section, click on the **Down Arrow** select **DEFAULT** from the dropdown list

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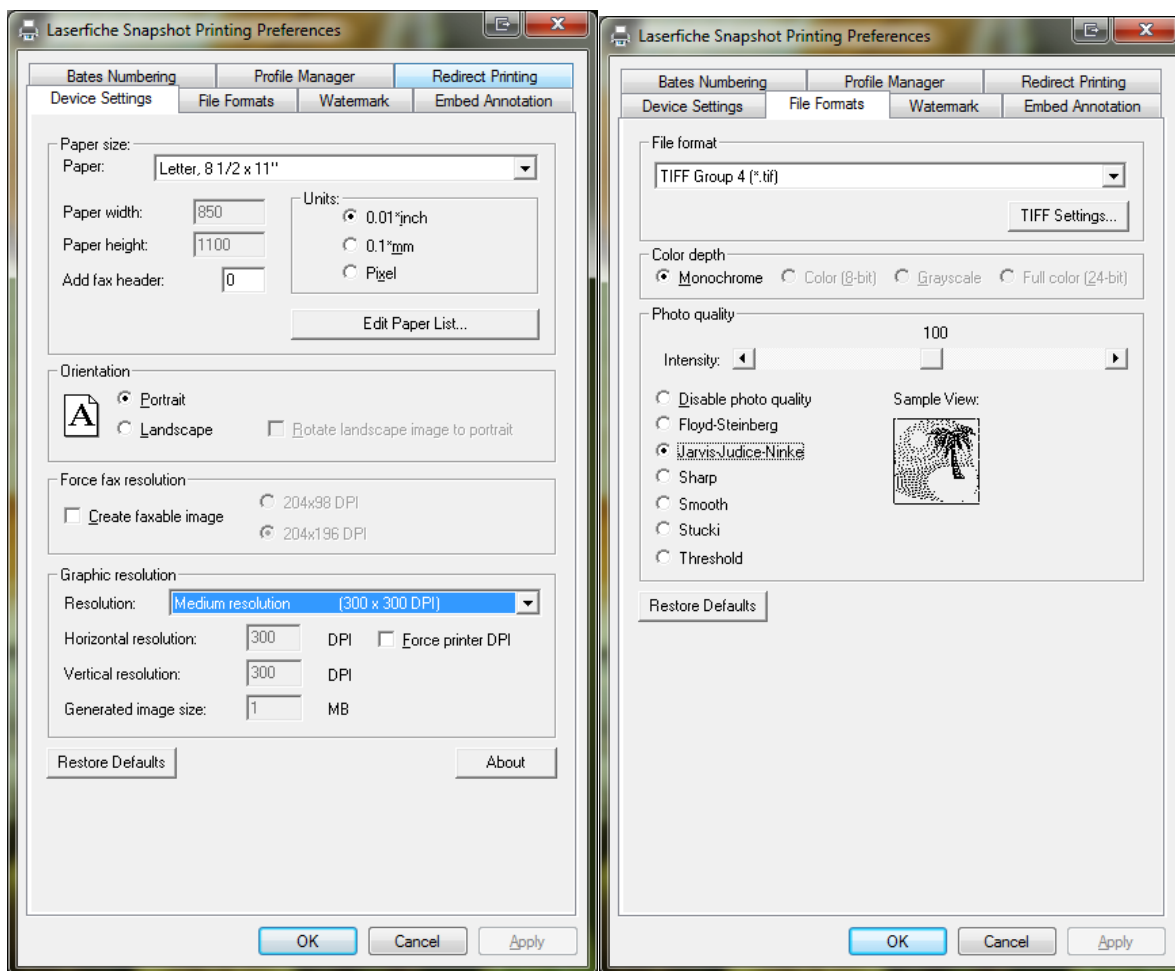
9. Click **Apply** to save your default options for Snapshot documents.

**NOTE:** In many configurations, the following settings may require administrator access. Please consult your IT personnel if you cannot complete this section. *Alternately*, open your **Devices and Printers** from the **Start** menu, then select **Laserfiche Snapshot**, right click to select the **Printing Preferences** and set the file formats as instructed below.

10. On the General tab, click the **Preferences** button to open the Laserfiche Snapshot Printing Preferences window.

11. Select the **Device Settings** tab and verify that the settings match those shown below. Please note that the recommended resolution is **300 x 300 DPI**.

12. Select the **File Formats** tab and verify that the settings match those shown in Figure 11. Recommended settings are **TIFF Group 4** for File format, **Monochrome** for Color Depth, and **Jarvis-Judice-Ninke** for Photo Quality.



13. When done with selections, click **OK**

**\*\*\*Note: Each new Windows session will require a new Snapshot log-in. This means that you will be required to Log In utilizing User Name and Password prior to sending a**

# Laserfiche Snapshot 9.0 Configuration Guide

document via Snapshot to the repository the first time after your computer has been logged off, restarted, or shutdown.