



ProDOC-It

Installation and Admin Guide



edoclogic.com 800.425.7766
1197 Exchange St. Middlebury, VT 05753



TRADEMARKS

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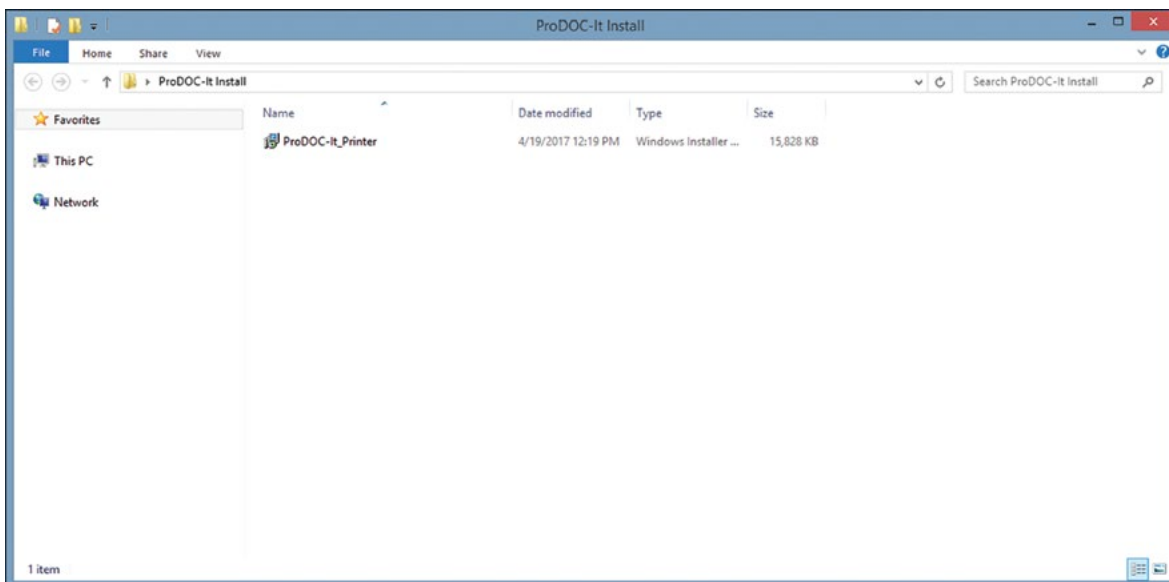
WELCOME TO ProDOC-It

ProDOC-It is a virtual printer (paperless printer) installed on your computer that interfaces with ProDOC 7.2 or newer to capture document images. Once a document has been captured by ProDOC-It, form templates can be created and sent out for eDOCSignature. Below is the installation process followed by the Admin Guide, which explains the desired settings for the printer.

The ProDOC-It printer currently supports Tiff and Text files on Window 8 and Window 10.

INSTALLATION

1. Unzip the ProDOC-It printer driver file that has been provided to you by eDOC Innovations. **Right click** on the **ProDOC-It_Printer.msi** and **Run as Administrator**.

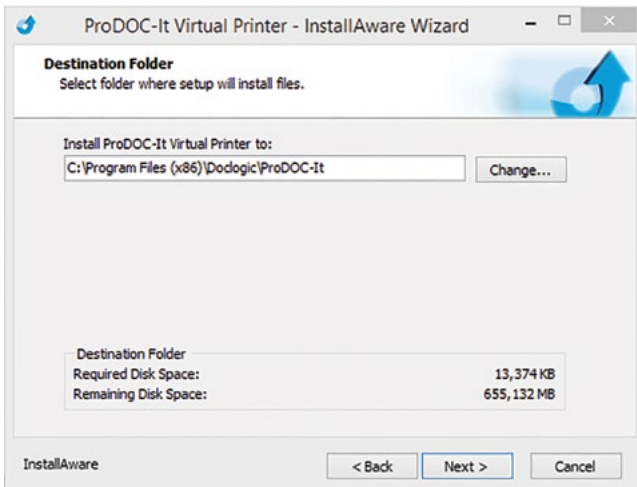


2. This will open the ProDOC-It InstallAware Wizard. Click **Next**.

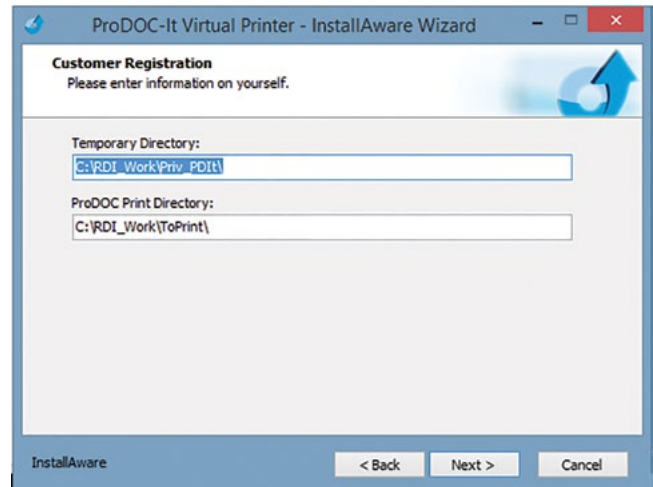


NOTE: In all installation windows, if highlighted, you can choose to click **Back** to change previous settings or **Cancel** to exit the installation.

3. The **Destination Folder** is where the InstallAware Wizard will install the files. The screen below shows the default location. Click **Next**.



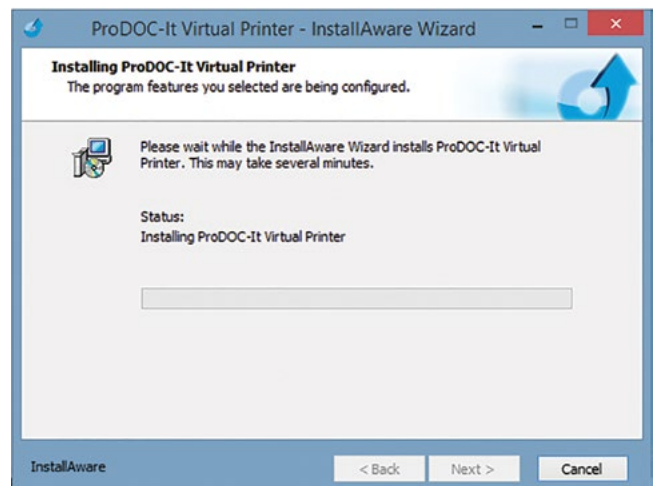
4. The **Customer Registration** screen shows the default **Temporary Directory** location, created upon installation, and the default **ProDOC Print Directory** for ProDOC to capture files. Click **Next**.



5. The InstallAware Wizard for ProDOC-It is now completing. Click **Next** to begin configuration.



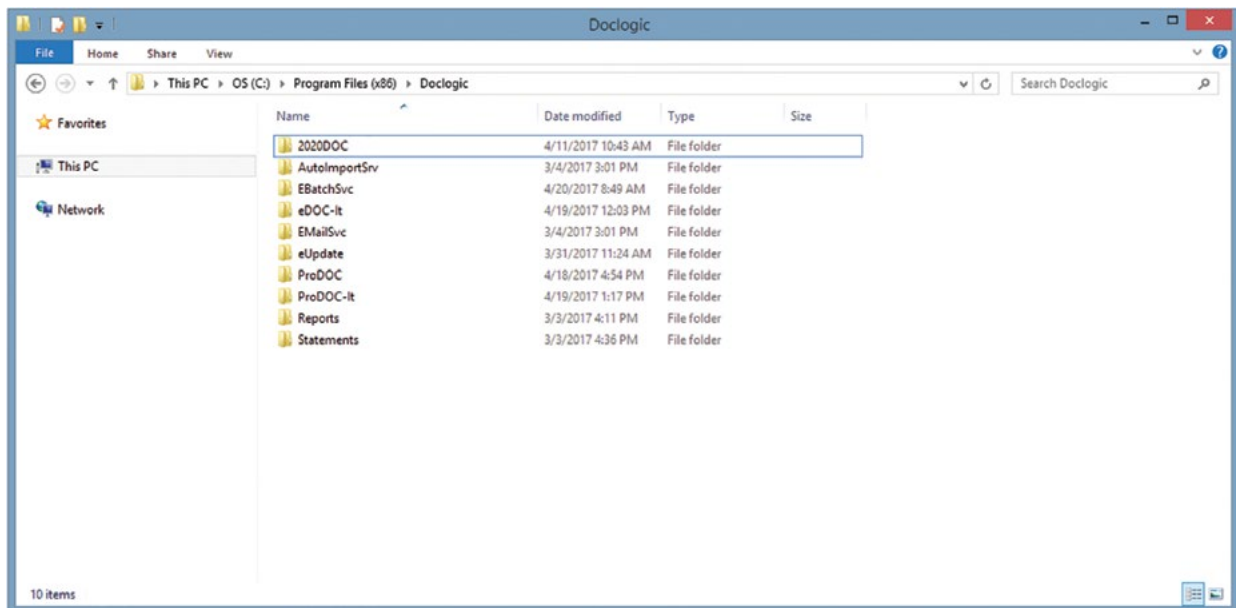
6. A status bar will display as the application is installing. This may take several minutes.



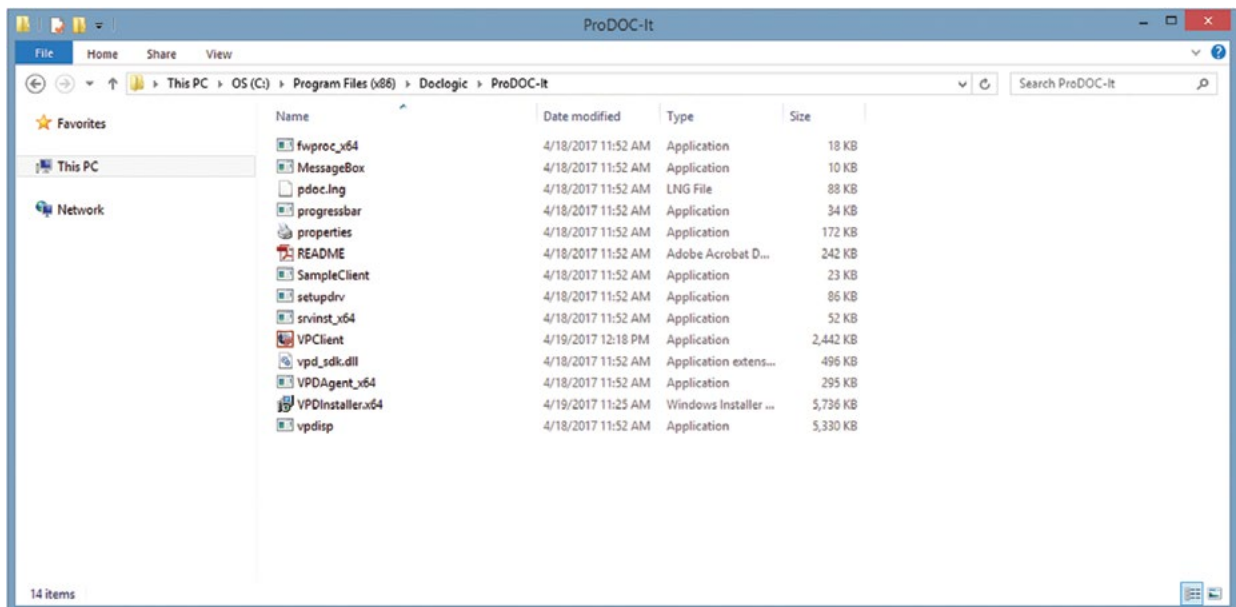
7. When the installation is successfully completed, click **Finish** to close the InstallAware Wizard.



By navigating to the location file where ProDOC-It was installed, you can verify the printer has been installed successfully.

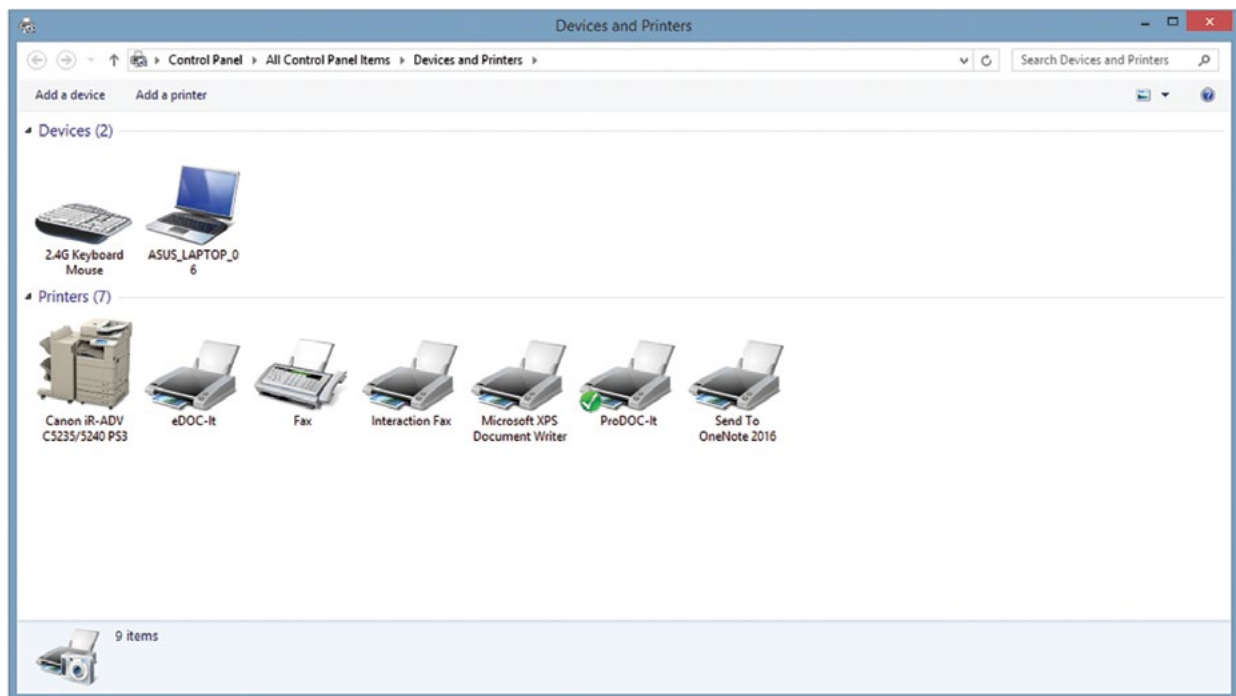


You can click on the ProDOC-It folder to view the files.



ADMIN GUIDE

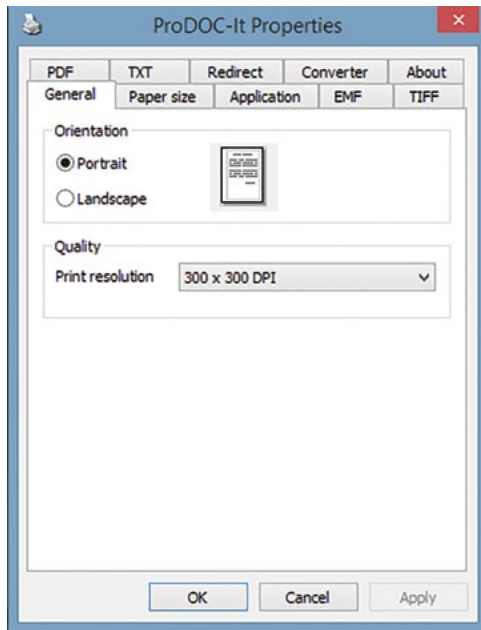
To view or change the printer's default settings, click on the **Start button > Control Panel > Devices and Printers**.



Right click on the ProDOC-It Printer and open **Printer Properties**. The default settings for this printer are as follows. **It is recommended that you do not change any of these properties without consulting a customer service representation at eDOC Innovations.**

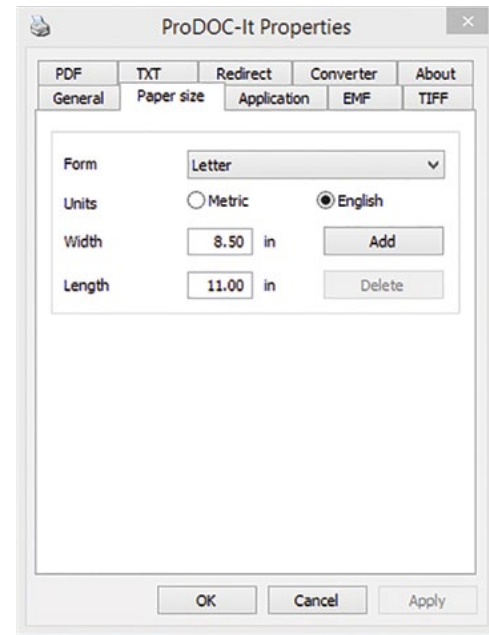
General Tab

The General tab is where you select print orientation and quality. For best image quality, eDOC Innovations recommends 300 x 300 DPI print resolution.



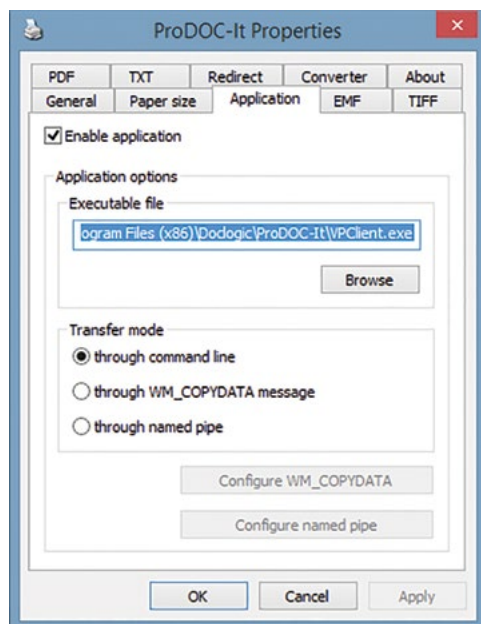
Paper Size Tab

If your document is larger than an 8.5 x 11, you can change the paper size by using the **Form** dropdown.



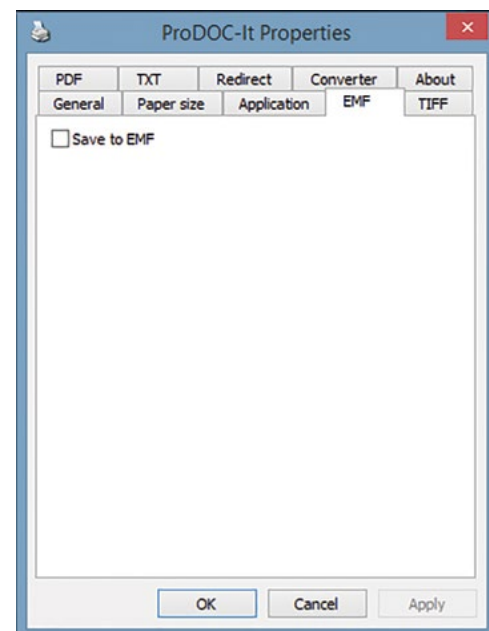
Application Tab

The Application tab will display the path where the executable file is located.



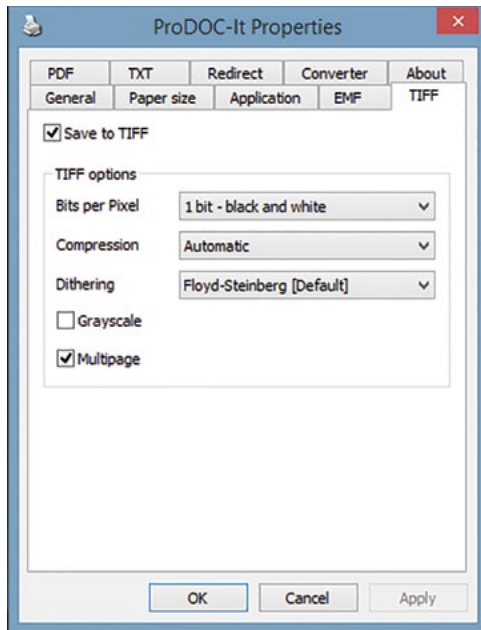
EMF Tab

In the EMF (Enhanced Meta File) tab, make sure the **Save to EMF** is unchecked.



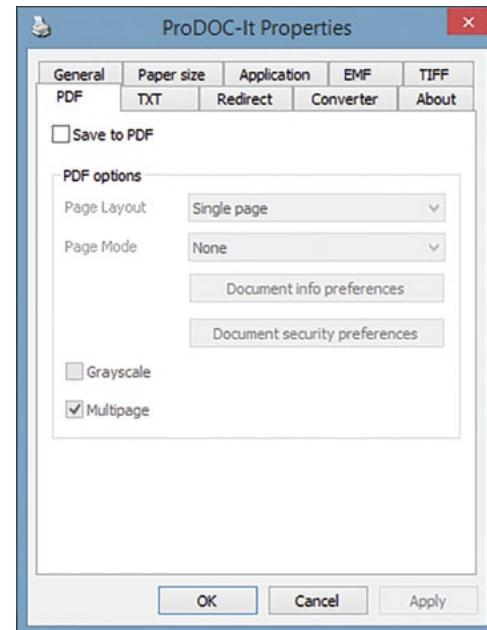
Tiff Tab

A Tiff (Tag Image File Format) is a common format for exchanging images between applications and are often used for scanned images.



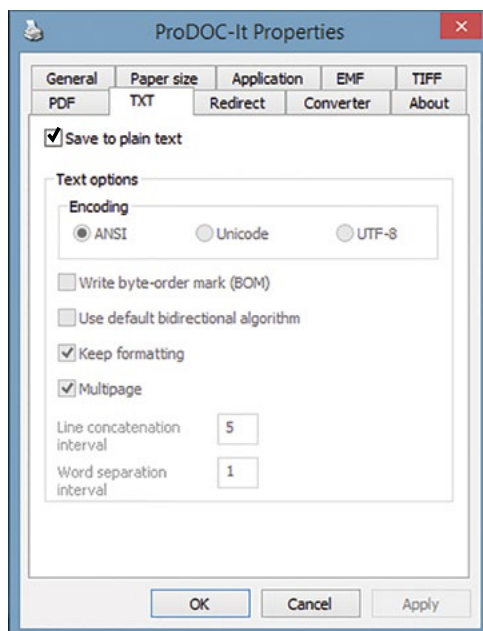
PDF Tab

In the PDF (Portable Document Format) tab, make sure the **Save to PDF** is unchecked.



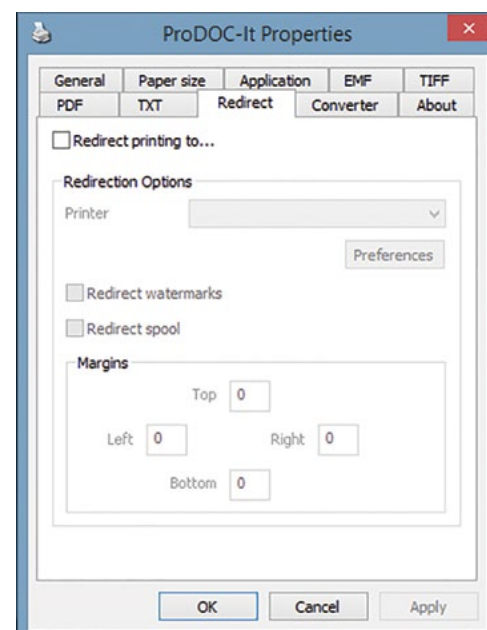
TXT Tab

In the TXT tab or Text tab, make sure the **Save to plain text** is checked.



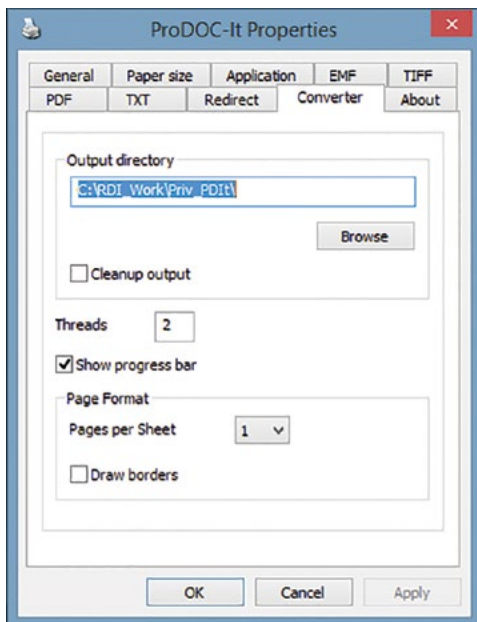
Redirect Tab

It is recommended that you do not check the Redirect printing to... for ProDOC-It.



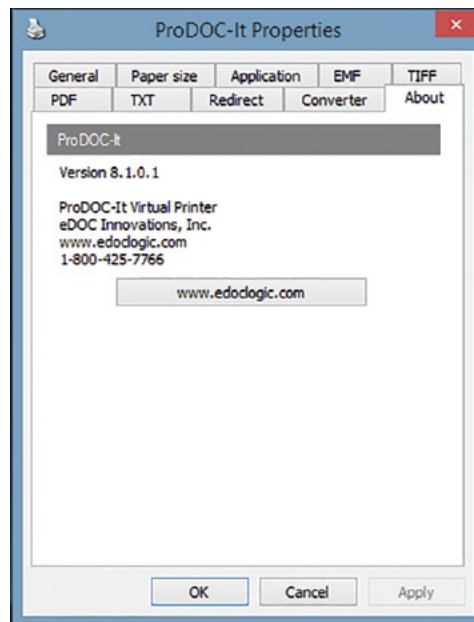
Converter Tab

The Converter tab shows the output directory and it is recommended that you do not change this directory. To hide the progress bar, uncheck Show Progress bar.

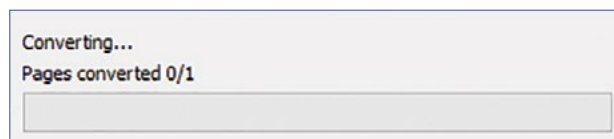
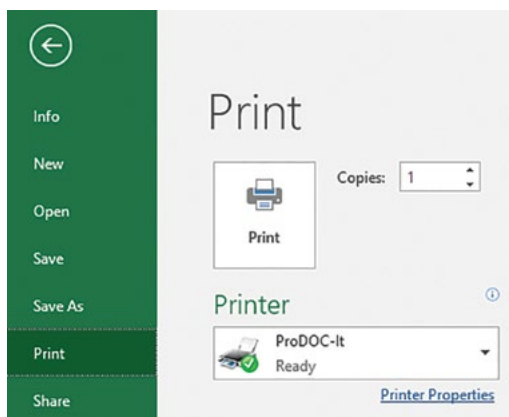


About Tab

The About tab provides the version details of the application. If you need assistance with this printer, click on the gray box with our website, www.edologic.com. From the homepage, click on **Live Support** in the **Contact Us** navigation.



When selecting the ProDOC-It printer to print files to, go to **File > Print** from the document you wish to capture. In the dropdown menu, choose the ProDOC-It printer. A status bar on the lower right hand corner of the screen will display and show progress of the pages being converted. Once the document is converted, it will be sent to ProDOC.



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