



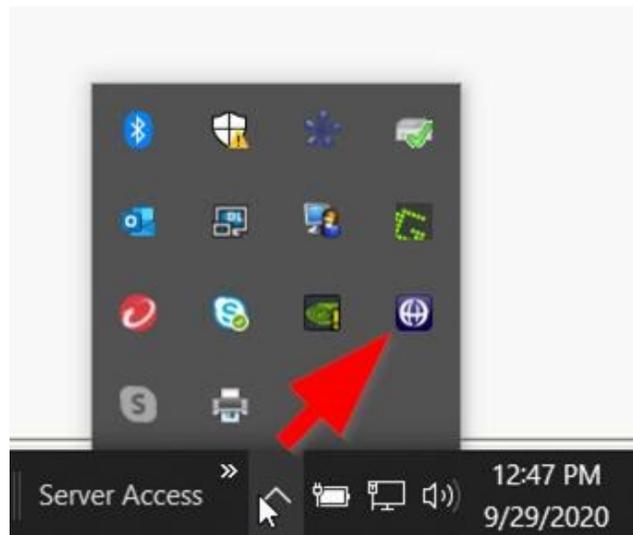
Tech Tip #58 eDOC-It Printer Pending Area

*****These settings and features may not be available for all clients. If you do not see them, please contact your solution provider.*****

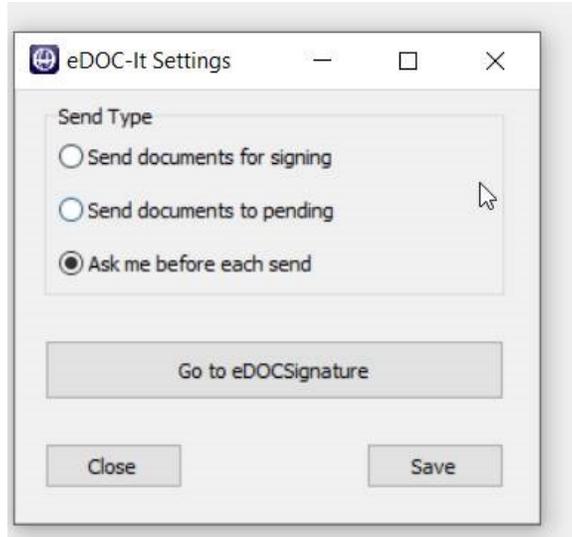
eDOC-It Printer Pending Area Preferences

To open the settings menu for the eDOC-It Virtual Printer, you need to first print a document to the eDOC-It printer. This will run the application and open the tool in the windows system tray.

The system tray is found in the bottom-right corner of your screen and can be opened by clicking the "up" arrow (see screenshot below). In the system tray, find the small purple eDOC logo and double-click on it.



This opens a separate window containing the eDOC-IT printer settings. Select your preferred option when printing documents.



Bonus Pro-Tip

When the eDOC-It Virtual Printer settings window is open as shown above, you can drag-n-drop files into the window to upload them to eDOCSignature!