

ImageNow 6.7

ImageNow Printer Configuration

ImageNow 6.7 - ImageNow Printer Configuration

The ImageNow Printer in version 6.7 installs, by default, in color mode. Leaving the printer in color mode will result in documents being captured in a way that causes several issues:

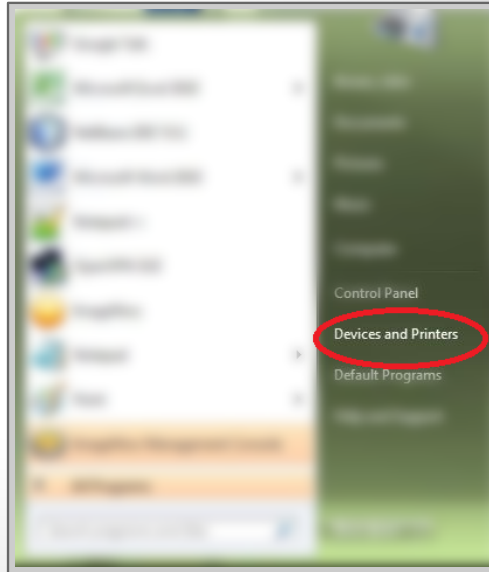
- **Documents cannot be annotated**
- **Multi-page documents will not be properly viewable from within the ImageNow client**
- **Documents will take up excessive space on the server**

This is a known issue with the ImageNow 6.7 installation. Please follow the steps in this document to correct this issue.

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In Windows 7:
Click on *Start > Devices and Printers*

In Windows XP:
Click on *Start > Printers and Faxes*



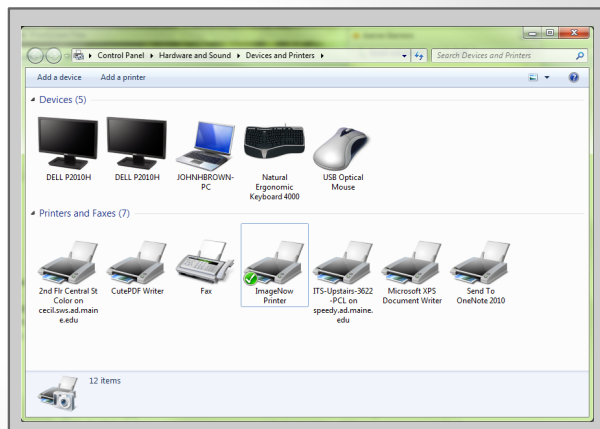
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On the Devices and Printers page:

- Right-click on the ImageNow Printer
- Left-click on *Printing Preferences*

If you have the ImageNow Mail Merge Printer installed:

- You may need to right-click on it to see the ImageNow Printer
- After clicking on Printing Preferences, make sure to select the regular ImageNow Printer



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On the Printing Preferences screen:

- Click on the *Paper/Quality* tab
- Select *Black & White* (if it is not selected already)
- Click on *OK*
- Close the *Devices and Printers* window

