DYMO IIIII FILE™

Quick Start Guide

The process to install, configure, and start using your DYMO File™ software includes these steps:

- Installing and activating DYMO File software
- Setting up your printer and scanner
- Scanning your first document

I. Installing and Activating DYMO File Software

When you install and open DYMO File, you are asked to activate the software with the Product Key located on the back page of this Quick Start Guide.

NOTE *Before installing DYMO File, you must first install your DYMO LabelWriter® printer and DYMO Label Software. See the LabelWriter printer Quick Start Guide for information on installing your printer and software.*

To install and activate DYMO File software

1 If not already running, insert the DYMO Label Software CD into your CD-ROM drive.

   If the installation screen does not appear after a few moments:
   a. Double-click **My Computer** on the desktop.
   b. Open the CD drive and double-click **setup.exe**.

2 Click **DYMO File**.

3 Click **Next** and follow the on-screen instructions.

4 If DYMO File does not start at the end of installation, click
   Start > Programs > DYMO File > DYMO File.

5 Select **Activate DYMO File with Product Key**.

6 Do one of the following:

- Select **Activate automatically over the Internet**.
- Select **Activate manually by phone**, follow the instructions provided by Customer Support, and then continue with *II. Setting Up Your Printer and Scanner*.

7 Enter the **Product Key** located on the back page of this Quick Start Guide, and then click **Submit**.

8 Click **OK** on the **Activation completed successfully** message.

II. Setting Up Your Printer and Scanner

The first time DYMO File starts, the DYMO File First Run Wizard appears and guides you through the following steps:

- Selecting your LabelWriter printer to print barcodes
- Selecting and setting up your scanner
- Selecting a folder to monitor for scanned documents
- Testing your configuration

To set up your printer and scanner

1 In the wizard, click **Next** and follow the on-screen instructions to set up your printer and scanner and to test your configuration.

2 Watch the one-minute Getting Started video for an overview of scanning your first document.

NOTE *You can use the First Run Wizard to make changes at any time. The First Run Wizard is available from the Tools menu in DYMO File.*

3 At the end of the wizard, complete the registration information in the **Register** dialog box and click **Register Now**.

III. Scanning Your First Document

Using DYMO File software, your documents are organized as you scan them. You create a reservation file with the name you want your scanned document to have and in the folder where you want the document to be saved.

Then, using a special barcode, DYMO File software recognizes the scanned document and replaces the corresponding reservation file with that document.

To create a reservation and scan your first document

1   Under **Filing Location**, select a folder for filing your document.

   This folder is where your scanned document will be saved.

2   Under **Document Information**, do the following:

   a.   Enter the name for the scanned document in the **File name** field.

   b.   Select the format for the scanned document from the **Save as type** list.

3   Under **Barcode**, select one of the following:

   •   **Label** to print a barcode label on a LabelWriter printer.

   •   **Cover Sheet** to print a cover sheet with a barcode on a standard printer. Select this option if you do not want the barcode to show on the scanned document.

4   Click **Create Reservation** to create a document reservation file in the folder you selected and print the barcode.

5   Attach the barcode label to your document, or place the barcode cover sheet as the first page of the document you want to scan.

6   Do one of the following, depending on the scanner you use:

   •   Network scanner: Scan the document with the settings for DYMO File that were specified in the scanner software.

   •   Local scanner: In DYMO File, click the **Scan** button on the **Scan** tab, and then scan the document.

After a few moments, the reservation file is replaced by your scanned document.

This figure shows filing and scanning steps and highlights other major features of DYMO File.

Find documents previously filed on your computer.

See which documents are waiting to be scanned.

Use filing templates to quickly create a set of folders and document reservations.

With a local scanner, use this tab to scan.

Quickly file documents in a few easy steps.

Step 1. Choose your filing location.

Step 2. Name your document and select the type of file to save.

Steps 3–4. Print a barcode label or cover sheet and create a document reservation.

Steps 5–6. Attach the barcode and scan your document, now or later.

NOTE *For complete details on using the software, see the DYMO File online Help. For more information on DYMO File software, go to www.dymofile.com.*

Product Key