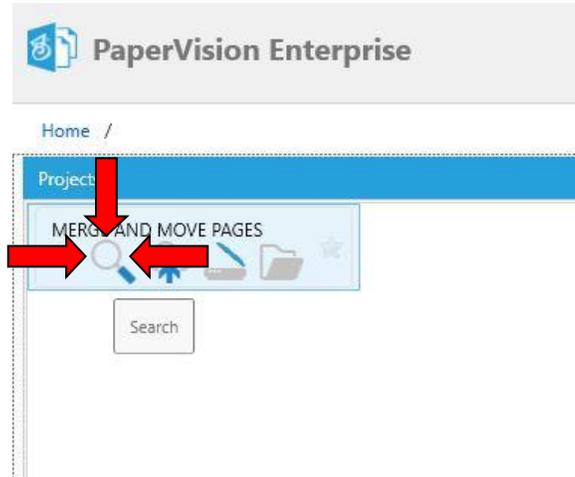


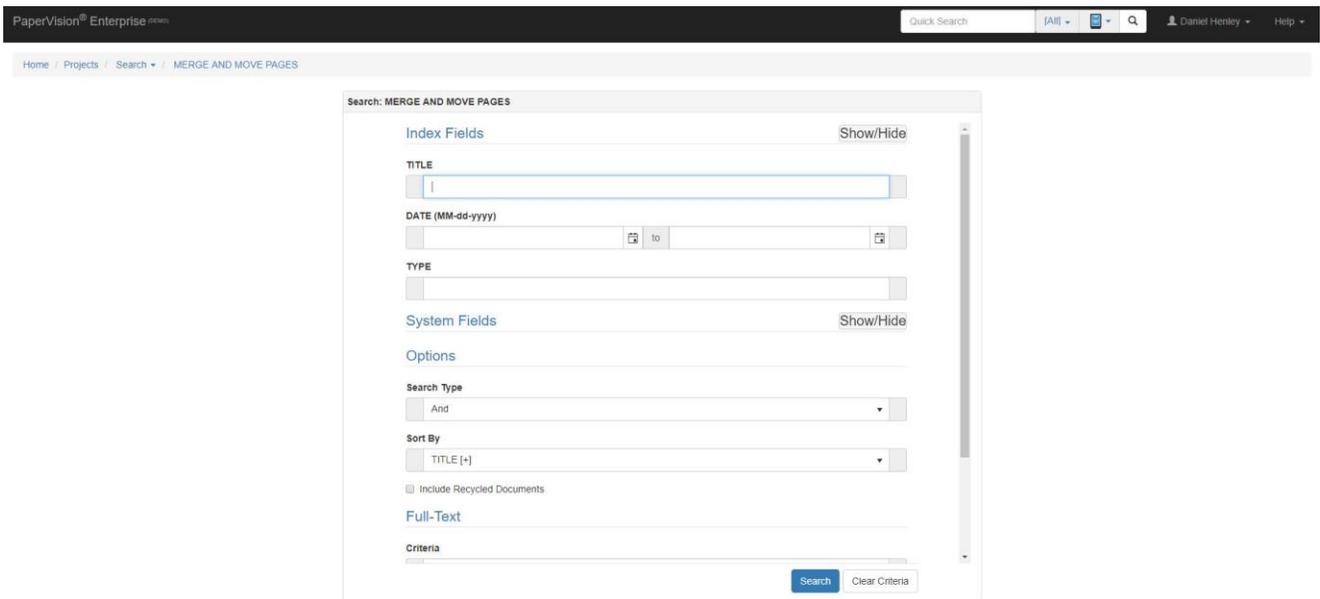


How to Print Documents Using the R85 Browser-Based Viewer

1. Please select the project that you wish to print a document from as seen below by clicking/selecting the “magnifying glass” icon by highlighting over your desired projects box on the Home page.



2. The “Search” screen/tab will appear as below, you will now put in the search criteria to search for a specific document that you wish to print.





- Once you have put in your desired search criteria, please click/select the “Search” button as seen below.

Search: MERGE AND MOVE PAGES

Index Fields Show/Hide

TITLE
Survey

DATE (MM-dd-yyyy)
 to

TYPE

System Fields Show/Hide

Options

Search Type
And

Sort By
TITLE [+]

Include Recycled Documents

Full-Text

Criteria

Search

- You will now be on the “Results” page/tab of the PaperVision Website, please double click the document that you wish to print and it will open in your “Browser-Based Viewer” as seen below.

Home / Projects / Search / MERGE AND MOVE PAGES

Expand Select Detail Refresh Upload List Results Edit Recycle Rebuild Add

Drag and drop here to group by columns

TITLE ↑	DATE	TYPE	@Document Creation Date	@Document ID	@Status
Survey		SURVEY	2018-07-13 08:59:54	2	
Survey	07-27-2018	SURVEY	2018-07-27 08:31:42	10	

↑

PaperVision - View Document - Win6 - Google Chrome

Not secure | pve-demo.rmm-Local/Home/DocViewer?EntID=1&SessionID=8BD9748D08116543BD79F6A5B815EBF702C7456DF8A131E9359...

Print Upload Open Previous Next Previous Next Jump Format Version Manage Annotate Workflow Sign Options

Thank You for Dining With Us!

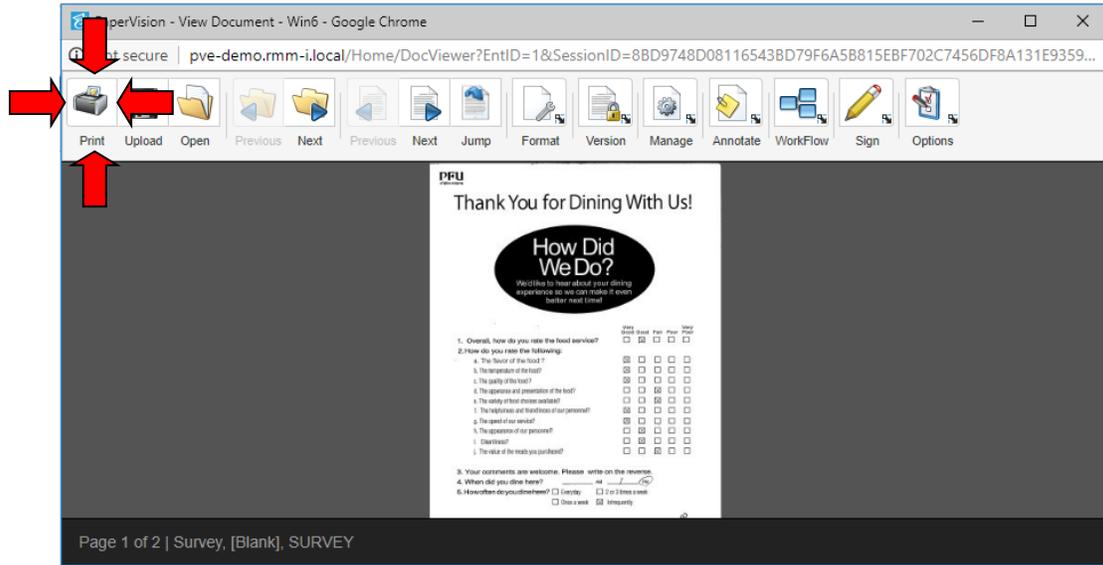
How Did We Do?

1. Overall, how do you rate the food service?
2. How do you rate the atmosphere?
3. The friendliness of the staff?
4. The cleanliness of the facility?
5. The value of the food?
6. The speed of the service?
7. The quality of the food?
8. The overall experience?
9. How would you rate the service?
10. How would you rate the overall experience?

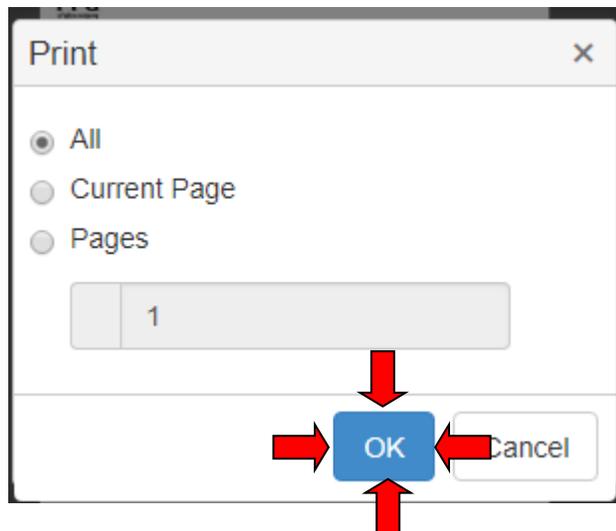
Page 1 of 2 | Survey, [Blank], SURVEY



5. Now that the document is open, you will now click/select the “Print” button at the top left of the “Browser-Based Viewer” in order to begin the printing process as seen below.

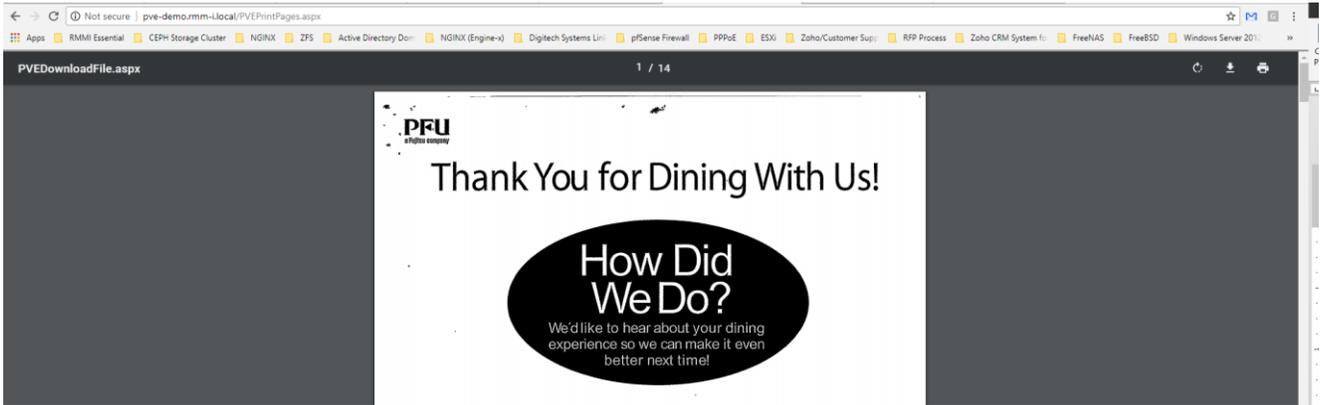


6. The print dialogue popup will now appear, the first thing to do will be to set which pages you would like to print, whether “All”, “Current Page”, or the “Pages” option where you can set a specific page range or page to print. Please hit the “OK” button to complete this selection and continue to the next step in the process.

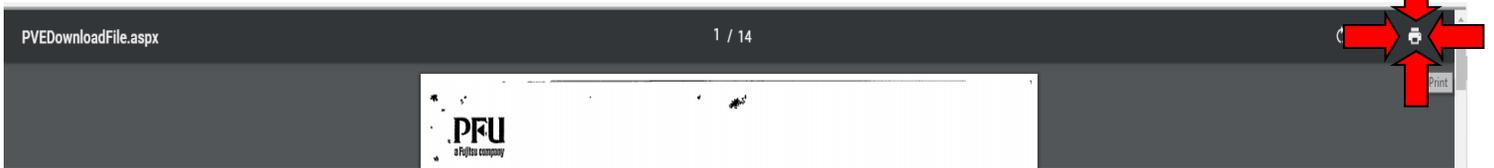




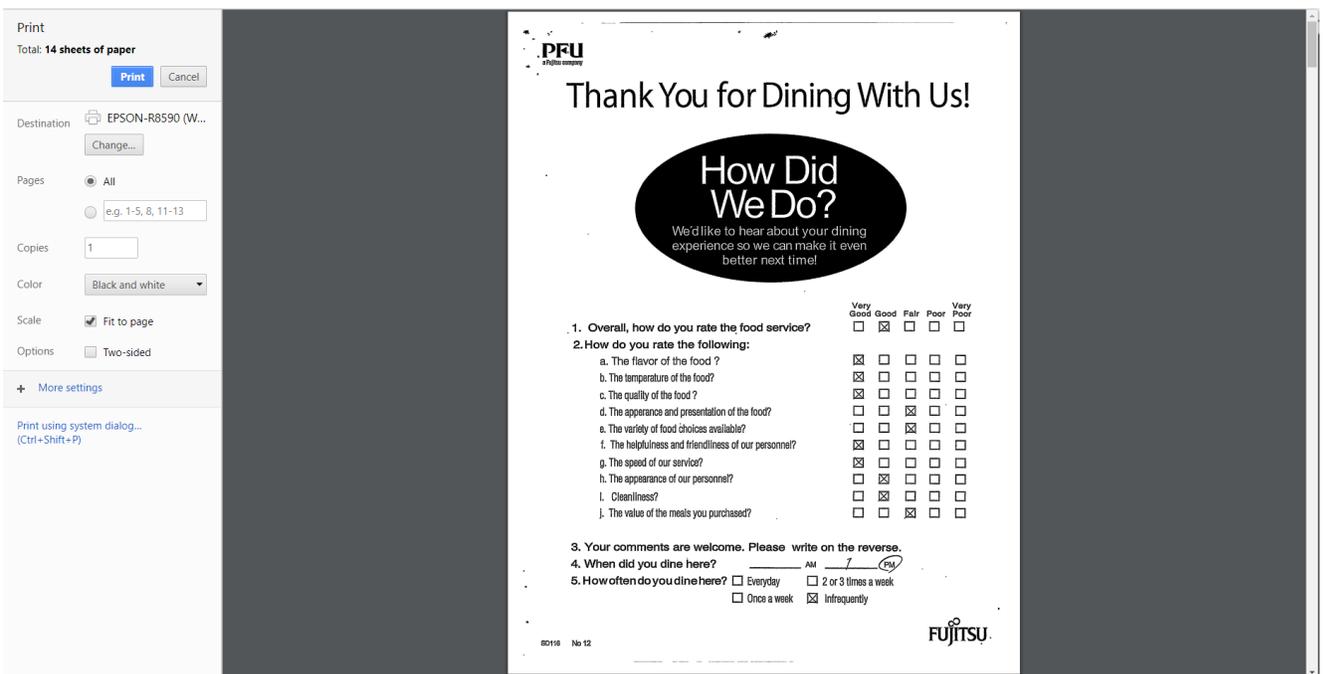
7. A New Browser Tab will open under the PaperVision or ImageSilo URL that you utilize followed by “/PVEPrintPages.aspx” and will appear as below.



8. You will now click/select the “Print” button on the top ribbon that will appear when you mouse over the top of the “/PVEPrintPages.aspx” as seen below.



9. The following print dialogue will now open for you, as seen below, from here you will select the options you prefer for printing.





10. There will be the option to select which Pages to print yet again, and you can select either “All” for all pages , or select the radial below it to input a specific page or page range such as “1-5,”5”, and it will print those pages only as seen below.

A screenshot of a software interface showing the 'Pages' section. It has two radio button options. The first is labeled 'All' and is selected. The second is labeled 'e.g. 1-5, 8, 11-13' and is unselected. A text input field is positioned to the right of the second radio button.

11. In the “Copies” section of the print settings, you will have the option to either print the default of “1” copy, or can set it to print multiple copies if you wish as seen below.

A screenshot of a software interface showing the 'Copies' section. It consists of a text input field containing the number '1'.

12. In the “Color” section you will have the option to either print the document in “Black and white”, or the other option is “Color” as seen below. Black and white will be the option defaulted to, but always check to verify it is on the right Color setting.

A screenshot of a software interface showing the 'Color' section. It features a dropdown menu with three options: 'Black and white' (selected), 'Black and white', and 'Color'. Below the dropdown is a 'Scale' label.

13. Next you will have the option to “Scale” the document in order to “Fit to page”, which is usually recommended so that it will fit on the paper you will be printing on, and for the best quality when printing as seen below.

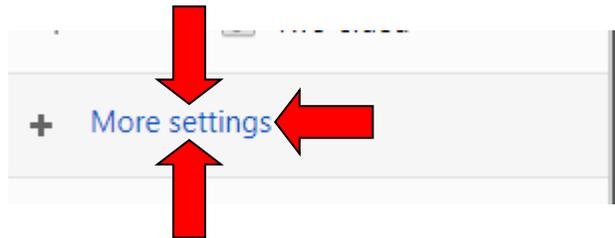
A screenshot of a software interface showing the 'Scale' section. It has a checked checkbox followed by the text 'Fit to page'.

14. The final setting will be in the “Options” setting where you can set the documents to print “Two-sided” if you printer supports this as seen below.

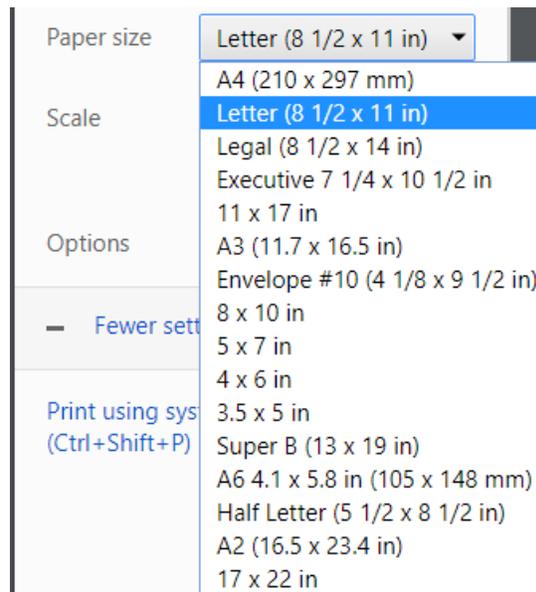
A screenshot of a software interface showing the 'Options' section. It has a checked checkbox followed by the text 'Two-sided'.



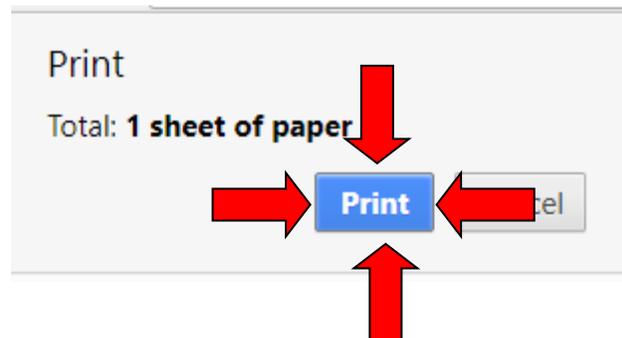
15. If you need to change the paper size that you are printing on hit the “More settings” blue text at the bottom next to the “+” sign to expand and give the option to change the paper size as seen below.



16. You will now have the option to adjust the “Paper size” setting, it will default to “Letter (8 ½ x 11 in)”, but you can change it to another setting if you need to use legal size paper or something else as seen below.



17. Now that all the options are selected, please click/select the blue “Print” button at the top to complete the process and print the document.



18. The process is now complete, and you can go collect your document from the printer.