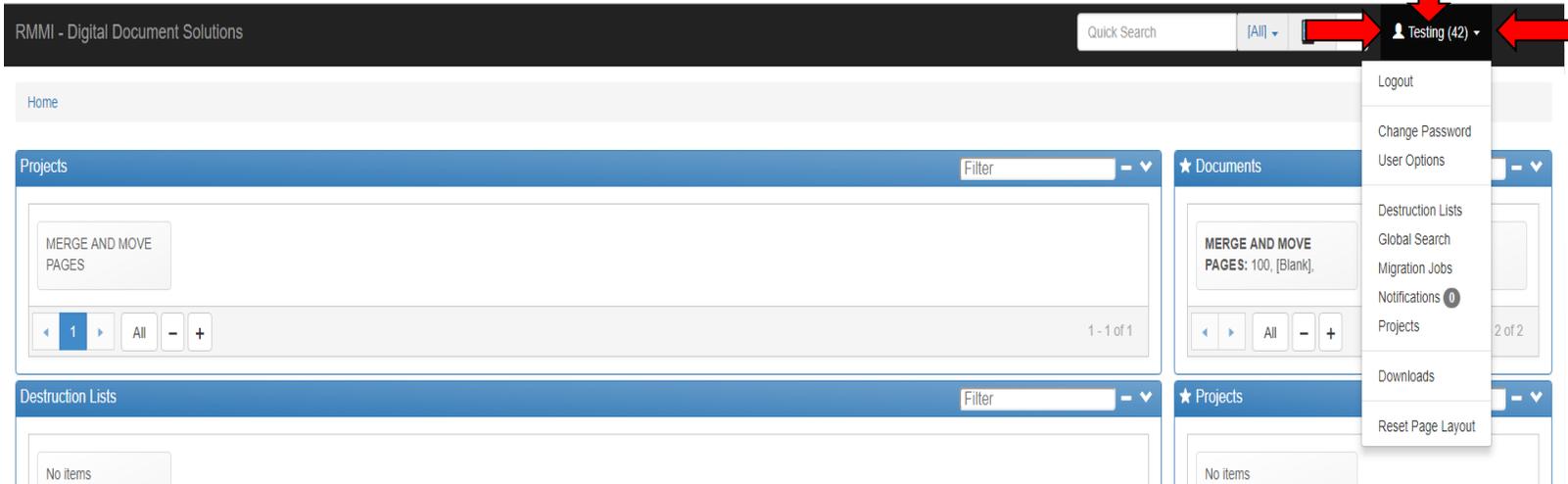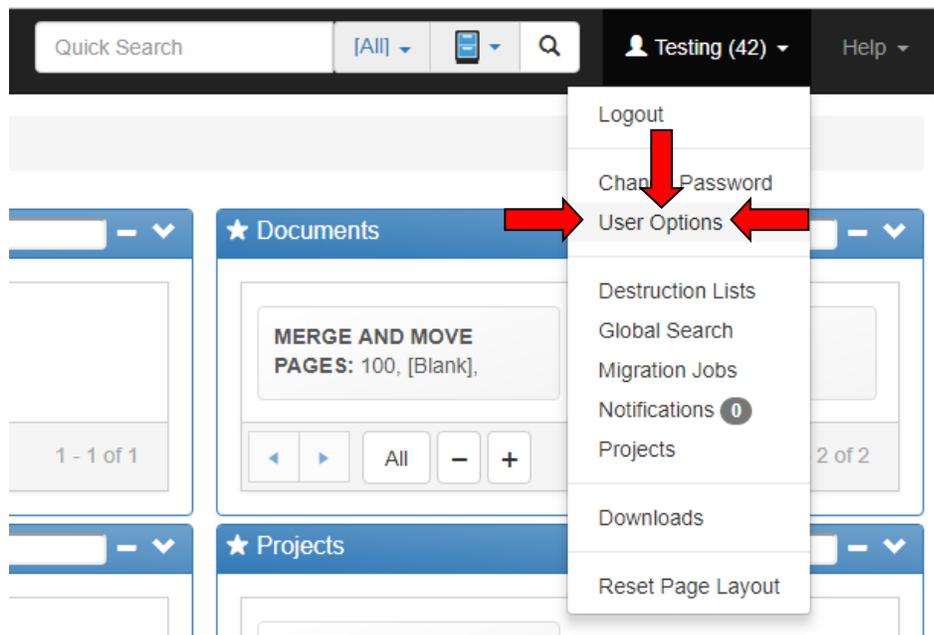# How to Switch to the PaperVision Viewer Using the PaperVision Website R85

1. After logging into PaperVision, you will click/select the dropdown menu at the top right to the left of the "Help" dropdown as seen below.

2. Please click/select the "User Options" menu option as seen below to advance to the next step in order to change your "Document Display Method".

3. The "User Options" menu will open as seen below, which is where the Document Viewing menu options will be for changing to the "PaperVision Viewer". Please note that for our CoLo clients, this will appear as the "RMMI – Digital Document Solutions Viewer", and for ImageSilo users this will appear as the "ImageSilo Viewer" in the user options.

4. To switch to the PaperVision Viewer, you will click/select the "PaperVision Viewer"/"ImageSilo Viewer"/"RMMI – Digital Document Solutions Viewer" button/option under the "Document Display Method" sub-menu as seen below, and the button will then display blue along with a blue checkmark appearing to let you know the option has been selected.

5. Once the option is selected for the PaperVision Viewer, a pop-up box will appear notifying you that the option that you selected requires the PaperVision Client or PaperVision Web Assistant to be installed in order to continue. If the PaperVision Client/Web Assistant is already installed simply click/select the "Continue" button to save and apply the change to the PaperVision Document Viewer as seen below.

6. Once the Continue button is clicked/selected in the step above, you will see the "PaperVision Viewer"/"ImageSilo Viewer"/"RMMI – Digital Document Solutions Viewer" highlighted in blue as seen below.

7. Now when you go to open a document it will open in the PaperVision Document Viewer as seen below.