

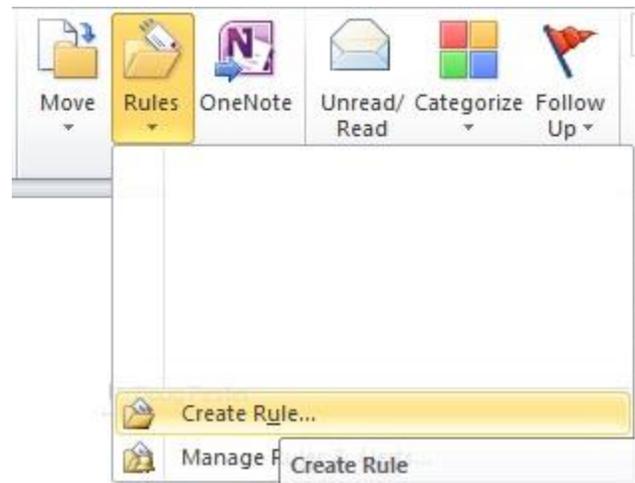
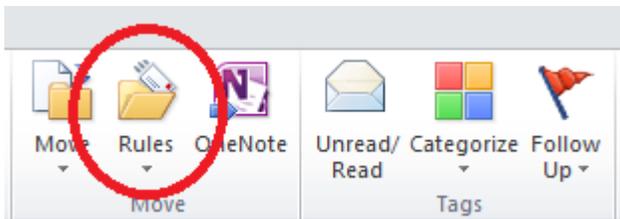


## Setting Up Auto-Print for Dispatching

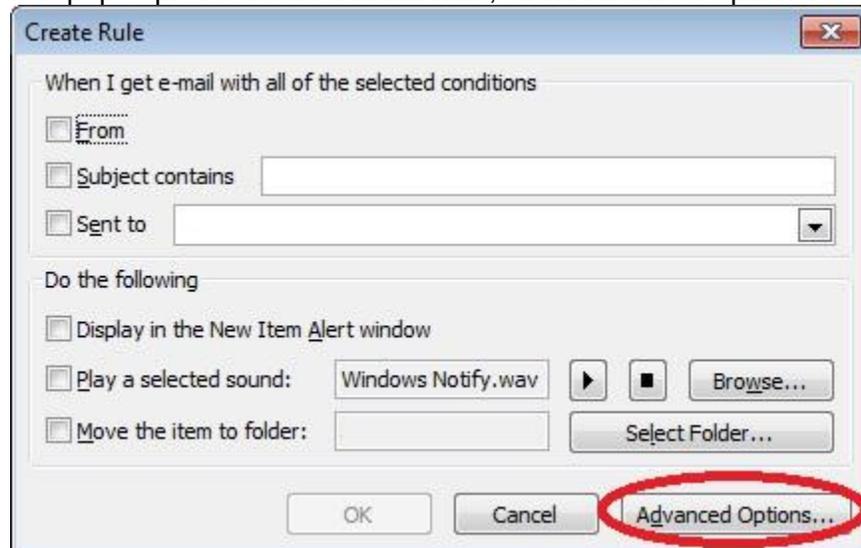
How do I make my dispatches auto-print if I am hosted at SAI?

You will first need to set up an email as an output in Synergy. This output can be any email, but it will have to go through Microsoft Outlook to make this functionality work. Outlook will also need to be open to have this work as well. If closed, and a WR gets dispatched to the email, nothing will print until Outlook has been opened.

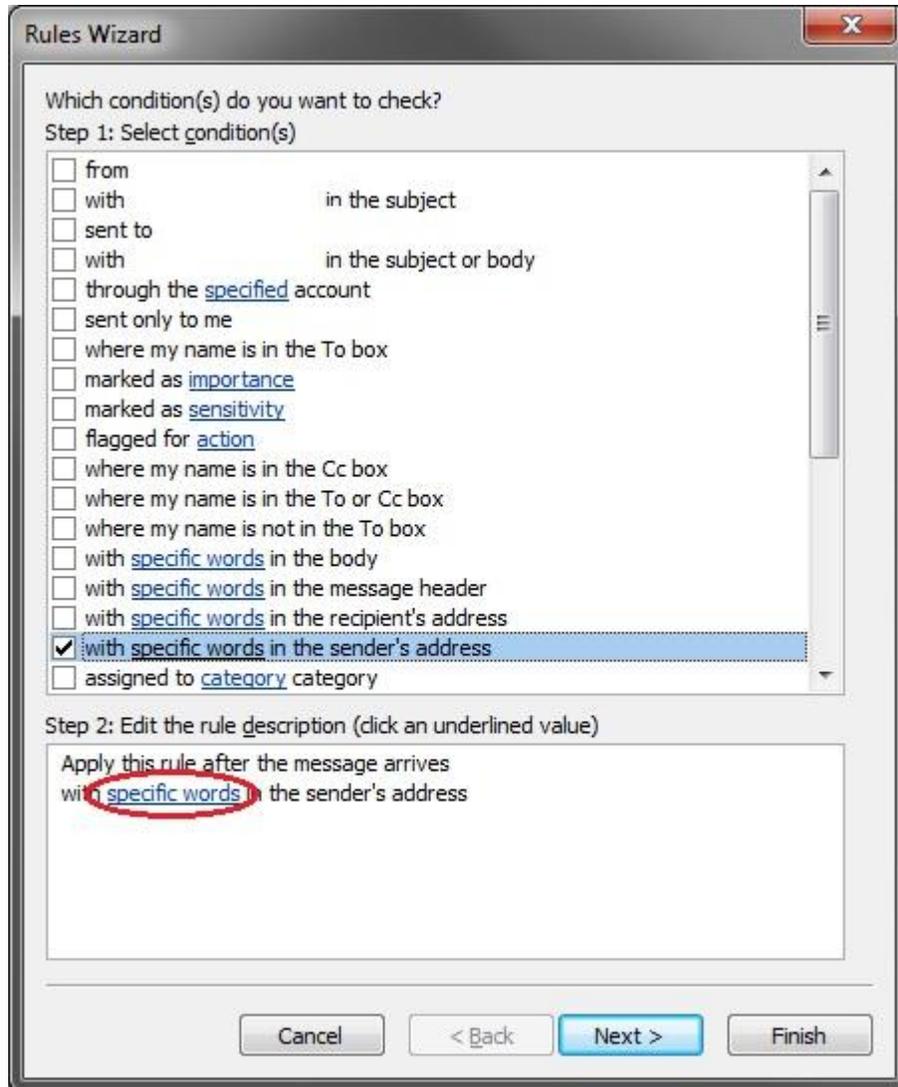
For this to work, we need to set up a rule in Outlook to tell it to print. To Create a New Rule in Outlook, click Rules, and then click Create Rule.



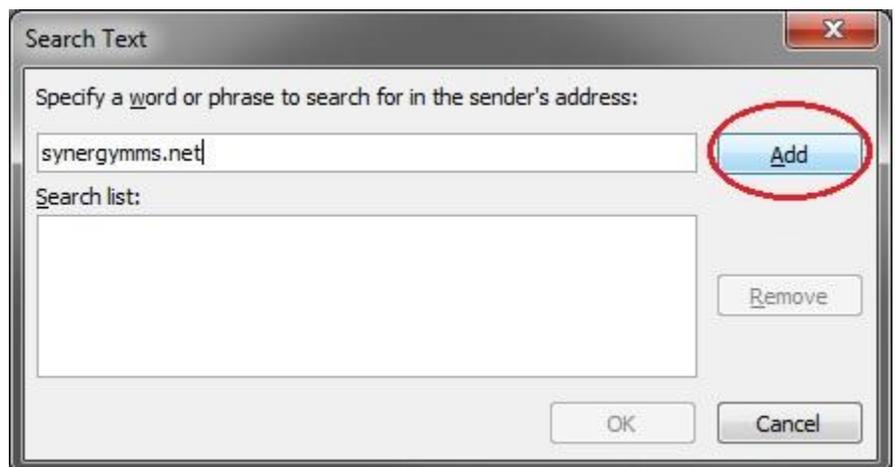
The Create Rule box then pops up. To create a blank Rule, click Advanced Options.



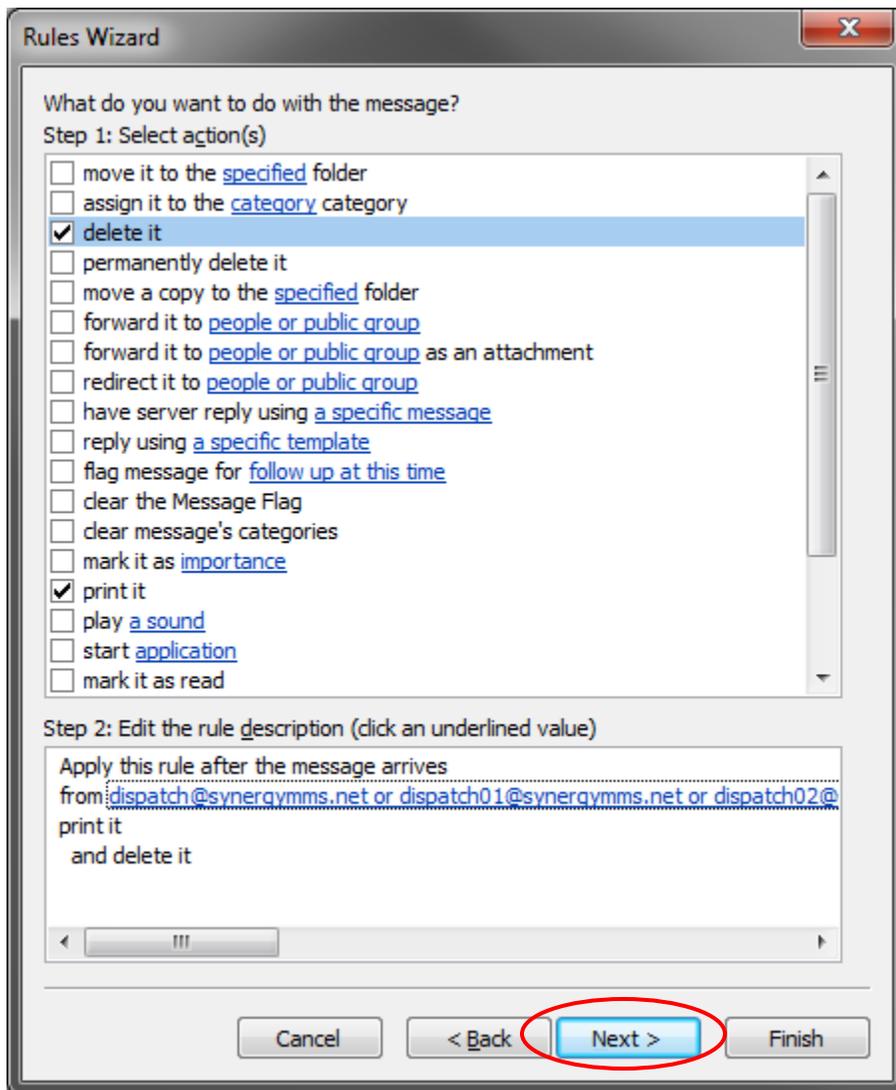
The Rules Wizard box then opens. You will then need to select the “with specific words in the sender’s address”, and then click the specific words that first appears down in the Step 2 box.



At the search text dialog box, type in synergymms.net, click Add, then click OK



Then Click Next on the Rules Wizard box, and it will continue to this screen



You will want to make sure that you check Print It first, and then click Delete It. This is if you want the dispatch email to be deleted from the Inbox, if not, you can just check Print It and click Next.

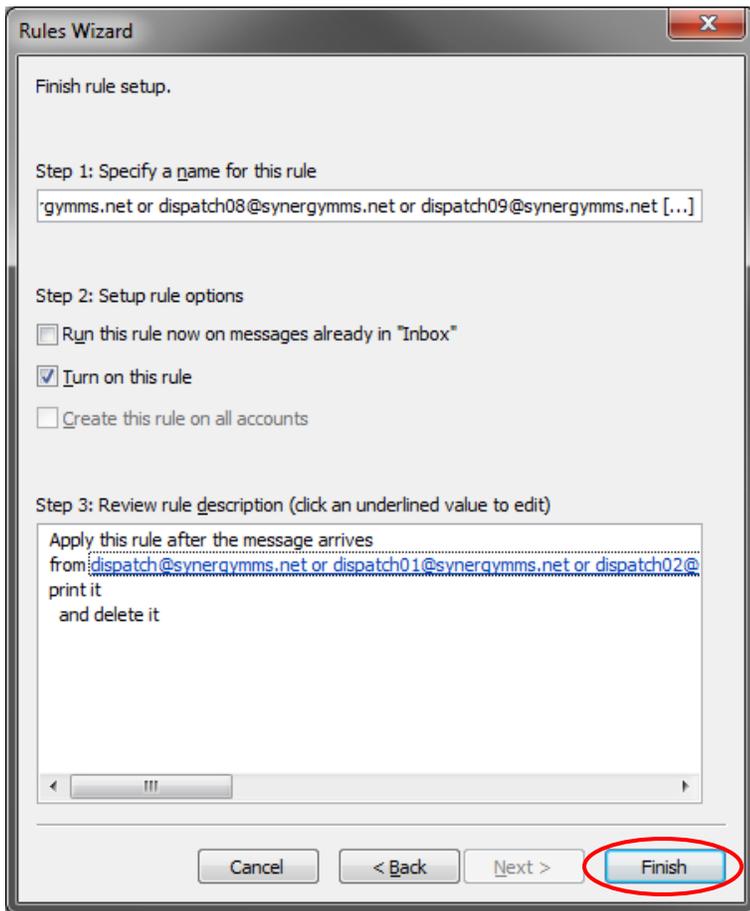
After clicking Next, it will ask if there are any Exceptions. In this case No, so just click Next once again.

You will now get this screen.

**Step 1:** You can give it a unique rule name, but it is not necessary for the rule to work.

**Step 2:** Check "Turn on this rule" so the rule will work, and the other checkbox can be checked if there are dispatches in the Inbox that you want to be printed as well. If you are just wanting to print emails from now on, just leave it unchecked.

**Step 3:** Just an overview as to what this Rule will do. You can review it to make sure that all looks well. After all checks out, click the Finish button.



After clicking Finish, you will get a message stating about how this rule is a Client-Only rule. This means that Outlook has to be running for the rule to be in effect.

**Note:** When clicking Print It above, the email coming in will be printed to whatever the Default Printer is on the computer Outlook is running on.



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