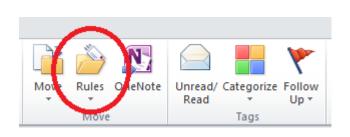


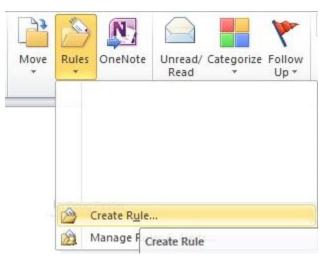
Setting Up Auto-Print for Dispatching

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.

Create Rule		X
When I get e-mail with all of From Subject contains Sent to Do the following	the selected conditions	
Display in the New Item A	lert window	
Play a selected sound:	Windows Notify.wav	Browse
$\fbox{M}{}_{\mbox{ove}}$ the item to folder:		Select Folder
	OK Cancel	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.

Rules Wizard		×
Which condition(s) do you want to check? Step 1: Select <u>c</u> ondition(s)		
 from with in the subject sent to with in the subject or box through the <u>specified</u> account sent only to me where my name is in the To box marked as <u>sensitivity</u> flagged for <u>action</u> where my name is in the Cc box where my name is in the To or Cc box where my name is not in the To box where my name is not in the To box with <u>specific words</u> in the message header with <u>specific words</u> in the recipient's address assigned to <u>category</u> category Step 2: Edit the rule description (dick an underline Apply this rule after the message arrives with <u>specific words</u> in the sender's address		
Cancel < Back	Next > Finis	sh

Search Text		X
Specify a word or phrase to search for in the sende	er's address:	\sim
synergymms.net		Add
Search list:		\smile
	2	Remove
		<u>I</u> cinove
	OK	Cancel

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

Rules Wizard	×
What do you want to do with the message? Step 1: Select a <u>c</u> tion(s)	
 move it to the <u>specified</u> folder assign it to the <u>category</u> category delete it 	Â
 permanently delete it move a copy to the <u>specified</u> folder forward it to <u>people or public group</u> forward it to <u>people or public group</u> as an attachment redirect it to <u>people or public group</u> have server reply using a <u>specific message</u> reply using a <u>specific template</u> flag message for <u>follow up at this time</u> dear the Message Flag dear message's categories 	E
 □ dear intessage's categories □ mark it as <u>importance</u> ☑ print it □ play <u>a sound</u> □ start <u>application</u> □ mark it as read 	-
Step 2: Edit the rule <u>d</u> escription (click an underlined value) Apply this rule after the message arrives from <u>dispatch@synergymms.net or dispatch01@synergymms.net or dispatch0</u> print it and delete it	<u>)2@</u>
<	Þ
Cancel < <u>B</u> ack Next > Fin	ish

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.

Rules Wizard
Finish rule setup.
Step 1: Specify a <u>n</u> ame for this rule
'gymms.net or dispatch08@synergymms.net or dispatch09@synergymms.net []
Step 2: Setup rule options
Run this rule now on messages already in "Inbox"
☑ <u>T</u> urn on this rule
Create this rule on all accounts
Step 3: Review rule description (click an underlined value to edit)
Apply this rule after the message arrives from dispatch@synergymms.net or dispatch01@synergymms.net or dispatch02@
print it
and delete it
4
Cancel < Back Next > Finish

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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