



Quick Start Guide

Follow these steps to install and configure the DYMO File software.

- 1 Download and install the software.
- 2 Activate the software.
- 3 Set up your printer and scanner.
- 4 Scan your first document.

NOTE *If you have a version of OMEGA File installed on your computer, uninstall OMEGA File prior to installing DYMO File.*

1. Installing the Software

NOTE *To print barcode labels on a label printer, you must have DYMO Label Software and a LabelWriter printer installed before installing DYMO File software.*


To install the software

- 1 Click the link to download the DYMO File Installer.
- 2 Click **Save** to save the installation file to your computer.
- 3 Double-click **DYMO_File_setup.exe**.
- 4 Follow the onscreen instructions.

2. Activating the Software

The first time you start DYMO File, you are asked to activate the software. You will need the Product Key located on the outside of the DYMO File CD envelope.

To activate the software

- 1 Double-click  on your desktop.
- 2 When the activation dialog box appears, select **Activate DYMO File with Product Key**.
- 3 Do one of the following:
 - Select **Activate automatically over the Internet**. and proceed to step 3.
 - Select **Activate manually by phone** and follow the instructions. Proceed to 3. *Setting Up Your Printer and Scanner*.
- 4 Enter your product key in the **Product Key** field and click **Submit**. Your product key is included in the email you received when you purchased DYMO File.
- 5 Click **OK** when the **Activation successful** message appears.

3. Setting Up Your Printer and Scanner

The first time DYMO File starts, the DYMO File First Run wizard appears. The First Run Wizard will guide you through the following steps:

- Selecting your printer
- Selecting a folder for your scanned documents
- Setting up your scanning software
- Testing your configuration

To set up your printer and scanner

- 1 Follow the onscreen instructions to set up your printer and scanner, and test your configuration.
- 2 At the end of the Wizard, watch the one minute Getting Started video.

4. Scanning Your First Document

Follow the steps in this section to scan your first document. You can also view the Getting Started video or read the Getting Started section in the Online Help.

To scan your first document

- 1 Select a folder to file your document under **Filing Location**.
- 2 Enter the document name in the **File name** field under **Document Information**.
- 3 Select one of the following under **Reservation**:
 - **Label** to print a barcode label on your LabelWriter printer.
 - **Cover sheet** to print a cover sheet with a barcode on your regular printer.
- 4 Click **Create Reservation**. A barcode label or cover sheet is printed and a document reservation file is created in the folder you selected.
- 5 Attach the barcode label to your document or place the cover sheet on top of your document.
- 6 Scan the document on your scanner.

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

The following figure highlights some of the major features available in 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.

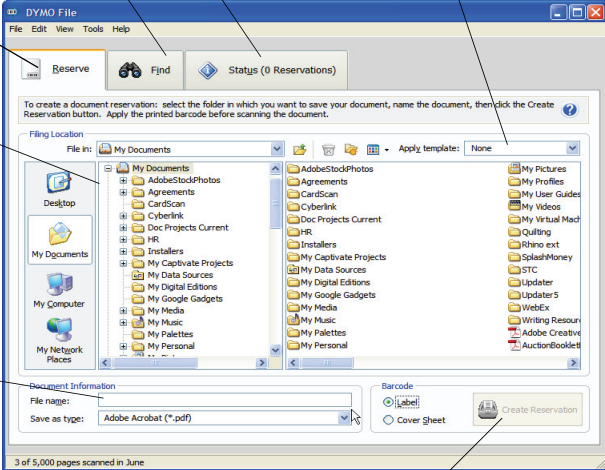
Quickly file a single document in a few easy steps.

Step 1. Choose your filing location.

Step 2. Name your document.

Step 3. Print a barcode label or cover sheet to create a document reservation.

Step 4. Attach the barcode and scan your document, now or later.



For complete details on using the software, refer to the DYMO File Online Help.