



Connecting to ImageNow

The ImageNow client must be installed on your computer.

Double-click on the ImageNow icon on your desktop.



The sign-in page will appear.

Click on Connection Profiles at the top of the sign-in box.

Click on Production.

Enter your full campus email user ID (firstname.lastname@umb.edu).

Enter your campus email password.

Click Connect.

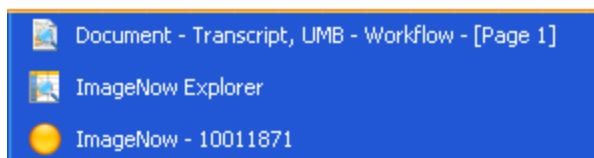
The ImageNow toolbar will appear.

Click Documents and the ImageNow Explorer window will open.

When you click on Documents or on a Workflow queue on the left side of the window, the documents in that view or queue will appear in a grid on the right side of the ImageNow Explorer.

When you double-click on a document in the grid, it will open in a new window.

Use the Windows taskbar at the bottom of your screen to move from one window to another in ImageNow:



The ImageNow sun logo will return you to the main ImageNow toolbar.

The ImageNow Explorer window contains the grid listing your current selection of documents.

Each time you open a document, the window will be identified as "Document – *Document type*."

Logging out of ImageNow

Be sure to log out by clicking **Connect** at the top of the ImageNow toolbar.

Then click on **Disconnect**.

Note: Do not close ImageNow by clicking on the X in the upper right corner of the toolbar.