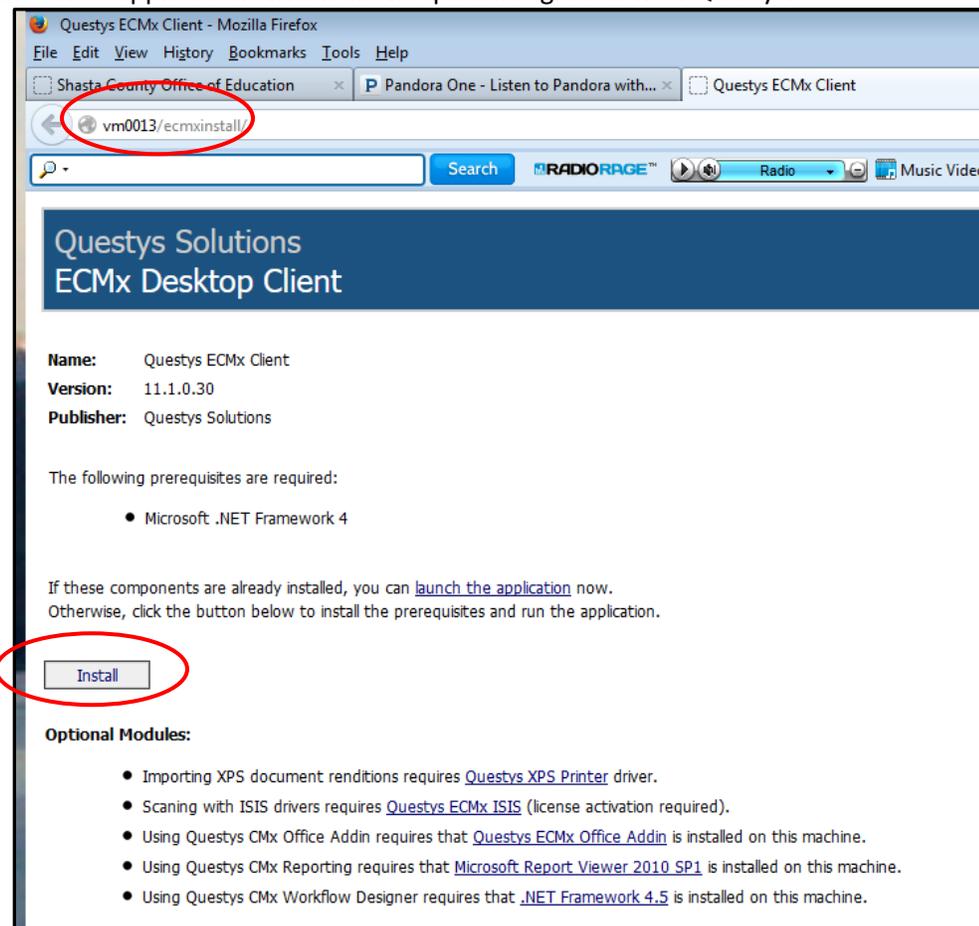


Installing Questys & Mapping Network Drives

Installing Questys on your machine

- Log into your machine with your typical windows password.
- Open a browser and at the address line enter: **vm0057/ecmxininstall/** The last front slash is extremely important. If the screen below does not appear it is usually because the second front slash was forgotten.
- After the below screen appears, select *install*. Several popups will appear asking permission to install the application as well as inquiring if it installed correctly; answer run or yes to all as directed.
- Other applications you may want to install are the XPS printer driver which allows you to print a document directly to Questys and the ECMx Office Addn which installs a thumbnail on your Microsoft Office applications which allows quick integration with Questys.



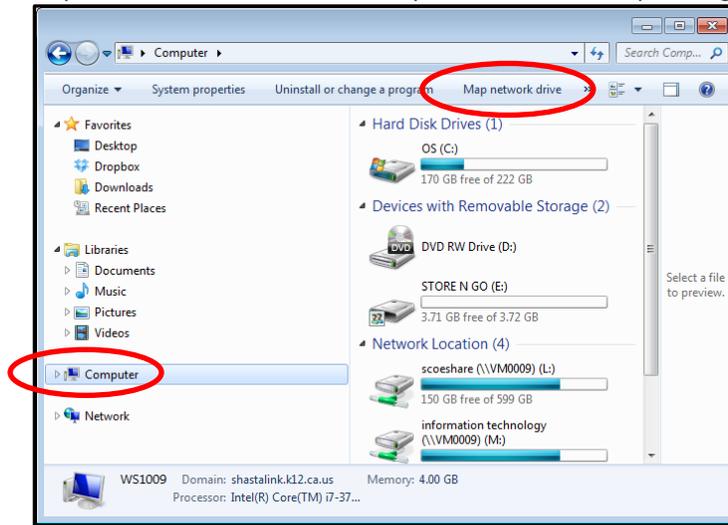
- Sometimes amidst all of the popups the actual install screen is minimized. Make sure the application is actually installed.

Mapping a Network Drive

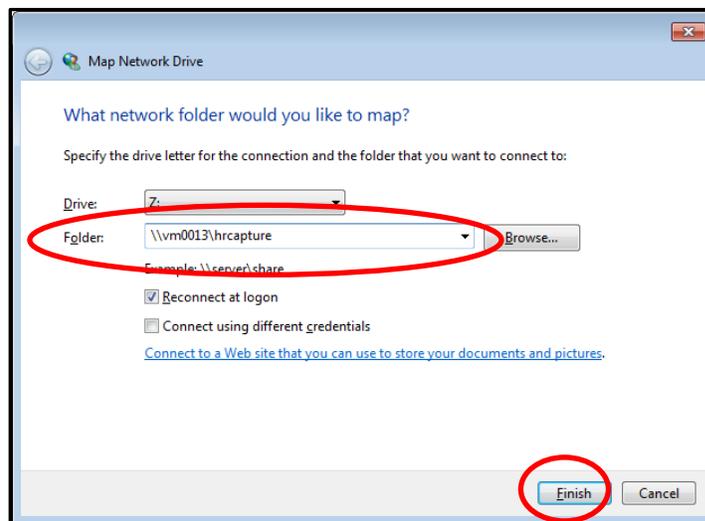
The copiers can be programmed to scan documents to a particular drive for your convenience. It is best to map a drive. Create a link on your computer to the folder where the scanned document resides. The process to map a drive is different depending on the version of Windows you are running.

The most common process is to:

1. Left click on the Start button
2. Select \computer
3. Either \map network drive or \Tools\map network drive depending on your version



- The drive letter may be ignored. In this example we are mapping to the HRCapture folder on **VM0057**. The two back slashes in front of the server name are crucial, the case is immaterial.
- After typing in the desired path select finish.
- Repeat the same process for any folder you would like a mapped drive



Escape, due to its lack of sharing memory, requires users to log into Questys prior to launching Escape. If you attempt to log into Questys with Escape open no log in screen will appear. Simply close Escape, launch Questys, and then launch Escape.

Launch Questys EMCx Client 11. You may have to open all programs from the start button. You will find the client within the Questys Solutions folder.

1. Check the small box in front of 'Use Windows Integrated Security'
 - a. You will notice that now your typical windows login appears in the name field
 - b. You may ignore the password field, the system already knows who you are
2. Under Repository select 'Shasta'
3. Select OK

