

TREENO  
TOOLBOX

# TREENO PRINTER

## INSTALLATION INSTRUCTIONS

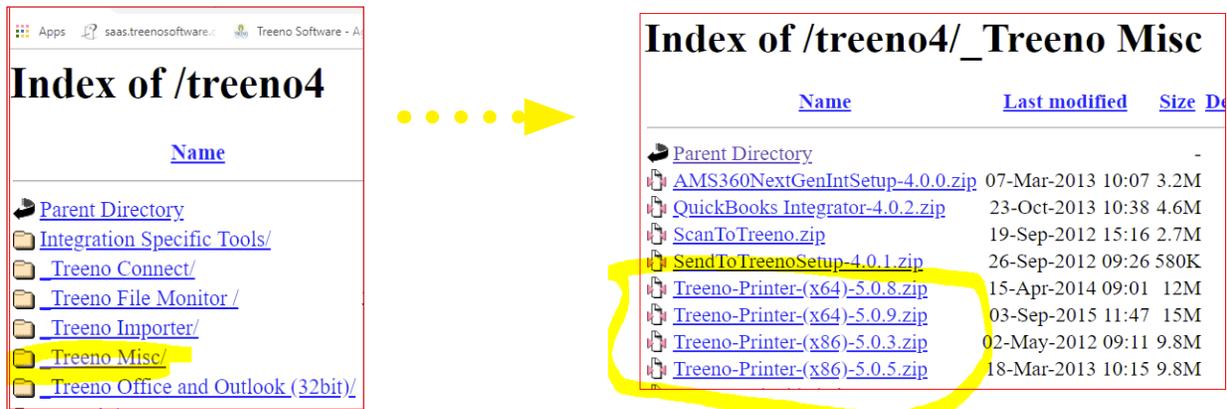
### About Treeno

Established in 2002 and located in Portsmouth, NH, Treeno Software has grown to become a leader in the Enterprise Document Management (EDM) industry. Treeno Software was the industry's first to embrace cloud computing with the Treeno EDM Cloud (SaaS) and to provide web-based solutions offering secure global mobile access. Treeno Software's mission is to provide our customers with efficient workflow operations and measurable return on investment (ROI) through the use of our secure, reliable, and easy-to-use web-based EDM software solution.



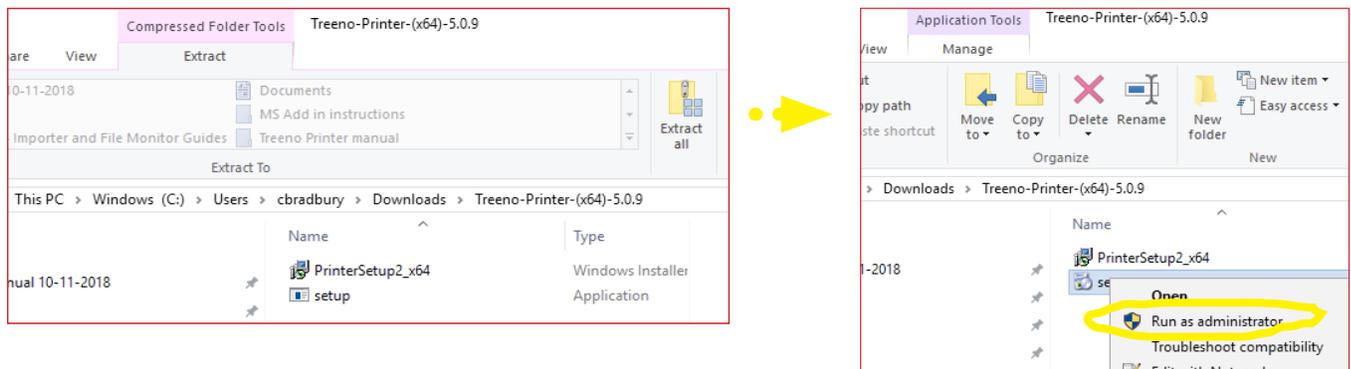
# INSTALL

1. Download the Treeno Printer from <http://saas.treenosoftware.com/treeno4>.



**NOTE:** The current version should be selected for your computer's operating system. Call our Technical Support Team, #800.528.5005 or email [support@treenosoftware.com](mailto:support@treenosoftware.com) for additional assistance installing Treeno Printer.

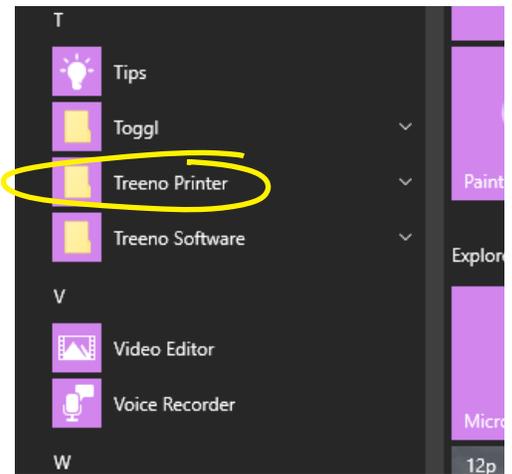
2. **Unzip or Extract** the downloaded file. This zipped file will by default reside in your **Downloads** folder, unless you otherwise direct it to another location. The next step is to **Right Click** on **Set Up**, and select **Run as Administrator**.



3. You will get a message asking you to allow or not allow the installation. Click **Allow**, or **Yes**.
4. Continue the installation by accepting the defaults.

## CONFIGURING

- (RIGHT) Use the Windows search for locating the installed software Treeno Printer / Print Options. **The next step is to configure the software with your information.**
- (BELOW) At this screen you will need to fill the required fields.
  - User Name** - Treeno Username
  - Password** - Treeno Password and confirm again
  - LDAP** - ONLY select if you are using LDAP for Treeno
  - Host** - The IP address or DNS name of the Treeno server as shown - **unless** you have an On-Premise instance of Treeno, **Host** field should be populated with the IP address of the server. The **Web Service Host IP** usually should include port 8888, for example 10.33.155.5:8888.



The 'Treeno Printer Setup' dialog box is shown. It contains several input fields and checkboxes. The 'User Name' field is filled with 'treenosupport339'. The 'Password' and 'Confirm Password' fields are filled with 'Treeno password here'. The 'LDAP' checkbox is unchecked. The 'Web Service Host' is 'ws.treenosoftware.com' and 'Web Site Host' is 'tr1.treenosoftware.com'. The 'Department' dropdown menu is set to 'Main Department'. The 'Get List' button is highlighted with a red box. The 'Printers' section has 'Remote: PDF' and 'Local: PDF' selected. The 'Output Location' field is empty. The 'Login user credentials' button is highlighted with a red box. The 'OK' and 'Cancel' buttons are at the bottom.

- Next click on **Get List**. This will authenticate the username and password.
- Select the **Department** from drop down list, that you would like to use for the Printer.
- Login User Credentials** - enter in your **Windows** password here. *continued*

The 'Credentials' dialog box is shown. It contains three input fields: 'User Name' (filled with 'gemery-HP\cbradbury'), 'Password', and 'Confirm Password'. The 'OK' and 'Cancel' buttons are at the bottom.

## CONFIGURING

3. You have 2 ways to Print documents.

### Remote and Local

Each of these can print in either PDF or TIFF format.

**Remote:** Printed documents will go the Treeno server

**Local:** Printed documents will go to a select folder on your local PC.

4. There are other options available to select depending on your preference and process.

Treeno Printer Setup

User Name: treenosupport339

Password: [Empty]

Confirm Password: [Empty]

LDAP

Web Service Host: ws.treenosoftware.com  SSL

Web Site Host: tr1.treenosoftware.com  SSL

Department: Main Department

Auto Create Folder on Search

Auto Index To Folder

Delete File After Import

Force Document Type Creation

Printers

Remote:  PDF  TIFF

Local:  PDF  TIFF

Output Location: [Empty]