



PrintKey 2000 for Print Screen Functions in Colleague UI

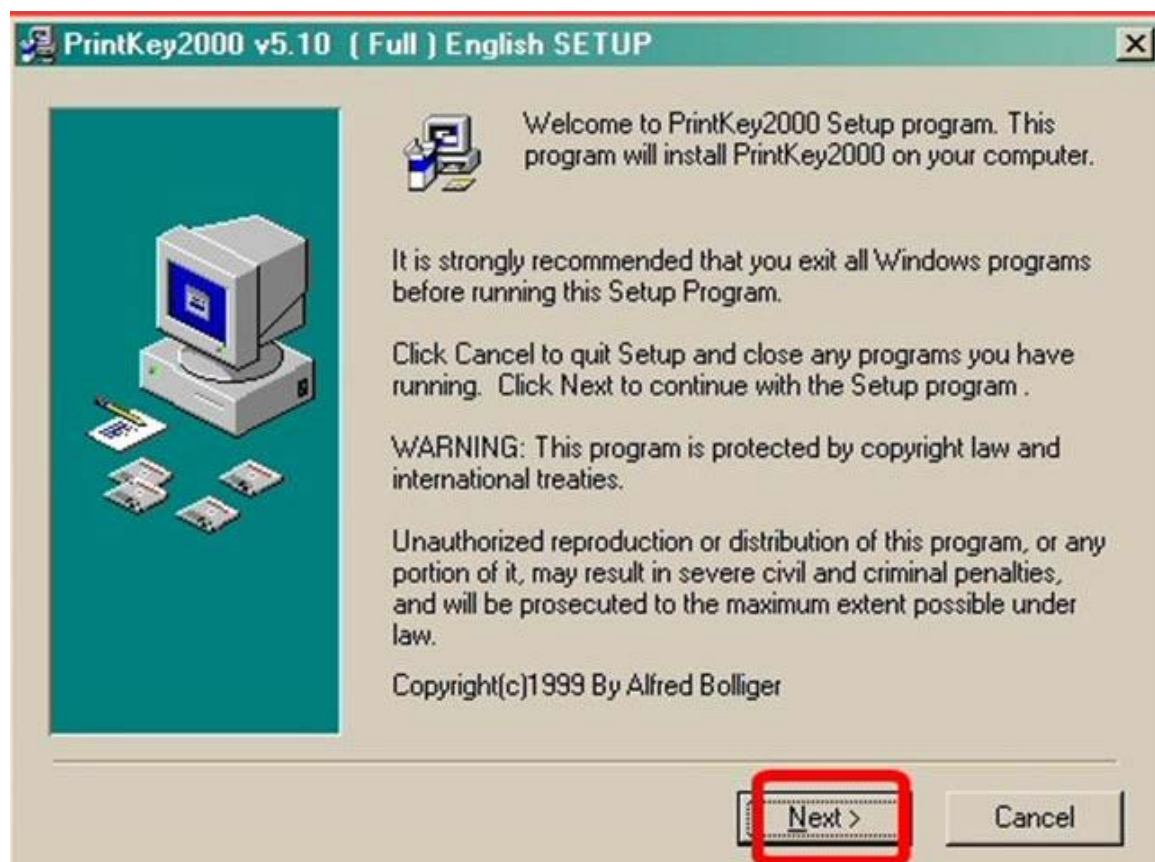
In order to use the Print Screen button and screen capture functionality in Colleague UI, an application called PrintKey 2000 must be downloaded and installed onto a campus PC.

1. Go to [\\willow\winapps\Print Key 2000](http://willow.winapps.printkey.com)

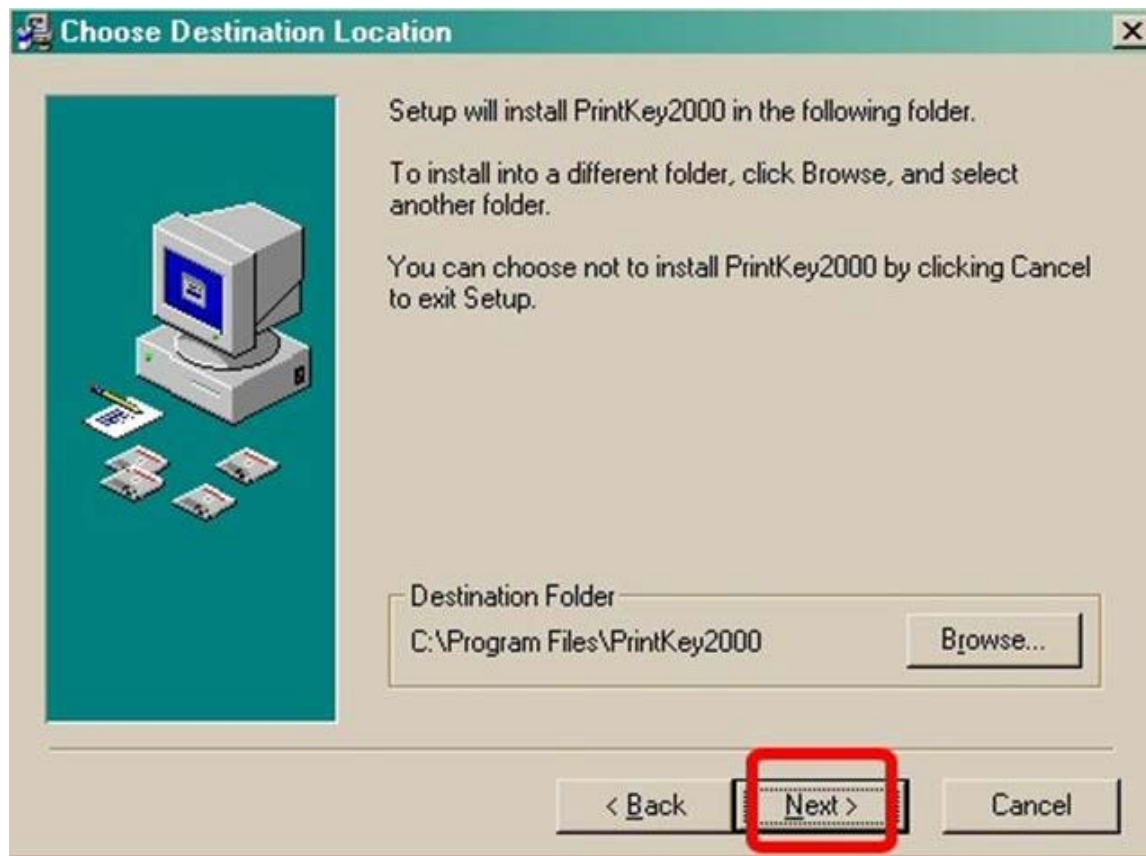
Click on the **PrintKey510ef-Setup.exe** file name.



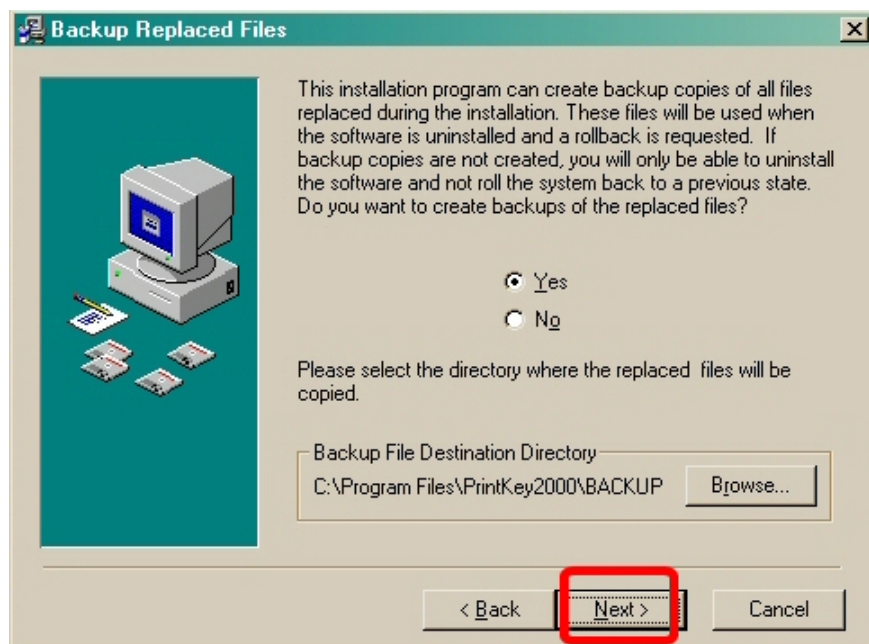
2. The PrintKey Installation wizard will open. Click **Next**.



3. Click **Next**.



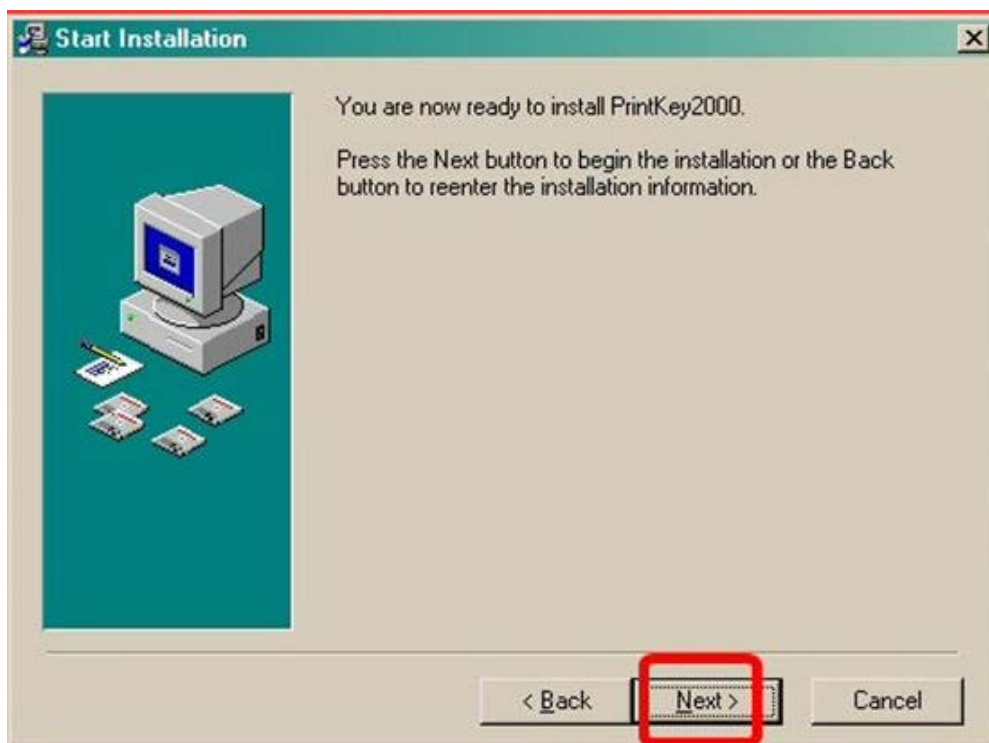
4. Click **Next**.



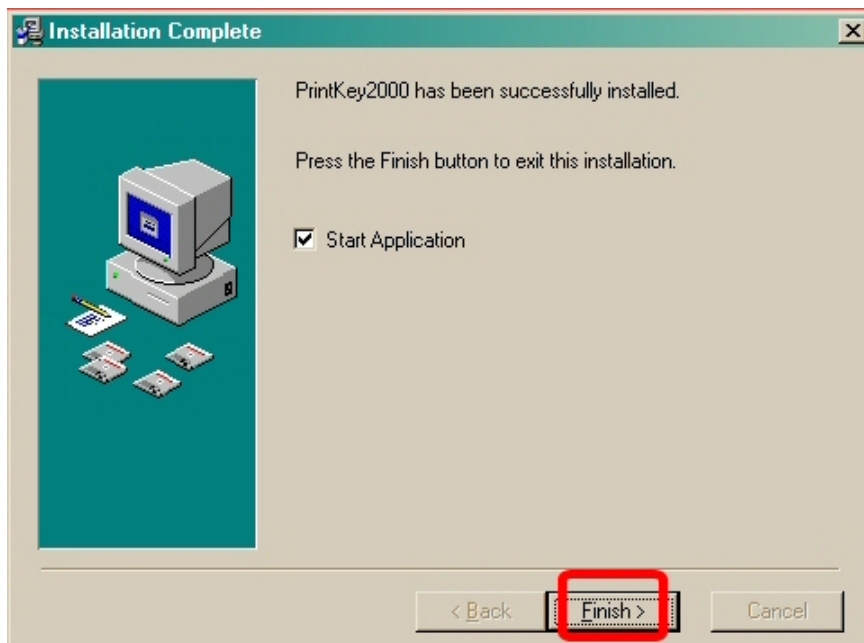
5. Click **Next**.



6. Click on **Next**.



7. Click **Finish**.

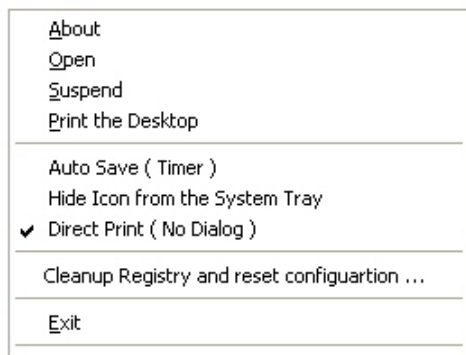


8. Once you have PrintKey 2000 installed on your computer it will show up in your taskbar as:

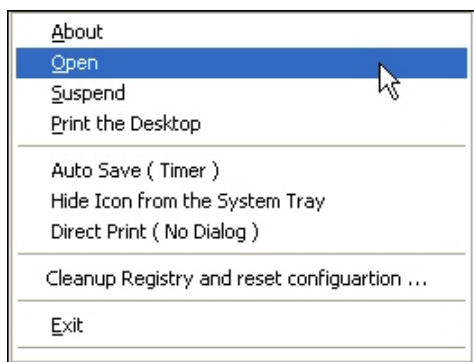


9. If you right click on the icon, you can select a **Direct Print** option to automatically send your selections to your printer without opening an additional window to verify what you want to print.

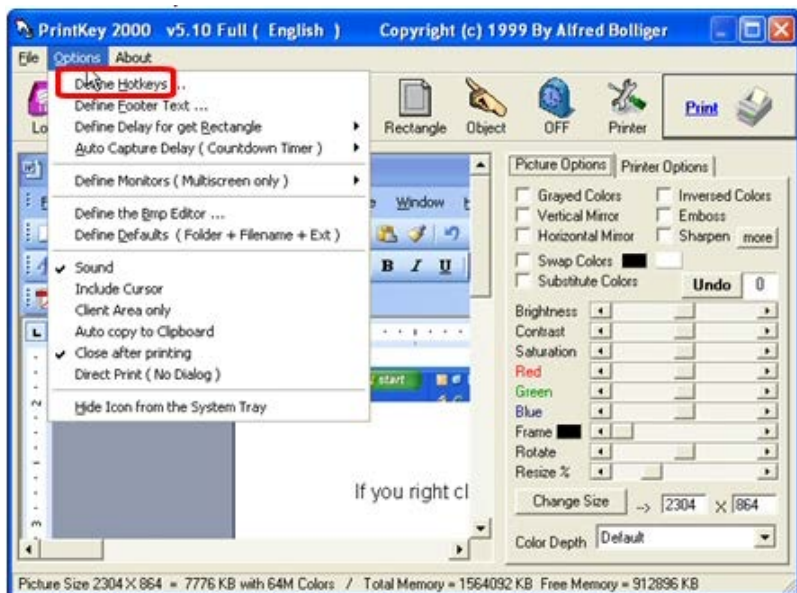
Click on **Direct Print**.



You can set/modify print screen options by selecting **Open**.



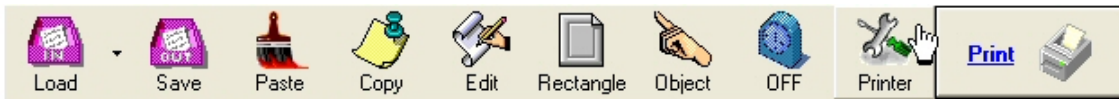
Click **Options** and select **Define Hotkeys**.



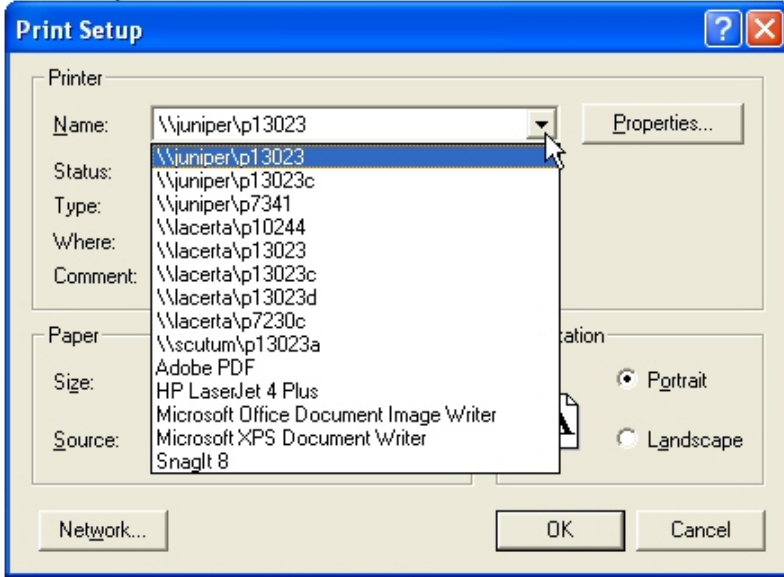
Select the key combination you would like to use to print – screen the active window. Then click **OK**



The printer is your default printer unless you select the printer button



Select a printer then click OK.



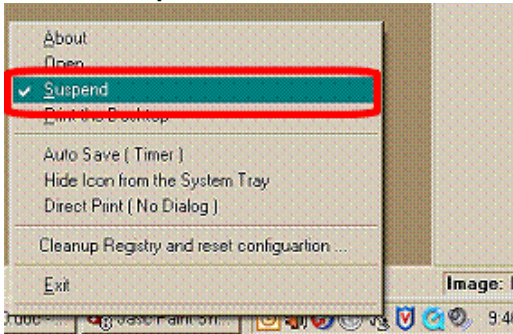
You can now click the 'X' in the upper right hand corner to close the menu.
To Print Screen – just click your key-combination.

- 10. **NOTE:** If you need to use the Print Screen key with applications other than PrintKey such as PhotoShop, Paint Shop Pro, etc., you may need to suspend the PrintKey application.

To suspend PrintKey, right click on the program's icon in your PC's task bar:



Click on **Suspend**.



To restart the PrintKey application, repeat these steps.