

07/12/2015

PRINTER DRIVER

USER'S GUIDE

OpusCapita reserves the right to change the Product's features, the Product Specification and related User Guides. The latest versions are published at www.opuscapita.com/terms

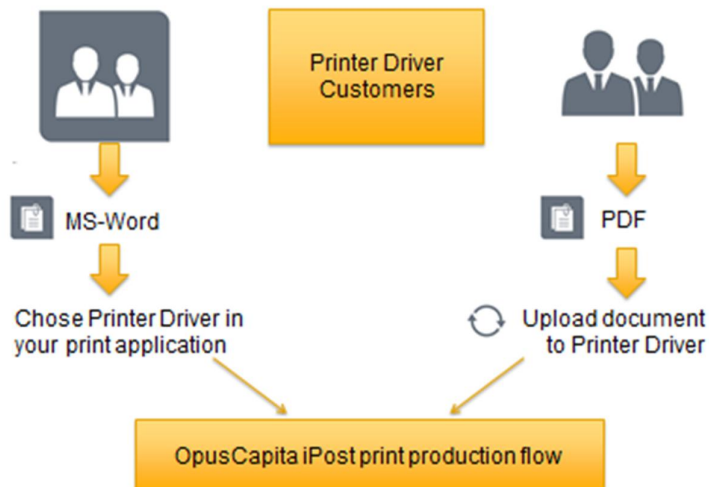
Printer Driver enables the Users to send office mail directly to OpusCapita's standard print production flow, iPost. Customer's saves time and money on printing and mailing while at the same time achieving better print quality.

Time Saving Printer Driver frees employees from repetitive tasks such as letter printing, enveloping, stuffing and letter sending, and allows them to concentrate on core business instead.

Lower Printing Expenses Customers can outsource their printing and mailing, which reduces the amount of money that would otherwise be spent on the operation and maintenance of in-house printers. The Customers also benefits from a guaranteed delivery time of the mail, according to standard iPost delivery. See Product Specification iPost Letter, available at www.opuscapita.com/terms

1. WHAT IS PRINTER DRIVER

This is what the typical workflow with Printer Driver looks like:



End users in a company environment follow one of these scenarios:

- Create documents in a text application (e.g. MS Word) and submit it to Printer Driver for printing
- Printer Driver accommodates both individual and mass print jobs, thus allowing users to print not only individual but also batch letters either by using Mail merge in word

07/12/2015

(Under tab Mailings chose Step-by-step mail merge wizard. You can also read the Mail merge instructions document provided by OpusCapita) or by uploading a csv address list. For more information see bullet 2.3 Address list.

- Create a PDF file and upload the documents directly to Printer Driver. Next, in Printer Driver you define the printing and mailing parameters and can thereafter track the sent mail

The following sections explain all points relevant for end users employing Printer Driver to upload electronic documents which should be printed and sent to recipients via physical mail and/or via Netposti (available in Finland) or Digipost (available in Norway). For more information about Netposti and Digipost, read Product Specification Portals, available at www.opuscapita.com/terms

2. PRINTING DOCUMENTS VIA PRINTER DRIVER

- Login to the Printer Driver application using the provided URL <https://www.printerdriver.opuscapita.com>
- Login to the application by using the user name and password prescribed by the administrator. If the user name and/or password is entered incorrectly 10 times in a row, your account will be locked for 1 hour before you can try again. If you have forgotten your user name and/or password please contact the administrator who will provide new ones.
- “Remember me functionality” will remember the user name and password for some time, so separate login would not be needed every time, though the application will open automatically

2.1 PDF-files

- Upload a document as a PDF file, in A4
- Then decide
 - if the document is of a certain type for which Printer Driver has a predefined template , or
 - if all mail parameters will be defined manually by going through the application step-by-step
- After sending the mail, it is possible to check the Sent Mail page and review single letters

Note: Documents can consist of a single letter for one recipient or two or more letters intended for different recipients.

This must be indicated in Printer Driver, except when you are using address list, in those cases the application will adjust automatically to the amount of addresses in your list. .

07/12/2015

The screenshot shows the OpusCapita Printer Driver interface. On the left, there are sections for 'File to Send' (with a file named 'Brev exempel - Because.pdf'), 'Page Background', and 'Extra pages'. On the right, a document preview is shown. The document is titled 'Because' and contains a table of insurance details. A 'Demo' watermark is visible over the preview.

Item	Description	Period	Value
Du har idag	HEM BAS	2013-04-01 - 2014-09-30	3498,00
Vi försäkrar	HEM MELLAN: oturskydd ingår	2013-04-01 - 2014-09-30	1698,00
Inklusive oturskydd			
Du har idag	Bil X12456 helårsförsäkring, 1500 mil	2013-09-01 - 2014-04-30	4685,00
Vi försäkrar	att du kör utan körkort		

Below the table, there is a section for 'Ommålning av grannens hallvägg' with a price of 4290,00 and a note '200 kr'. A small image of a Spider-Man mask is also visible.

2.2 Letters from text applications

If your document is available in a text application (e.g. Microsoft Word), follow these steps:

1. Open the document you would like to send via Printer Driver in your text application
2. Print the document (A4) using Printer Driver as the chosen printer

The document will automatically upload to Printer Driver, an internet browser window will open, displaying the application (depending on your settings, you might be required to log in).

Regardless of the method used for uploading a file to Printer Driver, the documents should always be **portrait oriented and in A4**. When some content is detected in the reserved area (the areas which are supposed to be left blank to allow other content, such as e.g. barcodes, and production markings) the content will be deleted in the printing. The border between the reserved area and the document area is marked by dashed lines in the preview area. For more information about reserved area please see Example Reference Guide, available at www.opuscapita.com/terms

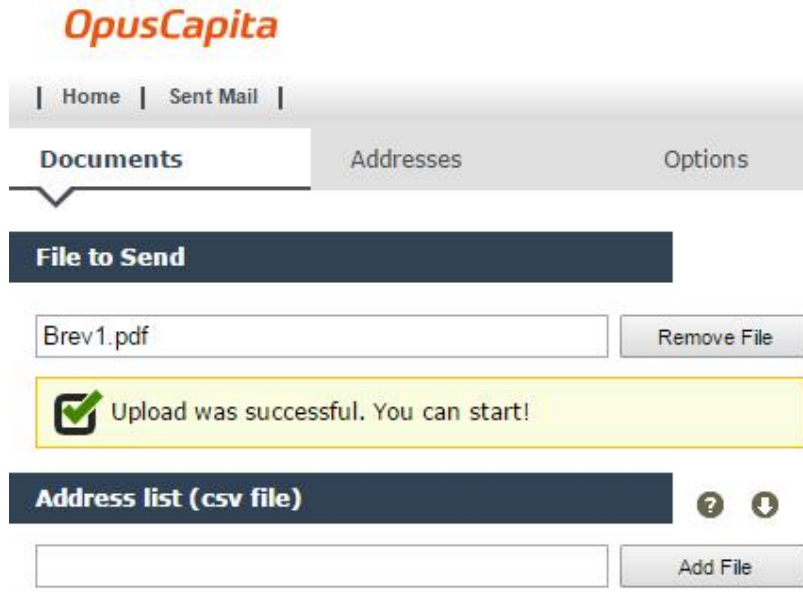
The size of the uploaded document is checked and compared with the settings entered during the deployment of the Printer Driver. If your document is in a different format than A4, you cannot proceed further and you are notified about the supported format.

Note: The uploaded documents and all pages must have portrait orientation and be in A4.

07/12/2015

2.3 Address list

Address list can be uploaded after the main document upload (PDF upload or printing via Printer Driver):



The screenshot shows the OpusCapita web interface. At the top, there is a navigation bar with 'Home' and 'Sent Mail' links. Below this is a tabbed interface with three tabs: 'Documents', 'Addresses', and 'Options'. The 'Addresses' tab is currently selected. Underneath, there is a section titled 'File to Send' which contains a text input field with 'Brev1.pdf' and a 'Remove File' button. Below that is a yellow notification box with a green checkmark icon and the text 'Upload was successful. You can start!'. At the bottom of the screenshot, there is another section titled 'Address list (csv file)' with a file input field and an 'Add File' button. To the right of the 'Add File' button are two small circular icons: a question mark and a download arrow.

Address list should contain one or more recipient addresses. Flowing fields can be provided as long as they are separated by semicolon or in brackets "Address field 1":

Company name;AddressLine2*;AddressLine3;AddressLine4;PostalCode*;City*;Country*

*Mandatory fields

Example address: *OpusCapita Group OY;Keileranta 13;02150;Espoo;Finland*

After the address list file is uploaded the main document will be used as a letter template and addresses from the address list will be used as recipient addresses. Letter count will be automatically set to the number of address lines within the uploaded csv file.

"Change letter count" option will therefore be disabled on Address tab when address list is in use.

Sample csv file can be downloaded by clicking the  button.

3. DEFINITIONS IN PRINTER DRIVER

After the document is uploaded, you can continue with the definition of mail parameters by using the step-by-step configuration or with the template selection if using predefined templates.

Sent Mail

07/12/2015

Displays a table providing an overview of the mail submitted via Printer Driver and enables searching for a specific letter. Sent mails are available in the application for 90 days, and are thereafter scrapped.

Search in sent mail – enables you to search for a mail according to a text, e.g. the recipient's name, address or according to the date when it was sent using the **From** and **To** fields for entering dates (using the calendar). The table provides an overview of the **Recipient** names, **Status**, **Mailing ID** and the time the mail was submitted (**Sent**). You can sort the table by clicking on any header.

Order ID and/or individual letters:

- Inserted – initial state, when the letter is uploaded
- Placed – initial processing finished
- Waiting – waiting for pre-processing to be finalized
- Sent to Production – order is sent to iPost production

Tip The recipient's address is displayed when hovering the mouse over the recipient's name.

Preview letter – You can preview a single letter for the selected recipient. This action is not dependent of the mail status.

Click on the **Track mail** link to open a PDF file containing the letter statuses history.

You can use the **Preview** icon to view a PDF of the mail and the **Attachment** icon to download the originally uploaded file.

User Name – Displays the name of the logged in user.

My Account – Allows you to edit your contact details and password

Log Out – Logs you out of the application.

Preview Area

The preview area enables you to:

- display a preview of the uploaded file
- define the first page recognition area for multiple letters
- define the area of the document where the address is located

The preview will be displayed either in **color** or **black & white** according to the selected Print Options.

Options Description

Zoom in / Zoom out – Magnifies or shrinks the document preview

Fit to width – Fills the view in the preview area with the whole width of the displayed page, i.e. the width of the page equals the width of the preview area

Fit to page – Displays the whole current page in the preview area

Previous/Next – Displays the previous/next letter in the sequence of multiple letters

Note: Letters within a document are only distinguished after the appropriate settings have been made in Printer Driver. You must select the **Multiple Letters** option and define criteria for distinguishing the individual letters.

07/12/2015

Previous/Next page – Displays the previous/next page in the sequence of pages within the current letter.

PDF Preview – Opens a PDF preview of the letter, based on the selected options, in an extra window.

The dashed lines mark the border of the reserved area. The reserved area should stay blank for printing e.g. a barcode. If some content is detected in the reserved area, it will be removed automatically.

Dashed lines also show where the addresses should be placed. Both sender and recipients address needs to be in the right location in order to be visible through the envelope window.

If you are using an extra address sheet, by checking the box “place address on extra sheet” in the application this sheet will also be visible in preview.

Printer Driver only supports portrait oriented pages in A4.

4. DEFINING MAIL PARAMETERS IN PRINTER DRIVER

After the document to be printed has been uploaded, you can proceed with defining mail parameters by following the steps in Printer Driver, or you can choose to use a pre-defined template. There are four steps which need to be completed before you can submit your documents for printing and mailing:

1. Documents
2. Address
3. Options
4. Summary

You can directly jump between steps by clicking on the step name in the header bar, or you can move step by step using the **Previous** and **Next** buttons.

Each step contains links that allow you to perform various actions (e.g. in the **Address** step you can edit letter count, edit address fields, etc.). When you click a tab, you are redirected to a sub-step page, where you can make the desired changes. After you make an adjustment, the navigation bar changes and you need to click on the **Save & Close** button for the changes to take effect and to return back to the main step.

In the final **Summary** step, the header bar shows the **Submit Mail** button.

4.1 Step 1 – Documents

This step consists of four sub-steps:

- File to Send – Defining the file with the letters
- Select your way – Defining whether to use a predefined template or to go through the configuration step by step
- Extra pages – add one or several extra pages (A4) to your letters like attachments. You are able to add up to three different attachments, which will be printed as extra pages

07/12/2015

to your letter. A new attachment will always be printed on a front page, even if you have chosen duplex print.

- Page background – add a background/letter head in A4 to your letters

File to Send

First, you need to upload the file containing your documents. If you have used the printer Printer Driver (see section 2.2) the document will automatically be filled here. Alternatively, you can manually upload a PDF file using the **Add File** button (see section 2.1).

Select Your Way

Click **Select Template** and select a predefined template to use (this will take you directly to the Summary) or click **Go Step-by-Step** to proceed to the Address step.

***Note:** You can click the **Remove File** button to restart the process and specify a different file to send. This is available when uploading PDF's*

Extra pages

You can click the **Add File** button to add one or more extra pages to your letters:

You can add extra pages by uploading one or several (maximum three) PDF document to Printer Driver. The extra pages will be shown in the preview mode.

Page Background

You can click the **Add File** button to add a page background to your letters:

You can add page background by uploading one (1) PDF document.

As a result, it is added to the letter pages, but not to any enclosures (extra pages) attached to the letter. If a background PDF file has two pages, the first page will be added to the first page of the letter and the second page to the rest of the pages of the letter.

The result can be checked in the preview area or in the PDF preview; they both display the letter with the background.

4.2 Step 2 – Address

This step displays the results of automatically performed actions, such as address recognition process, and allows you to adjust the following settings and actions:

- Letter Count – Define the rules for letter boundary recognition, and the number of letters the file contains
- Recipient – Defines the area of the document from which the recipient's address is read. Display the recipient's address and manually adjust it if parsed incorrectly

07/12/2015

- Check the box "place address on extra sheet" if you would like to have the address on a separate sheet in order to make it visible through the envelope window without having to change the original layout of the main document. See screen below.
- When "Place address the extra sheet" option is used, it is also possible to add a watermark "This is an address sheet" on additional sheet, this feature is available under the tab options.
- The user is able to upload a logo to the extra address sheet. Supported formats are PDF, jpeg, jpg, png and gif. The logo will automatically be scaled to fit in the envelope window, and are placed over the sender address.
- Show Address List – Download and view the list of addresses
- Sender – Defines the area of the document where the sender's address is read. Display the sender's address and manually adjust it if parsed incorrectly
Or use the address from your account as sender address

Tip! When defining the address area, be sure to define an area large enough for the longest address in the letters contained in the document. Click on the **Show Address List** button to display a list of all addresses for a convenient check to make sure that all addresses are correctly and complete.

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| Home | Sent Mail |

Documents **Addresses** Options

Letter Count

I'm sending 1 letter. [Change letter count](#)

Place address on extra sheet [?](#)

Recipient **Sender** [?](#)

Name/Company* Kim Nilsson

Address line 2* Frysjaelevn 40

Address line 3

Address line 4

Postal Code*, City* 0884 OSLO

Country

Address format OK. [Edit address area](#)

No readable content in selected recipient address area

Change Letter Count

You can click the **Change letter count** link to review and change the letter count settings:

07/12/2015

You need to select if your uploaded document contains a single letter for one recipient (*Single letter*) or two or more letters for more recipients (*Multiple letters*).

If you are sending several pages as a Single letter the Printer Driver application will ask you to confirm that the letter is intended only for one recipient, to ensure that you haven't forgotten to change the letter count.

Note: If you select the *Multiple letters* option, you will also need to define the criteria to identify the individual letters. If you have selected the *Multiple letters* option and the number of pages per letter is constant, select *Set number of pages per letter* and enter the appropriate value in the edit field below, the number of detected letters is indicated.

If you have selected the *Multiple letters* option and the number of pages varies in each letter, select *Find first pages*. Then, in the preview area, use your mouse to define a text area which is common to each first page (and only there!) of each letter. The content defined is displayed in the **First page recognition area** field and the number of letters detected on this basis is indicated.

Address Fields

Recipient

The *Address* section and the *Recipient* tab display the recipient's address.

You can use the address read from the document or you can click the **Edit address area** link to edit the address fields.

The screenshot displays the OpusCapita web interface. At the top, the OpusCapita logo is on the left, and navigation links for Home, Sent Mail, My Account, and Log Out are on the right. Below the logo, there are tabs for Documents, Addresses (selected), Options, and Summary. A 'Letter Count' section shows 'I'm sending 1 letter.' with a 'Change letter count' link. The 'Recipient' section contains form fields for Salutation, Name/Company (Per Persson), Address line 2 (Personsvägen 2), Address line 3, Address line 4, and Postal Code/City (12345 Stadstaden). A 'Show Address List' button is at the bottom left. The right side shows a document preview of a 'FAKTURA' (invoice) from 'Because' for 'Per Persson' at 'Personsvägen 2, 12345 Stadstaden'. The invoice includes a QR code and a table of items. A 'Demo' watermark is overlaid on the preview.

Förskrivningstyp	Faktureringsperiod	Belopp
HEM BAS	2013-04-01 - 2014-09-30	1408,00
HEM MELLAN: oturskydd ingår	2013-04-01 - 2014-09-30	1088,00
Inklusive oturskydd		2496,00

07/12/2015

Sender

Sender information needs to be visible through the envelope window for postal reasons. It is the Senders responsibility to make sure that the sender address is in place. See example;



When creating letterhead templates with logos you need to check the Example reference guide, available at www.opuscapita.com/terms to make sure that the placement of the logo and sender address will be visible through the envelope window.

When using text only you are able to use the sender address information from your account or you can click the **Edit address area** to edit the address placement.

For FI and SE: Sender address tab appears only if "Place address on extra sheet" option is selected.

When using "Place address on extra sheet" you are also able to upload a logo, see section 4.2 Step 2 - Address above.

Important instructions for Norwegian Users

Norwegian sender address is validated by location and keyword. The address needs to be placed within the defined measurements below otherwise Printer Driver application will not recognize the address and the letters can't be sent.

Validation area:

14 mm from the left
10 - 27 mm from the top
80 mm from the right

Approved keywords: Avsender, Retur Adr, Returadresse, Fra/From, Sender and Return to.

Show Address List

Printer Driver supports various address formats with variable numbers of lines.

Example By default, the format shown below, is set, if not configured otherwise:

Address Line 1*
Address Line 2*
Address Line 3
ZIP*
City*
Country*

07/12/2015

If the address is in a different format than the pre-set one, its parts may be mapped incorrectly (e.g. a street as a city), or only a part of it may be read. In such cases you are notified and can edit the address fields. Fields marked with an asterisk are required for the address format and must be filled in. The format must be recognized correctly and also all mandatory fields of all addresses (in the case of multiple letters) must contain values in order for you to be able to proceed to the next step. Check the addresses either by checking the letter(s), or by clicking on the **Show Address List** button. Correct any mistakes in the address fields.

Address List

The address list can be very helpful for checking the addresses in case of multiple letters.

When clicking on the **Show Address List** button, the PDF file with the list of addresses can be opened or saved.

Extra address sheet

If you are uploading a document that doesn't have the address in the right location you are able to check the box "place address on extra sheet", which will give you an extra address sheet to your letter with the addresses in the right place, so it will be visible through the envelope window. The address will stay also in the original letter, in its original location. You are also able to upload a logo to the extra address sheet, see section 4.2 Step 2 Address above.

You are able to see the extra address sheet in preview, and after submitting the letter all pages will be available if opening the letter from Sent letters view.

4.3 Step 3 – Options

Print Options are set directly in the tab Options.

The preview will display either in **Color** or **Black & white** according to the selected Print Options. You can also choose to print in **Simplex** or **Duplex** (print on one or both sides of the paper).

In Norway:

All letters will be duplex printed due to the settings of the standard print production, iPost letter. If you have letters with several pages you need to add blank pages if you prefer your letter to be printed simplex.

Postal Options are set directly in the tab Options. Either you choose to send your letters with Priority or Economy postage. For Finland you also have the possibility of sending letters with DM-postage provided that the content is of that character. Your mail will be delivered according to the chosen postage type and the distributor's terms and conditions, which varies from country to country.

Other Options

Portal delivery is available for Finland and Norway, see below. When your letters are sent to the portal and containing a link the link will be clickable for the recipient once opening the letter.

07/12/2015

For Finland:

Netposti deliveries are default Yes, if your messages shouldn't be delivered via Netposti please chose No. You also need to add a title/name in the subject field for Netposti. This is what the recipient will see once receiving your message in Netposti.

For Norway:

Digipost delivery is available and can be chosen but is not default Yes. If it is not possible to reach the recipient via Digipost the letter will be sent out as a physical letter.

4.4 Step 4 – Summary

For Finland: You need to enter an identifier of the mail in the **Name** field. By default, the name this field is empty. This name will be the subject for Netposti letters (available in Finland).

For Finland and Norway: You can assign a **Department** code to your mail order, i.e. determine the account to which your mail belongs to. The department code length is max 15 characters. You can set your default department code in your account settings (My Account link in the top right corner).

For FI, SE and NO: You can verify your settings and check the addresses using the **Show Address List** button. Click on **Submit Mail** to finish the process. The confirmation window with your mail number is displayed.

The available links allow you to access the Sent Mail section or go directly to the details of the mail. Use the **Send a new mail** button to send another document.

Home | Sent Mail | Novoksonovs, Antons | My Account

Documents Addresses Options **Summary** Previous

Summary

Department code:

[Show preview](#)

Envelope contains 11 sheet(s). It can hold up to 35 sheet(s).

To finish, click the **Submit Mail** button.

Letter

Recipients: **1**

Page background:

Attachments:

Print

Pages: **11**

[Duplex](#)

[Color](#)

Postal Delivery

Postage: [Economy](#)

Other settings

Try DigiPost first: [Yes](#)

Address sheet: [Yes](#)

07/12/2015

Using Templates

To save time when repeatedly sending letters of the same kind, Printer Driver offers the concept of templates as an alternative of using the step by step configuration.

A template is configured by the Administrator and thereafter the Users can choose that specific template. The pre-configured template offers the possibility to upload letters and send them without setting any options. The User only chose the preferred template, checks the 'Summary' step and submits the letters.

Predefined templates covers many different options for sending letters and are provided in Printer Driver by the Administrator. As a User you press the template that you want and thereafter you will be directly forwarded to the Summary step where you just push **Submit Mail** button.

If you are sending multiple letters you have to go to Address step, click "Change letter count" link and configure multiple letter settings as described in Step 2 – Address section.

The usage of templates is really easy:

1. Click on the **Select Template** button on the first step
2. Select the appropriate template for your document from the dialog
3. Configure multiple letter setting if needed
4. Check the settings on the 'Summary' step, fill in the data that are different for each document (e.g. document name) and send the letters.

Optionally, you can use the **Back** button to go back to the template selection step and then use the **Next** buttons to check / modify the settings on the steps in between, before sending the letters.