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PRINTER DRIVER ADMINISTRATOR'S GUIDE

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

1. ROLE DESCRIPTION

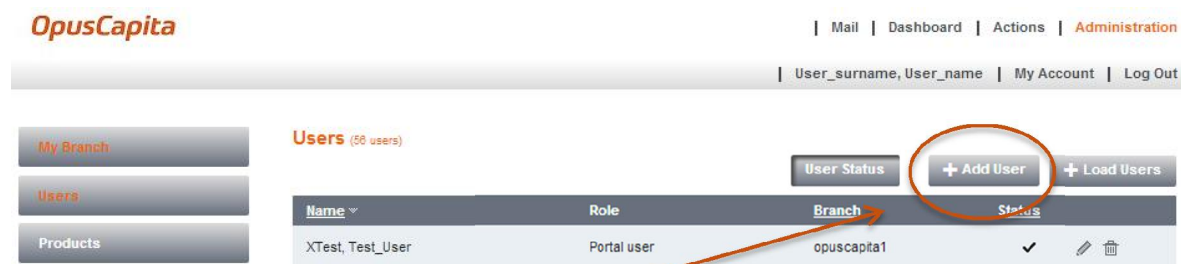
Administrator has the same privileges as a normal user (sending letters), and in addition the following functions are available in Printer Driver user interface for Administrators.

- User management
- Template management
- Dashboard view
- Printer Driver application download

2. USER MANAGEMENT

Administrators can edit/delete existing Users' profiles and create new ones. To access user management features:

- Log in as the Administrator
- Go to the Administration section
- Select Users tab on the left side



To create new user click on Add User button and fill in all mandatory field marked with * as shown on image below and thereafter click Create.

It is possible to create two types of users:

- Portal user – normal user who can print and send letters
- Branch administrator – administrator role

Please use user's company email address for User name.

Password should be at least 8 symbols long and contain both characters and digits.

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My Branch

Users

Products

New User

Login name: *

Setup password manually

Password: *

Password must contain at least 6 characters, must contain letters, must contain digits, must be different than login name.

Password (retype): *

First name:

Middle name:

Last name: *

Phone 1:

Phone 2:

Cell phone:

Department Code:

E-mail: *

Account

Locked


Role


Branch administrator

Portal user

Addresses

Use custom address

To edit existing user profile click on the  icon. You are now able to edit User's data and/or reset User's password.

Administrator can also delete user account by clicking  icon on the corresponding user.

2. TEMPLATE MANAGEMENT

The Administrator is able to create pre-configured templates that will be available for the Users in the Printer Driver application.

To create a template the Administrator makes the choices related to one document (address location, address sheet, print options, postage delivery speed etc) and then he/she saves the template by pushing the button 'save template' in the right hand corner of the summary page. Thereafter the Administrator gives the template a meaningful name and as soon as the template is saved it is available for all Printer Driver users.

Administrators can also change the name of the template or delete it under Administrator – Products – Printer Driver.

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When saving a template the name needs to be unique. If the Administrator tries to save a template with a name that is already used the following error message will show.

Saving Template Failed

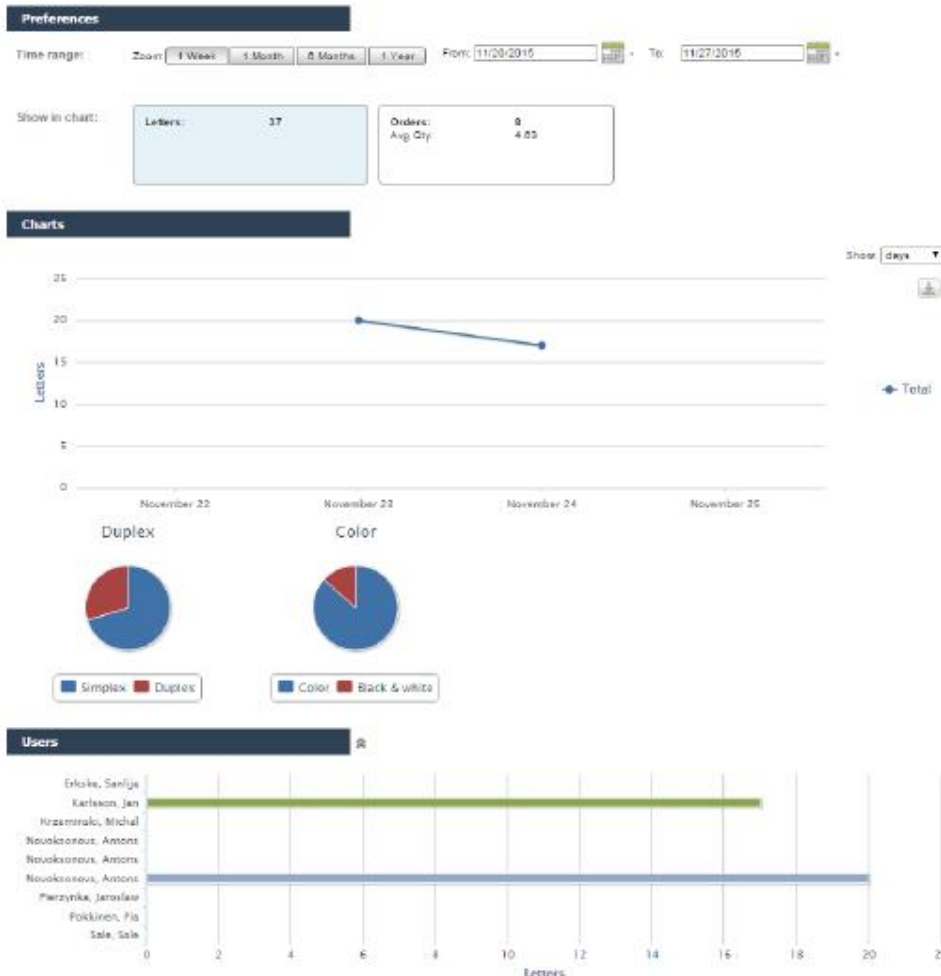
The template name is already taken. To save this template with a different name, close this message and click the Save Template button.

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Use a prefix or a date in order to make the template name unique and thereafter save it again.

3. DASHBOARD VIEW

Dashboard is only available for Administrators. In this view Administrators are able to see statistics and trends. Choose time period and review amounts of letters and/or orders sent. You are also able to see a list of your users and how much each and every person has sent during the chosen time period.




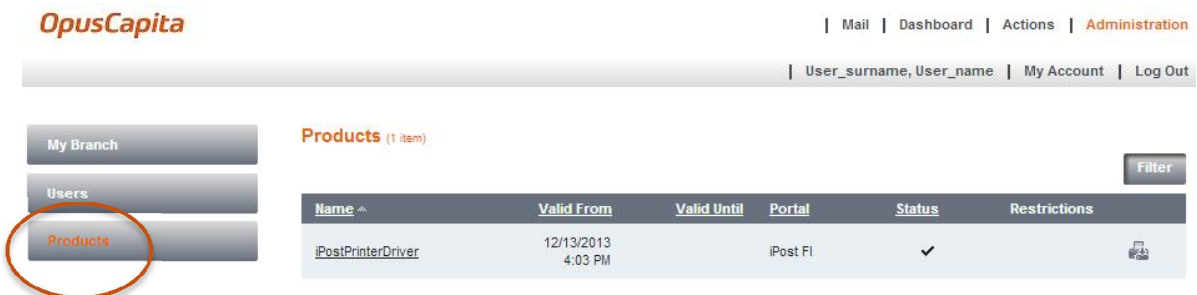
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4. PRINTER DRIVER APPLICATION

4.1 Downloading and deploying the Printer Driver application

To download Printer Driver installer:

- Log in as the Administrator
- Go to the Administration section
- Select Products tab on the left side
- MSI Installer can be downloaded by the Administrator from the following location by clicking the  icon.



The screenshot shows the OpusCapita Administration interface. The top navigation bar includes links for Mail, Dashboard, Actions, and Administration. Below this, there are user-related links: User_surname, User_name, My Account, and Log Out. On the left sidebar, the 'Products' tab is highlighted with a red circle. The main content area shows a table titled 'Products (1 item)' with a 'Filter' button. The table has columns for Name, Valid From, Valid Until, Portal, Status, and Restrictions. The single entry is 'iPostPrinterDriver' with a valid from date of '12/13/2013 4:03 PM', portal 'iPost FI', and a checked status.

- You will thereafter be prompted to download the respective Windows Installer (MSI) file
- Once downloaded, you can distribute the Printer Driver installer to end users, or install the virtual printer on a server and share it for the end users
- After the end user installs the Printer Driver virtual printer using the MSI, the Printer Driver appears as a new device in the list of printers. In some cases it may be necessary to refresh the printers dialog by pressing <F5>.
- When the MSI has been used to install the Printer Driver on a 'print' server as a network printer, right-click on the printer, select Printer properties and set the Sharing tab. Then also enable the Manage this printer option on the Security tab for all users that will use the printer

4.2 Printer Driver installation

1. Run the MSI file, e.g. Printer Driver.msi
2. Check "I accept the terms in the License Agreement" and click on Install
3. Click on the Finish button

4.3 Post installation configurations

Proxy settings

If the Printer Driver is installed as a network printer (i.e. not only as a local printer), it may be necessary to prevent the proxy from blocking its access to the Printer Driver portal:

1. After the installation of the Printer Driver (using the respective MSI installation file go to its installation folder (Program Files (x86)\GMC\<PrinterName>).

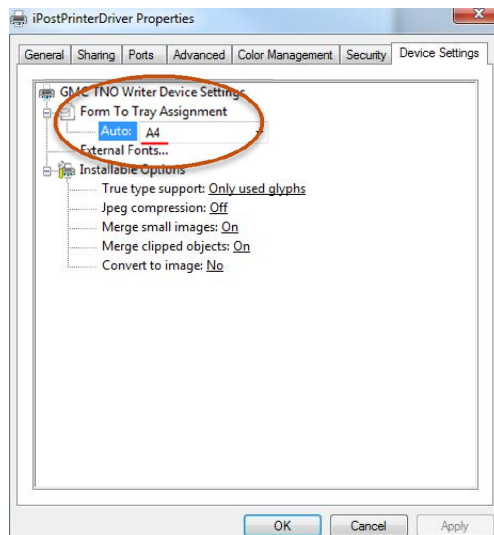
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2. Run the GMCWriterSetup.exe.
3. Use the URL address displayed in the Upload URL box and add it as a white-listed site in the proxy settings
4. Configure the Proxy (Server:port), Proxy user name and Proxy password fields

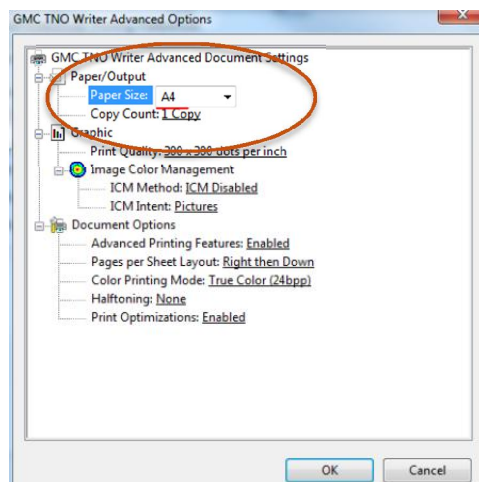
4.4 Printer preferences and properties

The Printer Driver settings are default A4, which is the only format available in Printer Driver. If necessary the settings can be changed according to instructions below:

1. Devices and printers -> PrinterDriver -> **Printer properties** -> Device settings
 - Change "Form To Tray assignment - Auto" to "A4" as shown below



2. Devices and printers -> PrinterDriver -> **Printer Preferences** -> Advanced
 - Change "Paper Size" to "A4" as shown below



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5. CONTACT INFORMATION

OpusCapita Service Desk will help and support Administrators. Normal users should contact their Administrator first.

OpusCapita's Customer support is available in local language as well as in English. OpusCapita's Customer Service includes technical issues and problem reporting. Customer Service contact information, service hours, service level and instructions are presented in:

Country	Address
FI	http://www.opuscapita.fi/yhteystiedot/
SE	http://www.opuscapita.se/kontakta-oss/
NO	http://www.opuscapita.no/kontakter/