imail

LETTERS + DATA + POSTCARDS

Print Client

USER GUIDE

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Foreword

In this section the following information is included:

- About this User Guide and Help
- Terminology
- Sub Headings
- Further Reading

About this User Guide and Help

The Imail user guide and Help provide detailed instruction about how to operate the Imail. Both assume you have knowledge of the application you intend to use to prepare your documents together with your computer's operating system and conventions, including how to use a mouse.

Screenshots

The screenshots that appear throughout the Imail user guide and Help are taken from the non-OEM (non-skinned) version of the Imail. When you compare these screenshots to an OEM version the colour is likely to be different but the layout and operation of components remains the same.

Terminology

The table below provides details about the terminology used throughout the Imail user guide and Help.

Term	Description
2D barcode	A barcode that is printed on mail produced by Imail. A 2D barcode located near the recipient address is scanned when an item of mail is returned undelivered to Imail. A 2D barcode located bottom right of each even side of an item of mail is used by folder inserter equipment.
Click / Left-click	Press the left-hand mouse button.
Post	The process of electronically transmitting a document to the Imail server where it is processed then printed at a Imail depot.

Sub Headings

The following headings are used to indicate cautions, examples, notes and where further information about a topic can be found:

CAUTION:

Identifies an action or omission that may cause loss or damage to equipment, software or data.

EXAMPLE:

Provides an example of what has just been described.

NOTE:

Provides additional information or hints to assist in performing a task or understanding the current topic.

MORE:

Indicates where further information about the current topic can be found.

Further Reading

The following Imail documentation and Help is also available:

- ImailAPI User Guide
- ImailAutolink User Guide
- ImailAutolink Help
- ImailGetting Started
- ImailA4 Letter Mailing Design Guidelines
- ImailA5 Postcard Design Guidelines

Documentation and Help can be viewed and/or downloaded by visiting the following web page:

https://www.imail.co.uk/downloads/

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To help you quickly find information about a topic, the following contents are provided:

- At a Glance
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Introduction

In this section the following information is included:

- Overview
- Operation
- Components

Overview

If you prepare mail for delivery by the Royal Mail or a similar service, you will already know how time consuming, labour intensive and expensive the process can be.

Wouldn't it be simpler if you were able to compose mail destined for UK recipients and post it electronically to a Imail depot for printing and finishing then delivery by the Royal Mail? No more costly printing overheads, no manual envelope inserting, and no more concerns about getting your mail in the post on time.

Imailis a system developed to relieve your mailing headaches, associated financial overheads and environmental impact.

Three Imailcomponents are available – a web interface, a print client and an API. Each provides a convenient way of getting items of mail such as letters and postcards to UK recipients.

Operation

Whether you decide to use the web interface, the print client or the API, your document is sent electronically to a Imail depot.

When a document is received at a depot, it is printed, folded and if necessary, inserted in a pre-paid A5 envelope ready for premium or standard delivery by the Royal Mail.

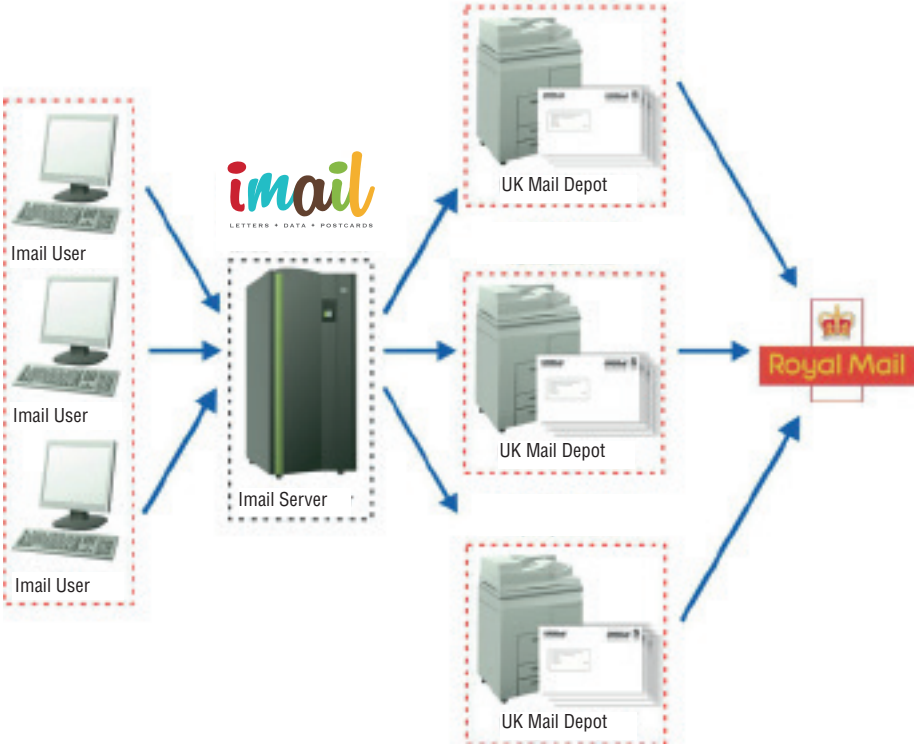

Fig. 1 Imail operation overview

Components

Imail provides three Imail components for posting mail – a web interface, a print client and an API.

Web Interface

If you have Internet access and an Internet browser the web interface allows you to compose, manage and post mail without the need for any other software applications.

After logging in, compose your mail, specify the recipient's name and address, preview it then post it electronically to a Imail depot.

The web interface is also used to administer Imail user account details, letter templates, and add funds.

Print Client

The print client is designed to be used with any Windows application that can print*. It operates in a similar way to a normal printer driver but instead of printing documents it posts them electronically to a Imail depot.

*NOTE:

Printing a PDF document from an application such as Adobe Reader is unsupported by the print client. Instead, the Send PDF to Imailfacility must be used.

MORE:

For details about accessing the print client, refer to Getting Started > Interface Overview > Opening (Launching).

API / Autolink

The API (Application Programming Interface) is a server-side Windows service that allows you to access the functionality of Imailfrom your own software applications.

MORE:

If modification of your own software applications is not possible, a client-side Windows service called Autolink is also available. This communicates with and transmits mail to the API, and allows you to configure how mail items are processed.

MORE:

For further instruction about the API, refer to the Imail API user guide. For further instruction about Imail Autolink, refer to the Imail Autolink user guide or Help.

Getting Started

In this section the following information is included:

- System Requirements
- Installing
- Uninstalling
- Interface Overview
- User Account
- Configuring Proxy Settings
- Document Considerations

System Requirements

The print client has the following system requirements:

- PC running Windows 2000 or above.
- Internet access.

In addition, certain actions relating to the web interface have the following system requirements:

- Internet access.
- Internet browser application.
- Internet browser scripts enabled.
- Internet browser pop-ups enabled for
- https://www.imail.co.uk.
- PDF application (for viewing documents).

MORE:

For details about enabling scripts and pop-ups, refer to your Internet browser's documentation or Help.

Installing

To install the print client double-click the Imail Setup.exe then follow the on-screen instructions.

NOTE:

Before installing, it is recommended you uninstall any other print client

Configuring Active Directory

If the print client being installed has the Active Directory feature enabled, you will be prompted for the following information during the installation process:

- Lightweight Directory Access Protocol (LDAP)
- ImailCompany ID

MORE:

Please consult your Imail administrator for the requested information.

Obtaining an Installation

A link to download the print client installation is accessible on the following web page:

https://www.imail.co.uk/downloads/

Alternatively you can request a print client installation from your Imail administrator or by contacting Imail.

Uninstalling

To uninstall the print client use the uninstall program facility found in the Windows Control Panel. The program name that must be uninstalled is called Imail version n.n.

MORE:

For details about uninstalling programs in Windows, refer to your Windows documentation or Help.

Interface Overview

The main functionality of the print client is contained in the print client interface (Fig. 2).

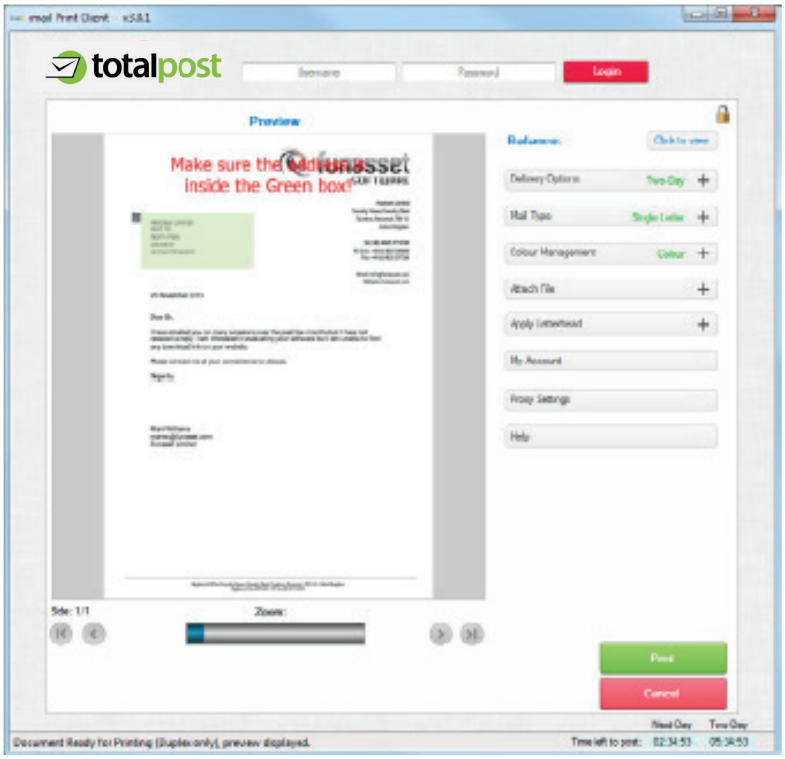

Fig. 2 Print client interface

Opening (Launching)

The print client interface (Fig. 2) can be opened in two ways:

- Printing from an Application
- Opening a PDF

NOTE: Prior to the print client interface being opened, “Printing to Imail” will appear in the centre of your screen.

Printing from an Application

To access the print client from an application that can print, click the Print option normally found on the File menu of the application.* Following this a Print dialog (Fig. 3) is opened where the print client (called Imail Printer) can be selected from a list of printers installed in Windows.

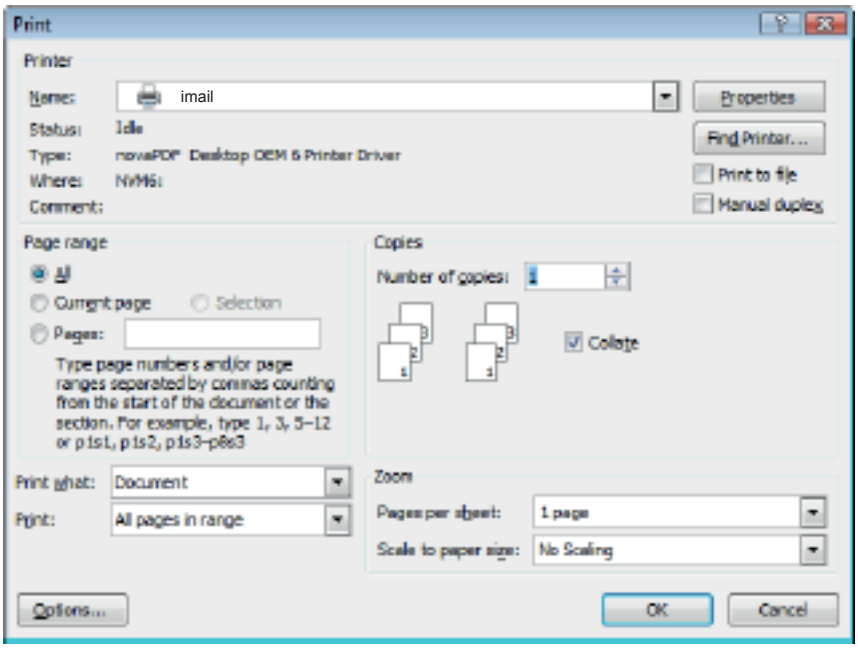

Fig. 3 Example Print dialog (Microsoft Word 2007)

Following selection of the print client, click the OK or Print button to open the Print Client interface (Fig. 2).

NOTE:

If a document's page size or page orientation is incompatible with Imail, associated Notification dialogs (Fig. 12) are opened and the Print Client interface is not opened.

*NOTE:

Printing a PDF document from an application such as Adobe Reader is unsupported by the print client. Instead the Open PDF in Imail facility must be used.

Opening a PDF

If a PDF document needs to be processed by Imail, the print client interface (Fig. 2) cannot be opened by printing the PDF document from an application such as Adobe Reader. Instead, perform the following actions:

1. Click the Windows Start button
2. Locate then open the Imail program folder.
3. Click the Open PDF in Imail option.
4. In the Browse dialog (Fig. 10) locate then select the PDF document that needs to be processed.
5. Click the Open button.

NOTE:

If a document's page size or page orientation is incompatible with Imail, associated Notification dialogs (Fig. 12) are opened and the print client interface is not opened.

MORE:

For further details about navigating to program folders from the Windows Start menu, refer to your Windows documentation or Help.

Closing (Exiting)

The print client interface (Fig. 2) can be closed (exited) in two ways:

- Click the Cancel button.
- Click the Close (X) button located near the top right of the interface.

Prior to closing, a Confirmation dialog (Fig. 11) is opened asking you to confirm the close.

NOTE:
The print client interface is also closed after successfully posting a document

Common Components

The print client interface (Fig. 2) contains the following common components:

- Edit box
- Check box
- Radio button
- Scroll bar
- Collapsible panel
- Browse dialog
- Confirmation dialog
- Notification dialog

Edit Box

The print client interface (Fig. 2) contains edit boxes (Fig. 4) where text-based information can be specified.

Fig. 4 Edit box

Click inside an edit box then perform one of the following actions:

- If text is highlighted in the edit box: Press the Delete button to delete it; type other text to replace it; press the left or right arrow key to remove the highlight.
- If text is not highlighted in the edit box: Press the Delete or Backspace key to delete existing text; type other text; navigate existing text using the left and right arrow keys.

Check Box

The print client interface (Fig. 2) contains check boxes (Fig. 5) that allow settings and options to be selected (by adding a tick) or unselected (by removing the tick).

Fig. 5 Check boxes

Click a check box to add and remove a tick.

Radio Button

The print client interface (Fig. 2) contains radio buttons (Fig. 6) that allow single choice settings and options to be selected (by adding a dot) or unselected (by removing a dot).

Fig. 6 Radio buttons

Click a radio button to add a dot (select it).

NOTE:

Adding a dot to a radio button removes the dot from another radio button in the same radio button group.

List Box

The print client interface (Fig. 2) contains list boxes (Fig. 7) with selectable pre-defined options.

Fig. 7 List box

To use a list box, perform the following actions:

1. Click the arrow to the right of the list box.
2. In the drop-down list that appears click an option to select it.

Scroll Bar

When information contained in certain print client components exceeds its boundaries, vertical and/or horizontal scroll bars (Fig. 8) appear. These provide a mechanism for moving the content up and down or left and right to reveal hidden content.

Fig. 8 Scroll bar (horizontal)

Click an arrow at the end a scroll bar to move to the content in that direction.

MORE: For further details about using scroll bars, refer to your Windows documentation or Help.

Collapsible Panel

The print client interface (Fig. 2) contains collapsible panels (Fig. 9) where additional information and controls are contained.

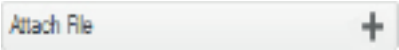

Fig. 9 Collapsible panel (closed)

By default each collapsible panel is closed and the content it contains is not visible. Click the plus symbol (+) of a collapsible panel to open it and reveal its content.

Click the minus symbol (-) to close the collapsible panel.

Opening a collapsible panel closes an already open collapsible panel.

The My Account, Proxy Settings and Help collapsible panels that appear closed operate in the same way as a button and do not open when clicked.

Browse Dialog

There are print client processes such as attaching a PDF document that require your computer's file system to be navigated. Navigation is performed in a Browse dialog (Fig. 10).

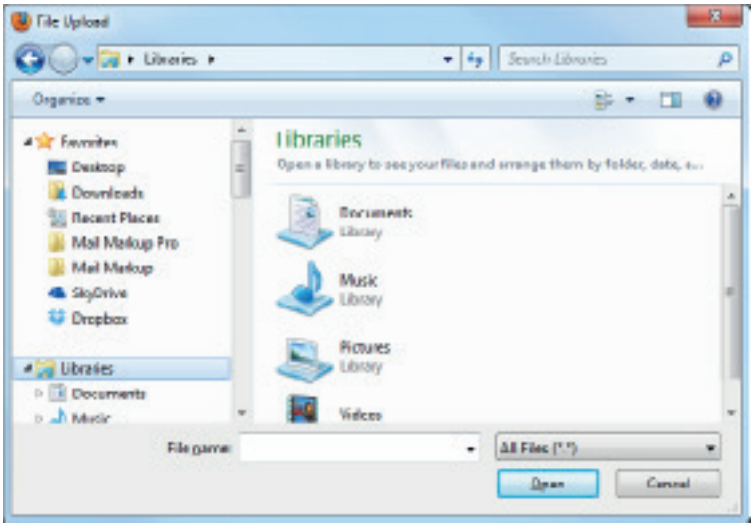

Fig. 10 Browse dialog (Windows 7)

MORE: For details about how to use the controls in the Browse dialog, refer to your operating system's documentation or Help.

Confirmation Dialog

Actions that require confirmation cause a Confirmation dialog (Fig. 11) to be opened.

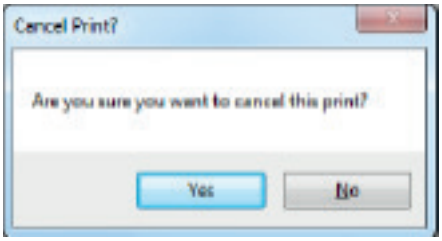

Fig. 11 Confirmation dialog

Click the Yes or OK button to confirm the action and the No or Cancel button to abandon.

Clicking either button also closes the Confirmation dialog.

Notification Dialog

Following the completion or failure of an action such as posting mail, a Notification dialog (Fig. 12) is normally opened.

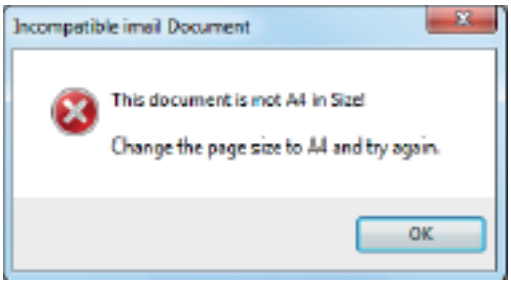

Fig. 12 Notification dialog

Click the OK button to close the Notification dialog.

User Account

An Imail user account is required before a document can be posted using the print client. If you do not already have a user account then you will need to create one.

Creating

To create an Imail user account click the My Account button in the print client interface (Fig. 2). As long as you are not already logged in, a Confirmation dialog (Fig. 11) is opened asking if you wish to create a user account. Click the Yes button to open the Create Account dialog (Fig. 13) where user account information is specified.

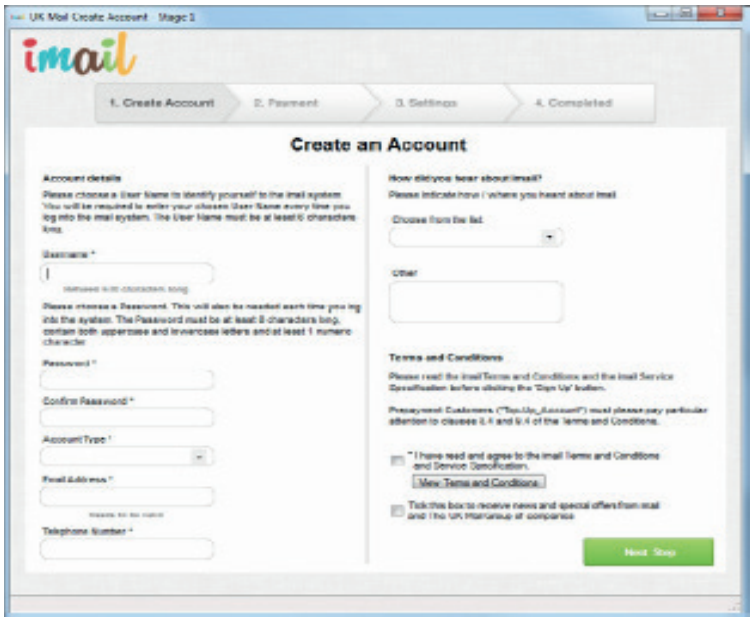

Fig. 13 Create Account dialog

The Create Account dialog has four tabs:

Term	Description
Create Account	Allows you to specify a user name, password, account type, email address and telephone number. A check box (Fig. 5) is also provided (and must be ticked) to state you agree to the ImailTerms and Conditions.
Payment	Allows you to specify a billing name and address, and the type of payment method – Pay As You Post or Top Up Account.

Term	Description
Settings	Allows you to specify account settings such as the default option for delivery, colour and duplex, and whether you would like to receive a copy of everything you send.
Completed	Indicates the create account process is complete.

Specify the requested information on each tab then click the Next Step button to proceed to the next tab. On the Completed tab click the OK button to restart the print client interface so it reflects the settings specified.

If preferred, you can create an Imail user account on the following web page:

https://www.imail.co.uk/register_with_imail/

Updating

To update information contained in an Imail user account, perform the following actions in the print client interface (Fig. 2):

1. Login to the user account you wish to modify.
2. Click the My Account button.
3. If necessary, make changes to settings that appear on the Settings tab of the Create Account dialog (Fig. 13).
4. Click the Update Account button to display additional user account settings.
5. Complete and/or modify the fields provided.
6. Click the Update button.
7. Click the OK button in the Notification dialog (Fig. 12).
8. Click the Save button.

Logging In

Before a document can be posted and before a user account can be updated you must login to your user account. To do this, perform the following actions in the print client interface (Fig. 2):

1. Click inside the User Name edit box (Fig. 4) then type your user name.
2. Click inside the Password edit box then type the password associated with the specified user name.
3. Click the Login button.

Following a successful login, Authenticated appears top right of the print client interface and the Login button is removed. If the Imailuser account is a top-up account the available funds (balance) is also displayed.

NOTE:

If the user name and/or password are incorrect a Notification dialog (Fig. 12) is opened.

Configuring Proxy Settings

If the computer where the print client is installed connects to the Internet via a proxy server, it may be necessary to specify proxy settings before communication with the Imail server is permitted.

To specify proxy settings perform the following actions in the print client interface (Fig. 2):

1. Click the Proxy Settings button to open the Proxy Settings dialog
2. (Fig. 14).
3. Click (add a tick to) the Use Proxy checkbox (Fig. 5) to access the proxy settings.
4. In the edit boxes (Fig. 4) provided specify the proxy host, port, user name, password and domain settings.
5. Click the OK button to apply the settings and close the Proxy Settings dialog.

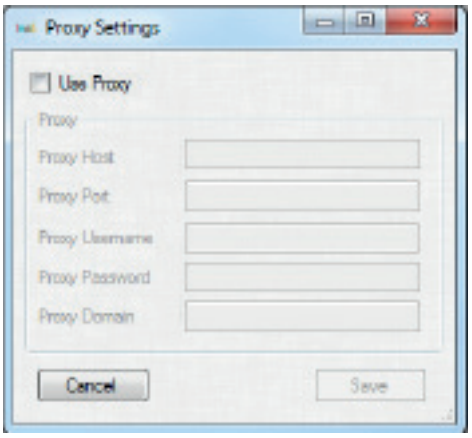

Fig. 14 Proxy Settings dialog

Document Considerations

Before composing a document or an attachment that will be posted using Imail, it is important to consider the following:

1. Page size
2. Orientation
3. Number of sides
4. Duplex
5. Areas of a page to avoid

Page Size

The page size of Imail documents and PDF attachments must be A4 (210 x 297 mm).

If a page in a document is not A4, a Notification dialog (Fig. 12) or Confirmation dialog (Fig. 11) is opened when opening the print client interface (Fig. 2).

CAUTION:

When printed, pages in a PDF attachment that are not A4 will be cropped if larger, or will be positioned in an A4 page if smaller. No warning about this is provided.

MORE:

For details about changing the page size of your document or PDF attachment, refer to your application's documentation or Help.

Orientation

The orientation of Imail documents and attachments must be portrait.

If a page in a document is landscape, a Notification dialog (Fig. 12) or Confirmation dialog (Fig. 11) is opened when opening the print client interface (Fig. 2).

CAUTION:

When printed, pages in an attachment that are landscape will be cropped in an A4 portrait page. No warning about this is provided.

MORE:

For details about changing the page orientation of your document or attachment, refer to your application's documentation or help.

Number of Sides

An individual mail item in a document, together with any attachments, must not exceed 16 sides (8 sheets of paper).

If a document contains more than 16 sides and the Mail Merge option is not selected, a Notification dialog (Fig. 12) is opened when posting.

After closing the Notification dialog, remove excess sides in your document or attachment, or specify a page range in your application's Print dialog
(Fig. 3).

MORE:

For details about removing sides or specifying a page range, refer to your application's documentation or Help.

CAUTION:

Sides contained in any attachment that cause the 16 side limit to be exceeded will not be printed. No warning about this provided.

Duplex

Imail documents and attachments are printed duplex (back-to-back).

EXAMPLE:

If your document contains two sides, side one and two will appear on the reverse sides of the same sheet of paper.

MORE:

For details about specifying where attachments are printed, refer to Preparing and Posting Mail > Attaching a Document > Specifying where Attachments are Printed.

Areas of a Page to Avoid

Imail documents and attachments have a number of areas on a page that must be void of content. These areas are described in the following document:

- ImailA4 Letter Mailing Design Guidelines

Preparing and Posting Mail

In this section the following information is included:

- Previewing a Document
- Specifying a Recipient
- Specifying a Delivery Time
- Dealing with Multi-Mail Item Documents
- Specifying Colour
- Attaching a Document
- Applying a Letterhead
- Posting

Previewing a Document

The Print Client interface (Fig. 2) displays a preview of each side of a document (up to 16 sides), or if the Mail Merge option is used, each side of the selected mail item.

Each side can be viewed individually and magnified in order to display content more clearly.

NOTE:

The content of an attachment cannot be previewed.

Selecting a Mail Item

If the Mail Merge option is used, and a split has been performed, a list appears in the Mail Type collapsible panel (Fig. 19). This contains a list of numbers that correspond to mail items in the current document but excluding attachments.

To select a mail item and view its sides in the Print Client interface (Fig. 2), click its associated number in the list.

MORE:

For further details about the Mail Merge option and documents that contain multiple mail items, refer to Using the Print Client > Dealing with Multi-Mail Item Documents.

Viewing Sides

By default, side one of a document is displayed in the Print Client interface (Fig. 2). Other sides of the document, or sides of the selected mail item in the document, can be viewed by clicking the navigation buttons (Fig. 15).

Fig. 15 Navigation buttons (first page, previous page, next page, last page)

Magnifying a Side

By default, the Print Client interface (Fig. 2) displays the entire content of the side being viewed. If you need to view content more closely the side can be magnified using the Zoom control (Fig. 16).

Fig. 16 Zoom control

Position the mouse pointer over the blue Zoom control slider then click and hold the mouse button. Move the mouse and slider to the right to magnify the content of the current side, and to the left to reduce it.

When a side is magnified, vertical and horizontal scroll bars (Fig. 8) appear. These allow you to view parts of the side currently hidden from view.

Specifying a Recipient

Like any document that requires posting, a document processed by Imail must contain a recipient name, address and post code. These details must be typed directly in the document content at a specific location on side one of a document, or on side one of each mail item in a document.

To help you position recipient details, the area where they must be located is marked by a green box (Fig. 17) in the Print Client interface (Fig. 2).

Fig. 17 Recipient area in the print client interface

If recipient details do not appear in the green box, cancel posting and reposition them in your document.

CAUTION:

When printed, the recipient area marked in green is blank (white) and overwrites everything located in it except the recipient details. Furthermore, text (not just the recipient details) located in this area will be considered part of the recipient details and may be repositioned accordingly. It is therefore imperative that images and text (other than the recipient details) do not appear here.

MORE:

For details about moving text on a page, refer to your application's documentation or Help.

MORE:

For further details about the recipient area including measurements, refer to the ImailA4 Letter Mailing Design Guidelines.

Specifying a Delivery Time

Imail documents can be delivered premium or standard (default). To specify a delivery time perform the following actions in the print client interface (Fig. 2):

1. Open the Delivery Options collapsible panel (Fig. 18).
2. Click either the Premium Delivery or Standard Delivery radio button (Fig.6).

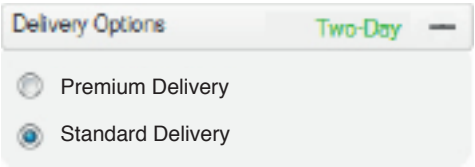

Fig. 18 Delivery Options collapsible panel

Time Left to Post

The bottom right corner of the print client interface (Fig. 2) displays the time left to post a document for premium and standard delivery.

Dealing with Multi-Mail Item Documents

By default, the print client processes documents that contain a single mail item containing up to 16 sides (including sides contained in all attachments). However, if a document contains multiple mail items, such as a Word document that contains multiple letters, a Mail Merge facility is available that splits each item.

To enable the Mail Merge facility, perform the following actions in the print client interface (Fig. 2):

1. Open the Mail Type collapsible panel (Fig. 19).
2. Click the Mail Merge radio button (Fig. 6).

Following this, mail merge options appear in the Mail Type collapsible panel.

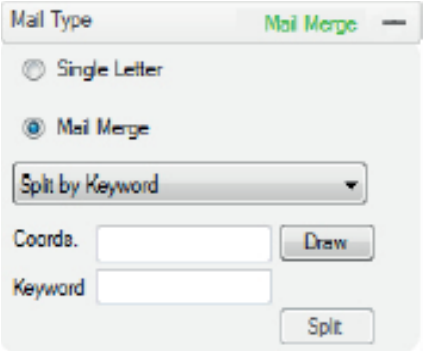

Fig. 19 Mail Type collapsible panel (mail merge options)

Splitting a Document

In order for Imail to locate address details and apply the correct 2D barcode, a document must be split on the first side of each mail item it contains.

Each mail item that is split becomes an individual PDF document during the post process.
Two splitting options are available:

1. Split by Keyword
2. Split every # Side(s)

Split by Keyword

If the first side of each item of mail in a document contains a consistent keyword that is located in a consistent position, this can be used to split the document.

EXAMPLE:

The following diagram shows how a document is split when a specified keyword is located.

The follo Fig. 20 Example of splitting by keyword

To enable Imail to locate a specified keyword, the area it will always appear in must be defined. To do this, perform the following actions: wing diagram shows how a document is split when a specified keyword is located.

1. Click the draw button in the Mail Type collapsible panel (Fig. 19).
2. Position the mouse pointer in the preview where a corner of the area you wish to define is located.
3. Click and hold the mouse button.
4. Move the mouse until the red border defines the area where your keyword is located.
5. Release the mouse button.

After an area is drawn, its x, y, width and height values in pixels are displayed in the Coords edit box (Fig. 4).

Type the keyword into the Keyword text box then click the Split button.

Following a short delay, a list containing a number for each split mail item appears in the Mail Type collapsible panel (Fig. 19).

For details about previewing split mail items, refer to Preparing and Posting Mail > Previewing a Document > Selecting a Mail Item.

Split Every # Side(s)

If each item of mail in a document is located on a consistent number of sides, this can be used to split the document.

Type the number that coincides with the first side of each mail item into the # Sides text box then click the Split button.

EXAMPLE:

If the first side of each document appears every third page, type 3.

Following a short delay, a list containing a number for each split mail item appears in the Mail Type collapsible panel (Fig. 19).

MORE:

For details about previewing split mail items, refer to Preparing and Posting Mail > Previewing a Document > Selecting a Mail Item.

Specifying Colour

Imail documents can be printed in colour (default) or black and white (mono).

To specify a colour perform the following actions in the print client interface (Fig. 2):

1. Open the Colour Management collapsible panel (Fig. 21).
2. Click either the Colour or Black & White radio button (Fig. 6).

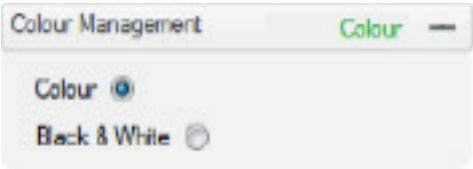

Fig. 21 Colour Management collapsible panel

Attaching a Document

Imail documents can have additional documents (such as leaflets and maps) attached to them.
The following file formats and extensions are supported:

1. PDF (Adobe PDF)
2. DOC (Microsoft Word)
3. DOCX (Microsoft Word)

One or more attachments can be added to the current document or each item of mail contained within.

CAUTION:

Sides contained in an attachment that cause the 16 side limit to be exceeded will not be printed. No warning about this provided.

NOTE:

If a document has been split into multiple mail items, each attachment will be included with each mail item.

Adding and removing an attachment, specifying the print order and determining whether each attachment starts on a new sheet, is performed in the Attach File collapsible panel (Fig. 22).

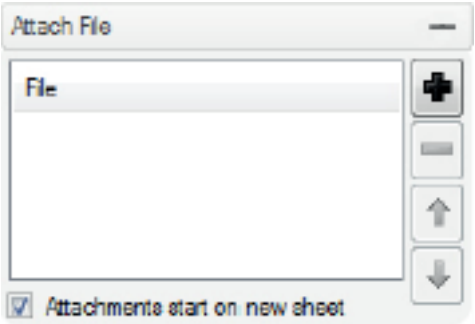

Fig. 22 Attach File collapsible panel

Adding

To add an attachment to the current document, perform the following actions in the Attach File collapsible panel (Fig. 22):

1. Click the plus (+) button to open a browse dialog (Fig. 10).
2. Locate and select the required PDF or Word document then click the Open button.

The name of the selected document is now displayed in the Attach File collapsible panel.

Removing

To remove an attachment from the Attach File collapsible panel (Fig. 22) and as a result the current document, perform the following actions in Attach File collapsible panel (Fig. 22):

1. Click the name of the attachment to select it.
2. Click the minus (-) button.

Specifying the Print Order

The order of attachments in the Attach File collapsible panel (Fig. 22) indicates the order they will be printed and appear in the envelope following the document they are attached to.

To change the order of attachments, perform the following actions in the Attach File collapsible panel:

1. Click the name of an attachment to select it.
2. Click the up arrow button to move the attachment up, or the down arrow button to move the attachment down.

Specifying Where Attachments are Printed

Attachments can be printed on the side immediately following the last printed side or always on a new sheet.

To always print attachments on a new sheet add a tick to the Attachments start on a new sheet check box (Fig. 5) located in the Attach File collapsible panel (Fig. 22).

Remove the tick from the check box to print an attachment on the side following the last printed side.

Applying a Letterhead

A letterhead (that would normally include a business logo and contact details) can be applied to the current document or each item of mail contained within. As a result, only letter content needs to be produced in the source application prior to using the print client.

To apply a letterhead, perform the following actions in the print client interface (Fig. 2):

1. Login to your Imail user account.
2. Open the Apply Letterhead collapsible panel (Fig. 23).
3. Click the Load button.
4. Click the Select an existing letterhead list box (Fig. 7).
5. Click an option in the list box to apply the associated letterhead to the current document.

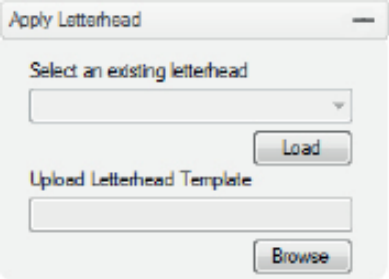

Fig. 23 Apply Letterhead collapsible panel

NOTE: If your user account does not already contain a letterhead, you can upload then select one.

NOTE: To view a newly uploaded letterhead in the Select an existing letterhead list box, click the Refresh button.

Uploading a Letterhead

To upload a letterhead to your Imail user account so it can be selected and used by the print client, perform the following actions in the print client interface (Fig. 2):

1. Login to your Imail user account.
2. Open the Apply Letterhead collapsible panel (Fig. 23).
3. Click the Browse button.
4. In the Browse dialog (Fig. 10) locate then select a PDF you want to upload as a letterhead then click the Open button.
5. Click the Upload button.
6. In the Confirmation dialog (Fig. 11) click the Yes button to immediately apply the letterhead to the current document.

NOTE:

If the No button was selected in the Confirmation dialog, the Refresh button must be clicked so the uploaded letterhead appears as an option in the Select an existing letterhead list box (Fig. 7).

Posting

The post process involves transmitting a document to the Imail server where (if necessary) conversion to PDF takes place. SSC and zone codes and a 2D barcode are applied before printing occurs at a Imail depot.

Click the Print button in the Print Client interface (Fig. 2) to begin the post process. Following this, a Confirmation dialog (Fig. 11) is opened.

Click the Yes button to continue the post process or the No button to abort.

CAUTION:

After clicking the Yes button in the Confirmation dialog there is no mechanism to prevent a document or the items of mail items it contains being printed and subsequently delivered.

NOTE:

If the number of sides in a document exceeds 16, and the Mail Merge option is not specified, a Notification dialog (Fig. 12) is opened and the posting process stops.

NOTE:

If the user name and/or password is incorrect or unspecified, a Notification dialog is opened and the posting process stops.

Viewing a Posted Document

During the post process, a document or each item of mail it contains is converted into a PDF document. PDF documents can be viewed at any time on the Archive Mail page of the web interface.

NOTE:

A PDF viewing application such as Adobe Reader must be installed on the computer where a PDF document will be viewed.

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