

E-Post Print & Send

User manual / Version 2.5

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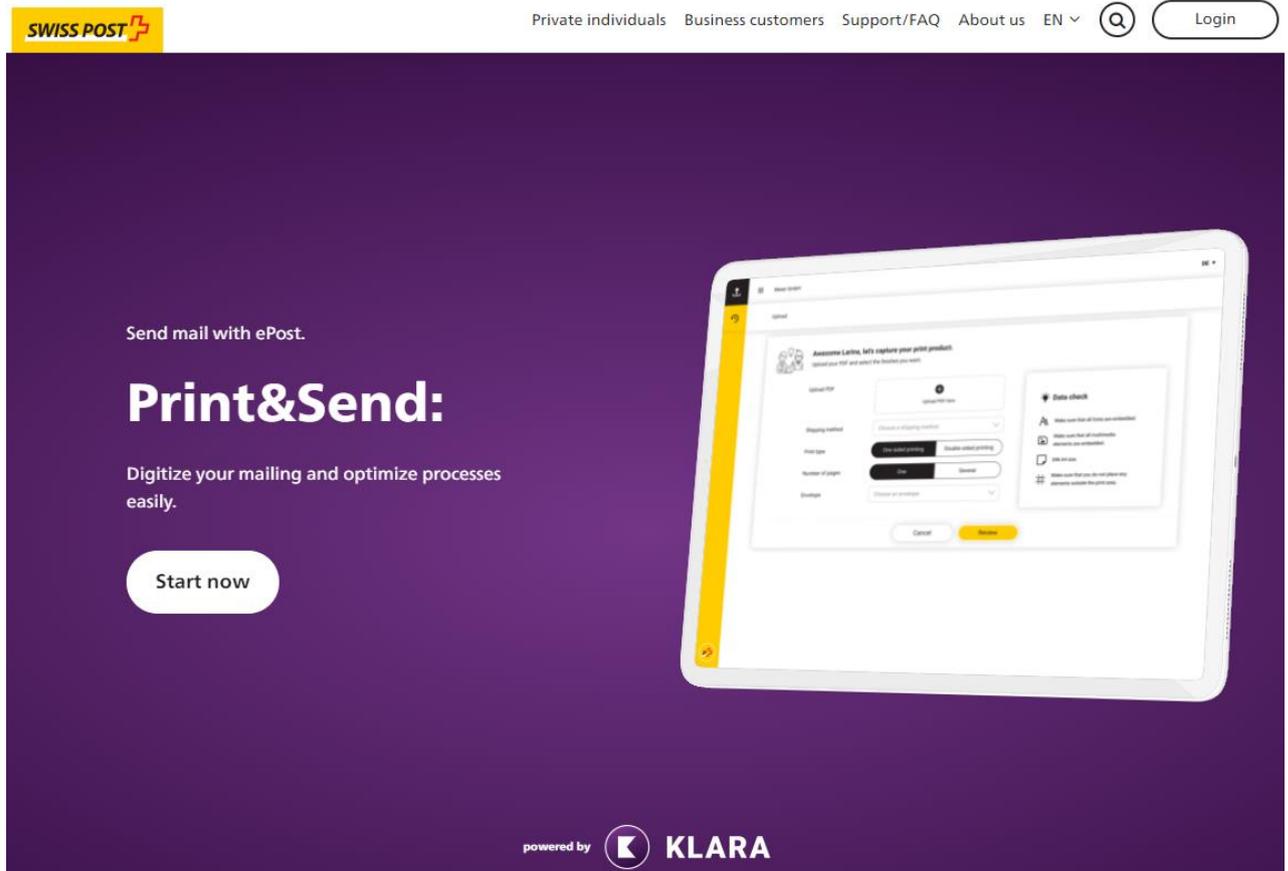
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1. Introduction

E-Post Print & Send is an output-management solution developed by Swiss Post that allows users registered in the E-Post front end who have authorization to do so to print out and send documents using Windows printer driver technology.

This manual shows users:

- how to install the printer driver
- how to use it
- how to view a created print job and how to delete it if need be



www.epost.ch

Application owner:

ePost – KLARA Business AG

E-Post Print & Send product owner:

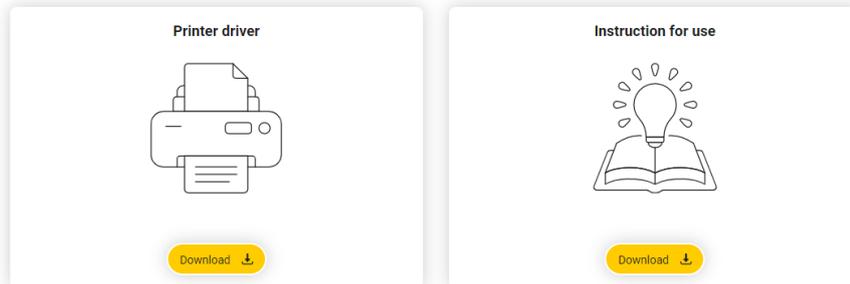
Silvestre Michoud

Technical owner:

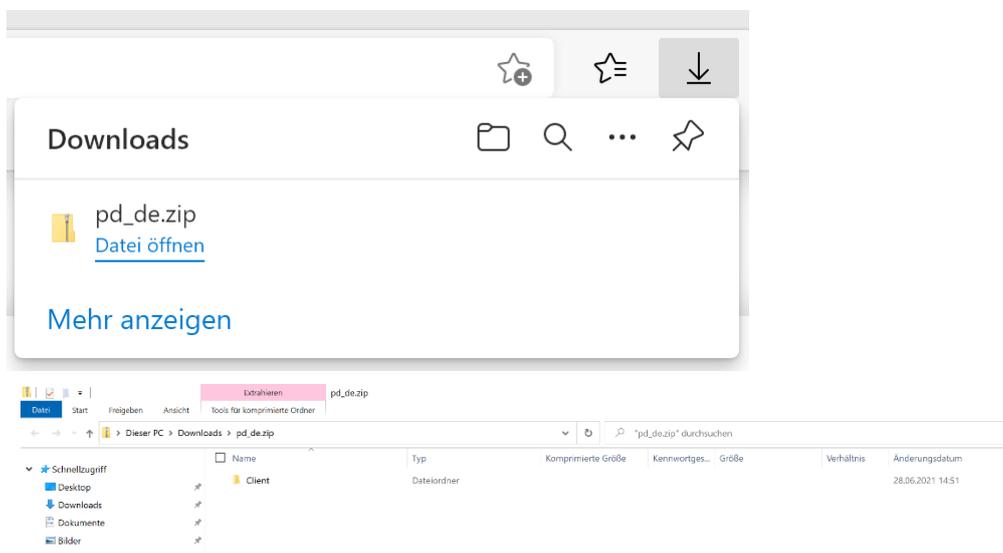
Klara Business AG, Avaloq Outline AG

2. Downloading the printer driver

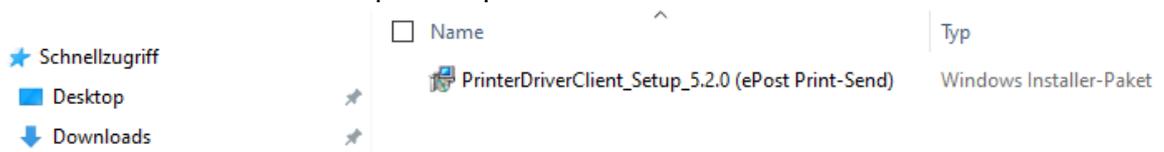
Downloads



1. You can download the installation file from this link: <https://printerdriver.doc2print.ch/klara/download>. Select a product language (top right) and continue by clicking the download button for the printer driver.
2. This will download the zip file, which can be opened in the Windows download folder.

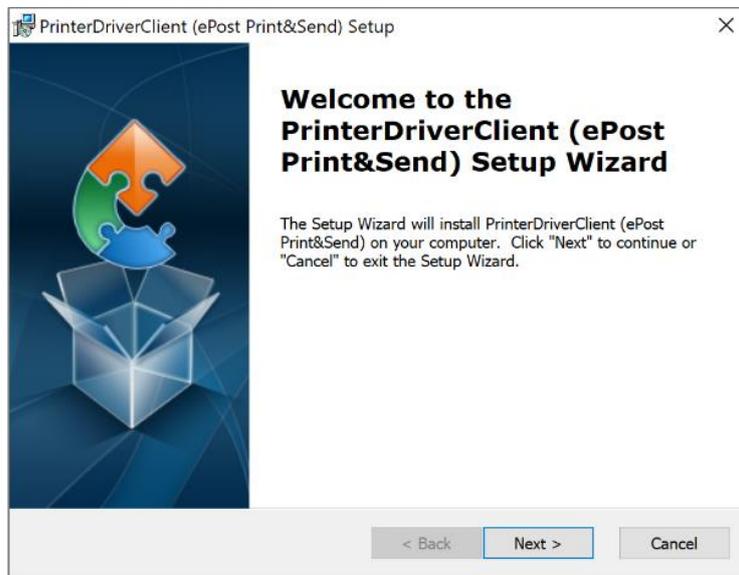


3. Path: This PC > Downloads > pd_en.zip > Client

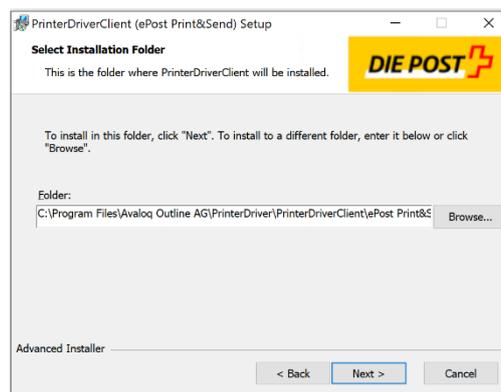


3. Installing the printer driver

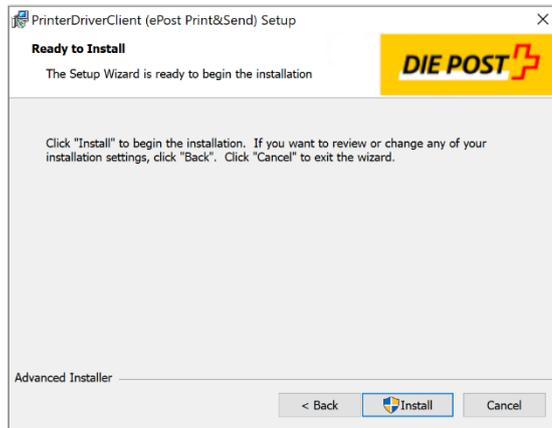
1. You can now install the printer driver by double-clicking on the msi file.
2. The installation set-up window for the printer driver will then open, which you can launch by selecting "Next":



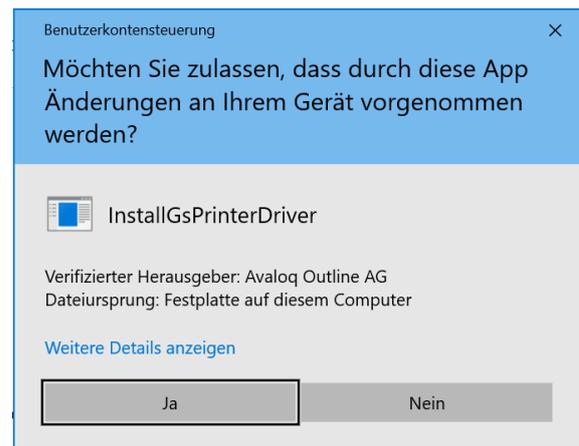
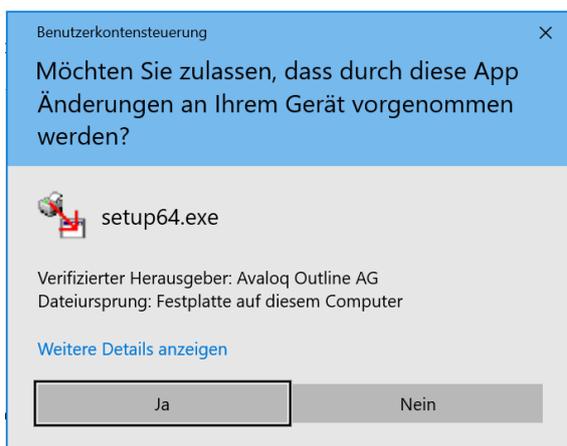
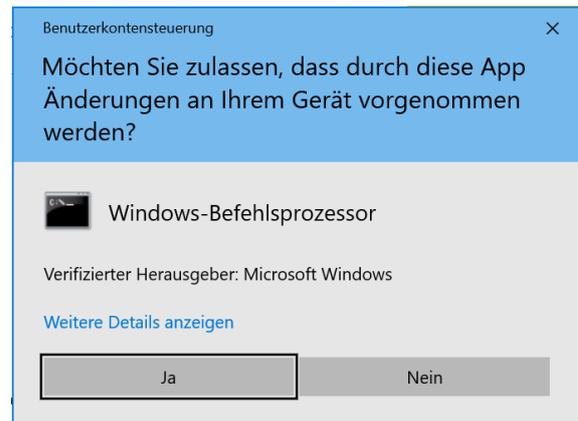
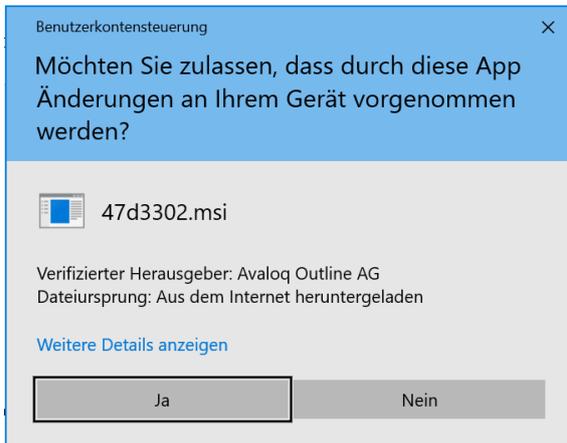
3. Decide what path you want the programme to be installed in. To confirm your choice of folder, select "Next", or choose another path.



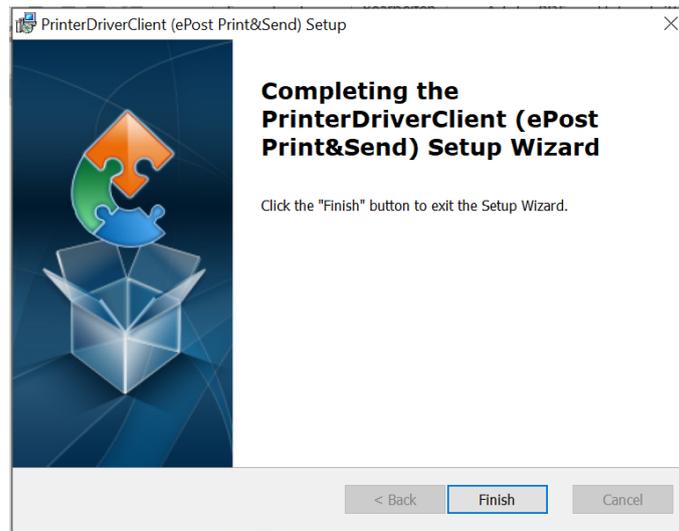
4. The installation process then begins.



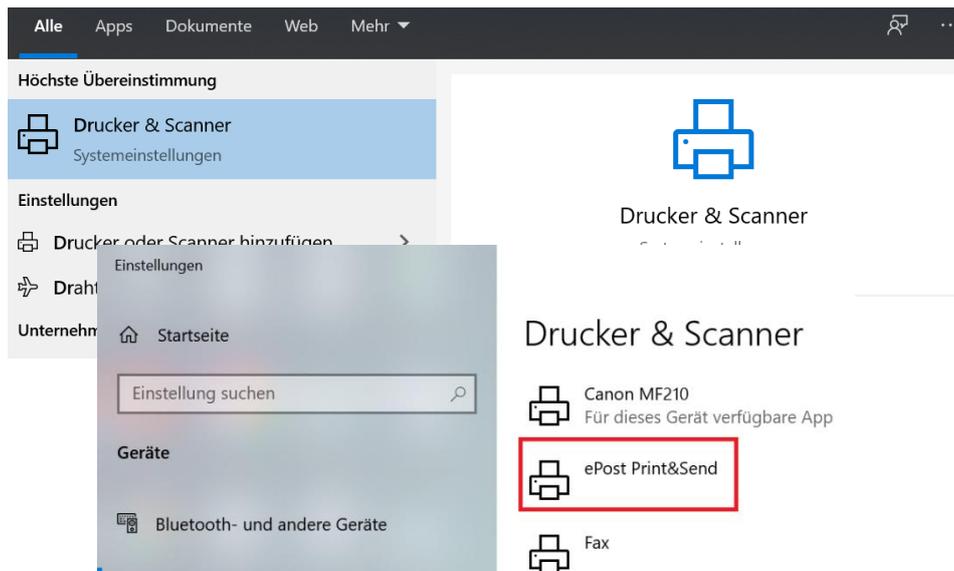
5. The next questions “regarding changes to the device...” can also be answered with YES:



- When you see the following image, you know the “E-Post PrinterDriver” has successfully been installed, and is now installed on your computer/PC. You can then press “Finish”.



- You will now find the newly installed printer driver in the Windows programme “Printers & scanners”.

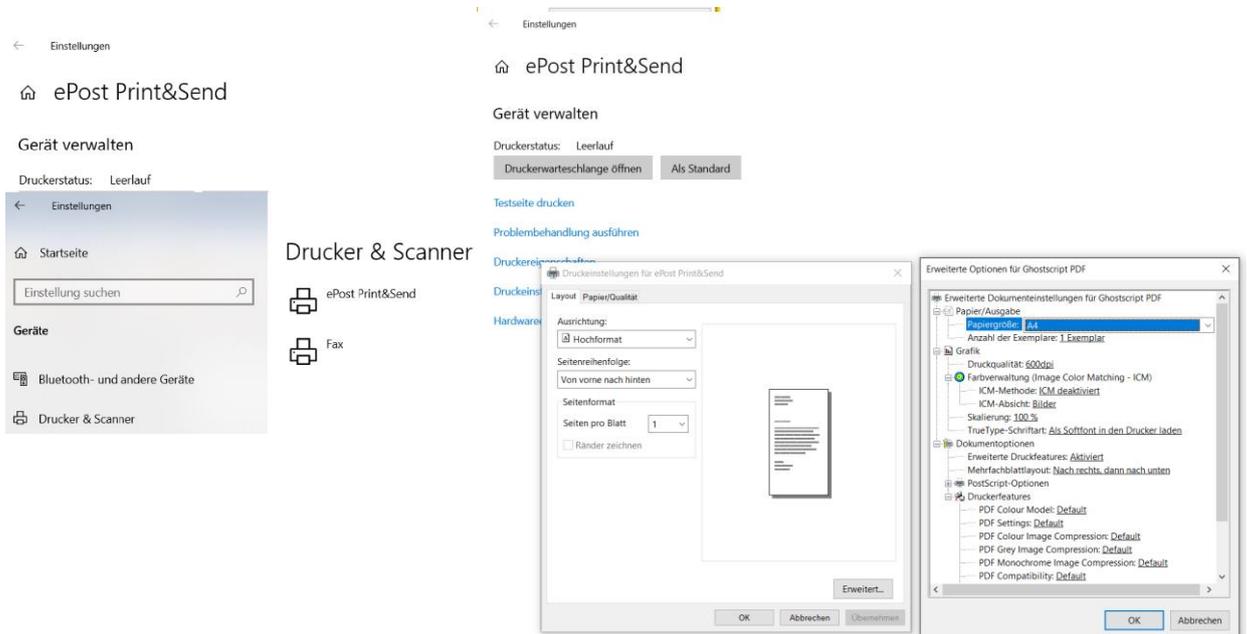


- You can also launch the “PrinterDriver Viewer”, in which you can view jobs that have been placed, by clicking on it here:

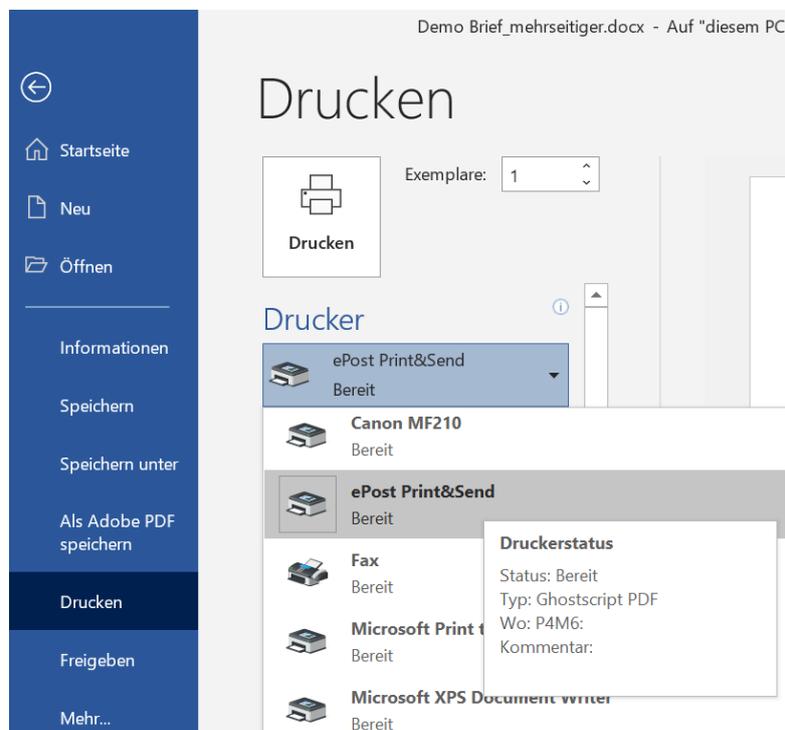


4. Using the E-Post PrinterDriver

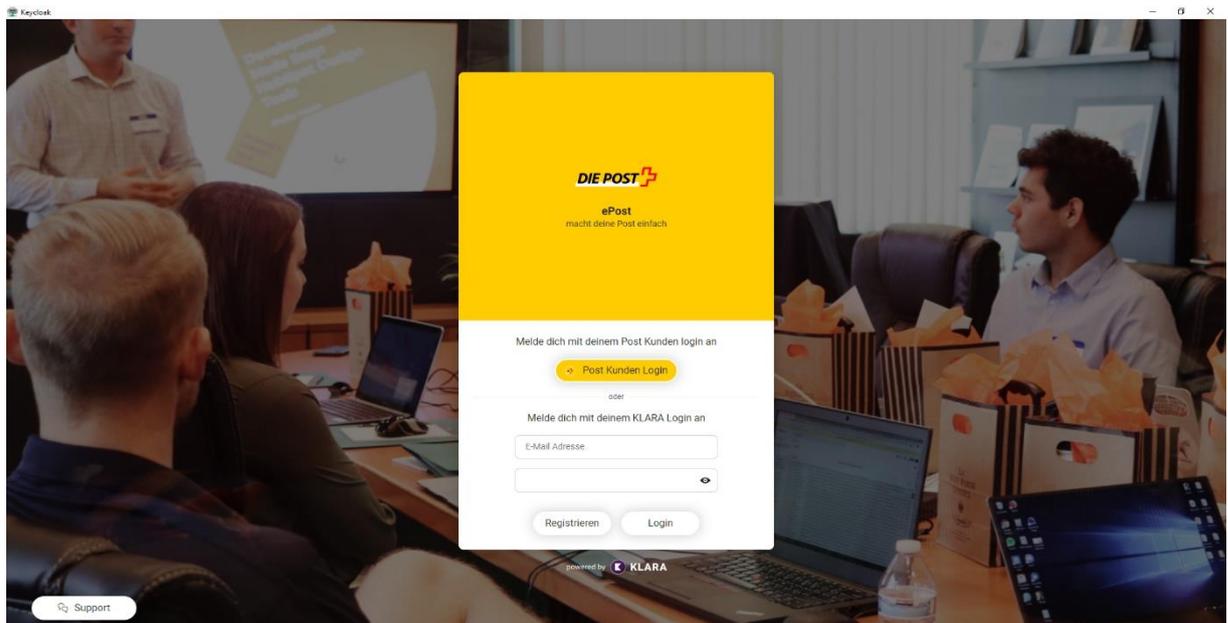
1. **PLEASE NOTE:** if you are using an English-language operating system, please change the standard setting in the PrinterDriver from Letter format to A4 in the default settings:



2. The E-Post PrinterDriver can be started from any Windows application, e.g. Word or as a PDF, by pressing the Windows command key and selecting the E-Post Print & Send Printer from your installed printers:

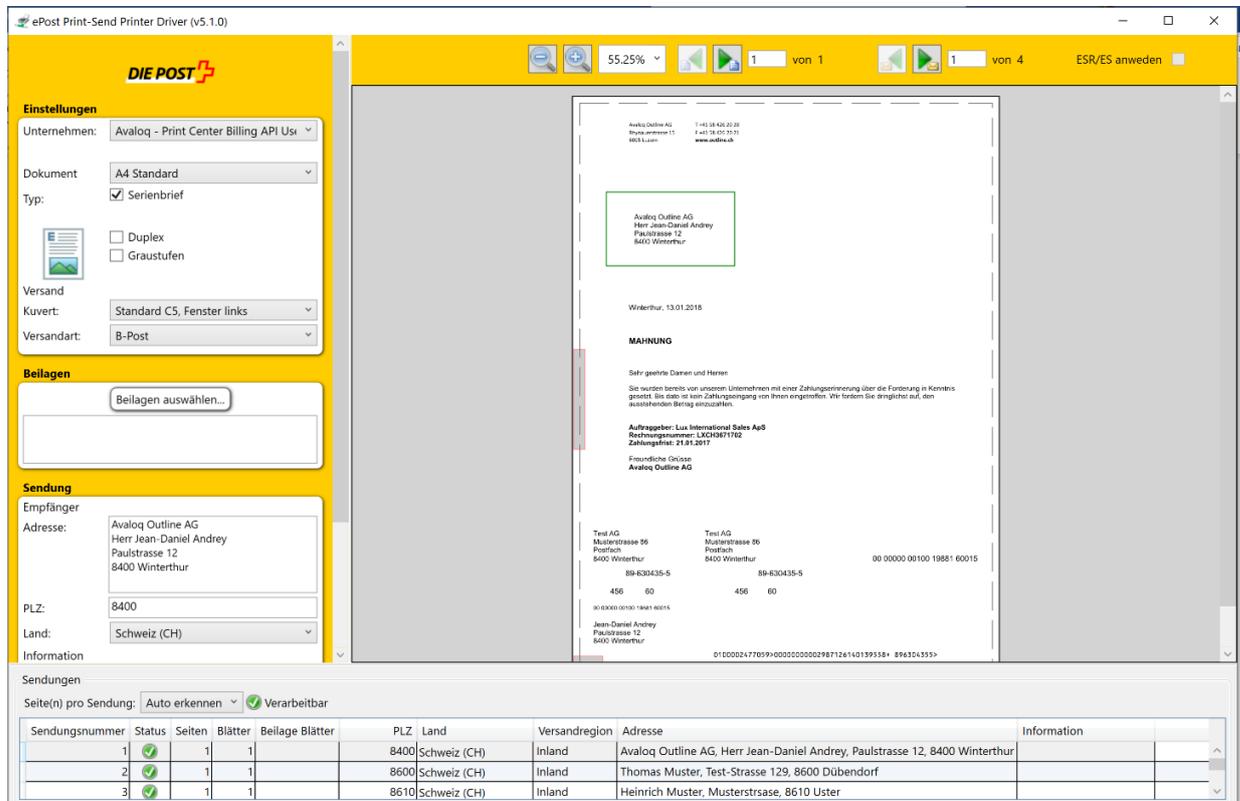


3. After “printing”, the registration tab for the user will open automatically in the background:



Using the login tab displayed, the user can register for the PrinterDriver service they want with their KLARA login or their Swiss Post customer login details via “E-mail address and password”.

4. Once the user has logged in successfully, the E-Post PrinterDriver dialogue tab is displayed as follows:



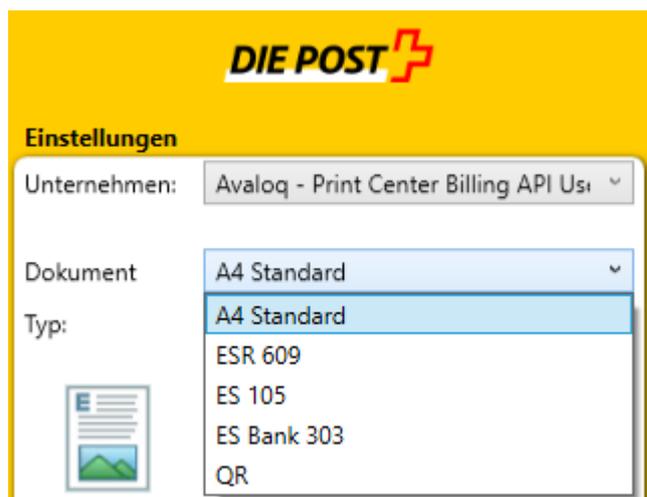
5. The following functions are currently supported:



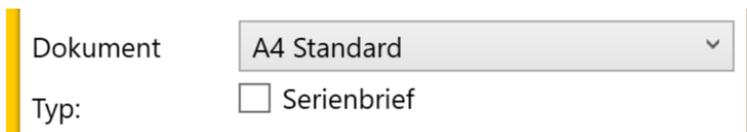
- Registered companies authorized to print.



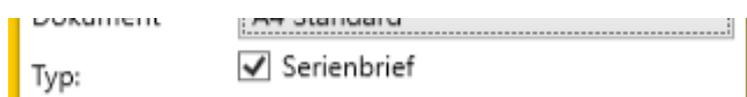
- Increase and decrease the size of the document view and change page



- Select document paper type: white A4 (default), ISR 609, IS 105, IS Bank 303 or QR-bill



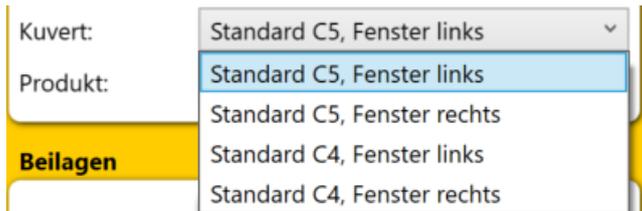
- If sending a single envelope, the "mailshot" box does not need to be ticked.



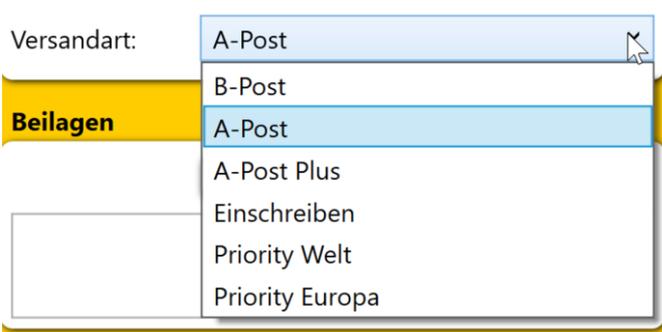
- If sending several documents as a "mailshot", the box must be ticked.



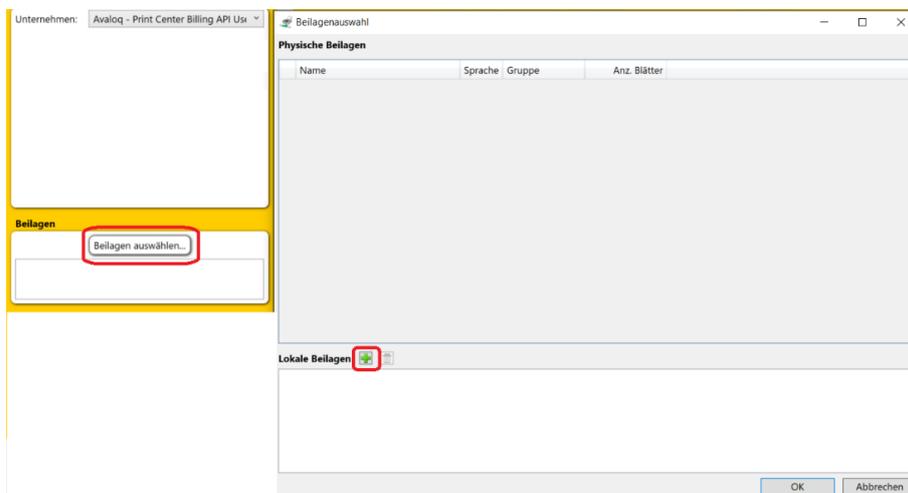
- If you are processing a multiple-page “duplex” document, the “duplex” box must be ticked.
- If you only want the document to be in “black/white”, the “greyscale” box must be ticked.



- To select the right envelope format with the right window position, you must select the “envelope” box with the right format.



- To send the correct letter delivery method, you must select the option you would like in the “Shipping option” box.



- Additional “attachments” may be “uploaded” as PDF-format A4 files with each mail item. You can do this by first clicking on the “Select attachment” button, and then on the green “+” icon.

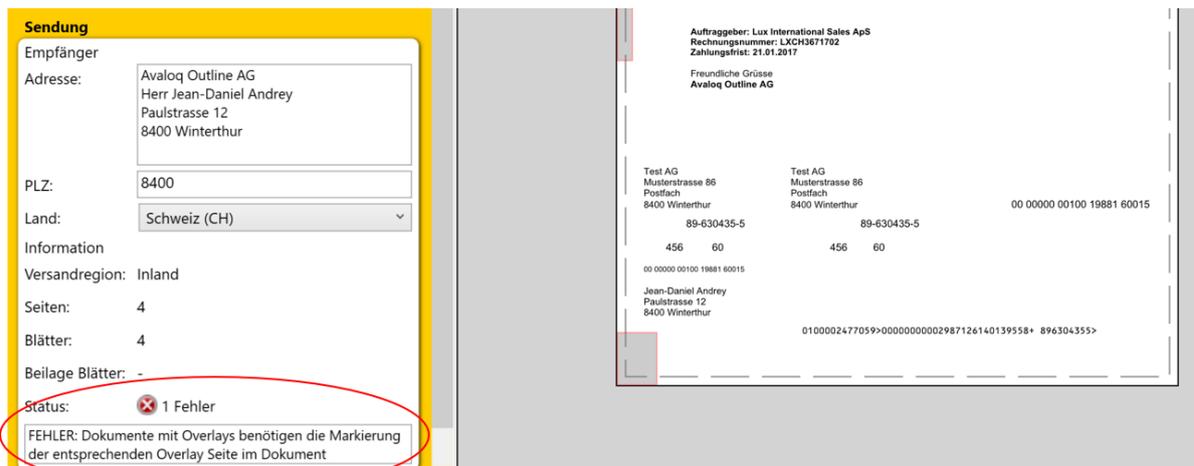
6. Printing out inpayment slips (ISR, IS 105, IS Bank 303)

The PrinterDriver service can also be used to print out and produce documents with various types of inpayment slip. You can do this for individual documents or several of the same document (mailshot mode).

How to do this: In the document box, select the inpayment slip you want to use in the “Drop Down menu”.



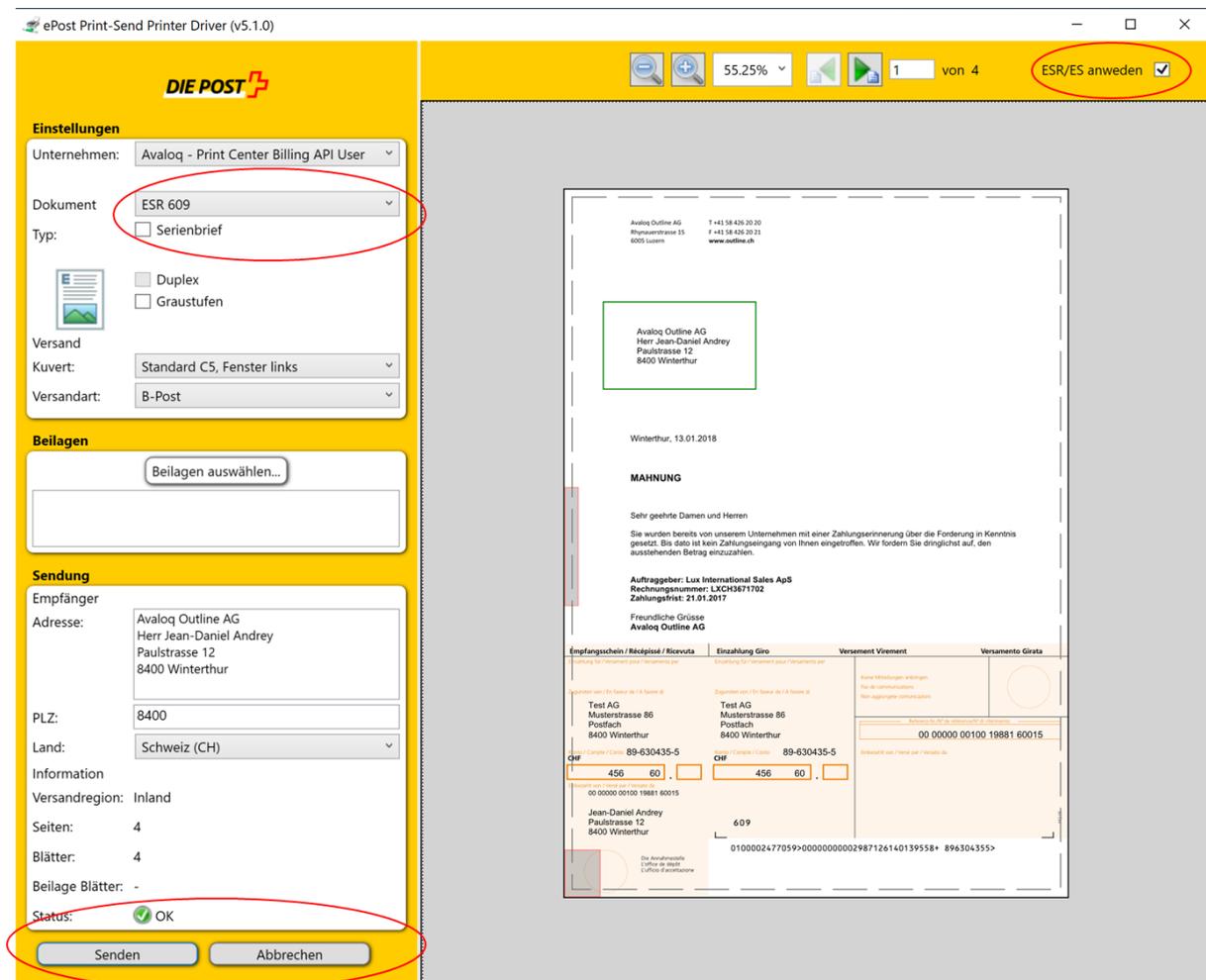
Once you have selected the ISR, the system will recognize in the background that the document does not yet currently have an ISR, and will display an error message as follows:



To ensure that the PrinterDriver solution also shows and applies the selected inpayment slip on the display, the “Apply ISR/IS” box in the top right of the page must be ticked:



If this has been done successfully, you will have the following view:

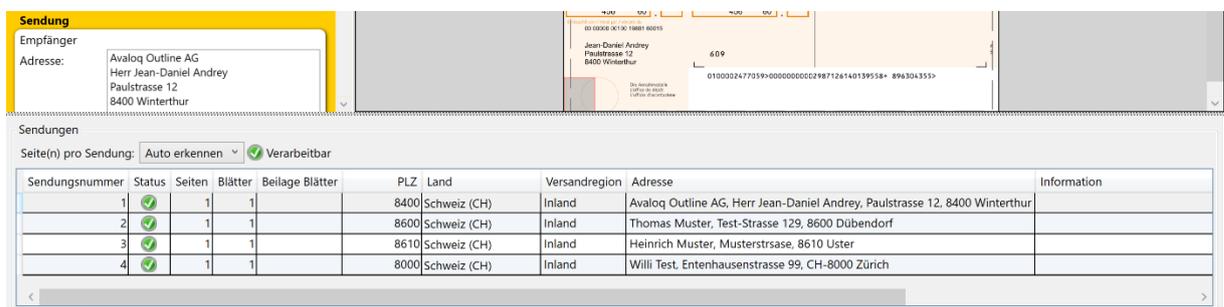


Once the status of the document is “green” and OK, you can press the “Send” button to submit the document.

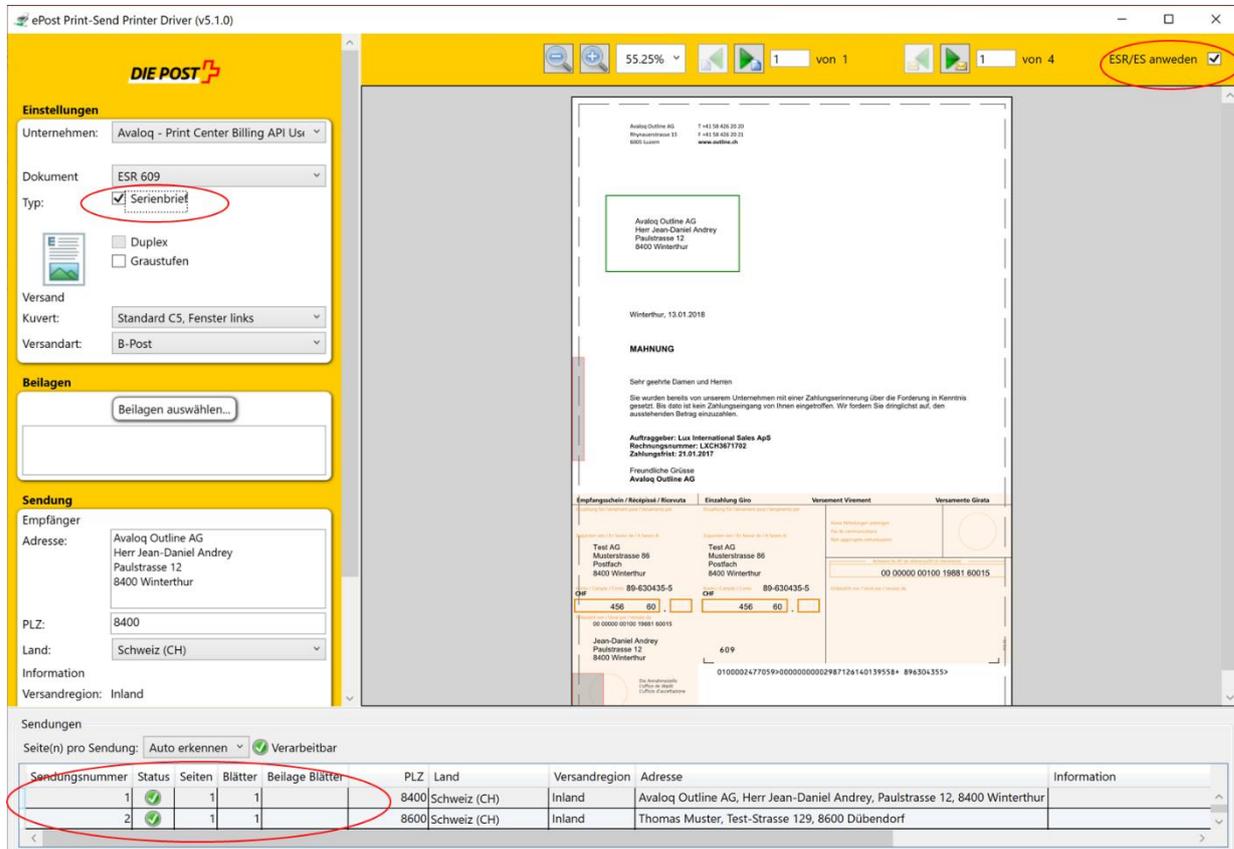
The function for sending documents with an ISR can also be used for multiple documents with an inpayment slip, i.e. in mailshot mode. All you have to do here is press the “mailshot” button.



Once you have done this successfully, all the addresses available in the document will be recognized, the document will display the ISR as a layout and produce a list of how many documents have been identified with the correct address:



The overall view will then look like this for the mailshot with ISR documents if these documents have been applied successfully:

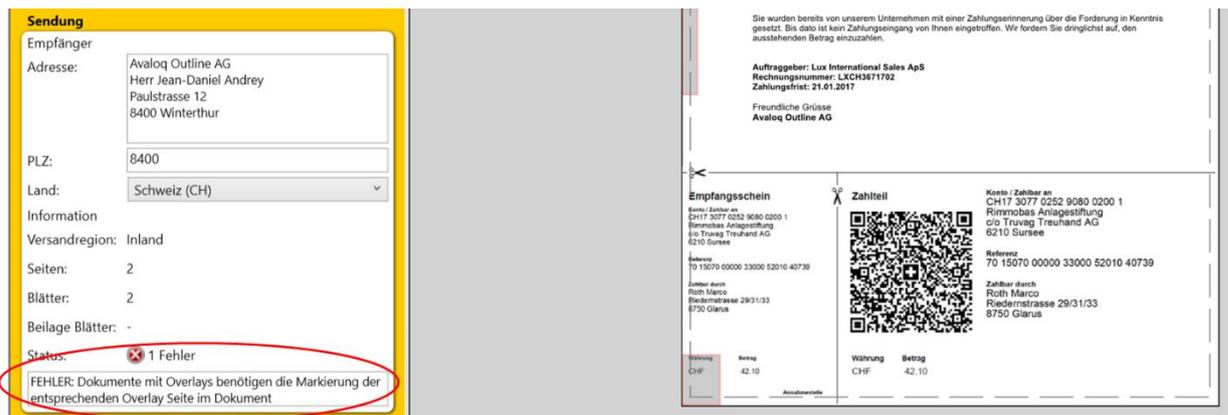


7. Printing out inpayment slips with QR-bill

To print QR invoices, proceed in the same way as for printing "ISR invoices" (see also Chapter 6.). Select "QR" as the document type:



When the QR is selected, the system recognises in the background that the document does not currently have a QR and displays an error message in the context as follows:



To ensure that the printer driver solution also displays and applies the selected QR invoice on the display, the "Apply ISR/QR" field in the top right of the view must be ticked:



If this is done successfully, the view will look like this:

The screenshot shows the 'DIE POST+' interface for printing and sending documents. The left sidebar contains configuration options, and the main area shows a document preview.

Configuration Options (Left Sidebar):

- Einstellungen:**
 - Unternehmen: Avaloq - Print Center Billing API User
 - Dokument: QR
 - Typ: Serienbrief
 - Duplex
 - Graustufen
 - Versand:
 - Kuvert: Standard C5, Fenster links
 - Versandart: B-Post
- Beilagen:**
 - Beilagen auswählen...
- Sendung:**
 - Empfänger:
 - Adresse: Avaloq Outline AG, Herr Jean-Daniel Andrey, Paulstrasse 12, 8400 Winterthur
 - PLZ: 8400
 - Land: Schweiz (CH)
 - Information:
 - Versandregion: Inland
 - Seiten: 2
 - Blätter: 2
 - Beilage Blätter: -
 - Status: OK

Document Preview (Main Area):

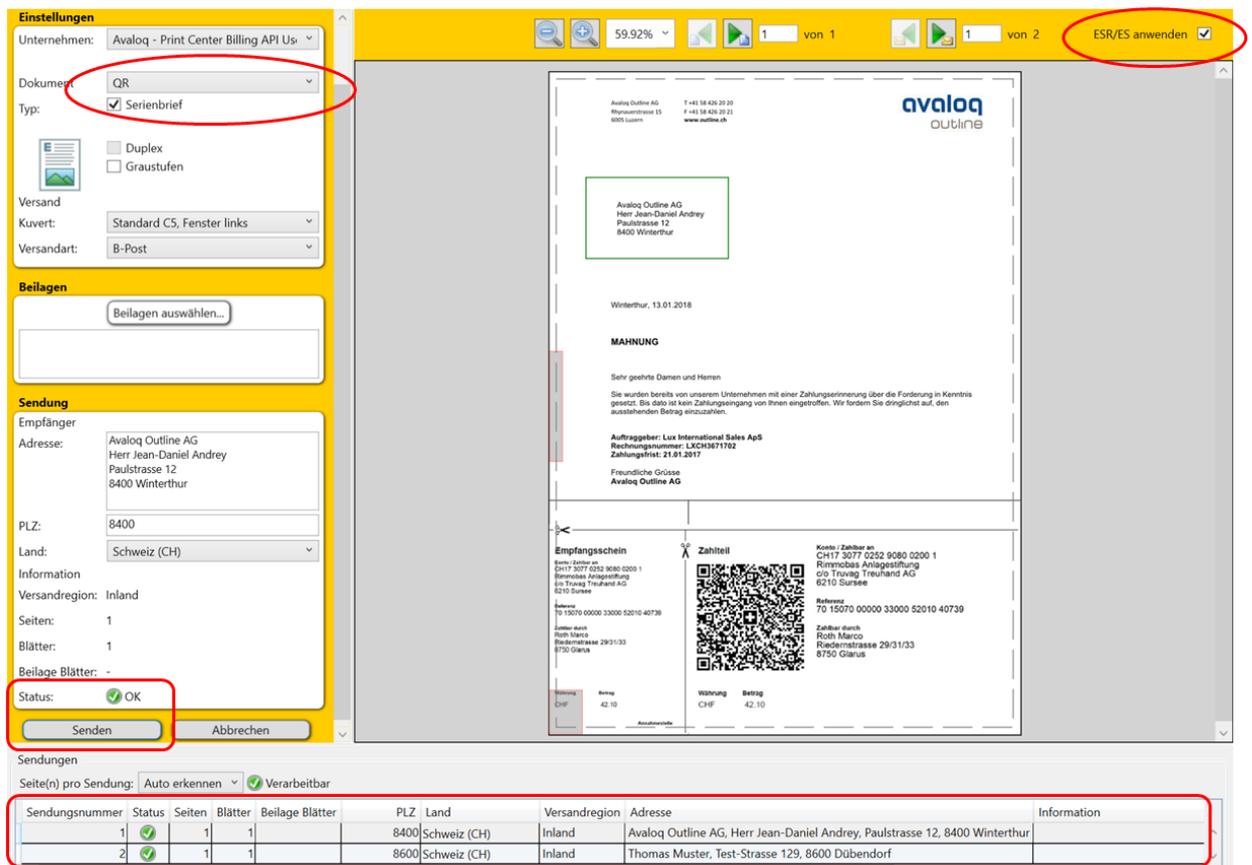
The document is a bill from Avaloq Outline AG to Herr Jean-Daniel Andrey. It includes a QR code for payment and a 'Zahlungsschein' (payment slip) section. The status of the document is 'OK', and the 'Senden' button is highlighted in red.

As soon as the status of the document is "green" and ok, the "send button" can be pressed for transmission.

The function to send documents with "QR" can also be used for several documents with payment slips. That is, in serial letter mode. To do this, simply select the "Serial letter" button:

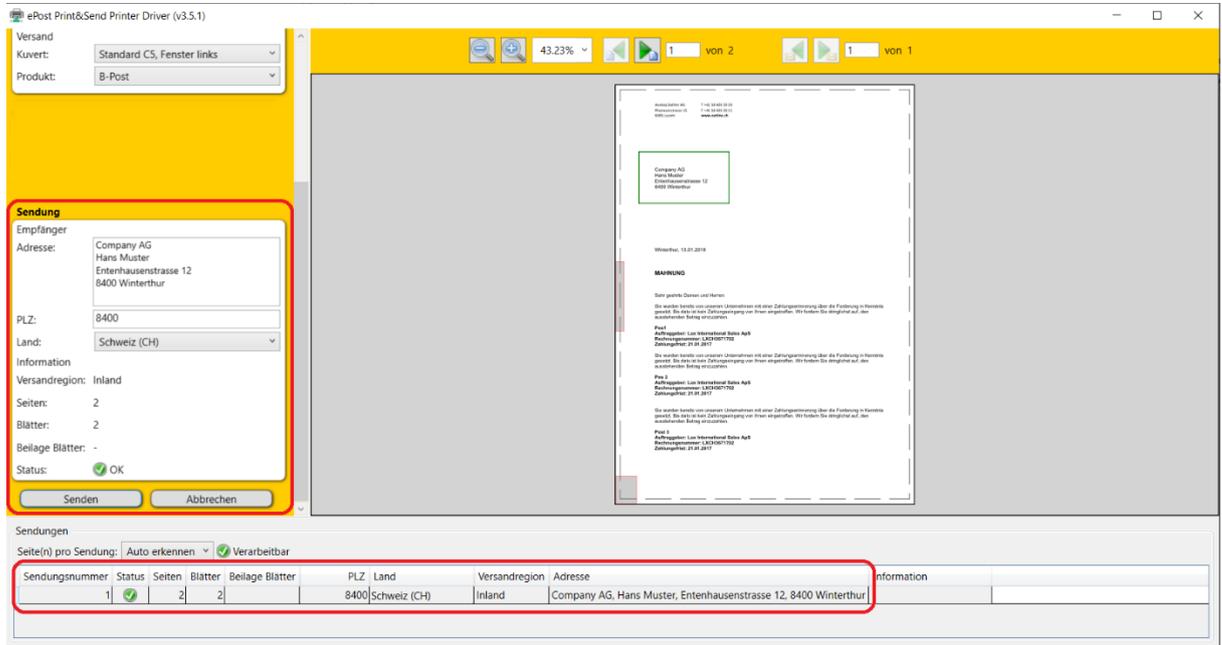


The overall view then looks exactly the same for the serial letter with QR documents as in Chapter 6 "Serial documents with ISR" when used successfully as follows:

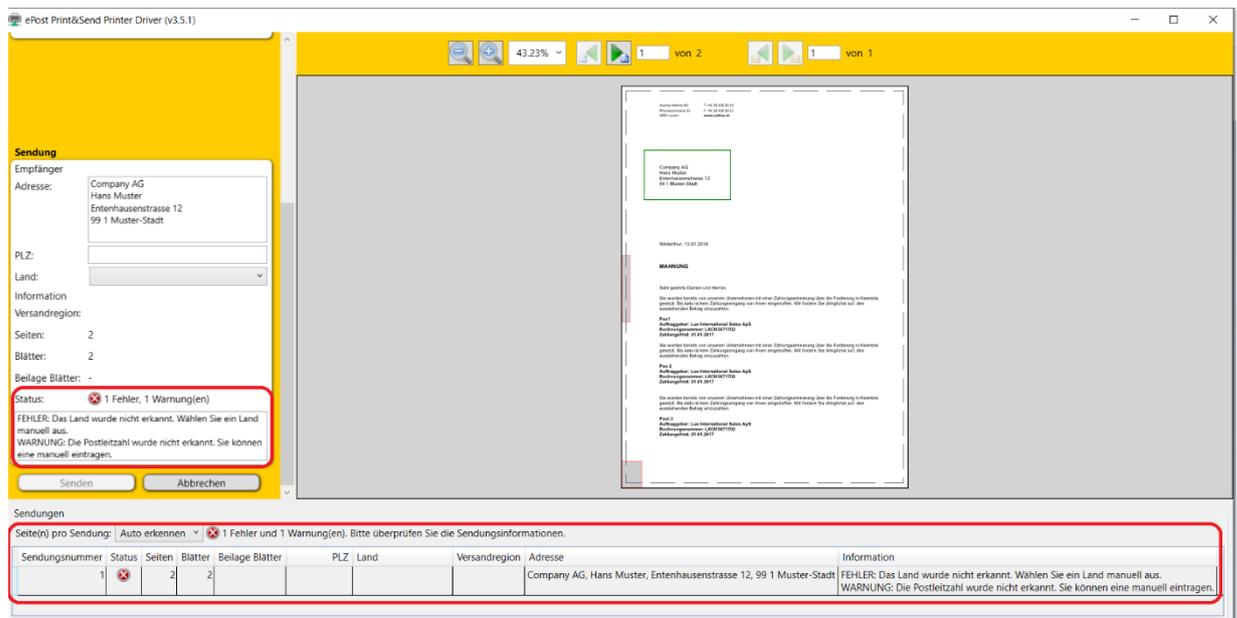


- If all the necessary parameters have been entered correctly, and the PrinterDriver has checked all executable functions, the "Send" button will be displayed with a green tick as "ready for printing" in the "Send" section. Click on "Send" to send the document successfully.

You can also see at the bottom of the document that the address has been read successfully and can be delivered.

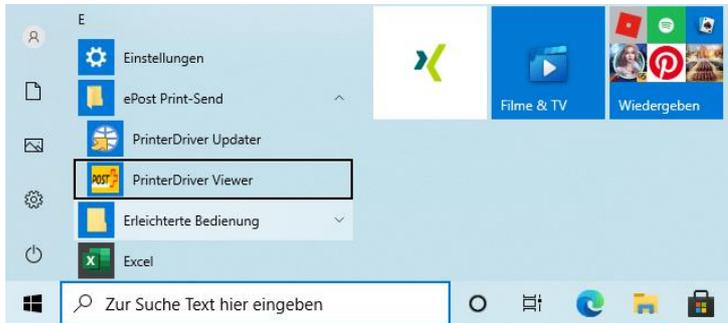


- If a function is not right, or the postal delivery address could not be read correctly in the window, the "Send" button will be shown as shaded in grey, but not selected. You must follow the instructions displayed:

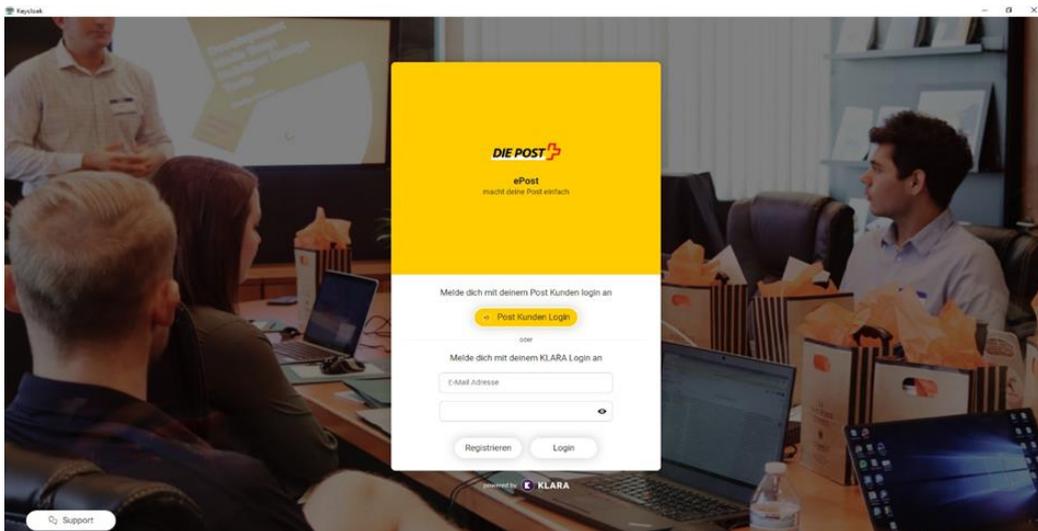


5. View of printed jobs: “PrinterDriver Viewer”

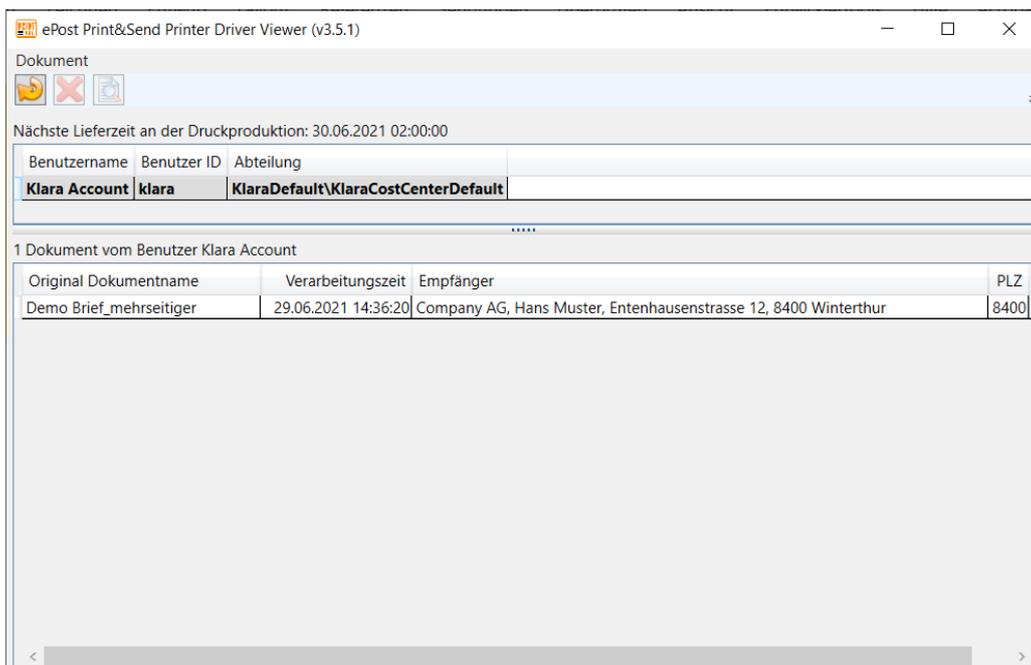
1. The “PrinterDriver Viewer” will appear if you press the Windows button and E-Post. You can then double-click on the viewer to launch it:



2. The next step is once again user registration:

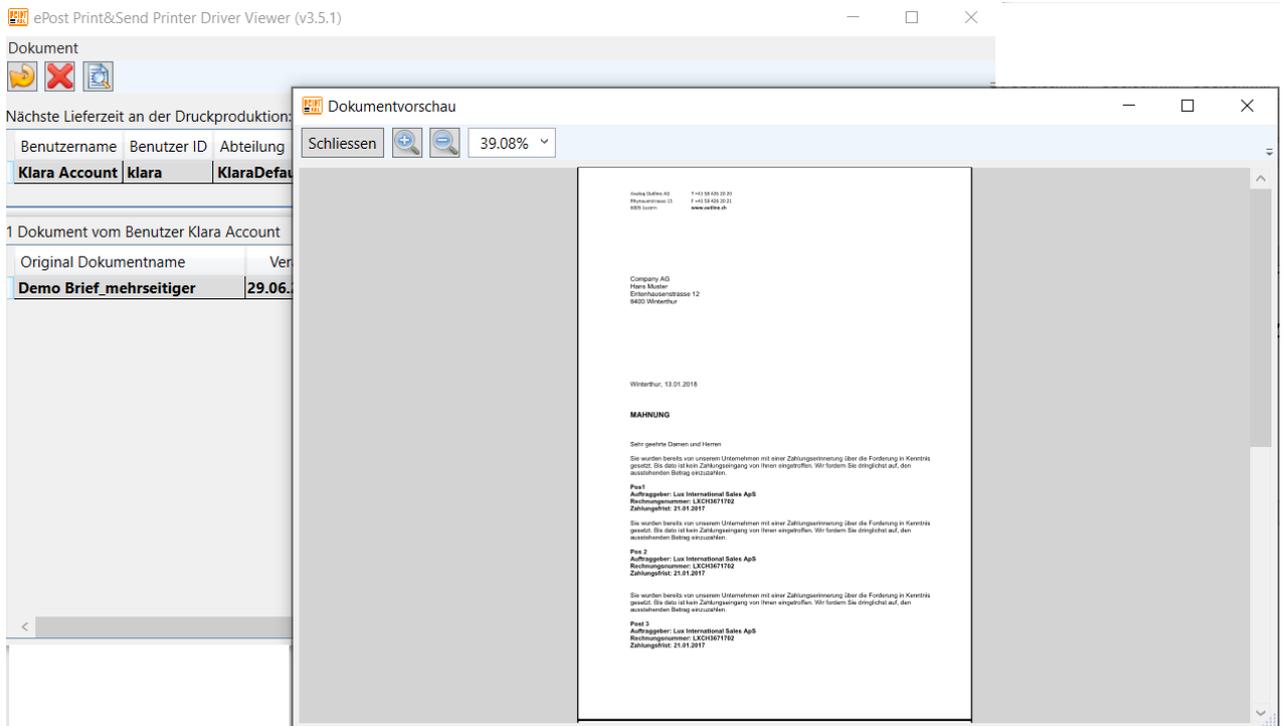


3. Once you have successfully registered, the PrinterDriver Viewer interface will appear like this:



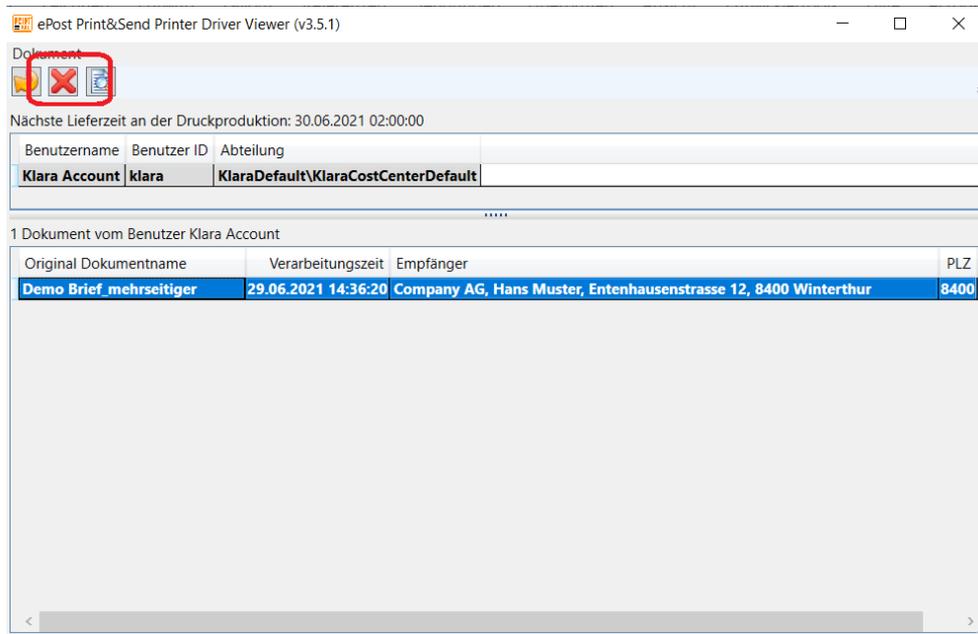
All the print jobs you have submitted for printing can be viewed in this interface until they are finally submitted (at 3 p.m. each day).

Double-clicking on a job will display that job:

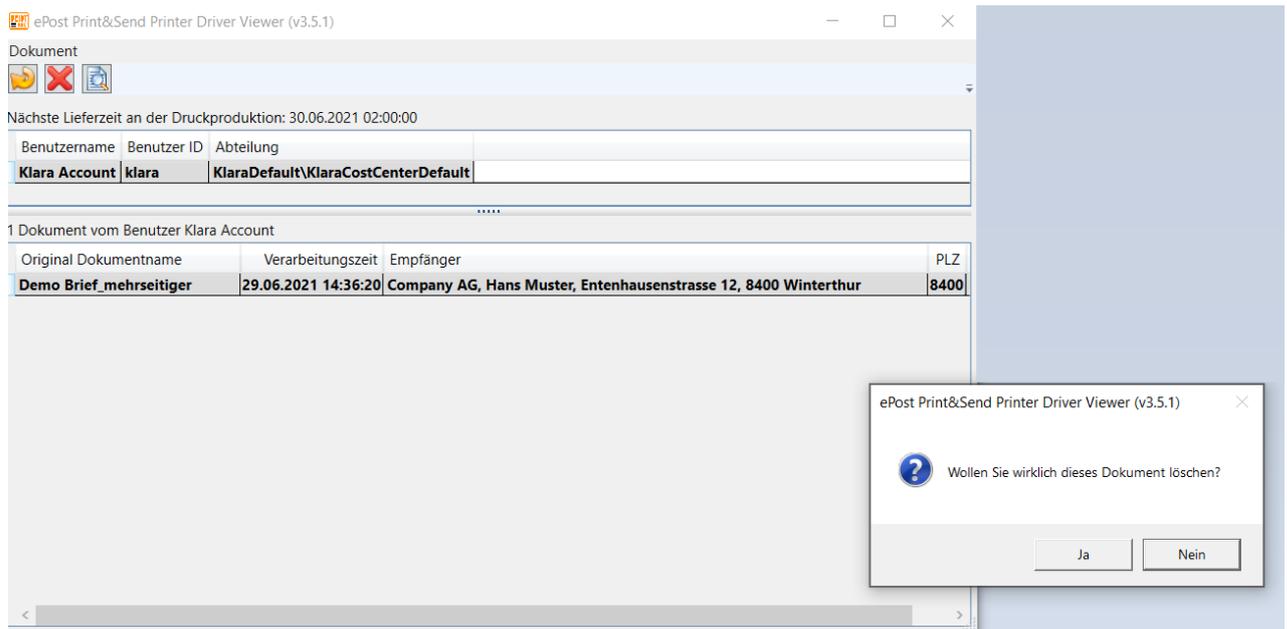


4. "Delete" job

Any job can be deleted in this "Job view". You can permanently delete a job by clicking on the red "Delete cross" above it.

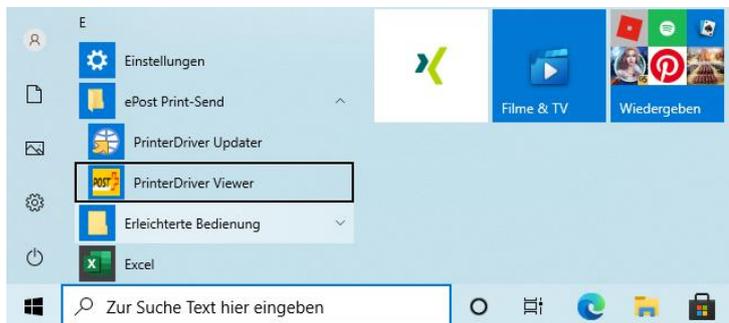


Confirm permanent job deletion:

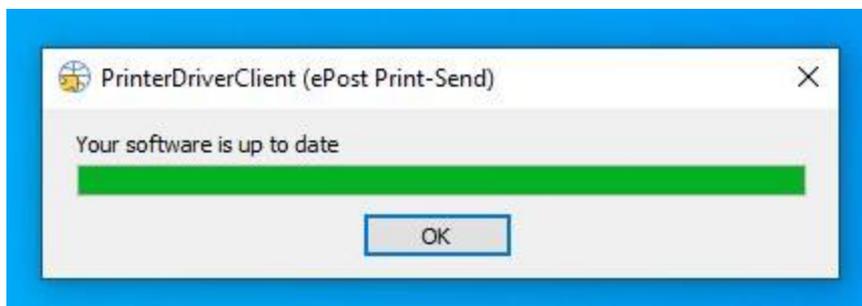


6. Printer driver update

1. The "PrinterDriver Viewer" will appear if you press the Windows button and E-Post. You can then double-click on the viewer to launch it.



2. Once you have confirmed execution of the programme, there will be a check to see if the installation is up to date. If not, an update will be carried out.



7. Support for using the PrinterDriver solution

You can get hold of the necessary support by going to the following website or by using the e-mail below:

www.epost.ch

Support: support.klara.ch

E-mail: support@klara.ch