Welcome to the webinar:

Advanced Tips & Tricks

We will begin shortly.

Please Welcome Today's Speakers

Paul Rai

Product Specialist

Endicia

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What We Will Cover

- **Endicia Premium Features**
  - Postage log export
  - Auto email notifications setup
  - Prepaid return shipping labels

- **Endicia Professional Features**
  - SCAN
  - Zebra High speed printing tips
  - Galaxy - Profile feature
  - Galaxy - Automated mail class rules
  - Tarantula - import mask

Our Solutions

Software	Description	Available with
DAZzle Designer	Main software that helps you design and print your labels and envelopes.	Standard, Premium and Professional
Galaxy	Allows you to connect a data file or database via ODBC or OLE connection.	Professional
Tarantula	A "Print Staging" program" that allows you to batch print.	Professional

Most powerful report in DAZzle
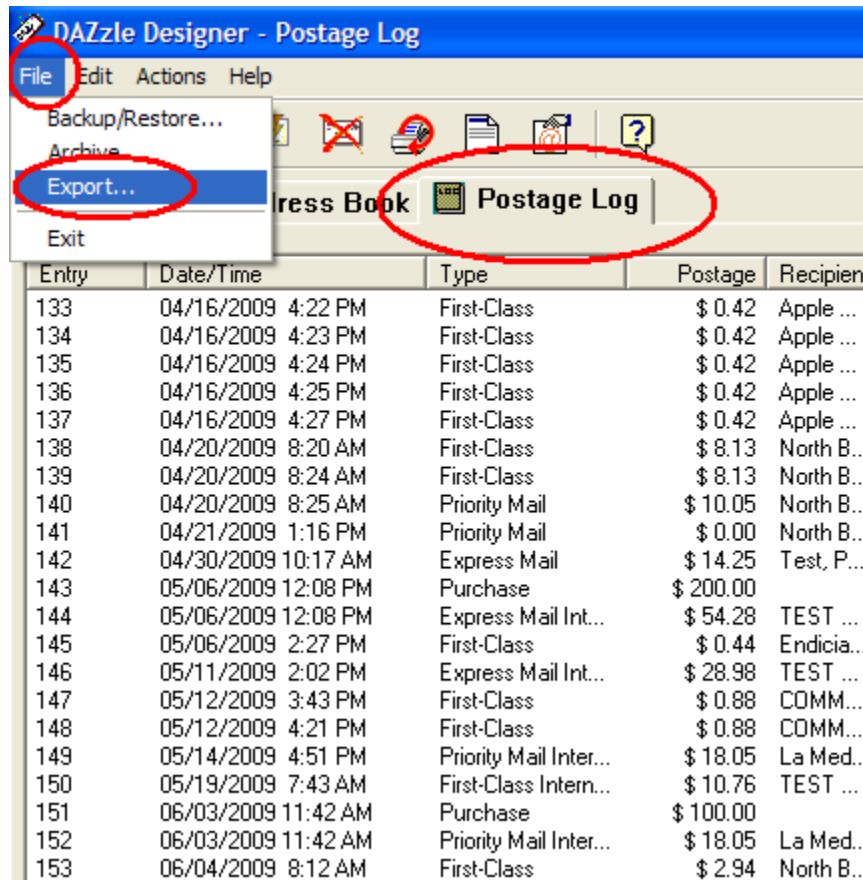
Export DAZzle's postage log and open the file in Excel

- From DAZzle, select the Postage Log tab

- Select File > Export

- Follow the prompts

- Click the Export button

- Open the file in Excel to run powerful excel functions

Source: FAQ http://www.endicia.com/Support/FAQ/default.cfm?ID=429#ID429

Setup Automatic Email In DAZzle

- **Requirements**
  - Must have a premium plan
  - MAPI email program setup
    - ➢ Example: Outlook, Outlook Express, Eudora, Mozilla Thunderbird

- **DAZzle Setup Instructions**
  - In DAZzle's 'Design' tab, click Postage > Options
  - Click *'Premium Service Options'* tab
  - Click *'Automatically send emails when printing'*
  - Click OK

Customize Email Notification Message

- **DAZzle Instructions:**

  - In DAZzle's 'Design' tab, click Postage > Options

  - Click *'Premium Service Options'* tab

  - Click the Edit button

  - Make any needed changes in the email.txt window

  - Click File > Save

  - Close the "Email.txt" window

  - Click 'ok' on the Postage Options window

- **List of automated tags:**

  FAQ: http://www.endicia.com/Support/FAQ/default.cfm?ID=385#ID385

  ## DEMO

Prepaid Return Shipping Labels (DAZzle)

The Prepaid Return Label feature is useful for times where you want someone to send items to you, but you wish to pay for the postage

Requirements:

➢ Premium plan or higher

Optional:

➢ PDF writer software – *(e.g. Adobe writer or Cute PDF)*

Prepaid Return Shipping Labels (DAZzle)

How to create a Prepaid Return Shipping Label in DAZzle:

- In your DAZzle Design Tab, Click Postage > Options

- Click "Premium Service Options"

- Check the box, "Print as Reply Postage"

- Click OK

Professional Plan Features

➢ Galaxy

➢ Tarantula

➢ SCAN

➢ Zebra High Speed Printing

SCAN *(Shipment Confirmation Acceptance Notice)*

UNITED STATES POSTAL SERVICE.

Shipment Confirmation Acceptance Notice

A. Mailer Action

Note To Mailer: The labels and volume associated to this form online, must match the labeled packages being presented to the USPS® employee with this form.

Shipment Date: 09/24/2009

Shipped From:
Name: Envelope Manager
Address: 247 HIGH ST
City: PALO ALTO
State: CA ZIP+4® 94301-1041

Type of Mail	Volume
Priority Mail Service®	82
Express Mail Service®*	0
International Mail*	0
Other	86
Total Volume	168

*Start time for products with service guarantees will begin when mail arrives at the local Post Office™ and items receive individual processing and acceptance scans.

B. USPS Action

USPS EMPLOYEE: Please scan upon pickup or receipt of mail. Leave form with customer or in customer's mail receptacle.

USPS DELIVERY CONFIRMATION

9150148008600037538668

PS Form **5630**, November 2006, PSN 7530-08-000-4335

With SCAN, you will get an acceptance scan from USPS for all domestic trackable items.

SCAN is available with Endicia accounts at the Professional Level or higher.

Setting up DAZzle for SCAN

1. In DAZzle, go to Postage Options

2. Uncheck the box titled "Obtain tracking numbers directly from USPS"

3. Click "OK"

Creating the SCAN form

- In DAZzle, go to the Postage Menu

- Select "Account On Endicia.com"

- On your account page, go to the Tools menu

- Select "Create a SCAN form"

- Check any items you do NOT want on the form

- Click on "Continue SCAN Request"

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Notes on the SCAN form

- Make sure to create a SCAN form by 8:00 PM Pacific daily *(including weekends & holidays)*

- Make sure to process all of your unused postage refunds before you create the SCAN form

Increase Zebra Printing Speed
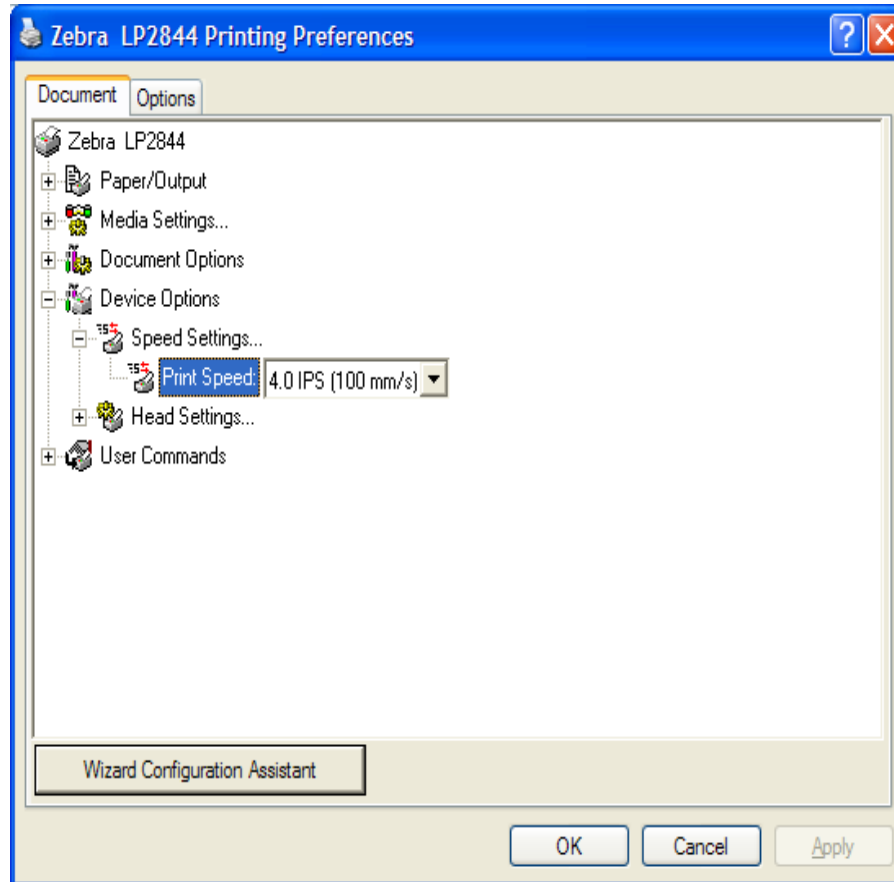
High Speed Printing Feature

- Must have a Professional Plan

- Must have a Zebra EPL or ZPL driver

  ➢ Zebra Universal Driver (Recommended for XP)

  ➢ ZDesigner Driver (Vista)
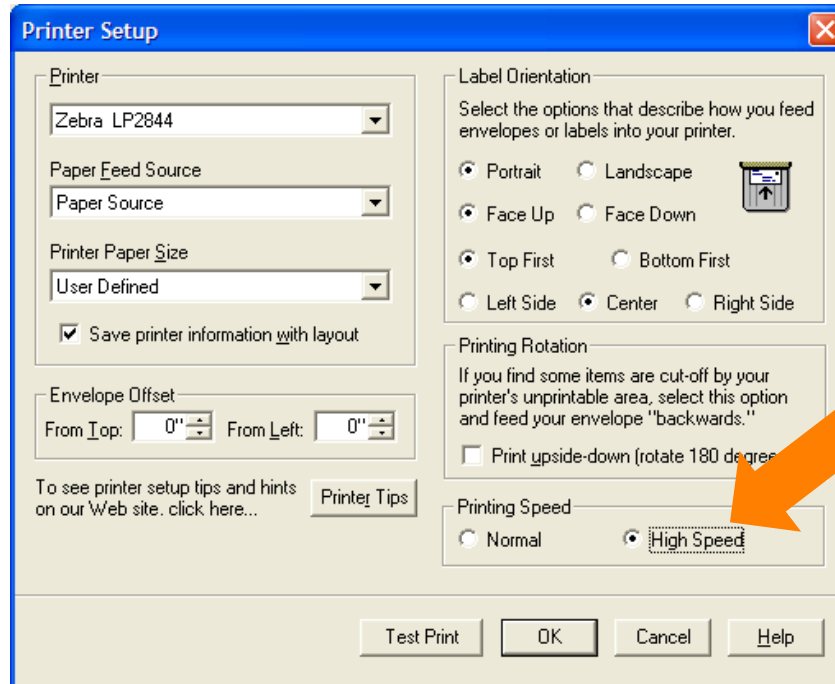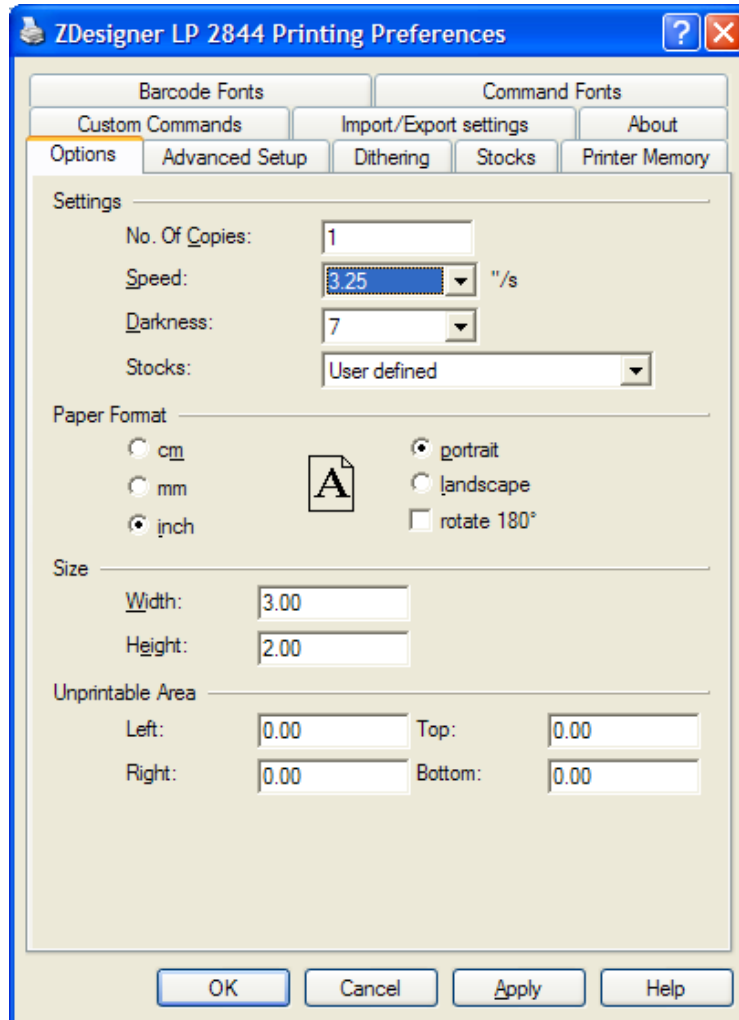

DAZzle Instructions:

- File > Printer Setup
- Check 'High Speed'
- Click OK

Increase Zebra Printing Speed…continued

Zebra Universal Driver Settings

- Go to Start > Control Panel

- Select "Printers & Faxes" or "Printers & Other Hardware"

- Right click on the Zebra driver and select "Properties"

- Click "Printing Preferences"

- Expand "Device Settings" and "Print Speed"

- Select "4.0 IPS (100 mm/s)

endicia®

Zdesigner Driver Settings

ZDesigner LP 2844 Printing Preferences

Barcode Fonts	Command Fonts
Custom Commands	Import/Export settings	About
Options	Advanced Setup	Dithering	Stocks	Printer Memory

Settings

No. Of Copies: 1

Speed: 3.25 "/s

Darkness: 7

Stocks: User defined

Paper Format

- cm
- mm
- inch

- portrait
- landscape
- rotate 180°

Size

Width: 3.00

Height: 2.00

Unprintable Area

Left: 0.00   Top: 0.00

Right: 0.00   Bottom: 0.00

OK   Cancel   Apply   Help

- Go to Start > Control Panel

- Select "Printers & Faxes", "Printers & Other Hardware" or "Printers"

- Right click on the Zdesigner driver and select "Properties"

- Click "Printing Preferences"

- In the options tab select 3.25 for Speed

- Click OK and OK

Galaxy Ship

- Galaxy Ship is an easy to use software that enables you to retrieve your orders from a database or data file (e.g. excel, csv) and print your shipping labels through DAZzle.

- Featured in Endicia Professional

Galaxy Ship - Profiles

Profiles are named sets of preferences and settings that you create and use in Galaxy Ship.

- Use of Profile is optional, but very powerful
- Examples of when to use the Profile feature:

  ➢ More than one database or data source file

  ➢ Fulfillment house or a drop-shipper

  ➢ Use different return addresses on your labels

  ➢ Need for use of different sets of custom layouts with different logos or company names.

  ➢ Want to use different set of Galaxy Ship Preferences in the "Preferences" tabs
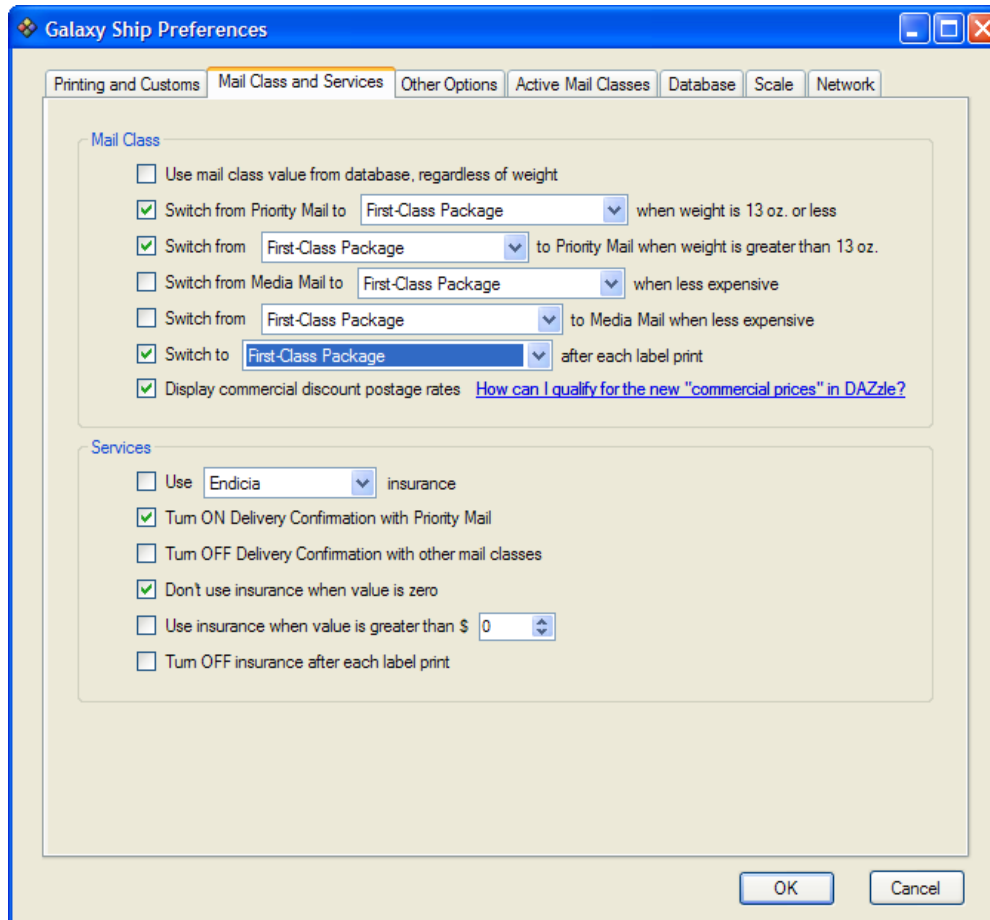
How to add a Profile in Galaxy

- In Galaxy Ship, go to Active Profile area

- Click New Profile button

- Enter the name of your new profile

- Click OK

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Galaxy Mail Class Rules

In Galaxy you can set up following mail class rules:

- You can switch Priority Mail to First Class when weight is 13oz or less

- Switch First Class to Priority Mail when the weight is greater than 13oz

- Switch from Media Mail to First Class when it is less expensive

- Default back to a specific mail class after each print

How to set up Galaxy mail class rules?

Galaxy Instructions:

- Click EDIT
- Select Preferences

Tarantula

"Print preparation" program that allows you to import list of orders from a file (e.g. csv, txt) for batch printing through DaZzle)
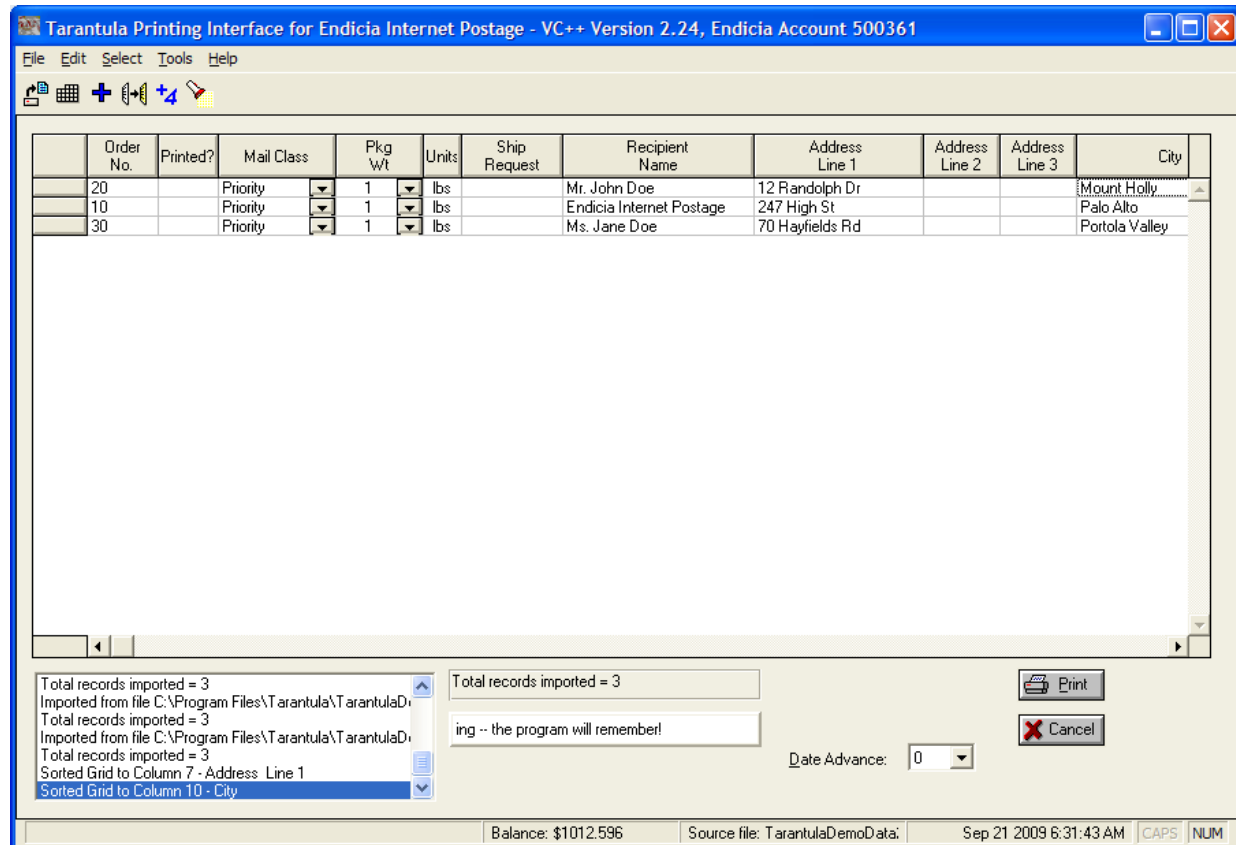
Tarantula – Save Import Mask

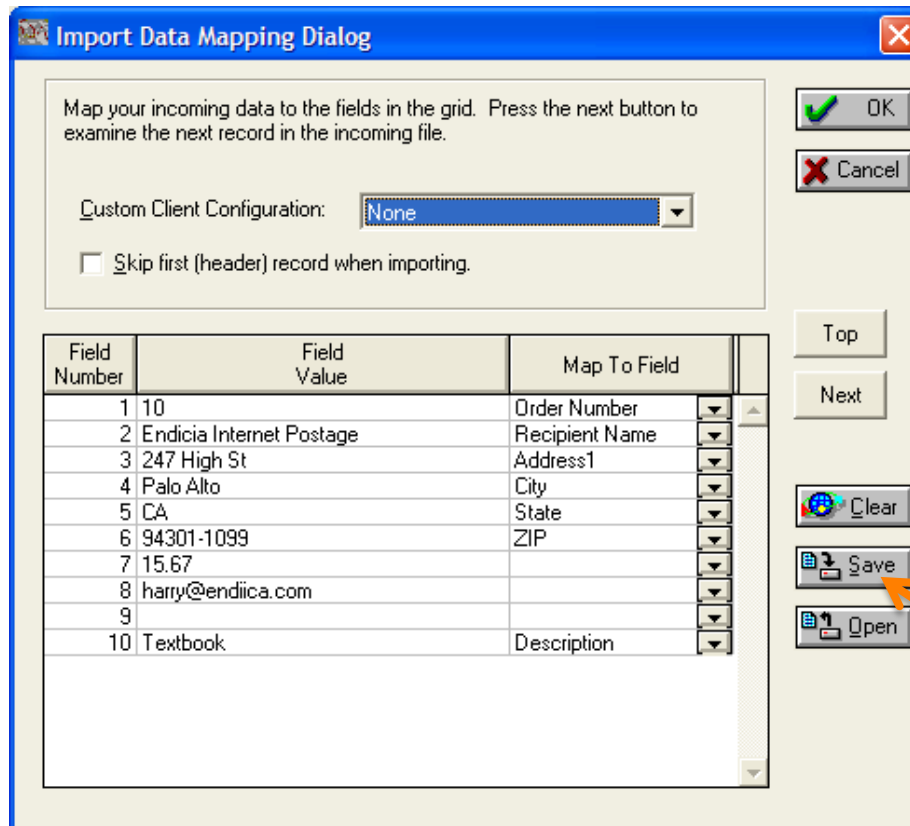Mask is map settings of the fields in the import file as they correspond to the fields in Tarantula.

Tarantula Data Mapping:

➢ Click File

➢ Select "Import CSV or Text order file"

➢ Browse to the file to import

➢ In the "Import Data Mapping Dialog" match the appropriate "field value" to the "map to field"

➢ Click Save to save the map settings

➢ Type desired file name and click Save

Question & Answer Session

If you haven't done so already, please take this time to submit questions to our speakers using the Q&A chat window on your console.

Endicia -- Dazzle – Galaxy -- Tarantula

Thank You!

Thank you for taking the time to view our webinar today.

Feel free to contact us at:

- Phone
  - 800-576-3279
    - ✓ Sales – Ext. 140
    - ✓ Support – Ext. 130
    - ✓ 7 AM – 5 PM Pacific Time
- Email
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                www.facebook.com/dymo.endicia