

Welcome to the webinar:

Advanced Tips & Tricks

We will begin shortly.



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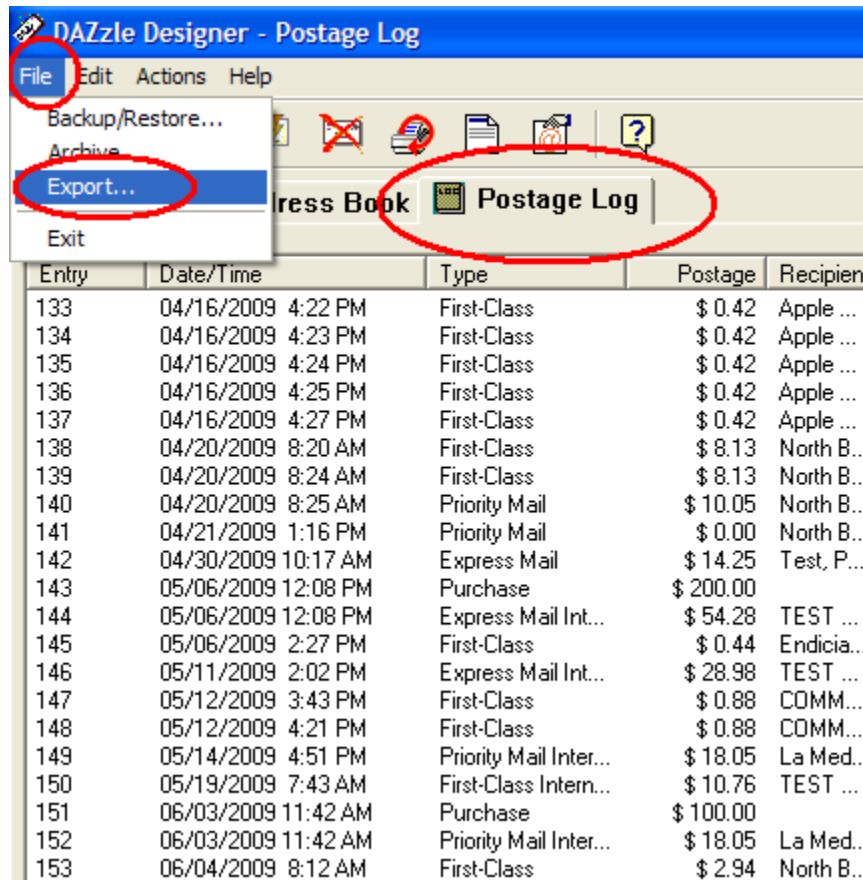
Endicia

- 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

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

- 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

- 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

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

FCM	\$2.94 No Date Required 10 oz First-Class Parcel Rate	US POSTAGE REPLY POSTAGE
	VOID - DO NOT MAIL endicia.com 071V00500361	
USPS FIRST-CLASS		
The White House 1600 Pennsylvania Ave NW Washington, DC 20500-0004		
SHIP TO:	NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY	
	Attn: Paul Rai Endicia 247 High St Palo Alto, CA 94301-1041	
ZIP - e/ USPS DELIVERY CONFIRM		
		
420 94301 9101 8052 1390 7786 2975 08		
ELECTRONIC RATE APPROVED # 805213907		

Requirements:

- Premium plan or higher

Optional:

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

How to create a Prepaid Return Shipping Label in DAZzle:

Postage Options

Delivery Confirmation | Signature Confirmation | Certified Mail
Return Receipt | Restricted Delivery | Insured Mail
Registered Mail | Collect on Delivery (COD)
Rate | Premium Service Options | Endicia

The following options are offered as part of the Endicia Premium Service.

Premium Options

Use Stealth Indicia (hide postage value)
 Print as Reply Postage Open and Distribute
 Monitor this directory for XML files:
C:\Program Files\Envelope Manager\DAZzle\xml\
every 30 seconds.

Customizable Notification E-Mail Options

E-Mail template file:
C:\Program Files\Envelope Manager\DAZzle\ Edit

Subject line for e-mail messages:
Package Shipped to You

Automatically send e-mails when printing
 Display e-mail prior to sending

OK Cancel Help

- 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)



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.



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

Postage Options

Delivery Confirmation | Signature Confirmation | Certified Mail
Return Receipt | Restricted Delivery | Insured Mail
Registered Mail | Collect on Delivery (COD)
Rate | Premium Service Options | Endicia

Rates (effective May 11, 2009)
Amount: \$ 4.80 Zone 1
Type: Package (Non-rectangular)
Class: Priority Mail
Weight (up to, but not over): 1 lb (selected), 2 lbs, 3 lbs, 4 lbs, 5 lbs, 6 lbs
Buttons: Weigh, Scale Setup
 Non-machinable
 Use oversized rate

Options
 Print Postage
 Align postage to the left of the FIM code
 Check account status at start-up
 Generate diagnostic log
 Obtain tracking numbers directly from USPS

OK Cancel Help

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

The screenshot shows the Endicia user interface. At the top, there is a navigation bar with 'endicia' logo, 'Welcome Jaime', 'Your Account', 'Sign Out', a shopping cart icon with '(0)', and a search bar. Below this is a secondary navigation bar with links for 'Home', 'Service Plans', 'Store', 'Developers', 'Support', 'Current Topics', and a support phone number. A 'Tools' dropdown menu is open, listing options: 'Request a Postage Refund', 'File an Insurance Claim', 'Lookup a Package', 'Create a SCAN Form', and 'Carrier Pickup'. The 'Tools' menu and 'Create a SCAN Form' are circled in red. Below the menu, there is a text block: 'The following items will be included for barcode manifesting. Up to 1000 transactions can be submitted per SCAN Request.' Below this is a table of transactions with columns: 'Remove From Request', 'PIC ID', 'Transaction Date', 'TO ZIP CODE', 'AMOUNT', and 'Tracking Number'. At the bottom of the table is a 'Continue SCAN Request' button.

Remove From Request	PIC ID	Transaction Date	TO ZIP CODE	AMOUNT	Tracking Number
<input type="checkbox"/>	125748787	09/25/09 - 8:51:22 AM	92679-5353	\$2.60	9101148008600257487870
<input type="checkbox"/>	125748635	09/25/09 - 8:50:57 AM	02043-3410	\$21.04	9101148008600257486354
<input type="checkbox"/>	125748281	09/25/09 - 8:50:06 AM	63016-2422	\$4.80	9101148008600257482813
<input type="checkbox"/>	125748007	09/25/09 - 8:49:30 AM	91107-5044	\$2.09	9101148008600257480079
<input type="checkbox"/>	125747839	09/25/09 - 8:49:07 AM	82601-2913	\$6.67	9101148008600257478397
<input type="checkbox"/>	125747627	09/25/09 - 8:48:37 AM	34470-3406	\$8.30	9101148008600257476270
<input type="checkbox"/>	125747352	09/25/09 - 8:48:01 AM	77479-2649	\$2.94	9101148008600257473521
<input type="checkbox"/>	125747142	09/25/09 - 8:47:39 AM	03801-5807	\$2.09	9101148008600257471428
<input type="checkbox"/>	125743653	09/25/09 - 8:39:11 AM	29501-8616	\$2.09	9101148008600257436533

[Select All - Clear All](#)

[Continue SCAN Request](#)

- 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”

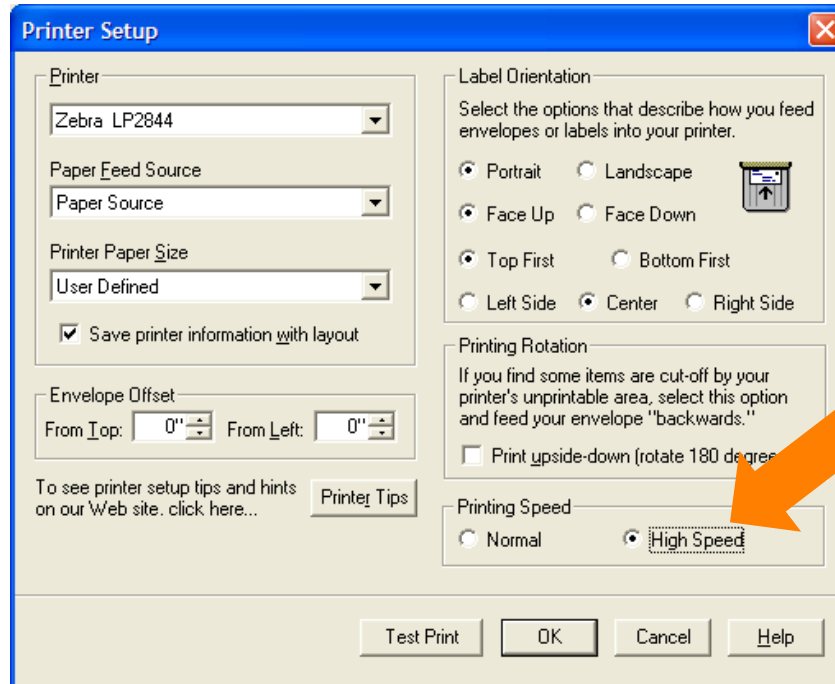
DEMO

- 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

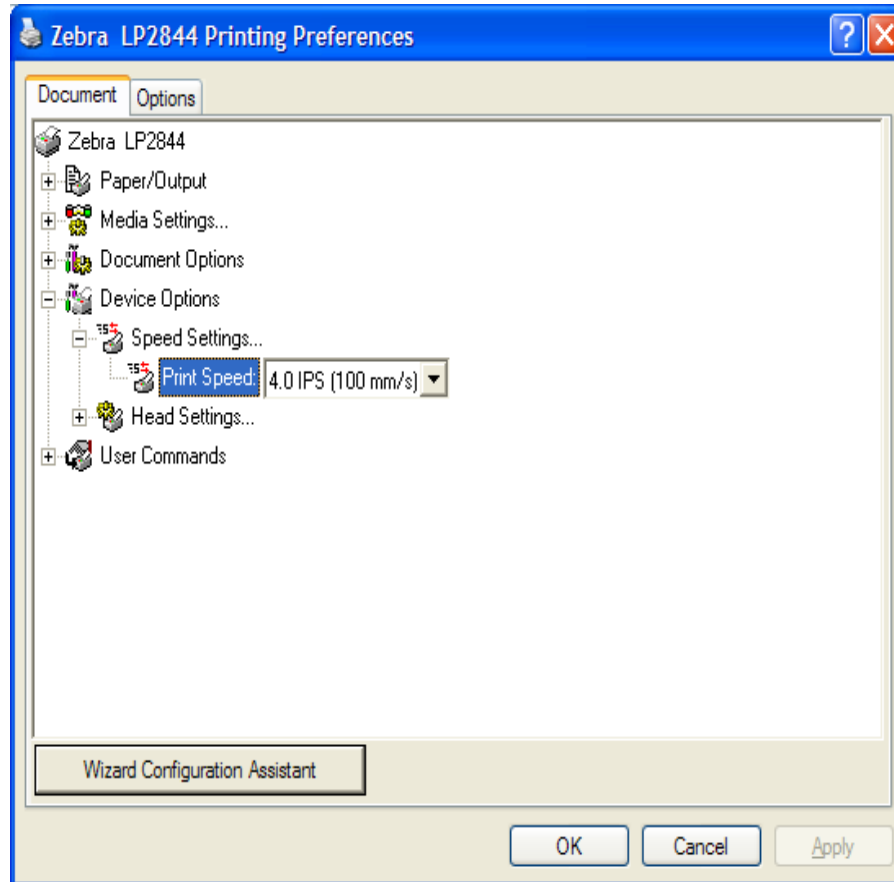
- Must have a Professional Plan
- Must have a Zebra EPL or ZPL driver
 - Zebra Universal Driver (Recommended for XP)
 - ZDesigner Driver (Vista)



DAZzle Instructions:

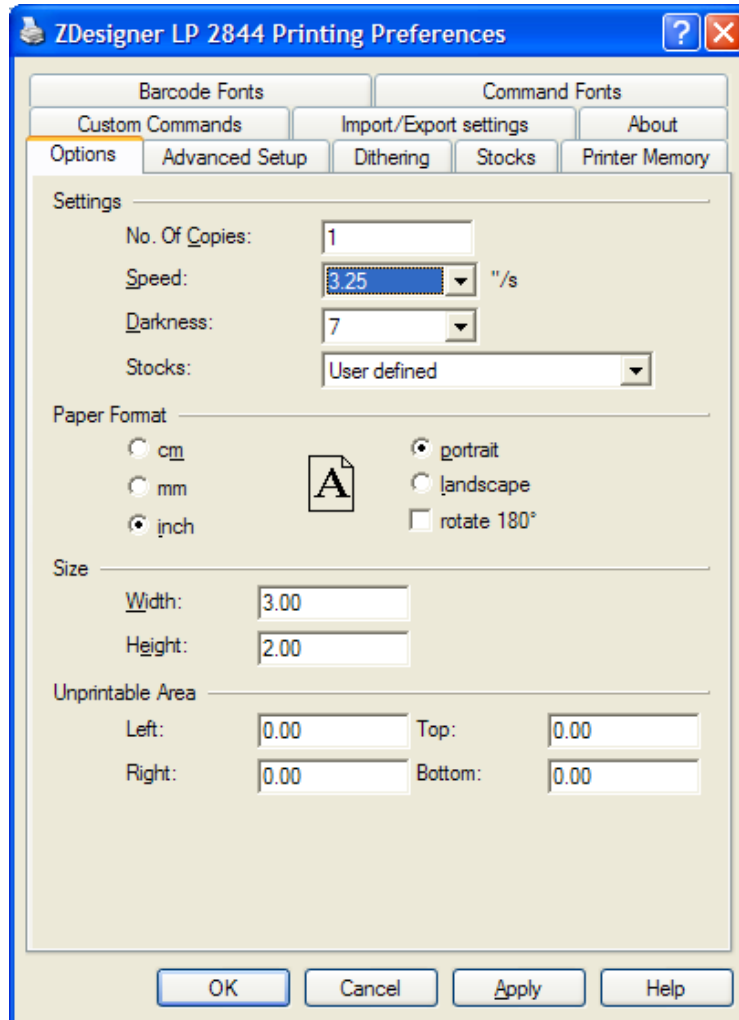
- File > Printer Setup
- Check 'High Speed'
- Click OK

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)”

Zdesigner Driver Settings



- 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 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

The screenshot displays the 'Galaxy Ship by Endicia (Account 500361)' application window. The interface is organized into several sections:

- Shipping Address:** A text box contains 'Endicia, 247 High St, Palo Alto CA 94301-1041'. A 'Retrieve Order' button is next to it. Below the text box are 'Verify Address' and 'Show Map' buttons.
- Postage and Additional Fees:** A large '\$4.80' is displayed, with a 'Print Label' button to its right.
- Package Weight and Size:** A 'Scale' dropdown is set to '1 lb'. To the right are input fields for Length (L), Width (W), and Height (H), each with a unit dropdown. 'Edit' and 'New' buttons are at the bottom.
- Services:** 'Mail Class' is set to 'Priority Mail (\$4.80)'. 'Tracking' is set to 'Delivery Confirmation (FREE)'. 'Package Value' is '\$0.00'. There is a checkbox for 'Use Endicia Insurance' with a note: 'If used, your account will be billed monthly.' A 'Show Additional Reference Fields' button is at the bottom.
- Additional Details:** 'Postmark Date' is '9/17/2009'. 'Recipient Email' is 'support@endicia.com'. 'Recipient Phone' is '(408) 123-2222'.
- Service Options:** A list of checkboxes including 'Stealth Postage' (checked), 'Registered Mail', 'Non-machinable', 'Certified Mail (\$2.80)', 'Oversize', 'Return Receipt', 'Balloon Rate', 'Signature Waiver', 'C.O.D.', and 'Sunday/Holiday Del'.
- Active Profile:** A dropdown menu is set to 'test', with 'Edit Profile' and 'New Profile' buttons.

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

The screenshot shows the 'Galaxy Ship by Endicia (Account 500361)' application window. A 'New Profile' dialog box is open in the center, with the text 'Name: My New Profile' and 'OK' and 'Cancel' buttons. The background application window is partially obscured but shows various shipping options and a 'New Profile' button at the bottom right.

Galaxy Ship by Endicia (Account 500361)

File Edit Tools Help

Shipping Address Retrieve Order

Postage and Additional Fees **\$0.00** Print Label

Package Weight and Size Scale Weight L W H 0 x 0 x

Verify Address Show Edit New

New Profile

Name: My New Profile

OK Cancel

Services

Mail Class Priority Mail

Tracking Delivery Confirmation

Package Value \$0

Use Endicia Insurance
If used, your account will be billed monthly.

Show Additional Reference Fields

Additional Details

Postmark Date 9/18/2009

Recipient Email

Recipient Phone

Service Options

Stealth Postage Registered Mail

Non-machinable Certified Mail

Oversize Return Receipt

Balloon Rate Signature Waiver

C.O.D. Sunday/Holiday Del.

Active Profile test Edit Profile New Profile

C=381=0 ScaleData=

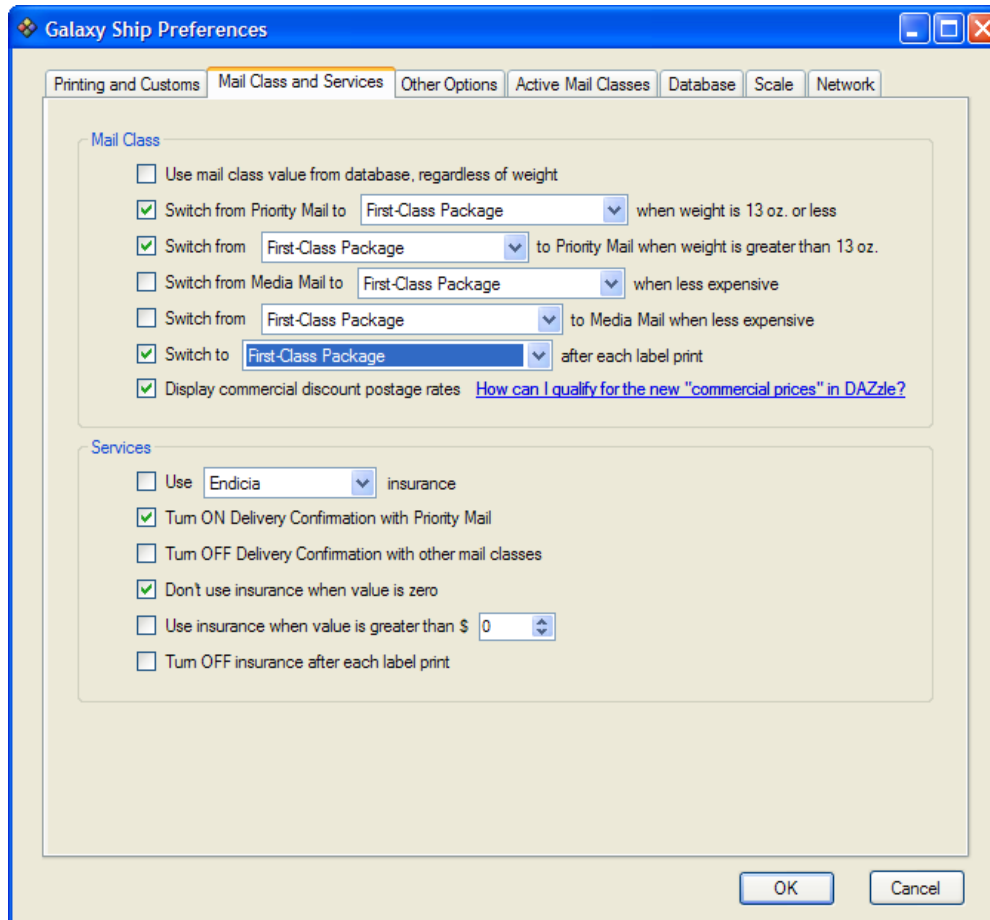
- In Galaxy Ship, go to Active Profile area
- Click New Profile button
- Enter the name of your new profile
- Click OK

DEMO

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?



The screenshot shows the "Galaxy Ship Preferences" dialog box with the "Mail Class and Services" tab selected. The "Mail Class" section contains several options for switching between mail classes based on weight and cost. The "Services" section contains options for insurance and delivery confirmation.

Galaxy Ship Preferences

Printing and Customs | **Mail Class and Services** | Other Options | Active Mail Classes | Database | Scale | Network

Mail Class

- Use mail class value from database, regardless of weight
- Switch from Priority Mail to First-Class Package when weight is 13 oz. or less
- Switch from First-Class Package to Priority Mail when weight is greater than 13 oz.
- Switch from Media Mail to First-Class Package when less expensive
- Switch from First-Class Package to Media Mail when less expensive
- Switch to First-Class Package after each label print
- Display commercial discount postage rates [How can I qualify for the new "commercial prices" in DAZle?](#)

Services

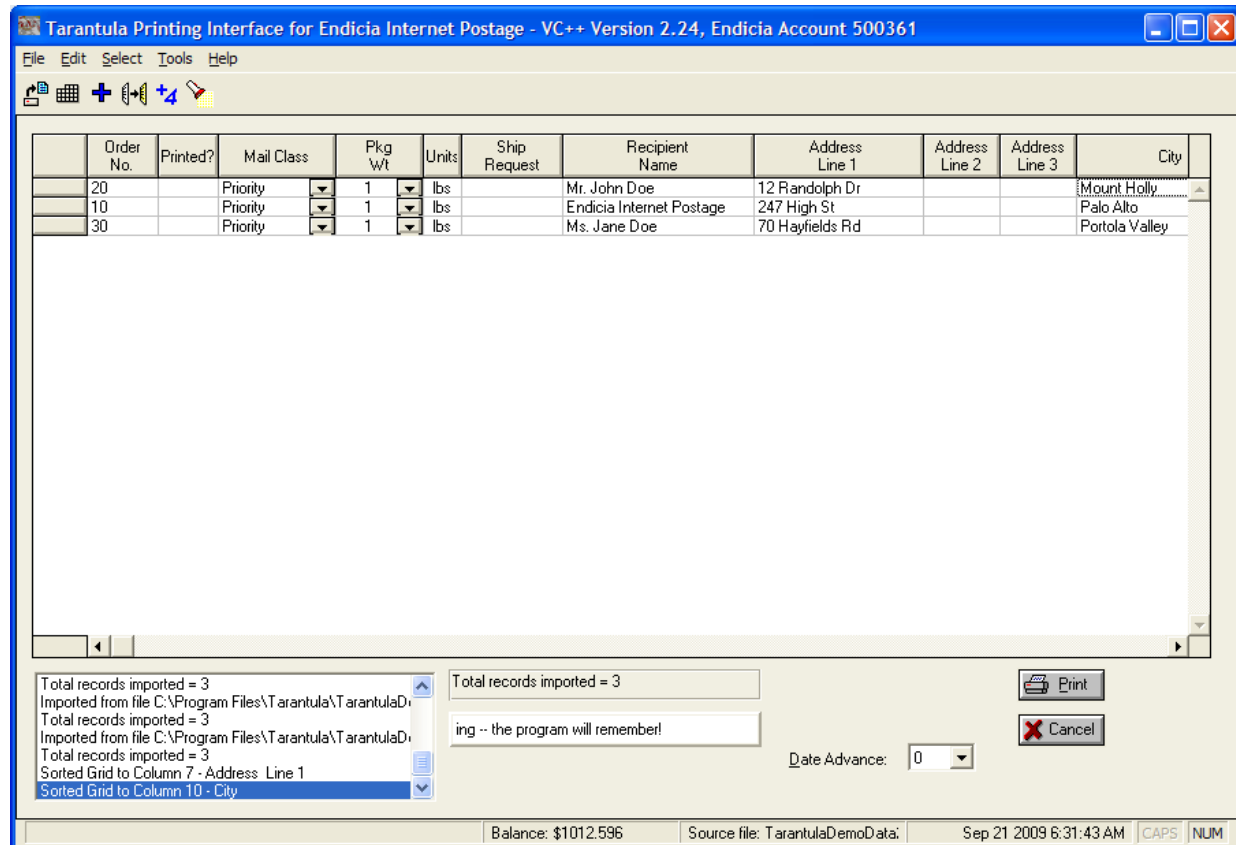
- Use Endicia insurance
- Turn ON Delivery Confirmation with Priority Mail
- Turn OFF Delivery Confirmation with other mail classes
- Don't use insurance when value is zero
- Use insurance when value is greater than \$ 0
- Turn OFF insurance after each label print

OK Cancel

Galaxy Instructions:

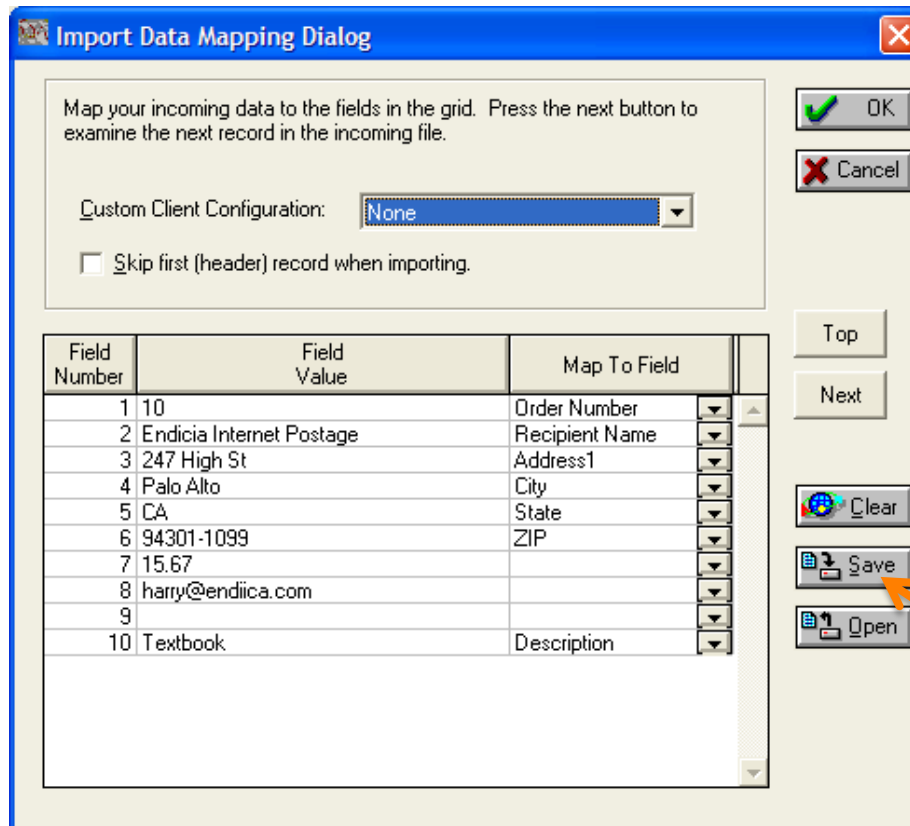
- Click EDIT
- Select Preferences

“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 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
 - Sales@endicia.com
 - Support@endicia.com
- Social Media: www.twitter.com/endicia
www.facebook.com/dymo.endicia