

IMAGE ARCHITECTS, INC.

MailScan Users Guide

Release 1.1

Headquarters

248 West 35th Street, 7th Floor
New York, New York 10001
Telephone: (212) 967-2780
Facsimile: (253) 369-6107
Internet: www.imagearch.com

The information furnished in this schema is proprietary to Image Architects, Inc. and, therefore, is privileged and confidential. It shall not be disclosed outside the organization for any reason without the prior written approval of Image Architects Inc., or duplicated, used or disclosed in whole or in part, for any purpose other than to evaluate the contents. This restriction does not limit your right to use data contained in such information if obtained from any other source without restriction.

Table of Contents

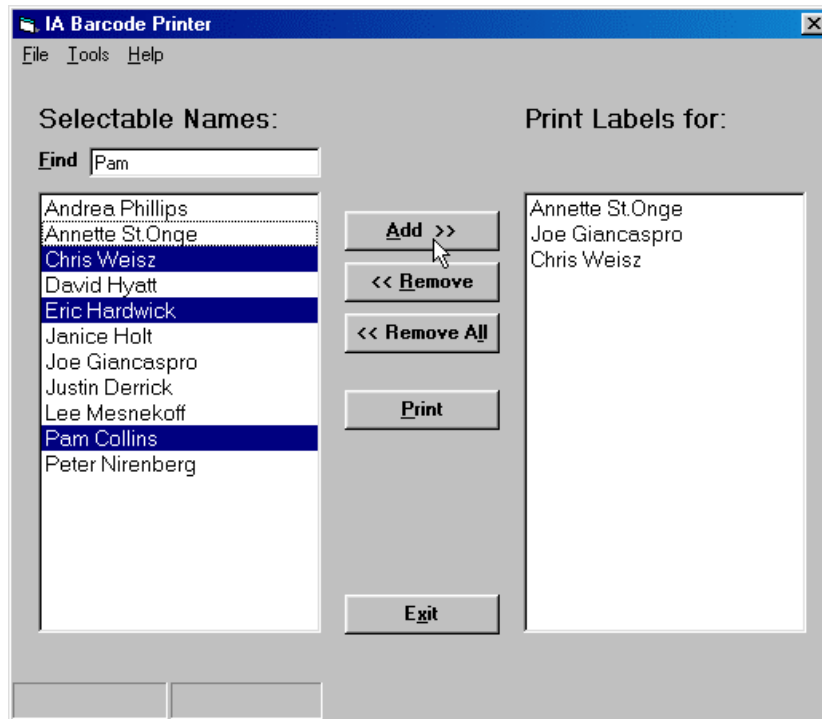
1	INTRODUCTION	3
2	USING THE MAILSCAN PROGRAM	3
2.1	USING THE BARCODE LABELS	4

1 INTRODUCTION

The software that comes with your personal barcode printer will install and setup your printer. However, to use the barcode printer with your MailScan system, you must print the barcodes from our custom module that is included in the main setup that is included in the main MailScan setup.exe.

2 USING THE MAILSCAN PROGRAM

1. After setup, the contacts from your contact database will load automatically, and will appear in the box on the left.
2. Select the names you would like to print barcode labels for. You can select more than one name at a time by holding down the Ctrl key and selecting multiple names, or select them one at a time. You can also search contacts by entering the first few letters of the person's name in the Find box.



3. Click the Add >> button, and they will appear in the box at the right.
4. Click the Print button. A new dialog box will appear where you can select the source/format appropriate to your needs. If you intend to print them from the same source/format each time, then you can set this setting as the default.
 - ✓ Please Note: when using the individual barcode label printer, you **do not** have to have the native barcode printer software running. The ScanMail printing program

talks directly to the printer. The native software is only needed to install the drivers for the printer.

5. Click OK. Your barcode labels will then print to the selected source.

2.1 Using the Barcode Labels

Once the labels are printed, peel them off and stick them onto the first page of each document. Keep the following points in mind when sticking the labels on:

1. Don't cover up any important information on the page. If there is not enough room, add a blank page before the first page of the document on which you can stick the barcode label.
2. Try to keep them as straight as possible. The system will read vertical and horizontal barcodes, but if it's somewhere in the middle, then the system might not be able to read it.