

Setting Up Endicia's DAZzle to Work with CPS

This document addresses the particular settings you need to make in DAZzle (version 6.0.11) to interface with CPS. DAZzle is available from the Endicia web site at <http://www.endicia.com>. Visit the web site to set up your Premium account and download DAZzle Designer. If you are running multiple workstations, you need to have DAZzle installed on each workstation.

- **Install DAZzle first and set up your account.**
- **Run *Setup CPS* to select your labels.**

Be sure to set up DAZzle and have it running before you run *Setup CPS* to configure CPS for Endicia.

Installing and Selecting Labels

DAZzle uses .lyt format files for label formats. For each format available in DAZzle, there is a .lyt file. If you create a new format in DAZzle, it is saved as a .lyt file.

You need to run *Setup CPS* to install the labels. We have provided you with label formats for use with DAZzle. These are installed in the DAZzle directory when you run *Setup CPS*. There is a label format for Domestic (all services except Express), Express (for domestic Express), and International. The labels are available in 4" x 6", 4"x 6.75", and 4"x 8" sizes. For more information about setting up these labels, refer to the CPS Help.

Printer Settings

You need to select your printer in DAZzle for each of the three CPS labels (domestic, international and express), setting the label size for each.

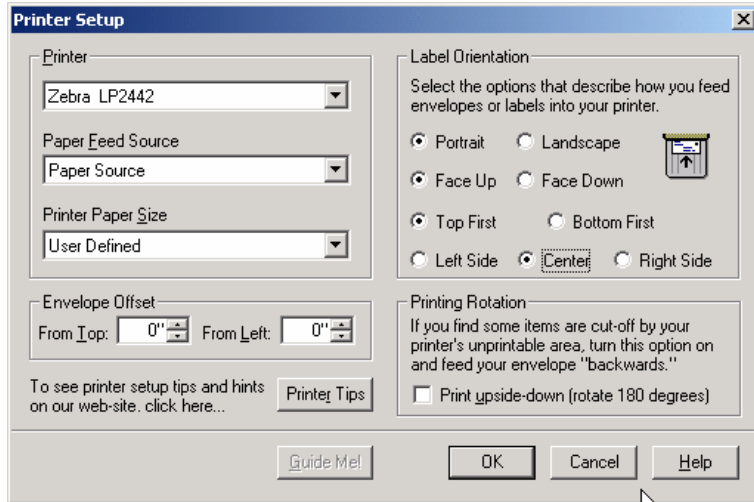
After selecting one of these labels on the Design tab in DAZzle,

1) Select **File>Printer Setup** from the menu. The *Printer Setup* displays.

You do not need to make any changes to the right side of this dialog.

2) In the upper left corner, select your printer.

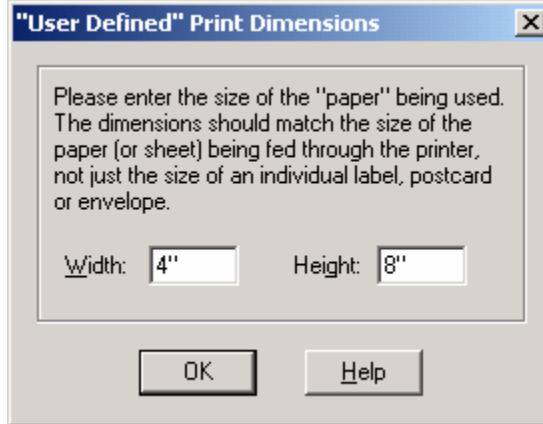
3) In the **Printer Paper Size** field, open the list and select **User Defined**. Do this even though User Defined may already be visible in the list.



4) On the screen that displays, key in the label size you will be using: 4" x 6", 4" x 6.75" or 4" x 8".

5) Select **OK**.

6) Select OK again to close the *Printer Setup* dialog.



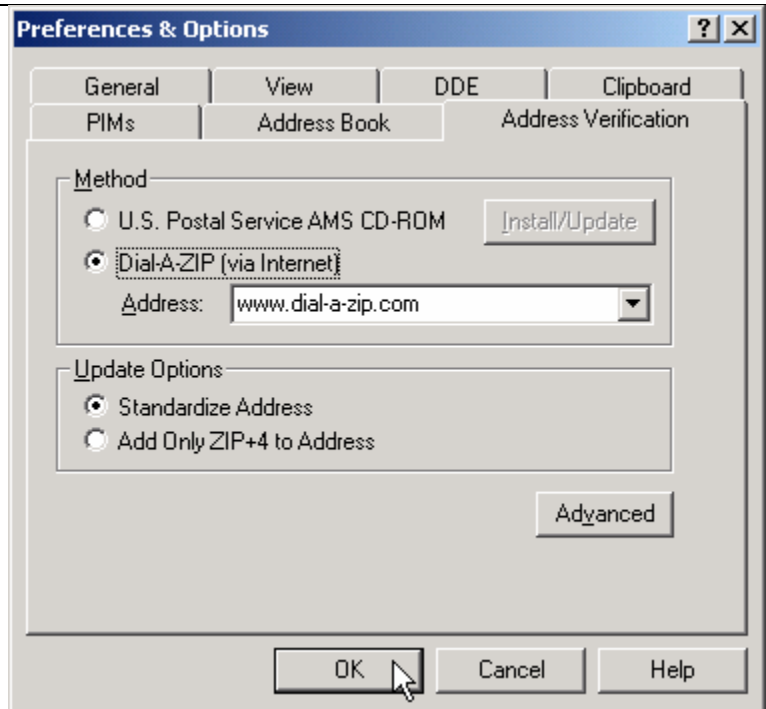
You must be using a Windows printer driver for DAZzle to access your printer correctly. If you have trouble locating a Windows printer driver, try the freeware driver site <http://www.seagullscientific.com>.

Preferences Settings

The *Preferences & Options* dialog (off the File Menu) in DAZzle covers many area of the program use. Only a few directly apply to CPS use.

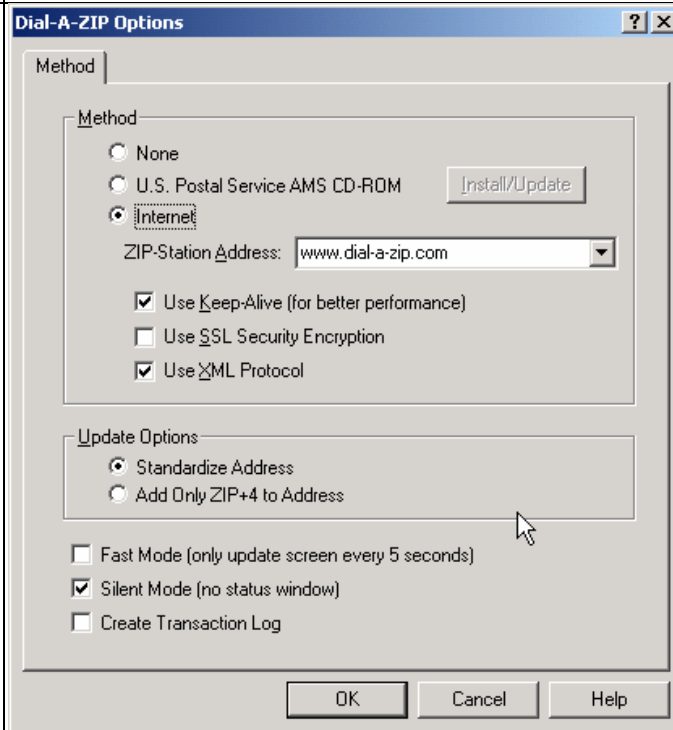
1) In DAZzle, select **File>Preferences** from the menu. This window displays.

2) Select the **Advanced** button on the Address Verification tab.



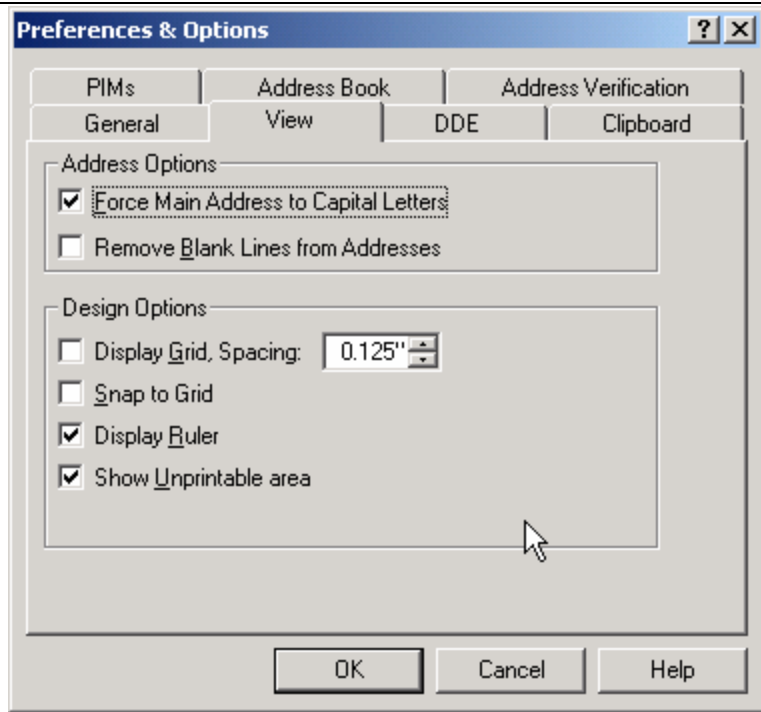
3) Towards the bottom of the dialog that displays, select **Silent Mode (no status window)**. Select **Use Keep-Alive (for better performance)**. This will eliminate some of the DAZzle interaction when shipping packages in CPS.

4) Select **OK** to return to the main tabs window.



5) Now, select the View tab. Here, check the **Force Main Address to Capital Letters**. This option eliminates some of the address correction boxes that may display during package processing.

6) Select **OK** when finished.

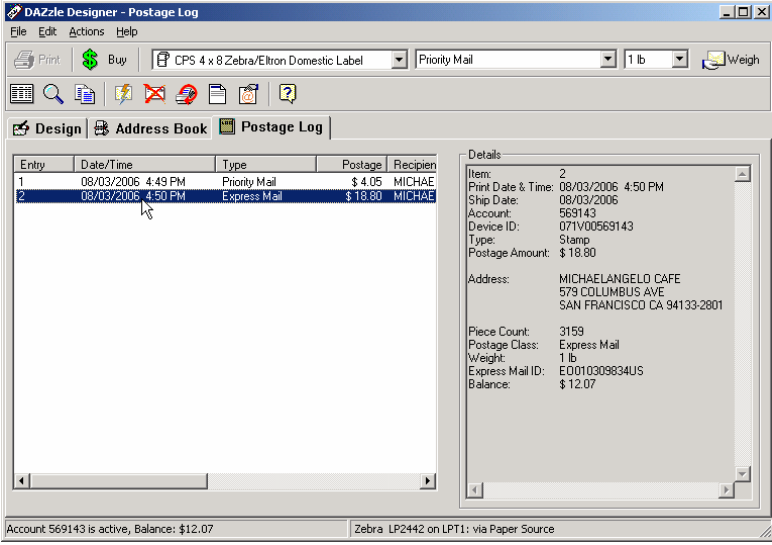


Be sure to use the Design tab to make any alignment changes that may be needed for your printer.

If You Need to Reprint a Label

If your printer jams or misprints and you need to reprint a label, you need to reprint it in DAZzle, not in CPS.

- 1) Open DAZzle. Select the Postage Log tab.
- 2) Highlight the package to reprint.
- 3) On the menu, select **Actions>Reprint**.



Entry	Date/Time	Type	Postage	Recipient
1	08/03/2006 4:49 PM	Priority Mail	\$ 4.05	MICHAEL
2	08/03/2006 4:50 PM	Express Mail	\$ 18.80	MICHAEL

Details:

Item: 2
Print Date & Time: 08/03/2006 4:50 PM
Ship Date: 08/03/2006
Account: 569143
Device ID: 071V00569143
Type: Stamp
Postage Amount: \$ 18.80

Address: MICHAELANGELO CAFE
579 COLUMBUS AVE
SAN FRANCISCO CA 94133-2801

Piece Count: 3159
Postage Class: Express Mail
Weight: 1 lb
Express Mail ID: E0010309834US
Balance: \$ 12.07

Account 569143 is active, Balance: \$12.07 Zebra LP2442 on LPT1: via Paper Source

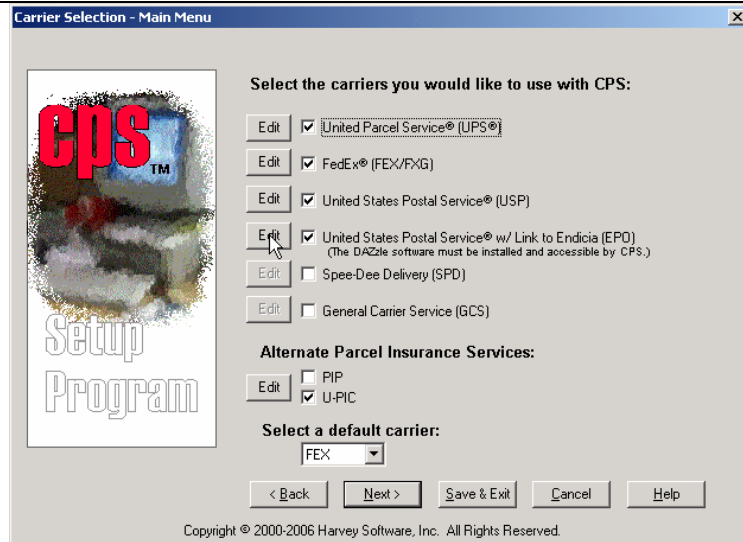
If the label fails again, you will have to re-purchase postage for the package. Endicia only allows one opportunity to reprint.

If You Want to Print Extra Information on a Label

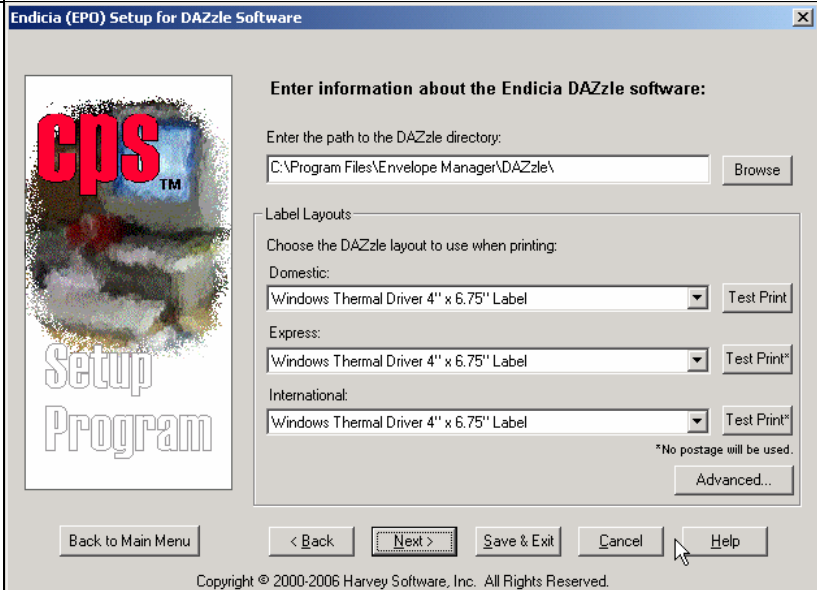
You can print CPS fields on your label if there is room to do so using the Rubber Stamp feature of DAZzle.

In CPS, run Setup CPS.

1) Select to edit the USPS Endicia carrier



2) Select the **Next>** button until you reach the labels setup page.
3) Select the **Advanced** button.

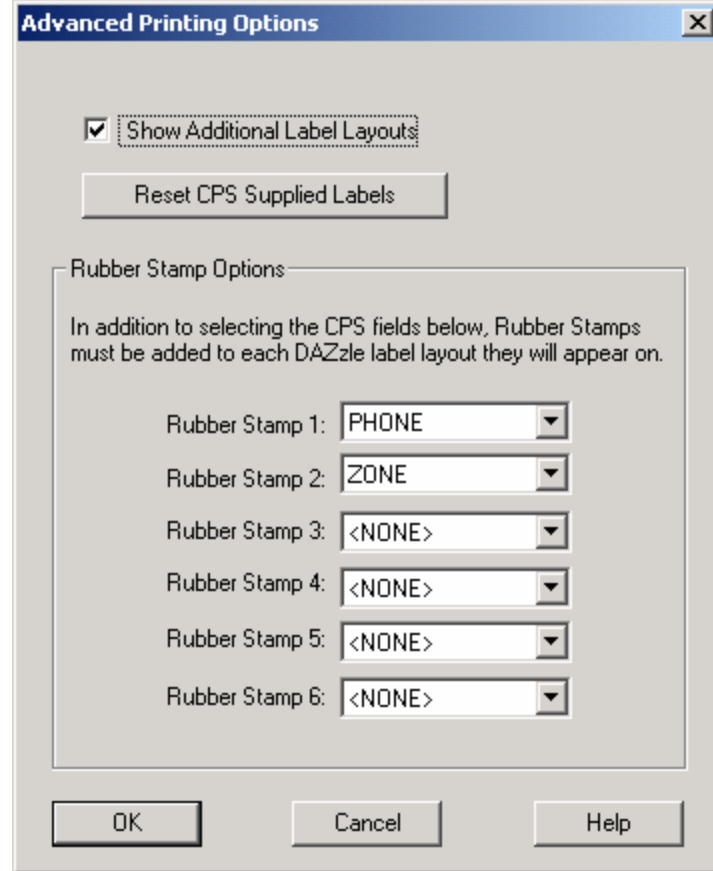


4) Use the drop boxes in fields **Rubber Stamp 1** through **Rubber Stamp 6** to select CPS fields to print on your labels.

5) Select **OK** when finished.

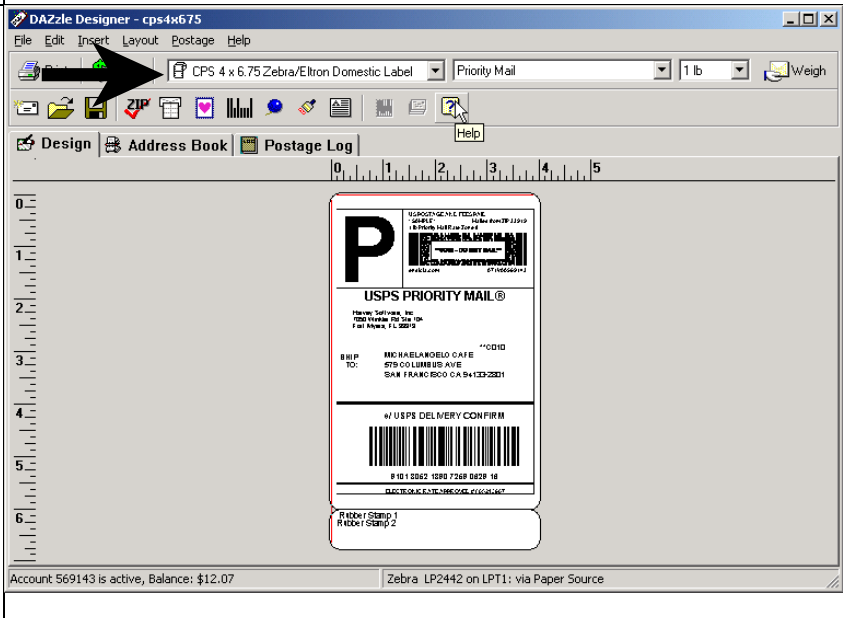
Be sure to select **Save & Exit** when exiting *Setup CPS*.

Now, you need to place the fields you have selected on the label.

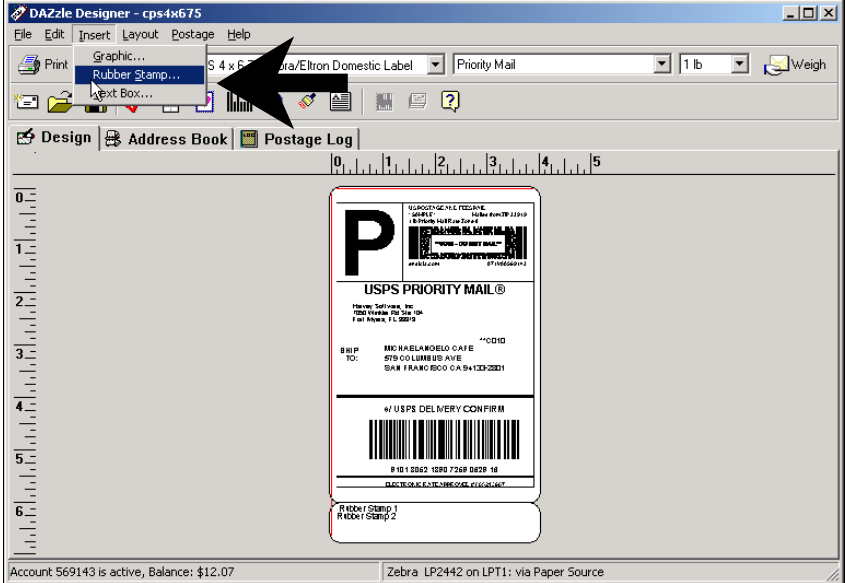


1) Open DAZzle.

Be sure you have the correct label selected.



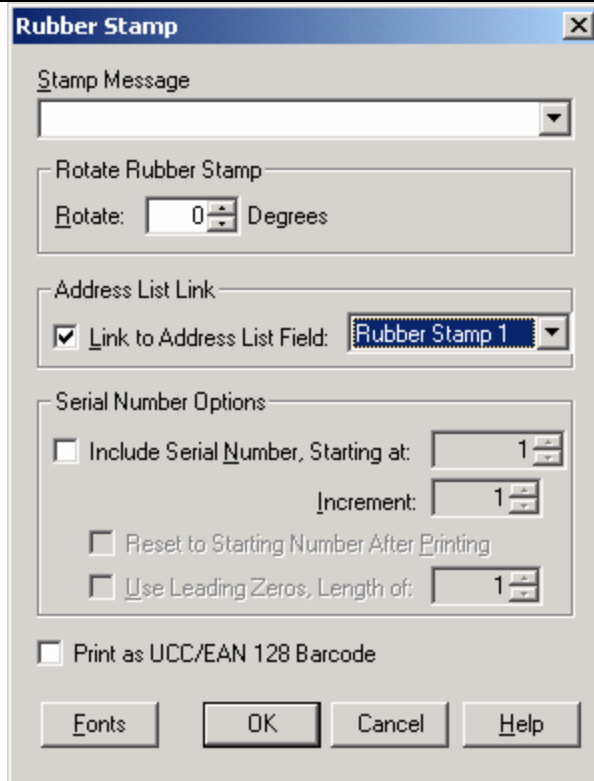
2) From the **Insert** menu, select **Rubber Stamp**.



3) Select **Link to Address List Field** and select **Rubber Stamp 1** (through **Rubber Stamp 6**) to correspond to the CPS fields in Setup.

4) You can only set up one rubber stamp at a time.

Also note that the **Stamp Message** field does not work in combination with the **Link To Address List Field** choice.

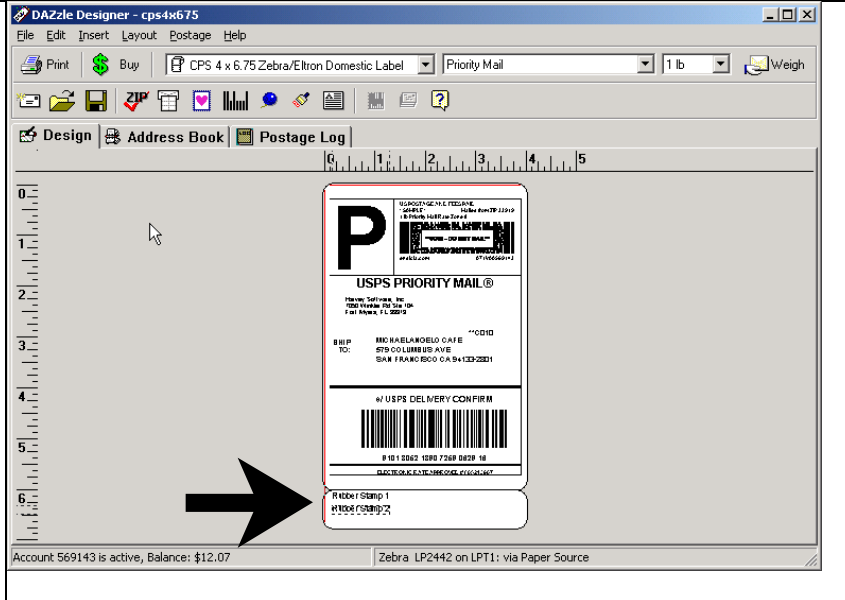


5) Return to the Design tab and, using the cursor, place the rubber stamp directly on the label where you want it.

6) Now, select **Insert>Rubber Stamp** again to set up another rubber stamp.

You can repeat the process for up to 6 rubber stamps/CPS fields.

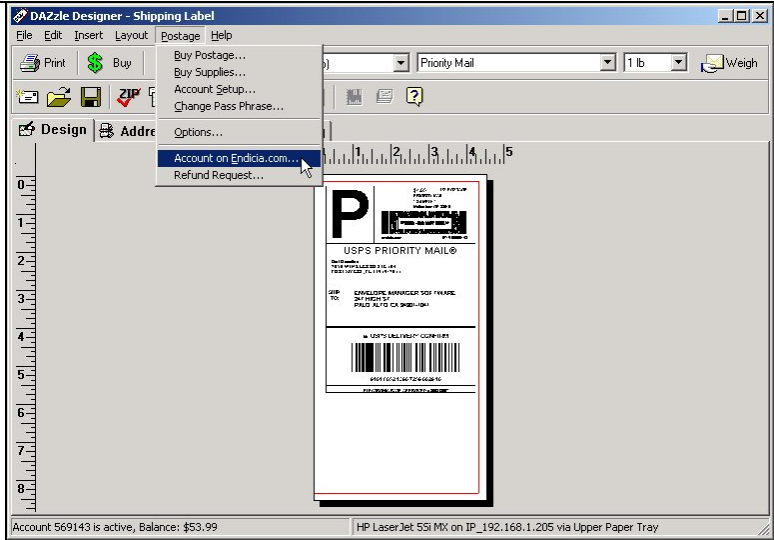
Be sure to save the label in DAZZle.



Reports in DAZZle

There are some reports available on your accounts page on the Endicia web site that you might want to check out. These can be accessed by going to the Endicia web site (<http://www.endicia.com>) and selecting **Account**. But since you have DAZZle on your machine, you can access them directly from the menu.

1) In DAZZle, select **Postage>Account on Endicia.com**.



2) This page gives you access to your account, options to buy postage, or change your address.

If you are printing the PS3152 form for Delivery Confirmation, it is printed from this page.

Package lookup and delivery statistics are also available.

