# 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 <u>http://www.endicia.com</u>. 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 your 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	Printer Setup
Setup displays.	Printer Label Orientation
	Zebra LP2442
You do not need to make any	
changes to the right side of	Paper Feed Source
this dialog.	Paper Source © Face Up C Face Down
	Printer Paper Size       Top First O Bottom First
2) In the upper left corner,	User Defined  C Left Side  C Defined
select your printer.	
	Envelope Offset From Top: 0" + From Left: 0"+ If you find some items are cut-off by your
	printer's unprintable area, turn this option on
3) In the <b>Printer Paper Size</b>	To see printer setup tips and hints Printer Tips Print upside-down (rotate 180 degrees)
field, open the list and select User Defined. Do this even	on our web-site. click here Printer Tips Printer Open Printer Tips
though User Defined may	
already be visible in the list.	Guide Me! OK Cancel Help
4) On the screen that displays,	"User Defined" Print Dimensions
key in the label size you will be	
using: 4" x 6", 4" x 6.75" or 4"	
x 8".	Please enter the size of the "paper" being used. The dimensions should match the size of the
	paper (or sheet) being fed through the printer,
5) Select <b>OK</b> .	not just the size of an individual label, postcard
	or envelope.
6) Select OK again to close	
the Printer Setup dialog.	<u>W</u> idth: 4" Height: 8"
	OK Help
You must be using a Windows p	rinter driver for DAZzle to access your printer correctly. If you
	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	Preferences & Options
<ol> <li>In DAZZle, select</li> <li>File&gt;Preferences from the menu. This window displays.</li> <li>Select the Advanced button on the Address Verification tab.</li> </ol>	General       View       DDE       Clipboard         PIMs       Address Book       Address Verification         Method       Install/Update         Image: Use of the stall of the s
	Advanced OK Cancel Help Dial-A-ZIP Options
<ul> <li>3) Towards the bottom of the dialog that displays, select</li> <li>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.</li> <li>4) Select OK to return to the main tabs window.</li> </ul>	Method         Method         U.S. Postal Service AMS CD-ROM         Internet         ZIP-Station Address:         Wwww.dial-a-zip.com         Use Keep-Alive (for better performance)         Use SSL Security Encryption         Use XML Protocol         Update Options         Standardize Address         Add Only ZIP+4 to Address         Fast Mode (only update screen every 5 seconds)         Silent Mode (no status window)         Create Transaction Log

Copyright © 2006 Harvey Software, Inc. All rights reserved. No part of this publication may be reproduced without the prior written consent of Harvey Software, Inc. 3

5) Now, select the View tab. Here, check the <b>Force Main</b>	Preferences & Options	<u>?×</u>
<ul> <li>Address to Capital Letters.</li> <li>This option eliminates some of the address correction boxes that may display during package processing.</li> <li>6) Select OK when finished.</li> </ul>	PIMs       Address Book       Address Veri         General       View       DDE       Cl         Address Options       Image: Capital Letters       Image: Capital Letters       Image: Capital Letters         Image: Capital Letters       Image: Capital Letters       Image: Capital Letters       Image: Capital Letters         Image: Capital Letters       Image: Capital Letters       Image: Capital Letters       Image: Capital Letters         Image: Capital Letters       Image: Capital Letters       Image: Capital Letters       Image: Capital Letters         Image: Capital Letters       Image: Capital Letters       Image: Capital Letters       Image: Capital Letters         Image: Capital Design Options       Image: Capital Letters       Image: Capital Letters       Image: Capital Letters         Image: Design Options       Image: Capital Letters       Image: Capital Letters       Image: Capital Letters         Image: Design Options       Image: Capital Letters       Image: Capital Letters       Image: Capital Letters         Image: Design Options       Image: Capital Letters       Image: Capital Letters       Image: Capital Letters         Image: Design Options       Image: Capital Letters       Image: Capital Letters       Image: Capital Letters         Image: Design Options       Image: Capital Letters       Image: Capital Letters       I	fication   lipboard

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.	AZzle Designer - Postage Log     Image: Second
<ol> <li>2) Highlight the package to reprint.</li> <li>3) On the menu, select Actions&gt;Reprint.</li> </ol>	Entry       Date/Time       Type       Postage Recipien         1       0.90/03/2006       4:39 FM       Priority Mail       \$:4.05       MICHAE         2       0.90/03/2006       4:50 FM       Express Mail       \$:18:80       MIEHAE         Address:       \$:18:80       MIEHAE       MICHAELANGELD CAFE       5:001100000 AVE         San FRANCISCO CA 94133-2801       Piece Court:       \$:159       Postage Class:       Express Mail         Weight:       1       Ib       Express Mail       Ib       Express Mail         Veight:       1       Biance:       \$:12.07       \$: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	Carrier Selection - Main Menu	×
Éndicia carrier		
	the test of the second states	Select the carriers you would like to use with CPS:
		Edit 🔽 United Parcel Service® (UPS®)
		Edit I✓ FedEx® (FEX/FXG)
		Edit Vunited States Postal Service® (USP)
		Eft United States Postal Service® w/ Link to Endicia (EPO) (The DA2te software must be installed and accessible by CPS.)
		Edit Spee-Dee Delivery (SPD)
	(Contribution)	Edit General Carrier Service (GCS)
	9. Ografi	Alternate Parcel Insurance Services:
	Program	Edit VPIC
		Select a default carrier:
		FEX
		< <u>Back</u> <u>Next&gt;</u> Save & Exit <u>Cancel</u> <u>H</u> elp
	Соругід	ht © 2000-2006 Harvey Software, Inc. All Rights Reserved.
2) Select the <b>Next&gt;</b> button until	Endicia (EPO) Setup for DAZzle S	ioftware X
you reach the labels setup page.	Endicia (EPU) Setup for DA2zle S	
you reach the labels setup page.	Endicia (EPU) Setup for DA22le S	Enter information about the Endicia DAZzle software:
	Endicia (EPU) Setup for DAzzle S	
you reach the labels setup page.	Endicia (EPU) Setup for DAzzle S	Enter information about the Endicia DAZzle software:
you reach the labels setup page.	Endicia (EPU) Setup for DAZZIE S	Enter information about the Endicia DAZzle software:
you reach the labels setup page.	Endicia (EPU) Setup for DAZZIE S	Enter information about the Endicia DAZzle software: Enter the path to the DAZzle directory: C:\Program Files\Envelope Manager\DAZzle\ Browse
you reach the labels setup page.	Endicia (EPU) Setup for DA22le S	Enter information about the Endicia DAZzle software:         Enter the path to the DAZzle directory:         C:\Program Files\Envelope Manager\DAZzle\         Browse         Label Layouts         Choose the DAZzle layout to use when printing:         Domestic:
you reach the labels setup page.	Endicia (EPU) Setup for DAZZIE S	Enter information about the Endicia DAZzle software: Enter the path to the DAZzle directory: C:\Program Files\Envelope Manager\DAZzle\ Browse Label Layouts Choose the DAZzle layout to use when printing: Domestic: Windows Thermal Driver 4'' x 6.75'' Label Test Print
you reach the labels setup page.	Endicia (EPU) Setup for DAZZIE S	Enter information about the Endicia DAZzle software: Enter the path to the DAZzle directory: C:\Program Files\Envelope Manager\DAZzle\ Browse Label Layouts Choose the DAZzle layout to use when printing: Domestic: Windows Thermal Driver 4" x 6.75" Label Express: Test Print
you reach the labels setup page.	Endicia (EPU) Setup for DAZZIE S	Enter information about the Endicia DAZzle software: Enter the path to the DAZzle directory: C:\Program Files\Envelope Manager\DAZzle\ Browse Label Layouts Choose the DAZzle layout to use when printing: Domestic: Windows Thermal Driver 4'' x 6.75'' Label Express: Windows Thermal Driver 4'' x 6.75'' Label Test Print
you reach the labels setup page.	Endicia (EPU) Setup for DAZZIE S	Enter information about the Endicia DAZzle software: Enter the path to the DAZzle directory: C:\Program Files\Envelope Manager\DAZzle\ Browse Label Layouts Choose the DAZzle layout to use when printing: Domestic: Windows Thermal Driver 4" x 6.75" Label Express: Test Print
you reach the labels setup page.	Endicia (EPU) Setup for DAZZIE S	Enter information about the Endicia DAZzle software: Enter the path to the DAZzle directory: C:\Program Files\Envelope Manager\DAZzle\ Browse Label Layouts Choose the DAZzle layout to use when printing: Domestic: Windows Thermal Driver 4'' x 6.75'' Label Express: Windows Thermal Driver 4'' x 6.75'' Label International:
you reach the labels setup page.	Endicia (EPU) Setup for DA22le S	Enter information about the Endicia DAZzle software: Enter the path to the DAZzle directory: C:\Program Files\Envelope Manager\DAZzle\ Browse Label Layouts Choose the DAZzle layout to use when printing: Domestic: Windows Thermal Driver 4'' x 6.75'' Label Test Print Express: Windows Thermal Driver 4'' x 6.75'' Label International: Windows Thermal Driver 4'' x 6.75'' Label Test Print*
you reach the labels setup page.	FILE Setup Program	Enter information about the Endicia DAZzle software: Enter the path to the DAZzle directory: C:\Program Files\Envelope Manager\DAZzle\ Browse Label Layouts Choose the DAZzle layout to use when printing: Domestic: Windows Thermal Driver 4" x 6.75" Label Express: Windows Thermal Driver 4" x 6.75" Label International: Windows Thermal Driver 4" x 6.75" Label Test Print <sup>a</sup> No postage will be used. Advanced
you reach the labels setup page.	ERGERATION OF THE STATE OF THE	Enter information about the Endicia DAZzle software: Enter the path to the DAZzle directory: C:\Program Files\Envelope Manager\DAZzle\ Browse Label Layouts Choose the DAZzle layout to use when printing: Domestic: Windows Thermal Driver 4'' x 6.75'' Label International: Windows Thermal Driver 4'' x 6.75'' Label International: Int

Copyright © 2006 Harvey Software, Inc. All rights reserved. No part of this publication may be reproduced without the prior written consent of Harvey Software, Inc. 6

	Advanced Printing Options
4) Use the drop boxes in fields <b>Rubber Stamp 1</b> through <b>Rubber Stamp 6</b> to select CPS fields to print on your labels.	Show Additional Label Layouts
	Reset CPS Supplied Labels
5) Select <b>OK</b> when finished.	Rubber Stamp Options
Be sure to select <b>Save &amp; Exit</b> when exiting <i>Setup CPS</i> .	In addition to selecting the CPS fields below, Rubber Stamps must be added to each DAZzle label layout they will appear on.
Now, you need to place the fields you have selected on the label.	Rubber Stamp 1: PHONE
	Rubber Stamp 3: <none></none>
	Rubber Stamp 4: <pre>NONE&gt;</pre>
	Rubber Stamp 5: <none></none>
	Rubber Stamp 6: <none></none>
	OK Cancel Help
1) Open DAZzle.	🖉 DAZzle Designer - cps4x675
, .	Elle Edit Insert Layout Bostage Help
Be sure you have the correct label selected.	
	L USPS PRORITY MAIL®
	Fitcher/Stamp 1       Retter/Stamp 2
	Account 569143 is active, Balance: \$12.07 Zebra LP2442 on LPT1: via Paper Source

Copyright © 2006 Harvey Software, Inc. All rights reserved. No part of this publication may be reproduced without the prior written consent of Harvey Software, Inc. 7

2) From the Insert menu, select	Ø DAZzle Designer - cps4x675	<u>_0×</u>
Rubber Stamp.	Elle         Edit         Insert         Layout         Postage         Help	▼ 11b ▼ 🛒Weigh
	Rubber Stamp	
	😰 Design 🔮 Address Book 🔲 Postage Log	
	0,1,1,1,1,1,2,1,1,1,3,1,1,1,4,1,1,1,5	
	0       1         1       1         1       1         2       1         3       1         3       1         3       1         3       1         3       1         3       1         3       1         3       1         3       1         3       1         3       1         3       1         3       1         3       1         3       1         3       1         3       1         3       1         1       1         1       1         1       1         1       1         1       1         1       1         1       1         1       1         1       1         1       1         1       1         1       1         1       1         1       1         1       1         1       1         1	
	Account 569143 is active, Balance: \$12.07 Zebra LP2442 on LPT1: via Paper Source	
2) Soloot Link to Address List		
<ul> <li>3) Select Link to Address List Field and select Rubber Stamp 1 (through Rubber Stamp 6) to correspond to the CPS fields in Setup.</li> <li>4) You can only set up one rubber stamp at a time.</li> <li>Also note that the Stamp Message field does not work in combination with the Link To Address List Field choice.</li> </ul>	Rubber Stamp         Stamp Message         Rotate Rubber Stamp         Botate:       0 <ul> <li>Degrees</li> </ul> Address List Link         Image: Link to Address List Field:       Fubber Stamp 1         Serial Number Options         Include Serial Number, Starting at:       1           Include Serial Number, Starting at:       1           Reset to Starting Number After Printing       1           Include Serial Series, Length of:       1           Print as UCC/EAN 128 Barcode       Image: OK         Cancel       Help	



#### **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 (<u>http://www.endicia.com</u>) and selecting **Account**. But since you have DAZzle on your machine, you can access them directly from the menu.

1) In DAZzle, select	DAZzle Designer - Shipping Label
Postage>Account on	Ele Edit Insert Layout Postage Help
Endicia.com.	
	Change Pass Phrase
	Account on Endicis.com     1
	Befund Dequest
	2- Were under the second seco
	3 3 3
	결
	8
	Account 569143 is active, Balance: \$53.99     HP LaserJet 55i MX on IP_192.168.1.205 via Upper Paper Tray
2) This page gives you access	endidia - Account Management - Microsoft Internet Explorer
to your account, options to buy	+Rack + → + ② ② △ ③ Search ③ Fevorites ③ Media ③ ⑤ □ ·
postage, or change your	Ağdress 💽 https://www.endsia.com/endsia-usa/account/acctmain.cfm 📃 🖓 Go
address.	endicia" 🌾 Home   Standard   Premium   Mac   Support   Account   Buy Stuff
	Oood Morning         Total Amount Of Postage         Total Amount Of Postage           Bert         Printed         Purchased
If you are printing the PS3152	\$ \$12,51         \$ 64/6,63           Account Number: 50140         Balance: \$ CO.CQ
form for Delivery Confirmation,	Account Options Please select from the available options on the left to continue.
it is printed from this page.	Charpe Rymont Method     Charpe Rilling Plan     Charge Rilling Plan     Charge Caracteristicm
	Change Milling Address     Change Myselai Address     Physical Address     Physical Address
Package lookup and delivery	Class Account     Log Out
statistics are also available.	Endicia Insurance  Insurance Fee
	Overview     Claims
	Endicia Store  • Store Purchases
	Boy Soft     Boy Installentage Bopples
	Manifest System (3152) • Marinet Reme Hetery - Crase Galy Marinet Report
	Crass Lary values: High T     Convolution     Sign Up Form (pdf)
	Premium Features
	Lookip Padages