



Sharp Hybrid Mail

Print Driver User Guide

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SHARP
Be Original.



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Please note

We are continuing to develop Sharp Hybrid Mail and although we have tried to make this guide as accurate as possible, some features may have changed or been updated since it was written.

Sharp Hybrid Mail Print Driver



To use the Sharp Hybrid Mail Print Driver you MUST have a current Sharp Hybrid Mail account up and running.

Install the Sharp Hybrid Mail Print Driver on your PC. You will find a link to this on the Sharp Hybrid Mail web site - <http://www.sharphybridmail.co.uk> - simply follow the instructions.

You must have Webservice Access enabled on your Sharp Hybrid Mail account (to check this, go into your Sharp Hybrid Mail account and click on 'Enter admin' and then 'My Login details', the box next to 'Allow web service access' should be ticked).

Integrated Help

When creating your mailing through the print driver, Sharp Hybrid Mail will provide you with a help panel if required. By pressing the F1 key on your keyboard, a help panel will be displayed on the mailing creation screen.

By pressing your tab button, the information will change and be specific to the option available on the mailing creation screen.

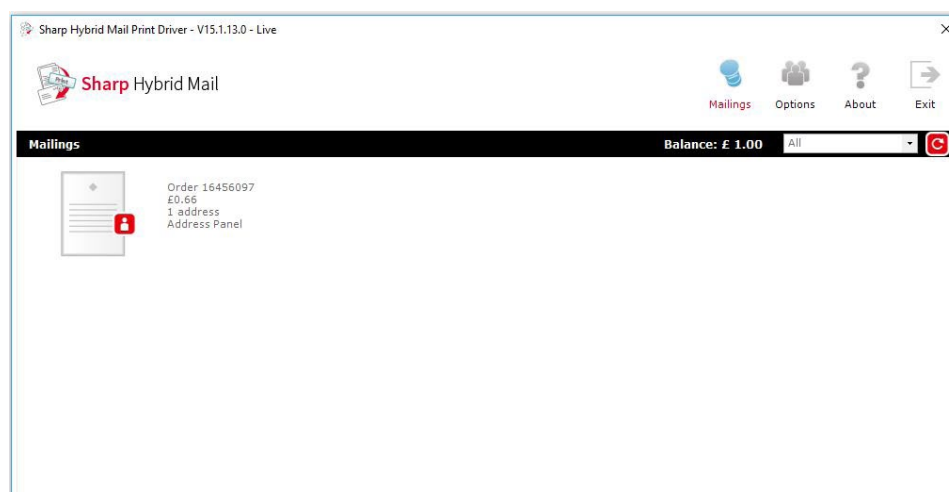
Document

Create your letter document...

If your document is a PDF, to preserve font information, it is recommended that you drag and drop this straight into the Print Driver window. Log in to the Print Driver and you will see this screen. Drag your PDF document into the window and the Print Desktop steps described below will apply.

For any other documents simply select the Sharp Hybrid Mail option when you want to print your document and follow the instructions below.

Always remember to check your Sharp Hybrid Mail proof before submitting the order.



Print to Sharp Hybrid Mail

After installing the Sharp Hybrid Mail print driver you can print any document in the same way as you would to your local printer, except from the Windows Print dialog box select "Sharp Hybrid Mail" as the printer.

You will be presented with a login screen to log into Sharp Hybrid Mail.

Sharp Hybrid Mail Print Driver - Login - V15.1.13.0 - Live

Username

Password

☐ Remember me?

Login Cancel Info

Clicking 'Remember me' will remember the username and password in the system and they will be completed automatically next time you use the system. The remembered credentials can be edited by choosing the 'Change Credentials' option on the system tray context menu, or by selecting Options on the Print Driver screen.

Clicking 'Info' will supply system information about your print driver.

Click Login and the Print Driver will appear. There are 4 steps to go through:

Mailing options

Select a Product

- (This must be an A3 folded sheet or an A4 letter)

Sharp Hybrid Mail Print Driver - V15.1.13.0 - Live

Sharp Hybrid Mail

STANDARD DELIVERY 1 DOCUMENT 0 ADDRESSES COLOUR SIMPLEX

Mailing options Add documents Add addresses Print and post

Profile: (blank mailing)

Product: A3 folded sheet A4 document

Mailing name: Address Panel

Mailing description:

Delivery services: Standard delivery First class

Next

User name: martin.gazzard - PC admin: No - API available: Yes - Paged memory: 118.97MB

If selecting an A3 product, the file must be supplied as A4 individual sheets, in the correct order so that Sharp Hybrid Mail can paginate these for you.

Please note that if you select A3 as your product type this will only allow one A3 folded sheet for each mailing.

Profile

A profile is a selection of saved options that you have previously set. You may, for example, have one profile that you use for all your single-sided black and white 1st class letters and another for all your colour 2nd class multi-page letters.

Choosing 'blank mailing' will allow you to create a brand new profile. Choosing 'previous mailing' will use the options chosen on your previous mailing through the print driver.

If you have saved profiles you can choose to use one and all the settings for the next steps of the mailing will be pre-loaded for you, saving you time. You can save a profile to use on future mailings by clicking on 'Save Profiles' at the last step of your mailing, when you have viewed your proof, and before and after you have submitted your mailing. You will not be able to save a profile against an order that has been cancelled.

Re-selecting the same profile will reset all current settings back to the original profile's settings.

Mailing name

You can give your mailing a name to identify it. The Print Driver will add a default mailing name from your filename if you do not wish to add your own.

Mailing description

You can enter a description of a mailing to help you to identify it. This is optional.

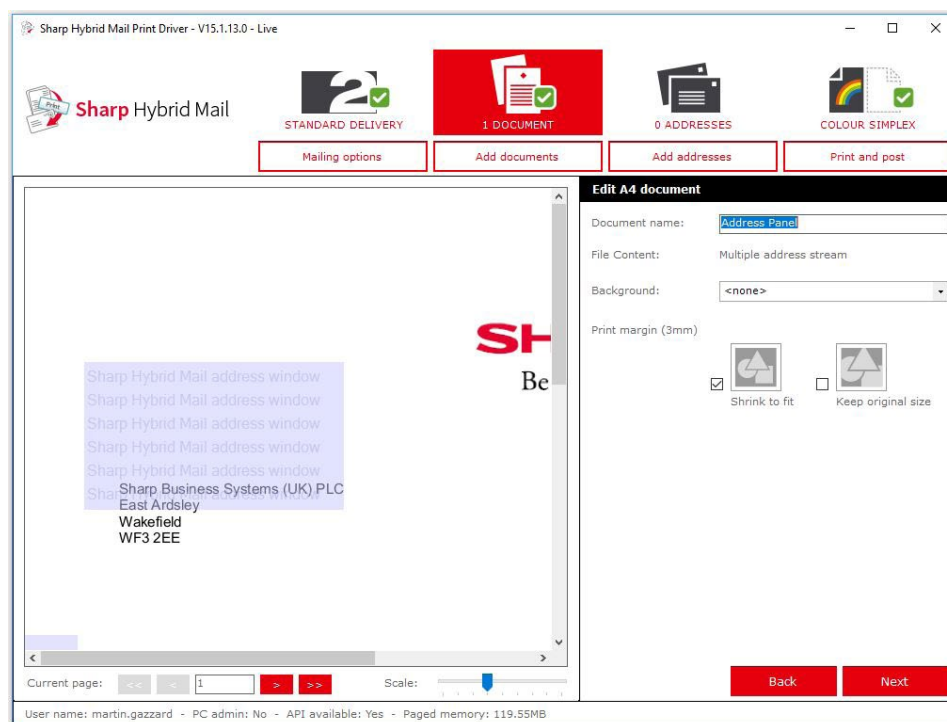
Delivery services

Choose standard delivery if you want the lowest prices or first class at an additional cost.

Click 'Next' to continue.

Add documents

This screen shows details of the document that you are printing -



Document name

The name input by you, or the automatic reference allocated by Sharp Hybrid Mail.

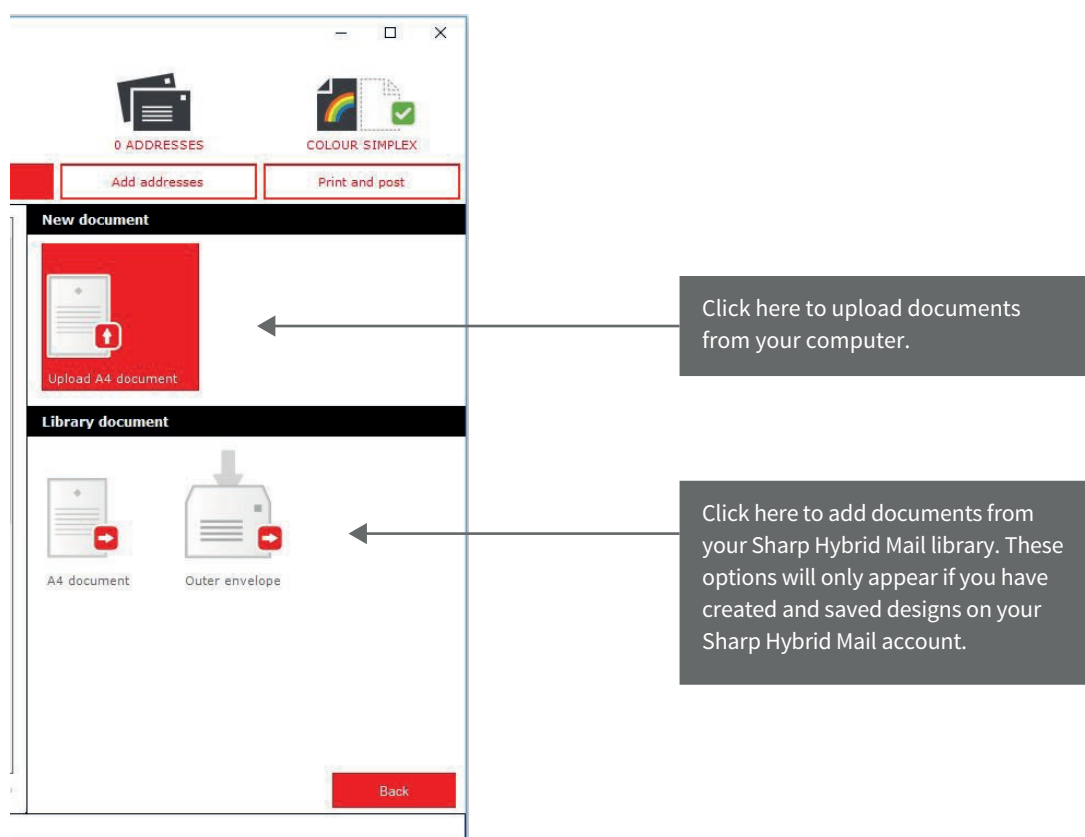
Background

Backgrounds are used for graphics that require adding behind the first page of your document. Uses include letterheads or adding company information to each uploaded document.

Print margin (3mm)

Sharp Hybrid Mail needs to add this border so you should ensure that you have no text in this area. If there is text it will be cropped off. Do not change this setting unless you need to avoid scaling on your document e.g. if it includes barcodes or if it will be used for optical scanning.

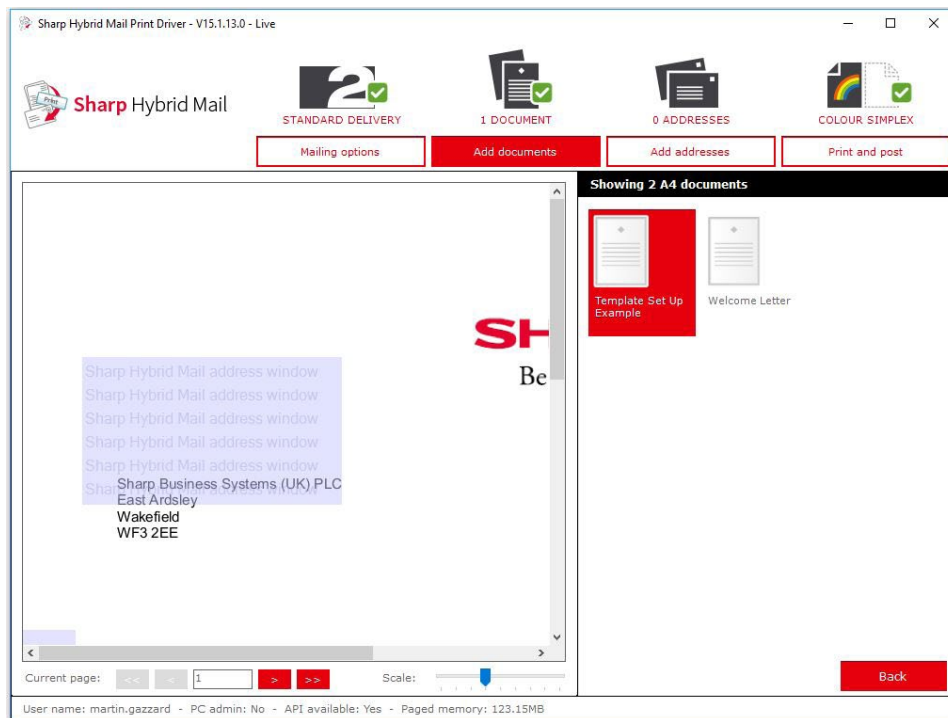
Click on 'Add documents' to upload additional documents, either from your computer or from your library. The documents available in your library may include any envelopes that you have saved.



Envelopes

When selecting an outer envelope or reply envelope to add to your order, you will be shown all of your available designs on screen. If you do not have any saved designs for these in your Sharp Hybrid Mail account, the option will not be available.

When you have added all the documents that you want to use on your mailing click on Next or on 'Add addresses'.



Add addresses

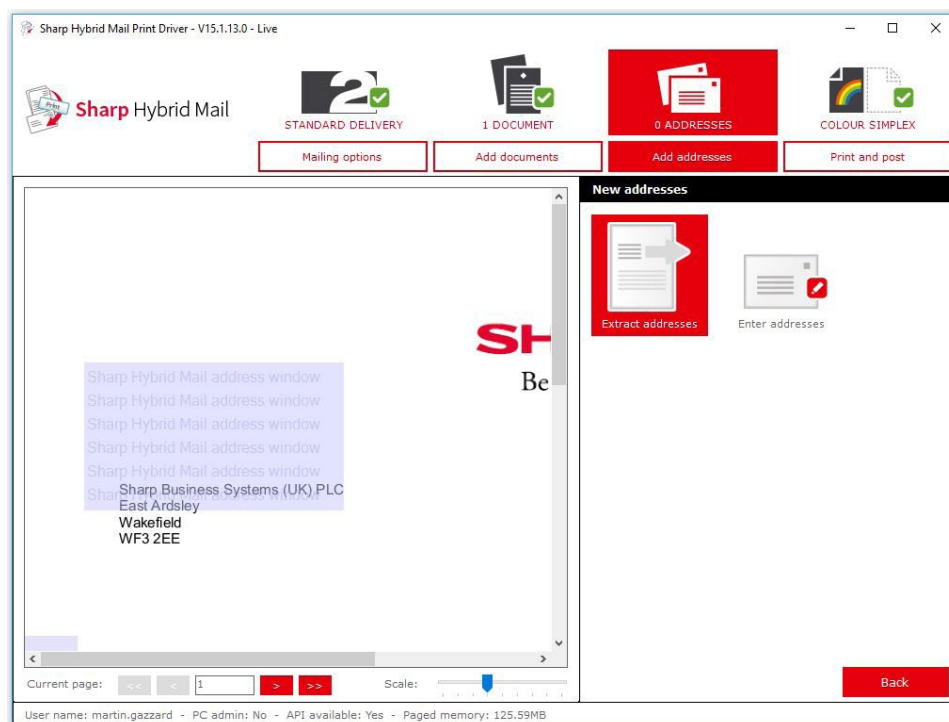
Extract Addresses

The blue box shows where the address panel will be added, unless you choose not to add an address panel as part of your envelope preference on the print and post step.

On the example shown you will see that the address is not in the box that Sharp Hybrid Mail needs to use. This is not a problem as Sharp Hybrid Mail can move the address for you.

Click on 'Extract addresses'.

Select the area where the address shows on your document by clicking and dragging across your address. The extracted text will be shown in the box 'Extracted text using PDF'.



Page identifier logic

You can input logic to tell Sharp Hybrid Mail what the first page for each mailing will be.

Whole document to single address

This extraction method should be used when your document contains only one recipient address. This can be used by the extraction method or add address.

Fixed number of pages

You can specify the number of pages each recipient will have in their envelope. Your document will need to have two or more recipients in it when using this method for extracting addresses. Sharp Hybrid Mail will display how many pages are to be sent to the number of address identified.

For example:

- If you had a 50 page document that contains 5 letters, each 10 pages long, then enter 10 as the number of pages.

The pages for an A3 document must be between 1 and 4. The total number of pages including any additional documents must be either 3 or 4 pages.

Text match logic options

Text match logic options available are:

- Text Match using 'Text begins with logic'
- Text Match using 'Text ends with logic'
- Text Match using 'Text contains logic'

The 'Text match' logic options work by identifying unique words/phrases that only appear on the addressed page of a recipients letter. This allows Sharp Hybrid Mail to identify the first page, last page or any unique text that appears in each person's letter and split the file.

- If the match text was "Welcome" and the chosen logic option was 'Text Match' using 'Text begins with logic', Sharp Hybrid Mail will search for 'Welcome' in the designated area of each page. If 'Welcome' is identified in this area, Sharp Hybrid Mail will class this as the first page of a recipient's letter.
- If the match text logic was 'me' and logic option was 'Text ends with logic', Sharp Hybrid Mail will search through all the pages looking for this word to identify the first page of a recipient's letter.
- If the match text was 'lc' and logic option was 'Text match' using 'Text contains logic', Sharp Hybrid Mail will search for 'lc' in the area designated area. If it exists, this will tell Sharp Hybrid Mail that this sheet is the first page of the recipients letter pack.

You must select the designated area for Sharp Hybrid Mail to search by clicking and dragging across it. Ensure that the number of pages is set correctly.

Clicking on Advanced Options will offer additional fields. These options will not be needed very often.

Document does not contain address☐

Clear address area on printed output☒

First line of address is full name☒

Maximum lines to extract

7

Text extraction

Page identifier logic

Logic

Fixed number of pages

Pages

2

Number of estimated recipients: 1

Extracted text using PDF

Sharp Business Systems (UK) PLC
East Ardsley
Wakefield
WF3 2EE

Document does not contain address	Check this box if your document does not have an address. You will have an opportunity to enter a recipient address if your document does not contain an address.
First line of address is full name	Tick here if the first line of the extracted address is the recipients full name.
Clear address area on printed output	This will draw a filled white box around the dragged area. This allows a customer address to be printed in a different area of the page, captured and put in the correct place for Sharp Hybrid Mail and for the original address to be removed.
Maximum lines to extract	This controls the number of lines of text that will be pulled from the dragged area. The maximum is 7.

When the screen is completed as required click Next.

Click Next to be taken to the next stage.

These boxes display the recipient full name and address that has been identified in the address area. This can be edited if required. To save your changes, click on 'Update'.

You can click here to use the Address name prefix. This will add text that precedes the address e.g. "To the parent / guardian of".

You can click here to change any extraction option.

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Sharp Hybrid Mail

STANDARD DELIVERY

Mailing options

1 DOCUMENT

Add documents

1 ADDRESS

Add addresses

COLOUR SIMPLEX

View proof

Extract addresses

Extracted text logic: 2 pages per address

Update

Address name prefix

Recipients - 1 address extracted

Sharp Business Systems (UK) PLC, East Ardsley, Wakefield, WF3 2EE

Current address

Full name

Sharp Business Systems (UK) PLC

Address

East Ardsley
Wakefield
WF3 2EE

Update

Back

Next

User name: martin.gazzard - PC admin: No - API available: Yes - Paged memory: 121.57MB

Enter addresses

Click Enter addresses to input addresses manually. Use this option if your letter does not have an address at the top.

When manually entering addresses, you can specify how many pages each person has in their envelope. This can be done by changing the 'Pages in set' option. This will default to one.

The 'All remaining' option allows you to specify whether the remainder of file belongs to one recipient once you have allocated/entered at least one address.

When you have entered all the names and addresses that you require, click on Next.

You can amend or delete addresses by clicking on the one that you want to change and using either of these buttons.

Enter the names and address that you want to use in these boxes by clicking on 'Add another' between each name and address.

You can click here to use the address name prefix. This will add text that precedes the address e.g. "To the parent / guardian of".

Sharp Hybrid Mail Print Driver - V15.1.13.0 - Live

Sharp Hybrid Mail

STANDARD DELIVERY

1 DOCUMENT

1 ADDRESS

COLOUR SIMPLEX

Mailing options

Add documents

Add addresses

View proof

Enter addresses

Address name prefix:

Pages	Recipient
2	Sharp Business Systems (UK) PLC, East Ardsley, Wakefield

Current address

Pages in set: 2

All remaining

Full name:

Address: Sharp Business Systems (UK) PLC
East Ardsley
Wakefield
WF3 2EE

Update address

Delete address

Back

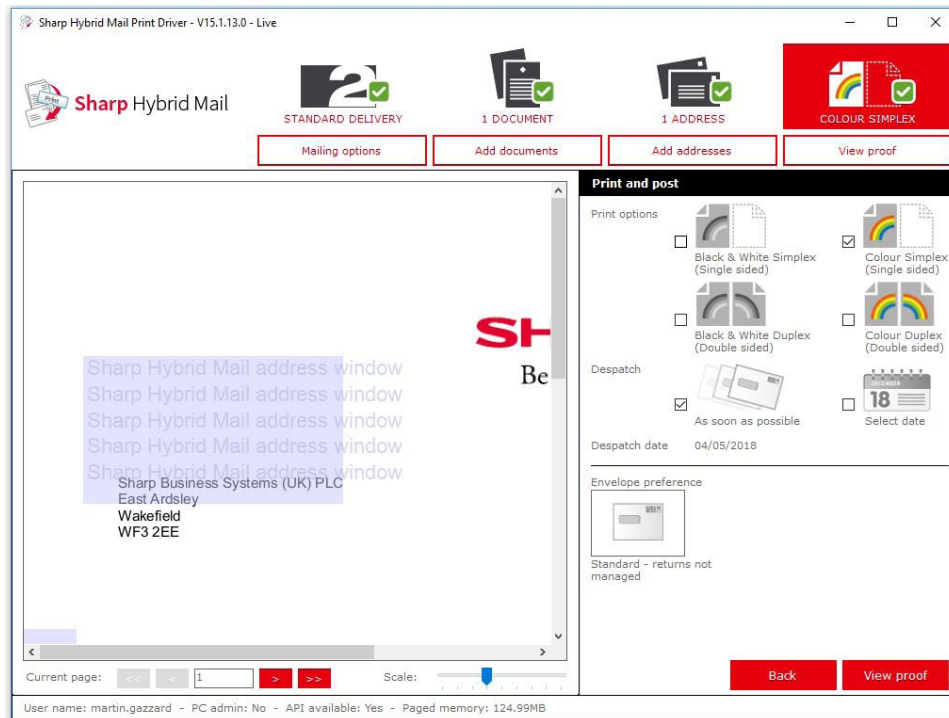
Add another

Next

User name: martin.gazzard - PC admin: No - API available: Yes - Paged memory: 123.58MB

Print and Post

The Print and Post section allows you to choose how your document is printed.



Print options

Tick the boxes to choose whether your letter is printed in black & white or colour, and on one or both sides of paper.

Despatch

Choose a despatch date for your letters or leave the date as shown for despatch to take place as soon as possible. (The earliest date is shown.)

Envelope preference

Select standard envelopes for the cheapest envelope option or alternatively you can choose between window envelopes or adding a custom designed envelope.

You can choose from one of the following outer envelope options:

- **Standard envelopes**

If you choose standard envelopes Sharp Hybrid Mail will produce your documents at the most suitable location for your output - for example Scotland output will be produced in Scotland. We will use either standard Sharp Hybrid Mail window or non-window envelopes as available at that location.

If you select to use your own return address with standard envelopes then only non-window envelopes will be used.

- **Window envelopes**

If you choose window envelopes then Sharp Hybrid Mail will produce all your documents in window envelopes.

- **Custom design envelopes**

Design your own closed face envelope (non-window) including images, personalised text and your own return address.

Returns

When items cannot be delivered they are returned to Sharp Hybrid Mail. If returns are not managed then they will be securely destroyed.

If you select returns to be managed then return addresses will be entered into the system before the item is destroyed and will be visible via the returns management page in the admin section. If you wish to handle your own returns then you can enter your own return address.

Address panels

If you are using a custom design envelope or a standard envelope with your own return address you can choose not to have an address panel added to your output document. For other options an address panel must be added to your document.

If you are using a custom design envelope or using your own address for returns the options are:

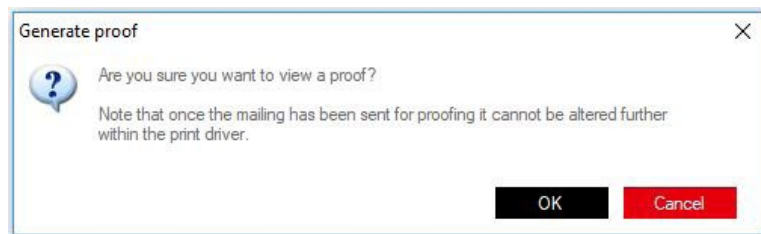
- Add to output document
- No address panels

If you select 'Add to output document' your document will have the address showing and can go into a window envelope. If you select 'No address panels' no address will be shown on the document.

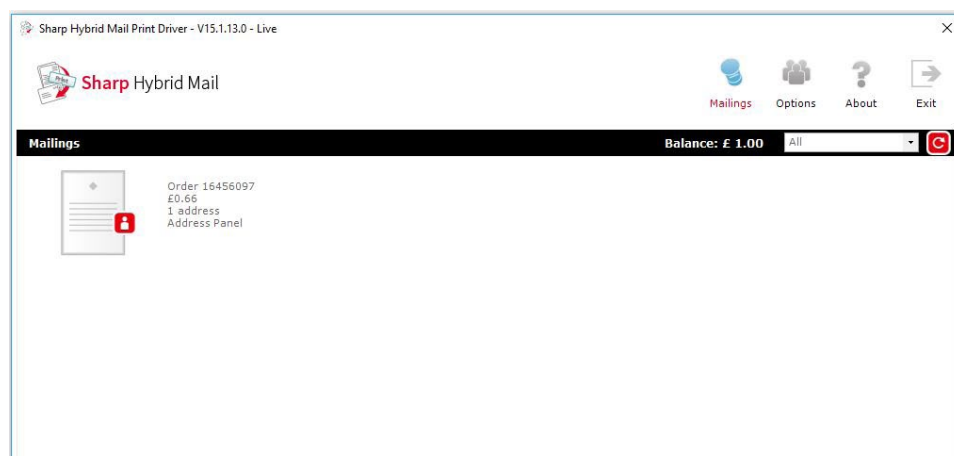
Envelope Design

This shows you the design of your envelope and if you have selected 'Use own return address' there will be a panel which will show the return address that is held in your account information. This can be overwritten if required.

When you have completed the screen click 'View proof'. A box will pop up warning you that you will not be able to change your document once the proof has been generated. Cancel if you think you want to make further changes or click on OK to proceed.



You will be directed to the Print Driver dashboard where you can click on your created order to view the proof.



This is the screen that will be displayed. Click on an address to view the proof.

Sharp Hybrid Mail Print Driver - V15.1.13.0 - Live

Sharp Hybrid Mail

Mailings Options About Exit

View proof

Printed Proof (Click address to view proof)

Printed and posted standard class

Please note: Ensure you check the proof carefully, paying particular attention to white boxes that may be added behind the recipient's address or behind barcodes. If you haven't left enough room some of your document may be obscured.

Mailing details

Discount code	<input type="text"/>	<input type="button" value="Apply discount"/>	Order ref	16456097
Cost	£0.55		Product	A4 Letter
VAT (20%)	£0.11		Status	Awaiting approval
Total cost	£0.66		Mailing name	Address Panel
			Mailing description	
			Mailing created	03/05/2018 12:26:43
			Address count	1

If you would like to save your profile, you can click on Save Profile where you will be prompted to enter a profile name. Saving the profile will allow you to use the same mailing settings on future orders.

You will be displayed random samples from your mailing along with the mailing details and cost of the order. If you are happy with the proof click on 'Approve and submit'. Another warning will be shown.

Are you sure?

Please ensure that you check your proof carefully and that the number of addresses meet your required number of recipients printed. Once the order is placed, this action cannot be reversed. Do you still want to proceed with placing this order?

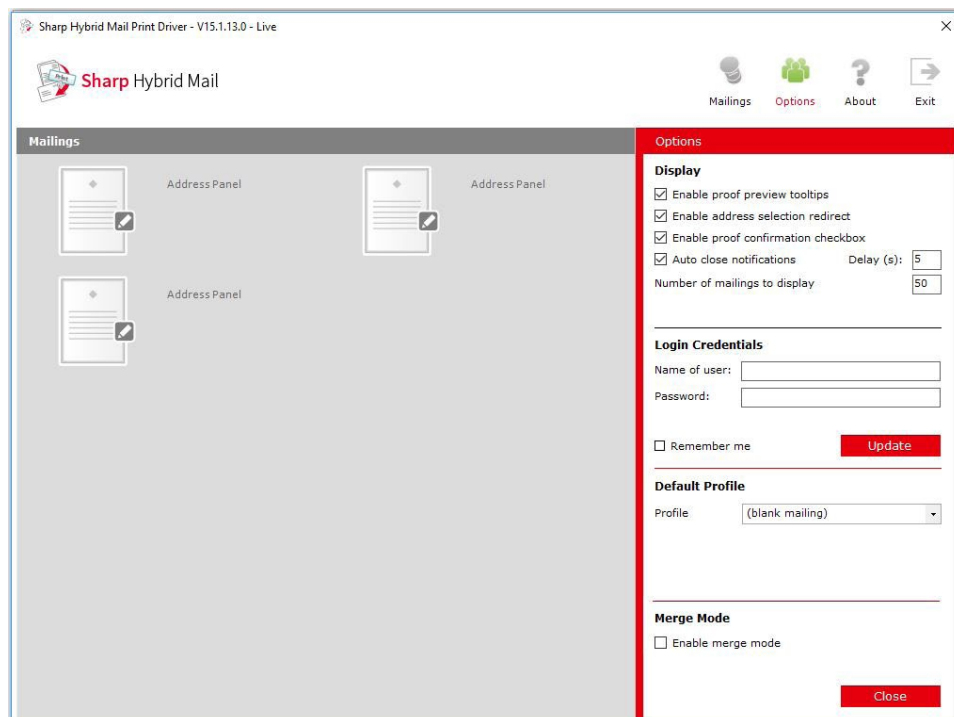
If you are happy to proceed, click on 'Yes' and your order will be submitted. The mailing status will be updated to 'Submitted (Awaiting production)'. If you choose to cancel the order prior to production, it will then be cancelled on Sharp Hybrid Mail.

Enabling Automation through the Print Driver

You can use the Options icon to choose various settings on the Print Driver screen. You can select a default profile from a drop down list of all current profiles.

If a default profile is selected when you next print to Sharp Hybrid Mail it will auto-populate the profile box at the first step on the screen.

When a default profile has been selected a box labelled 'Mode' will appear and there will be an option on the drop down selection to automate the Print Driver. If this is selected when you print to Sharp Hybrid Mail the system will automatically run through all the steps, with no user interaction, until you check your proof and select 'Approve and Submit' to complete your mailing.





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