

HP LaserJet Print to Mail

Solution Guide

Tips and Tools for simplifying your office mailings

- Using Print to Mail with your software
- Printing mail-ready checks
- Expanding the Print to Mail system
- Customizing media to improve your image
- Tips on integrating Print to Mail into your office

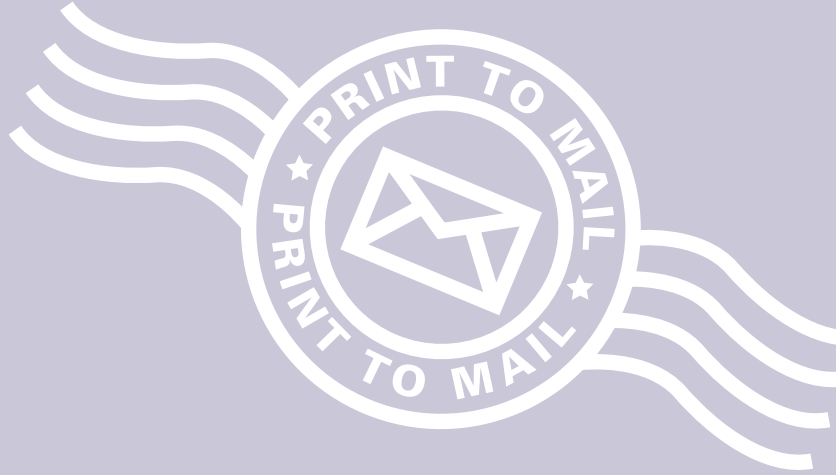


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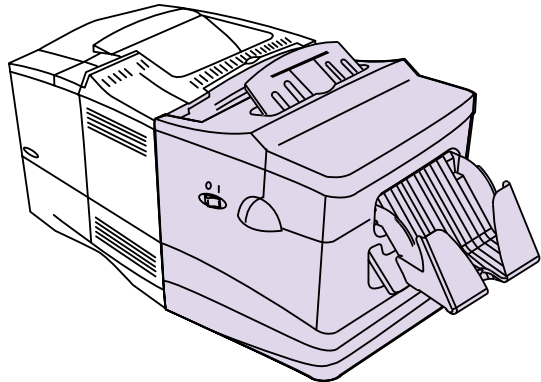
4 Easy Steps from Print to Mail

Introduction

1

Install your Print to Mail accessory

Instructions for installing the accessory are included in the HP LaserJet Print to Mail User's Guide. The installation requires an HP LaserJet 4050 printer and the Print to Mail folding and sealing accessory.



2

Select your special Print to Mail forms

While your LaserJet Print to Mail system will Z-fold standard paper, you can significantly increase your productivity by using special Print to Mail forms. These forms are folded and pressure sealed in one step, eliminating the need for an envelope and the labor required to insert and seal the envelope.

Print to Mail forms are available as blank stock or as pre-printed, color mailers. Preprinted mailers are standardized for use with common accounting software like QuickBooks or Peachtree, or you can have them personalized for your specific business needs. There are also forms available that are specially designed as checks, or you can create your own checks on blank Print to Mail forms. Page 12 describes different options for printing checks.

All of these forms are available by contacting Moore North America, HP's solution partner for LaserJet Print to Mail. (See page 16).

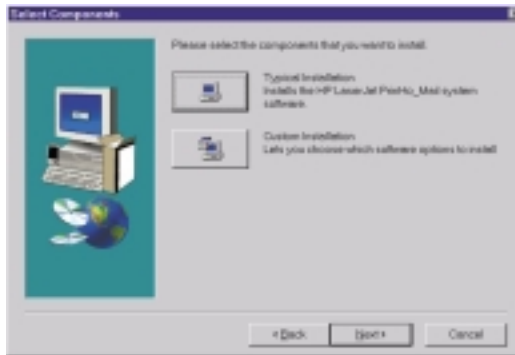
3

Format your printer output for Print to Mail forms

The LaserJet Print to Mail accessory is engaged by opening the rear exit door of the printer. No software is required to



control the device. However, two adjustments must be made to the printed data. Most forms require that the image on the page be rotated 180 degrees (printed upside down relative to the usual printed orientation). The proper page size must also be set to letter or legal—depending on the size of your Print to Mail form. For customers with Windows-based accounting software, a Print to Mail CD is provided in the box to help you properly size and orient the page. For non-Windows users, refer to page 7 for instructions on adjusting your printer output. (See the Print to Mail User's Guide for further details.)

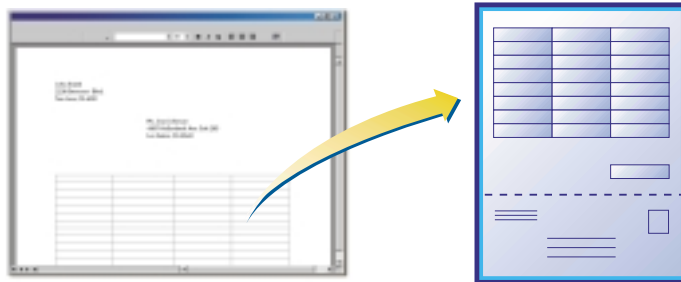


HP LaserJet Print to Mail system software



4 Format your mailer's data correctly

In addition to page size and orientation, your data must be positioned in the appropriate place on the form so that the address appears on the outside of the mailer and the data is folded inside. If you are using Print to Mail mailers, the system requires the form to have the address on the bottom 1/3 of the page with the upper 2/3's reserved for your data—opposite the format of most applications that are designed to print for window envelopes. It also requires certain margins for the “tear away” sides. Each specific application (i.e. invoices, checks, billing statements) will require that the data be formatted correctly.



The following pages explain your options in more detail

Establishing Print to Mail in Your Office

Options for Completing Steps 1-4

HP has given careful consideration to your business environment and we have assembled a consortium of products that will turn the HP LaserJet Print to Mail system into a simple and complete mail process for your office. (More information on each of these solutions is available in detail in the right column.)

Section A: Set up your hardware and select media

Section B: Rotate your image (select one option)

Section C: Modify your forms (select one option)

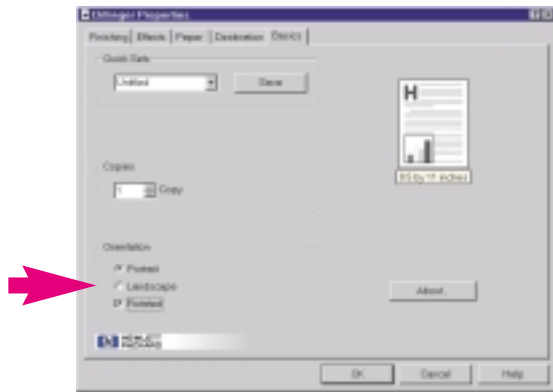
	If you use:	You need:	From:	
A	Any Computing platform	<ul style="list-style-type: none"> • A Print to Mail accessory • An HP LaserJet 4050 printer • Print to Mail forms (blank or customized) 	<p>HP</p> <p>Moore North America (see page 16)</p>	
	Windows 9x, NT 4.0, and 2000	<ul style="list-style-type: none"> • The HP Print to Mail Windows software to properly orient the printer's output 	HP, on the Print to Mail CD ROM	For more detail see page 7
B	Other operating system	<ul style="list-style-type: none"> • To set the proper paper size (letter or legal) • To send the PCL command for "portrait, rotated" 	HP's documentation	
	C	The latest versions of Intuit's Quickbooks, Peachtree, or MS Word	<ul style="list-style-type: none"> • Document templates and instructions to help you format your data 	HP, on the Print to Mail CD ROM
Software applications which permit simple form reformatting		<ul style="list-style-type: none"> • Layout templates for formatting and positioning your data 	Moore Media Sample Pack (included with Print to Mail Accessory)	
Windows based software that does not support customizing your forms		<ul style="list-style-type: none"> • A Windows "print filter" that reformats your data after you click print 	"PrintChef" for Print to Mail from MindGate (see page 16)	
Windows OR non-Windows based software that does not support customizing your forms		<ul style="list-style-type: none"> • A printer DIMM which reformats your data to fit the form once it reaches the printer 	Capella's Auto-Formatting DIMM (see page 16)	

Adjusting Your Output for Print to Mail



If you are using Windows 9x, NT, or 2000, you should simply load the software from the CD included with the Print to Mail system. The print job must be rotated 180 degrees so that the address panel will emerge from the printer first. If the job is not rotated, the outside of the mailer will contain data that was meant to print inside the mailer.

When you print, simply set the proper paper size (letter or legal) and set the orientation to “portrait” “rotated” in the printer’s “properties.”



If you are NOT using Windows 9x, NT, or 2000, you will need to send special commands to the printer to rotate the image and set the paper size. If you need assistance with inserting these commands in your application, contact your application vendor. The HP Customer Care Center may be able to help with the formulation of these commands. See your user’s manual for the HP Customer Care Center contact information.

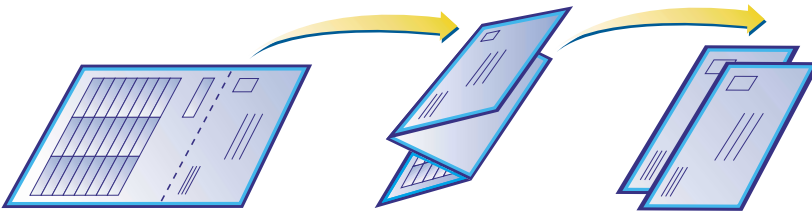
Don’t want the hassle? Capella Technologies’ “Print to Mail Assistant” DIMM can be installed in your printer and will rotate the page automatically. This DIMM is available from Capella Technologies (see page 16.)

Formatting Your Data on Print to Mail Forms

Why Do I Need to Reformat My Documents?

Print to Mail forms replace both the envelope and the paper used with conventional mail. Since each form incorporates both the address panel (on the outside of the mailer) and the data that will be folded inside the mailer, you will need to format your page accordingly.

If you use window envelopes today, your data is probably formatted in a way similar to a Print to Mail form. However, the addresses are probably located at the top of the document. For LaserJet Print to Mail, your addresses need to be located on the bottom of the form. Also, on traditional invoices, some data like the account number may be located on the address panel. This is acceptable when using a window envelope because the envelope blocks all areas except the address windows. On a Print to Mail form, any data on the address panel will be readable from the outside of the mailer. You will probably want to move this extra, non-address data to an area that will be inside the mailer.



How Do I Reformat My Documents?

Most accounting software applications allow you to easily reformat your documents to work with Print to Mail forms. Often, you only need to reformat the document template in your database or accounting software (sometimes called a “report writer”). There are several methods available to manually or automatically reformat your data.

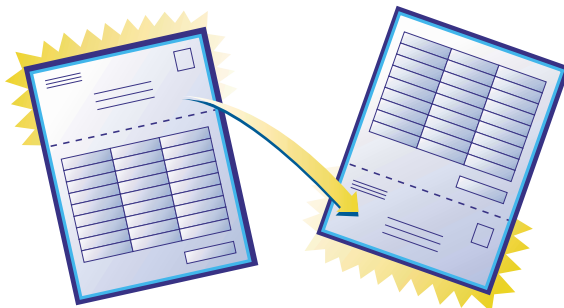
- *Manually reformat your mailings.* Paper templates are included with the Print to Mail media sample packs that will help you place data in your documents. (See page 11.)



- *Use HP supplied electronic templates.* Templates for the latest version of Intuit's QuickBooks, Peachtree accounting software, and Microsoft Word are included with the Print to Mail accessory.

If you cannot easily reformat your documents, solutions are available that will automatically rearrange your documents without changing your software application.

- *Automatically reformat your Windows output, without changing anything in your application.* *PrintChef from MindGate Technologies* allows you to select "PrintChef" as your printer, rather than the "HP LaserJet 4050 Printer." When you click "OK" to print, an extra screen will appear that will assist you in modifying your form. PrintChef can move your address data to the bottom of the form and reposition other data. It can even create a mailer from your existing letter sized form after it leaves your application by fitting it onto a legal size "Print to Mail" form. It will then create the address panel using the extra space on legal sized paper. This solution can also apply electronic postage to your mailers and merge data from multiple sources. For more information, visit MindGate at www.mindgate.com
- *Automatically reformat any document at the printer with a solution from Capella Technologies.* This solution works well, regardless of your operating system or application. A hardware DIMM is inserted into the printer that can reformat your form as it enters the printer. Simply send an electronic copy of your form to Capella and they can program the DIMM specifically for your needs. For more information, contact Capella at www.capellatech.com



Selecting the Right Print to Mail Media

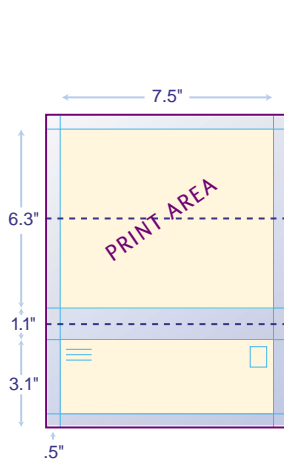
The LaserJet Print to Mail system is a versatile and valuable tool for automating office mailings. The alternatives listed here represent a wide breadth of media solutions for your business.



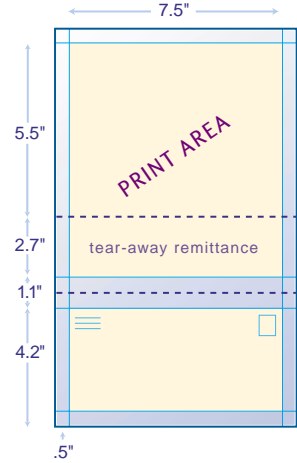
- *Fold standard paper with your LaserJet Print to Mail system*— Sometimes, you need to send a traditional letter. Whether you are sending formal business correspondence, detailed statements that won't fit on Print to Mail mailers, or you need to insert additional material (like a return envelope) you can save time and money by using the LaserJet Print to Mail system. The LaserJet Print to Mail accessory will Z-fold 20-24# paper. Z-folds are excellent for inserting into window envelopes or standard envelopes.
- *Create complete mailers with blank Print to Mail forms*— To maximize office mail efficiency, Print to Mail forms offer a one step mail preparation process. The forms have specially placed, pressure activated glue that is sealed as it passes through the Print to Mail accessory. This allows you to insert the media in the printer's tray, click print, and take completed mailers from the Print to Mail system's output bin.
 - Blank forms have pressure activated glue and blue security panels to ensure privacy.
 - Print to Mail check forms are specially designed to prevent fraud.
 - Blank forms can be pre-printed to include your company logo or other specialized looks.
- *Specialized Print to Mail forms*—The most common use of the HP LaserJet Print to Mail system is for accounting mail such as invoices, checks, and payroll. Pre-printed invoice and check forms are available for common software packages such as Intuit's QuickBooks and Peachtree accounting software. These color-imprinted forms can be customized to include your company logo.
- *Customized Print to Mail forms*—If your business has special form needs, you can have almost any form pre-printed. See Moore's catalog that's included in the starter kit or go to www.themoorestore.com.



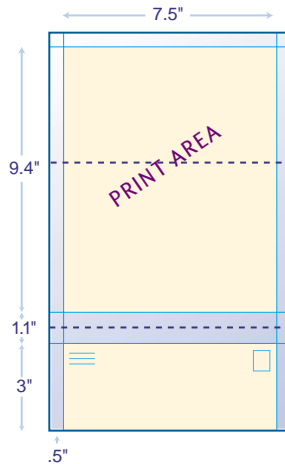
All of these forms are available directly from the Moore order center (see page 16.) The Print to Mail forms come in packages of 250, but are available in quantities of 500 or greater with volume discounts.



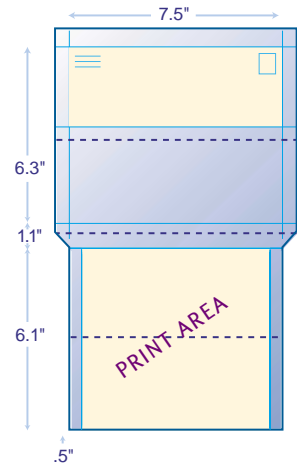
Letter Size 4B
Excellent general, low cost form when extended printing space is not needed. (Printable area, inside mailer: 7.5" wide by 6.3" long)



Legal Size 2C
An effective form when a larger print area is required. Ideal for invoices, statements and promotional mailings where a detachable remittance advice or coupon is required. (Printable area, inside mailer: 7.5" wide by 8.2" long)



Legal Size, Extended Image 1B
An effective form when larger print area is required. Nearly the same printable area inside as a letter size piece of paper. (Printable area, inside mailer: 7.5" wide by 9.4" long)



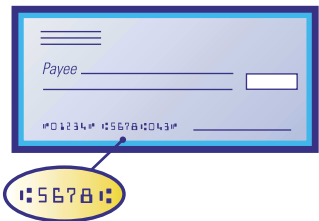
Legal Size, Easy Open 4D
Tear a single strip from the top of the mailer to reveal a 7.5" wide by 6.1" long insert. Great for promotional pieces. Limited availability. (Printable area, inside mailer: 7.5" wide by 6.1" long)

Printing Secured, Sealed Checks

Producing, managing, and mailing checks exposes a business to risk—particularly if you’re sending a large number of checks each month. The HP LaserJet Print to Mail system can help your business manage this risk by providing folded and sealed checks that are ready to mail. The check and “envelope” are made from one piece of paper so getting checks into the right envelope is assured. The checks emerge from the machine sealed so they are not visible to others. Special check printing solutions provide additional security to the process. If your business needs to print checks, several options are available.



- *Select your media*—Print to Mail check forms have numerous fraud prevention features including fluorescent paper fibers, solvent reactivity to indicate altering, an artificial watermark, a security coating to enhance toner adhesion and special printing that displays “VOID” if the check is copied.
- *Imprint checks with bank numbers (MICR-line) and check numbers.* There are 3 ways to have these numbers put on your Print to Mail form.
 1. You can purchase blank check stock and have a print shop print the special MICR coding on the checks (check with your printer to ensure they are able to print with MICR ink. This ink is specially formulated to be read by bank scanners).
 2. You can have Moore’s media center imprint the checks for you. Contact Moore’s media center (see page 16.)
 3. Your HP LaserJet 4000 or 4050 can print the *entire* check, including MICR numbers on blank check stock. This option allows your business to save money on checks. You must purchase a special toner cartridge and a special font DIMM. For more information contact Capella Technologies (see page 16.)



Signing Checks and Other Documents



Because the LaserJet Print to Mail system prints, folds, and seals the checks in one step, the checks must be hand signed, or the signature must be printed on the check as it passes through the printer. Electronic signatures are commonly used by most major corporations.

If you prefer to visually inspect the checks before sealing them, the LaserJet Print to Mail device has an opening between the printer and the accessory that will allow you to view the checks just before they are folded and sealed. The device cannot be paused, but a quick glance can ensure the payee, the amount, and the signature are all in place.

If you prefer to sign the checks after they are printed, consider the “Print to Mail Assistant” DIMM from Capella Technologies (see option 2 below).

There are 4 ways to sign LaserJet Print to Mail checks:

1. Presign the checks before printing them. This option works well for companies that print relatively few checks or individuals who prefer to personally sign every check.
2. Capella Technologies sells an economical DIMM that can be installed in your printer to assist with check making. This DIMM, called the “Print to Mail Assistant,” allows you to print the checks, sign them, and then easily rerun the checks through the “Print to Mail” system to be folded and sealed.
3. Include a signature bitmap in your application. Simply insert a scanned bitmap of your signature into your software on the signature line. (Capella can scan your signature and provide it to you. MindGate also has signature solutions.)
4. When signature control is required, your signature can be electronically encoded and inserted into a DIMM—a small removable card that can be inserted into your printer. Signature DIMM’s ensure that only your specific printer can print your signature. Other processes are available that help ensure the security of your signature. (Capella Technologies offers an extended list of options for securing your Capella signature.)

Printing Postage with Your Printer

With Stamps.com™ and MindGate's PrintChef software, you can automate the postage step in your mailing process. Since the postage is printed at the same time your job prints, you can print, fold, seal, and post your documents in one step. Just click "Print" and drop the mailers in the mailbox.



Stamps.com allows you to purchase and print postage right from your desktop. All you need is an on-line connection, printer and computer. No additional hardware is required. PrintChef can apply postage on Print to Mail forms from any Windows application. When you print, select "PrintChef" instead of your "HP LaserJet 4050." PrintChef will add postage to your output before sending it on to the printer.

Internet Postage™ is a great addition to your office mailing system. Stamps.com uses an indicia in place of a stamp or meter mark. This two-dimensional barcode contains information to make your mail piece unique, such as delivering and routing information, postage value and a digital signature. You can vary the postage amount depending on the piece. To use this solution, you must be connected to the Internet when you print.

For more information on these solutions, visit www.stamps.com/hp or www.mindgate.com



Tips on Using the LaserJet Print to Mail System



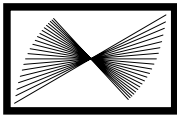
- Print to Mail is not just for mail! It is great for securing confidential personnel documents, medical and grade reports, PIN numbers, and other sensitive documents.
- What about a return envelope? Many businesses experience no negative effects when they omit the return envelope. If you are concerned, consider using Print to Mail forms for your current accounts. For your past due accounts, use the Print to Mail accessory as a folder for traditional invoices with return envelope inserts.
- Use Print to Mail for promotional mailings! Great for coupons and personalized messages.
- Electronically stamp your media. Electronic postage, printed through your printer, is becoming standard. Check with stamps.com for a Print to Mail solution.
- Need a copy of your invoices and other documents? Print the job once on plain paper with the rear door of the printer closed. Check it for accuracy. Reprint the job a second time on special forms with the rear door open to engage the Print to Mail accessory. The Capella “Print to Mail Assistant” DIMM can automatically print a proof copy.
- If you use the Print to Mail with your LaserJet 4000 (rather than your 4050) you will need to install and use the 4050 driver on your 4000. Drivers are available at www.hp.com (support). The LaserJet 4000 printer will continue printing if your Print to Mail accessory jams. The LaserJet 4050 printer stops when the accessory jams.

HP Print to Mail Solution Providers

MOORE[®]

Moore—www.themoorestore.com

Mailers are available in the most popular sizes and formats to suit a wide variety of applications, including invoices, statements, checks, notices, reports and tax forms. Patented SealerMate[®] technology insures reliable operation and secure sealing for complete confidentiality. For added visual impact customize your mailers by adding color, logos and other graphics with Moore's custom printing services. Review the media catalog in the starter kit or visit our web site or call 1-800-323-6230.



MindGate

MindGate—www.mindgate.com

PrintChef[®] reformats the output of any Windows application to work with HP's LaserJet Print to Mail system. Choose from hundreds of print recipes that will readily transform invoices, checks, payroll, and promotional pieces into layouts ready for the HP Print to Mail solution. PrintChef also creates bar codes, makes booklets and impositions, plus many other features. Call 1-800-648-6840.



Peachtree

Peachtree—www.peachtree.com

With a complete line of checks and forms, Peachtree has the Print to Mail forms you're looking for. Let Peachtree customize your forms with your logo or choose from a selection of free standard logos. Plus, all Peachtree forms are tested and 100% guaranteed to work with your Peachtree Software. For more information visit our web site or call Peachtree Business Checks and Forms at 1-800-617-3224.



Capella—www.capellatech.com

Customize your Print to Mail process to meet your business needs. Capella Technologies offers "add on" options for printing secure MICR checks, barcodes, signatures, logos, e-forms, transform data and offers forms design services. For more information on these and other Capella products visit our web site at www.capellatech.com or call 1-888-232-4200.

stamps
.com[™]

Stamps.com—www.stamps.com

It's the easiest, quickest way to get postage: Stamps.com[™] Internet Postage[™]. There is no need to stamp or meter your mail, U.S. Postal Service-approved postage is automatically printed onto envelopes, labels or Print to Mail mailers from your HP printer, all in one step! For more information go to www.stamps.com/hp and download your free software to start printing postage today! Enter promotion code: 200149. For customer support or more information about Stamps.com call 1-888-434-0055.