

# Installation Instructions



Your SmartMailer™ software package contains two CDs:

- SmartMailer Application CD
- Postal Data CD

You need to install SmartMailer from the Application CD first followed by at least the Presort Database from the Postal Data CD. Later in the installation process you have the option of installing the ZIP/LOT databases contained on the Postal Data CD onto your hard drive or running them from the CD-ROM drive. Installing these databases on your hard drive provides faster access to them and speeds up the time needed to complete the mailing.

**Note:**

If you elect NOT to install the ZIP/LOT data information onto your hard drive, you will need to keep this CD in a close and convenient location to your computer for quick access during Presort and Postal Coding functions.

The instructions contained in this document will step you through the process of installing each of the CDs. Before you begin, be sure your system meets the following requirements.

## System Requirements

Below are the recommended system minimums for SmartMailer use:

<b>CPU:</b>	300 MHz recommended; minimum of 233 MHz required
<b>RAM:</b>	128 MB or higher recommended; minimum of 64 MB
<b>Processor:</b>	Intel Pentium/Celeron family, or AMD K6/Athlon/Duron family or compatible processor.
<b>Hard Disk Space:</b>	500 MB available space recommended; minimum of 100 MB available space required
<b>CD-ROM:</b>	8X or faster CD-ROM or DVD Drive
<b>Display:</b>	SVGA (800 x 600) or higher resolution video adapter and monitor recommended; VGA resolution minimum required
<b>Accessories:</b>	Keyboard and Microsoft Mouse or compatible pointing device



## Additional Services Requirements

- ForwardTrak™ Net:** Internet access  
Microsoft Internet Explorer 4.0 or later  
14.4 Kbps or higher-baud telephone/FAX modem, cable modem, or DSL modem for Internet access  
Valid e-mail address

## Installation Preparation

**Note:**

For Windows NT and 2000 users - you must have Administrator privileges to install the software into a common program group. See your System Administrator for assistance if necessary.

- 1 Exit all other Windows® applications.
- 2 Insert the SmartMailer Application CD into the CD-ROM drive.

**Note:**

If the installation does not automatically start after a brief period, select Run from the Start Menu. In the Command Line, type D:\SETUP (where “D” is the CD-ROM drive letter.) If a different drive letter designates your CD-ROM drive, type the correct letter in the command line, then click **OK**. Continue with Step 3.

- 3 Read the message in the Welcome window, then click **Next**.

**Note:**

If other tasks are running, the Applications Running window displays them. Shut down any other running applications, and then click **OK**.



- 4 **FOR NEW CUSTOMERS:**  
After reading the License Agreement, click **I Agree**.



## Installing the Software

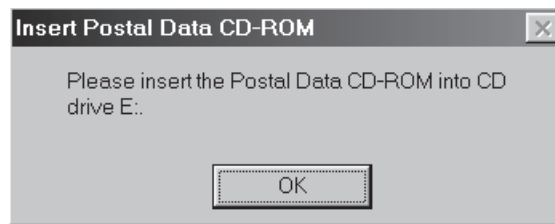
5 Follow the prompts to enter information and/or select from the available options in each window.

6 **FOR NEW CUSTOMERS:**

When you are prompted to Create a Printer, click **OK** to start the Add Printer Wizard. Follow the prompts.

If you selected DocuMatch™ as your printer, you will be prompted to install the DocuMatch Job Designer program. A wizard will step you through that process, then you will be prompted to Create a Printer. Click **OK** to start the Add Printer Wizard and then follow the prompts.

7 At this prompt, remove the SmartMailer application CD and insert the Postal Data CD-ROM.



8 Follow the prompts to complete installation of the Postal Data.

**Note:**

You **MUST** install the Presort Database for SmartMailer to operate properly. You do not need to install the ZIP + 4 and LOT databases. However, it is recommended that you do.

9 When the installation is complete, click **Finish** to exit the Postal Data setup. The latest service bulletin will display. Click **Accept** if the Acrobat Reader license agreement window appears. When you finish reading the bulletin, close Acrobat Reader.

10 Remove the Postal Data CD. Store it and the SmartMailer Application CD in a safe place.

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