BCC SOFTWARE

Address Quality
Mailing Preparation
Data Quality Services

Using This Document

Follow this document, in order, for installing Mail Manager and USPS® data files. Always use default values unless specified.

Installing Mail Manager

1. Insert the Mail Manager Program CD

2. Click **INSTALL** to open the Install window

3. Click **INSTALL BCC Mail Manager** (*if you are installing BCC Mail Manager FS, click **SINGLE-USER INSTALL***) to open the InstallShield wizard

4. Follow the on-screen prompts to navigate through the InstallShield Wizard.

If *prompted, enter your* **Customer Number** *and* **Customer State** *in the Customer Information window*

5. Click **OK** to continue installing Mail Manager

6. If the disk contains an update, you are prompted to continue unpackaging files, click **Yes.** Otherwise, skip to Step 1, on the right side of this page.

7. Click **Done** to complete the update

Installing USPS Data Files

Use this procedure for installing Latitude/Longitude, ZIP+4®, eLOT™, DPV®, LACS$^{Link\ TM}$ and SuiteLink data files. Click **Close** on the Installation Status window after each set of files is installed.

1. Click **Yes** to "Install BCC Mail Manager postal data now?"
2. Select **Install Latitude/Longitude data files**
3. Verify the Folder path is set to **C:\BCC\...\Data Files** unless installing to a RAM drive, then browse to it.
4. Click **OK** to load the Latitude/Longitude data files
5. Select **Install Mail Manager ZIP+4/eLOT data files** and click **OK**
6. Select **Custom installation**
7. Verify **Copy Enhanced Line of Travel Files** is selected
8. Verify **Server installation** is <u>not</u> selected
9. Click **OK** to install the ZIP+4/eLOT data files
10. Verify that the Location (Folder Path) for all fields is set to **C:\BCC\...\Data Files** (Unless there is a RAM drive installed, then browse to it)
11. Click **Install**
12. Select **Install <*data file name*> data files**
13. Verify that the folder is set to **C:\BCC\...\Data Files** unless there is a RAM drive installed, then browse to it.
14. Click **OK**
15. Click **Install**
16. Repeat Steps 12-16 for LACSLink and SuiteLink Data files installation.
17. Click **Finish** to complete installation of USPS Data files

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Setting Preferences

Use this procedure for entering required processor information. Encoding can not be performed until this data is entered.

1. Open BCC Mail Manager
2. Go to **Configure > Preferences**
3. Click the **Processor Info** tab
4. Enter valid data into **all** of the following fields:

   - **Contact Name**
   - **Company Name**
   - **Address**
   - **City, State, ZIP+4**

5. Click **OK** when finished entering data
6. After performing the above steps, the ZIP+4 Status indicator on the toolbar, Figure 1, will turn from blue to green if your PC is connected to the internet. Otherwise, refer to Manually Enabling DPV® and LACSLink.

ZIP4 expires in 84 days   DPV open   LACSLink expires in 84 days

Figure 1 - ZIP+4 Status Indicator

Performing a Web Update

Use this procedure for updating BCC Mail Manager via the internet.

Note: You must have installed the latest version from the disk shipped to you (BCC ships update disks every other month) before performing a web update.

1. Go to **Help > Web Update...**
2. Click **Update**
3. Close BCC Mail Manager when the Information window opens to avoid having to reboot.
4. Click **Update** in the Update window
5. Click **Done**
6. Re-start BCC Mail Manager for updates to take effect

Manually Enabling DPV® and LACSLink

Delivery Point Validation (DPV) and LACSLink are enabled automatically if your PC is connected to the internet. If not, they need to be manually activated. Use this procedure for manually enabling DPV and LACSLink.

Enabling DPV

1. Click the blue highlighted **DPV disabled** text on the toolbar, Figure 2

ZIP4 disabled   DPV disabled   LACSLink disabled

Figure 2 - DPV and LACSLink Status Indicators

2. Click on the blue highlighted **Disabled** text in the Status window
3. Click **Report** to verify all required(*) fields, including FAX, contain valid data
4. Select **FAX** for the method to receive access key
5. Click **Preview** to view the DPV report
6. Click **Print** from the Preview window, this report (DPV) is required for step 8
7. Click **Close** to close the preview window
8. **FAX** the report to BCC Software at (585) 272-9141
9. BCC Software will FAX you with an access key. When you receive your key, enter it in the Key field on the DPV Access Key window (Steps 1 and 2)
10. Click **OK**
11. Click **OK** to close the ZIP+4/eLOT Status window
12. When DPV is enabled, the Status Indicator turns green, Figure 1

Enabling LACSLink

Repeat steps 1 through 10 to manually enable LACSLink substituting LACSLink for DPV as required.

How Can We Help?