

PlanetPress® Virtual Stationery

OL™ Software

USER GUIDE

Version 7.6

PlanetPress.
Virtual Stationery

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User Guide – Business Edition

Introduction

The Virtual Stationery application allows companies to use electronic PDFs instead of hardcopy pre-printed stationery, without having to change the way they currently print.

Whilst we have done everything possible to ensure that Virtual Stationery reliably replicates the expected behaviour of pre-printed stationery, the nature of the technology means that there are some considerations to be noted. We have therefore created a separate document called “**What to Expect**” which describes the expected behaviour along with any related considerations.

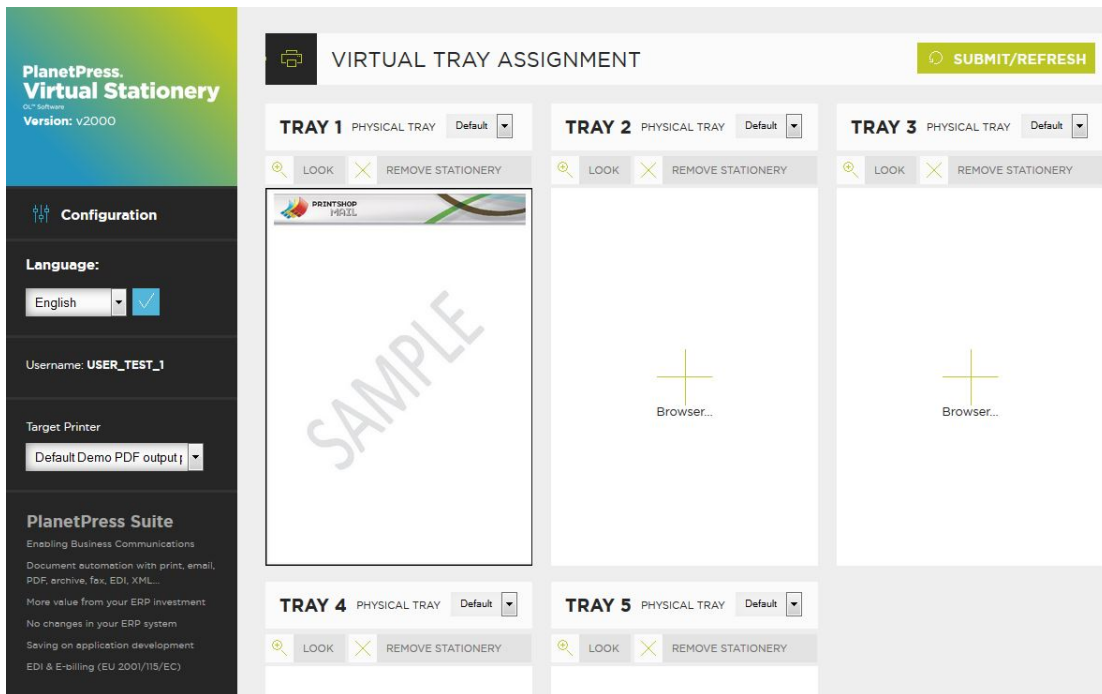
Pre-requisites

In order to use VIRTUAL STATIONERY, your IT department must have installed the software, configured the Virtual Stationery, made special Shared Printer drivers available to you and finally setup your Target printer

Virtual Stationery

They will have assigned up to five Virtual Stationery PDFs to each of the trays available from your printer driver. *They **may** have provided you with a web link to view these –it will look something like this.. <http://ppvs:8080/ppindex>*

If you enter the URL you will see a screen which looks like this, except that you may see an image of the stationery assigned to each tray ...



If you didn't get a link, you can check which trays are assigned to which PDF by asking your IT department.

Shared Printer Drivers

If you have been granted access to use the Virtual Stationery applications, then you will have one or two printer drivers available to you.

PlanetPress printer: This driver is designed for the all other printers and will allow you to select up to 5 printer trays – 1, 2, 3, 4 and 5

Target Printer

No-matter which Shared driver you use, your output will always be sent to the Target Printer

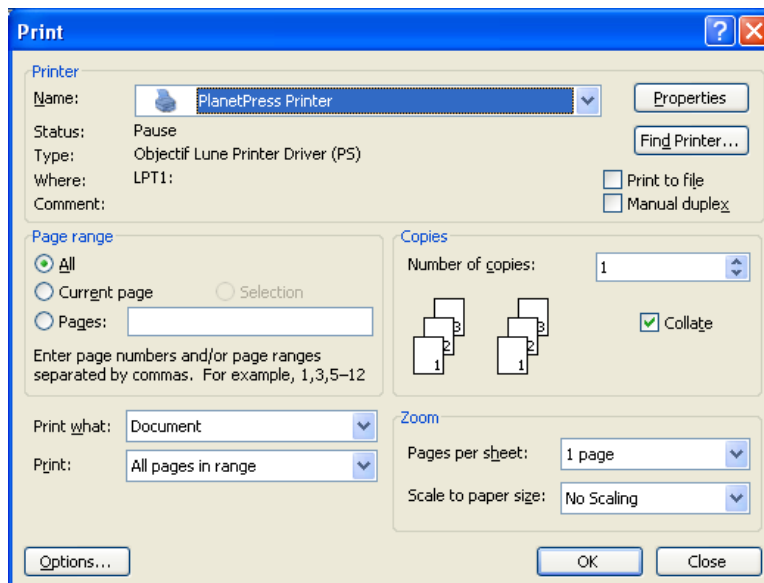
Using VIRTUAL STATIONERY

Once your software has been installed and configured by your IT department, using VIRTUAL STATIONERY is very simple. You open up your document; select your driver; configure your trays and print.

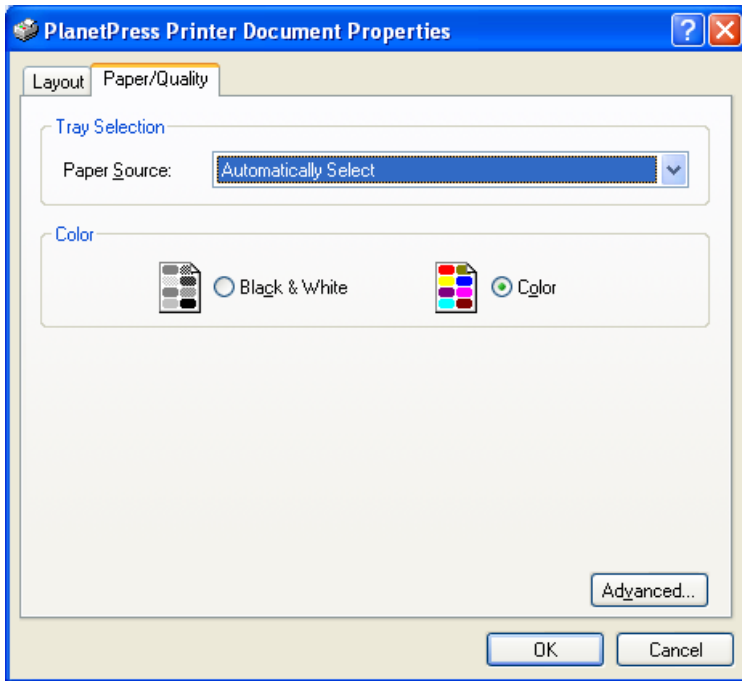
When you print, VIRTUAL STATIONERY will match your requested trays against the assigned Virtual Trays and your print output will be generated accordingly.

Printing from MS Word to PlanetPress printer using driver properties

1) Make sure you have selected the correct printer..

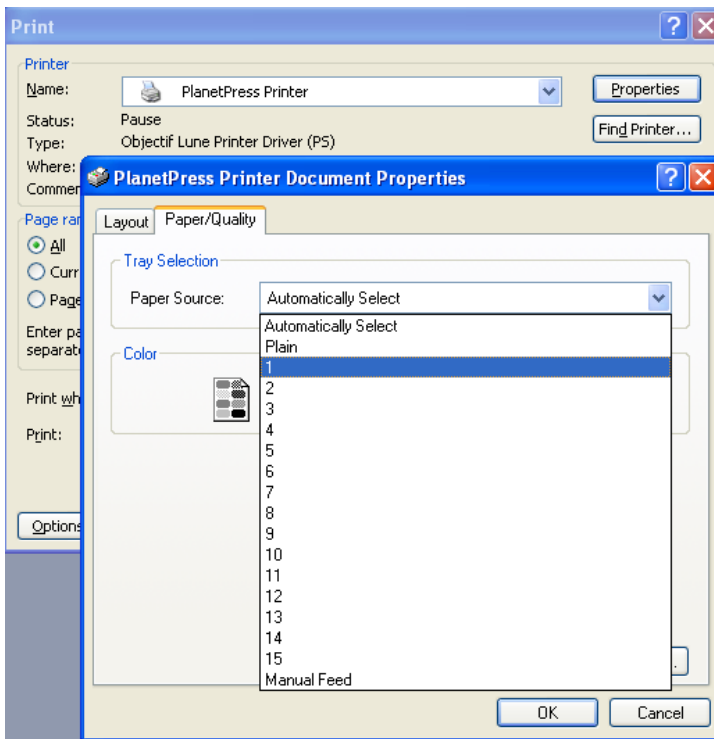


2) Click on the Properties button



3) Select a printer paper source for the job.

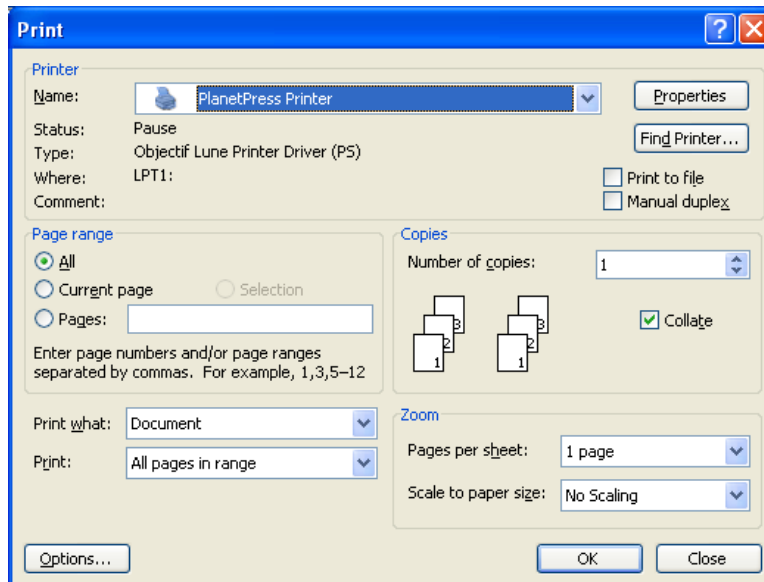
Note: VIRTUAL STATIONERY only works with 1 to 5



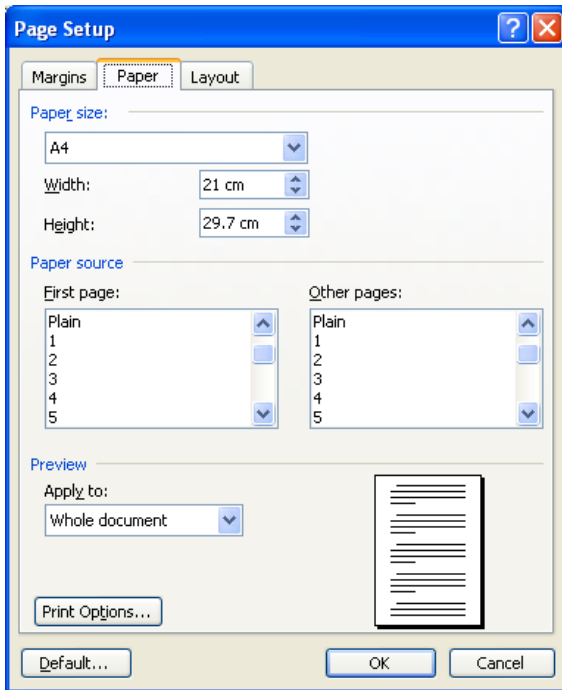
4) Click OK to close the properties and then click OK to print your job.

Printing from MS Word to PlanetPress printer using Page Setup

1) Make sure you have selected the correct printer..



2) Open up Page Setup from MS Word and set the paper trays for each page or section as required.



3) Click OK and then Print your document as normal – there is no need to select the driver Properties to setup the paper trays because Page Setup over-rides the driver.



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