



unifiedpost
GROUP

Basware Message LE

Installation and configuration manual

1. Installing Message on a Windows OS

1.1. Download the software on your computer

In order to send documents with you must download the software installation file on your computer. The download location is

X86: <http://www.unifiedpost.hu/download/32>

X64: <http://www.unifiedpost.hu/download/33>

1.2. Installation of the program

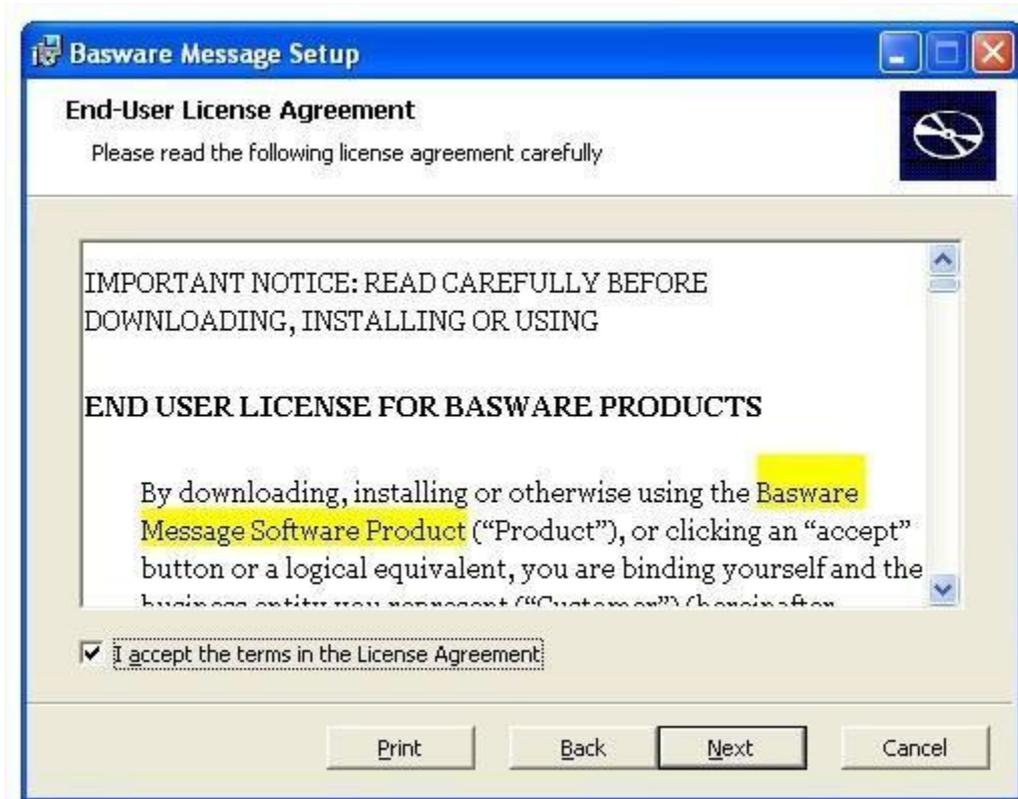
Run the downloaded file by double clicking it. The installation will run automatically. The setup file contains the Printer Driver and the Message program used to transfer the printed files to the Processing Centre. Next, choose the language and click Install.



The Message Setup Wizard, that guides you through the installation process, opens:



Please read the License Agreement. Before you can continue with the installation process, you must accept the License Agreement.



A sender ID is provided to you via email. Please add it in the corresponding text box displayed during the installation process.



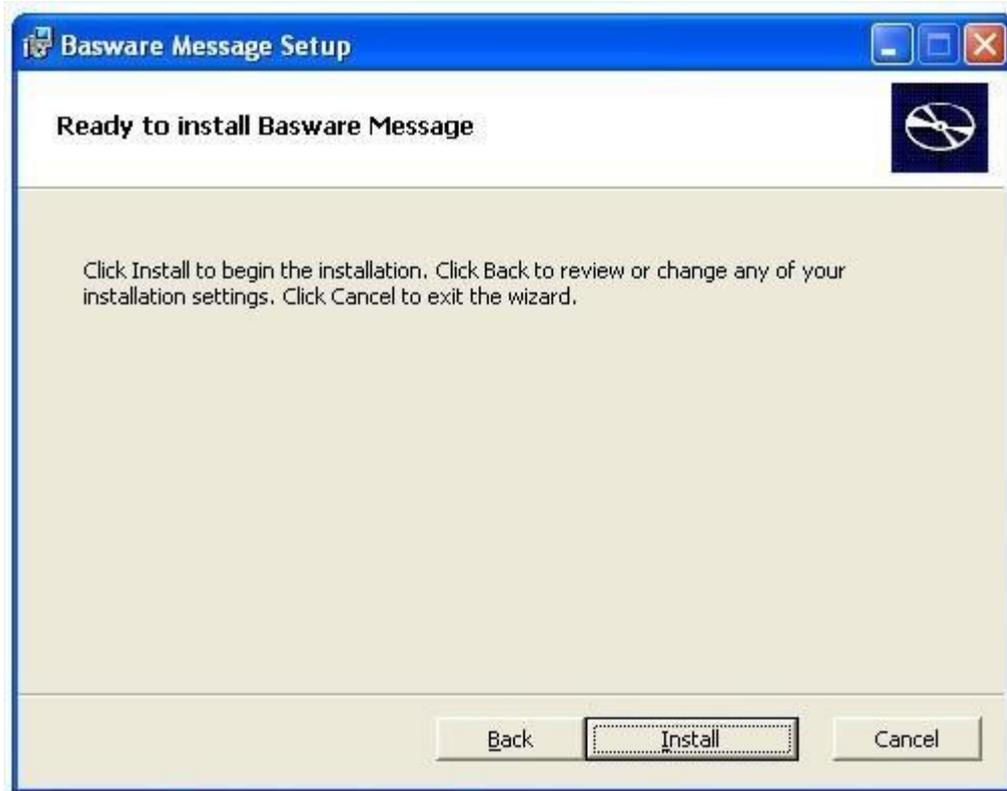
The screenshot shows a Windows-style dialog box titled "Basware Message Setup". The dialog has a blue title bar with standard window controls (minimize, maximize, close). Below the title bar, the text "Sender Id" is displayed in bold. Underneath, a message reads "Please enter the sender identification number received via email". To the right of this message is a small icon of a crossed-out circle. The main area of the dialog is a light beige color. In the center, there is a label "Sender id:" followed by a text input field containing the value "0001_0009". At the bottom of the dialog, there are three buttons: "Back", "Next", and "Cancel".

During the installation, you can choose among the available installation types:

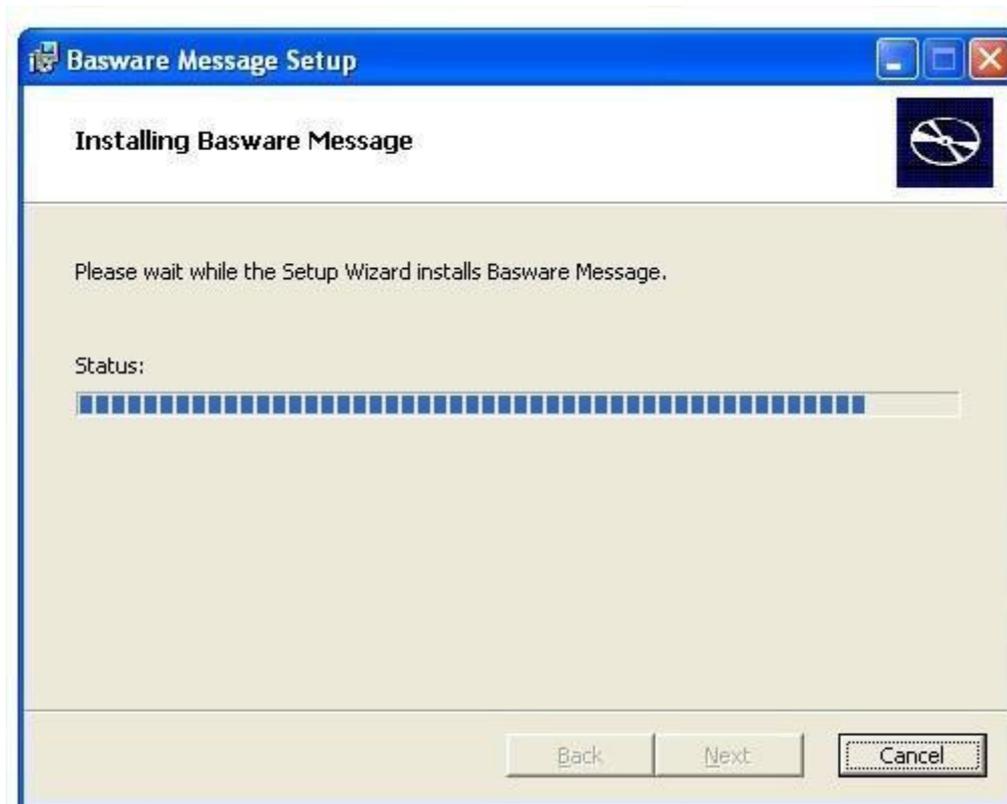
- **Typical** mode installs the most commonly used features. It is recommended for most users.
- **Custom** mode gives the users the possibility to choose the components they want to install. This mode is recommended for advanced users.
- **Complete** mode installs all the available components.



After choosing the setup mode, the installation process begins.



There are only a few backup files that need to be copied on your PC and the installation is done.



Terminate the installation process with Finish.

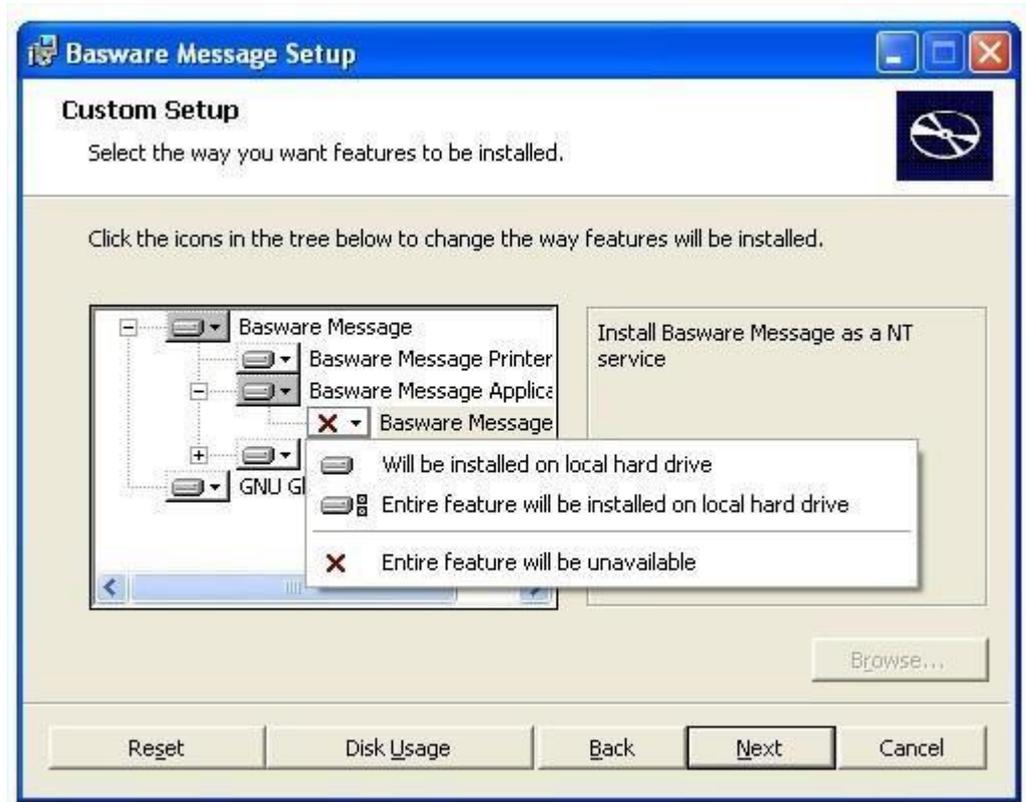


During a typical installation process, along with the main program, the following additional applications are installed:

- Java 1.7.0 runtime environment
- Ghostscript to generate tiff files from the printed files.

1.3. Installing the program as a service (only Windows 2000, 2003, 2008 and XP)

Choose the Custom installation mode.



Choose "Will be installed on local hard drive" for Message Service. Click on the 'Next' button.



In Start / Settings / Control Panel / Administrative Tools / Services, the entry Message is added and can be configured. With the standard settings, the service will be automatically started at each computer start. The option 'Allow service to interact with desktop' starts Message in GUI mode.



2. Starting the program

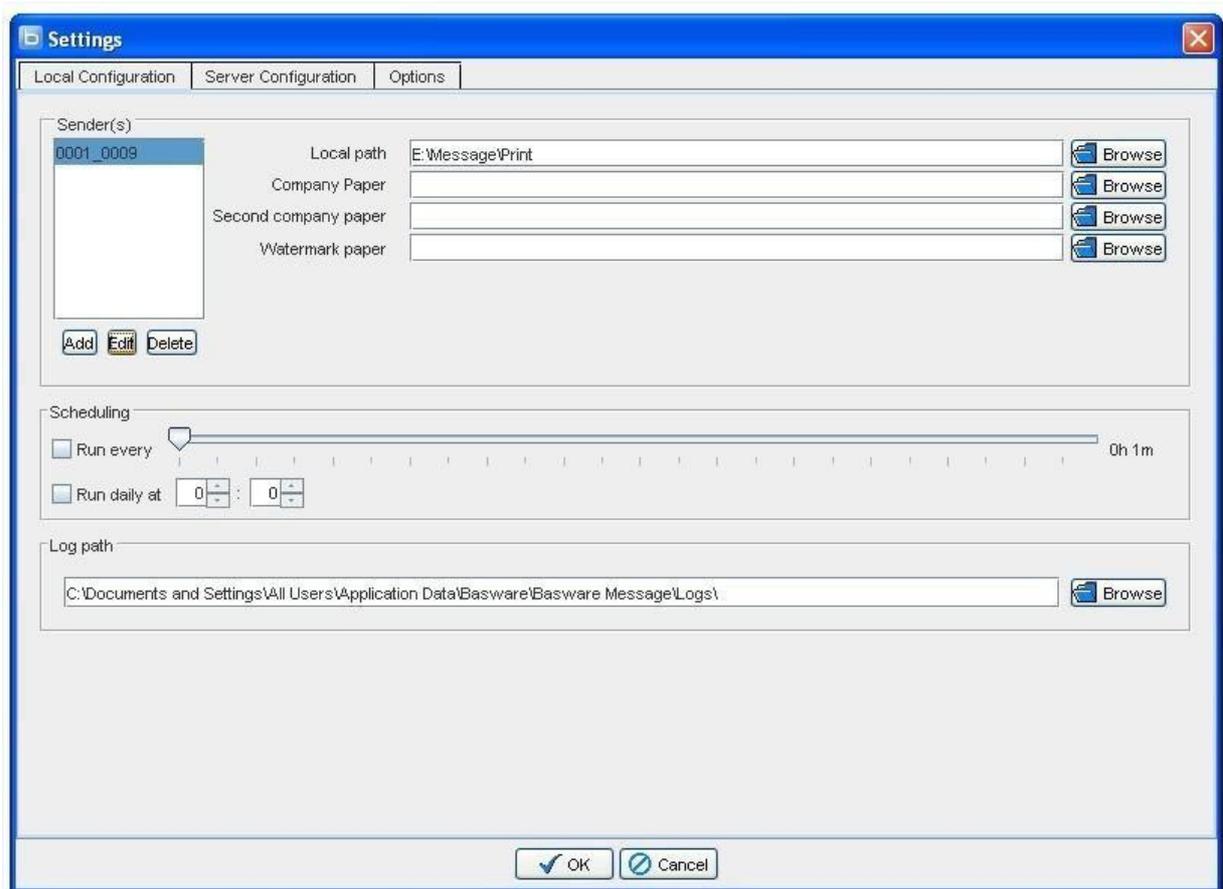
By installing Message, a shortcut with the icon  is created on your desktop.

Afterwards, Message starts:



3. Message configuration

Message uses the sender ID added during the installation process and adds it in the senders list, in Local configuration. In order to configure a new sender, please click on the 'Add' button. A new window opens where you must enter the new sender ID (will be communicated to you by our Processing Centre), then click on the 'OK' button.



The screenshot shows the 'Settings' dialog box with the 'Local Configuration' tab selected. The 'Sender(s)' list contains one entry: '0001_0009'. Below the list are 'Add', 'Edit', and 'Delete' buttons. To the right, there are four text input fields with 'Browse' buttons: 'Local path' (E:\Message\Print), 'Company Paper', 'Second company paper', and 'Watermark paper'. The 'Scheduling' section has two options: 'Run every' with a slider set to 0h 1m, and 'Run daily at' with a time picker set to 00:00. The 'Log path' field contains 'C:\Documents and Settings\All Users\Application Data\Basware\Basware Message\Logs\' and has a 'Browse' button. At the bottom are 'OK' and 'Cancel' buttons.

The following options are applicable only to the selected sender:

- **Local path:** the path where all the printed files, for each sender, are stored.
- **Company paper:** Enter the path to a tiff image that contains a file or an invoice form that your company uses. This image will be used for each document as background. If you use a different paper for the second and following pages, please enter their path in the field 'Second page'. **IMPORTANT:** the tiff must be black and white with a 300 DPI resolution and it should match the printer page format!
- **Watermark paper:** the tiff images with watermarks represent a warning that the generated image files are not invoices in the sense given by the UStG. They serve only for easy comprehension.

The following options are available regardless the selected sender ID:

- **Run every:** the time interval when Message should search in 'Local path' for new files in order to start sending them.
- **Run daily at:** the time when the processing should start each day.
- **Log path:** is the path where Message writes the log files.



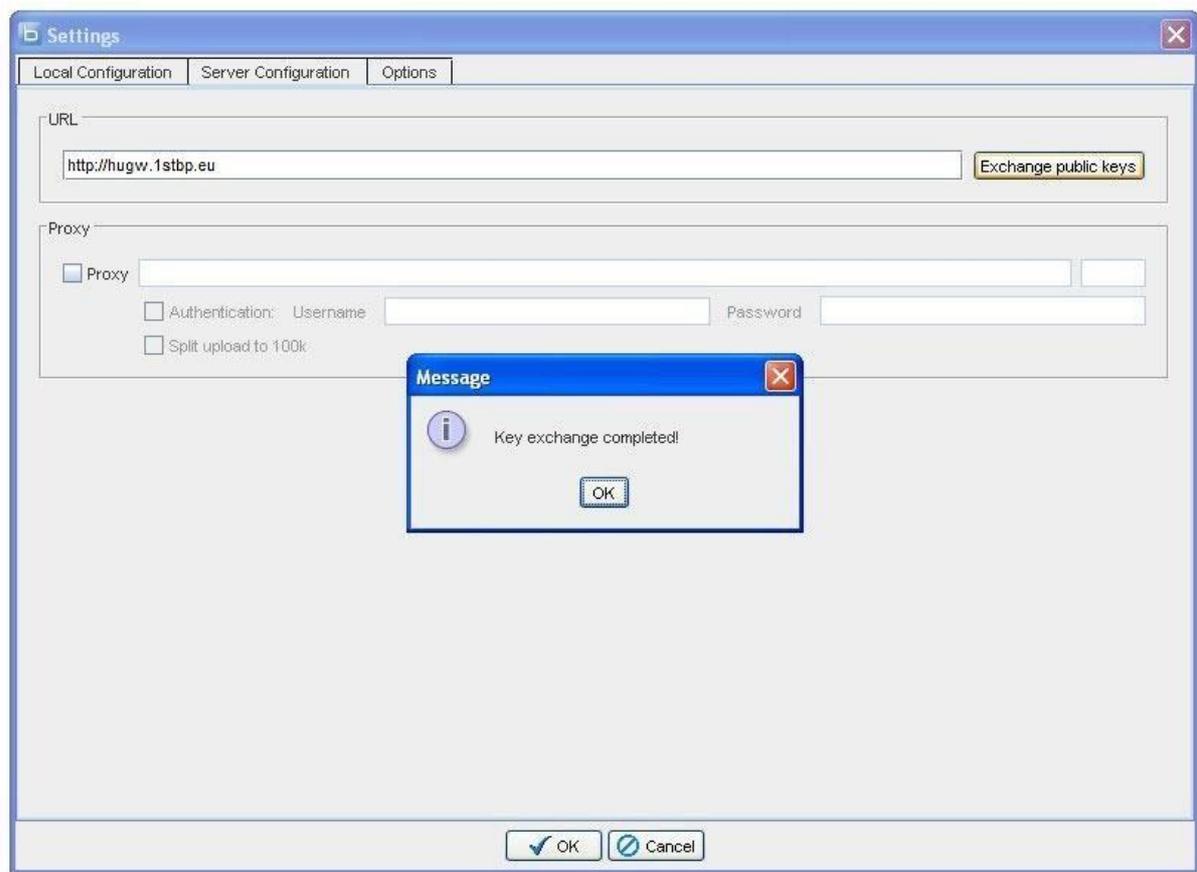
3.1. Configuring the Processing Centre

The tab 'server Configuration' contains the connection configurations for the Processing Centre. The server URL is detected and added.



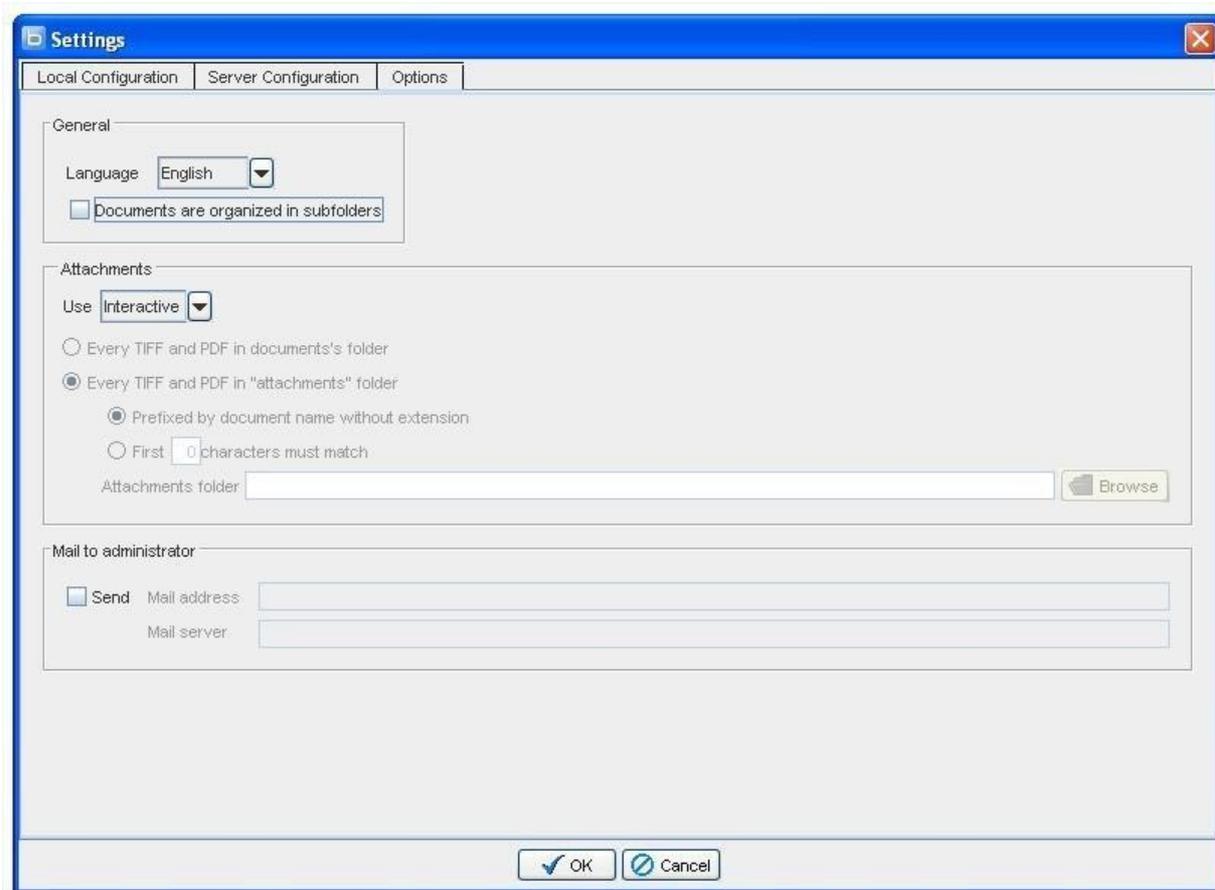
The screenshot shows a 'Settings' dialog box with three tabs: 'Local Configuration', 'Server Configuration', and 'Options'. The 'Server Configuration' tab is active. It features a 'URL' section with a text input field containing 'http://hugw.1stbp.eu' and an 'Exchange public keys' button. Below this is a 'Proxy' section with a checked 'Proxy' checkbox, a text input field, and a 'Split upload to 100k' checkbox. There is also an 'Authentication' section with 'Username' and 'Password' input fields. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

The public key exchange is also done automatically, but the exchange of public keys can be done at any time manually by clicking the Exchange public keys button.



3.2. Other options

In the tab 'Options', other features can be set.



- Language:** You can select the language in which the program runs. This setting is applied after restarting the application.
- Documents are organized in subfolders:** When this option is checked, the data to be processed is searched in Local path and in its subfolders.
- Attachments:** With this function you can send scanned documents as attachments. This option is for print data streams and structured data
- Attachment folder:** The path where the attachments, processed with the option 'Use automatic' should be stored. The path is enabled using the corresponding entry from the tab 'Options'. If the option 'Documents are organized in subfolders' is enabled, than the option 'Every Tiff and PDF in 'attachments' folder' cannot be enabled.
- E-Mail to Administrator:** If this option is enabled, the administrator receives an email every time you will have an error in the application.

4. Optional: Additional attachments

When sending a document to the Processing Centre, you have the possibility to add additional graphical data (a scanned time report, an agreement etc.) that will reach the final receiver. This is done using additional attachments options. Basically, there are various methods to “attach” images (tiff or pdf files) to the outgoing documents.

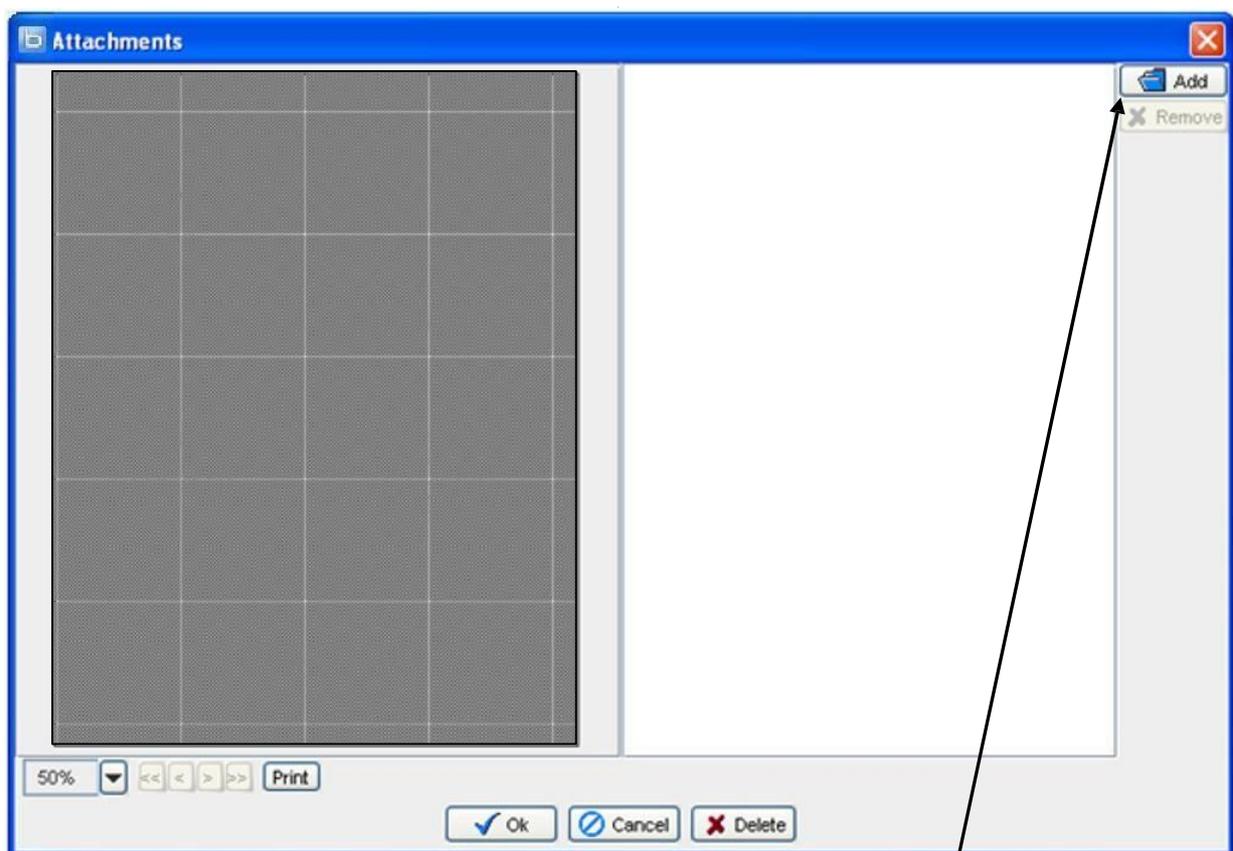
The “attached” tiff files must have the following settings:

- Color: black and white (1bit)
- Compression: CCITT Group 4 (2d)-Fax
- Resolution: x=300, y=300
- Size: A4 (210x297mm)

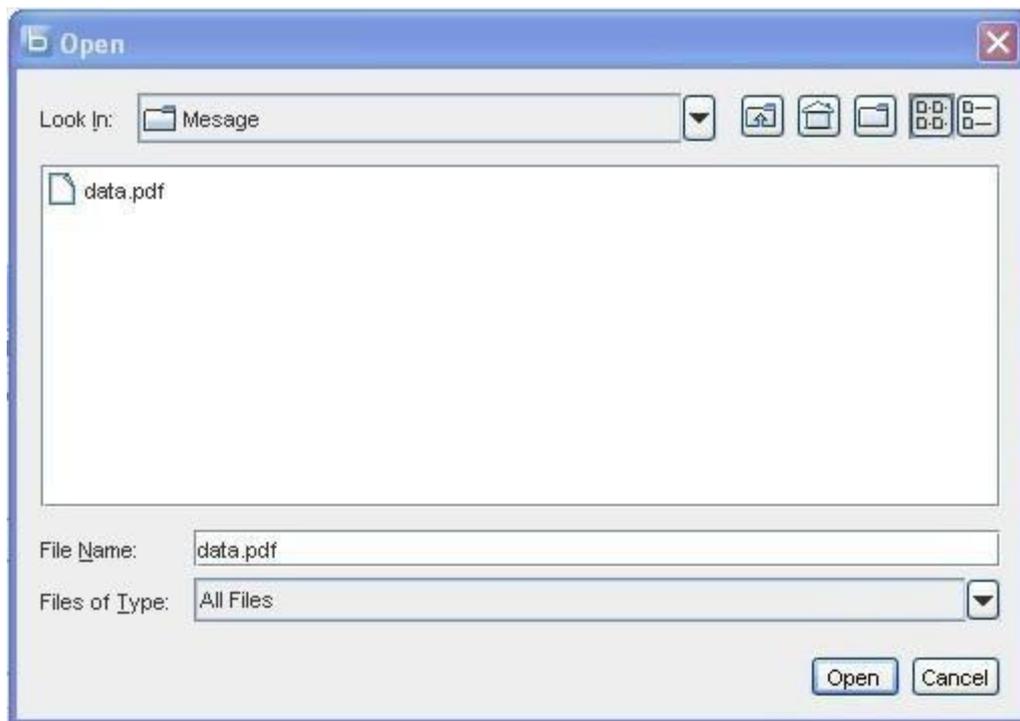
4.1. Method 1: Interactive

If “Interactive” option is selected, then you’ll be able to choose manually for each sent document a list of attached files.

Before sending each document an attachments window will open with the document preview on the left and the attachments list on the right. Using the ‘Add’ button, you can add tiff or pdf files to the current document.



Select the file type and the appropriate file by double clicking it, or using the ‘Add’ button.



If you added all the attachments, confirm by clicking on the OK button.

Using the 'Cancel' button you can stop the transmission of the document.

Using the 'Delete' button you can delete the displayed document from the input folder and this document will no longer be transmitted.

4.2. Method 2: Automatic grouping

The automatic selection of attachments for a document can be done in two ways, depending of the option “Documents are organized in subfolders”.

(1) **Checked:**

The PDF and / or TIFF files contained in the document's subfolder are automatically added as attachments.

(2) **Unchecked:** the attachments are selected from a specified folder (“Attachments folder”) by matching their file name without extension to the document's file name without extension (fully or just a prefix). Examples:

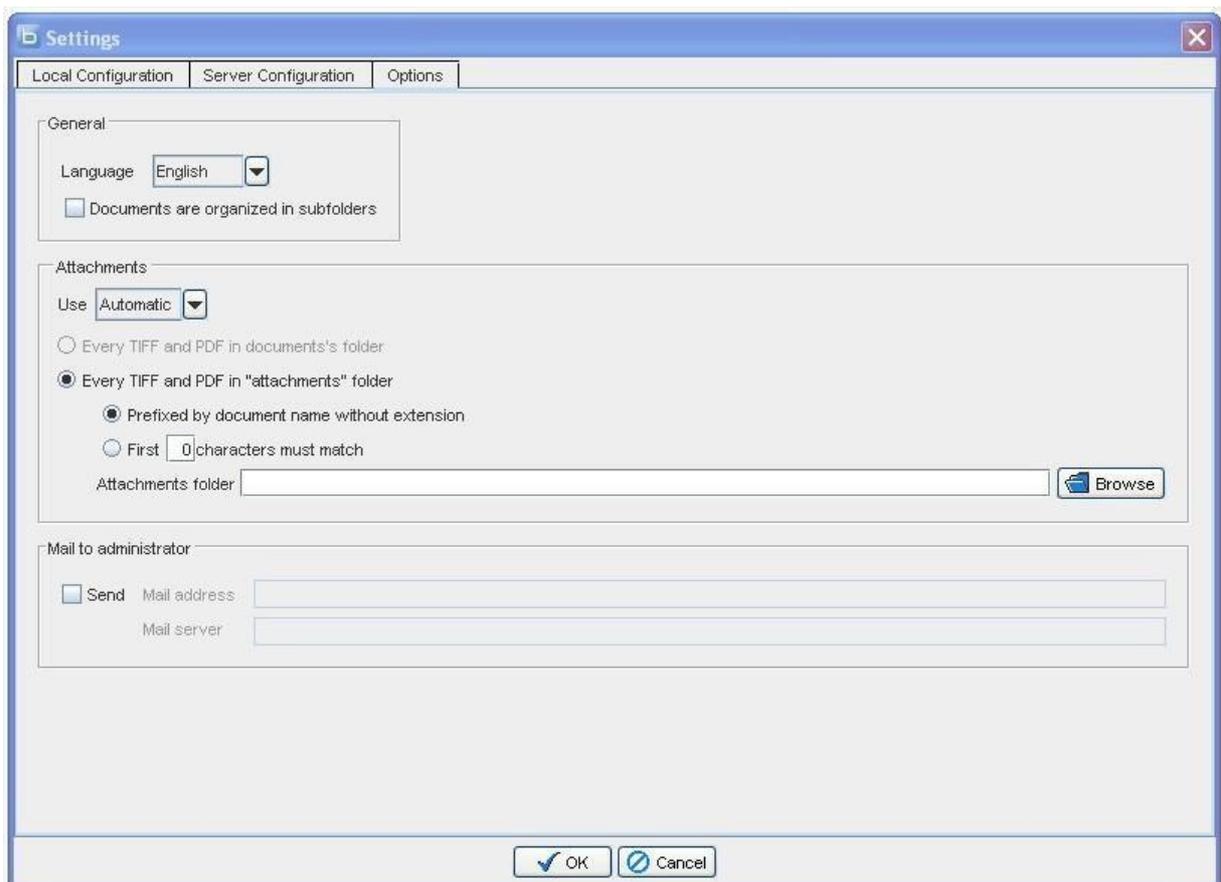
-Same name:

The invoice in ‘Local path’ is: 4711.ps, The attachment in ‘Attachments path’ is: 4711.tif,

-Only the first 4 characters must be identical

The document in ‘Local path’ is: 4711.pdf

The attachments in ‘Attachments path’ are: 4711.001.pdf and 4711.002.pdf

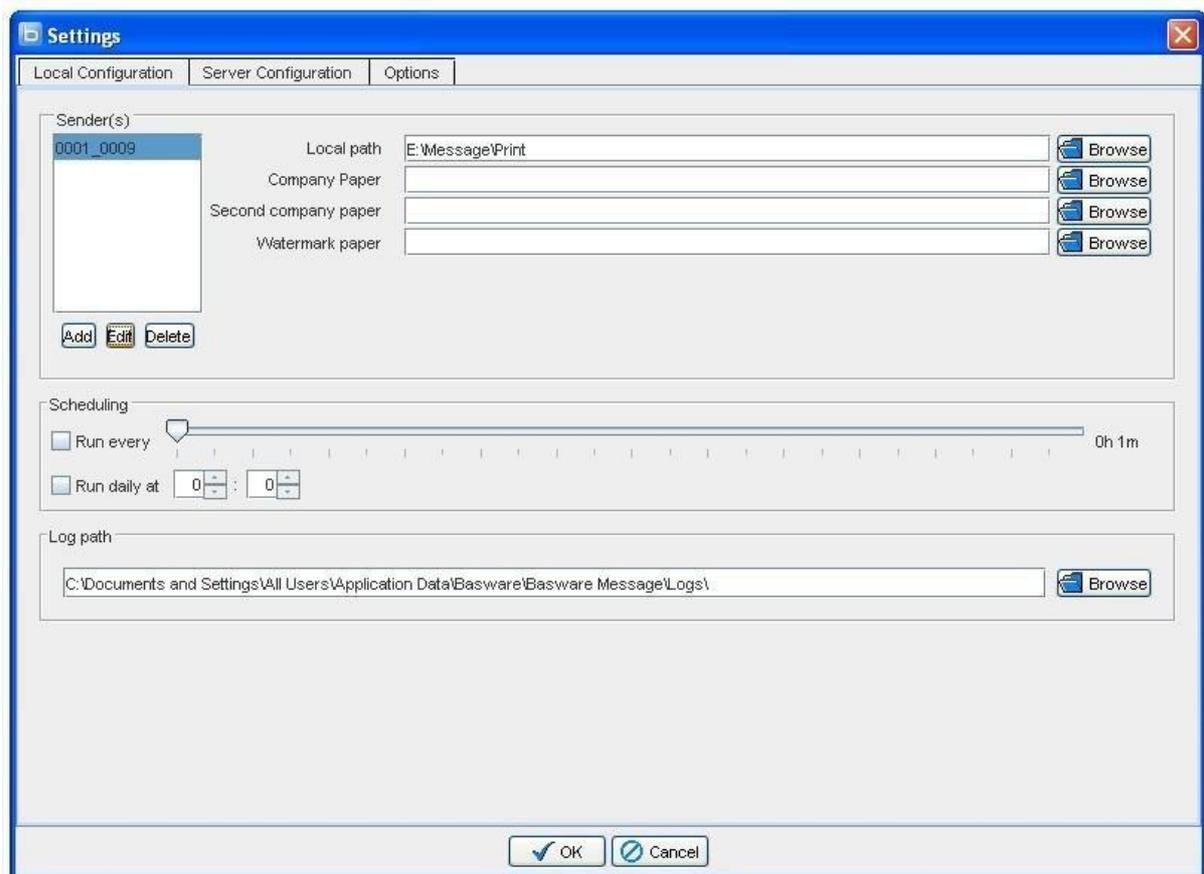


The screenshot shows a 'Settings' dialog box with three tabs: 'Local Configuration', 'Server Configuration', and 'Options'. The 'Options' tab is selected. The 'General' section has a 'Language' dropdown set to 'English' and an unchecked checkbox for 'Documents are organized in subfolders'. The 'Attachments' section has a 'Use' dropdown set to 'Automatic', three radio button options: 'Every TIFF and PDF in documents's folder' (unchecked), 'Every TIFF and PDF in "attachments" folder' (checked), and 'Prefixed by document name without extension' (checked). Below these is an unchecked radio button for 'First 0 characters must match' and an 'Attachments folder' text box with a 'Browse' button. The 'Mail to administrator' section has an unchecked 'Send' checkbox and empty text boxes for 'Mail address' and 'Mail server'. At the bottom are 'OK' and 'Cancel' buttons.

5. Multiple users for the main program (e.g. companies that use a shared server)

In Message configuration, tab “Local Configuration”:

1. To enter the Sender ID, please click on the Add button. A dialog box opens, where you can enter the transmitted Sender ID. Then press the OK button.
2. It is very important that you use a separate Sender ID for each sender. You can request it at any time by phone: +36-1-696-12-05.



Settings

Local Configuration | Server Configuration | Options

Sender(s)

0001_0009

Local path: E:\Message\Print [Browse]

Company Paper [Browse]

Second company paper [Browse]

Watermark paper [Browse]

Add Edit Delete

Scheduling

Run every [Slider] 0h 1m

Run daily at 00:00

Log path: C:\Documents and Settings\All Users\Application Data\Basware\Basware Message\Logs\ [Browse]

OK Cancel

3. Now, you can configure for the second Sender ID, the local path and the necessary path for the Documents.

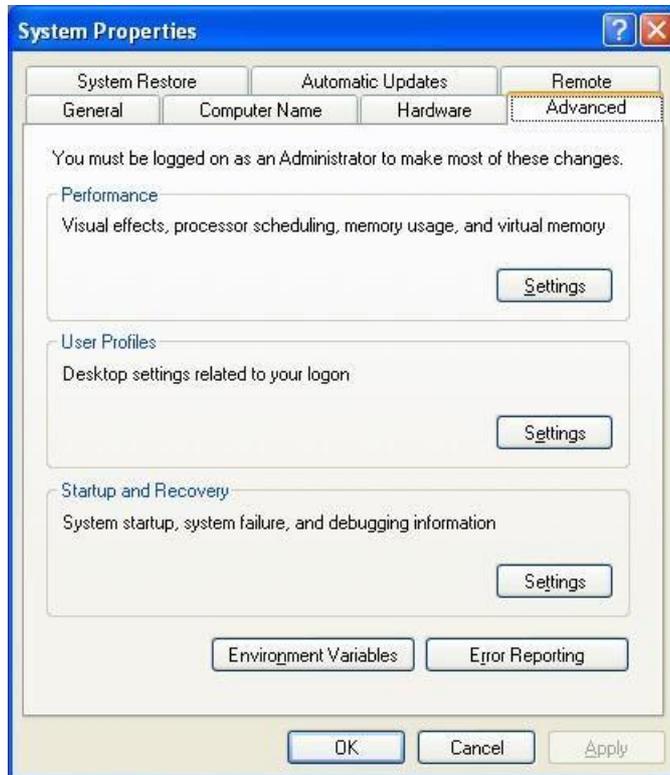


6. Inclusion of Java path in the environment variable

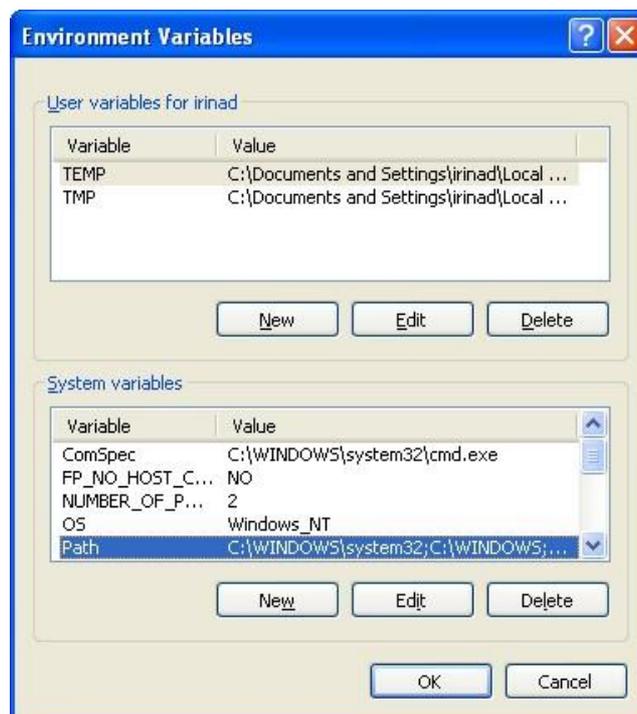
In Control Panel, please click on System.



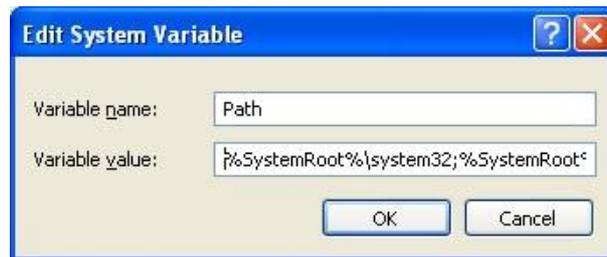
Go to the tab 'Advanced'.



Here, click on the button 'Environment variables'.



Please choose the variable path and click on the Edit button.



At the end of the variable, please add a semi column and the path to the java directory. E.g.:
C:\Programme\Java\jre1.6.0\bin.

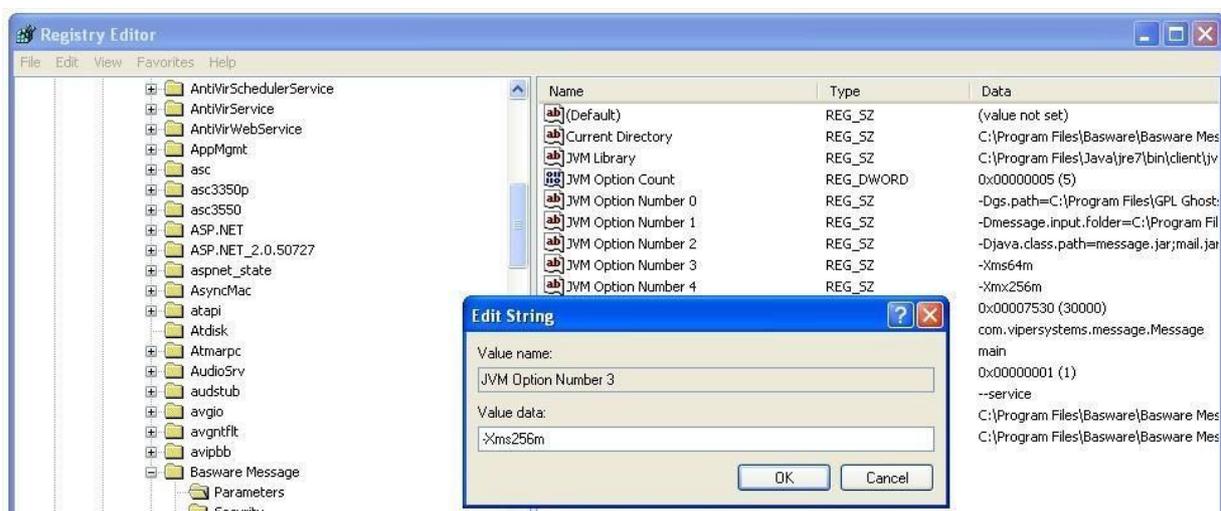


7. Customizing Service (Java Heap Space)

Start / Run -> in the window that opens, please add 'regedit' and press 'Enter'. A registry editor opens. Please open the tree structure of the HKEY_LOCAL_MACHINE folder, then the SYSTEM folder, the CurrentControlSet folder, the Services folder and the Message folder. Here, mark the folder Parameters (see the screenshot).



In JVM Option Number 3 you can adjust the parameter, by double clicking and entering the new value.



8. Moving Message main program to another computer

There is a simple method to the move Message on another computer. The configuration and the key of the original installation can also be moved. This saves the new configuration and the key exchange. Please save the following files from the original installation folder (e.g.: C:\Program Files\Message): ftp.properties (the settings) and keystore.jks (encryption and signing key(s))

Download the newest version of Message from:

<https://unifiedpost.hu/1stbp-message-letoltes/>

Pay attention to 64 bit Windows Vista, Windows 7 and Windows 2008 Server: after configuring the Client or the Server, you must save ftp.properties and keystore.jks in C:\ProgramData\Message

9. Tips and error handling

Description	Solution
Installation fails (error in program package...)	Check the integrity of the downloaded installation package. If there is no problem with the setup file, please update Microsoft Windows Installer Windows NT: http://www.microsoft.com/downloads/details.aspx?displaylang=de&FamilyID=889482fc-5f56-4a38-b838-de776fd4138c Windows 9x/Me: http://www.microsoft.com/downloads/details.aspx?FamilyID=cebbaed8-c094-4255-b702-de3bb768148f&DisplayLang=en
I cannot use the printer driver after the installation	Reboot your computer (Win 9x/Me)
I want Message to start automatically after restarting the computer	Copy the shortcut generated during installation into the Startup group. In order to start Message, in Configuration, in the tab Options, you must choose to store your password. You can also install the program as a service.
After adding the company paper the following error message occurs: - Paper does not have the correct size - Paper does not have the correct resolution of 300x300 dpi - Paper has the wrong colour settings	Open the company paper with an imaging tool (e.g. Imaging/page/settings) and configure the following properties: Colour: black and white (1bit) Compression: CCITT Group 4 (2d)-Fax Resolution: x=300, y=300 Size: A4 (210x297mm)



Description	Solution
I print my documents in landscape format. What settings are needed for the company paper?	The company paper must have portrait orientation. Rotate the paper by using an imaging tool (e.g. Imaging/page/rotate page /left) to -90°. The print paper has to start from the bottom left. The print files will be created in landscape orientation.
Application does not start after double-clicking the icon.	Close / minimize all other windows. Sometimes, the window for entering the password is not displayed. Verify if Java is installed: Start/Run Type cmd (DOS-window opens) Type 'java -version' The message should correspond with: java version '1.7.0' Java(TM) SE Runtime Environment, (build 1.7.0_01-b08) Java HotSpot(TM) Client VM (build 21.1-b02, mixed sharing mode) Eventually, old Java versions need to be updated.
The exchange of the current key fails	<ul style="list-style-type: none">• Verify your internet Connection• Verify if you are using a proxy server for accessing the internet: (e.g. Internet Explorer: Tools/Internet options/Connections/ LAN-Settings/Use a proxy server) Enter the relevant data into the proxy configuration of Message. If you need user and password for establishing an internet connection, enter these parameters in 'Log in'. If the problem persist please proceed as follows: Edit the shortcut that has been created during installation (right mouse-click/Properties). Remove the letter 'w' in 'javaw.exe' in 'Target'. Restart Message. A DOS-window will start, displaying all the error messages. Please contact our support team in case you have questions concerning these error messages.
After choosing another language, nothing changes.	Restart the application after having changed the language.



Description	Solution
The screen flickers, or the information is not properly displayed, blue screen possibly appears; after double-clicking the application icon (Shortcut from the desktop) nothing happens.	This could be caused by Graphic Controller. - Edit the parameters with which the program is started ('Target'). Add: -Dsun.java2d.noddraw=true "C:\Program Files\Java\jre1.7.0\bin\javaw.exe" Dgs.path="C:\Program Files\GPL Ghostscript\gs8.62\bin" -cp bcprov-jdk16- 139.jar;jai_codec.jar;jai_core.jar;jce.jar;message.jar;mail.jar ;poi-3.5.jar -Xms64m -Xmx256m com.vipersystems.message.Message en EN With an empty space after javaw.exe and before - Dgs.path='C:\Programs.
PC monitor image freezes	Possibly, you have a virus scanner. If so, please stop the installation.
When reinstalling the printer, I cannot input the same name, because it is already taken.	First, go to Windows Services  Printer queue service (Print Spooler) to restart the service, then uninstall and re-install.
Java Heap Space	The cause for this error is the lack of memory allocated to Message application- Edit the shortcut that starts the program ('Target') and increase the value for the -Xmx option e.g.: from -Xmx256m to -Xmx512m "C:\Program Files\Java\jre1.7.0\bin\javaw.exe" Dgs.path="C:\Program Files\GPL Ghostscript\gs8.62\bin" -cp bcprov-jdk16- 139.jar;jai_codec.jar;jai_core.jar;jce.jar;message.jar;mail.jar ;poi-3.5.jar -Xms64m -Xmx512m com.vipersystems.message.Message en EN When you start the program as a Service, this value must be modified in Registry as well.