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## Mail Manager

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### Overview

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#### ***BCC Mail Manager***

BCC Mail Manager™ provides robust postage optimization functions combined with economy and value. USPS® CASS™ and PAVE™ certified, BCC Mail Manager provides end-to-end mail-processing features with push-button simplicity. Functions are completely modular, enabling professional mailers to start with basic implementation and add advanced capabilities as needed. As your business grows BCC Mail Manager can grow with you.

#### **Features**

- Imports and exports most data file formats including several database formats (SQL, Access, XLS/XLSX, Delimited, etc.)
- Background, multithreaded processing
- Powerful data manipulation capabilities, including user defined program functions
- Geocoding, radius select and distance calculations
- Duplicate elimination and merge/purge features
- Supports First-Class™, Standard and Periodical mailings, and most preparation methods
- Supports Intelligent Mail®, POSTNET™, CODE 128 and other barcodes
- Generates required postal documentation (qualification reports, postage statements, plant verified drop shipment, etc.), plus production and management reports
- Supports container tag and pallet label generation
- Easily supports USPS “Full Service” mailings
- Supports industrial inkjet formats, Windows printers, many legacy line printers and most desktop printers
- Integrated user defined reports, including totals and subtotals
- Integrated services for NCOALink®, DSF2®, Address Resolution Services (ARS), Suppression Services, and destination confirm tracking

#### **Benefits:**

- Easy integration - An intuitive interface for high productivity
- Optimized Postal Presorts – Get the best postage discounts for every mailing
- Streamlined Database Maintenance - One-stop shop, no need to switch between mailing and list management programs
- Powerful output functions - Create elaborate merges, graphics, and formatted text, as well as complex database output within the Label Designer
- Minimized Processing Times - Seamless background processing enables faster turnaround

**Optional modules to expand the functionality of Mail Manager:**

- Customized Market Mail – Customized mailpieces made simple and affordable
- TaskMaster – High-performance mailing workflow automation
- Palletization (Tray, Sack, Package, and/or First Class) - Maximize production efficiency
- Mail Manifesting (First-Class, and/or Standard Mail) – Simplified variable mailings
- Mail.dat (Required for USPS “Full Service” processing) – Easy PostalOne!® gateway
- MOVE Manager EU or LSP – End User or Limited Service Provider in-house NCOALink processing
- Cloud based Data Services
  - NCOALink FSP / LSP Unlimited and Credit Services
  - Track N Trace - Destination confirm tracking
  - Track N Trace Reseller Site – Destination confirm tracking website branded to your requirements
  - DSF2 – Walk sequencing
  - ARS – Correct undeliverable addresses
  - Suppression Suite– Eliminate deceased, do not mail, colleges, and trailer park addresses
- Bound Printed Matter & Parcel Select, and/or Library & Media Mail – Total package mailing
- Firm Packaging – Bundle your periodicals
- Residential Delivery Indicator (RDI) – Verify your delivery address before shipping
- Network Option - Share your jobs and data within your organization

Monthly CASS Data Updates vs. industry standard bi-monthly

**Announce and General Availability Dates**

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**Planned Announce Date: April 1, 2012 in the United States Only**

**Planned Availability Dates: April 2, 2012 in the United States Only**

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**Announcement Countries**

The printer, features, and supplies will be announced in these countries on the dates indicated in the Announcement Dates and Availability Dates sections.

Country	Announcement
<b>North America</b>	
Canada	No
United States	Yes
<b>EMEA</b>	
Austria	No

Country	Announcement
Belgium	No
Denmark	
Finland	No
France	No
Germany	No
Greece	No
Israel	No
Italy	No
Netherlands	No
Norway	No
Russia	No
South Africa	No
Spain	No
Sweden	No
Switzerland	No
Turkey	No
UK	No
<b>AP</b>	
Australia	No
Hong Kong	
India	No
Korea	No
Malaysia	No
PRC	No
Singapore	No
Taiwan	No
<b>Japan</b>	No
<b>Latin America</b>	
Argentina	No
Brazil	
Chile	No
Colombia	No
Mexico	No
Peru	No
Venezuela	No

## Item Numbers

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Item Number	Description	Configuration Rules
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Item Number	Description	Configuration Rules
5799-BCM	BCC Mail Manager	Required.
OC001	Option Class	
5799-BCM-0001	Mail Manager Program (BASE) [MM2010]	Required (once per site)
5799-BCM-0002	Mail Manager with Remote Encoding [MM2010REKIT]	Prerequisite is Base (5799-BCM-0001)
5799-BCM-0003	Customized Market Mail Option [MM2CMM]	Prerequisite is Base (5799-BCM-0001)
5799-BCM-0004	Firm Packaging Option [MM2FIRM]	Prerequisite is Base (5799-BCM-0001)
5799-BCM-0005	Mail.dat File Creation Option [MM2MDAT]	Prerequisite is Base (5799-BCM-0001): need participation code from IDEAlliance (idealliance.org). Most customers pay a 1-time license fee (currently \$625)
5799-BCM-0006	Mail Manifesting First Class Option [MM2MANFC]	Prerequisite is Base (5799-BCM-0001)
5799-BCM-0007	Mail Manifesting Standard mail Option [MM2MANSTD]	Prerequisite is Base (5799-BCM-0001)
5799-BCM-0008	Mail Manifesting Suite Option (First and Standard) [MM2MANSUITE]	Prerequisite is Base (5799-BCM-0001)- alternative to doing the two above. (if selected, cannot select the above 5799-BCM-0007 or 5799-BCM-0006)
5799-BCM-0009	Move Manager EU ANKLink Option [MM2MOVEEUANK]	Prerequisite is Base (5799-BCM-0001)- unlikely to run into this. Customer needs to be certified by USPS. Cannot order this option w/o USPS # - requires EU option (5799-BCM-0010)
5799-BCM-0010	Move Manager EU Option [MM2MOVEEU]	Can buy EU or LSP but not both
5799-BCM-0011	Move Manager LSP ANKLink Option [MM2MOVEANK]	Prerequisite is Base (5799-BCM-0001)- unlikely to run into this. Customer needs to be certified by USPS. Cannot order this option w/o USPS # - requires LSP option (5799-BCM-0012)
5799-BCM-0012	Move Manager LSP Option [MM2MOVELSP]	Can buy EU or LSP but not both
5799-BCM-0013	Network Option (5 seats) [MM2NET]	Prerequisite is Base (5799-BCM-0001)- only at base location site (if additional site, you need to purchase separate site configuration. Highly used - recommended
5799-BCM-0014	Package Services BPM/Parcel Post Option [MM2SMB ]	Prerequisite is Base (5799-BCM-0001)
5799-BCM-0015	Package Services Media Mail/Library Mail Option [MM2MEDIALIBRARY]	Prerequisite is Base (5799-BCM-0001)

Item Number	Description	Configuration Rules
5799-BCM-0016	Package Services Suite Option (BPM, PP, MM, LM) [MM2SMB SUITE]	Prerequisite is Base (5799-BCM-0001)- alternative to the two options above. (if this option is selected, cannot select 5799-BCM-0014 or 5799-BCM-0015)
5799-BCM-0017	Palletization Package Based Option [MM2PALP]	Prerequisite is Base (5799-BCM-0001)
5799-BCM-0018	Palletization Sack Based Option [MM2PALS]	Prerequisite is Base (5799-BCM-0001)
5799-BCM-0019	Palletization Tray Based Option [MM2PALT]	Prerequisite is Base (5799-BCM-0001)
5799-BCM-0020	Palletization First Class Option [MM2PALFC ]	Prerequisite is Base (5799-BCM-0001)
5799-BCM-0021	Palletization Suite Option (Package, Sack, Tray) [MM2PAL SUITE]	Prerequisite is Base (5799-BCM-0001)- alternative to doing the three. (if selected, cannot select 5799-BCM-0017, 0018 or 0019)
5799-BCM-0022	Palletization Suite Option plus First Class [MM2PALFC SUITE]	Prerequisite is Base (5799-BCM-0001)- above plus First Class. (if selected, cannot select the individual options); PreReq is 5799-BCM-0021
5799-BCM-0023	Residential Delivery Indicator Option [MM2RDI]	Prerequisite is Base (5799-BCM-0001)- requires USPS directory, roughly \$320 cost <a href="https://ribbs.usps.gov/index.cfm?page=rdi">https://ribbs.usps.gov/index.cfm?page=rdi</a>
5799-BCM-0024	Task Master Option [MM2TM ]	Prerequisite is Base (5799-BCM-0001)
5799-BCM-0025	ZIP+4 Monthly Update Option [M2 CDMONTHLY ]	Prerequisite is Base (5799-BCM-0001)- first year updates included and shipped every 2 months.
5799-BCM-OC002	Multiple Use License Fees	
5799-BCM-0026	Mail Manager Second Use License [MM2LS]	Prerequisite is Base (5799-BCM-0001)- and just the base - second seat at the physical address; Required for User #2
5799-BCM-0027	Mail Manager Additional Use License (after second) [MM2LA]	Prerequisite is Base (5799-BCM-0001)- again at the same physical address - second license (5799-BCM-0026 is prerequisite);
5799-BCM-0028	Move Manager EU Additional Use License [MM2MOVEEULA]	Same rules as Move Manager in base - very unlikely
5799-BCM-0029	Move Manager EU ANKLink Option additional use license [MM2MOVEEUANLKA]	Same rules as Move Manager in base - very unlikely
5799-BCM-0030	Move Manager LSP Additional Use License [MM2MOVELSPLA]	Same rules as Move Manager in base - very unlikely
5799-BCM-0031	Move Manager LSP ANKLink Additional Use License [MM2MOVEANKLA]	Same rules as Move Manager in base - very unlikely
5799-BCM-0032	Move Manager FSP Additional Use License [MM2MOVEFSPLA]	Same rules as Move Manager in base - very unlikely

Item Number	Description	Configuration Rules
5799-BCM-0033	Network Option (Additional Seats) [MM2NETADDLLIC]	Base network option is prereq (seat 6, 7, 8 etc)
5799-BCM-0034	Network Server (Additional Server) [MM2NETADDLLIC]	Req network option (5799-BCM-???)
5799-BCM-0035	Residential Delivery Indicator Additional Use License [MM2RDILA]	RDI - same as RDI above, that is prereq (unlikely)
		Note: SW setup to stop working about 30 days after MA expiration
		Note: All these are year 2, 3, etc . . . Also note that suite pricing goes away ??????
		Note: BCC to track MA renewal and notify RPPS - will generate statement
5799-BCM-OC004	One Year Software Maintenance (after first year)	
5799-BCM-0036-1REN	Mail Manager Annual Renewal [MM2RN]	Required, can select multiple quantities if multiple years are wanted, quantities must agree
5799-BCM-0037-1REN	Mail Manager with Remote Encoding Renewal [MM3REMOTEENCODRN]	Requires relevant option in base
5799-BCM-0038-1REN	Customized Market Mail Option Renewal [MM2CMMRN]	Requires relevant option in base
5799-BCM-0039-1REN	Firm Packaging Option Renewal [MM3MPRN]	Requires relevant option in base
5799-BCM-0040-1REN	Mail.dat File Creation Option Renewal [MM2JOBMANAGERRN]	Requires relevant option in base
5799-BCM-0041-1REN	Mail Manifesting First Class Option Renewal [MM3MDATRN]	Requires relevant option in base
5799-BCM-0042-1REN	Mail Manifesting Standard Mail Option Renewal [MM2MANFCRN]	Requires relevant option in base
5799-BCM-0043-1REN	Mail Manifesting BPM Option Renewal [MM3MANSTDRN]	Requires relevant option in base
5799-BCM-0044-1REN	Move Manager EU ANKLink Option Renewal [MM3MONTHYCDRN]	Requires relevant option in base
5799-BCM-0045-1REN	Move Manager EU Option Renewal [MM2MOVEEURN]	Requires relevant option in base
5799-BCM-0046-1REN	Move Manager LSP ANKLink Option Renewal [MM2MOVELSPANKRN]	Requires relevant option in base
5799-BCM-0047-1REN	Move Manager LSP Option Renewal [MM2MOVELSPRN]	Requires relevant option in base

Item Number	Description	Configuration Rules
5799-BCM-0048-1REN	Network Option (2-5 Seats) Renewal [MM2NETRN]	Requires relevant option in base
5799-BCM-0049-1REN	Package Services BPM/Parcel Post Option Renewal [MM2SMBRN]	Requires relevant option in base
5799-BCM-0050-1REN	Package Services Media Mail/Library Mail Option Renewal [MM2MEDIALIBRARYRN]	Requires relevant option in base
5799-BCM-0051-1REN	Palletization Package Based Option Renewal [MM2PALSPRN]	Requires relevant option in base
5799-BCM-0052-1REN	Palletization Sack Based Option Renewal [MM2PALSRN]	Requires relevant option in base
5799-BCM-0053-1REN	Palletization Tray Based Option Renewal [MM2PALTRN]	Requires relevant option in base
5799-BCM-0054-1REN	Palletization First Class Option Renewal [MM2PALFCRN]	Requires relevant option in base
5799-BCM-0055-1REN	Residential Delivery Indicator Renewal [MM2RDIRN]	Requires relevant option in base
5799-BCM-0056-1REN	Task Manager Option Renewal [MM2TMRN]	Requires relevant option in base
5799-BCM-0057-1REN	Zip + 4 Monthly Update Renewal [M2 CDMONTHLY RN]	Requires relevant option in base
5799-BCM-OC004	Additional Use License Renewal	
5799-BCM-0058-1REN	Multiple Use License Renewal (per seat) [MM2MLRN]	Requires relevant option in base
5799-BCM-0059-1REN	Move Manager EU Additional Use License Renewal [MM2MOVEEULARN]	Requires relevant option in base
5799-BCM-0060-1REN	Move Manager EU ANKLink Option Additional use renewal [MM2MOVEEUANKLARN]	Requires relevant option in base
5799-BCM-0061-1REN	Move Manager LSP Additional Use License Renewal [MM2MOVEELSPLARN]	Requires relevant option in base
5799-BCM-0062-1REN	Move Manager LSP ANKLink additional use Renewal [MM2MOVEANKLARN]	Requires relevant option in base
5799-BCM-0063-1REN	Network Server Additional License Renewal [MM2NETADDLLICRN]	Requires relevant option in base
5799-BCM-0064-1REN	Network Option Renewal (per seat) [MM3NETARN]	Requires relevant option in base

Item Number	Description	Configuration Rules
5799-BCM-0065-1REN	Residential Delivery Indicator Additional License Renewal [MM2DRIMLRN]	Requires relevant option in base
5799-BCM-OC005	Data Services	
5799-BCM-0066	Prepaid NCOALink LSP 250,000 records [PPNCOALINK250K]	This is a credit - use the records and you are used up, have to order additional features for credits - 18 months back. Cannot select if NCOALINKFSP is selected
5799-BCM-0067	Prepaid NCOALink LSP 500,000 records [PPNCOALINK500K]	This is a credit - use the records and you are used up, have to order additional features for credits - 18 months back. Cannot select if NCOALINKFSP is selected
5799-BCM-0068	Prepaid NCOALink LSP 1 Million records [PPNCOALINK1MIL]	This is a credit - use the records and you are used up, have to order additional features for credits - 18 months back. Cannot select if NCOALINKFSP is selected
5799-BCM-0069	Prepaid NCOALink FSP 250,000 records [PPFSP250K]	This is a credit - use the records and you are used up, have to order additional features for credits - 48 months back - cannot select if NCOALinkLSP is selected
5799-BCM-0070	Prepaid NCOALink FSP 500,000 records [PPFSP500K]	This is a credit - use the records and you are used up, have to order additional features for credits - 48 months back - cannot select if NCOALINKLSP is selected
5799-BCM-0071	Prepaid NCOALink FSP 1 Million records [PPFSP1MIL]	This is a credit - use the records and you are used up, have to order additional features for credits - 48 months back - cannot select if NCOALINKLSP is selected
5799-BCM-0072	Prepaid Track N Track 10,000 credits [PPTNT10K]	Destination confirmation tracking - also credit-based. Requires IMB barcode.
5799-BCM-0073	Prepaid Track N Trace 20,000 credits [PPTNT20K]	Destination confirmation tracking - also credit-based. Requires IMB barcode.
5799-BCM-0074	Prepaid Track N Trace 50,000 credits [PPTNT50K]	Destination confirmation tracking - also credit-based. Requires IMB barcode.
5799-BCM-0075	Prepaid Track N Trace 100,000 credits [PPTNT100K]	Destination confirmation tracking - also credit-based. Requires IMB barcode.
5799-BCM-0076	Prepaid Track N Trace 250,000 credits [PPTNT250K]	Destination confirmation tracking - also credit-based. Requires IMB barcode.



Item Number	Description	Configuration Rules
5799-BCM-0077	Prepaid Track N Trace 500,000 credits [PPTNT500K]	Destination confirmation tracking - also credit-based. Requires IMB barcode.
5799-BCM-0078	Prepaid Track N Trace 1 Million credits [PPTNT1MIL]	Destination confirmation tracking - also credit-based. Requires IMB barcode.
5799-BCM-0079	Prepaid Track N Trace 2.5 Million credits [PPTNT2.5MIL]	Destination confirmation tracking - also credit-based. Requires IMB barcode.
5799-BCM-0080	Prepaid Track N Trace 5 Million credits [PPTNT5MIL]	Destination confirmation tracking - also credit-based. Requires IMB barcode.
5799-BCM-0081	Prepaid Track N Trace 10 Million credits [PPTNT10MIL]	Destination confirmation tracking - also credit-based. Requires IMB barcode.
5799-BCM-0082	Prepaid Track N Trace 20 Million credits [PPTNT20MIL]	Destination confirmation tracking - also credit-based. Requires IMB barcode.
5799-BCM-OC006	Subscriptions for NCOA Processing	
5799-BCM-0083	Unlimited Annual NCOA LSP [LSPUNLIMITED]	Option to selecting # of records, must select LSP or FSP, not both - this is a subscription for 1 year.
5799-BCM-0084	Unlimited Annual NCOA FSP [FSPUNLIMITED]	Option to selecting # of records, must select LSP or FSP, not both - this is a subscription for 1 year.
5799-BCM-OC003	Supply	
5799-BCM-S001	Electronic Download	N/A (Not available ?)

## Description

### ***BCC Mail Manager***

BCC Mail Manager™ provides robust postage optimization functions combined with economy and value. USPS® CASS™ and PAVE™ certified, BCC Mail Manager provides end-to-end mail-processing features with push-button simplicity. Functions are completely modular, enabling professional mailers to start with basic implementation and add advanced capabilities as needed. As your business grows BCC Mail Manager can grow with you.

### **Features**

- Imports and exports most data file formats including several database formats (SQL, Access, XLS/XLSX, Delimited, etc.)
- Background, multithreaded processing
- Powerful data manipulation capabilities, including user defined program functions
- Geocoding, radius select and distance calculations

- Duplicate elimination and merge/purge features
- Supports First-Class™, Standard and Periodical mailings, and most preparation methods
- Supports Intelligent Mail®, POSTNET™, CODE 128 and other barcodes
- Generates required postal documentation (qualification reports, postage statements, plant verified drop shipment, etc.), plus production and management reports
- Supports container tag and pallet label generation
- Easily supports USPS “Full Service” mailings
- Supports industrial inkjet formats, Windows printers, many legacy line printers and most desktop printers
- Integrated user defined reports, including totals and subtotals
- Integrated services for NCOALink®, DSF2®, Address Resolution Services (ARS), Suppression Services, and destination confirm tracking

**Benefits:**

- Easy integration - An intuitive interface for high productivity
- Optimized Postal Presorts – Get the best postage discounts for every mailing
- Streamlined Database Maintenance - One-stop shop, no need to switch between mailing and list management programs
- Powerful output functions - Create elaborate merges, graphics, and formatted text, as well as complex database output within the Label Designer
- Minimized Processing Times - Seamless background processing enables faster turnaround

***A description of the optional features follows:***

***Customized Market Mail***

This option supports the USPS Customized MarketMail® subclass, and eliminates the time-consuming manual processing while still providing automation discounts and generating the necessary postal documents. With the Customized Market Mail (CMM) option, it is easy to process and claim USPS discounts for jobs containing non-traditional pieces: die-cuts, non-rectangular shapes, dimensional pieces, and more. You can reach recipients with unique messages and formats that break through the marketing clutter.

**Features & Benefits**

- Increases efficiency and productivity when processing jobs in the USPS Customized MarketMail subclass
- Eliminates manual processing and custom mailpiece fees associated with CMM jobs
- Automatically generates necessary postage documentation
- Fully integrated with BCC Mail Manager

**Configuration**

Requires BCC Mail Manager base product

## ***TaskMaster***

TaskMaster makes high-productivity mailing automation not only possible but easy. Intuitive functionality lets you simply record the steps to anything from single tasks to start-to-finish mailings, and set them to play back later unattended. Need to adjust parameters from job to job? No problem.

TaskMaster gives you dramatic control over your mailings, and the extra time you need to take on new jobs. Apply the skills of your most experienced workers to multiple jobs at once, or even let projects run unattended late into the night. Adding TaskMaster can transform a single-shift mailroom into a 24/7 operation and turn your overloaded staff into a highly organized team ready to take on more work.

### **Features & Benefits**

- Automate every step of a mailing for unattended repeat jobs
- Set up jobs with Prompts to capture unique data to that mailing job
- Script recorder for easy job setup
- Powerful job editor for advanced users
- Automate all Data Services tasks such as:
  - Job Creation
  - Job Retrieval
  - TNT Confirm Jobs
  - ARS
  - Suppression
- Advanced Presorting options, such as:
  - BATCH presorting
  - Advanced Settings files for greater control (manifest/batch presorts),
- Easier printing of batch presort documentation
- Scheduling feature allows tasks to run with greater user specificity
- All jobs are logged in a comma-delimited format for easy post-job database queries

### **Configuration**

Requires BCC Mail Manager base product

### ***Palletization***

Provides total palletization functionality -- comprehensive support for First-Class Mail plus Tray-, Package-, and Sack-based Periodical sorts. These functions are available individually or via a Suite option. Mailings are arranged in an order that maximizes delivery speed, labor economy, and transportation. Mailpieces reach their destination with improved condition due to less handling.

### **Features & Benefits**

- First-Class Mail palletization
- Tray-, Package-, and Sack-based functionality
- Drop ship to multiple sites
- Flexible Destination Discount Selector
- Produce pallet placards

- Enable fast sorts with background processing
- Ideal for large mailings

### **Configuration**

Requires BCC Mail Manager base product

### ***Mail Manifesting***

Mail Manifesting provides support for variable mailings, made simple and affordable. It enables the handling of pieces of variable weights and thicknesses, while providing reconciliation with the automated USPS manifest mailing system. This enables simplicity and optimization of postage discounts.

Mail Manifesting makes it easy to organize and document your variable mailing jobs for streamlined production and proper postal discounts. After your list is presorted, these options generate Manifest Keylines on each piece and print a USPS-required Manifest Report. The result: a smoother trip through the postal system for your mailing, and optimal postage savings for you or your clients.

Mail Manifesting is offered for First-Class Mail or Standard Mail. There is also a suite option that combines both.

### **Features & Benefits**

- USPS MAC Batch™ certified for First-Class letter jobs
- Generates appropriate documentation for mailpieces of different weights and thicknesses
- Maximizes access to postal discounts
- Streamlines mailpiece processing and production
- Eliminates need to batch-process variable-piece mailing jobs

### **Configuration**

Requires BCC Mail Manager Base product

### ***Mail.dat***

Mail.dat is the standard embraced by a significant portion of the mail production industry and the U.S. Postal Service®. Mail.dat is a relational database of nineteen "connected" files describing each characteristic that can exist within a mailing. This standard has contributed to important gains in efficiency, economy, and strategy enhancement.

The Mail.dat option in BCC Mail Manager uses this industry-standard format to streamline USPS Qualification Reports into ultra-compact electronic data. This replaces traditional hard copy documentation—postal presort-created packages and containers, and more.

Transmittable via e-mail or disk, the files provide an easy PostalOne!® gateway. The updating function dramatically increases mailing flexibility by allowing for last-minute changes in piece weight, job status details, or appointment information. BCC Mail Manager users can now submit the most up-to-date job details without having to use costly third-party Mail.dat packages.

Note: Mail.dat deployment requires a participation code from IDEAlliance (idealliance.org). There is a one-time licensing fee.

### Features & Benefits

- Updating feature provides greater job-detail accuracy with no additional software required
- Replaces cumbersome paper USPS reports
- Maintains consistent data file formats
- Easy connectivity to PostalOne! system
- Saves time, resources and money
- Supports First-Class, Standard Mail, Package Services, and Periodicals

### Configuration

Requires BCC Mail Manager base product

### **Track N Trace**

Track N Trace®, a Mail Manager OneCode Confirm® service, uses the Intelligent Mail® barcode to allow you to follow the progress of each mailpiece from your facility to its destination. Fully integrated into the software, Track N Trace is easily used with most presorted First-Class Mail, Standard Mail, or Periodical mailings.

Track N Trace is sold via volume credits, with options ranging from 10,000 pieces to 20MM pieces.

### Features & Benefits

- Uses USPS Intelligent Mail barcode to deliver end-to-end tracking of a job's – and each individual mailpiece within that job's – path through the mailstream
- An express lane to the IM™ barcode—no need to apply for a USPS Mailer ID
- Performance Reports, with advanced mapping, drill down, and 3-digit ZIP specificity, provide enhanced reporting
- Searching provides quick access right to the mailpiece whether an address element or user-defined field
- Data exports give quick, easy access to detailed mailpiece and scan data

### Configuration

Requires BCC Mail Manager base product

In addition, use of Track N Trace requires implementation of the Intelligent Mail barcode (IMB™). Ricoh offers a number of approaches to add IMB encoding to your mail stream. These range from inline data manipulation (replacing ZIP™ with IMB) to document redesign programs.

### **Track N Trace Reseller Site**

The Track N Trace Reseller Site provides a web-based interface that provides you or your customers with access to USPS OneCode Confirm. Designed for mailers who process mailings for their clients, the

Track N Trace Reseller Site is a standalone website customized with your logo. Direct your customers to the site and allow them to see where their mailings are in the delivery chain.

Use of the site requires purchase of Track N Trace credits.

### **Features & Benefits**

- Amplifies functionality of Bell and Howell's prepaid Track N Trace OneCode Confirm mailpiece tracking service (sold separately)
- Offers secure end-user access to essential OneCode Confirm delivery data, reports, and searching
- Customizable site may be branded with subscriber's company logo, signature colors, and key contact information
- Reseller Site URL link may be added to existing company web site

### **Move Manager**

USPS-certified Move Update services can speed delivery and help mailpieces find their targets. MOVE Manager provides full-time, in-house access to the latest Postal Service™ address updating technology. With MOVE Manager, you become a Move Update service provider with total control over turnaround times and vendor charges. There's no better way to help ensure the list accuracy you need, when you need it. Using USPS NCOALink technology, MOVE Manager delivers the move data, security, and processing performance that keeps you running on deadline and on budget. There are two options for Move Manager:

- MOVE Manager EU - For your internal lists only. Includes up to 18 months of Change of Address (COA) data
- MOVE Manager LSP - Up to 18 months of COA data to update your lists and those of your clients

You can purchase the MOVE Manager EU option or the MOVE Manager LSP option, but not both.

### **Features & Benefits**

- Ideal for high-volume mailrooms or service bureaus
- Optimizes in-house list-updating capabilities
- Direct interface with USPS NCOALink database

Requires independent USPS licensing and additional fees

### **Configuration**

Requires BCC Mail Manager base product.

### ***NCOALink Processing***

National Change of Address (NCOALink) is a database owned and updated by the USPS, containing approximately 160 Million permanent change-of-address (COA) records filed with the USPS over the last 48 months. Prior to mailing, companies can have their list(s) matched against the USPS NCOALink database to identify individuals, families, and businesses that:

- Have moved and have supplied the USPS with a forwarding address
- Have moved without providing a forwarding address to the USPS
- Do not match 100% (yet are close) to the NCOALink database

Records are returned with the move effective date as well as Return Codes that explain why a new forwarding address could not be returned to you.

FSP Unlimited provides a year of unlimited access to Bell and Howell's NCOALink FSP processing, which updates submitted records based on 48 months of moves recorded in the USPS COA database.

LSP Unlimited delivers 18 months of COA data, plus ANKLink® processing to determine when the full 48-month service may be useful.

Both service options provide DPV®, LACSLink® and SuiteLink® processing at no additional charge. Most importantly, both perform the necessary address cleansing so that your First-Class and Standard Mail jobs will be eligible for the postage automation discounts they deserve—and that individual mailpieces, properly updated, will be much more likely to reach their desired targets.

Every job deserves access to the proper Move Update resources that will move them toward USPS compliance and the most effective and economical delivery.

NCOALink services are also available on a volume basis.

### **Features & Benefits**

- 48 months (FSP) or 18 months (LSP) of USPS COA database depth
- SuiteLink, DPV and LACSLink included free (ANKLink included with LSP Unlimited)
- Typical jobs returned in five minutes or less
- No per-job minimum charges
- Dedicated Data Services Support team ready to assist you
- LSP and FSP also available as a la carte services, or by purchasing prepaid credits

### **Configuration**

Requires BCC Mail Manager base product.



## ***Package Services***

Bound Printed Matter/Parcel Select supports barcoded discounts for BPM shipments and destination discounts for Presorted and Carrier Route flats and machinable and irregular parcels. Package Services for Media Mail/Library Mail offers all the support you need to get the most out of mailings in those subclasses. The two Package Services modules can be ordered independently, or there is a suite option that delivers all package services. Both options automatically generate all required postage documentation.

### **Features & Benefits**

- Applies postal discounts to all USPS Package Services subclasses:
  - Bound Printed Matter
  - Parcel Select
  - Library Mail
  - Media Mail
- Includes palletization for Package Services class
- Automatically generates all required USPS documentation

### **Configuration**

Requires BCC Mail Manager base product

## ***Firm Packaging Option***

When it comes to Periodicals, two mailpieces are more economical than one. That's the appeal of Firm Packaging for BCC Mail Manager equipped workflows: by allowing users to bundle multiple Periodical mailpieces headed for the same destination, many pieces become one — enabling significant savings by incurring a single piece rate (plus pound rate), no matter how big the bundle may be.

The Firm Packaging option accommodates this labor- and rate-saving efficiency by examining your list data to identify firm packs. A calculated expression can be built to flag bundles based on your customized criteria. (Periodical Non-Auto presorts only.) USPS Qualification Reports are adjusted automatically.

### **Features & Benefits**

- Combines same-address pieces in one mailing
- Boosts value by eliminating needless mailpiece fees
- Intuitive software checks lists for qualifying criteria
- Automatically generates all USPS documentation

### **Configuration**

Requires BCC Mail Manager base product

## ***Residential Delivery Indicator Option***

Using RDI™ technology designed and certified by the USPS® is smart — as a package shipping reference tool, and a business choice. It flags residential addresses that can cost you additional postage, depending on your shipper. Keeping “work” and “home” separate helps you make informed carrier choices, for maximum mailing economy.



This requires purchasing the USPS directory.

### **Features & Benefits**

- Verifies residential or business delivery address prior to shipping
- Allows educated “rate shopping” for a delivery service that meets your needs
- Enhances customer relationships through efficient, accurate shipping practices
- Improves overall operational efficiency
- Supports First-Class Mail, Periodicals, Standard Mail and Package Services

### **Configuration**

Requires BCC Mail Manager base product

### ***Network Option (5 seats)***

This feature lets you create user profiles that allow you to specify access privileges on an employee-by-employee basis. Your lists remain password-protected for additional security, and the user history log helps administrators keep an eye on how the lists are being used.

Lists can be stored anywhere on the network for easy access to authorized users. When multiple users access the same list at the same time, records and files are automatically locked to prevent any accidental overwriting of one another's changes. A single set of ZIP + 4® files can be stored on the network, or on each computer. You can even access any saved work from any part of the network.

Best of all, your BCC Mail Manager license agreement is seat-based, not user-based, so multiple users can access a single workstation without hassles. Share lists—and increase productivity — easier and more affordable than you can imagine.

The Network option can be used with BCC Mail Manager at the same site. Additional BCC Mail Manager Servers or locations would require separate licensing of the Network Option.

### **Configuration**

Requires BCC Mail Manager base product

### ***Zip+4 Monthly Update Option***

This feature provides the lowest level of data latency with the USPS. You will receive directory updates for ZIP+4, DPV, LACSLink, and SuiteLink approximately every 30 days. Keep your data as fresh as possible with the Monthly Update option.

### **Configuration**

Requires BCC Mail Manager base product

## **Customer Responsibilities**

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The customer is responsible for installing and using the Mail Manager Solutions according to documented procedures and for using them in accordance with the Ricoh Production Print Solutions International Product License Agreement (IPLA), which can be found at this Web link:

[http://www.infoprint.com/internet/wwsites.nsf/vwwebpublished/sm\\_warrantyhome\\_us](http://www.infoprint.com/internet/wwsites.nsf/vwwebpublished/sm_warrantyhome_us)

## **System Configuration (recommended, not minimum)**

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- Desktop: Windows XP and above (Vista and Windows 7 supported)
- Server: Server 2003/2008 (Network Option)
- RAM: 4GB RAM
- Processor: P4 or better recommended
- Disk Space: 1GB for installation plus space for Mailing Lists
- Disk Type: SATA 2/3 7200RPM or SCSI recommended
- High Speed Address Correction: FLASH or SSD recommended

## **Printers and Hardware Supported**

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Windows Compatible printer required for production of USPS Reports

Refer to BCC Mail Manager documentation for details on native printer support . The web site is:

[https://portal.bccsoftware.com/Support/TechManualsMM2010\\_LE.aspx](https://portal.bccsoftware.com/Support/TechManualsMM2010_LE.aspx)

## **Publications**

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Refer to the Bell and Howell BCC Solutions web site for access to product documentation.

<http://www.bccsoftware.com/PostalSolutions/MM2010.aspx>

## **Licensing**

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The information provided in this announcement letter is for reference and convenience purposes only. The terms and conditions that govern any transaction with Ricoh Production Printing Solutions (RPPS) are contained in the applicable contract documents. BCC Mail Manager is a product of Bell and Howell, not RPPS. Neither party has any responsibility for, or makes any representations or warranties, regarding the other's products or services.

## **Maintenance Service Offerings**

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The terms of maintenance, warranty, and support are governed by the Bell and Howell license agreement. The BCC Mail Manager software comes with the first year of maintenance. Maintenance must be renewed for subsequent years. The software will only continue to operate for 30 days if maintenance supports lapses.

## Configuration Requirements

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Contact your Ricoh field technical support for assistance in configuration. A summary of the configuration rules is in the Item Number Table in this document.

## Ordering Information

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### New Order Instructions

The Mail Manager is a configured software product. The Mail Manager is program # 5799-BCM.

To purchase a new license, specify new order and order the Base Item (#5799-BCM-0001) and any optional features. One year additional maintenance may also be ordered.

The Base Item is #5799-BCM-001 and optional features must be ordered once per location.

One year maintenance is included in the purchase price.

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