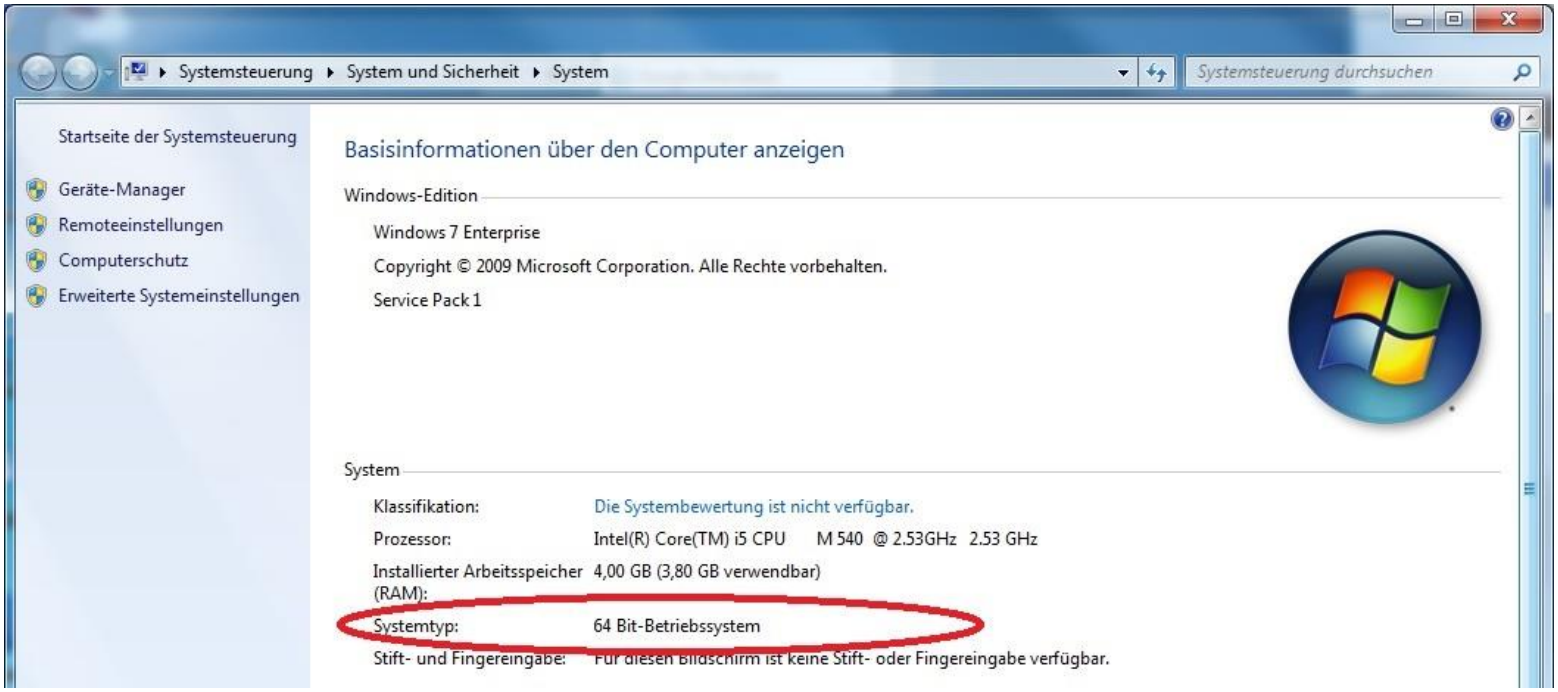
If you are installing Basware Message there are a few steps to follow:

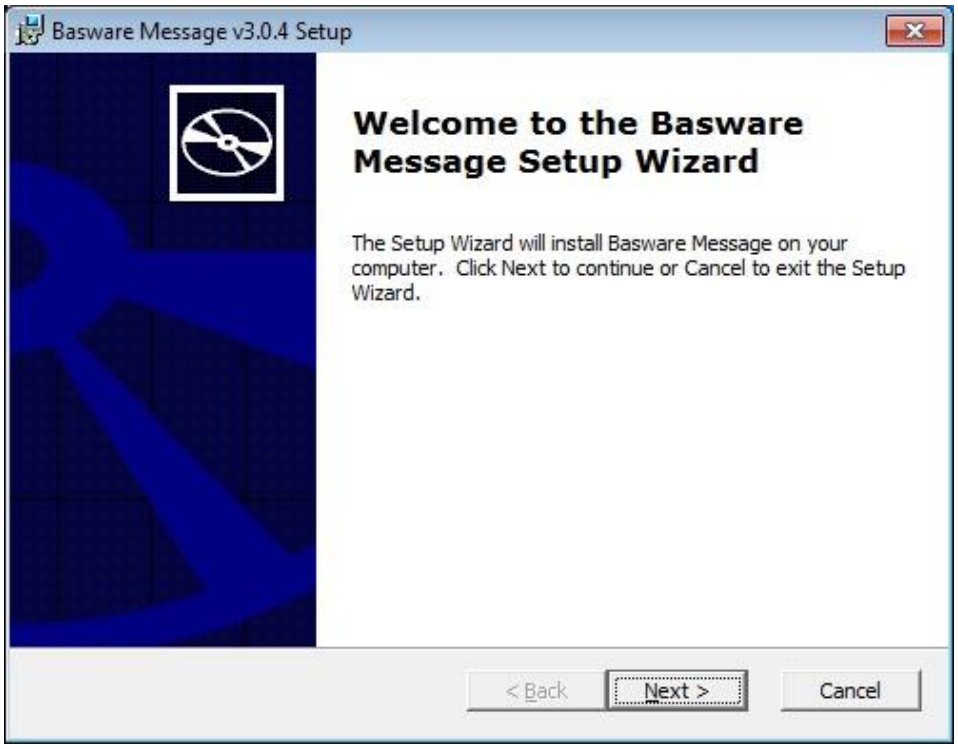
1.First of all, please check wether you have a 32 or 64 bit operating system.
For this, open your system informations (Ctrl + Pause):



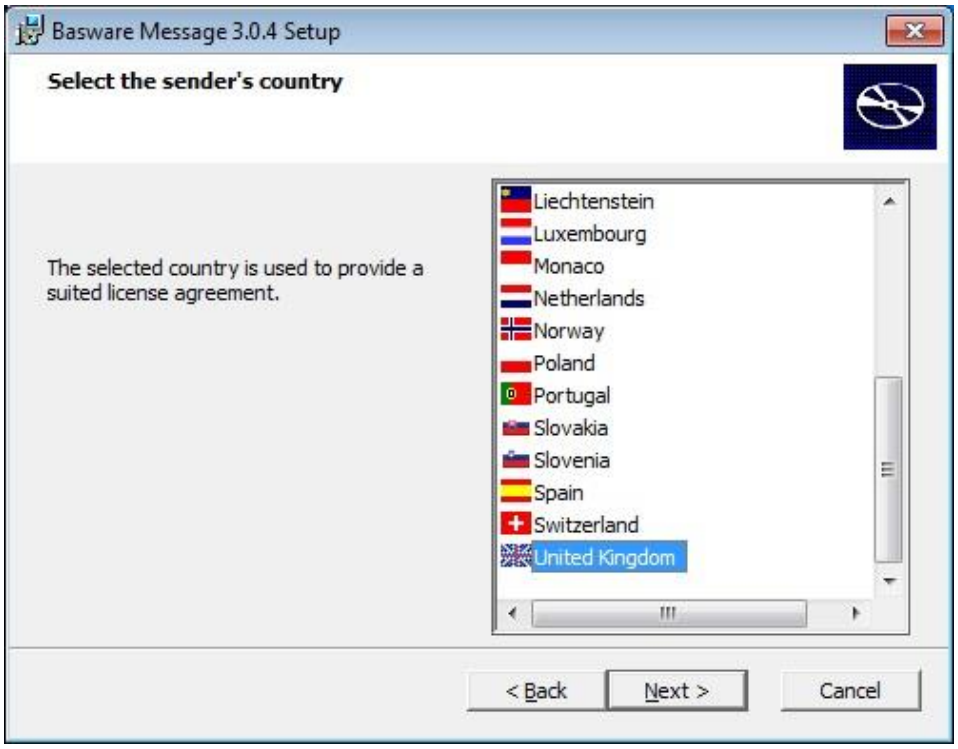
2.Then download either Basware Message 32bit or 64bit depending on the version you have.

3.After downloading, start the installation

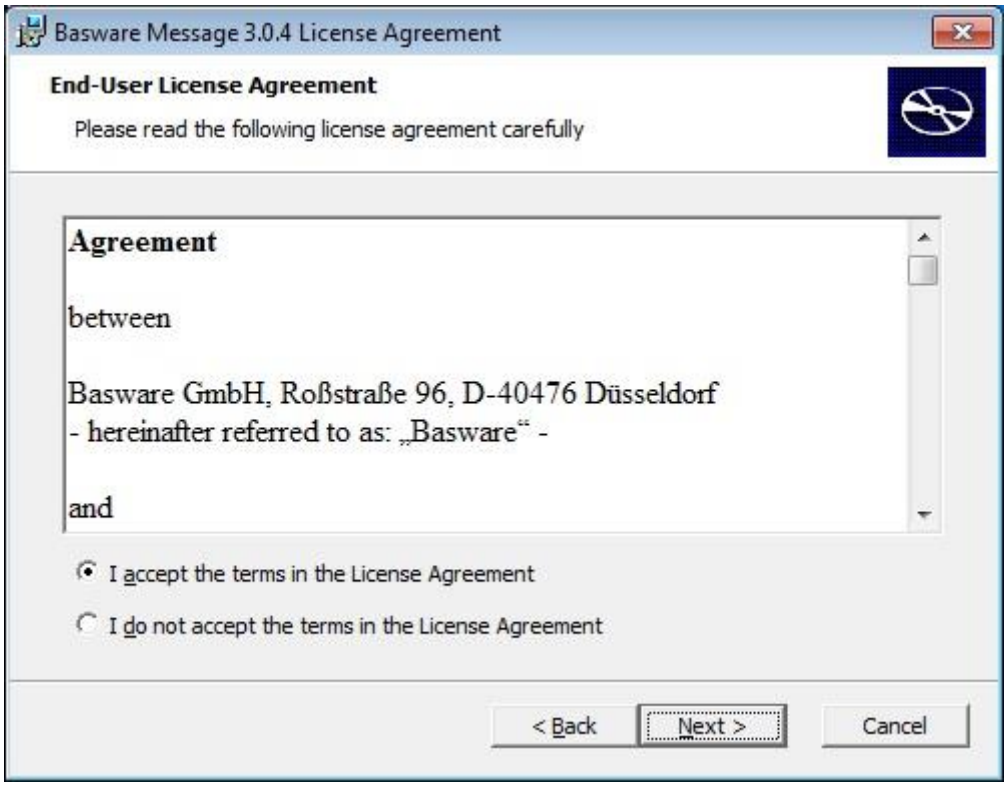
Select English (or your language)



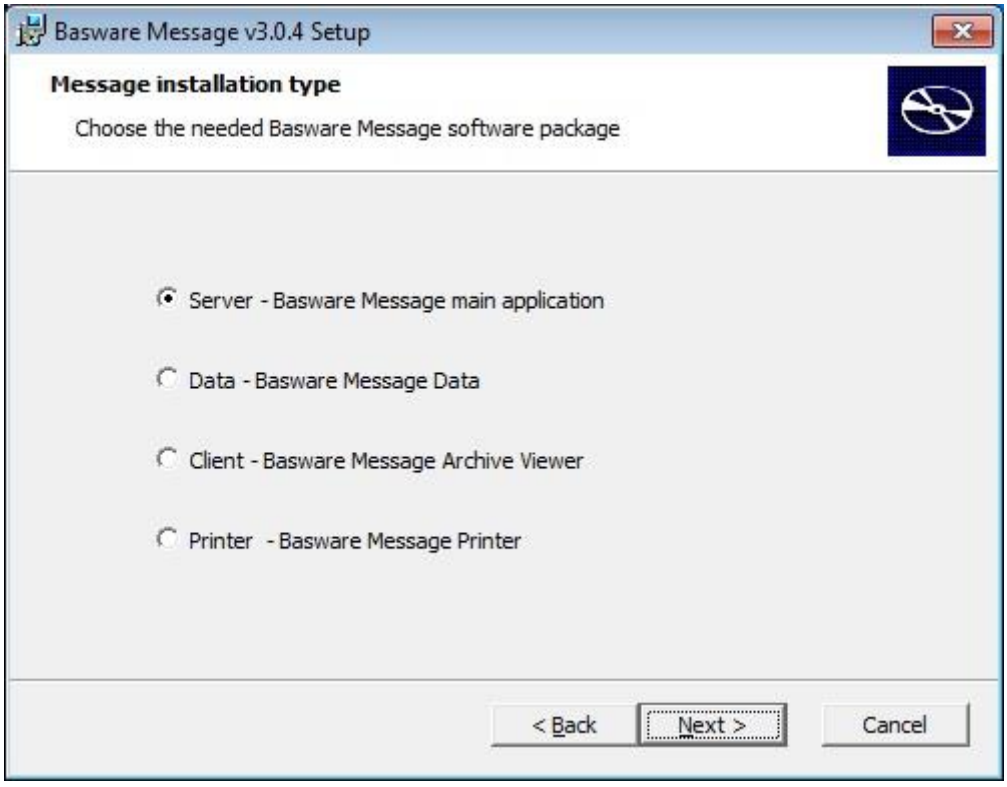
Press Next



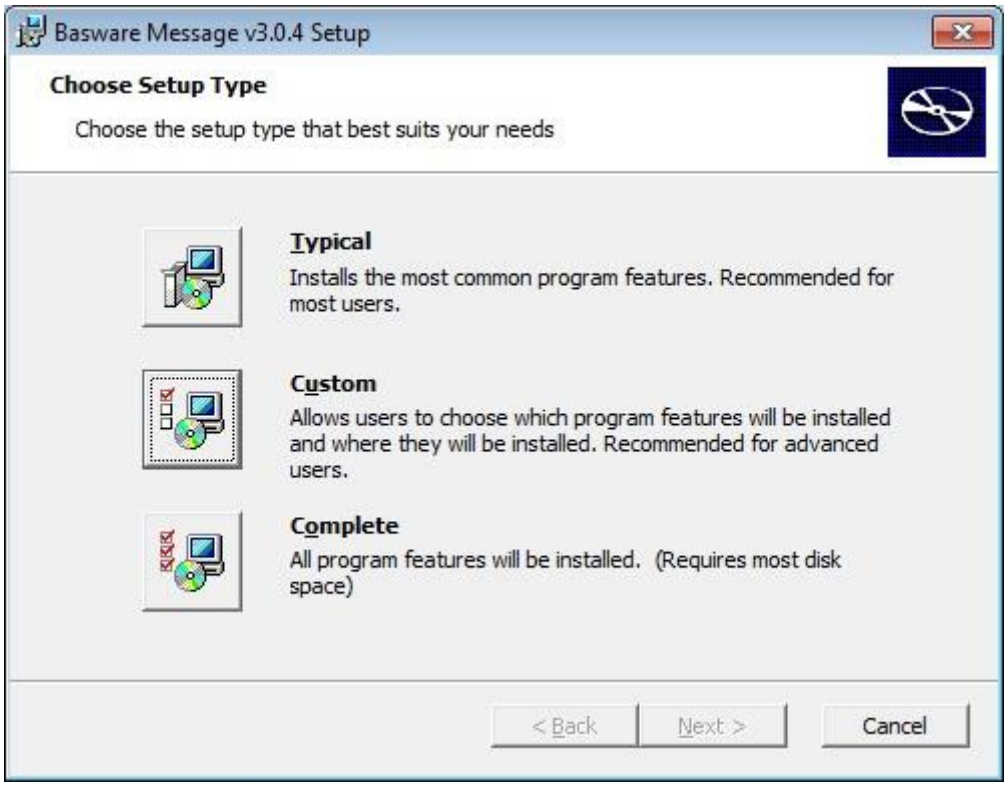
Select a country, e.g. United Kingdom



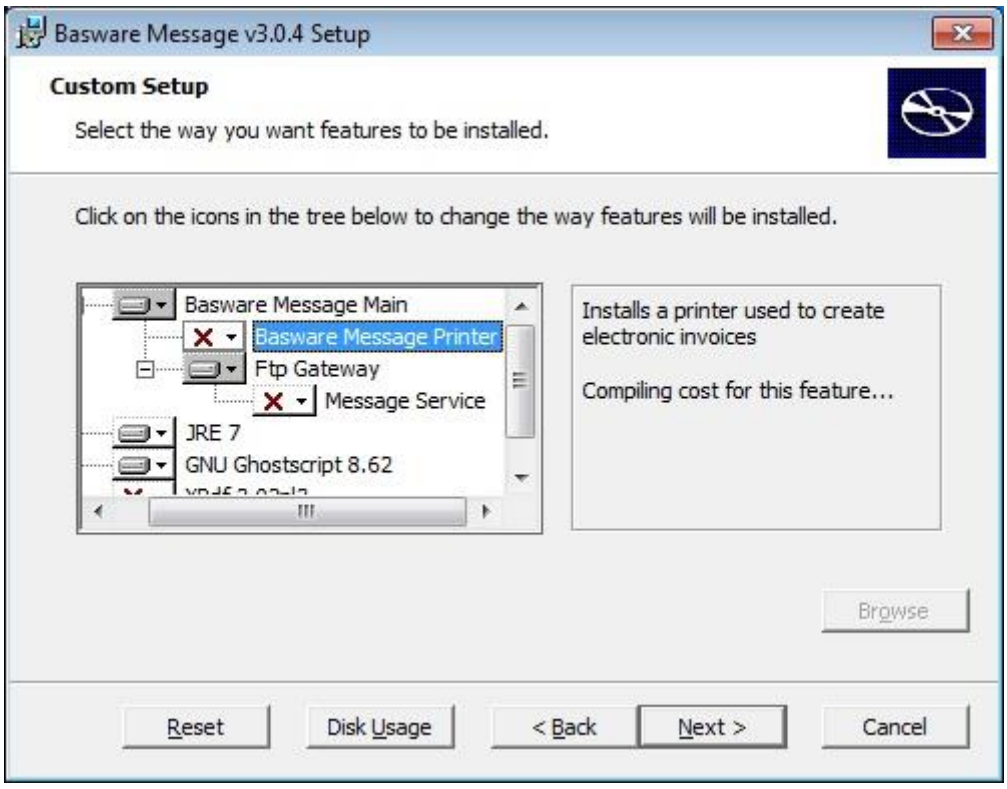
4.Read the License Agreement and then select “I accept the terms in the License Agreement” and press Next.



5.Select the Server-Installation and press Next



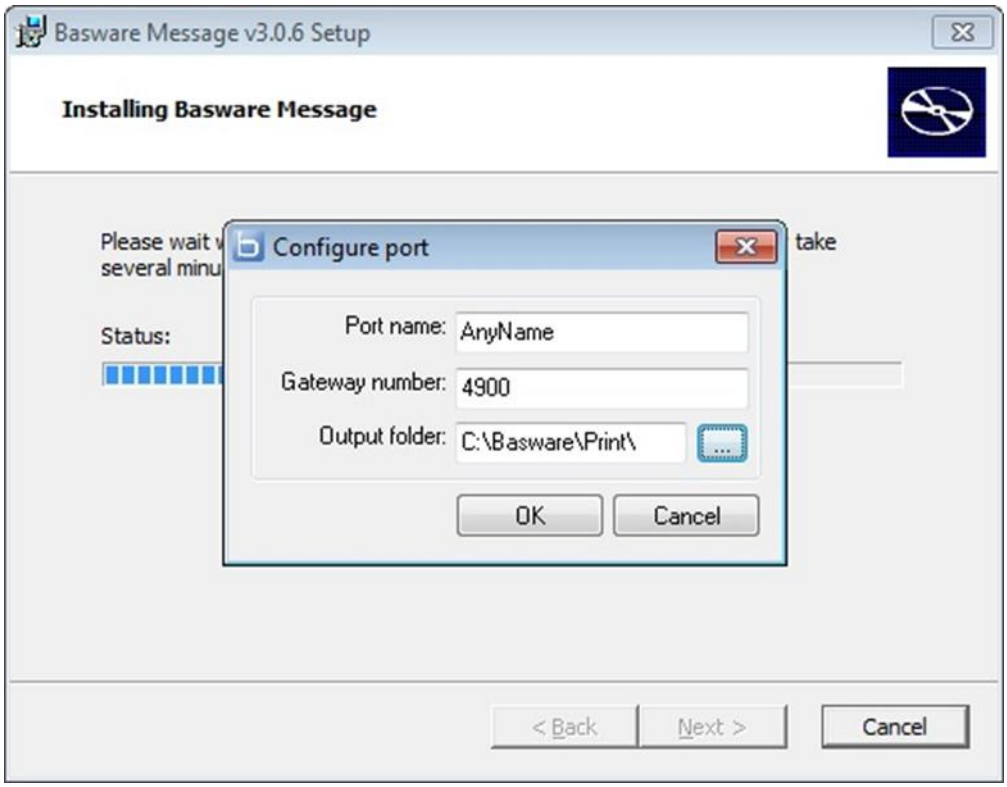
6.Press on Custom



-If you are sending .txt, .asc, .pcl, .pdf, .html -files, you do not need the Basware Message Printer.

-If you want to print your documents or print directly from your erp system , you will have to select the Basware Message Printer .This will create .ps(postscript files).

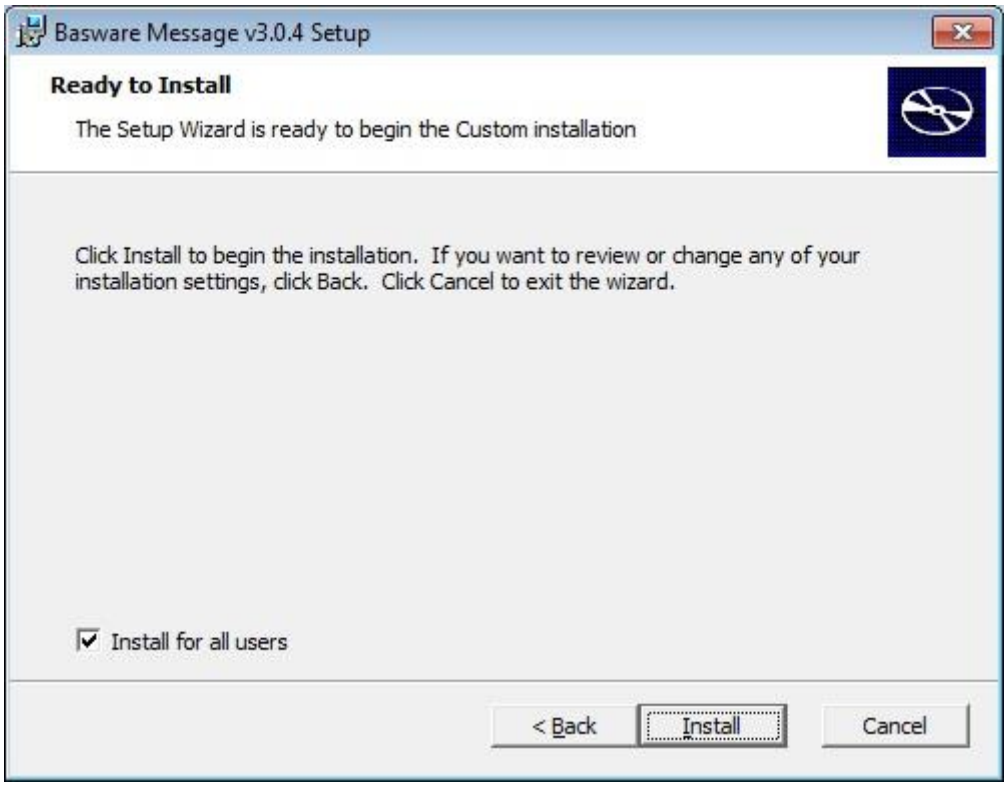
For the printer please use this guide:



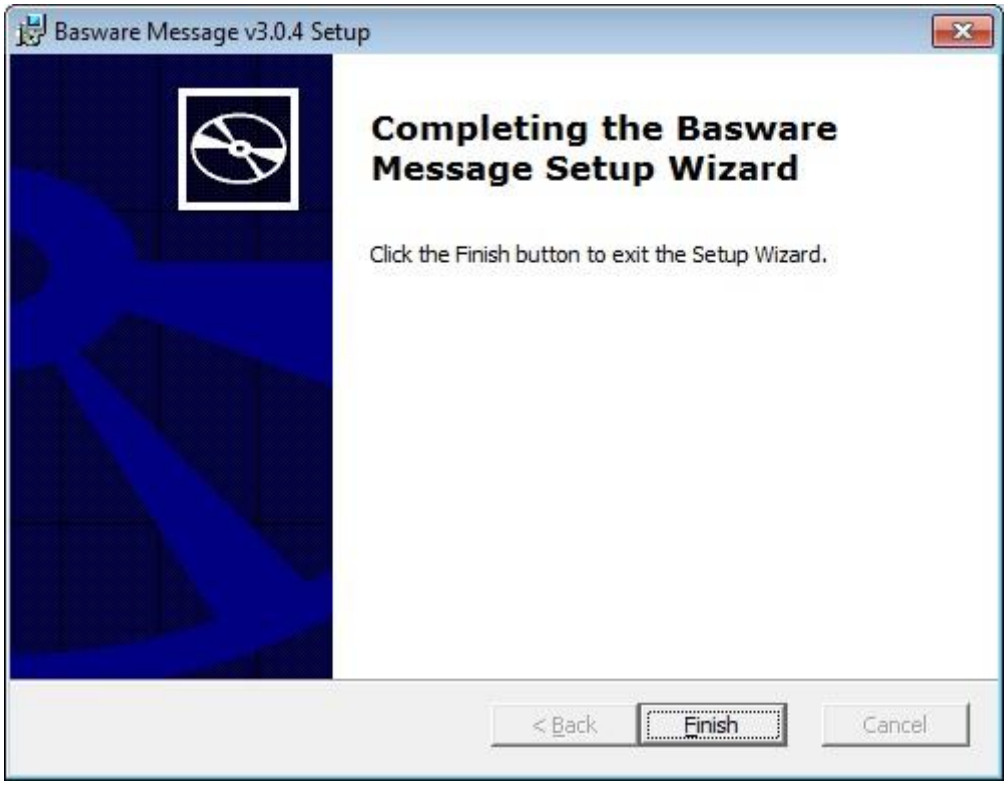
Port name: this is the name of the printer, this is your decision.

Gateway number: 4900 (this is for our German gateway).

Output folder: Now you need a directory for your printer. This is the directory in which your invoices will be “printed”.This folder should be the same one that you will set up as a local path(upload folder) for Basware Message.



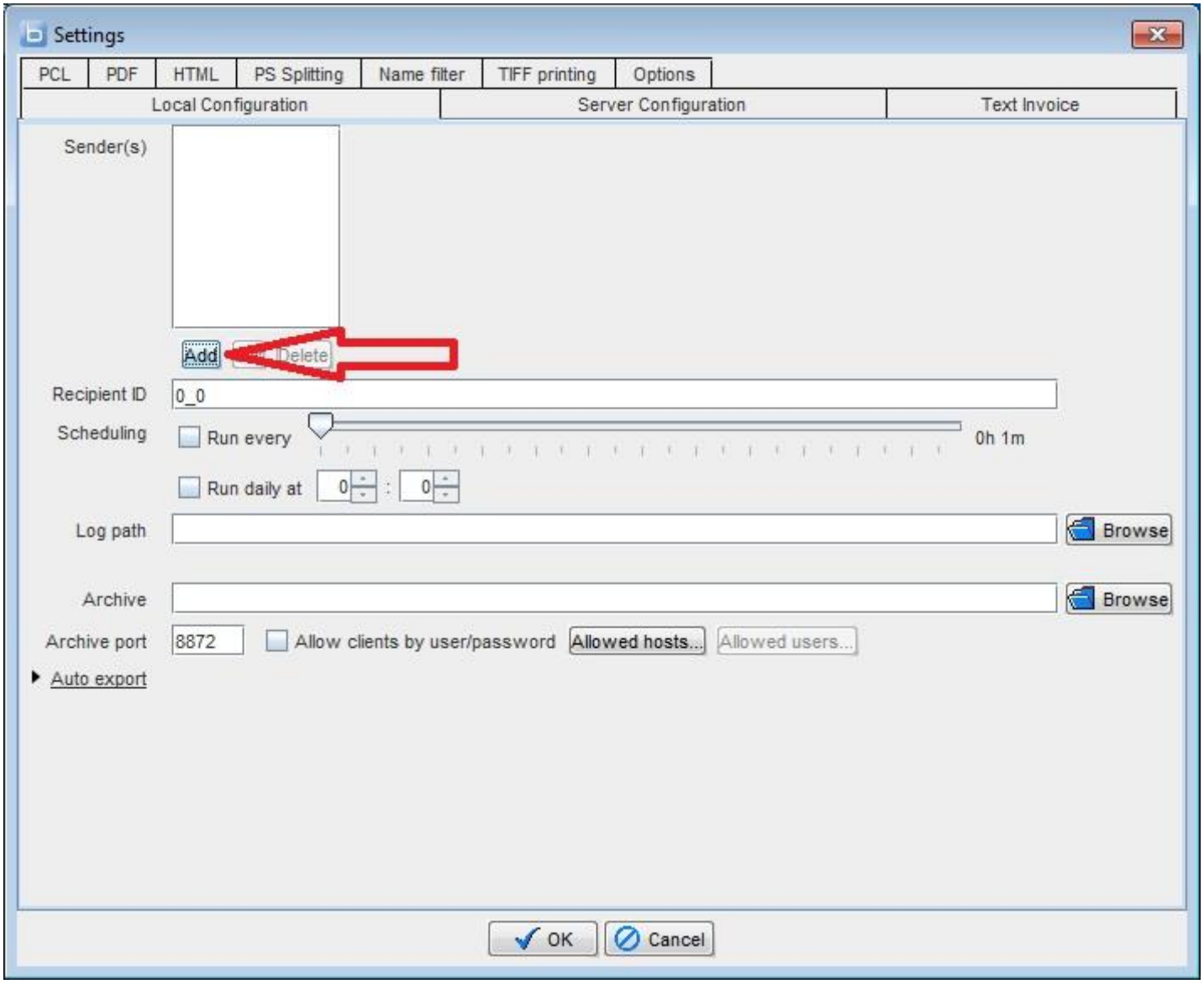
7.Then press Install and the installation will begin.



After a while the installation is completed, so press Finish

8.You can start the software now, there should be Icon on your desktop

9.You can enter your password now (if you like one), but if you do not need a password just press on Yes



10.This is the configuration. At first you need to add your new sender-ID to the program.

Just press on Add

Settings
PCL
PDF
HTML
PS Splitting
Name filter
TIFF printing
Options
Local Configuration
Server Configuration
Text Invoice
Sender(s)
Add
Edit
Delete
Sender ID
4900_
OK
Cancel
Recipient ID
0_0
Scheduling
Run every
0h 1m
Run daily at
Log path
Browse
Archive
Browse
Archive port
8872
Allow clients by user/password
Allowed hosts...
Allowed users...
Auto export
OK
Cancel

Type in your new sender-ID 4900_XXXXX and press on OK.

Now you need a directory for your “local path”, this is the directory in which you will insert your files later.

The files that are sent correctly will be deleted there afterwards!

If you are printing invoices on pre-finished company papers you need to add this company paper in the path “Company paper”.

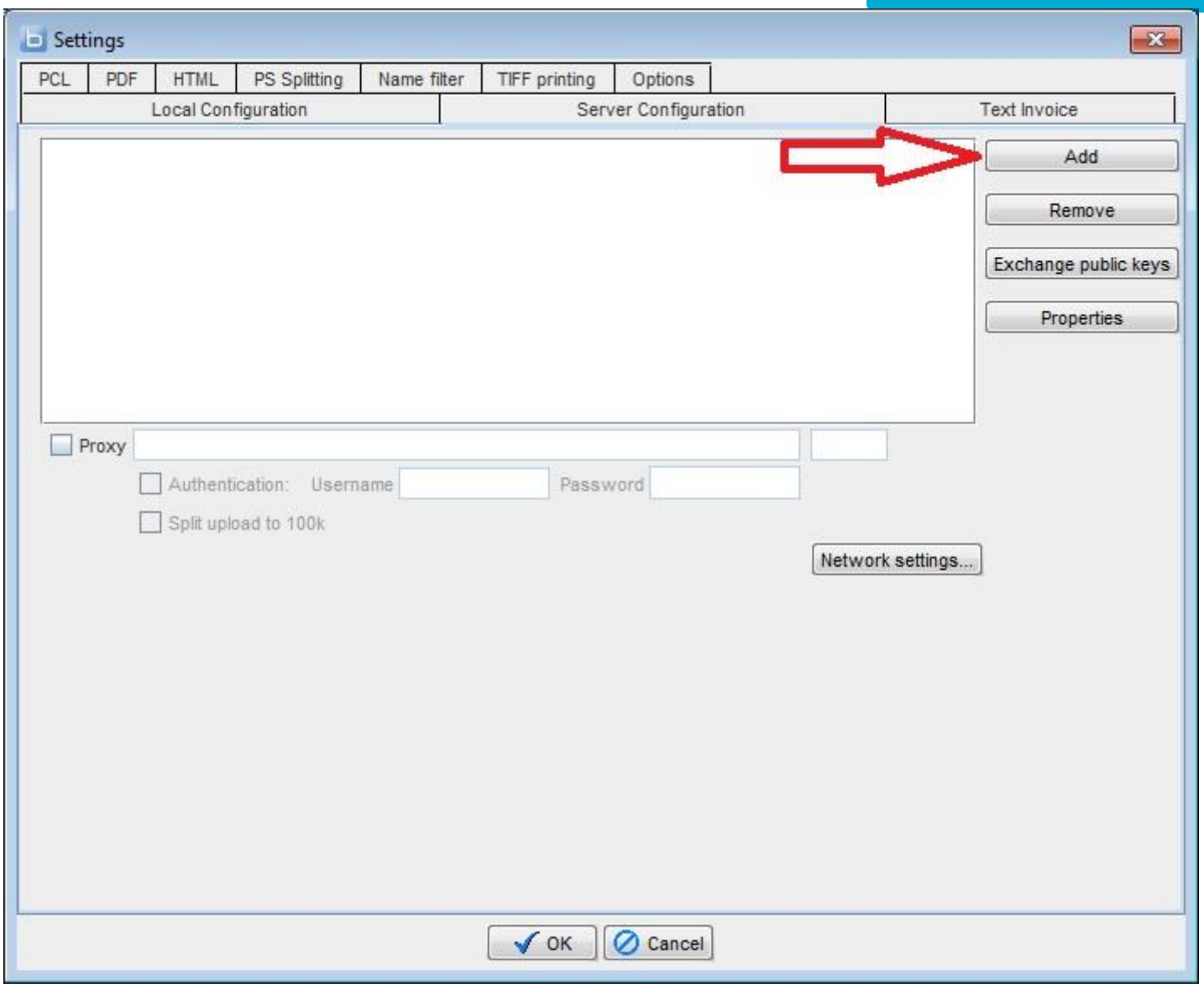
At last enter a directory for the “Log path”.

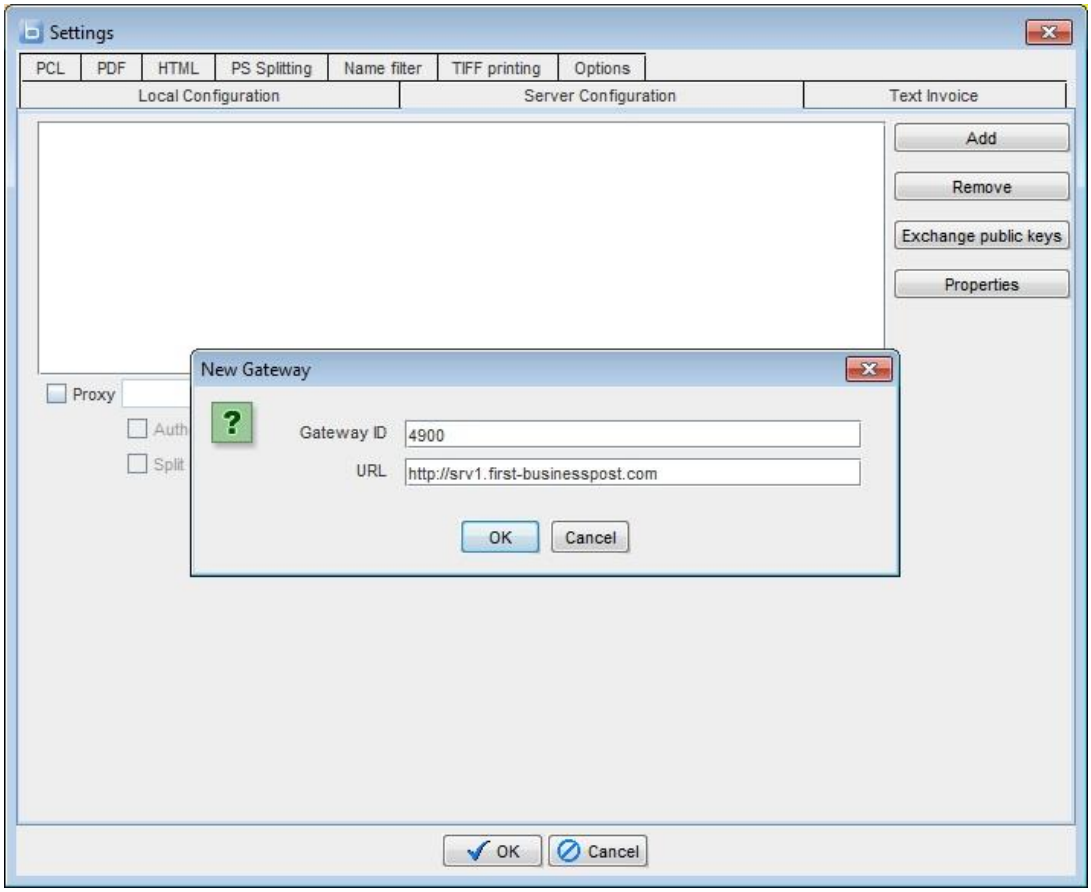
Now all directories are ready.

12.Go to the tab “Server Configuration”.

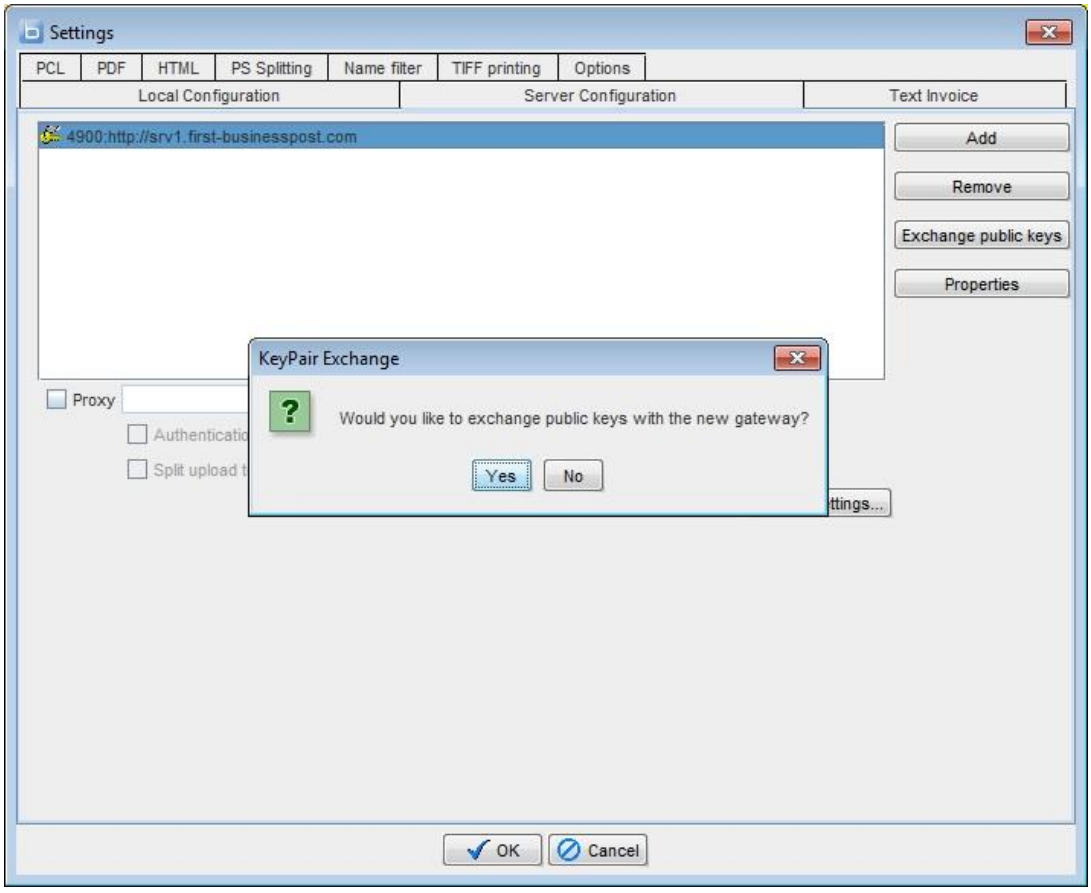
If you are using a Proxy, enter it here.

Then press on “Add”

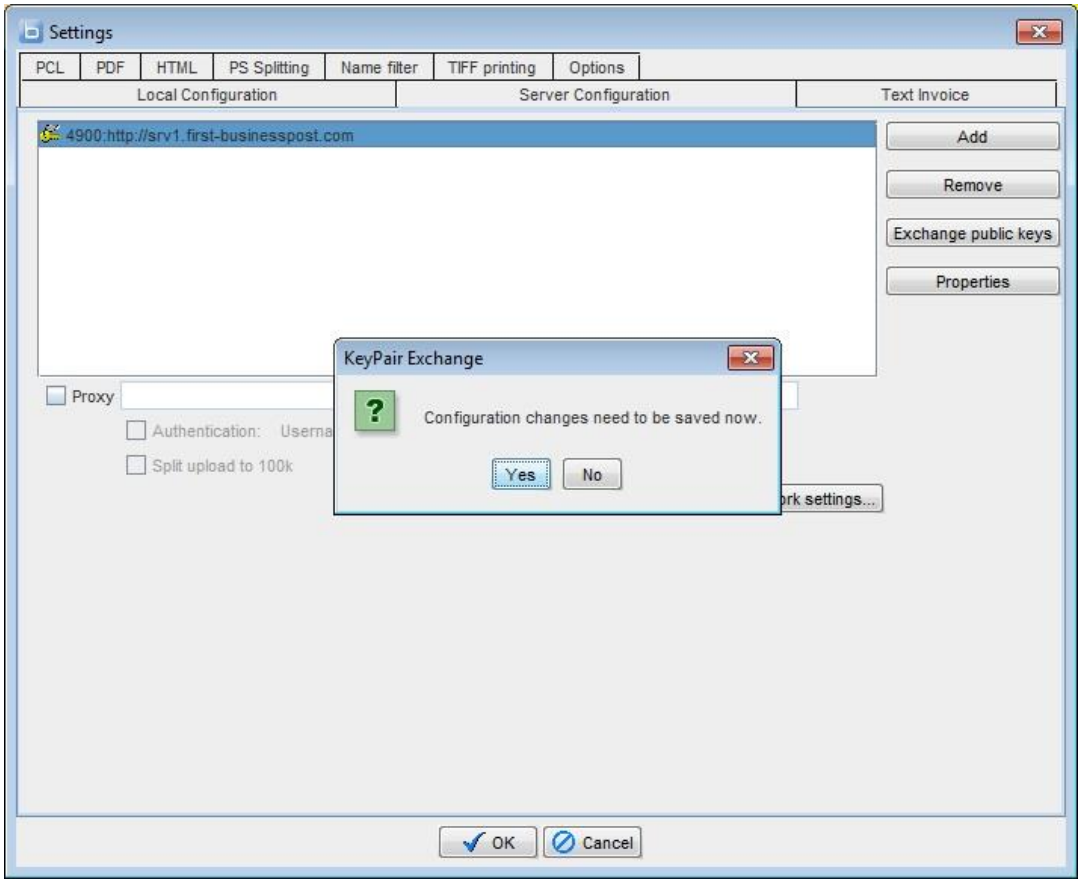

Settings
PCL
PDF
HTML
PS Splitting
Name filter
TIFF printing
Options
Local Configuration
Server Configuration
Text Invoice
Add
Remove
Exchange public keys
Properties
Proxy
Authentication:
Username
Password
Split upload to 100k
Network settings...
OK
Cancel



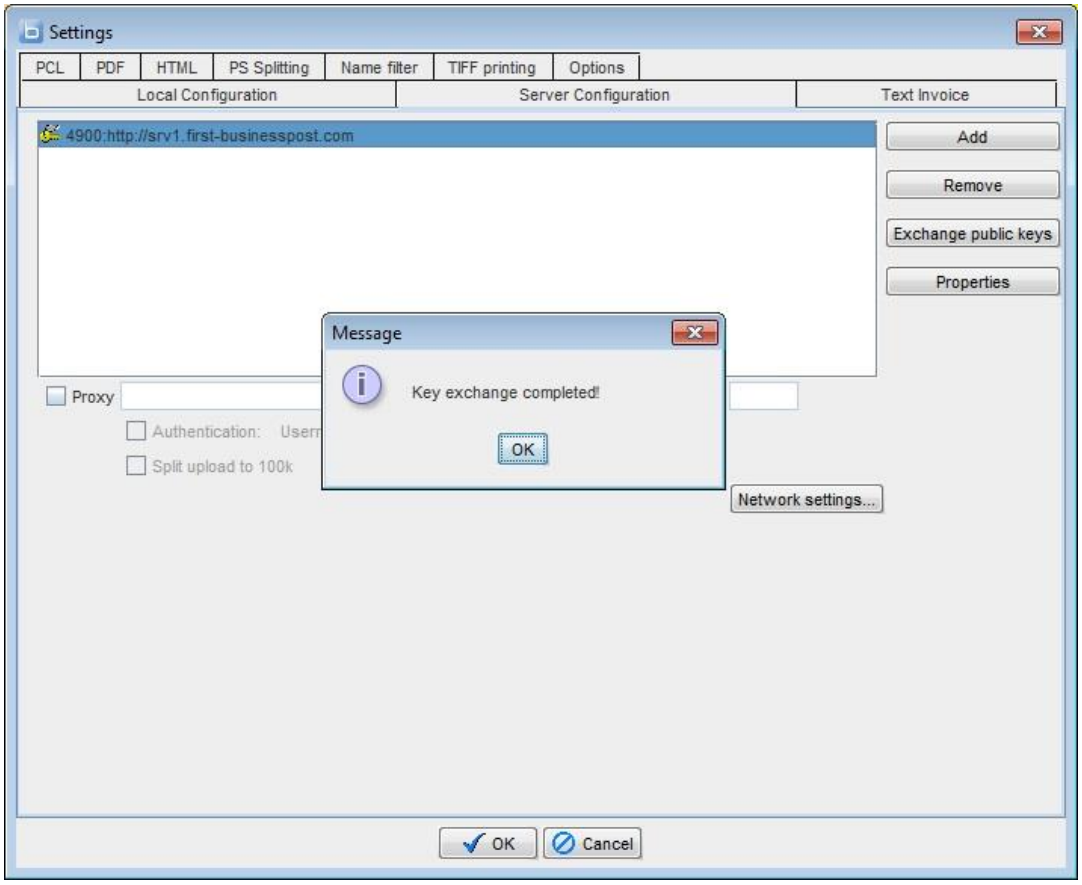
Type in the Gateway ID 4900 (this is for our German gateway)
And enter the URL http://srv1.first-businesspost.com
Then press OK



Press on Yes

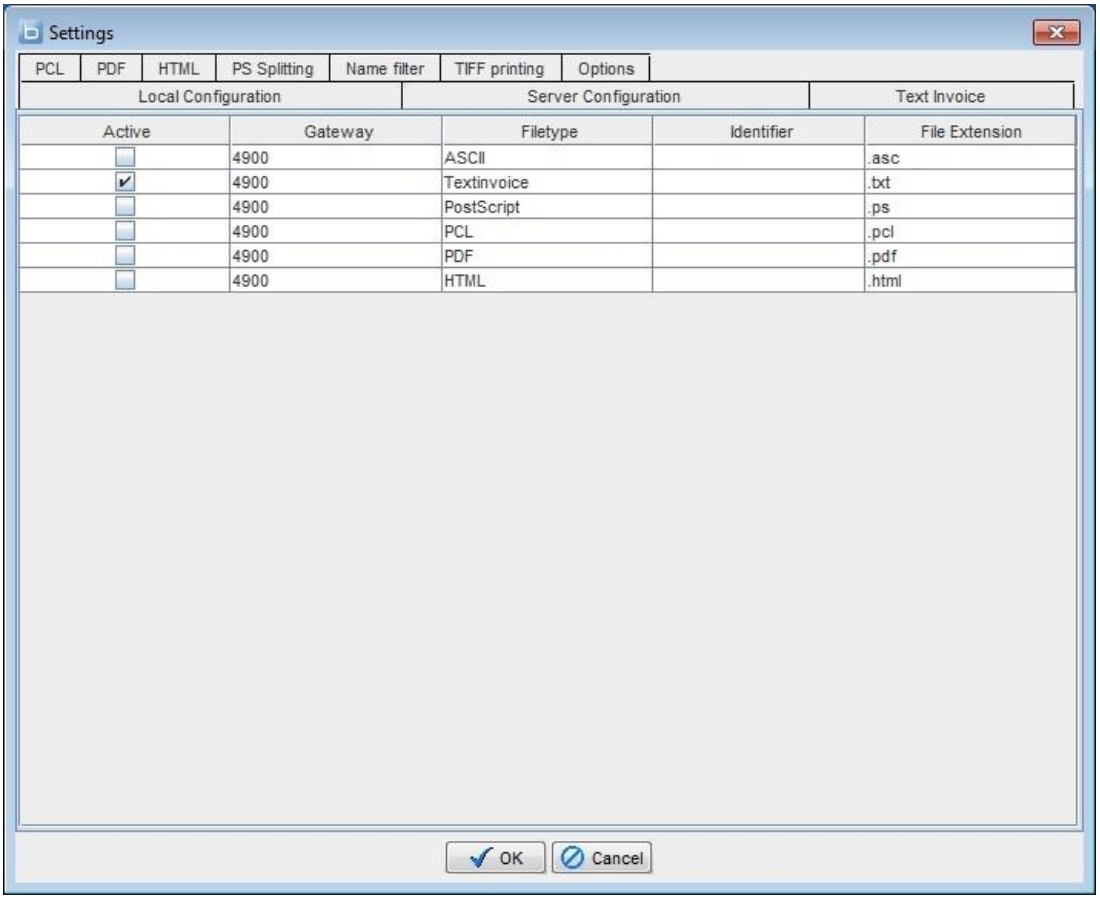


The configuration will be saved now, just press Yes



If the connection is fine, you will receive this message.

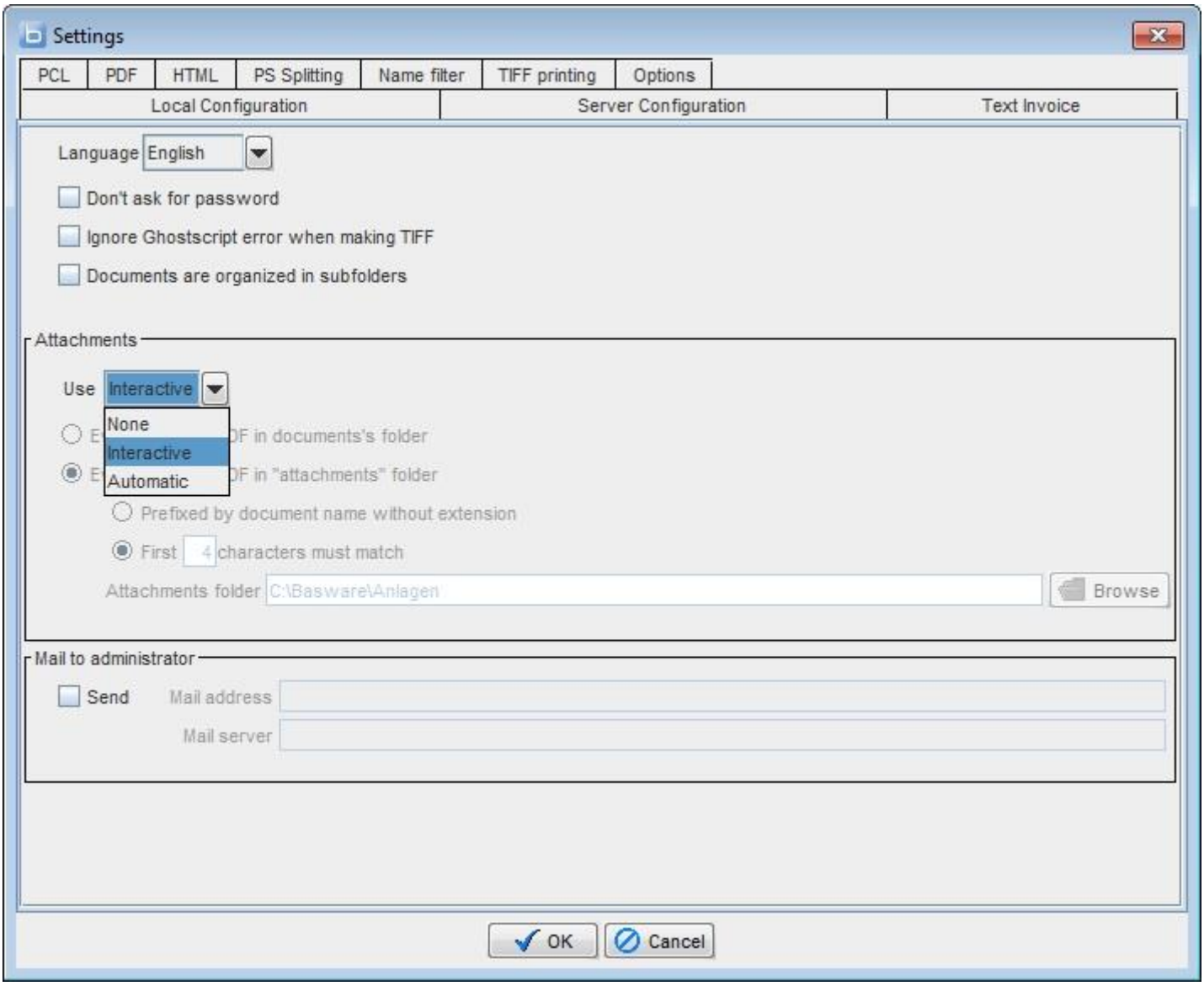
13. Open the tab “Name filter”.



Here you can decide what kind of files you are sending.For this example we used .txt

Select the type of file.

Leave the Identifier-field empty, so every file will be sent.



14.The last tab is “Options”.

There you can change the language at any time.

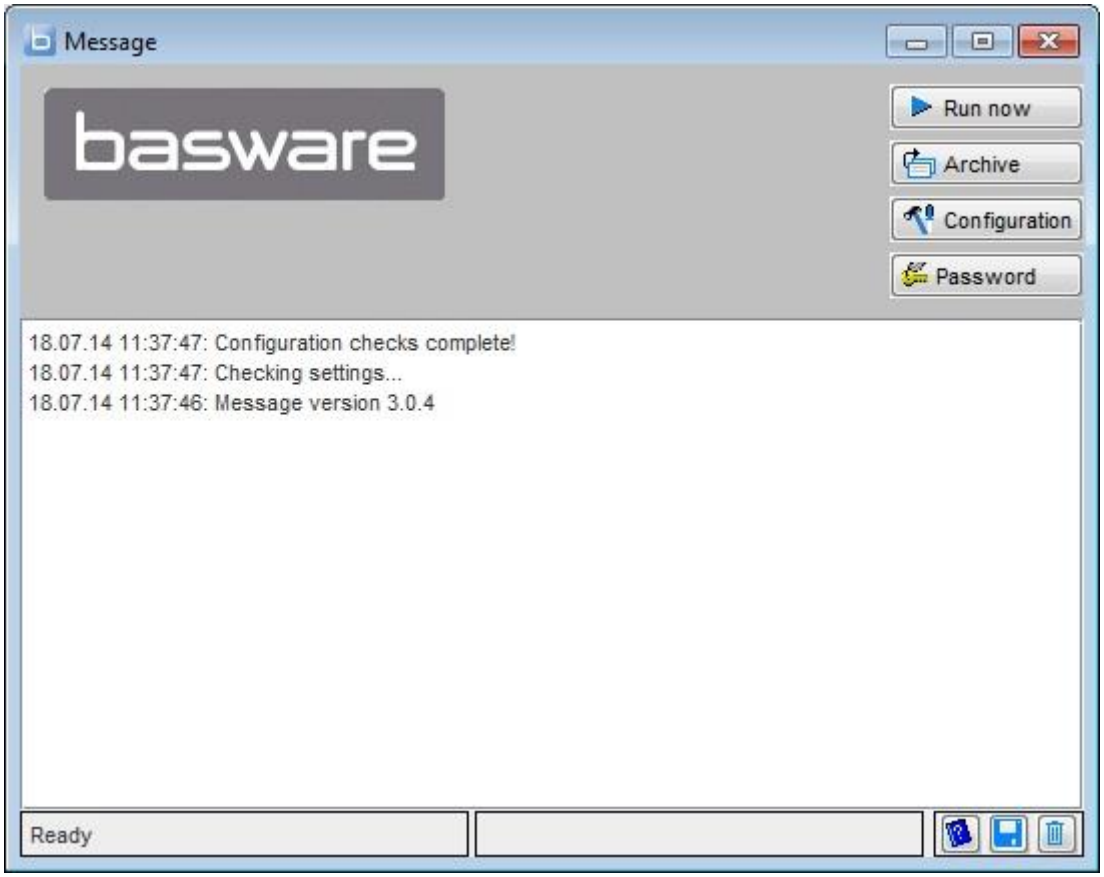
Select “Don´t ask for password” and the program will never ask for a password.

Select “Attachments – Use – Interactive or Automatic” when you are going to attach additional PDF-files to your invoice-files.

Note: if you select Interactive, you will have to add the attachments manually , so you will be prompted for every invoice to add the pdf attachment.

If you select Automatic you will need to have a fixed attachments folder and Basware Message will identify the invoice and the attachments by checking the names.

When everything is finished, press OK



15.The installation is finished, you can send your invoice-files now by copying them in your “local path” or by printing them on the Basware Message Printer.

basware