

# 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):

Systemsteuerung	<ul> <li>System und Sicherheit</li> </ul>	System	Systemsteuerung durchsuchen	Q
Startseite der Systemsteuerung	Basisinformationen	über den Computer anzeigen		
🚱 Geräte-Manager	Windows-Edition			
🚱 Remoteeinstellungen	Windows 7 Enterprise		$\bigcirc$	
🚱 Computerschutz	Copyright © 2009 Mic	rosoft Corporation. Alle Rechte vorbehalten.		
🚱 Erweiterte Systemeinstellungen	Service Pack 1			
	System			
	Klassifikation:	Die Systembewertung ist nicht verfügbar.		栗
	Prozessor:	Intel(R) Core(TM) i5 CPU M 540 @ 2.53GHz 2.53 GHz		
	Installierter Arbeitsspe (RAM):	icher 4,00 GB (3,80 GB verwendbar)		
	Systemtyp:	64 Bit-Betriebssystem		
	Stift- und Fingereinga	pe: Fur diesen Bildschirm ist keine Stift- oder Fingereingabe verfügt	par.	

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

Basware Message 3.0.4 Setup		×
Select the sender's country		$\mathfrak{S}$
The selected country is used to provide a suited license agreement.	Liechtenstein Luxembourg Monaco Netherlands Norway Poland Portugal Slovakia Slovenia Slovenia Spain Switzerland Witzerland	• •
	< Back Next >	Cancel

#### Select a country, e.g. United Kingdom

basware



	reement	
nd-User License Agreement		5
Please read the following license ag	reement carefully	C
Agreement		A
between		
Basware GmbH, Roßstraße - hereinafter referred to as: "	Sinda (2)	
and		+
and • I accept the terms in the License	e Agreement	-

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

×
Ð
1
4

5. Select the Server-Installation and press Next

	basware
Basware Message v3.0.4 Setup	
Choose Setup Type Choose the setup type that best suits your needs	
Image:	
Custom Allows users to choose which program features will be installed and where they will be installed. Recommended for advanced users.	
Complete All program features will be installed. (Requires most disk space)	
<⊵ack Cancel	

#### 6.Press on Custom

ustom Setup Select the way you want features to be installed.	e
Click on the icons in the tree below to change the Basware Message Main A T Basware Message Printer Ftp Gateway JRE 7 GNU Ghostscript 8.62 T BASKAR A CONTRACTOR OF THE	way features will be installed. Installs a printer used to create electronic invoices Compiling cost for this feature
<u>R</u> eset Disk <u>U</u> sage <	Browse Back Next > Cance

-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:

Please wait	Configure port		take
several minu	Port name:	AnuMama	
Status:	Gateway number:		
		C:\Basware\Print\	
		OK Cancel	

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.



Basware Message v3.0.4 Setup			l.
Ready to Install			5
The Setup Wizard is ready to begin the	Custom installatio	n	C
Click Install to begin the installation. If y installation settings, click Back. Click Car			of your
✓ Install for all users			

## 7. Then press Install and the installation will begin.

Basware Message v3.0.4 Set	up	×
Ð	Completing the Basware Message Setup Wizard	
	Click the Finish button to exit the Setup Wizard.	
	< <u>B</u> ack <b>Finish</b> Can	icel

# After a while the installation is completed, so press Finish



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







KeyStor	
(i)	KeyStore Password
0	
	Confirm password
	Yes No

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

🕒 Sett	ings								×
PCL	PDF	HTML	PS Splitting	Name filter	TIFF printing	Options			
	Local Configuration				Serv	er Configura	ation	Text Inv	voice
Se	nder(s)	Add							
Reci	ipient ID	0_0							
	eduling	Run	every		t i t t t	C T C T	$i=1, \ldots, \ldots, \ldots, \ldots, \ldots, \ldots$	i i Oh 1m	
		Run	a daily at 0						
L	og path								Browse
4	Archive	<u> </u>							Browse
	ive port export	8872	Allow cl	ients by user/p	assword Allow	ed hosts	Allowed users]		
					🗸 ок 🛛	Cancel			

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

Just press on Add

# basware

🕒 Settings			<b>X</b>
PCL PDF	HTML PS Splitting Name fi	ter TIFF printing Options	
1	Local Configuration	Server Configuration	Text Invoice
Sender(s)	Add Edit Delete	Sender ID 4900 OK Cancel	
Recipient ID	0_0		
Scheduling	Run every		Oh 1m
Log path Archive Archive port Auto export	Run daily at 0 - : 0	er/password Allowed hosts Allowed users	Browse
		V OK OK	



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

5 Settings									×
PCL PDF	HTML	PS Splitting	Name filt	er TIFF pr	rinting	Options			
1	Local Configuration			Serv		er Configuration		Text In	voice
Sender(s)	4900_		Second com Wate	Local path Ipany Paper Ipany paper Imark paper archive					Browse
Recipient ID Scheduling	0_0 Rui				1 1	i j i j i	t t t t t	τ. τ. τ. Oh 1m	
Log path									Browse
Archive Archive port Auto export	8872	Allow	clients by us	er/password	t <u>Allow</u>	ved hosts) Allo	wed users)		Browse
				<b>(</b>	ок ][	Cancel			

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"

# basware

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.	
V OK Cancel	



🔄 Settings						×
PCL PDF	HTML PS S	plitting	Name filter	TIFF printing	Options	
Lo	cal Configurati	on		Serv	ver Configuration	Text Invoice
						Add
						Remove
						Exchange public keys
						Properties
	Auth Split	Gatev		OK	Cancel	
				🗸 ок	Cancel	

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

Settings				
PCL PDF HTML PS Splitting Name filte	TIFF printing	Options		
Local Configuration	Serv	er Configuration		Text Invoice
🚰 4900;http://srv1.first-businesspost.com				Add
				Remove
				Exchange public keys
				Properties
Proxy Authenticatic Split upload t	Yes	ublic keys with the new	v gateway?	ttings
	🗸 ок	Cancel		



E Settings	
PCL PDF HTML PS Splitting Name filter TIFF printing Options	
Local Configuration Server Configuration	Text Invoice
54 4900:http://srv1.first-businesspost.com	Add
	Remove
	Exchange public keys
	Properties
KeyPair Exchange	
Proxy Configuration changes need to be saved now	
Authentication: Userna	
Split upload to 100k	
✓ OK Cancel	

The configuration will be saved now, just press Yes

5 Settings	x
PCL PDF HTML PS Splitting Name filter TIFF printing Options	
Local Configuration Server Configuration	Text Invoice
🖆 4900;http://srv1.first-businesspost.com	Add
	Remove
	Exchange public keys
	Properties
Message	
Proxy i Key exchange completed	
Authentication: Usern	
Split upload to 100k	
Network setting	\$
✓ OK Cancel	

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



#### 13. Open the tab "Name filter".

L PDF H	ML PS Splitting	Name filter	TIFF printing Options		
Local Configuration		Server Configuratio	n	Text Invoice	
Active Gateway		Filetype	Identifier	File Extension	
		ASCI		.asc	
4900		Textinvoice		.txt	
		PostScript		.ps	
	4900		PCL		.pcl
	4900		PDF		.pdf
	4900		HTML		.html

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.



🖸 Settings								
PCL PDF HTML PS Splitting Name filter TIFF printing Options								
Local Configuration Server Configuration Text Invoice								
Language English								
Don't ask for password								
Ignore Ghostscript error when making TIFF								
Documents are organized in subfolders								
Attachments								
Use Interactive								
O E None DF in documents's folder								
E Automatic     DF in "attachments" folder								
Prefixed by document name without extension								
First 4 characters must match								
Attachments folder C:\Basware\Anlagen	Browse							
r Mail to administrator								
Send Mail address								
Mail server								
✓ OK Ø Cancel								

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



6 Message	
basware	Run now
	<b>Configuration</b>
18.07.14 11:37:47: Configuration checks complete! 18.07.14 11:37:47: Checking settings 18.07.14 11:37:46: Message version 3.0.4	
Ready	

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.

