

Innovative Payment Solutions



ezSigner Users Manual

for Secure Signatures and Graphics



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1 Introduction to ezSigner

ezSigner is the fastest and most secure way to add signatures or security graphics to documents.

ezSigner is the secure solution to end the tedious process of hand-signing checks.

Common graphic files can be imported into ezSigner then securely encrypted and linked with a password. Your password holds the power to print the encrypted signatures or graphics.

System Requirements

Windows™ XP/XP Pro/Vista/7/8; Pentium 233-megahertz (MHz) processor or faster

64 MB RAM or the min. requirements Microsoft sets for specific OS

50 MB available on hard disk

SVGA color monitor with 800x600 resolution capability (recommended)

2 Installing ezSigner

Getting Started

1. Determine which PC will be utilizing the ezSigner application.
2. Close all applications prior to installing this program. *Exit all Windows Programs.*
3. Insert the **ezSigner** CD in your CD-ROM drive. The installation program will start automatically.
*If it does not launch, from Explore (Right mouse click the Start icon and select Explore) select your CD Drive and double-click. Select **Setup.exe** and double-click.*
4. **Welcome Screen** - click **NEXT**.
5. **License Agreement** - click **the appropriate button** (Accept license and continue installation, *Not Accept Software License* and exit installation) click **NEXT**.
6. **Customer Information & Organization** – Enter Customer Name & Organization after completion click **NEXT**.
7. **Destination Location** – to leave as default click **NEXT**.

8. **Ready to Install** - click **INSTALL**.

Note: If you receive the Creating Icons screen and it does not disappear, click on the **X** in the upper right corner to continue.

9. **InstallShield Wizard Complete** - click **FINISH** installation is now complete, you can access the program from **Start – Programs – ezSigner**.

Special Note for WindowsNT/2000/XP/Vista/7 users: *Installing on Windows NT/2000/XP/XP Pro/Vista/7 machines and using multiple Windows users on the same machine:*

This requires more than one user having access to the same workstation, with each user logging in & out with their unique Windows name and password.

In this situation, the default security settings for Windows™ NT/2000/XP/XP Pro/Vista/7 allows only the user who was logged in Windows at the time of overlay creation to use see and use it in the ezSigner program.

Example: John logs into a Windows™ NT/2000/XP/XP Pro/Vista/7 machine and creates an ezSigner Overlay. Another user, Mary, then logs on to the same machine under her Windows login and uses the ezSigner program. The program will work but Mary will not be able to use any Overlay that John created while logged in under his Windows name and password.

Special Note for all users: Every user must be given administrator level permissions to use ezSigner.

3 ezSigner Registration & Transfer

30-day Evaluation Copy

You may use the full features of the ezSigner program free for 30 days. (Refer to [System Requirements](#)) The Title Bar will keep you informed as to the number of days left before the program expires. At any time you can purchase and register this evaluation copy, allowing it to become a full licensed version of ezSigner.

- ◆ Once an ezSigner evaluation copy is installed on a PC, you cannot "get around" the 30-day trial period.
- ◆ The **Title Bar** will keep you informed as to the number of days left before the program expires.
- ◆ If you uninstall or reinstall the ezSigner software on the same PC it will not affect the trial period; the expiration period will resume where it left off.

- ◆ **SSMODULE Error 133:** If you try to set PC's system clock back to avoid expiration, you will receive the following error (which can only be corrected by resetting the PC's system clock back to the correct date/time):



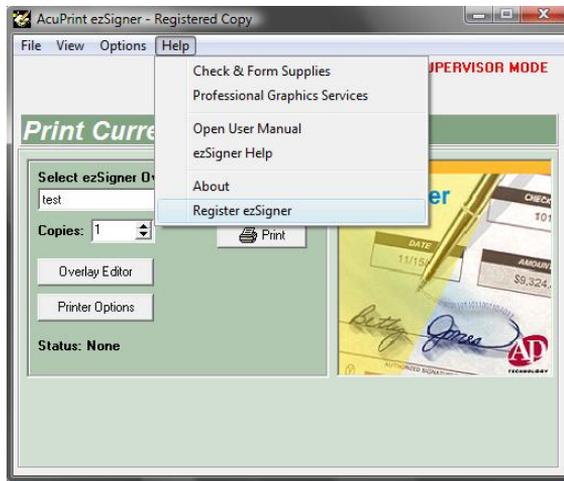
Registration during the 30-day evaluation period

If you decide to purchase and register ezSigner you may do so at any time during the 30-day period.

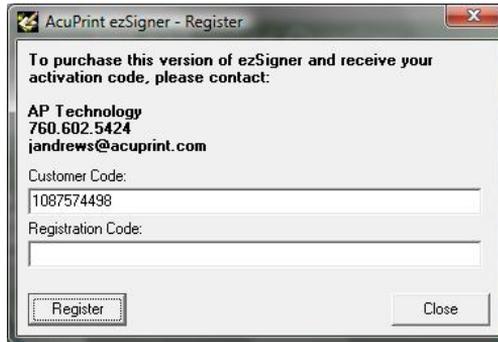
1. From the toolbar click on **Help**.
2. Select **Register ezSigner**.

- or -

Press the **Register ezSigner** button at the bottom of the main screen.



- The Register ezSigner screen will now appear.



- Call the phone number listed on the screen to register and give the phone representative the customer code listed on the screen in red.
- Enter the registration code they supply on the screen and press the register button.

Note: *This code is good only for the ezSigner solution on this machine and cannot be used on another machine.*

- After registration the ezSigner program closes automatically. To launch the ezSigner program go to **Start – Programs – ezSigner**

After registration: You will no longer see the **Register ezSigner** button at the bottom of the main screen and the Title Bar will no longer say **Evaluation Copy**.

Registration after the 30-day evaluation period has expired

If you select ezSigner from the Program menu or from the screen icon the following screen will appear:



The screenshot shows a Windows-style dialog box titled "AcuPrint ezSigner - Register". The dialog contains the following text and fields:

To purchase this version of ezSigner and receive your activation code, please contact:

AP Technology
760.602.5424
jandrews@acuprint.com

Customer Code:

Registration Code:

At the bottom of the dialog, there are two buttons: "Register" and "Close".

To register:

1. Call the phone number listed on the screen to register and give the phone representative the customer code listed on the screen in red.
2. Enter the registration code they supply on the screen and press the register button.

Note: This code is good only for the ezSigner solution on this machine and cannot be used on another machine. After the

initial 30-day period ezSigner will not re-install on the machine it was originally installed on unless a fully registered license is purchased.

3. After registration the ezSigner program closes automatically. To launch the ezSigner program go to **Start – Programs – ezSigner**

After registration: You will no longer see the **Register ezSigner** button at the bottom of the main screen and the Title Bar will no longer say **Evaluation Copy**.

4 Set-up ezSigner

Initial program Log-in Name & Password Information

1. From the Start button (lower left corner of your PC), click on **Start, Programs, ezSigner, ezSigner**.
2. Enter in the default user Name as “**supervisor**” and enter the default Password as “**password.**”



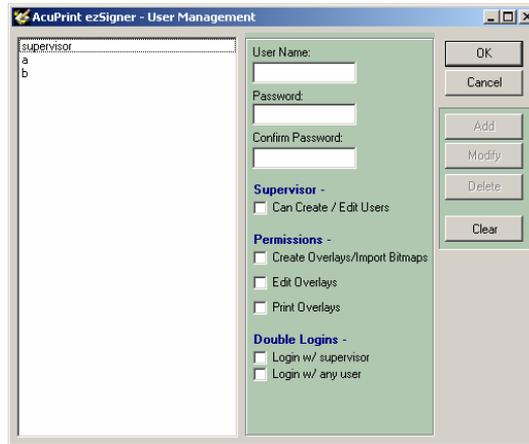
3. Click on **OK**.

Create New ezSigner User

1. Click on **Options** from the tool bar.
2. Click on **User Administration**.



3. Enter in a new user's name and password and confirm password.
4. Select permissions for this user.



User Permissions Definitions

Supervisor

Can Create / Edit Users: The user with this privilege has maximum control over program security and printing. This privilege allows for creating new users and / or editing existing user's permissions.

Permissions

Create Overlays: The user with this privilege can create overlays.

Edit Overlays: The User with this privilege can only edit existing overlays.

Print Overlays: The User with this privilege can only print existing overlay.

Double Logins

Login with Supervisor: This User must use a double login to enter the program. The second person required must have supervisor privileges.

Login with Any User: This User must use a double login to enter the program. The second person required can be any listed user.



5. Click on **Add** repeat for each new user.

Note: For security reasons, delete or change original supervisor login and password from list.

Warning: Do not do this until all users' names and passwords have been tested.

6. Click on **OK** when done adding all users.

Modify Existing User Permissions

1. Select **User** (from list).
2. Modify **Permissions** and / or **Passwords**.
3. Click **Modify**.
4. Click on **OK** to exit the screen.

Deleting User

1. Select **User** (from list).
2. Click **Delete**.
3. Click on **OK** to exit the screen.

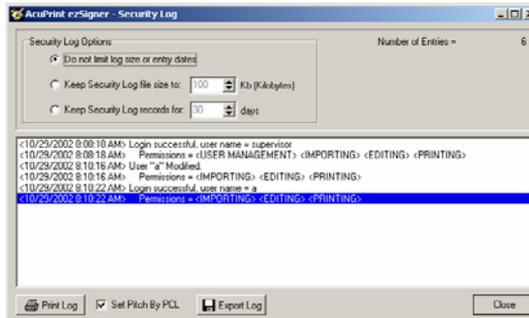
Security Log

The Security Log is a record of all events that have occurred when the ezSigner is in operation.

The security log size is unlimited by default. You may limit the log size by time or file size by selection of the appropriate button.

These events include the following:

- ◆ The date and time of a user login:
 - ◆ Shows if login was successful or not.
 - ◆ Shows permissions of the logged-in user.
- ◆ Adding or modifying a user profile.
- ◆ Editing or creating a signature overlay.
- ◆ Printing-Tells what unique overlay was printed ([Unique Identifier Number](#)) and who initiated the printing.



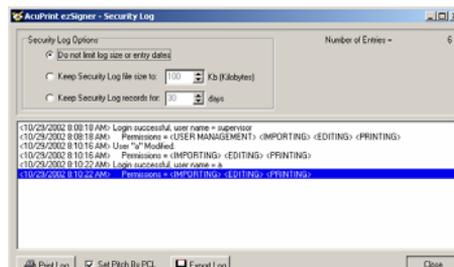
You are also able to print or export the security log (use export to review and sort in a spread sheet program, e.g. Excel). Buttons at bottom of screen: **Set Pitch by PCL** is selected by default for all PCL printers).

Review Security Log

1. Select **Options** on toolbar.
2. Select **Security Log** from dropdown menu.



3. The Security Log screen will now appear. You can print or export the log for review. (You must have permission to view this screen.)



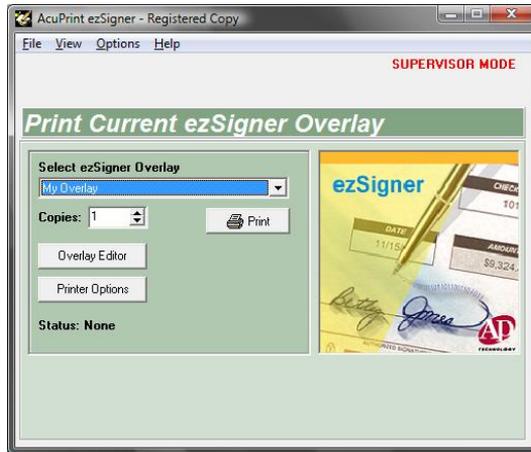
5 Creating an Overlay

To create an Overlay

1. Click on **Overlay Editor** button from the **Print Current ezSigner Overlay** screen. (*Default screen*)

- or -

Select **View** on toolbar and select **Overlay Editor** from dropdown menu.



Step 1: Select/Create ezSigner Overlay

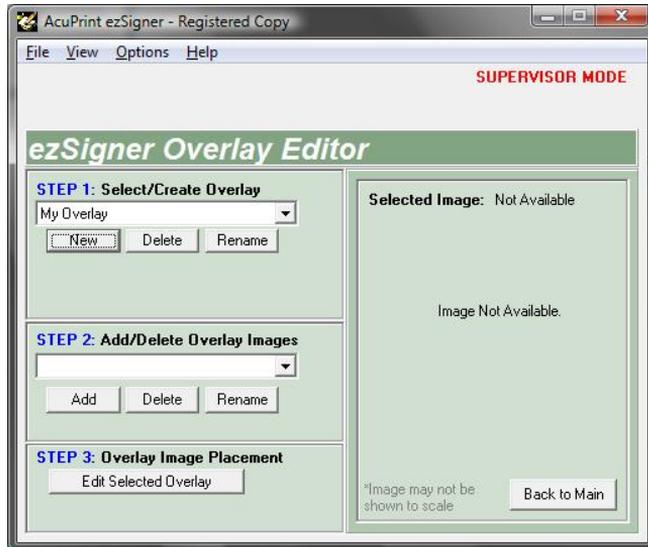
1. Click on **New** button under the section **Step 1**.
2. Enter Name in the **Overlay name** field.
3. Click on **OK**.



Step 2: Add/Delete Overlay Images

1. Click on **Add** button under the section **Step 2**.
2. Browse for the graphic image to place on the page.

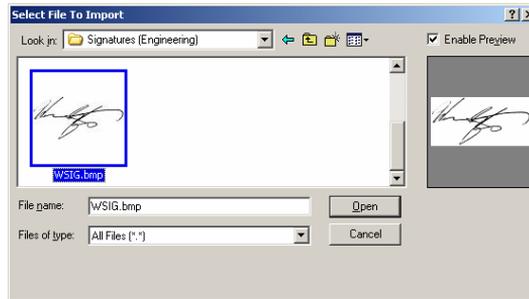
Note: This file must be in a supported format. Graphics supported (Bitmap-.bmp, Jpeg-.jpg, Paintbrush-.pcx, Adobe Photoshop -.psd, Macintosh format-.pct). For additional information (Refer to [Graphics](#).)



3. Select image file and click on **Open**.

Note: The image will now be displayed on the Selected Image screen on the right.

Tip: On the ezSigner CD is a sample image file to create practice overlay(s). Found in: <CD Drive>:\Samples



4. Repeat steps 1-3 for each additional graphic image you want in the overlay.

Note: You can add graphics images or modify an Overlay at any time.

Security Note: Remember to store the original image in a secure location.

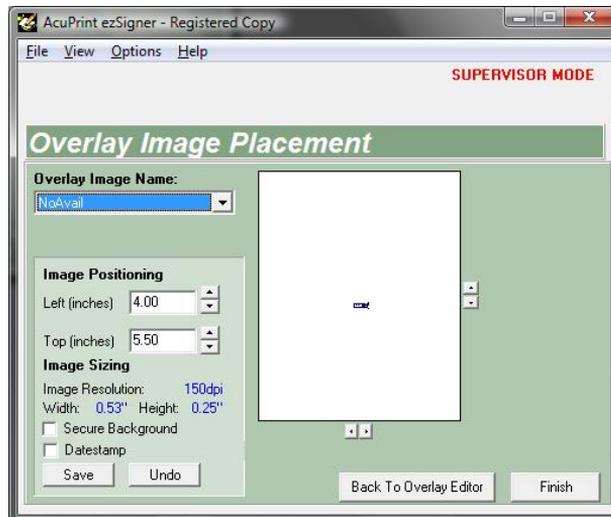
Step 3: Overlay Image Placement

1. Click on **Edit Selected Overlay** under the section **Step 3**, to go to **Overlay Image Placement** screen.

Note: Initial view shows all graphic images imported into Overlay.

2. From pulldown menu, select image to place on the page.

Note: When initially imported all images are placed at center of screen.



3. Image placement is done using either: Scroll bars located at right side and bottom of Overlay viewer, or by entering the position in inches at the **Image Positioning** box located at the left side of screen.

4. Place image to desired position and select **Save** button.

Note: *Undo* button will return to last position before a Save.

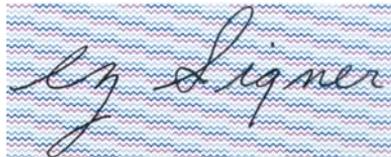
Signature Option

Signatures may have optional **Secure Signature Background** placed behind the image. This creates a unique lined and shaded background behind the signature.

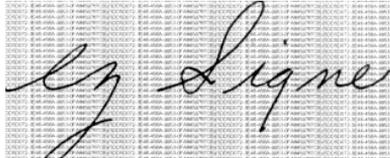
Signature:



Signature with Secure Signature Background enabled: (Feather Preferences)

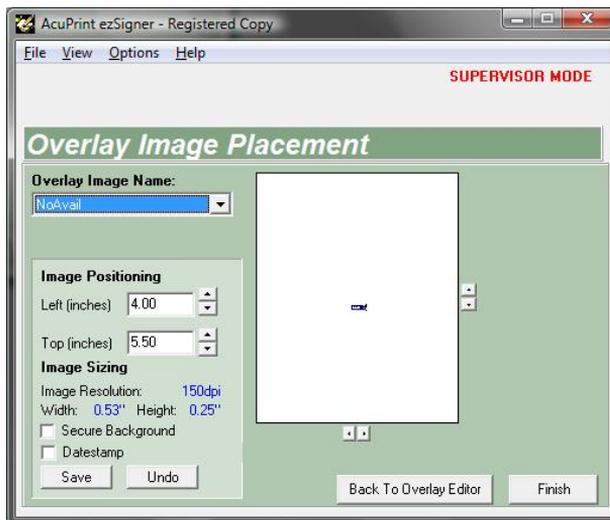


Signature with Secure Signature Background enabled: (Unique Identifier Preferences)



To enable Secure Signature Background behind a signature: select the check box for **Secure Background**.

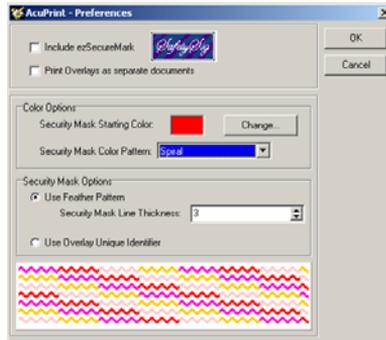
Note: Do not select this check box for images that are not signatures.



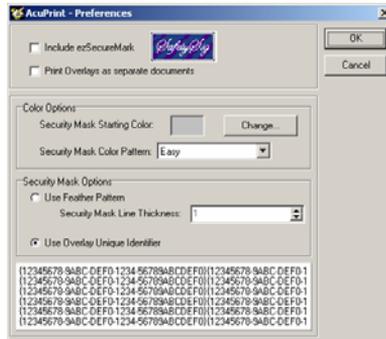
To create a unique Secure Signature Background

1. Select **Options** on toolbar.
2. Select **Preferences** from pulldown menu.
3. From lower section of the Preferences screen, you have two **Security Mask Options: Feather Pattern** and **Overlay Unique Identifier**.
4. Selecting Feather Pattern you have three options:
 - a. **Security Mask Starting Color:** Selects color of mask.
Note: Not applicable if printing using a black & white printer.
 - b. **Security Mask Line Thickness:** Selects the point size of lines behind signature.
 - c. **Security Mask Pattern:** Five options for background patterns.
5. Selecting **Unique Identifier** will place the Unique Identifier number associated with the overlay you created in a micro font behind the signature.

Select - Feather Pattern



Select - Overlay Unique Identifier



Datestamp

The Datestamp feature in the Preferences screen allows you to put a date/timestamp in a specific location around an image or signature. By clicking the “?” button, you can specify a format for the date/timestamp (i.e. 10/12/2007 08:58AM, 20071012, etc.). To use the Datestamp for a specific image, simply check the Datestamp checkbox in the lower left of the Overlay Image Placement screen.

SecureMark

A SecureMark is a special security graphic designed to add a unique security image that will identify the document was created by the ezSigner program.

For added security, the default of the program is set to add the SecureMark to all of your checks. If you do not want the SecureMark to display on your checks, follow the steps:

1. Select **Options** on the toolbar.
2. Select **Preferences** from the pulldown menu.
3. From upper section of the Preferences screen, unselect the check box **Include SecureMark**.

Note: *When selected, the SecureMark will appear on all Overlays. To position SecureMark, please refer to **Step 3: Overlay Image Placement** in this guide.*

Unique Identifier Number

The Unique Identifier Number is a unique secure number associated with each overlay you create. Every time you save an overlay, ezSigner associates a unique identifier number with that overlay. (No other ezSigner solution on any other workstation will create the same number).

When you save an overlay, the Security Log records that you have created and saved an overlay and shows the Unique Identifier Number associated with that overlay.

Remember, if you re-save an existing overlay, regardless if you made changes or not, ezSigner will assign a new Unique Identifier Number to that overlay. This will also be recorded in the Security Log.

6 Printing with ezSigner

Printer Setup

Default ezSigner Printer

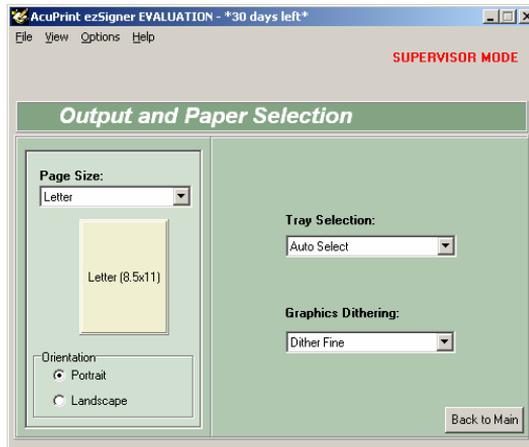
ezSigner will utilize your Windows default printer. If you want to change this, follow the steps below:

1. Click on **File** on the toolbar.
2. Select **Printer Setup**.
3. Select the appropriate printer to print the overlays.
4. Click on **OK**.

Page Setup

To change any of the following options:

- ◆ Paper size (letter & legal)
- ◆ Page orientation (portrait & landscape)
- ◆ Tray selection



1. Click on **View** from the toolbar.
2. Select **Printer Options**.
3. Make necessary changes.
4. Click on **Back to Main** to return to Main Screen.

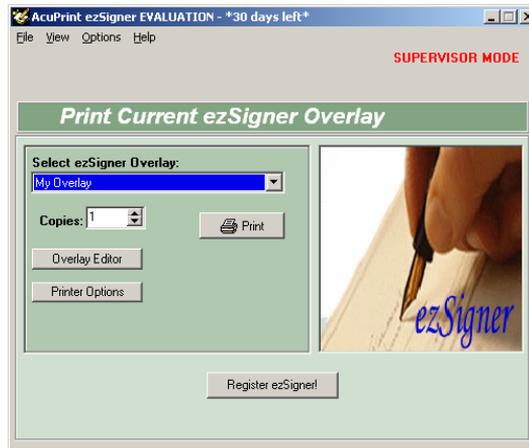
Printing using the ezSigner

1. Fill the printer tray with the pages to be printed.
2. At the **Print Current ezSigner Overlay** (main screen), select the correct overlay for this print job.

3. Enter in the number of copies (pages to be printed).
4. Click on the **Print** button.

Note: *Place check stock correctly in printer.*

Remember, *check stock (and/or document) location (tray), position (up or down) and direction (top or bottom first) vary between printers. Make sure to correctly insert your documents in the printer. When in doubt, print using a test page first.*



7 Graphics

ezSigner supports the following graphic formats:

Graphic file type	File extension
Bitmap	.bmp
Jpeg	.jpg
Paintbrush	.pcx
Adobe Photoshop	.psd
Macintosh format	.pct

Creating or scanning graphic images

For best results, from the graphic application program, save all work at a minimum of 300 dpi.

For best results scanning graphic images, scan all work at a minimum of 300 dpi (600 dpi is preferred).

Sizing

Graphic images are exactly the size saved or scanned. To change the image proportions, open image in a graphic application (e.g. Microsoft Paint, Paint Shop Pro, Adobe Illustrator, etc.), adjust the image size and then resave image.

Note: *Make sure to save the image in any of the above graphic formats.*

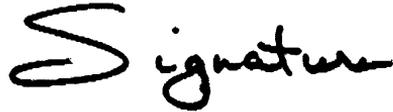
Security Note: *Remember to store the original image in a secure location.*

ezSigner Signature Graphic

ezSigner graphic artists can scan and enhance your signature file. This service is available for an additional fee.

After scanning an image, ezSigner graphic artists clean and enhance the image bit by bit to produce the optimum quality graphic image.

Typical Scanned Signature



ezSigner Signature



ezSigner Graphic Artists will improve your image for optimum quality and resolution. For details on this optional service, call your ezSigner sales representative.

8 Technical Support

For ezSigner Customer Service

Phone (800) 652-2877

e-mail: apttech@acuprint.com

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