

## Automate document processing and output optimisation

Print Sampler is a straightforward, intelligent and powerful tool that makes it easy to work with document templates and automated document processing.

The perfect combination of control, cost savings and efficiency

The usage of pre-printed stationery is a source of various and potentially expensive problems e.g. stock management, obsolescence, physical manipulation and misuse.

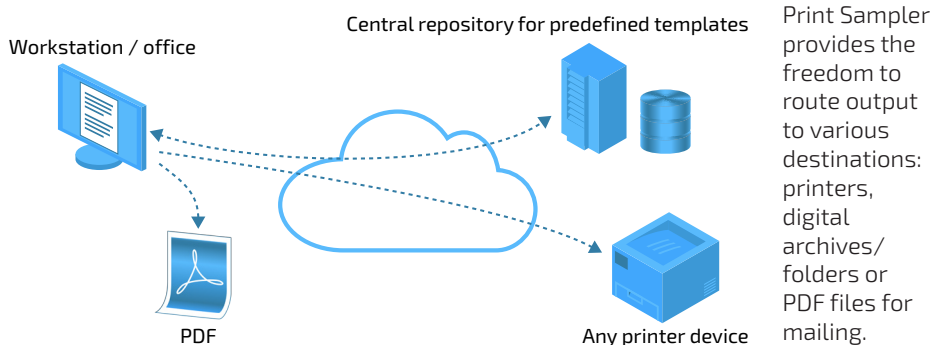
Print Sampler delivers the means to automate document processing tasks and optimise the final document. The user interface puts the user in control with options to set up customised rules for file handling and processing.

This versatile solution contains intelligent yet simple tools than can:

- ✓ index, split and modify spool files of all sizes
- ✓ manage output destinations and formats
- ✓ introduce dynamic use of electronic document templates.

Print Sampler is a stand-alone module that seamlessly integrates with office applications. Print Sampler receives output directly from Windows applications. Inputs can be received from a variety of OS platforms as PDF. Output is delivered directly to printers or passed in digital form for mailing or archiving.

Print Sampler is the ideal tool to manage document processing workflows and electronic templates for any organisation looking to consolidate document workflow and reduce costs.



*“ This versatile solution delivers intelligent and straightforward tools to quickly index, split, modify and output spool files. ”*

### Key features

- ✓ Automate print job processing with custom rules
- ✓ Job indexing, job splitting and re-routing
- ✓ Migrate from pre-printed stationary to pre-branded templates
- ✓ Centralisation and standardisation of document templates
- ✓ Document preview
- ✓ Option to automatically save any printed document as PDF for emailing or archiving
- ✓ Any PDF document can be used as a template
- ✓ Options to index, name and store PDF documents
- ✓ OMR mark functionality
- ✓ Percentage of Colour on page can be controlled to reduce cost
- ✓ Printer independent as it is compatible with all Windows applications
- ✓ Runs on Windows 8, 7, Vista and XP
- ✓ Server version runs on Windows 2003, 2008, 2012R2

## Print Sampler's virtual printer

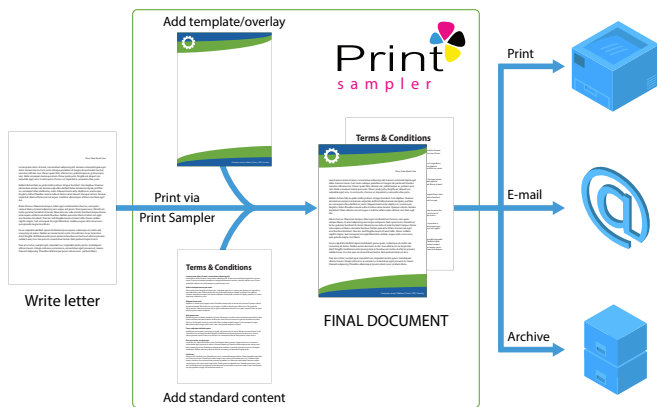
Documents are created through standard office tools.

With Print Sampler's virtual printer, the user can store any number of spool files in the assembly module and then decide to merge them into one document to be printed or saved as PDF.

The preview function saves not only time but valuable resources since no document needs to be printed before it has been verified on the screen.

PDF files are fully searchable and therefore easy to archive and retrieve.

*When printing from any Windows application Print Sampler's virtual printer allows the user to choose the appropriate template, preview, print, and archive it anywhere.*



## Use of Templates

Print Sampler standardises the usage of document templates and makes document creation fully digital, automating workflow and reducing costs.

Templates are PDF documents that can be stored locally or shared on a server so they are available for an entire organisation.

It is possible to create templates, where multiple pages are merged into a single document. As an example, force a header page or duplex printing with terms and conditions on the reverse.

*All organisations can benefit from using Print Sampler as it helps them optimise document workflows and productivity.*

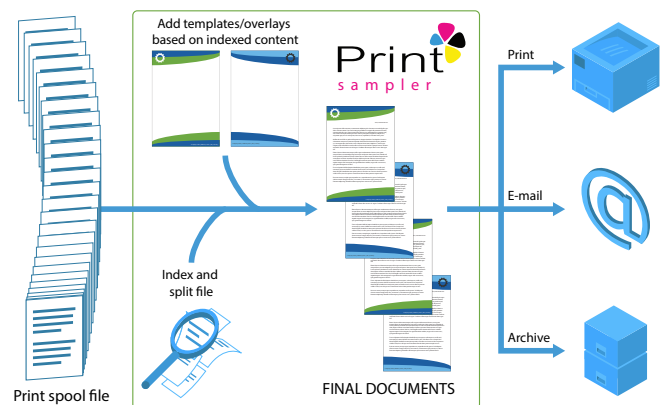
## Indexing and splitting

When submitting a print job containing multiple documents, Print Sampler's special features analyse the content of the print job and apply actions automatically, for example:

- ✓ Print in Mono or Colour
- ✓ Do not print but create PDF file
- ✓ Print and create PDF file
- ✓ Index and split spool files to create multiple individual files
- ✓ Apply the right template for the letter recipient based on content

## Central administration and user management

Print Sampler can be used as a personal document creation tool, however Print Sampler's true value is when it is used as a central template repository that all employees utilise. This ensures uniform branding and a streamlined corporate identity are adhered to before distribution. Template access can be restricted, based on windows login user rights.



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