## Using the Certified mail features in Envelope Manager Printing the Certified Mail

Open the address database.

😺 Env	velope Manage	r PAVE v3.012.001	6/30/2002 Rates -	[Database: SFFOOD]	
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<u>S</u> earch	h:				
X	SearchName	Address	Phone Number	DataBase Information	
1	01 Restaurant	101 Restaurant	<b></b>		
2	223	2223		2463 records (unfiltered)	
2	4th Street Cafe	24th Street Cafe		No records tagged	
3	30 Ritch Street	330 Ritch Street		No filters set	
3	50 Degree Gourn	360 Degree Gourmet Bu			
	2 Degrees	42 Degrees			
	& A Seefood	A & A Seefood			
	K Subs	A K Sube			
	Place On Judah	A Place On Judah	•		
		in add officiadan			
Add	ress Detail			Telephones	
42 Do		-	1D4-04110-1010 (A)	Primaru	
235.1	syrees 6th âve		BT: C037	Second:	
San F	rancisco, CA 9411	8-1018 i	lpdated: 10/24/2001	EAV.	
			fove Update: 10/2001	FAX:	
		F	rofile: No [		
		(	iroup:	V Close Y Help	
			Layout: Internationa	Imailsh Zebra LP2844	Mar 19 2004 9:43:54 AM

Right click the address you want to send to, and select "Certified forms"

24th Street C	afe	24th Street Cafe	t Bu
330 Ritch Str	eet	330 Ritch Street	
360 Degree (	Gourr	360 Degree Gourme	
42 Degrees 900 Bush A & A Seafoo A K Subs A Place On J dress Detail )egrees 16th Ave Francisco, C	Ed Ac De Co Eir Ia Sp Ac Qu Qu Pri Ce	int lit dd elete opy nd ig/Untag ig/Unt	ZI Cł UI M Pr Gi

Enter the weight of the item, base postage, and any additional notes, then click on "Print" (note, you can print this on plain paper, and discard it)

Certified Form for 42 Degrees	
Sender: Y. Lee Coyote Acme Corp. 135 Roadrunner Rd. Amboy CA 90066	Notation for Log File         Notice of Eviction         Print Notation on card?         Optional Certified Receipt Notation
<u>W</u> eight (oz): 1.0 € <u>B</u> ase Postage: 0.37 € Certified Fee: \$ 2.30	Optional Services <u>B</u> eturn Receipt (\$0.00) Restricted <u>D</u> elivery (\$0.00)
Next ID: Accessed from server <u>I</u> est Print? <b>s? 800-576-3279 or www.envmgr</b> .	<ul> <li>Original LCD 811</li> <li>LCD 811 - 2000</li> <li>LCD 811 - 2003</li> <li>Sender's <u>D</u>UNS Number: 14-800-8600</li> </ul>
🛱 Print 🕜 Font 🗶 Cancel	? Help

## To Print the Log:

Go to the File Menu, and select "Log Files". Select "Certified Mail Log (Firmbook)"

	Envel	ope	Manage	er PAV	E v3.01	2.(	001	6/30/	2002 R	ates	- [[
*	<u>File</u>	dit	<u>R</u> ecord	Index	Filters	Q₽	tions	Reports	Tools	Wine	dow
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4, 2: 5	Spe	Special USPS Lookups				×	CU	RT: C037 pdated: 10	)/24/200	, )1	S
	Pre <u>f</u> erences E <u>x</u> it						Move Update: 10/2001 - Profile: No Group:				

## Click on Report.

8	Certified Mail Log							X	
	ID Number	Date	Time	Status	User ID		Addressee		
	71123456789000000416 71123456789000000423	03/19/2004 03/19/2004	08:33 08:51	Pending Pending	DAT DAT	101 Restaura 42 Degrees	ant		
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	101 Restaurant							V Done	
	101 Eddy St San Francisco, CA 94102	-2706						■ Beport	
	\$ 5.80 Notation:							≫ <u>S</u> earch	
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Enter Your filtering information, and click Print.

😺 Certified Mail Firm	Book Report 🛛 👔	×
Filtering Criteria	🛱 Print	
User ID:	Cancel	
Beginning <u>I</u> D: 71123	345678900000416	
Ending ID: 71123	3456789000000423	
<u>R</u> eport Type:		
Every Entry	▼	