

Printing Your Letters

Using Mail Print in Lariat

Any letters that are added in Lariat, whether in bulk or one at a time, wait in the Mail Print area until they get printed in large groupings. This process is important because it gives you one large PDF file that you print in your office for doing in-house letter campaigns. Generating the letters in Mail Print also lets Lariat know which letters have actually been printed. This guide walks you through the basics of using this important tool.

1. **Go to Admin > Mail Print > Lariat.** You will see a list of pending letters, which means they have not yet been printed. The letters are grouped together by the name of the letter. For example, in the screenshot below you can see that of the 58 pending letters 27 of them are Dun1 letters:
- 2.

Letter Description	Number Pending
<input type="checkbox"/> Dun1 (PDF)	27
<input type="checkbox"/> 2nd Letter (PDF)	12
<input type="checkbox"/> Final Demand (PDF)	10
<input type="checkbox"/> FL (PDF)	3
<input type="checkbox"/> FL Email (TXT)	2
<input type="checkbox"/> Final demand2 (TXT)	1
<input type="checkbox"/> Letter3 (PDF)	1
<input type="checkbox"/> PDC Transaction Letter2 (PDF)	1
<input type="checkbox"/> Second Letter (PDF)	1
Total	58

Options

Print Letters to PDF

Remove from Queue

Send Email when finished

Alternate Email Addresses

Maximum number of letters to print

[Print](#)

3. **Select which letters you want to print.** Check the box next to the letter name to print it. You can select more than one letter group at a time.
4. **Click Print.** This starts a job in the Lariat job queue.

ID	Author	Type	Created	Accepted	Updated	Progress	Status	Logs
67059	lariat1006	Letter Printing	2017-07-14 10:06:15	2017-07-14 10:06:18	2017-07-14 10:06:22	100.00%	Finished	View
66933	admin	Client Notification Email	2017-07-13 22:15:04	2017-07-13 22:25:40	2017-07-13 22:25:42	100.00%	Finished	View
66932	admin	Letter Processing NCOA	2017-07-13 22:15:04	2017-07-13 22:25:33	2017-07-13 22:25:35	100.00%	Fatal Error	View
66931	admin	Clean Events	2017-07-13 22:15:04	2017-07-13 22:25:26	2017-07-13 22:25:28	100.00%	Finished	View

NOTE—the letters are not printing from your printer yet. “Print” here simply means that Lariat is generating a PDF file. It will show 100% when the letters are finished generating and then you can print the PDF file from the Mail Print screen.

5. **Return to Admin > Mail Print > Lariat.** Once the letters have reach 100% they are ready to be printed. Go back to the Mail Print screen to print them.

There’s a list at the bottom of the screen that shows the last 10 print jobs. These are the PDF files that have been generated and are waiting to be printed. The most recent job will be first.

6. **Click the underlined date to open the PDF file.**

Last 10 print jobs		
Author	Date	Letter Count
lariat1006	<u>07/14/2017</u>	3
lariat1006	<u>05/23/2017</u>	9

All of the letters are generated into one PDF file. In the example pictured above, the PDF document was 3 pages long—one page per letter.

7. **Print from your browser to print the letters.**

The screenshot displays a print dialog on the left and a letter preview on the right. The print dialog includes the following options:

- Print: Total: 7 sheets of paper (highlighted with a red box)
- Buttons: Cancel, Print (with a red arrow pointing to it)
- Destination: Photosmart_Plus_B21... (with a printer icon and a 'Change...' button)
- Pages: All (selected), e.g. 1-5, 8, 11-13
- Copies: 1 (with '+' and '-' buttons)
- Color: Color (selected), Black and white
- Options: Fit to page (checked)
- Print using system dialog... (⌘%P)
- Open PDF in Preview

The letter preview on the right shows the following content:

Lariat Train 4
9201 N. 25th Ave. #260
Phoenix, AZ 85021
(602) 749-9933 Fax (602) 749-9966
03/07/2014

Dear Jason Smith,
9201 N. 25th
PHOENIX, AZ 85021

Debtor ID#: 1215
Original Creditor: Debt Purchase Agency
Account #: [redacted]
Balance Owng: \$4,420.00

Dear Jason Smith,

We have not received a response to our recent letter requesting payment in full of your outstanding account.

If you are unable to remit the amount due today, please contact our office so that we may discuss alternate payment arrangements. Naturally, if we do not hear from you, or payment is not received, other actions will have to be taken.

We prefer to avoid taking further action and look forward to hearing from you.

Yours Truly,

Account Manager
Lariat A Administrator

This is an attempt to collect a debt. Any information obtained will be used for that purpose.
CS/1001

Or, click print > save as PDF to save the file and print it later.

Still have questions? Contact us at support@lariat.co

or call 877.268.6667.