

## Guidelines for Printing LACS<sup>Link</sup>® Information

### **General**

The LACS<sup>Link</sup>® new address information and delivery point code returned by a MASS<sup>TM</sup> certified MLOCR system, after a match is made to an address provided from a mailpiece, shall only be applied to the mailpiece in accordance with the specifications stated in this appendix. USPS<sup>®</sup> reserves the right to modify these specifications at any time upon 30 calendar days notice.

Mailpieces must also have an adequate clear area for the application of LACS<sup>Link</sup> information, as well as appropriate design, window location, and length. The MLOCR system shall further ensure that no LACS<sup>Link</sup> information is printed over pre-existing information.

The information to be applied to the mailpieces because of LACS<sup>Link</sup> processing consists of two major segments: 1) The text information that represents the new address; and 2) the delivery point barcode associated with the new address.

### **Text Information**

The text information is an uppercase alphanumeric string consisting of two components which must be applied, as specified in this document, to every mailpiece that receives a LACS<sup>Link</sup> match by the MLOCR system. The maximum number of characters that comprises the complete text information (all components) is 42. The applied text information must, in the sole judgment of the United States Postal Service<sup>®</sup>, be legible, discernible, and easily interpreted by the Postal carrier attempting delivery. All components are required unless omission is specifically authorized in this document. Components are as follows:

### **New Address Delivery Line**

The delivery line of the new address is presented as part of the text information to enable the USPS carrier to deliver the mailpiece. This field is returned by the MLOCR system only when a match occurs to a LACS<sup>Link</sup> match. Although, the number of characters returned in this field will vary, the maximum number of characters for this field is 36.

The MLOCR system provides the new delivery address information. This information includes all the appropriate delivery address elements for the new delivery address (i.e., primary number, pre directional, street name, suffix, post directional, secondary descriptor, and secondary number). The MLOCR system should return the alpha characters in an upper-case letter format and return a pound sign (#) in lieu of all secondary unit descriptors (APT, STE, etc.). Each element within this field is separated by the presence of a space, except that no space is provided between the pound sign (#) and the secondary number. The lack of space between the pound sign (#) and the secondary number must be maintained during application to the mailpiece. The

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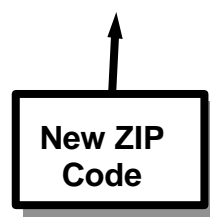
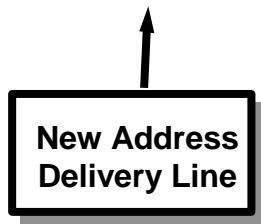
MLOCR system must print every character (including spaces) that make up the new delivery address line. The MLOCR system must provide a space equal to the width of a full character both between the New Delivery Address Line and before the New ZIP Code™. Address rendering must comply with space allocation.

### **New ZIP Code**

The New ZIP Code is the numeric 5-digit ZIP Code of the new address. This data is returned to the MLOCR system by their address matching software. The MLOCR system must print the numeric ZIP Code with the required spacing between and immediately after the last significant character of the new delivery address.

Example of contextually correct text information:

**1451 BODDINGTON #1234 38188**



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### **Human Readable Printing Requirements**

All printed text information must be easily read and interpretable by humans. These general requirements as well as the specific requirements defined within this Appendix shall apply.

1. Printing shall be of sufficient quality that it can be easily read and there is no ambiguity between similarly shaped characters (e.g., the “5”, “S” and “6”; the alpha “O”, “Q” and numeric “0”).
2. Characters shall be printed in black ink and shall have a high contrast relative to their background. Print contrast shall be uniform throughout each character.
3. Printing shall be clean and sharp. Smudges, voids within the character strokes, fill-ins, and extraneous ink outside character boundaries are not acceptable.
4. Printing shall be in a sans serif type style (font) that is easily readable. Italic, script and highly stylized fonts, as well as dot matrix characters with separated matrix elements are not acceptable.
5. No lower-case alphabetic characters are acceptable.
6. The printing system shall be capable of printing up to 42 text characters per line and shall have constant pitch of 10 characters per inch. area.
7. Spacing between words and/or components as required shall be one full character in width.
8. The line of print shall not be skewed (slanted) more than five degrees relative to the bottom edge of the mailpiece.
9. Overlapping of characters (i.e., kerning) is not acceptable.

### **Text Information Requirements**

#### **Placement**

The area in which text information will be applied is above the delivery point barcode and will fit completely within the barcode clear zone of the mailpiece. It is defined by these specifications:

- A. Left: Left edge of the text information will be no greater than 1/4 inch and no less than 1/16 inch from the left edge of the barcode clear zone.
- B. Bottom: Bottom of the text information is no greater than 1/8 inch and no less than 1/10 inch from the top of the delivery point barcode.
- C. Top: Top of the text information must be within 5/8 inch from the bottom edge of the mailpiece.

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### **Text Characters**

Text characters will be printed at 10 characters per inch (CPI).

Character dimension requirements are:

1. **Height:** The character height shall be 140 mils (0.140 inch) maximum and 125 mils (0.125 inch) minimum.
2. **Width:** Each character and its related space will occupy 100 mils (0.100 inch) in width. There must be a clear vertical space between each character.
3. **Aspect Ratio:** The aspect ratio of a character relates its height to its width along the centerline axis of each character. The mean average aspect ratio of the characters shall be 1:1.45 (width to height).
4. **Word Spacing:** The space between words shall be a horizontal clear space that is equal to the width of one full size character, such as a capital M.

These character requirements are the minimum standards that must be produced.

### **Separation Between Text Information and Delivery Point Barcode**

Separation between text information and the delivery point barcode must be no greater than 1/8 inch and no less than 1/10 inch. The separation distance must be uniform for the entire length of the delivery point barcode.

### **Barcode Dimensions and Spacing**

Barcode dimensions must adhere to the regulations set forth in the *Domestic Mail Manual* C840.3. Measured over any one inch, horizontal spacing must be  $22 \pm 2$  bars per inch.

### **Barcode Placement**

Placement of the barcode on the mailpiece is as follows:

- A. **Left:** The first bar of the barcode must be printed between 4 1/4 inch and 3 1/2 inch from the right edge of the mailpiece.
- B. **Bottom:** Bottom of the barcode must be 1/4 inch from the bottom edge of the mailpiece.

### **Mailpieces with Windows**

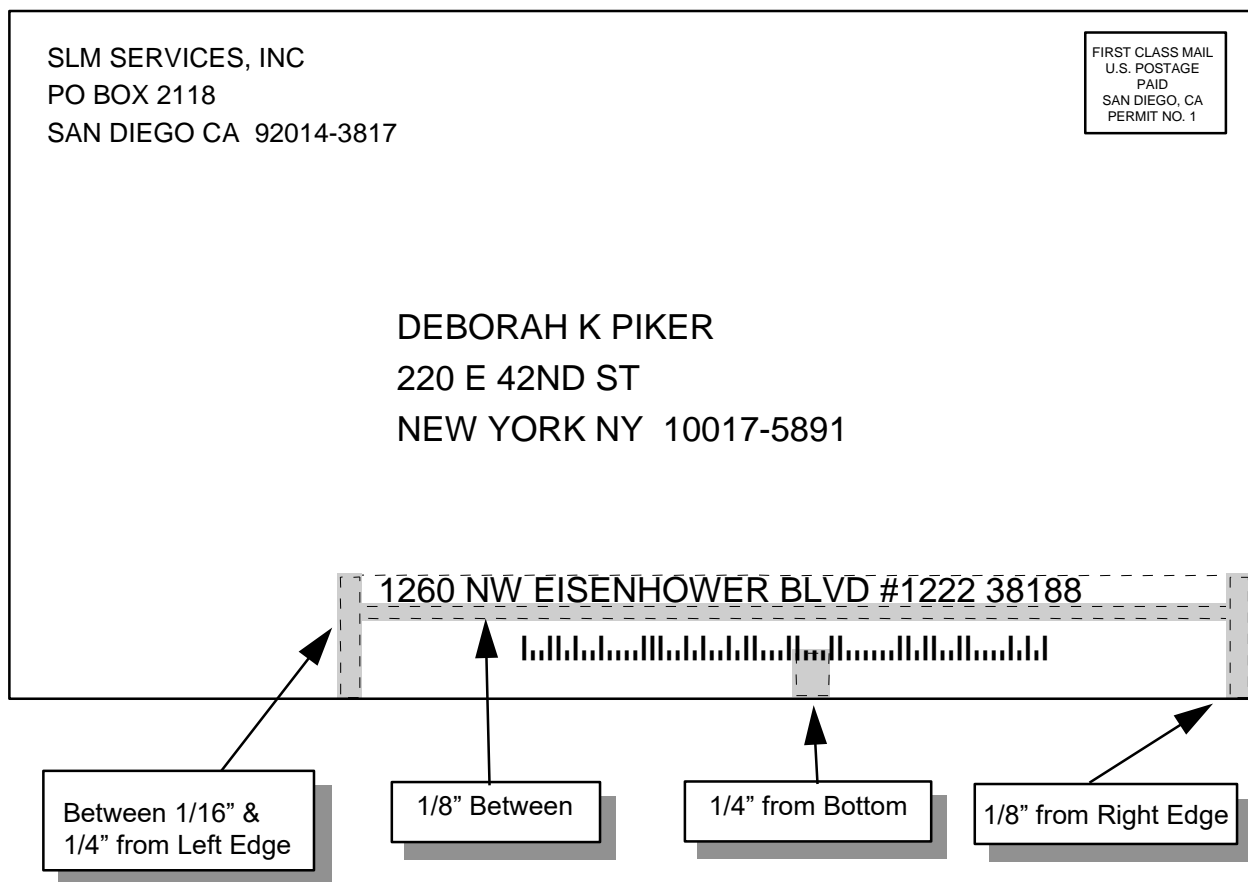
The MLOCR system shall not process any mailpieces with a window that intrudes into the USPS barcode clear zone.

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**SEE EXAMPLE 1 FOR REPRESENTATION OF A MAILPIECE WITH TEXT INFORMATION PLACEMENT.**

**EXAMPLE 1**

Example of a mailpiece with text information placement:



Note: Example not to scale.

Flats must comply with current DMM Barcode Placement standards.