

# SYMPHONY *e-Signature*

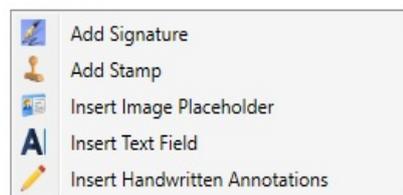
Where signing without paper is better



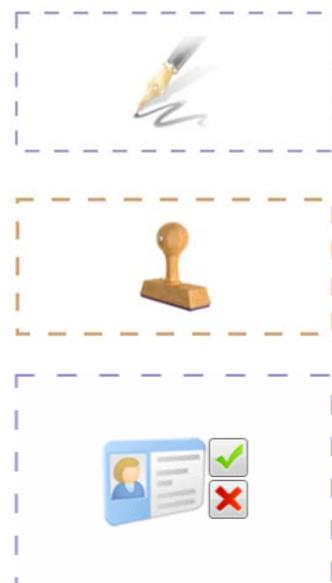
## Adding signatures, stamps, text, images, annotations to document

To add objects to a document, Mouse **right click** on the page and in the area where you want to add the signature box / image / stamp / text field.

A menu with different options is displayed. Select the type of object you want to add to the document.



- A. **Signatures:** Drag the dotted frame to the on-page location where you want to insert the signature box. Now click once to fix the object in place. You can drag the frame across all areas of the page, but the frame will disappear in the transition between pages and beyond the page borders. To remove an object, right click on the mouse and select "X Remove Sig Box".
- B. **Stamps:** As with adding signatures, after selecting the location where you want to add the stamp box and clicking to fix the object, click the stamp icon in the stamp box to select the desired stamp from the stamps folder, or double-click on the stamp box area to automatically add the predefined default stamp. You can set a default stamp or signature image with a password required.
- C. **Images:** After right clicking to add the image object, it can be moved and resized before the image is added. After selecting the desired position and size, press  to confirm. To remove the object, click on . After confirming, the frame becomes fixed and it will not be possible to change its position or size.
- D. **Text Field:** Adding text fields can help you edit the document as needed, for example adding personal information to forms, etc. You can only add a text field before the document is signed or stamped. When you select Insert Text Field, an 'I' cursor appears. Hover with the mouse to the desired location and left click to position the text field. You can now enter text freely, when you are finished press ENTER. Removing the object is possible by right-clicking the text and selecting Remove Text Field.
- E. **Handwriting Annotation:** Insert handwriting fields on the fly for personal comments. Insert handwritten annotation fields as and when required for personal comments or remarks. Such fields can also be created in advance to appear at fixed position on the document to be handwritten e.g. for address, phone number, email address, remarks etc.



## Adding photos and signing the document

### To receive a graphic signature in a document:

When working with a computer to which a Wacom STUxxx signature device is connected with an Electronic Pen (e-Pen), in the signature box that needs to be signed, **double-click** on the signature field in the document, a signature window will appear in the document and a signature menu will be displayed on the device. After signing with the e-Pen and pressing [OK], the signed signature will be displayed in the document.



## Display of a document to be signed on the screen of a DTU pad

**HSBC**

**The Hongkong and Shanghai Banking Corporation Limited**  
**SIGNATURE CARD**

Account type: \_\_\_\_\_

Personal \*Sole/Joint  
\* Delete where applicable

Business

Account no.: \_\_\_\_\_

Customer no.: \_\_\_\_\_

**\*\* Authorised signature/chop**

**\*\* Authorised signature/chop**

Name: \_\_\_\_\_

Capacity of official signing:  
(For business account only)

Name: \_\_\_\_\_

Capacity of official signing:  
(For business account only)

## Remove / Delete Signature

When working with a DTU which has a LCD screen-surface, when the document is opened for signing, it is displayed on the main screen as well as on the DTU screen. The signer can only sign with the e-Pen within the signature box(s) in which signatures are required. Using the e-Pen, the signer can also browse the document by sliding it across the document or using the control bar on the STU screen (see picture). When signing is completed, click on the Door icon  to exit



*The DTU-1141B is Wacom's premium product that is specifically designed for viewing and signing electronic documents directly on screen.*

*The 10.1" LCD size is large enough to comfortably read text, yet has a small enough footprint to fit easily in any business environment. The generous screen size makes it ideal to show slide shows, videos, and other promotional material when not used for signing.*

**Dimensions:**  
283(W) x 210(H) x 11(D) mm (excluding rubber stand foot)  
283(W) x 210(H) x 15.7(D) mm (including rubber stand foot)

To remove a signature that's been signed, right click on the mouse and select "**Clear Signature**".

*Note: You cannot delete a signature after signing additional objects. The signatures must be removed in reverse order to the order by which they were signed, that is, starting by removing the last signature and then the one before it and so on.*

## To add an image:

Once the image object has been placed in the desired location and adjusted to the desired size, the image insertion method should be selected; adding an image from the existing image files on your PC / network or adding an image using a camera. Click on the appropriate icon for the desired method. To add images using a camera, the computer must have a camera or scanner connected to it, which has been configured in the configuration file. To remove an image object, right click on the mouse and select **“Remove Image Area”**.

*Important! You cannot add images after the document has been signed with one or more signatures or stamps, or when opening an existing document that has already been partially signed. Adding images to a document is possible only in a document without signatures or stamps, to ensure document reliability. The signatures in the document are embedded and "sealed" with a digital signature into the document when signing takes place. Any change to the document after that point breaks the digital seal and disrupts the document.*

## Working with templates for Fixed-form documents

You can use this option when you need to sign the same (fixed form) document structure multiple times, when only the content (data) in the form fields is changing.

Preparing a template for a document: Open the (fixed-form) document for which you want to build a template. The desired objects (signatures, images, stamps) must be inserted and placed in the document in the fixed position in which they will appear each time the template for this document is loaded. When you're done, choose **File> Save Template ...** in the main menu. The template must be given a name which will be the filename of the template. Each time a document requires signing in the template structure you created, you need to load the template by clicking on **File> Load Template ...** in the main menu, and select the desired template. You can save the templates you've created anywhere, but there are advantages to saving templates in the default template folder. This allows you to enjoy a quick load by choosing the name of the template directly from a list displayed in the main menu. In addition, you can enjoy automatic template loading, by naming the template according to the following convention - you must give the template you've created a name, for example, Invoice, whenever a document whose name begins with "Invoice" is loaded, the appropriate template will be associated and loaded automatically. You can enable / disable automatic loading in the configuration file.

## Using a virtual PDF printer to create documents for signing from any format

Installing **Docuprinter**, a virtual printer, will enable you to print a document from any Windows application while converting the printed content to PDF format and opening the PDF document printed, directly in SYMPHONY to be reviewed and signed. Installing and setting up the printer to work directly with SYMPHONY is done automatically as part of SYMPHONY installation process.

## Navigation in extended screen

On the extended screen, user can navigate using the buttons displayed on the lower left corner of the screen. Frontdesk can change language used.

To show the Button Legend, click on the Question mark icon at the top of the menu.

Pen cursor activity on the extended signature screen works independently from the computer mouse cursor.

### Available at signer screen



*Specially tailored for hotel front desk operations of check-in and check-out:*

- 1. Registration card*
- 2. Check-out Invoice*
- 3. Advance Deposit Receipt*
- 4. Cash Paid-out Receipt*
- 5. Currency Exchange Receipt*

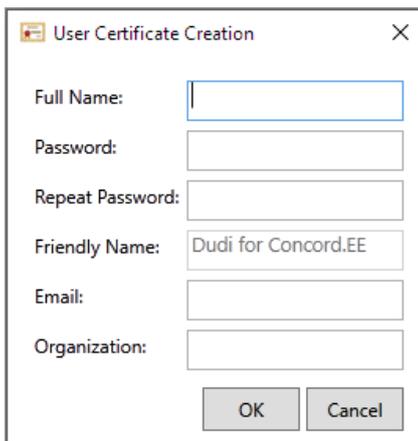
*Works with most brands of hotel Property Management Systems: OPERA, EPITOME, INFOR HMS, AGILYSIS Virtual One, RMS, PROTEL, IFCA Hospitality, OPTIMA*

## Digital certificates

The digital certificate is used by SYMPHONY to digitally seal the document at any point that's been signed and protects it from any changes after it is signed.

You must obtain a standard digital certificate (Advanced / Qualified electronic signature) and install it on your computer. You can choose any of the existing digital certificates which are installed on your computer.

Selecting the desired certificate is done by clicking **Edit> Digital Certificates** in the main menu. A window with a list of all the digital certificates installed on that computer will open. Check the desired digital certificate in the list and confirm. Alternatively, you can choose a digital certificate (a PFX file, including a private key) that is not in the list by clicking "**Load Certificate from File**". If the same document needs to be signed by different certificates, a SAVE operation must be performed before selecting another certificate.



You can produce a personal digital certificate by clicking the "**Create Digital Certificate**" button in the **Digital Certificates** window. A window for entering the details of the certificate you want to create will open. At the end of a simple and short process, you will have a secure digital certificate which will serve as the default signature on SYMPHONY (until you choose another one from the list). A certificate of this type is called a self-issued "Advanced electronic signature". You can also purchase a certificate for Advanced electronic signature issued by a qualified third party (such as [GlobalSign](#)). SYMPHONY also enables the use of a **Qualified Electronic Signature** issued on a device (smart card / USB token) by a Certification Authority (CA) authorized by the Ministry of Justice or other local regulators.

## Summary



SYMPHONY e-Signature enables you to eliminate paper documents generated during a digital business process, for the purpose of being signed by the parties involved in the transaction (as an act of consent for legal / regulatory purposes).

No matter what the source systems / applications are or what the file-format of the original e-document, it will be converted to PDF and then presented for review before signing. Electronic handwritten signatures which are digitally sealed can then be captured anywhere desired or pre-positioned in the e-document, using one of the many signing-devices which are supported by SYMPHONY e-Signature.

So FORGET PRINTING-FILING / SCANNING-KEYING-ARCHIVING and all the additional overhead tasks related to printer and paper handling or the tedious tasks needed to convert paper documents back from analog to digital.

Now you can stay digital all the way! Just contact us for a product demo today.

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