



Document Inserting System DI500/DI600



Operator Guide
US/Canada English Version
(Enhanced Edition)

FCC Compliance

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause interference to radio communications. Operation of this equipment in a residential area is likely to cause interference, in which case the user will be required to correct the interference at his own expense. Use only a shielded interface cable to operate this equipment with a printer or other peripheral device.

CAUTION: Changes or modifications to this equipment not expressly approved by the party responsible for compliance (Pitney Bowes) could void the user's authority to operate the equipment.

Canada EMC Compliance

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

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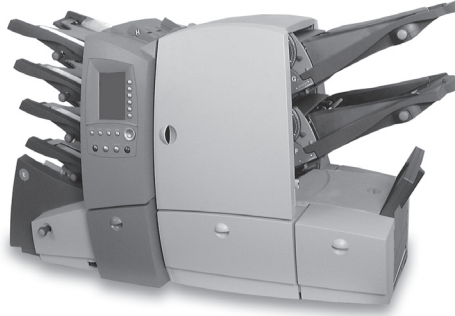
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Due to our continuing program of product improvement, equipment and material specifications as well as performance features are subject to change without notice. Your inserter system may not have some of the features described in this book.

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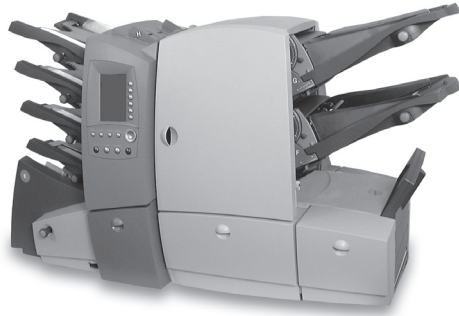
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Pitney Bowes Contact Information List



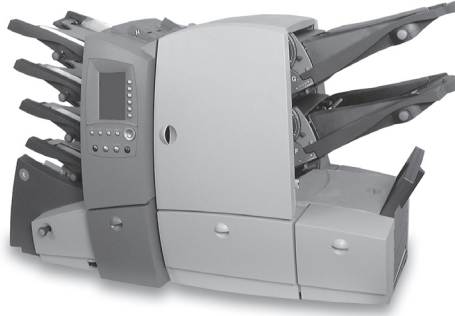
USA Contacts

- Product Name - DI500 or DI600
- For frequently asked questions, go to: www.pb.com and click on **Customer Support**.
- To place requests for service or training, go to: www.pb.com and click on **My Account**.
- To order PB supplies and accessories, go to: www.pb.com and click on **Online Store**.
- To view and pay invoices online, go to: www.pb.com and click on **My Account**.
- To view inventory, go to: www.pb.com and click on **My Account**.
- For direct questions, call: 1.800.522.0020. Customer Service Representatives are available Monday through Friday, 8:00 AM - 8:00 PM ET.

Canada Contacts

- Product Name - DI500 or DI600
- For frequently asked questions or to order supplies, go to: www.pitneybowes.ca
- For direct questions, call: 1.800.672.6937. Customer Service Representatives are available Monday through Friday, 8:30 AM - 4:00 PM ET.

1 • Introduction



This chapter presents important safety information and describes the main controls and features of your machine.

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1 • Introduction

Important Safety Notes

Follow these basic safety precautions when operating this machine:

- Use only Pitney Bowes approved supplies, in particular aerosol dusters. Improper storage and use of aerosol dusters or flammable aerosol dusters, can cause an explosive-like condition that could result in a personal injury and/or property damage. Never use aerosol dusters labeled flammable and always read instructions and safety precautions on the duster container.
- To obtain Pitney Bowes supplies, please contact our Supply Line or on the web at PB.com (see the Pitney Bowes Contact Information List at beginning of this guide). Material Safety Data Sheets can also be acquired from the Supply Line or PB.com.
- Read all instructions before operating the equipment. Only use the equipment for its intended purpose.
- Operation of this equipment without periodic maintenance will inhibit optimum operating performance and could cause the equipment to malfunction. Contact your Pitney Bowes Customer Service Representative for required service schedule.
- Use the power cord supplied with the machine. Plug it and all other supplied power cords into a properly grounded wall outlet that is located near the machine and easily accessible, meaning it is free from obstruction and there is enough room around the unit for servicing.
- The power cord wall plug is the primary means of disconnecting the machine from the AC supply.
- Do not use an adapter plug on the line cord or wall outlet. Do not remove the ground pin from the line cord.
- Avoid using wall outlets controlled by wall switches or shared with other equipment. Do not route the AC power cord over sharp edges, or allow it to be trapped between furniture and/or furniture and the wall.
- Avoid touching moving parts or materials while the machine is in use. Keep hands, loose clothing, jewelry, and long hair away from all moving parts.
- Do not remove covers. Covers enclose hazardous parts that should only be accessed by properly trained service personnel.

- Immediately report to Pitney Bowes Service any damaged or non-functioning components. The unit may be unsafe for use.
- To prevent overheating, do not cover the vent openings. Allow ample spacing around the unit for ventilation.

NOTE: Always follow the specific occupational safety and health standards for your workplace.

To the Operator

Your new Folding/Inserting Machine has an easy to follow user interface which makes it simple to set up, while offering the following features:

- Envelope seal/no seal/safe seal.
- Fully automatic material separation on sheet feeders.
- Fully automatic fold adjustments.
- Fully automatic envelope separation.
- Fully automatic Double Detect, when selected.
- Fold only option (fold without insertion).
- Fully automatic insertion of single and multiple sheet inserts (on models fitted with insert feeders only).
- Option of single fold, C fold, Z fold and double fold.
- 20 Job recall facility - User programmable.
- SwiftStart™ - allows you to quickly execute and save simple jobs without programming.
- Linked Feeding - multiple feeders can be linked to allow continuous operation.
- OMR functionality - storing up to 10 codes (on models where OMR is enabled).
- Load on the fly operation.
- Manual Feed facility for occasional 'one-off' jobs.

1 • Introduction

Machine Configurations

The following machine configurations are available, depending on your local market:

- Two Sheet Feeders Only
- Four Sheet Feeders Only
- Two Sheet Feeders and One Insert Feeder
- Two Sheet Feeders and Two Insert Feeders
- Four Sheet Feeders and One Insert Feeder
- Four Sheet Feeders and Two Insert Feeders

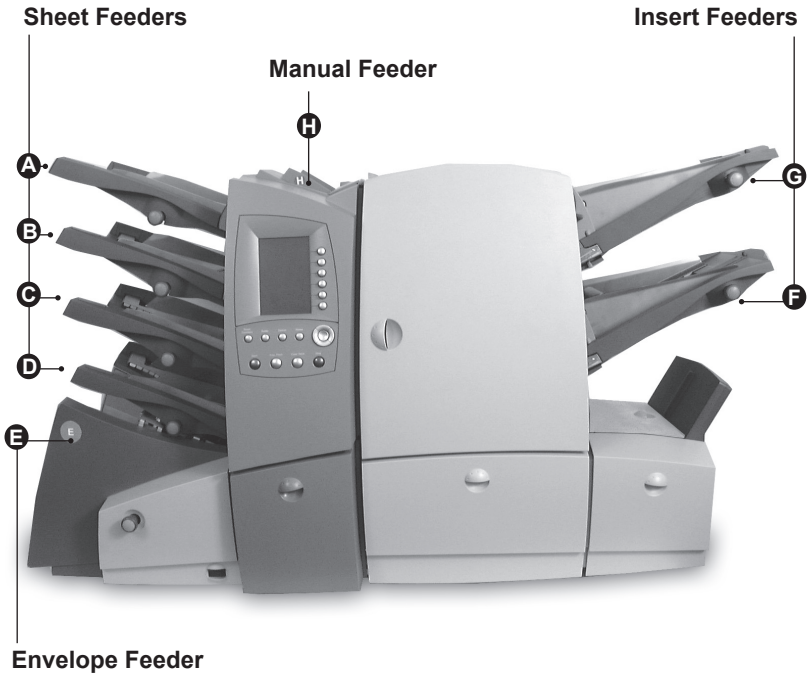
Each feeder location has its own letter designation which remains the same irrespective of machine configuration. Therefore, machine configurations with less than the full complement of feeders will use feeder designations which are not in alphabetical sequence – this is normal.

The processing speed will also vary depending on machine configuration. See 'Specifications' in Chapter 7 for further details.

The illustration on the next page shows feeder locations and designations.

In addition, an Optical Mark Recognition (OMR) option can be added to any model. This allows control of machine functions and Mail Piece make-up by 'scanning' material passing through the machine for machine readable marks (OMR Marks). For further information, refer to Chapter 5 of this guide.

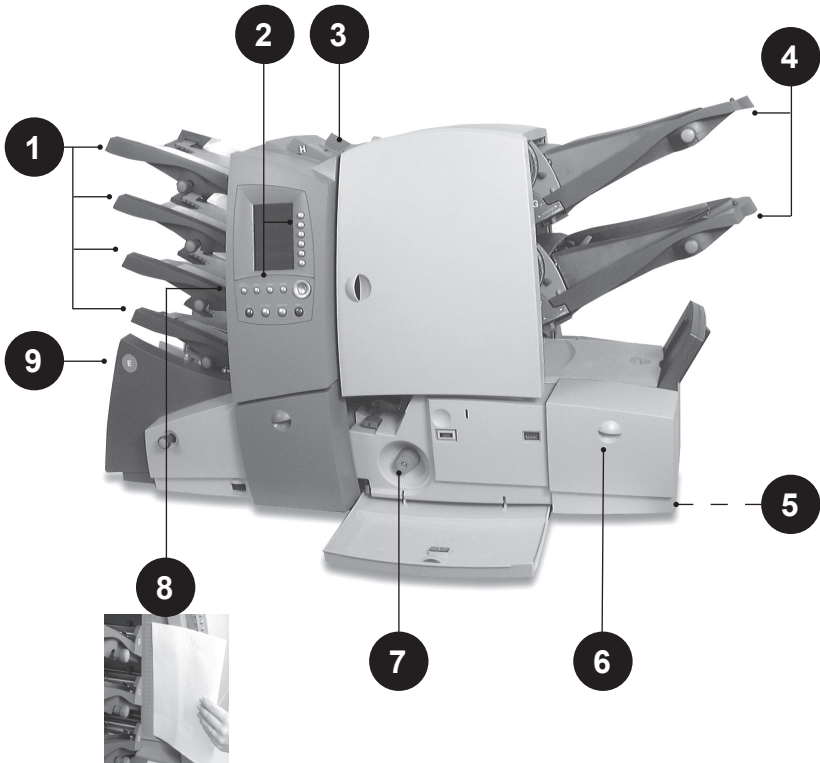
This guide covers all models. If a function is dependent on machine configuration, the accompanying text will explain this.



Feeder Configuration

1 • Introduction

Machine Identification



1 Sheet Feeders

Use these feeders to feed sheets that require folding. A double detect feature can be enabled which checks to see if more than one sheet feeds (a double detect), giving security to your mailings.

Depending on the job being run and availability of feeders, there also is an option to 'link' these feeders so that when the first feeder runs out of material, feed will automatically switch to the next linked feeder. This allows a higher volume of material to be processed before refilling is required.

2 Control Panel

This is where you enter commands to run the machine or configure Job Settings. The control panel display also shows you the machine status, loading instructions and details of the job. See 'Control Panel' on the page 1-8 for more details.

3 Manual Feeder (also known as Convenience Feeder or Daily Mail Feeder)

Use this feeder to manually feed stapled or unstapled sets of up to 5 sheets (see specifications, page 7-2). The machine waits for each set to be manually fed before folding and inserting the set automatically into the envelope. A Supervisor can also configure the machine to place insert(s) within the set if Insert Feeder(s) are fitted.

4 Insert Feeder(s) (*not on all model configurations*)

Use these feeders to add additional inserts to your envelope. Inserts fed from these feeders cannot be folded by the machine, so they must already be folded or be a size that does not require folding.

5 Drop Stacker (*not illustrated*)

A fold down stacker is located at the exit from the machine to collect the finished Mail Pieces. This unit can be latched against the machine when not in use.

Power stacker (*not illustrated*)

This is an option which automatically collects and neatly stacks finished Mail Pieces. It locates at the exit of the machine, in place of the Drop Stacker.

Mailing Machine Interface (*not illustrated*)

This is an option which automatically transports Mail Pieces to a Pitney Bowes Mailing Machine for postal 'franking'.

6 Sealer Bottle

The sealer bottle is located inside an opening cover at the front right side of the machine. It provides sealing solution to the Envelope Sealer.

7 Manual Advance Knob

The Manual Advance Knob is located inside an opening cover at the lower center of the machine. It can be used to manually turn the machine mechanisms to assist in clearing a material stoppage.

8 Measuring Scale

The scale is located on the left side of the machine near the sheet feeders as an aid in measuring material and envelopes.

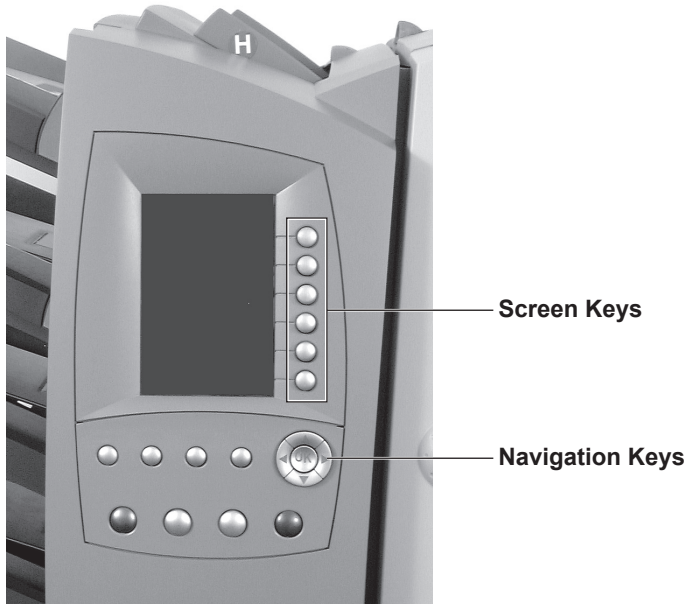
9 Envelope Feeder

This feeder feeds envelopes into the inserting area where they are filled with the material requested from the other feeder(s).

1 • Introduction

Control Panel

Control Panel Keys



Reset Counters

If only piece count is displayed, press this key to reset the piece count to zero. If both piece and batch counters are displayed, pressing this key allows either or both counters to be reset.

Help

Press this key to view an electronic Quick Reference Guide giving you quick access to basic information regarding operation of your machine.

Cancel

Press this key to take you back to the previous screen. If you have made changes or defined settings on the screen you are cancelling, these will be lost. Multiple presses of the **Cancel** key will step you back through the screens you have visited until you get back to the Home Screen.

Home

Press this key to take you back to the Home Screen. The Home Screen is where you can run jobs and is the starting point for accessing the menus.

Start

Starts automatic operation.

Trial Piece

Press this key to run test piece(s) so that you can check the machine setup. Trial Piece(s) must be run before automatic operation can begin using the **Start** key. If double detection is in use, the machine calibrates itself automatically as it runs the Trial Piece(s). If the job includes an Outer Envelope, it will be unsealed so that the contents can be easily checked.

Clear Deck

Press this key to drive the material through and out of the system. It can be used to clear the machine ready for automatic operation after a stoppage has occurred, etc.

Stop

Stops automatic operation at the end of the next cycle.

Navigation Keys (▲ ▼ ◀ ▶ OK)

These keys are used to move a highlighted area around the display. Once the desired area is highlighted, press the **OK** key to select it. The ▲ and ▼ navigation keys can also be used to change values of machine settings.

Screen Keys

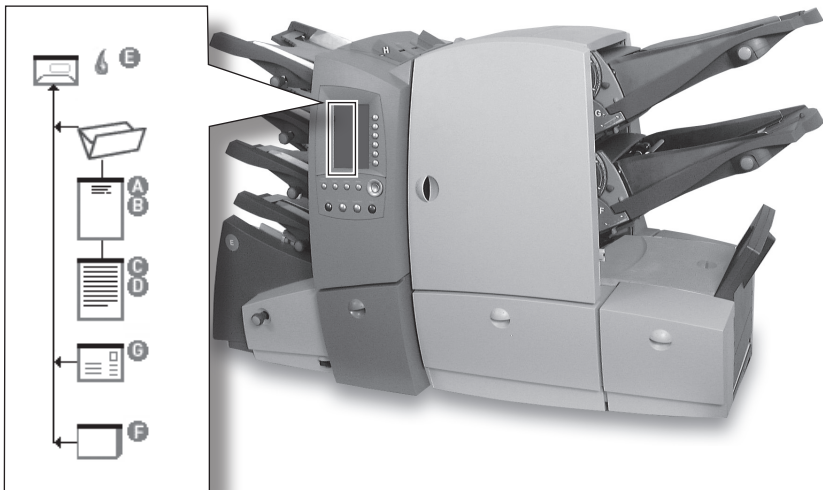
These are the six round keys located directly to the right of the display. These keys correspond to the changeable options on the display alongside them and therefore are not labelled.

1 • Introduction

Mail Piece Icon Tree

The Mail Piece Icon Tree is located on the left side of the display. It displays the Mailing Object Icons required, based on the Job Definition.

The icons inform you which feeders to load, the type of object (sheet, insert, etc.) to be loaded into each designated feeder and the loading orientation of each object. It is therefore extremely important that you become familiar with the icons themselves and the make-up of the Mail Piece Icon Tree.



Loading Instructions

The ▲ and ▼ navigation keys can be used to scroll through the Mail Piece Icon Tree. When an item is highlighted, the machine will give you the loading instructions associated with that item.

When you have viewed the loading instructions, press **Home** or **Cancel** to return to the Home Screen or press **Start** or **Trial Piece** to immediately begin processing.

Mail Piece Icon Tree Icons

Each Mailing Object Icon has one darker edge either at the top or bottom that indicates the leading edge of the object when loaded into the assigned feeder. The leading edge of an object is the edge that feeds into the machine first.

For example, a sheet that must be loaded face up with the top of the sheet leading would be represented by a “face-up” sheet icon containing a “leading edge” line on top.



A feeder assignment letter (A to G) will be placed alongside the Mailing Object Icon to indicate which feeder the object should be loaded into.



Two or more feeder assignment letters alongside a single Mailing Object Icon indicate that linked feeders have been selected. The item should be loaded in all the feeders indicated. When one feeder becomes empty, feed will automatically switch to the next linked feeder and so on, in a continuous cycle.



If Double Detect is in use, the Double Detect Icon will appear immediately to the left of the relevant Mailing Object Icon.



If any Sheet Feeder(s) are programmed to feed Pre-Collated Sets (multiple sheets), a modified icon indicating multiple sheets will appear, together with a number showing the number of sheets in the Pre-Collated Set.



On an Optical Mark Recognition (OMR) job, a variable number of pages might be fed under control of the OMR marks and so a small letter 'n' will appear in place of the number. Also, an asterisk (*) will be displayed in the Mail Piece Icon Tree to remind you that the job is an OMR job.





Lines between the Mailing Object Icons indicate the flow of material through the machine.



Refer to the table on the following page as a reference to all the icons that might appear on the Mail Piece Icon Tree.

1 • Introduction





Envelope Icons

	No Window, Flap side up, Flap Last
	Window, Flap side up, Flap Last





Seal Icons

	Seal On
	Safe Seal On













Fold Icons

	C Fold (letter fold)
	Z Fold (accordion fold)
	Single Fold
	Double Fold




Insert Icons

	Reply envelope, Flap side down, Flap First
	Booklet, Face Up, Bound Edge First
	Slip, Face Up, Bottom First
	Pre-Folded Insert, Open Edge Last

Sheet Icons

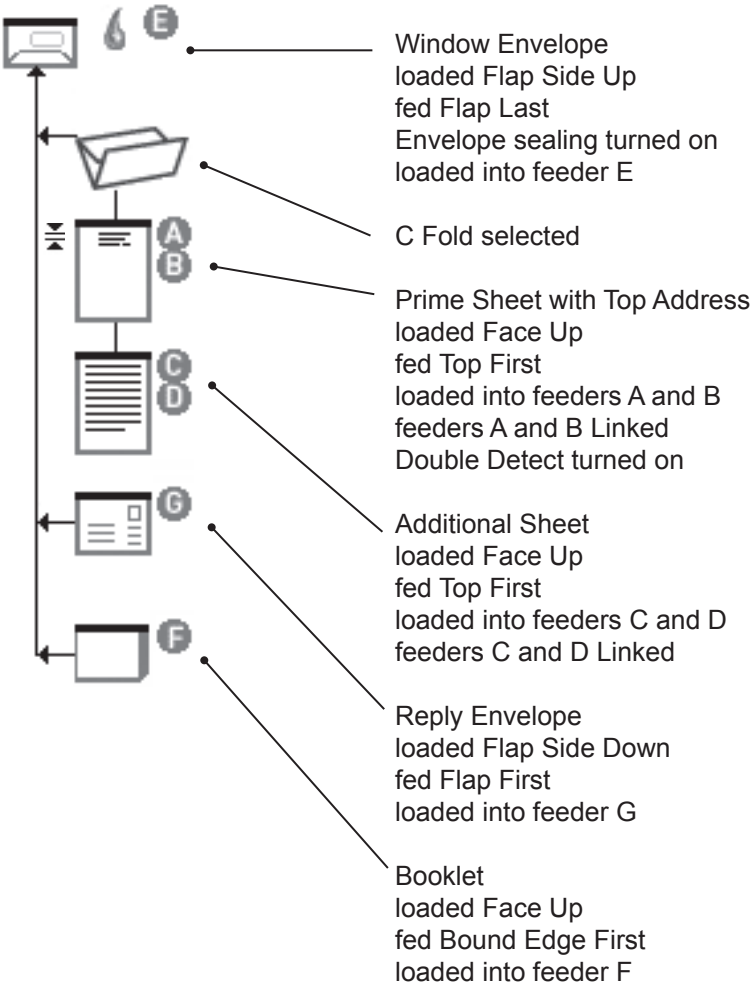
	No address, Face Down, Bottom First
	No address, Face Down, Top First
	No address, Face Up, Bottom First
	No address, Face Up, Top First
	Top address, Face Down, Bottom First
	Top address, Face Down, Top First
	Top address, Face Up, Bottom First
	Top address, Face Up, Top First
	Bottom address, Face Down, Bottom First
	Bottom address, Face Down, Top First
	Bottom address, Face Up, Bottom First
	Bottom address, Face Up, Top First

Other Icons

	Double Detect On
	Feeder Designators
	OMR Job

Mail Piece Icon Tree Example

An example Mail Piece Icon Tree is shown below. This explains the information that is available and how it assists you in loading and running a job.











1 • Introduction

Common Terms


Throughout the machine screens and this guide, standard terms are used to describe the elements of the Mail Piece and functions of the equipment.

It is therefore important that you fully understand the following basic terms to get the best from your machine:

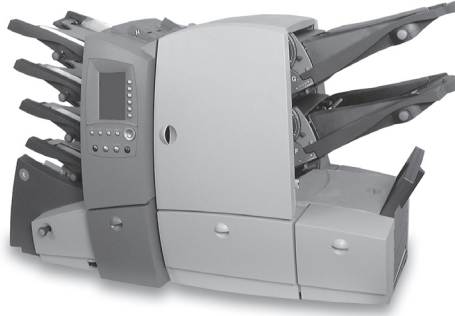
MATERIAL	
Sheet	A single piece of paper that will require folding by the machine before it is placed into an envelope.
Pre-Collated Set	A set of sheets printed in a collated sequence i.e. sheet 1, sheet 2, sheet 3, etc.
Stack	A pile of paper as received from the printer that will be loaded into a feeder (or feeders) on the machine. A stack might consist of numerous individual <i>Sheets</i> or numerous <i>Pre-Collated Sets</i> , depending on how it was printed.
Prime Sheet or Prime Set	This sheet or set normally contains the address. It will be positioned closest to the envelope window, or the front face of a windowless envelope.
Additional Sheet or Additional Set	Additional sheet(s) or set(s) can be added to the Prime Sheet or Prime Set. They will be fed from other Sheet Feeder(s) and are placed into the envelope behind the Prime.
Fold Type	The style of fold to be applied: C Fold  also known as 'standard' fold. <hr/> Z Fold  also known as 'accordion' fold. <hr/> Single Fold  one fold applied (usually folded in half). <hr/> Double Fold  folded in half and then in half again.

MATERIAL (continued)	
Insert	<p>An item that doesn't require folding before being placed into an envelope. There are four kinds of Inserts:</p> <p>Reply Envelope  A return envelope placed into the <i>Outer Envelope</i> with the other <i>Mail Piece</i> contents.</p> <hr/> <p>Booklet  An item with a stapled and folded binding edge.</p> <hr/> <p>Slip  A single thickness piece of paper or card.</p> <hr/> <p>Pre-Folded Insert  A sheet that has been folded prior to loading and requires no further folding by the machine.</p>
	<p>Outer Envelope</p> <p>The envelope which contains all the items placed into it by the machine.</p>
	<p>Mail Piece</p> <p>A single assembled article of mail, usually an envelope with correct contents.</p>
	<p>Fan</p> <p>The process of flicking through a stack of material to separate the items prior to loading.</p>
<p>Shingle</p> <p>The method of loading Inserts into a feeder in a partially overlapped manner, like tiles on a roof.</p>	

1 • Introduction

MACHINE FUNCTIONS	
Home Screen	<p>The initial screen displayed after turning power on. From this screen you can select pre-programmed <i>Job Definitions</i>, enter the menu functions or run the machine.</p> <p>Pressing the Home key on the Control Panel will return you to this screen at any time.</p>
Job Definition	<p>The collection of settings that define how a <i>Mail Piece</i> is to be created by the machine. Up to 20 <i>Job Definitions</i> can be stored for instant recall.</p>
Mail Piece Icon Tree	<p>Situated down the left side of the display. A graphical representation of the items that make up the currently selected <i>Job Definition</i>.</p>
Trial Piece	<p>Test piece run by the machine before automatic operation can be started. A Trial Piece allows the machine to calibrate itself and the <i>Mail Piece</i> make-up to be checked.</p>
Safe Seal 	<p>A modified sealing mode that allows better sealing of 'poor' envelopes. Safe Seal will allow more time for the envelope flap gum to soften, but will slow machine operation.</p>
Linked Feeders A to D F and G	<p>Allows more than one feeder to be configured to run the same <i>Stack</i>. When the first feeder runs out of material, feed will automatically switch to the next 'linked' feeder, and so on, in a continuous cycle. This allows empty feeder(s) to be loaded while another linked feeder is feeding material.</p>
Optical Mark Recognition (OMR) *	<p>The process of controlling machine functions and <i>Mail Piece</i> make-up by 'scanning' material passing through the machine for machine readable marks (OMR Marks).</p>

2 • Using the Menus



This chapter explains the Home Screen and the menu structure accessed via the Control Panel

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2 • Using the Menus

The Home Screen

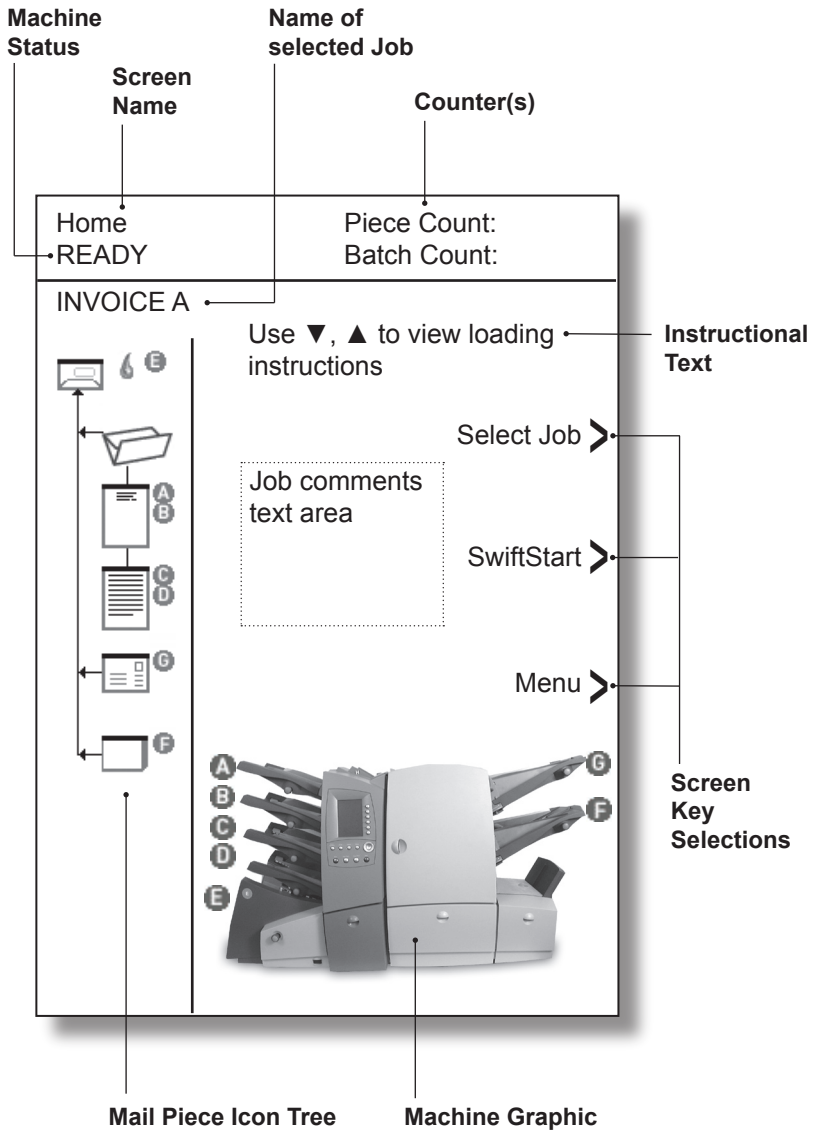
The Home Screen is the first screen shown on the display after the machine has finished powering up.

The last Job Definition selected is displayed with the relevant Mail Piece Icon Tree on the left hand side.

The ▲ and ▼ navigation keys can be used to scroll through the icon tree and highlight individual items. As you do this, the loading instructions associated with the highlighted item will be shown.

From this screen you can run the job displayed. Alternatively, press the relevant Screen Key to:

- **Select Job** from those already programmed into the machine. See page 3-3.
- Initiate the **SwiftStart™** feature. See page 3-8.
- Select the **Menu** Screen Key to access:
 - Operator Functions. See page 3-21.
 - Supervisor Functions. See page 4-2.
- You can also use the **Manual Feed** feature. See page 3-11.



The Home Screen

2 • Using the Menus

The Menu Structure

The diagram on the facing page shows the menu structure available when you press the **Menu** Screen Key.

You will see that the menu follows a logical structure with similar functions grouped together.

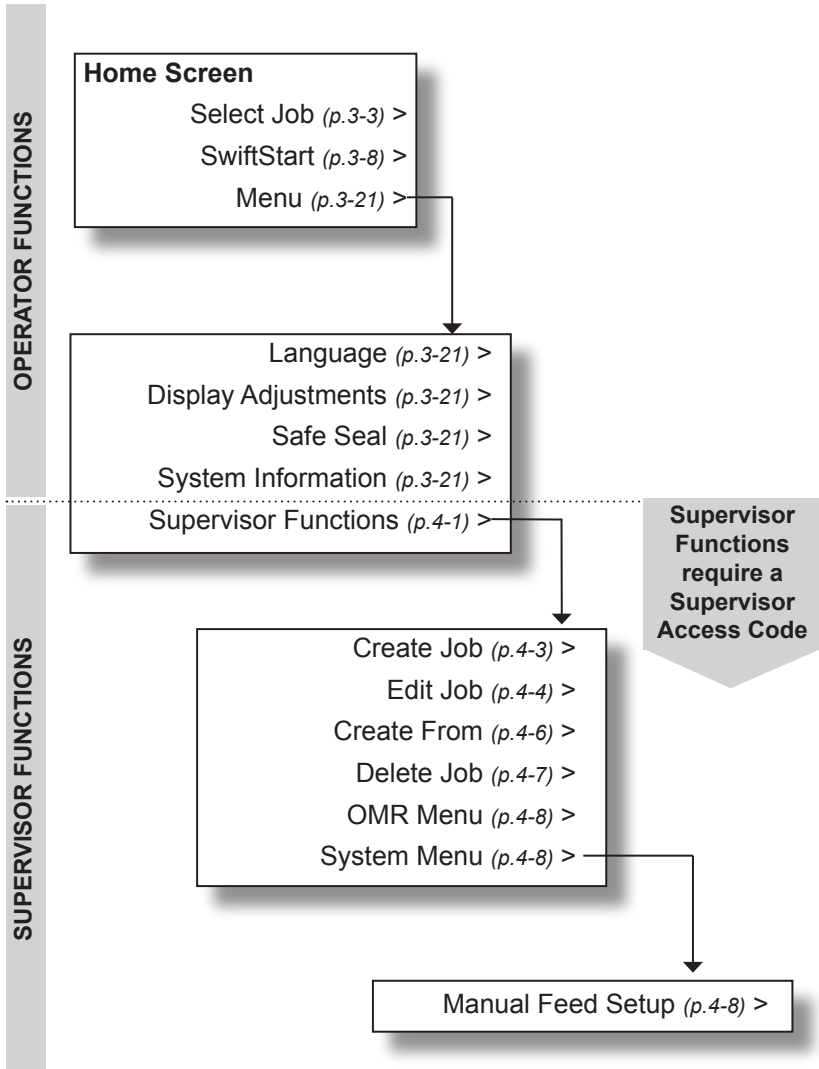
The menu structure is split into two sections:

- The first section is available to all Operators and contains settings and adjustments that might be required when running jobs on the machine.
- The second section is only available to a 'Supervisor' upon entry of a Supervisor Access Code. This section allows supervisors to create, edit and delete jobs as well as set more advanced features.

The following two chapters in this guide; 'Operator Functions' and 'Supervisor Functions' give details of the functions available to each level of user.

Use this diagram as a quick reference to find the function(s) that you require, then refer to the relevant page in this guide.

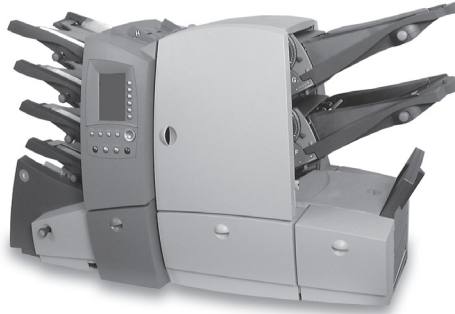
Each screen can be identified by its title located in the top left corner.



The Menu Structure

2 • Using the Menus

3 • Operator Functions



This chapter lists the functions that can be carried out by an Operator. Primarily, this includes selecting Job Definitions, running the various operator modes and loading material.

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3 • Operator Functions

About this Chapter

This chapter explains functions on the machine that can be carried out by an **Operator**. This includes:

- Selecting and running a pre-programmed Job Definition
- Using the SwiftStart™ mode
- Using the Manual Feeder
- Loading the feeders
- Filling the sealer

Functions that can only be carried out after entry of a Supervisor Access Code are described in the next chapter, 'Supervisor Functions'.

Connecting Power



Read the safety information on page 1-2 before connecting the machine.

Connect the power cord to the socket on the back of the machine.

Plug the power cord into a suitable power outlet. Make sure the power outlet is near the machine and is easily accessible.

Turn the machine power switch **ON**.



Running a Job

Selecting a Job

This section assumes the job to be run has already been created by a Supervisor. If the job has not been created, refer to **Create Job** on page 4-3.

When the machine is turned ON, a 'Startup Screen' showing an 'hour glass' symbol will be displayed for a short time.

After a few seconds, the Home Screen will appear. The last Job Definition selected will be loaded, with the message 'Trial Piece Required' displayed at the top of the screen.

If the job loaded is **not** the one required, press the **Select Job** Screen Key. A list of Job Definitions that have been created will appear alphabetically on the screen. Then...

- If you are certain which job you want, press the Screen Key alongside the desired job to select it immediately.
- If you need confirmation of the job details, use the ▲ and ▼ keys to scroll through the list. As each job is highlighted, the Mail Piece Icon Tree and Job Comments (if entered) will change to reflect the highlighted job. When you are certain which job you want, press the corresponding Screen Key to select it.

TIP: In either case, if the job you require is not on the first screen, use the ◀ and ▶ keys to move to the screen containing the required job.

The selected job's Mail Piece Icon Tree will now be displayed. This shows the job make-up and the loading orientation of material in the feeders. The message 'Trial Piece Required' will be shown at the top of the display.

TIP: Once a job is selected, you can use the ▲ and ▼ keys to scroll through the icons on the Mail Piece Icon Tree. As each icon is highlighted, loading instructions related to the particular item will be displayed.

3 • Operator Functions

Loading Material

If feeders are NOT linked...

Load material into all the feeders as indicated by the Mail Piece Icon Tree (refer to setting the feeders on pages 3-14 to 3-19).

If feeders ARE linked...

For Job Definitions which contain linked feeders, the loading of the feeders must be in the correct order to minimize the risk of the sheets becoming out of sequence.

Insert Feeders

The uppermost Insert Feeder (G) should be loaded first. The Inserts should be loaded as instructed by the loading instructions on the control panel. If OMR marks are used on the inserts, the marks must be **face up** and **nearest to the front** of the machine.

For C and Double folds

Place the complete stack of Sheets to be loaded into the Linked Feeders **face up** next to the machine. Select the required amount of sheets to be loaded into the first Sheet Feeder. Load the sheets as indicated by the loading instructions on the control panel into the **uppermost** linked Sheet Feeder. Take the next required amount of sheets from the top of the stack and load these into the feeder immediately below the previous feeder. Repeat, if necessary, until all linked feeders are loaded.

For Single and Z folds

Place the complete stack of Sheets to be loaded into the Linked Feeders **face down** next to the machine. Select the required amount sheets to be loaded into the first Sheet Feeder. Load the sheets as indicated by the loading instructions on the control panel into the **uppermost** linked Sheet Feeder. Take the next required amount for the top of the stack and load these into the feeder immediately below the previous feeder. Repeat, if necessary, until all linked feeders are loaded.

All of the Linked Feeders must be loaded in the same sequence in which they become empty, this ensures that the sheets stay in the correct order.

If the feeders are not loaded in the correct order, the machine will display the following options:

Exclude

This option allows you to exclude a feeder from a run until another Job Definition or Trial Piece is selected.

Resolve Feeder (Loading Error)

This option appears if a feeder has been loaded in an incorrect sequence. Select **Resolve Feeder** to find out which feeder was loaded in the wrong sequence.

Other Settings

If required, reset the item and/or batch counters by pressing the **Reset Counters** key.

If necessary, fill the Sealer with sealing solution or water (see page 3-20).

If you are running an Optical Mark Recognition (OMR) job, the OMR Scanners must be aligned to the OMR marks on the material being run. Refer to page 5-22 for instructions.

Now run a Trial Piece as described in the following section.

Running a Trial Piece

A Trial Piece is required to enable you to check the Mail Piece contents and to allow the machine to calibrate itself for the material being run.

Press the **Trial Piece** key. The machine runs a single Mail Piece which exits the machine unsealed so that you can check the contents. The machine then asks if the Trial Piece is OK.

If the Trial Piece is OK, select **Yes** and follow the instructions in the section 'Automatic Processing' on page 3-7.

3 • Operator Functions

If the Trial Piece is NOT OK, select **No** and follow the on-screen instructions to correct the error. You can adjust the address position, fold panel length and/or the envelope stop position. The envelope stop position will rarely need adjusting - for more information, see page 6-15.

Once the adjustment is made and any further Trial Piece is OK, you will be asked if you wish to save the changed settings as part of the Job Definition.

If you choose **Yes...**

The machine will save the changed setting(s) as part of the current job. Next time the original Job Definition is selected, the modified adjustment(s) will be remembered.

A Supervisor Access Code (see page 4-2) will be requested, as you are editing an existing Job Definition.

If you choose **No...**

The adjustment(s) you have just changed will only be retained while you are running the current job. If another Job Definition is selected or if power is turned off, next time the original Job Definition is selected, the modified adjustment(s) will have returned to the value saved within the Job Definition.

TIPS:

If you reload material during a run which seems to have different characteristics (weight, color shade, etc.), or if you have any problems with double detect, run another Trial Piece. This allows the machine to recalibrate the double detect function for the new material in case the batches vary slightly.

After running a Trial Piece, the options **Fill Now**, **Fill Later** and **Exclude** will be displayed if a feeder which is used within the job definition is not loaded. You can either select 'Fill Now' and load the relevant feeder immediately, select 'Fill Later' which lets you begin running the selected job without immediately loading the relevant feeder, or 'Exclude' to exclude the feeder from the current run.

Automatic Processing

After confirming a Trial Piece is OK...

Press the **Start** key to begin automatic operation.

The machine will operate until:

- material runs out
- the Stop key is pressed
- the batch count is reached (if batch count is being used)
- the first Select Feed sheet is fed (if the Select Feed feature in OMR is being used).
- the OMR 'Stop' feature is activated (see page 5-4 for more details).

Batch Count

If the Batch Count function was set when the job was created, the machine will stop automatically after processing the required number of Mail Pieces. Remove the batch of Mail Pieces and press **Start** to resume processing.

3 • Operator Functions

SwiftStart™

SwiftStart™ allows you to load material into the feeders and run a simple job with minimal setup information.

The job can then either be run without saving it to the machine's memory, or a Supervisor can name and save the Job Definition for future recall as and when required.

TIP:

SwiftStart™ can be used as a way to quickly programme a new Job Definition. Load material and run SwiftStart™. A Supervisor can save the new job and then use the Edit Job function (see page 4-4) to make minor changes, if necessary.

Constraints and Requirements

- Only use closed flap envelopes.
- Feeds only single sheets from each Sheet Feeder.
- This mode cannot be used to run fold only or inserts only.
- You cannot link Sheet Feeders in this mode.
- The Envelope Sealer is always on (except for the Trial Piece).
- The Batch Count is always off.
- The Sheet Length must be 11-1/2" (292mm).
- This mode will not work with OMR.

Loading Material for SwiftStart™

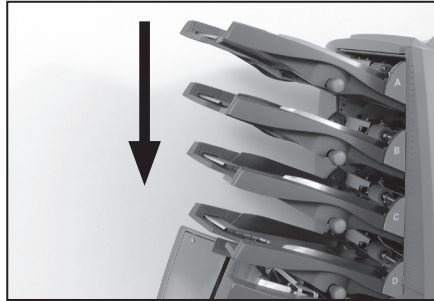
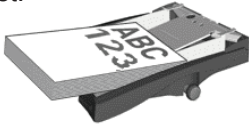
Loading Sheet Feeders

Depending on your envelope depth, the machine will automatically select the fold type – Single or C (standard) fold.

For example, a standard sheet (8-1/2" x 11") inserted into a #10 envelope will receive a C fold, whereas a standard sheet inserted into a 6" x 9" envelope will only receive a Single fold.

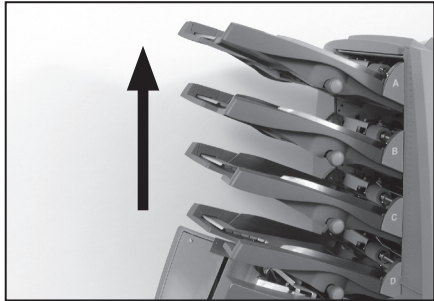
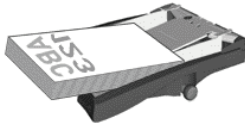
For a C fold Job: Load the Sheet Feeders from the top feeder downwards, in sequence (prime sheet in top feeder).

Load Sheets Face Up and Top First.



For a Single fold job: Load the Sheet Feeders from the bottom feeder upwards, in sequence (prime sheet in bottom feeder).

Load Sheets Face Down and Bottom First.



Loading Insert Feeder(s)

If either or both Insert Feeders are loaded with material when **SwiftStart** is selected, the machine will feed the Inserts and make them part of the SwiftStart™ job.

For a single Insert, load Insert Feeder F. For two Inserts, load Insert Feeders F and G.

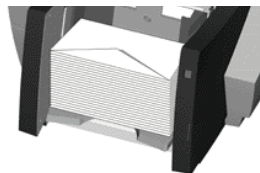
Booklets must be loaded into Insert Feeder F only and should be loaded with the binding edge first.

Pre-folded Inserts should be fed with the open edge last.

Reply Envelopes (BRE's) must be loaded flap side down, flap first.

Loading Envelope Feeder

Envelopes are loaded into Envelope Feeder E flap side up, flap last.



3 • Operator Functions

SwiftStart™ Operation

Load material as previously described and select **SwiftStart**. The machine will feed an envelope and depending on the depth of the envelope, will automatically select the fold type – Single or C fold.

If the envelope depth cannot be accurately determined, the machine will stop and request you to enter the measurement manually.

A Trial Piece is automatically produced, enabling you to check the job and to allow the machine to calibrate itself for the material being run.

During this process, if the material in any of the feeders is too heavy, the Double Detect for the relevant feeder(s) will be turned off automatically. This will be indicated by a message on the display.

The machine will ask if the Trial Piece is OK.

If the Trial Piece is OK, select **Yes** and follow the instructions in the section 'Saving a SwiftStart™ Job' below.

If the Trial Piece is NOT OK, select **No** and follow the on-screen instructions to correct the error. You can adjust the address position, fold panel length and/or the envelope stop position. The envelope stop position will rarely need adjusting - for more information, see page 6-15.

Saving a SwiftStart™ Job

After confirming a Trial Piece is OK, you will be given the option to save the current SwiftStart™ setup as a Job Definition for recall in future. This function requires Supervisor level access (see page 4-2).

If you do NOT save the SwiftStart™ setup, it will only be retained while you are running the current job. If another Job Definition is selected or if power is turned off, the SwiftStart™ settings will be lost.

Automatic Processing

Whether you have chosen to save the SwiftStart™ job or not, you can now begin automatic processing in the normal way:

Press the **Start** key to begin automatic operation.

The machine will operate until either material runs out or the **Stop** key is pressed.

Manual Feed

Manual Feed allows you to feed stapled or unstapled sets of **up to 5 sheets of 20 lb. (80g/m²) to a maximum total weight of 100 lb. (400g/m²)**. The sets are fed by hand, one set at a time, for processing by the machine.

Using the Manual Feed automatically turns off all Sheet Feeders. You can, however, use the Insert Feeder(s) if they have been enabled by a Supervisor using the **Manual Feed Setup** explained on page 4-8.

Constraints and Requirements

- Only use closed flap envelopes.
- This mode cannot be used to run fold only or inserts only.
- Sheet Feeders do not operate in this mode.
- The Batch Count is always off.
- Sets should contain sheets of the same length.
- This mode will not work with OMR.

Loading Material for Manual Feed Mode

Loading Insert Feeder(s)

Insert Feeder(s) will only operate if they have been enabled by a Supervisor using the **Manual Feed Setup** explained on page 4-8 of this guide.

For a single Insert, load Insert Feeder F. For two Inserts, load Insert Feeders F and G.

Booklets must be loaded into Insert Feeder F only and should be loaded with the bound edge first.

Pre-folded Inserts should be fed with the open edge last.

Reply Envelopes (BRE's) must be loaded flap side down, flap first.

Loading Envelope Feeder

Envelopes are loaded into Envelope Feeder E flap side up, flap last.

3 • Operator Functions

Manual Feed Operation

Make sure Envelopes and Inserts (if required) are loaded as previously described.

You must now decide how to feed the set into the Manual Feeder, as this depends on the type of fold the set requires.

Depending on your Envelope depth and Sheet length, the machine will automatically select the fold type – Single, C or double fold.

For example:

8-1/2" x 11" sheets inserted into a #10 envelope will receive a C fold.

8-1/2" x 11" sheets inserted into a 6" x 9" envelope will receive a Single fold.

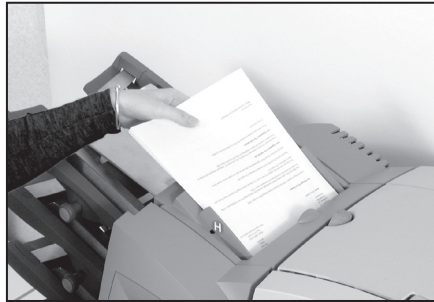
Sheets over 12" (305mm) long inserted into a #10 envelope will need a Double fold.

Use the following list as a guide for feeding the Manual Feed set:

C Fold	Feed the set Face Up, Top First
Single Fold	Feed the set Face Down, Bottom First
Double Fold	Feed the set Face Up, Top First

Set the Manual Feeder side guides to control the sets to be fed. The guides are self-centring.

Take one set and feed it gently into the Manual Feeder until the machine automatically starts and draws the set from you.



A Trial Piece is produced, enabling you to check the job setup. The machine will ask if the Trial Piece is OK.

If the Trial Piece is OK, select **Yes** and refer to 'Manually Feeding Further Sets' on the next page.

If the Trial Piece is NOT OK, select **No** and follow the on-screen instructions to correct the error. You can adjust the address position, fold panel length and/or the envelope stop position. The envelope stop position will rarely need adjusting - for more information, see page 6-15.

Manually Feeding Further Sets

After confirming a Trial Piece is OK, the machine will remember its settings and process further manually fed sets automatically.

While the motor runs, the machine will remain in Manual Feed mode. If no further sets are fed whilst the motor is running, after a brief delay, the motor stops and the machine reverts to the previous Job Definition selected.

If you wish to leave Manual Feed mode while the motor is running, press **Stop** once.

3 • Operator Functions

Setting the Sheet Feeders

Sheet Feeders A to D feed sheets that require folding by the machine.

The Mail Piece Icon Tree for the job being run will show which feeders need to be loaded and the sheet orientation. If you need help understanding the sheet icons, refer to page 1-12 of this guide.

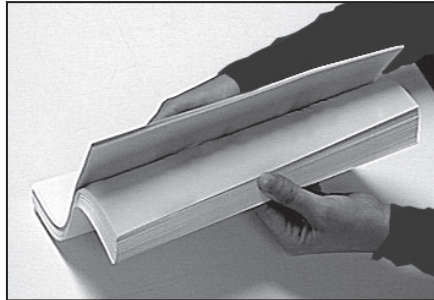
The Prime Sheet or Set (normally containing the address) will be fed from the top feeder for C or Double Fold jobs and from the bottom feeder for single or Z fold jobs. This will be indicated by the Mail Piece Icon Tree.

Sheet Feeders can feed single Sheets or Pre-Collated Sets, depending on job setup. The Mail Piece Icon Tree will tell you the quantity of sheets that the machine is programmed to run from each feeder if Pre-Collated sets are programmed. If you need help understanding the terms Sheet or Pre-Collated Set, refer to page 1-14 of this guide.

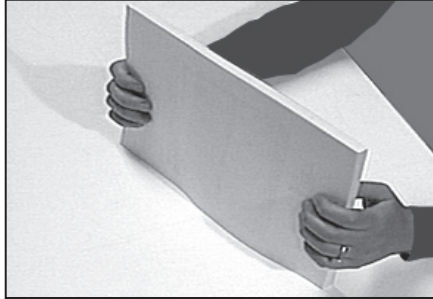
1. Adjust the side guides to the width of the material being fed using the Side Guide Adjustment Knob, then back-off 1/4 of a turn. This will set the correct clearance between the guides and sheets.



2. Take the relevant Stack of sheets and fan it to ensure individual sheets are not stuck together.



3. Jog the stack back into alignment.



4. The Mail Piece Icon Tree will show the correct orientation of the sheets in the Stack. Make sure you load sheets in the orientation indicated.

5. The Sheet Feeders take the paper Stack in a similar way to a photocopier paper cassette.

Place the Stack onto the deck of the feeder.

Depress the Stack and slide it fully under the feed roller.



TIP:

Take care setting the side guides, as incorrect adjustment can adversely affect machine performance. Also, when reloading material, check the side guide setting has not been disturbed.

3 • Operator Functions

Setting the Envelope Feeder

Envelope Feeder E feeds the Outer Envelope for the inserting job being run.

The Mail Piece Icon Tree for the Job Definition being run will show if the feeder needs to be loaded and the envelope orientation. If you need help understanding the envelope icons, refer to page 1-12 of this guide.

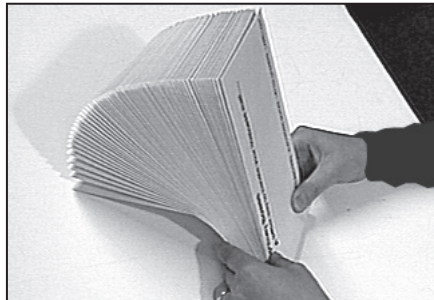
1. Press the Envelope Feeder loading switch to lower the feeder tray ready for loading.



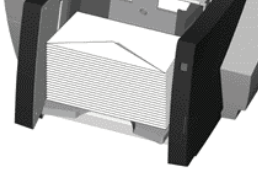
2. Adjust the side guides to the width of the envelopes being fed using the Side Guide Adjustment Knob, then back off 1/4 of a turn. This will set the correct clearance between the guides and envelopes.



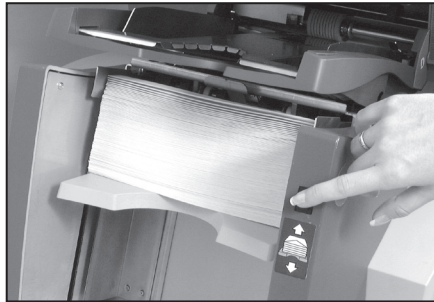
3. Take the stack of envelopes and fan it to ensure individual envelopes are not stuck together.



4. Place the stack of envelopes into the feeder with the flap side up and flap last.



5. Press the Envelope Feeder loading switch again to raise the envelope stack to the normal feeding position.



TIP:

To quickly load envelopes during a run, without the need to stop and start the machine...

- Press the Envelope Feeder loading switch to lower the feeder tray.
- Load envelopes as described above.
- Press the Envelope Feeder loading switch again. The envelope stack will rise to the normal feeding position and processing will continue automatically.

3 • Operator Functions

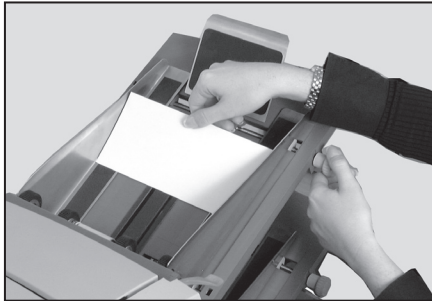
Setting the Insert Feeder(s)

Insert Feeders F and G feed items that do not require folding by the machine. Depending on configuration, your machine may have no Insert Feeders, one Insert Feeder or two Insert Feeders.

Insert Feeder F is capable of feeding thicker Inserts than Insert Feeder G. Therefore, booklets must only be fed from Feeder F.

The Mail Piece Icon Tree for the job being run will show if the feeder needs to be loaded and the Insert orientation. If you need help understanding the Insert icons, refer to page 1-12 of this guide.

1. Adjust the side guides to the width of the Inserts being fed using the Side Guide Adjustment Knob, then back-off 1/4 of a turn. This will set the correct clearance between the guides and Inserts.



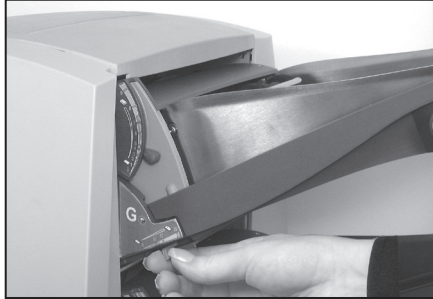
2. Refer to the labels located on each Insert Feeder. Match your insert type (Slip, Reply Envelope, Pre-Folded or Booklet) with the relevant icon and color indicator on each label. Where a range of settings is indicated on the label, the thicker the insert, the higher the number or letter that should be selected.

i.e., The blue Booklet range runs from 6 to 9 and from C to D. A thin Booklet might be set to 6 or 7 and C, whereas a thick booklet might need settings 9 and D to run effectively.

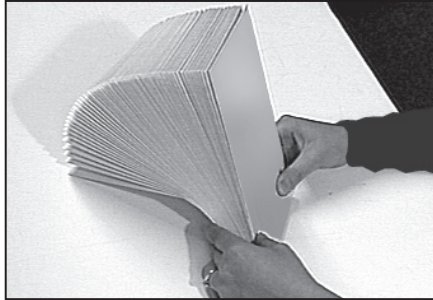
3. Set the blue separator gap lever to the **number** required.



4. Set the blue separator shield lever to the **letter** required.



5. Take the stack of inserts and fan it to ensure individual Inserts are not stuck together.



6. 'Shingle' the inserts to be run so that they look like the photograph on the right and place them onto the feed deck.

The Mail Piece Icon Tree will show the correct orientation of the Inserts. If using OMR marks on Inserts, always load with the OMR marks facing upwards and with the marks towards the front (operator) side of the machine.



7. Let the Wedge slide down behind the stack so that the Inserts are supported.



Note: If Insert Feeders F and G are linked (running the same inserts), make sure the lever settings in steps 3 and 4 are set the same on both feeders.

3 • Operator Functions

Filling the Envelope Sealer

Make sure the Envelope Sealer is filled with Sealing Solution before running a job that has sealing turned on.

When the sealer needs refilling, a warning message will automatically appear on the display and, if sealing, the sealing icon will flash.

Add Sealing Solution in the following way:

Hinge open the Sealer Bottle Cover located at the front right hand side of the machine. Remove the bottle.



Unscrew the cap and fill the bottle with Sealing Solution. Refit the cap and place the bottle back into the machine. Close the Sealer Bottle Cover.

TIPS:

If filling the Envelope Sealer for the first time, or if the sealer has been allowed to completely empty, you should allow time for the solution to soak through the sealer mechanism before processing material.

The use of water in the sealer is not recommended. Sealing Solution improves sealing performance and minimizes growth of algae and scale build-up. It can be purchased from your machine supplier.

When refitting the Sealer Bottle cap, the 'pointed' part of the cap fits into the bottle neck and the cap **screws** into place.

Menu

Select the **Menu** Screen Key to access the following Operator Options within the menu structure:

- Language
- Display Adjustments
- Safe Seal
- System Information

Language


When this option is selected, a choice of languages will be displayed. Choose the required language from the list and all display text will change to the selected language.

This is a temporary setting. Switching the machine Off and then back On will revert to the default language. (The default language is set to your preference by your local service engineer at installation).

Display Adjustments

Select this option and follow the simple on-screen instructions to change the contrast or brightness levels of the display to suit your needs.

Safe Seal

This option allows you to switch Safe Seal on or off. When on, the Safe Seal icon  appears on the Mail Piece Icon Tree alongside the Outer Envelope icon.

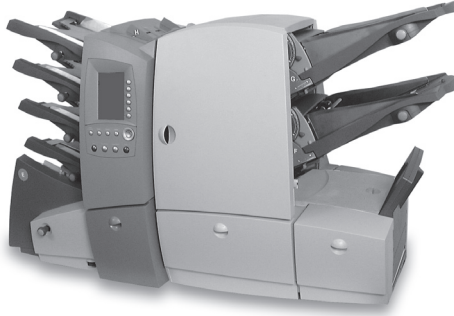
Safe Seal allows more time for moisture to soften the gum on the Outer Envelope, allowing it to become more sticky. This function therefore improves sealing of certain types of envelope but will slow the machine down.

System Information

This screen displays information such as machine serial number, your local service and supplies telephone number, software versions and total item count.

3 • Operator Functions

4 • Supervisor Functions



This chapter lists the functions that can be carried out by a Supervisor. Primarily this includes creating, editing and deleting jobs.

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Delete Job	4-7
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4 • Supervisor Functions

About this Chapter

This chapter describes the functions available within the **Supervisor Functions** menu.

All of the functions are set by following a sequence of screens and answering simple questions presented on the display. Therefore, this chapter does not take you through every function step by step. It gives you background information on the function and offers helpful tips to get the best out of your machine.

Supervisor Access Code

Before you can access any of the functions in this menu you must enter a Supervisor Access Code. This prevents unauthorized access to functions mainly related to administration of jobs and OMR.

Your installing engineer will tell you the Supervisor Access Code. If you wish, you can write it in the box on this page as a reminder.

However, please be aware that this is then available to anyone using this Operator Guide and so you may wish to make a note of it and keep it in a more secure location.

The Supervisor Access Code cannot be changed from the one given to you by the installing engineer.

Supervisor Access Code:

Entering the Code

When asked to enter the Supervisor Access Code, use the ▲ ▼ ◀ ▶ keys to highlight the first digit of the code on the Numeric Matrix displayed, and confirm this digit by pressing **OK**. Repeat for the second digit. When complete, select **Finished**.

Create Job

What is it?

This function allows a Supervisor to create new Job Definitions to be stored within the machine's memory for easy access by an Operator. The machine can store a maximum of 20 Job Definitions.

Where is it?

From the Home Screen...

- select **Menu**
- select **Supervisor Functions**
- enter the Supervisor Access Code (see page 4-2)
- select **Create Job**

Action...

The machine will ask you a number of specific easy to answer questions about the make up of the finished Mail Piece in order to create the Job Definition.

Some of the questions asked will be based on the answers previously given and so the sequence will vary from job to job. As you create the job, the Mail Piece Icon Tree will be built on the left side of the display. This shows how to load material into each feeder.

Once the job is created, named and any comments entered, you must select **Save** to store it in the machine's memory.

TIPS:

Placing a job description in the job comments will make it easy for an Operator to select the correct job.

Use the Batch Counter if you want to automatically process a pre-defined number of Mail Pieces. When the Batch Count is complete, the machine will stop, allowing the Operator to empty the stacker. Pressing **Start** will begin processing of the next batch.

If you are using OMR within a job, an OMR code must be pre-programmed into the machine's memory. For details of programming OMR codes, refer to Chapter 5.

4 • Supervisor Functions

Edit Job

What is it?

Edit Job allows a Supervisor to add and delete items within an existing Job Definition. It also lets a Supervisor alter the job setup such as batch count, job comments and job name.

The Edit Job function is used to *change* a Job Definition, and so always over-writes the original Job Definition in the machine's memory (even if the Job Name has been edited). If you wish to create a NEW Job Definition which is similar to an existing job and leave the existing Job Definition untouched, use the **Create From** function described on page 4-6.

Where is it?

From the Home Screen...

select **Menu**

select **Supervisor Functions**

enter the Supervisor Access Code (see page 4-2)

select **Edit Job**

Action...

Once **Edit Job** has been selected, choose the Job Definition you wish to edit from the alphabetical job list using the ▲▼◀▶ keys in the normal way.

Edit Job allows a Supervisor to modify all Job Definition parameters except for adding or removing the Outer Envelope and the Prime Sheet or Set.

Highlight the item you wish to edit by scrolling through the Mail Piece Icon Tree using the ▲▼ keys.

To add an Additional Sheet/Set or a second Insert, highlight the icon in the Mail Piece Icon Tree immediately adjacent to the point you wish to add the new item, then select **Add Item After** or **Add Item Before** as applicable.

To add an Insert to a job currently without Inserts, select **Add Insert**.

TIPS:

Highlight the **Job Name** to edit the following items:

- Job Name
- Job Comments
- Batch Counter
- Maximum Sheet Length
- OMR feature set up

Highlight the **Envelope** icon to edit envelope and sealing settings.

The Outer Envelope and Prime Sheet cannot be added or deleted.

Don't forget to edit the job comments to correspond to your revised job setup!

When editing a job, it is recommended that you start at the top of the Mail Piece Icon Tree and work downwards.

4 • Supervisor Functions

Create From

What is it?

A Supervisor can use the **Create From** function to create a NEW Job Definition which is SIMILAR to an existing job and leave the existing Job Definition untouched. This can save time programming a new Job Definition when it is almost identical to an existing job but for a small change such as an extra Insert or Sheet, etc.

The machine will copy the existing Job Definition and ask for the new job to be named. It will then allow you to edit the new job to meet the slightly changed requirements.

Where is it?

From the Home Screen...

select **Menu**

select **Supervisor Functions**

enter the Supervisor Access Code (see page 4-2)

select **Create From**

Action...

Once **Create From** has been selected, choose the Job Definition you wish to use as the basis of the new job from the alphabetical job list using the ▲▼◀▶ keys in the normal way.

Once the Job Definition that you are 'creating from' has been selected, the machine will prompt you to enter a new Job Name (as no two Job Definitions can have the same name).

After the Job Name has been entered, the machine will ask you to enter the Job Comments. The following screens will then be as in **Edit Job** described on page 4-4.

TIPS:

The machine's memory holds a maximum of 20 Job Definitions.

All the tips for **Edit Job** (page 4-5) also apply.

Delete Job

What is it?

Delete Job allows a Supervisor to remove a stored Job Definition permanently from the machine's memory.

Where is it?

From the Home Screen...

select **Menu**

select **Supervisor Functions**

enter the Supervisor Access Code (see page 4-2)

select **Delete Job**

Action...

Once **Delete Job** has been selected, choose the Job Definition you wish to delete from the alphabetical job list using the ▲▼◀▶ keys in the normal way.

Once the required Job Definition is selected, a message will be displayed which requires confirmation before the job is deleted.

TIP:

Make sure the Job Definition you are deleting is the correct job! Once deleted, it cannot be retrieved.

4 • Supervisor Functions

OMR Menu

This function lets a Supervisor setup Optical Mark Recognition (OMR) codes for inclusion within Job Definitions.

All OMR functions are explained fully within Chapter 5 - OMR.

System Menu

What is it?

This menu lets a Supervisor adjust the following system setting:

- Manual Feed Setup

Where is it?

From the Home Screen...

select **Menu**

select **Supervisor Functions**

enter the Supervisor Access Code (see page 4-2)

select **System Menu**

Manual Feed Setup

Ignore/Feed Inserts

This function lets a Supervisor choose whether or not the Insert Feeder(s) are active when a **Manual Feed** operation is carried out.

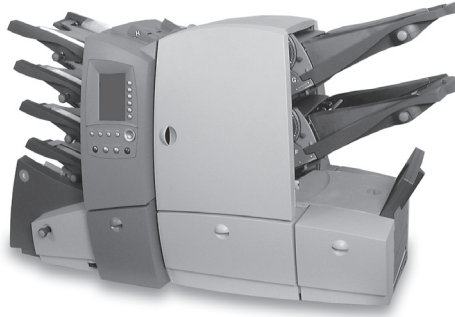
The default setting is for both Insert Feeders to be ignored with a **Manual Feed**. Changing this setting will feed Insert(s) from either or both Insert Feeders, if they are loaded.

Seal Option

This option lets a Supervisor choose to use Seal; Safe Seal (see page 3-21) or not to Seal the Outer Envelope when a Manual Feed operation is carried out.

For more details of **Manual Feed** see page 3-11 of this guide.

5 • Optical Mark Recognition (OMR)



This chapter gives background and setup information for using **Optical Mark Recognition (OMR)** on a machine equipped with the OMR option.

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5 • Optical Mark Recognition (OMR)

OMR Availability

Your machine can be equipped with Optical Mark Recognition (OMR) functionality either on installation or as an added option after purchase. The machine can store up to 10 different codes for you to select when creating Job Definitions that use OMR.

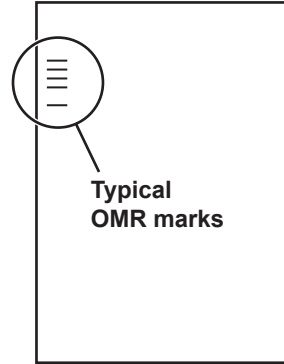
What is OMR?

An OMR mark is normally a dark solid line on a sheet of light colored paper that is perpendicular to the direction of travel of the paper. This line must be sufficiently thick, dense and placed in the correct area to trigger the OMR scanner on the system.

There are many different OMR options available to you, from a **Single Mark** option to **Multi-Mark** options, which have a maximum of 24 marks.

The OMR scanner, working with the OMR system software, checks for one or more different marks on the sheets while they are being fed through the system. The tracking of these OMR marks by the system will aid the integrity of your mailing through error checking, so generally the more marks you use, the better the integrity of your Mail Piece.

As mentioned on page 7-3 of this guide, there are limits on how many sheets the machine can fold at one time. These limits are dependent on the paper weight of your sheets, and fold type selected, and should not be exceeded. It is therefore strongly recommended that, when programming your system to print your OMR sheets, these limits are taken into account. If these limits are exceeded, it could result in a material stoppage or damage to the material and the machine.



OMR Marks Available

This section gives brief descriptions of the OMR Marks that can be allocated to an OMR Code and lists the options available for use with each mark. The section following, *OMR Mark Options* on page 5-6 then gives greater detail of each option.

NOTE: Some marks within this section are available as added features which expand OMR capability. Contact your machine supplier for details. OMR features available will vary depending on the country you are in.

BM - Benchmark

This is a mandatory mark within the Multi-Mark option, it must be either the *first* or *last* mark of the code and will appear on *every* page within the prime or matched set.

This mark may only be selected *once* within the code.

SAF - Safety

This mark improves the integrity of your Mail Piece. It can be placed anywhere within the code but benefits from being at the opposite end of the code to the Benchmark.

When the Safety mark is placed in this position with the option **Always Present**, the machine will automatically detect the code length. This makes creating jobs using this code easier. Otherwise, the machine will ask for a code length when creating a job.

This mark *may appear more than once* within the code.

Options available:

- Always Present or Never Present

BOC - Beginning of Collation

This mark indicates that it is the *first sheet fed within a set*. This mark may only be selected *once* within the code.

Options available:

- Present or Absent

5 • Optical Mark Recognition (OMR)

EOC - End of Collation

This is a mandatory mark within the Muti-Mark option, when used on the Prime Sheet Set. This mark indicates that it is the *last sheet fed within the OMR set*. This is the only mark used when using the Single Mark option and can only be selected once within the code.

Options available:

- Present or Absent

STP - Stop

This mark is a processing feature which tells the machine to stop once the completed Mail Piece has exited the machine.

Options available:

- Present or Absent
- All Sheets, Page 1 Only or Last Page Only
- Marked Piece to be left Unsealed (Yes or No)

SF(n) - Select Feed

These marks instruct the machine to *select material from specified feeders*.

This feature is only available to select sheets when C, Z and Single folds are used and the material is *under 12" (305mm) in length*.

Selectively fed inserts are available for *all* types of folds and sheet lengths within the specifications of the machine.

Up to 8 Select Feed Marks can be within the code. Up to 5 of these marks can be allocated to specified feeders when creating a Job Definition. The remaining marks will be ignored within that job.

Allowing 8 Select Feed Marks to be used gives greater flexibility in reusing existing codes from production type machines which may have a greater number of feeders.

Options available:

- Present or Absent
- All Sheets, Page 1 Only or Last Page Only

PAR - Parity

This mark is a *security feature*, that when printed always makes the number of marks total an odd or even number. If any one of the marks within the code is missed during scanning, the machine will stop functioning, allowing the error to be rectified. *No more than 1* Parity mark can be used within the code.

Options available:

- Odd or Even

WAS - Wrap Around Sequence

This is a numbering system which uses a *sequential binary coding*. If a page becomes missing or the set becomes out of sequential order, the system will stop processing and declare an error message. Up to 6 Wrap Around Sequence marks can be within the code.

Options available:

- Increment (Ascending) or Decrement (Descending)
- Include or Omit Zero (0) as a value within the sequence
- Continuous Sequence or Page 1 Reset
- Least or Most Significant Mark nearest to Bench Mark (code orientation) - refer to page 5-7 for more information
- Number of Wrap Around Sequence Marks

MC - Match Code (Matching)

These marks are used for mailing integrity, they also use binary coding, but in this case the code stays the same on each marked sheet/insert within the Mail Piece. When a new Mail Piece is started, the code count changes, (unless Random is selected, where 2 or more consecutive sets can use the same binary value). This ensures the integrity of the contents of the Mail Piece. A maximum of 18 Match Set Marks may be selected.

Options available:

- Automatic. Increment, Decrement, Random or Partial Random.
- Include or Omit Zero (0).
- Least or Most Significant Mark nearest to the Benchmark (code orientation) -- refer to page 5-7 for more information.
- Number of Match Code Marks.

5 • Optical Mark Recognition (OMR)

TM - Timing

This mark is needed by some other machines to read OMR marks correctly. This machine does *NOT need Timing marks*, but the mark(s) may be left within an existing code and will add integrity to your Mail Piece.

Timing mark(s) may appear *more than once* within the code and, if used, must *always be present* within the code.

IGN - Ignore

This feature is used to *ignore a mark(s) within the code*. It may be used *more than once* within the code.

This can be useful to enable existing codes from other equipment to be used, as certain marks might not be applicable to this machine.

OMR Mark Options

This section gives brief descriptions of the OMR Mark Options that can be allocated to relevant OMR marks. The previous section, *OMR Marks Available* on page 5-3 lists which options can be selected with each mark.

Present or Absent

When **Present** the machine will act upon scanning the relevant mark.

When **Absent** the machine will act upon *NOT* scanning the relevant mark.

Increment or Decrement

When choosing **Increment** the relevant code's binary value will *increase*.

If you choose to use **Decrement**, the relevant code's binary value will *decrease*.

Random

This option is available for Match Code only, and when selected the code's binary value *changes in a random order*. It can even *be the same binary value* as the previous Mail Piece.

Partial Random

This option is available for Match Code only, and when selected the code's binary value changes in a random order, but the binary value *cannot be the same* as the previous Mail Piece.

Automatic

This option is available for Match Code only. The machine will automatically detect if the code is Incrementing or Decrementing.

Include Zero or Omit Zero (0) as a Value

If **Include Zero** is chosen, the relevant code's binary value would *allow zero*, which is represented by no marks being printed within that section of the code (available only with WAS or Match Code).

When choosing to use **Omit Zero** the relevant code's binary value will *NOT* include zero as a value. Therefore, a mark will *ALWAYS* be printed within that section of the code (available only with WAS or Match Code).

Continuous Sequence or Page 1 Reset

When using **Continuous Sequence**, the binary value within the relevant part of the code increments or decrements *continuously on every sheet fed*, irrespective of set boundaries.

If **Page 1 Reset** is used, each *Prime Sheet (normally the addressed sheet)* has a binary value of 1.

Least or Most Significant Mark nearest to Benchmark

This option gives the choice of *orientation of the binary digit count* within the relevant part of the OMR code.

When **Least Significant Mark** is chosen, the mark within the relevant part of the code nearest to the Benchmark would be represented by the *lowest* binary digit within that part of the code.

When **Most Significant Mark** is chosen, the mark within the relevant part of the code nearest to the Benchmark would be represented by the *highest* binary digit within that part of the code.

5 • Optical Mark Recognition (OMR)

All Sheets, Page 1 Only, Last Page Only

If **All Sheets** is selected, the relevant code is expected on *all sheets within the Prime Set*.

When using **Page 1 Only** or **Last Page Only**, the relevant code will *only be expected on the first page of the set or the last page of the set*, depending on the option chosen.

Marked Piece to be left Unsealed (Yes or No)

If **Yes** is selected, the machine will stop when it sees the Stop mark with the relevant *unsealed* envelope in the stacker.

If **No** is selected, the machine will also stop with the envelope in the stacker when it sees the Stop mark, but envelope sealing will be *processed as programmed in the relevant Job Definition*.

Odd or Even

This is an option *used in conjunction with the Parity mark*. When the Parity mark is printed, this option defines whether the number of marks should be *odd* or *even*. If any mark is missed during scanning, the machine will stop indicating a problem.

Always Present or Never Present

This option is *used in conjunction with the Safety mark only*. When **Always Present** is selected, the Safety mark *must be printed on all pages within the Prime Set*.

If **Never Present** is selected, the Safety mark will *not* be printed and this mark position *must be kept blank*.

OMR Specifications

OMR Marks and Clear Zone Specifications

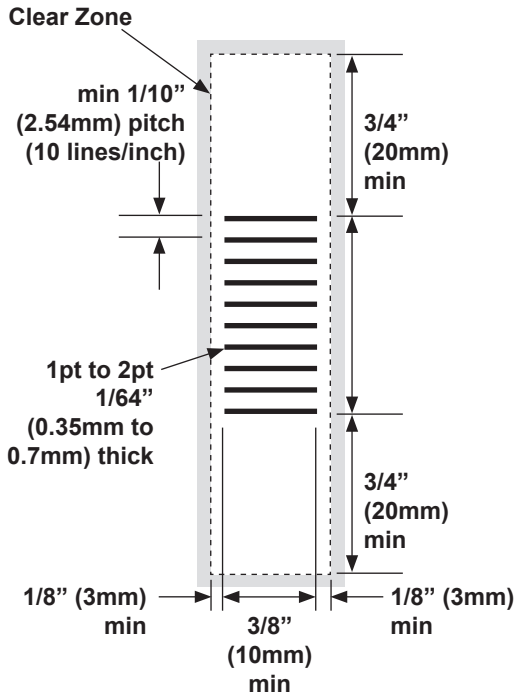
The mark must be a solid black line between 1pt and 2pts thick $1/64''$ (0.35mm to 0.7mm) and at least $3/8''$ (10mm) wide.

Each mark position must be evenly spaced and at least $1/10''$ (2.54mm) apart.

The maximum amount of mark positions allowed within the code is 24; this includes ignored marks. The total length of the OMR code should not exceed $2-3/4''$ (70mm).

An area around the marks should be kept clear from print, etc. that may be read by the scanner in error, this area is called the Clear Zone.

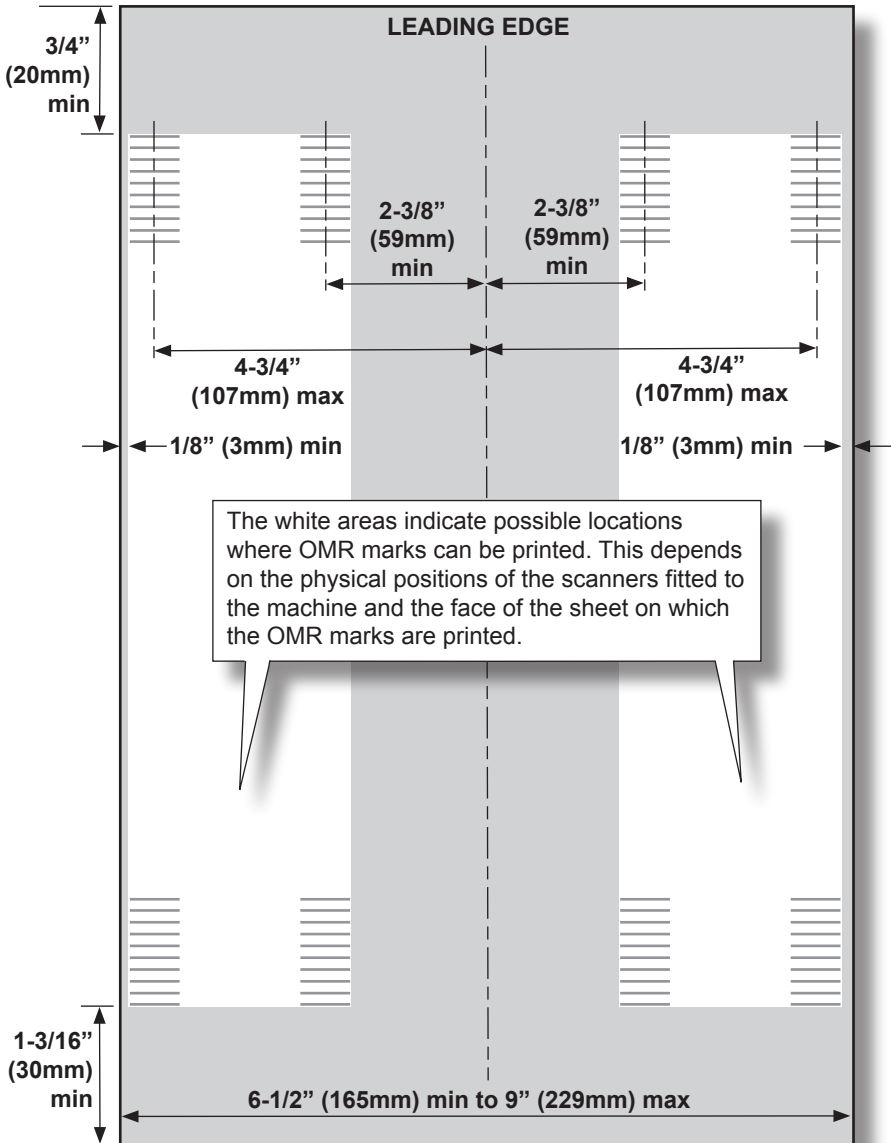
Marks can be printed on the front or reverse face of the sheet(s). There should be no print on the opposing face of the sheet immediately behind the Clear Zone.



Diagrams NOT to scale

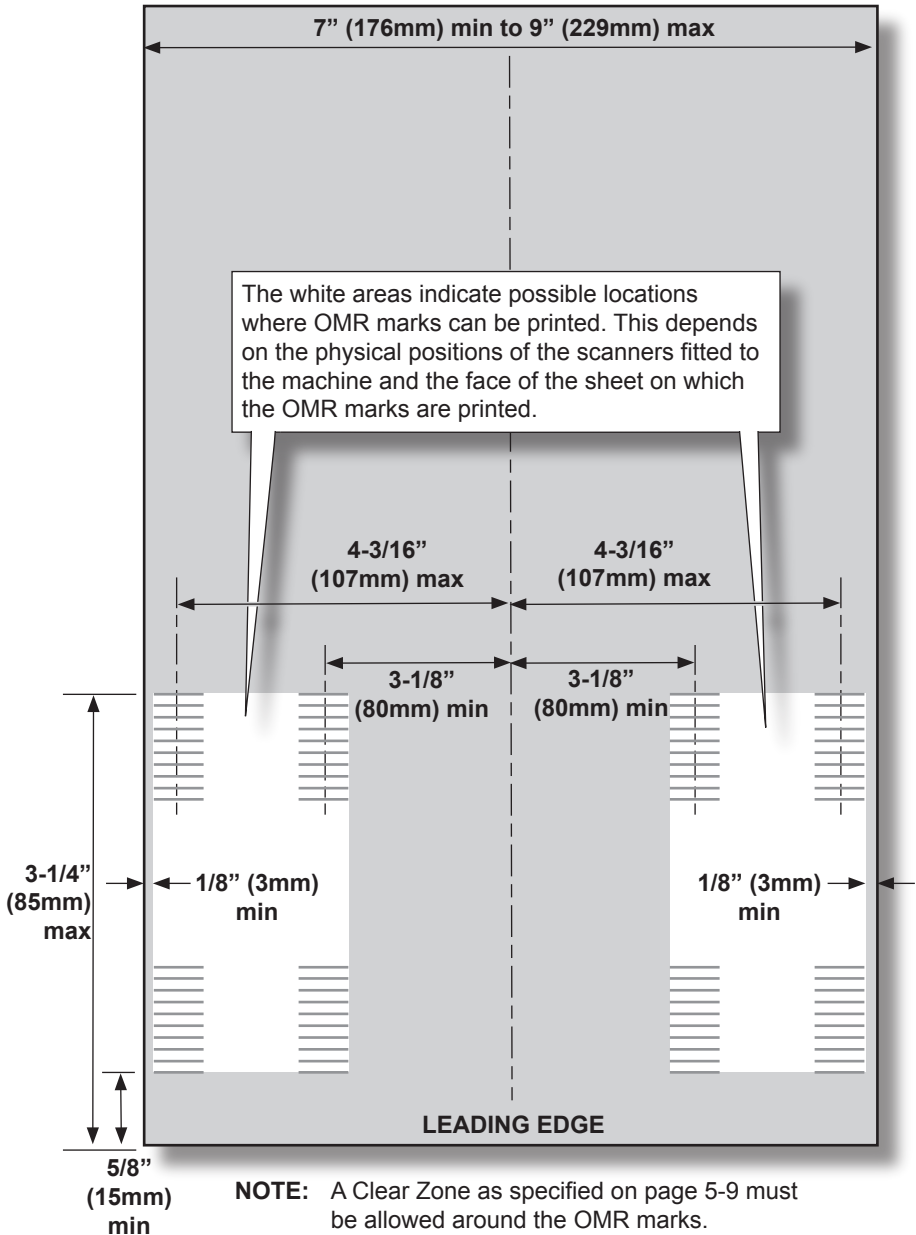
5 • Optical Mark Recognition (OMR)

Sheet OMR Code positions *EXCEPT* for the special Prime Sheet/Set application shown on page 5-11.



NOTE: A Clear Zone as specified on page 5-9 must be allowed around the OMR marks.

Prime Sheet/Set OMR Code positions when using Single or Z Fold with Selective Feed Only



5 • Optical Mark Recognition (OMR)

Insert OMR Code positions

The white area indicates possible locations where OMR marks can be printed. OMR marks must face upwards and be towards the front (operator) side of the machine when the Insert is loaded into Insert Feeder F or G.

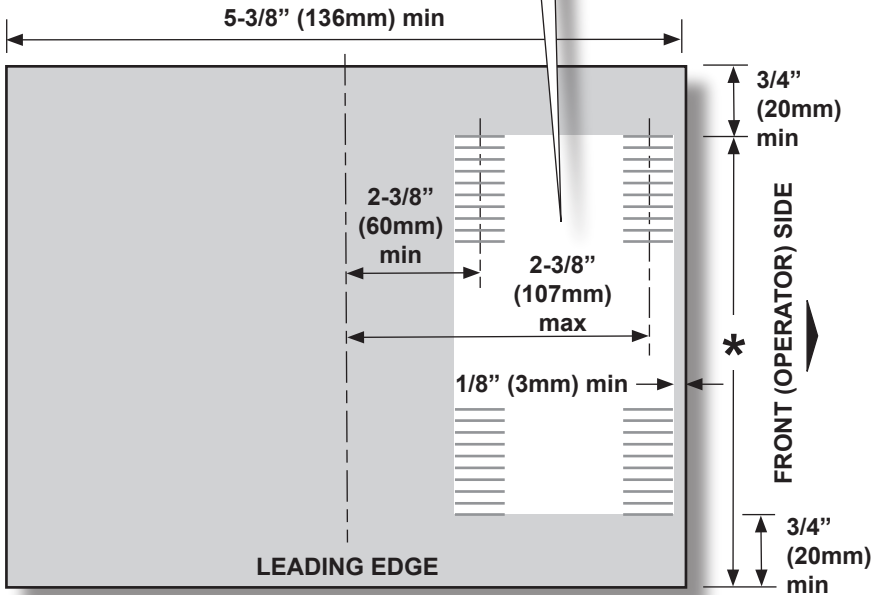


Diagram NOT to scale

* 137mm max for feeder G
100mm max for feeder F

NOTE: A Clear Zone as specified on page 5-9 must be allowed around the OMR marks.

Creating, Deleting and Viewing OMR Codes

The **OMR Menu** contains functions which allow a Supervisor to create, delete and view OMR Codes.

Where is it?

From the Home Screen...

Select **Menu**

Select **Supervisor Functions**

Enter the Supervisor Access Code (see page 4-2)

Select **OMR Menu**

Action...

Once the **OMR Menu** has been selected, the three following options will appear:

- View OMR Code
- Create New OMR Code
- Delete OMR Code

Note that some options will be unavailable if you have no current OMR code(s) stored in the machine's memory.

5 • Optical Mark Recognition (OMR)

Create New OMR Code

This function lets a Supervisor create a new OMR code to be stored in the machine's memory so that it can be used when creating a Job Definition that uses OMR.

Action...

Select **Create New OMR Code** from the **OMR Menu** screen and the machine will ask if you are creating a **Single Mark** or **Multi-Mark Code**:

If **Single Mark** is selected...

The machine automatically assigns the **End of Collation** mark as this is the only 'single mark' the machine uses.

You will then be asked to set the **End of Collation** mark options, i.e. will the mark be **Present** or **Absent**?

Once the mark is selected, a representation with its abbreviation will appear on the left hand side of the screen.

When complete you will be asked to name the OMR Code (see tips on following page).

If **Multi-Mark** is selected...

You will be able to select from the available OMR Marks in the list on the screen. This is done by scrolling up or down the list by using the ▲ and ▼ navigation keys.

For Sheets the marks must be selected in the correct order, starting with the mark located towards the top (head) of the sheet first.

For Inserts the marks must be selected according to the direction of feed of the inserts in the feed tray. The first mark selected must be the mark closest to the leading edge of the insert when placed in the Insert Feeder.

The code used on the inserts can be the same code used by the sheets if the orientation is correct, if the orientation is not correct a new code will have to be created.

Once the required mark is highlighted, press the **OK** key to select it.

Certain marks may have a number of options associated with them as described in the previous sections.

Some marks will disappear once selected, as they can only be

used once within the code. Other marks can be used multiple times and so will remain available in the list.

Once a mark is selected, a representation with its abbreviation will appear on the left hand side of the screen.

If you press **Cancel** whilst in this screen, the last selected mark will be removed.

The Benchmark is a mandatory mark and must be either the first or last mark within the code. The End of Collation Mark is also a mandatory mark for the Prime Sheet Set and so must also be selected, but it can be placed anywhere within the code. (The Prime Set contains the OMR control marks and is normally the stack of sheets containing the address sheet. If using sheets or inserts with Matched Set marks, the End of Collation mark is not required).

After all the required marks have been entered, select the **Finish** screen key.

You will now be asked to name the OMR code. Once the name of the code has been entered correctly, select the **Save** screen key to save the code within the machine's memory.

TIPS:

Non-primary OMR codes are codes on additional Sheet Sets or Inserts.

The representation of the OMR mark on the left hand side of the screen will display as a dashed line if the 'Absent' option is selected.

Up to 9 characters can be used to name an OMR code.

10 codes can be stored in the machine's memory.

All codes to be saved must be named.

No two codes can have the same name.

To go back a step and delete a mark, press the **Cancel** key.

Benchmark and Matchcode marks are the only marks required on a Matched Sheet/Insert Set.

5 • Optical Mark Recognition (OMR)

Delete OMR Code

This function lets a Supervisor delete a current OMR code which is stored in the machine's memory.

Action...

Select **Delete OMR Code** from the **OMR Menu** screen.

A list of all the current OMR Codes will be displayed. Select the OMR code you wish to delete from the list using the ▲▼◀▶ keys in the normal way.

Once selected, a message will be displayed asking you to confirm that you want to delete the selected code.

Either...

- Select **Yes** to confirm deletion.
- Select **No** to return you to the **OMR Menu** without deleting any codes.

TIPS:

Make sure that the code you are deleting is the correct code! Once deleted, it cannot be retrieved.

This function is not available if there are no OMR codes to delete.

Any code that is being used within a saved Job Definition cannot be deleted. You must first either delete the relevant Job Definition(s), or edit the affected Job Definition(s) to use a different OMR code.

View OMR Code

This function lets a Supervisor view any current OMR codes, which are stored in the machine's memory.

Action...

Select **View OMR Code** from the **OMR Menu** screen.

A list of all the current OMR Codes will be displayed. Select the OMR code you wish to view from the list using the ▲▼◀▶ keys in the normal way.

The highlighted OMR code will then be displayed on the left side of the screen.

If you require more detailed information about the code, either select the relevant screen key for that code or press the **OK** key once the relevant code has been highlighted.

Scroll up and down the selected OMR code by using the ▲ and ▼ navigation keys to review detailed information about the selected code.

TIPS:

The representation of the OMR mark on the left hand side of the screen will display as a dashed line if the 'Absent' option is selected.

This function is not available if there are no OMR codes to view.

5 • Optical Mark Recognition (OMR)

Creating an OMR Job

Before you Start

Before creating a Job Definition using OMR, make sure that the required OMR code has been set up as described in **Create New OMR Code** on page 5-14.

Setting the Type of OMR

During the Create Job process, the machine will ask whether OMR is being used within the job being programmed. If so, select the type of job: **Selective Feed** or **Non Selective Feed**. If the Select Feed (SF) option is grayed out, it means a code of the required type has not yet been created and saved to the machine's memory. (Note that Select Feed will only be available if it has been purchased for your machine).

You *may* now be asked if the job uses **OMR Matching** (this will depend on OMR Matching functionality being available on your machine).

When defining the Prime Sheet Set, the machine will ask you to assign one of the previously saved OMR Codes to this Job Definition.

When creating a Job Definition using Select Feed marks, additional questions will be asked to assign feeders to required Select Feed mark(s). Similarly, if using OMR Matching, you will be asked to assign the correct OMR Code to the matched sheet(s) or insert(s).

TIPS:

Note that a Selective Feed code can be used in a non-Selective Feed Job Definition by not allocating any of the Select Feed (SF) marks to a feeder when creating the Job Definition.

Multiple Sheet Sets can be selectively fed from one or more sheet feeders. Only single inserts can be selectively fed from each insert feeder.

Setting the OMR Scanning Area

Material is scanned as it feeds through the machine. This means that the OMR Scanner reads a vertical strip or margin down the page, defined by the OMR Specifications on pages 5-9 to 5-12.

The machine must now be told if the entire OMR margin (the strip down the page that is scanned for OMR marks) is clear of any other printing or punched holes, etc.

If the area **IS** clear, the machine can normally detect the OMR marks with no further setup (this is dependent on the type of code being used).

If the entire margin is **NOT** clear, or the machine cannot set itself automatically, it will ask questions to ascertain where it needs to look for OMR marks and where it should ignore other printed matter.

Depending on the type of OMR code being used, the machine will ask you to define either **the first mark position and code length** OR **the Clear Zone** as described on the following pages...

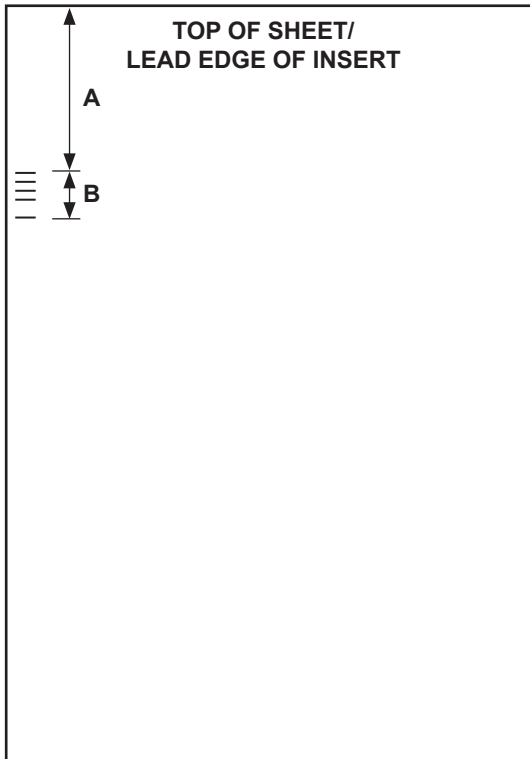
5 • Optical Mark Recognition (OMR)

Defining the first mark position and code length

Take a sheet/Insert that **has at least the FIRST and LAST OMR mark printed on it.**

When requested by the machine, measure and enter the distance (A) from the top edge of the sheet or the lead edge of the Insert to the FIRST OMR mark, in millimeters.

Again, when requested by the machine, measure and enter the distance (B) from the FIRST OMR mark to the LAST OMR mark, in millimeters.

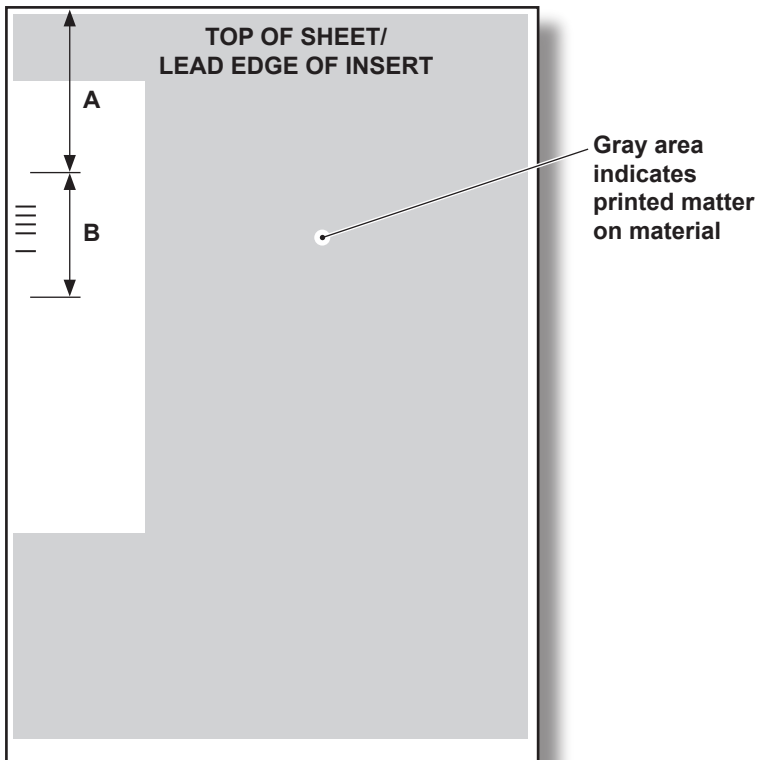


Defining the Clear Zone

When requested by the machine, measure and enter the distance (A) from the top edge of the sheet or the lead edge of the Insert to the point after the printed matter where you wish the machine to START scanning.

Again, when requested by the machine, measure and enter the distance (B) from the start point just set, to the point you wish the machine to STOP scanning. This is called the **Clear Zone**.

Note that setting the Clear Zone closer to the beginning and end of the OMR marks decreases the possibility of any poor print or imperfections on the material being interpreted as OMR marks. Conversely, setting the Clear Zone too close to the beginning and end of the OMR marks could cause problems if the position (registration) of the printing on the material varies. A good guide is to limit the Clear Zone, but always allow at least 20mm before and after the OMR marks.



5 • Optical Mark Recognition (OMR)

OMR Scanner Adjustments

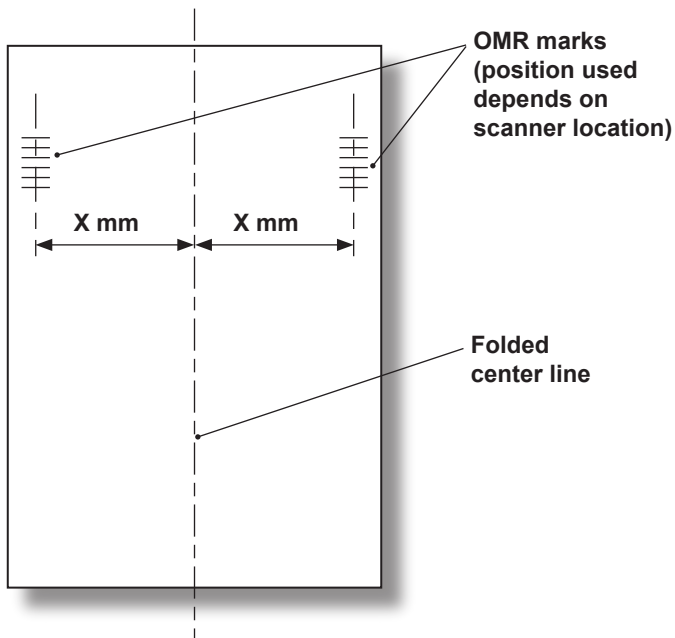
The machine can be fitted with one Top Scanner and one Bottom Scanner. If the sheet(s) bearing OMR marks are loaded face up, the Top Scanner will be used. If they are loaded face down, the Bottom Scanner will be used. The loading orientation required for the particular job will be shown on the Mail Piece Icon Tree and depends on fold type, etc.

Aligning the Scanners

It is essential that the OMR Scanner being used is correctly aligned over the OMR marks printed on the sheet(s) or Insert(s). Failure to align the scanner will result in scanning errors. It is therefore essential that the scanner alignment is checked before commencing any OMR job.

Measure the OMR mark position

Take a sheet/Insert printed with the OMR marks to be used and fold it in half in the direction of feed to locate the center line. Now measure from the *center line* to the *center of the OMR marks* in millimeters. Take a note of this measurement (X).

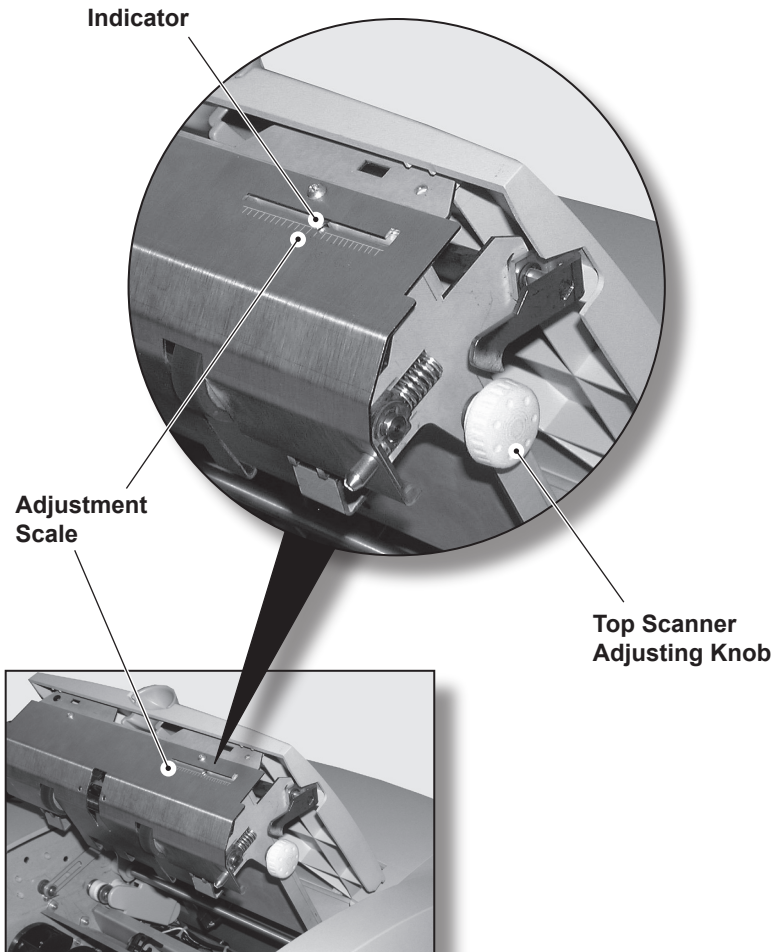


Setting the Top Scanner Position

Open the Top Cover and locate the blue Top Scanner adjusting knob and adjustment scale.

Rotate the adjusting knob until the indicator is aligned with the measurement (X) you just made.

The Top Scanner will now be aligned.



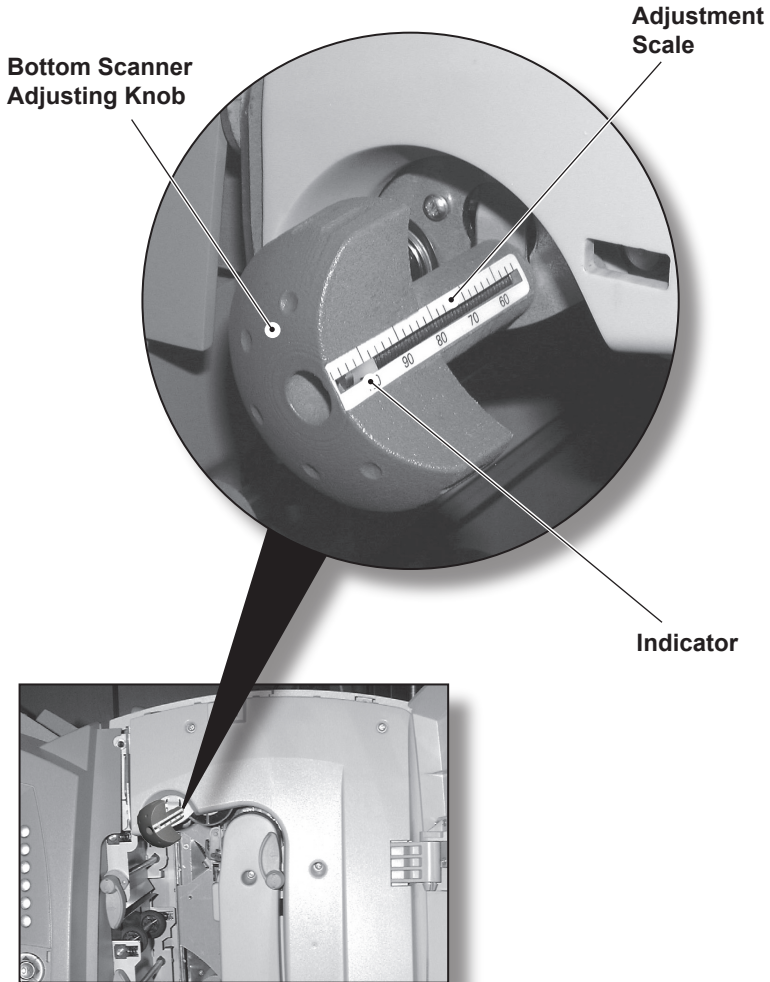
5 • Optical Mark Recognition (OMR)

Setting the Bottom Scanner Position

Open the upper central front door and locate the blue Bottom Scanner adjusting knob and adjustment scale.

Rotate the adjusting knob until the indicator is aligned with the measurement (X) you just made.

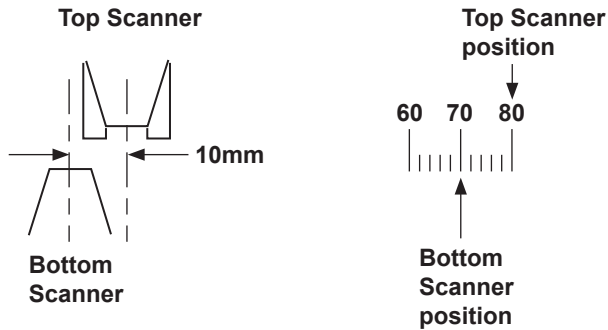
The Bottom Scanner will now be aligned.



continued...

Once the Bottom Scanner is aligned, the Top Scanner (or paper guide if a corresponding Top Scanner is not fitted) must be positioned so that the sheet being scanned is kept at a controlled distance from the scanner.

This is achieved by adjusting the Top Scanner as described on page 5-23, but to a setting 10mm different to the Bottom Scanner setting. For example, if the Bottom Scanner is set to 70mm, set the Top Scanner to 80mm.



TIP:

If Selective Feed of sheets is being used in a Job Definition using Single or Z Folds, the Selective Feed Scanner will require adjustment as well as the Top and Bottom Scanners. See page 5-27 for details.

5 • Optical Mark Recognition (OMR)

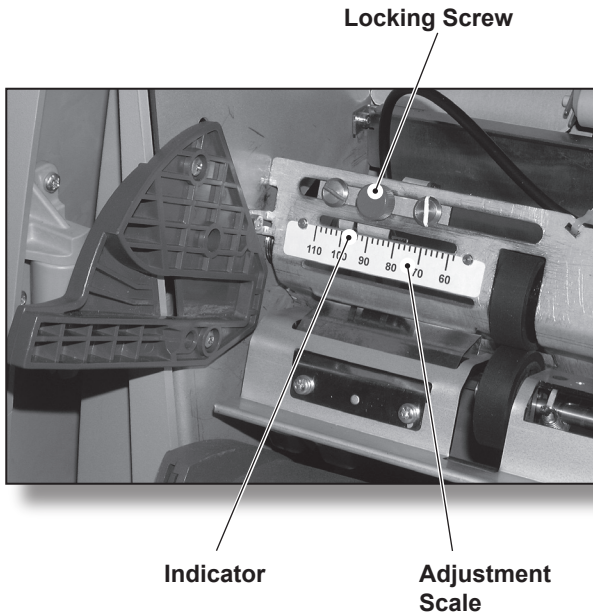
Setting the Insert Scanner Position

This scanner is used to scan Inserts.

Remove the relevant Insert Feeder.

Loosen the locking screw and align the Indicator with the measurement (X) you made on page 5-22.

Retighten the locking screw.



Setting the Selective Feed Scanner Position

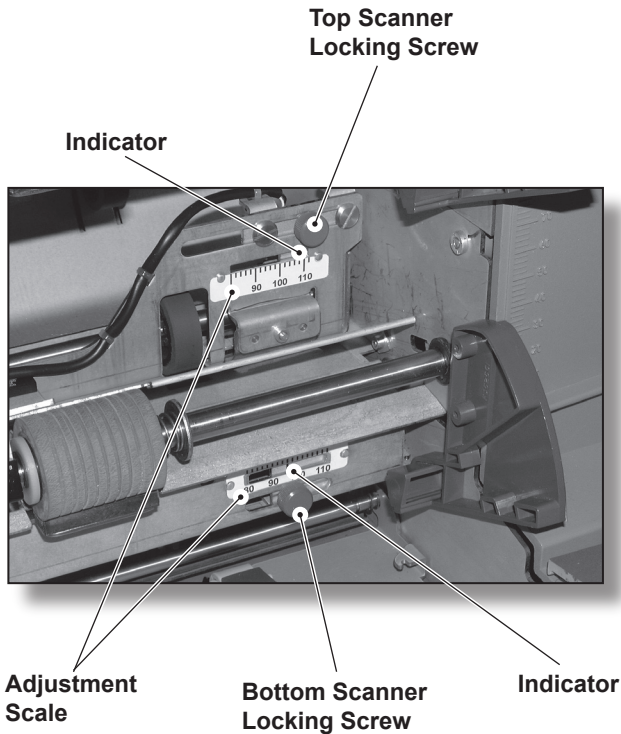
This scanner is used to scan the Prime Sheet/Set controlling selectively fed Sheets when using Z and Single Fold ONLY.

Remove Sheet Feeder D.

Ascertain which scanner (top or bottom) needs to be set for the application being run. As the sheets are loaded face down, OMR marks on the **front** face use the **bottom** scanner and marks on the **reverse** face use the **top** scanner.

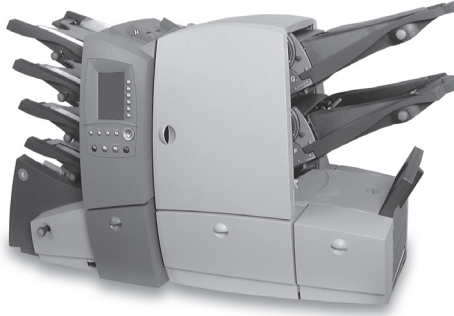
Loosen the locking screw and align the Indicator with the measurement (X) you made on page 5-22.

Retighten the locking screw.



5 • Optical Mark Recognition (OMR)

6 • Troubleshooting



Refer to this chapter if you have problems with your machine.

Troubleshooting Tips	6-2
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Access to Envelope Inserting/Sealing Area	6-14
Envelope Stop Position	6-15

6 • Troubleshooting

Troubleshooting Tips

In most cases, the machine will generate an Error Message when a problem occurs, and the display will offer advice on how to rectify the problem immediately.

An on-line guide is also available in many countries. Press the **Help** key and use the Screen Keys to select the information you require.

This Operating Guide contains additional troubleshooting information which, with the troubleshooting sources above, should resolve most problems.

If problems related to material handling persist, make sure your material conforms to the machine specifications given in Chapter 7 of this guide.

If you still cannot resolve the problem, call your machine supplier for help. Contact details can be found:

- on the back cover of this guide
- In the **System Information** option in the menus:

At the Home Screen, select **Menu**.

Then select **System Information**.

General Troubleshooting

<i>Problem</i>	<i>Remedy</i>	<i>Page</i>
MACHINE		
Blank Screen		
No power.	Check power cord is firmly connected and wall socket is switched ON.	3-2
Machine not switched ON.	Turn power switch (located on lower front) ON.	3-2
Display adjustment set too low for proper visibility	Turn machine off and on. Adjust display adjustment to an acceptable setting.	3-21
Performance		
Machine runs slowly.	Is Safe Seal selected? (🔒 icon in Icon Tree). Safe Seal provides improved sealing of 'difficult' envelopes, but slows machine operation.	3-21
Insertion Problems		
Outer Envelope contents do not enter the envelope correctly.	Check envelope troubleshooting table.	6-4
	Check envelope depth setting for the job is correct within the Edit Job function.	4-4
	If running heavy or light material, the Envelope Stop Adjustment might need changing.	6-15


6 • Troubleshooting

<i>Problem</i>	<i>Remedy</i>	<i>Page</i>
ENVELOPES		
Poor Envelope Feed		
Envelope side guides set incorrectly.	Set guides to envelope width and back off 1/4 turn.	3-16
Poor envelope quality.	Check envelopes are not curled. Try a new box of envelopes. Make sure stack has been fanned before loading.	3-16
Envelopes loaded incorrectly.	Load envelopes flap side up with the flap feeding last.	3-17
Envelopes Fail to Open		
Envelopes loaded incorrectly.	Load envelopes flap side up with the flap feeding last.	3-17
Poor envelope quality.	Check envelopes are not stuck due to excessive dampness. Try a new box of envelopes.	
Envelope Sealing Problems		
No sealing solution.	Refill Sealer Unit.	3-20
Seal mode not selected.	If selected, Mail Piece Icon Tree will show Seal icon (🔒) alongside the Envelope icon.	1-12, 1-13
Envelope flaps spring open.	Try using Safe Seal. Safe Seal provides improved sealing of 'difficult' envelopes, but slows machine operation.	3-21
Poor Sealing	It's possible that the sealing felts need replacing. Contact your machine supplier for more details.	7-8

<i>Problem</i>	<i>Remedy</i>	<i>Page</i>
SHEETS		
Poor Sheet Feed		
Sheet Feeder side guides set incorrectly.	Set guides to Sheet width and back off 1/4 turn.	3-14
Sheets loaded incorrectly.	Make sure stack has been fanned before loading.	3-14
Multiple sheets feed when one is expected		
Sheet Feeder is programmed to feed a Pre-Collated Set.	Check Mail Piece Icon Tree to see if relevant feeder is set to feed pre-collated sets.	1-11
	Correct loading or have Supervisor correct Job Definition as necessary.	4-4
Address in wrong position in envelope window		
Prime Sheet/Set incorrectly loaded.	Load Prime (address bearing) Sheet or Set in the correct orientation as shown by the Mail Piece Icon Tree.	1-11, 1-12
Address Position incorrectly set.	Run a Trial Piece. Say No to Trial Piece OK? and adjust the address position.	3-6
Poor Folding		
A fold is <i>almost</i> corresponding with a perforation on the sheet, causing a 'box fold' or third fold.	Run a Trial Piece. Say No to Trial Piece OK? and slightly change the fold positions.	3-6

6 • Troubleshooting

<i>Problem</i>	<i>Remedy</i>	<i>Page</i>
INSERTS		
Poor Insert Feed		
Insert Feeder side guides set incorrectly.	Set guides to Insert width and back off 1/4 turn.	3-18
Insert Feeder separator adjustments incorrect.	Make sure the two Insert Feeder adjustments (number and letter settings) are set correctly for the type of Insert being run.	3-18
Inserts loaded incorrectly.	Make sure stack has been fanned before loading. Changing the orientation of the Insert stack may help.	3-19
Insert Feeder Wedge used incorrectly.	Let the Wedge slide down behind the Insert stack to support it.	3-19
Booklets not feeding correctly.	Booklets must only be run from Insert Feeder F. Check the Mail Piece Icon Tree loading instructions.	1-15, 3-18 1-12, 1-13
Inserts out of specification.	Check specifications in this guide.	7-4
Inserts won't feed when using Manual Feeder		
By default, Insert Feeder(s) are disabled in Manual Feed mode.	A Supervisor can change this default setting to allow Insert Feeders to operate in Manual Feed mode using the Manual Feed Setup .	4-8

<i>Problem</i>	<i>Remedy</i>	<i>Page</i>
DOUBLE DETECT		
The machine keeps turning Double Detect OFF		
Double Detect cannot calibrate itself properly.	Double Detection might not be possible with certain very thick or heavily printed material. Either change material or choose to run with Double Detect OFF.	
Machine stops for 'doubles' that aren't there or feeds 'doubles' without stopping		
Double Detect is not turned ON.	Check Double Detect status. Double Detect icon  will appear alongside all items where Double Detect is operational. Correct loading or have Supervisor correct Job Definition as necessary.	1-11, 1-12 4-4
Double Detect is not correctly calibrated.	Run a Trial Piece whenever a new batch of material is loaded to recalibrate Double Detect. The new batch might be of slightly different thickness.	3-6

6 • Troubleshooting

Clearing Material Stalls

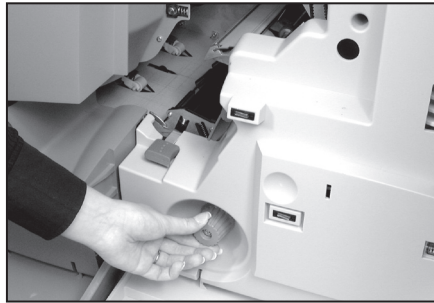
Your machine has been designed to assure maximum performance. In the event of a material stall, the display will indicate where the stall has occurred and will suggest remedial action.

Follow the advice given by the error screen regarding clearing the material. You may also press **Clear Deck** to attempt to feed the material through the machine. If not successful, the sections below tell you how to gain access to the material.

The Manual Advance Knob

Having located the material, you may need to use the Manual Advance Knob to manually feed material out of the grip of rollers, etc.

The Manual Advance Knob is located behind the lower door at the center front of the machine.



Removal & Replacement of the Sheet Feeder Trays A to D

To remove...

Lift the rear of the tray slightly and pull it straight outwards from the machine.



Note: If the tray is loaded, gently hold the material in place to prevent it sliding forward as the tray is removed.

To replace...

Place the tray into its location guides in the side frames. Lift the rear of the tray slightly and push it into the machine. The tray will automatically drop into its correct location.

Removal & Replacement of the Insert Tray(s) F and G

To remove...

Pull the Insert Tray straight outwards from the machine.



To replace...

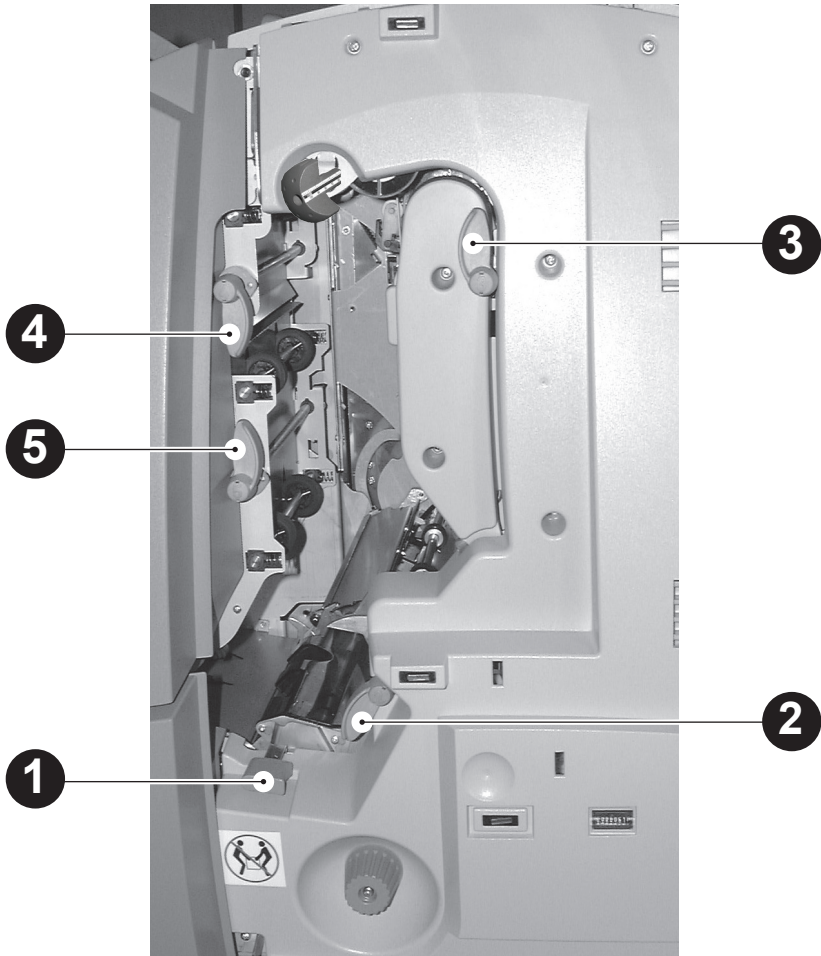
Slide the tray into its location guides and push until it 'clicks' into place.

6 • Troubleshooting

Access to Internal Areas 1 to 5

If material stalls within the internal areas of the machine, the display will indicate an area or areas (labelled 1 to 5) where the stalled material is located.

Open both central front doors and the access points, as shown below, will be exposed.



The illustrations on the next page show each area in more detail...



Area 1

Pull upwards to unlatch.
Relatch by pressing assembly firmly down at the center.



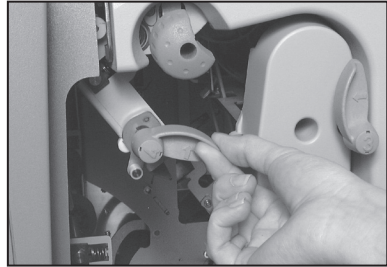
Area 2

Rotate clockwise to unlatch.
Relatch by rotating lever fully counterclockwise.



Area 3

Rotate counterclockwise to unlatch.
Push assembly back into position and relatch by rotating lever fully clockwise.



Area 4

Rotate counterclockwise to unlatch.
Push assembly back into position and relatch by rotating lever fully clockwise.



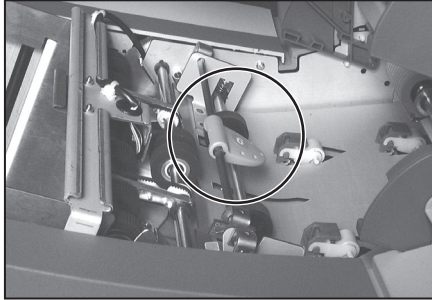
Area 5

Rotate clockwise to unlatch.
Push assembly back into position and relatch by rotating lever fully counterclockwise.

6 • Troubleshooting

Access to Area 6

Area 6 is located under Sheet Feeder D, where envelopes are fed into the system. Therefore, before access can be gained to a material stall in this area, Sheet Feeder Tray D should be removed as described on page 6-9.

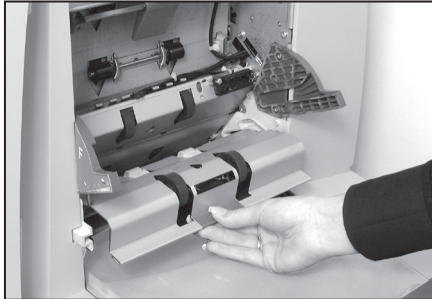


Once the tray is removed, access to stalled material can be gained by unlatching the lever shown in the illustration above.

Access to Areas 7 and 8

Areas 7 and 8 are located at the inner ends of the Insert Feeders F and G. Therefore, before access can be gained to a material stall in these areas, the Insert Trays must be removed as described on page 6-9.

Once the trays are removed, access to stalled material can be gained by unlatching the access covers shown.



Area 7



Area 8

Access to the Removable Paper Path (under Insert Feeder F)

This removable plate is located immediately below Insert Feeder F. Therefore, before access can be gained to a material stall in this area, Insert Tray F must be removed as described on page 6-9.

Access can be gained by lifting the blue handle and then pulling the plate outwards.

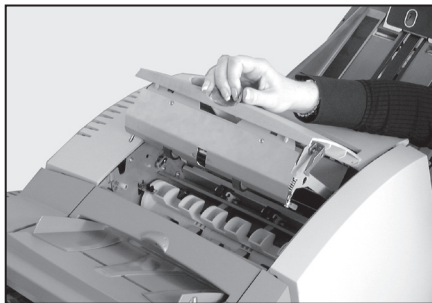
When refitting the plate, make sure it is fully latched into position.



Access to the Top Cover (Sheet Feed Area)

Access can be gained to this area by unlatching the blue handle on the Top Cover and raising the cover.

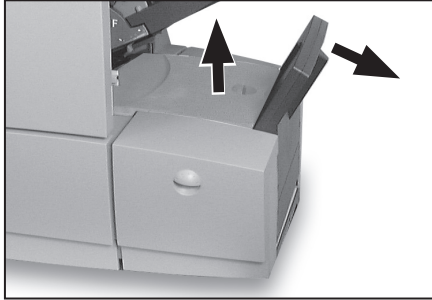
When closing the cover, make sure it is fully latched into position.



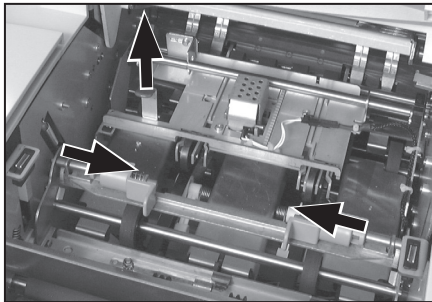
6 • Troubleshooting

Access to the Envelope Inserting/Sealing Area

Access can be gained to the insertion and sealing areas by lifting the plastic cover and lowering the envelope exit area door.



Points arrowed in the illustration can be unlatched to allow access to stalled material.

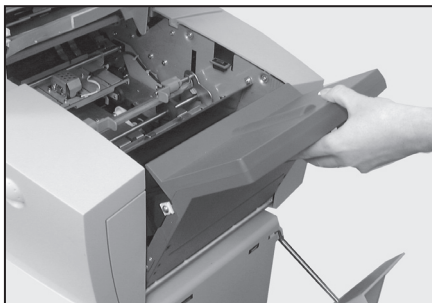


Access to the Envelope Exit Area

Pull down the envelope exit area door, as shown, to gain access to stalled material.

When closing the door, make sure it is firmly latched into position.

NOTE: If a power stacker is fitted, it may need to be moved to gain access. Refer to the stacker's Operator Guide.



Envelope Stop Position

This function lets you adjust the position where the Outer Envelope is held, waiting for material to be placed into it. It is accessed by running a Trial Piece and replying 'No' when asked if the Trial Piece is OK.

This adjustment will **only be needed in unusual situations** where material is not being placed fully into the envelope, or is being driven too far, causing damage to the envelope or material.

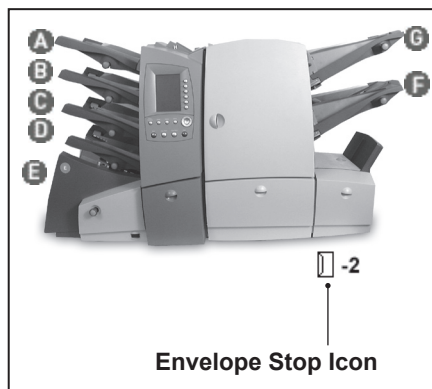
The Envelope Stop has five positions...

- 0** Standard setting for normal weight material.
- 1, -2** Places the material further into the mailing envelope, which may be useful for light or thin material.
- +1, +2** Reduces how far the material goes into the envelope, which may be useful for thicker or heavier material.

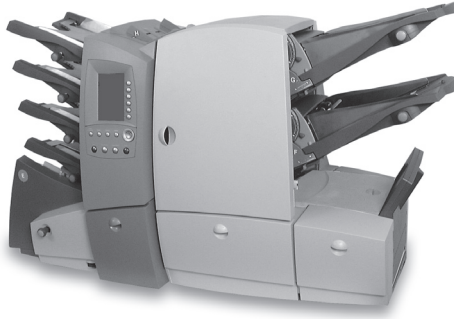
After carrying out this adjustment, you will be offered two options:

1. You can save the adjustment as part of the current Job Definition so that it is automatically recalled in future. This requires a Supervisor Access Code to be entered because the Job Definition is being edited.
2. You can run the current job with the adjustment applied temporarily. Once a new Job Definition is selected, or if power is turned off, this temporary adjustment will be lost.

When the Envelope Stop is set to *any position other than its standard (0) position*, a warning icon showing the modified setting will be displayed beneath the Machine Graphic.



7 • Reference



This chapter lists the specifications of your machine and describes operations that may only need to be carried out occasionally.

Specifications	7-2
Sheet Feeders	7-2
Fold Type and Overall Thickness Limits	7-3
Insert Feeders	7-4
Envelope Feeder	7-5
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Drop Stacker	7-6
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Machine Specifications	7-7
Changing the Envelope Sealer Unit Felts	7-8
Service	7-10

7 • Reference

Specifications

Sheet Feeders A, B C and D

Minimum sheet size:	5" (127mm) Width (non OMR) 8" (203mm) Width (with OMR) 6-7/8" (175mm) Length
Maximum sheet size:	9" (229mm) Width 16" (406mm) Length
Paper weights:	16 lb. (60g/m ²) Minimum (non OMR) 20 lb. (75g/m ²) Minimum (with OMR) 32 lb. (120g/m ²) Maximum
Fold configurations :	Sheet length limits before folding
Single fold:	6-7/8"- 12" (175mm - 305mm)
C fold:	9-1/2"- 13-5/8" (242mm - 347mm)
Z fold:	9-1/2"- 13-5/8" (242mm - 347mm)
Double fold:	10-1/2" - 16" (278mm - 406mm)
Double Document Detector Material range:	16 lb. (60g/m ²) Minimum 32 lb. (120g/m ²) Maximum
Sheet Feed tray capacity:	Up to a maximum of 325 sheets of 20 lb. (80g/m ²)
Manual Feed mode:	Stapled or unstapled sets up to 5 sheets of 20 lb. (80g/m ²) to a maximum total weight of 100 lb. (400g/m ²) per set can be processed in the Manual Feed mode. Glossy/coated sheets are not recommended.

Fold Type and Overall Thickness Limits

The table below shows the maximum number of sheets up to 12" (305mm) in length that can be accumulated or collated for each fold type, based on different weights of paper.

It is important that jobs exceeding these maximums are NOT programmed into the machine or imposed by OMR code printing and/or OMR selective feed.

Number of sheets	Paper Weights in lbs.			
	16, 18, 20	22, 24, 26	28, 30, 32	
1	C,Z,S,D	C,Z,S,D	C,Z,S,D	
2	C,Z,S,D	C,Z,S,D	C,Z,S	
3	C,Z,S,D	C,Z,S,D	C,Z,S	
4	C,Z,S,D	C,Z,S,D	For applications within this shaded area, contact your machine supplier for advice.	
5	C,Z,S,D	D		
6	S,D	D		
7	S			
8	S			
9	S			
10	S			
Fold Types: C = C Fold, Z = Z Fold, S = Single Fold, D = Double Fold				

Sheets above 14" (357mm) in length can only be folded using double fold, up to 5 sheets.

All the above sheet limits can be used with Inserts from feeders F and G only if the total Mail Piece contents are up to a maximum of 1/8" (3mm) total compressed thickness.


ALL SPECIFICATIONS ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION AND ARE SUBJECT TO TEST

7 • Reference

Insert Feeders F and G

Minimum Insert size:	5" (127mm) Width (non-OMR) 5-3/8" (136mm) Depth (with OMR) 3-1/4" (82mm) Depth
Maximum Insert size:	9" (230mm) Width 6" (152mm) Depth
Paper Weights:	20 lb. (75g/m ²) Minimum (single sheet/slip) 16 lb. (60g/m ²) Minimum (folded material) 20 lb. (75g/m ²) Minimum (folded material with OMR code) 48 lb. (180g/m ²) Maximum (single sheet/slip)
Maximum compressed thickness of insert:	.08" (2mm) from feeder F .06" (1.5mm) from feeder G
Double Detect material range:	16 lb. (60g/m ²) Minimum 32 lb. (120g/m ²) Maximum
Insert feed tray capacity:	Up to a maximum of 300 Inserts in each feeder, dependent on thickness and weight of inserts.

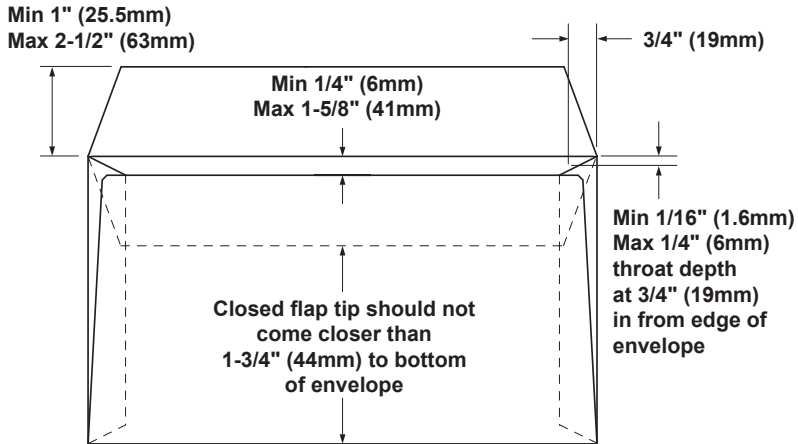
Envelope Feeder

Minimum envelope size:	3-7/8" (98mm) Depth 8-5/8" (220mm) Width	
Maximum envelope size:	6-1/2" (164mm) Depth 9-2/3" (246mm) Width	
Envelope depths for SwiftStart™ and Manual Feed:	4-1/4" to 6-3/8" (109mm, 111mm, 114mm, 121mm, 162mm)	
Envelope weights:	16 lb. (65g/m ²) Minimum 26 lb. (100g/m ²) Maximum	
Envelope tray capacity:	Up to a maximum of 300, 26 lb. (90g/m ²) envelopes	
End Clearance:	End clearance between the Insert and envelope is a minimum of 1/4" (6mm) at each side (i.e., a minimum of 1/2" [12mm] overall). This measurement should be taken with all Mail Piece contents placed into the envelope.	
Depth Clearance:	The Mail Piece Contents must allow a minimum clearance of 1/8" (3mm) for unfolded inserts, and 1/4" (6mm) for folded material, below the flap crease after being fully inserted into the envelope.	

7 • Reference

Envelope Feeder (continued)

Envelope flap and throat requirements:



Envelope Sealer

The machine can seal up to a maximum of 3,000 envelopes between refills.

Drop Stacker

The Drop Stacker can accommodate up to 150 Mail Pieces.
(This is dependent on the size and contents of the envelope).

Material Requirements

For best performance, use only materials approved by your machine supplier.

Materials should be good quality and properly stored.

Recommended

storage conditions: 65°F (18°C) to 77°F (25°C)
 40% to 60% relative humidity

**ALL SPECIFICATIONS ARE SUBJECT TO CHANGE WITHOUT
NOTIFICATION AND ARE SUBJECT TO TEST**

Machine Specifications

Physical Dimensions

Length	54" (1370mm)
Depth	22-1/2" (570mm)
Height	30" (760mm)
Minimum Weight	194 lbs. (88kg)

Weight will depend on machine configuration. Weights stated do not include material.

Noise Level

Running	72dBA - 74dBA
---------	---------------

Electrical

AC Input	100VAC - 240VAC, 50/60Hz, 10A
AC Output	100VAC - 240VAC, 50/60Hz, 4A

Maximum Speed:

3600 or 4000 cycles per hour, depending on model, fold type and material quality. Figures stated are based on 2 sheets of 24 lb. (80g/m²), Z folded and 1 insert placed into a 26 lb.(90g/m²) #10 envelope.

Compliance



It is certified that the Folding/Inserting machine complies with the requirements of the Low Voltage Directive 73/23/EEC and the EMC Directive 89/336/EEC. The product was tested in a typical configuration.

WARNING: This is a class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

OMR Specifications are listed on pages 5-8 and 5-9.

7 • Reference

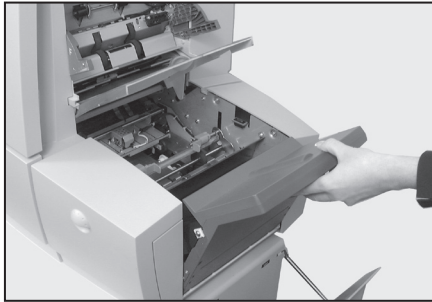
Changing the Envelope Sealer Unit Felts

The sealer unit felts are supplied as part of a kit and can be changed by the operator in the following way:

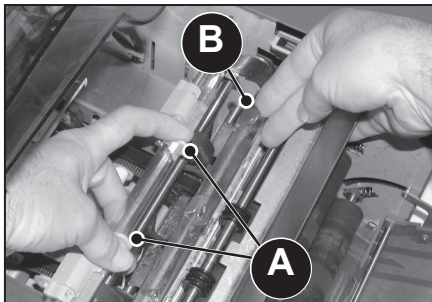
1. Hinge open the Sealer Bottle cover located at the front right hand side of the machine. Remove the Sealer Bottle.



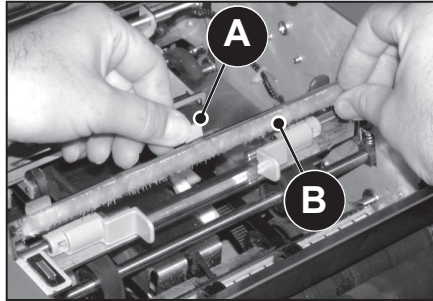
2. Remove the Insert Trays (see page 5-9). Lift the insertion area plastic cover and open the envelope exit area access door.



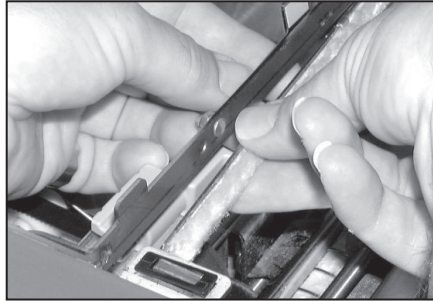
3. Squeeze together the two blue tabs (A) and lift the blue tab (B) to gain access to the sealer unit felts.



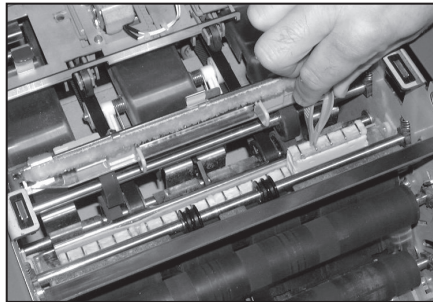
4. Push the latch (A) back. Grasp the upper sealer felt (B), slide it towards the front of the machine and remove it from its mounting bar. Discard this old felt.



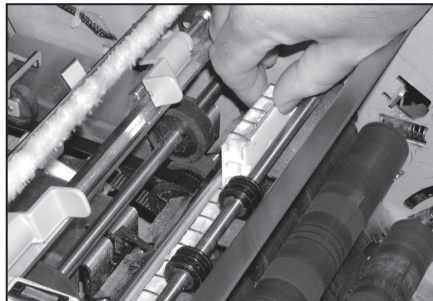
5. Fit the new upper felt. Locate the tabs on the back of the felt assembly into the corresponding holes in the mounting bar and slide the felt towards the rear of the machine. Make sure it has fully latched into position.



6. Using the plastic tweezers provided in the kit, remove all four felts from the Sealer Tank. Discard these old felts.

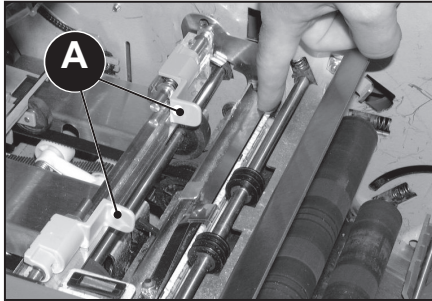


7. Fit the four new felts into the Sealer Tank. They will only fit one way round. Make sure they are pushed fully down into the tank.

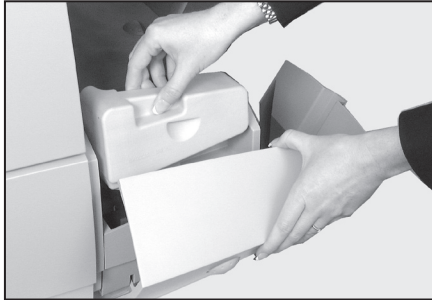


7 • Reference

8. Push down on the blue tab to return the upper felt assembly to its operating position. Make sure that the blue latches (A) spring out and fully latch into position.



9. Refit the Sealer Bottle and close the covers. The felts will take a few minutes to become fully wet and ready for use.



Service

Service for your new Folding/Inserting machine is available throughout the world.

Should you have questions about your machine, or require service or assistance with your particular application, please call your machine supplier.

Your machine supplier will also offer a service maintenance contract to keep your machine in top condition at nominal cost.

Contact details can be found:

- On the *Pitney Bowes Contact Information List* on page v.
- In the **System Information** option in the menus:
At the Home Screen, select **Menu**.
Then select **System Information**.

Operator/Supervisor Training Checklist

During initial Operator Training, the following aspects of the machine should be described:

- Sheet Feeders
- Envelope Feeder
- Insert Feeder(s)
- Manual Feeder
- OMR Scanners (if applicable)
- Sealer
- Drop Stacker
- Measuring Scale
- Manual Advance Knob
- Access areas
Areas 1 to 8, Removable paper path, Top cover, inserting / sealing area and exit area.
- Power Switch
- Control Panel
Counter(s), on-line guide, all keys, Mail Piece Icon Tree
- Screens for operator(s):
 - Select Job – select and run a sample job
 - SwiftStart™
 - Manual Feed
 - Menu: Language
 Display adjustments
 Safe Seal
 System Information

- Supervisor Functions
(Available only with Supervisor Access Code)
 - Create Job
 - Edit Job
 - Create From
 - Delete Job
 - OMR Menu (If available on machine)
 - System Menu/Manual Feed Setup
- Stoppage Recovery
- Maintenance – Sealer wicks and felt replacement

The following operators have been trained on this equipment:

Name	Level	Date
	<input type="checkbox"/> Operator	
	<input type="checkbox"/> Supervisor	
	<input type="checkbox"/> Operator	
	<input type="checkbox"/> Supervisor	
	<input type="checkbox"/> Operator	
	<input type="checkbox"/> Supervisor	
	<input type="checkbox"/> Operator	
	<input type="checkbox"/> Supervisor	

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