

# FORMAX<sup>®</sup>

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## 6602 Series Inserters

OPERATOR MANUAL  
FIRST EDITION

8/2007

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# 1. HEALTH, SAFETY AND ENVIRONMENT

## 1.1 Precautions and Safety Issues

Thoroughly read this operator manual, before using this machine.

According to the European Guideline for machine safety (EC98-37), this operator manual must be available in the national language(s) of the country where the machine is delivered. Therefore, if you do not have an operator manual in your country's language(s), contact your authorized distributor.

### Warnings

- Disconnect the mains power supply before performing any maintenance.
- If the feed/fold unit and inserter unit have to be physically separated, the operator should pay attention to the heavy weight of the unit during separation.
- Before connecting check whether the system is suitable for the local mains voltage. Refer to the type plate.

### Safety Precautions

- Only competent personnel should operate this machine.  
If incompetent personnel do operate this machine, the manufacturer does not accept responsibility for any resulting accidents or injuries.
- Only skilled persons, who are aware of the risks involved, may open the protective covers.  
For safety reasons, the machine will not function when the covers are open.
- Keep long hair, fingers, jewelry, etc. away from rotating and moving parts.
- The power connection must be easily accessible, preferably close to the machine.
- For safety reasons, it is essential that the machine is connected to a socket outlet that has a protective earth connection.
- Over-current protection in the equipment also relies on the branch circuit protection (max. 20 A).
- The following part(s) is (are) considered the equipment disconnect device(s):
  - Power supply cord plug
  - 12-pole connector, located on the right-hand side

## Conventions



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### Note

*A note gives additional relevant information.*

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## 2. FUNCTIONAL DESCRIPTION

The system feeds, folds and inserts documents into envelopes and then seals and stacks the envelopes. Automatic monitoring ensures the correct number of inserts per envelope.

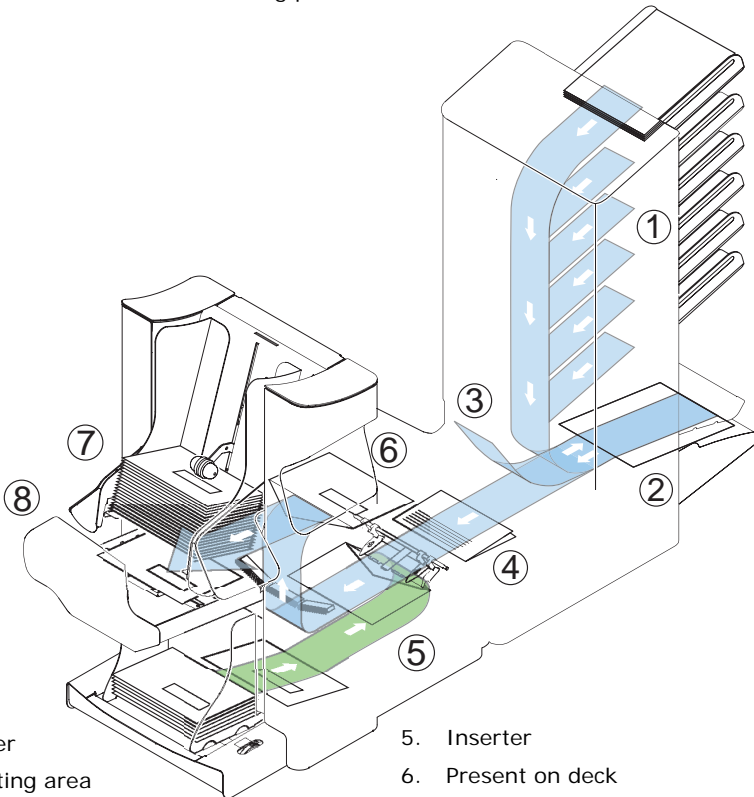
The machine is a sophisticated folding and inserting system which can process large quantities of mail rapidly and easily. The system can be operated by means of a user friendly interface.

The settings of the system (document type, envelope type and fold type) is recorded in jobs. These jobs can be programmed by an authorized user.

The system is equipped with a variety of special features as document thickness detection, programmable jobs, AutoSet, Feeder, double feed control, hopper swap, multifeed, daily mail, Divert and Folder.

### 2.1 Overview

The system consists of the following parts:



- |                   |                    |
|-------------------|--------------------|
| 1. Feeder         | 5. Inserter        |
| 2. Collating area | 6. Present on deck |
| 3. Divert         | 7. Stacker         |
| 4. Folder         | 8. Side exit       |



### **2.1.1 Feeder (1)**

The Feeder is the feeding part of the system. There are two types of feeders available: the automatic and the special feeder. The automatic feeder does not require any adjustments for the separation. The Feeder is equipped with double feed control. In this way the system can detect faulty sets of documents. The Feeder is equipped with cascade mode. This means that two feeders can be linked as pairs. When the first feeder is empty, the system switches to the other feeder. Meanwhile the other empty feeder can be refilled without stopping. It's also possible to feed multiple documents from one feeder. In this way more documents can be fed from one station, for example an original and a copy of a document.

The upper automatic feeder is equipped with a "daily mail" function for processing documents or sets of documents which cannot be processed automatically (e.g. stapled).

### **2.1.2 Collating Area (2)**

After feeding, the documents are gathered and aligned in the collating area.

### **2.1.3 Divert (3)**

The Divert automatically throws out incorrect sets of documents. In this way the system does not need to stop. Correct sets will be transported to the Folder unit.

### **2.1.4 Folder (4)**

The Folder unit folds the documents. The following fold types are possible:

- No fold
- Single fold
- Letter fold
- Zig-zag fold
- Double parallel fold

### **2.1.5 Inserter (5)**

After folding the documents are transported to the inserter unit where the documents are inserted into a waiting envelope. The inserter then seals the envelope (or not) and stacks them on the stacker. Automatic monitoring ensures the correct number of inserts per envelope.

### **2.1.6 Present on Deck (6)**

The documents inserted (or not) can leave the inserter from the upper unit (present on deck). This can occur when

- Clearing the machine
- Making a test set
- Depending on the OMR (Optical Mark Recognition) code

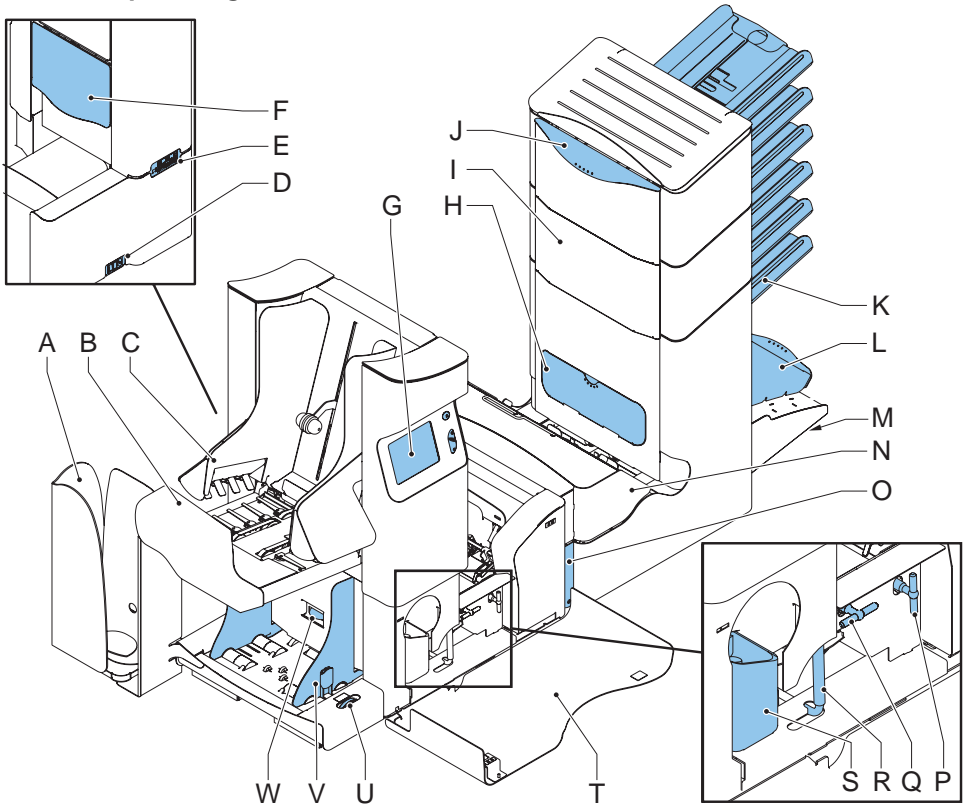
### **2.1.7 Stacker (7)**

The documents inserted (or not) are transported to the stacker depending on the programmed job. The stacker automatically stacks inserted documents.

### **2.1.8 Side exit (8)**

The documents inserted are transported to the side exit depending on the programmed job. The side exit can be used for sorting and stacking of documents into the catch tray as well as transporting to the optional conveyor belt or franking/mailing machine.

## 2.2 Operating Controls



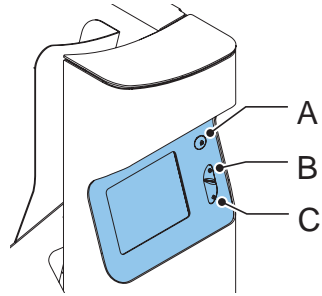
- |   |                                    |   |   |
|---|------------------------------------|---|---|
| A | catch tray                         | M | operator manual storage space               |
| B | side exit / stacker unit           | N | Folder                                      |
| C | side guides stacker                | O | locking handle Folder                       |
| D | power inlet, power switch          | P | handle for manual envelope transport        |
| E | RS232 connector / USB / modem      | Q | handle for manual envelope transport        |
| F | unlocking lever for upper unit     | R | unlocking handle for rollers envelope track |
| G | display (operator panel)           | S | water reservoir                             |
| H | OMR reading head cover             | T | side cover (opened)                         |
| I | vertical transport                 | U | thumb wheel for side guide adjustment       |
| J | hand grip vertical transport cover | V | side guides envelope feed tray              |
| K | document feed tray                 | W | knob for envelope separation adjustment     |
| L | collator arm                       |   |   |

## 2.3 Display Buttons

The machine has a graphical touch screen.

There are three buttons mounted at the display:

- A: the clear key  
When the clear key is pressed during processing documents, the system will stop feeding documents after completing the set. The set will be inserted resulting in a cleared system which is ready to process a new job. The envelopes have to be removed manually if necessary. When the system is stopped already and the clear key is pressed, it will process one set of documents and the system will be cleared.



When a feeder runs empty after the clear key is pressed, an **Ignore** button will be displayed together with the feeder empty message. By pressing the **Ignore** button the clear process will be continued ignoring the empty feeder.

- B: the start key  
When the start key is pressed the system starts processing.
- C: the stop key  
After pressing the stop key the system does not stop immediately, but on the first opportunity while processing. Because of this there can be incomplete sets in some parts of the system.

### Caution

*The display is covered with a thin pressure-sensitive layer. To avoid permanent damage of the display, do not use sharp objects to press on the display.*

## 2.4 Software Description


### 2.4.1 Main Menu

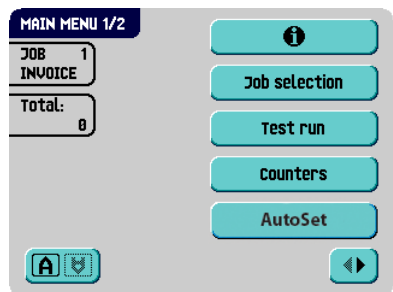
After starting up, the "main menu (1)" screen will appear.

The screen shows the selected job number and the total number of envelopes that have been processed using this job.

The main menu consists of 2 menus, "main menu (1)" and "main menu (2)".

The "main menu (1)" shows 7 different functions:



- : job information (see 2.4.2 "Job Info" on page 13): shows job details.






The job information function is available in all the menus where the button

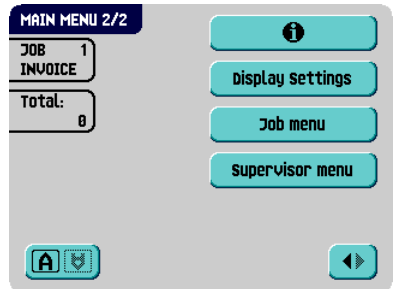


is shown.


- **Job selection** : go to the "job selection" menu to select another job (see 3.7.2 "Select Another Job" on page 31).
- **Test run** : go to the "test run" menu to perform a test run (see "Perform a Test Run" on page 32).
- **Counters** : go to the "counters" menu to reset the counter or to set a stop value (see 2.4.3 "Counters" on page 15).
- **AutoSet** : go to the "AutoSet" menu to start an AutoSet job (see 3.7.1 "Using AutoSet" on page 28).
-  : rotate display 180°. Only available if the insert'n Frank™ / insert'n Mail option, level 2 or 3, is installed.
-  : go to the "main menu (2)".

The "main menu (2)" shows 6 different functions:

-  : job information (see 2.4.2 "Job Info" on page 13): shows job details.
- **Display settings** : change display and volume settings (see 2.4.4 "Display Settings" on page 15).
- **Job menu** : go to the "job menu" to create, edit, copy or delete a job (see 2.4.5 "Job Menu" on page 16, only for authorized personnel).
- **Supervisor menu** : go to the "supervisor menu" to change system settings (see 2.4.6 "Supervisor Menu" on page 16, only for authorized personnel).
-  : return to the "main menu (1)".
-  : rotate display 180°. Only available if the insert'n Frank™ / insert'n Mail option, level 2 or 3, is installed.



## 2.4.2 Job Info

To enter the “info-job” menu, press . The “info-job” menu consists of 3 submenus.

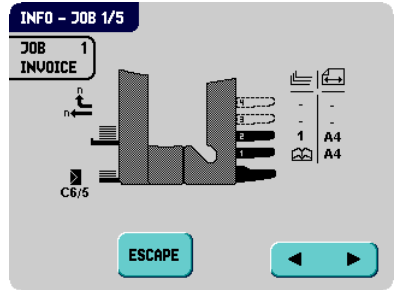
If the optional insert'n Frank™ is used an extra job info screen is available: the “insert'n Frank™ info” menu, displaying weight information and the franking job (see 3.9.9 “Mailing/Franking Settings (Option)” on page 44).


If the optional OMR is used an extra job info screen is available: the “OMR settings” menu displaying the available OMR marks and settings (see 4.2.4 “OMR Codes” on page 50).


The “info-job” menus display all relevant information about the selected job.


To return to the “main menu (1/2)”, press .


The “info-job (1)” menu contains the following information:





 Shows the feeders selected to pick documents from (black is selected).


 The numbers below this icon indicate the number of sheets that must be picked from the relevant feeders.

 Below this icon, the format of the document in the relevant feeder is indicated (ISO standard or height in mm).

 This sign indicates that the relevant feeders are linked. This means that when one feeder is empty, the system automatically starts picking documents from the other feeder.

 The sign indicates that for the relevant feeder the Optical Mark Recognition (OMR) is switched on (optional).

 This sign indicates that the relevant feeder is set for daily mail.

 Gives information about the envelope size (ISO format or height in mm).

The "info-job (2)" menu contains the following extra job information:



Gives information about the exit settings. The arrow to the left indicates which envelopes leave from the side exit, the arrow up indicates which envelopes are stacked. The example shows exit settings by batching: 5 envelopes to the side exit, 5 envelopes to the stacker. See 3.9.8 "Exit Select Settings" on page 43.



The sign below this icon shows if the document double feed detection for the relevant feeder and (optional) Thin Booklet Feeder is switched on -  or off -

. This icon is also shown at the inserter. In this case it indicates if the document thickness detection is switched on -  or off - .



Shows the weight settings.



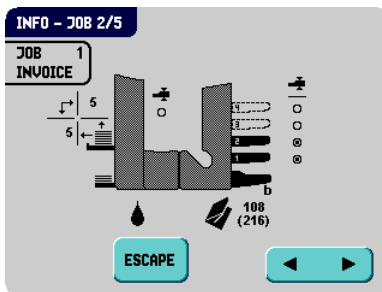
If this sign is shown sealing is on.



Shows the type of fold. The numbers next to this icon indicate the fold positions.



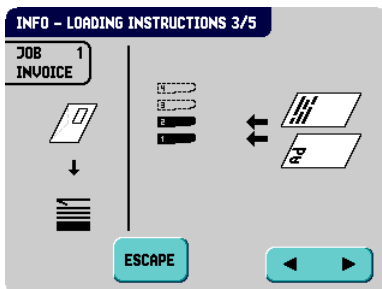
Shows the document stopper position.




The "info-loading instructions (3)" menu shows the way you should load documents (see 3.4.1 "Document Orientation" on page 24) and envelopes (see 3.5.4 "Feeding Envelopes" on page 28).

The example shows the following situation:



- Envelopes: flap down and trailing
- Address carrier in lower feeder (feeder 1), face up and leading
- Document in other feeder (feeder 2), face up and leading



### 2.4.3 Counters

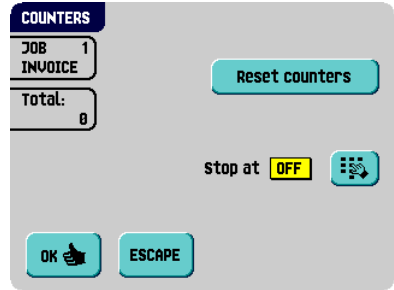
To enter the “counters” menu, press  from the “main menu (1)”.

The “counters” menu shows the following functions:

- : press this button to reset the daily job counter and stop counter to zero.
- : press this button to enter a stop value.

The stop counter is switched off when it is set to zero. The display will show “Stop at off”.

The stop counter can be set between 0 (switched off) and 9999. The system will continue until the job counter reaches the stop counter value. The system stops and can be re-started.




#### Note




*The counter settings are job related.*

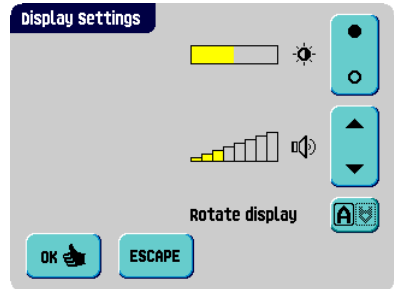
### 2.4.4 Display Settings

To enter the “display settings” menu, press

 from the “main menu (2)”.

The “display settings” menu shows the following functions:

- : enables to change the contrast of the display. The graphic shows the contrast setting.
- : enables to adjust the volume of the acoustic signals. The graphic shows the volume setting.
- Rotate display: press the  button to rotate the display 180 °.





## 2.4.5 Job Menu

After pressing the **Job menu** button a login menu opens.

To prevent jobs being edited or deleted without informing the 'job owner', this menu is protected by a PIN-code. The PIN-code is **2546**.

When a wrong pin code is entered, the cursor is set to the first number to try again.

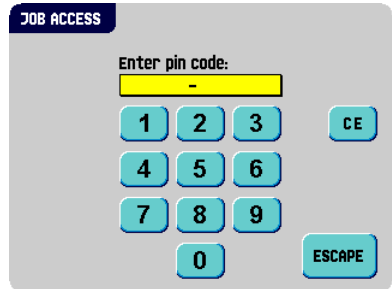
After 3 times entering a wrong pin code the display shows the "main menu (1)" again.

After entering the correct pin code the "job menu" appears.

This menu enables the creation, deletion and/or editing of jobs.

The "job menu" shows the following functions:

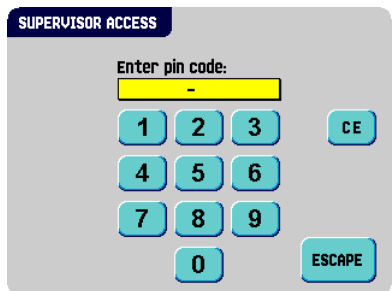
- **Job information**: job information (see 2.4.2 "Job Info" on page 13).
- **Create job**: create a job (see 3.9 "Create a Job" on page 33.)
- **Edit job**: edit a job (see 3.10 "Edit a Job" on page 45).
- **Copy job**: copy a job (see 3.11 "Copy a Job" on page 46).
- **Delete job**: delete a job (see 3.12 "Delete a Job" on page 46).
- **ESCAPE**: exit and return to the "main menu (1)".



## 2.4.6 Supervisor Menu

After pressing the **supervisor menu** button a login menu opens.

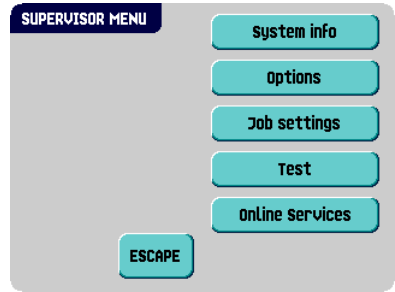
Enter the PIN-code **2546** to access the "supervisor menu".



After entering the correct pin code the “supervisor menu” appears.

This menu enables checking and configuring the system.

The “supervisor menu” shows the following functions:



- **System info**: shows system information, like:
  - The flex certificate, used for OMR
  - The counter since last visit: the counter value since the last service visit
  - The last error generated by the system

The screen shows a button **Software versions**: this shows the software versions that are present in the total system.

- **Options**: shows option information and system information:
  - The chip ID
  - The system ID
  - The installed options

For installing new options, see 4.1 “Activate an Option” on page 48.

- **Job settings**: opens the “job settings” supervisor menu (see “Job Settings (Supervisor)” on page 18). From this menu system parameters can be set.
- **Test**: opens the “test menu” (see “Test” on page 20). Use this menu to test the system.
- **Online Services**: opens the “Online Services” menu (option, see 4.3 “Online Services” on page 58). This screen enables to connect the system to a server and receive messages.

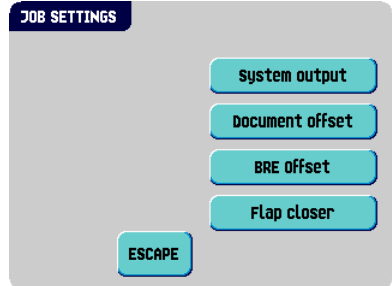
## Job Settings (Supervisor)

### Caution

*Job settings normally will be changed by a service engineer only. Therefore first consult the supplier's Helpdesk before changing any settings. Changes to the job settings can result in malfunctioning of jobs.*

The "job settings" menu (supervisor) can be opened from the "supervisor menu". From this menu system parameters can be set. The "job settings" menu shows the following functions:

- **System output**: opens the "mode menu" to set the output mode for a job (see "Mode Menu" on page 18).
- **document offset**: opens the "document offset" menu to set the document offset in a set of documents for a job (see "Document Offset" on page 19).
- **BRE offset**: opens the "BRE offset" menu to set the BRE offset on or off (see "BRE Offset" on page 19).
- **Flap closer**: opens the "flap closer" menu (see "Flap Closer" on page 20). Use this function to improve the envelope sealing process.




### Mode Menu

When selecting from the "supervisor menu"

**Job settings**, **system output**, the "mode menu" appears.

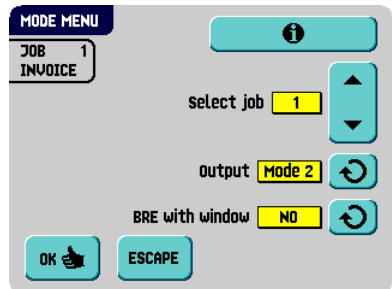
In this menu for each of the jobs 1 through 25 and AutoSet a choice can be made between output

Mode 1 and Mode 2 using the  button. Mode 2 is the default setting.

Mode 1 focuses on the versatility of paper parameters (paper thickness; document length), i.e. correct operation under even extreme paper conditions.

Mode 2 focuses on high speed and is achieved as follows:

- During multi feed (more than one page from one feeder) the movement on the collator is minimal. In mode 1 the divert unit will be used for completing the collating process (less paper on paper transport).
- During the transportation of a set from the collator into the Folder, the next set is going into the collator already. This results in temporary overlapping sets with two different transport directions. In mode 1 the set has left the collator completely before the next set enters the collator.



- Anticipation call for the envelope is used. That means that a (folded) set is leaving the Feeder already before the envelope is ready on the insert position. In mode 1 the envelope is on the insert position already before the set leaves the Feeder.

It is advised to use Mode 1 with a paper thickness of 65 g/m<sup>2</sup> or less, a document length of 12 inch (305 mm) or higher, and for situations where Mode 2 is not functioning properly. In all other cases Mode 2 is advised.

If you select Mode 2, select if the reply envelope has a window or not.

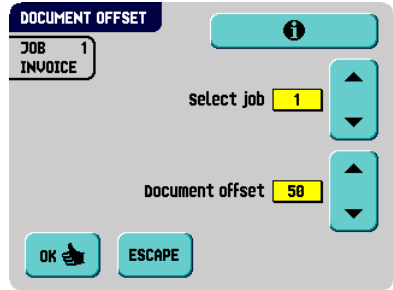
### Document Offset

When selecting from the “supervisor menu”

**Job settings**, **Document offset**, the “document offset” menu appears.

The vertical transport of documents fed by the various feeders is arranged in such a way that the documents are partially overlapping each other. This overlapping scheme ensures that the documents are properly aligned in the collator area.

In the “document offset” menu you can set the extend to which the documents are not overlapping each other, i.e. the document offset value. The default value is 50 mm (2.0 inch). The document offset can be varied between 20 mm (0.8 inch) and 75 mm (3.0 inch).




### BRE Offset

When selecting from the “supervisor menu”

**Job settings**, **BRE Offset**, the “BRE offset” menu appears.

If a document is longer than the set address fold but shorter than the envelope height, this document sometimes will be unnecessarily folded. Under certain conditions this document can be prevented from being folded. This can be implemented with the menu “BRE offset” (BRE means Business Reply Envelope).

For each of the jobs 1 through 25 and AutoSet an offset can be switched on or off using the  button.

In the case of offset “on” the last document that was added to the set will be shifted from the rest of the set (offsetting). This document will be held back during a certain distance. This means that the trailing edge of this upper document leaves the collator at last. This document will not be folded. During the insertion into the envelope the documents of the set will be realigned.

The conditions are:

- The feeder that supplies this upper document (BRE) is set to one document per set (no multi feeding).

- The document directly beneath this document must be at least 60 mm (2.4 inch) longer than the BRE.
- The upper document must be longer than the set address fold.
- The folding mode is either single fold or letter fold (no Z-fold).
- The upper document must be shorter than the envelope height.

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### Note

*It is possible to use the BRE offset for a BRE and an enclosure (card) in one set. The extra condition is that this enclosure is equal to or smaller than the set address fold and should be placed direct underneath the BRE in the set.*

---

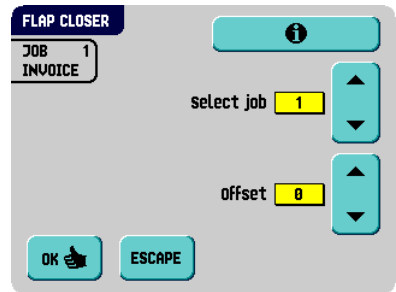
The whole BRE offset is based on friction between documents within a set. Therefore it is necessary to make use of these conditions to reduce the risk of bad transporting, folding and inserting.

### Flap Closer

When selecting from the “supervisor menu”

**Job settings**, **Flap closer**, the “flap closer” menu appears. Use this function to improve the envelope sealing process for a job. The offset can be varied between -20 and 20. If for example the offset is set to +10 the sealing process will be activated 10 pulses later than initially.

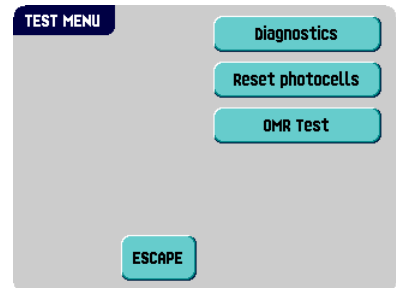
For each of the jobs 1 through 25 and AutoSet an offset can be set.



### Test

The “test menu” menu can be opened from the “supervisor menu”. Use this menu to check the system, reset all photocells and execute an OMR test. The menu consists of the following functions:

- **Diagnostics**: use this function to check if all motors, clutches and sensors are correctly connected. This test derives the status of the actuators and clutches by briefly activating the actuators and then measuring the current.




---

### Note

*Remove all paper and close all covers before testing.*

---

- **Reset photocells**: use this function to calibrate all photocells.

---

**Note**

*Remove all paper and close all covers before calibration.*

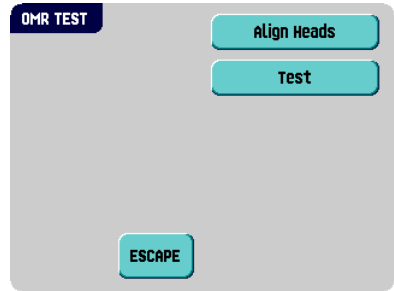
---

- **OMR Test**: use this function to align and test the OMR reading head (see "OMR Test" on page 21).

### OMR Test

The "OMR test" menu can be opened from the "test menu". Use this menu to align and test the OMR reading head (see "Reading Head Position" on page 49). The menu consists of the following functions:

- **Align Heads**: align the OMR reading head. Put a document with reading marks in the feeder and press this button.
- **Test**: shows the mark quality and the number of read marks from the last processed document. Also the gain of the OMR amplifier is shown.



## 3. OPERATING INSTRUCTIONS

### 3.1 Installation

---

#### Caution

*You can severely damage the machine if it is connected to the incorrect power supply. Before plugging in the machine, check if the local voltage is the same as the voltage mentioned on the type plate.*

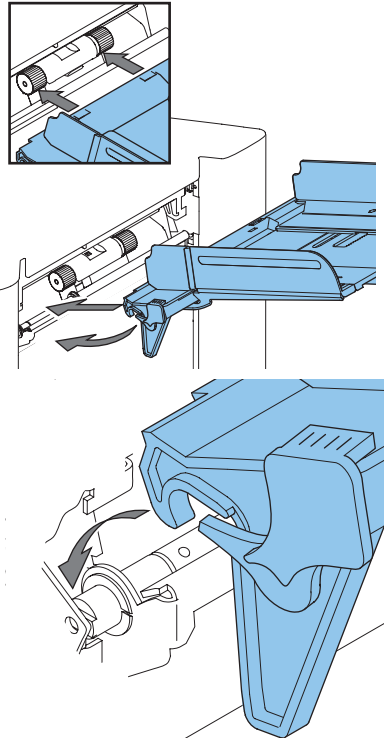
---

### 3.2 Preparation

#### 3.2.1 Document Feed Trays

Place the document feed trays in position:

1. Hold the document feeder slightly inclined as shown in the figure.
2. Place the front end of the document feed tray underneath the two black rollers.
3. Move the document feed tray upwards (lifting the black rollers), until it is possible to 'hook' the feeder into place.
4. Move the document feed tray towards the machine and move the hooks over the mounting points (on both sides).
5. Let the document feed tray rest on the machine.

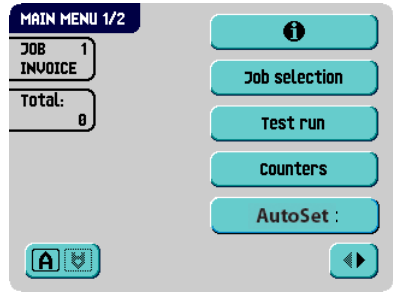


### 3.3 Starting Up

To start up the system:

1. Connect the machine to the mains power supply.
2. Use the power switch to switch the machine on. The power switch is located on the back of the machine.

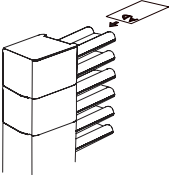
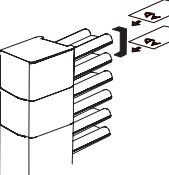
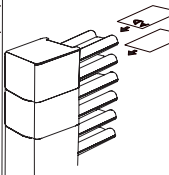
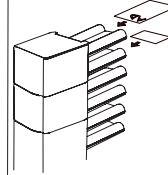
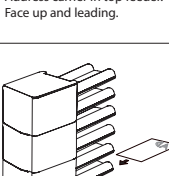
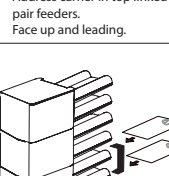
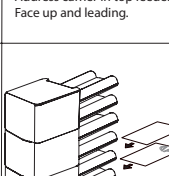
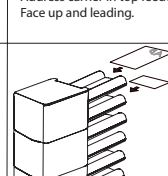
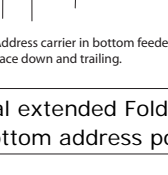
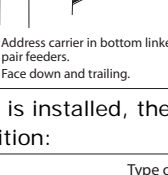
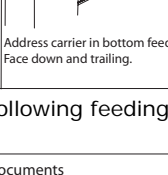
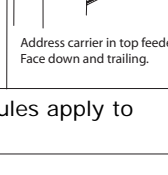
The display shows “main menu (1)” (the main displays are described in 2.4.1 “Main Menu” on page 11).



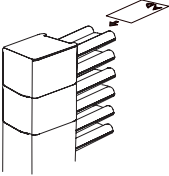
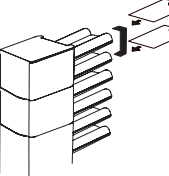
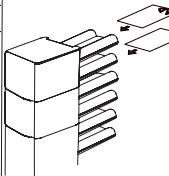
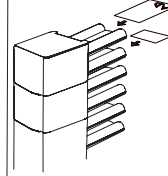
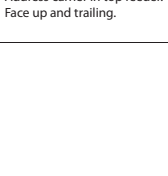
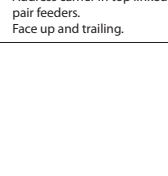
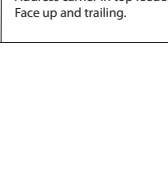
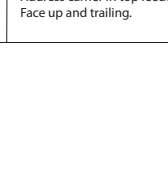


### 3.4 Loading Documents

#### 3.4.1 Document Orientation

Fold type		Type of documents			
		one document	hopper swap	two documents	document + enclosure
no fold	single fold	 Address carrier in top feeder. Face up and leading.	 Address carrier in top linked pair feeders. Face up and leading.	 Address carrier in top feeder. Face up and leading.	 Address carrier in top feeder. Face up and leading.
letter fold	double parallel fold	 Address carrier in top feeder. Face up and leading.	 Address carrier in top linked pair feeders. Face up and leading.	 Address carrier in top feeder. Face up and leading.	 Address carrier in top feeder. Face up and leading.
zig-zag fold		 Address carrier in bottom feeder. Face down and trailing.	 Address carrier in bottom linked pair feeders. Face down and trailing.	 Address carrier in bottom feeder. Face down and trailing.	 Address carrier in top feeder. Face down and trailing.

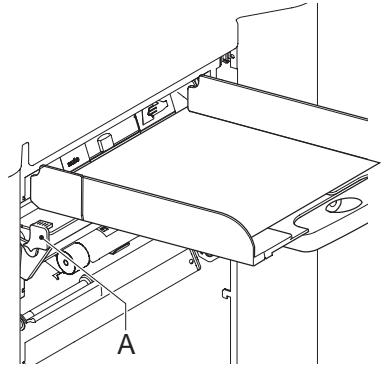
In case the optional extended Folder is installed, the following feeding rules apply to documents with bottom address position:

Fold type		Type of documents			
		one document	hopper swap	two documents	document + enclosure
no fold	single fold	 Address carrier in top feeder. Face up and trailing.	 Address carrier in top linked pair feeders. Face up and trailing.	 Address carrier in top feeder. Face up and trailing.	 Address carrier in top feeder. Face up and trailing.
zig-zag fold		 Address carrier in top feeder. Face up and trailing.	 Address carrier in top linked pair feeders. Face up and trailing.	 Address carrier in top feeder. Face up and trailing.	 Address carrier in top feeder. Face up and trailing.

### 3.4.2 Side Guides

To adjust the side guides it is best to remove the document feed tray from the feeder as follows:

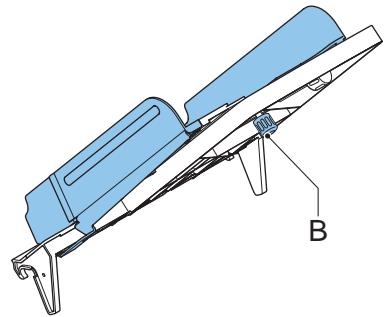
1. Push handle **A** downwards.
2. Lift the document feed tray upwards to unhook it and then pull it out from the feeder.



3. Loosen the knob **B** half a turn.
4. Grab the side guides in the middle and push them apart as far as possible.
5. Put a small stack of documents between the side guides.
6. Grab the side guides in the middle and push them towards the documents.

The space between the side guides and the documents should be such that the documents have just enough play to move freely.

7. Re-tighten knob **B**.
8. Remove the stack of documents.
9. Replace the document feed tray (3.2.1 "Document Feed Trays" on page 22).



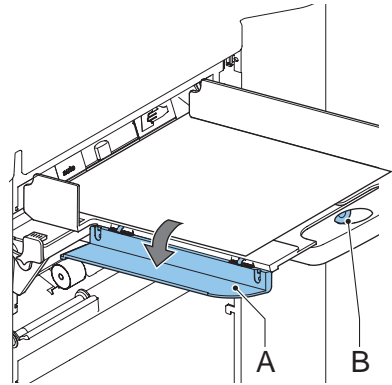
### 3.4.3 Document Separation

The term 'Document separation' refers to the adjustment required for separating the upper document from the rest of the documents in the stack. This prevents picking up too much documents from the stack at the same time.

The document separation for the *automatic feeders* is set automatically. There are no manual adjustments needed.

The document separation for *special feeders* must be adjusted manually as follows:

1. Push the knob **B** forward until it clicks.
2. Open the left-hand side guide **A** by turning it downwards.
3. Place a document on the feed tray and slide it about 60 mm (2.4 inch) into the system (turn the knob **B** counter clockwise if the separation is set to narrow).
4. Push the document between the separation rollers, which are behind the rubber paper pullers.
5. Turn the knob **B** clockwise to get more resistance or counter clockwise to lower the resistance.



The separation is adjusted correctly when a slight resistance is felt on the document.

6. Pull the knob **B** back again when ready.
7. Close the left-hand side guide.

### 3.4.4 Filling the Document Feed Tray

Fill the document feed tray as follows:

1. Open the left-hand side guide **A** by turning it downwards.  
The feed rollers will automatically be lifted.
2. Place a stack of documents between the side guides.
3. Turn the left side guide upwards again.
4. Feed the documents (depending on the type of documents and the type of fold) as shown in 3.4.1 "Document Orientation" on page 24.

### 3.4.5 Adjustment of the Document Stoppers

The document stoppers mark the position at which the documents coming from the feeder turn towards the folding area. The position of the document stoppers is automatically determined by the system during the job programming.

Initially the document stoppers are adjusted for position B. In this position a wide variety of documents can be handled (max. 297 mm; 11.7 inch) and adjustment is not needed.

When a job is selected in which a different stopper position has been programmed, the operator has to put the document stoppers in the correct position as indicated by the display.

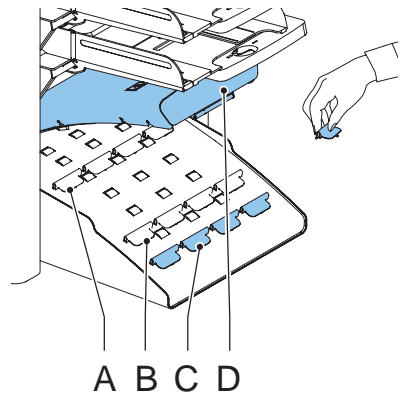
To adjust the stopper position:

1. Lift and hold the collator arm **D**.
2. Squeeze the stopper and pull the front side tab up.

To replace the stopper:

1. Place the flat back tab into the slotted hole.
2. Push the stopper into position.

Stop position **A** can handle documents up to 148 mm (5.8 inch), stop position **B** can handle documents up to 297 mm (11.7 inch) and stop position **C** can handle documents up to 356 mm (14 inch).



### 3.5 Loading Envelopes

#### 3.5.1 Adjusting Side Guides

Adjust side guides **B** by rotating thumb wheel **C**, so that the envelopes:

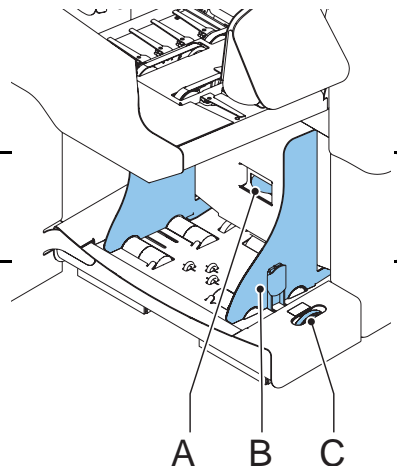
- Fit exactly between the side guides
- Can move freely

#### Note

*If the distance between the side guides is too large, the envelopes will twist sideways, when transported into the machine.*

#### 3.5.2 Stacker Side Guides

The side guides of the stacker are adjusted simultaneously with the envelope feeder side guides by turning the thumbwheel **C**. There are no adjustments needed for stacking the inserted envelopes.



#### 3.5.3 Envelope Separation

To set the envelope separation:

1. Turn knob **A** counter clockwise until two envelopes (flap down and trailing), one on top of the other, can be moved backward and forward between the rollers without resistance.

2. Turn knob **A** clockwise until one envelope will pass between the rollers. The bottom envelope must enter the separator first.

Now the envelope separation is set.

After starting the system it may occur that more than one envelope at a time is pulled in. In that case rotate knob **A** a quarter turn clockwise. Repeat if necessary to obtain correct operation.

### 3.5.4 Feeding Envelopes

1. Place the bottom envelope between the rollers (flap down and trailing - bottom side of envelope pointing to the machine).
2. Loosen the stack of envelopes and place the stack on top of the bottom envelope.

## 3.6 Sealing Envelopes

---

### Note

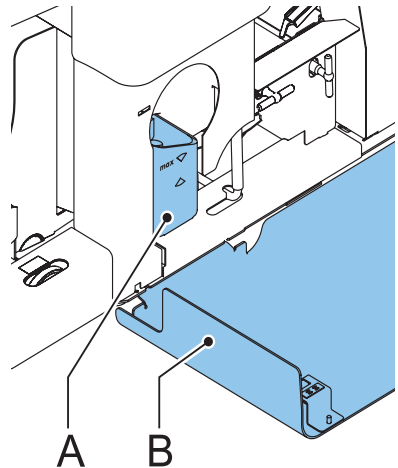
Refer to 5.1 "Operator Maintenance" on page 72 as well.

---

When the sealing of the envelopes is enabled, the sealing liquid reservoir must be filled.

1. Open the front cover **B**.
2. Fill the reservoir **A** to the "Max" level indication with sealing liquid.
3. Close the front cover **B**.

Before starting the job, wait approximately 5 minutes for the brushes to moisten.



## 3.7 Job Selection or AutoSet

When you are ready with the preparations (paragraph 3.2 to 3.6) continue using the AutoSet function (see 3.7.1 "Using AutoSet" on page 28) or select another job and perform a test run (3.7.2 "Select Another Job" on page 31).

The AutoSet feature determines automatically its job settings by measuring the sizes of documents and envelope. From all feeders that are loaded one sheet will be taken. Based on the maximum document length (which is also the length of the document-set) and the length of the envelope the fold type is determined.

### 3.7.1 Using AutoStart

When AutoSet is started, the machine will pick one sheet from each filled feeder. The picked documents will be folded (if necessary) and inserted into an envelope.

Only the feeders that feed successfully will be selected. In the AutoSet job only the Double Feed Control (DFC) of the upper feeder will be selected (automatically).

---

**Note**

*AutoSet cannot be used together with linked feeders, multifeed, daily mail and OMR functionality.*

*The function AutoSet is not possible in the no envelopes mode or with usage of envelopes with open flap. For the envelope exit only the stacker is possible.*

---

**Note**


*Before starting AutoSet, be sure that no documents or envelopes are left in the machine.*

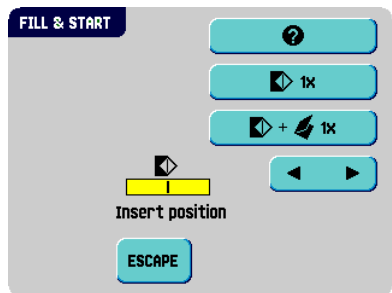
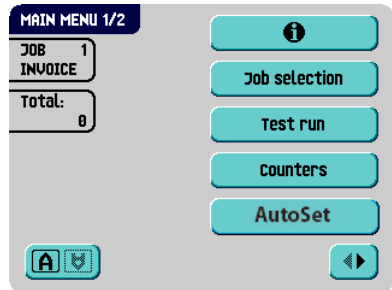
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1. Load envelopes.
2. Load the documents face up and leading.  
Place the address carrier in the upper feeder.
3. From the "main menu (1)", press

A rectangular button with rounded corners, light blue background, and the text "AutoSet" in black.

The "AutoSet" menu is displayed.

4. Press  to load one envelope to the insert position in the machine.




## Insert Position


### Note

*This adjustment must only be checked in case of problems or when changing the envelope type.*

1. Lift the unlocking lever of the upper unit and pull up the upper unit.

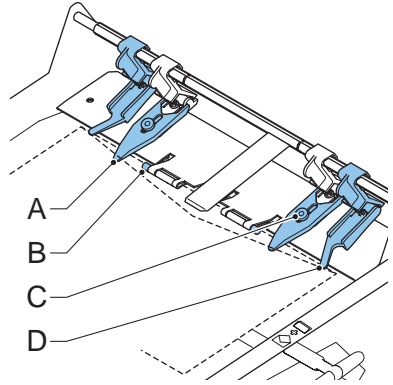
The flap folding line must be positioned under the green indicator **B**. If not, adjust the insert position as follows:

2. Press on the left or right side of  to adjust the insert position to the left or the right. Each button stroke stops the next envelope 0.5 mm (0.02 inch) to the right (earlier) or to the left (later).

3. Press  to load a new envelope into the insert position.

4. Recheck the insert position, and adjust as required.

If necessary adjust the envelope insert fingers, see "Adjust the Envelope Insert Fingers" on page 30.



## Adjust the Envelope Insert Fingers


To adjust the envelope insert fingers:

1. Loosen the knurled knob **C** on top of each finger.
2. Adjust each finger so that the tip enters about 5 mm (0.2 inch) into the envelope.
3. Re-tighten the knurled knob.  
The fingers can be moved sideways to the desired position.
4. Place the outer fingers about 5 to 10 mm (0.2 to 0.4 inch) from the edges of the envelope.

Check the position of the insert fingers when changing to a different type of envelope.




## Address Position

When the envelope position and the position of the fingers is correct:

1. Press  to load a folded sheet into the envelope.  
The envelope will not be sealed and ejected to the present on deck location.
2. Check the position of the address in relation to the address window in the envelope.
3. If necessary, press the Up or Down button to adjust the address position.




Each key stroke brings the address 1 mm (0.04 inch) with a maximum of 12 mm (0.48 inch) lower or higher.

If the required address position is beyond the maximum range of 24 mm (0.96 inch), the AutoSet function can not be used. Use a programmed job instead.

4. Press  to make another test run.
5. Recheck the position of the address, and adjust as required.
6. Press  to leave this screen to return to the “main menu (1)” or press the  button to immediately start the job.

## Starting the Job



To start a job:

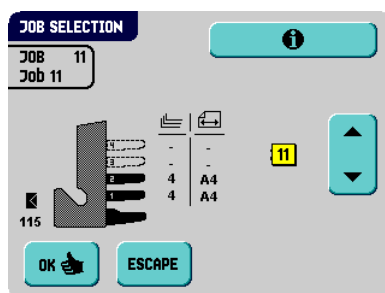
1. Press the  button to start the job.  
During running the display shows the “inserting” menu.
2. Press the  button to stop the job. The machine will stop immediately.
3. Press the  button to clear the document path to prepare the machine for a new job.

When a AutoSet job is defined successfully these settings can be stored into a job. Use the copy function in the job menu (see 3.11 “Copy a Job” on page 46) to store the settings.

### 3.7.2 Select Another Job

To select another job:




1. Press  to select another predefined job.
2. Press the arrows to select another job number.  
The screen shows the job options of the relevant job (see 2.4.2 “Job Info” on page 13).
3. Press  to confirm the selected job.

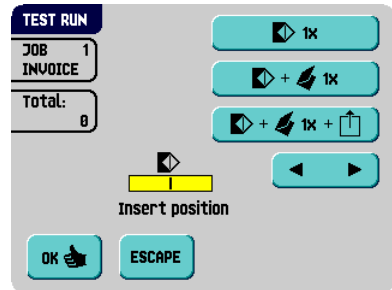






## Perform a Test Run

To perform a test run:


1. Press  to display the “test run” menu.  
A message can appear: “Set manual feeding” or “Set automatic feeding”. In that case:
  - a Check if the daily mail handle is in the correct position (see 3.8 “Run the Daily Mail” on page 32).
  - b Correct if necessary.
  - c Press the  button.
  - d Press  again.  
The “test run” menu displays.



2. Press  to load a new envelope into the insert position. This gives the possibility to check and correct the insert position of the envelope (see “Insert Position” on page 30).
3. When the envelope position and the position of the fingers is correct, press  to load a folded sheet in the envelope.

The envelope will not be sealed and ejected to the present on deck location.




When finished testing start the job (see “Starting the Job” on page 31).


If you want to test if the job's weight values are correctly communicated with the optional franking machine, use the  button. The envelope will be sealed and transported to the envelope exit.

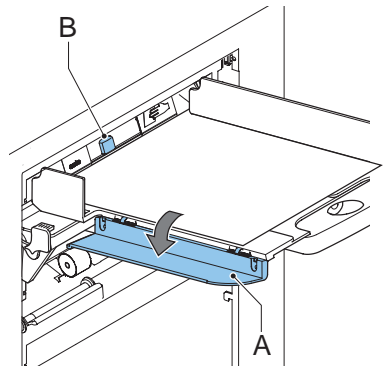
## 3.8 Run the Daily Mail



To process documents or sets of documents, which can not be processed automatically (e.g. stapled documents), the top feeder is equipped with a daily mail switch.

To switch to the daily mail function:

1. Select a job where the daily mail function has been set to “on”:
  - From the “main menu (1)”, press .
  - Search for a job with the daily mail function using the arrows. The daily mail function can be recognized by the  icon in the “job info” screen.
  - Press  to select the job and return to the “main menu (1)”.


2. Turn left side guide **A** of the upper tray down.  
The Daily Mail handle **B** will become visible.
3. Move the handle  to enable the Daily Mail function.
4. Turn left side guide **A** upwards.
5. Place the document or document set in the feeder.  
If necessary adjust the side guides (see 3.4.2 "Side Guides" on page 25).






6. Press the  button to start the job.  
The document or document set will be folded and inserted in the envelope as described in the selected job.
7. Place the following document or document set in the feeder. The machine will keep running to process the inserted document or document set.
8. When finished with Daily Mail, press the  button to stop the job.
9. Turn left side guide A down.
10. Move the Daily Mail handle to the 'AUTO' position to disable the Daily Mail and to enable the automatic document separation.

### 3.9 Create a Job

To create a new job:

1. Press  from "main menu (2)" (see 2.4.1 "Main Menu" on page 11).
2. Enter the pin code.  
The "job menu" opens (see 2.4.5 "Job Menu" on page 16).

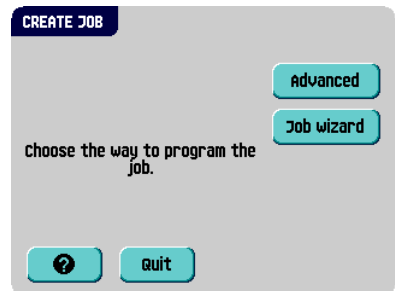
3. Press .  
The "create job" menu appears.


4. Click  to create a new job using the job creation wizard or click  (experienced users only).

If you use the job creation wizard the system stores the new job under the lowest free job number.

If you use the advanced way you can manually select a free job number to save the new job. The screen will show the lowest free job number.

Press the arrows to select a higher or lower free job number (if available).



5. Press  to confirm the selected free job number.



The “job settings” screen opens. The meaning of all buttons and settings will be explained in 3.9.1 “Job Settings” on page 35.

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**Note**










*A new selected job number starts with default settings.*

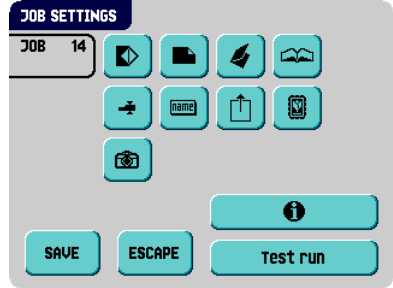
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6. Press  to save the job with the entered settings under the specified job number and name.  
To name a job, see 3.9.7 “Job Name” on page 43.
7. Press  to perform a test run with the new job settings (see “Perform a Test Run” on page 32).

### 3.9.1 Job Settings

From the “job settings” menu the following settings are available:



-  Envelope settings (see 3.9.2 “Envelope Settings” on page 35)
-  Document settings (see 3.9.3 “Document Settings” on page 36)
-  Fold settings (see 3.9.4 “Fold Settings” on page 38)
-  Optical Mark Recognition (OMR) settings (if installed) (see 3.9.5 “Optical Mark Recognition Settings (Option)” on page 39)
-  Double feed control settings (see 3.9.6 “Double Feed Control Settings” on page 42)
-  Job name settings (see 3.9.7 “Job Name” on page 43)
-  Exit settings (see 3.9.8 “Exit Select Settings” on page 43)
-  Mailing/Franking settings (if installed) (see 3.9.9 “Mailing/Franking Settings (Option)” on page 44)
-  Mail Piece Production Control (MPPC) settings (if installed)  
See the appendix operator manual Mail Piece Production Control



### 3.9.2 Envelope Settings


In this screen the properties of the used envelopes must be entered. Also the sealing can be switched on and off.

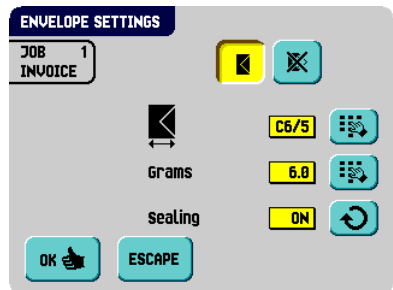
In the top of the screen, two selection buttons are displayed, from which one can be selected. The selected settings button will be highlighted yellow.


- Press  to select an envelope size. Use the upper  button to enter the applicable dimensions.


It is also possible to select ISO standard envelopes or dimensions in inches (depends on the installation settings).

The envelope height can be set between 90 mm (3.5 inch) and 162 mm (6.38 inch).

Use the second  button to enter the envelope weight. Weight information is used for selecting exit settings (see 3.9.8 “Exit Select Settings” on page 43).



Use the  button to switch automatic envelope sealing on, off or OMR (in case of an OMR job, see "Sealing Control" on page 53).

- Press  to set a job without inserting the documents in envelopes (no envelope mode). This can be useful for jobs, where documents only have to be sorted and/or folded.

---

**Note**

*When no envelopes is selected the exit will be set to stacker.*

---



**Note**

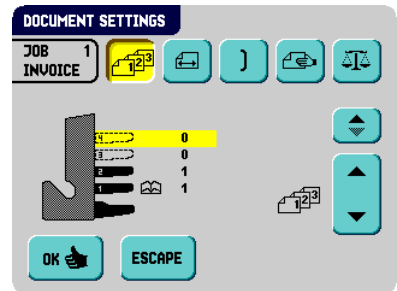
*When no envelopes is selected the side guides of the stacker must be adjusted according to the width of the used documents. Refer to the section 3.5.2 "Stacker Side Guides" on page 27 and use a document instead of an envelope.*

---

### 3.9.3 Document Settings

This screen enables the setting of the document formats and the number of documents that must be picked from the different feeders.

- Press  to set the number of sheets for the different feeders.
  - Press  to select a feeder or the optional Thin Booklet Feeder. The selected feeder will be highlighted.
  - Press the arrows to change the number of sheets that must be picked from the highlighted feeder. When the number of documents is 0, the relevant feeder will be deselected.



---

**Note**



*When a feeder is set to daily mail the number of documents is always 1 and can not be set in this screen.*

---

**Note**

*The maximum number of sheets per feeder is 25. When folding is used the maximum set thickness is 8 sheets in letter fold and 10 sheets (80 gr./m2) in single fold. When using Folder and bottom address (see 3.9.4 "Fold Settings" on page 38) the number of sheets is limited further.*

---


- Press  to enter the document height. The height or the ISO format of the document will be displayed next to the relevant feeder.
  - Press  to select a feeder. The selected feeder will be highlighted.

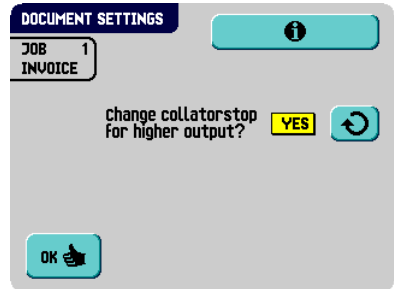
- Press  to display a numeric keypad to enter the exact dimension of the document.


Dimensions can be entered in mm, inches or as standard ISO paper dimensions (depending on installation settings). The machine will not allow entering dimensions outer technical ranges. The document size can be set between 90 mm (3.54 inch) and 356 mm (14 inch).


The default document size setting of a new job is 297 mm (11.7 inch). This is position B in the collator area.

When the document size is decreased in such a way that an earlier collator stop position can be used, a screen will be shown


when the  button is pressed. When YES is selected, each time the job is selected the paper stoppers have to be set according to the job. When NO is selected the original stop position will be used.



- Press  to link two feeders. This function enables to fill two adjacent feeders with the same documents. When the first feeder is empty, the system automatically swaps to the other feeder.

- Press  to select two adjacent feeders. The selected feeders will be highlighted.

- Press  to link two highlighted feeders.

The  will be displayed between the selected feeders.

---

### Note

*When linking two feeders, the program will automatically apply the number and format of the documents of the lowest feeder to the other feeder.*

---



---




### Note

*When a feeder is selected for OMR the feeder below can not be linked to this reading feeder. The reading feeder can be linked to a feeder above when it is not selected for selective feeding.*

---

- Press  to enter the setting of the Daily Mail function.

This function enables to process documents or sets of documents, which can not be processed automatically (see 3.8 "Run the Daily Mail" on page 32). The feeder that is fit for the Daily Mail function will automatically be selected.


- Press  to enable the Daily Mail function. The icon  appears behind the daily mail feeder. If you press  again the Daily Mail function will be disabled.

**Note**

The daily mail function is only available when OMR is not activated. When daily mail is set the links to the daily mail feeder will be deselected automatically.

**Note**

When the daily mail function is selected DFC is not available.


- Press  to enter the document weights for all selected feeders. Weight information is used for selecting exit settings (see 3.9.8 "Exit Select Settings" on page 43).

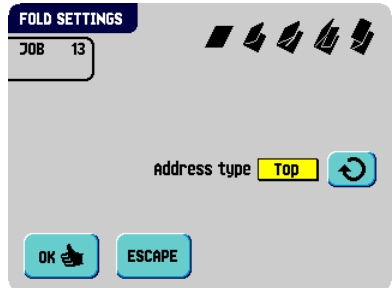
**3.9.4 Fold Settings**


This screen enables the adjustment of the folding dimensions and the address type.

If the system is equipped with a third fold table and turning unit ("extended Folder") the "fold settings" menu consists of two parts:

- In the first part you can set the Address type. You can switch between Top and Bottom using






the  button. If you choose Address type Bottom you only have three possible fold settings left.

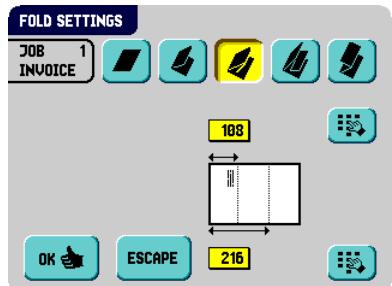



After pressing the  button the second fold setting screen opens.

- In the second fold setting screen you can select the fold type.

The following choices are available:

-  No fold (no settings required)
-  Single fold
-  Letter fold
-  Double parallel fold
-  Zig-zag fold



Except when no fold is required, the display shows a simple diagram of the document with the fold positions. To change the fold positions press  next to a fold. Enter the required position of the relevant fold.

The next table shows possible fold positions:

Fold type		Minimum position	Maximum position
Single fold		75 mm (2.95") 25 mm (0.98") (extended Folder)	Longest document length minus 25 mm (0.98")
Letter fold	First fold	75 mm (2.95") 25 mm (0.98") (extended Folder)	Longest document length minus 50 mm (1.97")
	Second fold	Position first fold plus 25 mm (0.98")	Longest document length minus 25 mm (0.98")
Zig-zag fold	First fold	75 mm (2.95") 25 mm (0.98") (extended Folder)	Longest document length minus 100 mm (3.94")
	Second fold	Position first fold plus 25 mm (0.98")	Longest document length minus 75 mm (2.95")
Double parallel fold	First fold	75 mm (2.95") 25 mm (0.98") (extended Folder)	Longest document length minus 50 mm (1.97")
	Second fold	Position first fold plus 25 mm (0.98")	Longest document length minus 25 mm (0.98")

**Note**

*The display will indicate when entered positions are out of range.*

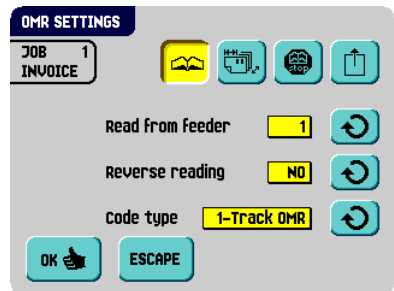
**3.9.5 Optical Mark Recognition Settings (Option)**

For a full function description of Optical Mark Recognition (OMR), see 4.2 "Optical Mark Recognition (OMR)" on page 48. Flex-OMR is also optional. Flex-OMR can read customer specific codes.

In the "OMR settings" menu it is possible to enable or disable the OMR function and to adjust the basic settings for OMR.

The first "OMR settings" menu covers the following settings:


- Code type: default is the setting "none": OMR is disabled.




Change the setting using the  button. The following codes are possible:



- 1-track OMR
- 2-track OMR (only OMR level 5)



- Flex 1-9 for reading customer specific codes (only if flex dongle is installed)
- Read from feeder: press the  button to select a feeder to activate OMR on.
- Reverse reading: reverse reading means that the insert mark is on the first page of the set. The system will detect the end of a set by detecting the first page of the next set. Because of the feeding and collating principal reverse reading has the following limitations:
  - The last mark of the code should be printed maximally 85 mm (3.3 inch) from the top.
  - Enclosures and selective enclosures cannot be handled. When a Thin Booklet Feeder module is added to the system configuration, enclosures and selective enclosures can be handled with reverse reading.

When reverse reading is used, the reverse reading symbol () is shown in the "job info" screen.

In case the feeder runs empty, the last set is still on the collator because the beginning of the next set could not be detected. In this case the feeder empty


message contains an  function. By pressing the  button the set on the collator will be inserted.


---

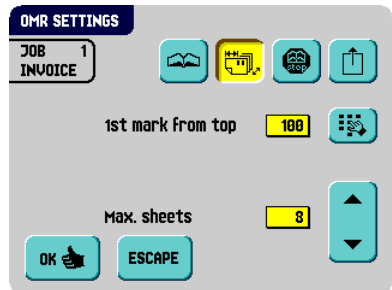
#### Note

*Reverse reading is not available in OMR level 0, 1, 2 and 3.*

---

By pressing the  button the next "OMR settings" menu appears. This menu covers the following settings:

- 1st mark from top: press  to set the position of the first optical mark, measured from top of the sheet. The value can be varied between 15 mm (0.6 inch) and 277 mm (10.9 inch).
- Max. sheets: select the maximum amount of sheets in the set of documents using the arrow buttons.





## Note


The maximum number of sheets in a set is 25. When the number of sheets exceeds 8 or 10, depending on the fold, the document can not be folded anymore. In this case, the maximum length of sheets is 156 mm (6.1 inch) for a C5 envelope. Also make sure that the fold is set to **No fold**.

Ignoring this will certainly lead to stoppages.

When the maximum number of sheets exceeds the programmed maximum number of sheets in a set, the machine stops and error VS: 110 will be displayed. After removing the



set and pressing the  button, the machine will start and repeat the process until an insert or divert mark is encountered, error VS: 135 (final set part) will be displayed.

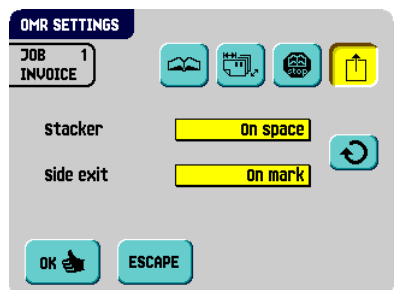
By pressing the  button the next "OMR settings" menu appears. This menu covers the following setting:

- Stop on misread: press  to set if the machine should stop or not on misreading an optical mark.

When "stop on misread" is set to "yes", the machine stops after detecting an OMR misreading. The incorrect set is diverted. After resetting the machine, the final part of the set is also diverted and the system starts processing again. The diverted set(s) should be checked by the operator.

When "stop on misread" is set to "no" the machine does not stop after detecting an OMR misreading. The incorrect set is diverted. The final part of the set is also diverted and then the machine starts processing again. After detecting 5 OMR misreadings in a row, the system stops and an error code is generated.



By pressing the  button the next "OMR settings" menu appears. Select the  button to select if an envelope leaves from the stacker if an OMR-mark is read or if no OMR-mark is read (space). For the side exit the opposite applies.

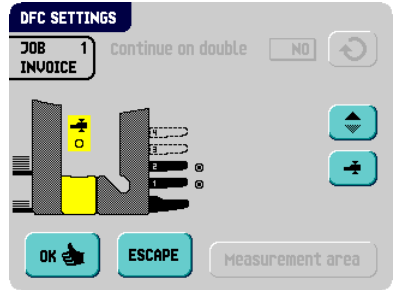



### 3.9.6 Double Feed Control Settings

This screen enables to set the Double Feed Control (DFC) settings for the different feeders on or off and to set the thickness measurement.

To set the DFC for the different feeders:

1. Press the  button to select a feeder or the optional Thin Booklet Feeder.
2. Press the  button to switch the DFC on -  or off - .



If the DFC is on you can set Continue on double on or off using the  button. If Continue on double is on ("yes"), the machine will not stop if two sheets are feeded instead of one. The document-set containing the double sheets will be diverted.

When a job is started, the first document taken per feeder is used for a reference measurement. When a document is exceeding that reference thickness an error will be displayed.




---


#### Note

*When Daily mail is selected, the DFC will be switched off automatically.*

---

To set the thickness measurement:

1. Press the  button to select the inserter area.
  2. Press the  button to switch the thickness measurement on -  or off - .
- If the thickness measurement is on you can set the measurement area:
3. Press the  button.



4. Set the measurement area using the arrow buttons and press the  button.

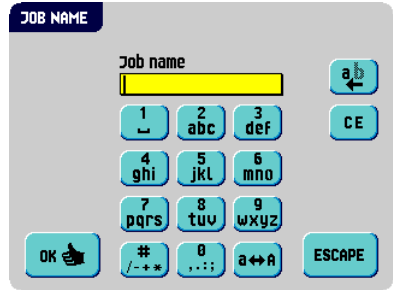
The standard position of the measurement area is sufficient for a great variety of documents. Only when using special types of documents, for example small cards, the position of the measurement area might be adjusted.

When the set thickness is not corresponding the reference value an error will be displayed.

### 3.9.7 Job Name

It is possible to store the job with a meaningful job name, to easily recognize the job. This name will be displayed in the Main screen during job selection.






1. Enter a job name using the alpha-numeric keypad.
2. Press  to clear a character left of the cursor position (backspace).
3. Press  to clear all entered characters and start again.

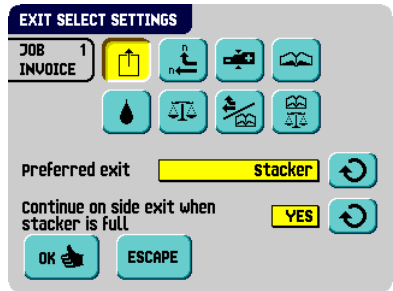










### 3.9.8 Exit Select Settings


In the “exit select settings” menu it is possible to change the sorting of filled envelopes that leave the system. You can choose between three or eight (if the optional OMR is installed) selection criteria. The screen dump shows the possible settings for an OMR job.

Possible exit settings are:

- Select the  button to set a preferred exit: change the setting using the  button. The following settings are possible:
  - Stacker: if you select stacker you can choose to let the system continue on the side exit if the stacker is full
  - Side exit
- Select the  button if you want to create batches. Alternate batches of inserted envelopes are stacked or leave from the side exit depending on the preset counter. The batch counter can be set from 1 to 250 in steps of one inserted envelop per exit. Default the batch counter is set to 50.
- Select the  button if you want to select the exit depending on document-set thickness. Use this menu to select the exit for document-sets that are too thin or too thick. At the inserter the thickness is measured and compared to a reference thickness. Depending on the selection in this menu the envelopes leave from the stacker or the side exit. The first document-set determines the reference thickness.
- Select the  button if you want to select the exit depending on OMR-marks. The screen shows the selected exit if no OMR-mark is read (space) or if an OMR-mark is read. The selection is set in the OMR settings, see 3.9.5 “Optical Mark Recognition Settings (Option)” on page 39.




- Select the  button if you want to select the exit depending on if the envelopes are closed (sealed) or open (not sealed). This selection is only possible with OMR: no mark (space) means sealed, a mark means not sealed.
- Select the  button if you want to select the exit depending on the weight of the filled envelope. Use the  button to select which envelopes will leave from the stacker and which from the side exit. The reference weight is calculated depending on the envelope weight and the weight of the inserted document-set. The weight of the inserted document-set depends on the amount of sheets (OMR). To change the default reference weight, press the  button.
- Select the  button if you want to create batches depending on the OMR-marks. The batch counter can be set from 1 to 250 in steps of one inserted envelop per exit. Default the batch counter is set to 50. The preferred exit will change if the batch is complete or an OMR-mark changes.
- Select the  button if you want to select the exit depending on the weight of the filled envelope and OMR-marks. Use the  button to select which envelopes will leave from the stacker and which from the side exit. The reference weight is calculated depending on the envelope weight and the weight of the inserted document-set. To change this default reference weight, press the  button.

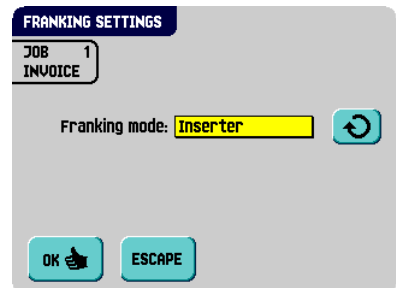
Press the  button to see which exit the system chooses, depending on the weight and the OMR-marks.

### 3.9.9 Mailing/Frinking Settings (Option<sup>1</sup>)

If this machine is connected to a mailing/franking machine, this option allows you to select the franking mode.


Press the  button to select:


- Pass through  
The mailing (franking) machine will let the envelopes pass through without printing/franking. Press the  button to return to the “job menu”.
- Franking machine



1. Ask your supplier if this option is available in your country, and for your mailing/franking machine.


The mailing (franking) machine will print/frank the envelopes according to the local mailing (franking) machines settings.




If you press the  button a screen appears in which it is possible to link a mailing (franking) job to the inserter job. Use the arrow buttons to select a job. If no link is required, select


“Current job”. Press the  button to return to the “job menu”.

- Inserter data

The mailing (franking) machine will print/frank the envelopes according to the weight and size data communicated by the inserter.

If you press the  button a screen appears via which the weight of single documents and envelopes and the envelope width can be entered. Use the


 and  buttons to enter these data. Press the  button to return to the previous screen.

To link a mailing (franking) job to the inserter job, use the arrow buttons to select a job. If no link is required, select “Current job”. Press the  button to return to the “job menu”.

Refer to the appendix for an extensive description of this option.

### 3.10 Edit a Job

To edit an existing job:


1. Press  from “main menu (2)” (see 2.4.1 “Main Menu” on page 11).
2. Enter the pin code.

The “job menu” opens (see 2.4.5 “Job Menu” on page 16).

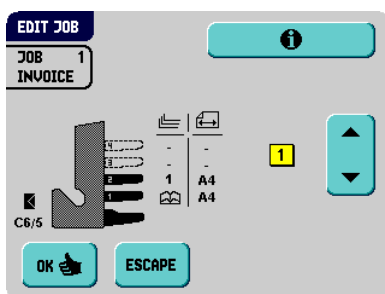
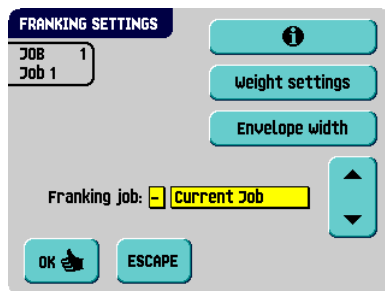
3. Press .

The “edit job” menu appears.

4. Press the arrows if you want to select an other job number.

5. Press  to confirm the selected job number.

The “job settings” screen opens. Refer to 3.9.1 “Job Settings” on page 35 for the meaning of all buttons and settings.



6. Press **SAVE** to save the job with the entered settings under the specified job number and name.

To name a job, see 3.9.7 "Job Name" on page 43.

7. Press **Test run** to perform a test run with the new job settings (see "Perform a Test Run" on page 32).

### 3.11 Copy a Job

To copy existing job settings or AutoSet jobs to a new job:

1. Press **Job menu** from "main menu (2)" (see 2.4.1 "Main Menu" on page 11).

2. Enter the pin code.

The "job menu" opens (see 2.4.5 "Job Menu" on page 16).

3. Press **Copy job**.

The "copy job" menu appears.

4. Press the arrows if you want to select an other job number to copy from or to copy to.



---

#### Note

*You can only copy job settings to new jobs.*

---

5. Press **i** for details of the job to copy from.

6. Press **OK** to copy the job settings.

If all jobs are programmed the display shows "No more free jobs".

It is possible to copy an AutoSet job into a job. Before an AutoSet job can be copied AutoSet must be defined successfully (see 3.7.1 "Using AutoSet" on page 28).

### 3.12 Delete a Job

To delete an existing job:

1. Press **Job menu** from "main menu (2)" (see 2.4.1 "Main Menu" on page 11).

2. Enter the pin code.

The "job menu" opens (see 2.4.5 "Job Menu" on page 16).

3. Press



The "delete job" menu appears.

4. Press the arrows if you want to select an other job number.

5. Press

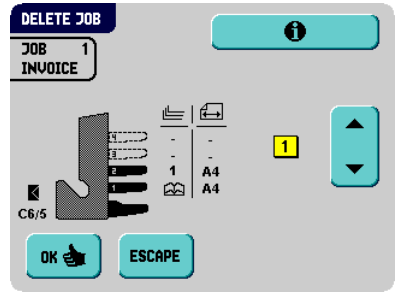


for job details.

6. Press



The job will be deleted without a warning.







## 4. OPTIONS

### 4.1 Activate an Option


To activate a new option:

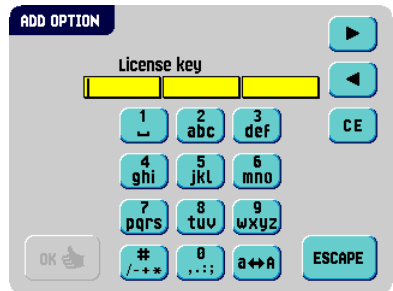
1. From the “supervisor menu” choose 

Software options are enabled using license codes. These license codes, together with the identification number of the machine enable the relevant options. The enabled and available software options are displayed in this screen. Contact your dealer for information about these license codes.

2. Press  to activate other software options.
3. Enter the license key code that you received from the supplier to activate the relevant option on this machine.

Use the arrow keys to navigate through the entered characters.

4. Press  to confirm the license key and to return to the “options” menu.
5. Switch the system off and on.



### 4.2 Optical Mark Recognition (OMR)

#### 4.2.1 General

The folding and inserting system can be equipped with Optical Mark Recognition (OMR, 1-track or 2-track) or Flex-OMR. This allows the system to read special codes that have been printed on the documents. These codes contain information about the processing of the sheets. With Flex-OMR, the system can also ‘read’ customer specific codes. The system can be equipped with two reading heads (2-track OMR, see 4.2.5 “2-track OMR” on page 56).

The sheets with the printed code are placed in a feeder. Depending on the programmed code, the other feeders can be used as selective feeders to add enclosures.

In case of a zig-zag fold, the address has to be printed on the last page of the set. With the other fold types, the first sheet of a set always contains the address. A full length code is printed on every sheet of a set.


The code on the last sheet of the set contains the insert instruction. The other sheets carry the accumulate instruction. If a parity check is used, this is checked on each sheet. If the set contains only one sheet, it is the ‘last’ sheet. The code must appear in the same location on every page regardless of the actual code length.

## 4.2.2 Adjustments

### Reading Head Position

The horizontal position of the reading head must be aligned to the same position of the printed marks on the documents. To align the reading head, proceed as follows:

1. Open the “OMR test” menu from the “Test menu” (refer to 2.4.6 “Supervisor Menu” on page 16).

2. Press  to start the alignment procedure.

3. Put a document with reading marks in the feeder (either feeder 1 or 2, depending on the selected job).


4. Press .


The document will be transported to the reading head position.

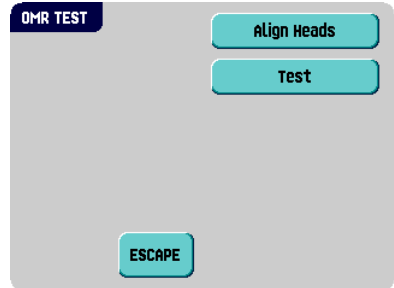
5. Open the special OMR reading head cover in the feeder.

6. Shift the reading head until the red pointer is positioned exactly above the middle of the reading marks.

7. Open the vertical transport cover and remove the document.

8. Press  to determine the alignment.

9. Press  to finish the alignment procedure.



---

#### Note



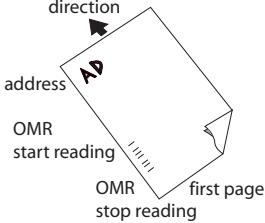
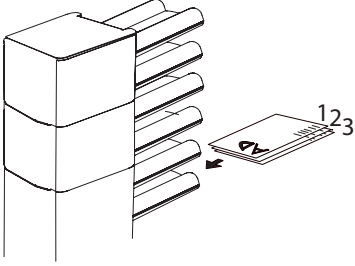


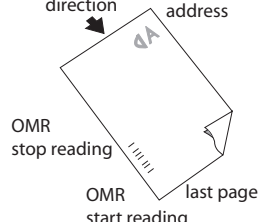
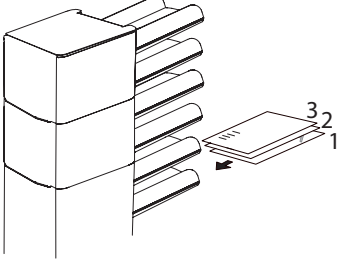
*When the reading head is aligned it is possible that paper guides have to be removed and placed on the other side of the reading head.*

---

### 4.2.3 Document Orientation

Switch on the OMR-function and set the position of the reading marks as described in "Optical Mark Recognition Settings (Option)" on page 39.

Document orientation:

Fold type		Type of documents	
 no fold	 single fold		 Address carrier, face up and leading.
 letter fold	 double parallel fold	(duplex printed) 	 Address carrier, face down and trailing.

### 4.2.4 OMR Codes

#### Printing Quality

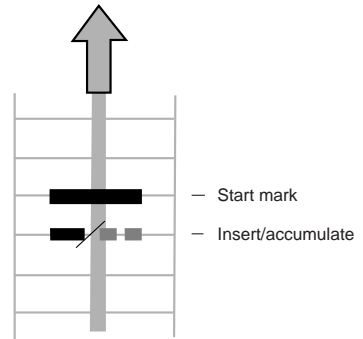
- Marks should be printed in black.
- Marks on the same sheet must have equal intensity.
- Marks must be printed on the same position on every sheet.
- For matrix printers near letter quality (NLQ) printed characters are preferred to obtain maximum blackness (double strike).
- Be aware of background 'noise'. Color changes on the form, background design, a logo or copy on the opposite side of the sheet that will bleed through can be read by the reading head causing disturbances of the OMR function.
- The ribbon or toner quality must be checked before printing.

## Minimum Code / Basic Commands

The minimum code is one mark in one line (insert). However for reliability it is advised to use at least 2 marks.

The first line is the start mark (1-track OMR only).

A mark printed on the second line means insert. No mark on the second line means accumulate.



### Note

*In some cases, on request of the customer, the reading of the basic commands can be reversed by the service organization. This means that no mark is interpreted as an insert command and that for the accumulate command a mark has to be printed.*

## Code Position and Free Area

- The code must be printed minimally 15 mm (0.59 inch) away from top and 20 mm (0.79 inch) from the bottom of the sheet.
- Default the first mark from the top is set to 100 mm (3.9 inch).
- From the left hand and right hand side 7 mm (0.28 inch) must be kept clear.
- The code must appear in the same location and have a consistent number of marks on every page.
- For each additional mark one additional line is necessary.

## Length

Above the first mark and below the last mark a space of 8.5 mm (0.33") must be kept without printing. This means that the minimum code area consists of 6 lines:

- 2 lines to print the (basic) commands
- 4 lines free space

Line distance may be 2.54 mm (0.1") to 6.35 mm (0.4").

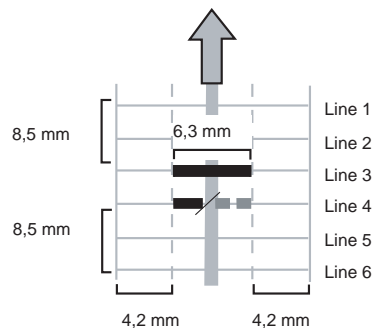
## Code Width, Character Spacing and Pitch

The minimum width of the code area is 7 character spaces. From left to right:

- 2 characters space not printed (4.2 mm; 0.17")
- Track mark (3 characters or 6.3 mm; 0.24")
- 2 character spaces not printed

Pitch 10 or 12 is accepted.

The track mark can be printed using the underline sign ( ), which must have a thickness of at least 0.2 mm (0.08").



## Additional Marks

When it is required to control more functions in the inserter system, the use of more marks is needed.

The following additional functions are possible via software options:

- Divert mark (divert & continue)
- Stop mark (divert & stop)
- 1 mark: selective feed from station x (max. 6 depending on configuration)
- 1 mark: selective feed from (optional) Thin Booklet Feeder
- Exit control mark
- Present on deck & continue mark
- Present on deck & stop mark
- Sealing control mark
- 1, 2 or 3 marks: respectively sequence check 4, 2 and 1
- 1 mark: parity check mark (even)
- 1 mark: safety mark (1-track OMR only)

General remarks:

- The marks must always be used in the above sequence.
- If a function is suppressed the following function will move upwards one line.
- The chosen code must always be used on all material which must be processed by the Optical Mark Recognition.
- The length of the code and the mark definition is a service setting.
- Other marks/functions are possible via special codes (Flex codes).

## Divert Mark (Divert & Continue)

The set will be diverted and the system continues.

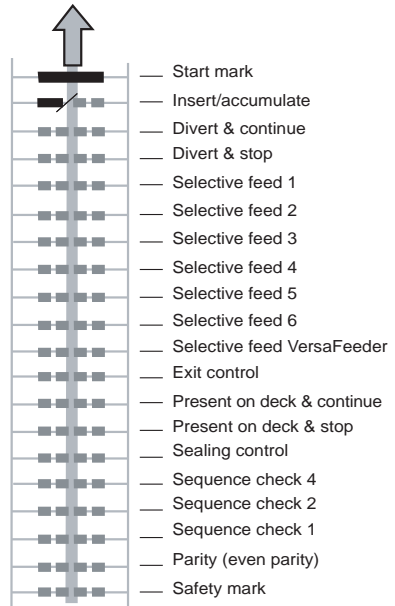
## Stop Mark (Divert & Stop)

The set will be diverted and the system stops indicating error VS: 113 (stop mark read).

2-track OMR: the Divert and Stop mark are combined in one mark (see 4.2.5 "2-track OMR" on page 56).

## Selective Feed Mark

The machine will selectively feed an enclosure when commanded so.



## Exit Control

The following exit control possibilities are available:

- When the “exit control” mark is printed, sets will be sent to the stacker. When no “exit control” mark is printed, sets will leave the machine from the side exit.
- When the “exit control” mark is printed, sets will leave the machine from the side exit. When no “exit control” mark is printed, sets will be sent to the stacker.

## Present on Deck & Continue

When the “present on deck & continue” mark is printed, sets will be sorted and leave from the upper unit. The system does not stop processing.

---

### Note

*The envelopes will not be sealed.*

---

## Present on Deck & Stop

When the “present on deck & stop” mark is printed special sets will be sorted and leave from the upper unit. However in this case the system will stop.

---

### Note

*The envelopes will not be sealed.*

---

## Sealing Control

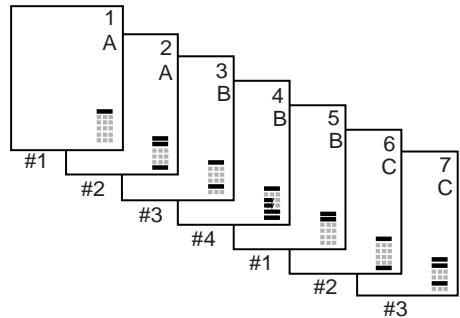
When the “sealing control” mark is printed, sets will not be sealed. When no “sealing control” mark is printed, sets will be sealed.

## Sequence Check

Sheets in a stack can accidentally get out of sequence or can be missing. This can be detected by the machine: each sheet has a number that forms part of the reading code.

These are the available possibilities:

- Pages are numbered 1-2-1-2-1-etc. This requires one additional sequence mark.
- Pages are numbered 1-2-3-4-1-2-3-4-1-2-etc. (see figure). This requires two additional sequence marks.
- Pages are numbered 1-2-3-4-5-6-7-8-1-2-3-etc. This requires three additional sequence marks.



**Pages numbered 1-2-1-2-1-etc., one sequence mark used (first sequence check position)**

sheet 1:	no mark printed sequence check 1	<input type="checkbox"/>
sheet 2:	a mark printed sequence 1	<input checked="" type="checkbox"/>
sheet 3:	no mark printed sequence check 1	<input type="checkbox"/>
etc.		

**Pages numbered 1-2-3-4-1-2-etc., two marks used (first and second sequence check position)**

sheet 1:	no mark printed sequence check 2	<input type="checkbox"/>
	no mark printed sequence check 1	<input type="checkbox"/>
sheet 2:	no mark printed sequence check 2	<input type="checkbox"/>
	a mark printed sequence check 1	<input checked="" type="checkbox"/>
sheet 3:	a mark printed sequence check 2	<input checked="" type="checkbox"/>
	no mark printed sequence check 1	<input type="checkbox"/>
sheet 4:	a mark printed sequence check 2	<input checked="" type="checkbox"/>
	a mark printed sequence check 1	<input checked="" type="checkbox"/>
etc.		

**Pages numbered 1-2-3-4-5-6-7-8-1-2-etc., three marks used (first, second and third sequence check position)**

sheet 1:	no mark printed sequence check 4	<input type="checkbox"/>
	no mark printed sequence check 2	<input type="checkbox"/>
	no mark printed sequence check 1	<input type="checkbox"/>
sheet 2:	no mark printed sequence check 4	<input type="checkbox"/>
	no mark printed sequence check 2	<input type="checkbox"/>
	a mark printed sequence check 1	<input checked="" type="checkbox"/>
sheet 3:	no mark printed sequence check 4	<input type="checkbox"/>
	a mark printed sequence check 2	<input checked="" type="checkbox"/>
	no mark printed sequence check 1	<input type="checkbox"/>
sheet 4:	no mark printed sequence check 4	<input type="checkbox"/>
	a mark printed sequence check 2	<input checked="" type="checkbox"/>
	a mark printed sequence check 1	<input checked="" type="checkbox"/>
sheet 5:	a mark printed sequence check 4	<input checked="" type="checkbox"/>
	no mark printed sequence check 2	<input type="checkbox"/>
	no mark printed sequence check 1	<input type="checkbox"/>

- sheet 6:            a mark printed sequence check 4  
                      no mark printed sequence check 2  
                      a mark printed sequence check 1
  
- sheet 7:            a mark printed sequence check 4  
                      a mark printed sequence check 2  
                      no mark printed sequence check 1
  
- sheet 8:            a mark printed sequence check 4  
                      a mark printed sequence check 2  
                      a mark printed sequence check 1
  
- etc.



**Parity Mark**

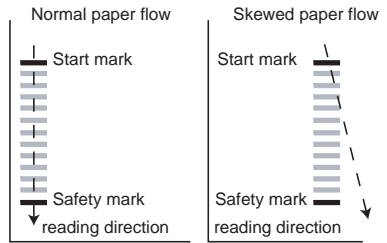
By adding a parity mark the reading code can be checked. When the 1-track code is used the sum of the marks has to be even.

**Safety Mark (only 1-track OMR)**

The safety mark is used as an extra security. With skewed paper the reading head can miss part of the reading code. In these situations the safety mark is not read, and the system will give an error.

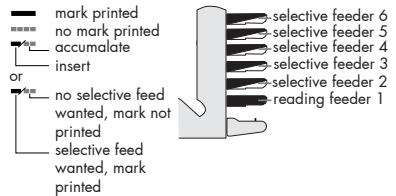
The safety mark also indicates the end of the reading code.

This mark must always be present on the document if it has been activated as an OMR code.



**Examples of OMR Code**

In the figure the legend for the following example is shown. In this example feeder station 1 is the reading feeder. The feeder stations 2 through 6 are selected for selective feeding.

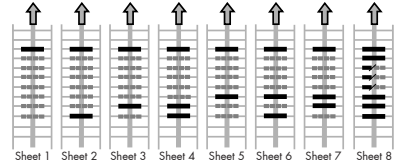




## Example Code

In this example a set of 8 sheets with three selective feeds (station 2, 3 and 4) and three sequence check marks is shown.

- The first position is used for the start mark which must be printed on every sheet.
- The second mark position is used for the insert/accumulate command. The mark is printed on the last sheet of the set (inserting is required).
- Position 3, 4 and 5 are reserved for selective feeding from station 2, 3 and 4. Print a mark on position 3 when a selective feed from station 2 is required. Print a mark on position 4 when a selective feed from station 3 is required. Print a mark on position 5 when a selective feed from station 4 is required. The marks are printed on the last sheet of the set.
- Position 6, 7 and 8 are used for the sequence check marks. The meaning of the sequence check marks is explained in section "Sequence Check" on page 53.



### 4.2.5 2-track OMR

2-track OMR uses two OMR-tracks to read OMR data from. The main purpose of 2-track OMR is reliability. The marks on the second track are inverted. This means that when a mark is read at the first track no mark (space) is expected at the second track. Two track OMR is only possible when the feeder is equipped with two reading heads and OMR level 5 is installed.

The insert/accumulate and divert (stop and continue) are combined in two marks. The start mark and safety mark are not available in 2-track OMR.

The table on the next page supplies an overview of the OMR-marks for 2-track OMR. A stands for the first track, B for the second track.

	A	B	A	B	A	B	A	B	A	B
Accumulate/insert	-	-	=acc.	-	=insert	-	-	= divert & continue	-	= divert & stop
Divert & Cont./Stop	-	-	-	-	-	-	-	-	-	-
Selective feed 1	-	-	= Feed from station 1	-	-	-	-	= Do not feed from station 1	-	-
Selective feed 2	-	-	= Feed from station 2	-	-	-	-	= Do not feed from station 2	-	-
Selective feed 3	-	-	= Feed from station 3	-	-	-	-	= Do not feed from station 3	-	-
Selective feed 4	-	-	= Feed from station 4	-	-	-	-	= Do not feed from station 4	-	-
Selective feed 5	-	-	= Feed from station 5	-	-	-	-	= Do not feed from station 5	-	-
Selective feed 6	-	-	= Feed from station 6	-	-	-	-	= Do not feed from station 6	-	-
Thin Booklet Feeder	-	-	= Feed from thin booklet feeder	-	-	-	-	= Do not feed from thin booklet feeder	-	-
Exit control	-	-	= Stacker*	-	-	-	-	= Side exit*	-	-
Pres. on Deck and cont.	-	-	= Present on Deck + cont.	-	-	-	-	= Do not use P. on D. + cont.	-	-
Pres. on Deck and stop	-	-	= Present on Deck + stop	-	-	-	-	= Do not use P. on D. + stop	-	-
Sealing control	-	-	= Do not seal	-	-	-	-	= Seal	-	-
	0	1	2	3	4	5	6	7		
Sequence check 4	-	-	-	-	-	-	-	-	-	-
Sequence check 2	-	-	-	-	-	-	-	-	-	-
Sequence check 1	-	-	-	-	-	-	-	-	-	-
Parity (even parity)	-	-	or	-	-	-	-	-	-	-

- = Mark, - = No mark

\* In the OMR settings menu the Stacker and Side exit can be swapped

## Additional Marks

When it is required to control more functions in the inserter system, the use of more marks is needed.

The following additional functions are possible via software options:

- Divert mark (divert & continue)
- Stop mark (divert & stop)
- 1 mark: selective feed from station x (max. 6 depending on configuration)
- 1 mark: selective feed from (optional) Thin Booklet Feeder
- Exit control mark
- Present on deck & continue mark
- Present on deck & stop mark
- Sealing control mark
- 1, 2 or 3 marks: respectively sequence check 4, 2 and 1
- 1 mark: parity check mark (even)
- 1 mark: safety mark (1-track OMR only)

General remarks:

- The marks must always be used in the above sequence.
- If a function is suppressed the following function will move upwards one line.
- The chosen code must always be used on all material which must be processed by the Optical Mark Recognition.
- The length of the code and the mark definition is a service setting.
- Other marks/functions are possible via special codes (Flex codes).

## Divert Mark (Divert & Continue)

The set will be diverted and the system continues.

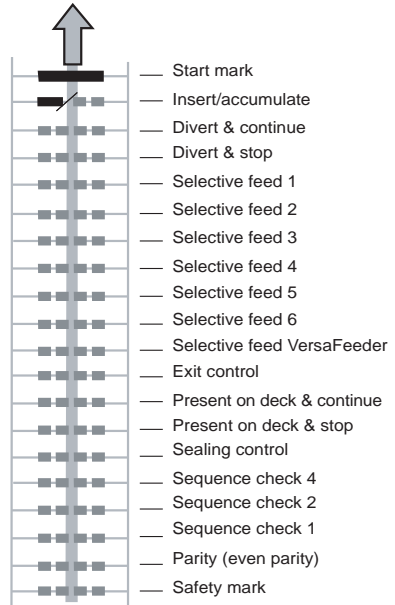
## Stop Mark (Divert & Stop)

The set will be diverted and the system stops indicating error VS: 113 (stop mark read).

2-track OMR: the Divert and Stop mark are combined in one mark (see 4.2.5 "2-track OMR" on page 56).

## Selective Feed Mark

The machine will selectively feed an enclosure when commanded so.



The “connection menu” shows the following functions:

- **History**: opens the “history” menu to view the connection history (see “History” on page 59).
- **New messages**: this button appears when the machine received new messages and opens the “messages” menu (see 4.3.4 “Messages” on page 59).

## History

The “history” menu shows previous connections of the machine to the server.

1. Press **▲** or **▼** to select a previous connection.
2. Press **ⓘ** to view details on selected previous connection.

Date	Time	Result
05-01-2005	13:01:00	Success
07-02-2005	09:44:00	Failure
16-03-2005	16:12:00	Success
02-04-2005	12:34:00	Failure
02-04-2005	12:40:00	Success
12-04-2005	11:33:00	Success
11-05-2005	13:21:00	Failure

### 4.3.4 Messages

After pressing **Messages** in the “Online Services” menu the display will show messages received from the server. A message has content like new software or a new job.

1. Press **▲** or **▼** to select a message.
2. Press **ⓘ** for more information over a selected message.

In case new software or a new job can be installed the **Continue** button appears.

To install new software or a new job:

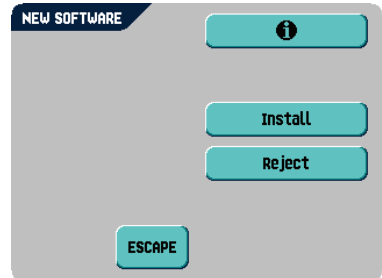
1. Press **Continue**.



The “new software” menu or the “new job” menu appears. Press **ⓘ** for more information on the software or the job.



2. Press **Install** to install the new software or the new job or press **Reject** to reject the new software or new job.

After pressing **Install** a confirmation menu opens:

- In case of new software, press **OK** to confirm installation or press **ESCAPE** to return to “installation” menu.




- In case of a new job press  or  to select a free job number (see 3.9 "Create a Job" on page 33).

Press  to confirm the selected job number or press  to return to message menu.

After confirming the installation of the new software or new job the "message" menu appears.


### 4.3.5 Configuration Menu

After pressing  in the "Online Services" menu the "configuration" menu opens. Use this menu to modify the OLS settings.

The menu consists of two screens containing the following functions:


- Dial tone detection on / off

This setting is required if no dial tone is heard during establishing a connection. The default value is on. This setting is relevant to some PABX telephone switch systems.

Press  to switch the dial tone detection on or off.


- Telephone number of server: contact your supplier for the telephone number of the OLS server.

To change the number:

- Press .
- Enter the correct number using the numeric keypad.



- Press  to confirm the new number.

- Prefix: use this function in case you need to dial a certain number or string to access an outside line.


- Press .
- Enter the correct prefix using the numeric keypad.

- Press  to confirm the new number.

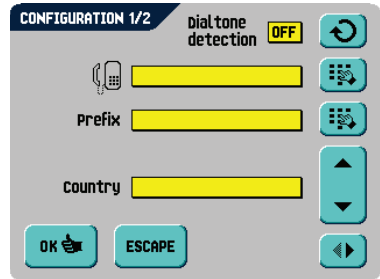
- Country: enter the country from where you are dialing.




Select the correct country from a list by pressing  or .

- Date and time: enter the current date and time.

- Press .
- Enter the correct date and time using the numeric keypad.

- Press  to confirm the new number.



- Volume of modem: set the modem volume.
  - a Press  or  to change the volume of the speaker.  
Do not set the volume to zero as the sound of the modem is helpful during remote assistance.
  - b Press  to confirm modified settings.

## 4.4 Production Feeder

### 4.4.1 Function

The Production Feeder is a feeder that can be loaded with a high number of documents. This feeder is intended to be used for Business Reply Envelopes (BRE), but also 'standard' documents up to 356 mm (14") length can be processed with it. It is possible to install two Production Feeders to the system.

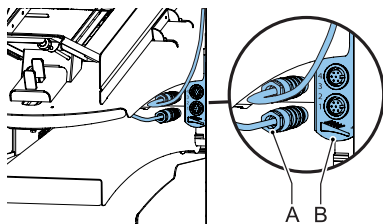
### 4.4.2 Preparations

The Production Feeder should be installed at the position of feeder no. 1 and / or 4.

It can be placed into position in the same way as the other document feeders are fitted.

Proceed as follows:

1. Lift the paper feed rollers with the front edge of the Production Feeder.
2. Move the Production Feeder forward until it hooks behind the frame axle.
3. Connect the connector **A** to the socket **B**.



The Production Feeder is auto-detected by the system when it is switched on. This makes it easy to switch over from the standard document feed tray to the Production Feeder and vice versa.

---

#### Note

*To allow easier hooking on of the Production Feeder it is advised to put the feeding plate in the rear position (see 4.4.4 "Document Separation" on page 62).*

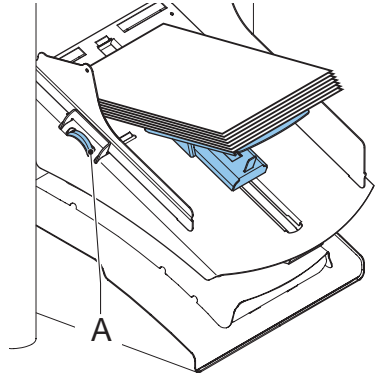
---

To make use of a Production Feeder it is not necessary to (re-)program the jobs.

### 4.4.3 Adjust Side Guides

Adjust the side guides:

1. Take a stack of documents/BREs and place them in the feed tray.  
BREs with flap down and leading (top side pointing to machine).
2. Adjust the side guides by turning the thumb wheel **A** so the documents/BREs just fit and can move without resistance.  
Too much play causes skewing.



### 4.4.4 Document Separation

When the Production Feeder is used at an automatic separation feeder, the separation is set automatically.

The Production Feeder can also be used on a feeder position with a manually adjusted separation.

To adjust, proceed as follows:

1. Remove feeders 2 and 3.

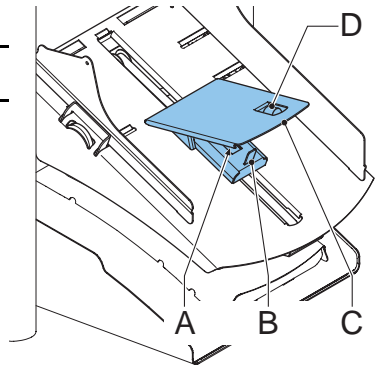
---

**Note**

*The lowest feeder is feeder 1.*

---

2. Squeeze the two blue handles **A** and **B** and shift the feeding plate **C** as far as possible to the front.
  3. Push knob **D** forward until it clicks.
  4. Place a document/BRE on the feed tray and slide it in the machine till the leading edge is not visible anymore. Turn knob **D** counterclockwise if the separation is set to narrow.
  5. Push the document/BRE between the rollers.
  6. Turn knob **D** clockwise to get more resistance and counterclockwise if the separation is set to narrow.
- The separation is adjusted correctly when a slight resistance is felt on the document/BRE.
7. Pull knob **D** back when ready.
  8. Remount feeders 2 and 3.



#### 4.4.5 Feeding Documents

To feed documents:

1. Squeeze the two blue handles **A** and **B**.
2. Shift the feeding plate **C** to the rear position.
3. Loosen the stack of documents and place them in the feeder.

BREs with flap down and leading (top side pointing to machine).

The feeding plate assembly will be shifted up automatically (when the system starts processing) until documents/BREs are underneath the rubber paper pullers.

---

#### Note

*When filling the Production Feeder, make sure that the document/BREs are positioned parallel in relation to the feed plate to ensure correct feeding.*

---

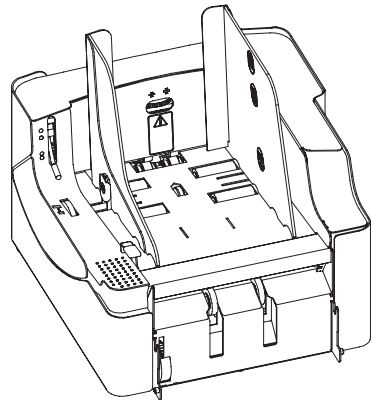
#### Note

*When longer documents are used, plate **C** can be extended by pulling out the adjustable feed plate extension.*

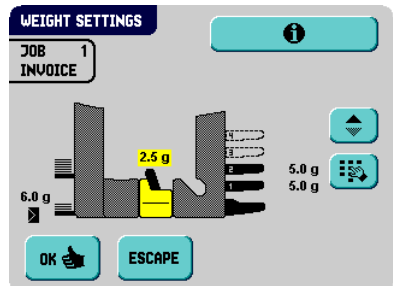
---

#### 4.5 Thin Booklet Feeder

The Thin Booklet Feeder is used to feed booklets, regardless of the thickness of the cover, to the document flow from the feeder to the inserter. Because of the location of the Thin Booklet Feeder (downstream the feeder module) documents fed by the Thin Booklet Feeder will not be folded.



When the Thin Booklet Feeder is added to the configuration this is shown in the screens at the display. The figure shows an example.





## 4.5.1 Installation

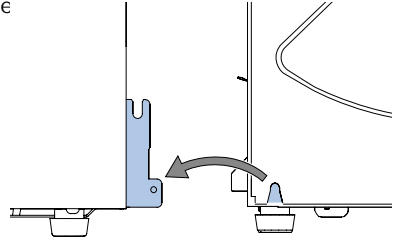
### Warning

- Always switch off the system before connecting to, or disconnecting from any attached units.

### Attaching to an Inserter

When installing the Thin Booklet Feeder directly to the inserter, install the module in the following manner:

1. Disconnect the inserter connecting cable from the feeder.  
Put the connecting cable to the right hand side of the feeder.
2. Lift the feeder and uncouple it from the inserter. Move the feeder to create enough space for the Thin Booklet Feeder.
3. Place both hands under the left and right-hand side panel of the Thin Booklet Feeder.
4. Lift the Thin Booklet Feeder above the fixing plates and lower it until it locks into place. Both sides are now locked.
5. Place both hands under the left and right-hand side panel of the feeder module.
6. Lift the feeder above the Thin Booklet Feeder fixing plates and lower it until it locks into place. Both sides are now locked.



### Connection Cable

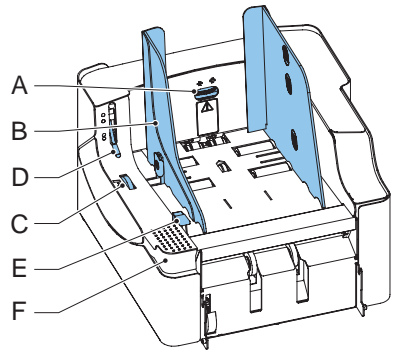
1. Connect the 12-pole connector of the inserter to the 12-pole socket located on the right-hand side of the feeder.
2. Connect the 12-pole connector of the Thin Booklet Feeder to the 12-pole socket of the feeder.

### Power Inlet

The power inlet is located on the right-hand side of the feeder and contains the main fuse.

## 4.5.2 Operating Controls

- A Separation adjustment wheel
- B Side guides
- C Hopper side guide adjustment thumbwheel
- D Release handle separation unit
- E Release handle feed unit
- F Feed unit push down area

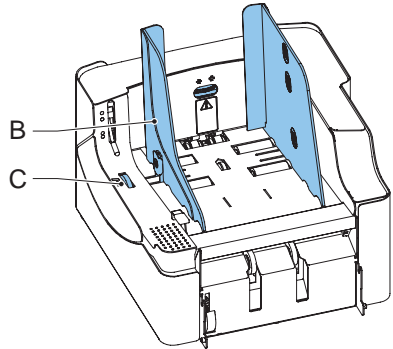


## 4.5.3 Side Guide Adjustment

The side guides can be adjusted manually as follows:

1. Place a stack of documents into the feeder.
2. Adjust the hopper side guides **B** by turning the thumbwheel **C**.

Provide just enough space for the documents to move freely. Too much play causes skewing.



## 4.5.4 Document Separation Adjustment



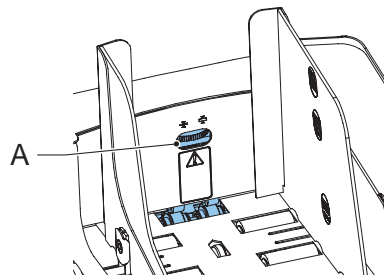
When adjusting the document separation take into account the tensile force of the separation rollers.

### Note

*Check before the adjustment that the release handle **D** for the separation unit is in the closed (down) position.*

The document separation can be adjusted manually as follows:

1. Turn the separation adjustment wheel **A** counter clockwise until a document can be moved backwards and forwards without resistance.
2. Turn the separation adjustment wheel clockwise until a slight resistance is felt on the document when the document is moved backwards and forwards.



Turn the separation adjustment wheel clockwise to get more resistance or counter clockwise to lower the resistance.

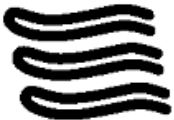
Check the separation before starting the system. After starting the system it may occur that more than one document at a time is pulled in. If this happens, turn the separation adjustment wheel more clockwise to obtain correct operation. For poor feeding turn the separation adjustment wheel counter clockwise.

#### 4.5.5 Hopper Capacity

To avoid irregular feeding there are three levels for the maximum heights of the hopper capacity. The symbols for these three levels are printed on the right hand side guide of the hopper. The level indication is a guideline.



Maximum hopper capacity for single sheets: minimum sheet quality: 80 gr/m<sup>2</sup> (maximum height: 50 mm).



Maximum hopper capacity for booklets with a weak cover (maximum height: 150 mm).



Maximum hopper capacity of booklets with a tough cover (maximum height: 250 mm).

### 4.5.6 Clearing Stoppages

When a document is blocked in the separation unit the document can be removed as follows:


1. Open the release handle for the separation unit (D).
2. Remove the documents.

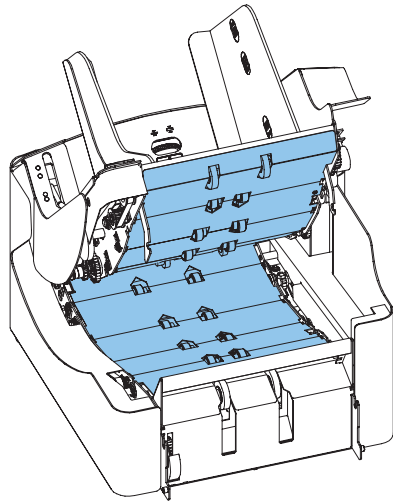
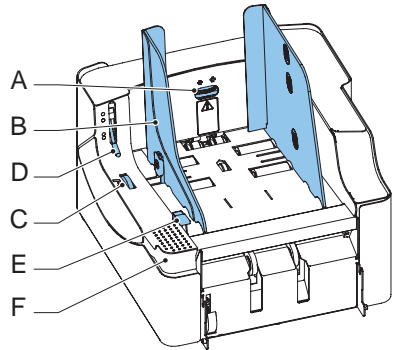
If necessary release the feed unit:

1. Place your hand on the push down area F.
2. Push down the release handle E.

3. Open the feeder.

The documents can be removed from the transportation area and from the rear side of the separation rollers.

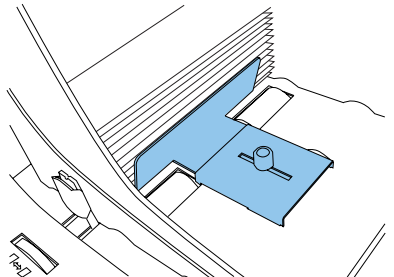
4. Close the feed unit:
  - a Place your hand on the push down area F.
  - b Push the feed unit down until it locks into place.
5. Place release handle D of the separation unit in the closed position.
6. Press  at the inserter to reset the error and restart the job.



### 4.5.7 Support for Curved Reply Envelopes (option)

Depending on the quality of the paper, the conditions during storage, etc. envelopes can be curved. This can cause smaller reply envelopes to skew while being processed by the Thin Booklet Feeder.

A special support is available to allow curved envelopes to be correctly processed. It can be used for envelopes with a height up to 110 mm (4.33").

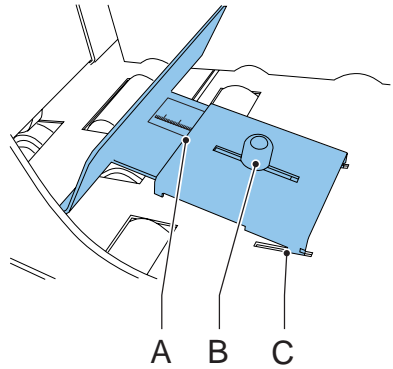


To attach the support onto the hopper platform:

1. Hold the support as indicated by the figure.
2. Place both notches **C** at both sides into the sleeves.
3. Lower the other end of the support. It will lock fully into place.

To adjust the support:

1. Loosen knob **B** slightly by turning it counterclockwise.
2. Move both parts of the support in or outwards until the ruler indicates the height of the envelope (the side of the plate **A** is indicator).
3. Turn knob **B** clockwise to tighten the support.



#### 4.6 Insert'n Frank™ (insert'n Mail)

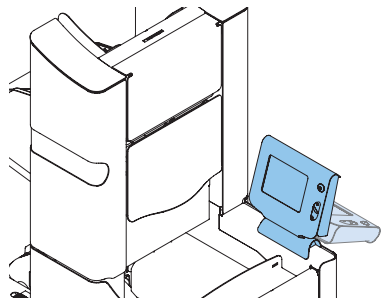
If this machine is connected to a mailing/franking machine, insert'n Frank™ allows you to:

- Switch automatic mailing/franking on or off
- Remotely select a mailing/franking job
- Set the printing/franking value (option)
- Automatically set the printing/franking value using the inserter data

For programming this option refer to 3.9.9 "Mailing/Frinking Settings (Option)" on page 44.

#### 4.7 Display Mounted on Inserter Deck

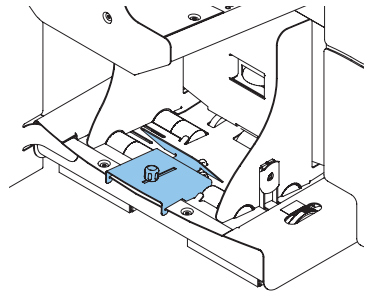
The inserter can be equipped with a display mounted on top of the inserter deck. This display can be pushed down and rotated 180°. In this way operators standing on the other side of the system also can operate the machine.



## 4.8 Envelope Support

Depending on the quality of the paper, the conditions during storage, etc. envelopes can be curved. This can cause smaller envelopes to skew while being processed.

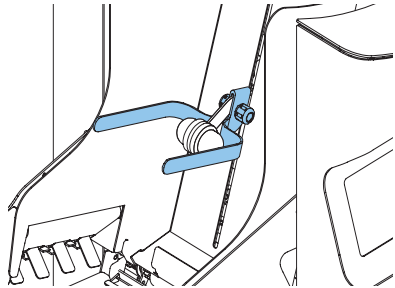
A special support is available to allow curved envelopes to be processed correctly. It can be used for envelopes with a height up to 114 mm (4.49 inch).



## 4.9 Power Stacker Support

Depending on the inserted type and amount of documents, the filled envelopes may get stack fan-shaped at the stacker.

To prevent this, an optional power stacker support can be used in order to stack the envelopes correctly.

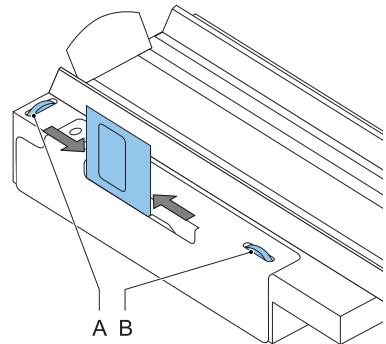


## 4.10 High Capacity Envelope Hopper (EF-4)

For feeding large amounts of envelopes a high capacity envelope hopper can be installed.

To start up the high capacity envelope hopper:

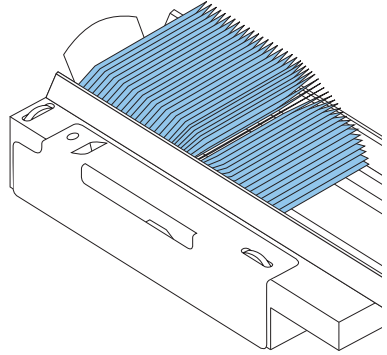
1. Switch on the hopper.
2. Put an envelope in the envelope height measurement area.
3. Rotate thumbwheel **A** to adjust the envelope height setting. The envelope should fit exactly in the space indicated by the arrows.
4. Rotate thumbwheel **B** to adjust the side guides so, that the envelopes:
  - Fit exactly between the side guides
  - Can move freely



5. Fill the envelope hopper with envelopes, positioned upside down. The flaps should face the inserter (flap leading).
6. Tip over the envelopes.
7. Load the envelope feeder of the *inserter* with about 50 envelopes.
8. Press the green start button.

The envelopes on the envelope hopper will be transported towards the feeder of the inserter. Envelopes will be transported and dropped in the inserter feeder until the envelopes reach a certain level. At that moment a sensor will detect the envelopes and the high capacity envelope hopper will stop transporting.

When the sensor does not detect envelopes anymore the hopper will start again and the process will be repeated.



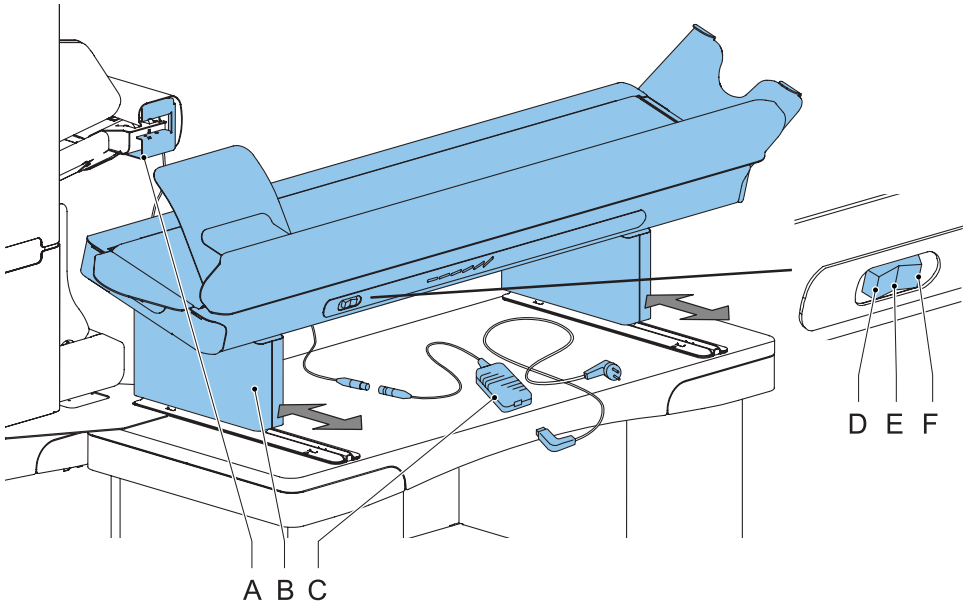
#### **4.11 High Capacity Conveyor Belt (CS-2)**

The high capacity conveyor belt is designed for envelope transport from the inserter or franking device. The conveyor belt has two operation modes:

- The belt moves continuously.
- The belt moves in intervals. The belt moves about 45 mm (1.7 inch) each time a sensor detects the passage of an envelope.

The guide plate and side guides prevent the envelopes from falling off the belt.

### 4.11.1 Installation



To install the high capacity conveyor belt:

1. Move the conveyor belt to the correct position.
2. Connect the adaptor **C** to the connecting lead.
3. Connect the mains lead cable to the adapter.
4. Connect the mains lead cable to the socket outlet.

### 4.11.2 Operation

The conveyor belt switch has three positions:

- Mode **D**: the belt moves in intervals.
- Mode **E**: the belt is switched off.
- Mode **F**: the belt moves continuously.

### 4.12 Catch tray

For stacking envelopes leaving from the side exit a catch tray can be mounted.

### 4.13 Side Exit on the LH Side

In stead of a side exit at the right hand side of the system it is also possible to install a side exit on the left hand (LH) side.



## 5. MAINTENANCE

### Warning

- Disconnect the mains power supply before performing any maintenance.



The user must not attempt to service the appliance beyond that described in this operator manual. All other servicing must be carried out by qualified service personnel only.  
Please contact your authorized distributor.

### 5.1 Operator Maintenance

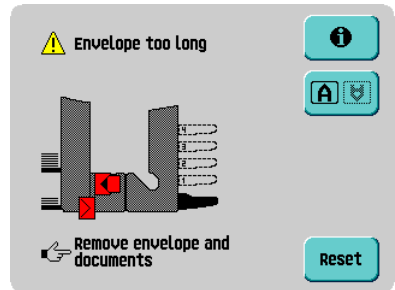
Maintenance frequency	Maintenance
Daily	<ul style="list-style-type: none"> <li>• Check the system functions.</li> <li>• Keep the system in proper condition by removing dust, paper remains, etc.</li> <li>• When dirty, clean the sealing table and rubber rollers with a slightly wetted cloth, soaked in warm water.</li> </ul>
Weekly	<ul style="list-style-type: none"> <li>• When dirty or saturated, clean the brushes of the envelope sealing. The machine is delivered with an extra set of brushes. To always have one clean set available, it is recommended to soak one set in water and use the other set. Remove the brushes one by one by pulling them down from the brush holder. Replace the brushes and make sure that the studs on the brushes are fitted in the corresponding holes in the brush holder.</li> <li>• Check moistening cloth and replace if necessary. When dirty or saturated, clean the moistening cloth and the reservoir.</li> <li>• Clean feed and insert rollers as instructed by the service engineer.</li> </ul>
When necessary	<ul style="list-style-type: none"> <li>• When the display warns about dusty sensors, the sensors on the envelope or document path must be cleaned.</li> </ul> <hr/> <p><b>Note</b> <i>When finished cleaning the sensors always calibrate the sensors (see "Test" on page 20).</i></p>


## 6. FAULT FINDING


### 6.1 Error Messages

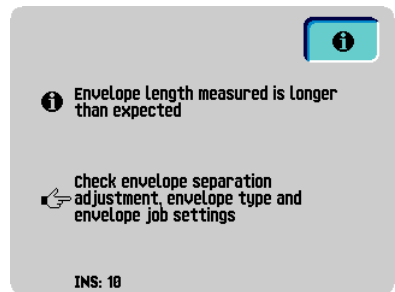
When an error occurs the display shows a screen showing the following information:

- An indication of the area in which the error occurred
- An error description
- A suggested solution behind the pointing hand



Press  to view more information about the occurred error and about the possible actions to avoid the error from re-occurring.

After solving the problem, press  to reset the error (the error screen will disappear).



### Special Errors

- Reading errors (when Optical Mark Recognition is enabled)  
The document set is diverted. The operator must remove the document set and has to complete the set manually!
- Technical errors  
The display shows a message. The error cannot be solved by operating personnel and assistance of the service support is needed.

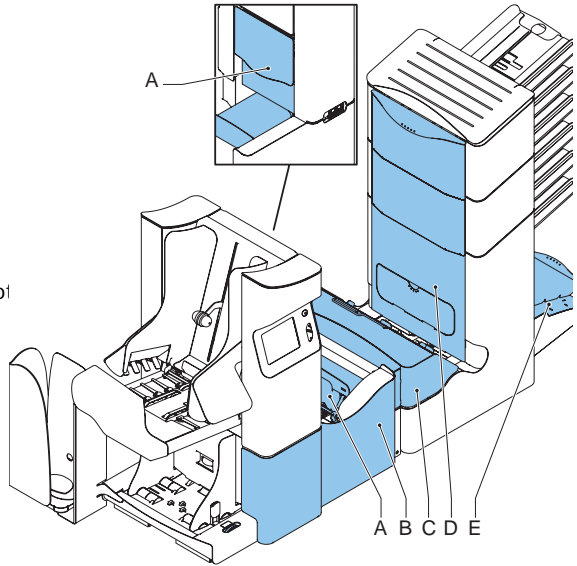
### Warning Screen

When a cover is opened, the display shows a warning screen with the message "Cover open and a suggested solution "Close cover".

## 6.2 Clearing Stoppages


Stoppages can occur in the following areas:

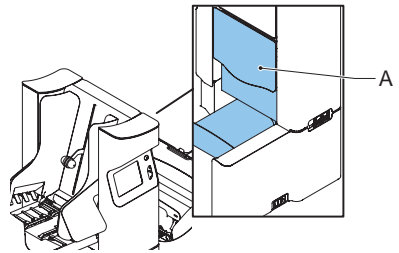
- A Exit, sealing and inserting area
- B Lower envelope track
- C Folder
- D Feeder
- E Collating area
- F Thin Booklet Feeder (optional, not in figure), see 4.5.6 "Clearing Stoppages" on page 67



### 6.2.1 Exit, Sealing and Inserting Area


When a stoppage occurs in the exit, sealing and inserting area, remove the material as follows:

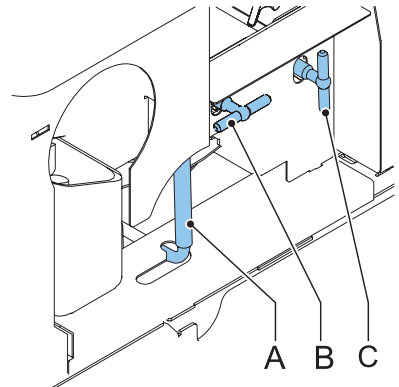
1. Open cover **A**.
2. Remove all material.
3. Close the cover.
4. Press  to reset the error and restart the job.



### 6.2.2 Lower Envelope Track

When a stoppage occurs in the lower envelope track, remove the envelopes as follows:

1. Open the side cover.
2. Pull down the blue handle **A** and remove the envelope(s) from the lower envelope track.
3. Close the side cover.
4. Press  to reset the error and restart the job.

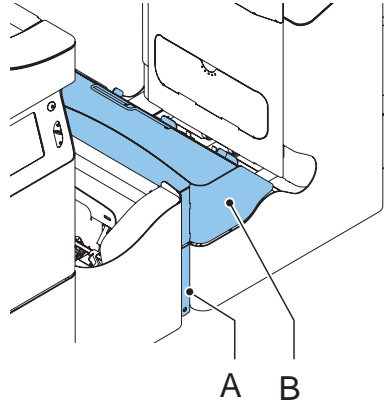


If needed, envelopes and documents can be transported manually to the insert table or lower envelope track by means of handle C. To transport an inserted document manually turn handle B.

### 6.2.3 Folder

When a stoppage occurs in the Folder, remove the documents from the Folder as follows:

1. Push the lower end of the locking handle **A** to open the Folder cover **B**.
2. Remove the documents from the Folder.



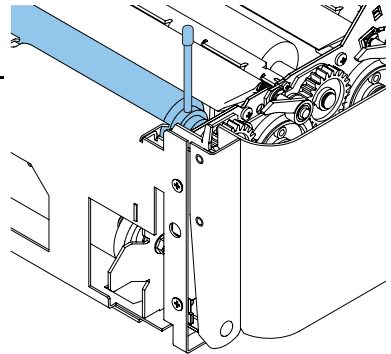
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#### Note

*If necessary use the delivered pin to turn the rollers.  
Do not forget to remove the pin when finished.*


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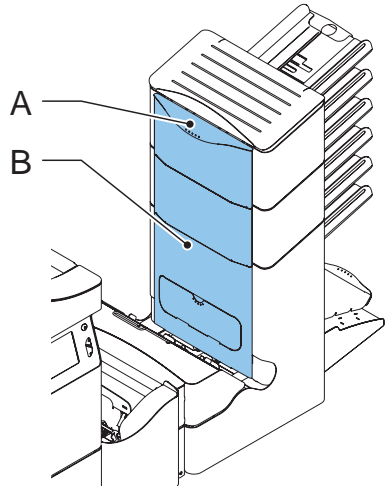
3. Close the Folder cover.
4. Press **Reset** to reset the error and restart the job.



### 6.2.4 Feeder


When a stoppage occurs in the Feeder, remove the documents from the Feeder as follows:

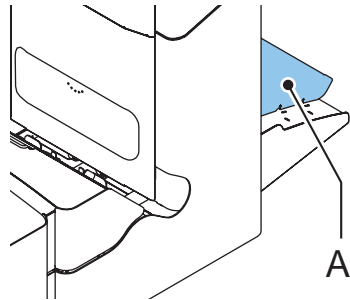
1. Pull the vertical transport hand grip **A** upward to open the vertical transport cover **B**.
2. Remove the documents.
3. Close the vertical transport cover **B**.
4. Press  to reset the error and restart the job.



### 6.2.5 Collating Area

When a stoppage occurs in the collating area, remove the documents from the collating area as follows:

1. Lift and hold the collator arm **A**.
2. Remove the documents.
3. Lower the collator arm.
4. Press  to reset the error and restart the job.



## 6.3 Operator Troubleshooting

To resolve problems:

1. Write down the error.
2. Try to solve the problem by consulting the troubleshooting table.
3. Switch the inserter off and on again, to verify system operation.
4. When the error still occurs contact your service organization.

**Note**

When contacting the service organization, you will also be asked for the last error message and the software version of the installed software. To determine the software version, refer to 2.4.6 "Supervisor Menu" on page 16.

Symptom	Possible cause	Remedy	Reference
The system cannot be started after switching on.	System not connected to mains.	Connect the system to the mains.	-
	Fuse is blown.	Replace fuse below power switch.	-
	A cover is opened.	Close the covers.	-
System stops with envelope at insert position (flap not open).	Envelopes stacked reversed in the feed tray.	Check envelope feed adjustments. Place envelopes correctly in feed tray.	"Loading Envelopes" on page 27
	Envelope flap sticks.	Store envelopes according to specifications.	"Envelope Settings" on page 35
	Wrong envelope type used (not according specifications or job settings).	Change envelopes according to specifications.	"Envelope Settings" on page 35
Envelopes are double fed.	Envelope separation not correctly set.	Adjust envelope separation.	"Envelope Separation" on page 27
	Envelopes not placed properly in the feed tray.	Check and replace if needed.	"Loading Envelopes" on page 27
Envelope stop skewed.	Side guides of the envelope feed tray are set too wide.	Check side guides and adjust if needed.	"Loading Envelopes" on page 27
Envelopes are fed irregularly.	Feed tray almost empty.	Refill feed tray.	"Loading Envelopes" on page 27
	Separation set too narrow.	Adjust envelope separation.	"Envelope Separation" on page 27
	Side guides set too narrow.	Check side guides and adjust if needed.	"Loading Envelopes" on page 27
	Envelope support not positioned correctly.	Reposition the envelope support.	"Loading Envelopes" on page 27

Symptom	Possible cause	Remedy	Reference
Flap is wrinkled and sometimes not opened.	Envelope not within specifications.	Check specifications and change envelopes if needed.	"Document Specifications" on page 80
	Flap sticks.	Store envelopes according to specifications.	"Document Specifications" on page 80
	Flap curled.	Envelopes stored or manufactured improperly.	"Document Specifications" on page 80
	Separation set too narrow.	Adjust envelope separation.	"Envelope Separation" on page 27
Fingers are placed on top of the envelope.	Fingers adjusted too deep into the envelope.	Check fingers position, adjust if needed.	"Insert Position" on page 30
	Envelope stops too early.	Check envelope stop position, adjust if needed.	"Insert Position" on page 30
System stops while inserting (stoppage at the inserting point).	Fingers not correctly adjusted.	Check fingers position, adjust if needed.	"Insert Position" on page 30
	Inserted document too long for used envelope.	Check fold settings.	"Fold Settings" on page 38
	Envelope throat incorrect.	Check envelope specifications.	"Envelope Settings" on page 35
	Envelope glued inside.	Eliminate faulty envelopes.	-
	Window not glued properly.	Eliminate faulty envelopes.	-

Symptom	Possible cause	Remedy	Reference
Flap not sufficiently moistened.	Water level low.	Check water level, refill if needed.	"Sealing Envelopes" on page 28
	Brushes dry.	Check brushes, replace if needed by the extra soaked set.	"Sealing Envelopes" on page 28
	Brushes dirty.	Check brushes, clean if needed.	"Operator Maintenance" on page 72
	Moistening felt dry.	Check the moistening felt, refill water tray if needed.	"Sealing Envelopes" on page 28
	Moistening felt dirty.	Check the moistening felt, clean if needed.	"Operator Maintenance" on page 72
	Moistening brushes inactive.	Activate the moistening brushes.	"Sealing Envelopes" on page 28
	Brushes worn out.	Replace brushes.	"Operator Maintenance" on page 72
	Moistening felt worn out.	Replace moistening felt.	"Operator Maintenance" on page 72
Envelope not always ejected from sealer.	Inserted document too big.	Check fold settings, adjust if needed.	"Fold Settings" on page 38
	Document not inserted deep enough.	Check adjustment of envelope stop position and fingers.	"Insert Position" on page 30
	Sealing area dirty.	Clean sealing area.	"Operator Maintenance" on page 72
No document fed.	Feeder empty.	Refill feeder.	"Filling the Document Feed Tray" on page 26
	Separation set too wide / too tight.	Adjust the separation.	"Document Separation" on page 25
	Side guides set too narrow.	Adjust the side guides.	"Side Guides" on page 25
Skewed documents fed.	Side guides set too wide.	Adjust side guides.	"Side Guides" on page 25
Double documents fed.	Separation set too wide.	Adjust the separation.	"Document Separation" on page 25
Document stoppage at collating area.	Stopper position set incorrect.	Adjust stopper position.	"Adjustment of the Document Stoppers" on page 26



## 7. SPECIFICATIONS

### 7.1 Technical Specifications Inserter System

<b>Type</b>	folder and inserter system for medium office use.
<b>Theoretical max. speed</b>	4300 inserts per hour, depending on application.
<b>Power consumption</b>	100V AC/50Hz/4.0 Amps. 115V AC/50/60Hz/4.0 Amps. 230V AC/50Hz/2 Amps.
<b>Fuse</b>	100/115 Vac: T 5.0 A, 125 V Time lag, 5.0 Amps. rated current, 125 V. 230 Vac: T 3.15 A H, 250 V Time lag, 3.15 Amps. rated current, high breaking capacity, 250 V
<b>Approvals</b>	EMC Certificate conform EMC-Directive. FCC Certificate conform 47CFR, part 15. CB Certificate conform IEC 60950-1. UL Listed I.T.E. (Information Technology Equipment), conform UL-IEC 60950-1, file: E153801. Conform NEN-EN-IEC 60950-1 and derivatives.

### 7.2 Configuration Dimensions

	<b>2 stations</b>	<b>4 stations</b>	<b>6 stations</b>
<b>Height</b>	820 mm (32.3 inch)	820 mm (32.3 inch)	920 mm (36.2 inch)
<b>Width</b>	460 mm (18.1 inch) (with catch tray 750 mm/ 29.5 inch)		
<b>Length</b>	1500 mm (59.1 inch)		
<b>Weight</b>	118.5 kg (261 lbs)	124.2 kg (274 lbs)	140.0 kg (308 lbs)

### 7.3 Other Specifications

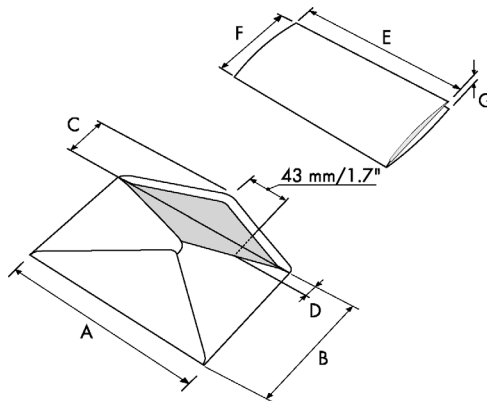
<b>Noise level</b>	<70 dBA (according to ISO 11202)
<b>Operating temperature</b>	10°C - 40°C (50°F-104°F)
<b>Humidity</b>	30%-80%

### 7.4 Document Specifications

<b>Paper quality</b>	minimum 60 g/m <sup>2</sup> (15 lb bond) maximum 250 g/m <sup>2</sup> (62.5 lb bond), when folded max. 170 g/ m <sup>2</sup> (42.5 lb bond) Booklets up to approximately 2 mm (0.08 inch) thickness, depending on stiffness
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<b>Paper size</b>	Minimum width: 130 mm (5.1") Maximum width: 242 mm (9.5"), when folded 230 mm (9.1") Minimum length: 90 mm (3.5") Maximum length: 356 mm (14.0")
<b>Folding capacity</b>	Single fold - 10 sheets (max. 80 g/m <sup>2</sup> ) Letter fold / Z-fold - 8 sheets (max. 80 g/m <sup>2</sup> ) Double parallel fold - 4 sheets (max. 80 g/m <sup>2</sup> )
<b>Envelope sizes</b>	Standard BRE (Business Reply Envelopes)
<b>Envelope quality</b>	minimum 80 g/m <sup>2</sup> (20 lb bond) maximum 120 g/m <sup>2</sup> (30 lb bond)

### 7.5 Envelope and Insert Specifications



		A	B	C	D	E	F	G
<b>Minimum size</b>	<b>mm</b>	160	90	32	10	-	84	60 g/m <sup>2</sup>
	<b>inches</b>	6.3	3.5	1.25	0.4	-	3.3	60 g/m <sup>2</sup>
<b>Maximum size*</b>	<b>mm</b>	248	162	B-32	75	A-12**	B-6	2.5*
	<b>inches</b>	9.7	6.38	B-1.25	2.9	A-0.47**	B-0.2	0.1
* Booklets up to approximately 2 mm (0.08 inch) thickness, depending on stiffness								
** When insert is more than 1 mm (0.04 inch): A-15 mm / A-0.6 inch								

Remarks:

- The specification of the paper handling equipment is often wider than that of the envelopes and documents handled. The condition of material handled will limit the specified environmental conditions.

- We recommend that materials to be handled are stored at a temperature of 20°C (68°F) with a relative humidity factor of 50%. If difference in temperature occurs between store room and mailing area, the material has to be stored near the machine at least 24 hours before use.
- Self-copying paper may cause rubber parts to wear quicker. The rubber used in this machine has the best resistance to Wiggins Teape material.

## 7.6 Specifications Production Feeder

<b>Model</b>	MF-1
<b>Type</b>	high capacity feeder
<b>Theoretical max. speed</b>	see 7.1 "Technical Specifications Inserter System" on page 80
<b>Power consumption</b>	low voltage supplied by the inserter system
<b>Approvals</b>	EMC Certificate conform EMC-Directive. FCC Certificate conform 47CFR, part 15. UL Listed I.T.E. (Information Technology Equipment), conform UL-IEC 60950, file: E153801. Conform NEN-EN-IEC 60950 and derivatives.
<b>Height</b>	210 mm (8.3 inch)
<b>Width</b>	285 mm (11.2 inch)
<b>length</b>	425 mm (16.7 inch)
<b>Weight</b>	5.05 kg (11.1 lbs)
<b>Noise level</b>	see 7.3 "Other Specifications" on page 80
<b>Operating temperature</b>	10°C - 40°C (50°F-104°F)
<b>Humidity</b>	30%-80%
<b>Feed tray capacity</b>	1200 sheets A4 80 gr. 320x Business Reply Envelopes
<b>Document / BRE insert specifications</b>	see 7.4 "Document Specifications" on page 80 and 7.5 "Envelope and Insert Specifications" on page 81

## 7.7 Specifications Thin Booklet Feeder

<b>Model</b>	VF-3
<b>Type</b>	booklet feeding device for medium office use
<b>Theoretical max. speed</b>	see 7.1 "Technical Specifications Inserter System" on page 80
<b>Power consumption</b>	100V AC/50Hz/2.0 A 115V AC/50/60Hz/2.0 A 230V AC/50Hz/1 A
<b>Approvals</b>	EMC Certificate conform EMC-Directive. FCC Certificate conform 47CFR, part 15. CB Certificate conform IEC 60950-1. UL Listed I.T.E. (Information Technology Equipment), conform UL-IEC 60950-1, file: E153801. Conform NEN-EN-IEC 60950-1 and derivatives.
<b>Height</b>	407 mm (16.0 inch)
<b>Width</b>	440 mm (17.3 inch)
<b>length</b>	500 mm (19.7 inch)
<b>Weight</b>	30.5 kg (67.2 lbs)
<b>Noise level</b>	< 68 dB(A) +/- 2 dB(A) following ISO 7779 / DIN EN 2779 part 7
<b>Operating temperature</b>	10°C - 40°C (50°F-104°F)
<b>Humidity</b>	30%-80%
<b>Paper quality, feed unit</b>	minimum 80 g/m <sup>2</sup> (15 lb bond) single sheets (max. 500 sheets)
<b>Paper quality, transport unit</b>	Booklets up to approximately 2.5 mm (0.09") thickness minimum 60 g/m <sup>2</sup> (15 lb bond) thickness up to 3.2 mm (0.13")
<b>Document size</b>	Minimum width: 120 mm (4.7") Maximum width: 243 mm (9.6") Minimum length: 90 mm (3.5") Maximum length: 162 mm (6.4")

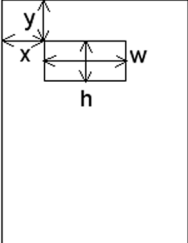
## 7.8 Specifications High Capacity Envelope Hopper

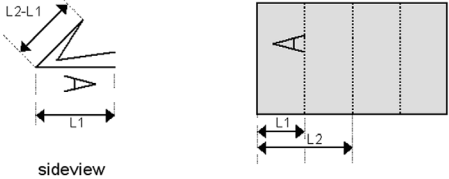
<b>Model</b>	EF-4
<b>Type</b>	High Capacity Envelope Feeder (HCEH)
<b>Power consumption</b>	24V-1A max.
<b>Approvals</b>	EMC Certificate conform EMC-Directive. FCC Certificate conform 47CFR, part 15. CB Certificate conform IEC 60950-1. UL Listed I.T.E. (Information Technology Equipment), conform UL-IEC 60950-1, file: E153801. Conform NEN-EN-IEC 60950-1 and derivatives.
<b>Height</b>	200 mm (7.9 inch)
<b>Width</b>	375 mm (14.8 inch)
<b>Length</b>	670 mm (26.4 inch)
<b>Weight</b>	22 kg (48.4 lbs)
<b>Operating temperature</b>	10°C - 40°C (50°F-104°F)
<b>Humidity</b>	30%-80%
<b>Envelope sizes</b>	see 7.5 "Envelope and Insert Specifications" on page 81
<b>Feeder capacity</b>	max. 1000 envelopes

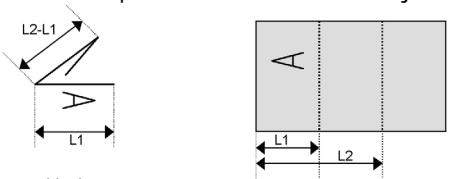
## 7.9 Specifications High Capacity Conveyor Belt

<b>Model</b>	CS-2
<b>Type</b>	High Capacity Conveyor Belt (HCCB)
<b>Power consumption</b>	24V-1A max.
<b>Approvals</b>	EMC Certificate conform EMC-Directive. FCC Certificate conform 47CFR, part 15. CB Certificate conform IEC 60950-1. UL Listed I.T.E. (Information Technology Equipment), conform UL-IEC 60950-1, file: E153801. Conform NEN-EN-IEC 60950-1 and derivatives.
<b>Height</b>	440 mm (17.3 inch) (including support legs)
<b>Width</b>	315 mm (12.4 inch)
<b>length</b>	1310 mm (51.6 inch)
<b>Weight</b>	19,5 kg (42.9 lbs)
<b>Noise level</b>	approx. 62 dB(A), following ISO 11202
<b>Theoretical max. speed</b>	between 20 mm/s and 150 mm/s
<b>Operating temperature</b>	10°C - 40°C (50°F-104°F)
<b>Humidity</b>	30%-80%
<b>Document / envelope size</b>	Minimum length 80 mm (3.2 inch) Maximum width 260 mm (10.2 inch)
<b>Max. capacity to be transported</b>	1000 envelopes. with a maximum weight of 5 kg (11 lbs)

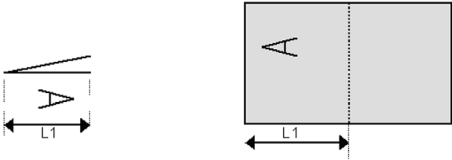
## 8. TERMINOLOGY

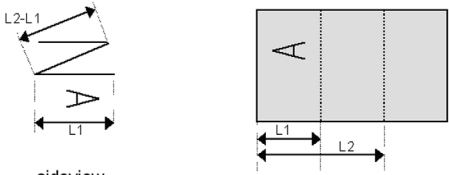
Term	Description
Address carrier	The address carrier is the document that carries the address of the person for who the mail-set is meant. The address carrier can consist of one or more sheets, from which at least the first sheet must contain the address. The address must remain visible while enclosures are added and the document-set is folded. The fold type and selected envelope must ensure that the address is visible behind the window in the envelope. For personalized mailings there is always an address carrier present as long as envelope printing is not supported. Normally there is one address carrier.
Address position	 <p data-bbox="497 445 1059 699">Position of the address on the address carrier, measured from the upper left corner. The address position consists of a horizontal x coordinate, a vertical y coordinate, a horizontal width w and a vertical height h.</p>
Business Reply Envelope (BRE)	Envelope included in outgoing mail-sets for addressee response purposes.
C-fold	See Letter fold.
Clear	The function of an inserting system in which all mail-sets in progress are finished and the document path is left empty.
Daily Mail	Capability of an inserting system to manually insert mail-sets one by one into the system, which are then inserted into an envelope. Optionally, depending on settings, additional enclosures can be added and the mail-set can be folded. This function is intended for small amounts of mail that each can have a different build-up.
Document	A document is one of the components of a mail-set. A document can consist of one or more sheets. Documents can be divided into address carriers and enclosures. For personalized mailings there is always one address carrier and an optional number of enclosures.
Document-set	The document-set is the physical collection of address carrier and enclosure(s) that is under production in the Inserting System. The document-set is completed during production and is to be inserted in the envelope. The number of enclosures can range from 0 to the limit opposed by the number of available Feeders. Once the document set has been inserted into an envelope it is called mail set.

Term	Description
Double Feed Control (DFC)	<p>Double Feed Control is the sensor that measures the thickness of a sheet to check if the inserting system does not accidentally take more sheets than intended. DFC sensors exist on Feeders (double sheet detection). Currently DFCs on Formax inserting systems perform relative measurements, which means that they need a cycle to 'learn' the thickness of a sheet.</p> <p>Also the length of the document is measured so partly overlapping sheets will be detected.</p>
Double parallel fold	<p>The double parallel fold is a type of fold where the document is first folded halfway and the resulting folded set is again folded halfway. This fold is illustrated in the picture below. The position of both folds is adjustable.</p>  <p style="text-align: center;">sideview</p>
Envelope	<p>The envelope is the packaging of a mail set. Window envelopes are envelopes that have a transparent section through which the address on the address carrier can be read. Besides the normal top-closing window envelopes there are also bottom-closing envelopes.</p>
Extended Folder	<p>Option, makes bottom address applications and short folds possible.</p>
Face down	<p>Situation in which the front of a sheet is facing downwards when placed in a document feeder.</p>
Face down leading	<p>Situation in which the front of a sheet is facing downwards and the top of the sheet is closest to the separation unit in a document feeder.</p>
Face down trailing	<p>Situation in which the front of a sheet is facing downwards and the bottom of the sheet is closest to the separation unit in a document feeder.</p>
Face up	<p>Situation in which the front of a sheet is facing upwards when placed in a document feeder.</p>
Face up leading	<p>Situation in which the front of a sheet is facing upwards and the top of the sheet is closest to the separation unit in a document feeder.</p>
Face up trailing	<p>Situation in which the front of a sheet is facing upwards and the bottom of the sheet is closest to the separation unit in a document feeder.</p>
Feeder	<p>A Feeder is a Module for the input of documents to the inserting system. The Feeder separates documents sheet by sheet from the stack of documents in the feed tray.</p>
Feeder linking	<p>The ability to load two feeders with the same document type where the Inserting System automatically switches to a second feeder when the first feeder is empty and vice versa. In the mean time the first feeder can be refilled, so the inserting system can keep running without having to stop for refilling the feeders.</p>

Term	Description
Feed tray	Part of the feeder that contains the stack of documents.
Flexcode OMR	An OMR code for which the meaning of the OMR marks can be programmed in a dedicated way for a specific customer. This is normally used to support the OMR codes from other suppliers.
Feeder	The Feeder is the feeding part of the system.
Insert	<ul style="list-style-type: none"> <li>An insert is the action of inserting a document-set into an envelope.</li> <li>For native English speaking customers an insert is also a short, not to be folded document, usually an enclosure.</li> </ul>
Inserter	An Inserter is the Module where the document-set is inserted into the envelope, the envelope is closed and if necessary sealed.
Inserting system	The system of all the Modules that cooperate to perform the inserting function (accumulate document-set, fold and insert) and have a single point of control.
Insert'n Frank™ (mailing machine)	Interface for the franking machine.
Divert	To avoid stoppages the Divert diverts duplicate on faulty documents before folding them while the system is still running.
Job	<p>A job is an actually produced collection of mail-sets based on a certain Job Definition at a certain point in time for a specific purpose. It consists of:</p> <ul style="list-style-type: none"> <li>The Job definition used for the production</li> <li>Information about the batch size</li> </ul>
Job counter	The counter that registers the number of mail-sets that is produced as part of a specific job.
Letter fold	<p>Fold type in which a document-set is folded twice in which the folded flaps are on top of each other. This fold is illustrated in the picture below. The position of both folds is adjustable.</p>  <p>sideview</p> <p>Synonym: C-fold.</p>
Linking	See Feeder Linking.
AutoSet	The feature of an Inserting System to automatically determine its Job settings by measuring the sizes of documents and envelope. From all Feeders that are loaded one sheet will be taken. Based on the maximum document length (which is also the length of the document-set) and the length of the envelope the fold type is determined.
AutoSet job	A job that is created with the AutoSet functionality.
Production Feeder	Feeder with high capacity feed tray (e.g. 2000 sheets A4 80gr).



Term	Description
Multifeed	The feature of an Inserting System in which more than one sheet is taken from a Feeder.
OMR	Optical Mark Recognition
OMR code definition	Standard 1-track OMR code definition. Specifies the amount of reading marks used and the functionality linked to each of them (how each should be interpreted).
Operator	The person operating an Inserting System.
Optical Mark Recognition (OMR)	Optical Mark Recognition is intended for reading and interpreting printed codes. These codes are one or more black marks which are read from a document. These marks give information to the Inserting system about how to build-up and handle a set.
Folder	The Folder can fold up tot 10 pages.
Reading error	Condition in which the system could not reliably read or interpret the OMR reading marks from a sheet.
Reading marks	Marks added to documents containing finishing instructions that can be identified by an OMR head and interpreted according to the used OMR code definition.
Remote diagnostics	The feature that makes it is possible to analyze a problem on an inserting system from a remote location.
Service engineer	Technical engineer whose task it is to resolve problems with systems in the field. Besides dealing with problems, service engineers are also responsible for preventive maintenance.
Single fold	<p>A single fold implies the document/set is folded once. The fold-position is adjustable. This fold is illustrated in the picture below:</p>  <p>The diagram consists of two parts. The left part is labeled 'sideview' and shows a document being folded. A vertical dashed line indicates the fold position. A horizontal dimension line below it is labeled 'L1'. The right part shows a top-down view of a document with a vertical dashed line indicating the fold position. A horizontal dimension line below it is also labeled 'L1'. The letter 'A' is visible on the left side of the document in both views.</p>
Stacker	Used as storage for filled envelopes.
Stop counter	Counter which sets the amount of envelopes to be filled. After filling this amount of envelopes the system will stop (even during a clear).
Supervisor	Person who is responsible for the technical state of the machine. Normally a supervisor has access to programming functions, which are restricted for standard users.
Test run	<p>A test run is intended to validate the settings of the Inserting System:</p> <ul style="list-style-type: none"> <li>• Inspect and adjust the stop position of the envelope.</li> <li>• Check the fold settings for one set.</li> <li>• Check whether the address is correctly positioned behind the envelope window.</li> </ul>
Thickness detection	Checks the thickness of the document set. If the thickness is less or more than the set value an error message is displayed.

Term	Description
Tray	Contains a stack of paper for a printer or inserter. This paper is supplied to the machine for further processing.
Thin Booklet Feeder	Booklet feeding device for medium office use.
Vertical transport	The vertical transport section between feeders and collator.
Z-fold	<p>A Z-fold means that a document is folded twice in such a way that each folded flap is on a different size of the folded document, resulting in a Z-shape. This fold is illustrated in the picture below. The position of both folds is adjustable.</p>  <p>sideview</p> <p>Synonyms: zigzag fold</p>

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