

FORMAX[®]

MailDoc[™]
Professional 

MailDocTM Professional

for Microsoft Windows

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FORMAX, Publisher

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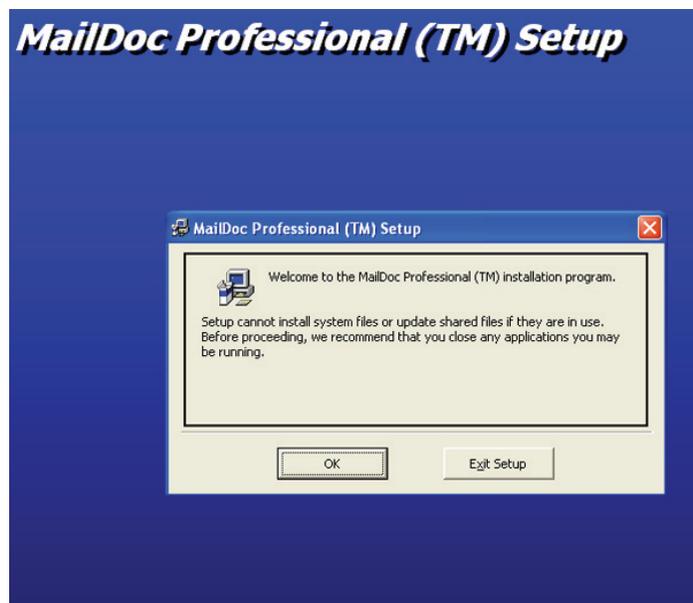
INSTALLATION

System Requirements

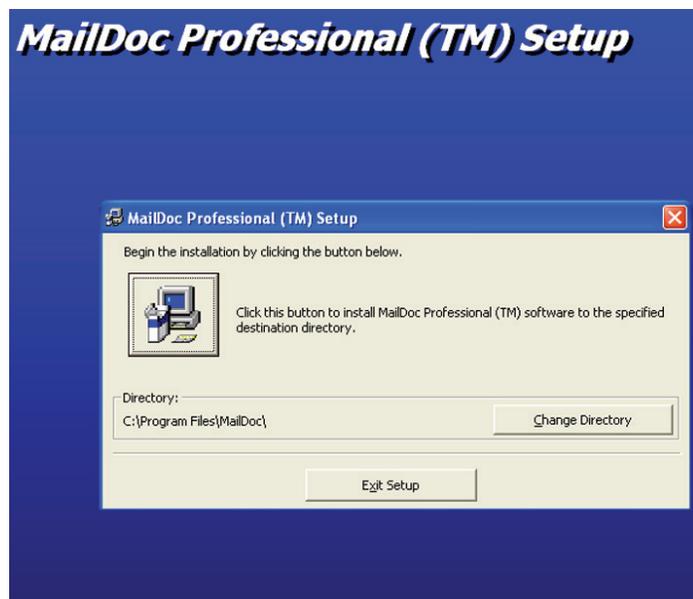
<i>PC Hardware</i>	<i>Software</i>
Pentium 2GHz PC with 1 GB RAM or higher	Works with any Windows® compatible printer (single printer per seat)
4 GB free hard disk space	Preformatted print data only in PDF format
CD-ROM	PDF Reader
Windows 2000 OS or higher	Java Runtime

Internet Connectivity required to operate program

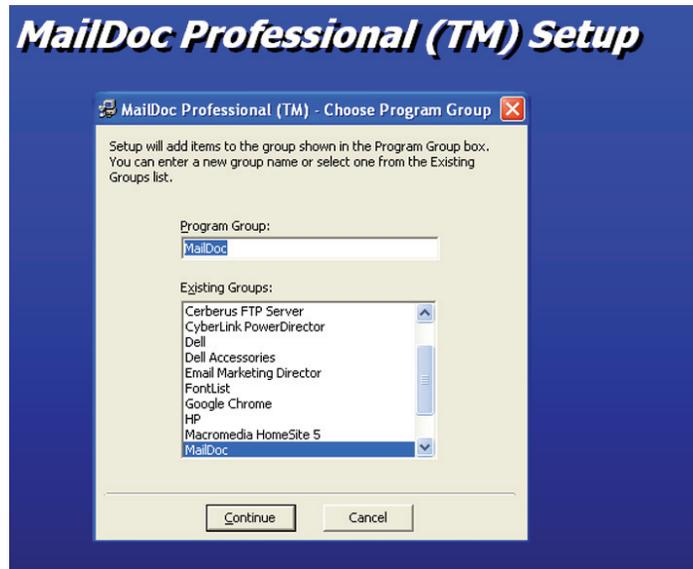
1. Insert MailDoc software disk into CD Drive. (If the disk does not autorun open the CD Drive and select Setup.exe). Maildoc Professional Setup will open, close any applications running and press “OK” to begin install.



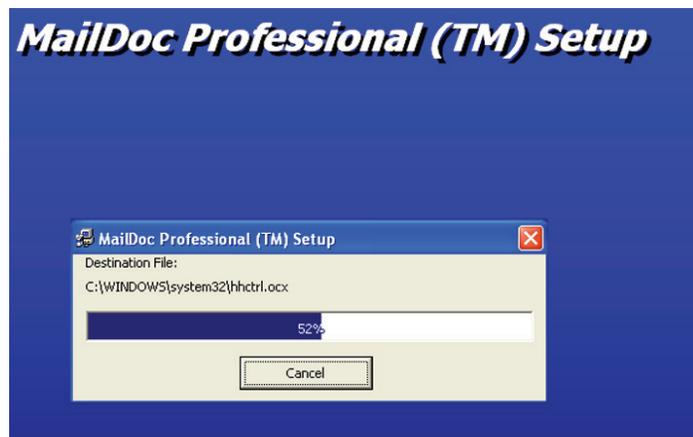
2. Select program directory and then press the computer icon to continue setup.



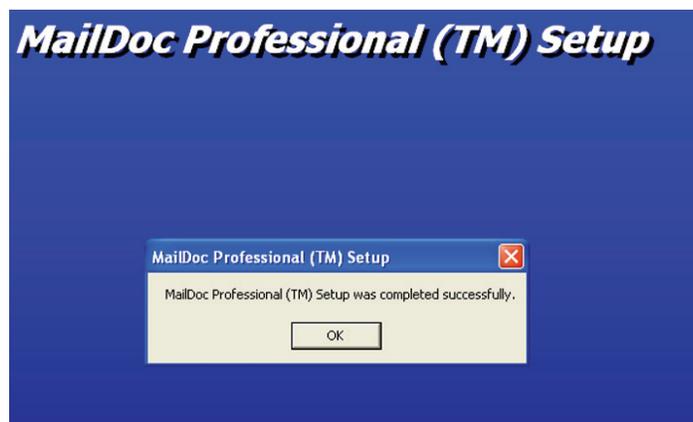
3. Select program group and press "Continue"



4. Installation will begin.



5. Press "OK" when installation has completed to begin using MailDoc Professional.



PRODUCT REGISTRATION

To begin using MailDoc Professional the product must be registered with the Serial Number provided. When first opening Maildoc a registration prompt will be displayed, click "OK" to continue.



Fill out the required registration information and click "Register" to send the information. Upon successfully completing the registration Maildoc Professional will be ready for use and a confirmation e-mail will be sent.

A larger dialog box titled "MailDoc Registration" with a blue header bar and standard window controls. The form is organized into three sections: "Registration", "Company Information", and "Contact Information".
Registration
Serial Number:
Your Name:
Your Email:
Company Information
Company Name:
Phone Number:
Address 1:
Address 2:
City:
State:
ZIP code:
Country: (dropdown menu)
Contact Information
Contact Name:
Contact Email:
At the bottom right are two buttons: "Register" and "Cancel".

ABOUT MailDoc™ Professional

MailDoc™ Professional adds OMR or BCR marks to your PDF documents, invoices and statements that are required by OMR/BCR enabled folder-inserters. These OMR/BCR marks tell the folder inserter how the documents should be prepared for mailing. Information such as the number of pages of each document and which documents need inserts or require diverting are included in these OMR/BCR marks. The marks also ensure the documents are inserted in the envelope in the correct sequence.

With its driver technology, **MailDoc™ Professional** can quickly and efficiently support a wide variety of OMR/BCR folder-inserters. With this software, you can create and save a configuration file or template for commonly used documents, enabling re-use of these configurations for commonly performed tasks.

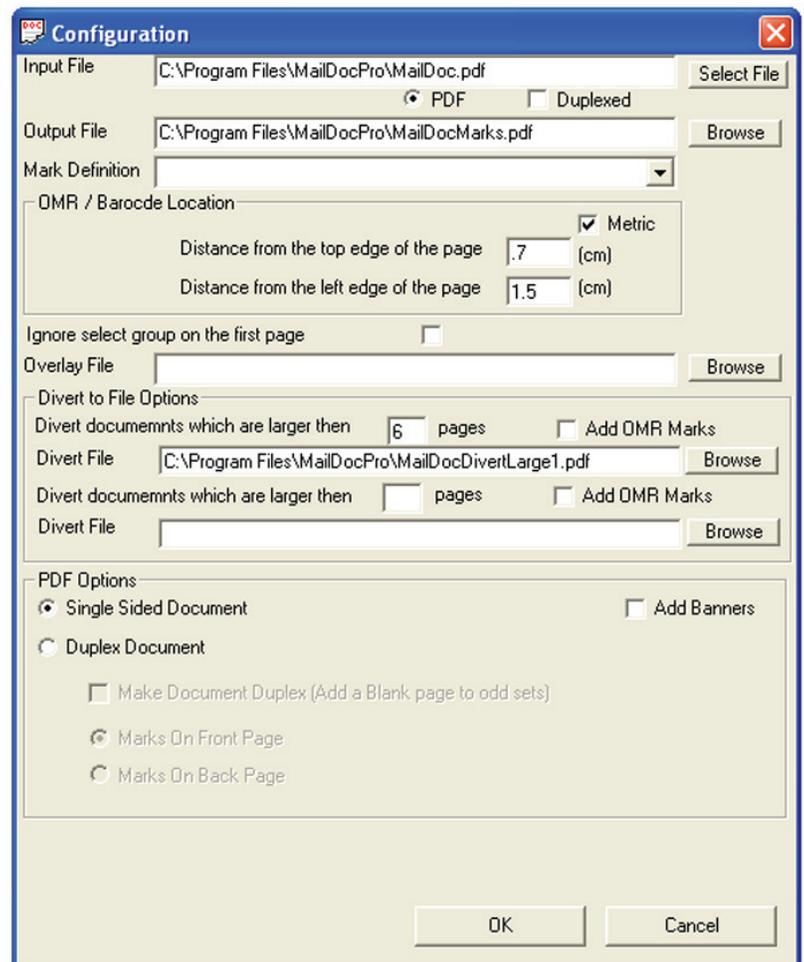


ADDING MARKS TO THE FILE

Select File/New to create a new job or File/Open to open a previously saved job or template.



The Configuration screen will appear. Use the "Select File" button to find your "Input File" or enter the filename.



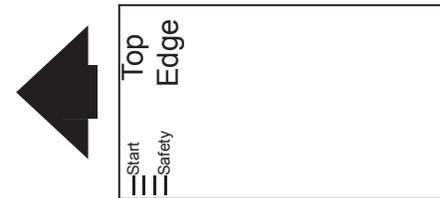
You will also need to enter the following information:

- **Output File:** Enter the filename and location for your processed PDF documents with OMR/BCR added.
- **Mark Definition:** Contains the options of which type of OMR/BCR will be applied to the document based on your inserter.

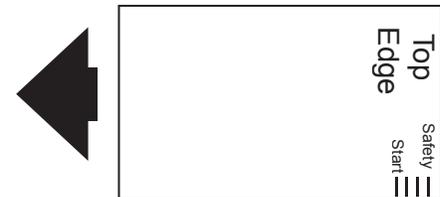
Predefined Mark Definition Options:

- “BCR Advanced Bottom To Top.drv”:
- “BCR Advanced Top To Bottom.drv”:
- “Dual Track Advanced Bottom To Top.drv”:
- “Dual Track Advanced Top To Bottom.drv”:
- “FD7100 Advanced BCR Bottom to Top.drv”:
- “FD7100 Advanced BCR Top to Bottom.drv”
- “FD7100 Advanced OMR Bottom to Top.drv”:
- “FD7100 Advanced OMR Top to Bottom.drv”
- “OMR Advanced Bottom to Top.drv”:
- “OMR Advanced Top to Bottom.drv”:

Top to bottom reading



Bottom to top reading



Top to bottom is the most common reading direction. In most cases the top edge of the form is leading or entering the inserter first, using the “top to bottom” orientation. In cases when the top edge of the form is trailing or enters the inserter last, the “bottom to top” mark orientation is needed.

- **OMR/BCR Location:** This determines where the marks will be physically located on the documents.
- **Overlay:** An overlay is static information which will appear on every page of your document. It might include a company logo, graphics or a form layout.
- **Divert File Options:** Enter the number of pages and a filename for the diverted documents, If a document is equal to or exceeds the number of pages entered it will be sent to the file selected for further processing.
- **PDF Options:** Select Single sided or Duplexed documents. If single sided is used only one side of the paper will be printed on, if duplexed is selected both sides of the paper will be printed on reducing the number of paper sheets used. Note: duplexed can only be used if your printer can duplex print.

When you have made your selections, click "OK" to display the imported documents.

frmDocumentPDF

Page < 1 > Grouping Criteria
 Repeating Value Start Text End Text

Formax OMR/BCR
 44 Ventures Drive
 Dover, NH 03820
 USA

Telephone: 603-749-5807
Warehouse: M A I F

INVOICE

Invoice No. 78381
Customer No. ABCCO

Bill To:
 ABC COMPANY
 1 UNIVERSAL LANE
 CONCORD, NH 03320

Ship To:
 ABC COMPANY
 1 UNIVERSAL LANE
 CONCORD, NH 03320

Telephone: 603-343-1254
Contact: RICHARD DAVIS

Telephone: 603-343-1254
Contact: RICHARD DAVIS

Ship Via YELLO W
T.O.B
Terms NET 30 DAYS
Salesperson

Invoice Date	Order Date	SO #	Ordered By	PO #	Resale #	
08/12/2009	08/12/2009					
Order Quantity	Shipped Quantity	Tax	Item Number	Item Description	Unit Price	Extended Price
1	1	F 393-8731	V of M: Each	SAFETY COVER	5513	5513
1	1	F 385-0004	V of M: Each	CLUTCH H AND WHEEL BASE PLATE	788	788
1	1	F 393-8731	V of M: Each	SAFETY COVER	5513	5513

SELECTING THE GROUP FIELD

Once the document opens, you will need to select your group field. The group field is the unique information used to determine where a document begins and ends. In this example, the group field is the invoice number. MailDoc will know the previous document is complete when it sees a new invoice number.

Select the grouping field by clicking and holding the right mouse button at the top, left corner of the information to be selected, and dragging and releasing the mouse button at the bottom, right corner of the information. A black box will appear around the selected field. The text in the box will be displayed in red.

Select Group

Page < 1 >

Grouping Criteria
 Repeating Value
 Start Text
 End Text

<p>Formax OMR/BCR 44 Ventures Drive Dover, NH 03820 USA</p> <p>Telephone: 603-749-5807 Warehouse: M A I B</p>	<h2 style="margin: 0;">INVOICE</h2> <p>Invoice No. 76381</p> <p>Customer No. ABCCO</p>
<p>Bill To:</p> <p>ABC COMPANY 1 UNIVERSAL LANE CONCORD, NH 03820</p> <p>Telephone: 603-343-1254 Contact: RICHARD DAVIS</p>	<p>Ship To:</p> <p>ABC COMPANY 1 UNIVERSAL LANE CONCORD, NH 03820</p> <p>Telephone: 603-343-1254 Contact: RICHARD DAVIS</p>

Ship Via YELLOW	F.O.B	Terms NET 30 DAYS	Salesperson
Invoice Date Order Date SO #	Ordered By	PO #	Resale #
08/12/2009 08/12/2009			

Order Quantity	Shipped Quantity	Tax	Item Number	Item Description	Unit Price	Extended Price
1	1	F 393-8731		U of M: Each SAFETY COVER	5513	5513
1	1	F 385-0004		U of M: Each CLUTCH HANDWHEEL BASE PLATE	788	788
1	1	F 393-8731		U of M: Each SAFETY COVER	5513	5513

GROUPING CRITERIA

Grouping criteria can be used when a repeating value is not present on each page. For example if there is no invoice number available a date, salutation or page number that is present only on the first or last page of a document can be used to separate each set. In the sample below the page number is used. In this case a box is drawn around the page # field on the document, "Start Text" is selected and "Page # 1" is typed into the "Match Text" field (*Note: the "Match Text" field is case sensitive.*).

The screenshot shows the 'frmDocumentPDF' application window. At the top, there is a 'Page' field with a dropdown arrow and the number '1'. To its right is the 'Grouping Criteria' section, which is circled in black. It contains three radio buttons: 'Repeating Value' (unselected), 'Start Text' (selected), and 'End Text' (unselected). To the right of these is a 'Match Text' field containing 'Page # 1'. Below this is a table with the following data:

Invoice Date	Order Date	SO #	Ordered By	PO #	Exch #	
08/12/2009	08/12/2009					
Order Quantity	Shipped Quantity	Tax	Item Number	Item Description	Unit Price	Extended Price
1	1	F	393-8731	V of M: Each	5513	5513
				SAFETY COVER		
1	1	F	385-0004	V of M: Each	788	788
				CLUTCH HANDBRAKE BASE PLATE		
1	1	F	393-8731	V of M: Each	5513	5513
				SAFETY COVER		
1	1	F	385-0004	V of M: Each	788	788
				CLUTCH HANDBRAKE BASE PLATE		
1	1	F	382-0009	V of M: Each	169	169
				HOOK VELCRO PAD		
1	1	F	393-8731	V of M: Each	5513	5513
				SAFETY COVER		
1	1	F	385-0004	V of M: Each	788	788
				CLUTCH HANDBRAKE BASE PLATE		

Print Date 08/13/2009
Print Time 02:32:13 PM
Page 1

Please Make Payment to: Formax OMR/BCR
44 Ventures Drive
Dover, NH 03820
USA

SELECTING INSERT & DIVERT FIELDS

MailDoc Professional allows you to mark selective inserts and diverts for your document based on the criteria you select. As an example, a selective insert allows you to instruct the inserter to add a particular promotion or notice to a specific envelope, such as a bonus coupon to a customer in a certain zip code.

The divert function allows you to instruct the inserter to place the document in the folder-inserter's divert tray instead of placing the document into an envelope. For example, you might wish to divert invoices with a zero balance so they do not get mailed.

To select a field for Inserting or Diverting, choose the appropriate item from the Edit Menu. Only the number of selective inserts and diverts available for the "Mark Definition" selected are displayed on the Edit menu.

The screenshot shows the MailDoc Professional interface. The 'Edit' menu is open, listing options from 'Select Group' to 'DivertToFile'. 'Selective Insert 1' is highlighted. The main window displays an invoice form with the following details:

Form: 44 V, Dove USA

Telephone: 603-749-5807
Warehouse: MAIS

Invoice No.: 78381
Customer No.: ABCCO

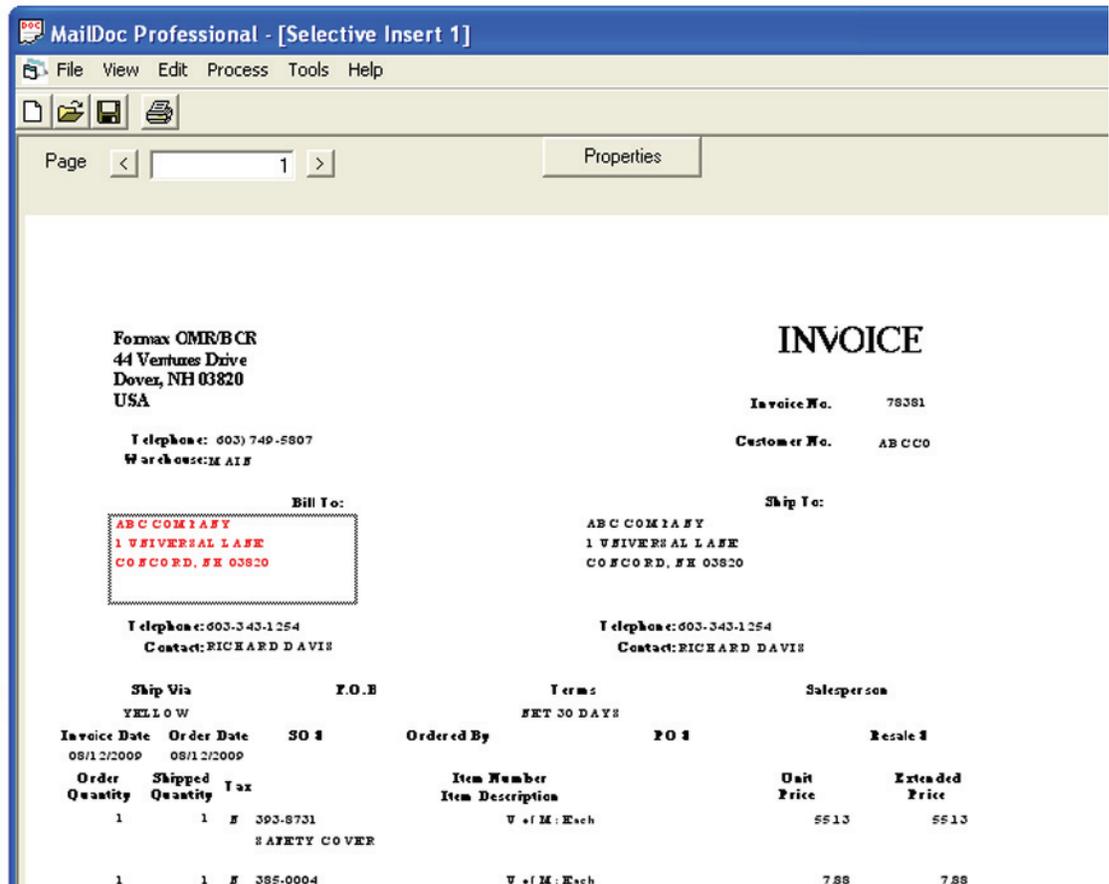
Bill To: ABC COMPANY, 1 UNIVERSAL LANE, CONCORD, NH 03320
Ship To: ABC COMPANY, 1 UNIVERSAL LANE, CONCORD, NH 03320

Telephone: 603-343-1254
Contact: RICHARD DAVIS

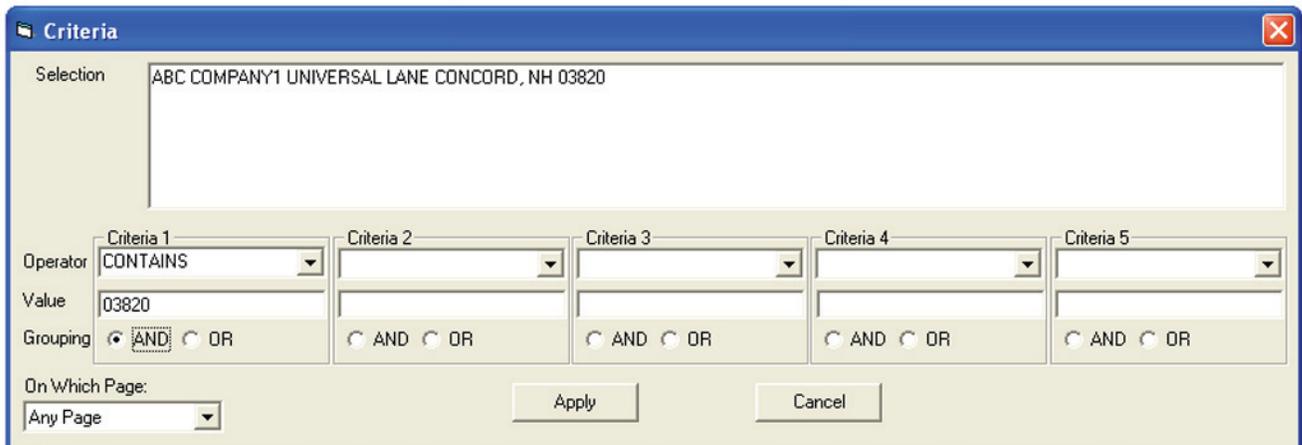
Ship Via: YELLOW
T.O.B: F.O.B
Terms: NET 30 DAYS
Salesperson:

Invoice Date	Order Date	SO #	Ordered By	PO #	Resale #
08/12/2009	08/12/2009				
Order Quantity	Shipped Quantity	Tax	Item Number Item Description	Unit Price	Extended Price
1	1	#	393-8731 SAFETY COVER	5513	5513
1	1	#	385-0004 CLUTCH HANDBHEEL BASE PLATE	788	788
1	1	#	393-8731 SAFETY COVER	5513	5513

Use the mouse to create a box around the information to be used for each insert and divert, then click the Properties button.



The Properties box allows you to set Boolean conditions (i.e. Equal to, Less than, Greater Than, etc..) for each selective insert and divert. You can set up to 5 criteria for each insert or divert.



In the example shown, any address that contains Zip Code "03820" will receive an additional insert.

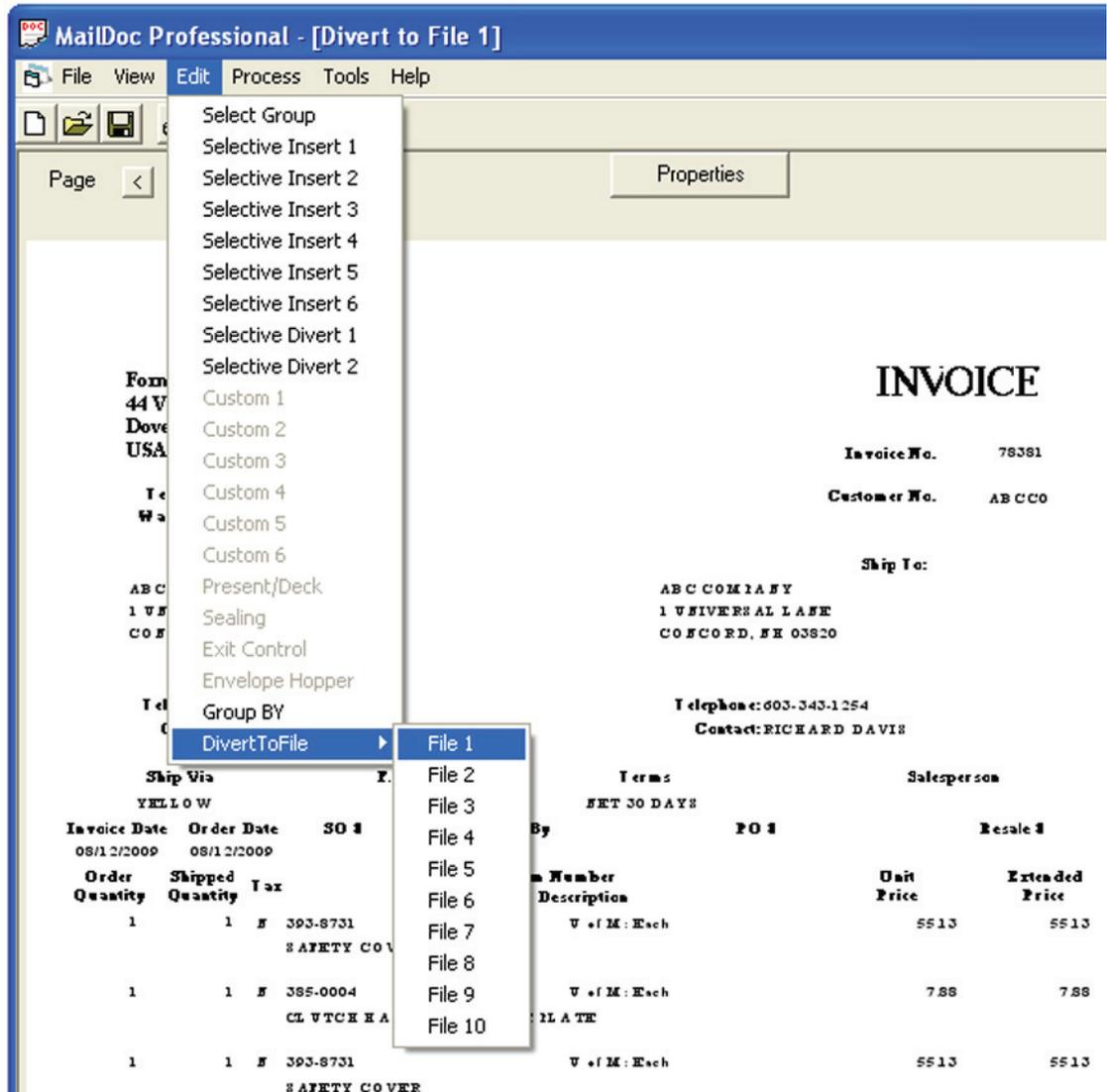
The Boolean conditions available are described below.

Operator	Field	Command
=	Numeric	Number in the box equals the comparison value.
>	Numeric	Comparison value is less than displayed value.
<	Numeric	Comparison value is greater than displayed value.
<>	Numeric	Comparison value is between displayed values.
Equals	Text	Comparison value exactly matches displayed text.
Not Equal	Text	Comparison value does not match displayed text.
InString	Text	Comparison value appears within displayed text.
NotInString	Text	Comparison value not within displayed text.
StartsWith	Text	Comparison value at beginning of displayed text.
EndsWith	Text	Comparison value at end of displayed text.

E-MAIL SETTINGS

MailDoc Professional can e-mail invoices directly to customers at the end of the sorting process. To utilize this feature the e-mail address must be present on the document to be sent.

Select "Edit", from the drop down list select "Divert To File" then select the File number to be diverted to. In the example below "File 1" has been selected.



Highlight the area containing the e-mail information. In the example below the box containing all the contact information is highlighted to allow for e-mail addresses of varying lengths. With the information highlighted click on the "Properties" button to define the criteria.

MailDoc Professional - [Divert to File 1]

File View Edit Process Tools Help

Page < 1 > Properties

Formax OMR/BCR
 44 Ventures Drive
 Dover, NH 03820
 USA

Telephone: 603) 749-5807
 Warehouse: M A F

INVOICE

Invoice No. 78381
 Customer No. ABCCO

Bill To:
 ABC COMPANY
 1 UNIVERSAL LAKE
 CONCORD, NH 03820

Ship To:
 ABC COMPANY
 1 UNIVERSAL LAKE
 CONCORD, NH 03820

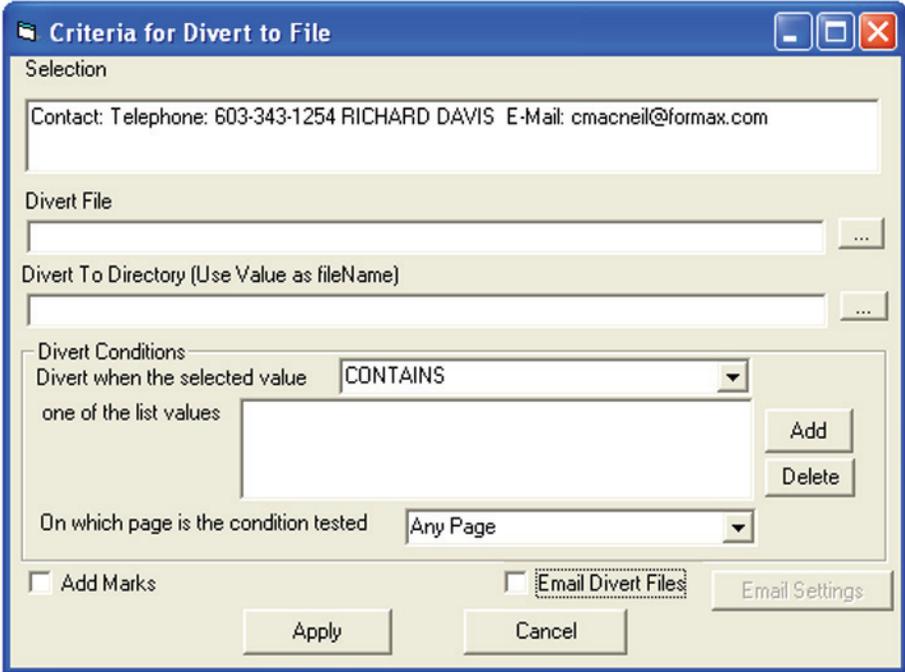
Telephone: 603-343-1254
 Contact: RICHARD DAVIS
 E-Mail: emacneil@formax.com

Telephone: 603-343-1254
 Contact: RICHARD DAVIS

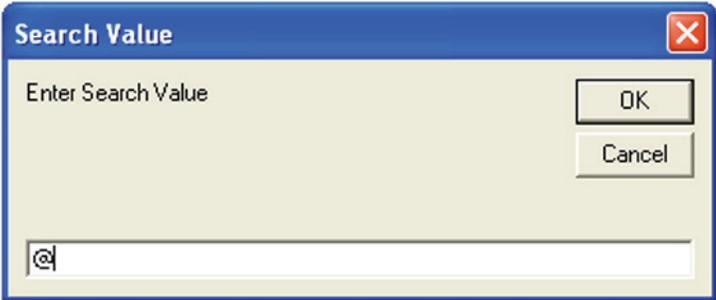
Ship Via YELLOW F.O.B. Terms NET 30 DAYS Salesperson
 Invoice Date 08/12/2009 Order Date 08/12/2009 SO # Ordered By PO # Resale #

Order Quantity	Shipped Quantity	Tax	Item Number	Item Description	Unit Price	Extended Price
1	1	# 393-8731		V of M: Each	5513	5513
				SAFETY COVER		

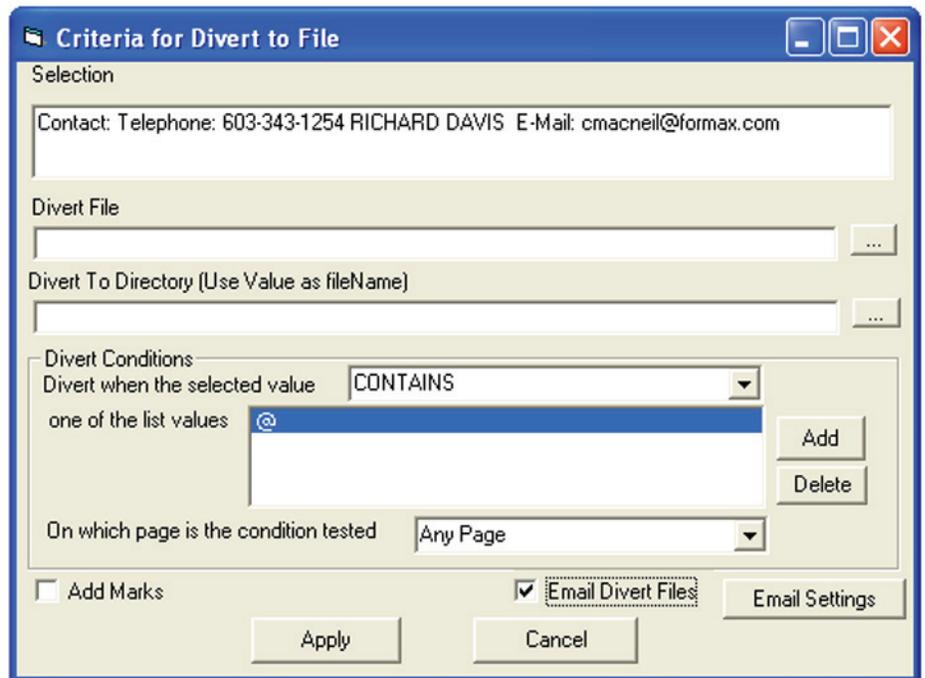
The "Criteria for Divert to File" will open. The "Selection" box contains the information selected on the previous screen. In the "Divert Conditions" choose the divert value, in this case it will be "CONTAINS". Select the "Add" button next to the "one of the list values" field.



Enter the search value, in this example the "@" symbol is used to filter for e-mail addresses. Press "OK" after entering the value.

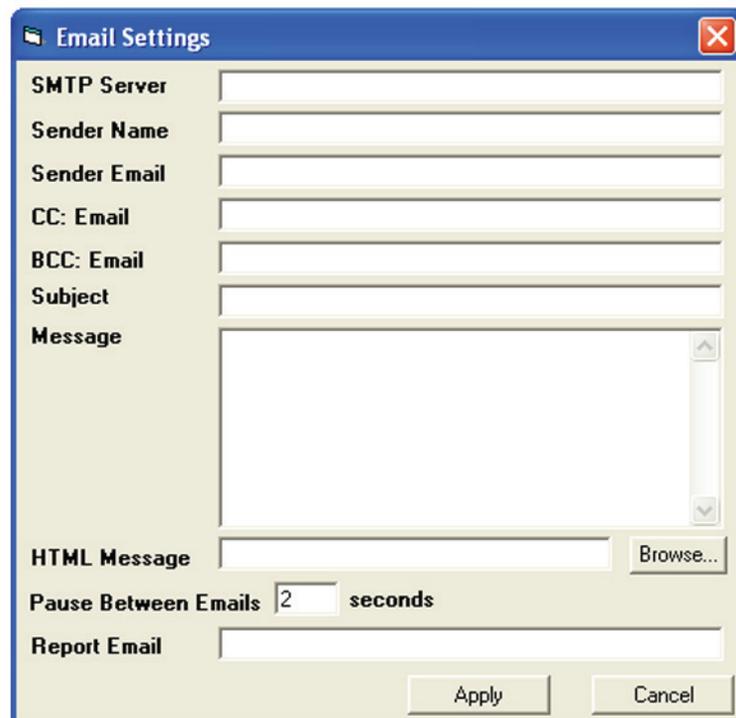


Check the "E-mail Divert Files" box and then press the "E-mail Settings" buttons



The "Criteria for Divert to File" dialog box is shown. It has a title bar with a folder icon and the text "Criteria for Divert to File". The "Selection" field contains the text "Contact: Telephone: 603-343-1254 RICHARD DAVIS E-Mail: cmacneil@formax.com". Below this are two empty text boxes for "Divert File" and "Divert To Directory (Use Value as fileName)", each with a browse button "...". The "Divert Conditions" section includes a dropdown menu set to "CONTAINS", a list box containing "@", and "Add" and "Delete" buttons. Below the list box is another dropdown menu set to "Any Page". At the bottom, there are checkboxes for "Add Marks" (unchecked) and "Email Divert Files" (checked), and an "Email Settings" button. "Apply" and "Cancel" buttons are also present.

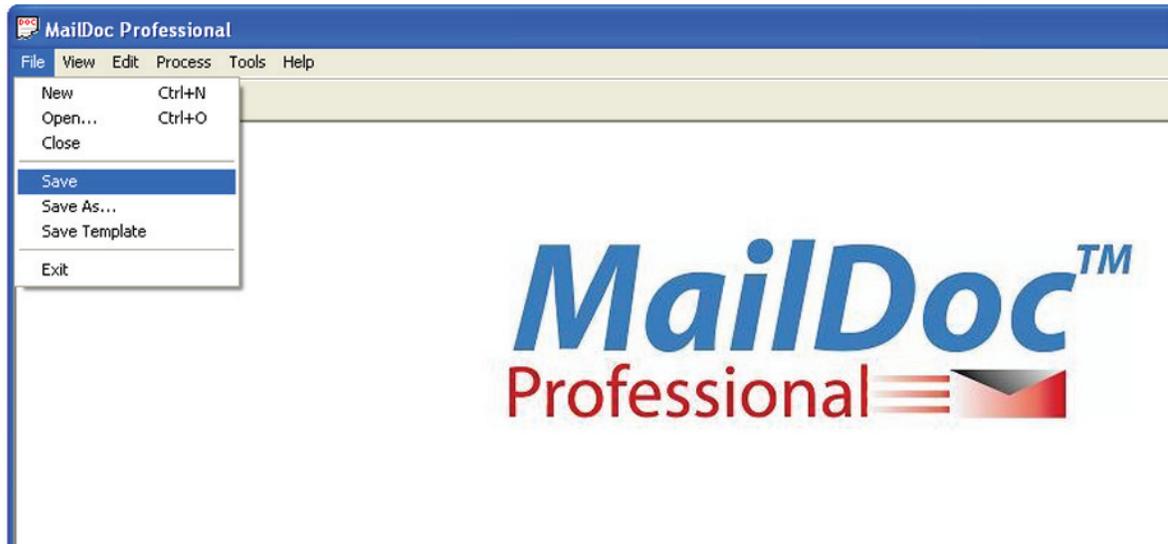
Enter your sender e-mail information along with subject and message. In addition a delay between e-mails can be set and a "Report E-mail" can be added. Press "Apply" to save the information.



The "Email Settings" dialog box is shown. It has a title bar with a folder icon and the text "Email Settings". The fields include: "SMTP Server", "Sender Name", "Sender Email", "CC: Email", "BCC: Email", "Subject", and "Message" (a large text area). Below these are "HTML Message" (with a "Browse..." button), "Pause Between Emails" (set to 2 seconds), and "Report Email". "Apply" and "Cancel" buttons are at the bottom.

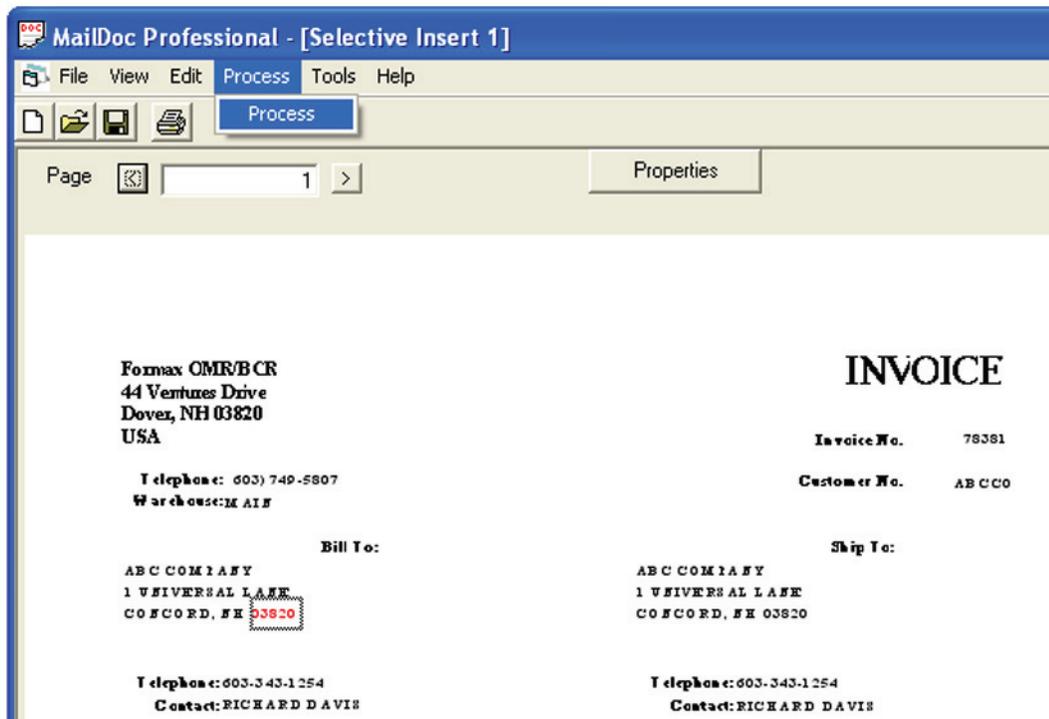
SAVING YOUR SETTINGS

Once you have completed the selective inserts, diverts, grouping settings etc., you can save your job by using the “File/Save”, “File/Save As” or “File/Save Template” options. “Save” or “Save As” will save the file with all OMR/BCR settings along with input and output file settings. “Save Template” saves just the OMR/BCR settings without the input and output settings for use with other input and output files, eliminating steps and saving time for recurring jobs that have the same layout but with different data.

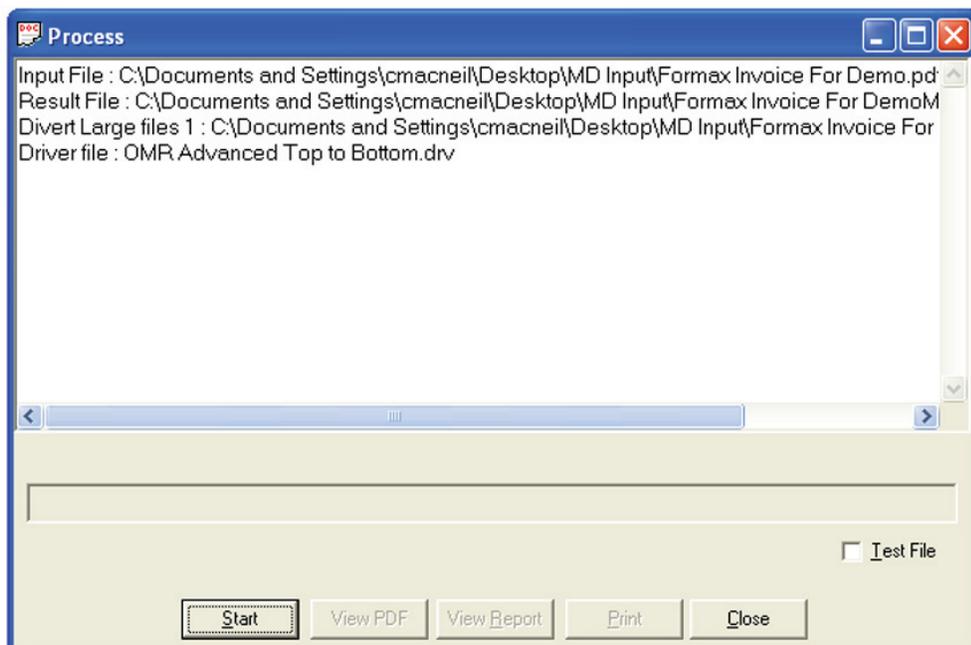


PRODUCING THE MARKED DOCUMENT

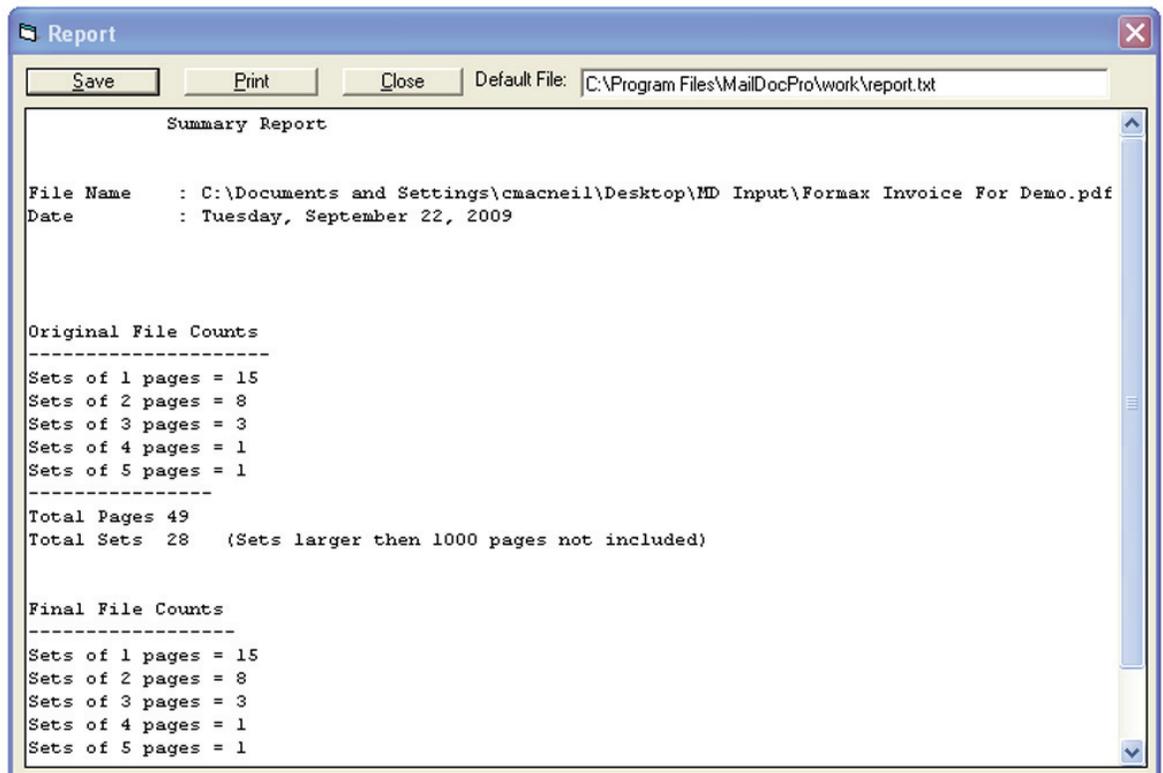
To process your document, select “Process” from the menu bar.



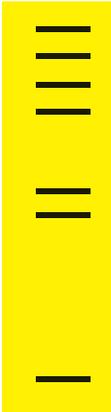
Once the “Process” screen appears, you can click “Start” to generate the appropriate marks in the output file. Selecting the “Test File” check box will generate comments beside each mark describing the marks’ instruction.



The Summary Report will appear on the screen once the file has been processed and marks have been added. The Summary Report for this job is displayed below. The report can be printed and/or saved. Close the screen when finished.



The top of the sample output file is shown below. The marks added by the software have been highlighted.



Formax OMR/BCR
44 Ventures Drive
Dover, NH 03820
USA

Telephone: (603) 749-5807
Warehouse: MAIN

INVOICE

Invoice No.	78381
Customer No.	ABCCO

Bill To:

ABC COMPANY
1 UNIVERSAL LANE
CONCORD, NH 03820

Ship To:

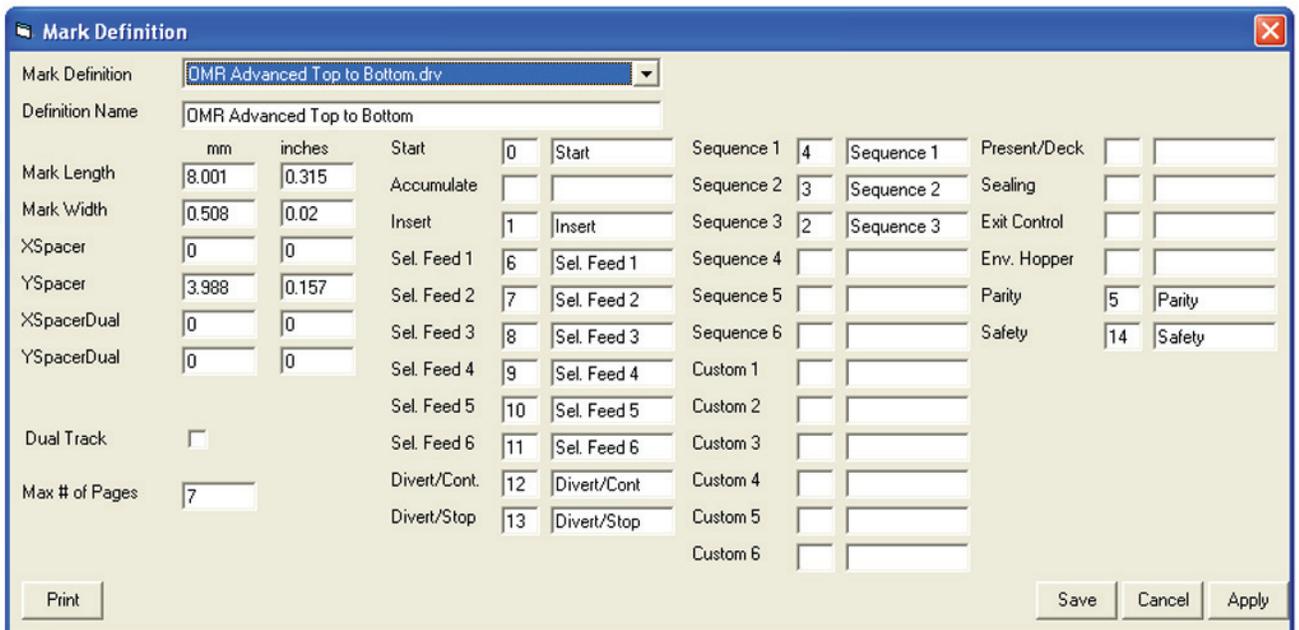
ABC COMPANY
1 UNIVERSAL LANE
CONCORD, NH 03820

SETTING OMR MARK DEFINITIONS

To change the current mark definitions or to create a new set of definitions, select OMR Mark Definitions from the Tools menu.



From this window, you may specify the dimensions of a mark, as well as the spacing between marks. You may also specify Dual Track. Descriptions of each field appear on the next page.



mm	inches	Start		Sequence 1		Present/Deck	
8.001	0.315	Accumulate	0	Start	4	Sequence 1	
0.508	0.02	Insert	1	Insert	3	Sequence 2	Sealing
0	0	Sel. Feed 1	6	Sel. Feed 1	2	Sequence 3	Exit Control
3.988	0.157	Sel. Feed 2	7	Sel. Feed 2		Sequence 4	Env. Hopper
0	0	Sel. Feed 3	8	Sel. Feed 3		Sequence 5	Parity
0	0	Sel. Feed 4	9	Sel. Feed 4		Sequence 6	Safety
		Sel. Feed 5	10	Sel. Feed 5		Custom 1	5 Parity
		Sel. Feed 6	11	Sel. Feed 6		Custom 2	14 Safety
		Divert/Cont.	12	Divert/Cont		Custom 3	
		Divert/Stop	13	Divert/Stop		Custom 4	
						Custom 5	
						Custom 6	

Buttons: Print, Save, Cancel, Apply

- **Mark Length** – Sets the length of the OMR marks.
- **Mark Weight** – Sets the width of the OMR marks.
- **XSpacer** – Defines the distance between each subsequent mark within the X-Axis (width) of the document.
 - ◆ XSpacer = 0 - OMR marks are drawn from the top of the page to the bottom or from the bottom of the page to the top.
 - ◆ XSpacer > 0 - OMR marks are drawn from left to right. Each subsequent mark will be drawn Xspacer units to right of the previous mark.
 - ◆ XSpacer < 0 - OMR/BCR marks are drawn from right to left. Each subsequent mark will be drawn Xspacer units
- **Yspacer** - Defines the distance between each subsequent mark within the Y-Axis (length) of the document.
 - ◆ Yspacer = 0 - OMR marks are drawn from left to right or from right to left.
 - ◆ Yspacer > 0 - OMR marks are drawn from the top of the page to the bottom.
 - ◆ Yspacer < 0 - OMR marks are drawn from the bottom of the page to the top.
- **XSpacerDual** – Defines the distance between the first track of marks and the second track of marks in the X-Axis (width).
 - ◆ XSpacerDual = 0 - OMR marks are drawn from left to right or from right to left, and the second track of marks are drawn above or below the first track of marks.
 - ◆ XSpacerDual > 0 - OMR marks are drawn from the top of the page to the bottom or from bottom to top, and the second track of marks are drawn to the right of the first track of marks.
 - ◆ XSpacerDual < 0 - OMR marks are drawn from the top of the page to the bottom or from bottom to top, and the second track of marks are drawn to the left of the first track of marks
- **YSpacerDual** - Defines the distance between the first track of marks and the second track of marks in the Y-Axis (width).
 - ◆ YSpacerDual = 0 - OMR marks are drawn from the top of the page to the bottom or from the bottom of the page to the top, and the second track of marks are drawn to the left or right of the marks.
 - ◆ YSpacerDual > 0 - OMR marks are drawn from left to right or right to left, and the second track of marks are drawn to the below the first track of marks.
 - ◆ YSpacerDual < 0 - OMR marks are drawn from left to right or right to left, and the second track of marks are drawn to the above the first track of marks.

- **Dual Track** - When selected two tracks of marks will be drawn. (For inserters that support dual OMR marks)
- **Max # of Pages** - Defines the maximum number of pages MailDoc will group together to go into one envelope, i.e. 5 pages. Any document that exceeds the number of maximum pages will contain a divert mark. These sets will be sent to a divert tray or stop in the collating area depending on the inserter model.

Use the fields on the right hand side to assign your inserter's supported marks to a relative position within the mark sequence. The sequence of marks should follow the sequence of marks that your inserter expects. A description of the mark can be entered into the adjacent text box.

- **Start** – On every page, Defines the beginning position of the OMR code
- **Accumulate / Insert** – Determines if additional pages are to be pulled or if the set is complete. No mark present = Accumulate; Mark present = Insert
- **Selective Feed** – Tells the inserter to pull a sheet from a specified feeder based on criteria entered.
- **Divert/Cont.** – This mark stops the system from folding & inserting, ejects the set to the divert tray and keeps running.
- **Divert/Stop** – This mark stops the system from folding & inserting, ejects the set to the divert tray and the inserter stops.
- **Sequence** – Sequence marks number the pages in a stack, to allow the inserter to detect sheets accidentally getting out of sequence. If one sequence mark is used the pages will be numbered 1-2-1-2 etc. If two sequence marks are used the pages will be numbered 1-2-3-4-1-2-3-4 etc. If three sequence marks are used, the pages will be numbered 1-2-3-4-5-6-7-1-2-3-4-5-6-7, etc.
- **Custom** – These marks can be customized for additional functions that may be available on the inserter.
- **Present/Deck** – This mark ejects filled envelopes to alternate exit prior to sealing. This feature may be used for periodic inspection of stuffed envelopes or as an end of run indicator.
- **Sealing** - If automated sealing is available on the inserter this mark will indicate that the envelope should not be sealed.
- **Exit Control** - If multiple exit options are available this mark can be used to direct where the finished mail piece is ejected from the inserter.
- **Env. Hopper** - If multiple envelope hoppers are available on the inserter this mark will indicate which envelope hopper to pull from.
- **Parity** – A Parity mark ensures that the number of marks on the page are always even.
- **Safety** –On every page. Provides extra security, primarily used for paper skew, if the safety mark is not read an error code will be displayed on the inserter.

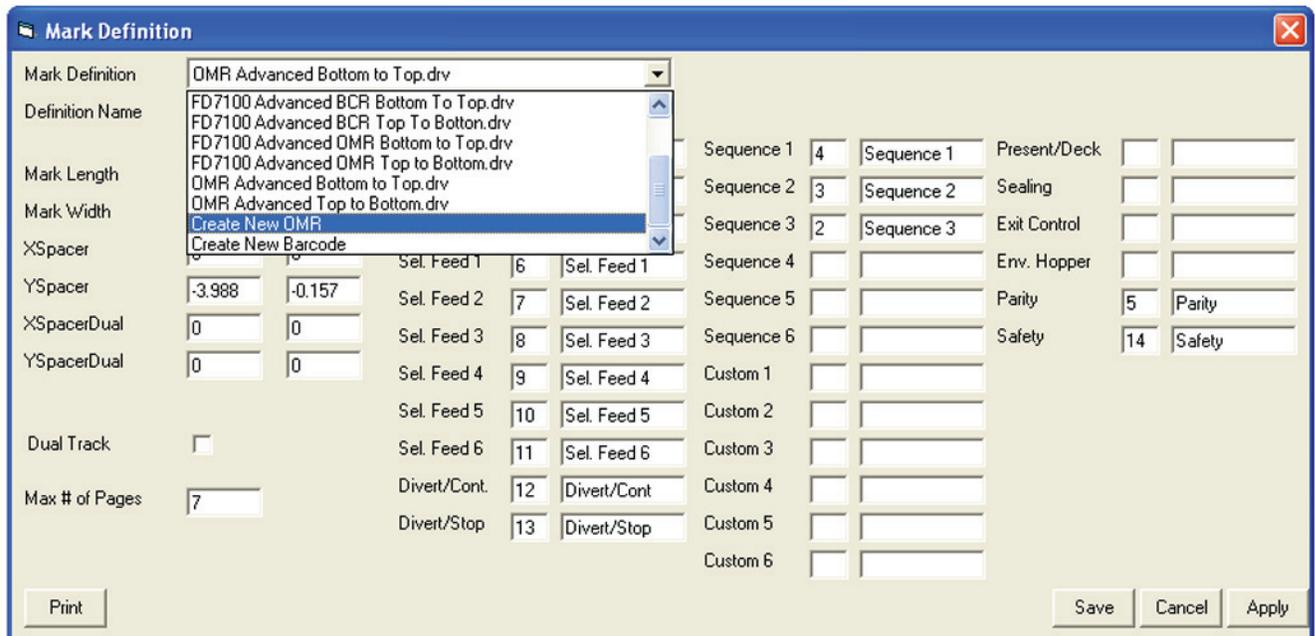
When you have entered the configuration for your folder-inserter, select Save to retain this information.

SETTING OMR MARK LOCATION FOR NON-FORMAX INSERTERS

OMR Mark size spacing and positions can easily be adjusted to meet the requirements of non-Formax Inserters. Begin by selecting the “Mark Definitions” from the “Tool” drop down



The “Mark Definition” screen will open with default settings. Select “Create New OMR” from the “Mark Definition” drop down field and name the new OMR marks in the “Definition Name” field. Then simply change the length, width, space between marks, mark positions and definitions to meet the criteria of the non-Formax inserter. Press “Apply” and “Save” to save the new OMR.



Sequence	Value	Sequence	Property	Value	Value
Sequence 1	4	Sequence 1	Present/Deck	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 2	3	Sequence 2	Sealing	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3	2	Sequence 3	Exit Control	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4			Env. Hopper	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 5			Parity	5	Parity
Sequence 6			Safety	14	Safety
Custom 1					
Custom 2					
Custom 3					
Custom 4					
Custom 5					
Custom 6					

The example below shows OMR mark definitions setup for a non-Formax Inserter.

Mark Definition ✖

Mark Definition: Create New OMR

Definition Name: Custom OMR Top of bottom

Mark Length	mm: <input type="text" value="7"/>	inches: <input type="text" value="0.276"/>	Start	<input type="text" value="0"/>	<input type="text" value="Start"/>	Sequence 1	<input type="text" value="5"/>	<input type="text" value="Sequence 1"/>	Present/Deck	<input type="text"/>	<input type="text"/>
Mark Width	<input type="text" value="4.5"/>	<input type="text" value="0.177"/>	Accumulate	<input type="text" value="1"/>	<input type="text" value="Accumulate"/>	Sequence 2	<input type="text" value="4"/>	<input type="text" value="Sequence 2"/>	Sealing	<input type="text"/>	<input type="text"/>
XSpacer	<input type="text" value="0"/>	<input type="text" value="0"/>	Insert	<input type="text" value="2"/>	<input type="text" value="Insert"/>	Sequence 3	<input type="text" value="3"/>	<input type="text" value="Sequence 3"/>	Exit Control	<input type="text"/>	<input type="text"/>
YSpacer	<input type="text" value="3"/>	<input type="text" value="0.118"/>	Sel. Feed 1	<input type="text" value="7"/>	<input type="text" value="Sel. Feed 1"/>	Sequence 4	<input type="text"/>	<input type="text"/>	Env. Hopper	<input type="text"/>	<input type="text"/>
XSpacerDual	<input type="text" value="0"/>	<input type="text" value="0"/>	Sel. Feed 2	<input type="text" value="8"/>	<input type="text" value="Sel. Feed 2"/>	Sequence 5	<input type="text"/>	<input type="text"/>	Parity	<input type="text" value="6"/>	<input type="text" value="Parity"/>
YSpacerDual	<input type="text" value="0"/>	<input type="text" value="0"/>	Sel. Feed 3	<input type="text" value="9"/>	<input type="text" value="Sel. Feed 3"/>	Sequence 6	<input type="text"/>	<input type="text"/>	Safety	<input type="text" value="15"/>	<input type="text" value="Safety"/>
			Sel. Feed 4	<input type="text" value="10"/>	<input type="text" value="Sel. Feed 4"/>	Custom 1	<input type="text"/>	<input type="text"/>			
Dual Track	<input checked="" type="checkbox"/>		Sel. Feed 5	<input type="text" value="11"/>	<input type="text" value="Sel. Feed 5"/>	Custom 2	<input type="text"/>	<input type="text"/>			
Max # of Pages	<input type="text" value="7"/>		Sel. Feed 6	<input type="text" value="12"/>	<input type="text" value="Sel. Feed 6"/>	Custom 3	<input type="text"/>	<input type="text"/>			
			Divert/Cont.	<input type="text" value="13"/>	<input type="text" value="Divert/Cont."/>	Custom 4	<input type="text"/>	<input type="text"/>			
			Divert/Stop	<input type="text" value="14"/>	<input type="text" value="Divert/Stop."/>	Custom 5	<input type="text"/>	<input type="text"/>			
						Custom 6	<input type="text"/>	<input type="text"/>			

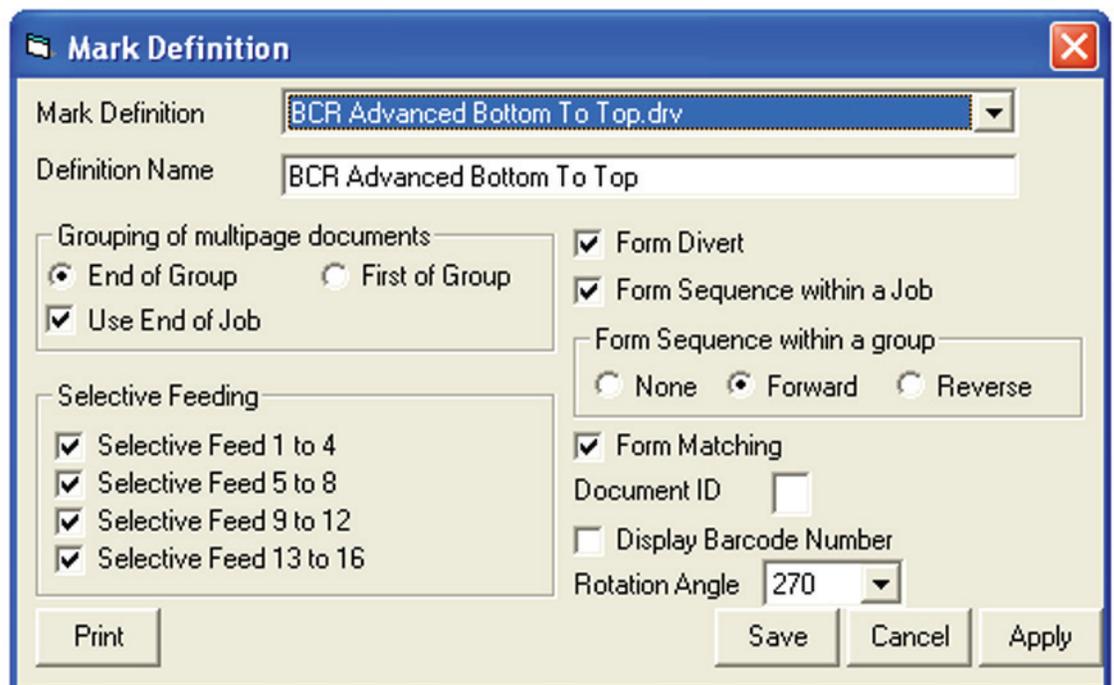
Print Save Cancel Apply

SETTING BCR MARK DEFINITIONS

To change the current mark definitions or to create a new set of definitions, select “Mark Definition” from the “Tools” menu.



From this window the functions of BCR can be selected including how the multi-page documents are grouped, selective feeding options, divert and sequence.



- **Grouping of Multiple Page Documents:**

End of Group: Groups document by mark at the end of set

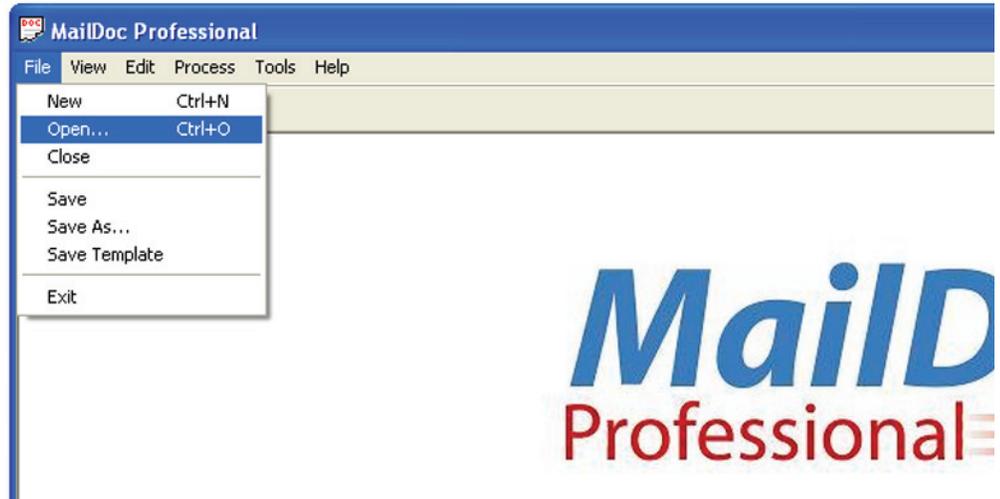
First of Group: Groups documents by mark at the start of set

Use End of Job: Mark indicates the end of a job run

- **Selective Feeding** – Tells the inserter to pull a sheet from a specified feeder based on criteria entered.
- **Insert** – An insert mark has the inserter feed a sheet from the station specified.
- **Divert** – A divert mark stops the system from collating and ejects the set to the divert tray.
- **Form Sequence within Job** – Sequence marks allow the inserter to detect sheets accidentally getting out of order with throughout the entire print job.
- **Form Sequence within a group** – Sequence marks allow the inserter to detect sheets accidentally getting out of order within each group of documents.
- **Display Barcode Number** – Enables the display of the code numbers within the barcode.
- **Rotation Angle** – Sets the angle of the barcode, horizontal, vertical, left to right, right to left, top to bottom or bottom to top.

Opening Saved Files and Templates

To open a saved file or template, select “Open” from the “File Menu”.



Product Updates

Product updates are available periodically to enhance the product performance. To access updates a password must first be obtained through Formax. Press the Help button and select “Download” from the drop down menu.



Enter the password and follow the on-screen directions to complete the download.



