FORMAX®

6302 Series
Inserter

OPERATOR MANUAL
FIRST EDITION

7/2006

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ENGLISH

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.

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.

- The machine has an over-current protection of 20 Amps. However, it is assumed that the main power supply also has a circuit protection.

- Remove the plug of the power supply cord from the socket outlet to disconnect the machine from the power supply.

Conventions

Warning
This symbol:
  - identifies situations where improper use of the machine can result in personal injury or permanent/catastrophic damage to the machine.

  - indicates that the operator manual should be consulted.

Warning
This symbol indicates a danger caused by high voltage.
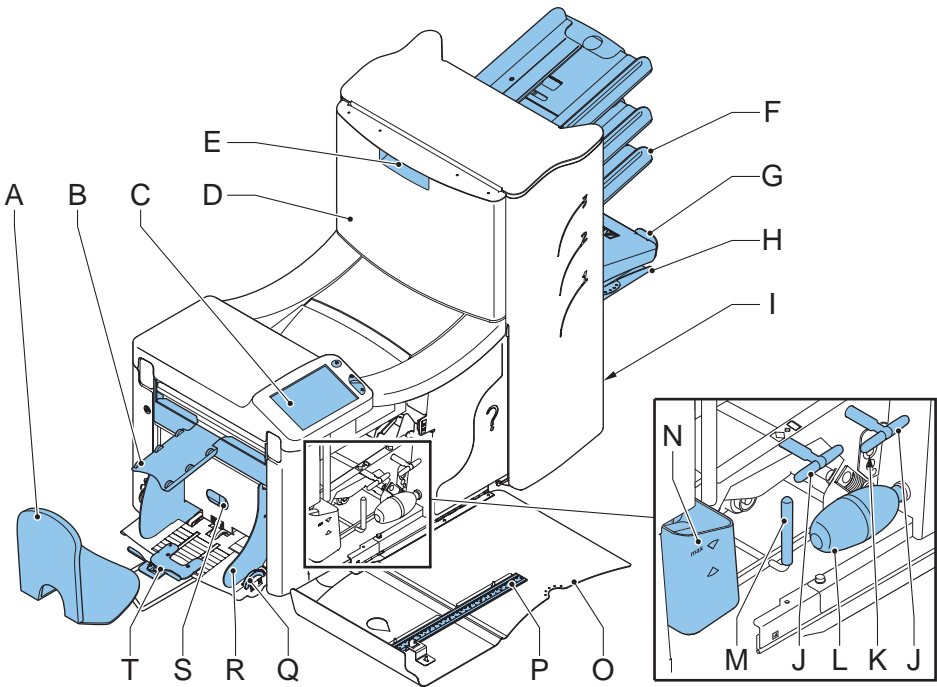
Note
A note gives additional relevant information.

2. GENERAL

2.1 Denominations

A	Envelope catch tray	K	Sensors
B	Envelope slide	L	Bellows
C	Display with operating buttons	M	Handle for clearing stoppages
D	Upper unit	N	Water reservoir
E	Locking hand grip upper unit	O	Side cover (opened)
F	Document feeders	P	Ruler
G	Collator arm	Q	Thumb wheel for side guide adjustment
H	Collator area		
I	Power inlet, power switch	R	Side guides envelope hopper
J	Knobs for clearing stoppages	S	Knob for separation adjustment
		T	Envelope support bracket

2.2   Function Description

The system consists of the following areas:
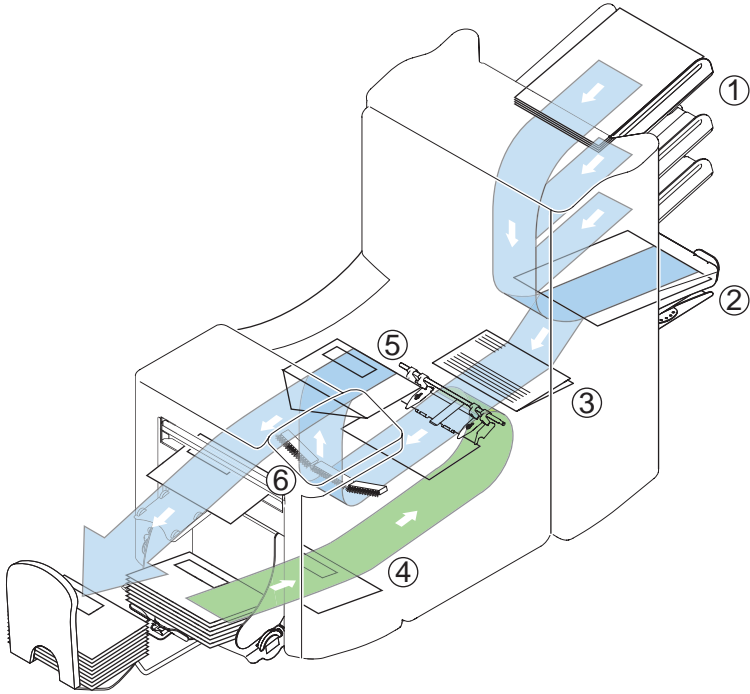
1	Document Feeders	The machine selects documents from the feeders according to the applicable job options.
2	Collating area	The documents are collected in the collating area before they are transported to the folding area.
3	Folding area	In the folding area, the document(s) are folded according to the job specifications.
4	Envelope feeder	The envelopes are picked up and transported to the insert position inside the machine.
5	Inserter	After the folded package of documents is inserted into the envelope, the glue of the envelope is moistened and the envelope is closed.
6	Operating panel	The machine is programmed and operated from the operating panel. This panel consists of a touch screen and a separate Start, Stop and Clear button.

2.3   Display

The machine has a graphical touch screen.

A touch screen sensor is a clear glass panel with a touch responsive surface. The touch sensor/panel is placed over a display screen so that the responsive area of the panel covers the viewable area of the display.

This display shows functions and/or buttons, which can be operated by pressing a finger directly on the touch screen on the relevant function or button. The interface recognizes the location of the pressure point and when this is located within the defined area of a button, the user interface reacts with 'pressing' this button.

In this way, the user can simply operate the machine by pressing on the displayed buttons and/or functions.

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.

3. OPERATING INSTRUCTIONS

3.1 Installation

Warning
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.

Incidence of light can cause disturbing reflections in the display, resulting in reduced readability. If necessary, change the position of the machine to improve the readability for the operator.

## 3.2 Preparation

Document Feeder Trays

Note
The machine can be delivered with a tray to manually adjust the separation. However, this tray fits in all positions, this adjustment is only possible when fitted on the lowest position (position one).

Place the document feeder trays in position.

1. Hold the document feeder slightly inclined as shown in the figure.

2. Place the front end of the document feeder tray underneath the two black rollers.

3. Move the document feeder tray upwards (lifting the black rollers), until it is possible to "hook" the feeder into place.
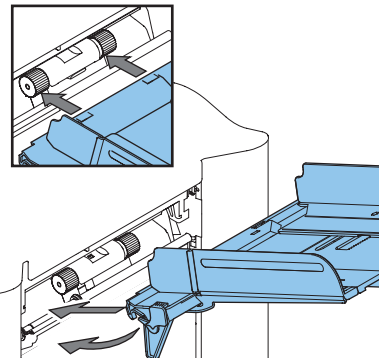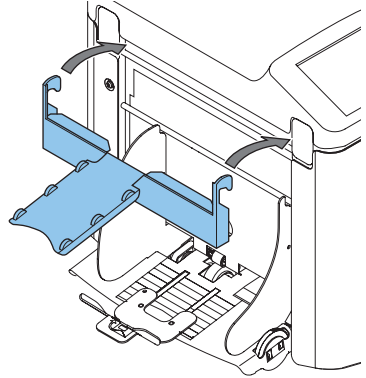
4. Move the document feeder tray towards the machine and move the hooks over the mounting points (on both sides).

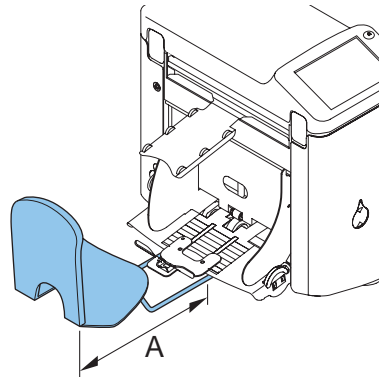5. Let the document feeder tray rest on the machine.
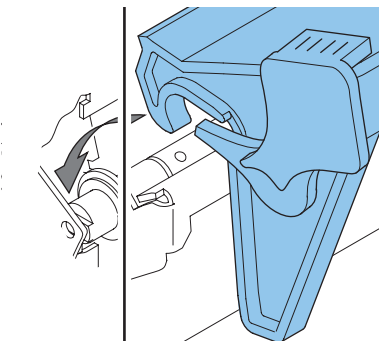
Slide and Envelope Catch Tray

1. Attach the slide as shown in the figure.

2. Position the envelope catch tray into the holes underneath the envelope hopper as shown in the figure.

   The distance **A** should be approximately 1.5 x the envelope height.
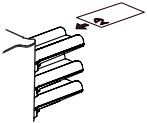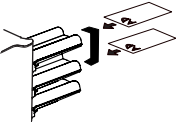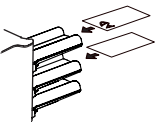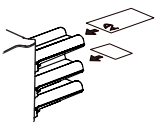
3.3 Starting Up

1. Connect the machine to the main power supply.

2. Use the power switch to switch the machine ON.

   The software will ask you to select the required language.

3. Select the required language for the display.

4. The software will ask you if you want the "select language option" to be displayed every time the machine is switched on. Select either **Yes** or **No**.

5. Press OK.
   The Main Menu screen 1/2 will be displayed.
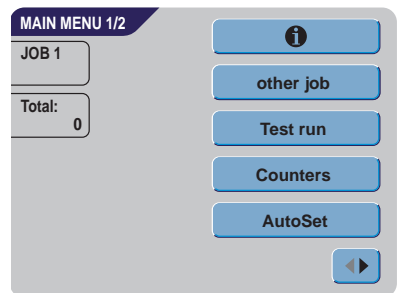
3.4   Loading Documents

Document Orientation

|	one document	feeder swap	two documents	document + enclosure
no fold, single fold, letter fold, double parallel fold	Address carrier in upper feeder. Face up and leading.	Address carrier in upper linked pair feeders. Face up and leading.	Address carrier in upper feeder. Face up and leading.	Address carrier in upper feeder. Face up and leading.
zig-zag fold	Address carrier face down and trailing.	Address carrier in lower linked pair feeders. Face down and trailing.	Address carrier in lower feeder. Face down and trailing.	Address carrier in upper feeder. Face down and trailing.

Adjusting Side Guides

1. Loosen knob **B** half a turn.
2. Move the side guides outwards.
3. Place a small stack of documents between the side guides.
4. Move the side guides **A** and **C** to the document, so the documents have just enough space to slide between the side guides.
5. Tighten knob **B**.
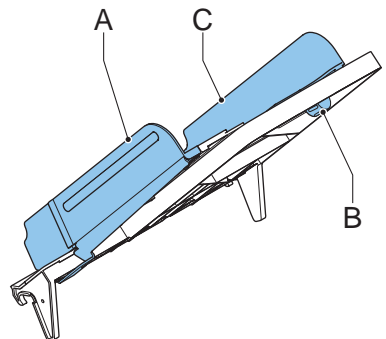
Document Separation

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 documents being picked up from the stack at the same time.

The document separation for the automatic feeders is set automatically.

The special feeder (fitted in the lowest, first position) can be manually adjusted.

Adjust the manual document separation as follows:

1. Remove trays 2 and 3:

   - Push the handle on the left side of the tray down.

   - Lift the tray to unhook it, and then pull it from the feeder.
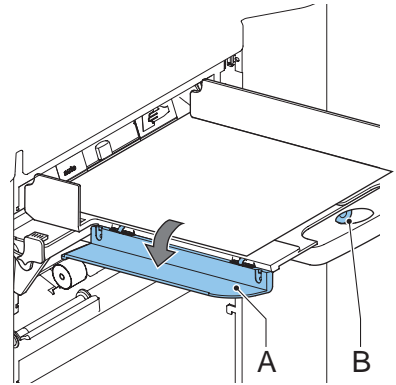
2. Push knob **B** until it clicks and stays in place, and then turn it counterclockwise as far as possible.

3. Lower the left side guide **A**. The feed rollers will move up.

4. Place a document on the feeding tray.

5. Push the document, as far as possible into the machine, without damaging it.

6. Raise the left side guide **A** until it clicks into place. The feed rollers will move down.

7. Slide the document further into the machine until it stops.

8. Turn knob **B** clockwise until a slight resistance is felt when moving the document in and out the machine.
   If you feel too much resistance, turn knob **B** counterclockwise.

9. Remove the document.

10. Pull back knob **B.**

11. Place a stack of documents in the document feeding tray.

12. Fit the removed feeder trays 2 and 3 (refer to "Document Feeder Trays" on page 9).

Feeding Documents

1. Turn the left side guide **A** downwards
   The feed roller will be lifted.

2. Place a stack of documents between the side guides.

3. Turn the left side guide **A** upwards.
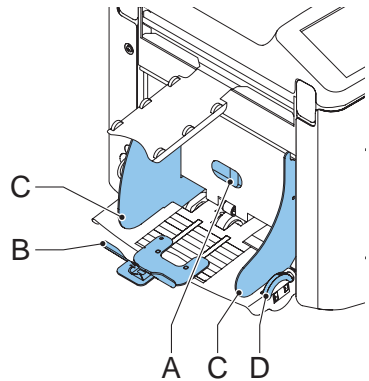
3.5   Loading Envelopes

Adjusting Side Guides

Adjust side guides **C** by rotating thumbwheel **D**, 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 sidewards, when transported
into the machine.

Envelope Separation

1. Turn knob **A** counterclockwise as far as possible.

2. Slide an envelope (with closed flap) between the rollers in the machine and turn knob
   A clockwise until a slight resistance is felt when moving the envelope in and out of the
   machine.
   When the resistance is too high, turn knob **A** counterclockwise, until only a slight
   resistance is felt.

Feeding Envelopes

1. Place the bottom envelope between the rollers
   (flap down and trailing - bottom side of envelope
   pointing to machine).

2. Loosen the stack of envelopes and place the
   stack on top of the bottom envelope.

3. Shift envelope support **B** in or out, so that the
   flap side of the envelope is lifted approximately
   20 mm (0.8″).
   Turn envelope support **B** so the weight of the
   envelopes is distributed evenly on both sides.
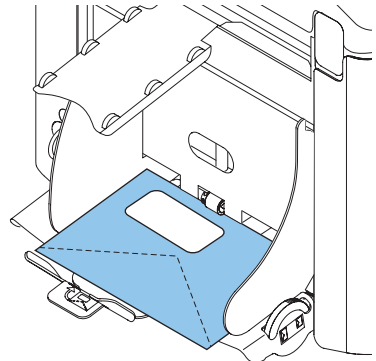
## 3.6   Sealing Envelopes

Switch the envelope sealing ON or OFF.

1.   Lift the handgrip to open the top cover.

2.   Shift the blue handle **A** towards ⊗ to disable
      the envelope sealing or towards ▽ to enable
      the envelope sealing.

3.   Close the top cover.
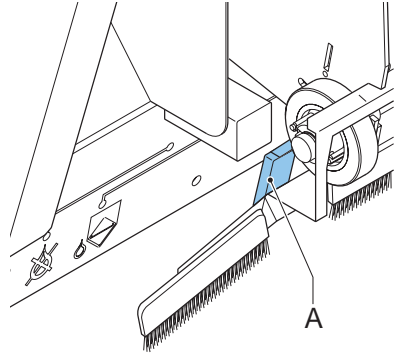
When the sealing of the envelopes is enabled, the
sealing liquid reservoir must be filled.

4.   Open the front cover **A**.

5.   Fill the reservoir **B** to the "Max" level indication
      with sealing liquid.

6.   Close the front cover **A**.

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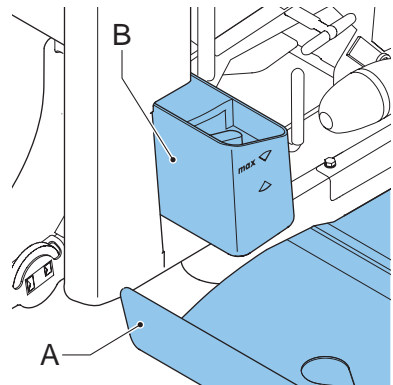
3.7   AutoSet™

The AutoSet™ feature automatically adjusts all
machine settings.

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.

Using AutoSet™

1.   Load envelopes.

2.   Make sure there is sufficient sealing liquid in the
      sealing liquid reservoir. If the reservoir has just
      been filled, wait approximately 5 minutes for the
      brushes to moisten. See "Sealing Envelopes" on
      page 14.

3.   Load the documents face up and leading.

4.   From the Main Menu 1/2 press   [AutoSet]
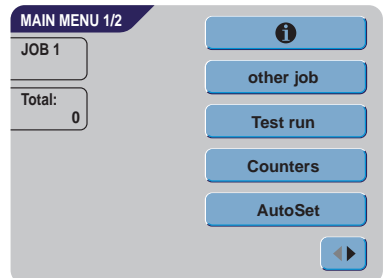
5. After a few seconds, the AutoSet^{TM} display will appear.

6. Press [▷ 1x] to load one envelope to the insert position in the machine.

7. The envelope is visible through the window in the top cover.
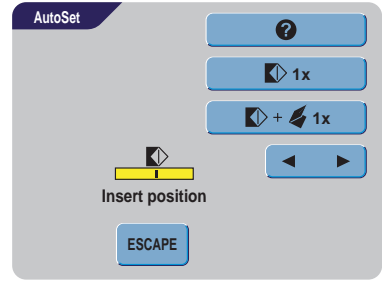
Insert Position

Note

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

Check if the flap folding line is positioned underneath the green roller **B**. If not adjust the Insert position as follows:

1. Press on the left or right side of [◄ ►] to adjust the insert position to the left or the right.

2. Press [▷ 1x] to load a new envelope into the insert position

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

4. If necessary adjust the "envelope insert fingers":

   - Open the top cover.

   - Adjust the outer fingers **D** approximately 5 - 10 mm (0.2 till 0.4") from the edges of the envelopes.

   - Loosen the knurled knobs **C**.

   - Adjust the fingers **A** so that the tip is approximately 5 mm (0.2") inside the envelope.

   - Tighten the knurled knobs **C**.
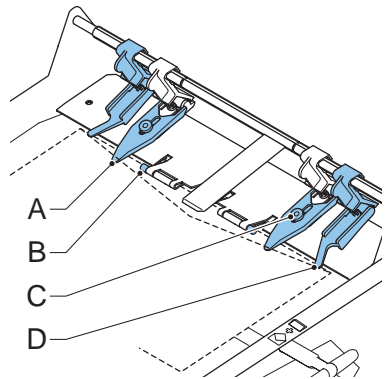
Address Position

1. When the envelope position and the position of the fingers is correct,

   press [⬦ + ⚡1x] to load a folded sheet into the envelope.
   The envelope will be sealed (when enabled, refer to "Sealing Envelopes" on page 14)
   and ejected to the envelope tray.

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.

4. Press [⬦ + ⚡1x] to make another test run.

5. Recheck the position of the address, and adjust as required.

6. Press [OK👍] to leave this screen to return to the main menu or press the ◇ button
   to immediately start the job.

Starting the Job

- Press the ◇ button to start the job.

- Press the ▽ button to stop the job. The machine will stop immediately.

- Press the ⊖ button to clear the document path to prepare the machine for a new job.

3.8 Daily Mail

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

Switch to Daily Mail function:

1. Select or change to a job where the Daily Mail
   function is set to ON.
   The Daily Mail function can be recognized by the

   ✍ icon in the Job info screen.

2. Turn left side guide **A** of the upper tray down.

3. The Daily Mail handle **B** will become visible.

   Move the handle to ✍ 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. Refer to
   "Adjusting Side Guides" on page 11.

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   Other Menu Options

After starting up, the Main Menu 1/2 screen will appear.
The screen shows the selected job number and the total number of envelopes that have been processed using this job.
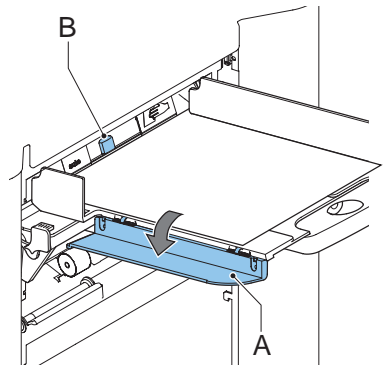
- Press the ◇ button to start the job.

- Press the ▽ button to stop the job. The machine will stop immediately.

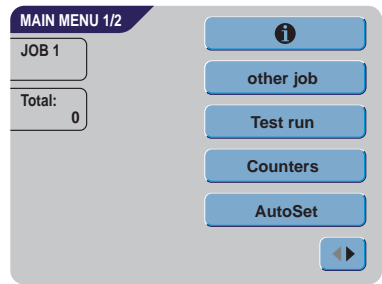- Press the ⊜ button to clear the document path to prepare the machine for a new job.
  The Main Menu 1/2 will be displayed.

Job Info

- Press [ⓘ] to display all relevant information about the selected job.
  Refer to "Job Information" on page 22 for a detailed explanation of the screen.

- Press [ESCAPE] to return to the Main menu screen

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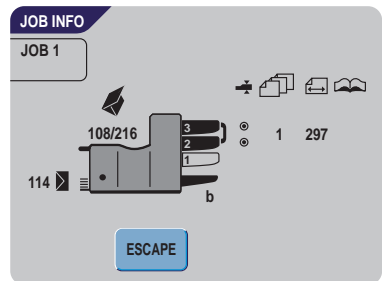
Other Job

Press [other job] to select another predefined job.

1. Press [◄ ►] to select another job number. The screen shows the job options of the relevant job. (For a description of the items, refer to the previous page).

2. Press [OK 👍] to confirm the selected job.

3. Press [ESCAPE] to leave this screen without changing job.

OTHER JOB

JOB 1

108/216   3 2 1   1   297

114 ▶

b

Select job   1   [◄ ►]

[OK 👍]   [ESCAPE]

Test Run

Press [Test run] to display the Test Run screen.

1. Press [◁▷ 1x] to load a new envelope into the insert position. This gives the possibility to check the insert position of the envelope.

2. Adjust the position by pressing on [◄ ►] to adjust the insert position more to the left or the right. (Refer to "Insert Position" on page 15).

   Press [◁▷ 1x] to load a new envelope into the insert position and check the condition again.

3. Press [OK 👍] to confirm the insert position.

4. When the envelope position and the position of the fingers is correct, press

   [◁▷ + ⬣ 1x] to load a folded sheet in the envelope.
   The envelope will be sealed (when enabled, refer to "Sealing Envelopes" on page 14) and ejected to the envelope tray.

5. Press [ESCAPE] to leave this screen without changing settings.

   - Press the ◇ button to start the job.

   - Press the ▽ button to stop the job. The machine will stop immediately.

   - Press the ⏏ button to clear the document path to prepare the machine for a new job.
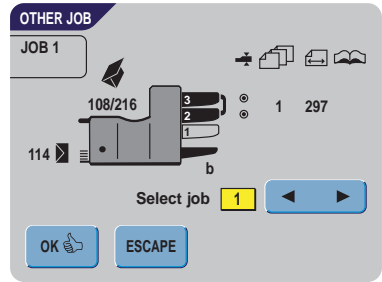   The Main Menu 1/2 will be displayed.

TEST RUN

JOB 1

Total: 0

[◁▷ 1x]

[◁▷ + ⬣ 1x]

[◄ ►]

◁▷

Insert position
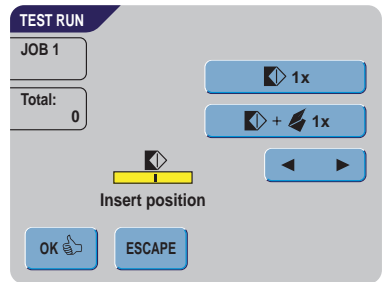
[OK 👍]   [ESCAPE]

Counters

Press [Counters] to display the Counters screen.

1. Press [Reset counters] to reset the counters to 0.

2. Press [OK👍] to confirm possible changed settings and to return to the Main Menu.

3. Press [ESCAPE] to leave this screen without changing settings.

   - Press the ◇ button to start the job.

   - Press the ▽ button to stop the job. The machine will stop immediately.

   - Press the ⬡ button to clear the document path to prepare the machine for a new job.
     The Main menu 1/2 will be displayed.

4. Press 🖳 to program the stop counter.

5. Enter the number of envelopes that must be processed with the numeric keys.

6. Press [OK👍] to confirm possible changed settings and to return to the previous screen.

7. Press [ESCAPE] to return to the previous screen without changing settings.
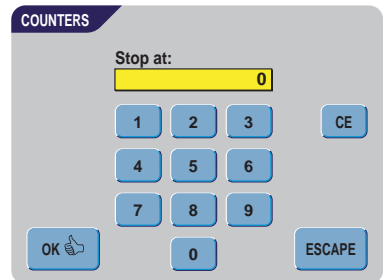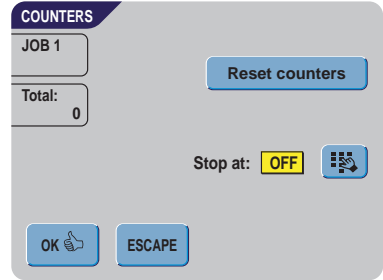
Main Menu 2/2

• Press ◀▶ will bring you to the second main menu screen 2/2.

Also this screen shows the selected job number and the counters, indicating the programmed number of envelopes to do as well as the total number of envelopes that have been processed using this job.

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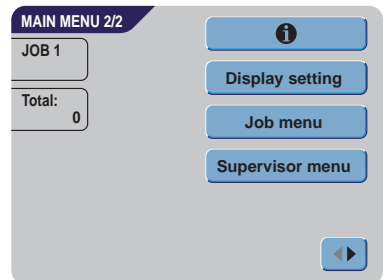
Display Settings

Press [Display setting] to change settings for the touch screen display.

☼ ● ○ enables you to change the contrast of the display. The graphic shows the contrast setting.

◫◁) ▲ ▼ enables you to adjust the volume of the sound signals. The graphic shows the volume setting.

DISPLAY SETTINGS

• Press [OK 👍] to confirm changed settings.

• Press [ESCAPE] to return to the previous screen without changing settings.
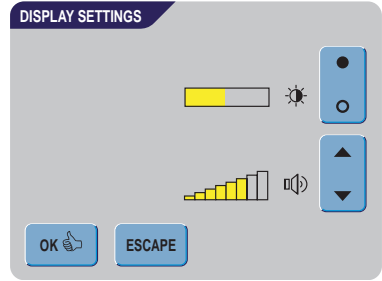
Job Menu

The [Job menu] starts the job menu.

This menu enables the creation, deletion and/or editing of jobs. To prevent jobs being edited or deleted without informing the 'job owner', this menu is protected by a PIN-code.

This job menu will be described in "Job Programming" on page 21.

JOB ACCESS — Enter pin code

• Press [ESCAPE] to return to the previous screen without changing settings.
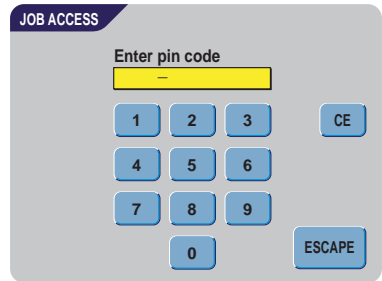
Supervisor Menu

Pressing the [Supervisor menu] gives access to system settings.
The supervisor menu therefore is restricted and protected by a PIN-code.

The supervisor menu will be described in "Supervisor Menu" on page 20.

SUPERVISOR ACCESS — Enter pin code

• Press [ESCAPE] to return to the previous screen without changing settings.

• Press [◀▶] to return to the Main Menu 1/2.
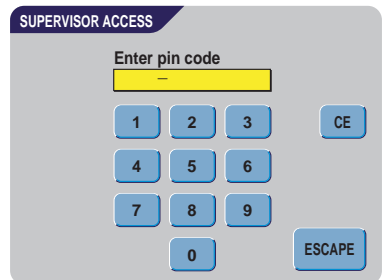
4. JOB PROGRAMMING

4.1 Job Menu

The job menu is protected with a PIN code, to prevent unauthorized editing or deleting jobs.

To enter the job menu:

1. From the Main Menu 1/2 press ◀▶ and **Job menu** .

2. Enter PIN-code **2546** to enter the job menu.

The job menu contains 5 buttons, which enable different functions. These functions are described in the following subchapters.

- Press **ⓘ** to see the details of a certain job.
  Refer to "Job Information" on page 22.

- Press **Create job** to create a job from scratch.
  Refer to "Create Job" on page 23.

- Press **Edit job** to change a job. Refer to "Edit Job" on page 30.

- Press **Copy job** to copy a job. This copied job can be edited. In this way it is possible to create a new job, which resembles another job.
  Refer to "Copy Job" on page 30.

- Press **Delete job** to delete a certain job, which is no longer necessary.
  refer to "Delete Job" on page 31.

- Press **ESCAPE** to return to the Main Menu.
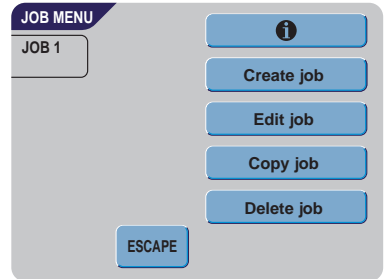
4.2   Job Information

Job Info

Press [🛈] to display all relevant
information about the selected job.

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

Shows the type of fold.

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

The sign below this icon shows if the document double feed detection for the
relevant feeder is switched ON - ⦿ or OFF - O.

The number under this icon indicates the number of sheets that must be pulled
from the relevant feeder.

Is the indication for daily mail.

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 pulling documents from the
other feeder.

The sign below this icon tells whether the Optical Mark Recognition (OMR) for the

selected feeder is switched ON - ⦿ or OFF - O.

Press [📖] to view the Optical Mark Recognition (OMR) settings for this job. This button is
only available when OMR is installed and when OMR is switched ON in this job.

Press [ESCAPE] to return to the Main Menu screen.
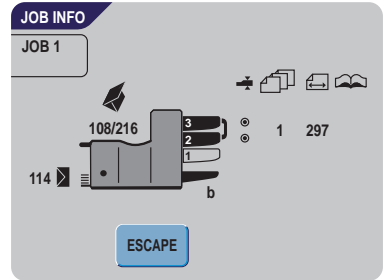
4.3   Create Job

- Press [Create job] in the Jobs menu to create a new job. This job must be stored under a job number. The screen will show the lowest free job number.

- Press [▲] or [▼] to select a higher or lower free job number (if available).

- Press [OK 👍] to confirm the selected free job number and to go to the next screen

  or press [ESCAPE] to return to the previous screen.

CREATE JOB
JOB 9

Select job 9

OK 👍   ESCAPE
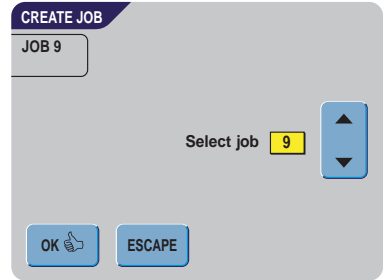
Job Settings

After pressing [OK 👍] the Job Settings screen will be displayed.

The following settings are available:

JOB SETTINGS
JOB 9

SAVE   ESCAPE   Test run

◨   Envelope settings

▪   Document settings

⚡   Fold setting

◠◠   Optical Mark Recognition (OMR) settings (if installed)

≑   Double feed control settings

[name]   Job name settings

▣   Mailing/Franking settings (if available)

Press each button to set the relevant job item. Each of these settings is described below.

- Press [🛈] to view all relevant information about the selected job.

- Press [SAVE] to save the job with the entered settings under the specified job number and name.

- Press [ESCAPE] to return to the previous screen without saving the entered job.

- Press [Test run] to perform a test run with the present settings. Refer to page 18.
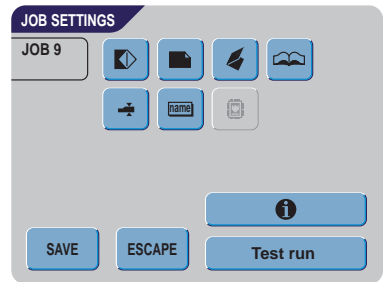
Envelope Settings

Use this screen to enter the properties of the envelopes to be used.

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

- Press [icon] to select an envelope which is fed into the machine with a closed flap.

- Press [icon] to select an envelope which is fed into the machine with an opened flap.

- Press [icon] to set the 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.

- Press [icon] to enter the dimensions of the envelope and/or the envelope flap.
  A numeric keypad will be displayed to enter the applicable dimensions.
  It is also possible to select ISO standard envelopes or dimensions in inches (depending on the installation settings).

- Press [OK] to confirm changed settings or press [ESCAPE] to return to the previous screen without changing settings.
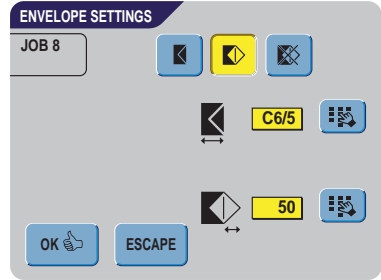
Document Settings

Use this screen to set the document formats and the number of documents to be pulled from the different feeders.

- Press [icon] to set the number of sheets for the different feeders.

  - Press [icon] to select a feeder. The selected feeder will be highlighted.

  - Press [▲] or [▼] to enter the number of sheets that must be pulled from the highlighted feeder.
    When the number of documents is 0, the relevant feeder will be de-selected.
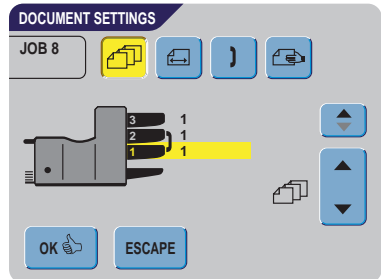
- Press ⬄ to enter the document height. The height or the ISO format of the document will be displayed next to the relevant feeder.

    - 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.
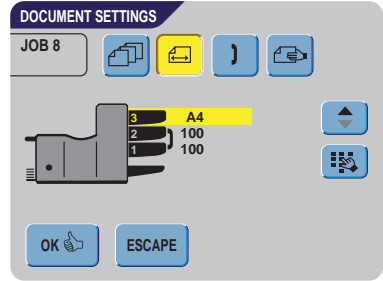
  Press CE to clear the displayed dimension and to enter a new dimension.
  Dimensions can be entered in millimeters, inches or as standard ISO paper dimensions (depending on installation settings).
  The machine will not allow entering dimensions outside of technical ranges.

  Feeder 3 (top tray) cannot handle documents smaller than 115 mm (4.5"), unless the Intermediate Transport Option is installed. When Intermediate Transport is installed, the minimum document height is 90 mm (3.5").

DOCUMENT SETTINGS
JOB 8
```
3   A4
2   100
1   100
```

- Press) to link two feeders. This function allows for filling 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.

DOCUMENT SETTINGS
JOB 8
```
3   A4
2   100
1   100
```
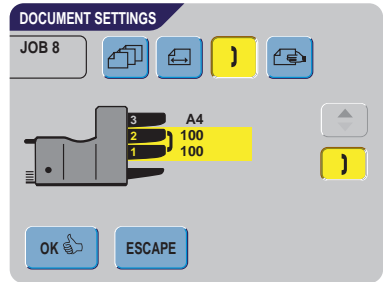
Note
When linking two feeders, the program will automatically equal the number and format of the documents in the selected feeders.

- Press 📧 to enable the Daily Mail function.
  The Daily Mail function allows operators to process process documents, or sets of documents, which can not be processed automatically.
  This function is only available for to top feeder.
  (Refer also to "Daily Mail" on page 16).

  The top feeder will automatically be selected.

- Press 📧 to enable the Daily Mail function and press again to disable the function.
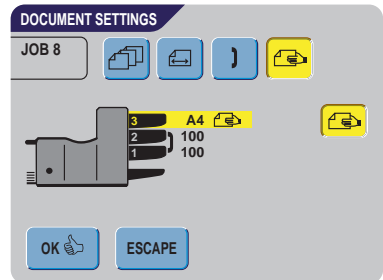
DOCUMENT SETTINGS
JOB 8
```
3   A4
2   100
1   100
```

ENGLISH

- Press OK 👍 to confirm changed settings or press ESCAPE to return to the previous screen without changing settings.

Fold Settings

This screen enables the adjustment of the folding dimensions.

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.

- Press 🔢 next to a fold to display a numeric keypad. Enter the required position of the relevant fold.

- Press CE to clear the displayed dimension and enter a new dimension.

- Press OK 👍 to confirm changed settings or press ESCAPE to return to the previous screen without changing settings.
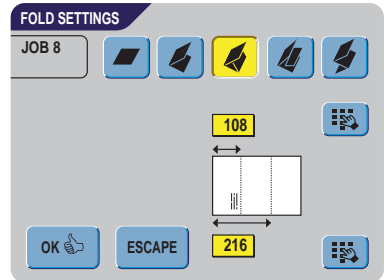
Fold Positions

Fold type		Minimum position	Maximum position
Single fold		75 mm (2.95″)	Longest document length minus 25 mm (0.98″)
Letter fold	First fold	75 mm (2.95″)	Longest document length minus 50 mm (1.97″)
	Second fold	Position first fold plus 26 mm (1.02″)	Longest document length minus 25 mm (0.98″)
Zig-zag fold	First fold	75 mm (2.95″)	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″)	Longest document length minus 51 mm (2.0″)
	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.

Optical Mark Recognition Settings (Option)

For a full function description, see chapter "Optical Mark Recognition OMR (option)" on page 34.
Use this screen to enable or disable the OMR function and to adjust the basic settings for OMR.

- Press ⟳ to select a pre-programmed reading code. Each time the button is pressed, the next code is selected.
  With this same button it is possible to select OFF, which means that the OMR is disabled.

  The number of different codes available depends on the installed options.

- Press 📇 to enable a numeric keypad and to enter the position of the first reading mark on the sheet, measured from the top.

- Press ▲ or ▼ to enter the maximum number of sheets in the set of documents.
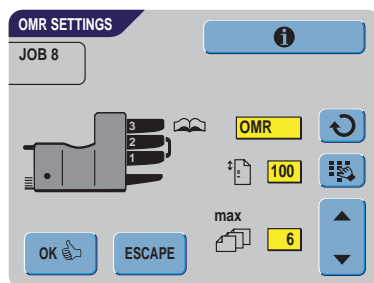
Note

*The maximum number of sheets in a set is 25. When the number of sheets exceeds 6 or 8, depending on the fold, the document can no longer be folded. In this case, the maximum length of sheets should be set to 148 mm for a C5/6 envelope. Also make sure that the fold setting is **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 VT:134 will be displayed. After removing the set and pressing the RESET button, the machine will start and repeat the process until an insert or divert mark is encountered, error VT:135 (final set part) will be displayed.

- Press ⓘ to view the programmed OMR codes.
  Refer to "OMR Codes" on page 35 for a description of the OMR codes.

- Press **OK** 👍 to return to the previous OMR settings screen.
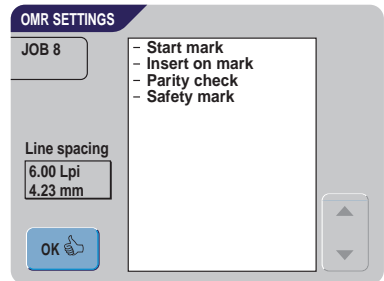
Double Feed Control Settings

This screen is used to set the Double Feed Controls (DFC) settings for the different feeders ON or OFF.

Press 🔼 to select a feeder. The selected feeder will be highlighted.

- Press ➡ to switch the DFC control ON or OFF.
  When switched ON, a ➡ icon is visible beside the relevant feeder.

- Press **OK** 👍 to confirm changed settings or press **ESCAPE** to return to the previous screen without changing settings.
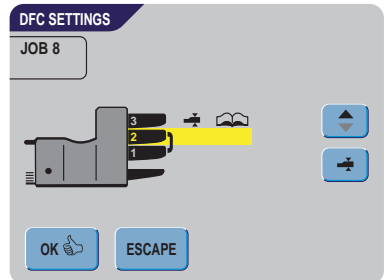
Job Name

It is possible to store the job with an easily recognizable job name. This name will be displayed in the Main screen during job selection.

- Enter a job name using the alpha-numeric keypad.

- Press [a←] to clear a character left of the cursor position (backspace).

- Press [CE] to clear all entered characters and start again.

- Press [OK] to confirm changed settings or press

  [ESCAPE] to return to the previous screen without changing settings.
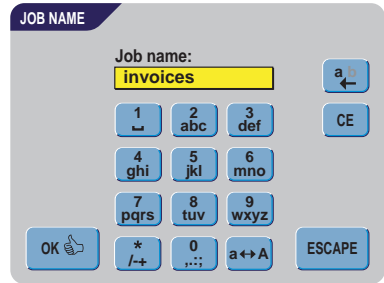
## Mailing/Franking Settings (Option*)

If this machine is connected to a mailing/franking machine, this option allows you to:

- switch automatic mailing/franking ON or OFF.

- remotely select a mailing/franking job

- set the printing/franking value (option)

- Press the top [↻] to select YES when the mailing/franking machine must print/frank the envelopes or PASS THROUGH to let the envelopes pass through without printing/franking.

- When switched ON, pressing on the second [↻] will select whether the mailing/franking value is determined by the MAILING/FRANKING MACHINE or based on the INSERTER DATA.

- When the printed/franking value is determined by the mailing/franking machine, a

  mailing/franking job can be selected with [▲] or [▼].

- Press [OK] to confirm changed settings or press [ESCAPE] to return to the previous screen without changing settings.

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

*Ask your supplier if this option is available.
machine.
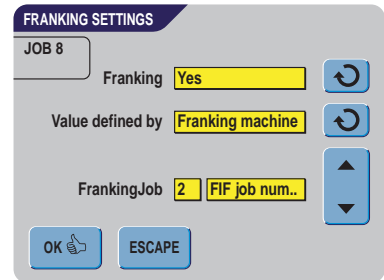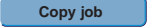
4.4   Edit Job

This function is used to edit and change a programmed job.

1. After pressing the **Edit job** in the Job Menu (refer to "Job Menu" on page 21), the display will show the job information about the presently selected job.

2. Press ◄ ► to select a higher or lower job number.

3. Press **OK** to confirm the selected job number and to go to the next screen

    or press **ESCAPE** to return to the previous screen.

4. After pressing **OK**, the job settings screen for the selected job will be displayed. All buttons of this screen are described in chapter "Create Job" on page 23.
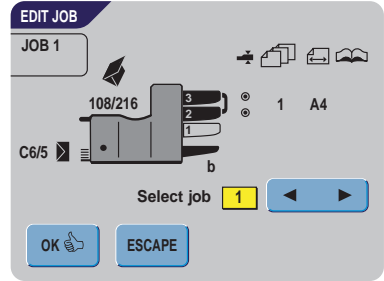
4.5   Copy Job

1. After pressing the **Copy job** in the Job Menu (refer to "Job Menu" on page 21), the screen will show the Copy Job screen.

2. Use ▲ or ▼ to select the job to copy from.

    Press **ⓘ** for more information on the selected job (refer to "Job Information" on page 22).

3. Use ▲ or ▼ to select a free job number to copy to. A warning will be displayed when no more free jobs numbers are available.

4. Press **OK** to confirm the selected job numbers and to make a copy or press **ESCAPE** to return to the previous screen.
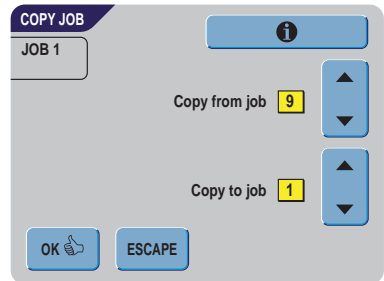
4.6   Delete Job

1. After pressing the [Delete job] in the Job Menu (refer to "Job Menu" on page 21), the screen will show the Delete Job screen.

2. Use [◄ ►] to select the job to be deleted. The screen shows the details of the selected job.

3. Press [OK 👍] to delete the selected job number

    or press [ESCAPE] to return to the previous screen.
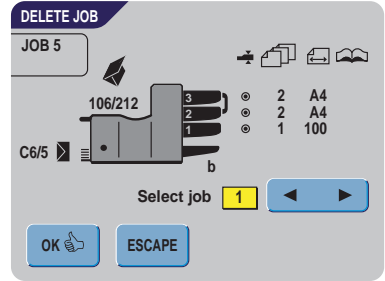
5. SUPERVISOR MENU

The supervisor of the system has the ability to check and configure the system.

To access the Supervisor Menu:

1. From the Main Menu 1/2 press ◀▶ and
   [Supervisor Menu].

2. Enter PIN-code **2546** to enter the Supervisor Menu.

The following subchapters describe the functions of the displayed buttons.

[System Info] Refer to "System Info" on page 32.

[Options] Refer to "Options" on page 33.

[Online Services] Refer to "Online Services (Option*)" on page 33.

• Press [ESCAPE] to return to the previous screen.
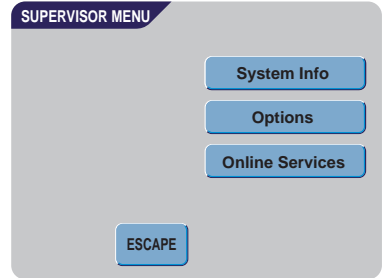
5.1 System Info

This screen displays information about:

- the number of inserts since the last service visit.
- The latest displayed error message.
- Information concerning software versions.
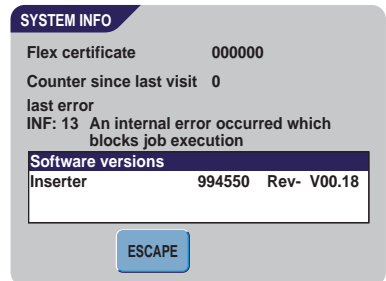
Note

When the supervisor is not able to solve possible problems, write down the installed software versions and the last error, before contacting the supplier.

• Press [ESCAPE] to return to the previous screen.

5.2   Options

This screen displays information about installed software options.

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.

OPTIONS

Chip ID:
System ID:
Installed Options: OMR level 3

Also available: FLEX OMR 9 code

ESCAPE   Add
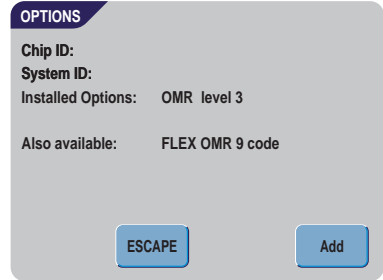
1. Press Add to activate other software options.

2. Enter the license key code that you received from the supplier to activate the relevant option on this machine

3. Use ▶ and ◀ to navigate through the entered characters.

4. Press OK 👍 to confirm the license key and to return to the Options screen.

5. Press ESCAPE to return to the Options screen without changing settings.

ADD OPTIONS

License key:

1 ␣	2 abc	3 def
4 ghi	5 jkl	6 mno
7 pqrs	8 tuv	9 wxyz

OK 👍   * /-+   0 ,..;   a↔A   ESCAPE

▶ ◀ CE
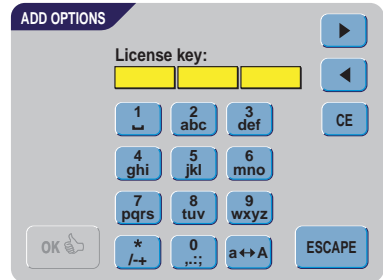
5.3   Online Services (Option*)

This screen displays and allows for changing the settings for the Online services.

Refer to the Appendix for a comprehensive description of the Online Services.

• Press ESCAPE to return to the Supervisor Menu without changing settings.

*Ask your supplier if this option is available.

ONLINE SERVICES

Connection

Messages

Configuration

!!Set Date and Time

ESCAPE
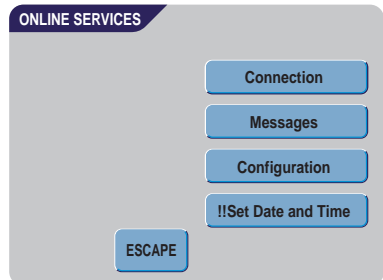
6. OPTICAL MARK RECOGNITION OMR (OPTION)

6.1 General

The folding and inserting system can be equipped with Optical Mark Recognition. 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.

The sheets with the printed code are placed in the upper feeder (no. 3). Depending on the programmed code, the other feeders can be used as selective feeders to add enclosures.

With the first four fold types, the first sheet of a set always contains the address. In case of a zig-zag fold, the address has to be printed on the last page of the set. 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.

This option can be enabled by a special license code (refer to "Options" on page 33).

6.2 Adjustments

Reading head position

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

1. Fold a document with reading code on the first mark.
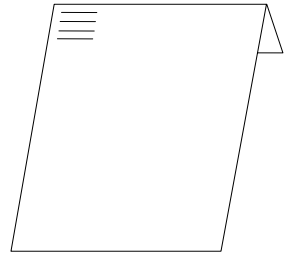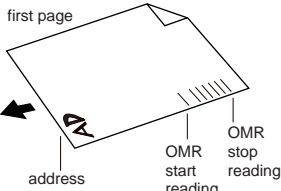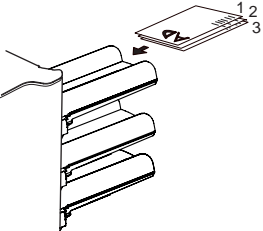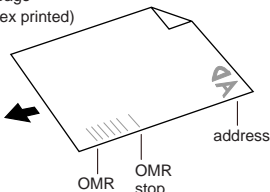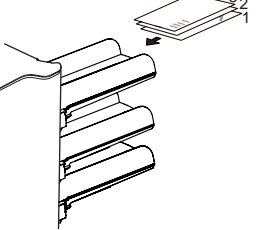
2. Open the top cover.

3. Hold the document in the middle against the ruler.

4. Shift the reading head **A** so it is positioned exactly above the middle of the reading marks.

5. Divide the paper guides **B** along the width of the document.

6. When the reading head is adjusted it is possible that paper guides have to be removed and placed on the other side of the reading head.
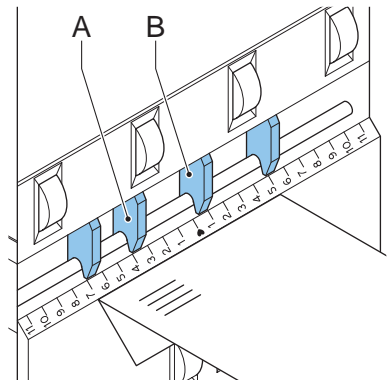
6.3   Document Orientation

Switch ON the OMR-function and set the position of the reading marks as described in "Optical Mark Recognition Settings (Option)" on page 27.

Document orientation:

Fold type	Type of documents	Loading positions
no fold single fold letter fold Double parallel fold	first page address OMR start reading OMR stop reading	 Address carrier, face up and leading.
zig-zag fold	last page (duplex printed) OMR start reading OMR stop reading address	 Address carrier, face down and trailing.

6.4   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.

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

— Start mark
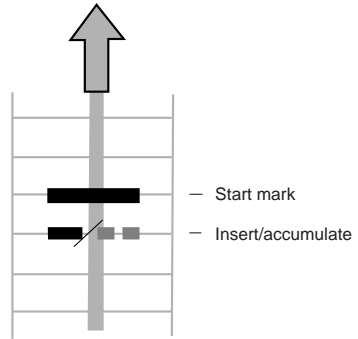
— Insert/accumulate

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.

Length

Above the first mark and below the last mark a space of .33" (8,5 mm) must be free from 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 .1" (2,54 mm) to .4" (6,35 mm).

8,5 mm

6,3 mm

8,5 mm

Line 1
Line 2
Line 3
Line 4
Line 5
Line 6

4,2 mm   4,2 mm
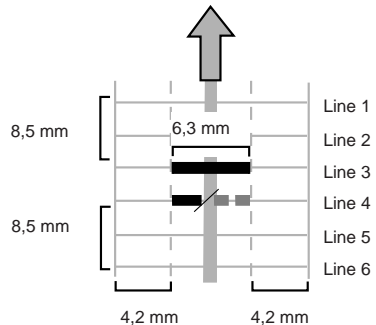
Code width, character spacing and pitch

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

- 2 character spaces not printed (.17" or 4,2 mm)

- track mark (3 characters or .24" (6,3 mm)

- 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 .08" (0,2 mm).

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 available via software options:

- divert mark

- stop mark

- 1 mark: selective feed from station 1

- 1 mark: selective feed from station 2

- 1, 2 or 3 marks: respectively sequence check 4, 2 and 1

- 1 mark: parity check mark (even)

- 1 mark: safety mark

— Start mark
— Insert/accumulate
— Divert mark
— Stop mark
— Selective feed 1
— Selective feed 2
— Sequence check 4
— Sequence check 2
— Sequence check 1
— Parity (even parity)
— Safety mark
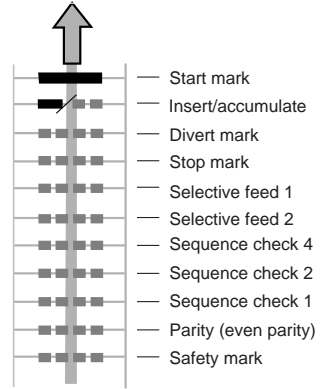
General remarks:

- The marks must always be used in the above sequence.

- If a function is suppressed, the following function will move upward one line.

- The chosen code must always be used on all material to be processed by the Optical Mark Recognition system.

- The length of the code and the mark definition is a service setting.

- Other marks/functions are available via special codes (Flex codes)

Divert mark

The machine stops; manually remove the set from the collator. Reset and start again.

Stop mark

The machine stops; manually remove the set from the collator. Reset and start again.

Selective feed mark

The machine will selectively feed an enclosure when commanded so.

Sequence check

Sheets in a stack can accidentally get out of sequence or can be missing. This can be detected by the sequence check.

Each sheet has a binary code that is a part of the reading code.

Parity mark

By adding a parity mark the reading code can be checked. When the OMR-2 code is used the sum of the marks has to be even.

Safety mark

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.

Normal paper flow — Start mark — Safety mark — reading direction

Skewed paper flow — Start mark — Safety mark — reading direction
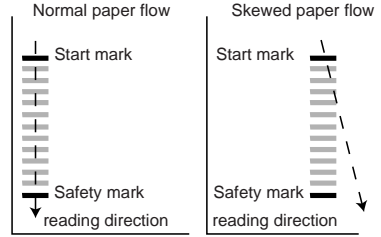
Example

In the figure the legend for the following example is shown. In this example feeder station 3 is the reading feeder. The feeder stations 1 and 2 are selected for selective feeding.

mark printed
no mark printed
accumalate
insert
or
no selective feed wanted, mark not printed
selective feed wanted, mark printed

reading feeder 3
selective feeder 2
selective feeder 1
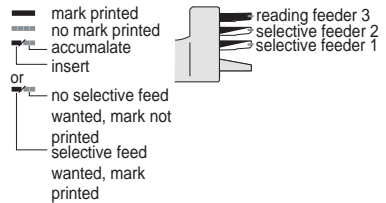
In this example, a set of 8 sheets with two selective feeds (station 2 and 1) and three sequence check marks is shown.

- The first position is used for the start mark which must be printed on every sheet.

- The second position is used for the insert/accumulate command. The mark is printed on the last sheet of the set (inserting is required).

- Position 3 and 4 are reserved for selective feeding from station 2 and 1. 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 1 is required.

- Position 5, 6 and 7 are used for the sequence check marks.

Sheet 1 Sheet 2 Sheet 3 Sheet 4 Sheet 5 Sheet 6 Sheet 7 Sheet 8
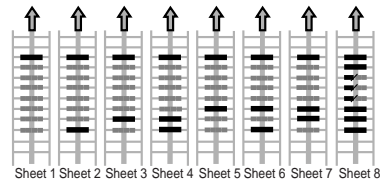
7.   OPTIONS

7.1   production Feeder

Function

The production feeder is a feeder that can be loaded with a large number of documents. this feeder is intended to be used for Business Reply Envelopes (BRE), but it will also accept "standard" documents up to 156 mm length.

Preparations

The production feeder should be installed at the position of feeder no. 1.

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**.
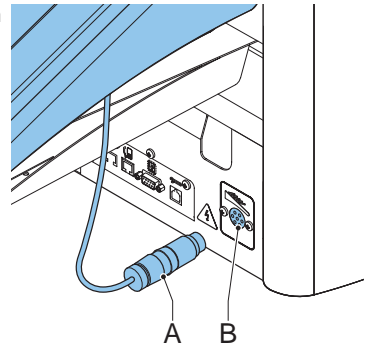
The production feeder is auto-detected by the system when it is switched ON. This makes it easy to switch

over from the standard document hopper to the production feeder and vice versa.

Note
To allow easier installation of the production feeder, put the feeding plate in the rear position (see section "Separation").

To make use of the production feeder it is not necessary to (re-)program the jobs.

Adjusting Side guides

Adjust the side guides:

1.   Take a stack of documents/BREs and place them in the feeder tray.
     BREs with flap down and leading (top side pointing to machine).

2.   Adjust the side guides by turning the thumbwheel **G** so the documents/BREs just fit and can move without resistance.
     Too much play causes skewing.
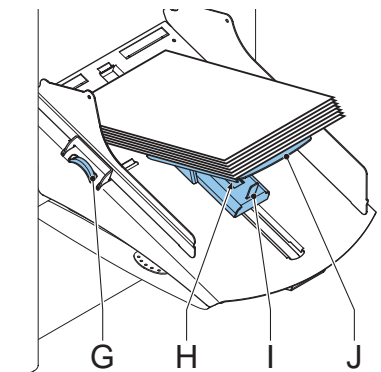
Document Separation

When the production feeder is used as 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.

2. Squeeze the two blue handles **C** and **D** and shift the feeding plate **F** as far as possible to the front.

3. Push knob **E** forward until it clicks and turn it counterclockwise as far as possible.

4. Place a document/BRE on the feeding tray and slide it in the machine till the leading edge is no longer visible.

5. Push knob **E** forward until it clicks and turn it clockwise till a slight resistance is felt when moving the document/BRE in and out of the machine.
   When the resistance becomes too strong, turn knob **E** counterclockwise.
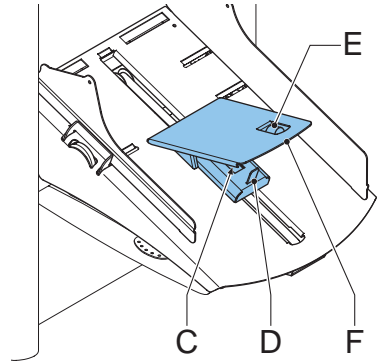
6. Pull knob **E** back when ready.

7. Remount feeders 2 and 3.

Feeding Documents

1. Squeeze the two blue handles **C** and **D**.

2. Shift the feeding plate **F** 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 shift 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.

7.2   Intermediate Transport

This option enables the handling of smaller documents from feeder no. 3 (top tray).

	Minimum document height
Without Intermediate Transport	115 mm (4.5″)
With Intermediate Transport	90 mm (3.5″)

This option is not available in combination with Optical Mark Recognition.

8. MAINTENANCE

Disconnect the main power supply before performing any maintenance.

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

8.1 Operator Maintenance

Maintenance frequency	Maintenance
Daily	• Check the system functions.
	• Keep the system in proper condition by removing dust, paper remains, etc.
	• When dirty, clean the sealing table and rubber rollers with a slightly wetted cloth, soaked in warm water.
Weekly	• When dirty or saturated, clean the brushes of the envelope sealer. 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.
	• Check moistening cloth and replace if necessary. When dirty or saturated, clean the moistening cloth and the reservoir.
	• Clean feed and insert rollers as instructed by the Service Engineer.
When necessary	• When the display warns about dusty sensors, the sensors on the envelope or document path must be cleaned using the bellows located behind the side cover (see page 6). Place the bellows in the hole and firmly squeeze a few times to blow the dust from the sensor. Repeat this procedure for the hole to clean the flap sensor.

9. FAULT **DETECTION**

9.1   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 next to the pointing hand.
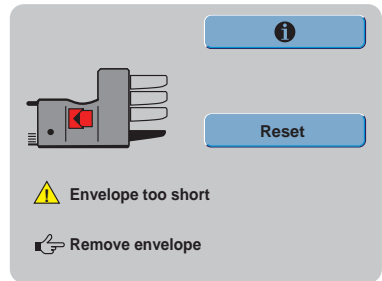
Press ⓘ to view more information about the error and about the possible actions to prevent the error from recurring.

After solving the problem, press **Reset** to reset the machine (the error screen will disappear).
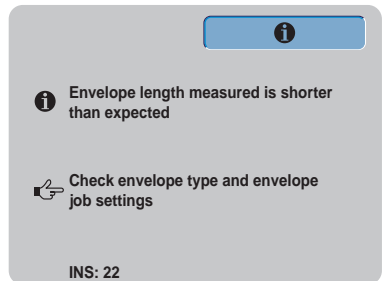
Special Errors

• **Reading errors** (when Optical Mark Recognition is enabled)

The document stops in the collator area. The operator must remove the document(s) from the collator area and must 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". The black arrow or a black feeder indicates where the problem occurred.

9.2 Clearing **Jams**

Jams can occur in the following areas:

1 -Feeding area

2 -Collating area

3 -Folding area

4 -Lower envelope track
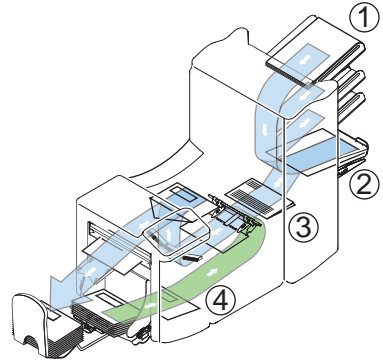
For clearing jams, three sections of the system can be opened (**A**, **B** and **C**).

A - Top cover to reach the folding and feeding area.

B - Collator plate to reach the collator area.

C - Front cover to reach the envelope track and inserter area.
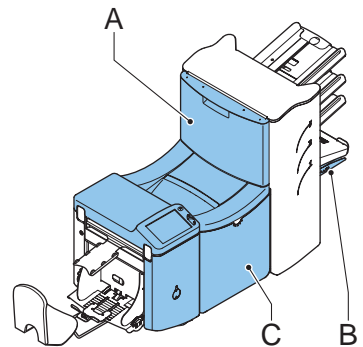
Lower envelope track

Remove the envelopes as follows:

1. Open the side cover **C**.

2. Lower and hold the handle **D** to the left and remove the envelope(s) from the lower envelope track.

3. Release the handle **D**.

4. If necessary, the envelopes and documents can be transported manually by turning the blue knob **E** clockwise.

5. Turn the blue knob **F** clockwise to manually transport envelopes through the lower envelope track.

6. Close the side cover.

7. Press [**Reset**] to remove the error and restart the job.
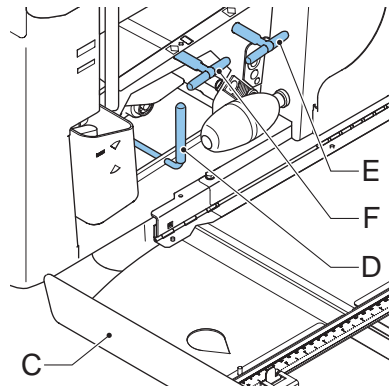
Folding area

Remove jams from the folding area as follows:

1. Open the top cover **A** by pulling up the handle.
2. Remove the documents from the folding area.
3. Close the top cover **A**.
4. Press [**Reset**] to remove the error and restart the job.

Feeding area

Remove jams from the feeding area as follows:

1. Open the top cover **A** by pulling up the handle.
2. Remove the documents from the feeding area.
3. Close the top cover **A**.
4. Press [**Reset**] to remove the error and restart the job.

Collating area

Remove jams from the collating area as follows:

1. Move the collator plate **B** down.
2. Remove the documents from the collator area.
3. Move the collator plate **B** up in position.
4. Press [**Reset**] to remove the error and restart the job.

9.3   Operator Troubleshooting

1. First, write down the error.
2. Try to solve the problem by consulting the table which follows.
3. Switch the inserter OFF and ON again, to verify system operation.
4. If 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 "System Info" on page 32.

Symptom	Possible cause	Remedy	Refer to section
The machine is not starting after switching ON	Machine not connected to power	Connect the machine to the main power	-
	Fuse blown	Replace fuse below power switch	-
	A cover is opened	Close the cover(s)	-
Machine stops with envelope at insert position (flap not open)	Envelopes stacked reversed in the hopper	Check envelope feed adjustments. Place envelopes correctly in hopper	"Loading Envelopes" on page 13 "Envelope Settings" on page 24
	Envelope flap sticks	Store envelopes according to specifications	Envelope specifications
	Wrong envelope type used (not according to specifications or job settings)	Change envelopes according to specifications	"Envelope Settings" on page 24 "Technical specifications" on page 48
Envelopes are double fed	Envelope separation not correctly adjusted	Check separation settings, adjust if needed	"Loading Envelopes" on page 13
	Envelopes not placed properly in the hopper	Check and replace if needed	"Loading Envelopes" on page 13
Envelope stop skewed	Side guides of the envelope hopper are set too wide	Check side guides and adjust if needed	"Loading Envelopes" on page 13
Envelopes are fed irregularly	Hopper almost empty	Refill hopper	"Loading Envelopes" on page 13
	Separation set too narrow	Check separation settings, adjust if needed	"Loading Envelopes" on page 13
	Side guides set too narrow	Check side guides and adjust if needed	"Loading Envelopes" on page 13
	Envelope support not positioned correctly	Reposition the envelope support	"Loading Envelopes" on page 13

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Symptom	Possible cause	Remedy	Refer to section
Flap is wrinkled and sometimes not opened	Envelope not within specifications	Check specifications and change envelopes if needed	"Technical specifications" on page 48 Envelope specifications
	Flap sticks	Store envelopes according to specifications	Envelope specifications
	Flap curled	Envelopes stored or manufactured improperly	Envelope specifications
	Separation set too narrow	Check separation settings, adjust if needed	"Loading Envelopes" on page 13
Fingers are placed on top of the envelope	Fingers adjusted too deep into the envelope	Check finger position, adjust if needed	"Insert Position" on page 15
	Envelope stops too early	Check envelope stop position, adjust if needed	"Insert Position" on page 15
Machine stops while inserting (jam at the inserting point)	Fingers not correctly adjusted	Check finger position, adjust if needed	"Insert Position" on page 15
	Inserted document too long for envelope	Check fold settings	"Document Settings" on page 24
	Envelope throat incorrect	Check envelope specifications	Envelope specifications "Technical specifications" on page 48
	Envelope glued inside	Eliminate faulty envelopes	-
	Window not glued properly	Eliminate faulty envelopes	-

Symptom	Possible cause	Remedy	Refer to section
Flap not sufficiently moistened	Water level low	Check water level, refill if needed	"Sealing Envelopes" on page 14
	Brushes dry	Check brushes, replace if needed with the extra soaked set	"Sealing Envelopes" on page 14 "Maintenance" on page 41
	Brushes dirty	Check brushes, clean if needed	"Maintenance" on page 41
	Moistening cloth dry	Check the moistening cloth, refill water tray if needed	"Sealing Envelopes" on page 14
	Moistening cloth dirty	Check the moistening cloth, clean if needed	"Maintenance" on page 41
	Moistening brushes inactive	Activate the moistening brushes	"Sealing Envelopes" on page 14
Envelope not filled properly or envelope flap not closed properly	Inserted document too big	Check fold settings, adjust if needed	"Document Settings" on page 24
	Document not inserted deep enough	Check adjustment of envelope stop position and fingers	"Insert Position" on page 15
No document fed	Feeder empty	Refill feeder	"Loading Documents" on page 11
	Separation set too wide	Adjust the separation	"Document Separation" on page 11
	Side guides set too narrow	Adjust the side guides	"Adjusting Side Guides" on page 11
Skewed documents fed	Side guides set too wide	Adjust side guides	"Adjusting Side Guides" on page 11

10. SPECIFICATIONS

10.1 Technical specifications

Type:	Inserter system for medium office use
Theoretical max. speed	3,000 inserts per hour, depending on application
Power consumption:	100V AC / 50 Hz / 5.0 Amps 115V AC / 60 Hz / 5.0 Amps 230V AC / 50 Hz / 2.5 Amps
Fuse	100/115 V AC: T 5.0 A, 125 V. Time lag, 5.0 Amps rated current, 125 V. 230 V AC: T 2,5 A H, 250 V. Time lag, 2.5 Amps rated current, High breaking capacity, 250V.
Approvals:	EMC Certificate conform EMC-Directive FCC Certificate conform 47CFR, part 15 CB Certificate conform IEC 60950 UL Listed I.T.E. (Information Technology Equipment), conform UL-IEC 60950, file E153801 Conform NEN-EN-IEC 60950 and derivates

10.2 Dimensions

Length:	30" (765mm)	on covers
	44.1" (1120mm)	including hopper (3.5"/90mm) and collator/document hoppers (10.5"/265mm)
	50"-54" (1260-1360mm)	including standard exit (catch tray)
	47" (1200mm)	including side exit
Width:	18" (460mm)	(optional side exit is 3.5" - 7.7" outside side cover)
Height:	27" (680mm)	

10.3 Other general specifications

Noise level   <70 sBA (68 dBa)

Operating temperature 50 - 104 degrees F (10°C - 40°C)

Power requirements   230V/50Hz (voltage tolerance: +10%/-10%)
115V/60Hz (voltage tolerance: +6%/-10%)
100V/50Hz (voltage tolerance: +6%/-10%)

Weight   Whole system: 160lb (73 kg)

10.4 Document specifications

Paper quality   minimum 15# bond (60 gr/m²)

maximum 62.5# bond (250 gr/m²),
when folded max 42.5# bond (170 gr/m²)

Booklets up to approximately .04" (1 mm) thickness,
depending on stiffness

Paper size   Minimum width: 5.1" (130 mm)

Maximum width: 9.3" (236 mm),
     when folded max. 9.1" (230 mm)

Minimum length: 3.5" (90 mm), the minimum document
     length used for the upper feeder is 4.5" (115 mm)

Maximum length: 14" (356 mm)

Folding capacity   Single fold - 8 sheets (max. 20# bond, 80 gr/m²)

Double fold - 6 sheets (max. 20# bond, 80 gr/m²)

Envelope sizes   Standard BRE (Business Reply Envelopes)

Envelope quality   Minimum 20# bond (80 gr/m²)

Maximum 30# bond (120 gr/m²)

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10.5 Insert specifications
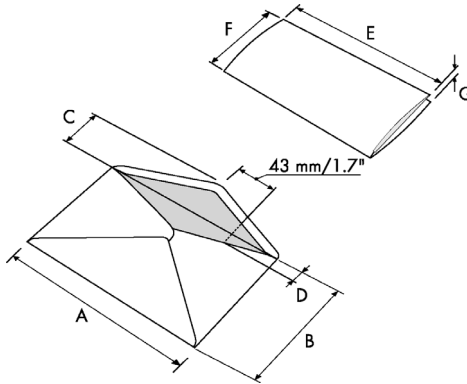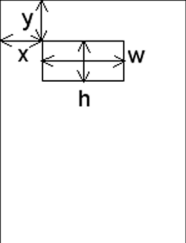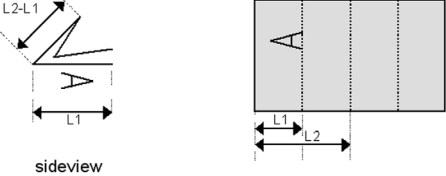
		A	B	C	D	E	F	G
Minimum size	**mm**	160	90	32	10	130	84	60 g/m^2
	inches	6.3	3.5	1.25	0.4	5.1	3.3	60 g/m^2
Maximum size*	**mm**	248	162	B-32	35	A-12**	B-6	2.5***
	inches	9.7	6.38	B-1.25	1.4	A-0.47**	B-0.2	0.1
* Maximum insert specifications are based on single sheets. When multiples are handled, more room inside the envelope is needed depending on the application.								
** When insert is more than .04" (1 mm): A-15 mm / A-0.6 inch								
*** Booklets up to approximately .04" (1 mm) thickness, depending on stiffness								
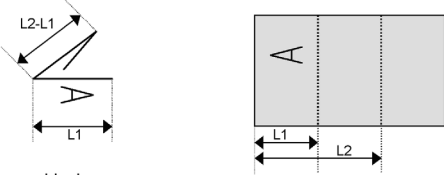
Remarks:
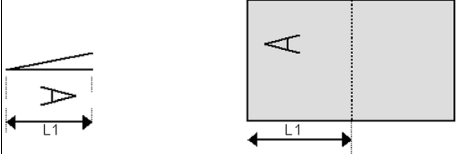
• The specification of the paper handling equipment is often wider than that of the envelopes and documents handled. The condition of material handled will limit the specified environmental conditions.

• We recommend that materials to be handled are stored at a temperature of 68°F (20°C) with a relative humidity factor of 50%. If difference in temperature occurs between store room and mailing area, the material must 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.

10.6 Terminology
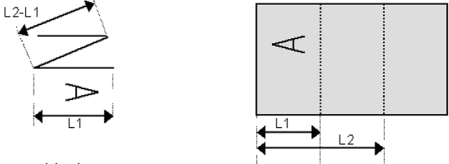
Term	Description
Address Carrier	The address carrier is the document that carries the address of the person for whom the mail-set is meant. The address carrier can consist of one or more sheets, from which at least the first sheet must contain the address. The address must remain visible while enclosures 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	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.
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 imposed by the number of available feeders. Once the document set has been inserted into an envelope it is called a mail-set.

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Term	Description
Double Feed Control (DFC)	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. Also the length of the document is measured so partly overlapping sheets will be detected.
Double Parallel fold	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. L2-L1 L1 sideview L1 L2
Envelope	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.
Face down	Situation in which the front of a sheet is facing downwards when placed in a document feeder.
Face down leading	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.
Face down trailing	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.
Face up	Situation in which the front of a sheet is facing upwards when placed in a document feeder.
Face up leading	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.
Face up trailing	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.
Feeder	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 feeder tray.
Feeder linking (cascade mode)	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 meantime the first feeder can be refilled, so the inserting system can keep running without having to stop to refill the feeders.
Feeder tray	Part of the feeder that contains the stack of documents.

Term	Description
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.
Insert	• the action of inserting a document-set into an envelope. • an insert is also a short, not to be folded document, usually an enclosure.
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.
Job	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: • The Job definition used for the production • Information about the batch size
Job counter	The counter that registers the number of mail-sets that is produced as part of a specific job.
Letter fold	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. sideview Synonym: C-fold.
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.
productionFeeder	Feeder with high capacity feeder tray (e.g. 2000 sheets A4 80gr).
Multifeed	The feature of an Inserting System in which more than one sheet is taken from a Feeder.
OMR	Standard 1-track OMR code definition.
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.

Term	Description
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.
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	A single fold implies the document/set is folded once ("half fold"). The fold position is adjustable. This fold is illustrated in the picture below: sideview
Stacker	Used as storage for filled envelopes. Optional horizontal unit can be delivered.
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	A test run is intended to validate the settings of the Inserting System: • Inspect and adjust the stop position of the envelope. • Check the fold settings for one set. • Check whether the address is correctly positioned behind the envelope window.
Tray	Contains a stack of paper for a printer or inserter. This paper is supplied to the machine for further processing.
Vertical Transport	The vertical transport section between feeders and collator.

Term	Description
Z-fold	A Z-fold document is folded twice in such a way that each folded flap is on a different side of the folded document, resulting in a Z-shape. This fold is illustrated in the picture below. The position of both folds is adjustable. L2-L1 L1 sideview L1 L2 Synonym: zigzag fold