

FORMAX[®]

MailDocTM
Professional 

MailDocTM Professional

for Microsoft Windows

Activation Key: _____

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FORMAX, Publisher

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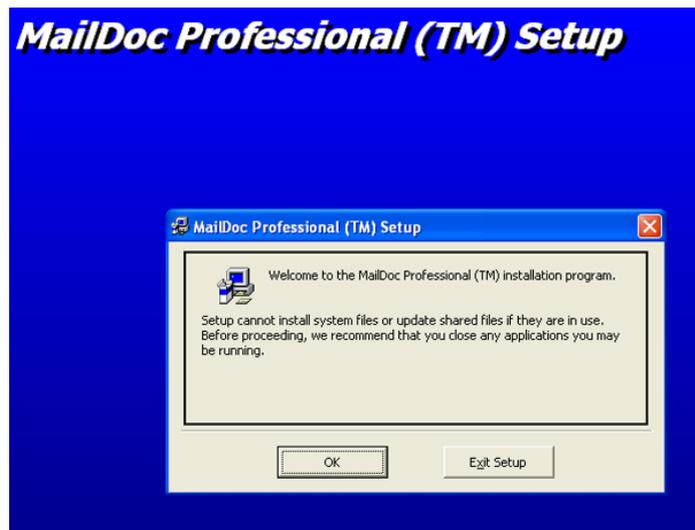
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INSTALLATION

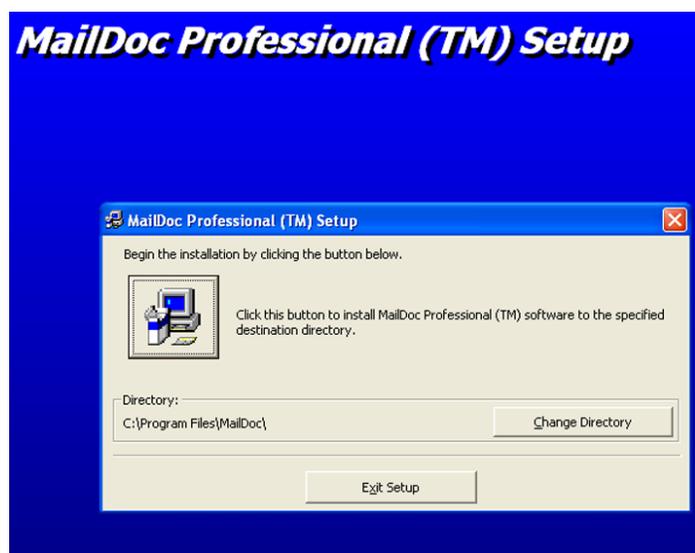
System Requirements

PC Hardware	Software
Pentium 2GHz PC with 1 GB RAM or higher	Works with any Windows® compatible printer (Prints to multiple printers with single license)
4 GB free hard disk space	Pre formatted print data only in PDF format
CD-ROM	PDF Reader
Windows 2000 OS or higher	Java Runtime
* One PC per license, if MailDoc is activated on a 2nd PC with the same activation code MailDoc will be deactivated on the initial PC.	
* Internet Connectivity required to operate program	

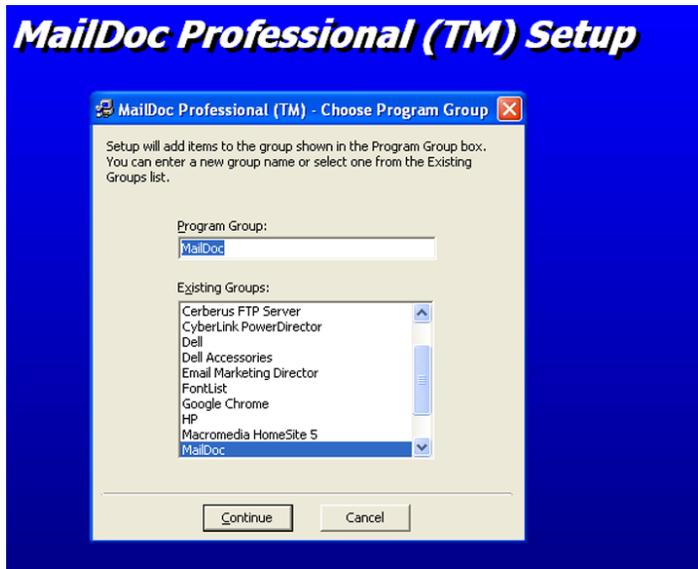
1. Insert MailDoc software disk into CD Drive. (If the disk does not autorun open the CD Drive and select Setup.exe). Maildoc Professional Setup will open, close any applications running and press "OK" to begin install.



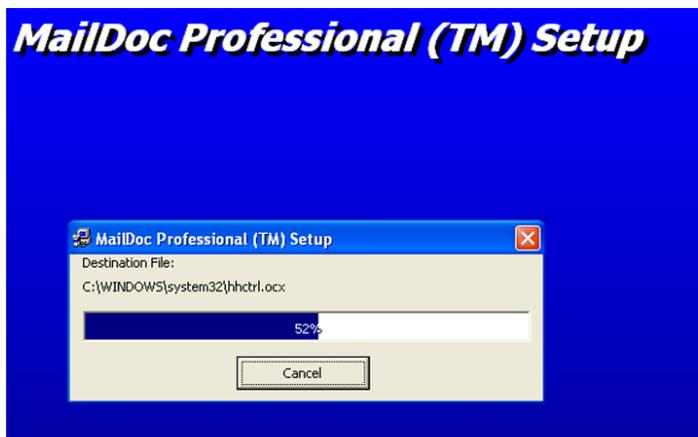
2. Select program directory and then press the computer icon to continue setup.



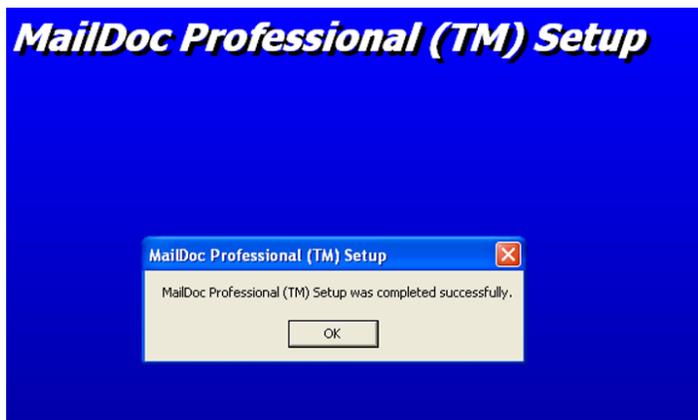
3. Select program group and press "Continue"



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 (minimize, maximize, close) in the top right. The form is organized into three sections: "Registration" with fields for Serial Number, Your Name, and Your Email; "Company Information" with fields for Company Name, Phone Number, Address 1, Address 2, City, State, ZIP code, and a Country dropdown menu (currently showing "United States"); and "Contact Information" with fields for Contact Name and Contact Email. At the bottom right, there are two buttons: "Register" and "Cancel".

ABOUT MailDoc™ Professional

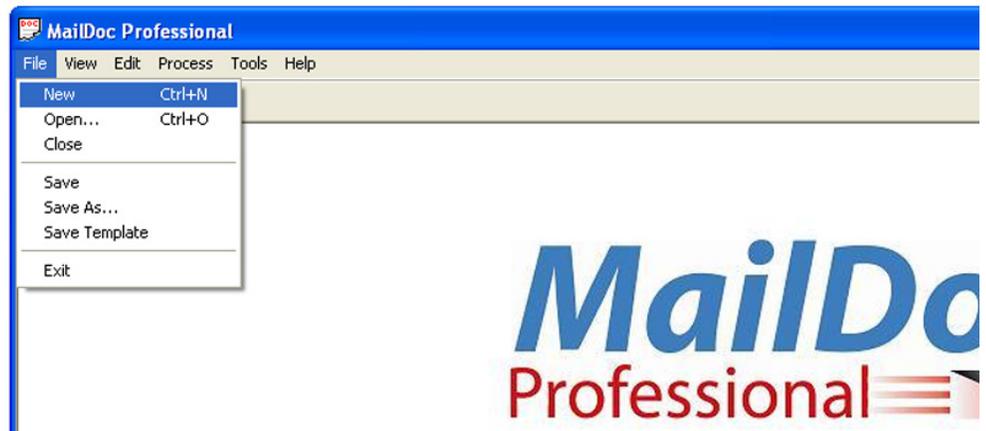
MailDoc™ Professional adds OMR or BCR marks to your PDF documents, invoices and statements that are required by OMR/BCR enabled folder-inserters. These OMR/BCR marks tell the folder-inserter how the documents should be prepared for mailing. Information such as the number of pages of each document and 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.



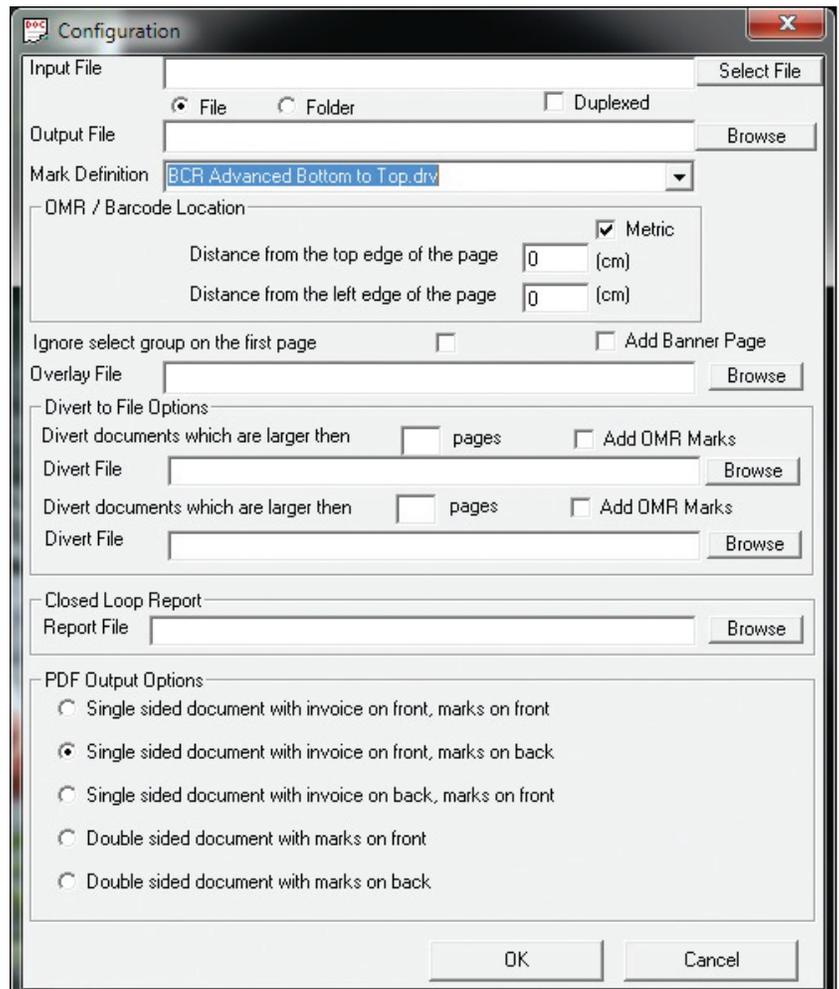
ADDING MARKS TO THE FILE

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



File vs Folder Option for Input File:

- MailDoc can import PDF's via two different methods **File** and **Folder**. The file option is used to import a single PDF file (single pdf containing multiple pages to be grouped/sorted). The folder option, allows you to select a given folder that contains multiple individual PDF files that contain the same formatting (each PDF is for an individual customer). MailDoc will then merge and group all of these individual PDF files into one combined PDF with the OMR/BCR marks printed on them.
- The Duplexed check box is used if the PDF File that is being imported is also set up for duplex printing.



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.

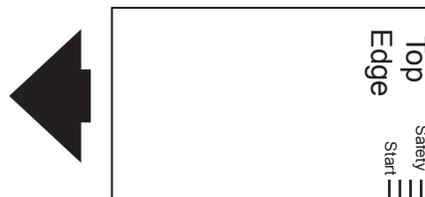
Predefined Mark Definition Options:

- “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. ABC CO

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

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

Ship Via	F.O.B	Terms	Salesperson
YELLOW		NET 30 DAYS	
Invoice Date	Order Date	SO #	Ordered By
08/12/2009	08/12/2009		PO #
Order Quantity	Shipped Quantity	Tax	Resale #
1	1	F 393-8731	
		SAFETY COVER	
1	1	F 385-0004	
		CLUTCH HANDWHEEL BASE PLATE	
1	1	F 393-8731	
		SAFETY COVER	

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.*).

Grouping Methods:

- **Repeating Value:** Is used when the identifier to be used is a unique character string (i.e. invoice#, customer#, Acct#, etc.) that is in the same location on every page. MailDoc will read what is in this box location on every page of the file, and group the all pages of the same character string together.
- **Start Text / End Text:** This is used when there are no common identifiers on every page of the set.
- **Start text** is used to inform MailDoc that whenever the character string in the box you drew is seen in the same location, that it is the first page of the set. Any other pages following that do not have this specific identifier in the same location will be considered part of the same set until the identifier is seen again. Once seen, the previous set is completed and the next set is started.
- **End Text** functions very similar to start text, the only difference is that End text tells MailDoc what is considered the last page of the set.

The screenshot shows the 'frmDocumentPDF' application window. At the top, there is a 'Page' field with the value '1'. Below it, the 'Grouping Criteria' section is highlighted with a red oval. 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 the grouping settings is a table of invoice items. At the bottom of the window, there is a 'Print Date' and 'Print Time' field, a 'Page # 1' label, and a 'Please Make Payment to:' section with address information.

Invoice Date	Order Date	SO #	Ordered By	PO #	Invoice #	
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 HANDWHEEL 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 HANDWHEEL 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 HANDWHEEL 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.

MailDoc Professional - [Select Group]

File View **Edit** Process Tools Help

- Select Group
- Selective Insert 1**
- Selective Insert 2
- Selective Insert 3
- Selective Insert 4
- Selective Insert 5
- Selective Insert 6
- Selective Divert 1
- Selective Divert 2
- Group BY
- DivertToFile

Form 44 V Dove USA

Telephone: 603-749-5807
Warehouse: MAIS

INVOICE

Invoice No. **78381**
Customer No. ABCCO

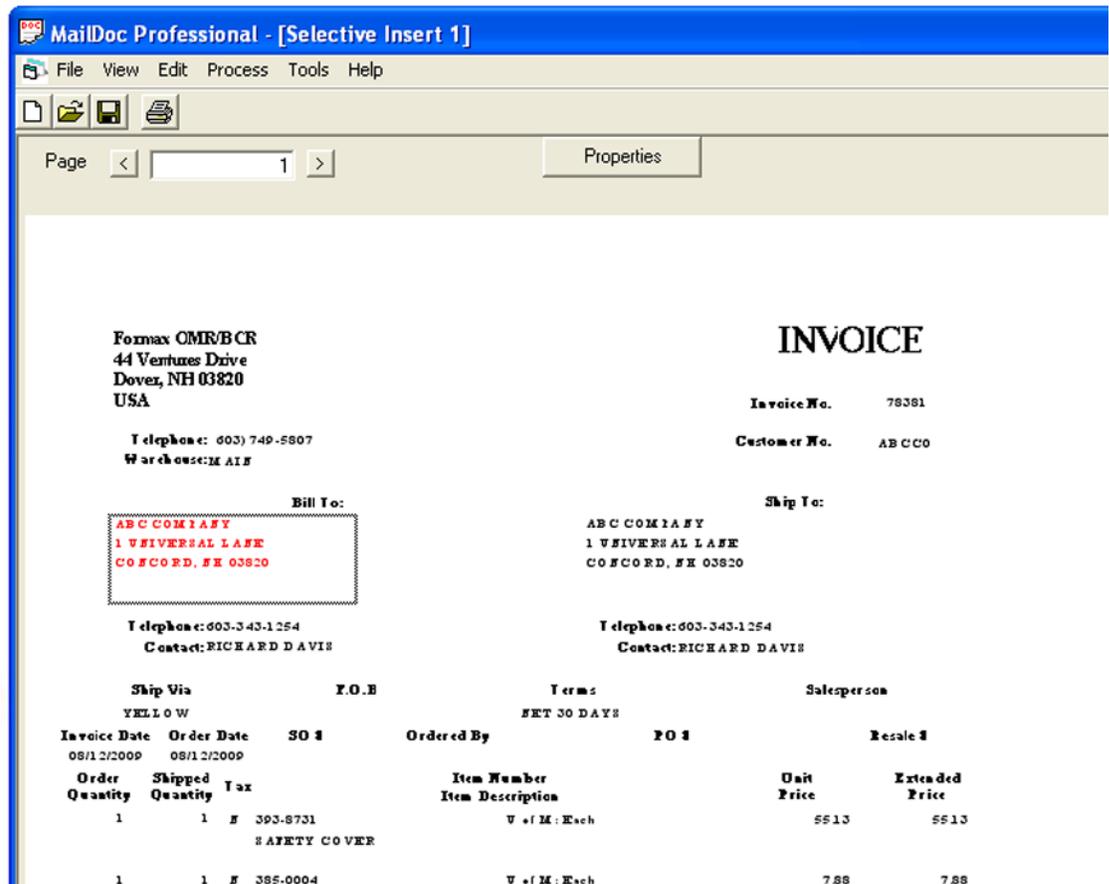
Bill To: ABC COMPANY
1 UNIVERSAL LANE
CONCORD, NH 03320
Telephone: 603-343-1254
Contact: RICHARD DAVIS

Ship To: ABC COMPANY
1 UNIVERSAL LANE
CONCORD, NH 03320
Telephone: 603-343-1254
Contact: RICHARD DAVIS

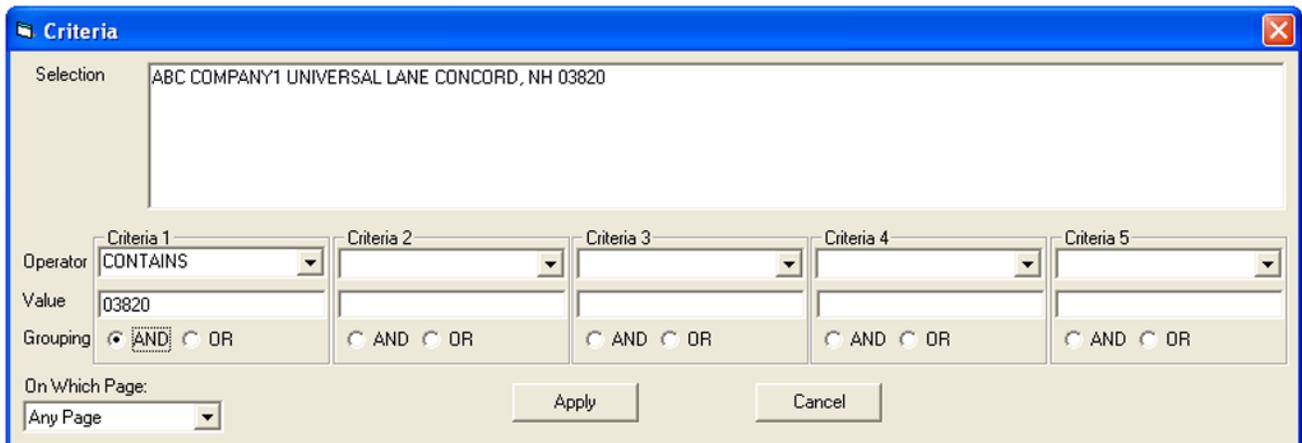
Ship Via: YELLOW
I.O.B.
Terms: NET 30 DAYS
Salesperson

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	V of M: Each SAFETY COVER	5513	5513
1	1	# 385-0004	V of M: Each CLUTCH HANDWHEEL BASE PLATE	788	788
1	1	# 393-8731	V of M: Each 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.

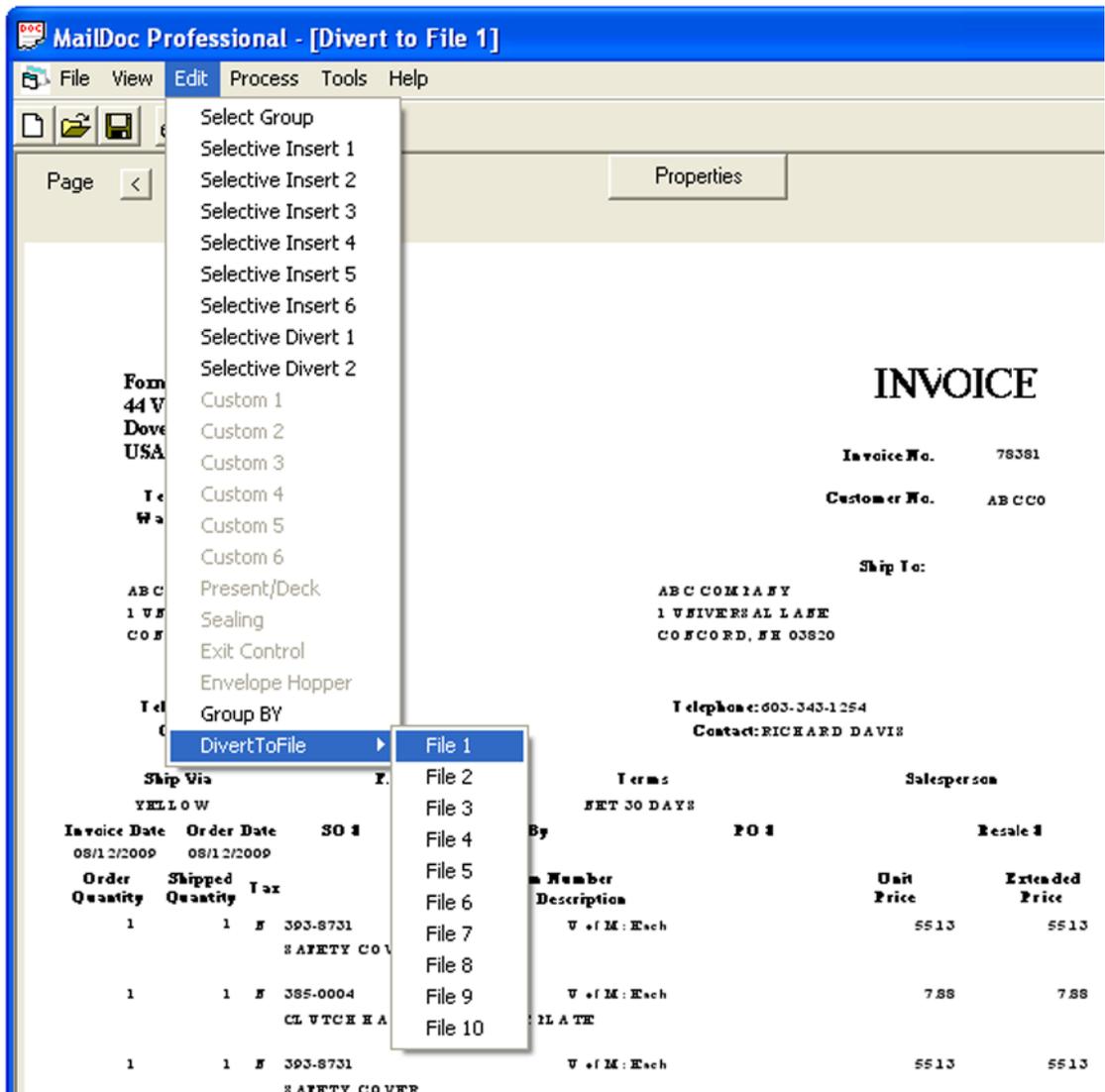
The Boolean conditions available are described below.

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 the e-mail address is larger than the e-mail address present to allow for 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: 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

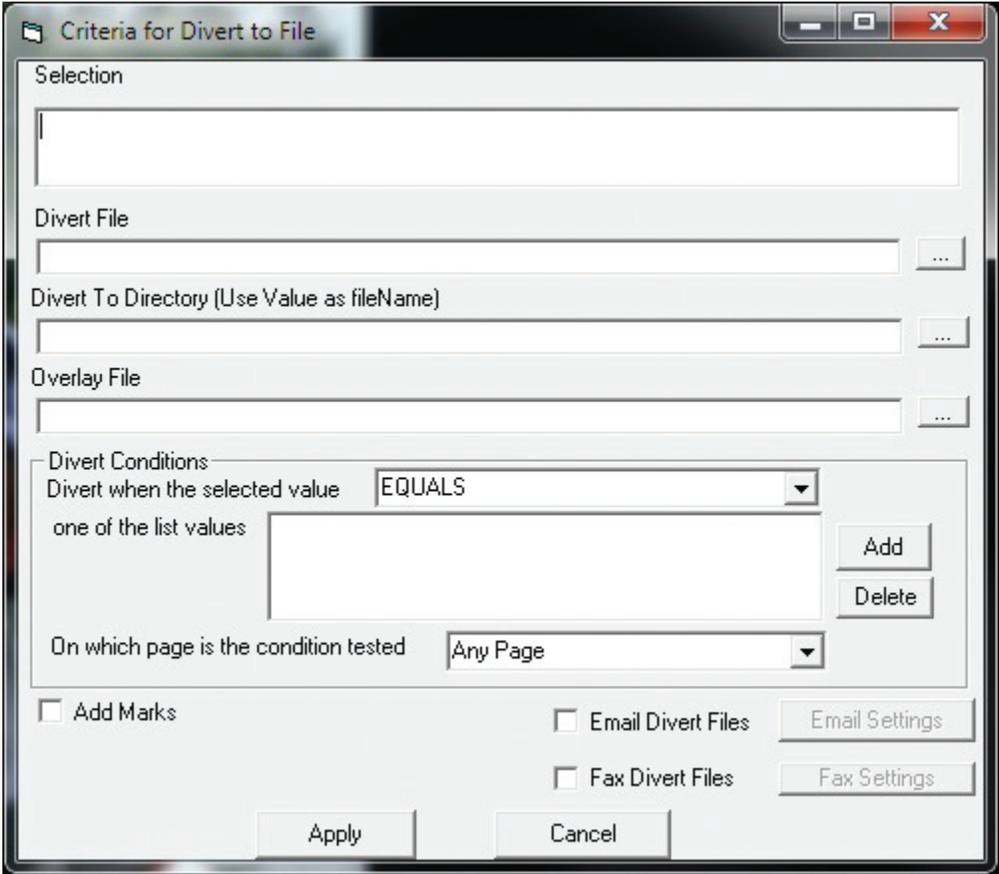
Telephone: 603-343-1254
Contact: RICHARD DAVIS
E-Mail: cmacoil@formax.com

Telephone: 603-343-1254
Contact: RICHARD DAVIS

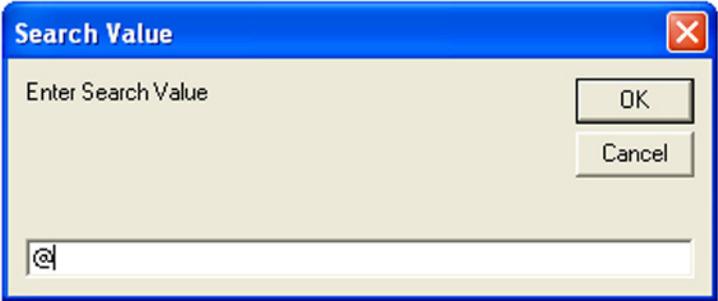
Ship Via YELLOW **T.O.B** **Terms** NET 30 DAYS **Salesperson**

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	5513	5513
				SAFETY COVER		
1	1	F	385-0004	V of M: Each	788	788

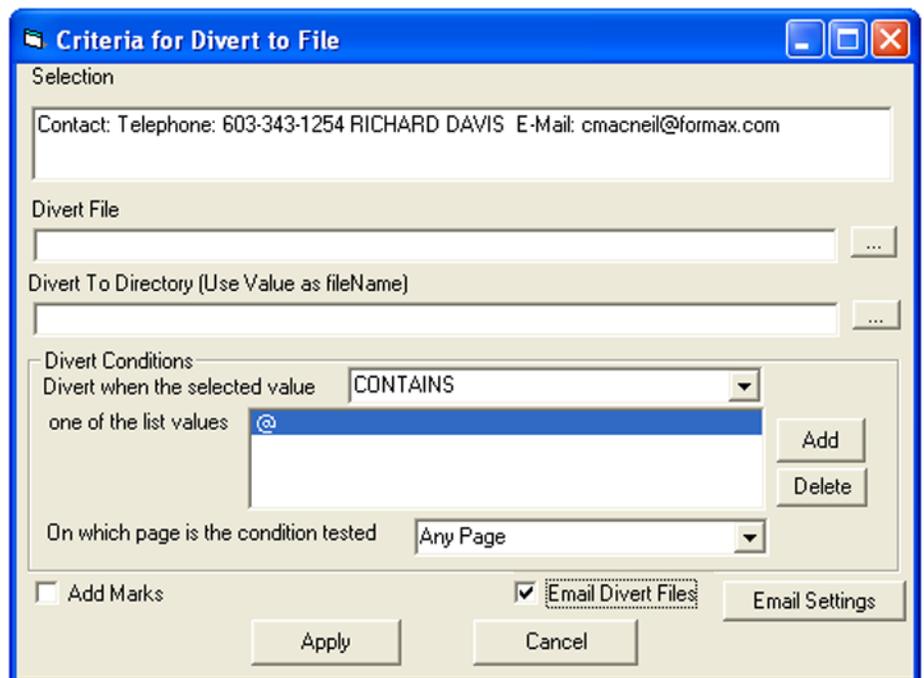
The "Criteria for Divert to File" will open. The "Selection" box contains the information selected on the previous screen. In the "Divert Conditions" choose the divert value, in this case it will be "CONTAINS". Select the "Add" button next to the "one of the list values" field.



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

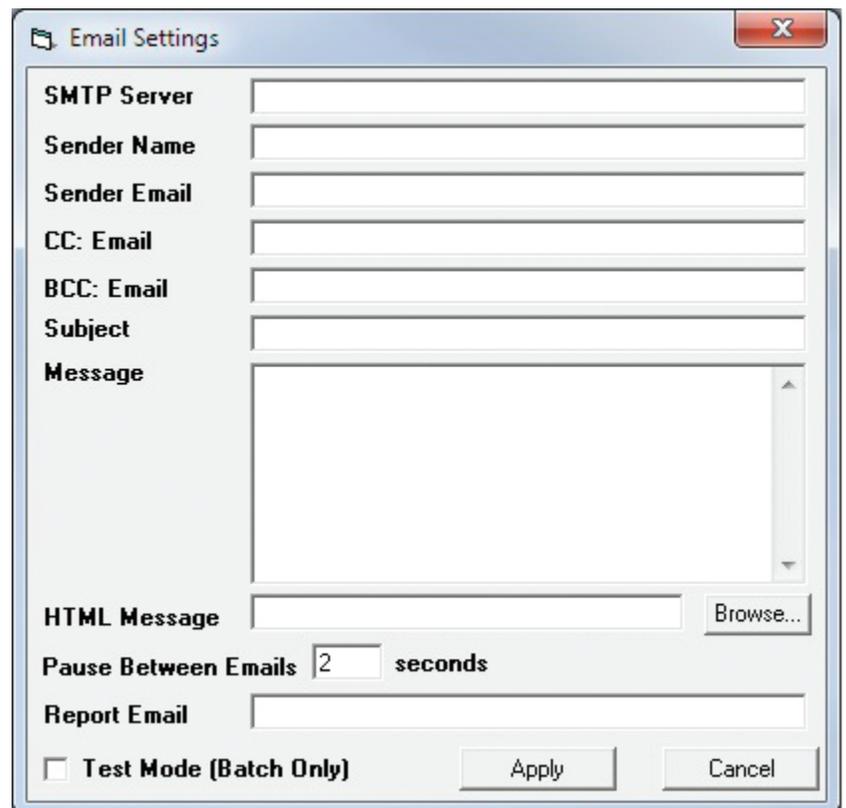


Check the “E-mail Divert Files” box and then press the “E-mail Settings” buttons



The "Criteria for Divert to File" dialog box is shown. It has a blue title bar and standard window controls. The "Selection" field contains the text: "Contact: Telephone: 603-343-1254 RICHARD DAVIS E-Mail: cmacneil@formax.com". Below this are two empty text fields 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 with "@", and "Add" and "Delete" buttons. Another dropdown menu is set to "Any Page". At the bottom, there is a checkbox for "Add Marks" (unchecked), a checked checkbox for "Email Divert Files", 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 light blue title bar and a close button (X). 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". At the bottom, there is a checkbox for "Test Mode (Batch Only)" (unchecked), and "Apply" and "Cancel" buttons.

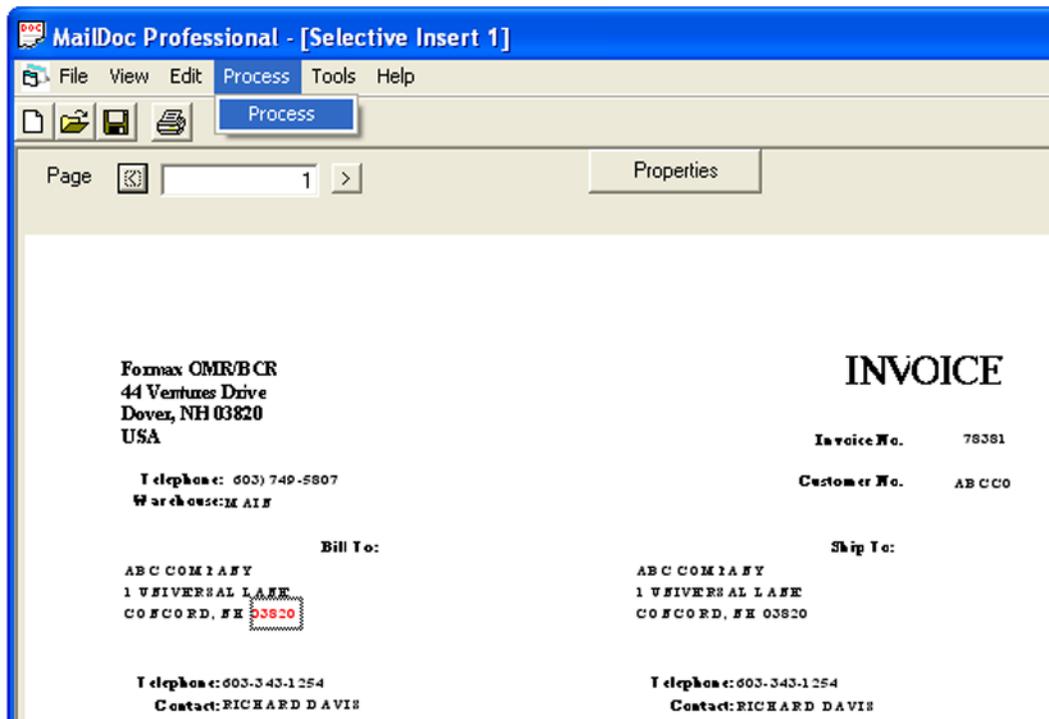
SAVING YOUR SETTINGS

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.

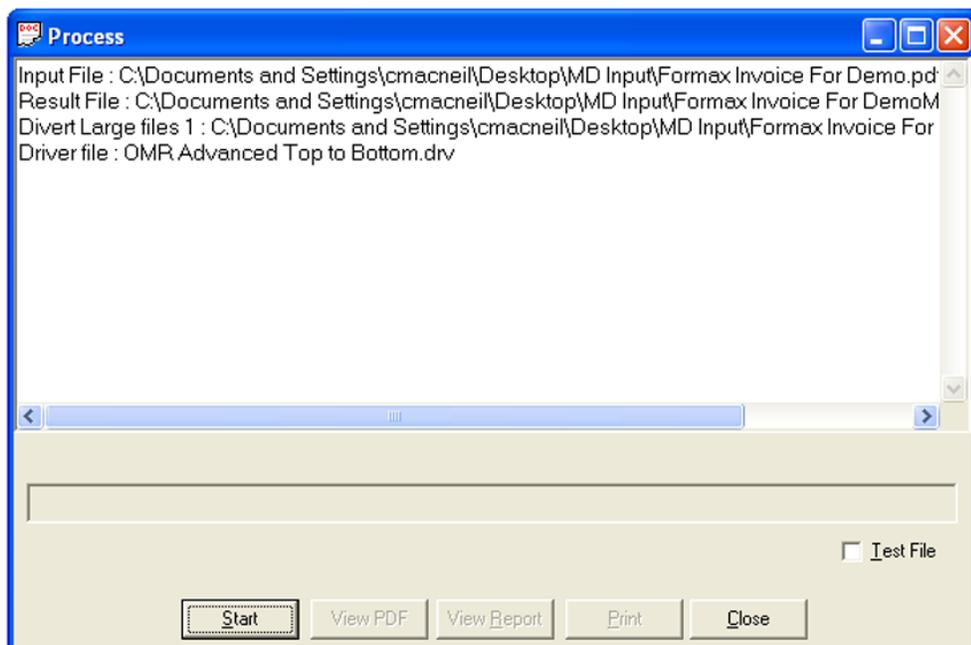


PRODUCING THE MARKED DOCUMENT

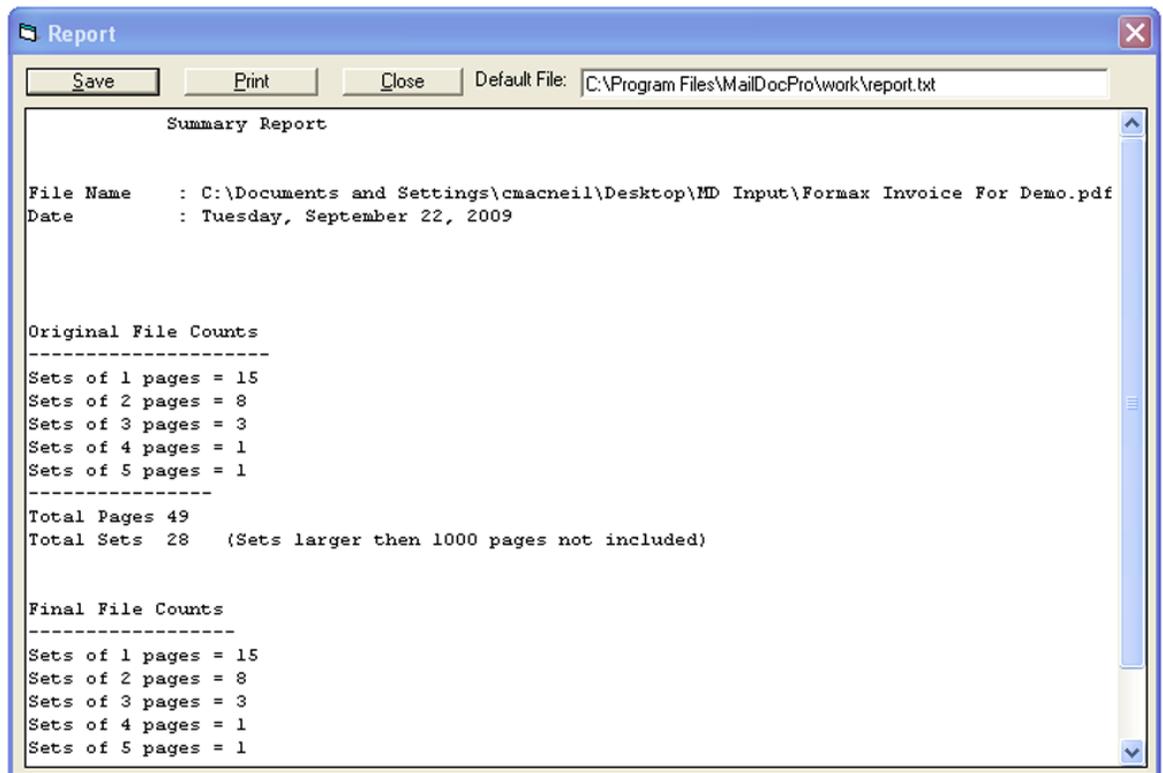
To process your document, select “Process” from the menu bar.



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.

	<p>Formax OMR/BCR 44 Ventures Drive Dover, NH 03820 USA</p> <p>Telephone: (603) 749-5807 Warehouse: MAIN</p>	<h2>INVOICE</h2> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="background-color: #e0f0ff;">Invoice No.</td> <td>78381</td> </tr> <tr> <td style="background-color: #e0f0ff;">Customer No.</td> <td>ABCCO</td> </tr> </table>	Invoice No.	78381	Customer No.	ABCCO
Invoice No.	78381					
Customer No.	ABCCO					
	<table border="1" style="width: 100%; background-color: #e0f0ff;"> <tr> <td style="text-align: center;">Bill To:</td> </tr> <tr> <td>ABC COMPANY 1 UNIVERSAL LANE CONCORD, NH 03820</td> </tr> </table>	Bill To:	ABC COMPANY 1 UNIVERSAL LANE CONCORD, NH 03820	<table border="1" style="width: 100%; background-color: #e0f0ff;"> <tr> <td style="text-align: center;">Ship To:</td> </tr> <tr> <td>ABC COMPANY 1 UNIVERSAL LANE CONCORD, NH 03820</td> </tr> </table>	Ship To:	ABC COMPANY 1 UNIVERSAL LANE CONCORD, NH 03820
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.

Mark Definition															
Mark Definition	OMR Advanced Top to Bottom.drv														
Definition Name	OMR Advanced Top to Bottom														
Mark Length	mm	inches	Start	0	Start	Sequence 1	7	Sequence 1	Present/Deck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	7.01	0.276	Accumulate	<input type="checkbox"/>		Sequence 2	6	Sequence 2	Sealing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mark Width	mm	inches	Insert	1	Insert	Sequence 3	5	Sequence 4	Exit Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	0.508	0.02	Sel. Feed 1	2	Sel Tray 1	Sequence 4			Env. Hopper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
XSpacer	0	0	Sel. Feed 2	3	Sel Tray 2	Sequence 5			Parity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
YSpacer	3.988	0.157	Sel. Feed 3	4	Sel VF	Sequence 6			Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
XSpacerDual	0	0	Sel. Feed 4			Custom 1			Begin of Set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
YSpacerDual	0	0	Sel. Feed 5			Custom 2									
<input type="checkbox"/> Mark Underlay			Sel. Feed 6			Custom 3									
XPadding			Divert/Cont.			Custom 4									
YPadding			Divert/Stop			Custom 5									
<input type="checkbox"/> Dual Track	<input type="checkbox"/> First Page Only					Custom 6									
Max # of Pages	0														
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.

Mark Underlay (OMR only) – By enabling this checkbox MailDoc will create a clear space around the OMR/BCR marks so that the inserter can properly read. (Each inserter type has specifications for clear space around the OMR/BCR marks, please see the operator manual of your inserter for further information on space needed).

- **XPadding / YPadding:** Allows you to program the size of the clear space of the underlay using the X/Y Coordinates.

First Page only Check Box (OMR only) – When enabled, MailDoc will only place the OMR marks on the First and Last Page of the set. The pages in between will not have any marks placed on them.

Beginning of Set Mark (OMR only) – Used for non-Formax branded equipment. (Please see operator manual of your inserter to see if needed)

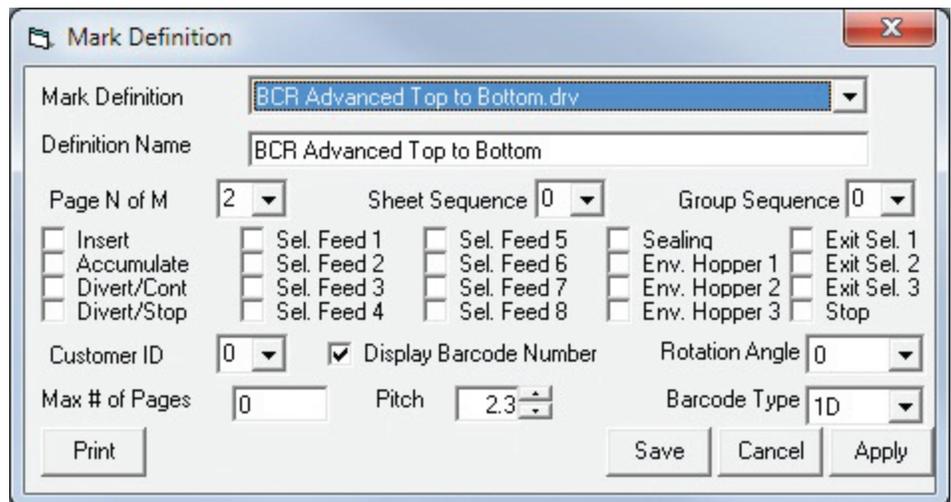
When you have entered the configuration for your folder-inserter, select Save to retain this information.

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.



- **N of M:** Security feature that ensures the correct number of sheets are accumulated and inserted. N = the sheet # and M = the # of sheets in each set. If N is less than M another sheet is pulled, if N is equal to M the set is complete and inserted, and If N is great than M a sequence error is generated and the group is diverted.
- **Sheet Sequence** – A sheet sequence mark is used as a sheet counter, if a sheet number is missing, an error is generated..
- **Group Sequence** – A group sequence mark is used as a set counter, if a set number is missing, an error is generated..
- **Insert** – An insert mark has the inserter feed a sheet from the station specified.
- **Accumulate** – An accumulate mark indicates that a set is complete and is ready to be inserted.
- **Divert/Cont** – A divert/cont mark ejects the set to the divert tray and continues operation.
- **Divert/Stop** – A divert/stop mark stops the system from collating and ejects the set to the divert tray.
- **Sel. Feed** – Tells the inserter to pull a sheet from a specified feeder based on criteria entered.
- **Sealing** - If automated sealing is available on the inserter this mark will indicate that the envelope should not be sealed.
- **Exit Set** - 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.
- **Customer ID** – The customer ID mark is used in place of the N of M or insert accumulate mark. If the customer ID is the same as the previous page it will accumulate if the Customer ID is different then the previous set it will insert the set.
- **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.
- **Max # of Pages (OMR/BCR)** – Used to set a value
- **Pitch (BCR Only)** – Used to set the Ratio of thick to thin lines of the barcode (Typically set to 2.3 for Formax branded inserter systems)
- **Barcode Type (BCR only)** – Check operator manual of inserter to see which code can be read

1D – Single Dimensional barcodes

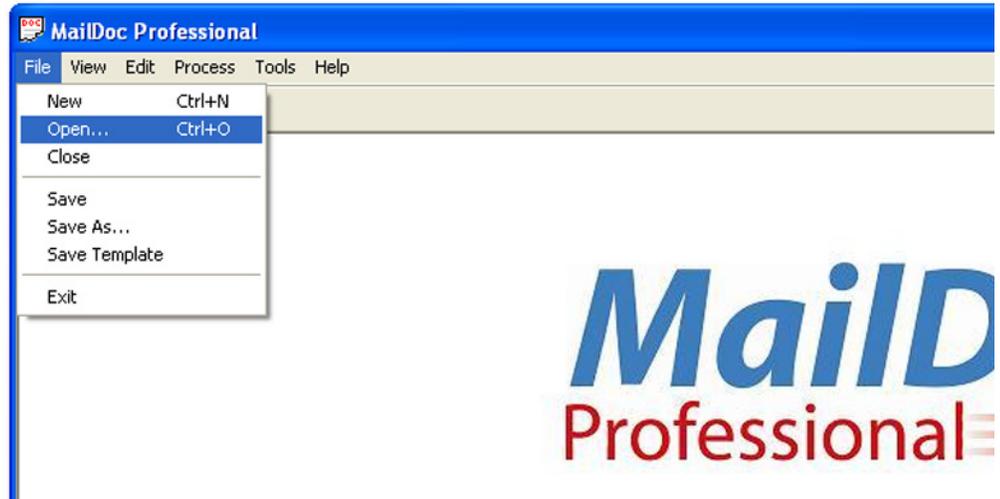


2D – 2 Dimensional barcode



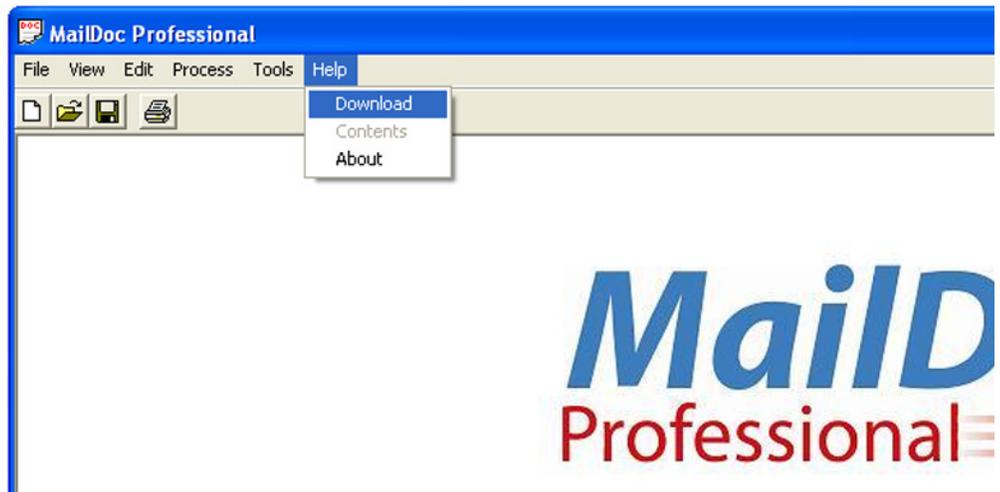
Opening Saved Files and Templates

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



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