Formax FD 7202 Series High-Volume Folder and Inserter

Instruction Manual

FORMAX®

7500/7202 Series Inserters

OPERATOR MANUAL

7/2016

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cont.

1 Introduction

1.1 Overview of machine

The 7500/7202 Series are advanced, medium-volume folding and inserting machines. Its modular construction allows up to 8 feed units to be fitted, with a maximum of 11 feed trays. The software control optimises the order and flow of documents for collating at the insert head before insertion into the envelope. All fold and adjustments take tplace automatically according to the requirements programmed in by the operator.

In order to ensure the correct and safe usage of this machine and its components, you must read and adhere to the operating instructions and safety notes. Always be aware of all warnings and notes that are mounted or noted on the machine itself.

2 Safety

2.1 Safety Notes

- The 7500/7202 Series must only be serviced by a Certified Engineer.
- All cleaning and servicing maintenance the equipment to be isolated from the power source and disconnected.
- The 7500/7202 Series is very heavy and manual lifting should not be attempted.
- Should a fault occur with the 7500/7202 Series, immediately isolate and disconnect the incoming power.
- When the machine is being transported it should be sat firmly on its feet. The machine should be strapped upright to a flat pallet during transport.
- If moving the machine, **push on the furniture** - not the machine itself. Ensure the furniture brakes are **on** when stationary.
- When the machine is not in use, it should be disconnected from the electrical supply.
- Ensure the equipment is installed, operated and maintained by trained and authorised personnel.
- Keep hands and loose clothing away from the machine when in operation.
- Always ensure the machine is level when in use.
- The machine should be used as provided and should not be tampered with or altered, as the machine contains inbuilt safety systems which could be compromised by any interference.
- If any external cover is damaged, it must be replaced by a Certified Engineer.
- Ensure safe storage/positioning of electrical cabling when not in use. Should the electrical cable become damaged do not operate the 7500/7202 Series.

In the event of an emergency, open any cover.

2.2 Safety Symbols

The following safety symbols may be used upon the product and throughout the product documentation:

MEANING / DESCRIPTION	SYMBOL
Protective Earth (Ground) To identify any terminal which is intended for connection to an external conductor for protection against electric shock in case of a fault, or the terminal of a protective earth (ground) electrode.	
Dangerous Voltage To indicate hazards arising from dangerous voltages.	
Warning/Caution An appropriate safety instruction should be followed or caution to a potential hazard exists.	
Refer To Manual Refer to the relevant instructions detailed within the product manual	
Hot Surface To indicate that the marked item can be hot and should not be touched without taking care.	
Heavy This product is heavy and reference should be made to the safety instructions for provisions of lifting and moving.	

2.3 Ratings and Specifications

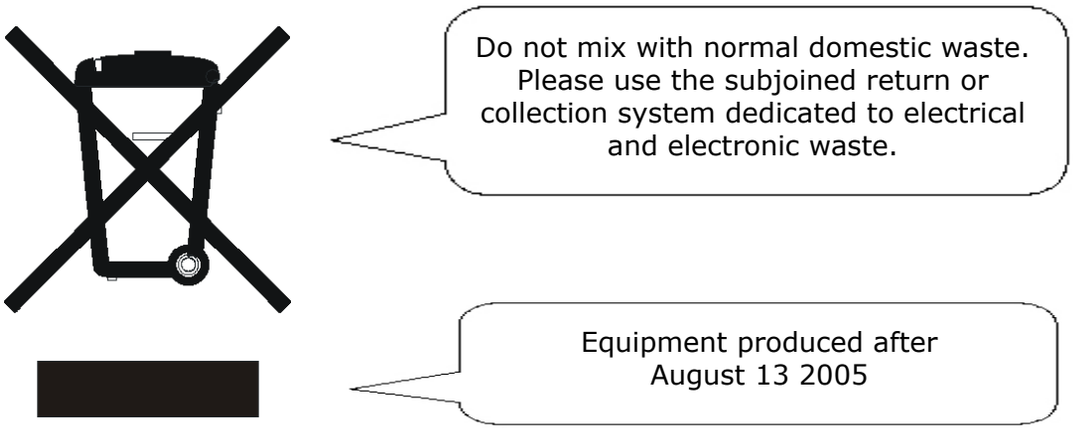
7500/7202 Series			
Model No.	**7500/7202**		
Regions	UK	EU	US, Canada & ROW
ELECTRICAL SPECIFICATIONS.			
	The 7500/7202 Series is configured for the appropriate electrical supply and supplied with a fixed cordset as detailed below.		
Voltage	115/230 VAC		
Frequency	50/60 Hz		
Power	Modular machine: see **Technical Specifications** for current/power ratings		
Input Supply requirements	115/230V, 50/60 Hz 13 Amps (max.)		
Cordset	This machine is supplied with an IEC mains cable terminated with a UK, Euro or US plug, according to country of destination.		
Input Protection	For continued protection against risk of fire, replace with same type and rating of fuse. The fuse rating/type for this machine is : T 6.3 Amps (Part No. 135-106) - 230V Machines T 10 Amps (Part No. 135-110UL) - 115V Machines **THIS MACHINE MUST BE GROUNDED/EARTHED.**		
ENVIRONMENTAL			
Operating Temperature:	18°C to 28°C (64°F to 82°F)		
Humidity:	30 - 80% RH		
Noise:	75db(A) (3 x Versatile Feeders, 1 x Flex Folder, measured at 1.6m height, 1m from nearest cover)		
MECHANICAL			
Dimensions:	Modular machine: see **Technical Specifications** for dimensions		
Weight *(Approx)*:	400 kg (880 lbs) - based on a configuration of Insert Head, 3 x Feeders, Cut Sheet Collator with Diverter & Conveyor		
Caution:	In order to ensure correct safety and operation, this machine must only be installed and maintained by an authorized Service Engineer.		
Caution:	Should any cover or safety interlock be damaged, the machine must not be used until service repairs have been completed.		
Caution:	This machine is not intended to be used in a domestic environment.		

2.4 End of Life

The objectives of the European Community's environment policy are to preserve, protect and improve the quality of the environment, protect human health and utilise natural resources prudently and rationally. That policy is based on the precautionary principle and principles that preventive action should be taken, that environmental damage should as a priority be rectified at source.

Separate collection of waste is the precondition to ensure reuse and recycling of waste that is generated at the disposal of electrical or electronic equipment and is necessary to achieve the chosen level of protection of human health and the environment in the EC.

In order to facilitate collection and treatment separated from normal domestic waste, electrical and electronic equipment is marked with the following logo:



Not only are you by law not allowed to dispose of the waste equipment via other waste-streams, but we encourage you to actively contribute to the success of such collection and to the common good and better quality of life of present and future generations.

For more information on the correct disposal of this product please contact your local dealer.

3 Description of machine

3.1 Description of operation

The function of the machine is to fold forms to 'C', 'Z', 'V' or double forward fold, either singly, in fixed multiples or in varying groups. Enclosures such as inserts, BR envelopes etc. may be added. Folded forms and enclosures are collated in the collation area in the inserter head before insertion into the envelope. Forms may be inserted without sealing the envelope for subsequent checking or hand insertion.

There is a batch processing facility, allowing a preset number of cycles to be completed before the machine automatically stops.

The machine is Barcode/2D/OMR compatible for use with a mark-reading feeder or tower folder, allowing a group of forms to be collated on the track prior to folding. A number of barcode symbologies may be read.

The machine consists of a number of modules, depending upon the build ordered - these modules are briefly described below:

- **Inserter head** - Collates all documents in a pocket before insertion, feeds the envelope, inserts the pack and seals the flap.
- **Versatile Feeder** - Feeds shortform inserts (cards, BR envelopes, booklets etc.) onto the track for subsequent insertion. Available with single feed hopper only. An OMR/Barcode version is also available (top read only).
- **Flex Folder** - Mounts at the end of the machine. Folds documents either separately or in groups, using an accumulator if required. Fitted with either one or two feed pods, each consisting of either 2 x 500 sheet trays or 1 x 1000 sheet tray. Uses a 3-plate folding mechanism. An OMR/Barcode version is also available (top or bottom read).

The machine is equipped with PC controlled operating software from where jobs can be programmed and run. The number of jobs that can be programmed is limited only by the capacity of the PC. Input is via touch-screen monitor or keyboard/mouse.

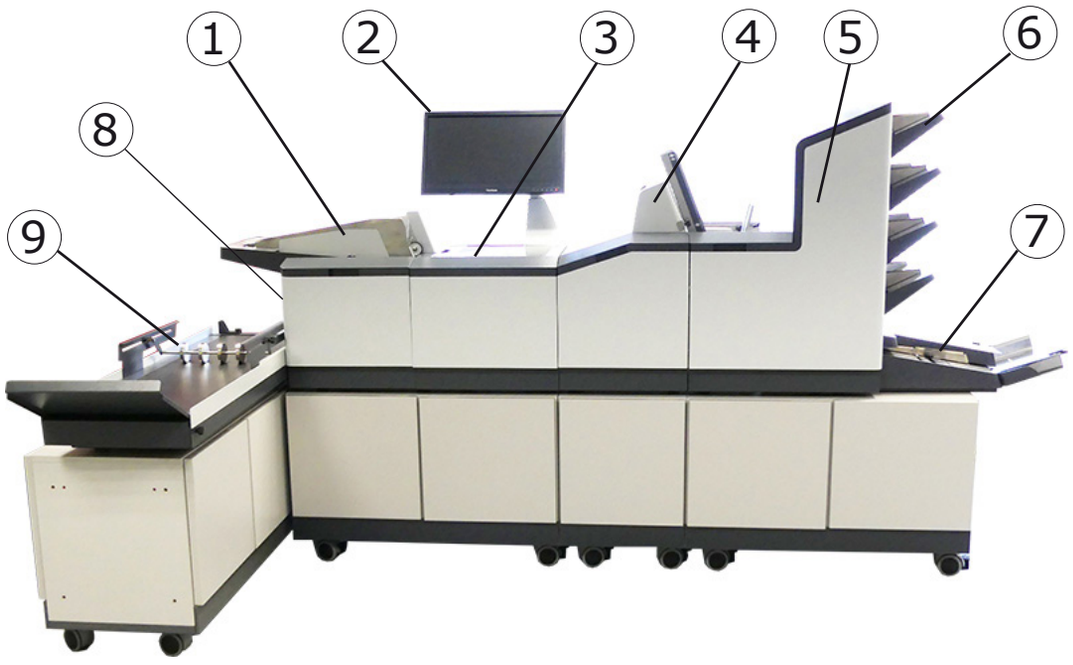
A daily mail function can be used as an optional feature on a flex folder or versatile feeder. This allows groups of documents, stapled or loose, to be hand-fed; they will then be folded and inserted into an envelope (flex folder only). If other hoppers are loaded, further forms can be collated.

No manual setting of the fold plates or envelope closer is required, these being adjusted automatically according to the settings in the selected program, except for fold plate 2 which is manually adjusted.

An optional output conveyor can be specified, to replace the standard receiving tray. This can be fitted in two possible orientations.

3.2 Identification of parts

The main parts of the machine are shown below.



1 Envelope feeder

Holds up to 800 envelopes (DL). Fitted with a sensing conveyor that operates on demand to move the envelope stack forward.

2 Touch-sensitive monitor

Runs the IMOS operating software and responds to button pushes. A keyboard and mouse are also fitted.

3 Collation and insertion area

Folded forms, either singly or in groups, are collated here into one pack, along with enclosures. The pack in then inserted into the envelope.

Note: Items 1, 2, 3 & 8 are all part of the Insertion Head Unit.

4 Versatile Feeder

This is a track mounted unit, with an end-station variant also available. Up to 8 may be fitted (7 if a Flex Folder unit is fitted - see below).

The Versatile Feeder feeds enclosures such as inserts, flyers, BR envelopes etc. The hopper holds up to 1000 80gsm A4 inserts. A mark reading variant for OMR/Barcode/2D is also available.

5 Flex Folder

This is a folder unit and is only available as an end module. It can be fitted to the insertion head on its own, or in conjunction with Versatile Feeders. It is fitted with various options of feed pods and an accumulator (see following page).

6 Feed Pods

Fitted to the Flex Folder. Either a 1-Pod or a 2-Pod Flex Folder is available. Each one is fitted with either 2 x 500-sheet trays, or 1 x 1000-sheet tray; both variants can be mark reading as an option.

7 Accumulator

Fitted to the Flex Folder and allows groups of forms to be collated together before folding as a group. It is also fitted with a diverter tray.

8 Closer/Eject Area

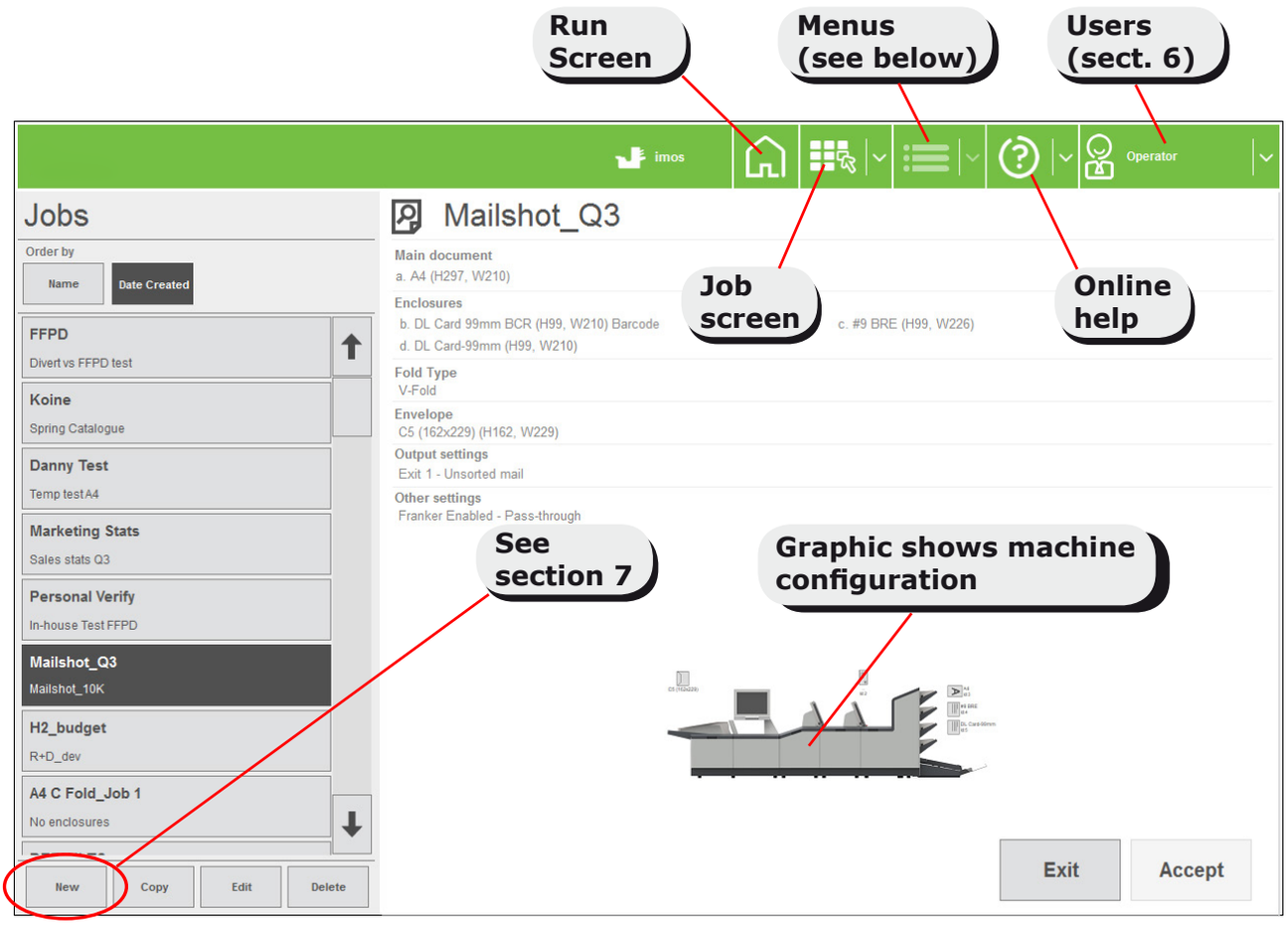
This is where the envelope flap is closed and sealed before ejected the filled envelope into a receiving tray or onto a conveyor.

9 Output Conveyor

Receives filled envelopes from the Inserter and stacks them ready for hand removal.

4.1 The Job Screen

This is the screen displayed when the machine starts up.



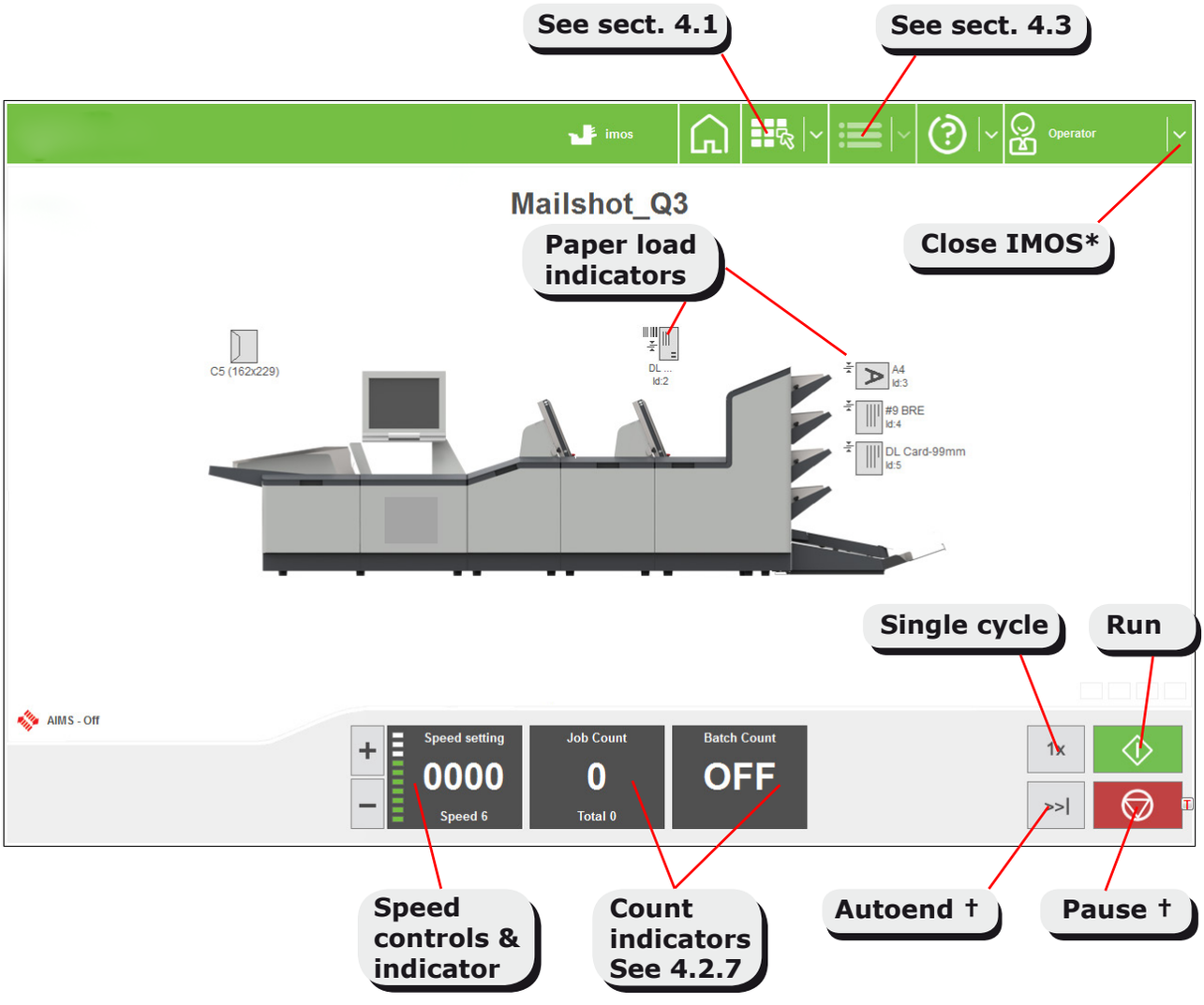
Menus (including Engineer & Admin screens) are only available if logged in as Supervisor or Engineer.

See section 5 for running an existing job directly from this screen.

4.2 The Run Screen

4.2.1 The Run Screen displayed

This is the screen you will see after an existing job has been selected in the Job Menu, or after pressing the Run screen button.



* Close down IMOS and PC - does **not** switch the machine off.

†**Autoend** stops the machine after processing all documents in paper path. Press **Run** to resume. **Pause** stops the machine after processing the current envelope only. Press **Run** to resume.

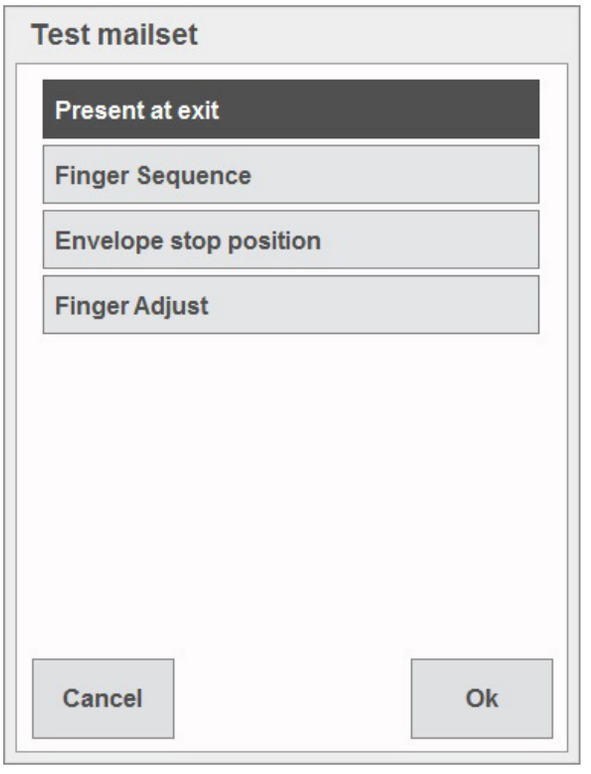
Press F4 to display the counts at all available exits. (Supervisor or Engineer only).

4.2.2 Testing the mailset

This allows various adjustments to be made before beginning the job, in order to minimise insertion crashes.

Press the Single Cycle button 

to open the following options:



See following page for explanation of each button.

4.2.3 Present at exit

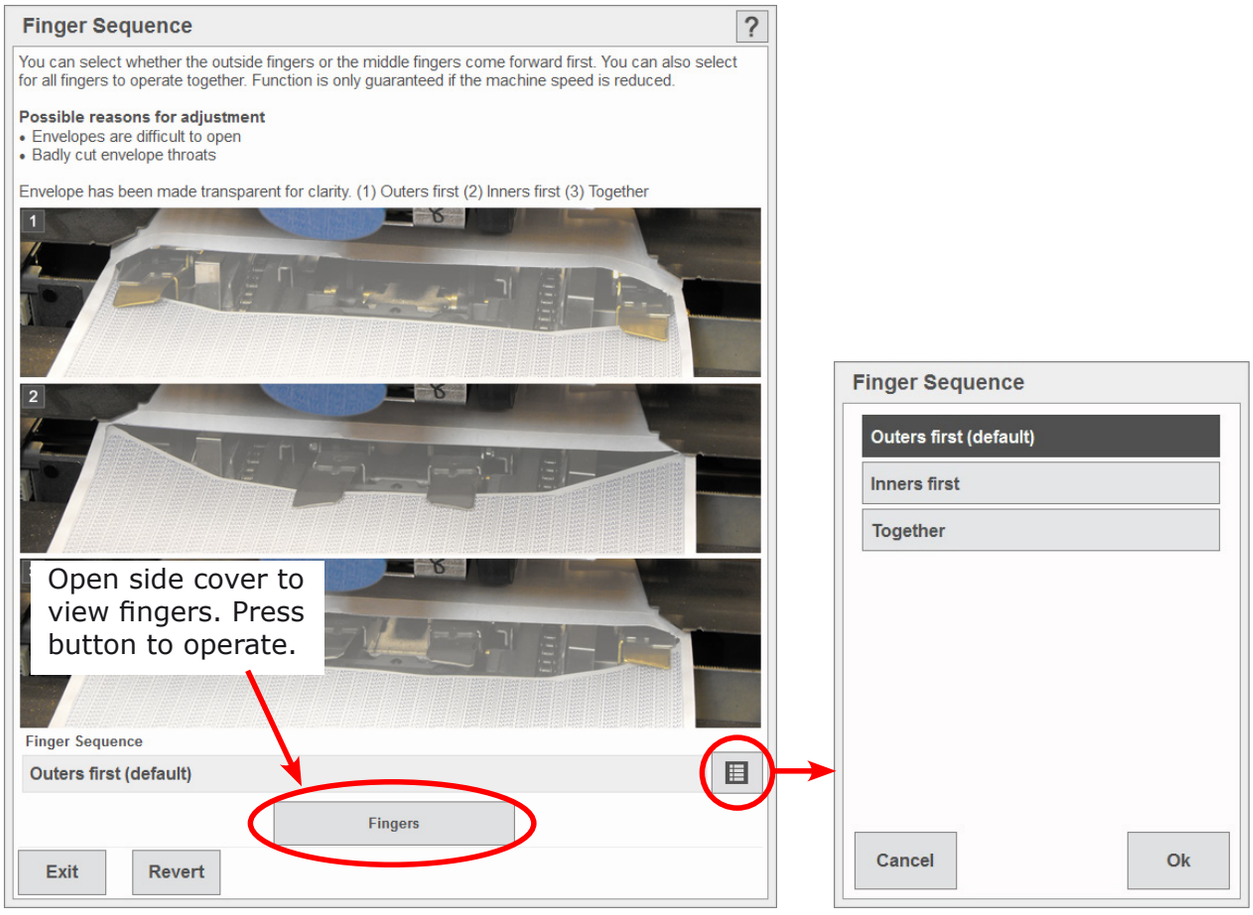
After pressing **Present at exit**, the first piece will be processed and the machine will stop to allow you to adjust the vertical alignment of the address, if required.

Remove the filled envelope and adjust as necessary, as shown below:

4.2.4 Finger Sequence

Sets the order of insertion of the fingers in the envelope, whether inner or outer fingers first, or both together.

Press **Finger Sequence** – the machine will feed an envelope into position and present the following screen:

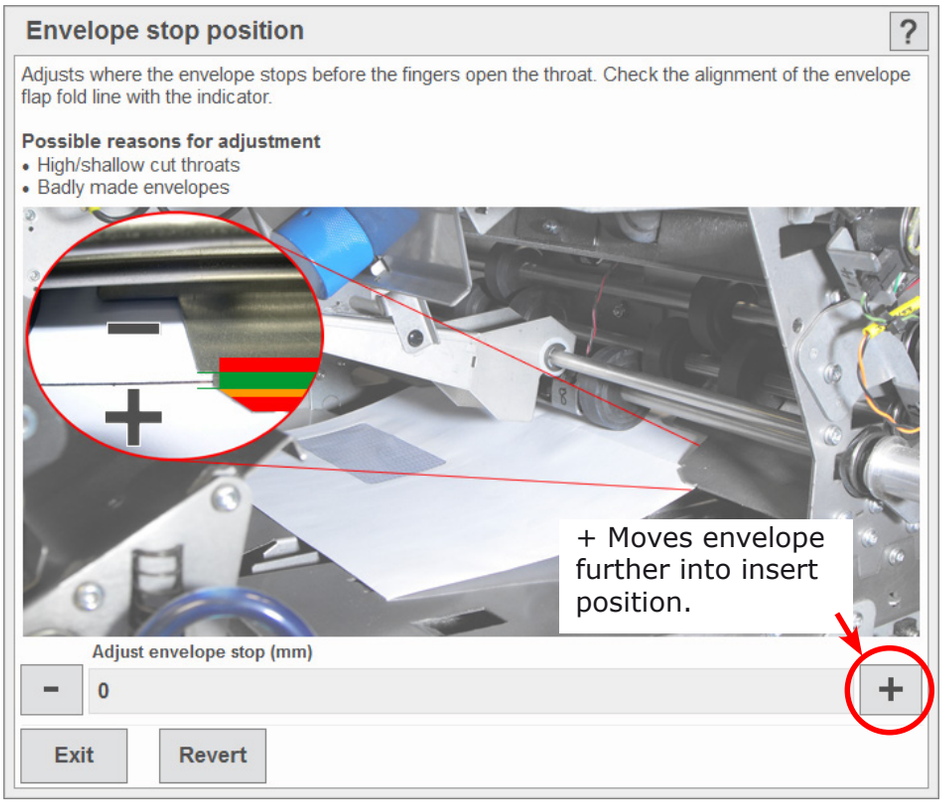


Select required sequence. Press **Revert** to restore machine default.

4.2.5 Envelope Stop Position

Allows the stop position of the envelope at insert to be adjusted.

Press **Envelope Stop Position** – the machine will feed an envelope into position and present the following screen:

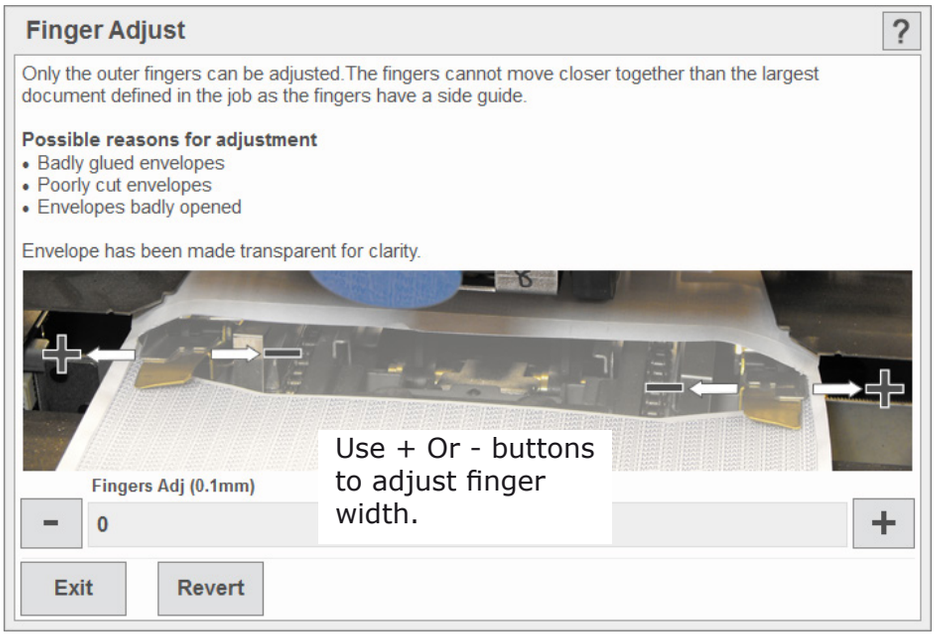


Adjust as required. Press **Revert** to restore machine default.

4.2.6 Finger Adjust

Allows the width of the outer fingers to be adjusted.

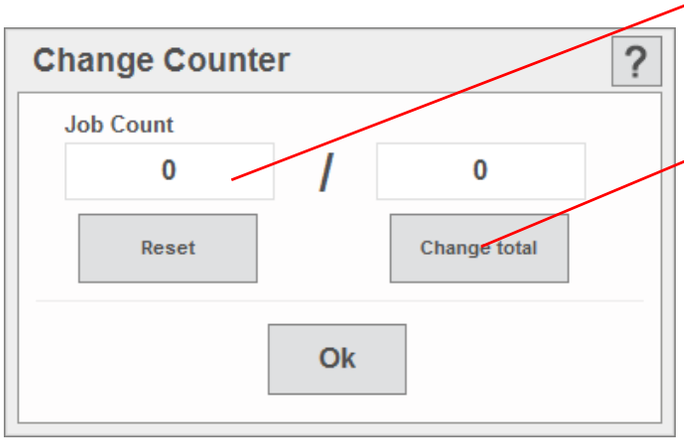
Press **Finger Adjust** – the machine will feed an envelope into position and present the following screen:



4.2.7 Counter settings

Job Count

Press the **Job Count** button on the Run screen

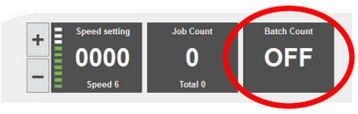


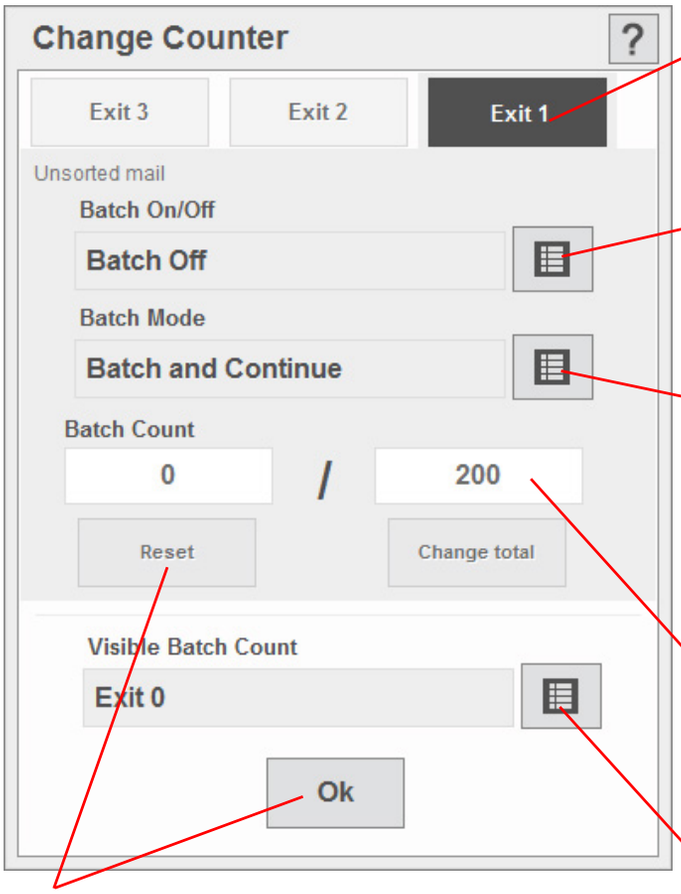
Current job until changed, even if switch-off/back on. Press **Reset** to zero.

Set total for job. If zero, machine runs without stopping.

Batch Count

Press the **Batch Count** button on the Run screen





Exit for batching (if required).
Note: Exits 2 & 3 appear only if Sorters are fitted.

Switch batch on.

Options:

Batch and Continue: Machine will pause for specified pause time (see 7.1.3), then resume.
Note: conveyor continues during pause time.

Batch and Stop: Press **Run** to resume after stop.

Total batch quantity.
Note: Applies to **Exit** above.

Exit used for Batch Count displayed on Run Screen.

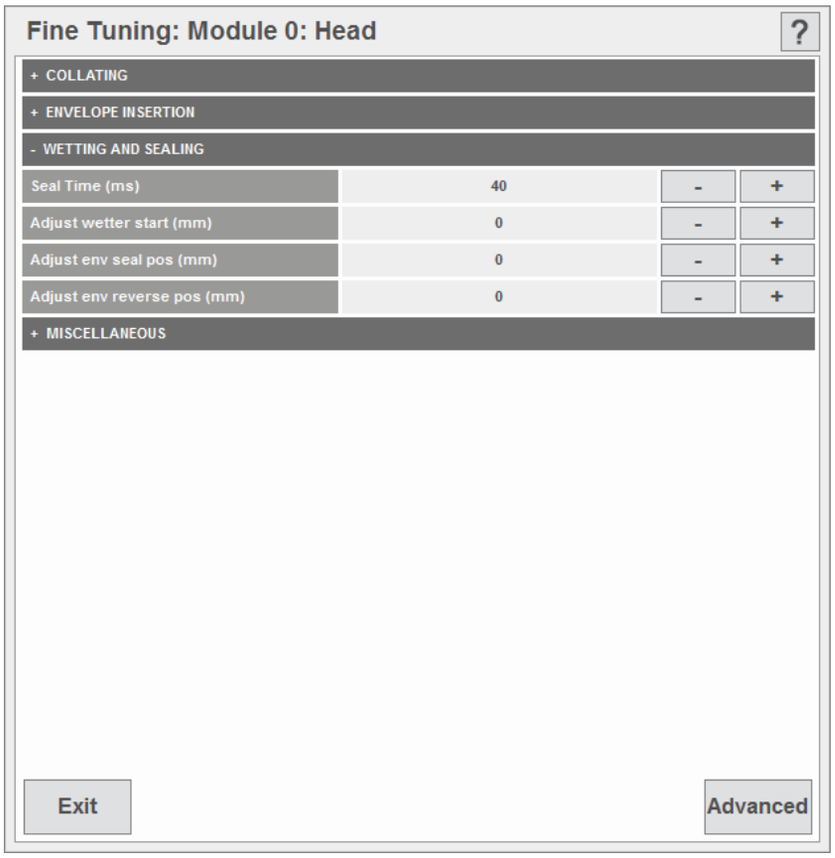
Reset at any time.

OK when all complete.

4.2.8 To adjust Envelope Inserter settings

Unit Fine Tuning

Fine adjustments apply only to current job. Settings available depend upon user access rights (see 6.2).



On the Run screen, select:

Note that each heading expands.

Press 'Advanced' to show all the settings described below.

You can change:

Collate Pkt. Adj: Width of collate pocket guides.

Adjust pawl pause pos: Pause time after insertion. Increase if pawls start before previous pack has cleared.

Collate Slowdown: Select 'Not on Last Form' for thick packs if final document in the pack does not feed fully into collate pocket.

Fingers Adj: Overall width of insert fingers.

Adjust envelope stop (mm): Stop position for insertion. + = towards exit.

Finger Sequence: Change if envelopes not opening properly.

Insert in env position (mm): Pack insertion into envelope. + = past flap crease.

Envelope Blower: Increase opens envelope more. High for thick packs, low for single sheets/thin packs.

Seal Time: Envelope ejects after.

Adjust wetter start: When wetter beam drops.

+ = start point towards insertion area.

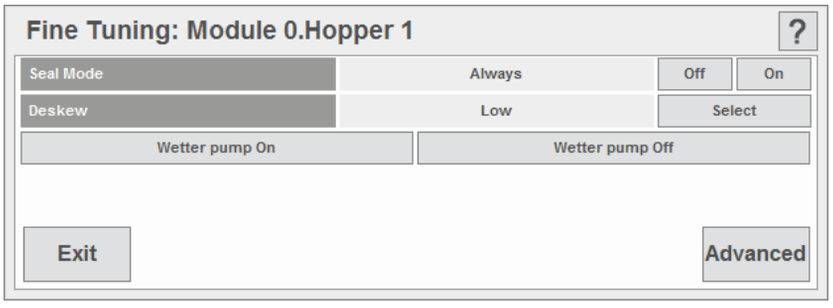
Adjust env seal pos: Envelope into seal rollers. + = further in.

Adjust env reverse pos: Envelope foward travel after wetting, before reversing into sealing rollers. + = into output rollers, towards exit. **Note: High-window envelopes, set to 20 - 50mm +.**

Env Conveyor Drive Delay: Number of envelopes on the conveyor before conveyor switches back on. Increase if envelopes 'bunching'.

Linear Speed: Inserter head speed. Set lower speed if pack is not being fully inserted, eg. long packs.

Hopper Fine Tuning



On the Run screen, select:

You can change:

Seal Mode: Eg. select 'Off' for later hand insertion of insert etc.

Deskew: Use High settings only when necessary – machine operates faster on low.

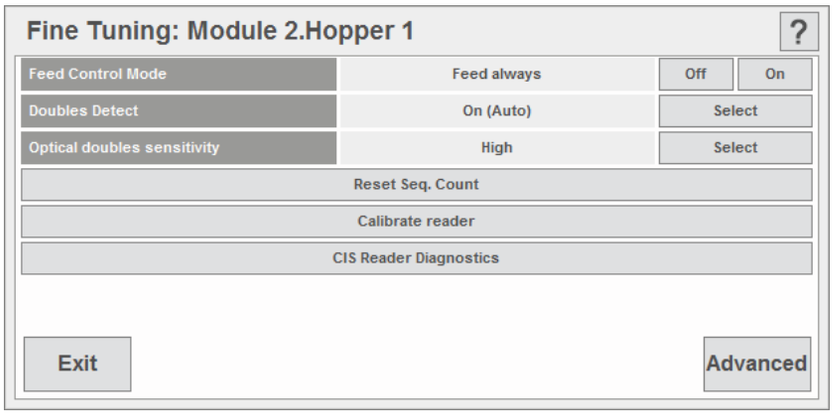
Note: Advanced button is not currently enabled.

Important: Fine adjustments apply only to current job.

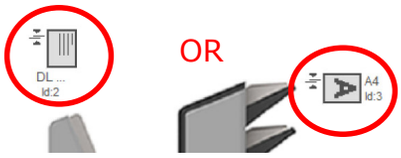
4.2.9 To adjust Document Unit settings

Options available depend upon whether a Versatile Feeder or Flex Folder is fitted, and also whether a reading unit is fitted.

Hopper Fine Tuning



On the Run screen, select:



You can change:

Feed Control Mode: If **Off**, unit is disused until turned back on.

Doubles Detect: Turn **Off** if booklets/thick inserts used (Flex Folder only). If **On**, select Optical, Mechanical, or Auto (software decides - Versatile Feeder only).

Optical Doubles Sensitivity: (Optical only). Low is more tolerant of high contrast printing.

Only for Reading units

Reset Seq. Count: If Sequence OMR marks are in use and job is disrupted, select to reset the sequence.

Calibrate Reader: follow the on-screen instructions to calibrate the CIS reader.

CIS Reader Diagnostics: Displays the label of all documents in the group (up to 10), as seen by the CIS reader. Confirms that whole label was read, for example, or compare the images. Contact IPSS department for further diagnostic options.

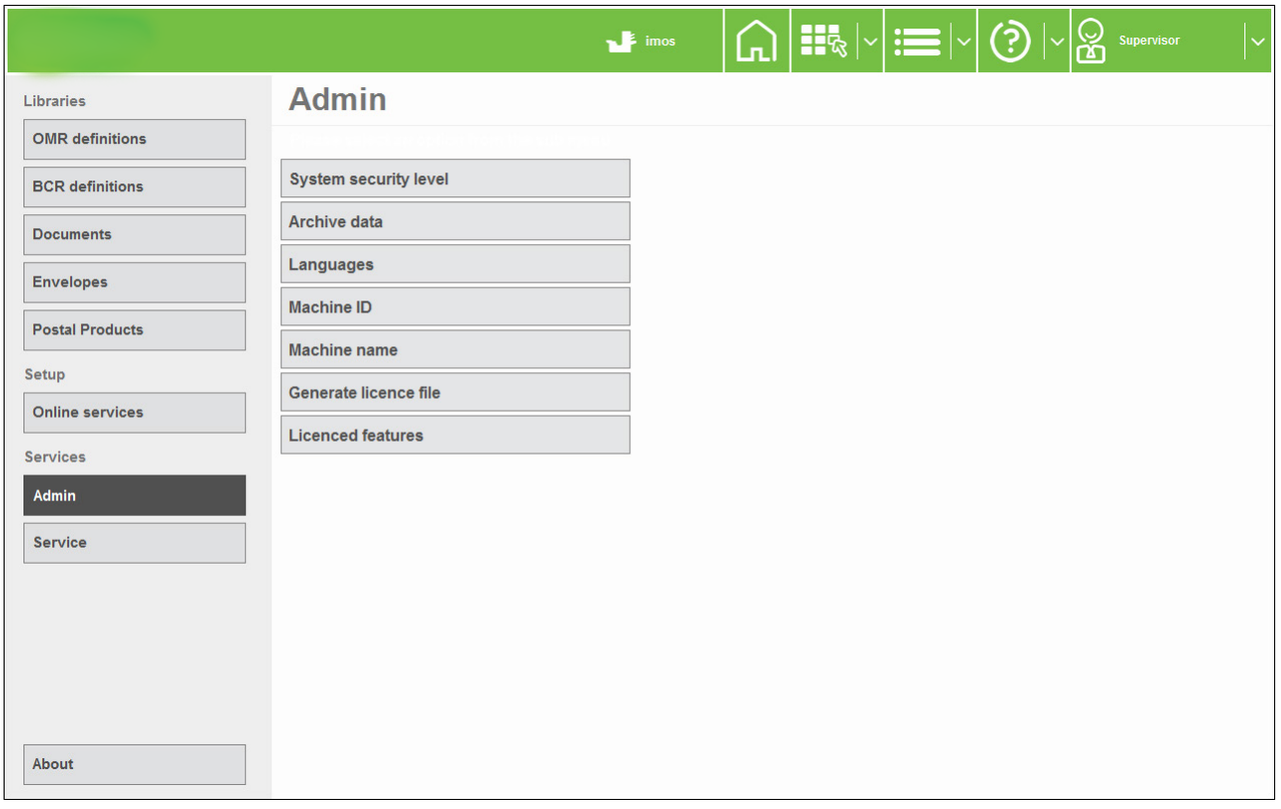
Important: Fine adjustments apply only to the current job.

4.3 The Menu Screen

Note: Menu screen available only with Engineer or Supervisor access rights.

To access, select 

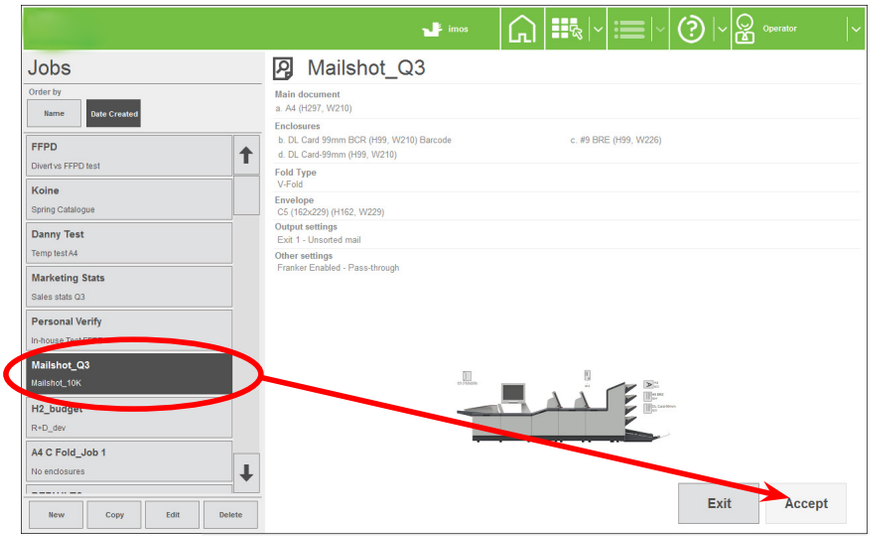
Menu functions are described in detail further in this document.



5 Running an existing job

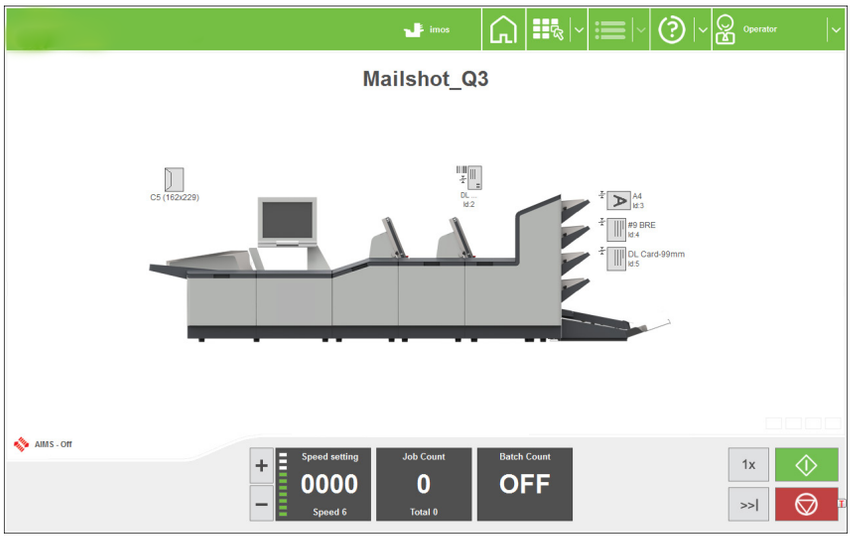
This describes running an existing job. To create a new job, see section 7.

Note: paper hoppers must be loaded with stationery - see section 8.



1 Select **Jobs** button at the top and select required job from the list. Select **Accept**. You will switch to the Run screen with that job.

Current will switch to the Run screen for the current job.



2 Load paper and envelopes in hoppers indicated.

For Flex Folder: face-up and feet-first if non-reading, face down and head-first if reading.
This may vary: see also appendix A.

3 Press **Run**.

See also section 4.2 for a full description of the controls.

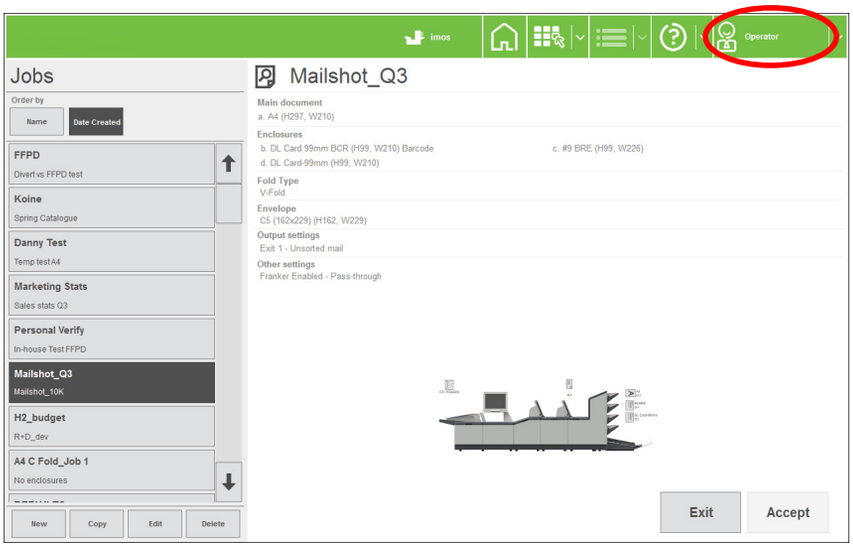
Important: If using Cascade, Press **Run** while machine is still running, after reloading the empty hopper. Paper is then fed to pre-load.

Otherwise, machine will stop with full hopper: Press **Run** to continue.

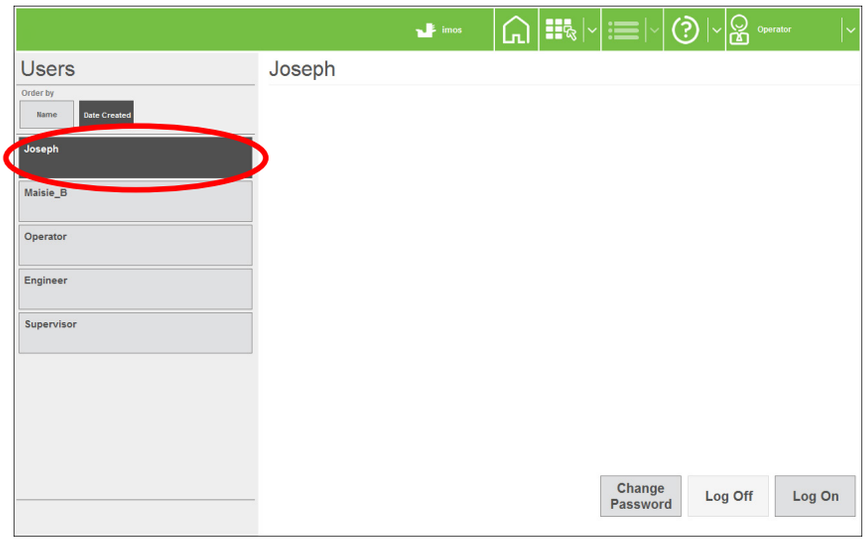
6 Switching the user

6.1 How to switch the user

Each user has password and access rights allocated by Supervisor. To switch user, the password must be known.

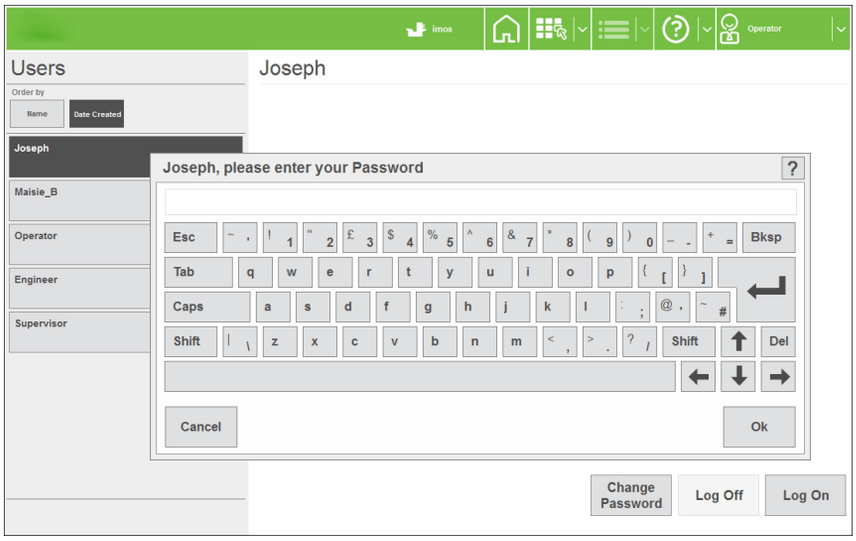


1 Select **User** button in Job or Run screen.



2 Select user from list.

3 Press **Log On**.



4 Enter the password with keyboard or on-screen keypad.

The user has now changed.

6.2 User Access Rights

4 levels of access rights can be allocated to each user. **Note: You must be logged on as Supervisor to modify.**

Rights	Standard Operator	Expert Operator	Supervisor	Engineer
Change Jobs	Y	Y	Y	Y
Run Machine	Y	Y	Y	Y
Programme Jobs with Wizard	N	Y	Y	Y
Add items to Libraries from Wizard	N	Y	Y	Y
Add to Libraries from Outside Wizard	N	N	Y	Y
Mechanical Fine tuning	N	N	Y	Y
Document Fine tuning	N	Y	Y	Y
Enter Service Menu	N	N	N	Y
Enter Admin Menu	N	N	Y	N
PC shutdown on exit?	N	N	Y	Y

Additionally, 'System Security Level' can be set in the Menu screen/Admin. This is the level where no password is needed to perform certain operations.

Level		Effective role of 'Operator'	Description	On Start-up
Low (default)	Least secure	Expert Operator	Operator can run/edit/ create jobs but cannot access the main menu.	Job screen displayed
Medium	More secure	Standard Operator	Operator can only run jobs.	Job screen displayed
High	Most secure	None	Operator' has no access to the system. All users have to logon.	User screen displayed

7 Creating a job

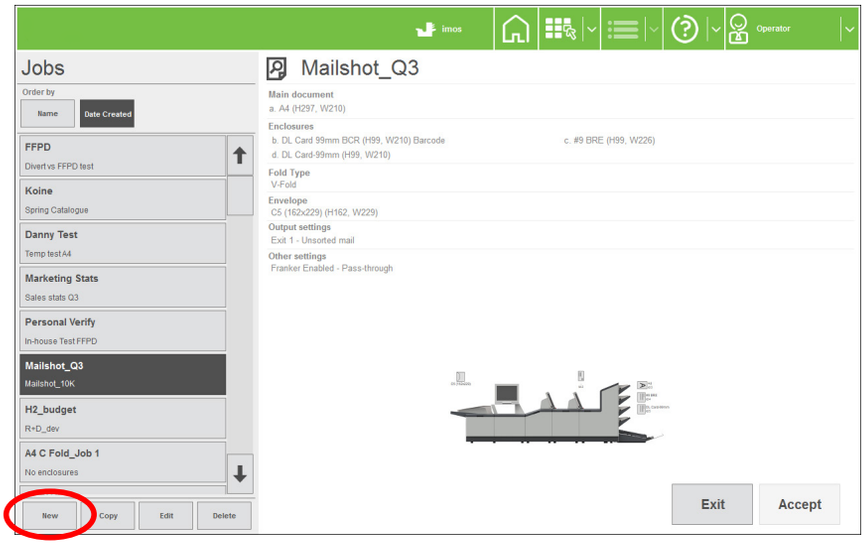
Creating a job involves:

- Defining the Mailset (Envelope, document & enclosures)
- Defining the Fold Settings
- Setting required Output Options
- Saving the Job to a Jobname

When defining the Document, OMR or Barcode definitions can be optinally enabled.

Note: to use an OMR or Barcode definition, it must exist - see 7.3.

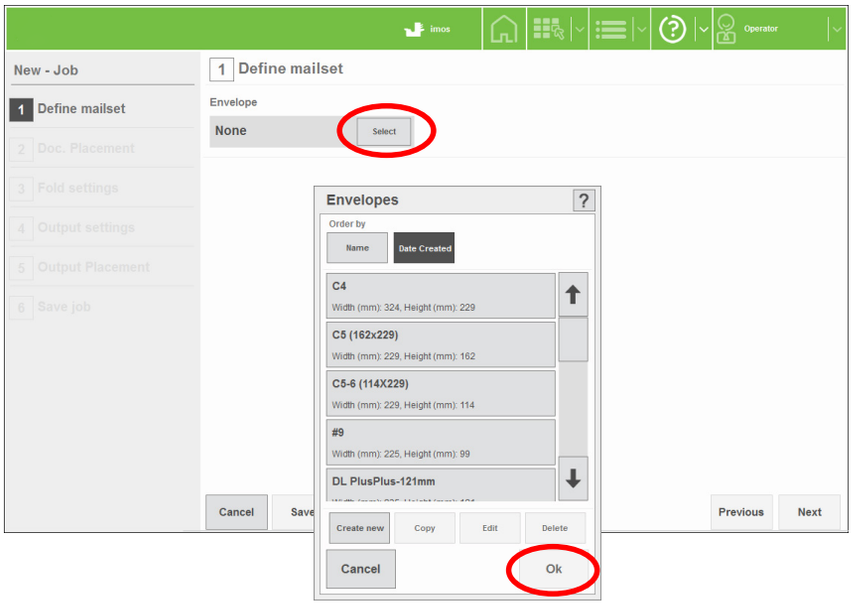
7.1 Creating the Job Settings



1 Press **New** in the Job screen to start defining the mailset.

7.1.1 Defining the mailset

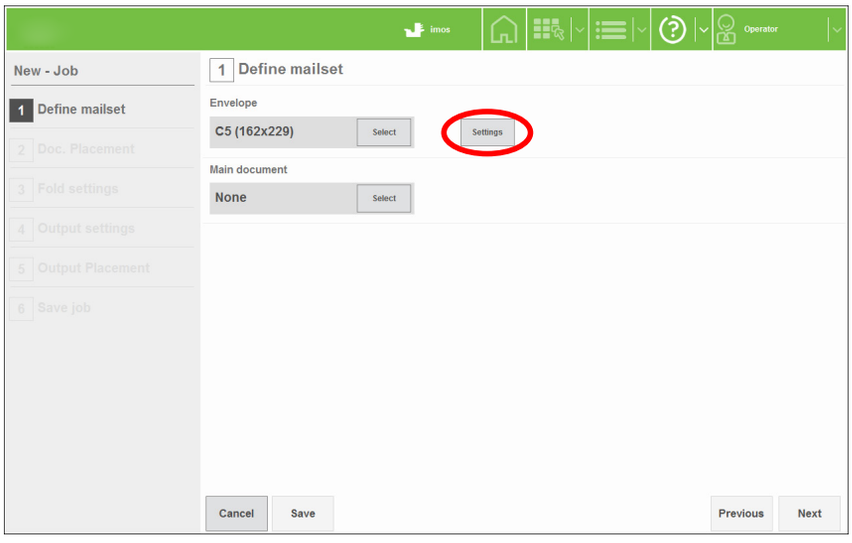
Selecting the envelope



2 Press **Select** to choose envelope from the library.

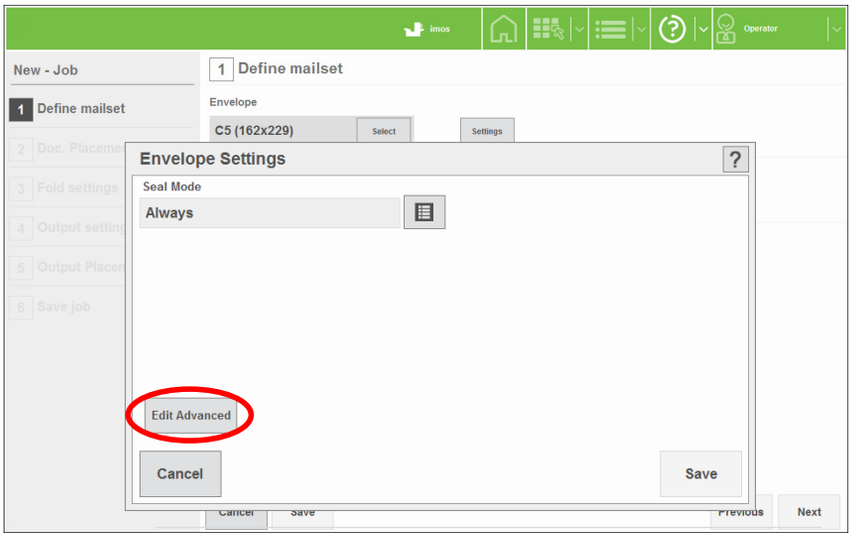
3 Select the required envelope and press **OK**.

To create envelopes in the library, see 7.3.



4 If required, define envelope usage (sealing mode and deskew).

Press **Settings**.



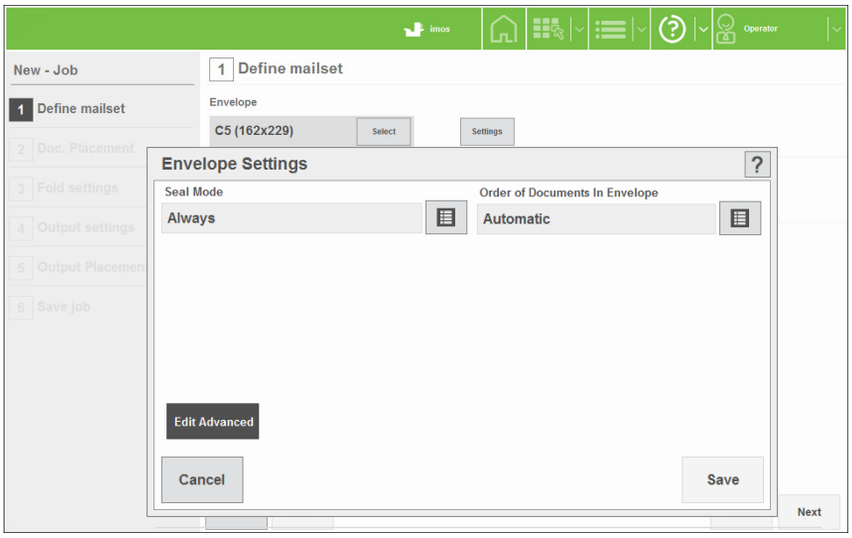
5 Select Sealing mode (usually **Always**. Other options:

No-seal Label Select: reads no-seal character in label.

Off, flap open: envelope left unsealed with flap open.

No Envelopes: envelope feeding disabled to allow forms only.

Press **Edit advanced** to change deskew setting or set document order in the envelope.

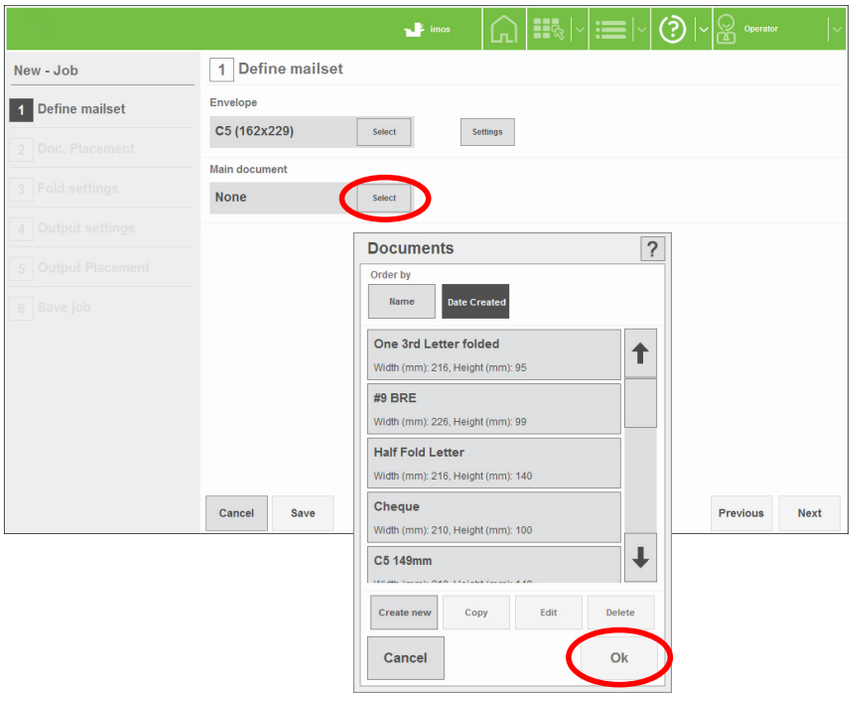


6 **Document Order**

Change the order that enclosures are inserted into the envelope (default is **Automatic)**. If set to **Manual**, enclosures are inserted in the order created in the job (see **Selecting the enclosure** at step 12).

Note: Document Order is not available when reading.

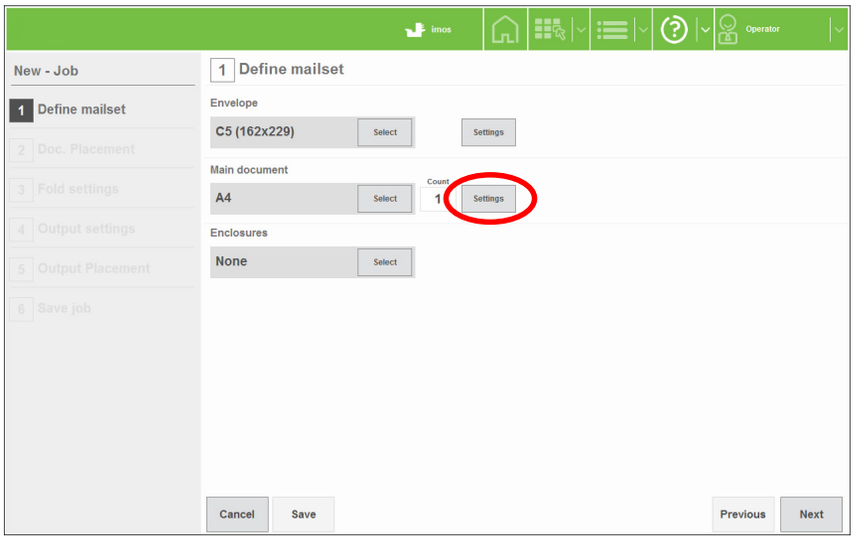
Selecting the document



7 Press **Select** to choose document from the library.

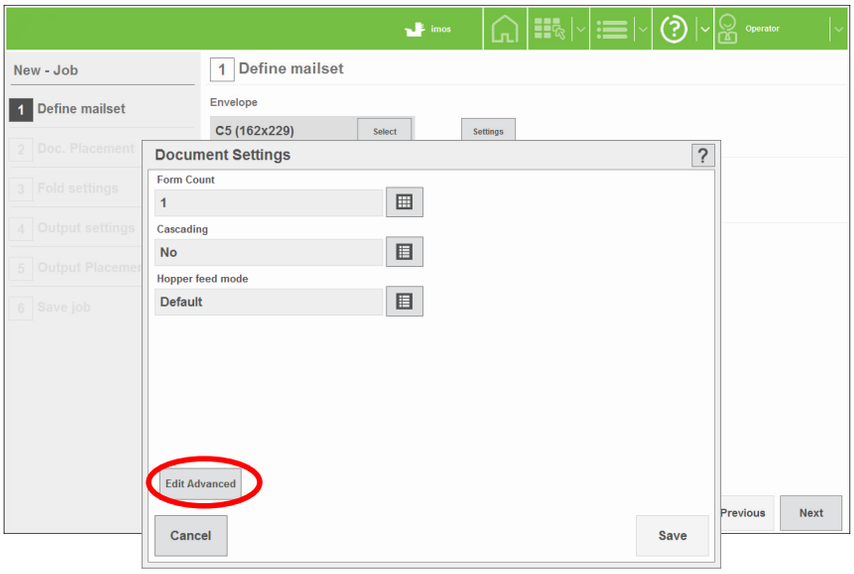
8 Select the required document and press **OK**.

To create documents in the library, see 7.4.



9 Now either select enclosures, or see step 10 to define the document usage, (form count, cascading etc). When this is complete, you will return here.

Press **Settings**.

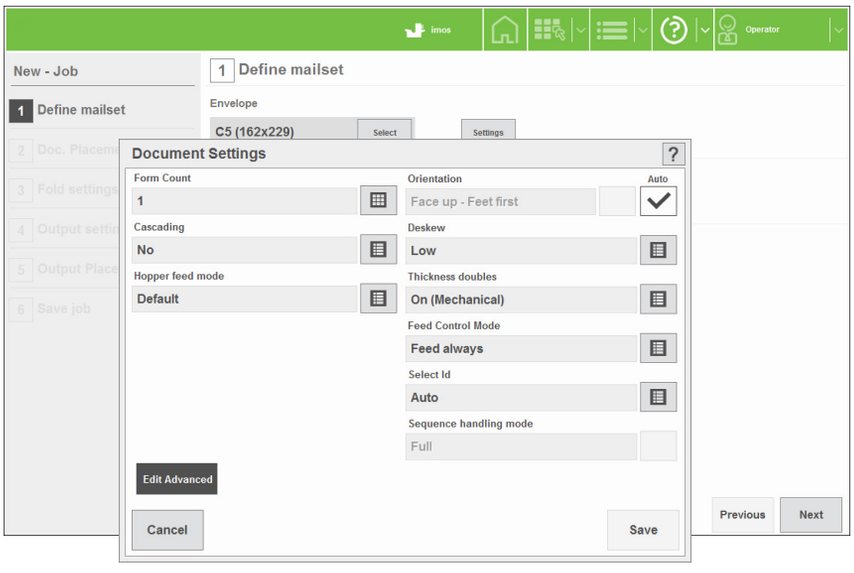


10 Set form count for multiples, and if required, select cascading (automatically feed from another hopper when this one runs out), or Daily Mail (hand-feed) or External feed (FFPD).

See 9.5 & 9.6 for details of Daily Mail.

Press **OK** when done.

Press **Edit Advanced** for further settings.



11 Press **Auto** to choose orientation other than the default.

Deskew: Set low if possible; high slows machine down. Turn off if skewing is not occurring.

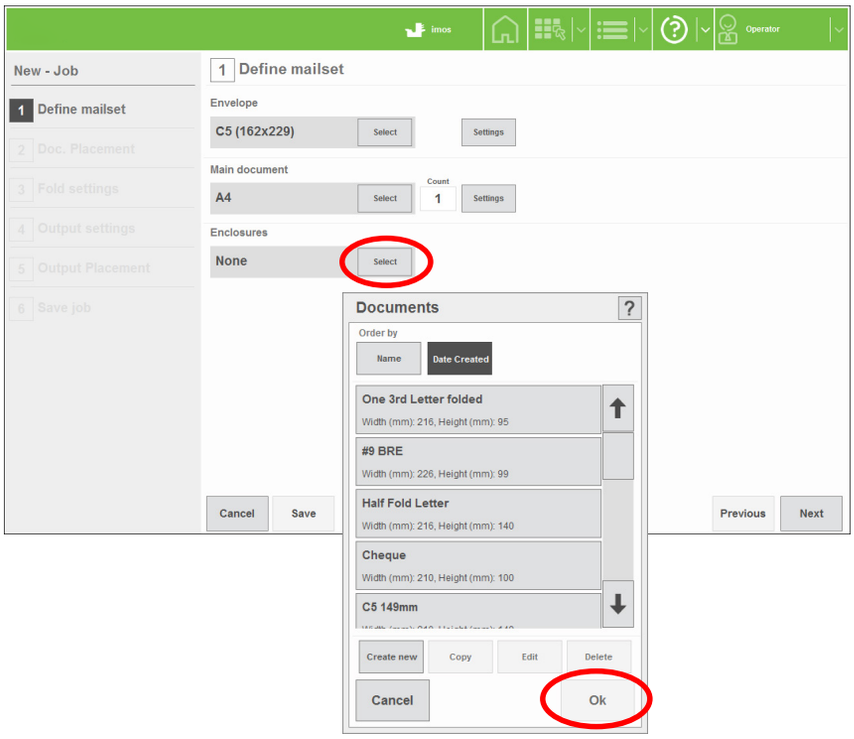
Thickness doubles: mechanical on Versatile Feeder only. Optical on Flex Folder and Versatile Feeder. Change default setting only if needed.

Feed control mode: Set to 'Selective Feed' for reading-enabled units. Works in conjunction with 'Select ID' - see below.

Select ID: Defines an ID number for document to accord with the Select mark in the label. This will then feed the document when that mark is read.

Sequence handling mode: how sequence marks (if used) are handled when a document set is broken up (eg. to change a job in the middle of a document set). Set to 'Full' for the first pass, then change to 'Mailset' for the second pass after the job has been changed. The machine will not then expect an unbroken sequence.

Selecting the enclosure



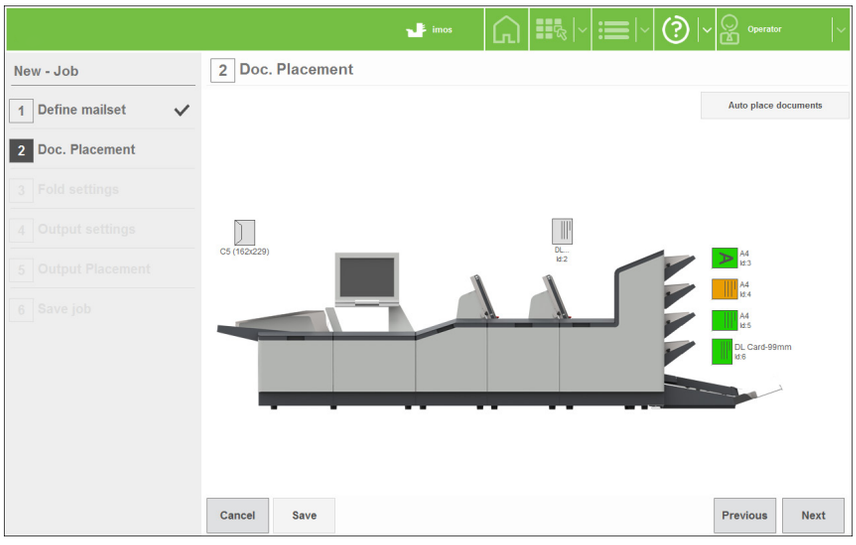
12 Press **Select**, choose an enclosure and pres **OK.**

The remainder of the process is the same for enclosures as documents - see steps 9 to 11.

The mailset is now defined, and the screen will show that this is ticked.

7.1.2 Defining the document placement settings

Only do this if you want to assign documents/enclosures to specific hoppers, otherwise press **Next**.



13 Select document to move, then the hopper to assign it to.

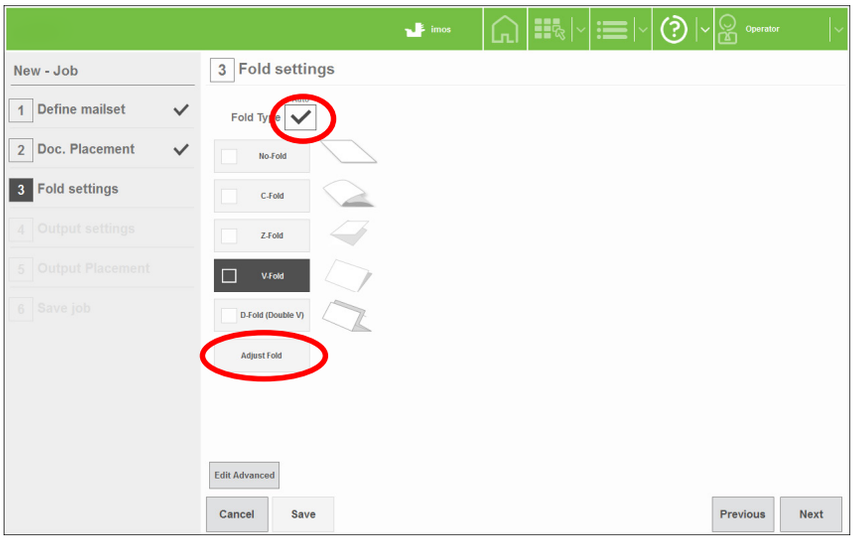
To revert to default, press **Auto place documents.**

14 Press **Save.**

The document placement is now defined, and the screen will show that this is ticked.

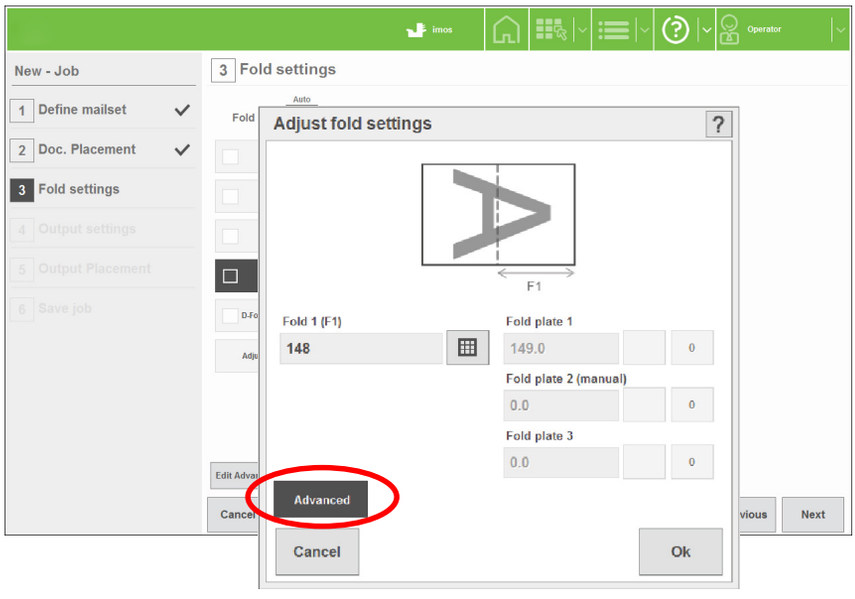
Now define the fold settings.

7.1.3 Defining the fold



15 The machine automatically selects the optimum fold type. To change this, deselect **Fold Type** and set as required. **Use with caution.**

To adjust or check fold lengths, press **Adjust fold.**

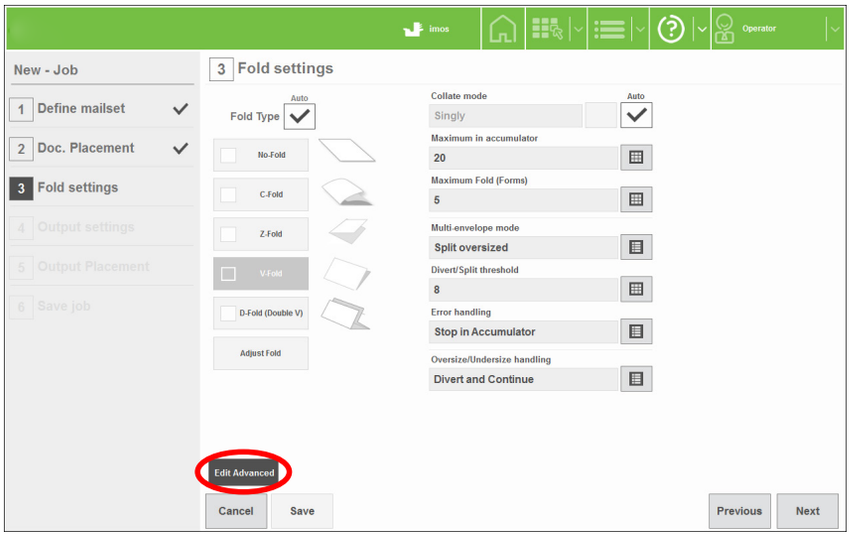


16 Adjust as required and press **OK**. **Affects current job only.**

To see fold plate lengths, press **Advanced**. To adjust, **Custom-Fold** must be enabled in **System Options** in the Service screen.

Note: Custom-Fold disables **Address Adjust** when job is run (see 4.2.2).

See 'Technical Specifications' for Max. & Min. fold plate lengths.



17 For further adjustments, press **Edit Advanced.**

18 **Collate Mode:**

'Singly' folds sheets one by one.
'Together' collates forms and folds them together.
'Together via Accumulator' is as above, but feeds into accumulator before folding.

Maximum in accumulator: Up to 25 depending upon the paper type.

Maximum Fold (Forms): Number of forms that can be folded together. Groups bigger will split into a) max number, followed by b) remainder.

Multi-envelope mode: Allows two separate jobs to be run in succession using the same document set. If set to **Split Oversized**, this splits, folds and inserts as for 'Maximum Fold' described above. If set to **Divert Oversized**. all groups more than number set in **Divert/Split Threshold** will be diverted. For **Divert Undersized**, the same applies for groups below the threshold. Machine is then stopped, job is changed and forms in divert tray are replaced into the document set, and the new job is run. **See also Table 1.**

Note: If **Divert Oversized/Undersized** is selected, **Divert/Split Threshold** must be set to the same as **Maximum Fold (Forms)**.

Error handling: Action of machine after bad reads.

Oversize/Undersize handling: Action of machine after diverting as above. **Note:** not available if **Split Oversized** is set.

Fold settings are now complete and the screen will show that this is ticked.

Press **Next** to define the Output settings.

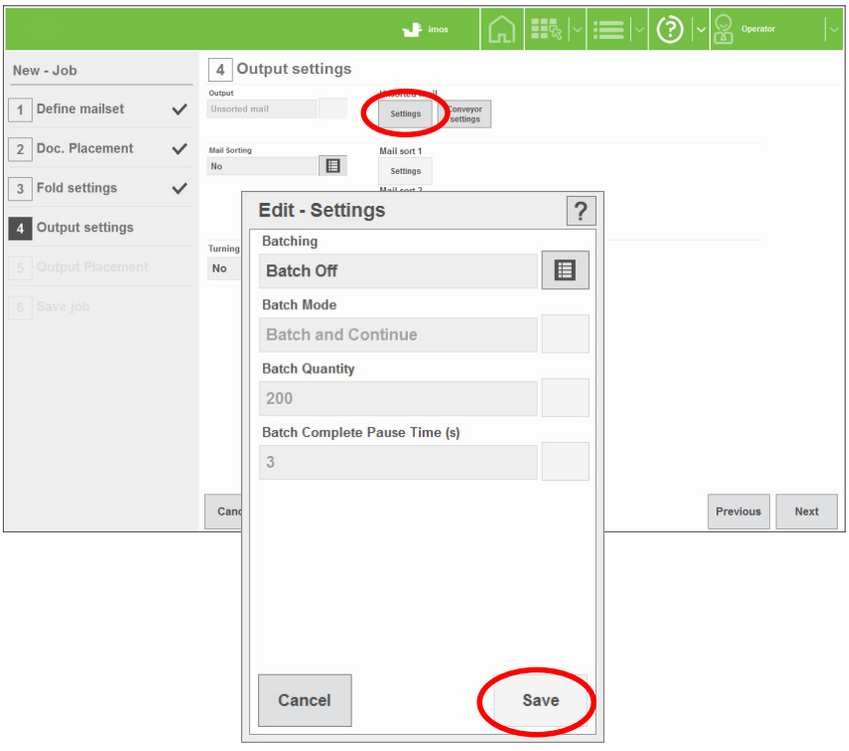
Table 1

Handling of folded forms

Shown below are handling of oversized/undersized groups under different circumstances.

Multi envelope mode	Maximum Fold	Maximum in accumulator	Divert/Split threshold	Comment
Split oversized	When folding, the group or sub-group is folded on reaching this limit	When not folding or diverting, the group or sub-group is ejected towards divert or head unit on reaching this limit	Not used	Mechanical limits of folder and accumulator for given stationery
Divert oversized	Not used (As for Split Oversize if oversize not yet detected).	Not used (As for Split Oversize).	The complete group is assembled in the accumulator and then diverted if prime document count is equal or greater than this limit	Typically used for diverting large groups for re-processing into a larger envelope
Divert undersized	Not used (As for Split Oversize if undersize not yet detected).	Not used (As for Split Oversize).	The complete group is assembled in the accumulator and then diverted if prime document count is less than this limit	Typically used for diverting small groups for re-processing into a smaller envelope

7.1.4 Defining the output settings



19 Press **Settings**.

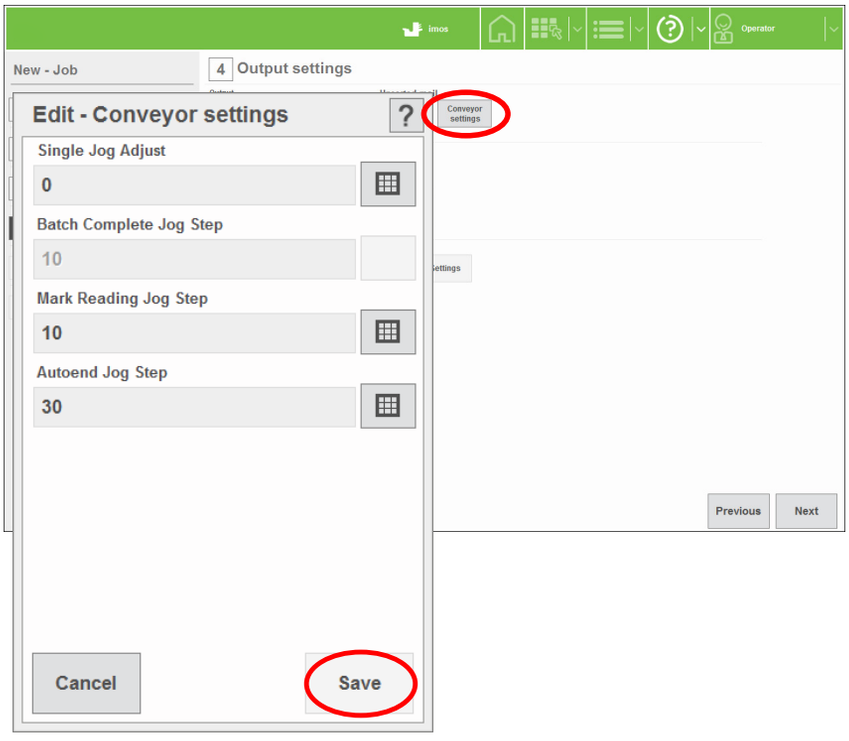
20 Set **Batching** to **Batch On** if required and set required quantity in **Batch Quantity.**

Set **Batch Mode** as follows:

Batch and Continue: Machine pauses for specified **Batch complete pause time**, then resumes. **Note:** conveyor will continue to run.

Batch and Stop: Machine will stop. Press **Run** to resume.

When settings are complete, press **Save**.



21 If a conveyor is fitted, select **Conveyor Settings** to adjust the Jog function:

Single Jog Adjust: Adjusts default jog step (gap) between mailpieces. Steps are unitless.

Batch Complete Jog Step: Adjusts gap before machine performs action described in 'Batch Mode'.

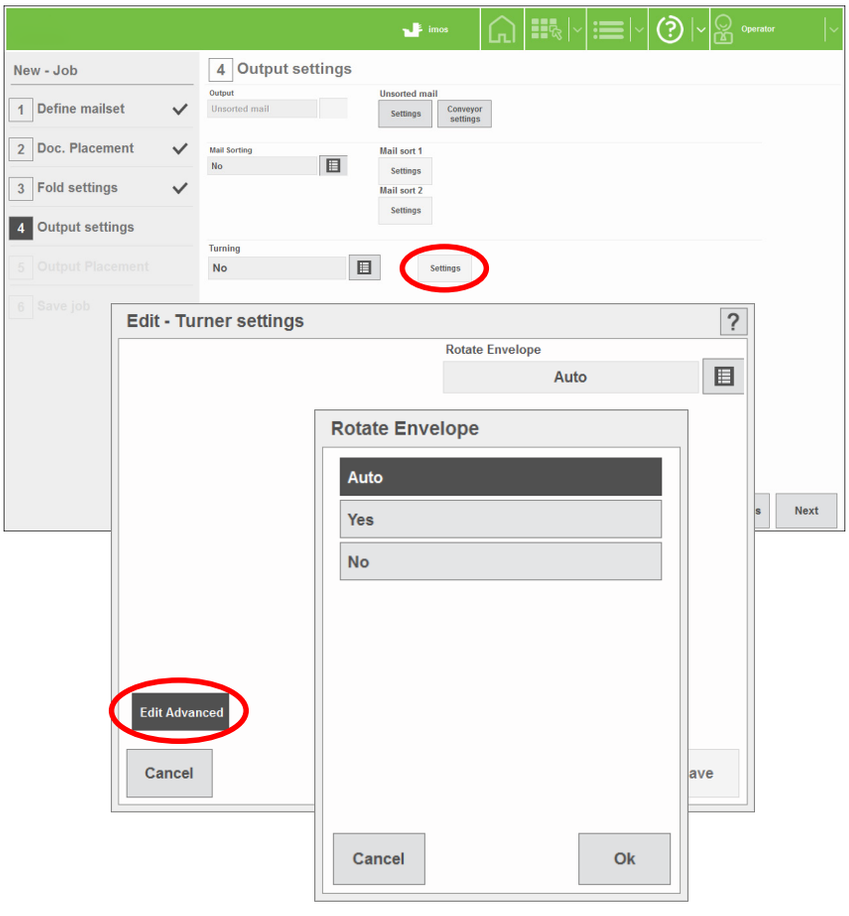
Mark Reading Jog Step: Adjusts gap created after Jog mark is read.

Autoend Jog Step: Adjusts gap created before machine autoends.

When settings are complete, press **Save**.

Output Settings for unsorted mail are now complete. If using Mail Sorting or Franking, refer to the INF Output Sorter Operator Manual.

However, if an INF Turner is fitted without a dedicated franker, the envelope can be turned independently.



22 Set **Turning** to Unsorted Mail (or a Mailsort) and press the **Settings.**

With no franker fitted, no settings will be shown. Press **Edit Advanced** and set the envelope rotation to Auto, Yes or No.

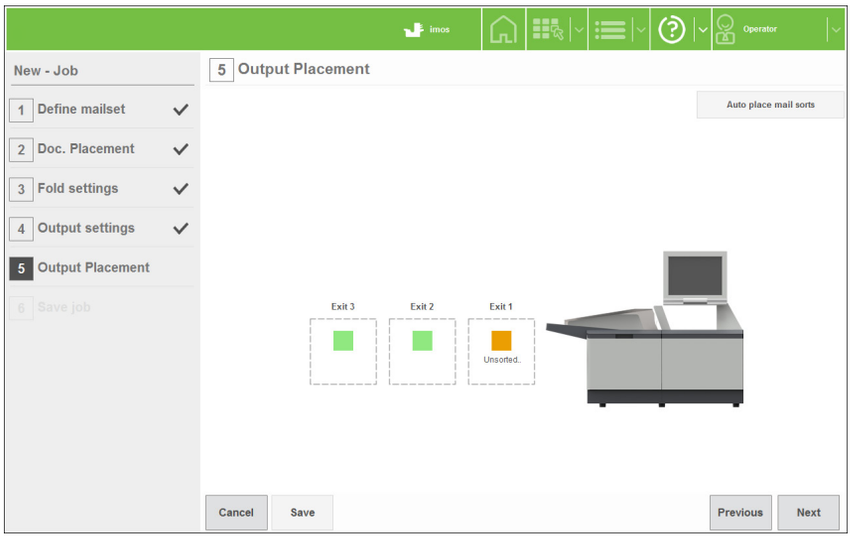
When settings are complete, press **Save**.

Output settings are now defined, and the screen will show that this is ticked.

Press **Next** to define the output placement settings.

7.1.5 Defining the output placement settings

Allows you to select a different exit instead of the default (if other exits are fitted). An exit may be an ouput conveyor, INF conveyor or catch bin.



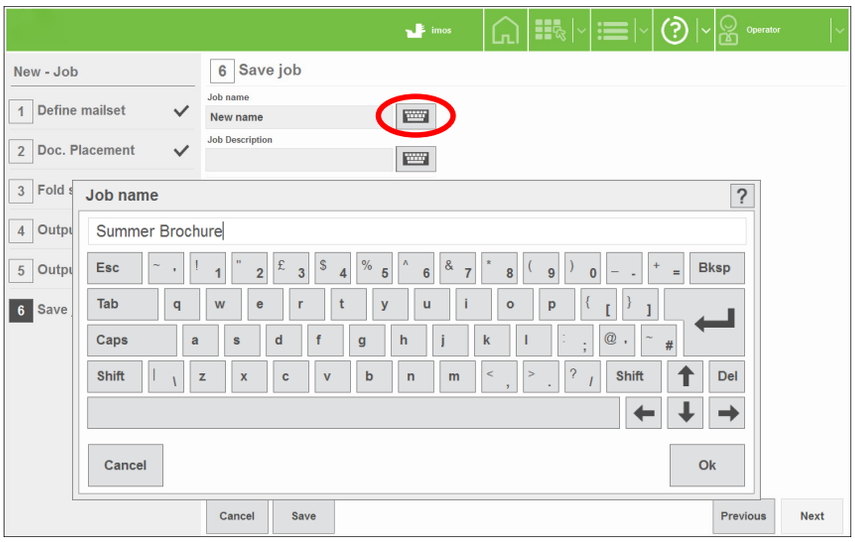
23 Select the mailpiece in Exit 1, then select the required exit.

To revert to default, press **Auto place mail sorts.**

Output placement is now defined and the screen will show that this is ticked.

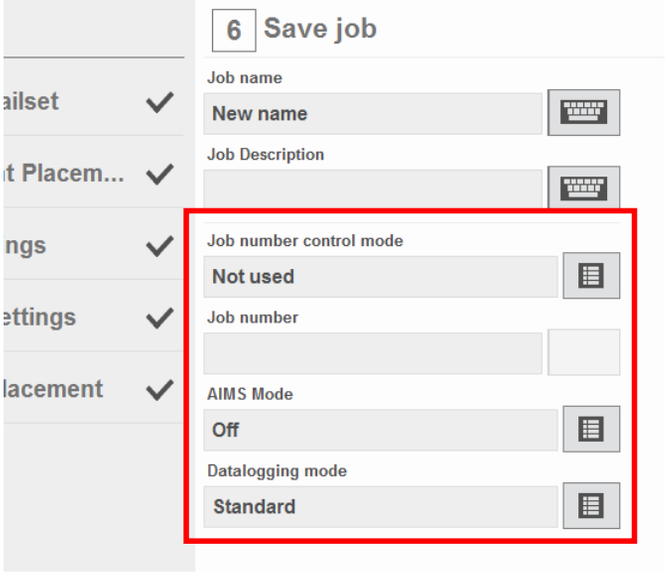
Press **Next** to save the job.

7.1.6 Saving the job



23 Press the keyboard button and enter a job name using virtual or physical keyboard.

Repeat for a brief job description for the job. This will appear in the job list.



24 Set the **Job number control mode.** Options are Auto generated; Manual entry (Internal or External); Read from prime; Read on output; Externally supplied.

Enter a **Job number** if manual entry control mode is being used. Disabled for all other modes.

Set the **AIMS Mode.** Options are Off; Statistics; Audit; Verification; Lookup (FBM).

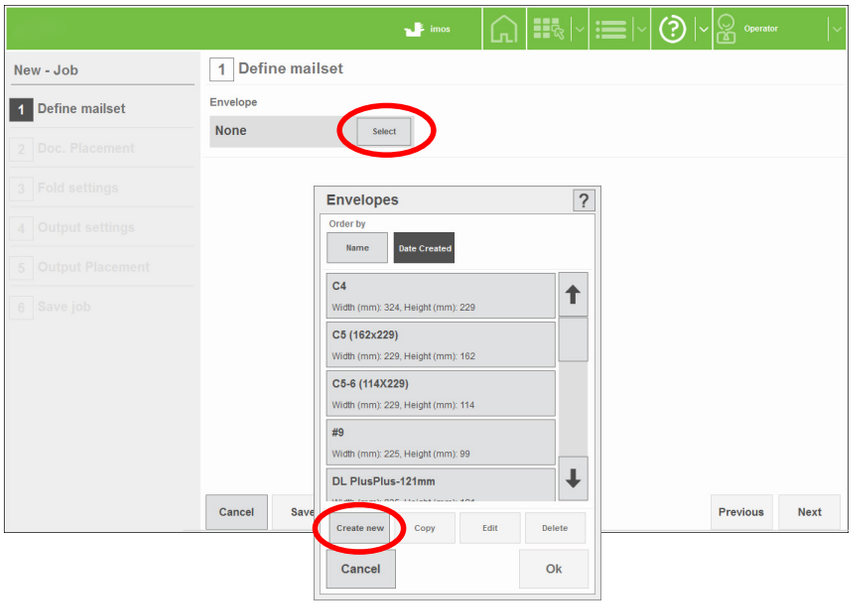
Set the Datalogging Mode. Options are Off; Standard; AIMS Statistics Compatible.

See also AIMS User Reference Guide for full details.

You have now successfully created a new job and it will appear in the job list.

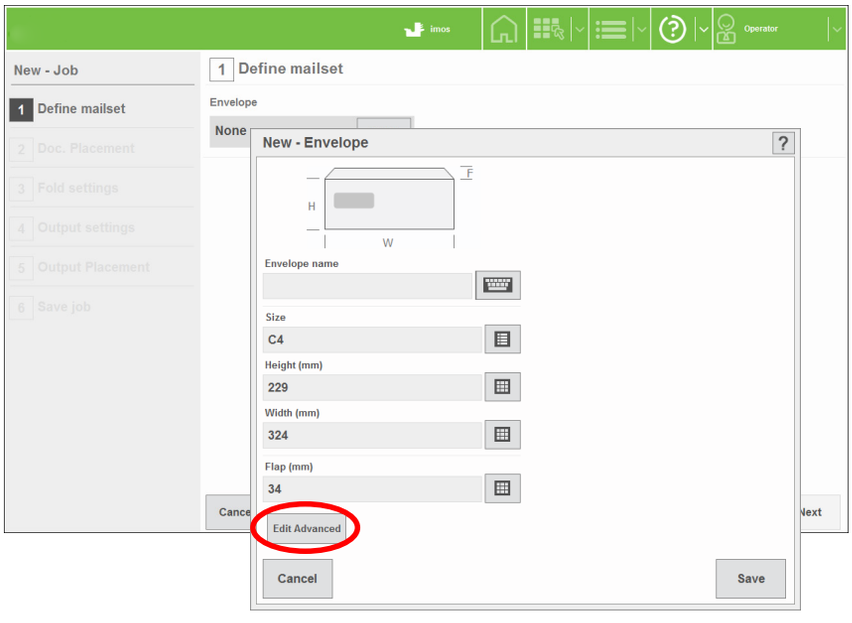
Any of the Job Creation screens can be edited by pressing **Edit** for the selected job in the Job screen. Note that the **Save** button will then be enabled on each screen.

7.2 Creating an envelope



1 Begin creating a job (see section 7.1)

2 In the Envelope selection box, press **New**.

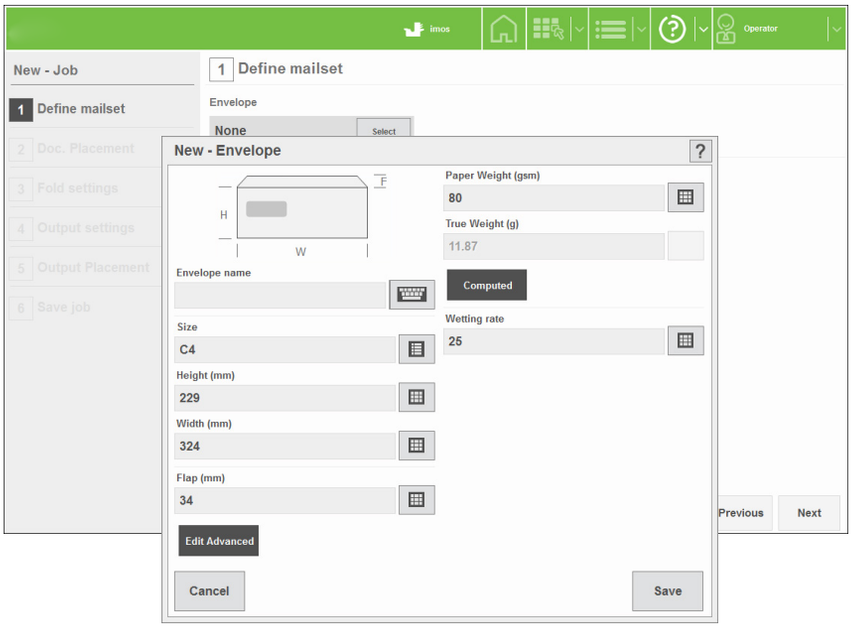


3 Enter an envelope name.

Select envelope size. If you change default dimensions, size will change to 'Custom'.

Note: measure envelope carefully before changing sizes.

For further settings, press **Edit Advanced**.



4 Enter the paper weight and envelope weight will automatically calculate, or press **Computed** and enter actual weight.

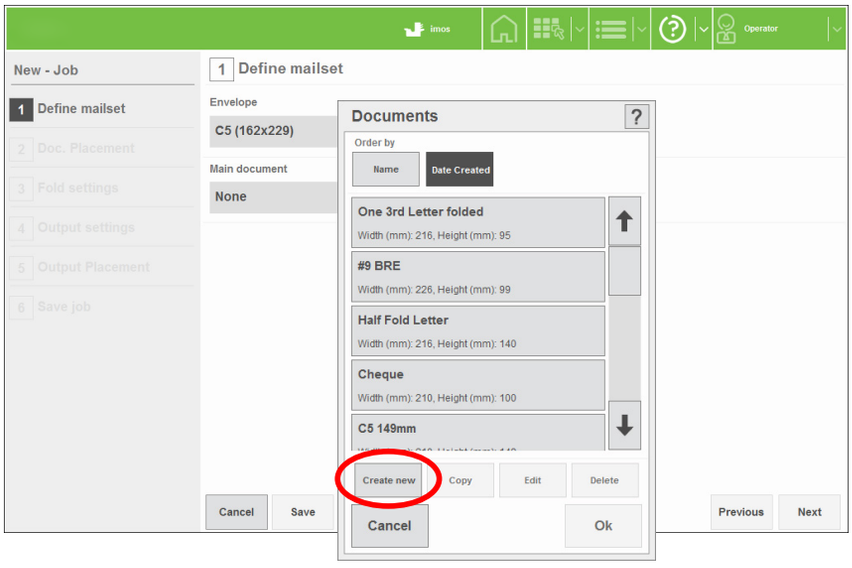
Wetting rate number shown is quantity of envelopes sealed before wetter tank is topped up. Default is 25.

Press **Save** when done.

The envelope is now fully defined and is available for use.

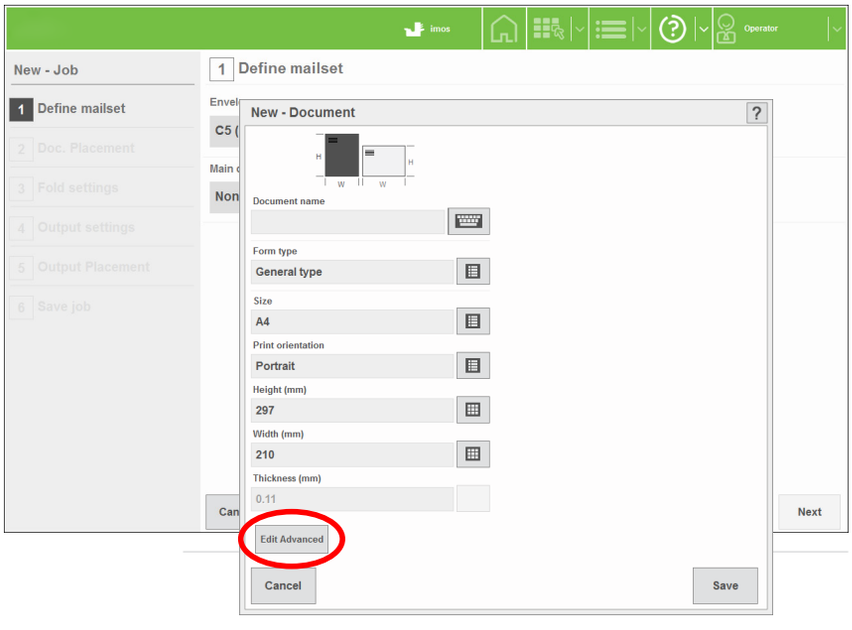
Envelopes can also be created from the Menu screen. The procedure is the same as described above.

7.3 Creating a document



1 Begin creating a job (see section 7.1).

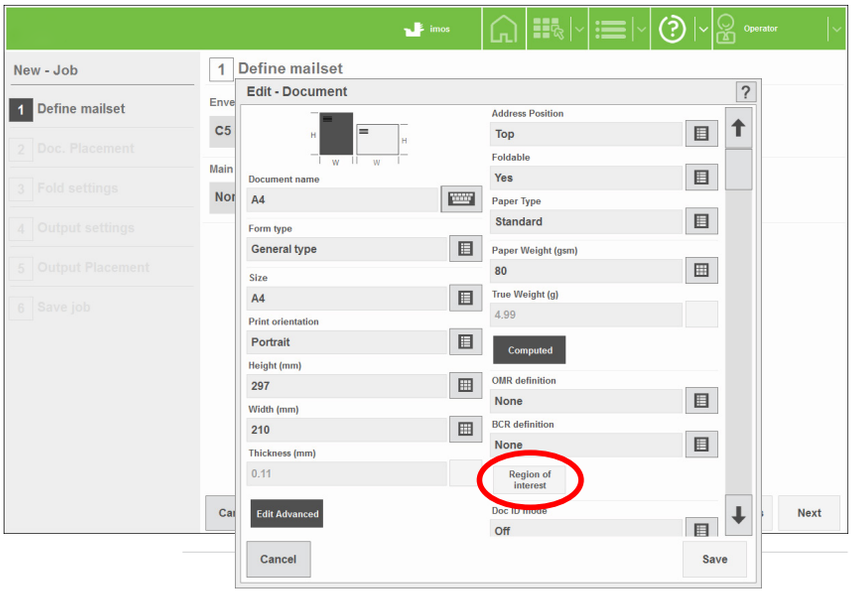
2 In the Document selection box, press **Create new**.



3 Enter a document name.

Select document size. If you change default dimensions, size will change to 'Custom'.

For further settings, press **Edit Advanced**.



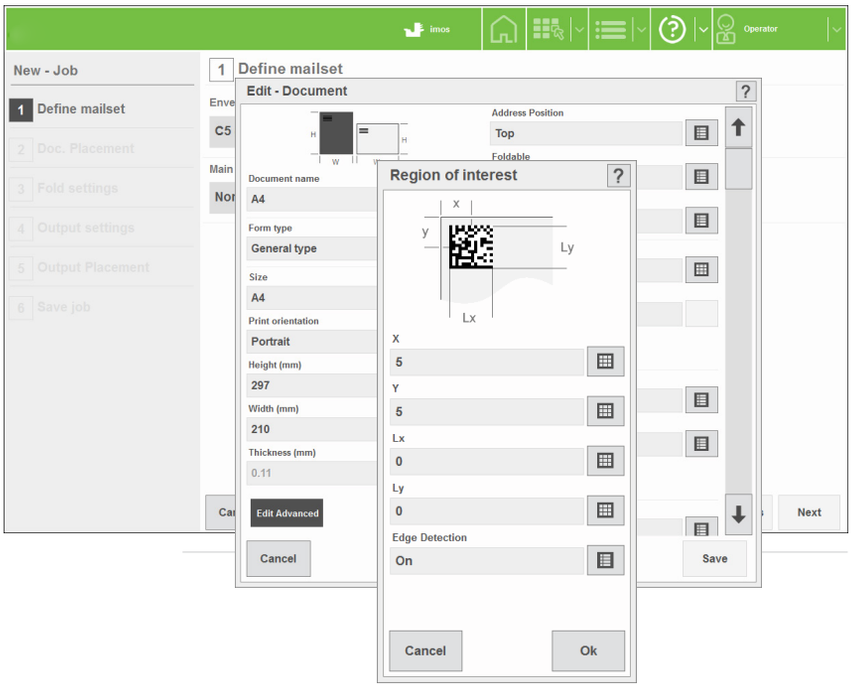
4 Make selections and enter sizes as required.

Enter the paper weight and document weight will automatically calculate, or press **Computed** and enter actual weight.

If using OMR or BCR, select a reading definition. **Note: this is obtained under licence as an option and must already exist on the machine.**

If the document does not use an OMR or BCR label, press **Save**, otherwise, proceed as follows.

5 Press **Region of Interest** to specify label position.



6 Enter label size and position. Turn **Off** edge detection if coloured or densely printed paper is giving false readings.

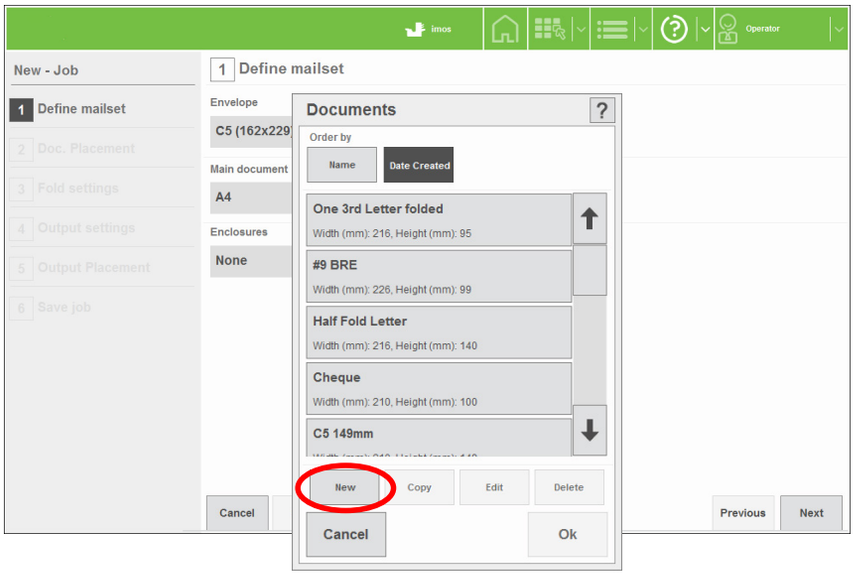
Press **Save** when done.

For Doc ID mode see '7500 Series Reading Specification'.

The document is now fully defined and is available for use.

Documents can also be created from the Menu screen. The procedure is the same as described above.

7.4 Creating an enclosure



1 Begin creating a job (see section 7.1).

2 In the Document selection box, press **Create new**.

3 Definition of enclosure is the same as for documents, (see 7.3).

Note: Documents and enclosures use the same library.

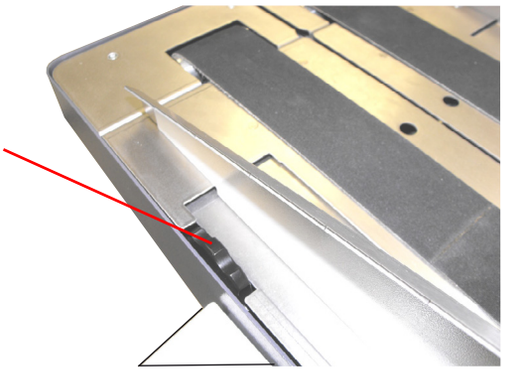
See section 7.3 for the remainder of the settings.

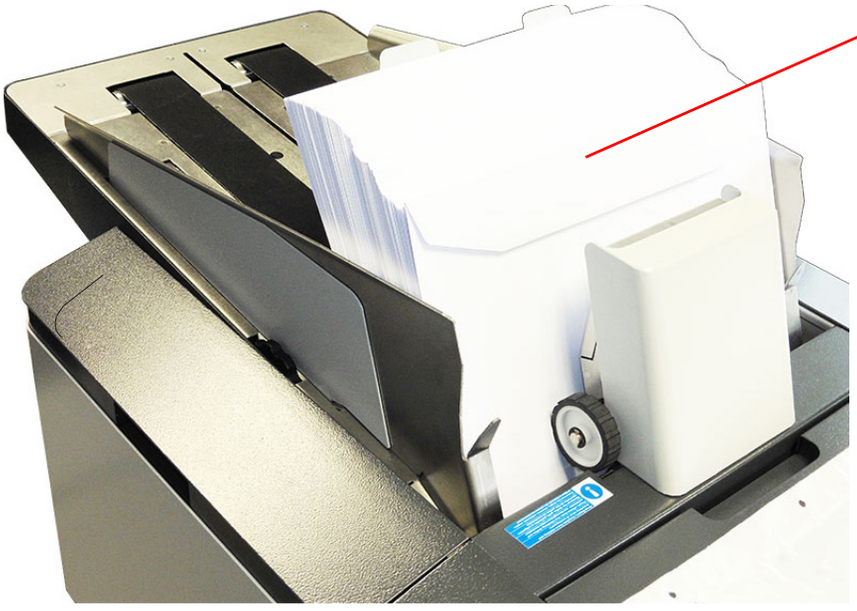
The enclosure is now fully defined and is available for use.

Enclosures can also be created from the Menu screen. The procedure is as for document creation. (see 7.3).

9.1 Loading the envelope hopper

Adjust side guides to 1-1.5mm clearance each side of envelope.

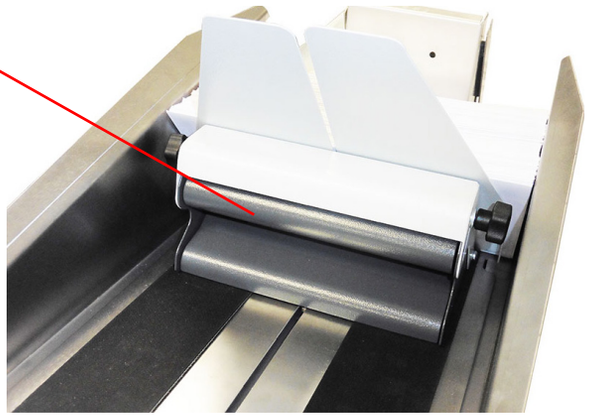




Adjust backrest angle (see below) and load envelopes, flaps forward. Move backrest forward (see below) so envelopes are fully forward, but not tightly packed.

Squeezing handle upwards to release.
Slacken knob each side to adjust angle.
C4: Fully raised
DL/DL+: Fully lowered

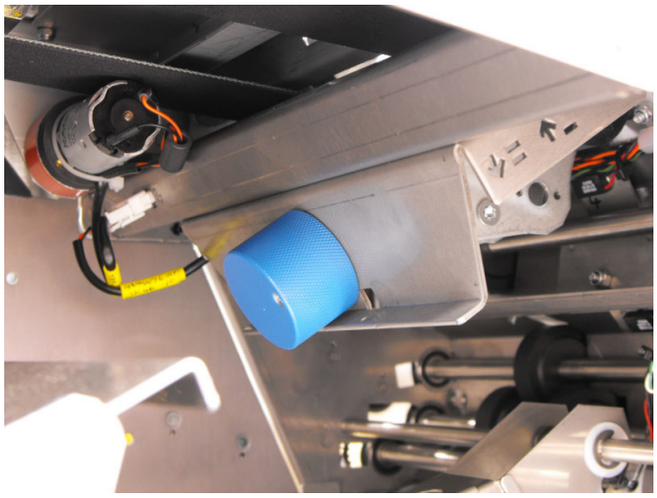
Note:
If envelopes feed erratically, try a backrest angle in-between.



Adjusting the envelope separator

The separator prevents more than one envelope being fed at a time.

Open on the inserter side cover; blue knob is below envelope conveyor.
Clockwise decreases gap, anti-clockwise increases it.
Slide an envelope into the gap and turn the knob until the separator just grips it.
Close side cover when finished.



9.2 Loading the versatile feeder hopper

Slacken side-guide knob and adjust guides to 1-1.5mm clearance each side. Tighten knob.

Slacken knob under backrest and move it forwards to support the enclosures as shown. Tighten knob.

Adjusting the separator

The separator prevents more than one enclosure being fed at a time.

Adjustment knob is behind feed hopper. Clockwise decreases gap, anti-clockwise increases it.
Slide an enclosure into the gap and turn the knob until the separator just grips it. See also 9.5.3.

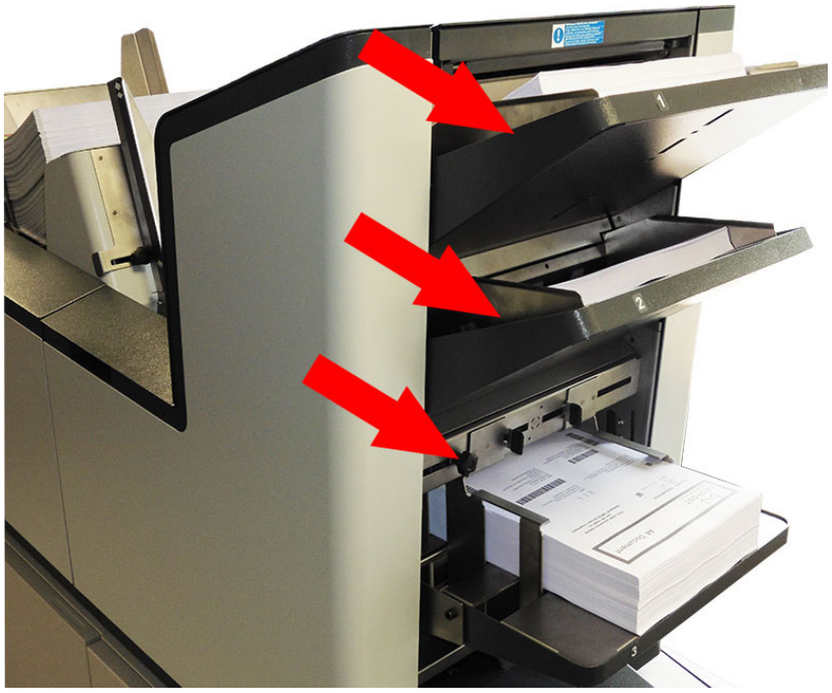
Note setting gauge on knob.

For problem enclosures, optional feed rollers are available; see 10.3

9.3 Loading the flex folder hoppers

The Flex Folder may be fitted with one or two 500 or 1000-sheet hoppers. Example shown has 2 x 500 and 1 x 1000.

500-sheet hoppers: Slacken knob and adjust guides to 1-1.5mm clearance each side. Tighten knob. Press down and load paper fully forward and under the pick-up roller.



1000-sheet hoppers: slacken knob and use tabs to adjust guides to 1-1.5mm clearance each side.

Push tray firmly downwards all the way. Load paper stack fully forward.

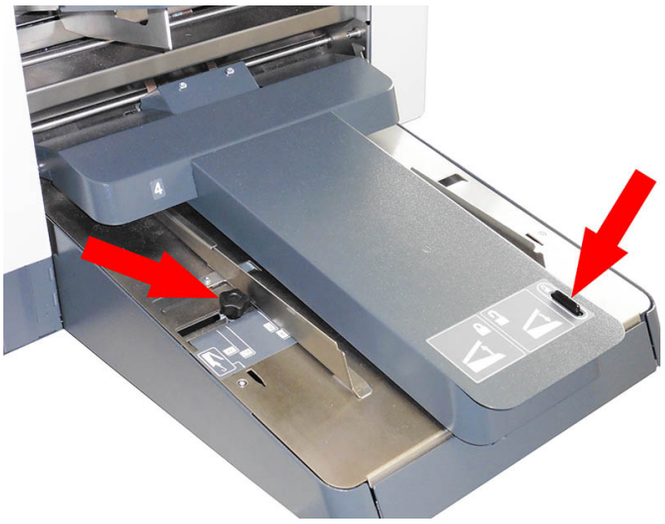
Tighten knob.

Paper orientation in the hoppers depends upon the job requirement - see Tables 2 & 3.

Accumulator (optional)

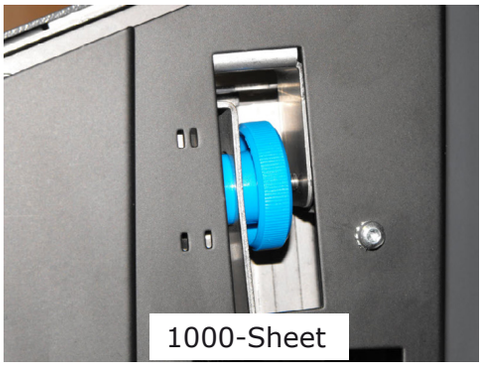
Slacken knob and adjust side guides to preset size markings.

To clear paper, raise the overguide until it locks. Press latch to release.



Adjusting the separator

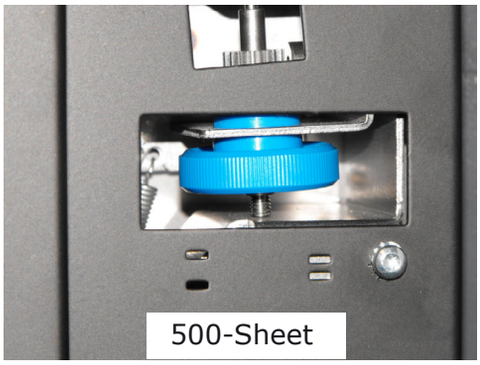
The separator prevents more than one document being fed at a time.



Open side cover and turn knob to open or close the gap. The markings indicate direction.

To set: For single sheets (up to 100gsm), the separator roller should just contact the pad below. Increase the gap slightly if it feeds erratically.

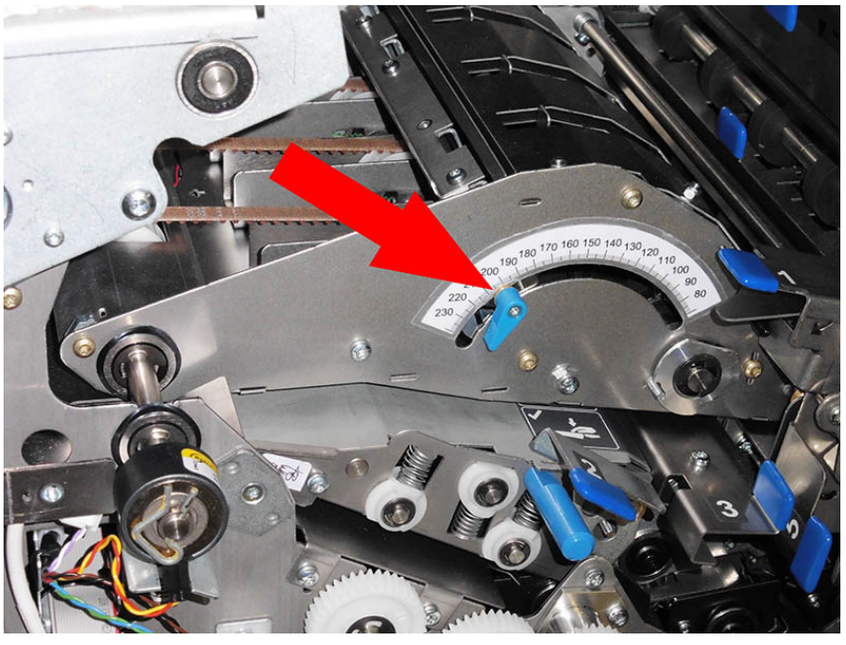
For thicker forms, slide a form into the gap and turn the knob until the separator just grips it.



Fold Plate 2

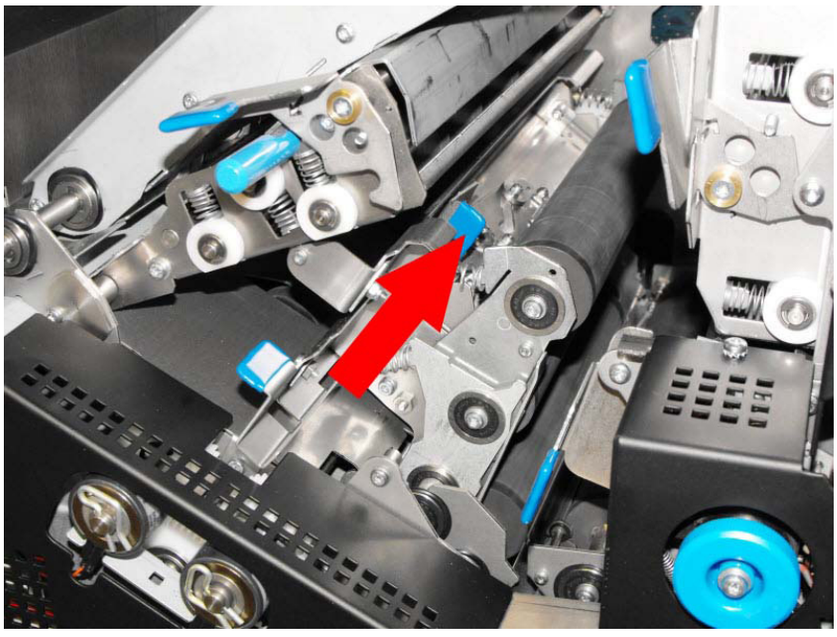
If using fold-plate 2, adjust as shown (see also Tables 2 & 3).

Most applications do not use fold plate 2.



Open side cover. Slacken knob and set to length on scale.

Tighten knob.



Raise transport assemblies and slide latch inwards to open fold plate 2 for use.

Lower transport assemblies, ensuring they are latched.

Remember to slide the latch back when you no longer need fold plate 2.

Tables 2 & 3

Paper Orientations

Paper orientations for various applications (Euro & US) are shown below.

European Sizes:

Fold Length Matrix

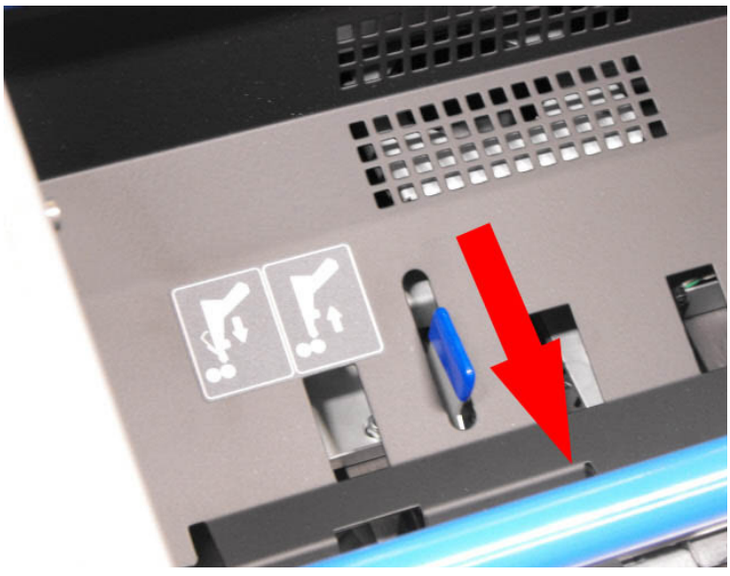
UK & European Sizes		Form Input Orientation			Fold Panel Lengths		
Job Description	Fold Type	Face Down Head First	Face Down Feet First	Face Up Feet First	Fold Plate 1	Fold Plate 2	Fold Plate 3
A4 Form (297mm x 210mm) Single document printed with **top** address	'C' Fold	✓			68mm (121mm long envelope) 90mm (110mm long envelope)		115mm (121mm long envelope) 104mm (110mm long envelope)
A4 Form (297mm x 210mm) Single document printed with **middle** address	'C' Fold	✓			183mm (121mm long envelope) 194mm (110mm long envelope)	115mm (121mm long envelope) 104mm (110mm long envelope)	
A4 Form (297mm x 210mm) Single document printed with **bottom** address	'C' Fold		✓		68mm (121mm long envelope) 90mm (110mm long envelope)		115mm (121mm long envelope) 104mm (110mm long envelope)
A4 Form (297mm x 210mm) Single document printed with **top** address	'Z' Fold			✓	229mm (121mm long envelope) 207mm (110mm long envelope)		115mm (121mm long envelope) 104mm (110mm long envelope)
A4 Form (297mm x 210mm) Single document printed with **bottom** address	'Z' Fold	✓			114mm (121mm long envelope) 103mm (110mm long envelope)	115mm (121mm long envelope) 104mm (110mm long envelope)	
A4 Form (297mm x 210mm) Single document printed with **top** address	'V' Fold	✓				149mm	
European 16" form (406mm x 210mm) Single document printed with **top** address	Double Forward Fold	✓			177mm (121mm long envelope) 199mm (110mm long envelope)		115mm (121mm long envelope) 104mm (110mm long envelope)

American Sizes:

i Fold Length Matrix		Form Input Orientation			Fold Panel Lengths		
American Sizes							
Job Description	Fold Type	Face Down Head First	Face Down Feet First	Face Up Feet First	Fold Plate 1	Fold Plate 2	Fold Plate 3
US Letter format (11" x 8½") Single document printed with **top** address	'C' Fold	✓			82mm		99mm
US Letter format (11" x 8½") Single document printed with **middle** address	'C' Fold	✓			181mm	99mm	
US Letter format (11" x 8½") Single document printed with **bottom** address	'C' Fold		✓		82mm		99mm
US Letter format (11" x 8½") Single document printed with **top** address	'Z' Fold			✓	197mm		99mm
US Letter format (11" x 8½") Single document printed with **bottom** address	'Z' Fold		✓		98mm	99mm	
US Letter format (11" x 8½") Single document printed with **top** address	'V' Fold		✓			140mm	
US Legal format (14" x 8½") Single document printed with **top** address	Double Forward Fold		✓		159mm		99mm

9.4 Paper Control Lever

Lower this lever for single documents or packs with lightweight prime document.



Raise the perspex top cover and move lever forward for single sheets, lightweight prime documents etc.

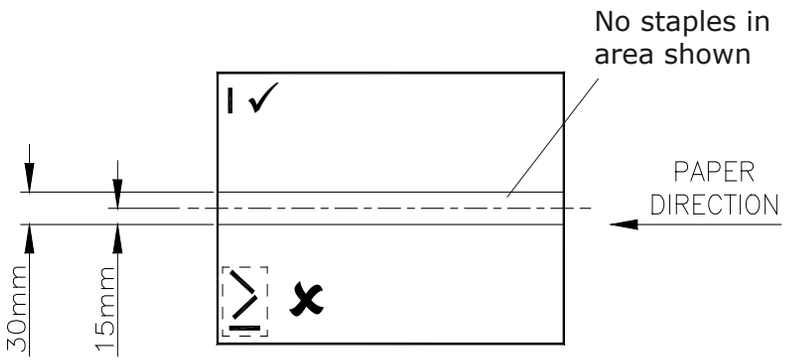
Note: Lever may also be set halfway.

9.5 Daily Mail (Versatile Feeder)

For Flex Folder Daily Mail, see 9.6.

Hand feed forms or packs up to 6mm, stapled or not (see below). observe folding capacity of 8 forms of 80gsm (20lbs bond).

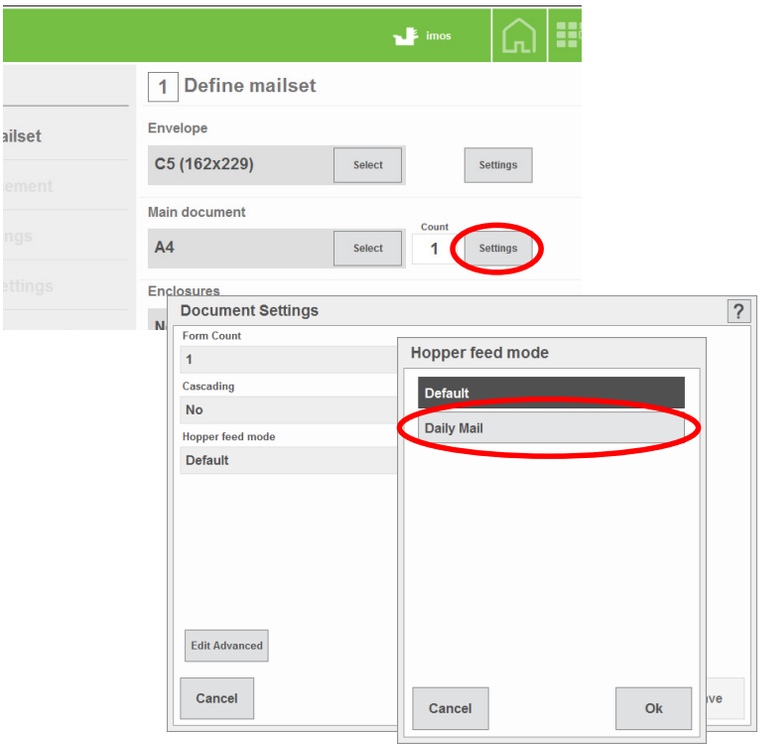
9.5.1 Stapling Restrictions



9.5.2 Using Daily Mail

Define a new mailset (see 7.1.1) or edit document settings for existing job.

Set 'Hopper Feed Mode' to **Daily Mail**.



Save settings, then press **Next** until you reach **Save** to save the job.

cont.

9.5.3 Setting the Separator Gap (see also 9.2).

- Open gap wide and insert pack into it, corner first.
- Close gap until it lightly grips, then open by 1 turn (1mm).
- If document is an 80gsm sheet, set to 1mm

To operate, press **Run** and feed post into hopper tray inside 30 seconds. After this, press Run again.

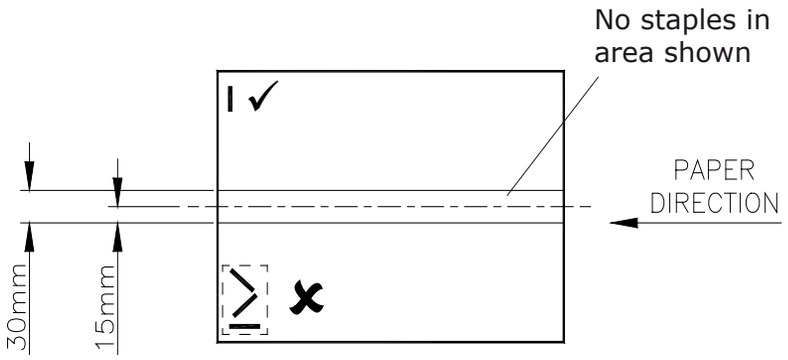
To turn the function off, switch 'Daily Mail' back to **No** in Document Settings.

9.6 Daily Mail (Flex Folder)

For Versatile Feeder Daily Mail, see 9.5.

Hand feed forms or packs up to 6mm, stapled or not (see below). observe folding capacity of 8 forms of 80gsm (20lbs bond).

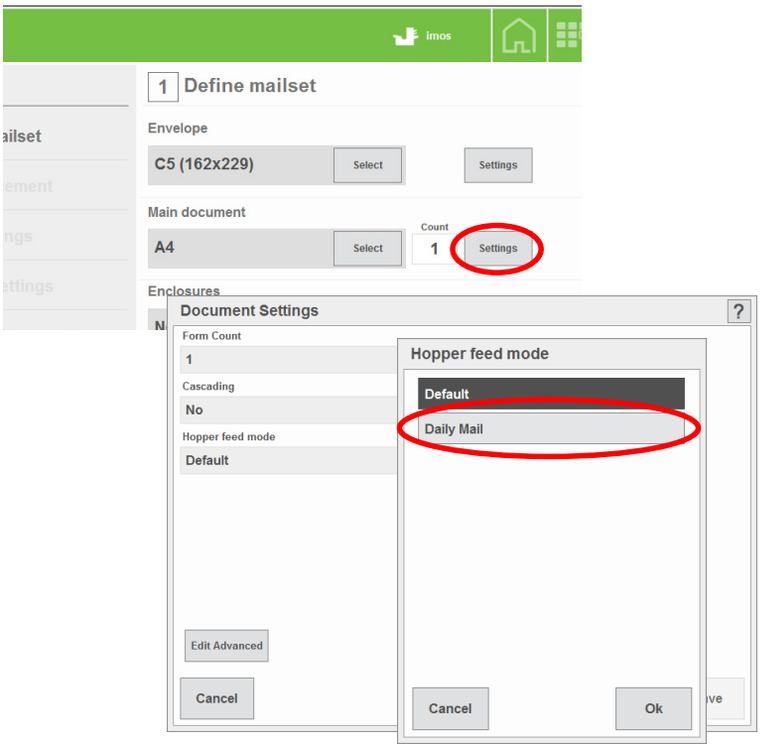
9.6.1 Stapling Restrictions



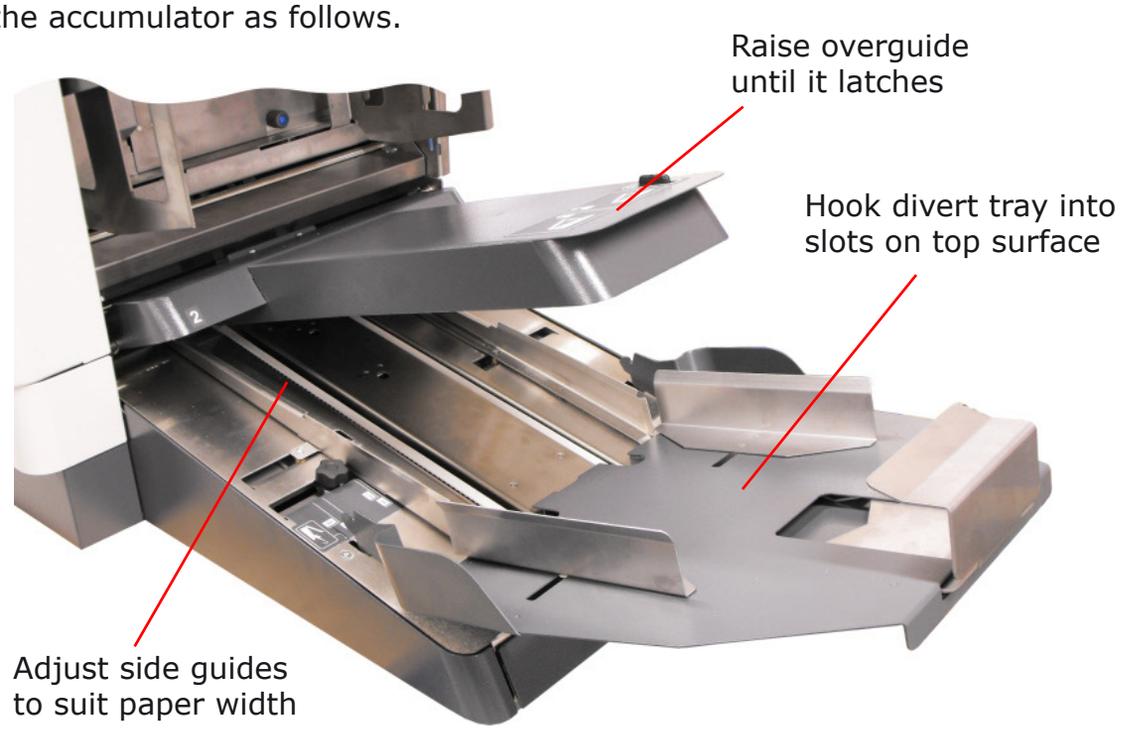
9.6.2 Using Daily Mail

Define a new mailset (see 7.1.1) or edit document settings for existing job.

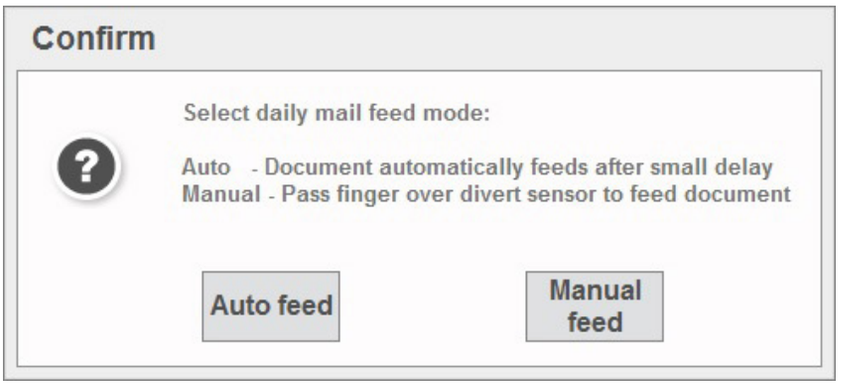
Set 'Daily Mail' to **Yes**. Press **Next** until the job is saved.



Set the accumulator as follows.



Press the **Run** button, then select Auto or Manual feed.



- **Auto feed** pauses 1 or 2 seconds before feeding.
- **Manual feed** will feed immediately.

To operate, press **Run** and feed post fully into accumulator inside 30 seconds. After this, press Run again.

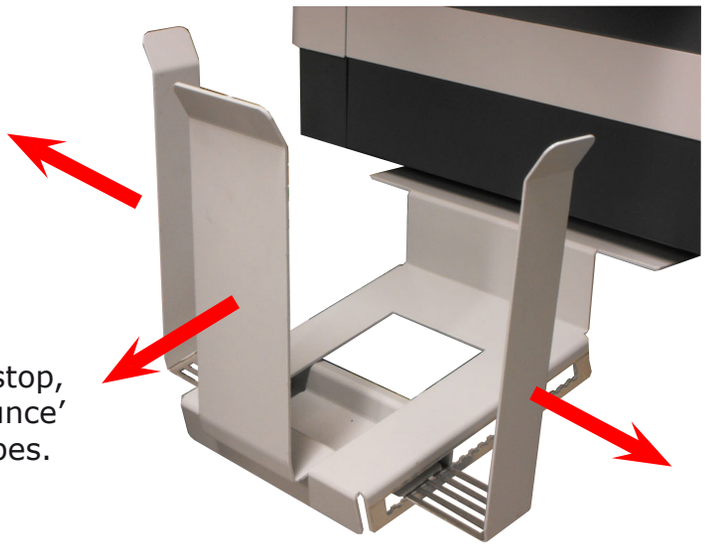
To turn the function off, switch 'Daily Mail' back to **No** in Document Settings.

9.7 Adjusting the catch tray

If a Catch Tray is being used for ejected envelopes, it should be adjusted to suit the ejected envelopes.

Slacken knob under side guides, and adjust to 2mm clearance each side. Tighten knobs.

Lift and pull backstop, adjust to suit 'bounce' of ejected envelopes.



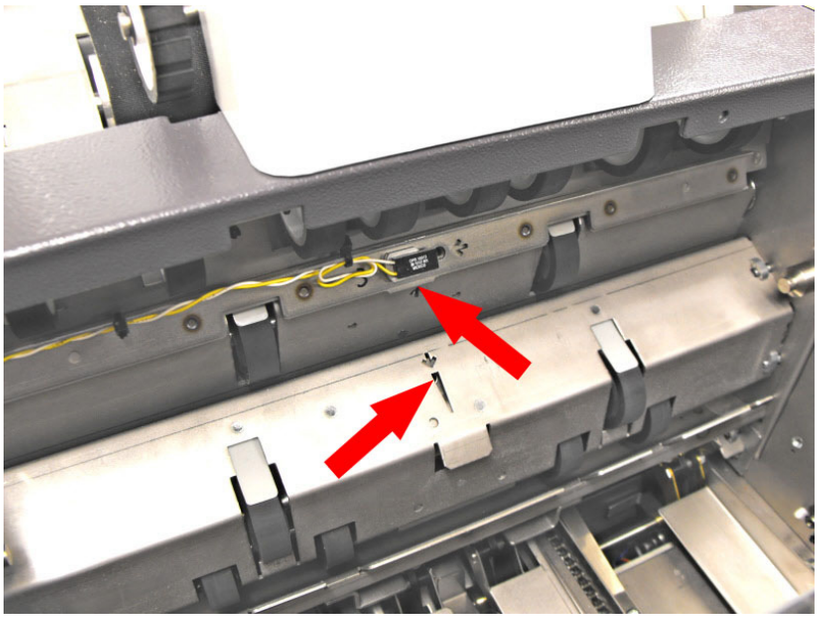
10.1 Cleaning the sensors

Optical sensors consist of two halves: emitter and receiver. These can become obstructed with paper dust and should regularly be cleaned using a non-flammable airduster (Part No. 9103707C). Both halves must be cleaned.

Sensor locations are shown below. For most sensors, an arrow is pierced in the chassis to show where the jet of the airduster should be directed.

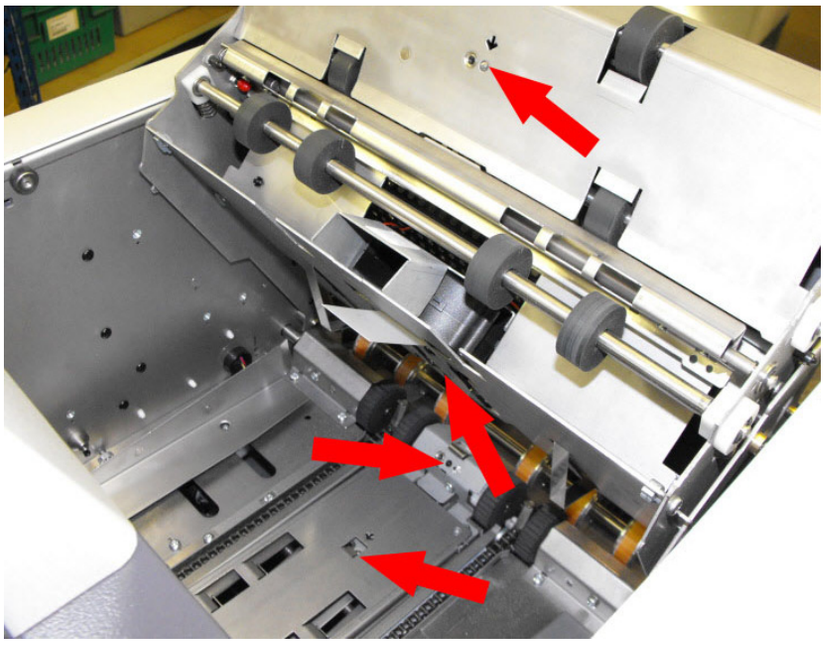
Ensure you clean the sensor lens, not the retaining bush next to it.

Inserter head

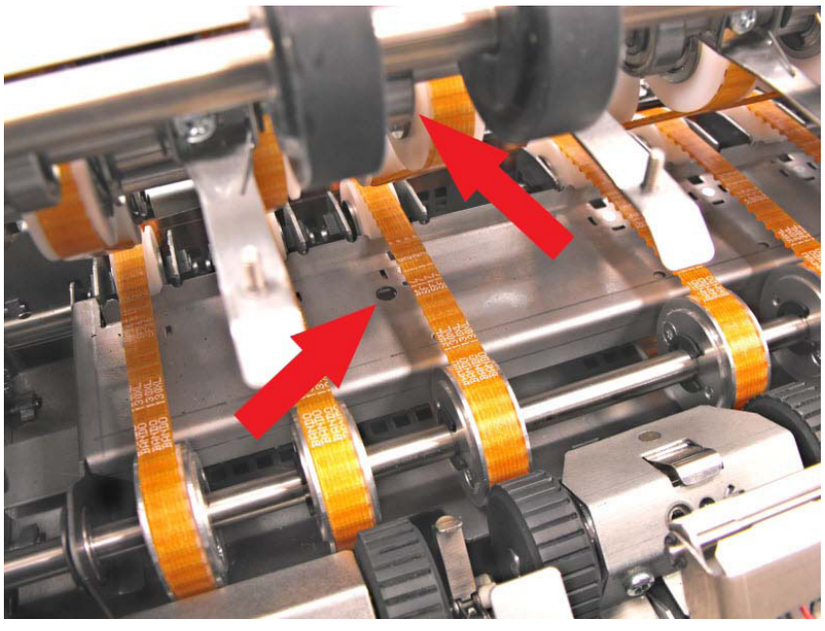


Open perspex top cover and raise collate clamshell (closest to envelope hopper) so it locks in place.

Picture is viewed looking inside collation area towards envelope hopper.

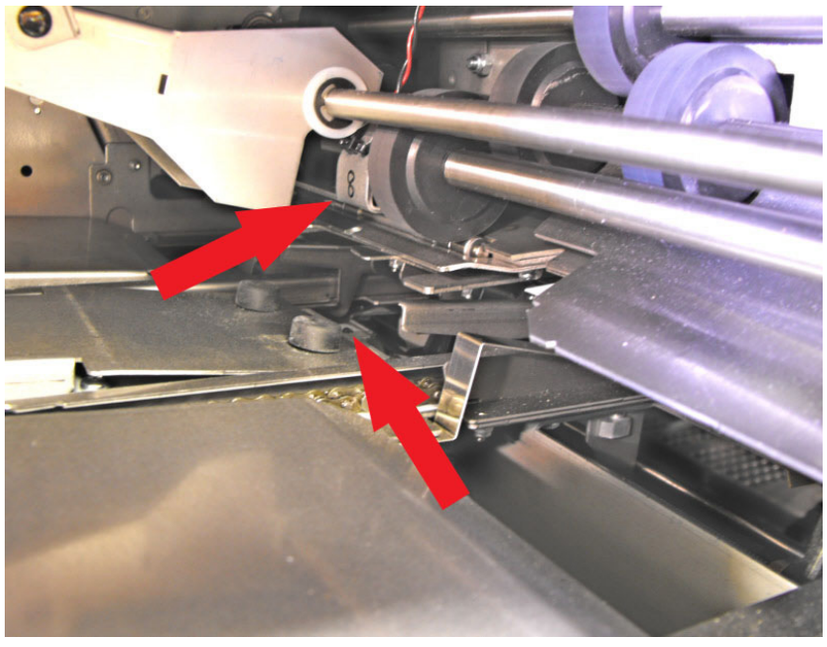


Picture is viewed looking inside collation area away from envelope hopper.

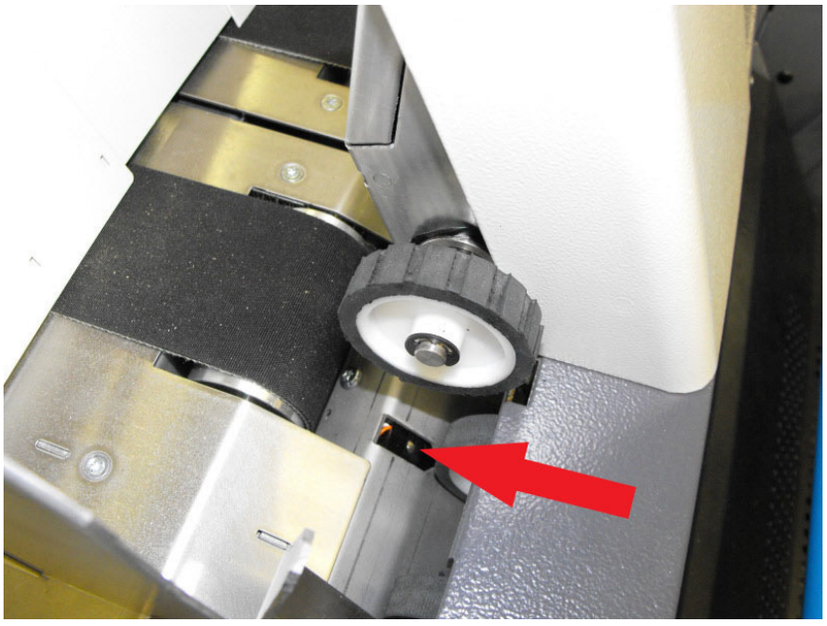


Lower collate clamshell and open upper conveyor (furthest from the envelope hopper) so it locks in place.

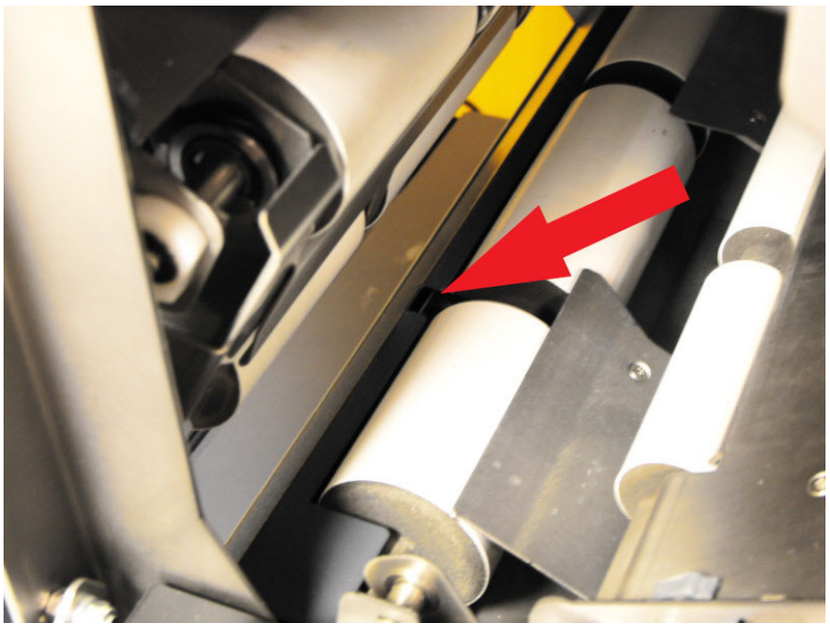
Picture is viewed looking inside collation area away from envelope hopper.



Lower side cover and raise overguide inside closer cavity, latching it in place.

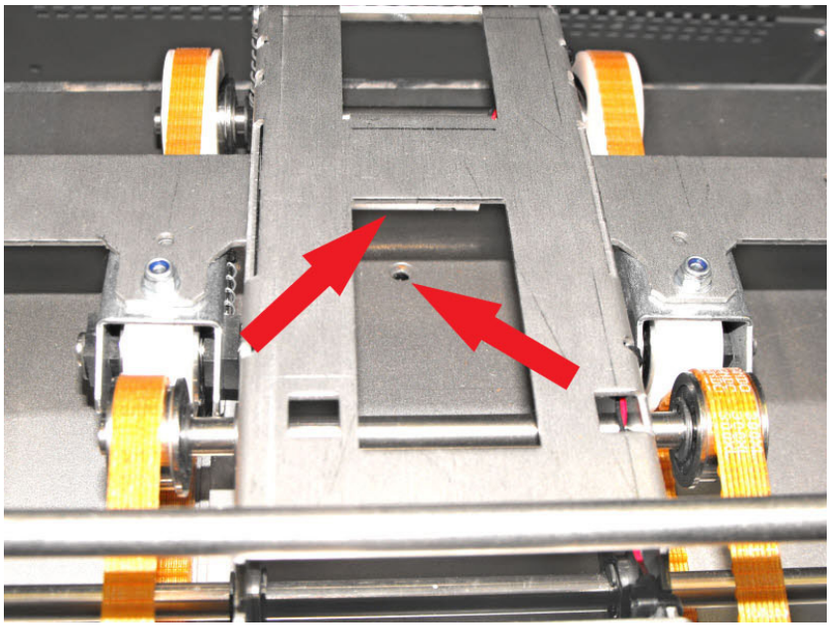


Picture is viewed on front of envelope hopper.

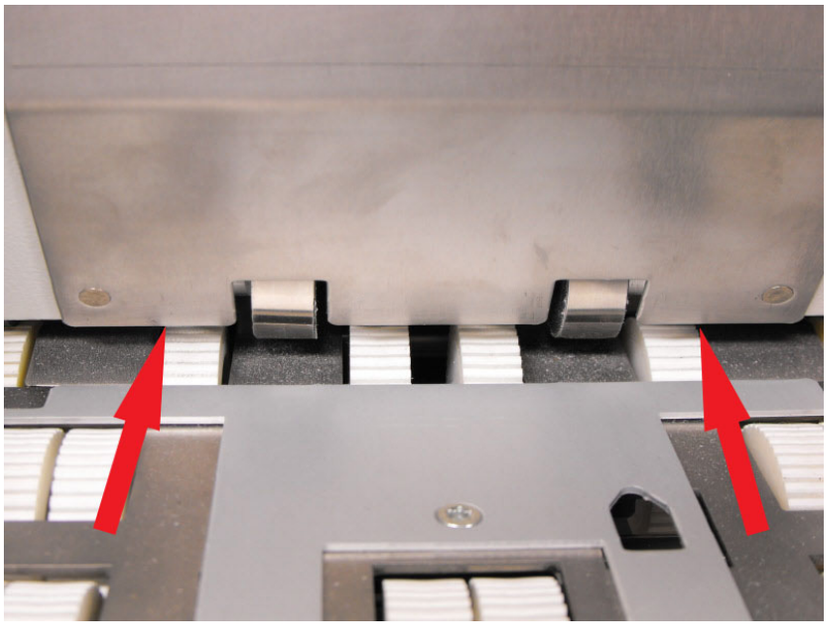


Open side cover and lower front output cover below envelope feeder.

Versatile Feeder

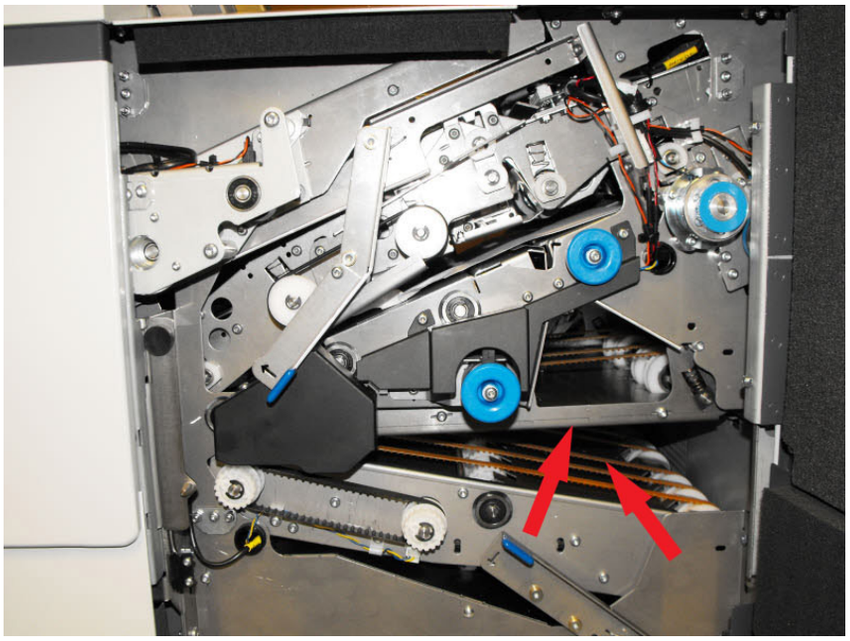


Open the feeder front top covers for first station. For subsequent stations, open side cover and approach from the side.



Picture is viewed looking down feed hopper.

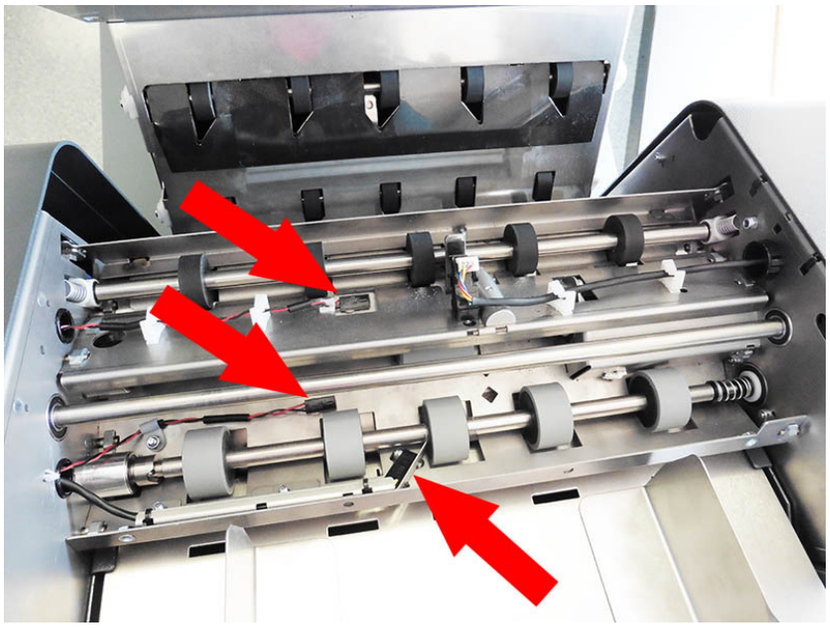
Push nozzle forward about 20mm and spray liberally.



Open side cover and lower the conveyor.

Sensors are located in the centre of track.

Flex Folder



Open folder top cover to locate the sensors.

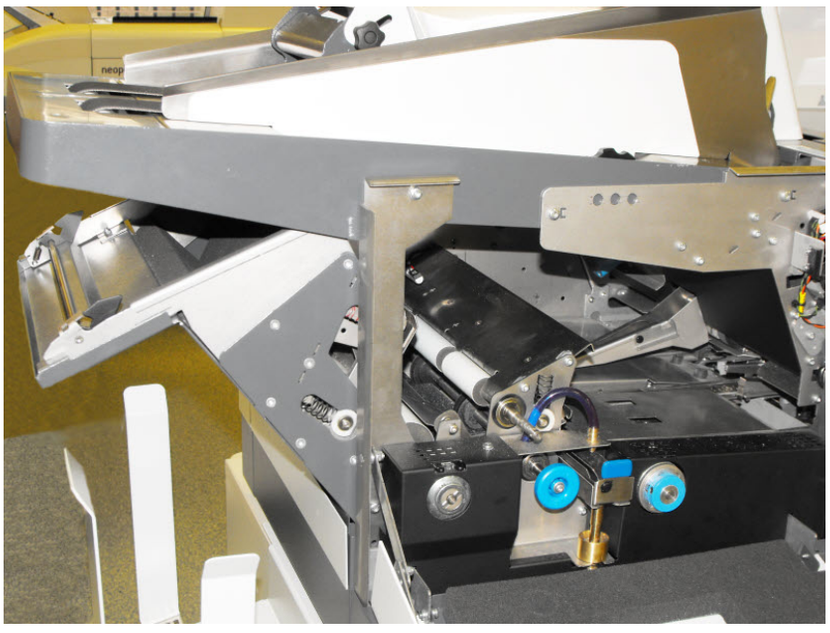
Insert the airduster nozzle under the chassis bridges to reach the sensors.

10.2 Clearing paper jams

If paper jams occur, area affected is indicated in the error message on screen. Clear the paper jam as shown below.

Inserter Head

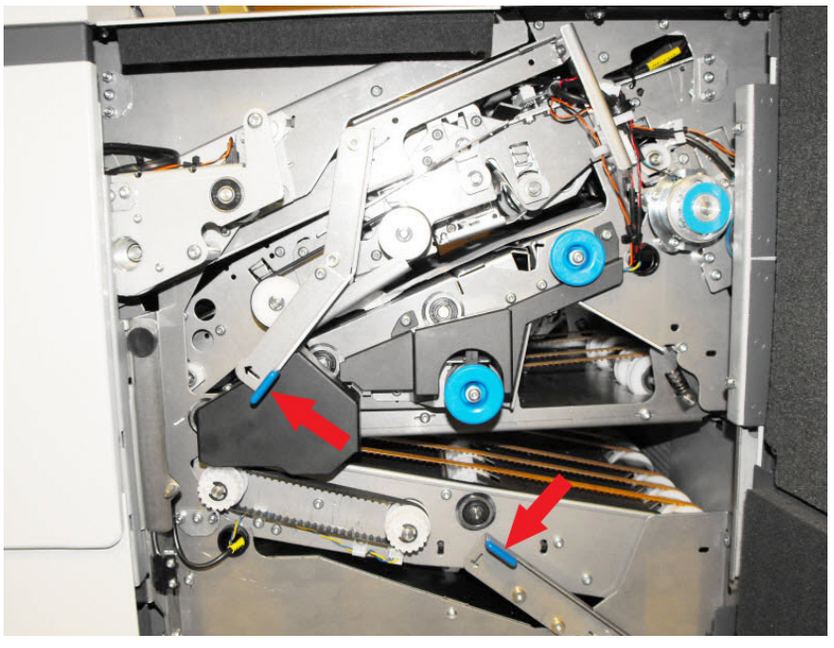
Open side cover on the operator side, and lower front sealer cover.



If paper is not fully visible, turn blue knobs to wind into view.

Versatile Feeder

Open side cover on the versatile feeder.

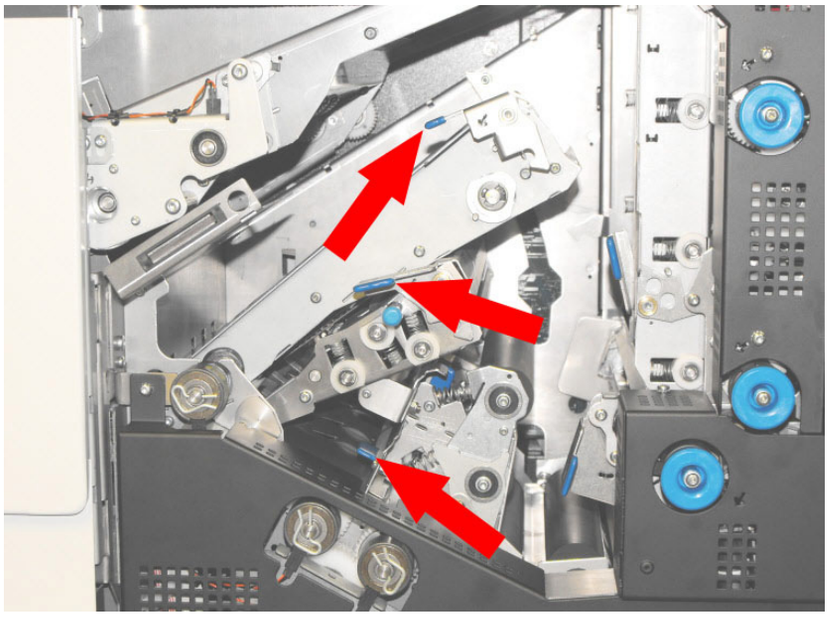


Push levers indicated to access jammed paper.

If paper is not fully visible, turn the blue knobs to wind into view.

Flex Folder

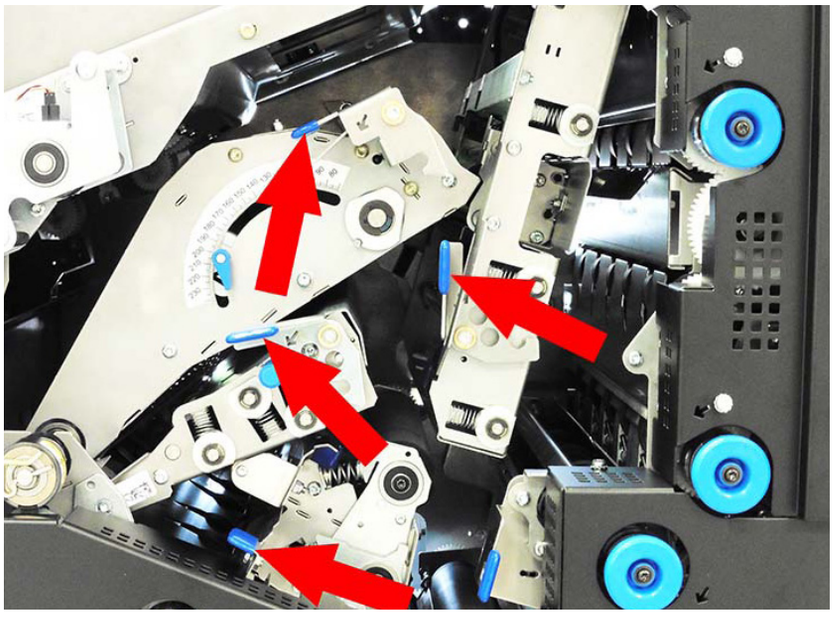
Open the side cover on the flex folder.



Base Unit

Raise and latch transport assemblies #1, 2 & 3.

If paper is not fully visible, turn blue knobs to wind into view.



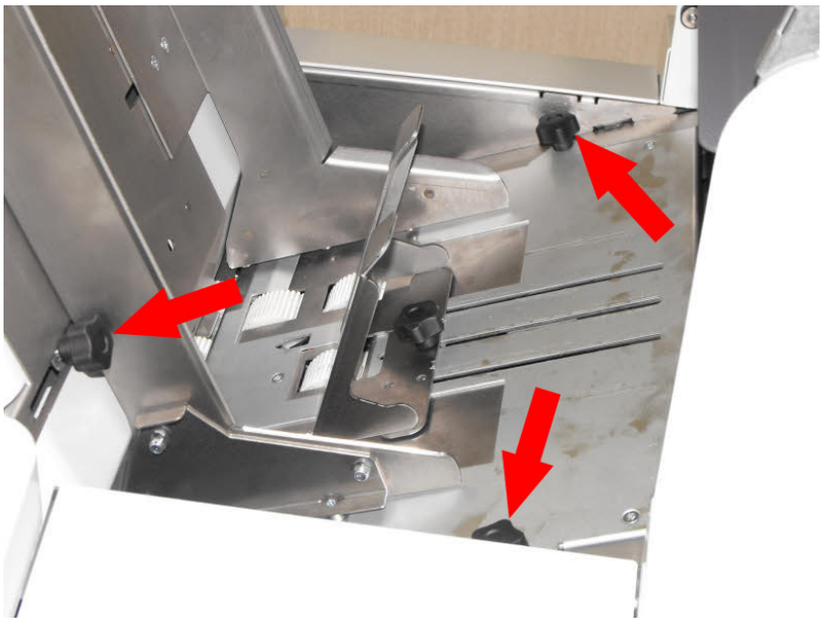
Tower Unit

Raise and latch transport assembly #4, and raise roller assembly #5 below it.

If paper is not fully visible, turn blue knobs to wind into view.

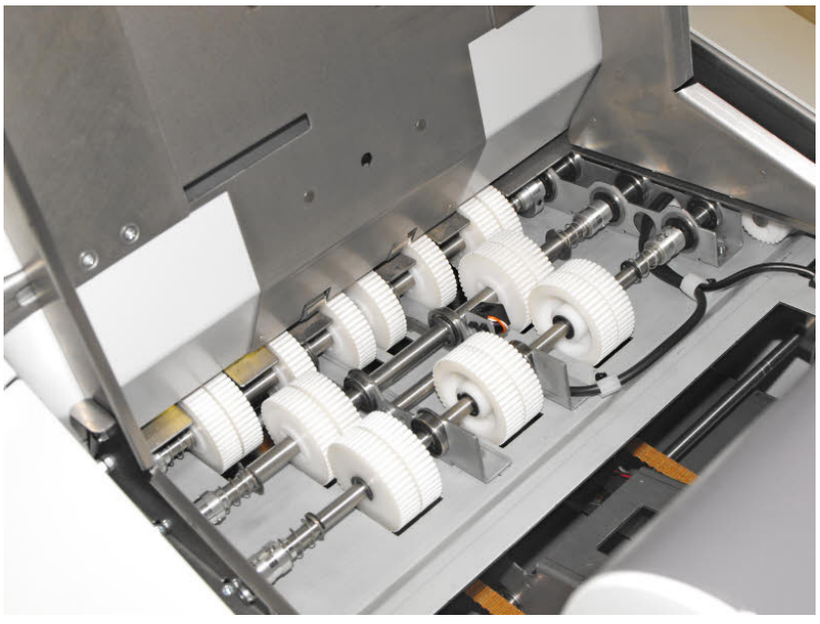
10.3 Changing the feed tyres

Certain documents (eg. glossy materials) may not not feed properly with standard feed rollers. Optional feed tyres are available to assist feeding and are fitted as follows.



Remove 3 knobs indicated and open side guides to their widest.

Lift the feed bed out of the chassis to access feed shafts beneath.

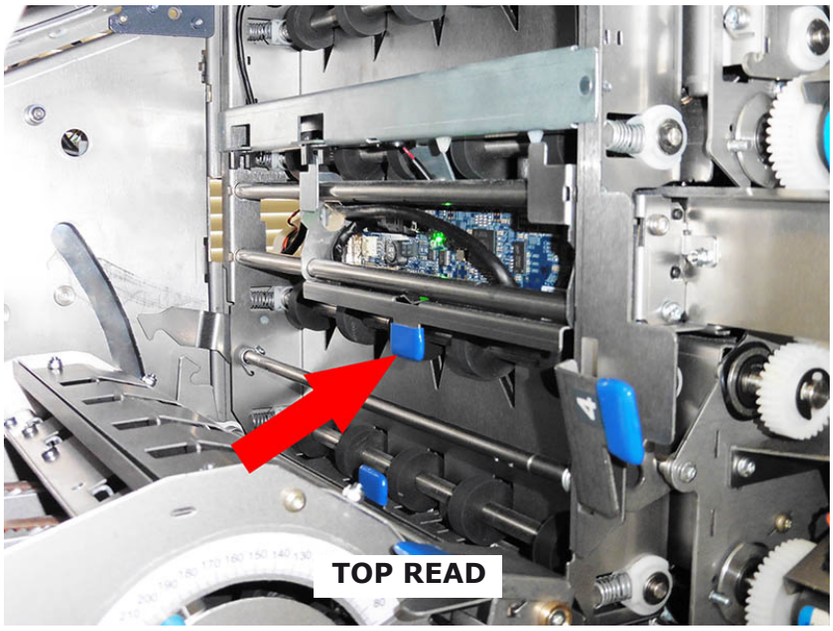


Slide spring-loaded collars inboard and lift feed shafts out of their bearing hubs. The feed tyres can be prised off the rollers and replaced with alternative items.

When replacing shafts, ensure drive pins are properly located in hubs.

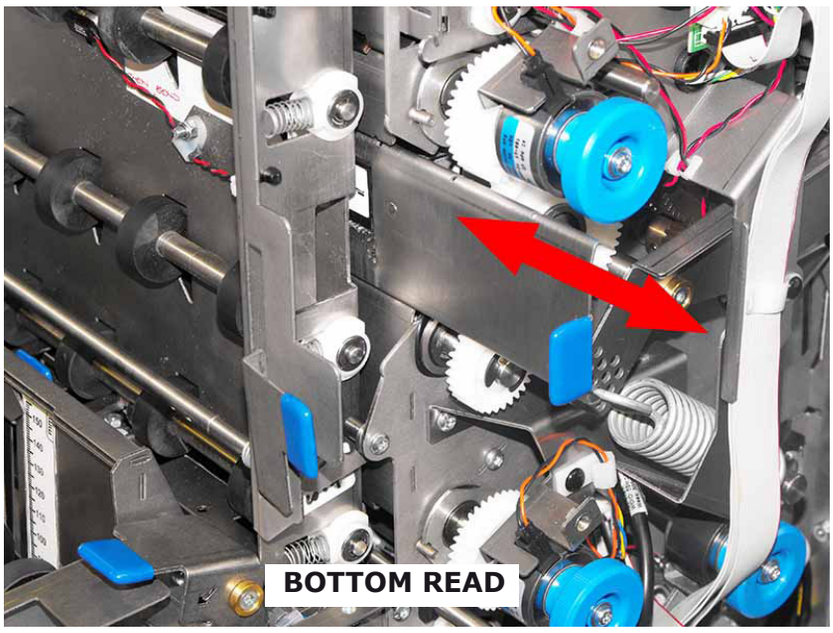
10.4 Adjusting the CIS reader

If a CIS reader is fitted to a Flex Folder, it must be adjusted to align with the barcode label.



Open side cover and using blue tab, slide CIS reader over to the side of the paper that the label is printed.

Note: Move the CIS reader fully to one side or the other. Do not position it in-between.

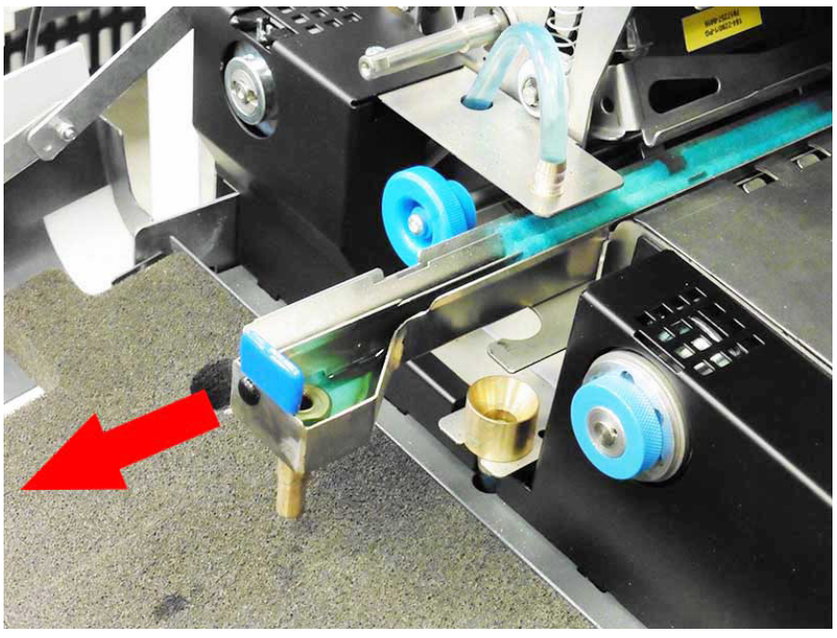


10.5 Maintaining the wetter system

The wetter system comprises a tank to damp the wetter beam, replenished by a pump-driven reservoir bottle located in the stand.

At regular intervals, the tank should be removed to clean it.

Cleaning the wetter tank



Open the side cover on the insert head. Using the blue tab, lift the end of the wetter tank slightly and withdraw it.

Empty the tank and clean it by running clear water over its length for 2 or 3 minutes.

Replace the tank. It will automatically replenish.

Changing the reservoir bottle

Open the door of the stand below the insert head. Lift the pipes with attached weight out of the bottle.

Remove the empty bottle, uncap a new one and replace the pipes.

Important: For optimum sealing, use only approved sealing fluid (Part No. A0275A 9101264H for 10 litre bottle).

11.1 Inserter head

Pack thickness

Maximum pack thickness is defined as the internal dimension of a rigid opening that a filled envelope will fall through under its own weight.

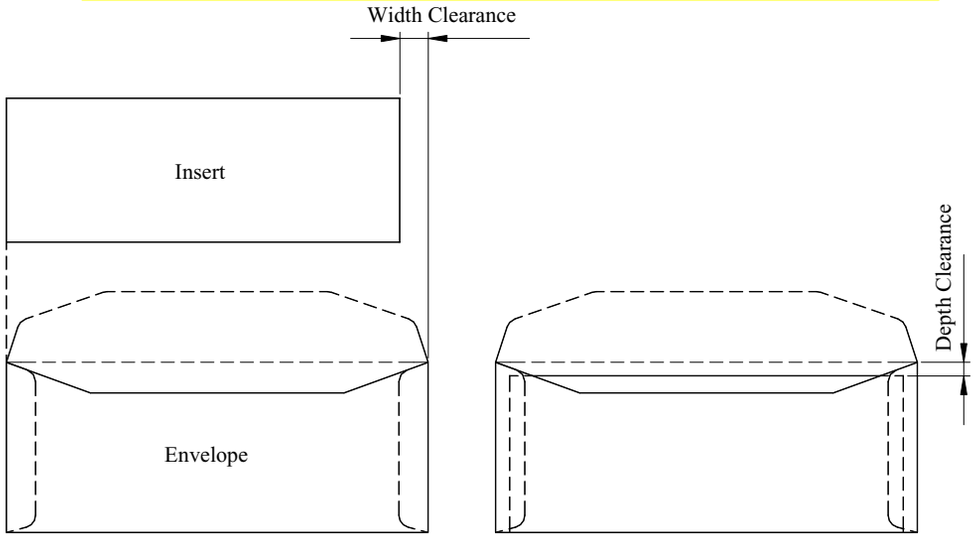
All envelopes sizes: up to 10mm (25/64”)

Pack clearance

The minimum clearances required between the inserts and envelopes are dependent on insert pack thickness.

Clearance is the total clearance and is defined as the difference between the largest overall dimensions of the pack and the internal dimensions of the envelope (see below). The required clearances are summarised as follows:

Pack <3mm: Depth 6mm (¼”) Width 16mm (5/8”)
Pack >3mm <6mm: Depth 12mm (½”) Width 19mm (¾”)



Cycling speed

Up to 6000 envelopes per hour (based on 1 or 2 x A4 single-folded sheets into a C5/6 or #10 envelope).

Up to 5300 envelopes per hour (based on 1 x A4 folded sheet with 1 x BRE into a C65 or #10 envelope).

Speeds for other conditions available on request.

Monthly volume

Up to 300,000 filled envelopes per month.

Cycling speed

MAILPIECE	SPEED
Max. speed per hour/ Max doc speed per hour	6,000
Accumulation speed (A4)	12,000
C 65 (114mm), 1 x A4/Letter in C-fold via Accumulator	6,000
C 65 (114mm), 2 x A4 in C-fold via Accumulator	6,000
C 65 (114mm), 4 x A4 in C-fold	3,150
C 65 (114mm), 1 x A4 in C-fold + BRE	5,300
Nr#10 (105mm), 1 x Letter in C-Fold via Accumulator	6,000
Nr#10 (105mm), 2 x Letter in C-Fold via Accumulator	6,000
Nr#10 (105mm), 4 x Letter-20 in C-Fold	3,350
C5 (162mm), 1 x A4 single fold via Accumulator	5,200
C5 (162mm), 2 x A4 single fold via Accumulator	5,200
C5 (162mm), 4 x A4 single fold	3,150
C4 (324mm), 1 x A4 unfolded	4,700
C4 (324mm), 10 x A4 unfolded	1,500
C4 (324mm), 15 x A4 unfolded	950

Envelope Hopper capacity

C5 or below - up to 800 of 90gsm (24lbs bond)
C4 (flat type) - up to 500 of 100gsm (28lbs bond)
Loading whilst running - Yes

Envelope weight

Minimum: C5 or below - 70gsm (18lbs bond)
Minimum: Above C5 - 90gsm (24lbs bond)
Maximum: 110gsm (28lbs bond)

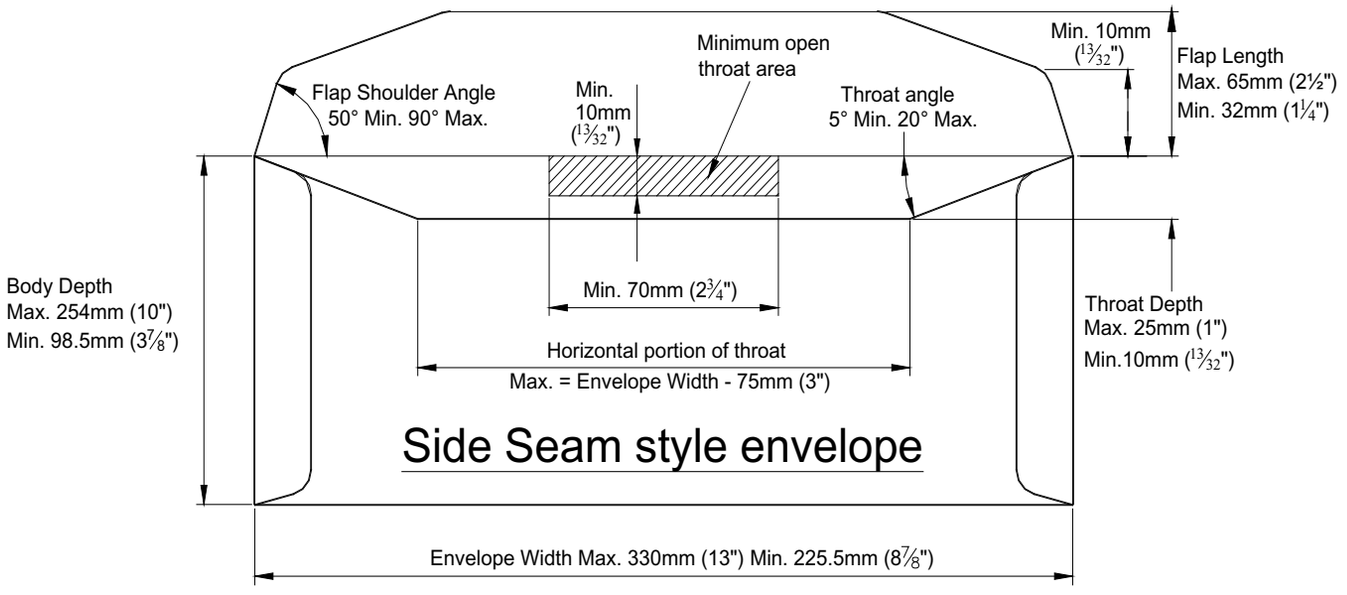
General envelope requirements

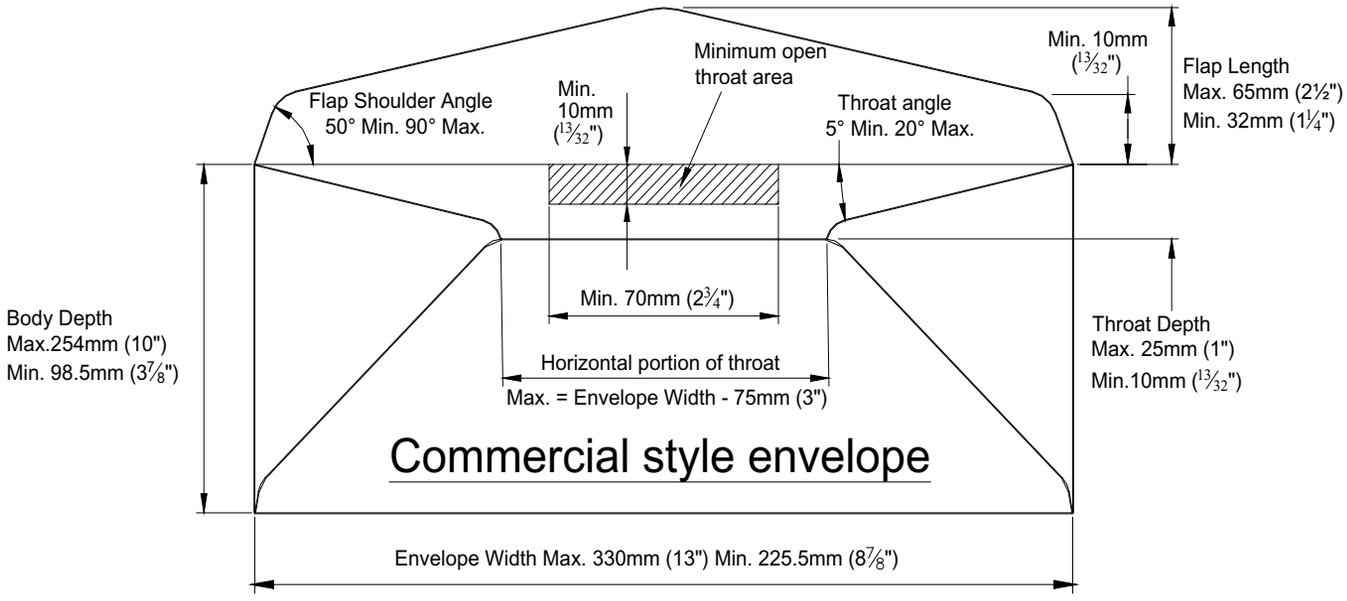
- Envelope to be good quality machine-fill type. Dimensions and quality to be consistent across manufactured batches.
- Side seams must be securely glued to the top of the seam.
- Flap crease must be pre-scored to enable the envelope flap to open flat.
- no glue seepage must be evident on interior or exterior of envelope.

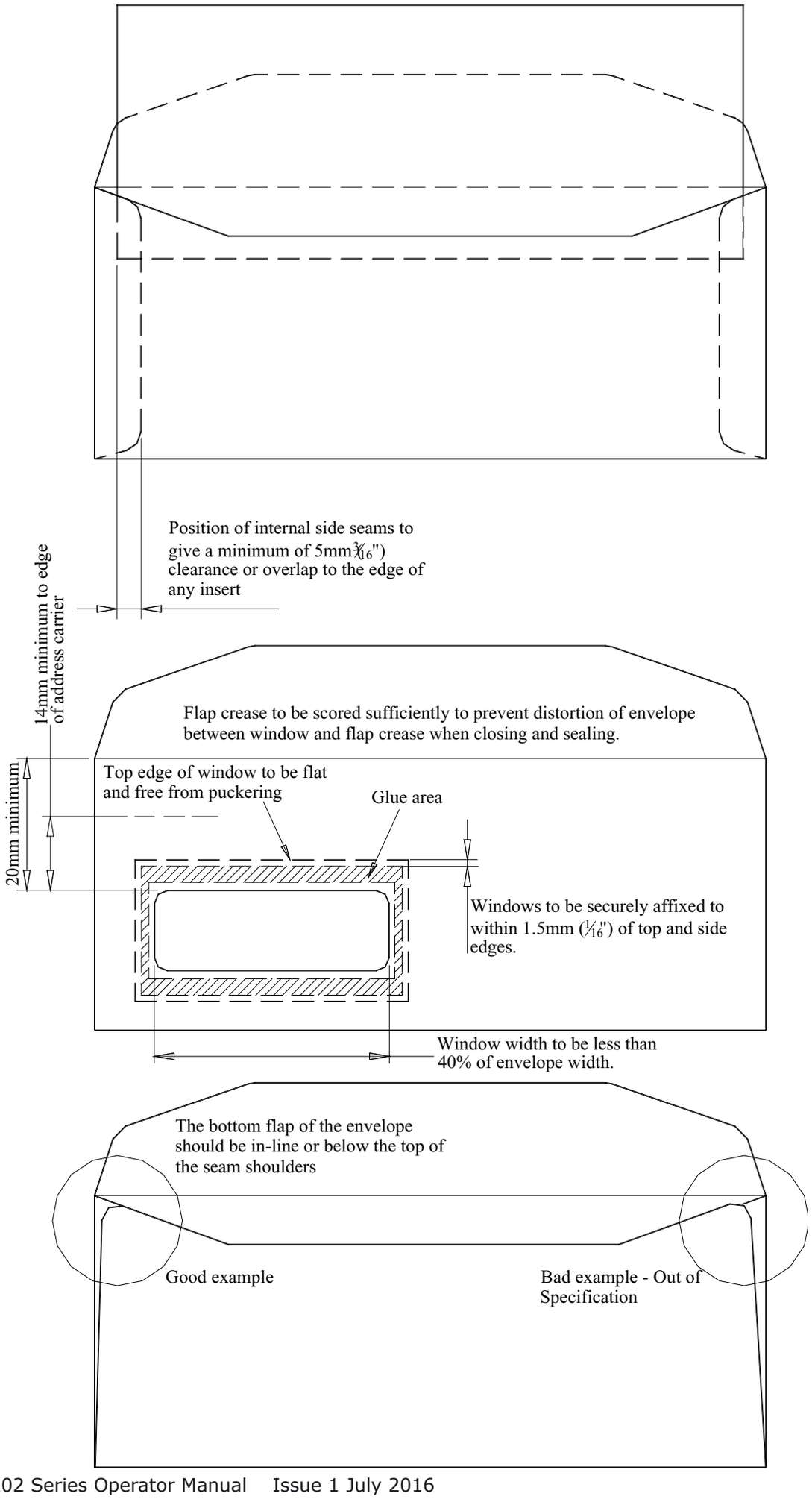
Receiving tray capacity (optional)

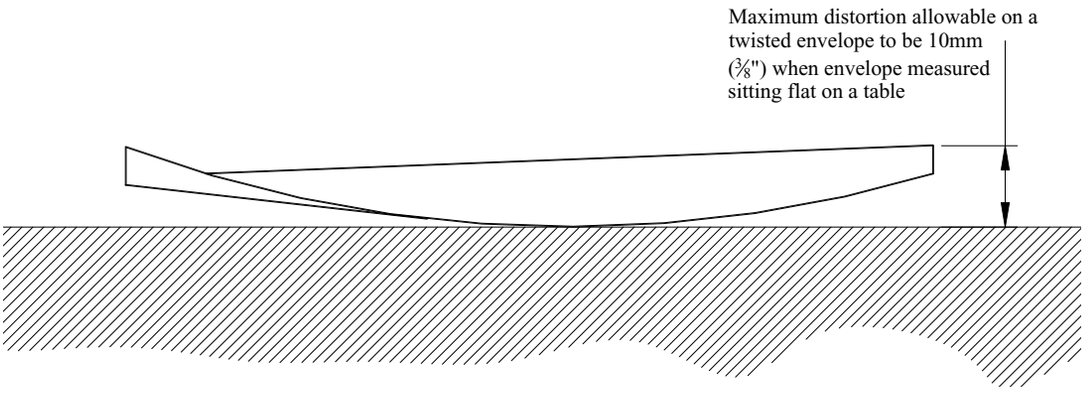
C65: 215 filled envelopes*
C4: 300 filled envelopes*
*assumes 1 document inserted.

Envelope details






Position of internal side seams to give a minimum of 5mm(3/16") clearance or overlap to the edge of any insert
14mm minimum to edge of address carrier
Flap crease to be scored sufficiently to prevent distortion of envelope between window and flap crease when closing and sealing.
Top edge of window to be flat and free from puckering
Glue area
20mm minimum
Windows to be securely affixed to within 1.5mm (1/16") of top and side edges.
Window width to be less than 40% of envelope width.
The bottom flap of the envelope should be in-line or below the top of the seam shoulders
Good example
Bad example - Out of Specification



Envelope sealing fluid

Built-in wetter tank, automatically pump-fed by 10-litre wetter container located in stand. Optional low-level float switch available.

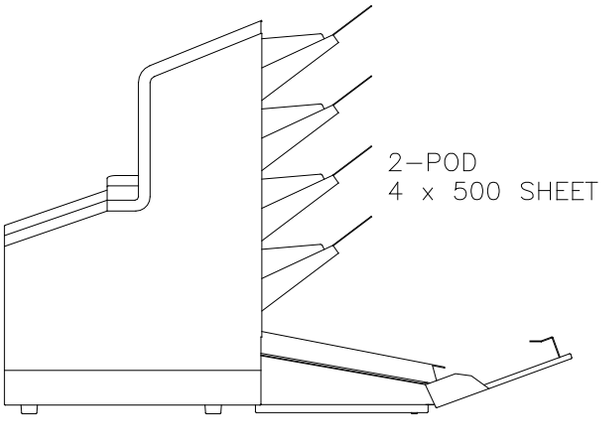
11.2 Flex tower

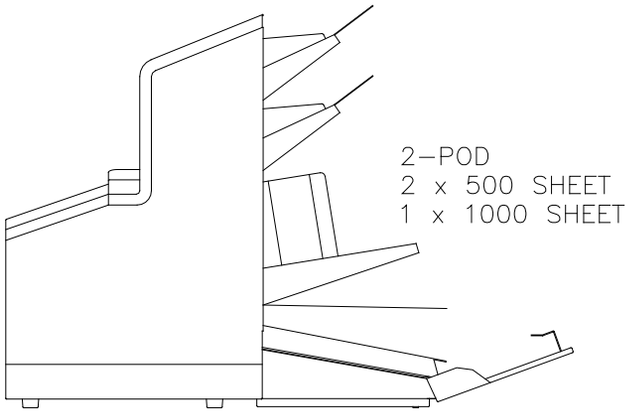
Paper Size	Minimum width: 148mm (5¾”)* Maximum width: 305mm (12”)† Minimum length: 93mm (3⅝”) (140mm (5½”) when reading and using acumulator) Maximum length: 406mm (16”) *For individual items. Min. pack width: 210mm (8¼”) †Maximum width when folding: 229mm (9”) **Note:** The maximum suggested width difference between inserts is 32mm (1¼”): this may be increased subject to test. If this difference is exceeded, the insertion fingers will not cover the edges of the narrow insert and may cause insertion problems. Sandwiching a narrow insert between two wider ones may resolve this.
Paper weight	Minimum 70gsm (18lbs bond) Maximum 120gsm (32lbs bond) for folded documents Maximum 2mm thick for unfolded inserts (subject to test)
Folding capacity	C, Z or V-fold: 8 sheets 80gsm (20lbs bond)* Double-forward fold: 4 sheets 80gsm (20lbs bond)* * Multiple folded sets dependent upon pack thickness.
Fold lengths	Fold Plate 1: 237mm Max, 50mm Min. Fold Plate 2: 232mm Max, 85mm Min. Fold Plate 3: 135mm Max, 50mm Min.

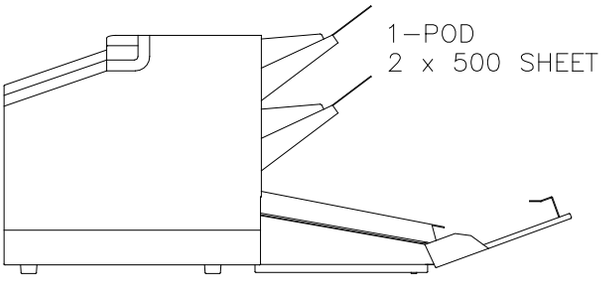
Hopper capacity

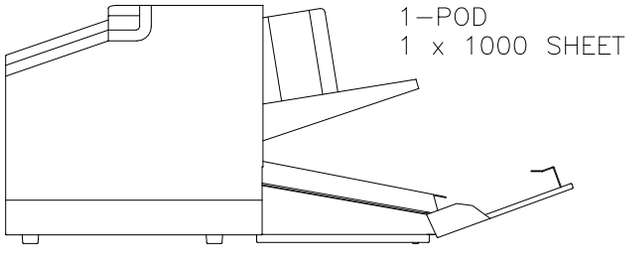
Tower can be ordered with 1 or 2 pods, each fitted with 1 or 2 hoppers as follows:

2 x 500 sheets of 80gsm (20lbs bond)
1 x 1000 sheets of 80gsm (20lbs bond)





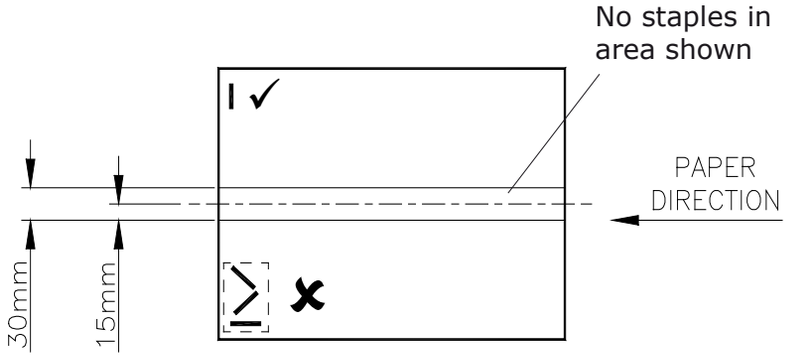




Examples shown above are for illustration only. Other configurations are available.

Daily mail

Up to 8 sheets of 80gsm (20lbs bond) for C, Z or V fold, up to 4 sheets of 80gsm (20lbs bond) for double forward fold, up tp 25 sheets of 80gsm (20lbs bond) unfolded. May be stapled or not. Max. thickness of staple 3mm. Allowable staple positions are shown below.



11.3 Versatile feeder

Enclosure Size

Minimum width: 148mm (5¾”)*
Maximum width: 305mm (12”)
Minimum length: 76mm (3”) for non-reading unit
93mm (3 ⅝”) for reading unit
Maximum length: 216mm (8½”)
*For individual items, min. pack width is 210mm (8¼”)
Note: The maximum suggested width difference between inserts is 32mm (1¼”): this may be increased subject to test. If this difference is exceeded, the insertion fingers will not cover the edges of the narrow insert and may cause insertion problems. Sandwiching a narrow insert between two wider ones may resolve this.

Enclosure weight

Minimum 70gsm (20lbs bond)
Maximum 6mm (¼”) thickness

Hopper capacity

1000 sheets of A4 80gsm (20lbs bond)
500 sheets of A4 Z-folded 80gsm (20lbs bond)
250 x 2.4mm booklets
500 x C65 envelopes

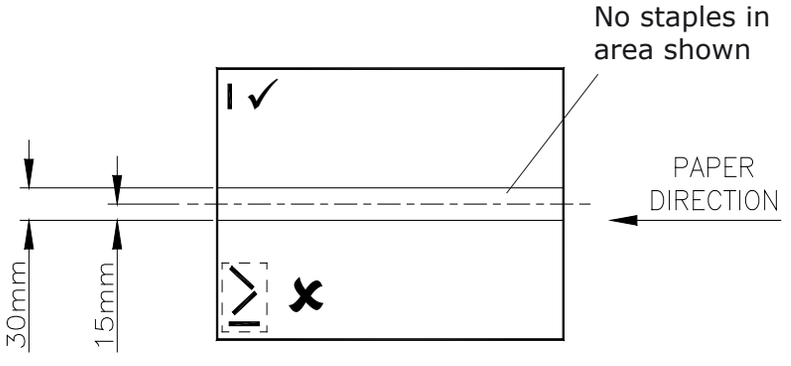
Note: Quantities shown above are maxima. Depending upon other conditions, actual quantities may be lower than those shown.

Requirements

Enclosures must be flexible enough to suit path constraints.
Some enclosures may require special tyres.

Daily mail

Up to 25 sheets of 80gsm (20lbs bond) unfolded. May be stapled or not. Max. thickness of staple 3mm. Allowable staple positions are shown below.



11.4 Mechanical & Electrical

Noise level:

75dbA (3 x Versatile feeders, 1 x Flex tower, measured at 1.6m height, 1m from nearest cover).

Heat Output (BTU/Hour):

Rated current x rated volts x 3.412 (eg. 2464 BTU/Hour for typical configuration of 3 x versa feeders + flex tower folder).

Heat Output (Watts):

Rated current x rated volts (eg. 722W for typical configuration of 3 x Versatile feeders + Flex tower folder).

Electrical:

	230VAC	115VAC
Frequency	50Hz	60Hz
Input Current	Head: 0.85A	Head: 1.6A
	Versa Feeder: 0.58A	Versa Feeder: 1A
	CIS Feeder: 0.58A	CIS Feeder: 1A
	Flex Tower: 0.55A	Flex Tower: 1.4A
	PC & Monitor: 1.2A	PC & Monitor: 2.4A
Fuse Rating (Insert Head)	T6.3A	T10A

Operating Temperature:

18 - 28 deg C (64 - 82 deg F)

Operating humidity:

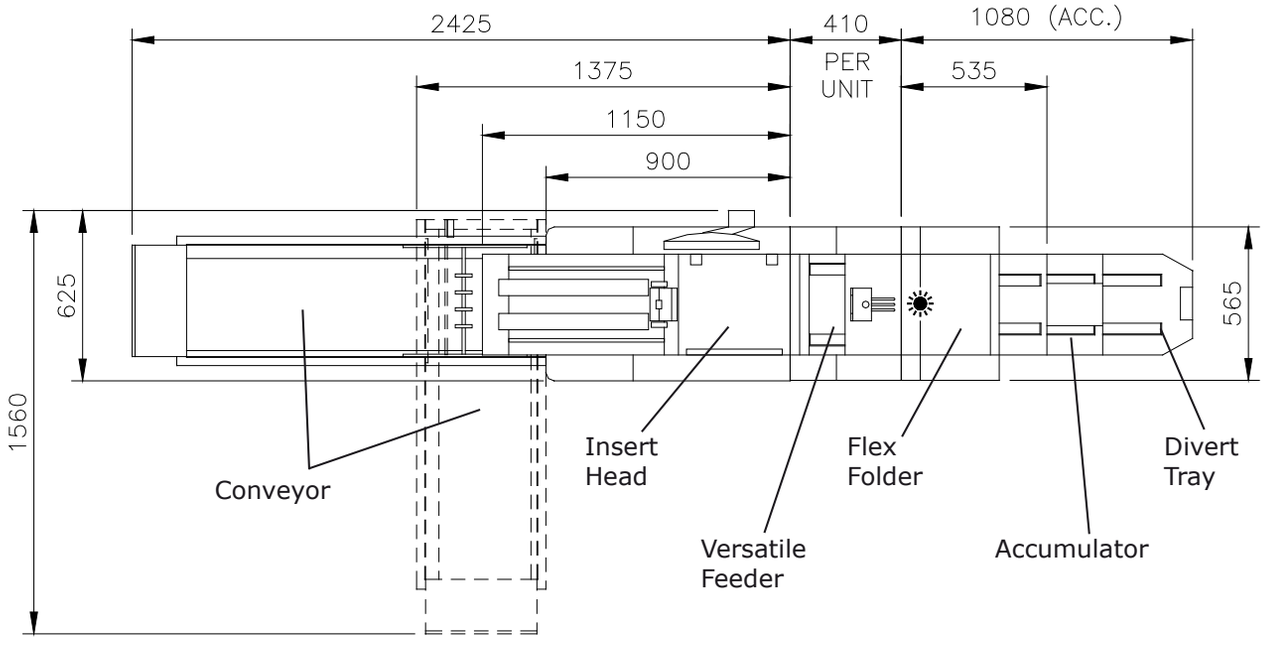
30 - 80% RH

Weights:

	Unpackaged	Packaged
Inserter Head	101Kg	119Kg
Versatile Feeder	62Kg	76Kg
Flex Tower*	114Kg	130Kg
Conveyor	36Kg	42Kg
Furniture Units	23Kg	24Kg (short)
	34Kg	36Kg (long)
	44Kg	46Kg (conveyor)
PC, Arm & Fluid	31Kg	34Kg

* 2-pod version (each with 2 x 500 sheet-trays), and including accumulator with diverter tray.

Sizes:



Heights (incl. furniture):

Inserter head	1200
Versatile Feeder	1400
Flex Folder*	1500

* Fitted with 4 x 500-sheet trays

Ambient light:

Although the machine may operate in sunlight, it is not designed for use in direct sunlight, or where sunlight is exposed to the machine through windows or skylights. The light-sensitive sensors can be affected in these conditions. It is therefore recommended to:

a) Locate the machine out of direct sunlight
b) Protect the machine from direct sunlight using blinds or similar blocking devices.

If the machine can only be located where it may be exposed to direct sunlight, then please contact Technical Support department, who may be able to advise on the use of blocking material on the inside of the Perspex cover where necessary.

Important Notes:

1. All stationery should be allowed to acclimatise near the machine for at least 24 hours before use to prevent rapid absorption of moisture in the material, or condensation forming on the machine. Failure to acclimatise the material may cause pre-gumming of envelopes or otherwise impair machine performance.

2. The machine will function with humidity levels lower than 30% RH, but high levels of static may be generated, impairing machine performance.

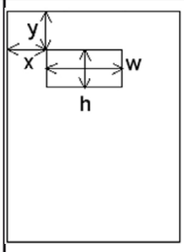
3. The machine will function with humidity levels higher than 80% RH, but moisture absorption into the material may impair machine performance.

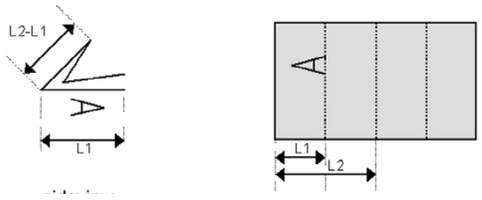
4. Condensation must not be present under any circumstances.

5. The machine will function at temperature levels above 28 deg C (82 deg F) and below 18 deg C (64 deg F). However, temperature levels outside these limits may impair the machine performance.

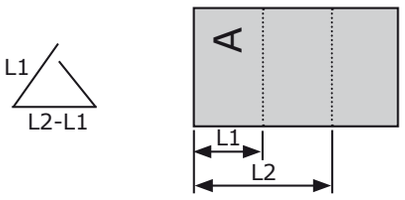
6. Material processed directly from laser printers may have high levels of static causing material to stick together. If double feeding occurs, then Hi-Grip separators may be required - contact IPSS department.

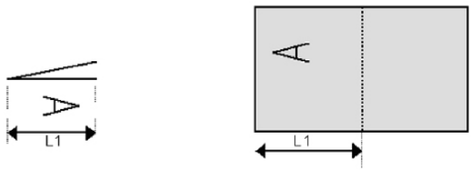
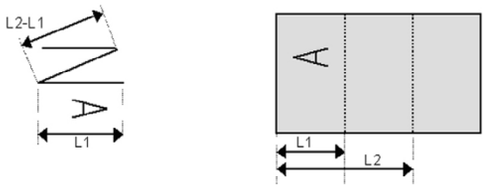
12 Glossary of Terms

Term	Description
Address carrier	The address carrier is the document that carries the address of the person for who the mail set is meant. The address carrier can consist of one or more sheets, from which at least the first sheet must contain the address. The address must remain visible while enclosures are added and the document set is folded. The fold type and selected envelope must ensure that the address is visible behind the window in the envelope. For personalized mailings there is always an address carrier present as long as envelope printing is not supported. Normally there is one address carrier.
Address position	 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.
Automatic	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.
Automatic job	A job that is created with the Automatic job functionality.
Barcode Reading (BCR)	Barcode Reading is intended for reading and interpreting printed barcodes. The codes give information to the inserting system about how to build-up and handle a set.
Business Reply Envelope (BRE)	Envelope included in outgoing mail sets for addressee response purposes.
Cascading	See Feeder linking.
C-fold	See Letter fold.
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.
Deskew	A system of straightening a skewed document or enclosure by driving it into a set of drive rollers that have been briefly stopped. This removes the skew, and after a set period of time, the rollers restart. Deskew slows the machine down and can be disabled or adjusted for amount of deskew for forms that are not prone to skewing.

Term	Description
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 into the envelope. The number of enclosures can range from 0 to the limit imposed by the number of available feeders, whilst observing the overall pack thickness. Once the document set has been inserted into an envelope it is called mail set.
Double Document Detection	Double Document Detection is the sensor that measures the thickness of a sheet to check if the inserting system does not accidentally take more sheets than intended. DD sensors exist on feeders (double sheet detection). Currently DD detection on Neopost 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. 
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, ie. the front end of the tray.
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, ie. the front end of the tray.
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, ie. the front end of the tray.

Term	Description
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, ie. the front end of the tray.
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 (Cascading)	The ability to load two feeders with the same document type where the inserting system automatically switches to a second feeder when the first feeder is empty and vice versa. In the mean time the first feeder can be refilled, so the inserting system can keep running without having to stop for refilling the feeders.
Feeder tray	Part of the feeder that contains the stack of documents or envelopes.
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.
FlexFeed®	The flexFeed® is the feeding part of the system.
High Capacity Feeder	Feeder that has a capacity up to 1000 sheets (on a Tower unit).
High Capacity Vertical Stacker	Optional stacker that is mounted on the exit of the system, to stack filled envelopes.
Insert	• To insert is the action of inserting a document set into an envelope. • For native English speaking customers an insert is also a short document, not to be folded, 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.

Term	Description
Letter fold (also known as C-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 below. The position of both folds is adjustable. 
Linking	See Cascade.
MaxiFeeder™	Feeder with high capacity feeder tray.
Multiples	The feature of an inserting system in which more than one sheet is taken from a feeder.
OMR	Optical Mark Recognition (see further table entry).
OMR code definition	Standard 1-track OMR code definition. Specifies the amount of reading marks used and the functionality linked to each of them (how each should be interpreted). A definition is a licenced option.
Operator	The person operating an inserting system.
Optical Mark Recognition (OMR)	Optical Mark Recognition is intended for reading and interpreting printed codes. These codes are one or more black marks which are read from a document. These marks give information to the inserting system about how to build-up and handle a set.
Output Conveyor	Fitted at the output for filled envelopes to be ejected onto. Higher capacity alternative to a receiving tray. 2 lengths are available.
Pod	The feed hopper unit fitted to a Tower. A Tower is available with either 1 or 2 pods, each one consisting of either 2 x 500-sheet trays or 1 x 1000-sheet tray.
Reading error	Condition in which the system could not reliably read or interpret the OMR reading marks or barcode from a sheet.
Reading marks	Marks added to documents containing finishing instructions that can be identified by an reading head and interpreted according to the used OMR code definition.
Receiving tray	Fitted at the output for filled envelopes to be ejected into. Basic alternative to an Output Conveyor.
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.

Term	Description
Single fold	A single fold implies the document set is folded once. The fold position is adjustable. This fold is illustrated below: 
Stop counter	Counter which sets the amount of envelopes to be filled. After filling this amount of envelopes the system will stop.
Supervisor	Person who is responsible for the technical state of the system. 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 (or hopper)	Contains a stack of paper for a printer or inserter. This paper is supplied to the system for further processing.
Vertical transport	The vertical transport section between hoppers and folder/ collator below .
Z-fold (also known as zigzag fold)	A Z-fold means that a document is folded twice in such a way that each folded flap is on a different size of the folded document, resulting in a Z-shape. This fold is illustrated below. The position of both folds is adjustable. 

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