

# 4 Working with Jobs

## Introduction

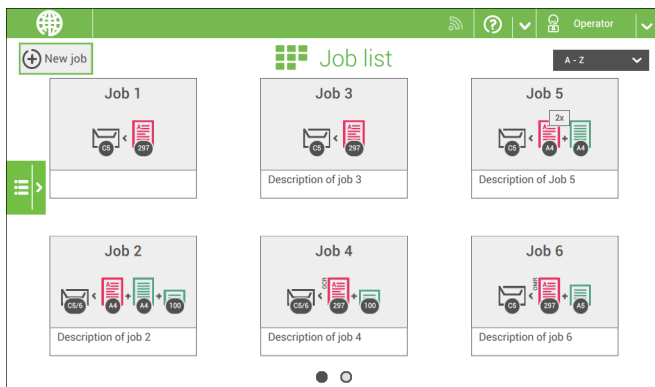
With the system you can process mail sets in the following ways:

- **Using an existing job:** Existing jobs are shown in the Job list and saved via the 'automatic' or 'manual' job creation process. How to use an existing job is described in [Using an existing job](#) on page 19.
- **Automatic job:** The system automatically picks one sheet from each filled feeder and processes them into mail sets. The automatic feature is described in [About Automatic jobs](#) on page 21.
- **Manual job:** various settings, not available in an Automatic job, can be set in a 'manual job. This includes the use of daily mail. Working with manual jobs is described in [Create a manual job](#) on page 22.

## Use an Existing Job

If you want to use an existing job:

1. Open the job list.
2. Tap the icon of the job you want to use.



3. Load the feeders as shown on the display.
4. Tap **[1x]** to create an example mail set, see [Example mail set](#) on page 30.
5. Check the example mail set.

6. If example mail set is OK: tap **[Start]**.  
If the example mail set is not OK: adjust the address position or envelope stop position or check and re-adjust the job settings.



If desired tap the counter button to set the counters. See [Counter settings](#) on page 27.

7. Tap **[Start]** to start the job.
8. Press the **[Stop]** button to finish the job.
9. Tap **[Job list]** to return to the job list.

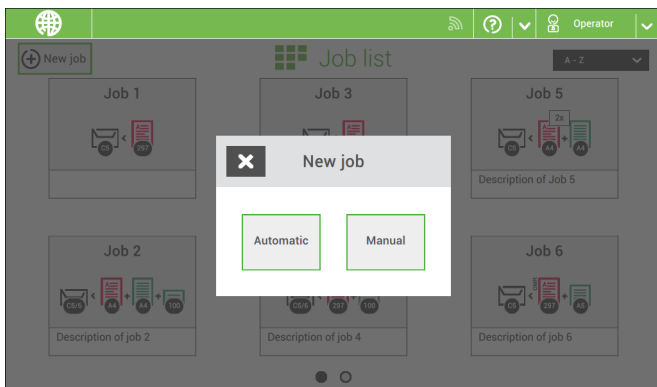
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English

## Create a New Job

To create a new job:

1. From the Job list menu, tap **[New job]**.
2. Choose **[Automatic]** or **[Manual]** to create a new job.



3. If you choose 'Automatic' follow the description as can be found in [Create an Automatic job](#) on page 21.
4. If you choose 'manual' follow the description as can be found in [Create a Manual job](#) on page 22.

## About Automatic Jobs

You can save every automatically created job and edit it like any job.

An Automatic job processes mail sets according to the following rules:

- The machine picks one sheet from each filled feeder;
- The picked documents will be folded (if necessary) and inserted into an envelope;
- Only the Double Feed Control (DFC) of the upper feeder will be selected (this is done automatically).

The following features are not supported with Automatic job processing.

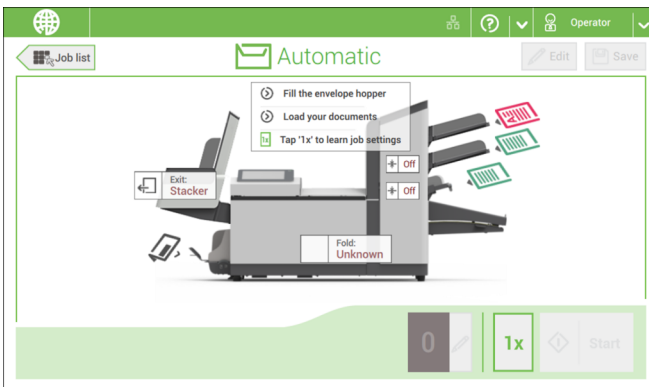
- Linked feeders (the option where, if one feeder is empty, the system automatically continues using another feeder);
- Multiple sheet feeding (picking more than one sheet from a certain feeder);
- Daily mail;
- Reading functionality;
- No envelopes (use envelopes yes/no).

If you want to use any of these features, you have to use Manual jobs to process the mail set or edit the job afterwards.

## Create an Automatic Job

Proceed as follows if you want to create an automatic job:

1. From the Job list menu, tap **[New job]**.
2. Tap **[Automatic]** to start an Automatic job.



3. Fill the envelope hopper, load your documents and tap **[1x]** to create an example mail set.
4. Make sure that the address position and the envelope stop position is correct. If not, [adjust the address position](#) on page 31 and [envelope stop position](#) on page 34.

5. If necessary, tap the counter symbol to set the counters. See [Counter settings](#) on page 27.
6. Tap **[Start]** to start the job.
7. Tap **[Stop]** to finish the job.

Tap **[Save]** if you want to save the settings of the Automatic job to a new job.

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## Create a Manual Job

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### Introduction

Creating jobs manually is easy: the user interface guides you through the job definition with clear steps.

These steps are:

- Define the mail set: envelope type, main document and optional enclosures.
- Define how to fold the document set.
- Define the exit of the system that should be used for this job.

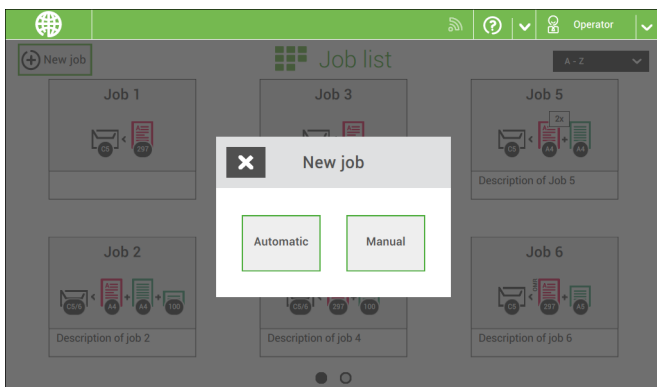
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## Create a Manual Job

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To create a job manually:

1. From the Job list menu, tap **[New job]**.
2. Choose **[Manual]** to define the job settings.



Continue with the envelope settings (see [Envelope](#) on page 23).

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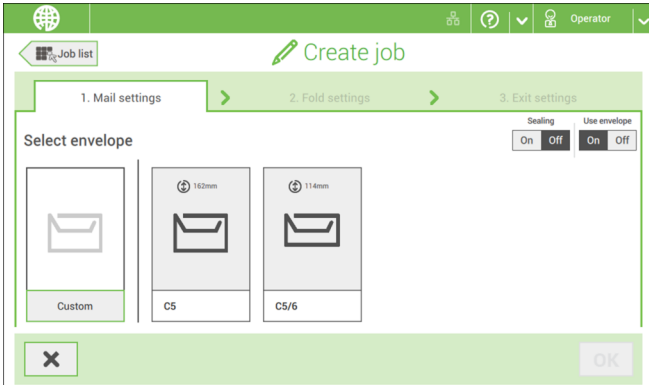
# Mail Settings

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## Envelope

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1. Tap **[Envelope]**.



2. Select a predefined envelope or [create a custom envelope](#) on page 37. Optionally tap **[Use envelope]** to set the use of envelopes to 'off' if you want to Create a job without the use of envelopes.
3. Tap **[Sealing]** to switch it on or off.



By default the envelopes will be sealed.

4. Confirm the envelope settings with **[OK]**.

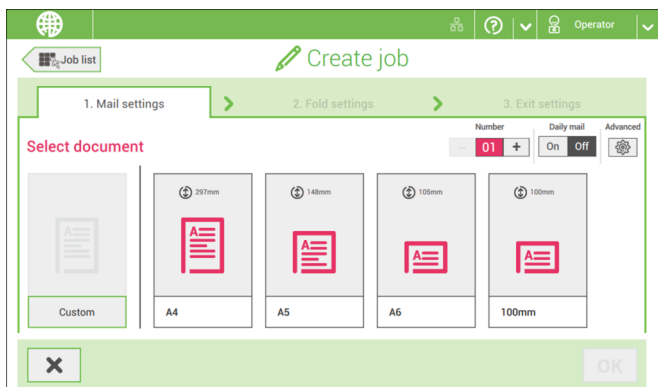
Continue with the main document settings.

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# Main document

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1. Tap **[Main document]**.



2. Select a predefined document or [create a custom document](#) on page 38.
3. Change the **[Number]** to add more than one document from a feeder (multiple sheet feeding).
4. Optionally tap Daily Mail to set Daily Mail to 'on' (see also [Daily Mail](#) on page 36) or tap **[Advanced]** to set the DFC settings (refer to [DFC Settings](#) on page 24).
5. Confirm the document settings with **[OK]**.

Continue with the enclosure settings.

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## Switch DFC on or off for feeders

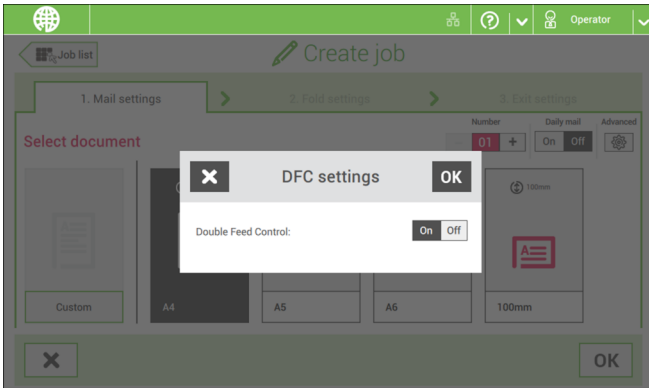
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For every feeder you can switch the double feed control (DFC) on or off.

To change the DFC settings:

1. Tap the job that you want the change the DFC settings for.
2. Tap **[Edit]**.
3. Tap the document that you want to change the DFC for.

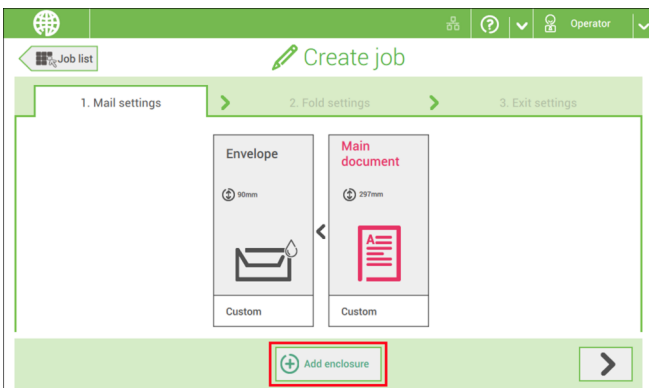
#### 4. Tap **[Advanced]**.



5. Tap Double Feed Control to switch it on or off.
6. Confirm the settings with **[OK]** and continue with the document settings.

## Enclosure

#### 1. Tap **[Add enclosure]**.



2. Select a predefined document or create a custom document as your enclosure (see [Create a custom document](#)) on page 38.

If you want to remove an enclosure from the job, or change the order of the enclosures, see [Delete or move an enclosure](#) on page 42.

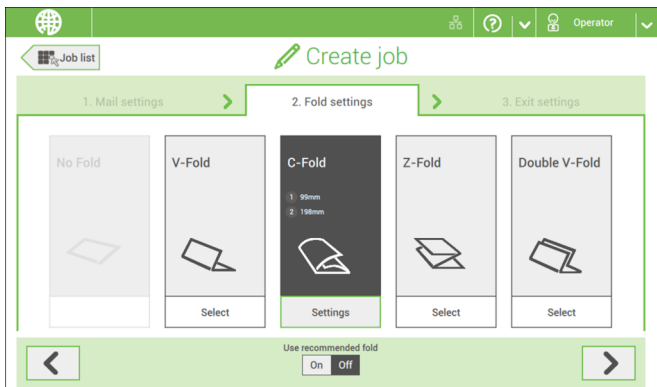
3. Change the **[Number]** for more than one document from a feeder.
4. Confirm the enclosure settings with **[OK]**.

Continue with the fold settings (see [Fold settings](#) on page 26).

## Fold Settings

Default the machine suggests the most logical fold type. This fold type is highlighted. However, you can select other fold types and change their settings.

1. Tap a fold type.



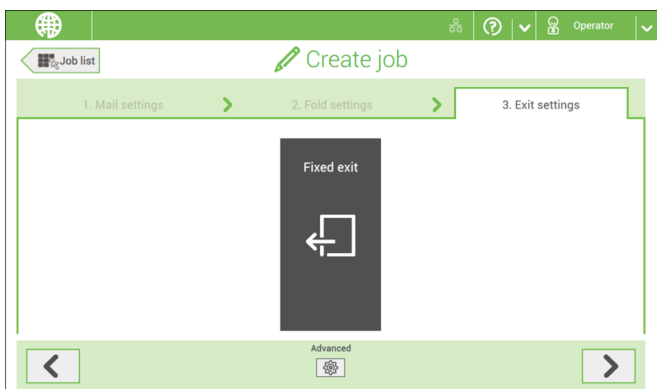
2. If necessary, tap **[Settings]** to change the fold settings.
3. Tap **[>]**.

If you want to revert to the machine recommended fold type, switch **[Use recommended fold]** to On.

Continue with the exit settings (see [Exit settings](#) on page 26).

## Exit Settings

1. In Exit Settings the Fixed exit is selected by default.





- Optionally tap the **[Advanced]** button to set the Advanced settings per job (see also [Advanced settings](#) on page 62).
- Tap **[>]**.

Finish the job definition and start the job (see [Finish the job definition and start the job](#) on page 29) or set the Counters (see [counter settings](#) on page 27).

## Change the Counter Settings



The counter settings are job related.

In the Counter submenu you can set the (daily) Job counter, the Stop counter and the Job total counter. The following will be shown in the Counter submenu:

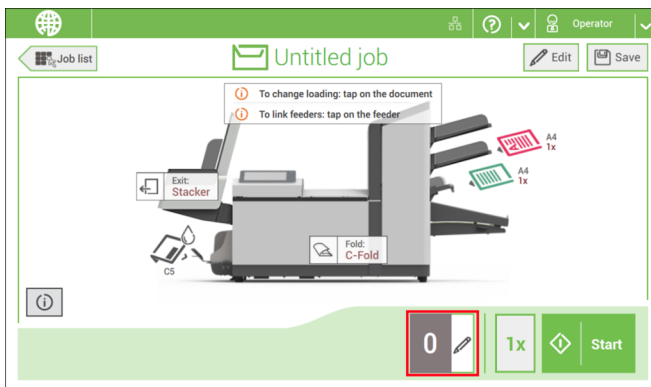
- Job counter (as shown), the daily job counter: number of mail sets that have been processed using this job, after tapping [Start].
- Stop counter/Stop at value: set a number (of processed mail sets) after which the system stops processing. You can set from 5 through 9999. The system will continue processing mail sets until the job counter reaches the stop counter value. The system stops and can be restarted.

When the processing of mail sets has been interrupted the system shows how many mail sets have been completed. This is shown at 'completed so far'.

- Job total counter: total number of mail sets that have been processed using this job.

To reset/set the counters proceed as follows:

- In the Job overview screen tap the counters button.

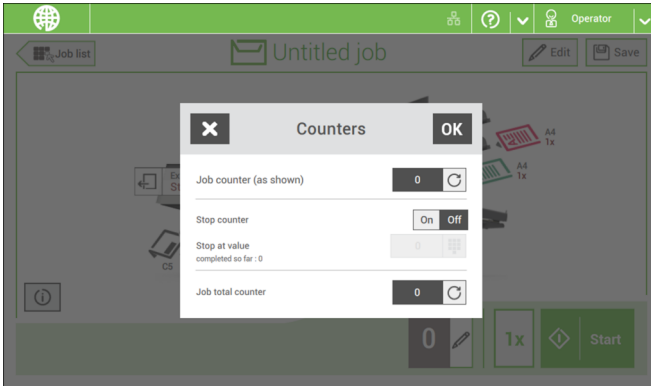


- Tap the reset button for the daily job counter to set it to zero.
- Tap the **[on/off]** button to set the Stop counter to 'on' or 'off'. If you set the Stop counter to 'on' you can enter the 'Stop at value'. Enter a value from 5 through 9999.

4. Tap the reset button for the Job total counter to set it to zero.



If you set the Job total counter to zero the number history of this job will be lost.



5. Tap **[OK]** to go back to the job overview screen and tap **[Start]**.

## Finish the Job Definition and Start the Job

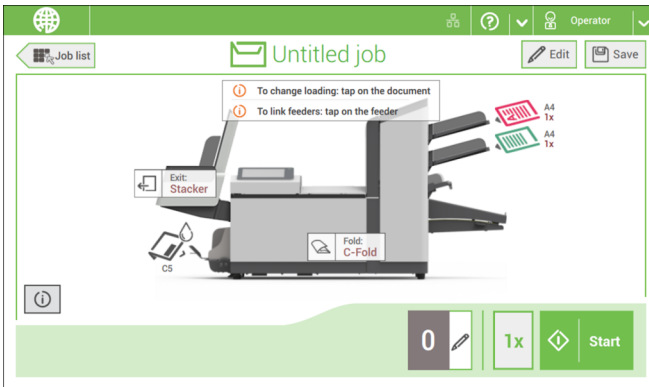
When you have finished the exit settings, the touch screen shows an overview of the job settings.

In this screen you can change the following settings:

- Move documents between feeders (see [Change to an other feeder tray](#) on page 39)
- Link feeders (see [Link feeder trays](#) on page 40)
- Change the counter settings (see [Change the counter settings](#) on page 27)

When you are ready with these settings, proceed as follows:

1. Load the documents as indicated on the Job info screen (refer also to [Load the documents](#) on page 46).



2. Tap **[1x]** to create a test mail set (see [Test mail set](#) on page 30).
3. If desired, you can save the job (see [Save a job](#) on page 41).
4. Tap **[Start]** to start the job.

## Create a Test Mail Set

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Before starting an existing job or a new, manual created job, it is possible to create a test mail set.

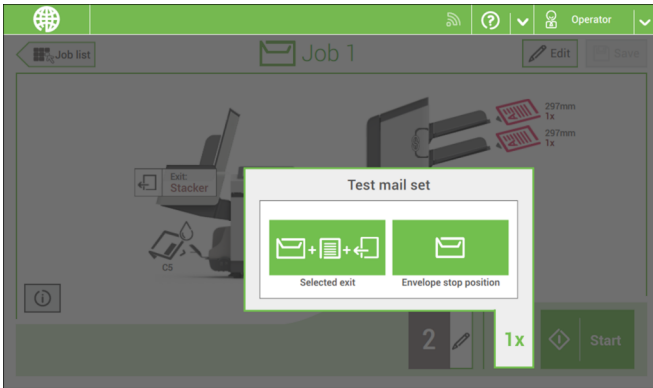
This test run is intended to validate the settings of the Inserting System:

- Check if the address is correctly positioned behind the envelope window. See [Adjusting the Address position](#) on page 31.
- Inspect and adjust the stop position of the envelope. See [Adjusting the Envelope Insert fingers](#) on page 32.
- Check the fold settings for one set. See [Fold settings](#) on page 26.

When you tap the **[1x]** button, you can choose between test mail sets:

- Selected exit: creates one mail set that leaves the system at the defined exit. Use this option to test the complete process.
- Envelope stop position: separates one envelope and transports the envelope to the envelope stop position. Use this option to verify and adjust the envelope stop position.

After a test mail set, the system asks if the mail set is ok or not ok. When you select not ok, you are guided through a wizard that helps you to find the cause.



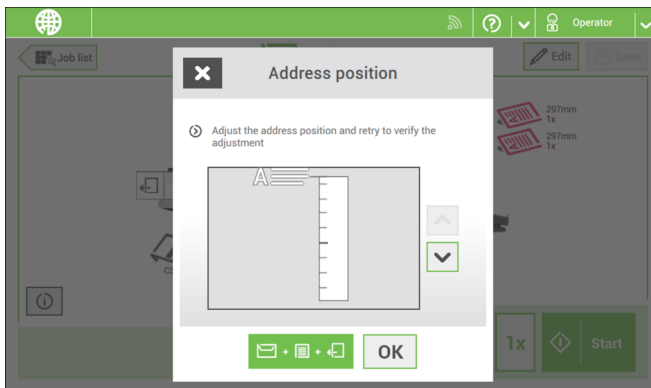
## Adjust the Address Position

If the address on your mail is not correctly positioned behind the envelope window, change the address position as follows:



Adjusting the address position is only possible after creating an example mail set (by using the **[1x]** button).

1. Choose a job and tap **[1x]**.
2. Tap **Mail set not OK** if asked if the mail set is correct.
3. Tap **Address position not correct**.
4. Change the address position: slide the position indicator to the correct position.

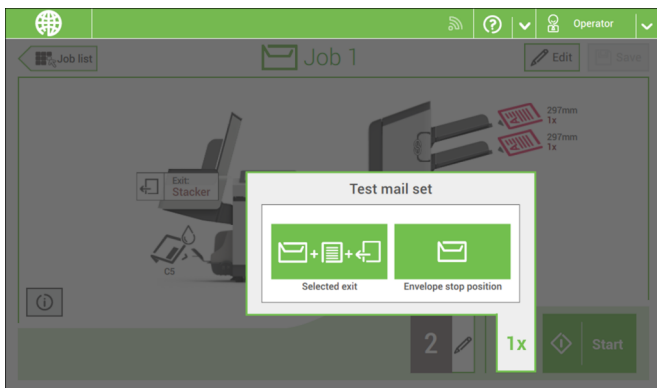


5. Tap the green button to create another example mail set or tap **[OK]** to confirm the settings.

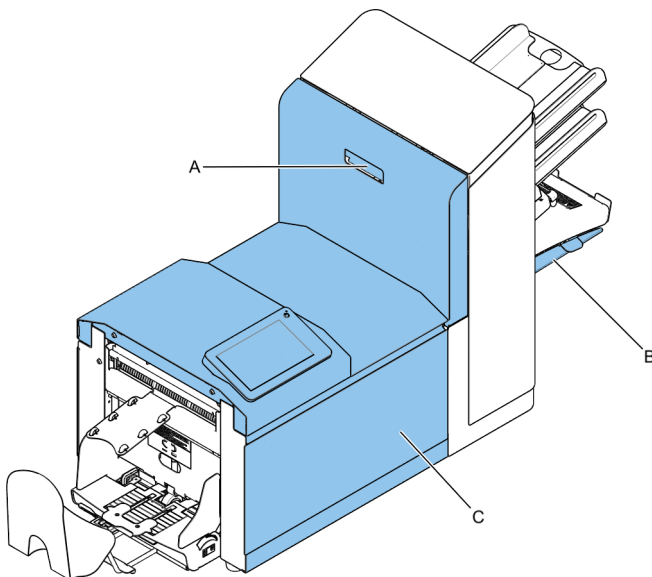
## Adjust the Envelope Insert Fingers

To verify that the position of the fingers is correct:

1. Choose a job and tab **[1x]** (envelope only).

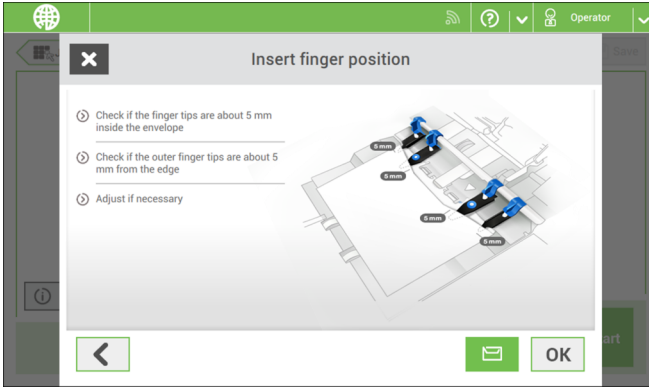


2. Tap the 'Envelope stop position' button.
3. Unlock the unlocking lever A of the upper unit and pull up the upper unit.



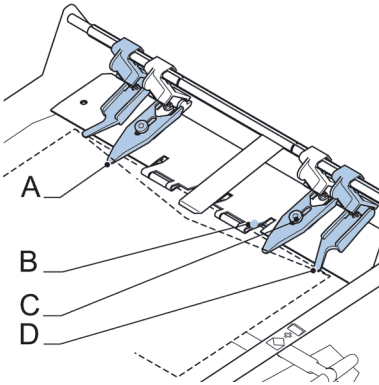
4. Tap the arrow to move to the next screen.

5. Follow the instructions on screen.



If the insert fingers are not correct, adjust the fingers as follows:

1. Loosen the knurled knob **C** on top of each finger.



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



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

5. Tap the envelope button on the touch screen to fetch another envelope.  
6. Make sure that the finger position is correct. If not, repeat the steps for adjusting the fingers.

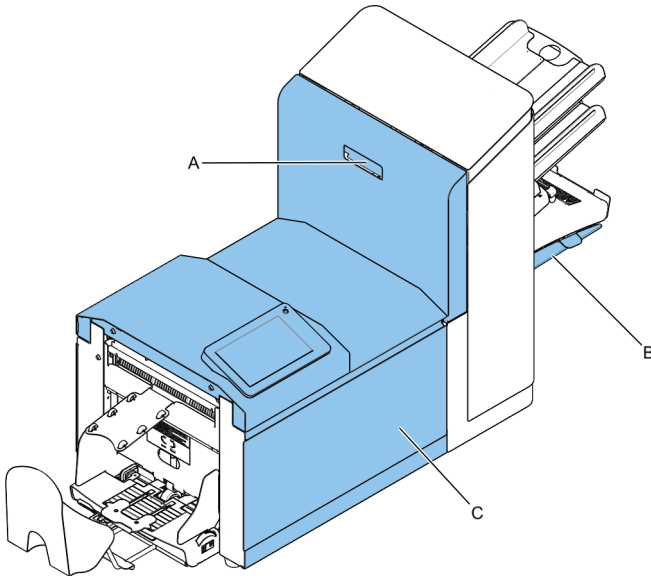
## Verify the Insert Position

To verify the insert position:

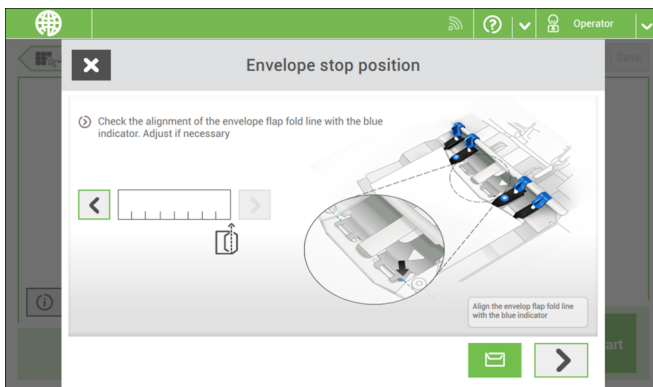


This adjustment must only be checked in case of problems or when changing the envelope type.

1. Choose a job and tap **[1x]** (envelope only).
2. Unlock the unlocking lever A of the upper unit and pull up the upper unit.



3. Follow the instructions on screen.





4. Tap the envelope button to fetch another envelope.
5. Make sure that the insert position is correct. If not, repeat the steps for adjusting the insert position.

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## Mail Sets

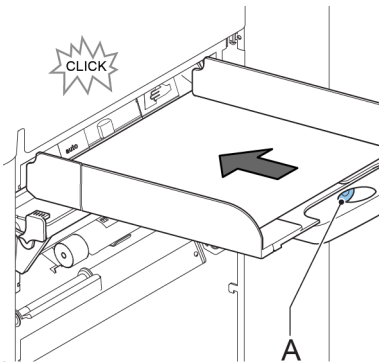
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### Adjust the Separation of Special Feeders

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Adjust the separation of special feeders as follows:

1. Push knob **A** forward until it clicks.



2. Turn knob **A** counter clockwise to open the separation gap.
3. Place a document on the feeder tray and slide it into the system until it can go no further.
4. Turn knob **A** clockwise to get resistance.
5. Move the document to and fro. The separation is adjusted correctly when a slight resistance is felt on the document. Turn knob **A** counter clockwise again if the resistance was set too high.
6. Pull the knob **A** back again when ready.

## Process a Mail Set with BRE or Inserts

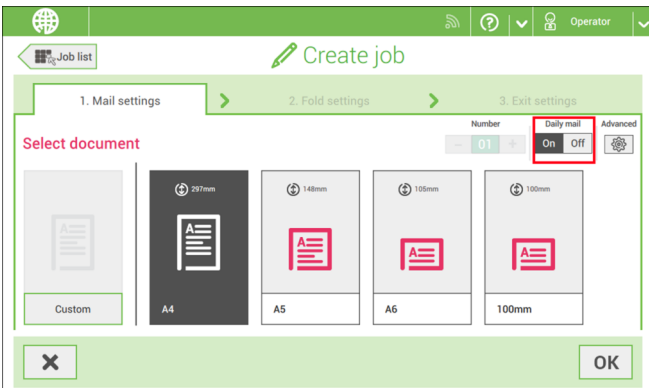
A mail set with BRE or insert consists of a main document (address carrier), a BRE or an insert and perhaps other enclosures. This set is inserted into an envelope.

1. From the Job list menu, tap **[New job]**.
2. Add the BRE as a (custom) enclosure.
3. Follow the job creation process (see [Create a manual job](#) on page 22).

## Process Mail Sets with Daily Mail

To process mail sets with Daily Mail:

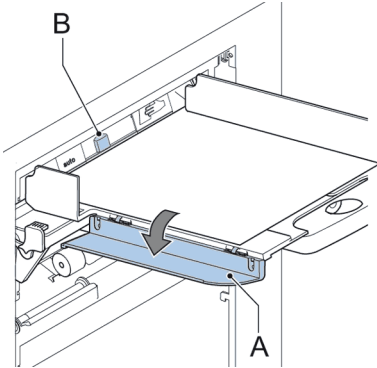
1. See [Create a Manual job](#) on page 22 and select **[DailyMail]** for your Main document.



2. Complete the job settings.
3. Tap **[start]** to start the job.

A daily mail switch notification and instruction appears on the screen.

- Turn down the left side guide **A** of the upper tray. Now you can see the Daily Mail handle **B**.



- Move the handle **B** to the right to enable the Daily Mail function.
- Turn side guide **A** upwards.
- Place the document or document set in the feeder tray. The document or document set will be folded and inserted into the envelope as described in the selected job.
- Place the next document or document set in the feeder tray. The system will keep running to process the inserted document or document set.
- When finished with Daily Mail, tap **[stop]** to stop the job.
- Set the Daily Mail handle **B** to the 'AUTO' position to disable the Daily Mail and enable the automatic document separation.

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## Create a Job with Custom Envelopes

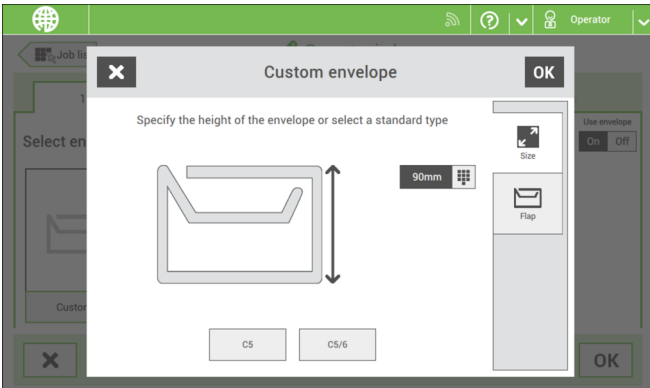
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Makes sure that your custom envelopes fit within the specifications (see [Envelope Specifications](#) on page 115).

- Create a manual job as explained in [Create a Manual job](#) on page 22 and select envelope.
- Tap **[Custom]**.

3. Enter the envelope height.



4. Tap the **[Flap]** tab if you use open flap envelopes.
5. Select if you want to feed envelopes with flaps up (On) or with flap down (Off).
6. Tap **[OK]** to save and close the envelope settings.
7. Complete the Fold Settings and Exit Settings to complete the job and tap **[Save]** to save the job.

Follow the instructions as described in '[Create test mail set](#)' on page 30.

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## Create a Job with Custom Documents

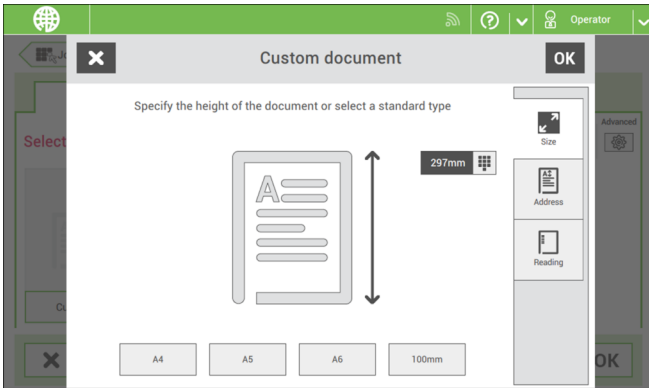
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Makes sure that your custom documents fit within the specifications (see [Document Specifications](#) on page 114).

1. Create a manual job as explained in [Create a Manual job](#) on page 22 and select a custom document as your main document or enclosure.
2. Tap **[Custom]** to create a custom document.

3. Enter the height of the document.



4. Confirm the document settings with **[OK]**.
5. Complete the Fold Settings and Exit Settings to complete the job and tap **[Save]** to save the job.

Follow the instructions as described in '[Create a test mail set](#)' on page 30.

## Change to Another Feeder Tray

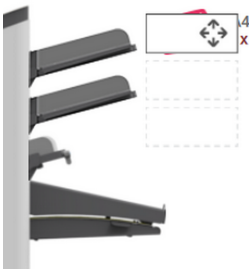


You cannot change the order of the documents in the mail set by changing feeders. If you want to change the order of the mail set, see [Delete or move an enclosure](#) on page 42.

If you want to move the main document or enclosures to another feeder tray:

1. Select a job from the Job list.
2. Tap the document that you want to move to another feeder tray.

All available feeder trays are marked with a dotted box.



3. Tap the dotted box of the feeder tray where you want to move your document to. The new feeder tray is selected for feeding of the document.
  4. Tap **[Save]** to save the feeder tray selection to the job.
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## Link Feeder Trays

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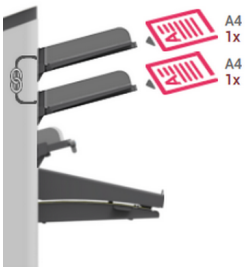
Link feeder trays as follows:

1. Select a job from the Job list.
2. Tap the feeder tray that you want to link to another feeder tray.

The link symbol appears.



3. Tap the link symbol.
- The figure shows an example of linked feeders.



4. Tap **[Save]** to save the link to the job.

When you want to un-link the feeders, tap the feeder trays and tap the un-link symbol.

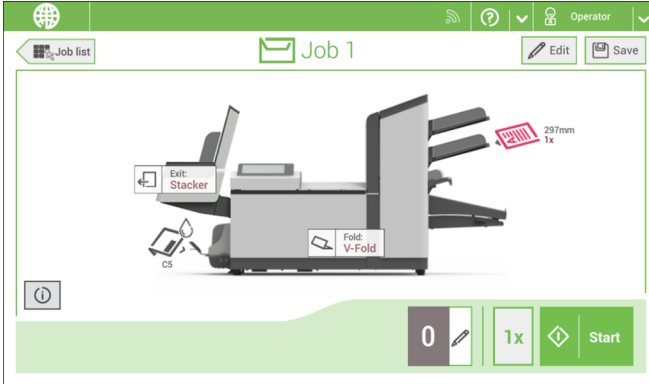
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## Edit a Job

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To edit an existing job:

1. From the Job list menu, select a job you want to edit.



2. Tap **[Edit]**.  
When you tap **[Edit]**, you enter the guided job flow that enables you to make the desired changes.
3. Make the changes you want to make. When you completed the job programming, tap **[Save]** to save the changes.
4. Tap **[1x]** to make sure that the Insert Position and Address Position are correct (see [Verifying the Insert Position](#) on page 34 and [Adjusting the Address Position](#) on page 31).

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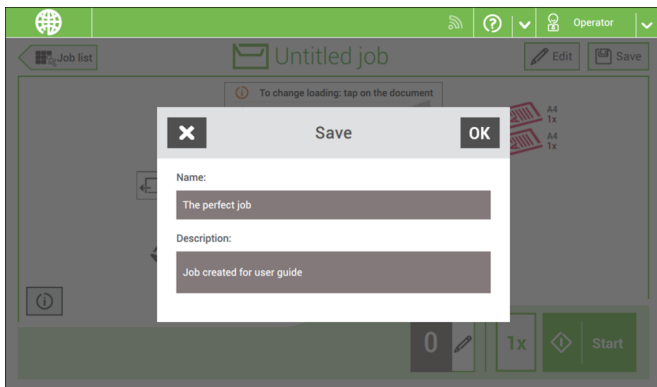
## Save a Job

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When you have created a new job or edited a job, save the job as follows:

1. After you have completed the job definition, tap **[Save]**.
2. Enter the job name.

3. If necessary, add a description to the job. The description is visible in the job list.



4. Tap [OK] to save the job.

The job is added to the job list.

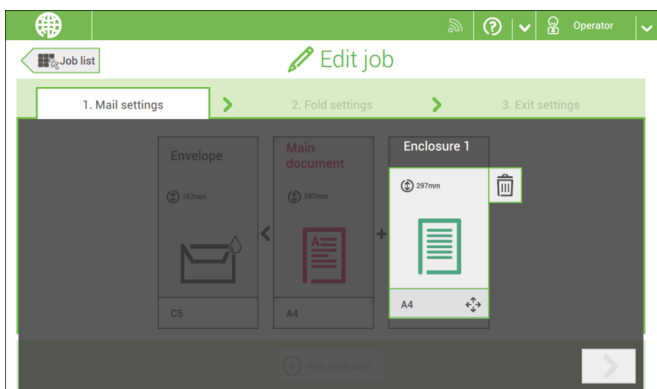
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## Delete or Move an Enclosure

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If you want to delete an enclosure in your job or change the order of the enclosures, proceed as follows:

1. From the Job list menu, select a job you want to edit.
2. Tap [Edit].
3. Tap and hold the enclosure you want to move or delete.



Now drag the enclosure to an other position. Or tap the waste bin to delete the enclosure from your mail set.

4. Tap the arrow buttons [>] to pass the other job definition steps and close the job editor.



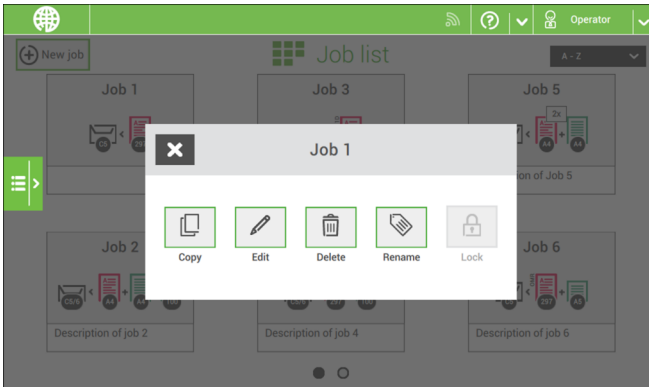
5. Tap **[Save]** to save the changes.
  6. Tap **[1x]** to make sure that the Insert Position and Address Position are correct (see [Verifying the Insert Position](#) on page 34 and [Adjusting the Address Position](#) on page 31).
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## Copy a Job

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To copy existing job settings to a new job:

1. Tap and hold the job in the Job list menu.



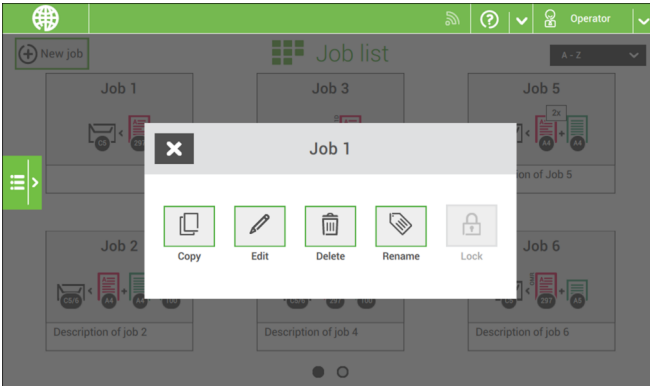
2. Tap **[Copy]**.
  3. Enter the name of the new job and tap **[OK]**.
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## Delete a Job

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To delete an existing job:

1. Tap and hold the job in the Job list menu.



2. Tap **[Delete]**.
3. Tap **[OK]** to confirm.

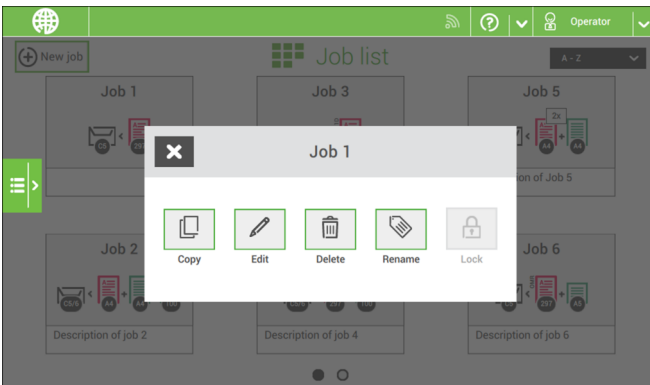
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## Rename a Job

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To rename a job:

1. Tap and hold the job in the Job list menu.



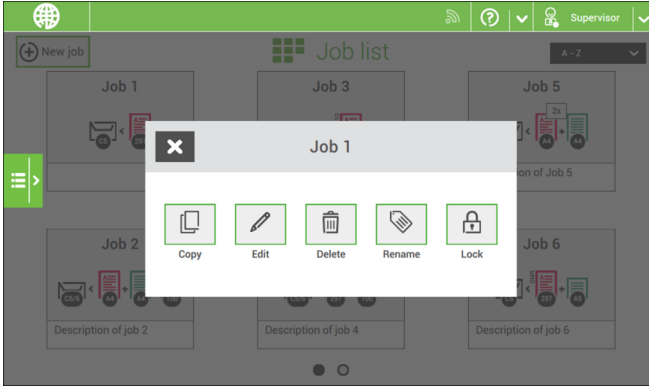
2. Tap **[Rename]**.
3. Enter the name of the new job and tap **[OK]**.

## Lock a Job

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To lock an existing job:

1. Log on as supervisor.
2. Tap and hold the job in the Job list menu.



3. Tap **[Lock]**.
4. Tap **[OK]** to confirm.

The job shows a lock in the job list. If the supervisor is logged on, the lock is open. If the operator is logged on, the lock is closed. The operator cannot edit, delete or rename the job, when the job is locked.

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