

3 Meet your Document System

Introduction

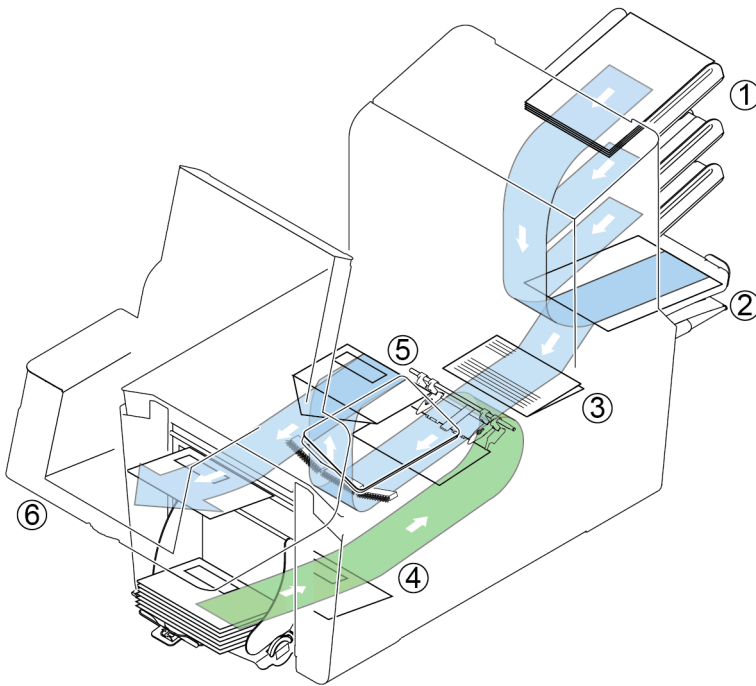
The system is a folding and inserting system for processing mail easily. The system:

- feeds documents
- folds the documents
- inserts the documents into envelopes
- seals the envelopes
- stacks the envelopes

Automatic monitoring ensures the correct number of documents per envelope. The system can be operated by means of a user friendly interface. The settings of the system (type of documents, type of envelopes and the type of fold) are recorded in so called jobs. These jobs can be created by the operator.

Operator and supervisor

You can use the system as operator and as supervisor. The supervisor has access to more settings than the operator. You can switch from operator to supervisor in every screen. When you switch to supervisor, you see immediately the result: extra tabs appear for the advanced settings.



The figure shows an overview of the system.

Document Feeders (1)

The Feeder is the feeding part of the system. There are two types of feeders: the automatic and the special feeder. The automatic feeder does not require any adjustments for the separation. From a feeder you can feed one or more documents (multi feed). The feeders have a double feed control (DFC). DFC detects if more documents are fed instead of one. You can link feeders. This means that two feeders can be linked as pairs. When the first feeder is empty, the system switches to the other feeder. Meanwhile the empty feeder can be refilled without stopping the system.

The upper automatic feeder is equipped with a 'daily mail' function. You can use this feeder to process sets of documents that you cannot process automatically (stapled documents and sets with varying thickness).

Collating Area (2)

All documents of a document set are collated and aligned in the collating area.

Folder unit (3)

The fold unit folds the documents. The following fold types are possible (see [Terminology](#) on page 147):

- No fold
- V-fold
- C-fold
- Z-fold
- Double V-fold

Envelope feeder (4)

Envelopes that are placed on a stack by the user, are fed one by one into the system by the envelope feeder.

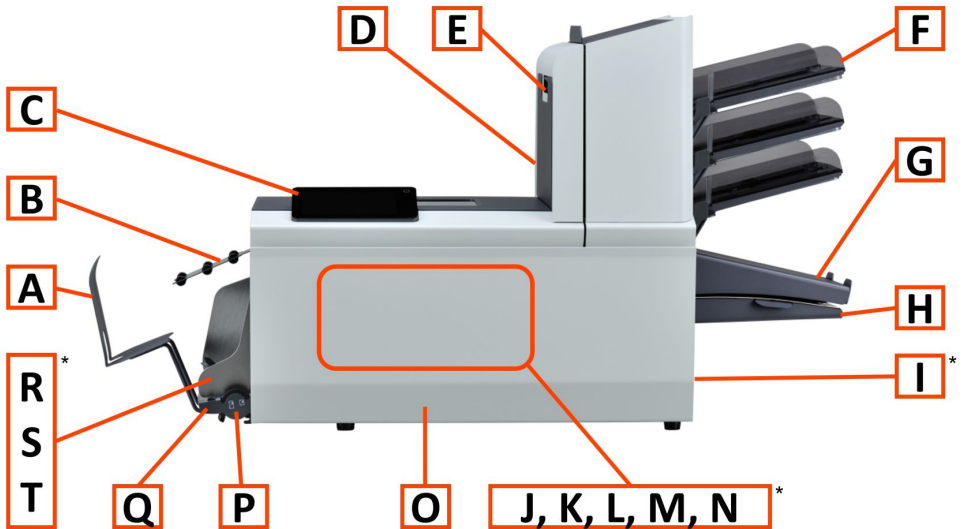
Inserter (5)

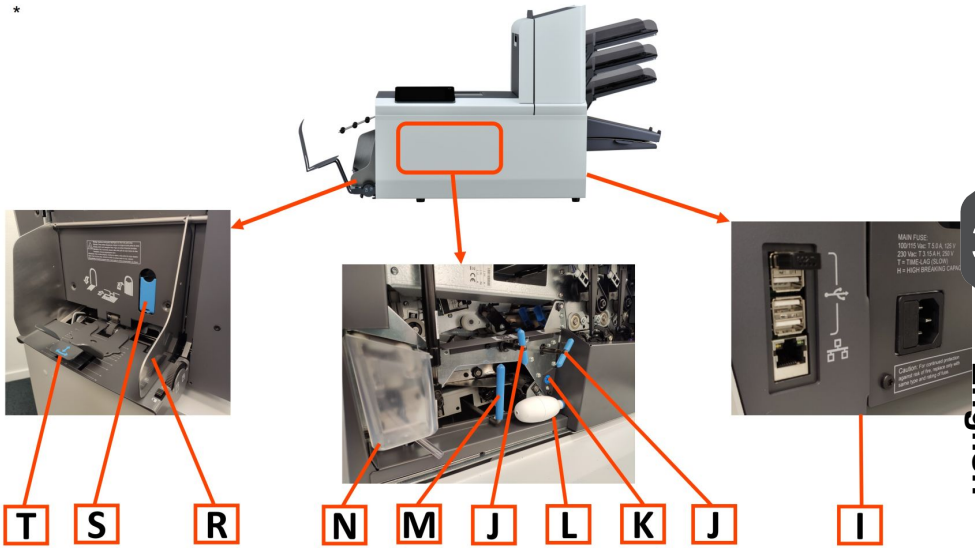
After the documents are folded, the documents are transported to the inserter. The inserter inserts the documents into a waiting envelope. The inserter seals the envelope or not, depending on the settings.

Stacker (6) (optional)

The documents inserted (or not) are transported to the stacker depending on the programmed job. The stacker automatically stacks inserted documents.

Operating Controls





A - Envelope catch tray (optional)	K - Sensors
B - Envelope slide (optional)	L - Bellows
C - Display with operating buttons	M - Handle for clearing stoppages
D - Upper unit	N - Sealing liquid reservoir
E - Locking hand grip upper unit	O - Front cover (ruler at inner side)
F - Document feeders	P - Thumb wheel for side guide adjustment
G - Collator arm	Q - Locking knob for thumb wheel
H - Collator area	R - Side guides envelope hopper
I - Power inlet, USB, LAN	S - Knob for separation adjustment
J - Knobs for clearing stoppages	T - Envelope support bracket

Control Panel

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English



On/Off (B): The touch sensitive button in the upper right corner of the display switches the system on or off. If the system is not used for one hour, the system switches off to safe power.

Status LED (C): A status LED indicates the state of the machine, a green LED indicates that the system is switched on, a blinking red LED indicates the system is switched off.



The display is a capacitive touch screen. To avoid permanent damage of the display, do not use sharp objects to operate the display.



To clean the display use a dry lint-free or microfiber cloth. If water is necessary to clean the screen, you should make your microfiber cloth slightly damp instead of putting the water directly on your screen. Never use large amounts of water, harsh chemicals, abrasive cloths or paper towels to clean the display.

Power Up

To start up the system:

1. Connect the system to the mains power supply.



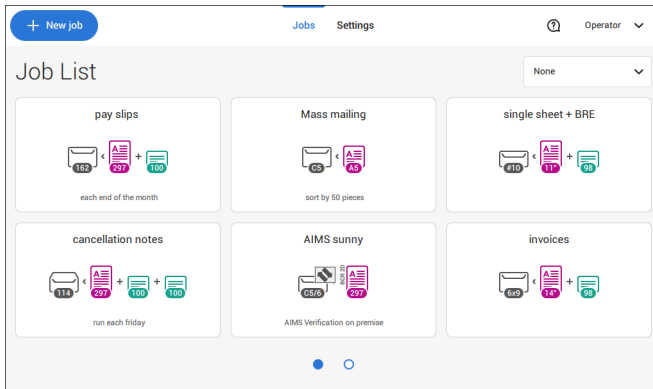
You can severely damage the machine if it is connected to the incorrect mains voltage. Before plugging in the machine, check if the local voltage is the same as the voltage mentioned on the type plate.

2. Press the on/off button next to the display.



In case the system is unresponsive or fails to switch off, press and hold the touch sensitive power button for 10 seconds to switch off the system.

The touch screen shows the Job list screen.

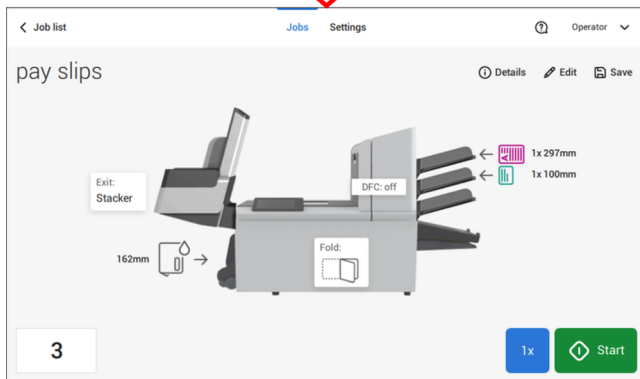
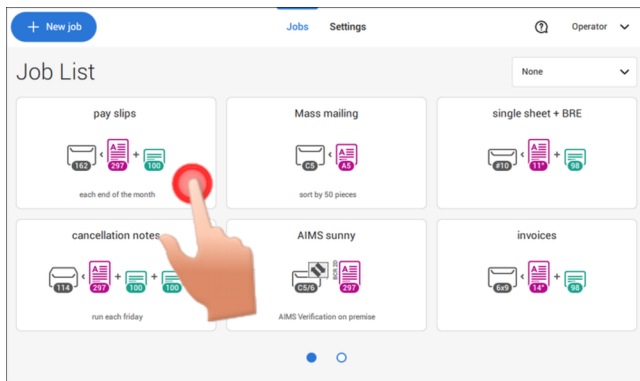


How to Operate the Touch Screen

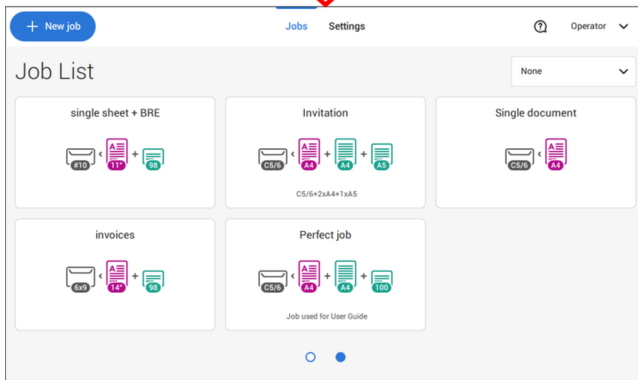
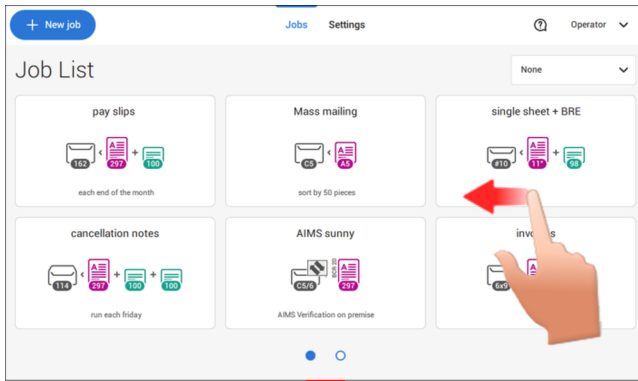
You can operate the touch screen like a tablet:

- **Tap** : touch and release the screen with your finger.
- **Swipe**: touch the screen, hold it and move your finger(s) left, right, up or down.
- **Tap and hold**: touch the screen with your finger and hold it for two seconds.
- **Pinch out/in**: to zoom out/in. Only available in help/content browser.

Tap



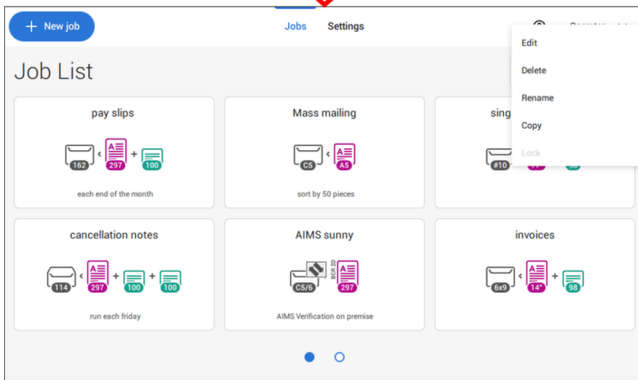
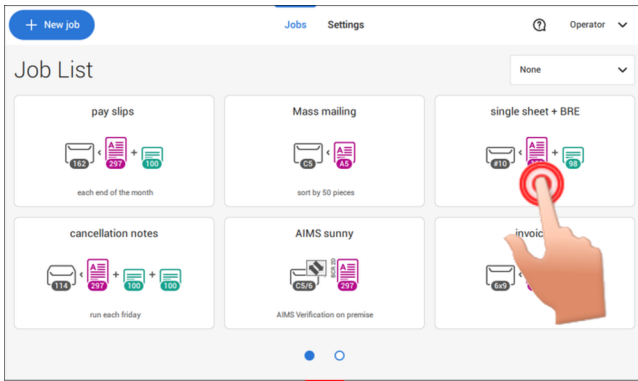
Swipe



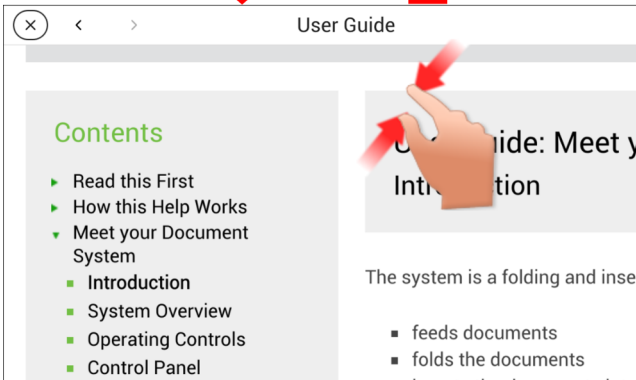
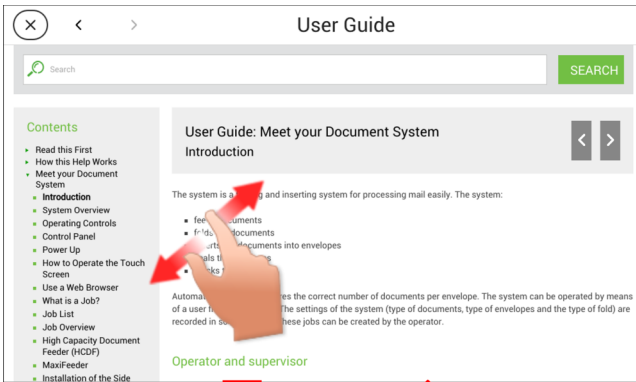
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English

Tap and hold



Pinch out / pinch in (only available in help/content browser)



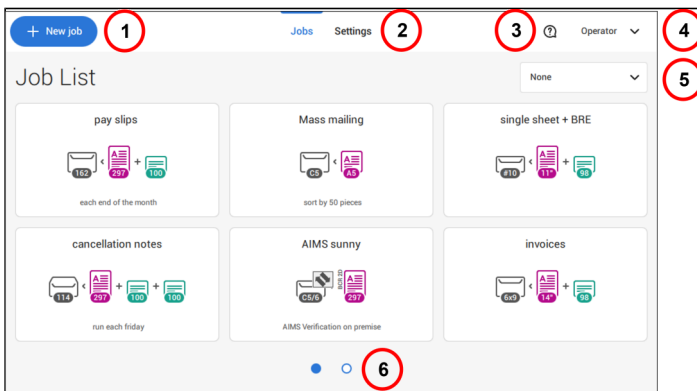
What is a Job?

If you have to process a lot of mail sets of the same type (for example bills), you can save the settings to a 'job'. The next time you just select the job and immediately start without defining any settings.

The following settings are saved in a job:

- Envelope type/size;
- Sealing on/off;
- Which document feeders should be used, how many documents should be fed from each feeder and document height for each feeder;
- Feeder linking on/off;
- If BREs or insert cards should be included;
- Address position;
- Fold settings;
- Double feed control settings;
- Reading settings (option);
- Stop counter, also known as Batch counter, defining the number of mail sets that the job must process. The job will automatically stop processing when this number is reached.

Job List



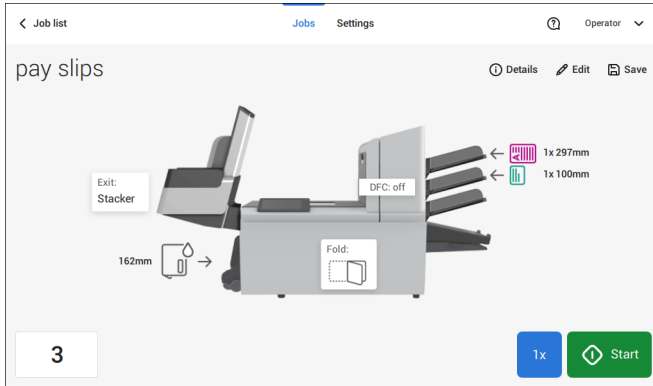
When you start up the system, the 'Job list' menu appears. Here you can do the following:

1. Tap (1) if you want to create a new job.
2. Tap (2) to open the (Operator) Settings menu. When you are logged in as supervisor, the settings menu is extended with advanced settings (see [Settings menu supervisor](#) on page 80).
3. If you need help tap the question mark (3) for the Help menu. See also [Help menu](#) on page 3.
4. Tap (4) to get access to the Supervisor or Service menu. See [Introduction](#) on page 6.
5. Tap (5) to change the Job list sorting.
6. Tap (6) to switch between the available job list screens.

If you want more information on a job, select the job. With the **[Job list]** button you get back to the home menu.

See also: [Working with Jobs](#) on page 27.

Job Overview



If you want more information on a job, select the job in the Job List.

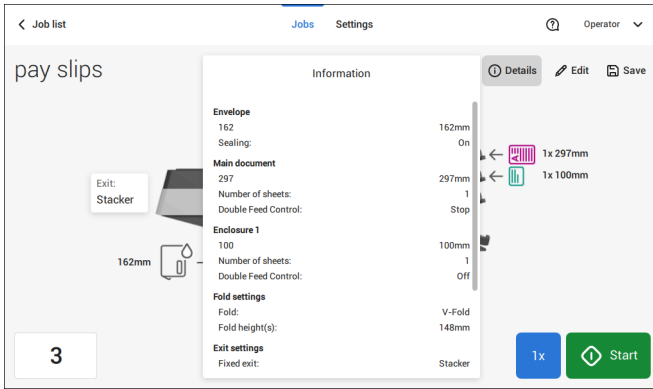
The touch screen shows the following information of the selected job:

- Job name
- Job settings (for example the document and envelope type)
- How to load envelopes and documents for this job
- The number of envelopes that have been processed with this job














In this screen you can change the following settings:

- Counter settings (see [Change the counter settings](#) on page 38)
- Job settings (see [Editing a job](#) on page 55)
- Move documents between feeders (see [Change to an other feeder tray](#) on page 53)
- Link feeders (see [Link feeder trays](#) on page 54)
- Start the job or run a test run (see [Create a test mail set](#) on page 42)

If you tap "(i) Details" a summary of all information of the job is listed.



The following is a list of symbols or icons and their descriptions.

	<p>Main document. Shows the correct document orientation; A is the address.</p>		<p>Document with reading Shows the correct document orientation; A is the address.</p>
	<p>Daily mail Feature to manually insert mail-sets one by one into the system.</p>		<p>Enclosure</p>
	<p>Notification Next to an exclamation mark symbol, a message appears, e.g. Sealing liquid low, empty feeder.</p>		
	<p>Wired LAN connected Network connection is available via a network cable connection.</p>		<p>Wired LAN connected, no internet Network connection via a network cable is available but the network is not connected to internet. Check with your network administrator.</p>
	<p>Wired LAN not connected Network connection is not available via a network cable connection.</p>		<p>Wireless LAN connected Network connection via Wireless network is available.</p>
	<p>Wireless LAN connected, no internet Network connection via Wireless network is available, network is not connected to internet. Check with your network administrator.</p>		<p>Wireless LAN not connected No network connection to Wireless network or Wireless network out of range.</p>
	<p>Envelope, sealing on Envelopes will be sealed. The symbol shows the correct envelope orientation.</p>		<p>Envelope sealing off Envelopes will not be sealed. The symbol shows the correct envelope orientation. When sealing is off, the flap of the envelope is closed but not moistened.</p>

	<p>Feeder linking</p> <p>Linking means that when one feeder is empty, the system automatically starts feeding documents from the other feeder. This symbol at the feeders shows if the feeders are linked.</p>		<p>Change feeder trays</p> <p>Possibility to change from one feeder tray to another.</p>
DFC: off	<p>DFC</p> <p>Double Feed Control has been set to 'off'. By default the DFC will be set to 'on' and the text will not be shown.</p>		<p>Fold type</p> <p>This icon shows what kind of fold type has been set.</p>
Exit: Stacker	<p>Exit setting</p> <p>This icon shows what kind of exit setting has been set.</p>		<p>Counter setting</p> <p>Shows on what number the counter has been set.</p>
	<p>1x button</p> <p>After tapping this button the system will create an example mail set.</p>		<p>Start button</p> <p>Tapping this button runs the job.</p>
< Job list	<p>Job list button</p> <p>After tapping this button the job list screen will be shown.</p>		<p>Stop button</p> <p>Button to stop the system The current mail set will be completed and the system stops, being empty and ready for a new set.</p>
	<p>Edit button</p> <p>Gives access for editing a job.</p>		<p>Save button</p> <p>Save the job or changes that have been made to a job.</p>

High Capacity Document Feeder (HCDF)

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English



The High Capacity Document Feeder (HCDF) is an option that can be delivered from factory. The High Capacity Document Feeder has a capacity for up to 725 sheets. The normal document feeder tray has a capacity of 325 sheets.

For more information on the operation of the HCDF, refer to the topic on [loading documents for the HCDF](#) on page 71.

MaxiFeeder



The maxiFeeder is a feeder that can be loaded with a high number of documents. This feeder is intended to be used for Business Reply Envelopes (BRE), but also 'standard' documents up to 156mm (6.1") length can be processed with it.

For more information on the operation of the maxiFeeder, refer to the topic on [loading documents for the maxiFeeder](#) on page 68.



A license is required if you want to use the maxiFeeder for documents longer than 156 mm (6.14").



In case of long documents an A4 or 11" support plate is available for supporting these longer documents. Ask your local distributor for more information about these optional support plates.

High Capacity Vertical Stacker

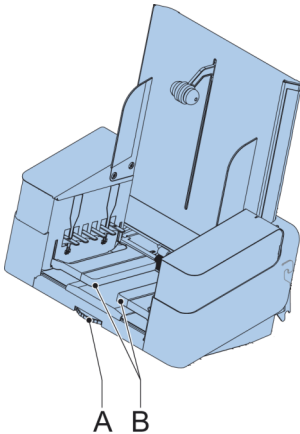
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English



The High Capacity Vertical Stacker can be used to stack filled envelopes. The vertical stacker can store up to 325 filled envelopes. In case you have a High Capacity Vertical Stacker, adjust the side guides as follows:

1. Adjust the side guides with wheel **A** until a margin of 3 to 5 mm is left between the envelopes and the side guides.



2. For small envelopes it can be necessary to remove the extensions **B** from the envelope support.

Side Exit



The system can be equipped with a side exit and catch tray. The side exit allows a conveyor or a franking system to be fitted in line with the system. The side exit can also be used with a catch tray to achieve vertical stacking (see picture). The catch tray is delivered with the side exit.

The side exit is available in two versions LH/RH, either transporting the envelopes to the front or back of the system.

Catch Tray



The system can be equipped with a "basic" Catch Tray at the exit. When the Catch Tray is fitted documents (inserted or not) will be transported to rear exit.

Automated Insertion Management System (AIMS)

The "Automated Insertion Management System", abbreviated as AIMS, is an optional software feature.

AIMS is a software system that monitors the progress of documents in real-time through a Document System (Folder-Insenter) providing various levels of reporting. In addition to reporting on the documents being processed by the Document System, it can also report on the performance of the system or systems processing the documents.

Contact your local distributor to find out if this feature is available for your organization.

Shut Down the System

1. Press the **[On/Off]** button to shut down the system.



In case the system is unresponsive or fails to switch off, press and hold the touch sensitive power button for 10 seconds to switch off the system.

When the system is busy, it completes and inserts the current set, stops and will be shut down.
