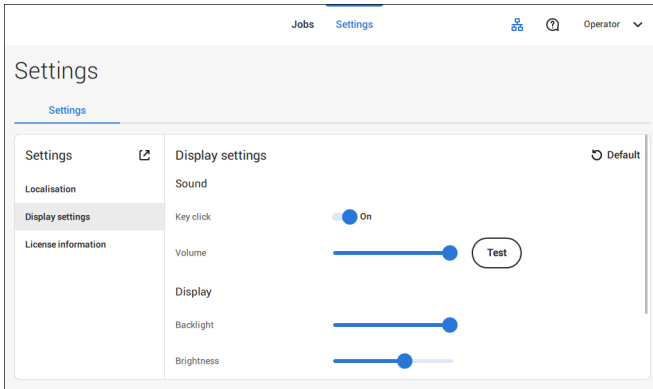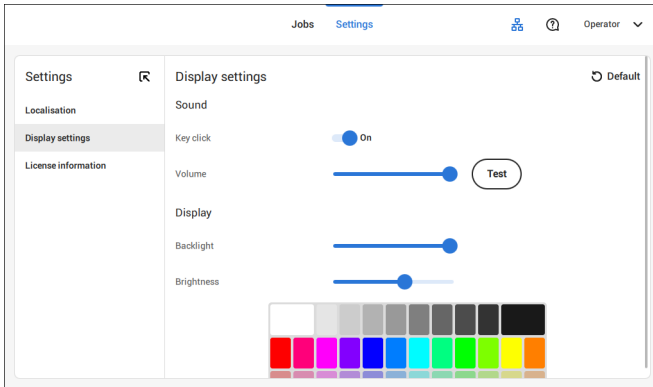# 6 Settings menu

Changing screen display

In all settings menus (operator as well as supervisor) information shown might not be visible at a glance. You will notice that the following icon is available:

; this icon will enlarge the view of your screen.

For example in the Display settings the 'normal' view will show:

Tapping the icon will enlarge the view.

English

In the enlarged view you will find the ⟲ icon. Tapping this icon will reduce the view of your screen again (back to 'normal' view).

> Double tapping anywhere on the touch screen, in one of the settings menus, will also result in enlarging (or reducing) the view.
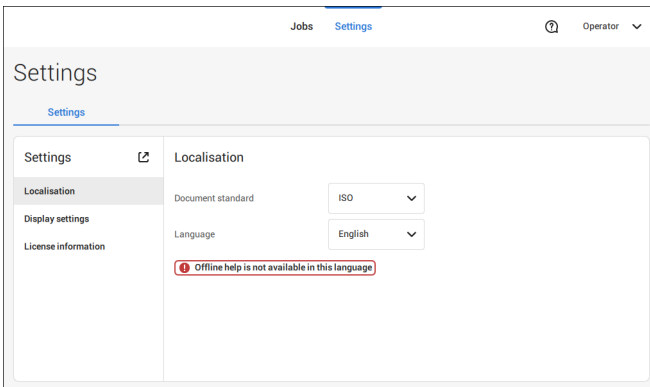
Open the Operator Settings Menu

In the settings menu for the operator it is possible to edit the display settings, to set the localisation and to view license information.

If you want to view or edit any of the Operator Settings:

1. Tap **[Settings]** at the top of the touch screen.

2. Tap **[Localisation]** if you want to change the document standard or the language.

FP. (2022, July). User Guide. FPi 4800. https://cdn0.scrvt.com/0b415e9fe
7995370c62ceab2d1317f1c/931013aff6992912/2330bfc2fc1b/FPi-4800-User-Guide-Version-A.pdf

3. Tap **[Display settings]** if you want to:

- set the 'Key' click to on/off
- set the Volume
- set the Backlight
- set the Brightness

To set the backlight and brightness, a test pattern is available as a reference.
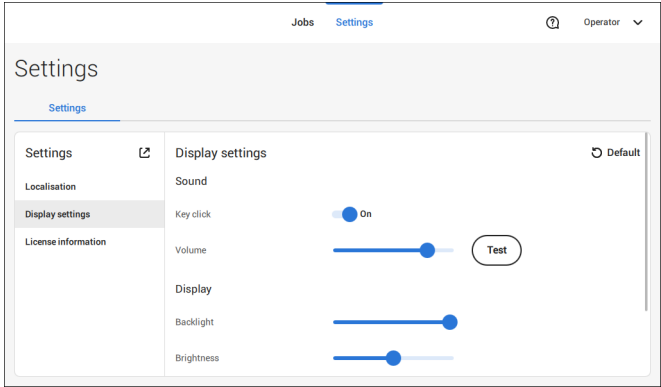
4. Tap **[License information]** if you want more information on Open source licenses.
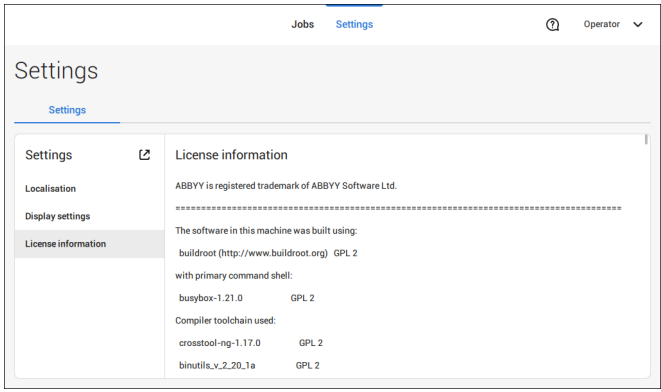
For more information on Open source licenses, see License information on page 92 (requires Supervisor login).

The Supervisor Settings Menu

Supervisor Settings are all settings that can be found under the Settings Menu when logged in as supervisor (pin code 2546). The following flowchart shows which subjects are available via the Supervisor settings menu. It is possible to view or edit any of the Supervisor Settings.
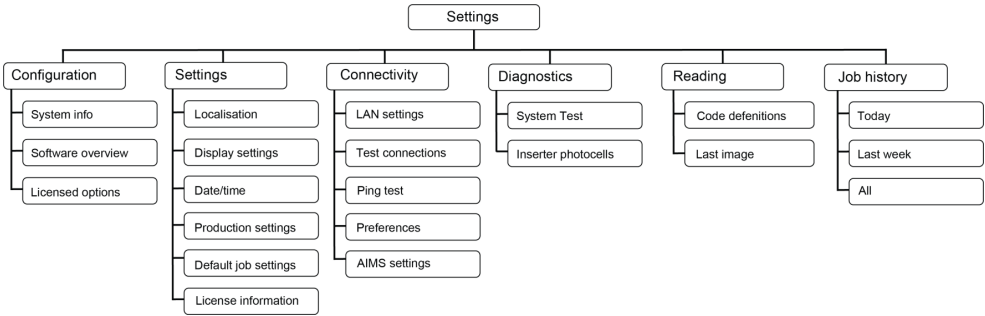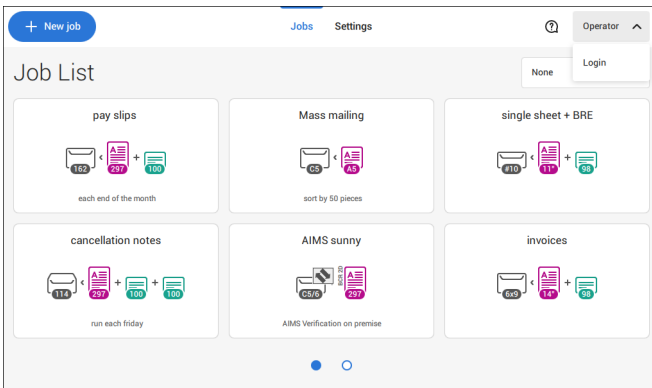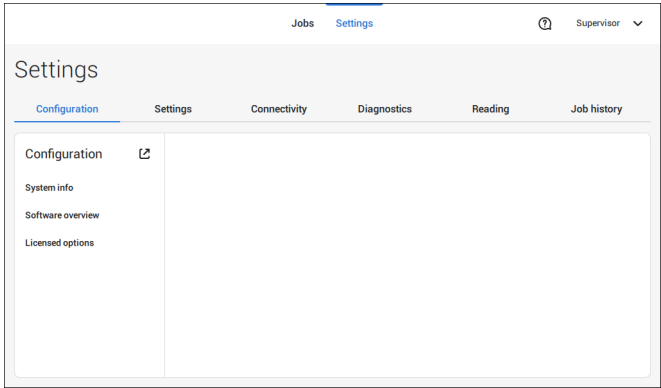
Supervisor Settings Menu

Open the Supervisor Settings Menu

If you want to view or edit any of the Supervisor settings proceed as follows:

1. Login as Supervisor with pin code **2546**.

2. Tab **[Settings]** at the top of the touch screen.

Configuration

Configuration

The Configuration menu contains information and settings about the configuration of the system.

System Info

The System info part of the Configuration menu shows the following information:

- Serial number of the system
- Flex certificate - this option is used for reading
- Counter since last visit - the counter value since the last service visit
- Last error (description) - The last error and error description generated by the system
- Board (PCB) revision
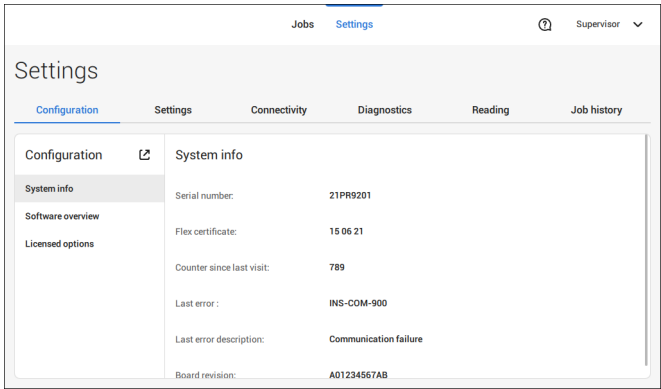
Software Overview

The Software overview part of the Configuration menu shows the versions of the software that is present in the total system.

6

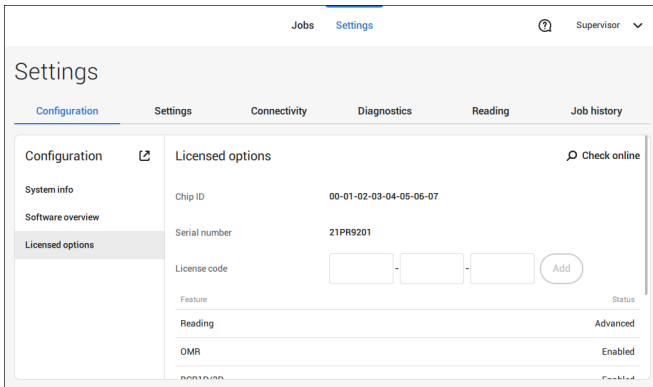**English**

Licensed Options

The Licensed options part of the Configuration menu shows the following information:

- Chip ID
- Serial number
- Installed options

The installed options are enabled with license codes. These license codes, together with the identification number of the machine enable the relevant options. The enabled and available software options are displayed in this screen. Contact your dealer for information about these license codes.

The system supports the following licensed options:

- Remote assistance
- Online help
- Advanced/Basic reading
- OMR 1 track
- BCR 1D/2D
- Flex reading
- MaxiFeeder 356mm

6

English

		Jobs	Settings	⑦	Supervisor ⌄

Settings

Configuration	Settings	Connectivity	Diagnostics	Reading	Job history

Configuration ⬈	Licensed options		🔍 Check online
System info	Chip ID	00-01-02-03-04-05-06-07	
Software overview	Serial number	21PR9201	
Licensed options	License code	▢ - ▢ - ▢	(Add)
	Feature		Status
	Reading		Advanced
	OMR		Enabled
	BCR1D/2D		Enabled

At powerup the system does an online check, provided that it is connected to a network, to determine if new features/licenses have become available.

⊂⊐ New licenses will be installed automatically.

Add a Licensed Option manually

To add a licensed option manually:

1. In the Configuration, Licensed options screen, enter the license code.

2. Tap **[Add]**.

The system verifies the license key.

If the license key has been verified successfully, the option is added to the system and can be used.

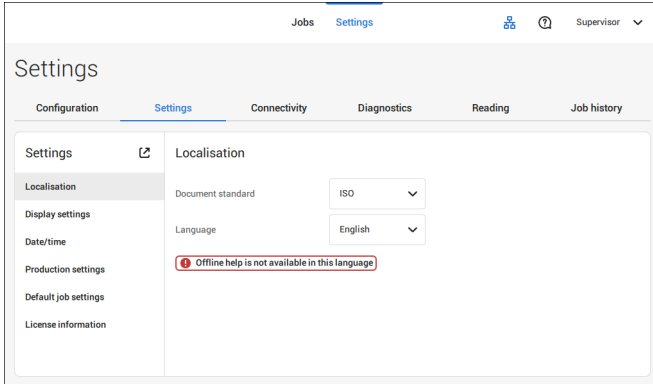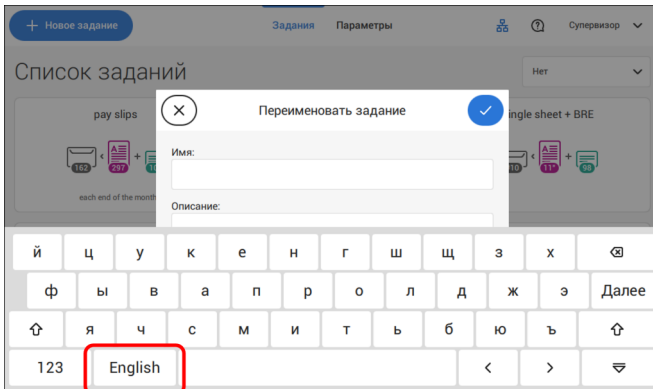## Settings

The Settings menu contains specific configuration settings for the system.

Localisation

Tap **[Localisation]** if you want to change the document standard or the language.

When you need a keyboard to enter e.g. a job name, you get a special keyboard in case of Russian, Czech and Katakana. But the keyboard has always a button to switch back to the "English" keyboard.
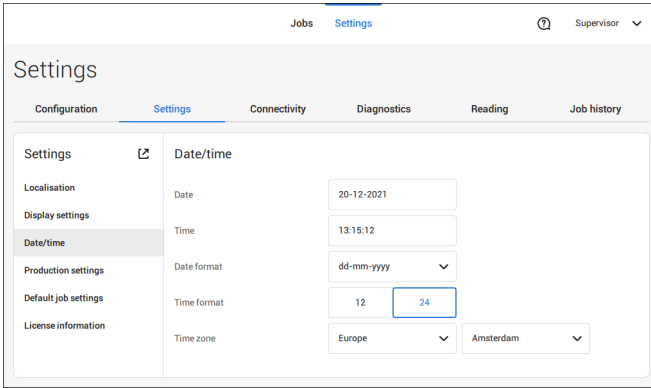
Display Settings

Refer to the the Operator Settings Menu on page 78 for the operator.

Date-time

Tap **[Date/time]** to set the:

- Date
- Time
- Date format; you can choose between three format to show the date: dd-mm-yyyy, mm-dd-yyyy or yyyy-mm-dd
- Time format; you can choose between a '12 hours' notation or a '24 hours' notation
- Time zone

Production Settings
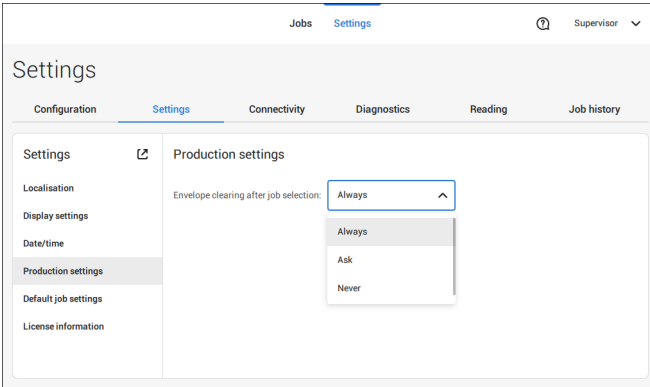
The Production Settings part of the Settings Menu covers settings regarding the clearing of the envelope track when selecting a (another) job from the job list or when starting a new automatic job.

The screen shows three options:

- Always
- Ask
- Never

It makes a difference if you switch from a job to another (existing) job from the job list or if you start creating a new automatic job.

6

English

Switch to an existing job

If the user selects "**Always**"; after tapping 1x or Start: the system shows a popup asking to clear the envelopes or continue without clearing. The following two options are possible:

1. The user chooses to clear the envelope:

a. The system start transporting envelopes present in the system to the exit. For safety a maximum number of envelopes is processed. This maximum is set to 3.

b. If the system still detects envelopes after the maximum is reached, the system shows a warning (INS-EH1-002) that there are still envelopes in the hopper that should be removed.

c. When the user cancels the dialog with the 'X', the system returns to the Idle screen without clearing or producing.

d. After clearing, the system returns to the idle screen.

2. The user chooses to continue without clearing:

a. The system starts producing with the envelopes loaded in the system.

If the user selects "**Ask**"; after tapping 1x or Start: the system shows a popup asking to clear the envelopes or continue without clearing. The following two options are possible:

1. The user chooses to clear the envelope:

a. The system start transporting envelopes present in the system to the exit. For safety a maximum number of envelopes is processed. This maximum is set to 3.

b. When the user cancels the dialog with the 'X', the system returns to the Idle screen without clearing or producing.

c. After clearing, the system returns to the idle screen.

2. The user chooses to continue without clearing:

a. The system starts producing with the envelopes loaded in the system.

If the user selects "**Never**" and envelope settings have not been changed; after tapping 1x or Start: the system starts producing with the envelopes loaded in the system.

If the user selects "**Never**" and envelope settings have been changed; after tapping 1x or Start: the system shows a popup asking to clear the envelopes or continue without clearing. The following two options are possible:

1. The user chooses to clear the envelope:

a. The system starts transporting envelopes present in the system to the exit. For safety a maximum number of envelopes is processed. This maximum is set to 3.

b. When the user cancels the dialog with the 'X', the system returns to the Idle screen without clearing or producing.

c. After clearing, the system returns to the idle screen.

2. The user chooses to continue without clearing:

a. The system starts producing with the envelopes loaded.

Create a new automatic job

If the user selects "**Always**"; after tapping 1x the system shows a popup asking to clear the envelopes or continue without clearing. The following two options are possible:

1. The user chooses to clear the envelope:

a. The system starts transporting envelopes present in the system to the exit. For safety a maximum number of envelopes is processed. This maximum is set to 3.

b. If the system still detects envelopes after the maximum is reached, the system shows a warning (INS-EH1-002) that there are still envelopes in the hopper that should be removed.

c. When the user cancels the dialog with the 'X', the system returns to the Idle screen without clearing or producing.

d. After clearing, the system returns to the idle screen.

2. The user chooses to continue without clearing:

a. The system starts producing with the envelopes loaded.

If the user selects "**Ask**" or "**Never**"; after tapping 1x: the system shows a popup asking to clear the envelopes or continue without clearing. The following two options are possible:

1. The user chooses to clear the envelope:

a. The system starts transporting envelopes present in the system to the exit. For safety a maximum number of envelopes is processed. This maximum is set to 3.

b. When the user cancels the dialog with the 'X', the system returns to the Idle screen without clearing or producing.

c. After clearing, the system returns to the idle screen.

2. The user chooses to continue without clearing: the system starts producing with the envelopes loaded.
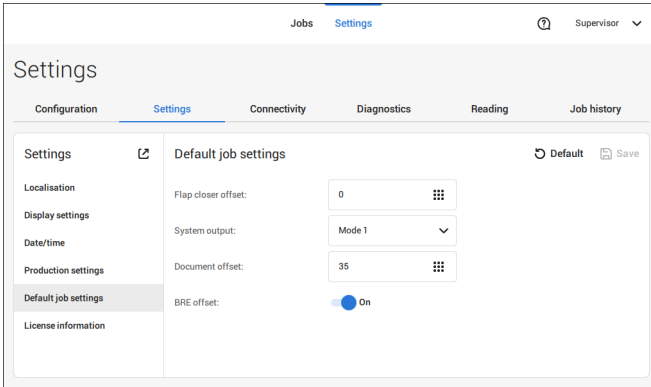
Job Settings

> Job settings normally will be changed by a service engineer only. Therefore first consult the service organization before you change any settings. Changes to the job settings can result in malfunctioning of jobs.

> You can also define the job settings per job. Select a job from the Job list, tap Edit, navigate to the Exit settings, and tap Advanced.

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English

The Job settings part of the Settings menu covers settings that improve the processing of jobs:

- **Flap closer offset**: To delay or advance the moment of flap closing, you can enter a number between -20 and 20 to fine tune the closing of the envelope.
- **System output**: mode 1 mode 2
  Mode 1 focuses on the versatility of paper parameters (paper thickness; document length), i.e. correct operation under even extreme paper conditions. Mode 2 is the default mode, and focuses on high speed. Use Mode 1 with a paper thickness of 65 g/m2 or less, a document length of 12 inch (305 mm) or higher, and for situations where Mode 2 is not functioning properly. In all other cases use Mode 2.
- **BRE with window**: if the BRE has a window, set this setting to yes. Only available with Mode 2.
- **Document offset** (A in the figure): the extend to which documents are not overlapping in the vertical transport. In the vertical transport of documents fed by the various feeders, the documents are partially overlapping each other. This to make sure that the documents are properly aligned in the collator area. The default value is 50 mm (2.0 inch). The document offset can be varied between 20 mm (0.8 inch) and 250 mm (9.8 inch).
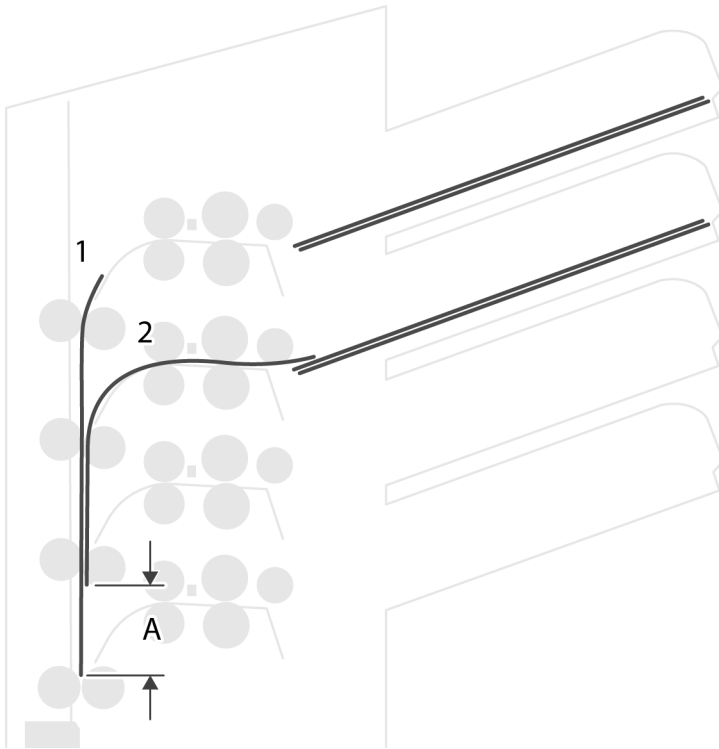
- **BRE offset**: in the case of offset is "yes", the last document that was added to the set is shifted from the rest of the set (offsetting, see below).
- **Collator stop optimisation**: if set to "off", the system does not show a message, when a collator stop change can improve the system output.

Explanation of BRE offset: if a BRE is longer than the set fold but shorter than the envelope height, this BRE can get folded (A in the figure). Under certain conditions (see below) you can prevent the BRE from being folded. In the case of offset "yes", the BRE is held back during a certain distance (B in the figure). This means that the trailing edge of the BRE leaves the collator last. The document is not folded. During the insertion into the envelope the documents of the set are aligned.
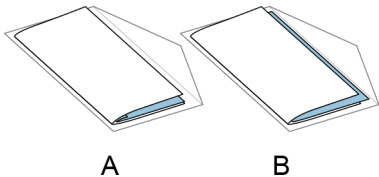
A   B

The conditions are:

- No multi-feed is used for the BREs.
- The document directly under the BRE must have a height of at least 60 mm (2.4 inch) more than the BRE.
- The height of the BRE is more than the set fold length.
- The folding mode is either V-fold or C-fold (no Z-fold).
- The BRE must be shorter than the envelope height.

The whole BRE offset is based on friction between documents within a set. Therefore it is necessary to make use of these conditions to reduce the risk of bad transporting, folding and inserting.

> It is possible to use the BRE offset for a BRE and an enclosure (card) in one set. The extra condition is that this enclosure is equal to or smaller than the set address fold and should be placed direct underneath the BRE in the set.

License information

License information shows information on the open source software that is used in the system.

Connectivity

Diagnostics

Diagnostics

The diagnostics menu contains the basic diagnostics functions available for a supervisor.
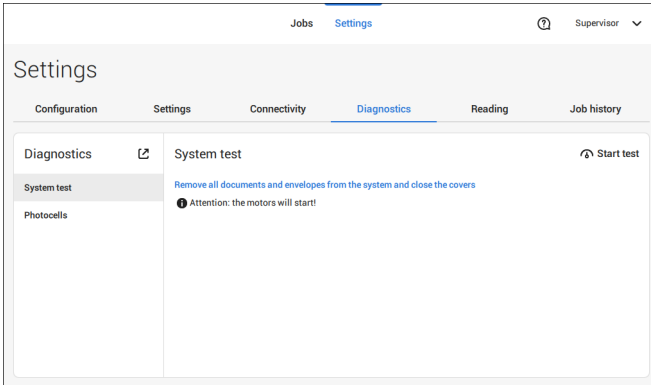
System Test

Use the **[System test]** to check if all motors, clutches and sensors are correctly connected. The test briefly activates the actuators and clutches and measures the current.
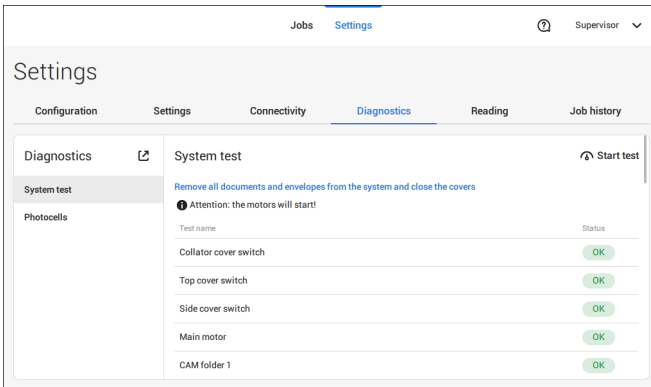
To run a system test:

1. In the Settings menu, tap the **[Diagnostics]** tab.

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English

2. Tap **[System test]**.

3. Remove all documents and envelopes and close all covers before starting the diagnose.

4. Tap **[Start test]**.

5. When the test is finished, the Status report is shown, showing the status of all tested items. If the tests fail, contact your service organization.

English

6

When too much paper dust is built up at the sensors a warning message will be displayed. To check the conditions of the photocells or to calibrate them follow the instructions as described in Calibrate photocells on page 127.

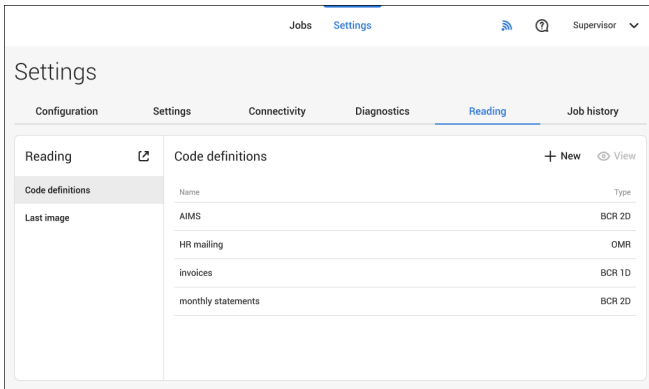# Reading

Reading

In the reading menu it is possible to view and to add new code definitions. It is also possible to view the last image that has been read by the system.
Because reading is optional, this menu is only available when there is at least one reading license present.
For more information on the reading option, see Reading on page 108.


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English

Viewing and adding code definitions

When logged on as Supervisor it is only possible to view or to add code definitions. Editing, copying, renaming or deleting a code definition can only be performed by a service engineer. Contact your local distributor if one of these actions have to be executed.
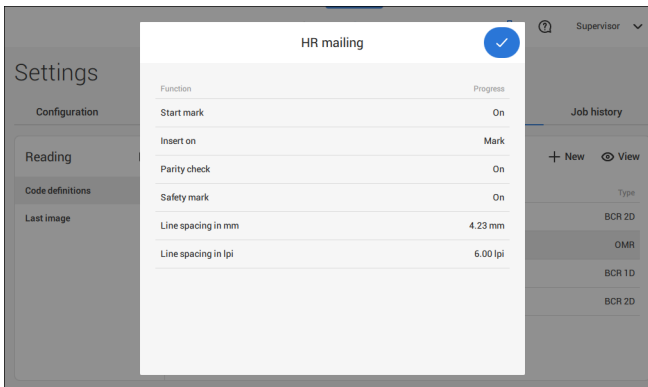
Viewing available code definitions.

1. From the (main) Reading menu window tap **[Code defenitions]**.
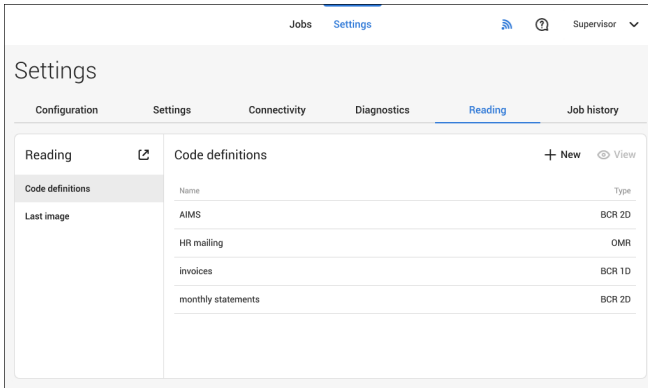
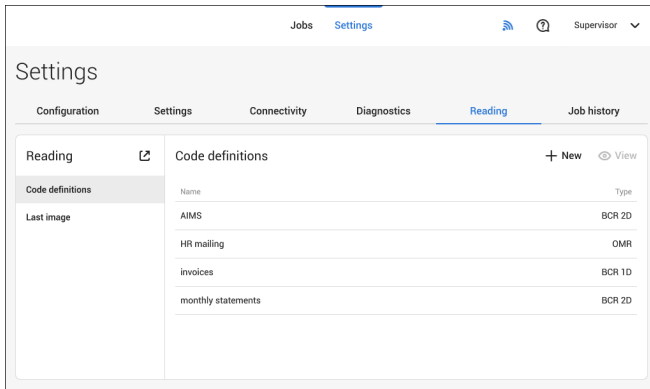2. Select a code definition. The **[View]** button will become active.
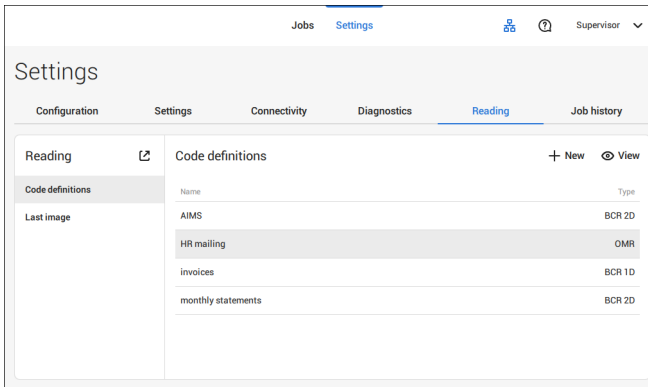
3. Tap **[View]**. Information about the code definition will be displayed.

Adding a new code definition

1. From the (main) Reading menu window tap **[+ New]**.

FP. (2022, July). User Guide. FPi 4800. https://cdn0.scrvt.com/0b415e9fe
7995370c62ceab2d1317f1c/931013aff6992912/2330bfc2fc1b/FPi-4800-User-Guide-Version-A.pdf

2. Select new code type; BCR 1D or BCR 2D.

   Contact your local distributor for more information about available reading licenses.

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**English**
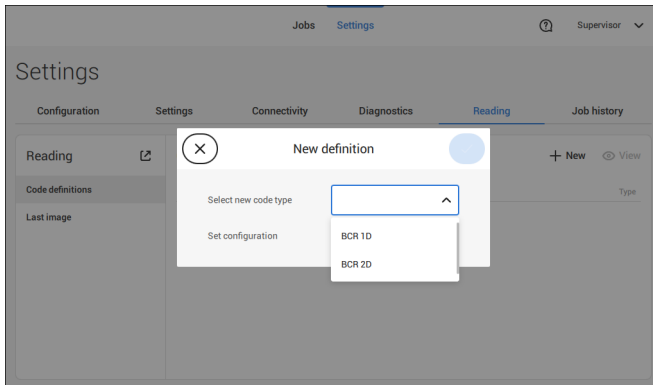
3. Set configuration.

When logged on as Supervisor the only way to set the configuration is via a configuration sheet.
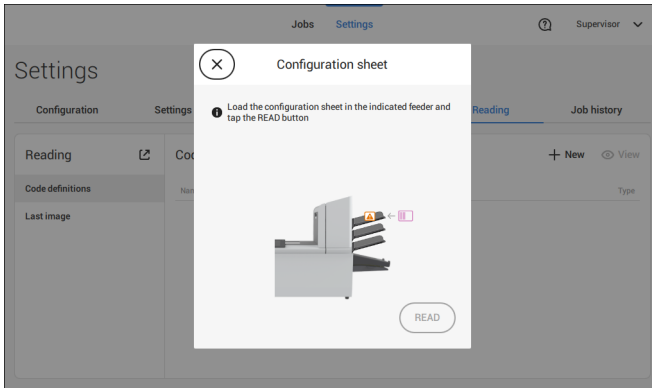
Follow the instructions displayed on screen to finalize the settings of the code definition.

Last Image

The Last image screen shows the result of the last code that the system read. The figure shows an example of the image of a reading code. You can use this image to see if the read code fits within the reading window.
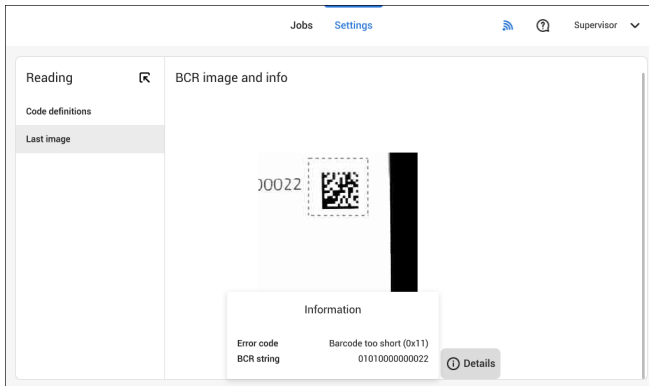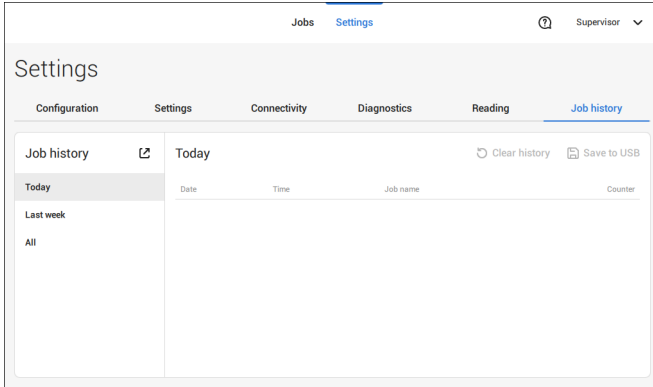

When you click on the Information button of an image of OMR code, the screen shows a graphical representation of the marks read from the last OMR document (oscilloscope function). It shows the time-dependant OMR output voltage.

Job history

The Job history screen shows an overview of the jobs run.

1. Tap on the **[Job history]** tab to view the Job history.

2. Tap either on **[Today]**, **[Last week]** or **[All]** if you want to view the jobs that are run 'Today', 'Last week' or 'All'.

The Jobb history is displayed on the touch screen. With [**Save to USB**], you save the Job history in CSV format to a USB drive.