# 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 27.
- **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 29.
- **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 30.

Use an Existing Job

If you want to use an existing job:

1. Open the job list.
2. Tap the job you want to use.
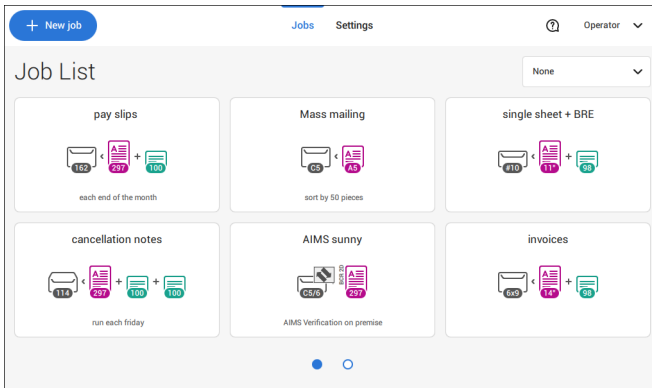
3. Load the feeders as shown on the display.
4. Tap **[1x]** to create a test mail set, see Test mail set on page 42.
5. Check the Test mail set.

6. If the Test mail set is OK: tap **[Start]**.
   If the Test mail set is not OK: adjust the address position or envelope stop position or check and re-adjust the job settings.
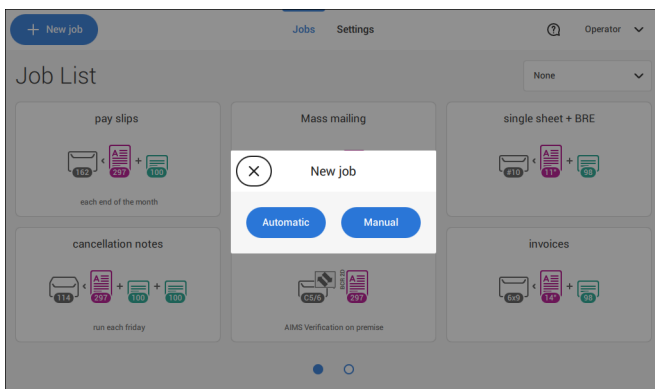
> If desired tap the counter button to set the counters. See Counter settings on page 38.

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

Create a New Job

To create a new job:

1. From the Job list, 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 29.
4. If you choose 'manual' follow the description as can be found in Create a Manual job on page 30.

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.
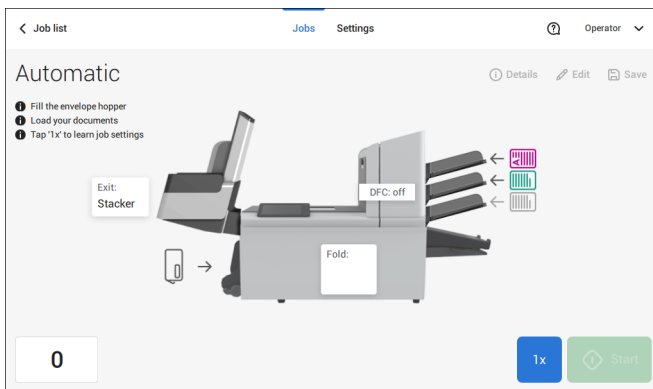
3. Fill the envelope hopper, load your documents and tap **[1x]** to create an example mail set.

4. Make sure that the address position and the envelope stop position are correct. If not, adjust the address position on page 46 and envelope stop position on page 43.

5. If necessary, tap the counter symbol to set the counters. See Counter settings on page 38.

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.

Create a Manual Job

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.

Create a Manual Job

To create a job manually:

1. From the Job list, tap **[New job]**.
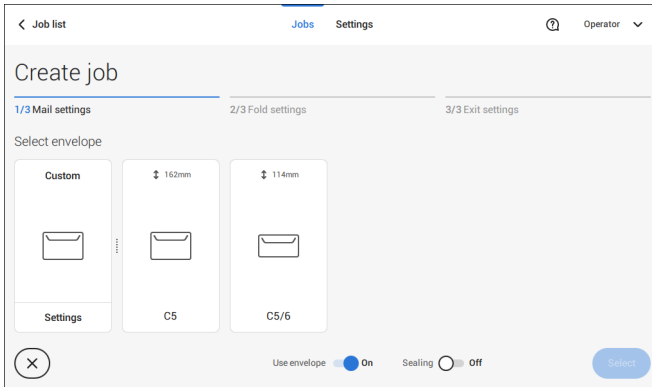
2. Choose **[Manual]** to define the job settings.
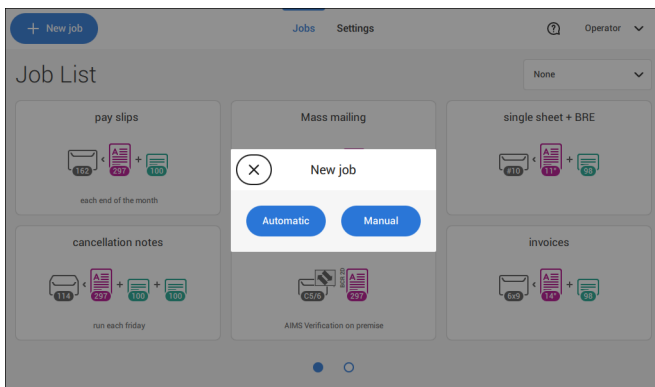
Continue with the envelope settings (see Select Envelope on page 31).

English

Mail Settings

Select Envelope

1. Tap **[Envelope]**.

2. Select a predefined envelope or create a custom envelope on page 50.

    Optionally tap **[Use envelope]** to set the use of envelopes to 'off' if you want to Create a job without the use of envelopes.

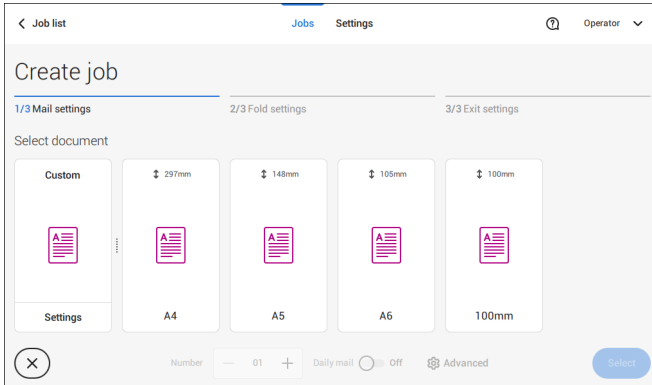3. Tap **[Sealing]** to switch it on or off.

> ▭⟩   By default the envelopes will be sealed.

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

Continue with the main document settings (see Select Main Document on page 32).

Select Main document

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

Create job

| 1/3 Mail settings | 2/3 Fold settings | 3/3 Exit settings |

Select document

Custom	↕ 297mm	↕ 148mm	↕ 105mm	↕ 100mm
[A≡]	[A≡]	[A≡]	[A≡]	[A≡]
Settings	A4	A5	A6	100mm

(×)   Number   — 01 +   Daily mail ◯ Off   ⚙ Advanced   Select

2. Select a predefined document or create a custom document on page 52.
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 49) or tap **[Advanced]** to set the DFC settings (refer to DFC Settings on page 32).
5. Confirm the document settings by tapping **[Select]**.

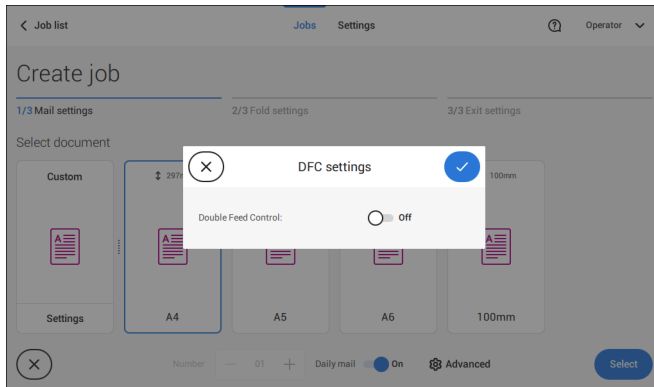Continue with the Enclosure settings on page 33.

Switch DFC on or off for feeders

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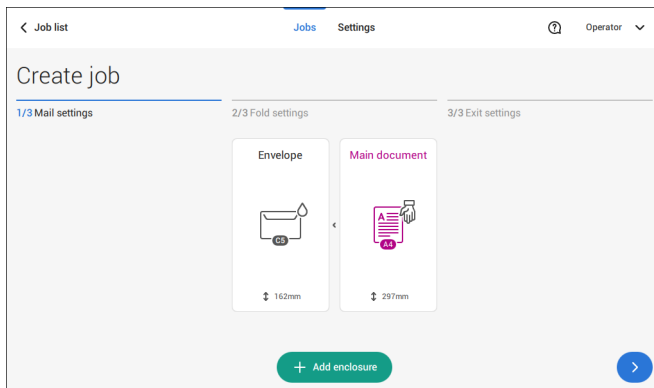
4. Tap **[Advanced]**.

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

Select an 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 52.

   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 56.

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

Fold Settings

Default the system suggests the most logical fold type. This fold type is highlighted. However, you can select other fold types and change their settings.
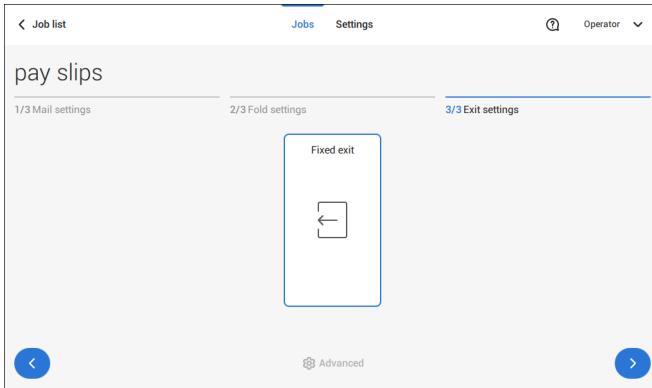
1. Tap a fold type.
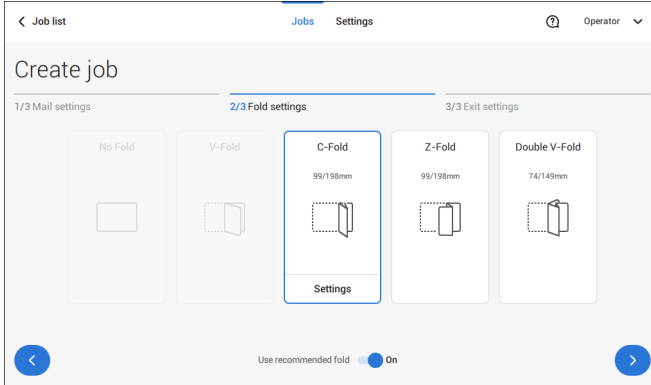
2. If necessary, tap [**Settings**] to change the fold settings.
3. Tap **[>]**.

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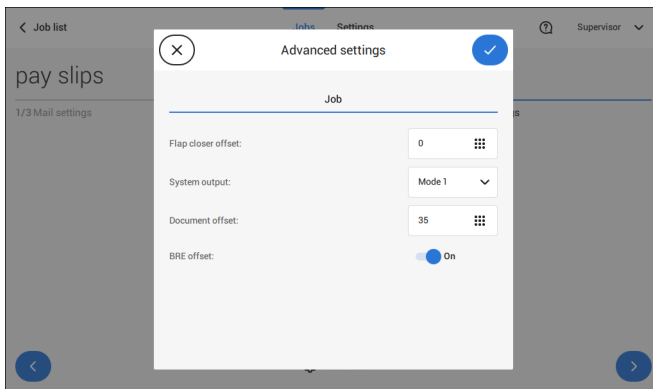
Exit Settings

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

2. Optionally tap the [**Advanced**] button to set the Advanced settings per job.

3. Tap **[>]**.

Finish the job defenition and start the job (see) or set the Counters (see).

Job Settings (per job)

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

- **Flap closer offset**: to improve the sealing of specific envelopes you can delay or advance the moment of sealing. You enter the number of pulses. A minus value means the sealing is advanced, a plus value means the sealing is delayed. You can enter a number between -20 and 20.
- **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
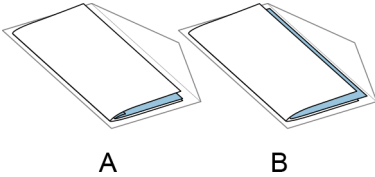
g/m2 or less, a document length of 12 inch (305 mm) or higher, and for situations where Mode 2 is not functioning properly. In all other cases use Mode 2.

- **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).
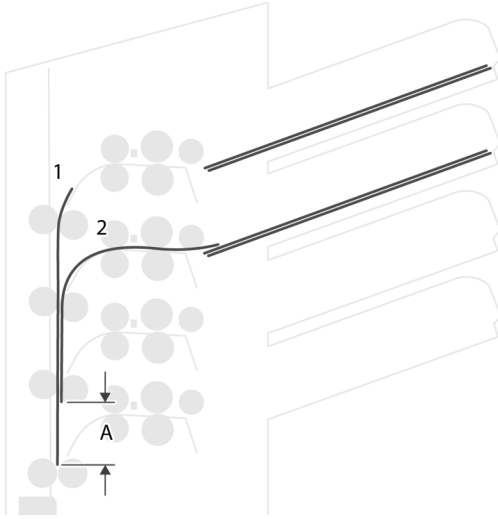
- **BRE offset**: in the case of offset is "yes", the last document that was added to the set is shifted from the rest of the set (offsetting, see below).

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

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

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.

AIMS settings

In case AIMS Mailpiece Id and Job Id is used in a barcode definition, the "Verification" mode can be enabled. When set to "Verification" all mail pieces will be verified with the AIMS server.

When switched to Off, the job will run normally but the mail pieces will not be verified with the AIMS server.

English

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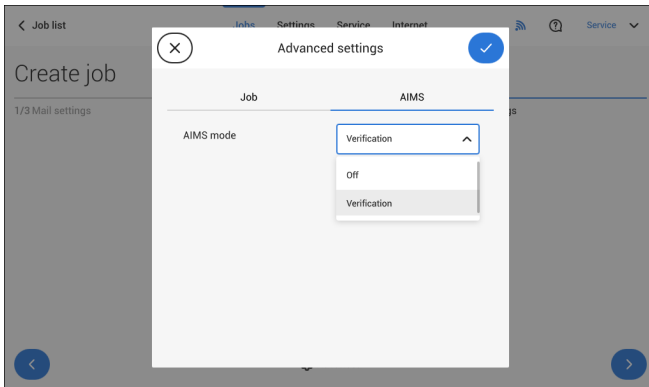
Change the Counter Settings

> ➲   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:

1. In the Job overview screen tap the counters button.
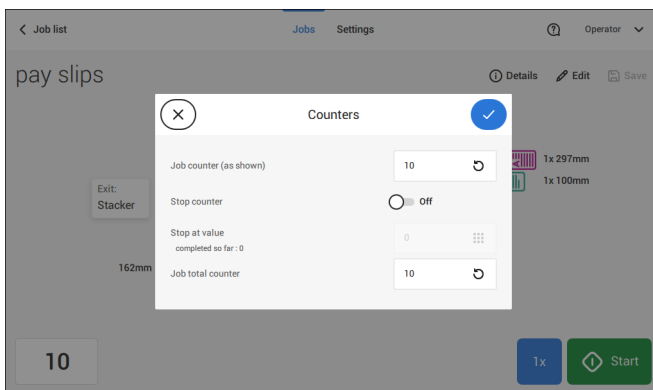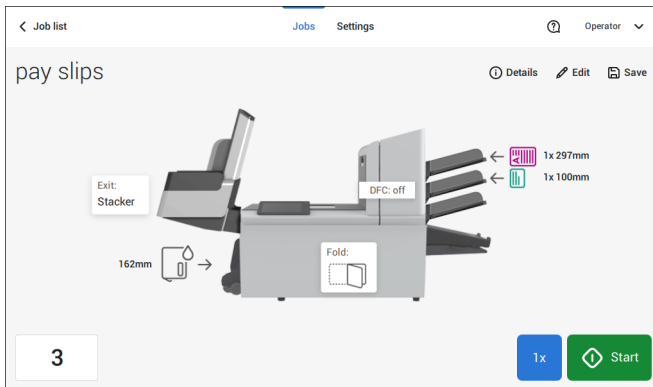
2. Tap the
[↺]
button for the (daily) job counter to set it to zero.

3. 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.

> Be aware that when the system stops based on the stop counter, there can still be documents in the system. To clear the system from documents, remove the documents from the feeder trays and tap [Start] from the warning message; the remaining documents will be processed to clear the system.

4. Tap the
[↺]
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 **[√]** 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 53)
- Link feeders (see Link feeder trays on page 54)
- Change the counter settings (see Change the counter settings on page 38)

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 64).
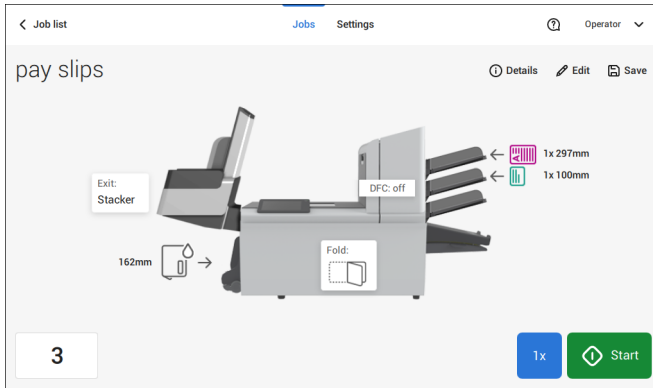
2. Tap [**1x**] to create a test mail set (see Test mail set on page 42).
3. If desired, you can save the job (see Save a job on page 55).
4. Tap [**Start**] to start the job.

Create a Test Mail Set

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 Document System:

- Check if the address is correctly positioned behind the envelope window.
  See Adjusting the Address position on page 46.
- Inspect and adjust the stop position of the envelope. See Adjusting the Envelope Insert fingers on page 45.
- Check the fold settings for one set. See Fold settings on page 34.

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.
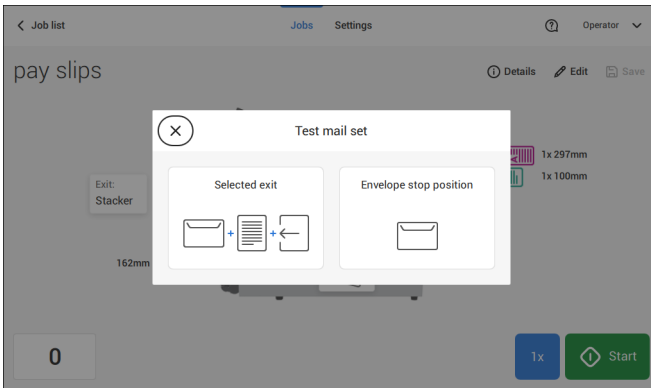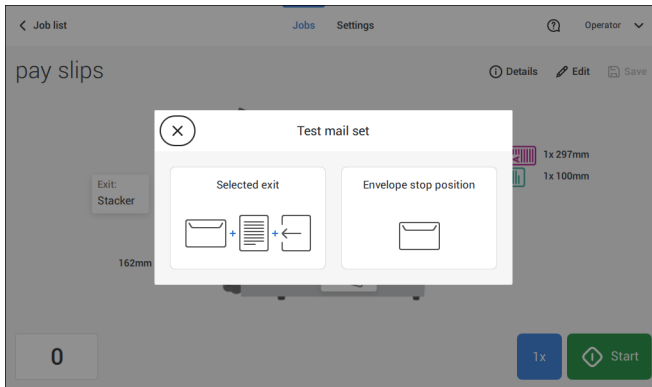
Verify the Insert Position

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

For the right Insert Position a correct alignment of the envelope flap fold line has to be applied. Proceed as follows:
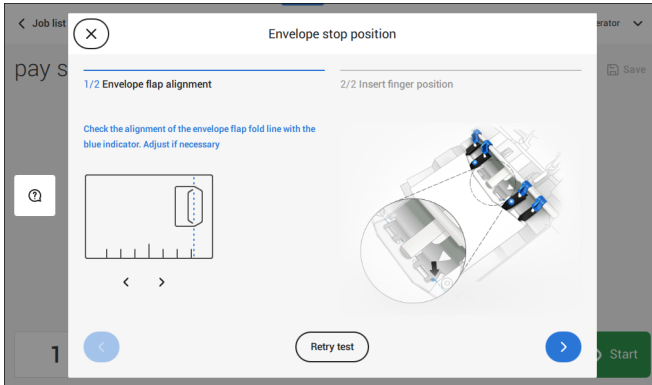
1. Choose a job and tap **[1x]** (envelope only).
2. Tap **Envelope stop position**. The system will "fetch" an envelope.

3. Unlock the unlocking lever A of the upper unit and pull up the upper unit.
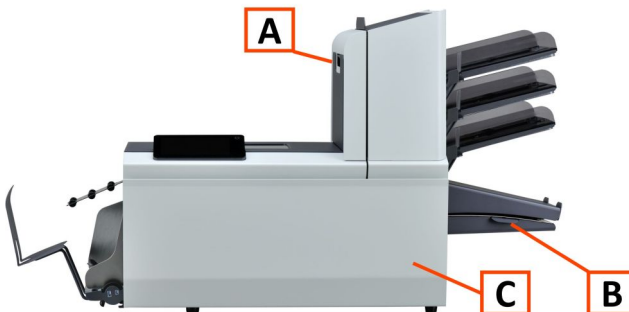
4. Align the envelope flap fold line with the blue indicator by tapping the arrows.

Tap the button **[Retry test]** to fetch another envelope (Note: the upper unit has to be closed). Check the alignment again. Tap the arrow in the bottom right corner if the alignment is OK.

**5.** Position the insert fingers as indicated.
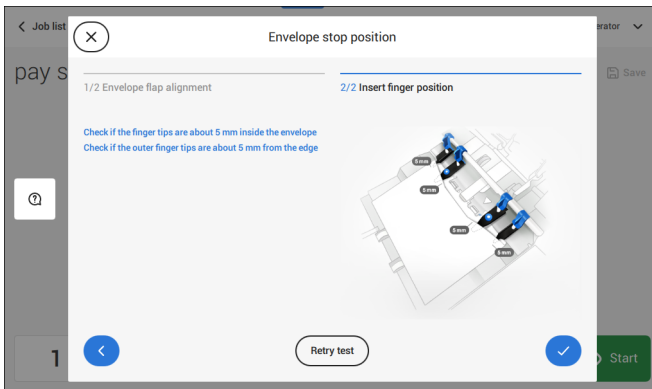
Tap the button **[Retry test]** to fetch another envelope (Note: the upper unit has to be closed). Check the positioning of the insert fingers again. Tap **[√]** if the alignment is OK.

6. Tap the envelope button to fetch another envelope.

7. Make sure that the insert position is correct. If not, repeat the steps for adjusting the insert position.

English

Adjust the envelope insert fingers position

If the Insert fingers position is not correct, adjust the fingers as follows:

1. Loosen the knurled knob **C** on top of each finger.
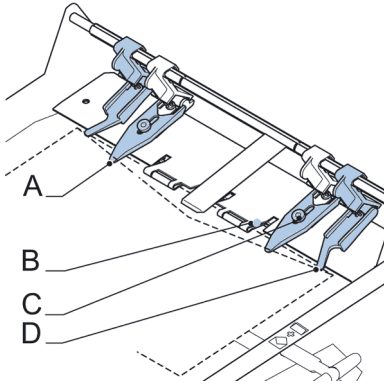
2. Adjust each finger **A** so that the tip enters about 5 mm (0.2 inch) into the envelope.

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.

Adjust the Address Position

If the address on your mail is not correctly positioned behind the envelope window, change the address position as follows:
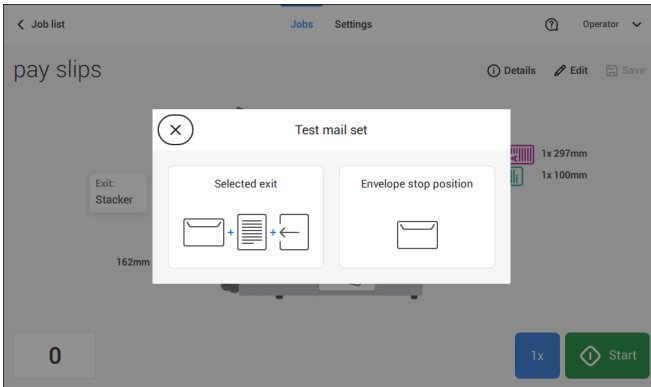
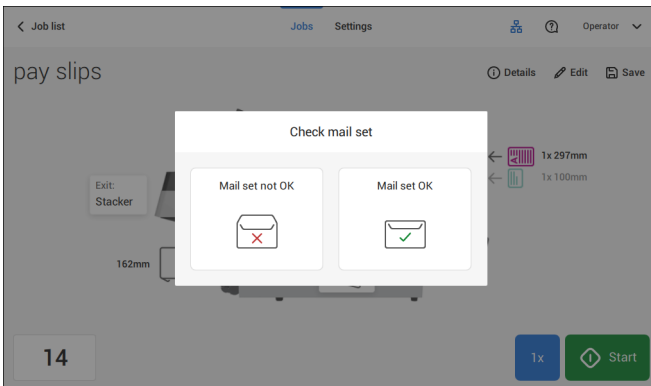> ⇒ Adjusting the address position is only possible after creating an example mail set (by using the **[1x]** button).
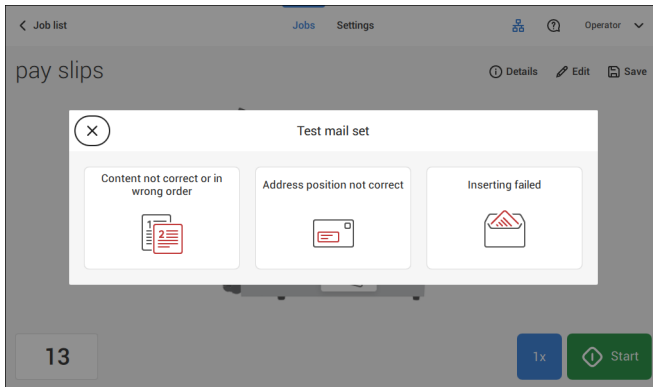
1. Choose a job and tap **[1x]**.
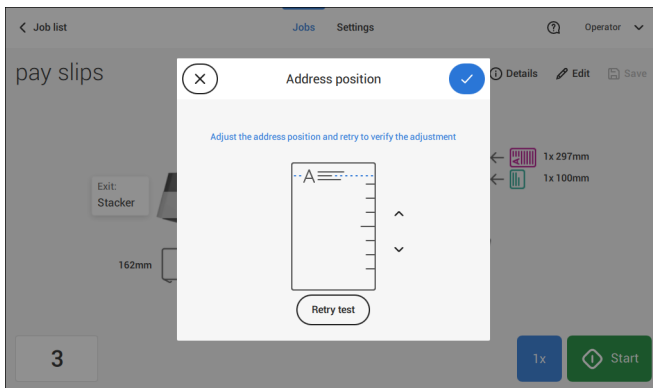2. Tap **Selected exit**. The system will "fetch" a mail set: an envelope and document(s).

3. Tap **Mail set not OK**.

4. Tap **Address position not correct**.

5. Change the address position: slide the position indicator to the correct position.
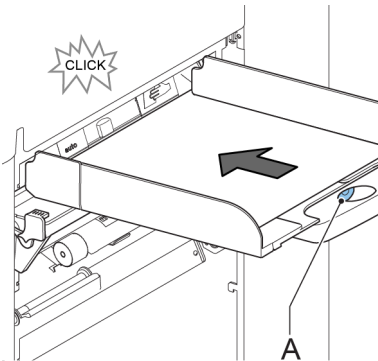

6. Tap the button **[Retry test]** to create another example mail set or tap **[√]** to confirm the setting.

Adjust the Separation of Special Feeders

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.

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

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 30).

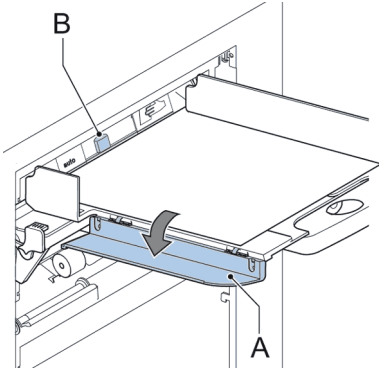# Process Mail Sets with Daily Mail

To process mail sets with Daily Mail:

1. See Create a Manual job on page 30 and set the Daily Mail switch to "On".
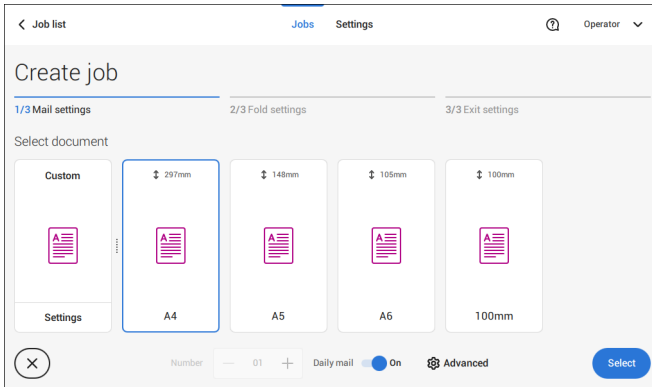
2. Complete the job settings.
3. Tap **[start]** to start the job.

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

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

5. Move the handle **B** to the right to enable the Daily Mail function.
6. Turn side guide **A** upwards.
7. 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.

8. Place the next document or document set in the feeder tray. The system will keep running to process the inserted document or document set.
9. When finished with Daily Mail, tap **[stop]** to stop the job.
10. Set the Daily Mail handle **B** to the 'AUTO' position to disable the Daily Mail and enable the automatic document separation.
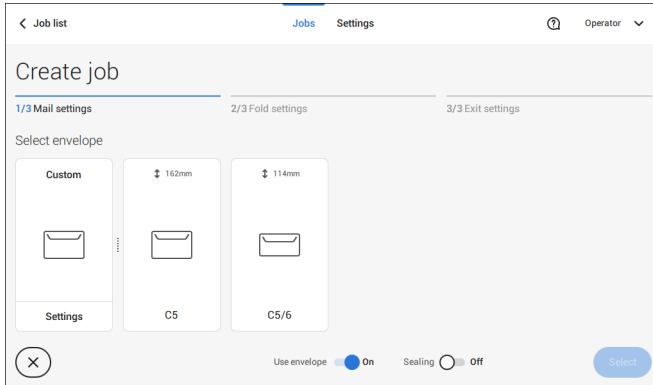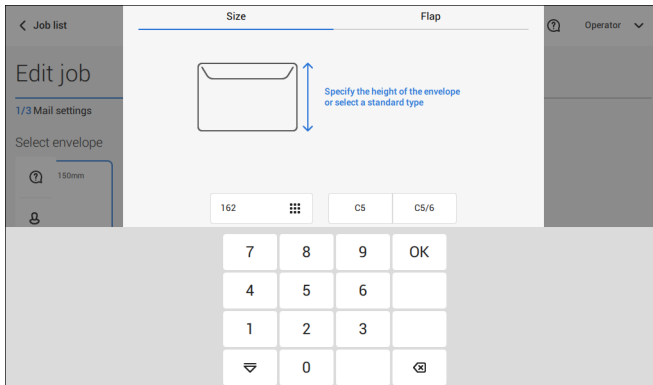
Create a Job with Custom Envelopes

⊜ Makes sure that your custom envelopes fit within the specifications (see Envelope Specifications on page 143).

1. Create a manual job as explained in Create a Manual job on page 30 and select envelope.

2. Tap on **[Settings]** in Custom (envelope).

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 **[√]** to save and close the custom envelope settings and tap **[Select]**.

7. Complete the Fold Settings and Exit Settings to complete the job settings. In the job overview tap **[Save]** to save the job.
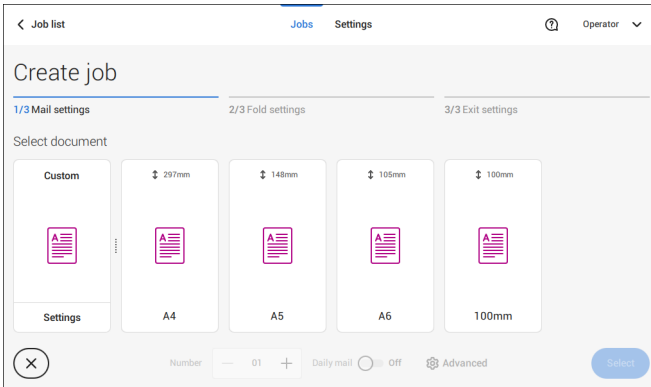
Follow the instructions as described in

English

4

Create a Job with Custom Documents

> Makes sure that your custom documents fit within the specifications (see Document Specifications on page 143).

1. Create a manual job as explained in Create a Manual job on page 30 and select a custom document as your main document or enclosure.

2. Tap **[Settings]** in Custom (document) to create a custom document.

3. Enter the height of the document.

4. Confirm the custom document settings with **[√]**.

5. Complete the Fold Settings and Exit Settings to complete the job settings. In the job overview tap **[Save]** to save the job.

Follow the instructions as described in 'Create a test mail set' on page 42.

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 56.

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 blue box.
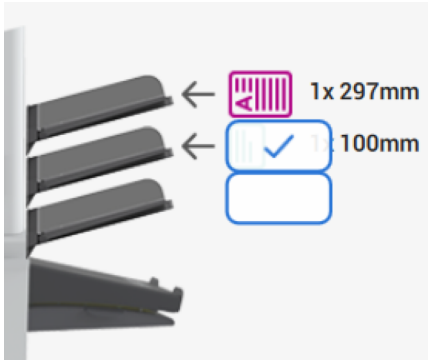
3. Tap the blue box of the feeder tray where you want to move your document to.

The new feeder tray is selected for feeding of the document.

4. Tap **[Save]** to save the feeder tray selection to the job.

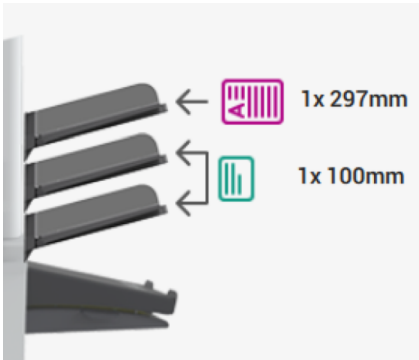# Link Feeder Trays

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.
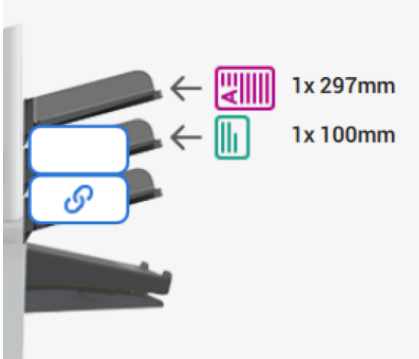
3. Tap the link symbol.

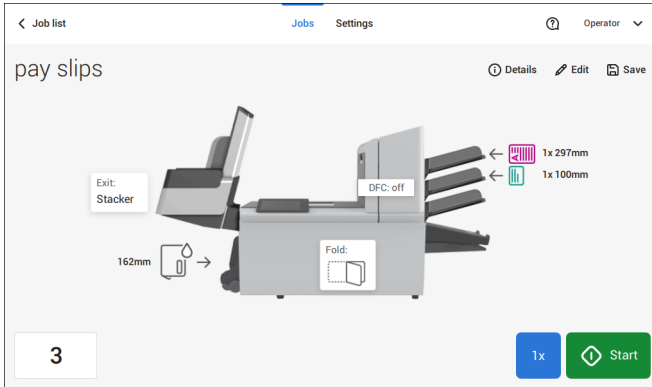The figure shows an example of linked feeders.

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.

Edit a Job

To edit an existing job:

1. From the Job list, 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.
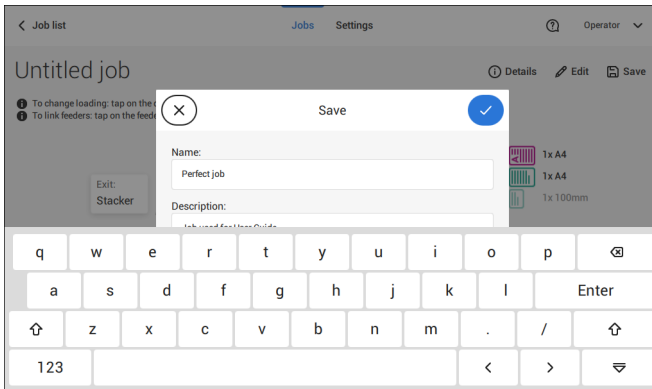
3. Make the changes you want to make. When you completed the job programming, tap **[Save]** to save the changes.

4. Tap **[1x]** to make sure that the Insert Position and Address Position are correct (see Verifying the Insert Position on page 43 and Adjusting the Address Position on page 46).

Save a Job

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 **[√]** to save the job.

The job is added to the job list.

Delete or Move an Enclosure

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, select a job you want to edit.

2. Tap **[Edit]**.

**3.** Tap and hold the enclosure you want to move or delete.
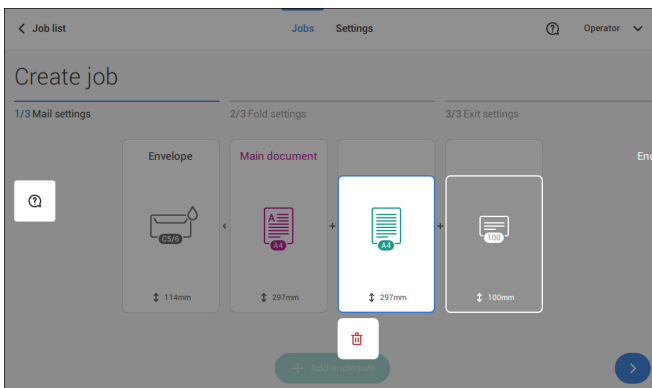
Now drag the enclosure to an other position. Or tap the waste bin to delete the enclosure from your mail set.

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 43 and Adjusting the Address Position on page 46).

Copy a Job

To copy existing job settings to a new job:

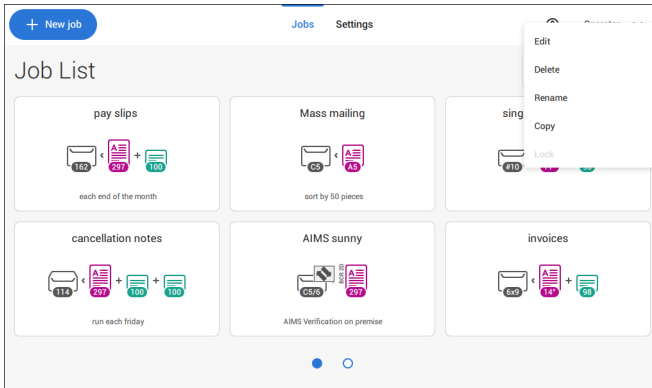1. Tap and hold the job in the Job list. A pop-up screen will appear.
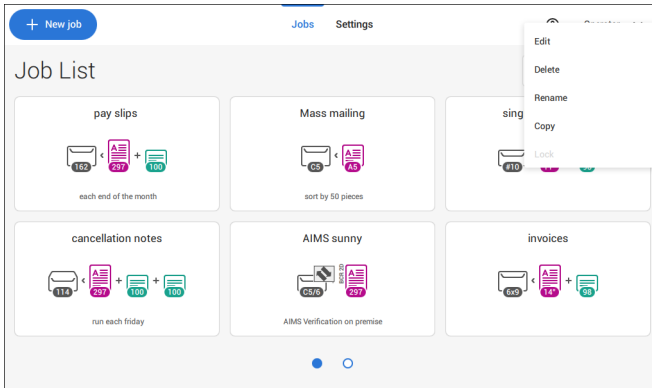
2. Tab [**Copy**].

3. Enter the name of the new job and tab [√].

Delete a Job

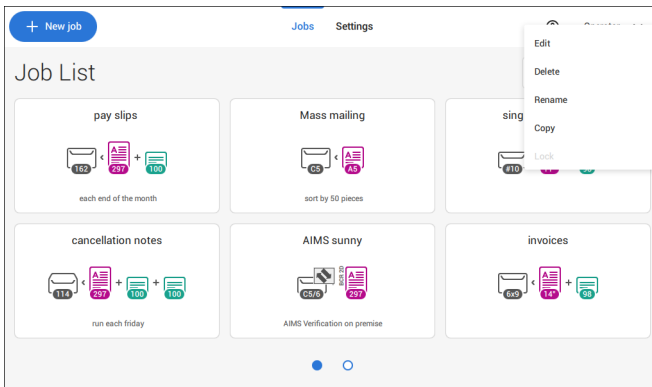To delete an existing job:

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

2. Tap [**Delete**].

3. Tap **[√]** to confirm.

Rename a Job

To rename a job:

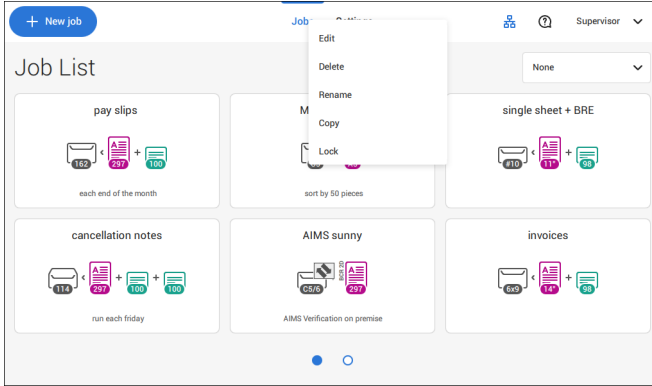**1.** Tap and hold the job in the Job list.

2. Tab [**Rename**].

3. Enter the name of the new job and tab [**√**].

Lock a Job

To lock an existing job:

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

3. Tap [**Lock**].
4. Tap **[√]** 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.