# 2 Meet your Document System

Introduction

The system feeds, folds and inserts documents into envelopes and then seals and stacks the envelopes. Automatic monitoring ensures the correct number of inserts per envelope.

The system is a sophisticated folding and inserting system which can process large quantities of mail rapidly and easily.

You can save the settings of the system (document type, envelope type and fold type) in so-called jobs.

English
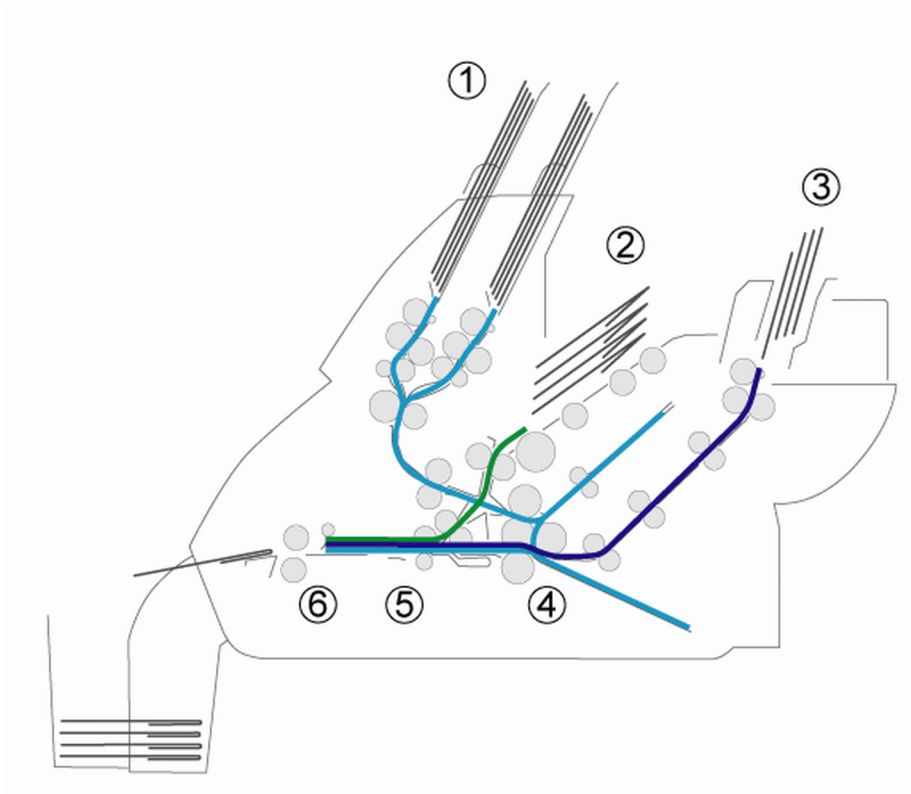
The figure shows an overview of the systems document and envelope flow.

Feeder Area (1)

The system has a feeder block with two document feeders. The feeder block is equipped with feeder swap. This means that you can link both feeders as pairs. When the first feeder is empty, the system switches to the other feeder. Meanwhile you can refill the other empty feeder without stopping the system. The front feeder (feeder 1) is equipped with a "daily mail" function to process documents or sets of documents which cannot be processed automatically (e.g. stapled).

Double Feed Control (DFC)

Each feeder has double feed control (DFC). In this way the system can detect faulty sets of documents. When a job is started, the first document taken per feeder is used for a reference measurement. When a document is exceeding that reference thickness an error will be displayed.

⊃   When Daily mail is selected, the DFC is switched off automatically.

Envelope Hopper (2)

The envelopes are picked up and transported to the insert position inside the system.

Feeder for Business Reply Envelopes (BRE) and Other Enclosures (3)

Small enclosures or BREs are fed from feeder 3 and added to the folded document set.

Folding area (4)

In the folding area the documents are folded. The following fold types are possible (see "Terminology" on page 29):
• No fold
• V-fold (single fold)
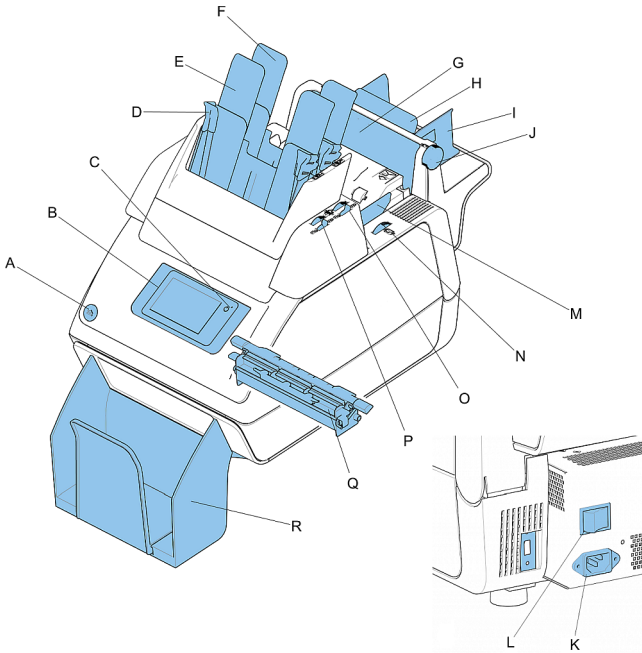• C-fold (letter fold)
• Double V-fold (double parallel fold)

Inserter (5)

The folded document set is transported to the inserter unit and inserted into a waiting envelope. The inserter can seal the envelope.

Exit (6)

The mail set leaves the system from the exit.

Operating Controls

A	button to open the system	J	thumb wheel to adjust side guides feeder 3
B	control panel with touch screen	K	power inlet
C	On/Off button	L	power switch
D	paper guides	M	side guides envelope hopper
E	document feeder 1	N	thumb wheel for adjusting side guides envelope hopper
F	document feeder 2	O	locking levers for side guides (document feeder trays)
G	flap, for access to document path of feeder 3	P	thumb wheels for adjusting side guides (document feeder trays)
H	support feeder 3	Q	sealing liquid reservoir
I	side guides feeder 3	R	catch tray

Control Panel

On/Off (B): The touch sensitive button in the upper right corner of the display switches the system on or off. If after operation the system is not used for 15 minutes, the system switches to sleep mode. If you touch the screen the system will switch to operation mode again. 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. An orange LED (and a black screen) indicates that the system is in sleep mode. No colored LED (togehter with a black screen) indicates that 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. Use the power switch to switch on the system. The power switch is located at the back of the system.
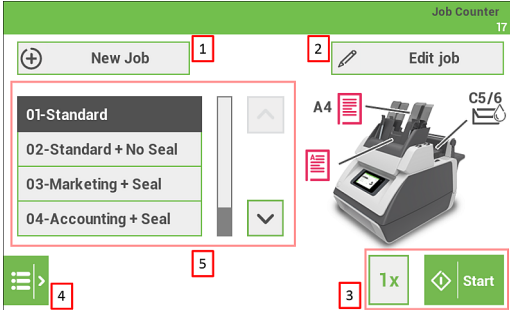
3. Press the on/off button next to the display.

The touch screen shows the "Home screen".
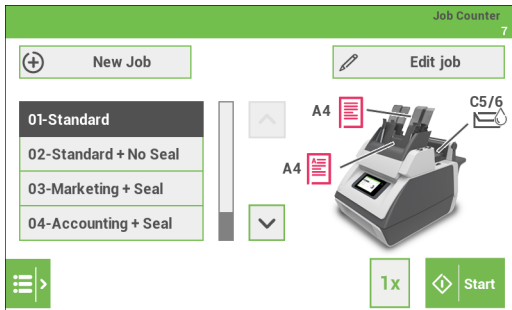
Home screen

When you start up the system, the 'Home screen' appears. The LH side of the screen shows the job list. The RH side of the screen shows the selected/current job. Other things you can do here are:

1. Create a new job

2. Edit the selected/current job

3. Start the selected/current job

4. Open the settings menu bar *)

5. Select another job

*) From the settings menu bar you can get access to the following:
- the "main" settings menu
- the Remote Assistance screen

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;
- Double feed control settings;

Job overview
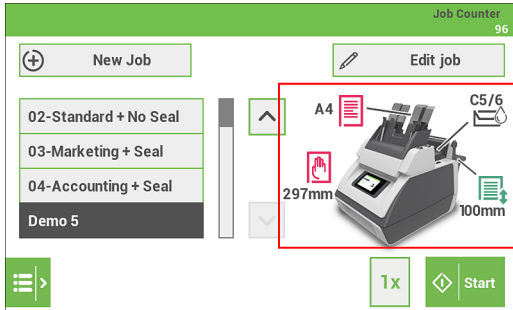
The job overview of the selected/current job is part of the 'home screen' and shown on the RH side.

This job overview shows the following information of the selected job:

- A picture of the system with symbols for the selected features. The following symbols can be used:

|	
	Feeder is set for daily mail
C5/6	Envelope size and whether sealing is on/off
A4	Document size and if the document has to be fed face up/down
100mm	BRE size

As part of the home screen also the Job Counter is shown of the selected job. The Job counter shows the total number of mail sets that have been processed with this job.

The counter settings are job related.

Settings menu
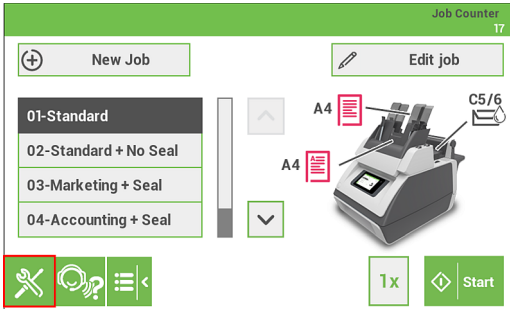
When you open the settings menu bar, tap on the [**Settings**] symbol button to open the "Settings menu". This Settings menu shows the following possibilities:

- **Language settings**: change the language of the user interface.
- **Supervisor Settings menu**: For authorized personnel only. Via this menu it is a.o. possible to customize the envelope height, adjust the stop position etc. (see "Open the Supervisor menu on page 33" for more information).
- **Key click**: if you tap this button you can choose if you want to turn the key click sound on or off.

Remote assistance (optional)

Ask your authorized distributor if this feature is available for your system/organization.

It is necessary that the system is connected to the internet.

(Online) Remote Assistance is a tool for help desk guidance. Add the support key supplied by the support assistant and follow the instructions as indicated by the support assistant. The remote assistance screen can be entered by tapping the second symbol in the settings bar.
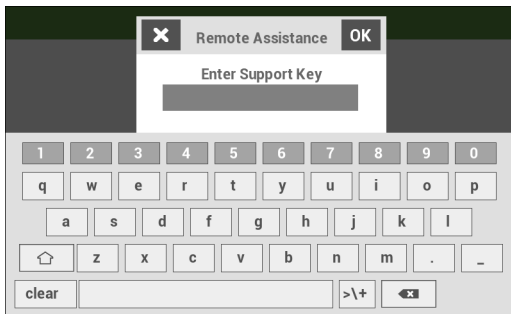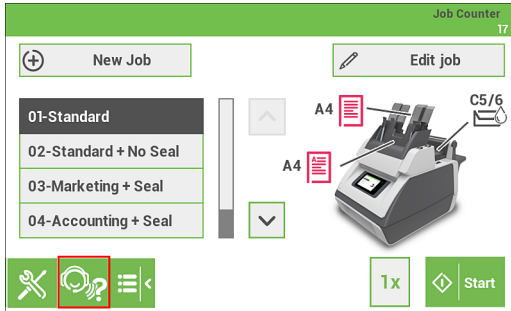
Tri-Fold option

Some applications require a fold setting where all three "panels" have the same dimensions, the so called "Perfect Fold". In order to have those documents correctly transported to the exit an extra pair of transportation rollers have to be fitted in the system. By replacing the sealing liquid reservoir with the "Tri-Fold" transportation unit correct transportation to the exit is ensured.

> Using the Tri-Fold option is only possible if this option has been set by the Service organization.

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Shut Down the System

1. Press the **[On/Off]** button. The system completes and inserts the current set and stops, this results in a cleared system. After that the system switches off.

> 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.

2. Press the Power switch to shut down the system.