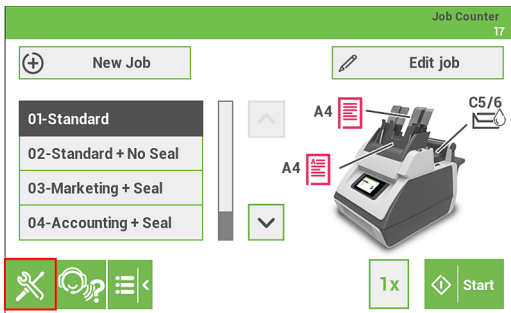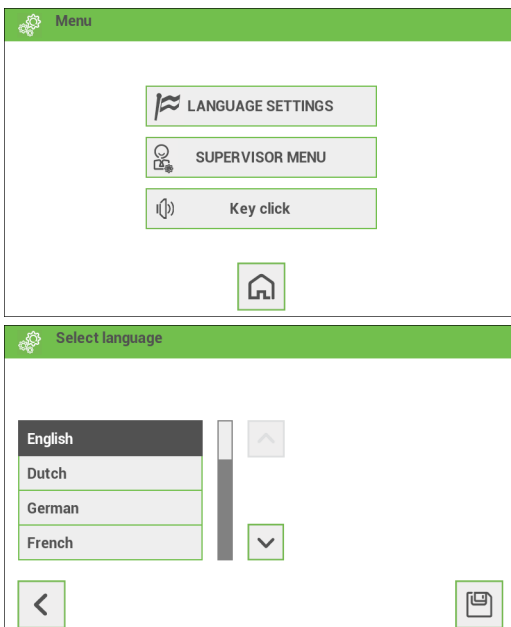# 5 Settings menu

Open the Settings Menu

In the settings menu for the operator it is possible to set the language. It is also possible to open the Supervisor menu (locked with a PIN code).

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

1. From the home screen open the settings menu bar and tap the **[Settings]** symbol.
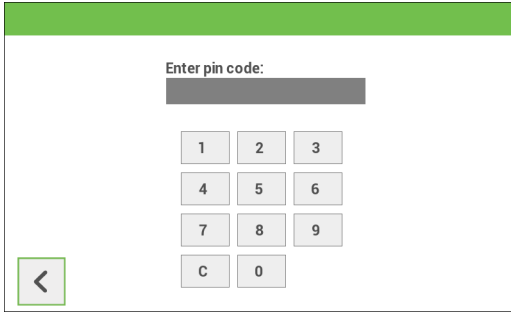

2. Tap **[Language settings]** if you want to change the language of the User Interface. Save the setting by tapping the disk symbol button.
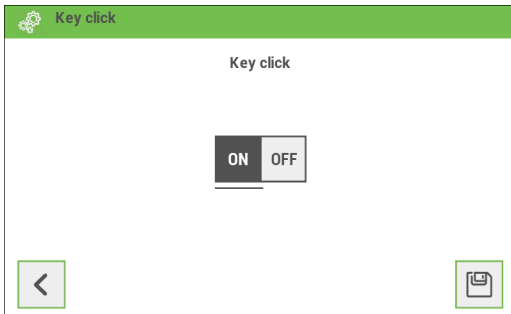
3. Tap **[Supervisor menu]** to open the login screen for accessing the Supervisor menu.

Enter pin code:

1	2	3
4	5	6
7	8	9
C	0	

<

4. Tap **[Key click]** to open the "Key click" setting screen. Tap "**On"** to switch the key click sound on or tap "**Off"** to switch the key click sound off. Save the setting by tapping the disk symbol button.

Key click

Key click

ON OFF

<   💾

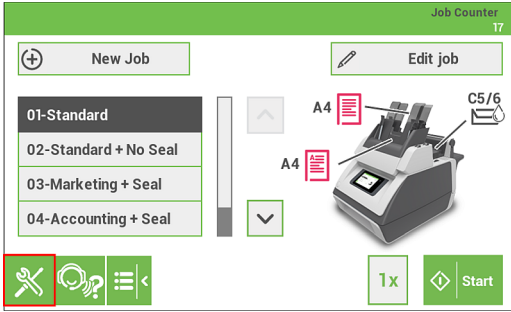For more information regarding the Supervisor menu refer to "Open the Supervisor menu on page 33".

Open the Supervisor menu

In the Supervisor menu it is possible to do the following:

- customize the envelope height, see "Custom Envelope on page 35";
- adjust the stop position, see "Adjust stop position on page 36";
- adjust the moistening position, see "Adjust moistening position on page 37";
- edit the WiFi settings, see "WiFi Settings on page 37";
- calibrate FE1/2 clutches, see "Calibrate FE1/2 clutches on page 39";
- edit PopUp options, see "PopUp options on page 39";
- view Versions, see "Versions on page 40".

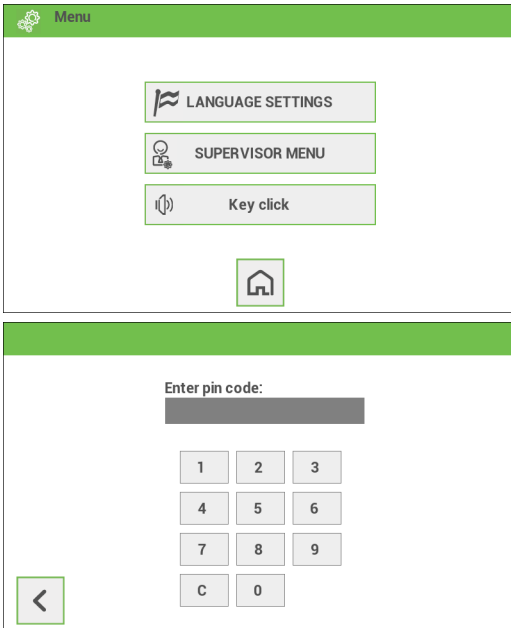If you want to view or edit any of the Supervisor settings proceed as follows:

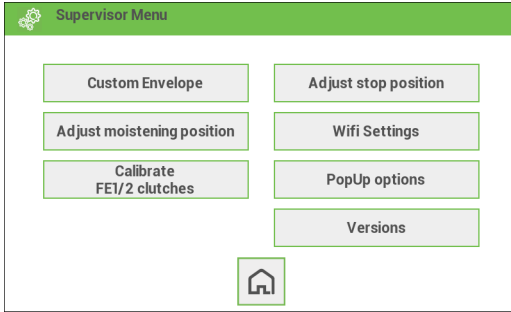**1.** From the home screen open the settings menu bar and tap the **[Settings]** symbol.

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2. Tap **[Supervisor menu]** to open the login screen.

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

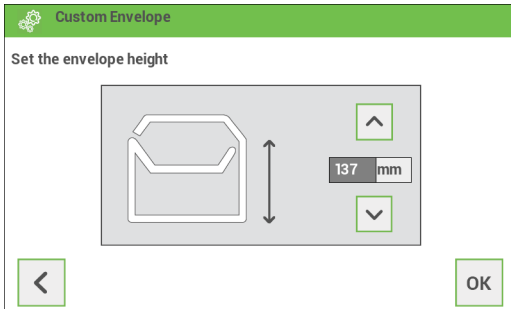**4.** Tap the relevant button to edit or change the settings.

Supervisor Settings Menu

Customize the envelope height

It is possible to customize the height of the envelope if the default envelope height settings do not meet the specification of the envelope. To customize the height:

1. Go to the supervisor menu.

2. Tap [**Custom Envelope**].

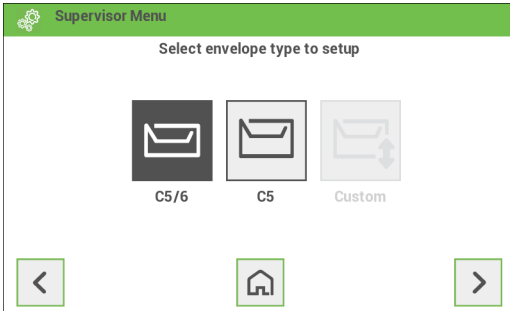**3.** Set the correct envelope height using the up/down arrows.

4. Tap the [**OK**] button.
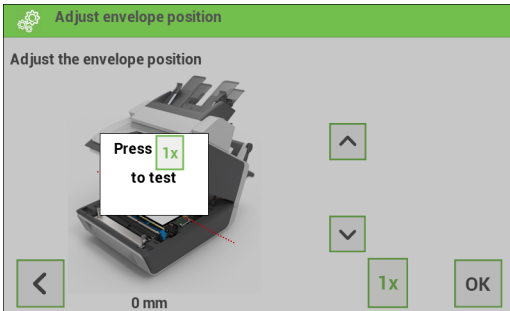
Envelope Position

To make a good insert of the document set into the envelope, the envelope should be positioned correctly.

To verify the envelope position:

1. Go to the supervisor menu.
2. Tap [**Adjust stop position**].
3. Choose the envelope type to setup and tap the arrow button.

4. Tap the [**1x**] button. Make sure that the document set is completely inserted into the envelope.
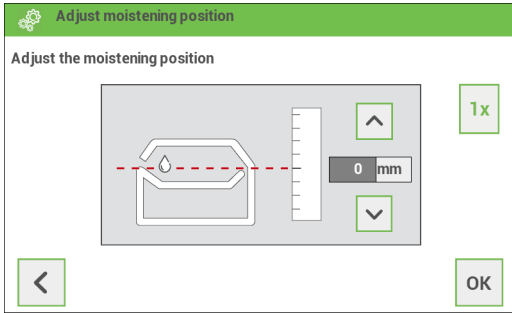

5. If not, use the arrow buttons up/down to adjust the envelope position.
6. Repeat step 4 and 5 until the envelope position is correct.
7. Tap the [**OK**] button.

Moistening position

If the moistening area of the envelope is not correctly moistened, adjust the moistening position as follows:

1. Go to the supervisor menu.
2. Tap [**Adjust moistening position**].
3. Choose the envelope type to setup and tap the arrow button.
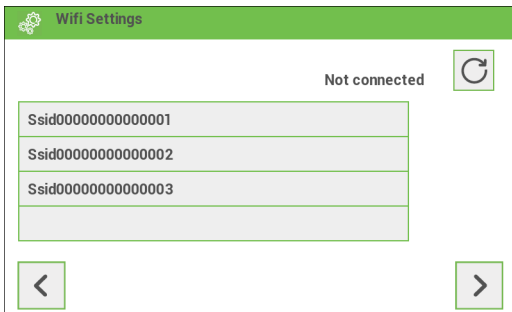4. Use the arrow buttons up/down to adjust the moistening position.

5. Tap the [**1x**] button to test the new position.
6. Repeat step 4 and 5 until the envelope position is correct.
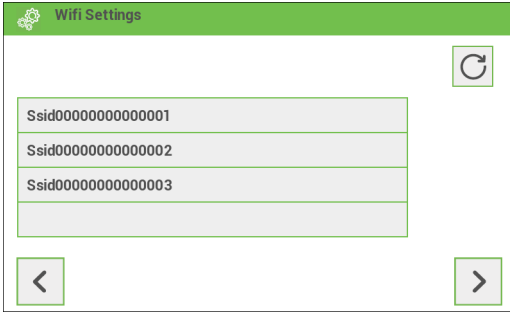7. Tap the [**OK**] button if the position is correct.

WiFi Settings

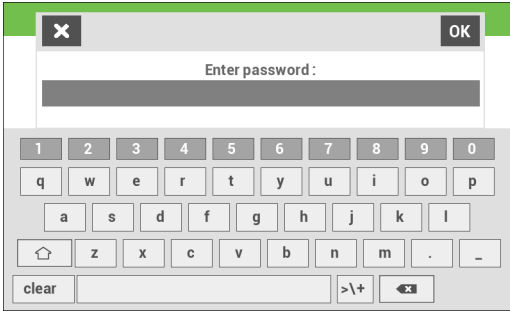Proceed as follows if you want to connect the system to an available WiFi network:

1. Go to the supervisor menu.
2. Tap [**WiFi Settings**].
3. This screen will be shown if the system is not connected. Tap the "pencil" button to see if WiFi networks are available.
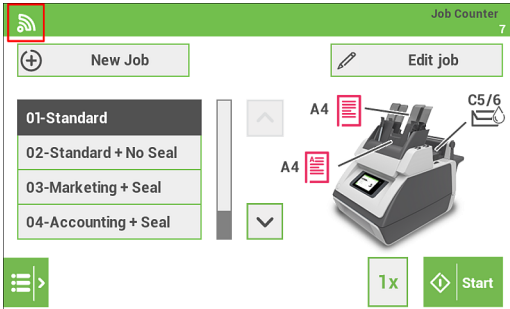
4. Select one of the available WiFi networks and tap the **[>]** button.

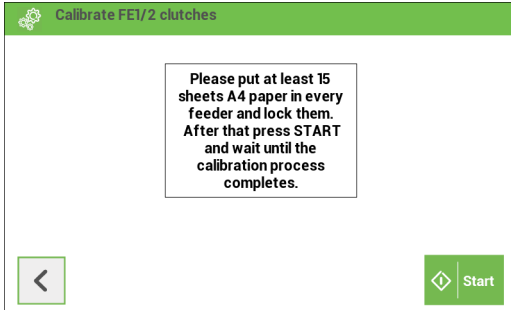**5.** Enter the password of the WiFi network and tap "OK".

6. Connection with the WiFi network will be established. In the upper left corner of the Home screen a WiFi symbol will appear showing that the system is connected to a WiFi network.

Calibrate FE1/2 clutches

1. Go to the supervisor menu.

2. Tap [**Calibrate FE1/2 clutches**].

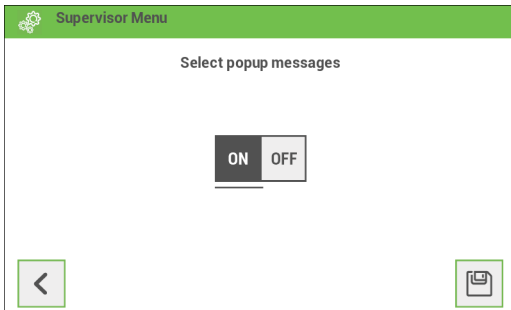**3.** Follow the instructions as indicated on the touchscreen.

PopUp options

1. Go to the supervisor menu.

2. Tap [**PopUp options**].

3. Select [**Yes**] if you want the system to show Popup messages. Select [**No**] if you don't want the system to show Popup messages.
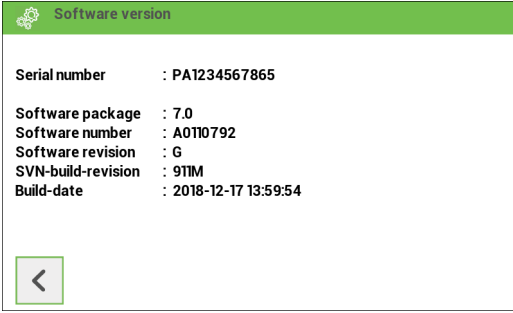

4. Save the setting by tapping the [**disk**] button.

Versions

The "Versions" screen shows the serial number of the system and information about the installed software.

⚙ Software version	
Serial number	: PA1234567865
Software package	: 7.0
Software number	: A0110792
Software revision	: G
SVN-build-revision	: 911M
Build-date	: 2018-12-17 13:59:54

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English

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