3. *Run a Job*

Contents

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Powering Up

WARNING! Read the safety information in the front of this guide before connecting the system to power.

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1. Connect the power cord to the socket on the back of the inserter.
2. Plug the power cord into a suitable power outlet. Verify the power outlet is near the inserter and is easily accessible.
3. Press the **ON/OFF** switch (located below the control panel) to start the power up process.

**NOTE:** If you have a High Capacity Sheet Feeder (HCSF), power on *before* you power on the base.

NOTE: When power cycling the system, be sure to power cycle any optional add-on equipment as well.

The system automatically conducts a number of checks to verify operational integrity. If any problems are detected, the system will display information directing you to a solution to the problem.

Home Screen

When the system completes the startup process, the Home screen displays. The last job run displays on the Home screen. Information about the job displays, along with the ability to select a different job, edit settings for the displayed job, use the SwiftStart™ feature, and view loading instructions for the selected job. *(If you need to adjust the screen brightness or contrast, refer to the Troubleshooting section for instructions.)*
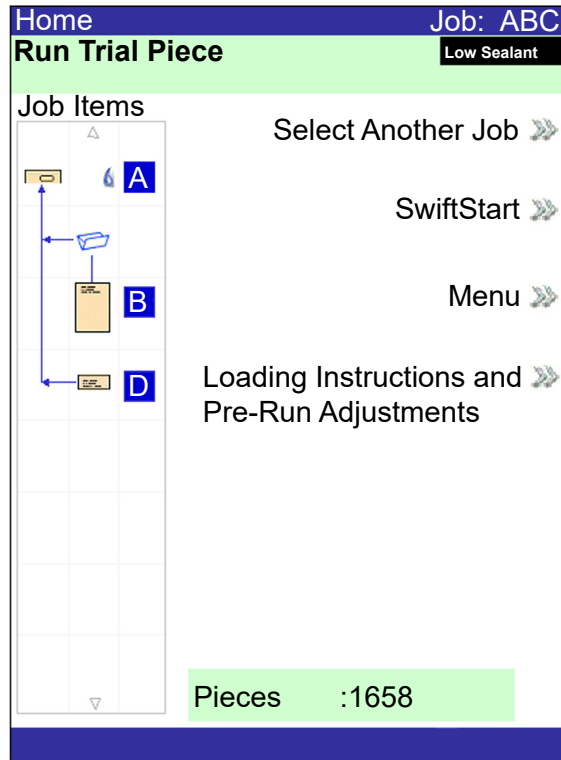
Home Screen

NOTES:

- The **Job Items** list represents the order in which the items in your mail piece will be shown. The first item (below an outer envelope) is the top document when the contents are removed from the envelope.

- The sheet and insert icons in the **Job Items** list represent the stack of material loaded into a feeder.

Run a Job

This section provides the instructions to run or edit a job. The content in this section assumes that the job to be run has been created and is in the **Saved Jobs** list in your system.

If the job does not exist, a Supervisor/Manager must create and save it. If the job requires modification, an operator can edited and run it, but saving it can be done only by a Supervisor/Manager. (Refer to the *FPi 5100/6100/7100/8100 Series Administrator Guide* for details on programing a job.)

There are five major steps involved with running a job. These steps need to be followed in the order listed:

- Select a Job
- Set up the feeders and load material
- Make pre-run adjustments *(if necessary)*
- Run a trial piece
- Start the job

Select a Job

If the job you want to run displays in the Home screen, proceed to *Running a Trial Piece* in this chapter. If the desired job does not appear, follow the steps below to select a job:

1. From the Home screen select:
   - **Select Another Job** to view a list of saved jobs, then skip to step 3.

   OR

   - Select **Menu>Jobs>Select Job**. The Select Job Type screen displays provides access to all the jobs in your system and displays three categories to help you search for the job you are looking for:

Select Job Type

Saved Jobs »

Recently Run Jobs »

Library Jobs »

Select Job Type Screen

- **Saved Jobs -** displays list of jobs that have been created and saved.
- **Recently Run Jobs** - displays list of the last eight jobs run; also shows each job's name and the date/time the job ran.
- **Library Jobs** - displays the names of the pre-defined jobs that came loaded on your system.

2. Select the desired category to display the list of jobs available in that category.

3. Select the desired job from the list.
   - If the job does not appear on the first page, use the UP/DOWN arrow keys to scroll through the list.
   - When a job is highlighted in the list, the Mail piece Icon Tree for the job appears on the display.

Set Up Feeders and Load Material

Once you select the job you want to run, you need to set up the system:

*   **Attach Trays to the Feeder Tower***, if prompted
*   **Load Material into the Trays** as directed by the Mail Piece Icon Tree and the loading instructions for the selected job.
*   **Load the HCEF (High Capacity Envelope Feeder),** if necessary

NOTE: If you have a HCSF (High Capacity Sheet Feeder) on you system, material needs to be loaded into it.

Attach Trays to the Feeder Tower

The procedure for attaching and loading either type of tray to the feeder tower for either type of tray are basically the same:

NOTE: Use both hands when attaching or removing a tray.

1. Align the back end of the tray with the tray mounts in the feeder tower.
2. Lift the separator by pushing up on the separator lift Lever (located on the side of the feeder tower).
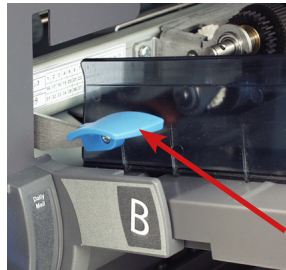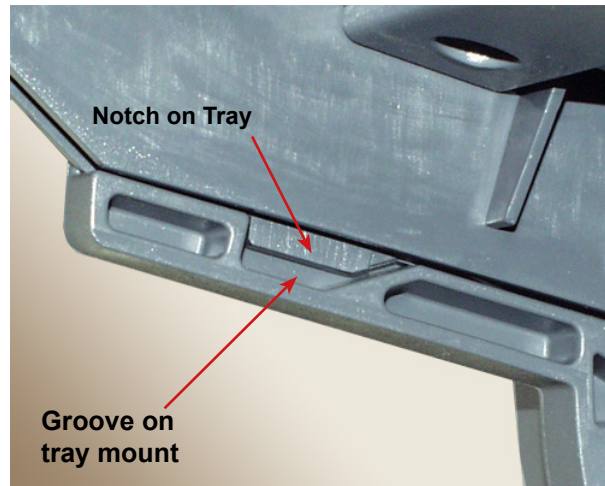

Push the lever up to lift the separator

Lift the separator and slide tray into tray mounts

3. Slide the tray into the tray mounts until you feel the tray seat into place.

NOTE: The tray is seated properly when the notch on the bottom of each side of the tray is seated in the groove on each of the tray mounts.

Notch on Tray

Groove on tray mount

Tray Seated Properly in Tray Mount *(bottom view)*

4. Pull straight back on the tray slightly, and at the angle the tray sits, to ensure it is attached securely. If it isn't sitting right, repeat the procedure until the tray seats properly and securely.

Remove Trays from the Feeder Tower

To remove a sheet or insert tray:

1. Grasp the open end of the tray and lift up.
2. Slide the tray out until it clears the grooves in the tray mount.

Load Material into the Trays

Follow the loading instructions before you run a job. The loading orientation may change depending on the feeder assignment and job settings.
(i.e. One Feeder may need to be loaded bottom first and another top first.)

It is important to loosen (fan) any items in the stack that may be stuck together *before* you place the material in the tray. To do this:

1. Hold one end of the stack in one hand.
2. Flip through the opposite end of the stack with your other hand.
3. Repeat this with the other end of the stack.

Loosen (Fan) Material

Tray Information

The Mail Piece Icon Tree in the Home screen provides information about each item in the mail piece. Each icon represents a document in the job.

-   Use the arrow keys to highlight any document icon. When an icon is highlighted, any or all of the following information will display:

    -   Graphic of the document/media type
    -   Tray type into which the document/media should be loaded
    -   Orientation of the document in the tray

-   Feeder assignments are determined by the inserter to best optimize the job. This means they are assigned only after a job is selected. Also note that after editing a job the feeder assignments may change.

Adjust Tray Side Guides

A grooved, blue side guide adjustor is located at the open end of each tray. This adjustor controls the opening and closing of the tray side guides.

To open or close the side guides on the feeder tower trays:

1. Place the palm of your hand against the side guide adjustor at the open end of the tray.

2. Use the palm of your hand to turn the side guide adjustor:

    •   Turn the adjustor counterclockwise to move the side guides in towards the material.

    •   Turn the adjustor clockwise to move the side guides out and away from the material.

3. When the side guides contact the material in the tray, remove your hand from the adjustor. The guides automatically spring back from the material and leave a space about the thickness of an envelope, 1/16-inch (1.4 mm). This spacing allows for proper material feeding.

Side Guide Adjustor
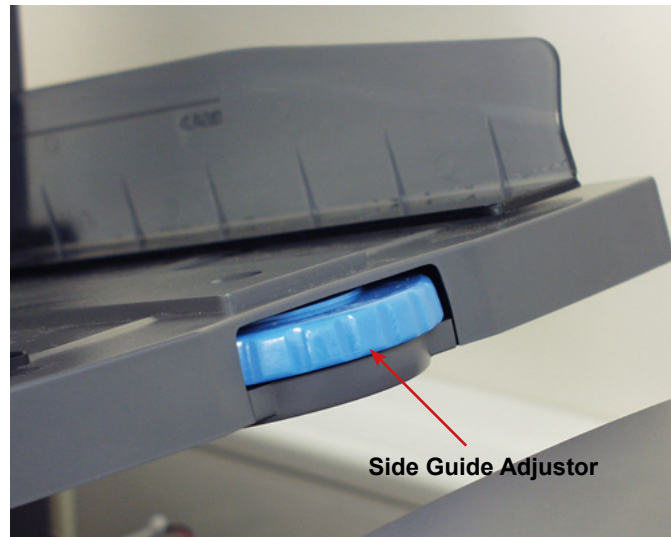
NOTES:

•   *Do not* pull or push on the side guides to move them.
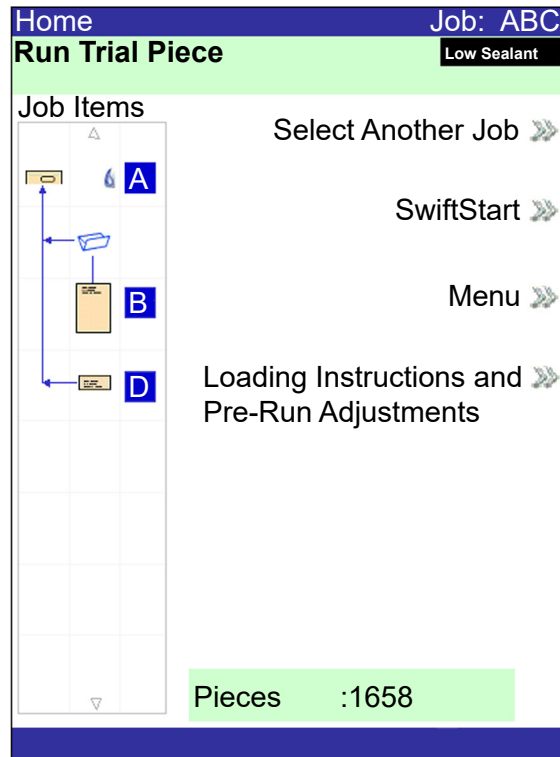•   Always use the side guide adjustor to move the side guides.

Load a Sheet Tray

Sheet trays feed flat, unfolded material. Be sure to keep your stack of materials at or below the fill marks on the tray walls to avoid feed problems.

NOTE: To view a demo of the sheet tray loading and side guide adjustment processes: go to the Home screen and select **Loading Instructions and Pre-Run Adjustments**. Use the UP/DOWN arrow keys to select a sheet (fed by the feeder tower) from the Mail Piece Icon Tree, then select **Feeders Setup Demo**.

To load media into a sheet tray:

1. Using the side guide adjustor, open the sides of the tray wide enough to clear the width of the material.

2. Fan a small stack of material and place it into the tray in the orientation specified in the loading instructions on the Home screen.

Home	Job: ABC
Run Trial Piece	Low Sealant

Job Items

A	Select Another Job ≫
	SwiftStart ≫
B	Menu ≫
D	Loading Instructions and ≫ Pre-Run Adjustments

Pieces :1658

3. Using the side guide adjustor, move the side guides in until they lightly touch the material on both sides.

    When you release the adjustor, the guides automatically spring back to a position that allows for proper clearance during feeding material.

4. Lift the separator and load material into the tray.

    NOTE: Do not load material above the maximum fill line in the tray.

Load Sheets into the HCSF

1. After loosening the pages of the stack of sheets, turn the HCSF tray Side Guide Adjustor counterclockwise to open the Tray wide enough to accommodate the stack of sheets.

   NOTE: The side guide adjustor is located below the tray indicator letter.

2. Load approximately 1-inch of material into the tray (in the orientation specified in the loading instructions on the Home screen). Green lights on the front panel of the HCSF indicate the material is loaded and the HCSF is operable.
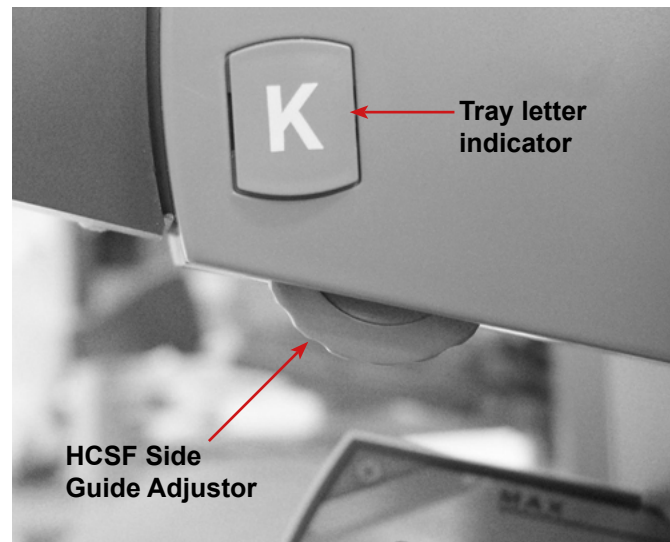
3. Turn the feeder tray side guide adjustor clockwise until the side guides touch the material, and then back off slightly.

   TIPS:
   - For collations of 20 to 25 pieces, back off one full revolution (approximately .1" / 2.5 mm) of the side guide adjustor.
   - Turn **clockwise** to move **in**, **counterclockwise** to move **out**.

4. Load the remaining paper up to the fill line.

5. Repeat steps #2-5 for each remaining HCSF tray.

6. Press the button on the front of the HCSF for each of the trays.
   The loaded tray(s) will move into position for feeding.

Max fill line

HCSF Ready to Feed

Adjust the HCSF Guides

If the sheet width is different from the sheet width used in the previous job, you need to adjust the HCSF guides for the new job.

IMPORTANT: Make sure you enabled the High Capacity Sheet Feeder Trays before performing this adjustment.

1. From the Home screen, select **Loading Instructions>Pre-Run Adjustments>HCSF Guide Settings**.
2. Select the feeder to be set up.
3. Press **TRIAL PIECE**.
4. Open the front and top covers of the enabled HCSF accumulation area.

HCSF Top Cover

HCSF Front Cover

HCSF Front and Top Covers Open
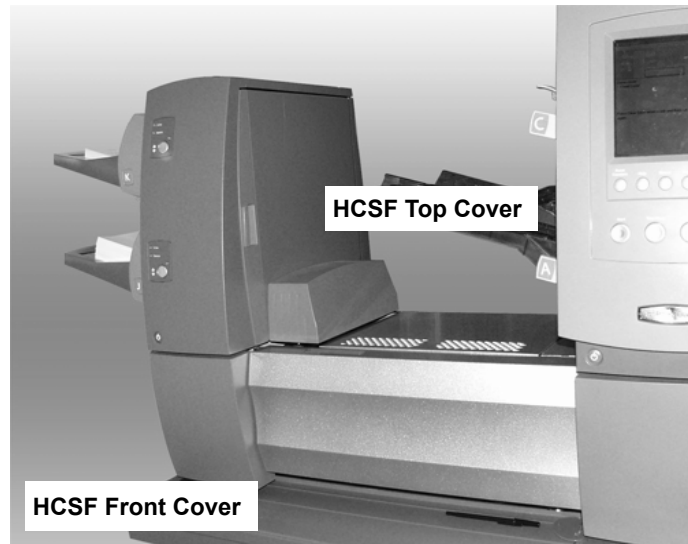
5. Set the length guide:
   a. Pull the length knob (knob 12) straight out.
   b. Turn the knob to position yellow line on the length guide bar at the trailing end of the sheet.
   c. Release the length knob once the length guide is properly placed.
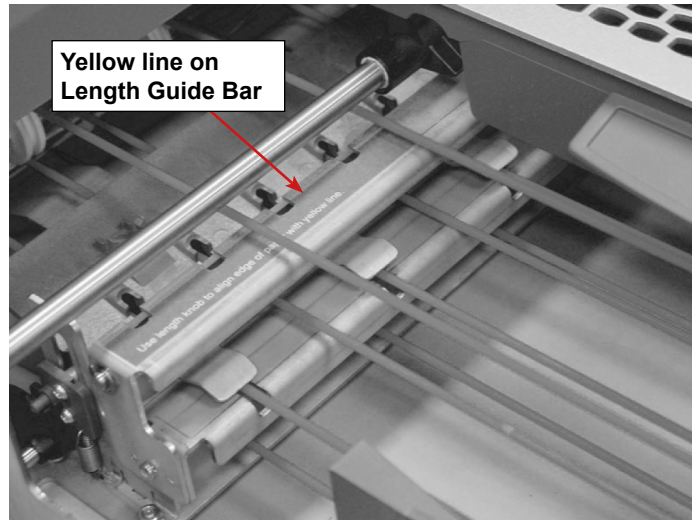
6. Set the width guides:
   a. Turn the right-hand knob on the side of the sheet transport to move the width guides.
   b. Move the width guides until they just make contact with the sides of the sheet, then back off slightly (approximately. 1/3 of a turn). The sheet should lay flat, and not buckle.
7. Close the front and top covers of the HCSF accumulation area.
8. Press **CLEAR DECK** to remove any material in the paper paths.
9. Repeat steps #3 - 8 to adjust the length and width guides until the sheet aligns properly.
10. Repeat the entire procedure for each additional HCSF on your system.

Load Insert Trays

Insert tray feed items that do not need folding include envelopes, cards, booklets, slips and pre-folded media. Insert trays have two sets of maximum fill lines - one set for slips, and a second set for envelopes.

NOTE: To view a demo of loading the insert tray and adjusting the side guide adjustment processes: go to the Home screen and select **Loading Instructions and Pre-Run Adjustments**. Use the UP/DOWN arrow keys to select an insert in the Mail Piece Icon Tree, and select **Feeders Setup Demo**.

To load material into an insert tray:

1. Use the sled locking lever to slide the sled to the end of the tray. The sled automatically locks in place.

2. Using the side guide adjustor, open the sides of the tray beyond the width of the material.

3. Stand a stack of material straight up and against the front end of the tray, and in the orientation specified on the Mail Piece Icon Tree and Home screen loading instructions.
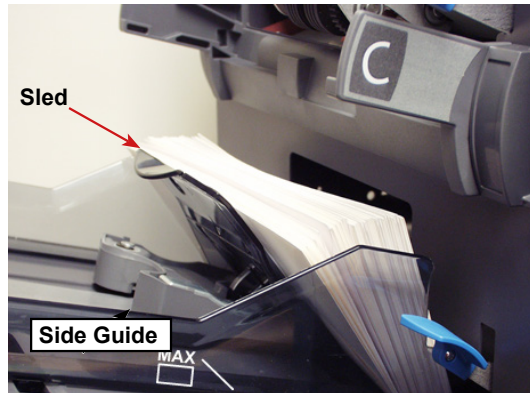

4. Using the side guide adjustor, bring the sides of the tray **lightly** against the material, then release the adjustor. The guides will automatically spring back to a position that will allow for proper clearance during feeding of the material in the tray.

5. Finish loading the tray to the appropriate fill line for the insert type.

6. Tilt the material slightly toward the back of the tray.

7. While holding the material in the tilt position, *gently* pull up on the sled lock release to unlock it. Allow the sled to move forward.

8. Slide the sled until it contacts the end piece in the stack of material, and then release your hold on the material.

   NOTE: Items in the Mail Piece Icon Tree on the display represent the material in the selected job. Use the arrow keys to highlight any icon to view a picture of the orientation of material in the tray, and the designated location of that tray on the feeder tower.

**Load the High Capacity Envelope Feeder (HCEF)**

The HCEF holds up to 500 envelopes. To load envelopes into the HCEF, you will need to adjust the side guides, wedge, and separator gap. Before you begin making any adjustments, fan a stack of envelopes and remove any that are nested, curled or damaged in any way.

NOTE: To view a demo of the wedge and separator gap adjustment processes, go to the Home screen. Select **Loading Instructions and Pre-Run Adjustments**., Use the UP/DOWN arrow keys to select the envelope being fed by the HCEF, and select **Feeders Setup Demo**.

Adjust the HCEF Side Guides

1. Place an envelope between the side guides.
2. Using the adjustor knob, bring the side guides in to lightly touch the envelope.
3. Release the knob. The guides will spring back to the correct position to allow free sliding of the envelope between the side guides.
4. Make sure the envelope slides freely between the side guides when it is placed flat on the red feed belts.
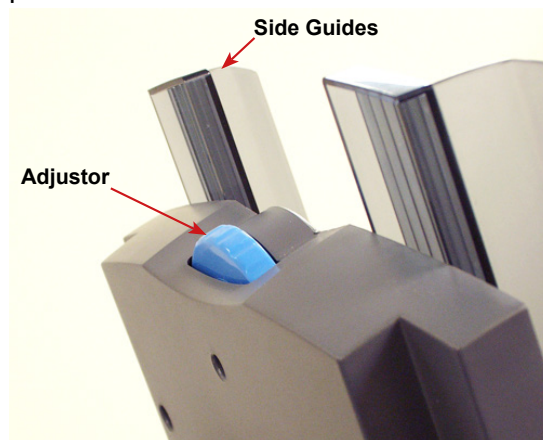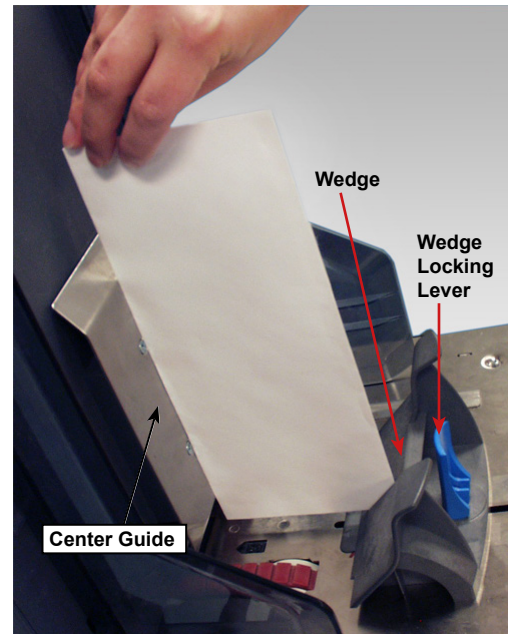
Adjust the HCEF Wedge

1. Insert an envelope into the HCEF with the bottom edge of the envelope against the center guide, in line with the two screws. The top edge of the envelope (edge with flap) should point towards the wedge.

   NOTE: Ensure the envelope is centered, *not angled*, on the center guide. If the position of the envelope is incorrect, the separator gap adjustment will be incorrect.

2. Push up and release the blue wedge locking lever.

3. Slide the wedge toward the envelope, until the top edge of the envelope fits into the center slot of the wedge.

4. Push down on the trail prop locking lever to lock the wedge into place and remove the envelope.

Adjust the HCEF Separator Gap

NOTE: Adjust the HCEF Wedge before you can adjust the Separator Gap..

1. Prepare an envelope for the separator gap adjustment:

    a. Cut a strip of 20 lb. (80 gsm) paper to fit inside an envelope.

    b. Insert the strip of paper into the envelope.

    NOTE: Tap the envelope lightly against a hard surface to ensure the strip of paper rests all the way down at the bottom of the envelope.

    c. Close the envelope flap.

2. Push up on the separator gap lever to raise the separator.

Separator, Raised
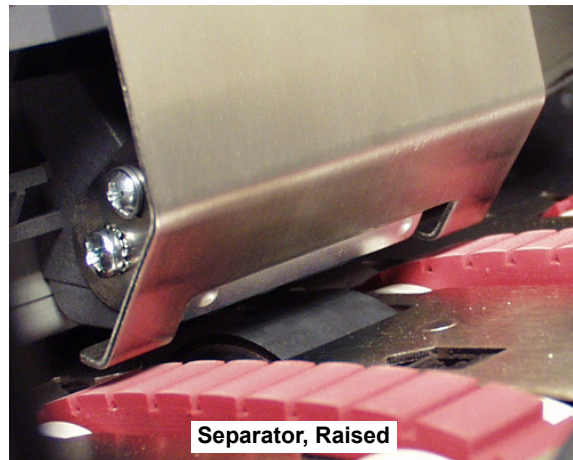
3. Place the envelope, bottom edge first, into the separator so the top edge (flap crease) lines up with the edge of the tab on the Wedge.

    NOTE: The edge of the tab is indicated by two arrows.

4. Lower the separator completely, then push down on the separator gap lever to lock it into place.

5. Pull the envelope out from the HCEF.

Envelopes Lined Up with Tab on Wedge
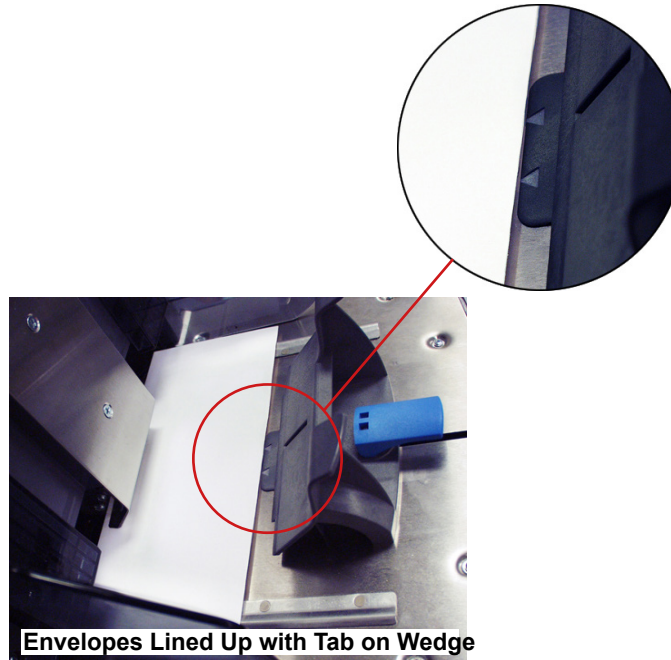
6. Shingle a .7 to 2-inch (20mm to 50mm) stack of envelopes.
7. Place the envelopes into the HCEF flap side down, flap last.
8. Finish loading a full stack of envelopes (up to 500 pieces), making sure that the envelopes contact the back of the side guides. It is not necessary to shingle the remaining envelopes.

NOTES:

• If an HCSF or attached printer is present, you may need to adjust guides to ensure sheets feed correctly.

• If you are using scanning, you may need to adjust the scan head to ensure the bar code or OMR mark is read.

Additional Adjustments

Once you have loaded the items for the selected job, you may need to make some envelope opener adjustments to ensure job accuracy.

The envelope openers in the insertion area open each envelope to allow insertion of the contents. If you are using a different size envelope than the previous job, you need to confirm that the envelope aligns properly with the openers before running the new job. Follow the steps in the next section to verify envelope alignment and to make adjustments.

Pre-Run Adjustments

Feed a Test Envelope

1. Load the outer envelopes into the envelope feeder(s).
2. From the Home screen select **Loading Instructions> Pre-Run Adjustments> Envelope Opener Settings**.

   NOTE: The system automatically selects the feeder when only one outer envelope is being used. If multiple outer envelopes are to be used, you need to select an envelope feeder.
3. Press **TRIAL PIECE** to feed one envelope to the insertion area.
4. Open the insertion area cover and observe the envelope. If you need to make adjustments, follow the procedures for setting the width and/or length, as stated next.
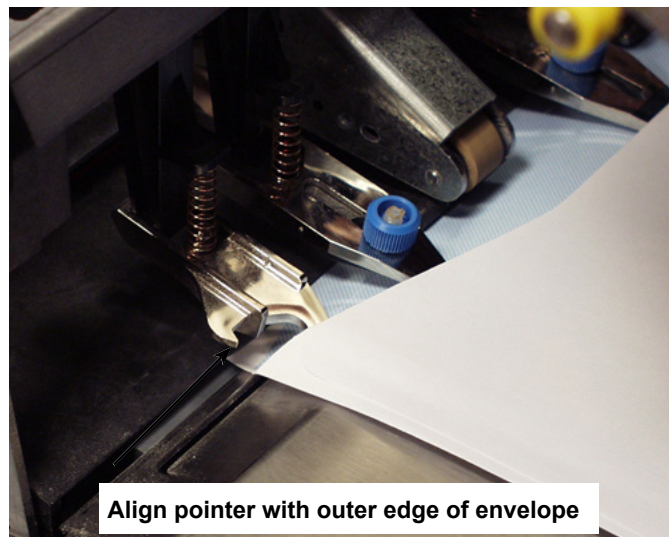
**Open the Insertion
Area Cover**

Perform Width Adjustments (Outer Envelope Openers)

1. Loosen the thumbscrews on the top of the outer envelope openers.

Outer Envelope Opener Thumbscrews
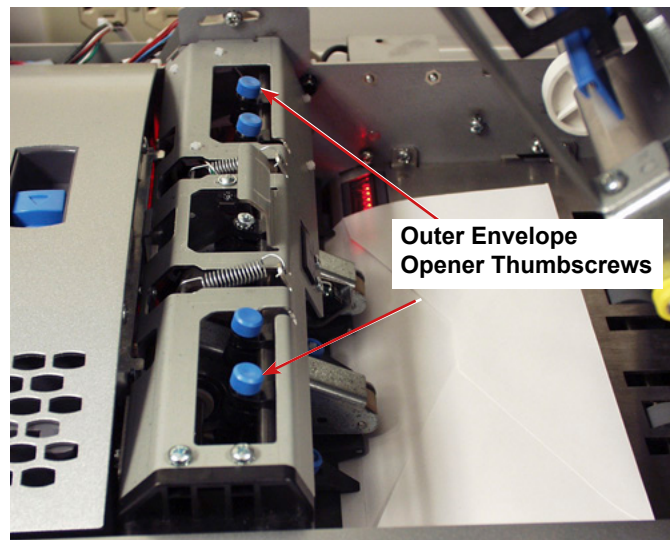
2. Slide the openers as required to align the pointers with the outer edges of the envelope.

   • Push down on the thumbscrews to ensure the outer envelope openers align with the envelope.

   • If using small envelopes (less than 7.5 inches / 194mm wide), move the outer envelope openers out and away from the outer edges of the envelope.

   • If using windowed envelopes, ensure the outer envelope openers do not touch the edges of the window.


Align pointer with outer edge of envelope

3. Tighten the thumbscrew on the top of the outer envelope openers.

Perform Length Adjustments (Inner Envelope Openers)

1. If using windowed envelopes, loosen the thumbscrews that secure each inner envelope opener.

    NOTE: There are three inner envelope openers and these typically need length adjustments only. When needed, these (except the Middle Opener) can be moved laterally.

    Inner Envelope Opener Thumbscrews
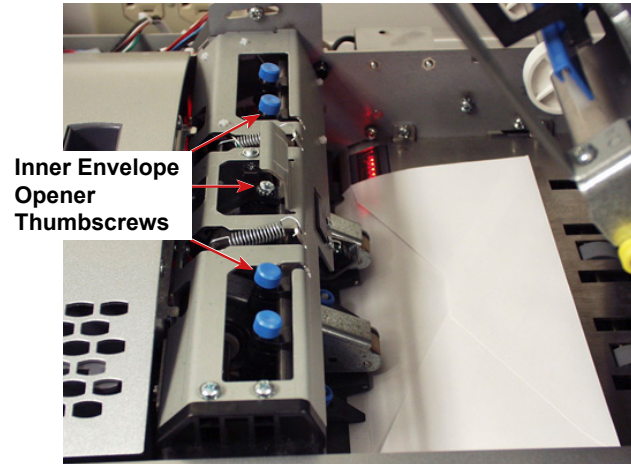
    a. Position the inner envelope openers so they do not touch the edge of the window. In unusual circumstances, (i.e., vertical windows, you may need to place the opener on the window to prevent the opener from catching on the window's edge).

    b. Tighten the thumbscrews for the adjusted openers.

2. Press down and pull one of the knobs on the top of the frame to determine how far the insertion edge of one inner envelope opener goes into the envelope.

3. If necessary, loosen the knob on the insertion edge of the inner envelope opener, and adjust until it goes *at least* 5 mm into the top panel of the envelope.

Insertion Edges of Inner Envelope Openers
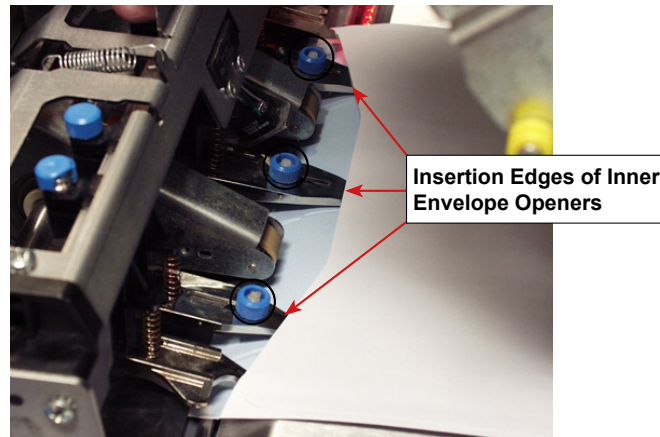
4. Tighten the knob for the adjusted insertion edge.
5. Repeat steps #2 - 4 for the other two insertion edges

Verify Settings

When you finish making the necessary envelope opener adjustments, close the insertion area cover, then verify your settings by doing the following:

1. Press **CLEAR DECK**.
2. Press **TRIAL PIECE**.

   • If the envelope openers are positioned correctly (aligned correctly to open the envelope), select **OK**

   • If more adjustments are needed, repeat the steps stated in the previous sections until proper alignment is achieved.

   NOTE: Each time **TRIAL PIECE** is pressed, a trial piece is generated.

Manual Feeder

The system automatically adjusts for most materials. However, if the throats of your outer envelopes vary significantly, a manual adjustment may be needed. Likewise, if different width or length sheets are fed from a HCSF (High Capacity Sheet Feeder), there are adjustments to be made.

Use the manual feeder to hand feed stapled or unstapled sets of up to five sheets. The inserter waits for each set to be manually fed before folding and inserting the set into the envelope.

NOTES:

• The feeder type of the item (to be fed manually) in the current job has to be defined as manual for the feature to work.

• The job with the manual fed piece can also include items from other feeders, including sheets or inserts.

To use the manual feeder for a job:

1. Push the **Manual Feed** lever up.
2. Press **TRIAL PIECE** to start the inserter.
3. Feed each set by pushing the edge into the rollers one at a time.
4. Push the lever down when you are done.

FP. (2022b, September). FPi 6100/7100/8100 Series Inserting System Operator Guide. FPi 6130 Support.
https://cdn0.scrvt.com/0b415e9fe7995370c62ceab2d1317f1c/04db543091b3345c/8b579b74a7ff/User-Guide-OG-FPi-5100-8100-EN.pdf

Adjust Manual Lever for Stiff Media Mode (FPi 8100 Only)

Mail pieces with stiff inserts leave the inserter through the flats exit. The Stiff Media feature requires the manual lever (with sensor) to hold the flats gate open. This hardware is included with FPi 8100 inserters.

When one or more inserts have been designated "stiff", the job requires an envelope of length 6 inches (152 mm) to 7 inches (178 mm) and that the manual lever be placed in the flats position.

- Envelopes must be fed from the feeder tower; the HCEF cannot be used.

- Mail piece components may be too short to leave the inserter through the flats exit when they are not in an envelope.

- **CLEAR DECK** does not function in stiff media mode. You must clear the inserter manually.

To adjust the manual lever for stiff media mode:

1. Open the sealer cover.
2. Adjust the lever to the stiff media position.
3. Close the sealer cover.

Run a Trial Piece

When job setup is completed, you must run a trial piece to ensure system function and verify the accuracy of the final mail piece. To run a trial piece:

1. Attach the feeder trays to the feeder tower.

    NOTE: Highlight the Mail Piece Tree Icons on the Home screen for information on the tray type to use, orientation of the material in the tray, and location of the tray on the feeder tower.

2. Load the mail piece components into the feeder trays.
3. Press **TRIAL PIECE**. The system collates all contents of the mail piece according to the job parameters. The mail piece is fed to the upper divert area waiting for inspection. It does not go through the sealer. The Trial Piece Complete screen displays.
4. Examine the mail piece:
    a. Remove the contents from the outer envelope.
    b. Be sure the items are collated in the proper order and the destination address displays correctly, in the case of a windowed enveloped.
    c. Check for doubles.
5. Depending on your findings, choose one of the following options:
    a. If the trial mail piece passes inspection, select **Trial Piece OK** to return to the Home screen, *or* press **START** to begin the job.
    b. If the address needs to be moved UP/DOWN (applies to Windowed envelopes), select **Adjust Address**. The following screen appears.
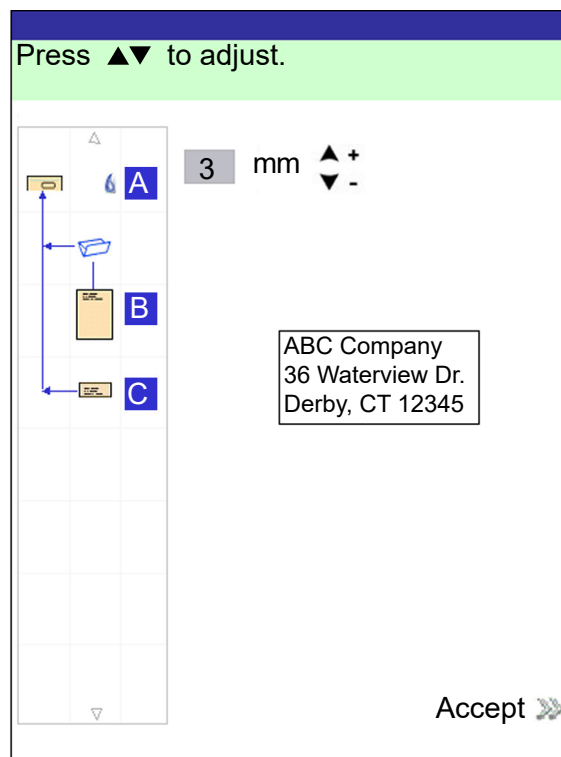
    c. Use the UP/DOWN keys to re-position the address, and then select Finished. You will be returned to the Home screen.

    d. If you want to make other adjustments, select **Edit Job**. You will now be able to add, delete, or move mail piece components and to change parameters for a document(s) in the mail piece.

NOTES:

- If you make any changes to the mail piece order, address position and/or to a document(s) in the mail piece, run Trial Piece again to verify inserter function and mail piece accuracy.

- Any edits you make are NOT saved unless a Supervisor/Manager specifically saves them.

    e. If you need to check/verify the job settings, access the Review Job screen (select **Home>Menu>Jobs>Review Job**).

Review Job Settings

The Review Job screen provides an at-a-glance view of the settings for each of the mail piece component parameters and the general job settings. This screen is a time efficient way to make sure that you have selected the correct job.
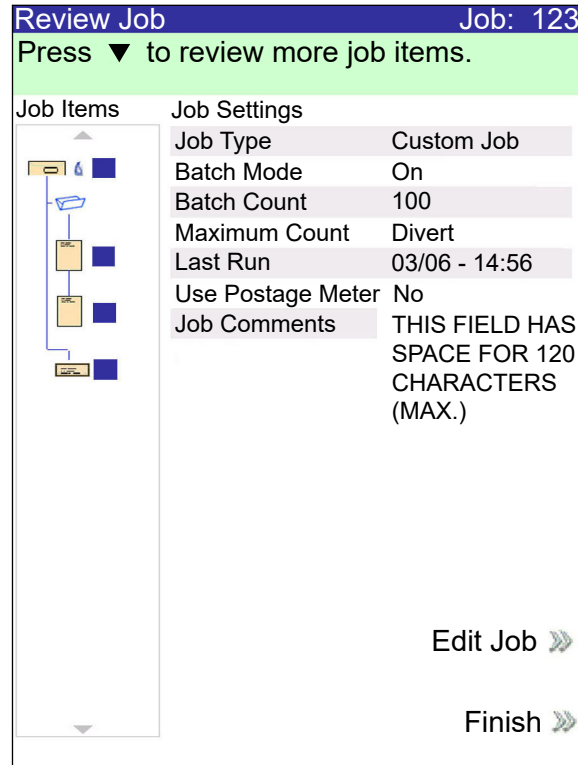
Review Job Screen

To access the Review Job screen:

1. At the Home screen, select **Menu**.
2. At the menu screen, select **Jobs>Review Current Job**.
3. Use the arrow keys to scroll through the settings for the job and each of the included items.

   • Select **Edit Job** to access screens for making changes.

   • Select **Finish** to return to the Menu screen.

   • Press **HOME** to return to the Home screen.

   NOTE: Make sure that the materials in the mail piece meet material specifications. Refer to the *Specifications* section of this guide.

Start the Job

Once the trial piece is verified, you are ready to start running the job:

1. Verify you are in the Home screen.
2. Press **START**. The system begins running the job

SwiftStart™ Jobs

SwiftStart™ mode allows you to run a simple job without entering any setup information. In SwiftStart™ mode, the system automatically senses the material and sets the required parameters for running the job. A SwiftStart™ job can be run without saving the settings, or a Supervisor/Manager can name and save the job for future recall and use.

To use SwiftStart™:

1. Select **SwiftStar**t from the Home screen.
2. Attach and load Feeder Trays:
   a. Load the outer envelopes in insert tray (A) or in the HCEF (G, if present on system).
   b. Load sheets and then inserts, starting with the feeder farthest to the left and on the bottom.
   c. Load the remaining sheets and/or inserts clockwise and to the right of the first item.
3. Press **TRIAL PIECE.**
   - The system feeds one envelope from the insert tray or HCEF (if present), and measures its length.
   - Then it feeds a sheet from the sheet tray and measures its length.
   - The system does some internal calculations with these measurements to determine the fold type for the control document.
   - Then the system repeats the measuring and fold determination procedure for each sheet and insert, creating a Mail Piece Icon Tree in the process to represent this job.
   - When all items from loaded trays/feeders have been fed, the system produces a sample mail piece.
4. Check the trial piece, and then make any needed adjustments.
5. Repeat the trial piece process until the mail piece meets your specifications.
6. Press **START** to run the job.
7. To save this job you need supervisor or manager access to enter a name in the save job screen. *(Refer to the FPi 5100/6100/7100/8100 Series Admin Guide for more details on how to save a job.)*

Running the Mail Machine Interface

Follow the steps below to process mail using the MMI.

1. Power-up the inserting system.
2. Power-up the mailing system.
3. Ensure that the inserting system has been set up for the job:
   - Job loaded (be sure the **Use Postage Meter** option is set to **On**.)
   - The material must be loaded.
   - A trial piece must be run successfully.
4. Ensure that the mailing system has been set up to process mail:
   - Class set
   - Rate/weight set
   - Mode set (if appropriate)
   - Select Account (if applicable)
5. Adjust the side guide to the width of an envelope that will be used.
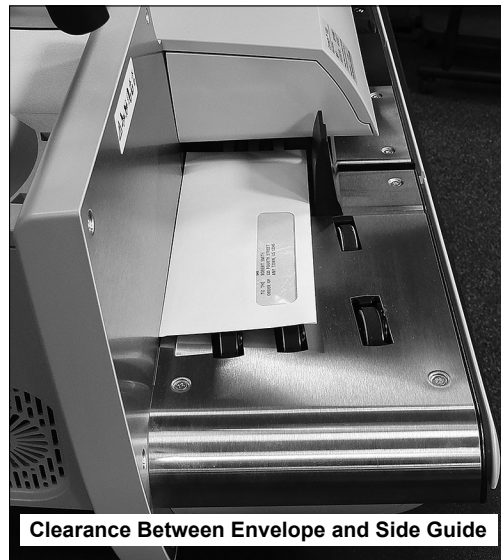   *(Refer to the following images for requirements.)*

   NOTE: The MMI does not support flats.

6. Verify the following:

    •   Sufficient funds for the job on the mailing system
    •   MMI is working
    •   Correct mode is set on the mailing system

Side Guide (without MMI)

Clearance Between Envelope and Side Guide

7. Press the **Start** button on the inserter.

    •   The inserter begins assembling mail pieces, which the mailing system accepts and processes.
    •   The mailing system sends the inserter a message for each exiting piece of mail.

Adjust Screen Brightness and Contrast

Follow the steps below to adjust the contrast and/or brightness of the display screen:

1. From the Home screen, select **Menu>Tools**>**Configure System**>**Set Brightness/Contrast**.

2. From the Set Brightness/Contrast screen:
   - Press the UP/DOWN arrow key(s) to increase/decrease screen brightness.
   - Press the LEFT/RIGHT arrow key(s) to decrease/increase screen contrast.
   - To return to the default settings, select **Restore Defaults**.

3. When you are done:
   - Press **Finished** to back through the configure system screens and return to the Home screen. Your settings will be saved.
   OR
   - Press **HOME** to save your adjustments and return to the Home screen.
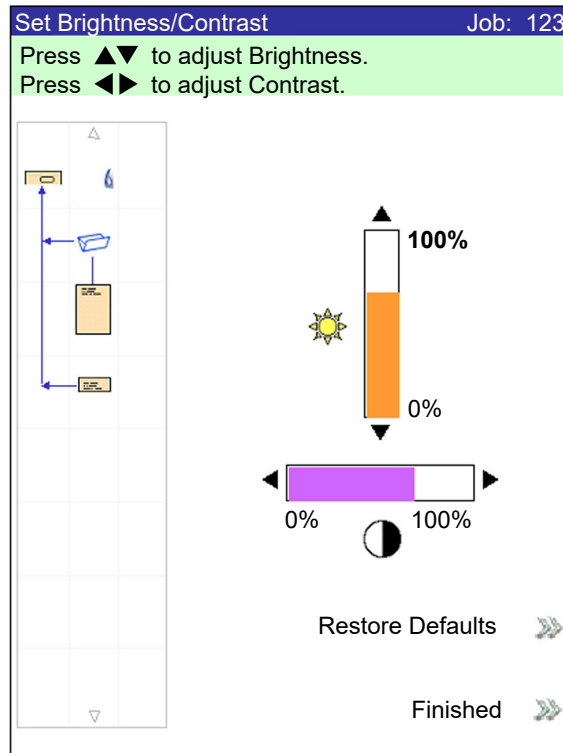
Set the Time and/or Date

Follow the steps below to adjust the internal Time and/or Date of the system:

1. From the Home screen,
    select **Menu>Tools>Configure System**>**Set Date/Time**.

NOTE: If you are not logged in with supervisor or manager access rights, you will be prompted to enter an access code.

2. Press the LEFT/RIGHT arrow key(s) to select the item you want to change, (i.e., Month, Day, Year, Hour, or Minute). The items highlight as you press the LEFT/RIGHT arrow key(s).

3. Press the UP/DOWN arrow key(s) to select the desired number.

4. When you are done:

    • Press **Finished** to back through the configure system screens to the Home screen. Your settings will be saved.
       OR
    • Press **HOME** to save your adjustments and return directly to the Home screen.

Set Time/Date
Press ◄► to select.
Press ▲▼ to adjust.

Month		Day		Year		Hour		Minute
7	/	22	/	2006	-	23	:	54

Finished »

Refill the Sealing Solution

A warning message appears on the display screen when it is time to replenish sealing solution in the sealer bottle :

To refill the bottle:

1. Open the Sealer bottle cover and remove the bottle from its holder on the system and place it on a flat surface.

2. Unscrew the pressure-sensitive top and remove it from the bottle.

3. Pour sealing solution into the bottle until it reaches the fill line.

NOTE: Water is an acceptable liquid to use in the Sealer, but is not recommended. The use of water can result in bacterial growth that can inhibit the performance of the sealer.

4. Screw the pressure-sensitive top securely back onto the bottle.
5. Wipe off any excess fluid that may have spilled.
6. Put the bottle back into the holder and close the Sealer cover.

NOTE: First time use of the sealing system, as well as situations in which the wick has become dry, will require a brief waiting period to allow the wick to get moist.