

# 2. *Display Screen*

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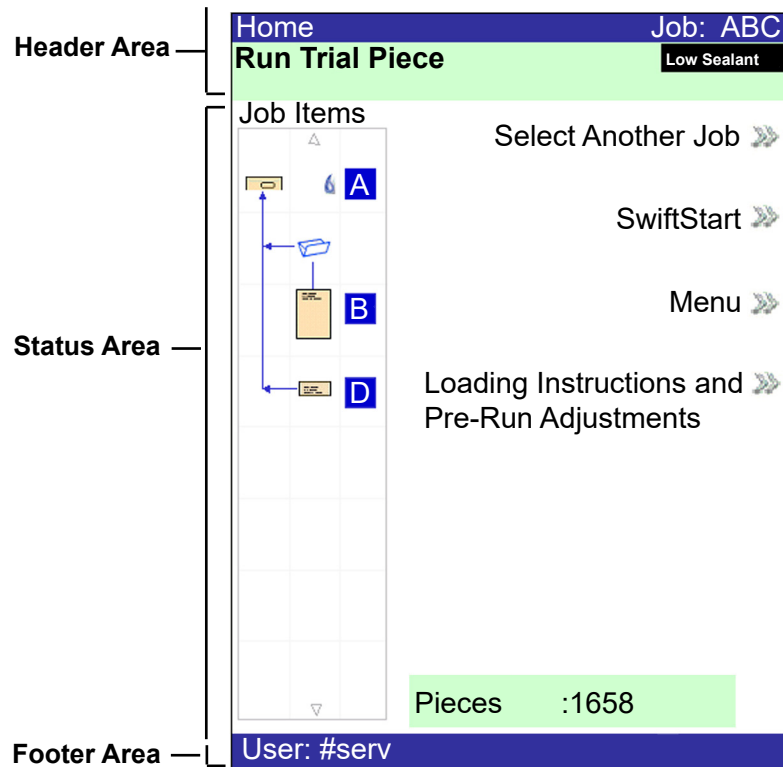


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## Display Screen Overview

The display screen is divided into three major areas:

- **Header**
- **Status**
- **Footer**



### Header Area

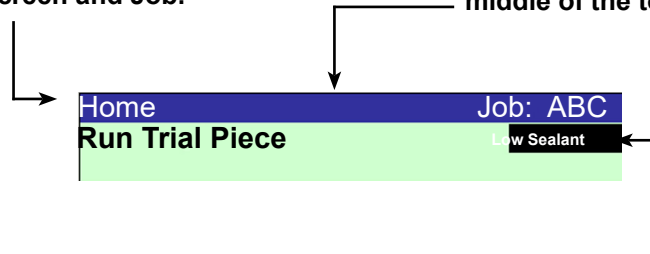
The header area has two colored bands that run across the top of the screen: the top blue band, the bottom green band.

The left side of the top blue band displays the name of the current screen. Depending on the screen, the **Job Name** may show on the right side.

The green band displays instructions and screen navigation directions.

The top (blue) band displays the name of the screen and Job.

If the job uses the attached printer, the mail run name displays in the middle of the top (blue) band.



The bottom (green) band displays the instructions and screen navigational directions.

### Footer Area

The footer area contains data across the bottom of the Home screen to identify the user and account.



### **Status Area**

The status area displays information about the task(s) you are performing. This area contains any or all of the following:

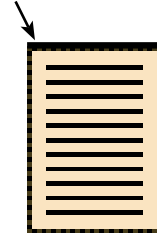
- Mail Piece Icon Tree
- Item Orientation
- Options
- Data across the bottom of the screen (Home screen only) - batch count, piece count, and User ID

### **Mail Piece Icon Tree**

The Mail Piece Icon Tree gives a road map of icons to visually help guide you through how a mailpiece will be put together and processed.

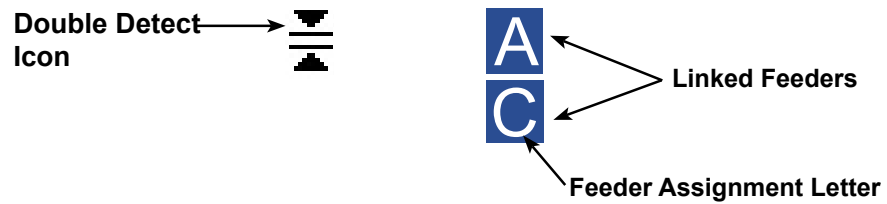
- It displays an icon for each component in the mail piece and a fold icon, if the material is to be folded.
- The icons are arranged in the order in which the mailpiece components will be collated. The outer envelope icon shows at the top of the tree.
- A letter appearing alongside the icon designates the Feeder Tray assignment; a small blue droplet icon indicates that the seal feature is enabled.
- The Mail Piece Icon Tree is located on the left side of the screen in the status area.
- Each icon has one darker edge, either at the top or bottom, that indicates the leading edge of the material. The leading edge is the edge that feeds into the machine first. (For example, a sheet that must be loaded face up with the top of the sheet leading would be represented by a "face-up" sheet icon containing a "leading edge" line on top.)

**Leading Edge**

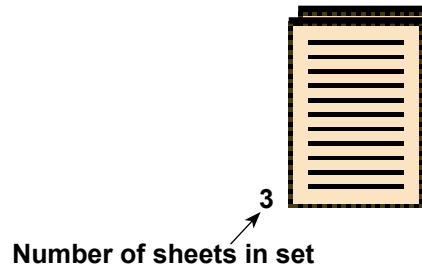


**Sheet, Face Up**

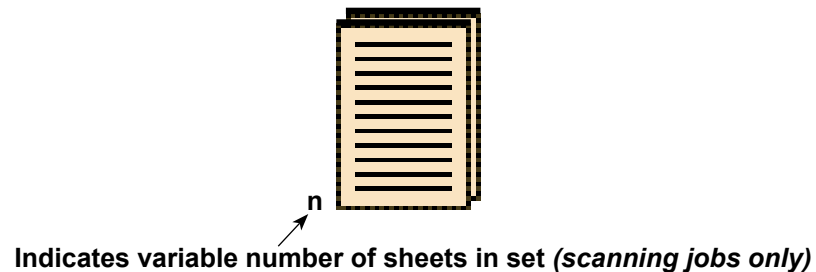
- A **feeder assignment letter** is placed alongside the icon to indicate the feeder tray the material is loaded into. Two or more feeder assignment letters alongside a single icon indicate that feeder trays have been **linked**. The material should be loaded in all the feeder trays indicated. During a job, when one feeder tray is empty, the feed will automatically switch to the next linked feeder tray, in a continuous cycle.
- If **double detect** is in use, the double detect icon appears to the left of the relevant icon.



- If any sheet feeder(s) are programmed to **feed multiple sheets**, a modified icon indicating multiple sheets appears with a number showing the number of sheets in the set.

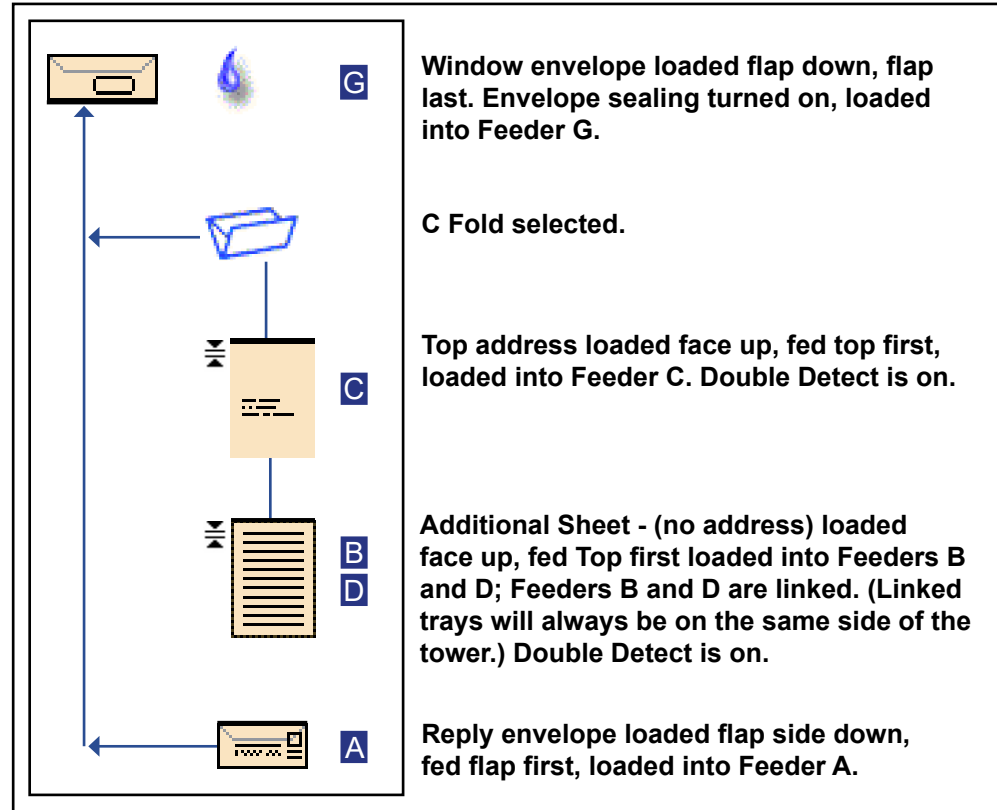


- On **scanning (OMR or Barcode)** jobs, a variable number of sheets might be fed under control of the OMR / barcode marks. In this case, a small letter "n" will appear in place of the number.



### Mail Piece Icon Tree Example

In the Mail Piece Icon Tree, each icon displays important information about the mail piece component it represents. The following diagram identifies information conveyed by the icon and how it assists you in loading and running a job.



\* In the example above, the top address, additional sheet and C fold icons represent a set. That is, the Top Address and Additional Sheets are accumulated together, into a collation and the C Fold is applied to the collation.

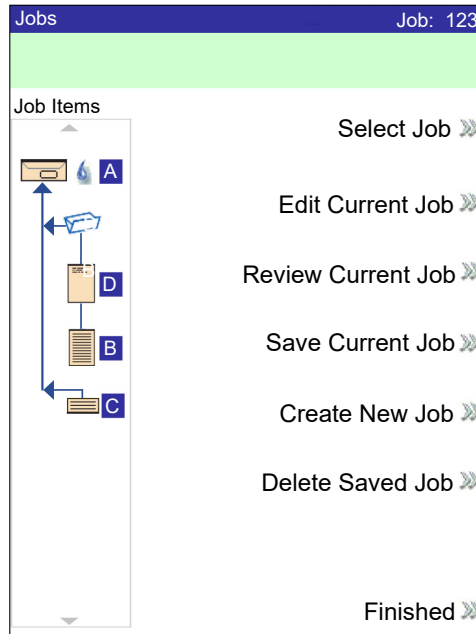
\* An insert (see the *Reply Envelope icon*) always appears as a single set within the Mail Piece Icon Tree.

#### NOTES:

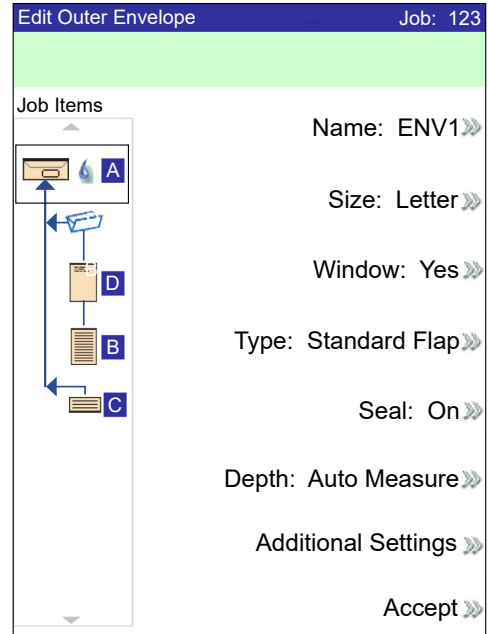
- Lines connecting the icons indicate the way the mail piece is assembled. The outer envelope is at the top of the icon tree.
- Making any change to the job settings can cause the feeder tray assignments to change in the Mail Piece Icon Tree.
- Any time the job set up changes, be sure to check the Mail Piece Icon Tree for changes in the feeder tray assignments.

### Navigating Options

The right side of the display screen lists the options and functions available for the current screen. Once you make a selection, more options for that selection display. Refer to the example screens below.



Example: Functions



Example: Options for the Selection

**NOTE:** Two chevrons (>>) indicate that there is a submenu of options. One chevron (>) indicates there is a toggle between two choices, like **Yes/No** or **On/Off**.



## Icons and Letters

The following tables provide descriptions of the icons on the display screen.

### Envelope Icons

	<b>Tower Feeder</b> Orientation: <i>flap side down, flap first.</i>	<b>HCEF*</b> Orientation: <i>flap side down, flap last.</i>
Non-Window Letter Envelope		
Window Standard Flap Envelope		
Window Forward Flap Letter Envelope		
Window Bottom Flap Letter Envelope		
Non-Window Flat Envelope		N/A
Window Standard Flap Flat Envelope		N/A
Window Forward Flap Flat Envelope		N/A
Window Bottom Flap Flat Envelope		N/A

\*High Capacity Envelope Feeder



















### Fold Icons

No Fold	C Fold	Z Fold	Single Fold	Double Fold

### Sheet Icons



	Orientation: <i>face up, top first.</i>	Orientation: <i>face up, bottom first.</i>	Orientation: <i>face down, top first.</i>	Orientation: <i>face down, bottom first.</i>
Sheet, Not Personalized				
Sheet, Top Address				
Sheet, Middle Address				
Sheet, Bottom Address				
Multiple Sheets, Not Personalized				
Multiple Sheets, Top Address				
Multiple Sheets, Middle Address				
Multiple Sheets, Bottom Address				

### Insert Icons

	<b>Orientation:</b> <i>face up, top first.</i>	<b>Orientation:</b> <i>face up, bottom first.</i>	<b>Orientation:</b> <i>face down, top first.</i>	<b>Orientation:</b> <i>face down, bottom first.</i>
Slip or Generic Insert				
Reply Envelope		N/A	N/A	N/A
Reply Card				
Multiple Slips or Generic Inserts				
Multiple Reply Envelopes		N/A	N/A	N/A
Multiple Reply Cards				

### Feeder Assignment Icons




Feeder assignment is indicated by a letter in a grey square to the right of the job item icon in the Mail Piece Icon Tree. The letter that will display in the blue square depends on the assigned feeder.

- **Single Feeder Assignment** is indicated by one grey square. 
- **Linked Feeder Assignment** is indicated by two grey squares. 

**NOTE:** The table below provides a list of all possible feeder assignments. Available feeders depend on your system configuration.

Feeder Letter	Location	Position
A	Feeder Tower	Bottom left feeder
B	Feeder Tower	Bottom right feeder
C	Feeder Tower	Top left feeder
D	Feeder Tower	Top right feeder
G	High Capacity Envelope Feeder (HCEF)	N/A
J	High Capacity Sheet Feeder 1 (HCSF)	Bottom feeder
K	High Capacity Sheet Feeder 1 (HCSF)	Top feeder
L	High Capacity Sheet Feeder 2 (HCSF)	Bottom feeder
M	High Capacity Sheet Feeder 2 (HCSF)	Top feeder
X	Custom Feeder	N/A
Z	Attached Printer	N/A

### Other Icons

<b>Error Icon</b> - appears in pop-up messages on display screen. Indicates message is an <b>error message</b> .	
<b>Warning Icon</b> - appears in pop-up messages on display screen. Indicates message is a <b>warning message</b> .	
<b>Seal On Icon</b> - appears in Mail Piece Icon Tree if <b>sealing is on</b> . <b>Safe Seal Icon</b> - appears in Mail Piece Icon Tree if <b>safe seal is on</b> .	
<b>Double Detect Icon</b> - appears in Mail Piece Icon Tree if <b>double detect is on</b> .	