INSERTER IN-3 (SI-92)

OPERATOR MANUAL



1. GENERAL

The SI-92 is a modular mailing system. For each stage within the mailing process, such as feeding, folding, collating of documents and inserting and sorting of filled envelopes a module is available. In this way SI-92 adapts to the customers' needs.

The whole system is operated and programmed via the central operator panel of the base module, the inserter (IN-3).

Before using this system thoroughly read the operating instructions. In the European Union an operator manual printed in the national language(s) is supplied with the system. If it is not, contact your authorized distributor.

Warning

• Before connecting check whether the system is suitable for the local mains voltage; refer to the type plate.

Safety precautions

- This system is only to be operated by fully trained personnel. The manufacturer accepts no responsibility for injuries caused by unauthorized operation.
- The opening of covers must be carried out only by a skilled and authorized person who is aware of the hazard involved. The system will not operate with the covers opened.
- Keep long hair, fingers, jewellery, etc. away from turning parts of the system.
- The socket outlet shall be installed near the equipment and shall be easily accessible.
- The mains plug shall be connected only to a socket outlet provided with a protective earth contact.
- Over-current protection in the equipment also relies on the branch circuit protection (max. 20 A).
- The following part(s) is (are) considered the equipment disconnect device(s):
- power supply cord plug.

Used symbols

On this module and in this manual the following symbols are used.



Warning, this symbol indicates a wrong action which can cause a hazard to health or damage the system.

This symbol also means: Read your operator instruction.



Warning, this symbol indicates a hazard to life because of high voltage.

Italic text Additional information (Italic)

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2. HOW TO USE THE OPERATOR MANUALS

This SI-92 manual, existing of two parts, describes the inserter (IN-3) module and operating (part 1: operator manual) and programming of the system (part 2: guide for job menu).

Use the SI-92 manual as the main guide. In the text of this manual we will refer to the other operator manuals if required.

3. ACCESSORIES

The IN-3 is delivered with the accessories shown in Fig. 2.



Fig. 3

4. UNDERSTANDING THE MACHINE

4.1 Function

The inserter inserts documents into envelopes and then seals the envelopes (or not). Via the central operator panel the SI-92 system can be operated and programmed. Settings of all modules are stored centrally at the inserter.

4.2 Overview

See Fig. 3.

Envelopes are fed from a stack to the insert position. During this transport the flap is opened. After the envelope has arrived at the insert position a document is fed to the inserter and then inserted into the envelope. After insertion, the envelope flap is moistened (or not) and closed. Then the envelope is exited.

4.3 User interface

The user interface of the inserter exists of two menus; the "main menu" and the "job" menu. These menus are accessible via a personal pin code.

- The "main" menu is accessible for all operating personnel and the supervisor. In the main menu jobs can be selected and performed. After selecting a particular job, all modules will be set automatically according the job data.
- The "job" menu is only accessible by an authorized user, the "supervisor", via the supervisor pin code. In the job menu jobs can be programmed, deleted etc. In a job the settings of the modules within the system (type of envelopes, type of documents, type of fold and way to sort) are recorded. There are more functions in the job menu. For a description of the job menu see the "Guide for job menu".

The service engineer has access to all menus.

The system can be started, stopped or cleared by pressing the concerned key located below the display of the inserter, see section 4.6 page 6.

When a stoppage occurs, the IN-3 operator panel automatically signals the operator and gives a suggestion about solving the problem. See chapter 7 and 8.







4.4 **Operating controls**

- A : Top cover
- B : Loc
- C : Bottle
- D : Release handle sealing table

- E : Sealing table F : Release handle loc G: Hopper side guide adjustment wheel H : Separation adjustment wheel

Fig. 4

- I : Envelop hopper J : Release handle hopper K : Release handle sealing table rollers

Power inlet 4.5

See Fig. 6. The power inlet B is located at the rear side of the machine. It contains the power on/off switch and the main fuse.

See "Warnings", page 2. Connect the main supply cable A to the power inlet then connect the mains plug to the wall socket.





Display keys 4.6

Key 1 through 6

See Fig. 7. These keys correspond with the function in the display.

Start key

The system will start to operate.

For more details see 6.2 on page 22.

Stop key

The system will stop operating.

Clear key

The system will first finish all documents sets that have already been fed (e.g. to the transport track) by the feed units, then it stops.

Esc. key

Use this key to exit a (sub) menu without saving any (altered) settings.

OPERATING THE SYSTEM 5.

Preparations inserter module 5.1

The bottle A (Fig. 8) must always be filled with water and the brushes must be moistened. An extra set of brushes is provided so that one set can be soaked in water whilst the other set is used. This means there is always a clean set of brushes ready for usage.



Refer to the other operator manuals of the used modules for the required preparations.

If the system is switched off after, for example, a paper stoppage, the brushes will not rest on the watertray. This causes the brushes to dry if usage is interrupted for a longer period.

Always take care that the brushes rest on the watertray. Therefore the system must be switched on again so that the brushes will rest on the watertray. The system can then be switched off.







5.2 Switching on

Switch on the inserter using the power switch A, see Fig. 9.

Fig. 9

If the AS-1A, PS-3 or franking machine etc. are part of the system switch these on. Refer to the operator manuals of the used modules if necessary.

After switching on the pin code screen or the main menu will appear. In case the pin code screen appears, see section 5.3 for further instructions. In case the main menu screen appears, see section 5.4 for further instructions.

5.3 Entering the personal pin code

In Fig. 10 the pin code screen is shown.

Enter your pincode using the keys 1 to 6. If the code is not correct, a warning "wrong code, try again" will be displayed. This warning disappears immediately when a key is pressed.

The pincode screen is not displayed if only the supervisor code is defined. In this case the main menu as shown in Fig. 11 will be displayed after switching on the system.

5.4 The main menu

The main menu is shown in Fig. 11. The "main menu" shows 6 different functions:

- go to job info screen (key 1).
- go to the "select job" menu (key 2).
- go to the "test run" menu (key 3).
- go to the "change counters" menu (key 4).
- go to the "settings"menu (key 5).
- go to the "entry to the job menu" (key 6).

Fig. 11

When key 3 is pressed in the "job data" menu the upstream (transport) module screen is displayed (see Fig. 13). The

Select in

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- go back to the inserting module (key 4).
- go to next job data screen of the upstream (VersaFeeder 1, 2 or transport) module (key 6).

Press the escape key to go back to the main menu.

When key 6 is pressed in the upstream (transport) module screen, the screen in Fig. 14 is displayed. The screen shows the following functions:

- select a higher job number (key 1).
- select a lower job number (key 2).
- go back to the inserting module (key 4).
- go to previous job data screen of the upstream (VersaFeeder 1, 2 or transport) module (key 6).

Press the escape key to go back to the main menu.

Job info screen overview 5.4.1

start 🔷 🛛 stop 🛇

When key 1 is pressed in the "main menu", the job info screen will be displayed (see Fig. 12). The job info screen shows the following functions:

- select a higher job number (key 1).
- select a lower job number (key 2).
- go to the job data of the upstream (VersaFeeder 1, 2 or transport) module (key 3).
- go to the job data of the downstream (sorting) module (key 4) (the job data of the downstream (sorting) module is shown in Fig. 15).

Press the escape key to go back to the main menu.

Because of the modularity of the system, different configurations are possible. So take in account that the job data can differ from which is shown in this job info screen overview.

screen shows the following functions:

escape

Key

1

2

3

4

5

6

• select a higher job number (key 1).

1

۲

max 2

۲

clear

- select a lower job number (key 2).



Fig. 12



Fig. 13

Fig. 14



When key 4 is pressed in the "job data" menu the downstream (sorting) module screen is displayed (see Fig. 15). The screen shows the following functions:

- select a higher job number (key 1).
 select a lower job number (key 2).
 go back to the inserter module (key 3).

Press the escape key to go back to the main menu.

5.4.2 Schematic view

Inserting module	VersaFeeder modules	Transport module	Folding module	Feeding and accumulation module
				FFFFF &
See pages 8, 17, 18, 19 and the Guide for job menu.	See pages 8, 19, 23, the VersaFeeder operator manual and the Guide for job menu.	See pages 8, 20, 23 and the Guide for job menu.	See page 8, 13, 20 and the Guide for job menu.	 One document is fed. Refer to operator manuals: FE 7, FE 8, FE 9, AS 1A, BB 1 and the Guide for job menu. More documents are fed. Documents with enclosures are fed.
Inserting module Info shown: means: The hopper A is selected, envelopes of 114 mm are fed and sealed. The hopper B is selected. The hopper B is selected. The hoppers are selected. Thickness error detection is activated. Stop at 250 The preset counter is set to 250 document sets. Sorting Envelopes Choice Envelopes The sorting module will sort on envelopes. Exit 1 Exit 2 Stop after thickness err. The system will stop when a thickness error is detected.	Info shown: means: VersaFeeder hopper swap is selected. Image: Comparison of the fed documents is shown. Image: Compariso	ing module eam modules stream modules	Info shown: means: Image: No fold No fold Single fold Single fold Image: Single fold Itel terter fold Image: Single fol	Info shown: means: 297 The lenght of the fed documents is shown. Image: Station of the fed documents from the feeder station(s) or accumulation station is set to 6. Image: Station of the fed documents from the feeder station(s) or accumulation station is set to 6. Image: Station of the fed documents from the feeder station of the feeder station is activated. Image: Station of the feed documents from the feeder station of the feeder station of the accumulation station). Image: Station of the feeder is selected and used in the job. Image: Station of the hopper A is linked with the feeder. Image: Station of the hopper B is linked with the feeder. Image: Station of the proper B is linked with the feeder. Image: Station of the hopper B is linked with the feeder. Image: Station of the proper B is linked with the feeder. Image: Station of the hopper B is linked with the feeder. Image: Station of the hopper B is feed from it.





5.4.3 Selecting a job

After pressing key 2 in the "main menu", the display shows the "select job" menu (see Fig. 16). The "select job" menu shows the following functions:

- job data (key 1).
- select a higher job number (key 3).
- select a lower job number (key 4).
- confirm with "OK" (key 6) which will get you back to the "main menu".

Only programmed jobs can be selected (maximum of 9 jobs).

5.4.4 Test run menu

Fig. 16

After pressing key 3 in the "main menu" a test run screen will be displayed. In case an FO-2A is used the screen as shown in fig. 17 will appear. The purpose of the test run menu is to check proper envelope feed and to make adjustments to the envelope stop settings.

The "test run" menu shows the following functions:

- feed one envelope (key 2).
- insert one document (key 3).
- envelope stop position to the right (key 4).
- envelope stop position to the left (key 5).
- confirm settings and return to the main menu (key 6).

In case an FO-3 is used, a screen as shown in fig. 18 will be displayed. The envelope position keys 4 and 5 of figure 17 have moved to a new submenu (see fig. 18, key 4): after pressing key 4 this submenu will be entered and the possibility of adjusting the envelope stop position to the left or right is available again.

After pressing key 5 a submenu will be entered for fine tuning the folder settings. For more information see "Fine tuning the folder settings".

In case the inserter is equipped with a second envelope hopper (EF-3) the test run menu has been extended and the following functions for key 1 and 2 have become available (see fig. 18 for an example):

- feed one envelope from the standard hopper (key 1).
- feed one envelope from the second hopper EF-3 (key 2).





Feed one envelope

With this function the proper feed of envelopes can be tested. First carry out the envelope hopper adjustments, see section 5.7 on page 17. Then put a stack of envelopes in the hopper. Use key 1 or key 2 to feed one envelope onto the insert table. Each time the key is pressed a new envelope will be fed. No insertion will take place.

The "feed one envelope" function can be used when adjusting the envelope stop position, see "Envelope stop position adjustment" on the next page.

Insert one document

With this function the proper functioning of the whole document and envelope transport will be tested. First carry out all adjustments, see section 5.7 on page 17. Then load the system with documents and envelopes.

Use key 3 to make one insert cycle. Each time the key is pressed another insert cycle will be made. When there is no envelope waiting on the insert table, the machine feeds one envelope waiting on the insert table. The document will be inserted and filled envelope is ejected.

If there are documents on the collating area, these documents will be inserted and the filled envelope is ejected (and counted). If there is an empty envelope in the inserter, this envelope will be ejected.

See notes mentioned in section 6.2 on page 22.

Envelope stop position adjustment

The flap folding line must be positioned under the green indicator B (Fig. 19). This indicator can be seen after opening the transparent cover and releasing and lifting the loc by pulling the release handle of the loc (see page 5).

If necessary, adjust the folding line position by pressing "to the right" (key 4) or the "to the left" (key 5). Each press stops the next envelope 1 mm (0,04 inch) to the right (later) or left (earlier).

Adjustments to the envelope stop position can be made with the system operating.



Envelope fingers adjustment

When the envelope stop position is correct the insert fingers A (Fig. 19) can be adjusted. Adjust the fingers by loosening the thumb screw on top of each finger (5 in total). Slide the finger until the tip has entered about 5 mm (0,2 inch) into the envelope. Re- tighten the screw. The fingers on either side of the loc can be moved sideways to the desired position. Place the outer fingers about 10 mm (0,4 inch) from the edges of the envelope.

Check the finger positions when changing to a different type of envelope.

Fine tuning the folder settings

In SI 92, if and when the electronic folder FO-3 is used, the operator has the possibility to adjust the (mechanic) folder settings during the execution of a specific job. This might be neccesary for instance when adapting the fold settings to the current mechanic paper parameters (thickness, sturdiness et cetera).

After pressing key 5 in figure 18 the menu of figure 20 appears.

The following functions are available:

- test for a folded document 1x (key 1). It makes sense to do this in the same menu screen.
- Increase/decrease value of fold setting A (keys 2 and 3). Basically there is no limitation in the values. The possibilities are same as in the equivalent settings of the job menu (FO settings).
- as keys 2 and 3, for fold setting B, if relevant (keys 4 and 5). This depends on the fold type. Setting B is relevant for all fold types except single fold. Note that you cannot change the fold type in this menu.
- enter and effectuate the settings (key 6). Back to the menu "test run" menu of figure 18.
- discard the settings (Esc). Back to the "test run" menu of figure 18.





5.4.5 Counters menu

After pressing key 4 in the "main menu", the display shows the "change counters" menu (Fig. 21). The "change counters" menu shows the following functions:

- increase the counters (key 1).
- decrease the counters (key 2).
- reset counters to zero (key 3).
- increase the preset counters (key 4).
- decrease the preset counters (key 5).
- save the counter settings with "OK" (key 6) which will get you back to the "main menu".

Increase/decrease counters

The following counters will be increased or decreased:

- job counter.
- counter.

Reset counters to zero

The following counters will be set to zero:

- job counter.
- counter.

Increase and decrease preset counter

By pressing key 4 or key 5 the preset counter will be increased or decreased.

The counter will only be displayed when the preset counter is set higher than zero.

When pressing key 4 or key 5, the stop counter will initially be increased or decreased with one unit at a time. When the key is pressed longer the counter will be raised with ten units at a time.



Fig. 22

5.4.6 Settings menu

After pressing key 5 in the "main menu", the screen as shown in Fig. 22 will be displayed. The "settings" menu shows the following functions:

- job data (key 1).
- decrease contrast of the display (key 2).
- increase contrast of the display (key 3).
- thickness detection on or off (key 4).
- reset thickness detection (key 5).
- save the counter settings with "OK" (key 6) which will get you back to the "main menu".

In case the system contains a VersaFeeder, via the settings menu its double document detector can be switched on/off and can be reset as well.

Display contrast

By pressing key 2 the display contrast will be decreased. By pressing key 3 the display contrast will be increased.



Thickness detection

The IN-3 is equipped with a document thickness detector. The thickness detector controls the thickness of the document. In this way the machine checks if the envelope will be filled with the correct amount of documents. The detector will stop the machine if a document is too thick or too thin and an error message will be displayed.

The thickness detector is self-setting. After switching on (or after resetting the thickness detection) the thickness of the first document passing under the detector is memorized and compared with the following inserts.

If the thickness of the documents can vary, for example when a small card is used that can shift in place, it is recommended to switch off the thickness detection or shift it to a stable section of the document. The thickness detection measurement area can only be adjusted by the supervisor. See section 2.4.3 in the "Guide for job menu".

Reset thickness detection

By pressing key 5 the thickness detection will be reset.

If the thickness detection is switched off, the text "reset thickness det....." will not be displayed in the screen.

5.5 Entry to job menu

When key 6 in the "main menu" is pressed the display shows the screen in Fig. 23. Only the supervisor can get access to the job settings after entering the correct code.

Enter your pincode using the keys 1 to 6. If the code is not correct, a warning "wrong code, try again" will be displayed. This warning disappears immediately when a key is pressed.

5.6 Operator menu structure





5.7 Envelope hopper adjustment

The IN-3 can be equipped with a second hopper, the EF-3 see section 10.2 page 32. This hopper is then called "hopper B". The IN-3 standard hopper is called "hopper A". Although an operator manual is delivered with the EF-3, on this page you will also find a description of the hopper adjustments.

5.7.1 Side guides adjustment hopper A

Take a stack of about 20 envelopes. Fan the envelopes a bit (see Fig. 24) and place the envelopes upright in the system with the flap to the back. Place the press bracket C on the envelopes.

Adjust the envelope hopper side guides B by turning the thumbwheel A, to provide just enough space for the envelopes to move freely. Too much play causes skewing.

When using C4 envelopes check if the blade spring on the sealing table is up. The spring is visible after lifting the loc. The purpose of the spring blade is to obtain better support when using thin A4 sized documents.

5.7.2 Envelope separation hopper A

Adjust the envelope separation by turning thumbwheel D (see Fig. 25) until one envelope is just about to be pulled in.

After starting the system it may occur that more than one envelope at a time is pulled in. If this happens, rotate the thumbwheel slightly until only one envelope at a time is pulled in. Adjustments can be made with the system operating.



5.7.3 Side guides hopper B

Take a stack of about 20 envelopes. Fan the envelopes a bit and place the envelopes in the system with the flap to the bottom side and trailing.

Adjust the envelope hopper side guides A (Fig. 26) by turning the thumbwheel C, to provide just enough space for the envelopes to move freely. Too much play causes skewing.

5.7.4 Envelope separation hopper B

Adjust the envelope separation by turning knob B (Fig. 26) counter clockwise until two envelopes, one on top of the other, can be moved backwards and forwards between the rollers without resistance. Then turn knob B clockwise until one envelope will pass between the rollers.

After starting the system it may occur that more than one envelope at a time is pulled in. If this happens, rotate knob B clockwise a quarter turn. Repeat if necessary to obtain correct operation.

Once the envelope separation has been set, a wide variety of envelopes can be handled.

6. PERFORMING A JOB

6.1 Setting up the system

Switch on the inserter IN-3 and, if part of the system, the AS-1A and PS-3 etc. Refer to the operator manuals of the used modules.

Inserter IN-3

Action	Refer to
Check the waterlevel, refill if necessary	Refer to section 5.1 Preparations inserter module on page 6
If required, enter pincode to gain access to the main menu	Refer to section 5.3 Entering the personal pin code on page 7
Select the required job	Refer to section 5.4.3 Selecting a job on page 11
To recognize the correct job number, all jobs should have been given names. If so, the name is visible in the framework under JOB X.	
• Press the Job info key. Using the job info facility as a guide to put the envelopes at the correct enve- lope hoppers and the documents at the correct feed stations.	Refer to section 5.4.1 Job info screen overview on page 8
 After the correct job has been selected press the OK key to confirm. Now the job information will be sent to all modules. 	Refer to section 5.4.3 Selecting a job on page 11
Set the envelope hopper side guides and separation	Refer to section 5.7 Envelope hopper adjustment on page 17
 Enter the test menu, press the 1x envelope key to bring an envelope onto the insert table. Check the envelope stop position, adjust if necessary. Set the envelope fingers 	Refer to section 5.4.4 Test run menu on page 11
• If necessary, enter the counters menu to change or reset the counters.	Refer to section 5.4.5 Counters menu on page 14
• If necessary, enter the settings menu to check the thickness detector settings.	Refer to section 5.4.6 Settings menu on page 14

VersaFeeder 1 and 2

Action	Refer to			
Refer to the operator manual of these modules if required.				
If necessary adjust the VersaFeeders modules 1 and 2.	Refer to the chapter "Adjustments" and follow the instructions.			

Transport unit TR-7A, TR-1B

Action	Refer to
Refer to the operator manuals of these modules if required.	
• If necessary adjust the module TR-7A.	Refer to the chapter "Adjustments" and follow the instructions.
Note 1: With SI-92 selection of a mode at the TR-7A is not applicable.	
Note 2: Information about where to put the address carrying documents and the enclosures can be found in the job info menu of the inserter.	
Note 3: It is possible that there is no TR-7A fold/no fold selector available. In that case the TR-7A is equipped with so called Twin cycle facility that automizes this setting (see options).	
If necessary adjust the module TR-1B.	Refer to the chapter "Adjustments" and follow the instructions.

Fold unit FO-3, FO-2A

Action	Refer to	
Refer to the operator manuals of these modules if required.		
For the FO-3 no adjustments have to be made.	-	
• The fold unit has to be set such that the folded documents fit in to the envelope.	Refer to the chapter "Adjustments" and follow the instructions.	

Feed stations FE-1M, FE-8, FE-7, FE-9, ST-1, PF-45A, PF-65A, SF-4/6

Action	Refer to
Refer to the operator manuals of these modules if required.	
• If necessary adjust the modules FE-7, FE-8, ST-1, PF-45A, PF-65A.	Refer to the chapter "Adjustments" and follow the instructions.
If necessary adjust the module FE-9.	Refer to the chapter "Settings" and follow the instructions.
• If necessary adjust the module FE-1M. Set the document hopper guides and the separa- tion.	Refer to the sections "Side guide adjustment" and "Separation adjustment".
Fill the hoppers of the feed units with documents.	Refer to the operator manuals of the feed units.

AS-1A

Action	Refer to	
Refer to the operator manuals of these module if required.		
If necessary adjust the module AS-1A.	Refer to the chapter "Adjustments" and follow the instructions.	

3d Party device

Action	Refer to
Refer to the operator manuals of these modules if required.	



6.2 Running a job

Start

Test cycle

After all settings have been carried out a few testcycles can be made by using the "insert one document" function, see section 5.4.4 page 12 or see fig 27.

Automatic operation

When correct insertion is obtained, start automatic operation by pressing the "Start" key.

When the "start" key is pressed (after switching on and no other job is selected), the job information is sent to all machines in the system. During this time an egg timer will appear for about 10 seconds. When ready, the system starts operating. If documents from a previous job are detected on the transport track (TR-7A), these are transported to the collating area of the TR-7A. The system then stops and indicates that these documents have to be removed. Remove and press the start key again.

Stop

Press the stop key to stop the system.

Job finishing

The system can be cleared during the running of a job or after running out of address carrying documents.

To clear the system, press the clear key. The system will finish all documents sets that have already been fed (e.g. to the transport track) by the feed units. Then the system stops.

In case a transport unit is part of the system, see TR-7A operator manual chapter 6.

With SI 92, use the inserter clear key instead of using the TR-7A reset key.

With SI 92, remarks about the inserter "pause"key are not applicable.

Stoppages

In case of a stoppage, refer to chapter 7 and 8.

6.3 Changing settings of a module

The settings of feed modules including the AS-1A are stored in jobs. To provide extra flexibility, it is possible to change the settings on a module locally (after selecting the job). In this way it is possible to run different applications using just one job.

These changes will not be memorized and are lost after selecting another job or switching off the system.

Below the possible changes in settings are listed:

- the VersaFeeder modules 1 and 2 can be switched on or off via job settings.
- all feed modules including AS-1A can be switched on or off.
- at the FE-7, FE-9 and ST-1 the double document detector can be switched on or off. Also the value of the multifeed counter can be changed.
- at FE-8 changes in the "set" menu can be made.
- at the AS-1A all settings mentioned in chapter 4 can be changed.

6.4 Additional functions

SI-92 provides additional operating functions. These are listed below:

AS-1A

- The AS-1A can be locally switched on or off (toggle function). To switch on or off, press and hold the "Pause" key for one second. The AS-1A display shows an "u" when switched off. This "u" is also visible when the AS-1A is switched off by the IN-3.
- Extra functionality Mix 'N Go[®] ", see chapter 10.

SF/FS interface box

• The SF/FS interface box (used with crossfold applications or foot switch) can be locally switched on or off. To switch the interface box on or off, press and hold the blue reset key (toggle function) for one second. When switched on, a yellow (on the interface box) lamp will light.



Options

See chapter 10.

7. FAULT FINDING

General 7.1

The IN-3 detects the following error types:

- errors in the paperflow.
- technical errors.
- changes in configuration.

When an error (for example running out of envelopes) is about to occur a warning screen is displayed.

7.1.1 The error screen

The error screen (an example is shown in Fig. 28) provides the following information:

- the error location, indicated by an arrow in the machine symbol (C). • the error description (A). • the suggested solution (B).

Resetting the machine

After solving the problem the machine can be reset by pressing key 6. The error screen will disappear.





7.1.2 The information screen

By pressing key 1 in the error screen, an additional information screen as shown in Fig. 29 is displayed.

This screen shows more information about the cause of the error. In this screen also the error code of the error is displayed. For a complete description of the error codes chapter 8.

7.1.3 The warning screen

A warning screen is displayed when a refill is necessary. An example of a message screen is shown in Fig. 30.

Resetting the machine

After refilling, the machine can be reset by pressing key 6. The message screen will disappear.

Configuration message

Fig. 29

The following message can occur if a job is selected in the "job edit" menu:

"System differs from job data. Not corresponding modules need to be set".

When selecting a job, the system checks the current device configuration with the device configuration as stored in the job.

The operator can either ignore the message and continue (soft key 6) or cancel the job editing.

This message is not displayed if the replaced or removed device is switched off for this job, or if the replaced or removed device has no job settings (i.e. FO-2A or TR-1B plus foot switch).

If an FO-2A is replaced by an FO-3, the following default settings for the FO-3 will be used:

- Envelope length > document length A4 + 6 mm margin. No fold.
- Envelope length > document length ½A4 + 6 mm margin. Single fold with A = 149 mm.
- Envelope length > document length 1/3 A4 + 6 mm margin. Letter fold with A = 97 mm and B = 197 mm.
- Envelope length < document length 1/3 A4 + 6 mm margin. Double parallel fold with A = 200 mm and B = 100 mm.

If the envelope length isn't yet known, the default envelope length is used.

7.1.4

When a technical error occurs the error screen will not display the machine symbol. Instead a message "Technical error, call service" will be displayed (see Fig. 31).

This screen indicates that the occurred error can not be solved by operating personnel. Assistance of service support is needed.

First write down the error code, than switch the inserter off and on again, to verify system operation. When the error still occurs contact your service organization.

Clearing stoppages 7.2

The call screen

When an error in the paperflow occurs, the machine can give the following suggested solutions:

- remove the document(s).
- remove the envelope.

7.2.1 **Removing documents**

When an error occurs in the document feed the error screen can show the following symbols:

stoppage in the document end feed.



Fig. 32

• remove documents from the document feed end.

Stoppage in the document end feed

• press the reset key.

7.2.2

Stoppage at the document feed 7.2.3

Remove documents in the following way:

- lift the loc by pulling the release handle A of the loc (see Fig. 32).
- remove the document.
- close the loc.
- press the reset key.



А

Fig. 31



В











7.2.4 Removing documents from the hopper

When an error occurs in the hopper the error screen shows the following symbol:



stoppage in the hopper.

The envelopes can be removed in the following way:

- remove all envelopes from the hopper.
- open the hopper by pulling release handle A of the hopper upwards (see Fig. 33 and Fig. 34).
 remove the envelopes from the lower part of the hopper.
- close the hopper with a firm click.
- press the reset key.

7.2.5 Removing envelopes from the insert or sealing table

When an error occurs in the inner part of the machine, the error screen can show the following symbols:



stoppage on the insert table.



stoppage on the sealing table.



stoppage in the envelope track.

Stoppage on the insert table or sealing table 7.2.6

Remove envelopes in the following way:

- lift the loc by pulling the release handle A of the loc (see Fig. 32).
- remove the envelope.
- close the loc.
- press the reset key.

Stoppage in the envelope track 7.2.7

Remove envelopes in the following way:

- lift the loc by pulling the release handle A of the loc (see Fig. 32).
 lift the sealing table by pulling the locking handle B of the sealing table.
 remove the envelope.
 close the sealing table and the loc.
 press the reset key.

8. ERROR CODES

8.1 General

The central display of the inserter will display all system-wide errors that occur. When an error occurs, read the information on the screen, press the info key for more information. Follow the instructions. Generally an error number will be given. This number can be used for reference.

error description	suggested solution	see also	information	Error code
Envelope stoppage.	Remove envelope, readjust the envelope separation.	Page 7. Page 17.	Envelope longer than reference length.	1
Envelope stoppage.	Remove envelope, readjust the envelope separation.	Page 6. Page 17.	Envelope doesn't reach the "track" sensor.	3
Envelope stoppage.	Remove envelope.	Page 26.	Envelope doesn't reach the "track" sensor.	4
Envelope stoppage.	Remove envelope.	Page 26.	Envelope doesn't reach the "flap" sensor.	5
Envelope stoppage.	Remove envelope.	Page 26.	Envelope not opened or already opened in the envelope hopper.	6
Wrong envelope size or too many enve- lopes fed	Remove envelope, place the correct envelopes in the hop- per.	Page 17. Page 26.	Wrong envelope size or separation not correctly adjusted.	7
Closed envelope?	Put an open envelope in the hopper.		probably closed envelope in hopper.	8
Document stoppage.	Remove document.	Page 26.	Document doesn't reach the "input" sensor.	9
Document stoppage.	Remove document.	Page 26.	Document doesn't clear the "input" sensor.	10
Document stoppage.	Remove document.	Page 26.	Insert failure: Document is not clearing the "loc" sen- sor.	11
Not enough documents inserted	Remove envelope and check contents, reset thickness detection.	Page 15 Page 26.	Document too thin.	12
To many documents inserted	Remove envelope and check contents, reset thickness detection.	Page 15 Page 26.	Document too thick.	13
Envelope stoppage.	Remove envelope.	Page 26.	Document doesn't clear the "eject" sensor.	14
Envelope stoppage.	Remove envelope.	Page 26.	Document doesn't reach the "exit" sensor.	15
Envelope stoppage.	Remove envelope.	Page 26.	Document doesn't clear the "exit" sensor.	16
Unknown set.	Remove set.	Page 26.	During the system startup a set has been detected. Remove this set.	62

error description	suggested solution	see also	information	Error code
Configuration does not match.	Switch the inserter off and restore the configuration.		A module of the system has been removed.The con- figuration is not corresponding with the selected job.	67
System can not be set.	Select job again.		The job settings can not be transmitted correctly. Check if of all covers are closed.	68

8.2 Additions to the error lists of other modules

error description	suggested solution	see also	information	Error code
Document stoppage.	Remove documents.		The document (that has been delivered by the Side Feed unit) does not move during a TR-7A finger cycle. Clear the paper jam.	80
Document stoppage.	Remove documents.		The document to be delivered by the Side Feed unit does not reach the TR-7A track. Remove paper jam and adjust arm height of the Side Feed unit.	81
Feeding failure.	Remove documents.		The Side Feed Unit (PF) is empty. Refill the document hopper.	120
System blocked.	Remove envelope and check contents, reset thickness detection.		The fold unit (FO-2A, FO-3) is either not present or not correctly placed (this is indicated by a microswitch that blocks FO operation). Place or cor- rectly place the fold unit.	1
Document stoppage.	Remove envelope and check contents, reset thickness detection.		The document does not reach the output of the folder. This is likely caused by a paper jam in the FO.	2







9. MAINTENANCE

9.1 General

The IN-3 requires just a few maintenance activities for the operating personnel. These are:

- general cleaning.
- cleaning the brushes.
- cleaning the moistening cloth.
- cleaning the sealing roller.



Disconnect the mains supply before performing any maintenance.



The user must not attempt to service the appliance beyond that described in this operator manual. All other servicing must be carried out by qualified service personnel only. Please contact your authorized distributor.

9.2 General cleaning

The machine must be kept in proper condition by regularly removing dust, paper remains, etc. Clean the sealing table and rubber rollers when dirty. This can be done by using a slightly wetted cloth.

9.3 Cleaning the brushes

Clean the brushes when dirty or saturated with glue. An extra set of brushes is provided. The best procedure is to always soak one set of brushes and use the other set. In that way there is always a clean set of brushes ready for usage.

To replace the brushes the transparent cover and loc must be lifted. The loc can be released by pulling the release handle of the loc (see Fig. 32). The brushes can be removed one by one by pulling them straight off the brush holder (see Fig. 35). When replacing the brushes, align the studs on each brush with the respective holes in the holder.

9.4 Cleaning the sealing roller

The sealing roller A (Fig. 36) must be cleaned regularly with a slightly wetted cloth.

9.5 Cleaning the moistening cloth

Clean the moistening cloth A (Fig. 37) and water tray when dirty or saturated with glue. To remove the watertray the transparent cover, loc (by pulling the release handle) and sealing table (by pulling the locking handle) must be lifted.

Remove the bottle C and then remove the watertray B by pulling it towards the hopper. Clean the water tray under running water.





10. OPTIONS

10.1 General

If applicable, the individual operator manuals will mention options or special functions (e.g. TR-7A, AS-1A). In general these options can be installed by the service organization. Some options can be activated by the operator or supervisor after installation.

10.2 More options

Inserter IN-3

The inserter IN-3 can be equipped with a second envelope feed hopper, the EF-3 (see Fig. 38). Depending on the way it is used, it will double the hopper capacity, reduce settings and/or allow to feed two different envelope sizes (Mix 'N $Go^{\textcircled{B}}$). See page 35.

Transport unit TR-7A

Fig. 38

See TR-7A operator manual section 4.6. The TR-7A can be equipped with the so called "Twin cycle" option. With this option installed the fold/no fold deflector for station 2(3 and 4) is automatically operated. Knob A (Fig. 39) is not applicable anymore.

On standard transport units the documents fed by station 2, 3 and 4 must have the same type of format in case folding of (one of) these documents is required. With the "Twin cycle" option installed it is possible to feed different document sizes from station 2, 3 and 4. Small documents that do not require folding and large documents that require folding can be processed in one run, provided that the documents that require folding must have the same format because these are all folded the same way. These are the possibilities with twin cycle:

- all documents from stations 2, 3 and/or 4 have the same format and are all folded (no twin cycle).
- all documents from stations 2, 3 and/or 4 bypass the folder (no twin cycle).
- documents from station 2 bypass the folder, documents from station 3 (and 4) are folded.
- documents from station 2 are folded, documents from station 3 (and 4) bypass the folder.
- documents from station 2 and 3 bypass the folder, documents from station 4 are folded.
- documents from station 2 and 3 are folded, documents from station 4 bypass the folder.



When twin cycle is active the automatic deflector inside fold unit option is not available (See TR-7A operator manual chapter 8). In that case the equal number of folds rule applies to all TR-7A stations that process documents that must be folded.

Twin cycle option is required for Mix 'N $Go^{\mathbb{R}}$.

Feed unit FE-7, FE-9, ST-1

Refer to FE-7/FE-9 (see Fig. 40) and operator manual section 5.3. The display A can be set to P. Service personnel can program P for any figure between 10 and 25.

Feed unit FE-8

OMR reading code

The OMR reading code of the FE-8 can contain additional marks to:

- select other feed units on the transport unit to feed.
- control the moistening system of the inserter.
- select the exit of the sorter.
- select the hopper of the inserter (Mix 'N Go $^{\textcircled{R}}$) see page 35.
- check the sequence of the pages fed (additional security).
- check the OMR reading code (additional security).



50 sheets

See FE-8 operator manual, section 5.3. The maximum amount of pages in a set can now be set to 50.

Flexible reading

The FE-8 is capable of reading OMR codes other than the standard built in Neopost code. Besides that, more than one reading code can be programmed. If this is the case, the Settings menu, see FE-8 operator manual section 5.3, will contain an additional sub menu "6. Flex reading", "Code x", where x is a number. Using the + and - key a number corresponding to the appropriate code can be selected.

Matching of two personalized documents

To solve applications where the enclosure must match the address, the transport unit TR-7A can accommodate two OMR systems. The most upstream OMR system (FE-8 or AS-1A) will feed and read the address carrier with OMR code while the second - downstream- OMR system (FE-8) will feed and read the enclosure with OMR code. This matching of two document streams means that both OMR systems control the integrity of the stack, by means of a sequence check, independently from each other. This means that at the start of a job the operator must check that the first documents fed from both feeders match.

AS-1A

OMR reading code

The OMR reading code of the AS-1A can contain additional marks to:

- select other feed units on the transport unit to feed.
- control the moistening system of the inserter.
- select the exit of the sorter.
- select the hopper of the inserter (Mix 'N Go[®]).
- check the sequence of the pages fed (additional security).
- check the OMR reading code (additional security).





Automatic selective feeding

With this option active, the other feed units (stations 1 and 2) on the transport unit will feed an enclosure depending on the number of pages collated by the AS-1A. If the number of pages in a set, collated by the AS-1A is less than the number shown by the overflow display, station 1 and possibly station 2 are allowed to feed a document. The total number of pages, including enclosures, will not exceed the number shown by the overflow display.

Flexible reading

The AS-1A is capable of reading OMR codes other than the standard built in Neopost code. Besides that, more than one reading code can be programmed. If this is the case, a submenu can be entered to select the appropriate code. To do so, press both key A and the key B at the same time, see Fig. 41 and Fig. 42. The display C (Fig. 43) will indicate a number. Using the + and - key below display C the number corresponding to the appropriate code can be selected. Then again press both key A and the key B at the same time, to leave the submenu.

Matching of two personalized documents

See section 10.2, Feed unit FE-8.

10.3 SI-92 options

Ċ

Mix 'N Go[®]

The Mix 'N Go[®] feature enables automatic processing, in 1 run, of a batch of documents which requires inserting into different sizes of envelopes. For a specific document set an envelope from either hopper A or hopper B from the IN-3 is selected. Together with envelope hopper selection, if required, via the TR-7A "twin cycle" option, documents from station 2 (3 and 4) are automatically folded/not folded depending on the type of envelope.

Mix 'N Go[®] can be based on:

- OMR mark (hopper selection mark).
- Type of enclosure to be added (selective feed mark).
- Number of pages in a set (AS-1A only, IN-3 dongle level 3 only).
- Combination of selection criteria.

The throats of both envelopes should have an equal shape.

Minimum requirements for Mix 'N Go[®]

- IN-3 equipped with EF-3.

- IN-3 equipped with dongle level 2 or 3.
- TR-7A equipped with "twin cycle" option.
- FE-8 or AS-1A.

OMR mark (hopper selection mark)

The reading code of both the AS-1A and the FE-8 can contain a mark to control from which hopper the inserter should feed the envelope that belongs to the document.

Type of enclosure (selective feed mark)

The reading code of both the AS-1A and the FE-8 can contain marks to control the other feed units on the transport track. This allows to select for each set the enclosures to be added. A job can be programmed such that one of the envelope feed hoppers is linked to one of the feed stations. If the feed station is selected to feed by the OMR code, then automatically an envelope will be picked up from the hopper that has been linked to that feed station.

Number of pages in a set (AS-1A only)

Document sets that contain a number of sheets up to the actual overflow counter setting, will be folded and inserted in the "small" envelope. If a set exceeds the actual overflow counter setting, it will not be folded and it will be inserted in the "big" (C4 size) envelope. Via service an internal set limit counter can be set to a maximum of documents that are allowed to be inserted, as desired by the customer. If a set exceeds this number, the AS-1A will consider the set as an overflow and will indicate error 60.
Optionally this function can be combined with split set. Then document sets that contain a number of sheets up to twice the actual overflow counter setting, will be folded and inserted in the "small" envelope, whereby, depending on the number of sheets, the set is temporary split in two groups during the folding process. If a set exceeds twice the actual overflow counter setting, it will not be folded and it will be inserted in a "big" (C4 size) envelope. Via service, in the set up menu an internal set limit counter can be set to a maximum of documents that are allowed to be inserted, as desired by the customer. If a set exceeds this number, the AS-1A will consider the set as an overflow and will indicate error 60.

To allow processing of thicker sets that are to be inserted in "big" envelopes, the system can decide to temporary split up these sets in two parts during the transport to the collating area of the TR-7A. This depends on the number of pages within the set and the value of the internal set limit counter. If the system encounters a combination of selection criteria, it will react as follows: the 'big' envelope will be selected if at least one these criteria indicates the use of a 'big' envelope. The criteria are evaluated in the following order: number of pages in a set, OMR hopper selection mark, selective feed mark.

AS-1A functions extended for Mix 'N $Go^{\mathbb{R}}$

"insert arrow key"

Per job, service can set the AS-1A options for either "split set, Mix 'N $Go^{(B)}$ or the combination of these functions. The operator can then activate or de-activate this functionality using the key K, see fig. 11 page 5/12 of the AS-1A operator manual. The function is active in case yellow led L is on. In the job data menu the programmed settings will be displayed below the AS-1A symbol.

Error 60

Error 60 means "Split set too big" and is an overflow message in case documents are split up in parts. This error can also appear in case Mix 'N $Go^{(B)}$ is active and the set exceeds the "set limit counter". The part of the set that is located in the exit track can be removed by pressing key K (see fig. 11 page 5/12 of the AS-1A operator manual). Now the AS-1A can behave in two ways:

- if the material is partly ejected but held by the exit rollers, only these pages should be removed. Pages that are located on the TR-7A transport track belong to the previous set and should not be removed.
- if the material is fully ejected onto the TR-7A transport track, so on top of the pages that are already on the track, these pages belong to the same set. All material should be removed.

11. SPECIFICATIONS

This operator manual refers to machines as from serial number 02 BL-5191, IN-3. Refer to the operator manuals of the modules part of the configuration for specifications.

Machine specifications		Paper insert specifications				
Model	: IN-3 (inserter head of SI-92)	Paper qualities	: according to existing feeding equipment (FE-7 and FE-1M) ≤ C5 envelopemin. 45 gsm > C5 envelopemin. 65 gsm (> 1 sheet) or min. 80 gsm (1 sheet)			
Туре	: inserting machine for medium office use	Envelope quality	: 45 to 120 gsm			
Power consumption	: 115 V, 4,6 A, 60 Hz 220 -240 V, 2,3 - 2,5 A, 50 Hz	Paper sizes	: minimal (w x h) maximal (w x h) 130 - 80 mm 243 - 340 mm (5.1 - 3.1 inch) (9.55 - 13.4 inch)			
Dimensions	: IN-3 only 941 x 611 x 400 mm (36.8 x 23.9 x 15.6 inch) (l x w x h) Length SI-92 2223 mm (87.5 inch) (2 stations) 3239 mm (127.5 inch) (4 stations)	Insert thickness	: max. 5 mm (0.2 inch) (50 sheets A4, 80 gsm.)			
Weight	: 75 kg	Folds	: according to (cross)folding equipment (FO-2A, FO-3, PF-45A (via SF-4), PF-65A (via SF-6) up to 8 sheets of 80 gsm at once (FO-2A/FO-3)			
Speed	: C5/C6 envelopes up to 4300/hr. C5 envelopes up to 3200/hr. C4 envelopes up to 2500/hr.	Jobs	: 9 jobs programmable via LCD-screen.			
Noise level	$:\leq$ 70 dBA	Hopper capacity	: 450 C5/C6 envelopes (800 w/EF-3) 250 C4 envelopes (475 w/EF-3) documents: according to existing feeding equipment			
Furniture	: special furniture (console-look) is delivered with SI-92.	Options	: extended OMR-reading, cross folding			
		Life expectancy	: 5 years at 120.000 inserts per month (7.2 million cycles)			

Envelope and insert specifications

Maximum insert specifications are based on single sheets. When multiples are handled, more room inside the envelope is needed depending on application.



		A	В	С	D	E	F	G	Н	J
minimum size	mm	140	90	32	32	10	20	80	130	15 a /m2
initiation size	inches	5.5	3.55	1.25	1.25	0.4	0.8	3.15	5.11	45 g/ iiiz
maximum size	mm	255	345	90	90	50	70	B-5	A-12	5
	inches	10	13.6	3.5	3.5	1.95	2.75	B-0.2	A-0.47	0.2

Remarks

- If J exceeds 2 mm (0.08") then the maximum size of G and H should be B-15 (0.6") respectively A-25 (1").
- The specification of the paper handling equipment is often wider than that of the envelopes and documents handled. The condition of material handled will limit the specified environmental conditions.
- We recommend that materials to be handled are stored at a temperature of 20°C (68°F) with a relative humidity factor of 50%. If difference in temperature occurs between store room and mailing area, the material has to stored near the machine at least 24 hours before use.

EC DECLARATION OF CONFORMITY FOR MACHINERY (Directive 98/37/EEC, Annex II, sub A)

Manufacturer: Neopost Technologies B.V. Address: De Tijen 3, 9201 BX Drachten The Netherlands

Herewith declares that

the IN-3

- is in conformity with the provisions of the Machinery Directive 89/392/EEC (modified by the directives 91/368/EEC, 93/44/EEC and 93/68/EEC), as amended, and with national implementing legislation;
- is in confirmity with the provisions of the following other EEC directives:

The Low Voltage Directive 73/23/EEC, modified by the directive 93/68/EEC

The EMC Directive 89/336/EEC, modified by the directives 91/263/EEC, 92/31/EEC and 93/68/EEC

and that

• the following (parts/clauses of) harmonized standards have been applied:

EN 292-1, EN 292-2, EN 60950, EN 55022, EN 50082-1, EN 60555-2, EN 60555-3, EN 55014.

Drachten, June 2002

Note: this equipment has been tested and found to comply with the limits for class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with this instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

VERSAFEEDERVF-92

OPERATOR MANUAL



The VersaFeeder is used to feed booklets, regardless of the thickness of the cover, to the document flow from the upstream module to the downstream module.

Operating and programming is done from the control panel of the IN-3.

This manual describes the additional functions of the IN-3 (SI-92) and necessary adjustments when equipped with a VersaFeeder. Use the manual in combination with the operator manual of the IN-3 (SI-92).



Before using this system thoroughly read the operating instructions. In the European Union an operator manual printed in the national language(s) is supplied with the system. If it is not, contact your authorized distributor.

Warning

- Before connecting check whether the system is suitable for the local mains voltage; refer to the type plate.
- For special national conditions refer to the chapter specifications.

Safety precautions

- This system is only to be operated by fully trained personnel. The manufacturer accepts no responsibility for injuries caused by unauthorized operation.
- The opening of covers must be carried out only by a skilled and authorized person who is aware of the hazard involved. The system will not operate with the covers opened.
- Keep long hair, fingers, jewellery, etc. away from turning parts of the system.
- The socket outlet shall be installed near the equipment and shall be easily accessible.
- The mains plug shall be connected only to a socket outlet provided with a protective earth contact.
- Over-current protection in the equipment also relies on the branch circuit protection (max. 20 A).
- The following part(s) is (are) considered the equipment disconnect device(s):
- power supply cord plug.
- 12-pole connector, located on the right-hand side.

Used symbols

On this module and in this manual the following symbols are used.



Warning, this symbol indicates a wrong action which can cause a hazard to health or damage the system.

This symbol also means: Read your operator instruction.



Warning, this symbol indicates a hazard to life because of high voltage.

Italic text Additional information (Italic)

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GENERAL 2.

Installation 2.1



Always switch off the system before connecting to, or disconnecting from any attached units.

2.1.1 Attaching to a downstream module

When installing the VersaFeeder directly to the downstream (inserter or VersaFeeder) module, install the module in the following manner:

- put the connecting cable of the downstream module to the right hand side of the feeder.
- place both hands respectively under the left and right-hand side panel of the VersaFeeder.
 lift the VersaFeeder above the fixing plates and lower it
- until it locks into place. Both sides are now locked.

2.1.2 Connection cable

Connect the 12-pole connector of the downstream module (inserter or VersaFeeder) to the 12-pole socket located on the right-hand side of the feeder.

Connect the 12-pole connector of the VersaFeeder to the 12-pole socket of the upstream module.

2.1.3 Power inlet

The power inlet is located on the right-hand side of the feeder and contains the main fuse.







Operating controls 2.2

- A : Separation adjustment wheel
- B : Side guides
- C : Hopper side guide adjustment thumbwheel D : Release handle separation unit
- E : Release handle feed unit
- F : Feed unit push down area

To release the feed unit place your hand on the push down area F and pull the release handle E. To close the feed unit, place your hand on the push down area F and push the feed unit down until it locks into place.

Side guide adjustment 2.3

The side guides can be adjusted manually as follows:

- place a stack of documents into the feeder.
- adjust the hopper (fig. 4) side guides B by turning the thumbwheel Ċ.
- provide just enough space for the documents to move freely. Too much play causes skewing.

Document separation adjustment 2.4

When adjusting the document separation take into account the tensive force of the separation rollers.

Check before the adjustment that the release handle for the separation unit is in the closed (down) position.

The document separation can be adjusted manually as follows:

- Turn the separation adjustment wheel counter clockwise until a document can be moved backwards and forwards without resistance.
- Turn the separation adjustment wheel clockwise until a slight resistance is felt on the document when the document is moved backwards and forwards.

Turn the separation adjustment wheel clockwise to get more resistance or counter clockwise to lower the resistance.

Check the separation before starting the system. After starting the system it may occur that more than one document at a time is pulled in. If this happens, turn the separation adjustment wheel more clockwise to obtain correct operation. For poor feeding turn the separation adjustment wheel counter clockwise.

2.5 Daily mail adjustment

Check before the adjustment that the release handle for the separation unit is in the closed (down) position.

Use an 80 gsm sheet to adjust daily mail.

The daily mail separation can be adjusted manually as follows:

- Turn the separation adjustment wheel counter clockwise until a document can be moved freely, without resistance between the output rollers (not between the separation rollers).
- Turn the separation adjustment wheel clockwise until a slight resistance is felt on the sheet when the document is moved between the output rollers.

When the daily mail is correctly adjusted there is a 2,5 mm gap between the separation rollers.

2.6 Hopper capacity

To avoid irregular feeding the following has to be considered:

- there are three levels for the maximum heights of the hopper capacity.
- the symbols for these three levels are printed on the right hand side guide of the hopper.
- the level indication is a guideline.

When two VersaFeeders are used in a configuration and the function "VersaFeeder hoppere swap" is selected, a double capacity of documents can be processed without stopping the system. Refer to section Options.



Fig. 6 shows the maximum hopper capacity of single sheets. Minimum sheet quality: 80 gr/m2 (maximum height: 50 mm). Fig. 7 shows the maximum hopper capacity of booklets with a weak cover (maximum height: 150 mm).

Fig. 8 shows the maximum hopper capacity of booklets with a tough cover (maximum height: 250 mm).







3. FAULT FINDING

Clearing stoppages 3.1

When a document is blocked in the separation unit the document can be removed as follows:

- open the release handle for the separation unit (D).
 remove the documents.
 if necessary release the handle of the feed unit (E).
 open the feeder (fig. 10). The documents can be removed from the transportation area and from the rear side of the separation rollers.
- close the feeder.
- place the release handle of the separation unit in the closed position and press reset on the inserter.

3.2 Error codes

The central display of the inserter will display all errors that might occur. If an error occurs, read the information on the screen, press the info key (i) for more information. Follow the instructions. Generally an error number will be given. This number can be used for reference.

error description S	buggested solution	information	Area	error code
Cover open. Close cover	:		Feeder	
Sensor dusty. Clean senso	Dr.	Feeder sensor dusty or defect.	Feeder	04
Sensor dusty. Clean senso	or.	Feeder sensor dusty.	Feeder	07
Feeding failure. Correct set.		Document too thick or too many documents fed.	Feeder	09
Feeding failure. Correct set.		Too many documents or wrong document height.	Feeder	10
Document stoppage. Remove doc	cuments.	Document stoppage at feeder input.	Transport	11
Document stoppage. Remove doc	cuments.	Documents does not arrive at feeder exit.	Transport	12
Document stoppage. Remove doc	cuments.	Documents does not leave feeder exit.	Transport	13
Document stoppage. Remove doc	cuments.	Documents does not arrive at feeder.	Transport	14
Unknown documents. Remove doo	cuments.	Unknown document.	Transport	15
Feeder separation is open. Close separ	ation.	Feeder separation is open.	Feeder	16
Wrong DFC reference. Correct set.		Wrong DFC reference.	Feeder	17
Documents too long. Remove doo	cuments.	Document too long.	Transport	18
Unknown documents. Remove doo	cuments.	Transport output sensor detected a document after the system was started after power on or after selecting another job.	Transport	19
Communication failure. Check conn	ection.	No connection with feeder station or connection defect.		50
Sensor dusty. Clean senso	or.	Transport input sensor dusty.	Transport	81
Sensor dusty. Clean senso	or.	Transport input sensor dusty or defect.	Transport	82
Sensor dusty. Clean senso	or.	Transport output sensor dusty.	Transport	83

Service assistance is needed for the error codes with the message "Technical failure".

First write down the error code, then switch the inserter off and on again, to verify system operation. If the error still occurs contact your service organization.





4. MAINTENANCE

4.1 Servicing



Disconnect the mains supply and 12-pole connector before performing any maintenance.



The user must not attempt to service the module beyond that is described in this operator manual. All other servicing must be referred to qualified service personnel only. For service please contact your authorized distributor.

4.2 General cleaning

The system must be kept in proper condition by regularly removing dust, paper remains, etc.

5. OPTIONS

Support for curved reply envelopes

Depending on the quality of the paper, the conditions during storage, etc. envelopes can be curved. This can cause smaller reply envelopes to skew while being processed by the VersaFeeder.

A special support is available to allow curved envelopes to be correctly processed. It can be used for envelopes with a height up to 110 mm (4.33").

To adjust the support, loosen knob B slightly by turning it counterclockwise. Move both parts of the support in or outwards until the ruler indicates the height of the envelope (the side of the plate A is indicator). To tighten, turn knob B clockwise.

To attach the support onto the hopper platform, hold the support as indicated by figure 11.

- At both sides place both notches D around the edges of the holes for the rollers C.
- Lower the other end of the support. It will lock fully into place.

Figure 12 shows the attached support.

VersaFeeder hopper swap

Via the VersaFeeder settings menu the function "VersaFeeder hopper swap" can be selected (refer to Guide for job menu manual). When VersaFeeder hopper swap is selected the VersaFeeder 1 feeds documents and the system checks (every 10 seconds) if the VersaFeeder 2 is filled with documents. If so, the VersaFeeder 2 starts feeding documents and the VersaFeeder 1 stops feeding. When the VersaFeeder 2 is empty the VersaFeeder 1 starts feeding again and VersaFeeder 2 can be refilled. In this way both VersaFeeders can be refilled without stopping the system.

Take in account that the system checks if the VersaFeeder 2 is filled with documents every 10 seconds. At that moment the feed rollers turn for about 3 seconds.

If the VersaFeeder 1 is empty the system stops and the warning message "Feeders empty" is shown.

Selective Feed

Via job settings of the AS-1A one or two VersaFeeders can be used for selective feeding. This means documents (address carrier) and enclosures can be fed from the VersaFeeder (Refer to SI-92 operator manual, Guide for job menu and the AS-1A operator manual).

Take in account when VersaFeeder hopper swap is selected that the selective feed settings for Versafeeder 1 (most downstream) will be used to control both VersaFeeders.

Mix 'N Go envelope hopper link

This function is possible in combination with "VersaFeeder hopper swap" (Refer to SI-92 operator manual, Guide for job menu and the AS-1A operator manual).

Daily mail

As "VersaFeeder hopper swap" is active "Daily mail" is not possible (Refer to SI-92 operator manual, Guide for job menu and the AS-1A operator manual).

6. SPECIFICATIONS

This operator manual refers to modules as from machine number 03 DN-5001 (VF-92) or higher. This operator manual applies to the VF-9000 as well.

Machine specifications		Document	t specification	S			
Model	: VersaFeeder	Document	t sizes	Minimum	Maximum		
Туре	: Booklet feeding device in medium office use.		Width :	: 120 mm (4.72 inch)	243 mm (9.57 inch)		
Overall dimensions height width length	: 407 mm (16.0 inch) : 440 mm (17.3 inch) : 500 mm (19.7 inch)		Length :	: 90 mm (3.54 inch)	340 mm (13.39 inch)		
Weight	: 30,5 kg (67.2 lbs)	Quality	Feed unit				
Noise level	: Lp < 68 dB(A) ± 2 dB(A)		Minimum Booklets m	Minimum 80 gr/m ² single sheets (max. 500 sheets). Booklets maximum thickness up to 5 mm.			
	following ISO 7779/DIN EN 2779 part 7.		Daily mail	il maximum thickness 2.5 mm.			
			Transport (Minimum 6 Maximum	u nit 0 gr/m ² thickness up to 3.2 mm (0	.13 inch).		
Operating temperature	: 10°C - 40°C (50°F-104°F)				,		
Humidity	: 30% - 80%						
Power consumption	: 100 V AC / 50 Hz / 2 Amps						
	115 V AC / 50/60 Hz / 2 Amps						
	230 V AC / 50 Hz / 1 Amps						
Approvals	: EMC Certificate conform EMC-Directive. FCC Certificate conform 47CFR, part 15. CB Certificate conform IEC 60950. UL Listed I.T.E. (Information Technology Equipment), conform UL-IEC 60950, file: E153801. Conform NEN-EN-IEC 60950 and derivatives.						

Special national conditions 6.1

Denmark: In Denmark, certain types of Class 1 appliances may be provided with a plug not establishing earthing continuity when inserted into Danish socket-outlets. Be sure the equipment makes contact with the protective earthing of the socket outlet.

(Plug and socket outlet have to match!)

Japan: Provide an earthing connection before the mains plug is connected to the mains. When disconnecting the earthing connection, be sure to disconnect after pulling out the mains plug from the mains.

EC DECLARATION OF CONFORMITY FOR **ELECTRICAL PRODUCTS** (According to Annex III B of the Low Voltage Directive) Manufacturer: Neopost Technologies B.V. De Tijen 3, 9201 BX Drachten Address: The Netherlands. herewith declares that the: VF-92, VF-9000, and design are subject to chanche without prior notice. which this declaration refers to, is in accordance with: • the conditions of the Low Voltage Directive 73/23/ EEC, modified by the directive 93/68/EEC, and the following Directive: • EMC Directive 89/336/EEC, modified by the directives 91/263/EEC, 92/31/EEC and 93/68/ FFC. Drachten, 2003

J.F.M.E. van Stratum, Managing Director.

This is a class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Note: this equipment has been tested and found to comply with the limits for class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This a equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with this instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

FEED UNIT FE-7

OPERATOR MANUAL

1. FUNCTION

- The feed unit FE-7 is used to feed documents:
 directly to the inserter (IN), when the documents are the correct size to fit in the envelope.
 to the fold unit (FO) or the transport unit (TR) when the documents have the correct width but folding may be required.
 the group ulation station AS to feed are set on an area.
- the accumulation station AS to feed pre-cut e.g. laserprinted sheets.



Fig. 1

Before using this machine thoroughly read the operating instructions. In the European Union an operator manual printed in the national language(s), as well as an original operator manual are supplied with the machine. If it is not, contact your authorized distributor.

SAFETY PRECAUTIONS

- This machine is only to be operated by fully trained personnel. The manufacturer accepts no responsibility for injuries caused by unauthorized operation.
- The opening of covers (except the top cover) must be carried out only by a skilled and authorized person who is aware of the hazard involved. The machine will not operate with the top cover opened.
- Keep long hair, fingers, jewellery, etc. away from turning parts of the machine.

USED SYMBOLS

In this manual the following symbols are used.



Warning, this symbol indicates a wrong action which can cause a hazard to health or damage the machine.



Warning, this symbol indicates a hazard to life because of high voltage.

NOTE Additional information

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2. GENERAL

2.1 Operating controls

- A : separation adjustment knob
- B : display
- C : handle for feed pressure adjustment
- D : document feed table E : knob for adjusting th
 - : knob for adjusting the position of the paper feed table







3. INSTALLATION



Switch off the inserter before disconnecting or connecting modules. Damage will result if the inserter power is not switched off before

Installing the feed unit directly to the inserter

When installing the feed unit directly to the inserter (see fig. 3), install the machine in the following way:

- Place the connecting cable of the inserter to the front of the inserter.
- Place both hands respectively under the left and the righthand side panel of the feed unit.
- Lift the feed unit above the slotted holes of bracket A (see fig. 3) and lower the feed unit until it has been attached correctly. Ensure that the guide spring B slides into the inserter. Both sides are now locked.
- When installing the feed unit directly to the inserter, the electrical connection is not automatically made. Therefore connect the 12-pole connector of the inserter to the 12-pole socket located against the right inside chassis of the feed unit.

Installing the feed unit directly to the fold unit

Fig. 4

When installing the teed unit directly to the told unit (which is installed directly to the inserter), install the machine in the following way.

- Install the fold unit as described in the fold unit operator manual.
- Place both hands respectively under the left and the righthand side panel of the feed unit.
- Lift the feed unit above the slotted holes of the bracket with slotted holes of the fold unit and lower the feed unit until it has been attached correctly. Both sides are now locked.
- How to make the electrical connection depends on the type of fold unit used. For the FO-1 a special connection cable is fitted to the folder. The connector with pins must be connected to the connection cord of the inserter. The other connector must be connected to the feed unit placed against the fold unit. For the FO-2A the connecting cable of the inserter must be connected to the folder. The connecting cable of the folder must be connected to the feed unit.

Installing the feed unit on a transport unit

When installing the feed unit over a transport unit (see fig. 5), install the machine in the following way.

- The feed unit is placed in the position directly against the fold unit or on one of the other feed station positions (see also the TR operator manual).
- Lift the feed unit over the transport track and lower the machine until it clicks into place. The 12-pole connector is self guiding and the electrical connection is made automatically.

After attaching, the left- and right-hand side is automatically locked. To remove the feed unit, push both locks A (fig. 4) situated at the underside of each panel with the finger tips to the inside. Then lift the unit.



4. ADJUSTMENTS

4.1 Adjusting the side guides

The side guide width can be adjusted. Follow the following procedure.

- Loosen knob A at the underside of the paper platform and move the side guides outwards.
- Press handle B down.
- Place handle C in position 3 and release handle B.
- Place a stack of about 20 documents in the document hopper.
- Push the side guides inwards in such a way that the documents can just move freely.
- Fasten knob A.
- Hold handle B and place handle C in position 1.
- Release handle B.

If the side guides allow too much play skewed feeding may occur.

4.2 The separation and feed pressure

For single unfolded documents, the automatic separation can be used. In this case put knob D in position 1 (see fig. 8). This can be done by pressing once or twice on the knob. Then put handle C in position 1. Now the feed unit will automatically separate the documents. When handling glossy material, the feeding pressure can be increased by putting handle C in position 2.

By increasing the feeding pressure the chances of double feeding increase. In most cases the feeding pressure does not have to be increased.

4.3 Filling

When all adjustments are correct, press handle B down and place a stack of documents of maximal 6 cm (2,3") on the paper platform (with 80 gr/m2 paper, this is approx. 500 sheets). Release handle B.

4.4 Feeding documents out of centre

Documents of which one side is thicker than the other (for example booklets or crossfold material) can be fed out of centre. In this way there is more clearance left in the envelope at the thicker side of the document. When having problems with the feeding of such documents, set the feeding about 5 mm (0,8") out of centre, Repeat if necessary.

When the thicker side of the document concerning is on the right-hand side, the feeding must be adjusted to the left. When it is on the left-hand side, the feeding must be adjusted to the right.

To feed documents out of centre, the side guides can be shifted simultaneously to one side. Therefore turn

knob E (fig. 6). Both side guides are now moved together to the left or the right.

4.5 Handling booklets and chemical paper (NCR)

To handle booklets and chemical paper (NCR) the separation must be adjusted manually. Therefore put handle C (fig. 7) in position 3.

Put knob D (fig. 6) in position 3 (see fig. 8) by pressing once or twice on the knob. Switch on the inserter and press the "1 x document" key. The feed unit will now operate. Put a sheet or a booklet about 10 cm (4") into the feed unit. Turn knob D clockwise until a light resistance is felt while moving the document backwards and forwards. Remove the document and put handle C (fig. 7) in position 1.

Each time knob D is pressed again, the separation must be re-adjusted.

When handling chemical paper and glossy material, fit the special (optional) rollers, see "7.3 Exchanging the feed rollers" on page 8 for replacing the rollers.



5. OPERATION

5.1 Switching on or off

When using the feed unit FE-7 in combination with a transportation unit TR-7A or TR-2B, the feed unit can be switched on by pressing key A.

The feed unit can be switched off by pressing knob A again.

When using the feed unit FE-7 attached directly to a inserter or a folder (which is attached directly to a inserter), the on/off key will not function. The system can be switched on by means of the power switch of the inserter.

The feed unit can be switched on (or off) when the inserter is switched on but not running.

5.2 The double document detector

The double document detector measures the thickness and length of the first document. This document is used as a reference for the following documents. If the following documents differ from this reference the machine will stop.

When the inserter is switched on, the thickness detector is automatically activated as well. The yellow lamp B lights.

To switch off the double document detector, press key C once. The yellow lamp B will go off.

To change the reference of thickness or document length, press the key C twice. The first document that passes through will be set as new reference.

5.3 Multifeed

This function can be used on the TR-7A transport unit on each station. On the TR-2B transport unit this function can be used both at station 1, provided that the documents from the other stations are not to be folded, and at station 2.

A maximum of 9 sheets can be fed. Select the required number by pressing the "+" key D. The display E shows the selected number.

Multifeed cannot be used when handling daily mail.



6. FAULT FINDING

6.1 Clearing stoppages General

When a stoppage occurs, the display of the transport unit (TR) indicates the location of the stoppage. When a stoppage involves a feed unit, usually the "reset" key of the feed unit and the "reset" key on the transport unit must be pressed to continue. In some cases the "reset" key of the inserter must be pressed also.

Lamps A and B flash

In this case the feed unit needs to refilled. Refill with documents and press reset key C (fig. 10). The system will restart automatically.

Lamps A and B flash, lamp D might flash also

In this case a document is blocked in the feed unit. Press the "pause" key of the inserter. Remove the blocked documents. Press the reset key C (fig.10). To release the rollers to help remove paper, press knob D (fig. 6) to the middle "daily mail" position (position 2 in fig. 8). When all the blocked documents are removed, return knob D to the original position. Press the "auto" key of the inserter to restart.

Lamps B, D and E flash

The feed unit has ejected more than one sheet simultaneously. To solve this problem, first press the "pause" key of the inserter. Check the number of documents on the transport track or the number of documents inserted into the last envelope. Press the reset key C. Press the "auto" key of the inserter to restart the system.

If lamp A is on continuously the feed unit has an internal problem. The display F will show an error code. Code 1 possibly relates to a blocked document. For all other error codes, service assistance is required. Contact your suppn;er and indicate the shown error code.

6.2 Curled paper

When handling curled (light) paper, be sure that the two guide springs A are fitted correct. The end of both guides must be positioned underneath the cover B.

Assure that the spring pressure on the paper is minimal. To adjust the spring pressure, release knob C. Then hold the spring and fasten knob C. Repeat for the other spring.



6.3 Operator trouble shooting

Symptom	Possible cause	Suggested sollution	See also
No document feed.	Electrical connection not made (correctly).	Connect machine in correct way.	Page 3.
	Inserter not switched on.	Switch on the inserter.	IN manual.
	No envelope on insert table.	Refill the inserter.	IN manual.
	Separation serio narrow.	Readjust separation.	Page 4.
	Side quides set too narrow	Readjust side guides	Page 4.
	Side goldes ser loo harrow.	Redultsi side goldes.	Fuge 4.
Paper curls under feed cover.	Separation set too narrow. Feed pressure set too high. Side guides set too narrow.	Readjust separation. Readjust feed pressure. Readjust side guides.	Page 4. Page 4. Page 4.
Skewed paper feed.	Side guides set too wide.	Readjust side guides.	Page 4.
Some documents are being transported too soon. An envelope is not yet in it's position	The separation is set to wide, multiple documents are being fed at once	Readjust separation	page 4
Documents jam against one	Documents fed out of centre.	Adjust FE and/or TR side	Page 4/

Documents jam against one Documents ted out of centre side of the envelope.

Adjust FE and/or TR side Page 4/ guides to center the document TR manual. feeding. 7. MAINTENANCE

7.1 Servicing



Disconnect the mains supply before performing any maintenance.

The app mar

The user must not attempt to service the appliance beyond that described in this operator manual. All other servicing must be referred to qualified service personnel only. For service please contact your authorized distributor.

7.2 General cleaning

The machine must be kept in proper condition by regularly removing dust, paper remains, etc. Clean the sealing table and rubber rollers when dirty with glue. This can be donde by using a slightly wetted cloth soaked in warm water.









7.3 Exchanging the feed rollers



Switch off the inserter before disconnecting or connecting modules. Damage will result if the inserter power is not switched off before connecting or disconnecting.

When handling chemical paper (NCR) or when problems occur with the feeding of documents and the feed rollers are worn, they need to be replaced.

For handling chemical paper, the special (optional) feed rollers marked with a red dot must be used. Always exchange both feed rollers, as described. To replace the feed rollers, follow the following procedure. Loosen screws A (fig. 12) and lift cover B (fig. 12).

Take clip A (fig. 13) from the axle. Then slide roller B (fig. 13) from the axle. Put the new feed roller on the axle and remount clip A. Refit cover B (fig. 12) and fasten screws A (fig. 12).

Put the feed unit on its right-hand side cover. Remove screw A (fig. 14) with a coin. Then pull out cover B (fig. 14)



Roller A (fig. 15) is clicked on the carrier B (fig. 15). Pull on

While holding bracket C, put the new roller on carrier B.

Push and turn the roller until it clicks on the carrier. Refit the

bottom cover B (fig. 14), fasten screw A (fig. 14) and re-

bracket C (fig. 15) and hold it. Then remove roller A.





Fig. 17

8. OPTIONS

8.1 Handling daily mail

For handling daily mail an optional foot pedal can be connected to the FE-7 feed unit.

Switch off the inserter before disconnecting or connecting modules. Damage will result if the inserter power is not switched off before This footpedal must be connected to connecter A (fig.15). Then put knob B (fig. 16) in the middle position (position 2, daily mail, see also fig. 8 on page 4). Put handle C in position 3. Switch on the inserter. Lamp A (fig. 17) will light. To start the system, press the inserter "auto" key. Put the documents, to be fed together, on to the paper platform and slide these into the feed unit as far as possible. Now press the foot pedal once. The documents will be fed together towards the inserter.

Manual feeding of documents without the use of the foot pedal is also possible. With the system running, put the documents, to be fed together, on to the paper platform and slide these into the feed unit as far as possible. The documents will be fed together towards the inserter.

install the feed unit.

FE-7

9. SPECIFICATIONS

This operator manual refers to machines as from machine number 97 AO-5421 or higher

Machine specifications

Model		:	FE-7/D			
Туре		:	paper feeding device in me	dium office use; accessory to System 7		
Overall dimension	15	: :	height 370 mm (14.6 inch) width 420 mm (16.5 inch) length 390 mm (15.4 inch)			
Weight		:	approx. 13 kg (28 lbs)			
Noise level		:	refer to inserter operator manual for configuration noise levels.			
Operating temperature		:	10 - 50°C (50 - 122°F)			
Humidity		:	10 - 90%			
Power consumption	on	:	low voltage supplied by the inserter.			
Approvals		:	conforms to IEC 950 and derivatives UL listed ITE, File E153801 BS EN60950, File KM11322			
Paper specification	าร					
Paper sizes	width length	:	minimum 130 (5.1 inch) 90 (3.5 inch)	maximum 230 mm (9.1 inch) 330 mm (13 inch)		
Quality		:	45 gr/m2 (30 lb bond) Booklets max. thickness to 2	170 gr/m2 (40 lb bond) mm, depending on stiffness		

- The specification of the paper handling equipment is often wider than that of the envelopes and documents handled. The condition of material handled will limit the specified environmental conditions.
- We recommend that materials to be handled are stored at a temperature of 20 °C (68°F) with a relative humidity factor of 50%. If difference in temperature occurs between store room and mailing area, the material has to be stored near the machine at least 24 hours before use.
- Self-copying paper may cause rubber parts to wear quicker. The rubber used in this machine has the best resistance to Wiggins Teape material.

Note: this equipment has been tested and found to comply with the limits for class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with this instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

EEC-declaration of concurrence.

We, Neopost Technologies B.V., De Tiien 3 9201 BX Drachten The Netherlands

declare, entirely under our own responsibility, that the products described in this manual, to which this declaration relates, conform the standards of

EN 292-1, EN 292-2 EN 60950 EN 55022, EN 50082-1 EN 294

in accordance with

The Machine Directive 98/37/EEC,

the low voltage Directive 73/23/EEC, modified by the directive 93/68/EEC,

and the EMC Directive 89/336/EEC, modified by the directives 92/31/EEC and 93/68/EEC.

It is forbidden to put the product into use before the equipment to which it is connected, declared to be in accordance with the stipulations of the Machine Directive.

Remarks

INSERTER IN-3 (SI-92)

GUIDE FOR JOB MENU

1. GENERAL

The job menu of the SI-92 is only accessible for the supervisor by use of a pincode. With the job menu jobs can be created, programmed, modified and deleted.

Via the job menu the user pincodes can be programmed, modified and deleted also.

The job menu contains a job data overview and a statistics overview.

This manual describes the job menu functions of the IN-3 (SI-92). Use the manual in combination with the operator manual IN-3 (SI-92) and refer to the operator manuals of the modules of the configuration.

In principle programming jobs is a supervisor function. However, for some applications certain options have to be installed by service personnel, see operator manual IN-3 (SI-92) chapter 10, Options. Before using this system thoroughly read the operating instructions. In the European Union an operator manual printed in the national language(s) is supplied with the system. If it is not, contact your authorized distributor.

Warnings

- Before connecting check whether the system is suitable for the local mains voltage; refer to the type plate. The mains plug shall be connected only to a socket outlet provided with a protective earth contact.
- The socket outlet shall be installed near the equipment and shall be easily accessible.
- The following part is considered the equipment disconnect device: power supply cord plug.

Safety precautions

- This system is only to be operated by fully trained personnel. The manufacturer accepts no responsibility for injuries caused by unauthorized operation.
- The opening of covers (except the top and side cover) must be carried out only by a skilled and authorized person who is aware of the hazard involved. The system will not operate with the covers opened.
- Keep long hair, fingers, jewellery, etc. away from turning parts of the system.

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1.1 Entering the job menu

After pressing key 6 in the "main menu" (see operator manual IN-3 (SI-92), the display shows the "access job menu" screen and asks for a pin code to enter (Fig. 1).

Enter the pin code with the keys 1 through 6.

When a wrong pin code is entered, the cursor is set to the first number to try again.

When the correct pin code is entered, the display shows the "job menu" as shown in Fig. 2. The "job menu" shows the following functions:

- create new job (key 1).
- modify a job (key 2).
- copy a job (key 3).
- delete a job (key 4).
- job data (key 5)

Fig. 1

• user information (key 6).

The escape key will get you back to the main menu.

1.2 Create new job

After pressing key 1 in the "job menu" the display will show the "create job" menu as shown in Fig. 3. If all jobs are programmed the display shows "No more free jobs".

The "create job" menu shows the following functions:

- choose a higher free job number (key 2).
- choose a lower free job number (key 3). The display will start with the lowest free job number available. Job numbers already programmed or job numbers locked by service personnel will not be shown.
- confirm with "OK" (key 6) which will get you to the "job settings" menu.

A new selected job number starts with default settings.

There can be 9 jobs stored in the memory maximally.

Fig. 3

1.3

Modify job When key 2 in the "job menu" is pressed, the display shows the "modify job" menu as shown in Fig. 4. The initially selected job will be displayed. The "modify job" menu shows the following functions:

- choose a higher job number to modify (key 2).
- choose a lower job number to modify (key 3).
- confirm with "OK" (key 6) which will get you to the "job settings" menu.

Copy job 1.4

Fig. 4

After pressing key 3 in the "job menu", the display shows the "copy job" menu as shown in Fig. 5. The "copy job" menu shows the following functions:

- choose a higher job number to copy from (key 2).
- choose a lower job number to copy from (key 3).
- choose a higher job number to copy to (key 4).
- choose a lower job number to copy to (key 5).
- confirm with "OK" (key 6) the settings will be saved. A message "Job X copied to Job Y" will be displayed for a few seconds. Then the "job menu" will be displayed again.

If all jobs are programmed the display shows "No more free jobs".

Delete job

After pressing key 4 in the "job menu", the display shows the "delete job" menu, as shown in Fig. 6. The "delete job" menu shows the following functions:

- select a higher job number to delete (key 2).
- select a lower job number to delete (key 3).
- confirm with "OK" (key 6) the job selected will be deleted. The message "Deleting Job x" will be displayed for a few seconds. Then the "job menu" will be displayed again.

1.5













Fig. 8

1.6 Job data

After pressing key 5 in the "job menu" the job info screen will be will be displayed. Refer to operator manual IN-3 (SI 92) section 5.4.1 on page 8.

1.7 User information

After pressing key 6 in the "Job menu" the "user information" menu as shown in Fig. 7 will be displayed. The "user information" menu shows the following functions:

- view statistics (key 2).
- add user (key 3).
- alter pincode (key 4).
- remove user (key 5).
- confirm tom save settings return to the "job menu" (key 6).

1.8 View statistics

After pressing key 2 in the "user information" menu (Fig. 7) the screen as shown in Fig. 8 will be displayed. It shows the following information and functions:

Production

- Production time.
- Total amount of produced envelopes.
- Average amount of produced envelopes per hour.

Stops

- Time spend for stoppage recovery.
- Total amount of stops caused by an error.

Idle time

• Time of the system waiting or inactive.

The time when operating during a settings session (for example learning the envelope flap height) will not be taken in account.

Counter displaying

Depending whether user pincodes have been programmed (see next section), there are four ways of displaying the counter. These are:

- ALL jobs used by ALL users: the total time of all jobs used by all users will be displayed.
- JOB X used by ALL users: the time of job X used by all users will be displayed.
- ALL jobs of user Y: the total time of all jobs used by user Y will be displayed.
- JOB X used by user Y: the time of job X used by user Y.





Selecting a job

By pressing key 2 or key 3 a higher or lower job number or all jobs can be selected. The accompanying data will be displayed.

Selecting a user

By pressing key 4 or key 5 the next or previous user (by pincode) or all users can be selected.

Return to the "job menu" (key 6).

1.9 Add user

After pressing key 3 in the "user information" menu (Fig. 7) the screen as shown in Fig. 9 will be displayed. The "add user" menu shows the following functions:

- define a user pincode (key 3 or 4).
- confirm and return to the "user information" menu (key 6).

The maximum amount of users is five. If it is not possible to define a new user the message "No space for extra users" will be displayed for a few seconds.

Press and hold key 3 or key 4 to speed up the counting.

All counter settings of the new user will be set to zero.

1.10 Modify user pincode

After pressing key 4 in the "user information" menu (Fig. 7) the screen as shown in Fig. 10 will be displayed. The "modify user pincode" menu shows the following functions:

- select a user pincode (key 2 or 3).
- modify the user pincode (key 4 or 5).
- confirm and return to the "user information" menu (key 6).

If there are more codes defined the last code will be displayed. Existing pincodes will be skipped.

The supervisor code can not be modified.

After pressing key 5 in the "user information" menu (Fig. 7) the screen as shown in Fig. 11 will be displayed. The "remove user pincode" menu shows the following functions:

• select a user pincode (key 3 or 4).

1.11 Remove user

• confirm and return to the "user information" menu (key 6).

The supervisor code can not be deleted.

2. JOB SETTINGS

2.1 How to proceed?

First make an inventory of all applications. Determine the number of required jobs. Then program the jobs one by one.

A job is programmed module by module. Always start with the inserter and from there in the "upstream" direction, so transport unit, fold unit, feed units. Then, if available the "downstream" modules (sorter unit).

After programming the modules give the job a name to make it easy to recognize for all operators.

Jobs that have been locked by the service organization can not be changed. A locked job can be recognized by a (a) next to the job number, see fig 12.

Temporary changes during a current machine session are still possible but they can not be saved.

After confirmation (key 6) in the "create job" or "edit job" menu, the display shows the "job settings" menu as shown in Fig. 13. The "job settings" menu shows the following functions:

- to select a module of the system press key 1 or 2.
- to edit the settings of the selected module (key 3).
- go to the "job name" menu (key 5).

Job settings menu

2.2

• save the job settings by pressing key 6 which will automatically get you back to the "job menu".

To program a job with a different system configuration, switch off the system and make the desired changes. Then switch on the system and enter the job menu to program the job.

Depending on the configuration, one, two or none VersaFeeders will be shown in the display.





Fig. 11



Fig. 13



To modify the system configuration of a job, follow the same sequence and press "continue" after the message "System differs from job data. "Not corresponding modules need to be set" appears. Then check the job settings and save the job.

To change a job setting, first enter the job menu, select "modify job", select the job that has to be modified and confirm by pressing OK. Now make the changes. These will be stored after pressing "save job". Changes made on feeding devices (FE- 1M, FE-7, FE-8, FE-9, SF/FS interface box, BB-1, AS- 1A) before selecting the job in the "modify job" menu, will be lost at the time "OK" is pressed. As at this time the IN-3 will set all modules according the originally stored settings. Some options of the AS-1A, FE-8, FE-7 and FE-9, that can be set by service will be stored per job. This gives the advantage to process a variety of applications that require differences in settings of these options. These jobs must be programmed by the service engineer.

Job editing

Select a module. The selected module in the screen will flash. Then press the edit (key 3) to enter the settings sub menu for that particular module. On the next pages you will find per module an explanation of the sub menus and programming instructions.

For the feed units, including the AS-1A there are no sub menus required, since these modules units have to be set locally.

2.3 Job name

After pressing key 5 in the "job settings" menu (Fig. 12) the display shows the "job name" menu (Fig. 14). The "job name" menu shows the following functions:

- change the selected character (key 1 or 2).
- select the character position (key 3).
- insert the selected character (key 4).
- delete the selected character (key 5).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

Save Job

After all modules have been programmed and the job has been given an name, the job is saved by pressing key 6.



The moment key 6 is pressed to save the job, it is checked whether the proposed settings actually can be realized. If not, a message will appear, see section 2.15 on page 24. The message will indicate the reason why these setting can not be realized. In this case you can choose between continuing saving the job settings or returning to the job settings menu.

Continue

"Continue" can be selected to ignore the message. The job will be saved. This allows the possibility to make a testrun, to understand the reason why it has not been accepted.

Return to job setting

"Return to job setting" can be selected to go back to make the required changes.

If there are changes made in a job and the job is not saved (instead of saving the job, the Escape key is pressed), a temporary copy will be made. In the display the text "temporary job" will be shown. In the main menu the job can be executed. As soon as another job is selected the temporary job will be deleted.

2.4 Inserter settings menu

When key 3 of the job settings menu is pressed (if the inserter module of the system is selected) the display shows the inserter settings menu as shown in Fig. 15. The inserter settings menu shows the following functions:

- to enter the envelope settings menu key 3.
- to enter the thickness detection measurement area menu (key 4).
- save the job settings by pressing key 6 which will automatically get you back to the "job settings" menu.

Key ENVELOPE ř Hopper Choice: 1 JOB **8** invoice 2 Closed 3 Flap. . . Yes Seal 4 Envelope heights . . . 5 ок 着 6 start 🔷 🛛 stop 🛇 clear escape



2.4.1 Envelope settings menu

When the "envelope settings" menu is selected with key 3 in the "inserter settings" menu, the display shows the screen as shown in Fig. 16. The "envelope settings" menu shows the following functions:

- hopper Choice (only in case a second hopper, "EF-3" is available (key 1).
- flap (key 3).
- seal (key 4).
- envelope heights (key 5).
- confirm the setting by pressing "OK" (key 6) which will get you back to the "job settings" menu.

When both hoppers are selected only the symbol of the standard hopper will be displayed for the "learning height" function.

Hopper Choice

Fig. 16

In case the inserter is equipped with a second envelope hopper, the EF-3, choose from which hopper the envelopes have to be fed. The following settings are available:

- feed from standard hopper (____)
- feed from second hopper (EF-3) (
- hopper swap: use both hoppers to feed the same type of envelope (___+__). When one hopper is empty, the inserter automatically activates the other and vice versa. In a way this function increases the capacity of the stack of envelopes that can be loaded.
- link the envelope hopper to a type of document (to the first optional) This functionality allows to feed two different types of envelopes. The hopper from which to feed an envelope depends on the document. Refer to operator manual IN-3 (SI 92) section 10.3, "Mix 'N Go[®]

Flap

Choose between:

- closed, this is the normal situation.
- open.

This is to inform the inserter whether the flaps of the envelopes which are placed in the envelope hopper are closed (normal) or already opened.




Seal

Choose between:

- yes: all envelopes will be sealed.
- no: all envelopes will not be sealed.
- correct: only correct envelopes will be sealed.
- an envelope into which a possible "wrong" contents* has been inserted will not be sealed, to make this for the operator easier to recognize and to check the contents.
- OMR: sealing controlled via Optical Mark Reading (AS-1A or FE-8).

* possible wrong contents:

- A : the thickness detector of the inserter has detected an incorrect thickness.
- B : if a stoppage occurs on the track of the transport unit, after restart, the sets involved can be "suspicious" because the system could not see what has been done to recover the stoppage.
- C : if paper was found on the system at power up, the related filled envelope will not be sealed.

Envelope heights

The envelope heights must be set in the "Envelope heights" menu, see section 2.4.2.

Measure the envelope height of the used envelopes using the ruler of the FO-2A or FO-3.



Fig. 19

2.4.2 Envelope heights menu

When "Envelope heights" is selected with key 5 in the "Envelope settings" menu (see fig. 16 or 17), the "Envelope heights" menu is shown (Fig. 18). The "Envelope heights" menu shows the following functions:

- increase the envelope height (key 3).
- decrease the envelope height (key 4).
- confirm the setting by pressing "OK" (key 6) the learn flap height screen (fig. 19) is shown.





Fig. 21

Learn flap height

The machine must learn the envelope flap height to insert correctly.

Put one envelope in the hopper(s).

The "Learn flap height" screen of the "Envelope heights" menu shows the following functions:

- learn flap height (key 3).
- confirm the setting by pressing "OK" (key 6) after the machine has learned the flap height of the envelope from the standard hopper.

Repeat this procedure for the second hopper when used. Start with selecting a hopper and set envelope heights.

2.4.3 Thickness detection measurement area

After pressing key 4 in the "job settings" menu the screen as shown in Fig. 20 will be displayed.

- press key 3 to shift the area to the end of the document set.
- press key 4 to shift the area to the beginning of the document set.

The standard position of the measurement area is about 50 mm from the end of the document set. The standard setting is sufficient for a great variety of documents. Only when using special types of documents, for example credit cards, the measurement area must be shifted.

 Press key 6 the settings will be saved. The "job settings" menu will be displayed again.

2.5 VersaFeeder settings menu

After selecting a VersaFeeder in the job settings menu (fig. 13) the display shows the VersaFeeder settings menu (fig. 21). It shows the following functions:

- select "choose setting" (key 1, toggle key). Toggling between the various settings results in the following possibilities:
 - switching the feeder on/off.
- programming the height of the document.
- switching DFC on/off.
- inserter hopper selection.
- VersaFeeder hopper swap.
- select feeder (key 2) (only in case of two VersaFeeders).
- selected feeder can be switched on, off or set to daily mail. Daily mail can only be selected if the feeder is directly connected to the inserter (i.e. position 1).
- confirm the setting by pressing "OK" (key 6) which will get you back to the "job settings" menu.

When using the VersaFeeder as address carrier station switch off all other modules locally.





Fig. 23

Figure 21 shows the display when the setting "switching the feeder on/off" has been chosen.

The icon of the feeder is black when it is switched on. The icon will be (light) grey when it is switched off.

document height (🖽)

If the setting "programming the height of the document" has been chosen with key 1 the following functions are available (fig. 22):

- select "Choose setting" option (key 1).
- select feeder 1 or 2 (key 2) (only in case of two VersaFeeders).
- increase the document height of the selected feeder (key 3).
- decrease the document height of the selected feeder (key 4).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

Switching DFC on/off (

If the setting "switching DFC on/off" has been chosen with the toggle key 1 the following functions are available (fig. 23):

- select "Choose setting" option (key 1).
- select feeder 1 or 2 (key 2) (only in case of two VersaFeeders).
- choose thickness detection on/off of the selected feeder (key 3). This function is not available if daily mail has been selected.
- confirm the setting by pressing "OK" (key 6) which will get you back to the "job settings" menu.

When processing booklets with width < 130 mm the DFC has to be set to off.





Inserter hopper selection (

In case the inserter is equipped with a second envelope hopper, the EF-3, choose from which hopper the envelopes have to be fed, if Mix 'N Go™ is being used.

If the setting "Inserter hopper selection" has been chosen with the toggle key 1 the following functions are available (fig. 24):

- select "Choose setting" option (key 1).
- select from which hopper the envelope has to be fed (key 2).
- select to which feed station the envelope hopper must be linked (key 3).
- Link/unlink (key 4).
- confirm the setting by pressing "OK" (key 6) which will get you back to the "job settings" menu.

If an envelope hopper is already linked in the "Transport settings menu" it is possible to link the same envelope hopper with a VersaFeeder (e.g. selective feed). It is NOT possible to link the other envelope hopper to a VersaFeeder.

Resetting DFC

Via the settings menu in the main menu it is possible to reset the DFC's which have been programmed. A screen as shown in figure 25 will be displayed.

Via this menu it is also possible to switch them on or off. Switching on/off via this menu will overrule the programmed status.

The DFC is not available if daily mail has been selected.

Fig. 25





Fig. 27

VersaFeeder hopper swap (____)

Via the VersaFeeder settings menu the function "VersaFeeder hopper swap" (see fig. 26) can be selected.

This screen is only available when two VersaFeeders are detected.

When VersaFeeder hopper swap is selected the VersaFeeder 1 feeds documents and the system checks (every 10 seconds) if the VersaFeeder 2 is filled with documents. If so, the VersaFeeder 2 starts feeding documents and the VersaFeeder 1 stops feeding. When the VersaFeeder 2 is empty the VersaFeeder 1 starts feeding again and VersaFeeder 2 can be refilled. In this way both VersaFeeders can be refilled without stopping the system. When "VersaFeeder hopper swap" is selected the following settings can be made:

- the screen with the ON/OFF/daily mail setting has disappeared. Both VersaFeeders are automatically switched to ON.
- in the screens for document height, DFC settings and Inserter envelope hopper link (Mix 'N Go) the "VersaFeeder hopper swap" symbol will now be displayed (see fig. 27). The actual settings are displayed below the link symbol. These are the setting made for VersaFeeder 1, which will be copied to VersaFeeder 2 after confirming by pressing OK.

After deselecting "VersaFeeder hopper swap" both VersaFeeders can be configured individually again.

Selective feed in combination with VersaFeeder hopper swap (optional)

In case both VersaFeeders are linked, the selective feed settings for VersaFeeder 1 (most downstream) will be used to control both VersaFeeders (Refer to SI-92 operator manual and the AS-1A operator manual).

Mix 'N Go envelope hopper link (optional)

This function is possible in combination with "VersaFeeder hopper swap" (Refer to SI-92 operator manual and the AS-1A operator manual).

Daily mail

When "VersaFeeder hopper swap" is selected "Daily mail" is not possible.







2.6 Transport settings menu

Select the transport unit in the "job settings" menu (see page 7) and press key 3. The transport settings menu will be shown (Fig. 28).

The transport settings menu shows the following functions:

document height (

For each feed station (that is going to be used) the height of the document must be set.

- choose setting (key 1).
- select a feed station (key 2).
- set the document height for the selected feed station using key 3 or 4.
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

If the height of one of the documents differs from the rest, it usually should be fed from station 1. Because system can decide whether to have it folded or not independently from the other feed stations. If required, for the document fed by station 1 can be folded one time more or 1 less. For more information, see TR-7A operator manual chapter 8. "Special functions".

If an envelope hopper is already linked in the "Transport settings menu" it is possible to link the same envelope hopper with a VersaFeeder (e.g. selective feed). It is NOT possible to link the other envelope hopper to a VersaFeeder.

address carrier (Address)

Select from which feed station the address carrying document must be fed.

- choose setting (key 1). See Fig. 29.
- selected feed station that feeds the address carrying document (key 2).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

The address carrying document is usually fed from the most upstream feed station (station furthest away from the inserter) that is active.

OMR stations (AS-1A, FE-8) are (usually) placed at the most upstream position. These stations normally feed the address carrying document.

If required the address carrying document can be fed from station 1.

Key Choose setting TRANSPOR 1 Envelope from . . JOB **8** 2 Link to feeder 2 3 Link/unlink . 4 5 6 start 🔷 🛛 stop 🛇 clear escape



Fig. 30

link to feeder (

Select which hopper to the feeder is linked.

- choose setting (key 1). See Fig. 30 and section 10.3, Mix 'N Go[®] (SI-92 operator manual), based on type of enclosure" of the operator manual.
- select from which hopper the envelope has to be fed (key 2).
- select to which feed station the envelope hopper must be linked (key 3).
- link/ unlink (key 4).
- Confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

2.7 Fold settings menu

When key 3 of the "job settings" menu is pressed (if the folding module of the system is selected) the "Fold settings" menu is shown.

Documents with perforation

If documents with perforation have to be folded, depending on the quality of the paper, the following rules can be used as a guide:

- if the fold has to be made on the perforation, use the position of the perforation line as the reference for the fold setting.
- if the fold not has to be made on a perforation, use the position of the perforation line, minus or plus 6 mm, as the reference for the fold setting.

2.7.1 No fold

The "no fold" screen (Fig. 31) shows the following functions:

- go to the "single fold" screen (key 1).
- confirm settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

No fold can not be chosen (is not present) if upstream is a short configuration (without transport unit).

18/32

Fig. 34

following functions:

FOLD

JOB **8**

start 💠 🛛 stop 🗑

- increase the position of fold B to the right (key 4).
- decrease the position of fold B to the left (key 5).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

2.7.4 Zig-zag fold

When "zig-zag fold" is selected, the display shows the screen as shown in Fig. 34. The "zig-zag fold" screen shows the following functions:

- go to the "Double parallel fold" screen (key 1).
- increase the position of fold A to the right (key 2).
- decrease the position of fold A to the left (key 3).
- increase the position of fold B to the right (key 4).
- decrease the position of fold B to the left (key 5).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.



When single fold is selected, the display shows the screen as shown in Fig. 32. The "single fold" screen shows the following functions:

- go to the "letter fold" screen (key 1).
- increase the fold position A to the right (key 2).
- decrease the fold position A to the left (key 3).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

Letter fold 2.7.3

Fig. 32

When "letter fold" is selected, the display shows the screen as shown in Fig. 33. The "letter fold" screen shows the

197

clear

- go to the "zig-zag fold" screen (key 1).
- increase the position of fold A to the right (key 2).
- decrease the position of fold A to the left (key 3).





Fig. 33

Key

1

2

3

4

5

6

escape





2.7.5 Double parallel fold

When "double parallel fold" is selected, the display shows the screen as shown in Fig. 35. The "double parallel fold" screen shows the following functions:

- go to the "no fold" screen (key 1).
- increase the position of fold A to the right (key 2).
- decrease the position of fold A to the left (key 3).
- increase the position of fold B to the right (key 4).
- decrease the position of fold B to the left (key 5).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

2.8 Remarks

Possibility for fine tuning the folder settings. Refer to the Operator Manual, paragraph 5.4.4: "Test run menu"; "Fine tuning the folder settings".



Fig. 36

2.9 Feed stations settings

When the arrow B (feeding modules) (Fig. 36) is selected and key 3 is pressed, the message: "Set all feeders local" appears.

The settings of the feed stations must be set locally (on the regarding modules). This means the settings can not be set on the central operating panel. Refer to the operator manuals of the feed stations and the accumulation station.

On/off

Switch on the stations that are required for the job. Switch off the other stations. Refer to the operator manuals of the feed stations and the accumulation station. The AS-1A can be switched on/off either via the main power switch or via the "pause" key, refer to the operator manual. If the AS-1A is switched off via the pause key a "u" will appear in the display.

The SF/FS communication box for feed station PF-45A, PF-65A, SF-4/6 and the BB-1 black box to be used with 3rd party devices can be switched of/on via its reset key, refer to the operator manual.

Other settings

Depending on the configuration the following settings are possible:

- at the FE-7, FE-9 and ST-1 the double document detector can be switched on or off and the value of the multifeed counter can be changed.
- at FE-8 changes in the "set" menu can be made.
- at the AS-1A all settings mentioned in chapter "setting the controls" can be changed.

Remarks

Depending on the configuration the following remarks must be made:

- FE-8 on station 1 can not read.
- AS-1A, Mix 'N Go[®] and split set; ensure that the yellow led L (refer to the AS-1A operator manual) is on.



2.10 The sorting settings menu

When the arrow A (sorting module) (Fig. 36) is selected and key 3 is pressed the sorting settings menu is selected. The display shows the screen as shown in Fig. 37. The "sorting settings" menu shows the following functions:

- select sorting function (key 1).
- select sorting criterium for the documents that leave the system's exit 1 and exit 2 (key 2 or key 3).
- select "stop after thickness error" yes or no after the system detects an incorrect set (key 5). When set to "yes", the system stops after detecting a faulty document set. When set to "no", the system will eject the faulty set to the bottom exit.
- confirm settings and go back to the "job settings" menu (key 6).

All possible choices are displayed in the overview of possible settings see page 24.

2.11 Sorting function

The "sorting" function can be set to:

- off.
- OMR (optical mark reading).
- envelopes.
- thick (thickness detection).
- thick + OMR.
- batch.
- batch + OMR.
- seal.

2.11.1 Sorting set to "off"

When sorting is set to "off", correctly filled envelopes are transported to only one exit.

2.11.2 Sorting set to "OMR"

When sorting is set to "OMR", the system will sort depending on the information (optical mark) printed on the documents.

2.11.3 Sorting set to "Envelopes"

When sorting is set to "envelopes", the system will sort depending on the hopper that fed the envelope.

2.11.4 Sorting set to "Thick"

When sorting is set to "thick", the system will sort depending on the detected thickness of the document set.

2.11.5 Sorting set to "Thick + OMR"

When sorting is set to "thickness + OMR", the system will sort depending on the detected thickness of the documents and on the optical marks printed on the documents.





Key

1

2

3

4

5

6

escape

2.11.6 Sorting is set to "Batch"

When sorting is set to "batch", the system will sort on the chosen batch size (or preset counter).

2.11.7 Sorting is set to "Batch + OMR"

When sorting is set to "batch + OMR", the system will sort on the batch size or on the optical marks printed on the documents.

2.11.8 Sorting is set to "Seal"

When sorting is set to "seal", the system will sort on whether the envelopes are sealed or not. When the sorting function is set to "batch" or "batch + OMR", the system shows the screen as shown in Fig. 38. The "sorting settings" screen shows the following functions:

- set the sorting function (key 1).
- increase the batch size (key 2).
- decrease the batch size (key 3).
- set stop after thickness error to yes or no (key 5). When set to "yes", the system stops after detecting a faulty document set. When set to "no", the system will eject the faulty set to the bottom exit.
- confirm settings and go back to the "job settings" menu (key 6).

2.12 Exit 2 Shift

SOR TING SET TINGS

JOB **8** Exit

1 ↓ - ↓ ↓ ↓ ↓ Exit

start 🔷 stop 🛇

Sorting

Stop after thickness Off

Yes

οк

2 Shift

clear

When "Exit 2 Shift" is selected the envelopes which leave the system at exit 2, can be shifted (see example Fig. 39). The envelopes will be placed left or right from the centre on the conveyor belt. The "Exit 2 Shift" menu is available depending on chosen sorting settings.

Refer to 2.11 on page 24 for which settings "Shift" is available.

When "Shift" is selected with key 4 the following options are available:

- off (no sorting).
- OMR (sort documents on change in optical mark).
- batch (sort documents depending on the batch size.
- batch + OMR (sort documents depending on the batch size or change in optical mark).



When the sorting function is set to "Batch" or "Batch + OMR", the display also shows the batch counter, as shown in Fig. 40. This counter can be changed by pressing key 4 (increase the batch counter) or 5 (decrease the batch counter).

2.13 Overview possible settings

Sorting	Exit 1 set to	Exit 2 set to	Shift
Off	All: all correctly filled envelopes leave from exit 1. *	-	Not available
	-	All: all correctly filled envelopes leave from exit 2.	Off OMR Batch Batch + OMR
OMR	Standard: document set with optical mark leave from exit 1. *	Rest: document set without optical mark leave from exit 2.	Not available
	Rest: document set without optical mark leave from exit 1.	Standard: document set with optical mark leave from exit 2.	Not available
Envelopes	: filled envelopes coming from hopper A leave from exit 1. *	filled envelopes coming from hopper B leave from exit 2.	Off OMR Batch Batch + OMR
	C : filled envelopes coming from hopper B leave from exit 1.	: filled envelopes coming from hopper A leave from exit 2.	Off OMR Batch Batch + OMR
Thick	: set in envelope with thickness equal to the reference * value leave from exit 1.	envelopes with thickness unequal to the reference value leave from exit 2.	Not available
	exit 1.	: set in envelope with thickness equal to the reference value leave from exit 2.	Off OMR Batch Batch + OMR
	: set in envelope with thickness smaller than or equal to the reference value leave from exit 1.	: set in envelope with thickness greater than the reference value leave from exit 2.	Not available
	: set in envelope with thickness greater than the reference value leave from exit 1.	: set in envelope with thickness smaller than or equal to the reference value leave from exit 2.	Off OMR Batch Batch + OMR

Sorting	Exit 1 set to	Exit 2 set to	Shift
Thick & OMR	& OMR : set in envelope with optical marks and a thickness equal to the reference value leave from exit 1. *	: envelopes without optical marks and a thickness unequal to the reference value leave from exit 2.	Not available
	: set in envelope with thickness unequal to the reference value leave from exit 1.	& OMR : set in envelope with optical marks and a thickness equal to the reference value leave from exit 2.	Not available
	& OMR : set in envelope with optical marks and a thickness smaller than or equal to the reference value leave from exit 1.	: set in envelope without optical marks and a thickness greater than the reference value leave from exit 2.	Not available
	: set in envelope without optical marks and a thickness greater than the reference value leave from exit 1.	& OMR : set in envelope with optical marks and a thickness smaller than or equal to the reference value leave from exit 2.	Not available
Batch	Alternate feed leave from exit 1 depending on the preset counter. °	Alternate feed leave from exit 2 depending on the preset counter.	Not available
Batch + OMR	Alternate feed leave from exit 1 depending on the preset counter or change in optical mark. °	Alternate feed leave from exit 2 depending on the preset counter or change in optical mark.	Not available
Seal	Closed: sealed envelopes leave from exit 1. *	Open: envelopes which are not sealed leave from exit 2.	Not available
	Open: envelopes which are not sealed leave from exit 1.	Closed: sealed envelopes leave from exit 2.	Off OMR Batch Batch + OMR

* Default for a new job. ° Default the batch counter is set to "50".

2.14 Job info screen overview

When key 1 is pressed in the "main menu", the job info screen will be displayed.



Press the escape key to go back to the main menu. Because of the modularity of the system, different configurations are possible. So take in account that the job data can differ from which is shown in this job info screen overview.

2.15 Job edit menu structure 1



2.16 job edit menu structure 2



2.17 Messages that can appear while saving a job

Message	Cause	Action
Setting address carrier wrong	• The feeding station designated as address carrier station is switched off.	Switch on the feeding station.
	• The address carrier station is not the most upstream and active feeding device on the TR-7A track.	Use the most upstream and active feeding device on the TR-7A track, or, if possible use station 1.
	 Station 1 is designated as address carrier station while an FE-8 or AS-1A with reading enabled is present on the TR-7A track. 	In case an FE-8 or AS-1A with reading enabled is present on the TR-7A track this station it must be designated as address carrier station.
	• The TR-7A is equipped with the twin cycle option, but it cannot work with the proposed settings. Station 1 is designated as address carrier station while twin cycle mode is required.	In case twin cycle mode is required the most upstream and active feeding device on the TR-7A track must be designated as address carrier station.
	• The FE-8 station is designated as address carrier station, but the FE-8 is locally set for reading enclosures.	Set the FE-8 locally for reading address carrier.
	• The FE-8 station is not designated as address carrier station, but the FE-8 is locally set for reading an address carrier.	Set the FE-8 locally for reading enclosures.
Folded document does not fit in envelope	One of the feeding devices on the TR-7A is supposed to handle a document that needs more folds than the number of folds as set on the FO-3.	Documents might fit after changing number of folds or folding heights. If not, change type of envelope.
Folding required	One or more feeding devices are supposed to handle a document that needs to be folded in order to fit in the envelope, but there is no folder present, or the FO-3 is set on no folding.	Place folding machine or change the FO-3 fold settings.
Twin cycle option required	For the specified envelope, of the documents fed by station 2, 3 or 4 some do not require folding and the other need to be folded.	If only one of the documents has a different height, try to feed it from station 1. Station 1 can feed a different sized document. If more than one document is involved the TR-7A requires the twin cycle option.
	This is not possible in case the TR-7A has not been equipped with the optional twin cycle functionality, see chapter 11.2 More options, Transport unit TR-7A.	
	The twin cycle option is required for, among others, twin cycling and Mix 'N Go [®] .	

Message	Cause	Action
Twin cycling mode not possible	Although the TR-7A is equipped with the twin cycle option, it cannot work with the proposed settings. The track stations	If only one of the documents has a different height, try to feed it from station 1.
	(2, 3 and/or 4) teed documents that require different number of folds. The number of folds depends on the height of these documents and the type of the envelope.	Set one or more document lengths once again in order to meet the twin cycling requirements, see section 11.2 More options. Transport unit TR-7A.
	If the system is set for dynamic envelope processing (Mix	
	'N Go [®]) for both envelopes the settings are not possible.	
Twin cycle mode not possible for one of the envelopes	The system is set for dynamic envelope processing (Mix 'N	If only one of the documents has a different height, try to
	Go [®]). Although the TR-7A is equipped with the twin cycle	
	stations (2, 3 and/or 4) feed documents that require different number of folds for one of both envelopes. The number of folds depends on the height of these documents and the type of the envelope.	Set one or more document lengths once again in order to meet the twin cycling requirements, see section 11.2 More options, Transport unit TR-7A.
Documents fit the envelope and will not be folded.	One of the feeding devices is supposed to handle a document which has been programmed to be folded however the document fits the envelope without being folded.	Select continue. "No fold" will be chosen automatically.
Documents will [always] be folded for the smallest envelope	The system is set for dynamic envelope processing (Mix 'N Go [®]). The number of folds required for documents fed by the stations 2, 3 and/or 4 based on an envelope from hopper A differs from the number of folds based on an envelope from hopper B. The fold settings will be based on the smallest envelope. The folded document length is smaller than the height of the biggest envelope.	No action required.
Documents [from] feeder 1 will [always] be folded [for the	The system is set for dynamic envelope processing (Mix 'N	No action required in case FO-3 is part of the system.
smallest envelope]	Go [®] , in this case selective enclosure function). The number of folds for documents fed from station 1 required for an envelope from hopper A is not the same as the number of folds required for the envelope from hopper B. The fold settings will be based on the smallest envelope. The folded document length is smaller than the height of the biggest envelope.	In case FO-2A in part of the system, set prior to job execution the output flap of the station 1 feeder accordingly.

Message	Cause	Action
Document length [for] feeder 1 should be equal to document length [for] feeder 2 or [feeder] 3 or [feeder] 4	In case twin cycle mode is active the option one fold more or one fold less, see page 14 of the TR-7A operator manual, from station 1 is not possible. Therefore the number of folds for station 1 must be the same as the number of folds for documents from track stations that have to be folded.	Set one or more document lengths once again in order to meet the document length requirements
VersaFeeder document does not fit in envelope.	The height of the document fed by the VersaFeeder does not meet the dimensions of the selected envelope.	Reprogram job. Select the correct envelope hopper or change the type of envelopes.