



FPi 5100 Inserting System User Guide

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FPi 5100 Inserting System



Product Information

The FPi 6100/7100/8100 Series Inserting System is a high-performance machine designed for efficient and accurate mail insertion. It is manufactured by Francotyp-Postalia GmbH.

Display Screen Overview

The display screen of the FPi 6100/7100/8100 Series Inserting System is divided into different areas:

Header Area

The header area consists of two colored bands running across the top of the screen. The top blue band displays the name of the current screen, and the bottom green band displays instructions and screen navigation directions. The left side of the top blue band may show the Job Name, depending on the screen. If a printer is attached, the mail run name will be displayed in the middle of the top blue band.

Status Area

The status area provides information such as batch count, piece count, and User ID. It also indicates the orientation of the sheets, specifying whether they should be loaded face up or face down.

Footer Area

The footer area contains data at the bottom of the screen to identify the user and account. It displays the User ID as “#serv”.

Product Usage Instructions

To navigate through the options on the display screen:

Header Area

- The top blue band displays the name of the current screen.
- The bottom green band provides instructions and screen navigation directions.
- If applicable, the Job Name will be displayed on the right side of the top blue band.

Status Area

- The status area shows important information such as batch count, piece count, and User ID.
- It also indicates the correct orientation for loading sheets, specifying whether they should be face up or face down.

Footer Area

- The footer area displays the User ID as “#serv” to identify the user and account.

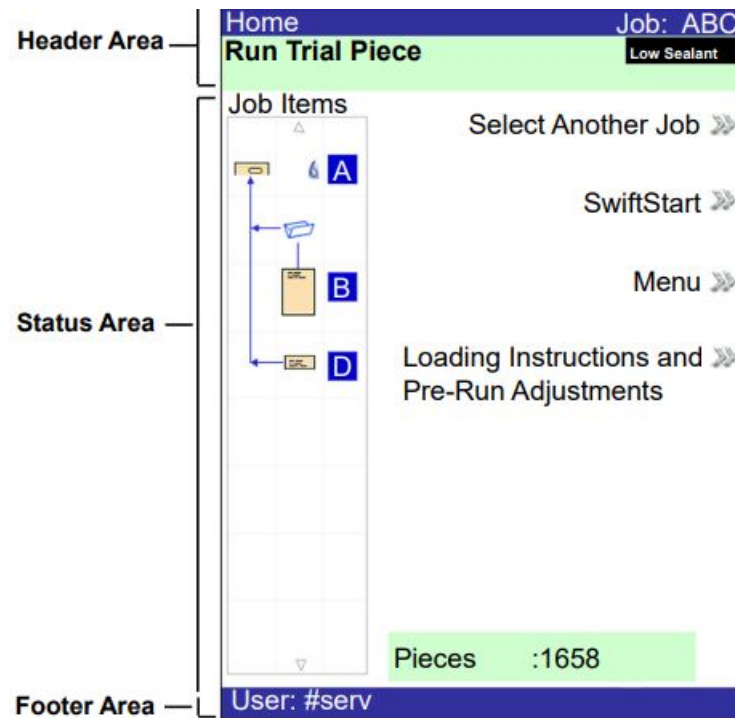
Refer to the official

[FPI 6100/7100/8100 Series Inserting System Operator Guide](#) for more detailed instructions on operating the product.

Display Screen Overview

The display screen is divided into three major areas:

- Header
- Status
- Footer

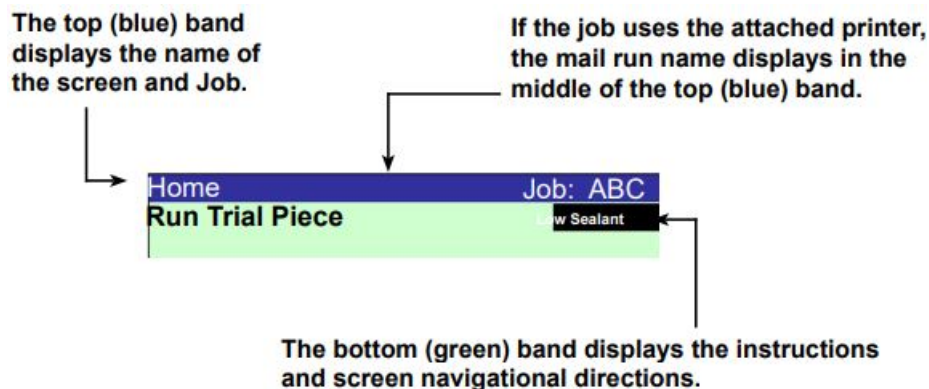


Header Area

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

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

The green band displays instructions and screen navigation directions.



Footer Area

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

Status Area

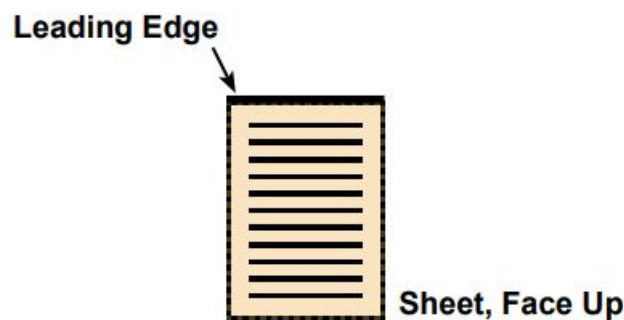
The status area displays information about the task(s) you are performing. This area contains any or all of the following:

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

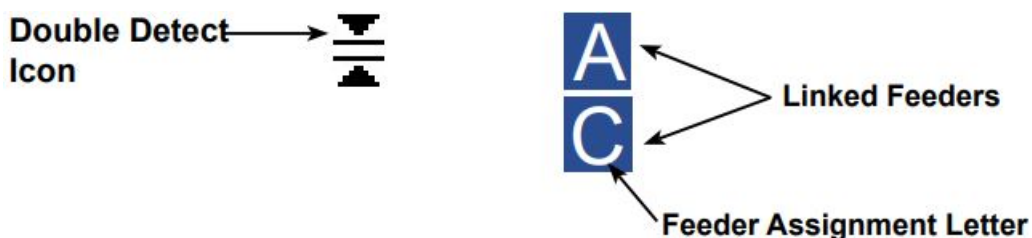
Mail Piece Icon Tree

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

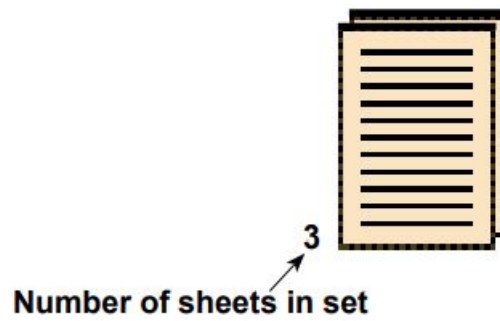
- It displays an icon for each component in the mail piece and a fold icon, if the material is to be folded.
- The icons are arranged in the order in which the mailpiece components will be collated. The outer envelope icon shows at the top of the tree.
- A letter appearing alongside the icon designates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



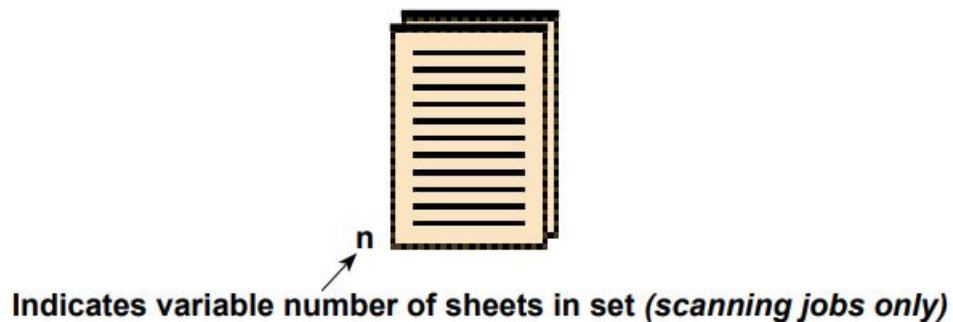
- A feeder assignment letter is placed alongside the icon to indicate the feeder tray the material is loaded into. Two or more feeder assignment letters alongside a single icon indicate that feeder trays have been linked. The material should be loaded in all the feeder trays indicated. During a job,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



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

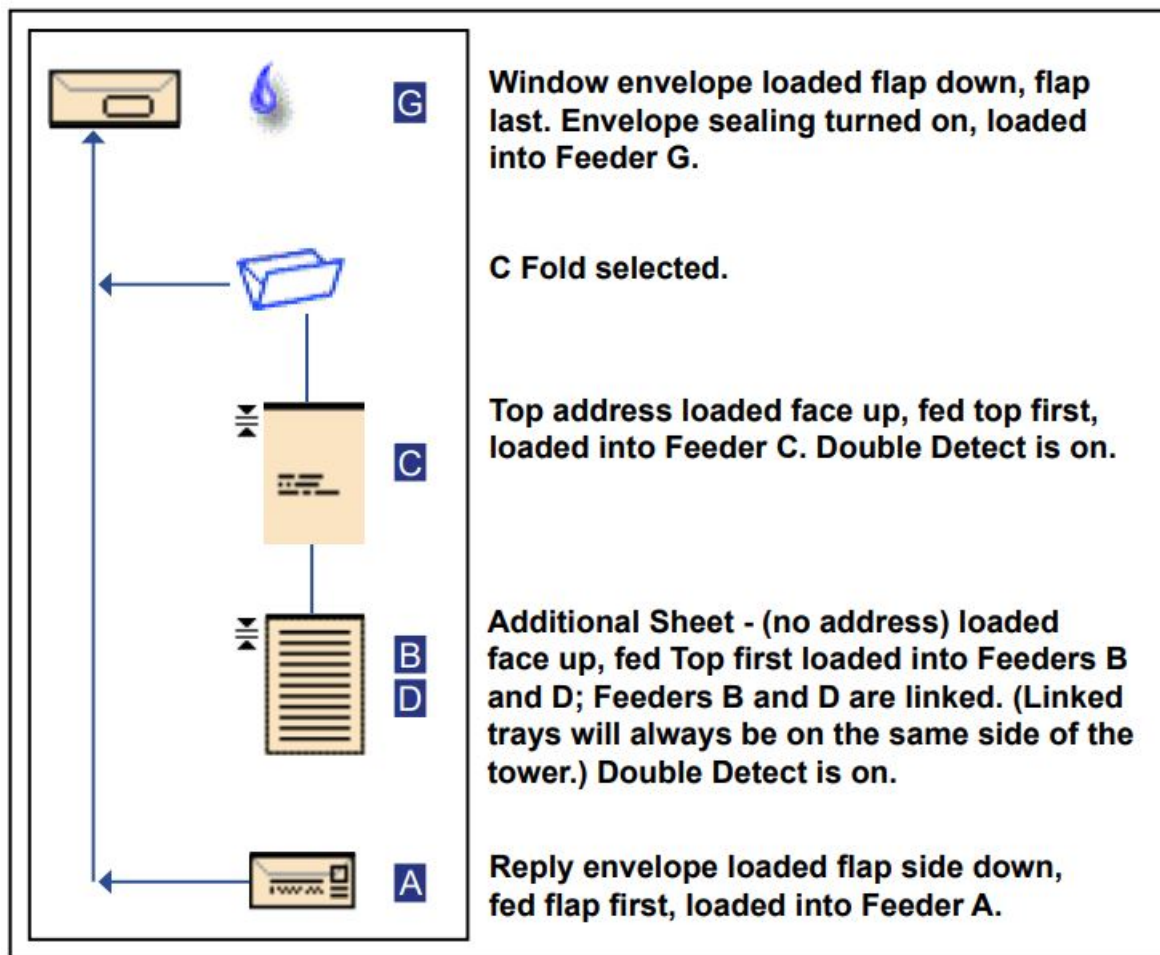


- On scanning (OMR or Barcode) jobs, a variable number of sheets might be fed under control of the OMR / barcode marks. In this case, a small letter “n” will appear in place of the number.



Mail Piece Icon Tree Example

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



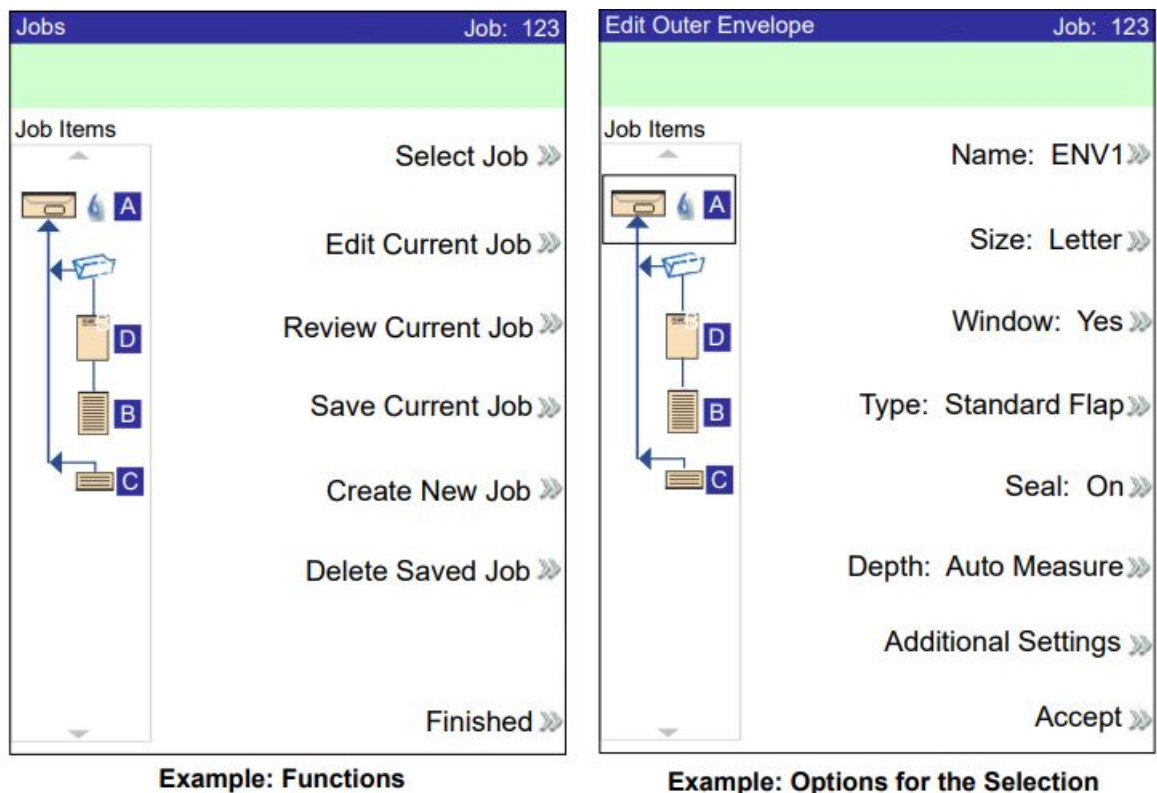
- In the example above, the top address, additional sheet and C fold icons represent a set. That is, the Top Address and Additional Sheets are accumulated together, into a collation and the C Fold is applied to the collation.
- An insert (see the Reply Envelope icon) always appears as a single set within the Mail Piece Icon Tree.

NOTES

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

Navigating Options

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



Example: Functions

Example: Options for the Selection

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

Icons and Letters

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

Envelope Icons

































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

*High Capacity Envelope Feeder



















Fold Icons

				
No Fold	C Fold	Z Fold	Single Fold	Double Fold

Sheet Icons

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

Insert Icons

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

Feeder Assignment Icons





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

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

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

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

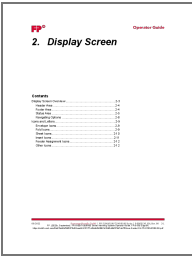
Other Icons

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

2-12 Francotyp-Postalia GmbH | FPi 5100/6100/7100/8100 Series | P-FP63136_EN; Rev. 00

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

Documents / Resources

	<p>FP FPi 5100 Inserting System [pdf] User Guide</p> <p>FPi 5100, FPi 6100, FPi 7100, FPi 8100, FPi 5100 Inserting System, FPi 5100, Inserting System</p>
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