



## FPI 700 Folder Inserter User Guide

[Home](#) » [FP](#) » FPI 700 Folder Inserter User Guide 

### Contents

- 1 FPI 700 Folder Inserter
- 2 Product Information
- 3 Product Usage Instructions
- 4 Using an Existing Job
- 5 Job Settings
  - 5.1 Editing a Job
  - 5.2 Deleting a Job
  - 5.3 Resetting the Job Counter
- 6 Configuring Feeder Options
- 7 Saving a Job
- 8 Running a Job
- 9 Address position
  - 9.1 A Daily Mail job
- 10 Documents / Resources



**FPI 700 Folder Inserter**



## Product Information

The product is a job management system designed for tasks that require sealing and mailing documents. It allows users to work with existing jobs, create new jobs, edit job settings, delete jobs, reset the job counter, configure feeder options, save jobs, and run jobs.

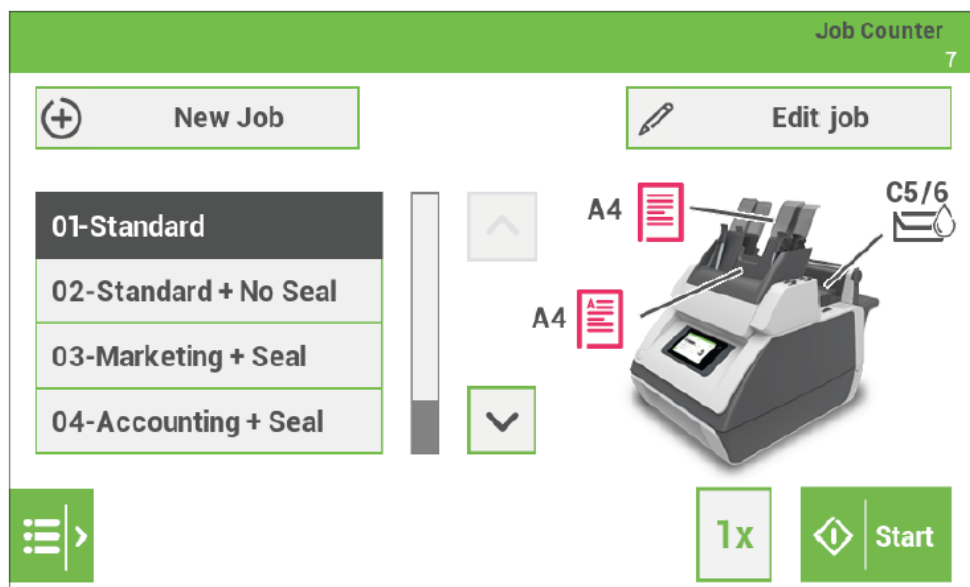
- Using an existing (saved) job: Existing jobs are shown in the Job list. These jobs have been saved via the job creation process.
- Using a new, unsaved job: after tapping the [New Job] button and finishing the Job Wizard just tap the start button. It is not needed to save the job first.

## Product Usage Instructions

### Using an Existing Job

#### To use an existing job:

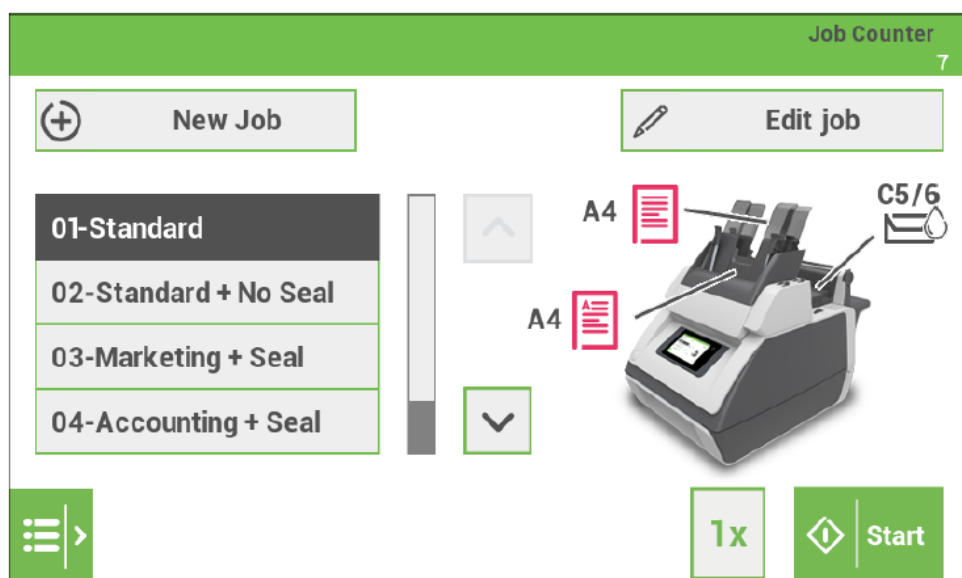
- Ensure the sealing liquid reservoir is filled if sealing is required for the job.
- From the home screen, choose a job. The job information will be displayed.
- Load envelopes as specified in the job.
- Load the documents face up and trailing, as specified in the job.
- Place the address carrier in feeder 1.
- Tap the [1x] button to start a test run or tap the [Start] button to start the job. If you tap the [1x] button, the system will help you adjust the address position.



## Creating a New Job

### To create a new job:

- In the home screen, tap [New job]. The New job Wizard starts and helps you to choose;
  - Envelope type (size); Custom is only available if defined by the supervisor
  - Closing type; if the envelopes should be sealed or not.
  - Document size; for feeder 1.
  - Feeding type; Automatic feeding or Daily mail (manual).
  - Document size; for feeder 2. If you choose None, you can use feeder 2 as a linked feeder. This means that when one feeder is empty, the system automatically starts picking documents from the other feeder.
  - Enclosure type (size); from feeder 3.
  - Fold type
- Tap the [1x] button to make sure that the address position is correct
- Tap the [Start] button to start the job or tap the [Save] (disk symbol) button to save the job.
- If you tap the [Save] button:
  - Enter a name for the job. Use the backspace button to clear a character left of the cursor position.
  - Tap [OK] to confirm the job name.



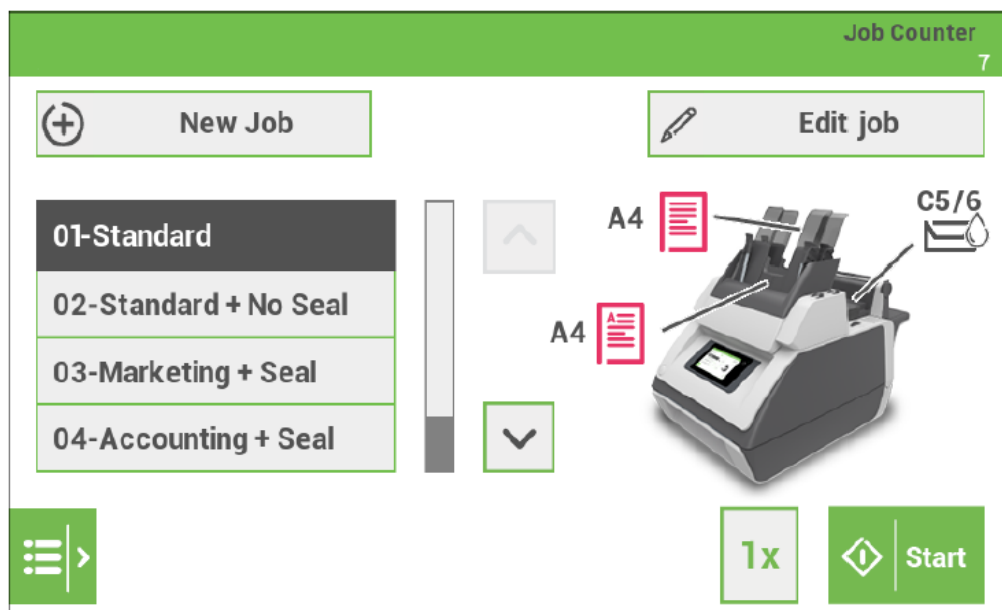
## Job Settings

### Job Settings menu

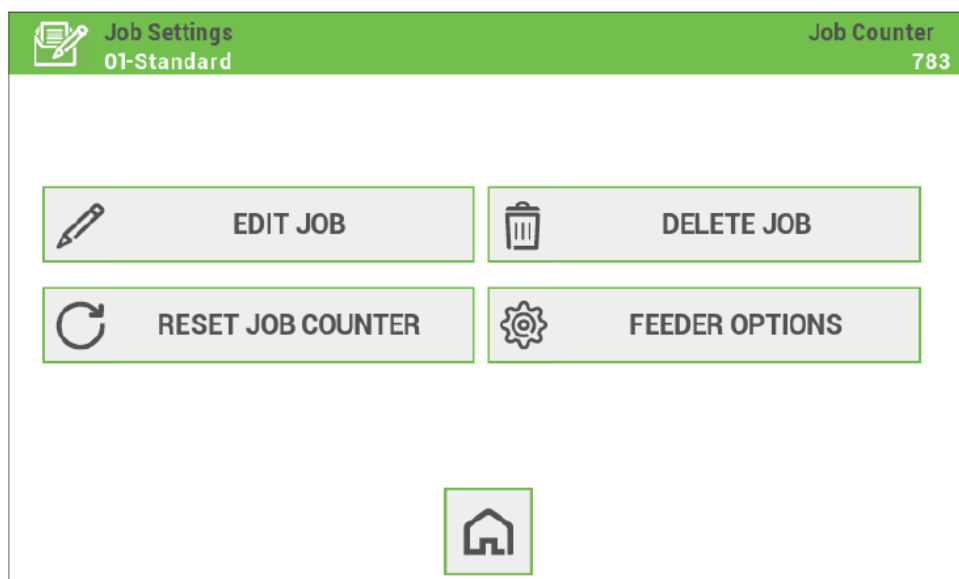
When you tap in the Home screen on the [Edit job] button, the “Job Settings” menu opens. This menu enables you to:

- Edit a job
- Delete a job
- Reset the job counter: sets the counter to zero
- Switch per feeder the double feed control (DFC) on or off

### Editing a Job



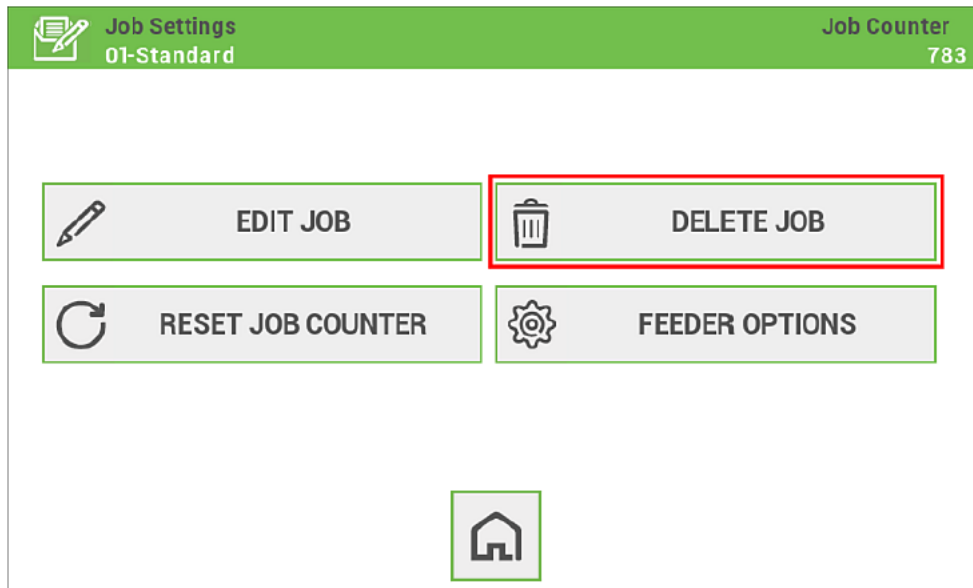
- From the home screen, choose a job.
- Tap the [Edit job] button. The Job Settings menu will open.



- In the Job Settings menu, tap the [Edit job] button. The Job Wizard will help you change job settings.
- Tap [Save] to save the job with the changed settings.
- Press the [1x] button to ensure the address position is correct.

## Deleting a Job

- From the home screen, choose a job.
- Tap the [Edit job] button. The Job Settings menu will open.
- Tap [Delete job].

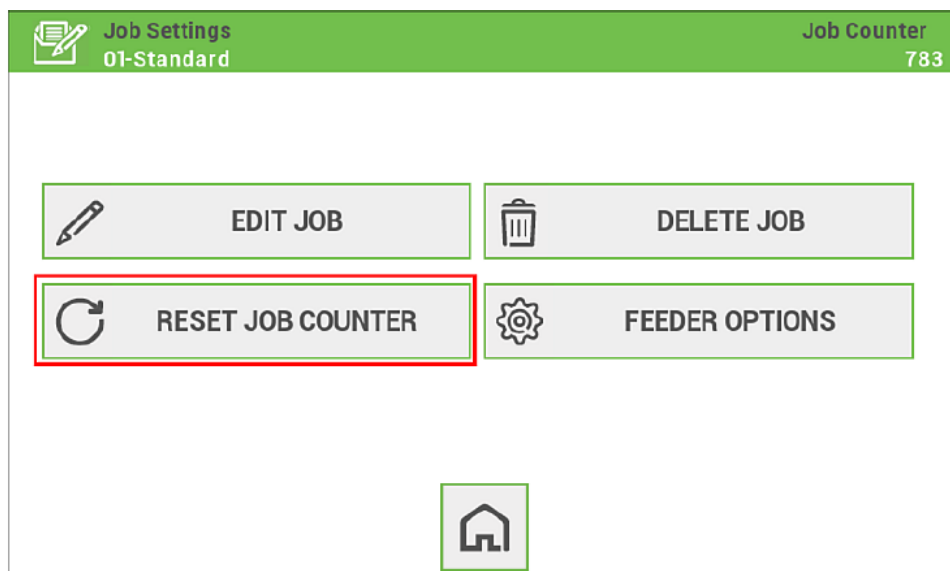


- Tap [Yes] to confirm. The job will be deleted without a warning.

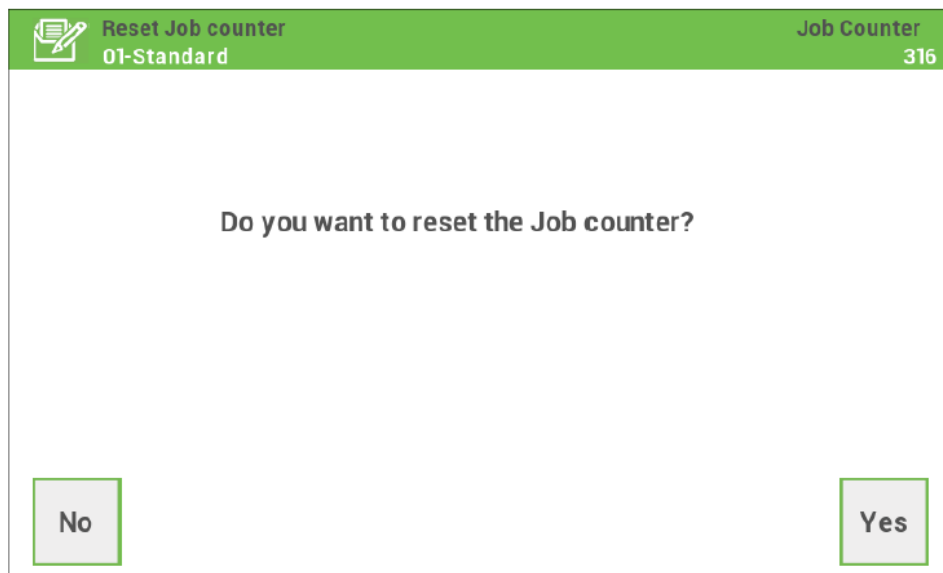
## Resetting the Job Counter

The job counter shows the total number of mail sets that have been processed with the selected job. If you want to set the job counter of the job to zero proceed as follows:

- From the home screen, tap the [Edit job] button. The Job Settings menu will open.
- In the Job Settings screen, tap the [Reset job counter] button.



- You will be asked if you want to reset the job counter. Tap [Yes] to reset it.

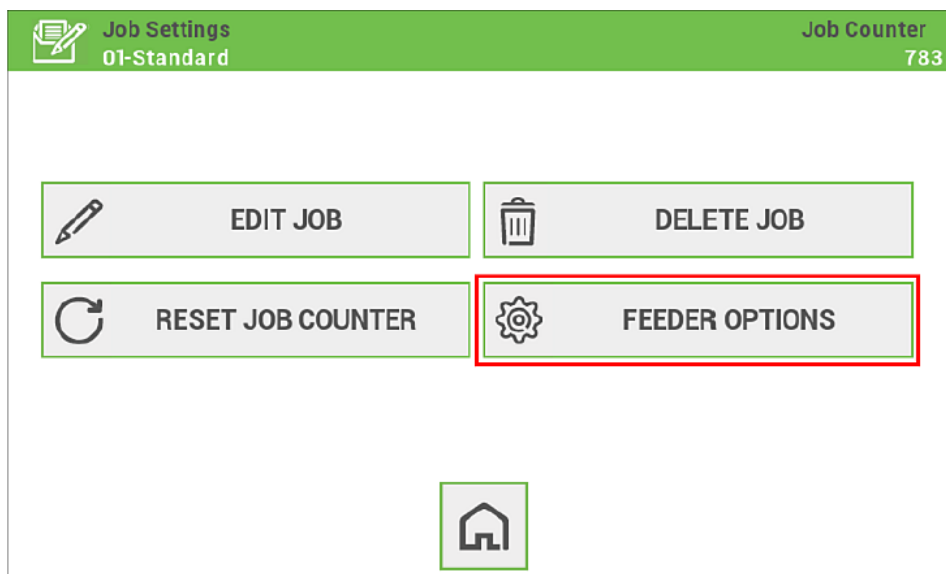


- The job counter will be reset to zero, and the Job Settings screen will appear again.

## Configuring Feeder Options

For some applications it is preferred to switch the double feed control (DFC) off per feeder. For example, if you have a document with an address sticker on it, the DFC may see the sticker as a double feed; an error message will be generated. To prevent this you can switch the DFC off per feeder. Proceed as follows:

- From the home screen, tap the [Edit job] button. The Job Settings menu will open.
- Tap the [Feeder options] button.



- Select per feeder if you want to have the double feed control switched on or off.

**Feeder options**

Select the required double feed control

Feeder 1: ON OFF

Feeder 2: ON OFF

Feeder 3: ON OFF

Navigation: Back arrow (left), Save icon (right)

- Tap the [Disk] button to save the settings.

## Saving a Job

When you have created a new job or edited a job, save the job as follows:

- After completing the job definition, tap the [Save] button.
- Enter the job name. You can delete the existing name using the [clear] button.

Job Name: Job for User Guide

Keyboard: 1-0, q-w-e-r-t-y-u-i-o-p, a-s-d-f-g-h-j-k-l, home-z-x-c-v-b-n-m-.-, clear, >\+, delete

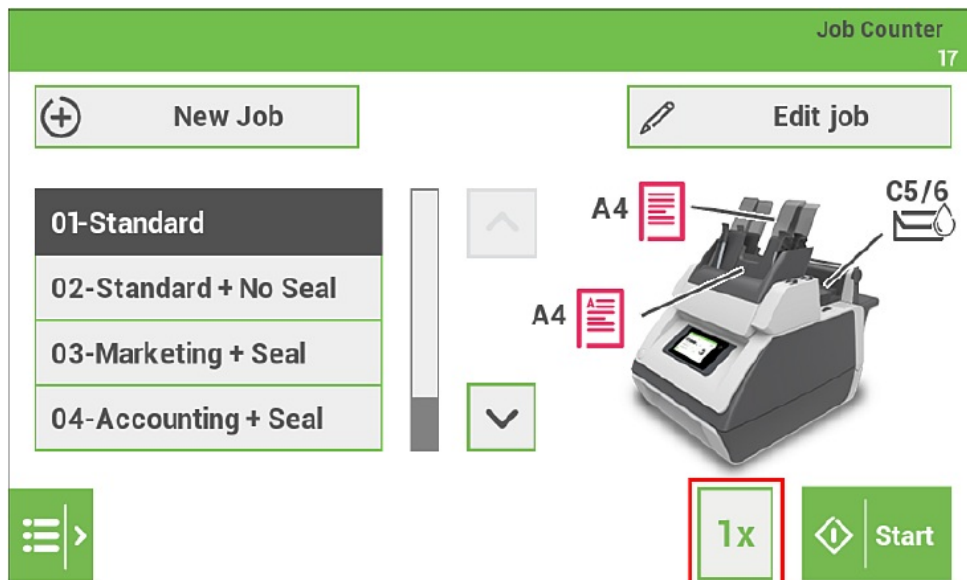
Buttons: X (cancel), OK

- Tap [OK] to save the job. It will be added to the job list.

## Running a Job

Before you run a job where sealing is required, make sure the sealing liquid reservoir is filled.

- From the home menu, choose a job. The job information will appear.
- Load envelopes as specified in the job.
- Load the documents face up and trailing, as specified in the job. Place the address carrier in feeder 1.
- Tap the [1x] button to start a test run. If you tap the [1x] button, the system helps you to adjust the address position



- Tap the [Start] button to start the run. The system starts processing your mail sets.
- Tap the [Stop] button to stop the run. The system completes and inserts the current set and stops. This results in a cleared system which is ready to process a new job.

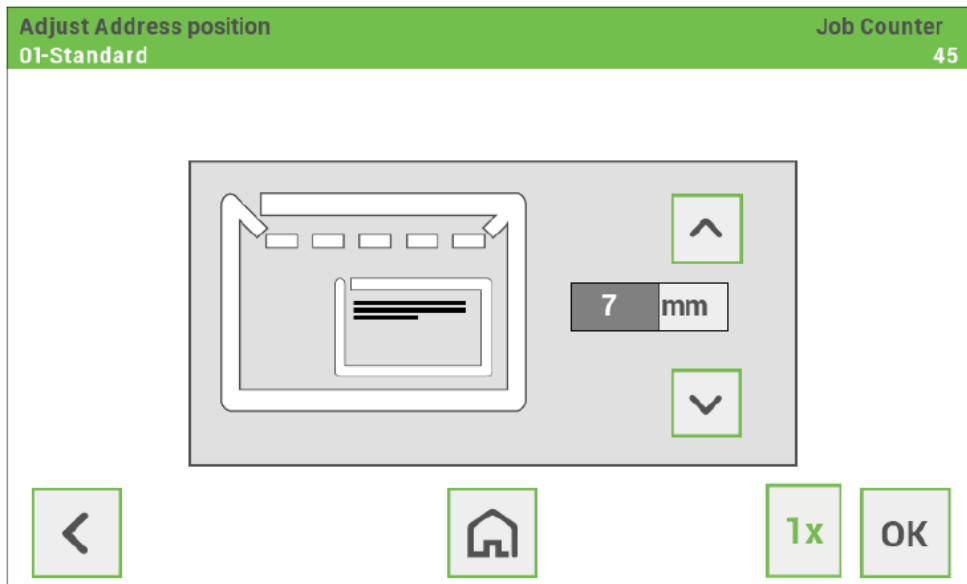


## Address position

The address on the document set should be positioned in a way that you can read it from the envelope window.  
**If it is not readable, adjust the address position as follows:**

- Choose a job and tap the [1x] button.
- Use the arrow buttons up/down to adjust the address position.





- Tap the [1x] button again to verify the new position.
- Repeat step 2 and 3 until the address is clearly visible in the envelope window.
- Tap the [OK] button if the position is correct.

#### A Daily Mail job

To process documents or sets of documents, which can not be processed automatically (e.g. stapled documents), you can use feeder 1 as a daily mail feeder. Daily mail can handle sets with a maximum of five sheets (80 g/m<sup>2</sup>).

- To use the daily mail function, define a new job with daily mail
- Place the document or document set in the feeder 1.
- 3. Tap the [1x] button to start a test run. If you tap the [1x] button, the system helps you to adjust the address position



- Tap the [Start] button to start the job. The document or document set will be folded and inserted into the envelope as defined in the selected job.
- Place the next document or document set in the feeder. The system will keep running to process the inserted document or document set.
- When finished with Daily Mail, press the [Stop] button to stop the job.

## Documents / Resources

<div data-bbox="135 185 213 192" data-label="Section-Header"> <h3>3 Working with Jobs</h3> </div> <div data-bbox="135 201 165 208" data-label="Section-Header"> <h4>Introduction</h4> </div> <div data-bbox="135 215 237 219" data-label="Text"> <p>With the system you can perform well with all the following steps:</p> </div> <div data-bbox="135 221 276 241" data-label="List-Group"> <ul style="list-style-type: none"> <li>• <b>Using an existing template:</b> Simply go to our online job poster. There you can find all the information you need to create a new job.</li> <li>• <b>Using a new template:</b> If you want to create a new job, you can use the online job poster to create a new job.</li> <li>• <b>Using a new template:</b> If you want to create a new job, you can use the online job poster to create a new job.</li> </ul> </div> <div data-bbox="135 244 181 250" data-label="Section-Header"> <h4>Use an existing job</h4> </div> <div data-bbox="161 257 268 271" data-label="Text"> <p>Before you can use an existing job, you need to create a new job. To do this, you need to create a new job.</p> </div> <div data-bbox="161 275 240 322" data-label="Image"> </div> <div data-bbox="135 327 172 333" data-label="Section-Header"> <h4>To use an existing job</h4> </div> <div data-bbox="135 336 272 360" data-label="List-Group"> <ol style="list-style-type: none"> <li>1. From the main menu, click on "New Job" to create a new job.</li> <li>2. Click on "New Job" to create a new job.</li> <li>3. Click on "New Job" to create a new job.</li> <li>4. Click on "New Job" to create a new job.</li> </ol> </div>	<div data-bbox="317 262 1005 324" data-label="Text"> <p><b>FPI 700 Folder Insertion [pdf] User Guide</b>  FPI 700, Folder Insertion, FPI 700, Folder Insertion, Insertion</p> </div>
<div data-bbox="135 459 159 465" data-label="Section-Header"> <h3>System</h3> </div> <div data-bbox="135 472 210 479" data-label="Text"> <p>The system is a 32-bit system.</p> </div> <div data-bbox="135 481 280 488" data-label="Text"> <p><b>Operating System:</b> Windows 7, Windows 8, Windows 10</p> </div> <div data-bbox="135 490 280 495" data-label="Text"> <p><b>Processor:</b> Intel Core i3, Intel Core i5, Intel Core i7</p> </div> <div data-bbox="135 497 280 504" data-label="Text"> <p><b>Memory:</b> 4 GB, 8 GB, 16 GB</p> </div> <div data-bbox="135 506 280 512" data-label="Text"> <p><b>Hard Drive:</b> 500 GB, 1 TB, 2 TB</p> </div> <div data-bbox="135 515 280 519" data-label="Text"> <p><b>Optical Drive:</b> DVD, Blu-ray</p> </div> <div data-bbox="135 521 280 528" data-label="Text"> <p><b>Network:</b> Ethernet, Wi-Fi</p> </div> <div data-bbox="135 530 280 537" data-label="Text"> <p><b>Sound:</b> Speakers, Headphones</p> </div> <div data-bbox="135 539 280 544" data-label="Text"> <p><b>Peripherals:</b> Mouse, Keyboard</p> </div> <div data-bbox="135 546 280 553" data-label="Text"> <p><b>Software:</b> Microsoft Office, Adobe Photoshop, Adobe Illustrator</p> </div> <div data-bbox="135 555 280 562" data-label="Text"> <p><b>Operating System:</b> Windows 7, Windows 8, Windows 10</p> </div> <div data-bbox="135 564 280 568" data-label="Text"> <p><b>Processor:</b> Intel Core i3, Intel Core i5, Intel Core i7</p> </div> <div data-bbox="135 571 280 577" data-label="Text"> <p><b>Memory:</b> 4 GB, 8 GB, 16 GB</p> </div> <div data-bbox="135 580 280 586" data-label="Text"> <p><b>Hard Drive:</b> 500 GB, 1 TB, 2 TB</p> </div> <div data-bbox="135 589 280 593" data-label="Text"> <p><b>Optical Drive:</b> DVD, Blu-ray</p> </div> <div data-bbox="135 595 280 602" data-label="Text"> <p><b>Network:</b> Ethernet, Wi-Fi</p> </div> <div data-bbox="135 604 280 611" data-label="Text"> <p><b>Sound:</b> Speakers, Headphones</p> </div> <div data-bbox="135 613 280 618" data-label="Text"> <p><b>Peripherals:</b> Mouse, Keyboard</p> </div> <div data-bbox="135 620 280 627" data-label="Text"> <p><b>Software:</b> Microsoft Office, Adobe Photoshop, Adobe Illustrator</p> </div> <div data-bbox="135 629 280 636" data-label="Text"> <p><b>Operating System:</b> Windows 7, Windows 8, Windows 10</p> </div> <div data-bbox="135 638 280 642" data-label="Text"> <p><b>Processor:</b> Intel Core i3, Intel Core i5, Intel Core i7</p> </div> <div data-bbox="135 645 280 651" data-label="Text"> <p><b>Memory:</b> 4 GB, 8 GB, 16 GB</p> </div> <div data-bbox="135 654 280 660" data-label="Text"> <p><b>Hard Drive:</b> 500 GB, 1 TB, 2 TB</p> </div> <div data-bbox="135 663 280 667" data-label="Text"> <p><b>Optical Drive:</b> DVD, Blu-ray</p> </div> <div data-bbox="135 669 280 676" data-label="Text"> <p><b>Network:</b> Ethernet, Wi-Fi</p> </div> <div data-bbox="135 678 280 685" data-label="Text"> <p><b>Sound:</b> Speakers, Headphones</p> </div> <div data-bbox="135 687 280 694" data-label="Text"> <p><b>Peripherals:</b> Mouse, Keyboard</p> </div> <div data-bbox="135 694 280 698" data-label="Text"> <p><b>Software:</b> Microsoft Office, Adobe Photoshop, Adobe Illustrator</p> </div>	<div data-bbox="317 533 1005 598" data-label="Text"> <p><b>FPI 700 Folder Insertion [pdf] User Manual</b>  FPI 700, Folder Insertion, FPI 700 Folder Insertion, Insertion</p> </div>