

Inserting system

FPi 5020

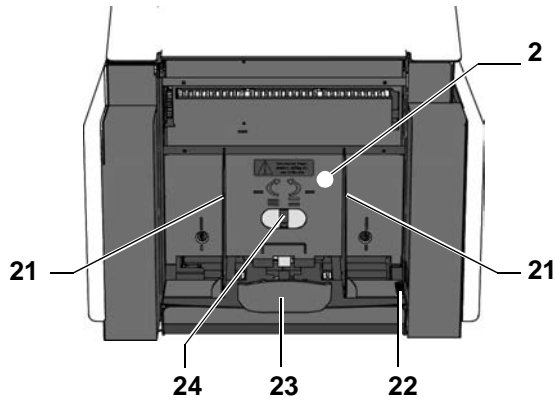
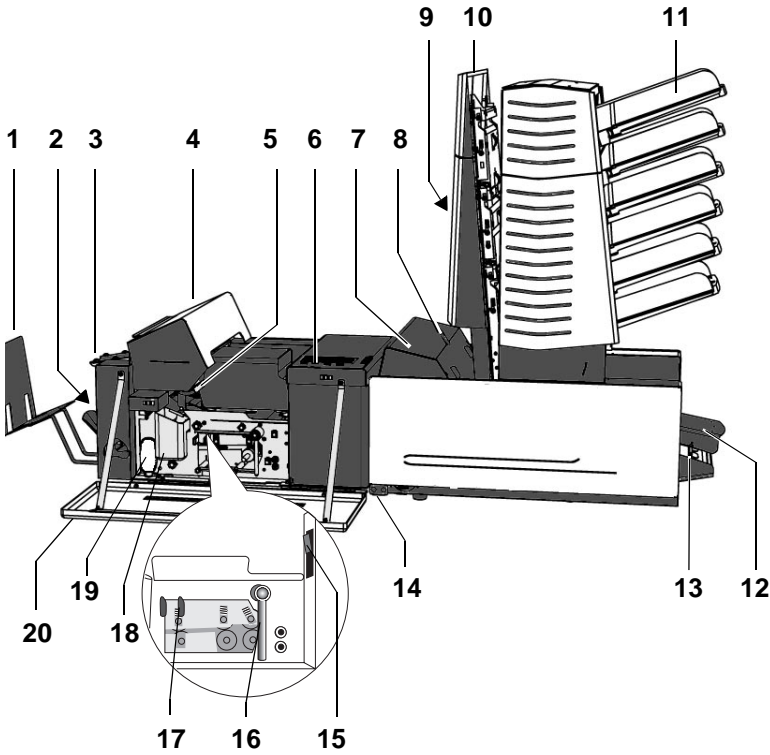
FPi 5040

FPi 5060



Operator's Manual

FPI 5000 – Operator controls



- 1 Catch tray*
- 2 Envelope hopper
- 3 Envelope exit
- 4 Envelope transport
- 5 Envelope transport latch lever
- 6 Display
- 7 Folder upper part (*opened*)
- 8 Paper support strip
- 9 Vertical transport opener
- 10 Vertical transport (*opened*)
- 11 Feeders*
- 12 Collator (upper part)
- 13 Collator (with paper stop)
- 14 Folder latch lever
- 15 Power switch, power connection and fuse
- 16 Lever for manual envelope and paper transport in case of jam
- 17 Lever for envelope release in case of jam
- 18 Water reservoir
- 19 Bellows
- 20 Cover (*opened*)
- 21 Envelope side guides
- 22 Thumbwheel (envelope side guides)
- 23 Envelope support
- 24 Envelope separation adjusting nut

* Model overview, equipment and optional components, see page 126.

About this operator's manual

Please read this operator's manual before putting your FPi 5000 inserting system into operation. Always keep this manual available close by the machine.

This operator's manual is valid for all models of and optional equipment for inserting systems from the FPi 5000 series. For the purposes of this manual, the name "FPi 5000" represents all models in the series. Functions that are only available for particular models or equipment options are shown by an additional note, e.g. (*optional*).

The following keywords and symbols identify the safety tips in this operator's manual.



Warning! indicates a potential hazard which may result in injury.



Caution! indicates potential damage to the inserting system or irregularities in its operating process.

Direction data

The directions **right/left** and **front/back** relate to the paper feed direction.

Typography

The following text styles/highlighting assist you in orientation:

Titles and information that you should pay particular attention to appear in **bold**.

Menu names appear in capitals, e.g. MAIN MENU.



A tip helps you to improve your working processes.

OMR guide

If your inserting system is equipped with Optical Mark Recognition (OMR), we recommend that you read the "OMR Programmer's Guide" to find out more.



| | | |
|----------|--|-----------|
| 1 | Safety tips | 9 |
| 2 | Getting to know the FPi 5000 inserting system | 10 |
| 2.1 | About the FPi 5000 inserting system | 10 |
| 2.2 | Design and functioning | 12 |
| 2.3 | Operator interface | 14 |
| 2.3.1 | Control panel and key functions | 14 |
| 2.3.2 | Menus – MAIN MENU (1) and MAIN MENU (2) | 15 |
| 2.3.3 | Info screen JOB INFO – displays and symbols | 17 |
| 2.3.4 | Display during operation | 19 |
| 2.3.5 | Error message | 19 |
| 2.4 | Optical Mark Recognition / OMR (<i>optional</i>) | 20 |
| 3 | Collating – Folding – Inserting | 23 |
| 3.1 | A summary of the procedure | 23 |
| 3.2 | Turning on the FPi 5000 | 24 |
| 3.3 | Selecting a job (OTHER JOB menu) | 25 |
| 3.4 | Displaying job settings | 26 |
| 3.5 | Inserting documents into the feeders | 26 |
| 3.6 | Loading the envelope hopper | 29 |
| 3.7 | Inserting a test set - Single insert | 31 |
| 3.8 | Starting a job | 32 |
| 3.9 | Pausing a job (stopping - continuing) | 33 |
| 3.10 | Ending a job and turning off the FPi 5000 | 34 |
| 4 | Fill & Start | 35 |
| 5 | Daily mail | 39 |
| 6 | Using reading – OMR (<i>optional</i>) | 43 |
| 6.1 | Job with reading | 43 |
| 6.2 | Positioning the read head | 45 |
| 7 | Programming jobs | 47 |
| 7.1 | What is a job? Settings in the job | 47 |
| 7.2 | Calling up the JOB MENU | 48 |
| 7.3 | Setting up a new job | 50 |
| 7.3.1 | ENVELOPE SETTINGS menu | 52 |

| | | |
|----------|--|-----------|
| 7.3.1.1 | Envelopes with closed flap | 53 |
| 7.3.1.2 | Envelopes with open flap | 54 |
| 7.3.1.3 | No envelope | 55 |
| 7.3.2 | Document feed: DOCUMENT SETTINGS menu | 56 |
| 7.3.2.1 | Number of sheets per feeder | 57 |
| 7.3.2.2 | Paper length | 58 |
| 7.3.2.3 | Hopper swap (linked feeders) | 59 |
| 7.3.2.4 | Daily mail function on/off | 60 |
| 7.3.3 | Fold settings: FOLD SETTINGS menu | 61 |
| 7.3.3.1 | No fold | 61 |
| 7.3.3.2 | Single fold | 62 |
| 7.3.3.3 | Letter fold | 63 |
| 7.3.3.4 | Z fold (zigzag fold) | 64 |
| 7.3.3.5 | Double parallel fold | 65 |
| 7.3.4 | Double sheet detection: DFC SETTINGS MENU | 65 |
| 7.3.4.1 | Double sheet detection on/off (Real Sheet Control) | 66 |
| 7.3.4.2 | Insert control on/off | 67 |
| 7.3.4.3 | Shifting the measurement area for insert control | 68 |
| 7.3.5 | OMR SETTINGS menu (reading) | 69 |
| 7.3.5.1 | Read code type | 70 |
| 7.3.5.2 | Read feeder | 71 |
| 7.3.5.3 | Position of read window | 72 |
| 7.3.5.4 | Maximum number of sheets per set | 73 |
| 7.3.5.5 | Stop for read error on/off (Divert & Go) | 74 |
| 7.3.6 | Entering a job name: JOB NAME menu | 75 |
| 7.3.7 | Saving a job: JOB SETTINGS menu | 76 |
| 7.4 | Editing a job: EDIT JOB menu | 77 |
| 7.5 | Deleting a job: DELETE JOB menu | 78 |
| 7.6 | Copying a job: COPY JOB menu | 79 |
| 8 | Basic settings and special functions | 81 |
| 8.1 | Resetting the total item count to zero | 81 |
| 8.2 | Using the Preset counter | 82 |
| 8.3 | Setting the display contrast | 83 |



| | | |
|-----------|---|------------|
| 9 | Mechanical settings | 85 |
| 9.1 | Feeders (automatic and special feeder) | 85 |
| 9.1.1 | Adjusting the lateral paper guides | 85 |
| 9.1.2 | Adjusting the paper separation | 86 |
| 9.2 | Adjusting the envelope separation | 88 |
| 9.3 | Adjusting the paper stops in the collator | 89 |
| 9.4 | Envelope sealing on/off | 90 |
| 9.5 | Adjusting the insert position | 91 |
| 9.6 | Adjusting the inserting fingers | 92 |
| 9.7 | Setting up the catch tray | 93 |
| 9.8 | MaxiFeeder (<i>optional</i>) | 94 |
| 9.8.1 | Installing the MaxiFeeder | 94 |
| 9.8.2 | Adjusting the lateral paper guides | 95 |
| 9.8.3 | Adjusting the paper separation | 96 |
| 9.8.4 | Loading the MaxiFeeder | 97 |
| 9.9 | Short feeder table for envelope sized documents (<i>optional</i>) | 98 |
| 9.10 | Conveyor stacker (<i>optional</i>) | 98 |
| 9.11 | Diverter/ side exit (<i>optional</i>) | 99 |
| 10 | Maintenance and care | 101 |
| 10.1 | General tips | 101 |
| 10.2 | Filling the water reservoir | 102 |
| 10.3 | Cleaning and maintaining the brushes | 103 |
| 10.4 | Cleaning the water reservoir and moistening felt | 104 |
| 10.5 | Cleaning the photocells | 105 |
| 11 | Tips for malfunctions and errors | 107 |
| 11.1 | General notes | 107 |
| 11.2 | Tips for helping yourself | 109 |
| 11.3 | Error codes | 112 |
| 11.4 | OMR error codes | 115 |
| 11.4.1 | General OMR error codes | 115 |
| 11.4.2 | Error codes for flexible reading (Level Flex Code) | 117 |
| 11.5 | Removing a paper jam | 118 |
| 11.5.1 | Paper jam in exit and inserting area | 118 |

| | | |
|-----------------|---|------------|
| 11.5.2 | Envelope jam in the lower envelope guide _____ | 119 |
| 11.5.3 | Paper jam on insert table _____ | 120 |
| 11.5.4 | Paper jam in the folding unit _____ | 120 |
| 11.5.5 | Paper jam in collator _____ | 121 |
| 11.5.6 | Paper jam in the feeder _____ | 122 |
| 12 | Technical Data _____ | 123 |
| 12.1 | Machine data _____ | 123 |
| 12.2 | Document specifications _____ | 124 |
| 12.3 | Envelope specifications _____ | 124 |
| 12.4 | FPI 5000 series – Model summary and equipment _____ | 126 |
| Appendix | | |
| | Menu tree _____ | 128 |
| | Job summary (copying template) _____ | 130 |
| | Declaration of Conformity _____ | 131 |
| | Index _____ | 133 |
| | Service _____ | 137 |



1 Safety tips

The FPi 5000 inserting system complies with the relevant safety regulations for office information equipment.

Please observe the following tips for your own safety.

The inserting system should only be installed and commissioned by qualified personnel authorised by Francotyp-Postalia.

- The FPi 5000 inserting system may only be operated by personnel who have been trained in its use.
- Do not remove and safety or protective equipment. Do not make them ineffective or unable to function.
- Only use the power cable supplied or one approved by Francotyp-Postalia. Makes sure that connecting cables are not damaged.
- Only connect the FPi 5000 inserting system only to an earthed PE mains socket with 230 V AC. The socket must be close to the inserting system and easily accessible at all times.
- Do not reach into the danger areas marked with warning signs.
- Keep long hair, fingers, long items of clothing, scarves and jewellery well away from moving machine parts.
- Make sure that no liquids or foreign objects get into the interior of the machine. If this happens, pull out the mains plug immediately. Have the inserting system checked by a service technician before using it again.
- Turn off the inserting system before carrying out any cleaning work on it. Remove any dirt from the machine housing with a slightly damp cloth.
- Call a service technician if you want to install your FPi 5000 inserting system in another location.
- Maintenance and repair work should only be carried out by qualified personnel authorised by Francotyp-Postalia. Otherwise your warranty will be voided. You will be liable for any damages arising.

2 Getting to know the FPI 5000 inserting system

2.1 About the FPI 5000 inserting system

The FPI 5000 is a high quality folding and inserting machine for collating, folding, inserting and sealing letters. It allows you to process large volumes of mail easily, quickly and flexibly.

Important features and functions:

Convenience

Menu-based operator interface with graphical symbols.

Memory for up to 9 jobs

*High productivity
and flexibility*

Two, four or six **automatic feeders** for document formats from DIN A6 to DIN A4 to 14 inch.

The **special feeders** allow fast, reliable processing of heavier or specially coated paper, reply envelopes, pre-folded documents and brochures.

The FPI 5000 inserting system can be set to **different envelope formats** (DIN C6, DIN C6 long, DIN C5).

It can insert up to 8 sheets of standard paper (80 g/m²) in fold mode and **up to 25 sheets** without folding.

The FPI 5000 can perform **up to 3,500 inserts per hour** (DIN A5 documents in DIN C5 envelopes).

The **Eight in One** folding unit can fold up to 8 sheets simultaneously. It recognises four fold types and automatically sets the fold lengths.

Special functions

Fill & Start: the convenient function for simple inserting tasks. Simply load the feeders and the envelope hopper and start – all settings are made fully automatically.

The **hopper swap function** allows the machine to run without interruption. If a feeder is empty, paper feed automatically switches to the other feeder. You can reload the empty feeder during operation.

Thanks to **multiple feed** it is possible to feed several sheets one after another from the same feeder.

The **daily mail function** processes manually compiled sets of documents (up to 8 sheets, loose or stapled).



Control functions Each feeder is equipped with **double feed control** (Real Sheet Control).
The thickness of the set of documents is measured in the inserter (Insert Control). This allows the **number of sheets** in the set to be monitored. Insert control is also known as +/- control.

Error messages with a description of the error, graphic localisation and suggested remedial measures in plain text provide assistance in case of malfunction.

Optional equipment The following components are available as options to extend the machine's range of functions:

MaxiFeeder Special feeder with extra large capacity for higher productivity.

Optical Mark Recognition (OMR), software at various levels. Control of document processing using barcode marks on documents. The barcode marks contain specific processing information for each set of documents (collate, insert, sheet sequence control...). An integrated divert area and the **Divert & Go** function allows faulty sets to be diverted without interrupting processing. This particular feature is referred to by the acronym OMR (for Optical Mark Recognition) in the documentation.

Conveyor stacker.

Short feeder table for easy loading of envelope-sized documents.

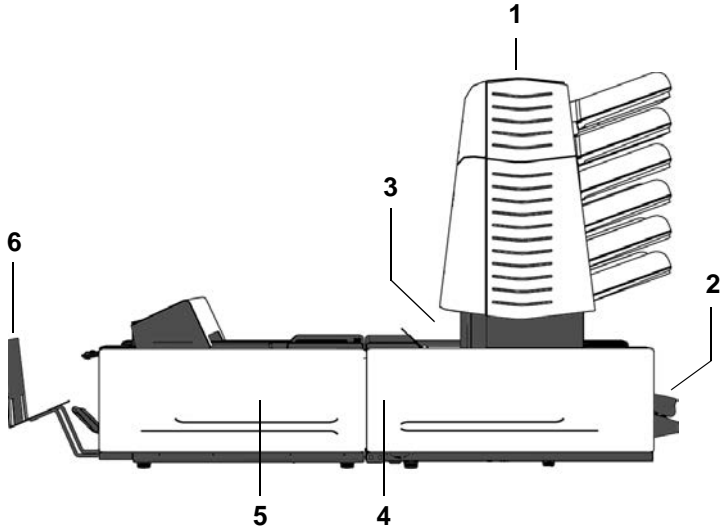
Side exit (divert unit). A side letter exit allowing finished letters to be transferred for processing in a franking system.

Feeders for retrofitting (supplied in pairs).



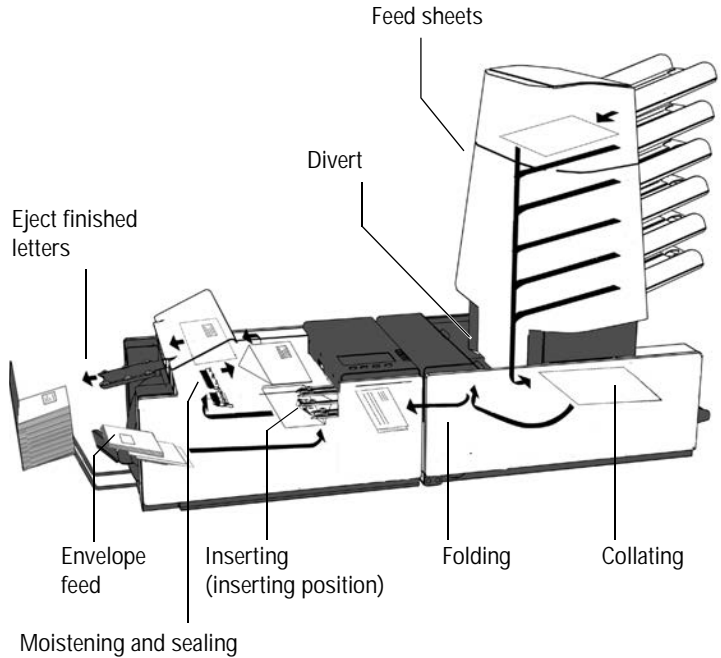
You can find a summary of the models and equipment variations in the FPi 5000 series on Page 126.

2.2 Design and functioning



Design The standard version of the FPI 5000 inserting system consists of the following functional groups:

- 1 – Feeder unit (depending on the model, consisting of two, four or six feeders)
- 2 – Collator
- 3 – Divert area
- 4 – Folding unit
- 5 – Inserter
- 6 – Catch tray.



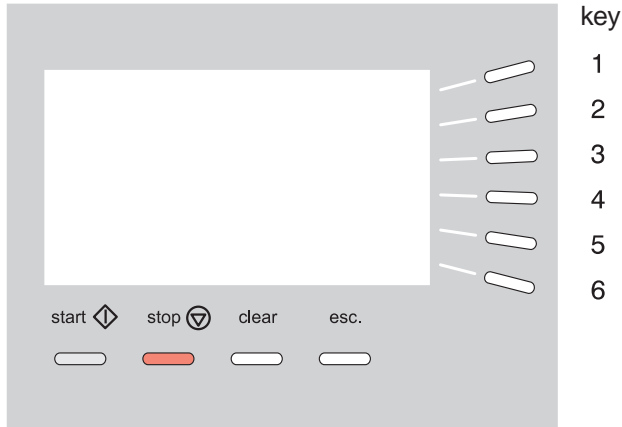
Functioning

All of the important settings for inserting (document and envelope sizes, number of sheets, fold type...) are saved as jobs in the FPi 5000 inserting system.

The inserting system sequentially takes sheets from the feeders as defined in the selected job. The sheets reach the collator via the vertical paper transport. If there is an interruption or error in the paper feed, incomplete sets are deposited in the divert area. The correct sets are transferred to the folding unit and folded. The folded set of documents is transported to the inserter and inserted into the prepared envelope at the inserting position. The filled envelope then passes the moistening and sealing unit. The finished envelope leaves the inserter and is deposited in the catch tray.

2.3 Operator interface

2.3.1 Control panel and key functions



You use the START key to begin processing. The inserting system starts the set job.



You use the STOP key to stop processing. Any processes currently being carried out remain in the system (in the collator, folding unit).



You use the CLEAR key to stop paper feed on the feeder unit. All processes currently running are completed. The inserting system then stops.



The ESC is used to exit a menu without saving any changes made.

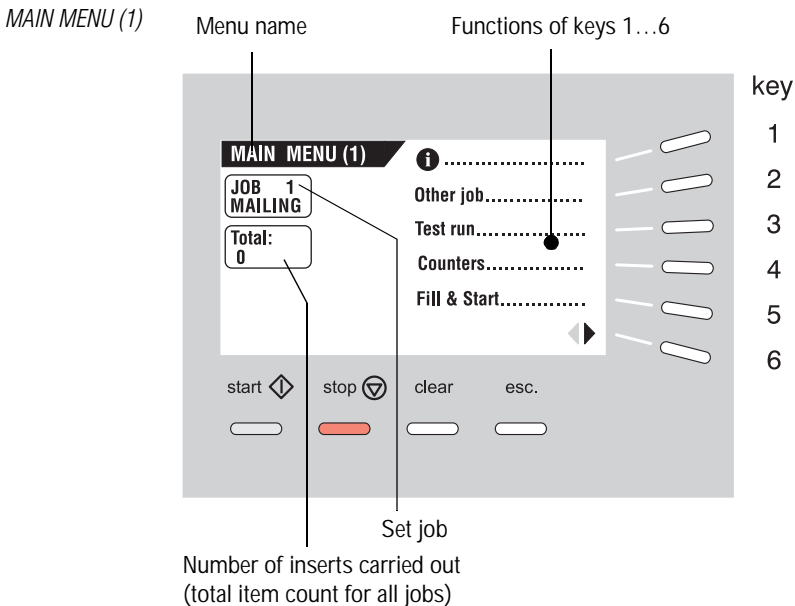


The six keys on the right of the display are multi-function keys (keys 1..6). These keys have different functions assigned to them in the individual menus. The display shows the current function assigned in each case.



2.3.2 Menus – MAIN MENU (1) and MAIN MENU (2)

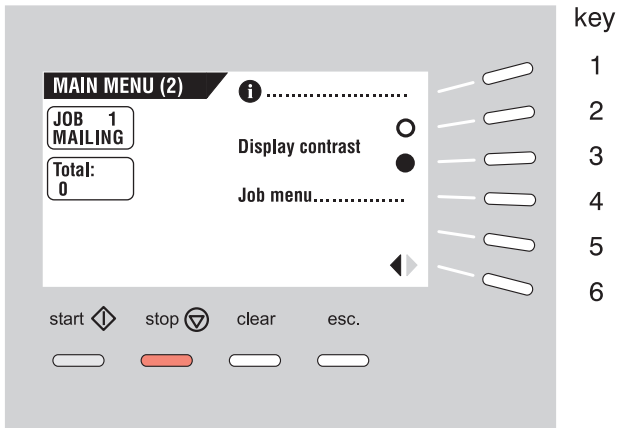
After the inserting system is turned on and the start routine has been successfully completed, the main menu appears in the display. The main menu consists of MAIN MENU (1) and MAIN MENU (2). You can use key 6 to switch between the two parts of the main menu.



From the MAIN MENU (1), you can:

- Display job information (key 1)
- call up the OTHER JOB menu to change the job (key 2)
- call up the TEST RUN menu to test the job settings (key 3)
- call up the COUNTERS menu to set the counter functions (key 4)
- call up the FILL & START menu for fully automatic setup of the inserting system (key 5)
- switch to MAIN MENU (2) (key 6).

MAIN MENU (2)



From the MAIN MENU (2), you can:

- Display job information (key 1)
- make the display lighter (key 2) or darker (key 3)
- call up the JOB MENU to create, edit, delete ... jobs (key 4, for authorised personnel only)
- return to MAIN MENU (1) (key 6).

The symbol **i** appears in all menus in which you can display job information.

The symbols used in the operator menus and their meanings are summarised on Page 18.

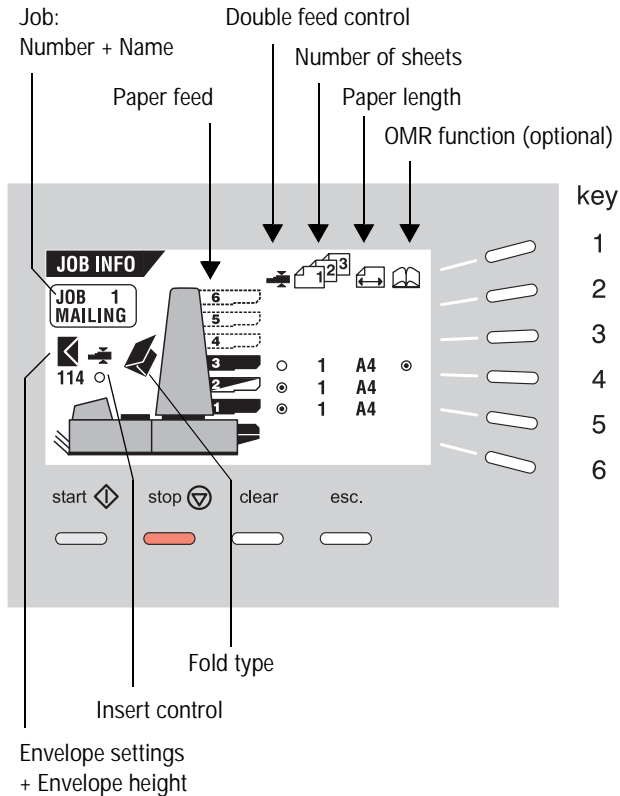


2.3.3 Info screen JOB INFO – displays and symbols

You can always call up the JOB INFO info screen if the symbol **1** can be seen in the display. You can call up the info function using key 1.


















The JOB INFO info screen shows the job settings:

JOB INFO



Pressing the ESC key or key 1 takes you back to the main menu.

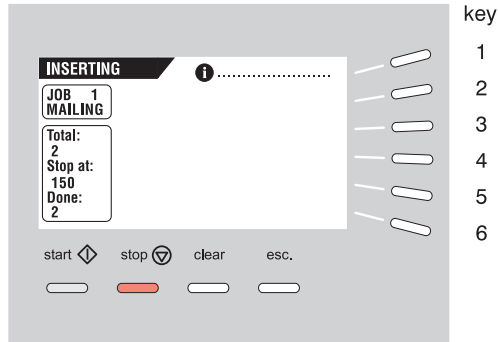
You can find the symbols and their meanings on the next page.

| Parameter | Possible settings | |
|--|--|---|
| Paper feed (Feeder settings) |  | Black = Feeder selected |
| |  | Feeders linked = hopper swap |
| |  | For OMR only: Selective feeding of supplements from this feeder |
| |  | For OMR only: Selective feed deactivated |
| Double feed control  | <input checked="" type="radio"/> | Double feed control in the feeder: ON |
| | <input type="radio"/> | Double feed control in the feeder: OFF |
| Daily mail function |  - | Daily mail function ON Daily mail function OFF |
| Number of sheets  | | Number of sheets to be taken from the feeder for a set |
| Paper length  | | Length of the paper in the paper feed direction |
| OMR function  (optional) | <input checked="" type="radio"/> | Read function ON |
| | <input type="radio"/> | Read function OFF |
| Envelope settings |  | Feed envelopes with closed flap |
| |  | Feed envelopes with open flap |
| |  | No envelope (folding only, no inserting) |
| Insert control  | <input checked="" type="radio"/> | Control of the number of sheets in the envelope: ON |
| | <input type="radio"/> | Control of the number of sheets in the envelope: OFF |
| Fold type |  | No fold |
| |  | Single fold |
| |  | Letter fold |
| |  | Z fold (zigzag fold) |



2.3.4 Display during operation

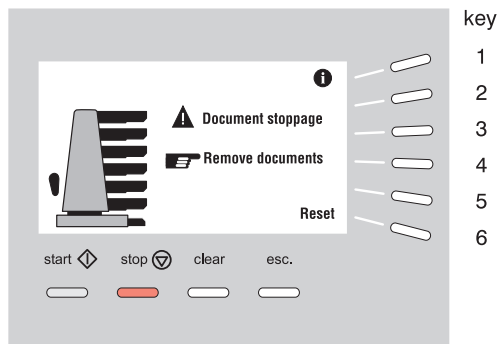
While the FPi is running, you will see this display:



You can see the status of the job (see for details of the counters see Chapter 8.1 and Chapter 8.2).

You can use key 1 to call up the info screen.

2.3.5 Error message



An error message provides information about the nature and location of the error and recommends a measure to remedy it.

You can use key 1 to call up the additional details via the info screen. (See Chapter 11 for details of errors.)

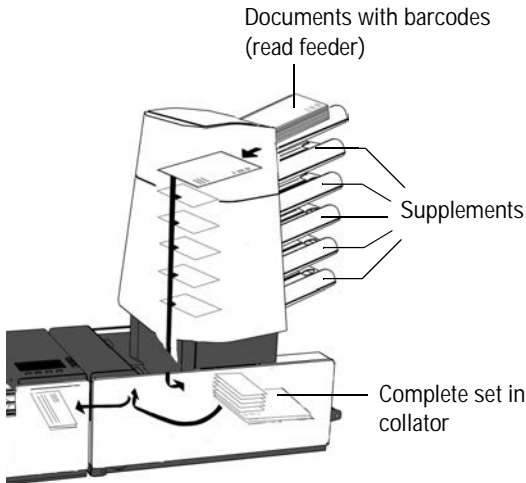
2.4 Optical Mark Recognition / OMR (optional)

The FPI 5000 inserting system can use Optical Mark Recognition to compile and process individual sets of documents. To use this function, the inserting system must be equipped with a read head and appropriate OMR software.

The OMR software is available in the following levels:

- Low Level
- Level A
- Level B
- Level Flex (customer-specific programming).

Functioning



Additional settings are stored in the job for OMR mode, e.g. which feeder to read from.

The code, which is printed on the documents in the form of a barcode, contains specific processing information for each set of documents (collate, selective feed of supplements, insert...)

The documents with the barcodes are loaded in the read feeder. Depending on the OMR software used and the printed code, supplements can be selectively fed from the other feeders.



With the exception of the feeders for selective supplements, any feeder can in principle read. However, as the processing path is particularly short for feeder 1 (the lowest feeder), we recommend predominantly using feeder 1 as the read feeder.

First of all, the documents with the barcodes (address carrier and any subsequent sheets) in a set are stacked in the collator. The supplements are added after the last document in the set that has a barcode. The complete set is then processed further.

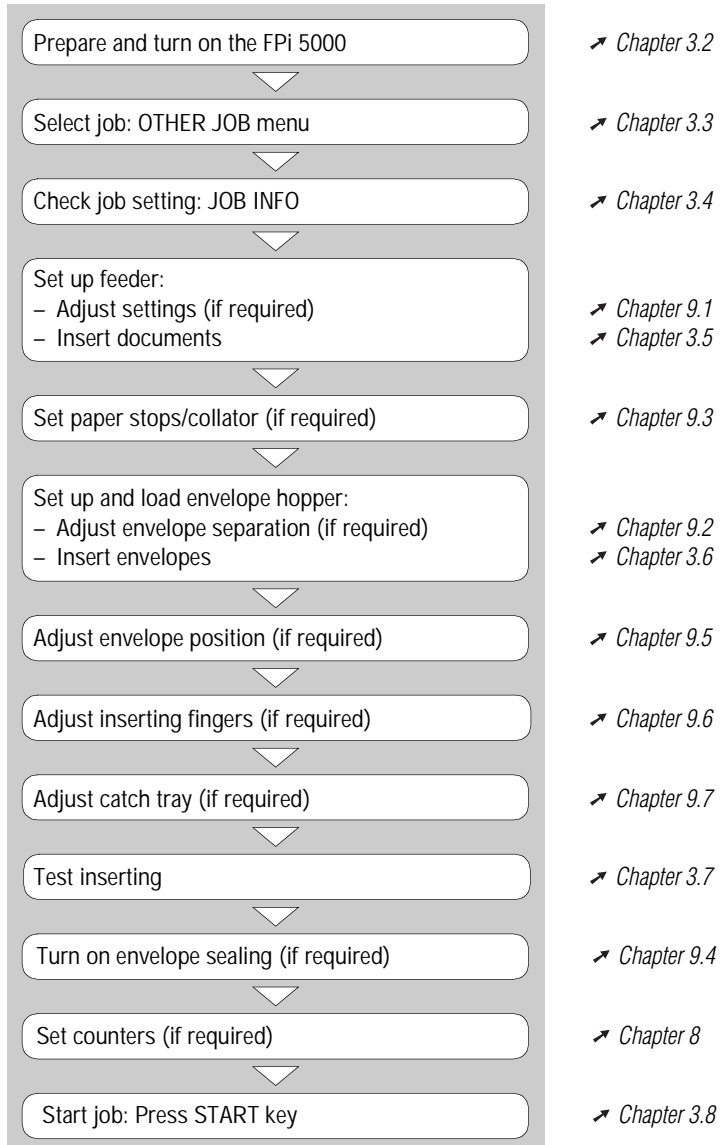


Further information and instructions for printing the barcodes can be found in the “OMR Programmer’s Guide”.

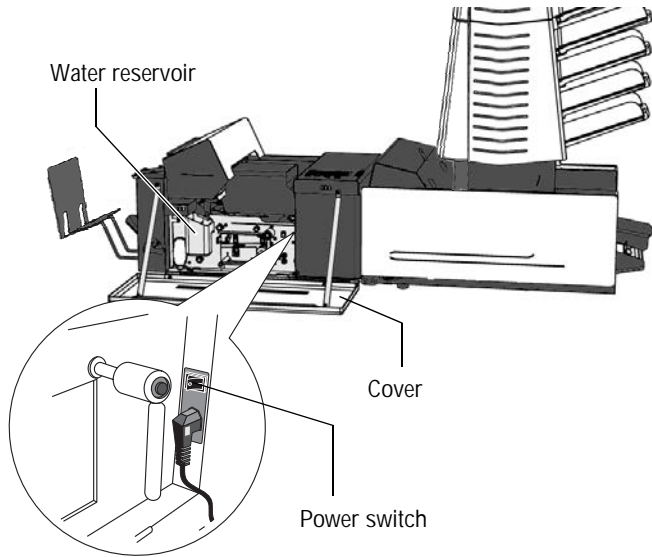


3 Collating – Folding – Inserting

3.1 A summary of the procedure



3.2 Turning on the FPI 5000



Preparatory work

- Remove all documents and supplements from the previous job from the feeders.
- Open the cover.
- Check the water level in the reservoir (↗ Chapter 10.2).

The water reservoir must always be filled for correct moistening of the envelope flaps.

- If necessary, top up the water.

Turning on

- Turn the power switch to position **I**.
- Close the cover.

During the start routine, the display will show the version number of the machine software and a reminder to check the water level.

After a successful system start, the main menu (1) appears in the display.

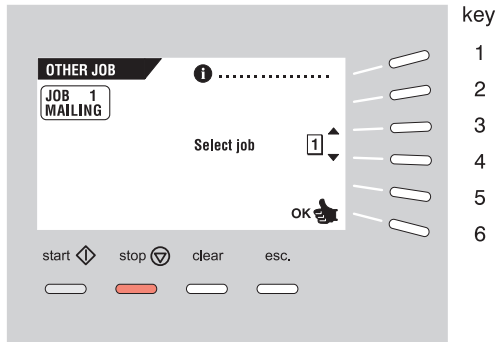


3.3 Selecting a job (OTHER JOB menu)

- In the MAIN MENU (1) select the “Other job” function (key 2).

The OTHER JOB menu appears in the display.

OTHER JOB



- Select the desired job:
higher job number (key 3)
lower job number (key 4)
- OK (key 6) confirms the selected job and returns to the main menu.

The selected job is set.

You can only select programmed jobs. A maximum of 9 jobs are available.



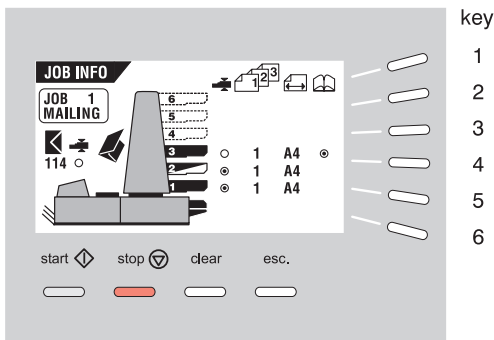
Refer to Chapter 7 for details of how to set up new jobs or modify existing jobs.

3.4 Displaying job settings

You can have the job settings displayed in the JOB INFO info screen.

- Press key 1 in the MAIN MENU.
The JOB INFO appears in the display.

JOB INFO



You can find a summary of the symbols and their meaning on Page 18.

- Pressing the ESC key or key 1 takes you back to the main menu.

3.5 Inserting documents into the feeders

Settings

When you change the paper format and/or the paper quality, you must check the following settings for the appropriate feeder(s) and adjust them if required:










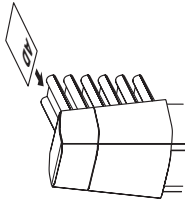
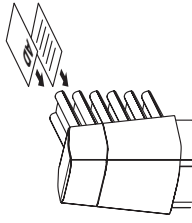
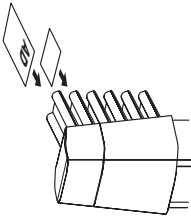
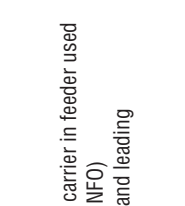
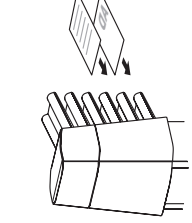
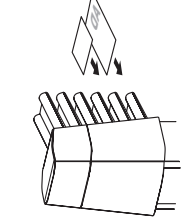
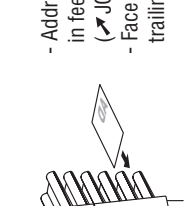
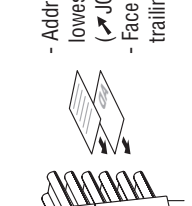
- Lateral paper guides (↗ Chapter 9.1.1)
- Paper separation (only for special feeders, ↗ Chapter 9.1.2).



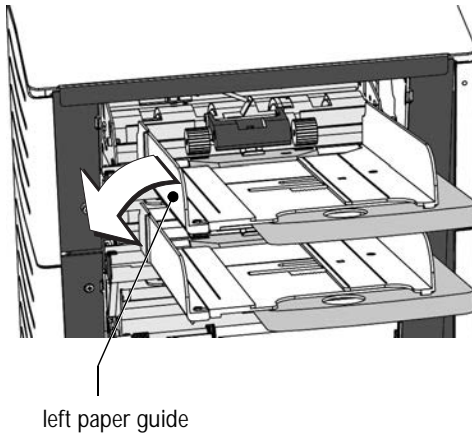
The way in which you insert address carriers (address), other sheets and supplements into the feeder (position of address field, front/back) depends on the type of document/set and the fold type. The summary on Page 27 tells you how to insert the stack of sheets correctly.

The feeders you need to load for the current job can be seen in the JOB INFO.

Loading the feeders (summary)

| Fold type | | Document / Set | | | |
|--|---|---|--|---|----------------------|
| No fold | Single fold | | Letter fold | Double parallel fold | Z fold (zigzag fold) |
|  No fold |  Single fold |  Letter fold |  Double parallel fold |  Z fold (zigzag fold) | |
|  1 sheet |  2 sheets |  1 sheet + supplement (envelope-sized) |  1 sheet Hopper swap | | |
|  <ul style="list-style-type: none"> - Address carrier in feeder used (↗ JOB INFO) - Face up and leading | |  <ul style="list-style-type: none"> - Address carrier in top feeder used (↗ JOB INFO) - Face up and leading | |  <ul style="list-style-type: none"> - Address carrier in lowest feeder used (↗ JOB INFO) - Face down and trailing | |
|  <ul style="list-style-type: none"> - Address carrier in feeder used (↗ JOB INFO) - Face down and trailing | |  <ul style="list-style-type: none"> - Address carrier in top feeder used (↗ JOB INFO) - Face up and leading | |  <ul style="list-style-type: none"> - Address carrier in lowest feeder used (↗ JOB INFO) - Face down and trailing | |
|  <ul style="list-style-type: none"> - Address carrier in both feeders used (↗ JOB INFO) - Face up and leading | |  <ul style="list-style-type: none"> - Address carrier in both feeders used (↗ JOB INFO) - Face down and trailing | | | |

Loading the feeder **Inserting the documents into a feeder**



- Lower the left paper guide.

The feeder rollers are lifted automatically.

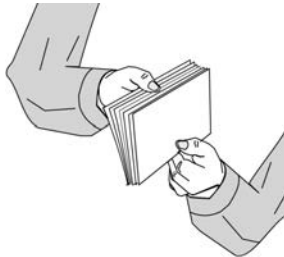
- Place the stack of sheets on the right paper guide and push them into the feeder as far as they will go.
- Lift the left paper guide.



3.6 Loading the envelope hopper

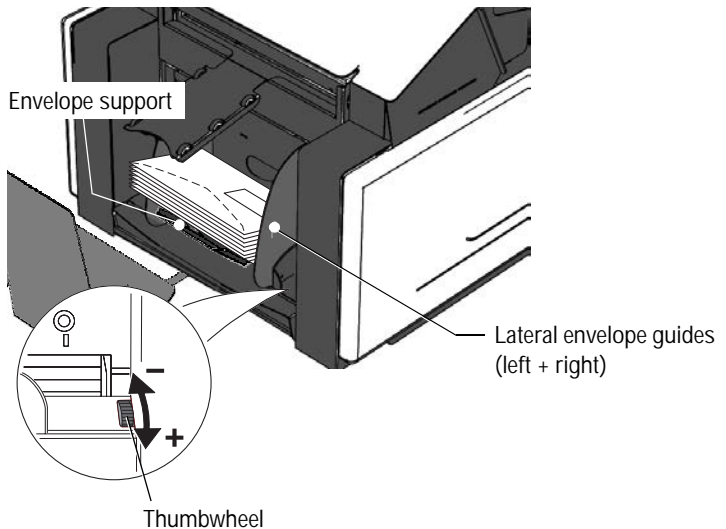
If you change the type of envelope used (e.g. different paper quality): Before you load the envelope hopper, you must the envelope separation setting and, if necessary, adjust it (➔ Chapter 9.2).

Fanning out the envelopes



- Take around 20 envelopes and fan them out slightly.

Inserting envelopes



- If the envelopes do not fit between the lateral guides: Turn the thumbwheel in a + direction, to increase the distance between the lateral guides.

- Place the fanned envelopes in the empty envelope hopper as follows:
 - Envelope flaps downwards and to the back
 - Flap side is facing the envelope support
 - the lower envelope is adjacent to the envelope support and is taken first. If required, push the stack slightly.
- Use the thumbwheel to set the lateral guides so that the envelopes are fed securely, without being gripped too tightly (as little clearance as possible!)
- Move the envelope support so that the flap side of the envelopes are lifted by around 20 mm.
- Align the envelope support parallel to the envelopes.
- Load the envelope hopper.

In the TEST RUN menu, you can take a single envelope to check that the settings are correct (see Chapter 3.7).



If “twisted” envelopes arrive at an angle in the inserting position, this can be offset by slightly turning the envelope support.




If you have changed the envelope format, check the inserting finger setting (see Chapter 9.6) and, if necessary, adjust the inserting position (see Chapter 9.5).



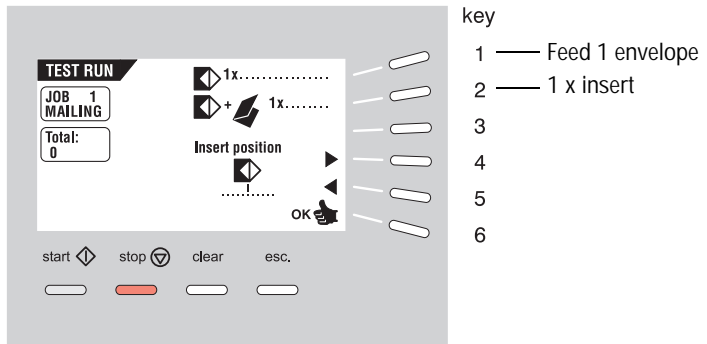
3.7 Inserting a test set - Single insert

Before you start a job, you must insert a test set. This enables the machine to calculate the required reference values for the settings. For the test set use the “1 x insert” function in the TEST RUN menu and do not have the envelope sealed.

- Turning envelope sealing:  (↗ Chapter 9.4).
- In the MAIN MENU (1) select “Test run” (key 3).

The TEST RUN menu appears in the display.

TEST RUN




- You can use key 2 to insert a test set.

If materials from the previous cycle are still in the paper transport, the paper is ejected into the collator.

The test set is completely processed and the finished envelope is ejected.

- Check the envelope letter for correct inserting (content pushed in correctly, address fully visible in window).
- Check the letter for completeness and correct sheet sequence.



After the test, do not forget to turn envelope sealing back on , if you want to seal the envelopes.

3.8 Starting a job

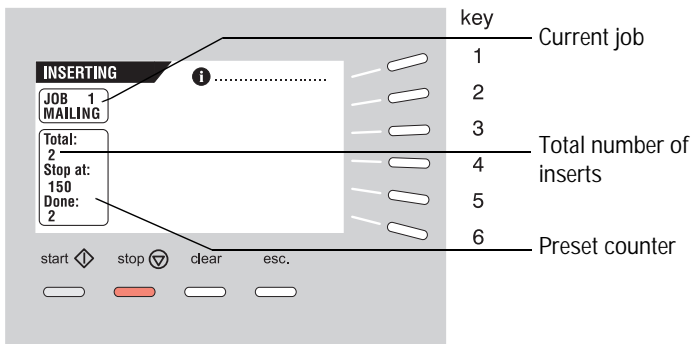
Once the inserting system is set up for the job and the first process (test set) has been correctly carried out, you can start the job.

We recommend that you always start job processing from the main menu.

- Press the START key.

The inserting system starts. During processing, INSERTING is shown in the display.

INSERTING



You can see the set job and the total item count. If you are using the preset counter, the display also shows the preset number and number of finished letters.

By pressing key 1, you can display the JOB INFO during processing.



3.9 Pausing a job (stopping - continuing)

Stopping a job for a short pause:

- Press the STOP key.

The inserting system stops. Any processes currently being carried out remain in their position in the process (in the collator, folding unit). The main menu once again appears in the display.

Continuing the job

- You can continue the job using the START key.

If you have changed the job between the last stop and restarting the inserting system, the FPi 5000 will output the remaining materials from the preceding cycle into the divert area.

Clearing the inserting system

- You can continue the job using the CLEAR key.



For a longer pause, or if you want to finish the job, recommend ending the job using the CLEAR key.

The FPi 5000 stops the paper feed and clears the paper path.

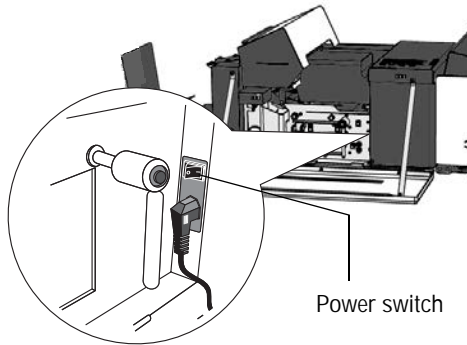
3.10 Ending a job and turning off the FPI 5000

Clearing

- Press the CLEAR key.

The processes currently running are completed. The inserting system then stops.

Turning off



- Open the cover.
- Turn the power switch to position **0**.
- Close the cover.

4 Fill & Start

You can use the Fill & Start function for simple inserting tasks. The inserting system recognises the document and envelope format and automatically calculates the appropriate fold settings, without the need for the preceding programming.

The double feed control for the upper feeder is always active when using the Fill & Start function.

The following functions are not available when using Fill & Start:

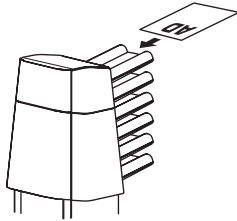
- Hopper swap (linked feeders)
- Multiple sheets
- Folding only (no handling of envelopes)
- Feeding/using envelopes with open flap.

The Fill & Start settings cannot be saved. If you exit the function or turn off the inserting system, the settings are lost.

Using Fill & Start

- Empty feeder.
- Ensure that the inserting system has been emptied. (clear the inserting system using the CLEAR key.) No documents/supplements and envelopes may be in the machine's document path.
- Set envelope sealing as desired (↗ Chapter 9.4).
- If you change the type of envelope (e.g. different paper quality): Check the envelope separation setting and, if necessary, adjust it (↗ Chapter 9.2).
- Load the envelope hopper (↗ Chapter 3.6).

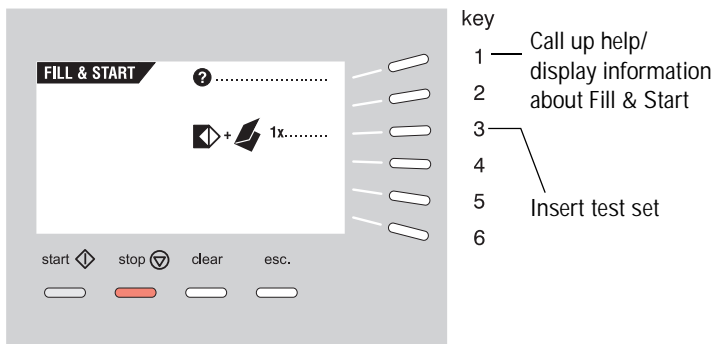
- If you are using special feeders: set the paper separation on these feeders (↗ Chapter 9.1.2).



- Insert documents and supplements in the feeders (↗ Chapter 3.5). Always insert the address carrier in the uppermost feeder.
- In the MAIN MENU (1) select “Fill & Start” (key 5).

The FILL & START menu appears in the display.

FILL & START



Insert test set

- In the FILL & START menu, key 3 is used to insert a test set (test run).

The inserting system takes 1 sheet from each of the full feeders, folds it, inserts it and ejects the finished letter. To do this, the FPI 5000 creates a temporary job with the job name “Fill & Start”.



Documents/supplements are only taken from feeders that are functioning correctly.

- Check the finished letter for correct inserting (content pushed in correctly, address fully visible in window).
- Check the envelope content for completeness and correct sheet sequence.
- If everything is correct: Start the inserting system with the START key.

While the inserting system is running, the display will show INSERTING, as in standard mode.

You can pause the process as normal using the STOP key or stop the paper feed and clear the inserting system with the CLEAR key.

Use the ESC key to exit the FILL & START menu.

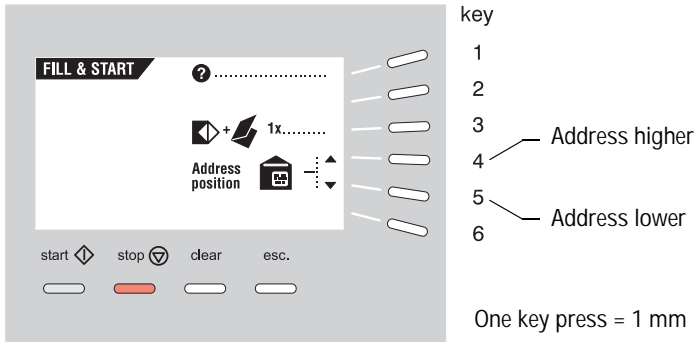


As soon as you have exited the FILL & START menu, the FPI 5000 “forgets” the settings for that inserting job. If you call up the Fill & Start function again from the main menu, you first of all have to insert a test set, so that the FPI 5000 can automatically calculate the fold settings.

To change the position of the address in the window

After the test run, the FILL & START menu contains the option of shifting the address position. You can shift the address upwards or downwards by a maximum of 10 mm.

FILL & START
(after test run)



- Shifting the address position in the window:
Move the address upwards (key 4)
Move the address downwards (key 5)

Each key press shifts the address by 1 mm.



If shifting the address by 10 mm upwards or downwards is not sufficient, you cannot use the Fill & Start function for this purpose. In this case you must use standard mode (with a programmed job) (↗ Chapter 3).



5 Daily mail

For processing single sheets, manually compiled sets and stapled documents, you should use the daily mail function. The **top automatic feeder** is equipped with a mechanical setting for manual loading.

Supplements from the other feeders can be added to daily mail automatically. The mail can consist of up to 8 sheets of standard 80 g/m² paper (processing: folding and inserting) or 25 sheets (processing: inserting only, no folding).

This section describes the special features for processing daily mail. Routine steps (*preparation, turning on, selecting the job ...*) are carried out as described in Chapter 3.



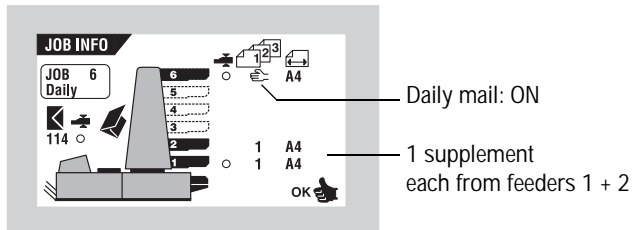
For details of how to set up a job for daily mail processing, please refer to Chapter 7.3.2.4.

Inserting daily mail

Selecting a job with daily mail

- Set a job with the daily mail function.

Example job




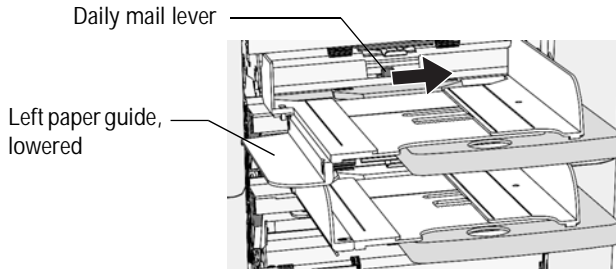
*On the feeder:
Setting the daily mail
lever to daily mail*

Set the daily mail feeder (= top feeder) to daily mail. To do this:

- Empty the feeder (if necessary).
- Lower the left paper guide.

The feeder rollers are lifted automatically. You can now reach the daily mail lever.

- Move the daily mail lever to the right into the daily mail position (symbol )



- Lift the left paper guide.

The feeder is now set for daily mail processing.

Inserting envelopes

- Set envelope sealing as desired.
- Set up envelope feeder and insert envelopes.

Inserting supplements

- If the daily mail is to be inserted with supplements: Load the supplements in the feeder set in the job.

Inserting

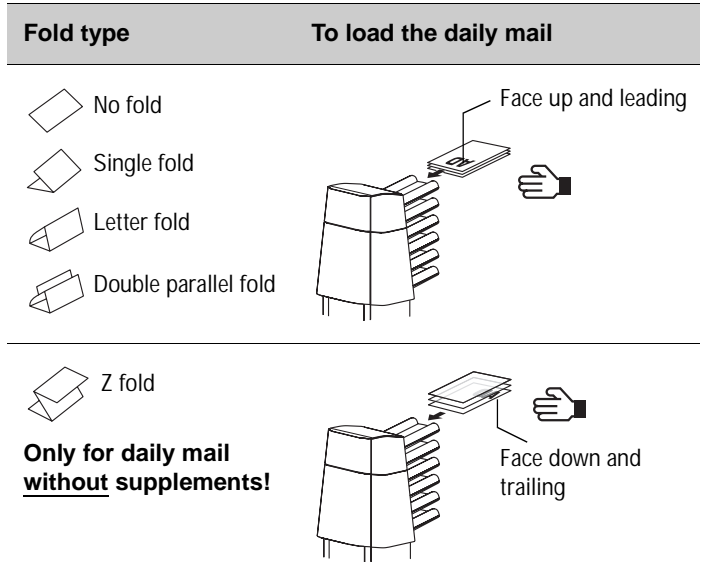
- Press the START key (the machine is running).
- Individually load the daily mail by hand into the feeder set up for daily mail (= top feeder).

The inserting system inserts the daily mail.

- If you have several sets of daily mail, load them one after another by hand into the feeder set up for daily mail (= top feeder).
- Stop the inserting system with the STOP key.



Loading daily mail



The set is processed as defined by the selected job.

During processing, INSERTING is shown in the display. In daily mail mode, the machine does not stop automatically.

- Stop the inserting system with the STOP key.

After completion of the daily mail processing:

- Move the daily mail lever to the left into the **auto** position



If you are using reading (OMR), it is not possible to process daily mail.



6 Using reading – OMR (optional)

This section describes the special features when using reading. The OMR function (Optical Mark Recognition) is only available on machines that are set up appropriately. Routine steps (*preparation, turning on ...*) are carried out as described in Chapter 3.

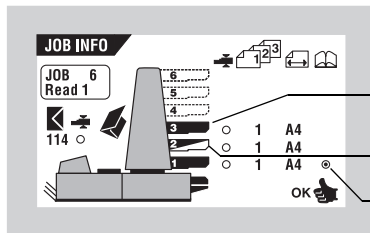


General information on the OMR function can be found in Chapter 2.4. For details of how to set up a job with reading, refer to Chapter 7.3.5. A detailed description of the OMR function can be found in the “OMR Programmer’s Guide”.

6.1 Job with reading

- Select job with reading

Example job



- Fixed supplement from feeder 3
- Selective supplement from feeder 2
- Read feeder: 1

Inserting envelopes

- Set envelope sealing as desired.
- Set up envelope feed and insert envelopes.

*Inserting documents/
supplements*





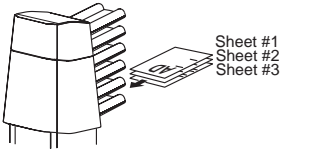
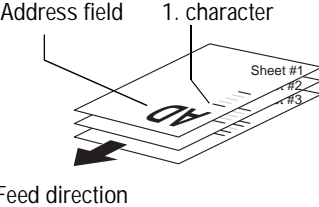
- Insert documents and supplements in the feeders.

The feeder into which you have to insert documents with a read code (barcode) and supplements can be seen in the JOB INFO.

For details of how to insert documents with a read code into the read feeder, refer to the summary on Page 44.

If the read feeder is linked to another feeder (hopper swap): Divide the stack so that **all sheets belonging to a set are placed in one feeder**. Hopper swap should only take place between two sets.

Placing documents with read code

| Fold type | Placing documents with read code |
|---|--|
|  No fold  Single fold  Letter fold  Double parallel fold | <ul style="list-style-type: none">- Sheet #1: Address carrier- Address field facing up- Address field leading   |

When using reading, you should avoid the fold type “Z fold”. “Z fold” is technically possible, but needs a series of specific requirements to be met, which are not presented here.

Inserting

- Insert test set.
- If the test set has been processed correctly, start the job with the START key.

During processing, INSERTING is shown in the display.



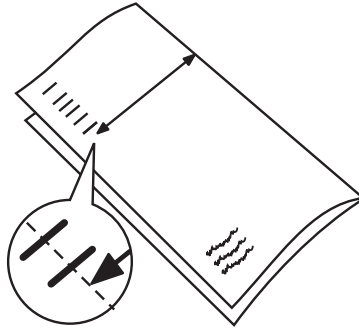
Any set with faults and the set following it are diverted to the divert area. Depending on the job settings, the inserting system either stops or continues processing without stopping (Divert & Go).



6.2 Positioning the read head

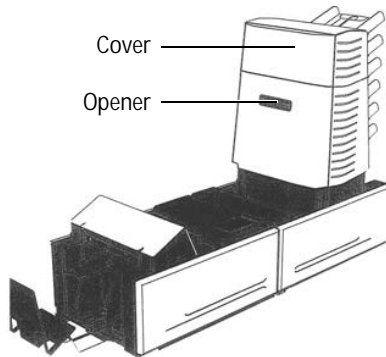
The read head must be positioned so that it matches the position of the printed OMR marks.

Calculating adjustment dimension



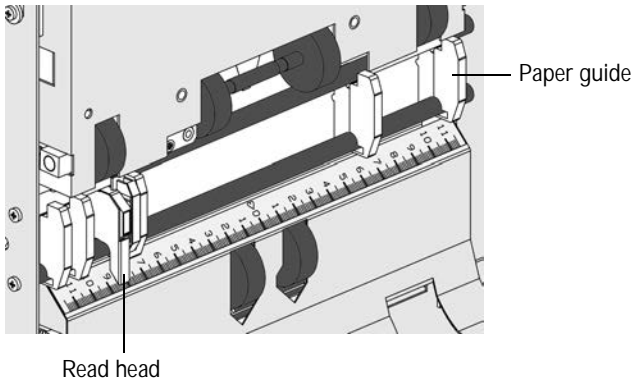
- Fold sample document with read code marks centrally.
- Measure the distance between the sheet centre line and the centre of the marks.

Opening cover



- Open the cover of the vertical paper transport: Press opener upwards and lift the cover. (See Page 122.)

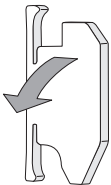
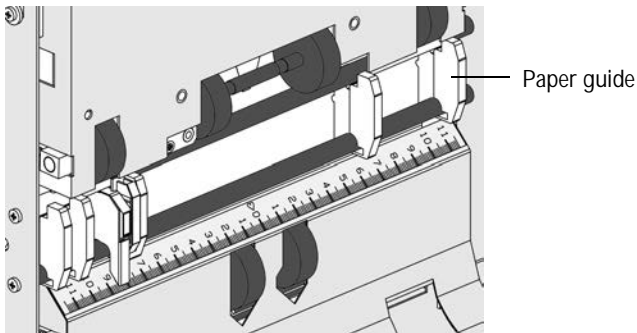
Adjusting the read head



- Adjust the read head by shifting it to the calculated dimension.
- Distribute the paper guides according to the document width.

It may be necessary to remove some paper guides and use them on the other side of the read head.

Moving paper guides



- Tilt the paper guide sideways until it comes away from the axis.
- Remove the paper guide from the machine.

To replace it, carry out the same steps in reverse.

7 Programming jobs

7.1 What is a job? Settings in the job

The FPi 5000 inserting system uses preset jobs, in which all the important settings for processing are saved. You can use the PIN code protected JOB MENU to create new jobs or to adapt existing jobs for a new inserting task.

To set up a job, the FPi 5000 requires the following details:

*DOCUMENT
SETTINGS*

- Which feeders are to be used to feed documents/supplements?
- How many sheets are to be fed from the individual feeders for a process/set?
- What format do the documents have (paper length measured in direction of paper feed)?
- Are feeders to be linked for hopper swap? If so: which?
- Should the daily mail function be turned on or off?

ENVELOPE SETTINGS

- Do you want to insert? Or should sets just be compiled and folded (with no envelope)?
- How are the envelopes to be processed: Envelope flap sealed or open?
- What are the dimensions of the envelopes used (envelope height/flap height)?

FOLD SETTINGS

- How do you want the documents folded (fold type)?
- Where do you want the documents folded (fold dimensions)?

*Setting the
control functions
DFC SETTINGS*

- Which feeders are to be monitored to ensure that only one sheet is taken from the stack (double feed control)?
- Is the number of sheets in the finished set to be monitored (insert control for finished set)?

*Settings for reading
(systems with OMR
function only)
OMR SETTINGS*

- Which feeder is to be the read feeder?
- What OMR code is being used?
- What is the position of the read window?
- What is the maximum number of sheets in the set?
- Should the machine stop after diverting faulty sets or continue processing?

You can set up to 9 jobs (job no. 1 to 9). For rapid orientation you can give each job a name of your choice.



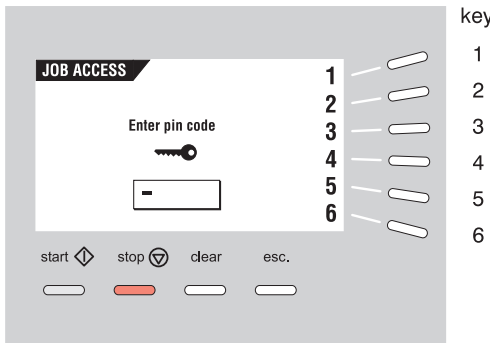
You will find a table where you can enter your individual job settings on Page 130.

7.2 Calling up the JOB MENU

- In the MAIN MENU (2) select “Job menu” (key 4).

The JOB ACCESS menu appears in the display.

JOB ACCESS



Entering PIN code

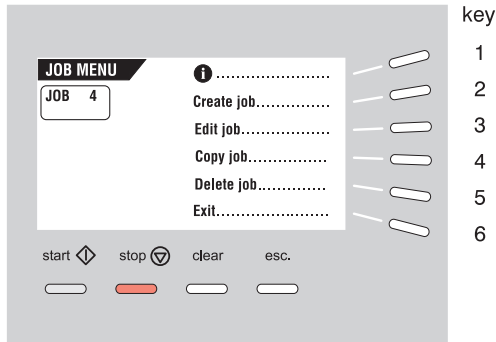
- Enter the PIN code using the keys 1 to 6.
This code can be obtained from your sales partner.

If the PIN code has been entered correctly, the JOB MENU appears.

Incorrect PIN code

If the PIN code entered is incorrect the blank input field opens up again. You can then repeat your entry. After three incorrect attempts, the menu closes.

JOB MENU



Functions

From the JOB MENU, you can:

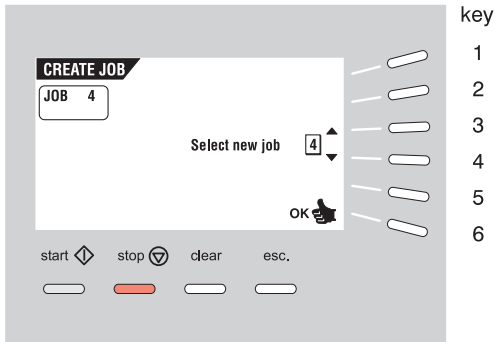
- Display job information (key 1)
- set up new jobs (key 2)
- modify existing jobs (key 3)
- copy jobs (key 4)
- delete jobs (key 5)
- return to the main menu (key 6)

7.3 Setting up a new job

- Call up the JOB MENU (↗ Chapter 7.2).
- In the JOB MENU select the “Create new job” function (key 2).

The CREATE JOB menu appears in the display.

CREATE JOB



- Select the desired new job number:
 - higher job number (key 3)
 - lower job number (key 4)
- Confirm the set job number with OK (key 6).

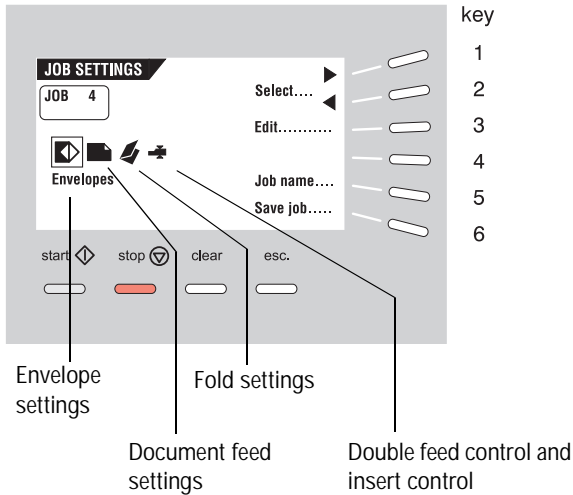
The JOB SETTINGS menu appears in the display.

You can only select unassigned job numbers. Jobs already programmed and jobs locked by service technicians are not displayed here.



If all jobs are programmed, the message “No more free jobs” appears. For details on how you can modify existing jobs, see Page 77. For details of how to delete jobs, see Page 78.

JOB SETTINGS

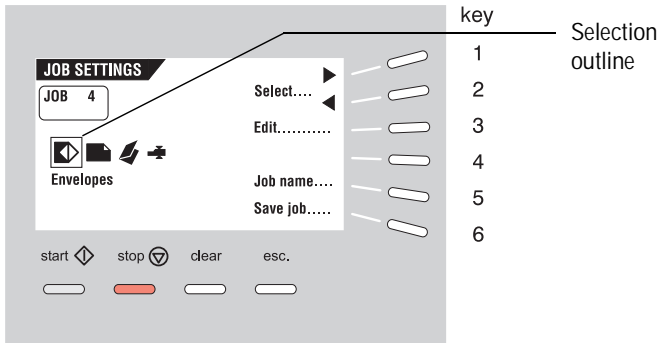


- Set all required parameters for the job in sequence. We recommend the following setting sequence:
 1. Envelope settings ↗ Chapter 7.3.1
 2. Document feed settings ↗ Chapter 7.3.2
 3. Fold settings
 4. Reading (*optional, systems with OMR function only*)
 5. Double feed control
 6. Insert control
- Enter job name (↗ Chapter 7.3.6).
- When all settings for the job are correct: Save job (↗ Chapter 7.3.7).

Use the ESC key to exit the JOB SETTINGS menu. The settings are applied but are not permanently saved in the job.

7.3.1 ENVELOPE SETTINGS menu

JOB SETTINGS

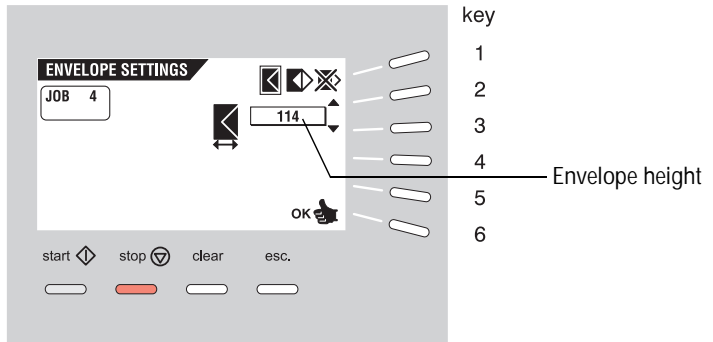



- In the JOB SETTINGS menu, select “Envelopes” using keys 1 and 2 ():
Selection outline to right (key 1)
Selection outline to left (key 2)
- Use “Edit” (key 3) to open the ENVELOPE SETTINGS menu.

7.3.1.1 Envelopes with closed flap

If you are using “closed” envelopes, i.e. if you are inserting envelopes into the envelope hopper, select “Envelope with closed flap”.

ENVELOPE SETTINGS



- In the ENVELOPE SETTINGS menu, press key 1 repeatedly until “Envelope with closed flap” () is highlighted.
- Set the envelope height:
Envelope height up (key 2)
Envelope height down (key 3)
- OK (key 6) confirms the selected settings and returns to the JOB SETTINGS menu.

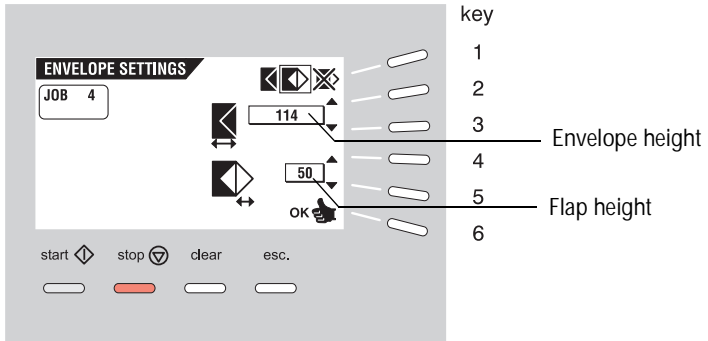


The envelope height can be set between 90 mm and 163 mm. The default setting is 162 mm.

7.3.1.2 Envelopes with open flap

If you are using envelopes whose flaps are not pressed onto the envelope, select “Envelope with open flap”.

ENVELOPE SETTINGS



- In the ENVELOPE SETTINGS menu, press key 1 repeatedly until “Envelope with open flap” () is highlighted.
- Set the envelope height (height of envelope with closed flap):
Envelope height up (key 2)
Envelope height down (key 3)
- Set the flap height:
Flap height up (key 4)
Flap height down (key 5)
- OK (key 6) confirms the selected settings and returns to the JOB SETTINGS menu.



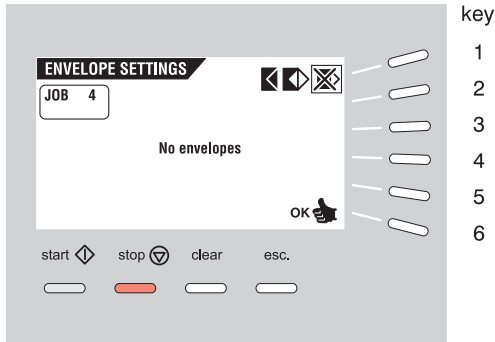
The envelope height can be set between 90 mm and 162 mm. The default setting is 162 mm.


The flap height can be set between 32 mm and the envelope height minus 32 mm. The default setting is 44 mm.

7.3.1.3 No envelope

Select “No envelope” if you want to compile and fold sets of documents without inserting them.

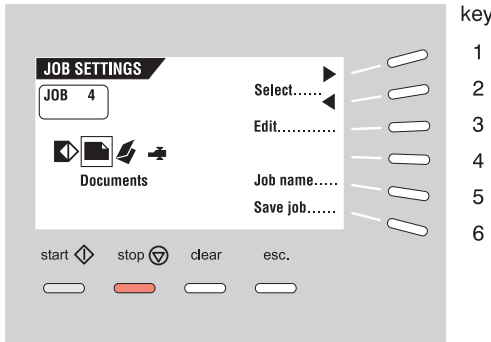
ENVELOPE SETTINGS




- In the ENVELOPE SETTINGS menu, press key 1 repeatedly until “No envelope” () is highlighted.
- OK (key 6) confirms the selected setting and returns to the JOB SETTINGS menu.

7.3.2 Document feed: DOCUMENT SETTINGS menu

JOB SETTINGS

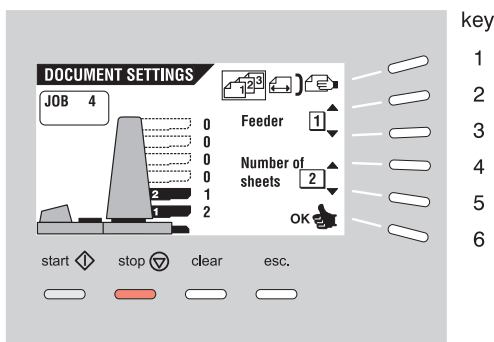



- In the JOB SETTINGS menu, select “Document” using keys 1 and 2 ():
- Use “Edit” (key 3) to call up the DOCUMENT SETTINGS menu.

7.3.2.1 Number of sheets per feeder

For each feeder you must set how many sheets are to be fed from that feeder for each set.

DOCUMENT
SETTINGS



- In the DOCUMENT SETTINGS menu, press key 1 repeatedly until “Number of sheets” () is highlighted.
- Select the feeder:
 - Higher feeder number (key 2)
 - Lower feeder number (key 3)
- Set the number of sheets to be fed from this feeder:
 - Higher number of sheets (key 4)
 - Lower number of sheets (key 5)

Set the number of sheets for all feeders in the same way.

Setting the number of sheets to 0 deactivates the feeder.



If the upper feeder is set to “Daily mail”, the number of sheets is fixed on “1” and cannot be changed in this menu.

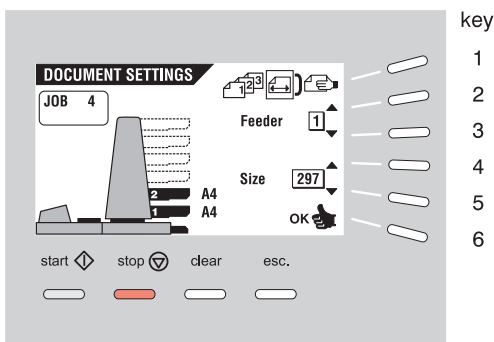
- Press key 1 to proceed to the next document setting
or
Press OK (key 6) to confirm the selected settings and return to the JOB SETTINGS menu.


7.3.2.2 Paper length

Paper length means the length of the sheet in the direction of paper feed (feed direction).

The DOCUMENT SETTINGS menu is shown in the display.

DOCUMENT
SETTINGS



- In the DOCUMENT SETTINGS menu, press key 1 repeatedly until “Paper length” () is highlighted.
- Select the feeder:
 - Higher feeder number (key 2)
 - Lower feeder number (key 3)
- Set the paper length (in mm) for the selected feeder:
 - Sheet longer (key 4)
 - Sheet shorter (key 5)

Repeat this step until all feeders show the intended setting.



You can set the paper length between 90 and 296 mm in 1 mm intervals.

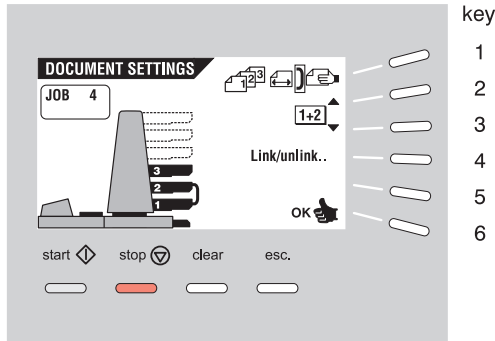
296 mm is followed by the setting A4. The A4 setting corresponds to the standard paper length of 297 mm.

- Press key 1 to proceed to the next document setting
or
Press OK (key 6) to confirm the selected settings and return to the JOB SETTINGS menu.

7.3.2.3 Hopper swap (linked feeders)

The DOCUMENT SETTINGS menu is shown in the display.

DOCUMENT
SETTINGS



The result of the hopper swap is that paper feed is automatically switched from one of feeders to another when one of the feeders is empty.

- Select “Hopper swap”: In the DOCUMENT SETTINGS menu, press key 1 repeatedly until “Hopper swap” () is highlighted.
- Select the pair of feeders using keys 2 and 3.
- Link/unlink the pair of feeders with key 4.

Repeat this step until all feeders show the intended setting.



For linked feeders, the display shows the settings for the lower feeder.

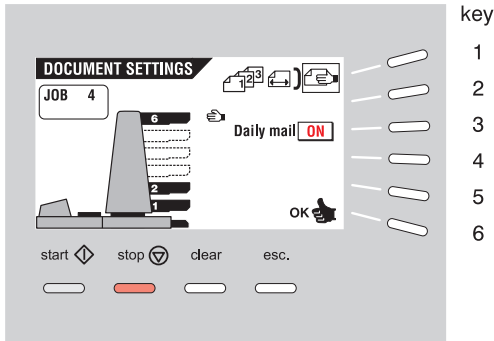
- Press key 1 to proceed to the next document setting
or
Press OK (key 6) to confirm the selected settings and return to the JOB SETTINGS menu.


On machines with an OMR function, we only recommend linking feeders if you are using read material with a sequence check. Pay attention to the sequence when loading the feeders to prevent errors in the sequence check.

7.3.2.4 Daily mail function on/off

The DOCUMENT SETTINGS menu is shown in the display.

*DOCUMENT
SETTINGS*



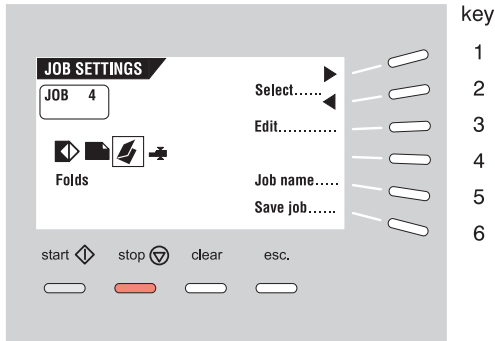
- Select “Daily mail”: In the DOCUMENT SETTINGS menu, press key 1 repeatedly until “Daily mail” () is highlighted.
- Switch between Daily mail ON/OFF using key 3.

When Daily mail ON/OFF is set:


- Press key 1 to proceed to the next document setting
or
Press OK (key 6) to confirm the selected settings and return to the JOB SETTINGS menu.

7.3.3 Fold settings: FOLD SETTINGS menu

JOB SETTINGS

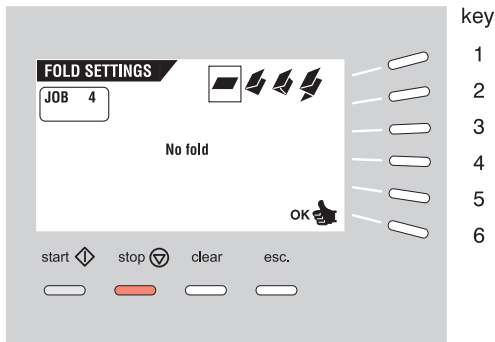



The JOB SETTINGS menu is visible in the display.

- Select the “Fold” menu ().
further to the right (key 1)
further to the left (key 2)
- Use “Edit” (key 3) to open confirm your selection. The FOLD SETTINGS menu appears.

7.3.3.1 No fold

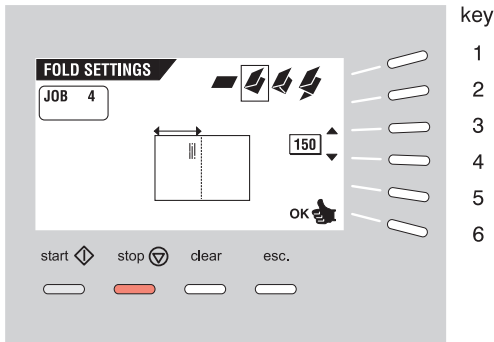
FOLD SETTINGS



- In the FOLD SETTINGS menu, select “No fold”. Press key 1 repeatedly until “No fold” () is highlighted.
- OK (key 6) confirms the selected settings and returns to the JOB SETTINGS menu.

7.3.3.2 Single fold

FOLD SETTINGS



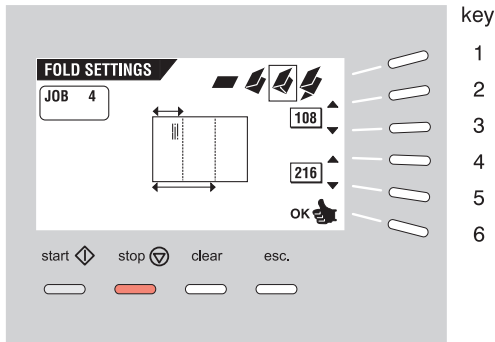
- In the FOLD SETTINGS menu, select “Single fold”. Press key 1 repeatedly until “Single fold” (📄) is highlighted.
- Set the fold position:
 - Shift fold position to the right (key 3)
 - Shift fold position to the left (key 4)
- OK (key 6) confirms the selected settings and returns to the JOB SETTINGS menu.




Minimum fold position: 75 mm
Maximum fold position: Length of the longest document used minus 25 mm.

7.3.3.3 Letter fold

FOLD SETTINGS



- In the FOLD SETTINGS menu, select “Letter fold”. Press key 1 repeatedly until “Letter fold” () is highlighted.
- Set the 1st fold:
Shift to the right (key 2)
Shift to the left (key 3)
- Set the 2nd fold:
Shift to the right (key 4)
Shift to the left (key 5)
- OK (key 6) confirms the selected settings and returns to the JOB SETTINGS menu.

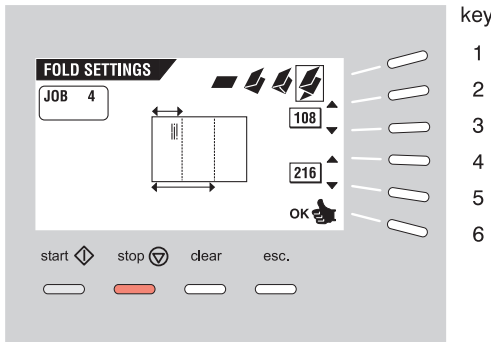



1st fold position, minimum: 75 mm
maximum: Length of the longest document used minus 50 mm.

2nd fold position, minimum: 1st fold position plus 25 mm
maximum: Length of the longest document used minus 25 mm.

7.3.3.4 Z fold (zigzag fold)

FOLD SETTINGS



- In the FOLD SETTINGS menu, select “Z fold”. Press key 1 repeatedly until “Z fold” () is highlighted.
- Set the 1st fold:
Shift to the right (key 2)
Shift to the left (key 3)
- Set the 2nd fold:
Shift to the right (key 4)
Shift fold position to the left (key 5)
- OK (key 6) confirms the selected settings and returns to the JOB SETTINGS menu.



1st fold position, minimum: 75 mm
maximum: Length of the longest document used minus 50 mm.

2nd fold position, minimum: 1st fold position plus 25 mm
maximum: Length of the longest document used minus 25 mm.

7.3.3.5 Double parallel fold

A double parallel fold can be created by using the letter fold settings.

If a document is too large (folded letter) to fit in the desired envelope, a double parallel fold can be used.

Example

A document of 356 mm must be parallel folded for a 104 mm envelope. In order for the document to be inserted correctly, the size of the folded document must be a maximum of 98 mm.

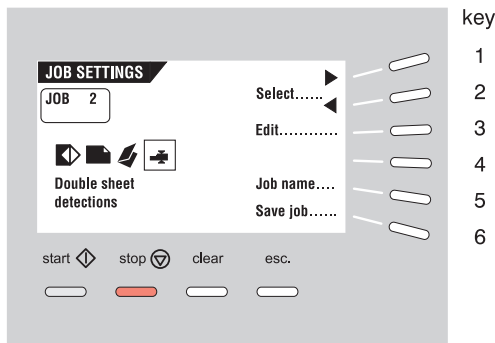
The 1st fold should be set to 98 mm, the 2nd fold to 196 mm. A double parallel fold is created automatically during processing. When folded, the document then fits into the specified envelope.

Job settings

See: Letter fold, Chapter 7.3.3.3 on page 63.

7.3.4 Double sheet detection: DFC SETTINGS menu

JOB SETTINGS



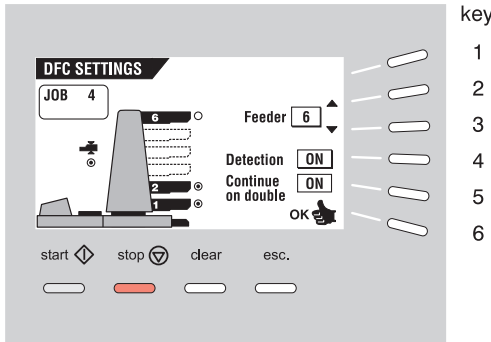
- In the JOB SETTINGS menu, select “Double sheet detection” using keys 1 and 2 (➡➡):
- Use “Edit” (key 3) to open confirm your selection.

The DFC SETTINGS menu appears.

The following pages contain explanations of the individual settings for double feed control.

7.3.4.1 Double sheet detection on/off (Real Sheet Control)

DFC SETTINGS



- In the DFC SETTINGS menu, select the feeder.
Higher feeder number (key 2)
Lower feeder number (key 3)
- Use key 4 to turn double feed control on (ON) or off (OFF).
- Turn double feed control on or off for all feeders in the same way.

If double feed control is turned on, the additional setting option “Continue on double” appears. You can select YES or NO. If you select YES the machine outputs the incorrect set to the divert area, but continues with the job. If you select NO the machine outputs the incorrect set to the divert area, stops and displays an error message.

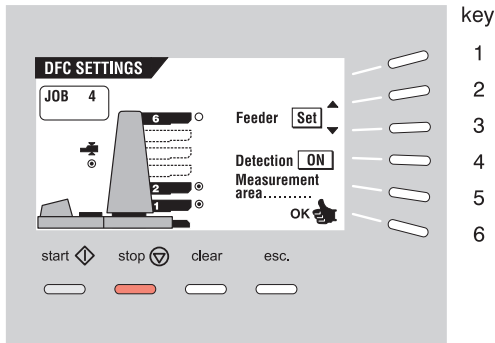
- Use key 5 to “Continue on double” on or off.
- OK (key 6) confirms the selected settings and returns to the JOB SETTINGS menu.



If “Set” is selected as the feed using keys 2 and 3, the settings relate to insert control.

7.3.4.2 Insert control on/off

DFC SETTINGS



- In the DFC SETTINGS menu, press key 2 repeatedly until “Set” appears as the feed.
- Use key 4 to turn insert control on or off.

If insert control is turned on, the additional setting option “Measurement area” appears.

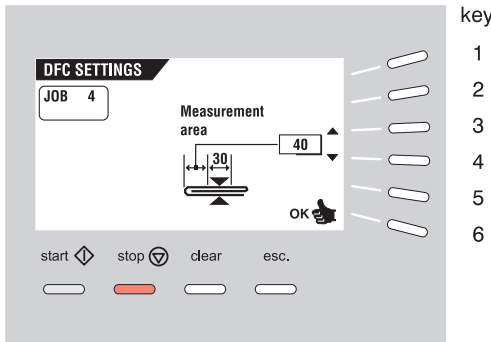
- Use key 5 to call up the menu for the measurement area *or* Press OK (key 6) to confirm the selected settings and return to the JOB SETTINGS menu.

7.3.4.3 Shifting the measurement area for insert control

In the DFC SETTINGS menu, press key 5 “Measurement area”. The menu for the measurement area appears.

The default value for the measurement area is 40 mm. This value is very well suited for most documents. You only need to adjust the measurement area for certain special sizes (e.g. small cards) or if there are frequent fault alarms.

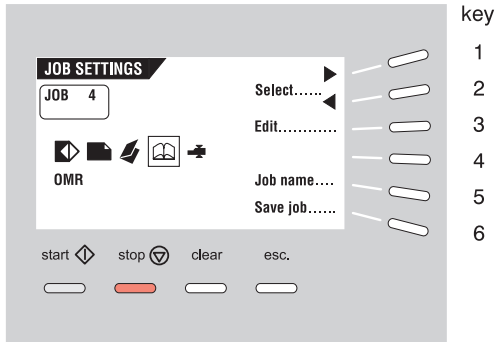
*DFC SETTINGS
Measurement area*



- Set the position of the measurement area:
Shift to the right (key 3)
Shift to the left (key 4).
- OK (key 6) confirms the selected settings and returns to the DFC SETTINGS menu.

7.3.5 OMR SETTINGS menu (reading)

JOB SETTINGS



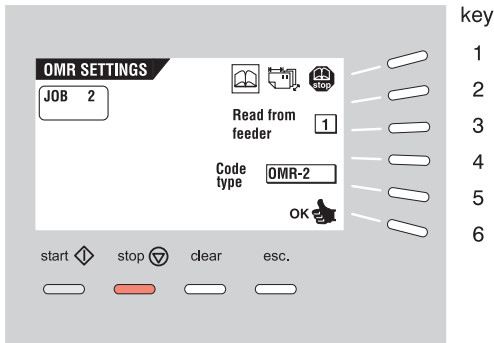
- In the JOB SETTINGS menu, select the “OMR” (📖) using keys 1 and 2.
- Use “Edit” (key 3) to open confirm your selection.

The OMR SETTINGS menu appears.

The following pages contain explanations of the individual settings for reading.

7.3.5.1 Read code type

OMR SETTINGS



- In the OMR SETTINGS menu, select “Reading”. Press key 1 repeatedly until “Reading” (📖) appears.
- Use key 5 to select “OMR 2” read code.

You can use key 5 to switch between the settings “None” and “OMR 2”. If you do not select a code type (“None”), the OMR function is deactivated. If you select “OMR 2”, the OMR function is active.

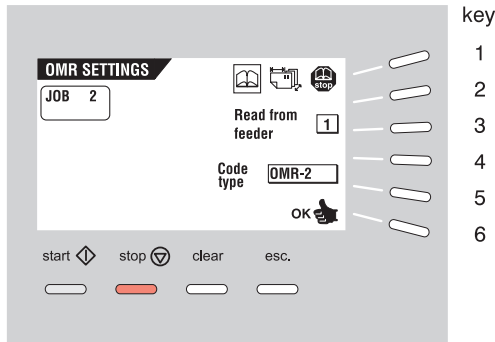
If you are using Flex Code/Flex dongle, the selection window shows all available codes.



Selecting a read code type activates the OMR function. You can now make the settings for the read feeder.

7.3.5.2 Read feeder

OMR SETTINGS



- In the OMR SETTINGS menu, select “Reading”. Press key 1 repeatedly until “Reading” (📖) is highlighted.
- Use key 3 to select the read feeder.

You can only select those feeders that have not been defined as selective feeders (setting by FP service).

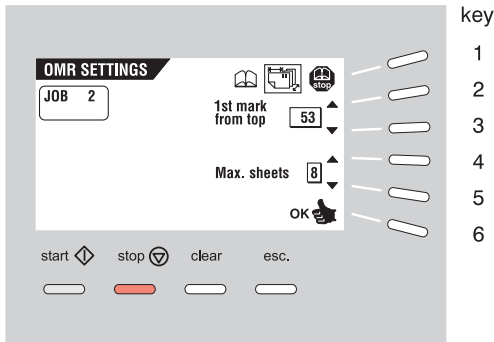
You can achieve the highest processing speed by using feeder 1 (lowest feeder) as the read feeder.


- Press key 1 to proceed to the next OMR setting
or
press OK (key 6) to confirm the selected settings and return to the JOB SETTINGS menu.

By default, double feed control and insert control are deactivated. If necessary, you can turn double feed control back on in the DFC SETTINGS menu.

7.3.5.3 Position of read window

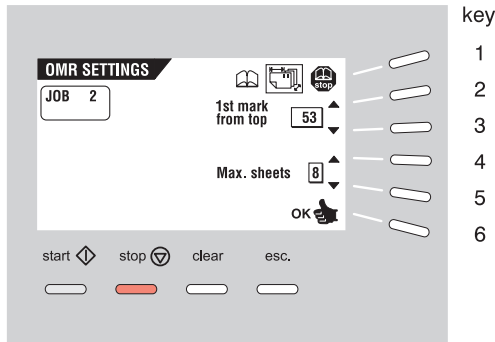
OMR SETTINGS



- In the OMR SETTINGS menu, select “Read window”: Press key 1 repeatedly until “Read window” () is highlighted.
- Set the position of the read window (distance between 1st character and leading edge of sheet):
 - Increase distance (key 2)
 - Reduce distance (key 3)
 - Minimum distance: 15 mm
 - Maximum distance: 336 mm
- Press key 1 to proceed to the next OMR setting
or
press OK (key 6) to confirm the selected settings and return to the JOB SETTINGS menu.

7.3.5.4 Maximum number of sheets per set

OMR SETTINGS



To set the maximum number of sheets permitted in a set:

- In the OMR SETTINGS menu, press key 1 repeatedly until “Read window” (📄) is highlighted.
- Set the maximum number of sheets using keys 4 and 5.
- Press key 1 to proceed to the next OMR setting
or
press OK (key 6) to confirm the selected settings and return to the JOB SETTINGS menu.



The number of sheets in a set is limited to 25 by the machine.

Ensure that “No fold” is set as the fold type (see Page 61) if the maximum number of sheets is above 8. With a number of sheets higher than 8, the set can no longer be folded and document-related interruptions occur.

If you want to process more than 8 sheets in a set, the maximum length of the document is limited to 148 mm (5.8 inches), or you must set “No envelope” in the ENVELOPE SETTINGS menu.

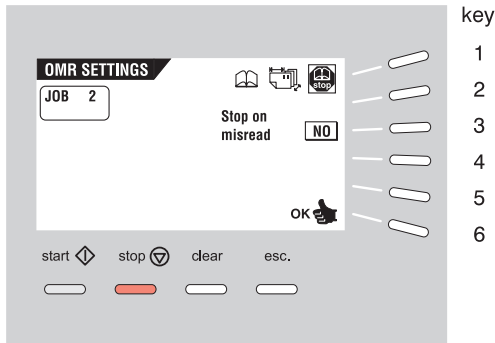
7.3.5.5 Stop for read error on/off (Divert & Go)

If “Stop on misread” is turned on, a faulty set is diverted and the machine stops. After the machine is reset, the next set is also diverted and processing continues.


If “Stop on misread” is turned off, the faulty set and the next set are diverted and processing continues.

In general, the machine stops after five consecutive read errors.

OMR SETTINGS



To set the stop on misread function:

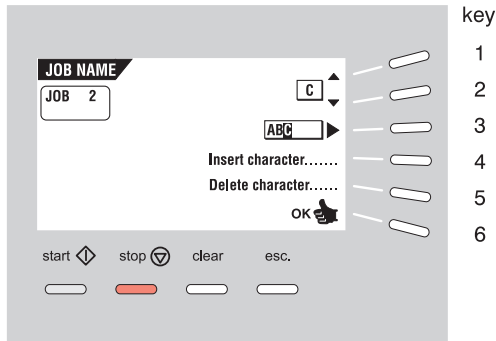
- In the OMR SETTINGS menu, select “Stop on misread”:
Press key 1 repeatedly until “Stop on misread” () is highlighted.
- Select Stop on misread YES/NO using key 3.
- Press key 1 to proceed to the next OMR setting
or
press OK (key 6) to confirm the selected settings and return to the JOB SETTINGS menu.

7.3.6 Entering a job name: JOB NAME menu

- In the JOB SETTINGS menu, select the “Job name” function (key 5).

The JOB NAME menu appears in the display.

JOB NAME



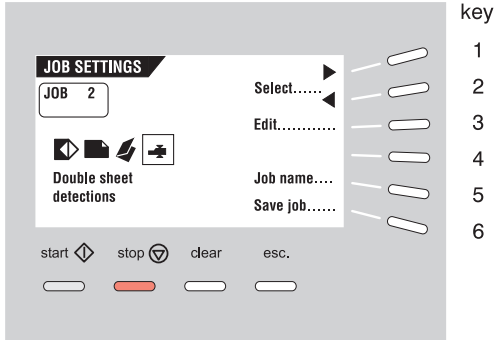
- Select characters:
 - ascending alphabetically (key 1)
 - descending alphabetically (key 2)
 - Select the character position using key 3.
 - Use key 4 to insert the selected character at the selected position.
 - Delete incorrect characters with key 5.
- Repeat this until the desired name is complete. The name can consist of a maximum of 6 characters.
- OK (key 6) confirms the job name and returns to the JOB SETTINGS menu.

The desired job name is entered.

7.3.7 Saving a job: JOB SETTINGS menu

After all settings have been entered for your job, you are returned to the JOB SETTINGS menu.

JOB SETTINGS

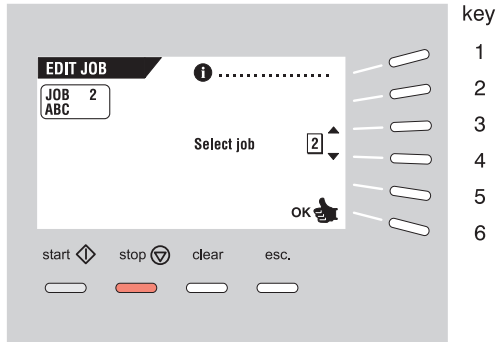


- Use key 6 “Save job” to store the job and return to the JOB MENU.

7.4 Editing a job: EDIT JOB menu

- In the JOB MENU select the “Edit job” function (key 3).
The EDIT JOB menu appears in the display.

EDIT JOB



- Select the desired job:
higher job number (key 3)
lower job number (key 4)
- Confirm the selected job with OK (key 6).

The JOB SETTINGS menu appears in the display and you can edit the job as required.



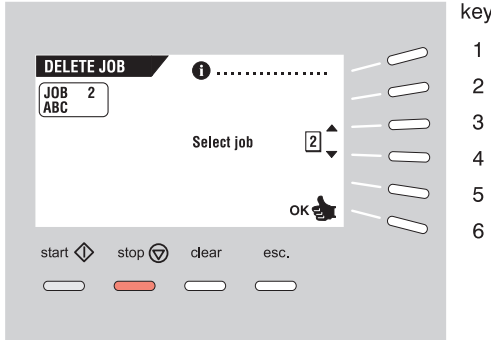
If the symbol **i** can be seen in the display, you can display the current settings for the selected job. To do this, simply press key 1.

Carrying out job settings is described in Chapter 7.3.

7.5 Deleting a job: DELETE JOB menu

- In the JOB MENU select the “Delete job” function (key 5).
The DELETE JOB menu appears in the display.

DELETE JOB



- Select the desired job:
higher job number (key 3)
lower job number (key 4)
- Confirm the selected job with OK (key 6).

The selected job is deleted and the JOB MENU appears in the display.



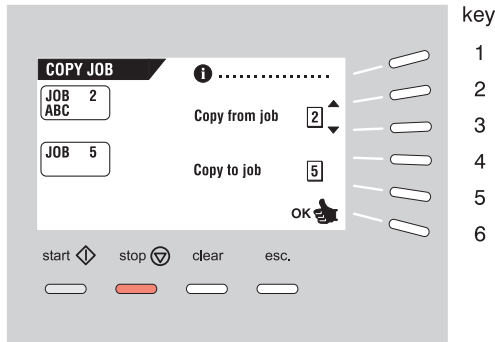
If the symbol **i** can be seen in the display, you can display the current settings for the selected job. To do this, simply press key 1.

7.6 Copying a job: COPY JOB menu

- In the JOB MENU select the “Copy job” function (key 4).

The COPY JOB menu appears in the display.

COPY JOB



- Select the number of the source job:
 - higher job number (key 2)
 - lower job number (key 3)
- Select the number of the destination job:
 - higher job number (key 4)
 - lower job number (key 5)
- Confirm the job selection with OK (key 6).

The selected source job is copied to the selected destination job and the JOB SETTINGS menu appears in the display.



A job can only be copied to an unassigned job. If all available jobs are already programmed, “No more free jobs” appears in the display.

You can display the current settings for the selected job. To do this, simply press key 1 in the JOB MENU.



8 Basic settings and special functions

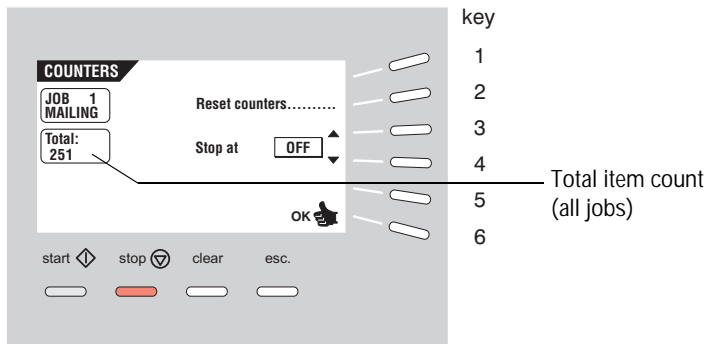
8.1 Resetting the total item count to zero

A total item count records the number of all insertions carried out, regardless of the job. This item count is saved even when the machine is turned off.

- In the MAIN MENU (1) select “Counters” (key 4).

The COUNTERS menu appears in the display.

COUNTERS



- You can use key 2 to reset the total item count to zero.
- Exit the counter menu with OK (key 6).

8.2 Using the Preset counter

You can use the preset counter to insert a preset number of letters. During operation, the display shows the preset number and number of finished letters. The inserting system stops, as soon as the set number of letters has been completed.

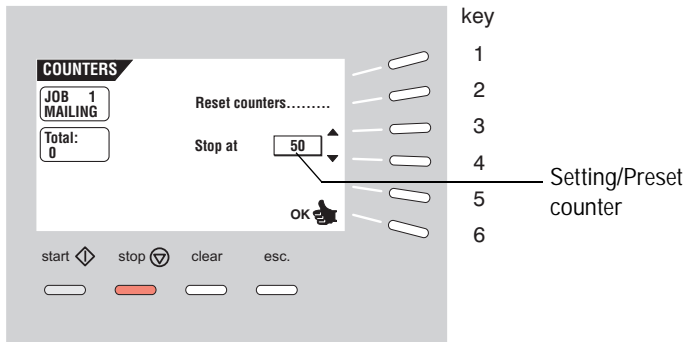
You can start the inserting system again using the START key and insert the next stack.

The preset counter works independently of the set job. The presets and counter figures are retained when the job is changed. The finished letters are continuously counted.

The total item count is saved even when the machine is turned off. By contrast, the preset counter setting is cleared when the machine is turned off, and automatically set to OFF when it is turned on.

Setting the preset counter

COUNTERS



- In the MAIN MENU (1) select “Counters” (key 4).

The COUNTERS menu appears in the display.



- Set the desired number of letters to be inserted using keys 3 and 4:

Increase number (key 3)

Reduce number (key 4)

You can select any number between 1 and 9999.

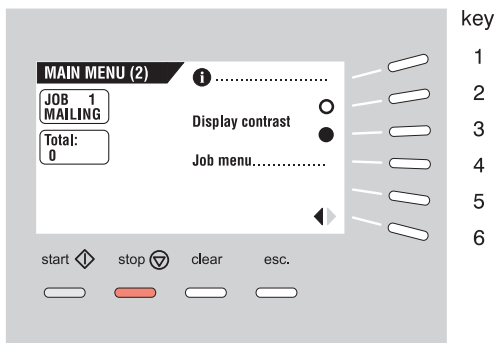
- Confirm the set number and exit the counter menu with OK (key 6).

Turning the preset counter off

- Call up the COUNTERS menu.
- Press key 4 repeatedly until “Stop at: OFF” is set. (OFF appears after 1.)
- Confirm and exit the counter menu with OK (key 6).

8.3 Setting the display contrast

MAIN MENU (2)



- Call up the MAIN MENU (2).
- Set the display contrast using keys 3 and 4:
 - Display lighter (key 2)
 - Display darker (key 3)

You can see the change immediately in the display.



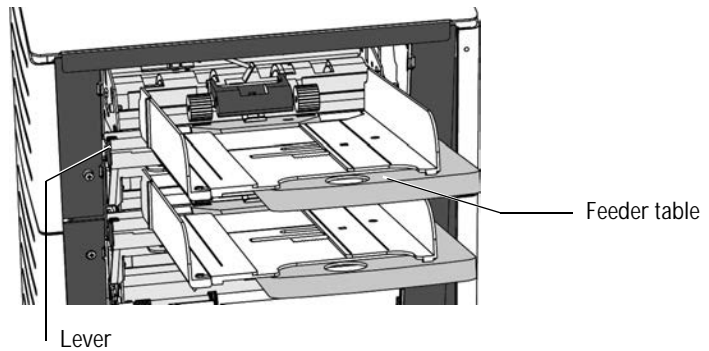
9 Mechanical settings

9.1 Feeders (automatic and special feeder)

9.1.1 Adjusting the lateral paper guides

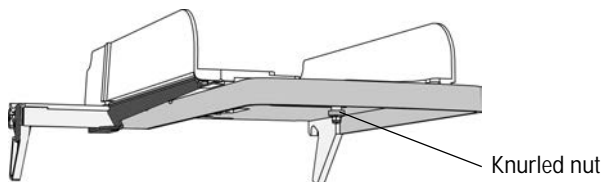
To set up the lateral paper guides, remove the feeder table from the feeder unit.

Removing the feeder table



- Press lever downwards.
- Lift the feeder table from its mounting and remove it.

Adjusting paper guides



- Loosen knurled nut (half a turn).
- Hold paper guides at the height of the toothed wheel and pull them as far apart as possible.
- Place a small stack of paper (10-20 sheets) between the paper guides.
- Push the paper guides against the sheets.

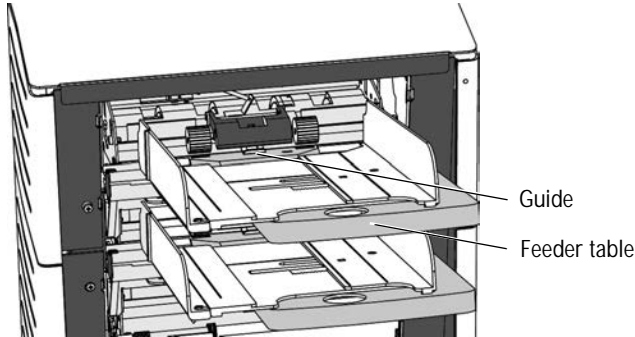


There must be sufficient space between the paper guides and the sheets to still allow the paper to move easily.

- Tighten the knurled nut again.
- Remove the paper stack.

Replacing the feeder table:

Inserting feeder table



- Position the feeder table with the two horizontal strips below the feed rollers.
- Press and lower the feeder table towards the machine until it locks into place.

9.1.2 Adjusting the paper separation

Automatic feeders

Automatic feeders automatically adjust themselves to the documents to be processed. They do not require any settings for sheet separation.

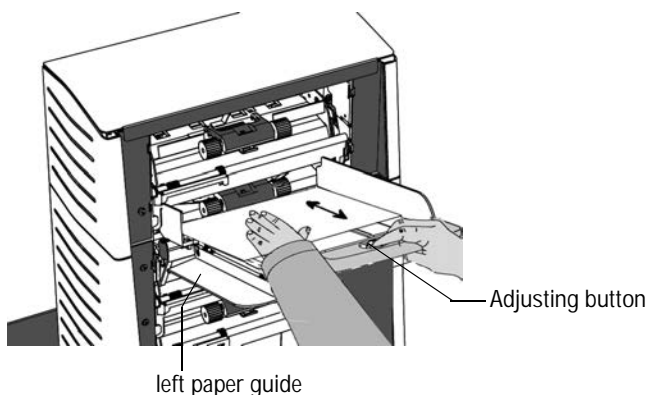
Special feeders

The special feeders must be manually adjusted according to the thickness and paper quality of the documents to be processed. They are therefore also suitable for documents that are difficult to process (e.g. thin paper).

Special feeders can be recognised by the blue “Special feeder” sticker on the frame.



Adjusting the separation



- Remove the paper from the special feeder.
- Push the adjusting button forwards (in the paper feed direction) until it locks into place.
- Press left paper guide downwards.
- Place a sheet on the stacker and push it around 60 mm into the machine.
- Turn the adjusting button to the right, until the separation is tightly set.
- Move the sheet backwards and forwards between the rollers.
- Turn the adjusting button at the same time: clockwise increases the pressure of the rollers, anticlockwise reduces the pressure.

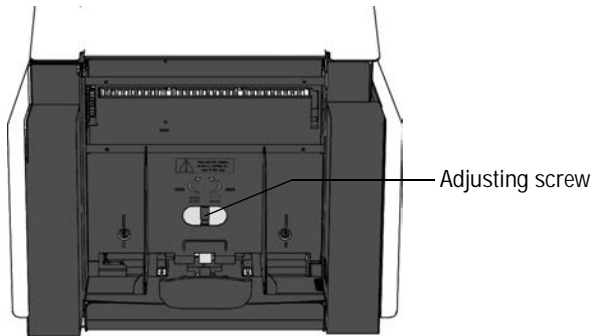


The separation is set correctly when you can feel a slight resistance on the sheet.

- Press left paper guide upwards and retract the setting button.

9.2 Adjusting the envelope separation

Adjusting envelope separation



- Turn the adjusting screw anticlockwise (it must be possible to move at least 2 envelopes on top of each other between the rollers with no resistance).
- Turn adjusting screw clockwise until only one envelope fits between the rollers.



After the machine is started, it is possible that more than one envelope is taken up, In this case turn the adjusting screw clockwise another quarter turn. Repeat this until envelopes are taken up properly.

Once the separation has been set, different envelope sizes can be processed.



9.3 Adjusting the paper stops in the collator

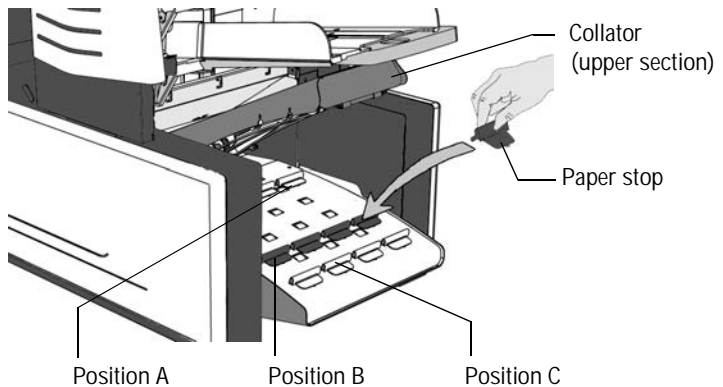
The default position of the paper stops in the collator is a preset value from our service department. This value is normally set to position B. This position allows the majority of standard documents to be processed.

If the paper length set for the job (see Chapter 7.3.2.2 on page 58) does not match this default setting, an appropriate message appears in the display. In this case, you must change the position of the paper stops.

Correct paper stop position

| Paper length | Position |
|----------------------------|----------|
| up to 148.5 mm | A |
| 149 to 297 mm | B |
| above 297 mm (max. 356 mm) | C |

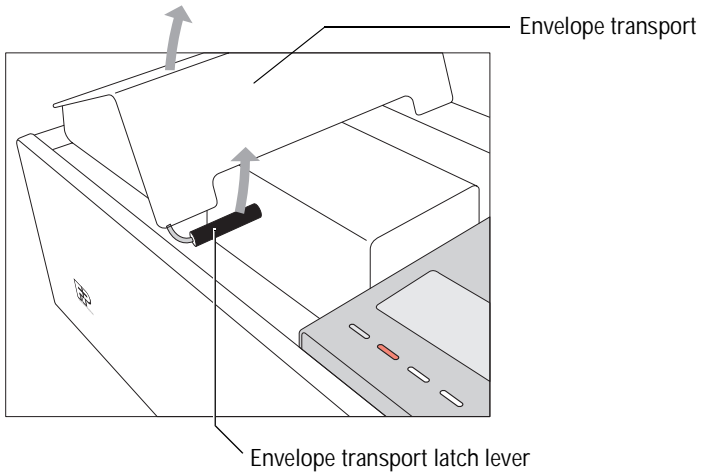
Adjusting paper stops



- Hold up the upper section of the collator.
- Remove the paper stop: Press the paper stop backwards and remove it from its hinges.
- Replace the paper stop: Replace the paper stop at the back and press it down at the front.
- Lower the upper section of the collator.

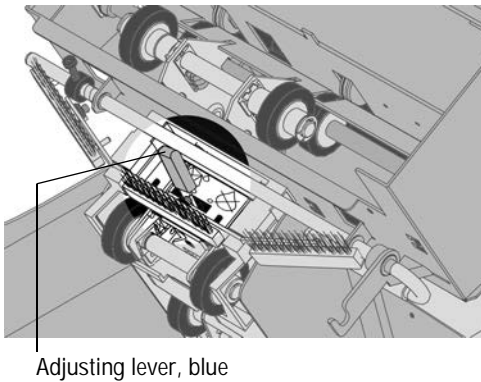
9.4 Envelope sealing on/off

Releasing and opening envelope transport



- Lift the envelope transport latch lever.
- Lift the envelope transport.

Turning envelope sealing on/off



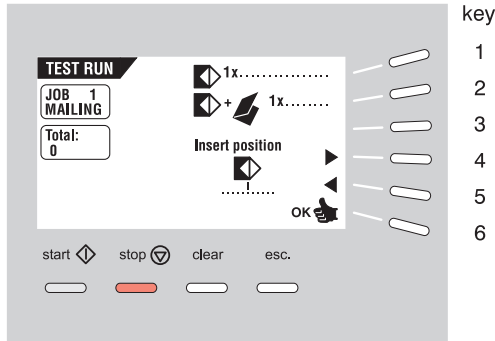
- Set the blue adjusting lever to the desired position:
 - ✗ Sealing function off
 - ☑ Sealing function on.
- Lower the envelope transport into its original position and lock into place.



9.5 Adjusting the insert position

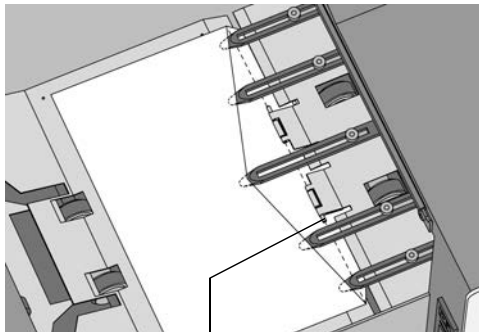
- In the MAIN MENU (1) call up the TEST RUN menu.

TEST RUN



- Press key 1 in the TEST RUN menu: An envelope is transported onto the insert table.
- Lift the envelope transport latch lever.
- Lift the envelope transport.

Adjusting the insert position



Green marking

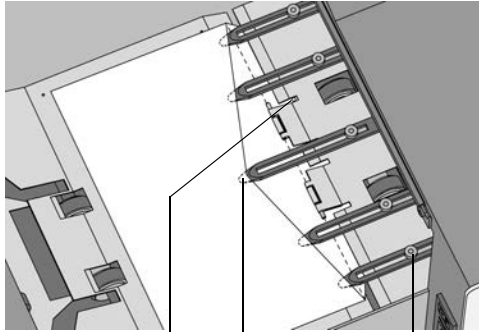
The flap fold line must be below the green marking.

- If necessary, align the fold line in the TEST RUN menu:
 - Key 4: Envelope stops 0.5mm further to the right (earlier)
 - Key 5: Envelope stops 0.5mm further to the left (later).
- Check the setting using key 1.

9.6 Adjusting the inserting fingers

The five converting fingers must be adjusted longitudinally to the paper feed direction and laterally.

Adjusting the inserting fingers



Sensor Inserting fingers Knurled nut

Adjusting in paper feed direction

- Loosen knurled nuts.
- Move the upper section of the inserting fingers forwards and backwards. (the screw is fixed to the lower section).

The individual inserting fingers should protrude around 5 mm into the envelope.

- Tighten knurled nuts.

Lateral adjustment

- Hold the inserting fingers and move to the right or left against a slight resistance.

The outer inserting fingers should be around 10 mm away from the edge of the envelope.

Ensure that the sensor (see picture above) is not covered.



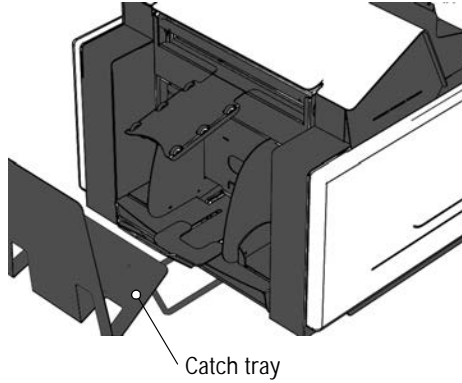
If you change the envelope format, check the position of the inserting fingers.



9.7 Setting up the catch tray

By default the machine has one catch tray (catch basket).

Catch tray



- Adjust the catch tray to the size of the letters by moving it inwards or outwards.

9.8 MaxiFeeder *(optional)*



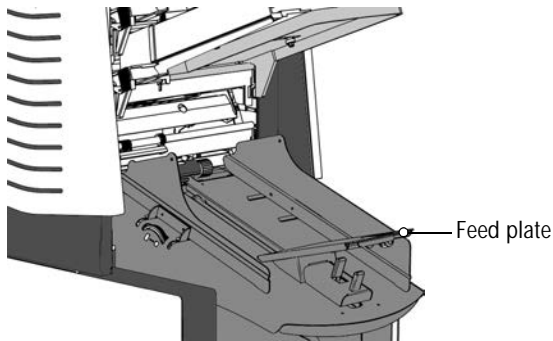
The machine must be prepared for the use of the MaxiFeeder, either in the factory or by a service technician.

Use of the MaxiFeeder does not have any effect on the job programming.

9.8.1 Installing the MaxiFeeder

The MaxiFeeder is installed in place of feeder 1.

MaxiFeeder



- Turn off the machine.
- Remove feeder table 1 from its hinges. (press lever downwards, lift feeder table from its mounting and remove it. See Page 85).
- Remove feeder table 2 from its hinges (this gives you more space to install the MaxiFeeder).
- Place the MaxiFeeder close to feeder 1.
- Plug the MaxiFeeder into the machine (insert plug with lug downwards and screw into place).
- Move the MaxiFeeder towards the machine using the two horizontal strips below the feed rollers and slightly lift the MaxiFeeder.
- Lower the MaxiFeeder.



- Replace feeder table 2 (position feeder table using the two horizontal strips below the feed rollers, push towards the machine and lower until it locks into place. See Page 86).

Your inserting system will automatically detect the switch from MaxiFeeder to standard feed setup (or vice versa).

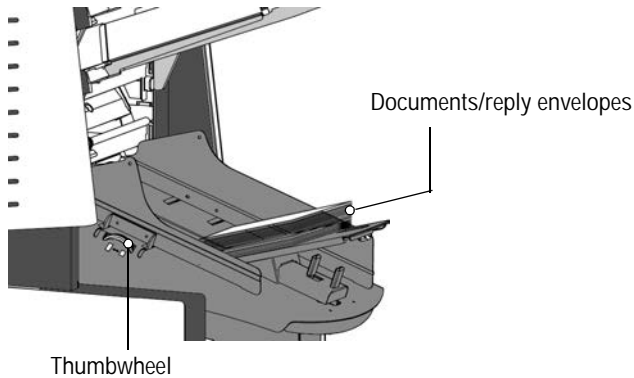
Switching to a standard feeder follows the same procedure in reverse.



Installing the MaxiFeeder is easier if you move the feed plate to its rearmost position (see Page 97).

9.8.2 Adjusting the lateral paper guides

*Lateral
paper guides*



- Place around 20 documents or reply envelopes in the MaxiFeeder (reply envelopes with the flap downwards and forwards).
- Adjust the paper guide by turning the thumbwheel: clockwise narrows the paper guide, anticlockwise increases it.



It must still be possible to move the documents or reply envelopes slightly. Too much clearance can cause a paper jam.

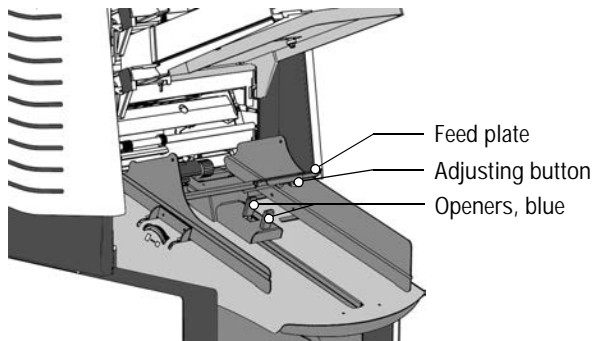
9.8.3 Adjusting the paper separation

The necessary adjustments depend on whether feeder 1 is an automatic or special feeder.

Automatic feeder If the MaxiFeeder is installed on an automatic feeder, no further settings are required.

Special feeder If the MaxiFeeder is installed on a special feeder, you should remove feeder table 2. This makes setting easier for you.

Setting the separation



- Press the blue openers together and move the feed plate forwards as far as possible (i.e. in the paper feed direction).
- Push the adjusting button forwards until it locks into place.
- Place a document or reply envelope on the feed plate and push it forwards around 60 mm.
- Turn the adjusting screw anticlockwise to open the separation.
- Move a document or reply envelope between the rollers.
- Turn the adjusting button clockwise, until the separation is tightly set.
- Move the document/reply envelope backwards and forwards between the rollers.



- Turn the adjusting button at the same time: clockwise increases the pressure of the rollers, anticlockwise reduces the pressure.

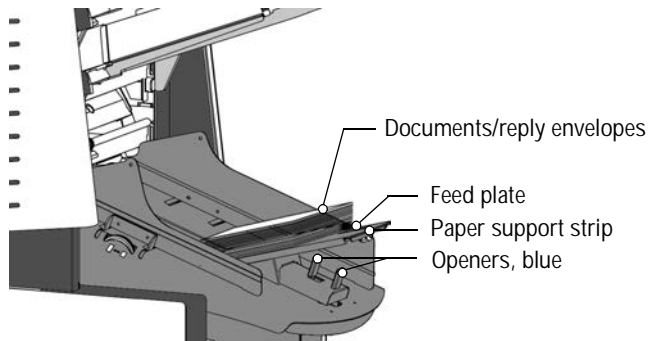


The separation is set correctly when you can feel a slight resistance on the document/reply envelope.

- Retract the setting button.

9.8.4 Loading the MaxiFeeder

*Loading the
MaxiFeeder*



- Press the blue openers together and move the feed plate backwards.
- Fan out documents or reply envelopes and place them on the feed plate (reply envelopes with the flap downwards and forwards).
- Adjust paper support strip to the length of the documents or reply envelopes.



Make sure that the documents or reply envelopes are inserted parallel to the feed plate.

The FPi 5000 moves the feed plate with the documents or reply envelopes forward as soon as processing starts. When sufficient documents or reply envelopes are on the separation, the feed is turned off.

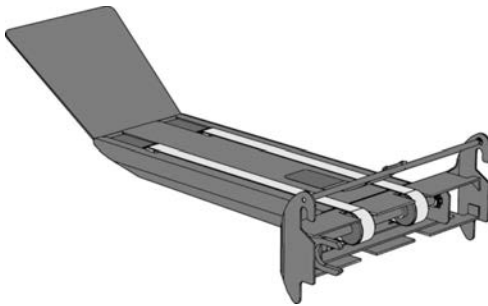
9.9 Short feeder table for envelope sized documents
(optional)

A short feeder table is available for envelope sized documents.

The short feeder table does not have an adjusting device for the paper separation. If you are using the short feeder table on a special feeder, you must adjust the separation (separation rollers) using the "normal" feeder table.

9.10 Conveyor stacker *(optional)*

Conveyor stacker

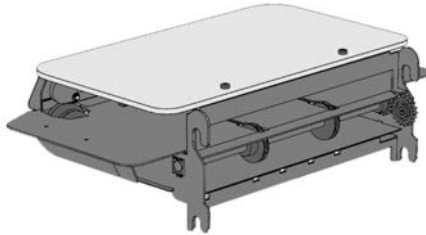


A conveyor stacker is available in place of the standard catch tray at the machine exit. Two transport conveyors, which are driven by the inserting machine using toothed wheels, provide continuous transport and stacked storage of the letters.



9.11 Diverter/ side exit *(optional)*

Diverter



The standard catch tray at the machine exit can be replaced by a diverter. The letters can either be diverted to the right or the left, so that they can be sent to a franking machine, for example. A service technician will perform the initial installation and adjustment of the diverter.



10 Maintenance and care



Warning! Turn off and unplug the inserting system before carrying out any cleaning work on it.



Warning! Make sure that no liquids or foreign objects get into the interior of the machine. If this happens, pull out the mains plug immediately. Have the inserting system checked by a service technician before using it again.

10.1 General tips

Have your FPi 5000 inserting system serviced and cleaned regularly by a service technician. This guarantees long-term, trouble-free operation. Ask about our low-cost care and maintenance agreement.

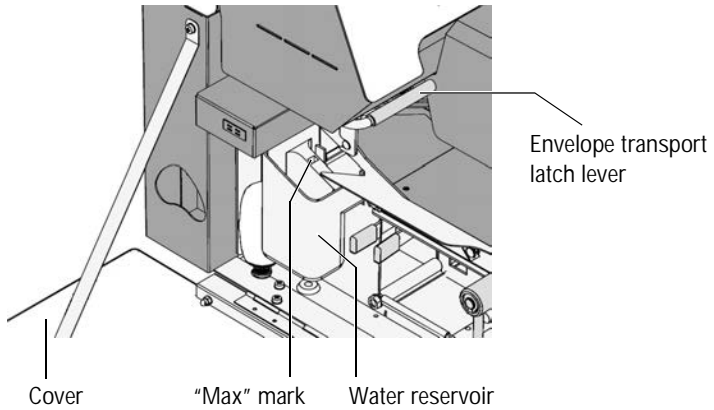
You should carry out the following cleaning and maintenance work yourself on a regular basis:

- Top up the water
- Clean and maintain brushes
- Clean water reservoir
- Clean moistening felt
- Clean photo cells.

Cleaning the housing

You can remove dirt from the housing (dust, paper or adhesive residue) by wiping with a slightly damp cloth. You can use also use a commercially available washing-up liquid.

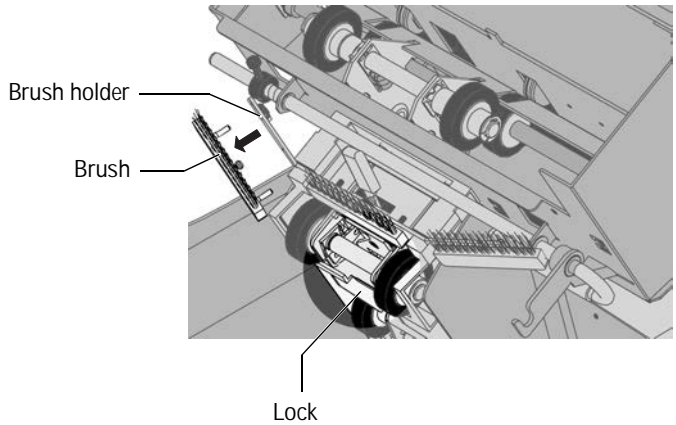
10.2 Filling the water reservoir



- Open the cover.
- Pull the envelope transport latch lever upwards.
- Lift the envelope transport.
- Pull out the water reservoir slightly and fill it with tap water up to the “Max” mark.
- Push in the water reservoir.
- Lower the envelope transport and lock into place.
- Close the cover.



10.3 Cleaning and maintaining the brushes



To prevent the brushes drying out or becoming hard due to adhesive residue, we recommend:

- Change the brushes daily (the inserting machine is supplied with two sets of brushes).
- Store the brushes not currently required in the water tank. This will keep them soft.
- Soak new brushes carefully before use.
- Check the water level regularly.
- Rinse the brushes once a week under running water.

To change the brushes

- Open the cover.
- Lift the envelope transport latch lever.
- Lift the envelope transport.
- Remove the brushes from the holder in the direction of the arrow.
- When you use the brushes again, ensure that the brush pins are correctly located in the holes in the brush holder.

To replace the brush holder

You can replace the brush holder along with all the brushes as a single unit.

- Press the lock downwards and remove the brush holder while doing so.
- When you use the brush holder again: Push in the catch of the brush holder above the lock and press the brush holder downwards until it locks into place.
- Lower the envelope transport and lock into place.
- Close the cover.

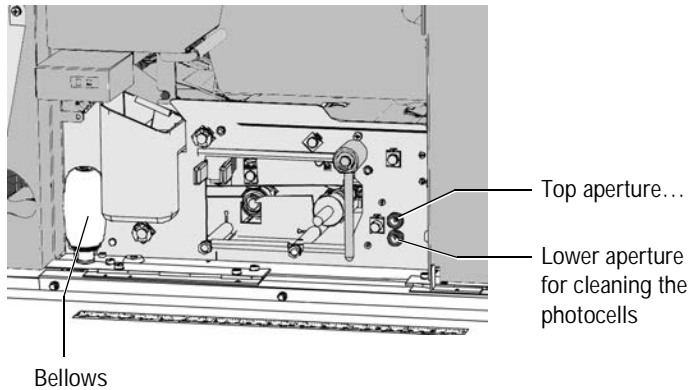
10.4 Cleaning the water reservoir and moistening felt

If the water reservoir or moistening felt are dirty or sticky due to adhesive residue, they must be cleaned.

- Open the cover.
- Lift the envelope transport latch lever.
- Lift the envelope transport.
- Remove the water reservoir and empty it. Remove the moistening felt.
- Release the clips that hold the moistening felt in place on the supporting plate.
- Clean the water reservoir and moistening felt under running water.
- Replace the moistening felt on the supporting plate with the clips and place it in the water reservoir.
- Place the water reservoir in the machine.
- Fill with water up to the "Max" mark and push the reservoir all the way in.
- Lower the envelope transport and lock into place.
- Close the cover.



10.5 Cleaning the photocells



Many of the monitoring functions on the FPi 5000 use photocells. After intensive use, dust settles on the photocells and impairs their function. If the photocells are dirty, a message will appear in the display.

You can remove the dust using the bellows supplied.

- Open the cover.
- Remove the bellows from the mounting.
- Hold the bellows in the top aperture for cleaning the light barriers and press together firmly several times (this blows the dust off the photo cells).
- Repeat this procedure with the lower aperture.
- Replace the bellows in the mounting.
- Close the cover.



11 Tips for malfunctions and errors

11.1 General notes



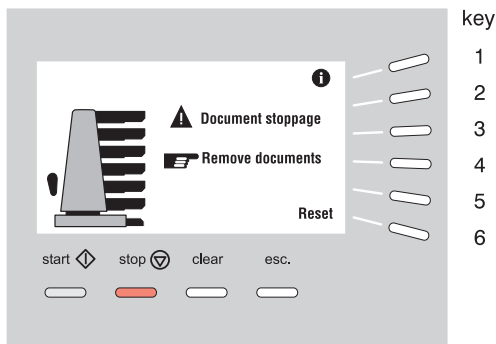
Caution! Only have maintenance and repair work done by qualified personnel authorised by Francotyp-Postalia. Otherwise your warranty will be voided. You will be liable for any errors that occur.

You can eliminate minor faults and problems on the FPi 5000 yourself.

Error message

If a malfunction occurs, the inserting system will stop and an error message will appear in the display, along with a suggested remedy. The error messages help you to locate the error and to determine and remove its causes. In the following sections, you will find notes and tips for this purpose.

For example, this error message informs you of a paper jam:



A black arrow or a feeder highlighted in black shows the location of the error. In the section 11.3, you can find a list of the error codes along with their explanations.

Additional information

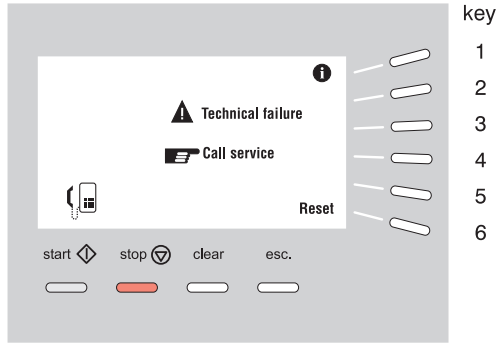
Using key 1, which is assigned to the **i** icon, you can call up additional information about the error message.

Error message acknowledgement

When the malfunction has been remedied: Clear the error message with “Reset” (key 6).

If you cannot remedy the error yourself, please call a service technician.

Technical errors For technical errors, the following error message appears:



If a technical error occurs:

- Note the error code (called up using key 1).
- Turn off the machine, wait four seconds and turn it back on again.
- If the error recurs, call a service technician.




11.2 Tips for helping yourself




| Problem | Possible causes | Remedy |
|--|---|--|
| Machine does not work, no display. | Machine is not connected to the mains. | Connect the machine to the mains. |
| | Fuse has blown. | Replace the fuse under the power switch (Page 3). |
| Job will not start. | Covers are open. | Close covers. |
| Machine stops with envelope in inserting position (flap not open). | Envelopes are placed the wrong way around in the envelope hopper. | Check envelope settings (Page 29). |
| | Envelope flap sticks. | Store envelopes at 50% relative humidity. |
| | Envelope format does not match the specifications. | Replace envelopes, observing the envelope specifications (Page 124). |
| Two envelopes taken in at once. | Envelope separation is not set correctly. | Adjust the separation settings (Page 88). |
| Envelopes stop stewed (more than 4 mm). | Envelopes are incorrectly placed in the envelope hopper. | Insert envelopes correctly (Page 29). |
| | The envelope hopper paper guides are set too wide. | Adjust the paper guides (Page 29). |
| | Envelope support not straight. | Twist envelope support (Page 29). |
| Envelopes are taken in irregularly. | Envelope hopper is almost empty. | Load the envelope hopper (Page 29). |
| | Separation is set too narrowly. | Adjust the separation settings (Page 88). |
| | Paper guides are set too narrowly. | Adjust the paper guides (Page 29). |
| | Envelope support is not set correctly. | Reset envelope support (Page 29). |

| Problem | Possible causes | Remedy |
|---|--|--|
| Flap is creased and sometimes not open. | Envelope does not match the specifications. | Observe the envelope specifications (Page 124). |
| | Envelope flap sticks. | Store envelopes at 50% relative humidity. |
| | Envelope flap uneven. | Observe the envelope specifications (Page 124). |
| | Separation is set too narrowly. | Adjust the separation settings (Page 88). |
| Insert fingers press onto the envelope. | The inserting fingers are protruding too far into the envelope. | Adjust the position of the inserting fingers (length) (Page 92). |
| | Envelope stops too early. | Adjust the envelope position (Page 91). |
| Machine stops during inserting (jam in inserting area). | Inserting fingers set incorrectly. | Adjust the position of the inserting fingers (Page 92). |
| | Inserted document is too long for the envelope. | Adjust the fold settings (Page 61). |
| | Envelope opening is incorrect. | Check the envelope specifications (Page 124). |
| | Envelope is stuck on the inside. | Remove faulty envelopes. |
| | Envelope window is not stuck in correctly. | Remove faulty envelopes. |
| Documents are being diverted (storage in divert area). | Documents from the previous job were still in the inserting system when the job was changed. | Remove documents from the divert area. Recommendation: Always end a job with the CLEAR key (system finishes the job). |
| Inserting system does not "recognise" the MaxiFeeder. | The MaxiFeeder is not connected. | Plug the MaxiFeeder connection cable into the socket (Page 94). Turn the inserting system off and back on again. |









| Problem | Possible causes | Remedy |
|---|--|--|
| Flap is not moistened sufficiently. | Water level too low. | Top up the water (Page 102). |
| | Brushes have dried out. | Replace brushes with the moistened spare set (Page 103). |
| | Brushes are dirty. | Clean brushes (Page 103). |
| | Moistening felt has dried out. | Check the moistening felt and, if necessary, top up the water (Page 104). |
| | Moistening felt is dirty. | Clean moistening felt (Page 104). |
| | Brushes are turned up. | Set the lever for moistening to  (Page 90). |
| | Brushes are worn out. | Replace brushes (Page 103). |
| Letter is not always ejected from the sealing feeder. | Document inserted is too large. | Adjust the fold settings (Page 61). |
| | Document is not pushed in far enough. | Check the envelope stop position and inserting finger settings (Page 91). |
| No document feed. | Feeder empty. | Load the feeder (Page 26). |
| | Separation set too wide. | Set up separation (for special feeder only) (Page 86). |
| | Paper guides are set too narrowly. | Adjust the paper guides (Page 85). |
| Documents are not being taken in straight. | Paper guides are set too wide. | Adjust the paper guides (Page 85). |
| Documents are taken in pairs. | Separation set too wide. | Set up separation (Page 86). |
| Document-related malfunction in collator. | Paper stop position not set correctly. | Change paper stop position (Page 89). |

11.3 Error codes

|  Errors |  Remedy |  Information and error code | |
|--|---|---|------|
| Envelope too long. | Remove envelope. | Envelope length error. | 1:10 |
| Document stoppage. | Remove documents. | Inserting failure. | 1:11 |
| Document stoppage. | Remove documents. | Document length error. | 1:12 |
| Envelope stoppage. | Remove envelope. | Transport failure. | 1:13 |
| Document stoppage. | Remove documents. | Document too thin. | 1:14 |
| Envelope stoppage. | Remove envelope. | Flap not opened. | 1:15 |
| Envelope stoppage. | Remove envelope. | Transport failure. | 1:16 |
| Document stoppage. | Remove documents. | Document too early. | 1:17 |
| Document stoppage. | Remove documents. | Inserting failure. | 1:18 |
| Envelope stoppage. | Remove envelope. | Flap sensor covered (Page 92). | 1:19 |
| Envelope stoppage. | Remove envelope. | Envelope lost. | 1:20 |
| Thickness not measured. | Remove documents. | Wrong measurement area (Page 68). | 1:21 |
| Envelope stoppage. | Remove envelope. | Wrong envelope size. | 1:22 |
| Document stoppage. | Remove envelope. | Seal switch active (Page 90). | 1:24 |
| Envelope stoppage. | Remove envelope. | Seal switch not covered (Page 90). | 1:25 |
| Envelope stoppage. | Remove envelope. | Seal switch not covered (Page 90). | 1:26 |
| Document stoppage. | Remove documents. | Document too late. | 1:27 |



|  Errors |  Remedy |  Information and error code | |
|---|---|---|---------------------|
| Document stoppage. | Remove documents. | Document too thick. | 1:28 |
| Document stoppage. | Remove documents. | Insert area blocked (Page 118). | 1:29 |
| Empty envelope hopper. | Load envelopes. | | 1:30 |
| Document stoppage. | Remove documents. | Stoppage at folder. | 2:10 |
| Document stoppage. | Remove documents. | Stoppage at folder. | 2:11 |
| Document stoppage. | Remove documents. | Stoppage at folder. | 2:12 |
| Document stoppage. | Remove documents. | Cover open. | 2:53 |
| Empty feeders. | Load documents. | | 3:00 |
| Document stoppage. | Remove documents. | Stoppage at vertical track (Page 122). | 3:10 |
| Document stoppage. | Remove documents. | Stoppage at collator (Page 121). | 3:11 |
| Document stoppage. | Remove documents. | Stoppage at collator (Page 121). | 3:12 |
| System not ready. | Remove all documents. | Documents in system. | 3:20 |
| Empty feeders. | Load documents. | | 3:21 |
| Document stoppage. | Remove documents. | Cover open (Page 122). | 3:60 |
| Empty feeder. | Load documents. | | 4, 5, 6, 7, 8, 9:00 |
| Feeding failure. | Remove documents. | Document too thick. | 4, 5, 6, 7, 8, 9:10 |
| Feeding failure. | Check previous set. | Wrong reference. | 4, 5, 6, 7, 8, 9:11 |

|  Errors |  Remedy |  Information and error code |
|---|--|--|
| Document stoppage. | Remove documents. | Document too long. 4, 5, 6, 7, 8, 9:12 |
| Document stoppage. | Remove documents. | Paper jam. 4, 5, 6, 7, 8, 9:13 |
| Document stoppage. | Remove documents. | Document too short. 4, 5, 6, 7, 8, 9:14 |









Caution! For error codes with the message “Technical error”, note the error code. Turn off the machine, wait four seconds and turn it back on again. If the error recurs, call a service technician.



11.4 OMR error codes

11.4.1 General OMR error codes

|  Errors |  Remedy |  Information and error code | |
|---|---|---|-------|
| Reading error. | Remove documents. Complete and process the diverted set manually. | | 3:111 |
| Reading error. | Remove documents. Adjust the read window (Page 72). | Wrong window position. | 3:112 |
| Reading stop. | Remove documents. Complete and process the diverted set manually. | Stop mark read. | 3:113 |
| Reading error. | Remove documents. Adjust the read window and the read head (Page 45 and 72). | Not enough marks. | 3:120 |
| Reading error. | Remove documents. Check the read code (Page 70). | Multiple basic command. | 3:121 |
| Reading error. | Remove documents. Check the read code, the sequence numbers and correct the set (Page 70). Put the documents back in the feeders or process the set manually. | Sequence error. | 3:124 |




|  Errors |  Remedy |  Information and error code | |
|---|--|--|-------|
| Reading error. | Remove documents. Check the read code and adjust the read head (Page 45 and 70). | Wrong parity in code. | 3:126 |
| Reading error. | Remove documents. Check the line spacing (see “OMR Programmer’s Guide”). | Wrong mark distance. | 3:128 |
| Reading error. | Remove documents. Check the set and process it manually. The number of sheets in a set is limited to 25 (Page 73). | Too many sheets in set. | 3:130 |
| Incomplete set. | Remove documents. | Empty feeder. <div style="text-align: right;">4, 5, 6, 7:15</div> | |



Caution! For error codes with the message “Technical error”, note the error code. Turn off the machine, wait four seconds and turn it back on again. If the error recurs, call a service technician.

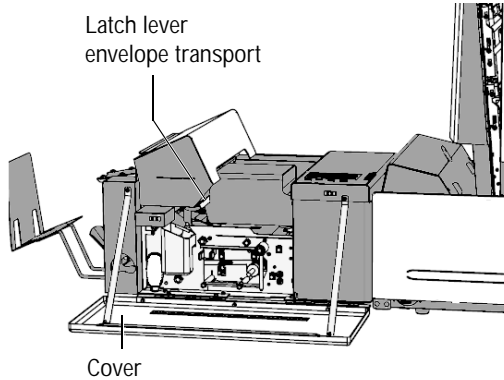


11.4.2 Error codes for flexible reading (Level Flex Code)

|  Errors |  Remedy |  Information and error code | |
|---|---|---|-------|
| Reading error. | Remove documents. Check the read code (Page 70). | No basic command. | 3:122 |
| Reading error. | Remove documents. Check the matching numbers (see “OMR Programmer’s Guide”). | Matching error. | 3:123 |
| Reading error. | Remove documents. Check the sequence numbers (see “OMR Programmer’s Guide”). | Matching error. | 3:125 |
| Reading error. | Remove documents. Check the read code (Page 70). | Undefined mark found. | 3:127 |
| Reading error. | Remove documents. Check the read code (Page 70). | Too many marks. | 3:129 |

11.5 Removing a paper jam

11.5.1 Paper jam in exit and inserting area

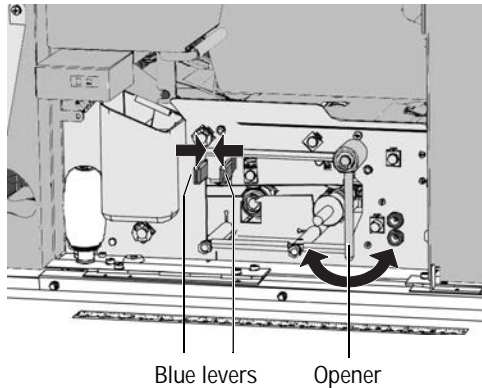


For paper jams in the exit and envelope sealing area:

- Open the cover.
- Lift the envelope transport latch lever and raise the envelope transport.
- Remove all materials.
- Lower the envelope transport and lock into place.
- Close the cover.
- Acknowledge the error message (press key 6).



11.5.2 Envelope jam in the lower envelope guide



For envelope jams in the lower envelope guide:

- Open the cover.
- Press the right and left-hand blue levers together and remove the envelope from the lower envelope path.

If there is a jam, the envelopes and documents can be moved manually with the opener:

- If you want to move envelopes to the insert table and in the lower envelope path, move the manual backwards and forwards.
- If there is a document jam, first press the opener towards the machine and then move it backwards and forwards.

When the malfunction has been remedied:

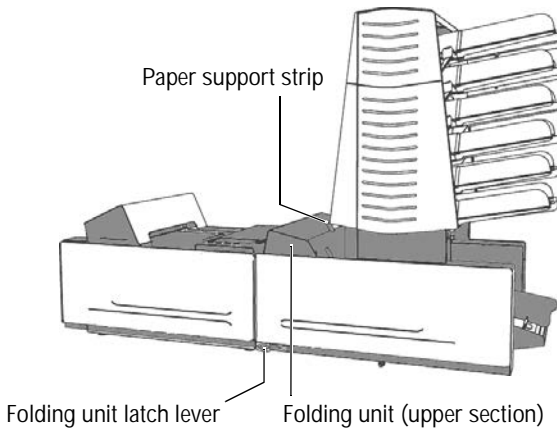
- Close the cover.
- Acknowledge the error message (press key 6).

11.5.3 Paper jam on insert table

For a paper jam on the insert table:

- Open the cover.
- Release the envelope transport and lift it up.
- Remove all materials from the inserting area.
- Lower the envelope transport and close the cover.
- Acknowledge the error message (press key 6).

11.5.4 Paper jam in the folding unit

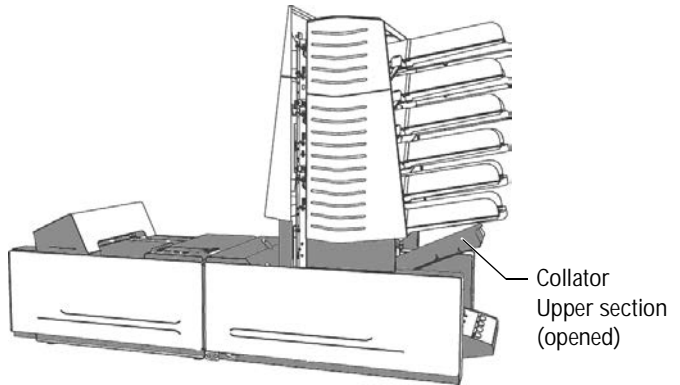


For a paper jam in the folding unit:

- Push in divert area paper support strip.
- Press the folding unit latch lever. The folding unit (upper section) lifts upwards.
- Remove documents.
- Lower folding unit (upper section) until it locks into place.
- Acknowledge the error message (press key 6).
- Pull up divert area paper support strip.



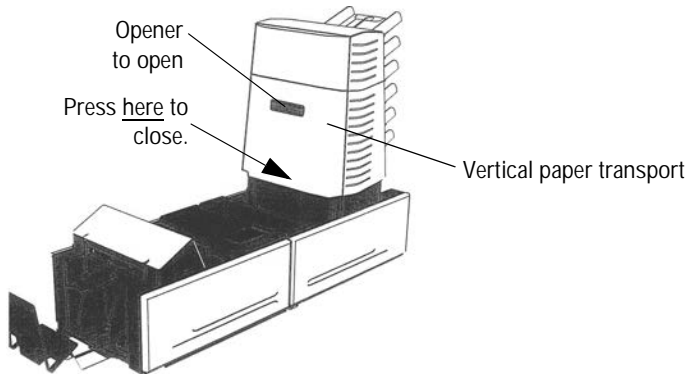
11.5.5 Paper jam in collator



For a jam in the collator:

- Hold up the upper section of the collator.
- Remove documents.
- Lower the upper section of the collator.
- Acknowledge the error message (press key 6).

11.5.6 Paper jam in the feeder



- On the feeder, press the opener upwards and lift the vertical paper transport.
- Remove documents.
- Close the vertical paper transport: Press the bottom of the cover - the paper transport closes automatically.
Note: For safety reasons, the vertical paper transport remains locked in its open position, if you press the cover from above or in the middle.
- If necessary, press the opener downwards until it locks into place.
- Acknowledge the error message (press key 6).



12 Technical Data

12.1 Machine data

| Model | FPI 5020 (2 feeders) | FPI 5040 (4 feeders) | FPI 5060 (6 feeders) |
|----------------------------------|---|-------------------------|-------------------------|
| Total dimensions | | | |
| Height | 735 mm | 735 mm | 920 mm |
| Width | 460 mm | 460 mm | 460 mm |
| Length | 1,400 mm | 1,400 mm | 1,400 mm |
| Length with envelope stacker | 1,590 mm | 1,590 mm | 1,590 mm |
| Length with side exit | 1,440 mm | 1,440 mm | 1,440 mm |
| Length with conveyor stacker | 1,840 mm | 1,840 mm | 1,840 mm |
| Weight | 102 kg | 111 kg | 122 kg |
| Type | Inserting system for medium usage in offices | | |
| Noise emission | <70 dBA (in accordance with DIN 45635, section 19) | | |
| Theoretical maximum speed | 3,500 inserts / hour, depending on configuration | | |
| Operating temperature | 10°C - 40°C | | |
| Humidity | 30% - 80% (without condensation) | | |
| Connection data | 220 – 240 V AC / 50 Hz / 1.4 – 1.5 A | | |
| Approvals | The FPI 5000 series meets the following standards - IEC 950 and standards deriving from it - UL conforming ITE, File E153801 - BS EN60950 - KM11322 | | |

12.2 Document specifications

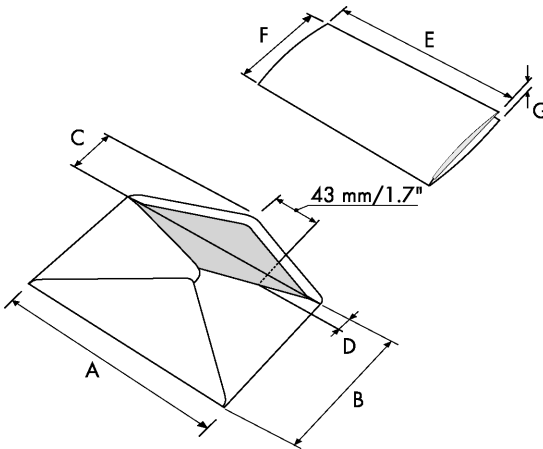
| Paper formats | Minimum | Maximum |
|------------------|---|----------------------|
| Width * | 130 mm | 236 mm |
| Length | 90 mm | 356 mm |
| Quality ** | 60 g/m ² | 250 g/m ² |
| Folding capacity | 8 documents (max. 80 g/m ²) | |

* If folded, max. 230 mm.

** If folded, max. 170 g/m².

Brochures up to approx. 2mm thick, depending on their stiffness.

12.3 Envelope specifications



| | A | B | C | D | E | F | G |
|--------------|-----|-----|--------|----|----------|-------|---------------------|
| Minimum (mm) | 140 | 90 | 32 | 10 | - | 80 | 60 g/m ² |
| Maximum (mm) | 242 | 162 | B - 32 | - | A - 12** | B - 5 | 2.5* |

* Brochures up to approx. 2mm thick, depending on their stiffness.

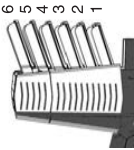
** If the inserted material is thicker than 1 mm: A-15 mm.



Remarks

- Non-carbon paper can lead to faster wearing of the rubber components. The rubber used in this device has the best resistance against Wiggins-Teape materials.
- The technical capabilities of the device cannot be fully utilised in every case. They are constrained by the quality of the materials to be processed and the specific ambient conditions.
- The materials to be processed should be stored at a temperature of 20°C and a relative humidity of 50%. In case of significant temperature differences between the storage and processing location, the materials should be stored close to the machine for at least 24 hours before processing.

12.4 FPI 5000 series – Model summary and equipment



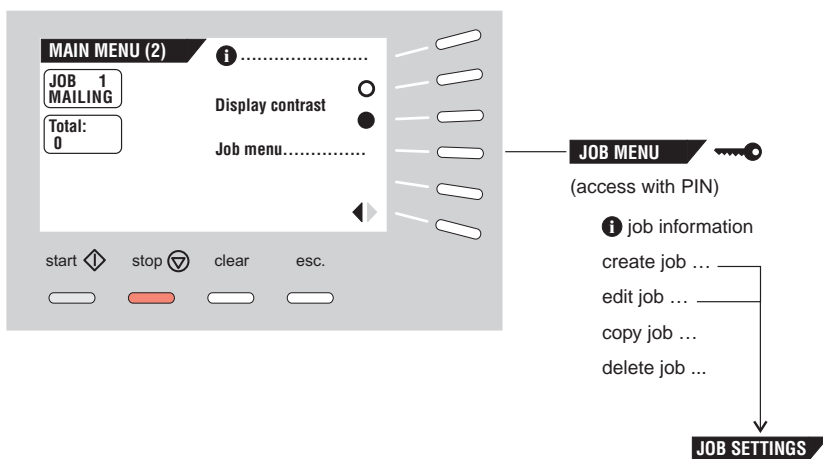
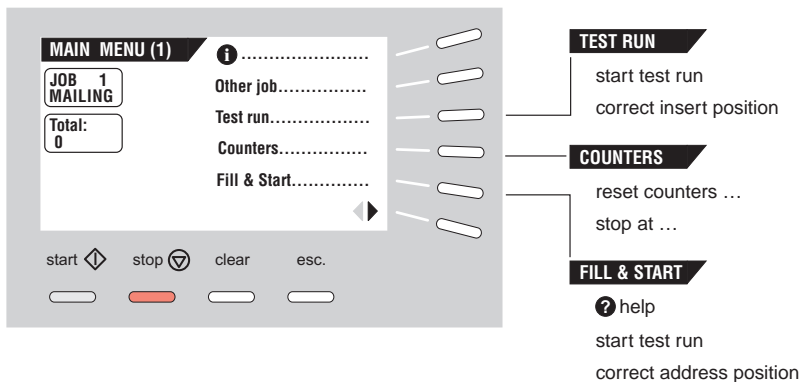
| | Feeders | | | | | | OMR hardware (Read head + electronics) |
|----------|----------------------------------|-----------|-----------|-----------|-----------|-----------|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| FPI 5020 | Automatic | Automatic | | | | | |
| | Special | Automatic | | | | | |
| | It. Kundenwunsch | | | | | | |
| | Automatic | Automatic | | | | | ● |
| | Special | Automatic | | | | | ● |
| | It. Kundenwunsch | | | | | | ● |
| FPI 5040 | Automatic | Automatic | Automatic | Automatic | | | |
| | Special | Special | Automatic | Automatic | | | |
| | According to customer preference | | | | | | |
| | Automatic | Automatic | Automatic | Automatic | | | ● |
| | Special | Special | Automatic | Automatic | | | ● |
| | According to customer preference | | | | | | ● |
| FPI 5060 | Automatic | Automatic | Automatic | Automatic | Automatic | Automatic | |
| | Special | Special | Automatic | Automatic | Automatic | Automatic | |
| | According to customer preference | | | | | | |
| | Automatic | Automatic | Automatic | Automatic | Automatic | Automatic | ● |
| | Special | Special | Automatic | Automatic | Automatic | Automatic | ● |
| | According to customer preference | | | | | | ● |

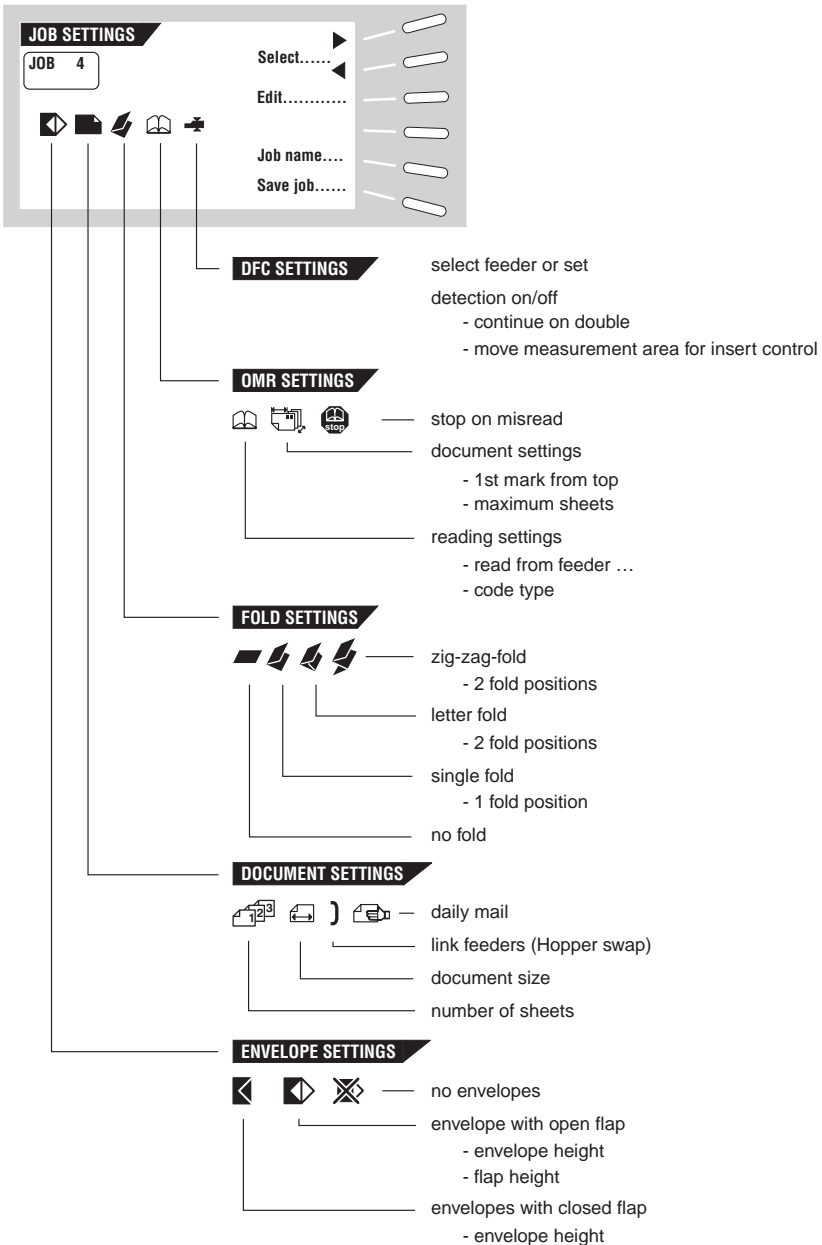


Optional equipment

| | |
|--------------------------------|--|
| MaxiFeeder | Special feeder for reply envelopes, higher loading capability for standard documents |
| Conveyor stacker | transports and stacks finished letters |
| Divert unit / side exit | Transfers letters to a franking machine |
| Short feeder table | For easier loading of the feeders with envelope-sized documents |
| OMR software | Secure and flexible document processing, controlled by barcodes. The following machine commands are supported: Collate – Insert – Divert - Stop (Divert & Stop) Collate – Insert – Divert - Stop (Divert & Stop), Sheet sequence control Collate – Insert – Divert – Stop <u>or</u> Collate – Insert – Divert without stopping (Divert & Stop), Sheet sequence control and selective supplements |
| FP Standard, Low Level | |
| FP Standard, Level A | |
| FP Standard, Level B | |
| Flex Dongle, Level Flex | Individual customer programming |

Menu tree





Job summary (copying template)

| Job | Name | Purpose / application | Important settings | Note |
|-----|------|-----------------------|--------------------|------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |

IEC SYSTEM FOR CONFORMITY TESTING AND
CERTIFICATION OF ELECTRICAL EQUIPMENT (IECEE)
CBS SCHEME

SYSTEME CEI D'ESSAIS DE CONFORMITE ET DE CERTIFICATION
DES EQUIPEMENTS ELECTRIQUES (IECEE)
METHODE OC

CB TEST CERTIFICATE CERTIFICAT D'ESSAI OC

Product
Produit

Name and address of the applicant
Nom et adresse du demandeur

Name and address of the manufacturer
Nom et adresse du fabricant

Name and address of the factory
Nom et adresse de l'usine

Rating and principal characteristics
Valeurs nominales et caractéristiques principales

Trademark (if any)
Marque de fabrique (si elle existe)

Model / Type Ref.
Ref. de type

Additional information (if necessary)
Information complémentaire (si nécessaire)

A sample of the product was tested and found
to be in conformity with
Un échantillon de ce produit a été essayé et a été
considéré conforme à la

as shown in the Test Report Ref. No.
which forms part of this Certificate
comme indiqué dans le Rapport d'essais numéro
de référence qui constitue partie de ce Certificat

Mail Processor

Neopost Industrie B.V.
De Tijen 3
9201 BX Drachten, Netherlands

Neopost Industrie B.V.
De Tijen 3
9201 BX Drachten, Netherlands

Neopost Industrie B.V.
De Tijen 3
9201 BX Drachten, Netherlands

Input: 115 V ac, 60 Hz, 3.0 A
220-240 V ac, 50 Hz, 1.4-1.5 A
230 V ac, 50 Hz, 1.5 A



Models: SI 72; SI 76; SA 5005; and FPI 5050

The CB Test Report comprises 5 Enclosures. The CB Test Report and Certificate
were amended on January 17, 2002 to add new models.

PUBLICATION EDITION

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with Amdts. No. 1 (1992), 2 (1993), 3 (1995) and 4 (1996);
Additionally evaluated to EN 60950 (1992) with Amdts. 1, 2, 3, 4 and 11
to include National Differences, as specified in the CB Test Report.

E153801-V1-S13

This CB Test Certificate is issued by the National Certification Body
Ce Certificat d'essai OC est établi par l'Organisme National de Certification



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United States of America
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Date: Issued: 15 June 1999
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Signature:

Jolanta M. Wroblewska

**A**

Address carrier 26, 44
Address position 38
Adjusting nut (envelope separation) 3
Adjusting paper guides 85
Automatic feeder 85

B

Barcodes for OMR 21
Basic settings 81
Bellows 3, 105
Brush holder 104
Brushes 103

C

Calling up info 17
Catch tray 3, 12, 93
Cleaning 101
Cleaning photo cells 105
CLEAR key 14
Clearing 34
Clearing the inserting system 33
Code for OMR 20
Collating 23
Collator 3, 12
Collator paper stops 89
Connection data 123
Conveyor stacker 11, 98
Counters 15, 32
 Preset counter 82
 Total item count 81
Cover 3, 24
 opening 45

D

Daily mail 39
Daily mail function 18, 47
Daily mail lever 40
DFC. See Double feed control
Direction data
 back 4
 front 4
 left 4
 right 4

Dirt 101
Display 3, 14
Display contrast 83
Display lighter/darker 16, 83
Divert & Go 44, 74, 127
Divert & Stop 127
Divert area 12
Divert unit 11
Diverter 99
Document feed 56
Double feed control 11, 17, 18, 47, 51, 65
Double parallel fold 27, 41, 44, 65
Double sheet detection. See Double feed control

E

Eight in One 10
Envelope
 closed 18, 47, 53, 90
 feed 29, 88
 open 18, 47, 54, 90
Envelope exit 3
Envelope formats 124
Envelope height 17, 47, 53
Envelope hopper 3
Envelope jam 119
Envelope release lever 3
Envelope sealing 90
Envelope separation 3, 30, 88
Envelope settings 17, 18, 51, 52
Envelope side guides 3
Envelope support 3, 29
Envelope transport 3, 90
Envelope transport latch lever 3, 90, 102, 118
Error codes 112, 115, 117
 with OMR 115
Error message 19, 107
Errors 107, 112
ESC key 14

F

Feeder 3, 12
 read 71
 selective 71
Feeder table 85
Feeder table, short 11, 98

Feeder unit *12*

Feeders linked *18, 47, 59*

Fill & Start (special function) *15, 35*

Flap height (envelope) *47*

Fold dimensions *47*

Fold settings *51, 61*

Fold type *17, 18, 47*

See also *Single fold, Letter fold, Z fold*

Folder latch lever *3*

Folder upper part *3*

Folding *23, 27*

Folding unit *12*

Folding without inserting *55*

FPI 5000

approvals *123*

equipment variations *126*

functioning *12*

options *43, 98, 127*

summary *10, 23*

turning off *34*

turning on *24*

Fuse *3, 109*

H

Hopper swap *18, 47, 59*

I

Info screen *17*

Info symbol *17*

Insert control *11, 17, 18, 47, 51, 67*

Insert control measurement area *68*

Insert position *91*

Insert test set *31*

Inserter *12*

Inserting *23*

Inserting documents *28*

Inserting fingers *92*

Inserting paper *28*

J

Job *13*

continuing *33*

copying *79*

creating *16*

deleting *16, 78*

editing *16, 77*

for daily mail *39*

Info *17*

new *50*

pausing *33*

programming *47*

save *76*

select *25*

set up *50*

settings *47*

starting *32*

stopping *33*

summary (copying template) *129, 130*

with reading (OMR) *43*

Job change *15*

Job Info *15, 26*

Job menu *16*

Job name *17, 75*

L

Latch lever

envelope transport *3, 90, 118*

folder *3*

Lateral envelope guides *29*

Letter fold *18, 27, 41, 44, 63*

Lever

for envelope release *3*

for manual transport *3*

Loading daily mail *41*

Loading the envelope hopper *29*

Loading the feeders (summary) *27*

M

Machine care *101*

Machine software *24*

Main menu *15*

Maintenance *101*

Malfunctions *107, 112*

Manual transport lever *3*

MaxiFeeder *11, 94*

connecting *94*

fitting *94*

loading *97*

removing *95*

setting *95*



Mechanical settings *85*

Menu

- copy job *79*
- counters *81*
- delete job *78*
- document settings *56*
- edit job *77*
- envelope settings *52*
- fold settings *61*
- job *47, 50*
- job info *26*
- job menu *48*
- job name *75*
- job settings *51*
- OMR settings *69*
- other job *25*
- test run *31*

Menu tree *128*

Moistening *102*

Moistening felt *104*

Multi-function keys *14*

N

No fold *18, 27, 41, 44, 61*

Number of sheets *17, 18, 47, 57*

Number of sheets, maximum *73*

O

OMR 2 read code *70*

OMR code *47, 70*

OMR error codes

- for flexible reading *117*
- general *115*

OMR levels

- Level A *20*
- Level B *20*
- Level Flex *20*
- Low Level *20*

OMR settings *69*

OMR. See Optical Mark Recognition

Opener

- cover *45*
- vertical transport *3*

Operating temperature *123*

Operator interface *14*

Optical Mark Recognition *4, 11, 17, 18, 51, 69, 71*

error messages *115*

functioning *20*

read feeder *71*

read head *45*

P

Paper format *47, 124*

Paper guides (next to read head) *46*

Paper guides, lateral *85*

Paper jam

- collator *121*
- envelope sealing area *118*
- exit area *118*
- feeder *122*
- folding unit *120*
- insert table *120*
- lower envelope guide *119*

Paper length *17, 18, 58*

Paper separation *86*

Paper stop *3*

Paper support strip *3*

PIN code for job menu *47, 48*

Placing envelopes *30*

Positioning the read head *45*

Power connection *3*

Power switch *3, 24, 109*

Preparing for work *24*

Preset counter *32, 82*

Preventive maintenance *101*

Problem solving *109*

R

Read code type *70*

Read feeder *47*

Read window position *47, 72*

Reading. See Optical Mark Recognition

S

Safety tips *9*

Selective feed (OMR) *18*

Separation *86*

Service *137*

Setting the preset counter *82*

Settings

- envelope separation *29*
- job *47*
- mechanical *85*
- OMR *69*
- Short feeder table *11, 98*
- Side exit *11, 99*
- Single fold *18, 27, 41, 44, 62*
- Single insert *31*
- Software version number *24*
- Special feeder *85*
- Special functions *81*
- START key *14*
- Start routine *15*
- Stop for read error (Divert & Go) *74*
- STOP key *14*
- Supplement
 - fixed *43*
 - selective *43*
- Symbols *18*
- Symbols in the operator's manual *4*
- System start *24*

T

- Technical Data *123*
- Technical errors *114, 116*
- Test run *15, 30, 31*
- Thumbwheel (envelope side guides) *3*
- Total item count *32, 81*
- Troubleshooting *109*
- Turning off *34*
- Turning on *24*

V

- Vertical paper transport *3, 45*
 - opener *3*
- Vertical paper transport cover *45*

W

- Water level *24*
- Water reservoir *3, 102, 104*

Z

- Z fold *27, 64*
 - for daily mail *41*
 - with OMR *44*
- Zigzag fold. See Z fold



Every FPi 5000 is thoroughly checked before leaving the factory. Should any faults occur in spite of our extensive quality control, please contact your local servicing dealer.

Our main office will be pleased to tell you the address of your local servicing dealer.

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