

Dynamic Envelope Printer (DEP) + Print'n'Frank DSX00i/FFI User manual

Version 4.0



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1 Safety Notes

Safety Notes

Warning! Most of the moving parts are protected by covers. Don't operate the machine unless all of the covers are in place. Opening covers include safety interlock switches. If a cover is opened, the switch will stop the machine from running. Don't try to bypass the interlocks, and don't use the machine if the interlocks are not working.

Warning! Don't wear any loose clothing when you are working near the machine. If a bit of clothing becomes caught in one of the moving parts, you may be pulled into the machine very quickly. This force can be surprisingly powerful - you may not be able to resist it. Take care with neckties, sashes, long sleeves, or any other loose clothing. Dangling jewelry can also present a hazard. Remove any of these items of loosely-fitting clothing, or tie the loose sections out of the way so they can't be caught by the machine. Long hair can also be dangerous when working near this type of machine. If you have long hair, tie it back or tuck it under a hat. Be especially careful around the folding rollers in the machine.

Caution! Keep the machine clean. Wipe off the outside of the cabinet from time to time to keep the paper dust from collecting. If you notice that paper dust is collecting inside the machine, open the covers and vacuum it out, or blow it out with an airduster.

Caution! Keep the work area around the machine clean. Don't allow paper trim and waste to pile up. If the work area includes a lot of loose paper scraps, an operator may slip and fall.



BEFORE DISASSEMBLING:
THE POWER CABLE MUST REMAIN
UNPLUGGED UNTIL END OF
ASSEMBLY



ALTHOUGH MANUFACTURER
TAKES CARE TO REDUCE RIDGE
DANGER, PLEASE HANDLE STEEL
SHEETS CAREFULLY TO AVOID ALL
RISKS OF CUTTING.

IMPORTANT!!

**IN THE EVENT OF ANY EMERGENCY, OR
TO STOP THE MACHINE FOR ANY OTHER
REASON, OPEN ANY COVER ON THE
INSERTER.**

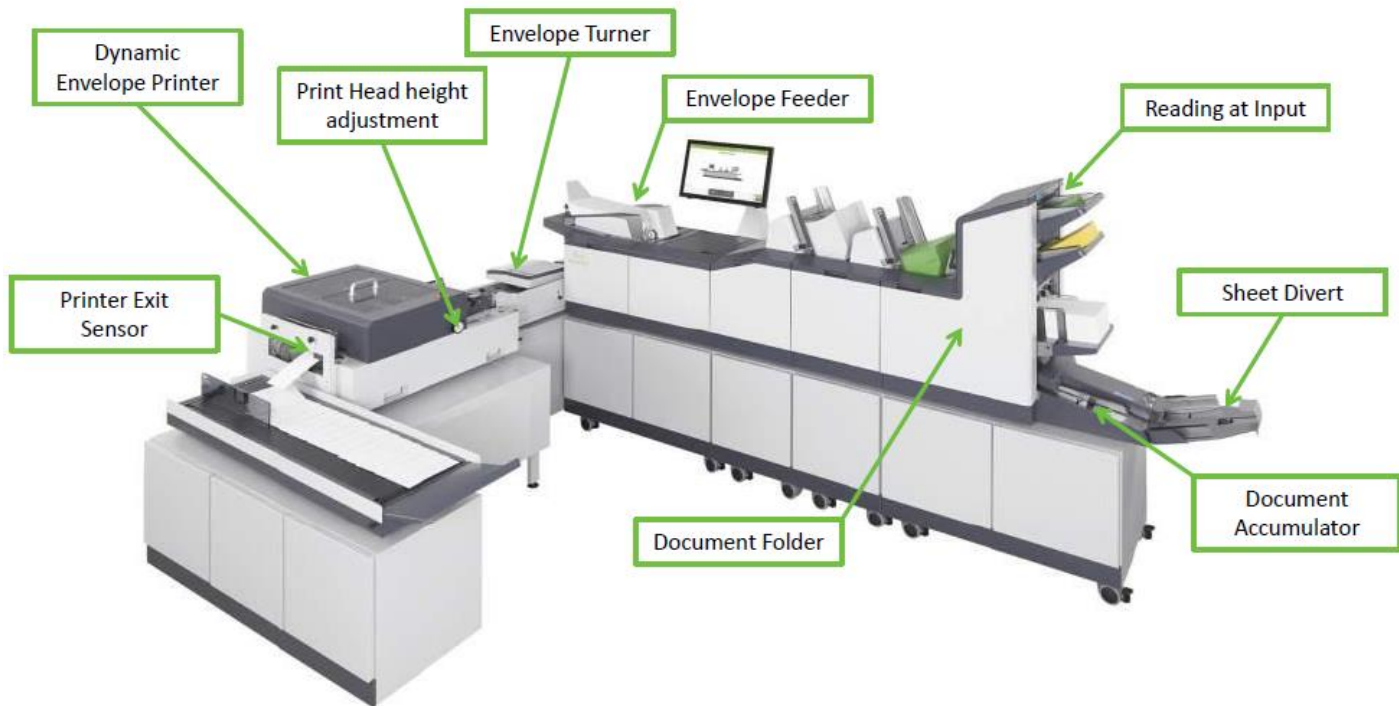
Note

A minimum 1 metre of working space is required on the non-operator side of the DS600i when a Sorter is fitted.

2 Description of Machine

The Dynamic Envelope Printer (DEP) option is available to attached inline with the inserter, allowing operators to print on the envelope after it has been enveloped.

The DEP setup uses a AS3060A inject printing system along with Flexmail software to control the printer.



3 Setting up the Machine

3.1 IMOS instructions

When a printing Job is selected in IMOS, extra operator prompts will appear to remind the operator how to set the machine up, which can change depending on size of envelope and number of inserts etc.

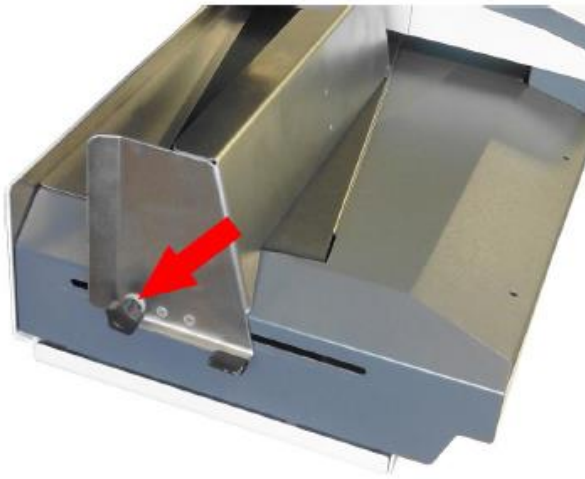


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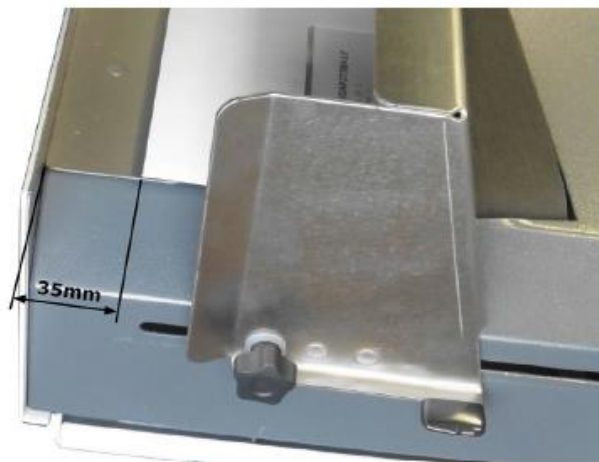


3.1.1 INF backstop

If the INF Turner is fitted directly to the Inserter exit, an adjustable backstop will be attached. Place an envelope on the track, touching the rollers inside the backstop. Set the backstop so that the opposite edge of the envelope lies approximately 35mm from the datum side-guide on the other side, as shown below.



Slacken knob indicated to adjust backstop. Re-tighten when adjusted.



Note: The backstop is not fitted when the INF Turner is fitted to a Sorter.



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3.1.2 INF turner side panel

If the job is programmed to turn the envelope, a panel in the side guide must be lowered. For all other jobs, the panel must be raised. Ensure both locking knobs are tightened after adjustment.



Turned Envelopes

Panel lowered



Non-turned Envelopes

Panel raised

3.1.3 INF infeed rollers

The INF infeed rollers can be flipped down or up to provide drive onto envelopes if there are problems transferring them to the turner exit





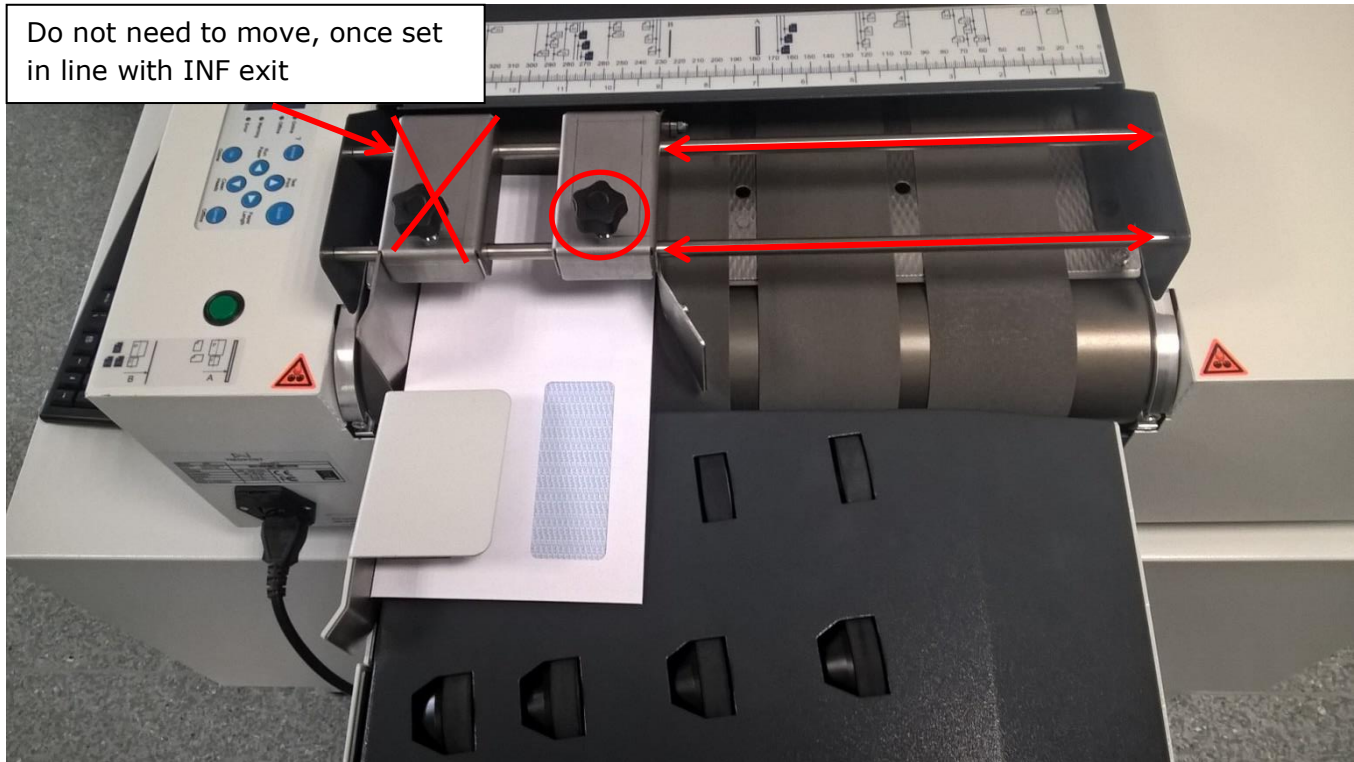
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Note: Only fitted on configurations that have an output sorter fitted.

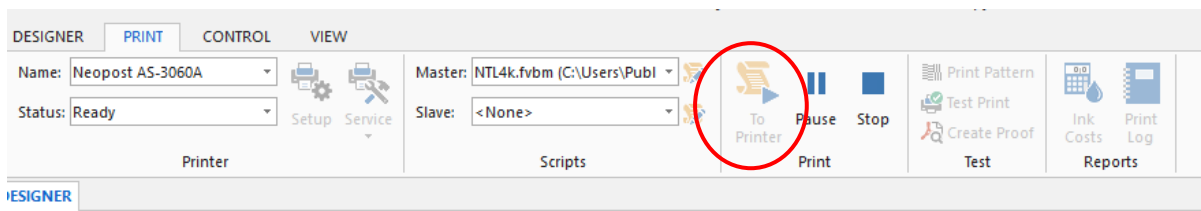
3.1.4 Printer Infeed guide

The printer Infeed Side Guides can be narrowed to help prevent the printing becoming skewed as it goes through the printer. When rotating C4 envelopes, guides must be positioned to allow envelopes to clear the guide infeed. If necessary the INF rotation calibrations can be optimized in the unit set-up screen in IMOS.



3.1.5 Flexmail Project running

This message is to remind the operator to make the FlexMail script running before pressing the run button on IMOS



3.1.6 Printer Head Height

When creating a Job in IMOS, you can fill in pack thickness range for the envelopes. This prompt is to remind the operator where to set the printer head height to.

3.1.7 Output adjustments

The printer Outfeed Rollers provide drive onto envelopes to get them past the exit sensor. This should not need touching but is adjustable for problem envelopes.

The conveyor backstops will also need adjusting when changing envelope size.



3.2 FlexMail Setup

The DEP printer is controlled by a software application called Flexmail. This software application sends commands to the printer as well as the data that needs to be printed on the envelope. The DS-600i/200i communicates with the Flexmail software application via a script file.

For more detailed information on using the Flexmail application see Flexmail 'Getting Started' document in the Flexmail application.

Flexmail requires a project to be setup for each printing application. The project determines the Envelope size, the print head position, the data to be printed, where the data is stored as well as many of customizable settings (DPI, orientation, etc.)

For a brief video introduction, Please follow this link <http://www.flex-systems.com/Help/HelpVideo.aspx>

3.2.1 Projects and templates

NTL provides both sample Flexmail 'Projects' and sample 'Templates', which include databases, test documents, AIMS configurations and JAF files, etc. These projects and templates ensure that **ALL** DEP settings are correct before starting to create customer projects for the DEP

Testing during installation

It is recommended that:-

- a) During installation and commissioning the sample NTL Flexmail Projects are used. These can be found in:-

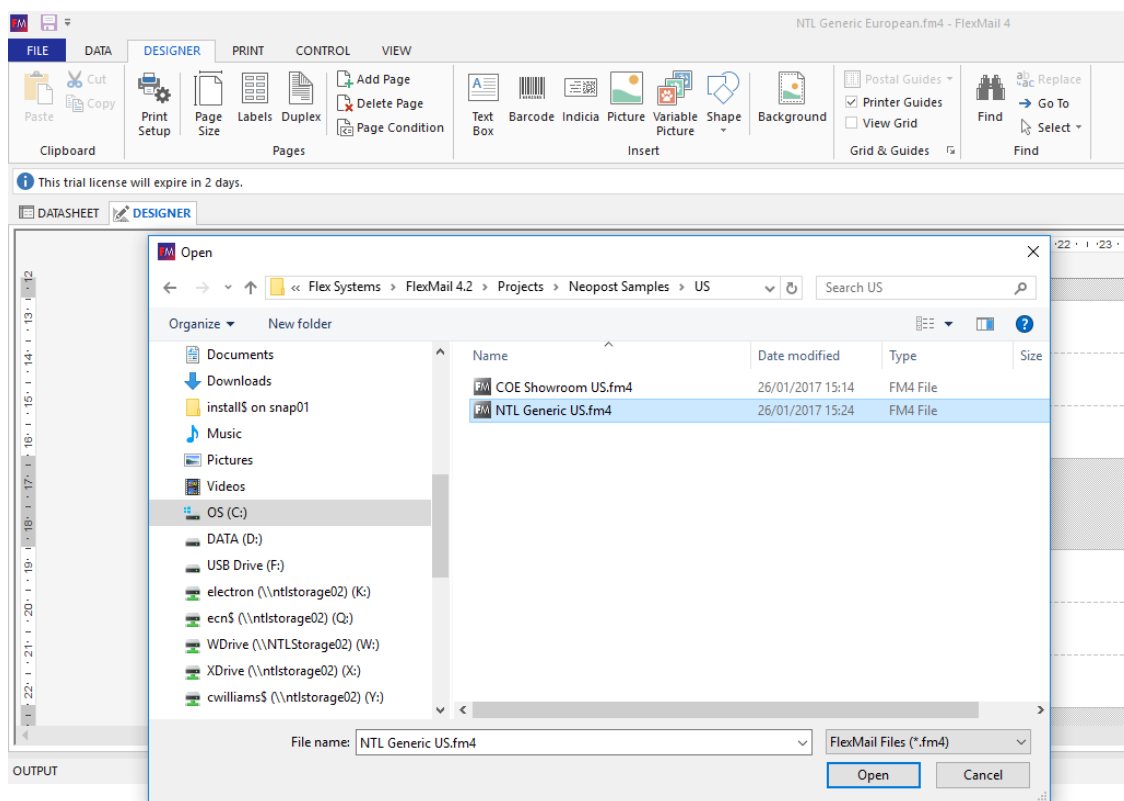
C:\Users\Public\PublicDocuments\FlexSystems\FlexMail 4.2\Projects\Quadient Samples
Both US and European version are supplied

If you choose NOT to use the NTL templates then you must ensure that you set:-

- Envelope size (go to File - Page Setup)
- Position of the Print heads relative to the Envelope (select the rule on the left hand side and drag the print heads to the desired location. Repeat for U1 and U2)
- Position of Variable data (picture) (double click the picture to select the source, click and drag to re-position)
- Fields to be used in the variable data (text) (dependent on the database mapping field names) (Double click on the text box and select the required fields to be printed) (click and drag to re-position) (Create new text boxes if required)
- DPI required (400DPI (2x6) for DS-200i/600i)
- Recommended Transport Speed 1080 mm/s for DS-200i/600i
- Position of fixed data (if any required)(click and drag to re-position)

Load the Flexmail application

Select File and then open a 'Project'



Select the project '**NTL Generic US (or European).fm4**'

If Flexmail cannot find the database then in Flexmail browse to:-



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C:\Users\Public\PublicDocuments\Flex Systems\FlexMail 4.2\Example Databases

See also Creating a Customer Project

And choose '**DEP Test Generic 2.xls**'

To obtain test stationery browse to the following directory:-

C:\Users\Public\PublicDocuments\Flex Systems\FlexMail 4.2\Test Documents

Use the document '**TEST Generic USA (or A4)**'

If you want to work with AIMS browse to the following directory:-

C:\Users\Public\PublicDocuments\Flex Systems\FlexMail 4.2\AIMS

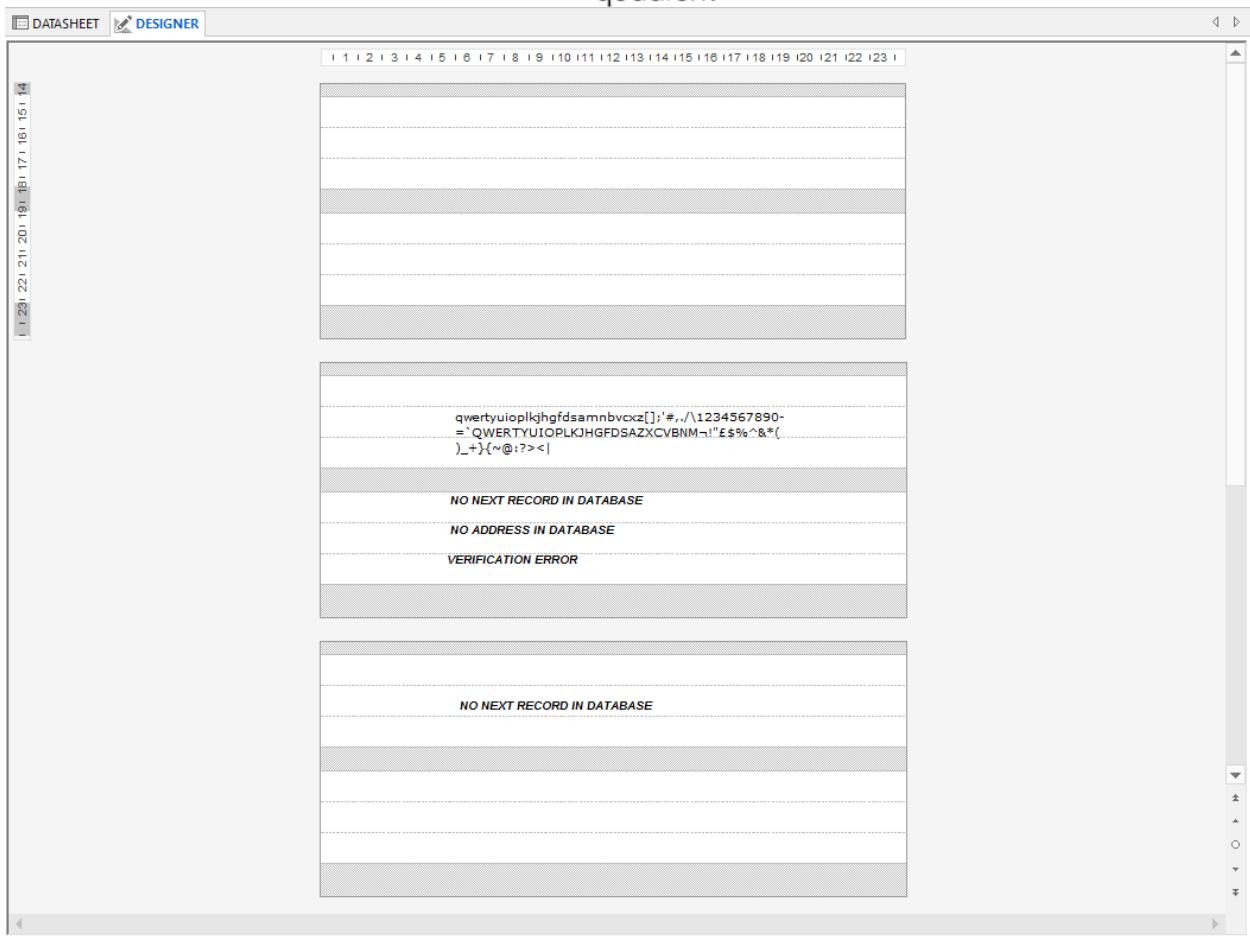
Use the AIMS configuration, **NTLJ1.txt**, and AIMS JAF, **95136547852196.NTLJ1**, specifically for use with this test document

For complete guide of printing with AIMS, see 5.13

3.2.1.1 Creating a customer 'Project' from the NTL 'Template'

Begin by opening Flexmail

From here the default template will open and will look like below



For variable printing you will need to import a database.

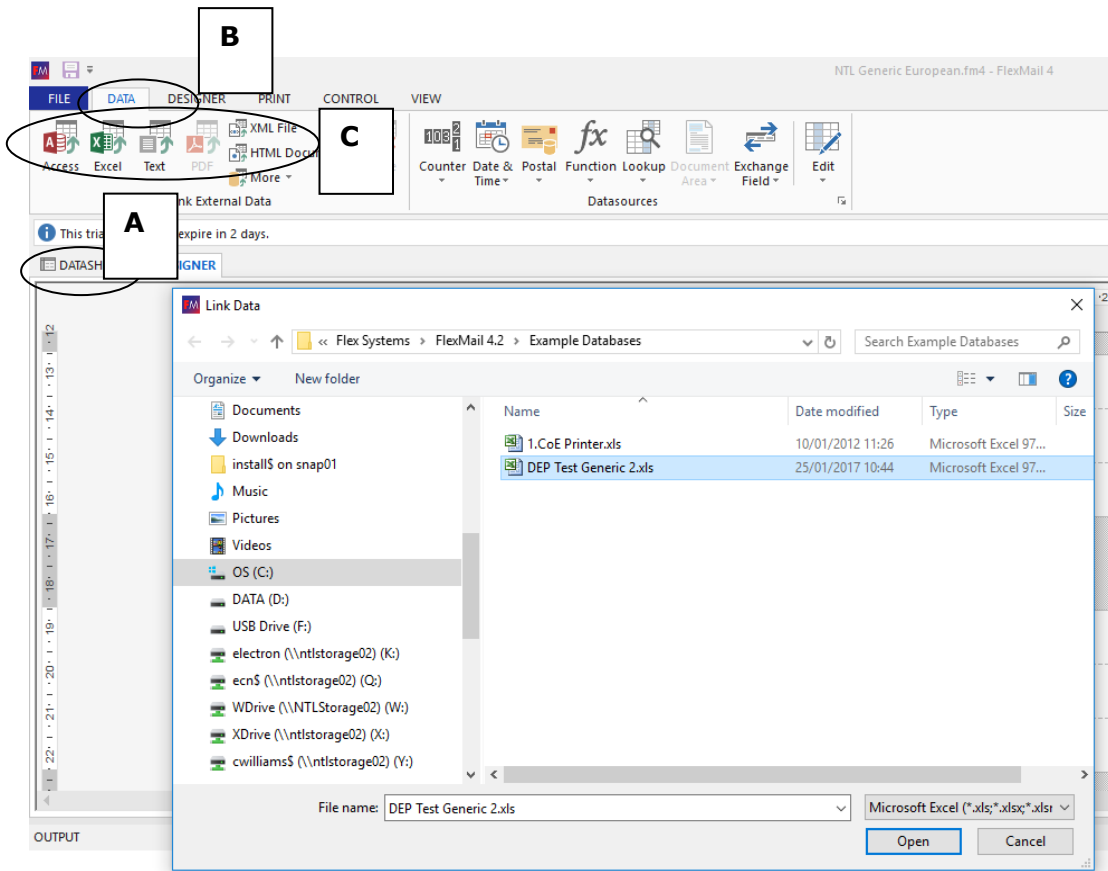
This is what is used to determine which address is printed on which envelope. This database also contains all of the variable data that is going to be printed on the envelope.

A link in the project needs to be set to the required database.

Depending on scripting mode the database will need to contain a 'Lookup' field so the correct address information can be looked up in the database and printed on the correct envelope. All databases MUST have column headings in the database so that they can be defined as an envelope Lookup field within the project



To link a database to a project or change to a different database in the same project proceed as follows:-



Select the Datasheet tab (A above), DEP Test Generic 2.xls in our example

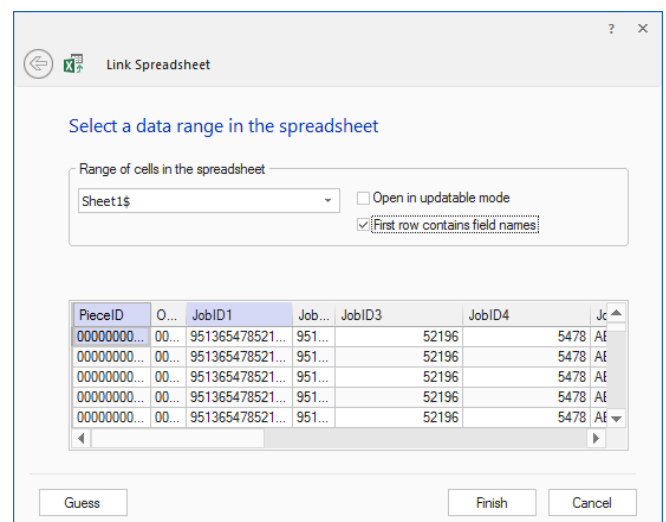
Then select the Data Tab (B above)

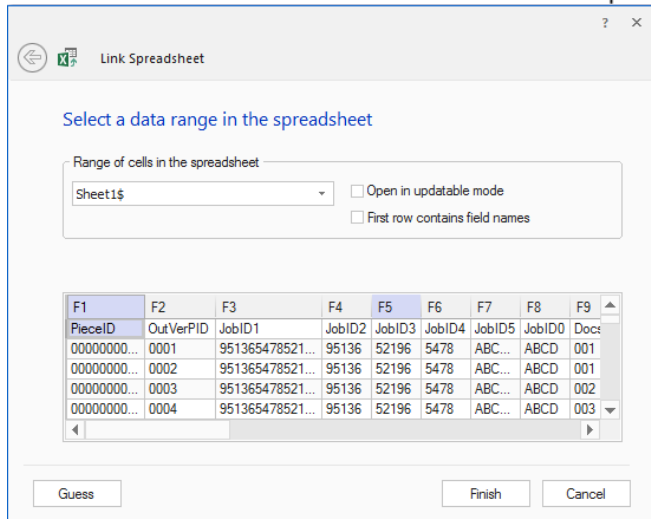
Select the database file format (Access, Excel, Text, etc.) or press more for other types (C above)

Select the desired database file from the saved location

Then follow the on screen wizard to select the required range (typically the correct worksheet from a multiple worksheet Excel file).

Also define that row 1 contains column headings

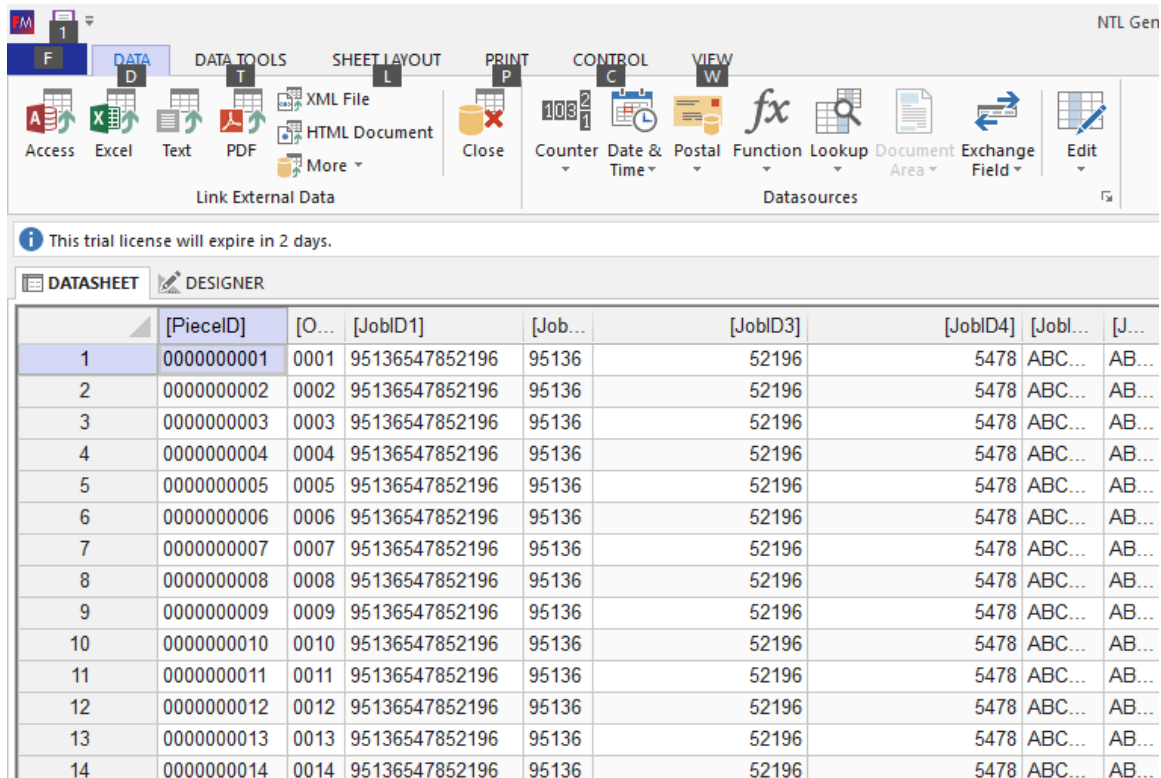




Enable the option: First row contains field names

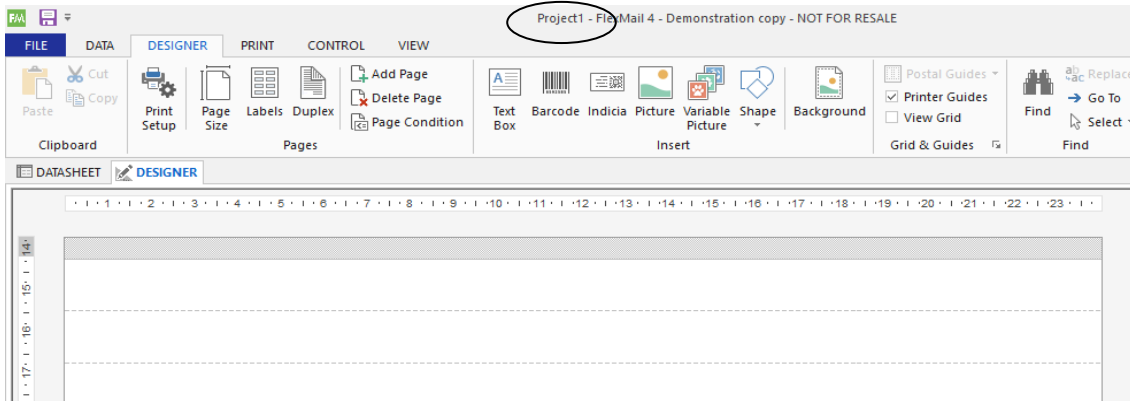
Then select finish.

The database is now linked to the project and the column headings used in the design of the envelope layout to determine what data is printed where

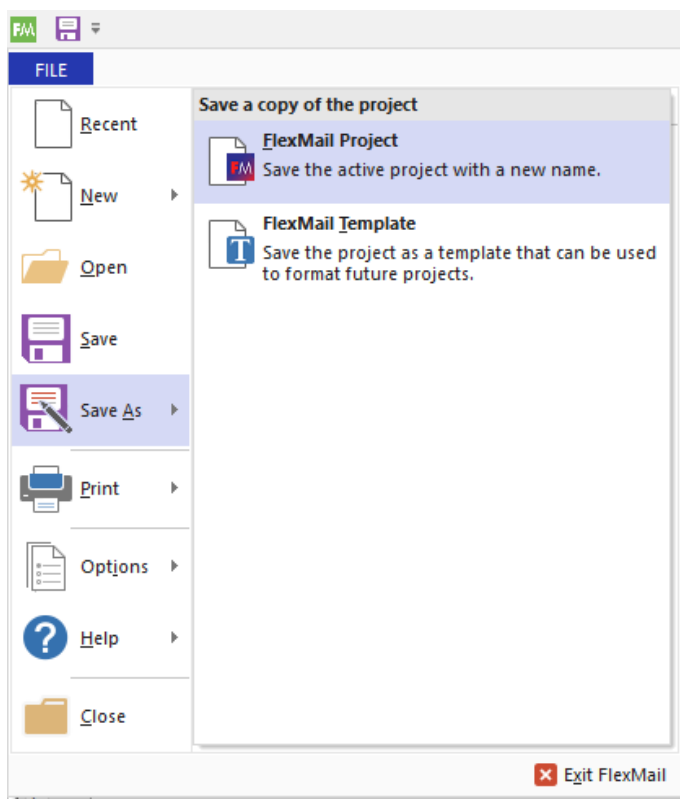


The

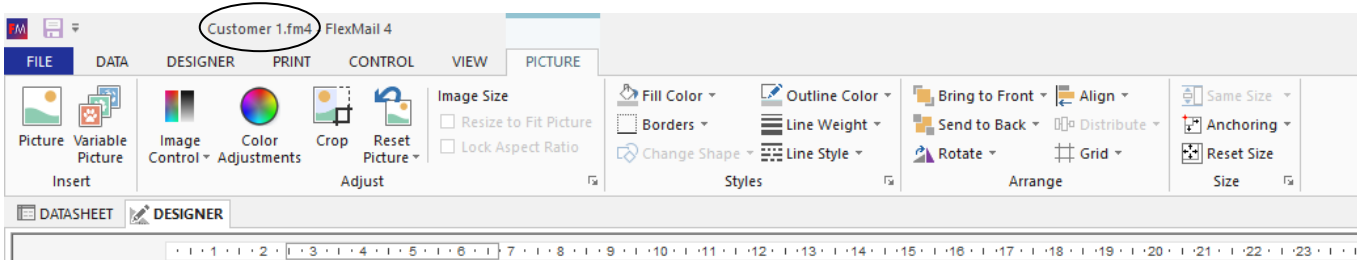
project will now open as shown below as 'Project1' – FlexMail 4'



Before making any changes save this project as your customer's named project. To do this, go to File, Save As, FlexMail Project



In this example we have called the customer's project '**Customer 1**'



Once saved we are now ready to design the customers project



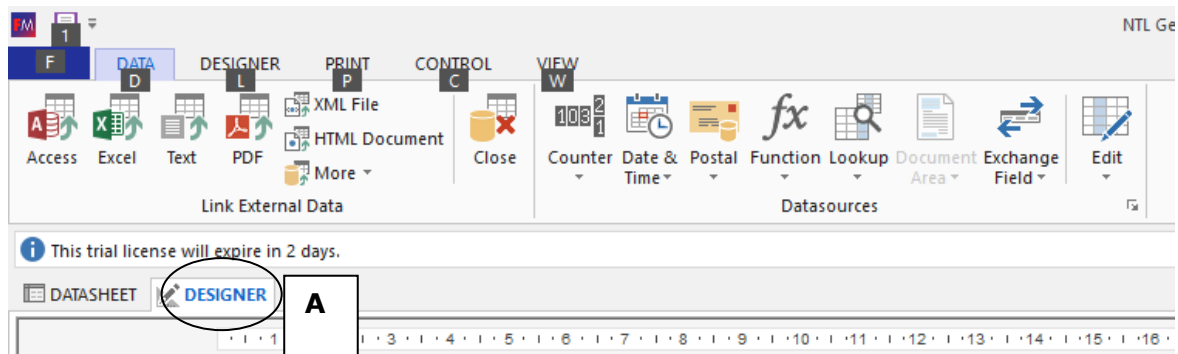
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3.2.1.2 Designing the print layout for the customers project

The 'Designer' tab can now be selected

Select the Designer tab (see A)



The designer part of the project sets up all physical aspects, rather than data, of the item to be printed. This includes:

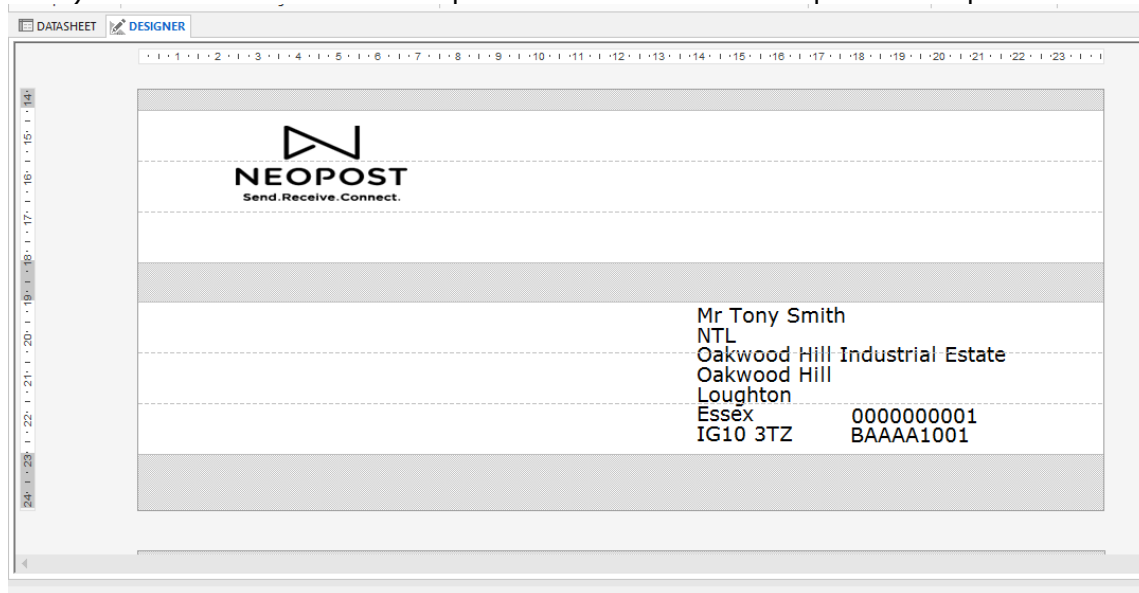
Envelope size.

Print Head Position.

Position of text and data.

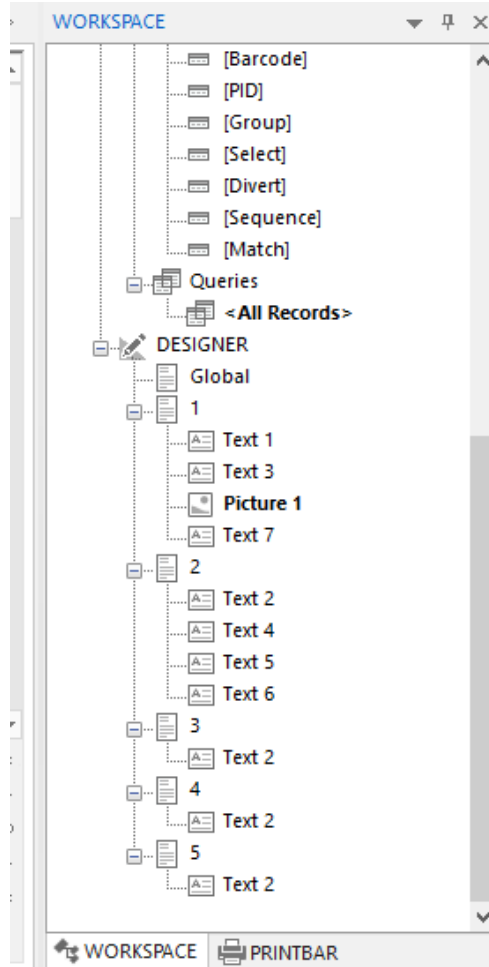
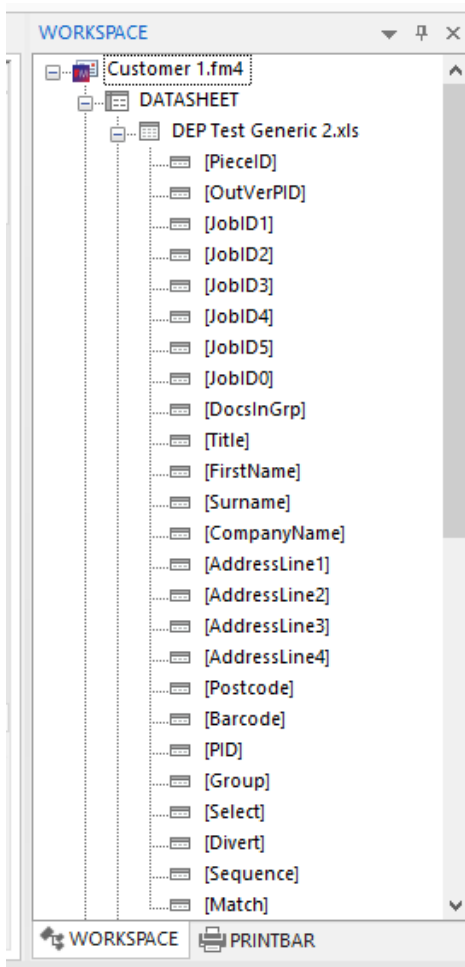
There are two important areas of the screen to view while working on the design layout as follows:-

a) On the left hand side is a pictorial view of the envelope and the print heads



b) On the right hand side, under the 'WORKSPACE' tab is a table view of the fields in the database followed by the construction in designer

The images below show the structure of the project derived from the sample template 'NTL Generic US (or European)'



This panel clearly shows:-

- The datasheet in use (DEP Test Generic 2.xls)
- The datasheet columns ([PieceID] through to [Match])
- Designer tree with named layouts and their content

Before adding any new customer design to the project delete any unwanted images, text fields, barcodes, etc.

3.2.1.3 Page set-up

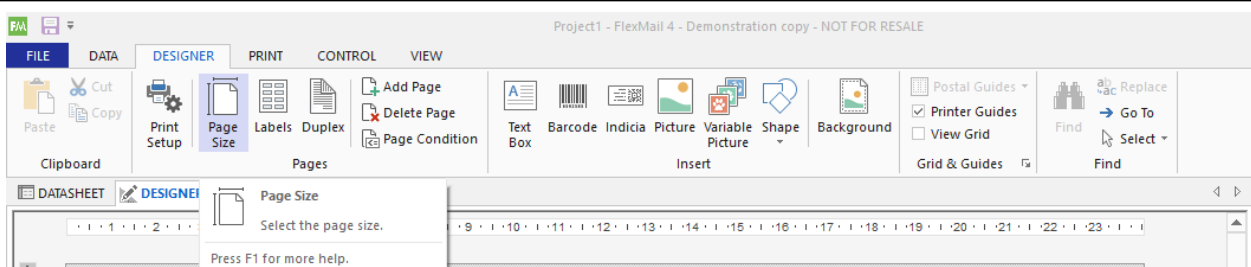
Begin changing the template by selecting the envelope size (as it enters the printer)

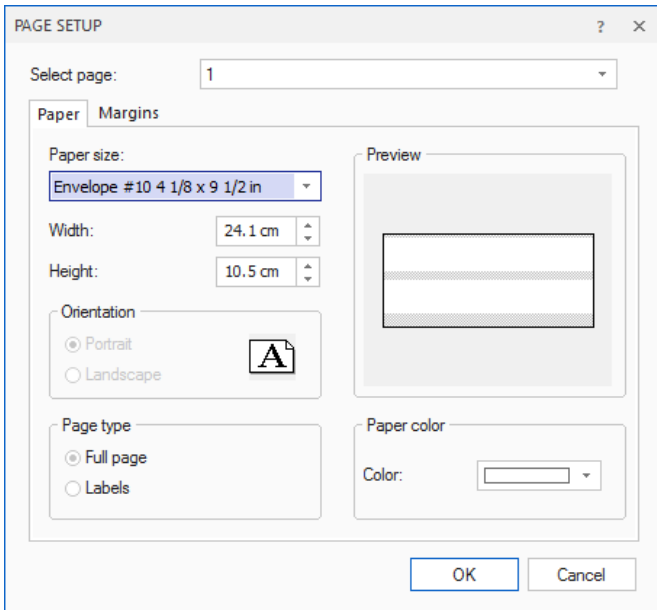
On the designer tab, select page size

Page type always Full page

Paper size selected from list or 'User defined size'

Example shown is for a #10 envelope 4 1/8" (241mm) x 9 1/2" (105mm)

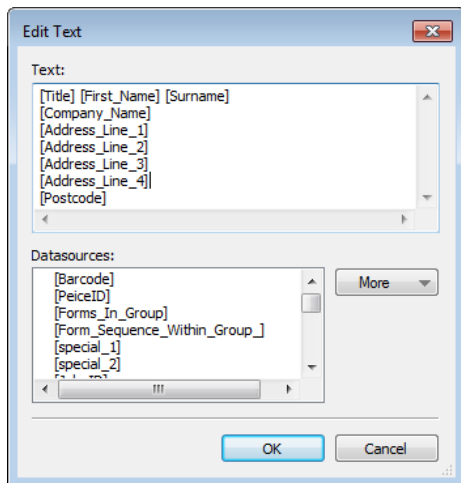




NOTE

If you change the paper size from the NTL Generic template to a new paper size, say 6" x 9.5", then you need to repeat the page setup for each layout

Adding Text



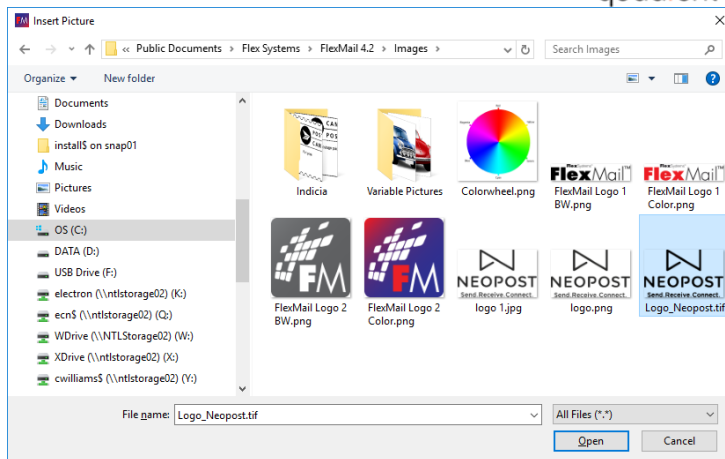
Text can be one of two formats fixed or variable. The method for adding text is the same for both formats. Create a text box and then add the required text to it. (If text box already exists then double click to add / change the contents)

If the text is fixed (common for all envelopes) then type the desired text into the box

If the text is variable and obtained from the database then add the required fields to the text box. Envelope design will then update to display the text from the fields from the database. SEE ALSO FONTS AND LAYOUTS

Adding Pictures

Pictures are edited / added in a similar way to text. Add a picture box or double click on an existing image to define the source of the picture



Pictures should be:

- *.tif format (other formats may result in lower print quality)
- Black and white
- Not Greyscale
- No complex shading

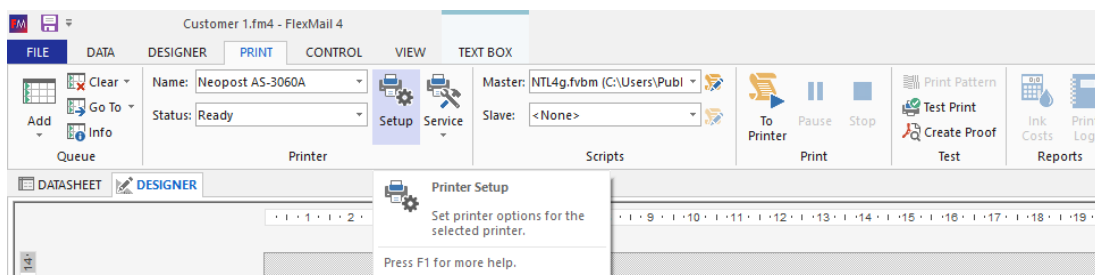
Pictures take up a lot of data that is slow to transfer from the Flexmail PC to the DEP printer. It is recommended that all pictures are fixed and downloaded at the start of the job. This ensure the data is saved in the printer prior to processing any envelopes (this speeds up the data transfer as the amount of data is greatly reduced)

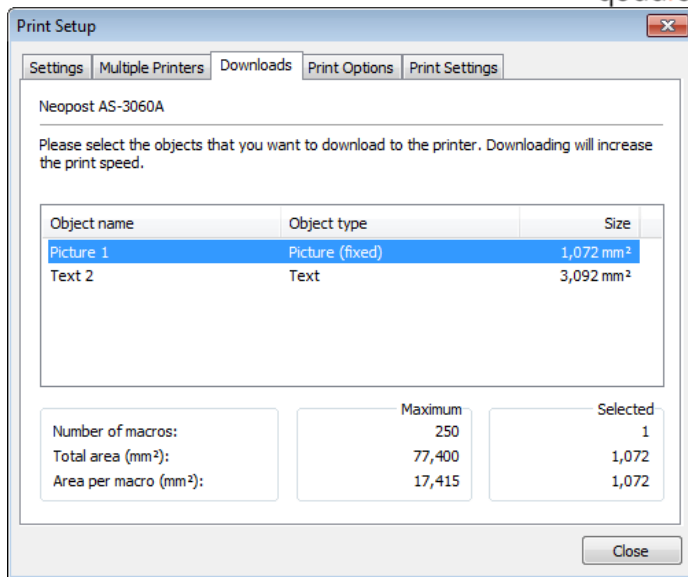
Ordering of Pictures

It is possible to have multiple images overlapping and get all images printed.

Downloading Fixed Data

All data that is fixed (text and pictures) needs to be set to download. This decreases the data transfer time during run time. Navigate to the Print Tab, Select Setup and then Downloads, select all fixed data (for all layouts)





Note

Flexmail 4.2 sets all non-dynamic images and static text to be downloaded so it should not be necessary to carry out this step. However, it is useful to know where to check for downloaded information in the event that data is slow getting to the printer (NO DATA error in DEP)

Data on layout 2 (the font data) does not need to be selected to be downloaded, as it is downloaded directly to the DEP when the job starts (this is controlled by the script)

3.2.2 DEP Paper Offset settings

The Printer does not know where the envelope is entering the printer. The paper Offset allows the print head to print on where the envelope enters the printer and not on the belts.

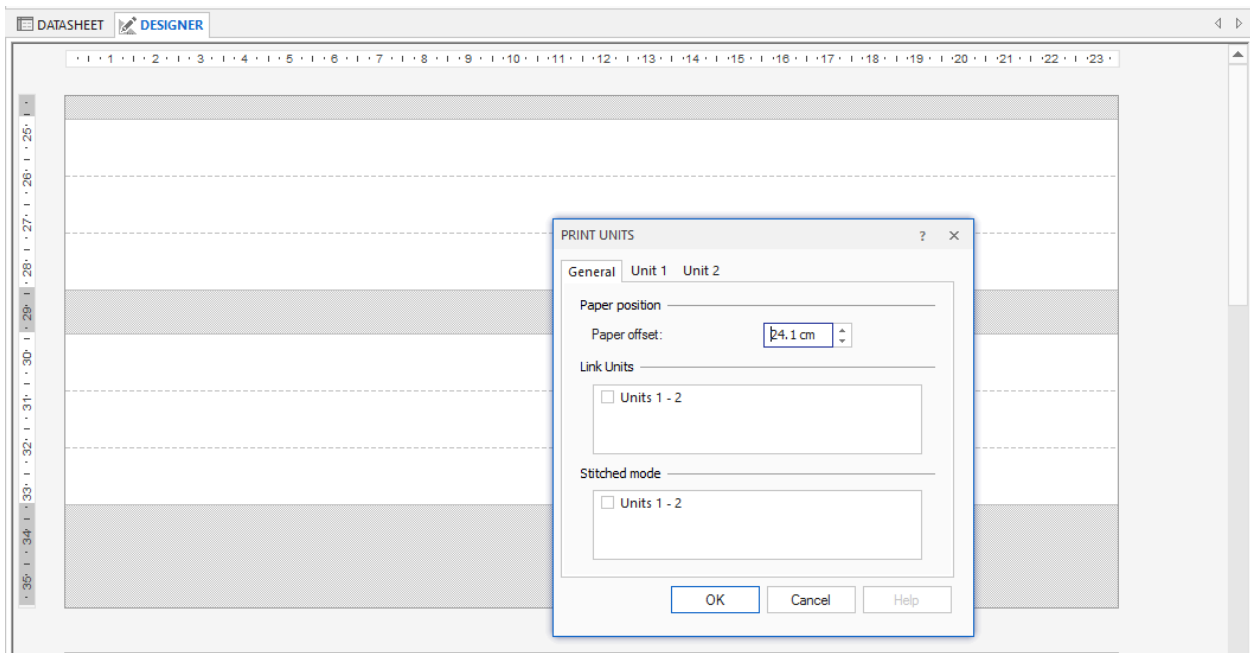
The paper offset values are dependent on the envelope width/height (depending on turning).

A short envelope with a height of 11.4cm will need a Paper offset value of **24.1cm**

Use the ruler on the finger guard to see where the top edge of the envelope crosses.

This is changed by clicking on the ruler on the left side of the designer tab, general and then paper offset





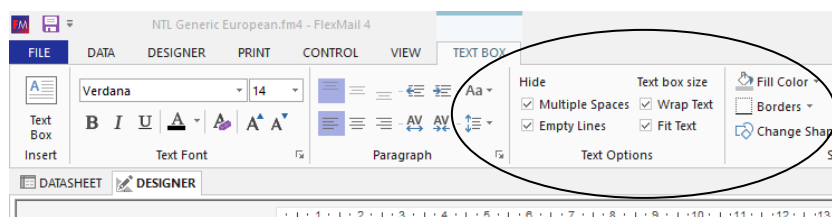
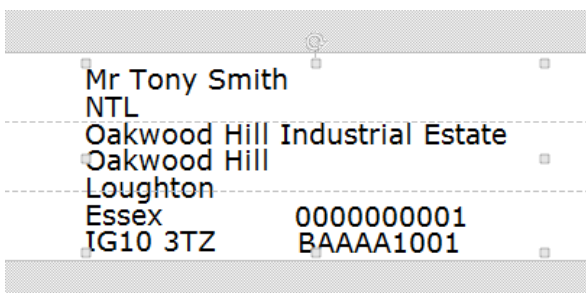
3.2.3 Print head offset

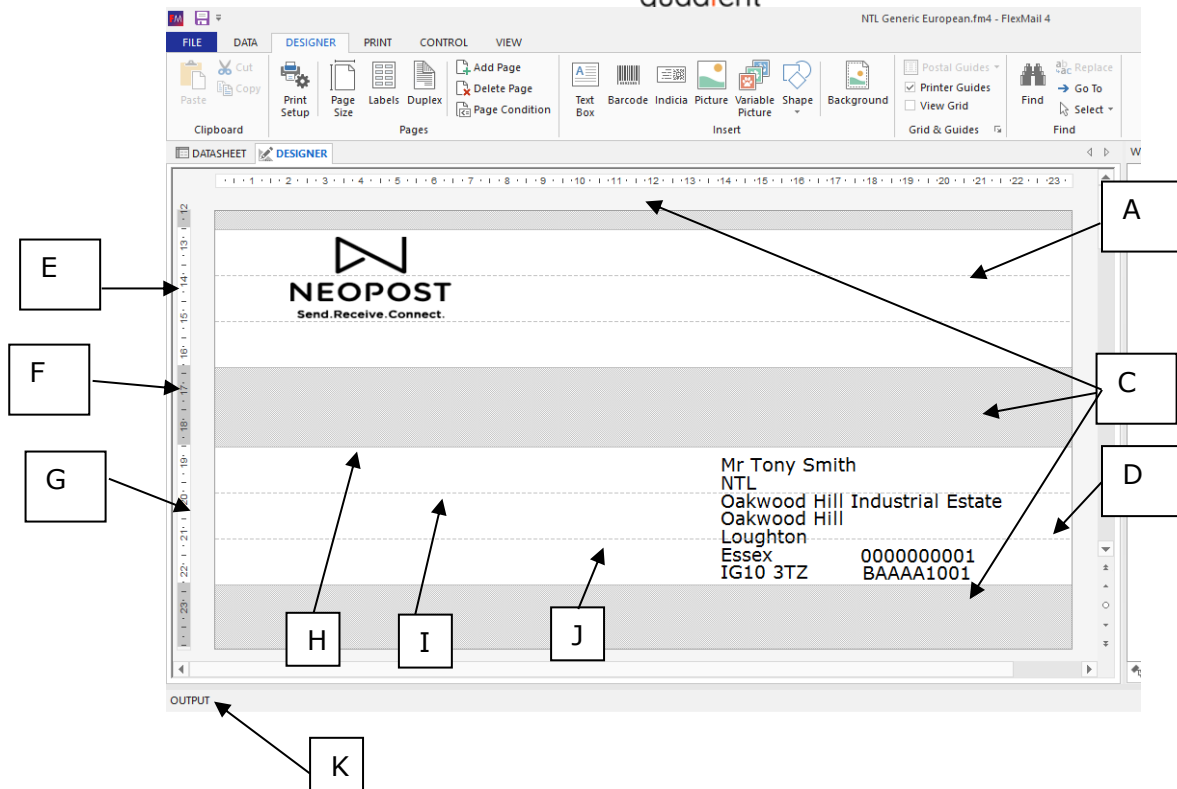
U1 and U2 refer to the two print heads in the printer. These can be positioned to print anywhere on the envelope. They can be individual (2 x 38mm print area) or linked for a larger print area. Each print area (U1 or U2) is made up of 3 ink cartridges.

To adjust the position of the print heads relative to the envelope select either U1 or U2 on the left hand side rule and drag to position

Advanced Settings

Select all defined text boxes and under the Text Options make sure the following settings are ticked ON. Hide multiple spaces & Hide Empty Lines





A = Print Area U1

C = No print areas (grey)

D = Print Area U2

E = U1 adjustment

F = Left hand side rule

G = U2 Adjustment

H = Cartridge 1

I = Cartridge 2

J = Cartridge 3

K = Output window (displays the commands sent / received by the script)

If the output bar is not shown then navigate to the view tab and select it as visible

It is recommended to always have the output bar visible so the operator can see that the system (script) is working correctly

3.2.4 Fonts and Layouts

Standard fonts are pre-loaded in the DEP printer memory.

For example: Helv10 or TmsRmn 12

All other fonts need to be downloaded. This applies even if it is just the font size that is non-standard. See layout section on how to achieve this.

Note. ALL FONTS SHOULD BE DOWNLOADED

Large size and non-standard (complex script style) fonts take along time to download and are not able to be downloaded during run time (Envelopes will arrive at the DEP input sensor before all the print data has been sent and fail to print (NO DATA error))

NTL recommends to use layout two to pre-download all possible print characters into the printers buffer.

This must match the fonts, size used in layout 1

Regardless of the font being used it is essential that layouts are defined so that the font data is downloaded to the DEP before processing envelopes commences

With this version four additional layouts need to be defined. These allow the inserter to control what is printed on each envelope.

When the NTL Generic template is used the four additional layouts are automatically created.

Layout 1 Main Layout.

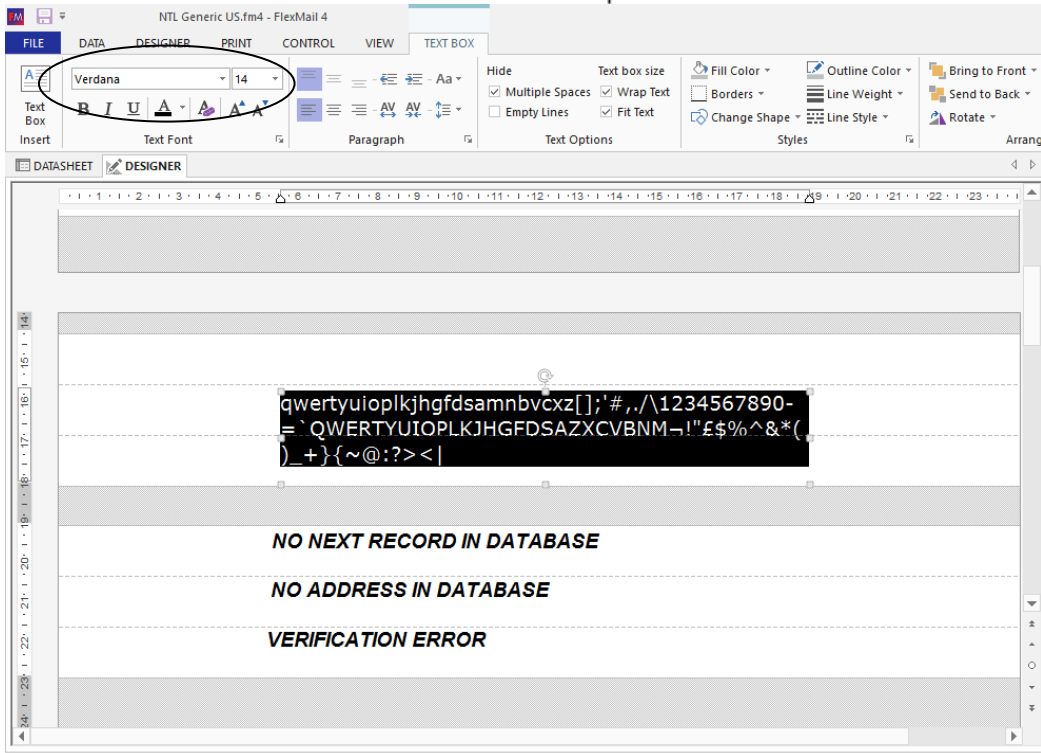
This is the main layout and used in normal operation. This layout contains all of the information to be printed on the envelopes. This layout can be customised to meet the customer's requirements.

Layout 2 Font Data Layout. Used to download all fonts used.

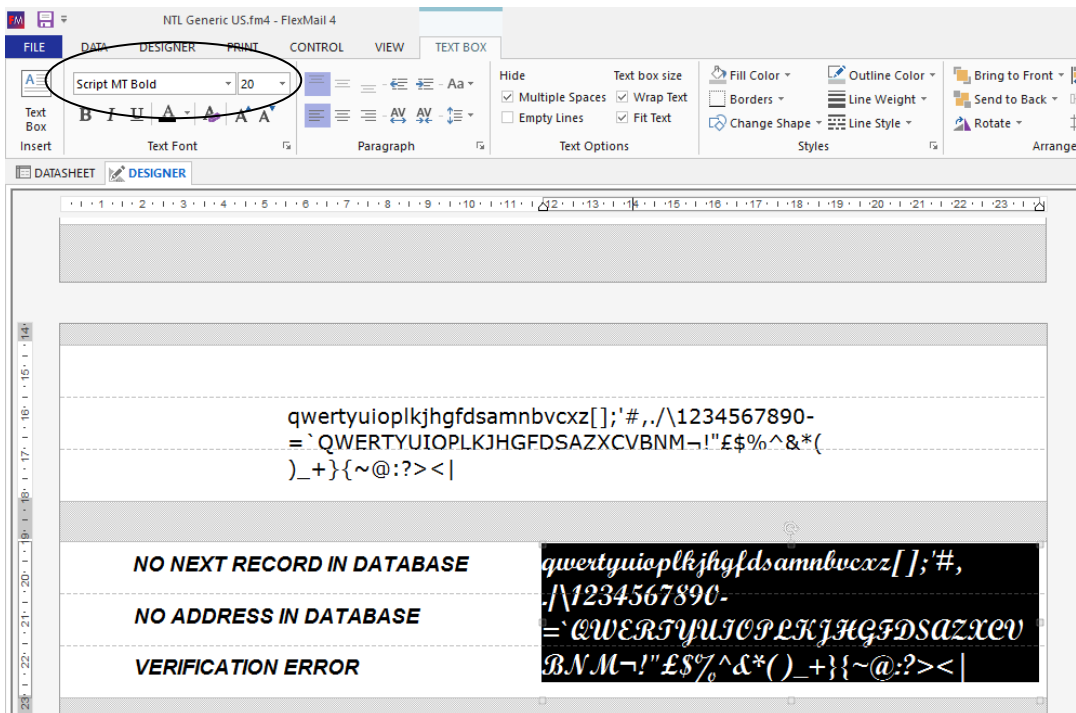
This layout contains all of the font data (font type and size) for all text. You need a complete font set for each variant of font being used, including italics, bold, underlined, etc.

All characters are shown here in a text box. The characters are in the same font style and size as the characters used on layout 1.

If the font type and size are not the same as that offered in the NTL Generic template (Verdana 14 point) then change the font on this layout by highlighting the text box and choosing the correct font/size



If more than one font is in use on layout 1 then a matching character set needs to be added to layout 2. This is achieved by copying the existing text box on layout 2 and then editing the font to the additional font and size





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Layout 3 Sequential database finished error text string.

'NO NEXT RECORD IN DATABASE'

Layout 4 Database Lookup error text string.

'NO ADDRESS IN DATABASE'

Layout 5 Output Verification error text string.

'VERIFICATION ERROR'

Layouts three, four and five are used by the inserter to print pre-defined text strings on an envelope when certain errors are detected (e.g. record not found). These should **NOT** be altered by the user

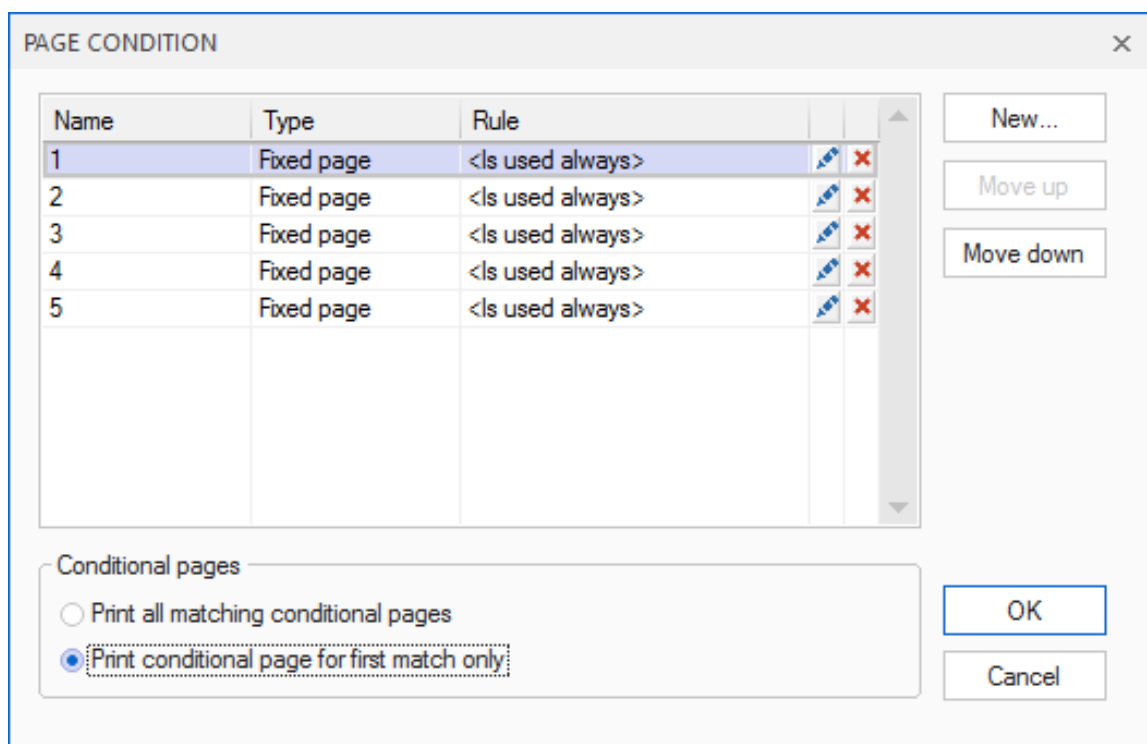
There is no need for a user to have to setup layouts as these have already been done by NTL. However, if the user wants to do this from scratch the following sections are a guide to creating layouts

Setting up Multiple layouts

Create layout 1 as required

In the table view on the right hand side of the screen right click on layout 1 and choose 'Layout options'

New layouts are added using the new button. Once added each layout should be set up as described below



The dialog box titled "PAGE CONDITION" contains a table with 5 rows. Each row has a Name (1-5), Type (Fixed page), and Rule (<Is used always>). To the right of the table are buttons for "New...", "Move up", and "Move down". Below the table is a section for "Conditional pages" with two radio buttons: "Print all matching conditional pages" and "Print conditional page for first match only" (which is selected). At the bottom right are "OK" and "Cancel" buttons.

Name	Type	Rule
1	Fixed page	<Is used always>
2	Fixed page	<Is used always>
3	Fixed page	<Is used always>
4	Fixed page	<Is used always>
5	Fixed page	<Is used always>

Conditional pages

☐ Print all matching conditional pages

☒ Print conditional page for first match only

Buttons: New..., Move up, Move down, OK, Cancel

Type is "Fixed page" and Rule is "Is used Always" for all 5 layers (the order should be as shown above 1-5)

To modify layout 2 (to add the required font data) layout 2 needs to be visible within the project. To do this close the above screen and simply use the scroll bar to the right of the left hand designer panel until layout 2 is visible.

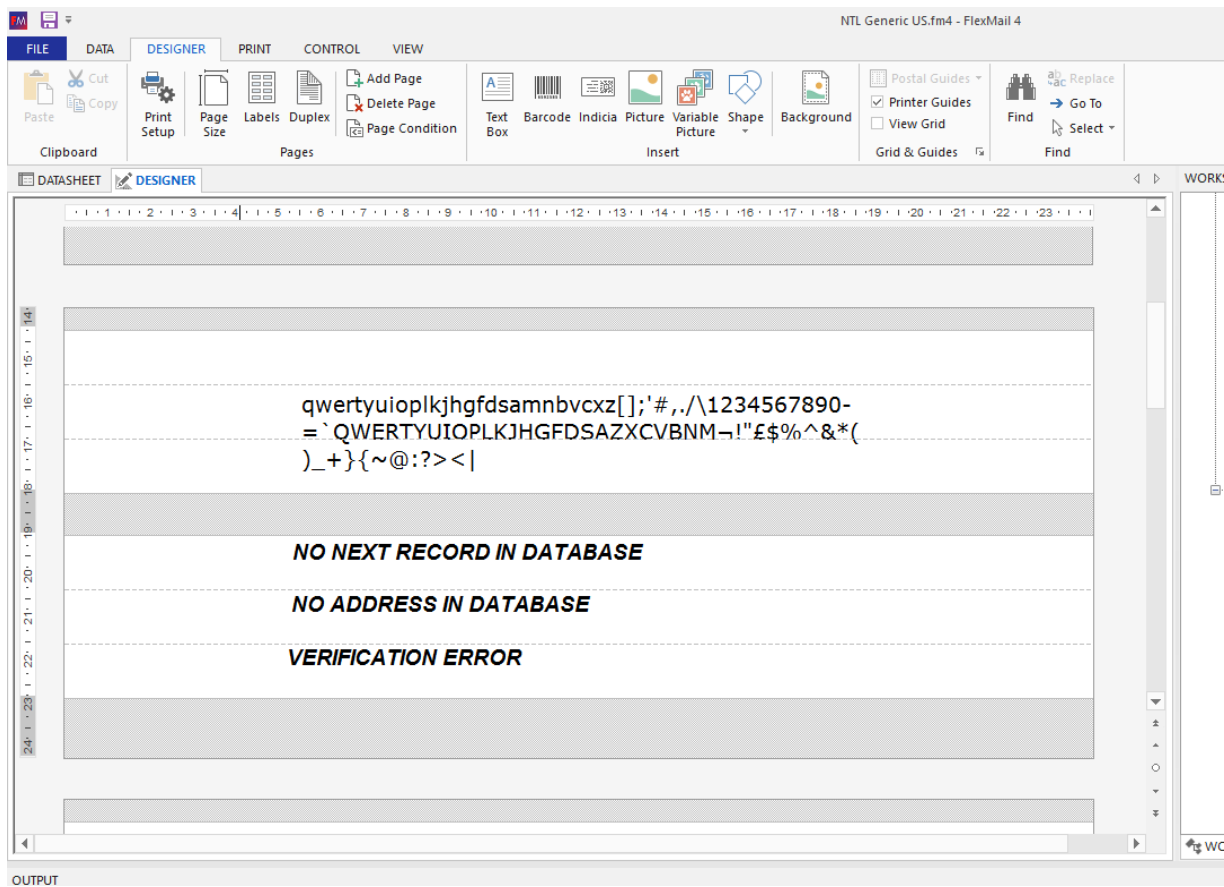
To work on this layout left click anywhere in the left hand panel on the envelope layout. You will see the left hand ruler has now moved from layout 1 to layout 2



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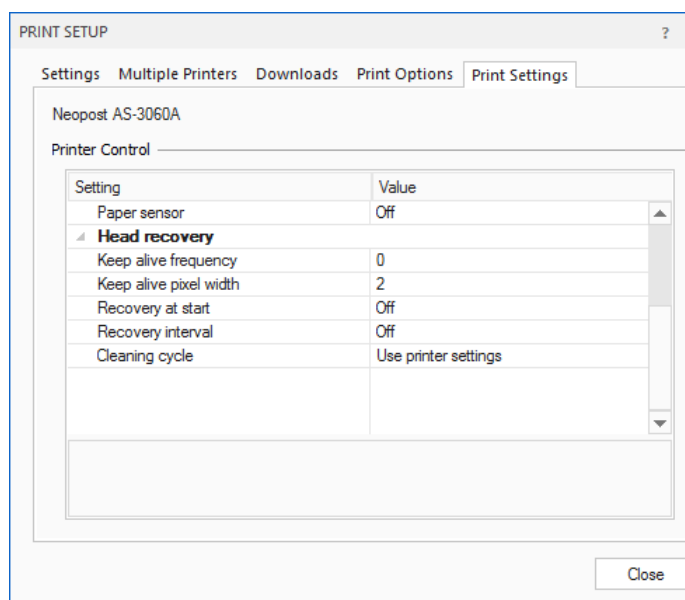
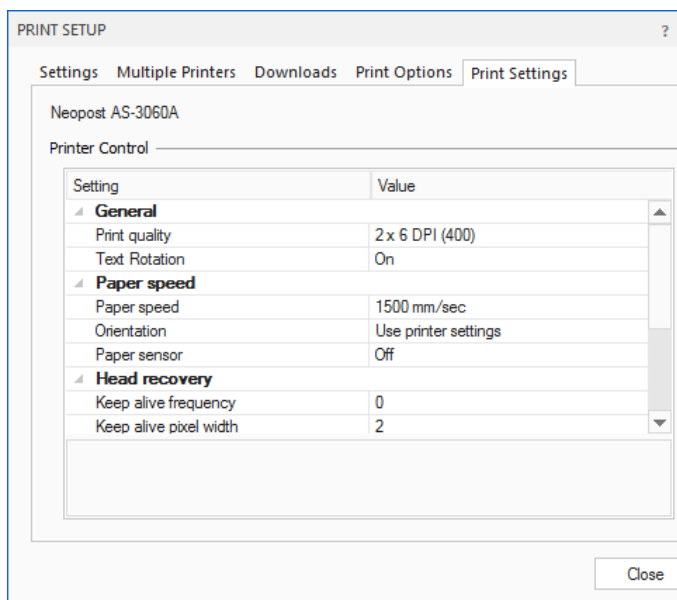


The screen shot below shows layout 2 highlighted. Note the position of the right hand scroll bar and the left hand ruler



3.2.5 Print quality DPI and Transport speed

Provided you have used the NTL Generic template you will not need to go to these settings. However, they are described here for completeness



Transport Speed should be set to 1080 mm/s for DS600i (slower for thicker packs)

Recommended DPI should be set to a 400 dpi (2x6) (500DPI 3x6 is achievable on the DS600i)

Cleaning and Head recovery cycle must be set to OFF

3.2.6 FlexMail Script

A script file is used to link the DS-600i and the DEP. Commands from the inserter are sent Via serial cables to the Flexmail PC (this runs the script file within the project) these commands are then converted to appropriate printer commands (PCL).

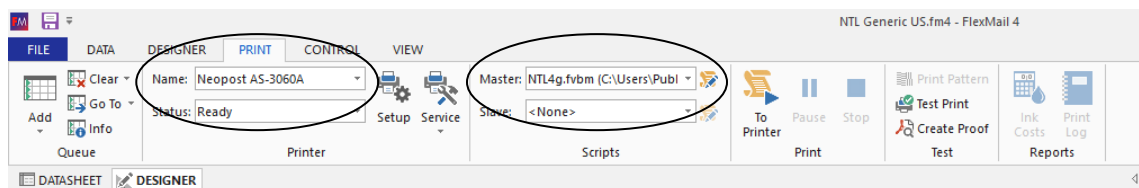
The script file has been developed by NTL to work in-line with the DS-1200. The scrip file allows for five modes of operation (Pass-through, Mail shot, Mail Shot (no reset), Matching and Matching Dynamic) as well as the ability to clean the print heads, clear the print buffer and handle any type of font.

The printer for the Flexmail PC should already be defaulted to 'Neopost AS-3060A'. It is important to ensure this is true for all projects

If you are using the NTL Generic template the correct script and printer will already be defined for your project. However, to change the script or modify it at a later date proceed as follows: -

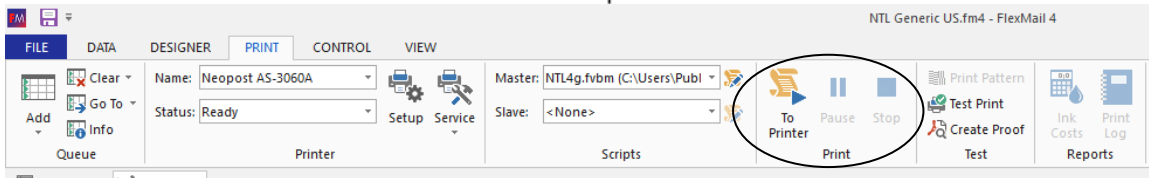
Navigate to the Print tab. Make sure the 'Master' script is shown as 'NTL4i'. Make sure the printer is set to 'Neopost AS-3060A'

If either of these are not true then select the drop down arrow to the right of the associated box and select the required script/printer or browse to the required location.



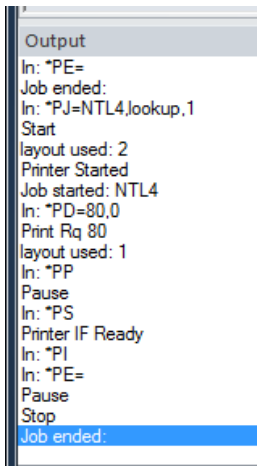
Note.

Before you can start running Flexmail the application needs to start receiving commands from the script and sending instructions to the printer. To do this you need to press the 'To Printer' button in the Print tab.



Once you have started the print process you cannot edit the project or start another open project.

If you want to change operation to another project you must first 'Stop' the print process by pressing the adjacent Stop button



Typical example of commands sent and received by the system

3.2.7 Print orientation

Once a printer has been added it is necessary to manually select the print direction / orientation within the Flexmail project. The software will select the direction as "Auto select" each time the application is loaded / run.

This is not correct / compatible the DS-600i envelope printing system. To prevent this manual adjustment, follow the instructions below to lock the direction in the printer.

Power on the printer, turn the printer offline and navigate as follows:-

Select Home, Job Parameters (press right arrow), Layout (press right arrow), Orientation (press OK), select direction as REV, press and hold the OK button until the padlock symbol appears in the top right hand side.

Now return to the printer run screen and press ONLINE. The direction will always be reverse regardless of the settings on the PC



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4 Using the machine in IMOS

4.1 Printer Settings

EXPLANATION

Printer settings

Flexmail master script name 

NTL4g 

Scripting mode 

Mail shot / sequential 

Lookup 



Head height

2: 0 - 3 [mm] 

Dynamic head mode

Off 

Flexmail Master Script Name	Must match the script set in Flexmail (case sensitive)
Scripting Mode	Determines how the data base is used for printing (see next table)
Lookup	Must match the heading of the column in the database that contains information that links to the document
Head heights	Must be set to the thickest pack fed and current height of print heads at beginning of job.
Dynamic Head mode	When this feature is active, operators will be asked to adjust the printer head height for the relevant pack thickness. If a thicker pack is fed, the machine will stop, holding the envelope at the output rollers, give instructions to position the height of the head before continuing. (This avoids printer heads from becoming damaged).

4.2 Scripting Modes

Scripting mode

Pass through / no printing

Mail shot / sequential

Matching / DB lookup

Mail shot / sequential (non-reset)

Matching / dynamic DB lookup

Mailshot / Dynamic Sequential

Find-next DB lookup

Cancel

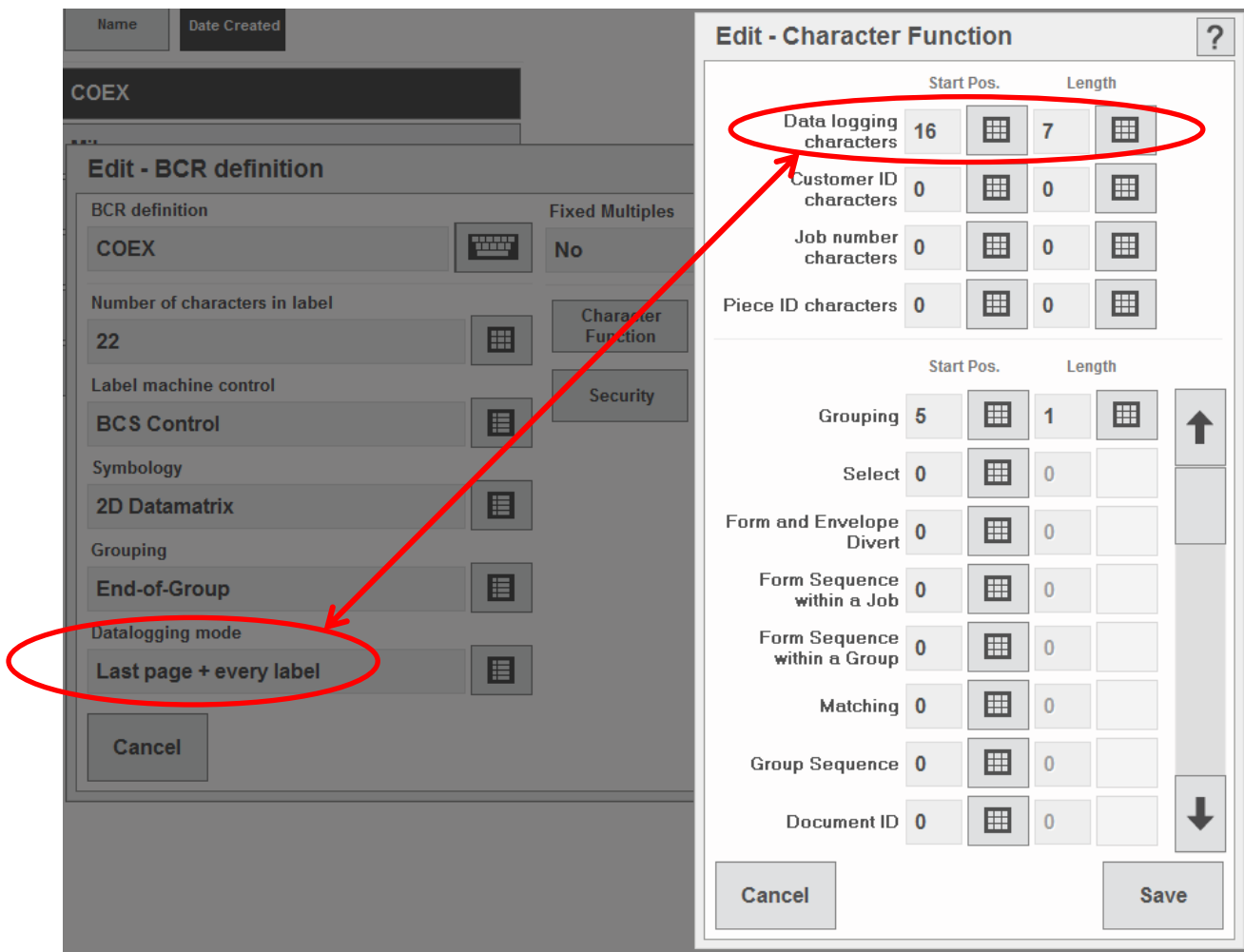
Ok

Scripting Mode	Description
Pass through	No printing
Mail shot / Sequential	The printer works through and prints the data held in Flexmail onto the envelopes.
Matching /DB lookup	Printer matches contents of barcode (data logging characters) to Flexmail data base. (See table)
Mail shot / Sequential (Non-Reset)	Same as Mail shot / sequential but data base does not reset when changing jobs in IMOS.
Matching /Dynamic DB lookup	Same as Matching /DB lookup but database data is held in AIMS. (only works with AIMS 500/1000 and when Flexmail is networked to AIMS)Flexmail will need a generic data base for this scripting mode which will be found in C:\Users\Public\Documents\Flex Systems\FlexMail 4.2\DEP Dynamic\Example Databases, and is called DEP Dynamic Lookup
Mailshot / Dynamic Sequential	Address data is held in AIMS and mailpieces are assigned addresses sequentially at Input of the machine Flexmail Project will need to be set-up in the same way as Matching / dynamic DB lookup
Find-next DB lookup	Like Matching / DB lookup. But there are multiple database rows, with the same lookup field contents. FlexMail Prints the next

4.2.1 Matching / DB Lookup

When you are using this mode, part of the document barcode will need to be linked into the database lookup column in Flexmail.

The example shown has a barcode length of 22 characters and is programmed as shown,



Edit - BCR definition

BCR definition: COEX

Fixed Multiples: No

Number of characters in label: 22

Label machine control: BCS Control

Symbology: 2D Datamatrix

Grouping: End-of-Group

Datalogging mode: Last page + every label

Edit - Character Function

	Start Pos.	Length
Data logging characters	16	7
Customer ID characters	0	0
Job number characters	0	0
Piece ID characters	0	0

	Start Pos.	Length
Grouping	5	1
Select	0	0
Form and Envelope Divert	0	0
Form Sequence within a Job	0	0
Form Sequence within a Group	0	0
Matching	0	0
Group Sequence	0	0
Document ID	0	0

Data logging characters are the part of the barcode getting sent to Flexmail and matched with the database held there. These can be any part of the barcode but must match with Flexmail. When the documents need a Piece Id (AIMS Audit) these will overwrite the defined Data Logging characters. See the below table for help.

Scripting Mode	Aims Mode	Matching	Data Logging		Customer ID	Mail Piece ID		Job number		Lookup Column	Outcome
			Characters Defined	On/Off		Same as DL	Different to DL	Autogen	Manual		
Matching DB Lookup	Off	✗	✗	On	✗	✗		✗		Whole of Barcode	✓
	Off	✗	✓	On	✗	✗		✗		Part of Barcode	✓
	Off	✗	✗	On	✗	✓	✗	✗	✓	Part of Barcode	✓
	Statistics	✗	✓	On	✗	✗		✓	✗	Part of Barcode	✗
	Statistics	✗	✓	On	✗	✗		✗	✓	Part of Barcode	✗
	Statistics	✗	✗	On	✗	✓	✗	✓	✗	Part of Barcode	✗
	Audit	✗	✗	On	✗	✓	✗	✓	✗	Part of Barcode	✓
	Audit	✗	✗	On	✗	✓	✗	✗	✓	Part of Barcode	✓
	Audit	✗	✓	On	✗	✓	✗	✓	✗	Part of Barcode	✓
	Audit	✗	✓	On	✗	✓	✗	✗	✓	Part of Barcode	✓
	Off	✓	✓	On	✓	✓	✗	✗		Part of Barcode	✓
	Off	✓	✗	On	✓	✓	✗	✗		Part of Barcode	✗
	Off	✓	✓	On	✓	✗	✓	✗		Part of Barcode	✓
	Audit	✓	✗	On	✓	✓	✗	✓	✗	Part of Barcode	✓
	Audit	✓	✗	On	✓	✓	✗	✗	✓	Part of Barcode	✓

Rules

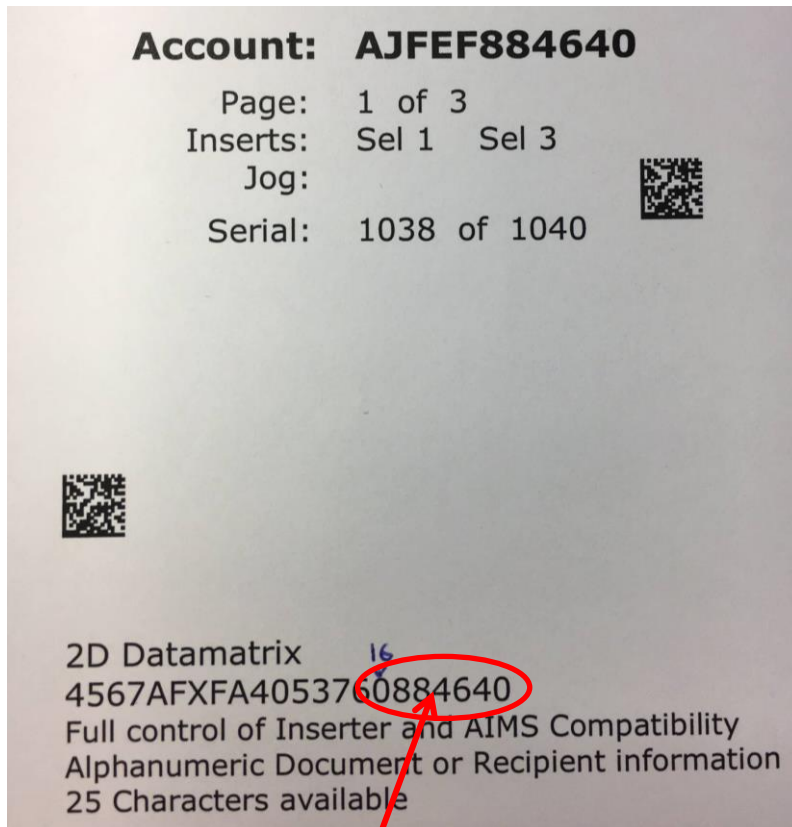
When Datalogging is switched on, the whole barcode is sent to external/other devices (AIMS, Flexmail)

If you only want part of the barcode to be 'DataLogged', you must specify which characters

Piece ID will overwrite data logging characters when in Audit Mode

Matching DB lookup cannot be run in Statistics mode (unlikely situation)

Examples above are using BCS control



Project1 - FlexMail 4 - Demonstration copy - NOT FOR RESALE

FILE DATA DATA TOOLS POSTAL (GBR) SHEET LAYOUT PRINT CONTROL VIEW

Name: Neopost AS-3060A Status: Ready

Master: NTL4d.fvbm (C:\Users\mm\l Slave: <None>

Print Pattern Test Print Create Proof Ink Costs Print Log

Queue Printer Scripts Print Test Reports

DATASHEET DESIGNER

	[Lookup]	[Print]	[F3]	[F4]	[Run_Type]
2494	4648039	Acct. number QHA...	A...	QHA...	PERSONALISED
2495	5574139	Acct. number EMK...	A...	EMK...	PERSONALISED
2496	6590439	Acct. number TYJ...	A...	TYJH...	PERSONALISED
2497	7346839	Acct. number KPRT...	A...	KPRT...	PERSONALISED
2498	8602539	Acct. number ERB...	A...	ERB...	PERSONALISED
2499	9545539	Acct. number WFL...	A...	WFL...	PERSONALISED
2500	0472639	Acct. number RBSHA...	A...	RBS...	PERSONALISED
2501	1903239	Acct. number ANN...	A...	ANN...	PERSONALISED
2502	2565040	Acct. number KUAVA...	A...	KUAV...	PERSONALISED
2503	3563740	Acct. number DGM...	A...	DGM...	PERSONALISED
2504	4873140	Acct. number FTYN...	A...	FTYN...	PERSONALISED
2505	5740540	Acct. number ZDGD...	A...	ZDGD...	PERSONALISED
2506	6671440	Acct. number PYJY...	A...	PYJY...	PERSONALISED
2507	7505040	Acct. number STZR...	A...	STZR...	PERSONALISED
2508	8821840	Acct. number EQYN...	A...	EQY...	PERSONALISED
2509	9418240	Acct. number DFJK...	A...	DFJK...	PERSONALISED
2510	0760640	Acct. number AYM...	A...	AYM...	PERSONALISED
2511	1676440	Acct. number JDGN...	A...	JDGN...	PERSONALISED
2512	2504940	Acct. number JHZY...	A...	JHZY...	PERSONALISED
2513	3907240	Acct. number BMFE...	A...	BMF...	PERSONALISED
2514	4799640	Acct. number XMS...	A...	XMS...	PERSONALISED
2515	5698440	Acct. number PGLJ...	A...	PGLJ...	PERSONALISED
2516	6790440	Acct. number BCJA...	A...	BCJA...	PERSONALISED
2517	7686840	Acct. number SZNR...	A...	SZNR...	PERSONALISED
2518	8825940	Acct. number YWN...	A...	YWN...	PERSONALISED
2519	9790240	Acct. number TGSA...	A...	TGSA...	PERSONALISED
2520	0884640	Acct. number AJFE...	A...	AJFE...	PERSONALISED

Project1

- DATASHEET
 - coe.xlsx
 - [Lookup]
 - [Print]
 - [F3]
 - [F4]
 - [Run_Type]
- Queries
 - <All Records>
- DESIGNER
 - Global
 - Layout 1

WORKSPACE PRINTBAR

OUTPUT



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Edit - Printer settings ?

Job name
NTL4d

Scripting mode
Matching / DB lookup

Lookup
Lookup

Head height
2: 0 - 3 [mm]

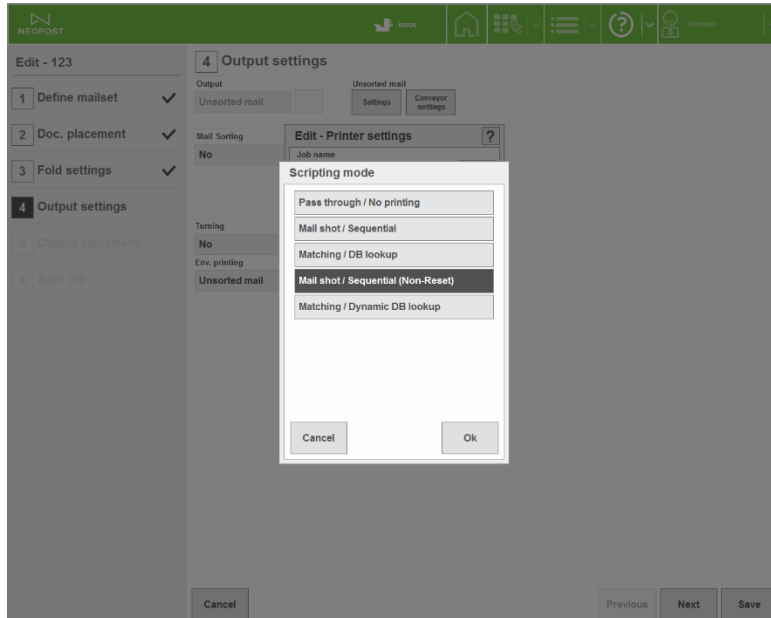
Dynamic head mode
Off

Cancel Save

The Lookup Box in printer settings should be the name of the column in Flexmail that has the linking characters to the document barcode. (THERE CAN BE NO SPACES)

4.2.2 Mail shot / Sequential (Non Reset)

When using Mail shot / Sequential (Non-Reset) scripting mode, a few changes have to be made to the data base being used.



Row 1 already contains the column headings (used for database lookup) row 2 should now be completely blank. This ensures that all records are correctly printed when operation in Sequential (Non-reset).

File Home Insert Page Layout Formulas Data Review			
Clipboard Font			
C16 fx			
	A	B	C
1	Piecelid	OutVerPID	JobID1
2			
3	0000000001	0001	95136547852196
4	0000000002	0002	95136547852196
5	0000000003	0003	95136547852196
6	0000000004	0004	95136547852196
7	0000000005	0005	95136547852196
8	0000000006	0006	95136547852196
9	0000000007	0007	95136547852196
10	0000000008	0008	95136547852196
11	0000000009	0009	95136547852196
12	0000000010	0010	95136547852196
13	0000000011	0011	95136547852196

Link the database as before (selecting first row contains field names)


Link Spreadsheet

Select a data range in the spreadsheet

Range of cells in the spreadsheet

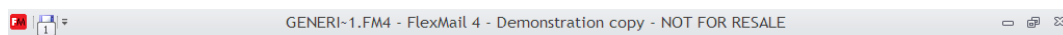
Sheet1\$
☐ Open in updatable mode
☒ First row contains field names:

Input rows to scan: 0

PieceID	OutVerPID	JobID1	JobID2	JobID3	JobID4	JobID5
00000000...	0001	951365478521...	95136	52196	5478	ABCDEF
00000000...	0002	951365478521...	95136	52196	5478	ABCDEF
00000000...	0003	951365478521...	95136	52196	5478	ABCDEF
00000000...	0004	951365478521...	95136	52196	5478	ABCDEF

Guess
Finish
Cancel

New Job Run



Data Tools
Postal
Sheet Layout
Print
View

Access
Excel
Text
PDF
HTML Document
More
Close
Counter
Date & Time
Postal
Function
Lookup
Document
Exchange
Edit

Datasheet
Designer

	[PieceID]	[OutVerPID]	[JobID1]	[JobID2]	[JobID3]	[JobID4]	[JobID5]	[JobID6]	[DocsInGrp]	[Title]	[FirstName]	[Surname]	[CompanyName]
1													
2	0000000001	0001	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Tony	Smith	NTL
3	0000000002	0002	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Chris	Jones	NTL
4	0000000003	0003	95136547852196	95136	52196	5478	ABCDEF	ABCD	002	Mr	Steve	Williams	NTL
5	0000000004	0004	95136547852196	95136	52196	5478	ABCDEF	ABCD	003	Mr	Dave	Bunton	NTL
6	0000000005	0005	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Paul	Allen	NTL
7	0000000006	0006	95136547852196	95136	52196	5478	ABCDEF	ABCD	004	Mr	Colin	Acton	NTL
8	0000000007	0007	95136547852196	95136	52196	5478	ABCDEF	ABCD	002	Mr	Keith	Button	NTL
9	0000000008	0008	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Gordon	Brent	NTL
10	0000000009	0009	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Graham	Bains	NTL
11	0000000010	0010	95136547852196	95136	52196	5478	ABCDEF	ABCD	005	Mr	Andy	Brook	NTL
12	0000000011	0011	95136547852196	95136	52196	5478	ABCDEF	ABCD	003	Mr	Ray	Chain	NTL
13	0000000012	0012	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Fred	Dale	NTL
14	0000000013	0013	95136547852196	95136	52196	5478	ABCDEF	ABCD	002	Mr	Jerry	Davis	NTL
15	0000000014	0014	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Gary	Digger	NTL
16	0000000015	0015	95136547852196	95136	52196	5478	ABCDEF	ABCD	003	Mr	Bob	Dashford	NTL

Record: 1 of 1021
DEP Test Generic 1 1 blank line.xls (sheet1\$)
AS3060 DEP USB
100%

Make sure record one is highlighted before starting the script. (Piece ID 000001-row 2 will be the first envelope printed)

The Blank line at the Beginning is necessary because in this mode, the printer will print out the data in the Row after the one selected,

So at the beginning of the Job Row 1 is selected and then Row 2 (the first row with any data) is printed.

Continuing a Job Run (Without power down)

GENERI-1.FM4 - FlexMail 4 - Demonstration copy - NOT FOR RESALE

	[PieceID]	[OutVerPID]	[JobID1]	[JobID2]	[JobID3]	[JobID4]	[JobID5]	[JobID0]	[DocsInGrp]	[Title]	[FirstName]	[Surname]	
14	0000000013	0013	95136547852196	95136	52196	5478	ABCDEF	ABCD	002	Mr	Jerry	Davis	N
15	0000000014	0014	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Gary	Digger	N
16	0000000015	0015	95136547852196	95136	52196	5478	ABCDEF	ABCD	003	Mr	Bob	Dashford	N
17	0000000016	0016	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Brian	Ellis	N
18	0000000017	0017	95136547852196	95136	52196	5478	ABCDEF	ABCD	002	Mr	Mark	Ealing	N
19	0000000018	0018	95136547852196	95136	52196	5478	ABCDEF	ABCD	003	Mr	Tony	Ewer	N
20	0000000019	0019	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Arther	Eaton	N
21	0000000020	0020	95136547852196	95136	52196	5478	ABCDEF	ABCD	002	Mr	Dave	Emmin	N
22	0000000021	0021	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Chris	Hanes	N
23	0000000022	0022	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Steve	Haggard	N
24	0000000023	0023	95136547852196	95136	52196	5478	ABCDEF	ABCD	002	Mr	Arther	Hell	N
25	0000000024	0024	95136547852196	95136	52196	5478	ABCDEF	ABCD	003	Mr	Cyril	Hest	N
26	0000000025	0025	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Colin	Heeb	N
27	0000000026	0026	95136547852196	95136	52196	5478	ABCDEF	ABCD	004	Mr	Ian	Herring	N
28	0000000027	0027	95136547852196	95136	52196	5478	ABCDEF	ABCD	002	Mr	Russell	Isles	N

When continuing a job run (after an Autoend) the last envelope processed is already highlighted so it is not necessary to manually set the start point as it is already correct. (Piece ID 0000016 will be the first envelope printed).

Continuing a job Run (With power down)

GENERI-1.FM4 - FlexMail 4 - Demonstration copy - NOT FOR RESALE

	[PieceID]	[OutVerPID]	[JobID1]	[JobID2]	[JobID3]	[JobID4]	[JobID5]	[JobID0]	[DocsInGrp]	[Title]	[FirstName]	[Surname]	
1													
2	0000000001	0001	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Tony	Smith	N
3	0000000002	0002	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Chris	Jones	N
4	0000000003	0003	95136547852196	95136	52196	5478	ABCDEF	ABCD	002	Mr	Steve	Williams	N
5	0000000004	0004	95136547852196	95136	52196	5478	ABCDEF	ABCD	003	Mr	Dave	Bunton	N
6	0000000005	0005	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Paul	Allen	N
7	0000000006	0006	95136547852196	95136	52196	5478	ABCDEF	ABCD	004	Mr	Colin	Acton	N
8	0000000007	0007	95136547852196	95136	52196	5478	ABCDEF	ABCD	002	Mr	Keith	Button	N
9	0000000008	0008	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Gordon	Brent	N
10	0000000009	0009	95136547852196	95136	52196	5478	ABCDEF	ABCD	001	Mr	Graham	Bains	N
11	0000000010	0010	95136547852196	95136	52196	5478	ABCDEF	ABCD	005	Mr	Andy	Brook	N
12	0000000011	0011	95136547852196	95136	52196	5478	ABCDEF	ABCD	003	Mr	Ray	Chain	N

When continuing a job run after the power has been off (or the script has been stopped) highlight the last record processed in the previous job run. This will ensure the correct envelope is printed when the job resumes. (In this example Piece ID 000009 will be the first envelope printed).

Note: It is not necessary to set print queues within Flexmail to determine what records are printed. It is only necessary to highlight the required starting point as shown above.

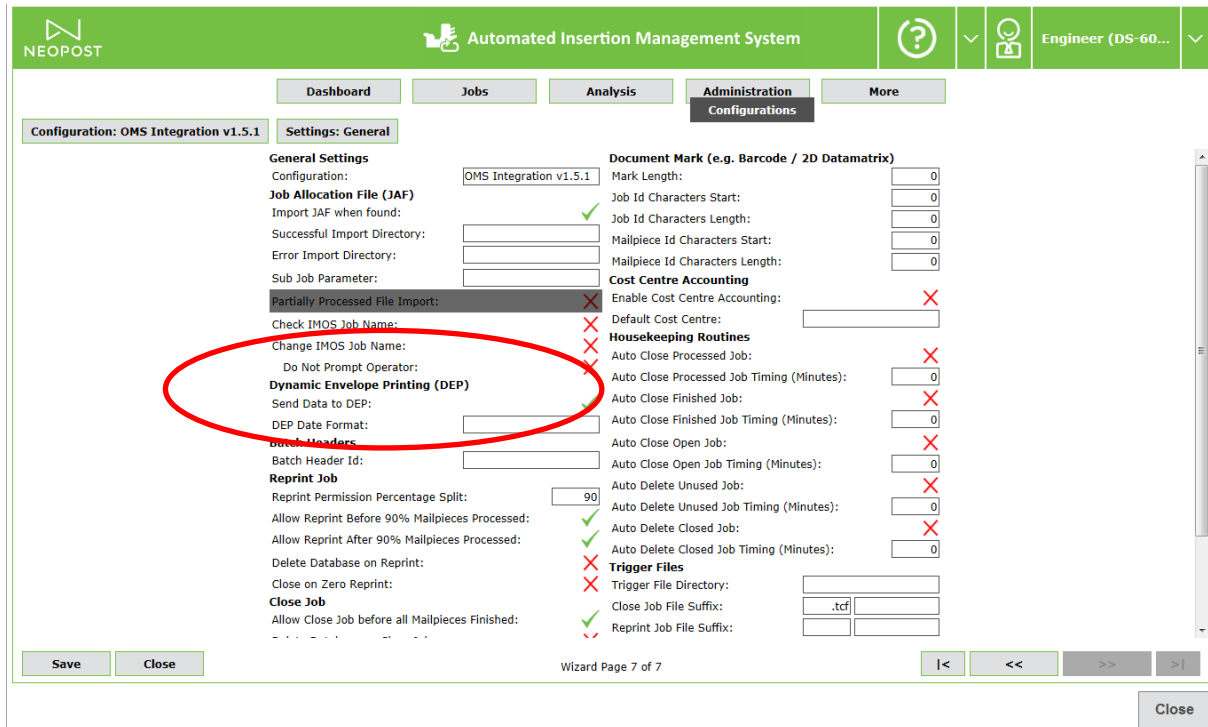
The lookup field within IMOS also has to be populated with any column heading used in the database.

4.2.3 Matching Dynamic DB lookup

To set up a printing job using the JAF file to hold the address information, there are 3 main elements you will need to program

4.2.3.1 AIMS set up

On the AIMS configuration you wish to run the job from, you must select 'Send data to DEP' on the last page of the AIMS configuration,



NEOPOST Automated Insertion Management System

Configuration: OMS Integration v1.5.1 Settings: General

General Settings
 Configuration: OMS Integration v1.5.1
Job Allocation File (JAF)
 Import JAF when found: ☒
 Successful Import Directory:
 Error Import Directory:
 Sub Job Parameter:
 Partially Processed File Import: ☒
 Check IMOS Job Name: ☒
 Change IMOS Job Name:
 Do Not Prompt Operator: ☒
Dynamic Envelope Printing (DEP)
 Send Data to DEP: ☒
 DEP Date Format:
Batch Headers
 Batch Header Id:
Reprint Job
 Reprint Permission Percentage Split:
 Allow Reprint Before 90% Mailpieces Processed: ☒
 Allow Reprint After 90% Mailpieces Processed: ☒
 Delete Database on Reprint: ☒
 Close on Zero Reprint: ☒
Close Job
 Allow Close Job before all Mailpieces Finished: ☒

Document Mark (e.g. Barcode / 2D Datamatrix)
 Mark Length:
 Job Id Characters Start:
 Job Id Characters Length:
 Mailpiece Id Characters Start:
 Mailpiece Id Characters Length:

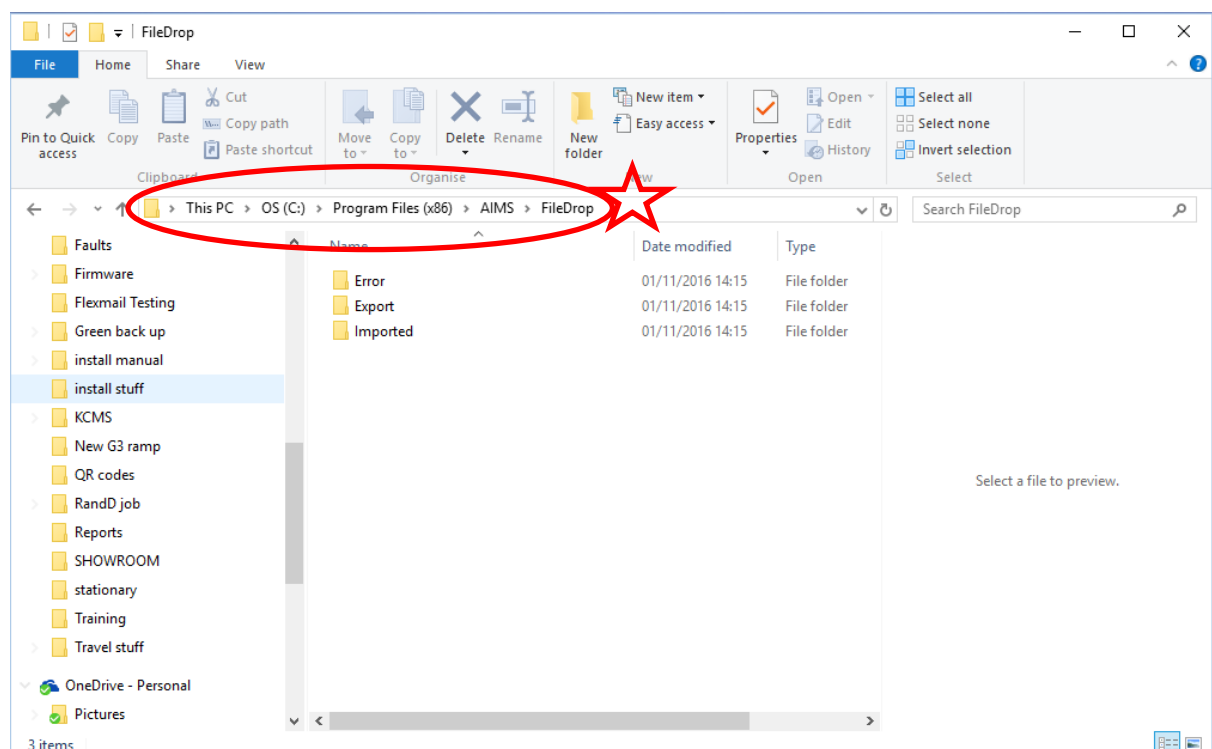
Cost Centre Accounting
 Enable Cost Centre Accounting: ☒
 Default Cost Centre:

Housekeeping Routines
 Auto Close Processed Job: ☒
 Auto Close Processed Job Timing (Minutes):
 Auto Close Finished Job: ☒
 Auto Close Finished Job Timing (Minutes):
 Auto Close Open Job: ☒
 Auto Close Open Job Timing (Minutes):
 Auto Delete Unused Job: ☒
 Auto Delete Unused Job Timing (Minutes):
 Auto Delete Closed Job: ☒
 Auto Delete Closed Job Timing (Minutes):

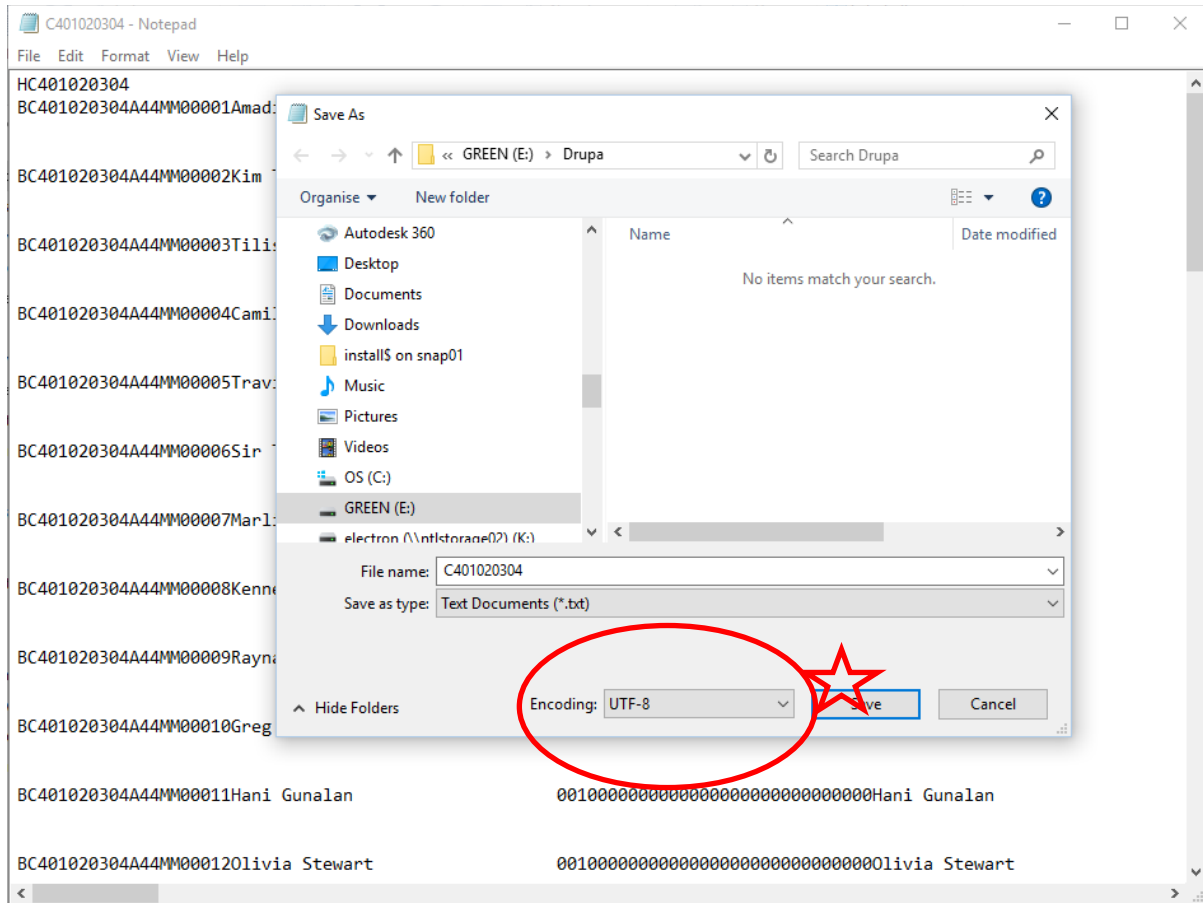
Trigger Files
 Trigger File Directory:
 Close Job File Suffix:
 Reprint Job File Suffix:

Save Close Wizard Page 7 of 7

Import the JAF onto the AIMS PC into the following location, this will need to match the AIMS configuration,



The File encoding of the JAF will also need to match the AIMS configuration,
It can be found by clicking 'save as'





Automated Insertion Management System




Engineer (DS-60...

Dashboard

Jobs

Analysis

Administration

More

Configuration: OMS Integration v1.5.1

Document Type: Job Allocation File (JAF)

Directory: C:\Program Files (x86)\AIMS\Fil

Suffix: .jaf

Format:

Check

First Line is Header: 

File Encoding: utf-8

>>

File Structure First 50 Rows (if file found):

Use "Check" Button to check for Files

Header Record

Parameters	Start	Length	Format	Sample
Record Type	1	1		
Job Id	2	10		
S/LA Date	12	19		
Creation Date	31	19		
Job Name	50	32		
IMOS Job Name	82	20		
Account	0	0		
Carrier	0	0		
Category	0	0		
Date	0	0		
Docs	0	0		
Group	0	0		
Label	0	0		

Save Close

Body Record

Parameters	Start	Length	Format	Sample
Record Type	1	1		
Job Id	2	10		
Mailpiece Id	12	10		
Customer Id	22	32		
Prime Documents	54	3		
Feeder 1 Count	57	1		
Feeder 2 Count	58	1		
Feeder 3 Count	59	1		
Feeder 4 Count	60	1		
Feeder 5 Count	61	1		
Feeder 6 Count	62	1		
Feeder 7 Count	63	1		
Feeder 8 Count	64	1		

Wizard Page 1 of 7

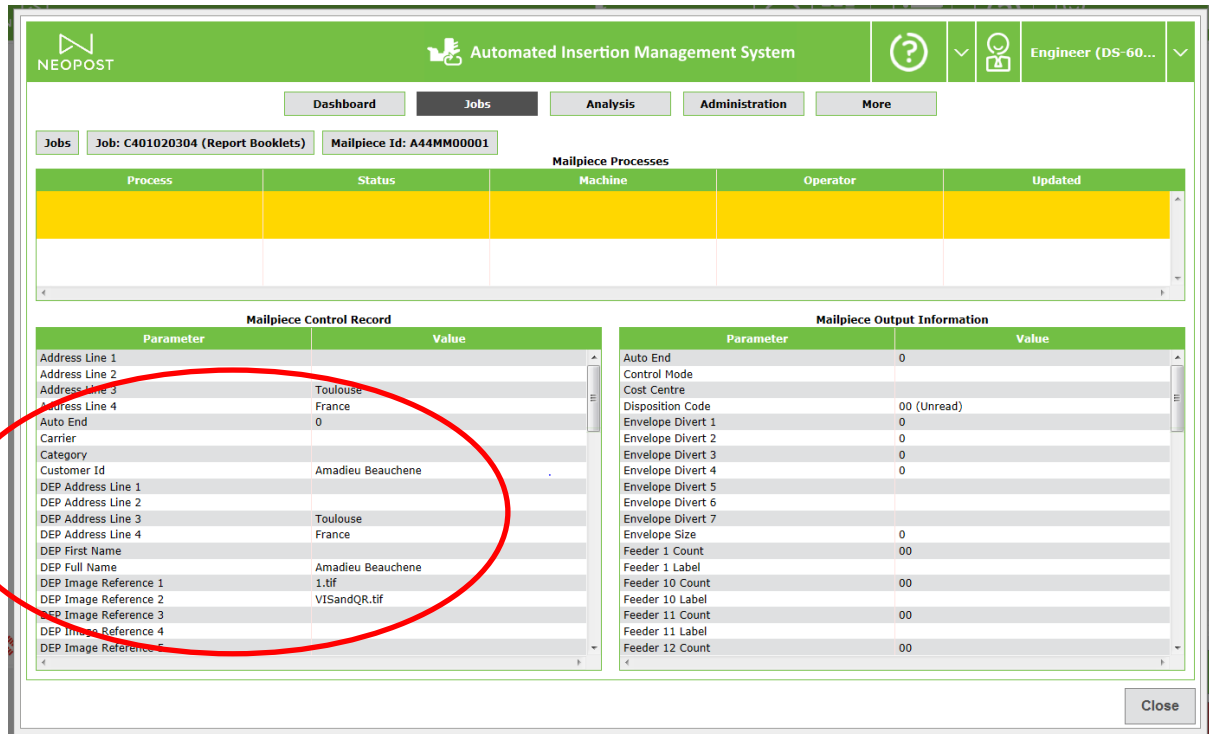
<<

>>

>

Close

Once the JAF is imported, look at the mail piece's and see what information is held in the JAF.

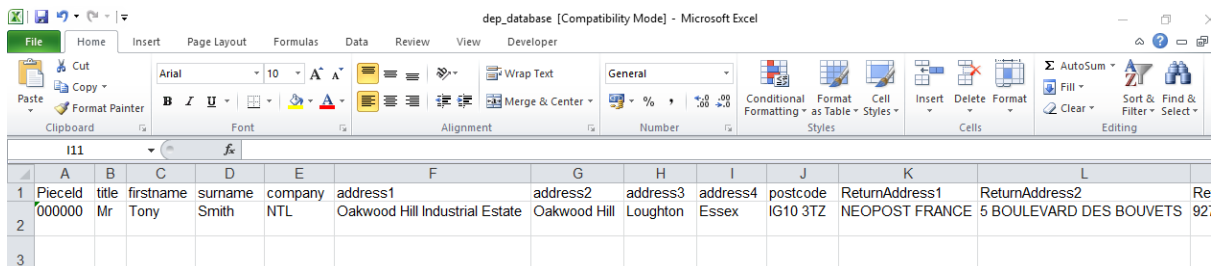


4.2.3.2 FlexMail set-up

Using the template import the Data row used for dynamic printing

Location C>users>public>publicdocuments>flexsystems>Flexmail4.2> DEP dynamic > example databases

It is called DEP Dynamic lookup and looks like the below picture



	A	B	C	D	E	F	G	H	I	J	K	L
1	PieceId	title	firstname	surname	company	address1	address2	address3	address4	postcode	ReturnAddress1	ReturnAddress2
2	000000	Mr	Tony	Smith	NTL	Oakwood Hill Industrial Estate	Oakwood Hill	Loughton	Essex	IG10 3TZ	NEOPOST FRANCE	5 BOULEVARD DES BOUVETS
3												



Link Spreadsheet

Select a data range in the spreadsheet

Range of cells in the spreadsheet

Sheet1\$

☐ Open in updatable mode
☒ First row contains field names

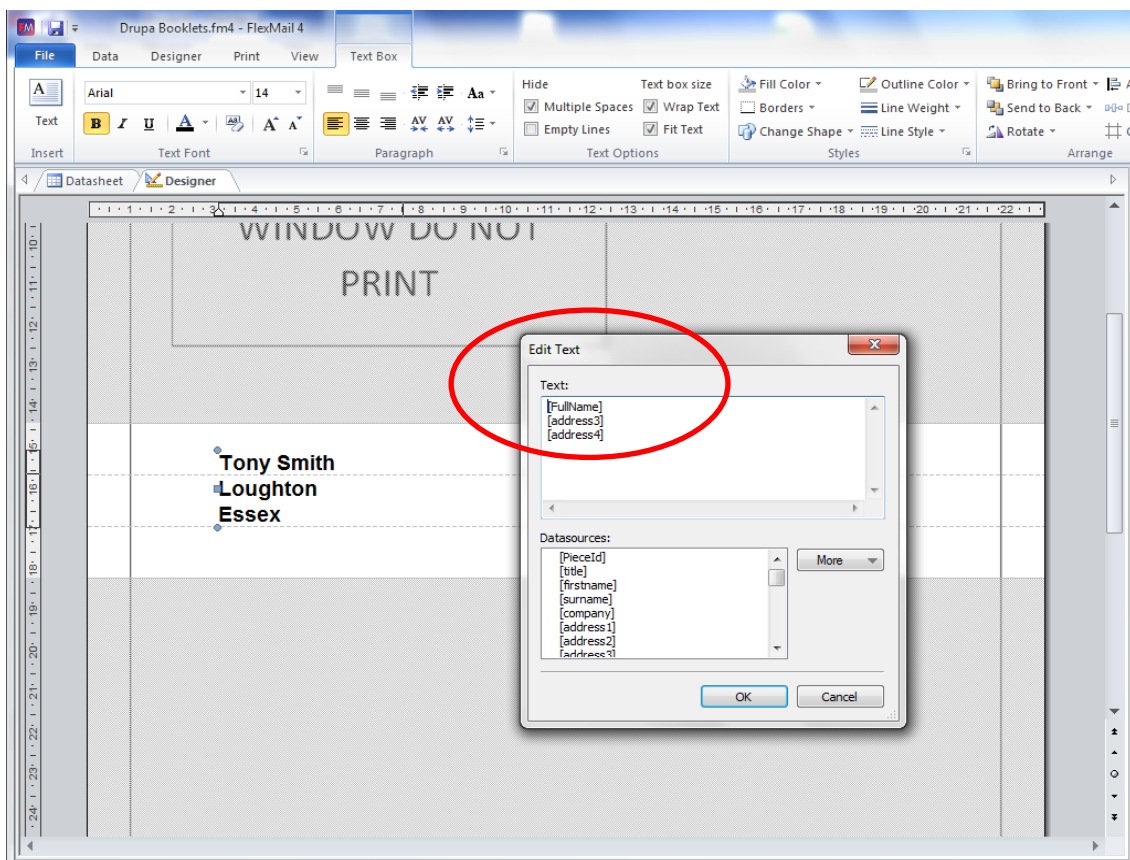
Piec...	t...	first...	sur...	c...	address1	address2	addre
0000...	M.	Tony	Smith	N...	Oakwood Hill Industrial Estate	Oakwood Hill	Lough

Guess

Finish

Cancel

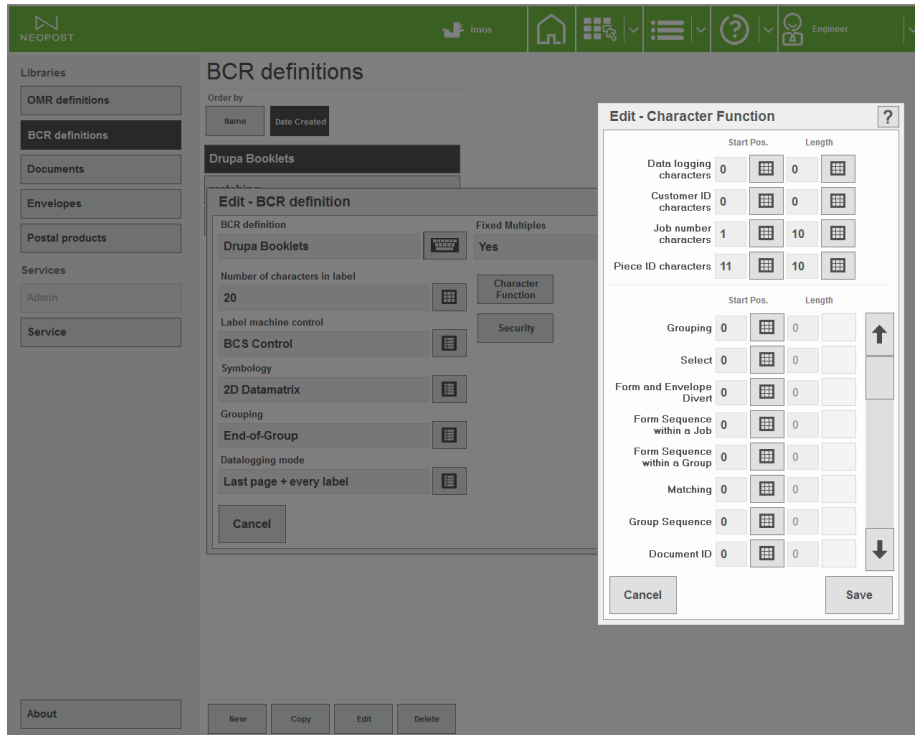
Design the envelope using the Data row linking it back to the information in the JAF file.



Select the script in the Print tab master drop down on Flexmail and then send to printer making sure it is online.

4.2.3.3 IMOS set up

Begin by programming the barcode.



BCR definitions

Order by: Name, Date Created

Drupa Booklets

Edit - BCR definition

BCR definition: Drupa Booklets

Fixed Multiples: Yes

Number of characters in label: 20

Label machine control: [icon]

BCS Control: [icon]

Symbology: 2D Datamatrix

Grouping: End-of-Group

Datalogging mode: Last page + every label

Edit - Character Function

	Start Pos.	Length
Data logging characters	0	0
Customer ID characters	0	0
Job number characters	1	10
Piece ID characters	11	10

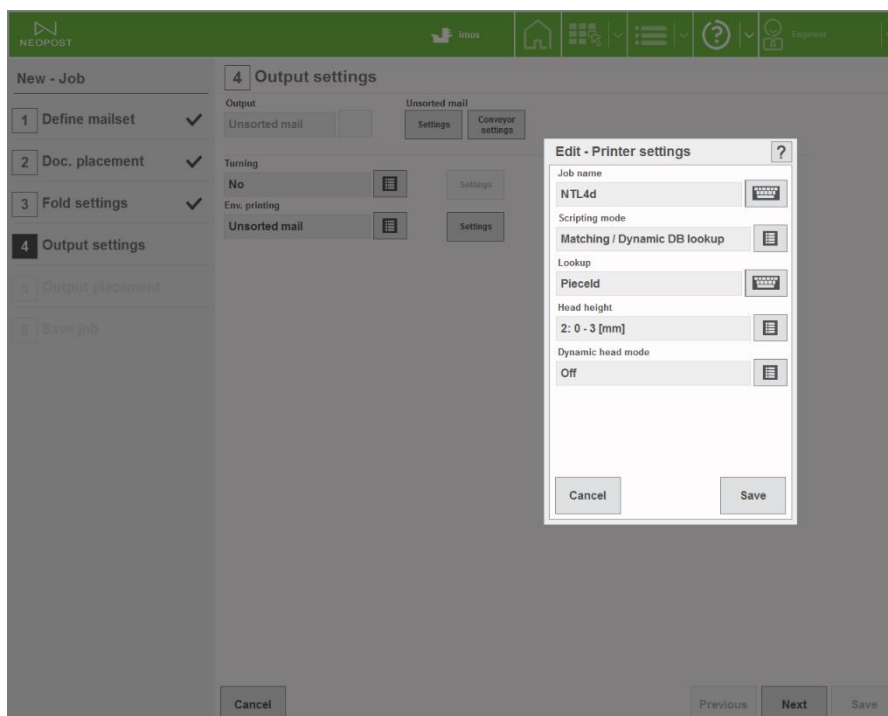
Character Function

	Start Pos.	Length
Grouping	0	0
Select	0	0
Form and Envelope Divert	0	0
Form Sequence within a Job	0	0
Form Sequence within a Group	0	0
Matching	0	0
Group Sequence	0	0
Document ID	0	0

Buttons: Cancel, Save

Program the job as normal, selecting the same envelope as in Flexmail.

Select envelope printing and fill in as shown above.



New - Job

1 Define mailset ✓

2 Doc. placement ✓

3 Fold settings ✓

4 Output settings

5 Output placement

6 Save job

4 Output settings

Output: Unsorted mail

Unsorted mail: [icon]

Turning: No

Env. printing: [icon]

Unsorted mail: [icon]

Edit - Printer settings

Job name: NTL4d

Scripting mode: Matching / Dynamic DB lookup

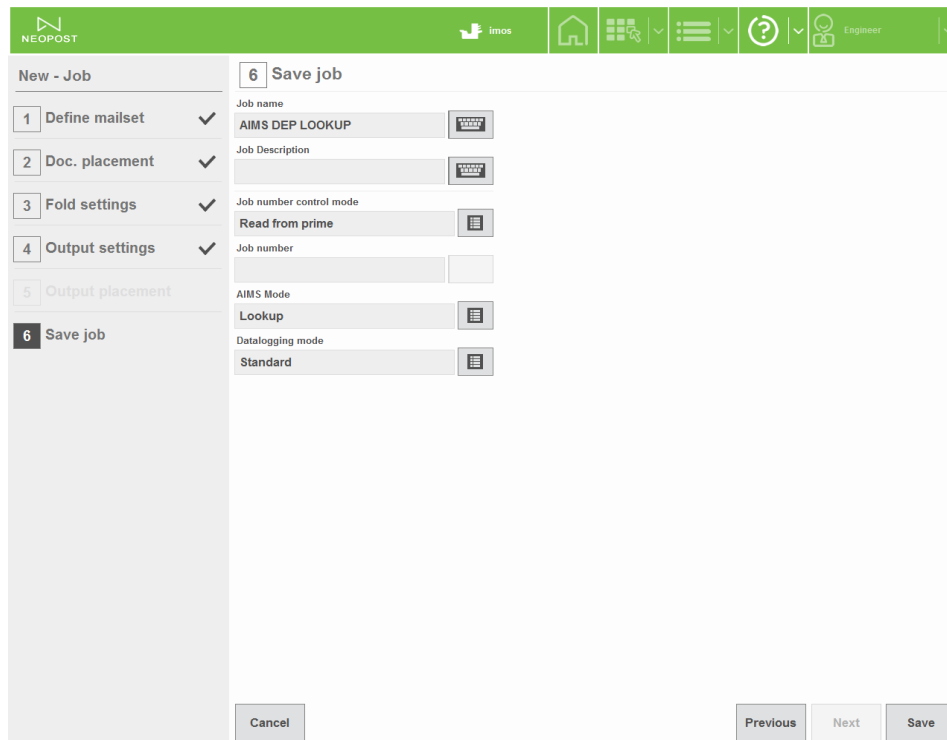
Lookup: Pieceld

Head height: 2: 0 - 3 [mm]

Dynamic head mode: Off

Buttons: Cancel, Save

Fill in the AIMS screen as shown.



The screenshot shows the NEOPOST software interface. The top bar is green with the NEOPOST logo and navigation icons. The main area is divided into a left sidebar and a right content area. The sidebar has a 'New - Job' section with a list of steps: 1 Define mailset, 2 Doc. placement, 3 Fold settings, 4 Output settings, 5 Output placement, and 6 Save job. Step 6 is highlighted. The right content area shows the '6 Save job' form with fields for Job name (AIMS DEP LOOKUP), Job Description, Job number control mode (Read from prime), Job number, AIMS Mode (Lookup), and Datalogging mode (Standard). At the bottom, there are 'Cancel', 'Previous', 'Next', and 'Save' buttons.

Once you have accepted the job, several instructions will appear on your screen.

These will be to done by the operator to ensure the machine has all of the mechanical adjustments it needs.

4.2.4 Mail Shot Dynamic Sequential

This scripting mode works in a very similar way to the Matching Dynamic mode. The main difference being we are not matching a Piece ID in AIMS to a Piece ID read at the input of the machine.

We work through the data held in AIMS sequentially, one after the other

Any addresses that are assigned to Mailpieces and then removed from the machine, get re-assigned to the next available mailpiece

4.2.4.1 AIMS set up

Locate the configuration the JAF file you wish to run uses.

Then go to the last page of the configuration and select 'Send Data to DEP' and DEP MailShot Mode'




Automated Insertion Management System





PFEUK\mmundy

Dashboard
Jobs
Analysis
Administration
More

Configuration: OMS Integration v1.5.1

Settings: General

General Settings
Configuration: OMS Integration v1.5.1

Job Allocation File (JAF)
Import JAF when found: ☒
Successful Import Directory:
Error Import Directory:
Sub Job Parameter:
Partially Processed File Import: ☒
Check IMOS Job Name: ☒
Change IMOS Job Name: ☒
Do Not Prompt Operator: ☒

Dynamic Envelope Printing (DEP)
Send Data to DEP: ☒
DEP MailShot Mode: ☒
DEP Date Format:

Batch Headers
Batch Header Id:

Reprint Job
Reprint Permission Percentage Split:
Allow Reprint Before 90% Mailpieces Processed: ☒
Allow Reprint After 90% Mailpieces Processed: ☒
Delete Database on Reprint: ☒
Close on Zero Reprint: ☒
Include All Mailpieces In Reprint File: ☒

Close Job
Allow Close Job before all Mailpieces Finished: ☒
Create Reprint File On Close: ☒
Delete Database on Close Job: ☒
Delete Job on Close if Zero: ☒

Document Mark (e.g. Barcode / 2D Datamatrix)
Mark Length:
Job Id Characters Start:
Job Id Characters Length:
Mailpiece Id Characters Start:
Mailpiece Id Characters Length:

Cost Centre Accounting
Enable Cost Centre Accounting: ☒
Default Cost Centre:

Housekeeping Routines
Auto Close Processed Job: ☒
Auto Close Processed Job Timing (Minutes):
Auto Close Finished Job: ☒
Auto Close Finished Job Timing (Minutes):
Auto Close Open Job: ☒
Auto Close Open Job Timing (Minutes):
Auto Delete Unused Job: ☒
Auto Delete Unused Job Timing (Minutes):
Auto Delete Closed Job: ☒
Auto Delete Closed Job Timing (Minutes):

Trigger Files
Trigger File Directory:
Close Job File Suffix:
Reprint Job File Suffix:
Late Diverts File Suffix:
Trigger Log File Suffix:

Card Partner Integration
Send Data to Card Partner: ☒

Other

Save
Close

Wizard Page 7 of 7

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<<
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>|

In the same configuration under **Reprocessing** turn on 'Auto Allow Reprocessing of Oversized' 'Failed' and 'Voided'. This will allow the scripting mode to function fully




Automated Insertion Management System





PFEUK\mmundy

Dashboard
Jobs
Analysis
Administration
More

Configuration: OMS Integration v1.5.1

Settings: General

Send Data to DEP: ☒
DEP MailShot Mode: ☒
DEP Date Format:

Batch Headers
Batch Header Id:

Reprint Job
Reprint Permission Percentage Split:
Allow Reprint Before 90% Mailpieces Processed: ☒
Allow Reprint After 90% Mailpieces Processed: ☒
Delete Database on Reprint: ☒
Close on Zero Reprint: ☒
Include All Mailpieces In Reprint File: ☒

Close Job
Allow Close Job before all Mailpieces Finished: ☒
Create Reprint File On Close: ☒
Delete Database on Close Job: ☒
Delete Job on Close if Zero Processed: ☒
Generate Job Detail On Close: ☒
Generate Job Summary On Close: ☒
Generate On Close Directory:
Copy JCF: ☒
Copy JCF Directory:

Auto Close Finished Job Timing (Minutes):
Auto Close Open Job: ☒
Auto Close Open Job Timing (Minutes):
Auto Delete Unused Job: ☒
Auto Delete Unused Job Timing (Minutes):
Auto Delete Closed Job: ☒
Auto Delete Closed Job Timing (Minutes):

Trigger Files
Trigger File Directory:
Close Job File Suffix:
Reprint Job File Suffix:
Late Diverts File Suffix:
Trigger Log File Suffix:

Card Partner Integration
Send Data to Card Partner: ☒

Other
Check Prime Document Count on Input: ☒
Check Prime Document Count on Output: ☒
Require Hand Mail Page Validation: ☒
Minutes to Warn SLA:

Datalog to File
Enable Datalog to File: ☒
Datalog to File Directory:

Save
Close

Wizard Page 7 of 7

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>|

4.2.5 Find-next DB Lookup

4.2.5.1 *Converting the raw data text file into access to add additional 'Status' column at end of database.*

Updating incoming Text file

To add 'Status' column to the text file

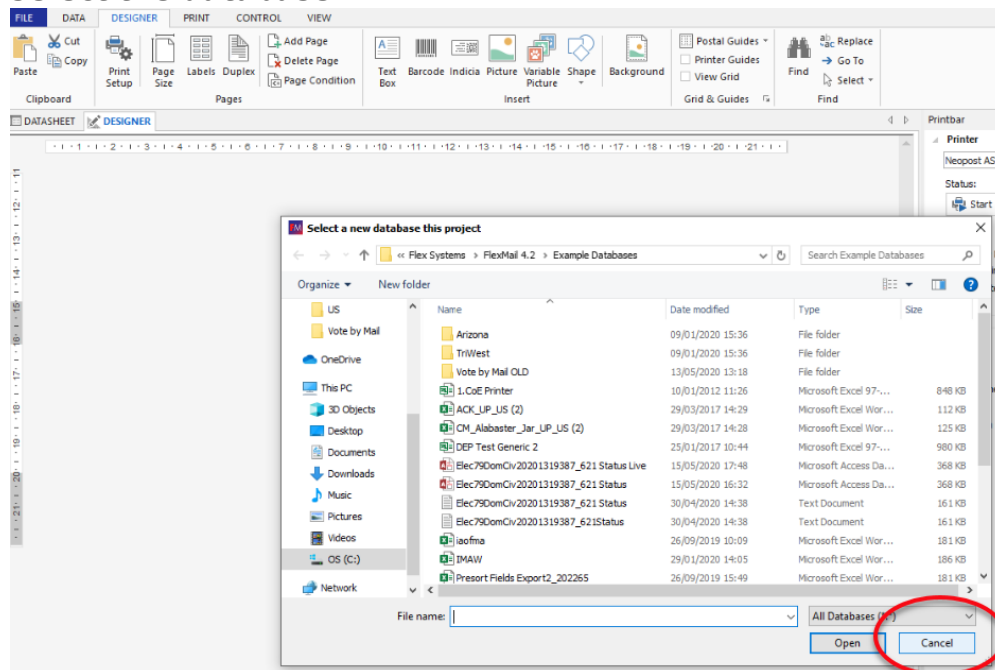
Open the text file in a text editor

At the end of line 1, add a comma and the text "Status" (including the quotes), if it doesn't already exist

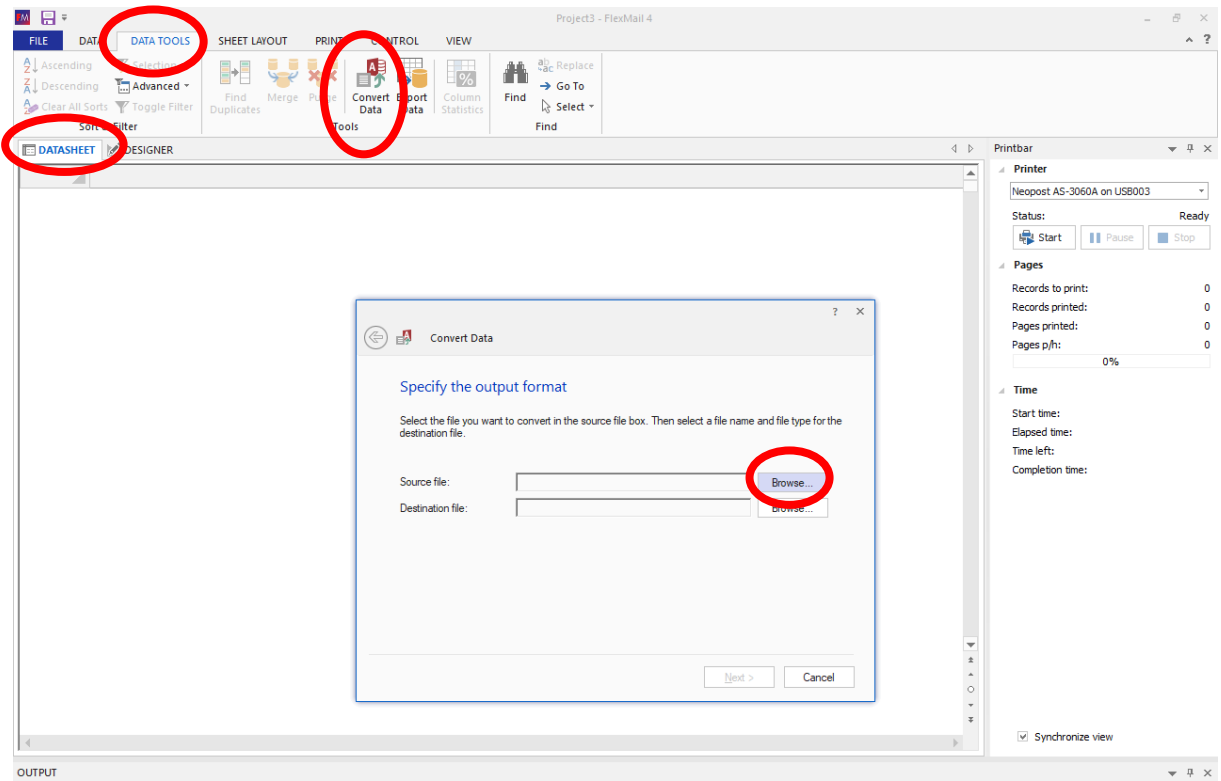
4.2.5.2 *Converting Text to Access format in Flexmail*

Before beginning, use the 6 x 9.5 NTL template.

When opening the template, close the initial popup window to select the database.



Continue.....In the DATA TOOLS tab select Convert data



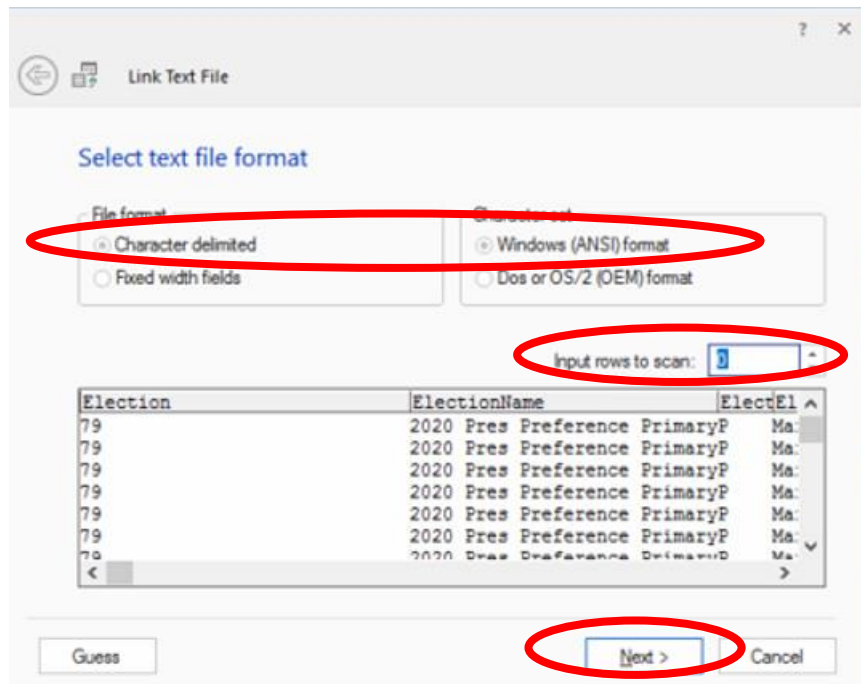
RECORD: 1 OF 1000 Locked

NEOPOST AS-3060A INTL 100%

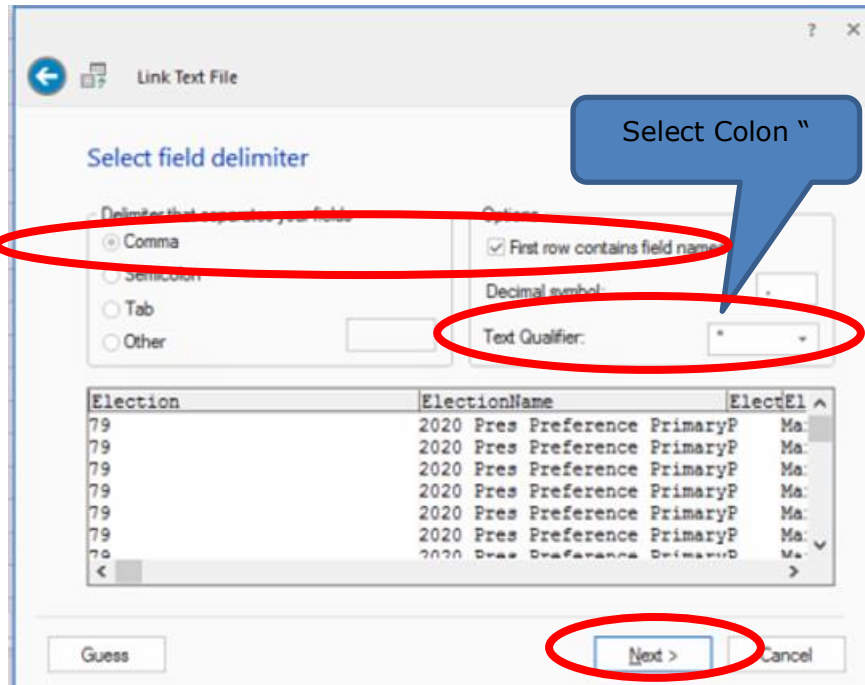
Select source file Browse

Select the file

Select character delimited (default), next



Select Comma delimiter (default), First row contains field names, next



Link Text File

Select field delimiter

Delimiter that separates your fields

☒ Comma

☐ Semicolon

☐ Tab

☐ Other

Options

☒ First row contains field names

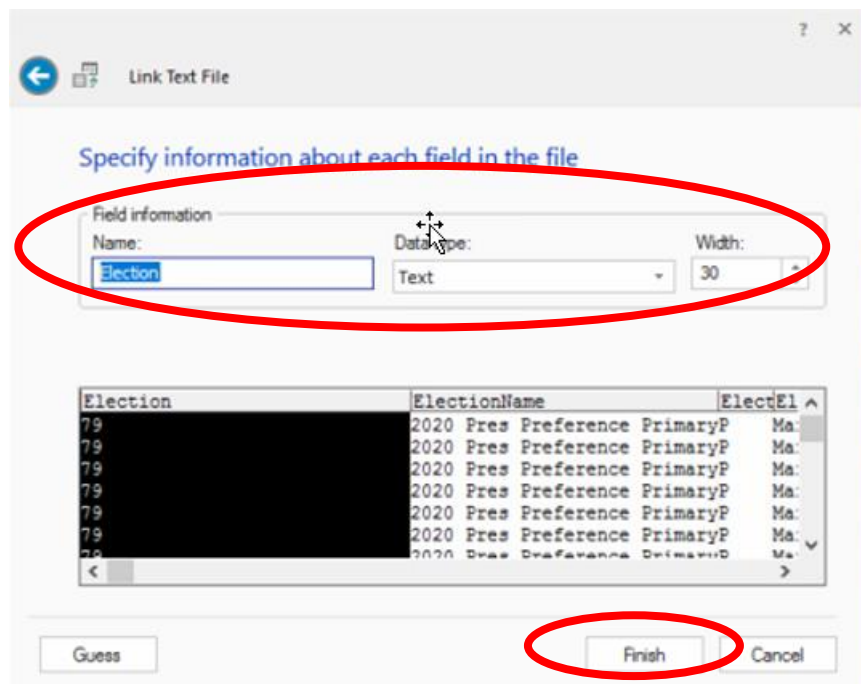
Decimal symbol: .

Text Qualifier: "

Election	ElectionName	ElectEl
79	2020 Pres Preference PrimaryP	Ma:
79	2020 Pres Preference PrimaryP	Ma:
79	2020 Pres Preference PrimaryP	Ma:
79	2020 Pres Preference PrimaryP	Ma:
79	2020 Pres Preference PrimaryP	Ma:
79	2020 Pres Preference PrimaryP	Ma:
79	2020 Pres Preference PrimaryP	Ma:

Guess Next > Cancel

Select Finish



Link Text File

Specify information about each field in the file

Field information

Name: Election

Data type: Text

Width: 30

Election	ElectionName	ElectEl
79	2020 Pres Preference PrimaryP	Ma:
79	2020 Pres Preference PrimaryP	Ma:
79	2020 Pres Preference PrimaryP	Ma:
79	2020 Pres Preference PrimaryP	Ma:
79	2020 Pres Preference PrimaryP	Ma:
79	2020 Pres Preference PrimaryP	Ma:
79	2020 Pres Preference PrimaryP	Ma:

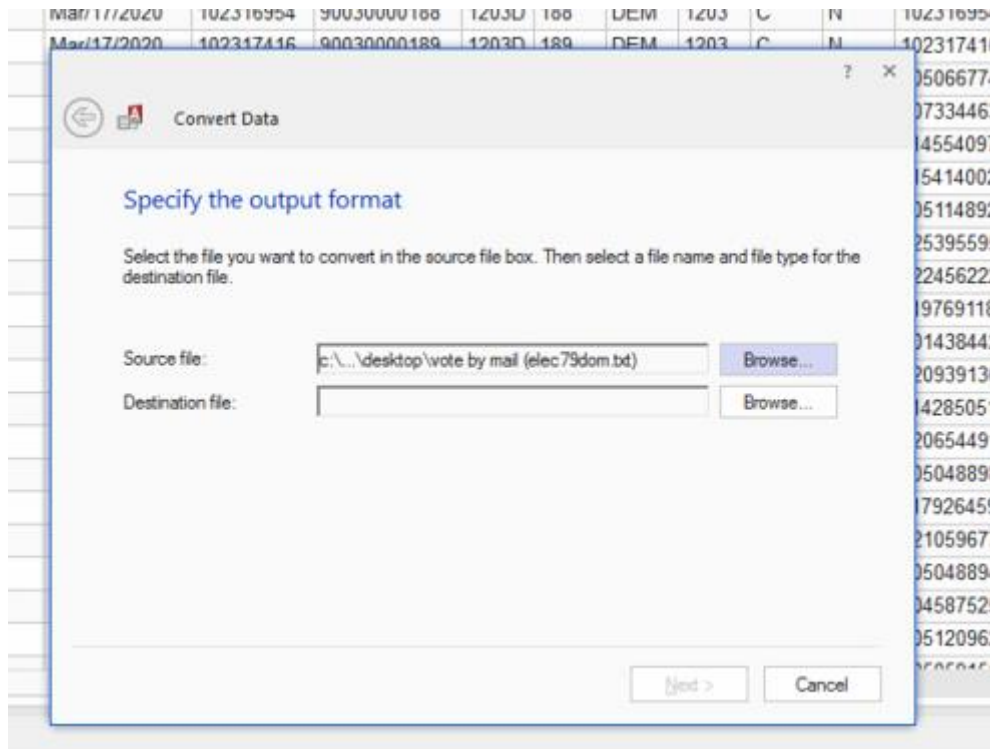
Guess Finish Cancel



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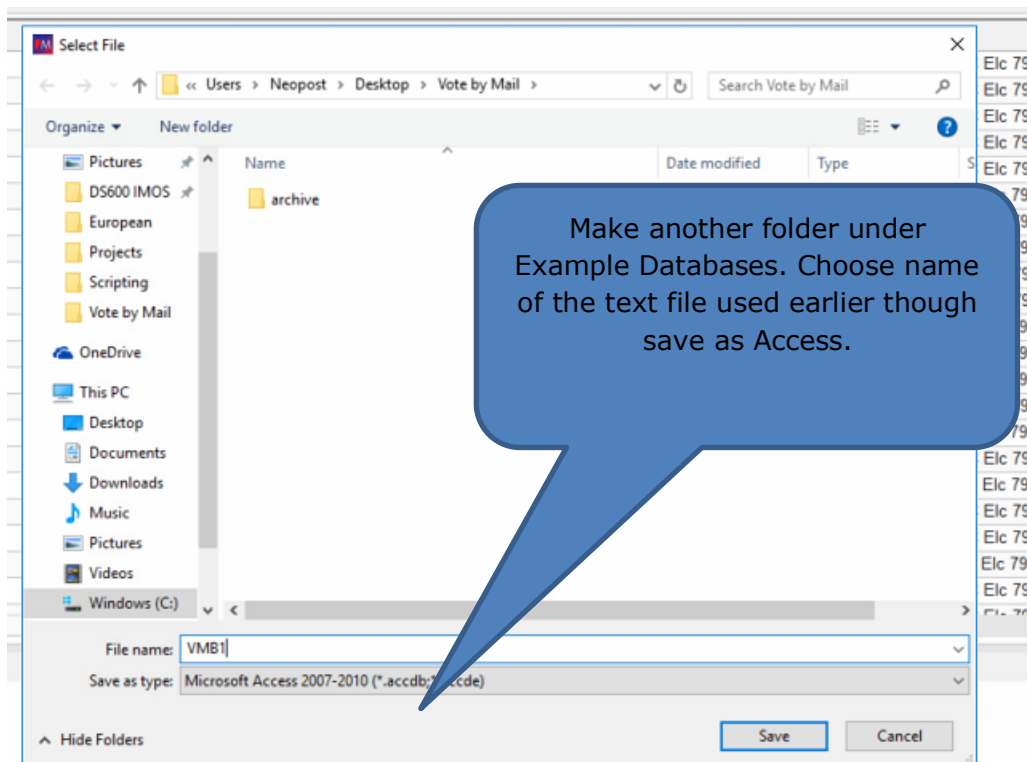


Select Destination file Browse



Choose destination folder and filename of your choice

C:\Users\Public\Documents\Flex Systems\FlexMail 4.2\Example Databases

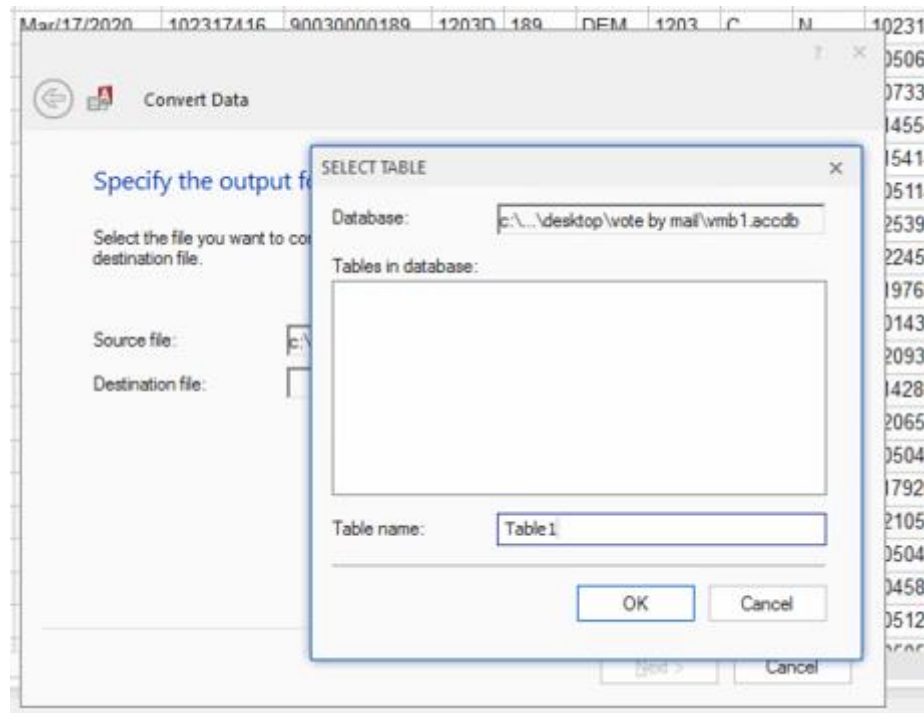




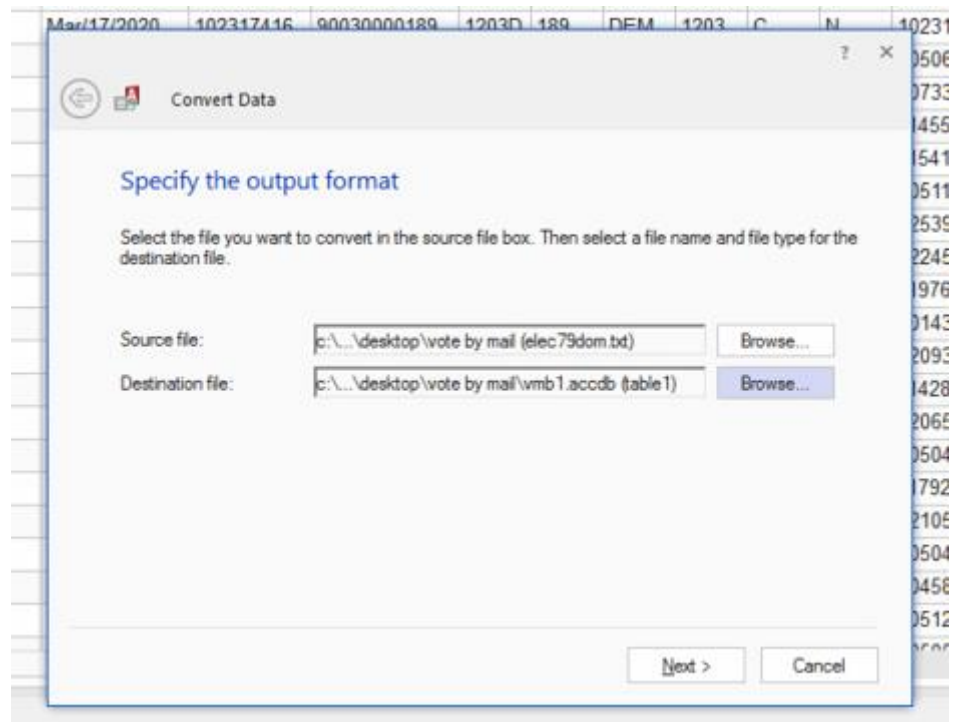
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Enter Table1 as Table name



Select Next





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Select Copy each record to destination file (default), next

The screenshot shows the 'Convert Data' dialog box with the 'Combine records' section selected. The dialog has a title bar with a back arrow, a file icon, and the text 'Convert Data'. Below the title bar, the section is titled 'Combine records'. A message states: 'You can copy each individual record to the destination file or combine multiple records in a single records in the destination file.' There are two radio buttons: 'Copy each record to the destination file' (which is selected) and 'Combine multiple records in a single record in the destination file'. Below this, a message says: 'Select the field that identifies the records that belong together in the list below.' There is a 'Key field:' label followed by a dropdown menu showing 'Election'. Below that is a 'Preview' section with a left arrow and a right arrow. At the bottom right are 'Next >' and 'Cancel' buttons.

Select all output fields (default)

The screenshot shows the 'Convert Data' dialog box with the 'Select the output fields' section selected. The dialog has a title bar with a back arrow, a file icon, and the text 'Convert Data'. Below the title bar, the section is titled 'Select the output fields'. A message states: 'Select the output fields you want to copy to the destination file and modify their order.' There is a list box containing the following fields, all of which are checked: 'Election', 'ElectionName', 'ElectionType', 'ElectionDate', 'VoterID', 'BarCode', 'BallotStyle', 'BallotNumber', 'Party', and 'Precinct'. To the right of the list box are 'Move Up' and 'Move Down' buttons. Below the list box are 'Select All' and 'Unselect All' buttons. At the bottom right are 'Next >' and 'Cancel' buttons.



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Select On error Stop Processing (default), Start

The 'Convert Data' dialog box is shown with the 'Error handling options' tab selected. The 'On error:' dropdown menu is set to 'Stop processing'. The 'Error log file:' field is empty, and a 'Browse...' button is next to it. At the bottom, there are 'Start' and 'Cancel' buttons.

Mar/17/2020 102317416 90030000189 1203D 189 DEM 1203 C M 102

Convert Data

Error handling options

Select error handling options. The settings specify the action that will be taken when an error occurs while writing a record to the output file.

On error: Stop processing

Error log file: Browse...

Start Cancel

Select Finish

The 'Convert Data' dialog box is shown with the 'Conversion Results' tab selected. The 'Status' section shows a message: 'The file has been converted successfully.' The 'Results' section shows a table with the following data:

Processed:	622 records
Errors:	0 records
Converted:	622 records

At the bottom, there are 'Finish' and 'Cancel' buttons.

Mar/17/2020 102317416 90030000189 1203D 189 DEM 1203 C M 102

Convert Data

Conversion Results

Status

The file has been converted successfully.

Results

Processed:	622 records
Errors:	0 records
Converted:	622 records

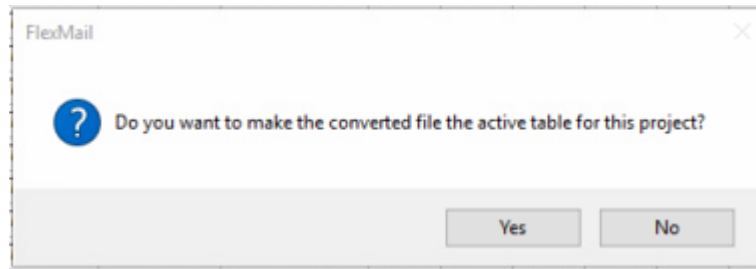
Finish Cancel



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Select **Yes** to 'Do you want to make the converted file the active table for this project?'

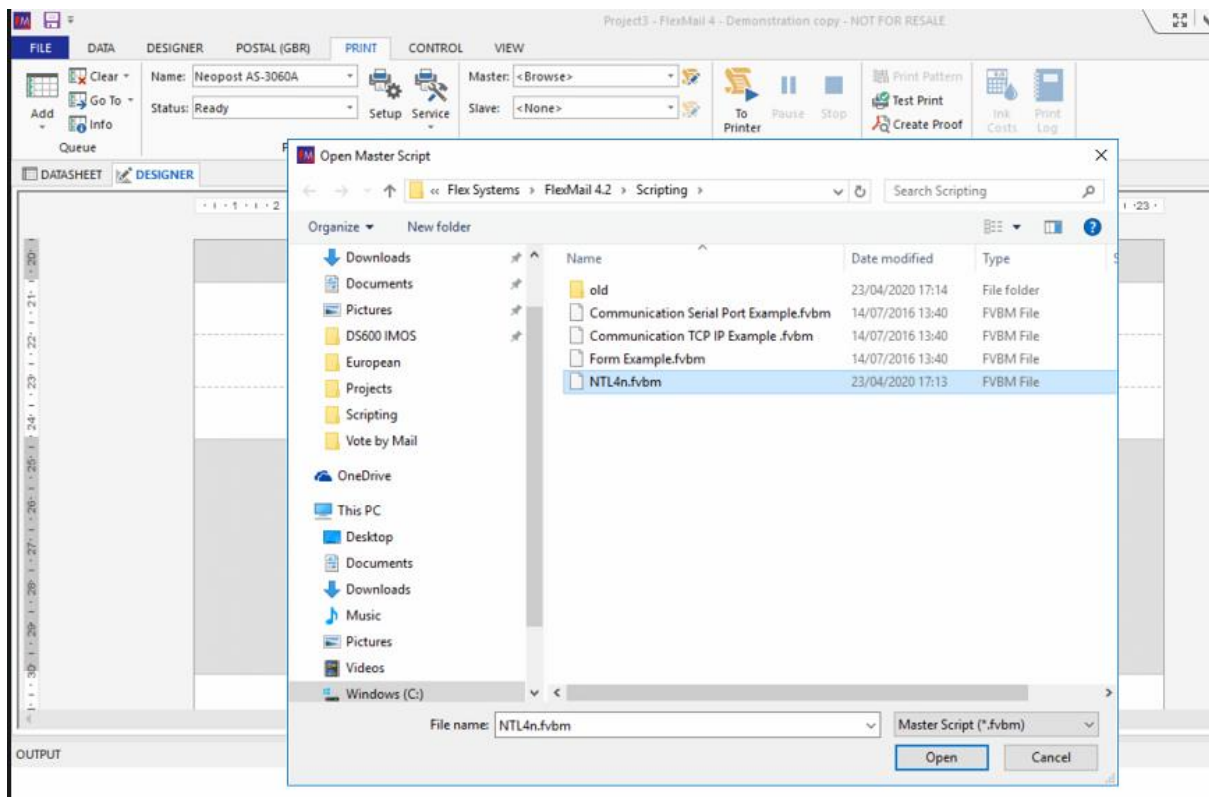


Check DATASHEET contains the expected data, make sure the Status column appears as the end column



4.2.5.3 Programming the Layout in Flexmail

Design the Envelope layout to be printed, select the field to be printed making sure to use Master Script '**NTL4n.fvbm**' or later

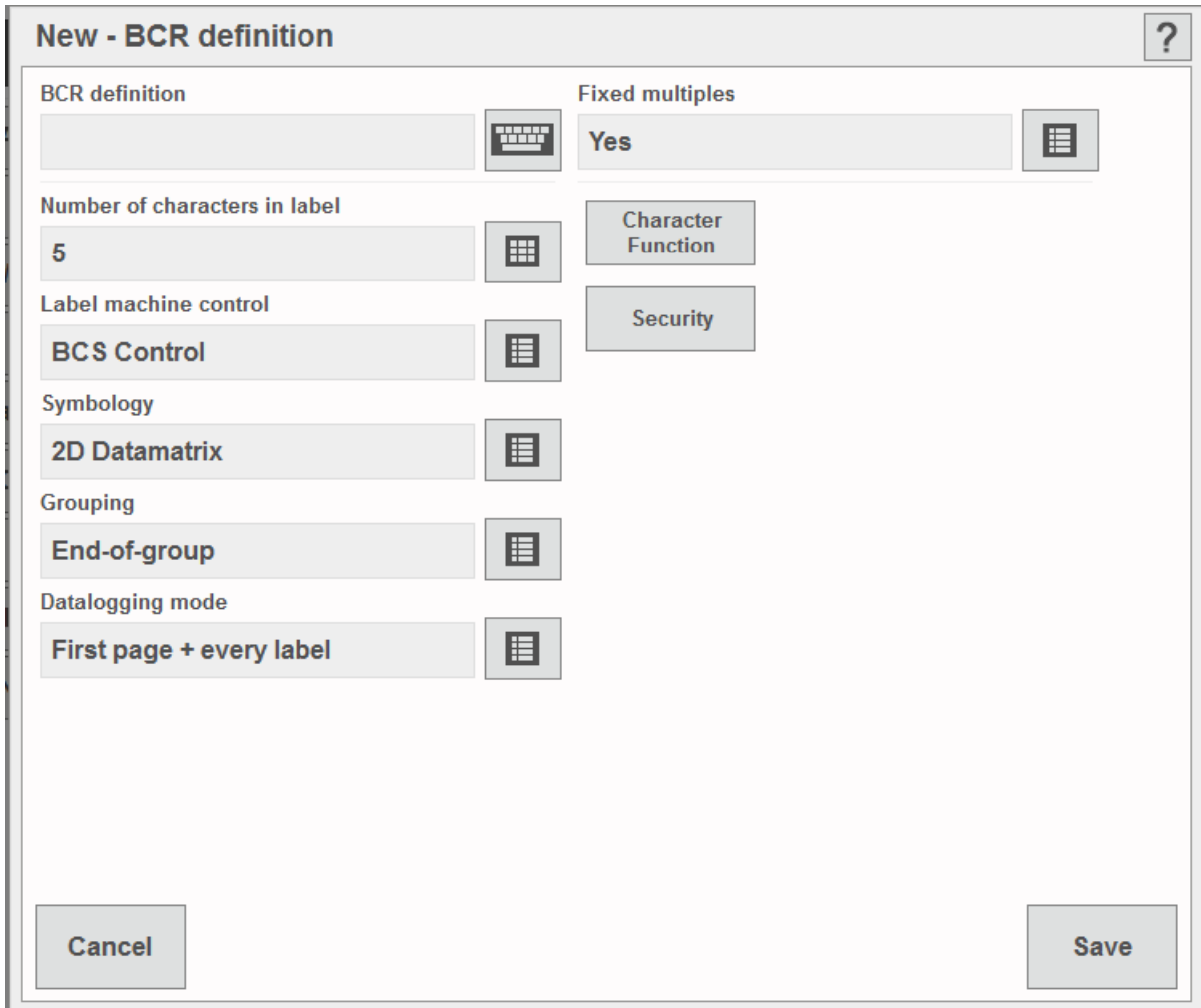


Select 'To Printer' on Flexmail to start the printing

4.2.5.4 Program the Job in IMOS

Barcode definition:

- 2D label is variable length
- Program the length to 5 (which is the min no of characters allowed in the application)
- BCS control
- Fixed Multiples
- Only Mailpiece id Characters defined start 1, length 5



The dialog box titled "New - BCR definition" contains the following fields and options:

- BCR definition:** A text field with a keyboard icon.
- Fixed multiples:** A dropdown menu set to "Yes" with a list icon.
- Number of characters in label:** A text field containing "5" with a list icon.
- Label machine control:** A dropdown menu set to "BCS Control" with a list icon.
- Symbology:** A dropdown menu set to "2D Datamatrix" with a list icon.
- Grouping:** A dropdown menu set to "End-of-group" with a list icon.
- Datalogging mode:** A dropdown menu set to "First page + every label" with a list icon.
- Character Function:** A button.
- Security:** A button.
- Buttons:** "Cancel" and "Save" buttons at the bottom.



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BCR definitions

Order by Filter by

Edit - BCR definition

BCR definition
US Vote by Mail

Number of characters in label
5

Label machine control
BCS Control

Symbology
2D Datamatrix

Grouping
End-of-group

Datalogging mode
First page + every label

Edit - Character Function

	Start Pos.		Length	
Data logging characters	0	☐	0	☐
Customer Id characters	0	☐	0	☐
Job number characters	0	☐	0	☐
Piece Id characters	1	☐	5	☐
Grouping	0	☐	0	☐
Select	0	☐	0	☐
Form and Envelope Divert	0	☐	0	☐
Form Sequence within a Job	0	☐	0	☐
Form Sequence within a Group	0	☐	0	☐
Matching	0	☐	0	☐
Group Sequence	0	☐	0	☐
Forms in Group	0	☐	0	☐
Output Sequence/Chars	0	☐	0	☐
Break	0	☐	0	☐
Document Id	0	☐	0	☐

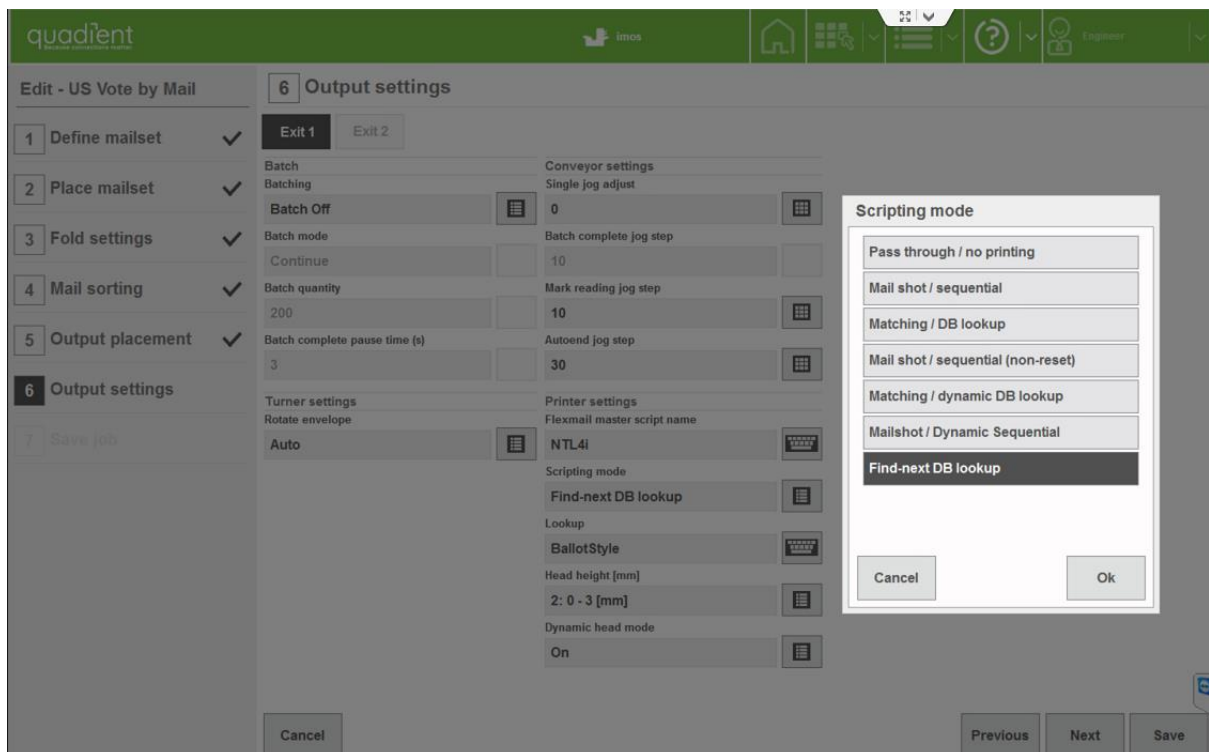
Cancel **Save**



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Select new scripting mode Find-next DB lookup



Notes

1. Label length and Piece Id length are set to the minimum length used in the application
2. Variable length labels are only supported when the mode is Find Next DB Lookup
3. AIMS functionality is not supported when operating in Find Next DB Lookup
4. Matching between the prime and any downstream unit is not currently supported
5. As no security on the documents it is recommended that doubles detection is turned on (due to the documents material it may be necessary to use mechanical doubles detection)
6. Script NTL4n or later should be used

Flexmail will use the Access database created above when running the job

The Flexmail script will write 'P' in the Status column after each row is printed. This will then be used to ensure the same row is not printed more than once

At the end of the job this database will be available for running queries and reports

5 Technical specifications

5.1.1 Speed

DS600i		Conveyor Only A0081620	Divert A0081842	Base-Only Franking A0082008 A0082399	DEP A0082009	Print 'n' Frank A0082207	Dynamic Franking A0082007 A0081887
DL [C6/5] (#10)	1	6,000					
	2						
	3	4,000					
	8	1,500					
C5 (6x9)	1	5,300			5,100		
	2						
	3	4,000					
	8	1,500					
C4 (Flats)	1	4,700			4,000		
	2	(Because Turner is fitted)					
	3	4,000					
	8	1,800					
Over 150g		4,000 (Pack Weight)					

DS200i		Conveyor Only A0081620	Divert A0081842	Base-Only Franking A0082008 A0082399	DEP A0082009	Print 'n' Frank A0082207	Dynamic Franking A0082007 A0081887
DL [C6/5] (#10)	1	5,000					
	2	3,900					
	3	2,600					
	8	975					
C5 (6x9)	1	4,300					
	2	3,900					
	3	2,600					
	8	975					
C4 (Flats)	1	3,500					
	2						
	3	2,600					
	8	975					
Over 150g		3,400 (Pack Weight)					

5.1.2 Pack thickness for printing

This table shows the range of pack thickness which can be run, depending on the setting for the Print Head

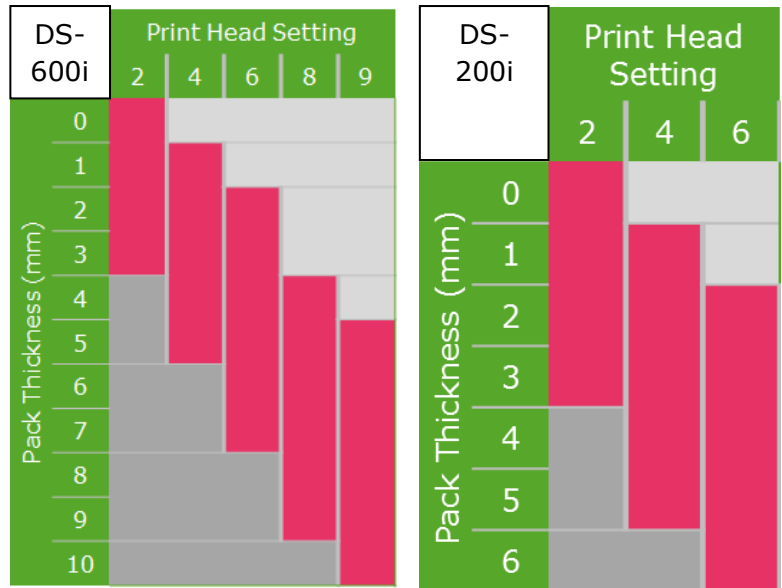
There are two ways of using this in IMOS

Fixed

- For jobs which are a consistent thickness, this can be set at the beginning of a Job
- If any MailPiece is identified that is outside of the band selected, the inserter will be paused for removal or the envelope diverted
- This is useful for simple marketing-type applications

Variable

- For jobs where the pack thickness may vary considerably, due to page count or selective feeds, IMOS can be set to notify the operator each time the Print Head needs adjusting
- This is particularly useful for **Closed Loop & Secure** applications



5.1.3 AS3060A printer specification

Dimensions LxWxH (unboxed)	880mm x 740mm x 330mm (34.6" x 29.1" x 13.0")
Weights (unboxed)	92Kg / 202.8lbs
Electrical + Frequency	100-240VAC 50-60Hz
Operating Temperature	18 - 28 deg C (64 - 82 deg F)
Operating humidity	30 - 80% RH

5.1.4 Print quality and Ink

Printer Type – Inject fixed head with automatic head positioning

Print Area

2 banks of Print Heads = 6 Total

Each capable of 38mm band across envelope

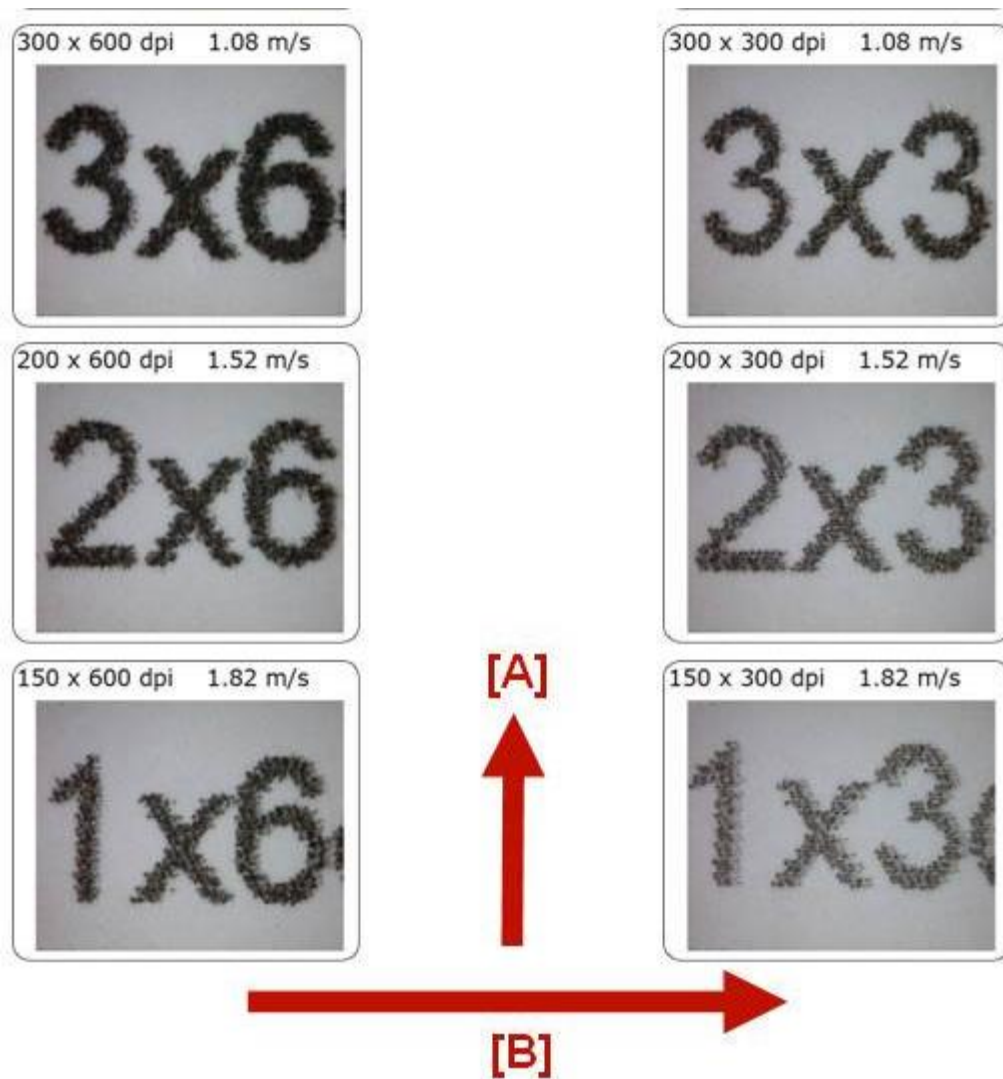
Total print area 76mm x width of envelope

Ink Cartridges

Each bank uses 3 = 6 per system

From 10k-100k envelopes per cartridge

For more information about available ink cartridges and consumption visit [NTSP](#)



(A) Direction represents the print head orientation (B) is the paper transport direction.

Please note: all lower DPI's are available at lower speed (you can run 150dpi x 600dpi at 1.82 m/s, 1.52m/s and 1.08m/s).

The printer can run at 600/6 x 6 DPI at 0.54m/s but is not supported in line with the DS600i and FFI inserters.

More information on the AS3060A can be found on [NTSP](#)

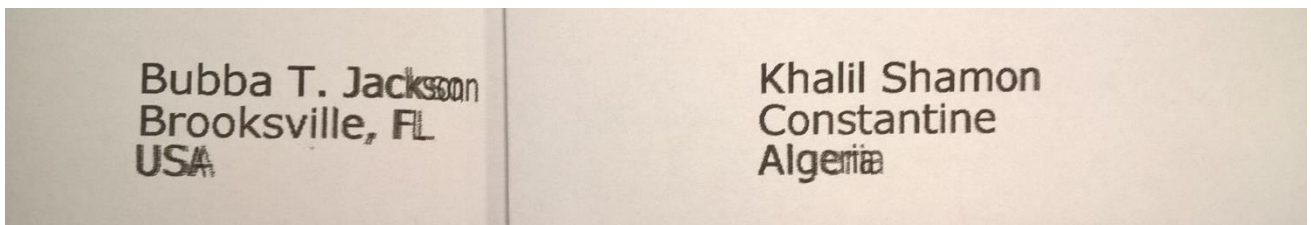
6 Trouble shooting guide

This section contains additional useful information

- There is a setting that turns the vacuum pump off after the printer has not been used for an amount of time.
It is found at Menu>PRINTER CONFIG >TRANSPORT PARAM>VACUUM>(set to auto)

When changing Flexmail projects, the recommended procedure is as follows

1. Auto end the Job on the inserter
 2. Stop the print run on the Flexmail PC
 3. Close Flexmail down
 4. Check to see if the print queue has cleared
 5. Open Flexmail up again using the **project shortcut** (it is recommended that each project is set as a 'short-cut' to the desktop)
 6. Press run on the new project
 7. Change jobs on the inserter and follow the instructions for the machine adjustments
 8. Run the job
- On some envelopes the you may experience print quality issues as shown below,



Simply raise the output rollers.



- Skew of envelopes – reduce printer speed, check alignment of INF and printer
- Emergency Switch error – check terminators on the DEP