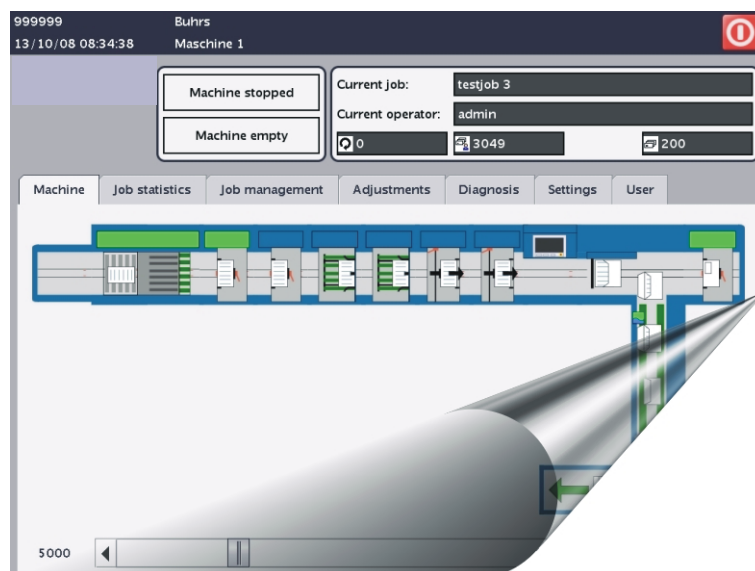


Translation of the Original Operating Instructions

System Controller

BSC3.0



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1 Preface

1.1 Introduction

These operating instructions were written to provide the user with appropriate instructions for the safe and proper operation of the Buhrs System Controller (BSC) at an envelope inserter.

1.2 Target Group

The BSC should only be operated by experienced users in order to avoid potential danger to persons and property damages. They have been instructed and should have industry- and sector-specific knowledge.

1.3 List of Amendments

Document Part no.	Date	Designation
BI-BSC3-BA-001-ENG	10/30/2008	- first version - Version: 03_01_04_00 (1025)
BI-BSC3-BA-002-ENG	27/10/2009	- completely re-edited - Version: 03_01_15_00 (1177) - description of calibration added

1.4 Document Structure

Page Number

The pages of these operating instructions are consecutively numbered by chapter. The page number is positioned on the outer edge of the footer. The following example explains the structure of the page numbers:

1⁽¹⁾ - 1⁽²⁾

caption:

⁽¹⁾ You are in chapter 1.

⁽²⁾ You are on page 1 of chapter 1.

Figure

The figures are also consecutively numbered by chapter. The following example explains the structure of the figure numbers:

Figure 2⁽³⁾ - 1⁽⁴⁾:

caption:

⁽³⁾ Chapter 2

⁽⁴⁾ Figure 1 in chapter 2

Cross References

In the chapters you will find cross references consisting of a figure number and an item number. These cross references have hyperlinks which can be used to navigate either within a chapter or from one chapter to the next within the document, going back and forth between descriptive texts and/or graphics. The following example describes the cross reference:

(3⁽⁵⁾ - 2⁽⁶⁾ / 1⁽⁷⁾)

caption:

⁽⁵⁾ Chapter 3

⁽⁶⁾ Figure 2 in chapter 3

⁽⁷⁾ Position 1 in figure 2 in chapter 3

NOTE!



The "3-2" shown here is a cross reference with hyperlink. Clicking the cross-reference triggers the hyperlink and automatically calls up the page with desired graphic.

1.5 Definition of Terms

Start-up (Machine Start-up)

A machine start-up that takes place during a normal automatic operating cycle is not unintended, but can be considered to be unexpected from the point of view of the operator (Source: DIN EN 12100-1).

The change from idle to operative mode of a machine or one of its parts.

Operating Instructions

Collection of all information the user needs for a safe and efficient use of the machine (Source: DIN EN 62079).

Operating Personnel / Servicing Personnel

Person(s) employed by the operating company to install, operate, retool, service, clean, troubleshoot and transport a machine (Source: Machinery Directive 98/37/EC).

The people in question may also be instructed persons.

User

Person or organisation with the ability to commission and/or use a machine to carry out a required function, including a series of activities ranging from cleaning to final shutdown at the end of the product's service life (Source: DIN EN 62079).

Owner

A legal entity using the machine and the associated electrical equipment.

CE Marking

The CE marking is neither a certificate nor a quality mark, but rather the manufacturer's or importer's self-declaration and often-cited technical "passport" within the European Union and the European Economic Area.

Persons Instructed in Electrotechnical Matters

Persons who have been instructed and - if necessary, trained - by a skilled electrician with regard to the tasks assigned to them and the possible dangers due to improper handling as well as the necessary safety devices and measures (Source: DIN EN 60204-1).

Skilled Employee / Skilled Electrician

A skilled employee / electrician is a trained and experienced person able to detect and avoid possible risks and hazards which can occur during operation or maintenance of a product (Source: DIN EN 62079).

Note: A qualification which is equal to a professional training can be acquired through several years of experience in the corresponding work field.

Preface

Hazard/Risk

A cause of possible injury or damage to health (Source: DIN EN 1070).

Note: This term is generally used in connection with other terms defining its origin or the type of injury or adverse health effects to be expected, e.g.:

- risk of electric shock,
- risk of crushing, etc.

Hazard Area

The area within and/or in the vicinity of a machine or a device endangering the safety or health of a person by staying in this area (Source: Machine Directive 98/37/EC).

GS Mark

GS stands for "Geprüfte Sicherheit" (Tested Safety). The GS mark is a German safety seal which complies with the German Equipment and Product Safety Act. The testing is carried out by an independent test laboratory accredited by the ZLS (Zentralstelle der Länder für Sicherheitstechnik = "Central Office for Safety Engineering").

Pictogram

Simplified graphic image which can be recognised by most observers in a certain culture group (Source: tekom "Richtlinie zur Erstellung von Sicherheitshinweisen in Betriebsanleitungen" / "Guideline for Writing Safety Notes in Operating Instructions").

Safety Instructions

Warning of dangers due to machine operation that cannot be completely prevented by the technical system or safety measures (Source: VDI 4500).

Unexpected Start-up / Unintended Start-up

Any unexpected start-up which may constitute a hazard. This can be caused by, e.g.:

- a start command which is the result of a failure within the control system or of an external influence on the control system;
- a start command due to an improper handling on a start control or other parts of the machine as, e. g., a sensor or a power control element;
- restoration of the power supply after an interruption;
- external / internal influences (e.g. gravity, wind, self-ignition in internal combustion engines) on parts of the machine.

(Source: DIN EN 12100-1)

Instructed Persons

Persons who have been instructed and - if necessary, trained - with regard to the tasks assigned to them and the possible dangers due to improper handling as well as the necessary safety devices and measures (Source: tekomp "Richtlinie zur Erstellung von Sicherheitshinweisen in Betriebsanleitungen" / "Guideline for Writing Safety Notes in Operating Instructions").

Foreseeable Misuse

Reasonably foreseeable misuse is the use of this machine in a way that is not intended but might result from the erroneous behaviour of an operator which the operating company can easily foresee (Source GPSG).

1.6 Symbols and Notices

The operating instructions at hand contain five categories of instructions which are explained below. To illustrate the individual instructions, pictograms with a specific meaning are assigned to each category. Some of the pictograms are stuck to the machine as labels.

Certain components have additional warning plates or labels to ensure safe operation. Plates or labels must not be covered or removed.

Observe all safety instructions. Observation of these instructions is in the interest of your personal safety.

The relevant accident prevention regulations as well as other generally recognised regulations concerning workplace health and safety must be observed.

Pictograms according to ISO 3864-2	Keyword	Meaning	Consequences on disregarding the safety instructions
	DANGER!	hazard with high risk for persons	immediate death or severe bodily injury
	WARNING!	hazard with medium risk for persons	possibly death or severe bodily injury
	CAUTION!	hazard with low risk for persons	risk of injury

CAUTION - Property Damage!



This symbol is used to indicate potentially dangerous situations leading to property damage of the machine or its components.

NOTE!



This symbol is used to indicate notes with special information concerning key functions or special application-related notes which help you to leverage all functions of the subassembly or of the system in an optimal way.

1.7 Elements of a Warning Notice

The warning notices in this manual consist of the following elements:

- Upper dividing line
- Signal word which specifies the hazard
- Danger-specific pictogram
- Explanation of type and source of danger
- Danger prevention measures
- Lower dividing line

The warning notices are listed at the beginning of each chapter and then again just prior to the instructions which could pose a risk to personnel when followed.

2 General Information

2.1 Environment Settings

Before the machine can be operated, the control system of this machine must be configured and set.

2.1.1 Configuration and Customer-Specific Settings

The BSC 3.0 offers customer-specific menu settings. These are displayed in the following table.

Functions	Designation
language selection	According to the available languages, the BSC surface can be changed to the selected language, see chapter "Language" Submenu, page 5-57.
customer-specific information	Definition of customer-specific information displayed on each mask, see chapter 5.6 "Settings" Main Menu, page 5-28.
configuration of the user management	This allows logging in the user automatically, see chapter "User Management" Submenu, page 5-54.
configuration of administrative network rights	For a detailed description, see chapter "User Group Editor" Dialogue, page 5-56.
configuration of the job management	For a detailed description, see chapter 5.3 "Job Management" Main Menu, page 5-10.

Table 2-1: Menu Settings

The following table describes the properties of the machine.

Properties of the Machine Description	Designation
identification of the machine	This identification remains the identification of the machine throughout its life cycle.
machine name	The machine name is assigned by the operating company. This name can be changed e.g. when the machine is installed at another location.
customer name	The customer name is displayed in each screen in the left top corner. To enter the customer name, see chapter 5.6 "Settings" Main Menu, page 5-28.

Table 2-2: Machine Description

2.2 Adjusting of the Machine

To edit jobs, a combined adjustment is necessary, i. e. the BSC 3.0 and the mechanical settings are required.

Required functions:

- Feeder setting depending on the carrier position in setup mode.
- Product processing without envelopes.
- The settings of the envelope feeder must be added.
- Operation of the machine with materials and limited error messages to eliminate malfunctions permanently.

Functions		Activate with	Enabled
A	deactivated protection cover circuit	key switch	Setup mode with minimum speed and open protection covers.
B	jog mode	illuminated pushbutton	Jog mode only possible when pressing the illuminated pushbutton.
C	empty the machine	press the "Stop" pushbutton	Processing of all complete products from the start of the job.
D	divert the products during processing	BSC3.0 mode "opened mailpieces"	Faulty products are accessible when the protection cover is open independent from the key switch position.
E	feeder settings	"Adjustments" main menu, "Jog feeder" button	As long as the button is pressed, the products are dispensed.
F	start without feeder	"Adjustments" main menu, "Feeder off" button	Processing of the envelopes without products.
G	start without envelopes	"Adjustments" main menu, "Envelope feeder off" button	Start of the inserting station without envelopes.
H	limited error messages	"Jog mode, feeder", "Feeder off" and "Envelope feeder off" buttons	Start without gathering section, eject all faulty products.

Table 2-3: Adjusting the Machine

2.3 Job Programming

There are two main characteristics of the Job Programming with BSC 3.0:

Main Characteristics	
A	The job programming is material based so that the job programmes can be created independent from the machine.
B	The job programming is designed to support transportable job programmes. A job template or a job programme created locally on the machine can be saved on an external network drive. These job templates/programmes may then be selected from any other connected machine (suitable configuration provided). This concept implies that modification of existing job templates should be minimised, at least handled with care.

Table 2-4: Main Characteristics

2.3.1 Job Programmes and Templates

A job template (file name.JOT) contains a complete set of parameters for the electronic setup of the envelope inserter (modes). Job templates are used as a base for the creation of multiple job programmes. Job templates are created locally via the "Settings" main menu. They may be stored locally or externally on a network server.

A job programme (file name.PGM) is a recipe for the electronic setup of the envelope inserter to run a job. A job programme is created from a job template by assignment of a unique job name. Job programmes can only be stored locally.

Once a job has been started, the active job programme may not be modified.

Job templates may be used as often as necessary since job programmes are unique.

In addition to the operating modes for the envelope inserter, the job and material description can be defined via job template or job programme.

2.3.2 Material Definition

To achieve a job programming that can be independent from the configuration of the envelope equipment (feeders, system channel, ...), BSC 3.0 uses material-based rather than component-based definitions.

The material to be processed will be specified by the given name (or short name). The material name will be referenced throughout the "Setup job" menu; the short name will appear in the job reports.

To create a job template, the material to be processed must be defined first, see chapter 4.8 Creating a New Form, page 4-16.

Second step to job creation is to assign forms to feeders. Job creation also allows defining operating modes of an inserting system.

The material description will include as well:

- the weight of the individual forms (products),
- the format, i.e. the dimensions of the material
- and – if applicable – the definition of a printed code to be read.

Sections of the control code are defined by assignment to material (e.g. enclosure XX rather than feeder NN) or functions (e.g. post code break rather than kicker). This allows specifying code contents independent of the machine configuration.

When a job is selected, the screen displays which material is assigned to which feeder of the gathering section. The assignment may be either confirmed or modified.

In the "Job management/Form assignment" menu, the material assignment may be displayed and modified even after the job has been started.

2.4 Computerised Weighing

To ensure proper functionality of weight controlled features, the weight of each form processed in a job has to be defined.

The corresponding dialogue can be found in "Setup job" for the selected component.

The weight of the forms or envelopes can be entered in one of the following units: grams (g) milligrams (mg) or ounces (oz).

Based on the programmed material weight, the machine control calculates the accumulated (total) weight of each mailpiece at every stage of the process.

In combination with programmable weight limits (and weight ranges deducted from these) machine functions controlled by weight can be defined such as:

- Overweight diversion.
- Postage meter selected by weight.
- Reduced insert speed for overweight mailpieces.

BSC 3.0 allows you to define up to 3 weight limits resulting in max. 4 weight ranges:

Weight group	Lower limit	Upper limit
1	0	weight limit 1
2	weight limit 1	weight limit 2
3	weight limit 2	weight limit 3
4	weight limit 3	>>>>

Table 2-5: Weight Groups

2.5 Handheld Reader

For offline input of coded information, an optional handheld reader can be connected to the BSC 3.0. This handheld reader reads bar codes and 2D codes.

When the handheld reader or a camera reads a valid code, the "Handheld reader" dialogue is displayed allowing you to select the type of coded information.

The following table lists the coded information:

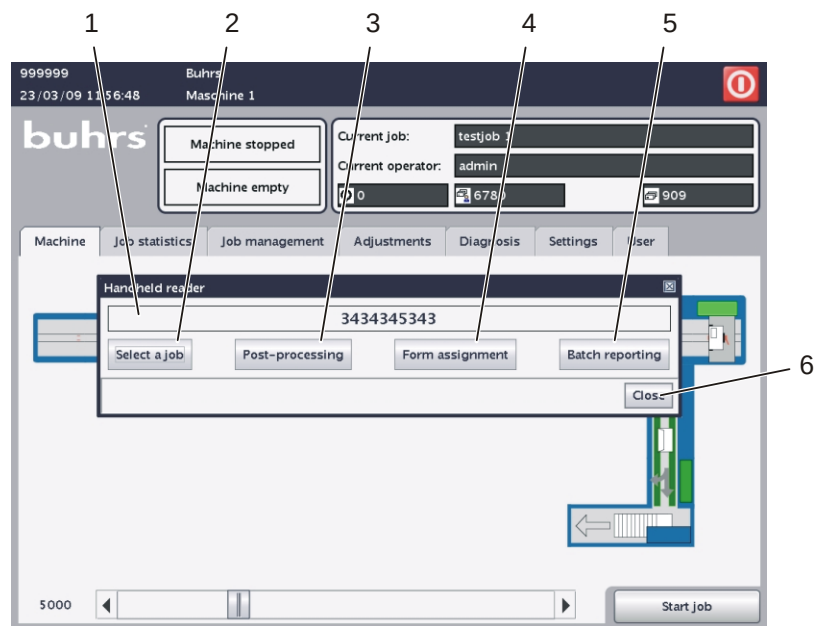
Type	Coded information	Where	Purpose
A	form type code	On a sample form or header sheet.	To input the product description of the job.
B	job template code	On a header sheet.	For the automatic job definition from a pre-defined list.
C	job (programme) code	On a header sheet.	To select a job programme from a pre-defined list.
D	product ID No.	In the envelope window on the address document.	For recording manually treated mailpieces for balancing/reconciliation.
E	operator ID	ID card	For operator login without password.

Table 2-6: Coded Information

2.5.1 "Handheld Reader" Dialogue

This dialogue displays the read result. From here you can go to further dialogues to select if the read data will be used

- to select a job from a list of defined job data files or job programmes (C),
- to manually process mailpieces (D),
- to identify forms and assign these to feeders (A).



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Figure 2-1: "Handheld Reader" Dialogue

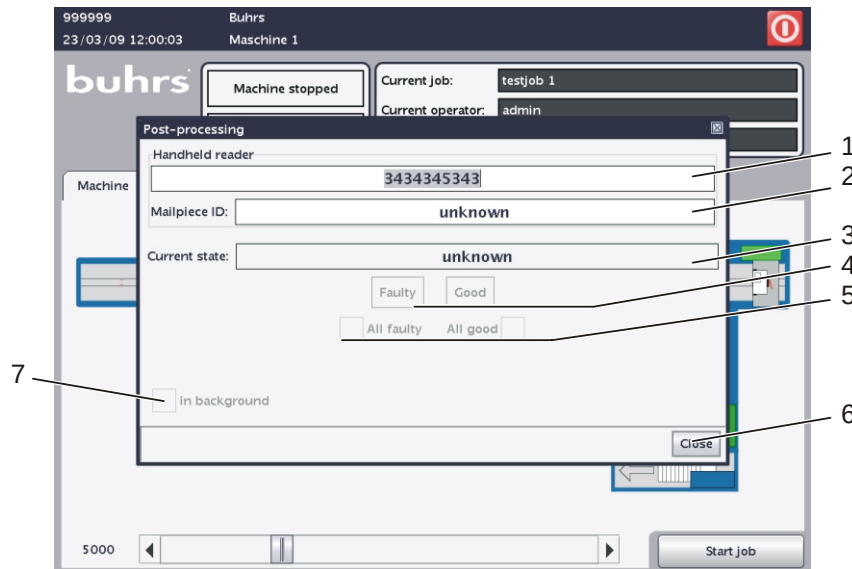
Description of items in figure 2-1:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Job ID ²⁾	²⁾ Displays the position and length of the job ID in the scanned code.
2	Select a job ¹⁾	¹⁾ Calls up the "Select a job" dialogue. If the scanned code contains a job name, the following information is searched: - Pre-defined job programmes. - Available job data files in a remote directory. If both searches are without success, the standard dialogue for job selection is displayed.
3	Post-processing ¹⁾	¹⁾ Calls up the "Post-processing" dialogue. For a detailed description, see chapter 2.5.2 "Post-Processing" Dialogue, page 2-8.
4	Form assignment ¹⁾	¹⁾ Calls up the "Form assignment" dialogue. Here you can assign material to feeders. If the scanned code contains a form ID, the extracted form ID is displayed and the corresponding form name and the feeder it is assigned to are marked green.
5	Batch reporting ¹⁾	¹⁾ Calls up the "Batch reporting" dialogue. For a detailed description, see chapter 2.5.3 "Batch Reporting" Dialogue, page 2-9.

General Information

2.5.2 "Post-Processing" Dialogue

This feature is used to manually process mailpieces of an active job. When the code on the address document is scanned, the result and the extracted mailpiece ID is displayed.



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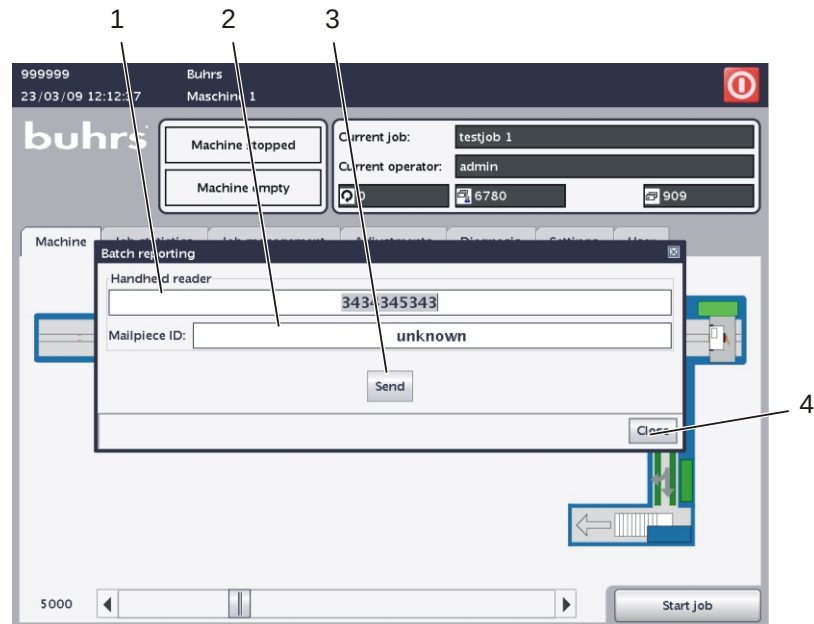
Figure 2-2: "Post-Processing" Dialogue

Description of items in figure 2-2:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Code ²⁾	²⁾ Displays the scanned code.
2	Mailpiece ID ²⁾	²⁾ Displays the mailpiece ID.
3	Current state ²⁾	²⁾ Displays the scanned state of the mailpiece. - Green for good. - Red for faulty.
4	Change of state ¹⁾	¹⁾ Changes the mailpiece state.
5	Check functions ¹⁾	¹⁾ Enables or disables the check functions. The state of the subsequent scanned mailpieces can be changed without having to press button 4 for each individual mailpiece.
6	Close ¹⁾	¹⁾ Closes this dialogue.
7	In background ²⁾	²⁾ Hides this dialogue in the background.

2.5.3 "Batch Reporting" Dialogue

When the code on the address document is scanned, the result and the extracted mailpiece ID is displayed. This information can be sent to create the batch report.



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Figure 2-3: "Post-Processing" Dialogue

Description of items in figure 2-2:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Code ²⁾	²⁾ Displays the scanned code.
2	Mailpiece ID ²⁾	²⁾ Displays the mailpiece ID.
3	Send ¹⁾	¹⁾ Sends the information.
4	Close ¹⁾	¹⁾ Closes this dialogue.

2.6 External Job Management

2.6.1 Batch-Based Job Reports

If the real time database interface is not suitable for an installation (e.g. because customer IT capacity is required), reports can be created in a certain file format. These files will then be transferred to configurable shared folders.

This BSC 3.0 option offers the same information but with different types of reports:

Type of report	How	When
real time report	The customer receives the report data from the local database using SQL requests.	At any time, also during job run. The transfer is initiated remotely.
batch-based reports	The report files are sent to remote drives.	Only when the job is completed. The transfer is initiated by BSC 3.0.

Table 2-7: Types of Reports

When the operator selects the function "Send job report" in the "Job management" main menu, tables or sections of tables are written into files. The format of the report files is "flat-ASCII character", file type may be field delimited or fixed length, lines are linefeed-delimited (<CR> <LF>). Definition, sequence and number of fields can be customised and will be configured by the factory prior to shipment or as a BSC 3.0 software update.

Each file has a file header, the file header contains the file name and the definition of the parameters of the following datasets.

The job reports can be sent to a defined target destination on operator request from the BSC 3.0 menu. In case of an unsuccessful transfer, an error message is displayed.

The following table lists the job report information:

File	Contents	File header
job statistics	This file contains a job statistic, mainly as counters. The name of the file results from job name with "CNT" added.	- *** file description *** - file name - type of parameters of one line (2-string, 3-integer) - max. string length of the parameters of one line - definition of the fields of one line
piece level report	This file contains a data set for every mailpiece that is processed on the envelope inserter. As the data set may be extended to include further information, the file header defines the fields of a data set by listing the names of every field in the same sequence as they appear in a data set (from ANR Version V2 on). Data set extension will only add fields, but not change or take out previous definitions.	- *** file description *** - file name - type of parameters of one line (2-string, 3-integer) - max. string length of the parameters of one line (>0 for strings, otherwise 0) - definition/names of the fields of one line (one line for all definitions)
updated input file		
reprint list	This file contains a list of each not successfully processed mailpiece ID.	

Table 2-8: Job Report Files

2.6.2 Sending Job Reports to Remote Data Storage

The function "Send job report" allows sending the current job report as ASCII file. These reports will be sent after the operator has activated this function in the "Job management" main menu and the corresponding presetting has been made.

Sending job reports may also be driven by (coded) control information from the machine control.

When the function "force report export" is selected in the "Setup job" menu, the job templates get a new parameter. Deleting statistics or changing to another job is only possible if the current job report has been sent.

The Buhrs standard for naming the job report is:

- the name of the job template plus "_mailpieces" (piece level report),
- or plus "_count" (for job statistics),
- or plus "_reprint" (for the reprint list) and the file extension defining the file type.

If a file with the same name already exists in the target folder, a timestamp is appended to the main file name (for not named jobs only).

Job Management Type "Only Not Named Jobs"

The function "Send job report" is disabled as long as the current job has not been marked as started.

Before a job report is deleted, it will be checked if there are report data that have not been sent. If so, the operator is asked whether these should be sent now.

If for the current job the function "force report export" is activated, the report will not be deleted, before the operator has agreed to send the report data and the transfer has been completed successfully.

A corresponding procedure applies

- when the function "Delete job(s)" is activated.
- on leaving the "Setup job" menu if the job to be activated next is a different one than current one.
- Job templates get a new parameter when the function "force report export" is activated.

Job Management Type "Only Named Jobs"

The function "Send job report" is disabled as long as the current job has not been marked as started.

Before a job report is deleted, it will be checked for each job to be deleted if there are report data that have not been sent. If so, the operator is asked whether these should be sent now.

If for the current job the function "force report export " is activated, the report will not be deleted, before the operator has agreed to send the report data and the transfer has been completed successfully.

A corresponding procedure applies

- when the function "Delete job(s)" is activated.
- on leaving the "Setup job" menu if the job to be activated next is a different one than current one.
- Job templates get a new parameter when the function "force report export" is activated.

Job Management Type "Named and Unnamed Jobs"

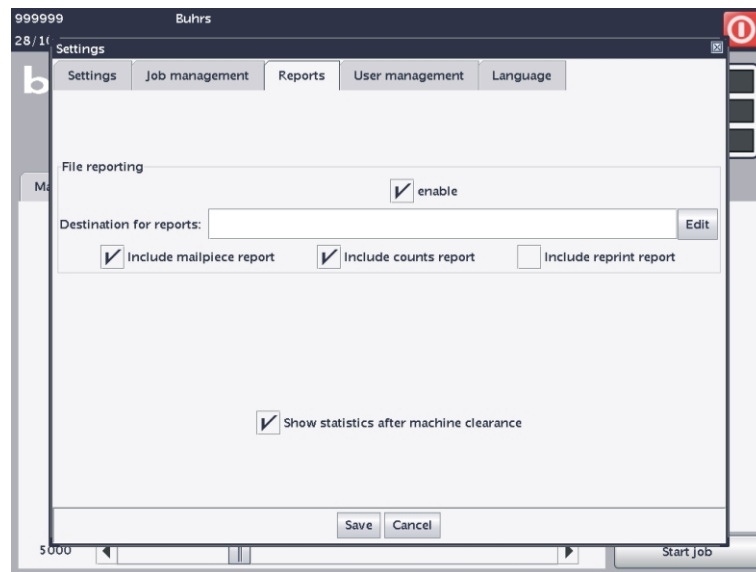
The permitted options are the same as for the job management type "only named jobs".

2.6.3 Settings for Job Reports

Job production is recorded in the BSC database. For the current job, these production information can be converted into report files (ASCII format) and sent to a remote directory.

The "Reports" submenu allows you to

- enable/disable creation of report files,
- specify the directory where to send the report files,
- define which report will be generated.



BI-BSC3-BA-057-ENG

Figure 2-4: "Reports" Submenu

2.6.4 Saving Job Templates in a Remote Directory

This option extends dialogues for the selection of job templates to save templates in a pre-configured remote directory – in addition to the local templates.

The options "New..." or "Save as..." offer to select the remote directory in which the job templates should be saved, see chapter 5.6.1 "Setup Job" Menu, page 5-29. This feature can be used to supply similar machines with identical job parameters.

If the remote directory already contains job templates with the same name than the locally saved job templates, only the templates on the remote directory appear in the selection list.

Job Management Type "Only Not Named Jobs"

If this option is set, several extensions are available:

- The "Job management / Select a job" menu offers templates on a pre-configured remote directory, provided the templates do not require named jobs. An icon preceding the job template name helps to distinguish between local and remote templates.
- All dialogues within the job management in the "Settings / Setup job" menu offer a file filter to select between "local job templates" and "remote job templates".
- In dialogues to name templates "New..." or "Save as...", the selection of the file filter defines the target folder for the new job template.

Job Management Type "Only Named Jobs"

If this option is set, several extensions are available:

- The "Job management / Select a job" menu offers no templates. Only an icon preceding the job name differentiates local from remote templates.
- The "Settings / Job settings / New..." menu offers a file filter to select "local job templates" or "remote job templates", i.e. the selection list now contains local and remote job templates.
- The other job selection dialogues within the "Setup job" menu offer a file filter to select between "local job templates" and "remote job templates", i.e. the selection list now contains local and remote templates.

Job Management Type "Named and Unnamed Jobs"

The permitted options are the same as for the job management type "only named jobs".

2.7 Extension of the User Management

2.7.1 Option "Remote User Database"

This option enables connecting several machines to one user database, so that users, groups and their rights only have to be defined once.

This is achieved by configuring the BSC 3.0 on all but one of the machines to use a remote user database.

With this option activated, the local user database receives a copy of the remote user database which is then permanently kept up to date.

This ensures the ability to log in to a machine even if the connection to the remote user database is temporarily lost.

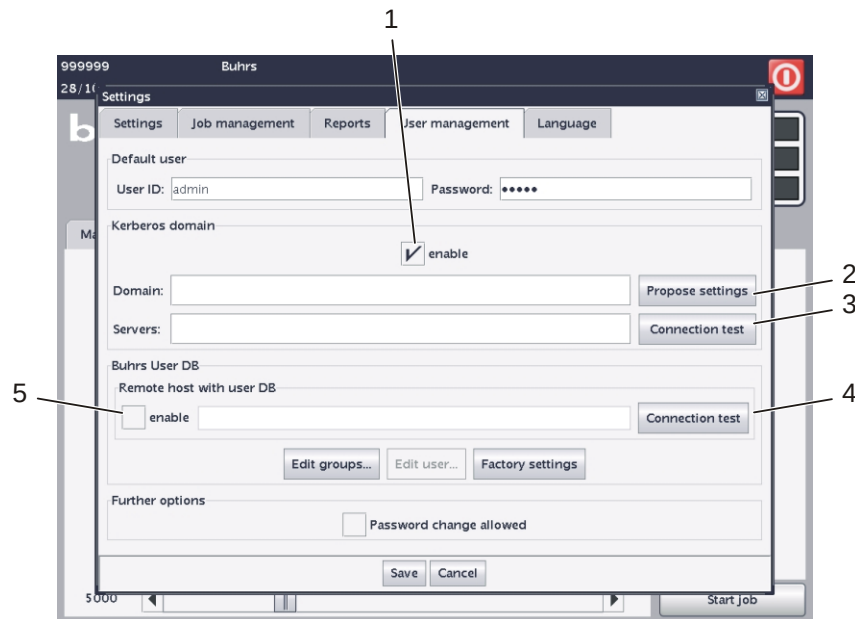
2.7.2 Option "User Management in Active Directory®"

With this option, users that are managed on a Windows® domain can access the envelope inserter. When this option is activated, BSC 3.0 only manages groups and their rights. The user management and its assignment to user groups is handled by the Windows® domain.

To achieve this, groups are defined on the BSC 3.0 under the same name as in Active Directory®. Users of these groups may be given or withdrawn access rights to the envelope inserter.

Active Directory® allows a user to be a member of more than one group. If more than one group is known to the envelope inserter, the user receives the sum of rights of all the groups he is member of.

2.7.3 Settings for Extended User Management



BI-BSC3-BA-059-ENG

Figure 2-5: Extended User Management (Max. Configuration)

Description of items in figure 2-5:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Kerberos domain ¹⁾	¹⁾ Enables or disables the field.
2	Propose settings ¹⁾	¹⁾ The BSC tries to determine values that make sense. The determined values are displayed in the left field.
3	Connection test ¹⁾	¹⁾ The BSC tests if at least one of the listed running computers has an LDAP server. The path is displayed in the left field.
4	Connection test ¹⁾	¹⁾ Checks the path to an LDAP server on a defined computer. The path is displayed in the left field.
5	Remote host with user DB ¹⁾	¹⁾ Enables or disables the field.

General Information

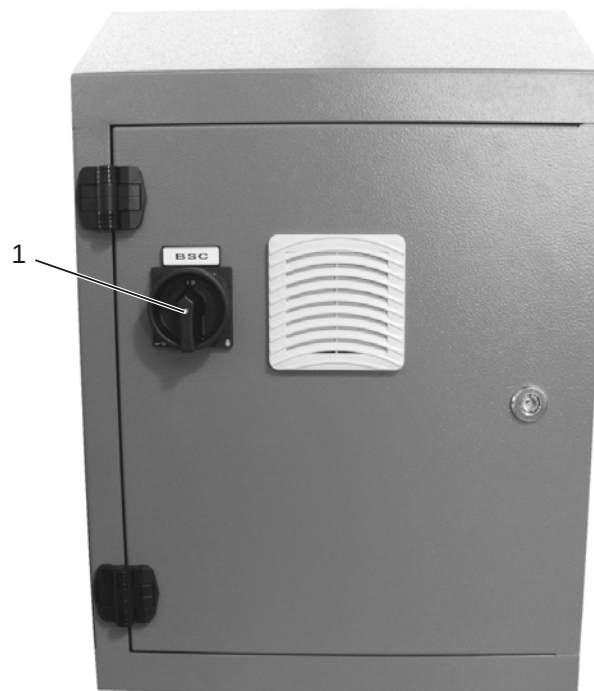
According to the presettings, the following fields will be displayed:

- settings for the extended user database (including remote user database)
 - standard user
 - Buhrs user database
 - further options
- settings for the extended user database (maximum configuration)
 - standard user
 - Kerberos domain
 - Buhrs user database
 - further options

3 Operation

3.1 Switching on the Buhrs System Controller

Before you can operate the BSC at the main control panel, you must first switch on the machine and then the BSC using the main switches.



BI-BB700-RR-BA-064

Figure 3-1: BSC Main Switch

Description of items in figure 3-1:

1	main switch	
---	-------------	--

To switch on, carry out the following steps:

1. Switch on the machine using the main switch, see chapter 7.2 "Start" in the operating instructions of the envelope inserter.
2. Turn the main switch (3-1/1) at the rear of the main control panel to "1" to switch on the BSC.

3.2 Main Control Panel

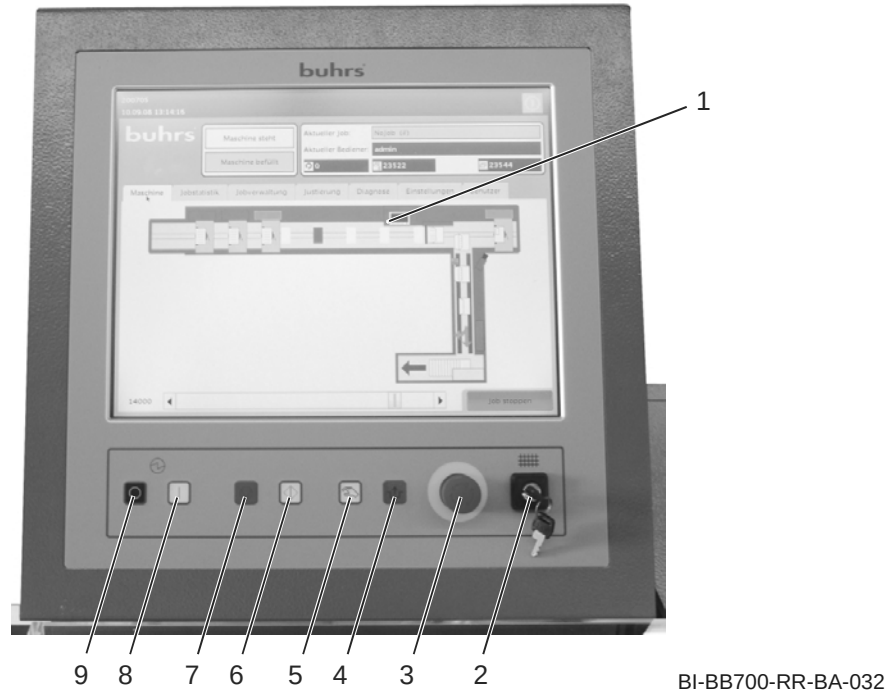


Figure 3-2: Main Control Panel

Description of control elements 3-2:

Item	Control element	Function of the control element
1	touchscreen	Navigates the menus.
2	key switch	Bypasses the protection cover circuit; - Turn the key to the left to activate the protection cover circuit. Pull off the key in this position. - Turn the key to the right to bypass the protection cover circuit. The machine can be started with open protection covers.
3	EMERGENCY STOP pushbutton	Stops the machine. Press in dangerous situations. After eliminating the dangerous situation or the cause of malfunction, turn the button to unlock it. Press the "acknowledgement" button to acknowledge the malfunction message.

Item	Control element	Function of the control element
4	acknowledgement button	Deletes the pending malfunction message. Press this button again to delete all further possible malfunction messages.
5	shift key	Selects and sets the desired operating mode "Jog/Automatic mode". In operating mode "Jog mode", the machine runs at 1000 cycles/hour, the button lights up.
6	start button	Starts the machine.
7	stop button	Stops the machine.
8	ON button	Switches the control system ON. Simultaneously, the blower of the vacuum closing section is switched on.
9	OFF button	Switches the control system OFF. Simultaneously, the blower of the vacuum closing section is switched off.

3.3 Operating Modes

NOTE!



The operating modes may only be preselected by authorised personnel via the key switch. In operating mode "Automatic", the key switch must be pulled off and secured against unauthorised access.

In operating mode "Setup mode", the key switch may only be operated by personnel authorised for setup, servicing and maintenance work.

3.3.1 Automatic Mode

In automatic mode, the envelope inserter starts after pressing the "Start" illuminated pushbutton. The protection cover circuit is activated and the machine can only be operated with the protection covers being closed. If a protection cover is opened during operation, the machine stops immediately and a malfunction message is displayed in the alarm line at the main control panel.

3.3.2 Jog Mode

In this operating mode, the machine can be started as long as the "Start" illuminated pushbutton is being pressed at the feeder or the main control panel. If a protection cover is opened during operation, the machine stops immediately and a malfunction message is displayed in the alarm line at the main control panel.

3.3.3 Setup Mode

Selection of this operating mode is only possible with activated protection cover circuit. For setup mode, turn the key switch to the right and select the "Jog mode". The machine can be started with max. 1000 cycles/hour and open protection covers as long as the "Start" illuminated pushbutton is being pressed.

3.3.4 Key Switch Positions

This chapter describes the key switch positions for the operating modes "automatic and setup mode".



BI-BB700-RR-BA-065

Figure 3-3: Control Elements

Description of items in figure 3-3:

1	key switch	
---	------------	--

automatic mode

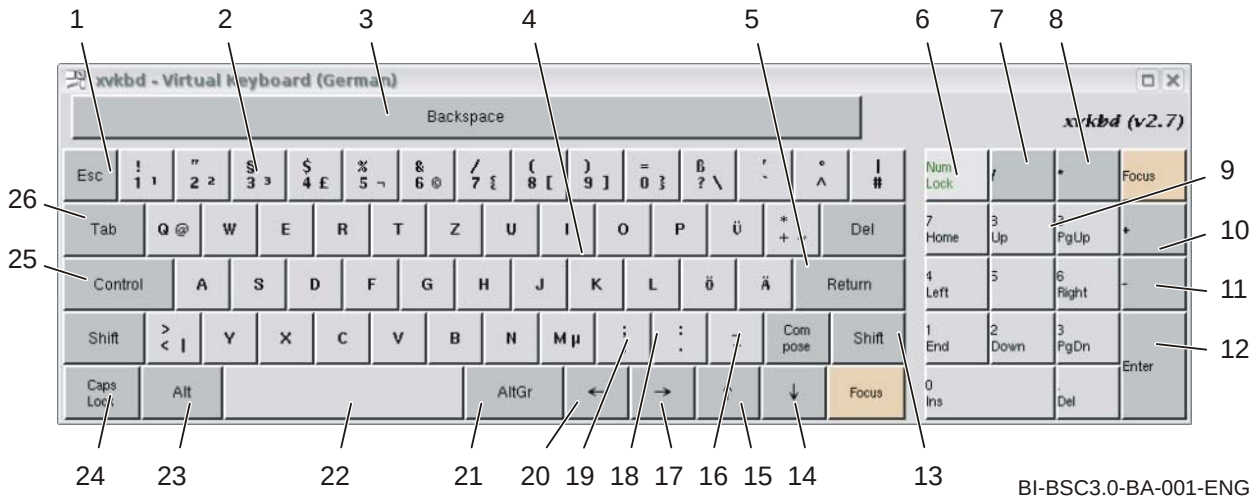
For the preselection of this operating mode, the key switch (3-3/1) is turned to the right.

setup mode

For the preselection of this operating mode, the key switch (3-3/1) is turned to A (direction of the arrow).

3.4 On-Screen Keyboard

By touching an entry field at the touchscreen, the alphanumeric on-screen keyboard automatically appears. When the entry is completed, this on-screen keyboard is automatically masked out.



BI-BSC3.0-BA-001-ENG

Figure 3-4: Alphanumeric On-Screen Keyboard

Description of items in figure 3-4:

Item	Button	Function of the button
1	ESC key	Interrupts the entry and hides the keyboard. The original value is maintained.
2	Entry keys	To enter numbers and special characters.
3	Backspace key	Deletes the value on the left and characters in front of the cursor.
4	Entry keys	To enter letters and special characters.
5	Return key	Takes over the entry and hides the keyboard.
6	Num lock key	Activates or deactivates the number pad.

Item	Button	Function of the button
7		Enters the algebraic sign (/).
8		Enters the algebraic sign (*).
9	Number pad	To enter numbers.
10		Enters the algebraic sign (+).
11		Enters the algebraic sign (-).
12	Enter key	Takes over the entry and hides the keyboard.
13	Shift key	Shift key for case and special characters.
14		Moves the cursor downwards.
15		Moves the cursor upwards.
16		Enters a hyphen or underscore.
17		Moves the cursor to the right.
18		Enters the sign (. or :).
19		Enters the sign (, or ;).
20		Moves the cursor to the left.
21	AltGr key	Shift key for special characters.
22	Space bar	Creates a space between characters.
23	Alt key	Activates the alternative key functions. Used in combination with other keys to execute different programme-specific functions or commands.
24	Caps lock key	Permanently activates the second key function or case characters. Press this key again to reverse this function.
25	Control key	Used to execute additionally assigned programme functions and commands.
26	Tab key	Advances the cursor to the next tab stop.

NOTE!



Buttons which are not described are without function.

4 Working with the Buhrs System Controller

The BSC provides the user interface and is used to navigate within the menus. The BSC can be used to enable/disable functions and to log them in/off.

Additional information:

- All buttons and entry fields which may not be actuated or selected are either not assigned or locked and displayed in a faded manner, e.g., for the "switch on/off" operating mode .
- A warning is issued in case of falling below or exceeding the permissible entry values or in case of selecting non-permissible components.
- A warning is issued in case of risk of overwriting data records.

WARNING!



Various hazards and malfunctions resulting from foreseeable misuse.

- Do not configure the machine and set up the BSC prior to standstill of all movable components.
- Work may only be performed by experienced users.

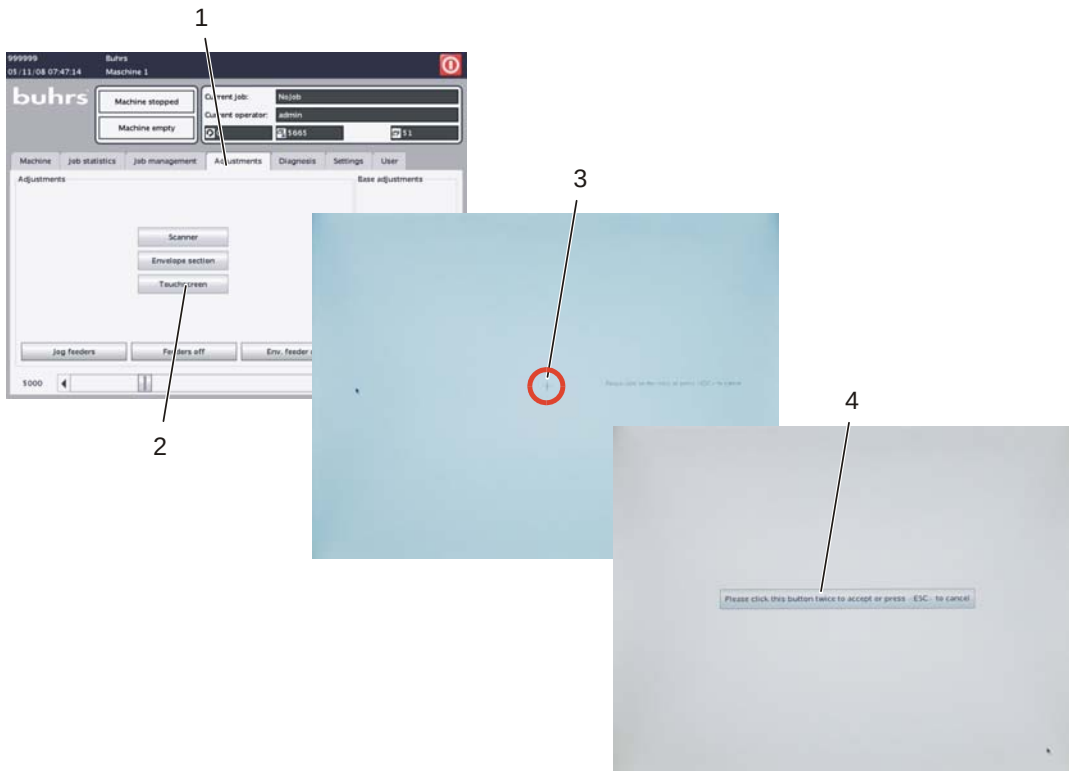
NOTE!



The BSC is developed so that all menus are self-explanatory. Therefore, only some of the menus are described in the following chapters.

4.1 Touchscreen Calibration

Calibrate the touchscreen before taking this machine into operation. A calibration is also required when the touchscreen was improperly calibrated due to an incorrect operation. Then the distance between touch point and mouse cursor is too large.



BI-BSC3-BA-A01-ENG

Figure 4-1: Calibration

Description of items in figure 4-1:

1	"Adjustments" main menu	3	reference point (9)
2	"Sensor Screen" menu	4	confirm button

CAUTION - Property Damage!



Do not use any sharp objects for calibrating. This could damage the touchscreen.
- Use, for example, the eraser of a mechanical pencil as an aid.

For this purpose, observe the following steps:

1. Touch the "Adjustments" main menu (4-1/1).
2. Touch the "Sensor Screen" menu (4-1/2). This opens the calibration menu.

NOTE!



If no calibration is performed, this menu is automatically masked out after 20 seconds.

-
3. Touch the centre of the reference points (4-1/3) one after the other for calibration.
 4. Then press the confirm button (4-1/4). If the calibration is not confirmed, the input is discarded when the image is automatically masked out.

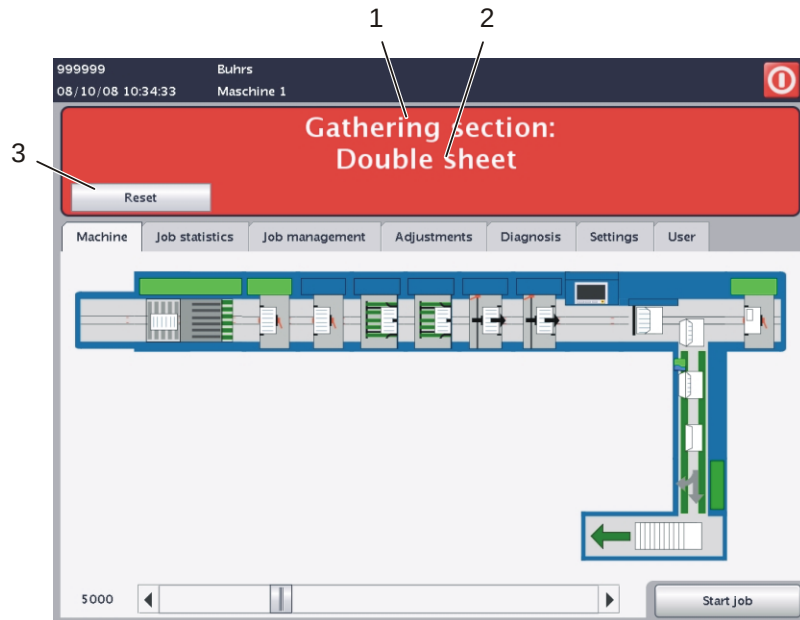
NOTE!



After calibration, small deviations between touch point and mouse cursor could be possible in the border area. These deviations are technically unavoidable.

4.2 Acknowledging Malfunction Messages

This figure shows the "double sheet" malfunction message of a feeder on the gathering section as example.



BI-BSC3-BA-033-ENG

Figure 4-2: Malfunction - Double Sheet

Description of items in figure 5-4:

1 location of malfunction	3 "Acknowledgement (Reset)" button
2 cause of malfunction	

To remove this malfunction, please carry out the following steps:

1. Remove the double sheet at feeder 1 and check the settings if necessary.
2. Acknowledge the malfunction with the button (5-4/3) or with the "Acknowledgement" illuminated pushbutton at the main control panel, see chapter 3.2 Main Control Panel, page 3-2.
3. Start the machine.

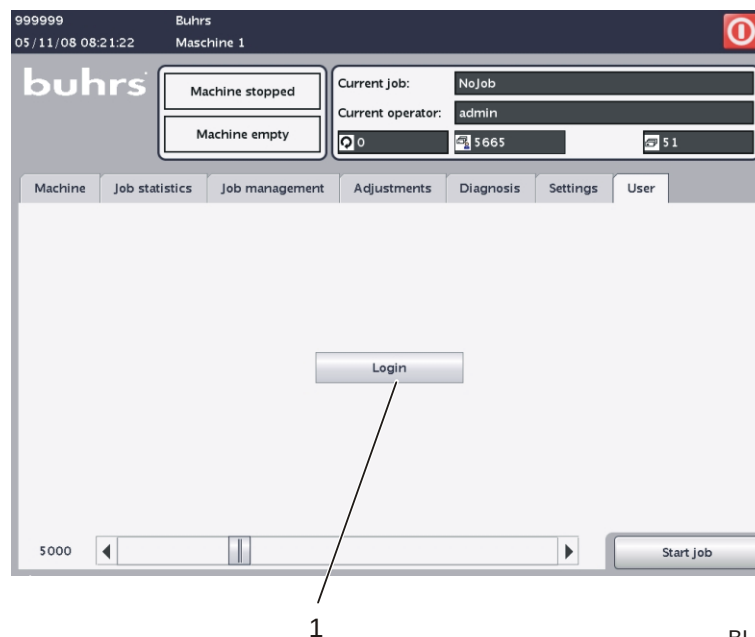
NOTE!



To remove a pending malfunction, observe the chapter "Possible Cause of Malfunction" in the service manual of this machine.

4.3 User Login

The login of the user or the user groups is necessary to have access to all authorised menus and functions. Only one user or one user group can be logged in to the control system. Standard users can operate this machine without being logged in.



BI-BSC3-BA-028-ENG

Figure 4-3: User Login

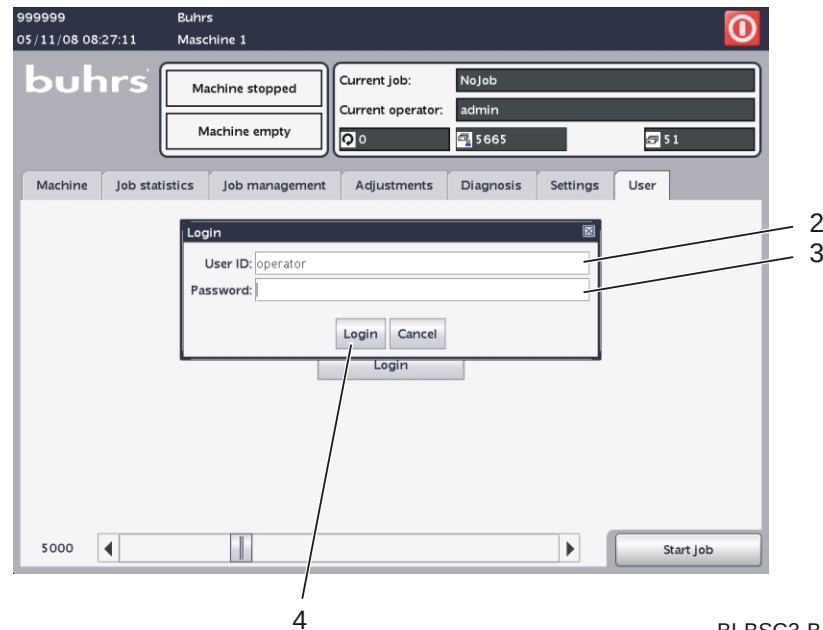
Description of items in figure 4-3:

1	"Login" button
---	----------------

Please carry out the following steps for login:

1. Select the "User" tab.
2. Press button (4-3/1). This calls the "Login" dialogue.

Working with the Buhrs System Controller



BI-BSC3-BA-029b-ENG

Figure 4-4: "Login" Dialogue

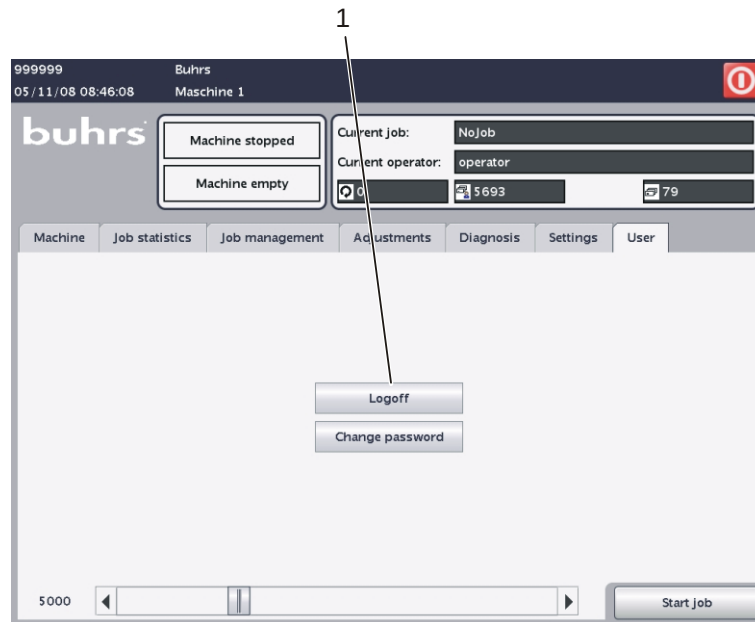
Description of items in figure 4-4:

2	user ID	4	"Login" button
3	password		

- Use the on-screen keyboard to enter the data for a personalised user or user group in field (4-4/2).
- Use the on-screen keyboard to enter the password in field (4-4/3).
- Press button (4-4/4) to log in. A successful login is displayed by the message "You are now logged in."
- Then press the "OK" button.

4.4 User Logoff

The user or user group logoff is necessary to log in another user to the BSC3.0. The logged in user can log off during operation. The current job is continued with the standard user.



BI-BSC3-BA-030b-ENG

Figure 4-5: Logoff

Description of items in figure 4-5:

1	"Logoff" button	
---	-----------------	--

Please carry out the following steps for logoff:

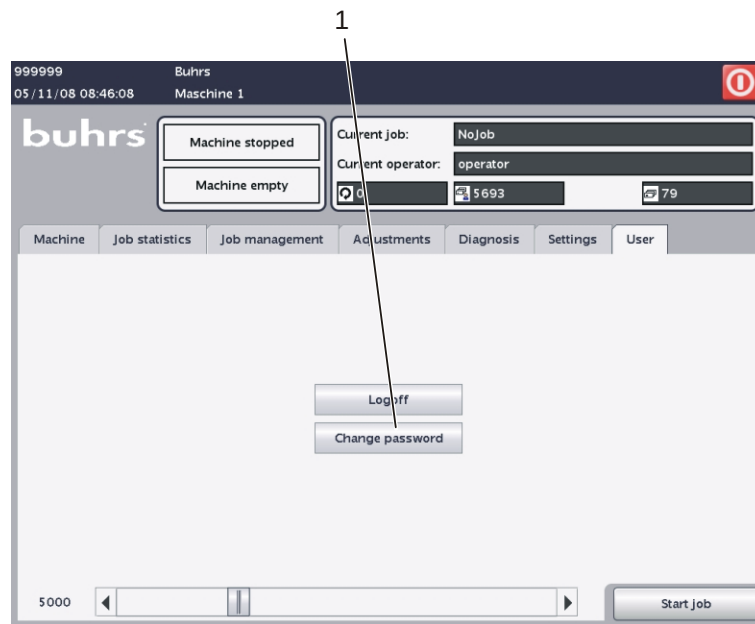
1. Select the "User" tab.
2. Press button (4-5/1). The safety query "Do you really want to log off?" is displayed.
3. Then press the "OK" button.

4.5 Changing the Password

If you want to change the password, you have to log in as operator first. Only then, the corresponding dialogue is accessible.

To change the password, please carry out the following steps:

1. Select the "User" tab.
2. Log in as operator, see chapter 4.3 User Login, page 4-5.



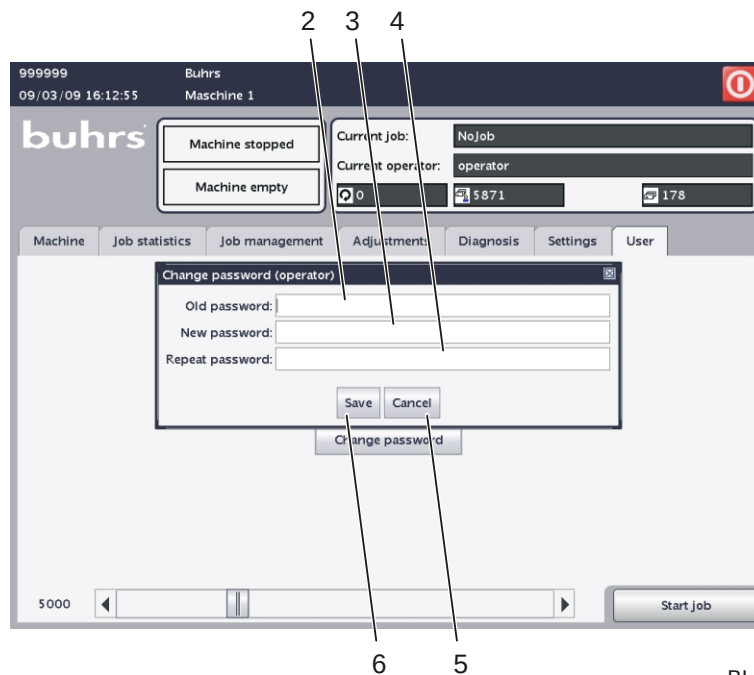
BI-BSC3-BA-030c-ENG

Figure 4-6: Changing the Password

Description of items in figure 4-6:

1	"Change password" button
---	--------------------------

3. Press button (4-6/1). This calls the "Change password" dialogue.



BI-BSC3-BA-031-ENG

Figure 4-7: "Change Password" Dialogue

Description of items in figure 4-7:

2	old password	5	"Cancel" button
3	new password	6	"Save" button
4	repeat password		

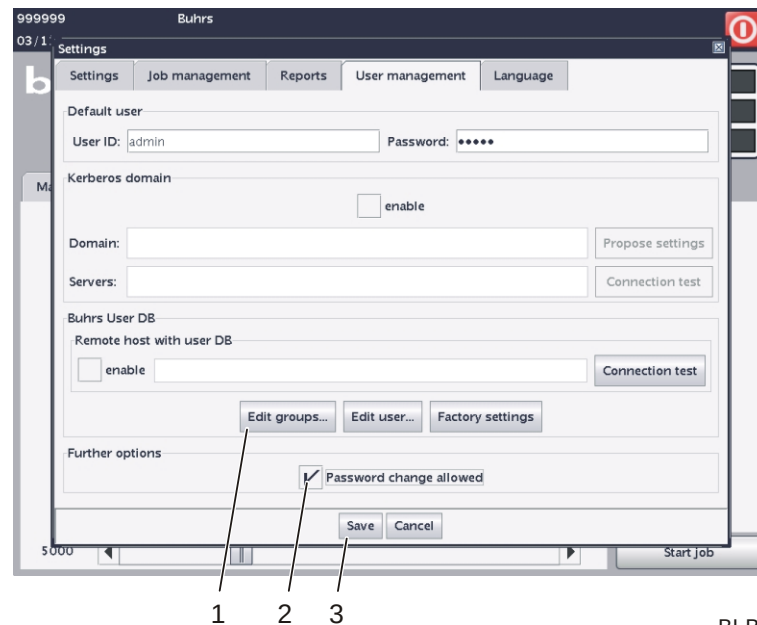
4. Enter the old password in field (4-7/2).
5. Enter the new password in field (4-7/3).
6. Enter the new password in field (4-7/4) again.
7. Then press button (4-7/6). After answering the safety query, the change is taken over by the BSC.

4.6 Creating User Groups

This chapter describes how to create a user group. Determined privileges which are important when performing any work are assigned to a user group.

To create a user group, carry out the following steps:

1. Select the "Settings" tab.
2. Press the "Settings" menu.
3. Press the "User management" submenu to open it.



BI-BSC3-BA-013b-ENG

Figure 4-8: "User Management" Submenu

Description of items in figure 4-8:

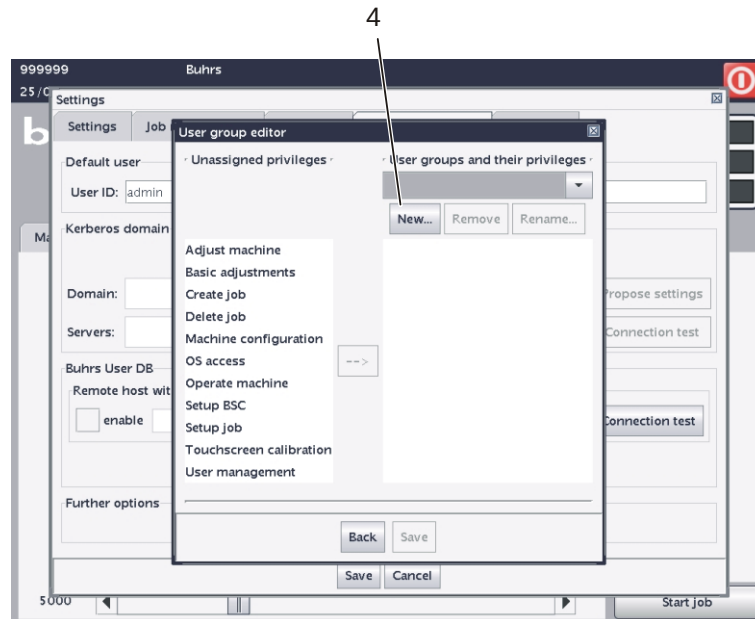
1 "Edit groups" button	3 "Save" button
2 "Password change allowed" box	

NOTE!



Tick box (4-8/2) to give the user group the right to change the password.

4. Press button (4-8/1). This calls the "User group editor" dialogue.



BI-BSC3-BA-080-ENG

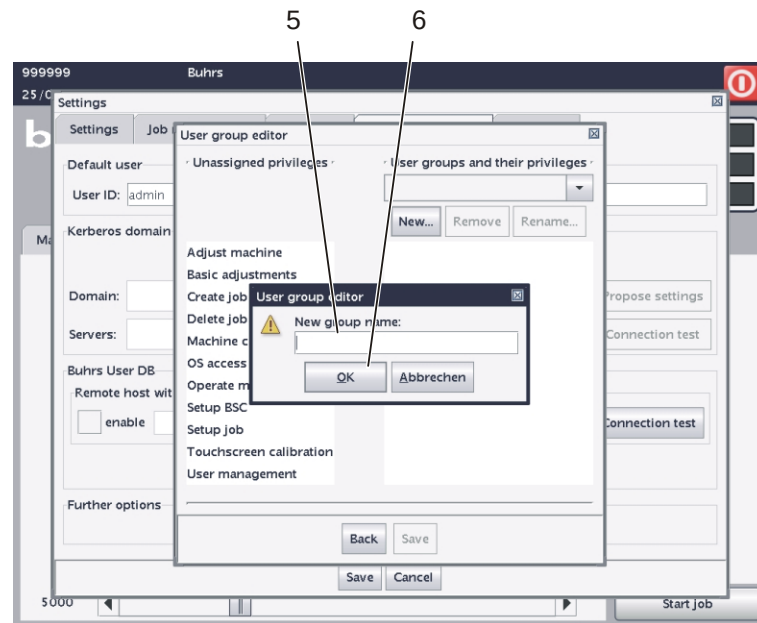
Figure 4-9: "User Group Editor" Dialogue

Description of items in figure 4-9:

4	"New" button	
---	--------------	--

5. Press button (4-9/4). Then another dialogue called "User group editor" is displayed.

Working with the Buhrs System Controller



BI-BSC3-BA-081-ENG

Figure 4-10: "User Group Editor_3" Dialogue

Description of items in figure 4-10:

5	entry field	6	"OK" button
---	-------------	---	-------------

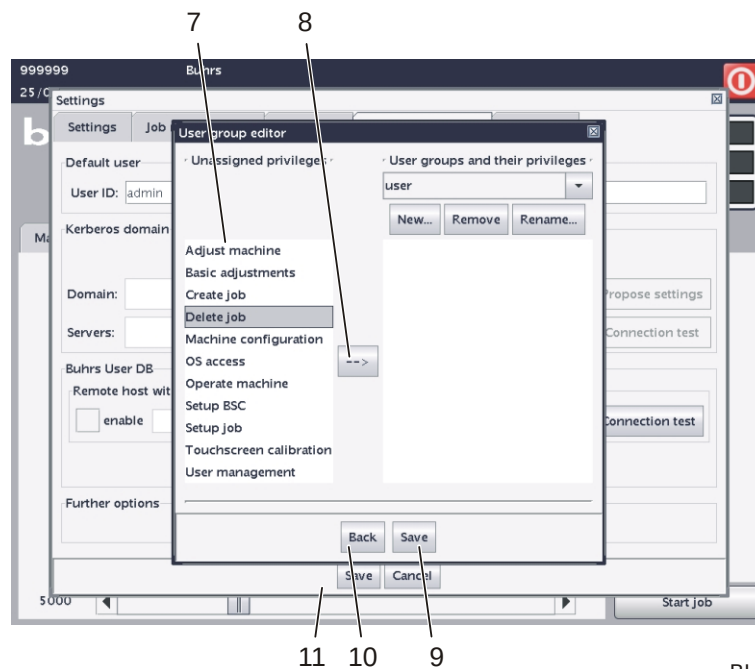
6. Enter the group name in the entry field (4-10/5) manually or using the displayed keyboard.

NOTE!



When you enter the group name using the keyboard and the entry is confirmed by pressing the "Return" key, the keyboard and the "User group editor_2" dialogue are masked out simultaneously.

7. Press button (4-9/6) to accept the entry.



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Figure 4-11: "User Group Editor_4" Dialogue

Description of items in figure 4-11:

7	unassigned privileges	10	"Back" button
8	"Move" button	11	"Save" button
9	"Save" button		

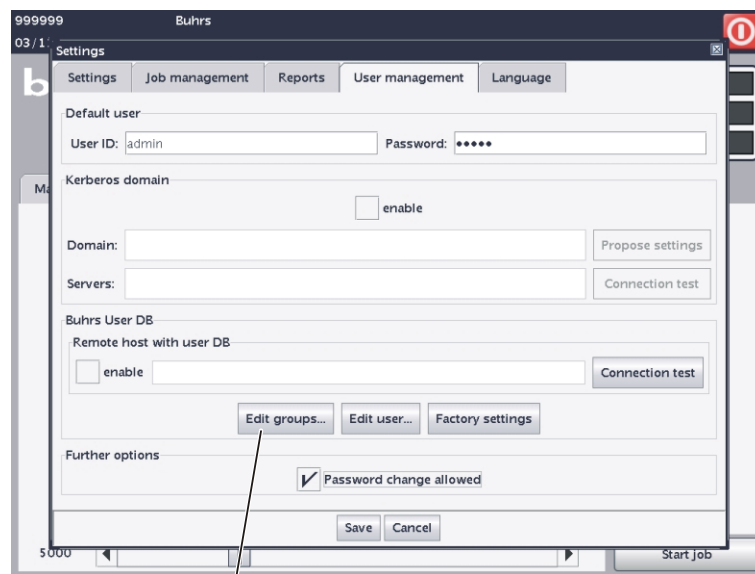
8. Press each privilege individually in the area (4-11/7) to select them.
9. Then press button (4-11/8). The privileges selected in the area "Unassigned privileges" are moved to the area "User groups and their privileges".
10. Press the button (4-11/9) to determine the assigned privileges.
11. Press button (4-11/10) to leave the dialogue.
12. Press button (4-11/11). Then the settings are saved and the "Settings" main menu is called.

4.7 Removing a User Group

This chapter describes how to remove a user group.

To remove a user group, carry out the following steps:

1. Select the "Settings" tab.
2. Press the "Settings" menu.
3. Press the "User management" submenu to open it.



1

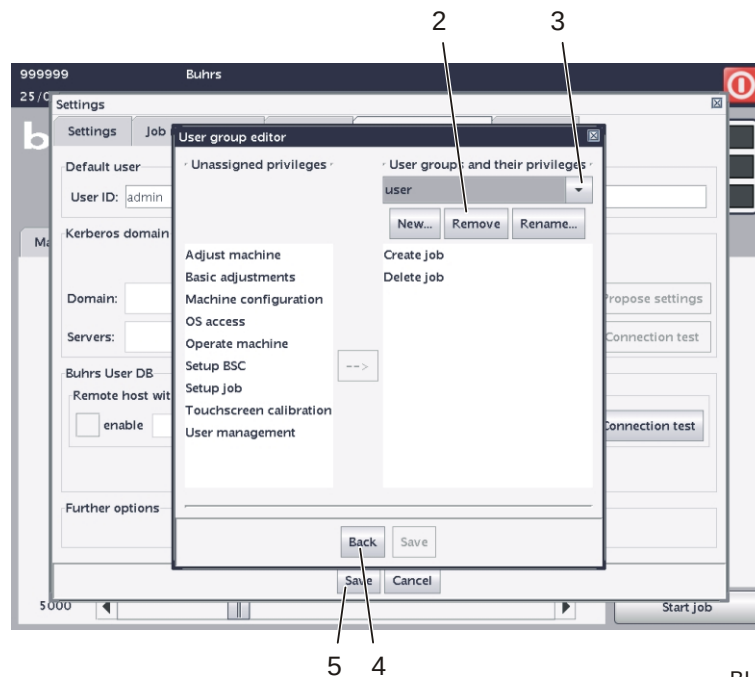
BI-BSC3-BA-013c-ENG

Figure 4-12: "User Management" Submenu

Description of items in figure 4-12:

1	"Edit groups" button
---	----------------------

4. Press button (4-12/1). This calls the "User group editor" dialogue.



BI-BSC3-BA-083-ENG

Figure 4-13: "User Group Editor_5" Dialogue

Description of items in figure 4-13:

2	"Remove" button	4	"Back" button
3	pull down menu	5	"Save" button

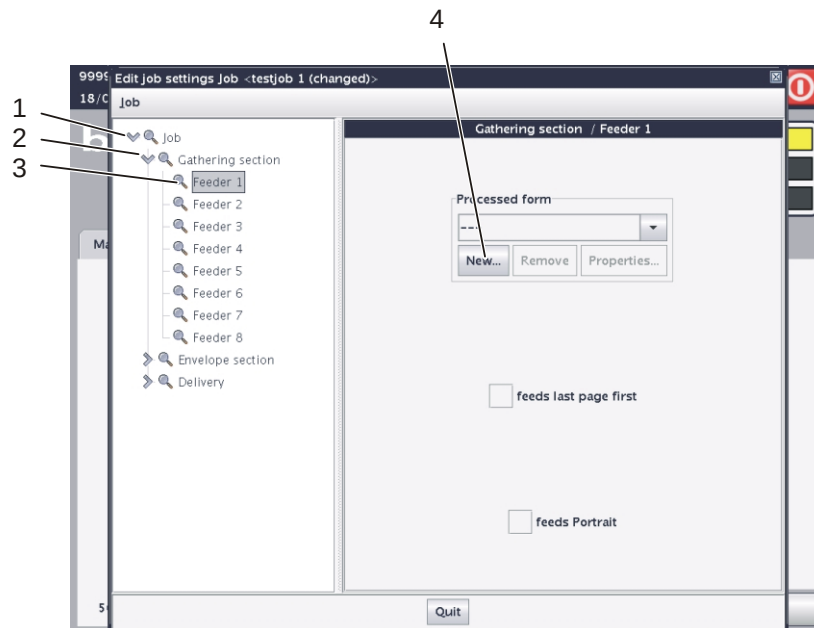
5. Open the pull down menu (4-13/3) and select the corresponding user group.
6. Press button (4-13/1). After answering the safety query, the user group is removed.
7. Press button (4-13/4) to leave the dialogue.
8. Press button (4-13/5). Then the settings are saved and the "Settings" main menu is called.

4.8 Creating a New Form

This chapter describes how to create a new form.

To create a form, carry out the following steps:

1. Select the "Settings" tab.
2. Press the "Setup job" button. This opens the "Edit job settings Job >testjob 1<" submenu.



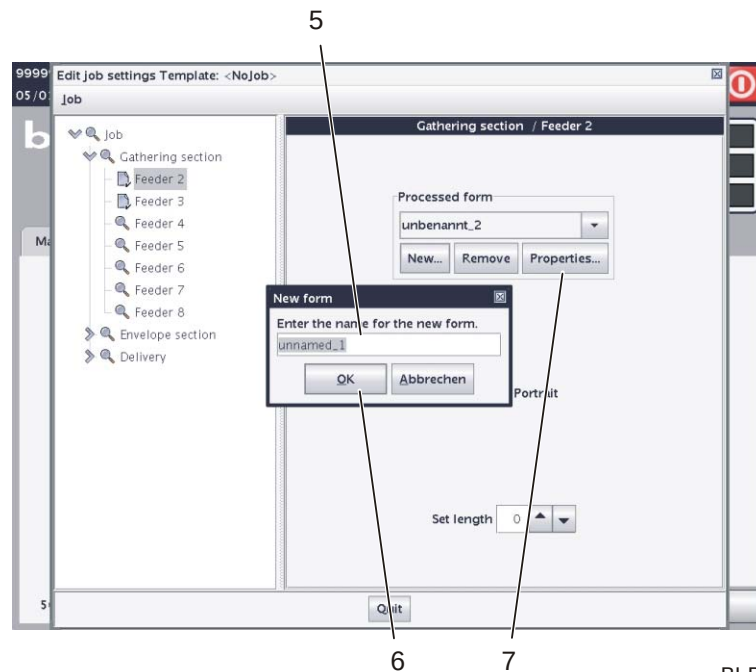
BI-BSC3-BA-061a-ENG

Figure 4-14: Gathering Section / Feeder 1

Description of items in figure 4-14:

1	open/close the directory tree	3	feeder 1
2	open/close the directory tree of the gathering section	4	"New..." button

3. Open the directory tree (4-14/1).
4. Open the directory tree of the gathering section (4-14/2).
5. Press button (4-14/4). This calls the "New form" dialogue.



BI-BSC3-BA-038b-ENG

Figure 4-15: "New Form" Dialogue

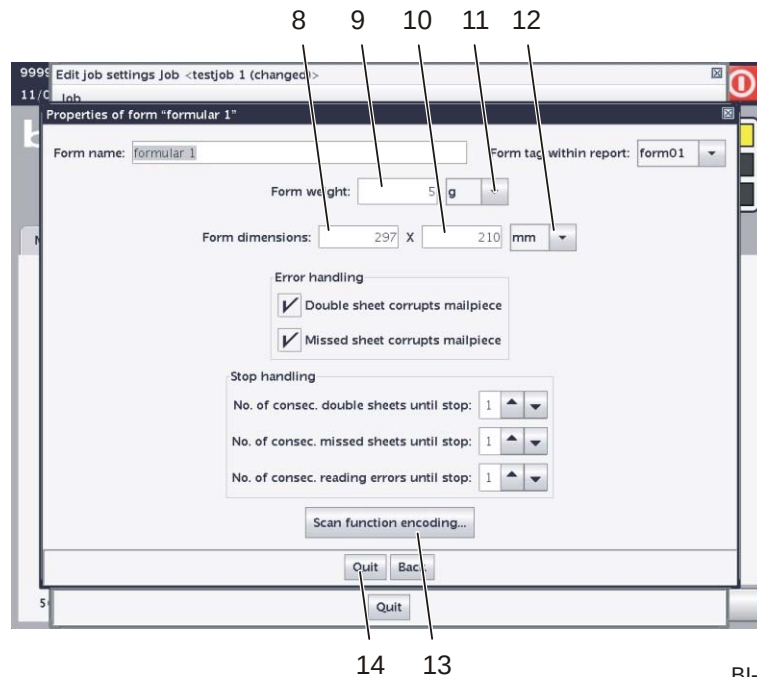
Description of items in figure 4-15:

5	entry field	7	"Properties" button
6	"OK" button		

A suggested form name is already entered in the entry field (4-15/5) by the control system.

- Press the entry field (4-15/5) to change the form name. Use the displayed keyboard to change the form name. If the form name is not changed, the suggested name is taken over.
- Press button (4-15/6) to accept the change.
- Enter the form sheet properties. For this purpose, press button (4-15/7). This calls the "Properties of form "formular 1"" dialogue.

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Figure 4-16: Form Properties

Description of items in figure 4-16:

8	entry field	12	pull down menu
9	entry field	13	"Scan function encoding..." button
10	entry field	14	"Quit" button
11	pull down menu		

9. Open the pull down menu (4-16/11) and select the weight unit.
10. Press the entry field (4-16/9) and enter the form weight using the keyboard.
11. Open the pull down menu (4-16/12) and select the length unit.
12. Press the entry fields (4-16/8+10) and enter the form dimensions using the keyboard.
13. Then press button (4-16/14). Then the settings are saved and the "Settings" main menu is called automatically.

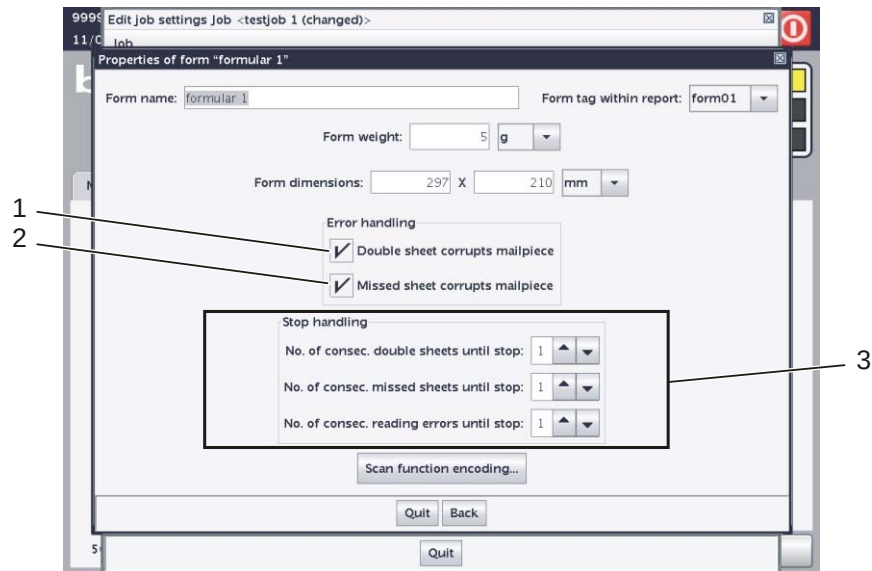
NOTE!



When the feeder is equipped with an optional camera, you must define the encoding. Press button (4-16/13) to display the dialogue. For a detailed description, see chapter "Scan Function Encoding", page 4-20.

4.8.1 Setting Further Functions

This chapter describes further functions of the "Form properties" dialogue.



BI-BSC3-BA-062b-ENG

Figure 4-17: Form Properties

Description of items in figure 4-17:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Box ²⁾	²⁾ Enables or disables this function. All mailpieces with double sheets are marked as faulty and are diverted.
2	Box ²⁾	²⁾ Enables or disables this function. All mailpieces without products are marked as faulty and are diverted.
3	Stop handling ¹⁾	¹⁾ Defines when the machine is stopped. The programmable counter defines after how many errors of the same type in a row the machine is stopped and the error is displayed. For a counter value of "1", the machine stops with every error made. If the counter value is set to "0", the machine will not stop in case of errors.

4.8.2 Scan Function Encoding

This dialogue specifies the code on the form and the functions assigned to that code.

Scan function encoding (unbenannt_2)

No. of scanned characters: 10

Scanned characters	1	2	3	4	5	6	7	8	9	10
Used segments	-	-	-	-	-	-	-	-	-	-

Select a segment in row "Used segments"

Quit Back

BI-BSC3-BA-040-ENG

Figure 4-18: "Scan Function Encoding" Dialogue

Selective functions are functions which can be controlled and activated by reading. This dialogue can only be displayed for feeders with configured reader.

Components that can be controlled by reading are feeders, eject gates, markers, kickers, envelope feeders, postage meters, etc.

Example:

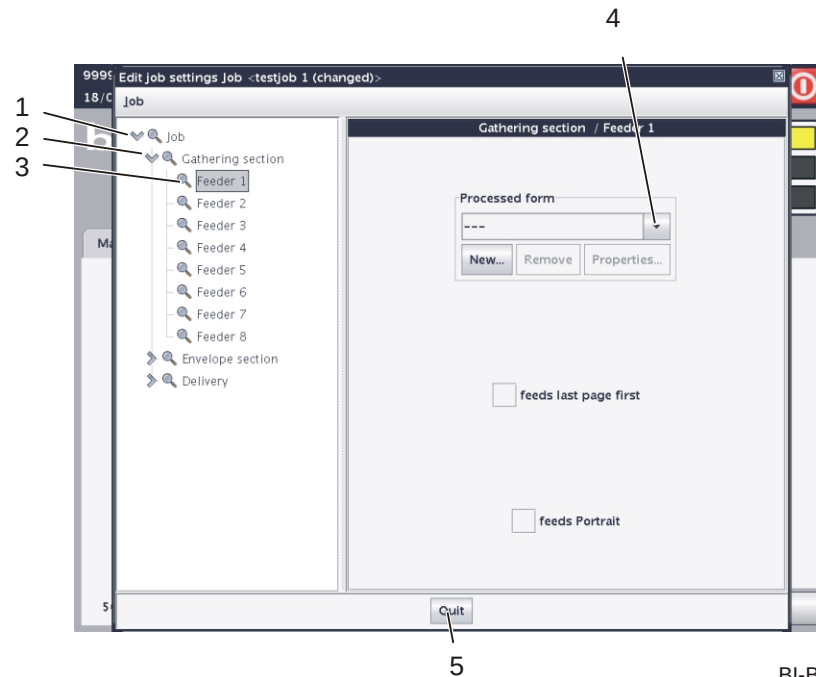
Eject gate 2 must be actuated selectively. The code with the identification "ADDR_NO1" is printed on the address document which is currently assigned to feeder 2. For a selective eject gate, a segment within the code must be assigned to this function.

4.9 Assigning a Form

This chapter describes the assignment of the forms to the feeders. The forms can be defined and assigned simultaneously.

To assign a form, please carry out the following steps:

1. Select the "Settings" tab.
2. Press the "Setup job" button. This opens the "Edit job settings Job >testjob 1<" submenu.



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Figure 4-19: Gathering Section / Feeder 1

Description of items in figure 4-19:

1	open/close the directory tree	4	pull down menu
2	open/close the directory tree of the gathering section	5	quit
3	feeder		

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3. Open the directory tree (4-19/1).
4. Open the directory tree of the gathering section (4-19/2).
5. Press the button (4-19/3) of a desired feeder.
6. Open the pull down menu (4-19/4) and select the form.
7. After all feeders have been assigned to a form, press button (4-19/5) to leave the submenu.

NOTE!



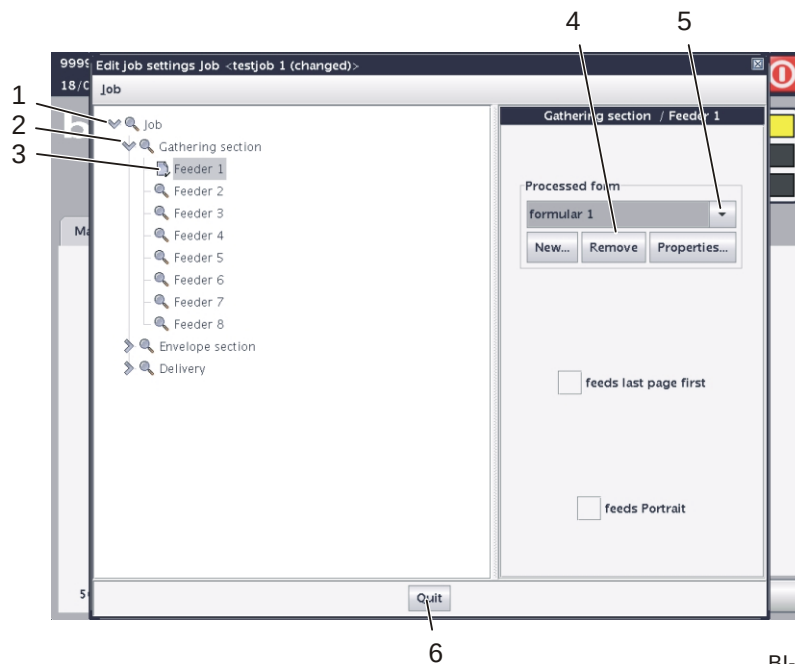
The symbol  means that the feeder was assigned to a form.

4.10 Removing a Form

This chapter describes how to remove a form.

To remove a form, carry out the following steps:

1. Select the "Settings" tab.
2. Press the "Setup job" button. This opens the "Edit job settings Job >testjob 1<" submenu.



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Figure 4-20: Removing a Form

Description of items in figure 4-20:

1	open/close the directory tree	4	remove
2	open/close the directory tree of the gathering section	5	pull down menu
3	feeder	6	quit

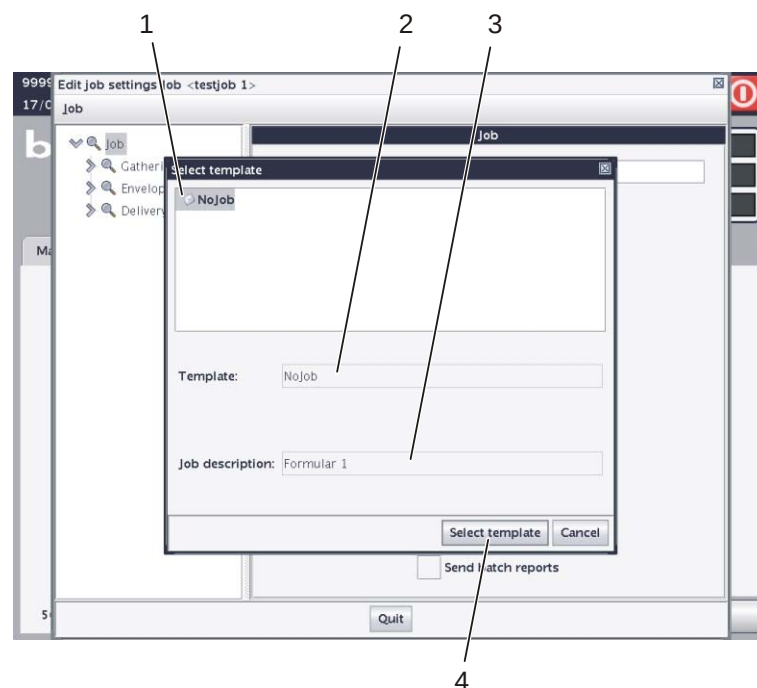
3. Open the directory tree (4-20/1).
4. Open the directory tree of the gathering section (4-20/2).
5. Press the button (4-20/3) with the respective form or open the pull down menu (4-20/5) and select the required form. The assigned and/or selected form is displayed in the "Processed form" field.
6. Press button (4-20/4) to remove the form. After answering the safety query, the form is removed.
7. Press button (4-20/6) to leave the submenu.

4.11 Creating a Job

This chapter describes how to create a new job (testjob). For a detailed description of the dialogue, see "New..." Dialogue, page 5-32.

To create a new job, please carry out the following steps:

1. Select the "Settings" tab.
2. Press the "Setup job" button. Then the "Edit job settings Job template: <NoJob>" dialogue is displayed.
3. Press "Job" in the top left corner. Then a selection list is displayed.
4. Press the "New..." option. This calls the "Select template" dialogue.



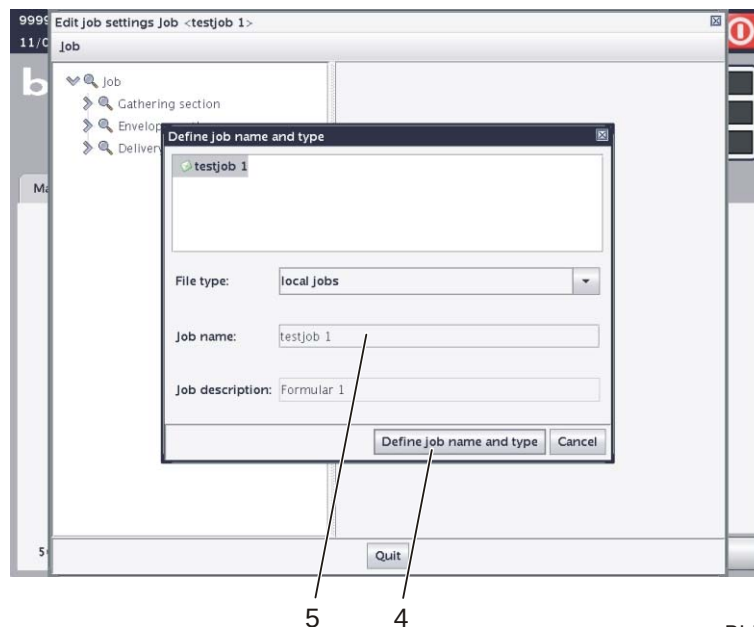
BI-BSC3-BA-022-ENG

Figure 4-21: "Select Job Template" Dialogue

Description of items in figure 4-21:

1	selection window	3	job description
2	job name	4	select job template

5. Press "NoJob" in the selection window. The fields job name and job description as well as the "Select template" button are enabled.
6. Press button (4-21/4). Then the "Define job name and type" dialogue is displayed.



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Figure 4-22: "Define Job Name and Type" Dialogue

Description of items in figure:

5	job name	6	define job name and type
---	----------	---	--------------------------

7. Press field (4-22/5). Enter a job name using the displayed keyboard.
8. Press button (4-22/4).
9. Enter the expected number of envelopes in the displayed "Additional parameters" dialogue.
10. Then press the "Save" button.
11. Select a form from the pull down menu displayed in the following "Form assignment" dialogue and assign it to a feeder.
12. Then press the "Apply" button.

4.12 Setting up a Job

After setting up the machine mechanically, set the BSC up for the job to be processed.

4.12.1 Setting up the Gathering Section

The following steps must be carried out when setting up the feeder on the gathering section:

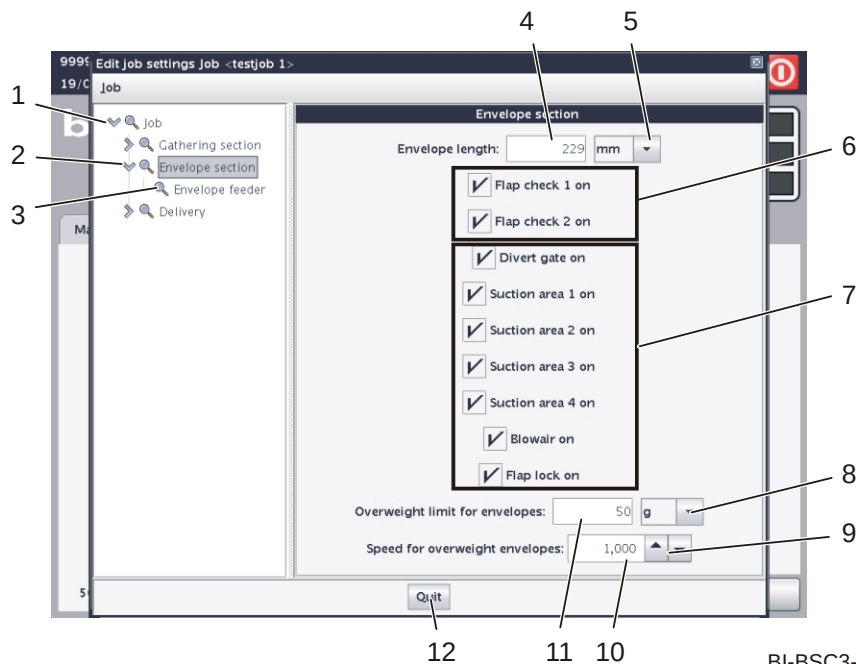
- Creating forms; a description can be found in chapter 4.8 Creating a New Form, page 4-16.
- Assigning forms; a description can be found in chapter 4.9 Assigning a Form, page 4-21.

4.12.2 Setting up the Envelope Section

This menu describes how to set up the envelope section.

Please carry out the following steps for setting up the envelope section:

1. Select the "Settings" tab.
2. Press the "Setup job" button. This opens the "Edit job settings Job >testjob 1<" submenu.



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Figure 4-23: "Envelope Section" Dialogue

Description of items in figure 4-23:

1	open/close the directory tree	7	further operational functions
2	open/close the directory tree of the envelope section	8	pull down menu
3	envelope feeder	9	increase/decrease
4	entry field	10	entry field
5	pull down menu	11	entry field
6	flap checks	12	quit

3. Open the directory tree (4-23/1).
4. Open the directory tree (4-23/2) of the envelope section.
5. Open the pull down menu (4-23/5) and select the length unit.
6. Enter the envelope length in the entry field (4-23/2).
7. Check whether all functions are enabled in the boxes (4-23/6+7). The boxes must be ticked.
8. Open the pull down menu (4-23/8) and select the weight unit.
9. Set the speed for the inserting station using the buttons (4-23/9). Or enter it in the entry field (4-23/10).
10. Press button (4-23/12) to leave the submenu.

4.12.3 Setting up the Envelope Feeder

This menu describes how to set up the envelope feeder.

Please carry out the following steps for setting up the envelope section:

1. Select the "Settings" tab.
2. Press the "Setup job" button. This opens the "Edit job settings Job >testjob 1<" submenu.

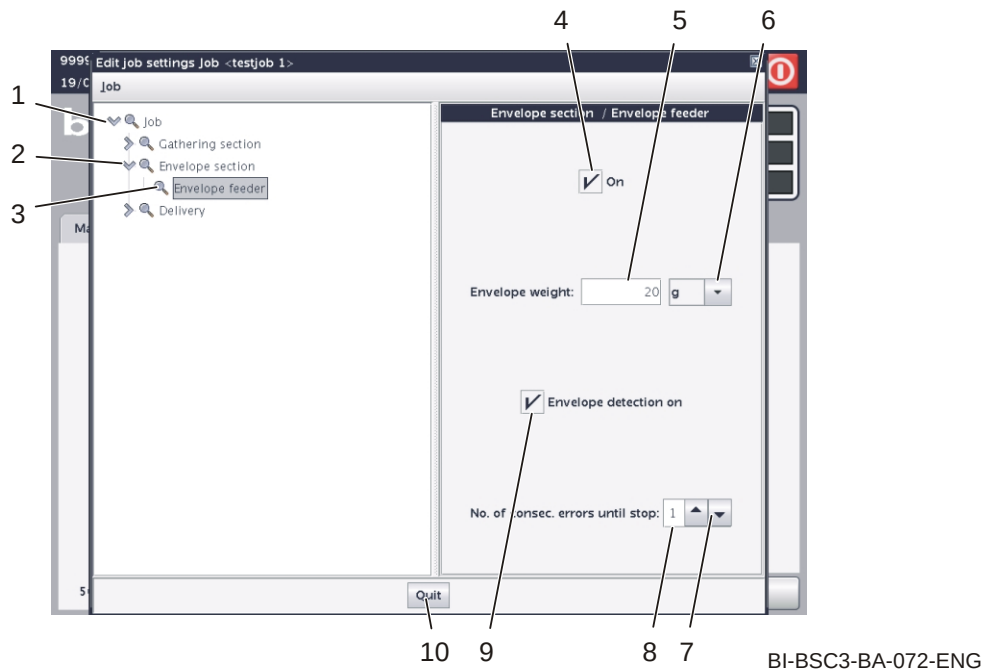


Figure 4-24: "Envelope Feeder" Dialogue

Description of items in figure 4-24:

1	open/close the directory tree	6	pull down menu
2	open/close the directory tree of the envelope section	7	increase/decrease
3	envelope feeder	8	entry field
4	switch on/off	9	switch on/off the controls (missed sheet control / double sheet control)
5	entry field	10	quit

3. Open the directory tree (4-24/1).
4. Open the directory tree (4-24/2) of the envelope section.
5. Press button (4-24/3). Then the screen on the right is displayed.
6. Check whether the envelope feeder is switched on. The box (4-24/4) must be ticked.
7. Open the pull down menu (4-24/6) and select the weight unit.
8. Enter the envelope weight in the entry field (4-24/5).
9. Check whether the box (4-24/9) is enabled. The box must be ticked.
10. Use the buttons (4-24/7) to set the "No. of consecutive errors until stop" function. Or enter it in the entry field (4-24/8).

NOTE!



For a counter value of "1", the machine stops with every error made. If the counter value is set to "0", the machine will not stop in case of errors.

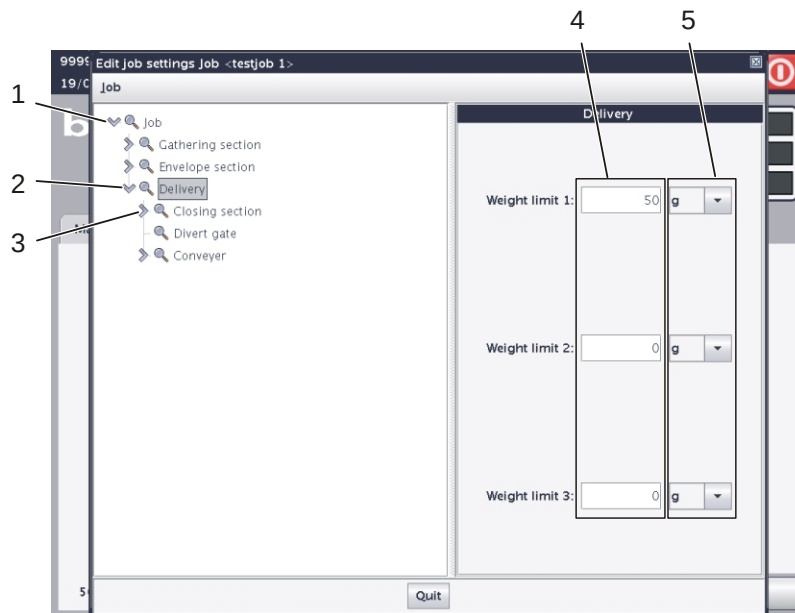
-
11. Press button (4-24/10) to leave the submenu.

4.12.4 Setting up the Vacuum Closing Section

This menu describes how to set up the vacuum closing section.

Please carry out the following steps for setting up the envelope section:

1. Select the "Settings" tab.
2. Press the "Setup job" button. This opens the "Edit job settings Job >testjob 1<" submenu.



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Figure 4-25: "Vacuum Closing Section" Dialogue

Description of items in figure 4-25:

1	open/close the directory tree	4	entry fields
2	open/close the directory tree of the post-processing	5	pull down menus
3	vacuum closing section		

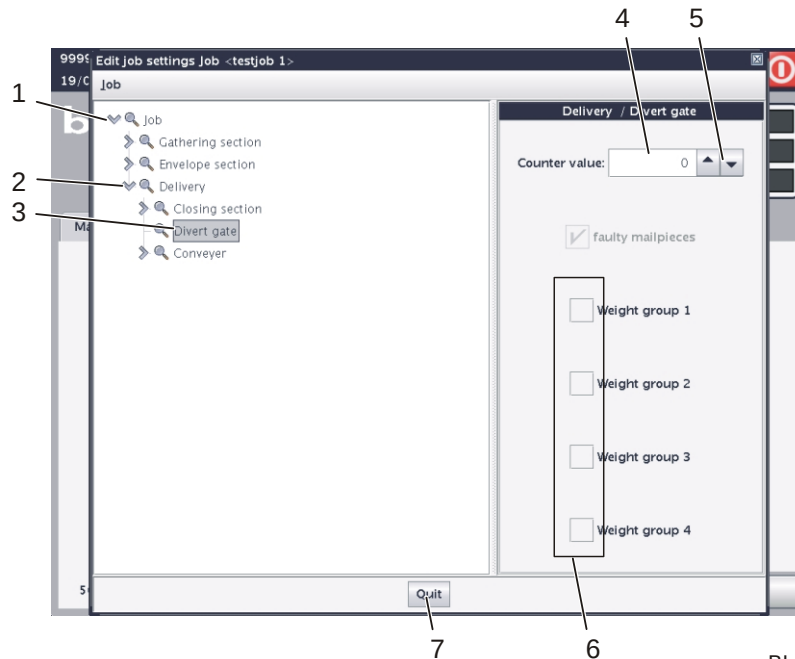
3. Open the directory tree (4-25/1).
4. Open the directory tree of the vacuum closing section (4-25/2).
5. Press button (4-25/3). Then the screen on the right is displayed.
6. Open the pull down menu (4-25/5) and select the weight unit.
7. Define the weight limit for computerised weighing functions. For this purpose, enter the envelope weight in the corresponding entry field (4-25/4). For a detailed description, see chapter 2.4 Computerised Weighing, page 2-5.

Setting up the Eject Gate of the Vacuum Closing Section

This dialogue offers to define the control functions for the eject gate of the vacuum closing section.

Please carry out the following steps for setting up the envelope section:

1. Select the "Settings" tab.
2. Press the "Setup job" button. This opens the "Edit job settings Job >testjob 1<" submenu.



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Figure 4-26: "Eject Gate" Dialogue

Description of items in figure 4-26:

1	open/close the directory tree	5	increase/decrease
2	open/close the directory tree of the post-processing	6	"eject envelopes with overweight" function
3	eject gate	7	quit
4	entry field		

3. Press button (4-26/3). Then the screen on the right is displayed.
4. Use the buttons (4-26/5) to set the preselection counter. Or enter the value in the entry field (4-26/4). This defines which envelope is to be diverted.
5. Enable the function. The corresponding box (4-26/6) must be ticked.
6. Press button (4-26/7) to leave the submenu.

NOTE!



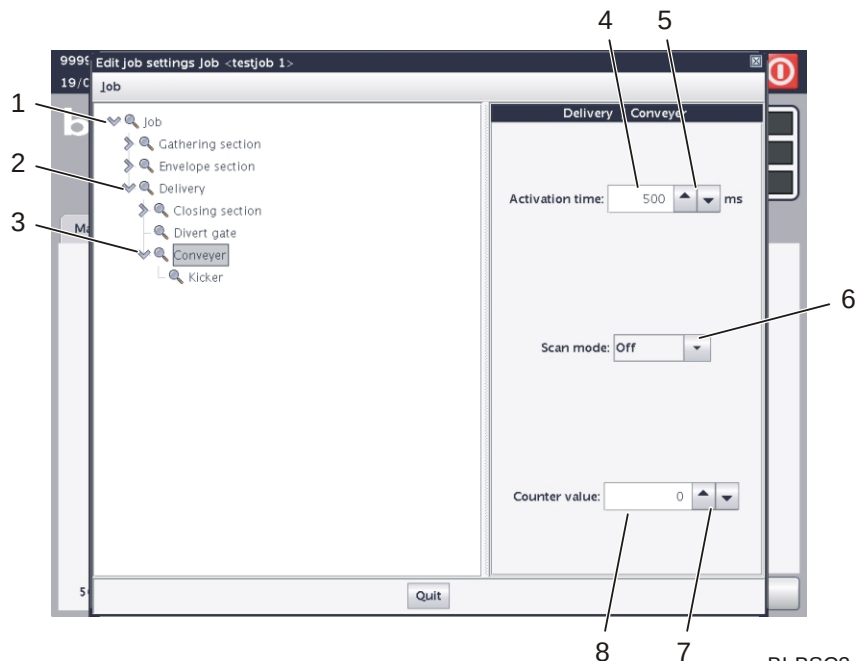
Diversion controlled by reading is defined in the read (scan) function encoding.

4.12.5 Setting up the Delivery Belt

This menu describes how to set up the delivery belt.

Please carry out the following steps for setting up the envelope section:

1. Select the "Settings" tab.
2. Press the "Setup job" button. This opens the "Edit job settings Job >testjob 1<" submenu.



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Figure 4-27: "Delivery Belt" Dialogue

Description of items in figure 4-27:

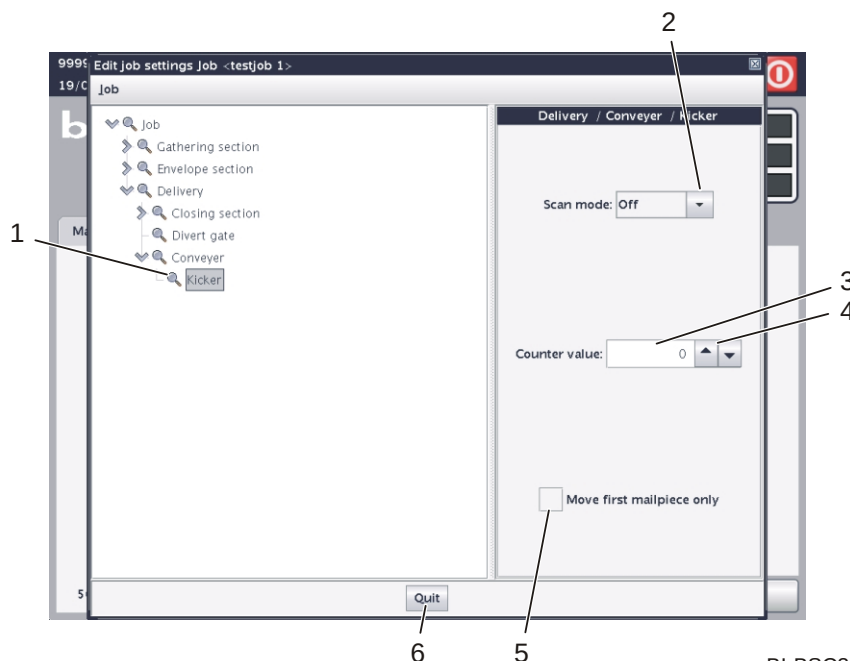
1	open/close the directory tree	5	increase/decrease
2	open/close the directory tree of the post-processing	6	pull down menu
3	delivery belt	7	increase/decrease
4	entry field	8	entry field

3. Press button (4-27/3). Then the screen on the right is displayed.
4. Use the buttons (4-27/5) to set the activation time. Or enter the value in the entry field (4-27/4). This controls the start/stop performance of the delivery belt and creates gaps between the envelopes on the delivery belt.
5. When the machine is equipped with a camera system, open the pull down menu (4-27/6) and select the operating mode for the read result.
6. Use the buttons (4-27/7) to set the preselection counter. Or enter the value in the entry field (4-27/8). This defines the number of envelopes for a group before gaps are created on the delivery belt.

Setting the Kicker at the Delivery Belt

Please carry out the following steps for setting up the kicker:

1. Press button (4-27/3). Then the screen on the right is displayed.



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Figure 4-28: "Kicker" Dialogue

Description of items in figure 4-28:

1	kicker	4	increase/decrease
2	pull down menu	5	"create offset" function
3	entry field	6	quit

2. Press button (4-28/1). Then the screen on the right is displayed.
3. When the machine is equipped with a camera system, open the pull down menu (4-28/2) and select the operating mode for the read result.
4. Use the buttons (4-28/4) to set the preselection counter. Or enter the value in the entry field (4-28/3). This determines which x product should create an offset on the delivery belt.
5. Enable the function. The box (4-28/5) must be ticked. Then only the first envelope of a group is placed offset from the other envelopes on the delivery belt.
6. Press button (4-28/6) to leave the submenu.

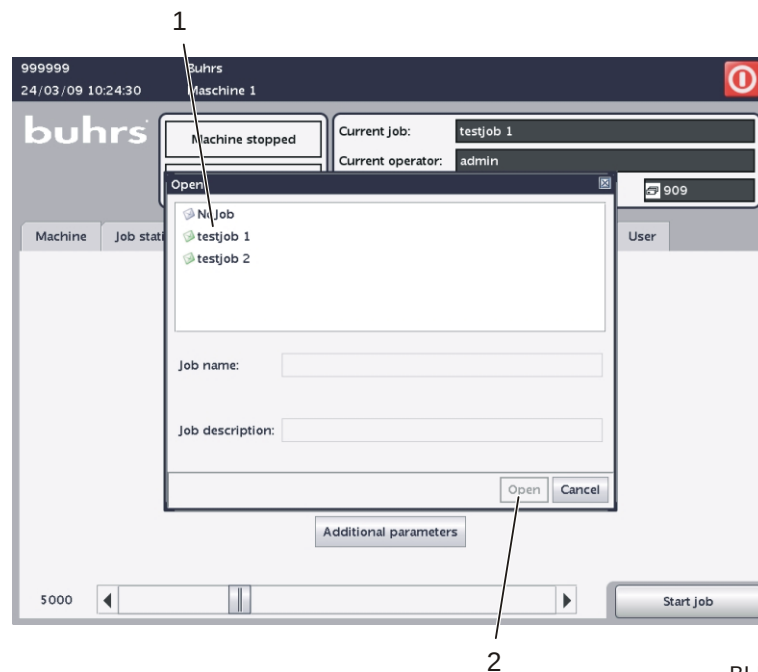
4.12.6 Selecting a Job

This chapter describes how to select a job. Provided that job templates have already been defined. Otherwise carry out the instructions in these chapters first:

- 4.11 Creating a Job, page 4-24 and
- 4.12 Setting up a Job, page 4-26.

Please carry out the following steps for selecting:

1. Select the "Job management" tab.
2. Press the "Select job" menu. This opens the "Open" menu.



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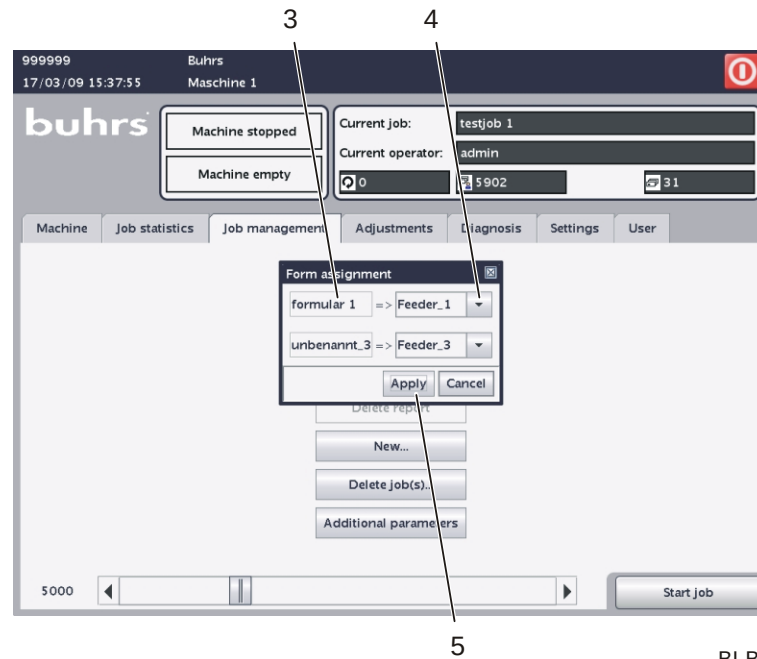
Figure 4-29: "Open" Menu

Description of items in figure 4-29:

1	job list	2	"Open" button
---	----------	---	---------------

3. Select the desired job from the job list (4-29/1). When a job is selected, the button (4-29/2) is enabled.
4. Press button (4-29/2). This opens the "Form assignment" menu.

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Figure 4-30: "Form Assignment" Menu

Description of items in figure 4-30:

3	defined forms on the left side	5	"Apply" button
4	pull down menu		

5. Select a feeder from the pull down menu (4-30/5) and assign the form (4-30/3).
6. Press button (4-30/5) to accept the selection. This also closes the menu.

4.13 Starting a Job

With the selection of a job, the descriptions of the products of the job programme is displayed. It is recommended that the operator verifies the loaded material prior to starting the job.

Press the "Start job" button to start the job processing. The colour of the button changes from grey to green and the button shows "Stop job". Press this button again and the button's colour and text changes again, see chapter 4.13.1 Graphic Machine Display, page 4-38.

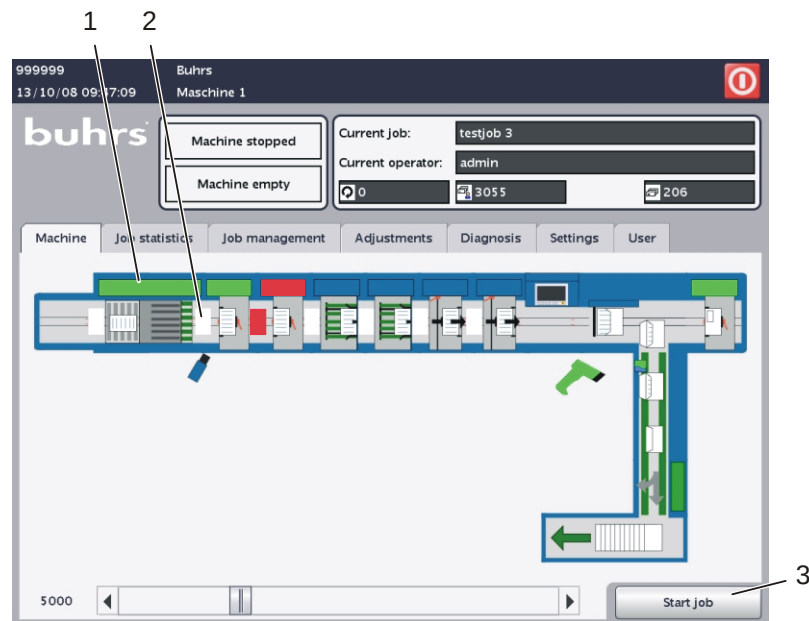
If the "Job statistics" dialogue is not opened for this job, this dialogue is displayed when the control system receives the first data. If statistic data already exists, the recording is continued, see chapter "Job Statistics" Dialogue, page 5-9.

If the operator stops the job, components such as feeder and envelope feeder stop sequentially. The processing of products in the machine is completed and the machine is switched into idle state.

If the job is restarted before the machine has cleared, processing will be resumed.

4.13.1 Graphic Machine Display

This figure shows the current machine configuration. Each component is represented by a graphical module. One part of the module is used to display the status of the operating mode.



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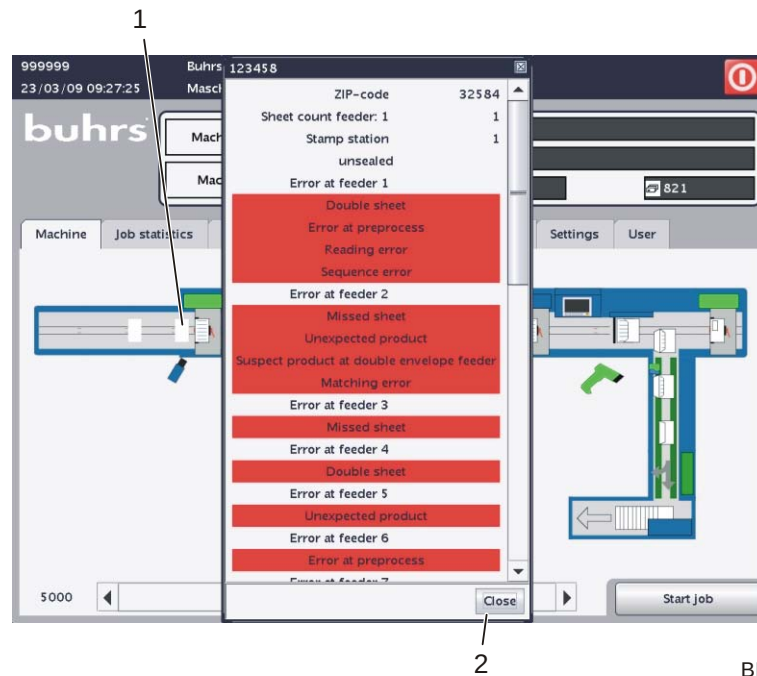
Figure 4-31: Machine Display

Description of items in figure 4-31:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Status display of the machine ²⁾	²⁾ Displays the machine state. - no colour = module is switched off - light green = module is switched on - dark green = module is in the "selective" operating mode - red = an error has occurred at the module - yellow = level warning
2	Status display of the products ²⁾	²⁾ Displays the status of the products. - white = faultless product - red = faulty product For a detailed description of faulty products, see Mailpiece Data dialogue, page 4-39.
3	Start/Stop job ¹⁾	¹⁾ Starts / stops the job.

Mailpiece Data

During the job, the "Mailpiece data" dialogue gives you all important information on the product to be processed.



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Figure 4-32: "Mailpiece Data" Dialogue

Description of items in figure 4-32:

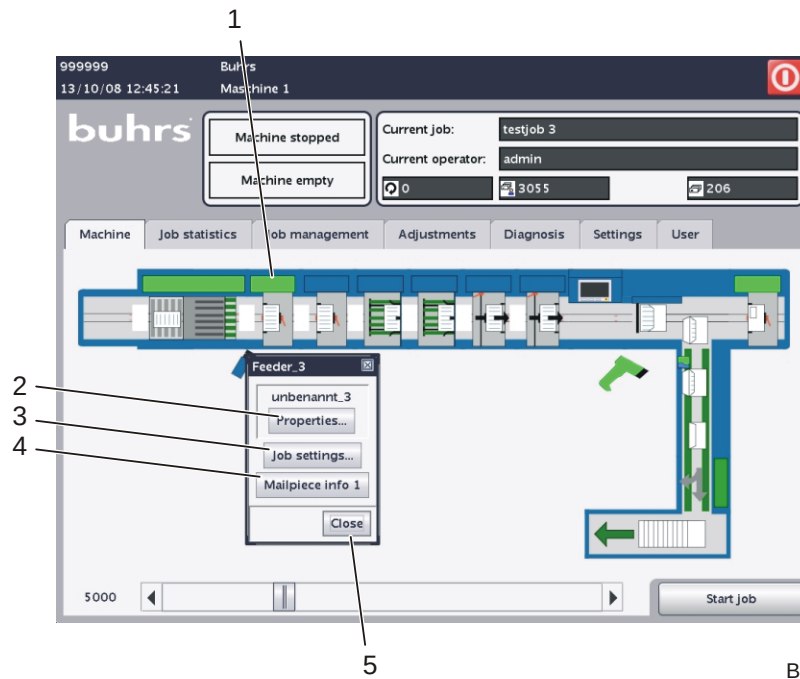
1 product	2 "Close" button
-----------	------------------

To display the mailpiece data, please carry out the following steps:

1. Select one of the red products (4-32/1) to display this dialogue. This dialogue displays all information.
2. Press button (4-32/2) to close the dialogue.

4.13.2 Opening and Editing a Job

This chapter describes how to display a dialogue, e.g., for a feeder. This dialogue allows you to open and process further dialogues to set up the job.



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Figure 4-33: Feeder 3 (Example)

Description of items in figure 4-33:

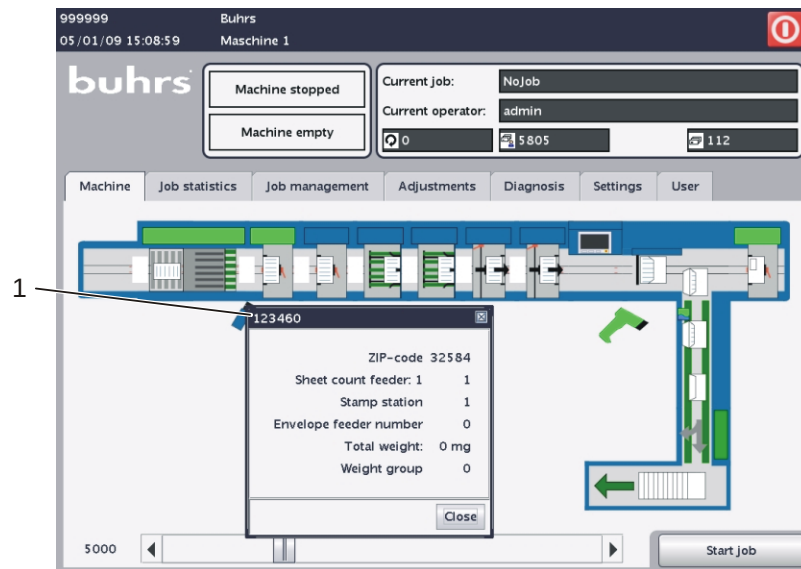
1 feeder 3	4 "Mailpiece info" button
2 "Properties" button	5 "Quit" button
3 "Job settings" button	

To open the dialogue, please carry out the following steps:

1. Press the feeder station (4-33/1) in the main screen.
2. Press button (4-33/2). This calls the "Properties of form" dialogue, see figure 4-16. This dialogue is used to view, change and save the properties of the form.
3. Press button (4-33/3). This opens the "Job settings" submenu, see chapter 4.8 Creating a New Form, page 4-16.
4. Press button (4-33/4). This calls the "Mailpiece data" dialogue, see chapter Viewing "Mailpiece Data 1", page 4-41.
5. Press button (4-33/5) to close the dialogue.

4.13.3 Viewing "Mailpiece Data 1"

This dialogue displays detailed information on the mailpiece. However, only parameters with not empty values fields will appear.



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Figure 4-34: Mailpiece Data

Description of items in figure 4-34:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Identification number ²⁾	²⁾ Displays the identification number of this mailpiece.

Press the "Close" button to close this dialogue.

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The maximum contents of this dialogue are defined by the mailpiece data set:

Data set	Contents
document ID	ASCII character, contains (a segment of) the decimal coded read data
job ID	ASCII character, contains (a segment of) the decimal coded read data
zip code	ASCII character, contains (a segment of) the decimal coded read data
last subset	last mailpiece for the piece level
first subset	first mailpiece for the piece level
SheetcntInputnn	> 0 if the envelope contains material from system n, otherwise = 0
SheetcntFeedernn	> 0 if the envelope contains material from feeder nn, otherwise = 0
SheetcntTypexx	> 0 if the envelope contains material type xx , otherwise = 0
envelope feeder	1 – envelope from feeder 1, 2 – envelope from feeder 2, 0 – no envelope
total weight	total filled envelope weight in milligram
weight group	weight group this envelope is assigned to
total thickness	total filled envelope thickness in 1/10 millimetre
thickness group	thickness group this envelope is assigned to
subset destination	1-.. = diverter number, 0 = End-Conveyor
meter no	1-.. = number of activated postage meter, 0 = none
marker no	1- activated envelope marker No 1, 2- No 2, 3- No 1+2, 0 = none
unsealed	1 = envelope has not been moistened
batch separation	ASCII character, contains batch code
machine stop	process stop with this mailpiece
machine clear	machine clears behind this mailpiece
data without paper	mailpiece has been removed
user accessible	possibly manually accessed
error info system channel	detailed error information system N
error info feeder NN	detailed error information feeder NN
error info base machine	detailed error information base machine
error info delivery section	detailed error information on the delivery belt

Table 4-1: Data Sets

4.13.4 Viewing Processed Mailpieces

There are two ways of viewing this data. First, via eject gate and second, via delivery belt. This chapter describes how to view a list with the mailpieces to be processed on the delivery belt. For this purpose, the machine need not to be stopped. If this list is opened for the first time, the last processed mailpieces are displayed. Older mailpieces can be viewed with the help of a scroll bar (4-35/2). These windows may stay open while the machine is running. This list is updated automatically.

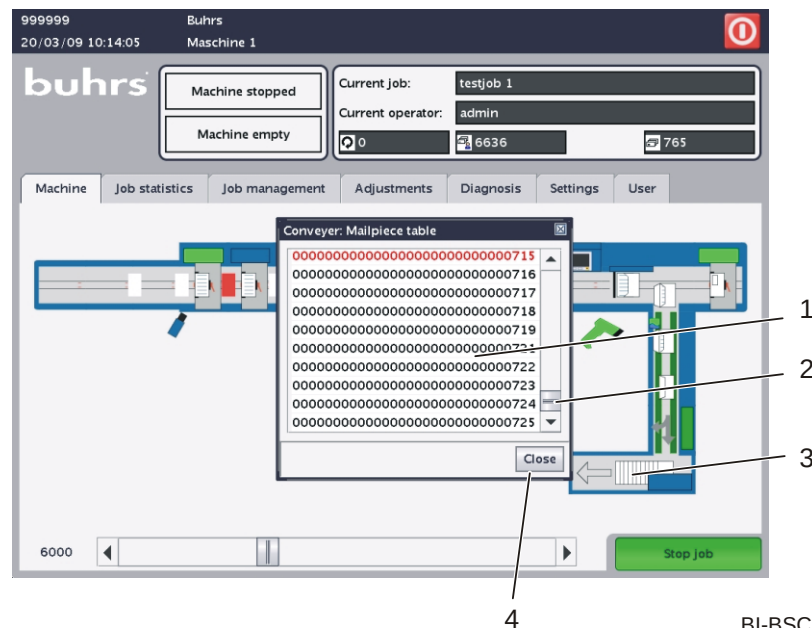


Figure 4-35: List of Mailpieces

Description of items in figure 4-35:

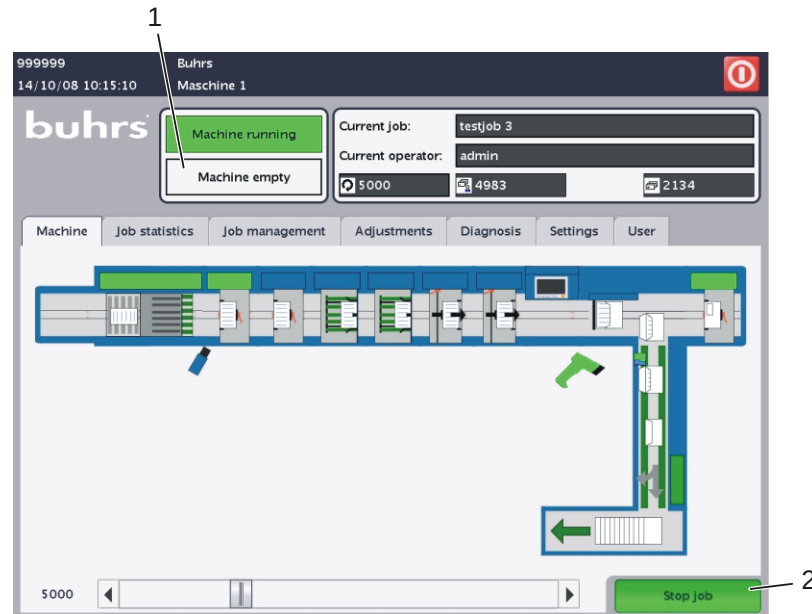
1	list	3	"Delivery belt" button
2	scroll bar	4	"Close" button

To view the mailpiece data, please carry out the following steps:

1. Press button (4-35/3).
2. Press the "Mailpiece table" button in the displayed "Delivery belt" (Conveyer) dialogue. This displays the "Conveyer: Mailpiece table" list (4-35/1). The coloured alarm lines have the following meaning:
 - Red = Information on the faulty processing of this mailpiece.
 - Black = Information on the faultless processing of this mailpiece.
3. Press button (4-35/4) to close the dialogue.

4.14 Stopping a Job

The processing of a job is terminated either on operator command "stop job" or by control code (Job Clear, Job ID change). The machine modules clear sequentially. During this process, the corresponding message is displayed in the display field (4-36/1). The clearing is completed when each mailpiece was processed and is placed on the delivery belt.



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Figure 4-36: Stopping a Job

Description of items in figure 4-36:

1	display field	2	"Stop job" button
---	---------------	---	-------------------

Press the "Stop job" button to stop a job.

NOTE!



On start job – even while the "clearing" function is active, the machine will resume processing.

Setting: Job management type "not named jobs"

If the job parameter "force report export" is active for the cleared job, the operator has to initiate job report transfer before another job can be selected.

Setting: Job management type "named jobs"

The operator is forced to send job reports before deletion.

Coded Control Information

"Job clear" and "Job selection" can be controlled by reading, provided suitable control code is available.

Readable control code	Recognition	Automation
"Job end" on the last form	control code reader	- machine clear after form with job end - possibly closing the job
"Job start" on the first form	control code reader	- job clear before document with job start - possibly closing the job
job ID as part of the printed control code on every sheet of the job	control code reader	- job clear before document with new job ID - possibly closing the job
job ID coded on a banner page of the new job	handheld reader	preparation of the next job

Table 4-2: Coded Control Information

NOTE!



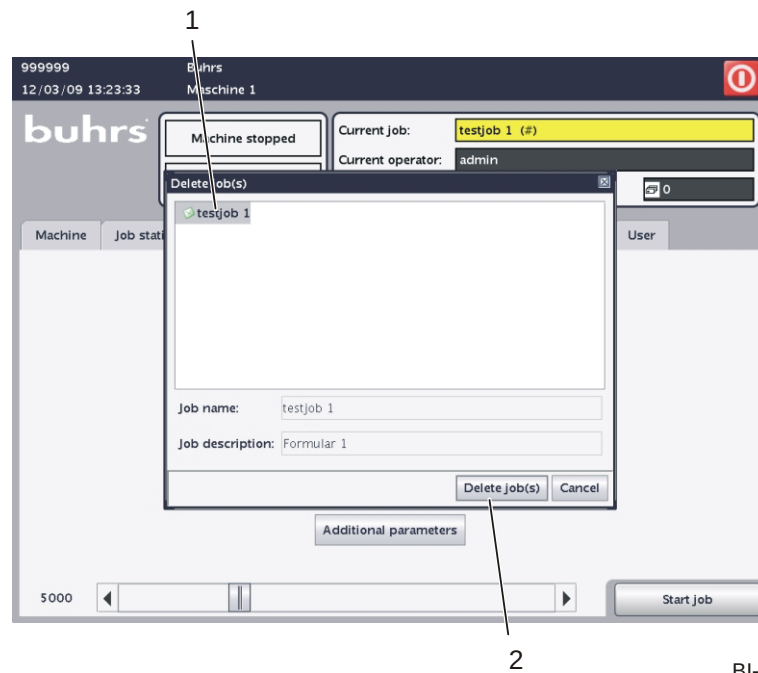
To detect the job ID of a new job, type and format of the printed code must not be changed.

4.15 Deleting a Job

This chapter describes how to delete a job.

To delete a user group, carry out the following steps:

1. Select the "Job management" tab.
2. Open the "Delete job(s)..." menu.



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Figure 4-37: "Delete Job(s)" Dialogue

Description of items in figure 4-37:

1	selection list with defined jobs	2	"Delete job(s)" button
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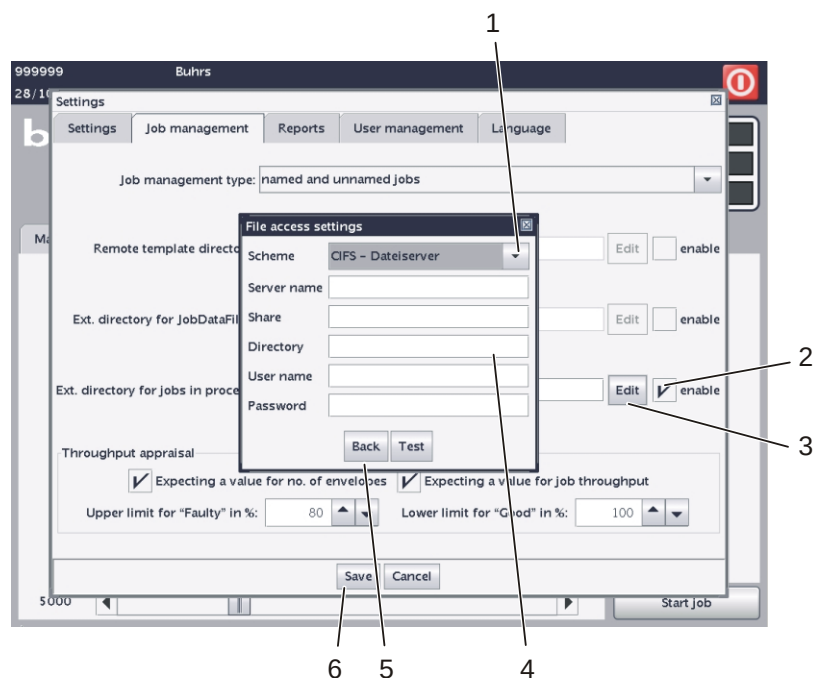
3. Select job (4-37/1).
4. Press button (4-37/2) to delete the job.
5. When the safety query is answered with "Yes", the following functions are queried:
 - Assign forms to the feeders.
 - The job report has not yet been sent. Do you want to send the following report now?
testjob 1

4.16 Defining Drives for Network Based Operation

This subchapter describes how to define remote drives for network based operation, e.g., remote directory for semi-processed jobs, in the "Job management" submenu. This procedure can also be used for all other settings.

Please carry out the following steps for adjustment:

1. Select the "Settings" tab.
2. Open the "Settings" menu.
3. Open the "Job management" submenu.



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Figure 4-38: "File Access" Dialogue

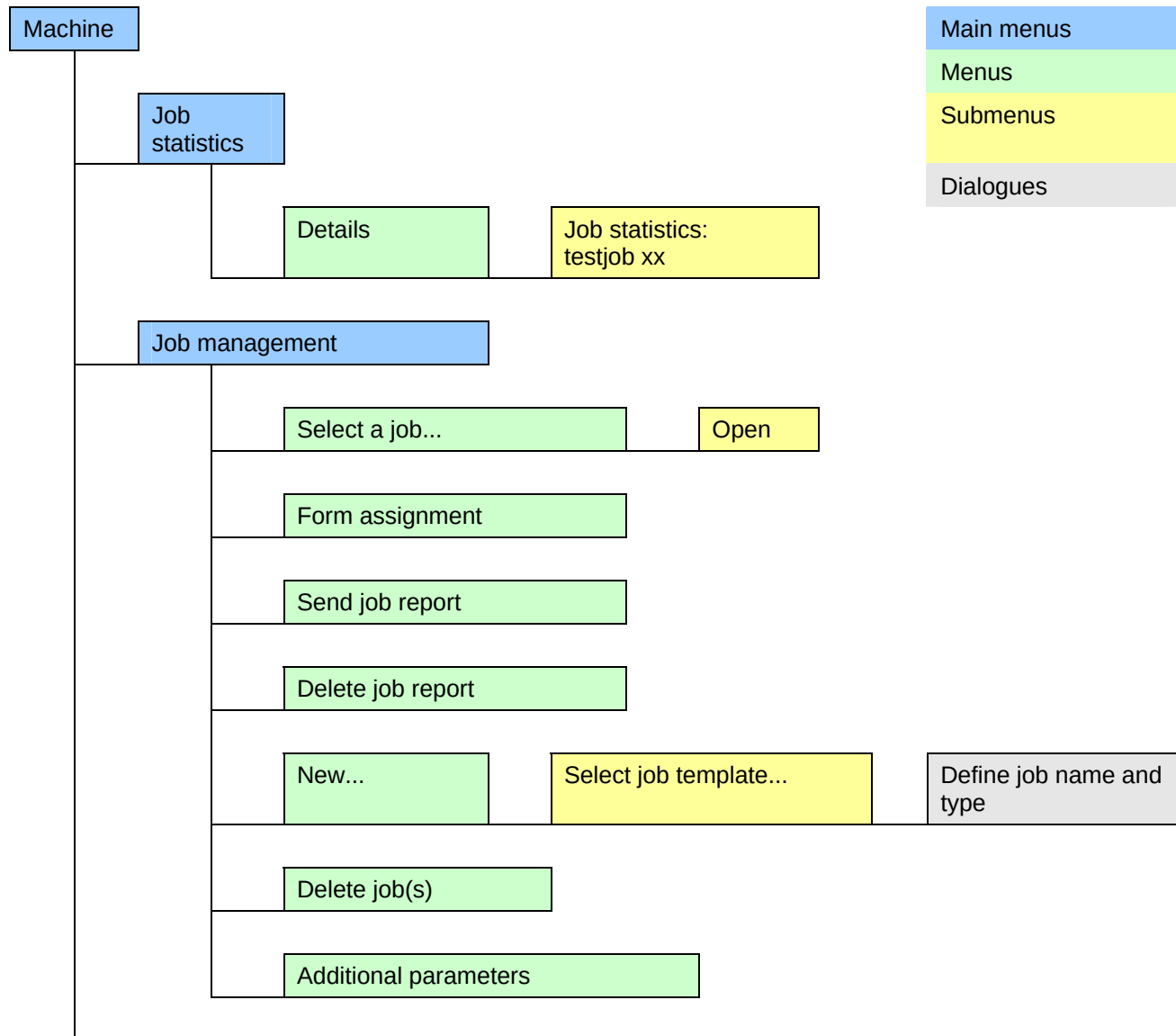
Description of items in figure 4-38:

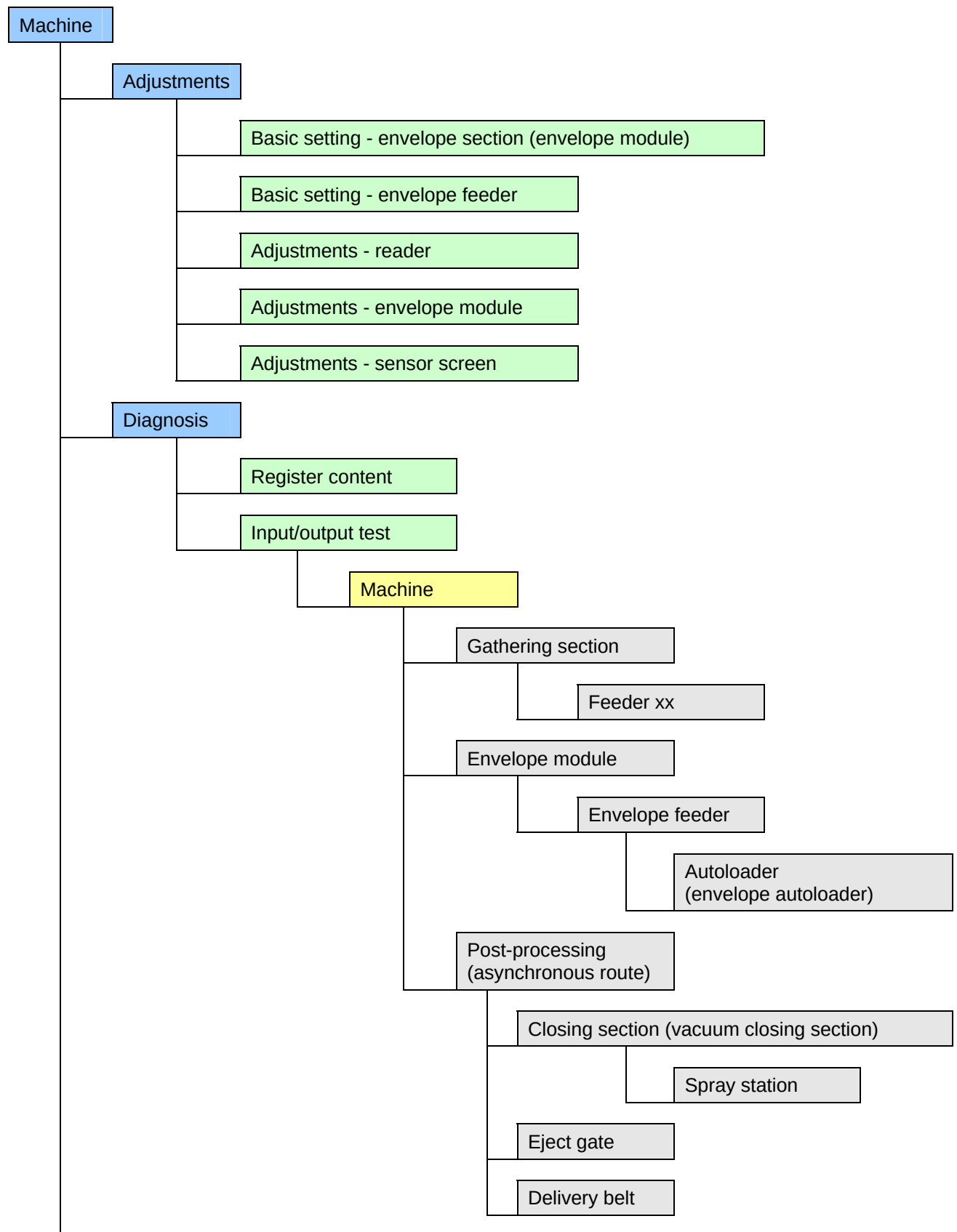
1 pull down menu	4 other entry fields
2 enable/disable the "Edit" button	5 "Back" button
3 "Edit" button	6 "Save" button

4. Press field (4-38/2). This enables button (4-38/3).
5. Press button (4-38/3). This calls this dialogue.
6. Open the pull down menu (4-38/1) and select the corresponding scheme.
7. Enter all other parameters in the entry fields (4-38/4).
8. Press button (4-38/5) to mask out the dialogue.
9. Press button (4-38/6) to save the settings.

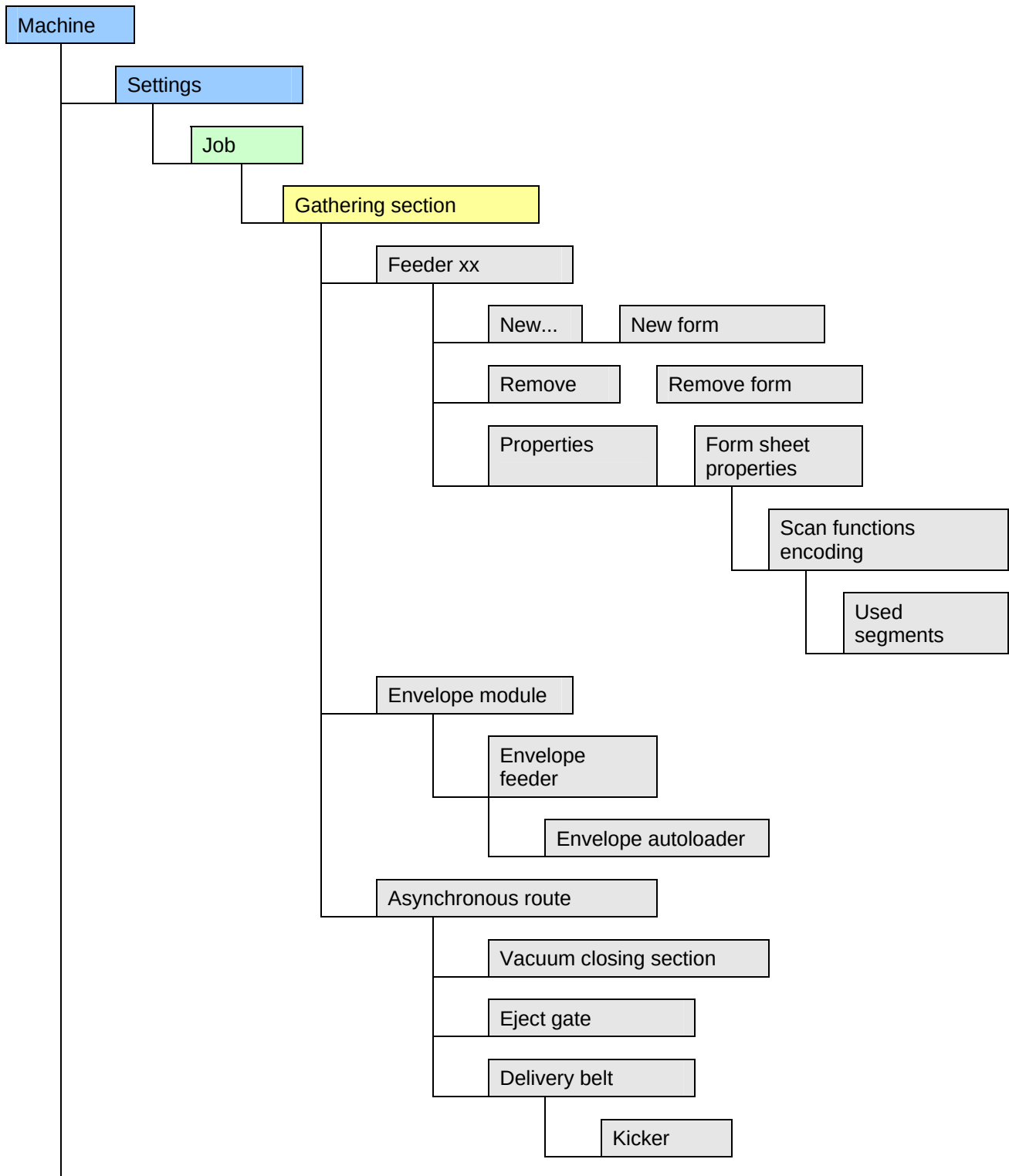
4.17 Menu Navigation

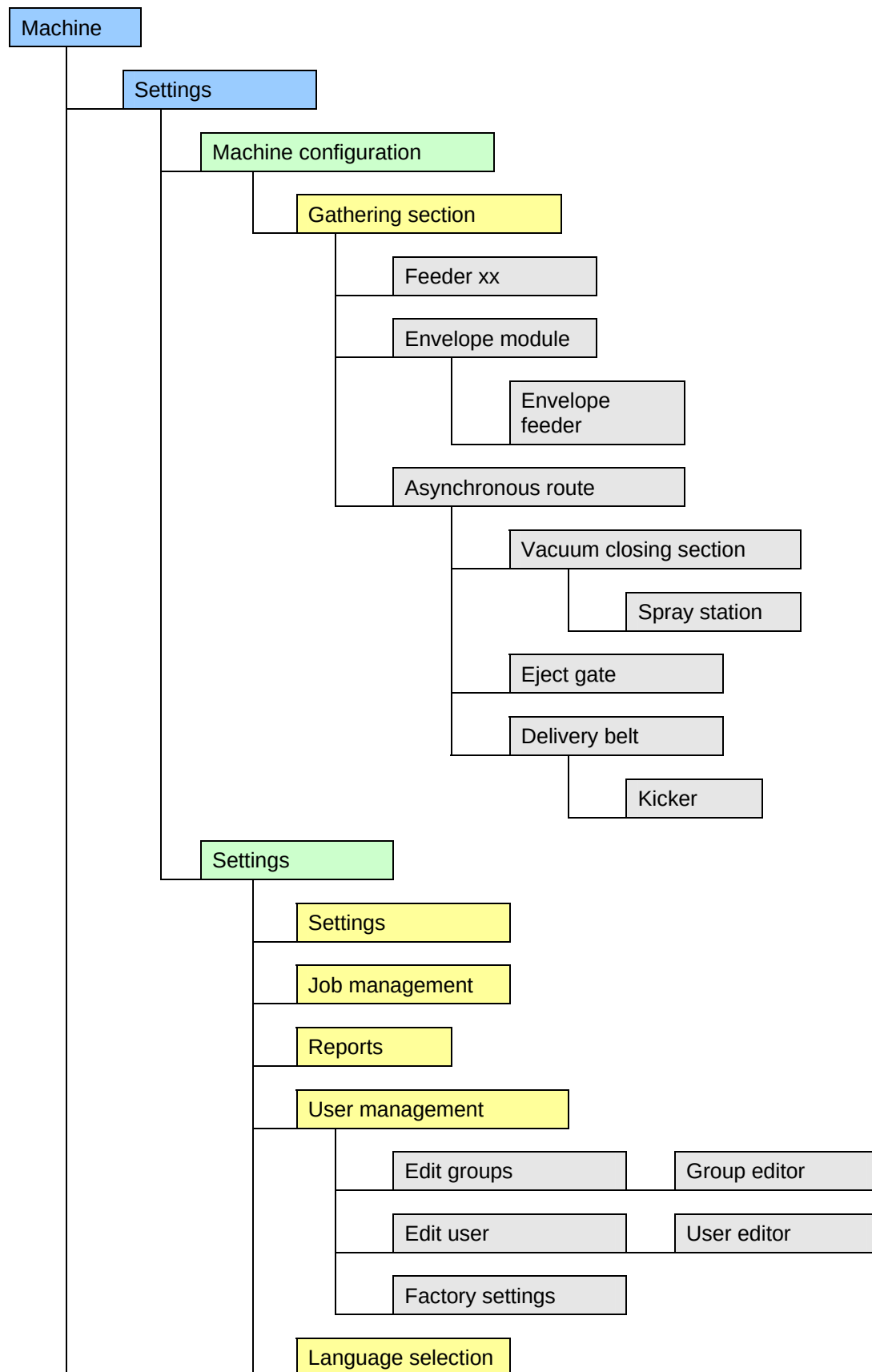
The following tree structure shows how the individual main menus, menus, submenus and dialogues can be called from the "Machine" main menu (start screen).



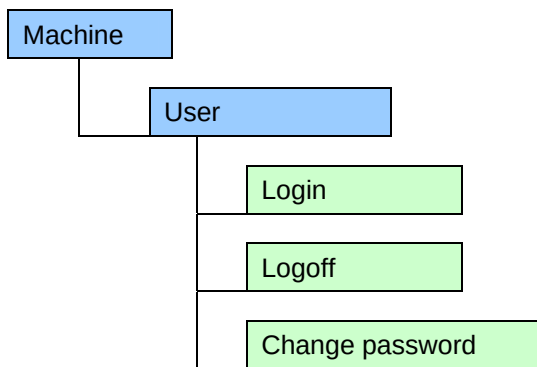


Working with the Buhrs System Controller





Working with the Buhrs System Controller



5 Description of the Screens

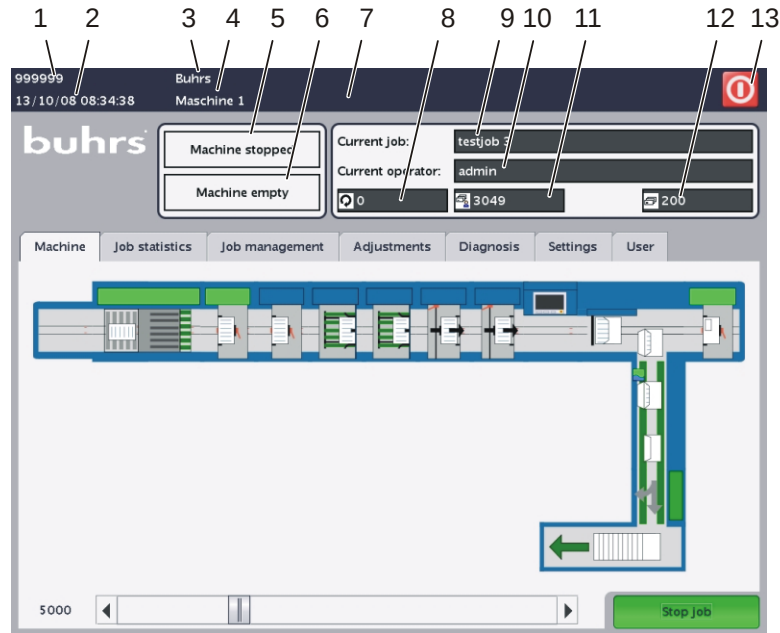
The following chapters describe the display fields and the control elements of several main menus, menus, submenus, and dialogues. By pressing any button, the assigned function is activated. To avoid any malfunctions or undesired actions, read the description before pressing any buttons.

To activate a defined function, press the box on the left of the text. The box is then displayed with the symbol ☒. To disable the function, press the box again and the symbol is removed.

Description of the Screens

5.1 "Machine" Main Menu

When the Buhrs System Controller (BSC) is ready for operation, the "Machine" main menu is displayed as start screen. The main menu displays all important status and product information. Use the touchscreen to navigate through all menus and to carry out settings.



BI-BSC3-BA-002a-ENG

Figure 5-1: Main Screen_1

Description of items in figure 5-1:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Machine number ²⁾	²⁾ Displays the machine number.
2	Date ²⁾	²⁾ Displays the date and time.
3	Customer ²⁾	²⁾ Displays the name of the customer.
4	Machine designation ²⁾	²⁾ Displays the machine name assigned by the operating company.
5	Status display ²⁾	²⁾ Displays the operating status of the machine: - machine OFF (field red) - machine stopped (field white) - machine runs (field green)

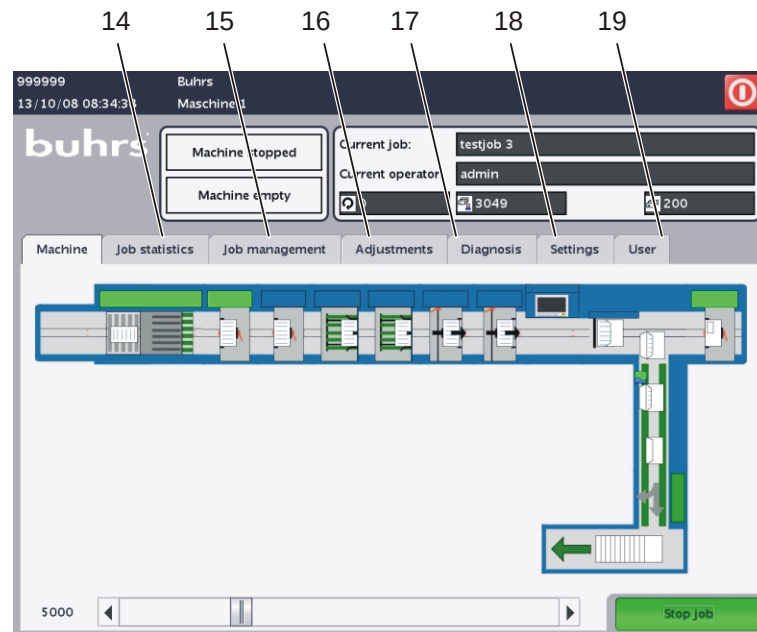
Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
6	Operating condition ²⁾	²⁾ Displays the operating condition of the machine: - machine empty (field white) - machine filled (field yellow)
7	Display field ²⁾	²⁾ Displays the operating and malfunction messages.
8	Speed ²⁾	²⁾ Displays the current machine speed.
9	Current job ²⁾	²⁾ Displays the job name.
10	Current operator ²⁾	²⁾ Displays the name of the operator logged in.
11	Production counter ²⁾	²⁾ Displays the counted products. By touching this field, a dialogue to reset the production counter appears.
12	Total number of products ²⁾	²⁾ Displays the total number of products for the current job.
13	Switch off ¹⁾	¹⁾ To switch off the BSC. Press the button to display a safety query to exit the BSC. If the BSC is terminated with the "Yes" button, the current settings are saved and the BSC is shut down.

NOTE!



At the end of operation, always shut down the control system with the button . Failure to comply with this results in the loss of current data.

Description of the Screens

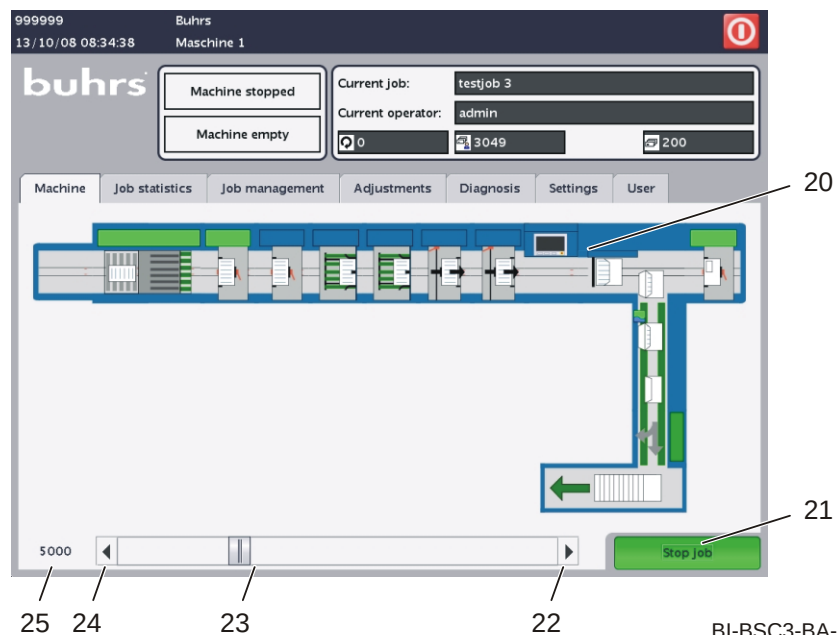


BI-BSC3-BA-002b-ENG

Figure 5-2: Main Screen_2

Description of items in figure 5-2:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
14	Job statistics ¹⁾	¹⁾ Calls up the "Job statistics" main menu. For a detailed description, see chapter 5.2 "Job Statistics" Main Menu, page 5-7.
15	Job management ¹⁾	¹⁾ Calls up the "Job management" main menu. For a detailed description, see chapter 5.3 "Job Management" Main Menu, page 5-10.
16	Adjustments ¹⁾	¹⁾ Calls up the "Adjustments" main menu. For a detailed description, see chapter 5.4 "Adjustments" Main Menu, page 5-20.
17	Diagnosis ¹⁾	¹⁾ Calls up the "Diagnosis" main menu. For a detailed description, see chapter 5.5 "Diagnosis" Main Menu, page 5-26.
18	Settings ¹⁾	¹⁾ Calls up the "Settings" main menu. For a detailed description, see chapter 5.6 "Settings" Main Menu, page 5-28.
19	User ¹⁾	¹⁾ Calls up the "User" main menu.



BI-BSC3-BA-002c-ENG

Figure 5-3: Main Screen_3

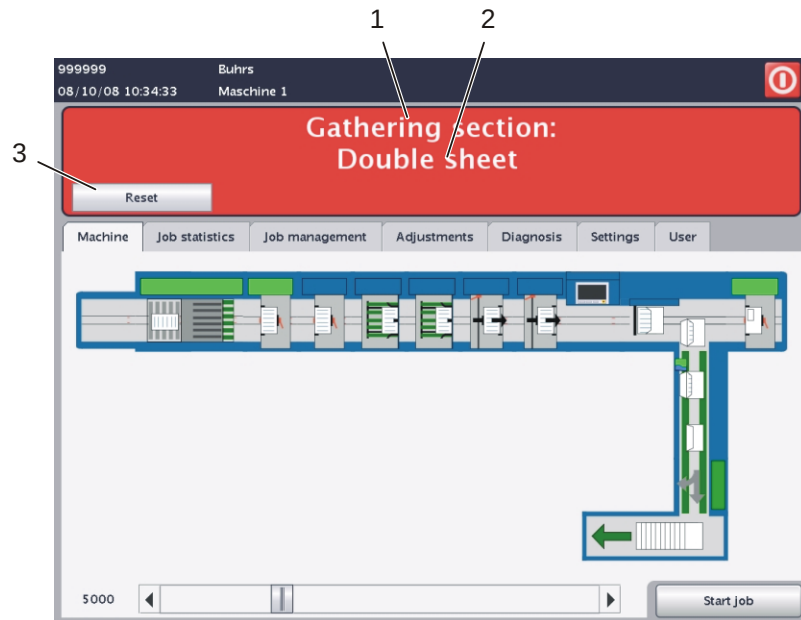
Description of items in figure 5-3:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
20	Graphic ¹⁾	¹⁾ Opens a corresponding dialogue to select a machine component. This dialogue allows you to display, e.g., the "Mailpiece data 1" dialogue with general information or to open the "Job settings" dialogue to set the selected components.
21	Start/Stop ¹⁾	¹⁾ Starts or stops the job processing. Once the job is started, the text on the button changes ("Stop job"). When the machine is stopped during the job processing, the text on the button changes again ("Start job").
22	Increase the machine speed ¹⁾	¹⁾ Increases the machine speed by 250 cycles/hour.
23	Speed regulator ¹⁾	¹⁾ Sets the machine speed.
24	Reduce the machine speed ¹⁾	¹⁾ Reduces the machine speed by 250 cycles/hour.
25	Speed ²⁾	²⁾ Displays the current machine speed.

Description of the Screens

5.1.1 Malfunction Message

During a malfunction, the colour of the field changes from black to red and displays information about the current malfunction. This figure shows the "double sheet" malfunction message of a feeder on the gathering section as example.



BI-BSC3-BA-033-ENG

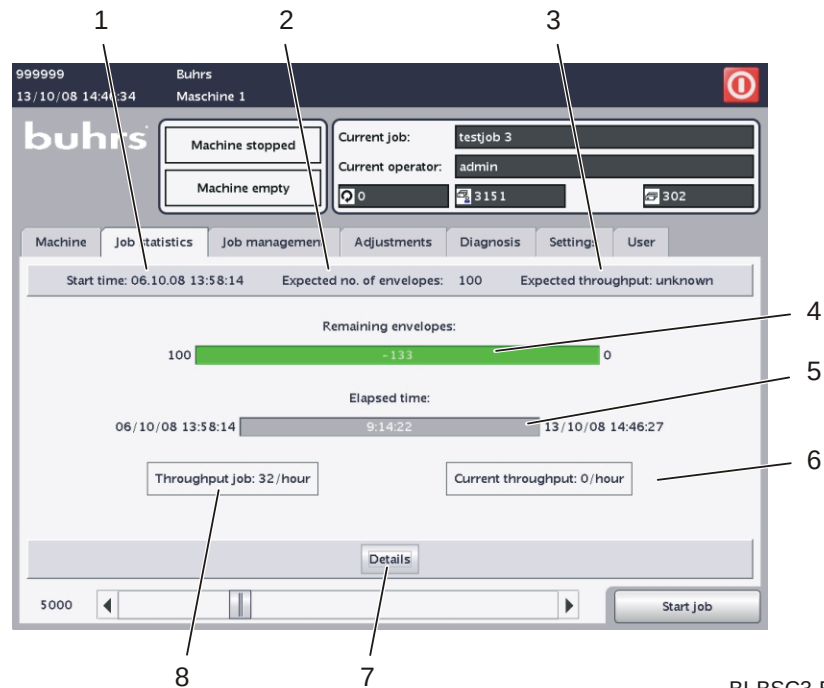
Figure 5-4: Malfunction - Double Sheet

Description of items in figure 5-4:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Location of malfunction ²⁾	²⁾ Displays the location of malfunction.
2	Cause of malfunction ²⁾	²⁾ Displays the cause of malfunction.
3	Reset button	¹⁾ Acknowledges the displayed malfunction message.

5.2 "Job Statistics" Main Menu

This main menu allows you to view detailed information about the jobs finished on this machine. This allows complete monitoring of the machine operation and utilisation.



BI-BSC3-BA-050-ENG

Figure 5-5: "Job Statistics" Main Menu

Description of items in figure 5-5:

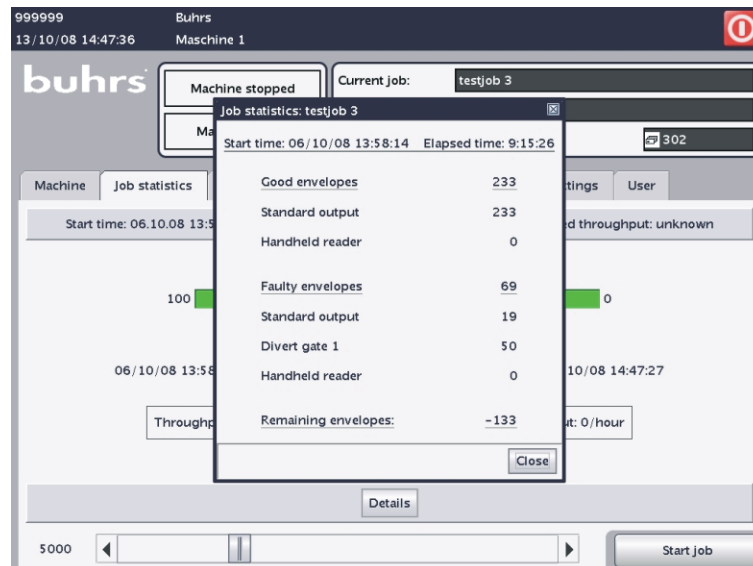
Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Start time ²⁾	²⁾ Displays the time when the job was started.
2	Expected number of envelopes ²⁾	²⁾ Displays the expected number of envelopes. This value is either defined in the "Job management" submenu, see chapter "Job Management" Submenu, page 5-50, or selected by means of the job files.
3	Expected production rate ²⁾	²⁾ Displays the expected production rate. This value is determined in the "Evaluation of the production rate" field, see chapter "Job Management" Submenu, page 5-50.
4	Progress bar ²⁾	²⁾ Displays the remaining number of envelopes for this job.

Description of the Screens

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
5	Progress bar ²⁾	²⁾ Displays the elapsed time for the job to be processed.
6	Current production rate ²⁾	²⁾ Displays the processed envelopes per hour.
7	Details ¹⁾	¹⁾ Calls up the "Job statistics" dialogue. For a detailed description, see chapter "Job Statistics" Dialogue, page 5-9.
8	Production rate job ²⁾	²⁾ Displays the number of the processed envelopes for the job per hour.

"Job Statistics" Dialogue

This dialogue shows the total number of good, faulty and remaining envelopes. It can be displayed automatically after the machine was emptied. This feature has to be configured in the "Settings / reports" menu. A table is created for each job started.



BI-BSC3-BA-051-ENG

Figure 5-6: "Job Statistics" Dialogue

NOTE!



Manually discarded mailpieces are added to the number of faulty mailpieces and subtracted from the number of good mailpieces.

Manually corrected mailpieces are added to the number of good mailpieces, but not subtracted from the number of faulty envelopes.

5.3 "Job Management" Main Menu

The BSC 3.0 supports the simple processing of jobs by preselecting a type from a selection list in the job management, particularly for direct selling:

- only not named jobs
- only named jobs
- named and not named jobs

This presetting can be made in the "Settings" main menu - "Job management" menu, see chapter "Job Management" Submenu, page 5-50.

The job management types "named jobs" and "named and not named jobs" are intended for machines equipped with a standard network interface.

For machines without network interface, we recommend the type "only named jobs" since job reports cannot be displayed. Nevertheless, invisible reports are created which must be managed.

The three job management types are explained in the following table.

only not named jobs	only named jobs	named and not named jobs
Jobs without name can be started.	Each job has its individual name.	A combination of both functions.
If only a standard job report is available.	A report is available for each job.	
	A job programme is assigned to each job and saved.	
Several numbers for job templates can be available.	Several numbers for job templates can be available.	
The actual report can be deleted at any time.	A deleted report is no longer available.	
There is no need to delete job data.	Named jobs can be deleted at any time.	
	Named jobs can be moved and continued.	
The option "Send job report data" is not available.	The option "Send job report data" is available.	
A job can be started from a template.	A job cannot be started from a template.	The option "only named jobs" is available.
The option "only named jobs" is not available.		

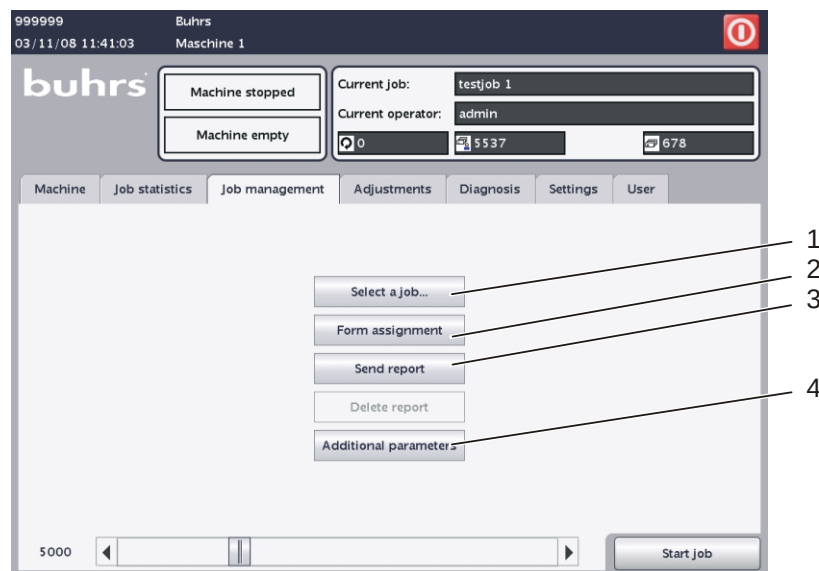
Table 5-1: Job Management Types

5.3.1 Simple Job Management

The simple job management "only not named jobs" can be used for jobs without assigned names. The operator can select a job from a template and start the job for which data has been created. The BSC 3.0 automatically uses this job management type when the function "only not named jobs" was selected.

Properties:

- Only current standard reports are available.
- An arbitrary number of job templates is available.
- The current job report can be deleted by the operator at any time.
- A set of job data has just been created.



BI-BSC3-BA-017-ENG

Figure 5-7: "Job Management" Main Menu

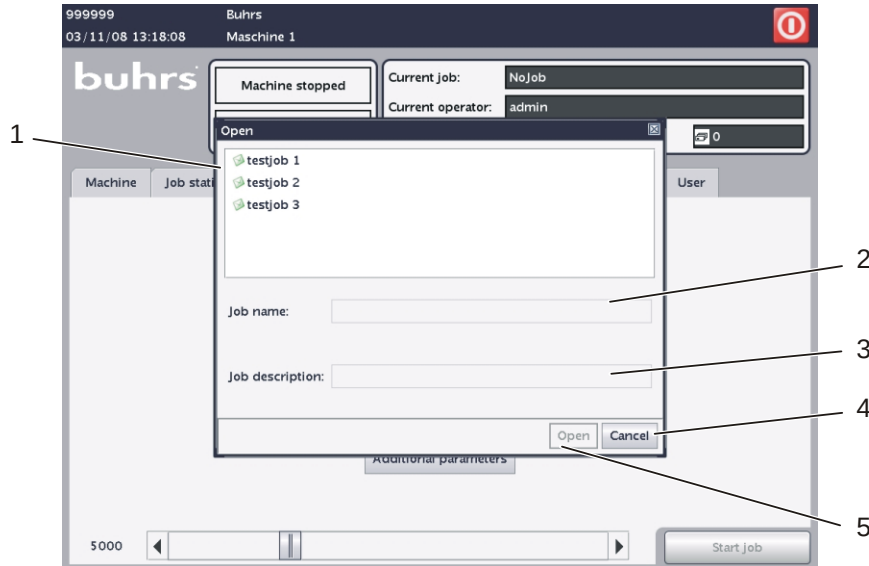
Description of items in figure 5-7:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Select a job ¹⁾	¹⁾ Calls up the "Select a job" menu. For a detailed description, see chapter "Select a Job" Menu, page 5-12.
2	Form assignment ¹⁾	¹⁾ Calls up the "Form assignment" menu. For a detailed description, see chapter "Form Assignment" Menu, page 5-13.
3	Send report ¹⁾	¹⁾ Sends the current job report.
4	Additional parameters ¹⁾	¹⁾ Calls up the "Additional parameters" menu. For a detailed description, see chapter "Additional Parameters" Menu, page 5-14.

Description of the Screens

"Select a Job" Menu

In this menu, you can select created jobs from the selection list and edit them. Before a new job can be created, check whether a job with the required parameters is already available.



BI-BSC3-BA-018-ENG

Figure 5-8: "Select a Job" Menu

Description of items in figure 5-8:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Selection list ²⁾	²⁾ Displays all defined jobs.
2	Job name ²⁾	²⁾ Displays the selected job name.
3	Job description ²⁾	²⁾ Displays the assigned job description.
4	Cancel ¹⁾	¹⁾ Cancels the procedure and masks out the menu.
5	Open ¹⁾	¹⁾ Opens the "Form assignment" dialogue. For a detailed description, see chapter "Form Assignment" Menu, page 5-13.

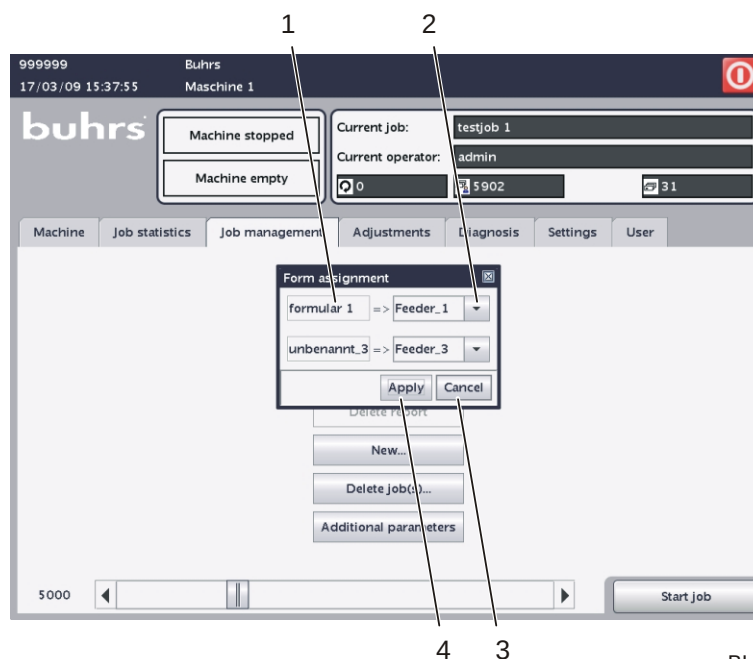
NOTE!



By selecting a new job, the reports saved in the database are deleted.

"Form Assignment" Menu

This dialogue is used to assign defined forms to selected feeders.



BI-BSC3-BA-020-ENG

Figure 5-9: "Form Assignment" Menu

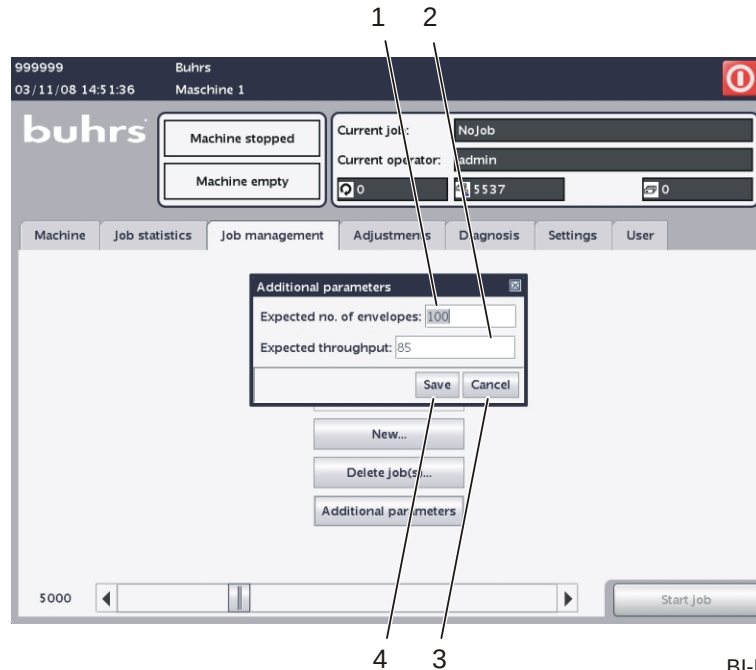
Description of items in figure 5-9:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Defined forms ²⁾	²⁾ Displays all defined forms on this side of the dialogue.
2	Pull down menu ¹⁾	¹⁾ Assigns a form to the feeder.
3	Cancel ¹⁾	¹⁾ Cancels the procedure and masks out the menu.
4	Apply ¹⁾	¹⁾ Takes over the setting and masks out this dialogue.

Description of the Screens

"Additional Parameters" Menu

In this menu, the additional parameters for the expected number of envelopes and the expected production rate for each job is defined separately. If parameters have already been entered in this menu, these can be overwritten.



BI-BSC3-BA-019-ENG

Figure 5-10: "Additional Parameters" Menu

Description of items in figure 5-10:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Expected number of envelopes ²⁾	²⁾ Takes over the entry.
2	Expected production rate ²⁾	²⁾ Takes over the entry.
3	Cancel ¹⁾	¹⁾ Cancels the procedure and masks out the menu.
4	Save ¹⁾	¹⁾ Saves the settings and masks out this menu.

NOTE!



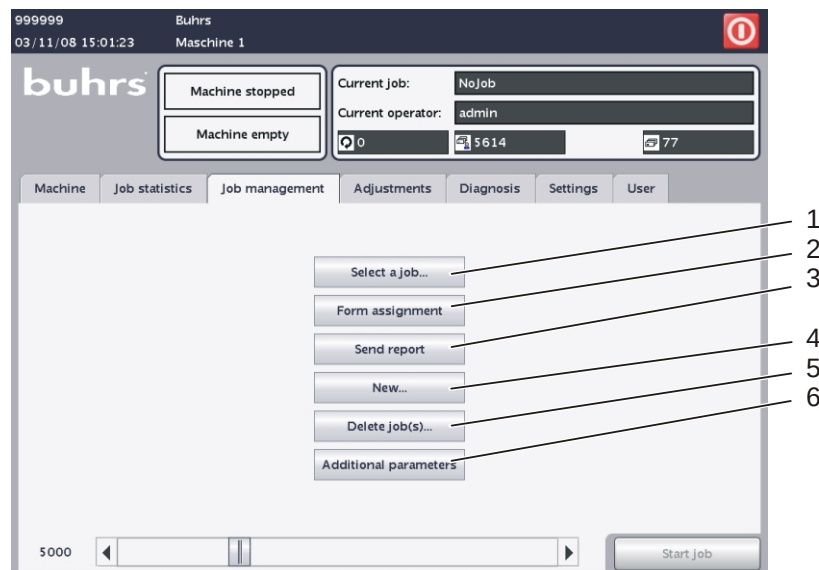
If a template already exists for a job, this template is evaluated by the database.

5.3.2 Special Job Management

With the special type of job management "only named jobs", each job is assigned its own name. Before starting the job, this name can be assigned by the operator manually or with a handheld reader for scanned data. The created reports for this job are saved in a database. The BSC 3.0 automatically uses this type of job management when the function "only named jobs" was selected.

Properties:

- The jobs have their own names.
- A report is saved for each job.
- The individual parameters are saved for each job report. When a job is continued, the respective template will not be influenced by the current job.
- An arbitrary number of job templates may be available. These job templates can be used as basis for named jobs.
- A job report can and must be deleted after a certain time. The entire job reports cannot be deleted.
- A named job can be set after the processing of another job has been started.



BI-BSC3-BA-021-ENG

Figure 5-11: "Job Management" Main Menu

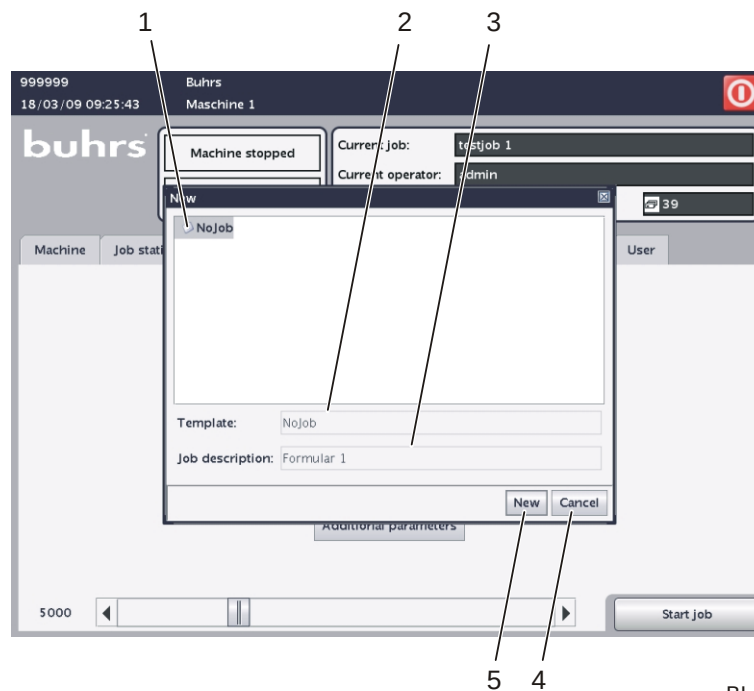
Description of the Screens

Description of items in figure 5-11:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Select a job ¹⁾	¹⁾ Calls up the "Select a job" menu. For a detailed description, see chapter "Select a Job" Menu, page 5-12.
2	Form assignment ¹⁾	¹⁾ Calls up the "Form assignment" menu. For a detailed description, see chapter "Form Assignment" Menu, page 5-13.
3	Send report ¹⁾	¹⁾ Sends the current job report.
4	New ¹⁾	^{1) 1)} Calls up the "New" menu. For a detailed description, see chapter "New" Menu, page 5-17.
5	Delete job(s) ¹⁾	¹⁾ Deletes the current job. For a detailed description, see chapter "Delete Job(s)..." Menu, page 5-35.
6	Additional parameters ¹⁾	¹⁾ Calls up the "Additional parameters" menu. For a detailed description, see chapter "Additional Parameters" Menu, page 5-14.

"New" Menu

In this menu, new jobs can be created or existing jobs can be changed.



BI-BSC3-BA-069-ENG

Figure 5-12: "New" Menu

Description of items in figure 5-12:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Selection list ²⁾	²⁾ Selects a defined job. If there are no defined jobs, the designation "NoJob" is displayed.
2	Job template ²⁾	²⁾ Displays the selected job name.
3	Job description ²⁾	²⁾ Displays the assigned form for the selected job name.
4	Cancel ¹⁾	¹⁾ Cancels the procedure and masks out the menu.
4	New ¹⁾	¹⁾ Opens the "New" dialogue. For a detailed description, see chapter "New..." Dialogue, page 5-32, figure 5-24.

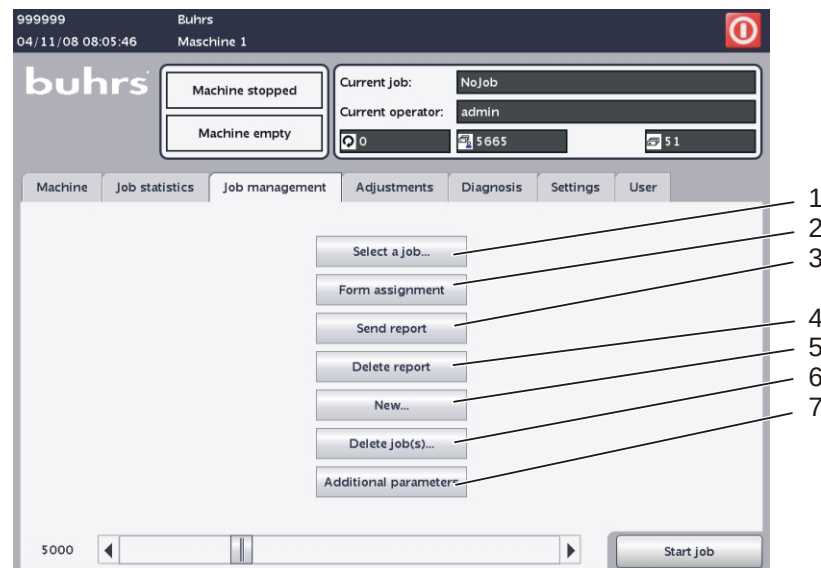
Description of the Screens

5.3.3 Combined Job Management

In the combined job management "named and not named jobs", the BSC 3.0 can be edited by another BSC 3.0. When a new job is created, the special job management is automatically assigned to this job. The activated job template is taken over for the new job and the current job report (standard report) is continued. The BSC 3.0 uses this combined job management when this type of job management is selected.

Properties:

- Jobs with the presetting "named and not named jobs" can be processed.
- If no named job is active, the operator can delete the job report at any time.
- Job reports of named jobs cannot be deleted.
- An arbitrary number of job templates is available.
- A job report can and must be deleted after a certain time.
- A named job can be set after the processing of another job has been started.



BI-BSC3-BA-025-ENG

Figure 5-13: "Job Management" Main Menu

Description of items in figure 5-13:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Select a job ¹⁾	¹⁾ Calls up the "Select a job" menu. For a detailed description, see chapter "Select a Job" Menu, page 5-12.
2	Form assignment ¹⁾	¹⁾ Calls up the "Form assignment" menu. For a detailed description, see chapter "Form Assignment" Menu, page 5-13.
3	Send report ¹⁾	¹⁾ Sends the current job report.
4	Delete report ¹⁾	¹⁾ Deletes the current job report.
5	New ¹⁾	¹⁾ ¹⁾ Calls up the "New" menu. For a detailed description, see chapter "New" Menu, page 5-17.
6	Delete job(s) ¹⁾	¹⁾ Deletes the current job. For a detailed description, see chapter "Delete Job(s)..." Menu, page 5-35.
7	Additional parameters ¹⁾	¹⁾ Calls up the "Additional parameters" menu. For a detailed description, see chapter "Additional Parameters" Menu, page 5-14.

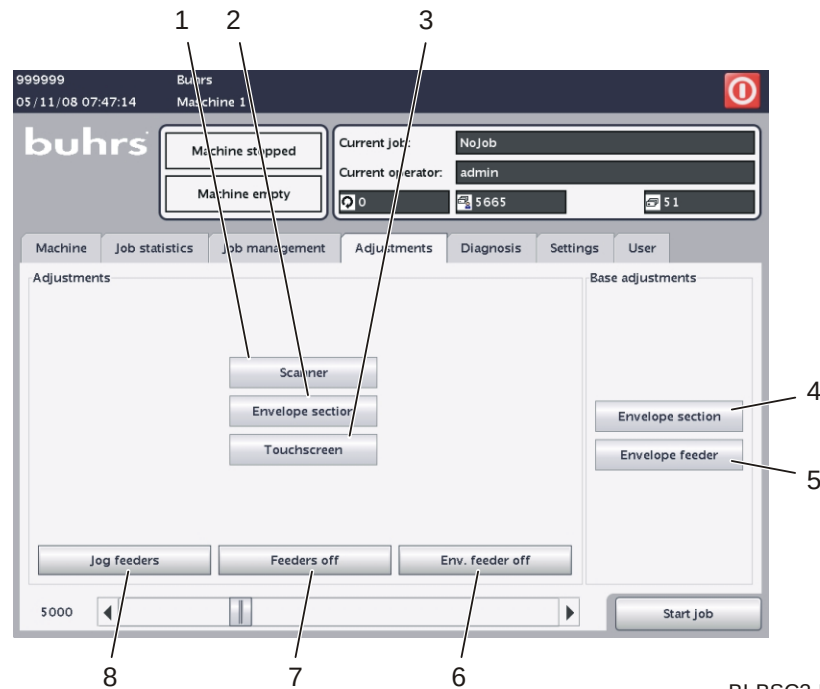
NOTE!



When the operator selected "not named jobs" in the job management, the job reports will be deleted after modifications, provided that the job template of the not named job of the last processed job has another job name.

5.4 "Adjustments" Main Menu

This main menu is required for job preparation. In this menu, the fine adjustment is carried out to compensate tolerances between machine components and products.



BI-BSC3-BA-027-ENG

Figure 5-14: "Adjustments" Main Menu

Description of items in figure 5-14:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Reader ¹⁾	¹⁾ Calls up the "Reader" menu. For a detailed description, see chapter "Adjustments/Reader" Menu, page 5-22.
2	Envelope section ¹⁾	¹⁾ Calls up the "Envelope module" menu. For a detailed description, see chapter 5.4.2 "Adjustments/Envelope Section" Menu, page 5-23.
3	Touchscreen ¹⁾	¹⁾ Calls up the "Touchscreen" menu. The touchscreen can be calibrated in this menu, a description can be found in chapter 4.1 Touchscreen Calibration, page 4-2.
4	Envelope section ¹⁾	¹⁾ Calls up the "Envelope module" menu. For a detailed description, see chapter 5.4.3 "Base Adjustments/Envelope Section" Menu, page 5-24.
5	Envelope feeder ¹⁾	¹⁾ Calls up the "Envelope feeder" menu. For a detailed description, see chapter 5.4.4 "Base Adjustments/Envelope Feeder" Menu, page 5-25.
6	Env. feeders off ¹⁾	¹⁾ Switches the envelope feeder off. The button colour changes.
7	Feeders off ¹⁾	¹⁾ Switches the feeders off. The button colour changes.
8	Jog feeders ¹⁾	¹⁾ Switches the feeder to the "Jog" operating mode. The button colour changes.

Description of the Screens

5.4.1 "Adjustments/Reader" Menu

Read systems can be configured as additional components at feeders, envelope feeder and system channels. This menu supports the read system on the gathering section by displaying the read result as raw data and decoded data.



BI-BSC3-BA-066-ENG

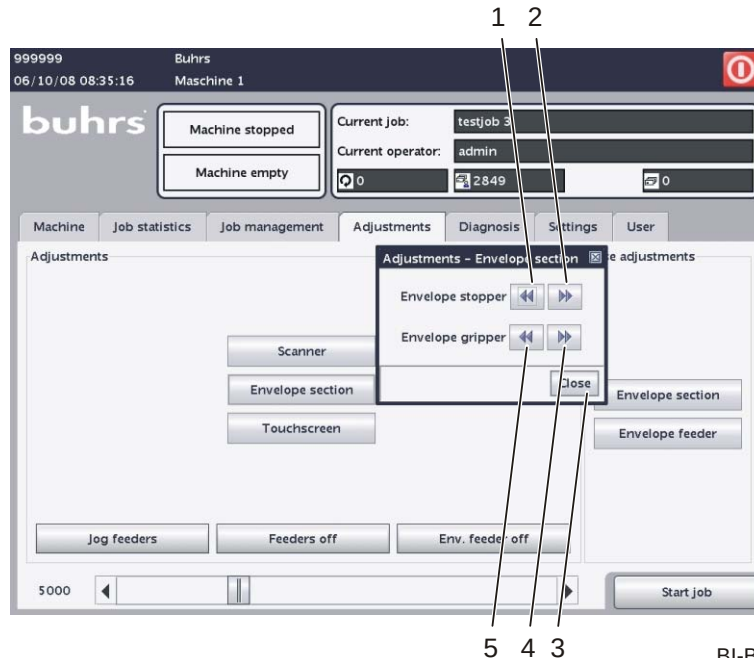
Figure 5-15: "Adjustments/Reader" Menu

Description of items in figure 5-15:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Content ²⁾	²⁾ Displays the read result.
2	Segment results ²⁾	²⁾ Displays the individual configured segments.
3	Function results ²⁾	²⁾ Displays the individual read functions.
4	Close ¹⁾	¹⁾ Closes this dialogue.
5	Poor results ²⁾	²⁾ Displays the number of poor read results.
6	Start/Stop ¹⁾	¹⁾ Starts or stops the image acquisition. The last segment and decoding result is displayed.
7	Good results ²⁾	²⁾ Displays the number of good read results.

5.4.2 "Adjustments/Envelope Section" Menu

This menu is used to adjust the envelope stoppers and envelope grippers.



BI-BSC3-BA-032b-ENG

Figure 5-16: "Adjustments/Envelope Section" Menu

Description of items in figure 5-16:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Envelope stopper backward ¹⁾	¹⁾ Sets the envelope stopper back.
2	Envelope stopper forward ¹⁾	¹⁾ Sets the envelope stopper forward.
3	Close ¹⁾	¹⁾ Closes the menu.
4	Envelope gripper forward ¹⁾	¹⁾ Sets the envelope gripper forward.
5	Envelope gripper backward ¹⁾	¹⁾ Sets the envelope gripper back.

Description of the Screens

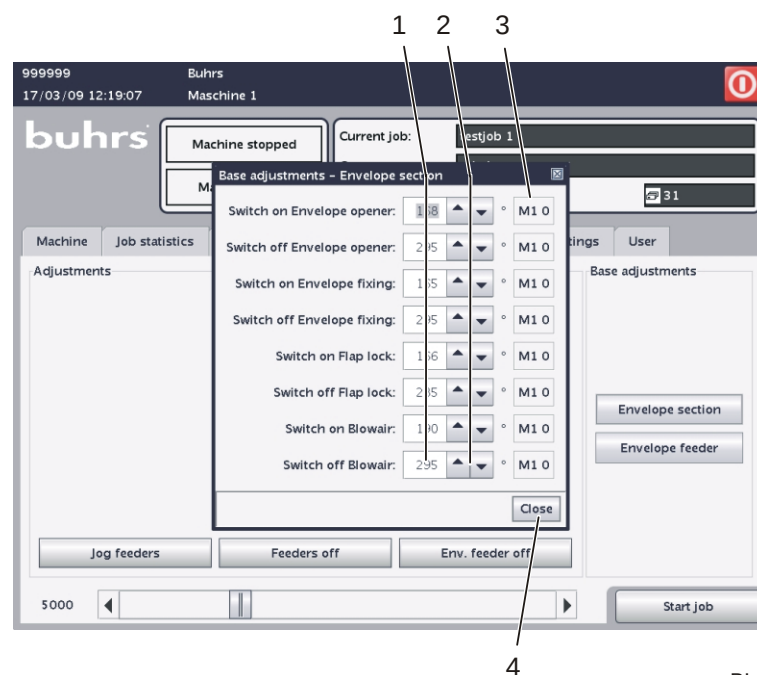
5.4.3 "Base Adjustments/Envelope Section" Menu

In this menu, the cam switch points can be adjusted. This adjustment is made by the factory and must not be changed unless approved by Buhrs-ITM.

CAUTION - Property Damage!



Changing the cam switch points can result in malfunctions and may damage the component.



BI-BSC3-BA-067-ENG

Figure 5-17: "Base Adjustments/Envelope Section" Menu

Description of items in figure 5-17:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Entry ²⁾	²⁾ Takes over the entry. Displays the current axis positions of the drive.
2	Increase/ Reduce ¹⁾	¹⁾ Increases or reduces the parameter.
3	Drive ²⁾	²⁾ Displays the drive.
4	Close ¹⁾	¹⁾ Closes the menu.

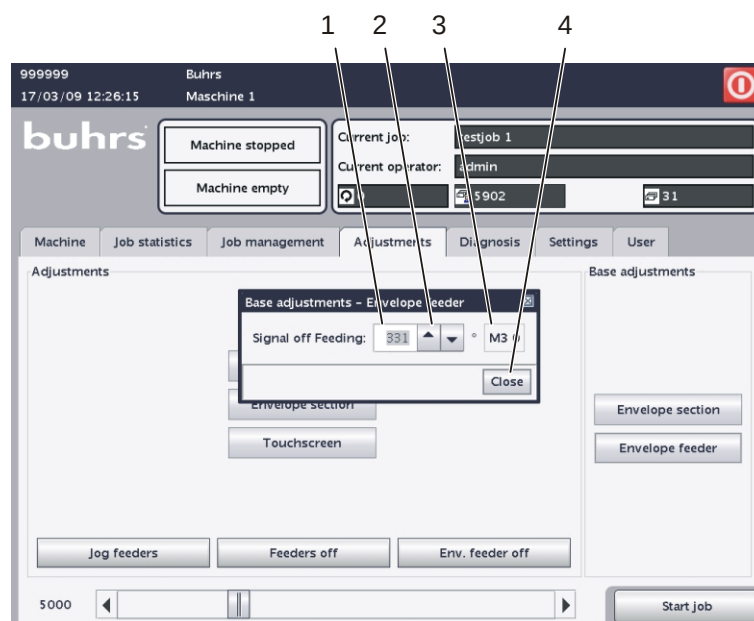
5.4.4 "Base Adjustments/Envelope Feeder" Menu

This menu is used to adjust the cam switch point for the retrieval signal. This adjustment is made by the factory and must not be changed unless approved by Buhrs-ITM.

CAUTION - Property Damage!



Changing the cam switch point can result in a malfunction and may damage the component.



BI-BSC3-BA-068-ENG

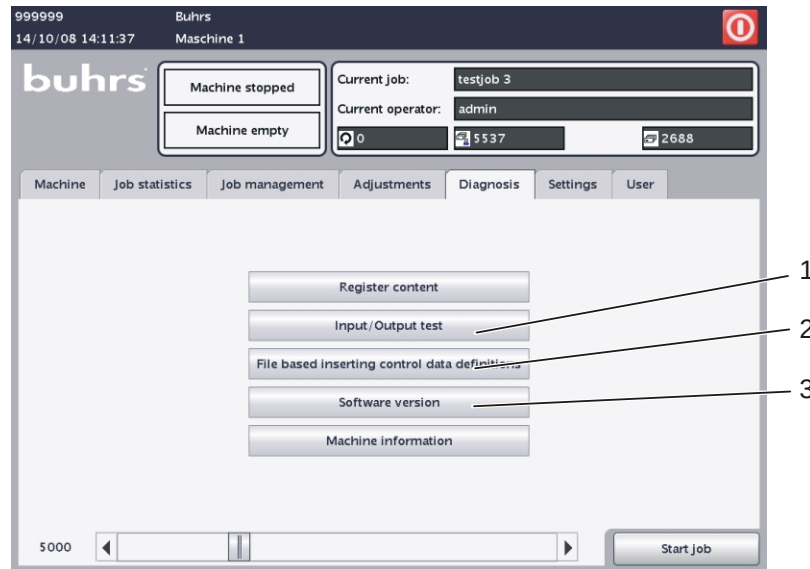
Figure 5-18: "Base Adjustments/Envelope Feeder" Menu

Description of items in figure 5-18:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Entry ²⁾	²⁾ Takes over the entry. Displays the current axis position of the drive.
2	Increase/ Reduce ¹⁾	¹⁾ Increases or reduces the parameter.
3	Drive ²⁾	²⁾ Displays the drive.
4	Close ¹⁾	¹⁾ Closes the menu.

5.5 "Diagnosis" Main Menu

Pressing the "Diagnosis" tab calls the main menu.



BI-BSC3-BA-053-ENG

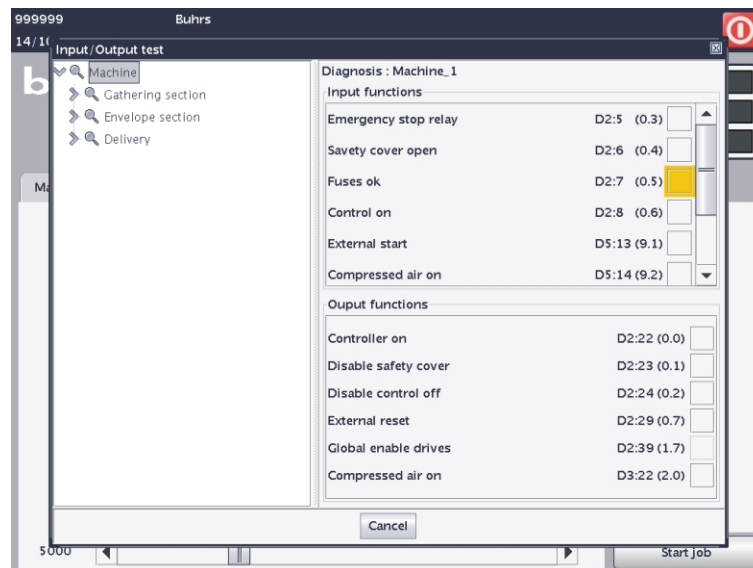
Figure 5-19: "Diagnosis" Main Menu

Description of items in figure 5-19:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Input/Output test ¹⁾	¹⁾ Calls up the "Input/Output test" menu. For a detailed description, see chapter 5.5.1 "Input/Output Test" Menu, page 5-27.
2	FBI control data definitions ¹⁾	¹⁾ Calls up the "FBI control data definitions" menu. This feature shows the position of the machine control functions in the second segment of the data string sent to the machine control. This data is not printed on a form but taken from the job data directory.
3	Software version ¹⁾	¹⁾ Opens the "Software version" dialogue. This menu displays the installed programme versions of the machine control system, the BSC and the IBC (Intelligent Buhrs Controller).

5.5.1 "Input/Output Test" Menu

Press the "Input/Output test" button to display this menu. After selecting one module on the left side, a list with the input and output functions is displayed on the right side. For active input functions, the boxes on the right side are displayed in orange. The output functions can be enabled and disabled via the boxes on the right side. A hardware test can only be carried out if the machine is not running.

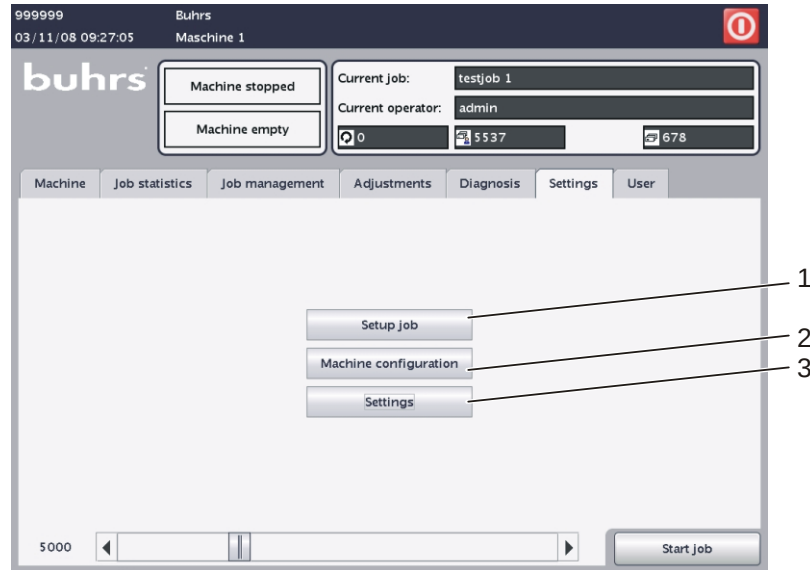


BI-BSC3-BA-054-ENG

Figure 5-20: "Input/Output Test" Menu

5.6 "Settings" Main Menu

Pressing the "Settings" tab calls the main menu. Here you can set up jobs, configure the machine and adjust the machine components.



BI-BSC3-BA-010-ENG

Figure 5-21: "Settings" Main Menu

Description of items in figure 5-21:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Setup job ¹⁾	¹⁾ Calls up the "Setup job" menu. For a detailed description, see chapter "Setup Job" Menu, page 5-29.
2	Machine configuration ¹⁾	¹⁾ Calls up the "Machine configuration" menu. For a detailed description, see chapter "Machine Configuration" Menu, page 5-38.
3	Settings ¹⁾	¹⁾ Calls up the "Settings" menu. For a detailed description, see chapter 5.6.3 "Settings" Menu, page 5-48.

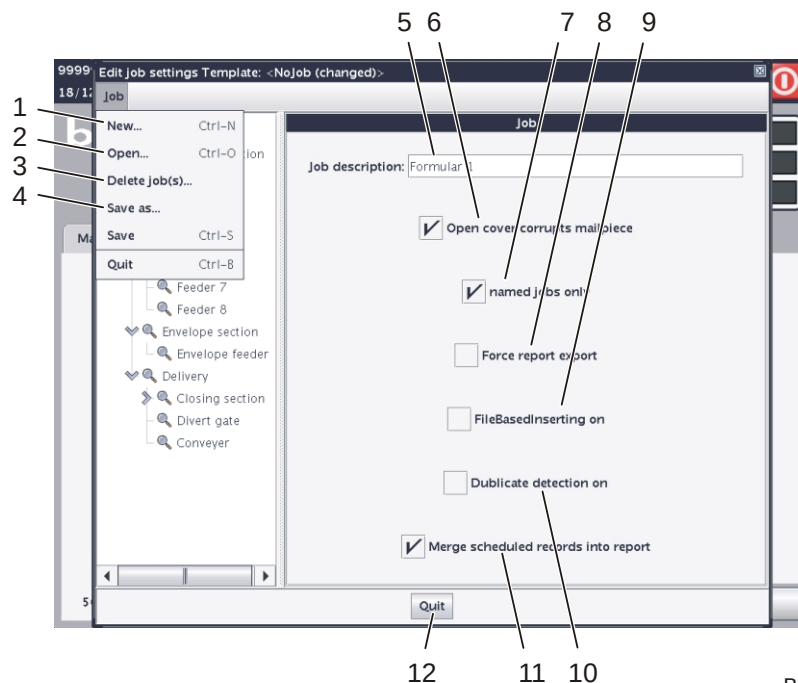
5.6.1 "Setup Job" Menu

Go to "Setup job" menu via "Settings" main menu to change the settings of the currently selected job or template. The modifications are executed when the "Setup job" menu is closed.

The left section of the dialogue shows the machine configuration in a tree structure. Press the ">" symbol in the left section to display further dialogues. When a component has been selected, the corresponding setup parameters are displayed on the right side of the dialogue with a description and the levels are shown in the upper area.

For components preceded by the "magnifier" symbol, setup parameters exist which can be displayed and set by selecting the component in the tree – regardless of the branch level.

The job management in the "Setup job" menu is a pull down list which you can open with "job" in the top left corner. Options followed by dots ("New...", "Open...", "Delete job(s)..." and "Save as...") will open subsequent dialogues upon selection which are described below.



BI-BSC3-BA-034-ENG

Figure 5-22: Setup Job

Description of the Screens

Description of items in figure 5-22:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	New... ¹⁾	¹⁾ Calls up the "New..." dialogue. For a detailed description, see "New..." Dialogue, page 5-32.
2	Open... ¹⁾	¹⁾ Calls up the "Open..." dialogue. For a detailed description, see "Open..." Dialogue, page 5-34.
3	Delete job(s)... ¹⁾	¹⁾ Calls up the "Delete job(s)..." dialogue. For a detailed description, see chapter "Delete Job(s)..." Menu, page 5-35.
4	Save as... ¹⁾	¹⁾ Calls up the "Save as..." dialogue. For a detailed description, see "Save as..." Dialogue, page 5-37.
5	Job description ²⁾	²⁾ Displays the defined job name.
6	Box ²⁾	²⁾ Enables or disables the parameter "Open cover corrupts mailpiece". When this mode is active, opening the coverings can result in an error causing the diversion of single mailpieces.
7	Box ²⁾	²⁾ Enables or disables the parameter "named jobs only".
8	Box ²⁾	²⁾ Enables or disables the parameter "Force report export". Job templates can contain this parameter. For these jobs, deleting job reports or changing to another job is only permitted if the reports of the current job have been sent.
9	Box ²⁾	²⁾ Enables or disables the parameter "File Based Inserting on".
10	Box ²⁾	²⁾ Enables or disables the parameter "Duplicate detection on".
11	Box ²⁾	²⁾ Enables or disables the parameter "Merge scheduled records into report".
12	Quit ¹⁾	¹⁾ Closes the menu without any actions.

This menu contains parameters not related to machine components (parameters marked with * are only available for the options FBI, CLIP, network interface).

Job Management

The job templates offered for selection depend on the job management type:

- "only not named jobs", job templates are not displayed
- "only named jobs", all local job templates
- "named and not named jobs", this parameter specifies if only named jobs can be created from these templates

Corrective Actions upon Loading Job Templates and Job Programmes

If the job management type "only named Jobs" is active, the job attribute "only named Jobs" is set.

If the job management type "only named Jobs" is active, the job attribute "only named Jobs" is reset.

If the job management type "named and not named Jobs" is active, no job attribute is corrected.

Restrictions for Editing Job Parameters

For the job management type "only not named jobs":

- The "only named jobs" button is not available.
- The "force report export" button is not available.

For the job management type "only named jobs":

- The job attribute "only named jobs" cannot be changed and will not be displayed.
- The "force report export" button is available.

For the job management type "named and not named jobs":

- The job attribute "only named jobs" can be changed and is displayed.
- The "force report export" button is available.
- In job programmes (*.pgm), the "only named jobs" button is disabled.

NOTE!

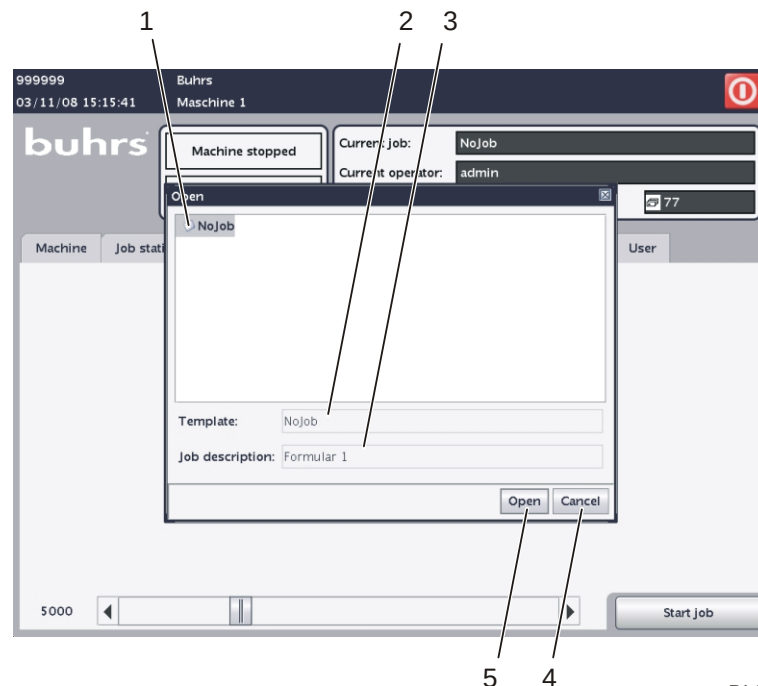


The "Setup job" menu will not be closed if the edited settings refer to a job template.

Description of the Screens

"New..." Dialogue

With this dialogue, a new job or template may be created. The control system checks if the job edited just now contains modifications that have not been saved yet. If so, the user is asked if the modifications should be saved now. The options are "Yes", "No" or "Cancel". "Cancel" terminates the dialogue without any actions. Otherwise the following illustration comes up to select a template and then to define a name for the new template. The selection list shows each locally saved job template (file name.JOT). The dialogue displays a selection of file types for local templates and remote templates. Remote templates are displayed with a "PC" symbol. This dialogue offers no selection for the file type. After closing this dialogue, it is checked if a job with the name already exists. If yes, this job is activated. In case of a new job name, the selected template is loaded and the settings are marked. To remind the operator to save the changes later on.



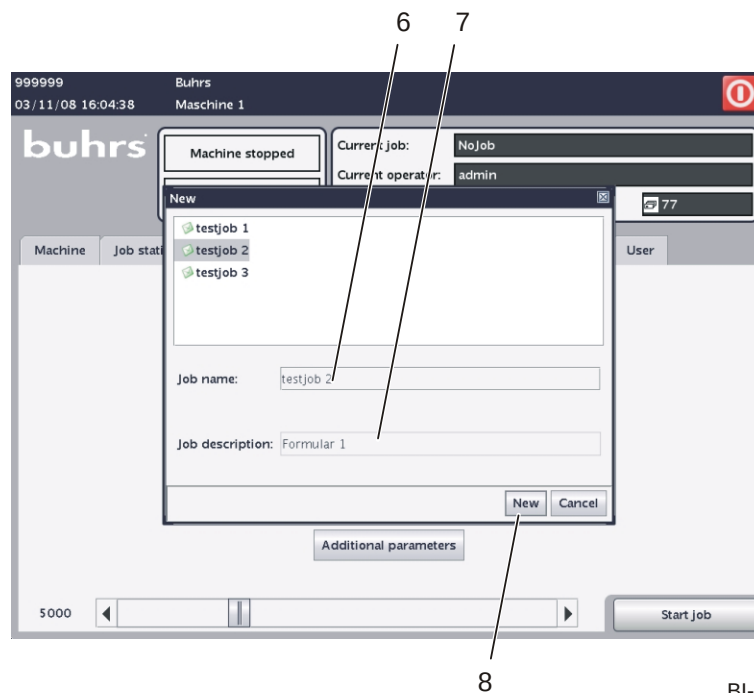
BI-BSC3-BA-022-ENG

Figure 5-23: "Select Job Template" Dialogue

Description of items in figure 5-23:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Selection list ²⁾	²⁾ Selects a defined job - if available - or the designation "NoJob" from the list.
2	Job name ²⁾	²⁾ Displays the selected job name.
3	Job description ²⁾	²⁾ Displays the assigned form for the selected job name.
4	Cancel ¹⁾	¹⁾ Cancels the procedure and masks out the dialogue.
5	Select job template (Open) ¹⁾	¹⁾ Opens the "New" dialogue.

In the following dialogue, a name can be assigned to the new job. The job description of the previously marked job is automatically assigned to the new job.



BI-BSC3-BA-023-ENG

Figure 5-24: "New" Dialogue

Description of items in figure 5-24:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
6	Job name ²⁾	²⁾ Takes over a new job name.
7	Job description ²⁾	²⁾ Automatically displays the assigned job description for the selected job name. Takes over the name for a new job.
8	New ¹⁾	¹⁾ Saves the new job.

Description of the Screens

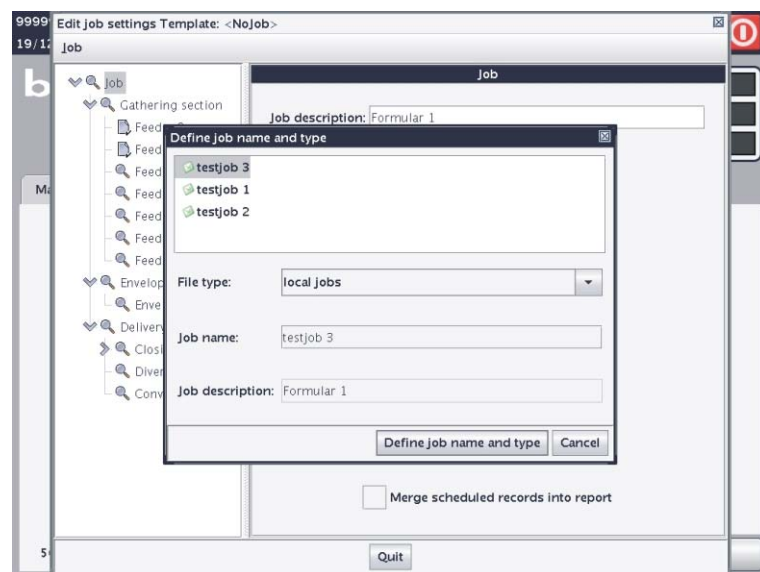
"Open..." Dialogue

In this dialogue, an existing job or a locally or remotely saved job template can be selected for modification.

The control system checks if the job edited just now contains settings that have not been saved yet. If yes, the operator is asked if he wants to save the changes now. Options to answer are "Yes", "No" and "Cancel".

Then this dialogue is opened to select a job template, offering all locally available job templates. Input of a name is not possible. As long as no template is selected, the "Open" button is disabled.

If a selected template is confirmed with the "Open" button, the settings of the selected template are loaded and available to be edited.



BI-BSC3-BA-035-ENG

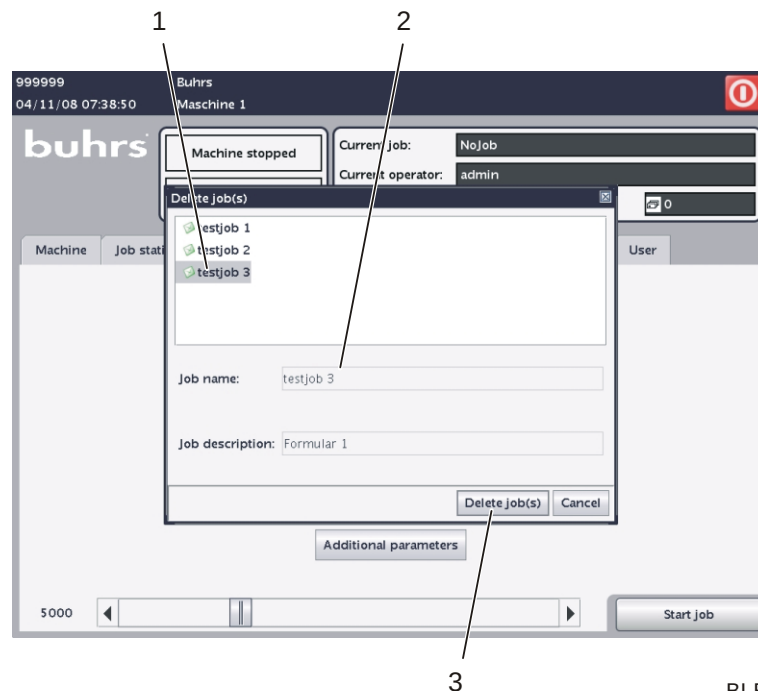
Figure 5-25: "Open" Dialogue

"Delete Job(s)..." Menu

If the currently active job template is deleted, the – not deletable – template "NoJob" will be activated. If the template edited just now is deleted, the dialogue switches to the currently active template. Then this dialogue is displayed to select a job template. All available job templates are displayed out of which more than one may be selected at once.

Upon closing the dialogue, the operator is asked to confirm if he really wants to delete the selected jobs. If yes, the following internal procedure will be executed:

- A job template named "NoJob" will not be deleted.
- If the job to be deleted is the actual one, "NoJob" will be the actual one.
- If the template edited just now should also be deleted, the active job is loaded for editing.



BI-BSC3-BA-024-ENG

Figure 5-26: "Delete Job(s)" Menu

Description of the Screens

Description of items in figure 5-26:

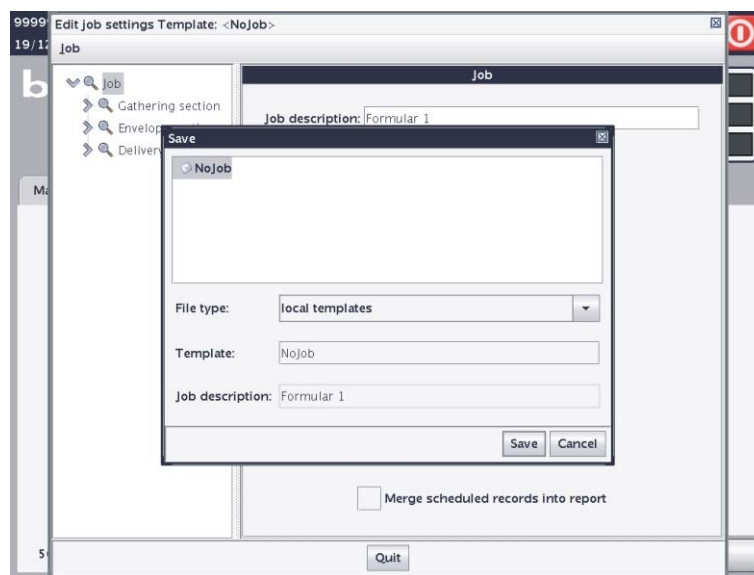
Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Selection list ²⁾	²⁾ Displays all defined jobs. Here you can select one or more jobs.
2	Job name ²⁾	²⁾ Takes over the selected job name. If several jobs are selected, this field remains empty.
3	Delete job(s) ¹⁾	¹⁾ Deletes the job(s) after answering a safety query. Then the following functions are queried: - Answer the safety query to delete the job. - Assign forms to the feeders. - The job report has not yet been sent. Do you want to send the following report now? testjob 1

"Save as..." Dialogue

This dialogue allows defining a new name for the template edited just now or editing the actual name of the job template. If a job template with the same name already exists, it may be overwritten. You can also define a new name for the current template. The names of existing job templates are displayed.

Upon closing this dialogue with the "save" button, the control system checks if a job template with the same name already exists. If yes, the operator is asked if he wants to overwrite the existing template.

With "Cancel", the "Save as..." procedure is cancelled, "Yes" saves the actual settings in a job template with the new name.



BI-BSC3-BA-036-ENG

Figure 5-27: "Save as" Dialogue

Description of the Screens

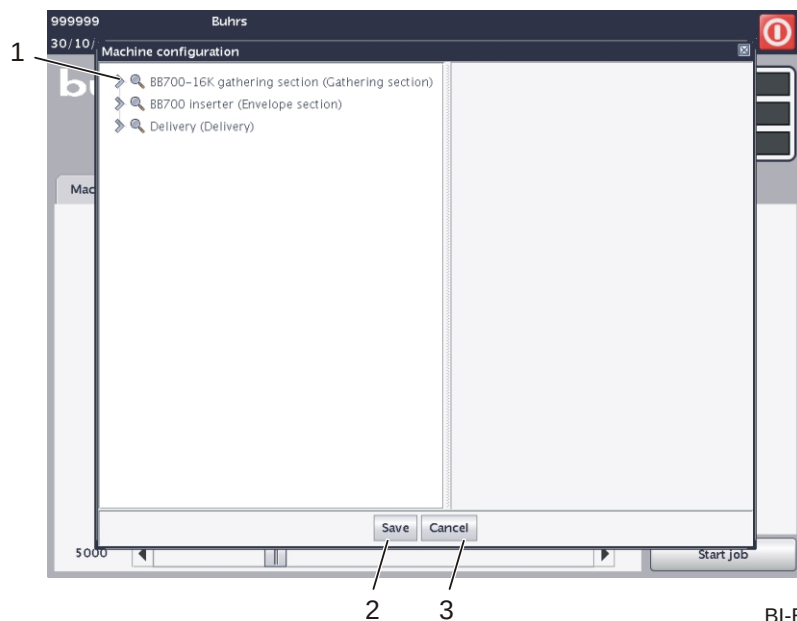
5.6.2 "Machine Configuration" Menu

This menu is displayed by actuating the "Machine configuration" button from the "Settings" main menu. The configuration of the basic machine consists of three modules (subtrees). Here you can view and change the configuration.

NOTE!



The basic machine has been configured ex works and cannot be changed easily due to control reasons. Before trying to change the configuration, please contact Buhrs-ITM.



BI-BSC3-BA-003-ENG

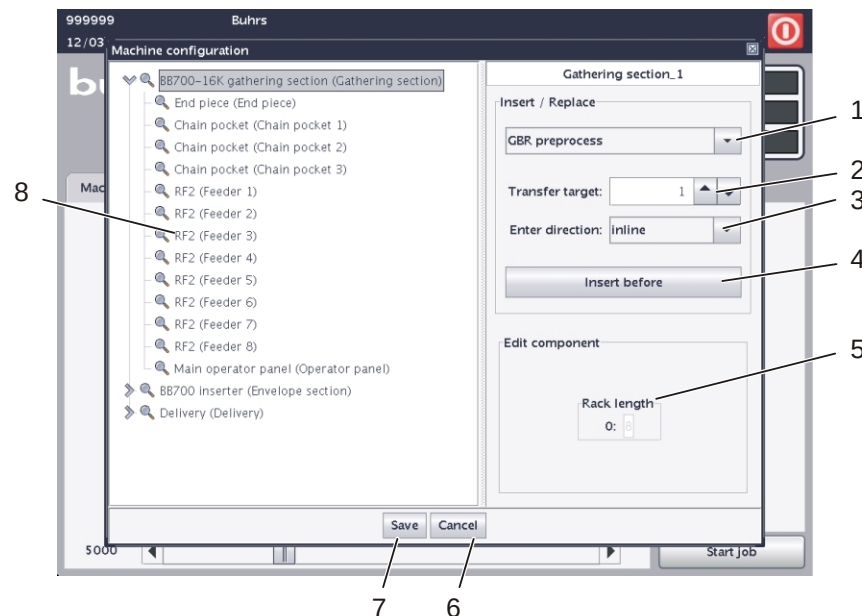
Figure 5-28: "Machine Configuration" Menu

Description of items in figure 5-28:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Symbol ">" ¹⁾	¹⁾ Opens the subtree of the selected module.
2	Save ¹⁾	¹⁾ Saves the modifications.
3	Cancel ¹⁾	¹⁾ Cancels the procedure. The "Settings" main menu is automatically called.

"Configuration/Gathering Section" Submenu

Press the "Gathering section" button to display this submenu. Here, you can view the configuration of the gathering section.



BI-BSC3-BA-004-ENG

Figure 5-29: "Configuration/Gathering Section" Submenu

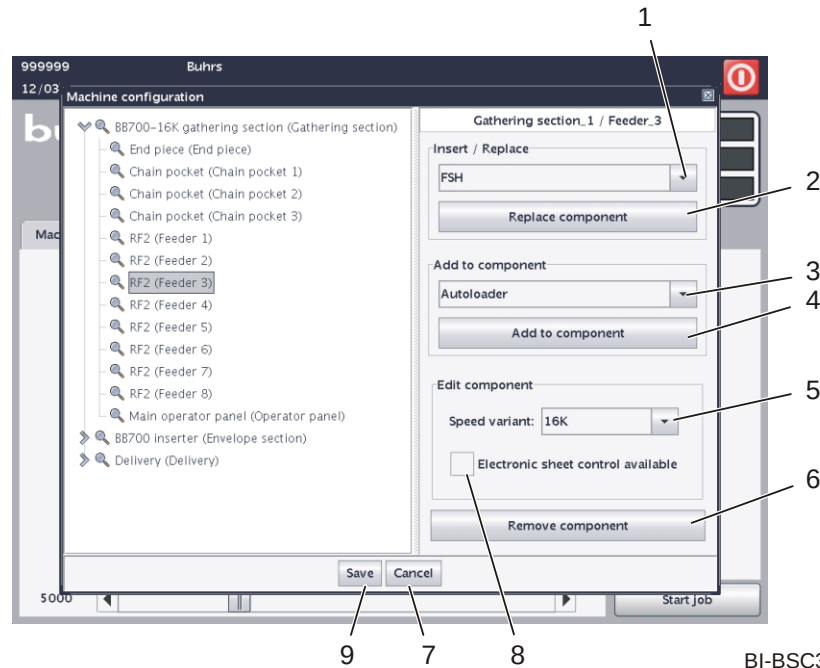
Description of items in figure 5-29:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Pull down menu ¹⁾	¹⁾ Selects an upstream machine.
2	Transfer target ¹⁾	¹⁾ Selects the transfer compartment of the system deflection. Use the buttons for any adjustments.
3	Enter direction ¹⁾	¹⁾ Selects the transfer direction of the upstream machine.
4	Insert before ¹⁾	¹⁾ Inserts the upstream machine in the configuration in front of the gathering section.
5	Length of the basic modules ²⁾	²⁾ Displays the gathering section with the feeder stations.
6	Cancel ¹⁾	¹⁾ Cancels the procedure. The "Settings" main menu is automatically called.
7	Save ¹⁾	¹⁾ Saves the modifications.
8	Feeder stations ¹⁾	¹⁾ Calls up the submenu of the selected feeder station. For a detailed description, see chapter "Feeder 3" Dialogue, page 5-40.

Description of the Screens

"Feeder 3" Dialogue

Press the "Gathering section" button to display this dialogue. Here, you can view and change the configuration of feeder station 3, log in further components and enable or disable functions. The settings in this dialogue are identical for all feeder stations, therefore, they are only described once.



BI-BSC3-BA-005-ENG

Figure 5-30: "Feeder 3" Dialogue

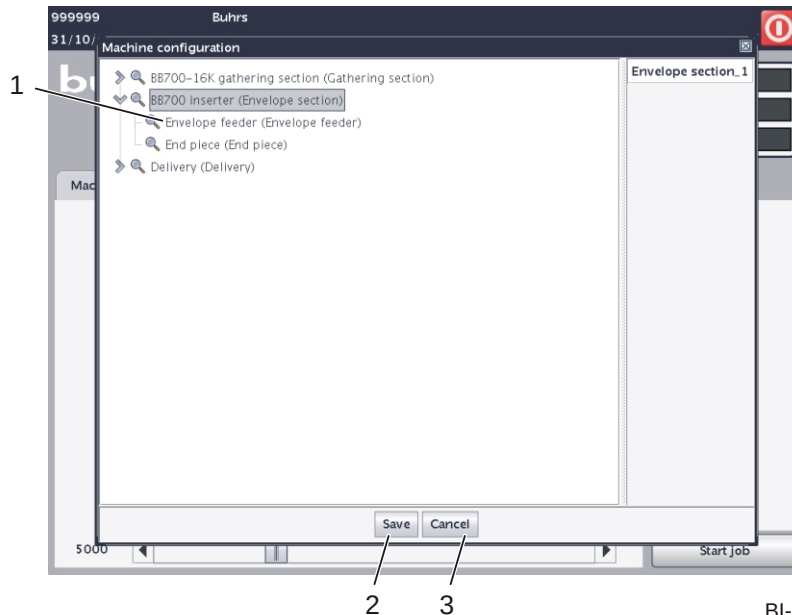
Description of items in figure 5-30:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Pull down menu ¹⁾	¹⁾ Selects a feeder type.
2	Replace component ²⁾	²⁾ Replaces the installed feeder type at this location. Or adds a selected feeder of the machine configuration.
3	Pull down menu ¹⁾	¹⁾ Selects a component.
4	Add to component ²⁾	²⁾ Adds this component to the feeder station. It is logged in to the control system and is displayed immediately in the left field below the corresponding feeder station.
5	Speed variant ²⁾	²⁾ Selects and adjusts the speed.
6	Remove component ²⁾	²⁾ Removes the component from the machine configuration.
7	Cancel ¹⁾	¹⁾ Cancels the procedure. The "Settings" main menu is automatically called.
8	Electronic sheet control available ²⁾	²⁾ Enables or disables this function.
9	Save ¹⁾	¹⁾ Saves the modifications.

Description of the Screens

"Envelope Module" Submenu

Press the "Envelope section (envelope module)" button to display the submenu. Here you can open and change the "Envelope feeder" dialogue.



BI-BSC3-BA-006-ENG

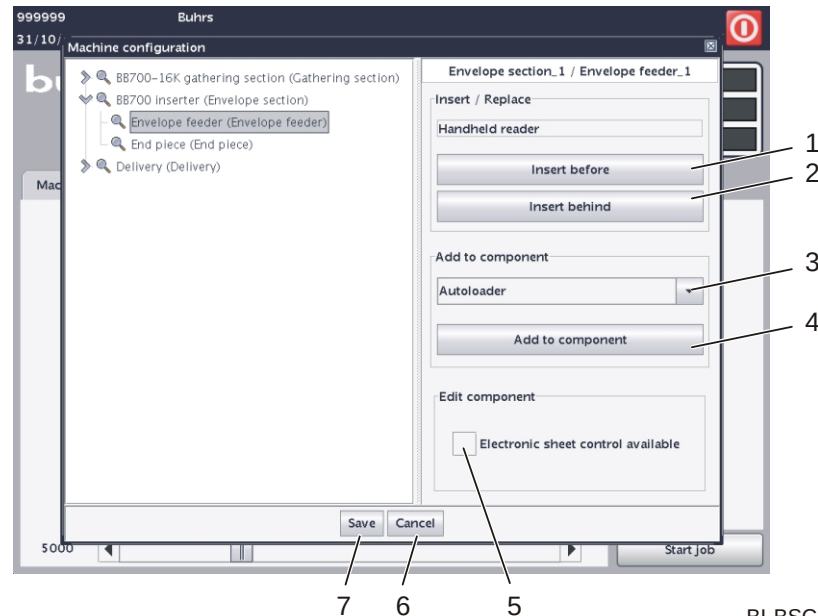
Figure 5-31: "Envelope Section" Submenu

Description of items in figure 5-31:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Change ¹⁾	¹⁾ Calls up the "Envelope feeder" dialogue. For a detailed description, see chapter "Envelope Feeder" Dialogue, page 5-43.
2	Save ¹⁾	¹⁾ Saves the modifications.
3	Cancel ¹⁾	¹⁾ Cancels the procedure. The "Settings" main menu is automatically called.

"Envelope Feeder" Dialogue

Press the "Envelope feeder" button to display this dialogue. Here you can select, enable and disable several functions.



BI-BSC3-BA-007-ENG

Figure 5-32: "Envelope Feeder" Dialogue

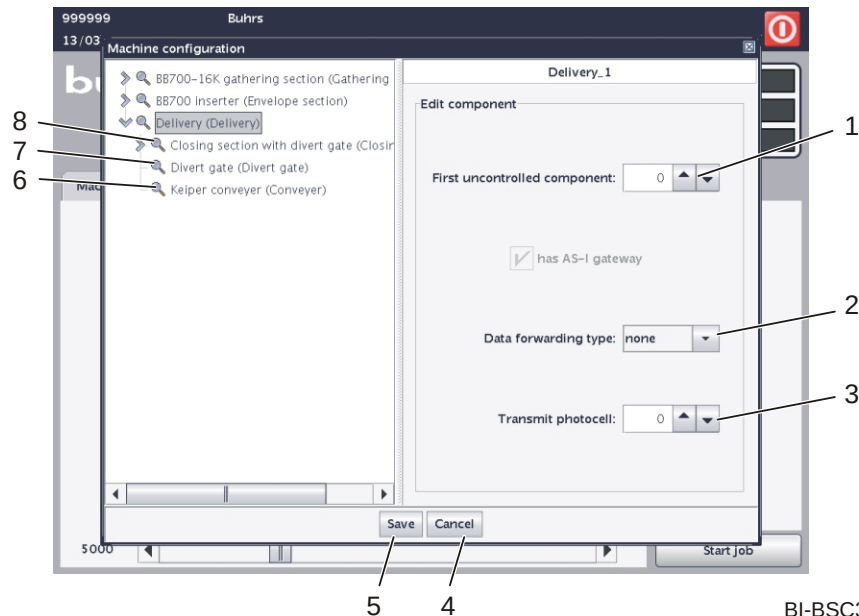
Description of items in figure 5-32:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Insert before ¹⁾	¹⁾ Inserts the handheld reader in the subtree in front of the envelope feeder.
2	Insert behind ¹⁾	¹⁾ Inserts the handheld reader in the subtree behind the envelope feeder.
3	Pull down menu ¹⁾	¹⁾ Selects a component.
4	Add to component ²⁾	²⁾ Adds this component to the envelope feeder. It is logged in to the control system and is displayed immediately in the subtree.
5	Electronic sheet control available ²⁾	²⁾ Enables or disables this function.
6	Cancel ¹⁾	¹⁾ Cancels the procedure. The "Settings" main menu is automatically called.
7	Save ¹⁾	¹⁾ Saves the modifications.

Description of the Screens

"Post-Processing" Submenu

Press the "Post-processing (asynchronous route)" button to display this dialogue. Here you can call up further dialogues, enable or disable functions and/or change the configuration of the asynchronous route.



BI-BSC3-BA-008-ENG

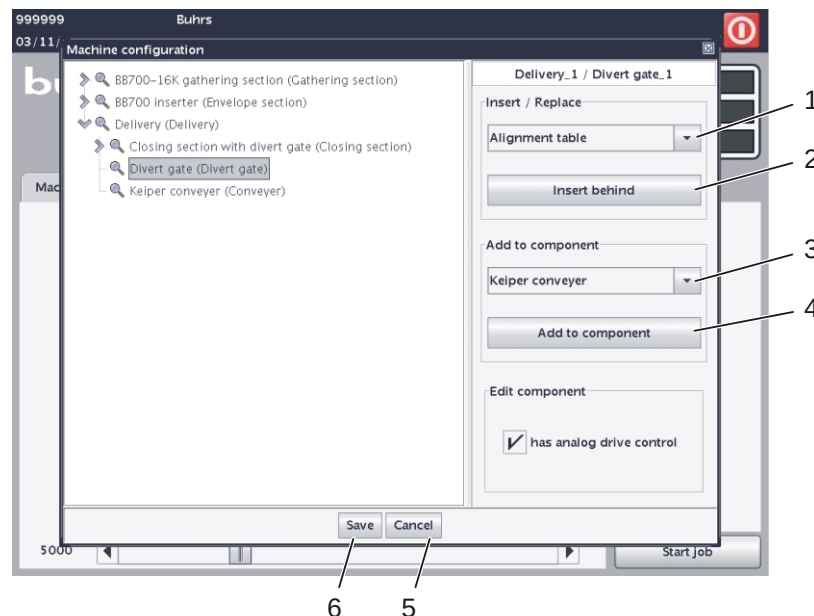
Figure 5-33: "Post-Processing" Submenu

Description of items in figure 5-33:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	First uncontrolled component ¹⁾	¹⁾ Increases or reduces the parameter. You can also use the keyboard to enter the parameter in the field.
2	Pull down menu ¹⁾	¹⁾ Selects the data forwarding type.
3	Transmit photocell ¹⁾	¹⁾ Increases or reduces the number of installed photocells. You can also use the keyboard to enter the parameter in the field.
4	Cancel ¹⁾	¹⁾ Cancels the procedure. The "Settings" main menu is automatically called.
5	Save ¹⁾	¹⁾ Saves the modifications.
6	Change ¹⁾	¹⁾ Calls up the "Delivery belt" dialogue. For a detailed description, see chapter "Delivery Belt" Dialogue, page 5-46.
7	Change ¹⁾	¹⁾ Calls up the "Eject gate" dialogue. For a detailed description, see chapter "Eject Gate" Dialogue, page 5-45.
8	Change ¹⁾	¹⁾ Calls up the "Closing section with eject gate" dialogue.

"Eject Gate" Dialogue

Press the "Eject gate" button to display this dialogue. Use this dialogue to add further asynchronous modules downstream the eject gate and to log in additional modules for the eject gate.



BI-BSC3-BA-009-ENG

Figure 5-34: "Eject Gate" Dialogue

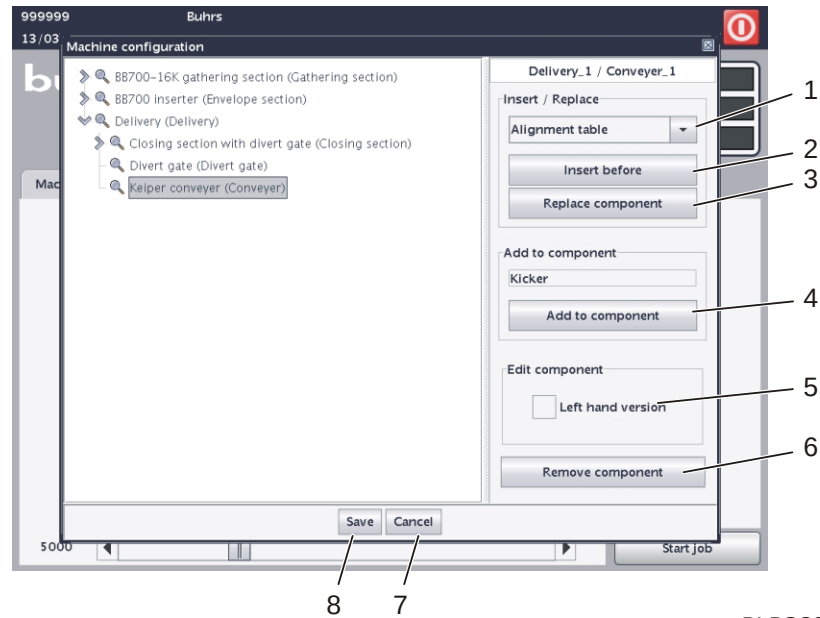
Description of items in figure 5-34:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Pull down menu ¹⁾	¹⁾ Selects an asynchronous module.
2	Insert behind ¹⁾	¹⁾ Inserts the asynchronous module behind the eject gate. It is logged in to the control system and is displayed immediately in the subtree.
3	Pull down menu ¹⁾	¹⁾ Selects an asynchronous module.
4	Add to component ¹⁾	¹⁾ Adds the component to the asynchronous route.
5	Cancel ¹⁾	¹⁾ Cancels the procedure. The "Settings" main menu is automatically called.
6	Save ¹⁾	¹⁾ Saves the modifications.

Description of the Screens

"Delivery Belt" Dialogue

Press the "Delivery belt" button to display this dialogue. This dialogue can be used to add, replace or remove further asynchronous modules.



BI-BSC3-BA-064-ENG

Figure 5-35: "Delivery Belt" Dialogue

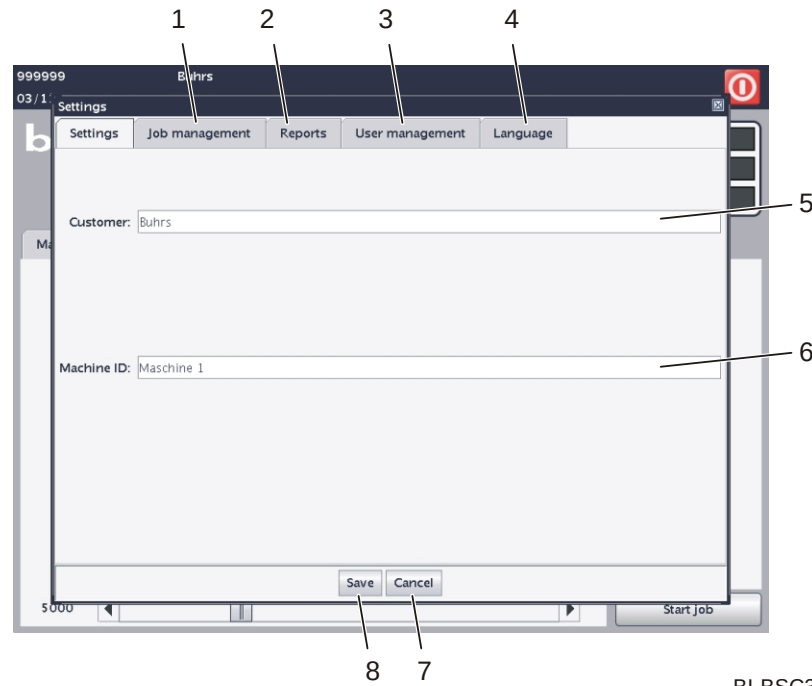
Description of items in figure 5-35:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Pull down menu ¹⁾	¹⁾ Selects an asynchronous module.
2	Insert before ¹⁾	¹⁾ Inserts the asynchronous module in front of the delivery belt. It is logged in to the control system and is displayed immediately in the subtree.
3	Replace component ¹⁾	¹⁾ Replaces the previously installed asynchronous module.
4	Add to component ¹⁾	¹⁾ Adds the kicker to the delivery belt.
5	Edit component ¹⁾	¹⁾ Gives the installation version of the delivery belt.
6	Remove component ¹⁾	¹⁾ Removes the selected component.
7	Cancel ¹⁾	¹⁾ Cancels the procedure. The "Settings" main menu is automatically called.
8	Save ¹⁾	¹⁾ Saves the modifications.

Description of the Screens

5.6.3 "Settings" Menu

This menu is displayed by actuating the "Settings" button from the "Settings" main menu. Use this menu to enter information on the customer and the machine identification.



BI-BSC3-BA-011-ENG

Figure 5-36: "Settings" Menu

Description of items in figure 5-36:

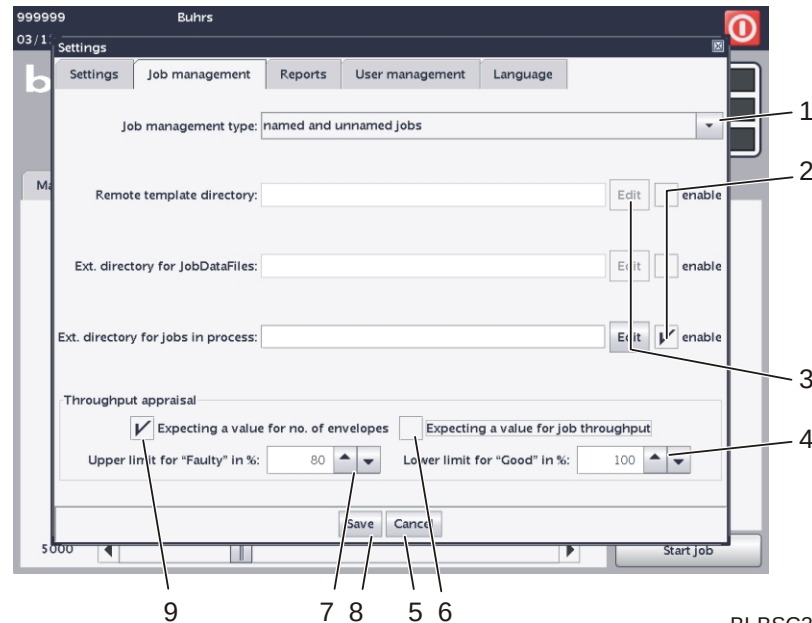
Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Change ¹⁾	¹⁾ Calls up the "Job management" submenu. For a detailed description, see chapter "Job Management" Submenu, page 5-50.
2	Change ¹⁾	¹⁾ Calls up the "Reports" submenu. For a detailed description, see chapter "Reports" Submenu, page 5-52.
3	Change ¹⁾	¹⁾ Calls up the "User management" submenu. For a detailed description, see chapter "User Management" Submenu, page 5-54.
4	Change ¹⁾	¹⁾ Calls up the "Language" submenu. For a detailed description, see chapter "Language" Submenu, page 5-57.
5	Customer ²⁾	²⁾ Takes over the customer name / customer identification.
6	Machine ID ²⁾	²⁾ Takes over the machine identification / machine number.
7	Cancel ¹⁾	¹⁾ Cancels the procedure. The "Settings" main menu is automatically called.
8	Save ¹⁾	¹⁾ Saves the modifications.

Description of the Screens

"Job Management" Submenu

Press the "Job management" button to display this submenu. Here you can select the type of job management and set the desired parameters.

Job processes (= job size of produced envelopes) and the throughput (envelopes/hour) can be represented in the statistics. To evaluate the production rates of good and faulty products, their number can be determined.



BI-BSC3-BA-012-ENG

Figure 5-37: "Job Management" Submenu

Description of items in figure 5-37:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Job management type ¹⁾	¹⁾ Selects a job management type. For a detailed description, see chapter 5.3 "Job Management" Main Menu, page 5-10.
2	Enable ¹⁾	¹⁾ Enables the buttons on the left.
3	Edit ¹⁾	¹⁾ Permits the editing of the entry fields.
4	Lower limit ¹⁾	¹⁾ Increases or reduces the lower limit for good products. You can also use the keyboard to enter the parameter in the field.

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
5	Cancel ¹⁾	¹⁾ Cancels the procedure. The "Settings" main menu is automatically called.
6	Information on throughput ¹⁾	¹⁾ Enables or disables this function. Then the throughput is displayed in another menu. The operator must determine the lower limit.
7	Upper limit ¹⁾	¹⁾ Increases or reduces the upper limit for faulty products. You can also use the keyboard to enter the parameter in the field.
8	Save ¹⁾	¹⁾ Saves the modifications.
9	Information on the number of envelopes ¹⁾	¹⁾ Enables or disables this function. Then the throughput is displayed in another menu. The operator must determine the upper limit.

Description of the Screens

"Reports" Submenu

Press the "Reports" button to display this submenu. This submenu is used to select various types of reports, and to enable or disable the corresponding functions.

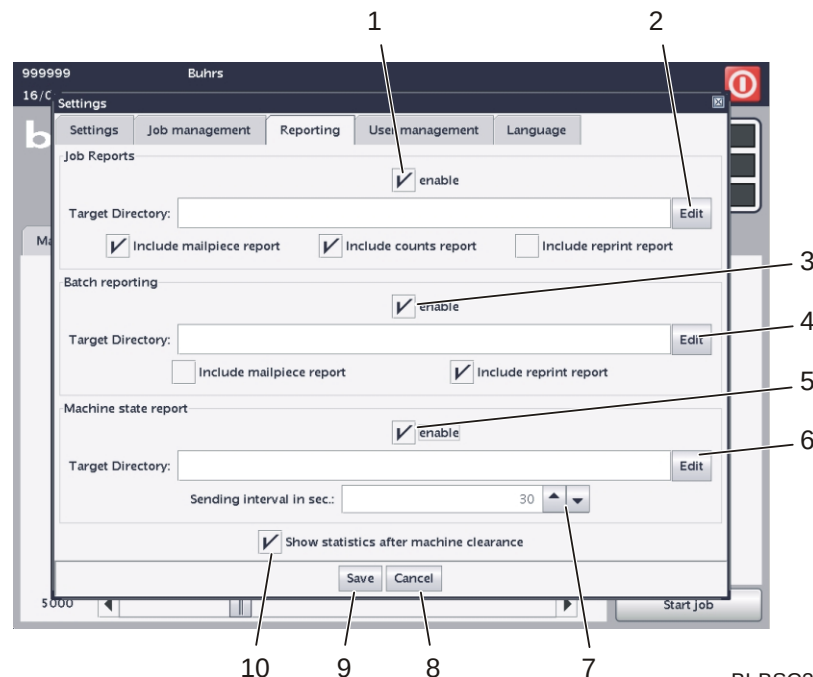
There are no tables in the database for jobs that are defined but for which no data have been collected yet.

Job reports consists of:

- Job statistics, consisting of accumulated information for the job, see figure in chapter 5.2 "Job Statistics" Main Menu, page 5-7:
The job statistics contains the accumulated information about the production data, material consumption and detected errors of the job (size and sequence of the listed data varies with the configuration of the inserting system). There is one table per started job. The name is generated automatically, starts with 't' and ends with '_counts'.
General job information as operator name, job description, job start time and job update time are available in the table job_dir.
- Piece level report (information about every mailpiece within the job).

The table "job_dir" is updated completely

- after the envelope inserter was emptied,
- after 250 cycles of the basic machine when the basic machine is running,
- after activation of the "Statistics" main menu,
- and every 30 seconds.



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Figure 5-38: "Reports" Submenu

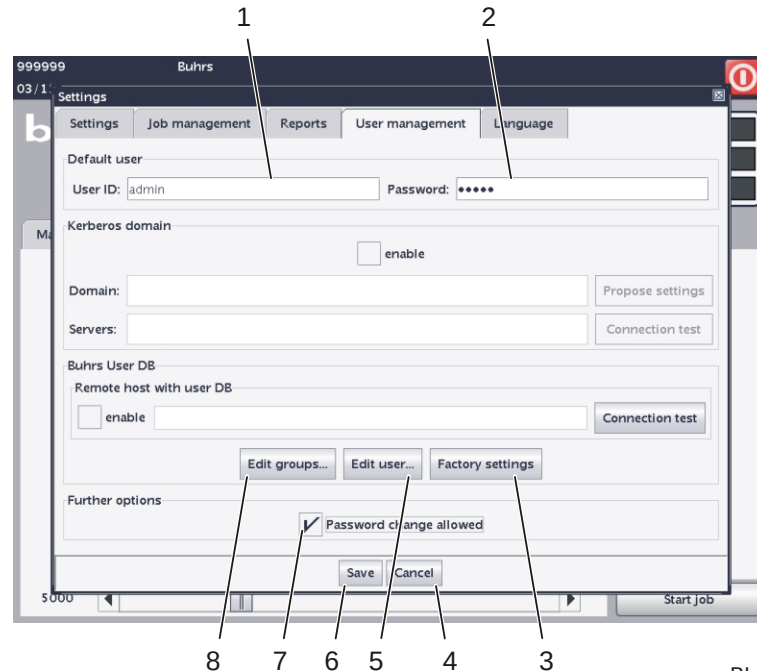
Description of items in figure 5-38:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Job reports ¹⁾	¹⁾ Enables or disables the "Job reports" field.
2	Target directory ¹⁾	¹⁾ Opens a dialogue to determine the target directory. The following functions can be enabled or disabled: - Include mailpiece report - Include counts report - Include reprint report
3	Batch reporting ¹⁾	¹⁾ Enables or disables the "Batch reporting" field.
4	Target directory ¹⁾	¹⁾ Opens a dialogue to determine the target directory. The following functions can be enabled or disabled: - Include mailpiece report - Include reprint report
5	Machine state report ¹⁾	¹⁾ Enables or disables the "Machine state report" field.
6	Target directory ¹⁾	¹⁾ Opens a dialogue to determine the target directory.
7	Sending interval ¹⁾	¹⁾ Increases or reduces the interval times for sending the machine state report.
8	Cancel ¹⁾	¹⁾ Cancels the procedure. The "Settings" main menu is automatically called.
9	Save ¹⁾	¹⁾ Saves the modifications.
10	Statistics machine clearance ¹⁾	¹⁾ Displays the statistics after machine clearance.

Description of the Screens

"User Management" Submenu

In this submenu, users and passwords are determined. Here you can manage the privileges for the individual users or user groups and reset the user database to the factory settings.



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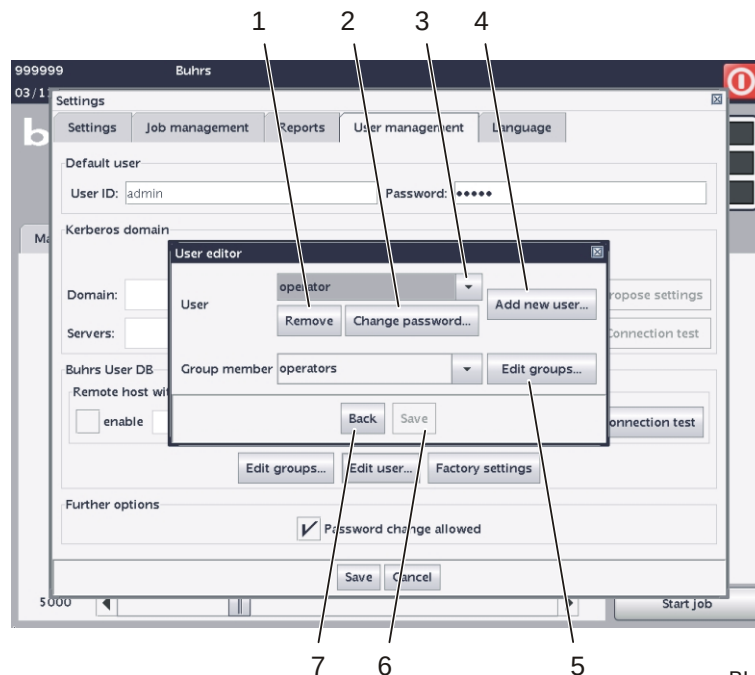
Figure 5-39: "User Management" Submenu

Description of items in figure 5-39:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	User ID ²⁾	²⁾ Takes over the user identification.
2	Password ²⁾	²⁾ Takes over the password.
3	Factory settings ¹⁾	¹⁾ Resets the user database to the factory settings.
4	Cancel ¹⁾	¹⁾ Cancels the procedure. The "Settings" main menu is automatically called.
5	Edit user ¹⁾	¹⁾ Opens the "User editor" dialogue. For a detailed description, see chapter "User Editor" Dialogue, page 5-55.
6	Save ¹⁾	¹⁾ Saves the modifications.
7	Password change ¹⁾	¹⁾ Enables or disables this function. When this function is enabled, users or user groups can change the password.
8	Edit groups ¹⁾	¹⁾ Opens the "User group editor" dialogue. The procedure for groups is identical to the procedure for creating and editing users.

"User Editor" Dialogue

This dialogue is used to create users and to assign privileges to a user group.



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Figure 5-40: "User Editor" Dialogue

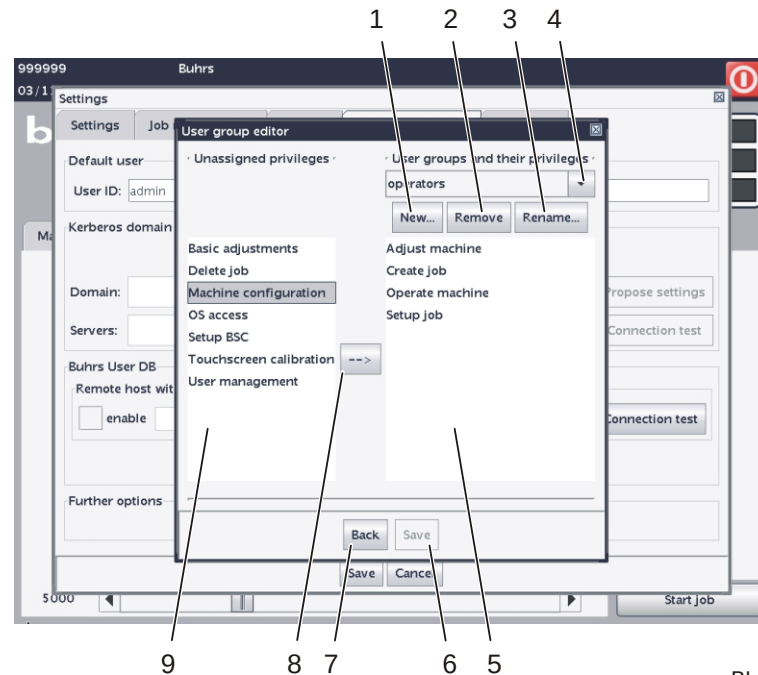
Description of items in figure 5-40:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Remove ¹⁾	¹⁾ Removes a previously selected user.
2	Change password ¹⁾	¹⁾ Opens a dialogue to change the password.
3	Pull down menu ¹⁾	¹⁾ Selects a type of user.
4	Add new user ¹⁾	¹⁾ Opens a dialogue to add a new user.
5	Edit groups ¹⁾	¹⁾ Opens the "User group editor" dialogue. For a detailed description, see chapter "User Group Editor" Dialogue, page 5-56.
6	Save ¹⁾	¹⁾ Saves the modifications.
7	Back ¹⁾	¹⁾ Calls up the "User management" menu.

Description of the Screens

"User Group Editor" Dialogue

This dialogue is used to create groups and to assign privileges.



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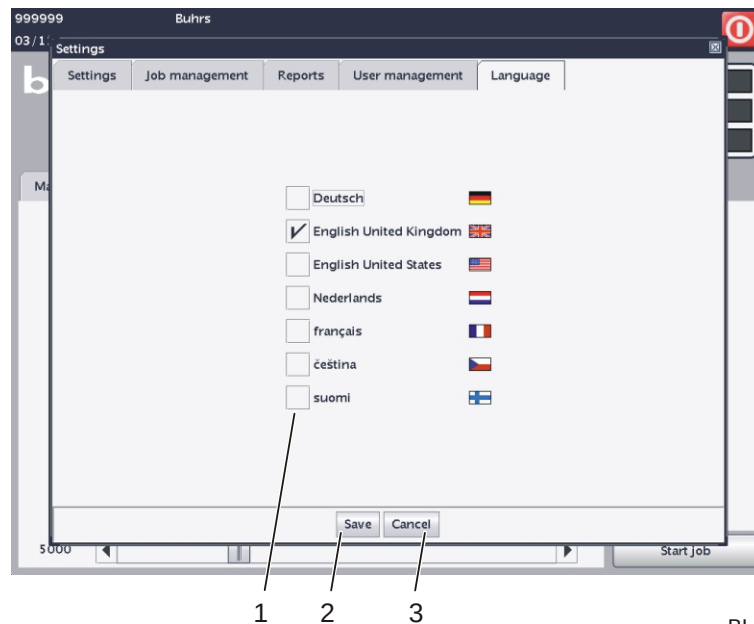
Figure 5-41: "Group Editor" Dialogue

Description of items in figure 5-41:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	New ¹⁾	¹⁾ Opens a dialogue. This dialogue is used to enter a new group name.
2	Remove ¹⁾	¹⁾ Removes the previously selected group.
3	Rename ¹⁾	¹⁾ Opens a dialogue. This dialogue is used to rename the previously selected group name.
4	Pull down menu ¹⁾	¹⁾ Selects a group.
5	List ²⁾	²⁾ Displays the assigned privileges.
6	Save ¹⁾	¹⁾ Saves the modifications.
7	Back ¹⁾	¹⁾ Calls up the "User management" menu.
8	Move ¹⁾	¹⁾ Moves the previously marked line.
9	List ²⁾	²⁾ Displays the unassigned privileges.

"Language" Submenu

In this submenu, the language for the BSC surface can be changed.



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Figure 5-42: "Language Selection" Submenu

Description of items in figure 5-42:

Item	Button ¹⁾ Field ²⁾	Function of the button ¹⁾ or field ²⁾
1	Box ²⁾	²⁾ Selects the language.
2	Save ¹⁾	¹⁾ Saves the modifications. The language is switched automatically in the control system.
3	Cancel ¹⁾	¹⁾ Cancels the procedure. The "Settings" main menu is automatically called.

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