

OPEX® OMATION® MODEL 606™

January 2025

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Revision 25-01

Original Instructions

Operator Manual



Ovation® Model 606™ Envelopener®
(shown with optional power sort conveyor)



Read, understand, and follow the information in the Operator Manual thoroughly before attempting to operate, service, or troubleshoot this equipment. Keep these instructions for future reference.

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About OPEX Corporation

OPEX Corporation is more than a manufacturer of machines. We continuously reimagine technology to power the future for our customers.

With an innovative approach, we engineer unique automated solutions that support our customers so they can solve the most pressing business challenges for both today and tomorrow. Our scalable Warehouse, Document, and Mail Automation solutions improve workflow, accelerate change, and drive efficiencies in infrastructure.

We are a family-owned and operated organization with more than 1600 committed employees who innovate, manufacture, install, and service products that are helping transform industry every day. We listen to our customers, respect each other, and work together to help reimagine the future through automated solutions.

At OPEX, we are Next Generation Automation.

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Document History

Doc Rev	Date	Changes (click blue text to go to that page)
25-01	Jan 24, 2025	Initial release

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Omotion® Model 606™

Operator Manual

1.1. Foreword

These Operating Instructions contain information about the OPEX® Ovation® Model 606™ to ensure proper and safe handling of the machine, including:

- Operational procedures
- Safety information, safety hazards and precautions
- Component identification and function
- System specifications
- Minor maintenance and cleaning



Read, understand, and follow the information in the Operating Instructions thoroughly before attempting to operate, service, or troubleshoot this equipment. Keep these instructions for future reference.

The Operating Instructions are provided in accordance with the Low Voltage Directive 2014/35/EU. They are an integral part of the machine.

Follow the instructions carefully to avoid injury or damage to the equipment.

Keep these Operating Instructions available to all personnel who must operate, service, or troubleshoot the system. Store them in a dry, protected, and easily accessible location near the machine.

1.2. Obtaining the latest revision

These instructions are not subject to any automatic revision service. However these instructions may be updated from time to time to reflect updates to the equipment, updates to the operation or function of the equipment, or to correct errors (a table detailing the document revision history can be viewed on [page 8](#)). Be sure to retain the latest release of the manual for your reference.

An electronic version of this document is available in PDF format at <https://opexservice.com>. The PDF version contains the following optimizations for use on a computer or tablet device to improve navigation:

- blue underlined links that can be clicked on or tapped to go directly to a particular page or web address.
- all items in the [“Contents”](#) as well as the bookmarks in the side bar of the PDF file can be clicked or tapped to navigate directly to a particular section. Make sure to use the latest version of Adobe® Acrobat Reader®* for optimal performance.

*Adobe and Acrobat Reader are registered trademarks of Adobe Systems Incorporated.

1.3. Warranty conditions

The warranty is linked to the correct and careful observation of the information in the Operating Instructions. OPEX Corporation only permits the use and configuration of the machine as described in the following chapters. All other uses and settings are not permitted unless they have been agreed in advance and are attached to the Operating Instructions.

OPEX Corporation assumes no responsibility for damage arising from:

- Failure to follow the instructions in this manual
- Use of insufficiently trained or qualified personnel
- Incorrect transport and storage of the machine and spare parts
- Improper assembly, commissioning, operation, and maintenance of the machine
- Operating the machine with defective safety devices or safety and protective devices that are not installed properly or are not working
- Performing unauthorized changes or modifications to the machine
- Unauthorized changes to the electrical control
- Unauthorized or improperly performed repairs
- Inadequate monitoring of machine parts that are subject to wear
- Use of non-original or non-approved spare parts
- Improper use of the machine
- Disasters caused by foreign bodies and force majeure

OPEX Corporation's "General Terms and Conditions of Sale and Delivery" apply. The customer can view these after contract conclusion. Warranty and liability claims for personal injury and damage to property are excluded if they are due to one or more causes listed above.

If the machine is sold to a second buyer by the first buyer, the responsibility of OPEX Corporation regarding the machine described here expires.

If the machine is sold to a buyer in another country with a different language, the responsibility for handing over a carefully and correctly translated copy of these Operating Instructions lies with the first buyer.

1.4. Purpose

The Operating Instructions enable the operating personnel to get acquainted with the machine and to use it safely and consistently. The Operating Instructions do not replace the experience and technical training of the operating personnel. It is a management tool for better use of machine functions. The responsible person, following all the instructions in this document, can manage the machine with maximum efficiency throughout its lifetime.

1.5. Safety message conventions

1.5.1. General information

These instructions use safety message conventions to alert you about safety hazards associated with certain procedures and situations.

Machine and system-specific hazards can always occur in combination and in mutual interactions with one another.

1.5.2. Structure

Safety messages are structured as follows:



SIGNAL WORD

Nature of hazard.

Consequences of interaction with the hazard.

► Avoidance procedures.

1.5.3. Signal words

The following signal words are used in these instructions:



Indicates a hazardous situation that, if not avoided, will result in death or serious injury. The use of this signal word is limited to the most extreme situations.



Indicates a hazardous situation that, if not avoided, could result in death or serious injury.



Indicates a hazardous situation that, if not avoided, could result in minor or moderate injury.



Indicates information considered important, but not hazard related (e.g. messages relating to property damage).



Indicate specific safety-related instructions or procedures.

1.5.4. Symbols and other graphics

The following symbols and graphics are used in these instructions:

Symbol	Indication
	This is the safety alert symbol. It is used to alert you to potential physical injury hazards. Obey all safety messages that follow this symbol to avoid possible injury or death.
	This symbol signifies that the instruction manual or booklet must be read.
	This symbol indicates important information on proper use of the machine, providing application tips or particularly useful information to optimize performance.
	This symbol indicates hazardous voltage. It calls your attention to components or operations that could be dangerous to you and other persons. Read the message and follow the instructions carefully.
•	List.
▶	Hazard avoidance procedures.
❖	A single step of first-level instructions.
1. 2. 3.	First-level instructions.
a. b. c.	Second-level instructions.

1.6. Target audience

1.6.1. General safety information



Insufficient qualification.

Insufficient qualification and improper use may lead to personal injury and damage to property.

- ▶ Only Qualified persons are allowed to operate the system!
- ▶ Follow the skill and qualification levels indicated throughout these instructions!

NOTICE

The employer is responsible for the following:

- Properly supervising and monitoring employees.
- Provide employee training to ensure employees have the necessary knowledge, skills and qualifications.
- Ensure that employees fully read and understand the Operating Instructions.

1.6.2. Skills and qualifications

The skill and qualification levels are defined as follows:

Authorized Personnel Manufacturer's personnel or personnel trained and certified by the manufacturer to perform a specific type of duty. The person locks out and tags out machines or equipment to perform servicing or maintenance on the machine or equipment. The person recognizes and avoids possible hazards due to her or his technical training, knowledge, and experience.

Electrically Qualified Personnel A person who (in jurisdictions where governmental authorization is required) is granted authorization to perform work on or around energized circuits or equipment. The person locks out and tags out machines or equipment to perform servicing or maintenance on electrical systems of the machine or equipment. The person recognizes and avoids possible hazards due to her or his technical training, knowledge, and experience.

Mechanically Qualified Personnel A person who (in jurisdictions where governmental authorization is required) is granted authorization to perform work on or around mechanical systems and components. The person locks out and tags out machines or equipment to perform servicing or maintenance on mechanical systems of the machine or equipment. The person recognizes and avoids possible hazards due to her or his technical training, knowledge, and experience.

User A qualified person, at least 18 years old, who possesses extensive knowledge and training and has successfully demonstrated the ability and skills to operate or use a machine or equipment. The person has received safety training to identify and avoid the hazards involved. The person has received safety training to identify a machine, equipment, or area where servicing or maintenance is being performed.

Purchaser Responsible for the following tasks:

- Proper and safe operation of the equipment
- Occupational health and safety
- Adherence to the preventive maintenance schedule
- Contacting OPEX® Corporation for repair and maintenance

Supervisor Appointed by the purchaser and responsible for occupational safety on site.

1.6.3. Qualification matrix

The target groups who can interact with the machine are described below.



Inadequate qualification level.

Failure to observe qualification levels poses a risk of serious injury or death. It also poses a risk of machine damage and production failure.

- ▶ Read and understand [“Skills and qualifications” on page 15](#) before attempting to interact with this equipment.
- ▶ Adhere to the qualification level indicated in the qualification matrix.
- ▶ The purchaser is responsible for the qualifications of the personnel or contacting OPEX Corporation for service.

Table 1-1: Qualification Matrix

Person or Task	User	Electrically or Mechanically Qualified Personnel	Authorized Personnel
Packaging and transport			X
Installation			X
Commissioning			X
Operation	X		X
Troubleshooting			X
Fault elimination			X
Inspection and cleaning		X	X
Preventive maintenance		X	X
Repair maintenance			X
Decommissioning			X
Disassembly			X

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2. Safety and injury prevention

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Omotion® Model 606™

Operator Manual

2.1. General information

The information provided in this chapter is intended to educate you on various safety issues regarding the operation and maintenance of the OPEX equipment described in these instructions.



Engineers considered the standards and directives specified in the Declaration of Conformity in the design process of the machine.

2.1.1. State of the Art

The machine is designed in accordance with the state of the art and safety-related regulations. Improper use of the machine can pose health hazards to users and affected employees, or damage to property.

This machine may only be used:

- For the intended use. See [“3.4. Intended use” on page 35](#).
- In perfect condition in terms of safety.



Read this chapter thoroughly before using this equipment.
Failure to do so can result in serious injury or death.
Faults that impair safety must be eliminated immediately.

2.2. Occupational health and safety



Repetitive action.

Users may not be mentally focused due to repetitive action.

- ▶ Instruct users regularly on residual risks and how to avoid them.

Unforeseeable events.

Fainting of user, outbreak of fire, explosion.

- ▶ The purchaser must define the role and responsibilities of an emergency first aider in the job description.
- ▶ Employees shall receive training for the proper use of firefighting equipment, such as a fire extinguisher, as part of an emergency action plan.

Removing protective covers.

Draw-in and pinch hazards. Body parts can be trapped or drawn into the machine when dismantling maintenance or protective covers or panels.

- ▶ Servicing the machine shall only be performed by Authorized Personnel or, if indicated, Mechanically or Electrically Qualified Personnel.
- ▶ The system must be in a safe condition standstill and de-energized (main switch OFF and AC power cord unplugged) when dismantling any covers or panels.
- ▶ Always keep doors, panels, and maintenance covers closed when operating the machine.

Sharp edges.

Shearing hazards. Sharp edges can pose skin cuts and abrasions, on sheet metal, for example.

- ▶ Be alert and watch your fingers.
- ▶ Wear protective gloves during maintenance work.

Consequential damage caused by unhealthy posture, incorrect lifting, or exertion.

This can cause damage to the musculoskeletal system.

- ▶ Lift correctly and use suitable lifting equipment if necessary.
- ▶ Always test the weight of the object before attempting to lift.
- ▶ Check with local law and the specific job site. Follow the weight lifting requirements accordingly.

Poor lighting.

Insufficient light at work can lead to eyestrain, fatigue, headaches, stress, accidents, and low productivity.

- ▶ Observe the lighting standards and codes applicable at the location of use.

2.3. Workplace requirements



Disregarding workplace requirements.

Failure to follow workplace requirements can pose health and safety hazards.

- ▶ Always follow workplace requirements.

Use of substances.

The use of substances, such as drugs, alcohol or some prescription medication, may cause impaired awareness or drowsiness.

- ▶ Do not use substances while operating or working on the Omation® Model 606™.

Age and job-specific requirements.

Failure to follow age-specific and job-specific requirements can cause serious workplace injuries.

- ▶ The age-specific and job-specific requirements must be followed for each workplace.

Unauthorized individuals who do not meet the requirements are unaware of possible hazards in the workplace.

- ▶ Keep unauthorized individuals away from the work area.
- ▶ If in doubt, ask individuals to leave the work area.
- ▶ Do not continue operating or servicing the system until unauthorized individuals have left the work area.

2.4. Training of employees

NOTICE

The owner of this equipment is responsible for the training and the content of the training to prevent accidents and minimize equipment downtime. Employees to be trained may only work on the machine under the supervision of an experienced person. Only trained employees are allowed to operate the system. Document each training in the following table.

Table 2-1: Employee training

Date	Name	Type of training	Instructor	Signature

2.5. Personal protective equipment

The required personal protective equipment (PPE) may be provided by your employer.

The following protective equipment must be worn when working on the system or components of the system:

- Eye protection
- Hand protection
- Foot protection

NOTICE

PPE should not move around or fall off while you work and should not be too tight or constricting. Too-loose PPE could get caught in machinery and draw you in or provide an inadequate seal to block out the hazards.

Note: *With regular wear and use, PPE may lose its effectiveness. You can prolong its life and prevent unnecessary damage by properly storing, cleaning, and inspecting it. If it is damaged, replace it.*



Check with local law and the specific job site to find out what additional PPE is required before starting.

2.6. Ergonomics

As in any occupation which requires you to perform the same motion repeatedly during the course of your work, it is important to consider how you perform your task. Follow the listed guidelines to help minimize the risk of physical discomfort and injury while operating the equipment.



Always observe the following guidelines when operating the system.

- Maintain an upright body posture.
- Your position should allow you to comfortably reach the frequent work pick-up area(s) and the frequently touched areas of the screen without extending either arm fully or changing your posture.

- Occasionally change the angle of your posture and, if possible, vary your tasks to create short breaks from the most repetitive motions.
- Avoid operating the Model 606 for longer than a single 8-hour shift.

While no suggestions can guarantee completely against work-related injuries, you will certainly increase your comfort and safety while operating the Ovation® Model 606™ if you put these suggestions into practice. The Model 606 has been designed with you in mind. If it is operated correctly, you should find your work experience comfortable and enjoyable.

2.7. Moving parts of machinery



Mechanical motion.

Draw-in and pinch hazards between energized moving parts.

- ▶ Keep hair, loose clothing, and jewelry away from moving parts of the machine.



Rotating feed belt.

Risk of pinch and abrasion from contact with moving belt.

- ▶ Only Authorized Personnel or, if indicated, Mechanically Qualified Personnel are permitted to handle the feed belt.
- ▶ Shut down the machine before attempting to service the feed belt.
- ▶ Do not touch the feed belt while it is in motion.

2.8. Machine safety precautions

NOTICE

The Operating Instructions must be kept near the machine. All safety regulations of the responsible trade association must be observed and the rules and regulations for injury prevention and environmental protection applicable at the location of use must be observed.



Disregarding safety precautions.

Failure to follow safety precautions can pose health and safety hazards.

- ▶ Always follow safety precautions when operating the machine!

Liquid spills.

Accidental liquid spills can leak into the machine, resulting in damage to mechanical, electrical and electronic components and possible fire hazard.

- ▶ Do not place liquids or drinks on or near the machine.

Flammable, high pressure aerosol duster (“canned air”).

Fire hazards due to the prohibited use of flammable, high pressure aerosol duster to clean dust and debris from the machine.

- ▶ Do not use flammable, high pressure, “canned air” to clean paper scraps and dust from the machine.
- ▶ Aerosol duster cans contain flammable chemicals, making them unsafe to use around powered equipment and other sources of ignition.
- ▶ Aerosol dusters may cause foreign body damage to eyes.

Presence of children.

This equipment is not suitable for use in locations where children are likely to be present.

- ▶ Keep children away from the machine.

2.9. Fire protection and prevention

Fire extinguishers are divided into classes that define the types of fires they can fight. Pictograms on or around the fire extinguisher indicate the class of the fire extinguisher.

The purchaser must provide a sufficient number of fire extinguishers, depending on:

- Type and extent of flammable substances present in the building
- Fire hazard
- Size of building



Firefighting.

Fighting fire with the wrong type of fire extinguisher could lead to life-threatening consequences.

- ▶ Follow local regulations and requirements.
- ▶ Implement fire protection and prevention programs, including a safe evacuation of buildings.
- ▶ Train employees accordingly.
- ▶ Appoint and authorize designated employees to use fire extinguishers.
- ▶ Non-trained employees shall not operate fire extinguishers.
- ▶ Switch off the machine at the main power switch or source power if safe to do so.

2.10. Additional product compliance information

This device complies with the following US and international standards:

- Product Safety (International (including European Union), U.S.A., Canada)
 - IEC 62368-1:2014 Ed.2
 - UL 62368-1:2014Ed.2
 - CSA C22.2#62368-1:2014 Ed.2
- Electromagnetic Compatibility / Emissions (U.S.A., Canada, European Union, Japan)
 - FCC 47CFR: (Part 15 Subpart B)
 - IC ICES-003:2020 Ed.7
 - EN 55032:2015
 - EN 55035:2017
 - VCCI CISPR 32:2016

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3. Overview

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3.1. Omaton Model 606 base features

The base version of the Omaton® Model 606™ is composed of the following components (Figure 3-1).

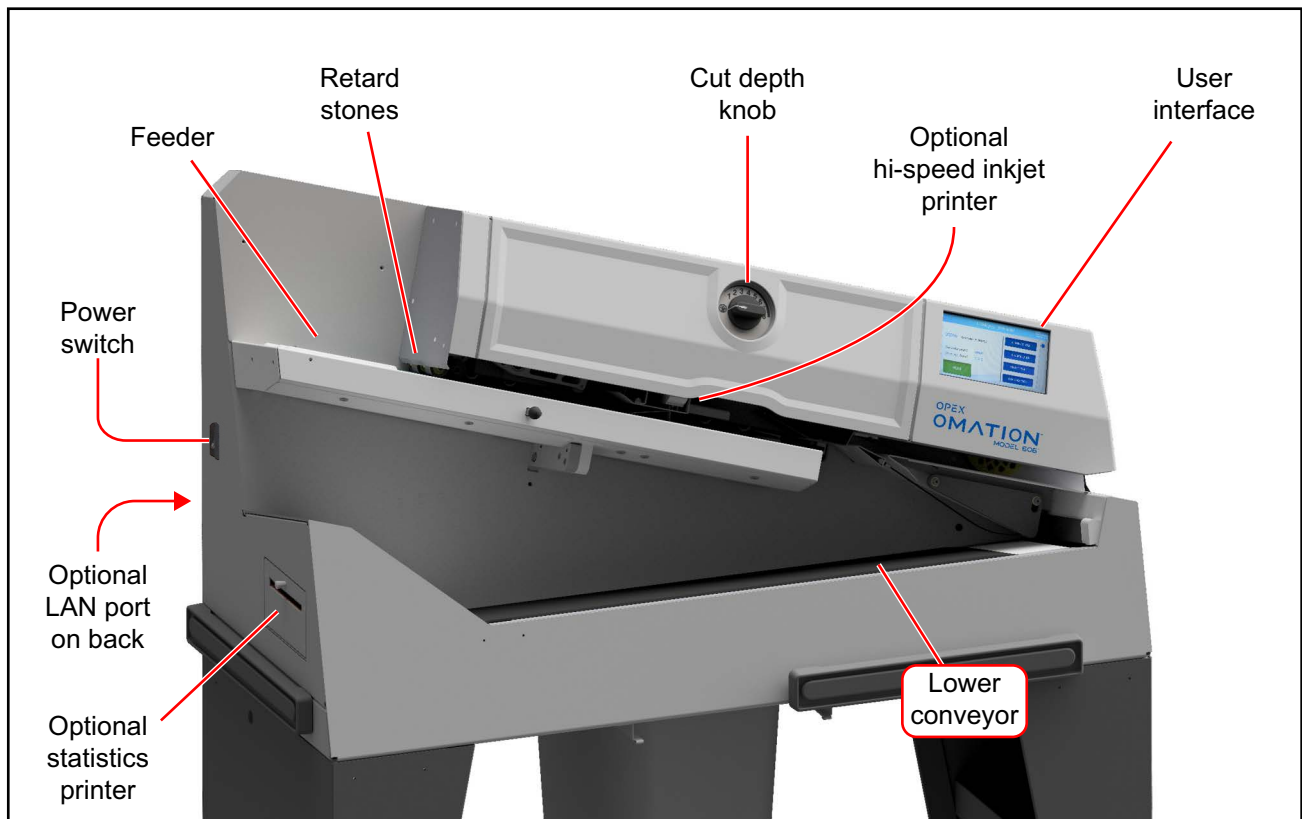


Figure 3-1: Main Components

Feeder - Loading area for envelope stacks to be fed into the machine.

Retard stones - singulates the stack of envelopes as they go into the machine.

Cut depth knob - rotate to set the depth of the cut - from 0.01" (0.03 cm) from the envelope edge (Position 1), up to 0.125" (0.32 cm) in depth (position 8). Cut Position 0 is used to sort envelopes without cutting them.

Optional hi-speed inkjet printer - prints audit trails, when configured.

User Interface - LCD touch screen for machine operation. The buttons displayed will vary with the screen you are on. When information to display exceeds the screen's boundaries, a scroll bar will be displayed on the right side of the screen.

Optional LAN port - network connection for ONS software.

Optional Statistics printer - prints Job and statistics data.

Lower Conveyor - receives processed mail.

Power Switch - turns machine power on and off.

3.2. Omaton Model 606 sorting features

The sorting version of the Omaton® Model 606™ is composed of the following additional components (Figure 3-1).

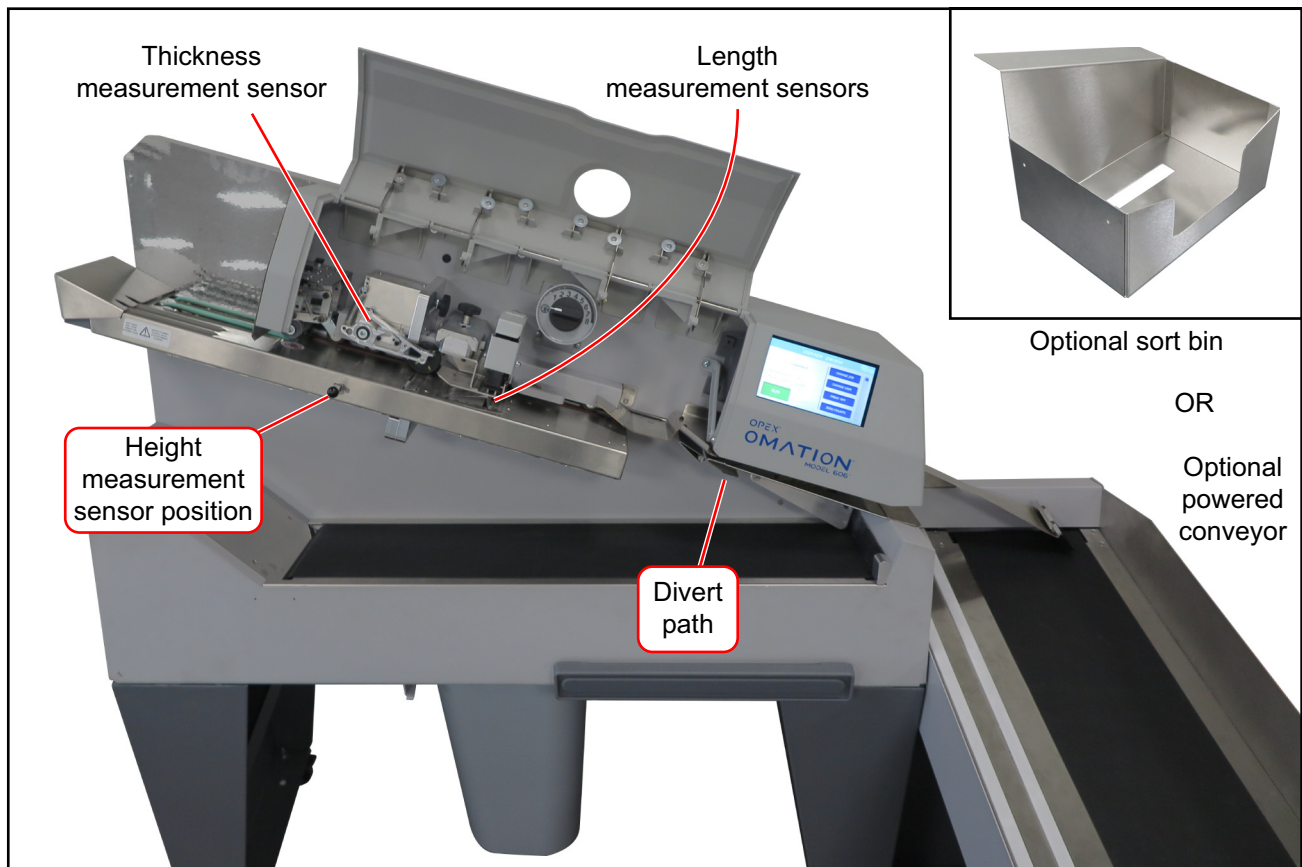


Figure 3-2: Main Components

Thickness measurement device (TMD) - sorts mail based on thickness. Its position can be adjusted to avoid measuring over known variances like stamps or envelope windows.

Length measurement sensors - sorts mail based on length.

Height measurement sensor position - sorts mail based on a height threshold.

Divert path - directs sorted mail to the powered conveyor or sort bin.

Powered conveyor - sorted mail can be sent here or to the lower conveyor.

Sort bin - (alternative to powered conveyor) - sorted mail can be sent here or to the lower conveyor.

3.2.1. Mail Tray and Trash Bin Supports

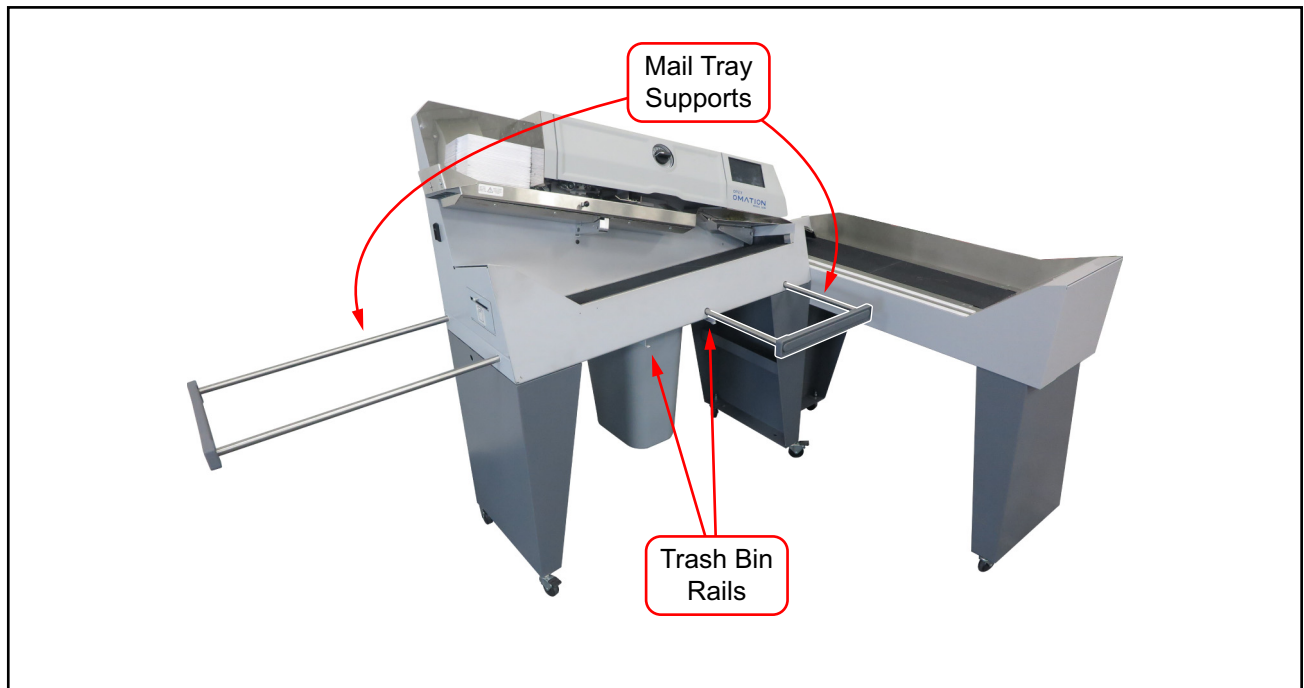


Figure 3-3: Model 606 with mail tray supports

Both models feature two extendable mail tray supports (Figure 3-3) that may be used to hold U.S. Postal Service mail trays.

A set of rails underneath the body of the OM606 securely hold the included trash bin in place under the machine.

3.3. Sensor and Printer Position Reference

The height sensor and thickness measuring device used for Sorting features, and the optional hi-speed inkjet printer, all have adjustable positions. Table 3-1 below shows the range of adjustment in each of these.

Height Sensor Position - The measurement listed below is from the back wall of the paper path, to the center of the sensor. The sensor should be positioned so that mail you intend to block the sensor will cover it completely.

Thickness Measuring Device Position - The measurement listed below is from the back wall of the paper path, to the center of the TMD wheel. When setting the TMD position, be aware of the location of stamps, windows, tape, or other items which can cause inconsistent thickness readings.

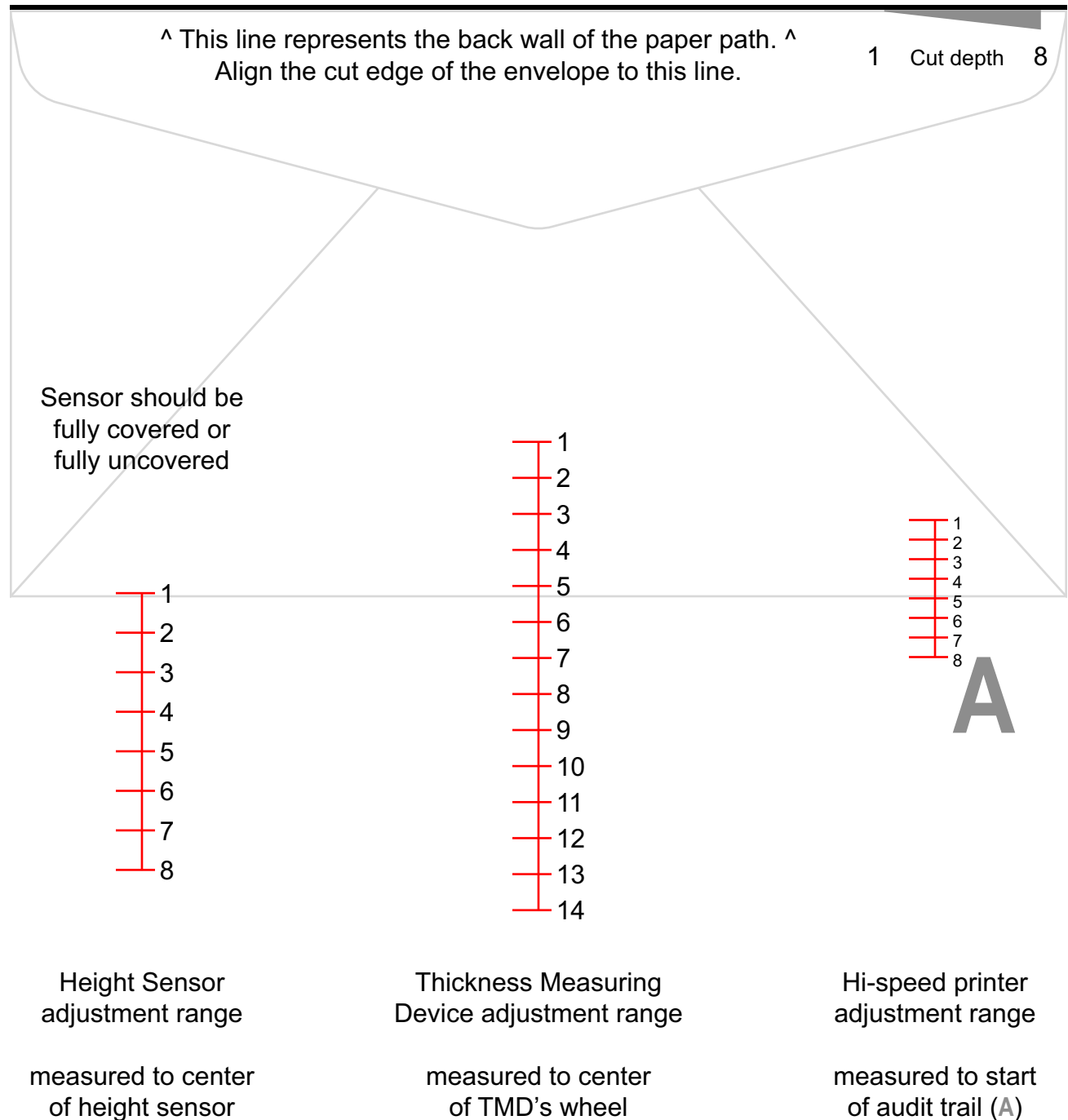
Hi-speed Inkjet Printer Position - The measurement listed below is from the back wall of the paper path, to the start of the printable area.

Table 3-1: Sensor and Printer Positions

Item	Nearest Position	Increment	Farthest Position
Height Sensor	Position 1 3.723" 9.456cm	0.25" 0.635cm	Position 8 5.490" 13.945cm
Thickness Measuring Device	Position 1 2.757" 7.003cm	0.23" 0.584cm	Position 14 5.747" 14.597cm
Hi-speed Inkjet Printer	Position 1 3.256" 8.270cm	0.125" 0.318cm	Position 8 4.131" 10.493cm

3.3.1. Position Measuring Reference

This page can be used as a guide to identify the positions of height, thickness, and printer assemblies based on your primary mail. Simply place a sample of your mail on the line representing the back wall of the path, to determine the respective value.



3.4. Intended use

The OPEX Ovation® Model 606™ is an automated envelope opener for mail room operations. The Model 606 may only be used if the specified limitations are not exceeded. See [“3.7. Specifications” on page 48](#).

The system is designed for counting, opening, and sorting envelopes. All other uses are prohibited and lie within the responsibility of the customer.

This equipment may only be used for its intended purpose as described in these Operating Instructions to prevent risks to you and to other persons and to prevent damage to the machine, or to other property and equipment.

The Ovation® Model 606™ complies with the relevant provisions of the Low Voltage Directive 2014/35/EU.

Intended use also includes:

- Adherence to the preventative maintenance schedule
- Observation of all safety instructions
- Verification that the machine is in a technically perfect condition

3.5. Improper use (foreseeable misuse)



Improper Use.

Improper use may pose safety hazards and damage to the system or property.

- ▶ Read, understand, and follow the information in the Operating Instructions.
- ▶ Uses other than those described in “Intended Use” are prohibited.

Examples of improper uses include:

- Manipulating safety devices, for example, removing, bypassing, or disabling.
- Creating unauthorized conversions and design modifications to the system.
- Installing parts, such as spare or wear parts, or replacing defective parts that are not genuine OPEX parts.
- Making unauthorized software changes.
- Operating the system in ambient conditions that were not negotiated, such as humidity and temperature.
- Operating the system with defective components.
- Not adhering to the preventative maintenance schedule.
- Not adhering to the minimum and maximum part weight and the minimum and maximum part dimensions. See [“3.7. Specifications” on page 48](#).
- Making structural changes, additions, and conversions to the machine without consulting OPEX or your authorized representative.
- Allowing unauthorized personnel to operate or service the machine.
- Operating the machine without external covers installed.

OPEX Corporation is not liable for any damage resulting from unsuitable or improper use.

3.6. Machine labels

3.6.1. Feeder Warning Label

Location: Front of feeder area (Figure 3-4).

Purpose: To warn personnel that hair, loose clothing, or jewelry should be kept away from this area.



Figure 3-4: Feeder Warning label

3.6.2. Pinch Point Caution label

Location: The beginning (2 places) and end of the feed belt path (Figure 3-5).

Purpose: Warns about pinch hazards near the feed belt.

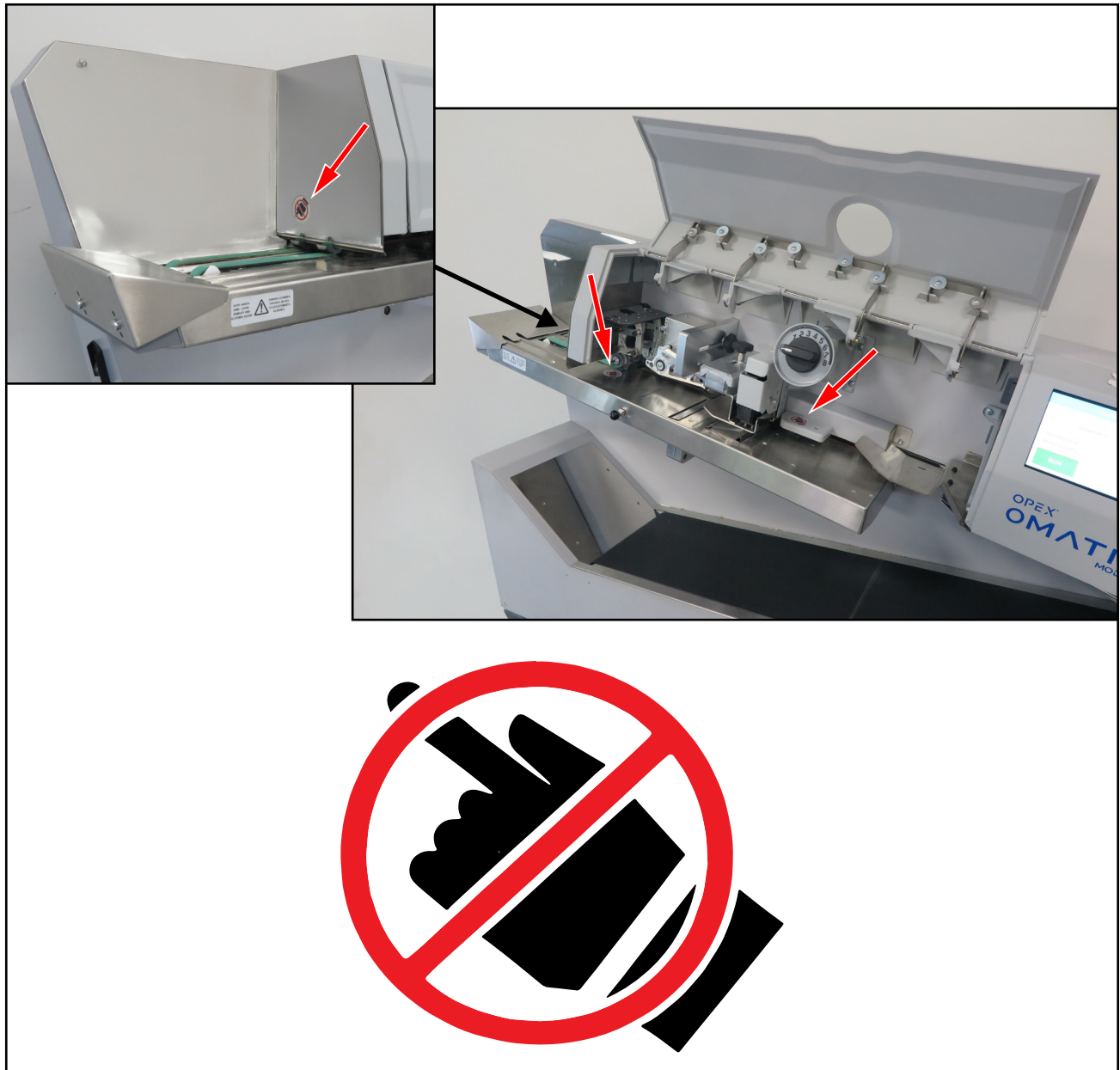


Figure 3-5: Pinch Point label 1637200

3.6.3. Disconnect Power Warning label

Location: Rear of the machine (Figure 3-6).

Purpose: Warns personnel to disconnect power before opening the machine.



Figure 3-6: Disconnect Power Before Opening label

3.6.4. Dielectric and Ground Test label

Location: Rear of the machine (Figure 3-7).

Purpose: Indicates that machine passes ground dielectric test and ground continuity test requirements.



Figure 3-7: Dielectric and Ground Test label

3.6.5. FCC Compliance label

Location: Rear of US machines only (Figure 3-8).

Purpose: Certifies that electromagnetic interference from the device is under the limits approved by the US Federal Communications Commission.

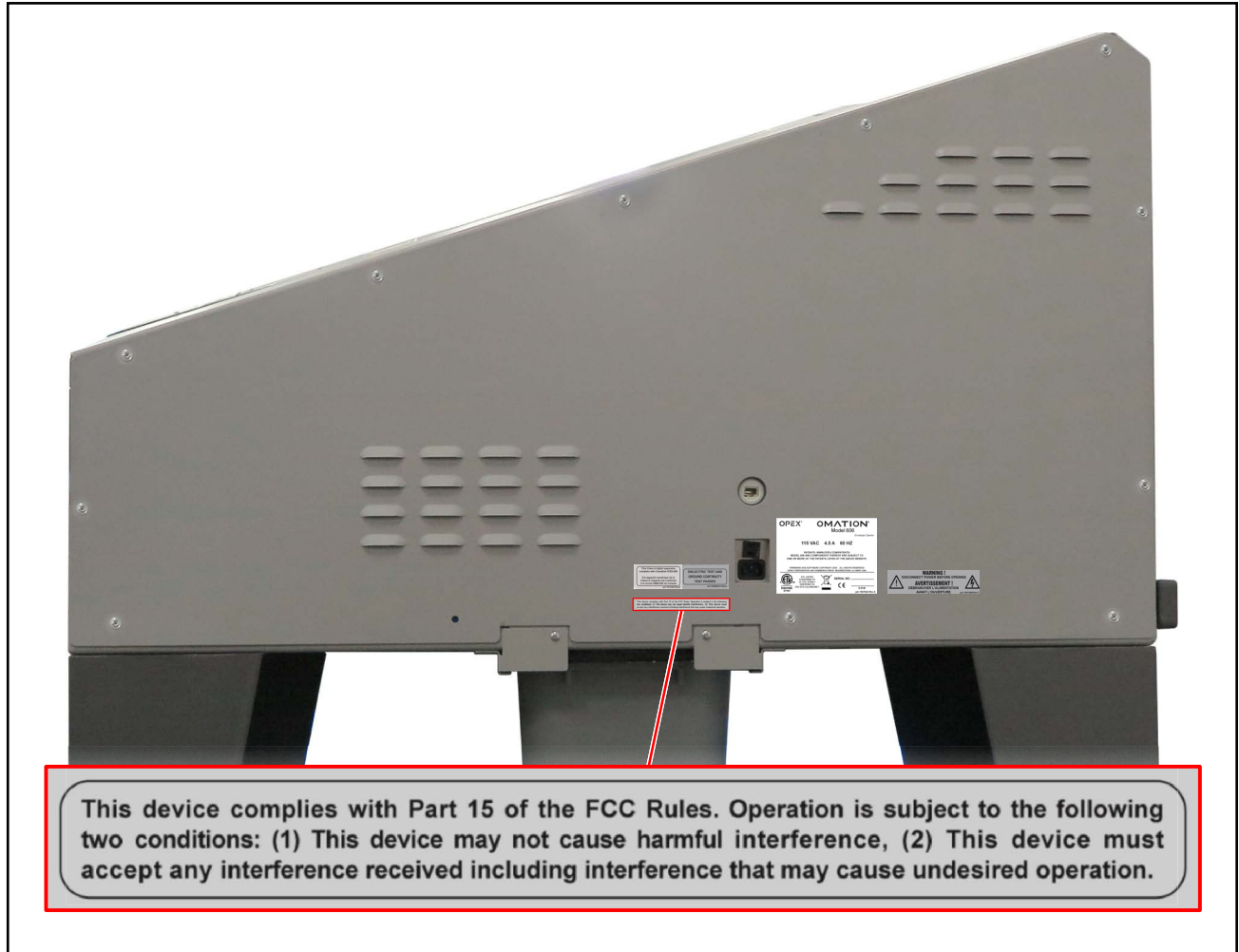
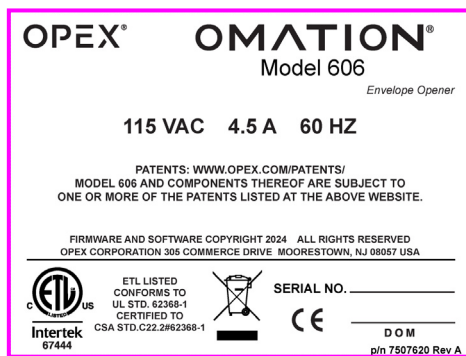


Figure 3-8: FCC Compliance label P24839-03

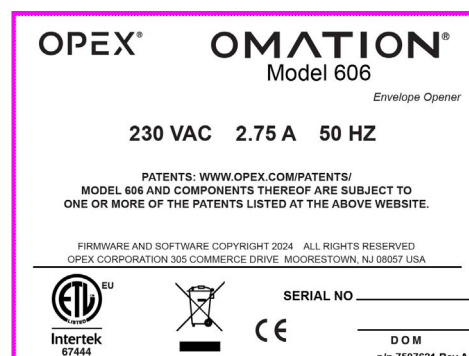
3.6.6. Ratings /Serial Number label

Location: Rear of machine (Figure 3-9).

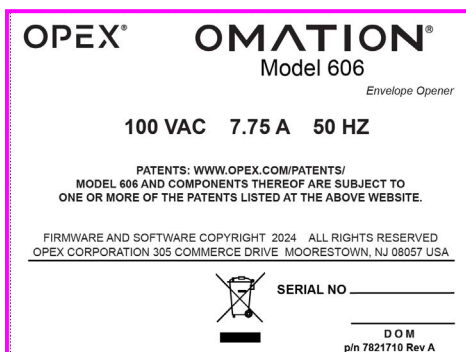
Purpose: Identifies product model, electrical ratings, serial number for United States & Canada; EU; Japan.



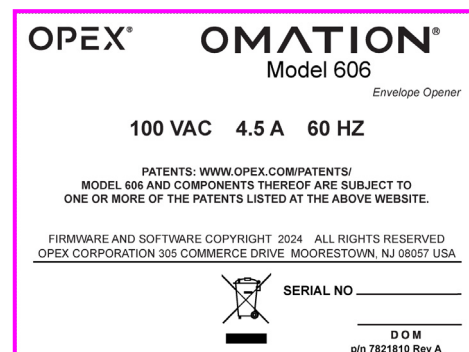
US (7507620)



EU (7507621)



50 Hz JP (7821710)



60 Hz JP (7821810)

Figure 3-9: Ratings / Serial Number label



Before contacting OPEX Technical Support, locate the Model/Serial label on your machine so that you can provide the assisting technician with the unit Serial Number.

3.6.7. ICES-003 Label

Location: Rear of North American machines only (Figure 3-10).

Purpose: This label identifies compliance with Canadian ICES-003.



Figure 3-10: ICES-003 label 7611000

3.6.8. Shock Hazard Label

Location: On the OPEX printed circuit board inside the machine (Figure 3-11).

Purpose: Warns of hazardous voltage in mains connected PCB.

Accessing the inside of the machine is to be performed by Authorized OPEX Technicians only. There are no user-serviceable parts within the machine.

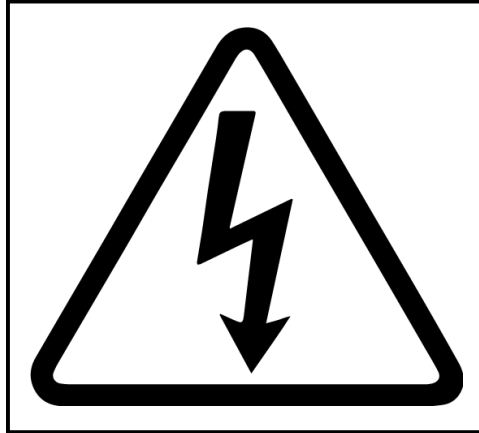


Figure 3-11: Shock Hazard label

3.6.9. Conveyor Socket label

Location: Right side of the machine (Figure 3-12).

Purpose: This label identifies the socket that associates the Model 606 to the optional 90 degree powered conveyor.

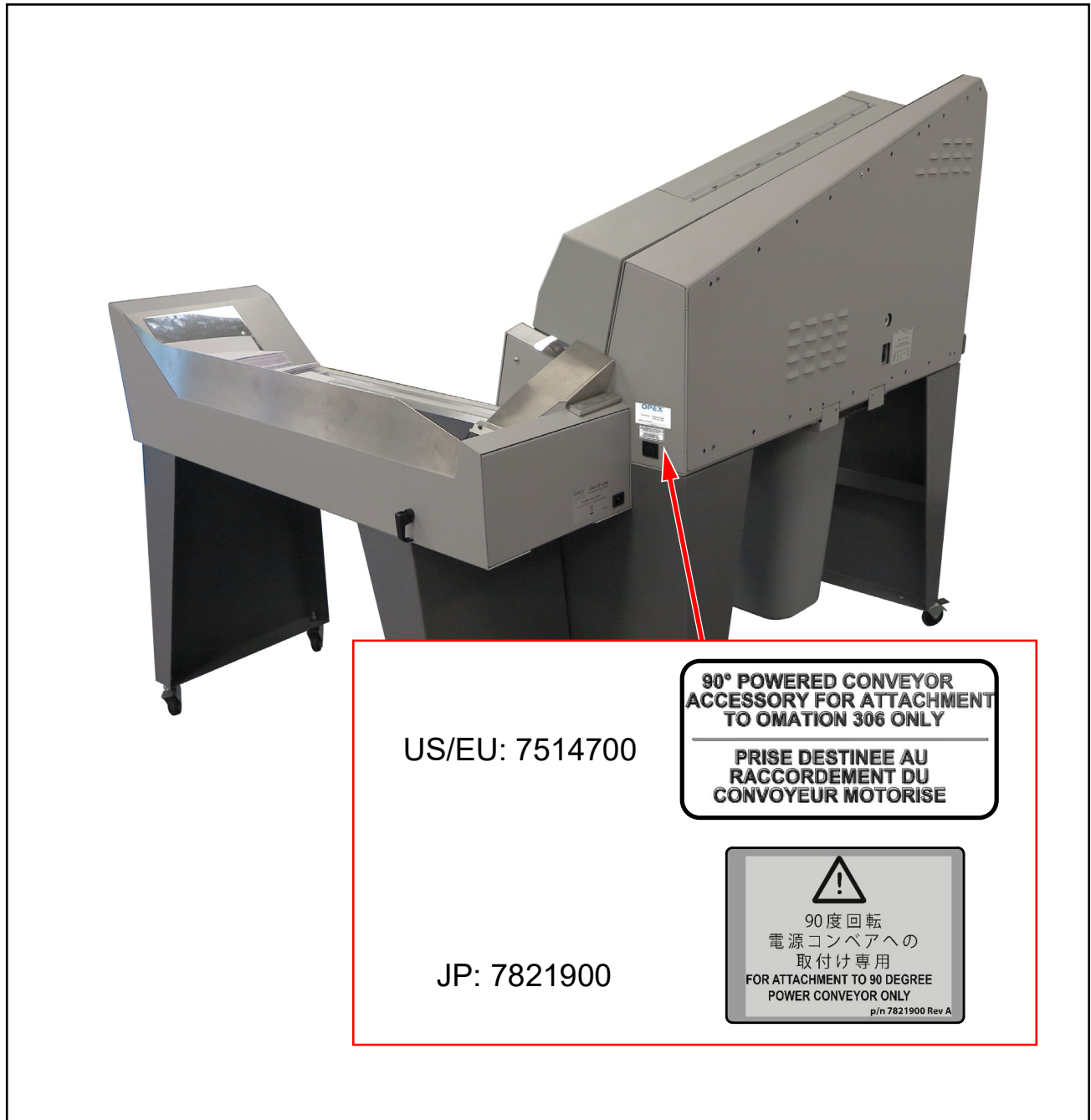


Figure 3-12: Conveyor Socket label

3.6.10. OPEX Service label

Location: Right side of North American machines (Figure 3-12).

Purpose: This label provides service contact information.



Figure 3-13: OPEX Service Label

3.6.11. Optional Powered Conveyor Ratings label

Location: Back of powered conveyor (Figure 3-14).

Purpose: Identifies product model and electrical ratings for United States & Canada; Europe; Japan.

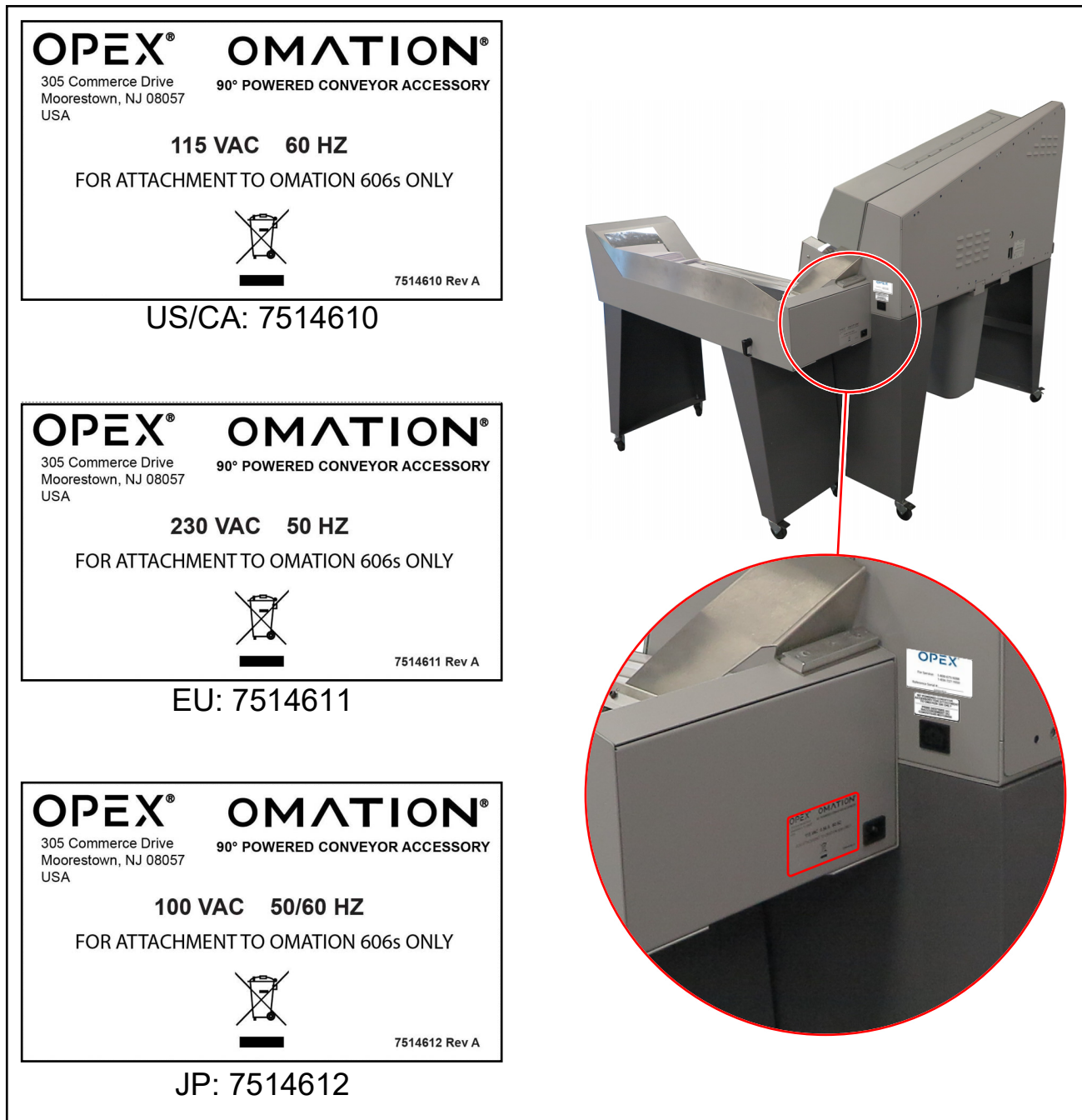


Figure 3-14: Powered Conveyor Ratings label

3.7. Specifications

Table 3-2: Model 606 Specifications

Specification	Value
Weight	235 lbs (106.594 kg)
Speed	Up to 40,000/hour
Envelope Sizes	Lengths up to 11" (27.94 cm) may be sorted. Lengths up to 13.5" (34.29 cm) may be opened.
Thickness	Up to 0.50" (1.27 cm)
Depth of Cut	Nine settings: from 0.01" (0.03 cm) at envelope edge up to 0.125" (0.32 cm) (depth settings 1-8), also no cut (setting 0)
Feeder Capacity	Up to 400 envelopes

3.7.1. Power Requirements

100V / 50Hz machine (JP)	100V / 60Hz machine (JP)
Input Voltage – 100VAC 50Hz (1 Phase)	Input Voltage – 100VAC 60Hz (1 Phase)
Input Current – 7.75A (Max)	Input Current – 4.5A (Max)
Circuit Breaker – 10A	Circuit Breaker – 7A
Power Rating – 775W	Power Rating – 450W
BTU Rating – 2647 BTU/h	BTU Rating – 1537

115V / 60Hz machine (US)	(Model 606) 230V / 50Hz machine (EU)
Input Voltage – 115VAC 60Hz (1 Phase)	Input Voltage – 230VAC 50Hz (1 Phase)
Input Current – 4.5A (Max)	Input Current – 5.5A (Max)
Circuit Breaker – 7A	Circuit Breaker – 7A
Power Rating – 517.5W	Power Rating – 1265W
BTU Rating – 1767 BTU/hr	BTU Rating – 4320 BTU/hr

3.8. Equipment layout & required floor space

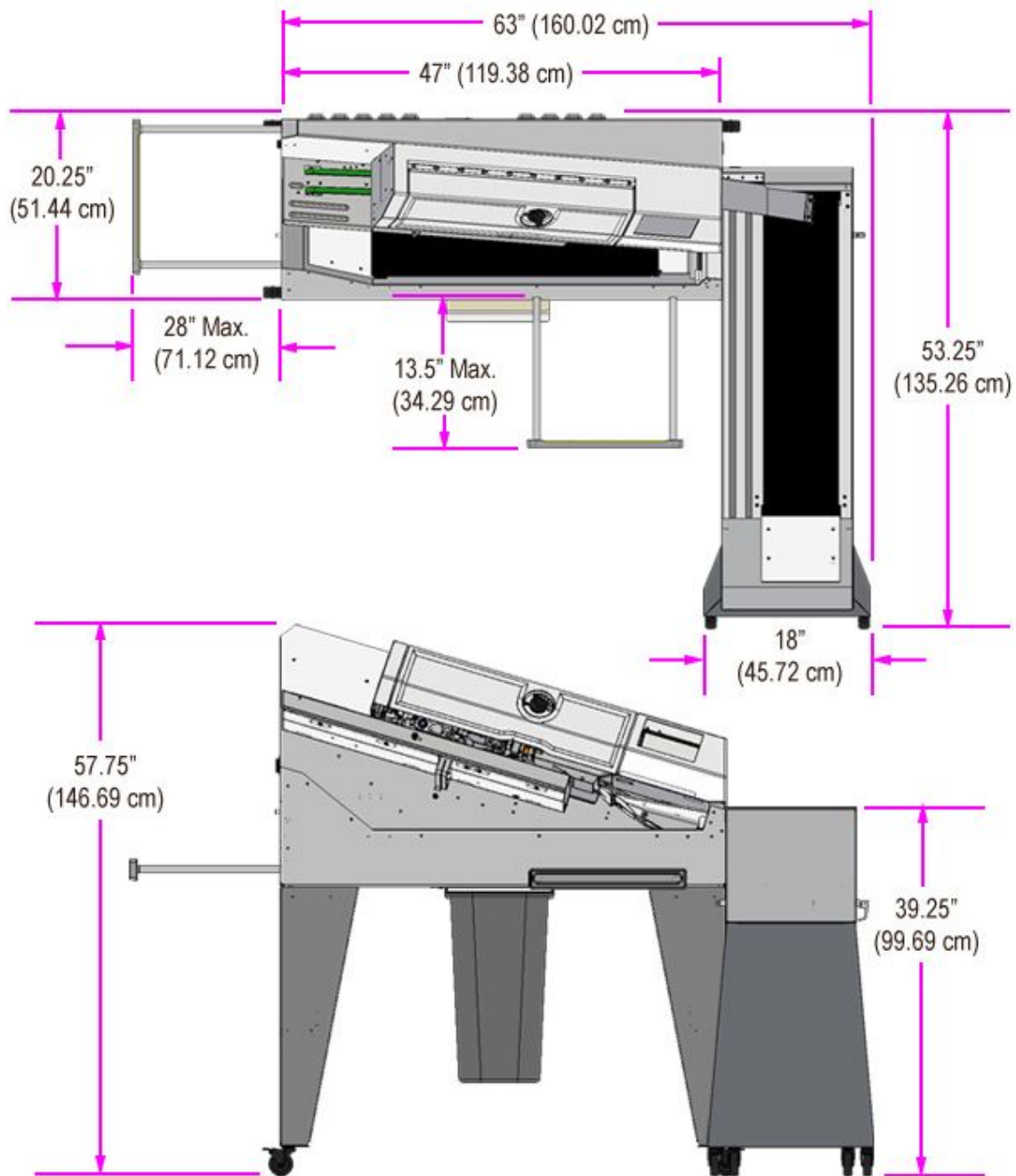


Figure 3-15: System footprint

3.9. FCC information

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

3.9.1. Industry Canada information

This Class A digital apparatus complies with Canadian ICES-003.

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4

4. Transport and installation

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4.1. General information



Read and follow all safety precautions and procedures in [Chapter 2: “Safety and injury prevention”](#) before attempting to operate, service, or troubleshoot this equipment. Failure to do so can result in serious injury or death.

► Follow the qualification level indicated for each task.

4.2. Transport of system

The transport of the system is carried out by the manufacturer’s personnel or by personnel authorized by the manufacturer. The transport is therefore not described in the Operating Instructions.

NOTICE

Damages due to unauthorized transport or moving of this equipment.

Transport by untrained and unauthorized personnel can result in significant material damage.

► Refrain from any unauthorized transport or attachment and removal of transport aids.

Important to know:

- Transport includes unpacking and inspecting the system.
- Only manufacturer’s personnel or personnel authorized by the manufacturer can move the system.
- Forklifts and pallet jacks are used to move crates and modules off the truck.

4.2.1. Safety instructions



Industrial trucks, such as forklifts or pallet jacks.

Industrial trucks can pose impact hazards, such as collisions, tip-overs, and falling loads.

- ▶ Only trained and licensed drivers are permitted to operate industrial trucks.
- ▶ Only use industrial trucks with the appropriate load capacity.
- ▶ Never route material transports above people or their occupied areas.
- ▶ Wear appropriate safety shoes or boots.
- ▶ Pass industrial trucks only if the driver signals that he has seen you.



Lifting.

Transport requires lifting of the Model 606 or Mode 606s, which can weigh up to 235 lbs (106.594 kg). This can result in musculoskeletal injuries, including sprains and strains.

- ▶ Based on workforce availability, OPEX recommends a minimum of 2 persons to lift and transport a Model 606 to minimize risk of bodily injury and equipment damage.
- ▶ Wear appropriate PPE as required, including, but not limited to, work gloves, toe-protective boots, safety glasses.
- ▶ When lifting, bend your knees, not your back.
- ▶ Rotate personnel if multiple machines must be moved.
- ▶ Check with local law and the specific job site. Follow the weightlifting requirements accordingly.

4.3. Installation and commissioning

Manufacturer's personnel or personnel authorized by the manufacturer carry out the installation and commissioning of the system. The installation and commissioning are therefore not described in these Operating Instructions.

The installation surface must be prepared with the necessary load bearing capacity, levelness, and so forth so that the conditions meet the manufacturer's requirements:

- To retrieve information on the required measurements, see [“Equipment layout & required floor space” on page 50](#)
- The environmental setting must meet the environmental requirements shown in [“3.7. Specifications” on page 48](#).

4.3.1. Safety instructions



Debris.

Debris on the floor can cause you to trip and fall. This can result in serious workplace injuries.

- ▶ Keep the work area clear of debris.

5

5. Operation

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5.1. General information



Read and follow all safety precautions and procedures in [Chapter 2: “Safety and injury prevention”](#) before attempting to operate, service, or troubleshoot this equipment. Failure to do so can result in serious injury or death.

5.2. User Display Functions

5.2.1. Power On and Login

1. Ensure the OM606 is plugged into an outlet and the power switch is turned ON. Upon power ON, the OM606 displays the OPEX splash screen (Figure 5-1).



Figure 5-1: Splash screen

2. By default, the OM606 will then switch to the Main Screen, logged in with the default User and Job selected (Figure 5-2, left). If multiple Users have been configured, it will log in with the most recent one used.

If passwords have been enabled by the Supervisor, the OM606 will instead display a prompt to touch the screen to login (Figure 5-2, right).

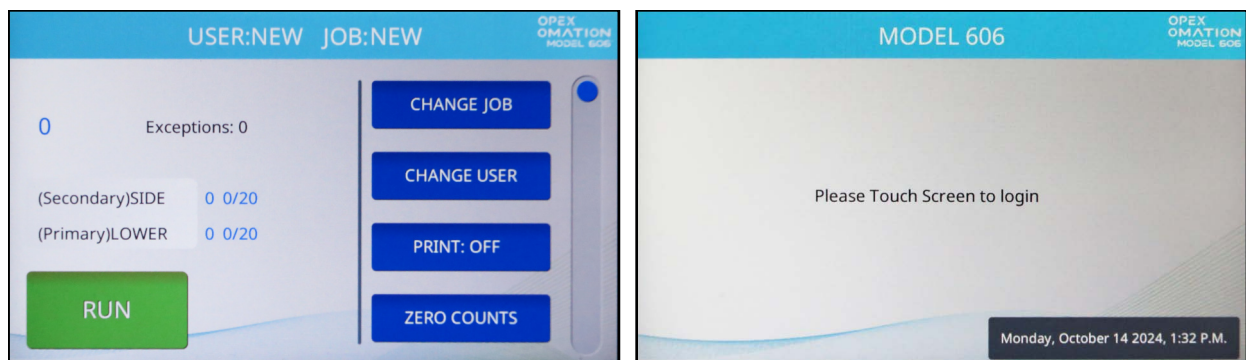


Figure 5-2: Main Screen (left) or login prompt (right) appears

Note: If the OM606 is left idle, it will show the splash screen as a screensaver. Touching the screen will “wake” the OM606 and return the screen to its previous display. By default, this occurs after 1 hour of inactivity. This behavior can be configured by a supervisor, or it can be disabled altogether.

3. Select your user login. A new OM606 includes two default users (Figure 5-3):
 - NEW, used to run Jobs, and also able to view and print its own statistical data.
 - SUPERVISOR, used for configuring Users, Jobs, and behaviors of the OM606.

As new users are configured, you may need to use the scroll bar to find yours.

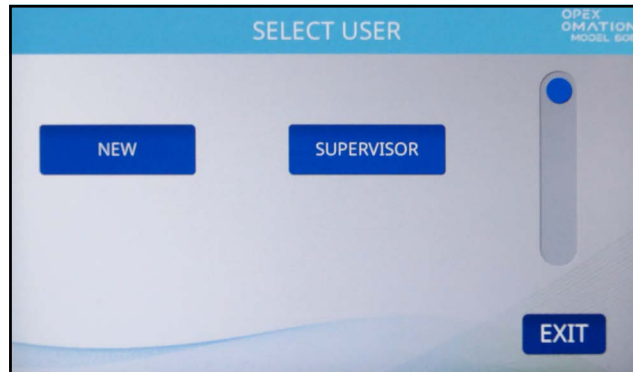


Figure 5-3: Select User screen

If your user login has no password configured, you will be logged in to the Main Screen. Otherwise, an Enter Password screen will appear (Figure 5-4). Input your password to continue.

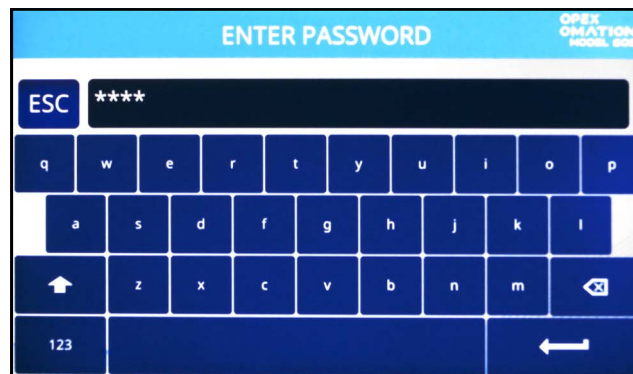


Figure 5-4: Enter Password screen

5.2.2. Main Screen Overview

All User functions can be accessed from the Main screen (Figure 5-5).

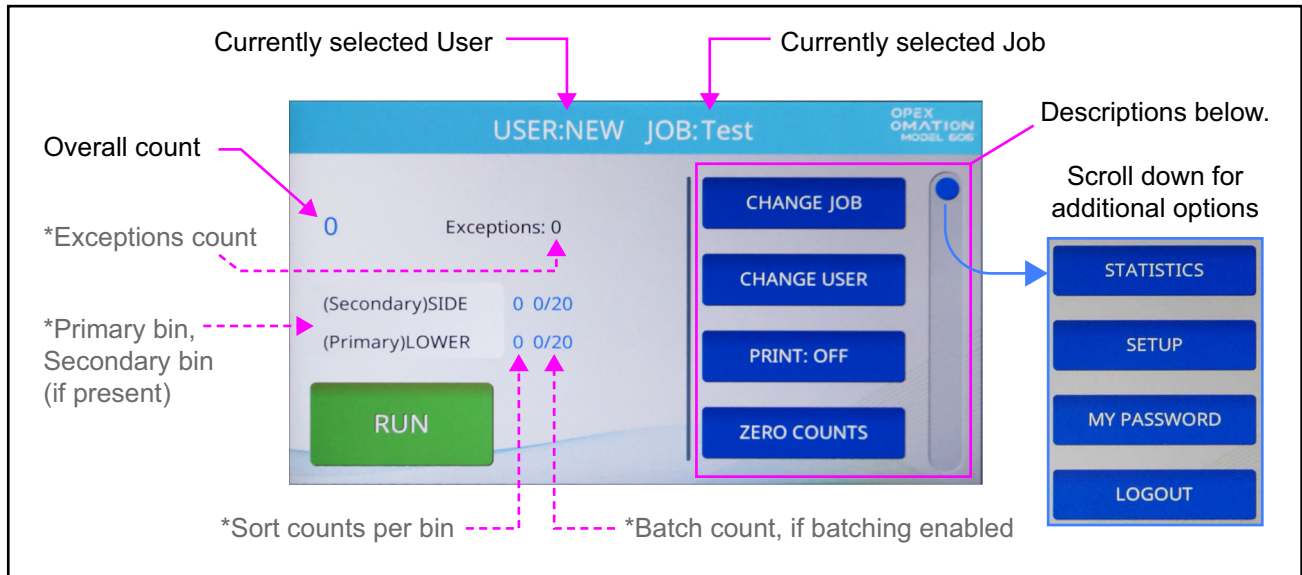


Figure 5-5: Main Screen - asterisks denote display for optional features

The Main screen provides the following information:

User and Job The currently selected User and Job name are displayed at the top.

Overall Count An overall count of pieces run is displayed in the upper left

Additional information is displayed if the OM606 is configured for sorting.

Exceptions Exceptions count is shown to the right of the overall count. These are instances in which pieces did not sort correctly, such as double-feeds or jams.

Primary & Secondary Bin Counts Both possible destinations are listed, marked as primary or secondary, with the sort count for each displayed. If the OM606 is configured for batching, the batch count in each bin will be displayed as well.

The **RUN** button in the bottom left will start the Job.

Other functions of the Main screen are listed along the right. Drag the scroll bar at the edge to see further items on the list.

CHANGE JOB This allows you to change the currently selected Job.

CHANGE USER This allows you to switch to a different User login, or the Supervisor login. The Supervisor can enable password protection on logins.

PRINT This allows you to temporarily turn audit trail printing on or off, and also allows for cleaning the heads of the print cartridge (detailed in Chapter 7: “Maintenance”). In Jobs without printing enabled, this button is still present, but cannot toggle from Off.

ZERO COUNTS This allows you to reset the statistics counters for the current run. At the beginning of a run or at any point during a run, you may reset the counters. This will cause the software to zero all of the counts on the screen, close out the current statistics “record,” and open a new one.

STATISTICS This allows you to view statistical data about mail you’ve run.

SETUP This allows you to see graphs of measurements taken from recently run mail. This is primarily used for troubleshooting and fine-tuning Job configuration.

MY PASSWORD This allows you to enable, disable, or change your password, provided the supervisor has allowed users to have passwords.

LOGOUT Log out of the current User and return to the login prompt.

5.3. Run a Job

5.3.1. Loading the Feeder

Mail preparation is not required. Load mail into the feeder with the long side against the feeder wall (Figure 5-6). If you are running mixed sizes or thicknesses of mail, you may need to tap the stack to align the top or leading edge of the mail.



Figure 5-6: Mail positioned in feeder

If you are printing audit trails, it is recommended that you establish a preferred orientation, such as postage stamp up and lead edge feeding.

5.3.2. Set Cut Depth

When you start a Job, it will prompt you to set the Cut Depth Knob (Figure 5-7) to a specific position. In the default Job, this is Position 2.

The Cut Depth Knob sets the depth of the cut - from 0.01" (0.03 cm) from the envelope edge in Position 1, up to 0.125" (0.32 cm) in Position 8. Cut Position 0 can be used to sort envelopes without cutting them.

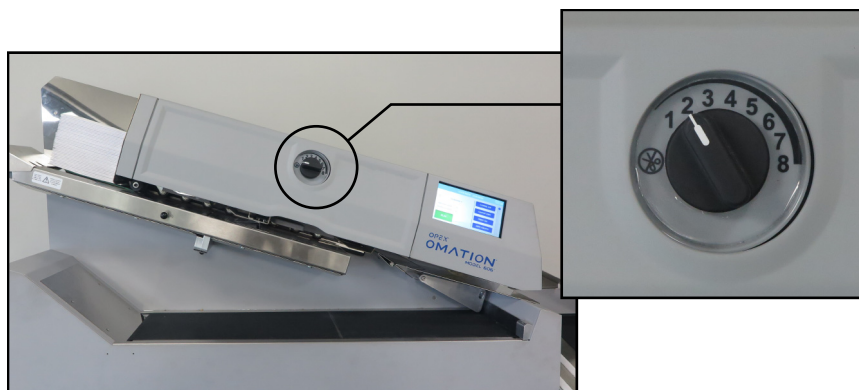


Figure 5-7: Cut Depth Knob

5.3.3. Running a Standard Job

1. From the Main screen, check the currently selected Job (Figure 5-8).

If you intend to run a different Job, press **CHANGE JOB** in the list on the right. The Select Job screen appears. Select the Job name, and OM606 will return to the Main screen, showing the newly-selected Job.

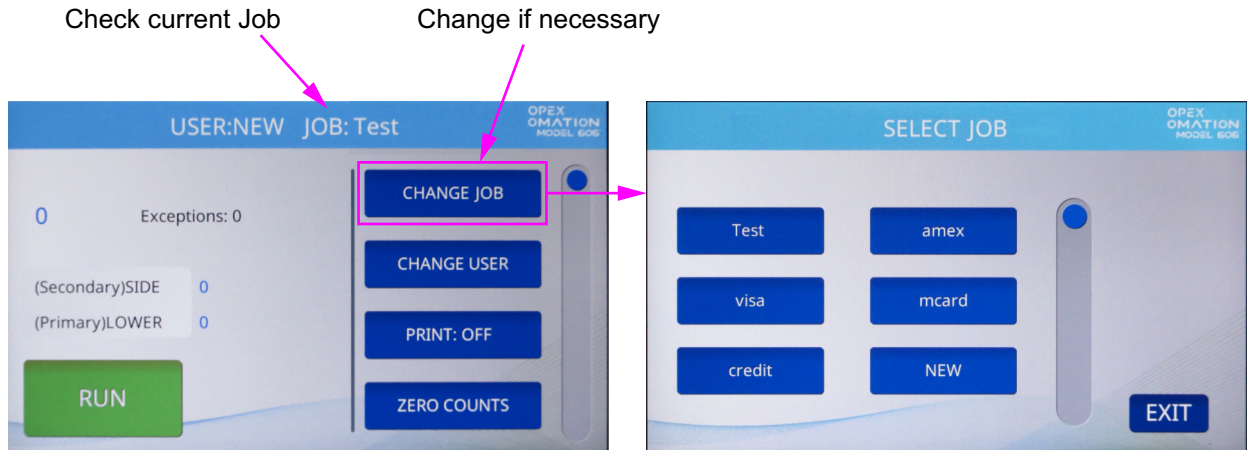


Figure 5-8: Check the current Job

2. On the Main screen, press **RUN**. The OM606 will prompt you to verify or adjust the cutter position (Figure 5-9). For the default Job, the cutter should be set to Position 2.

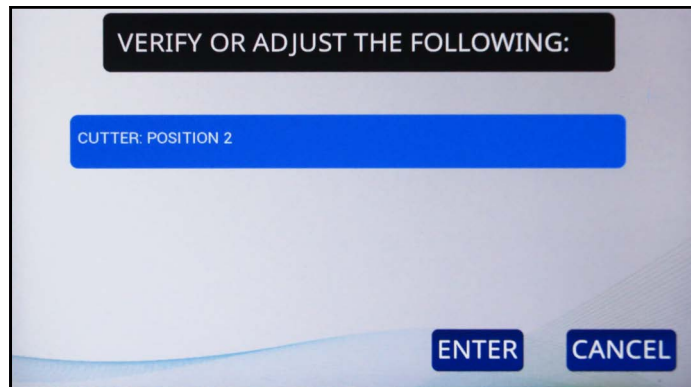


Figure 5-9: verification screen

3. Verify the adjustments needed for the selected Job, and press **Enter** to start.
4. When you are finished running mail, press the **Stop** button to stop the Job and return to the Main screen. The Model 606 will stop running the selected Job.

5.4. Run a Job with Optional Features

The positions of OM606's hi-speed inkjet printer and sorting features must be adjusted before running a Job that uses them. The OM606 will prompt you with the correct settings when you select the Job from the Main screen, the same as it does for the cutter position (Figure 5-10).

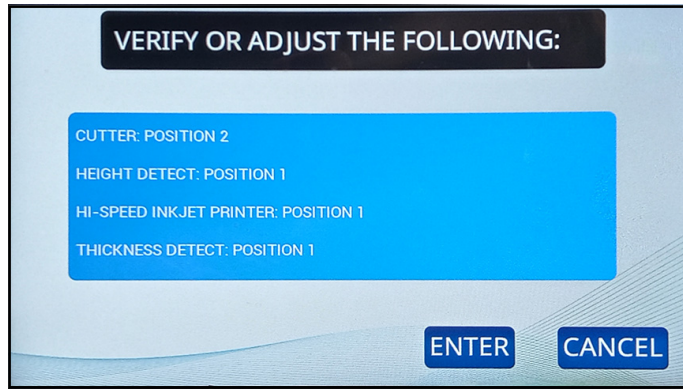


Figure 5-10: Verify or Adjust prompt

5.4.1. Setting the Envelope Height position

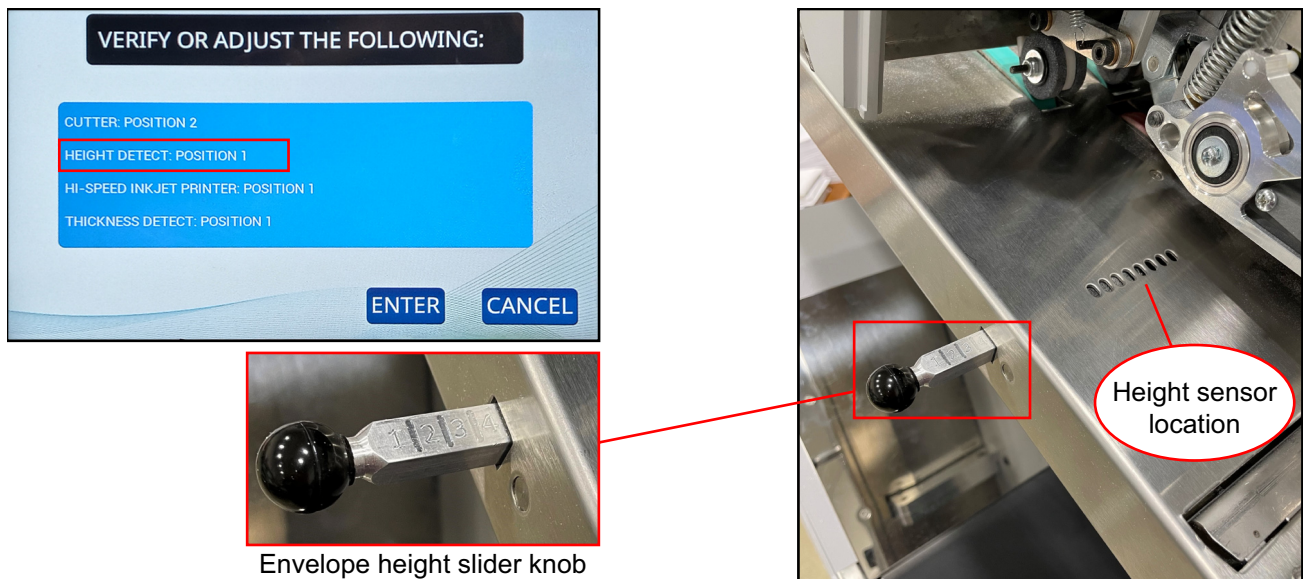


Figure 5-11: Envelope height adjustment

When starting a Job that sorts mail by height, the “Verify or Adjust” prompt will tell you to set the height sensor to a specific numbered position. Slide the envelope height slider knob in or out to that position, as marked 1-8 on the top of it (Figure 5-11).

5.4.2. Setting the Hi-Speed Inkjet Printer position

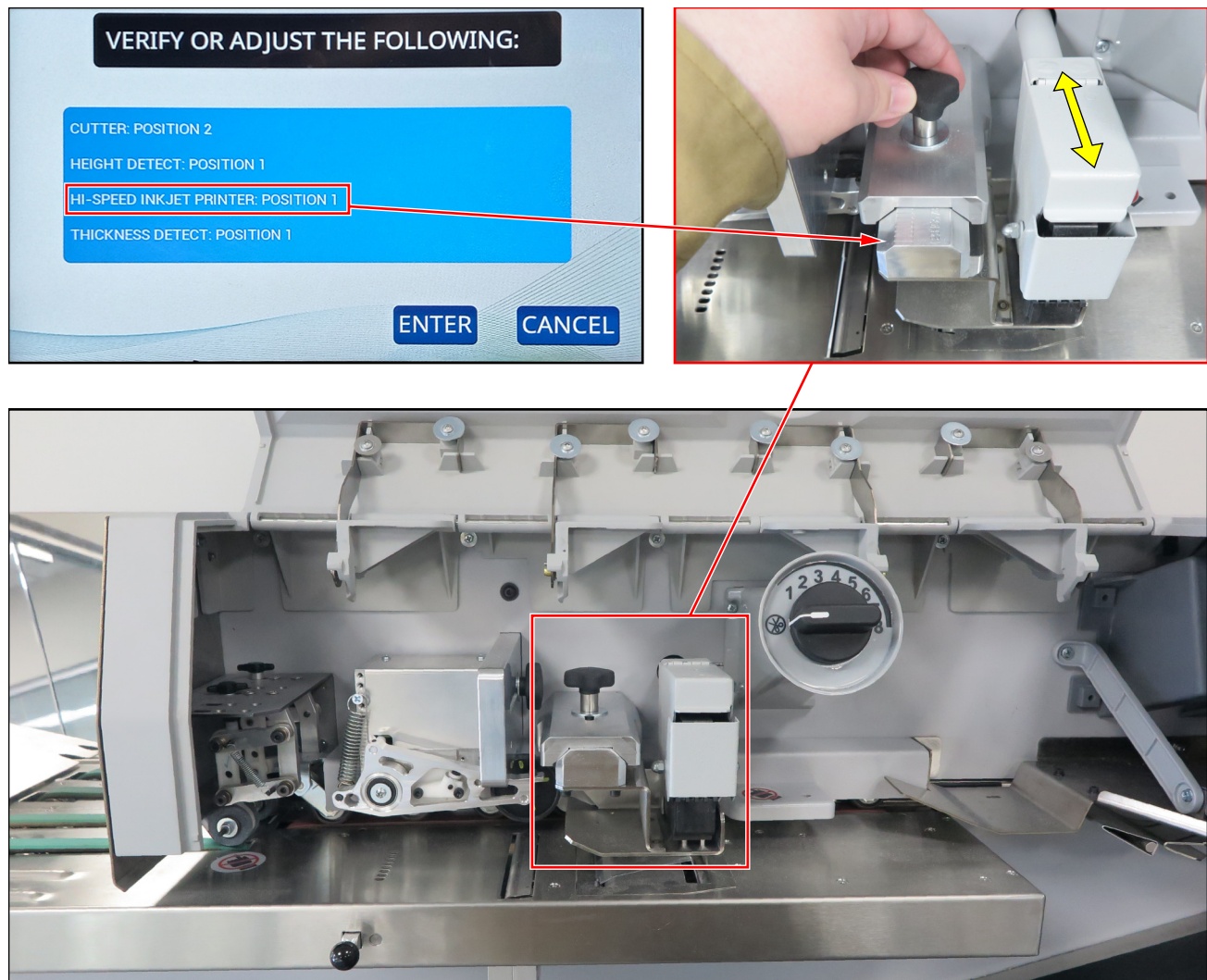


Figure 5-12: Hi-speed inkjet printer adjustment

When starting a Job that prints audit trails, the “Verify or Adjust” prompt will tell you to set the hi-speed inkjet printer to a specific numbered position.

To make adjustments to the printer position, loosen the knob as shown in Figure 5-12, move the inkjet printer assembly in or out to the desired position, and tighten the knob. Positions are marked, 1-8, on top of the slider.

5.4.3. Setting the Thickness Detect position

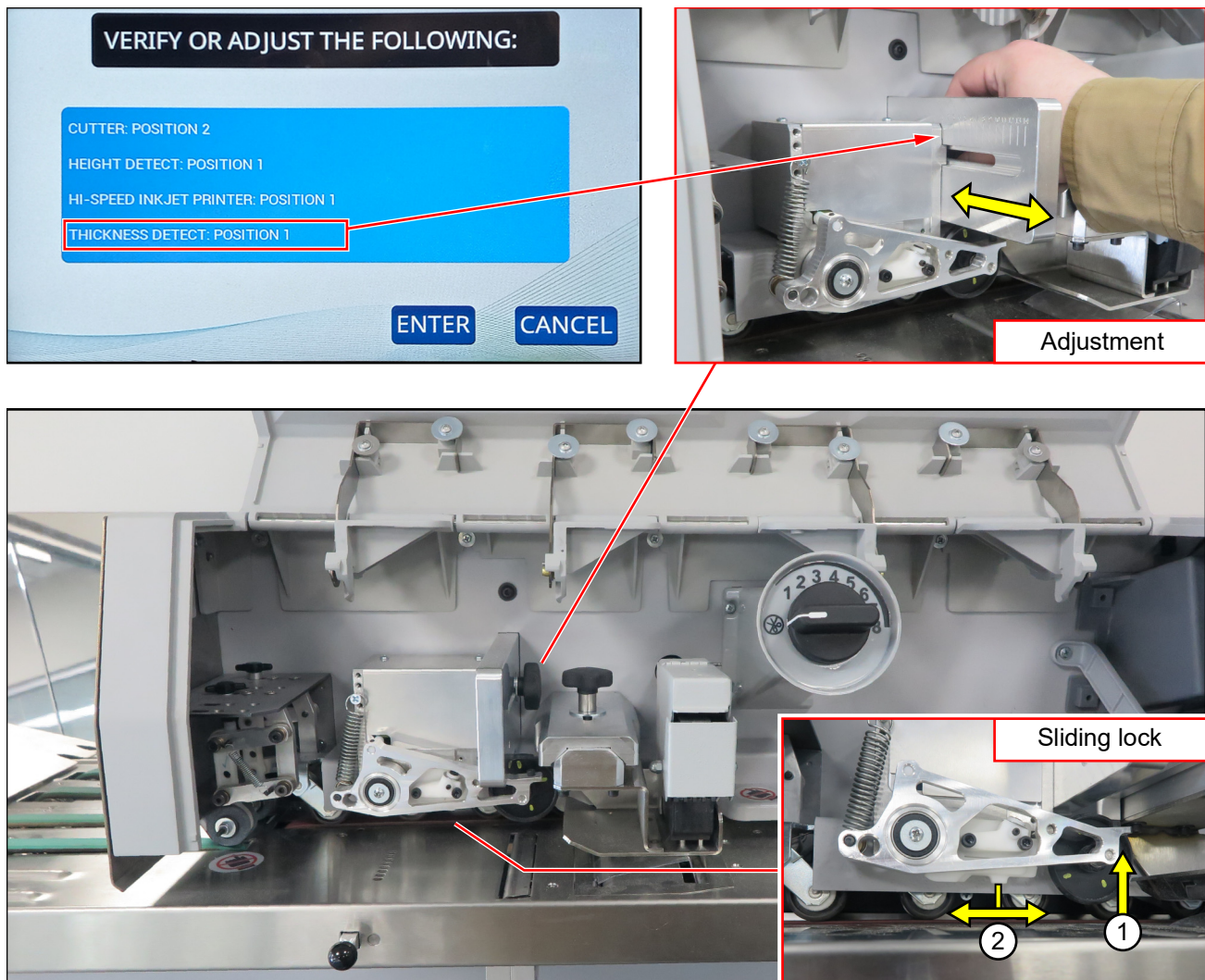


Figure 5-13: Thickness Detect adjustment

When starting a Job that sorts by thickness, the “Verify or Adjust” prompt will tell you to set the Thickness Detect to a specific numbered position.

To make adjustments to the thickness detector, loosen the knob on the right side of the assembly, move the assembly in or out to the correct position, and tighten the knob. Positions are marked, 1-14, on the left side of slider (Figure 5-13, top-right).

When not in use, the thickness detector’s arm can be raised away from the paper path and locked in that position. This lock is found underneath the arm. Raise the arm, then slide the lock to the right to lock the arm in place, or left to release it (Figure 5-13, bottom-right). Always ensure the arm is down when starting a Job that sorts by thickness.

5.5. Statistics

This menu (Figure 5-14) provides statistical data about Jobs run under the current User.

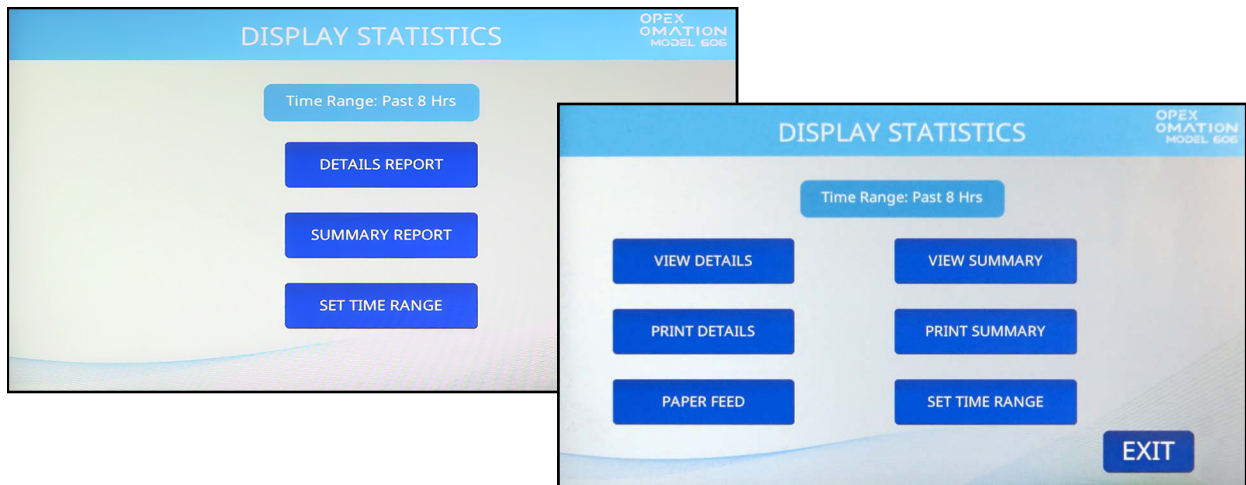


Figure 5-14: Display Statistics screen, shown on base unit (left) and with statistics printer (right)

DETAILS REPORT / VIEW DETAILS - Provides data on Jobs run, based on the specified time range. Each Job is displayed in its own page. Arrow buttons at the bottom of the page allow you to switch between pages.

SUMMARY REPORT / VIEW SUMMARY - Provides data on all Jobs run, based on the specified time range. All Jobs are combined into a single report.

PRINT DETAILS - Available with the optional statistics printer installed. This prints the Details Report.

PRINT SUMMARY - Available with the optional statistics printer installed. This prints the Summary Report.

PAPER FEED - Available with the optional statistics printer installed. When loading a new paper roll, this advances the paper roll.

SET TIME RANGE - This allows you to specify what time period the details report and summary report are comprised of (e.g., past 8 hours, past 16 hours).

5.6. Change User Password

When enabled, the user has the ability to set and reset their password. However, the user will need to enter his/her current password before the password can be reset. If a password has not been previously entered, the user will not be prompted to enter their current password before entering a new password. The supervisor also has the ability to enable/disable user passwords.

1. After logging in, press **MY PASSWORD** on the Main screen (Figure 5-15) to change the currently selected user's password.

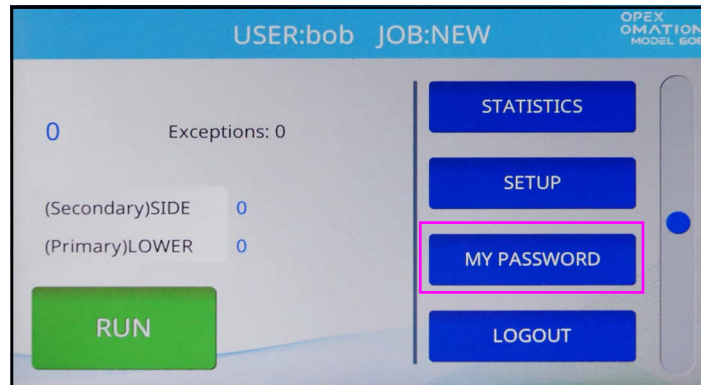


Figure 5-15: Main screen - select MY PASSWORD

2. The **CHECK PASSWORD** screen (Figure 5-16) will be displayed to remind the user that leaving the password blank will disable the password feature.

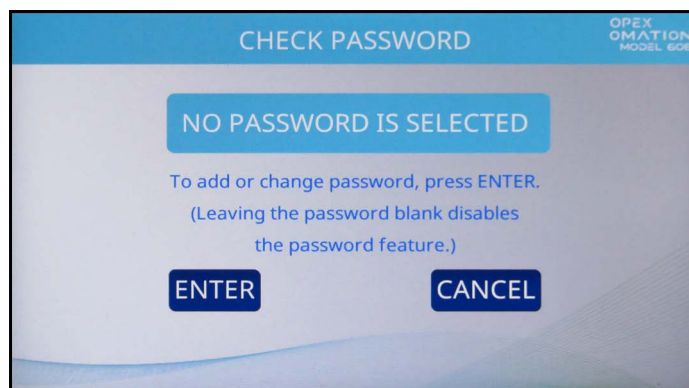


Figure 5-16: Check Password screen

Press ENTER to continue to the CURRENT PASSWORD screen (Figure 5-17). Input the current password for this User, then press the Return key.

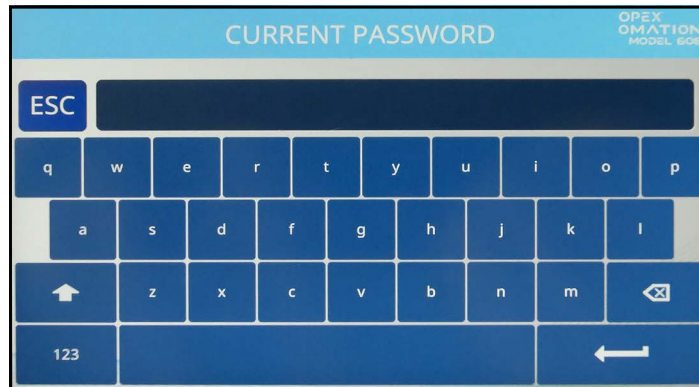


Figure 5-17: Current Password screen

3. Once the correct current password has been entered, the display automatically changes to the **NEW PASSWORD** screen (Figure 5-18), allowing you to create a new password.

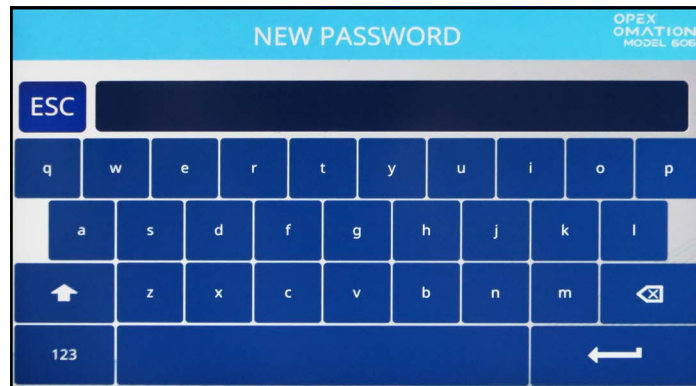


Figure 5-18: Enter Password screen

Enter the new password, up to 10 characters in length. Pressing Return will save the new password, and the touchscreen will return to the Main screen.

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6.1. Supervisor Functions Overview

The Supervisor user can access diagnostics, system configuration parameters, and manage all Jobs and Users. The Supervisor screen is shown below (Figure 6-1).

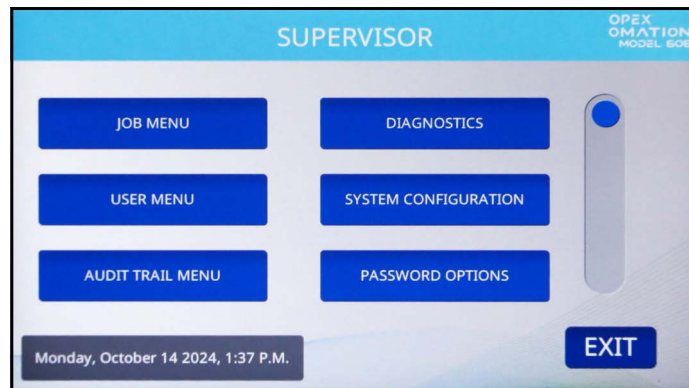


Figure 6-1: Supervisor screen

The following functions can be accessed via the Supervisor screen. Each of these is described in detail in the following sections.

JOB MENU - add, delete, copy, modify and print Jobs.

DIAGNOSTICS - management of machine functionality.

USER MENU - add, delete, copy, modify and print users.

SYSTEM CONFIGURATION - view and update the system configuration parameters.

AUDIT TRAIL MENU - view and update the audit trail elements.

PASSWORD OPTIONS - globally enable or disable all passwords.

STATISTICS MENU - view and print statistical reports.

FIRMWARE UPDATE - used by an OPEX technician to update the control board firmware.

UPDATE DISPLAY - used by an OPEX technician to update the display firmware.

SEQUENCE NUMBER - view and modify the sequence number used in audit trails.

PRINTER UPDATE - used by an OPEX technician to update the hi-speed printer firmware.

6.2. Job Menu

A Supervisor has the ability to create and maintain a Job list. A maximum of 100 Jobs are supported. Pressing **JOB MENU** will display the Job Menu screen (Figure 6-2), and allow the supervisor to perform the following functions:

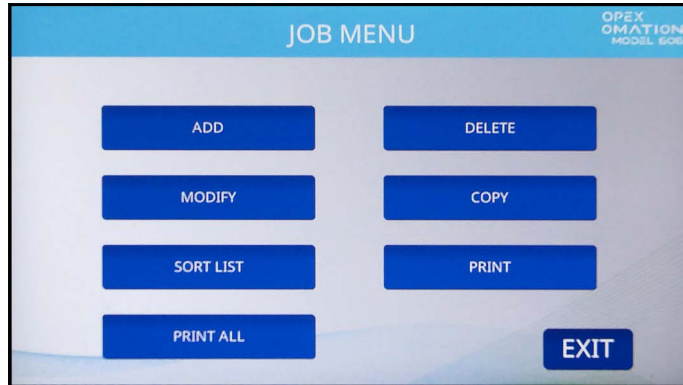


Figure 6-2: Job menu screen

ADD – enter a new Job and configure the Job options.

DELETE - select a Job from the Job list and delete it.

MODIFY – select an existing Job from the Job list and modify the Job's options.

COPY - select an existing Job from the Job list and make a new one based on its parameters. Parameters for the new (copied) Job can also be edited.

SORT LIST – alphabetically sort the Job list. Note that the sorting considers all capital letters as preceding all lowercase letters (A, B, C... X, Y,Z, then a, b, c... x, y, z).

PRINT – select a Job from the Job list and print all parameters associated with it.*

PRINT ALL - print the entire list of Jobs.*

Note: The *PRINT* and *PRINT ALL* selections only appear if the statistics printer option has been purchased.

6.2.1. Add Job

1. On the Job Menu screen (Figure 6-2), press **ADD**. The **NEW JOB NAME** screen appears as shown in Figure 6-3.

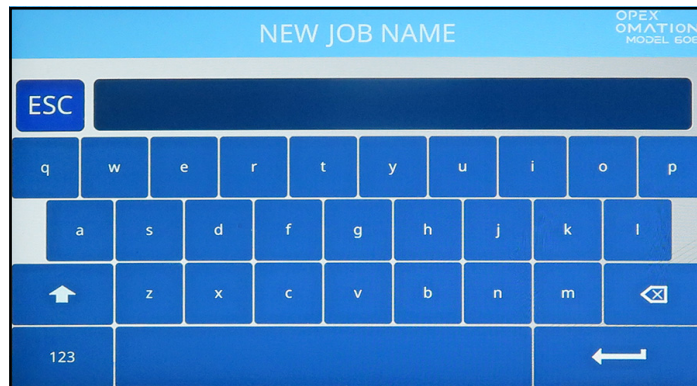


Figure 6-3: New Job Name screen

2. Enter the new Job name using the on-screen keyboard. Pressing the Return key will create the new Job. Pressing the ESC button will cancel the Job creation process. The Job name can be a maximum of 10 characters in length.
3. Once you have named the Job and pressed the Return key, you will be prompted to pick a location for the new Job (Figure 6-4).

Select the default Job (“NEW”) to place the newly created Job in front of “NEW” in the Job list. Once the Job list is populated, you can select an existing Job to place the new Job ahead of.



Figure 6-4: Select Location for new Job

4. The next screen will vary with the configuration of the OM606 (Figure 6-5).
 - On a base unit, you will see the **Select Job Option** screen.
 - With sorting features, you will see the **Job Setup** screen. Press the **Job Options** button to go to the **Select Job Option** screen.

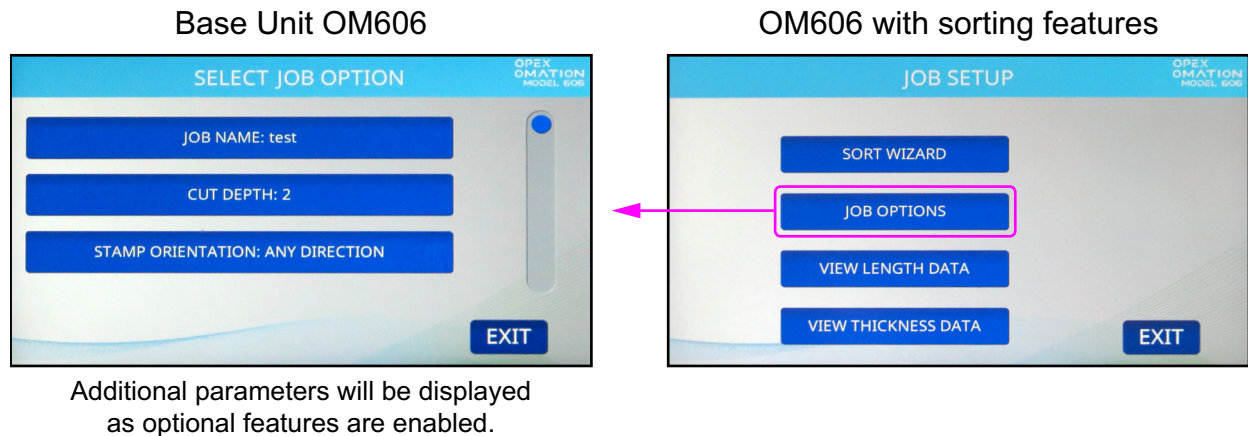


Figure 6-5: Screen varies with machine configuration

5. The **Select Job Option** screen has three parameters by default, described below. Pressing a parameter will bring you to its own screen where you can change it.
 - **JOB NAME** - Allows you to rename the Job.
 - **CUT DEPTH** - Controls which position the Job will prompt the user to set the Cut Depth Knob to, when starting a run. For reference, the cut depth ranges from 0.01" (0.03 cm) from the envelope edge (Position 1), up to 0.125" (0.32 cm) in depth (position 8). Cut Position 0 is used to process envelopes without cutting them.
 - **STAMP ORIENTATION** - Controls which orientation the Job will prompt the user to load mail into the feeder, when starting a run. When set to "Any direction", there is no prompt to the user about orientation.

Configure these parameters as needed for your Job. Note that additional parameters will be displayed with the optional audit trail printer and/or sorting features. The full list of parameters is described in ["Job Parameter Details" on page 91](#).

6. Once you are satisfied with the Job configuration, press **Exit** to save the Job.

6.2.2. Delete Job

1. On the Job Menu screen (Figure 6-2), press **DELETE**. The **SELECT JOB TO DELETE** screen appears as shown in Figure 6-6.



Figure 6-6: Select Job to Delete screen

2. Press a Job to select it.
3. A confirmation screen will appear, asking if you are sure you want to delete that Job. Press **YES** to confirm. The Job will be deleted, and the display returns to the Job Menu.

6.2.3. Modify Job

1. On the Job Menu screen (Figure 6-2), press **MODIFY**. The **SELECT JOB TO MODIFY** screen appears (Figure 6-7).

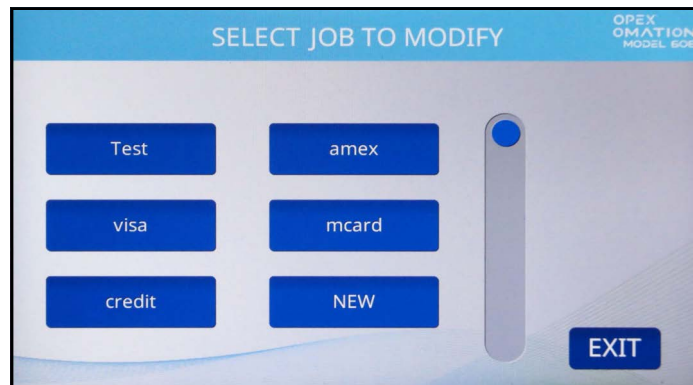


Figure 6-7: Select Job to Modify screen

2. The next screen will vary with the configuration of the OM606. If you are using a base model OM606, skip ahead to step 4.

3. With sorting features, the **JOB SETUP** screen will be displayed (Figure 6-8). The options on this screen are described below. For this process, press **JOB OPTIONS**.

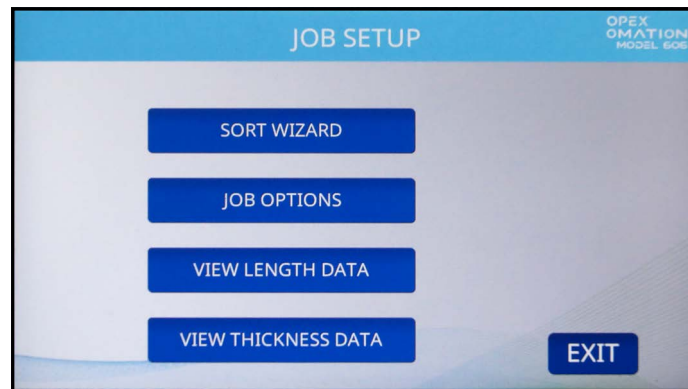


Figure 6-8: Job Setup screen

The Job Setup options are:

- **SORT WIZARD** - Provides a guided method for configuring sort parameters. The Sort Wizard is described in detail starting on page 82.
- **JOB OPTIONS** - View and modify the list of Job parameters.
- **VIEW LENGTH DATA** - Based on the last Job run, this chart represents the quantity of envelopes run and their length measurements. It is useful in identifying the minimum and maximum values when modifying the Job. This chart is described in detail in "Length Histogram" on page 95.
- **VIEW THICKNESS DATA** - Based on the last Job run, this chart represents the quantity of envelopes run and their thickness measurements. It is useful in identifying the minimum and maximum values when modifying the Job. This chart is described in detail in "Thickness History" on page 95.

4. The **Select Job Option** screen appears (Figure 6-9). This has three parameters by default, described below. Pressing a parameter will bring you to its own screen where you can change it.

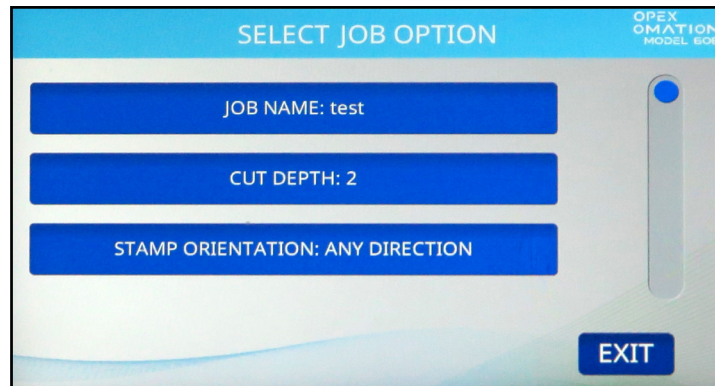


Figure 6-9: Select Job Option

- **JOB NAME** - Allows you to rename the Job.
- **CUT DEPTH** - Controls which position the Job will prompt the user to set the Cut Depth Knob to, when starting a run. For reference, the cut depth ranges from 0.01" (0.03 cm) from the envelope edge (Position 1), up to 0.125" (0.32 cm) in depth (position 8). Cut Position 0 is used to sort envelopes without cutting them.
- **STAMP ORIENTATION** - Controls which orientation the Job will prompt the user to load mail into the feeder, when starting a run. When set to "Any direction", there is no prompt to the user about orientation.

Configure these parameters as needed for your Job. Note that additional parameters will be displayed with the optional audit trail printer and/or sorting features. The full list of parameters is described in ["Job Parameter Details" on page 91](#).

5. Once you are satisfied with the Job configuration, press **Exit** to save the Job.

6.2.4. Copy Job

1. On the Job Menu screen (Figure 6-2), press **COPY**. The **SELECT JOB TO COPY** screen appears (Figure 6-10).

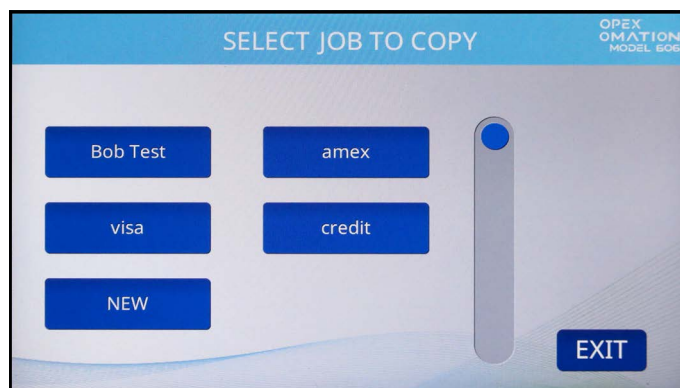


Figure 6-10: Select Job To Copy screen

2. Tap a Job to select it. The **RENAME JOB** screen appears (Figure 6-11).

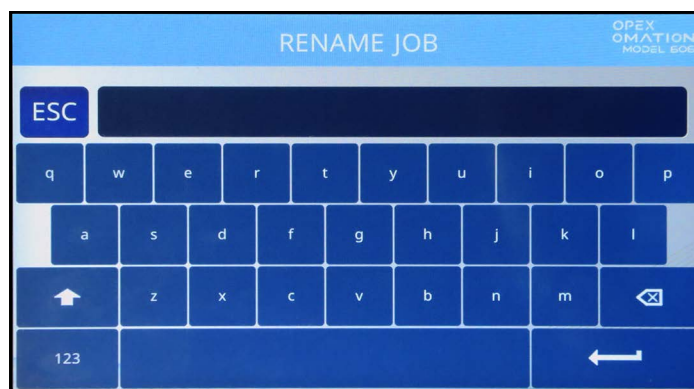


Figure 6-11: Rename Job screen

3. Enter the new Job name using the on-screen keyboard. Pressing the Return key will create the new Job. Pressing the ESC button will cancel the Job copy process. The Job name can be a maximum of 10 characters in length.

4. Once you have named the Job and pressed the Return key, you will be prompted to pick a location for the new Job (Figure 6-12).

Select the default Job (“NEW”) to place the copied Job in front of “NEW” in the Job list. Once the Job list is populated, you can select an existing Job to place the copied Job ahead of.



Figure 6-12: Select Location for new Job

5. Modify the Job Options (Figure 6-13) as needed. These are discussed in detail in [“Job Parameter Details” on page 91](#).

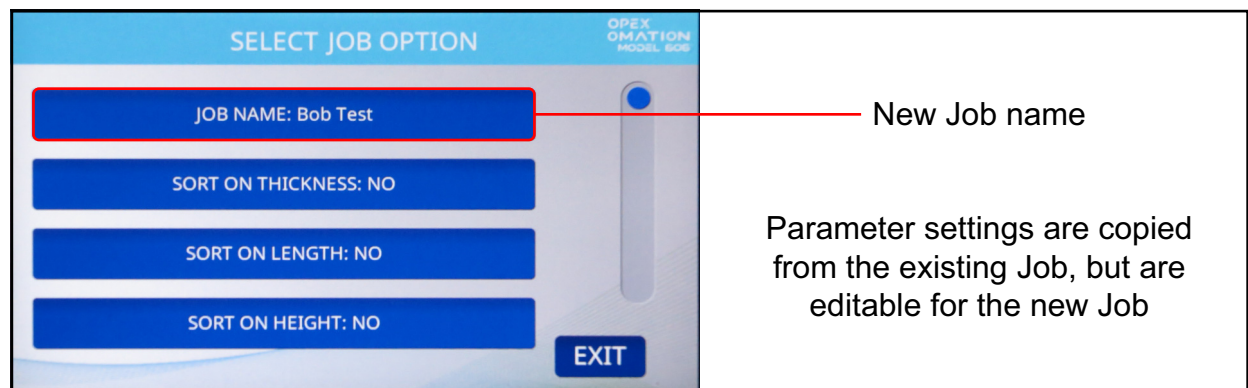


Figure 6-13: Select Job Option screen

6. Press Exit to save the Job.

6.2.5. Sort List

1. On the Job Menu screen (Figure 6-2), press **SORT LIST**.
2. Selecting **SORT LIST** will alphabetically sort the Job list.

Note: This sorting considers all capital letters as preceding all lowercase letters (A, B, C... X, Y,Z, then a, b, c... x, y, z).

6.2.6. Print All Jobs or Individual Job Parameters

Job Information can be printed out for a single Job or all Jobs (available with statistics printer option). The printout includes the Job name and all Job parameters (see Figure 6-15).

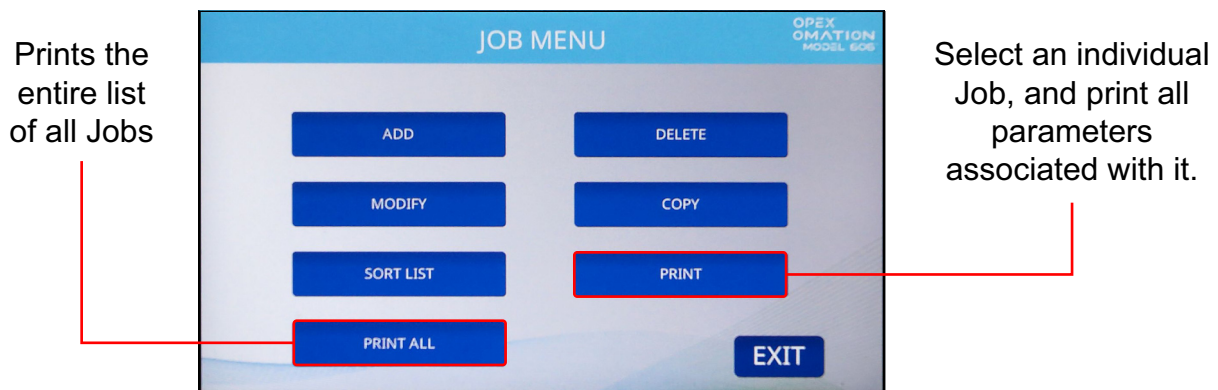


Figure 6-14: Job Menu screen

Note: If you want to print information for a specific Job, you will be presented with an additional screen where you can choose the Job.

OPEX

MODEL 306S

JOB PARAMETERS

PRINTED: JULY 1, 2011 11:30 A.M.

PARAMETER DESCRIPTION	VALUE
JOB NAME.....	VISA
SORT ON THICKNESS.....	NO
SORT ON LENGTH.....	NO
SORT ON HEIGHT.....	NO
GATE BATCHING.....	NO
BATCH SIZE LOWER.....	21
EXCEPTION THRESHOLD.....	5
CUT DEPTH.....	1
STAMP ORIENTATION.....	ANY DIRECTION
PRINTER JOB.....	NO PRINT

Figure 6-15: Example printout of Job information

6.2.7. Sort Wizard

The Sort Wizard provides a guided method to help you configure a sorting Job. A Job can be configured to sort based on any or all of three factors:

- **Thickness:** This is determined by the Thickness Measuring Device, which should be positioned along the height of the envelope where it is most likely to get a consistent reading, free of stamps, windows, etc.
- **Length:** This is measured by sensors along the feed path as pieces pass over them.
- **Height:** This is checked by a sensor that is either blocked or unblocked, and adjustable to fixed points per the slider knob.

Prior to configuring a Job with the Sort Wizard, you will need samples of your primary and secondary mail for this process. Primary mail is the mail you wish to keep, and secondary mail is the mail you wish to sort out. You should have 10-20 pieces of each for being able to run.

When using the Sort Wizard:

- The Sort Wizard will prompt you through a series of questions to sort by, where you want the primary mail to go, as opposed to the secondary mail.
- The Sort Wizard will prompt you to run some pieces of primary mail. You are given the chance to review the collected data, and re-run if there were any mistakes or double-feeds during this process.
- The Sort Wizard will then prompt you when to load samples of your mail to confirm the sorting scheme configured sorts correctly.

The Sort Wizard only configures the Job related to these three factors. Other features required, such as batching or audit trails, must be configured manually through the Job Parameters screen.

NOTICE

If the user presses the **Exit** button or power is lost during a Sort Wizard configuration, use the Modify Job feature to continue running the Sort Wizard.

6.2.7.1. Sort Wizard Job Screen

When configuring a Job with the Sort Wizard, an independent Job screen is provided with similar functions (Figure 6-16).

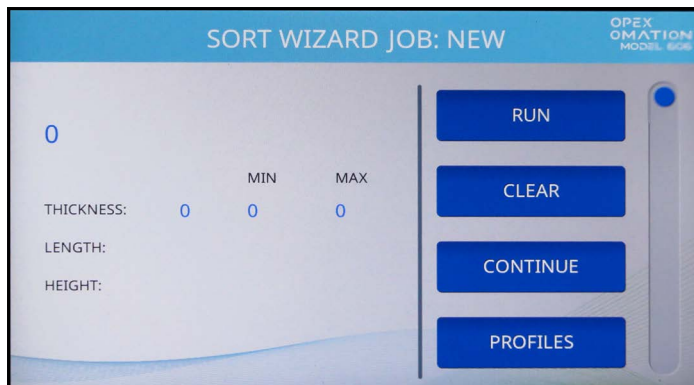


Figure 6-16: Sort Wizard sample run screen

The number of pieces run in the sample is displayed in the top left. Below that, is the minimum and maximum values found for the thickness and length, and for height whether pieces pass or fail at the height sensor.

The Sort Wizard Job screen provides the following information:

- **RUN** - Run mail to collect chosen values and test sort scheme.
- **CLEAR** - Clear the collected values and reset counts. This can be used if the sort scheme run was not successful and need to rerun.
- **CONTINUE** - Accept the sample data captured and continue to the next screen.
- **PROFILES** - View a graph of the thickness along the length of each piece run, as seen in Figure 6-17. The arrow buttons allow you to toggle between the previous and next pieces in sample.

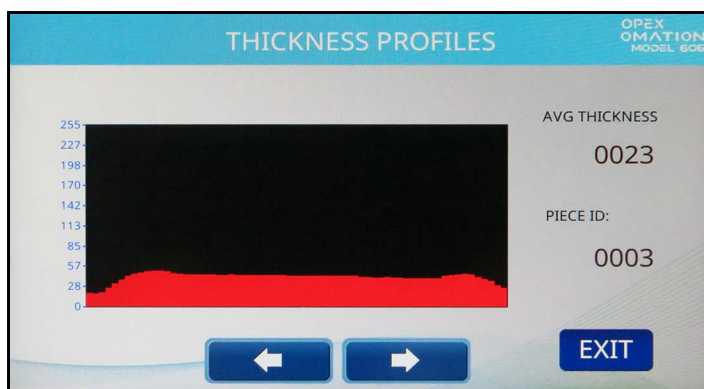


Figure 6-17: Thickness Profiles screen

- **THICK. DATA** - View the Thickness History graph, which shows average piece thickness across the entire sample. The vertical axis represents quantity of pieces, and the horizontal axis represents units of thickness. Stray pieces that are much thicker than

the rest of the sample likely indicate a double feed. This screen is detailed further in “Thickness History” on page 95.

- **LENGTH DATA** - View the Length Histogram graph, which shows piece length across the entire sample. The vertical axis represents quantity of pieces, and the horizontal axis represents units of length. Stray pieces that are much longer than the rest of the sample likely indicate a double feed. This screen is detailed further in “Length Histogram” on page 95.
- **CANCEL** - Return to the Job Setup screen.

After the sample of primary mail, the Sort Wizard will ask to test the sorting scheme. This uses a similar screen to the sample run, with the addition of a **MODIFY SORT** button (appearing after **PROFILES** in the list). This button will bring you to a simplified version of the Job Options screen, allowing you to manually modify sorting parameters.

6.2.7.2. Configuring a Job with the Sort Wizard

1. Add a new Job, and on the Job Setup screen, press **SORT WIZARD**.
2. The first screens presented define the sort scheme.
 - 1st - Sort mail based on Thickness
 - 2nd - Sort mail based on Length
 - 3rd - Sort mail based on Height

Choose **Yes** or **No** based on your mail to sort (Figure 6-18).



Figure 6-18: Sort Mail Based On Thickness screen

3. Chose to sort primary mail to Lower or Side (Figure 6-19). Primary mail will go to the selected conveyor, and all secondary mail will go to the opposite conveyor.



Figure 6-19: Sort Primary Mail To... screen

Note: When configuring a sort Job for Height only, the sort wizard will skip to step 6 after this step.

4. Choose when sorting by thickness, compared to the primary mail the secondary mail is (Figure 6-20):
- **THINNER** the job will sort mail which is thinner than the primary value measured
 - **THICKER** the job will sort mail which is thicker than the primary value measured
 - **BOTH THINNER AND THICKER** the job will sort based on both values measured

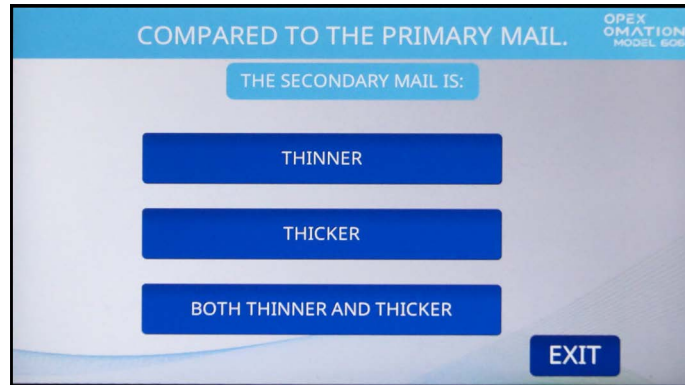


Figure 6-20: Thickness comparison screen

5. Choose when sorting by length, compared to the primary mail the secondary mail is (Figure 6-21):
- **SHORTER** the job will sort mail which is shorter than the primary value measured
 - **LONGER** the job will sort mail which is longer than the primary value measured
 - **BOTH SHORTER AND LONGER** the job will sort based on both values measured

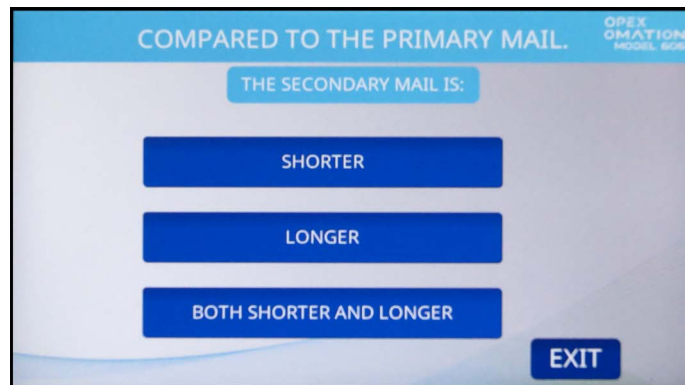


Figure 6-21: Length comparison screen

6. Choose when sorting by height the sort decision when the height sensor is blocked (Figure 6-22).
 - **PASS** identifies the piece as primary mail.
 - **FAIL** identifies the piece as secondary mail.

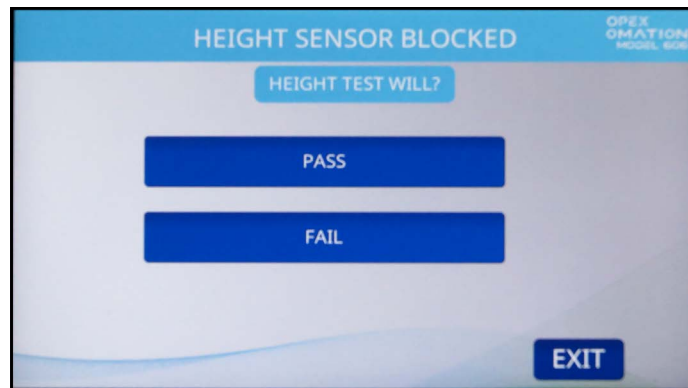


Figure 6-22: Height sensor screen

Note: When configuring a sort Job for Height only, the sort wizard will skip to step 9 after this step.

7. Next you will be prompted to place a representation of your primary mail onto the feeder, set the TMD and height sensor positions, and place the cutter in the no cut position (Figure 6-23). This primary sample run will capture the values selected for your sort scheme. The sample quantity of your primary mail should be at least 10-20 pieces. Press **ENTER** to continue, and **RUN** to feed the sample mail.

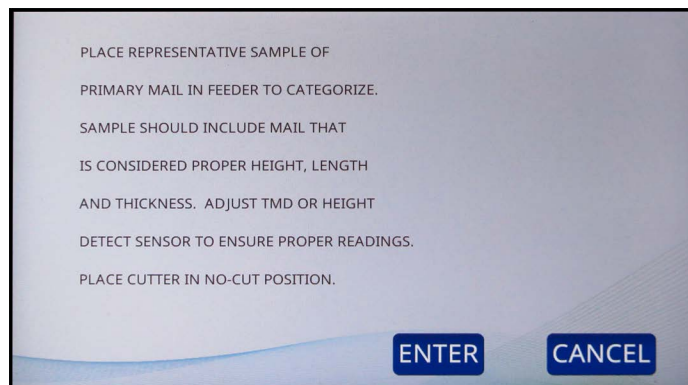


Figure 6-23: Sort Wizard prompt

8. Once the sample run is finished, the Sort Wizard Job screen (Figure 6-24) will display the primary mail values captured. Press **CONTINUE**.

Note: If you have any concerns with the run, such as double feeds, you can run again.

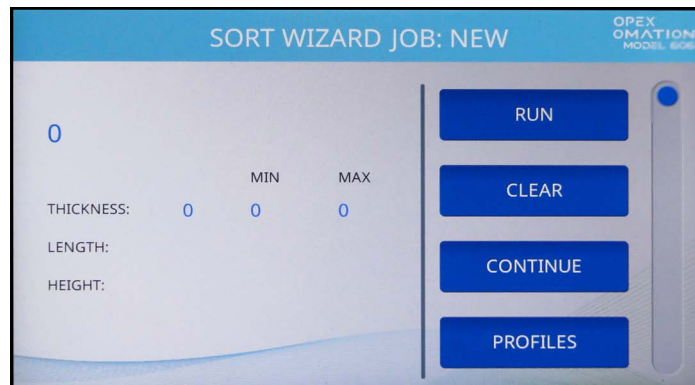


Figure 6-24: Sort Wizard sample run screen

9. The next screen allows running primary and secondary mail samples to test the sort scheme (Figure 6-25). Press **YES** to continue

Note: Selecting No will return back to the Job Options screen and will only save the values for the primary mail run. However, this Job can be modified with the option to “Add Pieces to a Sort Scheme” when navigating back to the Sort Wizard.

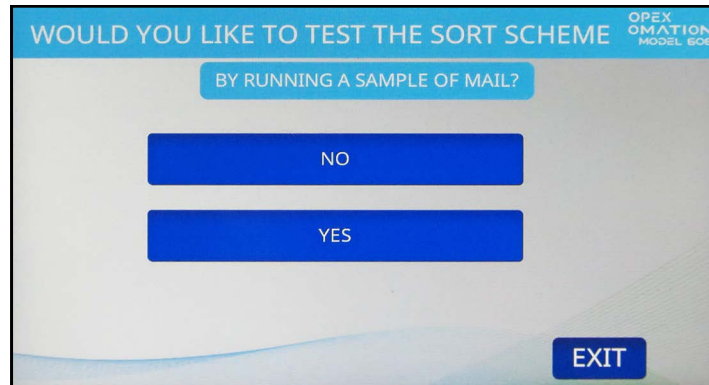


Figure 6-25: Confirmation run screen

10. Again, you will be prompted to place your mail samples onto the feeder (Figure 6-26). This time the run is to include both your primary and secondary mail.

The sample of mail should be at least 10-20 pieces of all different mail.

When configuring the sort Job for Height, set the Height position based on your primary mail.

Press **ENTER** to continue and **RUN** to feed the sample mail.

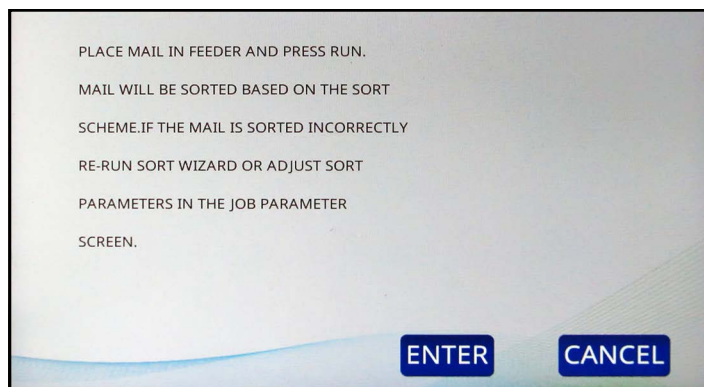


Figure 6-26: Informational screen

Note: If the Job was configured to sort based on Height only, the display will automatically go to step 12.

11. Confirm the primary mail sorted to the conveyor selected and all secondary mail sorted to the opposite conveyor. Again, the Sort Wizard Job screen will display the values captured (Figure 6-27).

Note: If you have any concerns with the run, such as double feeds, you can run again.



Figure 6-27: Sort Wizard test run screen

12. When satisfied with the test run results, press **CONTINUE**.

13. The last Sort Wizard prompt will save the results (Figure 6-28). Press **YES, SAVE RESULTS**.

Note: A confirmation screen will briefly appear and then return to Job Setup.

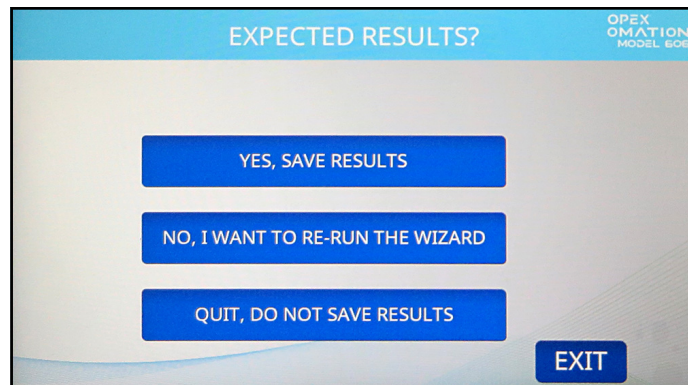


Figure 6-28: Save results

The following steps are to configure the sort Job with the position setting which will prompt the user to confirm: Height and/or TMD position when running the sort Job. In addition, if you need to set a cut and/or printer position.

1. Press **JOB OPTIONS**, and configure the following parameters:
 - If your Job is sorting by height, set **Height Position** to match the position used.
 - If your Job is sorting by thickness, set **TMD Position** to match the position used.
2. Once configured, press **EXIT** to save the Job.

6.2.8. Job Parameter Details

This section describes the parameters that can be configured for a Job. The Job Options screen (Figure 6-29) can be accessed as part of adding a new Job, modifying an existing Job, or when testing a Job made in the Sort Wizard.

Parameters are provided based on the configured machine (base or sorting), and when including an optional printer. For example, Audit Trails are provided when having a hi-speed inkjet printer.

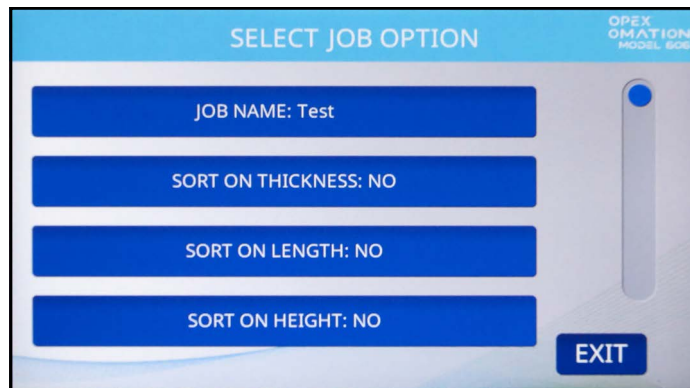


Figure 6-29: Job Options screen

Table 6-1: Job Parameters

Parameter	Description
JOB NAME	10 character text field.
SORT ON THICKNESS	Yes or No . The default is No .
TMD POSITION	This parameter is displayed when SORT ON THICKNESS = YES , and informs the user the TMD position to set when running the Job. Range is 1 to 14, default is 1. Closest to cut edge is 1.
LEAD EDGE OFFSET	This parameter is displayed when SORT ON THICKNESS = YES , and defines how much of the lead edge is not calculated when taking a thickness measurement. - Value is in tenths of an inch, as the readings are taken every ms. - Value can be set from 0 to 40. Default is 15.
TRAIL EDGE OFFSET	This parameter is displayed when SORT ON THICKNESS = YES , and defines how much of the trail edge is not calculated when taking a thickness measurement. - Value is in tenths of an inch, as the readings are taken every ms. - Value can be set from 0 to 40. Default is 2.

Table 6-1: Job Parameters (continued)

Parameter	Description
THICKNESS MINIMUM	This parameter is displayed when SORT ON THICKNESS = YES , and is the minimum thickness value for primary mail. Value can be set from 0 - 999, the default is 0.
THICKNESS MAXIMUM	This parameter is displayed when SORT ON THICKNESS = YES , and is the maximum thickness value for primary mail. Value can be set from 0 - 999, the default is 999.
SORT ON LENGTH	Yes or No . The default is No .
LENGTH MINIMUM	This parameter is displayed when SORT ON LENGTH = YES , and is the minimum length value for primary mail. Value can be set from 400 - 999, the default is 400.
LENGTH MAXIMUM	This parameter is displayed when SORT ON LENGTH = YES , and is the maximum length value for primary mail. Value can be set from 400 - 999, the default is 999.
SORT ON HEIGHT	YES or NO . The default is NO .
WHEN HEIGHT BLOCKED	This parameter is displayed when SORT ON HEIGHT = YES . PASS: Identify as primary mail, and sort to conveyor selected for primary mail (per PRIMARY SORT TO parameter). FAIL: Identify as secondary mail, and sort to opposite conveyor.
HEIGHT POSITION	This parameter is displayed when SORT ON HEIGHT = YES , and informs the user of the height position to set when running this Job. Range is 1-8, default is 1.
MIXED MAIL	Provided when sorting configured. YES or NO, default is YES. - When set to NO, then any piece that is more than 1 ½ times the maximum average thickness setting OR 1 ½ times the maximum length setting will be counted as 2 pieces. This is used to help provide accurate counts.
PRIMARY SORT TO	Provided when sorting configured. - Indicates where to sort primary mail. LOWER or SIDE, default is LOWER.
GATE BATCHING	YES or NO , default is NO .
BATCH SIZE LOWER	- Parameter is used to set the batch size of the lower conveyor. - Value can be set from 20 - 200 or DISABLED, the default is DISABLED.

Table 6-1: Job Parameters (continued)

Parameter	Description
BATCH SIZE SIDE	Provided when Gate Batching set to YES. - Parameter is used to set the batch size of the side conveyor. - Value can be set from 20 - 200 or DISABLED, the default is DISABLED.
EXCEPTION THRESHOLD	This parameter determines how the Job should respond when it encounters an exception (error condition). Exceptions include: gap too small, double feeds, missing sort information, piece not arriving at counter sensor within expected time frame (jam window) and pieces still moving when jam is called. A value of 0 indicates to jam on every exception, 1 indicates to jam on 2 consecutive, etc. Value can be set from 0 - 255, default is 5.
CUT DEPTH	- Set the cut depth for cutting, and informs the user the cut depth position to set when running the Job. - Choices are 0 - 8, default is 1. No cut is 0, deepest cut is 8.
STAMP ORIENTATION	- Parameter is used to instruct user how they should place the mail in the feeder. - Choices are: ANY ORIENTATION, STAMP UP AND AWAY FROM USER, STAMP DOWN AND AWAY FROM USER, STAMP UP AND TOWARDS USER, STAMP UP AWAY FROM USER. Default is ANY ORIENTATION.
AUDIT TRAIL	Provided when optional hi-speed inkjet printer installed. Default is NO PRINT, or select a configured Audit Trail.
DEPT. ID	This parameter is displayed when AUDIT TRAIL = YES, and provides the ability to print a unique department ID on the mail. From 1 to 10 text characters can be set, default is D.I.
JOB TEXT	This parameter is displayed when AUDIT TRAIL = YES, and provides the ability to print a unique Job text string on the mail. From 1 to 10 text characters can be set, default is J.T.
POST DATE OFFSET	This parameter is displayed when AUDIT TRAIL = YES, and provides the ability to postdate the mail. Values are from 0 - 9999, default is 0.
PRINT OFFSET	This parameter is displayed when AUDIT TRAIL = YES, and provides the ability to delay printing on the mail (relative to lead edge). - Resolution is in ms, so each value is slightly more than 1/8 of an inch. - Values can be from 0 - 100, default is 0.

Table 6-1: Job Parameters (continued)

Parameter	Description
ENABLE DARK PRINT	This parameter is displayed when AUDIT TRAIL = YES . Setting to Yes will apply more ink when printing an audit trail. • Choices are YES or NO, default is NO.
PRINTER POSITION	This parameter is displayed when AUDIT TRAIL = YES , and informs the user of the hi-speed inkjet position to set when running the Job. • Choices are from 0 to 8, default is 0.
JOB UNIQUE ID	A unique identifier used when printing barcodes, since IMB barcodes can contain only numeric characters.

6.2.9. Length Histogram

The Length Histogram (Figure 6-30, left) is accessible from the Main screen under Setup, the Modify Job screen, and in the Sort Wizard after running sample mail. It is a chart showing how many recently run pieces of mail are of a given length.

- The X-axis (horizontal) is the length measurement, per the sensor readings in units. These units are roughly 1/83 of an inch (0.31 mm). These units are what is used when configuring the minimum and maximum length parameters. Refer to Job Options to view the Minimum and Maximum units for the Job. These can be modified within Job Options.
- The Y-axis (vertical) is the count of how many pieces are of that length.

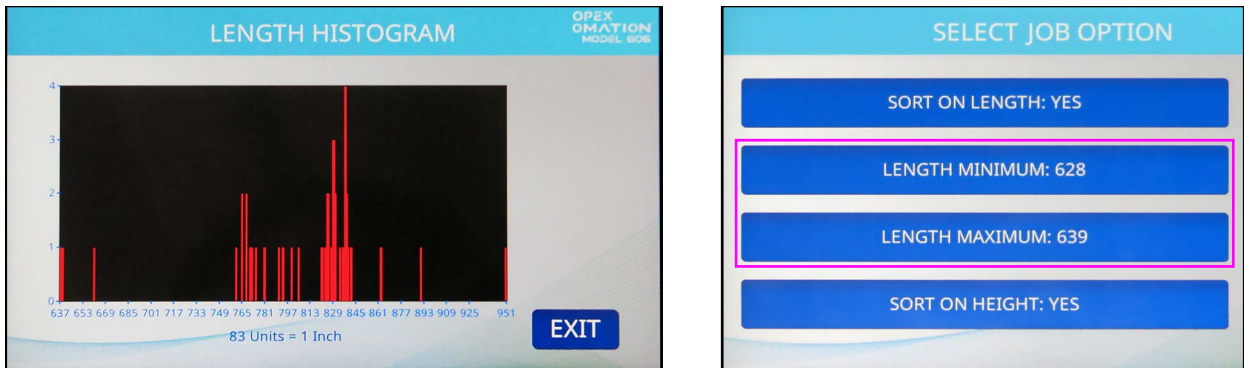


Figure 6-30: Length Histogram screen and corresponding Job Options

6.2.10. Thickness History

Thickness History (Figure 6-31, left) is accessible from the Main screen under Setup, the Modify Job screen, and in the Sort Wizard after running sample mail. It is a chart showing how many recently run pieces of mail are of a given average thickness.

- The X-axis (horizontal) is the thickness measurement, per the TMD readings in units. These units are roughly 1/1250 of an inch (0.02 mm). These units are what is used when configuring the min and max thickness parameters. Refer to Job Options to view the Minimum and Maximum units for the Job. These can be modified within Job Options.
- The Y-axis (vertical) is the count of how many pieces are of that thickness.

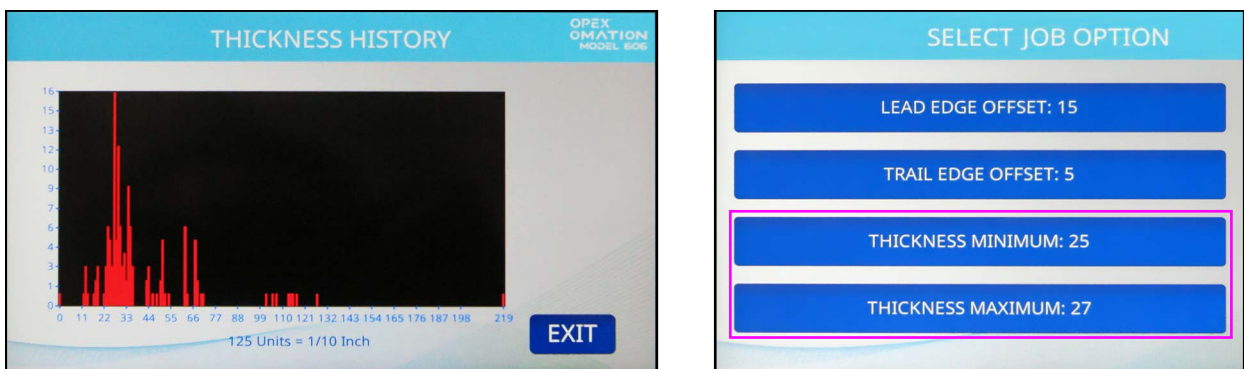


Figure 6-31: Thickness History screen and corresponding Job Options

6.3. Diagnostics

Options found in Diagnostics (Figure 6-32) are described below.

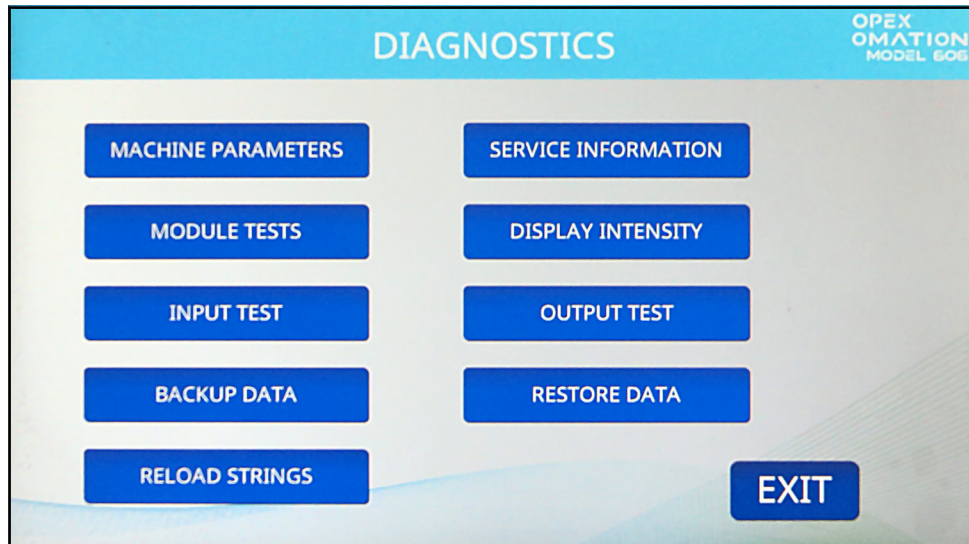


Figure 6-32: Diagnostics screen

MACHINE PARAMETERS - Displays the Machine Setup screen, where various behaviors of the OM606 can be configured.

SERVICE INFORMATION - For Technical Support use

MODULE TESTS - For Technical Support use

DISPLAY INTENSITY - Press to increase or decrease LCD brightness. Move the slider to the left to dim the screen, or right to make it brighter, then press **Save**.

INPUT TEST - For Technical Support use

OUTPUT TEST - For Technical Support use

BACKUP DATA - For Technical Support use

RESTORE DATA - For Technical Support use

RELOAD STRINGS - For Technical Support use

6.3.1. Machine Parameters

Options found within the Machine Setup screen (Figure 6-33) are described below.

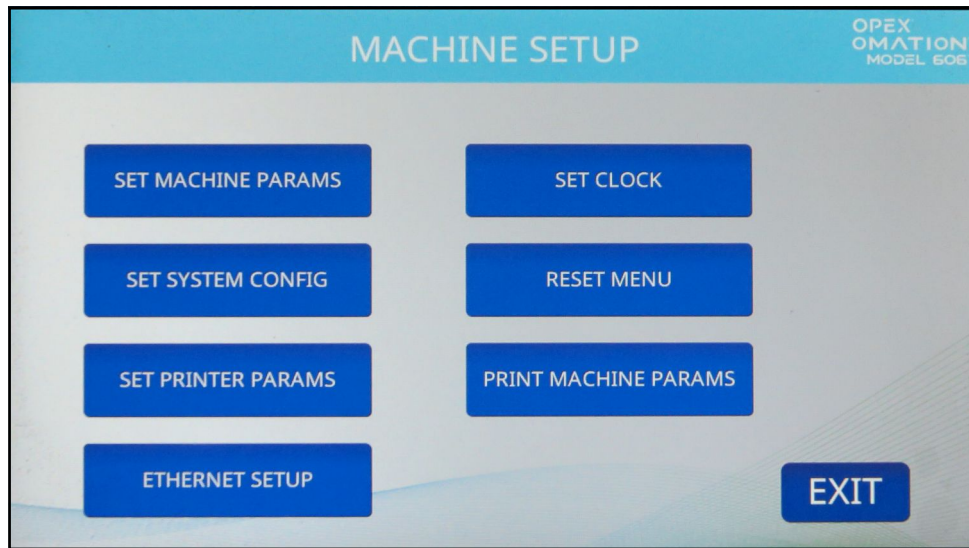


Figure 6-33: Machine Setup screen

SET MACHINE PARAMS - For Technical Support use

SET CLOCK - Press to configure preferred format.

SET SYSTEM CONFIG - Allows you to view and edit the following parameters:

- Feed Restart Mode: Machine behavior when a “feed empty” condition is detected.
 - 0=Auto (default). After the first stack is fed and the feed empty timeout parameter has exceeded, the feeder will automatically continue feeding when reloaded.
 - 1=Manual. When configured and the feed empty timeout parameter has exceeded, the User will be required to press Run to continue feeding when reloaded.
- Batcher Restart Mode: Machine behavior when the batch size value is detected.
 - 0=Auto (default). Auto mode does not require the operator to press Run to continue running after the batch size value number configured is reached.
 - 1=Manual. Manual mode requires the operator to press Run to continue running after the batch size value number configured is reached.
- Language: English default
 - Dropdown options: French, German, French Canadian, Spanish, Portuguese, Italian, Dutch, Danish, Japanese
- Date Format:
 - 0=MM\DD\YY default
 - 1=DD\MM\YY
 - 2=YYYY\MM\DD
- Machine ID (0): Used to set a value to identify machines on site (0-99).

RESET MENU - Allows you to reset the following items, all or individually:

- Reset All
- Reset Jobs
- Reset Audit Profiles
- Reset Machine Parameters
- Reset Users
- Reset Printer Parameters
- Reset System Configuration
- Reset Stats
- Reset Clock

Upon pressing any reset selection, a warning prompt (yes/no) will appear to confirm reset.

SET PRINTER PARAMS - Allows you to configure the following hi-speed printer parameters:

- Enable Auto Spit Mode (No) / Yes
Not recommended to change. When changed to Yes, the printer will purge onto belt upon job start.
- Number of Lines Allowed (4) / 1-4
This refers to the number of allowable print lines per height of envelope.
- Time Format (12hrs) / 24hrs
- Date Format (MMDDYY) / DDMMYY, YYYYMMDD

PRINT MACHINE PARAMETERS - With optional stats printer, press to print list of machine parameters.

ETHERNET SETUP - With optional network connection, press to configure settings. This is used for communication with ONS software.

- IP Address (default 192.168.3.1)
- Subnet Mask (default 255.255.255.0)
- Gateway Address (default 192.168.3.0)
- Port (default 39)

6.4. User Menu

Selecting **USER MENU** on the Supervisor screen displays the following options (Figure 6-34):

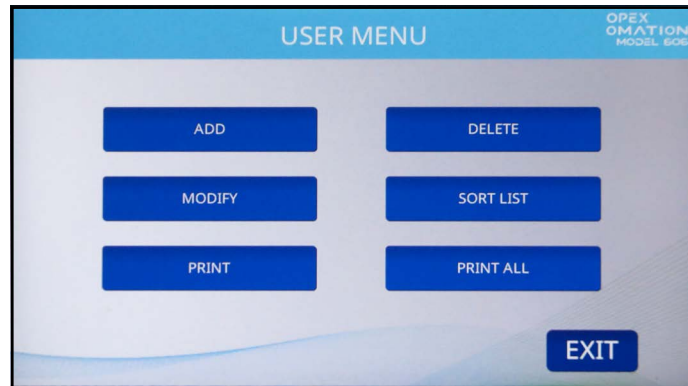


Figure 6-34: User Menu screen

ADD – enter a new user and configure the user options.

DELETE - select a user from the user list and delete the user.

MODIFY – select an existing user from the user list and modify the user's options.

SORT LIST – alphabetically sort the user list.

PRINT – select a user from the user list and print all parameters associated with it.

PRINT ALL - print the entire list of users.

Note: *PRINT and PRINT ALL only appear with the optional statistics printer enabled.*

6.4.1. Add User

1. On the **USER MENU** screen (Figure 6-34), press **ADD**. The **NEW USER NAME** screen will appear (Figure 6-35).

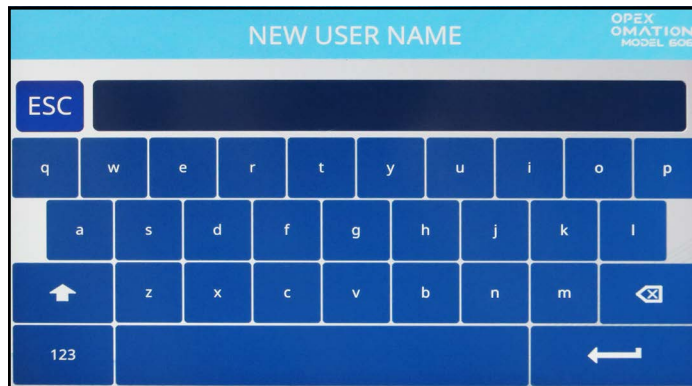


Figure 6-35: New User screen

2. Enter the new User name using the on-screen keyboard. Pressing the Return key will create the new User. Pressing the ESC button will cancel the User creation process. The User name can be a maximum of 10 characters in length.
3. Once you have named the User and pressed the Return key, you will be prompted to pick a location for the new User (Figure 6-36).

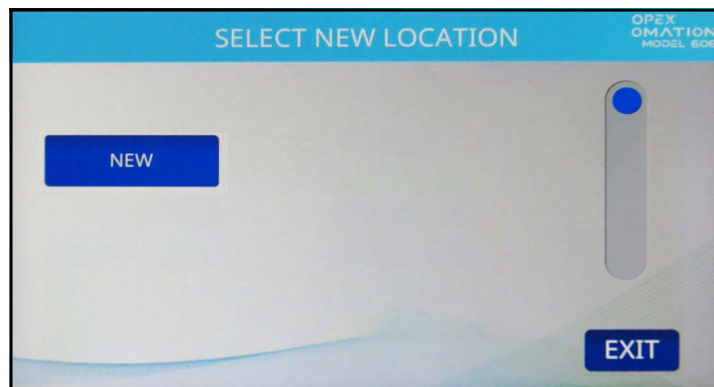


Figure 6-36: Select New Location screen

Select the default User ("NEW") to place the newly created User in front of "NEW" in the User list. Once the User list is populated with other Users, you can instead select an existing User to place the new User ahead of.

4. The **MODIFY USER** screen appears (Figure 6-37). Configure the User's parameters as needed. These parameters are listed below.

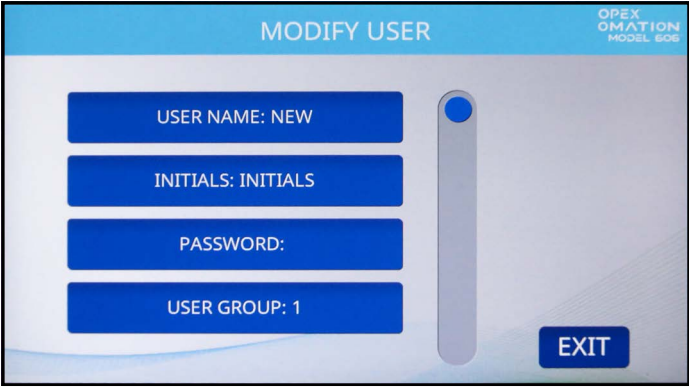


Figure 6-37: Modify User screen

- **USER NAME** - Allows you to rename the User. The User Name can be a maximum of 10 characters long.
 - **INITIALS** - Allows you to set the user initials used in audit trails. Note that this parameter can contain any text the User Name parameter can.
 - **PASSWORD** - Allows you to change the User's password. As a Supervisor, you do not need the User's password in order to do this.
 - **USER GROUP** - Allows you to organize users.
 - **USER LANGUAGE** - Allows you to set a displayed language for this User, independent from the other Users.
 - **Unique ID** - A unique identifier used when printing barcodes, since IMB barcodes can contain only numeric characters.
5. Press **Exit** to save the User.

6.4.2. Delete User

1. On the **USER MENU** screen (Figure 6-34), press **DELETE**. The **SELECT OPER TO DELETE** screen appears (Figure 6-38).

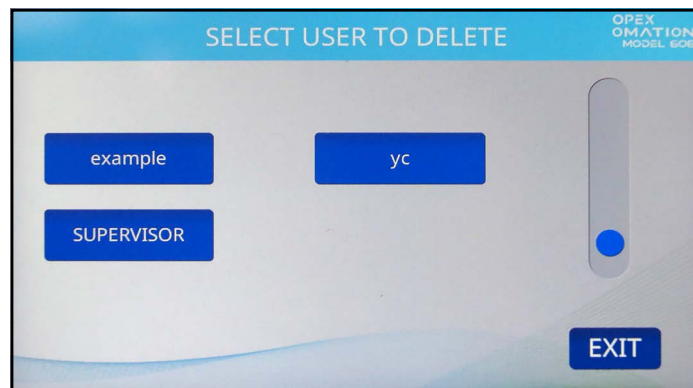


Figure 6-38: Select User to Delete screen

2. Press the User you wish to delete. A confirmation screen will appear. Press **YES** to confirm. The User will be deleted, and you will be returned to the **USER MENU** screen.

6.4.3. Modify User

1. On the **USER MENU** screen (see Figure 6-34), press **MODIFY**. The **SELECT USER** screen will appear (Figure 6-39).

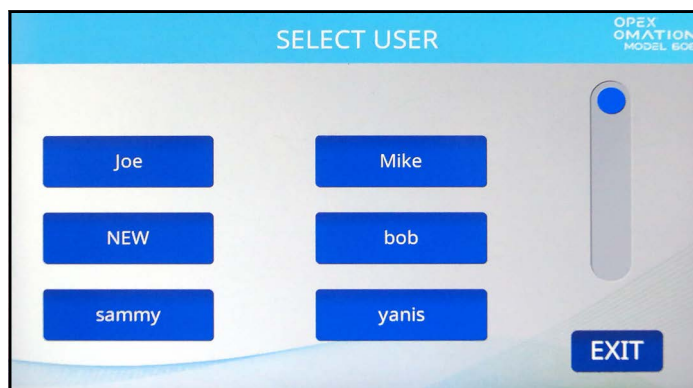


Figure 6-39: Select User screen

2. Press a User to select it. The **MODIFY USER** screen appears (Figure 6-40).

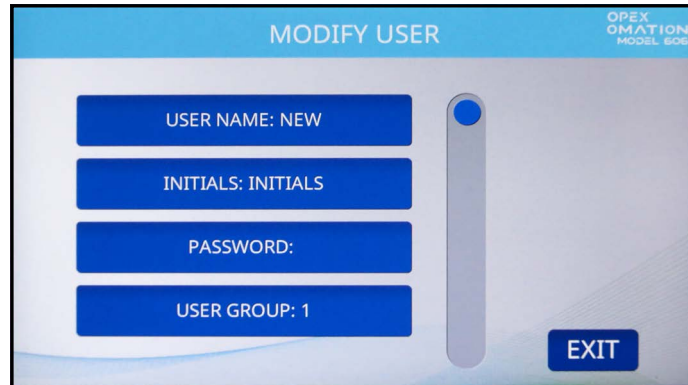


Figure 6-40: Modify User screen

The parameters available on this screen are:

- **USER NAME** - Allows you to rename the User. The User Name can be a maximum of 10 characters long.
- **INITIALS** - Allows you to set the user initials used in audit trails. Note that this parameter can contain any text the User Name parameter can.
- **PASSWORD** - Allows you to change the User's password. As a Supervisor, you do not need the User's password in order to do this.
- **USER GROUP** - Allows you to organize users.
- **USER LANGUAGE** - Allows you to set a displayed language for this User, independent from the other Users.
- **Unique ID** - A unique identifier used when printing barcodes, since IMB barcodes can contain only numeric characters.

3. Modify the User's parameters as desired, then press **EXIT** to save the changes.

6.4.4. Sort List

1. On the **USER MENU** screen (Figure 6-34), press **SORT LIST**.
2. Pressing **SORT LIST** will alphabetically sort the User list. Note that all capital letters are counted as coming before all lowercase letters. (A, B, C... X, Y, Z, a, b, c... x, y, z). SUPERVISOR is always placed last.

6.4.5. Print All or Individual User Parameters

Note: The optional statistics printer is required for printing parameters.

User information can be printed for an individual or all users. The printout includes the name, password, group number and language. The printout choices are available from the **USER MENU** screen (Figure 6-41). An example is shown in Figure 6-42.

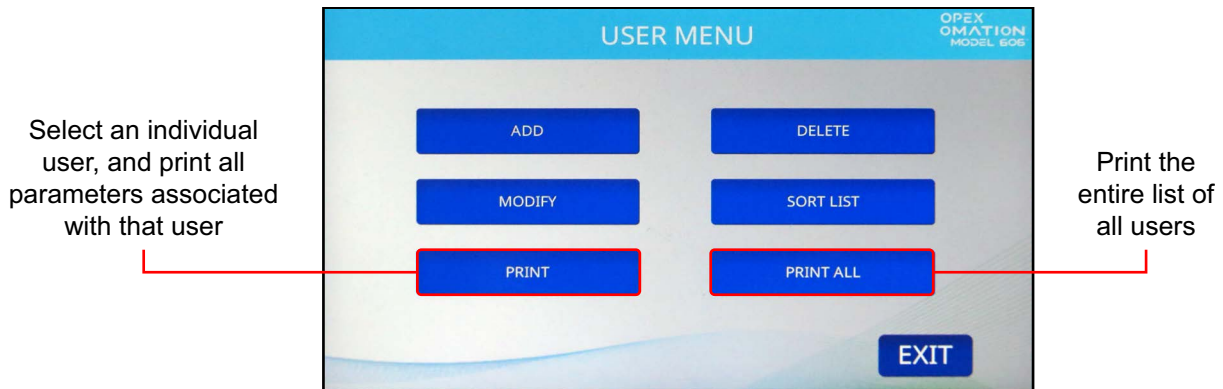


Figure 6-41: User Menu screen

Note: If you want to print information for a specific user, you will be presented with an additional screen where you can choose the user.

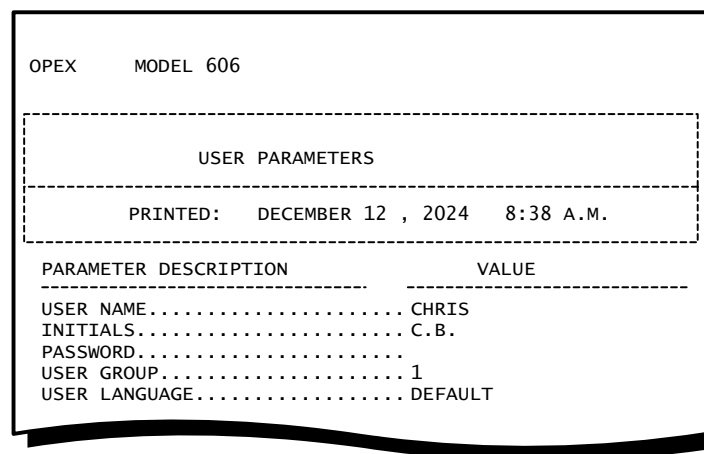


Figure 6-42: Example printout of User information

6.5. System Configuration Menu

Allows the Supervisor to view and edit the system configuration parameters. Selecting **SYSTEM CONFIGURATION** on the Supervisor Main Menu will display the following screen (Figure 6-43).

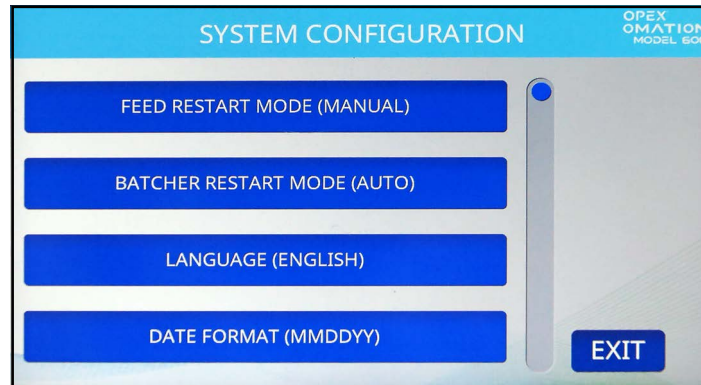


Figure 6-43: (Supervisor) System Configuration screen

The System Configuration screen offers the following options:

- **FEED RESTART MODE** - Default restarting mode of machine when a “feed empty” condition is detected. Choices are:
 - **0** = Auto (default). Auto mode requires the user to place mail into the feed area and then it is automatically fed into the machine. Auto mode does not require the **Enter** key to be pressed.
 - **1** = Manual. Manual mode requires the user to place mail into the feed area and then press **Enter** to restart the machine.
- **BATCHER RESTART MODE** - Default restarting mode of machine when a “batch full” condition is detected. Choices are:
 - **0** = Auto (default). Auto mode does not require the user to press the **Enter** key to restart the machine.
 - **1** = Manual. Manual mode requires the user to press **Enter** to restart the machine.
- **LANGUAGE** - Default language for the machine. Choices are:
 - **0** = English (default)
 - **1** = French
 - **2** = German
 - **3** = French-Canadian
 - **4** = Spanish
 - **5** = Portuguese
 - **6** = Italian
 - **7** = Dutch
 - **8** = Danish
 - **9** = Japanese

It should be noted that each user can choose their own language and one of those selections is “**default.**” This means that changing this parameter could impact the language of some users.

Note: *The time format displayed by the machine is tied to the language that is chosen. English will use a 12 hour clock, while all other languages will use a 24 hour clock.*

- **DATE FORMAT** - Default date/time format for the user interface and reports. Choices are:
 - **0** = MM/DD/YY (default)
 - **1** = DD/MM/YY
 - **2** = YYYY/MM/DD

6.6. Audit Trail Menu

With the optional High Speed Inkjet Printer installed, the supervisor can configure and manage audit trails to apply at the Job level. Under the Supervisor menu, press the **AUDIT TRAIL MENU** button to view the Audit Trail Setup screen (Figure 6-44).

- **AUDIT TRAIL EDITOR** - configure and manage Audit Trails.
- **AUDIT TRAIL ELEMENT SETTINGS** - Set, view, or reset Element Text

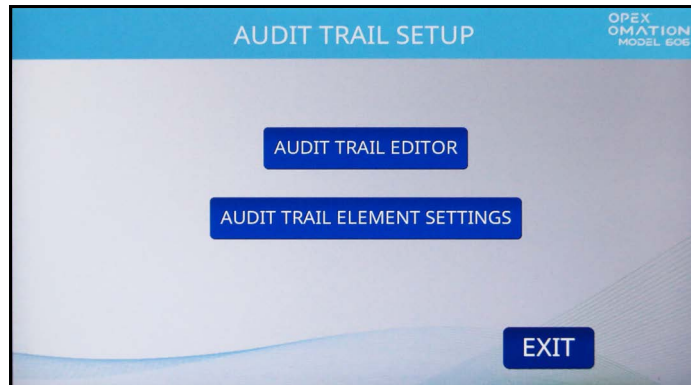


Figure 6-44: Audit Trail Setup screen

6.6.1. Audit Trail Editor

Press the **AUDIT TRAIL EDITOR** button. A maximum of 100 audit trails are supported.



Figure 6-45: Change Audit Trail List screen

This menu (Figure 6-45) allows the supervisor to perform the following functions:

ADD - enter a new audit trail name, then step through the configuration process

DELETE - delete an existing audit trail

MODIFY - modify an existing audit trail

COPY - copy an existing audit trail as a “template” to modify and add a new audit trail

SORT LIST - pressing this button will automatically sort all audit trails alphabetically

6.6.2. Audit Trail Element Settings

Press the **AUDIT TRAIL ELEMENT SETTINGS** button.



Figure 6-46: Audit Trail Element Settings screen

This menu (Figure 6-46) will allow the supervisor to perform the following functions:

- **SET / VIEW ELEMENT TEXT** - Provides a list of preconfigured audit trail elements. Several of these elements can be modified through this screen.
- **RESET ALL ELEMENT TEXT** - Provides ability to reset all modified elements to default.

All elements have a leading and trailing character that shows what type of element they are.

- Quotes (") include the default and indicate that they can be modified (ex. "Text1").
- Square brackets ([]) indicate it's associated static data (ex. [Job name]).
- Symbols (<>) indicate it's associated dynamic data (ex. <date>).

6.6.3. Default Audit Trail Elements

- **AR**: “Accounts Receivable” will be printed.
- **AT**: “Accounting” will be printed.
- **BL**: “Billing” will be printed.
- **CN**: “Confidential” will be printed.
- **PB**: “Process By” will be printed.
- **PO**: “Processed On” will be printed.
- **T1**: “Text1” will be printed.
- **T2**: “Text2” will be printed.
- **T3**: “Text3” will be printed.
- **T4**: “Text4” will be printed.
- **T5**: “Text5” will be printed.
- **JN**: The name of the Job running during audit trail printing will be printed.
- **DI**: The department identification that is entered in the “DEPT. ID” field of the current Job will be printed.
- **JT**: User-assigned text that is entered in the “JOB TEXT” field of the current Job will be printed.
- **ON**: The current user's name will be printed.
- **OI**: The current user's initials will be printed.
- **B1**: When selected, it will print an IMB barcode that contains date, time, sequence number, User ID, Job ID, and Machine ID. The next section describes how this barcode can be customized.
- **DT**: The month, day, and year in the format that has been configured in the AUDIT TRAIL PRINTER PARAMETERS screen will be printed.
- **TI**: The hour, minute, and second in the format that has been configured in the AUDIT TRAIL PRINTER PARAMETERS screen will be printed.
- **SN**: A five-digit physical count of all envelopes that have been printed on will be printed. It is updated on every envelope printed. This value will start at zero and increase to 65,535 before wrapping to zero.

6.6.3.1. Audit Trail Element Functions

- **NL**: Used to add a new element as a separate line to be printed (Figure 6-47). You can have up to 4 lines. Note that the size of the text will decrease as more lines are added. The overall height of the audit trail stays consistent, approximately 1/2" (1.27cm).
- **Spacebar (" ")**: Used to add a space to separate elements.

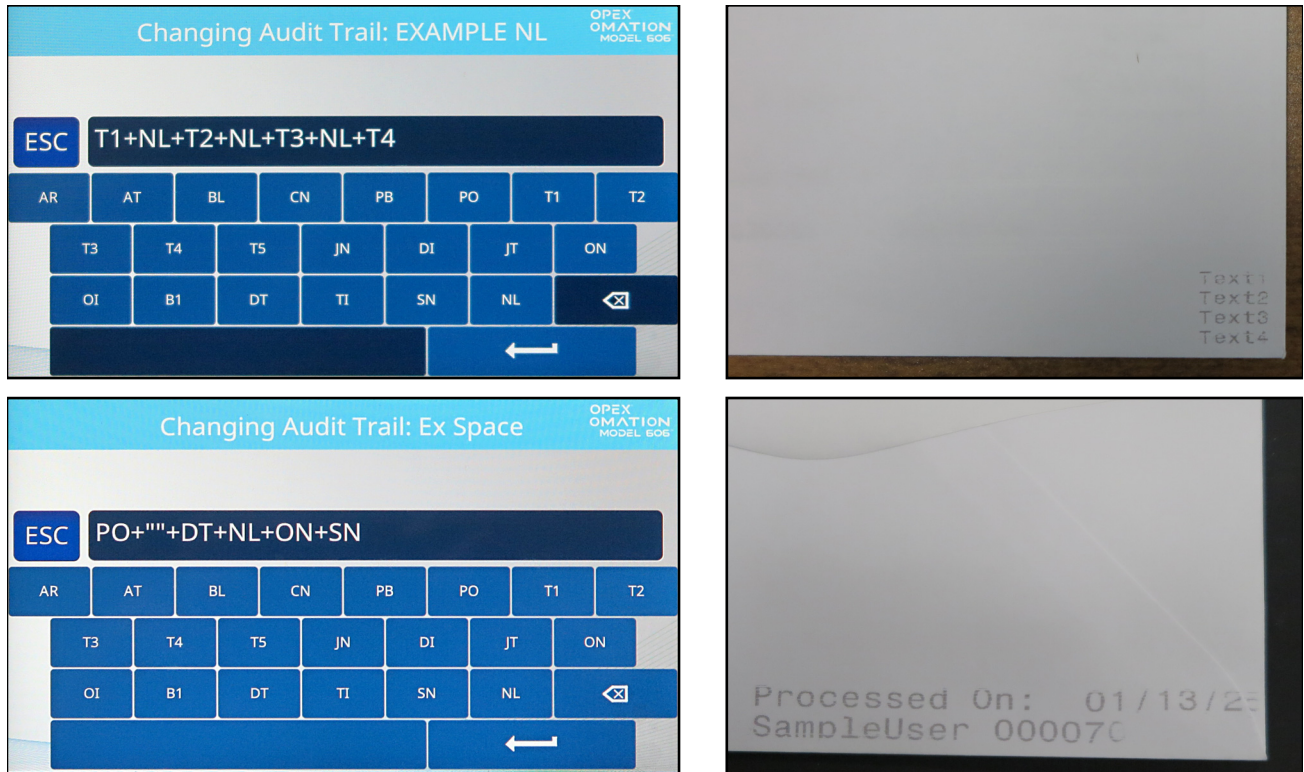


Figure 6-47: Examples of NL and Space outputs

6.6.4. Barcode 1 (B1) Details

Barcodes printed by the Model 606 use the 31 digits of the IMB format as follows:

- 6-8 digits used for the date
- 6 digits used for the time (24-hour time)
- 6 digits for the sequence number. This is effectively a print counter for this run. A supervisor can change or reset the current sequence number.
- 2 digits for the User ID
- 2 digits for the Job ID
- 2 digits for the Machine ID
- Any remaining digits are left as zeros.

A sample barcode's readout is shown in Figure 6-48. It says the piece was run on Nov 15, 2024 (in 6-digit format), at 3:08:11 PM, as the 10,000 piece in the run, by User 02 running Job 05 on Machine #01.

Barcode	111524						150811						010000						02		05		01		00000000					
Key	DDDDDD						TTTTTT						SSSSSS						UU		JJ		MM		00000000					
	01 02 03 04 05 06						07 08 09 10 11 12						13 14 15 16 17 18						19 20		21 22		23 24		25 26 27 28 29 30 31					
	DATE (Default: MMDDYY)						TIME (Default: 24hr)						SEQUENCE						USER		JOB		MACH		UNUSED					
Breakdown	111524						150811						010000						02		05		01		00000000					
	01 02 03 04 05 06						07 08 09 10 11 12						13 14 15 16 17 18						19 20		21 22		23 24		25 26 27 28 29 30 31					
	DATE (Default: MMDDYY)						TIME (Default: 24hr)						SEQUENCE						USER		JOB		MACH		UNUSED					

Figure 6-48: Sample barcode digits

6.7. Password Options

The **PASSWORD OPTIONS** screen (Figure 6-49) allows you to globally enable or disable User passwords, as well as set the Supervisor password. Note that when passwords are enabled, the user or supervisor are only prompted to enter a password if one already exists.

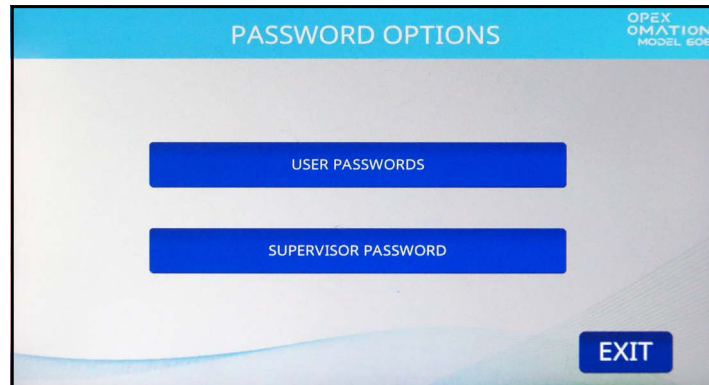


Figure 6-49: Password Options screen

USER PASSWORDS - Press to allow or disallow Users to set passwords (Figure 6-50).

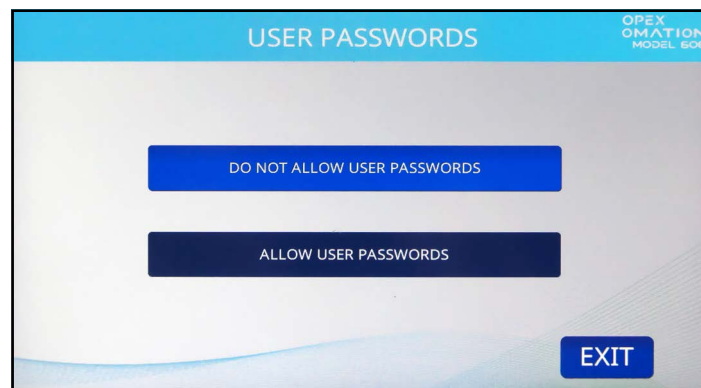


Figure 6-50: User Passwords screen

SUPERVISOR PASSWORD - Press to change the Supervisor password. You will need to input the current password first.

6.8. Statistics Menu

This menu (Figure 6-51) provides statistical data about Jobs run under all logins.

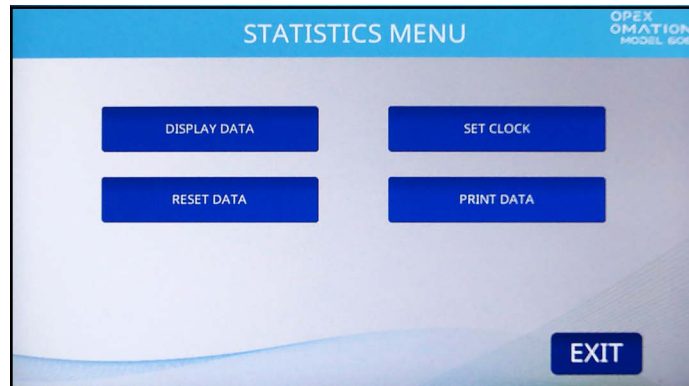


Figure 6-51: Statistics menu

DISPLAY DATA - Allows you to view reports on individual Jobs, Jobs by User, or all Jobs.

SET CLOCK - Allows you to change the system clock used for calculating statistics.

RESET DATA - Clear all statistical data. The screen will ask you to confirm (Yes or No) when you press this button.

PRINT DATA - Available with the optional statistics printer. Allows you to print the same reports available under Display Data.

6.8.1. Display Data

This screen (Figure 6-52) allows you to view statistical data for all or specific users.

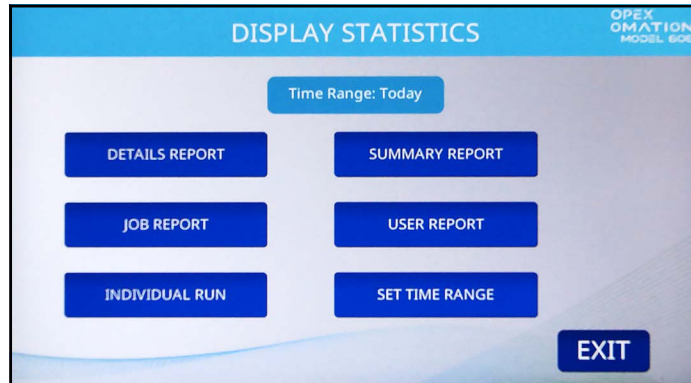


Figure 6-52: Supervisor level - Display Statistics menu

DETAILS REPORT - Provides data on Jobs run within specified time range, sorted by Job and User. Each Job is displayed in its own page. Arrow buttons at the bottom of the page allow you to switch between pages.

SUMMARY REPORT - Provides data on all Jobs run, based on the specified time range. All Jobs are combined into a single report.

JOB REPORT - Provides data on each Job run within the specified time range.

USER REPORT - Provides data on each User that ran Jobs within the specified time range.

INDIVIDUAL RUN - Provides data on each individual Job by each individual User within the specified time range.

SET TIME RANGE - You can also specify the time range of the statistics you want to view

6.9. LAN Port Configuration

The optional LAN Port connection on the back of the machine supports ONS and Insight software. This support starts with ONS version 2.7.0.1 and Insight version 8.3.11.0.

Dynamic IP addressing is not supported. Site IT support is required to provide the following port addressing. To configure the port, navigate to:

Supervisor > Diagnostics > Machine Setup > Ethernet Setup.

Default values:

- IP Address: 192.168.3.1
- Subnet Mask: 255.255.255.0
- Gateway Address: 192.168.3.0
- Port: 39

Insight software (Figure 6-53) allows remote access to manage the OM606. For example, view machines statistics, users, jobs, or to copy jobs, users, and machine parameters from one machine to the other or copy to several at one time.

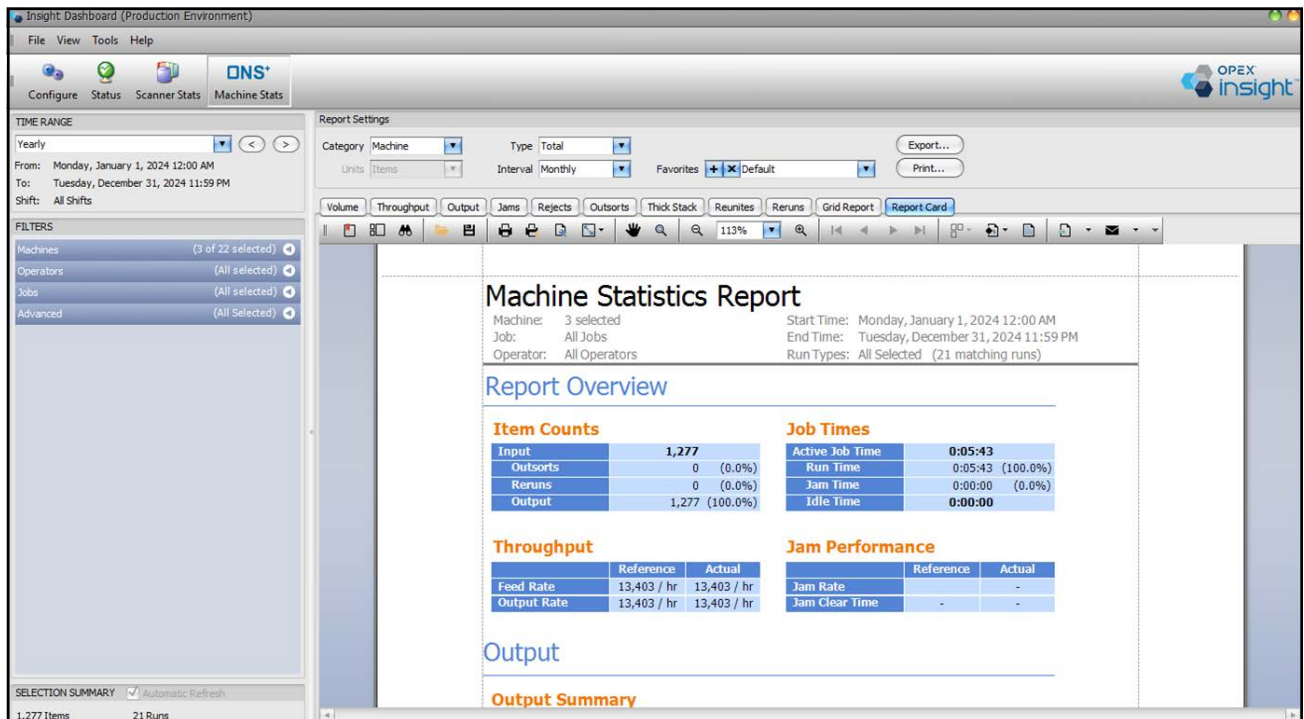


Figure 6-53: Insight

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7. Maintenance

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7.1. General information



Read and follow all safety precautions and procedures in [Chapter 2: “Safety and injury prevention”](#) before attempting to operate, service, or troubleshoot this equipment. Failure to do so can result in serious injury or death.

Check all components for wear and damage during maintenance. Damaged or worn components must be replaced with identical and original spare parts.

7.1.1. Terminology

Maintenance is the umbrella term for inspection, preventive maintenance, and repair maintenance.

Inspection

Checking to determine and document the status

Preventive Maintenance (PM)

Restoration of normal condition:

- Maintenance work, testing, adjustment, readjustment, lubrication, cleaning work, and preservation
- Checking of settings, tracking of data
- Replacement of components after their service life

Note: *Where permitted by local law, certain non-scheduled maintenance, such as daily cleaning and printer cartridge replacement, may be carried out by properly-trained, Qualified User-level personnel.*

Repair Maintenance

Replacement of a component identified as defective during preventive maintenance work

7.1.2. Qualification of personnel



Read and understand [“1.6.2. Skills and qualifications” on page 15](#) before attempting to maintain this equipment. Failure to do so can result in serious injury or death.

- ▶ Observe all safety instructions throughout these Operating Instructions, especially those listed in section 7.1.3. below.

Preventive maintenance procedures require special qualification and shall be performed by:

- Authorized Personnel
- Mechanically Qualified Personnel (if indicated)
- Electrically Qualified Personnel (if indicated)

7.1.3. Safety instructions



Maintenance procedures.

Service activities may include removing machine covers, disassembling internal components, and using tools. This could result in death or serious injury.

- ▶ Only Authorized Personnel or, if indicated, Mechanically or Electrically Qualified Personnel are permitted to service and maintain the machine.
- ▶ Shut down the machine before doing any servicing or troubleshooting or removing exterior covers. See [“7.4. System shutdown procedure” on page 122](#).
- ▶ Wear personal protective equipment (PPE) that is appropriate to the job being performed.
- ▶ Only perform the type of work you are authorized and trained to do.
- ▶ Only Electrically Qualified Personnel are permitted to work on electrical equipment.
- ▶ Inform the operating personnel about maintenance work within a timely manner.
- ▶ Appoint a supervisor.
- ▶ Secure the entire maintenance area.
- ▶ Follow the operating and safety instructions of the specific job site.
- ▶ Only disassemble parts as necessary and mark components for re-assembly.
- ▶ Watch out for finger-pinching hazards.
- ▶ Maintain a clean and safe work area.

7.1.4. Stored energy



Release of stored energy.

Components, such as the Uninterruptible Power Supply (UPS) might contain stored energy.

- ▶ Shut down the UPS before doing any maintenance. See [“7.4. System shutdown procedure” on page 122](#).

7.1.5. Electro-Static Discharge (ESD)

NOTICE

Hazard due to Electro-Static Discharge (ESD).

This could result in damage to ESD-sensitive circuit boards.

- ▶ Observe the following ESD damage mitigation techniques:
- ▶ Always hold circuit boards by the edges.
- ▶ Never touch the chip (ICs) or connectors.
- ▶ Keep the circuit boards sealed inside the ESD bags until ready to install.
- ▶ Before taking the circuit boards out of the ESD bag, Authorized Personnel should touch an unpainted, metal surface of the subject machine to equalize the electrical potential between the machine, circuit board, and technician.
- ▶ Return replaced (bad circuit boards) to the ESD bag.
- ▶ Never store circuit boards in a plastic tub unless it is designated as an ESD protective device.

7.2. PM spare parts



Installing non-authorized, non-genuine parts.

Installing parts that are not genuine OPEX parts can pose safety and health hazards and damage to property.

Note: *There is no guarantee that non-genuine parts are designed and manufactured to meet safety and stress requirements.*

- ▶ Only use original and genuine OPEX parts.

7.3. Preventive maintenance schedule



Maintenance procedures.

Service activities may include removing machine covers, disassembling internal components, and using tools. This could result in death or serious injury.

- ▶ Only Authorized Personnel or, if indicated, Mechanically or Electrically Qualified Personnel are permitted to service and maintain the machine.
- ▶ Shut down the machine before doing any servicing or troubleshooting or removing exterior covers. See [“7.4. System shutdown procedure” on page 122.](#)

The contracted time interval for PM service is bi-monthly. During the PM visit, rubber and plastic components such as O-rings, tires, feed belts and retard pad are inspected for wear or damage and replaced as needed.

7.4. System shutdown procedure

Follow the steps below to de-energize the Ovation® Model 606™ prior to performing any maintenance or repairs.

1. Turn off the AC switch on the side of the Model 606 (Figure 7-1).



Figure 7-1: Model 606 AC switch

2. Unplug the power cord from the customer's AC power outlet.
3. Place an OUT OF SERVICE CAUTION sign on the front of the monitor.
4. Verify that the equipment is de-energized and cannot be restarted.

7.5. General operational maintenance procedures



Read and follow all safety precautions and procedures in [Chapter 2: “Safety and injury prevention”](#) before attempting to operate, service, or troubleshoot this equipment. Failure to do so can result in serious injury or death.

Where permitted by local law, the maintenance procedures in this section may be undertaken by properly-trained, Qualified User-level personnel.

7.5.1. Cleaning the Model 606

It is important that you keep your machine clean and in good working order. This will prolong the overall life of the machine and result in longer periods of “up” time. Failure to perform daily cleaning tasks may result in the voiding of your service contract. Therefore, it is vitally important that you perform the following tasks at least once per day:

1. Use a vacuum cleaner with a crevice tool to vacuum dust and debris from all exposed components of the machine.
2. Clean the exterior surfaces and panels with a multi-purpose type cleaner.
 - Use denatured alcohol on areas with stains, if necessary.
 - Any non-flammable commercially available cleaning solution may be used to clean the machine. When cleaning the OPEX Model 606, DO NOT USE aerosol cleaners or compressed air because of the flammable nature of many of these products. There is a risk of equipment malfunction and/or injury associated with the use of aerosol cleaners on OPEX equipment prior to the operation of equipment.

When cleaning glass and plastic surfaces, use detergent-based cleaners such as Fantastik® or Formula 409®. Detergent-based cleaners are recommended, because they do not cause component degradation.



A cloth soaked with cleaning detergent or similar material should never be used to clean an object such as a belt or roller when the belt or roller is being driven by the system. Use of a cloth or similar material on moving mechanisms can result in personal injury. If a belt, pulley or similar part needs to be cleaned, it should be cleaned while stationary.

- Wipe dust and debris from the sensors. Debris build-up can cause jams. Accumulations of dirt and debris can cover sensors, preventing them from working effectively. This will hinder machine performance.
3. With the machine unplugged, carefully check for and remove any foreign debris in the envelope path.
 4. Empty the cutter trash bin. The mill cutter chips exit the machine through an output chute and are collected in the trash bin mounted to the bottom of the machine. The bin should be checked and emptied on a regular basis. Failure to empty the trash bin will result in chips blocking the cutter output chute, preventing additional chips from falling into the trash. This may lead to the cutter itself being jammed.

In the event of a jammed cutter, contact an authorized OPEX service technician.

7.5.2. Replacing Statistics Printer Paper

The printer will automatically detect if it's out of paper. A "No paper in printer" message will be displayed. The steps below describe how to replace printer paper in the Model 606. The printer is accessed from the side of the machine.

1. Open the printer door. The printer drawer is hinged on the bottom. The drawer will open and swing down on its hinge.
2. Check to see if the entire old roll of paper has fed through the printhead.
 - If all of the paper is out of the printhead, go to step 4.
 - If there is any paper remaining in the printhead, go to step 3.
3. Remove the remaining paper:
 - a. Do not attempt to pull the paper out of the printhead or try to feed the paper through the printer rollers manually.
 - b. Tear or cut the paper as shown in Figure 7-2 and lift the old roll out of the printer.

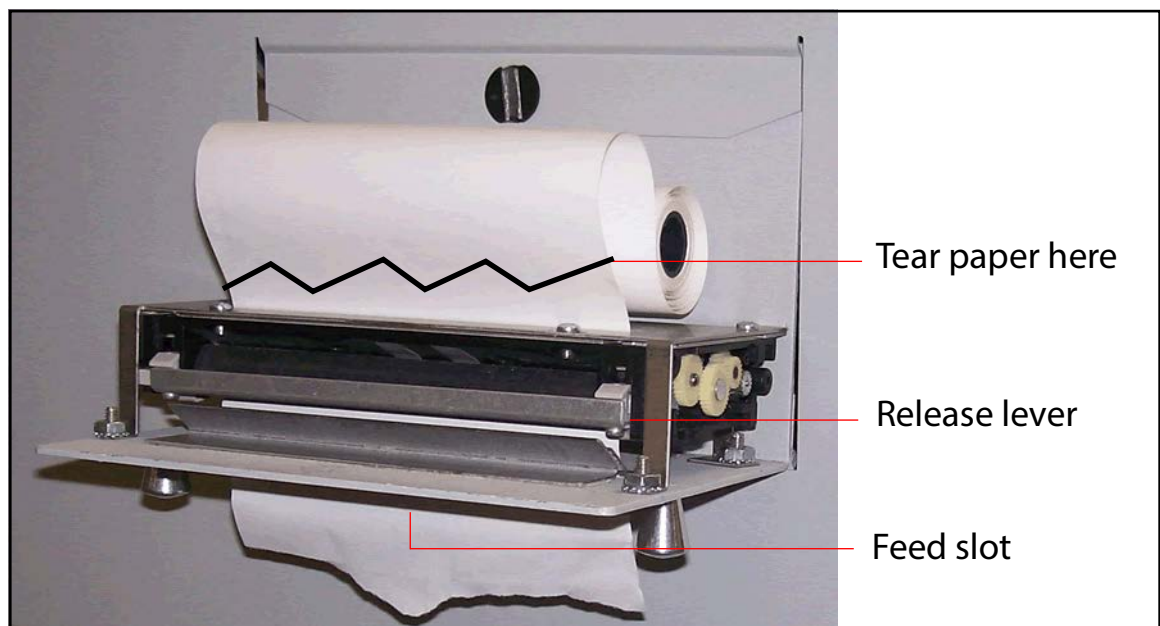


Figure 7-2: Paper removal

- c. Press the release lever down and pull the remaining paper out of the printer.
 - d. Once the paper has been removed from the printer, lift the release lever up until it clicks in place.
4. Place a new roll of paper on the metal shaft and install the roll in the printer so that the paper will feed from the top of the roll (see Figure 7-2). The paper will automatically feed into the printer.
 5. If you want to advance the paper further, access the **SUPERVISOR > STATISTICS MENU > PRINT DATA > PAPER FEED** screen, and press and hold **Enter** until the statistics printer has fed several inches of paper through the printhead.
 6. Release the **Enter** button and close the printer door.

7.5.3. Cleaning the Hi-speed inkjet printer cartridge head

In Jobs that have printing enabled (as in Figure 7-3), the **PRINT** selection will provide the user with the ability to clean the print cartridge head. This is accomplished by allowing the user to spit ink out of the cartridge, which will help to get the ink flowing.

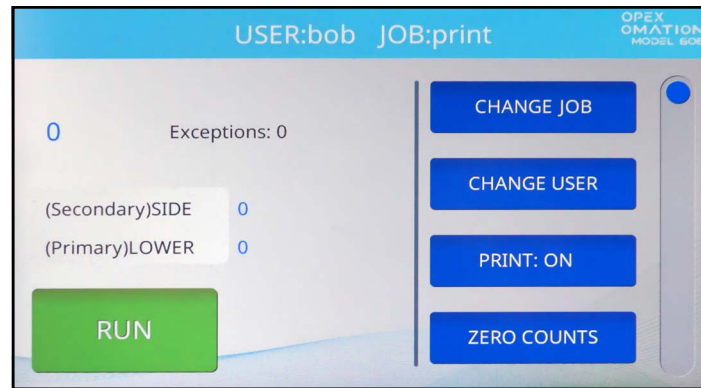


Figure 7-3: Main screen with PRINT = ON

1. On the Main screen, use the Arrow buttons to select **PRINT**, and press **Enter**.
2. Press the **Enter** key a few times until "**PRINT: SPIT**" appears with instructions, as in Figure 7-4.

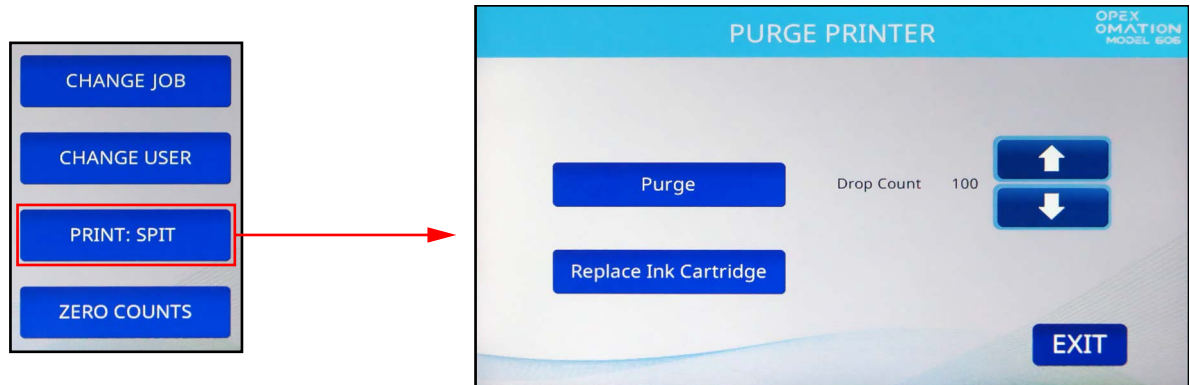


Figure 7-4: Main screen with PRINT = SPIT

3. Insert a scrap piece of paper underneath the printer, and press the **Down** arrow key. You may have to do this a few times if the printer is clogged.
4. When you are pleased with the results, press the **Cancel** button.

8. Troubleshooting

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8.1. General information



Read and follow all safety precautions and procedures in [Chapter 2: “Safety and injury prevention”](#) before attempting to operate, service, or troubleshoot this equipment. Failure to do so can result in serious injury or death.

► Follow the qualification level indicated for each task.

Jobs can be interrupted by the occurrence of unexpected events with various causes, including the following:

- Job/system configuration related
- User error
- Feed/Paper path related
- Sort related
- Document condition issue
- Network or software communication issue
- Hardware or electronic issue
- Host computer/software related

8.1.1. Qualification of personnel



Read and understand [“1.6.2. Skills and qualifications” on page 15](#) before attempting to troubleshoot this equipment. Failure to do so can result in serious injury or death.

► Observe all safety instructions throughout these Operating Instructions.

Troubleshooting procedures require special qualification and shall be performed only by:

- Authorized Personnel
- Mechanically Qualified Personnel (if indicated)
- Electrically Qualified Personnel (if indicated)
- User (if indicated)

8.2. Troubleshooting

Table 8-1 describes the errors that could be displayed when running the OM606. For reference, sensor locations are shown after the table, in Figure 8-1 on page 131.

Table 8-1: Error Message Descriptions

Error Message	Error Code	Description
PLEASE CHECK MAIL FEEDER... EMPTY	1	Displays when running a job, the feeder is empty longer than the FEED EMPTY TIMEOUT parameter value (default value is 5 seconds).
PLEASE CHECK MAIL FEEDER... JAMMED	2	Displays when running a job, the feeder is running, and the counter sensor is blocked for longer than 5 seconds.
PLEASE CHECK FEED EXIT	3	Displays when running a job, the Feed Exit Sensor is blocked or an envelope jams at the Feed Exit sensor.
THICKNESS DETECT OVER RANGE	4	Displays when running a job with thickness detect, the Null Reading is above the TMD Maximum Null Reading parameter value (default value is 40).
THICKNESS DETECT UNDER RANGE	5	Displays when running a job with thickness detect, the Null Reading is below TMD Minimum Null Reading parameter value (default value is 5).
PIECE TOO SHORT OR MISSED TMD	6	Displays when running a job with length or thickness detect, the processing of length or thickness data for a single envelope fails.
REMOVE PIECE HEIGHT SENSOR AREA	7	Displays when running a job, the height sensor is blocked longer than the MAX SENSOR BLOCKED TIME parameter value (default is 500ms).
PLEASE CLEAR THE CUTTER AREA	8	Displays when running a job, the cutter sensor is blocked longer than the MAX SENSOR BLOCKED TIME parameter value (default is 500ms).
PLEASE CLEAR THE COUNTER AREA	9	Displays when running a job, the counter sensor is blocked longer than the MAX SENSOR BLOCKED TIME parameter value (default is 500ms).
PLEASE CLEAR LENGTH SENSOR AREA	10	Displays when running a job, the length sensor is blocked longer than the MAX SENSOR BLOCKED TIME parameter value (default is 500ms).
UNEXPECTED ENVELOPE AT COUNTER	11	Displays when running a job with sorting (height, length, or thickness), the lead edge of an envelope is detected at the COUNTER PATH sensor but was not seen at the CUTTER PATH sensor.

Table 8-1: Error Message Descriptions

Error Message	Error Code	Description
PLEASE CLEAR THE SIDE OF THE BIN PATH	12	Displays when running a job, the Side Bin Path sensor is blocked longer than the MAX SENSOR BLOCKED TIME parameter value (default is 500ms).
AUDIT TRAIL PRINTER NOT DETECTED	13	Displays when running a job with printing and the printer is not detected.
AUDIT TRAIL PRINTER CARTRIDGE DOOR OPEN	14	Displays when running a job with printing and the printer cover is open.
AUDIT TRAIL PRINTER FAULT DETECTED	16	Displays when running a job with printing, the printer board signals an error state.
AUDIT TRAIL PRINTER COMM FAULT	17	Displays when running a job and the printer board signals an error related to communication protocol.
COULD NOT MAKE SORT DECISION	18	Displays during a job with sorting, an envelope arrives at the COUNTER PATH and enough data was not collected to make a sort decision. The trigger of this error depends on the setting of the EXCEPTION THRESHOLD job parameter and the number of exceptions configured. The EXCEPTION THRESHOLD job parameter default is 5.
BATCHER FUSE BLOWN OUT	19	Displays when the feeder fuse has been blown.

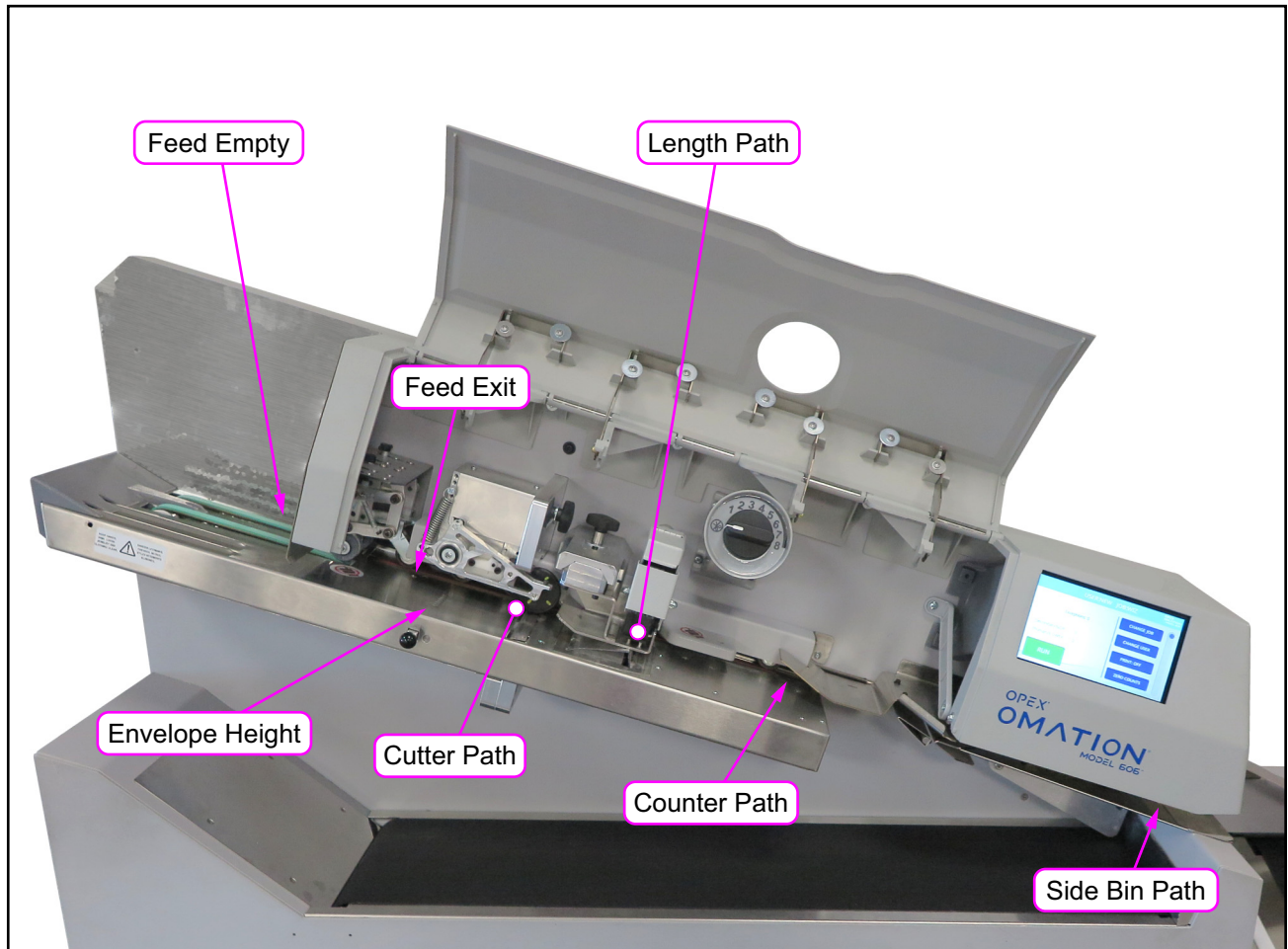


Figure 8-1: Sensor locations, as seen on OM606 with Sorting features

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9. Decommissioning and Disposal

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9.1. General Information



This machine is marked with the waste electrical and electronic equipment (WEEE) symbol. The machine contains materials that could harm the environment.

For more information on how to properly recycle machinery-related materials and components, follow the instructions on our website: [Regulations and obligations related to batteries and waste electrical and electronic equipment \(WEEE\)](#)

For professional decommissioning, OPEX recommends requesting personnel from the manufacturer.

The machine may only be dismantled by Authorized Personnel who, based on their technical training and experience, have sufficient knowledge of safety regulations, accident prevention regulations, guidelines, and recognized regulations of technology, such as VDE regulations and DIN standards.

Authorized Personnel must assess the work assigned to them so that they can recognize and avoid dangers when carrying out the necessary work and activities.

9.1.1. Safety Instructions

NOTICE

Be cautious when disposing of machinery-related materials and components.

Machinery-related materials and components must be disposed of in a sustainable and environmentally friendly manner to reduce environmental impacts.

- ▶ It must comply with local regulations, particularly:
 - When working with lubricants and geared motors.
 - When cleaning with solvents.
 - When working with electrical and electronic equipment.
- ▶ Separate the material accordingly, for example, electrical components, rubber materials, and plastics.
- ▶ Dispose of flammables and combustibles every day.
- ▶ Follow local regulations and requirements.

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