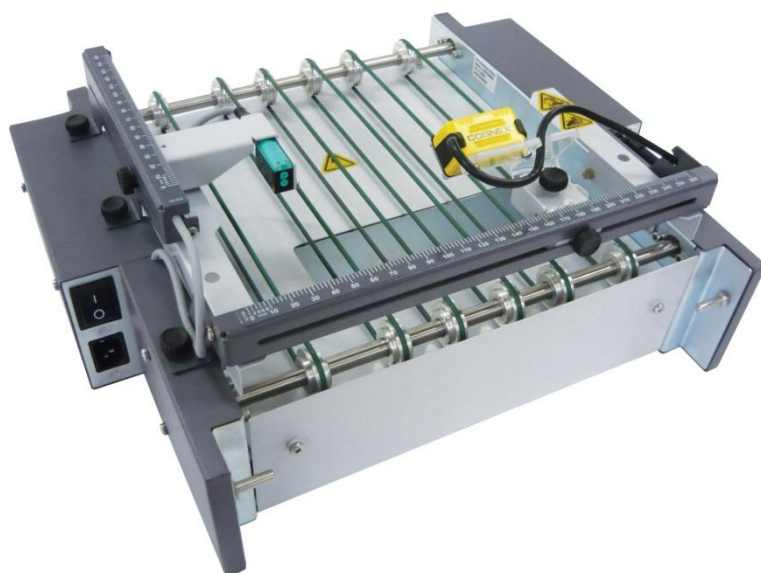


# Exit Scanning



Operator Guide

---

86.0651 Revision 04  
11/2016

© 2016 Laurenti Equipamentos Ltda.  
São Paulo/SP – 04180-081, Brazil  
[www.laurenti.com.br](http://www.laurenti.com.br)

Due to publication lead times and continuing product development, the appearance, build status and/or specifications are subject to change without notice.

Company names, products or services mentioned herein may be protected by trademarks, registered trademarks or service marks and are the property of their respective owners.

All rights reserved. This document is a publication of Laurenti Equipamentos and may not be reproduced in whole or in part in any fashion or stored in a retrieval system of any type or transmitted by any means, electronically or mechanically, without the express written permission of Laurenti Equipamentos. Laurenti has tried to ensure that the information in this document is accurate, complete and readily usable; however Laurenti cannot assume responsibility for errors or omissions or liability for the misuse or misapplication of its products.

Licensed to:  
Pitney Bowes Inc.  
3001 Summer St.  
Stamford CT 06926  
USA  
[www.pb.com](http://www.pb.com)

## Table of Contents

<b>1. Important Safety Notes</b> .....	<b>5</b>
<b>2. Exit Scanning Overview</b> .....	<b>6</b>
2.1 - Description .....	6
2.2 - Exit Scanning Transport Features .....	6
2.3 - Exit Scanning Software Application .....	7
<b>3. Exit Scanning Basic Operation</b> .....	<b>10</b>
3.1 - Creating a New Job.....	10
3.2 - Creating a New Job from a File Upload in the Professional Version .....	12
3.3 - Making Pre-Run Adjustments .....	13
3.4 - Selecting a Job.....	15
3.5 - Starting a Job .....	16
3.6 - Pausing a Job .....	17
3.7 - Finishing a Job .....	18
3.8 - Job Status .....	18
3.9 - Running the EST in No Reading Mode.....	19
3.10 -How to Use the Handheld Barcode Scanner .....	20
<b>4. Exit Scanning Advanced Operation</b> .....	<b>22</b>
4.1 - Assigning Operator, Supervisor and Master User IDs .....	22
4.2 - Selecting a Language.....	22
4.3 - Setting a Job Layout.....	22
<b>5. Troubleshooting</b> .....	<b>24</b>
5.1 - Startup and Communication Problems .....	24
5.2 - Scanning Problems .....	25
5.2.1 - Message: 'System Stop Object Unread' .....	25
5.2.2 - Message: 'Sequence Error' .....	26
5.2.3 - Message: 'Mail Piece Not This Job'.....	26
5.2.4 - Message: 'Document already processed' .....	27
<b>6. Specifications</b> .....	<b>28</b>
6.1 - Model and Part Number .....	28
6.2 - Physical Dimensions .....	28
6.3 - Power.....	28
6.4 - Recommended Environmental Conditions.....	28
6.5 - Envelope Size .....	28
<b>7. Scanning Capability</b> .....	<b>29</b>
7.1 - General Specs .....	29

- 7.2 - 1D Type Specifications..... 29
- 7.3 - 2D Type Specifications..... 29
- 7.4 - Camera Orientation ..... 30
- 7.5 - Code Placement..... 31
  - 7.5.1 - 1D Barcode Type, Picket Fence Orientation ..... 32
  - 7.5.2 - 1D BarcodeType, Ladder Orientation ..... 33
  - 7.5.3 - 2D Code Types ..... 34
- 8. Contact Information..... 35**
- Appendix A – Job Sample ..... 36**
- Appendix B – Icon Glossary..... 39**

## 1. Important Safety Notes

Follow these basic safety precautions when operating the Exit Scanning Device:

- Use only Pitney Bowes approved supplies, in particular aerosol dusters. Improper storage and use of aerosol dusters or flammable aerosol dusters can cause an explosive-like conditions that could result in a personal injury and/or property damage. Never use aerosol dusters labeled flammable and always read the instructions and safety precautions on the duster container.
- Read all instructions before operating the system. Only use the equipment for its intended purpose.
- This equipment must be operated and adjusted only by authorized and trained personnel that have received training about safety accident prevention.
- Do not put any objects, paper or other materials on the equipment.
- Keep hands, loose clothing and jewelry away from moving parts. Operators should pay attention to all safety labels on the device.



- Do not remove covers. The covers should be closed during operation and can only be removed by qualified technical personnel in case of adjustments, repairs and/or periodic maintenance.
- Before turning the machine ON, always ensure that all items are connected and ready to run.
- Immediately notify Pitney Bowes Service of any damaged or non-functioning components. The unit may be unsafe for use.
- Periodic maintenance is required to maintain optimum performance.

## 2. Exit Scanning Overview

### 2.1 - Description

The Exit Scanning Transport (EST) takes mail pieces from an inserting system and moves them underneath a camera for barcode scanning through the window of an envelope. The camera is connected to a dedicated PC with software installed to audit the process. The camera is looking for a sequential piece ID within the barcode and transmits the sequence number to the software.

The transport is an assembly of transport belts with adjustments that allow operators or technicians to adjust the camera position to ensure accurate barcode reading. It is operated by a low voltage electric motor with an appropriate power supply.

The system gets information from the audit application in order to start and to stop its motor. The system also has a paper-jam sensor to control mail piece flow and to stop the inserter on a sequence error.

### 2.2 - Exit Scanning Transport Features

#### Main Features

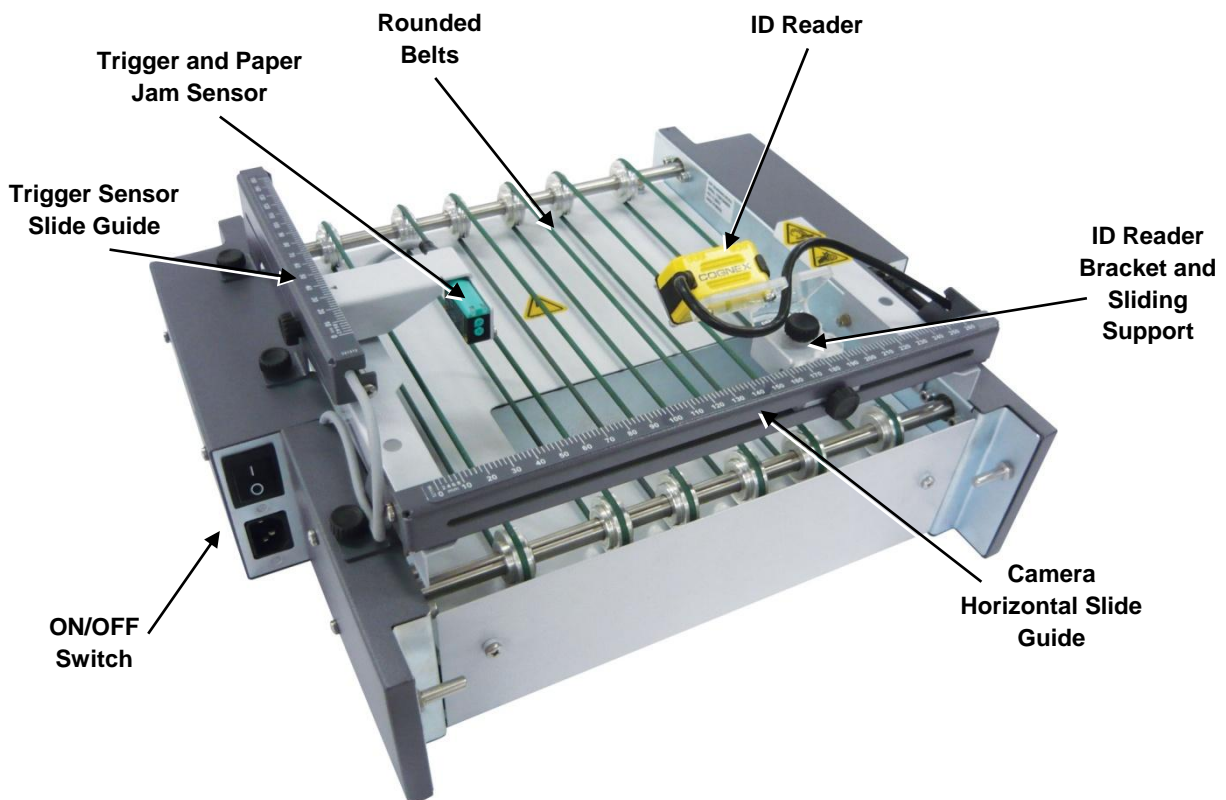


Figure 1 – Main Features

### 2.3 - Exit Scanning Software Application

When the user double clicks the Exit Scanning icon on the desktop, the Exit Scanning Software initial screen displays.

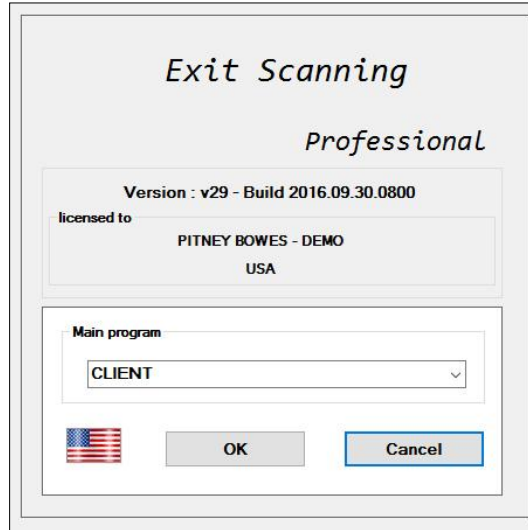


Figure 2 – Exit Scanning Software Initial Screen, Professional Version Example

In the Main Program box the user can select the following options:

- **CLIENT:** Allows users to access the job processing environment.
- **UPDATE:** It must be used only to update the Exit Scanning Software when new versions are available.
- **SETTINGS:** Allows users to access the software settings.
- **NO\_READING:** Allows users to run the EST in Off-Line mode.
- **LANGUAGE:** Allows users to access the Select Language menu.

---

**NOTE:** To change the software language, click the flag icon in the Main Program box. The Select Language menu will display. Choose the desired language and click the “Accept” button.

---

When selecting SETTINGS, the login window will display:

1. Type the default user: 'ADMIN';
2. Type the default password: '123456'.
3. Press "Enter" to confirm.

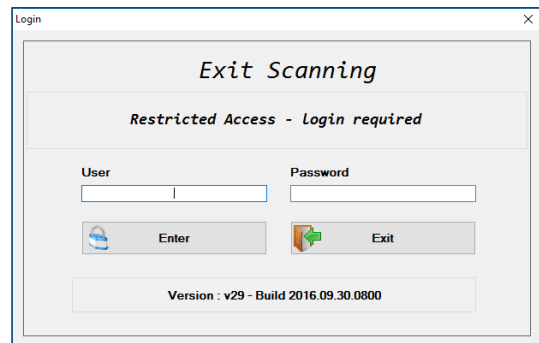


Figure 3 – Settings Login Window

The SETTINGS menu includes:

- **Job Layout:** defines the job configuration and the piece ID definition.
- **Languages:** allows users to change the language.
- **Serial Port:** allows users to set and test if the camera is reading correctly.
- **Operators:** allows users to create a review list of operators.
- **Supervisor:** allows Supervisors to create a password for users.
- **Master Users:** allow Master Users to create a login and password for supervisors.

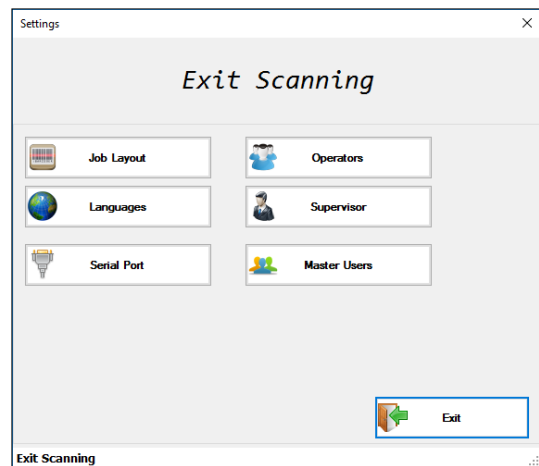


Figure 4 – Settings Menu



When selecting CLIENT, the login window will display.

1. Select the default operator: 'OPERATOR A'.
2. On the key pad enter the default password: '123456'.

**NOTE:** The user can also use the keyboard to enter password and select an operator.

3. Press "OK" to confirm.

The CLIENT environment displays the following information:

- **Operator:** shows the selected operator in the Select Operator and Password window.
- **Job:** shows the information entered in the *Job Name* field when creating a new job.
- **Mail Piece Qty:** shows the information entered in the *Quantity of Mail Pieces* field when creating a new job.
- **Processed:** shows the quantity of mail pieces that have been processed.
- **Unprocessed ID's:** shows the quantity of mail pieces yet to be processed.
- **Unprocessed Mail Pieces:** displays the sequence of mail pieces set for this job. This is the information entered in the *Quantity of Mail Pieces* and *First Piece ID* fields when creating a new job.
- **ID Processing:** shows the status of the reading process in the top box and lists the ID Errors in the bottom box.

The CLIENT menu involves:

- Creating a new job in sequential mode.
- Creating a new job from a file upload (available only in the Professional Version).
- Selecting a job from a list of jobs.
- Starting, pausing and closing jobs.
- Checking the status report of a job.

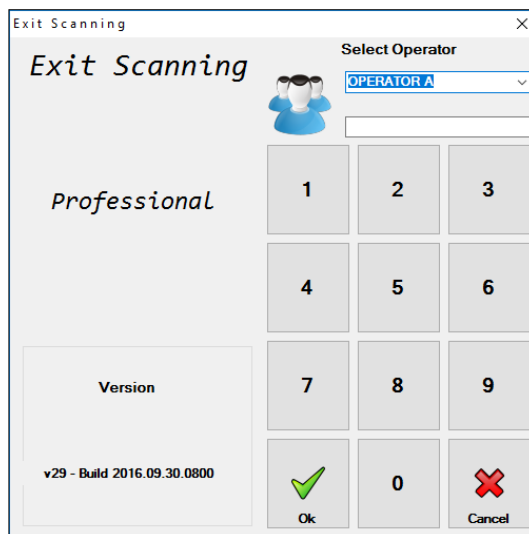


Figure 5 – Client Login Window, Professional Version Example

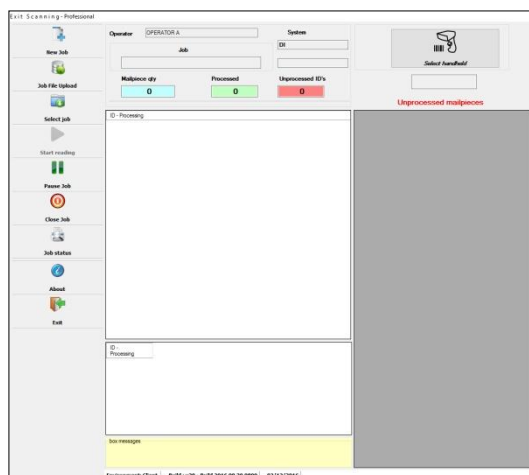


Figure 6 – Client Environment Screen, Professional Version Example

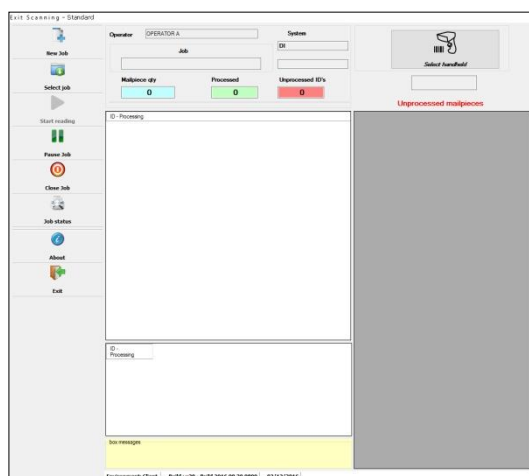


Figure 7 – Client Environment Screen, Standard Version Example

### 3. Exit Scanning Basic Operation

#### 3.1 - Creating a New Job

Creating a new job defines the contents of a new job, sets a range of mail piece ID's, and saves the job for future use.

1. Press "New Job" in the CLIENT environment menu.
2. The Add – Open Job window displays.

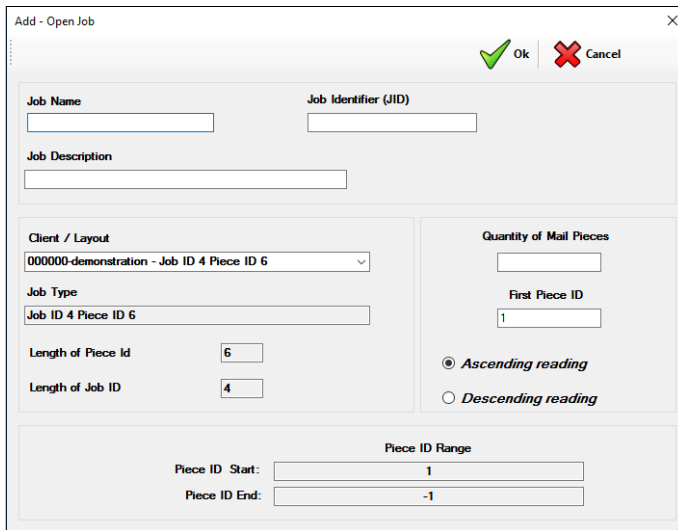


Figure 8 – Add – Open Job Window

3. In the Add – Open Job window fill in the following fields:

Fields	Associated Descriptions
<b>Job Name</b>	Allows the user to create a name for a job. <b>NOTE:</b> The Job Name can contain up to 20 alphanumeric characters with no spaces between characters.
<b>Job Description</b>	Allows the user to create a description for the job. <b>NOTE:</b> The Job Description can contain up to 40 alphanumeric characters.
<b>Client /Layout</b>	Allows the user to select an existing Job Layout from a list, previously set up in the Layout Settings. Refer to <i>Setting a Job Layout</i> in <i>Chapter 4</i> for more information. <b>NOTE:</b> This refers to the <i>Customer Code</i> , <i>Customer Name</i> and <i>Job Type</i> fields in the Layout Settings. By selecting a <i>Client/Layout</i> from the list, the <i>Job Type</i> , <i>Length of Piece ID</i> and <i>Length of Job ID</i> fields are automatically populated.
<b>Job Identifier (JID)</b>	Allows the user to set the initial ID's that identify the job in the barcode. For example, if the length of job ID was '4' in the <i>Layout Settings</i> , the user can only enter '4' characters for JID.
<b>Quantity of Mail Pieces</b>	The user must enter a quantity of mail pieces that should be processed in the job.
<b>First Piece ID</b>	The user must enter the initial piece ID number. <b>NOTE:</b> By setting the <i>Quantity of Mail Pieces</i> and <i>First Piece ID</i> fields, The <i>Piece ID Start</i> and <i>Piece ID End</i> fields are automatically populated.
<b>Ascending/Descending</b>	Allows the user to set the range of ID's in ascending or descending order.

Table 1 – New Job Field Options

Example:

- **JID:** '2857'.
- **Quantity of Mail Pieces:** '20'.
- **First Piece ID:** '161'.

If ascending order is selected, the example shown above results in the following Piece ID Range:

Piece ID Range									
If Job Identifier (JID) is 4 characters				If Length Piece ID is 6 characters The sequence is 000161 up to 000180					
2	8	5	7	0	0	0	1	6	1
⋮									
2	8	5	7	0	0	0	1	8	0

Figure 9 – New Job Piece ID Range Ascending Example

If descending order is selected, the Piece ID Range changes the order:

Piece ID Range									
4 characters Job Identifier (JID)				If Piece ID is 6 characters The sequence is 000180 down to 000161					
2	8	5	7	0	0	0	1	8	0
⋮									
2	8	5	7	0	0	0	1	6	1

Figure 10 – New Job Piece ID Range Descending Example

4. Press "OK" to confirm settings. A confirmation window will pop up.
5. Press "OK" to confirm job creation.

### 3.2 - Creating a New Job from a File Upload in the Professional Version

The Job File Upload supports non sequential serials of numbers so the Exit Scanning Software will match the scanned barcodes in the order they are found in the input file.

**NOTE:** This option is available only in the Professional Version.

To read mail pieces from a file:

1. Select "Job File Upload" in the CLIENT menu.
2. Click "Search File" to find and select a file.
3. Click "Upload file".
4. Press "OK" to confirm.

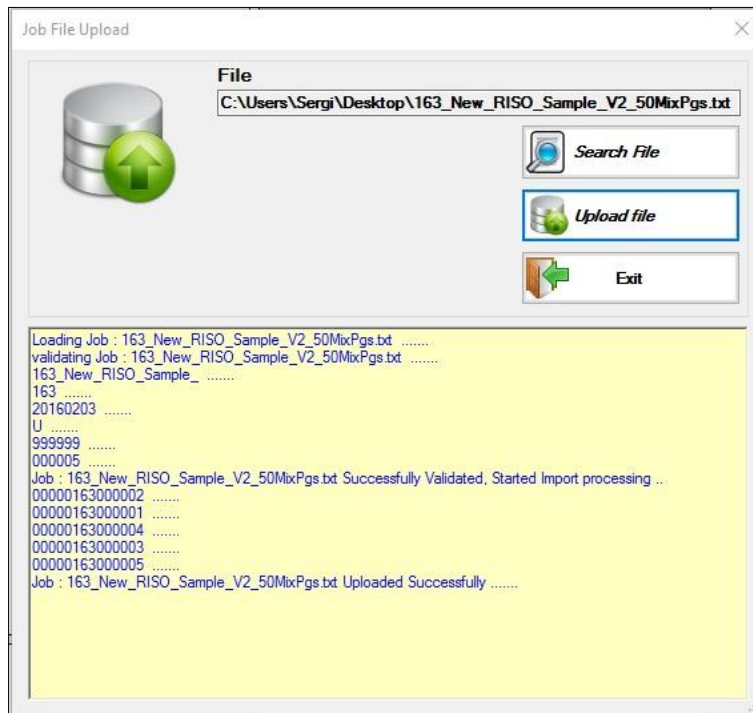


Figure 11 – Job File Upload

### 3.3 - Making Pre-Run Adjustments

As the inserter can operate with different sizes of envelopes, the Exit Scanning Transport needs some pre-run adjustments before running a job.

The first step is to adjust the camera orientation according to the position of the code in the envelope window.

---

**NOTE:** For more information on how to adjust the camera position according to the code position in the envelope window, please refer to *Chapter 7 – Scanning Capability*.

---

The second step is to adjust the sensor position according to the size of the envelope and its bottom edge position.

1. Prepare a complete trial mail piece.

---

**NOTE:** To prepare a complete trial mail piece for this test please refer to the *Inserter Operator Guide* for more information.

---

2. Manually position the trial mail piece over the rounded belts.

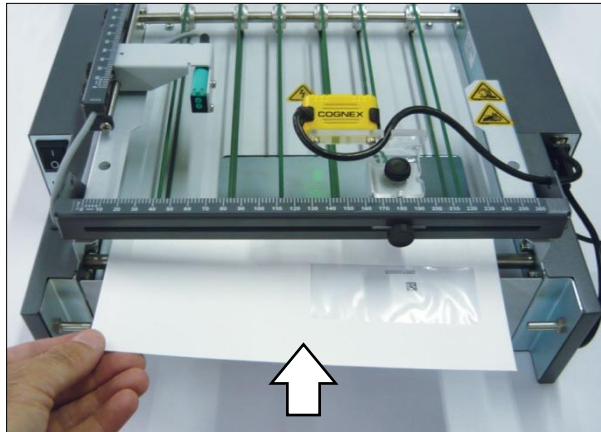


Figure 12 – Manually Position Trial Mail Piece

3. Align the trial mail piece to the center.

---

**TIP:** Fold the trial mail piece in half vertically (the side with envelope window facing up) and use the horizontal 0-260 mm scale as reference.

---

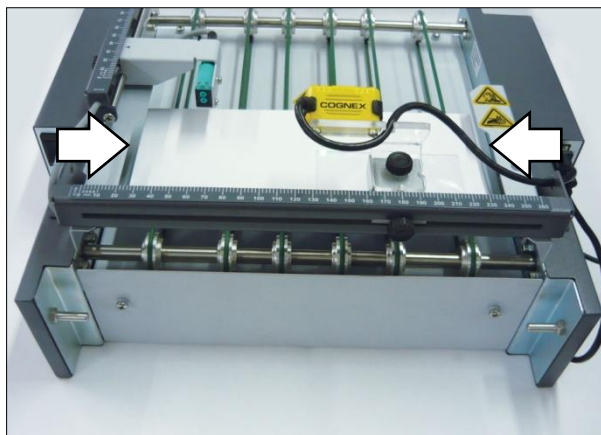


Figure 13 – Align Trial Mail Piece

- Slide the camera bracket through the horizontal slide guide and focus the green led light on the code left corner, as shown below. Move the envelope forward and backward as needed, keeping it aligned to the center.

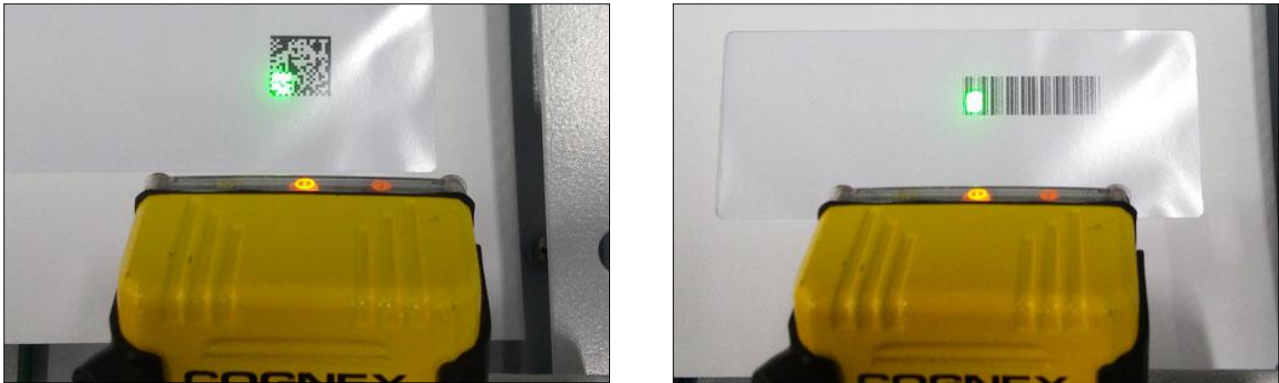


Figure 14 – Camera Green Led Light, Position Examples

- Fasten the knob to lock the camera bracket in this position. If the green light moves out of the code corner position when locking the camera bracket, reposition the envelope as needed.

---

**IMPORTANT:** Keep the trial mail piece in the same position to adjust the trigger sensor.

---

- Slide the sensor bracket on the slide guide until it detects the bottom edge of the envelope. When the sensor detects the bottom edge:
  - It activates the camera.
  - The yellow signal display illuminates.

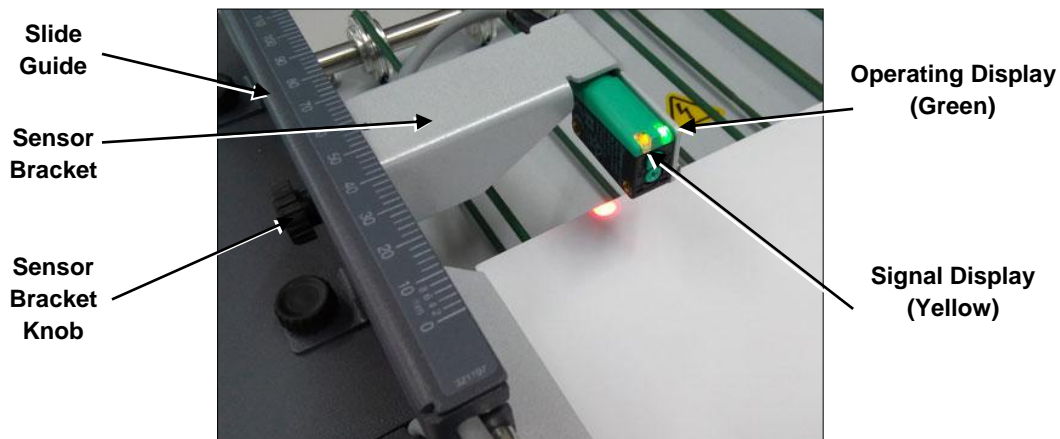


Figure 15 – Trigger and Paper Jam Sensor Signals

- Fasten the knob to lock the sensor bracket in the correct position. Use the 150-0 mm scale as reference.

---

**NOTE:** After locking the bracket in the defined position, remove the trial mail piece. The sensor Signal Display must turn off.

---

### 3.4 - Selecting a Job

If a job does not exist in the list, it must be created and saved. Refer to *Creating a New Job* in this chapter for more information.

The “Select Job” function in the CLIENT environment allows the user to select ‘Open’ or ‘Suspended’ jobs.

1. Press “Select Job” in the CLIENT environment menu.
2. Select a job in the list and press “Confirm Selection”. A confirmation window will pop up. The Piece ID Range is loaded in the Unprocessed Mail Pieces box.

**NOTE:** If the job requires modification it can be edited. Select the job in the list and click “Review” to edit job information. Use “Exit” to go back to the CLIENT environment.

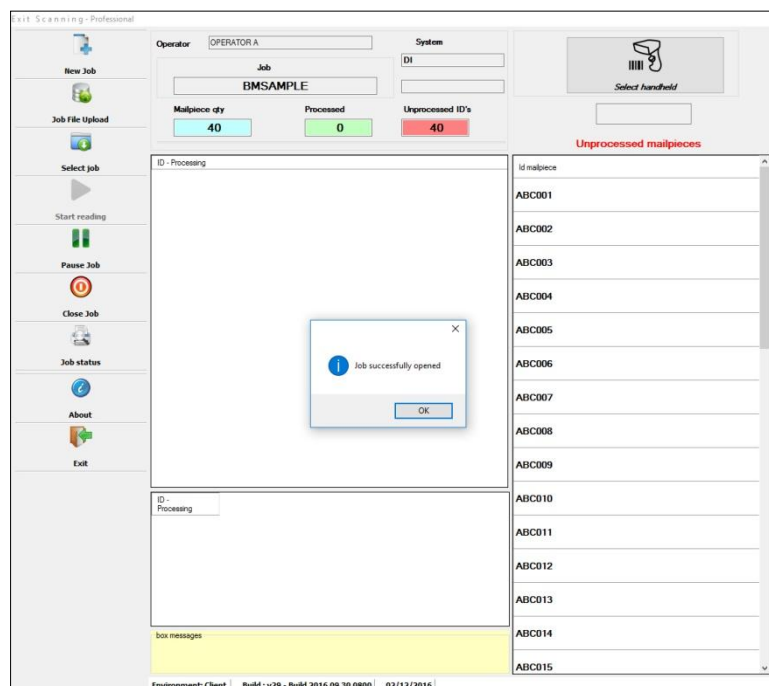


Figure 16 – Job Successfully Opened Example

3. Press “OK” to confirm.

### 3.5 - Starting a Job

When the job has been created or uploaded from a file and the pre-run adjustments have been made according to the job layout settings, the job is ready to run.

1. Press “Select Job” in the CLIENT environment menu.

**NOTE:** Refer to *Selecting a Job in Chapter 3* for more information. The user can also create a new job in this step. Please refer to *Creating a Job in Chapter 3* for more information.

When Selecting or Creating a job, make sure the pre-run adjustments have been made for setting up the camera and trigger sensor position according to the envelope size and barcode position in the envelope window. See *Making Pre-Run Adjustments in Chapter 3* for more information.

2. Load material into the Inserter trays and run a trial piece.

**NOTE:** Refer to *Inserter Operator Guide* for more information.

3. Click the “Select handheld” button in the Program CLIENT screen and read the trial piece ID.

**NOTE:** Detailed instructions on use of the Handheld Barcode Scanner are contained in later section. Refer to *How to Use the Handheld Scanner* in this chapter.

4. Press the “Start Reading” button in the CLIENT environment menu.

5. Press “Start” in the Inserter Control Panel.

**NOTE:** The Inserter job must have the *Exit Scanner* set to ‘yes’ in the *Job Settings - Additional Settings*. The transport will not activate when the inserter starts.

6. The system will start running the job.

7. When all mail pieces are processed an ‘END OF JOB’ prompt will display. Press “Yes” to confirm.

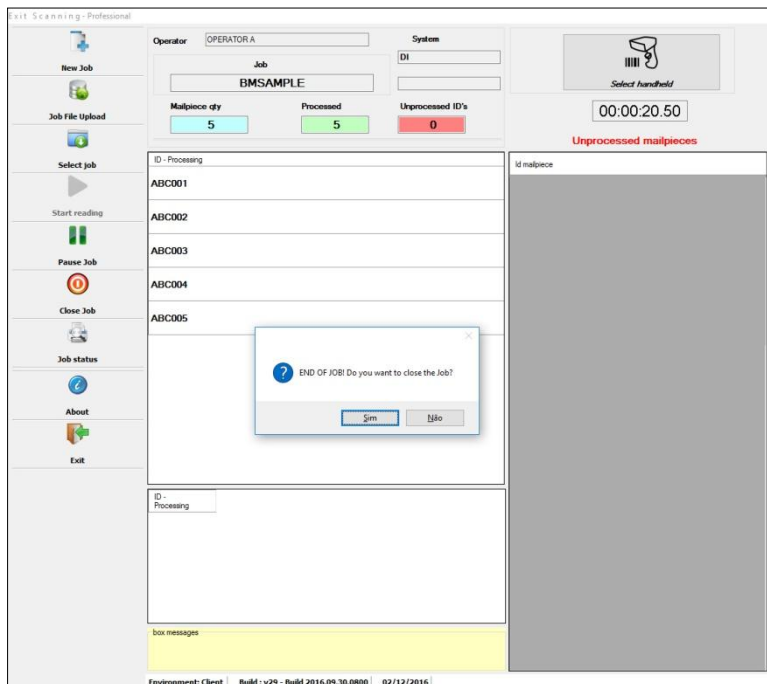


Figure 17 – End of Job Prompt Window



### 3.6 - Pausing a Job

This option allows a job to be paused. This action also stops the Inserter and the Exit Scanning Transport.

1. During a job, press the “Pause Job” button from the CLIENT environment menu.
2. A prompt will display asking if you want to pause the job. Press “Yes” to confirm.

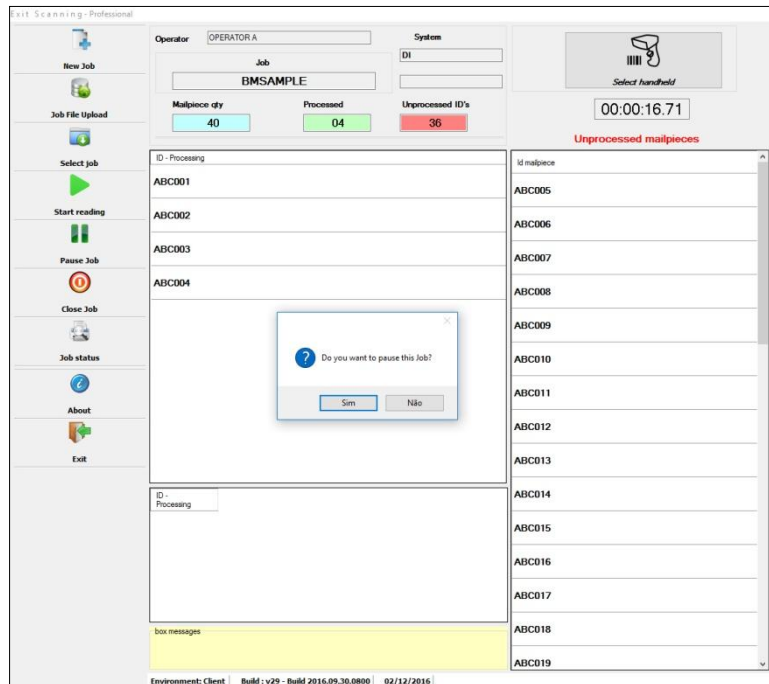


Figure 18 – Suspend Job Asking Prompt

3. Enter job pause reason and confirm.

**NOTE:** A Job Pause Reason is required when pausing a job.

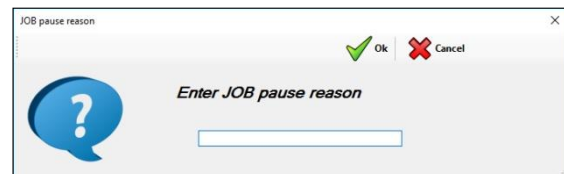


Figure 19 – Job Pausing Reason Window

When the user is ready to continue:

1. Press “Select Job” in the CLIENT environment menu.
- NOTE:** The status of a paused job in the selection list is ‘Suspended’.
2. Select the job in the list and press “Confirm Selection”.
  3. Repeat steps 4 to 7 of ‘Starting the Job’ topic in Chapter 3.

### 3.7 - Finishing a Job

A user may need to close a job even when there are unprocessed mail pieces. A Supervisor password and reason will be required to close the job.

1. Press "Close Job" button.
2. A prompt will display asking 'Do you want to finish this Job'?
3. Press "Yes" to confirm.
4. The Software prompt will inform that there are pending mail pieces.
5. Press "Yes" to confirm.
6. Enter supervisor password and reason for closing.
7. Confirm finishing job.

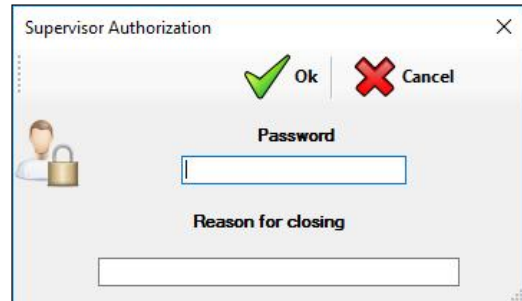


Figure 20 – Supervisor Authorization Window

### 3.8 - Job Status

From the CLIENT environment menu, click "Job Status". This option allows a user to access the job information report.

Job		Total Mailpiece Job	10
556117		Mailpiece Processed	5
		Mailpiece Unprocessed	5

00	Mailpiece Unprocessed	Date / Time reading	Operator	System
2857000006	-			
2857000007	-			
2857000008	-			
2857000009	-			
2857000010	-			

10	Mailpiece Processed	Date / Time reading	Operator	System
2857000001	-	20150610 150735	OPERATOR A	
2857000002	-	20150610 150737	OPERATOR A	
2857000003	-	20150610 150740	OPERATOR A	

Figure 21 – Job Status, Report Viewer Window

From the top menu in the Report Viewer window, click "Export Report" so the Exit Scanning Software can export the file in the following formats:

- Crystal Reports (\*.rpt)
- Adobe® Acrobat® Reader (\*.pdf)
- Microsoft® Office Excel® (\*.xls)
- Microsoft® Office Word (\*.doc)
- Rich Text Format (\*.rtf)

### 3.9 - Running the EST in No Reading Mode

The user can run the EST in no reading mode. In this option the envelope will go through the EST up to the drop stacker with no barcode reading.

1. Launch the Exit Scanning Software.
2. Select NO\_READING, press “OK” to confirm. The No Reading mode screen will display.

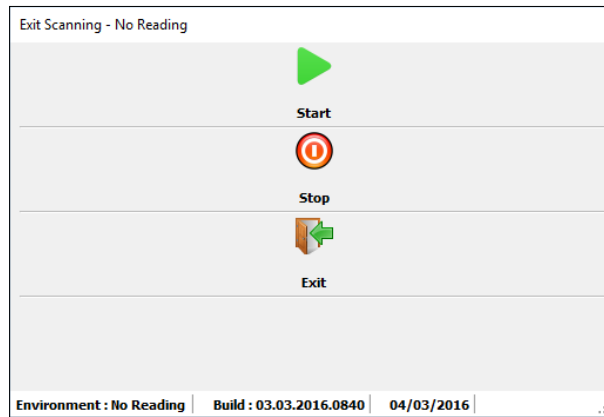


Figure 22 – No Reading Mode Control Screen

3. Press “Start” in the No Reading mode screen.
4. Press “Start” in the Inserter Control Panel.
5. The system will start running the job with the EST in no reading mode.
6. When all mail pieces are processed, press “Exit” to close the no reading mode screen.

The user may need to stop the processing of mail pieces.

1. Press “Stop” in the No Reading mode screen. This action also stops the Inserter and the Exit Scanning Transport.

To restart the process:

2. Press “Start” in the No Reading mode screen.
3. Press “Start” in the Inserter Control Panel.

### 3.10 - How to Use the Handheld Barcode Scanner

#### Trial piece ID example

Once the job setup is completed in the Inserter System, the user must run a trial piece to ensure system function and to verify the accuracy of the final mail piece. If the trial piece ID belongs to the job, the user needs to read this first ID in order to keep the correct sequence.

**NOTE:** Refer to *Scanning Problems in Chapter 5* for more information about errors.

1. Run the trial piece.
2. Click the “Select handheld” button in the Program CLIENT screen to activate the Handheld Barcode Scanner.
3. Read the trial piece ID.

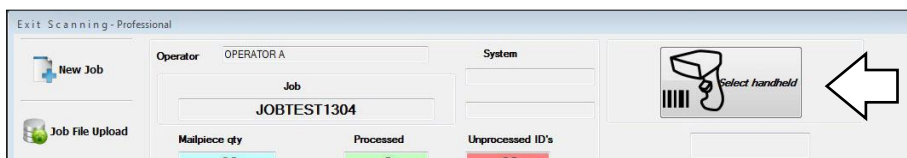


Figure 23 – Select Handheld button



Figure 24 – Handheld reading example

4. The Exit Scanning Software will move the first ID (trial piece ID) from the ‘Unprocessed mail piece’ column to the ‘ID Processing’ column.
5. Start the job.

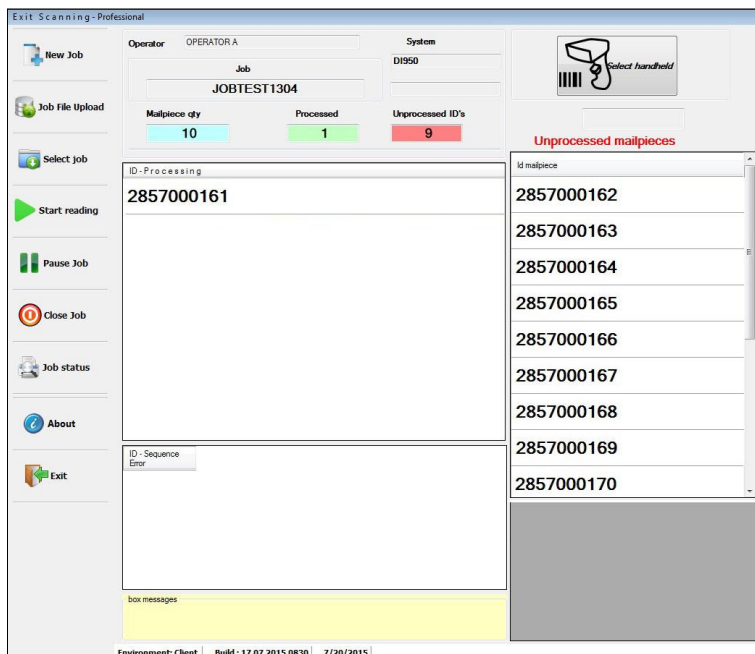


Figure 25 – First ID (trial piece) read by the Handheld Scanner

### Piece ID missing example

When a Piece ID is missing (unread), the Exit Scanning Software defines it as an 'Unread Object' and it can be re-processed by using the Handheld Barcode Scanner. The CLIENT environment displays the unread Piece IDs in the ID Processing bottom box and it still remains as an unprocessed mail piece. As a result, the Exit Scanning Software will stop the job processing.

**NOTE:** Refer to *Scanning Problems* in *Chapter 5* for more information.

1. The Exit Scanning Software will stop the job processing due to the unread object.

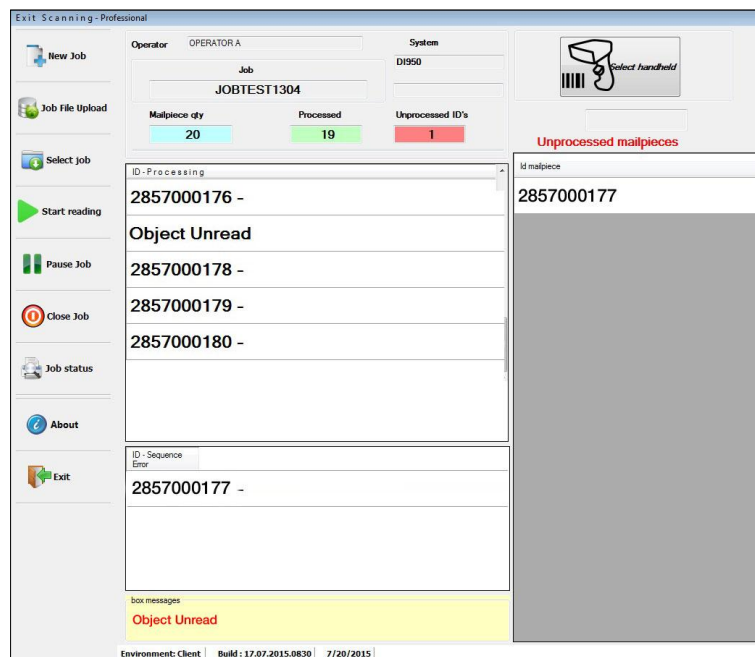


Figure 26 – Example of an unread object

2. Click the "Select handheld".

**NOTE:** The Handheld Scanner remains unable during the job processing. The user can only activate the Handheld button and read the ID with the Handheld Scanner when the job is not running.

3. Read the missing ID with the Handheld Scanner.
4. Press "Start reading" in the CLIENT menu.
5. Press "Start" in the Inserter Control Panel.
6. The system continues to process. Wait for the end of process.
7. When all mail pieces are processed an 'END OF JOB' prompt will display. Press "Yes" to confirm.

## 4. Exit Scanning Advanced Operation

### 4.1 - Assigning Operator, Supervisor and Master User IDs

#### Operator

1. From the SETTINGS environment menu, click “Operator”.
2. Select “Add”.
3. Create a name and a password.

---

**NOTE:** The name can contain up to 40 alphanumeric characters. The Access Code is six-digit numeric code.

---

4. Click “OK to confirm.

#### Supervisor

1. From the SETTINGS environment menu, click “Supervisor” to assign a supervisor password. The default password is: ‘1111111111’.

---

**NOTE:** Supervisor password can contain up to ten-digit numeric code.

---

#### Master User

1. From the SETTINGS environment menu, click “Master User” to assign a master user name and password.

---

**NOTE:** Master User Name can contain up to 40 alphanumeric characters. The password is a six-digit numeric code.

---

### 4.2 - Selecting a Language

The user can select up to six different languages in the Exit Scanning Software.

1. From the SETTINGS environment menu, click “Languages.
2. The Languages menu will display.
3. Choose the desired language and click “Accept”.

### 4.3 - Setting a Job Layout

The Job Layout Settings includes:

- **Add:** Allows the user to create a new job layout and add it to the list.
- **Change:** Allows the user to change an existing layout after selection.
- **Delete:** Allows the user to delete any existing job layout after selection.
- **Review:** Allows the user to review and edit any existing job layout from a list.
- **Exit:** Exit the job layout settings and return to SETTINGS.

To create or change a job layout:

1. From the SETTINGS environment menu, click “Job Layout”.
2. The Job Layout list window will display.

- Press "Add" to create a new job layout. The Layout – ADD window will display.

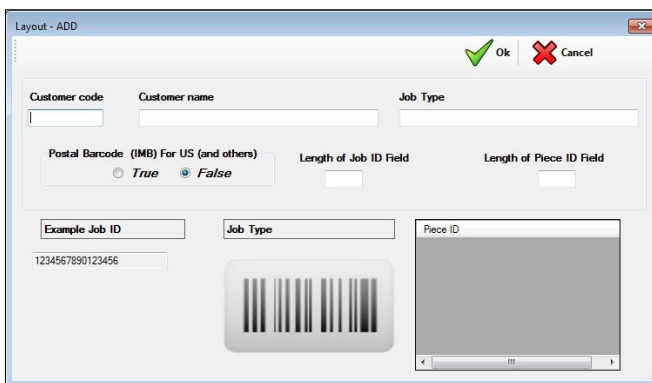


Figure 27 – Layout ADD Window

- In the Layout ADD window, fill in the following fields:

Fields	Associated Descriptions
<b>Customer code</b>	Enter the customer code. For example: '001111', '000052'. <b>NOTE:</b> The customer code must contain 6 numeric characters. The user may fill in the left with '0' when needed.
<b>Customer name</b>	Enter the customer name. For example: 'ABC123'. <b>NOTE:</b> The customer name can be up to 40 alphanumeric characters.
<b>Job Type</b>	Allows the user to insert a description to identify the job. For example: 'Letters'. <b>NOTE:</b> The Job Type can contain up to 40 alphanumeric characters.
<b>Postal Barcode (IMB)</b>	This field should be False (for future implementation).
<b>Length of Job ID Field</b>	Indicates how many digits will identify the Job ID in the barcode. <b>NOTE:</b> The length of the Job ID field can contain from 1 up to 20 alphanumeric characters. This Job Identifier is to be entered at the <i>New Job</i> routine, in the Program CLIENT environment. Please refer to <i>Creating a New Job</i> in Chapter 3 for more information.
<b>Length of Piece ID Field</b>	Indicates how many digits will identify the Piece ID in the barcode. <b>NOTE:</b> The Length of the Piece ID field can contain from 5 up to 39 numeric characters. The Piece ID number is to be entered in the <i>New Job</i> routine, in the Program CLIENT environment. Please refer to <i>Creating a New Job</i> in Chapter 3 for more information.
<b>Job and Piece ID</b>	The characters quantity for 'Length of Job ID' and for 'Length of Piece ID' generates the complete ID of the mail piece. <b>NOTE:</b> The complete ID (Job + Piece) can contain from 6 up to 40 characters. If the Length of Job ID is set as '1', the Length of Piece ID can be minimum 5 and maximum 39, then the characters quantity is minimum 6 and maximum 40 characters. Example: set the Length of Job ID as '4' and the Length of Piece ID as '6'. The result is: '1234000001'. In this example, '1234' means the 'Length of the Job ID' with four characters and '000001' means the 'Length of the Piece ID' with six characters. So, the mail piece ID is 10 characters in this example.

Table 2 – Layout ID Fields Descriptions

- Confirm settings.

## 5. Troubleshooting

### 5.1 - Startup and Communication Problems

Problem	Cause	Action
Exit Scanning Transport is not powering up.	The system power cord is not plugged into the wall outlet or into the device.	Check to see if the power cord is plugged into the wall outlet and the power cord is plugged into the device.
	The system USB cable is not plugged into the PC and/or into the device.	Check to see if the USB is plugged into the PC and the USB cable is plugged into the device.
	There is no power from the outlet.	Check to see if there is power in the wall outlet.
	The power supply, circuit board or power switch are not working properly.	Call your service provider.
Exit Scanning Transport is not stopping.	The USB communication between the PC and the Exit Scanning Transport failed.	<ol style="list-style-type: none"> <li>1. Switch the Exit Scanning Transport OFF.</li> <li>2. Shut the PC down.</li> <li>3. Switch the Exit Scanning Transport ON.</li> <li>4. Power the PC ON.</li> <li>5. Start the Exit Scanning Application.</li> </ol> <p><b>NOTE:</b> Refer to <i>Exit Scanning Software Application</i> in <i>Chapter 2</i> for instructions.</p>
The Exit Scanning Software indicates that there is no communication between the software and the devices. <b>Message error:</b> 'Communication error (Conveyor and Pitney Bowes Machine)'	The PC couldn't recognize the Exit Scanning Transport and the Inserter as devices because they were not powered up before the PC.	<ol style="list-style-type: none"> <li>1. Power up the Exit Scanning Transport.</li> <li>2. Power up the Inserter.</li> <li>3. Restart the PC.</li> </ol>

Table 3 – Startup and Communication Problems



## 5.2 - Scanning Problems

The software will generate an error message when a scanning problem occurs.

### 5.2.1 - Message: 'System Stop Object Unread'

If a Piece ID is missing during the job processing, the Exit Scanning Software defines it is an 'Unread Object'. As a result, the Exit Scanning Software will stop the job processing.

When a Piece ID is missing, it can be re-processed by using the Handheld Barcode Scanner.

**NOTE:** See the topic *How to Use the Handheld Scanner* in *Chapter 3* for more instructions on how to use the Handheld Scanner for unread objects.

Problem	Cause	Action
The Exit Scanning Software indicates that there is an unread mail piece.	The barcode reader position is not correct.	Check and correct the position of the barcode reader. Refer to <i>Chapter 3</i> for instructions.
	The barcode position is out of the envelope window.	Check the job definition on the Inserter and make appropriate adjustments to position the barcode on the envelope window. Refer to the <i>Inserter Operator Guide</i> for instructions.
	Poor barcode printing.	Check the specifications to make sure the barcode is fully compliant. Low toner in laser and dot matrix printers can cause problems, as can rough paper. Certain printing methods (such as ion deposition) can also cause printing problems.
	The camera is inoperative.	Call your service provider.
	The material is loaded incorrectly into the inserter tray.	Check if the material is properly loaded into the inserter tray. Refer to the <i>Inserter Operator Guide</i> for more information.

Table 4 – Scanning Problems: System Stop Object Unread

5.2.2 - Message: 'Sequence Error'

Problem	Cause	Action
<p>The Exit Scanning Software indicates there is a sequence error when processing a job.</p>	<p>An unread object. Refer to <i>System Stop Object Unread</i> topic in <i>Chapter 5</i> for more information.</p> <p>Or</p> <p>Piece ID Range out of sequence.</p> <p>Example:                      Piece ID Range:                      Piece ID Start: 2857000181                      Piece ID End: 2857000200                      If the mail piece ID '2857000183' is not in the correct sequence order, the Exit Scanning Software detects it and stops the job.</p>	<ol style="list-style-type: none"> <li>1. Press "Close" in the Sequence Error message window.</li> <li>2. Press "Start reading" in the CLIENT menu.</li> <li>3. Press "Start" on the Inserter Control Panel.</li> </ol> <p>The system continues to process until the end of the Piece ID range.</p>

Table 5 – Scanning Problems: System Stop Sequence Error

5.2.3 - Message: 'Mail Piece Not This Job'

Problem	Cause	Action
<p>The Exit Scanning Software indicates there are mail pieces that do not belong to the job.</p>	<p>The barcode on the mail piece is out of the entered range for the job.</p>	<p>Pause the job and check the range of the IDs for the mail pieces.</p>
	<p>A mail piece from another job was loaded into the tray.</p>	<p>Pause the job and check if there is a mail piece from another job in the Inserter tray.</p>

Table 6 – Scanning Problems: System Stop Mail Piece Not This Job

**5.2.4 - Message: 'Document already processed'**

Problem	Cause	Action
The Exit Scanning Software indicates that a mail piece has already been processed in the job.	The same Piece ID was read twice. A Piece ID with the same ID of another Piece was scanned  Or  The operator read an already processed ID on a mail piece with the Handheld Barcode Scanner.	Click "Close" in the message window.

Table 7 – Scanning Problems: Document Already Processed

## 6. Specifications

### 6.1 - Model and Part Number

Model: Exit Scanning Device

P/N: 11.0313

### 6.2 - Physical Dimensions

Length: 14 in (357 mm)      Width: 16 in (408 mm)      Height: 7 in (178 mm)

Weight (unboxed, approx.): 15.9 lbs (7,4 kg)

### 6.3 - Power

100 - 240 V AC, 50/60 Hz input, 3.0 A.

**IMPORTANT:** Grounding is required. The manufacturer does not guarantee the proper functioning of equipment if the wiring prerequisites are not implemented.

### 6.4 - Recommended Environmental Conditions

Temperature:            Minimum 60 °F (16 °C)      Maximum 75 °F (24 °C).

Humidity:                Minimum 30%                    Maximum 60%.

### 6.5 - Envelope Size

Envelope Type	Parameter	Minimum Value	Maximum Value
Letter-Sized	Width (A)	162 mm	266 mm
	Depth (B)	89 mm	165 mm

Table 8 – Envelope Size

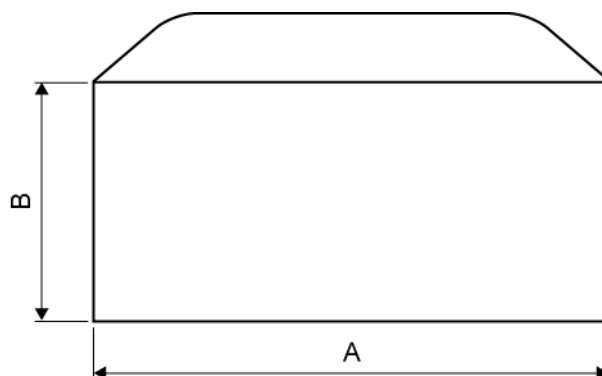


Figure 28 – Envelope Size Specification

## 7. Scanning Capability

### 7.1 - General Specs

Parameter	Definition	
Number of Characters	Minimum: 6	Maximum: 40
Print Quality	ISO 15416 (ANSI) Grade "A" Codes must be printed with Black ink on a White background. The code cannot be printed over any text or graphics. The code should not intersect any perforation. The printer should be capable of printing at 600 DPI or higher to produce the 2D codes.	

Table 9 – General Scanning Specs

### 7.2 - 1D Type Specifications

Parameter	Definition	
Code Type	Code 39 (3 of 9), Interleaved 2 of 5, Code 128	
Code Orientation	Picket Fence or Ladder	
Code Height (H)	Minimum: 6 mm	Maximum: 20 mm
Code Length (L)	Maximum: 30 mm	

Table 10 – 1D Type Scanning Specs

### 7.3 - 2D Type Specifications

Parameter	Definition	
Code Type	Data Matrix™, QR Code	
Code Orientation	Square or Rectangle	
Code Height (H)	Minimum: 6 mm	Maximum: 20 mm
Code Length (L)	Minimum: 6 mm	Maximum: 20 mm (Square) Maximum: 30 mm (Rectangle)
Module Size	Minimum: 0.50 mm (Square) Minimum: 0.75 mm (Rectangle)	Maximum: 1.00 mm
Number of Modules (Square)	Minimum: 12x12	Maximum: 20x20
Number of Modules (Rectangle)	Minimum: 8x18	Maximum: 12x36

Table 11 - 2D Type Scanning Specs

## 7.4 - Camera Orientation

The operator can adjust the camera bracket in two orientations:

- 0 degrees, in order to read 1D Picket Fence orientation barcodes and 2D code types.
- 90 degrees, in order to read 1D Ladder orientation barcodes and 2D code types.

**NOTE:** The code type and number of characters are limited by code height and length specifications. For 2D code types, the camera bracket can be either 0 degrees (Picket) or 90 degrees (Ladder) orientation.

0 degrees orientation (Picket)



90 degrees orientation (Ladder)



Figure 29 – Camera Orientation According to Code Orientation

1. Loosen the knob and lift the camera bracket.
2. Turn the camera bracket 90 degrees and fasten the knob.

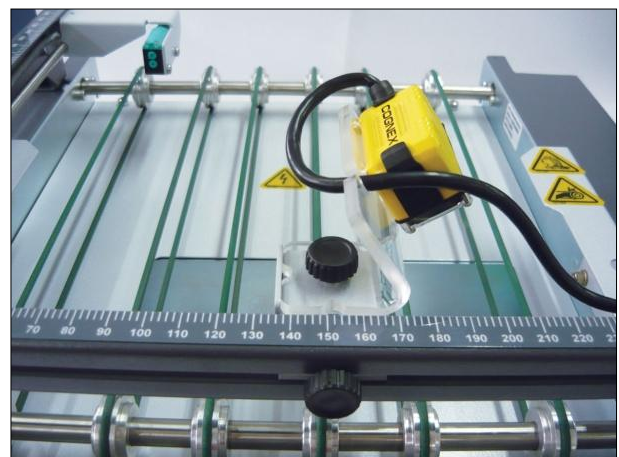
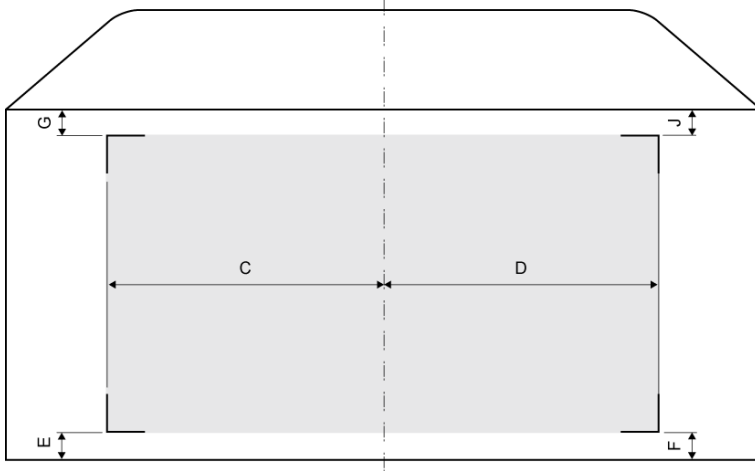


Figure 30 – Changing Camera Bracket Orientation

7.5 - Code Placement

The code must show through the envelope window and its position must follow the minimum and maximum distances rules, depending on the envelope size and the camera position.



**C and D:** Maximum distances from the envelope center line, left and right sides.

**E and F:** Minimum distances from the envelope bottom edge, left and right sides.

**G and J:** Minimum distances from the envelope top edge, left and right sides.

Figure 31 – Maximum and minimum distances rules for code placement

The code placement definitions are considered when the sheet and the envelope are centered aligned and when the sheet bottom border touches the envelope bottom edge. If the sheet moves into any direction during insertion, those distances may vary. See example above.

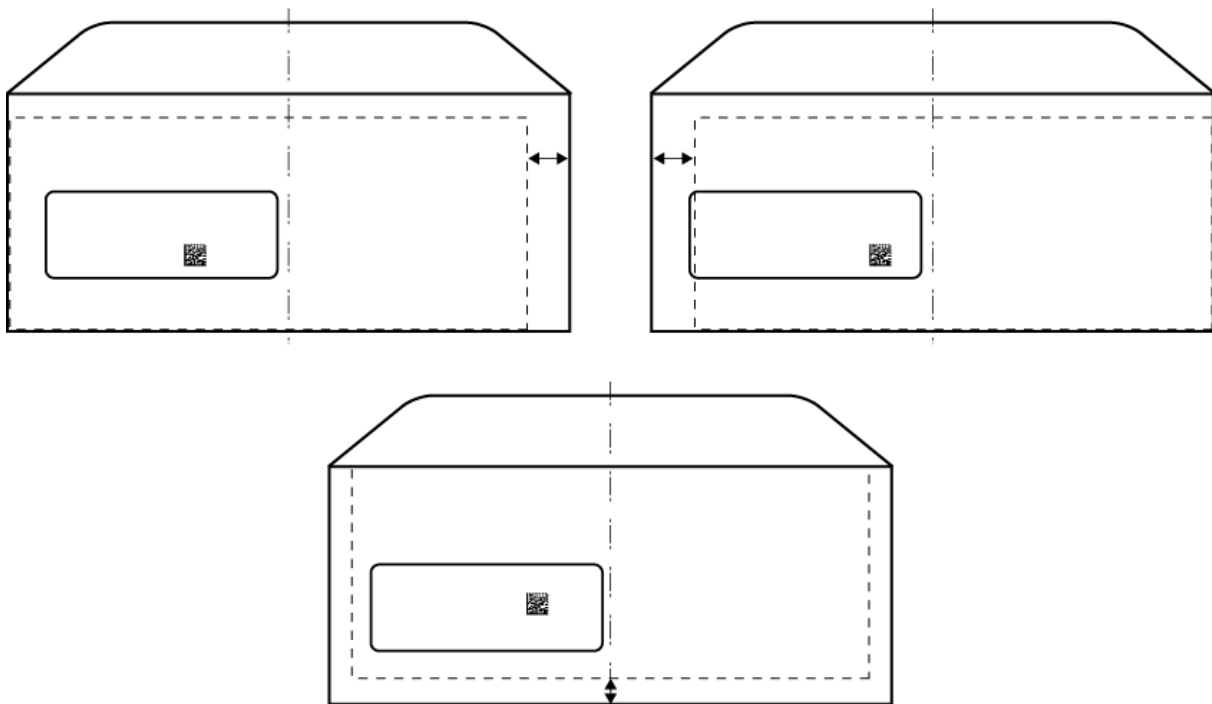


Figure 32 – Code position variation

7.5.1 - 1D Barcode Type, Picket Fence Orientation

Envelope Size AxB	C (max)	D (max)	E (min)	F (min)	G (min)	J (min)
Minimum 162x89 mm	71	71	15	15	10	10
Maximum 266x165 mm	100	100	15	15	49	49

Table 12 – 1D Placement Specs, Picket Fence Orientation

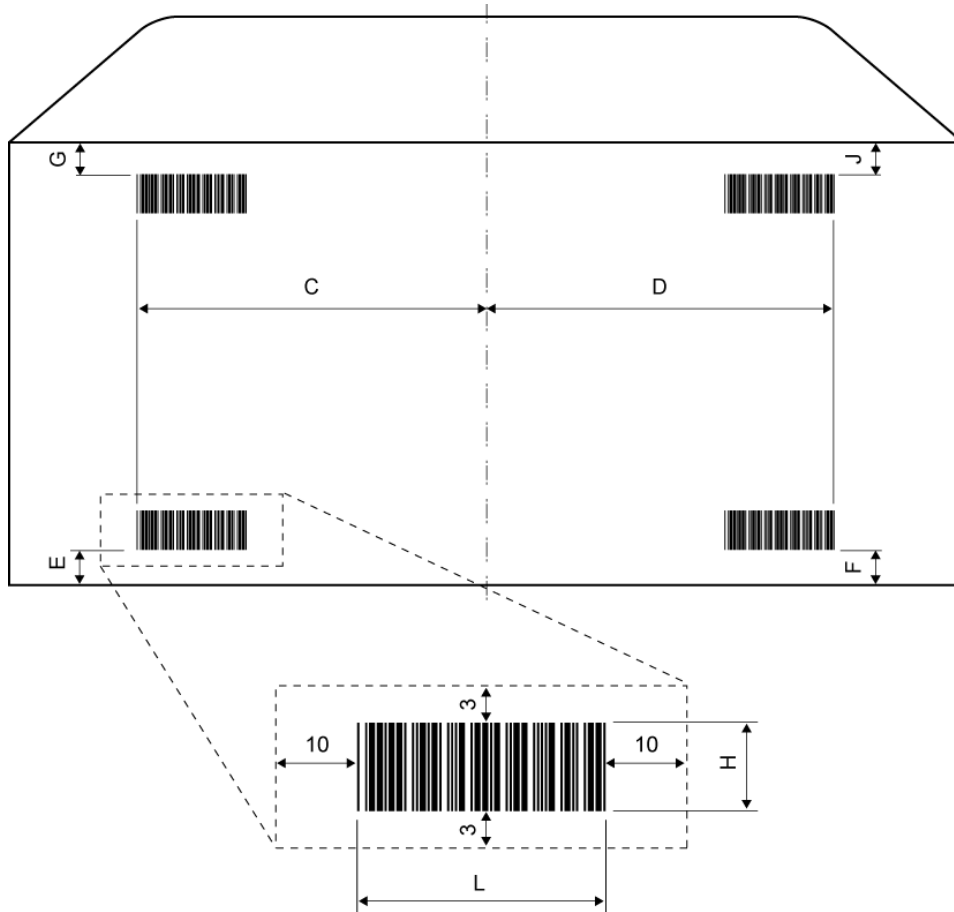


Figure 33 – 1D Picket Fence Orientation Placement and Clear Zone Definitions (Diagram is not drawn to scale)



7.5.2 - 1D BarcodeType, Ladder Orientation

Envelope Size AxB	C (max)	D (max)	E (min)	F (min)	G (min)	J (min)
Minimum 162x89 mm	71	63	25	30	10	10
Maximum 266x165 mm	109	63	25	30	15	15

Table 13 – 1D Placement Specs, Ladder Orientation

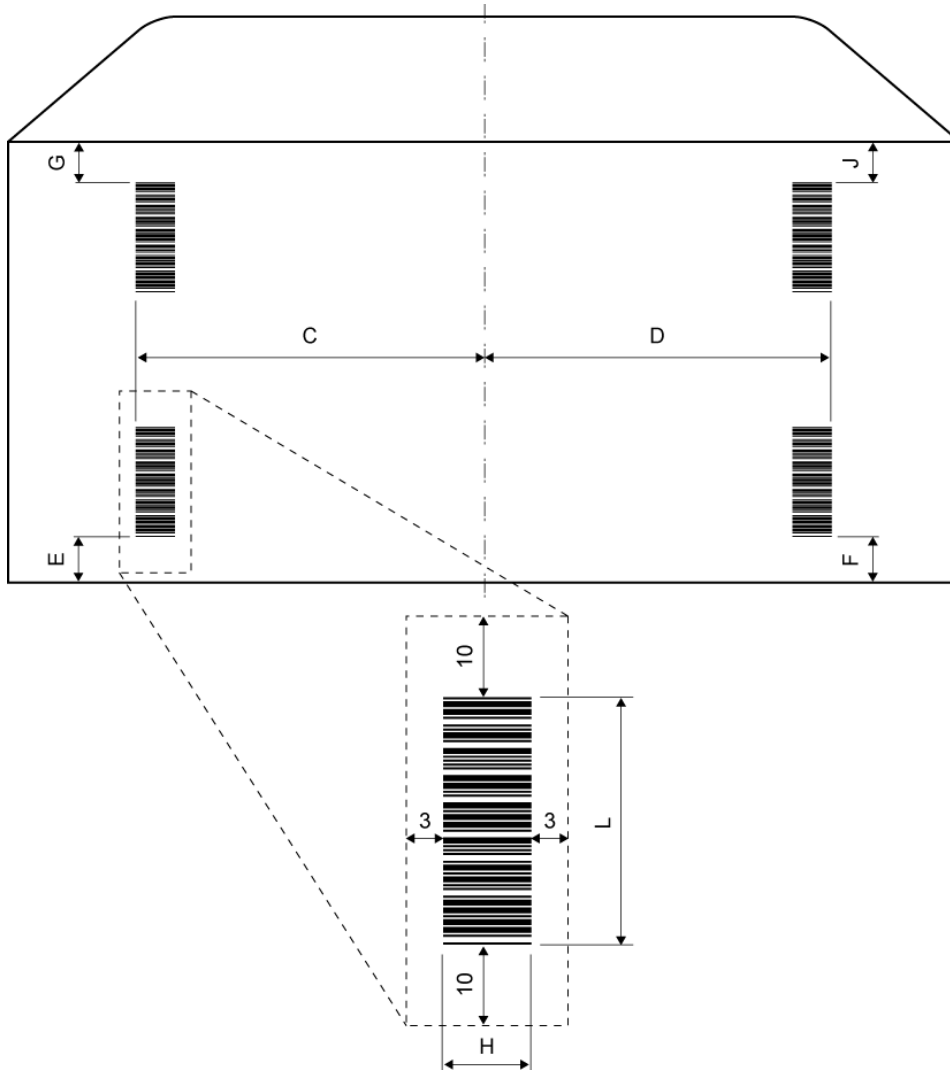


Figure 34 – 1D Ladder Orientation Placement and Clear Zone Definitions (Diagram is not drawn to scale)

7.5.3 - 2D Code Types

Envelope Size AxB	C (max)	D (max)	E (min)	F (min)	G (min)	J (min)
Minimum 162x89 mm	71	71	15	15	10	10
Maximum 266x165 mm	100	100	15	15	49	49

Table 14 – 2D Placement Specs

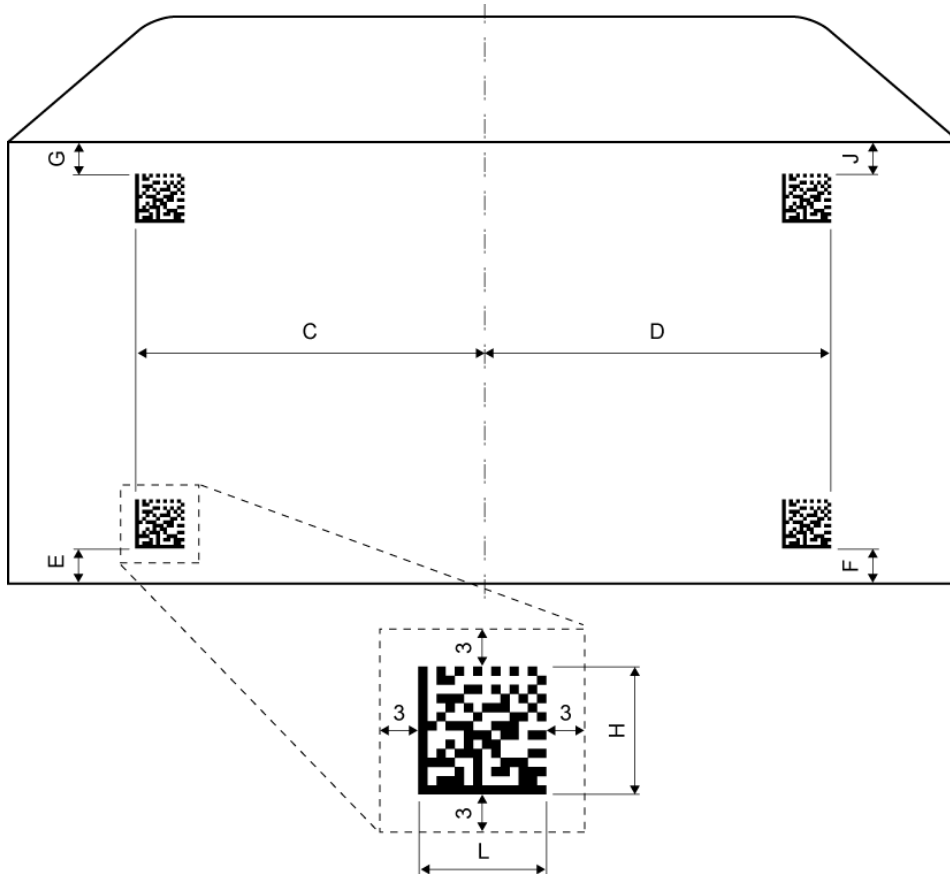


Figure 35 – 2D Placement and Clear Zone Definitions (Diagram is not drawn to scale)

## 8. Contact Information

Product Name: Exit Scanning Device

For frequently asked questions or to order supplies, go to

***<http://www.pitneybowes.com/us/contact-us.html>***, and select your country.

## Appendix A – Job Sample

### Material Specs

Parameter	Definition	Comments
<b>Envelope</b>	Window Standard Flap Envelope, flap side down, flap last Size A x B = 235 x 156 mm	For more information about envelope and sheet definitions, please refer to the <i>Inserter Operator Guide</i> .
<b>Sheet</b>	Top Address, face up, bottom first Single Fold, Format = A4	
<b>Code Type</b>	1D, Ladder Orientation Size H x L = 10 x 26 mm	For more information about 1D Barcode Type size, orientation and placement rules, please refer to <i>Chapter 7, Scanning Capability</i> .
<b>Code Placement</b>	C = 30 mm; E = 72 mm	
<b>Pre-run Adjustments</b>	Camera position = 92 mm Trigger position = 58 mm	For more information about making pre-run adjustments and setting up camera and sensor, please refer to <i>Chapter 3, Exit Scanning Basic Operation</i> .

Table 15 – Job Sample, Material Specs

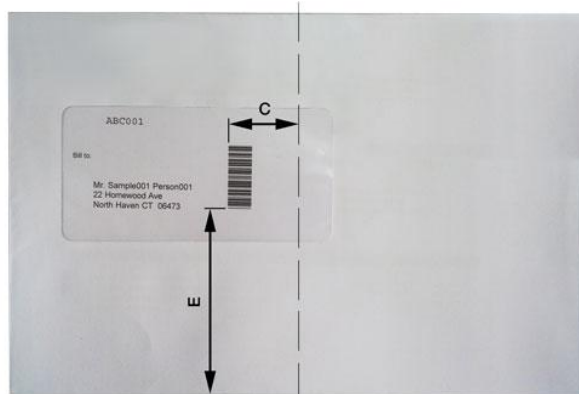


Figure 36 – Job Sample, Envelope and Barcode Placement

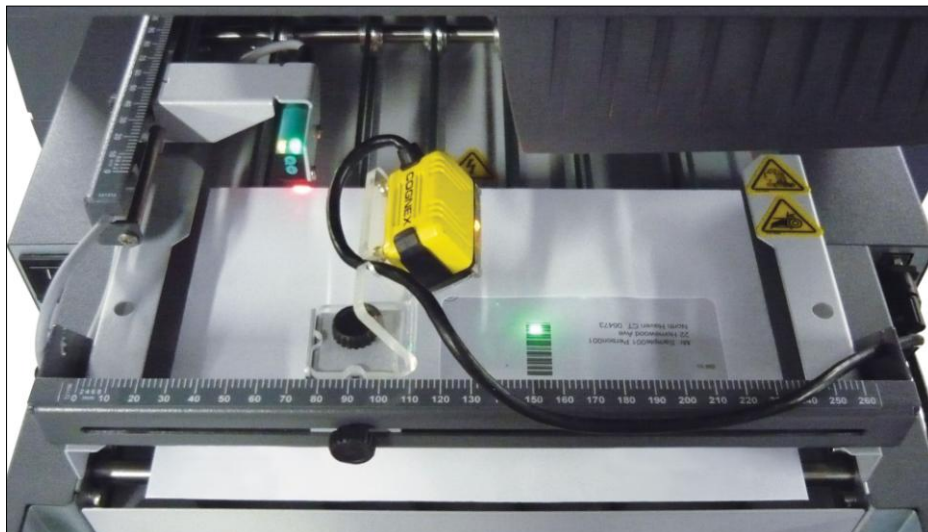


Figure 37 – Job Sample, Pre-Run Adjustment

Exit Scanning Software, Layout Settings

Parameter	Definition	Comments
Customer Code	001111	For more information about Exit Scanning Software – Layout Settings, please refer to <i>Chapter 4, Exit Scanning Advanced Operation</i> .
Customer Name	BMSupply	
Job Type	Job3 Piece3	
Length	Job ID Field = 3; Piece ID Field = 3	

Table 16 – Job Sample, Layout Settings Parameters

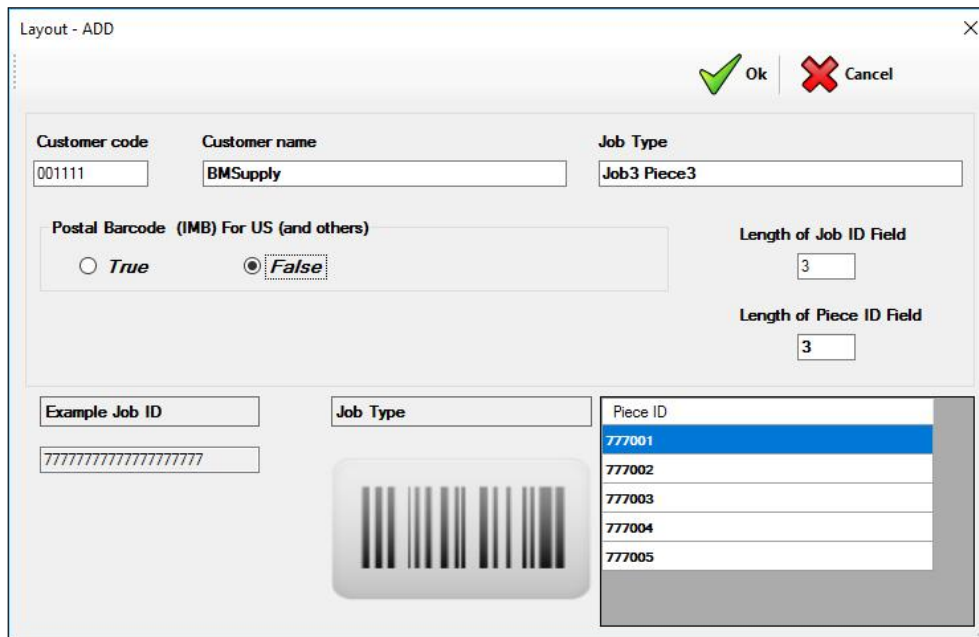


Figure 38 – Job Sample, Layout Settings Window

Exit Scanning Software, Job Settings

Parameter	Definition	Comments
Job Name	BMSJ3P3	For more information about Exit Scanning Software – Creating a New Job, please refer to <i>Chapter 3, Exit Scanning Basic Operation</i> .
Job Identifier (JID)	ABC	
Job Description	Monthly Report Oct16	
Client / Layout	001111-BMSupply-Job3 Piece3	
Quantity of Mail Pieces	40	
First Piece ID	001	
Reading	Ascending	

Table 17 – Job Sample, Job Settings Parameters

The screenshot shows a software window titled "Add - Open Job" with a close button (X) in the top right corner. Below the title bar are "Ok" (green checkmark) and "Cancel" (red X) buttons. The main area contains several input fields and controls:

- Job Name:** Text box containing "BMSJ3P3".
- Job Identifier (JID):** Text box containing "ABC".
- Job Description:** Text box containing "Monthly Report Oct 16".
- Client / Layout:** A dropdown menu showing "001111-BMSupply - Job3 Piece3".
- Job Type:** Text box containing "Job3 Piece3".
- Quantity of Mail Pieces:** Text box containing "40".
- First Piece ID:** Text box containing "001".
- Reading:** Two radio buttons; "Ascending reading" is selected, and "Descending reading" is unselected.
- Piece ID Range:** Two text boxes: "Piece ID Start:" containing "ABC001" and "Piece ID End:" containing "ABC040".

Figure 39 – Job Sample, Job Settings Window

## Appendix B – Icon Glossary





Icon	Description
	<b>Confirmation/accept icon:</b> indicates the action will be accepted, confirmed or saved.
	<b>Cancel/close/exit icon:</b> indicates the action will be canceled and the information will not be saved.
	<b>Alert error icon:</b> appears in error pop-up messages and indicates an error message.
	<b>Warning icon:</b> indicates a warning message.

Table 18 – Icon Glossary