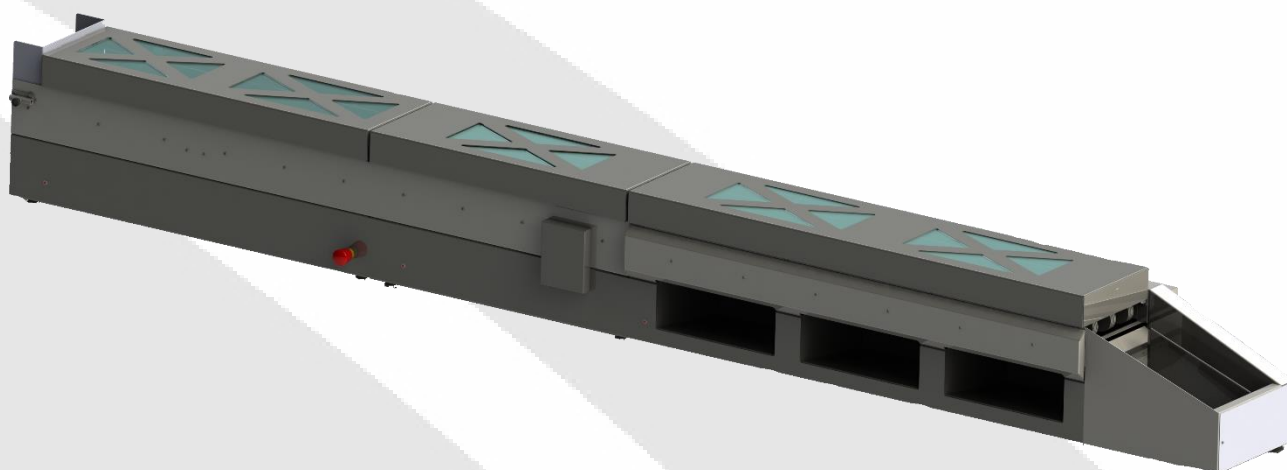


Operating Instructions CxLetterScan



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2 Important information

2.1 General information

2.1.1 Manufacturer

CodX Software AG
Sinslerstrasse 47
6330 Cham
Switzerland

2.1.2 Contact

Web: www.codx.ch
Support: support.codx.ch
Telephone: +41 41 798 11 22
E-mail: info@codx.ch

2.2 Information about the operating instructions

These operating instructions contain information for the operator and staff on the safe and efficient handling of CxLetterScan.

The operating instructions ensure that trained and qualified staff can operate and maintain the system in accordance with the regulations and that the applicable safety regulations are understood and observed.

These operating instructions are an integral part of the system and must therefore be accessible to staff throughout its entire service life. The latest version of these operating instructions is available on the web.

The operator must ensure that these operating instructions are read and understood by the staff before starting work. The adherence to all safety instructions specified is a prerequisite for working safely with CxLetterScan.

2.2.1 Restriction of liability

These operating instructions are subject to change without notice and without specifying the reasons. We expressly point out that descriptions and illustrations are not binding and only serve the purpose of comprehensibility. There may be deviations from the actual design of the system.

If these operating instructions are translated, the original operating instructions must be attached and handed over to the operator. The German original version of these operating instructions is authoritative. CodX Software AG shall not be liable for translations.

2.2.2 Copyright

The copyright to these operating instructions remains with CodX Software AG.

2.2.3 Warranty

The warranty period commences after the handover of the system to the customer. The warranty period is 12 months.

Spare and wear parts are excluded from the warranty.







Damage or defects caused by improper handling or operation, as well as defects caused by the use of unspecified consumables and unspecified accessories and spare parts, are not covered by the warranty.

The warranty does not cover damage caused by external influences, such as lightning, water, fire or any transport damage.

All warranty claims expire if the CxLetterScan has been repaired, modified or converted by the operator. Liability for damages to third-party systems or machine parts are excluded. Basically, our general terms and conditions apply. They can be accessed on the web at all times.

2.3 Symbols and notes

The safety information in these operating instructions is identified using symbols, signal colours and signal words which indicate the extend of the danger.

DANGER 	Information text! Immediate imminent danger! High degree of risk of hazard! If this information is not observed, death or serious physical injury (invalidity) will result.
WARNING 	Information text! Possible dangerous situation! Medium degree of risk of hazard! If this information is not observed, death or serious physical injury (invalidity) may result.
ATTENTION 	Information text! Possibly a dangerous situation! Low degree of risk of hazard! If this information is not observed, material damage and minor or moderate bodily injuries may result!
INFORMATION 	Information text! This information describes a hazard which may result in material damage if not avoided.
INFORMATION 	This information identifies procedures which must be strictly adhered to.
INFORMATION 	This information includes useful general information, user tips, work recommendations or information for efficient, failure-free operation.

2.4 Scope of the technical documentation

In addition to these operating instructions, you receive further technical documentation for your CxLetterScan.

In particular, this includes:

- ▲ Context-related software online help (available online)
- ▲ AdminDoc *CodX PostOffice* (is provided with *CodX PostOffice*)
- ▲ CustomerDoc *CodX PostOffice* (customer-specific)

These documents are also valid.


3 Safety


3.1 Basic safety information

Although the CxLetterScan was designed and constructed in accordance with state-of-the-art technology rules, residual risks exist for CxLetterScan which cannot technically be minimized further.

If you observe the safety information listed here, you can reduce the risk of personal injury and material damage and avoid dangerous situations.

Also observe the safety information provided and residual risks in the documentation listed above.

DANGER 	<p>Danger of injury / danger to life via electrical energy</p> <p>The CxLetterScan is connected to the electrical energy supply. If you touch live parts, e.g. in case of damaged insulation or faulty electrical components, direct danger to life poses a threat.</p> <ul style="list-style-type: none"> ⚡ Only have work on the electrical system carried out by qualified electricians! ⚡ Establish a de-energized status before starting work on active parts of electrical systems / machines and equipment. ⚡ When carrying out maintenance work, secure the main switch against reconnection by third parties. ⚡ Never bypass or set fuses inactive. When replacing fuses, pay attention to the corresponding technical data (protection value, breaking capacity, characteristics). ⚡ Do not touch any live parts! ⚡ In case of danger, remove the system from the power supply without delay! ⚡ Maintenance work may only be carried out by an authorized customer service technician. ⚡ Wear insulating safety shoes when carrying out maintenance work. ⚡ Keep moisture away from live parts as they can cause short circuits. ⚡ The system may not be used if covers, safety locks or live cables are damaged. ⚡ The system may not be used if covers are open or not fully closed.
--	--

WARNING 	<p>Risk of injury from moving parts</p> <p>Moving components may cause serious injuries.</p> <ul style="list-style-type: none"> ⚡ Do not touch or handle moving parts during operation. ⚡ Never open covers during operation. ⚡ Observe overtravel time! Before opening covers for maintenance purposes or other system work, ensure that no components are moving any longer. ⚡ Before working on moving parts, switch the system off and secure it against reconnection. Wait until all components have come to a standstill. ⚡ Danger of long hair, jewelry and loose clothing being drawn in. ⚡ Switch the system off before opening the cover and rectifying a jam.
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WARNING



Danger of injury due to optical radiation

The system uses bright light in the camera system and optical sensors.

- ▲ Always keep the covers closed.
- ▲ Never look directly into the light source
- ▲ Before working on light sources, switch the system off and secure it against reconnection. Wait until all light sources are off.

WARNING



Danger of injury due to stumbling and falling

Stumbling and falling can cause serious injuries.

- ▲ Ensure that the access routes and working areas are always free of packaged goods.
- ▲ Keep operating areas and access routes free of objects.
- ▲ Operating paths must be kept clear of connection and supply lines.
- ▲ Always keep the doors of the installation furniture closed.
- ▲ Lock the installation furniture rollers.

3.2 Operator's responsibility


The CxLetterScan is used for commercial operations and therefore its operator is responsible for adherence to the legal work safety duties.


In addition to the safety information in these operating instructions, the safety, accident prevention and environmental protection regulations for the area where the system is used must be observed. Here, in particular the following is valid for the system operator:

The operator


- ▲ has the task of checking the operating instructions and further valid documents for completeness and availability.
- ▲ is responsible for instructing staff in accordance with these operating instructions.
- ▲ has the duty to provide the staff with the operating instructions.
- ▲ must inform himself regarding the valid work protection regulations and determine additional dangers resulting from the specific working conditions where the system is located in a risk assessment. He must implement these as operating instructions for operating the system.
- ▲ must check the whether the operating instructions created by him are in accordance with the current status of the regulations and adapt them as applicable during the entire period of system use.
- ▲ has the task of taking the system limits into account and the duty to eliminate hazards which arise due to the work surroundings.
- ▲ has the duty to inform staff of the existing legal and accident prevention regulations and safety guidelines for the system.
- ▲ must name the operations manager at the system installation location and clearly stipulate his responsibilities and powers.
- ▲ must provide the staff with the necessary personal protective equipment.

3.3 Work clothing and aids

<p>DANGER</p> 	<p>Capture / drawing in of body parts!</p> <p>In order to avoid the accident risk of capture / drawing in of body parts, wear:</p> <ul style="list-style-type: none"> ▲ tight-fitting work clothing. ▲ no open, long hair (hairnet or head cover). ▲ no jewelry. ▲ no scarves or ties. ▲ no clothing with long cords or similar
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<p>WARNING</p> 	<p>Avoiding injury!</p> <p>To reduce the injury risk:</p> <ul style="list-style-type: none"> ▲ observe manufacturers' information and the safety information for the respective product when handling equipment (cleaning agents, oil, grease, other chemical substances). ▲ when transporting bulky and / or heavy parts, use an appropriate lifting tool!
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3.4 Permissible workplaces and operator stations


<p>INFORMATION</p> 	<p>Non-permissible operation!</p> <ul style="list-style-type: none"> ▲ Exclusively the operator stations described in these operating instructions guarantee safe operation! ▲ Different stations are not planned for operating the system and therefore not permitted for operation. ▲ The system is exclusively planned for operation by a maximum of two people. ▲ The system can optionally be operated by one or two people. Both workplaces have equal rights.
---	---

3.5 Safety identification


The following symbols and information signs can be located on or in the vicinity of the system:

	<p>Attention</p> <p>General warning.</p> <p>Please read the operating instructions and follow the corresponding instructions.</p>
	<p>Electrical voltage</p> <p>Danger of electrical shock.</p> <p>Do not touch any live parts. Disconnect and secure the device prior to opening it.</p>

	<p>Warning against being drawn in</p> <p>Danger of parts of the body being drawn in, long hair, jewelry or loose clothing into belt drives or rollers.</p> <p>Do not touch or handle moving parts during operation.</p>
	<p>Warning against optical radiation</p> <p>Danger due to optical radiation. Danger for the eyes in case of direct radiation.</p> <p>Keep protective covers closed. Do not look directly into the light source.</p>

<p>WARNING</p> 	<p>Danger in case of illegible signage!</p> <ul style="list-style-type: none"> ⚠ During the course of time, labels and signs can become soiled or unrecognizable in a different way so that dangers are not recognized, and necessary operational information cannot be followed. This arises in danger of injury. ⚠ Always keep all safety warning and operational information in a clearly legible condition. Signs which have become illegible due to soiling or damage must be replaced or renewed by the operator. ⚠ Observe that labels and signs are not covered and are always clearly legible!
---	---

3.6 Safety technology

<p>DANGER</p> 	<p>Danger to life due to non-functioning safety devices!</p> <p>If safety devices do not function and / or are overridden, the risk of the most serious injuries exists!</p> <ul style="list-style-type: none"> ⚠ Before starting work, check all safety devices for correct functioning and installation. ⚠ Never disable safety devices! ⚠ Never bypass safety devices! ⚠ Ensure that all safety devices are always accessible.
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3.6.1 Installed safety devices

The following safety devices are installed:

- ⚠ Main switch on the camera module
- ⚠ Emergency off switch on the camera module
- ⚠ Lockable rollers on the installation furniture

3.7 Environmental protection

The European Union's environmental policy targets include in particular the maintenance, protection and improvement of the quality of the environment protection of human health as well as the prudent and rational use of natural resources.

This guideline is based on the precautionary approach and the principles that preventive measures should be taken, that environmental damage should be eliminated at its roots.

Waste sorting is a prerequisite for ensuring reuse and the recycling of waste substances which are generated when disposing of electrical or electronic devices. This is necessary in order to achieve the selected protection level for the health of people and the environment within the European Community.

In particular, certain electrical or electronic device waste materials and components require selective treatment because ill-considered treatment or release on land, in water or in the air poses a serious threat to the environment and human health.

Electrical or electronic devices are identified by the following logo in order to promote the collection and treatment separated from normal household waste:



Neither dispose of the device nor the components with normal household waste. Use the returns or disposal system designed for electrical and electronic waste substances. In addition to the fact that it is not permitted by law to dispose of equipment via other waste streams, we encourage you to actively contribute to the success of such disposal and to the common good and better quality of life for present and future generations.

4 Technical data


4.1 Components and modules


Module	Function	Comments
Camera module	Circulation, image recording, processing	It is mandatory that a camera is provided. A maximum of one camera module per machine
Print module	Printing the mailing	Optional module. A maximum of one print module can be connected per machine.
Sorting module	Discharging the mailing in the pigeonhole	Optional module. Up to 3 sorting modules can be connected.
End module	Storage of the mailing at the end of the machine	Optional module. A maximum of one end module can be connected per machine.
Installation furniture Basic module	Installation furniture for the camera and end modules	A basic module must be provided. Including a PC cabinet
Installation furniture Extension module P	Print module extension	Extension on basic module. Is used if a print module is provided.
Installation furniture Extension module S	Sorting module extension	Extension on basic module or extension module P. Is used per sorting module.
Controller unit		PC, monitor, keyboard, monitor arm, wiring


4.2 Dimensions and weight


Module	Mass	Weight
Camera module	L x W x H: ca. 116 x 37 x 62 cm	ca. 50 kg
Print module	L x W x H: ca. 68 x 37 x 62 cm	ca. 50 kg
Sorting module	L x W x H: ca. 137 x 42 x 62 cm	ca. 65 kg
End module	L x B x H: ca. 38 x 32 x 33 cm	ca. 8 kg
Installation furniture Basic module	L x B x H: ca. 155 x 60 x 70 cm	ca. 60 kg
Installation furniture Extension module P	L x B x H: ca. 71 x 60 x 70 cm	ca. 35 kg
Installation furniture Extension module S	L x B x H: ca. 147 x 60 x 70 cm	ca. 50 kg
Controller unit		ca. 25 kg

4.3 Requirements of the installation location

<p>WARNING</p> 	<p>Tilting danger due to insufficient installation area</p> <p>If the system is installed on inappropriate, uneven and / or unpaved installation surface, the risk exists that the system may tilt.</p> <p>Serious physical injuries to the staff as well as considerable material damage may be the result.</p> <p>Therefore, an appropriate, level and paved installation surface is a prerequisite for the correct installation of the system by the operator.</p>
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<p>INFORMATION</p> 	<p><i>CodX Software</i> recommends the use of CxLetterScan installation furniture, which is specially designed for the installation of the CxLetterScan and offers sufficient space and stability. The rollers can be safely locked.</p>
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<p>WARNING</p> 	<p>Health risk due to not ergonomically designed entrances</p> <p>When installing the system in small, narrow rooms, the danger exists that the entrances to the system are not free, inaccessible and not ergonomic.</p> <p>Physical injuries to the staff may be the result.</p> <p>Therefore, when installing the system, the operator must pay attention to free, accessible and ergonomic entrances to the system.</p>
---	--

<p>WARNING</p> 	<p>Insufficient illumination at the installation location</p> <p>When the system is installed in dark rooms with insufficient illumination, the danger exists that signal statuses as well as system malfunctions are recognized too late or not at all. This represents a highly severe risk of injury for the staff.</p> <p>Therefore, the operator must provide for an illumination intensity of at least 500 lux at the installation location.</p>
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4.3.1 Operating conditions

Humidity	20% - 80%
Transport and storage temperature	+10° - +40° C. No direct solar irradiation
Operating temperature	+10° - +40° C. No direct solar irradiation
Base	Even, horizontal, firm
Carrying capacity of the installation location	Appropriate for the specified total weight including any content (letters).


4.3.2 Electrical connection values


Supply voltage	230 V AC 50/60 Hz
Power consumption	Max. 250W per module, max. 1.5 kW for the entire system
Protection fuse	6.3 AT

4.4 Mailing properties

The CxLetterScan can process mailings with the following properties:

Max. length (in the running direction)	353 mm
Min. length (in the running direction)	210 mm
Max. width (transverse to the running direction)	254 mm
Min. width (transverse to the running direction)	80 mm
Max. thickness	<19 mm
Min. thickness	0.2 mm / 200 g/m ²

INFORMATION 	<p>The mailings must have an almost constant thickness over the entire surface.</p> <p>Mailings with single-sided thickness (e.g. ballpoint pens, etc.) may lead to increased jamming.</p>
--	--

INFORMATION 	<p>The mailings must have the minimum thickness and may not have any creases ("dog-ears").</p> <p>Otherwise, the mailings may get caught in the system.</p>
---	---


4.4.1 Properties


In order to guarantee failure-free processing and the achievement of the system's performance parameters, the mailing must have the following properties:


- ▲ Sufficient absorbing capacity of the paper or box
- ▲ Be chemically neutral, no synthetic material
- ▲ Mailing closed. No flaps, corners or edges which can result in jamming
- ▲ Minimum thickness: 0.3 mm No postcards and no loose papers
- ▲ No glossy or transparent paper (e.g. transparencies)

Envelopes with an address window:

- ▲ DIN 680 is valid
- ▲ Address window: transparent, non-reflecting material which does not crinkle if it becomes damp (for example: polystyrene)
- ▲ The corners of the windows must be rounded.
- ▲ In addition to the recipient window, no further windows may exist on the front side.
- ▲ In addition to the recipient's and sender's address, no further information may be visible in the address window. The sender's address may not be placed above the recipient's address and is allowed to take a maximum of a fifth of the window area.

<p>INFORMATION</p> 	<p>Avoiding jams</p> <p>The following information describe how to avoid jams. Do all you can to avoid jams. Jams can result in destroying mailings or system malfunctions.</p>
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<p>INFORMATION</p> 	<p>The mailings must have properties which hinder them from getting caught during circulation, on the transport rollers and when being ejected.</p> <p>Otherwise, an increased number of jams may be caused.</p>
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<p>INFORMATION</p> 	<p>The mailings must not contain any adhesives or other soluble materials.</p> <p>This can lead to the system sticking or becoming soiled, in particular the camera system, the print head and the ejection mechanism.</p>
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4.4.2 Typeface and barcodes

The system uses the camera and various OCR software for reading and processing the printed information on the mailing.

In order to ensure that the quality here is good enough, minimal requirements of the typeface to be read and barcodes are necessary:

- ▲ No disturbing imprints in the address field which conceal or show through the font.
- ▲ The paper may not contain any fluorescent or phosphorescent components.

Address field:

- ▲ Left-justified, compact address block
- ▲ The address area must be white or light-colored.
- ▲ Good, homogeneous contrast between the address and the background
- ▲ No further information in the reading area on the right and below the address
- ▲ The address must be provided in this order:
 - Recipient's name
 - Road House number
 - Postcode Town
 - Country
- ▲ The town must be provided in postal syntax including the complete postcode. Both may neither be printed underlined nor use spaced characters (s p a c e d c h a r a c t e r s)
- ▲ Additional delivery information must not be provided (e.g. right-hand apartment)
- ▲ DIN 5008 is valid

Recipient's address:

- ▲ Type height between 2.5 and 4.7 mm (according to DIN 2107).
- ▲ Matrix printers may not be used for addressing.
- ▲ The words in the address (without a company logo) must be written in accordance with the following criteria: Duden / Oxford English Dictionary (i.e. first a capital letter followed by lower case letters or clearly using capitals or lower-case letters).
- ▲ The same typeface, size and weight must be used for all characters in an address.

- ▲ Full spaces must be used between all characters:
 - Identical spacing (2.11 / 2.16 / 2.54 / 2.6 mm = 10-12 characters per inch) or
 - For proportional typefaces (variable spacing, e.g. letterpress printing, laser or offset printing), character spacing between 0.3 and 0.5 mm, no ligature or kerning.
- ▲ All number and letter blocks in a line must be separated from each other with sufficient spacing (e.g. postcode and town or road and house number).
 - For typefaces with equal spacing with one or two spaces.
 - For proportional typefaces with 3 mm to 5 mm spacing
- ▲ All addresses must fit into a field of 60 x 40 mm (x, y).

Barcodes:

- ▲ Supported barcodes: AustralianPostCode, Aztec, Circular2of5, Codabar, CodablockF, Code128, Code16K, Code39, Code39Extended, Code39Mod43, Code39Mod43Extended, Code93, Data-Matrix, EAN13, EAN2, EAN5, EAN8, GS1, GS1DataBarExpanded, GS1DataBarExpandedStacked, GS1DataBarLimited, GS1DataBarStacked, GS1DataBarOmnidirectional, GTIN12 (UPC-A mit 12 Symbolen), GTIN13 (EAN-13), GTIN14 (I2of5 mit 14 digits), GTIN8 (EAN-8), IntelligentMail, Interleaved2of5, ITF14 (I2of5 mit 14 digits), MaxiCode, MICR, MicroPDF, MSI, PatchCode, PDF417, Pharma-code, PostNet, PZN, QRCode, RoyalMail, RoyalMailKIX, TriopticCode39, UPCA, UPCE, UPU.
- ▲ Minimum module width: 0.2 mm
- ▲ Minimum free space: 2.5 mm or 10 x module width (the higher value)
- ▲ The area must be white or light-colored.
- ▲ Good, homogeneous contrast to the background

4.5 Performance parameters

The system's performance parameters are described below. The performance parameters are geared to the system's configuration and the operation mode selected. The prerequisite for achieving the performance parameters below is adherence to the mailing properties in accordance with Chapter 4.4 Mailing properties.

4.5.1 Processing performance

The processing performance defines the number mailings can be processed within a certain time period. A certain number of mailings are processed for measuring the processing performance and the time required recorded. During measurement, time for stops is not taken into account.

The processing performance depends on the handling process and the mailing formats.

Processing performance is calculated as follows:

$$p \left[\frac{1}{h} \right] = \frac{\text{Number of mailings processed}}{\text{Time required}}$$

The following processing performance is achieved under ideal conditions.

Operating mode	Format	Output	Comment
Capture	C5 / C5/C6	1,000 /h	
Capture	C4 / Maxi	1,000 /h	
Sort	C5 / C5/C6	2,000 /h	
Sort	C4 / Maxi	2,000 /h	
R-Scan	C5 / C5/C6	1,000 /h	

Operating mode	Format	Output	Comment
R-Scan	C4 / Maxi	1,000 /h	

4.5.2 Failure rate

The failure rate defines the number of mailings related to the overall mailing quantities can be processed without stoppages due to failure.

There are various types of failure which can result in stoppages. The basis for the failure rate defined here is provided by machine-processable mailings according to the definitions above.

The failure rate is calculated as follows:

$$q [\%] = \frac{\text{Number of stoppages due to faults}}{\text{Number of mailings processed}}$$

The following processing performance is achieved under ideal conditions.

Operating mode	Format	Failure rate	Comment
Capture	C5 / C5/C6	≤ 5%	
Capture	C4 / Maxi	≤ 5%	
Sort	C5 / C5/C6	≤ 3%	
Sort	C4 / Maxi	≤ 3%	
R-Scan	C5 / C5/C6	≤ 5%	
R-Scan	C4 / Maxi	≤ 5%	

4.6 Inkjet printers

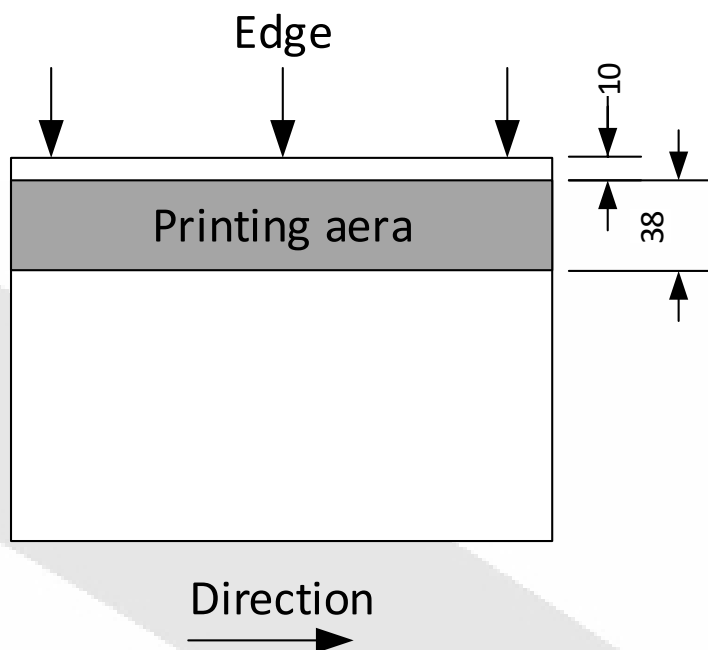
The print module includes an inkjet printer for printing the mailing.

The printer has the following properties:

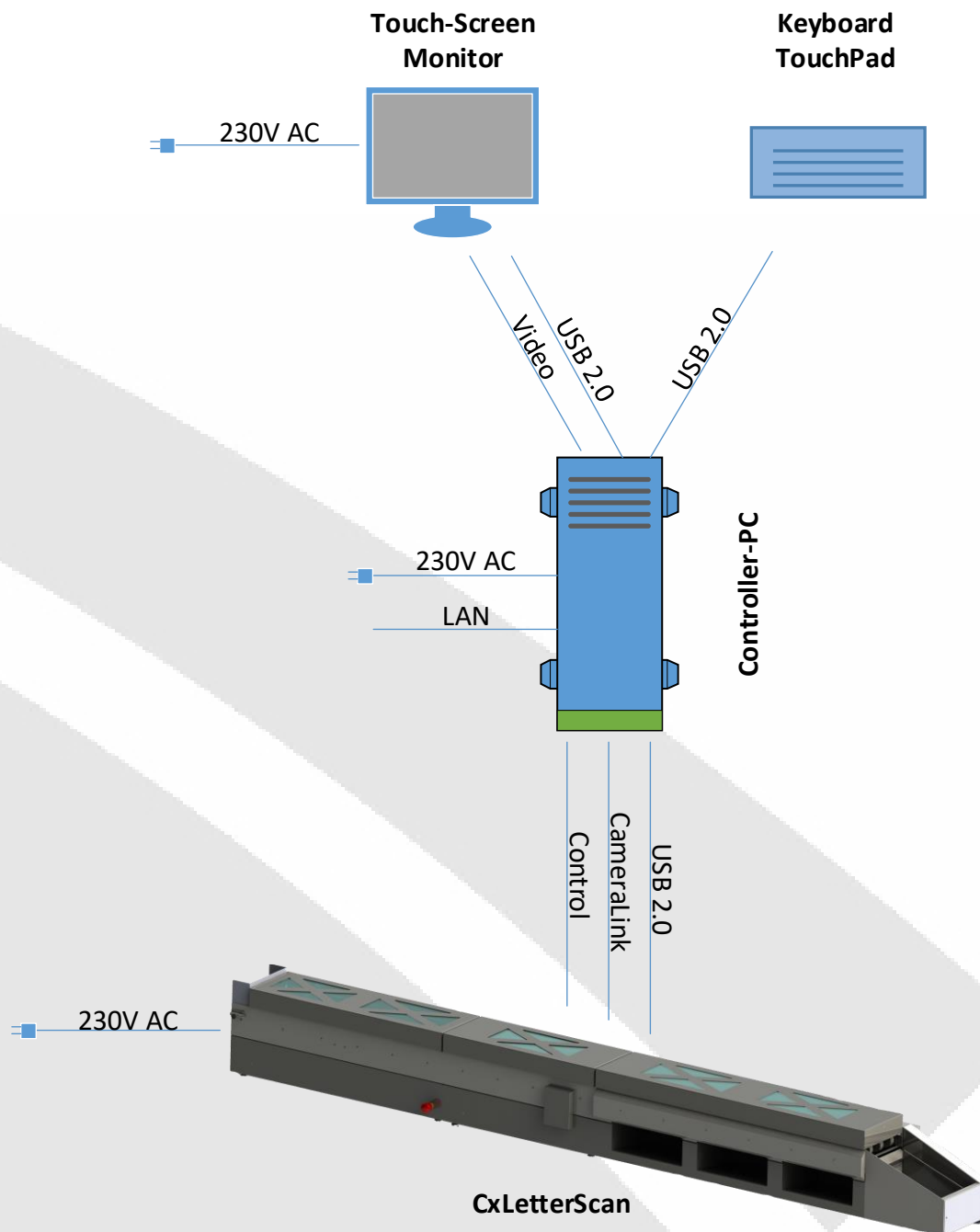
Number of printer cartridges:	3
Printer cartridge article number:	41766
Color:	black
Maximum print width:	1.5" (3.8 cm)
Resolution:	300 x 300 dpi
Print:	Single-sided from below.

4.6.1 Printed image

The print head is permanently installed in the print module. The position of the printed image on the mailing also results from the defined position.



4.7 Connections and connecting cables



5 System description

5.1 Correct use

The system is only viewed as used correctly if:

- ▲ it is exclusively used for the purpose of processing mail items within the specifications.
- ▲ it is only operated using the safety devices installed and they are not bypassed.
- ▲ it is only used or operated for commercial operations.
- ▲ it is only operated within the specified performance limits whilst adhering to the technical data.
- ▲ it is not operated under the influence of alcohol, other drugs or medication.
- ▲ the safety and operation information in these operating instructions are adhered to.
- ▲ the safety information for the system are observed.
- ▲ only authorized and trained staff work with the system.
- ▲ the operator's operating instructions are adhered to.
- ▲ the legal accident prevention regulations are adhered to.
- ▲ irregularities during operation are reported to the responsible supervisor without delay by staff working with the system.
- ▲ the system is immediately brought to a standstill in case of a malfunction which influences the safety of the employees.
- ▲ the system is only recommissioned in case of failure following rectification of the failure.
- ▲ the use of approved spare and wear parts is guaranteed.

5.2 Predictable incorrect use

The system is viewed as not operated as intended if:

- ▲ non-approved packaged goods (e.g. non-specified envelopes, sharp or cutting materials, dangerous substances) are used.
- ▲ the pertinent safety regulations are disregarded.
- ▲ safety devices are deactivated, modified or bypassed.
- ▲ modified arbitrarily, manipulated or the safety devices changed by the operator.
- ▲ used by unauthorized or untrained staff.
- ▲ these operating instructions are not read in-full and understood by the operator and the staff.

5.3 Modules

This chapter describes the most important modules within the system and their functions. The modules are described in Chapter 4.1 Components and modules.

6 Operating modes and operating statuses

INFORMATION i	These operating instructions only describe the basics of the software <i>CodX PostOffice</i> . You can find a detailed description of the function and the instructions in the <i>CodX PostOffice</i> online help. It can be accessed via the context-related button "?".
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6.1 Operating mode (use cases)

The system knows various operating modes:

Operating mode	Function	Comment
Capture	Capture of mailings	Only available if the corresponding license is activated.
Sort	Sorting mailings	Only available if the corresponding license is activated and at least one sorting module is connected.
R-Scan	Processing recorded deliveries in the outgoing mail	Only available if the corresponding license is activated.
Scan	Scanning mailings	Only available if the corresponding license is activated.
Maintenance	Installation and maintenance	Only permissible for accordingly trained staff.

INFORMATION i	The exact function, settings and operation of the operation modes is described in the <i>CodX PostOffice</i> online help.
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7 Transport, packaging and storage

The system is transported to the installation location by CodX Software AG or an authorized partner. If the system is moved / relocated, the operator is responsible for adherence to the safety requirements and correct implementation. No liability is assumed for damages incurred when moving / relocating the system.

WARNING



Danger to life from suspended loads!

During lifting processes, loads can swing out and / or fall down.
Serious injuries and even fatal injuries can be caused by this.

WARNING




Danger of injury due to falling or tilting packages! (eccentric center of gravity)

If a package has an eccentric center of gravity, the package can fall and / or tilt if attached incorrectly. Serious injuries can be caused by this.


8 Assembly and installation

Assembly and installation are made by the company CodX Software AG or an authorized partner. Adherence to basic work protection requirements is assumed. Work instructions regarding local circumstances must be provided by the operator. The external helpers will be instructed by the company CodX Software AG with regard to the work and working area.

INFORMATION 	<ul style="list-style-type: none">▲ Use the protective equipment provided▲ Adhere to the safety information provided▲ Observe the general rules and technical safety requirements at the workplace.
---	---


9 Commissioning

9.1 Safety information for commissioning


<p>INFORMATION</p> 	<p>▲ Commissioning is made exclusively by the company CodX Software AG or an authorized partner.</p>
--	--

9.2 Groundwork prior to activating the system

These operating instructions, in particular all safety information, must be read and understood before activating the system. You may not operate the system prior to this.

<p>INFORMATION</p> 	<p>Before starting work, familiarize yourself sufficiently with:</p> <ul style="list-style-type: none"> ▲ the operating and safety elements ▲ the outfit ▲ the mode of operation ▲ the direct surroundings ▲ the safety devices and measures for emergencies
--	---

9.3 Activating the system

<p>INFORMATION</p> 	<ul style="list-style-type: none"> ▲ You may only activate the system if you have observed the information above. ▲ Notify faults or conspicuous features to your superior without delay
--	--


9.4 Functional checking of the safety devices

Check the function at least once per week:

- ▲ of the main switch on the front of the camera module
- ▲ the emergency off switch on the camera module
- ▲ the covers for all modules

10 Operation


10.1 Safety information for operation

INFORMATION 	<ul style="list-style-type: none"> ▲ Use the protective equipment provided ▲ Adhere to the safety information provided ▲ Only carry out work with which you are entrusted.
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10.2 Activation

Switch the controller PC on. If installation furniture is used, the controller PC is located in the built-in cabinet on the left.


Start the application *CodX PostOffice* on the controller PC. Wait until the application is operational and select the module *CxLetterScan*.


INFORMATION 	If the controller PC is operational, the status LEDs flash. This means that all the modules are connected to the controller PC.
--	---

Switch the main switch on the front of the camera module on. With this, the system is operational.

10.3 Deactivation

Switch the main switch on the front of the camera module off. Shut down the controller PC via the Windows menu.

INFORMATION 	In order to save energy and accidental activation, we recommend switching the system off after use as described above.
--	--

INFORMATION 	If you use a print module, you should remove the print heads from the system in case of a longer system standstill (e.g. overnight or at the weekend) and store them safely, dry and at room temperature.
--	---


10.4 Starting the system and positioning mailings

Set the desired conveyor speed. Select the conveyor speed so that the envelopes and the system are not damaged.

The system is started using the *Start* button.

10.4.1 Guidance values for conveyor speed

Format	Conveyor speed	Comment
Light C5 and C5/6 envelopes	500 - 700 mm/s	
Heavy C5 and C4 envelopes	400 - 600 mm/s	
Very heavy and thick envelopes Maxi, B4	300 - 400 mm/s	

<p>INFORMATION</p> 	Reduce the conveyor speed if the danger exists that the mail items are damaged.
--	---

<p>INFORMATION</p> <p>i</p>	The conveyor speed can be changed whilst it is running. Therefore, it can be started at a low conveyor speed and later be increased up to the ideal value.
-----------------------------	--

<p>INFORMATION</p> <p>i</p>	The system reduces the conveyor speed automatically if a higher reading rate can be achieved.
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10.5 Positioning mailings

The mailings are positioned as a pile on the feeder or individually. Here, the slide feed at the side is set to the format to be processed.

<p>INFORMATION</p> <p>i</p>	Set the slide feed ca. 5mm wider than the mailing. This guarantees optimum feeding.
-----------------------------	---

10.5.1 Individual positioning

Large or heavy mailings are positioned individually on the feeder. Here, the feeder can be inclined so that the mailing is pulled flat onto the conveyor.


<p>INFORMATION</p> <p>i</p>	For thick mailings, set the mailing separator a little higher for optimum feed. If the mailing is not fed correctly or causes jams, the mailing separator is too low.
-----------------------------	--

10.5.2 Pile positioning

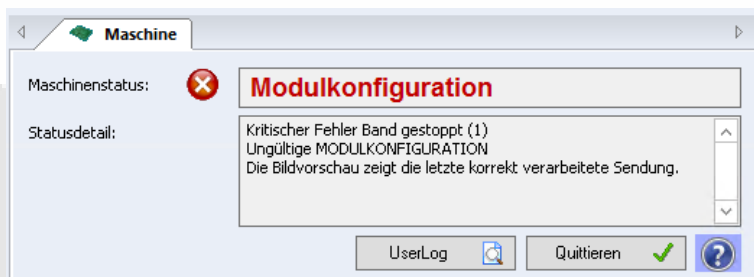
Thinner mailings with identical formats can be placed using pile positioning. Here, the mailings are aligned correctly and bundled. The feeder is set a little tilted. Then, position on the feeder downwards after a short delay.

<p>INFORMATION</p> <p>i</p>	The feeder is tilted for thin and small mailings. The mailing separator should be set lower. This avoids double triggers.
-----------------------------	---


10.6 Failure

INFORMATION 	Please also refer to Chapter 12 Fault and failure rectification.
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If a failure occurs, the system is stopped. The corresponding fault notification is displayed in the status window:



Machine status:	Displays the general status or the general fault notification.
Status details:	Shows the fault details. Information for fault rectification
UserLog:	The log file shows the course of the machine status.
Acknowledge-ment:	Fault acknowledgement. Acknowledgement can mostly be provided by pressing the <i>Start</i> button again.
?:	Online help. Shows a fault list with detailed information and tips.

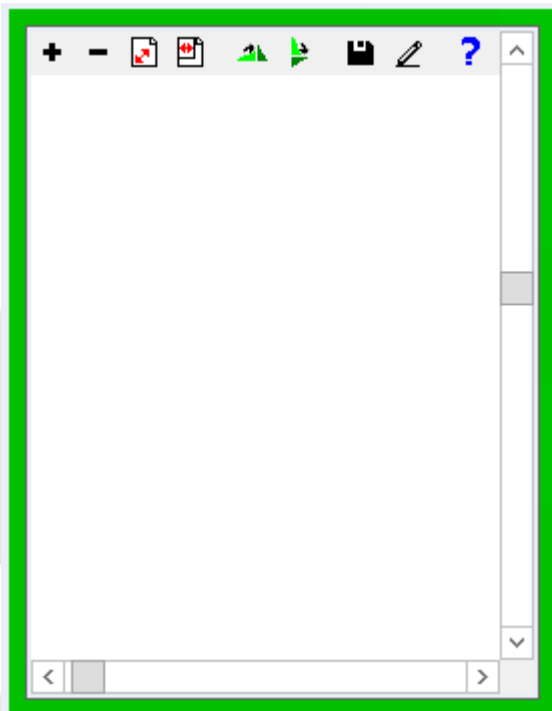
INFORMATION 	The red LED is flashing on the module where the failure has occurred. This simplifies failure search and rectification.
---	---


10.6.1 Last correct mailing / first faulty mailing

If a failure occurs, normally several mailings are in the system for processing. Mailings in the rear part of the system may already be fully processed. Mailings in the front part of the system are not yet processed or only in-part.

The correctly processed mailings can be processed further directly. The remaining mailings must run through the system again.


Depending on the failure, the software is able to determine the last correct or first faulty mailing. Here, the corresponding mailing image is displayed on the image display on the monitor together with the fault notification:




<p>INFORMATION</p> 	<p>If the mailing image is from the last correct mailing, the frame around the image display is GREEN.</p> <p>If it is from the first faulty mailing, the frame is RED.</p>
--	---

10.6.2 Running empty

Following failure, the machine must be run empty. Here, the conveyor runs until all mailings in the end module are ejected.

<p>INFORMATION</p> 	<p>The mailings are NOT processed when running empty!</p> <p>These mailings must run through the machine again!</p> <p>Please also refer to 10.6.1 Last correct mailing / first faulty mailing</p>
--	--

<p>INFORMATION</p> 	<p>When running empty, the camera's LED light flashes. This draws attention to the fact that the machine is being run empty and no mailings are being processed.</p>
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10.7 Automatic lowering of the conveyor / Automatic stop / FullSpeed / AutoSpeed / Start&Go

Depending on the situation and operating mode, the system changes the conveyor speed autonomously:

Function	Description
Lowering the conveyor	<p>If no mailings are available for processing after a certain time, the conveyor speed is reduced automatically. The speed display displays the information <i>Lowering the conveyor</i>.</p> <p>If mailings are positioned on the feeder again, the conveyor speed is then increased again.</p>
Automatic stop	<p>If no mailings are positioned after a certain time with the lowered conveyor, the machine is stopped automatically.</p> <p>The machine is restarted by pressing the <i>Start</i> button.</p>
FullSpeed	The machine runs at the set conveyor speed in FullSpeed mode. The conveyor speed is only changed for lowering the conveyor.
AutoSpeed	<p>AutoSpeed is a function for improving the OCR performance quality. If OCR reading requires a lot of CPU time, the conveyor speed is automatically reduced slightly. The conveyor speed is automatically increased slightly when the CPU time is reduced.</p> <p>In an ideal case, the optimum conveyor speed evens out automatically.</p> <p>AutoSpeed is ideal for processing rather smaller mailings (e.g. C5) with simple OCR reading (e.g. only a barcode, little text).</p>
Start&Go	<p>Start&Go operation also serves to improve OCR reading. Here, after image recording, the conveyor speed is reduced considerably until OCR reading is concluded. Then, the conveyor speed is put back to the value set in order to record the next mailing image.</p> <p>In practice, this looks as if the machine is faltering.</p> <p>Start&Go is ideal for processing rather larger mailings (e.g. C4) and comprehensive OCR reading (e.g. a large amount of text, a postal address).</p>

10.8 Inserting / replacing print heads

If you use a print module, print heads must be inserted for operation. If the print heads are empty, they must be replaced.

For this, the cover must be removed, and the print heads released using the blue latch. Insert the new print heads accordingly and lock them with the latch again. Place the cover back on top.



It may be necessary to clean the print heads. For this, please refer to Chapter 12.2 Clean the print head.


INFORMATION




▲ Only use original ink cartridges or cartridges authorized for use by CodX Software AG.

11 Maintenance

11.1 Safety information for maintenance

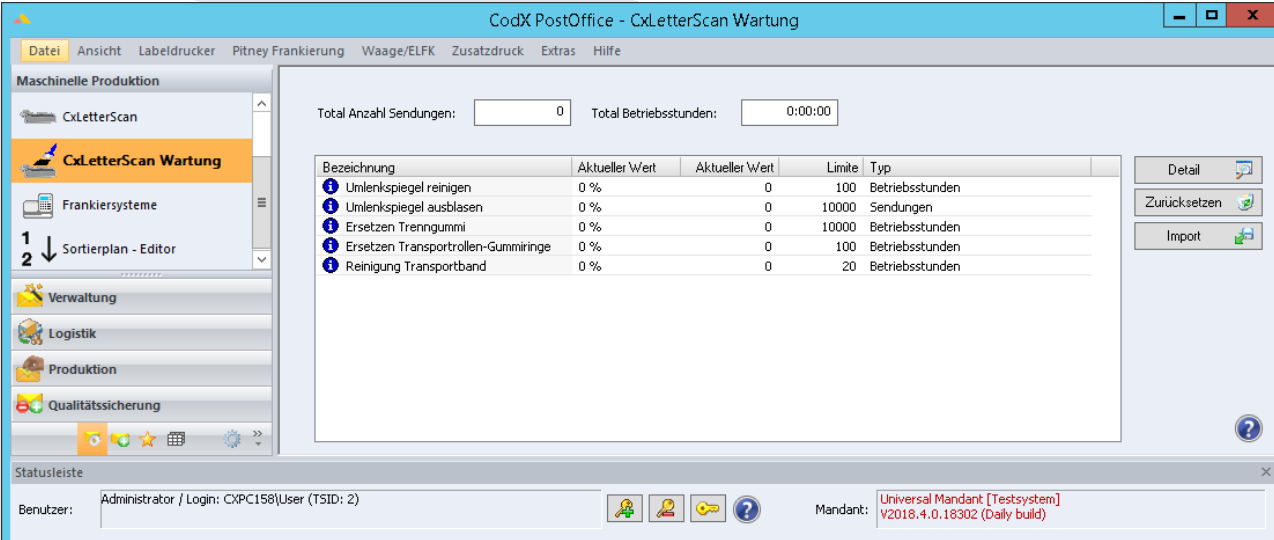
INFORMATION 	<ul style="list-style-type: none"> ▲ Use the protective equipment provided ▲ Adhere to the safety information provided ▲ Only carry out work with which you are entrusted.
---	---

11.2 Maintenance work


INFORMATION 	<ul style="list-style-type: none"> ▲ Observe the maintenance and cleaning information ▲ Established defects must be rectified without delay ▲ If you are unable to rectify established defects yourself, please refer to the CodX Software AG support. ▲ Only use original spare and wear parts.
---	--

11.3 Maintenance plan




You can access the maintenance plan directly in *CodX PostOffice*. All work to be carried out is stored in the *CxLetterScan Servicing* module. Depending on the quantity of mailings processed or operating hours, the respective servicing is due.



Bezeichnung	Aktueller Wert	Limit	Typ
Umlenkspiegel reinigen	0 %	100	Betriebsstunden
Umlenkspiegel ausblasen	0 %	10000	Sendungen
Ersetzen Trenngummi	0 %	10000	Betriebsstunden
Ersetzen Transportrollen-Gummiringe	0 %	100	Betriebsstunden
Reinigung Transportband	0 %	20	Betriebsstunden


INFORMATION 	<ul style="list-style-type: none"> ▲ The servicing listed above denotes examples which need not comply with your system. ▲ The servicing and settings for your system are valid. ▲ Servicing can change as a result of a new software release or other updates. Here, servicing may be added, existing servicing become redundant or be changed. ▲ Always observe the latest information status on the monitor.
---	---

Depending on the status, servicing is marked with a corresponding symbol.

Symbol	Meaning	Action
	Information	No action required
	Warning	80% of the limit value has been reached. Servicing should be planned and implemented in the short-term.
	Implement servicing	The limit value has been reached. Implement servicing. Only commission the system for servicing.


11.3.1 Implement servicing


Select the corresponding servicing and press the *Details* button. This opens a window with the corresponding information for servicing.

<p>INFORMATION</p> 	<ul style="list-style-type: none"> ▶ Carry out servicing in-full in accordance with the details on the monitor. ▶ If you are unable to carry out the servicing work yourself, please refer to the CodX Software AG support.
--	---

After you have completed servicing in-full, select the *Reset* button and confirm the query. This resets the counter status to zero.

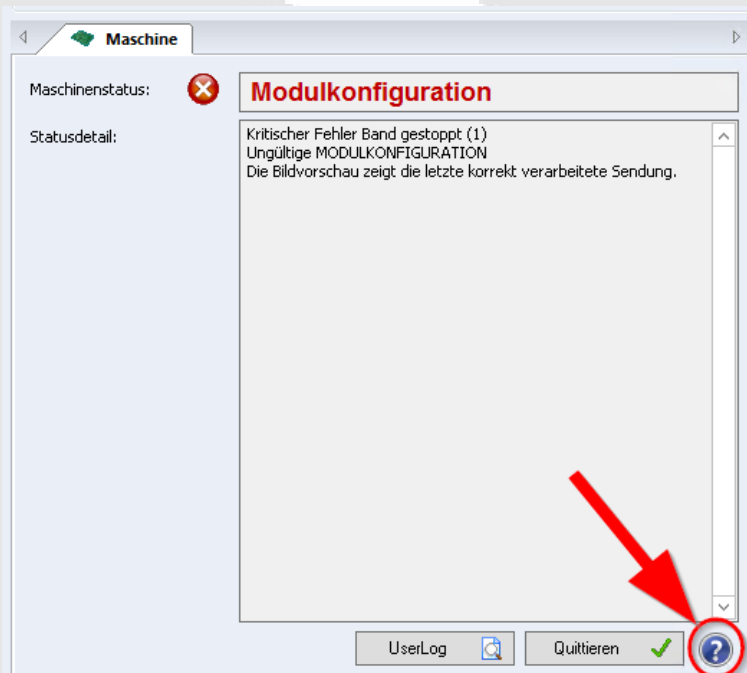
12 Fault and failure rectification

<p>WARNING</p> 	<p>Risk of injury from moving parts</p> <p>Unauthorized or uncontrolled reconnection of the system during fault / failure searching and rectification may cause serious injuries.</p> <ul style="list-style-type: none"> ▲ In case of faults, immediately deactivate the system and secure it against accidental restarting. ▲ Do not try to dispose of the mail items as long as the system is running and the rollers are rolling. ▲ Only switch the system on when the faulty condition has been fully rectified.
---	--

<p>INFORMATION</p> 	<p>Before rectifying failure, observe the following:</p> <ul style="list-style-type: none"> ▲ Only rectify the failure if you possess the required qualification. ▲ Observe the safety information in these operating instructions for handling the system ▲ Observe the information on the required servicing work in the maintenance plan. ▲ Before checking the following fault list, check <ul style="list-style-type: none"> ○ whether you have followed the information in these operating instructions precisely. ○ whether no abusive operation exists.
---	--

12.1 Fault list

You can find the fault list directly in *CodX PostOffice*. For this, select online help in the system status overview.



12.2 Clean the print head

The print module print head can be soiled or dried up. In this case, the print head nozzles can be gently wiped clean with warm water (no chemicals).



For this purpose, the print heads can be removed and re-inserted. Please also refer to Chapter 10.8 Inserting / replacing print heads.

12.3 Cleaning lighting and the mirror

Due to the conveyor attrition and lint, the lighting and the mirror may be soiled. Therefore, they must be cleaned occasionally.

WARNING



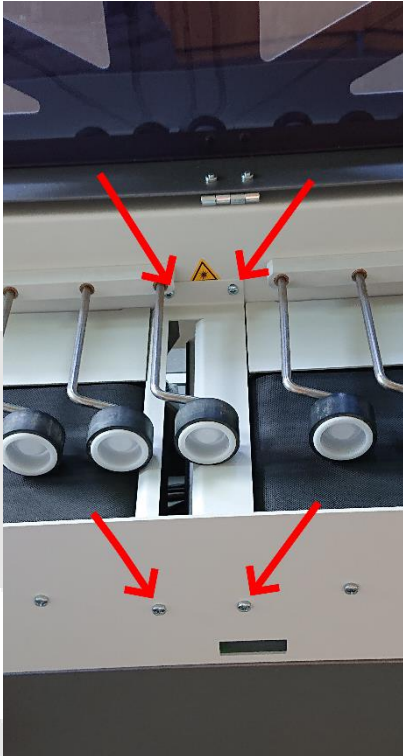
Risk of injury from moving parts

Unauthorized or uncontrolled reconnection of the system during cleaning may cause injuries.


- ▲ Switch the system off prior to cleaning

Proceed here as follows:

- ▲ Remove the module cover from the camera module
- ▲ Remove the camera cover. For this, the following screws must be loosened:




- ▲ Clean the lighting and the mirror carefully with a vacuum cleaner
- ▲ Re-assemble the camera cover
- ▲ Re-assemble the module cover

INFORMATION	Before rectifying failure, observe the following:
	<ul style="list-style-type: none">▲ Do not come into contact with the mirror with the vacuum cleaner, otherwise it may be shifted▲ Set the vacuum cleaner to low suction power▲ If necessary, clean gently with a brush

13 Decommissioning, dismantling and disposal


If the system reaches the end of its useful working life, it must be decommissioned or dismantled by a specialist and disposed of in an environmentally friendly manner in accordance with nationally valid regulations and guidelines.

13.1 Safety information for decommissioning, dismantling and disposal

<p>INFORMATION</p> 	<ul style="list-style-type: none"> ▲ Use the protective equipment provided ▲ Adhere to the safety information provided ▲ Observe the general rules and technical safety requirements at the workplace.
--	---

13.2 Disposal

Some of the disassembled materials can be recycled. With the recycling of some parts or raw materials from used products, you make a valuable contribution to environmental protection.

<p>INFORMATION</p> 	<p>Danger due to incorrect disposal!</p> <ul style="list-style-type: none"> ▲ Even if an authorized specialist company carries out the disposal, the system operator must ensure correct implementation. ▲ Dispose of all system components so that health and environmental damage are excluded. ▲ Turn to your local authorities if you need information about collecting points in your vicinity. ▲ Also, observe environmentally compatible handling and environmentally sustainable disposal of the lubrication and process materials.
--	--

14 Conformity

EU-KONFORMITÄTSERKLÄRUNG CE DECLARATION OF CONFORMITY DÉCLARATION DE CONFORMITÉ CE

Wir / We / Nous

CodX Software AG

(Name des Herstellers oder seines Bevollmächtigten) (Name of the manufacturer) (Nom du fabricant)

Sinserstrasse 47, 6330 Cham, Switzerland

(Anschrift) (Address) (Adresse)

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declare under our sole responsibility that the product
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CxLetterScan Cameramodul CxArtNr. 41218

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IEC / EN 61000; EN 62233; IEC 62368-1

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IEC 61000-6-2:2016, EN 61000-6-2:2005
IEC 61000-6-3:2006+A1:2010, EN 61000-6-3:2007+A1:2011
EN 62233:2008
IEC 62368-1:2008, IEC 60065:2014, 60950-1:2005 + A1:2009 + A2:2013

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Cham, 5.8.2019

(Ort und Datum der Ausstellung)
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(Lieu et date)

Patrick Schumacher, CEO

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EN 62233:2008
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Patrick Schumacher, CEO

(Name, Funktion und rechtsgültige Unterschrift)
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IEC 61000-6-3:2006+A1:2010, EN 61000-6-3:2007+A1:2011
EN 62233:2008
IEC 62368-1:2008, IEC 60065:2014, 60950-1:2005 + A1:2009 + A2:2013

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Patrick Schumacher, CEO

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Cham, 6.5.2019

(Ort und Datum der Ausstellung)
(Place and date of issue)
(Lieu et date)

Patrick Schumacher, CEO

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Cham, 6.5.2019

(Ort und Datum der Ausstellung)
(Place and date of issue)
(Lieu et date)



Patrick Schumacher, CEO

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auquel se réfère cette déclaration est conforme à la législation d'harmonisation de L'Union
applicable.

(Harmonisierte Normen, einschliesslich des Datums der Norm oder Angabe anderer technischer Spezifikationen)
(Harmonised standards, including the date of the standard or references to other technical specifications)
(Normes harmonisées, y compris la date de celles-ci ou des autres spécifications techniques)

Gemäss den Bestimmungen der Richtlinien und Verordnungen; following the provisions of
directives and regulations; conformément aux dispositions des directives et règlements
(Falls zutreffend) (If applicable) (Le cas échéant)

2019

(Jahr der Anbringung der CE-Kennzeichnung) (Year in which the CE marking was affixed)

Cham, 6.5.2019

(Ort und Datum der Ausstellung)
(Place and date of issue)
(Lieu et date)



Patrick Schumacher, CEO

(Name, Funktion und rechtsgültige Unterschrift)
(Name, function and legally valid signature)
(Nom, fonction et signature valide)

EU-KONFORMITÄTSERKLÄRUNG CE DECLARATION OF CONFORMITY DÉCLARATION DE CONFORMITÉ CE

Wir / We / Nous

CodX Software AG

(Name des Herstellers oder seines Bevollmächtigten) (Name of the manufacturer) (Nom du fabricant)

Sinserstrasse 47, 6330 Cham, Switzerland

(Anschrift) (Address) (Adresse)

erklären in alleiniger Verantwortung, dass das Produkt
declare under our sole responsibility that the product
déclarons sous notre seule responsabilité que le produit

CxLetterScan Aufstellmöbel S CxArtNr. 42264

(Produktmodell/Gerätetyp/Produkt) (Product, Type, Charge- oder Seriennummer)
(Product model/apparatus model/product (product, type, batch or serial number))
(Modèle de produit/modèle d'appareil/produit (numéro de produit, de type, de lot ou de série))

auf das sich diese Erklärung bezieht die einschlägigen Harmonisierungsrechtsvorschriften der
Union erfüllt.
to which this declaration relates is in conformity with the relevant Union harmonisation
legislation.
auquel se réfère cette déclaration est conforme à la législation d'harmonisation de L'Union
applicable.

(Harmonisierte Normen, einschliesslich des Datums der Norm oder Angabe anderer technischer Spezifikationen)
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