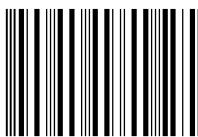


WHITTIER MAILING PRODUCTS

THE TRAY AND SACK LABEL RESOURCE



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THE TRAY AND SACK LABEL RESOURCE

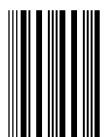


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12366

Barcode Tagger® 600

**Barcoded Tray and Sack Label
Computer**

User's Guide

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Introduction

The *Barcode Tagger 600* tray and sack label computer barcoder is the next evolutionary step beyond the popular Barcode Tagger 500. The *600* combines the features of the BagTagger II with the most-often-asked-for enhancements, along with brand-new and powerful capabilities.

Like all Tagger computers, the *Barcode Tagger 600* is built around the *Tagger Engine*.

Using a 3 Digit or 5 Digit ZIP code for input, the Tagger Engine references the U.S. Postal Service's most recently published labeling lists to look up the correct destination line and Content Identifier Number (CIN) for any class and category of domestic mail for any valid ZIP code in the United States.

This data, along with a bar code and other information, is formatted for the correct text size, graphic image position, etc. as specified by the U. S. P. S. *Domestic Mail Manual* and output to a printer for printing on special WMP tag stock that is produced to exact DMM specifications.

Features

- ◆ Prints accurate, correct tray and sack tags instantly for every class and category of Domestic mail, for every ZIP code in the United States
- ◆ Fast data lookup
- ◆ Creates, prints and saves groups of tags as batch jobs
- ◆ Stores up to nine jobs internally, available any time for instant recall
- ◆ Unlimited job storage on 3 1/2" floppy disks
- ◆ Entire jobs can be created on another computer and transferred to the Tagger 600 by floppy disk or serial data link.
- ◆ Automated batch printing of jobs from floppy disk
- ◆ Manual mode for "On Demand" tag printing using keypad input
- ◆ Data updates via floppy disk- Internet or US Mail
- ◆ Makes backup copies of data updates
- ◆ Bright, easy-to-read backlit display
- ◆ No diskette needed for normal operation- program and update data is stored in permanent flash memory

Installing the Barcode Tagger 600 Computer

UNPACKING AND INSPECTION

Carefully remove all items from the shipping carton. ***Save the rigid packing foams and outside shipping carton.*** If your *Barcode Tagger 600* ever requires service you may be asked to ship the unit to Whittier Mailing Products *in the original carton*.

Inspect the contents of the box. If any items are missing or damaged, notify Whittier Mailing Products at once. (562) 464-3000 / FAX (562) 464-3007

List Barcode Tagger 600 Packing

- (1) Barcode Tagger 600 computer
- (1) Table top power supply with AC power cord
- (1) Barcode Tagger 600 User's Manual (this manual)

INSTALLING THE CABLES

- 1) Remove the Barcode Tagger 600 computer, power supply and AC power cord.
- 2) Attach the printer cable to the 9-pin serial connector on the back of the computer marked "Printer" or "Serial printer", locking down with the two finger screws.
- 3) The power supply consists of a black tabletop power supply with a 5 pin DIN style connector and a standard equipment AC power cable. The switch on the power supply has the markings "0" (off) and "1" (on). Insert the power connector into the round socket on the back of the Barcode Tagger 600 computer.
- 4) Turn the power supply off, and plug the AC power cord into a grounded AC power socket. Although the computer and the printer have their own power switches it is preferable to use a power strip with a separate power switch so that the printer can be turned on and off at the same time.
- 5) If you are going to be printing tags directly from a host computer, connect one end of the Serial Data Link cable to the serial port labeled "Serial Data Link" on the back of the Barcode Tagger 600, and connect the other end of the cable to the appropriate serial port on the host computer.

INSTALLING THE PRINTER

Refer to the instructions that come with the printer for printer installation details. Before attempting to use the Barcode Tagger 600, make sure the printer has tag stock properly loaded into it, the power is on, the printer data cable is properly connected between the Barcode Tagger 600 and the printer, and that the printer is on line.

Operation

THE UTILITIES MENU

When all cables are properly installed, turn on the power switch on the Barcode Tagger 600 power supply. After a few seconds the *Whittier Mailing Products* copyright screen will come up, and after approximately 15 seconds the **Job to execute** screen appears.

Job to execute

- 0) << not currently assigned >>
- 1) << not currently assigned >>
- 2) << not currently assigned >>
- 3) << not currently assigned >>
- 4) << not currently assigned >>
- 5) << not currently assigned >>
- 6) << not currently assigned >>
- 7) << not currently assigned >>
- 8) << not currently assigned >>
- 9) << not currently assigned >>

PREV) Utilities Menu

The **Job to execute** menu allows you to execute jobs you have created. We will get back to this later. First we need to become familiar with the **Utilities** menu. Press 'P' to enter this menu.

The **Utilities** menu will look like the picture below. This is not how it always looks though. If we change modes this menu changes to support the mode you are in. The only two options that are always there are **System Functions** and **Update System**.

Job Utilities

- 1) Execute job
- 2) Create/Modify job
- 3) Import job from diskette
- 4) Export job to diskette

- 9) System Functions
- 0) Update System

System Functions

System Functions is choice 9 under the **Utilities** menu. From this menu you can change modes, print & edit the ACT list, select your printers and paper, change the print buffering default and backup & restore your configuration.

System Functions

- | | |
|--------------------|-------|
| 1) Mode | (Job) |
| 2) ACT Settings | |
| 3) Device Settings | |
| 4) Print Buffering | (NO) |

Mode

The mode you are in will determine how the Barcode Tagger 600 functions. By pressing '1' you can see the possible modes. There are four modes: Job, On Demand, Act Only and Serial Data. Job mode is used when you want to print tags using jobs you have created. On Demand is used to print tags without making a job first. ACT Only is if you are only printing ACT tags. Serial Data is for reading information from another computer to print tags.

If you change modes you will notice that your options change to fit with the selected mode.

ACT Settings

Act Settings allows you to print the ACT list, edit the ACT list, import and export the ACT list. Press '2' to enter **ACT Settings**. If you want to print the ACT list press '1'. It will print to your ACT printer. Pressing '2' allows you to edit the ACT list which is explained in further detail below. Option 4 allows you to import an ACT list from a diskette and option 5 allows you to export an ACT list to a diskette. This is useful if you have another 600 or a 2000 so that you only have to edit the table once. Then using a diskette you can copy the ACT list to the other computer.

Edit ACT list

You can edit the ACT list by pressing '2' from the **ACT Settings** menu.

	0	1	2	3	4	5	6	7	8	9
000	XXX	XXX	XXX	XXX	LGA	LGA	SJU	SJU	SJU	SJU
010	BDL	BDL	BDL	BDL	BOS	BOS	BOS	BOS	BOS	BOS
020	BOS									
030	BOS									
040	BOS									
050	BOS									
060	BDL	LGA	LGA	LGA						
070	EWR									
080	PHL	EWR	EWR							
090	JFK	XXX								

Airport: XXX

N) Edit airport

ZIP to View: _

--) to change

On the left hand column you will see 3 Digit ZIP Codes and along the top is the third digit of the 3 Digit ZIP Code. For example if you look at row 020 and column 6 you will see the airport for ZIP Code 026. To view another ZIP Code enter the 3 Digits in and press ENTER. In the Airport field you will see the 3 letter abbreviation for that airport. Also the table of airports will change to the table that ZIP Code is in. If the Airport field has XXX it means that there is no Airport code for that ZIP Code.

To change one of the airports press the hyphen key (-). When the option next to the hyphen says "to change", pressing it allows you to change an airport. When the option next to the hyphen says "to view", pressing it only allows you to view airports and not change them. You can also tell if you are on view or change by what the entry line says. If it says "ZIP to View", you can only view. If it says "ZIP to CHANGE", you are in the change mode. Now that your entry line says "ZIP to CHANGE", press 'N' to edit the airport.

You can see the current name selected under Airport. By typing '88' and ENTER, the 3 Letter airport will be cleared. Now you can enter in the new 3 Letter airport by using the table. First you enter the number of the row and then the column and press ENTER. When you are finished type '99' and ENTER. You will return back to the previous screen. If you want more explanation on how to use this table refer to the Job Name Editor. In the airport field you should see the 3 Letter airport you made. Type in the 3 Digit ZIP Code you would like to change to that airport and ENTER. You will see the table change with the airport code you entered at the location of the ZIP Code you specified. If you would like to change more ZIP Codes to that airport enter those in also. If you simply want to view other ZIP Codes make sure you press the hyphen key to change back to view or the ZIP Code you enter will be changed. When you are finished press 'P' and you will be asked if you want to save the changes.

Device Settings

Device Settings is where you set up all the devices that connect to your 600 such as your printers, scanner, and computer. Enter **Device Settings** by pressing '3' from the **System Function** menu.

Device Settings

1) Tray Printer	Eltron 2122, LT	198	COM2
2) Sack Printer	Eltron 2122, LT	095	COM2
3) Pink Tray Printer	Eltron 2122, LT	198	COM2
4) Pink Sack Printer	Eltron 2122, LT	095	COM2
5) ACT Printer	Eltron 2642, LT5	LT5	COM1
7) Scanner	Symbol LS		COM2
8) Computer	Serial Data		COM1

ENTER) Accept Configuration

On the left side of the screen is all of the possible devices that can be connected to your Barcode Tagger 600. In the middle-left column is the kind of device selected for each possibility. In the middle-right column (only on choices 1-5) is the media type (paper type) you are using in the printer. On the right side is the port that device connects to. To change any of these settings press the number which corresponds to the device you want to change.

The following screen will show two or three choices: Driver, Port and Media Type (If you selected a printer). Also next to each choice you will see what you currently have selected. The driver is the type of device and is the what appears in the middle column of the previous screen. Media type is the type of paper and only appears if you are changing the settings for a printer. Port is the port on the back of the Barcode Tagger 600 that the device is connected to and also appears on the right column of the previous screen.

To change any of the settings press the number corresponding to the choice you want to change. On the next screen you will see the list of possible choices and also one which says "Current" indicating the one you currently have selected. Once you have made your selection you will be returned to the previous screen. You can make more changes or press ENTER to save the changes and return to the **Device Settings** menu.

If you have problems when printing and the Barcode Tagger 600 tells you that it can't find your printer you probably have the wrong port selected. This is where you would change it to the correct port.
setting or not.

Update System

An essential ingredient for the production of accurate tray and sack routing labels is the ability to keep abreast of the latest labeling changes published by the U. S. Postal Service.

Whittier Mailing Products offers data update subscriptions to ensure the accuracy of labels produced by the Barcode Tagger 600. Subscribers can update either by diskette.

The latest updates are available 24-hours-a day for direct download from WMP's Internet site for downloading onto diskette. Subscribers who do not have on-line access will receive update diskettes by U.S. Mail. Diskettes are mailed a minimum of four times per year, and as often as important changes warrant. Our Internet address is: <http://www.traytag.com>

Update procedures

All updates begin by selecting "Update system" from the **Utilities** menu, and making a selection from the **Update system** menu.

- 1) Update from diskette
- 2) Create update diskette

Routine data updates by diskette

- 1) From the **Update system** menu, select "Update from diskette". The screen will display the message, "Locating update on diskette . . . done". When the update program is identified and begins loading, the display shows the message, "Loading nnnn-nnn (the version #) . . ."

When the new update is loaded (after approx. one minute or so) the screen displays "done", then "Validating update . . . done" The screen shows the message, "Restarting system", and about one second later there is a short *beep*. About 10 seconds later the copyright screen will appear and the system will restart as usual, with all the previous settings transferred to the new update.

Making an update diskette

Making a backup copy of each new data update is strongly recommended. After updating the data by disk you can make a backup copy on floppy disk directly from the Barcode Tagger 600. A backup copy of an update disk can also be made on a standard PC, but it may not copy or load reliably due to differences between the disk drives.

The first backup you make should be of the version that came already installed.

- 1) Prepare a blank IBM or MS-DOS formatted high-density (1.44M) diskette. Make sure the write-protect notch is closed.
- 2) Select "Utilities" from the main menu.
- 3) From the **Utilities** menu select "Update System".
- 4) From the **Update System** menu select "Create update diskette". This brings up the **Update diskette** screen.

- 5) Insert the disk into the disk drive and press ENTER. The message "Creating nnnn-nnn update diskette" will be displayed while the update disk is being made. You will then be returned to the **Update System** menu.
- 6) Press 'P' to return to the **Utilities** menu. Press 'P' again to get back to the **Main** menu.

Updating by diskette when the currently installed version won't start

If the currently installed update won't start or doesn't work correctly (if the update disk was damaged in the mail, for example) you can still load in a new update without accessing the *Update system* menu **as long as you have a working diskette copy of a recent update. This is why you make backup copies of your updates.**

- 1) Turn the computer off. Wait a few seconds, then turn it back on. After a short wait the Copyright screen will appear, and the message "Press NEW to enter Setup" will show at the bottom of the screen **for about one second.**
- 2) Press the "NEW" key *before the message disappears*. If the **diskette installation** screen doesn't come up, re-start the computer and try again.

Tagger/600, release 9804-002

- 1) Complete reinstall, losing current settings (jobs, etc)
- 2) Update software from diskette

- 3) Insert an update diskette into the disk drive.
- 4) To keep the internally stored jobs and settings, select "Update software from diskette". This is the same as updating from the "Update system" menu.
- 5) Choose "Complete reinstall" to load the update *and delete all previous jobs and settings*. The rest of the installation is identical to routine diskette updating from the *Update system* menu.

JOB MODE

Job Mode allows you to print tags using jobs that you create. To enter job mode, go into **System Functions** from the **Utilities** menu. Choose '1' for Mode and then '1' for Job Mode.

After entering job mode the **Job to execute** screen will appear. It will show a list of your jobs. If you have a job created that you would like to use press the number that corresponds to that job. To see you other options for job mode, press 'P' to go to **Utilities**.

"Execute job" returns you back to the **Job to execute** screen. "Create/Modify job" allows you to create a new job or modify a job you have already created. "Import job from diskette" allows you to import a job from a diskette you made on a PC or one that you have stored on another 600 or on a 2000. "Export job to diskette" allows you to export a job to a diskette you have created on the 600 to use on another 600 or 2000.

Create/Modify job

By pressing '2' from the **Utilities** menu you will enter the **Job to MODIFY/CREATE** menu. This menu looks similar to the **Job to execute** menu. If you want to modify a job you have press the number corresponding to the job you want to modify. If you want to create a new job press a number which corresponds with "<< not currently assigned >>".

1) Name	()
Tags in job	(0)
2) Category	(First Class) (Letters) (Automated)
3) Origin	(01 WHITTIER CA 90605)
4) Routing Tags	(NONE)
5) Act Tags	(NO)
6) Print buffering	(Use Default)
Current default	(NO)
9) Exit WITHOUT saving	
0) Save and exit	

This is the next screen under **Create/Modify job**. If you are modifying a job, the job's name will appear in the parenthesis on the same line as "Name". If this is a new job, press '1' to enter the name of the job.

If at any time you want to leave a menu without the changes being saved press 'NEW'.

The Job Name editor

The **Job Name editor** may appear somewhat confusing at first, but it is really just four simple tables sharing one screen. Three of these tables contain all of the available alphanumeric characters, and the fourth consists of some simple editing commands. In the alphanumeric tables, each character is represented by a unique two-digit code number derived from the row #'s and column #'s of the tables. The code number for each character is **row # : column #**.

0123456789	0123456789	0123456789
0 ABCDEFGHI	1JKLMNOPQRS	2 TUVWXYZ
3 0123456789	4 !#\$%	5 *+,-./_
6 :;<=>? 77) del	88) clear	99) done

Job Name:

Enter Code:

- 1) Begin entering the job name by entering the two-digit code number of the first character, then press ENTER. The first character will appear in the lower left corner of the screen.
- 2) Enter the code # for the next character, followed by ENTER.
- 3) Continue in this manner until the full job name is entered. If you make a mistake, press "77" <ENTER> to delete the last character or press "88" ENTER to clear the entire line.
- 4) When you are finished press "99" ENTER to save the job name and exit from the *Job Name editor*.

"Tags in job" tells you how many tags are in the job you have selected. If this is a new job it will be zero. Otherwise it will be the number of tags that are printed from the job.

Category

"Category" shows the type of mail sortation for the job. The default settings are: First Class, Letters, Automated. To change any of these settings, press '2'. The first menu is a list of possible classes of mail. The second menu gives a list of types based on the class of mail you chose. If at any time you wish to back up to the previous menu, press 'P'. After you make your selection for the type of mail, a list of possible sortations appear based on the class and type of mail you are doing.

Origin

In order to generate the correct destination information, the Barcode Tagger 600 needs to know the ***Post Office of Origin*** (What ZIP code the job is being mailed from). This information is also used to generate a correct Origin Line (third line) on each tag.

Standard Origin Line

The quickest and simplest way to input the Origin information is to choose ***Standard Origin Line*** from the Origin Line menu. You will then be asked to input the ZIP Code of Entry Post Office. Enter the **5 Digit** ZIP code of the post office you are mailing from, then press ENTER.

If an origin ZIP code was entered previously, you can use it by pressing the *hyphen* key instead of entering a new ZIP code.

Next, you will be asked to enter your ***Mailer Code***. The Mailer Code is a two-digit ID number that local post offices assign to certain large-volume mailers (such as utility companies). If you don't have a Mailer Code or don't know if you have one, just press ENTER.

If a Mailer Code has already been entered from a previous job, you can use this number by pressing the hyphen key instead of entering a new number.

With this information an origin line will be printed on each tag containing the Mailer Code (if used) and the City, State and ZIP code of the Post Office of Mailing.

Custom Origin Line

Many mailers prefer to use a *Custom Origin Line*, instead. The text of a Custom Origin Line can be anything you want (such as your Company Name.) Selecting the Custom Origin Line option brings up the ***Custom Origin Line menu***.

Custom Origin

- 1) << No Change >>
- 2) ACME ROCKET SKATE CO. BURBANK CA 91501
- 3) ACME TORNADO SEED CO. BURBANK CA 91501
- 4)
- 5)
- 6)
- 7)
- 8)

Re-loading the most recently selected Custom Origin Line:

- 1) Select “<< no change >>” If you wish to use the same Custom Origin Line that was used in the previous job. Note that the display will now show the previously selected 3 Digit Point of Entry.
- 2) Press the hyphen (-) key to use the previous Point of Entry, or enter a new 3 Digit Point of Entry and press ENTER.

Using a previously saved Custom Origin Line as is:

- 1) Press key #2 - 8 to select a previously saved Custom Origin Line. This launches the *Custom Originator Line editor*. Enter “99” and press ENTER.
- 2) Press the hyphen key to use the displayed Point of Entry, or enter a new 3 Digit Point of Entry and press ENTER.

Clearing (deleting) a previously saved Custom Origin Line:

- 1) Select the Custom Origin Line you want to delete by pressing key #2 - 8. This brings up the *Custom Originator Line editor*.
- 2) Press “88” and ENTER.

Routing Tags

Routing tags allows you to choose between Tray, Sack, Tray Fill In, Sack Fill In or None. Tray labels are printed on 1 15/16 x 3 1/4 inch paper and are formatted as required for mailing trays. Sack Labels are printed on 15/16 x 3 5/16 inch paper and are formatted as required for mail sacks. Fill In tags only prints out the Content and Origin lines. This type of tag is not acceptable for automated mail. If you do not want to print one of these type of tags because you are only doing ACT tags, choose “<< None >>”.

Act Tags

ACT (air contract transportation) tag is a printed tag that bears barcoded information for routing mail containers to be transported by contract air carriers. By pressing ‘5’ you can toggle between “YES” or “NO” for printing ACT tags.

Saving a job

Choose "Save and exit" to save the job. The job will not save if you have not entered a name for it. The **Job to MODIFY/CREATE** screen will appear and your job name should be there. You can now modify or create another job or press 'P' to enter the **Utilities** menu.

Importing & Exporting Jobs

You can import jobs you have made on another machine or from your PC. You can also export jobs you have made on the 600 to a disk to use on another machine. To do either one of these, go to the **Utilities** menu.

To import a job, make sure the diskette is in the floppy drive and press '3'. You will be asked which job you would like to import and then which location on your list of jobs you want this job to be placed (1-9).

To export a job, make sure the diskette is in the floppy drive and press '4'. You will be asked which job on your list of jobs you want to export.

Printing Jobs

Select the job you want to use from the **Job to execute** menu. One of two screens will appear depending on if you have used the job before.

New Job

Tag: _

MXD LONG BEACH CA
FCM LTRS BC WKG
01 WHITTIER CA 90605

907

This is where you enter the ZIP Code of the destination. If you are doing a mixed tag leave this field blank and press ENTER. To print Carrier Route tags enter you 5 Digit ZIP Code and then press the hyphen key. A screen will appear with different options such as Carrier Route and Rural Route. When you make your selection you will return to the tag screen where you will need to enter the route number. After you have the ZIP Code you want entered in, press ENTER. A screen of possible tags to print will appear based on the ZIP Code you entered. If you want to print more than one of this type of tag press the hyphen key to change the quantity. Make your selection of the type of tag you want. The tags should be printed and you will be returned to the tag screen. The format of the tag you just printed will also appear on this screen. Do this for all of the tags you want in this job.

When you are done press NEW and you will be asked if you want to save the job, discard changes or continue current job. To save the job press '1' and the next time you use it you will see the screen for a non-new job appear. For more information on printing different types of tags refer to the On Demand section of this manual.

Non-new Job

```
<JOBNAME> (1 of 4)
P)rev tag                                ENTER) Print this tag
N)ext tag                                 1) Print rest
- ) Quantity = 1                           2) Enter manually
PALATINE IL                                  600
FCM LTRS 3D UPGR
01 WHITTIER CA 90605
```

Once you have loaded in a job file, you can print it out from the *Job Print* screen. The *Job Print* screen may look a bit confusing, but it becomes easy to understand if you think of it as two separate screens combined into one. The *Job Print* screen consists of the **tag** section and the **menu** section.

The menu section

The menu section displays four items of information:

- The name of the job as it was listed on the *Job* menu (“**JOBNAME**”).
- The total number of data entries in the job file “(1 of **4**)”.
- The sequential number of the next tag to be printed “(**1** of 4)”.
- How many of the currently displayed tag are to be printed (“Quantity = **1**”).

```
JOBNAME (1 of 4)
P)rev tag                                ENTER) Print this tag
N)ext tag                                 1) Print rest
- ) Quantity = 1                           2) Enter manually
```

The menu section also provides five functions:

P) rev tag: Press the “P” key to display the previous tag in the job file.

N) ext tag: Press the “N” key to display the next tag in the job file.

ENTER): Press the “ENTER” key to print the currently displayed tag.

1) Print rest: Press the “1” key to print the rest of the job, starting with the currently displayed tag and printing each subsequent tag until the last tag in the job file has been printed.

2) Enter manually: To manually enter and print tags that are not in the job file press ‘2’. This brings up the *Tag* screen. When you are finished manually entering tags, press “P” to return to the *Job Print* screen.

The tag section

The *tag* section displays the next tag to be printed. Initially this is the first tag in the job file.

PALATINE IL	600
FCM LTRS 3D UPGR	
01 WHITTIER CA 90605	

Printing a job as is (without making any changes)

- 1) After the job is loaded and the *Job Print* screen comes up, press '1' to print out the job.
- 2) After all tags have printed, press NEW. This brings up the **Save Changes** menu.
- 3) Select "Discard changes". You will be returned to the **Job to execute** menu.

Adding and deleting tags

Adding tags to the end of a job:

- 1) After the job is loaded, at the *Job Print* screen press "1" to print out the job.
- 2) After all tags have printed, press "2" to manually enter and print additional tags.
- 3) Press "P" to return to the *Job Print* screen.
- 4) Press "NEW"
- 5) If you don't want the manually printed tags to be a permanent part of the job file, select "Discard changes" from the *Save changes* menu. You will be returned to the *Job* menu, and the original version of the job will remain unchanged.
- 6) To make the additions to the job permanent, select "Save job" from the *Save changes* menu. You will be returned to the *Job* menu, and the modified version of the job will replace the original job in the Barcode Tagger 600's memory. The new version of the job will consist of the original tags plus the additional tags added on at the end.
- 7) If you decide to add more tags to the job before quitting, select "Continue current job" from the *Save changes* menu. You will be returned to the *Job Print* screen. Press '2' to manually enter and print additional tags. Go back to step #2.

Adding tags in the middle of a job:

- 1) With the job loaded, at the *Job Print* screen press ENTER to print the first tag.
- 2) Continue to press ENTER until all the tags have been printed up to the point where you want to insert additional tags.
- 3) Press '2' to manually enter and print additional tags.
- 4) Press 'P' to return to the *Job Print* screen.
- 5) Press '1' to print the remainder of the job.
- 6) After all tags have been printed, press NEW.
- 7) From the *Save changes* menu, select "Save Job" to keep the changes, "Discard changes" if you **don't** want the original job file changed, or "Continue current job" to escape back to the *Job Print* menu.

Deleting tags from the middle of a job:

- 1) With the job loaded, at the *Job Print* screen press ENTER to print the first tag.
- 2) Continue to press ENTER until all the tags have been printed up to the point where you want to delete tags.
- 3) Press 'N' repeatedly until you come to the next tag you want to keep.
- 4) Press '1' to print the remainder of the job.
- 5) After all tags have been printed, press NEW.
- 6) From the *Save changes* menu, select "Save Job" to keep the changes, "Discard changes" if you **don't** want the original job file changed, or "Continue current job" to escape back to the *Job Print* menu.

ON DEMAND MODE

On Demand mode allows you to print tags on demand without creating a job. To change to on demand go into **System Functions** from the **Utilities** menu. Select '1' for "Mode" then select '2' for "On demand". You will be sent to the On Demand screen which looks similar to the Create/Modify job screen with a few less options.

1) Print Tags	(First Class)
2) Category	(Letters)
3) Origin	(Automated) (01 WHITTIER CA 90605)
4) Routing Tags	(Tray)
5) Act Tags	(NO)
6) Print buffering	(Use Default)
Current default	(NO)
PREV) Utilities Menu	

For more information on what these settings mean and how to change them refer to Job Mode earlier in this manual. To begin printing On Demand tags press '1' from this menu. This will take you to the tag screen.

Tag screen

At the **Tag** prompt, ZIP code data is inputted to the Barcode Tagger 600 in one of four slightly different ways, depending on what kind of tag is needed:

1. Carrier-route tag (entire tray or sack is one carrier-route)
2. 5 Digit tag
3. 3 Digit tag
4. Mixed ADC / Mixed AADC, repeat last tag, print blank tag

An essential point to bear in mind is that the Barcode Tagger 600 figures out the correct destination ZIP codes and label information for you. ***Do not enter what you think the ZIP code on the tag should be!*** Instead, enter the 3 or 5 Digit ZIP code of a mailing piece that would go in the 3 Digit, 5 Digit or carrier-route tray or sack. For Mixed ADC or Mixed AADC tags, press ENTER without entering a ZIP code first.

Individual carrier-route tags (entire sack or tray is the same carrier-route)

- 1) Enter a **valid** 5 Digit ZIP code that might be on a mailing piece in that tray or sack, then press the hyphen (-) key. This brings up the **route delivery type** menu.

- 1) Carrier Route
- 2) Rural Route
- 3) Highway Contract Route
- 4) Post Office Box Sections
- 5) General Delivery Units

- 2) Select the route delivery type. The Tag screen will re-appear, displaying the 5 Digit ZIP code and the route delivery type.

Tag: 92621-C_

STD LTRS NON OCR WKG
01 WHITTIER CA 90605

- 3) Input the 1, 2 or 3 Digit route number, then press ENTER. This brings up the **Sortation Level** menu.

- 1) Basic Carrier Route
- 2) High Density Walk Sequence
- 3) Saturation Walk Sequence
- > Quantity = 1

- 4) If you only need one tag, select the **route sequence type** from the menu, and the tag will be printed.(Note: High Density and Saturation walk sequences are non-automated only)

- 5) If you need more than one tag, press the hyphen key, then input the number of tags to print, followed by ENTER. You will be returned back to the *route sequence type* menu screen. Now select the route sequence type from the menu, and the tag will be printed.

Tag:_

BREA CA	92621
STD LTRS ECRWSH C023	
01 WHITTIER CA 90605	

5 Digit tags

- 1) Enter a **valid** 5 Digit ZIP code that might be on a mailing piece in that tray or sack, then press ENTER. This brings up the **5 Digit sortation type** menu.

- 1) 5 Digit
- 2) 5 Digit / scheme

- 5) 5 Digit carrier routes
-) Quantity = 1

- 2) If you only need one tag, select the *5 Digit sortation type* from the menu, and the tag will be printed.
3) If you need more than one tag, press the hyphen key, then input the number of tags to print, followed by ENTER. You will be returned back to the *5 Digit sortation type* menu screen. Now select the sortation type from the menu, and the specified number of tags will be printed.

3 Digit tags

- 1) Enter the first three digits of a **valid** ZIP code that might be on a mailing piece in that tray or sack, then press ENTER. This will bring up the **3 Digit sortation type** menu.

- 1) 3 Digit
- 2) 3 Digit Scheme
- 3) AACD

- 5) 3 Digit Carrier Routes
-) Quantity = 1

- 2) If you only need one tag, select the *3 Digit sortation type* from the menu, and the tag will be printed.
3) If you need more than one tag, press the hyphen key, then input the number of tags to print, followed by ENTER. You will be returned back to the *3 Digit sortation type* menu screen. Now select the sortation type from the menu, and the specified number of tags will be printed.

Mixed ADC tags / Mixed AADC tags

- 1) Without entering a ZIP code, simply press ENTER to access the **ENTER** menu.
- 2) If you only need one tag, select the appropriate tag from the menu, and the tag will be printed.
- 3) If you need more than one tag, press the hyphen key, then input the number of tags to print, followed by ENTER. You will be returned back to the **ENTER** menu screen. Now select the appropriate tag from the menu, and the specified number of tags will be printed.

Blank tags

- 1) Without entering a ZIP code, press ENTER to bring up the **ENTER** menu.
- 2) If you only need one tag, select **Blank** from the menu, and a blank tag will be ejected.
- 3) If you need more than one blank tag, press the hyphen key, then input the number of blank tags you want, followed by ENTER. You will be returned back to the **ENTER** menu screen. Now select **Blank** from the menu, and the specified number of blank tags will be ejected.

Repeat previous tag

- 1) Without entering a ZIP code, press ENTER to bring up the **ENTER** menu.
- 2) To make one tag that is identical to the tag just printed, select **Repeat** from the **ENTER** menu.
- 3) To make several tags that are identical to the tag just printed, press the hyphen key, then input the number of tags you want (up to 1,000), followed by ENTER. You will be returned back to the **ENTER** menu screen. Now select **Repeat** from the menu, and the specified number of tags will be printed.

ACT ONLY MODE

Act Only mode is used if you only want to print ACT tags. To enter ACT Only mode select **System Functions** from the **Utilities** menu. Press '1' for "Mode". Press '3' for "ACT Only".

ACT Utilities

- | | |
|---------------------|---------------|
| 1) Print ACT Tags | |
| 2) Class | (First Class) |
| 3) Barcode Format | (Ignore) |
| 0) System Functions | |
| 0) Update System | |

Class is the class of mail you're doing. The different options are First Class, Priority and Express. To change the class that is selected, press '2'.

Barcode Format

Barcode Format is how to interpret the barcode. It can be a choice of Ignore or dates where the format changed such as January 97. Ignore uses the class of mail that was entered from the keypad regardless of what the barcode says the class is. If you picked one of the dates it uses the CIN in the barcode to determine class according to the CIN codes defined as of the date selected.

Print ACT Tags

Once your settings are correct press '1' to print ACT tags. You can either enter the 3 Digit ZIP Code or use a scanner to read a ZIP Code off a tag.

RAW DATA MODE

Tags can be printed directly from data sent from another computer via Serial Data Link. Tags are printed in real time from raw tag format and ZIP code information downloaded from a host computer in TDS (Tagger Data Stream) format. Refer to Appendix B for more information about TDS format.

To download and print tags via Serial Data Link and Tagger Data Stream:

- 1) Make sure the Serial Data Link cable is connected between the Barcode Tagger 600 and the host computer.
- 2) Go into **System Functions** from the **Utilities** menu.
- 3) Select "Mode" by pressing '1', then "Raw Data" by pressing '4'. This brings up the **Raw Data Utilities** menu.

Raw Data Utilities

- | | |
|---------------------------|--------|
| 1) Enter Serial Data Mode | |
| 2) Print WMP Raw Tagfile | |
| 3) Routing Tag Format | (NONE) |
| 4) Act Tags | (NO) |
| 9) System Functions | |
| 0) Update System | |

- 4) Select the Routing Tag Format & If you want to print Act Tags. This information can also be sent through the serial data stream.
- 5) From the host computer, initiate data transfer. The Barcode Tagger 600 will begin processing the data and generating the correct tags. During this time the message "*Processing serial input. Press NEW to exit.*" will be displayed. Once data transfer is initiated, no file control or modification is possible from the Barcode Tagger 600 except to **exit**.
- 6) After all tags have been printed, or to interrupt tag printing, press "NEW" to display the **Confirm exit** men

FILE FORMAT CONVERSION

Tag files can be translated from other software to be printed through the Barcode Tagger 600. Tags are translated to WMP Raw tag format in a host computer and then printed from the Raw Data Utilities on the Barcode Tagger 600.

To download and print tags for Group1 software

- 1) Generate a .BAR file from GROUP1 software .
- 2) From a DOS prompt, translate .BAR file to Raw tag format.

For example: if the file created from GROUP1 is named job1.BAR

then the command line would be:

tagcnvt job1 job1.tag /fi:group1

- 3) Transfer .tag file to a 3½ inch floppy and put disk into the Barcode Tagger 600.
- 4) Go into **System Functions** from the **Utilities** menu.
- 5) Select “Mode” by pressing ‘1’, then “Raw Data” by pressing ‘4’. This brings up the **Raw Data Utilities** menu.
- 6) Select **Print WMP Raw Tagfile** from Raw Data Utilities

Appendix 'A'

Tagger Job File Programming Format

The Tagger Job File (TJF) and Tagger Data Stream (TDS) are the standard protocols for transferring data between a host computer system to a Tagger/600 control unit.

TJF Overview

TJF files are created either by a host computer or by the Barcode Tagger 600 and stored on IBM formatted 3-1/2" floppy diskettes. The files can be loaded into the Tagger /600 at a later date for tag printing, either as a batch or one-at-a-time as needed. When the tags are printed as needed the operator can add or delete tags as needed while a job is being processed.

Command Format and Syntax

TJF files are ASCII text files. They may be created by any means from a simple text editor to custom programming. The Barcode Tagger 600 interprets each line of the file terminated with a CR/LF as a command.

TJF files may contain comments preceded with a pound (#) sign. Improperly formatted commands are ignored. Improper or impossible tag request will cause the printing of an error message tag (not usable as a USPS tag) stating the error detected.

Examples of TJF files are included in this section.

Tip: If you have trouble de-bugging your TJF files, create a new job using the Barcode Tagger 600 keypad as a sample. Save it, export it to diskette, and then load it into your DOS text editor to examine.

TJF file sections

The TJF file is broken into three sections. Each section is terminated by a line containing one or more equal signs (=).

The first section identifies the file as a job file and the name of the job. The first line must read "WMP Tagger Job File Format July97" terminated by a CR/LF. The second line contains the name of the job file. The name may be as long as 40 characters, and is terminated by a CR/LF. The third line consists of one or more equal signs terminated by a CR/LF, and ends the first section.

The second section pre-programs the Barcode Tagger 600 for the type of job to be printed. Seven parameters must be set in this section. Each parameter must be set on a separate line terminated by a CR/LF. The exact order of the parameters is not important. Each parameters is set by a command line formatted as follows:

parameter = setting CR/LF. The number of spaces between the parameter, equal sign and setting are not important.

The following parameters must be set in the second section of the TJF:

Format	=	Tray Tray w/Extra 39 Tray w/Extra Text Sack Tray Fill In Sack Fill In
Tag Printer	=	Yes No
Act Printer	=	Yes No
Origin Line	=	<i>text (user created custom origin text) <Standard> (for standard origin line)</i>
Point of Entry	=	<i>### (3 digit for custom origin) ##### (5 digit for <Standard>)</i>
Mailer Code	=	<i>(1 to 10 digits) Ignored if Origin not <Standard></i>
Category	=	<i>@##### (one alpha character class code, two digit process category, two digit sortation code. (See Appendix C)</i>

The second section is terminated by one or more equal signs terminated with a CR/LF.

The third section of the TJF file is the Tag section. This is where the individual tags are requested. This section is currently limited to 1000 entries. Each line contains 3 to 5 fields delimited by a comma. The format of each line is: Subtype, ZIP, Quantity, optional tray data type, optional tray data text. Spaces are ignored.

subtype	Three digit subtype code. The first digit is the length of ZIP (0,3,5 or 9).
ZIP	The number of digits of ZIP that will be looked at is based on the first digit of subtype. When ZIP length is 0, no lookup is required. ZIP length of 3 looks up a three digit ZIP. 5 is a five-digit ZIP, and 9 is a five-digit ZIP code plus a <i>route type</i> (C for carrier route, R for rural route, etc), and a three-digit <i>route number</i> . Route numbers may be padded with leading zeros.
Quantity	Number of labels to be printed, up to 999.
optional tray data text	literal text to be printed.

TJF Sample one:

```
WMP Tagger Job File Format July97
Lightblue Smuff
=====
# no comments may appear before this point
# the top three lines of the file identify it
# as a job file and the name of the job
#
Format      = Tray
Tag Printer = Yes
# Format = {Tray, Tray Fill In, Sack, Sack Fill In }
# Printer = {Yes, No }
#
Act Printer = Yes
# designates this as an ACT job
# optional
#
Origin Line = Whittier Mailing Service
# text or "<Standard>"
# required
#
Point of Entry = 906
# ##### if Origin line is <Standard>, otherwise #####
# required
#
Mailer Code =
# text
# optional, ignored if Origin Line is not <Standard>
#
Category     = A0101
# @####, must be a valid category consisting of a single letter
# class code, a two digit process category code, and a two digit
# sortation code
# required
=====
# <subtype>, <ZIP>, <quantity>
# <subtype> consists of a single digit number describing the length
# of <ZIP> followed by a two digit tray type code, optionally
# followed by one more digit to indicate the specific choice of
# address where there are choices, such as APO or APO/FPO.
# the number of digits of <ZIP> that will be looked at is
# based on <subtype>, extra digits on the end MUST be zeros
# and will be ignored. For example, 90600 and 4350000 are
# valid 3 Digit ZIP codes.
# this list currently limited to 1000 entries
004, 0,      1
333, 342,    1
550, 90632,  1
333, 982,    2
333, 966,    1
=====
```

TJF Sample two:

```
WMP Tagger Job File Format July97  
STDA/LTRS/ECR
```

```
=====  
Format      = Tray  
Tag Printer = Yes  
Act Printer = No  
Origin Line = <Standard>  
Point of Entry = 90605  
Mailer Code   =  
Category      = C0101
```

```
=====  
962, 90502B023, 1  
561, 90605,    1  
561, 23421,    1  
561, 23423,    3
```

TJF Sample three:

```
WMP Tagger Job File Format July97  
ACT
```

```
=====  
Format      = Tray  
Tag Printer = Yes  
Act Printer = Yes  
Origin Line = <Standard>  
Point of Entry = 90605  
Mailer Code   =  
Category      = C0102
```

```
=====  
334, 234,    1  
550, 00000,   1  
334, 234,    1
```

Appendix ‘B’

Tagger Data Stream Programming Format

TDS Overview

TDS sets a standard for transferring data via RS-232 serial data link directly to the Barcode Tagger 600, similar to sending data to a printer. TDS simplifies and formats the data into a command set that ‘tells’ the Barcode Tagger 600 how the host sorted the data and grouped it into sack or trays. The Barcode Tagger 600 then looks up all the necessary data, formats the data according to USPS standards and prints the tag(s) in real time.

The TDS standard defines a data stream feed to the Tagger/600. This standard breaks down into two specific standards: the hardware connection and the data structure necessary for communicating with the Barcode Tagger 600.

Hardware Standard

The Barcode Tagger 600 communicates with a host PC through a 9 pin PC/AT serial port with a null modem cable. Null modem cables are commonly available as “LapLink” cables that have both 9 and 25 pin RS-232 connectors on each end of the cable. The communication settings for the host RS-232 port are ASCII, 9600 BPS, 8 bits, no parity, 1 stop bit, xon-xoff flow control.

Software Standard

TDS consists of a command group of characters transmitted to the Tagger/600 and a response acknowledgment transmitted from the Tagger/600 to the host. Each command begins with an open bracket '[' and ends with a closed bracket ']'. Characters transmitted outside brackets are ignored.

After a command is sent to the Tagger/600 a response is transmitted back to the host. The response is a verbose string describing the state of the command. ‘Command Valid’ transmitted from the Tagger/600 to the host indicates that the command was correctly formatted and will be executed immediately. Other responses (i.e., ‘Command Invalid’, ‘Printer failure’, etc.) indicate that no tag will be printed. Subsequent to any response the Tagger/600 is ready for the next command.

Command Structure:

Unlike some portions of the TJF Standard, the order of parameters within a TDS command is critical. Each parameter of the command is separated by commas.

Format of the TDS command string:

Use Print Tag format if you want the Barcode Tagger 600 to figure out the information to print on the tag.

[Print Tag,July97,<Origin_Text>,<Origin_ZIP>,<Category_string>,<Subtype_string>,<Tag_ZIP>,<Tag_qty>,<Optional_data_text>]

TDS command strings

Origin_Text	Exact text of origin line (upper case)
Origin_ZIP	### - three digit point of origin
Catagory_string	@##### - single letter category code, two digit process code, two digit sortation code (see Appendix C)
Subtype_string	### - three digit subtype code (see Appendix C)
Tag_ZIP	The number of digits of ZIP that will be looked at is based on the first digit of <i>subtype</i> . When ZIP length is 0, no lookup is required. ZIP length of 3 looks up a three digit ZIP. 5 is a five-digit ZIP, and 9 is a five-digit ZIP code plus a <i>route type</i> (C for carrier route, R for rural route, etc), and a three-digit <i>route number</i> . Route numbers may be padded with leading zeros.
Tag_qty	Number of tags to be printed
Optional_data_text	Actual text to be printed in Optional data area on tray tag, eight characters (will be padded with trailing spaces if needed).

If you want to send specific information to the Barcode Tagger 600 of what is to be printed on the tag or to specify certain settings use the following commands:

[Format Tag,<format>
format in one of:
Tray
Tray Fill In
Sack
Sack Fill In
None

[Format Act,<format>
format is one of:
None
Standard

[Clear Buffer]

[Set,<field>,<value>]
field is one of:
ActAirport (3 letter airport code)
ActBarcode (8 character)
ActClass (1 character)
Barcode (8 or 10 digit)
CityState
Contents
Extra
Extra39
Origin
Zebra (logical, 1 or 0)
Zipcode(3 or 5 digits)
Ziptag Right adjusted portion of the content line

[Print Buffer [,<quantity>]]

Appendix 'C'

Class, Type, Sortation, Subtype codes

CLASS	SUBTYPE
A First Class	000 Fill-In
B Periodicals	002 Mixed AADC
C Standard	004 Mixed ADC
D Package Services	010 Mixed BMC
F News	012 Mixed AADC at BMC
	014 Mixed ADC at BMC
TYPE	320 3-Digit
01 Letters	321 3-Digit / 3-Digit Scheme
03 Flats	330 SCF
04 Machinable	333 ADC
05 Irregular	334 AADC
07 Commingled Irregular	338 Destination ASF
08 Parcels	339 Destination BMC
13 Drop Shipment	366 3-Digit Carrier Routes
SORTATION	550 5-Digit
01 Nonautomated	555 5-Digit Mach and Irreg
02 Automated	556 5-Digit Scheme
03 Regular	561 5-Digit Carrier Routes
14 DBMC Rate	567 5-Digit Scheme Carrier Routes
15 Bound Printed Matter	568 Merged 5-Digit
16 Media Mail	569 Merged 5-Digit Scheme
17 Machinable	960 Carrier Route
18 Presorted	962 Basic Carrier Route
20 Priority Drop Shipment	963 High Density Walk Sequence
21 Manual	964 Saturation Walk Sequence
22 Express Drop Shipment	
23 Merged	
24 Barcoded	

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.