888 872 9824 ™

WHITTIER
MAILING PRODUCTS

Whittier Mailing Products

BT-700

Barcode Tagger® 700 Control Unit
USER'S GUIDE

Introduction

Congratulations, you now have the latest in mail equipment technology. The Barcode Tagger® 700 is a revolutionary approach to solving your barcode tagging needs. The Barcode Tagger® 700 builds upon the legendary Barcode Tagger® 610, world famous for it's On-Demand capabilities. Now with Network capabilities built into each and everyone of the Barcode Tagger® 700 Systems, you have the choice to create tags through a downloaded data stream or in an On-demand basis. You control how you use this powerful tool.

As with all Tagger® computers, the Barcode Tagger® 700 is built around the rugged Tagger® Engine.

Using a 3-Digit or 5-Digit ZIP Code as input, the Barcode Tagger® references the United States 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 barcode and other information, is formatted for the correct text size, graphic image position, etc. as specified by the USPS *Domestic Mail Manual* (DMM) and Postal Bulletins. This includes information on all tray, sack, and ACT tag formats defined in the DMM. Note that the most recent Postal Bulletin which is included in your Barcode Tagger® can be viewed by pressing the **[HELP]** key while in the utility menu of any of the Barcode Tagger® 700's four operating modes. Printer output on WMP tag stock is produced to exact DMM specifications.

FEATURES OF TAGGER® 700

- ◆ ◆ Prints accurate tray and sack tags instantly for every class and category of domestic mail, for every ZIP code in the United States

- ◆ ◆ Fast data lookup

- ◆ ◆ Manual mode for "On Demand" tag printing using keypad input

- ◆ ◆ Data updates via floppy disk through the 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

- ◆ ◆ Instant tag repeat

- ◆ ◆ Supports multiple printers to eliminate switching tag stock for different mail classifications, or between sack and tray tags

♦ ♦ Creates, prints, and saves groups of tags as batch jobs

♦ ♦ Internally stores up to nine jobs that are always available

♦ ♦ Unlimited job storage on 3 ½-inch floppy disks

♦ ♦ Prints ACT tags alone or simultaneously with tray or sack tags

♦ ♦ Supports laser barcode scanner to create ACT tags from the barcode on an existing tray or sack tag

♦ ♦ Select Data Source

Plus Networkability

♦ ♦ Entire jobs can be created on another computer and transferred to the Tagger® 700 by floppy disk or by FTP for printing

♦ ♦ Prints tags from Mail.dat and BCC some Group1, Postalsoft, and DataTech files

♦ ♦ Import tag files from floppy disk or by FTP

ADDITIONAL NETWORKABILITY IN DEVELOPMENT

THE BASICS

Protocol: Throughout this guide, reference to specific keys on the Barcode Tagger® 700 keypad will be bolded and enclosed in brackets (**[ ]**). Example: **[PREV]** refers to the key labeled 'PREV'. Menu names will be in Italics. Example: *Systems Functions* menu.

Shutting Down: The Barcode Tagger® 700 is not fussy about when you turn it off. However, do not shut down while the Tagger® is loading software.

Modes: The Barcode Tagger® 700 operates in four modes: **ON DEMAND**, **JOB**, **ACT ONLY** and **RAW DATA**. Each mode has its own utility menu(s) and capabilities. Modes are changed from the *System Functions* menu. When you turn the Barcode Tagger® off, it remembers what mode it was last using and will return you to the utility menu of that mode when it is powered up again. A new system starts in the **ON DEMAND** mode.

Key Uses :
[PREV] =used as a "back up" key. You can almost always "back out" of a menu to the previous menu by pressing the **[PREV]** key. (PC users could think of this as the "Escape"

key.) If the **[PREV]** key doesn't get you where you need to go, you may need to change modes. Mode changes are always changed from the *Systems Functions* menu. The *Systems Functions* menu can be reached from any mode's main utility menu.

[HELP] = A help screen is available if the word 'HELP' appears in the upper right corner of the window. The Serial number, Revision, License Level, Software Version, CityState File, Postal Bulletin, Current Date, Available Memory are all found at the Help window of the main On-Demand menu.
[NEW] = Usually goes to the top window of the current mode
[DEL] = Delete last character, in a data entry window
[ENTER] = Accept current value, in a data entry window

[-] = Sometimes used to enter a separator, punctuation mark or period

Installing the Barcode Tagger® 700

UNPACKING AND INSPECTION

Carefully remove all items from the shipping carton. *Save the rigid packing foams and outside shipping carton.* If your Barcode Tagger® 700 ever requires service, you will be asked to ship the unit to Whittier Mailing Products *in the original packaging.* Inspect the contents of the box. If any items are missing or damaged, notify Whittier Mailing Products at once. Call at (562) 464-3000 or FAX to (562) 464-3007.

Barcode Tagger® 700 Packing List

> One (1) Barcode Tagger® 700 control unit
>
> One (1) AC power adapter and cord
>
> One (1) Barcode Tagger® 700 User's Manual (this manual)

INSTALLING THE CABLES

1. 1.   Remove the Barcode Tagger® 700 control unit and AC power cord.

2. 2.   The power supply consists of a 5-volt wall mount AC adapter and cord with a single pin connector. Insert the power connector into the round socket on the back of the Barcode Tagger® 700 computer.

3. 3.   Plug the AC power cord into a grounded AC power socket. Although the computer and the printer each have their own power switches, it is preferable to use a power strip with its own power switch so that both elements can be turned on and off simultaneously.

4. 4.   Attach the serial data link cable from the printer to the 9-pin serial connector on the back of the computer marked "COM1", locking it down with the two finger screws.

5. 5.   Any other device, such as a handheld laser scanner, can be connected to either serial port on the Tagger and then configured from the *Device Settings* menu, which can be reached from the *System Functions* menu.

INSTALLING THE PRINTER

Refer to the instructions in the LT7 User's Guide included with the printer for printer installation details.   Prior to using the Barcode Tagger® 700, make sure the printer has tag stock properly loaded, the power is on, the printer data cable is connecting the Barcode Tagger® 700 and the printer, and the printer is on line.

Operation

STARTUP MENUS

When all the cables are attached, turn on the Barcode Tagger® 700's power switch. After a few moments the *Whittier Mailing Products* copyright screen appears. After approximately 15 seconds a verification screen appears. If you need to register, the screen will indicate the number of days left to register, and you can then press **[ENTER]** to continue. Finally, the main menu for the last mode *(On Demand, Job, Act Only or Raw Data)* the system was using before it was powered down appears.

```
                                                            HELP
 On Demand


   1) Print Tags
   2) Category                                    (First Class)
                                                      (Letters)
                                                    (Automated)
   3) Origin                          (01 WHITTIER CA 90605)
   4) Routing Tags                                      (Tray)
   5) Tray Tag Options
   6) Act Tags                                           (NO)
   7) Print buffering                                    (NO)
   8) Data Source                   (CityState 04/01/02)



 PREV) Utilities Menu
```

The *On Demand* menu is the primary menu for **ON DEMAND** mode. Press **[PREV]** to reach the On *Demand Utilities* menu.
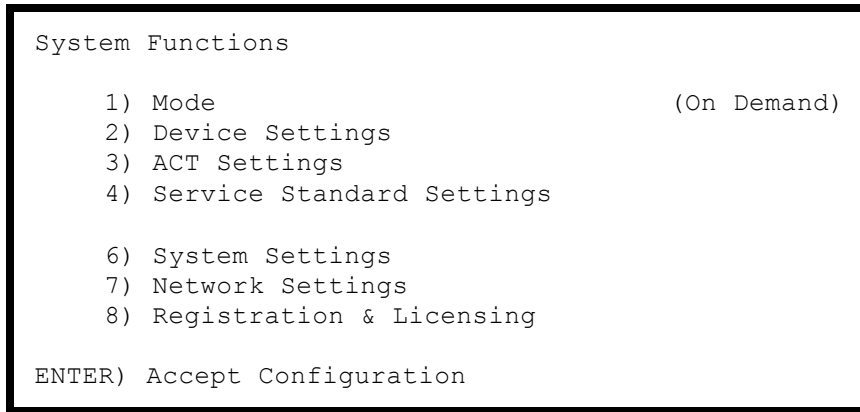
```
 On Demand Utilities

  1) Print Tags

  9) System Functions
  0) Update System
```
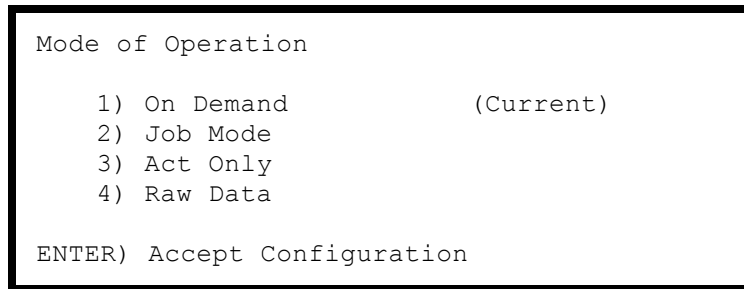
The *Systems Functions* menu can be reached by pressing **[9]** from all of the mode utility menus. Depending on the mode, utility options vary. However, there will always be two options: System Functions and Update System.

System Functions

From the *System Functions* menu you can change modes, change your device or system settings, edit the ACT or Service Standard table, and check your registration and licensing.

```
System Functions

    1) Mode                          (On Demand)
    2) Device Settings
    3) ACT Settings
    4) Service Standard Settings

    6) System Settings
    7) Network Settings
    8) Registration & Licensing

ENTER) Accept Configuration
```

Mode

```
Mode of Operation

    1) On Demand            (Current)
    2) Job Mode
    3) Act Only
    4) Raw Data

ENTER) Accept Configuration
```

Modes determine what your Barcode Tagger® 700 can do and how it functions. Press **[1]** from the *System Functions* menu to see and/or change your current mode setting.

The four available modes are:

1. 1. **ON DEMAND**
2. 2. **JOB**
3. 3. **ACT ONLY**
4. 4. **RAW DATA**

ON DEMAND mode is used to print tags, as needed, without first creating a job specification. **JOB** mode is for creating, editing, or printing jobs. **ACT ONLY** handles ACT tags only. **RAW DATA** is used to read and print tag information created on another computer. **When you change modes, the available options change according to the activities and capabilities that relate to the selected mode**.

Device Settings

The *Device Settings* menu is where all of the devices that could be connected to your Barcode Tagger® 700 are configured. Specifically, printers, printer paper/tags, and scanners can be configured from this menu. Enter the *Device Settings* menu by choosing **[2]** from the *System Functions* menu.

```
Device Settings

1) Tray          Eltron 2742, LT7  198   COM1
2) Sack          Eltron 2742, LT7  095   COM1
3) PinkTray      Eltron 2742, LT7 198P   COM1
4) PinkSack      Eltron 2742, LT7 095P   COM1
5) ACT           Eltron 2742, LT7  LT5   COM2

7) Scanner              Symbol LS         COM1


ENTER) Accept Configuration

  COM1 may be Labeled THERMAL PRINTER
  COM2 may be Labeled SCANNER/MODEM
```

On the left side of the screen is a list of every device that can be connected to your Barcode Tagger® 700. The second column from the left contains the device/driver currently selected for each function. The third column over (only on choices 1-5) is the type of paper/tag you are using for the printer (for example, 198, 095). The rightmost column displays the port to which the device connects. To change any of these settings, press the number that corresponds to the equipment you want to change.

Below is an example of a sub-menu for Device Settings for the Pink Tray Printer.

```
Pink Tray Printer

   1) Driver                  (Eltron 2642, LT5)
   2) Media Type                         (198P)
   3) Port                               (COM1)


ENTER) Accept Configuration
```

The sub-menu that appears after you choose from the *Device Settings* menu provides two or three choices. If you selected a printer, there will be three choices: the driver, the port, and the media type. You can see on the sub-menu the current selections for each of the options. The driver is the name of the device/appropriate driver. Port is the area on the back of the Barcode Tagger® 700 to which the device is connected. Media type is the paper and only appears in printer settings.

```
Pink Tray Printer Media

   1) 198          (Current)
   2) 198P
   3) 298



ENTER) Accept Configuration
```

To change any of the settings, press the number that corresponds to your choice. On the screen you will see a list of possible choices. One of the options says "Current", indicating the one that is currently selected. Once you make your selection you will be returned to the previous screen. You can either make additional 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® 700 tells you that it cannot find your printer, you have probably selected the wrong port. *Device Settings* is the menu for changing port settings.

ACT Settings

The ACT Settings option provides the ability to print, edit, and import or export the ACT table. Press **[3]** from the *Systems Functions* menu to access the *ACT Settings* menu.

```
ACT Settings

   1) Edit ACT Table
   2) Print ACT Table

   4) Import ACT Table
   5) Export ACT Table

ENTER) Accept Configuration
```

If you want to print the ACT table, press **[2]**. If you have an assigned and attached ACT printer, the table will print. (Note: If you do not have an ACT printer assigned and connected, you will receive an error message. Press **[PREV]** to return to the previous menu.) Press **[1]** to edit the ACT table—further instructions are provided below. Key **[4]**

allows you to import an ACT table from a diskette. Key **[5]** is an option to export an ACT table to a diskette. This is especially useful if your operation has more than one Barcode Tagger®. Using the export function, ACT tables can be edited once and shared by all of your Taggers. Hitting **[ENTER]** accepts the present settings and returns you to the *System Functions* menu.

Editing the ACT Table

Edit the ACT table by pressing **[1]** 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  BOS  BOS  BOS  BOS  BOS  BOS  BOS  BOS  BOS
 030    BOS  BOS  BOS  BOS  BOS  BOS  BOS  BOS  BOS  BOS
 040    BOS  BOS  BOS  BOS  BOS  BOS  BOS  BOS  BOS  BOS
 050    BOS  BOS  BOS  BOS  BOS  BOS  BOS  BOS  BOS  BOS
 060    BDL  BDL  BDL  BDL  BDL  BDL  BDL  BDL  LGA  LGA
 070    EWR  EWR  EWR  EWR  EWR  EWR  EWR  EWR  EWR  EWR
 080    PHL  PHL  PHL  PHL  PHL  PHL  PHL  PHL  EWR  EWR
 090    JFK  JFK  JFK  JFK  JFK  JFK  JFK  JFK  JFK  XXX


 Assign Zips to: XXX
                                     N) Edit airport
 ZIP to View: _                      -) to assign
```

The column on the far left contains the first two digits of the 3-Digit ZIP Codes. Along the top of the table is the third digit of the 3-Digit ZIP Code. For example: By looking across at row 020 and down from column 6, you see the airport for ZIP Code 026, which is 'BOS'.

To view a different ZIP Code area, enter the 3 Digits in the "Zip to View" field and press **[ENTER]**. Above, in the "Assign Zips to:" field, the three-letter abbreviation for the current, active airport appears. The viewable section of the ACT table changes to coincide with the ZIP Code you entered. An assignment of XXX in the Airport field means that that ZIP Code is not currently assigned to any airport.

Switching between View and Assign mode: the bottom left corner tells you which mode you are in. In View mode it says "ZIP to View". In Assign mode it says "Zip to ASSIGN". Press the hyphen option **[-]** to switch between View and Assign mode.

To change an entry in the ACT table

1. 1.   Set the "Airport" field to the airport to which you will be assigning ZIP Codes. There are two ways to set the "Airport" field:

    A. A.   If the airport already appears in the table, it can be placed into the "Airport" field by entering one of the ZIP Codes assigned to it at the "Zip to view" prompt.

    B. B.   To set a new airport from the Airport Edit screen:

        1. 1.   Press **[NEXT]** to select the Edit Airport option. You will then see the Airport Edit screen, as shown below, with the current airport shown in the middle of the screen.

```
   1:1.?!,:;    2:2ABC      3:3DEF
   4:4GHI       5:5JKL      6:6MNO
   7:7PQRS      8:8TUV      9:9WXYZ
   0:0 "%$#_    -:+-*/=<>

Airport
BOS_



Repeat key press to select the next
character in the group.

Use Prev/Next to move within the text,
New to insert, Del to delete. Press
ENTER once to accept the character and
again to exit.
```

        2. 2.   Follow the editing directions on the screen. Numbers 0 through 9 and the hyphen each represent a character group. For example, press **[1]** once to type a '1' or hit it again to type a period. Repeatedly pressing the key switches between the characters in the character group. Note that pressing **[0]** twice gives you a blank space, and that **[PREV]** and **[NEXT]** moves the cursor left and right. Press **[ENTER]** once to accept a character and move to the next character.

        3. 3.   After you have finished entering the airport code, press **[ENTER]** twice to accept it and return to the ACT Editor screen.

2. From the "Zip to ASSIGN" prompt, enter the ZIP Code you are assigning to this airport, and press **[ENTER]**. This assigns the ZIP Code to the airport in the "Airport" field and adjusts the screen so that it appears in the top line of the table. If you see the "Zip to view" prompt, you must first switch to the "Zip to ASSIGN" prompt by pressing the hyphen key.

Service Standard Settings

The service standard prints the expected day of arrival at a facility on the lower section of the tray tag, and its only used by USPS facilities in sending mail to another facility.

Press **[4]** from the *System Functions* menu to edit the Service Standard Settings. The service standard table is similar to editing the Act table.

```
Service Standard Settings

    1) Edit Table
    2) Initialize Table

    4) Import Table
    5) Export Table

ENTER) Accept Configuration
```

Date, Time

To set or change the date and time of your Tagger 700, press **[6]** from the *System Functions* menu. Press **[1]** from the sub-menu to change the date and time. The following screen will appear.

```
         Set Date/Time

         Date: 050102
         Time: 14:40:39


Year: 1970-          2037
Time: 00:00:00 - 23:59:59
```

A blinking cursor appears under the first digit of the date. Enter a new date using two digits for the month, two digits for the day, and two digits for the year. The date must fall between the range shown at the bottom of the screen. For example, to enter the date of May 1, 2002, you would type 050102. If the date is acceptable, press **[ENTER]** to move the cursor to the Time field. Notice that the date automatically reformats itself as it will appear on a printed tag so that you can check that this is the correct date.

For the Time field, enter the correct time using two digits for the hour, two digits for the minute, and two digits for the second. Enter the hour according to the 24-hour format. For example, 2:40 PM would be entered as 144000.

If you need to go back to change the date while on this screen, simply hit **[NEXT]** to toggle between editing the date or time. When finished, press **[ENTER]** to return to the *System Settings* menu. Press **[ENTER]** again to return to the *System Functions* menu.

Security Level

To set or change the security level of your Tagger 700, press **[6]** from the *System Functions* menu. Press **[2]** from the sub-menu to change the date and time. The following screen will appear.

```
Security Level

1) None                          (Current)
2) System
3) Option
4) High

ENTER) Accept Configuration
```

Select one of the following:

1) None – No security
2) System – Password required for System Functions only
3) Option – Password required for System Functions, Routing Tags, Tray Tag Options, Act Tags
4) High - Password required for System Functions, Routing Tags, Tray Tag Options, Act Tags and Category

Press **[ENTER]**, then create and/or enter 4 digit password

Registration and Licensing

When you turn on your Barcode Tagger® 700 for the first time, you will need to register it from the *Systems Functions* menu. Press **[8]** for "8) Registration & Licensing" and follow the screen directions to register your unit.

```
Register

This system must be registered; call Whittier Mailing
Products 888-TRAYTAG and you will be given a
registration code.

Registration code: _

Release number:  <installed software release>
Serial No.: <the unit's serial number>
```

Update System

The ability to keep abreast of the latest labeling changes published by the US Postal Service is absolutely essential to producing accurate tray and sack routing tags. Whittier Mailing Product's update subscriptions ensure the accuracy of tags produced by the Barcode Tagger® 700. Subscribers can choose between receiving monthly updates on floppy diskettes received through the mail, or you can just create your own update diskette from WMP's Web site at *http://www.traytag.com*. Current updates are available 24 hours a day through the WMP Web site.

Update Procedures

All system updates begin by selecting "**[0]** Update System" from any mode's utility menu.

```
                                    HELP
Update System

1) Update from diskette
```

```
4) Create update diskette
```

Updating from diskette

From the *Update System* menu, select "**[1]** Update from diskette". The screen displays the message, "Locate update on diskette . . . done". When the update program has been identified and begins loading, the display shows the message, "Loading *nnnn-nnn (*the version #) . . ."

After the new update has been loaded (approx. one minute), the screen displays the message, "Restarting system", and about one second later there are several *beeps*. About 10 seconds later the copyright screen appears, and the system starts as usual, with all the previous settings transferred to the new update.

Creating an Update Diskette

Update diskettes can be created via our web site at www.traytag.com. Simply follow the instructions on the update page. You can also make a backup copy on floppy disk directly from the Barcode Tagger® 700 or on a standard PC. However, with a PC the resulting diskette may not copy or load reliably because of subtle differences between the disk drives. Therefore, we recommend that you make backups on the Tagger®.

To create a backup with the Tagger®, prepare a blank IBM or MS-DOS formatted high-density (1.44M) diskette. Make sure the write-protect notch on the diskette is closed.

1. 1. Select "Utilities Menu" from the main menu.
2. 2. From the *Utilities* menu select "**[0]** Update System".
3. 3.   From the *Update System* menu select "**[4]** Create update diskette". This brings up the *Update diskette* screen.
4. 4.   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. When the update disk is finished, you return to the *Update System* menu.
5. 5. Press **[PREV]** to return to the *Utilities* 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 unit off. Wait a few seconds, and turn it back on. After a short wait the Copyright screen appears, and the message "Press NEW to enter Setup" shows at the center 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, restart the unit and try again.

```
Tagger/700, Release 0203-002

1) 1) Complete reinstall, losing
      current settings (origin, etc)
2) 2) Update software from diskette
3) 3)  Continue normally
```

3. Insert an update diskette into the disk drive.

4. To keep the internally stored jobs and settings, select "**[2]** Update software from diskette". This is the same as updating from the *Update System* menu.

5. Choose "**[1]** 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.

6. Choose "**[3]** Continue normally" to exit without reinstalling.

ON DEMAND MODE

ON DEMAND mode allows you to print tags as you need them without creating a job. To change to **ON DEMAND** mode, choose *System Functions* from the *Utilities* menu. Select **[1]** for "Mode" and then choose **[1]** for "On Demand". You will move to the *On Demand Utilities* menu.

```
                                          HELP
On Demand


   1) Print Tags
   2) Category                     (First Class)
                                      (Letters)
                                    (Automated)
   3) Origin          (01 WHITTIER CA 90605)
   4) Routing Tags                      (Tray)
   5) Tray Tag Options
   6) Act Tags                            (NO)
   7) Print buffering                     (NO)
   8) Data Source      (CityState 04/01/02)

PREV) Utilities Menu
```

Creating a New Tag

Category

Category is the sortation scheme for the job. Select **[2]** to change the settings for category. You will then be prompted with a list of choices for class of mail. You must make a selection to proceed in this menu.

```
Class

  1) First Class
  2) Standard
  3) Package Services
  4) Periodicals
  5) News
```

After selecting a class, you move to a submenu where you choose the type of mail. In a second submenu, you choose the type of sortation. After selecting the sortation, you will be returned to the **ON DEMAND** main menu.

Origin

In order to generate the correct destination information, the Barcode Tagger® 700 must know the *Post Office of Origin* (the ZIP code from which the job is being mailed). This information is also used to generate the Origin Line (third line) on each tag. Press **[3]** to go to the *Origin Type* sub-menu.

```
Origin Type

1) Standard Origin Line
2) Custom Origin Line
```

Standard Origin Line

The quickest and simplest way to handle origin information is to choose "1) Standard Origin Line" from the *Origin Type* menu. When you are asked for the ZIP Code of Entry Post Office, enter the 5-Digit ZIP Code of the post office from which you are mailing and press **[ENTER]**. If an origin ZIP Code was previously entered, you can use it by pressing the hyphen option **[-]** 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 choosing the hyphen option **[-]** instead of entering the number again. Using this information, an origin line is 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 use a Custom Origin Line. 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 RENO NV 895
3) ACME TORNADO SEED RENO NV 895
4)
5)
6)
7)
8)
```

Reloading Currently Selected Information:

Choose "1) << no change >>" if you wish to use the same Custom Origin Line that was used in the previous tag. Note that the display will show the previously selected 3-Digit Point of Entry. You can press the hyphen option key **[-]** to use the previous Point of Entry, or enter a new 3-Digit Point of Entry and press **[ENTER]**.

Creating or Changing a New Custom Origin Name

From the Custom Origin menu, select the number of an origin name that you wish to change or create. This will bring you to the Custom Originator Line Editor. The editor functions exactly like the editor for the ACT list.

```
    1:1.?!,:;    2:2ABC       3:3DEF
    4:4GHI       5:5JKL       6:6MNO
    7:7PQRS      8:8TUV       9:9WXYZ
    0:0 "%$#_    -:+-*/=<>

Custom Originator Line:

_


Repeat key press to select the next
character in the group.
Use Prev/Next to move within the text,
New to insert, Del to delete. Press
ENTER once to accept the character and
again to exit.
```

After typing in your custom origin name, press **[ENTER]** to complete your entry. You will then be asked for a 3-Digit Point of Entry. Press the hyphen option key **[-]** to use the previous Point of Entry, or enter a new 3-Digit Point of Entry and press **[ENTER]**.

Routing Tags

Routing Tags allows you to choose between Tray, Sack or None. Tray tags are printed on 1 15/16 x 3 ¼-inch paper and are formatted as required for mailing trays. Sack tags are printed on 15/16 x 3 5/16-inch paper and are formatted as required for mail sacks. If you do not want to print any of these tags because you only need ACT tags, choose "<< None >>".

```
Routing Tags
1) 1) Tray
2) 2) Sack
3) <<None>>
```

Tray Tag Options

Press **[5]** from the *On Demand* menu to change the tray tag options. The following menu appears.

```
Tray Tag Options

    1) Airport Code        (NO)
    2) TimeStamp           (NO)
    3) Service Standard    (NO)


ENTER) Accept Configuration
```

Press the number of the option you wish to change. Pressing the number will switch between 'Yes' and 'No' for that option. When finished, press **[ENTER]** to accept this configuration.

ACT Tags

ACT (air contract transportation) Tags are printed tags that contain barcoded information for routing mail containers to be transported by the airlines. Press **[6]** to toggle between 'YES' or 'NO' for printing ACT Tags.

Print Tags Menu

At the *Tag* prompt, ZIP Codes are entered in one of four slightly different ways, depending on the kind of tag that is needed. The four types are:

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

An important point to understand is that the Barcode Tagger® 700 figures out the correct destination ZIP codes and tag 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 any ZIP Code at all.

```
Tag: __



FCM FLTS BC WKG
CARSLBAD CA 92008
```

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 and press the hyphen key option **[-]**. This brings up the *route type* menu. Note: Press the hyphen key option **[-]** immediately after entering the ZIP Code.

   If you cannot bring up the route type menu, you probably have the category set to a type of sortation that does not support route types. Press **[NEW]** from the Tag menu to back out. You will then be asked whether you wish to "1) Start a new job" or "2) Continue current job". Press **[1]** to return to the *On Demand* menu in order to change the category settings to one that supports routes, such as first class–letters–automated. Then return to the *Print Tags* menu and retry the instructions above.

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

2. Select the route type. The *Tag* menu reappears, displaying the 5-Digit ZIP Code and the selected route delivery.

```
Tag:      92621-C_

STD  LTRS  NON BC WKG
01  WHITTIER  CA  90605
```

3. Enter the route number and press **[ENTER]**, which brings up a menu for choosing density level for Enhanced Carrier Routes

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

or a menu for Sortation Level for regular carrier routes.

```
Sortation Level
1)   Carrier Route
-)   Quantity  =  1
```

Adjust the quantity of tags if needed by pressing **[-]** and then entering the number of tags needed and then **[ENTER]**. You will then return to the previous menu, where you can select the desired route to print the tags.

5-Digit Tags

1. Enter a valid 5-Digit ZIP Code that is on a mailing piece in the tray or sack and press **[ENTER]**. This brings up the *5-Digit Sortation Level* menu.

```
Sortation Level

1) 5-Digit
2) 5-Digit Scheme

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

2. If you only need a single tag, select the desired 5-Digit sortation option from the menu and press **[ENTER]**. The single tag will be printed.
3. If you need more than one tag, press the hyphen key option **[-]**, and enter the number of tags to print, followed by **[ENTER]**. You will return to the *5-Digit Sortation Level* menu where you select the sortation level.
4. Press the number of the sortation level you want, and the quantity of tags listed will be printed.

3-Digit Tags

1. Enter the first three digits of a valid ZIP Code on a mailing piece in the tray or sack and press **[ENTER]**. This brings up a *3-Digit Sortation Level* menu.

```
Sortation Level

1) 3 Digit / 3-Digit Scheme

3) AADC

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

2. If you only need one tag, press the number of the sortation level you want, and the tag will be printed.
3. If you need more than one tag, press the hyphen key option **[-]**, enter the number of tags to print, and press **[ENTER]**. You will return to the *3-Digit Sortation Level* menu. Select a sortation type from the menu, and the specified number of tags will be printed.

Mixed AADC Tags

1. Press **[ENTER]** (Do not enter a ZIP code) to access the *Sortation Level* menu.
2. If you only need one tag, select the appropriate sortation level from the menu, and the tag will be printed.
3. 3.   If you need more than one tag, press the hyphen key option **[-]**, enter the number of tags you need, and press **[ENTER]**. You will return back to the *Sortation Level* menu. Now select the appropriate tag from the menu, and the specified number of tags will be printed.

```
Sortation Level

  1) Mixed AADC
  7) Blank
  9) Repeat
  -) Quantity = 1
```

Blank Tags

1. Without entering a ZIP code, press **[ENTER]** to bring up the *Sortation Level* 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 a single, 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 *Sortation Level* menu. 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 *Sortation Level* menu.

2. To make a single tag that is identical to the tag just printed, select "9) *Repeat*" from the *Sortation Level* menu.

3. To make several tags that are identical to the tag just printed, press the hyphen key option **[-]**, enter the number of tags you want (up to 1,000) and press **[ENTER]**. You will be returned to the *Sortation Level* menu screen. Select *"[9] Repeat"* from the menu, and the specified number of tags will be printed.

JOB MODE

JOB Mode allows you to create and save a set of tag specifications as a job. You can then print, export, import, and edit those jobs. To enter job mode, choose *System Functions* from the utility menu of the mode you are currently using, and then select **JOB** Mode from the mode option.

```
Job to execute

  1) BOSTON ROUTE
  2) LOCAL
  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 first menu you encounter after entering **JOB** mode is *Job to execute*. On this menu there is a list of jobs already created. If you have a previously created job that you would like to use, press the number that corresponds to that job. To ACCESS other job mode options, press **[PREV]** to go to *Job Utilities*.

```
Job Utilities

1) 1) Execute job
2) 2) Create/Modify job

3) 3) Import job from diskette
4) 4) Import job via FTP
5) 5) Export job to diskette
6) 6) Delete job

8) Data Source     (CityState 04/01/02)
9) System Functions
0) Update System
```

Execute Job

Pressing **[1]** for "1) Execute job" returns you to the *Job to execute* menu where you select a job that has been created previously.

Create/Modify Job

Option 2, "Create/Modify job", takes you to the *Job to MODIFY/CREATE* menu, which is identical to the *Jobs to execute* menu except for the headline. If you want to modify a job, press the number that corresponds to the job you want to modify. If you want to create a new job press a number which corresponds with a job that is "<< not currently assigned >>". Once a job has been chosen, the following screen appears.

```
1) Name                              (LOCAL)
     Tags in job                         (0)
2) Category                      (First Class)
                                    (Letters)
                                  (Automated)
3) Origin                (01 WHITTIER CA 90605)

4) Routing Tags                        (NONE)
5) Tray Tag Options
6) Act Tags                            (NO)
7) Print buffering                    (YES)

9) Exit WITHOUT saving
0) Save and exit
```

If you have selected a previously created job to work on, the job's name appears in the parenthesis on the same line as "Name". If it is a new job, press **[1]** to go to the *Job Name Editor* to enter a name for the new job. Note: You can leave this menu at any time without saving by choosing "9) Exit WITHOUT saving".

The Job Name Editor

The *Job Name Editor* is very similar to the editor for the ACT Table. Simply press a number from 0 through 9 or the hyphen to type a character within its group as shown on the screen.

```
     1:1.?!,:;    2:2ABC      3:3DEF
     4:4GHI       5:5JKL      6:6MNO
     7:7PQRS      8:8TUV      9:9WXYZ
     0:0 "%$#_    -:+-*/=<>


Job Name:

_



Repeat key press to select the next
character in the group.
Use Prev/Next to move within the text,
New to insert, Del to delete. Press
ENTER once to accept the character and
again to exit.
```

Repeatedly pressing the key switches between the characters in the character group. Note that pressing **[0]** twice gives you a blank space, and that **[PREV]** and **[NEXT]** moves the cursor left and right. Press **[ENTER]** twice when the full job name has been entered to save the job name and exit from the *Job Name Editor*.

Set the options for category, origin, routing tags, tray tag options and act tags as explained in the section for **ON DEMAND** mode.

Tags in Job

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

Saving a Job

To exit without saving, choose "Exit WITHOUT saving". If you wish to save your work, choose "Save and exit". Note: The job cannot be saved without a name. When you exit and save, the *Job to MODIFY/CREATE* menu returns and your job name should be listed. You can now modify or create another job or press **[PREV]** to enter the *Utilities* menu.

Importing/Exporting Jobs from Diskette and Importing from Network

You can import jobs made on another Tagger® or from a PC presort program. Begin importing by choosing option "**[3]** Import job from diskette" or "4) Import job via FTP" from the *Job Utilities* menu. If importing from diskette make sure the diskette holding the job file is in the floppy drive before you press **[3]**. If importing from network Select "**[5]** Connect" (See Appendix B for setting up network) and scroll through Job Menu displayed on network. The system will ask 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 option "**[5]** Export Job from diskette." You will be asked which job on the 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 whether the job has been used before.

New Job

```
Tag: _



MXD LONG BEACH CA          907
FCM LTRS BC WKG
01 WHITTIER CA 90605
```

This is the screen where the ZIP Code of the destination is entered. If you are doing a mixed tag, leave this field blank and press **[ENTER]**. To print carrier-route tags enter the 5-Digit ZIP Code and press the hyphen option, **[-]** A new screen appears, offering route options such as carrier-route and rural route. Once you make a selection you are returned to the tag screen where you will need to enter the route number and **[ENTER]**. After entering the route number, you must choose a sortation method from a *Sortation Level* menu.

At the *Sortation Level* menu, you can change the quantity of tags for this entry by pressing **[-]**, typing in a new quantity, and pressing **[ENTER]**. Then select the sortation level, and your tags will print accordingly. You will then be returned to the tag screen. The format of the tag you just printed also appears on the screen. Perform the same activities for all of the tags you want in this job.

When you have finished with the job, press **[NEW]** and you will be asked if you want to save the job, discard changes or continue current job. To save the tags you just entered and store them as part of this job, press **[1]** and the next time you use it, you will see the screen for a non-new job, as shown in the screen shot below. For additional information about printing different types of tags refer to the On Demand section of this manual.

Non-new Job

```
<JOBNAME> (1 of 4)

P)rev tag              N) ext tag
7)Back 10              8) Forward 10
-) Quantity = 1        2) Enter new tags
1)  1)  Print rest     ENTER) Print this tag


PALATINE IL                       700
FCM LTRS 3D UPGR
01 WHITTIER CA 90605
```

When you load a job file that has been previously used, you go directly to the *Job Print* menu. The *Job Print* screen is easier to understand if you think of it as two separate screens combined into one. The *Job Print* screen consists of the *menu* section (upper portion) and the *tag* section (lower half of screen).

Menu Section of Job Print

The menu section displays information about the job and provides five functions. You can see the name of the job as it was listed on the *Job* menu (JOBNAME) and the total number of data entries in the job file "(1 of 4)".

```
JOBNAME (1 of 4)

P)rev tag              N) ext tag
7)Back 10              8) Forward 10
-) Quantity = 1        2) Enter new tags
1)Print rest       ENTER) Print this tag
```

The five functions you can implement are:

[PREV] key to display the previous tag in the job file.

[NEXT] key to display the next tag in the job file.

[ENTER] key to print the currently displayed tag.

1) Print rest: Press **[1]** 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 have finished entering tags manually, press **[PREV]** to return to the *Job Print* menu.

Note: to leave the *Job Print* menu, press **[NEW]**.

Tag Section of Job Print

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

```
PALATINE IL           700
FCM LTRS 3D UPGR
01 WHITTIER CA 90605
```

Printing a job as is (without making any changes)

After the job is loaded and the *Job Print* screen comes up, press **[1]** to print the job. When all tags have printed, press **[NEW]**. This brings up the *Save Changes* menu. 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:

After the job is loaded, at the *Job Print* screen press **[1]** to print the job. Once all tags have printed, press **[2]** to manually enter and print additional tags. When you want to leave the *Print Tag* screen, press **[NEW]** and the following screen appears.

```
1) Save job
2) Discard changes
3) Continue current job
```

If you don't wish the manually printed tags to become a permanent part of the job file, select "**[2]** 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.

To make your additions to the job permanent, select "**[1]** 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® 700's memory. The new version of the job will consist of the original tags plus the tags you added.

If you decide to add more tags to the job before quitting, select "**[3]** 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.

Adding tags in the middle of a job:

With the job loaded, at the *Job Print* screen press **[ENTER]** to print the first tag. Continue pressing **[ENTER]** until all the tags have been printed up to the point where you want to insert additional tags.

> Press **[2]** to manually enter and print additional tags.
>
> Then press **[PREV]** to return to the *Job Print* screen.
>
> Press **[1]** to print the remainder of the job.

After all tags have been printed, press **[NEW]** to go to the *Save Changes* menu. From the *Save changes* menu, select "**[1]** Save Job" to keep the changes, "**[2]** Discard changes" if you don't want the original job file changed, or "3) Continue current job" to return to the *Job Print* menu. When you select "**[1]** Save Job", all the tags that were printed, including the new ones you manually entered, will be saved as part of the job.

Deleting tags from the middle of a job:

With the job loaded, at the *Job Print* screen press **[ENTER]** to print the first tag.

Continue pressing **[ENTER]** until all the tags have been printed up to the point where you want to delete tags.

> Press **[NEXT]** repeatedly until you come to the next tag you want to keep. The tags that you skip will be deleted if you save the changes from the *Save changes* menu.
>
> Press **[1]** to print the remainder of the job.
>
> After all tags have been printed, press **[NEW]**.

From the *Save changes* menu, select "**[1]** Save Job" to keep the changes, "**[2]** Discard changes" if you don't want the original job file changed, or "**[3]** Continue current job" to return to the *Job Print* menu. Only the tags that were printed will be saved as part of the job file. The skipped tags will be deleted.

ACT ONLY MODE

ACT ONLY mode is used only for printing ACT Tags. To enter **ACT ONLY** mode select *System Functions* from the *Utilities* menu. Press **[1]** for "Mode". Press **[3]** for "ACT Only".

```
                                    HELP
ACT Utilities

1)  Print ACT Tags

2)  Class                     (First Class)
3)  Barcode Format              (January97)

9)  System Functions
0)  Update System
```

Class refers to the class of mail you're preparing. Class options are First Class, Priority, and Express. To change the class that is selected, press **[2]**.

Barcode Format

Barcode Format relates to how the barcode is interpreted. Choices include: Ignore or dates where the format changed such as January 1997. Ignore uses the class of mail that was entered from the keypad regardless of what the barcode says the class is. If you pick one of the date options, the CIN in the barcode is used to determine class. The CIN codes as defined by the date selected are used.

```
Barcode Format
    1)  Ignore
    2)  July96
    3)  January97
```

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 from a tag.

RAW DATA MODE

Tags can be printed directly from data downloaded from a network and/or created from other postal software and transferred via floppy disk. Refer to Appendix B for more information about networkability. Tag file formats recognized include the industry standard Mail.dat format, as well as other files written by Accuzip, DataTech, BCC, Group1, and Postalsoft.

To download and print tags via network:

1. Make sure the network cable is connected between the Barcode Tagger® 700 and the server. Copy tagfile to directory on FTP server. (See Appendix B for requirements)

2. Go to *System Functions* from any of the mode utility menus.

3. Select "**[1]** Mode", then "**[4]** Raw Data". This brings up the *Raw Data Utilities* menu.

```
                                    HELP
Raw Data Utilities

1) Print Raw Tagfile

2) Routing Tag Format            (NONE)
3) Act Tags                      (NO)

9) System Functions
0) Update System
```

4. 4. Select the Routing Tag Format by pressing **[2]** and choose from one of the formats in the sub-menu. If you also want to print Act tags, press **[3]** to choose 'Yes'.

5. 5. Select "**[1]** Print Raw Tagfile" to go to a sub-menu that lets you choose which kind of postal software file you have on the network that you wish to print. Select the appropriate option.

```
Type of Tag File

   1) Accuzip
   2) Arclist/Prosort file
   3) BCC delimited text file
   4) Desktop Mailer
   5) Group1 .bar file
   6) Mail.dat container label file
```

6. 6. Select "**[2]** Ftp"

```
Import from:
   1) Floppy Disk
   2) Ftp
```

7. 7.   Select "**[1]** Connect" (See Appendix B for setting up network) and scroll through Job Menu displayed on network, choose job to print

```
Ftp Login

   1) Connect
   2) Network settings
(enabled)
   3) Server IP Address
(192.168.1.22)
   4) User ID
(WHITTIER)
   5) Password
(WHITTIER)
   6) Export log file to floppy
```

8.   After all tags have been printed, or to interrupt tag printing, press **[NEW]** to display the *Confirm exit* menu.

To load and print tags from floppy disk:

1.   1.   Copy your Mail.dat (.clr, .hdr and .csm files), or Accuzip, DataTech, BCC, Group1, or Postalsoft data file onto a 3½-inch floppy disk.

2.   2.   Insert disk into the Tagger® 700 floppy drive.

3.   3.   Go to *System Functions* from any of the mode utility menus.

4.   4.   Select "**[1]** Mode", then "**[4]** Raw Data" to bring up the *Raw Data Utilities* menu.

5.   5.   Select "**[2]** Print Raw Tagfile" to go to a sub-menu that lets you choose which kind of postal software file you have on the floppy disk that you wish to print. Select the appropriate option.

```
Type of Tag File

   1) Accuzip
   2) Arclist/Prosort file
   3) BCC delimited text file
   4) Desktop Mailer
   5) Group1 .bar file
   6) Mail.dat container label file

```

6.   6.   Select "**[1]** Floppy disk"

7.   7.   The next menu will list files of the chosen format from the floppy disk. Select the desired file, and the Tagger® 700 will convert the file automatically, and your tags will then print.

Appendix A

TAGGER® JOB FILE PROGRAMMING FORMAT

TJF Overview

TJF files are created either by a host computer or by the Barcode Tagger® 700 and stored on IBM formatted 3 ½-inch floppy diskettes. The files can be loaded into the Tagger® 700 at a later date for tag printing, either as a batch or one-at-a-time. When the tags are printed on an "as needed" basis, the operator can add or delete tags while a job is being processed.

Command Format and Syntax

TJF files are ASCII text files. They may be created by methods as simple as a simple text editor, or they can be created by custom programming. The Barcode Tagger® 700 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 requests cause the printing of an error message tag (not usable as an USPS tag) stating the error detected.

Examples of TJF files are included in this section.

> Tip: If you have trouble debugging TJF files, create a new job using the Barcode Tagger® 700 keypad as a sample. Save it, export it to diskette, and examine it using a text editor on your PC.

TJF File Sections

TJF files have 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 is the format identifier, which currently should read "WMP Tagger Job File Format Jan 2001" 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 this ends the first section.

The second section pre-programs the Barcode Tagger® 700 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 parameter 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.

Please note: The format identifier, the elements of the second section, and what codes are valid in the third section, will change from time to time as the USPS changes mail categories. See the above Tip (middle of page) in the box for creating a sample of the latest format.

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	=	text (user created custom origin text) <Standard> (for standard origin line)
Point of Entry	=	### (3 digit for custom origin) ##### (5 digit for <Standard>)
Mailer Code	=	(1 to 10 digits) Ignored if Origin not <Standard>
Category	=	@#### (one alpha character class code, two-digit process category, two digit sortation code. (See Appendix C)

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 or 4 fields delimited by a comma. The format of each line is: Subtype, ZIP, Quantity, 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). ***See Appendix C***
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 *route type* (C for carrier route, R for rural route, etc), and a three-digit *route number*. Route numbers may be padded with leading zeros.
Quantity	Number of tags to be printed, up to 999.
optional tray data text	literal text to be printed.

TJF Sample One:

```
WMP Tagger Job File Format Jan 2001
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, 90700 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

USING THE FTP OPTIONS OF THE BT700

Requirements:

1. A Local Area Network running TCP/IP protocol with FTP server.
2. The IP address of the FTP server.
3. The default gateway IP address of the LAN.
4. A valid static IP address assigned to the BT700.
5. A user id and password that the FTP server will recognize and that the BT700 can use. Must be upper case letters and numbers only.

Instructions:

1. Connect network cable to the BT700.

2. Go to *Network Settings* from the System Functions menu and enter the static IP for the BT700 **[2]** Tagger IP Address and the default gateway **[3]** Gateway IP Address. Select **[5]** Apply settings and let the Taggers system reboot.

```
Network Settings

1) Network Connection              (enabled)
2) Tagger IP Address        (192.168.1.125)
3) Gateway IP Address         (192.168.1.1)

5) Apply settings and reboot
6) Discard changes
```

3. On your network, copy WMP job files (*.tjf), Mail.dat files, or other tag files, to a directory that can be accessed using the FTP server.
4. In Job or Raw data Mode go to Ftp Login Information, enter **[3]** the FTP server's IP address, and **[4]** the Tagger system's user id and **[5]** password.

```
Ftp Login

    1) Connect
    2) Network settings
(enabled)
    3) Server IP Address
(192.168.1.22)
    4) User ID
(WHITTIER)
    5) Password
(WHITTIER)
    6) Export log file to floppy
```

5. Press **[1]** to initiate connection.

Appendix C

CLASS, TYPE, SORTATION, SUBTYPE CODES

CLASS
  A First Class
  B Periodicals
  C Standard
  D Package Services
  F News

TYPE
 01 Letters
 03 Flats
 04 Machinable
 05 Irregular
 07 Commingled Irregular
 08 Parcels
 13 Drop Shipment

SORTATION
 01 Nonautomated
 02 Automated
 03 Regular
 14 DBMC Rate
 15 Bound Printed Matter
 16 Media Mail
 17 Machinable
 18 Presorted
 20 Priority Drop Shipment
 21 Manual
 22 Express Drop Shipment
 23 Merged
 24 Barcoded

SUBTYPE
 000 Fill-In
 002 Mixed AADC
 004 Mixed ADC
 010 Mixed BMC
 012 Mixed AADC at BMC
 014 Mixed ADC at BMC
 320 3-Digit
 321 3-Digit / 3-Digit Scheme
 330 SCF
 333 ADC
 334 AADC
 338 Destination ASF
 339 Destination BMC
 366 3-Digit Carrier Routes
 550 5-Digit
 555 5-Digit Mach and Irreg
 556 5-Digit Scheme
 561 5-Digit Carrier Routes
 567 5-Digit Scheme Carrier Routes
 568 Merged 5-Digit
 569 Merged 5-Digit Scheme
 960 Carrier Route
 962 Basic Carrier Route
 963 High Density Walk Sequence
 964 Saturation Walk Sequence

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.