



# DI900/DI950 FastPac™ Document Inserting System



**Operator Guide**  
US English Version

## Statement of FCC Compliance

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 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 interference to radio communications. Operation of this equipment in a residential area is likely to cause interference, in which case the user will be required to correct the interference at his own expense.

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**CAUTION:** Changes or modifications to this equipment not expressly approved by the party responsible for compliance (Pitney Bowes) could void the user's authority to operate the equipment.

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### Canada

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

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

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# Contact Information List



## USA Contacts

Product Name - DI900 or DI950

- For frequently asked questions, go to: [www.pb.com](http://www.pb.com) and click on **Customer Support**.
- To place requests for service or training, go to: [www.pb.com](http://www.pb.com) and click on **My Account**.
- To order supplies and accessories, call the Supply Line™ at: 1.800.243.7824 or go to: [www.pb.com](http://www.pb.com) and click on **Online Store**.
- To view and pay invoices online, go to: [www.pb.com](http://www.pb.com) and click on **My Account**.
- To view inventory, go to: [www.pb.com](http://www.pb.com) and click on **My Account**.
- For direct questions, call: 1.800.522.0020. Customer Service Representatives are available Monday through Friday, 8:00 AM - 8:00 PM ET.
- To obtain Material Safety Data Sheets, call the Supply Line™ or go to: [www.pb.com](http://www.pb.com) and click on **Customer Support**.

## Canada Contacts

Product Name - DI900 or DI950

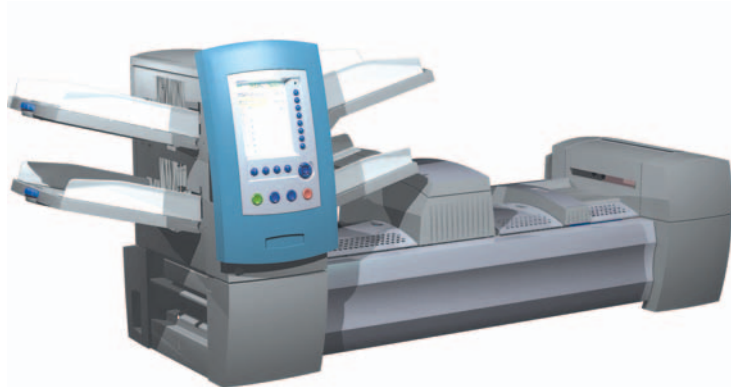
- For frequently asked questions or to order supplies, go to: [www.pitneybowes.ca](http://www.pitneybowes.ca)
- For direct questions, call: 1.800.672.6937. Customer Service Representatives are available Monday through Friday, 8:30 AM - 4:00 PM ET.

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# 1 • Introduction


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## A Note to the Operator

It is important to be familiar with this Guide as it will enable you to utilize the system to its full potential, while keeping problems to a minimum.

## Viewing this Guide as a PDF File

There are several built-in features you can use to navigate through this guide when viewing it as a pdf file:

- Topics highlighted by a blue rectangle are hyperlinks. Using the Hand tool () , you can click anywhere within a hyperlink to jump to the topic's location in the Help guide.

• To reduce the risk of fire or electrical shock, DO NOT attempt to remove covers or disassemble the control panel or its base. The cabinet closes hazardous parts. If you should damage the unit, contact P Bowes. Refer to the [Contact Information List](#) at the front of this guide for more information.

### Highlighted Hyperlink

- Entries in the main Table of Contents and the table of contents at the beginning of every chapter are hyperlinks, although they are not highlighted.

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### Index Hyperlink

## About Your System

DI900/DI950 are high throughput, mail creation systems designed to handle a broad range of applications with minimum operator setup adjustments. These systems have the ability to feed, fold, and insert mail piece components into an outer envelope. The systems generate Letters or Flats as the final mail piece. The systems also accept a variety of options that provide a wide range of capacities and operating speeds.



**Figure 1.1: The DI900 System**

The systems can be configured with four flexible Feeder Trays. There are two types of Feeder Trays:

- Sheet Trays, which are capable of feeding sheets; and
- Insert Trays, which are capable of feeding slip/insert materials, pre-folded inserts, thin booklets, and envelopes.

In addition, the DI950 system is equipped with a dedicated High Capacity Envelope Feeder (HCEF) that allows for greater speed and throughput. The systems also accept material from optional upstream input devices, such as High Capacity Sheet Feeders.

Basic system features are summarized in this chapter. Refer to *Chapter 6* for detailed equipment and material specifications.

The systems are configured with two major components:

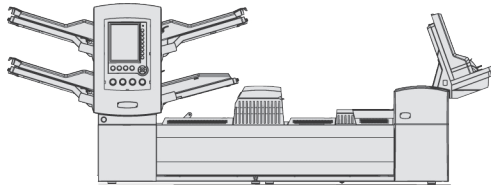
- Feeder Tower, and
- Transport Deck.

The Feeder Tower sends material from the Feeder Trays to the Transport Deck. Depending on the job parameters, the material may or may not need to pass through the Folder in the Transport Deck. If it does, the system offers numerous types of folds and the ability to insert the folded material into the appropriate position in the mail piece collation. The system can also seal the envelope (Letter only) before sending the final mail piece to a stacking unit.

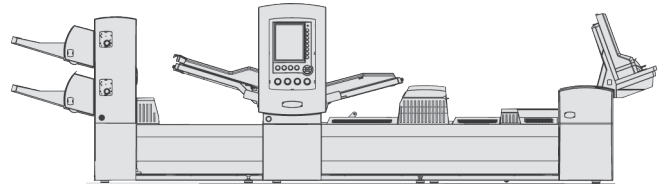
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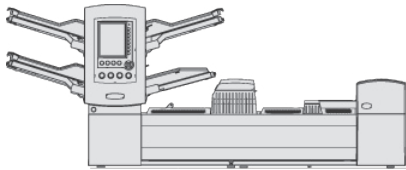
**DI950C**



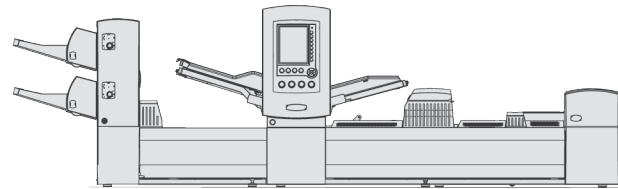
**DI950H**



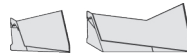
**DI900C**



**DI900H**



**Letter and Flats Drop Stacker  
(standard on all systems)**



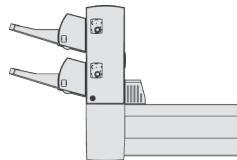
**Standard Systems**

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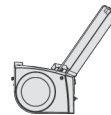
**Bottom Address Z Fold  
Kit (Document Inverter)**



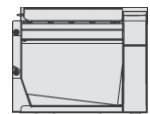
**High Capacity Sheet  
Feeder (HCSF)**



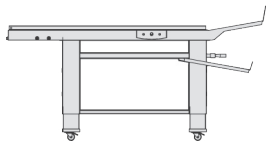
**OptiFlow™ Vertical  
Power Stacker**



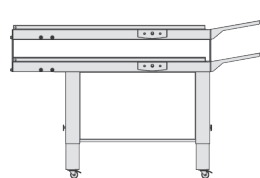
**Exit Transport**



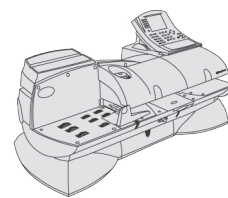
**Belt Stacker**



**Tandem Belt Stacker**



**DM Series™ Mailing System - DM800i™**



**System Options\***

**\*Furniture, designed specifically for the system, is also available.**

## About Your System (continued)

The systems are software driven and are controlled by a Control Panel that contains the following:

- Screen Option Keys (for screen choices)
- Screen Navigation Keys (for screen choices)
- Machine Action Keys (for running hardware)
- LED Status Indicator

For more information about the Control Panel, refer to *About the Control Panel* in Chapter 2 of this guide.

