

WHITTIER MAILING PRODUCTS

Getting The Most From My Barcode Tagger 900 IMB



BT900 IMB User Guide

GETTING THE MOST FROM MY BARCODE TAGGER 900 IMB SERIES

BT-900 IMB User Guide

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Introduction

Congratulations, you now have the latest in mail equipment technology. The Barcode Tagger 900 IMB is the newest entry in the long line of Barcode Taggers by Whittier Mailing Products. Now with the easy to use LCD Touch Screen technology, you can access and enter your mailing parameters more quickly and easily than ever before. The 900 IMB builds on the features previously introduced on the Whittier BT800 Series. Using the provided (or your own) USB flash drive, you will be able to update the system in a variety of ways, as well as getting your printer hooked up in no time with the provided USB cable. Add a second printer and you will be able to print tags and pallet labels without needing to change out your label stock as each printer can be dedicated to one or the other. Also with Network Sharing capabilities built into each and every one of the Barcode Tagger 900 Systems, you have the ease of Graphical User Interface job/tag file transfers to your Barcode Tagger 900 System or at a moments notice you can print tags in an On-demand basis. You control the use of this powerful tool.

As with all Tagger computers, the Barcode Tagger 900 is built around the rugged Tagger Engine.

Using a 3-Digit or 5-Digit ZIP Code as input, the Barcode Tagger references the most recently published labeling lists from the United States Postal Service 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 the 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 and sack 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] touch location or blue** key while in the Main Menu of any of the Barcode Tagger 900's operating modes. Printer output on WMP tag stock is produced to exact DMM specifications.

Features of Tagger 900 IMB

- ◆ Prints accurate tray and sack tags instantly for every class and category of domestic mail, for every ZIP Code in the United States
- ◆ Features 6 Universal Serial Bus (USB) ports for easy printer connection and updates. With these additional USB interfaces, the 900 will have the flexibility you need to stay current in the changing mailing environment
- ◆ “On Demand” tag printing using keypad or touch screen input
- ◆ Entire tag file jobs can be created on another computer and transferred to the Tagger 900 either by a USB Flash drive, over a TCP/IP network by using File Transfer Protocol (FTP) or using a Windows “shared” folder on a networked workstation. Additional details for networking your Tagger can be found later in this manual
- ◆ Tagger can be updated via USB Flash drive, via zip file download from Whittier’s website (<http://www.traytag.com/support/updates/updates.html>), or through Whittier’s FTP Site
- ◆ Select Data Source – Allows you to use older postal bulletins and city/state files to match Presort Software
- ◆ Will easily print the 10 or 24 digit Intelligent Mail Barcode—it is simply another tag selection
- ◆ No media needed for normal operation—program and update data is stored on local hard drive
- ◆ Operating system based on Windows embedded technology
- ◆ Supports multiple printers to eliminate switching tag stock for different mail classifications
- ◆ Creates, prints, and saves groups of tags as batch jobs
- ◆ Internally stores jobs that are always available
- ◆ Job storage available via a USB Flash drive
- ◆ Prints tags from Major Presort software programs
- ◆ Indicates which labeling list is being sourced for each tag entry

Throughout this guide, reference to the Menu names will be in Italics. Example: *Main Menu*

Shutting Down: The Barcode Tagger 900 IMB needs to be shut down properly, as with any computer device. It is best to press **System** on the **touch screen** then select **Shut Down System** from the menu items. The Tagger will then go into shutdown mode and automatically turn itself off after several seconds.

IMPORTANT: Please read.

Even though the BT900 IMB Tagger evolves from a long and storied history of tagger systems from Whittier Mailing Products, its menu system is now totally different from previous versions of the Barcode Tagger control units. Previously, all of our Taggers have been navigated with a menu tree structure. That is, there was a main heading and then upon entering that heading, you were taken down paths or “branches” until you came to your desired location and function. With the 900 IMB and its touchscreen navigation system, you can jump from one location to another without needing to go up or down a path/branch to change your location within the Tagger menu items. For those of you used to the previous menu tree structure, this may take some getting used to. However, once you begin to navigate from place to place within the tagger menu system, you will come to appreciate how quick and easy it is to change your location and functions. You may press the “System”, “Return to Main”, or the “Help” functions at any time to regain your bearings if you become lost or confused within the menu items showing on the screen.

Another feature to keep in mind is that any field which requires something entered into it will remain red in color until that particular field is properly set with a manual entry or from a drop down menu selection. The tagger will not allow an operation until the field is properly filled and no longer shows the color red.

Getting Started

This chapter covers the basics of setting up your Tagger.

Carefully remove all items from the shipping carton. *Save the rigid packing foams and outside shipping carton.* If your Barcode Tagger 900 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 900 Packing List: 1 Barcode Tagger 900 Series control unit, 1 AC power cord, 1 Barcode Tagger 900 Series User Guide and 1 USB Drive (to download your monthly updates)

Installing the Cables

1. Remove the Barcode Tagger 900 control unit and AC power cord from box.
2. Insert the AC power cord into the socket on the back of the Barcode Tagger 900.
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. Attach the USB data link cable from the printer to the USB connector on the back of the Tagger marked "USB 1". (*USB1 is the default setting; USB2 may also be used for a 2nd printer connection if desired*)

Installing the Printer

Refer to the User Guide included with the printer for installation details. Before using the Barcode Tagger900, please check the following:

Tag stock properly loaded in printer

Power is on

Data cable is connected from the printer to the Barcode Tagger 900 through the USB ports (*USB1 is the default; USB2 may also be used for a printer connection after being properly assigned*).

- Printer light is green (on line)

Operation

This section covers the basic abilities of your Tagger.

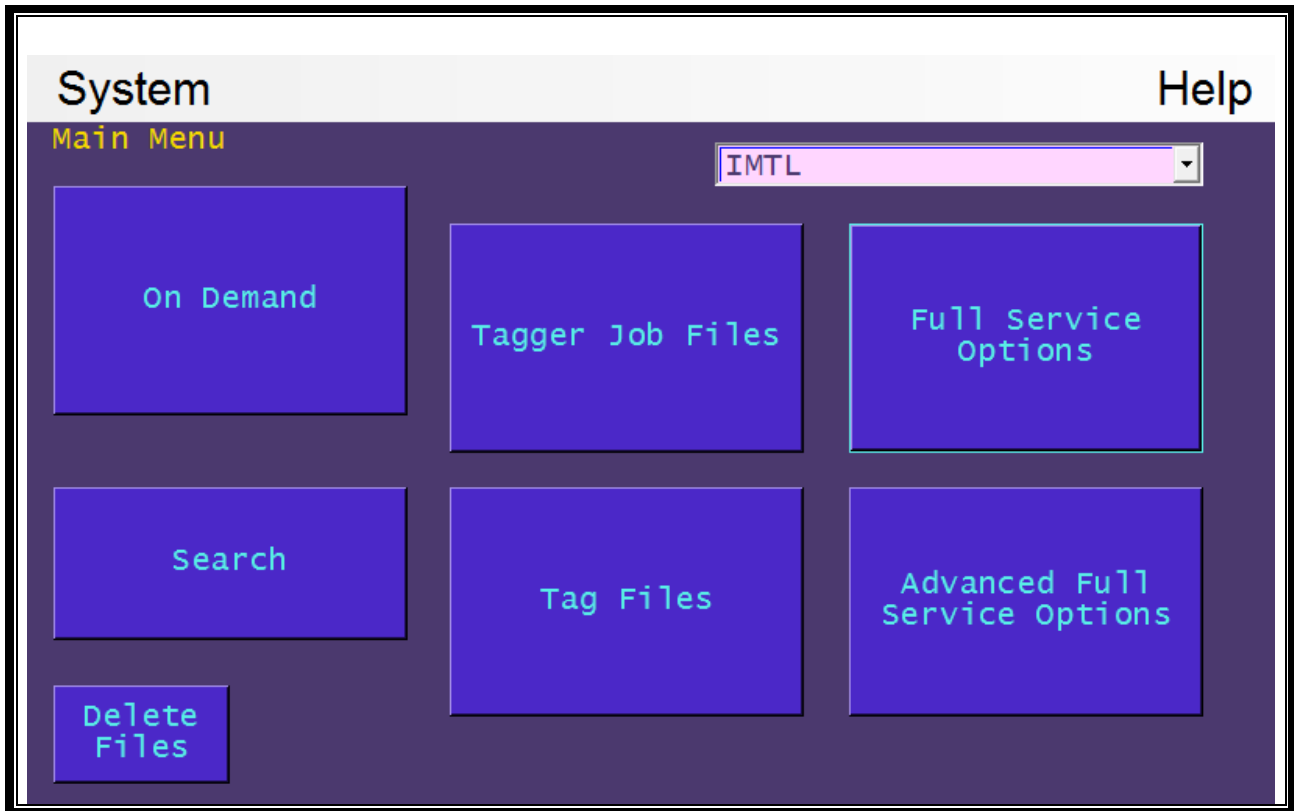
Main Menu

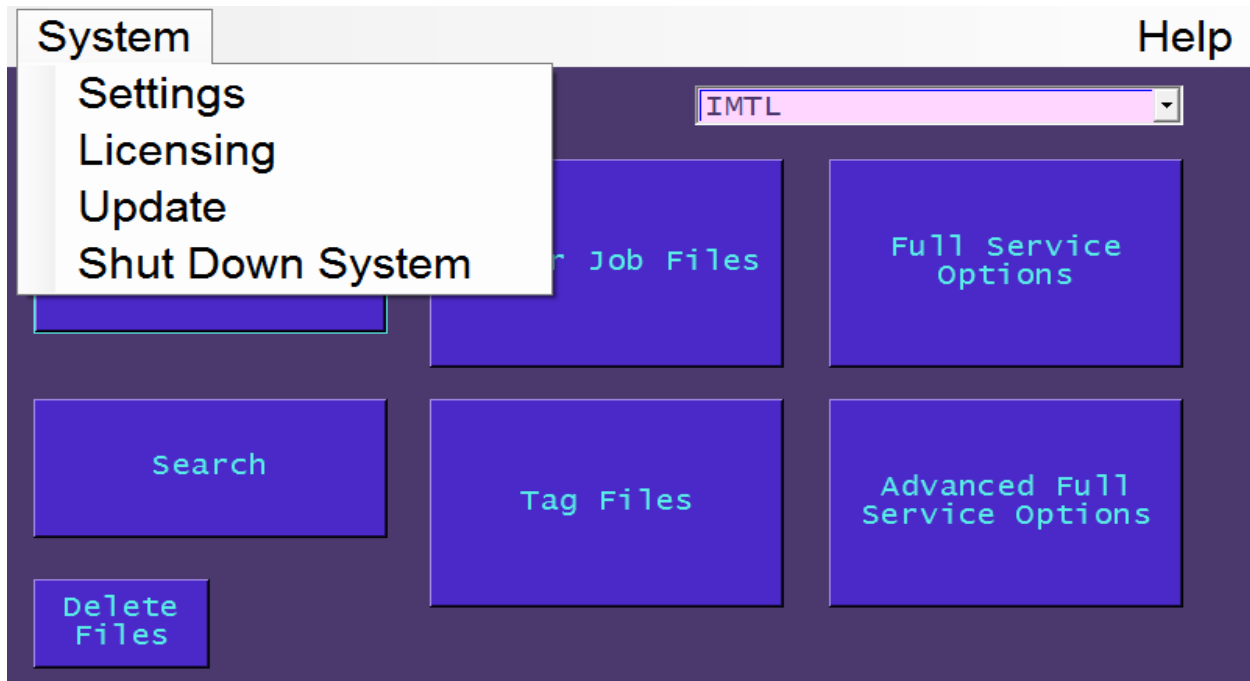
When all the cables are attached, push on the Barcode Tagger 900's power button (located on the rear panel of the Tagger.) After a few moments the first information on the screen will be similar to a PC booting up. The Whittier logo will appear and more windows messages. This tells you that the System is booting-up. Next to appear is the *Whittier Mailing Products* copyright screen. 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 the **Continue** touch pad to continue. If you do not need to make any changes the system will automatically go to the *Main Menu*.

On some of the setup screens, an onscreen keyboard may appear for the purpose of entering passwords or other data entry. If this keyboard is hiding any of your process windows on the main screen, you can slide the keyboard one way or another using your finger so that you may get to any settings touchpad areas which might be hiding under the onscreen keyboard. Or you can simply remove the onscreen keyboard entirely by "x"-ing it off the screen with the small "x" at the upper right of the keyboard.

The Main Menu/System/Help screen

The first screen you encounter on the BT900 is the System/Help/Main menu screen. From this screen you can navigate directly to other screens or processes. Touching the **SYSTEM** touchpad will offer you *Settings, Licensing, Updates or Shutting Down the System* selections.





The *Settings* selection will allow you change your tagger settings such as screen color (theme) and network settings, i.e. Tagger IP, etc. Printer settings are configured from this settings screen. You can choose from a wide range of printer options (Tray Printer, Sack Printer, Pink Tray, Pallet, and BMC). Two models of printers are compatible with the BT900, the Whittier LT8 and LT8 Plus. Any Port connection will work with your printer though USB 1 is the standard. USPS Source and Tagger security levels (SYSTEM, OPTION, and HIGH) can also be set at this screen.

Security Level, this allows you to limit access to the Barcode Tagger.

- 1) None-indicates that there is not a password currently set on the Barcode Tagger.
- 2) System-sets a password with restrictions on *Printer, Network, and Additional Settings*.
- 3) Option-locks all of the System Settings except the *USPS Source*.
- 4) High-locks everything except the *Print Tags* on the On Demand menu.

Understanding these security levels is important because only the user can set them and passwords are required to change settings once a Security Level as been set. Only the person authorized to change these settings usually know the password. Whittier cannot provide this information to you. It is set locally, at your facility. If the security level does get set and you

don't know the password, you will need to contact Whittier Mailing Products to get your system unlocked.

System [Return to Main](#) [Help](#)

Settings

[Change Theme](#) **aquin**

Network

[Connection - wireless](#)

Source - DHCP [Edit](#)

Tagger IP:

Subnet:

Gateway:

[Prev](#)

USPS Source:

Security Level:

Printer: Model: Port:

[Save](#)

Display Date:

Display Time:

[Setup Folders](#) [Additional Settings](#)

The *Setup Folders* option allows you to set up a folder to share your files to a networked tagger or to map your tagger to a drive on your network. The PING option allows you to test your network connectivity to your host computer. The *Test Settings* option will test your share setup and feedback information about this connectivity in the *status* field. You may choose the method of network connectivity by selecting the *Server Share* or *FTP Share*, whichever you prefer.

Server Share
 Shared Server IP: 192.168.1.8
 Shared Folder Name: TAGGER
 Subfolder:
 Tagger User Id: COMPAQ_ADMINISTRAT
 Tagger Password: *****
 Ping
 Test Settings
 Status:
 File Server Settings
 To map a Windows drive letter to the shared files on the Tagger system use:
 Share name: \\10.0.0.112\Data
 User name: SCROGGINS\BTUSER
 Password: BTuser
 FTP Share
 Prev

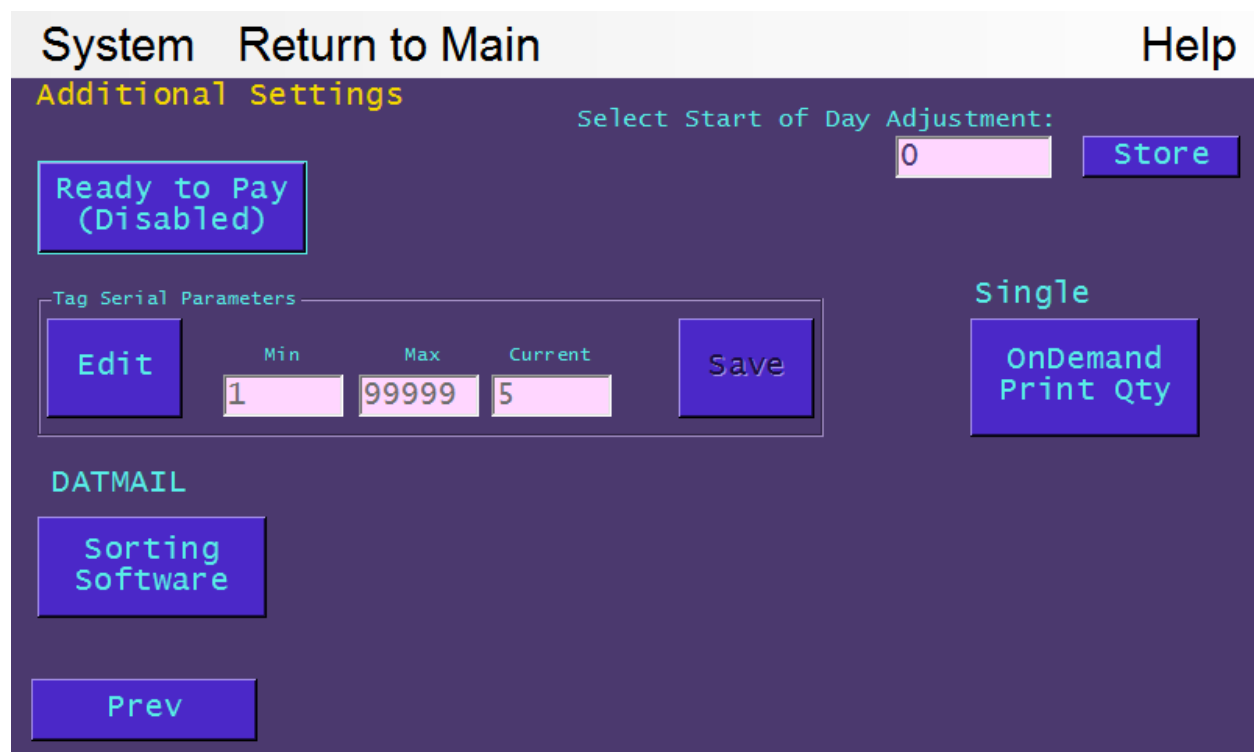
The *Additional Settings* touch pad will display other miscellaneous settings. Of these, the setting for Tag Serial Parameters should be noted. It is here that the serial number for any tag can be entered. Usually this should remain at its default setting of MIN (1) and MAX (9999). (The amount of fields in the Serial Number is determined by your Mailer ID (whether it is a 6 or 9 digit ID)).

The *Serial Number* is automatically advanced each time you create a tag. If you need to recreate a tag with any particular Serial Number, you can do so by going to *System* and the *Settings* touchpad.

The *On Demand Print Qty* pad allows you to select *Multiple*. If you choose *Multiple*, the **On Demand** screen will open a field with which you can choose how many (multiples) of a tag you wish to print. The field titled *Quantity* will appear when an *On Demand tag* is created at the main *on Demand screen* when *Multiple* is selected. The default setting is **Single**.

Sorting Software indicates which presort program (if any) is being used. None or DATMAIL are the only options currently available.

Touching the *Security Updates* screen allows the Tagger to check for updates from Microsoft. It will remain dark while it checks. Once it has completed the check, it will become visible once again. If updates from Microsoft need to be installed, a menu item will appear and ask for the tagger to be restarted. As with any computer, the security updates and restarts are done periodically at your convenience. If you choose to do a **Security Update**, be sure your tagger is on the internet. Merely being on a network is not enough. The Tagger needs to have Internet access to use this feature.



The *Licensing* screen indicates your registration and licensing information. You register your tagger at this screen. Your Terms of Agreement is also shown at this screen.

The *Update* screen is used for exactly this purpose. Updates for your BT900 are made through this screen. All available options regarding your update sources are selected and executed here.

The *Shut Down System* pad does exactly that when you want to turn your system off.

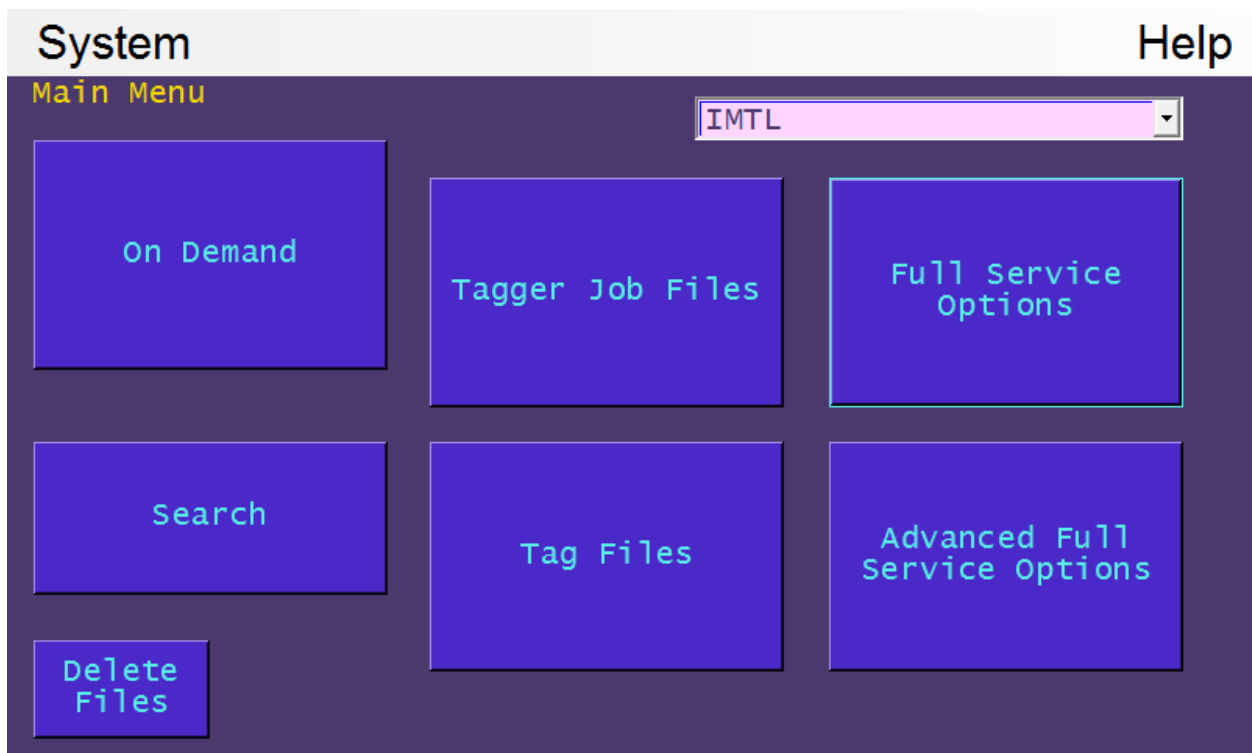
Touching the **HELP** pad reveals all the pertinent details about your tagger such as Serial Number, software release & licensing information, etc. By scrolling these screen explanations, options available to create tags are explained such as On-Demand, Tag Files, Full Service

Options, Advanced Full Service Options and other details about the various commands and options available on the BT900 tagger.



If at any time you wish to return to a previous screen, merely touch the **PREV** pad on the screen or hit the blue **PREV** key on the keypad.

On the right side of the screen near the top below **Help** you will find a touch screen box set to **TRAY** or **IMTL**. You use this touchpad selection to choose between regular 10-digit tray tags or the 24-digit Intelligent Mail Tray Label (IMTL). Notice that when the 24-digit **IMTL** is selected, the *Full Service* and *Advanced Full Service Option* touchpads become visible. These will not be visible if the 10-digit **TRAY** option is selected.



Touching the **Delete Files** pad will show your local files stored on the tagger which may be deleted if desired. Choosing this option will also make a **Cancel** touchpad appear, which, when touched, will Cancel you out of any screen/operation should you change your mind. The **Cancel** option will appear whenever any action you have selected can be canceled.

Whenever you make any selection on the BT900 and you are taken to another screen from the *Main Menu*, a **Return to Main** option will appear at the top of your screen. If you see this option you may then select this touch screen command to return to the main menu if you so desire.

The screenshot shows the 'On Demand' menu with the following settings:

- Mail Category: <<Disable Tag Printing>>
- Class: First Class
- Type: Letters
- Sortation: Automated
- DropShip: (empty)
- Delivery Day: <None>
- Mailer ID: 18356 666666 SHAWNEE ON DELAWARE P
- Mixed (Off): (button)
- Zipcode: (empty field)
- Sort Level: (empty dropdown)
- Last Tag Printed: (empty text area)
- Extra Line: (empty field with clr button)

From the *On Demand* menu you can print tags or set the correct parameters for your tags. If you need to adjust the settings for your tags simply touch each category location on the touch screen and choose your desired selection from the drop down menus. Each Mail Category must be chosen until a legitimate tag is configured. Start with the *Class*, then *Type* and finally the *Sortation*. All required fields will be colored red until they are filled in. Selections such as *Dropship* or *Delivery Day* may or may not be required or allowed. Non-required fields will remain blank or with the default setting and only used if you wish that option to be turned on or utilized. Once you have entered the required data to create a tag from the *Mail Category* settings, you can enter a destination *Zipcode* by using the numerical keypad. Once you have the Tagger settings to your liking, touch the **Print Tag** pad and the printer will print the appropriate tag(s).

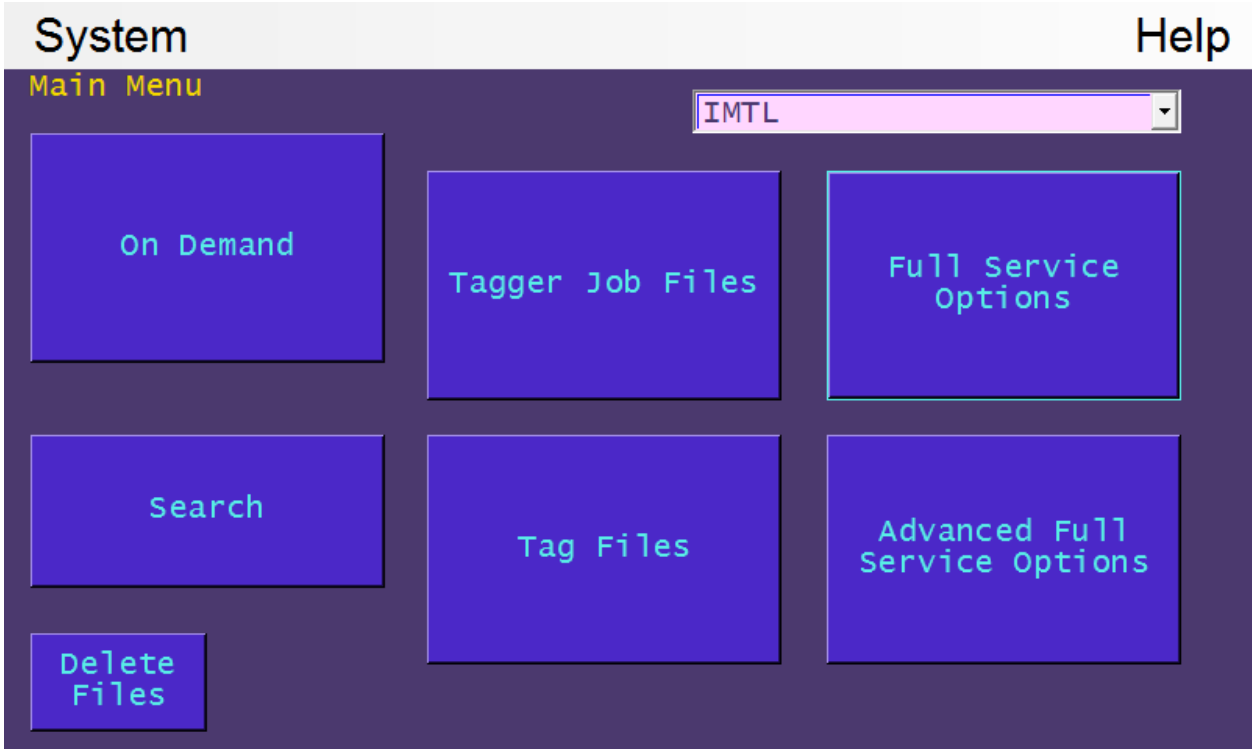
The **Mailer ID** (required for the 24-digit Intelligent Mail Tray Label/IMB or IMTL) and **Origin Zip Code** can be entered through the **Edit ID** touchpad. Once on that screen, merely use the numeric keypad to enter your appropriate information supplied to you by the US Post Office. Please note, this field will require you to enter a specific number of digits (6 or 9), and will not allow you out of the entry field until you have completely entered them. You also will use the numeric keypad to enter your Origin **Zipcode**. There is no need to enter or change your **originLine** information as that data will be automatically filled in once you tap the **Save** button. You may also choose to enter a **Custom Origin Line**. If so, merely enter the appropriate information through the pop up keypad which will appear when you choose this option. If you choose this option, don't forget to set your 3 digit zip code.

The screenshot shows a software interface with a dark purple background. At the top, there is a header bar with three items: "System", "Return to Main", and "Help". Below the header, the title "Mailer Information" is displayed in yellow. There are three input fields arranged horizontally: "MailerID" containing "666666", "Zipcode" containing "51551", and "originLine" containing "MALVERN IA". All fields have a light pink border. At the bottom right, there is a blue button labeled "Saved". At the bottom left, there is another blue button labeled "Prev".

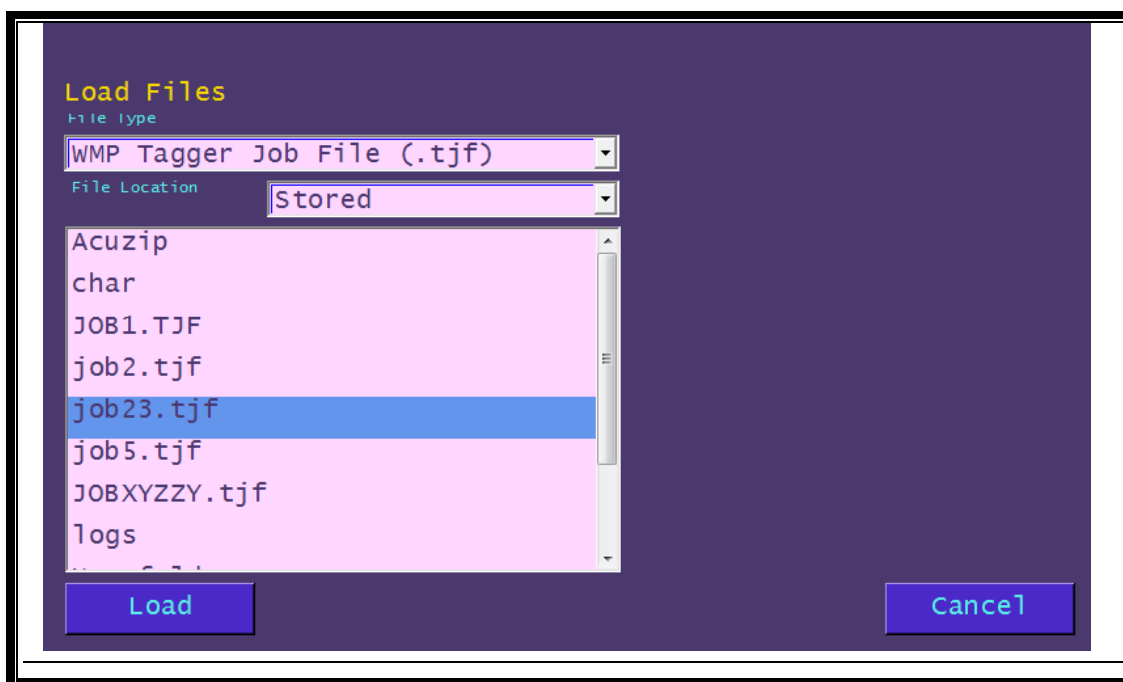
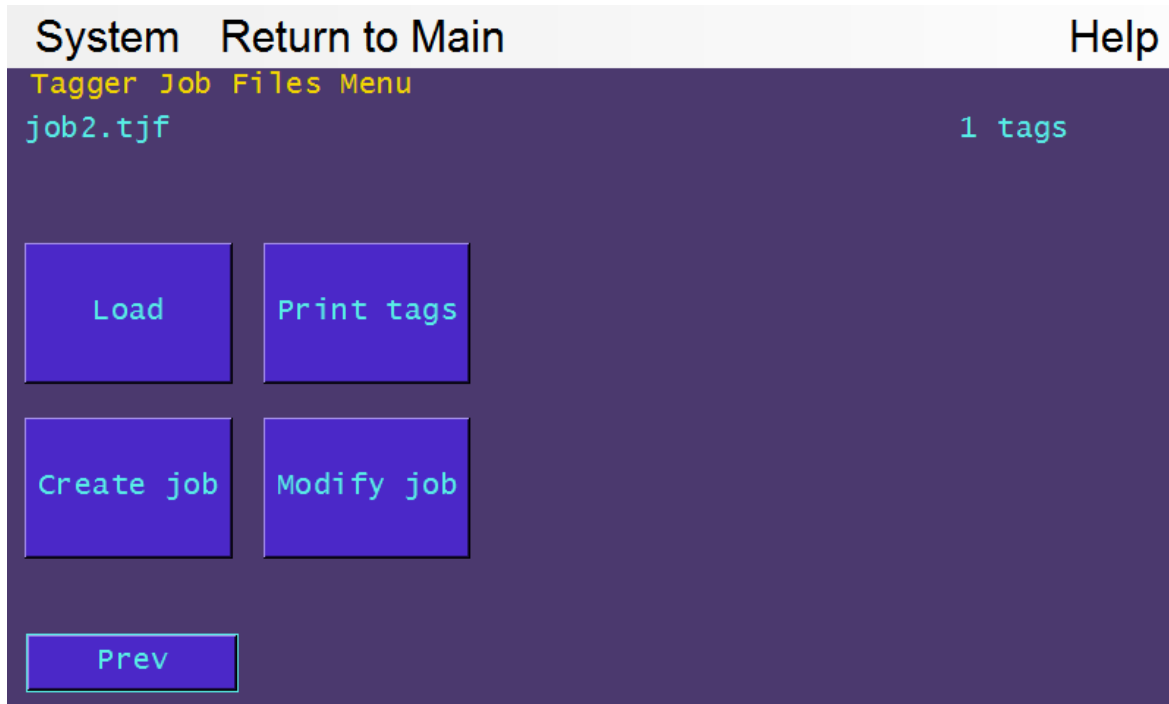
Tagger Job File

This section explains how to create, print, and modify Tagger job files. See Appendix A for more detailed information about Tagger Job File format.

The Tagger Job File allows you to create and save a set of tag specifications as a job. The Tagger Job File, or TJF, is a simple file designed for and used only for Whittier Tagger machines. You can then print, export, import, and edit those jobs. To enter Tagger Job File, touch **Tagger Job Files** from the Main Menu.



Touch the **Load** pad in order to load the files to select for your job. You can then retrieve files from a Network FTP server, USB Flash Drive, Network shared folder, or files that are currently stored on your Tagger. These options work the same as if you were retrieving other data files.



Create Job

To create a new job file, simply touch the **Create Job** from the Tagger Job Files menu. You can then change the job description (job name) and select the Category of mail you would like to process for this job, set your origin and what kind of tags you would like to print on the **Job Edit** screen.

Print Job File

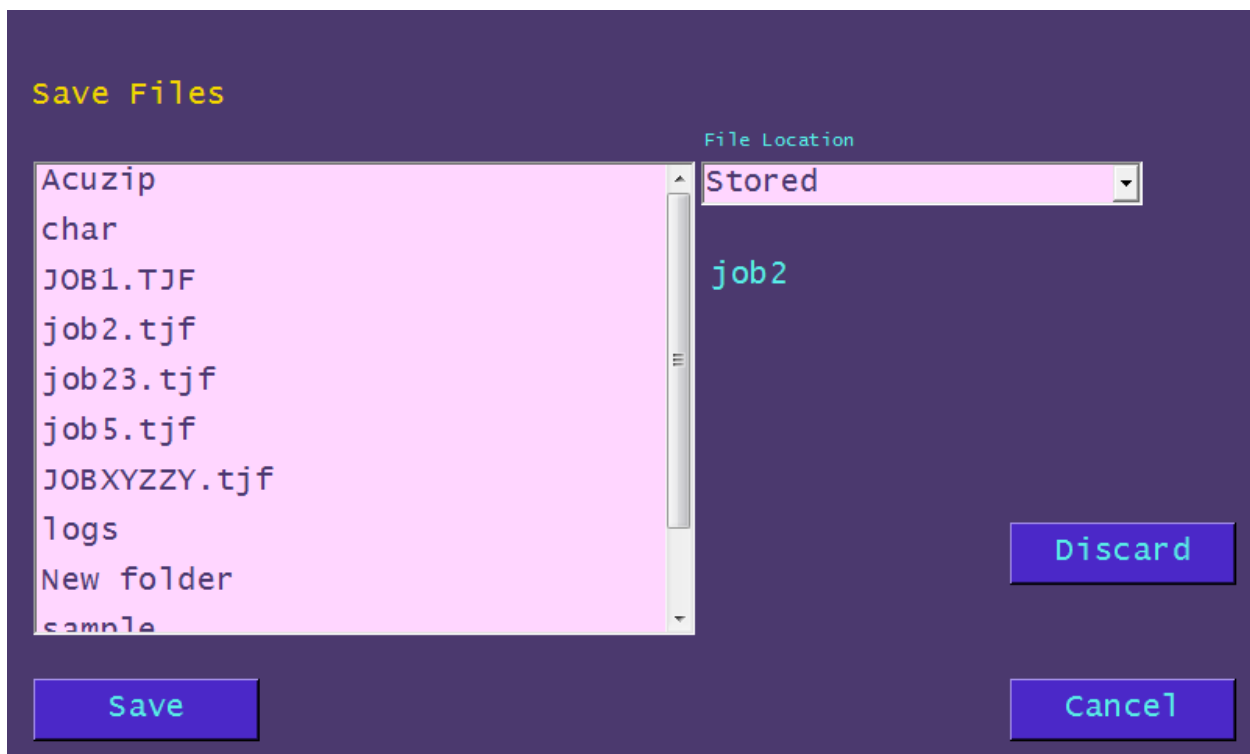
Touch **Print Tags** to print the file you have chosen.

The screenshot shows the 'Print Tag File' interface. At the top, there are three menu items: 'System', 'Return to Main', and 'Help'. The main title is 'Print Tag File' in yellow, followed by 'Tag (1 of 10) in job.tjf' in cyan. A dropdown menu shows 'IMTL'. The central display area shows the following tag information in cyan text: 'COLOMA WI 54930', 'STD LTR BC 5D SCHEME', 'STONEY BRK U. STONEY BROOK NY 11...', and 'carrier route'. To the left of the display are buttons for 'Prev tag', '<< 10', and 'Print Tag'. To the right are buttons for 'Next tag', '10 >>', and 'Quantity = 1'. Below the display are two large buttons: 'Print entire file' and 'Print range of tags'. The 'Print range of tags' button has two input fields labeled 'start' and 'stop'. At the bottom, there are buttons for 'Prev' and 'Add Tags'.

New Job File

This is the screen where the ZIP Code of the destination is entered. Refer to *Printing On Demand Tags* for instructions on how to enter different types of tags. After you print your first tag, 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, touch *PREV* 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, touch *Save* 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.



Saving A Job

If you select *Save* you can save a copy of the file you are currently working with to a new name or new destination.

Non-new Job

When you load a job file that has been previously used, you go directly to the **Print Tags** menu after touching **Select file** and selecting the file you wish to use.

System Return to Main Help

Print Tag File

Tag (1 of 10) in job.tjf

IMTL

Prev tag COLOMA WI 54930 Next tag

<< 10 STD LTR BC 5D SCHEME 10 >>

Print Tag STONEY BRK U. STONEY BROOK NY 11! Quantity = 1

carrier route

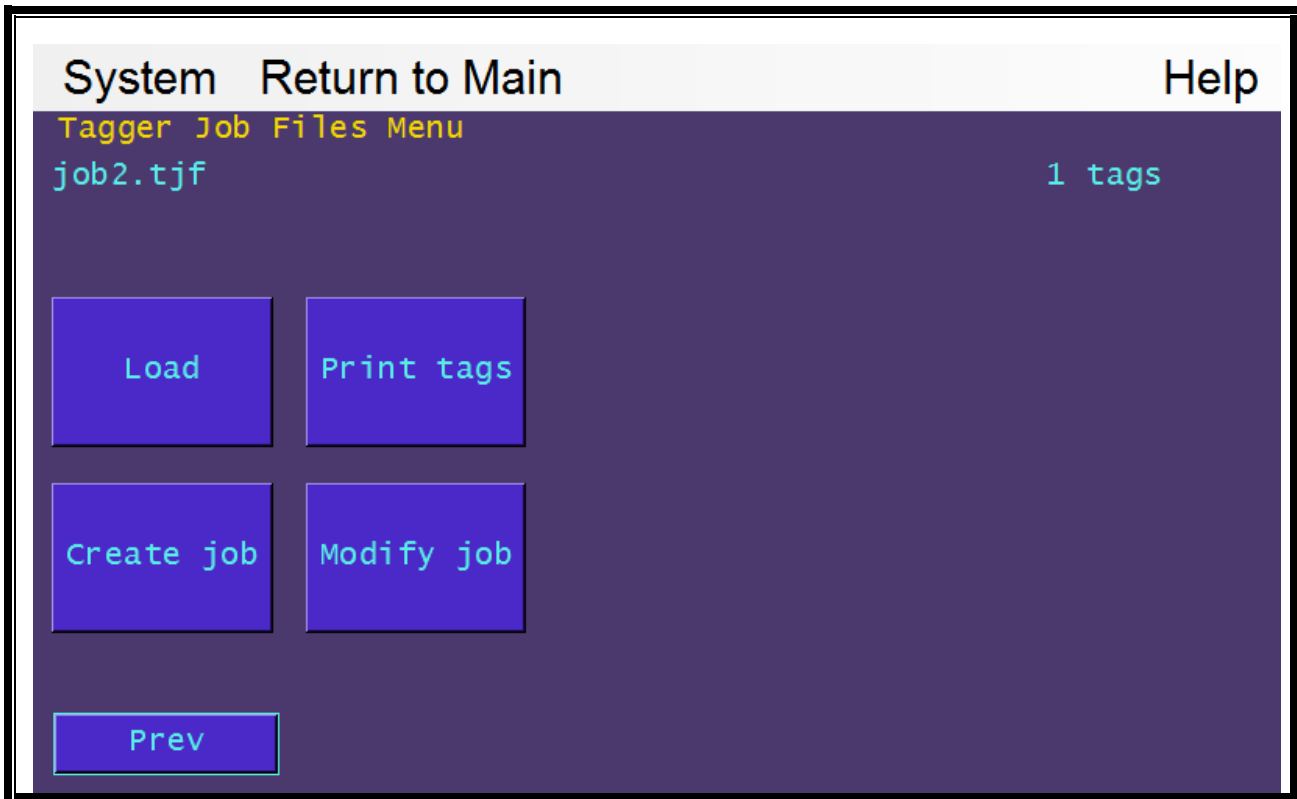
Print entire file Print range of tags

start stop

Prev Add Tags

Modify Job File

Touch **Modify job** and it takes you to *Job Edit* menu. Your screen will look something like this. From this screen you can modify the category, mailer info, and tag options and routing. These settings work similarly to the same options in On Demand mode.



Making a Pallet Tag

To create an On Demand Pallet label, simply choose the Pallet type label from the drop down menu selection at the On Demand screen, enter your parameters, and print out your label. (You will, of course, need to have the proper label stock loaded into your printer.)

You can also print a pallet label from a mail.dat file. Once you have chosen “Pallet”, navigate to the location of your mail.dat file. Again, be certain you have the proper pallet label media loaded into your printer. Once you have the media loaded, you can print your pallet tags as you would any other tray label by simply selecting your file. The Tagger will automatically choose the Pallet labels from your mail.dat file as long as “Pallet” has been selected as your label type. If you choose “IMTL” or “TRAY”, only TRAY labels will be printed from your mail.dat file.

Updating from USB Flash Disk

From the *System* menu, press **Update**. From the drop down menu items, you will see various sources which can be chosen as a source for the update of which the USB Flash disk is one. The machine will search the disk drive for the update and then load the new update, save all the old information and finally restart the system. This process takes a few minutes, and then the copyright screen will come up and your system starts normally. (Of course, you need to have the update copied onto the Flash drive for this to work.)

Creating an Update Flash Disk

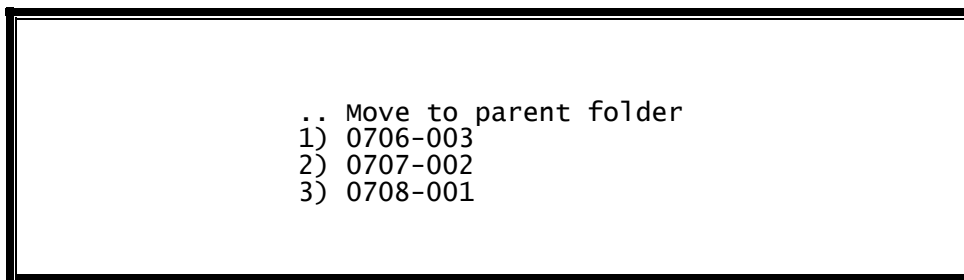
Update flash drives can be created via our web site at <http://www.traytag.com/support/updates/updates.html>. Simply follow the instructions on the update page.

Configuring The Tagger For FTP Update

The BT-900 IMB Barcode Tagger has the capability of retrieving the update files from the WMP FTP Update Server. The Tagger must be configured with an IP address, a Gateway IP address and a Subnet Mask. These settings are entered at the SYSTEM Settings screen.

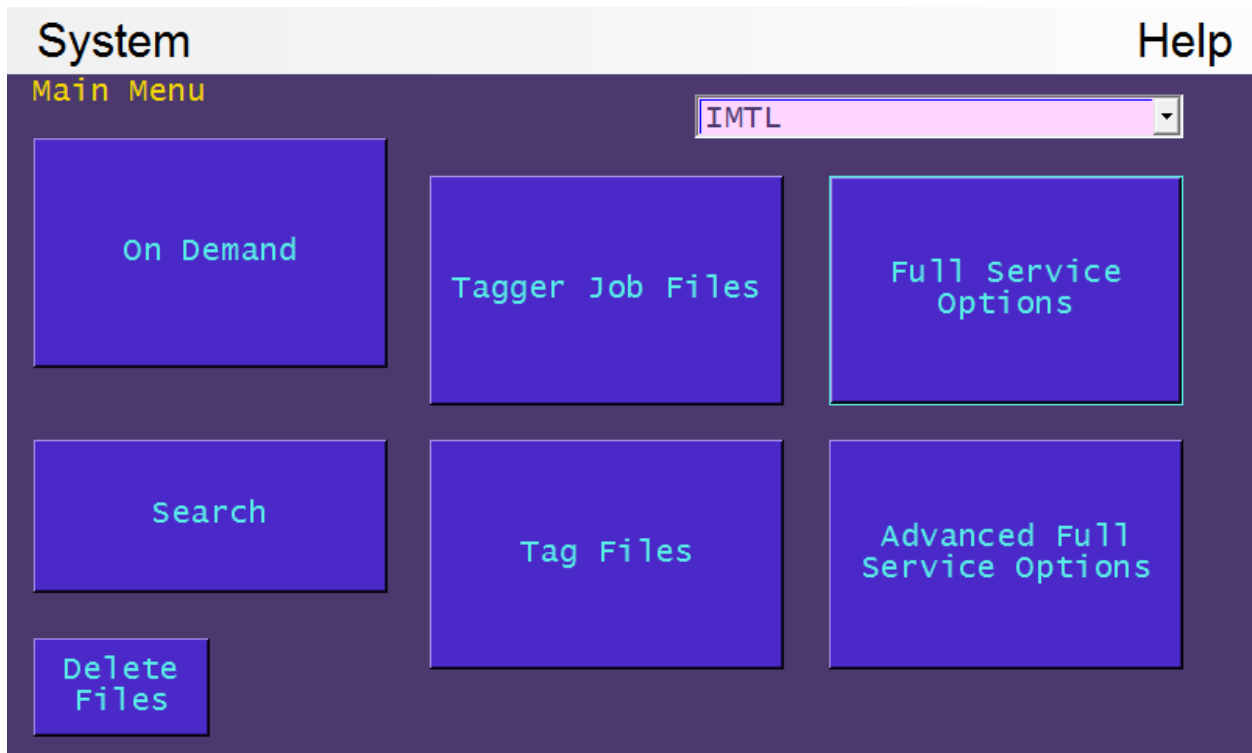
Updating from FTP (Internet connectivity required—see *Configuring Tagger for FTP Update*.)

From the *System* menu, press **Update**. From the drop down menu items, you will see various sources which can be chosen as a source for the update of which the Whittier FTP Site is one. Once the connection has been made the screen will look like this:

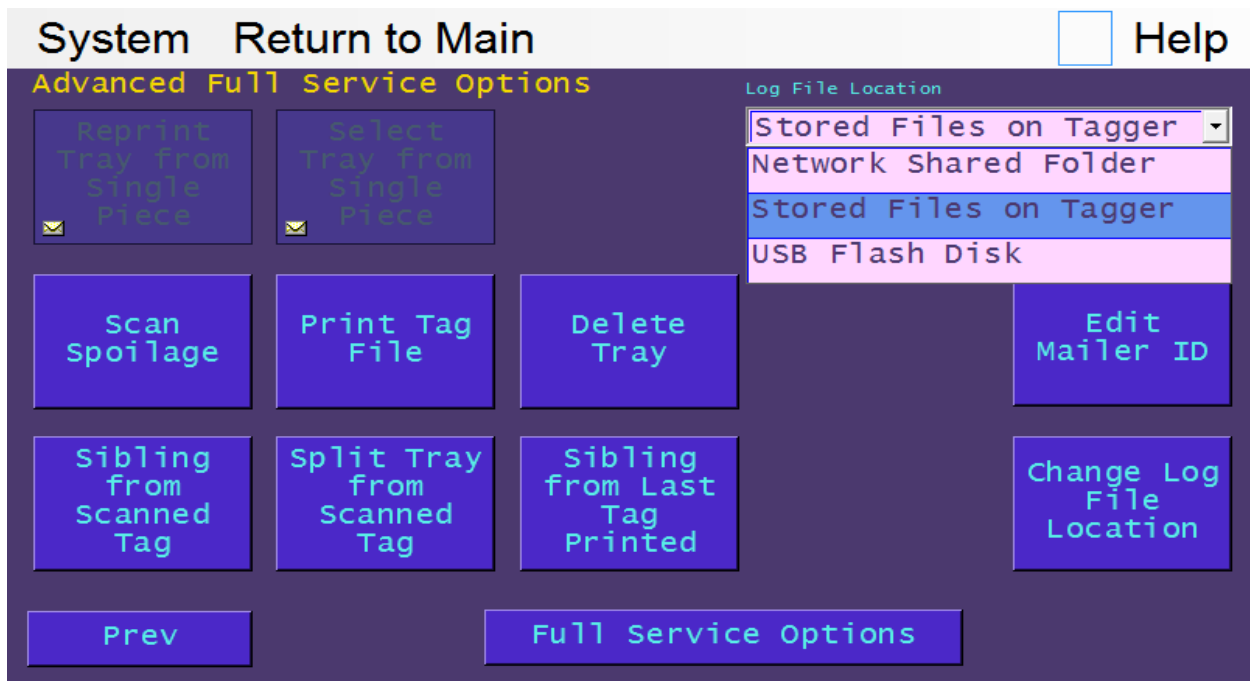


You then merely select the number of the update that you want to install. The Tagger will automatically download the update, archive the old information and finally restart the system. This process takes 1 to 2 minutes, and then the copyright screen will come up and your system should start normally.

Advanced Full Service Options



When the *Advanced Full Service Options* is chosen, the full capability of the BT900 is unleashed. With *Advanced Full Service Options (AFSO)* multiple things can be done in the realm of Full Service Mailing through the use of mail.dat files. To be functional with mail.dat files, the .csm and .hdr files from the suite of mail.dat files need to be accessed by the tagger. Once the tagger has access to these files, all of the AFSO features become available for use. AFSO license/option purchase required.



Sibling tags are used to inform the USPS that you added an additional tray or pallet to hold mail that originally was supposed to fit in one tray on one pallet.

Split a tray is similar to creating a sibling but the data sent will look like two regular trays with counts and weights (which is not the case with a sibling.)

Sometimes mail must be removed after the presort due to spoilage, shortage or a client simply wants to pull that mail out for some other reason. *Delete* tray accomplishes this. When entire trays are to be removed, this can be done as long as you have not yet exported a “ready to pay” update to PostalOne that includes the tray in question.

Scan Spoilage are mail pieces which have been spoiled or damaged or no longer usable and are then scanned to be removed from the PostalOne reporting process.

For more details about these functions please refer to your DAT/MAIL guide.

Changing Log File Location

To change your log file location, you need to tap ***Change Log File Location*** before the *Log File Location* drop down menu is activated.

Full Service Options

Full Service Options differ from the *Advanced Full Service Options*. Instead of having the capability to print sibling trays or tags and scan spoilage, Full Service Options allow you to sort and find your tray tag files easily and quickly using various “shortcut” methods. These methods are by printing or finding the tags by different sort orders should you choose. Tags or tag files can be found and/or printed by container grouping, by Display Container ID, Pallet Display Containers, or by Container Grouping.

Simply enter a partial or complete keyword for the desired search instruction into the area provided to quickly find the respective file for which you wish to print tray tags.



System Return to Main Help

Display Container ID

Prev Enter

System Return to Main Help

Pallet Display ID

Prev Enter

Using The BT-900 Barcode Tagger On A Windows Network

This section explains how to use your Tagger with your network.

The Tagger BT-900 can communicate over a TCP/IP network accessing a “shared folder” on a network workstation or offering an internal directory as a “shared folder” to a network.

These methods require minimal setup on the BT-900. First the BT-900 must have an IP Address assigned to it and a Gateway IP Address specified. If you do not know the IP Address the BT-900 will use, ask your system administrator. Fill out each field as required or appropriate. Connecting to your network can be done wirelessly or with an Ethernet cable, whichever is appropriate or most convenient for you.

The screenshot shows the 'Settings' screen of the BT-900. At the top, there are navigation links: 'System', 'Return to Main', and 'Help'. The 'Settings' title is in yellow. Below it, there are several sections:

- Change Theme:** A button labeled 'Change Theme' next to the text 'aquin'.
- Network:** A section with a 'Connection - Wireless' button. Below it, 'Source - DHCP' is selected, with an 'Edit' button. The 'Tagger IP:' field contains '10.0.0.117', 'Subnet:' contains '255.255.255.0', and 'Gateway:' contains '10.0.0.1'. A 'Prev' button is at the bottom left of this section.
- USPS Source:** A dropdown menu showing 'CS 10/13 PB 22372 09/19/13483'.
- Security Level:** A dropdown menu showing 'None'.
- Printer, Model, Port:** Three dropdown menus showing 'Tray Printer', 'LT8 Plus', and 'USB1' respectively. A 'Save' button is to the right.
- Display Date:** A dropdown menu showing 'Wednesday, December 18, 2013'.
- Display Time:** A time display showing '9:52:22 AM' with up/down arrows.
- Buttons:** 'Setup Folders' and 'Additional Settings' buttons are at the bottom.

You may also map the tagger to an available drive on your network using the Server Share setting.

Server Share

Shared Server IP: 192.168.1.8 **Ping**

Shared Folder Name: TAGGER

Subfolder:

Tagger User Id: COMPAQ_ADMINISTRAT

Tagger Password: *****

Test Settings

Status:

File Server Settings
To map a Windows drive letter to the shared files on the Tagger system use:

Share name: \\10.0.0.112\Data

User name: SCROGGINS\BTUSER

Password: BTuser

FTP Share

Prev

Appendix A

Tagger Job File Programming Format

Tagger Job File (TJF) Overview

TJF files are created either by a host computer or by the Barcode Tagger 900 and stored local hard disk or on USB Flash disks. The files can be loaded into the Tagger 900 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 900 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 900 keypad as a sample. Save it 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 May 2007” 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 900 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 Sack
Tag 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 B)
	=	

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. 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 <i>ZIP</i> (0, 3, 5 or 9). See Appendix B
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 ZIP 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 tags to be printed, up to 999.
Optional Tray Data Text	Literal text to be printed.

TJF Sample One:

WMP Tagger Job File Format May 2007	
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 Two:

```
WMP Tagger Job File Format May 2007
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, Sack, Transition }
# Printer = {Yes, No }
#
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>, <extra line>
# <subtype> consists of a single digit number describing the length
# of <ZIP> followed by a two-digit tray type code
# 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, 90710 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
=====
```

Appendix B

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 NDC
F	News	012	Mixed AADC at NDC
G	STD/PSVC	014	Mixed ADC at NDC
		015	Single Piece
		320	3-Digit
		321	3-Digit / 3-Digit Scheme
		322	3-Digit Scheme
		330	SCF
		333	ADC
		334	AADC
		338	Destination ASF
		339	Destination NDC
		340	Origin Mixed ADC
		366	3-Digit Carrier Routes
		368	Merged 3-Digit
		550	5-Digit
		551	5-Digit / Scheme
		555	5-Digit Mach and Irreg
		556	5-Digit Scheme
		557	5-Digit Mach/Irreg 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
TYPE			
01	Letters		
03	Flats		
04	Machinable		
05	Irregular		
08	Parcels		
13	Open and Distribute		
14	CMM Sacks		
15	Not Flat-Machinable		
SORTATION			
01	Nonautomated		
02	Automated		
03	Regular		
14	DNDC Rate		
15	Bound Printed Matter		
16	Media Mail		
17	Machinable		
18	Presorted		
20	Priority		
21	Manual		
22	Express		
23	Merged		
24	Barcoded		
25	Customized Market Mail		
26	Uniform Thickness		
27	Nonuniform		

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.

Updated 1/5/2014