

**Automate folding and inserting  
to make your routine mailing tasks  
More efficient**



**OfficeRight SI 4200  
Inserting System**

**Fast-track to productivity**

## Fast-track to productivity

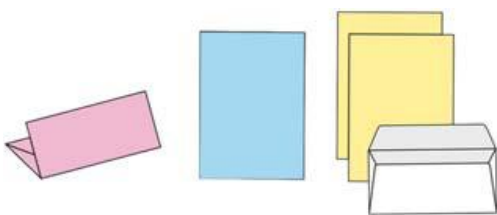
Success in business today means more than just delivering quality products or services. You're under extreme pressure to manage resources efficiently, control costs, optimise cash flow and increase revenue. Maintaining ongoing communications with your customers is key. This is where Pitney Bowes can help - our integrated solutions bring a new level of operational efficiency to your business communications process.

## Integrated technology you can trust

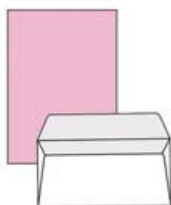
Regardless of the business you are in, the kinds of mailings you do are probably very similar. Your repetitive mailings need to accomplish one or more of four objectives:

- Manage cash flow - timely, efficient generation of statements and invoices
- Contribute to revenue growth - providing existing and potential customers with effective marketing messages
- Convey information - newsletters and announcements of interest and relevance to the target audience
- Communicate with your own employees - through benefit statements, announcements or payroll
- And, regardless of the objective of the mailing, the key needs are basically the same:
  - Fast and efficient preparation and delivery
  - Confidentiality and security
  - Accurate selection of added inserts
  - Precise control over variable numbers of pages
  - Professional appearance

Now with the SI4200 Inserting System you can create, fold and insert invoicing and statement applications with integrity and security, faster than before. But it's not just about handling your transactional applications more efficiently. The flexibility of the SI 4200 makes it easier than ever to enhance the value of your mail by adding and personalising marketing messages that the recipient will want to read.



Using OMR Customer A can receive a leaflet, a letter and an invoice.



Customer B receives only the invoice.

## PacPilot™ User Interface 5 minutes and you're up and running



- Running regular mail jobs is no longer dependent on a few trained operators or lengthy tutorials - anyone can learn to do it in about 5 minutes. PacPilot™ onscreen, job-specific instructions tell precisely what to load where and in what orientation.
- The PacPilot™ icon-based menu guides the operator step-by-step through the set up of the mail piece, so many new applications can be set up in 5 minutes or less. Editing existing jobs is a common requirement, which can now be done in less than 5 minutes on the PacPilot™, allowing the operator to focus on the mail, not the machine.
- The innovative SwiftStart™ function allows new jobs to be run by anyone without pre-programming, removing the need for a dedicated operator. The job can also be saved for subsequent use.

## Security and integrity of the mailpiece

The operator is required to run a trial piece at the start of each new job, ensuring that each job is accurate, and that the content and the presentation of the mailpiece is correct.

The SI4200 stops the system when a double document is detected so that the operator can make the necessary correction and avoid documents being mixed with another set.

Superior OMR capability is provided with both top and bottom scanning. Security and integrity has never been easier to programme and apply.

Controlling the contents of each individual mail piece is simple, ensuring that your customer receives not just the right number of pages but the correct ones. For targeted marketing you decide the message that each customer receives by adding additional pieces, thereby maximising the value of your mail.

# Fast-track to different applications

Sheet feeders, envelope feeder, insert feeder and sealant reservoir load easily and feed reliably, ensuring continuous operation.

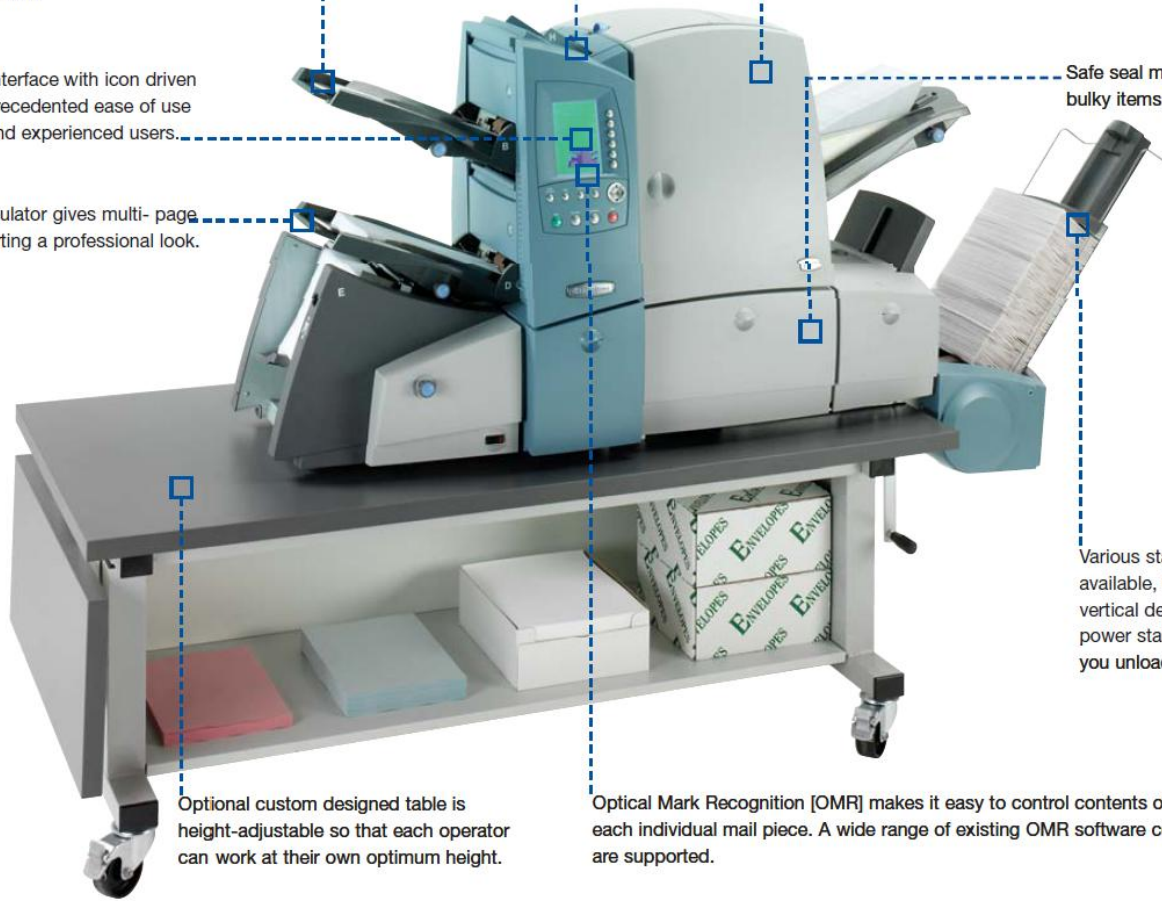
PacPilot™ user interface with icon driven menu gives unprecedented ease of use for occasional and experienced users.

aPre-fold accumulator gives multi-page folding and inserting a professional look.

Manual Feed Tray, for ad hoc mailings, handles stapled sets.

Patented folding technology gives the SI4200 sustained accurate folding.

Safe seal mode ensures more bulky items are sealed securely.



Optional custom designed table is height-adjustable so that each operator can work at their own optimum height.

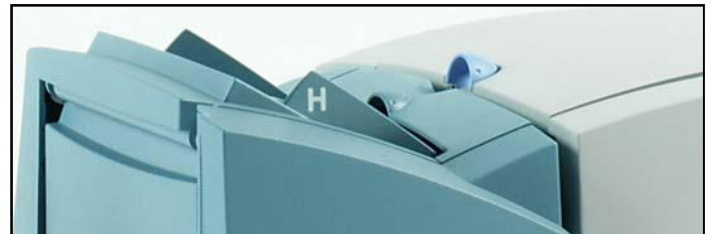
Optical Mark Recognition [OMR] makes it easy to control contents of each individual mail piece. A wide range of existing OMR software codes are supported.

Various stacker options available, including the vertical design OptiFlow™ power stacker, which lets you unload while running.

A dedicated Manual Feed Tray enables users to fold and insert ad hoc communications throughout the day, as and when required.

The optional OptiFlow™ power stacker is easy to unload on the fly, and because of its capacity allows for longer periods of unattended running.

The SI4200 offers superior versatility in the range of applications that can be run. The SI4200 can operate up to three high capacity feeder stations, which can handle a wide range of materials to satisfy almost all applications, from invoices, statements and letters, to reply envelopes, reply cards, leaflets, coupons and flyers. 'Linked feeder' option allows pages to continue feeding from the second feeder when the first has run out, minimising the need to reload. The pre-fold accumulator provides choice in handling multi-page mail pieces, so that items can be folded together, or separately, as appropriate to the application.



Manual Feed Tray



High Capacity Feeders

## Technical Specifications

**User Interface:** PacPilot™ allows operator to load a job, switch from current job to another one or easily programme a new job

**Speed:** Up to 3600 pieces per hour

**Capacity:** Two sheet feeders or two feeders plus insert feeder

### Dimensions

Length: 1370mm  
Depth: 570mm  
Height: 760mm  
Weight: Min - 88kg, Max - 102kg  
(dependent on configuration)

**Options:** OptiFlow™ power stacker with a vertical design

High capacity belt stacker OMR

**Furniture:** Height-adjustable Custom Designed Table

## Maximise mailing performance through intelligent inserting

PBFirst™, our revolutionary file importing, re-formatting and sorting software, ensures correct application of OMR marks for all your mailings.

PBFirst™ also provides the ability to create or modify your document layout to tailor the mail piece without expense or delay.

Ability to create and generate forms eliminates the need for costly pre-printed forms, resulting in savings in paper stock. Address verification and postcode sorting ensure you can earn postal discounts and improved delivery.

## Folds and Inserts up to 300 Mailpieces in 5 Minutes



### EUROPEAN POSTAL SYSTEMS LIMITED

Unit B2  
Lomer Farm Industrial Estate  
Wrotham Road  
Meopham  
Kent DA13 0AN

Tel: 01474 815850  
Fax: 01474 815860  
Web: [www.europeanpostalsystems.co.uk](http://www.europeanpostalsystems.co.uk)  
Email: [sales@europeanpostalsystems.co.uk](mailto:sales@europeanpostalsystems.co.uk)

N.B. Specifications in this leaflet are subject to change without notice, as part of our programme of continuous improvement.