



PASSPORT Label Acquisition System

Technical Reference Manual

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Software Licensing

The PASSPORT System was developed at the request of the Office of Processing Policies and Programs, Processing and Distribution, U.S. Postal Service Headquarters. It was written by the Raleigh Integrated Business Systems Solution Center (RA IBSSC) located in Raleigh, North Carolina. The Label Printing Center (LPC) located in Topeka, Kansas also participated in the development of this application and was instrumental in reducing turnaround time for label orders.

PASSPORT provides a comprehensive and flexible method of obtaining barcoded tray and sack labels used by the USPS and its customers. Labels may either be ordered through an automated ordering process from the LPC and/or printed locally. The application software and internal data files are kept updated through an automated upgrade process.

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U.S. Postal Service Raleigh IBSSC,

4200 Wake Forest Road, Raleigh, NC 27668 - 9000

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Acquiring the Software**Download Software and Documentation Via the Intranet**

Start Netscape or Internet Explorer and open location:

<http://ralissc1.usps.gov>

Click on PASSPORT under the Projects Column

This site has links for downloading the **Postal and Mailer** versions of PASSPORT, upgrade diskettes, and user manuals.

Download Software and Documentation Via the Internet

External Mailer customers may download the Mailer version of the PASSPORT software from a publicly accessible Web site:

<http://ribbs.usps.gov/files/PASSPORT/>

Arrangements can be made for those mailers customers unable to download software.

Hardware Requirements

- The hardware requirements for PASSPORT are:
- 386/20mhz or higher, 4mb memory
- 40mb hard-disk space (exclusively for PASSPORT)
- 2400 baud rate modem (9600+ recommended) and modem compatible phone line
- MS- DOS version 3.3 or higher
- Console Printer - Okidata 320 or 390 or compatible for report printing.

PASSPORT reports are printed to a parallel port printer as ASCII text files with space-delimited formatting. Most dot matrix or laser printers will provide these reports.

- Label Printer - (Required for on-site label printing)

CPU and Operating System

The minimum system hardware is an 80386 or compatible PC. At least 4MB of RAM is required. A 3-1/2 inch High-Density floppy drive is used to install software. The PASSPORT software requires a VGA or better video display and adapter. A parallel port is required for output to a console report printer. Serial ports are required for both the modem and for any serial interface label printer.

Modem

A 2400-baud modem will work with PASSPORT, but upgrades to the software may require up to 2 hours to download. A 9600-baud modem is recommended for faster data transfers.

Plug and Play modems may be used with PASSPORT, but the program must be run under Windows to allow access to the Windows hardware drivers.

The user must determine the communication settings for the modem. PASSPORT has no way to detect the communication (COM) port or interrupt request number (IRQ). In addition, the user may have to provide a customized initialization string to set the modem to emulate a Hayes modem.

Label Printer

The following printers may be used to produce barcoded tray and sack labels:

- Monarch 9425
- Monarch 9445
- Intermec 3000 ALI
- Intermec 3400
- SATO Model M-8400

- Microcom Model 410 ECA
- Whittier Mailing Products (Eltron, Orion, etc.)

Mailers may also use:

- Hewlett Packard LaserJet III or compatible

NOTE: The laser printer must have enough memory to support full-page graphics. The printer must also allow the use of 70# card stock.

Console Printer

Reports and reference tables may be printed using the console printer. The console printer is to be connected to the parallel port (LPT1). The following are specifically supported:

- Okidata 320
- Okidata 390

The reports are sent to the printer as ASCII text files and will therefore print on most types of dot matrix and laser printers.

Barcode Reader

The PASSPORT Standard system requires a barcode reader (Datawand) and communication/charger base (Datawell). The Datawand II/IIB and Datawell are available from Symbol Technology

Smartswitch Multiplexer and A/B Switch

A standard system requires at least two WTI Code-activated switches with from 16 to 64 serial ports for a Wand Server and a Print Server. The standard system also requires 2 serial A/B switches.

Hardware Vendors

Contact information for hardware vendors is available in Appendix B of this guide

Documentation

Readme Files

The first diskette in the new installation package includes a file named **README.CAA**. This file contains important notes about the current software release and any special installation instructions.

After each software upgrade, upgrade specific information can be found in **READnnnn.CAA** where **nnnn** is the version number of the upgrade. For example, after downloading V01.24-BE, the file **READ0124.CAA** will be added to your system.

All ReadMe files are located in the **C:\CAA.V01** directory.

User Manuals

PASSPORT distributes most User Documentation with the installation diskettes. In addition, updates are distributed along with system upgrade downloads.

Run the program **USERMAN.EXE**. This will extract the following 3 files to the **C:\CAA.V01** Directory:

- **QUICKREF.DOC** –Microsoft Word® Document
- **QUICKREF.TXT** - ASCII text Document
- **QUICKREF.HP3** - Hewlett Packard LaserJet III print file

These three files are the same *PASSPORT Quick Reference Guide* in different formats. This document is a simplified operating manual with specific instructions on getting started using the PASSPORT system.

In addition, after each software upgrade, updated user documentation is provided in a file **USERnnnn.EXE** where *nnnn* is the version number of the upgrade. Executing this file, located in the C:\CAA.V01 directory, will extract the following four files:

- **QUICKREF.DOC** –Latest complete version in Microsoft Word® format
- **QUICKREF.TXT** - Latest complete version in ASCII text
- **QUICKREF.HP3** - Latest complete version as an HP LaserJet III print file
- **USERnnnn.DOC** – Detailed Release Notice in Microsoft Word format

Hotnews

Each time a connection is made to a PASSPORT BBS to either order labels or upgrade software, a Hotnews file is retrieved. This Hotnews file will be displayed the next time PASSPORT is run, or may be opened directly using the Upgrade Software/Tables menu. New information is provided here to keep PASSPORT users up-to-date on the latest PASSPORT labeling news.

Typographic Conventions Used in This Manual

The following are typographic conventions used in this guide:

- PASSPORT Menu choices are shown with the sequence of menus to follow to access that choice. A | is used to denote a submenu. Menu items are shown in the text:
Menu Level 1 | Menu Level 2...
- PASSPORT Screen names are shown in this text: *SCREEN NAME*
- PASSPORT data field names are shown in this text: DATAFIELD
- Typed commands are usually followed by the <Enter> key. Command text that a user is to enter is shown in this text: **TYPED COMMAND <Enter>**
- Keyboard commands are shown in this text: **F1-Help**
- References to other sections of the user guide are shown in this text: *See also...*

Application Support

The PASSPORT System is a PC-based application not requiring daily connectivity to the Raleigh Integrated Business Systems Solution Center (RA IBSSC) in Raleigh, North Carolina. Although the system is user-installed, the RA IBSSC will provide assistance, **as needed**, in the coordination and installation of the PASSPORT hardware. **Field offices are responsible for procuring hardware maintenance**. All software distribution and version updates will be distributed by the RA IBSSC via dial-up connection. The application will indicate when it is necessary to execute the Get Update option which must be done periodically to ensure that all updates are received.

The Raleigh Integrated Business Systems Solution Center (RA IBSSC) maintains a Customer Support Hotline which provides assistance for application related problems.

1-800-USPSHELP (1-800-877-7435)

All of the INFORMATION SYSTEMS SUPPORT (ISS) locations will be available through this new number and can be reached by pressing the following option number at any time after reaching the recording.

Press 5 for Raleigh (PASSPORT SUPPORT)

Anyone who is calling from a rotary phone may still use 1-800-USPSHELP (1-800-877-7435) and SPEAK the option number associated with the support group they need, and the system will route their call.

NOTE: Please see the Troubleshooting Chapter in this manual for resolutions to common questions and problems **before** calling Customer Support.

Area Label Coordinators

Questions relating specifically to labeling rather than software operation should be directed to the Area Label Coordinator.

<i>Region</i>	<i>Contact</i>	<i>Phone</i>
Northeast	Richard Benson Clare Powers	(860) 285-7169 (860) 285-7247
New York Metro	John Westrick	(646) 473-3731
Allegheny	Lee Fields Kathy Bodnar	(412) 494-2639 (412) 494-2643
Capital Metro	Jeff Jones	(301) 618-4406
Southeast	Linda Fritz	(770) 390-5954
Great Lakes	Lynda Dudzinski Patti Gebala	(630) 539-4722 (630) 539-6222
Southwest	Brenda Davis	(214) 819-8805
Western	Brian Young	(303) 313-5173
Pacific	Cal Fuji	(415) 615-7157

Purpose

Tray and sack labels are a vital link in the efficient movement of the mail. Barcoded labels provide the interface to the automated mail handling systems in the Postal Service today, those currently in use and under development. Since changes are constantly being made to improve transportation efficiency, labels must be modified to reflect these changes.

The intent of the PASSPORT System is to automate and improve the accuracy of ordering preprinted tray and sack labels from the LPC. The use of this system and associated handling/processing changes at the LPC also drastically reduces the turnaround time required for receipt of the requested labels. This improved ordering process allows users to maintain a minimal label inventory and reduces waste when label requirements change. Both bulk and collated label sets are handled via this system. Built-in Domestic Mail Manual, Five-digit ZIP Code, Contents ID, and Air Stop tables assist in ensuring accuracy of labels ordered. These tables and all components of the application software are nationally maintained through an automated software update process. (Future plans are to include the Distribution Requirements System labeling lists in the built-in tables.)

PASSPORT can also locally print barcoded tray and sack labels that meet Postal standards in a cost-effective manner which may be used in conjunction with the automated ordering process. This type of printing will allow label changes to be implemented on an immediate basis until the revised preprinted labels are received from the LPC. Thus, the need for handwritten labels (and the associated problems of using them) are eliminated.

PASSPORT allows label printing, ordering, or both. Each local PASSPORT site may determine what functions best supply its labeling needs.

Overview

The PASSPORT system was designed to serve the label acquisition needs of a variety of users. It provides a means for both ordering and printing labels.

A simple menu-based interface, standard keyboard commands and a context sensitive help system provide easy access to PASSPORT's features

The system must be configured before use. At least one originating site must be specified with location and contact information. One originating site must be specified as the PASSPORT Site. Hardware must be specified using the Ordering Configuration Setup.

PASSPORT allows ordering of barcoded labels from the Topeka Label Printing Center by transmitting an electronic version of the Postal Form PS-1578B. Originating Site information is transmitted to Topeka on an electronic version of the Postal form PS-8131. Transmission may be immediate, or scheduled for a time when the system is unattended.

The Entry Level System allows local printing using a single PC and one of the supported label printers. The Standard System allows two PC's to work together to support up to 76 remote printer stations with up to 3 printers each. Print commands are read at remote barcode reader (datawand) stations and direct label output to the specified label printer.

Postal facilities may create sort schemes. A sort scheme is a group of label definitions, each with a specified CIN and destination. Users may create, modify and delete schemes. Functions are available to save schemes to disk or retrieve schemes from disk. Schemes may also be imported from NDSS/SPS using the scheme import functions in PASSPORT. The user must make sure that the same scheme information is maintained on both the Print Server and the Wand Server for the Standard System Configuration.

Sort schemes may be maintained in Topeka as collated set orders. If a scheme is maintained in Topeka, a set number is assigned and any changes to the scheme must be included in batches prepared and transmitted to Topeka.

As needed, program and data upgrades will be made available on the Raleigh IBSSC Bulletin Board System (BBS). PASSPORT will keep the system current by forcing the user to check for updates on a regular basis and notify the user when an upgrade should be downloaded. PASSPORT connects to the BBS and downloads upgrades when the user selects that menu option.

PASSPORT Versions

PASSPORT is available in two distinct versions. The Postal Version is for use by Postal facilities and will support originating sites designated as Postal or Mailer. The Mailer version is for use by Mailer facilities and only supports originating sites designated as Mailer.

The Postal version has support for Access Level Security and requires an account Name and Password to begin running the software. The mailer version allows access to all program functions without password protection.

The printing function for the Postal version allows the user to create and store print schemes, predefined groups of label definitions. The mailer version requires the user to specify the parameters of each label to print at the time of printing.

System Configurations (Local Print Option)

Using the Ordering Configuration Setup, several local print options are available:

- **None** - System is used for label ordering only, no local printing
- **Entry Level** - System uses a single printer connected directly to the PASSPORT Computer
- **Standard System** - System supports multiple remote printer stations with Barcode reader access to printing functions
- **Standard System/Entry Workstation** – An Entry Level setup that also has access to all Standard System options except Server Processing and Standard System Printer Format Download. This option allows a user to perform the tasks normally assigned to one of the Standard System servers without interrupting an operating Standard System.

The Label Ordering System

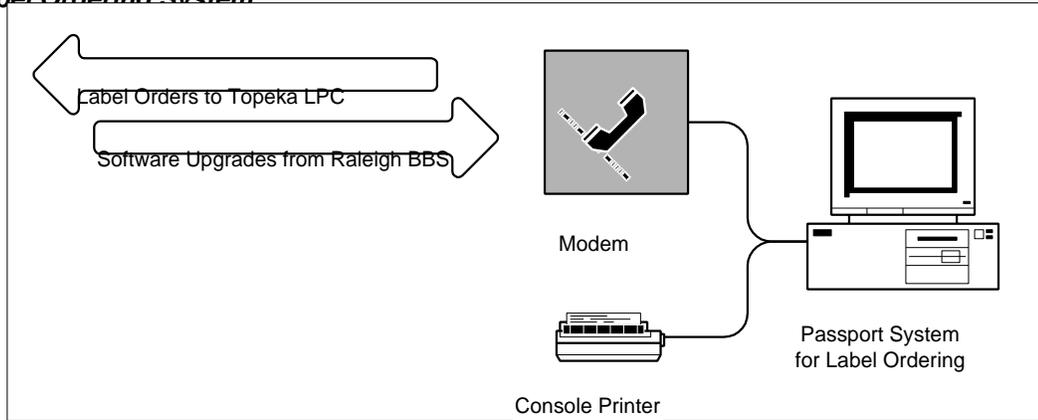


Figure 1 - The Label Ordering System

This local print option requires no label printer. It consists of a single PC, connected via modem to the Topeka Label Printing Center. This option is available to users of both the Mailer and Postal versions of the PASSPORT software

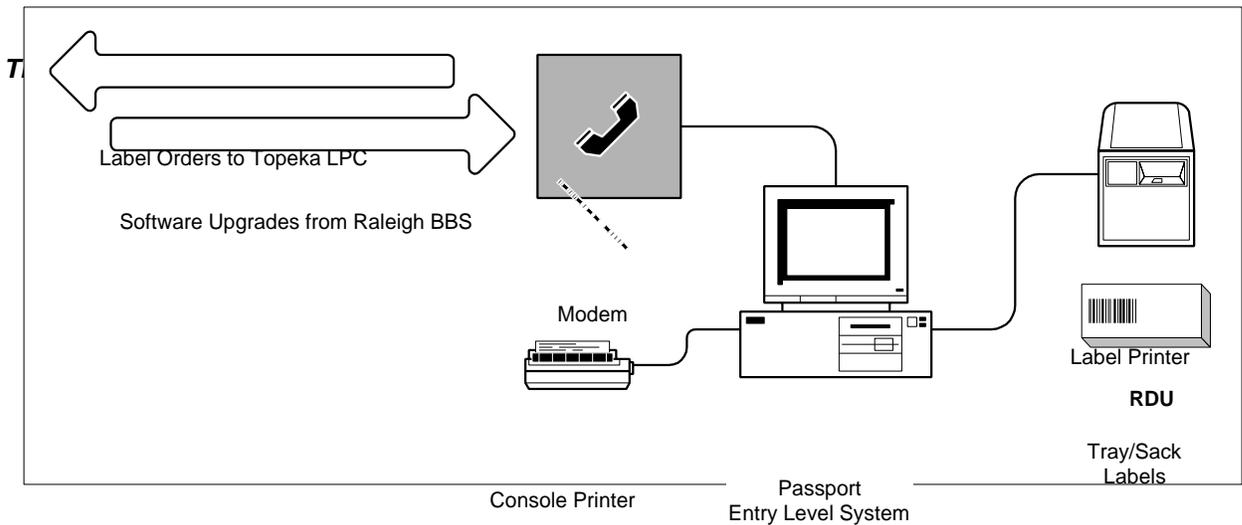


Figure 2 - The Entry Level System

The Entry Level System offers the flexibility for users who wish to print or order labels directly from the LPC. This system requires a single PC and one of the supported label printers. This option is available to users of both the Mailer and Postal versions of the PASSPORT software

The Standard System

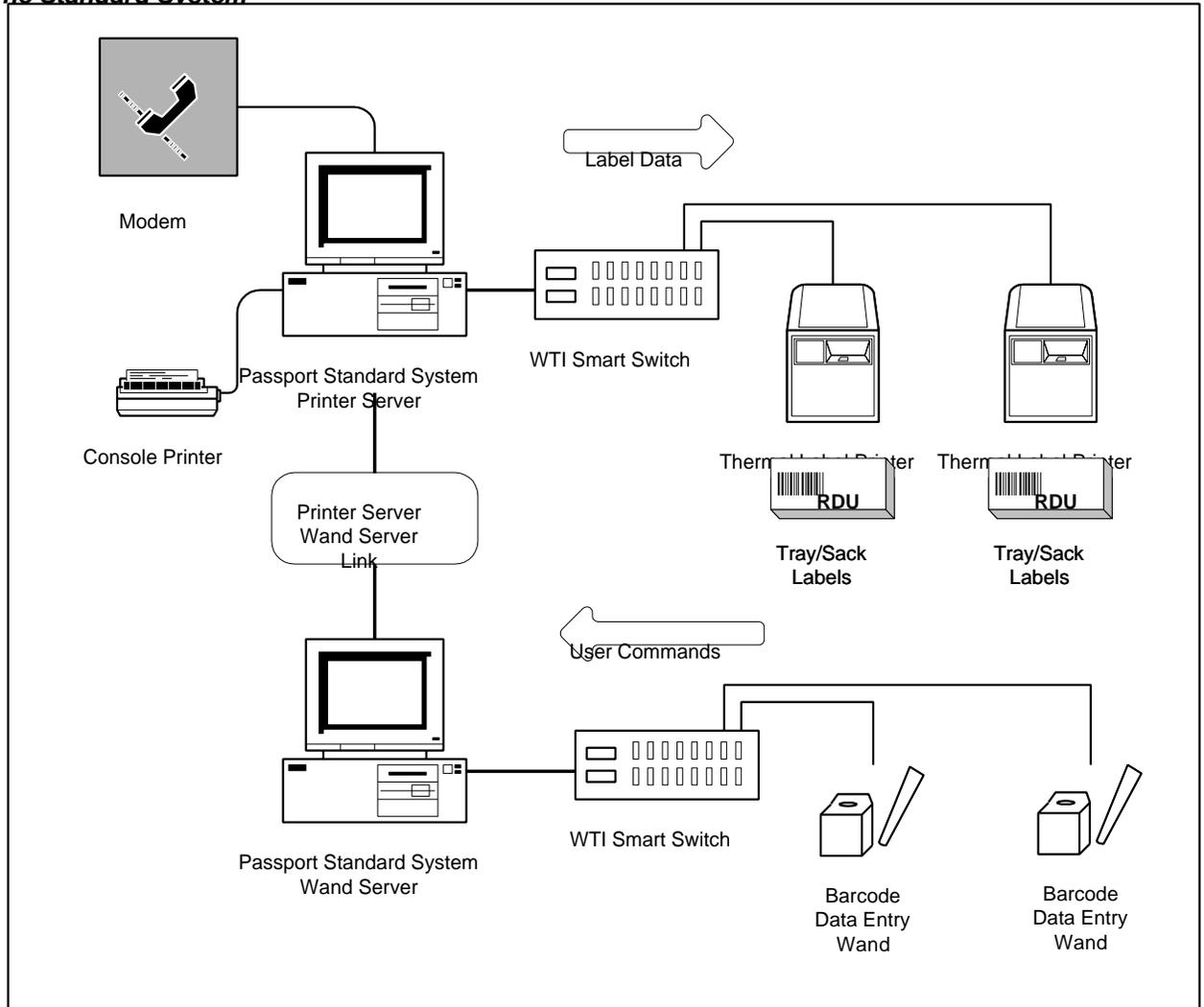


Figure 3 - The Standard System

For facilities requiring large numbers of labels printed locally, PASSPORT may be set up in the Standard System Configuration. In this configuration, two PC's, each with one or more serial multiplexers (WTI code-activated switch) and A/B serial line switches, is connected to remote printer stations via serial cable. Each printer station has one barcode reader (Datawand with Datawell) and 1 to 3 label printers. There may be as many as 76 remote printer stations.

In the Standard System Configuration, one PC acts as the Wand Server, the other as a Print Server. The Wand Server receives commands read from Supervisor Command Sheets and Master Bin Listings and communicates the print request to the Print Server. The Print Server then directs label printing to the specified printer. If needed, either PC may perform both tasks, acting as a Backup Server. This reduces throughput significantly and should be used as a temporary measure in the event of a failure of either the Wand Server or Print Server.

Navigating in PASSPORT

The Menu System

PASSPORT offers a set of easy-to-use menus that provide access to all the features of the program. Once the Licensing information screens and Logon screen are displayed, the menu structure begins as follows:

- ◆ **MAIN MENU**
 - ◇ **LABEL ORDERING MENU**
 - **ORDER ENTRY MENU (PS FORM 1578-B)**
 - **BULK LABELS**
 - **DMM SET LABELS**
 - **COLLATED SET LABELS**
 - **EXIT**
 - **ADDRESS DATABASE CHANGE (FORM 8131)**
 - **TRANSMIT MENU**
 - **PREPARE ORDERS**
 - **SCHEDULE TRANSMISSION**
 - **RETRANSMIT ORDERS**
 - **VIEW/DELETE PREPARED BATCHES**
 - **EXIT**
 - **REPORTS MENU**
 - **ORDER STATUS**
 - **ORIGINATING SITES**
 - **BATCH TRANSACTION**
 - **COLLATED SET LIST**
 - **EXIT**
 - **EXIT**
 - ◇ **LABEL PRINTING MENU**
 - **QUICK RELABEL PRINT SCREEN**
 - or*
 - **WAND (, *PRINTER*, *or BACKUP*) SYSTEM PROCESSING**
 - **SCHEME MAINTENANCE**
 - **UTILITY FILE MAINTENANCE**
 - **CONFIGURATION FILE MAINTENANCE**
 - **PRINTER COMMAND CONFIG FILE MAINTENANCE**
 - **MASTER CONFIGURATION REPORT**
 - **SCHEME IMPORT/EXPORT**
 - **COPY SCHEMES TO DISK**
 - **COPY SCHEMES FROM DISK**
 - **SPS/NDSS SCHEME IMPORT**
 - **TMS SCHEME IMPORT**
 - **TMS SCHEME (LOCKHEED)**
 - **EXIT**
 - **STANDARD SYSTEM PRINTER FORMAT DOWNLOAD**
 - **EXIT**
 - **SUPERVISOR COMMAND SHEETS**
 - **MASTER BIN LISTING**
 - **EXIT**

- ◆ **MAIN MENU**
 - ◆ **UPDATE SOFTWARE/TABLES MENU**
 - ◆ **GET UPDATE**
 - ◆ **SEND MESSAGE TO PASSPORT CENTRAL**
 - ◆ **BROWSE OLD HOTNEWS ITEMS**
 - ◆ **SYNCHRONIZE OTHER PASSPORT COMPUTERS**
 - ◆ **UPDATE PDRS LABEL LISTS**
 - **IMPORT PDRS FILE**
 - **SEARCH SCHEMES FOR OBSOLETE LABELS**
 - **VIEW PDRS IMPORT HISTORY**
 - **EXIT**
 - ◆ **EXIT**
 - ◆ **SETUP MENU**
 - ◆ **ORIGINATING SITES**
 - ◆ **PASSPORT SITE**
 - ◆ **USER MAINTENANCE**
 - ◆ **ORDERING CONFIGURATION**
 - ◆ **CUSTOMIZING TABLES MENU**
 - **AIPORT STOP CODE TABLE**
 - **MAIL TYPE (CIN) TABLE**
 - **PRODUCT CODE TABLE**
 - **EXIT**
 - ◆ **EXIT**
 - ◆ **EXIT**

NOTE: Some menu choices may be unavailable, depending on whether the software is Mailer Version or Postal. The local print option also limits menu choices.

Standard Keyboard Commands

In addition to the menu system, there are a number of standard keyboard commands. These are keystrokes or keystroke combinations that perform certain actions. Available keyboard commands are displayed along the bottom of each screen. Each screen in PASSPORT will allow access to a limited number of the following common commands:

Standard Keyboard Commands

Keyboard Command	Functional Description
Backspace	Moves the cursor left one character, deleting that character
Backtab (Shift + Tab)	Enters the contents of the current field and moves the cursor to the previous data entry field
Down Arrow	Highlights the next menu entry, scrolls to the next entry in a popup list or report screen, or moves to the next data entry field
End	Highlights the last menu entry, scrolls to the last entry in a popup list or report screen
Enter	Selects the current menu item or data record. Stores the contents of the current data field
ESC (Escape Key)	Selects the EXIT option from the current menu, or exits the current screen without saving changes.
F1 – Help	Displays context-sensitive help to assist the user with the current task.
F2 – Clr	Clear the contents of the current data entry field
F3 – Add	Append a new data record.
F4 – Chg	Change the contents of the current data record or currently selected file
F5 – Del/Rcl	The currently selected data record or file is deleted. Records marked for deletion are marked with a small dot on the screen to the left of the record.
F6 – Print	Print a report of the current data
F7 - Print Labels	Print labels
F10 – Process	Exits current screen and saves changes made.
Home	Highlights the first entry in a menu, scrolls to the first entry in a popup list or report screen
Page Down	Scrolls down several entries in a popup list or report screen
Page Up	Scrolls up several entries in a popup list or report screen
Tab	Stores the contents of the current data entry field and advances cursor to next field
Up Arrow	Highlights the previous menu entry, scrolls to the previous entry in a popup list or report screen, or moves to the previous data entry field

PASSPORT Access Security**Logging In**

For users of the Postal Version of PASSPORT, the first screen following the Licensing information display is the *LOGON SCREEN*. The default Account is **SYSTEM MANAGER** and the default Password is **MANAGER**. These defaults should be changed using **MAIN MENU | SETUP MENU | USER MAINTENANCE** to prevent unauthorized access to PASSPORT Functions.

```
CAA999S2          UNITED STATES POSTAL SERVICE PASSPORT SYSTEM          09-22-1997
V01.22-BD                                LOGON                                14:32:52

ACCOUNT : SYSTEM MANAGER.
PASSWORD : *****

ESC-Quit
```

Figure 4 - PASSPORT Logon Screen

Access Levels and Program Functions

An authorized access level is assigned to each user when the account is setup in User Maintenance. There are four possible access levels:

- Manager – unrestricted access to all program functions
- Supervisor – may perform limited administrative and setup functions, but may not change label data.
- Scheme – may change label data, print or order labels. No administrative or setup functions.
- Clerk – may print or order labels only. Clerks may not change label data or perform any administrative tasks.

Generally, each of PASSPORT's functions is part of one functional group. There are five functional groups in PASSPORT. The default authorized access level for each functional group is shown below:

Functional Group	Authorized Access Level
Prepare and Transmit Label Orders	Manager
Order Data Entry	Manager
Label Printing	Clerk
Software Update	Manager
Setup	Manager

Table 1 - PASSPORT Program Functional Groups and Default Authorized Access Levels

This default setup is adequate for facilities with a Label Clerk and a PASSPORT Manager. More detailed setup should be made for systems with several users and several required levels of access.

Detailed Access Level and Program Function Chart

While the previous section gives a general view of which functions each user type may access, a more detailed list of program functions and access levels is given below:

Program Function	Manager	Supervisor	Scheme	Clerk
Application Startup	•	•	•	•
Begin Standard System Processing	•	•	•	•
Select Scheme File	•	•	•	
Add/Modify Scheme Files	•		•	
Scheme File Report	•	•	•	
Print Labels, Entry Level System	•	•	•	•
Utility File Maintenance	•	•	•	•
Standard System Configuration	•	•		
Printer Command Configuration	•	•		
File Import/Export	•		•	
Printer Format Download	•	•	•	•
Print Supervisor Command Sheets	•	•		
Ordering Configuration	•			
Master Bin Listing	•	•	•	
QuickPrint Screen (Postal Site)	•	•	•	•
QuickPrint Screen (Mailer Site) - PRINT	•	•	•	•
QuickPrint Screen (Mailer Site) – SETUP	•	•	•	

Table 2 - Detailed PASSPORT Function and Access Levels

Installing the Software

PASSPORT is provided on a set of three 3-1/2 inch high density floppy diskettes. To begin installing the software, insert the diskette labeled "Disk 1" in the floppy drive. Make the floppy drive the current drive by typing the drive letter followed by a colon and pressing enter. Next, the installation program is run by typing **Install** and pressing **<Enter>**. The following example assumes that the floppy drive is the A: drive:

```
A: <Enter>
INSTALL <Enter>
```

The program will prompt for subsequent diskettes. When all the data has been transferred to the PC, the program expands its compressed files, makes modifications to the **AUTOEXEC.BAT** and **CONFIG.SYS** files as needed and displays the readme file. Review this file for any important notes about installing or using PASSPORT.

NOTE: If this is not a first time installation: PASSPORT will check to see if there are user data files on the target drive. PASSPORT will install all files *except* the user data files in this case. If you want to perform a complete new installation, delete the directory: C:\CAA.V01 and its subdirectories.

Running the Program

PASSPORT creates a batch file in the root directory named **C:\PASSPORT.BAT**. To run the program, change the current directory to the root directory (**CD \ <Enter>**) then type **PASSPORT** and press the enter key.

If you are using the Postal Version, you will have to log on to the system using the ACCOUNT NAME and PASSWORD. When the program is first installed, the default Account Name is **SYSTEM MANAGER** and the default password is MANAGER. Be sure to update this, deleting the defaults and assigning new entries using the **MAIN MENU | SETUP MENU|USER MAINTENANCE**

The program runs several preliminary setup routines when run for the first time. Messages will be displayed to show the progress of these first time processes. When these have concluded, the **MAIN MENU** will be displayed. Option 1 is the current selection and will be highlighted. To move the current selection bar, use the arrow keys (↑ and ↓). To select a menu option, press enter. You may also enter the menu item number to make a menu choice.

NOTE: The bottom of the screen displays the available keyboard commands. **F1-Help** will display a help message for the current screen

The Main Menu: Modem communication may be scheduled to run at a time when the machine is unattended. The main menu must be on the display for this scheduled transmission to take place.

Most functions of the program are disabled until PASSPORT has been properly configured. The next several sections review the configuration for a simple setup.

Originating Site

Entering Originating Site Information

Once the software is installed, specify the originating site information. The first site entered should be the user's own location. Any number of subsequent originating sites may be entered.

When the **MAIN MENU | SETUP MENU | ORIGINATING SITES** option is selected, a list of previously specified originating sites will be displayed. Use the **F3-Add** key to create a new originating site. Enter data using the *ORIGINATING SITE DATA ENTRY SCREEN*.

```

CAA424S2          UNITED STATES POSTAL SERVICE PASSPORT SYSTEM          01/05/1998
V01.23-BE          ORIGINATING SITES                                   12:48:14

PASSPORT SITE NAME:   RALEIGH ISSC PASSPORT TEAM( 1)   FINANCE NO.:111111

ORIGIN      SITE      REQ.  FINANCE  LAST
ZIP+4      NAME / ADDRESS  CODE  NO.      UPDATED
27668-0001  RALEIGH ISSC PASSPORT TEAM  P    111111  08/15/1996
  ADDR 1  [REDACTED]
  ADDR 2  RALEIGH ISSC
  ADDR 3  U S POSTAL SERVICE
  ADDR 4  4200 WAKE FOREST RD
  ADDR 5  RALEIGH NC 27668-9200
  ADDR 6

CONTACT      :  PASSPORT COORDINATOR
PHONE NO     :  (919)786-2000
BOTTOM LABEL LINE :  RALEIGH NC ISSC 27668-9200

SITE
NUMBER
1

NASS Code (for PDRS)
[REDACTED]

F1-Help          F10-Process          ESC-Quit
  
```

Figure 030-5 - Originating Site Data Entry Screen

Data Entry Fields for Originating Site Data Entry Screen

Field Name	Values/Validation	Description
Origin ZIP + 4	Specify a unique 9 digit ZIP code for the originating site.	If more than one originating site exists for a given ZIP+4, specify any unique ZIP+4 to identify the site, then enter the mailing ZIP+4 in the address detail lines
Site Name	The site name may be any text at least 5 characters long.	Specify the originating site name
Requestor Code (REQ. CODE)	Specify either P for Postal or M for Mailer	The requestor code will determine the product codes and CIN's available for ordering and printing. Enter the correct requestor code for each site.
Finance Number	Specify the 6 digit finance number for the facility	The finance number is only available for Postal facilities
Address Detail Lines (ADDR1-ADDR6)	Specify the mailing address for the originating site. The address must contain at least 3 lines and the last line must be in the form: CITY ST <i>ZZZZZ-ZZZZ</i>	The state must be one of the postal standard 2 character abbreviations and the ZIP code must be the facility's correct ZIP+4.
Contact	The contact name must be any text at least 5 characters long	Specify the name of the person to contact regarding questions about label orders.
Bottom Label Line	Must contain valid text at least 5 characters long	Enter originating site location information in this field. Each label produced for the site will include this text. The DMM specifies that this should contain facility name and location. Abbreviations may be required, and a ZIP+4 is recommended,
NASS Code	Blank or valid NASS Code for facility	This field is used to indicate and direct PDRS importation into PASSPORT. Leave this field blank unless your facility has access to PDRS.

Originating Site ZIP + 4: While it is preferred that the origin ZIP+4 match the mailing ZIP+4, this is not required. Specifically, a Postal site may wish to create multiple origin sites for itself, each with a different ZIP+4 appearing on the label, but maintain one mailing address ZIP+4.

PASSPORT Site

Specifying the Primary PASSPORT Site

Once at least one originating site is setup, a primary originating or PASSPORT Site is specified. Use **MAIN MENU | SETUP MENU | PASSPORT SITE** option to specify one of the previously entered originating sites as the passport site. To select one of the originating sites, specify a site in the Office Number field. A popup of available sites is available by entering a '?' in the field.

Other fields on this screen allow you to assign authorized access levels to each of the 5 program functional groups.

```

CAA425S1          UNITED STATES POSTAL SERVICE PASSPORT SYSTEM    01/05/1998
V01.23-BE          PASSPORT SITE                                  12:55:55

OFFICE NO :      1
SITE NAME : RALEIGH ISSC PASSPORT TEAM          FINANCE NO.: 111111

AUTHORIZED ACCESSED LEVELS:
PREPARE/TRANSMIT ORDERS      MANAGER
ORDER DATA ENTRY           MANAGER
LABEL PRINTING               CLERK
SOFTWARE UPDATE             MANAGER
SETUP                       MANAGER

CURRENT STATUS (FOR INFO ONLY)
LAST OFFICE NUMBER USED      6
TRANSMIT START DATE         / /      UPDATE START DATE         / /
TRANSMIT START TIME         / /      UPDATE START TIME         / /

F1-Help          F10-Process          ESC-Quit
  
```

Figure 030-6 - PASSPORT Site Data Entry Screen

Ordering Configuration - Registering with Topeka

Use the **MAIN MENU | SETUP MENU | ORDERING CONFIGURATION** menu choice to access the *ORDERING CONFIGURATION SCREEN*.

The ordering configuration specifies the hardware to be used for report printing and communication to the PASSPORT BBS's. Once the data entry fields are completed, the user must register with the Topeka LPC by pressing the **Alt-F10** keyboard command.

Problems with communication are usually caused by an error in the Modem Port or Modem IRQ specification. See the *Troubleshooting* section for solutions to common problems.

```
CAA427S1          UNITED STATES POSTAL SERVICE PASSPORT SYSTEM          01/05/1998
V01.23-BE          ORDERING CONFIGURATION                               14:08:47

Local Print Option: Standard/Entry WS

Console Printer Type: Okidata 320
Console Printer Port: LPT1

Modem Port: COM3
Modem IRQ#: 04
Baud Rate: 9600

Modem Type: -PASSPORT DEFAULT
Modem Initialization String:
ATZE0Q0V1X4 S11=55 S0=0 S7=60

Label Order Phone Number: 9,1-913-861-2756
Software Order Phone Number: 9,1-919-501-9173

System ID: A

Alt/F10 - Register with Topeka LPC
F1-Help          F10-Process          ESC-Quit
```

Figure 7 -Ordering Configuration Data Entry Screen

Data Entry Fields for Ordering Configuration

Field Name	Values/Validation	Description
Local Print Option	None Entry Level Standard Wand Server Standard Print Server Standard/Entry WS	Specifies the system configuration. Determines how PASSPORT works with the label printer
Console Printer Type	Okidata 320 Okidata 390	Specifies report printer. Selecting Okidata 320 will provide support for most dot-matrix and laser report printers
Console Printer Port	I/O Port name. Must choose from the popup list	Most systems use the console printer connected to the LPT1: port
Modem Port	I/O Port name. Choose one of the available serial (COM) ports	The user must determine the value for this entry based on the modem's hardware configuration.
Modem IRQ	Interrupt Request Number must be specified.	Autoselects the default IRQ for the specified Modem Port. May be changed as needed based on modem's hardware configuration.
Modem Type	Select from popup list or leave the entry blank	A list of supported modems is provided. Use PASSPORT Default for a modem not listed.
Modem Initialization String	If an initialization string is required by your modem, it must be entered here	Automatically entered for supported modems. User may edit or create new string as needed. Check modem hardware manual.
Label Order Phone Number	Enter the number to dial to reach the Topeka Label Printing Center	If a 9 must be dialed to access an outside line, enter a 9 and a comma at the start of the phone number
Software Order Phone Number	Enter the number to dial to reach the Raleigh IBSSC BBBS	If a 9 must be dialed to access an outside line, enter a 9 and a comma at the start of the phone number
System ID	A value must be entered here	If a site has multiple PASSPORT computers, different System ID's should be used on each. Otherwise, enter an A here.

Software Upgrades

It is critical that PASSPORT produces labels that meet current Postal Regulations for content and format. For this reason, PASSPORT ensures that the user is running the latest release of the software. Upgrades are freely available via modem. Use the **MAIN MENU | UPDATE SOFTWARE/TABLES MENU | GET UPDATE** to access the Raleigh Bulletin Board System and download an upgrade.

The amount of time required for downloading an upgrade is determined by the size of the upgrade and the speed of the user's modem. The communication may be scheduled for sometime when the PASSPORT machine is unattended if necessary. If you have scheduled an upgrade but would like to cancel the communication, use the **F2-Cancel** keyboard command. Otherwise, PASSPORT will continue to try to get the upgrade each time you start the system.

Each time the system connects to a BBS for label ordering, sending a message to PASSPORT Central, or getting an update, the software checks for a new release. If no communication is made for more than a month, PASSPORT reminds the user to check for an update. PASSPORT will disable label ordering and printing functions if the upgrade is not downloaded and applied when required.

Label Products

All labels ordered must have a specific product code assigned. The available product codes are listed below.

Product Code	Product Description	Available for Mailer Sites	Available for Postal Sites
A1	Bulk Strip Foreign Blue	Yes	Yes
A2	Bulk Strip Foreign Orange	Yes	Yes
A5	Bulk Strip Foreign Yellow	No	Yes
A9	Bulk Strip White	Yes	Yes
AD	Bulk Strip Defective Equipment	No	Yes
AE	Bulk Strip Empty Equipment	No	Yes
AN	Bulk Strip Pink	Yes	Yes
AP	Mini-Bulk Strip Pink	Yes	No
AW	Mini-Bulk Strip White	Yes	No
B1	Bulk Large Foreign Blue	Yes	Yes
B2	Bulk Large Foreign Orange	Yes	Yes
B5	Bulk Large Foreign Yellow	No	Yes
B9	Bulk Large White	Yes	Yes
BE	Bulk Large Empty Equipment	No	Yes
BN	Bulk Large Pink	Yes	Yes
BP	Mini-Bulk Large Pink	Yes	No
BW	Mini-Bulk Large White	Yes	No
C9	Bulk Facing Slips	No	Yes
E9	Collated Strip White	Yes	Yes
EN	Collated Strip Pink	Yes	Yes
F9	Collated Large White	Yes	Yes
FN	Collated Large Pink	Yes	Yes
G9	Collated Facing Slips	No	Yes
H9	Bulk Large Express/Priority	No	Yes
I3	Convenience Deposit Labels (Strip)	No	Yes
J3	Convenience Deposit Labels (Large)	No	Yes

Table 3 - Product Code Table

Different product codes are used for collated set orders versus bulk orders

Pink labels are used only for periodical and news mail types.

Blue labels are to be used for trays or sacks of international printed matter.

Orange labels are used for PER/NEWS to Canada.

Yellow labels are to be used for trays or sacks of International Parcel Post.

Tray Labels

Products in the table designated 'Large' are used to label mail trays. The Domestic Mail Manual provides complete details on the size and form of tray labels.



Figure 8 - Tray Label

Sack Labels

Labels designated as 'Strip' are used to label mail sacks. The labels are smaller and contain fewer text fields. In addition, the barcode consists of only 8 digits.

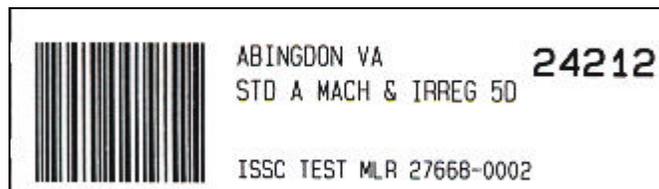


Figure 9 - Sack Label

Other Label Products

Facing Slips, approximately 3.25 inches by 3.25 inches in size, are printed on white bond paper and are usually used to identify bundles of letter mail.

Empty Equipment, serviceable are white labels available in either strip or large form. These are used to identify bundles of nondefective empty sacks or pouches.

Empty Equipment, defective is a fluorescent orange strip label marked with a large D to identify mixed defective empty equipment

Often these other products are printed on an infrequent basis by the LPC. Some are printed quarterly or annually. Please contact the LPC regarding when such an order would be fulfilled.

Label Data

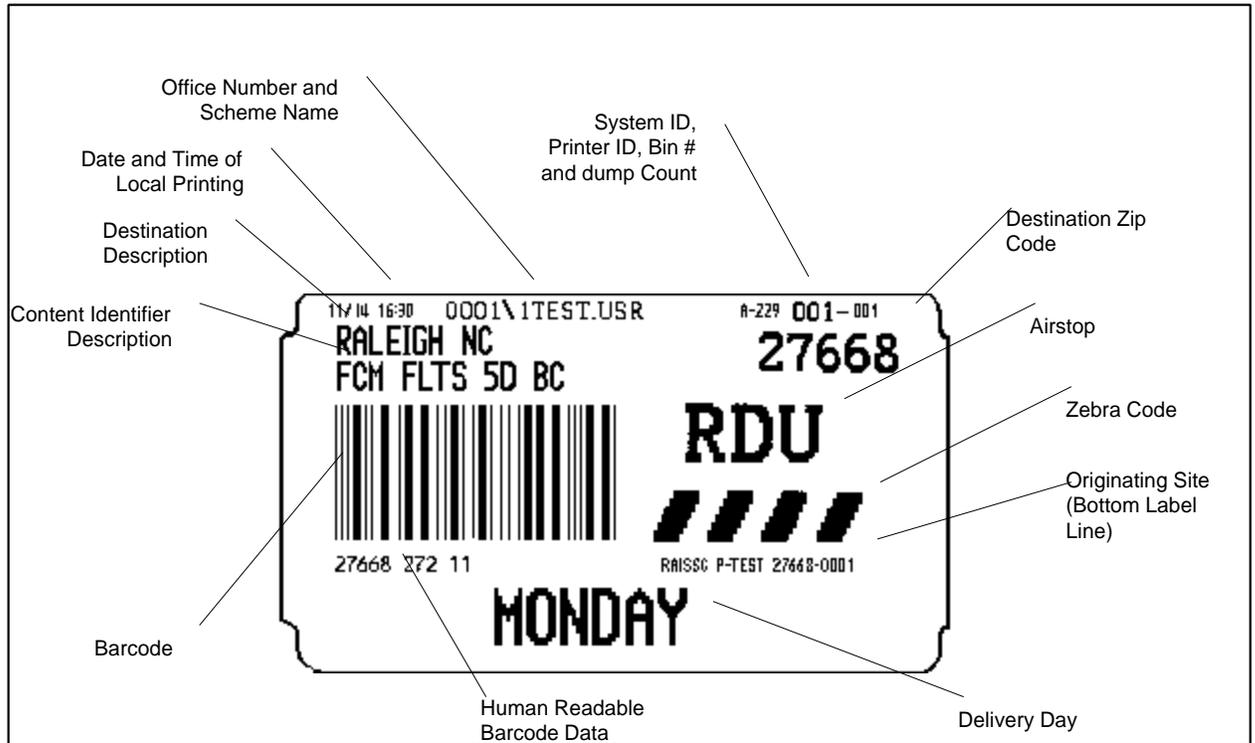


Figure 10 - Label Fields

Bottom Label Line - Originating Site

Line 3 on tray and sack labels contains the office of mailing or mailer information line. This line must show the entry post office or the mailer’s name and location. PASSPORT provides a data entry field designated Bottom Label Line for each originating site. Since the field is limited to 26 characters, abbreviations may be needed to provide the information required. The ZIP plus 4 should be used to uniquely identify the originating location.

Destination

All labels printed or ordered for Postal originating sites and all automation rate labels for Mailer sites must include complete destination information. For some of the sortation levels, popups are provided with valid destinations listed. In the case of destination-based lists, a two column popup is available. The left column lists facility destinations, the right column lists ZIP code ranges to be processed by each facility.

The destination ZIP code is printed in the upper right corner of the label. The destination text line is referred to as the 'Top Label Line,' because it is the first text field required on the label according to the DMM.

The first 5 digits of the barcode are the destination ZIP.

Content Identification Number

The Content Identification Number (CIN) is a 3 digit code and a text field printed on the label to indicate several pieces of information about the mail in the labeled container:

- Mail Processing Code, specifies the Barcode Status of the mailpieces
- Sortation Level, DMM list for mailers
- Type or shape of Mail
- Class of Mail

PASSPORT helps the user specify the correct Content ID to use by providing popup lists that act as a decision tree. Each popup list only provides values that are valid for the previously specified parameters. Once the MP Code/Sort/Class and Type are specified, a list of valid CIN's is available in a popup list. As an alternative to the decision tree, the user may specify the CIN directly, but will then be prompted to select a valid combination of MP Code/Sort/Class and Type for that CIN.

The text description for the CIN is referred to as the 'Second Label Line,' because it is printed on the second DMM required text line.

The text field for certain CIN's may be completely or partially overwritten for certain CIN's.

The 3 digit CIN is used for digits 6-8 of the barcode field.

Barcode

Tray labels have a 10 digit Interleaved 2 of 5 barcode. Sack labels only use the first 8 digits. The first 5 digits of the barcode are the destination ZIP. The next 3 digits are the Content Identification Number. The ninth digit specifies a delivery day requirement, which may be a value derived from a delivery standard and the current day of the week. The last digit is the Mail Processing Code.

Delivery Day (Ninth Digit)		MP Code (Tenth Digit)	
0	No Delivery Day	0	Not used
1	Monday	1	Automation
2	Tuesday	2	Mechanization
3	Wednesday	3	Not used
4	Thursday	4	Manual
5	Friday	5	Intra-plant – Weigh
6	Saturday	6	Intra-plant – RBCS
7	Not used	7	Mixed or Unknown
8	Not used	8	Not used
9	Not used	9	Intra-plant – No Weigh

Figure 11 - Barcode Ninth and Tenth Digit Values

Intra plant labels are used to direct the flow of mail within TMS (Tray Management System) and Fixed Mechanization facilities. To generate intra-plant labels, the MP Code may be set to 5, 6 or 9. To maintain compatibility with older schemes, invalid delivery day entries (7, 8 or 9) will also produce intra-plant labels.

Human Readable Barcode Data

This field displays the 8 or 10 numeric characters that makes up the barcode. If the label barcode cannot be scanned, enter this value in the Quick Relabel screen to print a replacement label. Since the replacement label may not have all the data that the original label has, the defective label should be placed behind the replacement in the label holder.

Note: PASSPORT does not print a HR barcode value on Sack Labels.

Delivery Day

If there is a valid non-zero delivery standard, then a particular day of the week will appear in large characters here. If the label is for intra plant use only, the text 'IN HOUSE' will be printed here. The ninth digit of the barcode indicates the delivery day even if the delivery day is not printed in this field.

Zebra Stripe

If the mailpieces in the container have destination point barcodes printed on each, then the zebra stripe will be printed on the label. The user usually does not specify whether this will appear on the label. The CIN dictates whether a zebra stripe will be printed. Some CIN's, especially intra-plant CIN's, allow you to specifically designate printing of the stripe.

Airport Stop Code

For mail which will be dispatched using air transportation, the label has a field to specify the Airport Stop Code for the destination mail processing facility. One stop code is provided for ground transportation using the Hub and Spoke (HASP) system.

Extraneous Fields

Several fields are included on locally printed PASSPORT that are not directly required in the Domestic Mail Manual. Along the top of the label the date and time, scheme file name, system ID, printer ID, bin number, and dump count are printed. This line is often referred to as the *Printer's Line*.

Introduction to Label Ordering

Label ordering is a three step process:

- Define label order header and detail data
- Prepare label order into batch for transmission
- Transmit batch to Topeka Label Printing Center

Use the **MAIN MENU | LABEL ORDERING MENU** to access these functions.

Label orders are either temporary or collated set orders. A temporary order results in one order of labels shipped to the originating site each time an order is placed. Bulk orders are temporary orders. DMM Set orders are a special type of bulk order with destination information provided by PASSPORT based on the standard label lists provided in Section L of the DMM. Collated sets result in continuing, regular shipments from the LPC.

Bulk Label Ordering

Use the **MAIN MENU | LABEL ORDERING MENU | ORDER ENTRY MENU (PS FORM 1578-B) | BULK LABELS** to create or edit bulk label orders.

You may add a new order by pressing **F3-Add**, modify an order by pressing **F4-Chg**, delete or recall an order by pressing **F5-Del/Rcl**, view a previous page (if any) of orders by pressing **PgUp**, view the next page (if any) of orders by pressing **PgDn**, or quit by pressing **ESC-Quit**. The **F1-Help** key is available for help.

If no orders currently exist, selecting either **F3-Add** or **F4-Chg** will advance you to a screen where an order can be added.

Pressing **F4-Chg** while on a selected order will allow you to edit that order by advancing you to the **Bulk Label Edit** screen. This option will only function with non-deleted orders.

You may delete an order by selecting the order and pressing **F5-Del/Rcl**. When prompted to confirm deletion, press **F10-Process**. A deleted record is one that has a small solid white dot to its left.

You may recall a previously deleted order by selecting the order and pressing **F5-Del/Rcl**. When prompted to confirm the recall, press **F10-Process**.

You can recall a previously Transmitted Order by pressing **Alt-F3**, the History option. This will advance you to the **Add Bulk Orders** screen described later in this section.

You can copy an existing order by moving the highlight bar to the order you wish to copy and pressing **F8**. This will advance you to the Add Bulk Labels screen described later in this section.

Data Entry Fields for Bulk Order Header Data Entry Screen

Field Name	Values/Validation	Description
Origin ZIP	Field must contain a valid defined originating site. A popup of defined originating sites is available	Specifies the originating site ZIP +4 to be used on the printed labels. Define originating sites under Originating Site Setup
Bottom Label Line	Use the default value or enter a different value to be printed on each label in this order	This is the text for the bottom label line which will be printed on the labels.
Requester Code	Field must contain either 'P' or 'M'. This is entered by PASSPORT for the selected originating site.	This field is display only
Product Code	Field must contain a valid product code. A popup list is available	This is the product code for the label order. If retrieving an order from history, you may be forced to change the product code if it is no longer valid.

CAA420S3		UNITED STATES POSTAL SERVICE PASSPORT SYSTEM				01/06/1998	
V01.23-BE		BULK LABELS				16:23:47	
ORIGIN	REQUESTER	PRODUCT					
ZIP	BOTTOM LABEL LINE	CODE		CODE			
27668 0001	RALEIGH NC ISSC 27668-9200	P		B9			
DETAILS							
QTY	ZIP	DESTINATION	CIN	DESCRIPTION	AIR	DELSTD	OK ?
300	27668	RALEIGH NC	242	FCM LTRS 5D BC			NoBC
300	22310	ALEXANDRIA VA	242	FCM LTRS 5D BC			NoBC
300	02115	BOSTON MA	242	FCM LTRS 5D BC			NoBC
300			242	FCM LTRS 5D BC			NoBC

Alt/F3-Insert F2-Clr Field Alt/F9-Defaults
 F1-Help F3-Add F5-Del F10-Process PGUP-Prev PGDN-Next ESC-Quit

Figure 13 - Bulk Order Detail Data Entry Screen

This screen will be displayed after pressing **F4-Change** from the **Bulk Order Header Selection Screen**, or pressing **F10-Process** after adding a header. Bulk order detail lines are edited here. Each detail line represents one label definition. An order may have any number of order detail lines.

You may press **ESC-Quit** to abandon the order and return to the **Bulk Order Header Selection Screen**. Pressing **F1-Help** will activate the Help screen.

The top part of the screen displays the header information for the order which is being modified.

To clear the current field, press **F2-Clr**. To insert a record above the currently highlighted record, press **Alt-F3-Ins**. Pressing **F5-Del** will delete the current record. Once deleted, this record **cannot** be recalled.

Pressing **F3-Add** will append a record to the bottom. This new record will be completed with the same data as the currently highlighted record.

Each time a detail line is added, or when **Alt-F9-Defaults** is pressed, a window will appear displaying the currently selected mail processing code, sortation level, mail class and type. The current CIN and description is also given in this decision tree window. Use the popup lists for each field to select valid values. Press **F10-Process** to save the current settings. Press **Ctrl/F10** to save the current settings, and disable or enable the automatic popup of this window each time a record is added. Pressing **Alt-F9-Defaults** will still present the decision tree window.

Data Entry Fields for Bulk Order Detail Data Entry Screen

Field Name	Values/Validation	Description
Qty	Must contain a valid quantity. Minimum, maximum and quantity increments are dictated by product code	Specifies the number of labels to be ordered using the current label definition. Most allow 300 minimum in increments of 300. Mini-Bulk products allow 25 minimum in increments of 25, up to a maximum of 575
Destination ZIP	Field must contain a valid 3 or 5 digit non-zero destination ZIP for any order from a Postal originating site, or for automation rate CIN's for mailers. Popup lists are available for some Sortation Levels.	Specifies the destination ZIP code for the mailpieces in the labeled container. The ZIP code is used for the first 5 digits of the barcode on the label.
Destination	Field must contain a valid destination description. For destinations included in a Popup list, this entry is made by PASSPORT	This is the text for the destination ZIP. It may also be used for PO Box information for firm direct mail.
CIN	Field must contain a valid Content Identification code. A popup list is available	Press the Alt-F9 keyboard command to access the MP Code/Sort/Class ant Type Decision Tree window
CIN Description	Field must contain the text description for the current CIN.	Some CIN's allow editing of all or part of this field. To see which characters may be overwritten, access the Decision Tree Window. Characters displayed on a green background may be modified by the user
Airport Stop Code	Enter the 3 character airport stop code here if desired. A popup list is available. (HASP is the only 4 character value permitted.)	This field may be left blank if no airport stop code is to be printed on the label. Mailer originating sites will not offer this field. If you wish to use an AirStop code that is not in the pop-up list, type in the desired text. Press Esc when the pop-up displays. Then press Yes when prompted to use an undocumented code.
DelDay (Delivery Day)	Some CIN's require a value here. In some cases, a 0 may be entered to indicate no delivery day standard.	The popup for this field allows the user to specify any or all days of the week. For each day of the week chosen, the QTY will be printed with the specified day. This means that a label line with a quantity of 300 could result in as many as 2100 labels.
OK?	Display only field that indicates whether the label detail line is complete (will produce a barcoded label)	Only detail lines marked OK will be transmitted to Topeka. If the NoBC value is displayed, check that there is a valid destination and CIN. Also make sure a delivery standard is entered if one is required for the current CIN.

DMM Label List Ordering

A second type of temporary order is the DMM label list order. This order is similar to the bulk order, having a single header record and some number of detail lines for each order. The difference is that the destination information is supplied by PASSPORT based on current DMM label list standards. Detail lines may be deleted so that a subset of the specified DMM list can be ordered.

NOTE: The Topeka LPC has an option to order “DMM Sets.” PASSPORT, however, does *NOT* make use of this feature. Instead, PASSPORT creates and sends Topeka BULK ORDERS that mirror the DMM Label Lists. If you call the LPC concerning a Label List order, do not mention that this is a DMM Set order or confusion could arise. Simply inquire about your BULK order.

The **Label List Order Selection Screen** offers functions for adding new orders (**F3-Add**), modifying an existing order (**F4-Chg**), and deleting/recalling orders (**F5-Del/Rcl**). The **PgUp**, **Up Arrow**, **PgDn**, and **Down Arrow** keyboard commands may be used to scroll through the list of pending orders. **F8-Copy** allows an order to be copied and modified separately. Use the **Esc** key to exit this screen.

Data Entry Fields for DMM List Order Header Data Entry Screen

Field Name	Values/Validation	Description
Origin ZIP	Field must contain a valid defined originating site. A popup of defined originating sites is available	Specifies the originating site ZIP +4 to be used on the printed labels. Define originating sites under Originating Site Setup
Bottom Label Line	Use the default value or enter a different value to be printed on each label in this order	This is the text for the bottom label line which will be printed on the labels.
Requester Code	Field must contain either ‘P’ or ‘M’. This is entered by PASSPORT for the selected originating site.	This field is display only
Product Code	Field must contain a valid product code. A popup list is available	This is the product code for the label order. This field is view only if you are copying an order or retrieving an order from history.

Once an order is added or selected for change, the **DMM List Order Detail Screen**, the following data fields are displayed:

Data Entry Fields for DMM List Order Detail Data Entry Screen

Field Name	Values/Validation	Description
Qty	Must contain a valid quantity. Minimum, maximum and quantity increments are dictated by product code	Specifies the number of labels to be ordered using the current label definition. Most allow 300 minimum in increments of 300. Mini-Bulk products allow 25 minimum in increments of 25, up to a maximum of 575
Destination ZIP	A detail line for each destination ZIP in a selected label list is generated. This field may not be edited	The label list used to generate these values is specified when the user enters the Sortation level (Sort) on the CIN Decision Tree window.
Destination	Field is completed by PASSPORT, based on the selected DMM Label List. The field may not be edited	The label list used to generate these values is specified when the user enters the Sortation level (Sort) on the CIN Decision Tree window.
CIN	Field must contain a valid Content Identification code. A popup list is available	The MP Code/Sort/Class and Type Decision Tree window is presented when an order is added.
CIN Description	Field contain the text description for the current CIN. It may not be edited	The standard CIN text description is provided by PASSPORT
Status	Display only field that indicates whether the label detail line is complete (will produce a barcoded label)	Only detail lines marked OK will be transmitted to Topeka.

Collated Set Orders

A collated set order, unlike bulk and DMM label list orders, is a permanent order. The order details result in labels produced every two weeks until it is deleted. Because existing orders are maintained on file with the Topeka Label Printing Center, the label ordering functions in PASSPORT allow you to enter changes to sets on file. Each change, or order transaction, has a header record and detail lines.

Collated set support under the Label Ordering functions is available on a limited basis. Postal sites may update or delete existing collated set orders. Mailer sites may create, update or delete collated set orders here.

Note - Postal sites should use the scheme maintenance functions under Label Printing for flexible access to collated set order data. New collated set orders for Postal sites may only be entered as schemes.

When the **MAIN MENU | LABEL ORDERING MENU | ORDER ENTRY MENU (PS FORM 1578-B) | COLLATED SET LABELS** is selected, the **Collated Set Header Selection Screen** is displayed. From this screen, the user may press **F3-Add** to create a new collated set order transaction. **Alt-F4** allows changes to the transaction header, **F4-Chg** is used to change the details of a pending order transaction. **F5-Del/Rcl** is used to delete or recall a pending order transaction. The **PgUp, Up Arrow, PgDn, and Down Arrow** keyboard commands may be used to scroll through the list of pending order transactions.

When a new order change is added (**F3-Add**) or the header record is chosen for change (**Alt-F4**), the **Collated Set Order Header Data Entry Screen** is displayed. The fields in this screen are listed below:

Data Entry Fields for Collated Set Order Header Data Entry Screen

Field Name	Values/Validation	Description
Origin ZIP	Field must contain a valid defined originating site. A popup of defined originating sites is available	Specifies the originating site ZIP +4 to be used on the printed labels. Define originating sites under Originating Site Setup
Bottom Label Line	Use the default value or enter a different value to be printed on each label in this order	This is the text for the bottom label line which will be printed on the labels.
Requester Code	Field must contain either 'P' or 'M'. This is entered by PASSPORT for the selected originating site.	This field is display only.
Product Code	Field must contain a valid collated set product code. A popup list is available.	The product code entered here on the transaction header must match the product code entered when the collated set was initially transmitted to the LPC.
Set Number	The set number is a 3 digit identifier for the collated set.	The set number, originating site and product code are considered together to uniquely specify the set to which the changes in this transaction will be applied
Activity Code	Valid entries are: 'U' for update, 'D' for delete and 'N' (Mailer sites only) to create a new set. Postal sites should use Scheme maintenance to create new collated sets.	The type of change to be made to the specified collated set. If a set is being deleted,
Set Quantity	Number of sets required daily. Valid entries are from 0 to 99	To temporarily suspend shipment of a particular collated set, enter a 0 in this field
Revision Date	This field is view only	The date of the last revision to the current collated set. If the collated set was not issued using PASSPORT originally, a window will be displayed and the user must enter the Last Revision Date for the set. That is found on the stack header label on the last order received from Topeka. The user also has to enter the highest address number, or number of labels in the order.
Stack Header Label Lines	3 lines of text that will appear on the header label of the current set	This text is used to on the stack header label and does not affect the labels to be used for mail container labeling

Once the data for the **Collated Set Order Header Data Entry Screen** is entered, the **Collated Set Order Detail Data Entry Screen** is displayed, unless the activity code for the current transaction is 'D' for delete. First the CIN Decision Tree Window is displayed. Enter values in the MP code, sort, class and type fields, then specify the CIN to use on the first detail line.

Data Entry Fields for Collated Set Order Detail Data Entry Screen

Field Name	Values/Validation	Description
Operation Code (OP CD)	Valid entries are: Add Copy Delete Move Update	Specifies the operation to be performed to change the current address line from what is stored on file in Topeka to what the revised line should be
Address Number (ADR NO)	Specify a valid address line number that is currently on file with the LPC	This field is unavailable if the operation code is 'Add'
New Address Number (NEW ADR)	Specify a valid address line number.	The address number will be changed to the new address number.
Quantity (QY)	Enter a valid detail quantity	Specifies the number of labels with the current detail to be printed after the transaction is applied to the order on file
ZIP	Enter the Destination ZIP code here. The ZIP must be valid for the current CIN	This field is only required if a change is to be made to the ZIP on file for the current detail address number
Destination	Enter valid destination description for the current address line	This field is only required if a change to be made to the destination on file for the current detail address number
CIN	Valid Content Identification Number	Use the CIN Decision Tree Window to specify the CIN. Press Alt-F9-Defaults to change the current MP code, sort, class and type then change the CIN as needed.
Description	Field must contain the text description for the current CIN.	Some CIN's allow editing of all or part of this field. To see which characters may be overwritten, access the Decision Tree Window. Characters displayed on a green background may be modified by the user
Airport Stop Code (AIR)	Enter the 3 character airport stop code here if desired. A popup list is available. HASP is the only 4 character value available here.	This field may be left blank if no airport stop code is to be printed on the label. Mailer originating sites will not offer this field.
Delivery Standard (DEL STD)	Some CIN's require a value here. In some cases, a 0 may be entered to indicate no delivery day standard.	The LPC sends 14 sets of labels for each collated set order line. One set to be used on each day of the week, two weeks per order cycle. The delivery standard is used by the LPC to determine which day to print on the first set in an order.

Label Order Preparation

The second step in the label ordering process is to prepare the orders into batches for transmission to the Topeka LPC. Choose **MAIN MENU | LABEL ORDERING MENU | TRANSMIT MENU | PREPARE ORDERS** to prepare orders.

If print schemes maintained in Topeka have been defined or modified (using Scheme Maintenance under the **Label Printing Menu**) there will be a listing presented here. The user must specify which of these print scheme orders are to be prepared into the current batch.

Before preparing the batch, an information screen is displayed, describing the process. You may press **ESC-Quit** to cancel the process, or **F10-Process** to prepare the batch transmission file

Once batch preparation is complete, the report screen is displayed. Verify that the number of orders, number of labels and the number of 8131 (changes to originating site data) are accurate. Record the batch number for future reference.

```
CAA461S1          UNITED STATES POSTAL SERVICE PASSPORT SYSTEM          01/07/1998
V01.23-BE          PREPARE ORDERS                                     10:24:05

                                     Batch Preparation Completed

Batch Name: P0000109
# of Orders:          1
# of Labels:          1
# of 8131's:          6

For future reference, it would be a good idea to make a copy of
this screen and attach it to the 1578 and 8131 forms.

Press any key to continue...
```

Figure 14 - Prepare Batch Process Report Screen

Transmitting a Label Order to the Topeka Label Printing Center

The last step in the order process is to transmit the prepared batch to the Topeka LPC. Use the **MAIN MENU | LABEL ORDERING MENU | TRANSMIT MENU | SCHEDULE TRANSMISSION** function to schedule transmission. Enter the date and time to begin transmission, or press the **Alt-F10** keyboard command to begin transmission immediately.

Orders are processed by the LPC at the close of the day on the day when the order is received. The user should receive the label order within 2-3 weeks after transmission. Problems with the order will result in the labels not being printed.

Retransmit Orders

The **Retransmit Orders** screen is used to restore previously transmitted batches to a state suitable for transmitting again.

This feature is intended to re-transmit orders that were once successfully transmitted, but, for some reason, never processed by Topeka. For this reason, all internal dates, batch numbers, and transaction codes are left intact when they are re-transmitted.

DO NOT USE THIS FEATURE IF ALL YOU WANT IS ANOTHER COPY OF SOME PREVIOUS ORDER - USE "COPY FROM HISTORY" INSTEAD

View/Delete Prepared Batch

Once a batch has been prepared, it is assigned a batch number. The batch number begins with a 'P' for postal PASSPORT sites and a 'M' for mailers. The batch may be reviewed or deleted using **MAIN MENU | LABEL ORDERING MENU | TRANSMIT MENU | VIEW/DELETE PREPARED BATCHES**. For more detailed information on a batch, use the **MAIN MENU | LABEL ORDERING MENU | REPORTS MENU** function.

When a batch is deleted, the orders revert to pending, or unprepared status. To delete the order data, the order entry functions must be used after batch deletion.

Reports Menu

PASSPORT offers report features to allow review of label orders, prepared batches and originating sites. Use **MAIN MENU | LABEL ORDERING MENU | REPORTS MENU** to access a variety of report functions.

Order Status

Order status is displayed with the option **MAIN MENU | LABEL ORDERING MENU | REPORTS MENU | ORDER STATUS**.

Originating Sites

Originating sites is displayed with the option **MAIN MENU | LABEL ORDERING MENU | REPORTS MENU | ORIGINATING SITES**.

Batch Transactions

Batch transaction data is displayed with the option **MAIN MENU | LABEL ORDERING MENU | REPORTS MENU | BATCH TRANSACTION**.

Collated Set List

Batch transaction data is displayed with the option **MAIN MENU | LABEL ORDERING MENU | REPORTS MENU | COLLATED SET LIST**. This only lists collated sets entered using the Label Ordering Menu. Scheme files that are not maintained as collated sets in Topeka are not listed here.

Mailer Version Label Printing

The mailer version of the PASSPORT Software has an on-demand label printing function. Choose **MAIN MENU | LABEL PRINTING MENU | PRINT LABELS** to use this option. One of the supported label printers must be attached to the PASSPORT system. When first used, or when formats change, the **download printer formats** option must be executed.

Download Printer Formats

Most of the label printers supported by PASSPORT require that a printer format be downloaded prior to printing any labels. The printer will retain this format information even after the power is turned off. If a new printer is added, or if the printer formats are lost, the formats will have to be downloaded. If the label format changes due to a software upgrade, PASSPORT will notify the user that formats must be downloaded to the printer.

To download printer formats, choose **MAIN MENU | LABEL PRINTING MENU | DOWNLOAD PRINTER FORMATS**

Printing Labels

```

CAA602S1          UNITED STATES POSTAL SERVICE PASSPORT SYSTEM          01/07/1998
V01.23-BE          PRINT LABELS                                         10:35:55
  
```

Origin Site :	0002	MAILER RALEIGH NC 276
Label Format:	01	B9/BN Tray Label Format
MP Code :	E	BARCODED MAIL PIECES
Sort :	L801	AADC DESTINATIONS
Class :	3	STANDARD (A)
Type :	1	LETTER
Content ID :	545	STD LTRS AADC BC

Zip Code :	275	AADC RALEIGH NC
Quantity :	2	

```

F2-Clr Field          F7-Print Labels          F9-Default Info
F1-Help              Alt/F7-Print Import File      ESC-Quit
  
```

Figure 15 - Label Printing Screen for the Mailer Version

The label printing screen for mailers has 2 parts. The top identifies the originating site and the Content ID, The bottom specifies the destination and label count information.

F1-Help displays the online help screen. **F2-ClrFld** clears the current data field. Press **F7** when the label has been defined. The label will be printed to the label printer specified in the **MAIN MENU | SETUP MENU | ORDERING CONFIGURATION** option.

Alt-F7 imports and prints a space delimited format (SDF) data file. The data file should contain one record for each label definition.

F9 moves the cursor from the destination information at the bottom of the screen to the CIN information at the top. Press **F10** to move from the CIN fields to the destination fields.

Postal Version Label Printing - Scheme Maintenance

Selecting an Originating Site

Once the **MAIN MENU | LABEL PRINTING MENU** option is selected, the user must choose an originating site from the browse window displaying Available Origination Label Lines. Remember, if a Postal site is chosen, only Postal labels may be printed. If a mailer site is chosen, only mailer labels will be available

Selecting a Scheme

Each label scheme is a group of label definitions. Each label definition is referred to as a 'Bin'. Every scheme is stored as a separate file on the hard drive of the PASSPORT Computer. The files are grouped according to originating site office number. For example, schemes for office number 0001 will be stored in the directory **C:\CAA.V01\SORTDATA\0001**, schemes for office number 0002 are stored in the directory **C:\CAA.V01\SORTDATA\0002**.

Each of the scheme files has a file extension. These extensions are listed below:

Scheme File Extension	Suggested use and (default number of bins)
LSM	Letter sorting machine (277)
BCS	Barcode sorting machines, labels printed in Odd/Even sequence (100)
BCN	Barcode sorting machines, labels printed in numeric sequence (100)
FSM	Flat sorting machines (100)
SPB	Small parcel bundle sorter, labels printed in odd/even sequence (100)
SPN	Small parcel bundle sorter, labels printed in numeric sequence (100)
OCR	Optical character sorting machines (66)
SAC	Sack/Carrier labels (user defined)
USR	User defined number of bins
DBC	Delivery barcode sorter scheme files (user defined)
INH	In-house or Intra Plant / Special purpose labels (user defined)

Table 4 - Scheme File Name Extensions

When the **MAIN MENU | LABEL PRINTING MENU | SCHEME MAINTENANCE** menu choice is made, a list of scheme file types is listed. Choose one of these to list schemes of this type, or select "*" from the list to display all schemes files for the current originating site. Use

the arrow keys and **PgUp** and **PgDn** keys to highlight a scheme, or choose **F3-Add** to create a new scheme. **F4-Chg** will open a scheme for change. Use the **F5-Del** key to delete an existing scheme.

F1-Help will display the online help screen. **F6-Rpt** prints a summary report for the currently highlighted scheme. **F7-Print Labels** opens the label printing function with the current scheme (*Refer to the section titled Label Printing Screen for Postal Version later in this chapter*)

F8-Copy duplicates the scheme file, creating a copy of the scheme file. **Alt-F6-Expand/Compress** inserts or removes bins from the current scheme. **F9** is provided to help the user identify a particular scheme, based on the Set number used to reference the set in Topeka.

Header Data

When a new scheme is created, or an existing scheme is modified, the header record is displayed first.

```

CAA200S2          UNITED STATES POSTAL SERVICE PASSPORT SYSTEM          01/07/1998
V01.23-BE          ADD/MODIFY SCHEME HEADER INFO                          11:16:57
          DEFAULT ORIENTATION : RALEIGH NC ISSC 27668-9200 #0001

-----+-----
File Name (up to 8 chars)      : A24
Extension (3 chars)           : BCS
Number of Bins                 : 100
Intra-Plant Label Origin Line : RALEIGH NC ISSC 27668-9200
Maintain this set in Topeka? Y/N : Y

Currently in Topeka?          Y/N : Y
Product Code                  : F9
Set Number                     : 876
Stack Header Label Line 1     : SCHEME - A24
Stack Header Label Line 2     : SET # 876
Stack Header Label Line 3     : BINS 1-99, 2-100
Number of Sets Needed Daily   : 1
Last Revision Date            : 09/11/1997
-----+-----

F2-ClrFld
F1-Help                               F10-Process                               ESC-Quit
  
```

Figure 16 - Scheme File Header Data Entry Screen

Some of the fields are only available if the scheme will be maintained in Topeka as the basis for collated set orders. Once the header data has been entered, press **F10-Process** to proceed to define the labels in this set.

Data Entry Fields for Scheme File Header Data Entry Screen

Field Name	Values/Validation	Description
File Name	Use up to 8 characters to specify a valid DOS file prefix	Specify up to 8 characters for the scheme file name.
Extension	Choose one of those listed above	Select one of the pre-defined scheme file extensions listed above
Number of Bins	Numeric value 1-277	Specify the number of bins, or unique label definitions for this scheme. Each extension has a default value.
Intra-Plant Label Origin Line	Test string	Enter the text to appear in the bottom label line on intra plant labels
Maintain in Topeka	Value may be 'Y' to maintain the scheme as a set in Topeka, or 'N' to use the scheme for local printing only	Specify whether the current scheme will be maintained as a regularly delivered collated set from the Topeka Label Printing Center, or if the scheme will be used only for local printing.
Already in Topeka	Value may be 'Y' or 'N'	Specifies whether the current scheme is currently on file in Topeka as a collated set. If so, PASSPORT generates a change order. If not, PASSPORT sends the scheme to Topeka as a new set.
Product Code	One of the valid collated set product codes	Enter the product code for all the labels in this set.
Set Number	Numeric value from 001 thru 999	Specify the set number of an existing collated set in Topeka, or enter the number you wish to use to identify this scheme in future transactions.
Stack Header Label Lines	Text data	3 lines of user defined text strings to be printed on a label on the top of a stack as delivered from the LPC
Number of Sets Needed Daily	Numeric value	Determines the number of sets of the current scheme to be supplied daily.
Last Revision Date	Valid Date for the current set	The last revision date for a set maintained in Topeka is printed on the stack header label

Detail Data - Bin Editing

Each label is defined in the bin editing screen. **F1-Help** will display the online help text. **F2-ClrFld** clears the current data entry field. **Alt-F1** will copy the current bin data to other bins in the current scheme. **Alt-F3** inserts a blank label definition at the current bin location. The last bin in the scheme will be lost. **F5-Del** will delete the current bin label definition. A blank bin will be added to the end of the scheme.

To copy data from the current label record to other records in the current scheme, choose **Alt-F6**. A quick print function is available by pressing **F7**. Press **F10-Process** when you have finished entering the data on this screen.

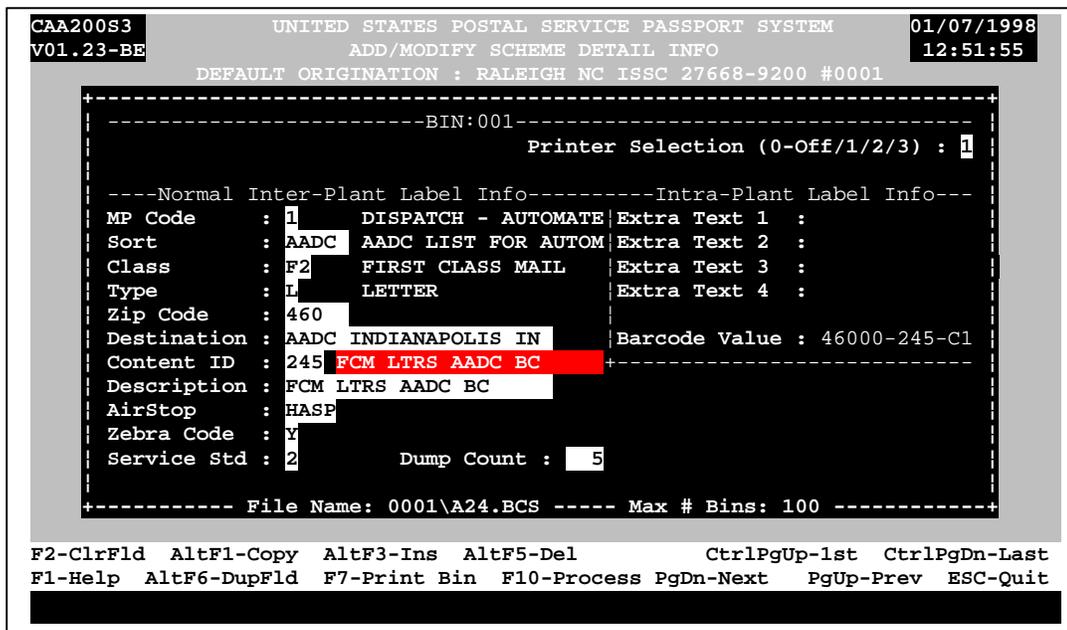


Figure 17 - Scheme Maintenance, Bin Editing Screen

Data Entry Fields for Scheme Maintenance Bin Editing Data Entry Screen

Field Name	Values/Validation	Description
Printer Selection	0, 1, 2, or	Choose the printer to use for local printing. If the '0' is chosen, the bin is not printed. In the Entry level system, 1 is used for Printer ID 229, 2 is for Printer ID 230, 3 is for Printer ID 231. In the case of a standard system, the selections represent the 3 printers attached to the first active wand station.
MP Code	Numeric value, 1-9	Specifies the mail processing code. This is one of the fields used to help determine the CIN to use.
Sort	Sortation level for the mailpieces.	Sorts differ for Postal vs. mailer sites
Class	Valid class of mail	Specify the class of mail
Type	Valid type code of mail	Specify the type of mailpiece, whether letter, flat or parcel
Zip Code	Zip code validation differs from one sort level to another	Specify the destination zip code here
Destination	If PASSPORT has a destination list, it will enter the destination text automatically. Otherwise, you must enter the proper text	Enter the text description for the current Zip Code
Content ID	Enter a valid CIN. A popup list of valid CIN's is available.	If the CIN is not valid for the current MP code/sort/class/type, you may enter that CIN and "force" it by pressing ESC when prompted.
Description	Content Identifier description text.	The standard text may, in some cases, be appended or overwritten. Characters that may be changed by the user are displayed with a green background; fixed characters use a red background
Airport Stop Code	Select a valid airstop code from the popup list	Use this field only if required
Zebra Code	This is set by PASSPORT if the current CIN requires a zebra stripe on the label	
Service Standard	Specify a valid delivery standard if required for the current CIN.	For dispatch MP codes, use 0-3. If the field is not accessible, then no delivery day is required for the current CIN
Dump Count	Enter a value between 0 and 99	Determines how many labels will be printed for the current bin. Applies to local printing as well as schemes maintained in Topeka
Extra Text Fields	Use for Intra-Plant CIN;s only	See the section on Intra Plant CIN's for details on the use of these fields
Barcode Value	Use for Intra-Plant CIN's only	See the section on Intra Plant CIN's for details on the use of this field.

Label Printing Screen for Postal Version

```

CAA204S1          UNITED STATES POSTAL SERVICE PASSPORT SYSTEM          01-07-1998
01.23-BE          PRINT LABELS                                          13:08:43
DEFAULT ORIGINATION : RALEIGH NC ISSC 27668-9200
                   0001\A24.BCS
                   LABEL RANGE          NO. LABELS
                   ENTIRE SET           DUMP MODE

1. MONDAY
2. TUESDAY
3. WEDNESDAY
4. THURSDAY

5. FRIDAY
6. SATURDAY
7. SUNDAY
8. NO DAY

9. EXIT TO SCHEME SELECTION

Select MAIL PROCESSING DAY desired

ALT/F2-Entire Set      ALT/F4-Select Labels      ALT/F8-Load Prtr Formats
F1-Help                ESC-Quit

```

Figure 18 - Label Printing Screen for PASSPORT Postal Version

The screen above is displayed when **F7 – Print Labels** is chosen from the **Scheme Listing Screen**. Two options are available to specify which bins are to be printed; **ALT-F2** selects all bins in a scheme, **ALT-F4** allows the user to select a partial set by entering a starting bin and ending bin.

This screen normally defaults to “**Label Range: Entire Set.**” If this is not appropriate for your operation, the DOS command **SET CONFIRMFULLDUMP=YES** can be issued before starting PASSPORT or placed in the AUTOEXEC.BAT file. This will change the default to “**Label Range: 1 – 1.**”

ALT-F8 must be used to download the printer formats to those labels printers which require it. PASSPORT will let you know if a download is not required.

Postal Version Label Printing – Quick Relabel Print Screen
For Postal Origin Sites

This screen is setup to serve two separate, but related, purposes. The first is where a tray/sack is missing a label and a quick decision needs to be made as to how to direct/label it. The top portion of the screen allows the user to select the CLASS and TYPE (shape) of the mail pieces. Finally it provides a popup of ADC ZIP and destinations. Assuming the container has come from another Postal Facility, an ADC destination would be a “worst-case” depth-of-sort.

This type of re-labeling is not suited to operations that have the time/resources to accurately determine the exact contents (BC status, depth of sort, etc.). In those situations, the F7-Bin Print function under scheme editing should be used to create the exact label required.

Pressing F9 toggles between the top and bottom portions of this screen. The bottom has only one field – a barcode value. This type of re-labeling is for operations that must re-label a tray/sack that cannot be read by any barcode scanning equipment of a TMS, Fixed-Mech, or other automated system. The human readable barcode value is typed in and a label is printed to be placed on top of the unreadable label. The container can then be re-inducted into the automated system. A keyboard wedge with a more aggressive scanner could also be used with this section of the screen. If so, the F11 option to not require the F7 key to be pressed should be enabled. The F12 option toggles whether or not the barcode value is cleared after printing a label.

```
CAA204S1          UNITED STATES POSTAL SERVICE PASSPORT SYSTEM          01-07-1998
01.23-BE          QUICK RELABEL PRINT SCREEN                               13:08:43

+-----+
| Origin Site : RALEIGH NC 27668                                         |
| Class       : 1      FCM                                               |
| Type       : L      LETTERS                                           |
| Zip Code   : 201      ADC DULLES VA                                    |
|-----|
| Barcode    : 20100-256-07  ## OK ##                                    |
+-----+

ESC-Quit          F7-Print Label          F9-Switch Screen F1-Help
```

Figure 19 – Quick ReLabel Printing Screen for PASSPORT Postal Sites

Data Entry Fields for Postal Quick ReLabel Printing Screen

Field Name	Values/Validation	Description
Origin Site	Fixed	This value is taken directly from the Origin Site chosen upon entering the Label Printing menus. To change this value, exit back to the Main Menu, re-select Label Printing, and choose another Origin Site.
Class	1, 2, 3, A (Express), or B (Priority)	One of the two fields used to determine the CIN.
Type	L, F, or P	Specify the type of mailpiece, whether letter, flat or parcel
Zip Code	Zip code from the Mailer ADC list (L004)	Specify the destination zip code here
Barcode	If using the Top of this screen, the barcode value will automatically be filled in with the ZIP, CIN (based upon Class/Type choice assuming non-barcode and ADC depth of sort). If using the Bottom of this screen, specify a 10 digit barcode value	If either of the last two barcode digits are not representative of dispatch mail (Intra-Plant MP Code or invalid Delivery Day), the label will print as IN HOUSE.

For Mailer Origin Sites

This screen allows a postal facility to re-label trays received at a BMEU entry point. Handwritten or other non-barcoded labels can be quickly replaced. A clerk would choose BC status, mail class, and depth of sort via the available CINs. Finally a ZIP would be chosen. All choices can be selected from pop-ups with the exception that when a 5 digit sort is chosen, the possible choices are too great to allow a pop-up without drastically slowing down the computer. 5 digit ZIPs are either accepted or rejected as typed.

F7 prints the displayed label. A supervisor can press F9 to change the defaults at the top of the screen. A clerk can only change the default quantity. In addition, a supervisor, while on the top of the screen, can hit F4 to adjust what CINs are available and in what order they appear. This is accomplished via the SORT field in the displayed grid. This field determines what order the CINs will be displayed. In addition, using a "Z" or "z" will disable the CIN. If all CINs for a Type, BC status, and/or Class are disabled, those other options will not appear on the respective pop-ups as well. If the SORT field is identical, the CINs will appear in numerical order.

Note: the SORT field is case-sensitive ASCII – all lowercase characters follow all upper case characters. e.g. "M" would come BEFORE "d"

```

CAA204S1          UNITED STATES POSTAL SERVICE PASSPORT SYSTEM          01-07-1998
01.23-BE          QUICK RELABEL PRINT SCREEN                            13:08:43
  
```

```

Origin Site : MAILER NC 276          Type : 1 LETTER
Label Format: 01 B9/BN Tray Label Format  Qty : 1
  
```

```

MP Code   : U   UPGRADABLE MAIL
Class     : 3   STANDARD (A)
Content ID : 558 STD LTRS AADC UPGR
Zip Code  : 460 AADC INDIANAPOLIS IN
  
```

```

F2-Clr Field      F7-Print Label      F9-Default Info
F1-Help           ESC-Quit
  
```

Figure 20 – Quick ReLabel Printing Screen for PASSPORT Mailer Sites

Data Entry Fields for Mailer Quick ReLabel Printing Screen

Field Name	Values/Validation	Description
Origin Site	Fixed	This value is taken directly from the Origin Site chosen upon entering the Label Printing menus. To change this value, exit back to the Main Menu, re-select Label Printing, and choose another Origin Site.
Label Format	01-Tray Label Format 02-Sack Label Format	Use F9 to access the Top of the screen. Clerks may not adjust this value.
Type	1-Letter, 2-Flat, 3-Parcel, 4-Irreg, 5-Mach	Use F9 to access the Top of the screen. Specify the type of mailpiece, whether letter, flat or parcel, etc. Clerks may not adjust this value.
Quantity	1-99	Use F9 to access the Top of the screen. Press F10 to return to the Bottom.
MP Code	B-Barcoded, N-NonBarcoded, U-Upgradable	Mailer MP Codes refer to mail-piece barcode status.
Class	1, 2, 3, 4, A (Express), B (Priority), or Z (other)	The list of available mail classes may be restricted based upon previously selected Type and MP Code.
CIN	Valid Mailer CIN based upon previously selected Type, MP Code, and Class	Ideally, the supervisor should make sure these appear in some logical order like depth of sort.

Description	CIN Description	This field is almost always fixed. Even those few Mailer CINs that are appendable are usually controlled automatically by the Label List Line2 information. If allowed into this field, enter a description consistent with the CIN and mail-pieces.
Zip Code	Zip code from a Mailer Label List determined by the CIN Choice	Specify the destination zip code or choose from a pop-up.
Destination	Destination or Facility name	This field will be fixed, unless the Class is Z-Other

```

CAA204S1          UNITED STATES POSTAL SERVICE PASSPORT SYSTEM          01-07-1998
01.23-BE          QUICK RELABEL PRINT SCREEN                            13:08:43

+-----+
| For a given Type/MPC/Class, CINs will be ordered by |
| the value in SORT. Use Z (or z) to disable a CIN.  |
+-----+

                                BMEU CINs
Type |MPC|Class |Sort|CIN|Desc |?
-----+-----+-----+-----+-----+
LETTER|B |1C |A |241|FCM LTRS BC 5D SCHEME|?
LETTER|B |1C |A |242|FCM LTRS 5D BC |?
LETTER|B |1C |A |243|FCM LTRS BC SCHEME|?
LETTER|B |1C |A |244|FCM LTRS 3D BC |?
LETTER|B |1C |A |245|FCM LTRS AADC BC |?
LETTER|B |1C |A |246|FCM LTRS BC WKG |?
LETTER|B |1C |A |263|FCM LTRS CR BC |?
LETTER|B |1C |A |264|FCM LTRS CR-RTS BC|?
LETTER|B |1C |A |265|FCM LTRS 3D CR-RTS BC|?
??                                     ??

                                F10-Process

F1-Help                                     ESC-Quit
    
```

Figure 21 – Quick ReLabel CIN Setup Screen for PASSPORT Mailer Sites

All Fields are fixed except “Sort.”

Introduction to Standard System Processing

The PASSPORT Standard System is designed to provide labels for mail processing facilities where a single printer is not practical. It may be configured with multiple label printers. Requests for label printing are entered using barcode readers (wands). To support this system, two PC's work together. The Wand Server PC accepts commands from the barcode readers; the Printer Server receives these commands from the Wand Server and directs label printing to a specified printer.

The two servers support up to 76 workstations. Each workstation consists of one barcode reader and up to 3 label printers. Each workstation component (barcode wand or label printer) is connected to the appropriate server through a WTI Smartswitch box. Each server uses one or more WTI boxes which allow a PC to communicate to many serial devices using a single RS-232 port. A second RS-232 port is used to communicate from one server to the other.

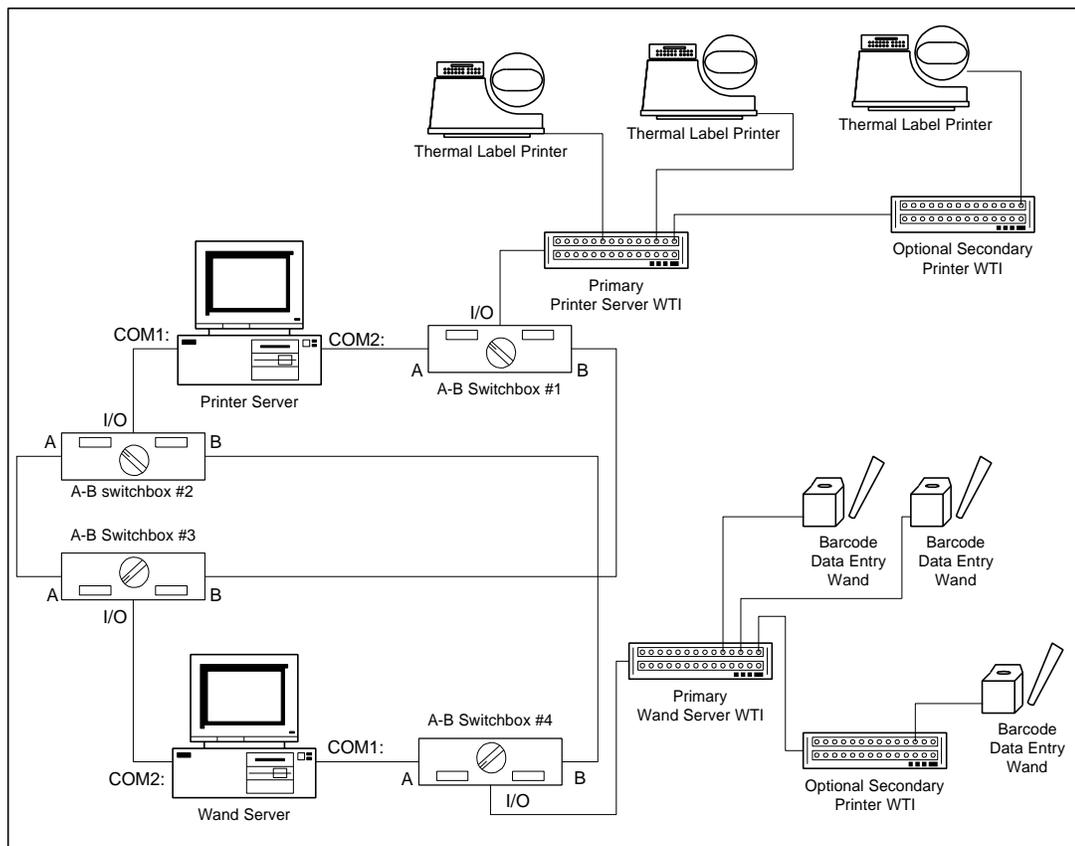


Figure 22 - The Standard System

The System Administrator

The first step in implementing a PASSPORT Standard System is selecting a System Administrator. The individual should be knowledgeable in areas of scheme maintenance and mail processing label operations. Familiarity with personal computers is helpful, but not required. The System Administrator's responsibilities include:

- Completing the Site Survey
- Equipment and cabling procurement
- Overseeing hardware installation, cabling, and software installation
- Providing training to users of the PASSPORT System
- Acting as the point of contact for system updates and problem resolution

The Site Survey

In preparing the site survey, the System Administrator should obtain a copy of the facility floor plan. Use the site survey, floor plan and knowledge of the mail flow to determine the following:

- Hardware requirements, including the number Standard System Servers and workstations
- Identify power requirements for all components.
- Identify the location of each hardware component.
- Specify the cabling requirements for hardware

When determining these requirements, the System Administrator should consider the physical proximity of each workstation to the mail processing equipment being served and workload on each mail processing machine.

Appendix B contains detailed information about each hardware component, including manufacturer, specifications and installation considerations.

Once all the hardware requirements have been determined, the Site Survey Form should be completed. The following form may be copied as needed to document each workstation.

Standard System Site Survey

System ID (A-Z) _____	Site Name: _____
Survey Date _____	
Survey Sheet _____	

Workstation ID (Wand #) _____	WTI Port and Connection Data	
Sorting Machine Type _____	Primary Port	Cable ID
Sorting Machine ID _____	Secondary Port	Cable ID
Workstation Location _____		

Printer #1	Printer Type Number	Printer Type Desc.	Primary Port	Cable ID
		Form Type Desc.	Secondary Port	Cable ID
Printer #2	Printer Type Number	Printer Type Desc.	Primary Port	Cable ID
		Form Type Desc.	Secondary Port	Cable ID
Printer #3	Printer Type Number	Printer Type Desc.	Primary Port	Cable ID
		Form Type Desc.	Secondary Port	Cable ID

Workstation ID (Wand #) _____	WTI Port and Connection Data	
Sorting Machine Type _____	Primary Port	Cable ID
Sorting Machine ID _____	Secondary Port	Cable ID
Workstation Location _____		

Printer #1	Printer Type Number	Printer Type Desc.	Primary Port	Cable ID
		Form Type Desc.	Secondary Port	Cable ID
Printer #2	Printer Type Number	Printer Type Desc.	Primary Port	Cable ID
		Form Type Desc.	Secondary Port	Cable ID
Printer #3	Printer Type Number	Printer Type Desc.	Primary Port	Cable ID
		Form Type Desc.	Secondary Port	Cable ID

Figure 23 - Standard System Site Survey Form

Hardware Setup**Hardware Setup Procedures**

Use the following procedures as a guide to setting up the Standard System

Place each hardware component in the location designated during the site survey preparation. The PC should be placed in a secure area. It must be accessible to the System administrator during operation, but access should be limited to other personnel.

Assure that power requirements are met for each component.

Test, install and retest all cabling. Continuity testing may be done prior to cable installation, but loopback tests will be required for long cable runs after the cable is in place. Test after connectors are attached. Verify pinouts according to data in **Appendix C**

Ensure that each piece of hardware will not be subjected to physical abuse.

Guardrails may be required at each workstation.

Set hardware switch settings are completed. Perform software configuration or DIP switch settings for label printers as needed. See **Appendix A**.

Power on hardware components.

NOTE: Datawands should be kept near, but not in each Datawell. Failure to follow this practice will result in premature failure of the Datawand.

Cable Description

All cables are 22 or 24 AWG, four-wire, stranded. Shielded cable should be used for all cable runs. Level 5/22 or 24 AWG cabling may also be used. The only exception is the parallel cable used for the system printer. The parallel cable is a standard PC Centronics parallel cable.

Cable ordering, pulling, assembling, testing, and connecting to devices is the responsibility of the local site. The cable should be in place and tested prior to the hardware installation.

Appendix C contains wiring pin-outs and connector specifications for each cable.

The importance of proper pin configurations and cable identifications cannot be stressed enough. A continuity test today can save countless hours of troubleshooting in the future.

NOTE: An individual cable run should not exceed 400 feet.

Software Setup

Once the hardware is installed and connected, the software should be installed and configured on each machine. Follow these steps

Install MS-DOS on each machine, if needed.

Install the PASSPORT software from the original distribution diskettes. See the **Quick Setup Guide** in this manual for details.

Setup originating sites and specify the PASSPORT site using PASSPORT Setup menu options

Using the Ordering Configuration Screen, set the local print option and other parameters for each PC.

Use the **MAIN MENU | LABEL PRINTING MENU | UTILITY FILE MAINTENANCE | CONFIGURATION FILE MAINTENANCE** and **PRINTER COMMAND CONFIGURATION** functions to enter data from the Site Survey Form into PASSPORT.

Print a Master Configuration Report and compare it to the Site Survey to make sure all system components have been properly specified,

Use **STANDARD SYSTEM PRINTER FORMAT DOWNLOAD** to send the printer format data to all printers in the system.

Print the standard test scheme files to each printer by scanning the appropriate commands at each of the workstations.

Set the A/B Switches and change the Local print option for Backup Server Processing. Test printing using the Wand Server in Backup Server mode then test printing with the Printer Server in Backup Server mode.

Supervisor Command Sheets

Supervisor Command Sheets are printed barcode sheets used to enter commands using the Datawand

Standard System Processing

PASSPORT systems that are configured as a Print Server or Wand Server (see Ordering Configuration in the Quick Setup section) have a different menu options in Label Printing. When a Print Server or Wand Server user selects **MAIN MENU | LABEL PRINTING** and selects the desired originating site, the system then asks for confirmation as either the *normal* server operating mode or BackUp Server mode. The differences are described below

Print Server

Option 1 on the Label Printing Menu is **Print Server Processing**. This option places the system in an operation mode whereby all input is received from the Wand Server and all output is directed to the appropriate label printer. Shutting down a Print Server is accomplished by shutting down the Wand Server.

All standard System menu options are available. Entry-Level printing within Scheme Maintenance is not allowed.

Wand Server Processing

Option 1 on the Label Printing Menu is **Wand Server Processing**. This option places the system in an operation mode whereby all input is received from the datawands and all output is transmitted to the Print Server. While in this mode, a user can shut down a Wand Server by pressing **Esc**. This shuts down the Wand Server and instructs the Print Server to shut down as well. The Print Server will finish processing any remaining print jobs before shutting down, however the user can override this and kill any remaining print jobs by pressing **Esc** on the Print Server and verifying the request.

All standard System menu options are available except the Print Server Command -- **Standard System Printer Format Download**. Entry-Level printing within Scheme Maintenance is also not allowed.

Backup Server Processing

Either a Wand Server or a Print Server can be put into "Backup" mode by selecting this option immediately after selecting the Originating Site. Assuming that the user also sets the A/B switch-boxes correctly, a Backup Server will operate a Wand/Printer Server combination taking input from the datawands and sending output to the label printers. Please note that a Backup Server operates much slower than the two-computer PrintServer-WandServer combination. Backup Server mode should only be used in the event of a computer failure while the disabled computer is being repaired/replaced. This mode is also used when either computer must be updated with new software or scheme files and print operations cannot be completely brought down for such a length of time.

All standard System menu options are available. Entry-Level printing within Scheme Maintenance is not allowed.

Standard System/Entry-Level Workstation

This is basically an Entry-Level system that also allows most of the Standard System commands. Standard Systems Processing is not allowed, nor is Standard System Printer Format download. Barcode Command Sheets can, however, be created negating the need to bring down the actual Standard System to accomplish this routine task.

Label Printing is identical to normal Entry-Level printing – keyboard input and COM1: label printer output.

Standard System Upgrades and Maintaining Data File Consistency

The Wand Server and Print Server should always be synchronized with the same files on both machines. The only difference should be the ordering configuration screen. While a Wand server makes no use of the scheme files, it would, if had to operate in Backup Mode. Software upgrades should be performed on the two machines at the same time.

PDRS Maintenance

Mailer Label Lists are consistent across the nation with a few exceptions, all documented in the DMM Section L. Destination validation for Mailer Originating Sites is based these DMM Label Lists and is kept current based upon the latest version of PASSPORT.

Postal distribution is much more complicated, changes frequently, and varies considerably from Area to Area, and even Plant to Plant within an Area. In an effort to consolidate and add Quality Control to the myriad of Excel spreadsheets distributed whenever changes in Postal mail distribution requirements change, Headquarters has commissioned the release of a new National Application – PDRS.

PDRS, or Postal Distribution Requirements System, allows HQ to set National requirements while allowing Areas and Plants to create their own exceptions as necessary. Because every plant in the country can have a potentially different label list from any other, as well as requirements that can change weekly, PASSPORT cannot distribute these lists with the software. Consequently, PASSPORT users must manually create a PDRS/PASSPORT import diskette.

In order for PASSPORT to utilize this diskette (also known as a PDRS UFF disk), the user must configure one or more Originating Sites to accept PDRS data. This is accomplished by editing the site under **MAIN MENU | SETUP MENU | ORIGINATING SITES** and entering a valid NASS Code that corresponds to the site's PDRS identity. This will then activate the first menu option under **MAIN MENU | UPDATE SOFTWARE/TABLES MENU | PDRS MAINTENANCE MENU**.

Import PDRS File

While most plants will only use one NASS Code, it is possible that an Originating Site may be created for a neighboring plant and that plant's NASS Code would be used. Consequently, PASSPORT first request upon choosing this menu option is to select a NASS Code. A message box in the upper right portion of the screen will display all Originating Sites that are associated with the highlighted NASS Code.

After selecting the NASS Code, a File Selection Dialog appears. The selection starts out looking in the **C:\CAA.V01\EXTNDATA** directory. If the user copies the desired PDRS UFF file into this directory before starting PASSPORT, simply highlight the file and press **<Enter>**. Otherwise **<Tab>** over to either the Directory or Drive and press **<Space>** to choose another.

The file PASSPORT is looking for would be named UFFxxxxx.EXE (compressed) or UFFxxxxx.DAT (the actual data file) where xxxxx would be the 3 or 5 character NASS Code. A message box in the upper right of the screen will display the date/time stamp of the highlighted UFF file. Be sure to select the most recent file if more than one are present.

Once a file has been selected, PASSPORT will import the Label List data and display a brief summary of the results. Finally after exiting this menu option, PASSPORT will automatically search though all schemes under any Origin Sites potentially affected by the newly imported data.

Search Schemes for Obsolete Labels

PASSPORT will automatically run this report/update whenever changes are detected. Should the user want to search all schemes in PASSPORT, choose this option. For Originating Sites with a PDRS NASS Code, PASSPORT will verify that the PDRS record keys stored with the label are still valid based upon the latest PDRS UFF imported. In addition, for schemes under Originating Sites that are not PDRS sites, PASSPORT will remove any PDRS records keys that may have become associated with any bins (such as copying a scheme from a PDRS site to a non-PDRS site). Any changes/discrepancies will be listed in the report. The user should verify any listed bins to make sure the label contains correct information.

View PDRS Import History

Use this menu option to determine when the last PDRS UFF update was performed. In addition, the user can compare the current number of PDRS records to the most recent import to determine if any PDRS records have expired since the latest import.

Saving and Restoring Schemes on Disk***Copy Schemes to Disk***

Use this option to store schemes to disk. This allows you to keep a backup diskette of important schemes. You may also use this to copy schemes from one system to another to keep the scheme file data in all machines current.

Copy Schemes from Disk

This option allows you to copy a scheme from a diskette to the hard drive of the PASSPORT machine. Once a file has been copied to a diskette from the source machine, carry that diskette to the other computers that run passport. Choose the same originating site and copy the schemes from the diskette to the current originating site directory.

Importing NDSS/SPS Label Data

NDSS/SPS Sort Plans may be exported to disk using the SPS software. Once stored to diskette, use this menu option to import the scheme to the current originating site directory.

Review the imported data using the Scheme Maintenance to make sure all the fields imported as expected. Problems may appear if you are using an older version of SPS, or if the CIN or destination data is invalid in the source file.

SDF Data Import for the Mailer Version

While on the Mailer Version Print Screen, the user can hit **Alt-F7**. This will bring up a dialog window to select an import file. This file should have an extension of DAT or TXT and have the following format:

ASCII, fixed field length, CR or CR/LF ends each record

Field Loc	Field Size	Field Description	Comments
01-03	03	Bin# (optional)	If provided, prints above ZIP in top right
04-24	21	Destination	
25-29	05	ZIP	3 or 5 digits left justified
30-50	21	Description	
51-53	03	CIN #	Desc and CIN should match
54	01	Mail Piece BC Status (optional on sacks)	B-Barcoded, U-Upgradable, N-Nonbarcoded. B and U are for automation rate mail
55-56	02	Quantity	i.e. number of copies of label
57	01	Label Format	T-Tray (Large), S-Sack (Strip)
58-83	26	Origin Line	Who Prepared Tray/Sack, should contain ZIP+4 as minimum
84-99	16	Scheme Name (optional)	ID name for the label set/file

Air Stop Codes

Select **MAIN MENU | SETUP MENU | CUSTOMIZING TABLES MENU | AIRPORT STOP CODE TABLE** to list and customize the listing of Airport Stop Codes. The listing may be sorted by either stop code or airport name by pressing **ALT-F7-Chg Sort Order**. **F6-Print** will send a report listing to the printer.

The list of airport stop codes is offered as a popup in label printing and label ordering functions of PASSPORT. Marking (**Alt-F8**) any of the entries in this list will prevent that entry from appearing in the popup lists. **Alt-F8** will unmark a previously marked entry. **Alt-F9** will mark or unmark all entries.

You may scroll through the list using the **PgUp** and **PgDn** keyboard commands or the arrow keys. Press **F10-Process** when done to save changes. **ESC-Quit** will exit the screen without saving the custom changes.

Product Code Table

Select **MAIN MENU | SETUP MENU | CUSTOMIZING TABLES MENU | PRODUCT CODE TABLE** to list Label Product Codes.

This table lists available label Product Codes (see Section 040). The list may be printed using the **F6-Print** keyboard command.

Mail Type (Content Identification Number) Table

The Mail Type (CIN) Table provides a listing of the CIN values to use when specifying labels in PASSPORT.

Select **MAIN MENU | SETUP MENU | CUSTOMIZING TABLES MENU | MAIL TYPE (CIN) TABLE** to list CIN Codes. **F6-Print** will send a report listing to the printer.

CAA430S1 V01.23-BE		UNITED STATES POSTAL SERVICE PASSPORT SYSTEM MAIL TYPE (CIN) TABLE			01/07/1998 13:23:06	
PST/MLR USE	MAIL TYPE (CIN)	CONTENTS IDENTIFICATION DESCRIPTION	ZEBRA CODE	REQ DEL DAY		
P	141	EXPRESS MAIL	N	N		
P	142	EXPRESS COLLECTOR	N	N		
M	143	EXPRESS DROP SHIP	N	N		
P	144	SAME DAY EXPRESS MAIL	N	N		
P	145	PRIORITY	N	N		
P	147	PRIORITY LTRS	N	N		
M	148	PRIORITY LTRS 5D	N	N		
M	149	PRIORITY LTRS 3D	N	N		
M	150	PRIORITY LTRS SCF	N	N		
M	151	PRIORITY LTRS ADC	N	N		
M	152	PRIORITY LTRS WKG	N	N		
P	153	PRIORITY FLTS	N	N		

F1-Help F6-Prt CINs F4-Modify PgUp-Prev PgDn-Next ESC-Quit

Figure 24 - Mail Type (CIN) Table

The first column tells whether the CIN is available for Postal site ('P'), mailer sites ('M'), or both (' '). The next column is the 3 digit CIN. The next field is the text description for the CIN. The remaining 2 fields determine whether the CIN requires a zebra stripe and delivery day to be printed on the label.

When printing this list, there are 4 options. The first option, CIN List, provides a printed list of the table as it is displayed. The other 3 provide detailed lists of CIN's for intra-plant, Postal or mailer use. These reports specify the required Product Code, MP Code, Class and type required.

The **F4-Modify** function key will usually be ignored. There are, however, a small number of Intra-plant user-defined CINs. Modification of these CINs is possible using the following screen.

```

CAA430S1          UNITED STATES POSTAL SERVICE PASSPORT SYSTEM          01/07/1998
V01.23-BE          MAIL TYPE (CIN) TABLE                               13:23:06
-----+-----+-----+-----+-----+-----+-----+-----+-----+
CIN : 780  Desc : (USER DEFINED)          Change Chrs : 21
          ||| Overwrite Chars
          |||
--MP Code--      ---Sort---          ---Class---      --Type--
[X] 5            [ ] REG              [ ] RG            [X] L
[X] 6            [ ] EM                [ ] ND            [ ] F
[X] 9            [ ] PRI                [ ] P1            [ ] P
               [X] AADC                [X] F2            [ ] O
+-----+-----+-----+-----+
|F1 - Help      | [ ] ADC              [ ] SP            |
|               | [X] 5DIG            [ ] BB            |
|               | [ ] MH                [ ] PP            |
|F10- Process   | [ ] FIM              [ ] IP            |
|               | [ ] PP                [ ] CD            |
|Esc- Cancel   | [ ] IPP              [ ] EQ            |
|Changes       | [ ] EMC                |
+-----+-----+-----+-----+
F1-Help          F6-Prt CINs          F4-Modify      PgUp-Prev  PgDn-Next  ESC-Quit
  
```

Figure 25 – CIN Modification Data Entry Screen

Use the <Tab> key to move from option to option. The <Spacebar> toggles the option on and off.

Data Entry Fields for CIN Modification

Field Name	Values/Validation	Description
Change Characters	0-21	The number of characters at the end of the 21 character description line that may be changed on label data entry screens. 21 indicates that the description is completely overwritable.
MP Code	Intra-Plant Values only	Select which options to associate with this CIN. More than one choice is permitted.
Sort	Valid Postal Label List	Select which options to associate with this CIN. More than one choice is permitted.
Class	Valid Postal Class Code	Select which options to associate with this CIN. More than one choice is permitted.
Type	Valid Postal Type Code	Select which options to associate with this CIN. More than one choice is permitted.

Each supported label printer may need special hardware and software configuration. Refer to this appendix for instructions on configuring the printer to use with PASSPORT.

Intermec 3000A

The Intermec 3000A label printer is configured by setting DIP switches on the printer. There are two groups of switches located on the rear of the printer near the AC power cord connector and the RS-232 interface connector. The top group has 8 switches and just below that is a group of 4. These switches should be set as follows:

Note -Switch number 1 is located at the top of the DIP switches. The switches are labeled on the printer for easy identification.

Switch Number	1	2	3	4	5	6	7	8	9	10	11	12
Setting	Off	On	Off									

Table 5 - Intermec 3000A DIP Switch Settings

Intermec 3400

The Intermec 3400A label printer is configured by setting DIP switches on the printer. There are two groups of switches located on the rear of the printer near the AC power cord connector and the RS-232 interface connector. The top group has 8 switches and is labeled 'TOP'. Below that is another group of 8 switches labeled 'Bottom'. Set the switches according to the following tables:

Note -Switch number 1 is located at the top of the DIP switches. The switches are labeled on the printer for easy identification.

Switch Number	1	2	3	4	5	6	7	8
Setting	On	Off						

Table 6 - Intermec 3400A TOP DIP Switch Settings

Switch Number	1	2	3	4	5	6	7	8
Setting	Off	Off	Off	Off	Off	On	Off	Off*

Table 7 - Intermec 3400A BOTTOM DIP Switch Settings

NOTE: If thermal stock is to be used, BOTTOM DIP Switch 8 must be set 'Off.' If non-thermal label stock will be used, set the BOTTOM DIP Switch 8 to 'On,' and install a thermal transfer ribbon.

Microcom 410 ECA

This printer has no manual setup features. All configuration changes must be sent via serial communications. PASSPORT has provided an automated means to configure the Microcom 410 printer for an Entry-Level setup. If these printers are to be used in a Standard-System, the user must first connect the printer to the COM1: port of another computer (PASSPORT does not need to be loaded, only the four files listed below) using an Entry-Level Serial cable described in Appendix C.

Use the following procedure to setup the Microcom 410 ECA printer for use with PASSPORT:

- At the DOS Prompt, change to the EXE directory by typing
CD\CAA.V01\EXE <enter>
- Run the batch file included with PASSPORT by typing **MC410SET <enter>**. Follow the instructions on-the screen for resetting the printer to Default Mode.
- Once the setup program completes, the printer will print a test pattern label. Turn off the printer after this is printed.
- The printer is now ready for use with PASSPORT

If the printer is to be setup using a computer without PASSPORT installed on it, follow these steps:

- Copy the following files from a PASSPORT computer to a floppy disk:
 - C:\CAA.V01\EXE\CAA605B.EXE
 - C:\CAA.V01\EXE\BRT71EFR.EXE
 - C:\CAA.V01\EXE\MC410SET.BAT
 - C:\CAA.V01\EXE\MC410SET.DAT
- Insert the floppy in the drive and make that drive the current drive by typing:
A: <enter>, or **B: <enter>**
- Type **MC410SET <enter>** and follow the on-screen instruction for resetting the printer to Default Mode.
- Once the setup program completes, the printer will print a test pattern label. Turn off the printer when this is printed.
- The printer is now ready for use with PASSPORT

Monarch 9425

The Monarch 9425 is configured using the keypad attached to the printer to change settings using the menu system. Access the configuration menus by pressing the F2 key on the printer keypad. The password default is ONLINE.

To scroll to the next or previous menu item, use the ↑ or ↓ key. So select a menu item or change the value of the menu item, press the Enter key. Once a menu item has been selected, you may scroll through the available values using the ↑ or ↓ keys.

Select Operating Mode

Data Entry PASSPORT does not use entries in this menu

Format Entry..... PASSPORT does not use entries in this menu
Batch Control..... PASSPORT does not use entries in this menu
Online Select this item to exit configuration and return to Online Mode Ready

Printer Options

Use Batch Separators (Y/N)..... N

Adjust Cut Position

Cut Adjustment (I/D) I

Adjust Cut Position 0

Adjust Print Position

Print Adjustment (I/D)..... I

Adjust Print Position..... 0 (This value may need to be changed to position label printing on the label)

Define Cost Code..... PASSPORT does not use entries in this menu

Entered Char..... blank

Printed Char..... blank

Define Supply Type..... B or D depending on supply type being used. Black Mark stock has a black indicator mark on each label. Die cut stock has indentations on the edges or apertures through the middle of the stock. Use the Align function if printing is not aligned properly on the labels

Define Monetary Symbol..... PASSPORT does not use entries in this menu

Select Monetary Symbol..... dollar

Use Cent Sign in Price Fields..... PASSPORT does not use entries in this menu

Use Cent Sign where applic..... N

Define Numbering System..... PASSPORT does not use entries in this menu

Select Numbering System..... English

Define Print Mode..... <Command Not Available>

Use Batch Names..... PASSPORT does not use entries in this menu

Use Batch Names..... N

Printer Configuration..... PASSPORT does not use entries in this menu

Define Check Digit Schemes

CD Scheme Number (1-12)..... 1

CD Calculation Method..... A

CD Modulus (2-11) 10

Number of Data Digits..... 10

Weights for each position 7137137131

Change Password(s)..... Use this option only if there is a problem with unauthorized access to these configuration menus. Once set, keep you password safe. If you forget your password, you must contact the printer manufacturer

Enter Old Password..... <old password>

Enter New Password <new password>

Display Password

Password(s) Displays password for subordinate printer modes

Set Time Note that PASSPORT prints the system time from the computer, not the printer.

Enter New Time..... <hh:mm:ss>

Set DateNote that PASSPORT prints the system date from the computer, not the printer

Enter New Date <mm/dd/yy>
Set Date Format PASSPORT does not use entries in this menu
 Select a Date Format
Host Port Configuration..... IMPORTANT - The entries in this menu
 determine how PASSPORT will communicate
 with the printer. They must be set as specified
 here, or Syntax and Framing or other error
 messages will appear on the printer.
 Select Baud Rate 9600
 Select Parity E
 Enter Word Length (7-8) 7
 Enter Stop Bits (1-2) 1
 Enter Start (XON) Char 128
 Enter Stop (XOFF) Char 128
Clear Batch Memory at power-up
 Clear batches at power-up E
9420/9440 Compatible Mode
 9420/9440 Compatible Mode D
9420/9440 Imaging Mode
 9420/9440 Imaging Mode D
Enhance Paper Handling Mode
 Enh. Paper Handling Mode .. E
Auto Online Mode
 Auto Online Mode E
 Version

Monarch 9445

The Monarch 9445 is configured using the keypad attached to the printer to change settings using the menu system. Access the configuration menus by pressing the F2 key on the printer keypad. The password default is ONLINE.

To scroll to the next or previous menu item, use the ↑ or ↓ key. So select a menu item or change the value of the menu item, press the Enter key. Once a menu item has been selected, you may scroll through the available values using the ↑ or ↓ keys.

Select Operating Mode

Data Entry PASSPORT does not use entries in this menu
Format Entry..... PASSPORT does not use entries in this menu
Batch Control..... PASSPORT does not use entries in this menu
Online Select this item to exit configuration and return
 to Online Mode Ready

Printer Options

Use Batch Separators (Y/N) N
Adjust Cut Position
 Cut Adjustment (I/D) I
 Adjust Cut Position 0
Adjust Print Position
 Print Adjustment (I/D) I
 Adjust Print Position 0 (This value may need to be changed to position
 label printing on the label)

- Define Cost Code**..... PASSPORT does not use entries in this menu
 - Entered Char blank
 - Printed Char..... blank
- Define Supply Type**..... B or D depending on supply type being used.
 - Black Mark stock has a black indicator mark on each label. Die cut stock has indentations on the edges or apertures through the middle of the stock. Use the Align function if printing is not aligned properly on the labels
- Define Monetary Symbol**..... PASSPORT does not use entries in this menu
 - Select Monetary Symbol..... dollar
- Use Cent Sign in Price Fields** PASSPORT does not use entries in this menu
 - Use Cent Sign where applic..... N
- Define Numbering System**..... PASSPORT does not use entries in this menu
 - Select Numbering System..... English
- Define Print Mode**..... <Command Not Available>
- Use Batch Names**..... PASSPORT does not use entries in this menu
 - Use Batch Names..... N
- Printer Configuration**..... PASSPORT does not use entries in this menu
 - Define Check Digit Schemes
 - CD Scheme Number (1-12)..... 1
 - CD Calculation Method..... A
 - CD Modulus (2-11) 10
 - Number of Data Digits..... 10
 - Weights for each position 7137137131
 - Change Password(s)**..... Use this option only if there is a problem with unauthorized access to these configuration menus. Once set, keep you password safe. If you forget your password, you must contact the printer manufacturer
 - Enter Old Password**..... <old password>
 - Enter New Password** <new password>
 - Display Password**
 - Password(s)** Displays password for subordinate printer modes
 - Set Time** Note that PASSPORT prints the system time from the computer, not the printer.
 - Enter New Time..... <hh:mm:ss>
 - Set Date**Note that PASSPORT prints the system date from the computer, not the printer
 - Enter New Date <mm/dd/yy>
 - Set Date Format** PASSPORT does not use entries in this menu
 - Select a Date Format
 - Host Port Configuration**..... IMPORTANT - The entries in this menu determine how PASSPORT will communicate with the printer. They must be set as specified here, or Syntax and Framing or other error messages will appear on the printer.
 - Select Baud Rate** 9600
 - Select Parity** E
 - Enter Word Length (7-8)** 7
 - Enter Stop Bits (1-2)**..... 1
 - Enter Start (XON) Char** 128

Whittier Mailing Products (WMP-LT, WMP-LT4, WMP-LT5, a Orion BTP-400)

These printer have no manual setup features. All configuration changes must be sent via serial communications. PASSPORT has provided an automated means to configure the WMP printers for an Entry-Level setup. If these printers are to be used in a Standard-System, the user must first connect the printer to the COM1: port of another computer (PASSPORT does not need to be loaded, only the five files listed below) using an Entry-Level Serial cable described in Appendix C.

Use the following procedure to setup a WMP printer for use with PASSPORT:

- At the DOS Prompt, change to the EXE directory by typing
CD\CAA.V01\EXE <enter>
- Run the batch file included with PASSPORT by typing **WMP-SET <Enter>**. Follow the instructions on-the screen for resetting the printer to Default Mode.
- Once the setup program completes, the printer will print a status label. Turn off the printer when after this is printed.
- The printer is now ready for use with PASSPORT

If the printer is to be setup using a computer without PASSPORT installed on it, follow these steps:

- Copy the following files from a PASSPORT computer to a floppy disk:
 - C:\CAA.V01\EXE\CAA605B.EXE
 - C:\CAA.V01\EXE\BRT71EFR.EXE
 - C:\CAA.V01\EXE\WMP-SET.BAT
 - C:\CAA.V01\EXE\WMP-SET1.DAT
 - C:\CAA.V01\EXE\WMP-SET2.DAT
- Insert the floppy in the drive and make that drive the current drive by typing:
A: <Enter>, or **B: <Enter>**
- Type **WMP-SET <Enter>** and follow the on-screen instruction for resetting the printer to Default Mode.
- Once the setup program completes, the printer will print a test pattern label. Turn off the printer when this is printed.
- The printer is now ready for use with PASSPORT

Personal Computer

Entry Level System

A single computer is required for the Entry Level System. The system must be at least meet the following specifications:

- 80486/33MHz or higher processor
- 4 MB RAM
- one 3-1/2 inch high density floppy drive
- 40 MB available hard drive space
- one parallel, two serial I/O ports
- Video display monitor and adapter card
- DOS version 3.3 or higher
- Modem

Standard System

The Standard System requires two PC's, each of which must meet the minimum specifications detailed for the Entry Level System.

Power Requirements

Each PC will require a 110 VAC source. Each video display monitor will require a 110 VAC source.

Modem

PASSPORT supports a variety of modems. Specify the modem type and connection settings to PASSPORT using the **MAIN MENU | SETUP MENU | ORDERING CONFIGURATION** screen. The user must determine the communications port (COM port) and interrupt request number (IRQ) for the modem hardware. Consult the modem hardware guide for information on these settings. Users of windows may find this information available using the Control Panel/System or Control Panel/Modem icons.

Note: PASSPORT cannot be used without a modem. It is the user's responsibility to provide the COM port and IRQ information for configuration. The PASSPORT Technical Support Team cannot determine these settings for your system.

While the highest speed available in PASSPORT is 9600 baud, most modems rated at higher speeds will operate at 9600.

The modem initialization string is also hardware-dependant. Suggested strings for several popular modems are included with PASSPORT. If your modem is not listed, try PASSPORT Default or Other.

If there is a problem with the initialization string, review your modem hardware guide for the correct initialization string to set your modem to emulate a Hayes 9600 baud modem.

The modem will require an outside telephone line.

Console Printer

The console printer is used for printing reports. It cannot be used to print labels.

The console printers listed in **MAIN MENU | SETUP MENU | ORDERING CONFIGURATION** include only the Okidata 320 or 390. To use other compatible printers, connect any ASCII text printer to the LPT1: port and select the Okidata 320. PASSPORT prints reports with pre-defined line lengths. Some reports require more than 80 characters on a line. To properly print these reports, the printer must be set, using front panel controls, to condensed character pitch.

Power Requirements

Each console printer will require a 110VAC source.

Specifications

The Okidata 320 is a 9-pin dot matrix printer that prints at a rate of 50, 64, or 100 characters per second, depending on print mode. The printer dimensions are 15.7”w x 13.6”d x 4.6”h, weighing 16 lbs. It uses a standard Microline 100 ribbon, with a 3,000,000 character nominal life, measured in Utility Mode. Power requirements are 120VAC

The Okidata 390 is a 24-pin dot matrix printer that prints at a rate of 90 or 270 characters per second, depending on print mode. The printer dimensions are 15.7”w x 13.0”d x 4.6”h, weighing 18 lbs. It uses a standard Microline 390 ribbon, with a 2,000,000 character nominal life, measured in Utility Mode. Power requirements are 120VAC

The Okidata 320 is a 9-pin dot matrix printer that prints at a rate of 50, 64, or 100 characters per second, depending on print mode. The printer dimensions are 15.7”w x 13.6”d x 4.6”h, weighing 16 lbs. It uses a standard Microline ribbon, with a 3,000,000 character nominal life, measured in Utility Mode. Power requirements are 120VAC

Manufacturer Information

Okidata printers are available through:

Okidata Company
Mt. Laurel, NJ 08054
(609) 235-2600

Label Printer

Each of the supported label printers must be configured to work with PASSPORT. See **Appendix A** for details on label printer configuration

The printers must be connected using cables as specified in **Appendix C**.

Power Requirements

Each label printer will require a 110 VAC source.

Manufacturer Information**Intermec Printers:**

Intermec® Corporation
6001 36th Avenue West
P.O. Box 4280
Everett, WA 98203-9280
(800) 755-5505 Sales/Service
(800) 227-9947 Media Supplies

WMP Printers:

Whittier Mailing Products
12366 Penn Street
Whittier, CA 90602-1103
Phone: (562) 464-3000
FAX: (562) 464-3007
<http://www.wmptagger.com>

Monarch Printers

Monarch Marking Systems, Inc.
A Pitney Bowes Company
(800) 543-6650 Sales
(800) 231-7700 Service

Sato Printers

SATO America, Inc.
545 Weddell Drive
Sunnydale, CA 94089
(408) 745-1300
(201) 529-1930 - Eastern Region
(313) 295-4243 - Central Region
(770) 969-2333 - Southern Region
(602) 491-0141 - Western Region

Microcom Printers

Microcom Corporation
8333 Green Meadows Drive North
Westerville, Ohio 43081 USA
Phone: (614) 548-6262 or (800)
MICROCOM
FAX: (614) 548-6556
Email: msales@microcomcorp.com

Barcode Reader

The PASSPORT standard system uses the Datawand IIB barcode reader and Datawell charger/communication base from Symbol Technology. The Datawand must have a special version of operating software installed. This modification is identified by the Symbol number RFQ 1392-0508000.

The Datawell module is used for data transmission via RS-232C to the Wand Server of a Standard System installation. The Datawell also recharges the NiCad batteries in the Datawand.

An optional charger system to recharge up to 6 Datawands at the same time is available from Symbol.

The Datawand II (8KB RAM) or Datawand IIB (32K) is used to scan the barcode command sheets. These readers are capable of reading Interleaved 2 of 5, Code 39, UPC-A and UPC-E barcodes.

Note: The Datawand used with PASSPORT *must* be the 'Postalized' wand, containing the software defined by Symbol RFQ-1392-0508000. Unmodified, off-the-shelf-units will not work with the system.

Power Requirements

The Datawell requires a 110 VAC source to connect an AC/DC transformer adapter.

Specifications

Datawell Specifications:

- Data Codes 8 Bit ASCII
- Parity Even or Odd
- Clocking Asynchronous
- Data Rate 300 to 9600 Baud
- Interface RS-232, unit comes with adapter

Manufacturer Information

The Datawand and Datawell are available from Symbol MSI Data Corporation:

East Coast 1101 Lakeland Avenue
Bohemia, NY 11716
(800) 262-8764

Northeast Region 960 Turnpike Street
Building 1
Canton, MA 02021
(800) 225-5175

Central Region	1900 N Roselle Road Suite 407 Schamburg, IL 60195 (800) 373-3831
Southern Region	2221 New Parkway NW Suite 116 Marietta, GA 30067
Western Region	340 Fisher Ave Costa Mesa, CA 92626 (800) 432-3179

Smartswitch Code Activated Switch (WTI Box)

The Standard System uses at least 2 code activated switches, serving from 16 to 64 ports, to connect multiple peripheral devices to a each server PC. The Master Control Module is a 16-port unit with capability of up to three additional 16-port add-on modules (add-on modules require a rack mount option)

Power Requirements

Each WTI Master Control Unit requires a 100VAC source.

Specifications

Code activated switch specifications are:

- Baud Rate 300 to 19.2K
- Interface RS-232, 17 places, DB-25 female connector
- Size 17.25" W x 3.5" H x 9" D
- Weight 7 lbs. Each additional module is 4 lbs.
- Power 115 VAC 60Hz, 10 Amps
- Coding ASCII, Asynchronous

Manufacturer Information

The code-activated switch is available from Western Telematic Inc. (WTI).

Western Telematic, Inc
5 Sterling
Irvine, CA 92718
(800) 854-7226 – (Outside California)
(714) 586-9950 – (In California)

A/B Switchbox

The Standard System requires 4 RS-232 switches. The common, 'A' and 'B' connectors are all 25 pin female connectors.

The switch boxes should be located where they may be accessed when needed to switch the system to Backup Processing. Each of the four should be labeled and installed as follows:

- A/B Switch Box 1
 - A Connected to Printer Server, COM2:
 - B Connected to A/B Switch Box 3, Port B
 - Common Connected to Input Port on Printer Server WTI Box
- A/B Switch Box 2
 - A:Connected to A/B Switch Box 3, Port A
 - B Connected to A/B Switch Box 4, Port B
 - Common Connected to Printer Server, COM1
- A/B Switch Box 3
 - A Connected to A/B Switch Box 2, Port A
 - B Connected to A/B Switch Box 1, Port B
 - Common Connected to Wand Server, COM1
- A/B Switch Box 4
 - A Connected to Wand Server, COM2:
 - B Connected to A/B Switch Box 2, Port B
 - Common Connected to Input Port on Wand Server WTI Box

Power Requirements

The A/B switchboxes do not require an external power source.

Entry Level System Cabling

Entry Level Printer Cable for Use with Monarch Printers

Use the following cable for the Monarch 9425 or Monarch 9445 thermal label printer with an Entry Level system.

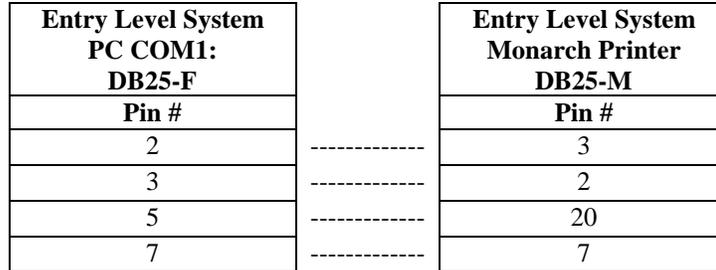


Figure 26 –Entry Level System Monarch 9425/9445 Cabling

If the COM1: port on the entry level PC is has a 9 pin connector, use the following to build a cable to use with the entry level Monarch 9425/9445 printer.

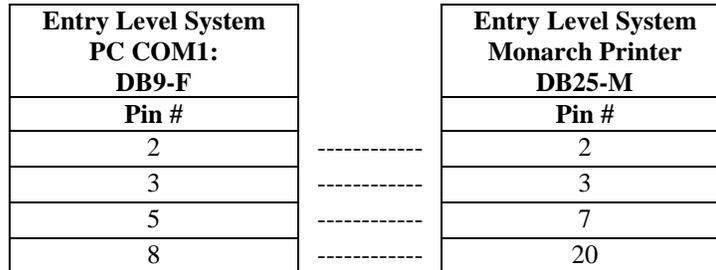


Figure 27 –Entry Level System 9 Pin to 25 Pin Cable for the Monarch 9425/9445 Printer

Entry Level Printer Cable for Use with Intermec 3000 Printers

Use the following cable for the Intermec 3000A with an entry level system.

Entry Level System PC COM1: DB25-F		Entry Level System Intermec 3000A DB25-M
Pin #		Pin #
2	-----	3
3	-----	2
5	-----	11
7	-----	7

Figure 28 –Entry Level System Intermec 3000A Cabling

If the COM1: port on the entry level PC is has a 9 pin connector, use the following to build a cable to the Intermec 3000A.

Entry Level System PC COM1: DB9-F		Entry Level System Intermec 3000A DB25-M
Pin #		Pin #
2	-----	2
3	-----	3
5	-----	7
8	-----	11

Figure 29 –Entry Level System 9 Pin to 25 Pin Cable for use with the Intermec 3000A Printer

Entry Level Printer Cable for Use with Intermec 3400 Printers

Use the following cable for the Intermec 3400 with an entry level system.

Entry Level System PC COM1: DB25-F		Entry Level System Intermec 3400 DB25-M
Pin #		Pin #
2	-----	3
3	-----	2
5	-----	11
7	-----	7

Figure 30 –Entry Level System Intermec 3400 Cabling

If the COM1: port on the entry level PC is has a 9 pin connector, use the following to build a cable to the Intermec 3400.

Entry Level System PC COM1: DB9-F		Entry Level System Intermec 3400 DB25-M
Pin #		Pin #
2	-----	2
3	-----	3
5	-----	7
8	-----	11

Figure 31 –Entry Level System 9 Pin to 25 Pin Cable for use with the Intermec 3400 Printer

Entry Level Printer Cable for Use with Sato M-8400 Printer

Use the following cable for the Sato M-8400 thermal label printer with an Entry Level system.

Entry Level System PC COM1: DB25-F		Entry Level System Sato M-8400 DB25-M
Pin #		Pin #
2	-----	3
3	-----	2
5	-----	20
7	-----	7

Figure 32 –Entry Level System Sato M-8400 Cabling

If the COM1: port on the entry level PC is has a 9 pin connector, use the following to build a cable to use with the entry level Sato M-8400 printer.

Entry Level System PC COM1: DB9-F		Entry Level System Sato M-8400 Printer DB25-M
Pin #		Pin #
2	-----	2
3	-----	3
5	-----	7
8	-----	20

Figure 33 –Entry Level System 9 Pin to 25 Pin Cable for the Sato M-8400 Printer

Entry Level Printer Cable for Use with Microcom 410 ECA Printer

Use the following cable for the Microcom 410 ECA thermal label printer with an Entry Level system.

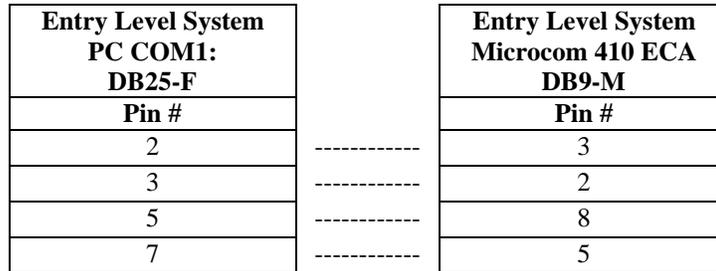


Figure 34 –Entry Level System Microcom 410 ECA Cabling

If the COM1: port on the entry level PC is has a 9 pin connector, use the following to build a cable to use with the entry level Microcom 410 ECA printer.

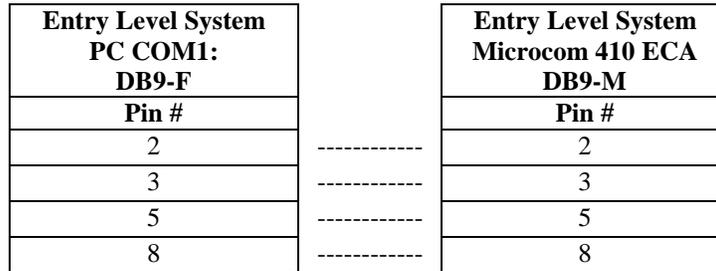


Figure 35 –Entry Level System 9 Pin Cable for the Microcom 410 ECA Printer

(The cable represented in the preceding Figure can be purchased commercially off-the-shelf. It is available as a 9 pin video cable)

Entry Level Printer Cable for Use with WMP LT, LT4, LT5 and Orion BTP-400 Printers

Use the following cable for the WMP thermal label printers with an Entry Level system.

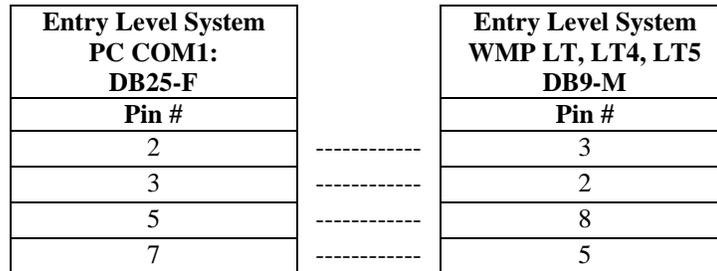


Figure 36 –Entry Level System WMP Cabling

If the COM1: port on the entry level PC is has a 9 pin connector, use the following to build a cable to use with the entry level WMP LT, LT4, or LT5 printer.

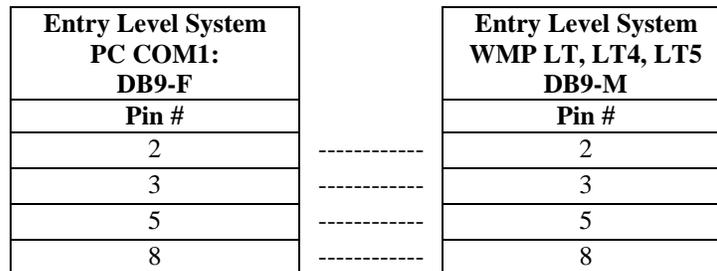
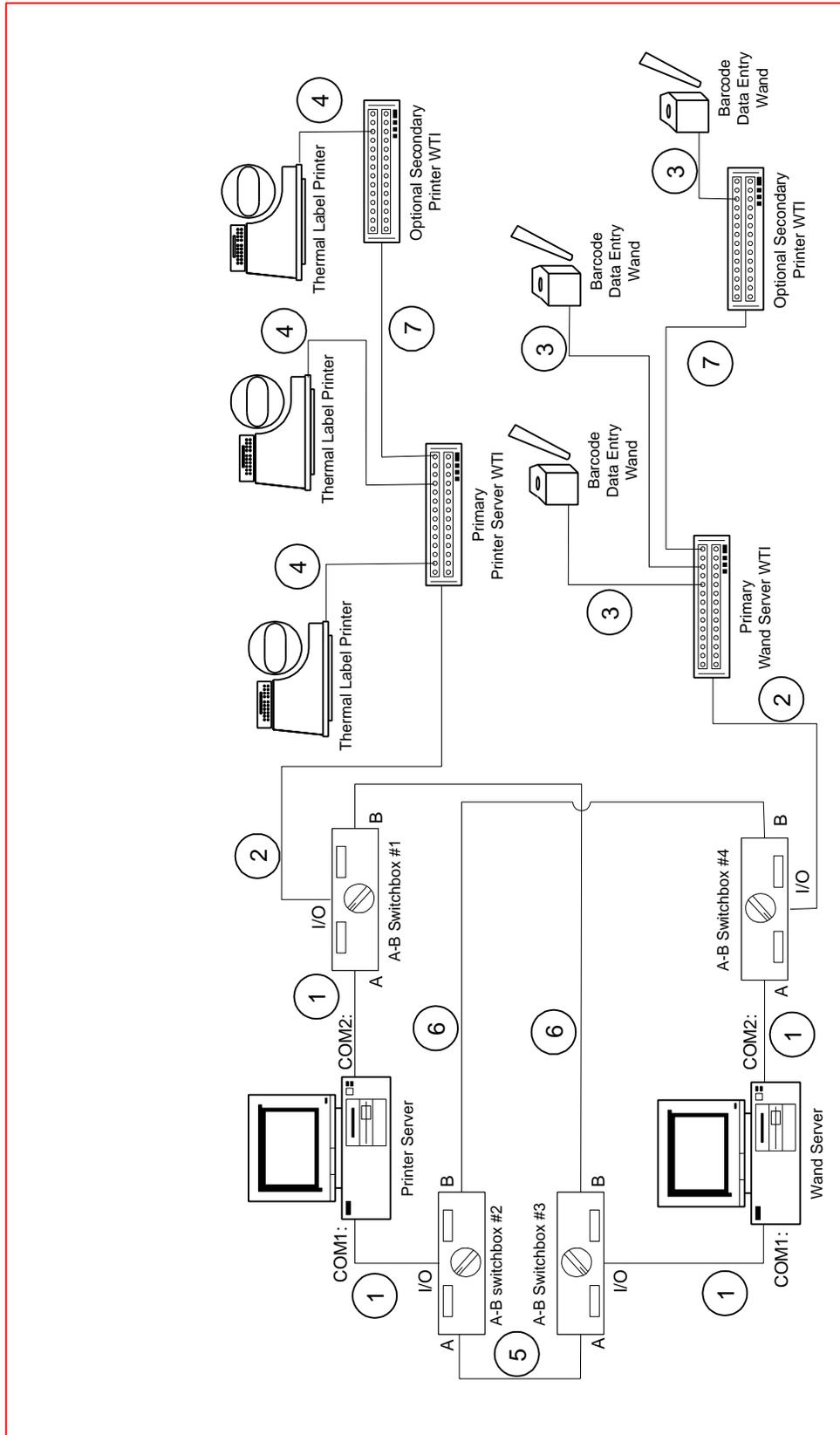


Figure 37 –Entry Level System 9 Pin Cable for the WMP Printers

(The cable represented in the preceding Figure can be purchased commercially off-the-shelf. It is available as a 9 pin video cable)



Standard System Wiring Diagram

Standard System Cabling

Server to A/B Switchbox Cabling (Cable #1)

Each server PC, Wand Server and Printer Server, is connected to two A/B switchboxes. Therefore, 4 of these cables will be required for each standard system.

Depending on the number of pins on the server serial port, choose one of the following cables:

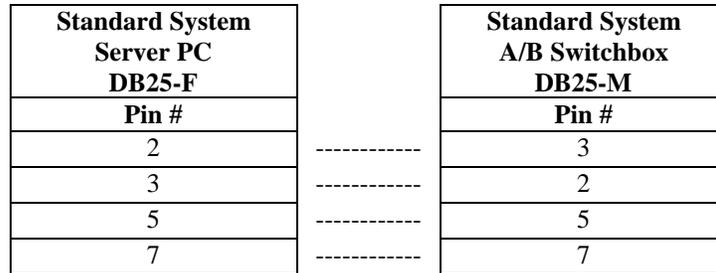


Figure 38 - Server to A/B Switchbox Cable, 25 pin COM port

If the COM port on the PC has a 9 pin connector, use the following to build the cable for the Standard System Server to A/B switchbox connections.

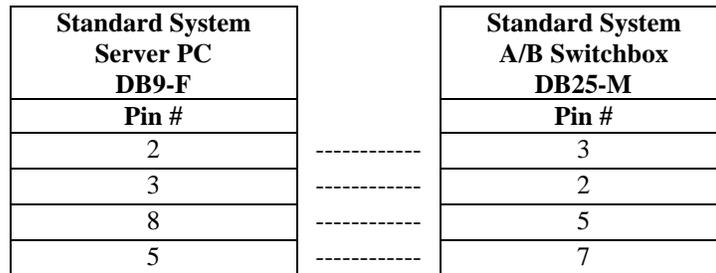


Figure 39 - Server to A/B Switchbox, 9 pin COM port

A/B Switchbox to Primary WTI Cabling (Cable #2)

Each Primary WTI Switchbox is connected to it's A/B Switchbox using the following cable.
Each standard system requires 2 of these cables

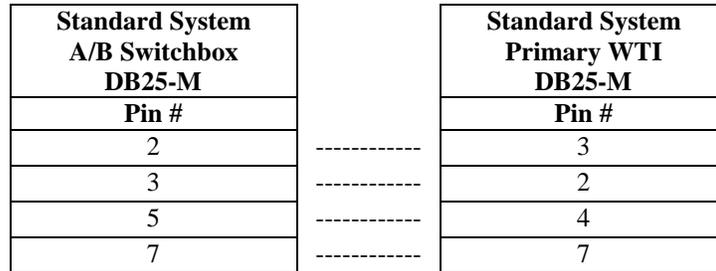


Figure 40 – A/B Switchbox to Primary WTI Cabling

Use the following cabling for Everex computers only.

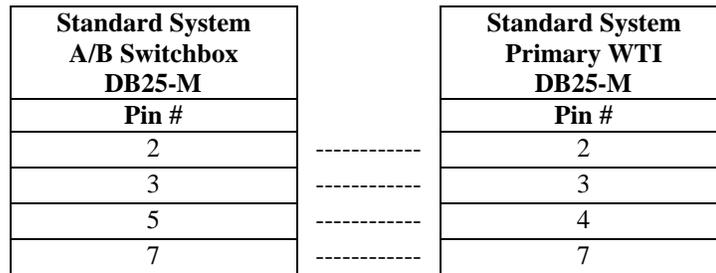


Figure 41 – A/B Switchbox to Primary WTI Cabling for Everex Computers Only

WTI to Datawell Cabling (Cable #3)

This cable is used to connect each Datawell to the WTI Box. One cable is required for each Datawell in the Standard System. This cable assumes the use of a Symbol Universal RS-232 adapter which has a DB25-M connector on one end and an RJ-41 connector on the other.

Standard System WTI DB25-F		Standard System Datawell DB25-M
Pin #		Pin #
2	-----	2
3	-----	3
7	-----	7
4	-----	20

Figure 42 –WTI to Datawell Cabling

If a Symbol Universal RS-232 adapter is *not* used, a single cable can be used to connect the datawell directly to the WTI port.

Standard System WTI-Datawell Cable DB25-F		Standard System Datawell Mod RJ-41 Connector
Pin #		Pin #
3	-----	1
Not used		2
7	-----	3
Not used		4
2	-----	5
4	-----	6
20	-----	7
1	-----	8

Figure 43 –Datawell Modular Plug Patch Cable

NOTE: The modular connector is not numbered directly. The numbers listed above are numbered from left to right with the locking pin on top.

A/B Switchbox to A/B Switchbox Cabling

Two different cables are used to interconnect A/B switchboxes.

(Cable #5)

Switchbox #2, Port A is connected to Switchbox #3, Port A using the following cable. One cable is required per standard system.

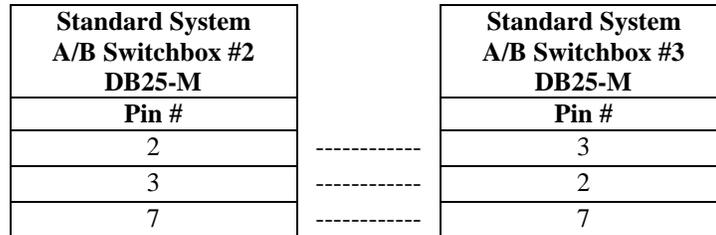


Figure 44 – A/B Switchbox #2 to A/B Switchbox #3 (Port A) Cabling

(Cable #6)

Switchbox #1, Port B is connected to Switchbox #3, Port B using the following cable. The same pinouts are used to make a cable to connect Switchbox #2, Port B to Switchbox #4, Port B. Therefore, each standard system requires 2 of the following cables.

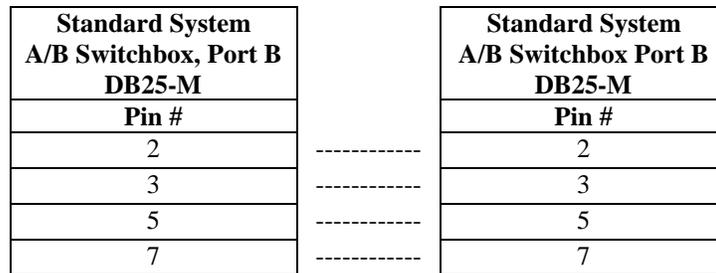


Figure 45 –A/B Switchbox Port B Cabling

Primary WTI to Secondary WTI Cabling (Cable #7)

The cabling between a primary WTI switchbox and any optional secondary WTI switchboxes is fabricated using the following pinouts. One cable is required for each optional secondary WTI in the system.

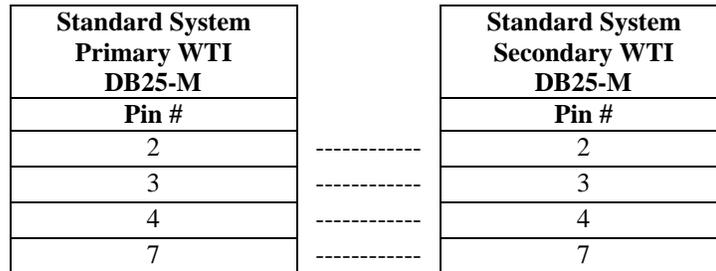


Figure 46 –Primary WTI to Secondary WTI Cabling

Standard System Server to Console Printer Cabling

Connection to a console printer for each server in the standard system is made using a standard Centronics Printer cable. Two of these cables are used for each standard system, one for the Wand Server, one for the Printer Server.

Standard System WTI Box to Label Printer (Cable #4)

Each printer in the standard system will require one cable to connect the WTI to the printer. This cable uses the following pinouts. A cable built to these specifications should be run to each printer workstation. Some printers may require an additional patch cable.

Standard System WTI DB25-M		Standard System Label Printer DB25-M
Pin #		Pin #
2	-----	2
3	-----	3
7	-----	7
4	-----	20

Figure 47 –Standard WTI to Label Printer Cabling

Intermec 3000A/3400 Standard System Patch Cable

The Intermec 3000A and 3400 require an additional patch cable. The patch cable should be about 1 foot long. It is used between the standard cable (#4) and the Intermec 3000A/3400 printer.

Standard System Printer Cable DB25-F		Standard System Intermec 3000A DB25-M
Pin #		Pin #
2	-----	2
3	-----	3
7	-----	7
20	-----	11

Figure 48 –Standard System Intermec Patch Cabling

Microcom 410 ECA Standard System Patch Cable

The Microcom 410 ECA requires an additional patch cable. The patch cable should be about 1 foot long. It is used between the standard cable (#4) and the Microcom printer.

Standard System Printer Cable DB25-F		Standard System Microcom Printer DB9-M
Pin #		Pin #
2	-----	2
3	-----	3
7	-----	5
20	-----	8

Figure 49 –Standard System Microcom Patch Cabling

WMP LT, LT4, LT5 and Orion BTP-400 Standard System Patch Cable

The WMP printers require an additional patch cable. The patch cable should be about 1 foot long. It is used between the standard cable (#4) and the printer.

Standard System Printer Cable DB25-F		Standard System Microcom Printer DB9-M
Pin #		Pin #
2	-----	2
3	-----	3
7	-----	5
20	-----	8

Figure 50 –Standard System WMP Patch Cabling

Installation Problems

If the install was unsuccessful, or you are having problems with the software, check the following possible problem/solutions and follow the suggested method of solving the problem before calling the help line.

If you get an error message that indicates you have a file missing it could be due to the file `command.com` missing from your path. Make sure that either the root directory (`C:\`) is in your path or that `C:\DOS` is in your path and has the file `command.com` in it.

If you are installing a new version of the software after having an old version on your system and getting a file missing error, you can try deleting all files in the `sortdata` subdirectory (except `caa409d`, `caa410d`, `caa418d` and all associated files extensions because these files contain data specific to your site) and rerunning the install.

Communications Problems

Make sure the modem is configured correctly and set up with the correct com port. If The port specified is not a valid port on the PC, the message "Result 01- Unable to Access Port" will be displayed. If the port exists, but there is no modem attached to it, the user will see the message: "Your modem has indicated a problem with the modem initialization string." If the user continues, the message "Unable to disconnect" will appear.

Make sure the phone line is active and connected correctly to the modem (do not use the jack labeled PHONE, use the jack labeled LINE). If there is a problem with the phone line, the message "No Dialtone" will be displayed.

If the modem emits audible dialtone and the user hears the modem dial, but the BBS does not answer, make sure phone numbers reflect the correct outside access code. `PASSPORT` assumes '8'.

If the BBS answers, the user will hear the sounds of the computer linking to the BBS. If communications fail at this point, there is probably a problem with the modem initialization string. The user should try specifying other modem types under the Ordering Configuration setup in `PASSPORT`.

If communications fail during transmission, try a slower baud rate

Other common Problems

If you are getting an "ACCESS DENIED" message not related to your Password Account Access Level, it may be due to `SHARE` being loaded without parameters in your `AUTOEXEC.BAT` or `CONFIG.SYS`. This will limit the number of databases that may be opened. If you must have `SHARE` loaded, add the `/F:5120` and `/L:500` parameters to the `SHARE` line which will permit you to open more databases in work areas.

ex. `SHARE /F:5120 /L:500`

Non USA Addresses are not allowed for Origin Sites. Labels with Foreign Destinations may, however, be ordered.

If PASSPORT is not allowing the required CIN Code, first review the CIN listings under SETUP MENU/CUSTOMIZING TABLES MENU/MAIL TYPE (CIN) LISTINGS option. PASSPORT will enforce these rules as implemented in the reclassification and not permit invalid labels to be printed or ordered. Contact your Area Label Coordinator (see the listing later in this guide) if questions remain about which Content Identifier to use.

If the labels printed with PASSPORT are not being read by your processing equipment, (ie. Scan Where You Band and others), first verify that the barcode is readable using a code verifier. If the code doesn't scan at all, verify that the code print quality, label reflectance and other physical factors are within tolerance. If the label scans with the verifier, make sure the code read yields the same number as is printed under the barcode. If the label is readable and the code data matches the human readable data, make sure the processing equipment is using the latest CIN list.

If the program issues a black box error and terminates, call technical support. This problem will probably only affect the operation that was being performed at the time. Restart PASSPORT from the C: prompt and other operations should still be available.

System Support

PASSPORT system support is provided by Information System Support (ISS) in Raleigh and also by the Raleigh Integrated Business Systems Solution Center (RAIBSSC) which developed the PASSPORT software and will provide system operational support.

The user should first familiarize himself with the system and learn as much as possible to be able to understand how to implement possible solutions and to be aware of system functions and capabilities. Please review the documentation, step through the system, and contact label personnel for questions involving postal procedure and policy. In particular, questions regarding appropriate CIN codes should be directed to the Area Label Coordinator in your region. See the listing later in this Quick Reference Guide.

When a call to the hotline is first placed, the ISS personnel will attempt to resolve the problem. However, their expertise in the system is limited and they cannot handle any complex technical questions. If your problem is due to something that has nothing to do with the PASSPORT system itself or is of a technical nature, they cannot solve your problem. In this case it would be wise to have an IS person at your site take a look at the problem before calling the hotline.

If the problem is a PASSPORT problem and is one of a technical nature, then ISS will pass the problem on to the RAIBSSC.

BBS (Bulletin Board System) - The Raleigh Integrated Business Systems Solution Center maintains a BBS to allow users to connect via modem to download software upgrades. The Topeka Label Printing Center maintains a BBS to allow users to connect via modem to submit orders for label printing.

Bulk Order - All labels for a bulk order are for the same originating site and will be printed using the same product. A bulk order consists of one line for each label definition specified. The minimum quantity for each line is 300 for most products, except for mini-bulk products which allow as few as 25.

CIN (Content Identification Number) - The Content Identification Number specifies the characteristics of mailpieces in the container being labeled.

Entry Level System - A local print option consisting of a single PC and one of the supported label printers connected directly.

FTP (File Transfer Protocol) - A protocol for transferring files over the Internet.

Hotnews - Current news is provided to users when an upgrade is downloaded and applied. These hotnews files are also available under the Upgrade Software/Tables menu

Master Bin Listing - A set of barcode sheets listing Bin numbers 1-277. For use with standard system datawands.

ODLS - On-Demand Label System. This software was the predecessor to the PASSPORT Label Acquisition System. It is no longer supported by the USPS.

Originating Site - The originating site is the source of the mailpieces in the container to be labeled. Each originating site must have a unique Zip plus 4 specified in the Originating Site Setup.

PASSPORT Site - One of the originating sites specified under the Originating Site Setup must be selected as the PASSPORT Site.

PDRS - Postal Distribution Requirements System. A separate Postal application that can export Label List data to the PASSPORT system.

Standard System - A local print option using two PC's, one acting as the Wand Server and the other PC acting as the Print Server. The combined pair allow the user to scan barcoded commands using a remote Datawand. The print command is sent to any of the remote printers attached to the servers via serial cables.

Synchronization Disk - Also referred to as Synch disks, these may be created on a PASSPORT system when it downloads an upgrade. These are used to upgrade other machines at the site which do not have modem access to the BBS.

Supervisor Command Sheet - Barcoded command sheets read by the barcode reader to specify a print request for a remote printer station in the Standard System Configuration.

UFF - Unified File Format. The exact name given the PDRS export file. PASSPORT only reads in the Label List data from the UFF.

A/B Switchbox Setup	B-2	Ordering Configuration	030-4
Area Label Coordinators.....	010-5	Passport Site	030-3
Barcode Readers, supported	010-3	Specifying the Primary Passport Site	030-3
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