OPEX® GEMINI

Gemini Operator Manual

9416900OM-EN   **Revision 22-01**   **Original Instructions**

Gemini™ Right-Speed™ Scanning Technology

⚠️ **WARNING**

Read this manual thoroughly before attempting to operate or service this equipment. Keep a current copy for your reference.

Contacting OPEX

For technical support:

OPEX Technical Support
835 Lancer Drive
Moorestown, NJ 08057 USA

Americas: 1 800.673.9288 -OR- 856.727.1950

EMEA: +1 800.673.9288

Australia: +1 800.945247

Service@opex.com

Have the model name and serial number of the product ready (see "Equipment Model/Serial Number Location" on page 22).

For other inquiries:

OPEX® Corporation
305 Commerce Dr.
Moorestown, NJ 08057-4234 USA
Tel: +1 856.727.1100
Fax: +1 856.727.1955
https://www.opex.com/

If you find errors, inaccuracies, or any other issues or concerns with this document, contact the OPEX Technical Writers via email at:
GroupDMATechWriters@opex.com

For help with opexservice.com website-related issues, contact the OPEX Web Developers via email at: dshelp@opex.com

Document History

Doc Rev	Date	Changes (click blue text to go to that page)
22-01	Sept. 27, 2022	Initial release.

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1. Introduction

Gemini

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1.1. About the Manual

⚠️ WARNING
Read this chapter thoroughly before using this equipment.

This manual contains information about the OPEX Gemini scanner, operational procedures and safety-related components, including:

- safety information, safety hazards and precautions

- main component identification and function

- system specifications

- minor maintenance and cleaning

This information is intended for use by Gemini operators. The operator can power up the machine, start a job, and place items onto the conveyor. They can also perform minor maintenance.

This manual will be updated to reflect equipment design changes, or to correct errors (a table detailing the document revision history can be viewed on page 3). Be sure to retain the latest electronic release of the manual for your reference. The latest release can be downloaded in PDF format at www.opexservice.com.

1.1.1. Manual navigation aids

This manual is designed primarily for use on a tablet device. To improve navigation, the manual contains blue underlined links you can click on or tap to go directly to a particular page or web address. In addition, all items in the "Table of Contents" as well as the bookmarks in the side bar of the PDF file can be clicked or tapped to navigate directly to a particular page. Make sure to use the latest version of Adobe$^®$ Acrobat Reader$^®$* for optimal performance.

*Adobe and Acrobat Reader are registered trademarks of Adobe Systems Incorporated.

1.2. Safety Message Conventions

This manual uses the following conventions to alert you about safety hazards associated with certain procedures and situations. Be aware of these conventions when reading the manual and operating the equipment:

⚠️ **DANGER**

Indicates a hazardous situation that, if not avoided, will result in death or severe injury. The use of this signal word is limited to the most extreme situations.

⚠️ **WARNING**

Indicates a hazardous situation that, if not avoided, could result in death or serious injury.

⚠️ **CAUTION**

Indicates a hazardous situation that, if not avoided, could result in minor or moderate injury.

NOTICE

Indicates information considered important, but not hazard related (e.g. messages relating to property damage).

1.3. Safety Guidelines

The information provided in this section is intended to educate you on various safety issues regarding the operation and maintenance of the OPEX equipment, and provides an explanation of the safety guidelines to be observed when working with this equipment.

Note: This manual describes operation of the Gemini scanner. If you have a different model, or any optional features, refer to that product's manual before proceeding with this manual.

1.3.1. Safety Precautions

> ⚠️ **WARNING**
>
> Follow these safety guidelines to avoid injury whenever operating or maintaining the equipment described in this manual. Failure to follow these precautions may result in severe personal injury or damage to the machine.

- Be careful when working with AC power. Electrical wiring can be hot any time the machine is plugged in. Failure to use caution may result in electric shock or death.

- Do not set liquids/drinks on the scanner that could spill into the machine.

- Keep loose objects away from any exposed, moving parts of the machine. The moving parts of the Gemini can become jammed and/or damaged by foreign objects. Also, keep hands, hair, loose clothing or jewelry away from the moving parts.

- Do not attempt to clean the machine while it is running. A cloth (or similar material) should never be used to clean moving parts such as belts or rollers. The use of such material on moving mechanisms can result in damage to the machine or severe personal injury.

- Do not use flammable, high pressure, "canned air" to clean paper scraps and dust from the machine.

- Do not move the machine while the power is on. Unplug the machine from the power source first.

1.3.2. Ergonomics

As in any occupation which requires you to perform the same motion repeatedly during the course of your work, it is important to consider how you perform your task. Always use proper operating procedures when operating the scanner. Follow the directions for using and adjusting your chair and scanner. Using improper procedures can result in a potentially serious injury. The Gemini scanner has been designed for safe operation by over 95% of the user population. Operation by individuals with limited reach capability or who cannot follow the suggestions listed should be avoided or limited in duration.

To reduce possible risks, we strongly urge you to follow these suggestions:

- Maintain an upright body posture. Avoid the tendency to slump in your chair. The angle between your torso and thighs should always be close to 90 degrees.

- Adjust the seat height on your chair or the height of the scanner so that your elbow is approximately even with the top of the work surface when your arms are near your sides and your feet are flat on the floor.

- Adjust your chair position to allow your torso to touch the front edge of the scanner work surface. Chairs with arm rests that prevent this body position should not be used.

- Adjust the touchscreen's position, to minimize your reach movements to the frequently touched areas during processing.

- Your position should allow you to comfortably reach the frequent work pick-up area(s) and the frequently touched areas of the screen without extending either arm fully or changing your posture.

- Occasionally change the angle of your posture and, if possible, vary your tasks to create short breaks from the most repetitive motions.

- Avoid operating the machine for longer than a single 8-hour shift.

While no suggestions can guarantee completely against work-related injuries, you will certainly increase your comfort and safety while operating the Gemini if you put these suggestions into practice. The scanner has been designed with you in mind. If it is operated correctly, you should find your work experience comfortable and enjoyable.

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2. Overview

Gemini

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2.1. Main Controls and System Components

Sort Bins

Wireless Keyboard

Touchscreen Monitor

Optional Printer
(inside scanner)

Configurable
Bin Trays

Pass-Through/
Bin 0

Height
Adjustment &
Soft Power
Switch

Optional Multi-Slot
ID Assist Tower

Wireless Mouse

Conveyor/Feeder

Thickness Measuring
Device (TMD)
Override

UPS

Rescan Feeder
drop slot, MFD Override,
CIS (inside scanner)

Windows 10-based Host
Computer with CertainScan 6
Software

Main Power Switch
(back cover)

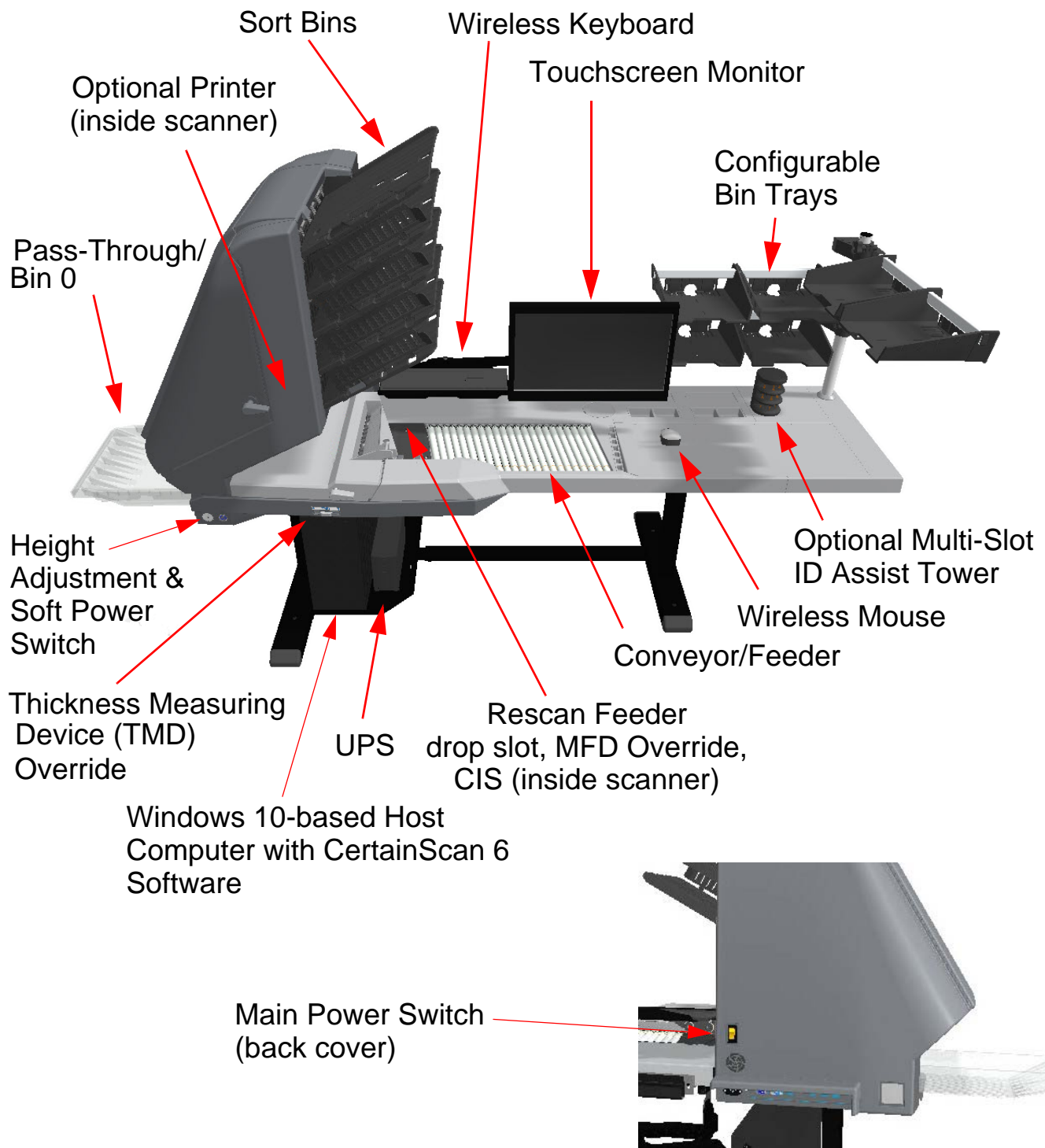*Figure 2-1: Main Controls and Components*

The list below describes many of the controls and components of the Gemini scanner. Refer to .

Main Power Switch The main power switch is located on the back cover. This is the main power to the Gemini scanner. When On, use the Soft Power button to turn the Gemini scanner On/Off.

Height Adjustment Used to raise/lower the height of the Gemini (Figure 2-2). Work surface adjustable height range: 27.1" (68.834 cm) min to 40.6" (103.124 cm) max.

Soft Power Switch With the Main Power On, this button is used to turn On/Off the Gemini scanner (Figure 2-2). When the main power is on, this button will be illuminated in Red, press and hold the button till the button is illuminated in Blue, indicating the Gemini scanner is On. Press and hold again to turn off the Gemini scanner (illuminated in Red). Turn off Gemini power with the main power switch.

Note: *When holding the button and the light flashes Red, it indicates the Main Power is not turned On.*

Height Adjustment

Soft Power Switch

Figure 2-2: Height Adjustment and Soft Power Switch

UPS (Uninterrupted Power Supply) With loss of site power, the UPS will provide power to the computer and monitor, allowing normal computer functionality to save the scanned batch, logout of CertainScan, and shut down the computer via normal process. The scanner should be plugged into the AC wall outlet and not the UPS.

Note: *UPS software PowerChute will automatically shut down the computer if the operator does not shut down.*

Host Computer The 64-bit computer with Windows 10 operating system houses OPEX's feature-rich CertainScan 6.0 host software.

Touchscreen Monitor The touchscreen monitor allows the ability for an operator to log On/Off CertainScan and run Jobs without the use of the keyboard.

Wireless Keyboard and Mouse with Tray Use the keyboard and mouse for setting up jobs and for use with other software.

Conveyor Angled roller system that edge-justifies items before entering the feeder.

Feeder The feeder sends individual items, or separates the top item from a stack, to feed into the scanner.

Rescan Feeder Drop Slot A separate feed path that allows the operator to feed (one at a time) items into the scanner which had been rejected or the auto-feeder is not able to feed.

CIS The CIS (Contact Image Sensors) capture an image of the item being fed through the scanner. There is one on the bottom and one on the top within the scan mechanism.

Sort Bins Scanned items are sorted as configured in a Job to output bins. The Gemini scanner provides five programmable output bins, and an additional pass-through bin (Bin 0) for sorting large or delicate items.

### Multi-Feed Detection (MFD) Override Button

The MFD override button allows you to disable multi-feed detection when scanning thicker pieces, or items with sticky notes attached.

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Thickness Measuring Device (TMD) Override

The Thickness Measuring Device, when disengaged, is a feature that creates an open paper path, ideal for processing large and delicate items. Slide the lever to the right (Up arrow position) to disengage the Thickness Measuring Device. If the job requires the TMD, the operator will be prompted, stating that the TMD is not engaged, which requires the operator to either:

- Click `Continue` to override that piece, or

- Slide the lever to the left (down arrow position) to engage the TMD, then click `Continue`.
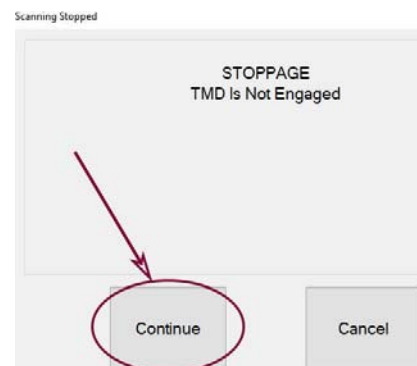
ID Assist Indicator A blue LED ID Assist indicator will light up when running a job configured with ID Assist. Also, when the operator triggers ID Assist, the LED will go out briefly, indicating to the operator that ID Assist has been activated.
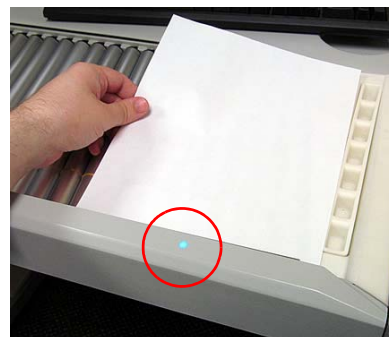
Multi-Slot ID Assist (optional) This option allows you to perform up to nine different functions per tower. The functions are determined by how you swipe items in the tower's three slots. Up to two towers can be used per scanner, allowing for a total of 18 different functions.

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External Capture Device (optional)

An optional pole and mounting arm are available for a camera which can be used to capture images of items unable to be scanned by Gemini and inserted directly into the batch.

Note: The camera is not included in this option.

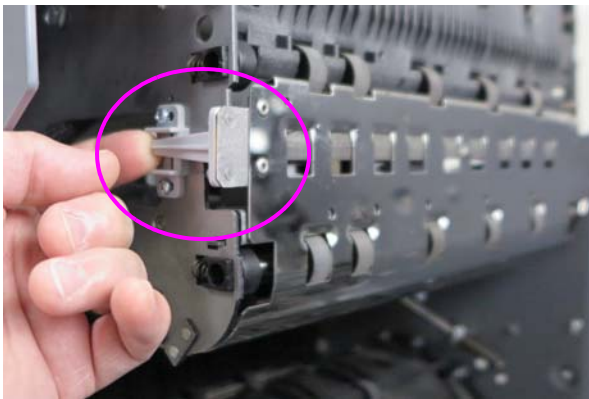**Front Audit Trail Printer (optional)** Located below bin 1 with access door (see Figure 2-3).
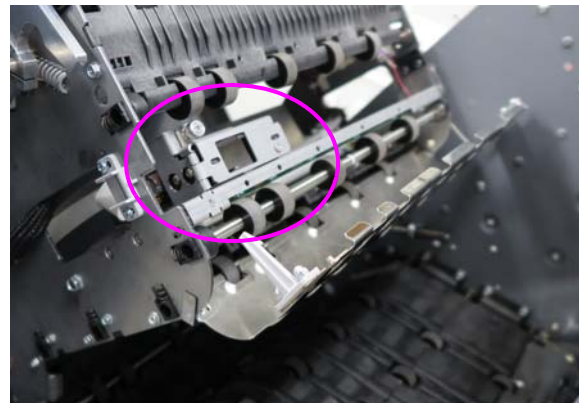

Press tab to open access door

Front printer

Figure 2-3: Front Audit trail location

Back Audit Trail Printer (optional) Located in back Transport with access panel (see Figure 2-4).

Lift tab to open access panel

Panel opened to access back printer

Figure 2-4: Back Audit trail location

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2.2. Equipment Model/Serial Number Location

Before contacting OPEX Technical Support, locate the Model/Serial label on your machine so that you can provide the assisting technician with your Reference Serial Number (Figure 2-5).

See contact information on .
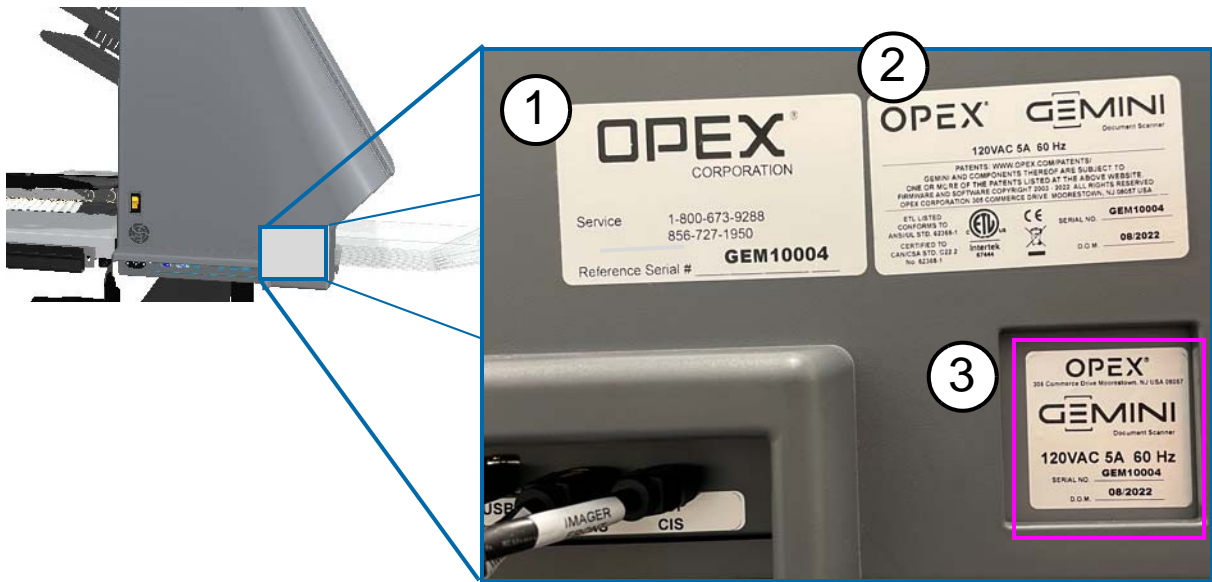
① The Service label is only for NA (USA and Canada).

② Model/Serial number label on cover should match numbers on machine label (#3).

9411375 (US|CA)   9411376 (EU|UK)

Figure 2-5: Model/Serial labels

2.3. Gemini System Components

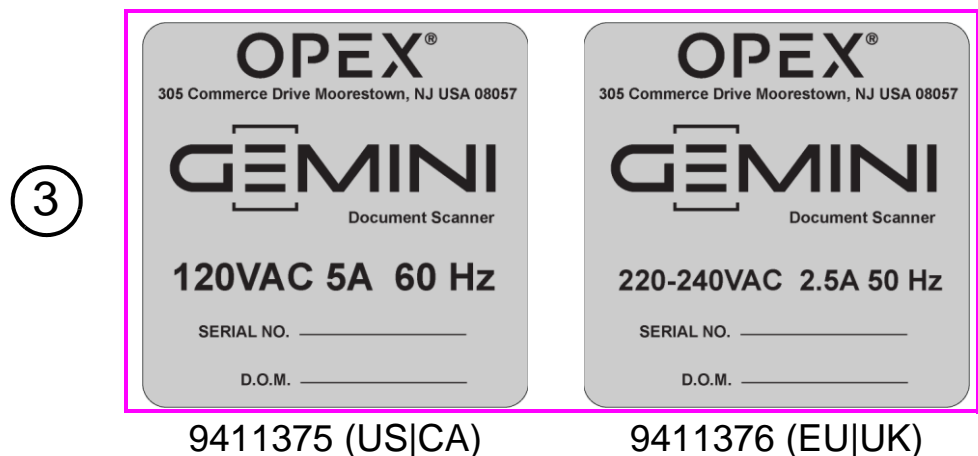The Gemini uses a Windows 10-based Host computer installed with OPEX software for controlling the machine functions, and to provide a graphical user interface for the operator. Items are scanned based on Job and Page Type configuration. The scanner can capture MICR and OCR information, print audit trails and can sort to a specified bin as configured per Job.

2.3.1. Software

The Gemini uses two software applications to control the scanner:

CertainScan: The Operator Interface to select a configured Job to run, and the interface for managers to configure Jobs, configure Page Types, maintain operators, and manage the OPEX scanner.

- **Job:** A Job defines all the scan actions. Jobs are configured by selecting Page Types and defining Job parameters (Batch, Image Capture, Sorting, etc.). When selecting a Job to run, scanned items are automatically matched to Page Types in the Job and all metadata is captured as configured.

- **Page Type:** A Page Type is the term used to describe the various types of items to scan (folders, documents, checks, envelopes, etc.). A Page Type is configured by defining qualifiers and parameters (Barcode, MICR, Mark Detect, etc.). As Page Types are configured and saved, they are available to select when configuring a Job.

- **Document Separation:** CertainScan provides four levels of item separation when scanning. The terms used for item separation are based on the CertainScan Customer Type selected:
    - Service Bureau terms: Batch > Set > Group > Page
    - Remittance terms: Batch > Transaction > Group > Page

INtime Controller: This software runs in the background and launches when first launching CertainScan. INtime controls all scanner-related mechanical functions. There is no need to access the INtime controller. INtime should never be closed when using CertainScan.

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2.4. Specifications

Table 2-1: Gemini Specifications

Document Feeding	• High-capacity auto feed • Continuous feeding • Packet feed • Drop/Scan feeding • Rescan feed
Document Specifications	• Height: 2.0" to 12.0" (5.08 cm – 30.48 cm) Length: 3.5" to 25.5" (8.89 cm – 64.77 cm) *i* • Sorted Paper Thickness: 0.003" - 0.012" (0.008 cm x 0.03 cm) • Through Path Paper Thickness: 0.003" - 0.062" (0.008 cm - 0.16 cm)
Scanning Speed	Up to 240 ppm (letter) / 245 ppm (A4) @ 300 dpi
In-line Recognition	OCR, OMR, barcodes, document type ID
Media Detection	Multifeed detection, height, length, skew and envelope detection
Document Separation	• 5 programmable output sort bins • 1 programmable straight-path sort bin for extra thick and delicate items
Daily Duty Cycle	unlimited
Physical Dimensions	Height: 65" (165.1 cm) min - 77.6" (197.104 cm) max Width: 92" (233.68 cm), plus 10" (25.4 cm) for pass through bin Depth: 31.8" (80.772 cm)
Work Surface Height Range	27.1" (68.834 cm) min - 40.6" (103.124 cm) max
Weight	460 lbs (208.652 kg)

Table 2-1: Gemini Specifications (continued)

Electrical Specifications	• US: 120 VAC 60Hz 5A • EU: 220-240 VAC 50Hz 2.5A
Line Cord	IEC Power cord, plug, 6'
Power Output	600 Watts, 2050 BTU/hr
Electrical Standards	UL/ANSI-62368-1, CAN/CSA STD. C22.2 No. 62368-1, IEC 62368-1
Standard Software	CertainScan®6.0 64-bit host software, INTime® 6.4, APC® Powerchute® Personal Edition, OPEX Standard Barcode package, Microsoft® Windows 10 Pro® 64-bit
Standard Features	• Automatic Page classification • Automatic Deskew • Automatic envelope detection • 7 ultrasonic multi-feed detectors • 600dpi capture • Thick document sorting • 5 programmable sort bins • Mixed document capture • 22" touch-screen display • Wireless keyboard and mouse • TMD (Thickness Measuring Device) • Drop slot/re-feeder • Power height adjustment of scanner work surface • Feeder with automatic stack sensing

Table 2-1: Gemini Specifications (continued)

Optional Features	• CertainScan® Edit™ • CertainScan® Transform™ • CertainScan® Monitor • External Digital Capture • MICR+ (US only) • 1D and 2D barcodes • ScanLink API • *VRS® technology (*VRS is a registered trademark of Kofax, Inc.) • KeyAssist™ • Bankers Box Cart • Multi-slot ID Assist (both wired and wireless) • Reference ID • Audit trail graphic printers (front & rear) • Process Link API

Note: Contact your sales representative for additional information about options.

2.4.1. Environmental specifications

Agency approvals	UL, CE, FCC
Acoustical Noise Emissions	Standby = 44dBA max Operating = 69dBA max
Operating Temperature	59° to 95°F (15° to 35°C)
Humidity	15% to 76% RH

2.5. Gemini footprint
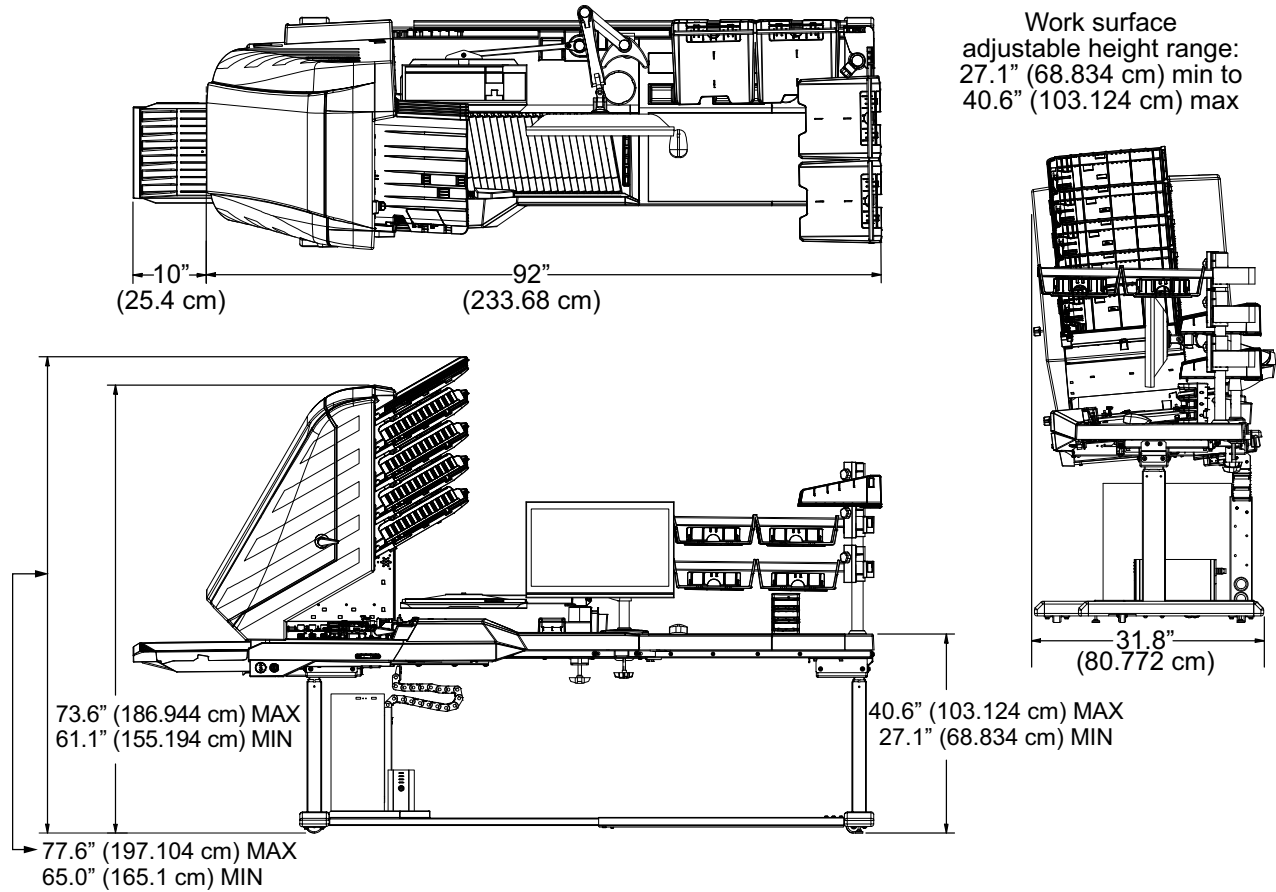
Figure 2-6 shows the physical dimensions for the Gemini.

Work surface
adjustable height range:
27.1" (68.834 cm) min to
40.6" (103.124 cm) max

10"
(25.4 cm)

92"
(233.68 cm)

73.6" (186.944 cm) MAX
61.1" (155.194 cm) MIN

40.6" (103.124 cm) MAX
27.1" (68.834 cm) MIN

31.8"
(80.772 cm)

77.6" (197.104 cm) MAX
65.0" (165.1 cm) MIN

Figure 2-6: Gemini footprint

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3. Operation

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3.1. Power on the System and Launch CertainScan

1. Turn on the UPS, monitor, and computer. Windows will launch without log on prompt unless configured for local Network access. If configured, log on to Windows with your username and password.

   Note: When the computer is first powered on, CertainScan will automatically launch and open to the Operator Login screen.

2. Turn on the scanner main power switch (Figure 3-1). Press and hold the soft power button on the front of the scanner and release when button turns blue.

| Main power switch (back of Gemini) | Soft power button (front of Gemini) |

Figure 3-1: Turn on power

3. Double-click the **CS** icon (Figure 3-2) on the desktop to launch CertainScan.

Figure 3-2: CertainScan icon

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4. The CertainScan Main screen will display for Operator Login (Figure 3-3).
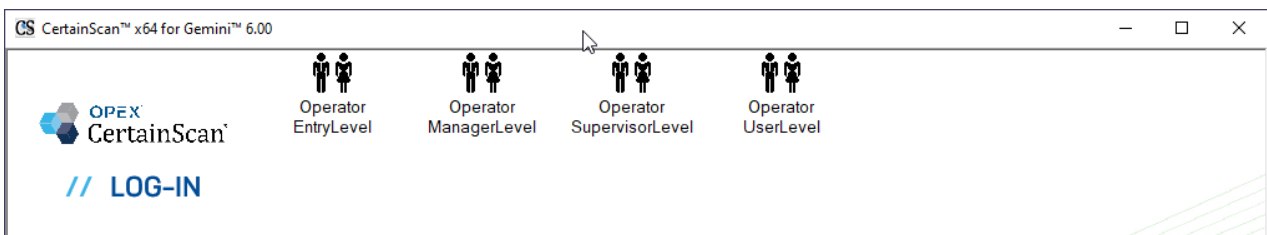

Figure 3-3: CertainScan Main Login

Note: *The size of the Operator icons is determined by a system parameter setting, which can be selected by a manager-level operator (Figure 3-4). For additional information, see* "Operator/Job icon size" on page 75.
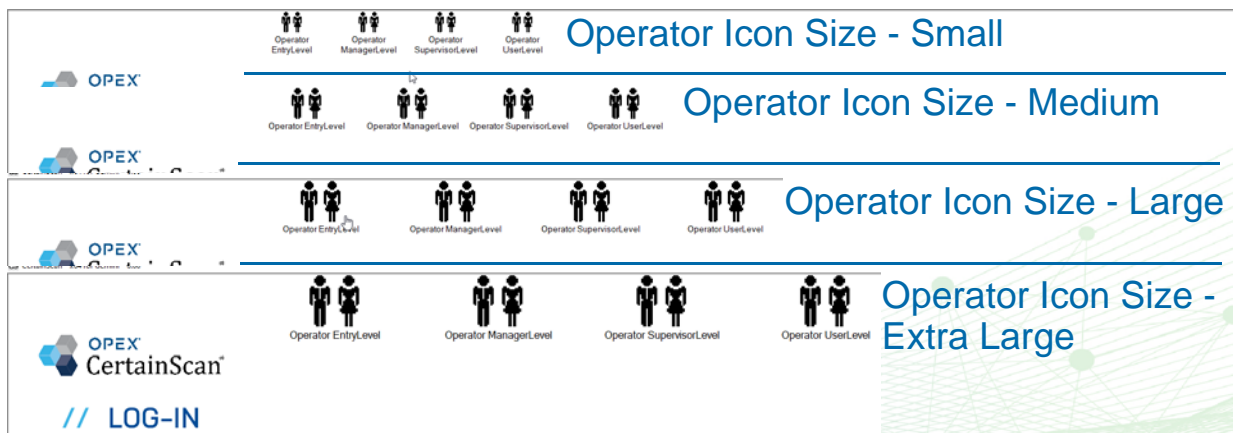

Figure 3-4: Operator icon size examples

3.2. CertainScan Operator Accounts

CertainScan provides four default Operator accounts. Each operator account offers different permissions to CertainScan features and settings, with Entry Level being the lowest level and Manager Level being the highest. These default accounts do not require passwords, and may be used in their current form to operate the scanner. However, for security purposes, OPEX recommends creating unique, password-protected operator accounts for each user, setting the appropriate operator level for each user, and then deleting the four default accounts.

Entry Level: Main level access to run jobs.

User Level: Main level access to run jobs, resume batch jobs, edit jobs, and create statistical reports.

Supervisor Level: All Main level access as Entry and User level operators, including reset batch number, access to Utilities and limited System Setup level access. A Supervisor can also create Entry, User and Supervisor operator accounts.

Manager Level: Manager level accounts have full access to CertainScan levels. A Manager can create Entry, User, Supervisor and Manager operator accounts. In addition, a manager level includes access to Job Setup.

3.3. Log-in To CertainScan

1. Select an Operator account by clicking on it.

2. Enter the password (Figure 3-5).

3. Press OK.

Note: *If the default operator accounts are not shown, and you do not have a user account, ask your Gemini Administrator for assistance.*
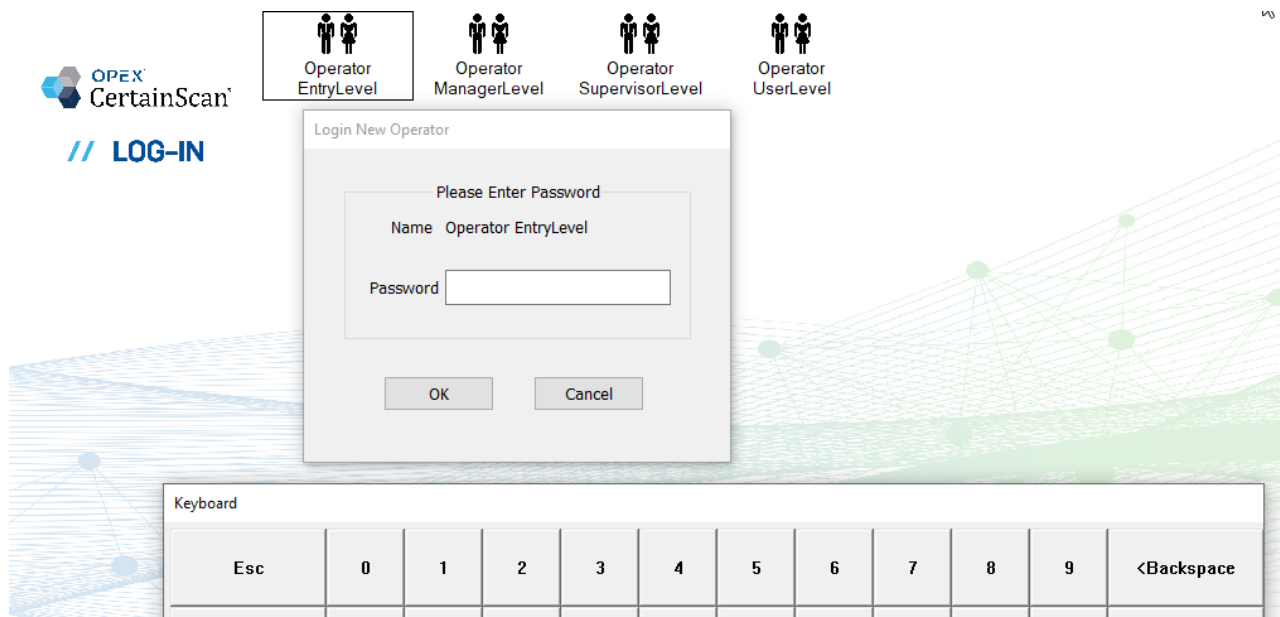

Figure 3-5: Enter password

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3.4. CertainScan Main Interface

The Main Interface screen (Figure 3-6) is divided into four sections, each described below. Note that a Manager Level login is shown, which displays all Menu Select categories and functions.
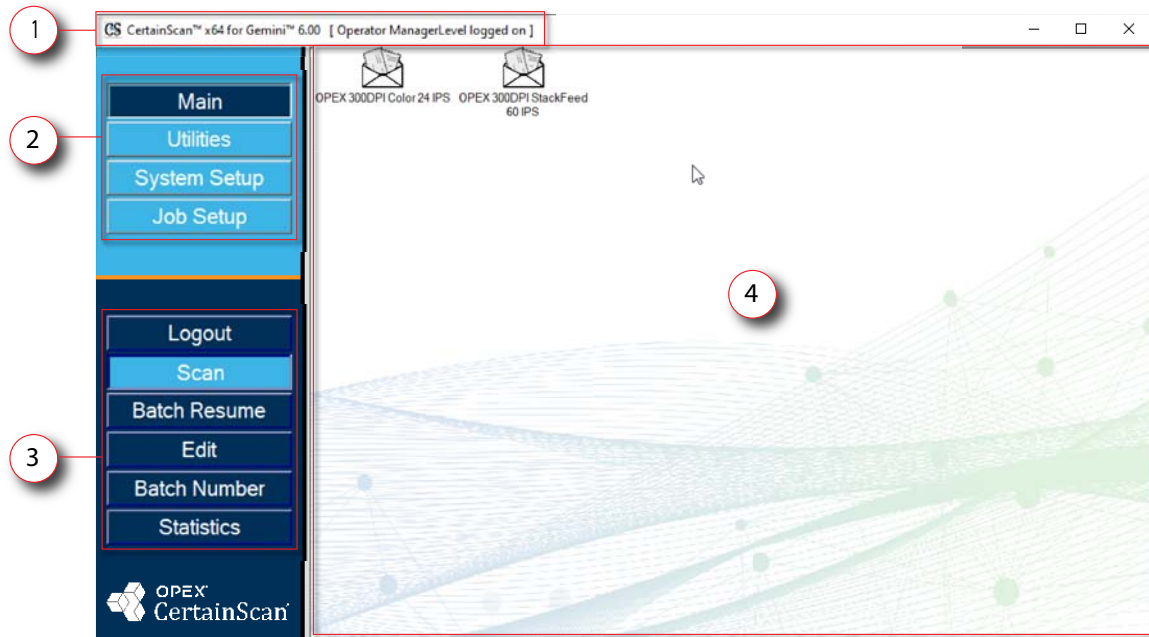

Figure 3-6: CertainScan Main Interface Display

1. **Title bar:** Shows the CertainScan version and name of the current operator.

2. **Menu Select:** Categories available are based on operator level. The Main category is for all operators with Logout and Scan functions. Selecting another category will provide that category's functions in the section below.

3. **Menu Selected Functions:** displays functions for the category selected.

4. **Main Display:** Displays Jobs to run, is the run screen when running a Job, and displays settings when configuring CertainScan functions. Also contains two default OPEX Jobs:

    • **OPEX 300DPI Color 24 IPS:** Job for single feed, front and back color capture.

    • **OPEX 300DPI StackFeed 60 IPS:** Job for high-speed stack feed, front and back color capture.

3.5. Select a Job to Launch CertainScan Run Screen

Click on a Job in the Main Screen to open the run screen. The default OPEX jobs are shown in Figure 3-7. Custom Jobs will normally be shown here, when configured.
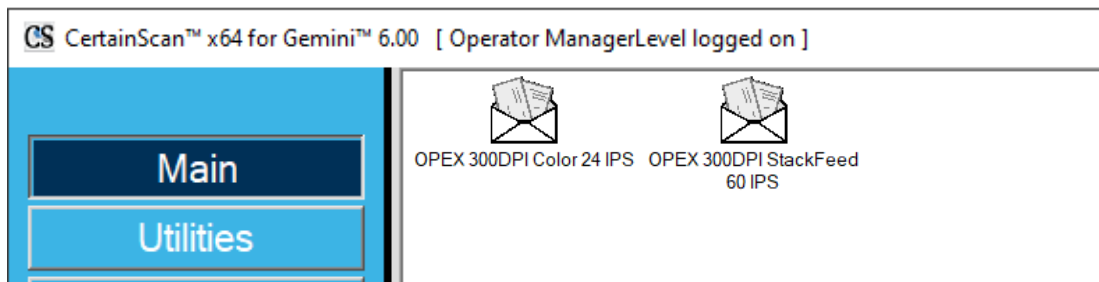

Figure 3-7: Main Screen

Note: *The size of the Job icons is determined by a system parameter setting, which can be selected by a manager-level operator (Figure 3-4). For additional information, see* *.*
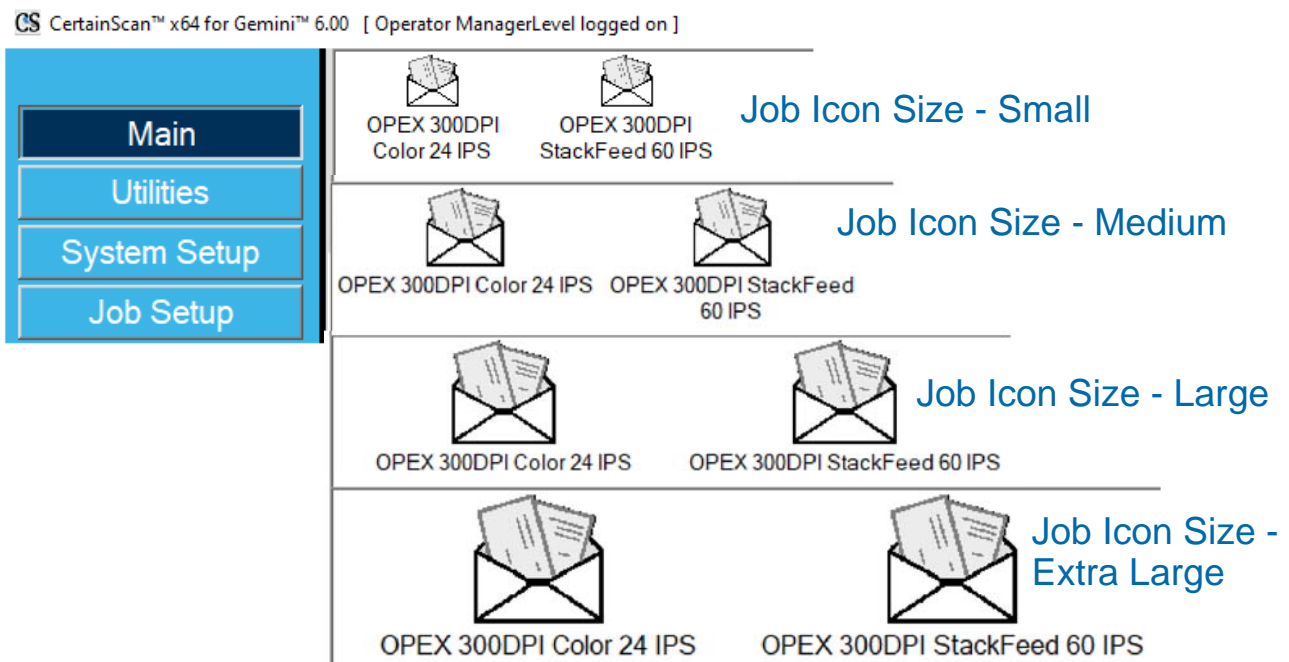

Figure 3-8: Job icon size examples

Based on the Job selected to run, the next screen displayed may either be the Run screen, or a screen to select Job Type and/or Process and Receive Dates.

- Run Screen: The Job Page Type(s) are displayed, click on the **Go** button to begin scanning. No batch data entry required (Figure 3-9).
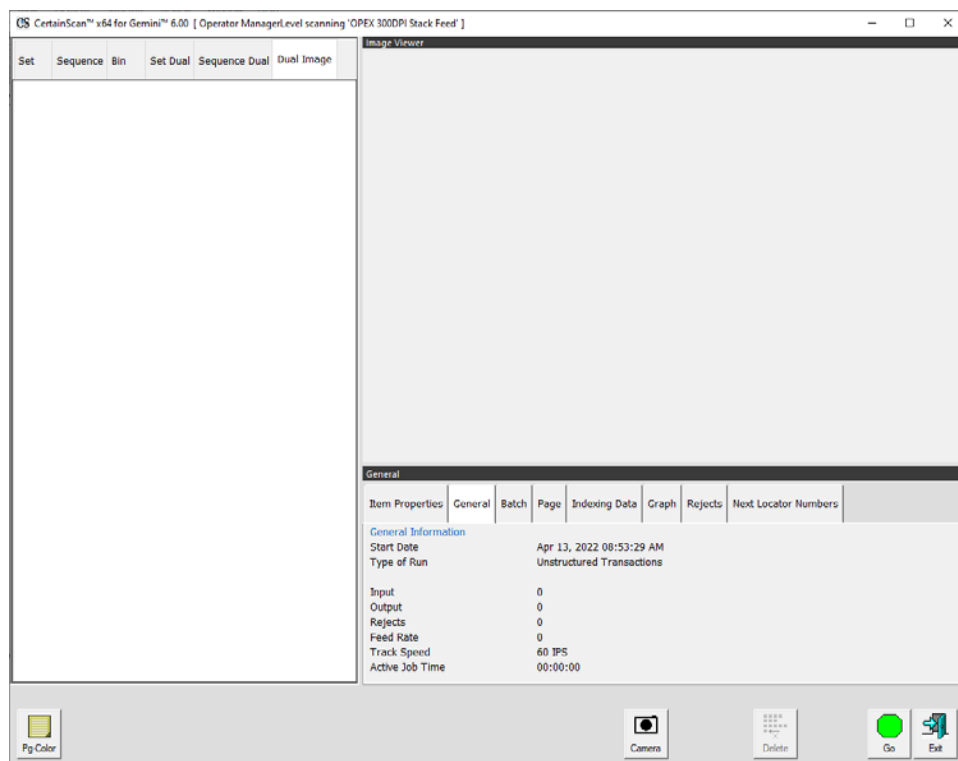

Figure 3-9: Run Screen

- Prompt to change Job Type, Process and Receive Dates: Requires operator to select Job type and/or process dates. After selecting, click OK button to continue (Figure 3-10).

Figure 3-10: Prompt for Process and Receive Dates

- Custom BatchID Operator Entry: Requires operator to manually enter or select between available choices configured in the Job. After entry or selection, click on OK button to continue.

  *Note: This screen will display after clicking **Go** on the run screen when Batch ID is configured in the Job (Figure 3-11).*

Figure 3-11: Prompt for Operator Entry

  Note: File names cannot contain the following characters:
  *" / \ [ ] : ; | = , + * ? < >.*

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3.6. Job Run Screen

Upon opening a new job, the Run screen displays the Page Types at the bottom, and the **Go** button to start the scanner. The example shown in Figure 3-12 shows how the Run screen would populate during a job run.

1. Display Views for scanned items. Right-click in header for selections.

2. Batch Viewer: thumbnail images of scanned items based on Display View.

3. Page Types based on selected Job.

4. Magnify image. Increase/Decrease selected thumbnail.

5. Rotate and Filter buttons.

6. Image Viewer, separate display to view larger image of selected thumbnail (see also "Run Screen Preview Image Icons" on page 40).

7. Information Windows for scanned Job. Right-click in header for selections.
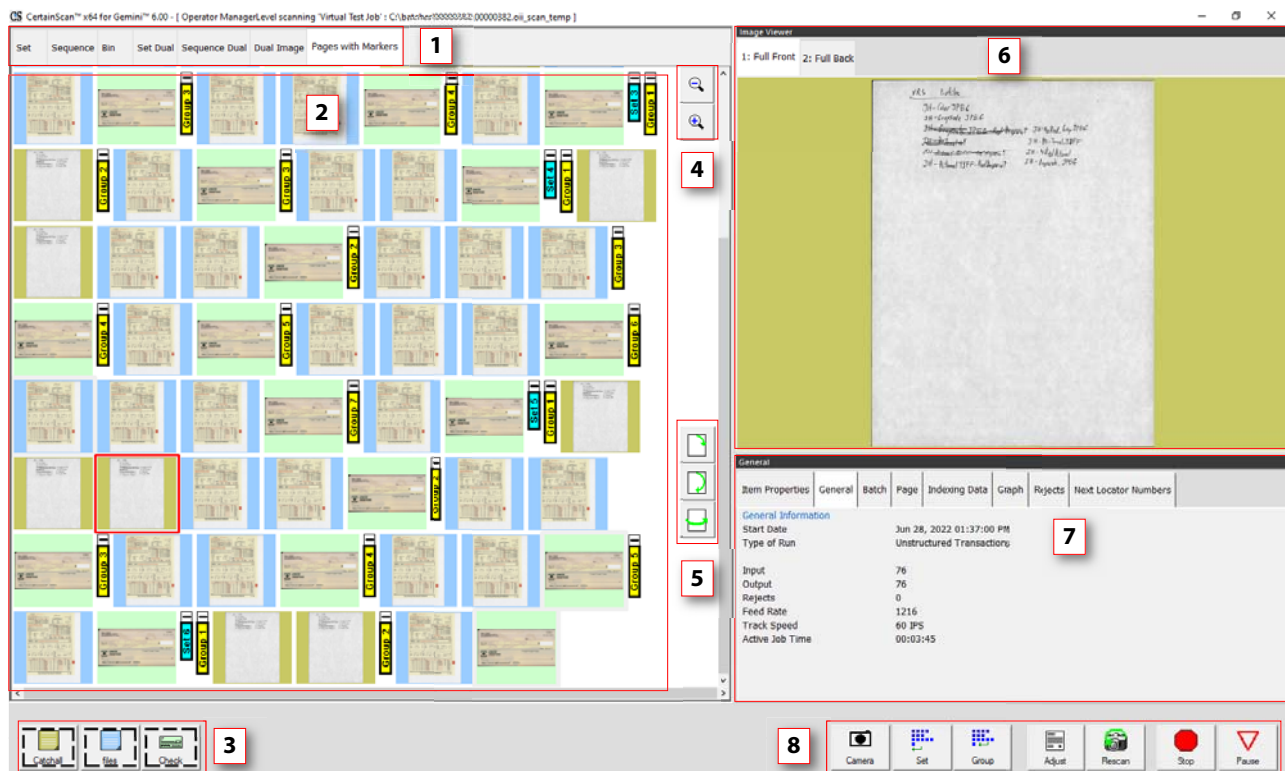
8. Job Actions buttons.

Figure 3-12: Run Screen

3.6.1. Run Screen Buttons

The buttons displayed on the run screen are based on the configured Job. Some buttons are only available when they have been enabled.

Table 3-1: Run Screen Buttons

Go	Press to start the scanner.
Stub	The Page Type buttons indicate the page types assigned to the current job. The use of the button varies depending on the job setup.
	Rotate the image of the selected item. Use the three buttons to rotate the image 90 degrees clockwise, 180 degrees clockwise, and front to back.
	Press the Filter button to show only those items that require editing when using CertainScan Edit.
	Press this button to filter blank images from the Thumbnail view.
Adjust	Adjust the settings in the Capture Parameters window to enhance the quality of the output images.
Rescan	Press a Rescan button to replace a previously scanned image with a new one.
Delete	Delete an item from the batch. This only appears when the scanner is stopped.
Void Item	Void the selected item or set.
Set/Transaction	Start / End a Set/Transaction.
Group	Start / End a Group.
New Batch	Start a New Batch.
Action	Press the Action button to access the Rescan, New Batch, and Void buttons. The Action button only appears if two or more of these buttons (Rescan, New Batch, Void) are enabled.

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Table 3-1: Run Screen Buttons (continued)

Camera	Press the Camera button to insert up to two images from an external camera into the batch.
Pause	Pause the machine. Once pressed, the Resume button appears.
Resume	Press to Resume scanning. Once pressed, the Pause button appears.
Stop	Stop the machine. This does not end the current batch or set.
Close	Close the current batch. The Close Batch confirmation prompt appears.
Exit	Exit the current job and close the Run screen.

3.6.2. Run Screen Preview Image Icons

Under some conditions, when images are not immediately available, CertainScan may display one of the icons shown in Table 3-2 in place of the thumbnail image (see also).

Note: *When a batch is opened in CertainScan or Edit, a subset of the same icons will appear. Whether or not it will appear is noted in the last column.*

Table 3-2: Runscreen Thumbnail and Preview Image Icons
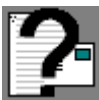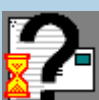
Icon	Description	Appears in CertainScan Edit?
	Image Blank - Image is known to be blank according to batch's image data.	Yes
	No Snippet Metadata - Image information was not saved in the batch. This is configured in the page type.	Yes

Table 3-2: Runscreen Thumbnail and Preview Image Icons (continued)

Icon	Description	Appears in CertainScan Edit?
	Processing Underway - Image is not yet available. Most likely, it is still being processed for the scan.	Should not appear
	Image Not Saved - This image has metadata but has no image file. The page type was configured to not save this image to disk.	Yes
	Snippet Out Of Bounds - This image was set up to not be the entire piece. However, when trying to extract the image for batch output, the specified region was found to lie completely outside the boundaries of the item's edges. No disk image was written for this reason.	Yes
	Image Unavailable - Attempted to load the image from disk but failed. The request did not time out, so the disk to which the image is stored may be down or disconnected.	Yes
	Image Timeout - Attempted to load the image from disk but the request timed out. Network might be busy or the host might be busy writing other active items to disk.	Yes
	System Busy - The image is not in the cache but the system is too busy, so an attempt was not made to load it from disk. An attempt will be made when the system is not busy. The host software is probably in the middle of scanning or finishing up writing the last scanned items to disk.	Should not appear

3.7. Run Screen Display Views

Before you begin scanning, you can select how scanned items will be displayed in the Run screen. Right-click in the Display View header area and check or uncheck Display View types to display in the header area. One of these two Display View naming schemes for document separation will appear, depending on whether the Customer Type is configured for Service Bureau or Remittance (Figure 3-13).
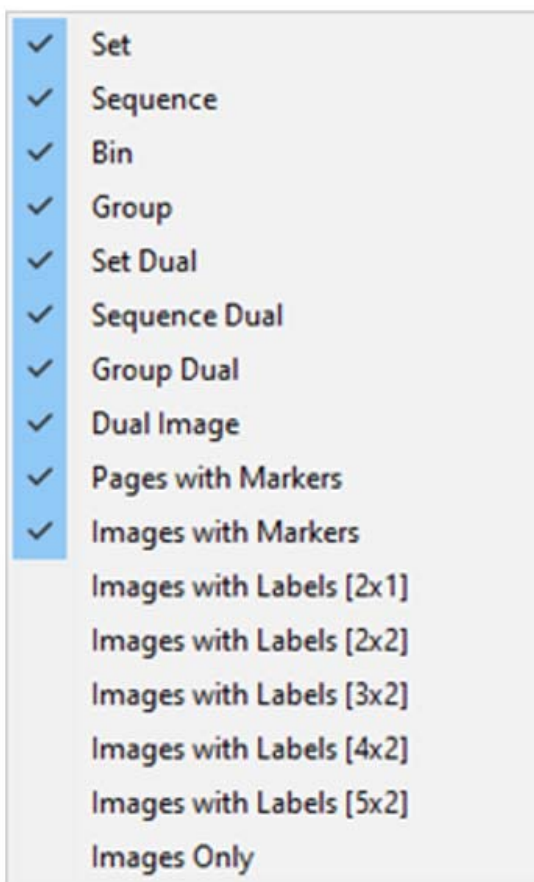
Service Bureau	Remittance
✓ Set	✓ **Transaction**
✓ Sequence	✓ Sequence
✓ Bin	✓ Bin
✓ Group	✓ Group
✓ Set Dual	✓ Transaction Dual
✓ Sequence Dual	✓ Sequence Dual
✓ Group Dual	✓ Group Dual
✓ Dual Image	✓ Dual Image
✓ Pages with Markers	✓ Packed
✓ Images with Markers	✓ Full
Images with Labels [2x1]	Images with Labels [2x1]
Images with Labels [2x2]	Images with Labels [2x2]
Images with Labels [3x2]	Images with Labels [3x2]
Images with Labels [4x2]	Images with Labels [4x2]
Images with Labels [5x2]	Images with Labels [5x2]
Images Only	Snippets Only

Figure 3-13: Customer Type descriptive names

Note: *Operators with Manager level access can set Customer Type for document separation descriptive names (System Setup > System > User Interface Settings).*

The available Display Views are listed in Table 4. Screen capture examples are provided for each Display View. Click the links next to each display view to see a detailed description.

Table 4: Runscreen Display views

Set/Transaction View (see page 44)	Group Dual View (see page 48)
Sequence View (see page 44)	Dual Image View (see page 48)
Bin View (see page 45)	Pages with Markers View (see page 49)
Group View (see page 45)	Images with Markers/Full View (see page 50)
Set/Transaction Dual View (see page 46)	Images with Labels View (see page 51)
Sequence Dual View (see page 47)	Images Only View (see page 52)

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Set or Transaction (When Customer Type set for Remittance)

All scanned pages displayed in a single row from left to right in scan order followed by the next Set. One thumbnail is displayed for each page. Scroll buttons appear on the left of the first shown thumbnail page when the number of thumbnails across exceeds five (Figure 3-14).
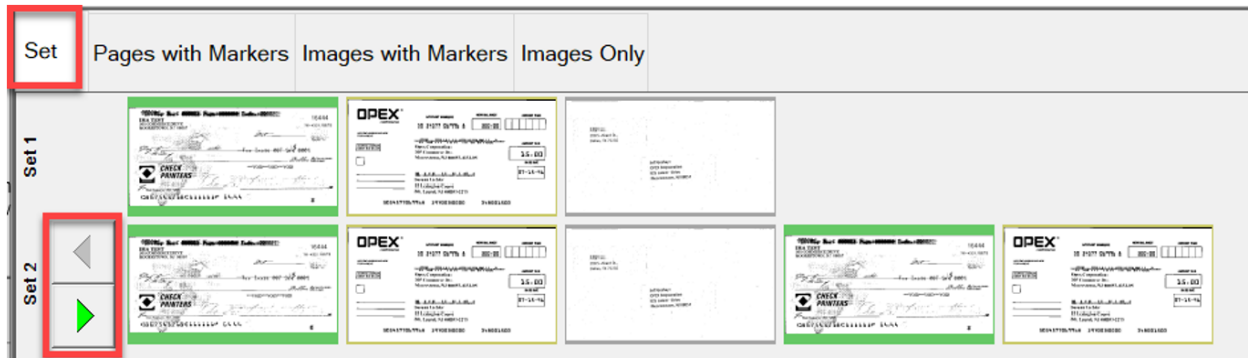
Figure 3-14: Set View

Sequence

All scanned pages displayed in a single row from left to right in scan order, row header shows respective sequence number. A new row begins after the fifth image (Figure 3-15).
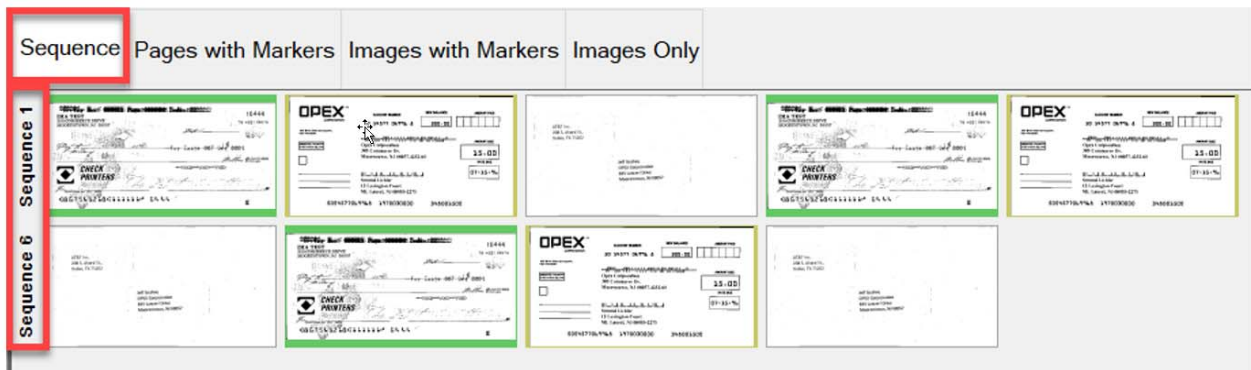
Figure 3-15: Sequence View

Bin

Each page sorted to the output bin assigned for Page Type in the Job (Figure 3-16).
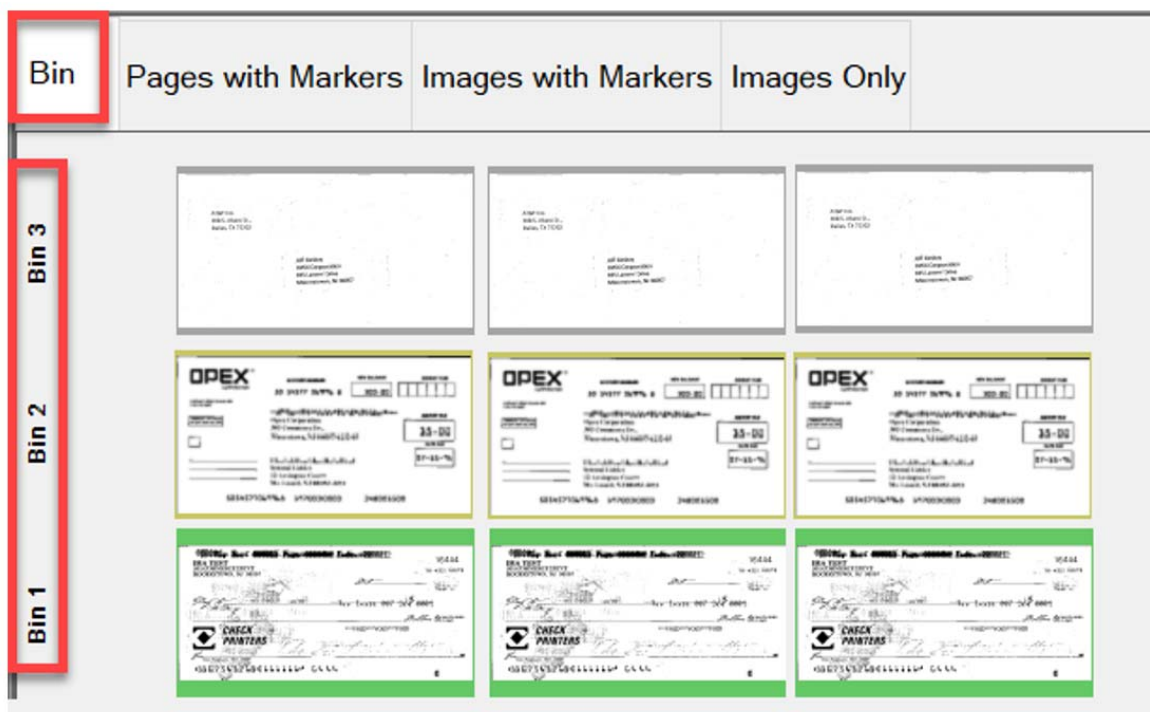
Figure 3-16: Bin View

Group

All scanned pages displayed in a single row from left to right in scan order with additional Groups in the Set when they exist. Scroll buttons appear on the left to scroll between Groups (Figure 3-17).

Figure 3-17: Group View

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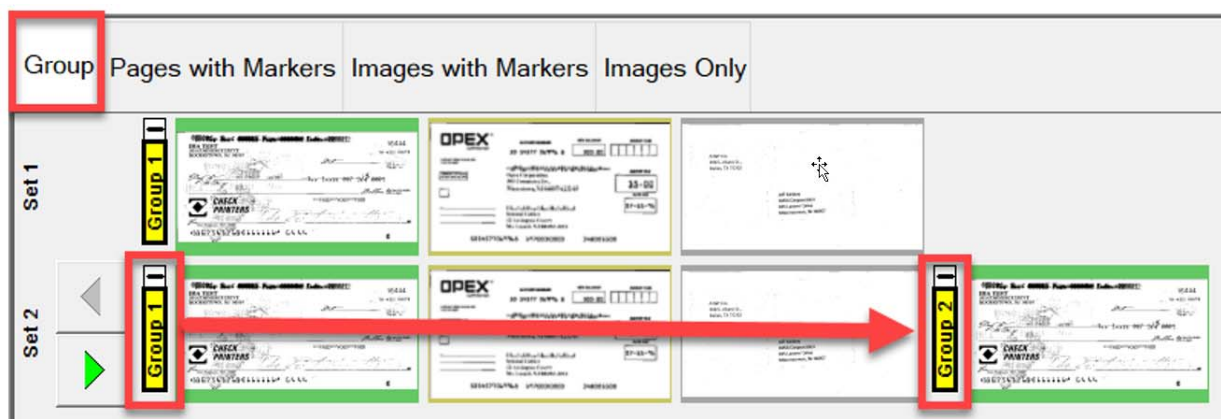
Set Dual or Transaction Dual (when Customer Type set for Remittance)

When Page Type setup for Front & Back or secondary image, display view will show two thumbnails. The first row will show front page and directly below is the back page or secondary image. All scanned pages are displayed in scan order left to right and row header shows Set number. Scroll buttons provided on right to scroll between Sets (Figure 3-18).
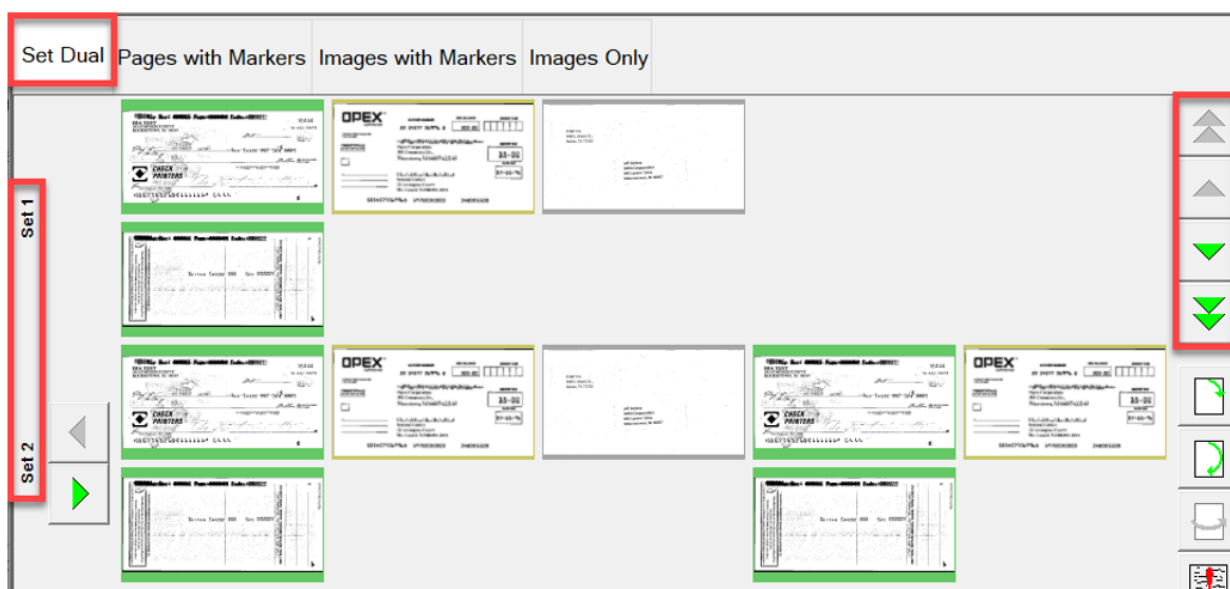
Figure 3-18: Set Dual / Transaction Dual view

Sequence Dual

When Page Type setup for Front & Back or secondary image, display view will show two thumbnails. The first row will show front page and directly below is the back page or secondary image. All scanned pages are displayed in scan order left to right and row header shows sequence number. A new row begins after the fifth image across. Scroll buttons provided on right to scroll between sequence numbers (Figure 3-19).

Figure 3-19: Sequence Dual view

Group Dual

When Page Type is setup for Front & Back or secondary image, display view will show two thumbnails. The first row will show front page and directly below is the back page or secondary image. All scanned pages are displayed in a single row from left to right in scan order along with additional Groups within a Set when they exist. Scroll functions provided to scroll within a Set or between Sets (Figure 3-20).
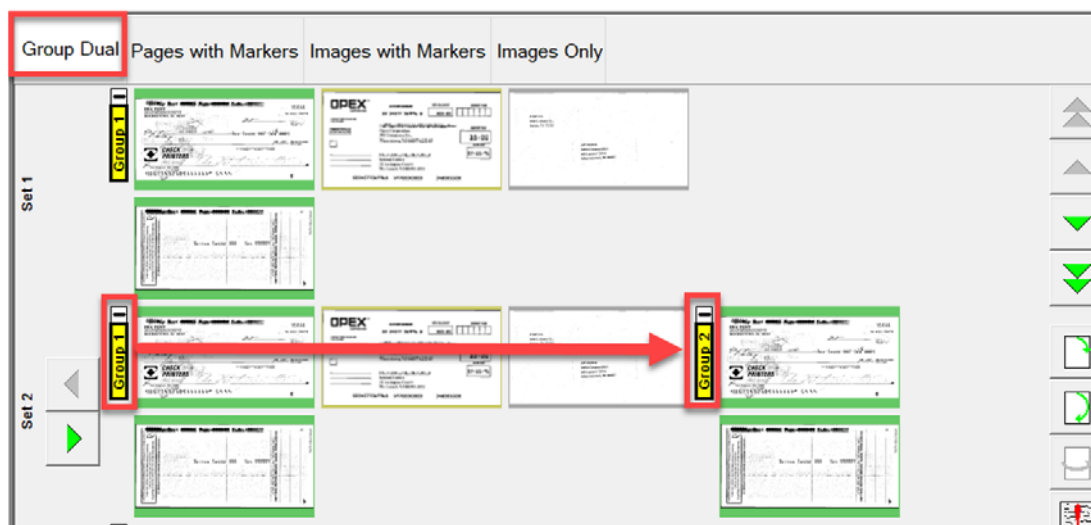
Figure 3-20: Group Dual view

Dual Image

Displays selected front and back or secondary image per Job setup. Scroll function provided to scroll through pages (Figure 3-21).
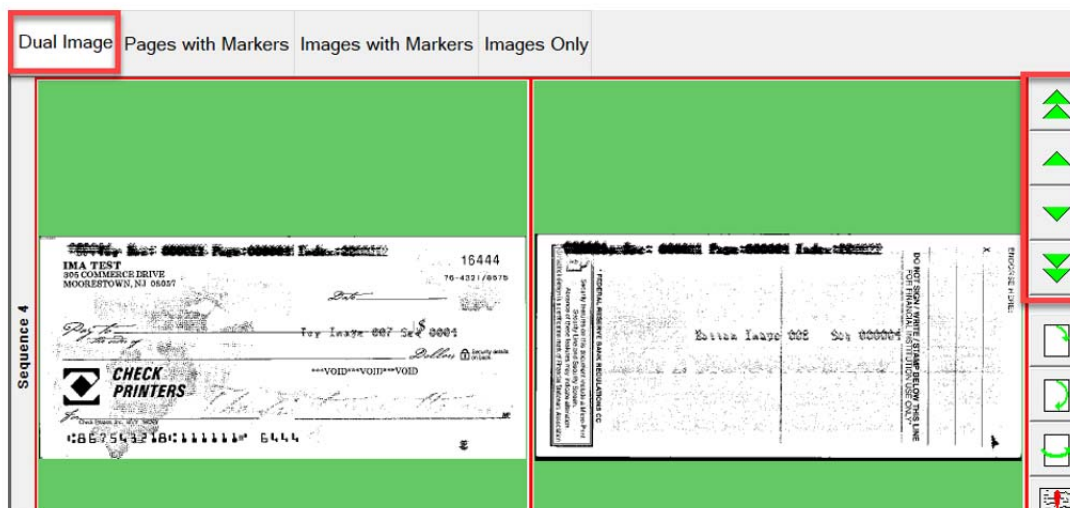
Figure 3-21: Dual Image view

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Pages with Markers or Packed (When Customer Type set for Remittance)

Scanned pages are displayed in a single row from left to right in scan order. Sequentially numbered Set and Group color markers identify scanned order. Sets and Groups can be expanded or collapsed by clicking on Minus/Plus icon above marker (Figure 3-22).

- Example 1: Set and Group expanded, minus icon shows above each marker. Group pages in Set displayed.

- Example 2: Set collapsed, plus icon shows above Set marker. Groups and pages are not displayed.

- Example 3: Group collapsed, plus icon shows above Group marker. No pages are displayed.
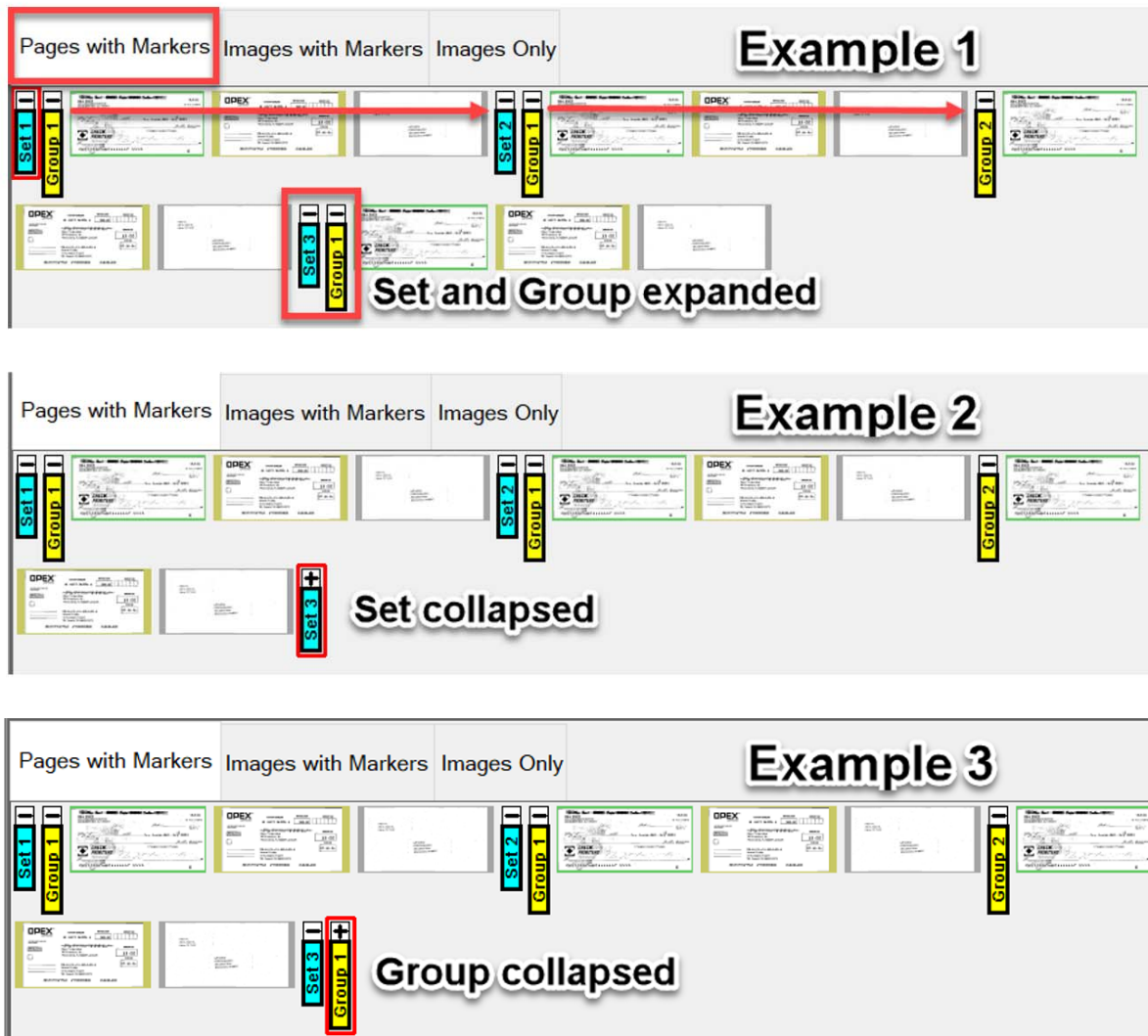
Figure 3-22: Pages with Markers / Packed view

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Images with Markers or Full (When Customer Type set for Remittance)

All pages displayed vertically in scan order. Sequentially numbered Set, Group and Page color markers identify scanned order. Sets, Groups and Pages can be expanded or collapsed by clicking on the Minus/Plus icon next to marker (Figure 3-23).

- Example 1: Set, Group and Pages expanded. Minus icon left of markers. All displayed.

- Example 2: Set collapsed, plus icon shows left of Set marker, Groups and pages are not displayed.

- Example 3: Group is collapsed, plus icon shows left of Group marker. No pages are displayed. Page is collapsed, plus icon shows left of Page marker. No pages are displayed.
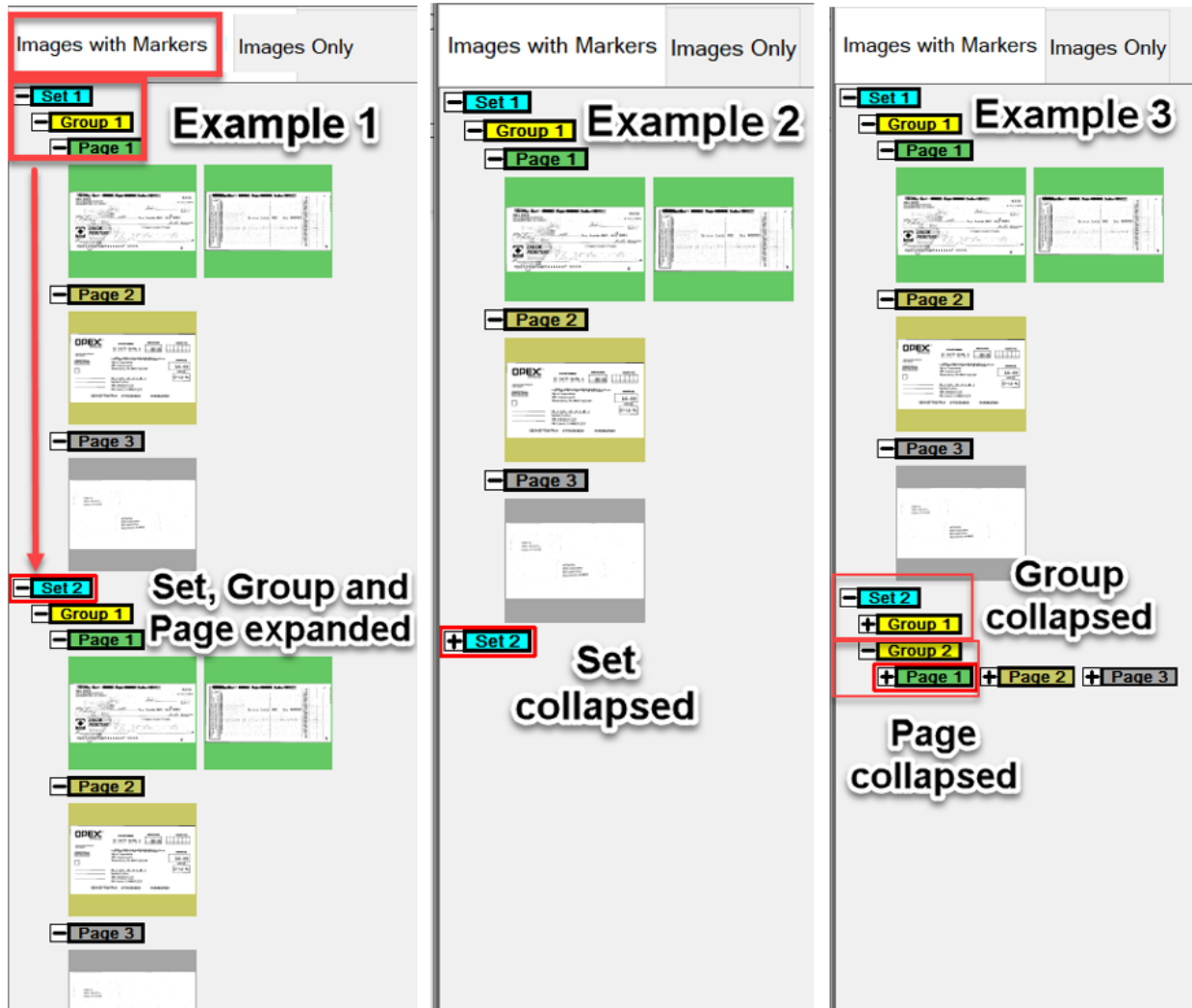
Figure 3-23: Images with Markers / Full view

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Images with Labels views

These display views show pages arranged by column and row. At the top of each page is a header Label providing: Page, Group and Set scanned sequence number (Figure 3-24).

- Images with Labels [2x1] - pages are arranged in 2 columns and 1 row

- Images with Labels [2x2] - pages are arranged in 2 columns and 2 rows

- Images with Labels [3x2] - pages are arranged in 3 columns and 2 rows

- Images with Labels [4x2] - pages are arranged in 4 columns and 2 rows

- Images with Labels [5x2] - pages are arranged in 5 columns and 2 rows
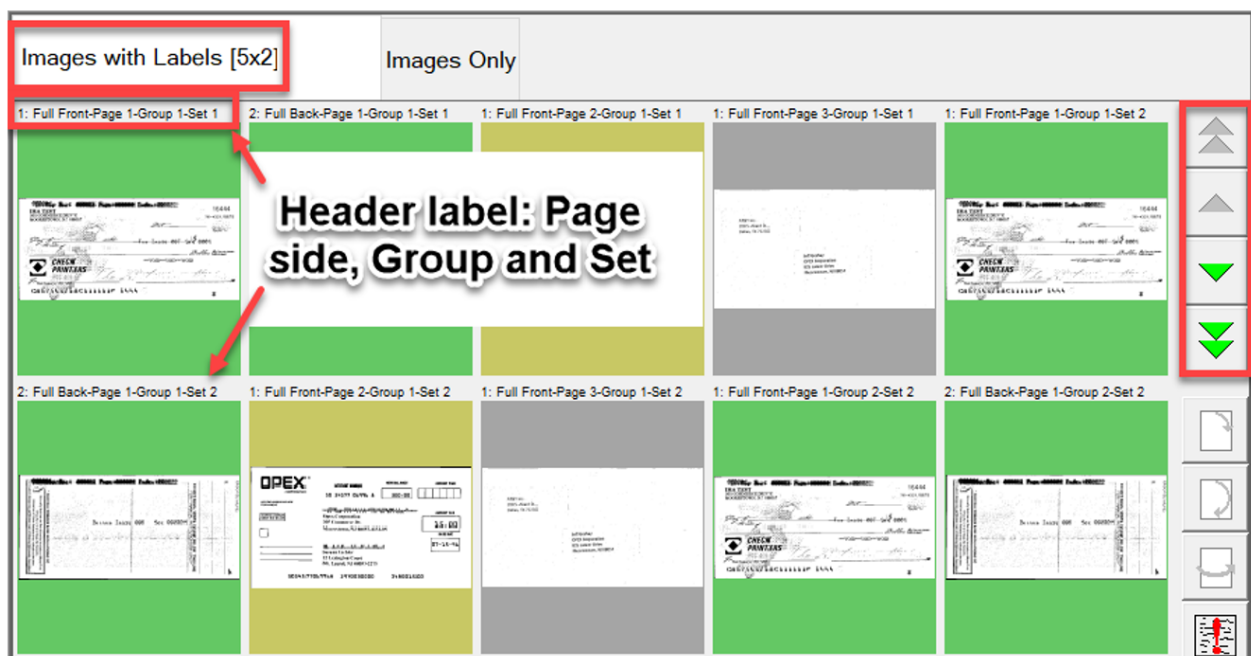
Figure 3-24: Images with Labels views

Images Only or Snippets Only (When Customer Type set for Remittance)

All pages displayed in a single row from left to right in scan order. No Set, Group or Page color markers. Includes magnify icons to enhance display view (Figure 3-25).
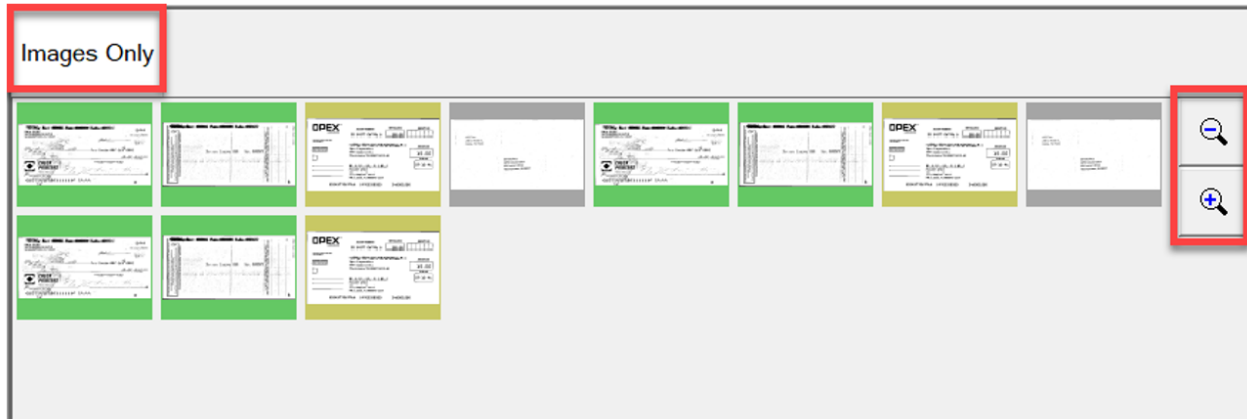
Figure 3-25: Images Only / Snippets Only view

3.8. Image Viewer Functions

In the Image Viewer area, click or touch the image on the monitor to open a full view screen. Function tools are provided for additional viewing of item selected in the run screen (Figure 3-26).
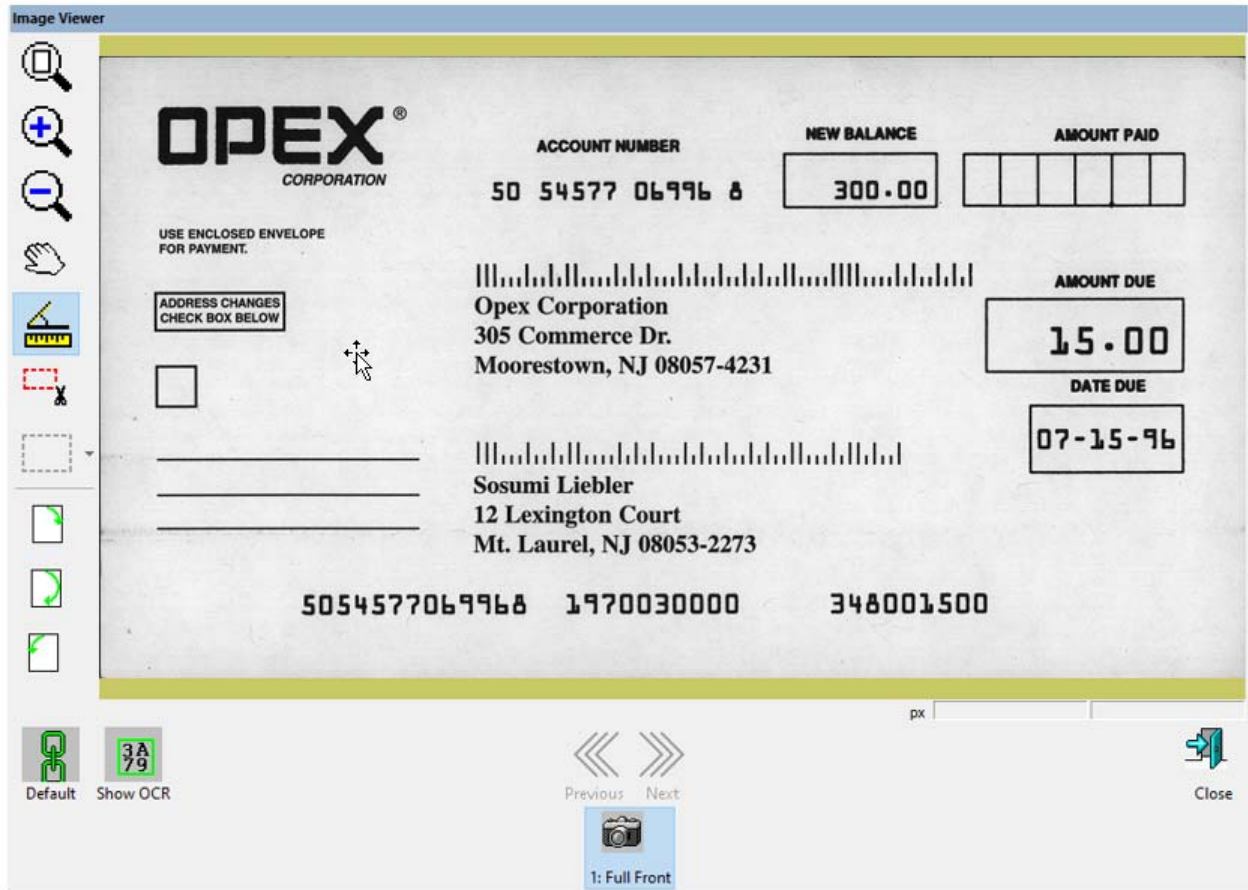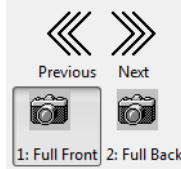
Figure 3-26: Image viewer - full view screen

Table 3-1: Image Viewer Toolbar

	The Reset button will return the image to its original state.
	The Zoom In and Zoom Out buttons enlarge and reduce the image in the Zoom screen. Re-center the zoom by touching the new center on the monitor or use the mouse. You can also use the + and - keys on the keyboard to zoom in and out.

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Table 3-1: Image Viewer Toolbar (continued)

	Use the Ruler function to measure distance from one place to another on the image. Use the mouse to click the Ruler button, then click and hold the left mouse button on one location while you drag the cursor to the other location. Notice that as you move the cursor from place to place, its exact position is indicated in the field.
	Crop, Fill in/Redact, and Rotate buttons.
Show OCR	If enabled, displays the designated optical search area for the OCR & MICR scan lines.
Default	Clicking this button will make this image the Default for this page type.
Close	Close the Preview window.
Previous Next 1: Full Front 2: Full Back	Use the Previous/Next arrow buttons to scroll through the batch. Use the Full Front/Full Back (or Partial Front/Partial Back) buttons to view images associated with the page type.

3.9. Information Window Selections

The Information window is in the lower right corner of the Run screen. Right-click in the Information Window header area. Check or uncheck to display selections in the header area (Figure 3-27).

Right-click anywhere here to bring up the list

Available info window tabs
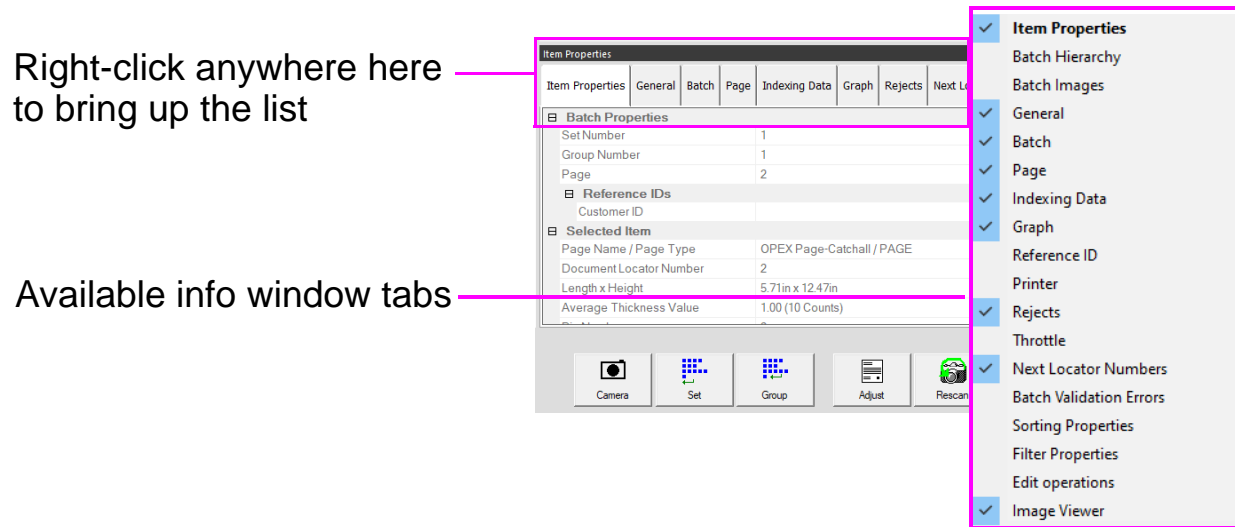
Figure 3-27: Selecting Info Window Tabs

Names are displayed based on customer type selected ().

Select the tabs in the Information window to display the following:

- **Item Properties:** Based on Job and Page setup, information is provided for selected page or marker. Information headers can be collapsed or expanded by clicking on the minus/plus icon next to the header name. This window can also be used to edit some of the data shown.

- **Batch Hierarchy:** Provides view of batch structure: Set, Group and Page Types. Boundary headers can be collapsed or expanded by clicking on the minus or plus icon next to the header name. Click on any item in the view to show items image in the Imager viewer.

- **Batch Images:** View of all pages and images in the batch. Clicking on a page will move to that page in run screen and display in Image Viewer.

- **General:** Provides Job information. Left-click within window for additional information.

- **Batch:** Provides Batch information. Left-click within window for additional information.

- **Page \ Piece:** Provides information for selected page. Left-click within window for additional information.

- **Indexing Data:** Provides the index fields defined for the selected Page, along with Batch, Set and Group fields applied. This window can also be used to edit the data shown.

- **Graph:** Display a performance graph allowing selection between pages per hour or sets per hour.

- **Printer:** Provides status of Audit trail printers.

- **Rejects:** Lists possible rejects and count of rejects during a scan job.

- **Throttle:** While running, if the system goes into a throttling state, the host displays a notification within the Throttle tab, showing that the system is throttling, along with information about how many pieces are pending batching. By default, this setting is not enabled. A manager login can enable. System Setup > System > User Interface Settings.

- **Next Locator Numbers:** Provides the Locator number when setup at a Job level and used with Transform.

- **Batch Validation Errors:** Provides a list of errors when used with Transform and running batch validation. Once error corrected, check off box.

- **Sorting Properties:** Display view > Images Only / Remittance, Display view > Snippets Only. Based on images scanned, sort images displayed in run screen.

- **Filter Properties:** Filter Properties is available for all display view types. However, the filter types are limited for the display view type. Click on the filter type and drop-down for available selections. "Ignore this parameter" is default for each filter type. Once filters are defined, the Apply Filter button directly above becomes active to apply. The display view tab will also show Filtered when applied.

- **Edit Operations:** When editing a batch, all edit actions (insert, delete, rotate, etc.) are tracked by the Batch Editor library and show populated last to first. Edit actions can be undone. To undo an edit action, click on the respective action and press the "Ctrl" and "Z" keys at the same time. When an action is undone, it is removed from the edit list. The list of edit actions is

cleared when the edited batch is saved. A new list of edit actions begins with the next batch.

- **Image Viewer:** Uncheck if not wanting to display image in top right view. Information window only will display next to run screen.

3.9.1. Additional Information Windows

The following additional information tabs may be available, depending on how the Job is configured:

- **Job Information:** Displays instructions to the operator on how to process a Job.

- **Multi-Assist:** Tab appears when Job is set up to use the optional Multi-Slot Id Assist Tower(s). Displays information regarding which slot, swipe method, and action has been programmed for the Job.

- **Reference IDs:** Shows the reference IDs configured for the Job. The values in this tab indicate how subsequent pieces will be noted. It also indicates how the batch will be noted. Since the RefID's for a batch are not finalized until the batch is closed, batch RefID's may be changed at any time. Page RefID's, however, may only be changed by rescanning the piece in question.

- **ScanLink:** This panel is controlled by the ScanLink plug-in for the running job. This panel is not visible if a plug-in is not defined.

- **WholesaleWorks 0:** This panel is controlled by the ScanLink plug-in for the job. This panel is visible if the plug-in requests it. This panel is also labeled by the plug-in.

- **WholesaleWorks 1:** This panel is controlled by the ScanLink plug-in for the job. This panel is visible if the plug-in requests it. This panel is also labeled by the plug-in.

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3.10. Item Preparation

Proper item preparation and placement on the scanner are important to optimize workflow and avoid misfeeds, poor imaging, and other problems. The following preparation tips are recommended.

Removing items from an envelope

Items that are tri-folded tend to have the top and bottom sections lifted. Prior to placing any tri-folded items, flatten the ends, paying particular interest to the leading edge, and place them crease side up on the conveyor (Figure 3-28).

conveyor (side view)
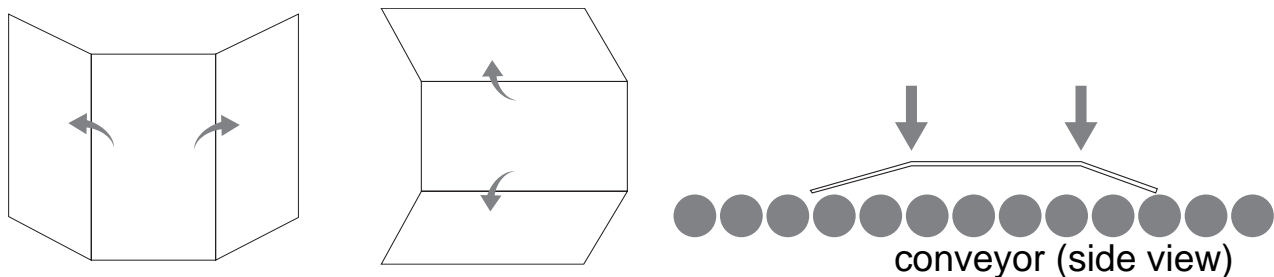
Figure 3-28: Tri-folded items

As items are placed onto the conveyor, place them close against the guide rail prior to entering the feeder. The conveyor rollers are angled to assist the items to the guide rail as they are placed. Place single items far enough back so that they will have time to align. If items are not fully aligned as they enter the feeder section, skew jams may occur. It should also be noted that enough space gap should be allotted between items. At least ½ inch between items will provide for proper image capture.

Examples: When placing items, allow enough time for items to align. The thick line indicates feeder entrance. The arrow indicates the paper path.
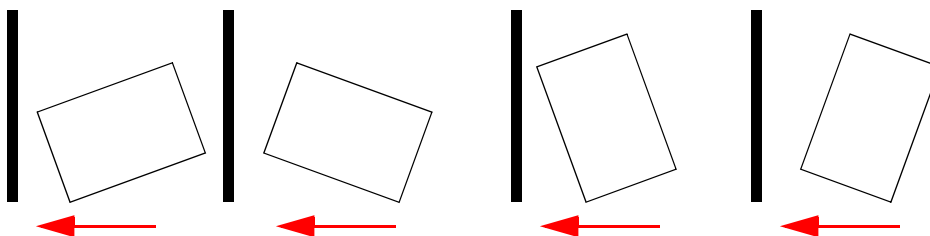
WRONG - items placed too close to the feeder to be aligned.
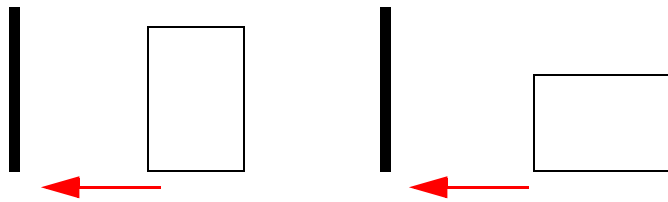
RIGHT - Place items close to the conveyor guide rail and back from the feeder to align.

3.10.1. Skew

Skew is used to identify when an item is misaligned when feeding. Typically, a skewed item prevents the scanned image from being correctly read.

Item skew is determined by the angle an item enters the scanner (Figure 3-29). The angle is calculated by a set of transmit and receive LEDs that detect when one sensor is uncovered for a while. If the angle is greater than 2 degrees, then the system will jam for "too skewed". If it jams for 5 degrees or more, contact your OPEX administrator.
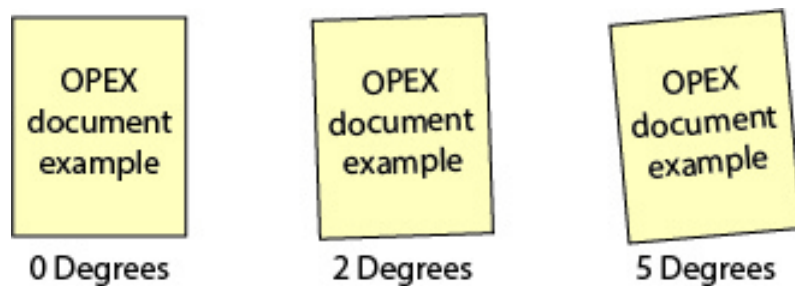
Figure 3-29: Skew examples

3.10.2. Scanning Items

- Feed items with the face side up.

- 8-½ x 11" items can be scanned in portrait or landscape.

- Checks and Stubs should be placed in the same orientation as reading them. Other landscape pages can be automatically detected if their page width or height is unique.

To scan two or more items, such as a page with a sticky note attached, first press the `MFD Override` button. This will disable the scanner's ultrasonic multi-feed detector and allow the item to pass through the scanner without error condition.

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3.11. Run a Job and Scan Items

1. Log on to CertainScan and select a Job to run based on the items to scan.

2. Press **Go** on the Run screen. The conveyor rollers will begin turning.

3. Place the first item onto the conveyor as shown in Figure 3-30. The item will feed through the scanner and display a thumbnail image in the run screen and a larger image of the item will appear in the Image Viewer window.

Drop items here

Figure 3-30: Ideal drop area

4. Continue to place items onto the conveyor. The scanner will scan and sort the items based on the configured Job parameters.

3.11.1. Stack Feeding

Stacks of paper up to approximately 1.1 inches (2.7 cm) in height can be placed on the conveyor. The conveyor rollers will carry the stack to the feeder where the top piece will be pulled off the stack and fed into the scanner. The feeder will continue to pull from the top of the stack until the last page is fed.

When feeding a stack of paper, the conveyor stops to feed the entire stack. Additional stacks of paper can be placed on the conveyor when stopped. As the feeder pulls from the top of the stack, the lead sheet in the stack must be the first to reach the feeder. If the bottom piece reaches the feeder first, a paper misfeed is likely to occur.

Note: *The conveyor operates differently depending on the Feed Mode setting: Normal, Stack, Passive. Stack feeding can be accomplished in either Stack or Normal modes. Height sensors come into effect in Stack mode.*

3.12. Managing Operator Accounts

Operators with Supervisor or Manager Level access can manage other operator accounts with functions to Add, Delete, Modify, etc. (see Figure 3-31).

Note: *A Supervisor can only create Entry, User and Supervisor operator accounts.*

Groups can be added to configure Job access by Group. This can limit Jobs an Operators can run, based on the Group to which they were assigned access.
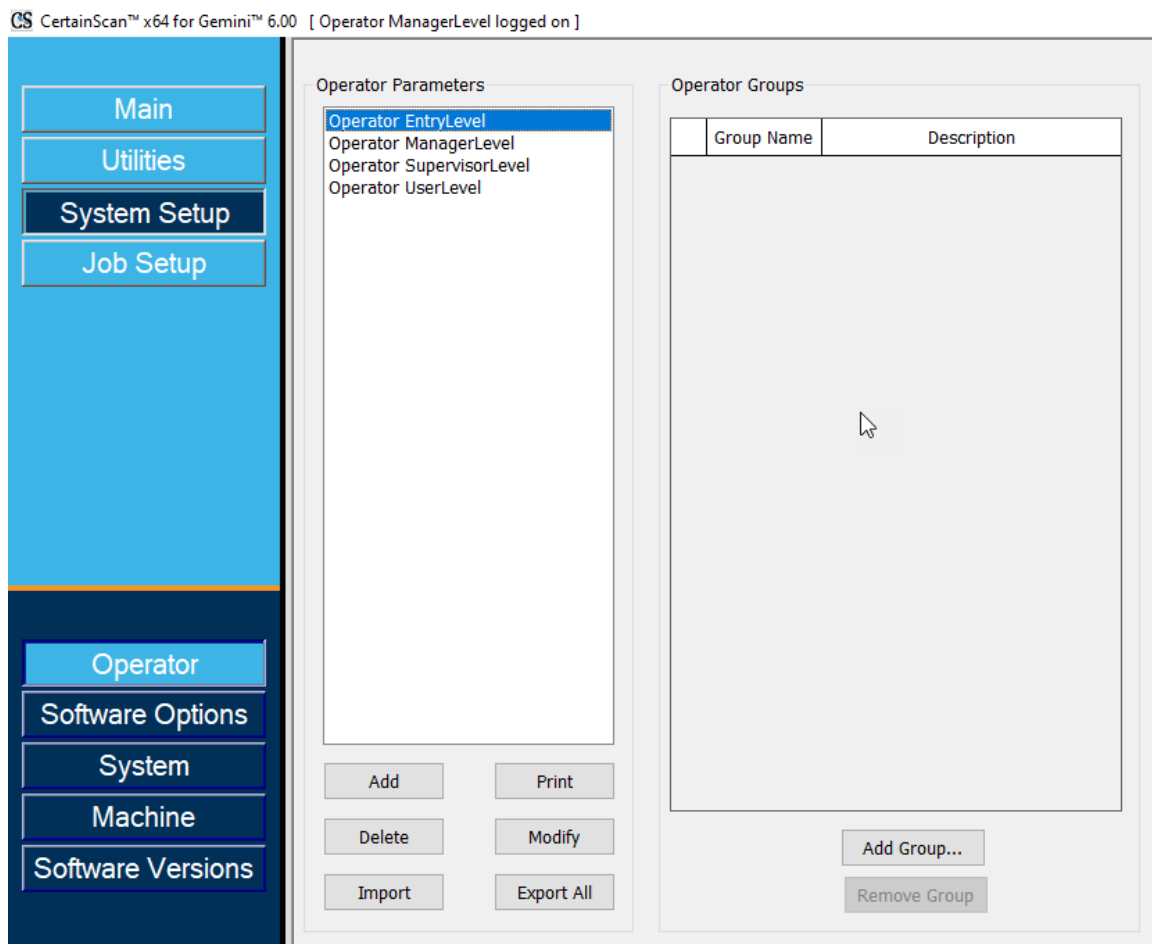
Figure 3-31: Manage Operator Account

- **Add:** Click for new display to enter Operator Name, access Level, Shift, Password, Language and assign to Groups, if Groups have been added and configured.

- **Delete:** Select an Operator or select multiples to delete.

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- **Import:** Browse to location to Import saved Operator file (.SCAN).

- **Print:** Select an Operator or select multiples to print Operators list.

- **Modify:** Select an Operator to change current configured settings.

- **Export All:** Browse to location, enter file name, and saved Operator file (.SCAN).

- **Add Group:** This is for Job access by Group, reference. Enter a Group Name. The Description field is free text field to enter additional information regarding the Group.

- **Remove Group:** Select a Group to delete. This will remove Group with no confirmation.

3.12.1. Add new Operator

Click **Add** for pop-up Window (Figure 3-32) enter new Operator information. When Groups are available, select the Groups to provide Operator Group Membership. Click **Save** for new operator or **Cancel** to exit without saving.

Existing OPEX defaults can be selected to Modify.

Figure 3-32: Add Operator

Note: *Once you set up the operators required, we highly recommend that you delete all of the OPEX default operators.*

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3.12.2. Job Access by Group

This feature provides organizing operators in Groups, maintaining Jobs in Folders and allowing Group access to Folders containing Jobs. When using this feature, Job access is limited to Operators as assigned to a Group. Operators such as Managers and Supervisors requiring access to all Jobs, will have to be set up in a Group with access to a Folder containing all Jobs. Configuration requires Manager login.

3.12.2.1. Configure a permissions file

Note: *This must be done first, but is only configured one time.*

1. Define a folder path, create, and save a file named "Permissions.txt".
    -   Navigate to **System Setup** > **System** > **General Settings** > **Folder Permissions Configuration File** (Figure 3-33).

2. Click on the navigation path icon and navigate to a folder to create and insert a file named "Permissions.txt" by manually entering in the text box.

3. Click **Open** to save the file.

4. Click the **Apply** button which appears next to configured parameter to save.

5. Ensure the **Operator Management** parameter is set to **Legacy**.

6. Restart CertainScan.
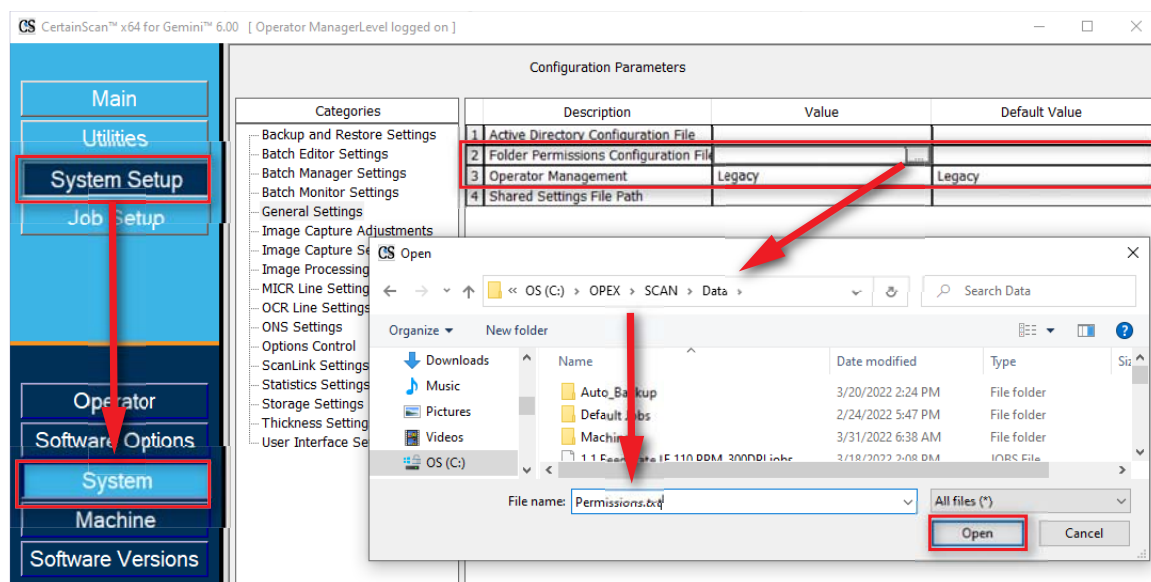
Figure 3-33: Create Permissions File

3.12.2.2. Add Groups and Modify Operators with Group Memberships

Navigate to **System Setup > Operator,** click on `Add Group`, enter a new group name, and click `OK` (Figure 3-34). After clicking **OK**, the new Group name will be displayed with a **Description** field. Click in the description field box to enter supporting information.

For example:

- Group Name = First Shift

- Description = Banking Customer Jobs

Figure 3-34: Add Group

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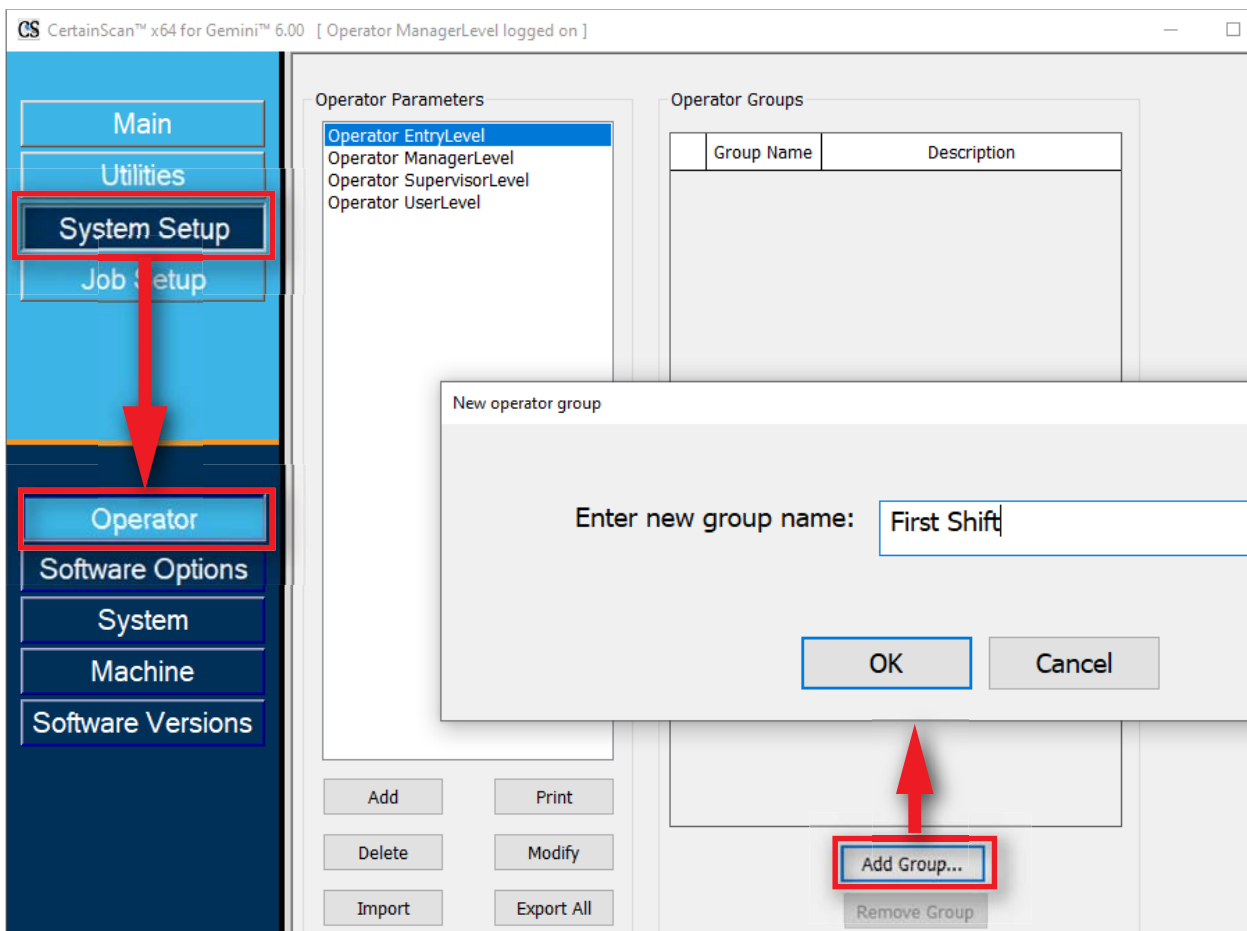
After adding Operator Groups, select an operator and click on `Modify` button. In the Operator display, select **Available Groups** and click `Add` button. When finished, click `Save` (Figure 3-35).

Figure 3-35: Add Operators to Groups

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3.12.2.3. Add Jobs to Folders and Add Group Access

Navigate to **Job Setup** > **Folder,** click on a Folder name and click on `Insert` button to place Jobs in the Folder which Groups will be assigned access. Or Add new folders and insert Jobs.

Next select **Available Group(s)** and click on **Add** button to place group(s) access to Jobs contained in the selected Folder.

When complete, restart CertainScan to apply Job access by group feature.
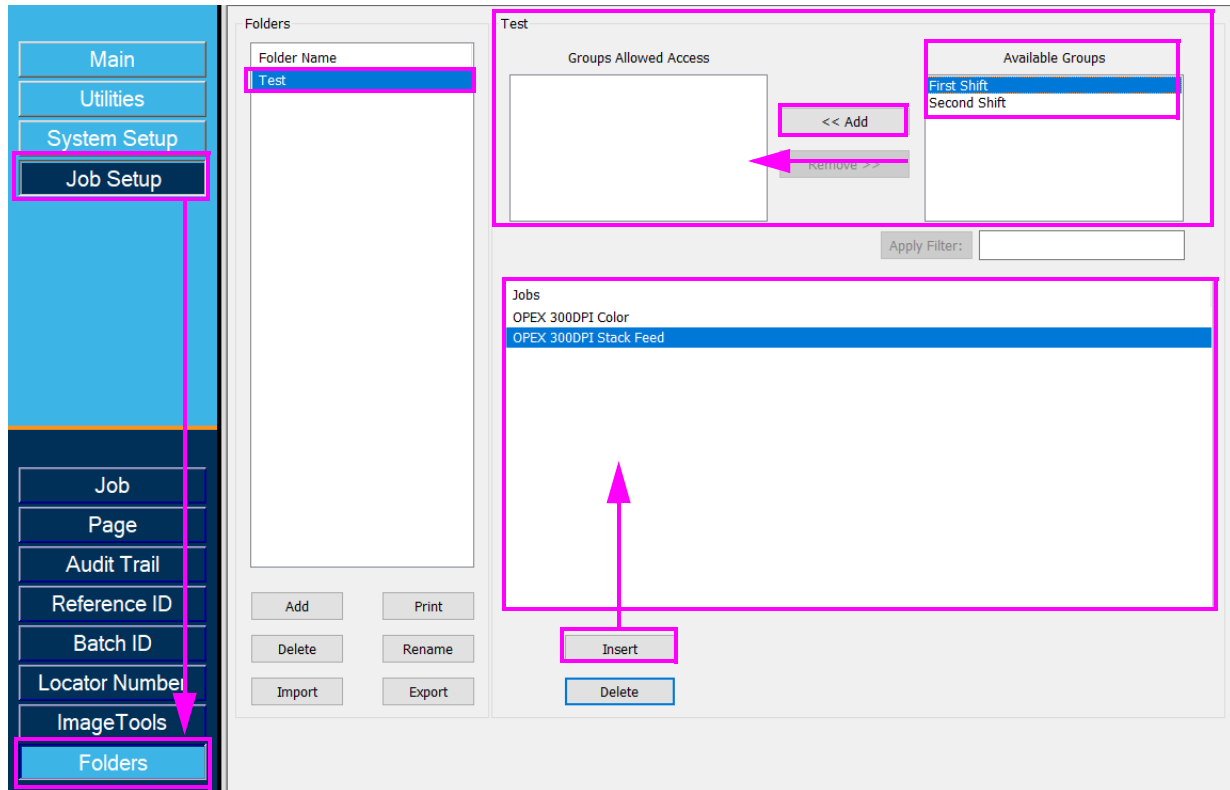
Figure 3-36: Add Jobs to Folder

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4. Working with Jobs

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4.1. Overview

CertainScan software supports a variety of scanning environments. Operator interaction depends on configured Jobs and Page types. This chapter explains types of jobs, operator interaction with Page Types, and using CertainScan.

4.2. Structured and Unstructured Jobs

A Job configured as Structured requires the operator to scan Page Types in order. For example, when running a structured job, CertainScan requires the operator to scan a batch ticket first, then a stub, then a check, and/or another item, and finally an envelope to signify the end of the set. If a Page Type is scanned out of sequence, CertainScan will alert the operator.

A Job configured as Unstructured can have Page Types scanned in any sequence. The only restriction is that the boundary, in most cases an envelope, must be scanned. The boundary indicates the current set is complete, and the next set will begin.

4.3. Assigning a Page Type

When configured in the job, manually assign a Page Type to the next item to scan by pressing the appropriate Page Type button (Figure 4-1).

Figure 4-1: Sample Page Type buttons

In a structured job, the Page Type buttons will indicate which Page Types the system expects to see next. For example, if the job expects to see either a batch ticket or a stub to start a set, their corresponding Page Type buttons will appear in color (Figure 4-2).

Figure 4-2: Sample Page Type buttons - Structured Job

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4.4. Page Type Locking

When configured in the Job, apply a Page Type to several items. Press the **Page Type** button twice and lock the Page Type button down. Once the button is locked, all the subsequent items scanned will be classified as this Page Type until the end of the Set/Transaction or when the lock is released. A red box around the Page Type button indicates that the lock is in place (Figure 4-3).
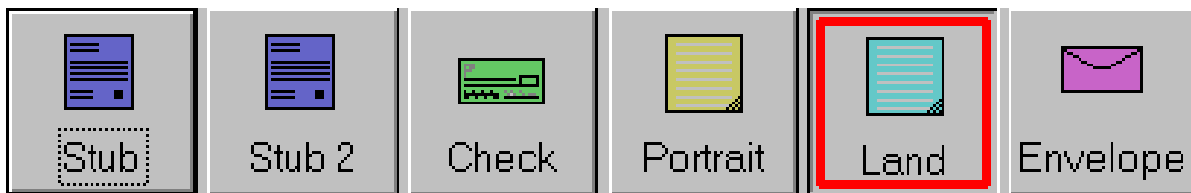
Figure 4-3: Locked Page Type

Note: *This feature does not work with Virtual Page Types. Virtual Page Types are not scanned, and are items inserted from a saved image. A Virtual Page Type is identified by a dashed line around the button and inserted by clicking on the button (Figure 4-4).*
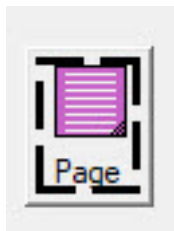
Figure 4-4: Virtual Page Type example

4.5. Page Sub-Types

Page-Sub Types are configured within a Page Type. If one or more of the Page Types in your Job contains Sub-Types, it will be required to assign the Sub-Type item before scanning.

To Assign a Page Sub-Type:

1. When running a Job, press the Page Type button configured with Page Sub-Types.

2. Select the associated Page Sub-Type from pop-up display (Figure 4-5).

3. Scan the Page Sub-Type item and continue scanning.

Figure 4-5: Page-Sub Types

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4.6. Operator/Job icon size

The Operator and Job icons can be displayed on the run screen in four different sizes:

- Small
- Medium
- Large
- Extra Large

To set the Operator/Job icon size

1. Log on with Manager Level access, and navigate to: **System Setup** > **System** > **User Interface Settings**.

2. Click the **Operator/Job Icon Size** drop-down to select the size and click **Apply** button (Figure 4-6).
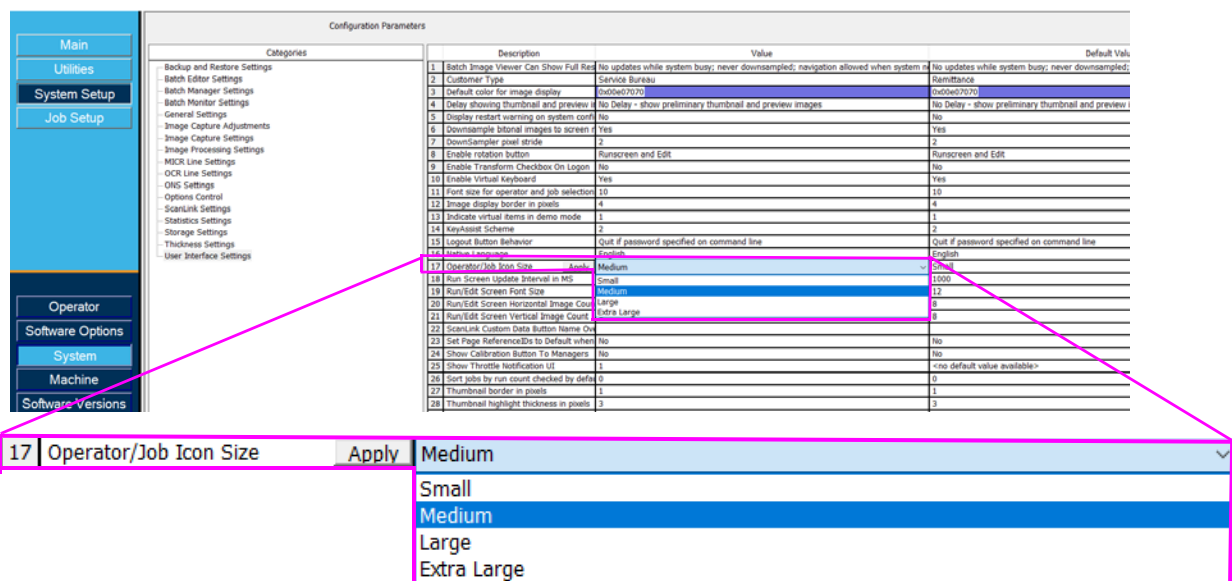
Figure 4-6: Operator/Job Icon Size parameter

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3. Based on the size selected, the Operator (Figure 4-7) and Job (Figure 4-8) icons will display accordingly.
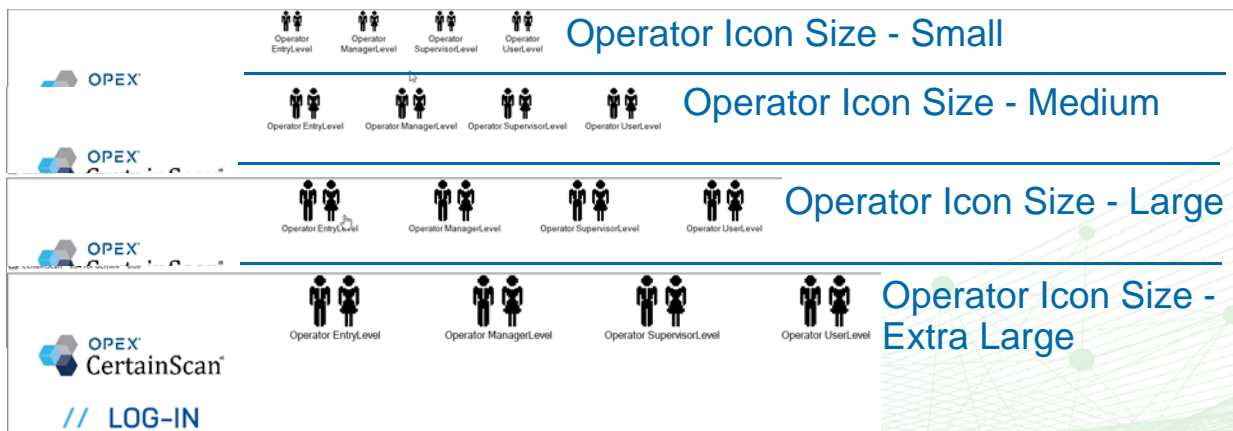
Figure 4-7: Operator icon size examples
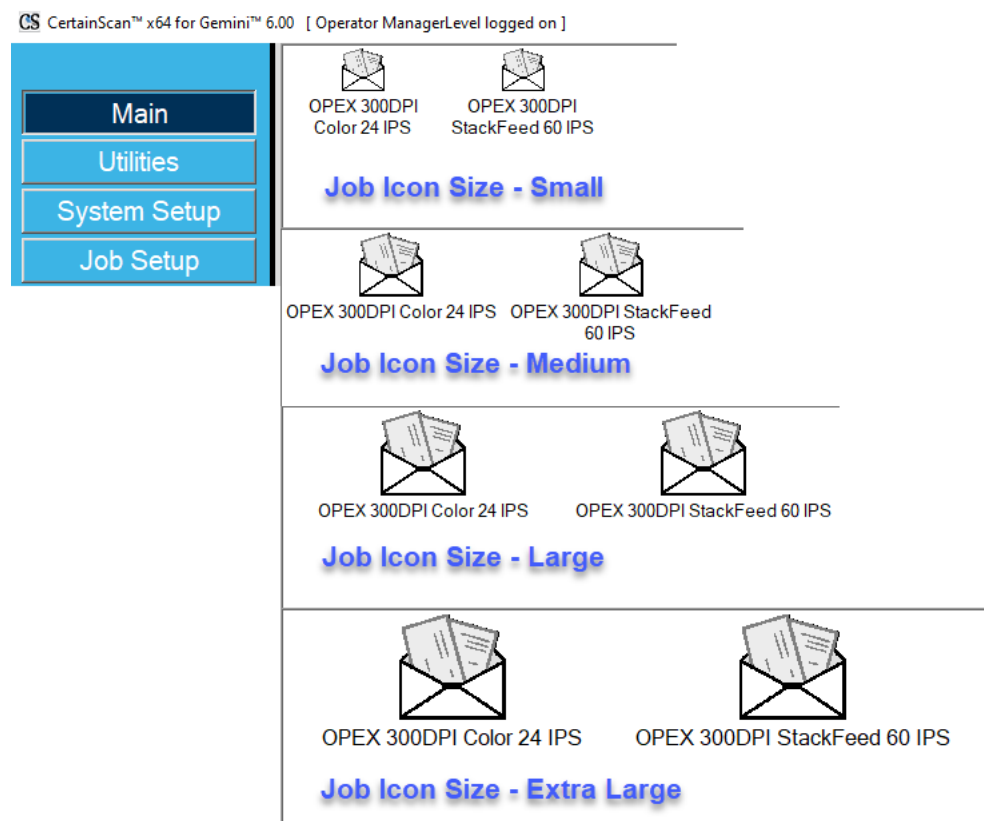
Figure 4-8: Job icon size examples

- To return to "operator icon size" in the Operation procedure, click here.
- To return to "job icon size" in the Operation procedure, click here.

4.7. Adjusting the Image Quality

Click the `Adjust` button on the run screen to modify the Gamma, Brightness and Dropout colors for all or one image (Figure 4-9).
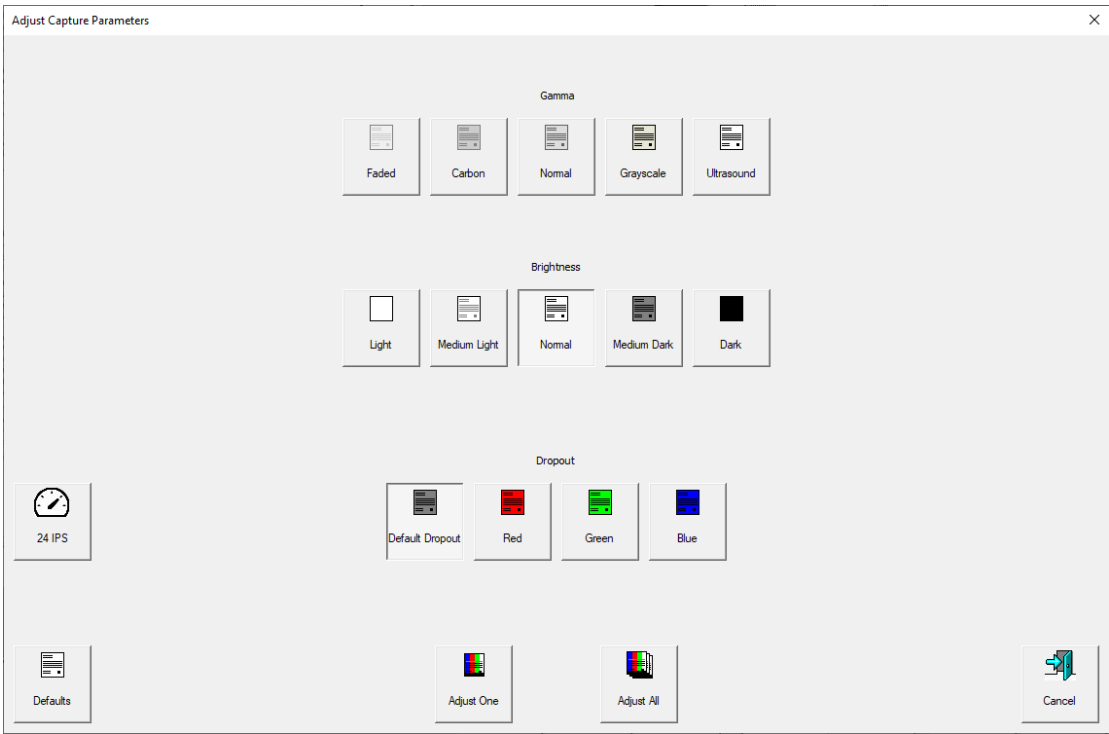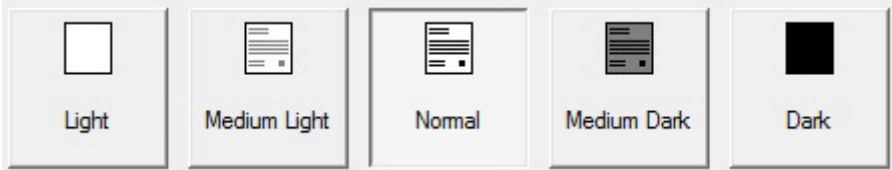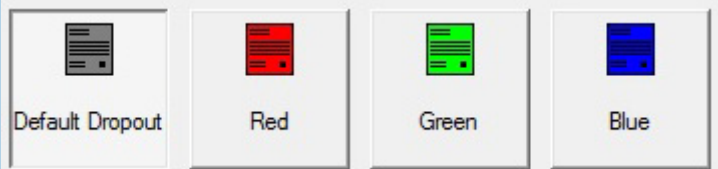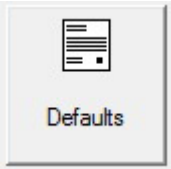
Figure 4-9: Adjust Capture Parameters

4.7.1. Adjusting Capture Parameter screen buttons

Table 4-1: Adjust Capture Parameter screen buttons

Gamma	
	When enabled, the Gamma buttons allow you to adjust the balance between bright and dark areas of the image.

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Table 4-1: Adjust Capture Parameter screen buttons (continued)

Brightness	Adjust the brightness of the item images from **Light** to **Dark**. Press a button to adjust the brightness. The default is **Normal**.
Dropout	Remove a color (**Red**, **Green** or **Blue**) from the item image. *Note: Color dropout only works with Page Types whose configured Output File Types are set as bi-tonal or gray-scale.*
Adjust All/ Adjust One	Select **Adjust All** to apply the image quality changes to all the items in the current job, or **Adjust One** to make the adjustments only to the next item scanned. *Note: These buttons have no affect on alternate track speed.*
Alternate Track Speed Mode	This button allows you to switch to an alternate track speed mode. Useful when you encounter a complicated item for which it is desirable to scan at a lower track speed (for example, a document requiring more processing time). The button works like a toggle: selecting it enables the alternate track speed mode. Once finished with the alternate mode, you must deselect it to revert back to the normal track speed mode.
Defaults	Return to the default capture parameters.

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4.8. Rescanning an Item

When configured in the Job, CertainScan allows rescanning an image while the job is running. The **Rescan** button can be accessed by clicking on the **Actions** button in the run screen (Figure 4-10).

1. Select the item's thumbnail.

2. Take the item out of the sort bin.

3. Press `Rescan` button on run screen to replace the item in the batch.

4. Place the item onto the conveyor to scan.

Note: *If an audit trail was printed on the item the first time it was scanned, press* `Rescan NP` *(no print) to replace the item in the batch. This way, no additional audit trails will be printed on the item.*
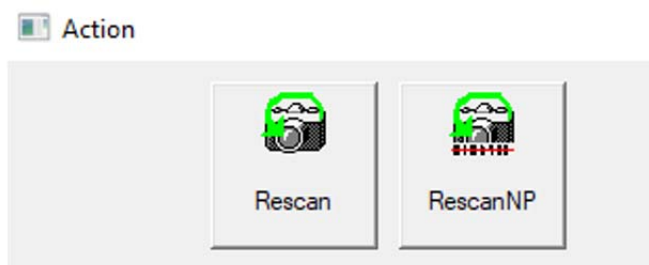
Figure 4-10: Rescan Action buttons

4.9. Deleting Items From a Batch

When configured in the Job, delete items from the batch.

When the scanner is stopped, click the `Delete` button:

- **Delete to End** - choose an item, and delete the selected item and all the items scanned after the item.
- **Delete** - CertainScan will delete the most recently scanned item from the batch.

When the **Delete to End** button is pressed, the Confirm Delete window (Figure 4-11) will appear.
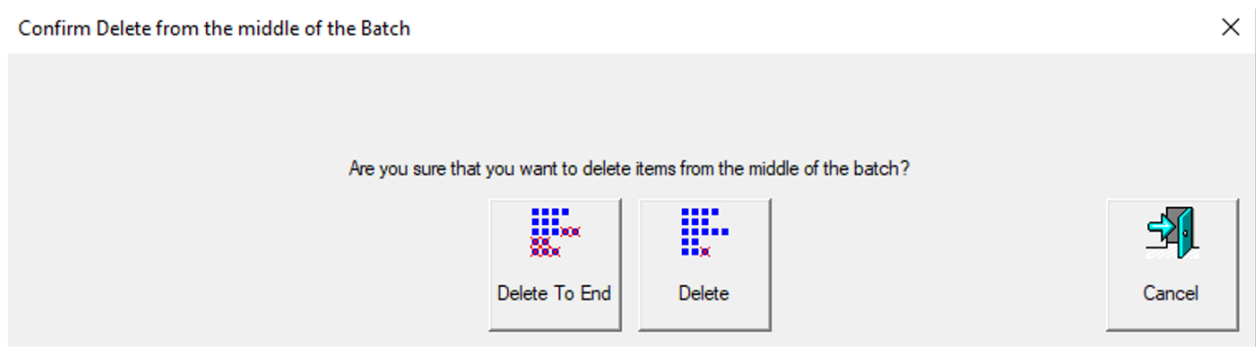
Figure 4-11: Confirm Delete window

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4.10. Starting a New Batch

(Manual, Auto, Close on Limit or Patch batch parameter)

Based on configured Job, there are a few options to start a batch:

- While the job is running, click the `Action` button and select the `New Batch` button to start a new batch with the next scanned item (Figure 4-12).
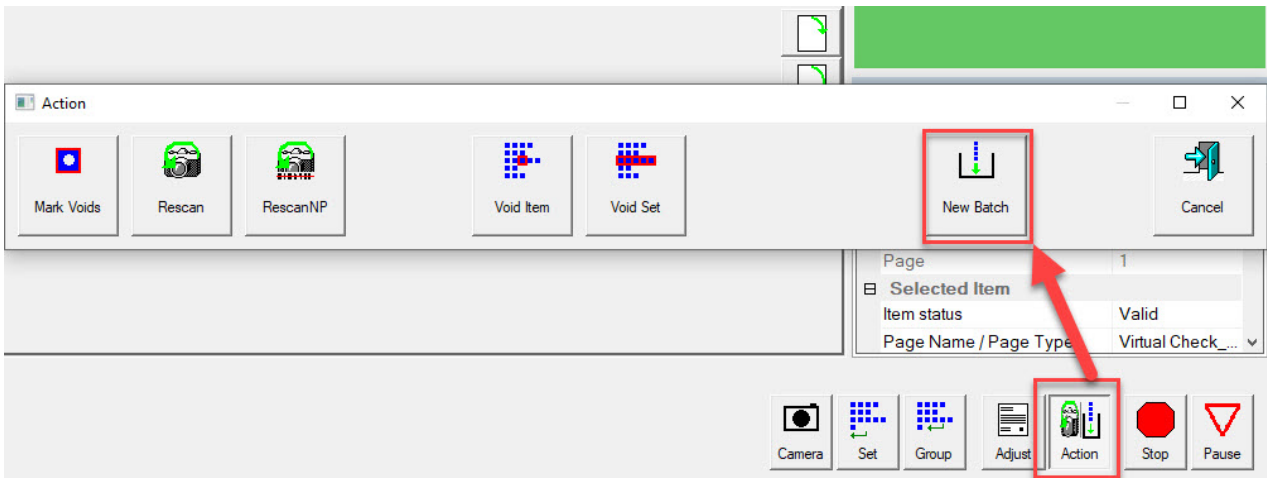
Figure 4-12: Action - New Batch

- Press the `Close Batch` button, then scan the new batch ticket or the first item of the new batch.
- Scan a batch ticket to start a new batch.

4.11. Voiding Item or Set/Transaction

When configured in the Job, the Void function allows the operator to mark an item or set as invalid by placing a VOID stamp over the item's image(s).

To mark an item as Void, select the item's thumbnail, and click the `Action` button. The Action functions will appear (Figure 4-13). Press `Void Item` to void only the selected item, or `Void Set/Transaction` to void the selected item and all other items included in the set. The `Cancel` button is used to close the Action window without performing any functions.
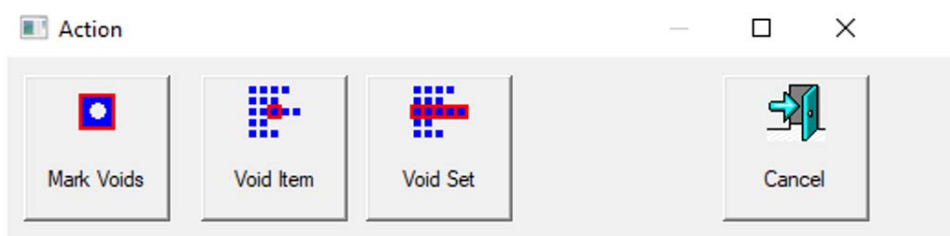
Figure 4-13: Action Window - Void Item

When the batch parameter **Allow Void Batch** is set to **Yes with Marked Image**, the VOID stamp will appear over the image on the run screen, and the item will be designated as void in the batch file (Figure 4-14).

Figure 4-14: Voided Item

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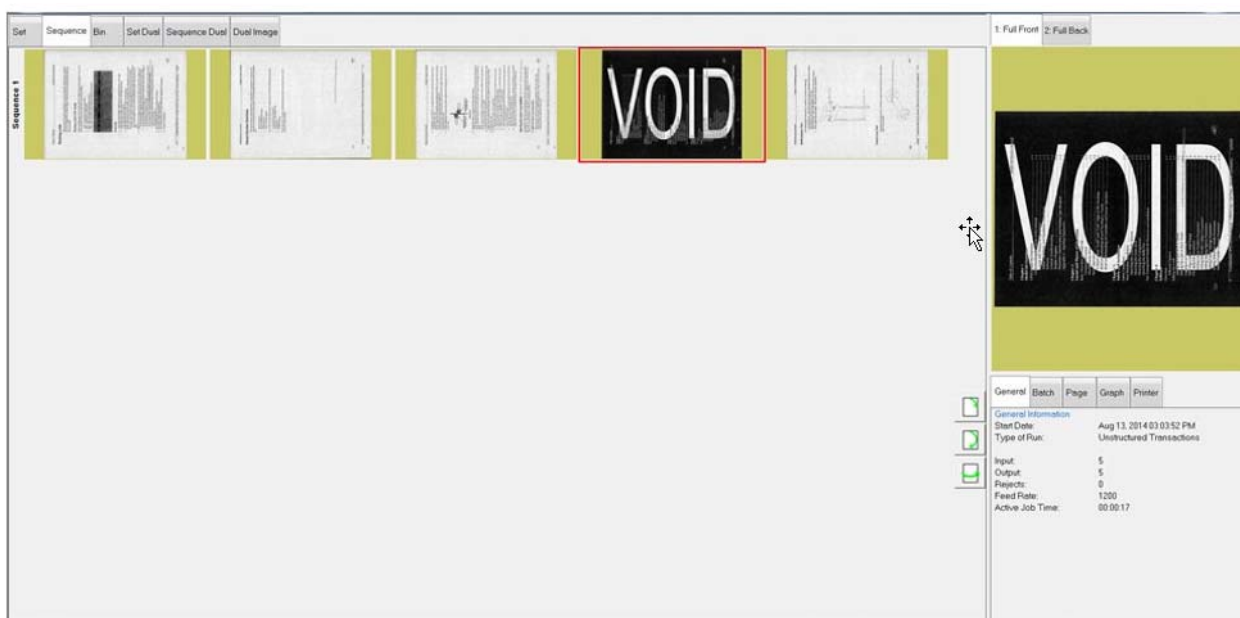
When the batch parameter **Allow Void** is set to **Yes without Marked Image**, the VOID stamp will appear over the image on the run screen, but not appear over the image in the stored batch file/folder. The item will be designated with a Void status in the output file (Figure 4-15).

Figure 4-15: XML Batch Output File Example

To UnVoid an item, select the voided item, and click the `Action` button. The Action functions will display (Figure 4-16). Press the `UnVoid Item` button to remove the void, or press `UnVoid Set` to remove the void from the selected item and all other items included in the set. The **Cancel** button is used to close the Action window without performing any functions.
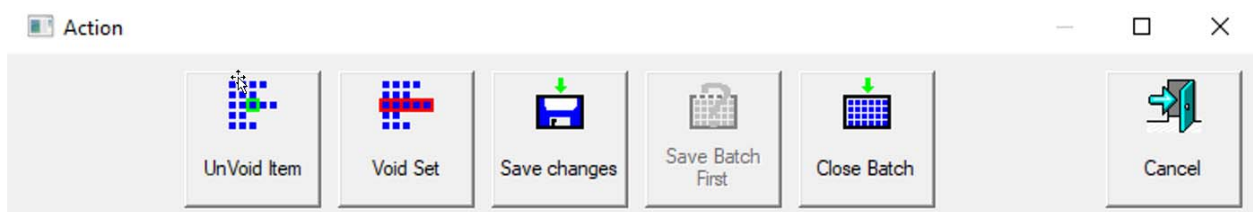
Figure 4-16: Action Window - Unvoid Item

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4.12. Editing a Batch While Scanning

When configured in the Job, CertainScan provides three batch editing options. Each option allows a different degree of editing capability. Batches may still be suspended and edited on a standalone computer with CertainScan Edit if desired.

- Cleanup editing only: Allows only the editing required to recover an interrupted batch. An interrupted batch can occur during a computer, scanner hardware or software failure.

- Metadata only: Only the metadata about a piece may be edited, such as correcting the Page Name/Page Type or DLN.

- Full advanced editing: Metadata about a piece may be edited, and pieces may be inserted, deleted, moved, or rotated.

Any changes made to the batch via editing are not necessarily processed through the scanners image processing, although any existing metadata and output images/snippets are preserved during moves or copying and pasting.

Since image reprocessing is not performed, ScanLink plug-ins are not called to help sort the pieces, and none of the post scan image processing such as any of the ImageTools plug-ins will be performed on inserted or pasted pieces or images.

The feeder and conveyor will automatically be paused on the first edit if they are running. Changes are accumulated and may be undone until the operator commits the changes. The changes are committed by either closing/ suspending the batch or pressing **Go** to continue scanning.

With advanced editing enabled, pieces can be copied and pasted. All metadata and images will be duplicated at the designated destination.

Note: *With an image being copied, this will cause multiple images in a batch to contain the same DLN (Document Locator Number). The audit trail is not regenerated, although OPEX Transform can be used to regenerate audit trails with new sequence numbers or other available batch Transform options.*

4.13. Suspending and Resuming Multiple Batches

When configured in the Job, CertainScan allows opening and suspending an unlimited number of unstructured batches, and scanning a different batch while other batches are suspended. This has two main benefits:

- Job and Page Types settings can be created or edited without ending the job and rescanning the batch.

- Batches that cannot be completed within a run can be suspended and then resumed at it later time.

Upon exiting the run screen, you will be presented with the Suspend Batch option upon exiting the Run screen (Figure 4-17).
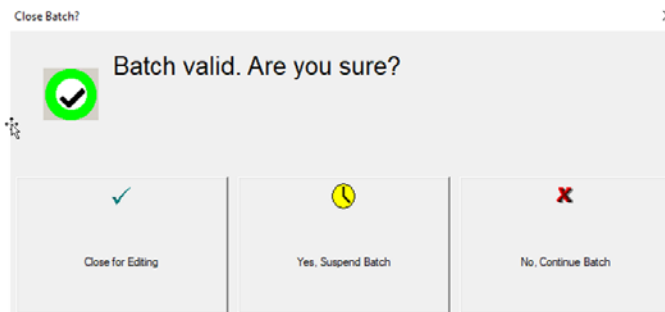
Figure 4-17: Suspend Batch

View a list of suspended batches by clicking the **Batch Resume** button from the Main Menu. Select the desired batch and resume scanning (Figure 4-18).

Figure 4-18: Resume Batch

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4.13.1. CertainScan Internal Batch Editor

If there is a problem with the scanner and/or CertainScan does not close properly during a run, a batch may not be closed and saved properly. If this is the case, you will be notified that a temporary batch file exists when restarting CertainScan (Figure 4-19).
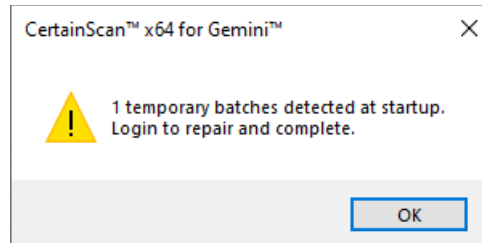
Figure 4-19: Temporary Batch Error

Click the **OK** button to continue, and log into the system. After logging in, the following message will appear (Figure 4-20):
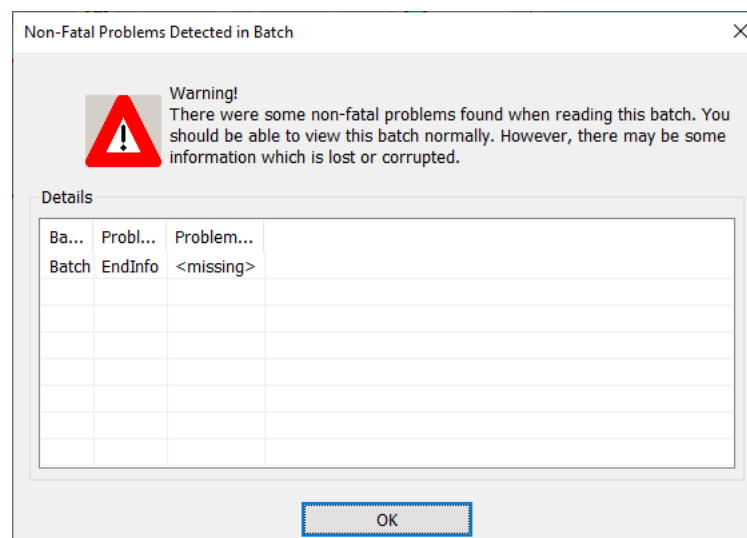
Figure 4-20: Non-Fatal Problems Detected in Batch - Error Message

Click the **OK** button to continue. The Batch Editor opens with another error message instructing the operator to delete at least one item (usually the last scanned item) and close the batch in order to repair it (Figure 4-21).

Once you have deleted an item, click the **Exit** button to close the Batch Editor. If the batch was repaired properly, a dialog box will appear notifying the operator that the batch is now valid.
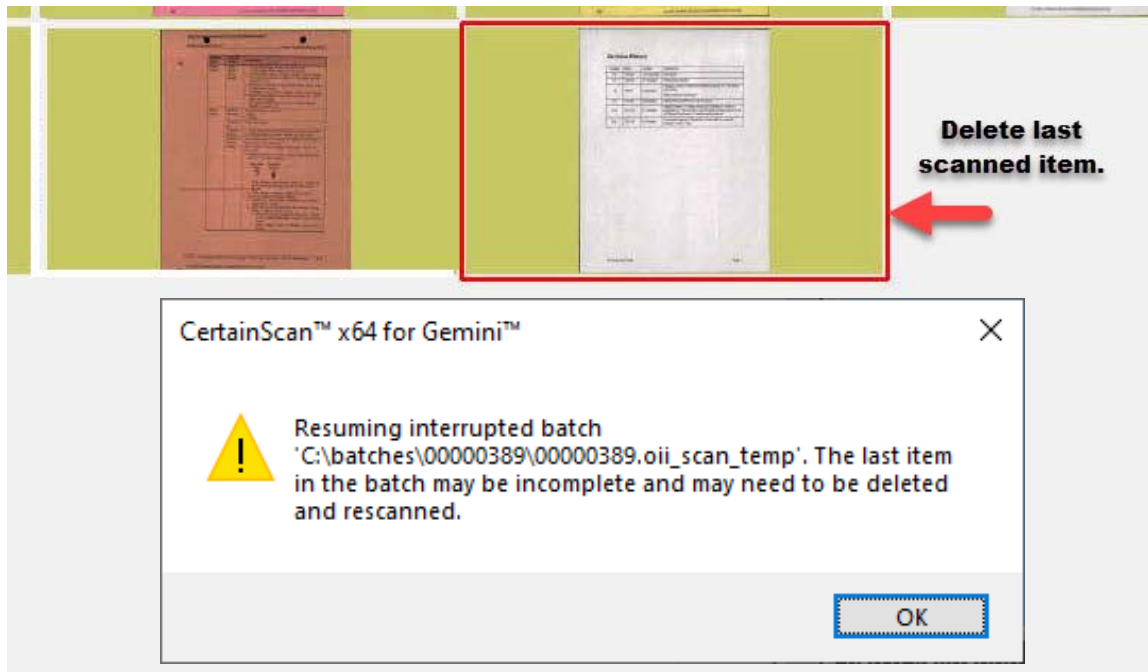
Figure 4-21: Repairing invalid batches

4.13.2. Closing a Batch

When scanning is finished, press the `Stop` button, and then press the `Exit` button for pop-up display to Close Batch (Figure 4-22).

Figure 4-22: Close Batch

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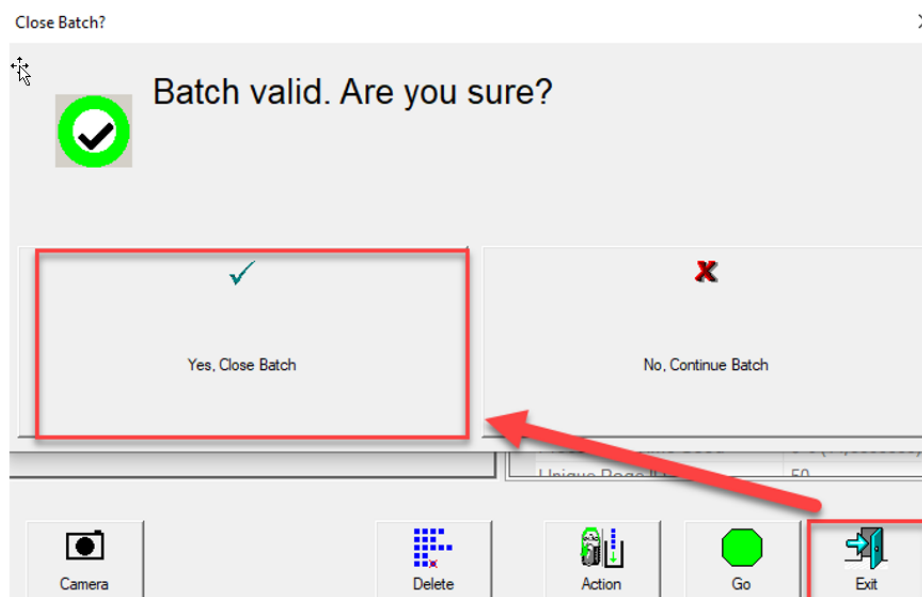
4.14. CertainScan Deferred Job

This is when a JobType is configured as "Generic with Deferred Processing", as shown in Figure 4-23.

Figure 4-23: Job Type setting

4.14.1. Page Type buttons

When running a deferred Job, Page Types that were configured as deferred will include a clock icon within the displayed Page Type button (Figure 4-24), and "Deferred" will show when placing the cursor over the icon. Only items that are scanned will be processed, offline items inserted into the batch will not be touched - such as External Camera or Virtual Page Types.
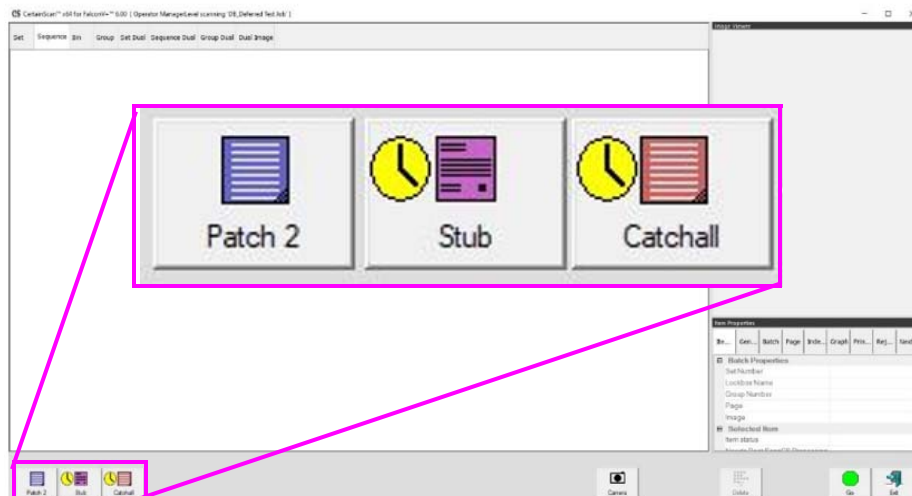
Figure 4-24: Page Type Buttons

4.14.2. Run screen thumbnails

(refer to Figure 4-25)

- Page Types that are not "Deferred" will have a striped background pattern with the actual PageType color as configured.

- Page Types that are "Deferred" will have a striped background pattern using a black fixed Page Type color.
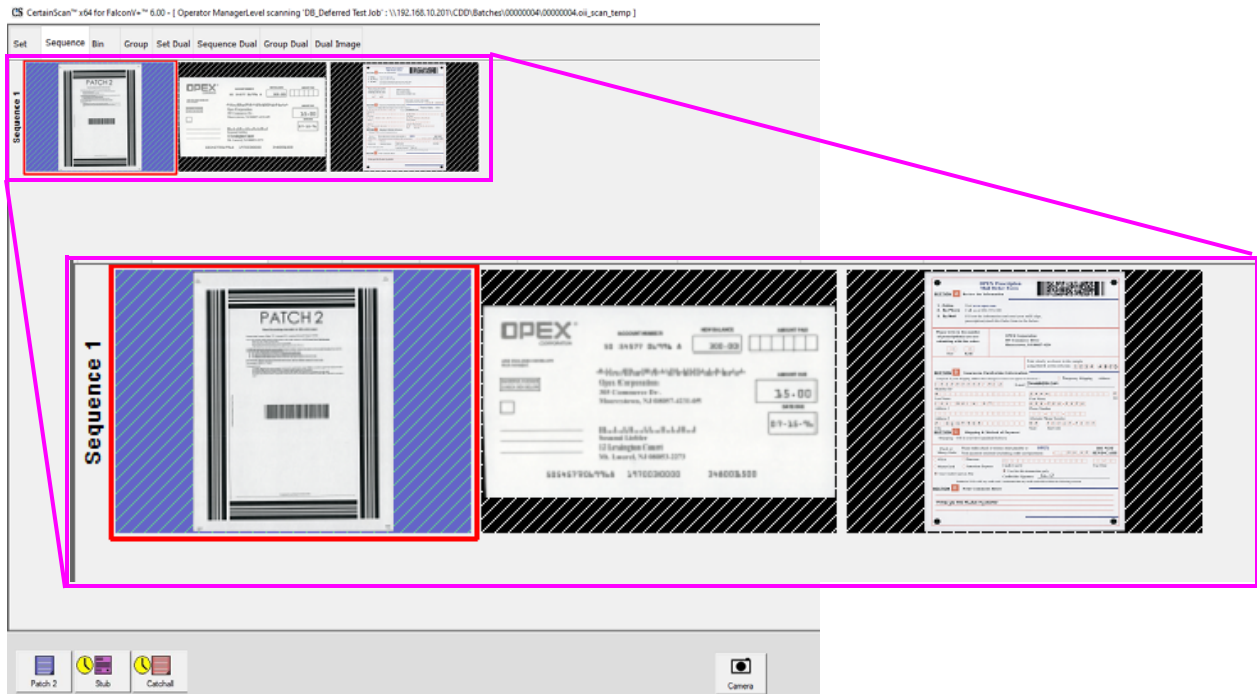
Figure 4-25: Runscreen thumbnail background patterns

Upon clicking **Exit** of a scan job, a pop-up will appear for operator selection based on the configured Job (Figure 4-26).
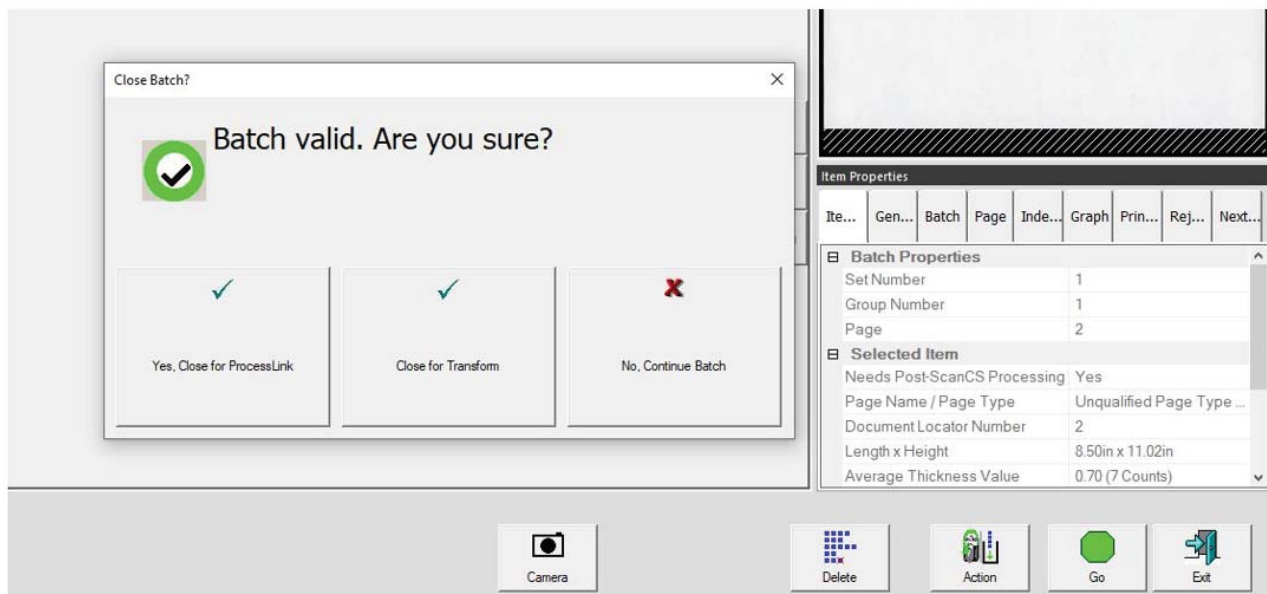
Figure 4-26: Close Batch window

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4.15. Rescan Feeder

The Rescan Feeder consists of a slotted opening in the scan bed cover that illuminates and a button to Activate/Deactivate the rescan feeder (Figure 4-27). The Rescan Feeder button is only active when the scanner is in a paused or reject condition state.

Rescan Feeder slot

Rescan Feeder button
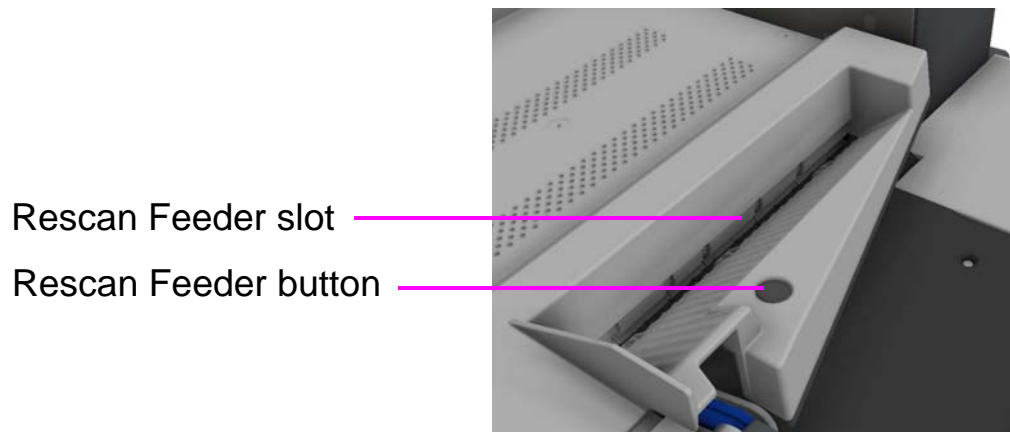
Figure 4-27: Rescan Feeder

4.15.1. Pausing the Scanner and Using the Rescan Feeder

When selecting **Pause** on the run screen, the Rescan Feeder slot will flash blue. This alerts the operator that it may be used to insert single or multiple items into the rescan feeder.

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To use the Rescan Feeder without Multi-Feed detection in paused state:

1. Click **Pause** on the run screen (Figure 4-28), the Rescan Feeder slot will start flashing blue, press the `Rescan Feeder` button and the slot will become lit a solid blue.
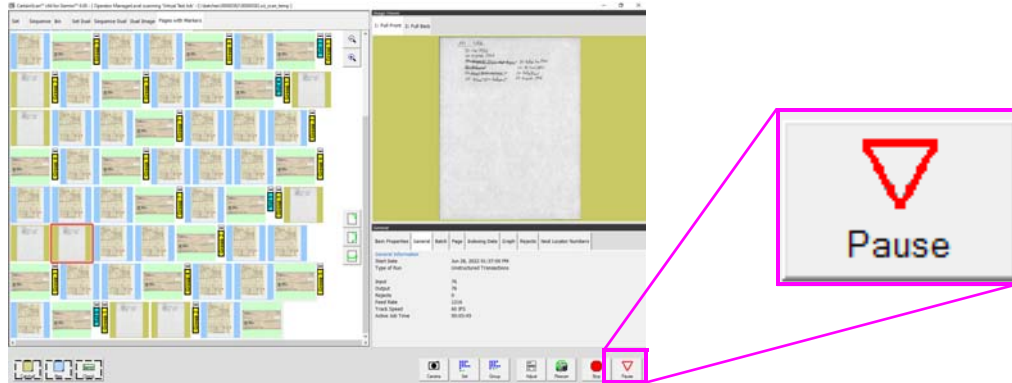
Figure 4-28: Select Pause

2. Insert the item(s) one at a time into the slot.

3. When finished, press the `Rescan Feeder` button again. The slot will no longer be illuminated, and feeding will resume at the auto feeder.

To use the Rescan Feeder with Multi-Feed detection in paused state:

1. Select **Pause** on the run screen, the Rescan Feeder slot will start flashing blue, press and hold the `Rescan Feeder` button until the Rescan Feeder slot begins to flash rapidly.

2. Inject the item(s) one at a time into the slot.

3. When finished, press the `Rescan Feeder` button again. The slot will no longer be illuminated, and feeding will resume at the auto feeder.

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4.15.2. Using the Rescan Feeder in Reject Condition

In the occurrence of a reject condition, the run screen will display the condition (Figure 4-29) and the Rescan Feeder slot will flash blue. The operator can choose to continue without using rescan feeder, or press the rescan feeder button to use the rescan feeder. Upon pressing the rescan button, the displayed run screen condition will close. Pressing **Cancel** will stop the Job being run.

Figure 4-29: Reject condition example

To use the Rescan Feeder without multi-feed detection with a reject condition:

1. When the Rescan Feeder slot is flashing, press the `Rescan Feeder` button, the run screen dialog will close, and the slot will become lit a solid blue.

2. Insert the item(s) one at a time into the slot.

3. When finished, press the `Rescan Feeder` button again. The slot will no longer be illuminated, and feeding will resume at the auto feeder.

To use the Rescan Feeder with multi-feed detection with a reject condition:

1. When the Rescan Feeder slot is flashing, press and hold the `Rescan Feeder` button until the Rescan Feeder slot begins to flash rapidly. The run screen dialog will close.

2. Insert the item(s) one at a time into the slot.

3. When finished, press the `Rescan Feeder` button again. The slot will no longer be illuminated, and feeding will resume at the auto feeder.

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4.16. Multi-Feed Detection (MFD)

The MFD consists of left and right pre-feeder wheels located directly to the right of the feed belt, the MFD override button and the MFD override LED (Figure 4-30).

The MFD allows feeding of single multi-thickness items, such as an item with a sticky note or a laminated item by disabling the ultrasonic multi-feed detectors during scanning. This feed path can also be used as an alternative to the Rescan Feeder drop slot.

MFD Override button
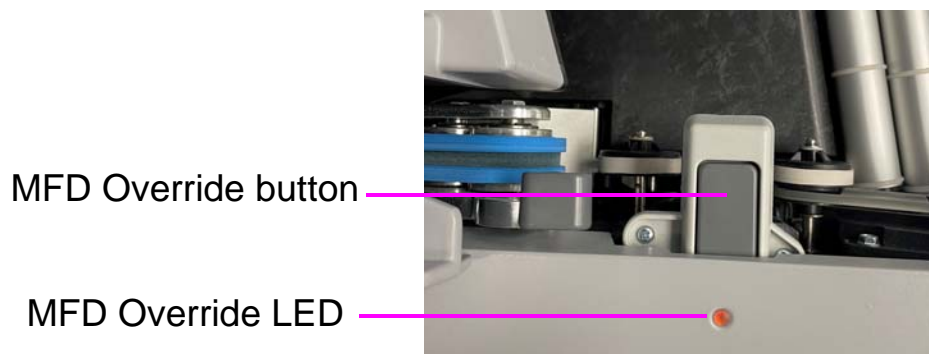
MFD Override LED

Figure 4-30: Pre-Feed MFD Override button

4.16.1. Disabling MFD While Scanning

1. Before scanning a multi-thickness item, press the **MFD override** button to disable the ultrasonic multi-feed detectors.

2. The LED will display as RED.

3. Place the single item to scan on the conveyor in front of the pre-feeder entrance.

4. The item will scan without detecting as a multi feed.

5. The MFD override LED will go off to resume scanning.

*Note: To scan multiple items (one after the other), press and hold the **MFD Override** button and the LED will flash RED. When finished scanning multiple items, press the **MFD override** button again to turn off MFD and resume scanning.*

4.16.2. Pausing the Scanner and Disabling MFD

1. Select `Pause` on the run screen. The MFD override LED will flash green and the conveyor rollers will stop.

2. Place item to scan on the conveyor in front of the pre-feeder entrance.

3. Press the `MFD override` button. The LED will flash Red and Yellow indicating multi-feed detection is not enabled.

4. Press the `Resume` button on the run screen.

5. The item will scan, and the LED will go off to resume scanning.

4.16.3. Using MFD Feeder Path in Reject Condition

1. In a reject condition, an error displays on the run screen (Figure 4-31), and scanning will automatically stop.

2. The LED will flash green.

3. Place item to rescan on conveyor as alternative to Rescan Feeder drop slot.

4. Press the `MFD Override` button, LED will flash Red and Yellow.

5. Press `Continue` button on the run screen to rescan the item.

6. The item will scan, and the LED will go off to resume scanning.

Figure 4-31: Reject condition

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4.17. ID Assist

When configured in a Job and per Page Type, ID Assist provides an additional method for identifying and/or applying an action to item being scanned. ID Assist does not work in Stack Feed mode.

ID Assist uses three through-beam sensors: ID Assist Verify and ID Assist #1 are used together to trigger the ID Assist feature. ID Assist #2 is used for tracking items that have been placed on the conveyor after triggering ID Assist.

4.17.1. Using ID Assist

To trigger ID Assist, swipe the item left to right in front of the ID Assist verify and ID Assist #1 sensors (Figure 4-32) and release the item on the conveyor. The ID Assist verify sensor puts the ID Assist feature in an enabled state pending the item continuing to the right, blocking ID Assist #1. If the item is not fully swiped to the right, ID Assist will not be triggered.

When a Job is run that uses ID Assist, the ID Assist indicator LED will be lit. When ID Assist is triggered, the indicator light will blink, indicating that ID Assist was triggered. Once the item is scanned, the ID Assist LED will turn off.

If you fully swipe left to right and do not release the item, or if you grab the item from the conveyor after releasing it, the sensors will time out and the ID Assist feature will not apply.

ID Assist #2
ID Assist indicator LED
ID Assist verify
ID Assist #1
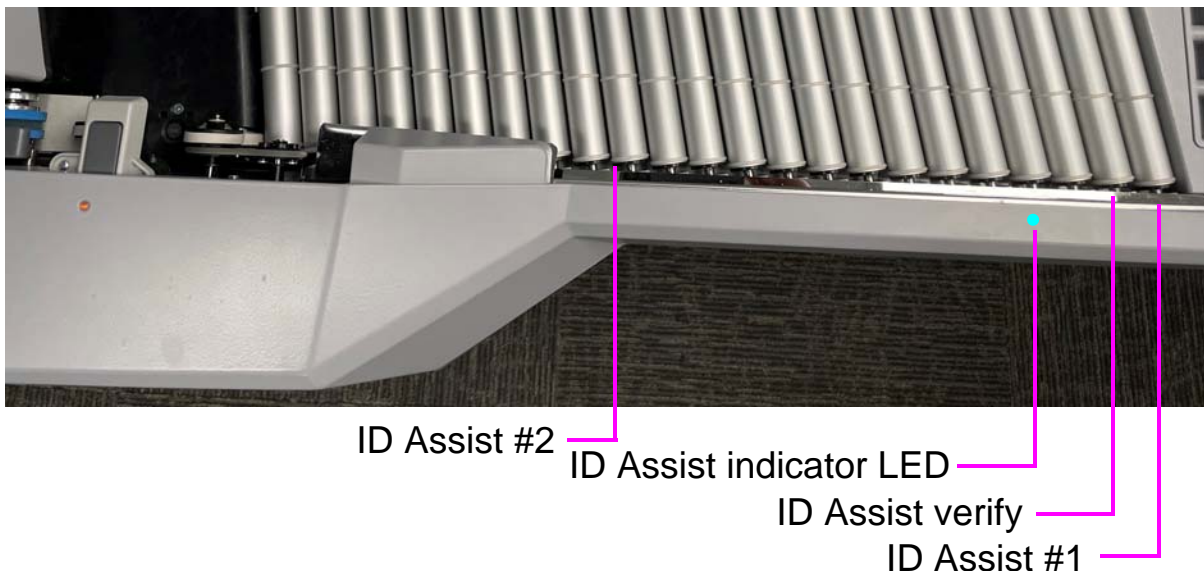
Figure 4-32: ID Assist

4.18. Multi-Slot ID Assist

The optional Multi-Slot ID Assist functionality is identical to ID Assist, but offers up to nine different preassigned functions per job (Figure 4-33). When Multi-slot ID Assist is configured in a Job, ID Assist is disabled.

Note: *This feature is not functional in high speed mode.*
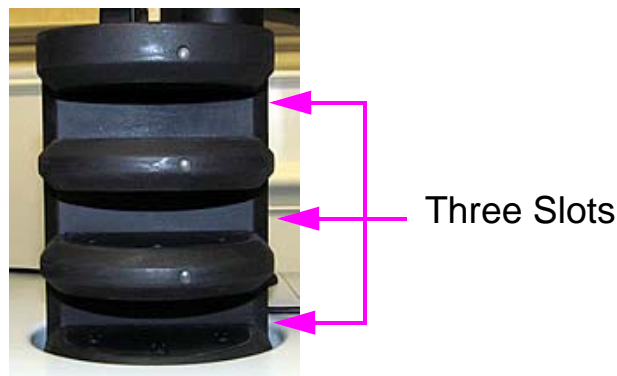
Three Slots

Figure 4-33: Multi-Slot ID-Assist Tower

The Multi-slot ID Assist Tower has three slots, each offering three different function selections. Each function has a corresponding swiping method used to trigger it. Using the three swiping methods below, each of the functions per slot can be selected:

- Slide the item from left to right in the slot
- Slide the item from right to left in the slot
- Insert the item straight in and pull straight out

Note: *With the wireless Multi-slot ID Assist Tower, the LED lights on the tower remain off until a swiping method has been detected. This is to help preserve battery life. The wireless Multi-slot ID Assist Tower uses a CR123A 3 volt battery.*

Multi-slot Assist instructions display in the information window for the operator while scanning. A graphical image shows the colors and direction to swipe the item (Figure 4-34).
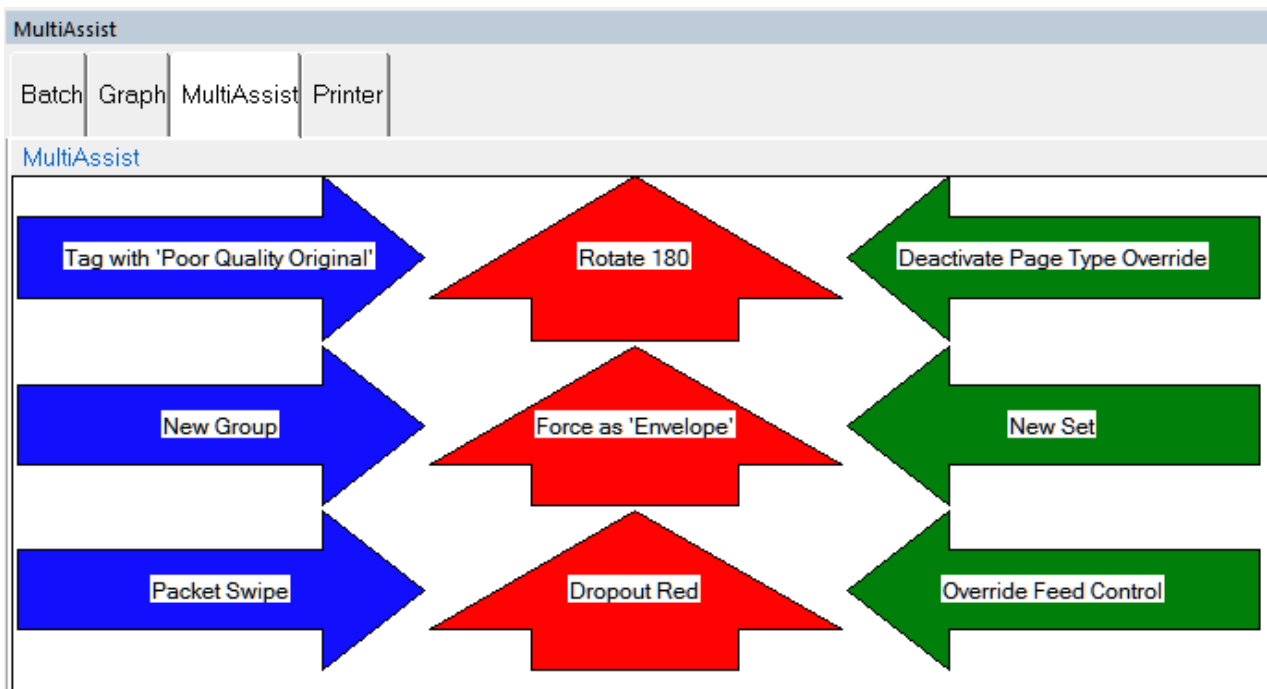
Figure 4-34: Example of the Info Window for a Multi-Slot ID Assist Job

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4.19. Key Assist

The optional Key Assist provides external keypad to perform specific functions in the Run screen, such as selecting a page type, starting and stopping jobs, and rotating images (Figure 4-35). This feature provides an alternative to touching the monitor.

Key Assist uses hard-coded keyboard mapping, depending on the Job Type. There are two mapping schemes:

- Mapping Scheme 1: The original Key Assist scheme supports eight Page Types and does not support a New Group key function.

- Mapping Scheme 2: Uses double-key combinations to support twelve Page Types and a New Group button. It also remaps New Transaction and Solicit Custom Data to double key combinations.

The Key Assist feature will not work with structured jobs and with Reference ID's. Reference ID require keyboard input.

Make sure Num Lock is enabled (LED lit)
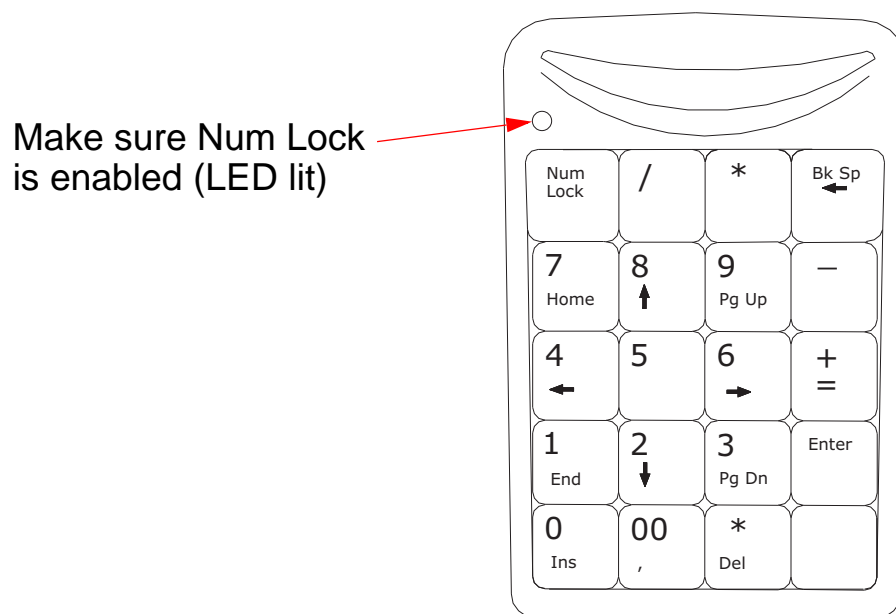
Figure 4-35: External keypad

4.20. Clearing Paper Jams

Scanner access:

1. Turn the latch counterclockwise to release the scanner cover. The scanner cover will swing to the open position (Figure 4-36).
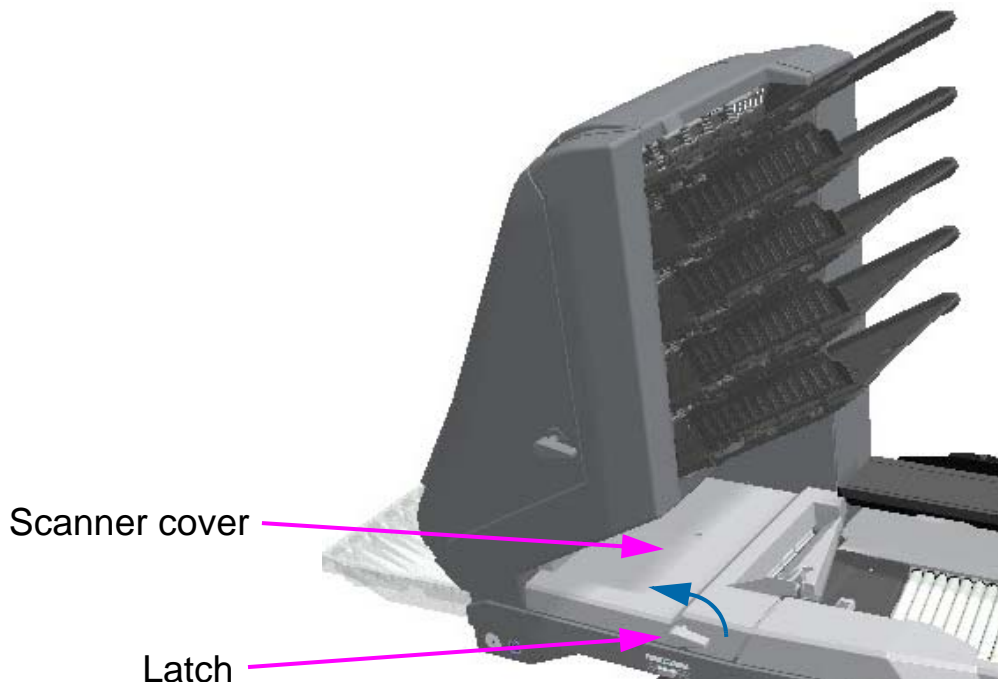
Figure 4-36: Access Scanner

2. Clear any jammed paper or debris in this area.

3. To close the scanner cover, hold onto the latch and gently pull the cover closed.

4. When the cover reaches the closed position, rotate the latch clockwise until the lock latches into place.

NOTICE

Slamming the scanner cover down can damage the image sensors.

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Access the Transport Area:

1. Turn the transport latch counterclockwise and pull the transport cover away from the scanner (Figure 4-37).

Transport cover
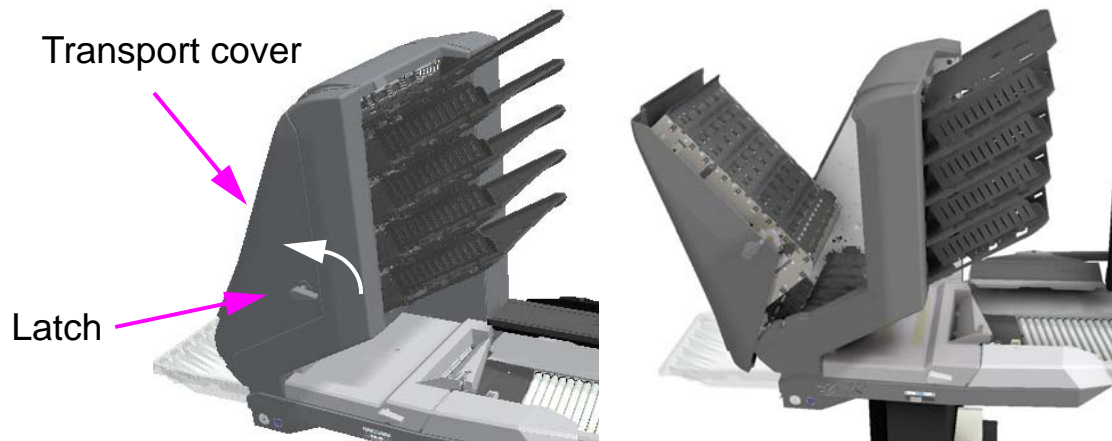
Latch

Figure 4-37: Opening the Transport Cover

2. Clear any paper or debris that is caught in the transport area.

3. To close the transport cover, hold onto the latch and gently pull the cover closed.

4. When the cover reaches the closed position, rotate the latch clockwise until you hear the lock snap into place.

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4.21. Clearing the Bins

When removing the paper from the output bins, you can pull the items from the side of the bins, or from the front (Figure 4-38). The bins have been designed to allow access to the smallest of pages, and incorporate hinged side walls to keep items from falling out of the bins.

Figure 4-38: Clearing the bins

Cut-outs in the bins aid in the removal of items (Figure 4-39).

Figure 4-39: Bin slots

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5. Maintenance

Gemini

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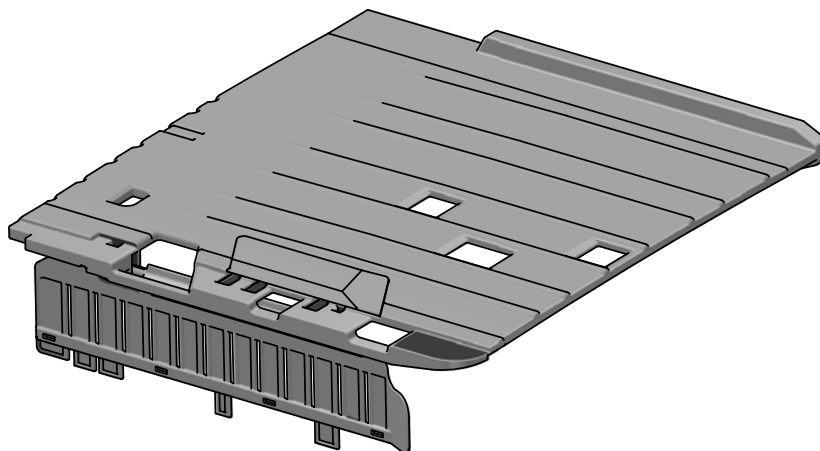
5.1. Calibrating the Touchscreen Monitor

The Gemini uses a ViewSonic® Touchscreen Monitor (OPEX # 2887800). This 22 inch LED backlit touchscreen monitor features a 3-sensor optical touchscreen, and is calibrated for its touch sensitivity before it leaves OPEX.

To Calibrate the Monitor

1. Access the **Tablet PC Settings** window. In the search field, type `Calibrate the screen for pen or touch input` and hit `Enter`.

2. On the **Display** tab in the **Tablet PC Settings** window, confirm the monitor name to calibrate from the drop-down menu (see Figure 5-1).
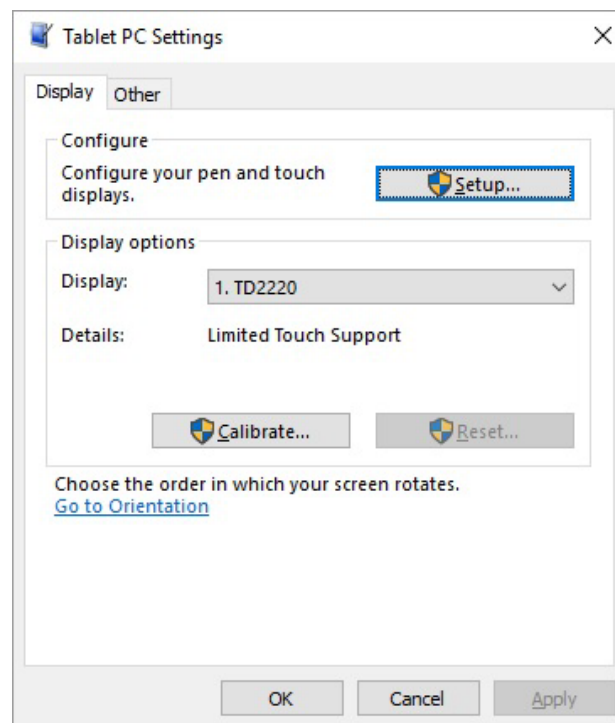
Figure 5-1: Select the Display

3. Click the `Calibrate…` button and follow the on-screen instructions.

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5.2. Removing/Replacing the Printer Cartridge

The printer assemblies are located within the transport section of Gemini. When removing an ink cartridge, pay attention to the position and orientation of the cartridge to replace correctly.

When installing a new printer cartridge, check the expiration date of the new cartridge to ensure it is not expired. The printer cartridges (in sealed containers) have a shelf life of two years from the date of manufacture. The Gemini uses ink cartridge HP Q2344A (OPEX 3730510).

5.2.1. Removing/replacing the back printer cartridge

1. Open the transport door by disengaging the latch handle.

2. Gently lift the tab (see Figure 5-2) and swing open the paper guide to expose the printer assembly.

Lift tab
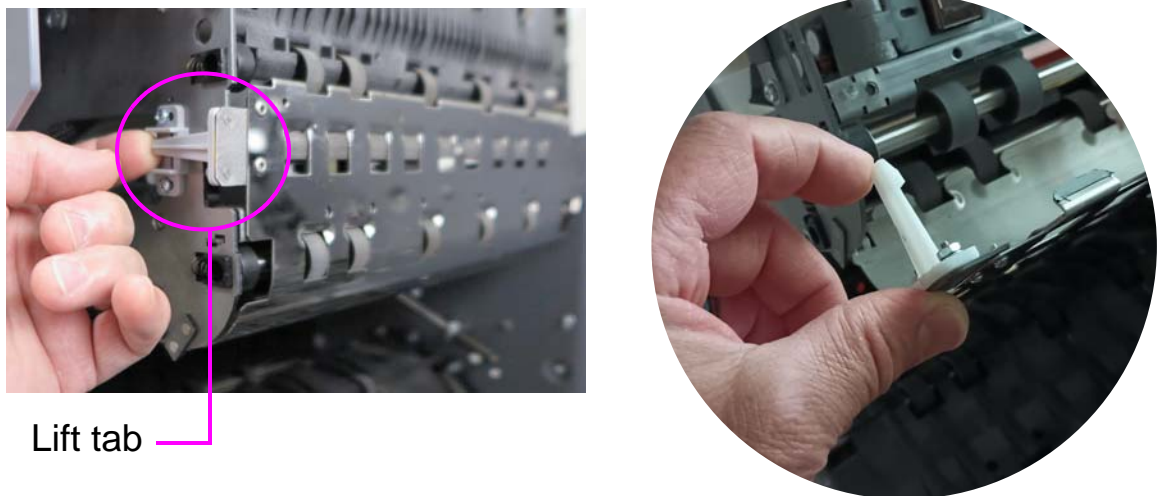
Figure 5-2: Back Printer Access

3. Loosen the screw shown in Figure 5-3.

Loosen screw
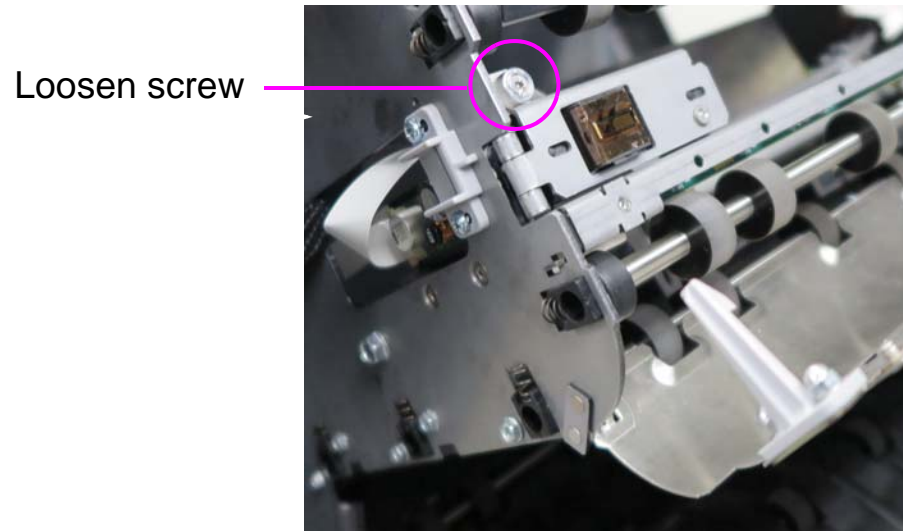
Figure 5-3: Screw location

4. Pivot the printer assembly towards you to access the green lever, and open it (Figure 5-4).

Move green lever
this direction to
free the printer cartridge
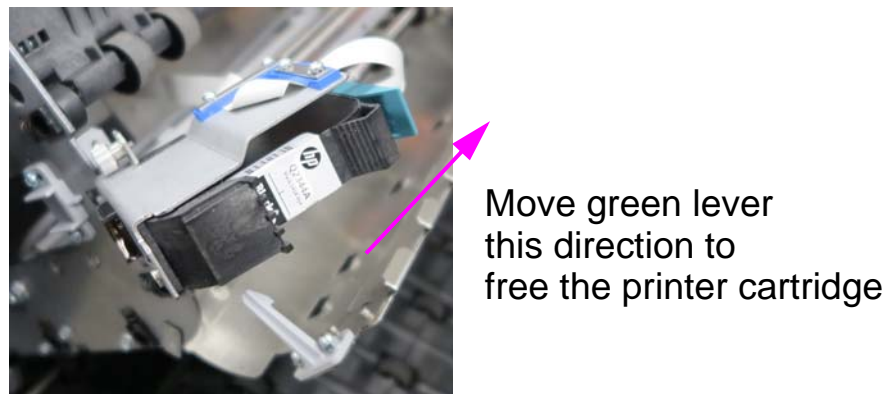
Figure 5-4: Green lever

5. Pull the tab on the rear of the printer cartridge and rotate outward.

6. Insert the new cartridge by tipping the front end of the cartridge in first, and then pushing in the rear of the cartridge until it "clicks" into place.

7. Go to **Diagnostics > Printer** and click `Replace Ink Cartridge` to reset ink drop count.

8. Reverse the steps to complete procedure.

5.2.2. Removing/replacing the front printer cartridge

1. Press the hinged cover under the sort bins (Figure 5-5). The cover will open exposing the printer assembly.

Press the hinged cover here
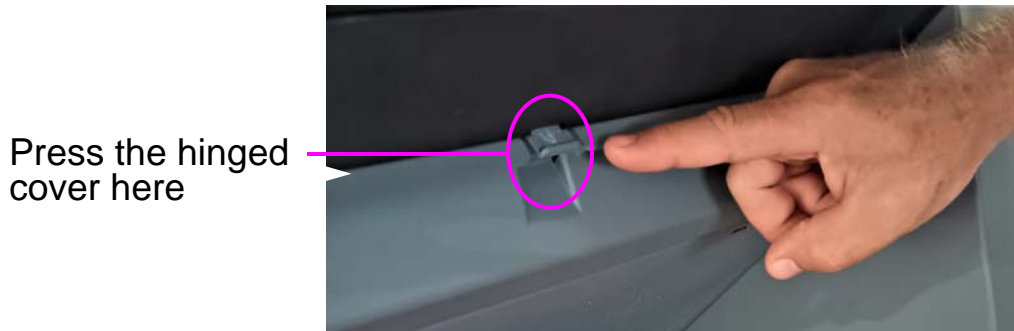
Figure 5-5: Front Printer Access

2. Lift the green lever to release the printer cartridge (Figure 5-6).
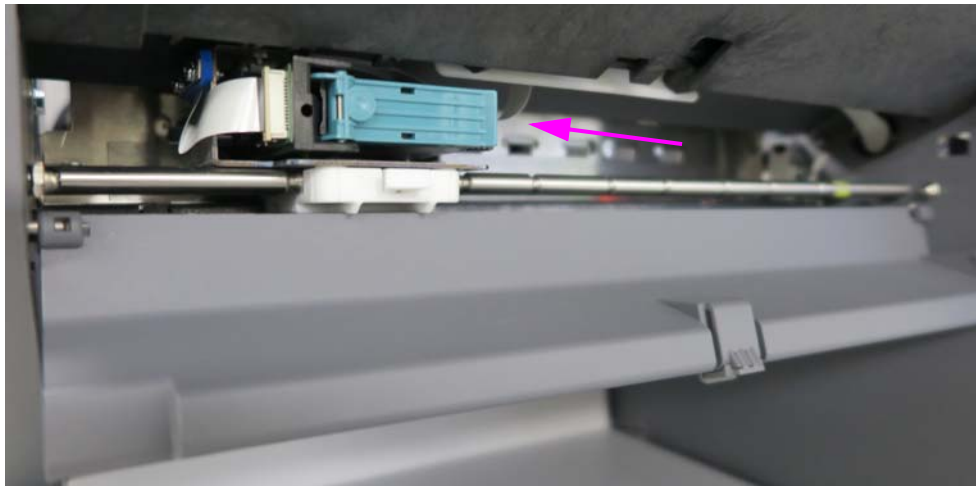
Figure 5-6: Front printer assembly

3. Pull the tab on the rear of the printer cartridge and rotate outward.

4. Insert the new cartridge by tipping the front end of the cartridge in first, and then pushing in the rear of the cartridge until it "clicks" into place.

5. Go to **Diagnostics > Printer** and click `Replace Ink Cartridge` to reset ink drop count.

6. Reverse the steps to complete procedure.

5.3. Bins

Insert the sort bins (see Figure 5-7). The bin positions are:

- Top (4): Side wall justifier hinged to bottom of bin.
- Bottom: No side wall justifier.

Figure 5-7: Sort Bins

5.4. Cleaning the Scanner

When maintained, the Gemini will continue to operate efficiently. However, over time, dust and dirt buildup can degrade the performance, resulting in problems such as skewing, double feeds and jams. The conveyor, stacker assembly, feed assembly and the CIS require regular cleaning.

Regular maintenance will ensure that the Gemini continues to function with minimum downtime and maximum efficiency. This maintenance procedure consists of debris/dust removal and general cleaning.

⚠️ **CAUTION**

Be careful when working with cleaners. A cleaner-soaked cloth or similar material should never be used to clean moving objects. For example, do not clean belts or rollers when the motors are running. The use of a cloth or a similar material on moving mechanisms can result in severe personal injury. If a belt, roller, pulley, or a similar part needs to be cleaned, hand-crank it during cleaning or clean it while stationary.

5.4.1. Conveyor and Transport Assemblies

1. Stop all Jobs and power down the scanner.

2. Check the transport area once a shift. Open the scanner cover and clear the area of paper debris, dust, envelope flaps, etc.

3. Vacuum dust and debris from the stacker bins as necessary.

4. Vacuum dust and debris from the conveyor rollers as necessary.

5.4.2. Contact Image Sensor

It is recommended the CIS glass be cleaned at the beginning or end of each shift, or as needed. When noticing lines appearing on the run screen image preview, it is likely there is something (toner, white out, paper, glue, etc.) attached to the CIS glass. Wipe the CIS glass clean with a lint free cloth and glass cleaner, for example Windex. Be sure to clean the top and bottom CIS. The CIS's are located underneath the transport door (Figure 5-8).

Figure 5-8: CIS

5.4.3. Feed Assembly

Lift the tab on the feed assembly to clean the retard pad underneath (Figure 5-9). Also clean the feed rollers that lead up to the feeder. Use a cleaner such as Formula 409 to clean the feed mechanism on a weekly basis or as necessary.

Feed assembly tab

Retard pad

Figure 5-9: Feed Assembly

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6. Statistics and Batch Output File Extensions

Gemini

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6.1. Gemini Statistics

Manager, Supervisor and User level operators have access to report functions:

- Create statistics reports
- Back up statistics
- Restore statistics

Use statistics reports to evaluate the efficiency of jobs run. The Gemini can generate:

- Individual Reports: Provide information on each job run. When selecting the criteria for generating individual reports, if more than one job run fits the criteria, a separate report is created for each run.
- Summary Reports: Provide information on a job range defined in the Statistics Reports Criteria window.

These two types of reports both have the following sections:

- General Information
- Overall System Performance Measures
- Performance Details

6.1.1. Creating Statistic Reports

1. In the Main Menu, select `Statistics`.

2. In the **Statistics Reports Criteria** window, set the report parameters:
    - **Jobs:** Select the Job(s). Select individual, multiple or all.
    - **Operators:** Select the Operator(s) or the shift or all Operators.
    - **Date:** Drop down to set start and end date.
    - **Time:** Drop down to set the start and end time.
    - **Job/Operator Lists** - select one of the radio buttons:
      - Current Jobs/Operators: Use as set in the Jobs and Operators lists.
      - Read thru previous runs: To find Jobs deleted from the current list of Jobs and Operators. If a Job was deleted, it is still stored in the stats

file. Access it by selecting this radio button, then click the Refill button to repopulate fields.

3. In the **Summary** section, select one of the radio buttons:
   - **All:** Generate a statistics report for every job run that matches the selected criteria.
   - **Jobs:** Generate a statistics report sorted by job name(s)
   - **Operators:** Generate a statistics report sorted by Operator name(s) Check the box to exclude jobs run by the OPEX Technician in your report.

4. Click the **Matching Runs** button to see how many jobs have been run that match the criteria selected above.
   - If N/A appears to the right of the button, there are no jobs to report that match the criteria listed. Change your search criteria.
   - If a number appears after the Matching Runs button, continue to the next step.

5. Click the **Summary Report** button at the bottom of the screen.

A tool bar across the bottom of the Statistics Report provides:

- **Left/Right Arrows:** Use to move through the content of your report(s).

- **Printer button:** Click to open the printer dialogue window and print report.

- **Export button E:** Click to automatically back-up the report to the location specified by the **System Setup > System > Statistics Settings > Statistics Report Export Filename** parameter.

- **Exit button X:** Click to close the Statistics Report window.

6.1.2. General Information

Table 6-1 lists the terms that appear in the General Information section of the statistics report.

Table 6-1: General Information terms

Term	Definition
Job Name	Name of job reported. If you are creating a summary report for two or more jobs, **All** appears in this field.
Operator	Name of operator included in report. If you are creating a summary report for two or more operators, **All** appears in this field.
Run Type	Type of run determined by setting the **Default Batch Type** Batch parameter: • **Singles** • **Multis** • **Stub Only** • **Check Only** • **Multis With Pages** • **Unstructured Transactions** • **Page Only** • **Structured Transactions** • **Mix** The **Default Batch Type** parameter can also be set in the Modify Batch Information window that appears when first starting a job, if the **Prompt Operator for Process & Recv Dates** Batch parameter is set to **Yes**.
Start Time	Time first job in the specified time window started.
End Time	Time the last job in the specified time window stopped.
Jobs Included	(Summary Report only) Lists the number of jobs included in the report.
Jobs Ended	(Summary Report only) Lists the number of jobs that ended in the specified time window.

6.1.3. Overall System Performance Measures

Table 6-2 lists the terms that appear in the Overall System Performance Measures of the statistics report.

Table 6-2: Overall System Performance Measures terms

Term	Definition
Input	Number of pieces fed into the machine.
Output	Number of pieces successfully processed by the machine. This number is calculated by subtracting the number of rejects from the number of pieces input.
Jam Rate	Number of jams per run. The formula for the Jam Rate is: $$\text{Jam Rate} = \frac{\text{Input}}{\text{Jams}}$$
Rejects	Number of pieces rejected.
Feed Rate	Number of pieces per hour the Gemini is currently feeding. The formula for the Feed Rate is: $$\text{Feed Rate} = \frac{\text{Input} * 3600}{\text{Active Job Time (seconds)}}$$
Output Rate	Number of pieces per hour the Gemini is processing. The formula for the Output Rate is: $$\text{Output Rate} = \frac{\text{Output} * 3600}{\text{Active Job Time (seconds)}}$$
Jam Clear Time	Average time the Gemini was stopped while the Operator was clearing a jam. The formula for the Jam Clear Time is: $$\text{Jam Clear Time (seconds)} = \frac{\text{Jam Time (seconds)}}{\text{Jams}}$$

Table 6-2: Overall System Performance Measures terms (continued)

Term	Definition
Reference Feed Rate	Number of pieces fed into the Gemini per hour. The formula for the Reference Feed Rate is: $$\frac{\text{Input} *3600}{\text{Run Time (sec)} + \text{Jams} *\text{Ref. Jam Clear Time (sec)}}$$
Reference Output Rate	Number of pieces processed by the Gemini. The formula for the Reference Output Rate is: $$\frac{\text{Output} *3600}{\text{Run Time (sec)} + \text{Jams} *\text{Ref. Jam Clear Time (sec)}}$$
Reference Jam Clear Time	Estimated time it takes to clear a jam. This number is fixed at 20 seconds.

6.1.4. Performance Details

Table 6-3 lists the terms that appear in the Performance Details section of the statistics report.

Note: *All times noted in the formulas in this table are in seconds. For example, if the Active Job Time appears as "00:01:49", then that means one minute (60 seconds) plus 49 seconds, or 109 seconds.*

Table 6-3: Performance Details terms

Term	Definition
Active Job Time	Time the Gemini was either actively running or stopped due to a jam. Active Job Time is broken down by: • Run Time • Jam Time
Run Time	Total run processing time.
Jam Time	Total time the Gemini was stopped for a jam.
Idle Time	Time the Operator was in the Run Job window, but the Gemini was not processing pieces.

6.1.5. Reject Terms

The Rejects section lists the reasons for the rejected items and how many items were rejected for each reason.

Table 6-4: Reasons for rejected items

Length Too Long	Results when an image is longer than the maximum allowable image size of the system, or when outsorting is set to reject an image longer than a defined length.
Length Too Short	Results when outsorting is set to reject an image shorter than a defined length.
Gap Too Small	Results when the gap between pieces is shorter than the minimum feed gap defined in the machine parameters.
Too Thin	Results when outsorting is set to reject a piece thinner than a defined minimum allowable thickness.
Too Thick	Results when outsorting is set to reject a piece thicker than a defined maximum allowable thickness.
Unable to Capture Image	Results when the imager fails to capture the image within the period of time that is expected.
Unable to Process Image	Results when an image is not processed due to a failure other than running out of processing time.
Blank Image Detected	Results when a job is set to reject blank pages and the piece was determined to be a blank page.
Does Not Match Expected Page Types	Results when the system could not match a piece to any of the page types in a particular job.
Bad MICR Read	Results when the combined MICR read does not have sufficient valid characters or a valid checksum.
Batch Ticket Expected	Results when a piece is identified as something other than a batch ticket when the system is expecting a batch ticket.
Stub Expected	Results when a piece is identified as something other than a stub when the system is expecting a stub.
Check Expected	Results when a piece is identified as something other than a check when the system is expecting a check.

Table 6-4: Reasons for rejected items (continued)

Page Expected	Results when a piece is identified as something other than a page when the system is expecting a page.
Envelope Expected	Results when a piece is identified as something other than an envelope when the system is expecting an envelope.
Money Order Expected	Results when a piece is identified as something other than a money order when the system is expecting a money order.
Cash Expected	Results when a piece is identified as something other than cash when the system is expecting cash.
Check Listing Expected	Results when a piece is identified as something other than a check listing when the system is expecting a check listing.
Batch Limit Detected	Results when the maximum transactions, pieces, stubs, or checks (as defined in the batch parameters) has been reached.
Last Transaction Not Complete	Results when the current transaction does not fit the defined transaction criteria, and a piece is identified as a page type that defines a new transaction.
Current Transaction Already Complete	Results when a transaction has met its defined criteria and a new piece that is not defined to start a new transaction is identified.
Batch Ticket Not Expected	Results when a piece is identified as a batch ticket after valid pieces are already included in the batch, unless auto batch mode is in use.
Ran Out of Time Processing Image	Results when the software has run out of the time that it has available to process a particular image. The amount of time it has available depends upon track speed.
Could Not Detect Document Edges	Results when image processing is unable to detect the edges of an item that has been scanned.
No Page Sub-Type Selected	Results when a piece is identified as one with page sub-types, and no default page sub-type has been specified, and the operator did not make a page sub-type selection.

Table 6-4: Reasons for rejected items (continued)

ScanLink Plug-in Requested a Reject	Results when the ScanLink plug-in has requested that the piece be rejected.
ScanLink Plug-in Timed Out	Results when the host has not received a response back from the ScanLink Plug-in within the required amount of time.
Could Not Create a Batch	Results when the software was unable to create a batch due to an inability to open and write a new file, or an error within the system.
Detected a Duplicate Batch	Results when the software has detected a duplicate batch either via the used batch list, or by finding batches in the batch directories with the same batch number.
Failed Saving Image	Results when there is an error trying to add or rescan a piece to a batch.
Magnetic MICR Response Missing	Results when the software does not receive a response from the magnetic MICR when it is expecting one.
Cannot Process Printer Data	Results when there is an error in sending the audit trail information to the printer.
Required Item Expected	Results when an item is of the wrong priority to be scanned in the current location within a transaction (Structured batches only).
Only One Item of this Type Expected	Results when only one item of the scanned item's priority is allowed, and that required item is already present within the batch (Structured batches only).
New Transaction Required	Results when a new transaction must be started in order to add this item to the batch (Structured batches only).
Jamsorts	Appears for all input pieces immediately following a reject when the job parameter "Stop Machines for Rejects" is set to something other than "No", until the reject is cleared. Also appears for all input pieces immediately following a jam until the jam is cleared.

Table 6-4: Reasons for rejected items (continued)

No Bin Available	Results when the Bin Full sensors detect that the sort bins have reached their capacity.

6.1.6. Jams

The Jams section lists the reasons for the jams that occur.

Table 6-5: Reasons for jams

Duplicate Batch Detected	A batch could not be started, because a batch with the same name already exists.
Too Many Consecutive Rejects	Results when the number of consecutive rejects is greater than the machine parameter maximum consecutive reject count.
Software Problem Detected	Results when the controller receives invalid information from the host, or there is an issue or exception within the controller.
Vertical Turn Sensor Missing	Results when the controller is expecting to see a piece pass by the vertical turn sensor, but it has not passed within the time period expected.
Stacker Entry Sensor Missing	Results when the controller is expecting to see a piece pass by the stacker entry sensor, but it has not passed within the time period expected.
Bin 2 Gate Sensor Missing	Results when the controller is expecting to see a piece pass by the bin 2 gate sensor, but it has not passed within the time period expected.
Feed Entry Multifeed Sensor Blocked	The Feed Entry MultiFeed Sensor is blocked.
Feed Input Multifeed Sensor Blocked	The Feed Input MultiFeed Sensor is blocked.

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Table 6-5: Reasons for jams (continued)

Unexpected Piece at Stacker Entry Sensor	Results when a piece is detected at the stacker entry sensor that the software was not expecting. This is usually caused by a piece that was intended to go to the stacker bypass bin, but did not make the correct decision in time. A gate that did not fire properly can also cause it.
Unexpected Piece at Bin 2 Sensor	Results when a piece is detected at the bin 2 sensor that the software was not expecting. A gate that did not fire properly usually causes this to occur.
Invalid Piece Complete Response	Results when an invalid piece id is received from the host upon piece completion.
Piece Thickness Sensor Null Below Minimum	Results when the thickness sensor is lower than the minimum null defined in the machine parameters.
Piece Thickness Sensor Null Above Maximum	Results when the thickness sensor is greater than the maximum null defined in the machine parameters.
Piece Thickness Sensor Runout Problem	Results when the thickness sensor runout is greater than the maximum runout defined in the machine parameters.
Missing Piece at Straight Through Path	Results when the piece was supposed to go to the stacker bypass bin, but didn't.
Batch Manager has an Internal Error	Results when there is an internal error within Batch Manager.
Detected a File Write Error	Results when the software detects a problem with writing image or batch files to the specified directories.
ScanLink Plug-in Failed	Results when there is a failure sending information to the ScanLink plug-in.
ScanLink Plug-in Requested a Jam	Results when the ScanLink Plug-in has requested a jam.

Table 6-5: Reasons for jams (continued)

Host to Controller Report Missing	Results when the controller is expecting piece information from the host, and does not receive it within the expected time window. This is frequently caused by pushing the system to its limits, or by something causing the system to get out of sync.
Jam Caused by Reject	Results whenever a reject other than Jamsorts occurs. Thus every reject other than Jamsorts is counted as a jam under this category. The Job Parameter "Stop Machines for Rejects" must be set to something other than "No" for rejects to jam the machine. Otherwise, rejects will be directed to the reject bin and processing will continue.
Double Detected	The Multifeed Sensor indicates that two pieces are being fed together.
MFD Skew Angle Exceeded Sensor Blocked	The MFD Skew Angle Exceeded Sensor is blocked.
MFD Skew Damage Exceeded Sensor Blocked	The MFD Skew Damage Exceeded Sensor is blocked.
Out Of Bounds Sensor Blocked	The Out Of Bounds Sensor is blocked.
Out of Bounds Detected	A piece is too tall for the imager.
Justification Sensor Blocked	The Justification Sensor is blocked.
Feed Singulation Defeat Button Stuck	The override feed control button is stuck in a down position.
Skew 9 Sensor Blocked	The Skew 9 Sensor is blocked.
Skew 8 Sensor Blocked	The Skew 8 Sensor is blocked.
Skew 7 Sensor Blocked	The Skew 7 Sensor is blocked.
Skew 6 Sensor Blocked	The Skew 6 Sensor is blocked.
Skew 5 Sensor Blocked	The Skew 5 Sensor is blocked.
Skew 4 Sensor Blocked	The Skew 4 Sensor is blocked.

Table 6-5: Reasons for jams (continued)

Post Feed MFD Trail Sensor Blocked	The Post Feed MFD Trail Sensor is blocked.
Stepper Stall Detected	A Stepper Motor has stalled.
Pre Crush Roller Sensor Blocked	The Pre Crush Roller Sensor is blocked.
Feed Entry RX Present Sensor Blocked	The Feed Entry RX Present Sensor is blocked.
Fan Failure Detected	A fan has stopped functioning.
Roller Bed Motor Fault Detected	This event can occur during a job activation of the roller bed motor and a stall, over-current, under-current, thermal warning or thermal shutdown is detected by the stepper controller.
Feeder Motor Fault Detected	This event can occur during a job activation of the feeder motor and a stall, over-current, under-current, thermal warning or thermal shutdown is detected by the stepper controller.
Scan Bed Motor Fault Detected	This event can occur during a job activation of the scan bed motor and a stall, over-current, under-current, thermal warning or thermal shutdown is detected by the stepper controller.
Stacker Motor Fault Detected	This event can occur during a job activation of the stacker motor and a stall, over-current, under-current, thermal warning or thermal shutdown is detected by the stepper controller.
ID1 Assist Verify Jammed	This event can occur during a run when the ID1 ASSIST VERIFY sensor is blocked longer than the configurable amount of time has allowed. The **id assist sensor jammed time (5000)** machine parameter configures this timeout. The default is 5000 milliseconds or 5 seconds.
Servo Fuse 1 Fault Detected	This event can occur during a run when the fuse for the servo motor, which controls the upstream or right-hand pre-feed arm, is detected to be open or blown.

Table 6-5: Reasons for jams (continued)

Servo Fuse 2 Fault Detected	This event can occur during a run when the fuse for the servo motor, which controls the downstream or left-hand pre-feed arm, is detected to be open or blown.
Roller Bed Fan Fault Detected	This event can occur during a run when the fan for the roller bed motor is not detected as operating.
Feeder Fan Fault Detected	This event can occur during a run when the fan for the feeder motor is not detected as operating.
IO Link Down Detected	This event occurs when the RJ45 cable between the IO stepper board and the OPEX IO link port is unplugged, and when the IO stepper board is powered off. If either of those conditions are true and the scanner is running, the controller will issue the **IO Link Down Detected** jam and CertainScan will present a stoppage dialog screen with the text of "Link Down, Check Cable and Power". The **Machine Parameter > Module Disable Parameters > disable io link down detection** is associated with this event. If **disable io link down detection** is set to **0** (the default), this event will be detected and jam if necessary as described above. If **disable io link detection** is set to **1**, this event is not detected.
Imager Error Detected	This event occurs during any machine job start when the imager is detected as not ready to capture images.
Unexpected Piece detected at Drop Slot	This event will occur if a sheet is detected at the "System Entry" sensor when the Drop Slot is not active.

Table 6-5: Reasons for jams (continued)

Reduced TMD accuracy has been detected	Its intent is to alert the technician when Gemini believes the TMD needs servicing.
	The need for servicing is determined when the automatic setting of the TMD DAC has been found to differ three or more times over the last two weeks. The cause for the automatic setting changes is most likely due to staple accumulation around the TMD magnet and/or sensor chip.
	The history of the automatic setting of the TMD DAC is contained within the TMD_DAC_Settings_Log.dat file. It is recommended that you delete the log file from the C:\OPEX directory to avoid seeing this error message (at least) once more after the TMD has been serviced.
Bin 1 Gate Sensor Blocked	The Bin 1 Gate Sensor is blocked.
Bin 1 Exit Sensor Blocked	The Bin 1 Exit Sensor is blocked.
Bin 2 Exit Sensor Blocked	The Bin 2 Exit Sensor is blocked.
Bin 3 Exit Sensor Blocked	The Bin 3 Exit Sensor is blocked.
Bin 4 Exit Sensor Blocked	The Bin 4 Exit Sensor is blocked.
Bin 5 Exit Sensor Blocked	The Bin 5 Exit Sensor is blocked.
Bottom Image Entry Sensor Missing	Results when the controller is expecting to see a piece pass by the bottom image entry sensor, but it has not passed within the time period expected.
MICR Entry Sensor Missing	Results when the controller is expecting to see a piece pass by the MICR entry sensor, but it has not passed within the time period expected.
Bin 0 Entry Sensor Missing	Results when the controller is expecting to see a piece pass by the Bin 0 entry sensor, but it has not passed within the time period expected.

Table 6-5: Reasons for jams (continued)

Bin 1 Gate Sensor Missing	Results when the controller is expecting to see a piece pass by the Bin 1 gate sensor, but it has not passed within the time period expected.
Bin 1 Exit Sensor Missing	Results when the controller is expecting to see a piece pass by the Bin 1 exit sensor, but it has not passed within the time period expected.
Bin 2 Exit Sensor Missing	Results when the controller is expecting to see a piece pass by the Bin 2 exit sensor, but it has not passed within the time period expected.
Bin 3 Exit Sensor Missing	Results when the controller is expecting to see a piece pass by the Bin 3 exit sensor, but it has not passed within the time period expected.
Bin 4 Exit Sensor Missing	Results when the controller is expecting to see a piece pass by the Bin 4 exit sensor, but it has not passed within the time period expected.
Bin 5 Exit Sensor Missing	Results when the controller is expecting to see a piece pass by the Bin 5 exit sensor, but it has not passed within the time period expected.
Back Printer Door Open	Results when the back printer door is not completely closed.
Drop Slot ACK Timeout	Results when all timing functions were not able to sync when the drop slot is enabled with high speed scanning.

6.1.7. Stops

The Stops section lists the following:

Table 7: Reasons for stops

Feeder Jammed	Results when the lower skew detect sensor has been blocked for a specified period of time. Both the feed jammed time and feed streaming time define this period.
Upper Skew Detect Sensor Blocked	Results when the upper skew detect sensor is blocked by something when the system is attempting to start up.
Middle Skew Detect Sensor Blocked	Results when the middle skew detect sensor is blocked by something when the system is attempting to start up.
Lower Skew Detect Sensor Blocked	Results when the lower skew detect sensor is blocked by something when the system is attempting to start up.
System Entry Sensor Blocked	Results when the system entry sensor is blocked by something when the system is attempting to start up.
Vertical Turn Sensor Blocked	Results when the vertical turn sensor is blocked by something when the system is attempting to start up.
Stacker Entry Sensor Blocked	Results when the stacker entry sensor is blocked by something when the system is attempting to start up.
Bin 2 Gate Sensor Blocked	Results when the bin 2 gate sensor is blocked by something when the system is attempting to start up.
Stacker Door Open	Results when the stacker door is detected to be open during a run or when the system is attempting to start up.
Transport Door Open	Results when the transport door is detected to be open during a run or when the system is attempting to start up.

Table 7: Reasons for stops (continued)

ScanLink Plug-in Requested a Stoppage	Results when the ScanLink Plug-in has requested a stoppage.
Too Skewed	Results when a piece is detected to be too skewed to pass through the system safely.
Bottom Imager Entry Sensor Blocked	Results when the bottom imager entry sensor is blocked by something when the system is attempting to start up.
MICR Entry Sensor Blocked	Results when the MICR entry sensor is blocked by something when the system is attempting to start up.
Bin 0 Entry Sensor Blocked	Results when the Bin 0 entry sensor is blocked by something when the system is attempting to start up.
Bin is Unavailable	Results when a configured Job bin is not available, 5 Bins (Gemini, FalconV) or 3 Bins (Falcon); or when a bin is configured for a Job but is disabled by machine parameters. This stoppage can be overridden.
Bin 1-5 Is Not Empty	At Job start, bins are polled to confirm empty. This results when the bin found is not empty. This stoppage can be overridden.
Front Printer Door Open	Results when the front printer door is detected to be open during a run or when the system is attempting to start up.

6.2. Batch Output File Extensions

An internal batch file format called OII (OPEX Interchange Interface) is used to pass batches between OPEX applications (CertainScan, CertainScan Edit, and OPEX Transform). This allows changes to be applied along the way, and then produce the final output (OXI, ODI, Custom) made available to the back-end user. OII batch files use the extension ".oii". CertainScan Batch Parameter settings can affect how and when a batch is processed using the OII file.

6.2.1. Extensions:

The state of a batch is indicated by its file extension. ODI, OXI and OII support the following states:

- **Final:** *.odi, *.oxi, *.oii

- **Suspended Scanning:** *.odi_scan, *.oxi_scan, *.oii_scan

  These extensions appear based on the following Batch Parameter settings:
  - Require Image and Batch Editing = **No**
  - Prompt Operator to Suspend Batch = **Yes**

- **Suspended Editing:** *.odi_edit, *.oxi_edit, *.oii_edit

  This extension appears when a batch is closed for editing.

- **Suspended Transform:** *.odi_transform, *.oxi_transform, *.oii_transform

  This extension appears when a batch is closed for transform.

- **Temp Scanning:** *.odi_scan_temp, *.oxi scan_temp, *.oii_ scan_temp

  This extension is seen momentarily when a batch first appears.

- **Temp Editing:** *.odi_edit_temp, *.oxi_edit_temp, *.oii_edit_temp

  This extension appears when a batch is open in CertainScan Edit.

- **Corrupt:** *.odx, *.oxx, *.oix

Note: *This is a list of all supported states, though you may not see all states being used.*

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Statistics and Batch Output File Extensions

About OPEX Corporation

OPEX Corporation is more than a manufacturer of machines. We continuously reimagine technology to power the future for our customers.

With an innovative approach, we engineer unique automated solutions that support our customers so they can solve the most pressing business challenges for both today and tomorrow. Our scalable Warehouse, Document, and Mail Automation solutions improve workflow, accelerate change, and drive efficiencies in infrastructure.

We are a family-owned and operated organization with more than 1200 committed employees who innovate, manufacture, install, and service products that are helping transform industry every day. We listen to our customers, respect each other, and work together to help reimagine the future through automated solutions.

At OPEX, we are Next Generation Automation.

GEMINI

OPEX®