

FOLDING AND INSERTING MACHINE SI 76

OPERATOR MANUAL

1. FUNCTION

The machine feeds, folds and inserts documents into envelopes and then seals and stacks the envelopes. Automatic monitoring ensures the correct number of inserts per envelope.

The SI 76 is equipped with a variety of special features as document thickness detection, programmable jobs, Load 'N Go™, FlexFeed™, double feed control, hopper swap, multifeed, daily mail, IntelliDeck™, and PowerFold™.

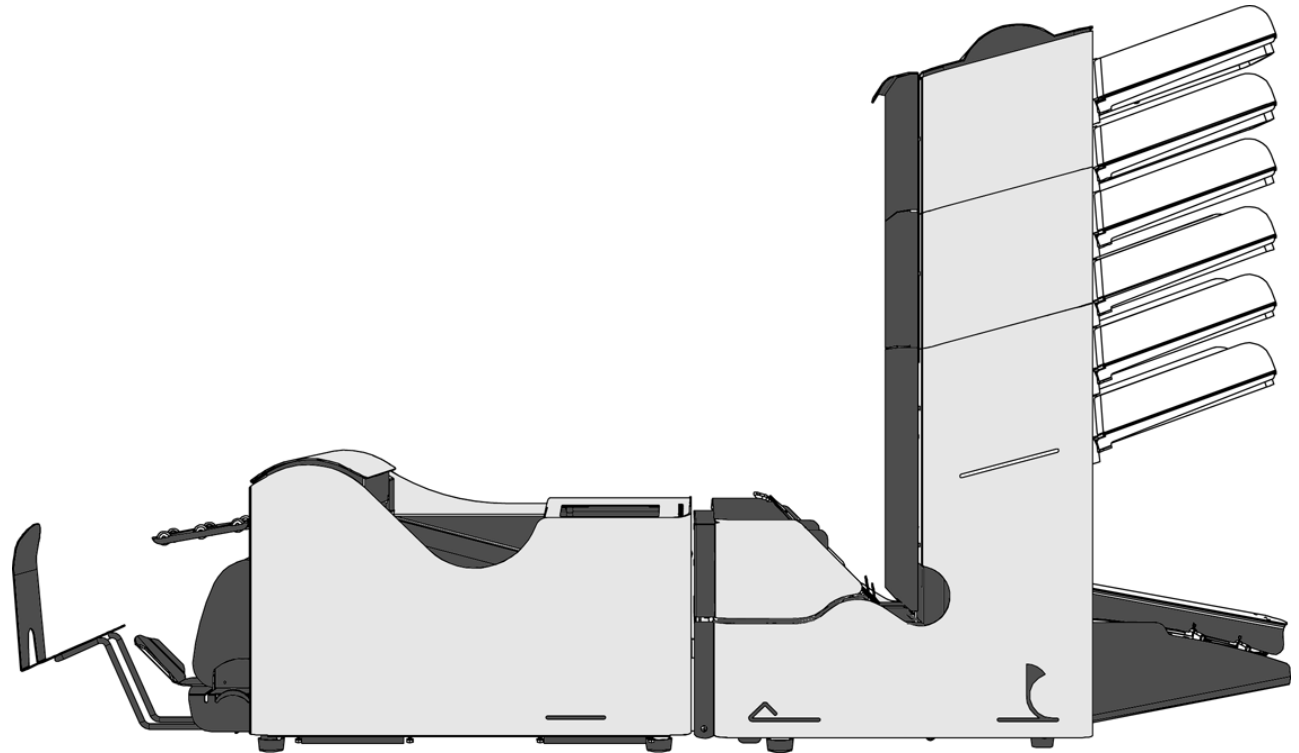


Fig. 1

Before using this system thoroughly read the operating instructions. In the European Union an operator manual printed in the national language(s) is supplied with the system. If it is not, contact your authorized distributor.

Warnings

- If the feed/fold unit and inserter unit have to be physically separated, the operator should taken into account the heavy weight of the unit during separation.
- Before connecting check whether the system is suitable for the local mains voltage; refer to the type plate.
- For special national conditions refer to the chapter specifications.

Safety precautions

- This system is only to be operated by fully trained personnel. The manufacturer accepts no responsibility for injuries caused by unauthorized operation.
- The opening of covers must be carried out only by a skilled and authorized person who is aware of the hazard involved. The system will not operate with the covers opened.
- Keep long hair, fingers, jewellery, etc. away from turning parts of the system.
- The socket outlet shall be installed near the equipment and shall be easily accessible.
- The mains plug shall be connected only to a socket outlet provided with a protective earth contact.
- Over-current protection in the equipment also relies on the branch circuit protection (max. 20 A).
- The following part(s) is (are) considered the equipment disconnect device(s):
 - power supply cord plug.

Used symbols

In this manual the following symbols are used.



Warning, this symbol indicates a wrong action which can cause a hazard to health or damage the system. This symbol also means: Read your operator instruction.



Warning, this symbol indicates a hazard to life because of high voltage.

Italic text Additional information (Italic)

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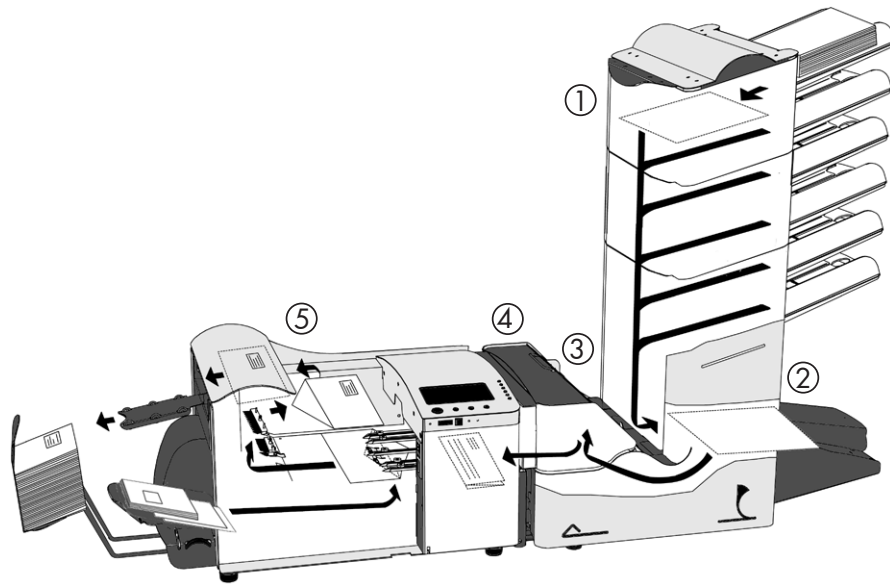


Fig. 2

2. GENERAL

2.1 Understanding the machine

The SI 76 is a sophisticated folding and inserting system which can process large quantities of mail rapidly and easily. The system can be operated by means of a user friendly interface.

The settings of the system (types of documents, type of envelopes and the type of fold) is recorded in so called jobs. These jobs can be programmed by an authorized user.

As a special feature the system is equipped with a Load 'N Go™ function. The purpose of this function is to go to work as quick as possible without doing extensive adjustments.

When a stoppage occurs, the system automatically signals the operator and gives a suggestion about solving the problem.

The system consist of the following parts:

- ① FlexFeed™
- ② collating area
- ③ IntelliDeck™
- ④ PowerFold™
- ⑤ inserter

FlexFeed™; see 1

The FlexFeed™ is the feeding part of the system. There are two types of feeders available. The automatic and the special feeder. The automatic feeder does not require any adjustments for the separation. The FlexFeed™ is equipped with double feed control. In this way the system can detect faulty sets of documents. The FlexFeed™ is equipped with hopper swap. This means that two feeders can be linked as pairs. When the first feeder is empty, the system switches to the other feeder. Meanwhile the other empty feeder can be refilled without stopping. It's also possible to feed multiple documents from one feeder. In this way more documents can be fed from one station, for example an original and a copy of a document.

The upper automatic feeder is equipped with a "daily mail" function for processing documents or sets of documents which cannot be processed automatically (e.g. stapled).

Collating area; see 2

After feeding, the documents are gathered and aligned in the collating area.

IntelliDeck™; see 3

When the system is equipped with the IntelliDeck™ incorrect sets of documents will be thrown out automatically by the IntelliDeck™. In this way the system does not need to stop. Correct sets will be transported to the PowerFold™ unit.

PowerFold™; see 4

The PowerFold™ unit folds the documents. The following fold types are possible:

- no fold.
- single fold.
- letter fold.
- zig-zag fold.
- double parallel fold.

Insertor; see 5

After folding the documents are transported to the insertor unit where the documents are inserted into a waiting envelope. The insertor then seals the envelope (or not) and stacks them on the rear receiving tray. Automatic monitoring ensures the correct number of inserts per envelope.

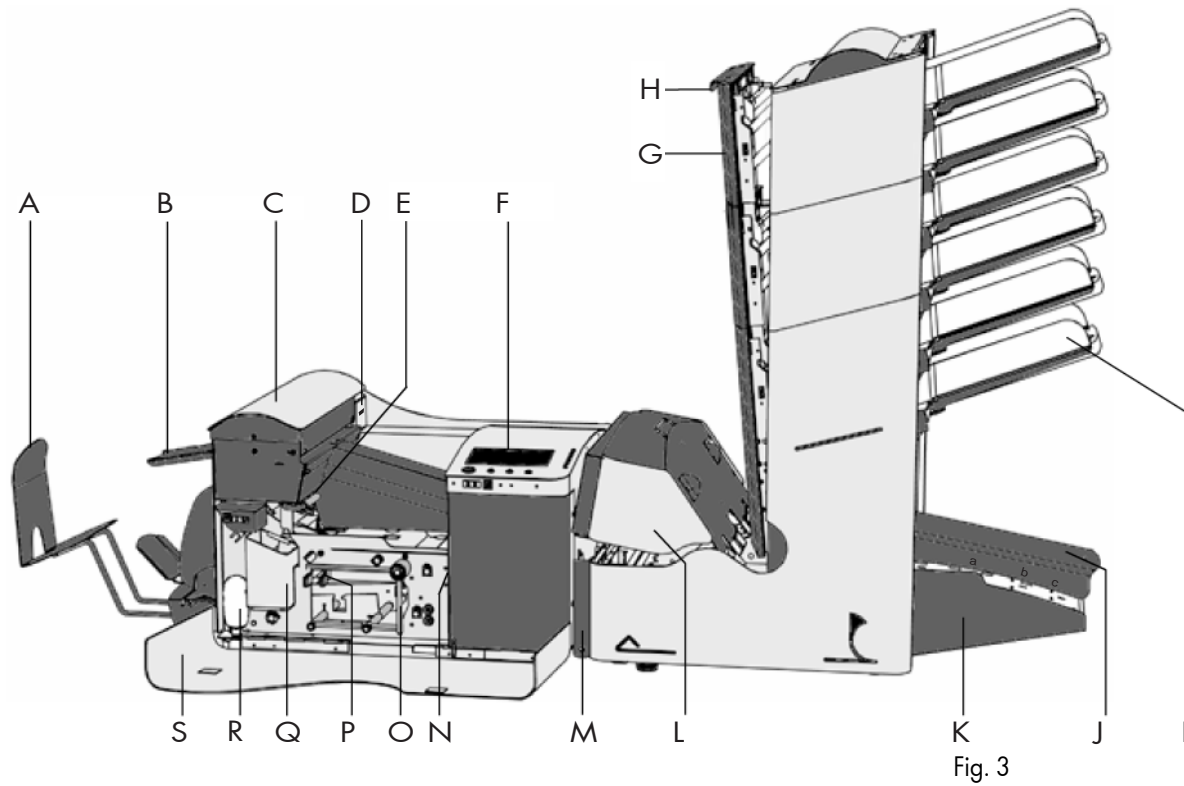


Fig. 3

2.2 Operating controls

A : envelope receiving tray
 B : envelope slide
 C : loc
 D : RS232 connection
 E : locking handle loc
 F : display
 G : vertical transport (opened)
 H : vertical transport hand grip
 I : document feed tray
 J : collator arm
 K : collator area
 L : PowerFold™
 M : locking handle PowerFold™

N : power inlet, power switch
 O : handle for clearing stoppages
 P : handle for clearing stoppages
 Q : watertray
 R : bellows
 S : side cover (opened)

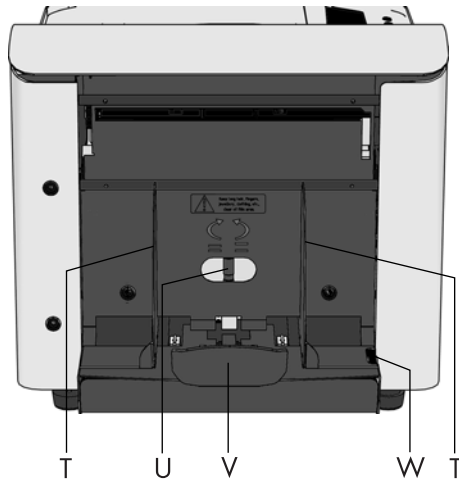


Fig. 4

- T : side guides envelope hopper
- U : knob for separation adjustment
- V : envelopes support bracket
- W: thumbwheel for side guide adjustment

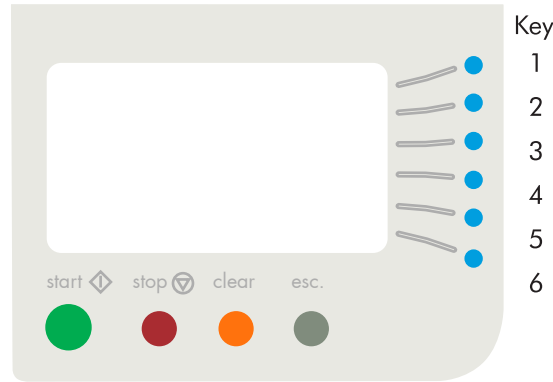


Fig. 5

2.3 Display buttons

When the start key is pressed the system starts processing.

After pressing the stop key the system does not stop immediately, but on the first opportunity while processing. Because of this there can be incomplete sets in some parts of the system.

When the clear key is pressed during processing documents the system will stop feeding documents after completing the set. The set will be inserted resulting in a cleared system which is ready to process a new job. The envelopes have to be removed manually if necessary. When the system is stopped already and the clear key is pressed, it will process one set of documents and the system will be cleared.

When a feeder runs empty after the clear key is pressed, an ignore will be displayed together with the feeder empty message. By pressing the ignore key the clear process will be continued ignoring the empty feeder.

The escape key can be used to exit a menu without saving any (altered) settings.

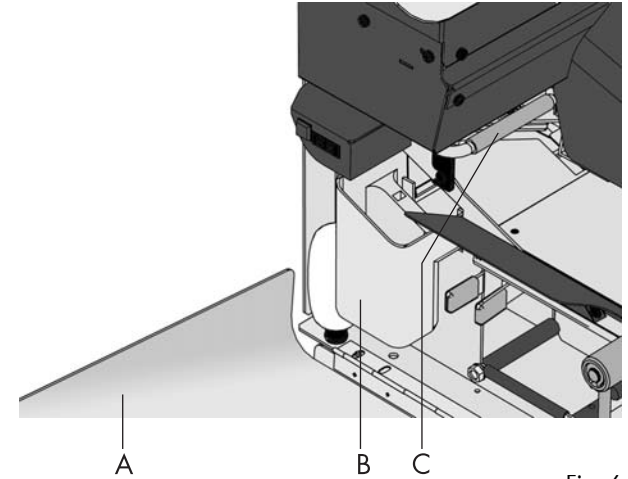



Fig. 6


3. PREPARATIONS

3.1 Moistening the brushes

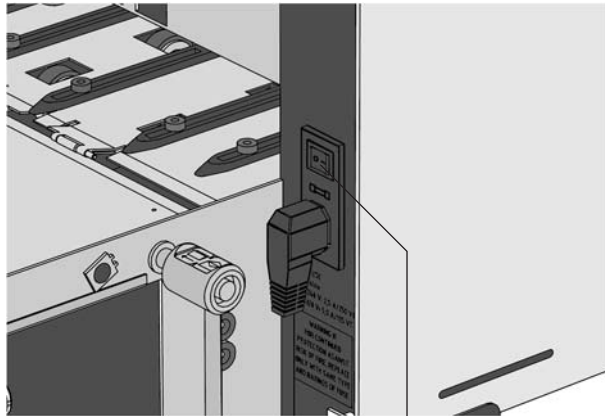
The water tray B (Fig. 6) must always be filled with water and the brushes must be moistened. An extra set of brushes is provided so that one set can be soaked in water whilst the other set is used. For this a special section is available in the water tray. In that way there is always one set ready for usage.

To fill the water tray, lift the locking handle C (Fig. 6). Open the side cover A. Remove the water tray B and fill it to the "max" level. Replace the water tray.

 Before moving the system, the watertray must be empty.

 Take into account the weight of the system when moving it.

For replacing the brushes see also "8.3 Cleaning the brushes" on page 34.



A

Fig. 7

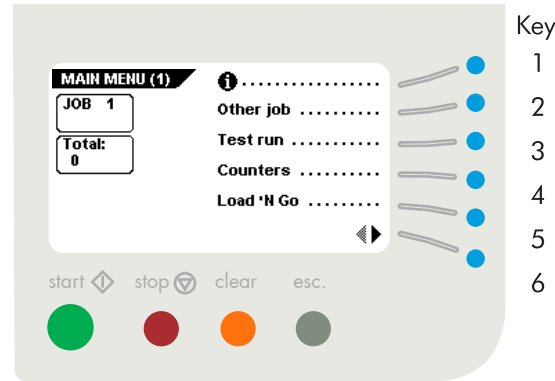


Fig. 8

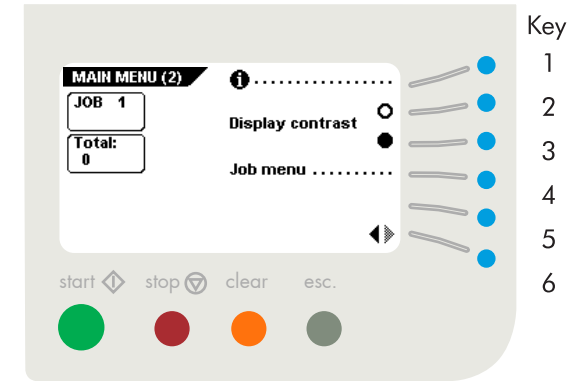


Fig. 9

4. OPERATING THE SYSTEM

4.1 Getting started

The system can be switched on or off with the power switch A (Fig. 7). After starting up, the display shows the "main menu (1)" (see fig. 8).

For starting a job the following steps have to be taken:

- select the correct job in the "other job" menu (see page 8).
- check the adjustments of the document hoppers (see page 8).
- check the adjustments of the envelope feeder (see page 12).
- check the insert position of the envelope and the fingers position (see page 13/14).
- perform a test run to check all settings (see page 13).
- if necessary adjust the job counters (see page 14).

4.2 The main menu

The main menu consists of 2 menus, "main menu (1)" and "main menu (2)" as shown in fig. 8 and fig. 9.

The "main menu (1)" shows 6 different functions:

- job information (key 1), press key 6 to go back to the "main menu (1)" (the job information function is available in all the menus where the symbol **i** is shown).
- go to the "other job" menu (key 2).
- go to the "test run" menu (key 3).
- go to the "counters" menu (key 4).
- go to the "Load 'N Go™" menu (key 5).
- go to the "main menu (2)" (key 6).

The "main menu (2)" shows 5 different functions:

- job information (key 1).
- display contrast lighter (key 2).
- display contrast darker (key 3).
- go to the "job menu" (key 4) (only for authorized personnel).
- back to the "main menu (1)" (key 6).

4.3 Job info screen

When key 1 is pressed in a main menu, the "job info" screen will be displayed. Press key 6 to go back to the "main menu (1)".

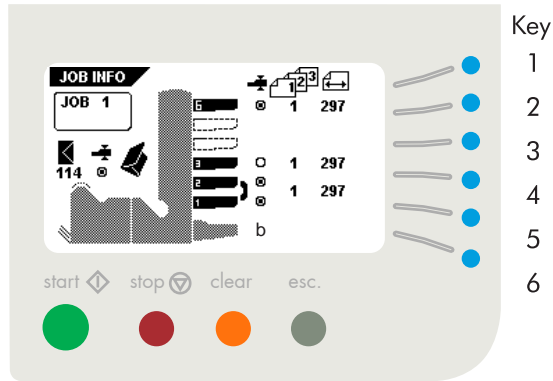


Fig. 10

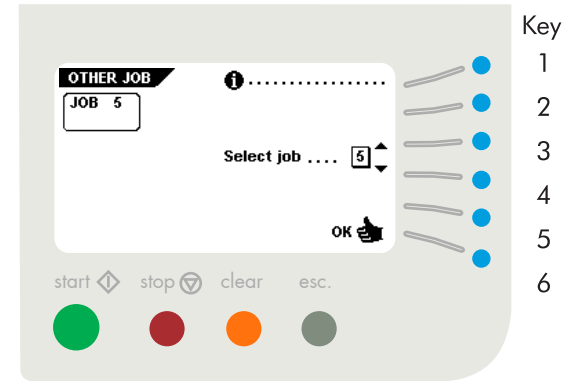


Fig. 11

The "job info" screen shows the following job settings:

- inserting of the envelopes:

1. envelope with closed flap (📁).
2. envelope with open flap (📁).
3. no envelopes (✖).

- document thickness detection on (🔘) or off (🔘).
- which feeders are selected (📄 black is selected).
- which feeders are linked (📄 hopper swap).
- the feedstation's Double Feed Control (DFC) are on (🔘).

- the number of documents processed by the feeder (📄).
- the length of the document in the feeder (📄).
- daily mail "on" or "off" (📄).
- the collator stop position (A, B or C).
- fold type.

4.4 Other job menu

After pressing key 2 in the "main menu (1)", the display shows the "other job" menu (see fig. 11). The "other job" menu shows the following functions:

- job information (key 1) (see section 4.3).
- select a higher job number (key 3).
- select a lower job number (key 4).
- select the desired job and confirm with "OK" (key 6) which will get you back to the "main menu (1)".

Only programmed jobs can be selected (maximum of 20 jobs).

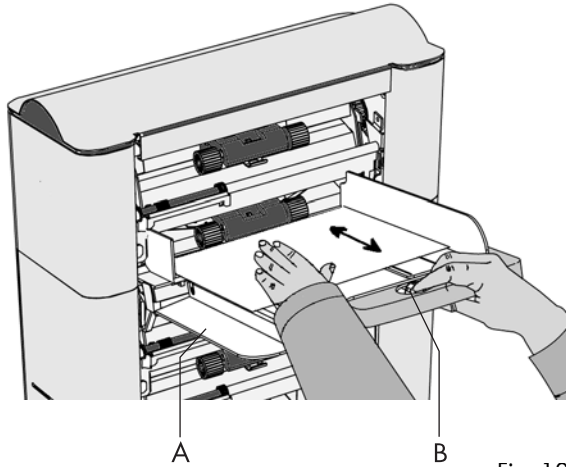


Fig. 12

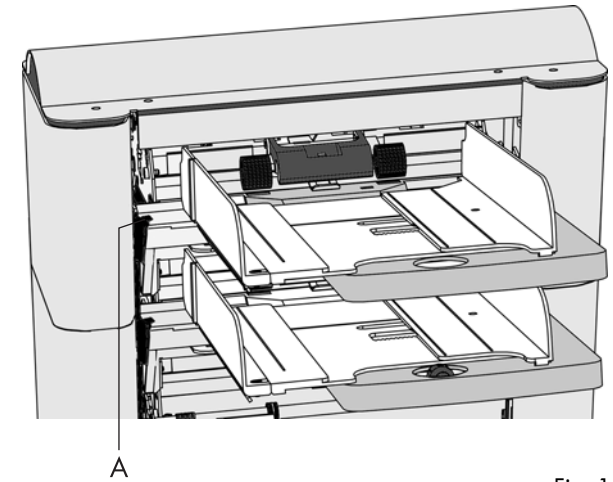


Fig. 13

4.5 Adjustment of the document hopper

4.5.1 Document separation

The document separation for the automatic feeders is set automatically. There are no manual adjustments needed.

The document separation for special feeders must be adjusted manually as follows:

- push the knob B (Fig. 12) forward until it clicks.
- open the left-hand side guide A (Fig. 12) by turning it downwards.
- place a document on the feeding tray and slide it about 60 mm (2.4 inch) into the system (turn the knob B counter clockwise if the separation is set to narrow).
- push the document between the separation rollers, which are behind the rubber paper pullers.
- turn the knob B clockwise to get more resistance or counter clockwise to lower the resistance.

The separation is adjusted correctly when a slight resistance is felt on the document.

Pull the knob B (Fig. 12) back again when ready. Close the left-hand side guide.

4.5.2 Side guides

To adjust the side guides it is best to remove the document feeding tray from the feeder as follows:

- push handle A (Fig. 13) downwards.
- lift the document feeding tray upwards to unhook it and then pull it out from the feeder.

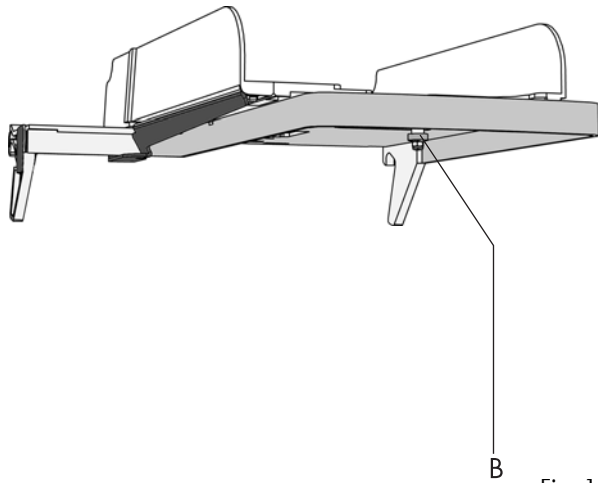


Fig. 14

- loosen the knob B half a turn (Fig. 14).
- grab the side guides in the middle and push them apart as far as possible.
- put a small stack of documents between the side guides.
- grab the side guides in the middle and push them towards the documents.
- the space between the side guides and the documents should be such that the documents have just enough play to move freely.
- re-tighten knob B.
- remove the stack of documents.

Replace the document feeding tray as follows:

- place the document feeding tray under guide B (as shown in Fig. 15).
- push the document feeding tray up a little, push it forward and lower it into position.

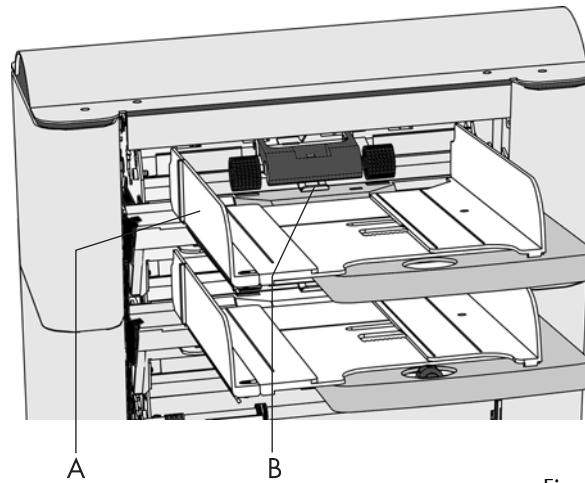


Fig. 15

4.5.3 Filling the document hopper

Open the left-hand side guide A (Fig. 15) by turning it downwards. The feed rollers will automatically be lifted.

Place a stack of documents between the side guides. Turn the left side guide upwards again.

Feed the documents (depending on the type of documents and the type of fold) as shown in 4.7 Feeding documents on page 11.

4.6 Adjustment of the document stoppers

The position of the document stoppers is automatically determined by the system during the job programming.

Initially the document stoppers are adjusted for position B (Fig. 16). In this position a wide variety of documents can be handled (max. 297 mm; 11.7 inch) and adjustment is not needed.

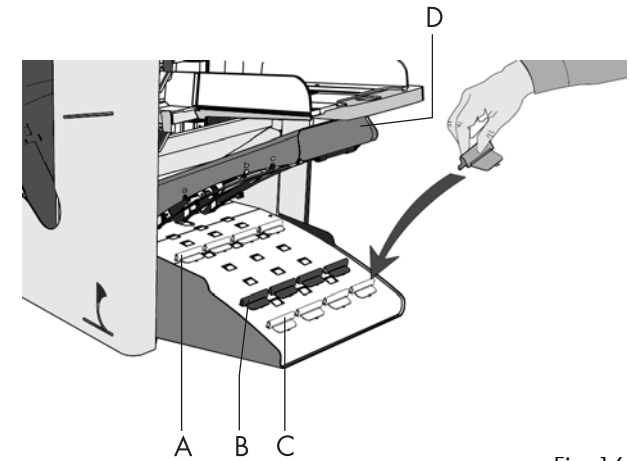


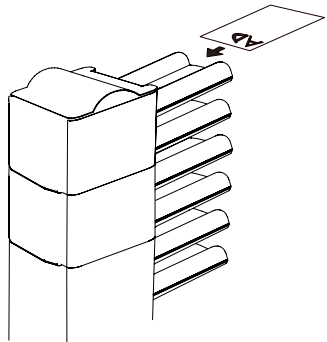
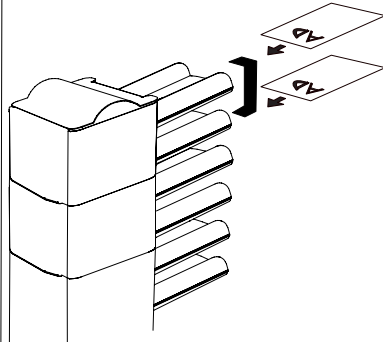
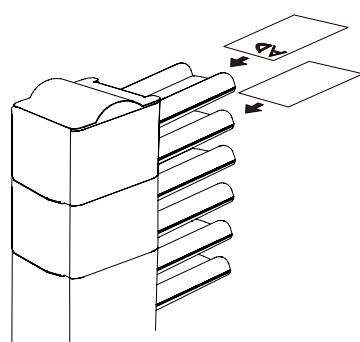
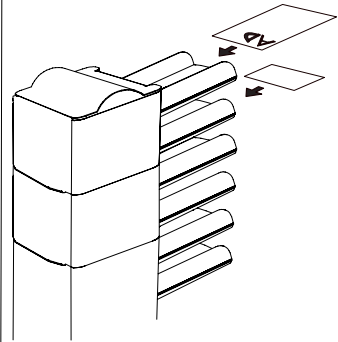
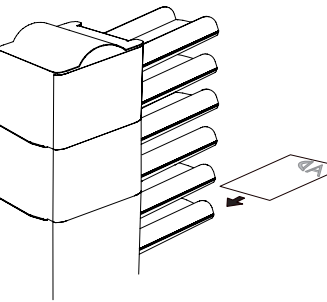
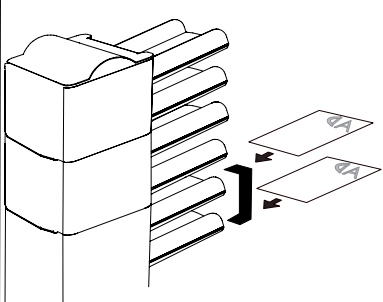
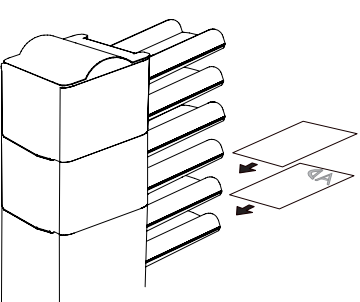
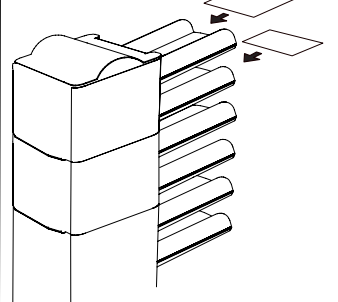
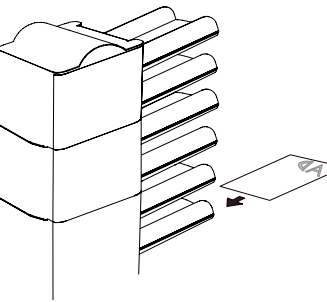
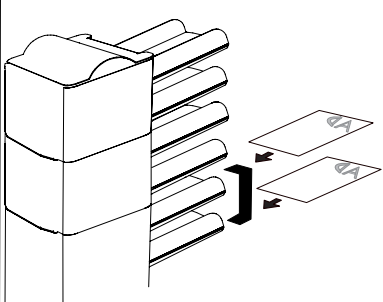
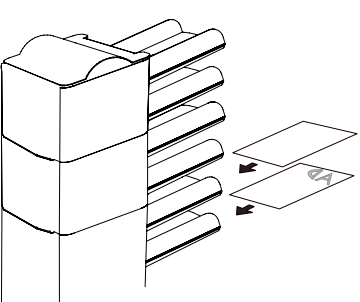
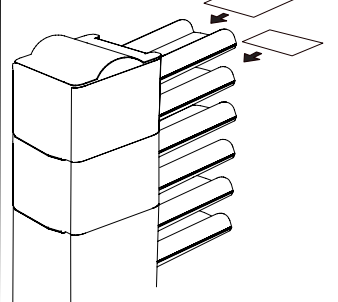
Fig. 16

When a job is selected in which a different stopper position has been programmed, the operator has to put the document stoppers in the correct position as indicated by the display.

To adjust the stopper position lift and hold the collator arm D, squeeze the stopper and pull the front side tab up. To replace the stopper, first place the flat back tab into the slotted hole and then push the stopper into position.

Stop position A can handle documents up to 148 mm (5.8 inch), stop position B can handle documents up to 297 mm (11.7 inch) and stop position C can handle documents up to 356 mm (14 inch).

4.7 Feeding documents

Fold type		Type of documents			
		one document	hopper swap	two documents	document + enclosure
no fold	single fold	 <p>Address carrier in top feeder. Face up and leading.</p>	 <p>Address carrier in top linked pair feeders. Face up and leading.</p>	 <p>Address carrier in top feeder. Face up and leading.</p>	 <p>Address carrier in top feeder. Face up and leading.</p>
letter fold	double parallel fold	 <p>Address carrier in bottom feeder. Face down and trailing.</p>	 <p>Address carrier in bottom linked pair feeders. Face down and trailing.</p>	 <p>Address carrier in bottom feeder. Face down and trailing.</p>	 <p>Address carrier in top feeder. Face down and trailing.</p>
zig-zag fold		 <p>Address carrier in bottom feeder. Face down and trailing.</p>	 <p>Address carrier in bottom linked pair feeders. Face down and trailing.</p>	 <p>Address carrier in bottom feeder. Face down and trailing.</p>	 <p>Address carrier in top feeder. Face down and trailing.</p>

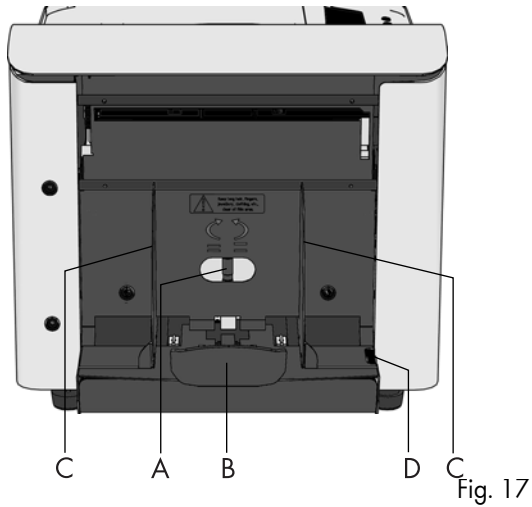


Fig. 17

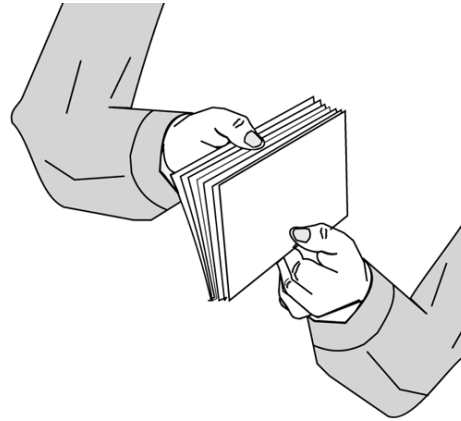


Fig. 18

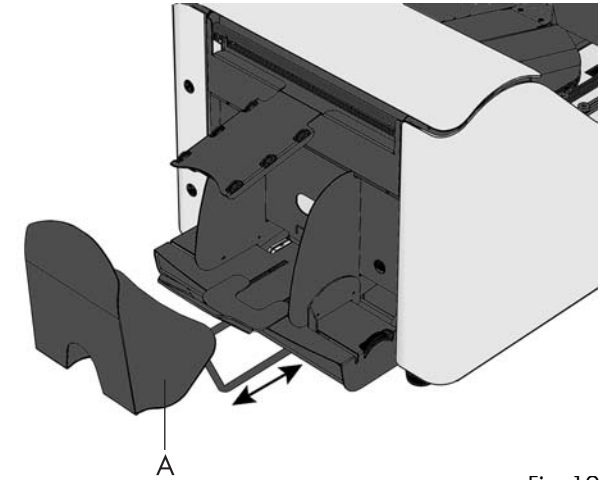


Fig. 19

4.8 Adjustment of the envelope feed

4.8.1 Envelope separation

Adjust the envelope separation by turning knob A (Fig. 17) counter clockwise until two envelopes (flap down and "trailing"), one on top of the other, can be moved backward and forward between the rollers without resistance. Turn knob A clockwise until one envelope will pass between the rollers.

After starting the system it may occur that more than one envelope at a time is pulled in. In that case rotate knob A a quarter turn clockwise. Repeat if necessary to obtain correct operation.

4.8.2 Side guides

Take a stack of about 20 envelopes. Fan the envelopes a bit (see Fig. 18) and place the envelopes in the hopper with the flap down and "trailing" on the envelope support B (Fig. 17).

The bottom envelope must enter the separator first. Adjust the side guides C (Fig. 17) by turning the thumbwheel D (Fig. 17) to provide enough space to move freely. Too much play causes skewing.

4.8.3 Envelope support

Shift the envelope support B (Fig. 17) in or out so that the flap side of the envelope is lifted about 20 mm (0.8 inch). Envelopes may skew on the insert table. The envelope support B can be rotated slightly to compensate this. Turn the envelope support B so that the weight of the envelopes is distributed evenly on both sides.

Top up the envelope hopper with more envelopes.

4.8.4 Envelope receiving tray

The system has a rear envelope receiving tray A (see Fig. 19). This can be adjusted according to the envelope height, by shifting it in or out.

For other exit options refer to chapter 9. Options.

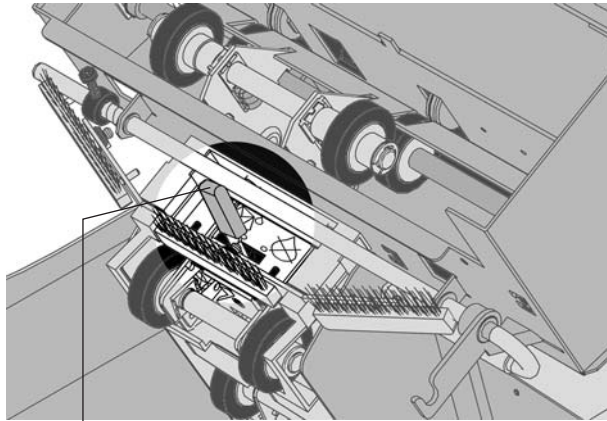




Fig. 20

4.8.5 Envelope sealing

To turn sealing on or off, lift the locking lever of the loc (E of fig.3, page 5) and pull the loc into the vertical position.

Shift the blue handle A (fig. 20) towards  to set sealing off. Shift the handle towards  to set sealing on. Push the loc down until it locks.

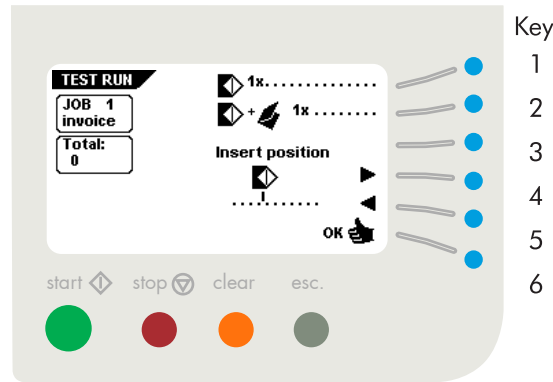


Fig. 21

4.9 Test run menu

Press key 3 in the "main menu (1)" to enter the "test run" menu (Fig. 21). The "test run" menu shows the following functions:

- feed one envelope onto the insert table (key 1).
- make one insert (key 2).
- set the insert position (= envelop stop position) to the right (key 4).
- set the insert position to the left (key 5).
- save the insert position setting with "OK" (key 6) which will get you to the "main menu (1)".

First the insert position must be set. Then the insert fingers must be adjusted. To check all settings a test run can be made.

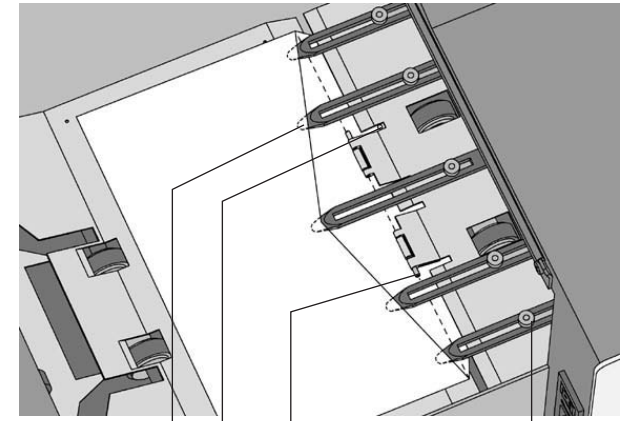


Fig. 22

4.10 Insert position

Press key 1 in the "test run" menu to bring one envelope onto the insert table. Lift the locking lever of the loc and pull the loc into the vertical position. The flap folding line must be positioned under the green indicator C (Fig. 22). If necessary adjust the flap folding line position by pressing key 4 or 5 in the "test run" menu. Each key stroke stops the next envelope 0,5 mm (0.02 inch) to the right (earlier) or to the left (later). Check the settings by pressing key 1 again.

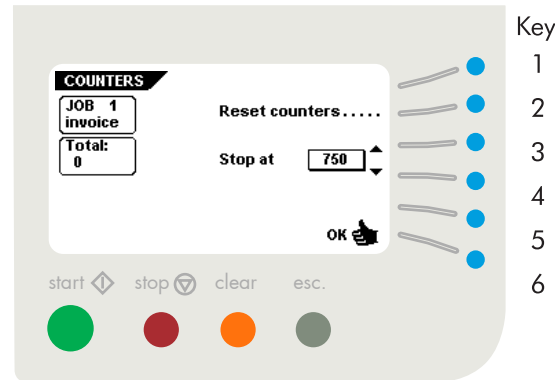


Fig. 23

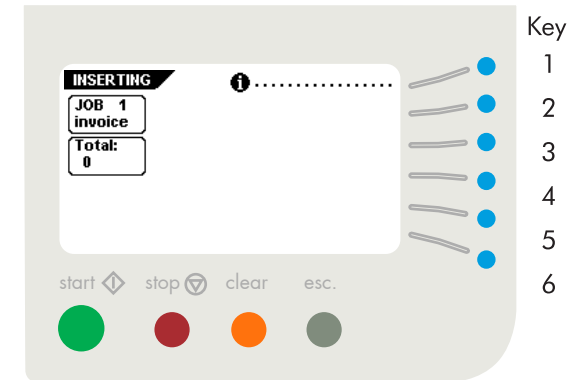


Fig. 24

4.11 Envelope insert fingers

To adjust the insert fingers A (Fig. 22) (5 in total) loosen the knurled knob D on top of each finger.

Then adjust each finger so that the tip enters about 5 mm (0.2 inch) into the envelope. Re-tighten the knurled knob. The fingers can be moved sideways to the desired position. Place the outer fingers about 5 to 10 mm (0.2 to 0.4 inch) from the edges of the envelope.

Check the position of the insert fingers when changing to a different type of envelope.

When adjusting the fingers sideways, be sure that finger A (fig. 22) is not positioned over sensor B. When an incorrect finger position is adjusted the display shows an error screen.

4.12 Counters menu

After pressing key 4 in the "main menu (1)", the display shows the "counters" menu (Fig. 23). The "counters" menu shows the following functions:

- reset the daily job counter and stopcounter to zero (key 2).
- increase the preset counter (key 3).
- decrease the preset counter (key 4).
- save the counter settings with "OK" (key 6) which will get you back to the "main menu (1)". The counter settings are job related.

The stopcounter is switched off when it is set to zero. The display will show "Stop at off".

The stopcounter can be set between 0 (switched off) and 9999. The system will continue until the job counter reaches the stop counter value. The system stops and can be re-started.

4.13 Inserting menu

When the start key is pressed the machine starts inserting in automatic mode. The display shows the "inserting" menu (fig. 24).

Press key 1 in the "inserting" menu for job information. Return to the "inserting" menu by pressing key 6.

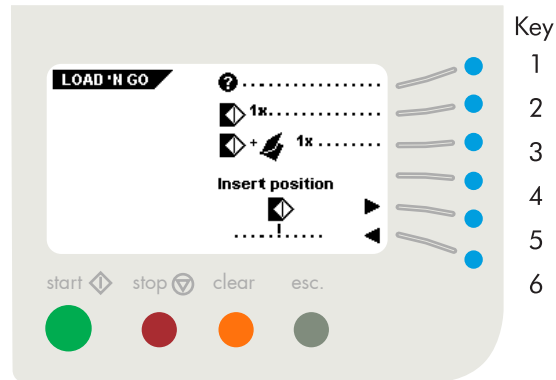


Fig. 25



Fig. 26

4.14 Load 'N Go™ menu

After pressing key 5 in the “main menu (1)”, the “Load 'N Go™” menu is displayed (fig. 25).

The Load 'N Go™ function can be used when a required job is not available within the list of jobs. The system automatically detects the required feeders, document and envelope size and it will determine the necessary fold settings.

The adjustment of the envelope feed must be made to obtain correct operation (see page 12).

When special feeders are selected the adjustment of the document hoppers must be made (see page 9).

The document will be folded and inserted in the envelope. The address position can be adjusted if needed.

Testset run

- get more info regarding Load 'N Go™ (key 1).
- feed an envelope to the insert table (key 2).
- make one insert (key 3).
- set the insert position (= envelope stop position) to the right (key 5).
- set the insert position to the left (key 6).

Only the feeders that feed successfully will be selected. In the Load 'N Go™ job only the Double Feed Control (DFC) of the upper feeder will be selected (automatically).

Before starting Load 'N Go™, be sure that no documents or envelopes are left in the machine.

The address carrier must be put in the upper feeder.

In this display the address position can be altered as follows:

- press key 4 to adjust the address a little higher. Each key stroke brings the address up 1 mm (0.04 inch) with a maximum of 12 mm (0.48 inch) higher.
- press key 5 adjust the address a little lower. Each key stroke brings the address down 1 mm (0.04 inch) with a maximum of 12 mm (0.48 inch) lower.

If the required address position is beyond the maximum range of 24 mm (0.96 inch), the Load 'N Go™ function can not be used. Use a programmed job instead.

In the Load 'N Go™ job the following options can not be used:

- hopper swap (refer to 6.2.3 Hopper swap).
- multi feed (refer to 6.2.1 Number of sheets).

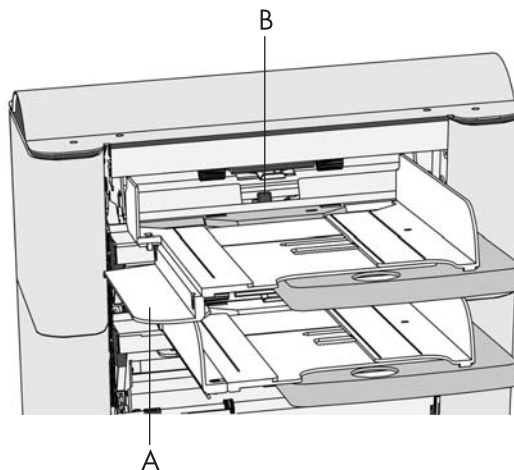


Fig. 27

The function Load 'N Go™ is not possible in the no envelopes mode or with usage of envelopes with open flap.


When a Load 'N Go™ job is defined successfully these settings can be stored into a job (refer to 5.4 Copy job menu).

4.15 Daily mail

For processing documents or sets of documents which can not be processed automatically the daily mail function can be used.

The automatic (upper) feeder can be equipped with a daily mail switch. Contact your dealer when further information is wanted.

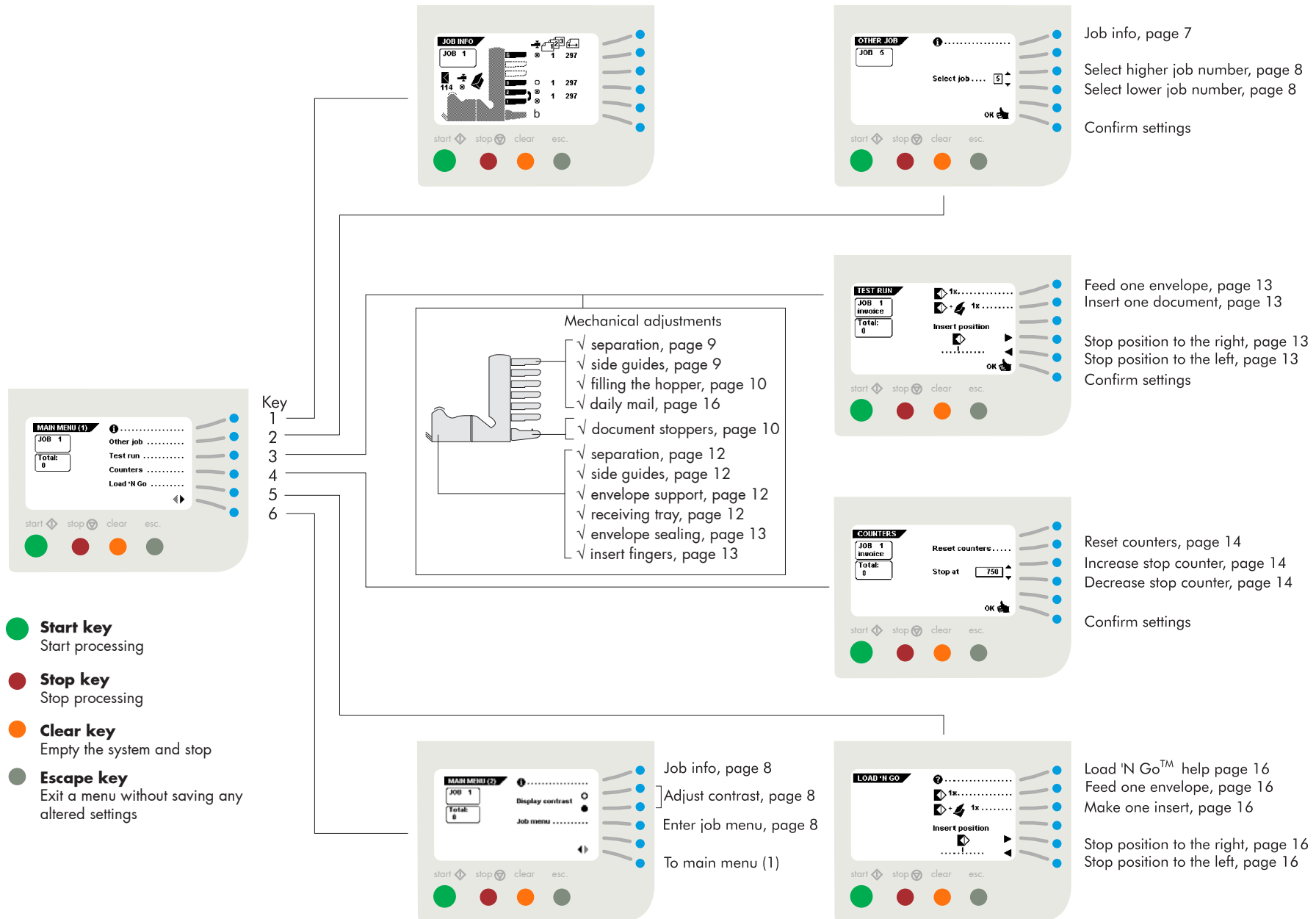
Switch to daily mail in the following way:

- select or change to a job where the daily mail function has been set to "on" (see 6.2.4 Daily mail on page 23).
- turn the left side guide A downwards (Fig. 27).
- the daily mail handle B will be visible and can be set. Push the handle towards  to switch to the daily mail function. Push the handle towards **auto** to switch back to the automatic function.
- turn the left side guide upwards again.

Be sure the daily mail function is switched off when switching to normal use again.

In case of six feeding stations, feeder four is equipped with daily mail.

4.16 Operator menu structure



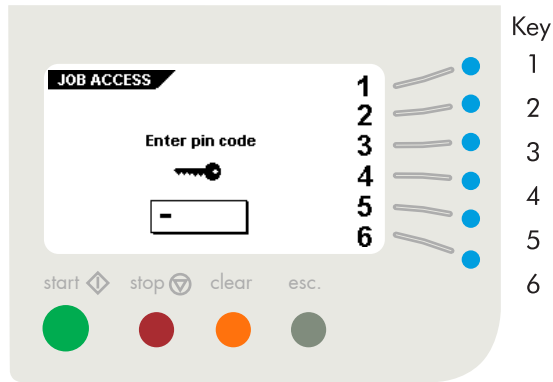


Fig. 28

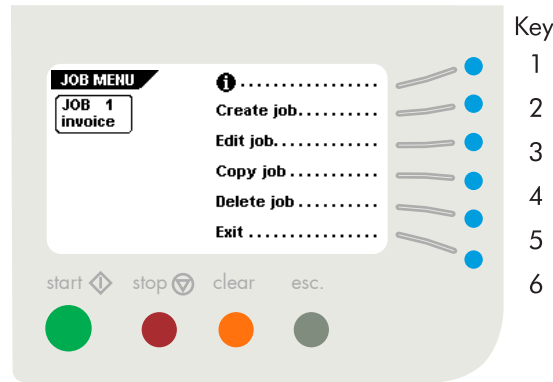


Fig. 29

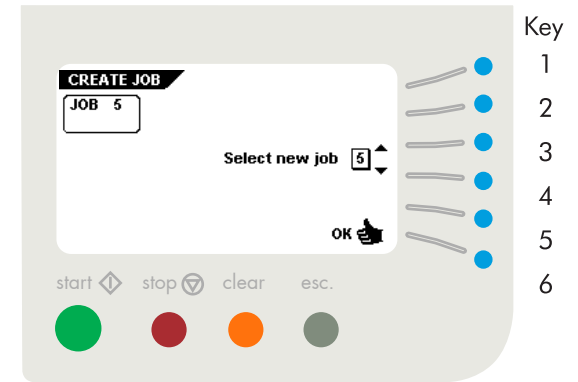


Fig. 30

5. JOBS

For an overview of the complete "create" or "edit job" menu structure, see page 27.

5.1 Job menu

After pressing key 4 in the "main menu (2)" (Fig. 9 on page 7), the display shows the "job access" screen and asks for a pin code to enter (fig. 28).

Enter the pin code with the keys 1 through 6.

When a wrong pin code is entered, the cursor is set to the first number to try again.

After 3 times entering a wrong pin code the display shows the "main menu (1)" again.

When the correct pin code is entered, the display shows the "job menu" as shown in Fig. 29.

The "job menu" shows the following functions:

- job information (key 1).
- create a job (key 2).
- edit a job (key 3).
- copy a job (key 4).
- delete a job (key 5).
- exit and go back to the "main menu (1)" (key 6).

The escape key will get you back to the previous menu.

5.2 Create job menu

After pressing key 2 in the "job menu" the display will show the "create job" menu as shown in Fig. 30. If all jobs are programmed the display shows "No more free jobs".

The "create job" menu shows the following functions:

- choose a higher free job number (key 3).
- choose a lower free job number (key 4).
- The display will start with the lowest free job number available. Job numbers already programmed or job numbers locked by service personnel will not be shown.
- select the desired job and confirm with "OK" (key 6) which will get you to the "job settings" menu. All job settings are described in chapter 6. Job settings on page 20.

A new selected job number starts with default settings.

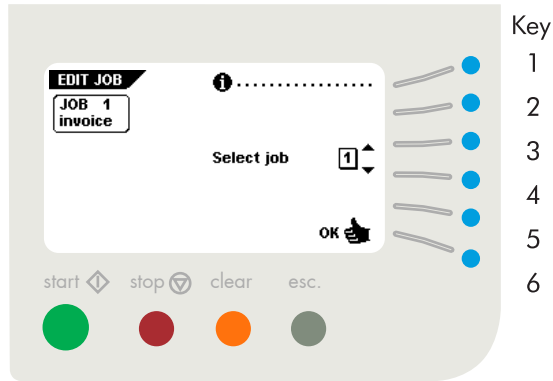


Fig. 31

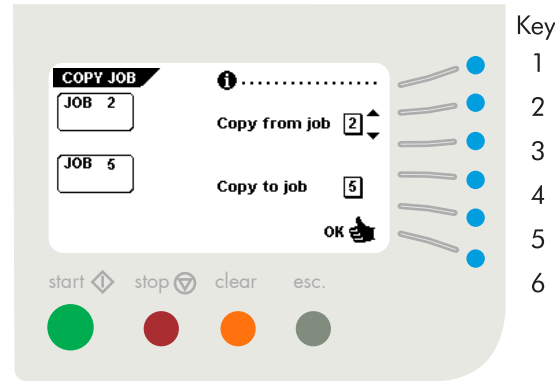


Fig. 32

5.3 Edit job menu

When key 3 in the "job menu" is pressed, the display shows the "edit job" menu as shown in Fig. 31. The initially selected job will be displayed. The "edit job" menu shows the following functions:

- Job information (key 1).
- choose a higher job number to edit (key 3).
- choose a lower job number to edit (key 4).
- select the job to edit and confirm with "OK" (key 6) which will get you to the "job settings" menu. All job settings are described in 6. Job settings on page 20.

5.4 Copy job menu

After pressing key 4 in the "job menu", the display shows the "copy job" menu as shown in Fig. 32. The "copy job" menu shows the following functions:

- job information (key 1).
- choose a higher job number to copy from (key 2).
- choose a lower job number to copy from (key 3).
- choose a higher job number to copy to (key 4).
- choose a lower job number to copy to (key 5).
- copy the job with "OK" (key 6) which will get you to the "job menu".

A job can only be copied to a free job.

If all jobs are programmed the display shows "No more free jobs".

It is possible to copy a Load 'N Go™ job into a job. Before a Load 'N Go™ job can be copied Load 'N Go™ has to be defined successfully (refer to 4.14. Load 'N Go™ menu).

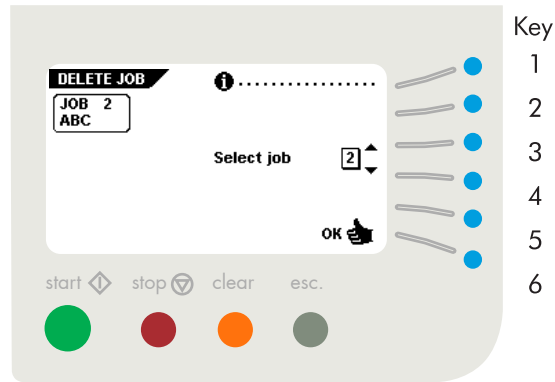


Fig. 33

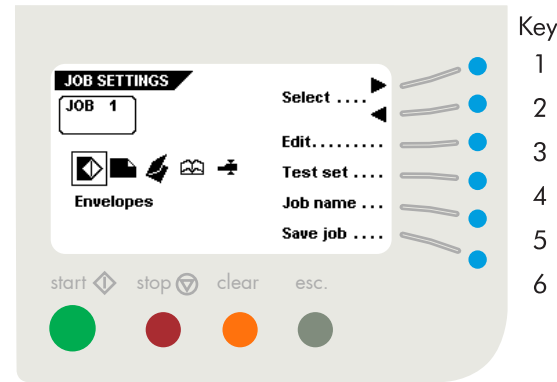


Fig. 34

5.5 Delete job menu

After pressing key 5 in the "job menu", the display shows the "delete job" menu, as shown in Fig. 33. The "delete job" menu shows the following functions:

- job information (key 1).
- select a higher job number to delete (key 3).
- select a lower job number to delete (key 4).
- delete job with "OK" (key 6) which will get you to the "job menu".

6. JOB SETTINGS

After confirmation (key 6) in the "create job" or "edit job" menu, the display shows the "job settings" menu as shown in Fig. 34. The "job settings" menu shows the following functions:

- select a setting menu by pressing key 1 or 2. To program a job use the following order of settings:
 1. Envelope settings menu (◀▶)
 2. Document settings menu (📄)
 3. Fold settings menu (📄)
 4. Double Feed Control (DFC) and thickness detection settings menu (⚙️)
- select the chosen settings menu to edit (key 3).
- go to the "test set" menu (key 4).
- go to the "job name" menu (key 5).
- save the job settings by pressing key 6 which will automatically get you back to the "job menu".

6.1 Envelope settings menu

When the "envelope settings" menu is selected and key 3 is pressed in the "job settings" menu, the display shows the screen as shown in Fig. 35. In this menu, the following choices are available by pressing key 1:

1. Envelope with closed flap (📄)
2. Envelope with open flap (◀▶)
3. No envelopes (📄)

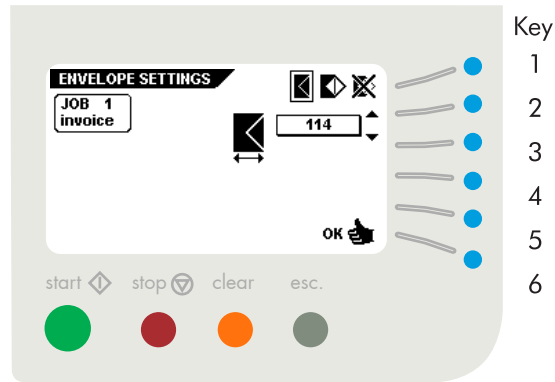


Fig. 35

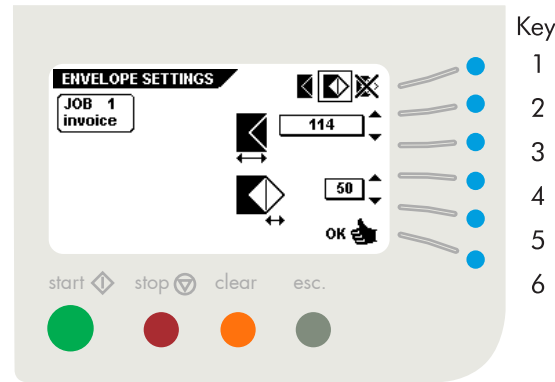


Fig. 36

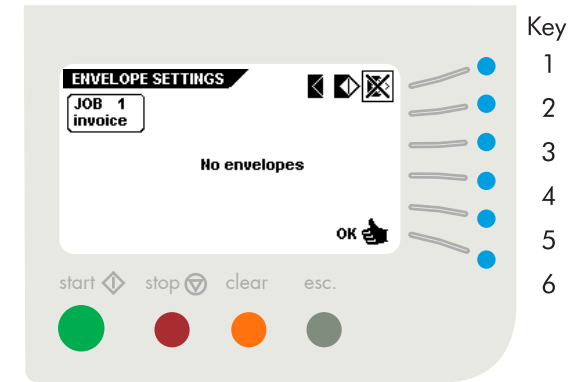


Fig. 37

6.1.1 Envelope with closed flap

When “envelope with closed flap” is selected the display shows the screen as shown in Fig. 35. The following choices are available:

- go to the envelope with open flap screen (key 1).
- increase the envelope height (key 2).
- decrease the envelope height (key 3).
- confirm the setting by pressing “OK” (key 6) which will get you back to the “job settings” menu.

The envelope height can be set between 90 mm (3.5 inch) and 162 mm (6.38 inch).

Default the envelope size is set to 114 mm (4.49 inch).

6.1.2 Envelope with open flap

When “envelope with open flap” is selected the display shows the screen as shown in Fig. 36. The following choices are available:

- go to no envelopes screen (key 1).
- increase the envelope height (key 2).
- decrease the envelope height (key 3).
- increase the flap height (key 4).
- decrease the flap height (key 5).
- confirm the settings by pressing “OK” (key 6) which will get you back to the “job settings” menu.

The envelope height can be set between 90 mm (3.54 inch) and 162 mm (6.38 inch).

The flap height can be set between 32 mm and the envelope height minus 32 mm (1.26 inch).

Default the envelope height is set to 114 mm (4.49 inch) and the envelope flap size is set to 44 mm (1.73 inch).

6.1.3 No envelopes

When “no envelopes” is selected, the display shows the screen as shown in Fig. 37. The following choices are available:

- go to the envelope with closed flap screen (key 1).
- confirm the settings by pressing “OK” (key 6) which will get you back to the “job settings” menu.

6.2 Document settings menu

When the “document settings” menu is selected and key 3 is pressed in the “job settings” menu, the display shows the screen as shown in Fig. 38. The following choices are available, by pressing key 1:

1. set number of sheets (📄)
2. set document size (📏)
3. set hopper swap (🔄)
4. set daily mail on or off (📧)

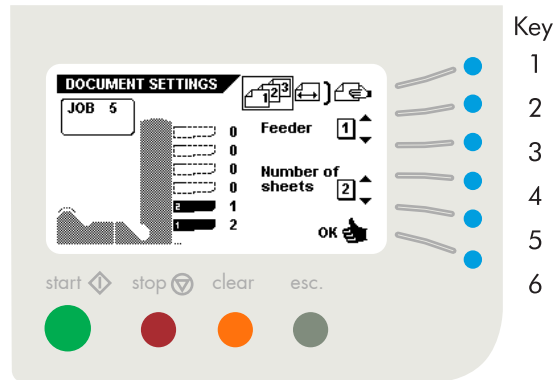


Fig. 38

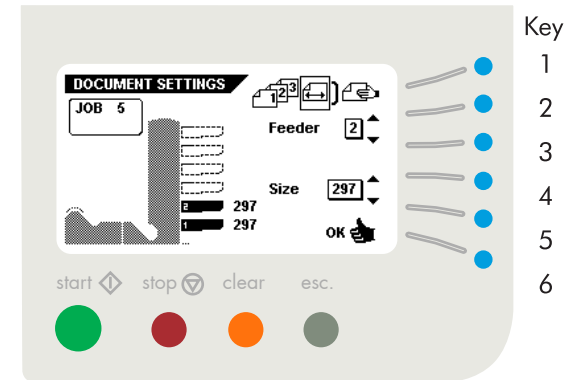


Fig. 39

6.2.1 Number of sheets

When number of sheets is selected the following choices are available (see fig. 38):

- go to document size screen (key 1).
- select a higher feeder number (key 2) (The lowermost feeder is feeder number one).
- select a lower feeder number (key 3).
- increase the number of documents of the selected feeder (key 4).
- decrease the number of documents of the selected feeder (key 5).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

A feeder can be deselected when the amount of documents is set to zero.

When a feeder is set to daily mail the number of documents is always 1 and can not be set in this screen.

The maximum number of sheets per feeder is 25. When folding is used the maximum set thickness is 8 sheets (80 gr./m²).

6.2.2 Document size

When document size is selected, the display shows the screen as shown in fig. 39. The following choices are available:

- go to the hopper swap screen (key 1).
- select a higher feeder number (key 2).
- select a lower feeder number (key 3).
- increase the document size of the documents in the selected feeder (key 4).
- decrease the document size of the documents in the selected feeder (key 5).
- confirm the settings by pressing (key 6) which will get you back to the "job settings" menu.

The document size can be set between 90 mm (3.54 inch) and 356 mm (14 inch) in steps of 1 mm (0.04 inch).

The default document size setting of a new job is 297 mm (11.7 inch). This is position B in the collator area.

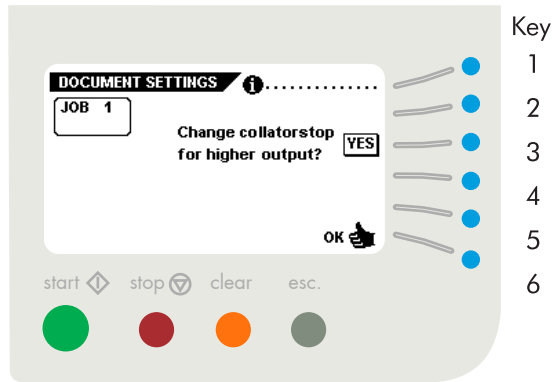


Fig. 40

When the document size is decreased in such a way that an earlier collator stop position can be used, the screen given in fig. 40 will be shown when the OK key or key 1 is pressed.

When YES is selected, each time the job is selected the document stoppers have to be set according to the job. When NO is selected the original stop position will be used.

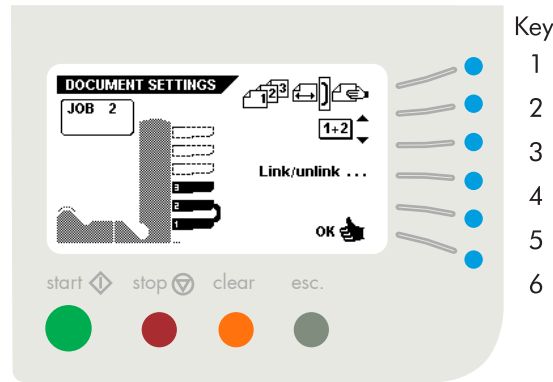


Fig. 41

6.2.3 Hopper swap

When hopper swap is selected, the display shows the screen as shown in Fig. 41. The following choices are available:

- go to the daily mail screen or when this is not available to the "number of sheets" screen (key 1).
- select the pair of feeders which must be linked (key 2 or 3).
- select link or unlink for a pair of feeders (key 4).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

When a pair of feeders is linked, the settings of the lowermost feeder will be used and shown in the display.

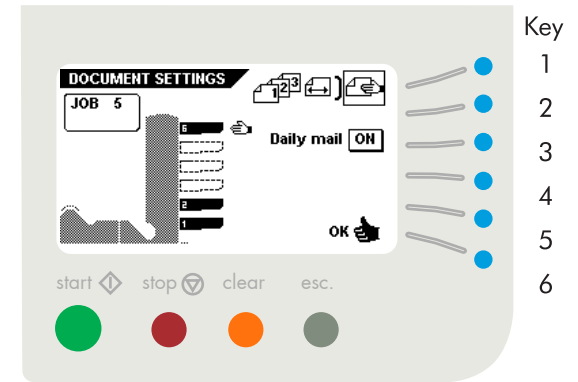



Fig. 42

6.2.4 Daily mail

When daily mail is selected, the display shows the screen as shown in Fig. 42. The following choices are available:

- go to the "number of sheets" screen (key 1).
- set the daily mail function on or off (key 3).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

When daily mail is activated this will be shown by the  icon behind the feeder.

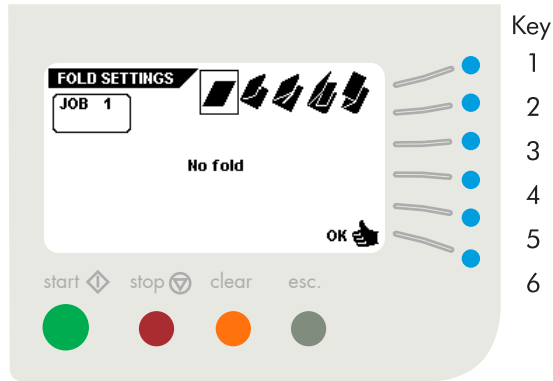


Fig. 43

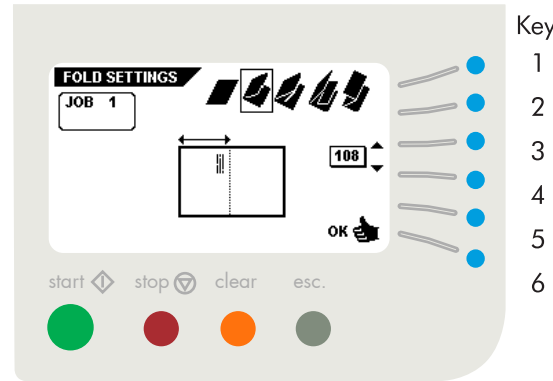


Fig. 44

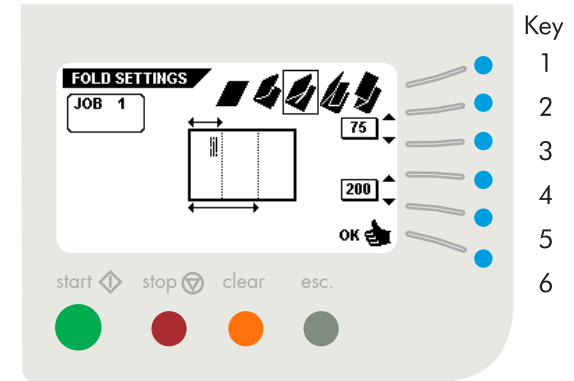


Fig. 45

6.3 Fold settings menu

When the “fold settings” menu is selected and key 3 is pressed in the “job settings” menu, the display shows the screen as shown in Fig. 43. In this menu, the following choices are available by pressing key 1:

1. No fold (■)
2. Single fold (↵)
3. Letter fold (↵)
4. Double parallel fold (↵)
5. Zig-zag fold (↵)

6.3.1 No fold

When no fold is selected, the display shows the screen as shown in Fig. 43. The following choices are available:

- go to the “single fold” menu (key 1).
- select settings by pressing “OK” (key 6) which will get you back to the “job settings” menu.

6.3.2 Single fold

When single fold is selected, the display shows the screen as shown in fig. 44. The following choices are available:

- go to the “letter fold” menu (key 1).
- increase the fold position to the right (key 3).
- decrease the fold position to the left (key 4).
- confirm the settings by pressing “OK” (key 6) which will get you back to the “job settings” menu.

The fold length can be minimally 75 mm (2.95 inch) and maximally the length of the longest document used minus 25 mm (1.0 inch).

6.3.3 Letter fold

When letter fold is selected, the display shows the screen as shown in fig. 45. The following choices are available:

- go to the double parallel folding menu (key 1).
- increase the position of the first fold to the right (key 2).
- decrease the position of the first fold to the left (key 3).
- increase the position of the second fold to the right (key 4).
- decrease the position of the second fold to the left (key 5).
- confirm the settings by pressing “OK” (key 6) which will get you back to the “job settings” menu.

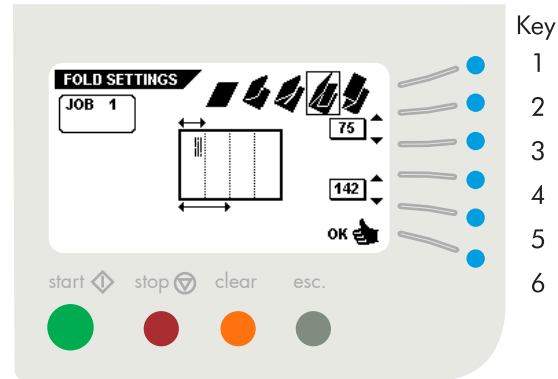


Fig. 46

The fold length of the first fold can be minimally 75 mm (2.95 inch) and maximally the length of the longest document used minus 50 mm (2.0 inch).

The fold length of the second fold can be minimally the length of the first fold plus 25 mm (1.0 inch) and maximally the length of the longest document used minus 25 mm (1.0 inch).

6.3.4 Double parallel fold

When double parallel fold is selected, the display shows the screen as shown in fig. 46. The following choices are available:

- go to the "zig-zag" fold menu (key 1).
- increase the position of the first fold to the right (key 2).
- decrease the position of the first fold to the left (key 3).
- increase the position of the second fold to the right (key 4).
- decrease the position of the second fold to the left (key 5).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

The fold length of the first fold can be minimally 75 mm (2.95 inch) and maximally the length of the longest document used minus 50 mm (2.0 inch).

The fold length of the second fold can be minimally the length of the first fold plus 25 mm (1.0 inch) and maximally the length of the longest document used minus 25 mm (1.0 inch).

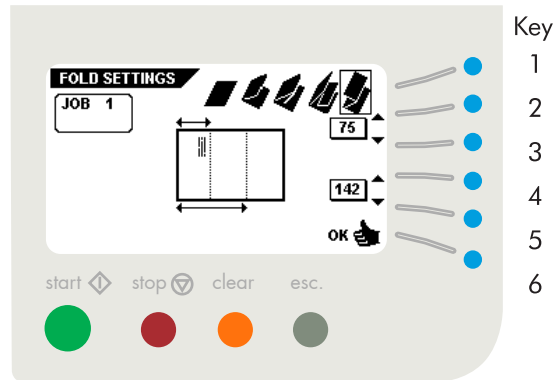


Fig. 47

6.3.5 Zig-zag fold

When zig-zag fold is selected, the display shows the screen as shown in fig. 47. The following choices are available:

- go to the “no fold” menu (key 1).
- increase the position of the first fold to the right (key 2).
- decrease the position of the first fold to the left (key 3).
- increase the position of the second fold to the right (key 4).
- decrease the position of the second fold to the left (key 5).
- confirm the settings by pressing “OK” (key 6) which will get you back to the “job settings” menu.

The fold length of the first fold can be minimally 75 mm (2.95 inch) and maximally the length of the longest document used minus 50 mm (2.0 inch).

The fold length of the second fold can be minimally the length of the first fold plus 25 mm (1.0 inch) and maximally the length of the longest document used minus 25 mm (1.0 inch).

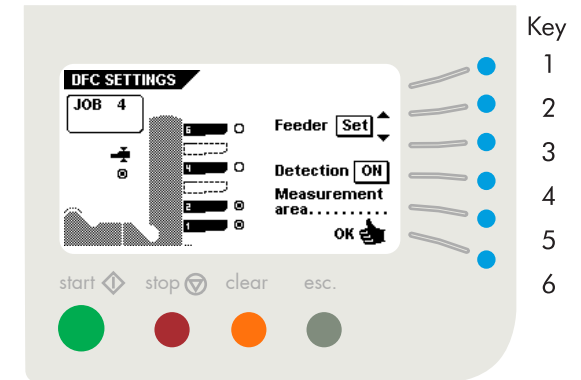


Fig. 48

6.4 DFC (Double Feed Control) menu

When the “DFC settings” menu is selected and confirmed (key 6) in the “job settings” menu, the display shows the screen as shown in fig. 48. This menu shows the following functions:

- select the required feeder and/or the document set on the inserter (key 2 or 3).
- set the Double Feed Control/thickness detection on or off (key 4).
- set the thickness detection measurement area (key 5).
- confirm the settings by pressing “OK” (key 6) which will get you back to the “job settings” menu.

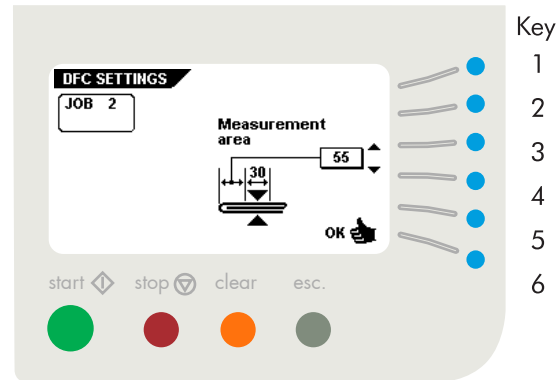


Fig. 49

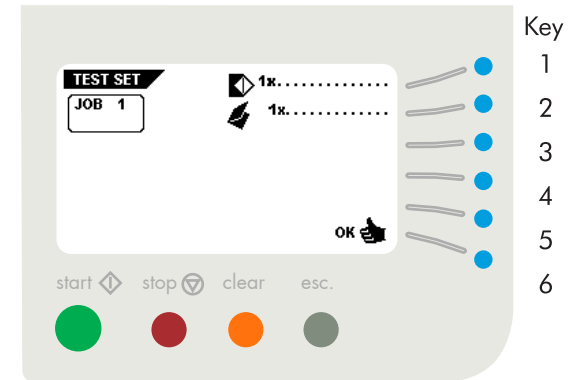


Fig. 50

When a job is started, the first document taken per feeder is used for a reference measurement. When a document is exceeding that reference thickness an error will be issued. When the set thickness is not corresponding the reference value an error will be displayed (see 7.3 error codes).

When Daily mail is selected, the DFC will be switched off automatically.

6.4.1 Thickness detection measurement area

After pressing key 5 in the "DFC settings" menu, the display shows the screen as shown in fig. 49. The following choices are available:

- set the position of the detection area earlier (key 3).
- set the position of the detection area later (key 4).
- confirm the settings by pressing "OK" (key 6) which will get you back to the double document detection menu.

The standard position of the measurement area is sufficient for a great variety of documents. Only when using special types of documents, for example small cards, the position of the measurement area might be adjusted.

6.5 Test set

After pressing key 4 in the "Job settings" menu the display shows the screen as shown fig. 50. With this function it is possible to test the programmed job before saving it. The following choices are available:

- feed one envelope onto the insert table (key 1).
- make one insert (key 2).
- return to the job settings menu (key 6).

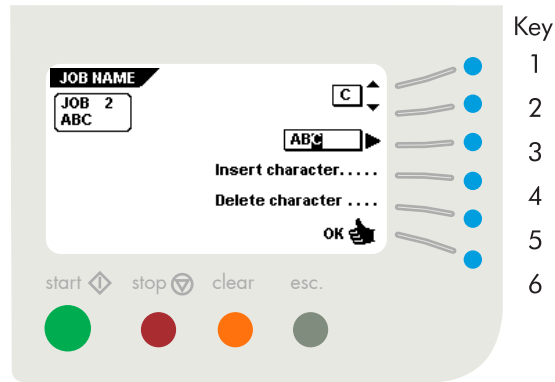


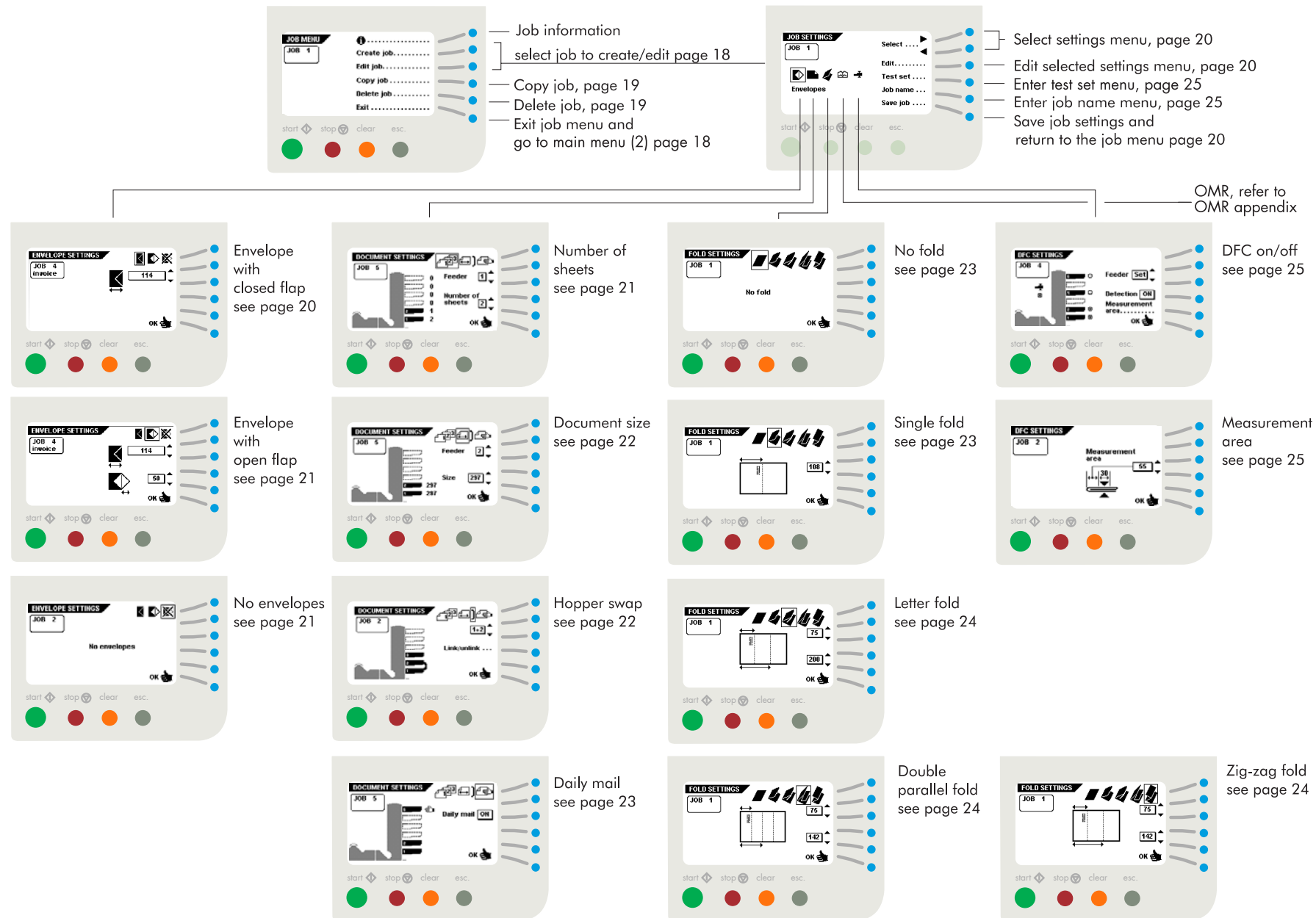
Fig. 51

6.6 Job name menu

After pressing key 5 in the “job settings” menu the display shows the screen as shown in Fig. 51. The following choices are available:

- change the selected character (key 1 or 2).
- select the character position (key 3).
- insert the selected character (key 4).
- delete the selected character (key 5).
- confirm the settings by pressing “OK” (key 6) which will get you back to the “job settings” menu.

6.7 Job edit menu structure



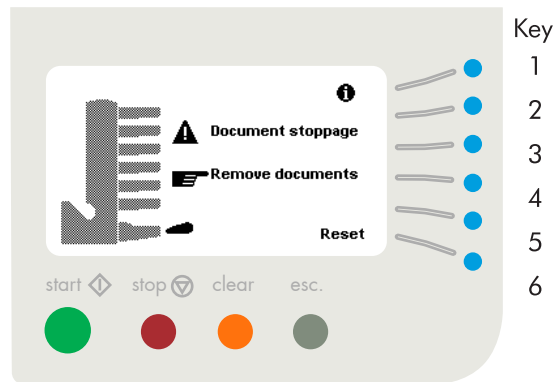


Fig. 52

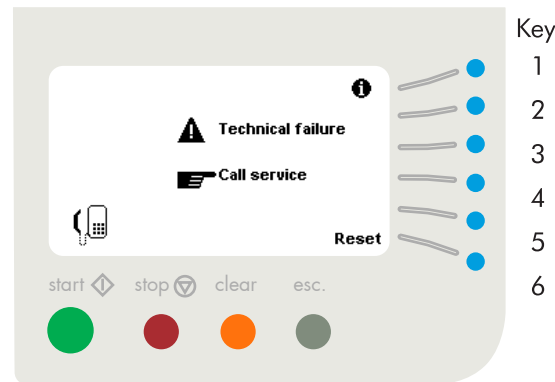


Fig. 53

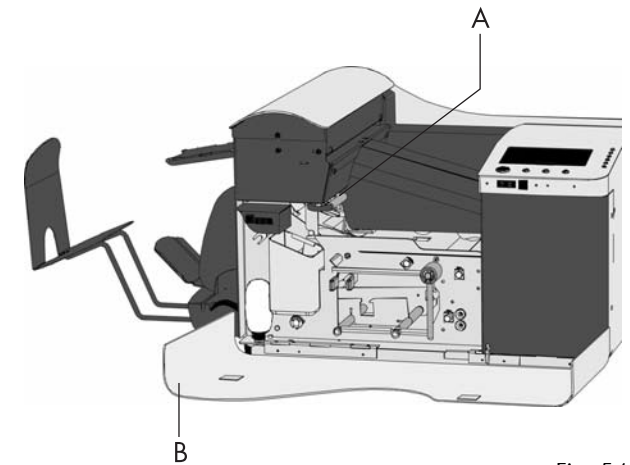


Fig. 54

7. FAULT FINDING

7.1 General

In the system the following error types are possible:

- paperflow errors.
- technical errors.

If an error occurs the display shows a screen with an error description and a suggested solution.

When a paperflow error occurs the display shows a screen as in Fig. 52 (for example). The menu shows the following functions:

- show more information (key 1).
- reset the error after solving the problem (key 6) (the error screen will disappear).

The black arrow or a black feeder indicates where the problem occurs.

For a complete description of error codes see 7.3 Error codes on page 29.

When there is a technical problem the display shows the message as shown in Fig. 53. This error can not be solved by operating personnel and assistance of the service support is needed.

First write down the error code, than switch the inserter off and on again, to verify system operation. When the error still occurs contact your service organization.

Warning screen

The display shows a warning screen with the message "Cover open" and a suggested solution "Close cover", when a cover is opened.

7.2 Clearing stoppages

Exit, sealing and inserting area

When a stoppage occurs in this area, remove the material as follows:

- open the side cover B (fig. 54).
- lift the locking lever A (fig. 54) of the loc and pull the loc up into the vertical position.
- remove all material.
- lower the loc and close the side cover.

Reset the error after solving the problem with key 6 (see fig. 52).

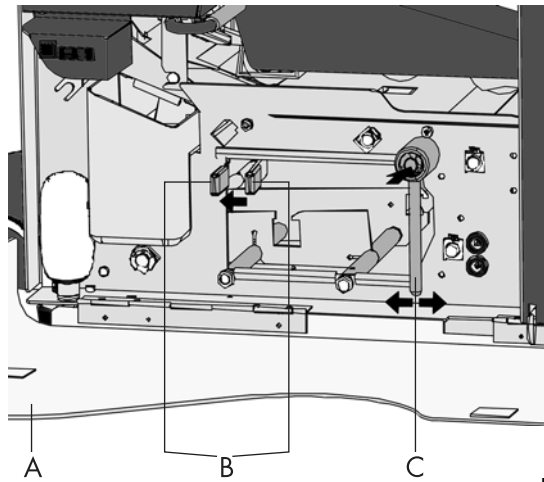


Fig. 55

Lower envelope track

When a stoppage occurs in the lower envelope track, remove the envelopes as follows:

- open the side cover A (fig. 55).
- squeeze the blue handles B towards each other and remove the envelope(s) from the lower envelope track.
- close the side cover.

Reset the error after solving the problem with key 6.

If needed, envelopes and documents can be transported manually by means of handle C. To transport envelopes manually to the insert table or to the lower envelope track, joggle the handle. To transport a document manually push handle C inwards and then joggle.

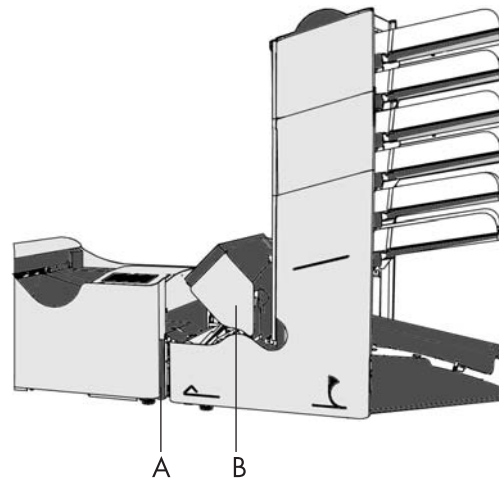


Fig. 56

PowerFold™

When a stoppage occurs in the PowerFold™, remove the documents from the PowerFold™ as follows:

- push the lower end of the locking handle A to open the PowerFold™ cover B (fig. 56).
- remove the documents from the PowerFold™.
- close the PowerFold™ cover.

Reset the error after solving the problem with key 6.

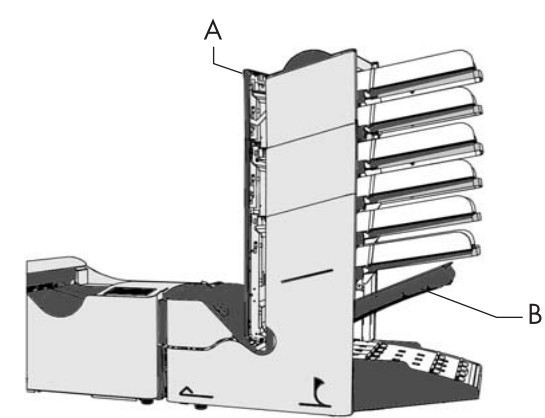


Fig. 57

FlexFeed™

When a stoppage occurs in the FlexFeed™, remove the documents from the FlexFeed™ as follows:

- pull the hand grip A upward to open the vertical transport cover (fig. 57).
- remove the documents.
- close the vertical transport cover.

Reset the error after solving the problem with key 6.

Collating area

When a stoppage occurs in the collating area, remove the documents from the collating area as follows:

- lift and hold the collator arm B (fig. 57).
- remove the documents.
- lower the collator arm.




Reset the error after solving the problem with key 6.

7.3 Error codes

 error description	 suggested solution	see also....	 information	Error code
Envelope too long.	Remove envelope.	Page 28.	Envelope length error.	1 : 10
Document stoppage.	Remove documents.	Page 28.	Inserting failure.	1 : 11
Document stoppage.	Remove documents.	Page 28.	Document length error.	1 : 12
Envelope stoppage.	Remove envelope.	Page 27 and 28.	Transport failure.	1 : 13
Document stoppage	Remove documents.	Page 28.	Document too thin	1 : 14
Envelope stoppage.	Remove envelope.	Page 27 and 28.	Flap not openend.	1 : 15
Envelope stoppage.	Remove envelope.	Page 27 and 28.	Transport failure.	1 : 16
Document stoppage.	Remove documents.	Page 28.	Document too early.	1 : 17
Document stoppage.	Remove documents.	Page 28.	Inserting failure.	1 : 18
Envelope stoppage.	Remove envelope.	Page 28.	Flap sensor covered.	1 : 19
Envelope stoppage.	Remove envelope.	Page 28.	Envelope lost.	1 : 20
Thickness not measured.	Remove documents.	Page 28.	Wrong measurement area.	1 : 21
Envelope stoppage.	Remove envelope.	Page 28.	Wrong envelope size.	1 : 22
Document stoppage.	Remove envelope.	Page 24.	Seal switch active.	1 : 23
Document stoppage.	Remove envelope.	Page 24.	Seal switch active.	1 : 24
Envelope stoppage.	Remove envelope.	Page 28.	Seal switch not covered.	1 : 25
Envelope stoppage.	Remove envelope.	Page 27 and 28.	Seal switch not covered.	1 : 26
Document stoppage.	Remove documents.	Page 28.	Document too late.	1 : 27
Document stoppage.	Remove documents.	Page 28.	Document too thick.	1 : 28
Document stoppage.	Remove documents.	Page 28.	Insert area blocked.	1 : 29
Empty envelope hopper	Load envelopes	Page 12.		1 : 30

Service assistance is needed for the error codes with the message "technical failure".

First write down the error code, than switch the inserter off and on again, to verify system operation. When the error still occurs contact your service organization.

 error description	 suggested solution	see also....	 information	Error code
Document stoppage.	Remove documents.	Page 25.	Stoppage at folder.	2 : 07
Document stoppage.	Remove documents.	Page 25.	Stoppage at folder.	2 : 08
Document stoppage.	Remove documents.	Page 25.	Stoppage at folder.	2 : 09
Document stoppage.	Remove documents.	Page 28.	Transport failure.	2 : 10
Document stoppage.	Remove documents.	Page 28.	Stoppage at folder.	2 : 11
Document stoppage.	Remove documents.	Page 28.	Stoppage at folder.	2 : 12
Load 'N Go not possible.	Go to job edit menu.	Page 15.	Fold not possible.	2 : 14
Document stoppage.	Remove documents.	Page 28.	Cover open.	2 : 53
Document stoppage.	Remove documents.	Page 28.	Stoppage at ver. track.	3 : 10
Document stoppage.	Remove documents.	Page 28.	Stoppage at collator.	3 : 11
Document stoppage.	Remove documents.	Page 28.	Stoppage at collator.	3 : 12
Document stoppage.	Remove envelope.	Page 28.	Stoppage at divert.	3 : 13
Document stoppage.	Remove documents.	Page 25.	Stoppage at collator.	3 : 14
Document stoppage.	Remove documents.	Page 25.	Stoppage at divert.	3 : 15
System not ready.	Remove all documents.	Page 28.	Documents in system	3 : 20
Empty feeder.	Load documents.	Page 8 and 9.		3 : 21
Document stoppage.	Remove documents.	Page 28.	Cover open.	3 : 60
Empty feeder.	Load documents.	Page 8 and 9.		4:, 5:, 6:, 7:, 8:, 9: 00
Feeding failure.	Remove documents.	Page 28.	Document too thick.	4:, 5:, 6:, 7:, 8:, 9: 10
Feeding failure.	Check previous set.	Page 28.	Wrong reference.	4:, 5:, 6:, 7:, 8:, 9: 11
Document stoppage.	Remove documents.	Page 28.	Document too long.	4:, 5:, 6:, 7:, 8:, 9: 12
Document stoppage.	Remove documents.	Page 28.	Paper jam.	4:, 5:, 6:, 7:, 8:, 9: 13
Document stoppage.	Remove documents.	Page 28.	Document too short.	4:, 5:, 6:, 7:, 8:, 9: 14

7.4 Operator troubleshooting

Symptom	Possible cause	Remedy	Page
The system cannot be started after switching on.	system not connected to mains.	Connect the system to the mains.	-
	Fuse is blown.	Replace fuse below power switch.	-
	A cover is opened.	Close the covers.	-
System stops with envelope at insert position (flap not open).	Envelopes stacked reversed in the hopper.	Check envelope feed adjustments. Place envelopes correctly in hopper.	10
	Envelope flap sticks.	Store envelopes according to specifications.	33
	Wrong envelope type used (not according specifications or job settings).	Change envelopes according to specifications.	33
Envelopes are double fed.	Envelope separation not correctly adjusted.	Check separation settings, adjust if needed.	10
	Envelopes not placed properly in the hopper.	Check and replace if needed.	
Envelope stop skewed.	Side guides of the envelope hopper are set too wide.	Check side guides and adjust if needed.	10
Envelopes are fed irregularly.	Hopper almost empty.	Refill hopper.	10
	Separation set too narrow.	Check separation settings, adjust if needed.	10
	Side guides set too narrow.	Check side guides and adjust if needed.	10
	Envelope support not positioned correctly.	Reposition the envelope support.	10
Flap is wrinkled and sometimes not opened.	Envelope not within specifications.	Check specifications and change envelopes if needed.	33
	Flap sticks.	Store envelopes according to specifications.	33
	Flap curled.	Envelopes stored or manufactured improperly.	33
	Separation set too narrow.	Check separation settings, adjust if needed.	10
Fingers are placed on top of the envelope.	Fingers adjusted too deep into the envelope.	Check fingers position, adjust if needed.	11
	Envelope stops too early.	Check envelope stop position, adjust if needed.	11

Symptom	Possible cause	Remedy	Page
System stops while inserting (stoppage at the inserting point).	Fingers not correctly adjusted.	Check fingers position, adjust if needed.	11
	Inserted document too long for used envelope.	Check fold settings.	20
	Envelope throat incorrect.	Check envelope specifications.	33
	Envelope glued inside.	Eliminate faulty envelopes.	33
	Window not glued properly.	Eliminate faulty envelopes.	-
Flap not sufficiently moistened.	Water level low.	Check water level, refill if needed.	5
	Brushes dry.	Check brushes, replace if needed by the extra soaked set.	5, 30
	Brushes dirty.	Check brushes, clean if needed.	30
	Moistening felt dry.	Check the moistening felt, refill water tray if needed.	5
	Moistening felt dirty.	Check the moistening felt, clean if needed.	30
	Moistening brushes inactive.	Activate the moistening brushes.	11
	Brushes worn out.	Replace brushes.	30
Envelope not always ejected from sealer.	Inserted document too big.	Check fold settings, adjust if needed.	20
	Document not inserted deep enough.	Check adjustment of envelope stop position and fingers.	11
No document fed.	Feeder empty.	Refill feeder.	8
	Separation set too wide.	Adjust the separation.	7
	Side guides set too narrow.	Adjust the side guides.	7
Skewed documents fed.	Side guides set too wide.	Adjust side guides.	7
Double documents fed.	Separation set too wide.	Adjust the separation.	7
Documents stoppage at collating area.	Stopper position set incorrect.	Adjust stopper position.	8

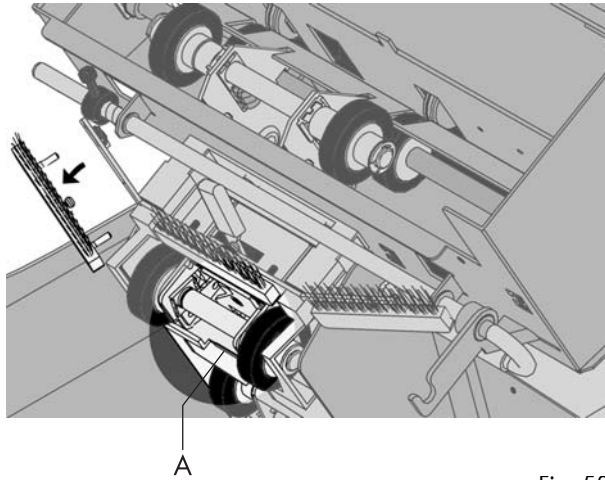


Fig. 58

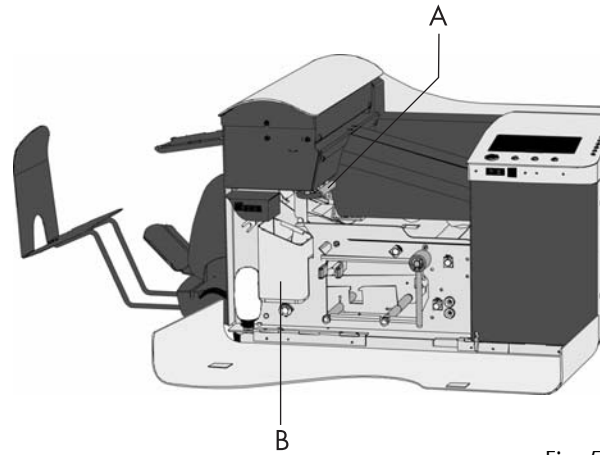


Fig. 59

8. MAINTENANCE

8.1 Servicing



Disconnect the mains supply before performing any maintenance.



The user must not attempt to service the appliance beyond that described in this operator manual. All other servicing must be carried out by qualified service personnel only. Please contact your authorized distributor.

8.2 General cleaning

The system must be kept in proper condition by regularly removing dust, paper remains, etc. Clean the sealing table and rubber rollers when dirty. This can be done by using a slightly wetted cloth soaked in warm water.

8.3 Cleaning the brushes

Clean the brushes when dirty or saturated with glue. An extra set of brushes is provided. The best procedure is to always soak one set of brushes and use the other set. In that way there is always a clean set of brushes ready for usage.

To replace the brushes the loc must be lifted. The brushes can be removed one by one by pulling them straight off the brush holder (see fig. 58). When replacing the brushes, align the studs on each brush with the respective holes in the brush holder.

It is also possible to remove the brush holder completely. Pull tongue A (fig. 58) down and the brush holder out of the loc. To replace the brush holder, slide the tongue on the holder into the loc and press downwards and inwards to click in.

The brushes should be cleaned once a week.

8.4 Cleaning the moistening felt

Clean the moistening felt and water tray when dirty or saturated with glue. To remove the water tray the side cover must be opened. Then pull the locking handle A (fig. 59) of the loc up and lift the loc.

Pull out the water tray B and clean it under running water. Replace the water tray, lower the loc until it clicks and close the side cover.

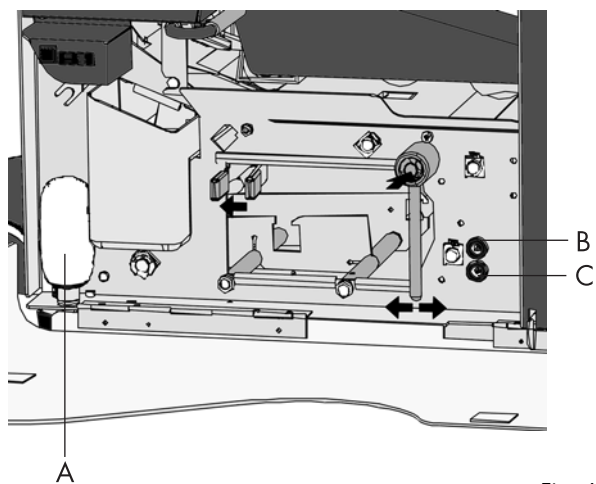


Fig. 60

8.5 Cleaning the fold rollers

To clean the fold rollers in the PowerFold™ open the PowerFold™ cover (see page 28).

Clean the fold rollers in the PowerFold™ regularly with a dry duster or a cleaner (don't use chemical products!).

8.6 Cleaning the sensors

When the display shows a message like "Track sensor dusty", the sensors on the envelope or document path must be cleaned. The screen on the display indicates which sensor(s) must be cleaned.

The sensors can be cleaned by using the bellows A (fig. 60) located behind the side cover.

To clean the sensors, put the bellows in hole B (fig. 60). Squeeze a few times firmly to blow away the dust from the sensors. Repeat this procedure for hole C (fig. 60).

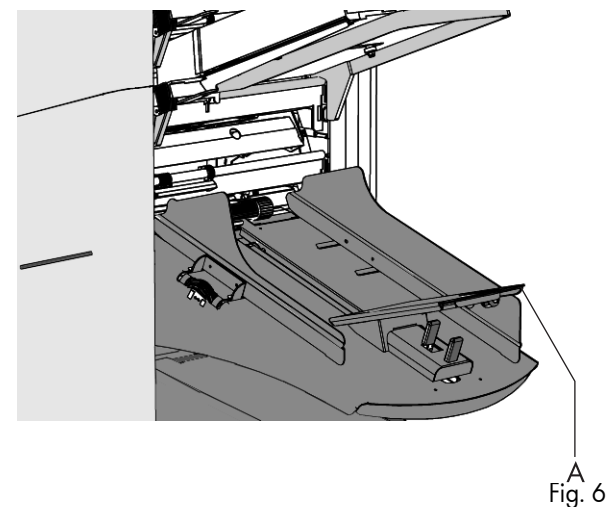


Fig. 61

9. OPTIONS

The following functions are optional and can be set or fitted by the service organisation.

Optical Mark Reading (OMR)

The system can be equipped with optical mark reading. With this reading the system reads optical marks that have been specially printed on the documents. This code contains information about the processing of the documents. Refer to the Appendix SI 76 Optical Mark Reading.

Extended PowerFold™

An extended PowerFold™ is available (factory fitted) to extend the range of applications. With this extended PowerFold™ bottom address and short fold applications are possible. Refer to the appendix SI 76 Extended PowerFold™.

MaxiFeeder MF-1

The system can be equipped with a MaxiFeeder on feeding station 1 (as shown in fig. 61). This MaxiFeeder is a high capacity feeder and can contain up to 1200 sheets A4 (80 gr/m²). Refer to the appendix MaxiFeeder MF-1.

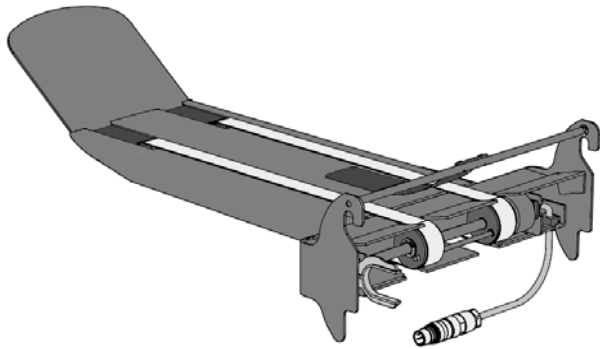


Fig. 62

Conveyor stacker

At the rear exit a conveyor stacker (as shown in Fig. 62) can be fitted instead of the standard envelope receiving tray. The conveyor stacker stacks up filled envelopes from the system in a tiled way.

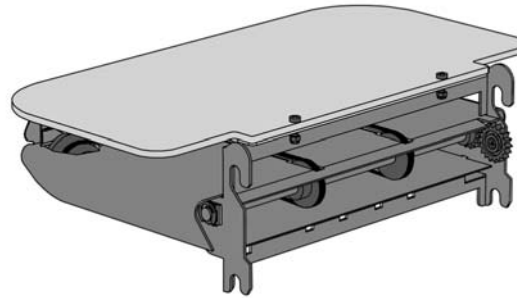


Fig. 63

Side exit

At the rear exit a side exit as shown in fig. 63 can be fitted by the service organisation. The side exit can be fitted instead of the standard envelope receiving tray. The side exit allows a conveyor, conveyor/stacker or a franking machine to be fitted in line with the SI 76.

The side exit can also be used with a receiving tray which is delivered with the side exit. The receiving tray can be fitted to the left or to the right of the side exit to achieve vertical stacking.

10. SPECIFICATIONS

This operator manual refers to machines as from machine number 03 DC-5001 (VS-IM502), 03 DD-5001 (VS-BM502), 03 DE-5001 (VS-BM503), 03 DF-5001 (VS-BNU503) or higher.

Machine specifications

Model	: SI 76		
Type	: inserter system for medium office use.		
Overall dimensions	2 stations	4 stations	6 stations
height	: 570 mm (22.4 inch)	745 mm (29.3 inch)	920 mm (36.2 inch)
width	: 420 mm (16.5 inch)	-	-
length	: 1340 mm (52.8 inch) (with receiving tray 1590 mm/62.6 inch with side exit 1440 mm/56.7 inch with stacker 1840 mm/72.4 inch)	-	-
Weight	: 88.5 kg (195 lbs)	96.2 kg (212 lbs)	110 kg (242 lbs)
Noise level	: <73 dBA (following ISO 11202)		
Theoretical max. speed	: 4700 inserts per hour, depending on application.		
Operating temperature	: 10°C - 40°C (50°F-104°F)		
Humidity	: 30%-80%		
Power consumption	: 100V AC/50Hz/3,0 Amps. 115V AC/50/60Hz/3,0 Amps. 230V AC/50Hz/1.5 Amps.		
Fuse	: 100/115 Vac: T 5.0 A, 125 V Time lag, 5.0 Amps. rated current, 125 V. : 230 Vac: T 2.5 A H, 250 V Time lag, 2.5 Amps. rated current, High breaking capacity, 250 V.		
Approvals	: EMC Certificate conform EMC-Directive. FCC Certificate conform 47CFR, part 15. CB Certificate conform IEC 60950. UL Listed I.T.E. (Information Technology Equipment), conform UL-IEC 60950, file: E153801. Conform NEN-EN-IEC 60950 and derivatives.		

Paper Insert specifications

Paper sizes	minimum	maximum
width*	: 130 mm(5.1 inch)	242 mm(9.5 inch)
length	: 90 mm(3.5 inch)	356 mm(14.0 inch)
Quality **	: 60 gr/m ² (15 lb bond)	250 gr/m ² (62.5 lb bond)
	Booklets up to approximately 2 mm (0.08 inch) thickness, depending on stiffness	
Folding capacity	: 8 sheets (max. 80 gr/m ²), 4 sheets (80 gr/m ²) when double parallel fold is selected.	

Envelope insert specifications

Envelope sizes	: Standard BRE (Business Reply Envelopes)	
Quality	: 80 gr/m ² (20 lb bond)	120 gr/m ² (30 lb bond)

* When folded max. 230 mm (9.1 inch)

**When folded max. 170 gr/m².

10.1 Special national conditions

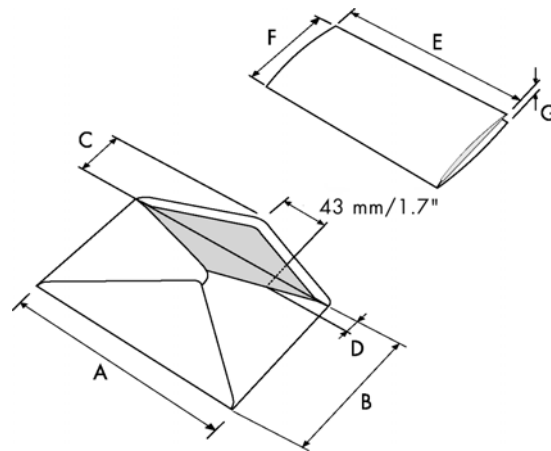
Denmark: In Denmark, certain types of Class 1 appliances may be provided with a plug not establishing earthing continuity when inserted into Danish socket-outlets. Be sure the equipment makes contact with the protective earthing of the socket outlet.

(Plug and socket outlet have to match!)

Japan: Provide an earthing connection before the mains plug is connected to the mains. When disconnecting the earthing connection, be sure to disconnect after pulling out the mains plug from the mains.

Envelope and insert specifications

Maximum insert specifications are based on single sheets. When multiples are handled, more room inside the envelope is needed depending on application.



		A	B	C	D	E	F	G
minimum size	mm	160	90	32	10	-	84	60 g/m ²
	inches	6.3	3.5	1.25	0.4	-	3.3	60 g/m ²
maximum size	mm	248	162	B - 32	75	A - 12**	B-6	2.5*
	inches	9.7	6.38	B - 1.25	2.9	A - 0.47**	B-0.2	0.1

* Booklets up to approximately 2 mm (0.08 inch) thickness, depending on stiffness.

** When insert is more than 1 mm thickness: A-15 mm/A-0.6 inch.

Remarks

- The specification of the paper handling equipment is often wider than that of the envelopes and documents handled. The condition of material handled will limit the specified environmental conditions.
- We recommend that materials to be handled are stored at a temperature of 20°C (68°F) with a relative humidity factor of 50%. If difference in temperature occurs between store room and mailing area, the material has to be stored near the machine at least 24 hours before use.
- Self-copying paper may cause rubber parts to wear quicker. The rubber used in this machine has the best resistance to Wiggins Teape material.

EC DECLARATION OF CONFORMITY FOR ELECTRICAL PRODUCTS (According to Annex III B of the Low Voltage Directive)

Manufacturer: Neopost Industrie BV
Address: De Tijen 3, 9201 BX Drachten
The Netherlands,

herewith declares that the:

SI 76,

which this declaration refers to, is in accordance with:
• the conditions of the Low Voltage Directive 73/23/EEC, modified by the directive 93/68/EEC,

and the following Directive:

- EMC Directive 89/336/EEC, modified by the directives 91/263/EEC, 92/31/EEC and 93/68/EEC.

Drachten, 2004



J.F.M.E. van Stratum
Managing Director

This is a class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Note: this equipment has been tested and found to comply with the limits for class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with this instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

89-40.72 index B - 03/04 Specifications and design are subject to change without prior notice.

