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1. PRECAUTIONS

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.

**Warning**
- Before connecting check if the system is suitable for the local mains voltage; refer to the type plate.

**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**

![Warning](image)

**Note:** Additional information

1.1 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.
2. GENERAL

2.1 Understanding the machine
This machine is a compact fold and inserting system which can process large quantities of mail rapidly and easily. The settings of the system are 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. The system consist of the following parts:

1. FlexFeed™
2. Collating area
3. PowerFold™
4. Inserter
2.2 Operating controls
A: envelope receiving tray
B: envelope slide
C: upper unit
D: locking hand grip upper unit
E: document feed tray
F: collator arm
G: collator area
H: power inlet, power switch
I: display
J: knobs for clearing stoppages
K: sensors
L: bellows
M: handle for clearing stoppages
N: water tray
O: side cover (opened)
P: side guides envelope hopper
Q: knob for separation adjustment
R: envelopes support bracket
S: thumbwheel for side guide adjustment
2.3 Display
The display shows the operating screens and keys for operating the system (see figure below). The keys below are used for the functions: start, stop, clear and escape. The six keys on the right of the display are used for the corresponding functions shown in the screens.

Press the start key to start the machine. When the stop key is pressed the machine stops. There can be documents left in the four parts of the machine (refer to "Understanding the machine"). When the clear key is pressed the machine stops feeding after completing the set. It is possible that there are still documents left in the document feeder (for example a small card). Remove all these documents from the feeder before restarting in another job. There can also be envelopes left in the envelope track. These envelopes must be removed when another type of envelopes is required. The escape key can be used to exit a menu without saving any settings.

3. PREPARATIONS
Moistening the brushes
The water tray (see "Operating controls") must always be filled with special sealing liquid or water and the brushes must be moistened. An extra set of brushes is provided so that one set can be soaked in water. For this a special section is available in the water tray (refer to the chapter "Maintenance").

4. OPERATING THE MACHINE
4.1 Switching on
The system can be switched on or off with the power switch on the back of the system. Refer to section "Operating controls". After starting up, the display shows "main menu (1)".

4.2 The main menu
The main menu consists of two menus, "main menu (1)" and "main menu (2)". Press key 6 in the "main menu (1)", to go to the "main menu (2)". Press key 6 again to get back to the "main menu (1)".

4.3 Main menu (1)
The main menu (1) shows the following functions (see figure above):
- Job info ( ).
- Other job.
- Test run.
- Counters.
- Load 'N Go™.
4.4 Job info

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

The "job info" screen shows the following job settings:
- selected envelope type
- selected fold type
- daily mail "on" or "off"
- which feeders are selected (black is selected)
- feeder is selected for selective feeding
- feeder is not selected
- which feeders are linked (feeder swap)
- document stopper position
- the feeder’s Double Sheet Detection (DFC) "on" or "off"
- number of sheets
- the document length
- Optical Mark Reading (optional) "on" or "off"

Other job menu

When key 2 in the "main menu (1)" is pressed the display shows the "Other job" menu. The following choices are available (see figure below):
- Job information
- display contrast lighter
- display contrast darker
- Job menu
- back to main menu (1)

4.5 Main menu (2)

When key 6 is pressed in main menu (1), the "main menu (2)" will be displayed (see figure below). Press key 6 to go back to the "main menu (1)".

The main menu (2) shows the following functions:
- Job info
- display contrast lighter
- display contrast darker
- Job menu
- back to main menu (1)
4.6 Adjustments for document feeding

Document separation
The document separation for the automatic feeders is set automatically. The document separation for special feeders must be adjusted manually as follows (see figure below):

- push the knob B forward until it clicks.
- open the left side guide A by turning it downwards.
- place a document on the feeding tray and slide it about 60 mm (2.4 inch) into the machine (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 back again when ready. Close the left side guide A.

Side guides
To adjust the side guides it is best to remove the document feeding tray from the feeder as follows (see figure below):

- push handle C downwards.
- lift the document feeding tray upwards to unhook it and then pull it out from the feeder.
- loosen the knob D (see figure below) half a turn.
- grab the side guides in the middle and push them apart.
- put a small stack of documents between the side guides.
- push the side guides 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 D.
- remove the stack of documents.

Replace the document feeding tray as follows (see figure below):

- place the document feeding tray under guide E.
- push the document feeding tray up and then lower it into position.
Adjustment of the document stoppers
Initially the document stoppers are adjusted and programmed for position G (see figure below). In this position a wide variety of documents can be handled (max. 297 mm; 11.7 inch) and adjustment is not needed.

When a job is selected in which a different stopper position has been programmed, the document stoppers have to be placed in the correct position as indicated by the display. For use of small documents of about 148 mm (5.8 inch) or smaller, the document stoppers can be set in the first position (position F). For use of longer documents, maximal 356 mm (14 inch), the document stoppers have to be placed in last position (position H). To adjust the stopper position push the collator arm I down, 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.

Daily mail
For processing documents or sets of documents which can not be processed automatically, the upper feeder is equipped with a daily mail switch. Switch to daily mail in the following way (see figure below):
• select or change to a job where the daily mail function has been set to “on”.
• turn the left side guide J downwards.
• the daily mail handle K will be visible and can be set. Push the handle towards (auto) to switch to the daily mail function. Push the handle towards ( ) 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 as instructed in the display.
Feeding documents

The feeding of documents is shown in the figure below.

<table>
<thead>
<tr>
<th></th>
<th>one document</th>
<th>feeder swap</th>
<th>two documents</th>
<th>document + enclosure</th>
</tr>
</thead>
<tbody>
<tr>
<td>no fold</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>single fold</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>letter fold</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>double parallel fold</td>
<td>Address carrier in upper feeder. Face up and leading.</td>
<td>Address carrier in upper linked pair feeders. Face up and leading.</td>
<td>Address carrier in upper feeder. Face up and leading.</td>
<td>Address carrier in upper feeder. Face up and leading.</td>
</tr>
<tr>
<td>zig-zag fold</td>
<td>Address carrier face down and trailing.</td>
<td>Address carrier in lower linked pair feeders. Face down and trailing.</td>
<td>Address carrier in lower feeder. Face down and trailing.</td>
<td>Address carrier in upper feeder. Face down and trailing.</td>
</tr>
</tbody>
</table>

Filling the document feed tray

Open the left side guide L (see figure below) by turning it downwards. The feed rollers will automatically be lifted.

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

Place a stack of documents between the side guides. Turn the left side guide upwards again.
4.7 Adjustments for envelope feeding

Envelope separation
Adjust the envelope separation by turning knob A (see figure below) 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 just pass between the rollers.

Side guides
Adjust the side guides C (see figure above) by turning the thumbwheel D to provide enough space to move freely. Too much play causes skewing.

Filling the envelope feeder
Fan the stack of envelopes a bit and place the bottom envelope between the separation rollers (flap down and trailing). Sometimes envelopes may skew on the insert table. The envelope support B (see figure above) can be rotated slightly to compensate this. Shift the envelope support B in or out so that the flap side of the envelope is lifted about 20 mm (0.8 inch). Turn the envelope support B so that the weight of the envelopes is distributed evenly on both sides.

Envelope receiving tray
The system has a rear envelope receiving tray E (see figure below). This can be adjusted according to the envelope height, by shifting it in or out.

Envelope sealing
Envelopes can be sealed or not sealed. To switch sealing "on" or "off", pull the hand grip of the upper unit upward and pull it into the vertical position (refer to "Operating controls"). Shift the blue handle F (see figure below) towards to switch sealing off or towards to switch sealing on.

Test run menu
Press key 3 in the "main menu (1)" to enter the "Test run" menu. The "Test run" menu shows the following functions (see figure below):

- feed one envelope onto the insert table.
• make one insert.
• set the insert position (= envelop stop position) to the right.
• set the insert position to the left.
• save the test run setting with "OK" 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.

Envelope insert position
Press key 1 in the "Test run" menu to bring one envelope onto the insert table.
Open the upper unit. The flap folding line must be positioned under the green indicator H (see figure below). 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. Save the insert position settings with "OK" which will get you back to the "main menu (1)" again.

Envelope insert fingers
To adjust the insert fingers G (see figure above) loosen the knurled knob I on top of each finger.

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 J 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.

Counters menu
After pressing key 4 in the "main menu (1)", the display shows the "counters" menu (see figure below). The "counters" menu shows the following functions:
• reset the daily job counter and stop counter to zero.
• increase the preset counter.
• decrease the preset counter.
• save the counter settings with "OK" which will get you back to the "main menu (1)". The counter settings are job related.

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

Load 'N Go™
After pressing key 5 in the "main menu (1)", the “Load 'N Go™" menu is shown (see figure below).
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.
Before starting the Load 'N Go™ function the adjustment of the envelope feed must be made manually to obtain correct operation.

The Load 'N Go™ screen shows the following functions:
• get more info regarding Load 'N Go™.
• feed an envelope to the insert table.
• make one insert.
• set the insert position (= envelope stop position) to the right.
• set the insert position to the left.

When special feeders are present, the adjustment of the document feeders must be made manually.

The document will be folded and inserted in the envelope.

Only the insert and address position can be adjusted if needed.

The address carrier must be put in the upper feeder.

After making the correct settings and running this Load 'N Go™ job it can be stored into a regular job through the copy job menu (refer to section "Copy job menu").

Testset run
Press key 3 to start a testset run in the Load 'N Go™ screen. The settings of the testset run will be saved. The machine prepares a job 0 which is named Load 'N Go™.

Only the feeders that feed successfully will be selected.

If needed adjust the address position.

When the testset run is started the display shows the Load 'N Go™ menu, extended with the possibility of adjusting the address position (see figure below). If needed adjust the address position as follows:
• press key 4 to set the address higher. Each key stroke brings the address up 1.2 mm (0.05 inch) (maximum 12 mm; 0.5 inch higher).

• press key 5 to set the address lower. Each key stroke brings the address down 1.2 mm (0.05 inch) (maximum 12 mm; 0.5 inch lower).

In the Load 'N Go™ job the following options cannot be used:
• feeder swap (the machine switches automatically to the upper feeder when the lower feeder is empty and vice versa).
• multifeed (more sheets are fed from the same feeder into the envelope).
• processing a Load 'N Go™ job without using envelopes (fold only).

If the required address position is beyond the maximum range of 12 mm (0.5 inch) up and 12 mm (0.5 inch) down, the Load 'N Go™ function can not be used. Use a programmed job instead.

The Load 'N Go™ job can not be saved. When the machine is switched off the settings will be lost.

Inserting menu
When the start key is pressed the machine starts inserting in automatic mode. The display shows the "inserting" menu (see figure below).

5. JOB PROGRAMMING
5.1 Job menu

After pressing key 4 in the "main menu (2)" the display shows the "job access" (see figure below) screen and asks for a pin code to enter.
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". The "job menu" shows the following functions (see figure below):

- Job info (1).
- Create a job.
- Edit a job.
- Copy a job.
- Delete a job.
- Exit and go back to the "main menu (1)".

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 "Create job" menu is shown. The display will start with the lowest free job number available. Job numbers already programmed will not be shown. The "create job" menu shows the following functions (see figure below):

- choose a higher free job number.
- choose a lower free job number.
- confirm with "OK" which will get you to the "job settings" menu.

If all jobs are used the display shows "no more free jobs". To get a free job one has to be deleted.

A new selected job number starts with default settings.

5.3 Edit job menu
After pressing key 3 in the "job menu" the "Edit job" menu is shown. The "edit job" menu shows the following functions (see figure below):

- Job information (1).
- choose a higher job number to edit.
- choose a lower job number to edit.
- confirm with "OK" which will get you to the "job settings" menu.

All job settings are described in the chapter "Job settings".

5.4 Copy job menu
After pressing key 4 in the "job menu" the "Copy job" menu is shown. The "copy job" menu shows the following functions (see figure below):

- Job information (1).
- choose a higher job number to copy from.
- choose a lower job number to copy from.
- choose a higher job number to copy to.
- choose a lower job number to copy to.
- confirm with "OK" 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.

5.5 Delete job menu
After pressing key 5 in the "job menu" the "Delete job" menu is shown. The "delete job" menu shows the following functions (see figure below):
- Job information
- select a higher job number to delete.
- select a lower job number to delete.
- confirm with "OK" which will get you to the "job menu".

6. JOB SETTINGS
After confirmation with "OK" in the "create job" or "edit job" menu, the display shows the "job settings" menu.
To program a job use the following order (see figure below):
1. Envelope settings menu
2. Document settings menu
3. Fold settings menu
4. Double Feed Control (DFC) and thickness detection settings menu
5. OMR menu (optional)

Use key 1 or 2 to select a menu and key 3 to edit the settings. Use key 5 to enter the Job name menu. Use key 6 to save the job.

6.1 Envelope settings menu
When the "envelope settings" menu is selected (see figure below) the following choices are available:
1. envelope with closed flap. 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 162 mm (6.38 inch).
2. envelope with open flap. 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 162 mm (6.38 inch) and the envelope flap size is set to 44 mm (1.73 inch).
3. no envelopes. To process without envelopes (fold only).

6.2 Document settings menu
When the "document settings" menu is selected (see figure below) the following choices are available:
1. **Set number of sheets** A feeder can be deselected by setting the amount of documents to zero. When a feeder is set to daily mail the amount of documents is always 1. When OMR is activated for a feeder the amount of sheets per feeder can not be set. Default 1 document per feeder is set.

2. **Set document size** 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 minimum document size for the upper feeder is 115 mm (4.5 inch). The default document size setting of a new job is 297 mm (11.7 inch). This is position B in the collator area. The maximum document size is depending on the document stopper position in the collator area. If the stopper is set to position a the max. size is 148 mm (5.8 inch). For the position b; 297 mm (11.7). For the position c; 356 mm (14 inch).

3. **Set feeder swap** When feeder swap is selected the following choices are available:
   - go to the daily mail screen or when this is not available to the “number of sheets” screen.
   - select the pair of feeders which must be linked.
   - select link or unlink for a pair of feeders.
   - confirm by pressing “OK” which will get you back to the “job settings” menu. When a pair of feeders is linked, the settings of the lower feeder will be used and shown in the display.

4. **Set daily mail on or off** When daily mail is selected the following choices are available:
   - go to the “number of sheets” screen.
   - set the daily mail function “on” or “off”.
   - confirm by pressing “OK” which will get you back to the “job settings” menu. When the OMR function is activated the daily mail function can not be used. When the daily mail function is selected DFC is not available.

6.3 **Fold settings menu**

When the “fold settings” menu is selected (see figure below) the following choices are available:

1. **No fold** When no fold is selected there are no settings required.

2. **Single fold** When single fold is selected the following choices are available:
   - go to the “letter fold” menu.
   - increase the fold position to the right.
   - decrease the fold position to the left.
   - confirm by pressing “OK” 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).

3. **Letter fold** When letter fold is selected the following choices are available:
   - go to the zig-zag folding menu.
   - increase the position of the first fold to the right.
   - decrease the position of the first fold to the left.
   - increase the position of the second fold to the right.
   - decrease the position of the second fold to the left.
   - confirm the settings by pressing “OK” 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).

4. **Zig-zag fold** When zig-zag fold is selected the following choices are available:
   - go to the “no fold” menu.
   - increase the position of the first fold to the right.
• decrease the position of the first fold to the left.
• increase the position of the second fold to the right.
• decrease the position of the second fold to the left.
• confirm the settings by pressing "OK" 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 100 mm (3.9 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 75 mm (2.95 inch).

Double parallel fold
By using the letter fold settings, it is possible to create a double parallel fold. When a document is too large to be inserted (letter folded) in the desired envelope the double parallel fold can be used.

Example: a document of 356 mm (14 inch) must be parallel folded for an envelope of 104 mm (4.1 inch). To insert the document properly, the size of the folded document must be maximally 98 mm (3.9 inch). The first fold is set to 98 mm (3.9 inch) and the second fold is set to 196 mm (7.7 inch). When processed a parallel fold is automatically created. The document will now be inserted correctly.

6.4 Double Feed Control menu
When the "DFC settings" menu is selected the following functions are available (see figure below):
• select the required feeder.
• set the double feed control "on" or "off".
• confirm by pressing "OK" which will get you back to the "job settings" menu.

6.5 OMR settings (Optional)
Refer to the chapter "Optical Mark Reading".

6.6 Job name menu
After pressing key 5 in the "job settings" menu the following choices are available:
• change the selected character.
• select the character position.
• insert the selected character.
• delete the selected character.
• confirm the settings by pressing "OK" which will get you back to the "job settings" menu.

7. OPTICAL MARK READING (OPTIONAL)
The fold and inserting system can be equipped with Optical Mark Reading. With this option the system reads optical marks that have been specially printed on the documents. This code contains information about the processing of the documents. A set can have a varying number of sheets. The document with the printed code is placed in the upper feeder. The documents with the printed reading code are placed in the feeder which has been selected as the "reading" feeder. Depending on the programmed code the other feeders can be used as selective feeders. At first the documents (inclusive the address carrier) with the printed codes are accumulated. The selective enclosures are accumulated after the last document of a set, with a reading code, is fed.

7.1 Adjustments
Reading head position
The reading head must be placed according to the (horizontal) position of the printed marks on the documents. To adjust the reading head, proceed as follows:
• take a document with a reading code.
• fold the document on the first mark (see figure below).

• pull the vertical transport hand grip upward to open the vertical transport (refer to "Operating controls").

• hold the document onto the ruler (see figure below) Be sure the document is positioned on the middle of the ruler.

• adjust the reading head A according to the middle of the marks.

• divide the paper guides B along the width of the document.

When the reading head is adjusted it is possible that some paper guides have to be removed and replaced on the other side of the reading head.

The replacement procedure is the reversal of the removal procedure.

7.2 The job info screen

When the system is equipped with OMR, the job info screen shows on which feeder OMR is activated. The OMR function is indicated by a symbol.

The symbol indicates that the feeder is selected as a selective feeding station. The symbol indicates that the feeder is an inactive selective feeding station.

A selective feeder will be activated when the amount of documents is set to one or higher and the sheet length is set in the "document settings" menu.

7.3 The OMR settings

Via the "job settings" menu the "OMR settings" menu can be selected, the following choices are available (see figure below):

• go to the OMR position settings screen.

• select reading "on" or "off".

• select the required reading code.

• confirm by pressing "OK" which will get you back to the "job settings" menu.

7.4 The OMR position

In the OMR position settings screen the position of the first optical mark measured from the top of sheet can be set. Select also the maximum number of sheet.

When the OMR position is selected the following choices are available (see figure below):

• go to the "OMR on or off" settings screen.

• select the position of the first optical mark, measured from the top of the sheet.

• select the maximum amount of sheets in the set of documents.

• confirm by pressing "OK" which will get you back to the "job settings" menu.
The maximum amount of sheets in a set is 25. When the amount of sheets is above 5 the documents can not be folded. Therefore the maximum length of the documents can be 148 mm (5.8 inch). Be sure that in the used job the fold type is set to “no fold”. Otherwise document stoppages will occur and the system stops.

When the max. sheets counter is exceeded the machine will accumulate until it reads an insert mark, divert mark or a number of 26 sheets. This set or part of a set will be diverted and error code 3:130 is generated. By pressing the reset key the machine will start and will repeat this process until an insert or divert mark is found.
### 7.5 Feeding documents

The feeding of documents is shown in the figure below.

<table>
<thead>
<tr>
<th>Fold type</th>
<th>Type of documents</th>
<th>Loading positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>no fold</td>
<td>first page</td>
<td>Address carrier, face up and leading.</td>
</tr>
<tr>
<td>single fold</td>
<td></td>
<td></td>
</tr>
<tr>
<td>letter fold</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double parallel fold</td>
<td>last page (duplex printed)</td>
<td>Address carrier, face down and trailing.</td>
</tr>
<tr>
<td>zig-zag fold</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 7.6 OMR code

#### Function

In order to handle computer printed documents fully automatically, code marks are printed on each document. With the first four fold types (refer to section "Feeding documents"), the first sheet of a set always contains the address. In case of a zig-zag fold the address has to be printed on the last page of the set. A full length code is printed on every sheet of a set. The code on the last sheet of the set contains the insert instruction. The other sheets carry the accumulate instruction. If a parity check is used, this is checked on each sheet. If the set contains only one sheet, it is the “last” sheet. The code must appear in the same location on every page regardless of the actual code length.

#### Printing quality

Criteria:
- marks should be printed in black.
- marks on the same sheet must have equal intensity.
- for matrix printers near letter quality (NLQ) printed characters are preferred to obtain maximum blackness (double strike).
- be aware of background “noise”. This can be color changes on the form, background design, a logo or copy on the opposite side of the sheet that will bleed through and be read by the reading head.
- the ribbon or toner quality must be checked.
- printing must be done on the same position on every sheet.
Minimum code/basic commands

The minimum code is one mark in one line (insert). However for reliability it is advised to use at least 2 marks (see figure below). The first line is the start mark. A mark printed on the second line means insert, no mark printed means accumulate (this can be reversed on request).

In some cases, on request of the customer, the reading of the basic commands can be set reversed by the service organisation. This means that for the insert command no mark has to be printed and for the accumulate command a mark has to be printed.

Code position and free area

The code must be printed minimally 15 mm (0.59 inch) away from top and 30 mm (1.18 inch) from the bottom of the sheet. Default the first mark from the top is set to 100 mm (3.9 inch). From the left hand and right hand side 7 mm (0.28 inch) must be kept clear. The code must appear in the same location, and have a consistent number of marks on every page.

Length

Above the first mark and below the last mark a space of 8.5 mm (0.33 inch) must be kept without printing (see figure below). This means that the minimum code area consists of 6 lines, 2 lines to print the (basic) and 4 lines free space. Line distance may be 2.54 mm (0.1 inch) to 6.35 mm (0.4 inch).

Code width, character space and pitch

The minimum width of the code area is 7 character spaces. From left to right: first 2 characters space unprinted (5 mm; 0.20 inch), then the track mark (3 characters or 6.3 mm; 0.4 inch) and finally 2 character spaces unprinted. Pitch 10 or 12 is accepted. The track mark can be printed by using the “underline” sign (___), which must have a thickness of at least 0.2 mm.

Additional marks

When it is necessary to control more functions in the inserter system, the use of more marks is needed than there are in the minimum code. The following additional functions are possible via software options (see figure below):

• divert mark.
• stop mark.
• 1 mark: feed from station 2.
• 1 mark: feed from station 3.
• 1, 2 or 3 marks: respectively sequence check 4, 2 and 1.
• 1 mark: parity check mark (even).
• 1 mark: safety mark.
Criteria:
• the marks chosen are always used in the above sequence.
• if a function is suppressed the following function will move upwards one line.
• the chosen code is used on all material which will be processed by the Optical Mark Reading.
• the length of the code with it’s mark definition is a service setting.

Divert mark
The machine stops, remove the set manually. Reset and start again.

Stop mark
The machine stops, remove the set manually. Reset and start again.

Selective feed mark
The machine will selectively feed an enclosure when commanded so.

Sequence check
Sheets in a stack can accidentally get out of sequence or can be missing. This can be detected by the machine. Each sheet has a number that forms part of the reading code.

These are the available possibilities:
• pages are numbered 1-2-1-2-1/etc. This requires one additional sequence mark.
• pages are numbered 1-2-3-4-1-2-3-4-1-2/etc. This requires two additional sequence marks (see figure below).
• pages are numbered 1-2-3-4-5-6-7-8-1-2-3/etc. This requires three additional sequence marks.

---

Pages numbered 1-2-1-2-1/etc., one sequence mark used (first sequence check position)
- sheet 1: no mark printed sequence check 1
- sheet 2: a mark printed sequence check 1
- sheet 3: no mark printed sequence check 1

Pages numbered 1-2-3-4-1-2/etc., two marks used (first and second sequence check position)
- sheet 1: no mark printed sequence check 1
- sheet 2: no mark printed sequence check 1
- sheet 3: a mark printed sequence check 1
- sheet 4: a mark printed sequence check 1

Pages numbered 1-2-3-4-5-6-7-8-1-2/etc., three marks used (first, second and third sequence check position)
- sheet 1: no mark printed sequence check 4
- sheet 2: no mark printed sequence check 2
- sheet 3: no mark printed sequence check 1
7.7 Examples of OMR code

In the figure below the legend for the following example is shown. In this example feeder station 3 is the reading feeder. The feeder stations 1 and 2 are selected for selective feeding.

Parity mark
By adding a parity mark the reading code can be checked. When the OMR-2 code is used the sum of the marks has to be even.

Safety mark
The safety mark is used as an extra security. With skewed paper the reading head can miss part of the reading code (see figure below). In these situations the safety mark is not read, and the system will give an error. The safety mark also indicates the end of the reading code. This mark always has to be printed on the document if it has been activated.

7.8 Example
In the figure below a set of 8 sheets with two selective feeds (station 2 and 1) and three sequence check marks is shown. The first position is used for the start mark which must be printed on every sheet. The second mark position is used for the insert/accumulate command. The mark is printed on the last sheet of the set (inserting is required). Position 3 and 4 are reserved for selective feeding from station 2 and 1. Print a mark on position 3 when a selective feed from station 2 is required. Print a mark on position 4 when a selective feed from station 1 is required. Position 5, 6 and 7 are used for the sequence check marks.

8. MAXIFEEDER (OPTIONAL)

8.1 Function
The MaxiFeeder is intended to be used for Business Reply Envelopes (BRE), but also "standard" documents can be processed with it.
The MaxiFeeder ensures a higher document capacity and thus a higher productivity.

8.2 Preparations
The MaxiFeeder should be installed at the position of feeder station 1. It can be placed into position in the exact same way as you would with any other document hopper (see figure below). Proceed as follows:
• lift the paper feed rollers with the front edge of the MaxiFeeder.
• move the MaxiFeeder forward until it hooks behind the frame axle.
• connect the connector A to the socket B.

As the MaxiFeeder is auto-detected by the system when it is switched on, it is very easy to switch over from the standard document hopper to the MaxiFeeder and vice versa. Take care of connecting/disconnecting the MaxiFeeder.

Note: To allow easier hooking on of the MaxiFeeder it is advised to put the feeding plate in the rear position (see section “Separation”).

To make use of a MaxiFeeder it is not necessary to (re-)program the jobs. The MaxiFeeder is auto-detected by the system.

8.3 Adjustments
When the MaxiFeeder is used at an automatic separation feeder, the separation is set automatically.

Separation
When the MaxiFeeder is used at a manual separation feeder it might be useful, before adjusting the separation, to remove the document hopper of the second feeder to obtain easier access.

To adjust, proceed as follows:
• squeeze the two blue handles C and D (see figure below) and shift the feeding plate F as far as possible to the front.
• push knob E forward until it clicks.
• place a document/BRE on the feeding tray and slide it about 60 mm (2.4 inch) into the machine. Turn knob E counter clockwise if the separation is set to narrow.
• push the document/BRE between the rollers.
• turn knob E 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 /BRE. Pull knob E back again when ready.

Side guides
To adjust the side guides proceed as follows:
• take a stack of documents/BRE’s and place them in the feeder tray. BRE’s with flap down and leading.
• adjust the side guides by turning the thumbwheel G (see figure below) to provide enough space to move freely. Too much play causes skewing.
Filling the MaxiFeeder
To fill the MaxiFeeder proceed as follows (see figure above):
• squeeze the two blue handles H and I.
• shift the feeding plate J to the rear position.
• fan the documents and place them in the feeder tray. BRE's with flap down and leading.
The feeding plate assembly will be shifted up automatically (when the system starts processing) until documents/BRE’s are underneath the rubber paper pullers.

Note: when filling the MaxiFeeder be sure that the document/BRE’s are positioned parallel in relation to the feed plate to ensure correct feeding.

9. FAULT FINDING

9.1 General
In the system the following error types are possible:
• paperflow errors.
• reading errors (when the system is equipped with Optical Mark Reading).
• technical errors.
• double sheet detection errors.
If an error occurs the display shows a screen with an error description and a suggested solution (see figure below).

When a paperflow error occurs the following functions are available:
• show more information.
• reset the error after solving the problem (the error screen will disappear).
The black arrow or a black feeder indicates where the problem occurs.
When a reading or double feed control error occurs, the document stops in the collator area. The operator must remove the document(s) from the collator area and must complete the set manually!
When there is a technical problem the display shows a message. The error cannot be solved by operating personnel and assistance of the service support is needed.
First write down the error code, then 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.
9.2 Clearing stoppages

For clearing stoppages the three sections of the system can be opened (A, B and C) (see figure below).

Lower envelope track
Remove the envelopes as follows (see figure below):
• open the side cover D.
• lower and hold the handle E to the left and remove the envelope(s) from the lower envelope track.
• release the handle E.
• close the side cover.

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

If needed, envelopes and documents can be transported manually by turning knob G clockwise. To transport envelopes manually to the insert table or to the lower envelope track, turn knob F clockwise.

PowerFold ™
Remove the documents as follows:
• pull the hand grip up and pull the upper unit into vertical position (refer to "Operating controls").
• remove the documents from the PowerFold ™.
• lower the upper unit until it clicks.
Reset the error after solving the problem with (key 6).

FlexFeed ™
When a stoppage occurs in the FlexFeed ™ , remove the documents as follows:
• pull the hand grip up and pull the upper unit into vertical position (refer to "Operating controls").
• remove the documents.
• lower the upper unit until it clicks.
Reset the error after solving the problem with (key 6).

Collating area
When a stoppage occurs in the collating area, remove the documents as follows:
• pull down the collator plate (refer to "Operating controls").
• remove the documents.
• push the collator plate into position.
Reset the error after solving the problem with (key 6).
### 9.3 Operator troubleshooting

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Possible cause</th>
<th>Remedy</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>The machine cannot be started after switching on.</td>
<td>Machine not connected to mains.</td>
<td>Connect the machine to the mains.</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Fuse is blown.</td>
<td>Replace fuse below power switch.</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>A cover is opened.</td>
<td>Close the covers</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Envelope flap sticks.</td>
<td>Store envelopes according to specifications.</td>
<td>Specifications.</td>
</tr>
<tr>
<td></td>
<td>Wrong envelope type used (not according specifications or job settings).</td>
<td>Change envelopes according to specifications.</td>
<td>Specifications.</td>
</tr>
<tr>
<td>Envelopes are double fed.</td>
<td>Envelope separation not correctly adjusted.</td>
<td>Check separation settings, adjust if needed.</td>
<td>Adjustments for envelope feeding.</td>
</tr>
<tr>
<td></td>
<td>Envelopes not placed properly in the hopper.</td>
<td>Check and replace if needed.</td>
<td>Adjustments for envelope feeding.</td>
</tr>
<tr>
<td>Envelope stop skewed.</td>
<td>Side guides of the envelope hopper are set too wide.</td>
<td>Check side guides and adjust if needed.</td>
<td>Adjustments for envelope feeding.</td>
</tr>
<tr>
<td>Envelopes are fed irregularly.</td>
<td>Hopper almost empty.</td>
<td>Refill hopper.</td>
<td>Adjustments for envelope feeding.</td>
</tr>
<tr>
<td></td>
<td>Separation set too narrow.</td>
<td>Check separation settings, adjust if needed.</td>
<td>Adjustments for envelope feeding.</td>
</tr>
<tr>
<td></td>
<td>Envelope support not positioned correctly.</td>
<td>Reposition the envelope support.</td>
<td>Adjustments for envelope feeding.</td>
</tr>
<tr>
<td>Flap is wrinkled and sometimes not opened.</td>
<td>Envelope not within specifications.</td>
<td>Check specifications and change envelopes if needed.</td>
<td>Specifications.</td>
</tr>
<tr>
<td>Symptom</td>
<td>Possible cause</td>
<td>Remedy</td>
<td>Section</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------------------------------</td>
<td>--------------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Flap sticks.</td>
<td>Store envelopes according to specifications.</td>
<td></td>
<td>Specifications.</td>
</tr>
<tr>
<td>Flap curled.</td>
<td>Envelopes stored or manufactured improperly.</td>
<td></td>
<td>Specifications.</td>
</tr>
<tr>
<td>Separation set too narrow.</td>
<td>Check separation settings, adjust if needed.</td>
<td></td>
<td>Adjustments for envelope feeding.</td>
</tr>
<tr>
<td>Fingers are placed on top of the envelope.</td>
<td>Fingers adjusted too deep into the envelope.</td>
<td>Check fingers position, adjust if needed.</td>
<td>Envelope insert fingers.</td>
</tr>
<tr>
<td>Envelope stops too early.</td>
<td>Check envelope stop position, adjust if needed.</td>
<td></td>
<td>Envelope insert fingers.</td>
</tr>
<tr>
<td>Machine stops while inserting (stoppage at the inserting point).</td>
<td>Fingers not correctly adjusted.</td>
<td>Check fingers position, adjust if needed.</td>
<td>Envelope insert fingers.</td>
</tr>
<tr>
<td>Inserted document too long for used envelope.</td>
<td></td>
<td>Check fold settings.</td>
<td>Fold settings menu.</td>
</tr>
<tr>
<td>Window not glued properly.</td>
<td>Eliminate faulty envelopes.</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Flap not sufficiently moistened.</td>
<td>Water level low.</td>
<td>Check water level, refill if needed.</td>
<td>Moistening the brushes.</td>
</tr>
<tr>
<td></td>
<td>Brushes dry.</td>
<td>Check brushes, replace if needed by the extra soaked set.</td>
<td>Moistening the brushes or Maintenance.</td>
</tr>
<tr>
<td></td>
<td>Brushes dirty.</td>
<td>Check brushes, clean if needed.</td>
<td>Maintenance.</td>
</tr>
<tr>
<td></td>
<td>Moistening felt dry.</td>
<td>Check the moistening felt, refill water tray if needed.</td>
<td>Moistening the brushes.</td>
</tr>
<tr>
<td></td>
<td>Moistening felt dirty.</td>
<td>Check the moistening felt, clean if needed.</td>
<td>Maintenance.</td>
</tr>
<tr>
<td></td>
<td>Moistening brushes inactive.</td>
<td>Activate the moistening brushes.</td>
<td>Envelope sealing.</td>
</tr>
<tr>
<td>Symptom</td>
<td>Possible cause</td>
<td>Remedy</td>
<td>Section</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>---------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Envelope not filled properly or envelope flap not closed properly.</td>
<td>Inserted document too big.</td>
<td>Check fold settings, adjust if needed.</td>
<td>Fold settings menu.</td>
</tr>
<tr>
<td></td>
<td>Document not inserted deep enough.</td>
<td>Check adjustment of envelope stop position and fingers.</td>
<td>Envelope insert position.</td>
</tr>
</tbody>
</table>
### 9.4 OMR error codes

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Error Description</th>
<th>Suggested Solution</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 : 110</td>
<td>To many sheets in set.</td>
<td>Remove the documents and complete the set manually.</td>
<td>Set size exceeded.</td>
</tr>
<tr>
<td>3 : 112</td>
<td>Reading error.</td>
<td>Remove the documents and adjust the 1st mark from the top position correctly.</td>
<td>Wrong window position.</td>
</tr>
<tr>
<td>3 : 113</td>
<td>Reading stop.</td>
<td>Remove the documents and complete the set manually.</td>
<td>Stop mark read.</td>
</tr>
<tr>
<td>3 : 114</td>
<td>Reading error.</td>
<td>Remove the current suspected set and check the next set.</td>
<td>Suspected set after error.</td>
</tr>
<tr>
<td>3 : 120</td>
<td>Reading error.</td>
<td>Remove the documents and adjust the reading head. Adjust the 1st mark from the top position correctly. When the error still occurs, contact your service organization.</td>
<td>Not enough marks.</td>
</tr>
<tr>
<td>3 : 121</td>
<td>Reading error.</td>
<td>Remove the documents and check the used OMR code.</td>
<td>Conflicting commands.</td>
</tr>
<tr>
<td>3 : 122</td>
<td>Reading error.</td>
<td>Remove the documents and check the used OMR code.</td>
<td>No basic command.</td>
</tr>
<tr>
<td>3 : 123</td>
<td>Reading error.</td>
<td>Remove the documents, check the matched number and replace the set in the feeder or complete the set manually.</td>
<td>Remove documents.</td>
</tr>
<tr>
<td>3 : 124</td>
<td>Reading error.</td>
<td>Remove the documents. Check the set and the used OMR code. Replace the set in the feeder or complete the set manually.</td>
<td>Wrong sheet sequence.</td>
</tr>
<tr>
<td>3 : 125</td>
<td>Reading error.</td>
<td>Wrong set sequence. Remove the documents, check the matched number and replace the set in the feeder or complete the set manually.</td>
<td>Remove documents.</td>
</tr>
</tbody>
</table>

*Service assistance is needed for the error codes with the message “technical failure”. First write down the error code, then switch the inserter off and on again, to verify system operation. When the error still occurs contact your service organization.*
<table>
<thead>
<tr>
<th>error description</th>
<th>suggested solution</th>
<th>information</th>
<th>Error code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading error.</td>
<td>Remove the documents and check the used OMR code.</td>
<td>Wrong parity in code.</td>
<td>3 : 126</td>
</tr>
<tr>
<td></td>
<td>Adjust the reading head.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading error.</td>
<td>Remove the documents and check the used OMR code (flex-dongle).</td>
<td>Undefined mark found</td>
<td>3 : 127</td>
</tr>
<tr>
<td>Reading error.</td>
<td>Remove the documents and check the used OMR code's (mark line distance).</td>
<td>Wrong mark distance.</td>
<td>3 : 128</td>
</tr>
<tr>
<td>Reading error.</td>
<td>Remove the documents and check the used OMR code (flex-dongle).</td>
<td>Too many marks.</td>
<td>3 : 129</td>
</tr>
<tr>
<td>Too many sheets.</td>
<td>Remove the documents. Check the set and complete the set manually.</td>
<td>Set size exceeded.</td>
<td>3 : 134</td>
</tr>
<tr>
<td>Incomplete set.</td>
<td>Remove the documents. Check the set and complete the set manually.</td>
<td>Part of previous set.</td>
<td>3 : 135</td>
</tr>
</tbody>
</table>

Service assistance is needed for the error codes with the message “technical failure”. First write down the error code, then switch the inserter off and on again, to verify system operation. When the error still occurs contact your service organization.
10. MAINTENANCE

10.1 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.

10.2 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.

10.3 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.

The brushes can be removed one by one by pulling them straight off the brush holder. When replacing the brushes, align the studs on each brush with the respective holes in the brush holder.

The brushes should be cleaned once a week.

10.4 Cleaning the moistening felt

Clean the moistening felt and water tray when dirty or saturated with glue.

10.5 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 bellow located behind the side cover.

For cleaning the envelope track sensor, put the bellow in the hole (refer to the section “Operating controls”). Squeeze a few times firmly to blow away the dust from the sensor. Repeat this procedure for the other hole for cleaning the flap sensor.

11. OPTIONS

Optical Mark Reading

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.

MaxiFeeder

The system can be equipped with a MaxiFeeder on feeding station 1. The MaxiFeeder is a high capacity feeder and can contain up to 1200 sheets A4 (80 gr./m²).

Conveyor stacker

At the rear exit a conveyor stacker can be fitted instead of the standard envelope receiving tray (see figure below).

Side exit

At the rear exit a side exit (see figure below) can be fitted by the service organization. The side exit can be fitted instead of the standard envelope receiving tray. The side exit allows also a franking machine to be fitted in line with the system.
When a side exit is ordered, a receiving tray will be delivered with it. The side exit can be fitted to the left or to the right.

12. SPECIFICATIONS
This operator manual refers to machines as from machine number 04 CT-8000 or higher.