

# OPERATING GUIDE



## **NJOG 100**

Paper Jogger

neopost 

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## INTRODUCTION:

Thank you for selecting the Neopost NJOG 100 Paper Jogger. The Neopost NJOG 100 Paper Jogger has been developed for ease of operation and maintenance, however, we recommend that you familiarize yourself with the machine by carefully reading these instructions.

**WARNING: THIS MACHINE CONTAINS MOVING PARTS THAT CAN CATCH HAIR OR LOOSE CLOTHING AND PINCH FINGERS. DURING OPERATION AND MAINTENANCE, KEEP HANDS, HAIR, AND LOOSE CLOTHING CLEAR OF MOVING PARTS. SERVICE OR DISASSEMBLY SHOULD BE DONE WITH POWER CORD DISCONNECTED.**

## INSTALLATION:

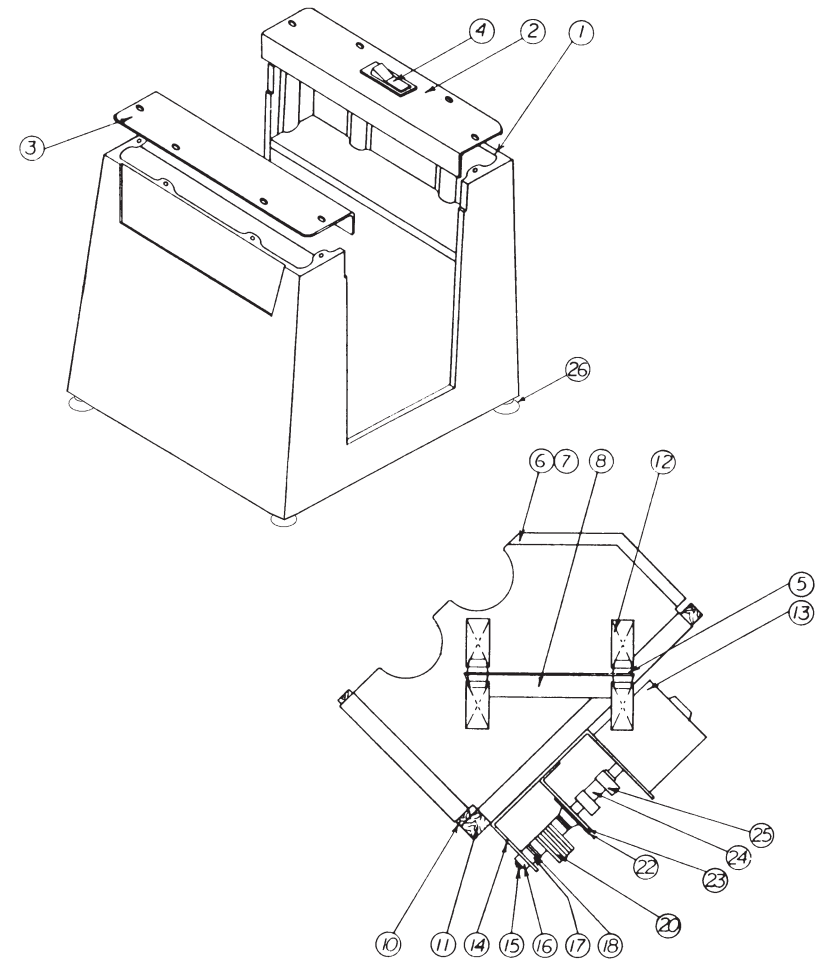
Remove jogger from carton. Remove 2 bolts at bottom which secure packing material to jogger.

Plug unit into any 115V 60 Hz/A.C. outlet. Turn Jogger 'ON' by depressing the 'I' side of the off/on rocker switch. Load paper.

## MAINTENANCE:

Lubricate bearings with light oil every 6 months. Occasionally, if necessary, remove any debris from bearings with a brush or an air jet stream. See parts list for bearing locations.

Neopost NJOG 100 Paper Jogger



KEY	DESCRIPTION	PART NO.	QTY	KEY	DESCRIPTION	PART NO.	QTY
1	Base	MO400001	1	15	Counter Shaft	MO400016	1
2	Top Cover RH	WO400002	1	16	Bearing Flange	MS013010	1
3	Top Cover LH	WO400003	1	17	Set Collar	MS037302	2
4	Switch	MS033053	1	18	Washer Nylon	MS019054	1
5	Bumpers	MS030045	12	20	Counterweights	WO400004	15
6	Side Panel RH	WO400008	1	22	Bearing	MS013093	1
7	Side Panel LH	WO400009	1	23	Motor Base Bracket	WO400013	1
8	Side Bracket RH	WO400010	2	24	Motor Coupling	WO400012	1
10	Wood Tray Bottom	MO400006	1	25	Clamps	MS037314	2
11	Wood Tray Back	MO400007	1	26	Suction Cup	MS030003	4
12	Springs	MS031074	8				
13	Motor (110V)	MS021064	1	Not Shown			
14	Motor Base	WO400014	1		115V Line Cord	MS037020	1