

# FORMAX<sup>®</sup>

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6000 Series  
Folder/Inserters

OPERATOR'S MANUAL  
FIRST EDITION



## **INTRODUCTION**

The Formax 6000 Series Folder/Inserters are designed to fold your documents, insert them into envelopes and seal the envelopes. Small size documents may be inserted alone, without being folded. They may also be added to larger folded documents. The machine operation is automatic, quick and user-friendly. Folder/inserters can be used to send invoices, mailshots, payrolls, daily mail, etc. The information provided in this manual will help you to optimize the functioning and output of your machine.

Following are the folder/inserters main characteristics:

- One or two automatic feeders for large documents including 8 1/2" x 7", 8 1/2" x 11" and 8 1/2" x 14" documents.
- Up to two automatic feeders (depending on the model) for small size documents (inserts smaller than the main envelopes).
- One document manual feeder.
- Inserting documents into envelopes of various sizes including #10, #9 and 6" x 9" with or without a window.
- Inserting into the same envelope various sheets from the same feeder, such as invoices printed on several sheets.
- Stores up to 20 job applications for frequent or re-occurring mailings.
- Automatic adjustment of the folding dimensions.
- Adjustment assistance in the form of a simple and interactive control panel.
- Automatic detection of double documents on the automatic feeders.
- Automatic detection of double documents, based on the principle of electronic measurement of the thickness insensitive to the paper opaqueness.
- Easy to use feeding system and simple jam clearing operations.
- Jam clearing assistance based on the control panel and the software functions.
- Compact with an appearance that fits easily in with the office environment.

## **STANDARD**

In order to comply with standards EN60950 and UL1950, this equipment must be connected to standard installations of the construction industry. As regards the protection of the internal wiring, a two-pole protection is required against 5 Amp. current surges. This equipment is in accordance with standard EN55022, Class A, EN55024, and FCC part 15.

## **INSTALLATION**

The equipment should be installed very close to a grounded mains outlet easy of access and protected by a 16 Amp. fuse.

**CAUTION: NEVER REMOVE THE MACHINE COVERS.**



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**Symbols used**

**Indicates an essential piece of information that should not be overlooked.**

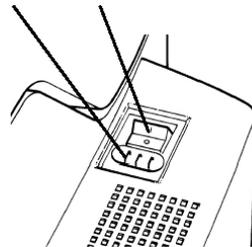
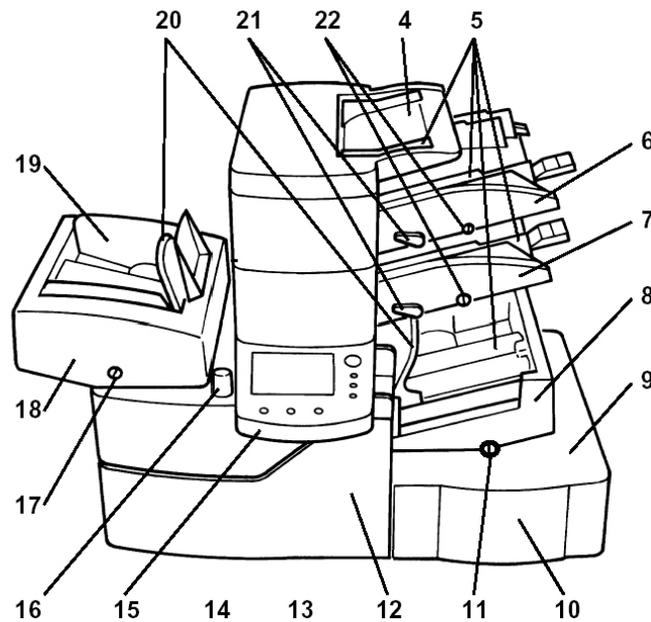
**Signals a delicate issue.**

**Indicates an interesting idea or a tip.**

**Illustration through an example.**

# SECTION A: GENERAL PRESENTATION

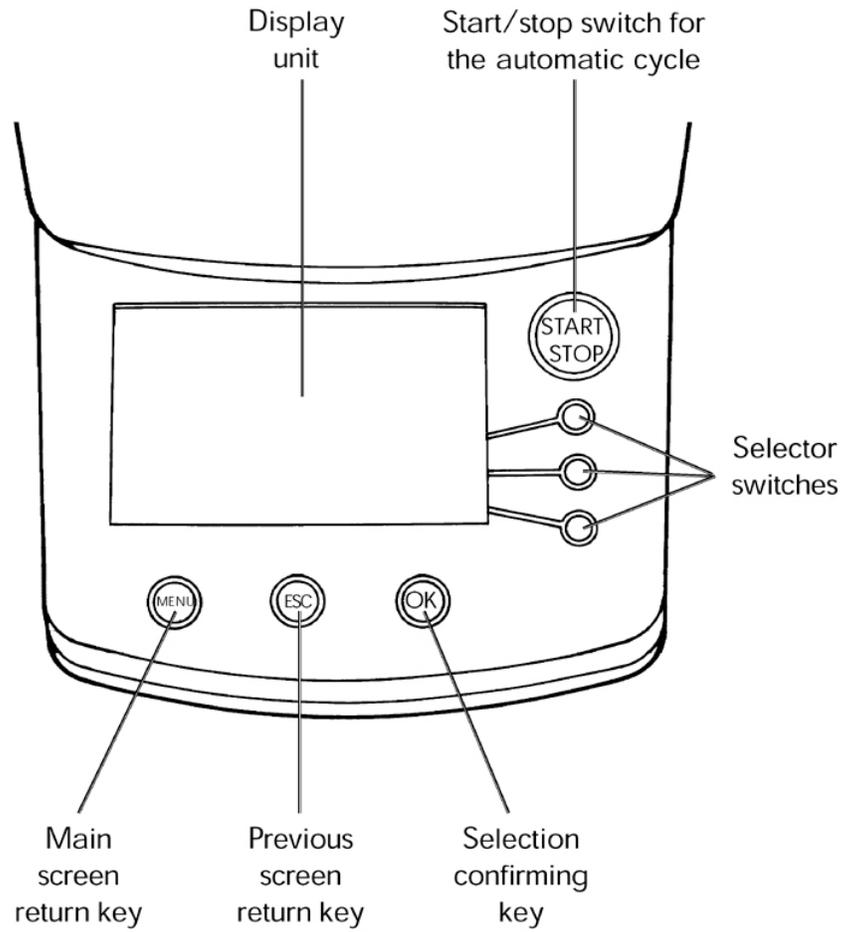
## 1. MACHINE



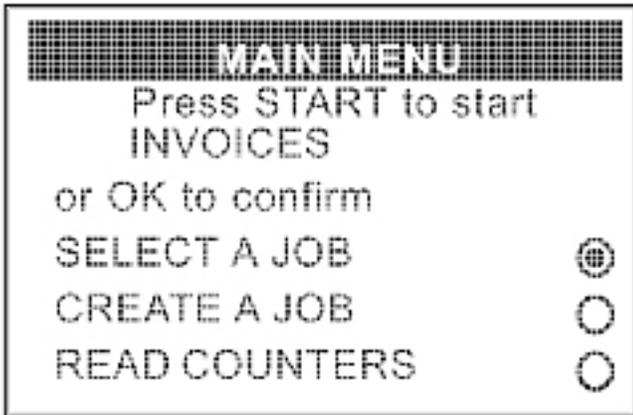
Detail of rear view

- |  |   |
|--|---|
| 1 : Knurled knob (see Section C, 2.3. "Insert Path")               | 12 : Left door (access to the moistener and the insert path). |
| 2 : Knurled knob (see Section C, 2.3. "Insert Path")               | 13 : ON/OFF switch.   |
| 3 : Control (see Section C, 2.3. "Insert Path")                    | 14 : Mains outlet.  |
| 4 : Feeder A (document manual feeder)                              | 15 : Control panel  |
| 5 : Document guide.  | 16 : Machine opening button                                   |
| 6 : Feeder B (automatic document feeder - sheet by sheet).         | 17 : Guide locking envelopes                                  |
| 7 : Feeder C (optional automatic document feeder - sheet by sheet) | 18 : Feeder E (envelopes feeder)                              |
| 8 : Feeder D (optional feeder for inserts and reply envelopes).    | 19 : Envelopes guides   |
| 9 : Feeder F (feeder for inserts and reply envelopes).             | 20 : Envelope and insert pressure units                       |
| 10 : Right door for access to feeder F.                            | 21 : Document pressure unit button                            |
| 11 : Insert guide locking.   | 22 : Document guide locking button                            |

## 2. CONTROL PANEL

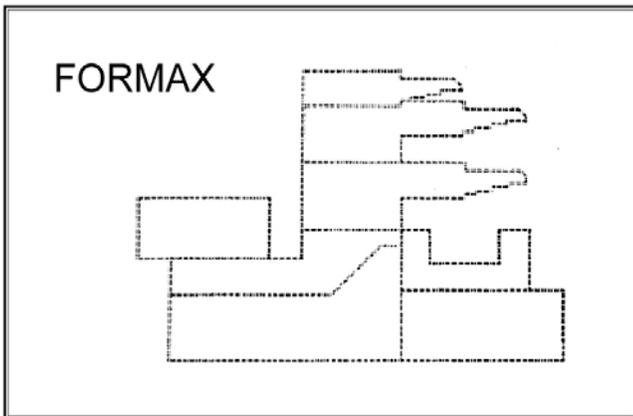


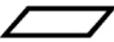
## Main Menu Screen



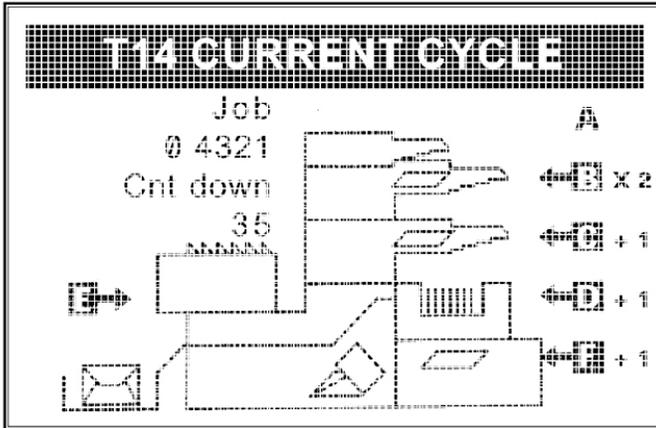
The main menu screen is one of the guide screens. When the machine remains unused for a long period, the standby screen appears as follows, to return to the initial screen press any key.

## Standby Screen



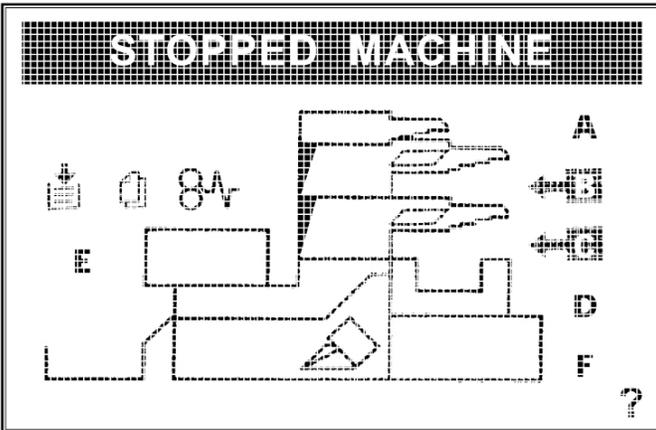
- A** : feeder unused
-  : feeder used
- X 2, +1** : number of sheet to be taken
-  : feeder being used
-  : feeder being used
-  : envelope feeder being used
-  : two folds
-  : single fold
-  : sealed envelope exit
-  : open envelope exit

## Job Information Screen



- A** : feeder unused
- ←A** : feeder used
- X 2, +1** : number of sheet to be taken
- : feeder being used
- : feeder being used
- : envelope feeder being used
- : two folds
- : single fold
- : sealed envelope exit
- : open envelope exit

## Failure Screen

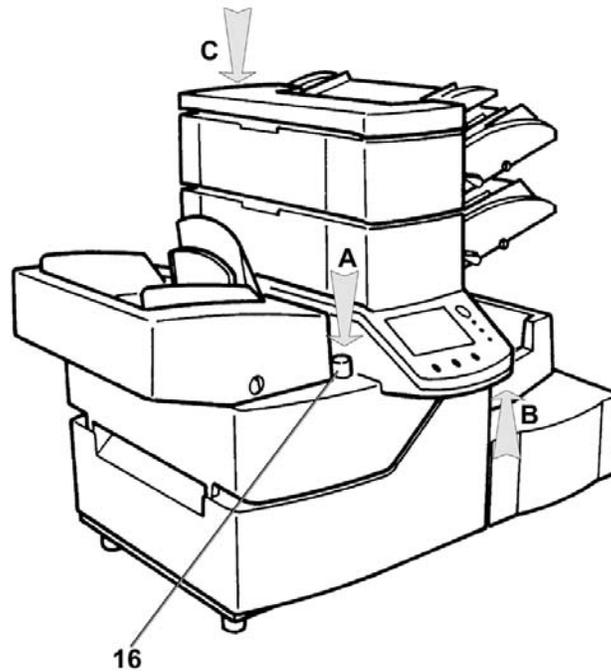


Failure screen

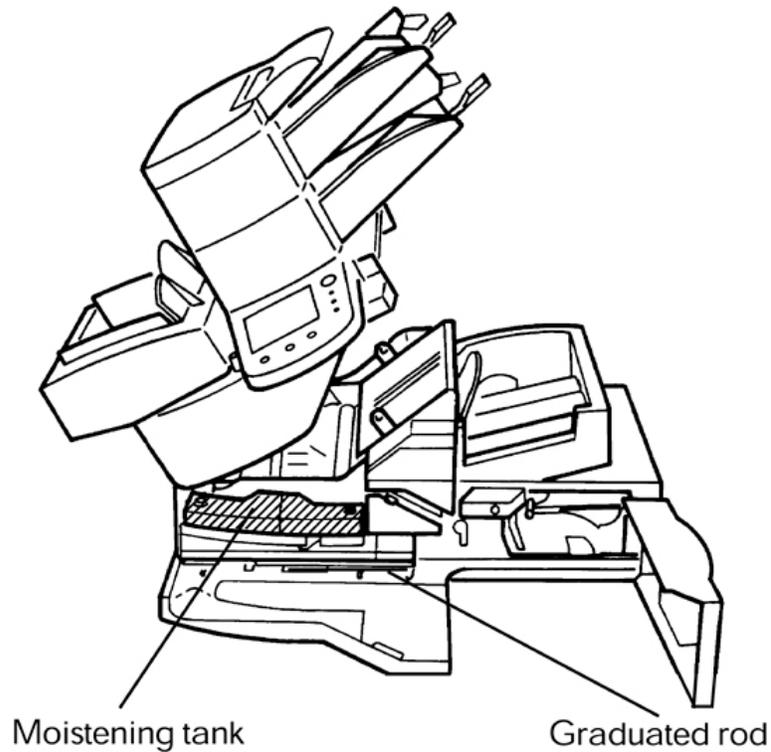
- : in the event of a jam, the area concerned appears blinking
- ←A** : feeder affected by the fault
- ?** : displays the help
- : empty feeder
- : double document
- : detection of double document for the feeder concerned
- : jam
- : the document does not go through the machine
- : lack of water
- : data backup battery used up
- : servicing recommended

### 3. OPENING THE MACHINE

- (A) : Press machine opening button (16).
- (B) : Lift the top of the machine (including the feeders fastened to it).
- (C) : To close push down on the top of the machine until it snaps.



### 4. INSIDE VIEW





## SECTION B : PRACTICAL FUNCTIONS

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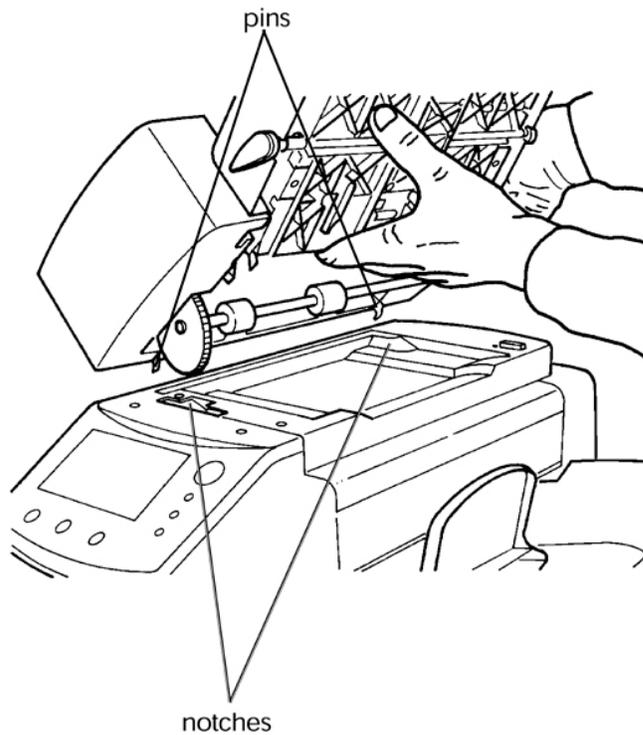


# 1. INSTALLATION AND PUTTING INTO SERVICE

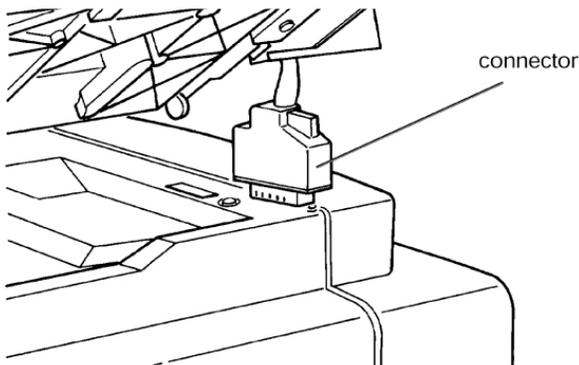
## 1.1 Installation of the feeders

Noted that the procedure is roughly the same regardless of the feeder selected (the example below represents feeder C).

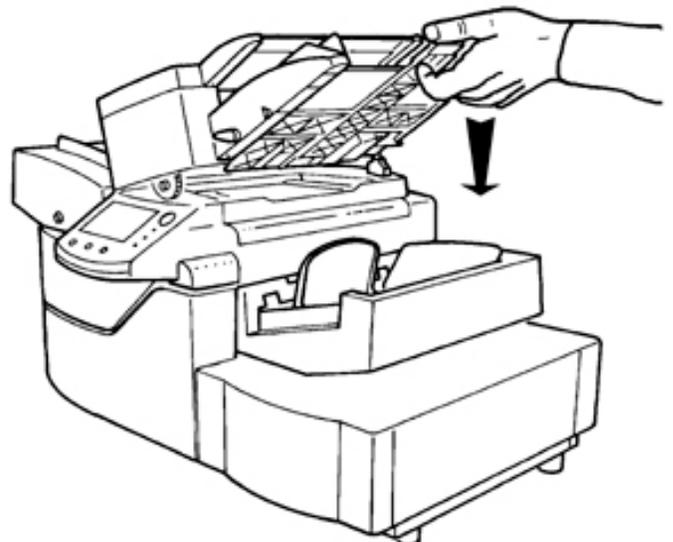
- Switch the machine off,
- Insert the two positioning pins into the notches provided for this purpose on the machine.



- plug in the connector:



- flip up the feeder and lower it.



## 1.2 Removal of the feeders

- Switch the machine off.
- Lift the feeder.
- Remove the connector (see previous figures).
- Flip up the feeder in order to be to take it out of the notches (see previous figures) and remove it.

## 1.3 Filling the tank

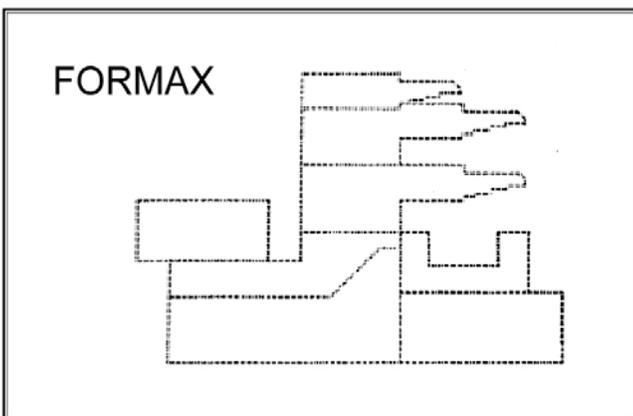
Open the machine and the left-hand door in order to have access to the tank and fill it with the container provided.

**Note: Do not use distilled water.**

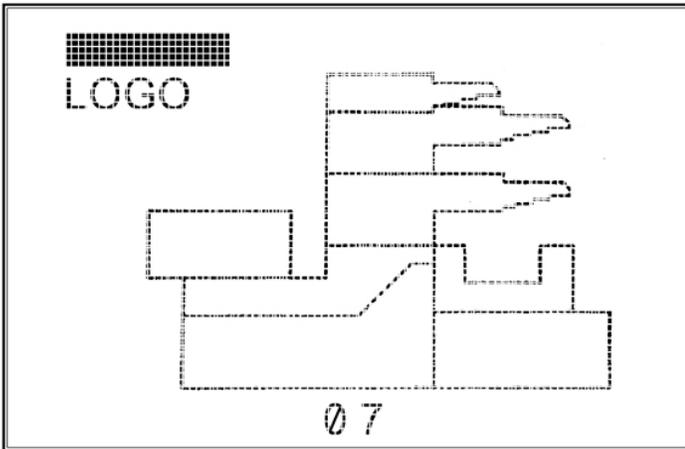
## 1.4 Putting into service

**To turn the machine on, press the button at the rear of the machine.**

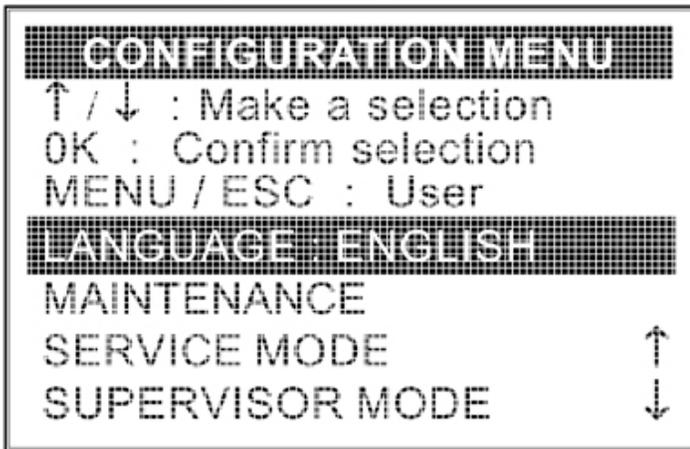
At power up, the below lead-in screen is displayed on the control panel.



At the top of the screen, a time-filling bar scrolls. Then a countdown starts at the bottom of the screen.



When the "ESC" key is pressed **during** the countdown, the machine prompts you to select one of the following options: language, maintenance, servicing mode or supervisor mode.



#### 1.4.1 User mode (access)

If no key is pressed at the end of the countdown, the screen displays the main menu. You may use the machine, in accordance with the displayed indications.

#### 1.4.2 Language selection

- To modify the display language, turn the machine off, then turn it on after a few seconds.
- During the countdown press the "ESC" key.
- Select 'LANGUAGE' and validate using the "OK" key.
- Select a language in the list available and confirm your choice using the "OK" key.
- Press the "MENU" key to display the general menu.

### 1.4.3 Maintenance

See section C, "Cleaning Procedure".

### 1.4.4 Servicing mode (access)

This mode cannot be accessed by the user, it is designed for the technical services.

### 1.4.5 Supervisor mode

Commonly used, the supervisor mode gives access to the advanced settings of the machine, as described below:

- Inserting position,
- Flap moistening length,
- Aligning of documents from feeders B and C,
- Activation of double document detecting function.

This mode is protected by an access code that your servicing agent may provide you.

**In order to access the supervisor mode, turn the machine off, then turn it on after a few seconds. When the countdown appears under the machine diagram, press the "ESC" key . Select "SUPERVISOR" and confirm the selection by pressing the "OK" key. Enter the supervisor code and confirm by pressing the "OK" key.**

## 2. OPERATION

To operate this machine you must properly input your application data:

- What documents and what envelopes do you want to use?
- How do you want to combine and fold your documents?

This data is stored in the machine as "jobs" corresponding to each use. Fill the feeder(s) according to the job to be carried out (see § "Document feeding").

You may use the machine as follows:

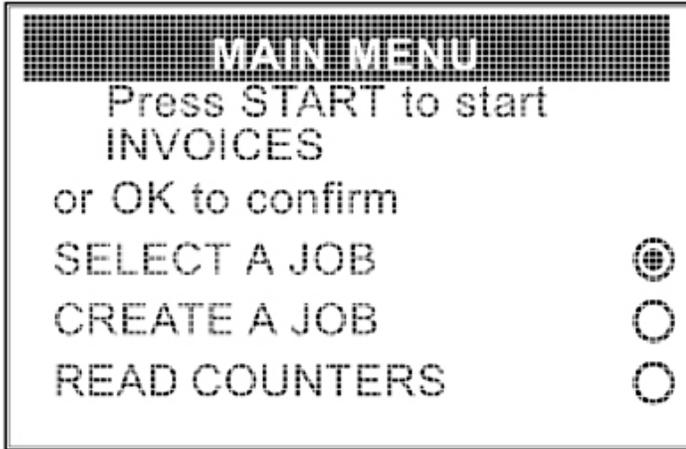
- In the "**user mode**", which provides a wide range of basic functionalities or
- In the "**supervisor mode**" (or expert user) offering a wider range of functionalities.

You will be supported and guided at every step of the operation, via both an on-line assistance and icons displayed on the control screen.

## 2.1 User mode

From the MAIN MENU, you may:

- Start the quick access job mentioned at the top of the Main Menu.
- Select another job stored into the machine.
- Create a new job.
- Check the counters.



### 2.1.1 Quick access job

If the name of the quick access job corresponds to the job you wish to perform, load, as may be required, the envelopes, documents, inserts and reply envelopes in automatic feeders E, B, C and F. Then, follow the directions displayed on the control panel. In order to check the content of the job, choose "SELECT A JOB" and press twice on the "OK" key (to confirm that you want to check the quick access job). At this stage, select "VERIFY THE JOB" and confirm by pressing the "OK" key.

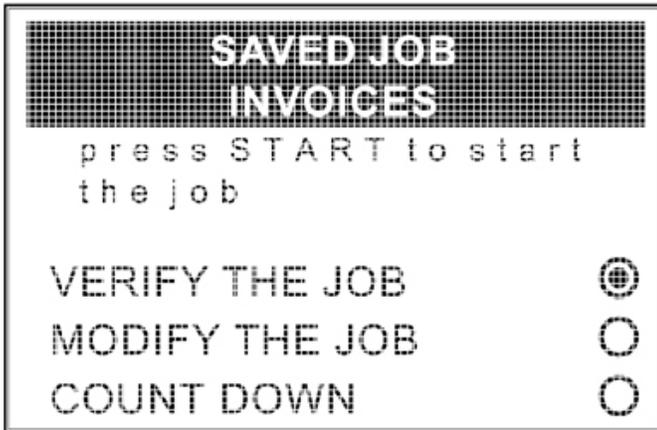
After checking, go back to the general menu by pushing the "ESC" key.

### 2.1.2 Selection of a stored job

Choose "SELECT A JOB" and confirm by pressing the "OK" key.

Using selection keys ↓ and ↑, scroll through the numbers and names of the jobs and select the job required. Confirm your choice by pressing the "OK" key.

You are now in the starting menu of the selected job:

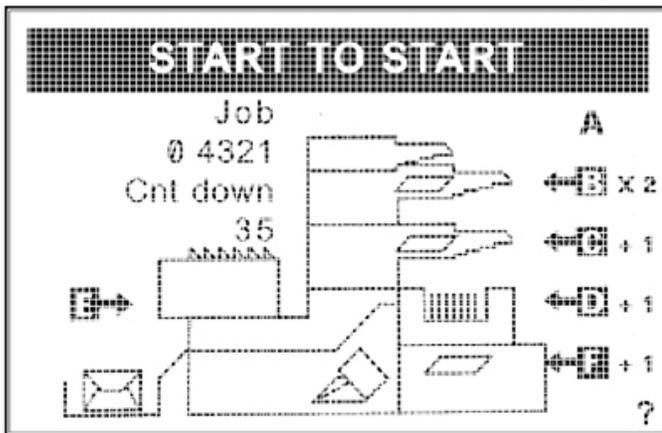


You may:

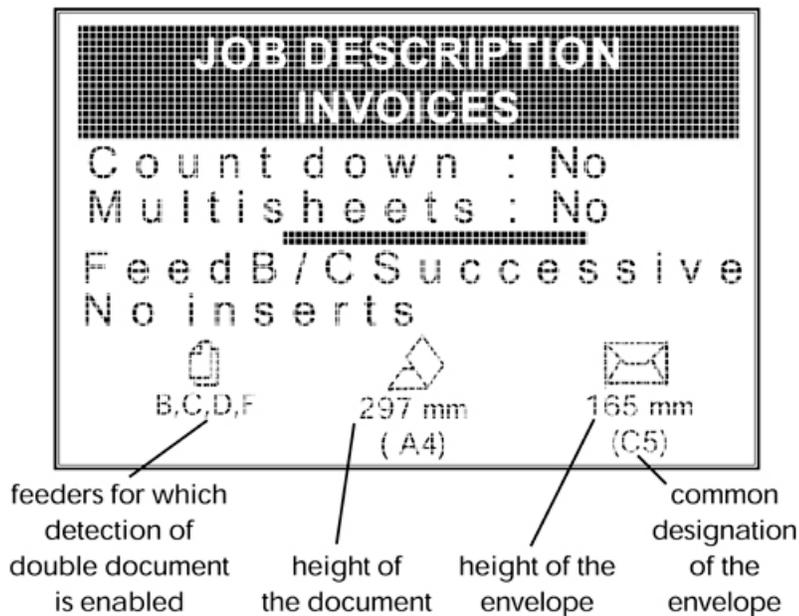
- Start the job,
- Check the content of the job,
- Modify the job,
- Adjust the countdown counter.

### 2.1.3 Job check

Select "VERIFY THE JOB" and confirm by pressing the "OK" key.



When the "?" key is pressed, a short description of the job is displayed:



After verification press the "ESC" key to get back to the previous menu.

For a more detailed check of the job content, select "MODIFY THE JOB" and confirm by pressing the "OK" key.

Thus, you will go through the job definition by pressing on the "OK" key after each screen, until the END OF PROGRAMMING MENU, which offers the job storage selection. At any time, you may get back to the previous screen, by pressing on the "ESC" key up to the starting menu of the selected job.

#### 2.1.4 Starting the job

Load the appropriate feeders with your documents and follow the directions displayed on the control panel screen.

#### 2.1.5 Modification of a job

Select "MODIFY THE JOB" and confirm by pressing the "OK" key.

In order to modify the job, select the descriptions displayed that match your application. To do so, use the selection keys and confirm by pressing the "OK" key.

At every step of the modification procedure, you can get back by pressing the "ESC", in order to make different selections.

At the end of the modification procedure, run a test cycle to verify the application.

If the modification meets your requirements, you can store the job either under the same number and the same name as the initial job (if it is not protected; see supervisor mode) or under a different number and/or name. **No job can be performed if it is not stored.**

### **2.1.6 Creation of a job**

From the MAIN MENU, select "CREATE A JOB" and confirm by pressing the "OK" key.

Using the selection keys and "OK" key, select the descriptions displayed that match your application.

You will then be able to create a new job. At every step of the creation, you may get back by pressing the "ESC" key, in order to make different selections.

At the end of the creation procedure run a test cycle to verify the application.

If the job meets your requirements, you can store it under the number and name you wish (apart from the protected job numbers). **No job can be performed if it is not stored.**

### **2.1.7 Counters**

The machine is equipped with the below counters:

- A counter of cycles per job. Counters can be reset either individually or all at once.
- A counter totaling the counters of cycles per job.
- A "cycle" counter totaling all the machine cycles.

### **2.1.8 Countdown counter (Batch Counting)**

The machine can operate by counting down the documents, provided that the number of documents to be processed has been previously set.

To select the quantity, use keys ↓ and ↑ and confirm by pressing "OK".

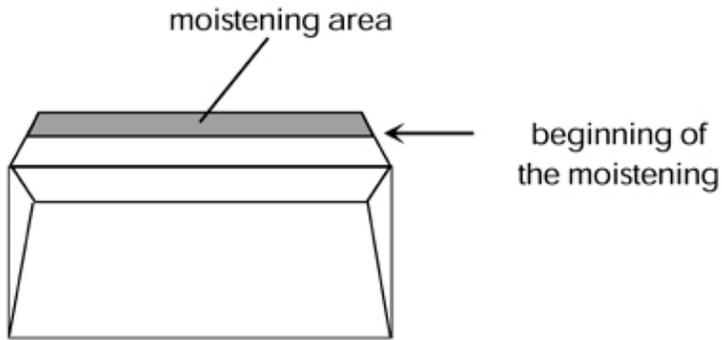
The "Unlimited Quantity" selection is designed for continuous operation.

When the countdown counter is selected, the countdown value is displayed on the "CURRENT CYCLE" screen.

## 2.2 Supervisor mode

### 2.2.1 Length of flap moistening

This setting is used to adjust the moistening area on the envelope flap.



It is necessary that the moistening operation be suited to the flap shape or to the envelope thickness.

This setting applies independently to any of the jobs. Therefore, envelopes with special flaps may be processed in different jobs.

#### **ACTIONS:**

- **Inadequate moistening area (flap not moistened on the sides):** increase the moistening area (bring the beginning of the moistening closer, using arrow ↓).
- **Moistening area too large (documents get damp, water splashes into the machine):** reduce the moistening area (move the beginning of the moistening away, using arrow ↑).

**Note: If the moistening amount varies slightly with the liquid level, It is advisable to make the setting with the liquid tank half-full.**

### 2.2.2 Adjustment of the document alignment (feeders B and C)

This adjustment is designed to align the bottom edges of the sheets from feeders B and C. It applies independently to any of the jobs.

The user is able to adapt the alignment of sheets from feeders B and C to the paper weight.

## 2.3 Position of the address and adjustment of the folds

The machine folds the documents automatically, based on both the dimensions and the envelope size.

### 2.3.1 Position of the address

If the address is not properly positioned with respect to the envelope window, its position may be adjusted using the appropriate menu. The menu may be accessed via the program end menu of the job modification.

### 2.3.2 Adjustment of the folds

If the user requires specific folds, they may program the fold dimensions via menu "fold customization" (see "modification of a job").

**Note: When inserting several documents from the same feeder into an envelope, be sure to adjust the folds so that the upper portion of the folded document is slightly (1 mm) longer than the lower portion.**



## 2.4 Detection of double documents

### 2.4.1 General remarks

The double document detection prevents any risk of taking two documents from the same feeder and inserting them unintentionally into one envelope. In order to optimize the system efficiency, we recommend you:

- Do not to place documents of various thicknesses and qualities into the same feeder.
- Carefully jog the sheets in order to obtain a neat and squared stack,
- Adhere to both the specifications of admissible documents and the storage requirements.

### 2.4.2 Enabling and disabling the double document detection

Double document detection may be enabled or disabled separately for each document feeder (B and C) and each insert feeder (D and F), either for all the jobs or for each job individually fulfilled.

Feeders for which double document detection is activated are identified by a symbol.

If no double document detection is enabled, "No" appears under the symbol.

**Note: The activation and de-activation of double document detection is only possible in the supervisor mode. The double document detection should be deactivated in the below operating cases:**

- Documents of variable thicknesses.
- Documents having a weight greater than 120 g/m<sup>2</sup>.
- Reply envelopes.

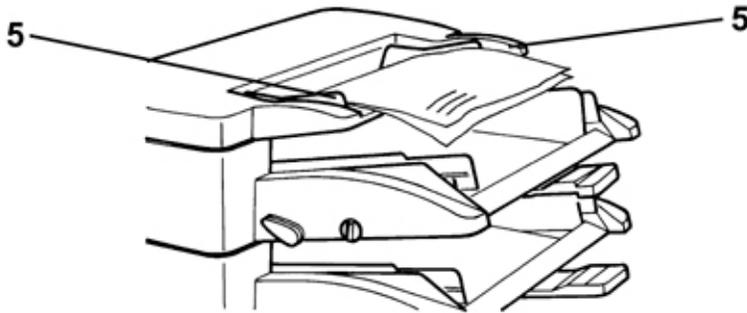
### 3. DOCUMENT FEEDING

#### 3.1 Document feeding in the manual mode (feeder A)

- Draw apart guides (5),
- Place the documents between the guides and adjust the guides to fit the width of the documents,

To start up the cycle:

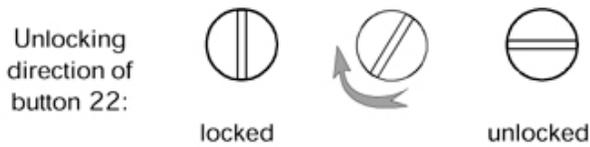
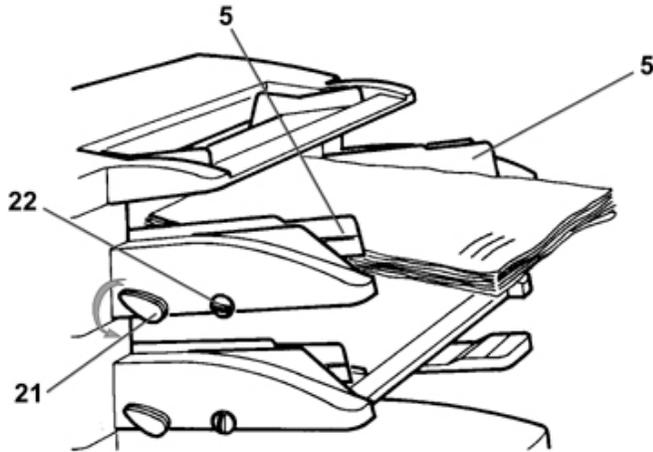
- Put the document (with the address side facing upward and the top of the page on the right side),
- Push the document into the feeder entry, the machine will start immediately.



#### 3.2 Document feeding in the automatic mode (feeders B and C)

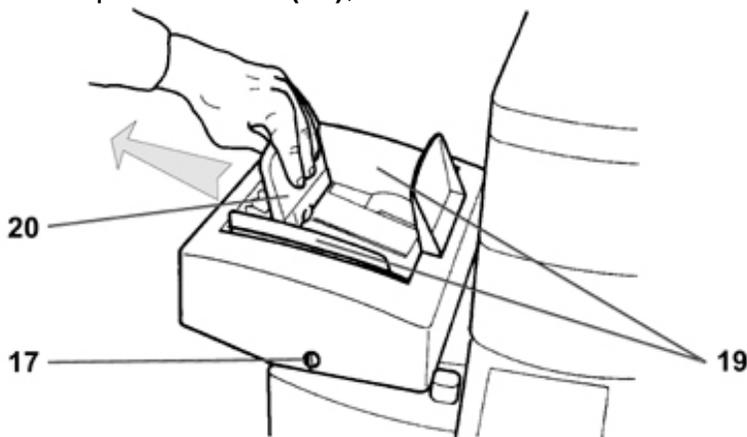
- **Avoid mixing in the same feeder documents of different qualities.**
- **In case of documents particularly difficult to process (uneven, smooth, rough or sticky), use the half capacity of the feeder.**
- **Decollate the sheets by bending the stack of paper prior to placing it into the feeder,**
- **Align the edges of the stack by jogging it on a flat surface.**
- **To insert several sheets from the same feeder: place the sheets into the bin, in the reverse order.**

- Release the guides by rotating button (22) to the horizontal position,
- Insert the document stack into the feeder. The documents should be positioned with the address side facing up and the top of the page to the right,
- Jog the document stack using guides (5) and lock it in position by setting button (22) again to the vertical position,
- Rotate the pressure unit button (21), then push the document stack into the bottom of the feeder,
- Release the pressure unit button (21), which will get back to its initial position.

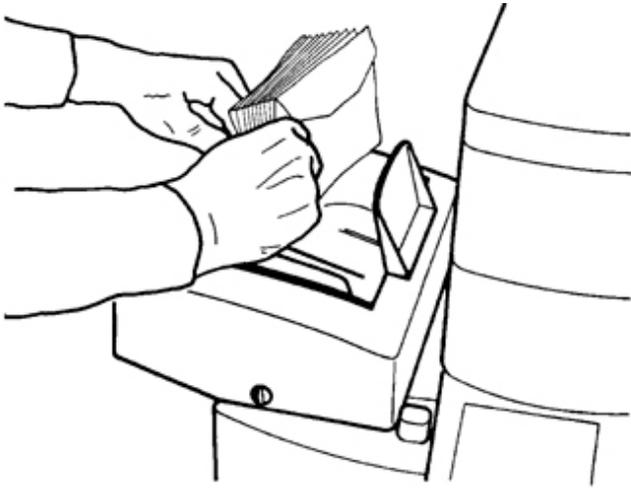


### 3.3 Envelope feeding (feeder E)

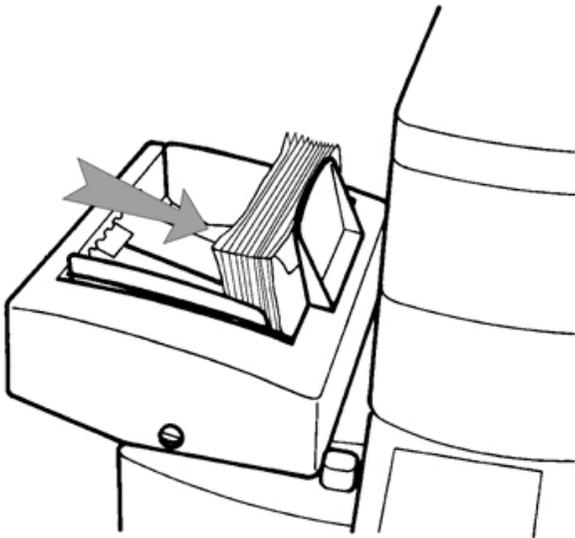
- Release the envelope guides (19) by rotating the button (17) to the horizontal position,
- Draw apart the guides (19),
- Decollate the envelopes and jog the sides of the stack,
- Pull the pressure unit (20),



- Insert the envelopes vertically into the feeder with the flap at the top and facing towards the inside of the machine.



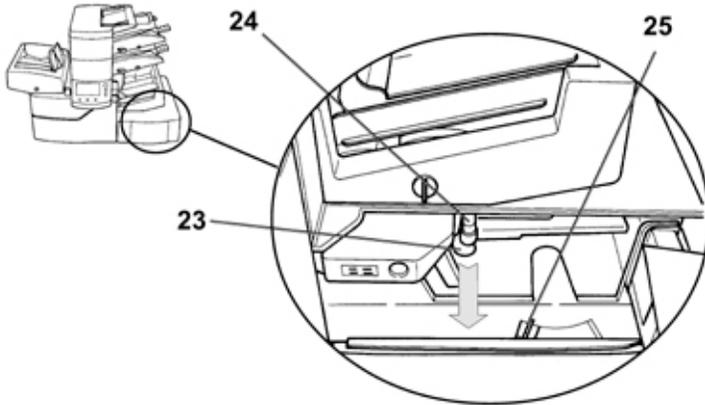
- Bring the guides (19) close to the envelopes without pressing the envelopes too tightly,
- Lock the guide position by resetting button (17) to the vertical position,
- Push the pressure unit against the envelopes.



**Note: Whenever you feed envelopes, make sure that the guides are properly adjusted, i.e. that the guides are close to the envelope stack without pressing it too tightly**

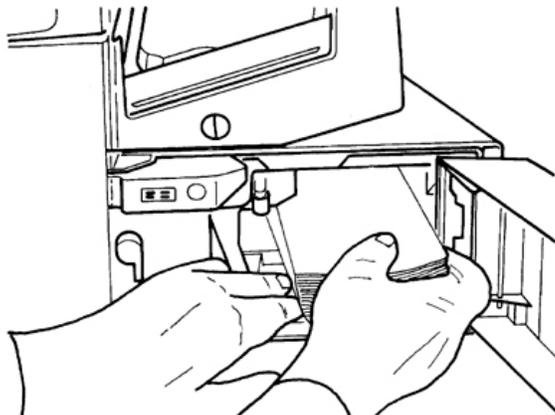
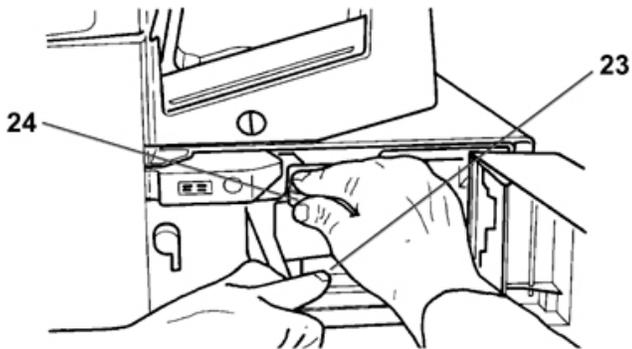
### 3.4 Feeding of inserts and reply envelopes (feeder F)

- To open the right door, pull towards the left top towards you.
- Using selector switch **(25)**, select the “envelope” (left-hand) or “insert” (right-hand) position,

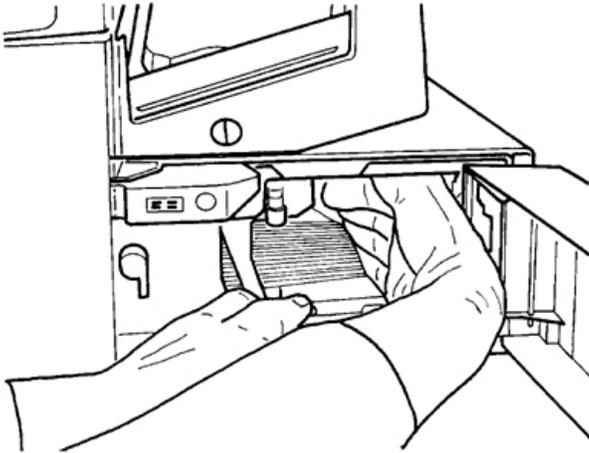


Release the guides by pressing on control **(24)** and draw them apart by pulling the control towards you.

- Press on the pressure unit control **(23)** and slide the stack of inserts (or reply envelopes) inside the feeder.



- Push the stack of inserts (or reply envelopes) to the left side, against the wall.



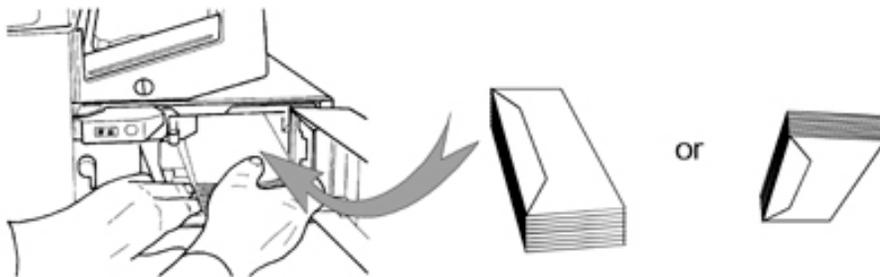
- Push the guide control (24) against the inserts (or reply envelopes), without pressing them too tightly.
- Release the pressure unit (23).

**Note:** Whenever you carry out a feeding operation, make sure that the guides are properly adjusted, i.e. that the guides are close to the stack of inserts (or reply envelopes) without pressing it too tightly.

**Special cases:**

**Reply envelopes with no window:**

Flap at the top (or at the bottom) and faces towards the inside of the machine.

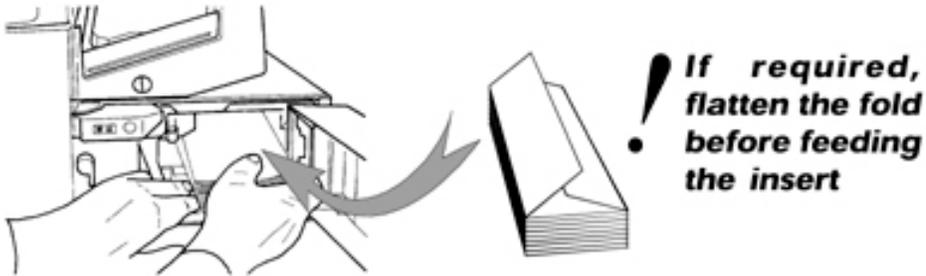


**Reply envelopes with a window:**

Not recommended.

### Pre-folded insert:

Outer fold at the top facing towards the inside of the machine.

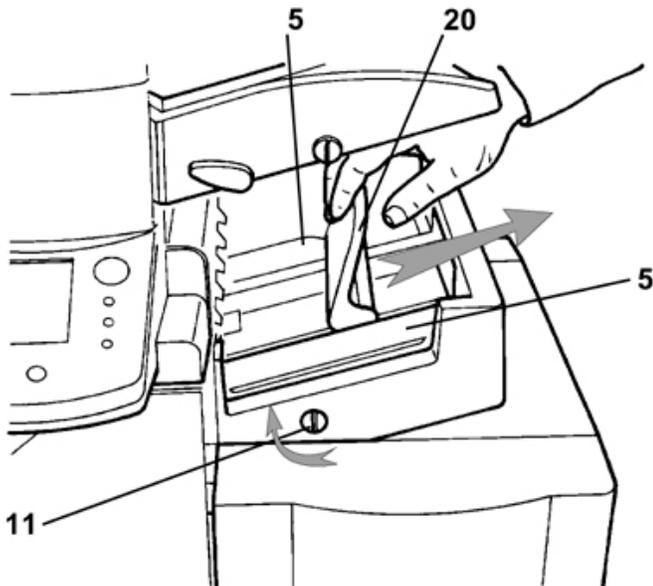


### Reply envelopes and inserts:

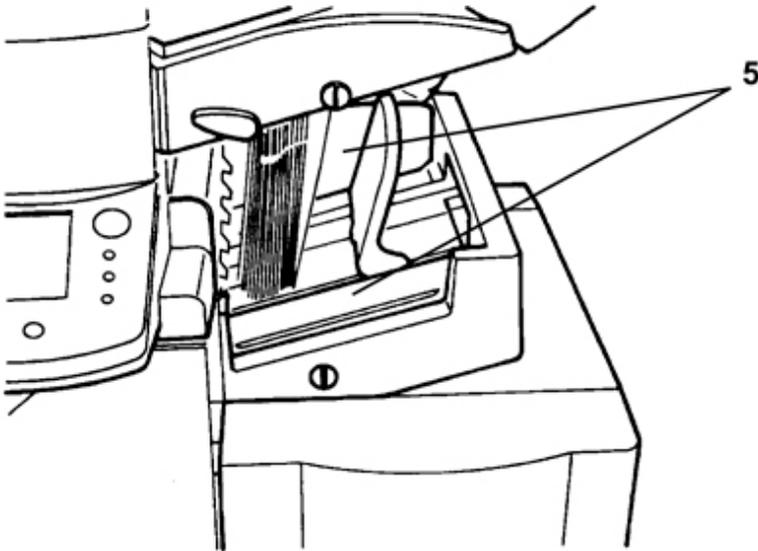
Place the reply envelopes into the feeder D, and place the inserts into the feeder F.

### 3.5 Feeding of inserts and reply envelopes (feeder D)

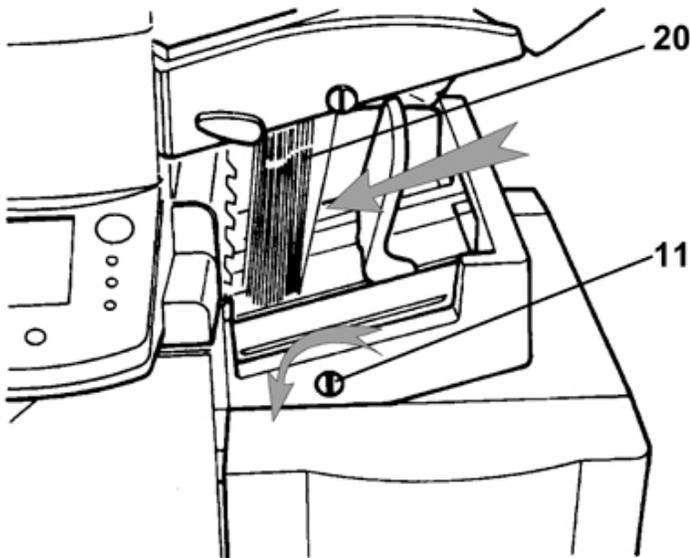
- Release guides (5) by rotating button (11) to the horizontal position.
- Draw guides (5) apart.
- Decollate the inserts (or reply envelopes) and jog the sides of the stack.
- Pull the pressure unit (20).



- Place the inserts (or reply envelopes) in the vertical position, into the feeder.
- Bring guides (5) close to the inserts (or reply envelopes) without pressing them too much.



- Lock the guide position by setting button (11) to the vertical position.
- Push the pressure unit (20) back against the inserts (or reply envelopes).

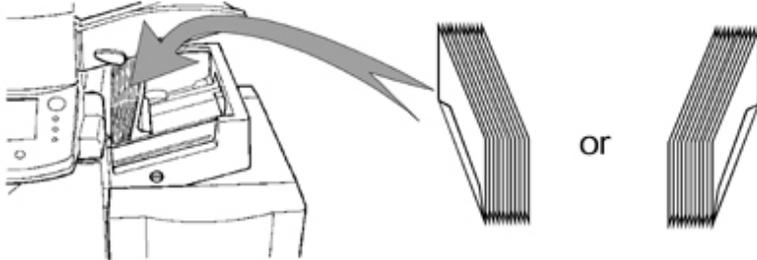


**Note:** Whenever you carry out a feeding operation, make sure that the guides are properly adjusted, i.e. that the guides are close to the stack of inserts (or reply envelopes) without pressing it too tightly.

**Special cases:**

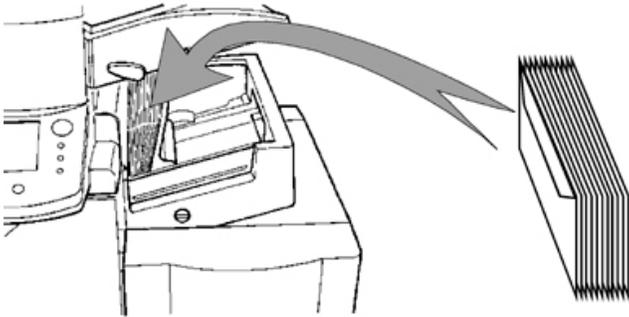
**Reply envelopes with no window:**

- Flap at the bottom and facing towards the inside (or towards the outside) of the machine.



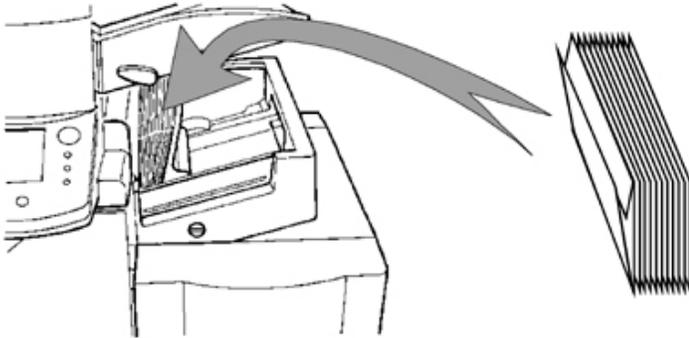
**Reply envelopes with a window:**

- Flap at the top and facing towards the inside of the machine.



**Pre-folded insert:**

- Outer fold at the bottom and facing towards the inside of the machine.



**If required, flatten the fold before feeding the insert**

## **SECTION C: ASSISTANCE AND RECOMMENDATIONS**

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## 1. TROUBLE SHOOTING

**Note: In the event of an incident, the machine will try to eject the document, in order to start up again immediately. Consult the help option via "?" for further information.**

Display / symptom	Possible cause	Solution
 <p>Jam in the inserting area (if the fault occurs frequently).</p>	Error in the job selection.	Select the appropriate job.
	Job ill suited to the documents handled.	Check and/or adjust: <ul style="list-style-type: none"> <li>- the fold dimensions</li> <li>- the alignment of the documents from feeders B and C</li> <li>- the inserting position.</li> </ul>
	Envelopes or documents are not up to specifications or out of shape.	If required, straighten manually the document (envelope) shape.
	Envelopes, inserts, reply envelopes fed in the wrong direction.	See section B "Document feeding".
	Envelope or document- guides are not properly adjusted.	See section B "Document feeding".
	Rollers of feeders B, C, D, E, F whether for insertion or folding, are dirty.	Clean the rollers of the insertion and folding feeders. See section C "Cleaning of the rollers".
 <p>Jam in the document, insert or envelope path (if the fault occurs frequently).</p>	Insert path unlocked.	See section C "Insert path".
	Document path unlocked.	See section C "Document path".
	Envelopes, inserts, reply envelopes fed in the wrong direction.	See section B "Document feeding".
 <p>Jam in the document, insert or envelope path (if the fault occurs frequently). (contd.)</p>	Documents, envelopes, inserts not up to specifications or out of shape.	See section C "Specifications".
	Rollers of document, insert, envelope feeder are dirty.	See section C "Cleaning of the rollers".

Display / symptom	Possible cause	Solution
 Jam in the document, insert or envelope path (if the fault occurs frequently). (contd.)	Envelope or document guides are not properly adjusted.	See section B "Document feeding".
	Job ill-suited to the processed documents.	Select the appropriate job.
 Jam in the document exit area	The lower roller is wet.	See section C "Cleaning of the rollers".
	Stacker full.	Empty the stacker.
	Document not properly inserted.	See symptom "Jam in the inserting area".
 Documents, inserts, envelopes do not go through the machine.	The guides are not properly adjusted.	See section B "Document feeding".
	Documents, inserts or envelopes not up to specifications or out of shape.	See section C "Specifications". If required, straighten manually the document (envelope) shape.
	Rollers of document, insert, envelope feeder are dirty.	See section C "Cleaning of the rollers".
 Two documents or inserts are taken at the same time (if the default occurs frequently).	Documents, envelopes, inserts are not up to specifications, are out of shape or are of different qualities.	See section C "Specifications" and section B "Document feeding". If required, straighten manually the document (envelope) shape. Process documents individually.
 Dummy double: the machine stops and the fault is displayed although there is no double document taken (if the fault occurs frequently).	Documents, envelopes, inserts are not up to specifications, are out of shape or are of different qualities.	See section C "Specifications" and section B "Document feeding". You may also use the machine in the graceful degradation mode with the double document detection deactivated. See section B "Double document detection".
Wrong positioning of the address in the envelope window.	The folds are not properly adjusted.	Adjust the position of the address. See section B "Position of the address".
	Poor adjustment of the document alignment (feeders B and C).	See section B "Adjustment of the document alignment".

<b>Display / symptom</b>	<b>Possible cause</b>	<b>Solution</b>
Significant document shift (feeders B and C).	Poor adjustment of the documents (feeders B and C).	See section B "Adjustment of the document alignment".
	The jam clearing doors of the feeders are not properly closed.	Close the doors properly. See section C "Jam clearing".
	The documents are not up to the specifications or are out of shape.	See section C "Specifications" and section B "Document feeding". If required, straighten manually the document shape.
	The rollers of feeders B and C are dirty.	See section C "Cleaning of the rollers".
The letters are left unsealed or are not properly sealed.	The moistening tank is empty.	See section B "Filling the tank".
	The documents, inserts or envelopes are not up to the specifications (too many sheets).	See section C "Specifications".
	The folds are not up to requirements.	See section B "Adjustment of the folds" and "Jobcheck".
	The moistening area is too small.	See section B "Length of flap moistening".
	The document is not properly inserted.	See symptom "Jam in the inserting area".
The letter content is damp.	Moistening area too wide	See section B "Length of the flap moistening".
	The exit roller is wet.	Wipe the exit roller (see section C "Cleaning of the rollers").
Folding significantly askew.	Rollers of feeders B, C, D, E, F or folding rollers are dirty.	See section C "Cleaning of the rollers".
The operating rate gets slower or irregular.	The guides are not properly adjusted.	See section B "Document feeding".
	Documents, inserts or envelopes not up to specifications or out of shape.	See section C "Specifications". If required, straighten manually the document (envelope) shape.

Display / symptom	Possible cause	Solution
The operating rate gets slower or irregular. (contd.)	Rollers of document, insert, envelope feeder are dirty.	See section C "Cleaning of the rollers".
	The feeder is empty.	See section B "Document feeding".
	The water tank is empty.	See section B "Filling the tank".
 All the stored settings are lost.	The backup battery is used up.	Replace the battery and call the after sales service.
 Double document detection unavailable on the specified feeder(s).	Double document detection is faulty.	Switch the machine off and on. If the fault persists, you may operate the machine without the double document detection. Call the service to bring this function again into service.
Job unavailable.	The hardware configuration is no more suited to the job.	
	The feeder is disconnected.	See section B "Installation of the feeders".
" DOCUMENT TREATMENT ERROR"	A processing error appears.	Remove all the documents placed or introduced inside the machine. Close the machine and press on key "OK" to continue.
Other faulty conditions.		Switch the machine off and on

## 2. JAM CLEARING

In the event of a jam, you will find a dual assistance, namely:

- The outline of the machine is displayed on the control screen and the area concerned is indicated for servicing operations.
- When depressing the "?" key, a help message appears to describe the actions to be undertaken.

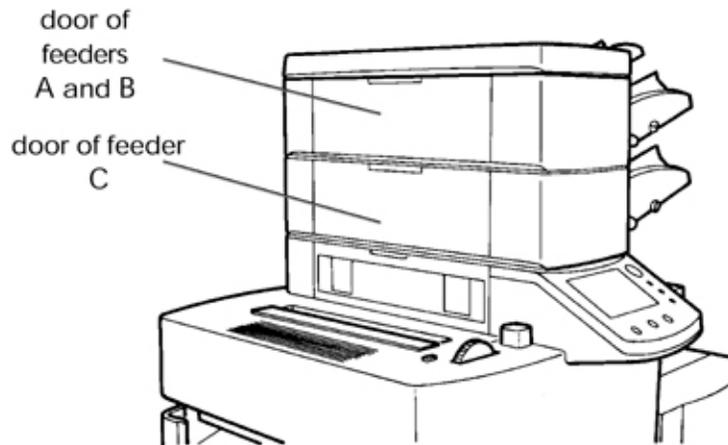
**Note: Follow the instructions displayed on the control screen.**

## 2.1 Document Path Feeders A, B and C

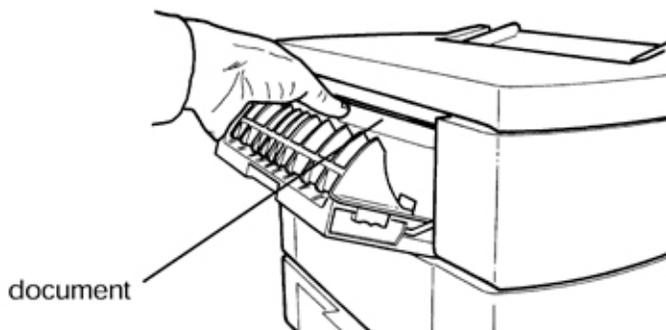
As the area concerned is identified on the screen by symbol ,

To clear the jam:

- Open the door of the specified feeder.



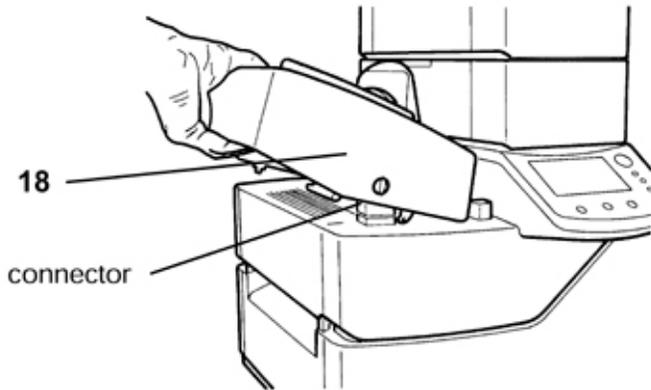
- Remove the document.
- Close the door.



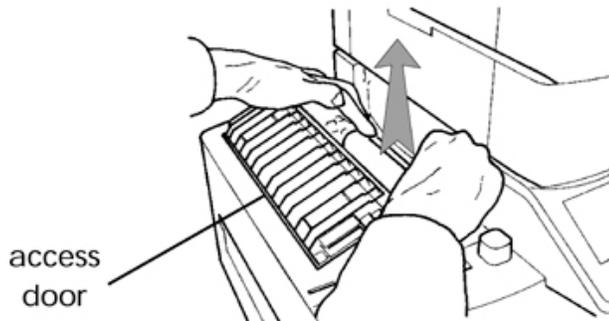
### Document lower path

In case of jam in the document lower path, follow the below procedure:

- Lift the envelope feeder **(18)**,
- Unplug the connector,
- Remove the envelope feeder

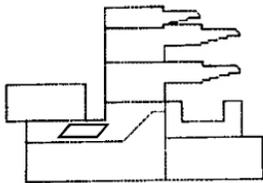


- Open the access door and remove the document,



- Plug in the connector again and put the envelope feeder back in place.

## 2.2 Envelope path



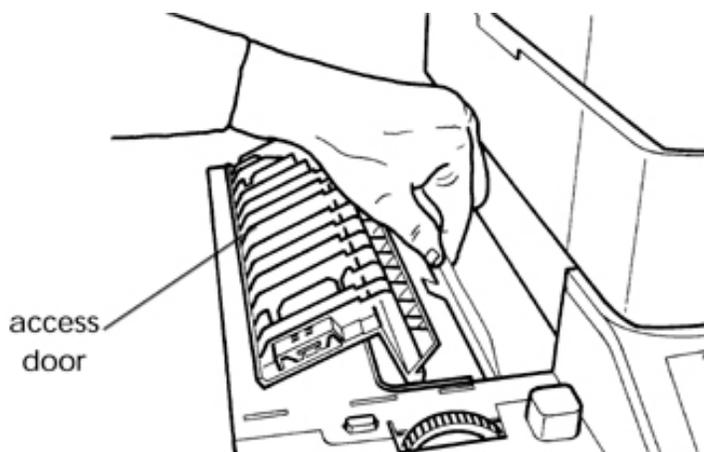
### Upper path of the envelopes

In case of jam in the upper path of the envelopes, follow the below procedure:

- Lift the envelope feeder (**18**),
- Unplug the connector,
- Remove the envelope feeder



- remove the jammed envelope and if required, open the access door,
- plug in the connector again and put the feeder back in its place.

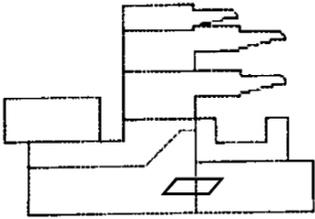


### **Lower path of the envelopes**

In case of a jam occurring in the lower path of the envelopes, follow the procedure below:

- Open the machine
- Lower the flap,
- Remove the jammed envelope,
- Make sure that the guides on either side of the flap are properly positioned.
- Close the machine.

## 2.3 Insert path

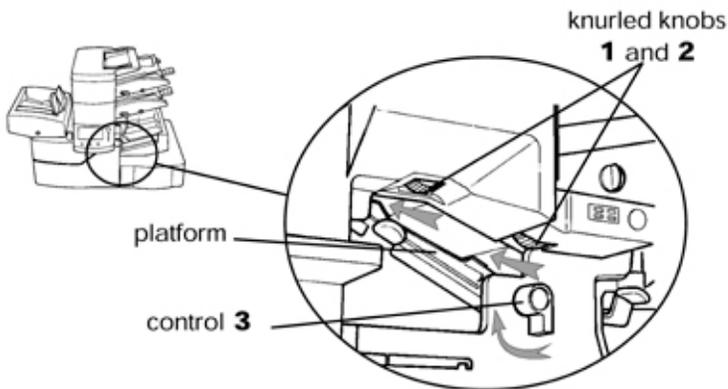


### Main path of inserts in feeders D and F

In case of a jam occurring in the main path of inserts in feeders D and F, follow the procedure below:

- Open fully the machine and then open the right-hand and the lefthand doors,
- Rotate the two knurled knobs **1** and **2** until the jammed insert is visible and remove it.
- If it is not possible to move forward the insert by rotating the knurled knobs, unlock the insert path by turning the control **3** to the left. This will lower the platform,
- Remove the jammed insert,
- Close the machine and the two doors.

**Note: Set the machine to its initial position (vertical) in order to avoid any further jam.**

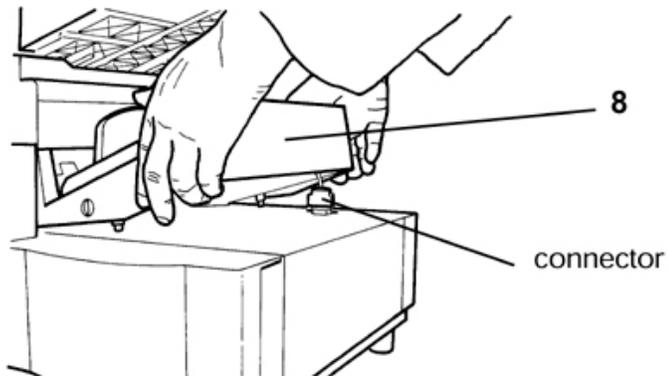


**Note: If the insert cannot be reached, remove it from the upper path of feeders D or F (see following paragraphs).**

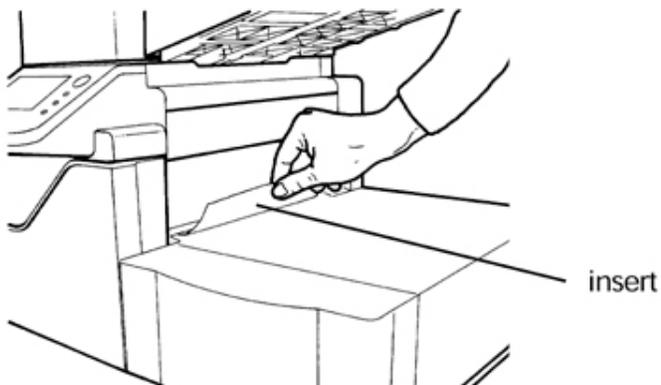
## Upper path of inserts in feeder D

In case of a jam occurring in the upper path of inserts in feeder D, follow the procedure below:

- Lift the feeder **(8)**.
- Unplug the connector.
- Remove the feeder.



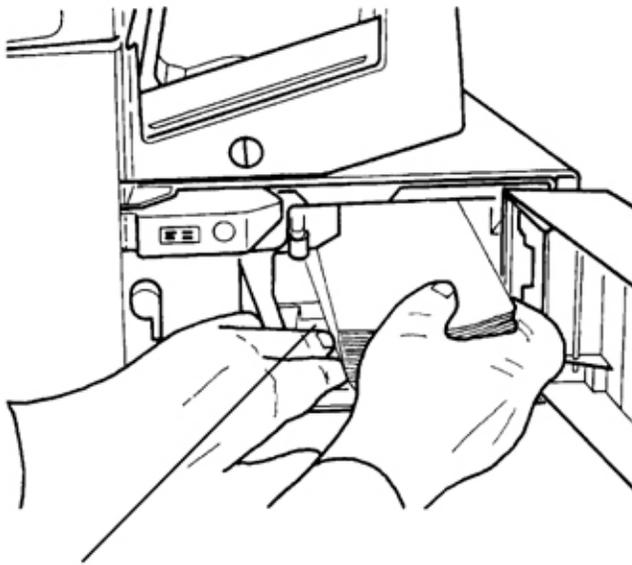
- Remove the jammed insert.
- Plug in the connector again and fit the feeder again.



## Upper path of inserts (or reply envelopes) in feeder F

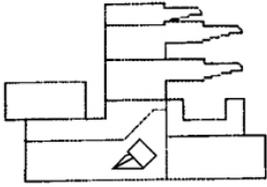
In case of a jam occurring in the upper path of inserts (or reply envelopes) in feeder F, follow the procedure below:

- Open the right-hand door.
- Lower the pressure unit with the stack of inserts (or reply envelopes) by pressing the appropriate control.
- Remove the insert (or reply envelope) jammed in the rollers,
- Release the pressure unit and put the stack of inserts (or reply envelopes) back in its place,
- Check the guide adjustment.



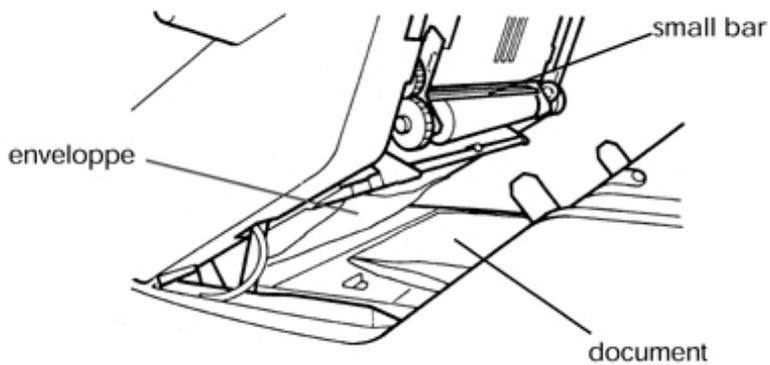
control

## 2.4 Inserting area

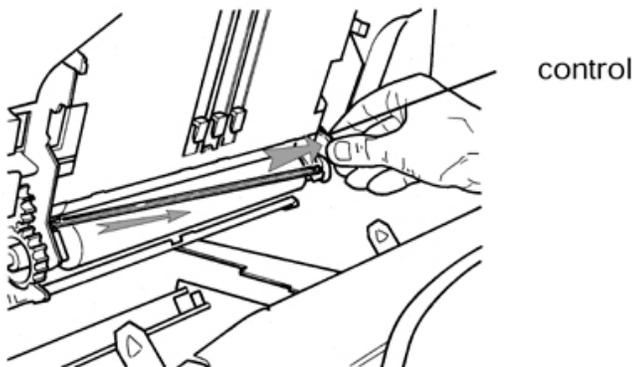


In case of a jam occurring in the inserting area, follow the procedure below:

- Open the machine,
- Remove the jammed document (or envelope),

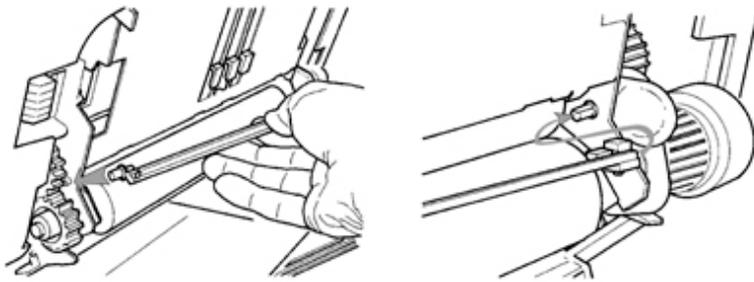


- When a document is jammed on the small bar:
- Push the small bar control and remove the small bar by moving it in the direction of the arrow.

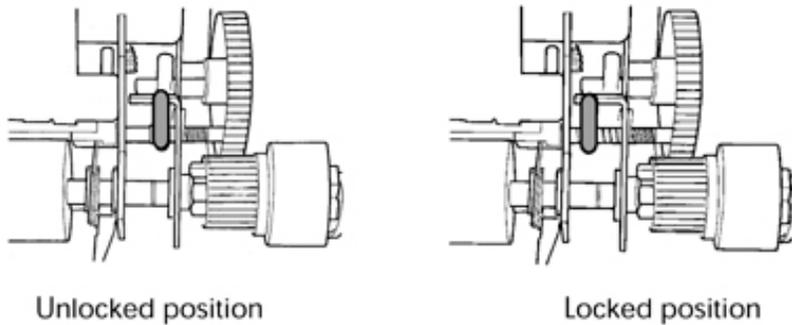


- Remove the jammed document.

- To reinstall the small bar, first insert the bar in its recess and then fit the bar control in the small bar recess.



**Caution: be sure to lock the control in the proper position**

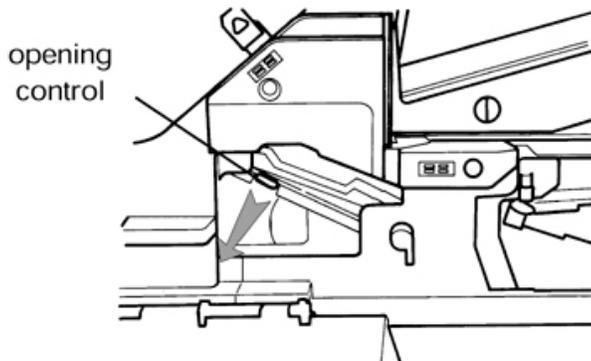


- Close the machine.
- Make sure that there is no document in the folding pocket.
- If the fault signal does not go off, make sure that there is no document in the "document path" (§ 2.1).

### **Folding pocket**

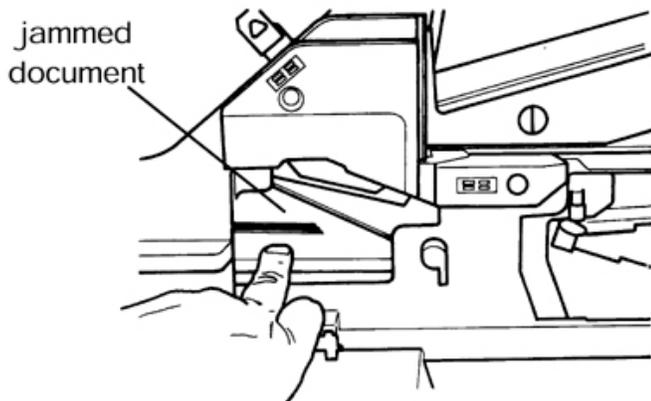
In case of a jam occurring in the folding pocket, follow the procedure below:

- Open the left-hand door,
- Depress the pocket opening control,



- Remove the jammed document,

- Close the left-hand door.



### 3 CLEANING

#### 3.1 Cleaning of the rollers

Cleaning the machine on a regular basis will:

- Improve the feeding of the document, insert and envelope feeders.
- Reduce jam risks,
- Protect the roller rubber.

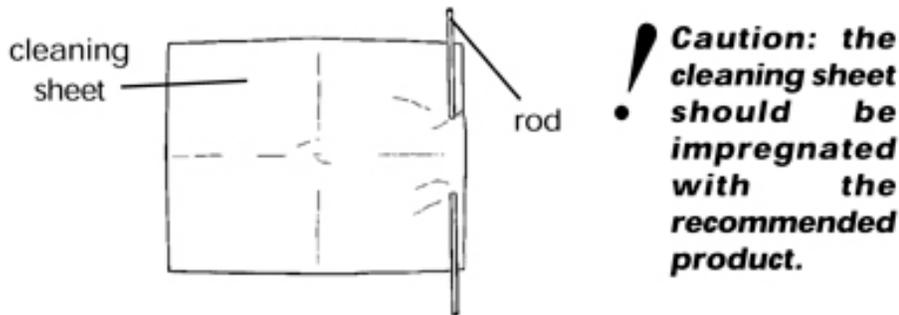
**Note: To clean your machine, you will have to stop it for a while, in particular for the drying of the rollers, which requires at least 10 minutes. During a cleaning operation, we recommend you to clean the whole machine (feeders used and folding rollers). This will optimize the functioning of your machine. It is essential to empty the documents from all the feeders (including the envelopes) prior to any cleaning procedure; otherwise, you will not have access to the cleaning screen. Be sure to check the F feeder (concealed feeder).**

## When does your machine need to be cleaned?

Element	Clogging symptoms	Action
Feeder A, Band C	The documents go through the machine with difficulty. Shift between feeder B and feeder C, jams.	Procedure 1
Feeder E	The envelopes go through the machine with difficulty, jams.	Procedure 2
Feeder D and F	The documents go through the machine with difficulty. Dummy double documents in feeder D or F.	
Folding and inserting rollers	Jams during insertion, folding significantly askew. Letter not sealed properly.	Procedure 3
Letter exit roller	Presence of water on the letter.	Procedure 4

### Preparation of the cleaning kit

Introduce the rod into the holes of the cleaning sheet.



**Note: The same sheet can be used once for cleaning all the feeders.**

#### 3.1.1 Cleaning Procedure

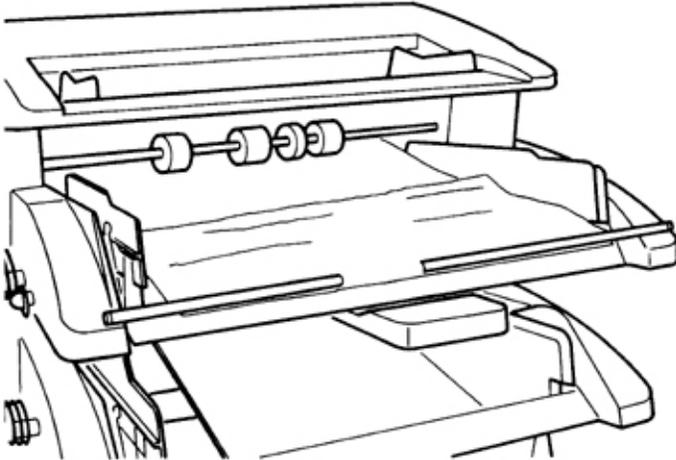
- Switch off the machine,
- Switch on the machine and wait for twenty seconds,
- When the countdown appears under the machine diagram, Press on "ESC",
- Select "MAINTENANCE" and confirm by "OK",
- Empty all the feeders and confirm by "OK", in order to have access to the cleaning menu (Be sure to check feeder F).

**Note: It is essential to remove all the documents from the feeders (including the envelopes) prior to starting up a cleaning operation; otherwise, you will not have access to the cleaning menu.**

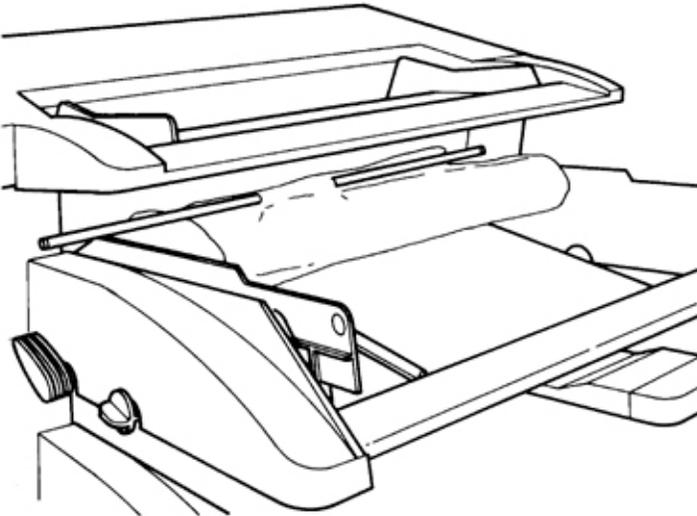
### **PROCEDURE 1 : FEEDER B OR C**

This procedure is designed to clean simultaneously all the rollers of the selected feeder.

- Position the cleaning sheet in the feeder as for any standard document, making certain that the rod is facing outwards.



- Take back the rod against the front of the feeder.



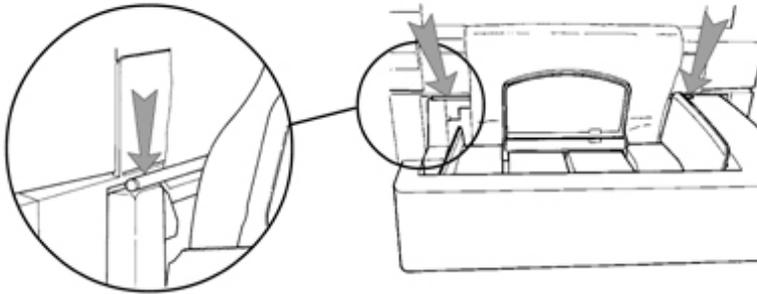
- Select the feeder to be cleaned on the control panel, using the arrows (↓ et ↑);
- Press on start/stop.
- When the machine stops, remove the cleaning sheet by pulling it towards the outside of the machine. At this stage, you can proceed to the cleaning of another feeder.

## PROCEDURE 2: FEEDER D, E OR F

This procedure is designed to clean simultaneously all the rollers of the selected feeder.

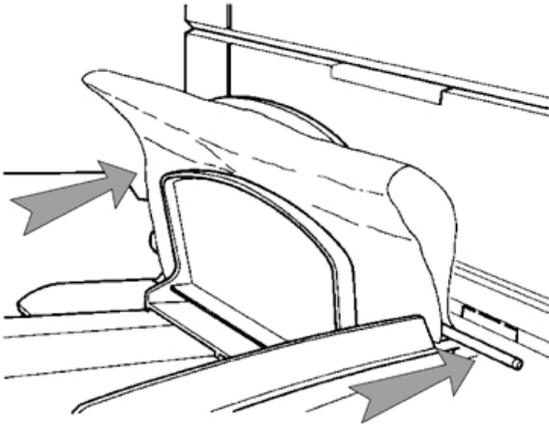
- Position the cleaning sheet into the feeder as for any standard document. Then, move the rod so as to make it bear towards the front of the feeder.

**Feeder D**



**Note:** When cleaning feeder D, be careful to place the left side of the rod on the top of the feeder. Beginning the cleaning cycle with the rod in the incorrect position may affect the proper functioning of the machine.

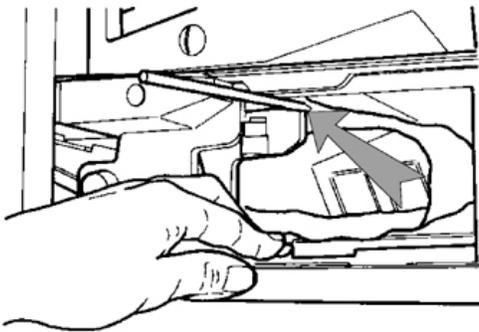
**Feeder E**



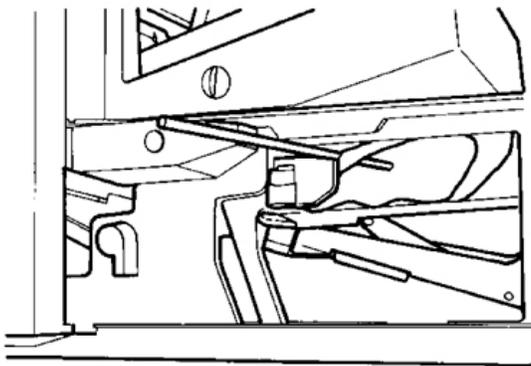
- Unlock the guides by pressing on control **(24)** and draw them fully apart by pulling the control.
- Fold the sheet to one third of its length.
- Press the pressure unit button **(23)** and insert the cleaning sheet into the feeder (with the rod and the 1/3 fold on the top) making sure that its left edge is against the wall.
- Insert the rod thoroughly at the top.



- Fix the rod on the front side, at the top.



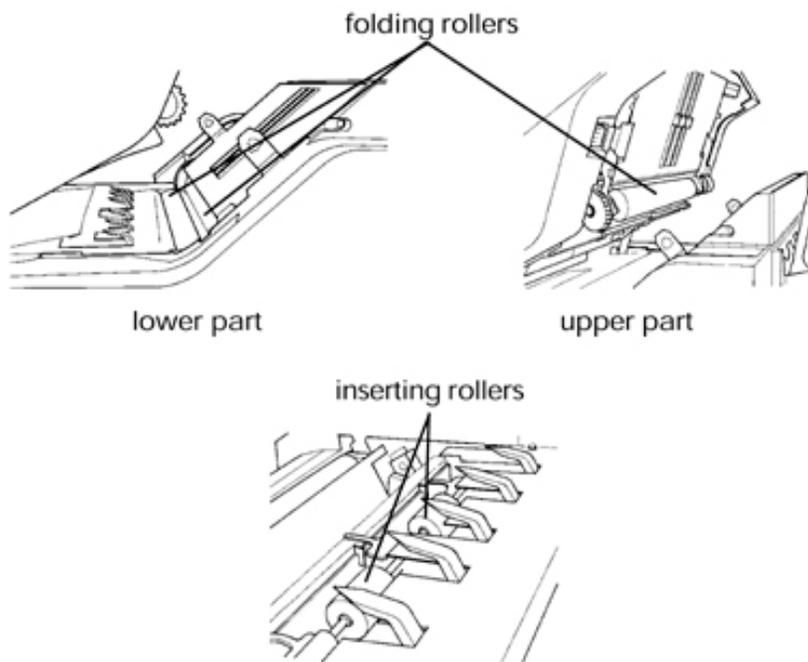
- Release the pressure unit button **(23)**.



- Select the feeder to be cleaned, then press "START/STOP"
- When the machine stops, remove the cleaning sheet by pulling it towards the outside of the machine, then proceed to clean another feeder.

### PROCEDURE 3: FOLDING ROLLERS

Open the machine and simultaneously rub the three folding rollers and the two inserting rollers with a cloth impregnated with a multipurpose cleaning product. Dry with a dry cloth.



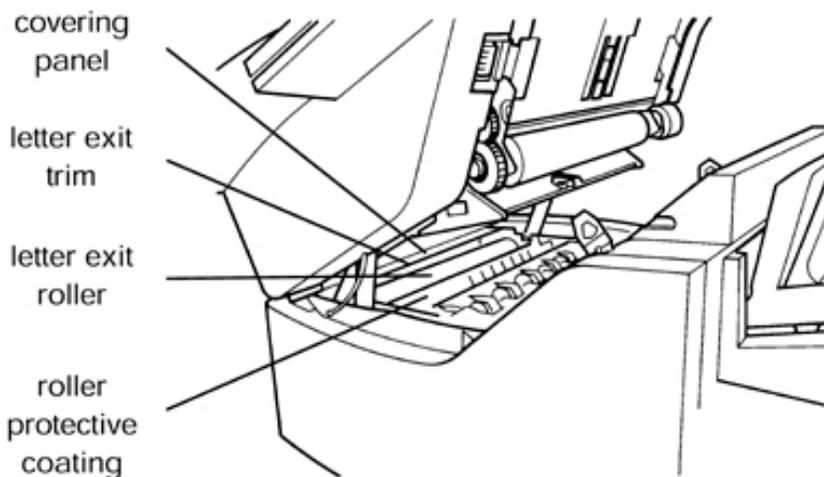
**Note:** After cleaning, the rollers should be mat, as any bright traces are the sign of residual dirt.

## PROCEDURE 4: LETTER EXIT ROLLER

Clean the roller with a cloth impregnated with a multi-purpose cleaning product:

- The roller protective coating
- The letter exit roller
- The letter exit trim
- The covering panel

Dry it with a dry cloth.



### 3.1.2 Drying

After cleaning the machine, we recommend you to wait for 10 minutes at least, to let the rollers dry completely. Production can be resumed, after this 10-minute period. It is however advisable to pass through the machine a few blank documents so as not to stain your original documents with residual traces of product. To return to the user mode, depress the "MENU" key.

### 3.2 Cleaning of the casing

Clean the casing of the machine with a damp cloth and a slightly soapy solution.



## SPECIFICATIONS

### Documents - Manuel feeding A

Width of the document :	140 to 216 mm (5.5" to 8.5")
Height of the document :	178 to 356 mm (7" to 14")
Standard size :	USA: "letter" 8 1/2"x11" (216 x 279 mm) other countries: A4 (210 x 297 mm)

### Paper quality and grammage

Coated paper :	90 to 150 g/m <sup>2</sup> (24 to 40 lb)
Other qualities (printer, listing, photocopy, offset, recycled) :	60 to 120 g/m <sup>2</sup> (16 to 32 lb)
Stapled documents allowed	
Max. number of sheets :	5 sheets up to 120 g/m <sup>2</sup> (32 lb) of coated paper or up to 80g/m <sup>2</sup> (20 lb) for other qualities

### Documents - Automatic feeder B and C

Width of the sheets :	140 to 225 mm (5.5" to 8.86")
Height of the sheets :	178 to 356 mm (7" to 14")
Standard size :	USA: "letter" 8 1/2"x11" (216 x 279 mm) other countries: A4 (210 x 297 mm)

### Quality and grammage of the sheets:

Coated paper :	90 to 135 g/m <sup>2</sup> (24 to 36 lb)
Other qualities (printer, listing, photocopy, offset, recycled) :	60 to 120 g/m <sup>2</sup> (16 to 32 lb)
Feeder capacity :	250 sheets of 80 g/m <sup>2</sup> (20 lb)

### Envelopes - Envelope feeder E

Width of the envelopes :	160 to 175 mm (6.30" to 6.89") and 220 to 243 mm (8.66" to 9.57")
Height of the envelopes :	104 to 165 mm (4.09" to 6.5")
Small envelope recommended size :	USA, Canada: #10 (4 1/8" x 9 1/2") other countries: C6/5 ou DL

Large envelope recommended size : (114 x 229 mm)  
 USA, Canada: 6" x 9"  
 other countries: C5  
 (162 x 229 mm)  
 Height of the flap : 30 to 48 mm (1.18" to 1.90")  
 Shape of the flap : rounded trapezoid  
 Opening of the throat in center : 9 to 28 mm (.35" to 1.10")  
 Grammage of the envelopes : 75 to 90 g/m<sup>2</sup> (20 to 24 lb)  
 Feeder capacity : 250 envelopes of 80 g/m<sup>2</sup> (24 lb)

### **Small size documents - Feeders D and F**

#### **Reply envelopes**

Width of the envelopes : 140 to 226 mm  
 (5.5" to 8.90")  
 Height of the envelopes : 90 to 110 mm  
 (3.54" to 4.33")  
 Special US sizes : 3 5/8" x 6.5"  
 # 9 (3 7/8" x 8 7/8")  
 Height of the flap : 30 to 48 mm (1.18" to 1.90")  
 Grammage of the envelopes : 75 to 90 g/m<sup>2</sup> (20 to 24 lb)

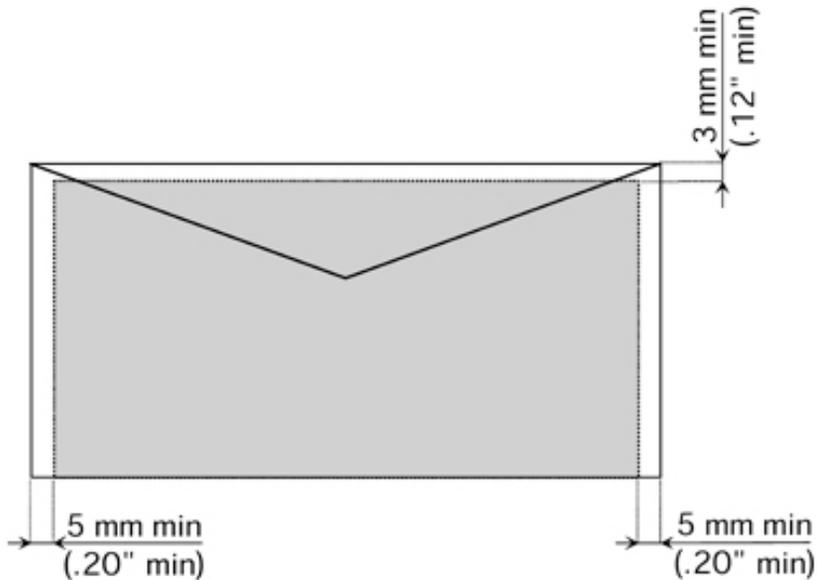
#### **Simple inserts**

Width of the sheets : 140 to 226 mm  
 (5.5" to 8.90")  
 Height of the sheets : 84 to 153 mm (3.31" to 6")  
 Quality and grammage of the sheets : Printer, listing, offset, paper board, coated, glazed or mat  
 Feeder D : 80 to 250 g/m<sup>2</sup> (24 to 65 lb)  
 Feeder F : 80 to 170 g/m<sup>2</sup> (24 to 45 lb; used simultaneously with  
 feeder D).  
 Other applications: 80 to 250 g/m<sup>2</sup> (24 to 65 lb).

### **Shaped inserts (A4 documents or "letter" folded in 2 or 3, documents of 14" folded in 4)**

Width of the folded documents : 140 to 226 mm (5.5" to 8.90")  
 Height of the folded documents : 84 to 153 mm (3.31" to 6")  
 Quality and grammage of the sheets : Printer, photocopy, offset:  
 80 to 120 g/m<sup>2</sup> (20 to 32 lb)  
 Coated paper: 90 to 135 g/m<sup>2</sup>  
 (24 to 36 lb) using simultaneously feeders D and F.  
 Other applications:  
 90 to 170 g/m<sup>2</sup> (24 to 45 lb).

## Recommended clearance for the document in the envelope



### Capacity of insert feeder D:

Reply envelopes\* and inserts : 250

### Capacity of insert feeder F:

Reply envelopes\* and shaped inserts : 100

Simple inserts : 250

\*As regards reply envelopes with a window, we recommend you to use feeder D.

## Folding and inserting capacity

Grammage and max. number of sheets in simultaneous insertion :

up to 5 sheets of 80 g/m<sup>2</sup> (24 lb) folded in 2 or in 3, or 3 sheets of 80 g/m<sup>2</sup> (24 lb) with the addition of an insert and a reply envelope

Grammage and max. number of sheets in multiple insertion :

up to 3 sheets of 80 g/m<sup>2</sup> (24 lb) folded in 2 or in 3 (depending on the quality of the document), or up to 2 sheets of 80 g/m<sup>2</sup> (24 lb) folded in 2 or in 3 with the addition of a sheet, an insert and a reply envelope.

**Number of programmable job :** 20

### **Rate**

Max. rate in operation : up to 2200 documents/hour  
depending on the operating mode

**Capacity of the letter stacker:** up to 150 envelopes.

**Capacity of the moistening liquid:** 0,310 dm<sup>3</sup> (18.92 in<sup>3</sup>)

### **Dimensions**

Width without the letter stacker : 750 mm (29.53")

Width with the letter stacker : 860 mm (33.86")

Depth : 525 mm (20.67")

Height with manual feeding  
and feeder B : 472 mm (18.58")

Height with manual feeding  
and feeder B and C : 565 mm (22.24")

### **Weight**

Empty weight with all options : 46 kg (101 lb)

### **Acoustic noise ISO7779**

Acoustic pressure at the operator station in automatic insertion 1 sheet : 70 dBA

### **Environment**

Mains voltage

- 50 Hz version : 230 V +10% -10%

- 60 Hz version : 120 V +6% -10%

Average power requirement

in operation : 330 W

Power requirement in standby : 25 W

Ambient temperature in operation : 15° C à 35° C

Max. ambient air humidity

in operation : 20% HR à 70% HR

Safety and quality certifications : UL, CE, FCC

