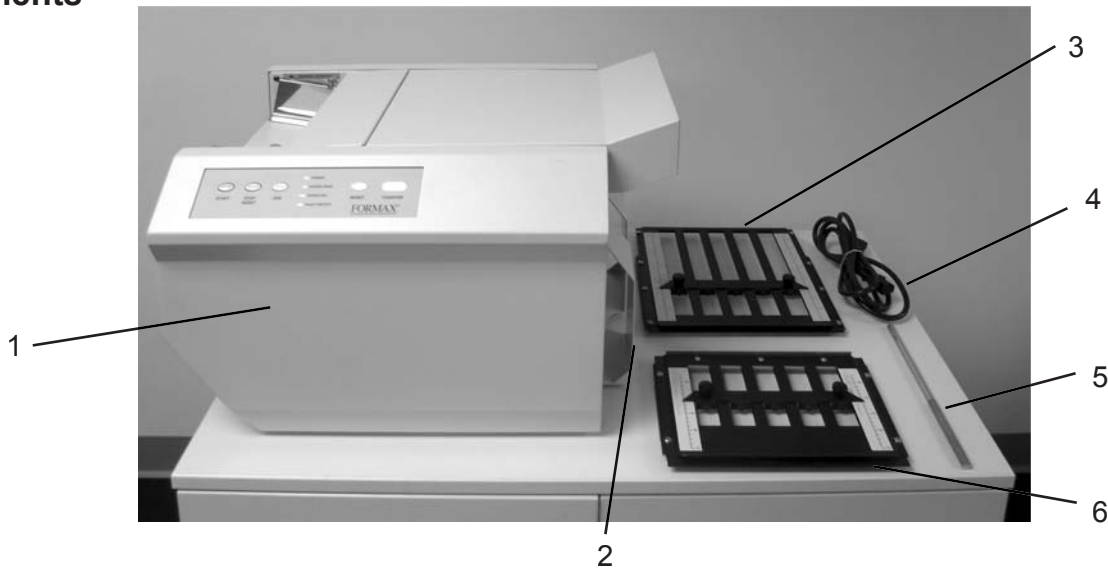


## UNPACKING

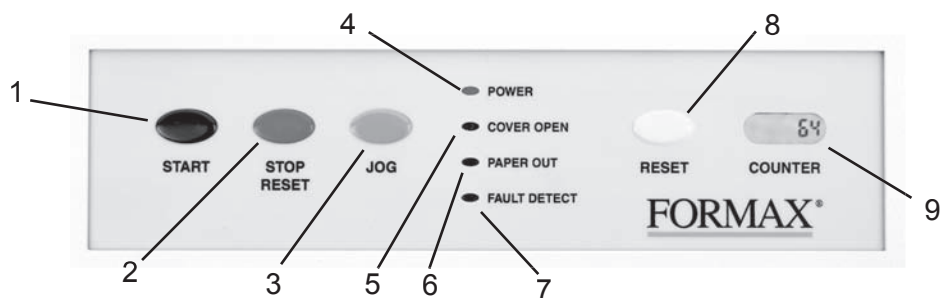
1. Inspect package for damage.
2. Remove 2000/2030 from box and place on a solid level surface. **Caution:** Two people are required to lift machine out of box, as it weighs 90 lbs.
3. Inspect packing to ensure all components are included.
4. Refer to the contact information on the last page if installation or service assistance is needed.

### Components



1	2000/2030	4	Power Cord
2	Catch Tray	5	Jam Clearing Tool
3	Upper Fold Plate	6	Lower Fold Plate (ships installed)

### Control Panel



1	START Button	Press to start operation
2	STOP/RESET Button	Press to stop operation
3	JOG	Press to feed one piece of paper at a time, used to check fold settings
4	POWER	LED lights when power is on
5	COVER OPEN	LED lights if either top cover or side cover is open
6	PAPER OUT	LED lights when infeed paper tray is empty
7	FAULT DETECT	LED lights if there is a paper jam
8	COUNTER RESET	Press to reset counter
9	COUNTER	Displays forms count

# INSTALLATION

## 1. InFeed Tray Extension



Lift infeed tray extension and lock into place

## 2. Lower Fold Plate



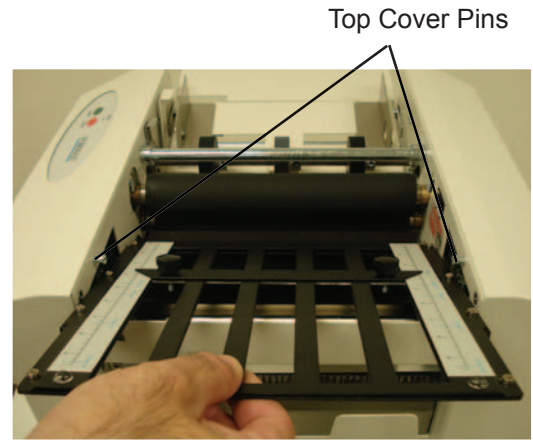
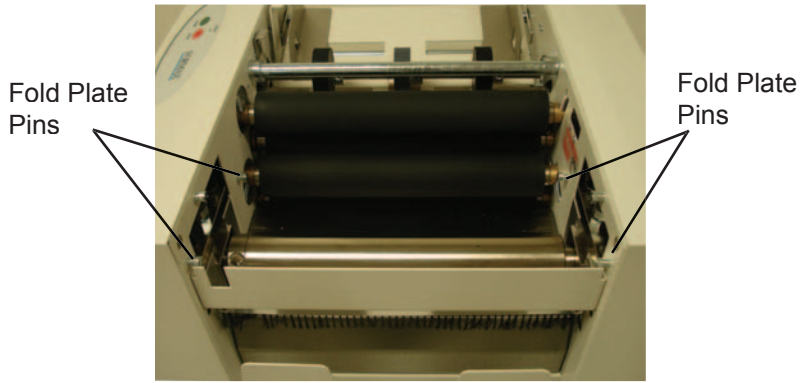
Remove shipping bands from lower fold plate located under the infeed tray.

## 3. Upper Fold Plate

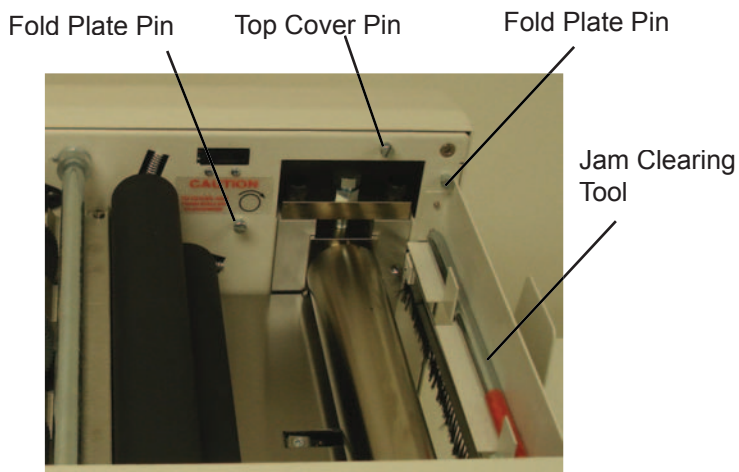


Lift top cover for access to upper fold plate

## Top View



## Side View



a. Slide the upper fold plate under the top cover pins onto the fold plate pins. Push down on the fold plate to lock it into position.

**Note:** The fold plate pins are a yellowish color and the top cover pins are a chrome color. Slide the fold plate under the top cover pins when setting into position.

b. Replace top cover

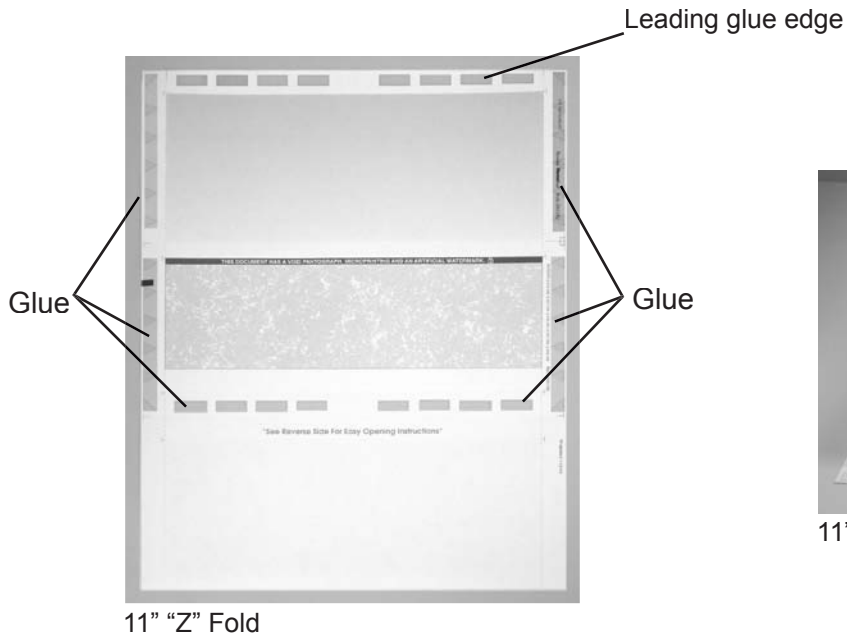
## 4. Power Cord



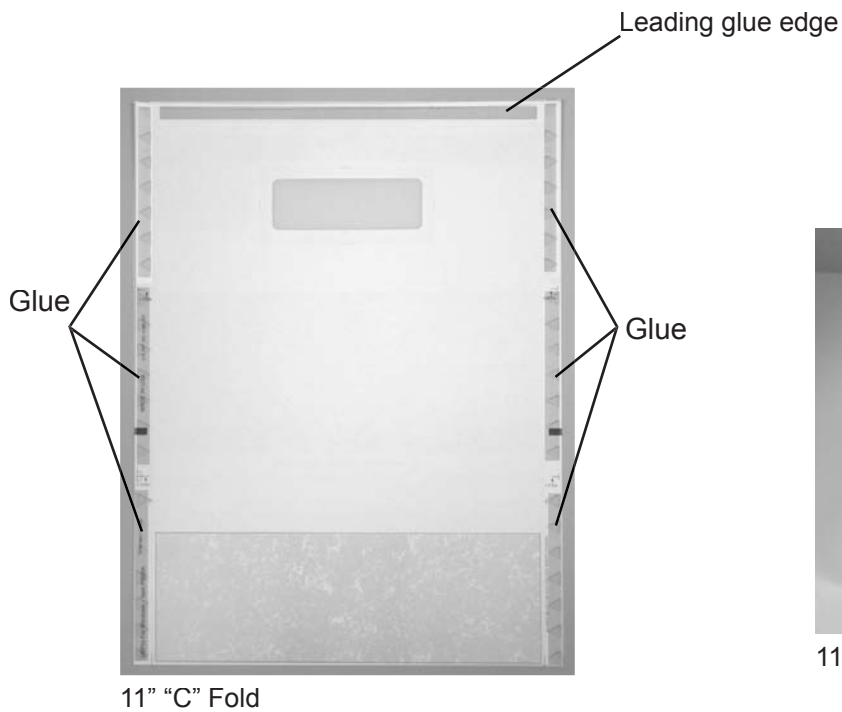
Plug power cord into the left receptacle on the back side of the machine.

# DETERMINING FOLD TYPE

Two Standard Folds 11" "Z" & 11" "C"  
Refer to Operator Manual for custom fold setup.



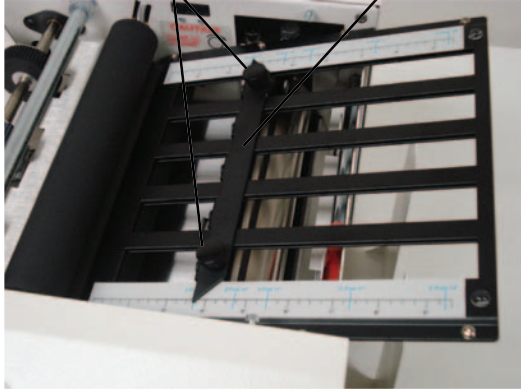
11" "Z" Fold



11" "C" Fold

## 2. Setting Fold Plates

Fold stop knobs      Fold stop



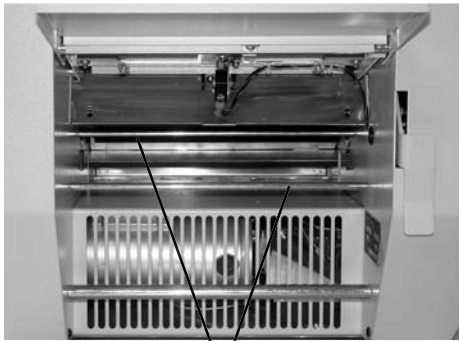
Fold indicator decals



After determining the fold type of your pressure seal form you will need to set the fold plates.

- Top Fold Plate: Leave the top fold plate in position, loosen the fold stop knobs and slide the fold stop to the appropriate fold setting on the fold indicator decals and retighten the fold stop knobs.
- Bottom Fold Plate: To set the bottom fold remove the bottom fold plate adjust the fold stop and return into position. Slide lower fold plate onto "Lower fold plate bars" located under the infeed tray.
- Follow the operating procedure on page 6 to run a few test forms to ensure the folds are correct, if the folds are off move the fold stops up or down to correct the fold. Use the included test sheets to help line up folds if needed.

**Note:** When setting the bottom fold plate for a "half fold" turn the fold plate and insert with the "half fold stop" leading.



Lower fold plate bars



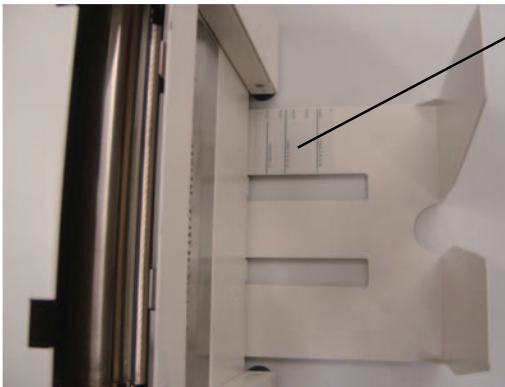
Lower fold plate



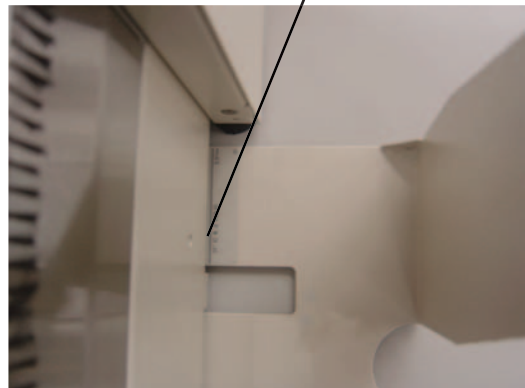
Half fold stop

## 3. Setting Catch Tray

Fold/form size decal



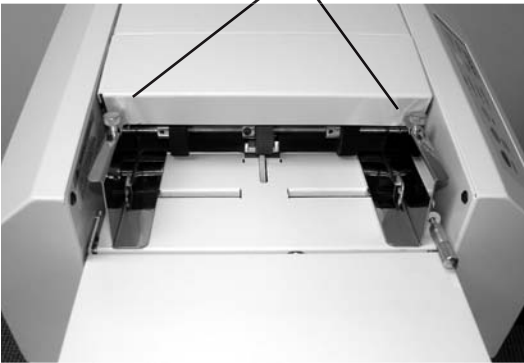
Edge of the sealer outfeed



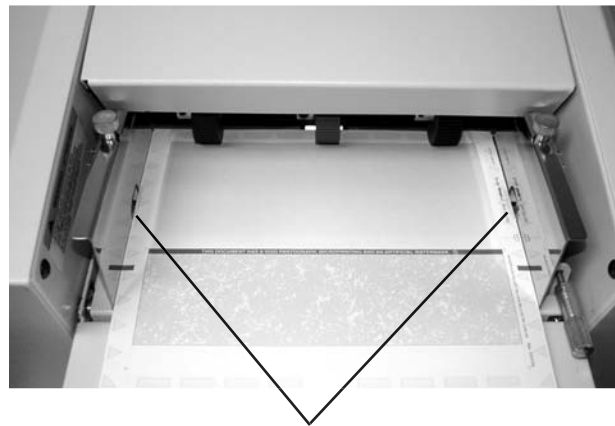
Slide the catch tray in or out to align the appropriate fold/form setting on the "Fold/form size decal" with the edge of the sealer outfeed.

### 3. Setting Infeed Side Guides

Infeed Side guides



- a. Place a form between the side guides. Adjust the side guides by loosening knobs on top, then sliding them toward or away from each other so that the form is snug but still lies flat.

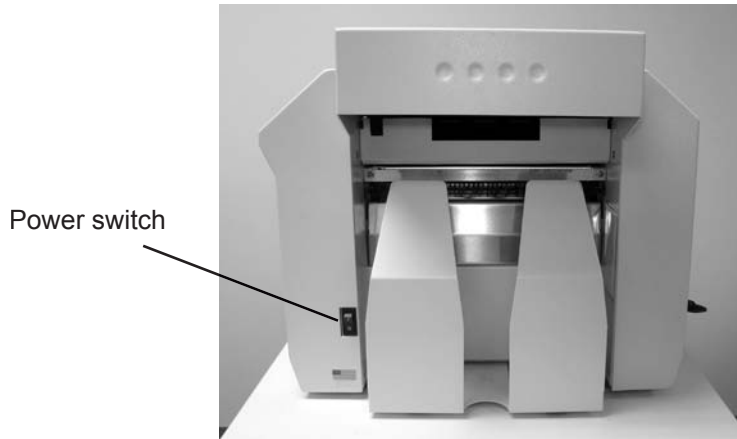


Equal spacing between side frame and guides on both sides

- b. Leave equal spacing between the guides and side frame on both sides to help ensure that the forms feed squarely into the pressure sealer.

# OPERATION

## 1. Power



Switch the power button, located next to the catch tray, to the on position.

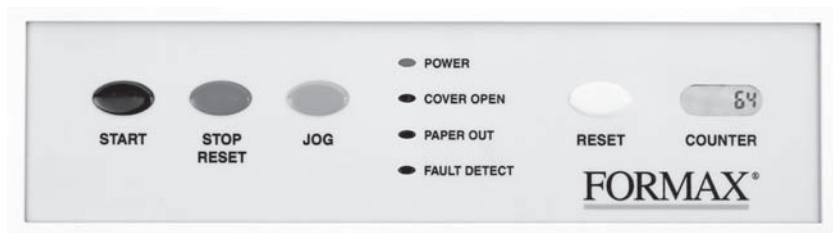
## 2. Loading Forms



Feed table lever

- Remove printed forms from the printer and square them so they are in a neat stack.
- Pull up the feed table lever.
- Place the neatly stacked forms onto the feed table with the glue edge leading (refer to “Determining Fold Type” on Pg. 4).
- Release feed table lever.

## 3. Starting and Stopping



Press the green “Start” button to start and the red “Stop” button when the feed tray is empty. To test one form at a time, press the “Jog” button.

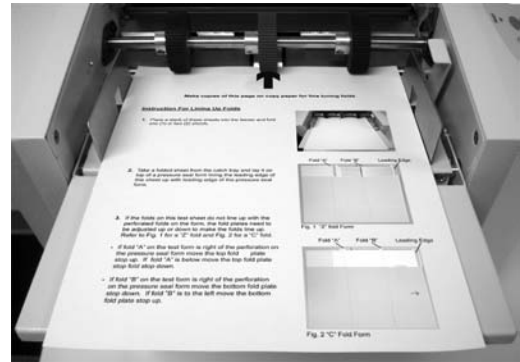
# Leading Edge



Make copies of this page on copy paper for fine tuning folds

## Instruction For Lining Up Folds

1. Place a stack of these sheets into the feeder and fold one (1) or two (2) sheets.



2. Take a folded sheet from the catch tray and lay it on top of a pressure seal form lining the leading edge of this sheet up with leading edge of the pressure seal form.

3. If the folds on this test sheet do not line up with the perforated folds on the form, the fold plates need to be adjusted up or down to make the folds line up. Refer to Fig. 1 for a "Z" fold and Fig. 2 for a "C" fold.

- If fold "A" on the test form is right of the perforation on the pressure seal form move the top fold plate stop up. If fold "A" is below move the top fold plate stop fold stop down.
- If fold "B" on the test form is right of the perforation on the pressure seal form move the bottom fold plate stop down. If fold "B" is to the left move the bottom fold plate stop up.

Fold "A" Fold "B" Leading Edge

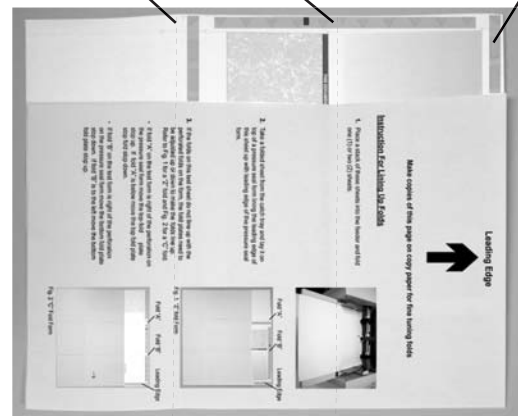


Fig. 1 "Z" fold Form

Fold "A" Fold "B" Leading Edge

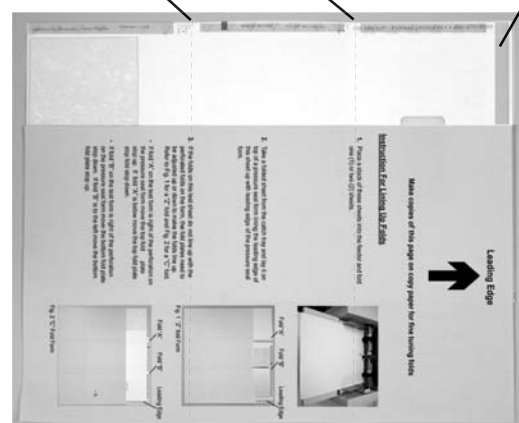


Fig. 2 "C" Fold Form