

Table of Contents

1	Introduction	2
	1.1 Pictograms.....	2
	1.2 Notes on Use of this Handbook	3
2	Safety Notes	3
	2.1 General Safety Notes.....	4
	2.2 End of Life	5
3	Technical Specifications	7
	3.1 Cardfolder Form Sizes	7
	3.2 Insert Sizes - Single Feeder.....	8
	3.3 Insert Sizes - Tower Feeder & M.R. Feeder	9
	3.4 Feeder Folder	9
	3.5 Pack Thickness for Insertion	10
	3.6 Pack Clearance	10
	3.7 Envelope Specification	11
	3.8 Mechanical & Electrical	12
	3.9 Configuration Options.....	13
4	Setting up the Machine	15
	4.1 Operating Overview	15
	4.2 Loading the Insert Hoppers (if applicable)	16
	4.3 Setting the Separator Gap (if applicable).....	16
	4.4 Loading the Envelope Hopper	17
5	Operating the Machine.....	18
	5.1 Main Menu	18
	5.2 Running a Job	18
	5.3 Other Run Menu Functions	19
	5.4 Batching.....	20
	5.5 Count.....	21
6	Creating a New Job.....	22
	6.1 Envelopes	23
	6.2 Documents & Inserts.....	24
	6.3 Save as Template.....	26
	6.4 Saving the Job	27
7	Operator maintenance	28
	7.1 Cleaning Cardfolder Rollers	28
	7.2 Cleaning Cardfolder Sensors.....	28

SECTION 1 INTRODUCTION

With this inserter you have an advanced, medium-volume folding and inserting machine. Its modular construction allows up to 8 feed units to be fitted, with a maximum of 17 feed trays. Its sophisticated software control optimises the order and flow of documents for collating at the insert head before insertion into the envelope. All fold and adjustments take place automatically according to the requirements programmed in by the operator.

In order to ensure the long usage of this machine and its components, and above all the safe use of the machine, you must read and adhere to the operating instructions and safety notes. Always be aware of all warnings and notes that are mounted or noted on the machine itself.

All persons entrusted with the handling of this machine must also be familiar with the operating manual. Save this handbook carefully, so that the information it contains may be available at all times.

1.1 Pictograms



General Warnings



Warning of danger from electricity or electrical shock



Information / Note indicating important information regarding the handling of the machine.

NOTE: This document covers only the procedure for operating a 100 Series with a Cardfolder. It also assumes an optional insert feeder to be fitted. For all other aspects of operating the 100 Series, see the full 100 Series Operator Manual.

1.2 Notes on the Use of this Handbook

This document contains all general information and explanatory text necessary in order to be able to carry out the operation of the machine.

When some action is expected from the operator, this will always be explicitly stated, and where relevant, accompanied by an illustration or graphic.

Always read through each step, so that you will obtain all of the necessary information. Do not anticipate what you believe will follow in the handbook: It will prevent you from making mistakes!

Chronology and Reference

This handbook is structured chronologically, and therefore ordered sequentially for the operationally ready machine. It assumes that the machine has been installed in the correct environment by an Authorised Service Engineer and that the operator or his or her supervisor has had a degree of operator training.

When you are unfamiliar with the machine, it is best to read through the handbook from beginning to end. You will be guided step by step, and in this way you can easily and quickly have the machine in operation.

If you are already familiar with the machine, it will make things easy if you use this handbook as a reference work.

SECTION 2 SAFETY NOTES

For your own safety and the operating safety of the machine, read the following notes carefully before starting your machine. Always be aware of all warnings and notes that are mounted or noted on the machine itself. Save this handbook carefully, so that the information it contains may be available at all times.

The machine is of advanced construction and reliable in operation. Nevertheless, the device does present hazards when operated by untrained personnel. The same applies to use that is inappropriate and not in keeping with its intended purpose.

In not adhering to this handbook, there is the danger of

- an electrical shock,
- injuries from the intake at the rotating rollers,
- damage to the machine.

2.1 General safety notes



Caution!

Please, read these notes with care.
Save these instructions for later use.
All notes and warnings found on the machine are to be followed.

Installing the machine

Important! The machine must be installed only by an Authorised Service Engineer. A safe, level position is necessary, when installing the machine, with sufficient space all round to operate it. The machine is to be protected from moisture. If moving the machine, ensure that the castor brakes are **off**, and push on the stand, not the machine.

Ensure there is at least 1 metre of free space between the operator side of the machine and a wall or barrier. To provide access to the mains switch, the opposite side of the machine must be at least 150mm from a wall or barrier. Do not place surrounding furniture or other objects where your path may be obstructed.

Electrical danger

The machine may only be connected to a voltage of 230V/50Hz or 115V/60 Hz, depending upon model. The mains plug may only be connected with a socket having an installed protective contact! The protective effect will be compromised by the use of an extension line without a protective grounding conductor. All interruptions of the protective grounding conductor, within or outside of the machine, are prohibited. The device is double pole fused! When fuse failure occurs, electrical machine parts can still carry voltage. When making the connection to the mains power, be aware of the connection values on the nameplate. Inspect the voltage setting on the device's power input module. Run the supply lines in such a way, that no-one may trip over them. Do not place any objects upon the supply line. When the machine is not in use over a long period of time, it should be disconnected from the power supply. In this way, damage would be prevented in the event of excess voltage. Protect the device from moisture. When moisture enters the machine, there is the danger of electrical shock. Never open the machine except the top cover. For reasons of electrical safety, the machine may only be opened by authorized Service Agents.

Operating safety

Never reach into the machine when it is running! This could only occur if a safety interlock were to fail. The danger of injuries exists, through pulling in and crushing on the rotating rollers. In addition, keep long hair and parts of loose clothing far from the machine in operation. **If a safety interlock fails, your Service Agent must be contacted immediately!** In order to prevent damage to the machine, only factory authorized accessory parts should be used.

Cleaning the machine

Prior to cleaning the exterior of the machine, it should be disconnected from the power supply. When cleaning the machine, do not use liquid or spray cleaners, but only a cloth dampened with water.

Cleaning sensors

When cleaning sensors use **only** non-flammable airdusters, eg. part number E0070A. Other types may use flammable propellants, which could result in fire or explosion.

Allow machine to be checked by the Service Agent

In the following cases, the mains plug must be unplugged and the device left for the authorized Service Agents:

- When the mains cable or plug is worn or damaged.
- When water or other liquid has entered the device.
- When the device does not function properly, in spite of following the instructions provided.
- When the device has fallen down or the housing is damaged.
- When there are noticeable differences in the normal operation of the machine.

Spare Parts

When repair work is carried out, only original spare parts or spare parts corresponding to the original parts may be used.

Repairs

Do not disassemble the machine any further than is described in this handbook. Other than the top cover, the opening of the machine by unauthorized personnel is not permitted. Repairs may only be carried out by an authorized Service Agent.

Modification is not permitted:

For safety reasons, your own reworking and modifications are not permitted.



Please contact your Service Agent, for all questions relating to service and repair. In this way, you ensure the operational safety of your machine.

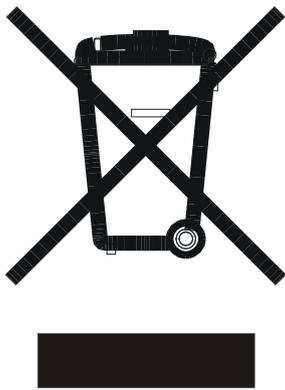
2.2 End of Life

The objectives of the European Community's environment policy are, in particular, to preserve, protect and improve the quality of the environment, protect human health and utilise natural resources prudently and rationally. That policy is based on the precautionary principle and principles that preventive action should be taken, that environmental damage should as a priority be rectified at source.

Separate collection of waste is the precondition to ensure reuse and recycling of waste that is generated at the disposal of electrical or electronic equipment and is necessary to achieve the chosen level of protection of human health and the environment in the European Community.

More particularly, certain materials and components of waste electrical and electronic equipment needs selective treatment as their injudicious handling or disposing of on or into land, water or air would represent a major threat to the environment and human health.

In order to facilitate collection and treatment separated from normal domestic waste, electrical and electronic equipment is marked with the following logo:



Do not mix with normal domestic waste.
Please use the subjoined return or
collection system dedicated to electrical
and electronic waste.

Equipment produced after August 13
2005

Not only are you by law not allowed to dispose of the waste equipment via other waste-streams, but we encourage you to actively contribute to the success of such collection and to the common good and better quality of life of present and future generations.

For more information on the correct disposal of this product please contact your local dealer.

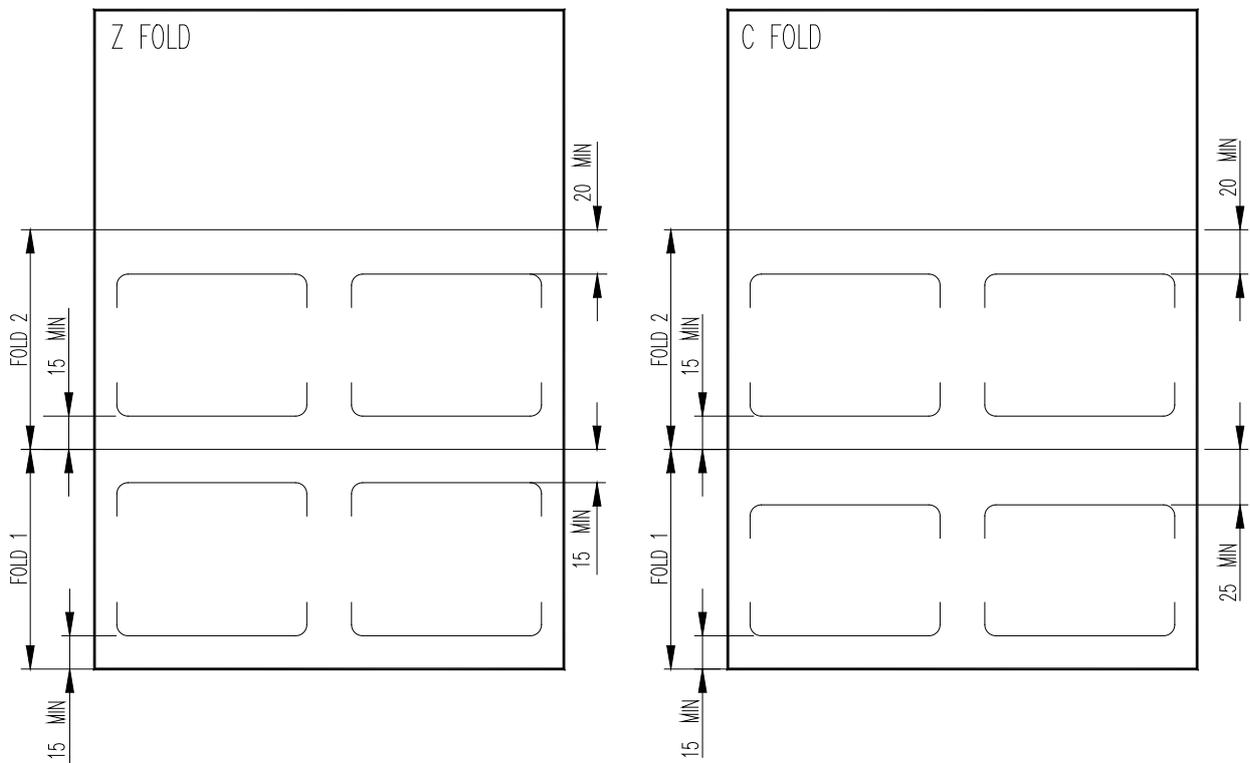
SECTION 3 TECHNICAL SPECIFICATION

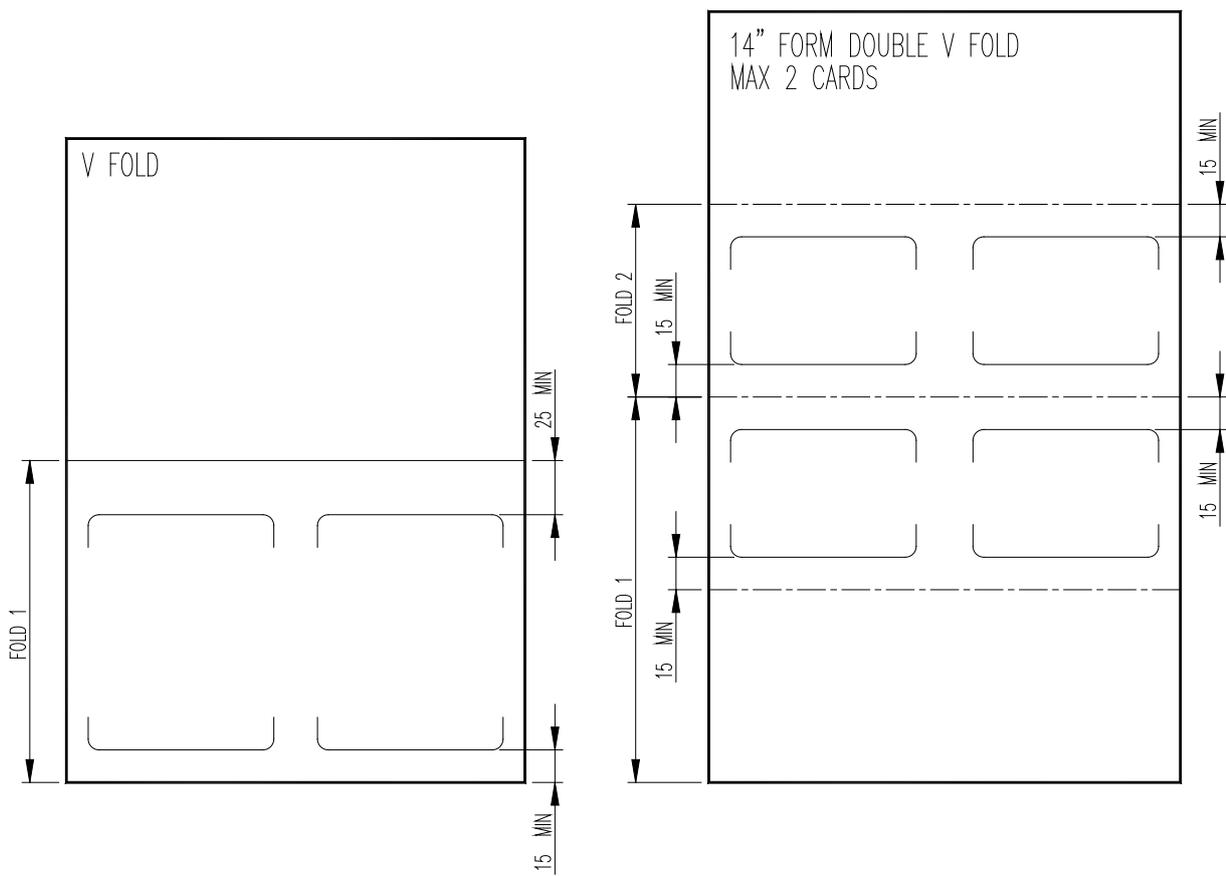
3.1 Cardfolder Form Sizes

Depth:	406mm (16") Max; 279mm (11") Min
Width:	216mm (8½") Max; 210mm (8¼") Min
Thickness:	80gsm (20lbs bond) min. 100gsm (26lbs bond) max.
Depth of output doc:	89mm (3½") min. 152mm (6") max.
Fold types:	Z, C & V fold.
Cards/carrier:	Up to 4 cards, middle & lower panels only.
Attachment:	Cards must be securely affixed to carrier.
Input height:	750 - 850mm from floor.
Interface:	RS232 serial connection to card issuance system.
Signals:	System busy / System stopped - fault condition.

Card Positioning:

The following graphics show possible card positions.





3.2 Insert Sizes - Single Hopper (where applicable)

- Depth:** 76mm (3") min. for module 1
 89mm (3½") min. for following modules
 152mm (6") max.
- Width:** 140mm (5½") min. (Widths below 168mm (6.6") require narrow finger kit A3348A).
 241mm (9½") max.
- Thickness:** 60 gsm (16lbs bond) min.
 4mm (5/32") booklets max.
- Notes:** Inserts must be flexible enough to suit path constraints.
 Some inserts may require special feed tyres.

- Hopper capacity:** Up to 300 reply-paid envelopes or 150 x 2mm booklets
-

3.3 Insert Sizes - Tower Feeder & M.R. Feeder (where applicable)

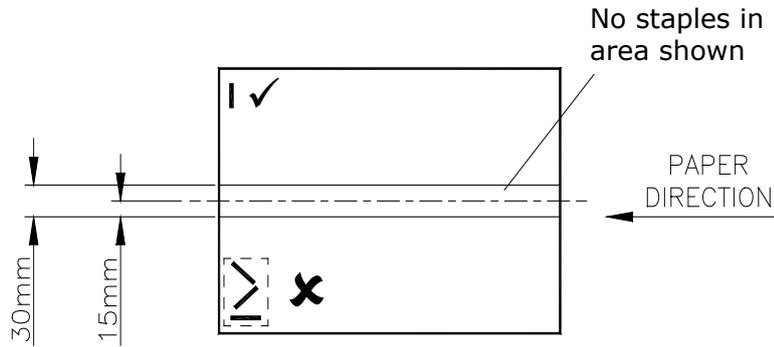
Depth:	76mm (3") min. for module 1 (either or both hoppers, & OMR) 89mm (3 ¹ / ₂ ") min. for following modules 152mm (6") max.
Width:	140mm (5 ¹ / ₂ ") min. (Widths below 168mm (6.6") require narrow finger kit A3348A). 241mm (9 ¹ / ₂ ") max.
Thickness:	60 gsm (16lbs bond) min. 2mm (5/64") booklets max. (top tray) 4mm (5/32") booklets max. (lower tray)
Notes:	Inserts must be flexible enough to suit path constraints. Some inserts may require special feed tyres.
Hopper capacity:	Up to 200 reply-paid envelopes or 100 2mm booklets.

3.4 Insert Sizes - Feeder Folder

Depth:	140mm (5 ¹ / ₂ ") min. 406mm (16") max.
Width:	140mm (5 ¹ / ₂ ") min. (Widths below 168mm (6.6") require narrow finger kit A3348A). 229mm (9") max.
Thickness:	60gsm (16lbs bond) min. 70gsm (18lbs bond) min. for OMR/Barcode paper 120gsm (32lbs bond) max.
Depth of output doc:	89mm (3 ¹ / ₂ ") min. 152mm (6") max.
Hopper capacity:	Up to 500 sheets of 80gsm (20lbs bond)

Daily Post:

Up to 3 sheets (C or Z fold) or 5 sheets (V fold) of 80gsm (20lbs bond). May be stapled or not, but staples on 'Z' fold only. Max. thickness of staple 2mm. Allowable staple positions shown below. **Note:** all daily post forms must be the same length.



3.5 Pack thickness for insertion:

Maximum: 6mm (1/4") max.

3.6 Min. Insert pack clearance:

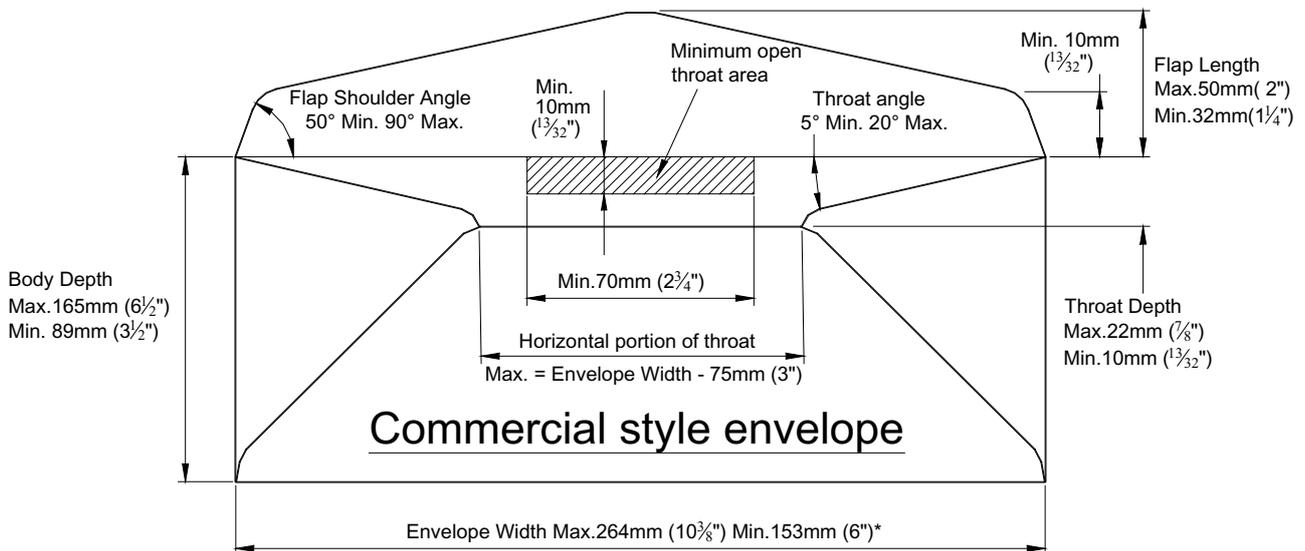
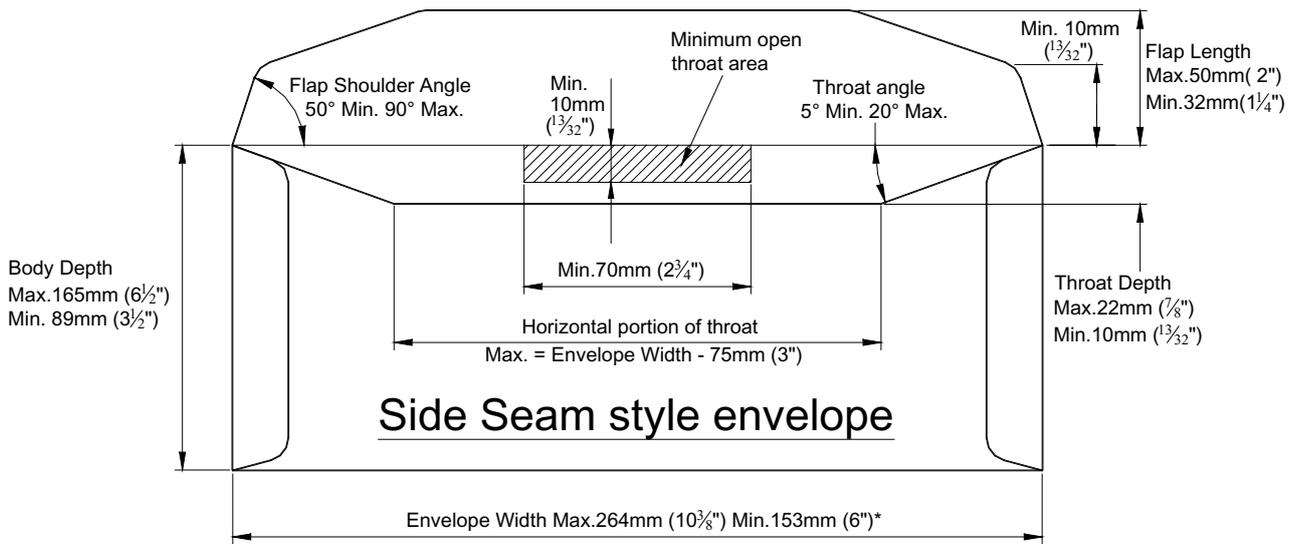
Up to 3mm

thick pack: Depth 6mm (1/4")
Width 14mm (9/16")

3-6mm

thick pack: Depth 10mm (3/8")
Width 19mm (3/4")

3.7 Envelope Specification



* Widths from 153mm (6") to 182mm (7") require Narrow Finger Kit A3348A.

Envelope Weight: 70gsm (18lbs bond) min., 100gsm (26lbs bond) max.

Hopper Capacity: Up to 400 of 80gsm (20lbs bond) envelopes.

General Requirements

Envelopes to be good quality machine-fill envelope. Dimensions and quality to be consistent across manufactured batches.

Windows to be securely affixed to within 1.5mm (1/16") of top and side edges. Top edge to be flat and free from puckering.

Side seams to be securely glued up to top of seam.

Position of internal side seams to give a minimum 5mm (3/16") clearance or overlap to the edge of any insert.

Pre-scored flap crease to enable the envelope flap to open flat.

cont.

Envelope requirements (cont.)

No twisting, curling or distortion evident.

No glue seepage on interior or exterior of envelope.

Paper smoothness: 100-200 Sheffield units.

Large printed areas require approval from the Technical Support Dept.

Envelopes not meeting the above requirements may be acceptable, subject to testing and approval by Technical Support Dept. Envelopes not meeting the above requirements may affect machine performance.

3.8 Mechanical & Electrical

Speed:

Variable up to:

2500 filled envelopes per hour.

Noise level:

75dbA (3 x feeders, 1 x cardfolder, measured at 1.6m height, 1m from nearest cover).

Heat Output (BTU/Hour):

Rated current x rated volts x 3.412 (eg. 2457 BTU/Hour for typical configuration of 2 x feeders + cardfolder).

Heat Output (Watts):

Rated current x rated volts (eg. 720W for typical configuration of 2 x feeders + cardfolder).

Electrical:

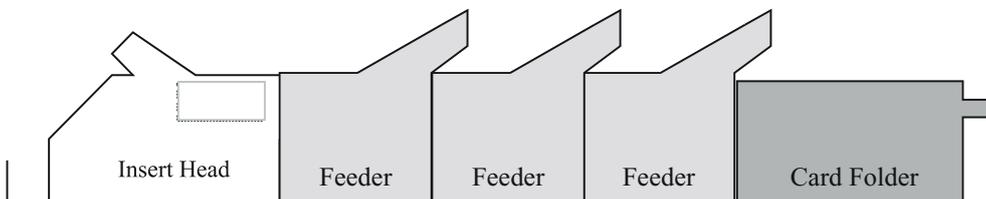
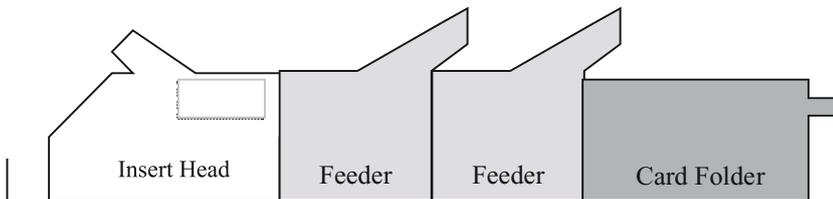
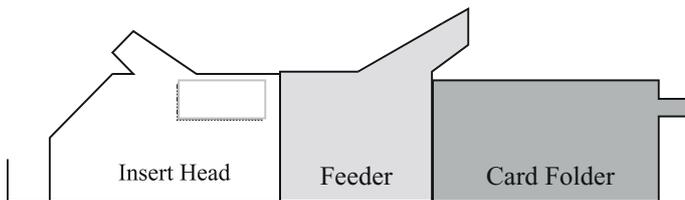
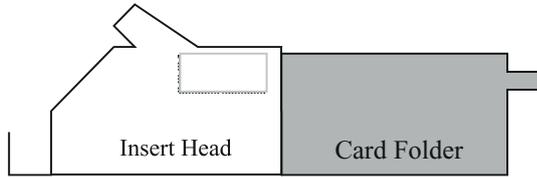
	230VAC	115VAC
Frequency	50Hz	60Hz
Input Current	Head: 1A	Head: 2A
	Cardfolder 3: 0.6A	Cardfolder 3: 1.2A
	Feeder: 0.5A	Feeder: 1A
	OMR Feeder: 0.5A	OMR Feeder: 1A
	Tower Feeder: 0.5A	Tower Feeder: 1A
	Feeder Folder: 0.75A	Feeder Folder: 1.5A
	Fuse Rating T6.3A (Insert Head)	T10A

Weights (nett):

Insert Head	56Kg
Feeder	25Kg
Tower Feeder	44Kg
Feeder Folder	43Kg
Cardfolder 3	60Kg

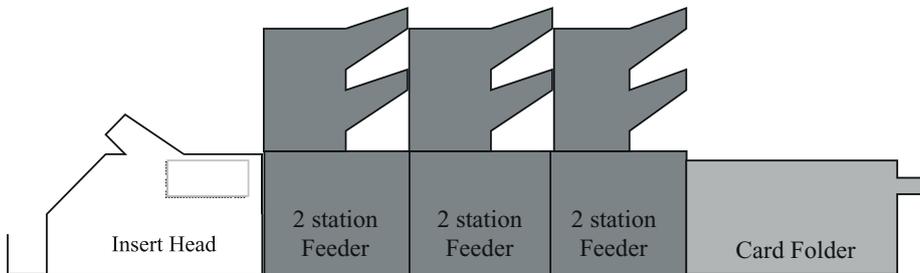
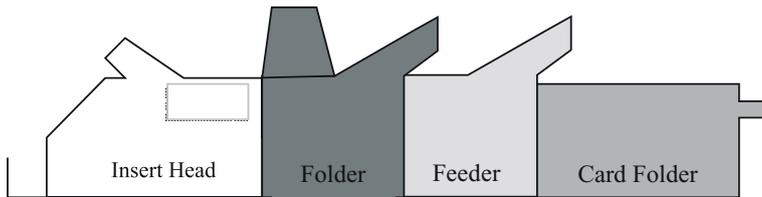
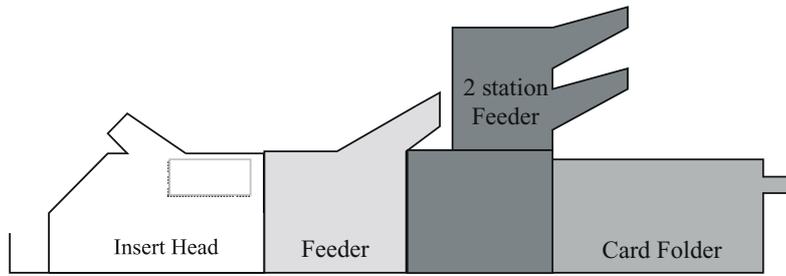
3.9 Configuration options with Cardfolder and Feeder

(Configuration examples are not exhaustive - secondary modules are freely configurable).



Further configuration options:

Contact IPSS Department for detailed configuration advice.



SECTION 4 SETTING UP THE MACHINE

4.1 Operating Overview

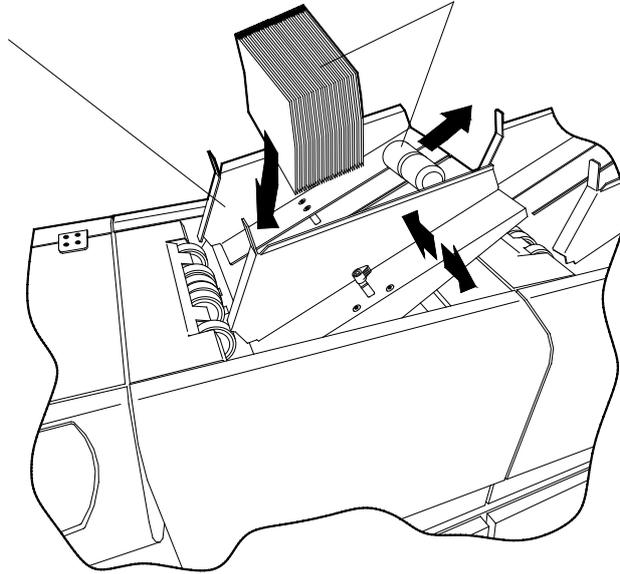
Shown below is a brief summary of the operating procedure of the 100 Series with Cardfolder. Full details of the functions referred to can be found in the page numbers indicated.

1. If applicable, load insert hoppers and set separator gap (sections 4.2 & 4.3).
2. Load envelope hopper (section 4.4).
4. To begin running the job, see section 5.
5. To fully program a new job or to modify an existing job, see section 6.

4.2 LOADING THE INSERT HOPPERS (if applicable)

Slacken the lock- lever and adjust the side guides to give 1 - 2mm clearance across the width of the inserts. Tighten the lock lever.

Pull the weighted roller back and load the inserts, ensuring they are fully down. Release the weighted roller so that it 'tips' the inserts into the pickup roller.

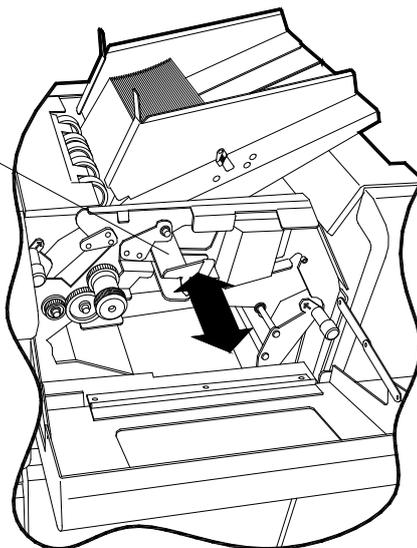


 Single hopper feeder is shown - dual hopper version is similar, but with two trays.

4.3 SETTING THE SEPARATOR GAP (if applicable)

The feeder separator has 4 settings, marked A to D on the slide. Before running the job, the gap must be set to suit the thickness of material being processed - this prevents more than one item being fed at a time.

Lower the side cover and move the slide to suit the thickness of the insert.



Slide positions:

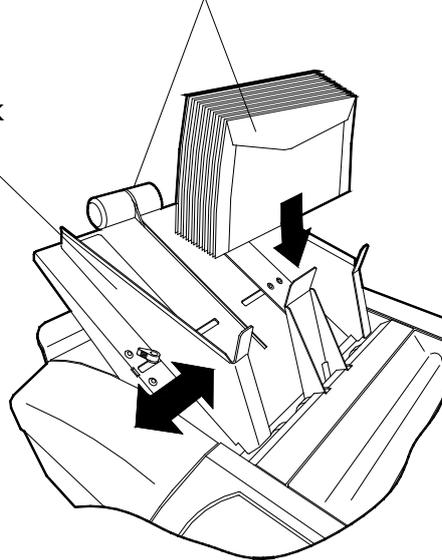
A = 0 to 0.75mm
B = 0.75 to 1.5mm
C = 1.5 to 2.5mm
D = 2.5 to 4.0mm

 Most jobs will use position A. If you use the wrong setting, an error will appear on the control panel.

4.4 LOADING THE ENVELOPE HOPPER

Slacken the lock-lever and adjust the side guides to give 1 - 2mm clearance across the width of the envelopes. Tighten the lock lever.

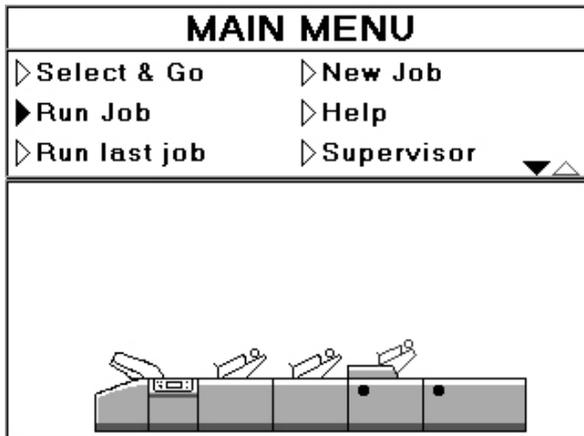
Pull the weighted roller back and load the envelopes, ensuring they are fully down - flaps must be facing forwards. Release the weighted roller so that it 'tips' the envelopes into the pickup roller.



SECTION 5 OPERATING THE MACHINE

Read this first:

Throughout this section, selections are made using the ✓ button after using the Scroll Up/Down buttons to reach the option. Options that have a scroll box are changed by first pressing ✓ to highlight the box, then using the Scroll Up/Down buttons to change the setting. Press ✓ again to finish. The x button aborts the changes in any menu and returns you back one step.

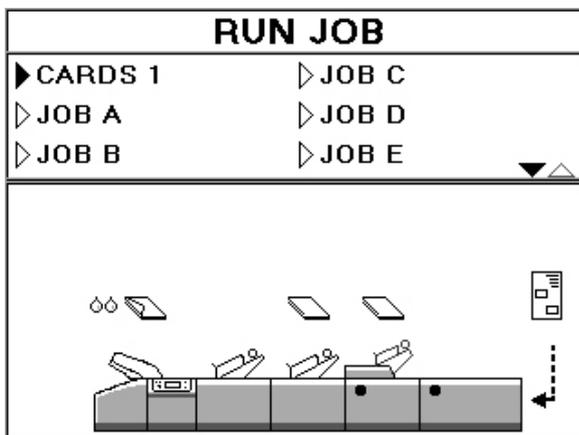


5.1 Main Menu

When the machine first starts, the Main Menu is displayed as shown left:

The machine may be set to start in a different mode to the Main Menu, eg. Select & Go. If so, press the x button to step back to Main Menu.

This document covers only the functions concerned with operating the 100 Series with a Cardfolder - for all other functions, see the full 100 Series Operating Instructions.

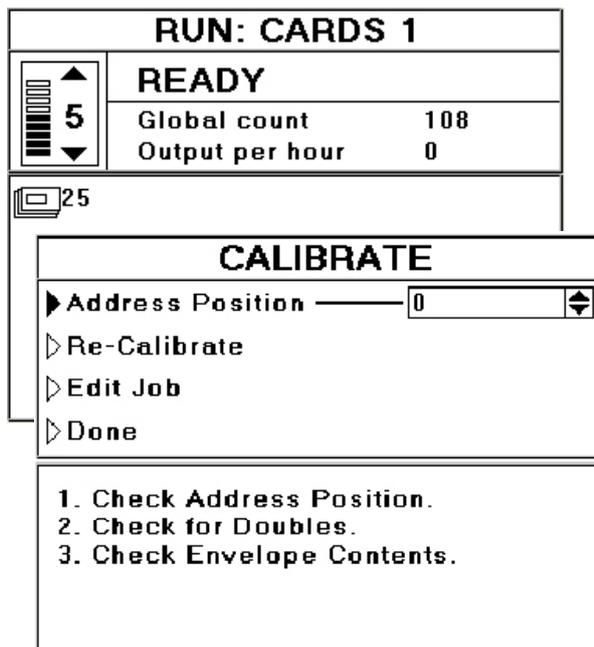


5.2 Running a Job

Select the Run Job menu from the Main menu. This shows the currently available jobs that have previously been programmed (or you can run the last job from the Main menu).

Highlight the required job and press ✓ to reach the status box, showing the machine is currently stopped. Press the Start button and the machine will perform a double document calibration cycle and then stop, displaying the screen shown overleaf.

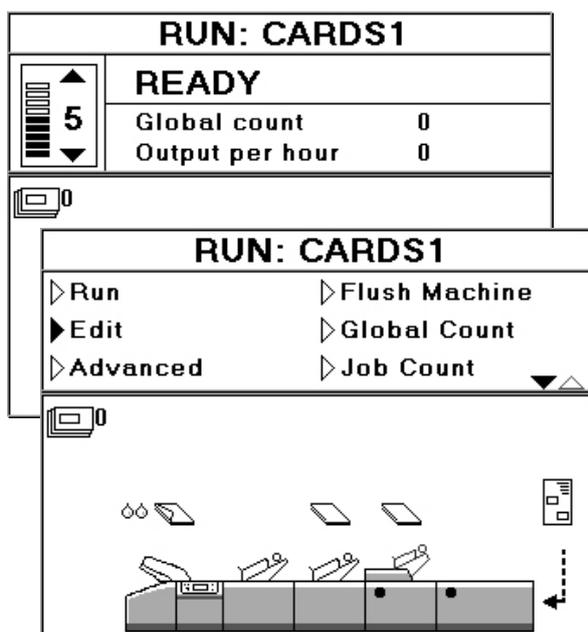
 The graphic indicates which hoppers are active, and whether a folded document or an insert.



As the calibration is performed on each loaded hopper, check the filled envelope to confirm that only one document per hopper has been fed. If in doubt, select 'Re-calibrate'. Also check the address position in the envelope - if it is too far up or down, this can be adjusted to suit. Positive numbers move the address upwards. If you adjust the position, select 'Recalibrate' to check it is now correct.

If required, the job can also be edited from this screen (see section 6 for details of editing a job).

When you are satisfied, select 'Done'. Press the Start button and the machine will begin running. Use the Up / Down buttons to adjust the speed if required.



5.3 Other Run Menu Functions

From the Run Job menu, select the job you wish to edit and press ✓. This displays the Run screen, as shown below, which will be in 'Ready' mode. Now press x and a list of options will be shown, described below:

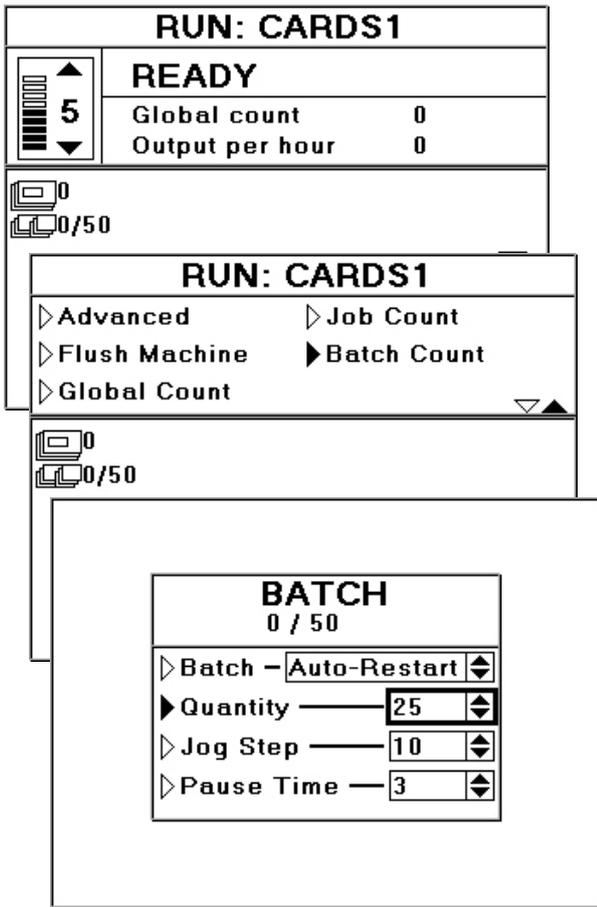
Edit: Enters the 'Create Job' mode as described in section 6.

Advanced: Allows adjustments to various machine functions. See the full 100 Series Operator Manual for details.

Flush Machine: Continues the current cycle until all inserts are in the collate area, then stops the machine. **Note:** the machine flushes by default when the Stop button is pressed in normal running. Using the function in this screen simply effects a flush manually.

Global / Job Count: Resets the count displays, described in section 5.5.

Batch Count: This is part of the batching function, described in section 5.4.



 *Batch settings apply only to the job you are in when settings are made, not to the machine itself.*

5.4 Batching

Batching allows a preset number of filled envelopes to be processed before the machine automatically stops. From the Run Job menu, select the job you wish to set a batch for, and press **✓**. This displays the Status screen, which will be in 'Ready' mode. Now press **x** and a list of options will be shown. Select 'Batch Count', and you will enter the batch screen, as shown below.

For 'Batch', select 'Auto-restart' (machine will pause for a set length of time and then restart - see below for 'Pause time') or 'Pause' (machine will stop and will only restart when the Run button is pressed).

Enter the required quantity in the batch.

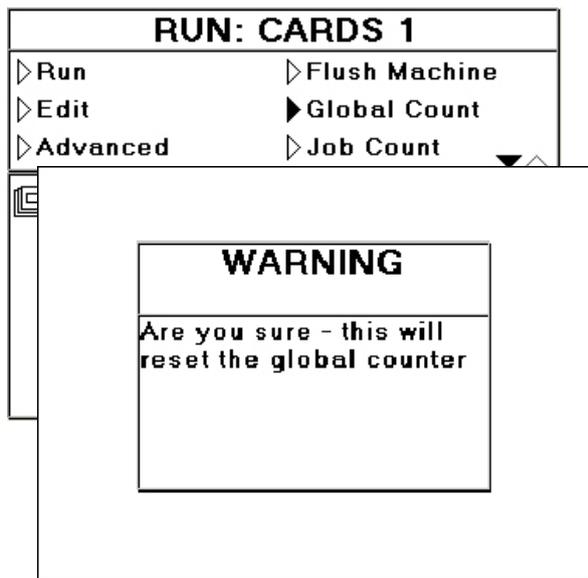
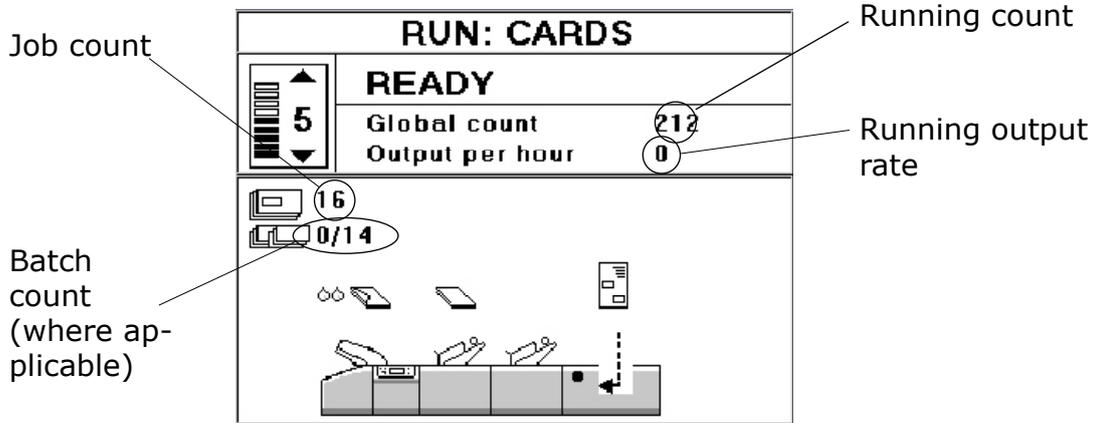
'Jog Step' allows a gap between envelope batches to be set on the conveyor. The units shown are multiples of the envelope overlap, as adjusted by the knob on the conveyor. This means a suitable gap can be set without disturbing the knob.

'Pause Time' is the number of seconds before the machine auto-restarts.

When you have finished, press **x** and save your changes.

5.5 Count

The 'Count' function allows the global or job counts shown on the display to be set to zero. The global count continues to accrue even if you switch to another job; the job count applies only to the job you are running. To zero either count, stop the job you are running by pressing the Stop button. This will display the status screen in 'Ready' mode, as shown below.



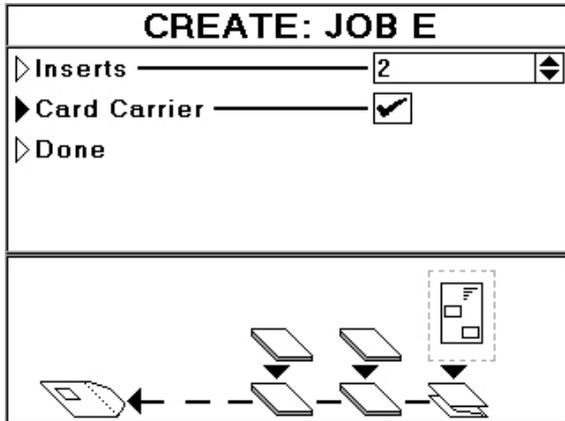
Now press x and a list of options will be shown. Select 'Global Count' or 'Job Count', and you will enter the count reset screen shown left.

If you are sure you want to zero the count, press ✓. This will reset the appropriate count shown left. Note that the machine's internal count is **not** reset.

Note: If you zero either the global or job count, this does not affect the batch count. This will automatically reset at the end of each batch.

SECTION 6 CREATING A NEW JOB

Select 'New Job' from the main menu to display the Create screen, as shown below:



 The graphic indicates where the inserts should be placed on the machine. Card documents can only come from the supply source. Note that the actual graphic may be different to that shown, depending upon machine configuration.

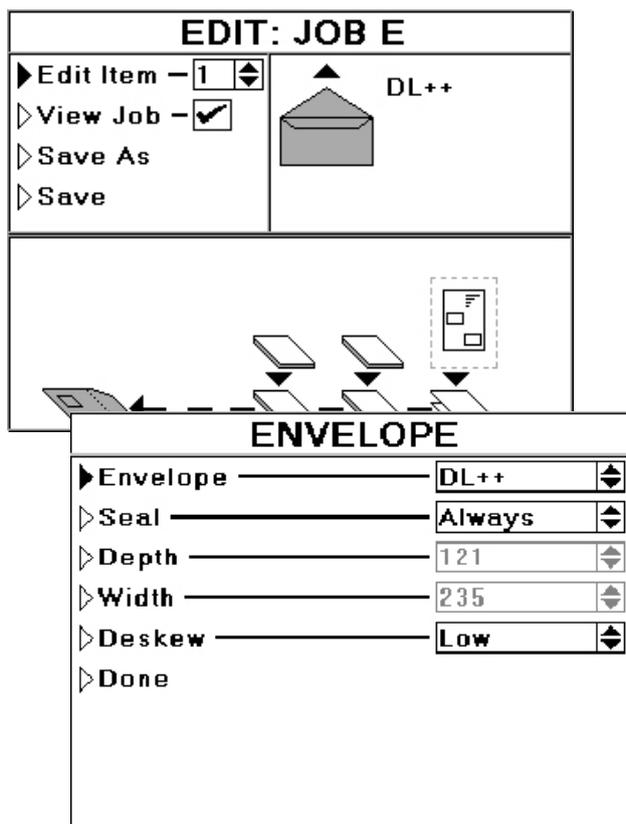
6.1 Starting the Job

If inserts are required, set 'Inserts' to the required number (the maximum will depend upon the number of insert feeders fitted).

Assuming the cardfolder is to be used, select this as shown left. Note that if it remains unselected, the cardfolder will effectively 'switched off', allowing the rest of the machine to be used for another job that requires inserts only.

Select 'Done' when finished to move on to editing the envelope and document settings. **Note:** when 'Done' is selected, you cannot return to this screen, hence sheets or inserts cannot later be added to or removed from the job.

cont.



6.2 Envelopes

When you enter the edit screen, the first 'Edit Item' shown will be #1 which is the envelope - higher numbers will be documents (folded sheets or inserts). Press ✓ to highlight the scroll box, then press it again to display the envelope settings.

Select the envelope from the standard range, or 'Custom' (this allows depth and width to be set). Choose whether flap is to be sealed always, never or by OMR select. Select required deskew level (high slows machine more). Select 'Done' when finished to return to the Edit screen. **Note:** If you wish these settings to be default, see 'Supervisor Mode', described in the full 100 Series Operator Manual.

CARDCARRIER - ITEM 2	
▶ Address	<input checked="" type="checkbox"/>
▷ Address Position	Top
▷ Size	A4
▷ Length	297
▷ Width	210
▷ Feed Count	1
▷ Fold Type	Z
▷ View Fold Settings	

 The settings shown here apply to the cardfolder unit. When editing inserts, the settings that appear will be different.

6.3 Documents & Inserts

Press ✓ to highlight 'Edit item' scroll box, then use the scroll-up button to select #2 (this is usually the prime (address) document - the graphic will highlight it).

- Address** Deselect only if #2 is not the address document. Note that #2 is assumed to be address document, #3 onwards is assumed not to be.
- Add. Position** Options are Top / Bottom.
- Sel. Template** Select from the available list if required. Restore means no template. Applies only to inserts, not cardfolder.
- Thickness** Select from a preset list of 4. Applies only to inserts, not cardfolder.
- Size** Use a standard size, or 'Custom' (this allows length and width settings).
- Feed Count** Multiples of the document, up to 8. Applies only to inserts, not cardfolder.
- Feed Mode** Options are Feed always / OMR or Barcode selects / Off. Applies only to inserts, not cardfolder.
- Fold Type** Select 'C', 'Z', 'V' or 'None' (**note:** 'none' can only be used if the card carrier is envelope size).
- View Fold Set.** Displays your settings and allows custom adjustment of panel fold lengths. When you have finished with 'View Fold Settings', select 'Done' to return to the remainder of the settings.
- Note: 'Advanced' should only be used if you have a special job and know what fold-plate settings are required - inappropriate settings may result in operating problems.**
- Feed Orient.** Select Face up (address on front face of paper) or Face down (address on underside of paper). Default is Face Up which will suit most jobs.
- Mark read** Options are OMR / Barcode / None. If OMR or Barcode are selected,

you will move to further settings (see below) when you have finished in the above screen.

Cascade If selected, continues to feed from the next available hopper if the one runs out of paper. Applies only to inserts in dual feeder, not cardfolder.

Doubles Det. Detects for double documents. On by default. Deselect only if you are using unusual stationery that may cause spurious errors (eg. some sheets heavy, dark text and some almost none). Applies only to inserts, not cardfolder.

Deskew Straightens a document if it is skewed. Options are Off/ Low / Medium / High. If deskew is selected, note that the operating speed is slowed; a setting of 'High' will slow the machine more than 'Low'.

Select Hopper You can decide where on the machine this hopper will be located. If selected, you will move to further settings (see below) when you have finished in the above screen. Applies only to inserts, not cardfolder.

Save As Temp. Saves these settings as a template. If selected, you will move to further settings (described later) when you have finished in this screen. Applies only to inserts, not cardfolder.

Note: If you wish these settings to be default, see 'Supervisor Mode', described in the full Maximailer Operating Instructions.

When all options for #2 have been set, select 'Done'. Depending upon your settings, further choices may now need to be made, as described below.

BARCODE - ITEM 2	
▶ BCR definition	Adv 0
▷ Read Head ID	1
▷ Divert oversize group	<input type="checkbox"/>
▷ Good decode reads	3
▷ Done	

6.3.1 Mark Reading

If this was set to Barcode, the appropriate settings screen will then be displayed, allowing you to select an OMR or BCR definition.

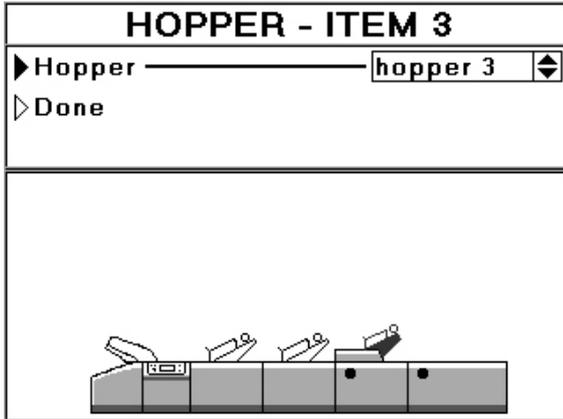
Important: A licenced definition must already exist.

Specify the Read Head ID, ie. the physical location of the read head on the machine. Generally, ID 1 & 2 are channels 1 & 2 for OMR, or channels 9 & 10 for BCR. The channels must be selected in Engineer mode system configuration.

Divert oversize group diverts groups that are larger than the setting of 'Default Max. Folds', set in Supervisor mode. Defaults are 5 for C, Z or V fold, 4 for double V fold.

Good decode reads specifies the maximum number of good reads required before the label is accepted. Set to a low number if print quality is low.

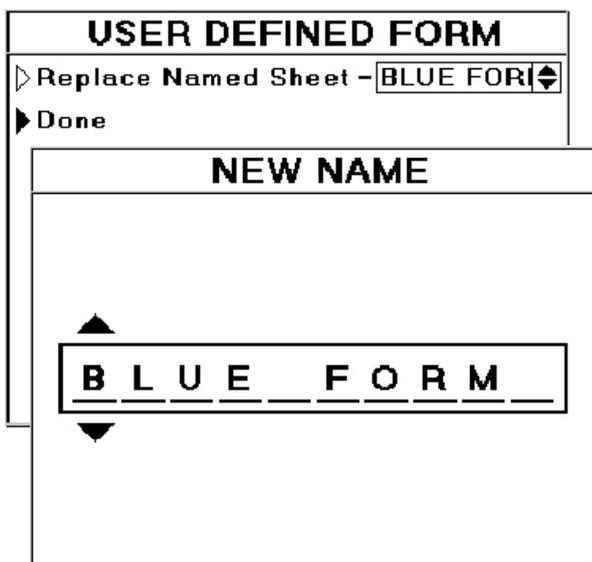
For details of OMR or Barcode settings, see the full 100 Series Operator Manual and the 100 Series Barcode Specification document.



6.3.2 Select Hopper

If this was selected, the screen shown left will be displayed, allowing you to choose which hopper this item is to be fed from, instead of using machine default. Note that the selected hopper will be highlighted in the graphic. Select 'Done' when finished to return to the edit screen.

With item #2 now set up, repeat for other units, if fitted. When all settings are complete, save your settings and return to the Main menu.



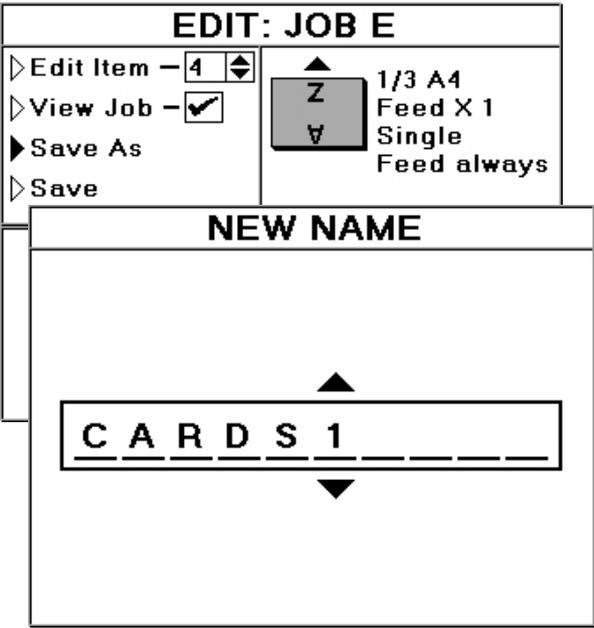
6.4 Save As Template

If this was selected, the screen shown left will be displayed, allowing you to save the edited item as a template for future items. Up to four templates can be defined, and when all are used, you must replace an existing template to save the new one.

Select the named sheet you wish to replace, then 'Done'. When the New Name screen appears, use the Scroll Up/Down buttons to select the first character, then press ✓. This moves to the second character, and so on, up to the maximum 10 characters. When finished, press x to exit the screen. Confirm your changes, and your new template is now saved.

Repeat the edit process for all the remaining document or insert items. When finished, select 'Done' to move to the Save screen, as described on

the following page.



6.5 Saving the job

When all documents and inserts have been edited, you move to the Save screen, which allows you 'Save As' to a new jobname (for a new job), or 'Save' (if editing an existing job). To enter a new jobname, select 'Save As', as shown below

Use the Scroll Up/Down buttons to select the first character, then press ✓. This moves to the second character, and so on, up to the maximum 10 characters. When finished, press x to exit the screen. Confirm your changes, and your new job is now saved and will appear on the Run Job menu.

SECTION 7 OPERATOR MAINTENANCE

7.1 Cleaning Rollers

Periodically, all rollers, feed wheels and sensors should be cleaned, especially if a long run is envisaged. Use only Rubber Roller Restorer Fluid (part no. 9103796V). The full circumference and width of rubber rollers, feed wheels and conveyors must be cleaned.

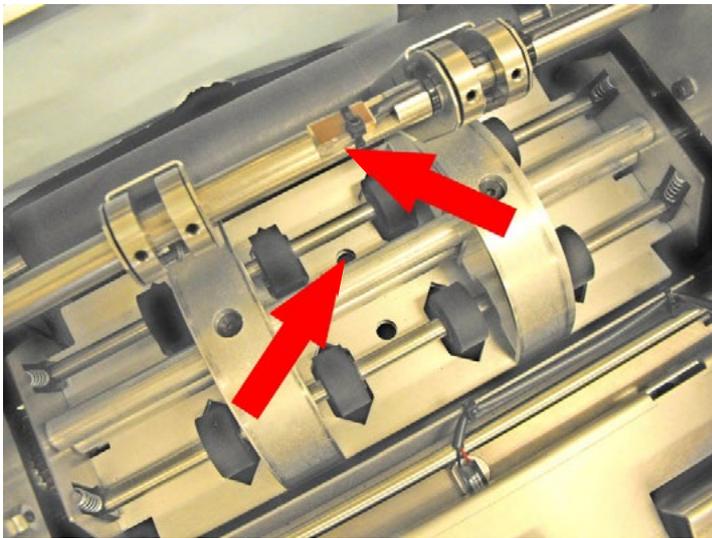
Ensure the machine is switched off before cleaning rollers or sensors.

Raise the perspex cover and clean all visible rollers and feed wheels. Rotate rollers by hand when cleaning.

7.2 Cleaning Sensors

When cleaning the rollers, the sensors should also be cleaned by blowing away dust and debris using the supplied airduster. **It is important that sensors are regularly cleaned, or operating errors may occur.** Locations are shown below - note that each sensor is in two halves, receiver and transmitter. **Both halves must be cleaned.** For all sensors, direct the airduster nozzle as close to each sensor as you can get and spray liberally. Follow the instructions for each sensor shown below.

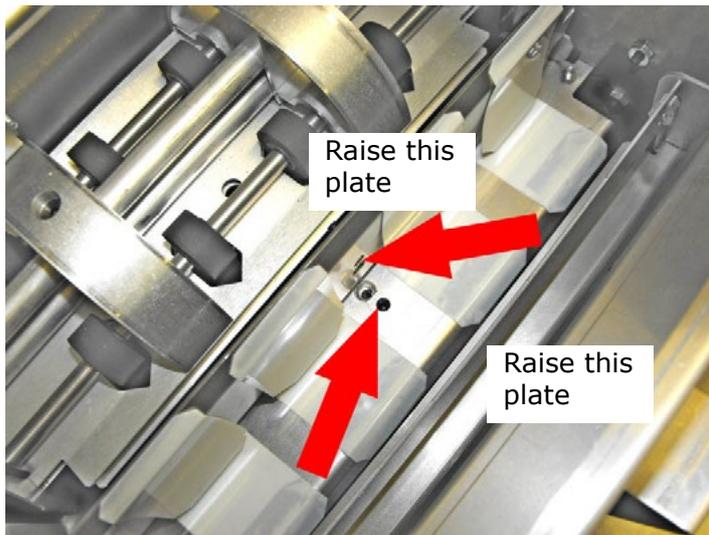
Use only non-flammable airdusters (eg. part no. 9103707C).



Cassette Sensor

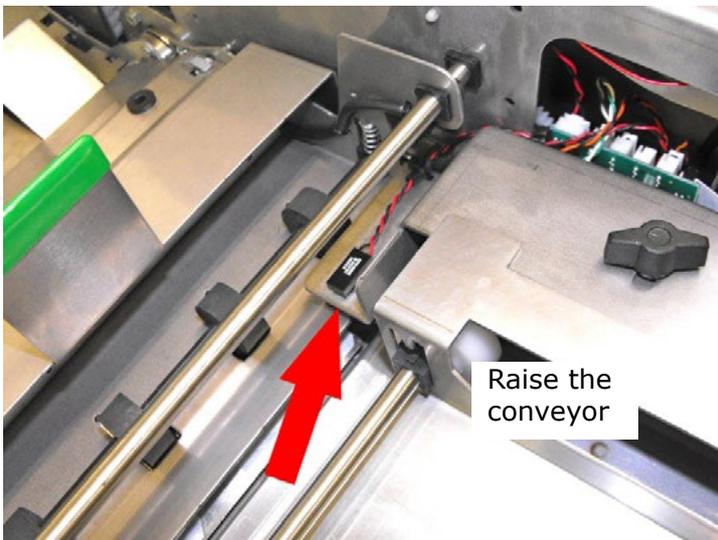
Clean the upper sensor half (arrowed). To clean the lower half, direct the airduster nozzle deep into the hole and straight down.

7.2 Cleaning Sensors (cont.)



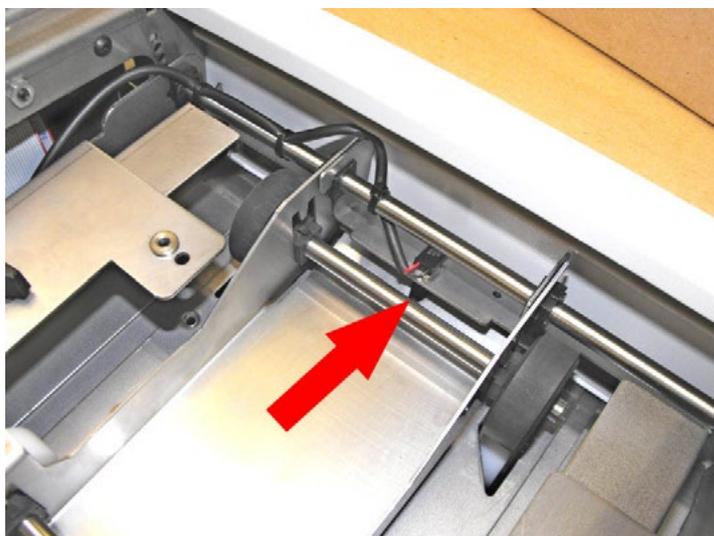
Fold Plate Sensor

Raise the two plates shown to access the sensor halves (arrowed)



Conveyor Sensor

Raise the conveyor to access the bottom half and spray the airduster at both halves (arrowed)



Input Sensor

Liberal spray the airduster into the gap arrowed.

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