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1. HEALTH, SAFETY AND ENVIRONMENT

1.1 Precautions and Safety Issues

Thoroughly read this operator manual, before using this machine.

According to the European Guideline for machine safety (EC98-37), this operator manual must be available in the national language(s) of the country where the machine is delivered. Therefore, if you do not have an operator manual in your country's language(s), contact your authorized distributor.

Warnings

- Disconnect the mains supply before performing any maintenance.
- Before connecting check whether the system is suitable for the local mains voltage. Refer to the type plate.

Safety Precautions

- Only competent personnel should operate this machine.
If incompetent personnel do operate this machine, the manufacturer does not accept responsibility for any resulting accidents or injuries.
- Only skilled persons, who are aware of the risks involved, may open the protective covers.

For safety reasons, the machine will not function when the covers are open.

- Keep long hair, fingers, jewelry, etc. away from rotating and moving parts.
- The power connection must be easily accessible, preferably close to the machine.
- For safety reasons, it is essential that the machine is connected to a socket outlet that has a protective earth connection.
- Over-current protection in the equipment also relies on the branch circuit protection (max. 20 A).
- The following part(s) is (are) considered the equipment disconnect device(s):
 - Power supply cord plug

Conventions



Warning

This symbol:

- Identifies situations where improper use of the machine can result in personal injury or permanent/catastrophic damage to the machine.
- Indicates that the operator manual should be consulted.

Note

A note gives additional relevant information.

1.2 Country Specific Conditions

Denmark

In Denmark, certain types of Class 1 appliances may be provided with a plug that does not provide an adequate earth connection when inserted into a Danish socket outlet.

Make sure the machine has a good functioning connection that has protective earthing (the plug and socket outlet must match).

Japan

- Establish an earth connection before connecting the mains plug to the power supply.
- First disconnect the power supply before removing the earth connection.

Languages

This manual is also available in other languages. For more information, please contact your local supplier.

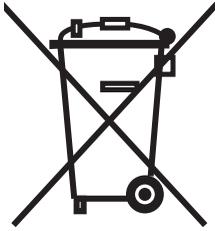
1.3 End of Life

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:

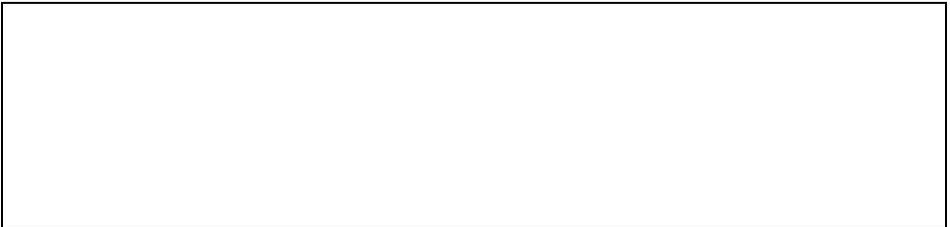


Do not mix with normal domestic waste
Please use the subjoined return or
collection system dedicated to electrical
and electronical waste.

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.



2. FUNCTIONAL DESCRIPTION

2.1 Functional Description



Figure 2.1

The IM-30 is used to open envelopes. The envelope is opened along three sides after which it is presented to the operator on a receiving tray at the front. The Letter Opener can process envelopes of a wide variety.

2.2 Overview

Operating controls

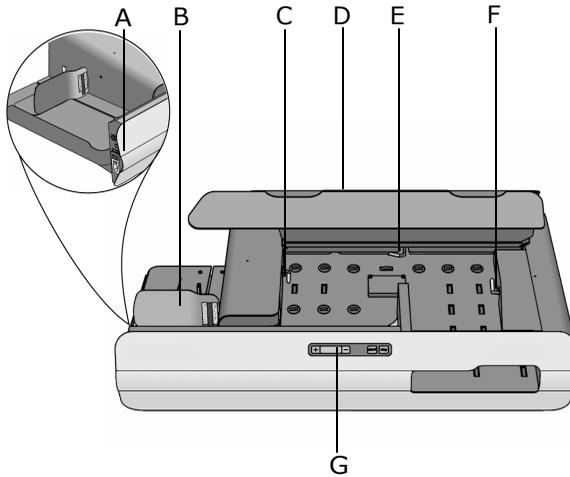


Figure 2.2

A: power switch
B: support plate
C: lever cutting area 1
D: cover

E: lever cutting area 2
F: lever cutting area 3
G: display

2.3 Process description

The envelopes are in the hopper as shown in fig. 2.3. As soon as the machine is started, the first envelope is separated from the stack and placed flat on the slitting table. Then the envelope is slit open at the cutting areas A, B and C (in logical order).

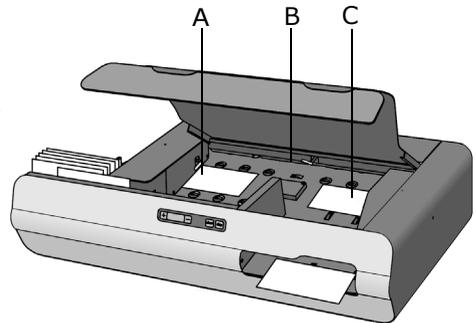


Figure 2.3

3. OPERATING INSTRUCTIONS

3.1 Installation

Warning

- You can severely damage the machine if it is connected to the incorrect power supply. Before plugging in the machine, check if the local voltage is the same as the voltage mentioned on the type plate.

3.2 Starting up

3.2.1 Switching on or off

The machine can be switched on or off with the power switch A (fig. 3.1). After switching on, the display shows the last used job and the last number of opened envelopes as shown in fig. 3.3. The jobs are indicated by capital J (hence J1, J2, etc.).

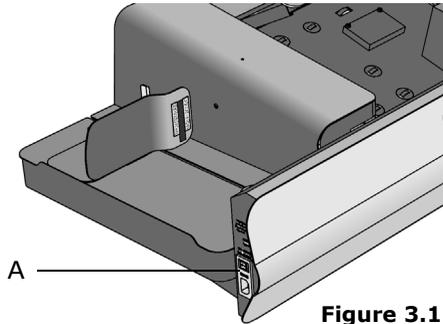


Figure 3.1

3.2.2 Placing the envelopes

Squeeze the blue handle A to the support plate B (fig. 3.2) unopened mail. Press the plate gently against the mail, and shift the support plate backwards. Place the unopened mail in the hopper. Shift the support plate against the mail by pulling the blue handle A towards you. The first envelope must be pushed slightly against the transport roller.

The right-hand side of the envelopes must be pushed against the cover C. If the envelopes are not placed correct, double feeding or no feeding may occur.

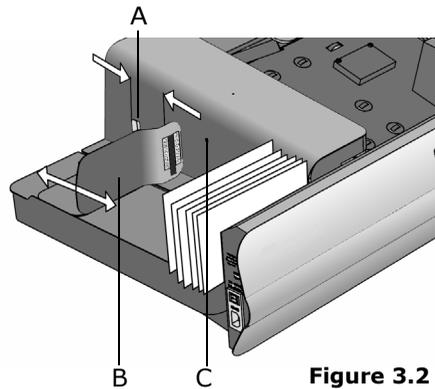


Figure 3.2

Note: To make sure that the envelopes are fully opened, dog's ears at the corners of the envelopes must be corrected.

The machine can process mixed mail of various sizes. However envelopes must meet the following specifications:

- minimum size: 85 x 140 mm (3.3 x 5.5 inches).
- maximum size: 175 x 260 mm (6.9 x 10.2 inches).
- maximum thickness: 4 mm (0.16 inch).

3.3 Running The Machine

3.3.1 Start and stop

To start processing the mail, press the "START" key C (fig. 3.3). Press the "STOP" key D (fig. 3.3) to stop the machine.

If the cover is opened while the machine is running, the machine will stop immediately (emergency stop) and the display shows the message "COVER". To restart, the machine must be "emptied" first. All envelopes on the slitting table must be removed by hand. Close the cover and press "START" to continue.

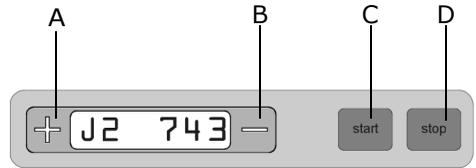


Figure 3.3

3.3.2 Choosing a job

The desired job can be chosen by pressing the "+" key A (fig. 3.3). For an overview of all jobs available see the JOB CARD on page 23.

3.3.3 Changing jobs

First press the "STOP" key. Only then the current job will appear on the screen. The job can be changed by pressing the + key. Press "START" to continue.

3.3.4 Counter

While the machine is running, the number of processed envelopes is displayed. When the machine is not running, the counter can be reset to zero by pressing the "-" key B twice. After pressing once, the last number of processed envelopes starts flashing for two seconds (as a warning that the counter will be reset to zero). By pressing the "-" key B again within two seconds, the counter will be reset. When not pressing a second time, the counter will remain unchanged.

3.3.5 Changing the speed

The machine speed can be changed while the machine is running. To change the speed press the "+" or "-" key. When the "+" or "-" key is pressed once, the current speed is displayed in digits (= the number of envelopes to be processed in one hour). By pressing the "+" or "-" key quickly two times a graphical display of the speed is shown as shown in fig. 3.4.

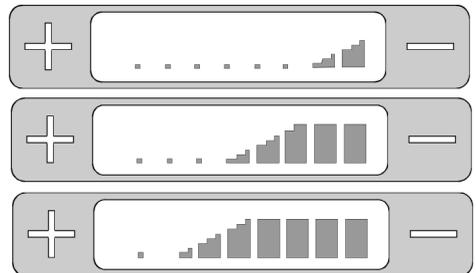


Figure 3.4

Now the speed can be changed by pressing the "+" (faster) or "-" (slower) key several times depending on the desired speed. Each time the "+" or "-" key is pressed, a change of 100 envelopes per hour is initiated. The speed can vary from 900 to 2400 envelopes per hour. When the "+" or "-" key is not pressed for longer than two seconds, the counter will be displayed again.

Note: Changing the speed is not possible in a job where a receiving tray with photocell is used.

3.3.6 Adding mail while the machine is running

While the machine is running, mail can be added to the hopper. Move back support plate B (fig. 3.5) and add unopened mail. Press the plate gently against the mail.

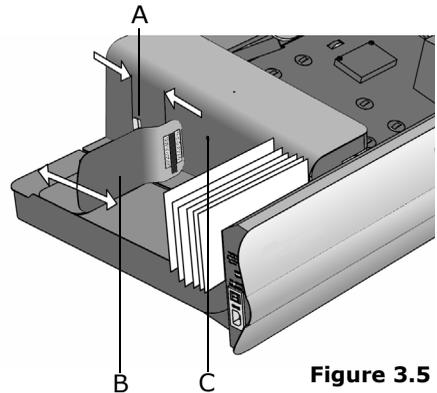


Figure 3.5

3.3.7 Choosing the opening of the mail

The envelopes can be opened on maximal three sides, as shown in figure 3.6. The cutting of a particular side can be thrown out of operation by turning the levers A, B

or C clockwise, towards .

By turning the levers counter clockwise, toward  the cutting is put into operation again.

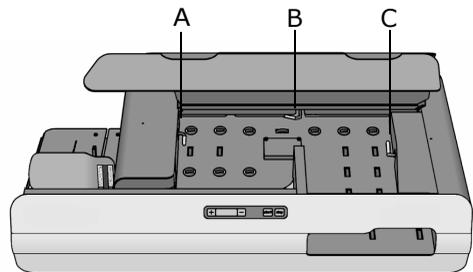


Figure 3.6

Note: Be sure that the levers A, B or C are completely turned counter clockwise when the cutting is put into operation again. If not, bad cutting or no cutting may occur.

3.3.8 Removing envelopes (“emptying” function)

When you want to turn the machine off or change jobs, it is possible to “empty” the machine. With this function all envelopes on the slitting table are processed. The emptying function can be started by pressing the “+” and “-” keys simultaneously, while the machine is running. After emptying, the machine stops and a different job can be selected or the machine can be switched off.

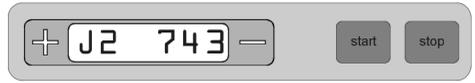


Figure 3.7

4. OPTIONS

4.1 Receiving tray with sensor

Instead of the standard receiving tray, a receiving tray with a sensor can be connected to the machine (see fig. 4.1). With this tray the machine can detect if there is an envelope on the tray.

When the opened envelope is taken from the tray, a next envelope is automatically ejected onto the tray. The receiving tray with sensor is connected to the socket at the back of the letter opener as shown in figure 4.1.

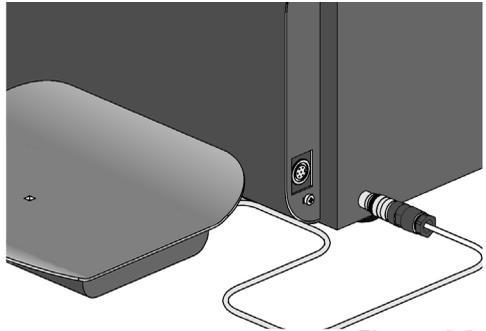


Figure 4.1

Note: If the opened envelopes do not land exactly on top of the sensor, the envelopes must be moved over the sensor while taking them of the tray.

4.2 Conveyor belt

Instead of the tray, a conveyor belt can be connected. The mail can then be processed by two or more persons. The conveyor belt is connected to the same socket as the tray (see fig. 4.1).

Press "START" and the conveyor belt will start moving. The documents will fall one after another onto the belt. A sensor is located at the end. If the documents are not taken off and reaches the end of the belt, the machine will stop automatically. The moment the documents are taken off the belt, it will start up again.

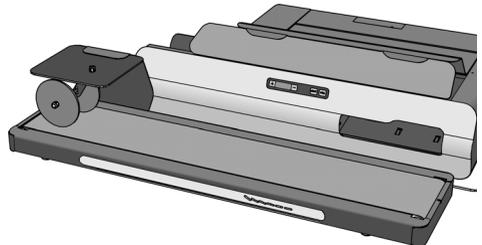


Figure 4.2

4.3 Two conveyor belts

It is possible to use two conveyor belts. This is convenient when two or more persons are processing the opened mail.

After pressing "START" the conveyor belts will start moving. The opened envelopes will be fed one after another onto the first belt. The sensor located at the end of the last conveyor belt will stop the machine when the envelopes are not taken off the belt and have reached the end of the belt. The moment the documents are taken off the belt, the machine will start processing again.

Note: When either a receiving tray with sensor or a conveyor belt is used, an applicable job has to be selected first.

4.4 Preset counter

The IM-30 can be equipped with a preset counter. The machine stops when the preset number of envelopes to be opened is reached.



Figure 4.3

The preset counter can only be altered when the machine is in stop mode. After pressing the "-" key A for four seconds the display will show "MAX: xxxx" as shown in fig. 4.3. The number displayed is the last used value for the preset counter. Then the preset counter can be changed per digit. Select the digit by pressing the "start" key. The respective digit will flash and can be altered by pressing the "+" or the "-" key. By pressing the "stop" key any changes are saved and the machines switches back into "stop" mode.

Note: If the preset counter is set to 0 (zero), the preset counter is not used.

5. MAINTENANCE

Warnings

- Disconnect the mains supply before performing any maintenance..



The user must not attempt to service the appliance beyond that described in this operator manual. All other servicing must be referred to qualified service personnel only. For service please contact your authorized distributor.

5.1 General cleaning

The machine must be kept in proper condition by regularly removing dust, paper remains, etc. The following guidelines can be used:

Maintenance frequency	Maintenance
Daily	<ul style="list-style-type: none">• Clean the feeding roller of the envelope hopper every day or after every 1000 envelopes with a slightly wetted cloth.
Weekly	<ul style="list-style-type: none">• Clean the sensors with the supplied brush every week or after every 5000 envelopes.

6. FAULT FINDING

6.1 Stoppage Indicator

When a stoppage occurs while the machine is running, it will be indicated on the display (see fig. 6.1). The top view of the machine is used for this purpose. The location of the stoppage is indicated in black. When the stoppage occurs during the transportation of an envelope, the display shows a double black box. An example is shown in display C, fig. 6.1.

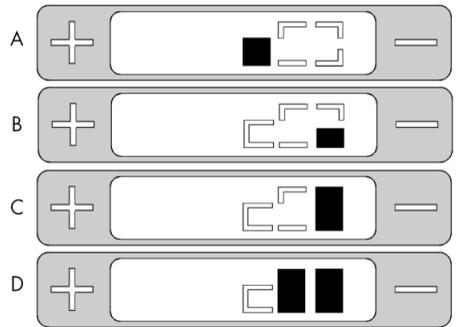


Figure 6.1

6.2 Clearing stoppages

To remove blocked documents from the slitting table, open the top cover. Then remove the envelope from the position which is indicated in the display. When needed, lift the cutting levers A, B and C (fig. 6.2) clock-wise

towards .

It is possible that scraps of paper from the envelope remain behind. These can (easily) be removed with the supplied cleaning tool or brush.

To remove scraps of paper, open the cover. Lift the cutting knives by rotating lever A, B

and C (fig 6.3) clockwise towards .

Wipe away scraps of paper with the brush. Use the cleaning tool to remove scraps of paper from the cutting area at C. After a stoppage has been cleared, lower the cutting knives, close the cover and restart the machine by pressing "START".

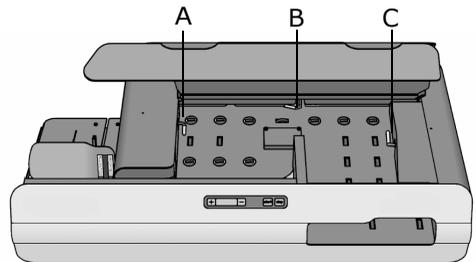


Figure 6.2

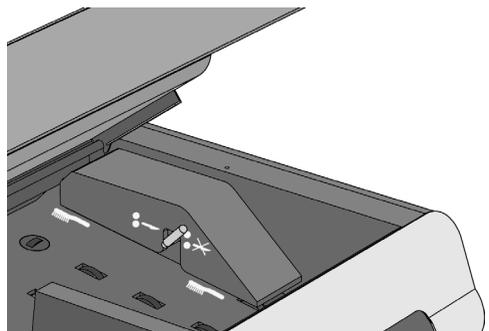


Figure 6.3

Note: The machine will not operate with the cover opened. In that case the display will show "COVER".

6.3 Blocked cutting knives

When the message as shown in display D, fig. 6.1 is displayed, the cutting knives are blocked and the machine can not start. To solve this problem, remove all documents and scraps of paper from the cutting areas and start the machine again.

6.4 Dust on sensors

Several sensors are built in the machine. Their location is marked by indicators . See for example A and B in figure 6.4. The sensors might get dusty after intensive use. When this happens, the display will alternately show the counter and the message "CLEAN DUST".

Although the machine will still operate, it is best to clean the sensors as soon as possible. If the cleaning is delayed, the display will show the message after every 10th envelope. The machine will stop entirely after processing another 50 envelopes.

To remove the dust, open the cover. Clean the sensors with the supplied brush (see also fig. 6.5). After cleaning the sensors, close the cover and restart the machine by pressing "START".

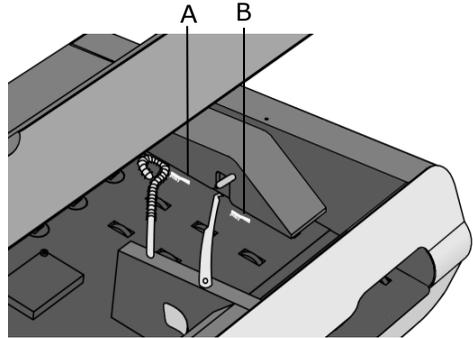


Figure 6.4

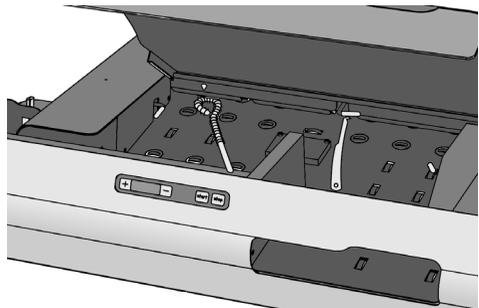


Figure 6.5

6.5 Technical errors

Certain stoppages can only be cleared by service assistance. In this case the display will show the message "CALL SERVICE ERROR XX". XX is a double figure which will enable the service engineer to identify the problem quickly. When contacting your service organization, mention the figure displayed.



Figure 6.6

7. CONVEYOR BELT (OPTIONAL)

7.1 Function

The LC-1A is a conveyor belt designed to transport documents from the IM-35 or IM-30. The belt stops moving when the first documents arrive at the end of the belt. The processing starts again, when the documents are taken off the belt. The 24V DC supply Voltage is obtained from the IM-35/IM-30 or from an external power supply (PS- 1 / PS-3).

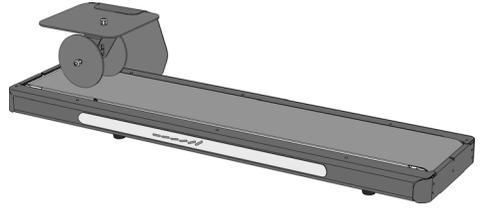


Figure 7.1

7.2 Installation

7.2.1 Power supply

Connect the connecting lead of the LC-1A with the IM-35/IM-30.

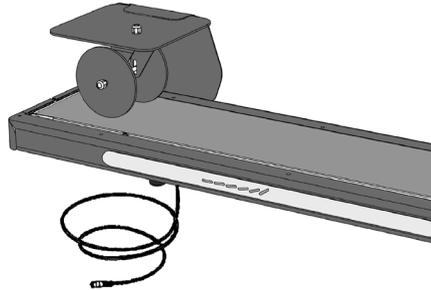


Figure 7.2

7.3 Adjustments

7.3.1 Guide roller adjustments

The guide roller must be adjusted to ensure correct operation. The guide roller must be adjusted as follows:

- Loosen the knob A (fig. 7.3).
- Grab the guide roller to move it to the left or to the right (depending on the document ejection).
- Retighten the knob A.

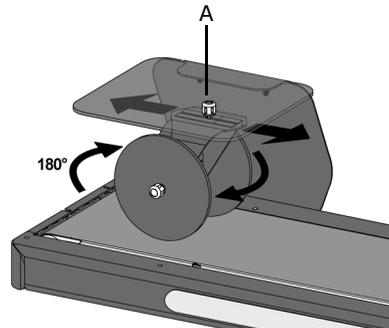


Figure 7.3

The guide roller is adjusted correctly when:

- The document is ejected (from the opened envelop) about 20 mm under the guide roller.
- The documents do not overlap or mix after ejection.
- The documents are transported correctly.

It is possible to turn the guide roller 180° to obtain the correct adjustment.

7.4 Options

7.4.1 External power supply

Connecting the external power supply

Connect the LC-1A as follows:

- Connect the connecting lead of the LC-1A to the external power supply.
- Connect the mains lead to the external power supply.
- Connect the mains lead to the socket outlet.
- In case of a PS-3; switch on the PS-3 with the power switch.



Figure 7.4

7.4.2 Footswitch

In order to control the feeding of paper and the belt movement a footswitch can be connected to the LC-1A.

8. SPECIFICATIONS

Technical Specifications IM-30 (LO-1)

Model	IM-30 (LO-1)
Type	letter opening device for medium office use
Theoretical max. speed	2400 envelopes per hour, depending on mode of operation
Power consumption	100 V AC / 50 Hz / 2.6 Amps 115 V AC / 60 Hz / 2.7 Amps 220 - 240 V AC / 50 Hz / 1.2 Amps
Approvals	EMC Certificate conform EMC-Directive. FCC Certificate conform 47CFR, part 15. CB Certificate conform IEC 60950-1. UL Listed I.T.E. (Information Technology Equipment), conform UL-IEC 60950-1, file: E153801. Conform NEN-EN-IEC 60950-1 and derivatives.

Dimensions

Height	321 mm (12,6 inch)
Width	566 mm (22,3 inch)
Length	977 mm (39,3 inch)
Weight	63 kg (146 lbs)

Other Specifications

Noise level	±68 dB(A) following ISO 11202
Operating temperature	10°C - 35°C (50°F-104°F)
Humidity	10%-90%

Envelope Specifications

	minimum	maximum
Envelope specifications		
width*	140 mm (5.5 inch)	260 mm (10.2 inch)
length	85 mm (3.3 inch)	175 mm (6.9 inch)
thickness -		4 mm (0.16 inch)
Envelope quality	50 g/m ² (13 lb bond)	200 g/m ² (120 lb bond)

*In mixed mail applications the minimum width is 180 mm (7.1 inch).

Technical Specifications LC-1A

Model	LC-1A
Type	Letter conveyor to the IM-35 or IM-30
Theoretical max. speed	150 mm/s(with IM-35, IM-30 or stand alone)
Power consumption	24V- 300 mA supplied by the IM-35/IM30 to a maximum of two connected LC-1A units or by an optional supply.
Approvals	EMC Certificate conform EMC-Directive. FCC Certificate conform 47CFR, part 15. CB Certificate conform IEC 60950-1. UL Listed I.T.E. (Information Technology Equipment), conform UL-IEC 60950-1, file: E153801. Conform NEN-EN-IEC 60950-1 and derivatives.

Dimensions

Height	80 mm (3.2 inch) (without guide roller frame) 275 mm (10.8 inch) (with guide roller frame)
Width	310 mm (12.2 inch)
Length	1182 mm (46.5 inch)
Weight	±15,5 kg (32/33 Ibs)

Other Specifications

Noise level	±62 dB(A) following ISO 11202
Operating temperature	10°C - 40°C (50°F-104°F)
Humidity	10%-90%

Paper Specifications

	minimum	maximum
Length	40 mm* (1.6 inch) 80 mm** (3.2 inch)	
Width		260 mm (10.2 inch)
Weight to be transported on the belt:		3 kg (3.2 Ibs)

* one conveyor installed

** two conveyors installed

Options

Adaptor PS-1, 2121625A, 24V-1A max. for stand alone use or power supply PS-3.

EC DECLARATION OF CONFORMITY FOR ELECTRICAL PRODUCTS

(According to Annex III B of the Low Voltage Directive)

Manufacturer: Neopost Technologies BV
 Address: De Tijen 3, 9201 BX Drachten
 The Netherlands,

herewith declare, on our own responsibility, that the electrical product:

LO-1

- which this declaration refers to, is in accordance with:
the conditions of the Low Voltage Directive 2006/95/EC
- and the following Directive:
EMC Directive 2004/108/EC
- and is in conformity with the following harmonised standard(s) or other such specifications:

EN 60950-1 (2001)

EN55022 (1994)

EN61000-3-2 (1995)

EN50082-1 (1997)

ENV50204 (1995)

EN61000-4-2 (1995)

EN-61000-4-3 (1996)

EN61000-4-4 (1995)

EN61000-4-5 (1995)

EN61000-4-6 (1996)

EN61000-4-11 (1994)

The Netherlands, Drachten, 01-04-2007

F. Bosveld
 Managing Director

This is a class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Note: this equipment has been tested and found to comply with the limits for class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with this instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

EC DECLARATION OF CONFORMITY FOR ELECTRICAL PRODUCTS

(According to Annex III B of the Low Voltage Directive)

Manufacturer: Neopost Technologies BV
Address: De Tijen 3, 9201 BX Drachten
The Netherlands,

herewith declare, on our own responsibility, that the electrical product:

LC-1A

- which this declaration refers to, is in accordance with:
the conditions of the Low Voltage Directive 2006/95/EC
- and the following Directive:
EMC Directive 2004/108/EC
- and is in conformity with the following harmonised standard(s) or other such specifications:

EN 60950-1 (1992)

EN55022 (1998)

EN-61000-4-3 (1996)

EN61000-3-2 (1995)

EN61000-4-4 (1995)

EN50082-1 (1997)

EN61000-4-5 (1995)

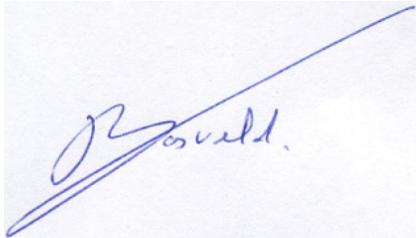
EN50204 (1995)

EN61000-4-6 (1996)

EN61000-4-2 (1995)

EN61000-4-11 (1994)

The Netherlands, Drachten, 01-04-2007



F. Bosveld
Managing Director

This is a class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Note: this equipment has been tested and found to comply with the limits for class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with this instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

9. JOB CARD

Job number	Application
J1	
J2	
J3	
J4	
J5	
J6	

