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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
  - 12-pole connector, located on the right-hand side

#### 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.

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#### Note

*A note gives additional relevant information.*

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## **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:

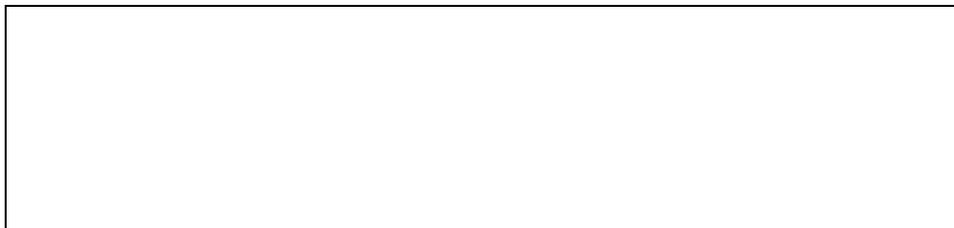


Do not mix with normal domestic waste  
Please use the subjoined return or  
collection system dedicated to electrical  
and electronical waste.

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

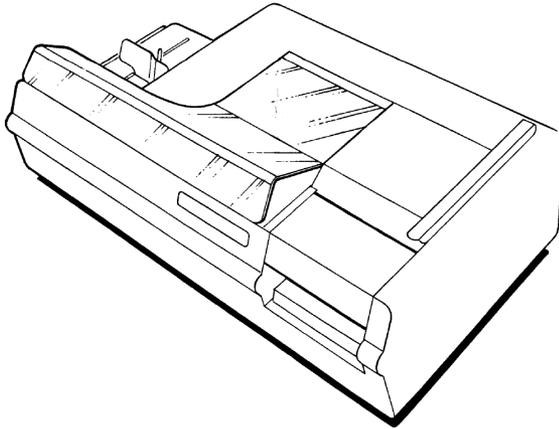


Figure 2.1

The IM-35 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

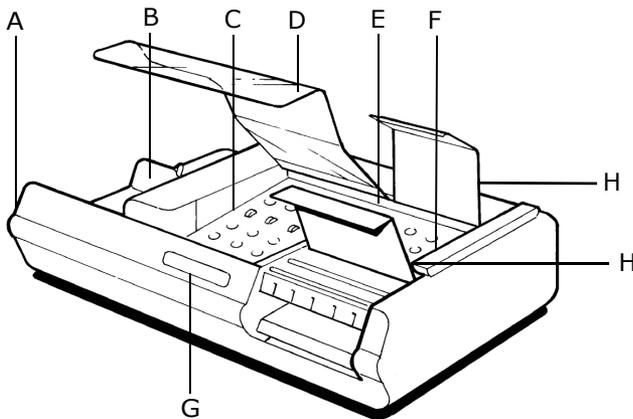


Figure 2.2

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

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

## 2.3 Process description

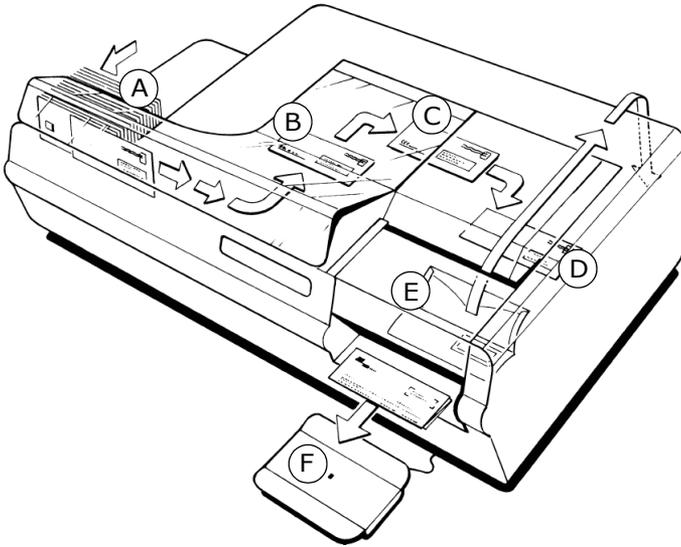


Figure 2.3

The envelopes are placed in the hopper (A) with the address facing forward. As soon as the "START" key is pressed, the first envelope is separated from the stack and placed flat on the envelope deck. Then the envelopes are slit open at three sides at the "cutting areas" B, C and D.

At position E the contents are extracted and presented to the operator on a "receiving tray" (F). The empty envelope is unfolded and transported to the back of the machine into a paper bin.

The machine can be operated in two basic ways:

- The contents of the envelopes are presented to the operator at the desired speed.
- The operator determines the speed of processing by activating a sensor when removing the contents.

## 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.).

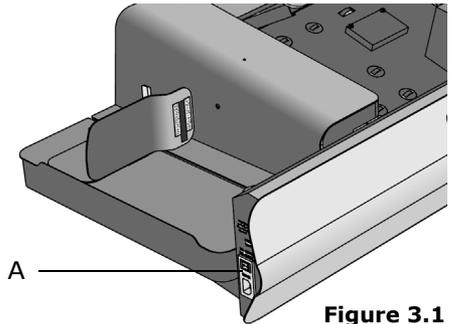


Figure 3.1

#### 3.2.2 Placing the envelopes

Squeeze the blue handle A to the support plate B (fig. 3.2) 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.

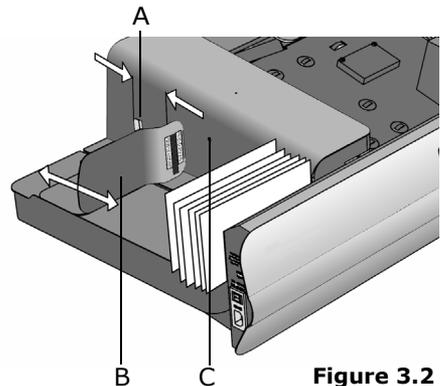


Figure 3.2

---

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.

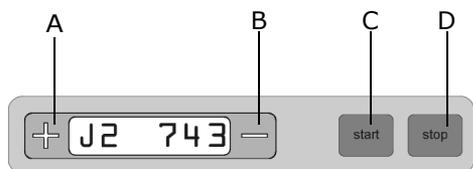


Figure 3.3

### 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.

### 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 Working at operator speed

With certain jobs the operator determines the speed of processing. Press "START" to begin. The contents of the first envelope will be presented on the tray on top of a sensor (= small hole in the middle of the plate, see fig 3.4).

Every time the contents are taken from the tray and thus the sensor is activated, the next contents will be presented.

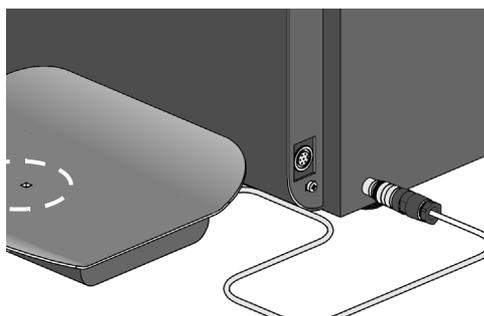


Figure 3.4

**Note:** If the contents do not fall exactly on top of the sensor, move the document(s) over the photocell while taking it from the tray.

### 3.3.6 Working at a certain speed

Press "START" to begin. The machine will continuously present contents to the operator at a certain adjustable speed.

### 3.3.7 Changing the speed

The chosen speed can be changed while the machine is running. To change, quickly press the + (faster) or - (slower) key several times. When the key is pressed once, the current speed is displayed (= the number of envelopes to be processed per hour).

After 2 seconds or by pressing again quickly a graphical display of the speed is shown (see fig 3.5). Now the speed can be altered. When the + or - key is pressed the changes are graphically displayed.

Each time a key is pressed, a change of 100 per hour is initiated. The speed can vary from 500 to 2000 per hour. When the keys are not pressed for longer than 2 seconds, the counter will re-appear on the screen.

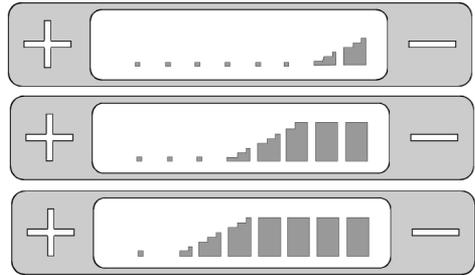


Figure 3.5

### 3.3.8 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. 3.6) and add unopened mail. Press the plate gently against the mail.

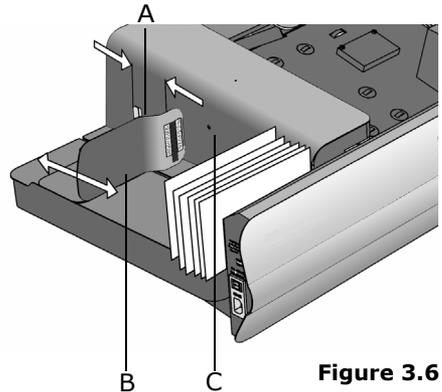


Figure 3.6

## 3.4 Special Functions

### 3.4.1 Only opening at three sides

With this job the envelopes will only be opened at three sides and presented with their contents on the tray with sensor. Every time an envelope will be taken off, the next one will be presented.

### 3.4.2 Automatic opening at three sides

The envelopes will be opened at three sides and will (with their contents) be continuously ejected and dropped on the receiving tray. While the machine is running, the speed can be changed with the "+" (faster) and the "-" (slower) keys. (See: Changing the speed 3.3.7.)

### 3.4.3 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 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.

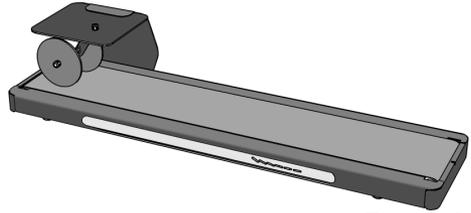


Figure 4.1

### 4.2 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.

---

### 4.3 Preset counter

The IM-35 can be equipped with a preset counter. The machine stops when the preset number of envelopes to be opened is reached. The preset counter can only be altered when the machine is in stop mode.



Figure 4.2

After pressing the "-" key A for four seconds the display will show "MAX: xxxx" as shown in fig. 4.2. 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.

---

#### 4.4 Empty envelope detection

When your machine has been equipped with a monitoring system for empty envelopes, it is possible to choose jobs with empty envelope inspection.

Every envelope will be inspected to make sure nothing has been left behind (e.g. a document sticking to the envelope).

If anything has been left in the envelope, the machine will stop and sound a warning "beep". The display will graphically indicate a stoppage in the empty envelope transport. Take away the document and press "START" to continue (see fig 4.3).



**Figure 4.3**

## 5. MAINTENANCE

### Warning

- 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:

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

## 6. FAULT FINDING

### 6.1 Stoppage Indicator

If a stoppage occurs while the machine is running, it will be indicated on the screen (figures 6.1 through 6.4). The top view of the machine is used for this purpose. The location of the stoppage is indicated in black.

In that area, e.g. in figure 6.5 at E (graphic indication, figure 6.1) the stoppage must be cleared by removing the relevant envelope.

All areas are accessible when the covers are opened (see fig.2.2).



Figure 6.1

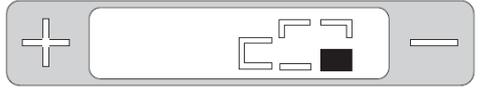


Figure 6.2



Figure 6.3

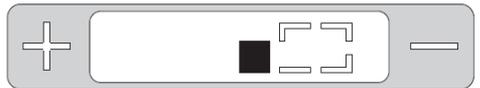


Figure 6.4

At position D (fig. 6.5) two stoppages are possible, which are graphically indicated as follows:

figure 6.2: stoppage during transport from D to E.

figure 6.3: stoppage during transport of the empty envelope.

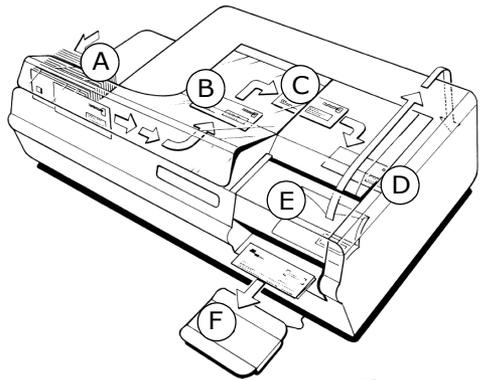


Figure 6.5

---

Note: If the envelope magazine is empty, this will also be indicated by a black square (fig. 6.4).

---

It is possible that scraps of paper from the envelope remain behind. These can be easily removed with the cleaning tool (fig. 6.6).

As the cleaning tool is flexible, the scraps of paper can also easily be removed at position D.

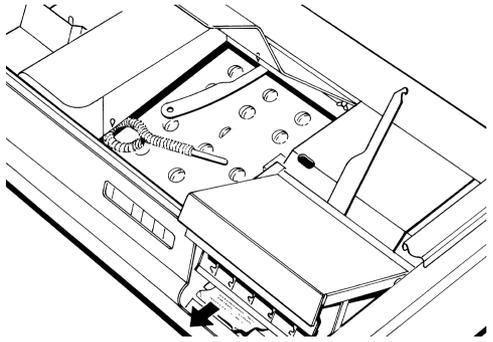
Open the cover and push the scraps of paper back with the reverse side of the cleaning tool.

To remove scraps of paper at the site where the contents are ejected onto the tray, the frontside of the cleaningtool (hook) must be used to remove the scraps from the front of the machine. After a stoppage has been cleared, all covers must be closed. Restart by pressing "START".

---

Note: the machine can not run when a cover is opened. In that case the display will read "COVER".

---



**Figure 6.6**

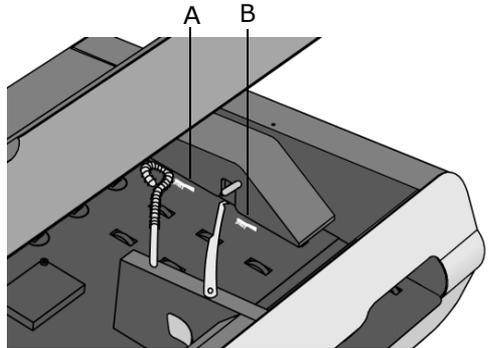
## 6.2 Dust on sensors

Several sensors are built in the machine. Their location is marked by indicators

 (fig. 6.7 A and B ). The sensors might get dusty after intensive use. When this happens, the display will alternately show the counter or the message "CLEAN DUST".

Although the machine will still be operating, it is best to immediately clean the sensors. If 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. 6.6). After cleaning the sensors, close the cover and restart the machine by pressing "START".



**Figure 6.7**

## 6.3 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 6.8**

## 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).

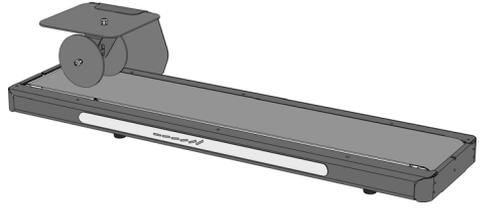


Figure 7.1

### 7.2 Installation

#### 7.2.1 Power supply

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

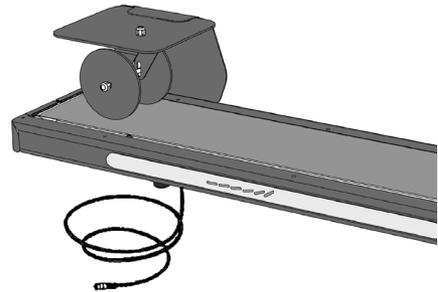


Figure 7.2

### 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.

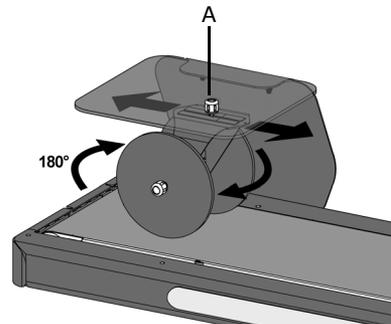


Figure 7.3

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.

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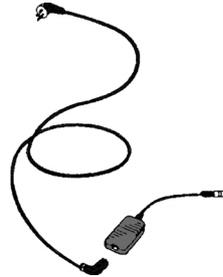
## 7.4 Options

### 7.4.1 External power supply

Connecting the external power supply

Connect the LC-1 A as follows:

- Connect the connecting lead of the LC-1 A 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 PS3; 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-1 A.

## 8. SPECIFICATIONS

### Technical Specifications IM-35

<b>Model</b>	IM-35 (LE-1)
<b>Type</b>	letter opening device for medium office use
<b>Theoretical max. speed</b>	2000 envelopes per hour, depending on mode of operation
<b>Power consumption</b>	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
<b>Approvals</b>	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

<b>Height</b>	324 mm (12,6 inch)
<b>Width</b>	566 mm (22,3 inch)
<b>Length</b>	977 mm (39,3 inch)

<b>Weight</b>	66 kg (146 lbs)
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### Other Specifications

<b>Noise level</b>	±72 dB(A) following ISO 11202
<b>Operating temperature</b>	10°C - 35°C (50°F-95°F)
<b>Humidity</b>	10%-90%

### Envelope Specifications

	minimum	maximum
<b>Envelope specifications</b>	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)

<b>Envelope quality</b>	50 g/m <sup>2</sup> (13 lb bond)	200 g/m <sup>2</sup> (120 lb bond)
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\* In mixed mail applications the minimum width is 180 mm (7.1 inch).

## Technical Specifications LC-1A

<b>Model</b>	LC-1A
<b>Type</b>	Letter conveyor to the IM-35 or IM-30
<b>Theoretical max. speed</b>	150 mm/s(with IM-35, IM-30 or stand alone)
<b>Power consumption</b>	24V- 300 mA supplied by the IM-35/IM30 to a maximum of two connected LC-1A units or by an optional supply.
<b>Approvals</b>	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

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

## Other Specifications

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

## Paper Specifications

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

\* one conveyor installed

\*\* two conveyors installed

## Option

Adaptor PS-1 12.16.25, 24V-1 A 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:

### LE-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)

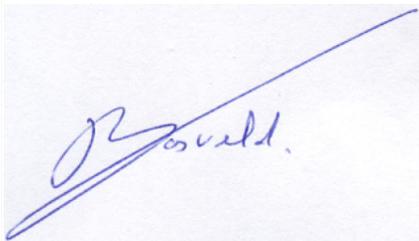
EN55022 (1987)

EN60555-2 (1987)

EN60555-3 (1987)

prEN50082-2 (1994)

The Netherlands, Drachten, 01-04-2007

A handwritten signature in blue ink, appearing to read 'F. Bosveld', is written over a horizontal line.

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)

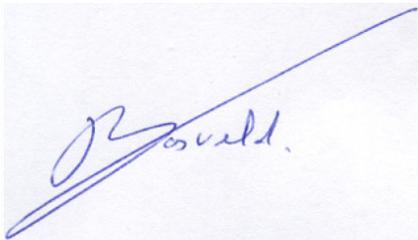
EN50204 (1995)

EN61000-4-6 (1996)

EN61000-4-2 (1995)

EN61000-4-11 (1994)

The Netherlands, Drachten, 01-04-2007

A handwritten signature in blue ink, appearing to read 'F. Bosveld', is written over a light blue rectangular background.

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	

