

OPERATOR MANUAL

ENGLISH

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1. PRECAUTIONS

Before using this system, thoroughly read the operating instructions. In the European Union an operator manual printed in the national language(s) is supplied with the system. If it is not, contact your authorized distributor.

Warnings

- Disconnect the mains power supply before performing any maintenance.
- Before connecting check if the system is suitable for the local mains voltage; refer to the type plate.
- Please note the mains power fuse must have a rated current of at least 6.3A (115V) or 5A (230V).

Safety precautions

- This system is only to be operated by fully trained personnel. The manufacturer accepts no responsibility for injuries caused by unauthorized operation.
- The opening of covers must be carried out only by a skilled and authorized person who is aware of the hazard involved. The system will not operate with the covers opened.
- Keep long hair, fingers, jewellery, etc. away from turning parts of the system.
- The socket outlet shall be installed near the equipment and shall be easily accessible.
- The mains plug shall be connected only to a socket outlet provided with a protective earth contact.
- Over-current protection in the equipment also relies on the branch circuit protection (max. 20A).
- The following part(s) is (are) considered the equipment disconnect device(s):
 - power supply cord plug.
- Do not allow liquid to get into the machine.

- We recommend a service contract with regular maintenance intervals.
- Use only original spare parts.
- Never try to repair or open the hydraulic height adjustment (optional).
- Electromagnetic emissions are in accordance with EMV.
- The machine may not be used for other purpose.
- Modifications may only be carried out with prior permission of the service organization.
- Do not install or store in rooms subject to extremes of temperature and/ or humidity.
- The machine should always be transported on a pallet. It should be mounted on a firm, horizontal surface and made to stand firm.
- In case of an LO-3 with the optional height adjustment:
 - beware of the heavy weight of the LO-3 (170 kg) in case of using the height adjustment.
 - height adjustment run/rest time: 1 min. / 20 min.



Warning, this symbol indicates a wrong action which can cause a hazard to health or damage the system.
This symbol also means: read your operator instruction.

Italic text: Additional information

1.1 Special national conditions

Denmark: In Denmark, certain types of Class 1 appliances may be provided with a plug not establishing earthing continuity when inserted into Danish socket-outlets. Be sure the equipment makes contact with the protective earthing of the socket outlet.

(Plug and socket outlet have to match!)

Japan: Provide an earthing connection before the mains plug is connected to the mains. When disconnecting the earthing connection, be sure to disconnect after pulling out the mains plug from the mains.

1.2 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 electronical 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 electronical 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 electronical 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. The manufacturer encourages 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.

Dealer information:

2. PREPARATIONS

Connect the power cable supplied to the power socket on the back of the machine and plug it into an earthed mains power socket.



The ventilation on the back of the machine must be assured.



If the machine is shut down in an emergency, disconnect the power cable from the socket in the machine.

3. GENERAL

3.1 Understanding the system

The system is an incoming mail processing solution, designed to open envelopes along two sides. In the extraction station the sides of the envelopes are pulled apart and shaped and positioned for easy extraction of the contents. The machine handles envelopes of varying formats and thickness. The machine is suitable for installation in offices, postal departments or similar environments.

3.2 Accessories

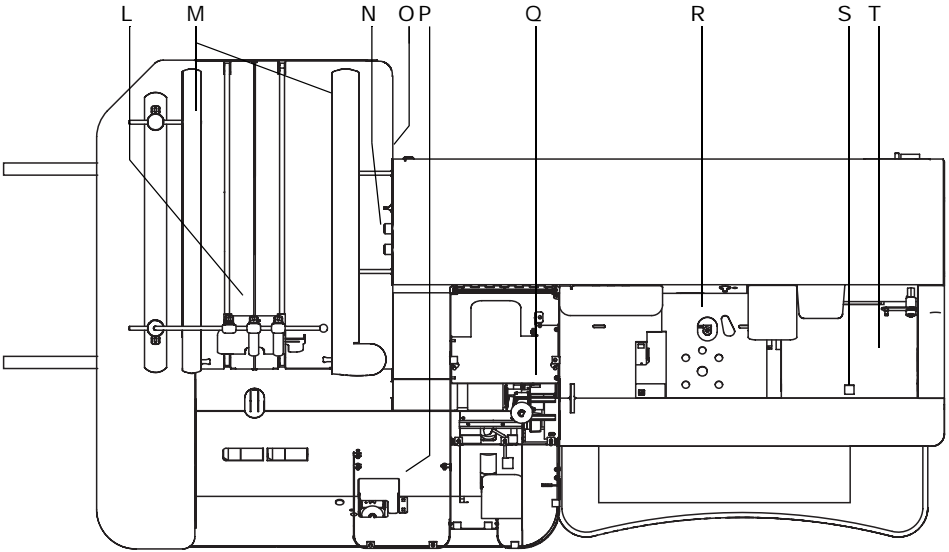
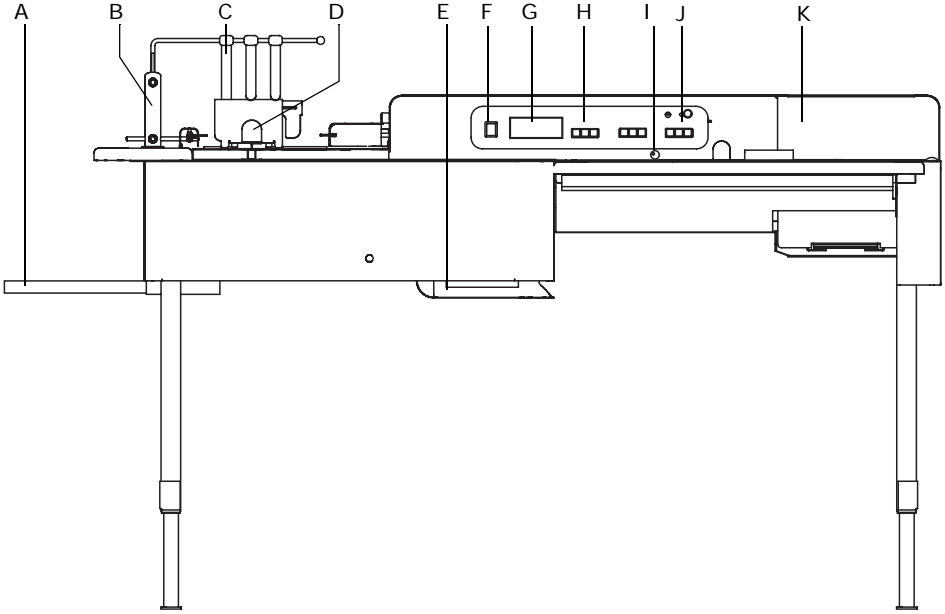
The following accessories are separately delivered with the system:

- Mains lead.
- Wastepaper basket.
- Plastic box, contents:
 - fuse (spare fuse for power inlet),
 - screwdriver (to adjust sensor position, see "Sensor" on page 12)
 - a pair of tweezers (to remove paper residue in the slitting units)
 - 3 spare suction cups (brown) for both arms at the removal area
 - 1 spare suction cup (red) for the arm at the envelope feeder
 - 3 spare filters (see "Replace filters" on page 16)






3.3 Operating controls

3.3.1 General

- A : Extendable supports
- B : Separator frame
- C : Separators
- D : Suction arm
- E : Receiving bin: collects any paperclips or money from the envelopes
- F : Power switch
- G : Display
- H : Control buttons
- I : Eccentric
- J : Electronic Document Detector (optional)
- K : Stapler (optional)
- L : Envelope feed hopper
- M : Adjustable side guides
- N : Suction air regulation
- O : Mains lead
- P : Slitting unit (1)
- Q : Slitting unit (2)
- R : Removal area (sensor controlled)
- S : Cancel button: cancels the EDD setting. This button has the same function as button N on the control panel (see "Control panel" on page 9). Not available if the optional transfer station is mounted.
- T : Waiting station






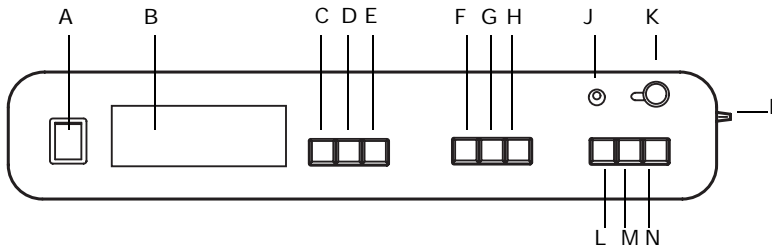
3.3.2 Control panel

- A: Power switch: switches the power supply on and off.
- B: Display: indicates whether the machine is running in automatic mode of operation. Displays counter digits and fault codes.
- C:  Opto button: switches on the opto-electronic mode of operation.
- D:  Auto button: switches on the automatic mode of operation.
- E:  Ejection flap: switches the ejection flap on or off.
- F:  Delay -: decreases delay in machine action in the automatic or opto-electronic mode of operation. Reset counter when used in conjunction with button G.
- G:  Delay +: increases delay in machine action in the automatic or opto-electronic mode of operation. Reset counter when used in conjunction with button F.

- H: **STOP** Standby button: switches off the automatic and opto-electronic operation modes. Switches off the motors.
- I: Dimmer control knob: regulates the contrast in the display.

Electronic Document Detector (Optional)

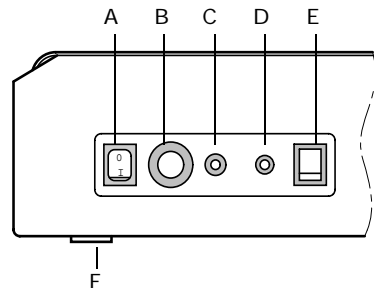
- J:  Indicator lamp: indicates if something is inside the envelope.
- K: Control knob with locking device: use this knob to setup the EDD (see "Setting up the Electronic Document Detector" on page 13).
- L:  Settings button: use this button to setup the EDD.
- M: **SET** Operating button: use this button to start operating the EDD.
- N:  Cancel button: cancels the EDD setting. This button is also available in the waiting station (transfer station not mounted). See "Operating controls" on page 7.



3.3.3 Conveyor (optional)

- A: Power switch: power on/off.
- B: Speed control: adjustable from 0 - 50 m/min.
- C: Thermal cut out: Motor overload protection (after activation due to blocked belt, clear the blockage and wait a few seconds before resetting).
- D: Foot pedal socket: insert jack plug from optional foot pedal to allow manual interruption of work flow.
- E: Sensor stop switch: Sensor On/Off.

- F: Mains socket: Mains power connection.



4. OPERATING THE MACHINE

4.1 Switching on

The system can be switched "on" or "off" with the power switch (refer to the section Operating controls, General). After switching on, the switch lights up and the display shows the counter total of the Opto-electronic mode or Automatic mode.

4.2 Adjustments for envelope feeding

Adjust the envelope feed hopper as follows:

- move feed block B (see figure below) as far back as possible. Knock up the stack of envelopes against a flat surface to ensure the contents fall to the bottom and the left hand edge.
- Try to pick out or straighten any severely ragged, misshapen or poor quality envelopes.
- place the envelope with the knocked edge downwards against the feed block and ensure that they are touching the

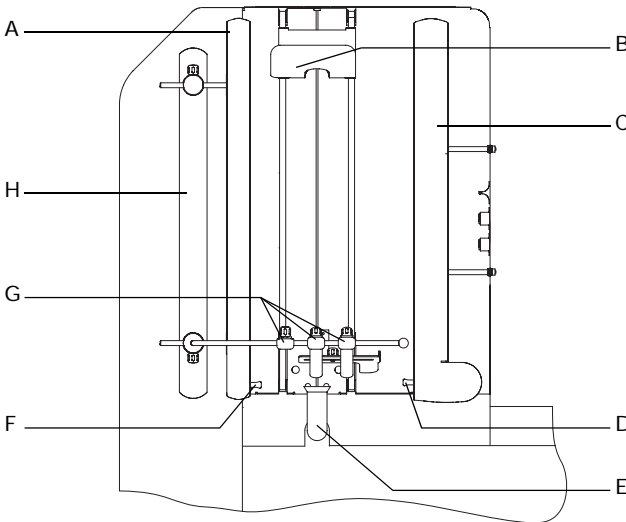
left hand side guide A. It makes no difference which way round the envelopes are placed.

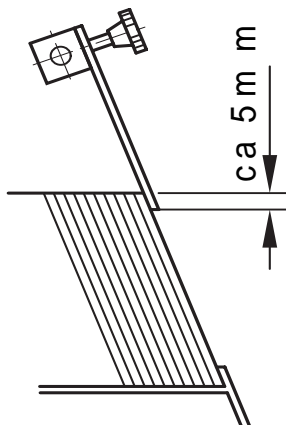
- adjust the left and right hand side guides A and C to ensure that the envelopes are centrally positioned in relation to the suction arm E.
- push the feed block B with the stack of envelopes forward until the first envelope is touching the red retainers D and F.
- adjust the separators G (3 in total) in such a way that they overlap the envelopes by approximately 5 mm (see figures below).

You can use the extendable supports to position a crate containing envelopes.

You can position a stack of envelopes on rubber profile H.

Make sure that there is a 5 mm gap between B and the right hand side guide, in order to stop the hopper once all envelopes are processed.





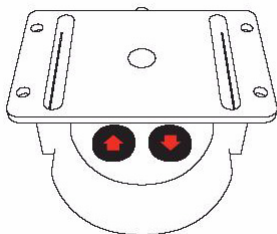
4.3 Adjust working height (optional)



In case of an LO-3 with the optional height adjustment:

- beware of the heavy weight of the LO-3 (170 kg) in case of using the height adjustment.
- height adjustment run/rest time: 1 min. / 20 min.

If the height adjustment is installed the working height can be adjusted between 720 mm (28.3 inch) and 915 mm (36.0 inch). The control buttons are shown in the figure below.



4.4 Operating modes

The system can process in the following two modes:

- Opto-electronic mode. After starting the machine the cycle stops when the first envelope is opened and has reached the "extraction". The cycle continues when the sensor detects the removing of the document from the envelope.
- Automatic mode. After starting the machine, the cycle continues until the operator stops the machine. Envelopes are opened and transported to the exit or to an optional conveyor via the optional transfer station (depending on the system configuration).

4.4.1 Opto-electronic mode

- Switch on the system: pump and motors start up. The transport fingers move into position. The bottom line of the display shows the counter total.
- Press button C (refer to operating controls, control panel) for opto-electronic mode: the envelopes are transported to the removal station. In addition to the counter total, the word "Opto" appears on the top line of the display with the last delay interval programmed e.g. "Opto2".
- The next cycle begins when the sensor detects the removing of the documents from the envelope.

4.4.2 Automatic mode

- Switch on the system: pump and motors start up. The transport fingers move into position. The bottom line of the display shows the counter total.
- Press button D (refer to operating controls, control panel) for automatic mode. The envelopes are transported into position up to the removal station. In addition to the counter total, the word "Auto" appears on the top line of the display with the last delay interval programmed, e.g. "Auto2".
- Cycles in automatic mode are triggered by the sensor and interrupted by pressing the standby switch H.

4.5 Ejection flap

- Press button E (refer to operating controls, control panel). The led in the button lights up. The ejection flap will now open and close in time with the machine cycles.
- Press button E again. The led in the button goes out. The ejection flap will remain closed and the envelopes are collected for further disposal.

4.6 Standby button

- Button H (refer to operating controls, control panel): press 1x: The opto-electronic or automatic mode switches off. The pump and motors remain switched on. The led in the button lights up. The top line of the display disappears.
- Button H: press 2x: All motors are switched off. If part of the configuration the conveyor belt stops. The led in the button lights up.
- When required, the motors are switched on again by pressing the "Opto" (C) or "Auto" (D) buttons.

4.7 Delay + and -

When the opto-electronic or automatic modes are switched on, the required delay interval can be set by pressing buttons F and G. In both cases the next cycle is processed after a certain delay but the envelope remains in the removal station for a longer period to ensure an optimum visual check for any contents which might have been overlooked. The interval set appears in the form of a number between 0 and 6 at the top of the display next to the word "Opto" or "Auto". 0 = no delay, 6 = 2 seconds delay.

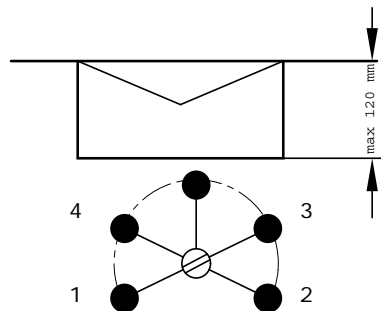
4.8 Counter

The counter can be reset to zero by pressing buttons G and F (refer to operating controls, control panel) simultaneously for about 1 second. This is only possible in standby mode. The counter cannot be reset whilst the machine is running in opto-electronic or automatic mode.

4.9 Sensor

The sensor (refer to operating controls, general) can be adjusted to any of five different positions. Positions 1 and 2 (see the figure) are for envelopes which are more than 120 mm in height and positions 3 and 4 for those less than 120 mm. The sensor can be swung in the most convenient position for the individual operator by using a screwdriver to adjust the slot screw. As a general rule, right handers tend to prefer positions 1 and 4, whilst left handers prefer positions 2 and 3. When removing envelope contents, make sure these pass through the sensor beam up to 60 mm above the worktop surface.

Make sure that the highest envelope does not cover the sensor. This sensor is used to observe the manual removal of the envelope contents.

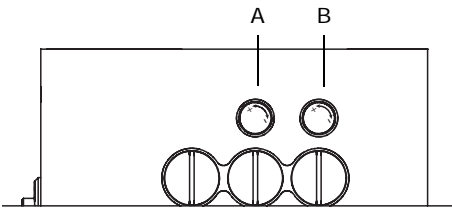


4.10 Suction air regulation

At the extraction point, if the contents are stuck to the top or bottom of the envelope, it is possible to reduce the suction of each suction arm. The setting buttons A and B (see figure below) are positioned at the envelope feeder.

A: Setting button top suction arm
B: Setting button bottom suction arm

- If the contents are stuck to the top or bottom of the envelope, the top or bottom suction setting can be reduced by turning the control clockwise.
- If the envelope is not held securely by the top or bottom sucker then increase the suction slightly by turning the appropriate control anti clockwise.



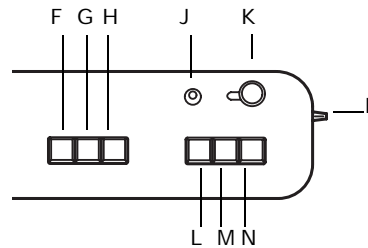
If there is not enough vacuum available replace the filters (see "Replace filters" on page 16).

4.11 Adjust envelope shape at removal area

Use the eccentric I (see "Operating controls" on page 7) to adjust the envelope shape when opening at the removal area.

4.12 Electronic Document Detector (optional)

4.12.1 Setting up the Electronic Document Detector



To setup the Electronic Document Detector proceed as follows:

- switch on the power switch.
- press the standby button H to switch off the transportation belts.
- press the setting button L.
- turn the control knob K to position (0).
- place an empty envelope under the sensor (beyond the removal station). The indicator lamp J lights up.
- turn the control knob clockwise until the indicator lamp goes out.
- turn the control knob one position further (e.g. from 2 to 3).
- use the locking device to fix the control knob in this position.
- press the operating button M (the led in the button lights up).
- press the "Auto" (D) or "Opto" (C) button to switch on the transportation belts (see "Control panel" on page 9).
- the detector is now ready to operate. Buttons M and L have both been pressed, both led are illuminated.

4.12.2 Control lamp

If the machine suddenly ceases to operate and the same time the control lamp J lights up, this indicates that there is still something inside the last envelope, which is currently lying in the waiting station. Remove the contents from the envelope manually and press button E (operating controls, control panel) to activate the ejection flap. Press cancel button N. The machine now resumes operation!

4.13 Conveyor (optional)

The system can be equipped with one or more conveyors of different lengths to transport documents. To use conveyors the optional transfer station is needed. Via an optional stop cable the first conveyor can be connected to the system. For more information refer to the chapter Options.



Maximum amount of connected conveyors (115V or 230V): 4x
115V - load each LC-2/LC-3:
0.7A.
230V - load each LC-2/LC-3:
0.4A.



CAUTION: At installation ensure the stability of the conveyor belt(s). This has to be done by using the delivered fixing plates and by installing it (them) between two tables or other stable furniture!

4.13.1 Setting up the conveyors

- Switch the main switch A on (refer to operating controls, conveyor) of all conveyors.
- Regulate the belt speed with speed control knob B. All conveyors are controlled by the first conveyor belt.
- When more than one conveyor belt is used, switch button for sensor stop E on at the last conveyor to have the last conveyor photocell stop all the belts.
- To stop all conveyors switch off the mains switch A at the first conveyor.

4.13.2 Working process

The conveyors will rotate as long as all sensors are not covered. When the sensor at the first conveyor is free, only the first conveyor rotates until the sensor is covered again.

When the sensor at the second conveyor is free the first and second conveyors run until both sensors are covered again.

When the sensor at the third conveyor is free all three conveyors run until all sensors are covered again.

5. FAULT FINDING

The fault codes are shown at the bottom of the display as follows (see figure below):

- Position 1: fault in area before slitting unit 1 (see "General" on page 7): e.g. envelope stoppage or feed hopper empty.
- Position 2: fault in area beyond slitting unit 1: e.g. envelope stoppage or envelope fails to arrive.
- Position 3: fault on the conveyor belt: e.g. envelope stoppage or envelope fails to arrive.
- Position 4: fault at the removal station: e.g. envelope fails to arrive.
- Motor blocked: slitting unit 1 or 2 is blocked. All motors are immediately switched off. Remove obstruction from slitting blade 1 or 2.
- Motor blocked: the cover is not correctly closed. Check cover.

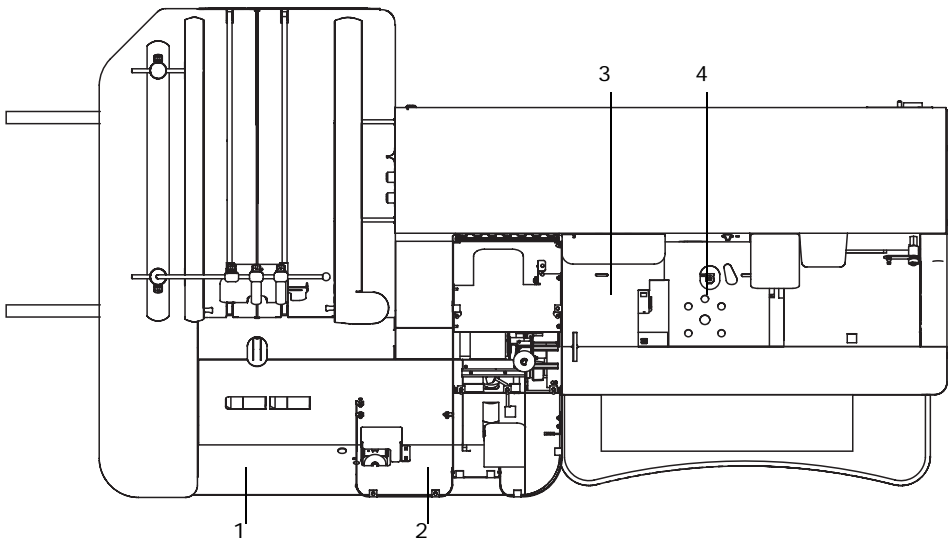
- Too slow: the envelope has left the hopper but it takes too much time to arrive at position 1. Press the "Auto" (D) or "Opto" (C) to continue.

Note: When the last envelope has been removed from the envelope feed hopper, the suction arm continues to try to extract an envelope from the stack at each cycle. The display then shows: position 1 and then 2-3-4.

Note: If at start-up the fault code position 1, 2, 3 or 4 shows up and there is no envelope at this position, clean the photocell. Use a dry cloth or compressed air to clean the photocell.

Once the last envelope has passed through the removal area, no further cycles can be triggered. New envelopes must now be placed in the envelope feed hopper to continue.

If an envelope is removed from any of the areas by hand, the next envelope is automatically moved forward to replace it.



6. 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 carried out by qualified service personnel only. Please contact your authorized distributor.

6.1 General cleaning

The machine must be kept in proper condition by regularly removing dust, paper remains, etc. (e.g. daily).

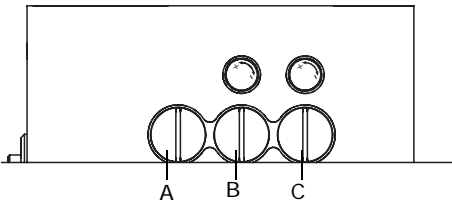
6.2 Replace filters

The vacuum system for the suction arms each have an air filter system to remove dust particles. This is designed to prevent the system from becoming blocked with paper dust and dust from the environment. It is still possible that the vacuum system is degraded as the filter becomes clogged with dust.

It may therefore be necessary to periodically clean out or replace the filters. If for example the suction air regulation is at maximum and the vacuum is still not enough, replace the filters.

The filters are located at the envelope feeder.

- A: Filter envelope feeder
- B: Filter top suction arm
- C: Filter bottom suction arm



- Turn the knobs counter clockwise to gain access to the filters.
- Replace the filters.
- Turn the knobs to fix the filters in the system.

7. OPTIONS

Please contact your service organization for more information for any of the below mentioned options.

7.1 Tables / arm rest

For the system three different arm rests are available: a metal rest, a metal rest with small compartments and a leather rest.

7.2 Sorting trays

For the system sorting trays of metal up to three levels are available.



The max. height of the sorting tray's when mounted on the system is 330 mm (measured as from the top plate of the system).

7.3 Side table

To install extra sorting trays a side table can be mounted on the right of the system.



The max. height of the sorting tray's when mounted on the side table is 470 mm (measured as from the top of the side table).

This side table cannot be combined with the transfer station (see "Transfer station (TS-1)" on page 17).

7.4 Electronic stapler

For the system an electric stapler is available and can be used for stapling documents up to 4 mm.

7.5 Electronic Document Detector (EDD)

The system can be equipped with an Electronic Document Detector. The documents remaining in the envelope are detected automatically and can be removed still.

7.6 Stop cable

A so called “stop cable” can be connected between the system and the first conveyor. This cable is required in order to stop the system when the sensor of the first conveyor is covered or when more conveyors are connected, when the sensor of the second (third or fourth) conveyor is covered. This function applies in the automatic mode as well as in the opto-electronic mode.

7.7 Transfer station (TS-1)

When the system is connected directly to one or more conveyors a transfer station is required.

Not in combination with side table.

7.8 Conveyor(s)

The system can be equipped with one or more conveyors of different lengths to transport documents. The conveyors are available in lengths of 1.3 m and 2.2 m. To connect two conveyors a conveyor connection kit is available. For the conveyor(s) connected to the system a conveyor base frame(s) is (are) available as well.



Maximum amount of connected conveyors (115V or 230V): 4x
 115V - load each LC-2/LC-3: 0.7A.
 230V - load each LC-2/LC-3: 0.4A.



CAUTION: At installation ensure the stability of the conveyor belt(s). This has to be done by using the delivered fixing plates and by installing it (them) between two tables or other stable furniture!

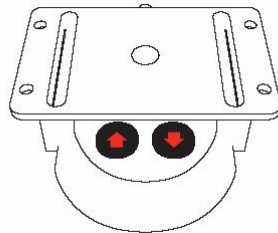
7.9 Elevation parts



In case of an LO-3 with the optional height adjustment:

- beware of the heavy weight of the LO-3 (170 kg) in case of using the height adjustment.
- height adjustment run/rest time: 1 min. / 20 min.

To install the system regarding to the conveyors height, elevation parts are available. If the height adjustment is installed you can adjust the system height between 720 mm (28.3 inch) and 915 mm (36.0 inch). The control buttons are shown in the figure below.



8. SPECIFICATIONS

This operator manual refers to machines as from machine number 08 EA-5040.

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 declares that the:

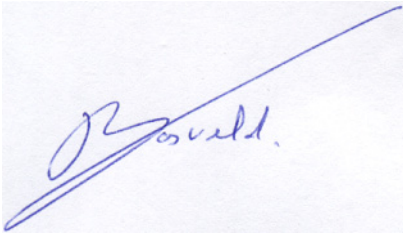
LO-3 / TS-1 / EDD (LO-3),

- 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)
EN 55022 (1998)
EN 61000-3-2 (2000)
EN 55024 (1998)
EN 61000-4-2 (1995)
EN 61000-4-3 (1996)

ENV 50204 (1995)
EN 61000-4-4 (1995)
EN 61000-4-5 (1995)
EN 61000-4-6 (1996)
EN 61000-4-11 (1994)

The Netherlands, Drachten, 01-03-2008



F. Bosveld
Managing Director

Note: this equipment has been tested and found to comply with the limits for class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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 declares that the:

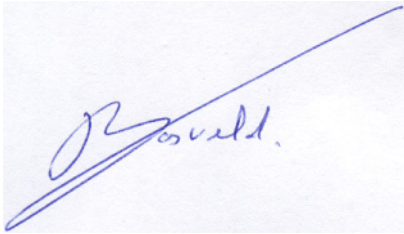
LC-2/LC-3,

- 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)
EN 55022 (1998)
EN 61000-3-2 (2000)
EN 55024 (1998)
EN 61000-4-2 (1995)
EN 61000-4-3 (1996)

ENV 50204 (1995)
EN 61000-4-4 (1995)
EN 61000-4-5 (1995)
EN 61000-4-6 (1996)
EN 61000-4-11 (1994)

The Netherlands, Drachten, 01-03-2008



F. Bosveld
Managing Director

Note: this equipment has been tested and found to comply with the limits for class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.