

QUICK INSTALLATION GUIDE

neopost

Prior to installation

This equipment must be installed on a piece of furniture or desk near a 220V power socket. Align the front of the machine with the edge of the desk in order to position the receptacle correctly.

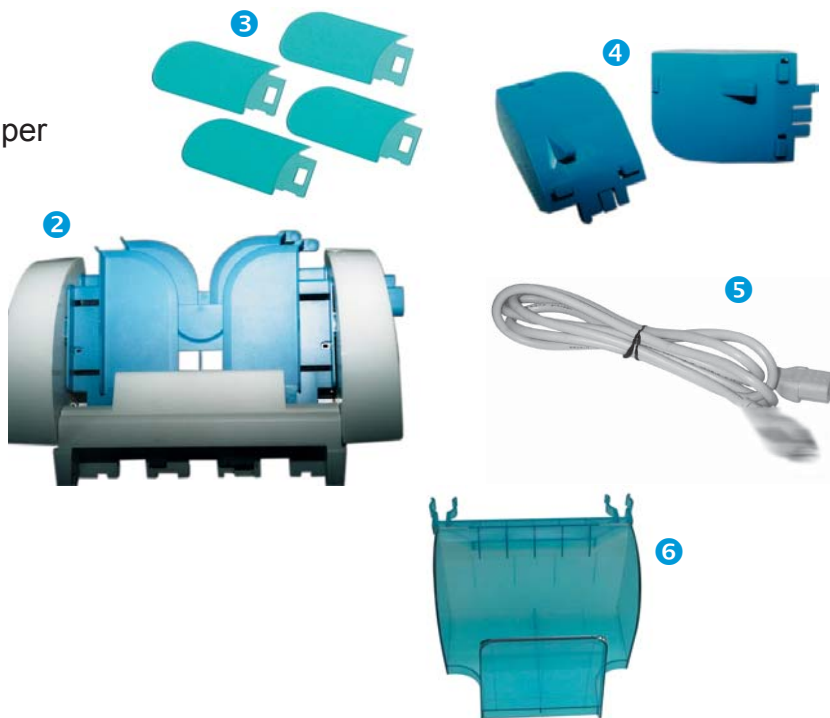
Do not connect the machine to the mains supply before reaching stage G.



1 - INSTALLATION

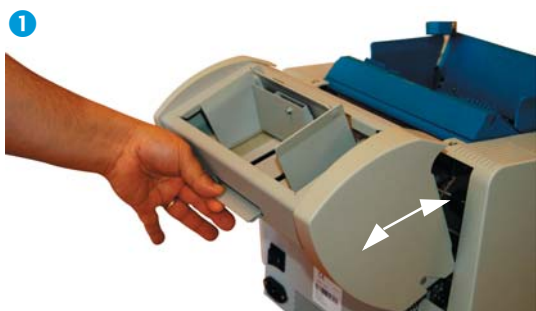
A Check contents: see following list

- 1 1 folder-inserter
- 2 1 document feeder
- 3 4 transparent document holders
- 4 2 rear guides for the envelope hopper
- 5 1 power lead
- 6 1 catch tray
- 7 1 quick installation manual
- 8 1 user manual



B Remove the protective cardboard from the insert feeder (feeder C).

Grip the opening lever at the back of the machine to tilt the tray backwards.



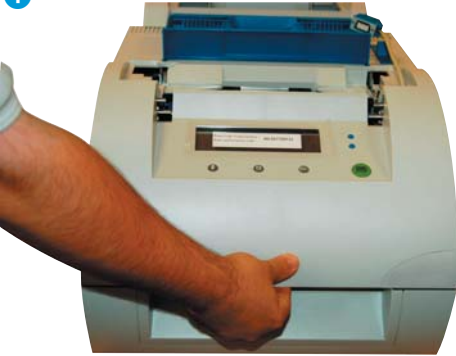
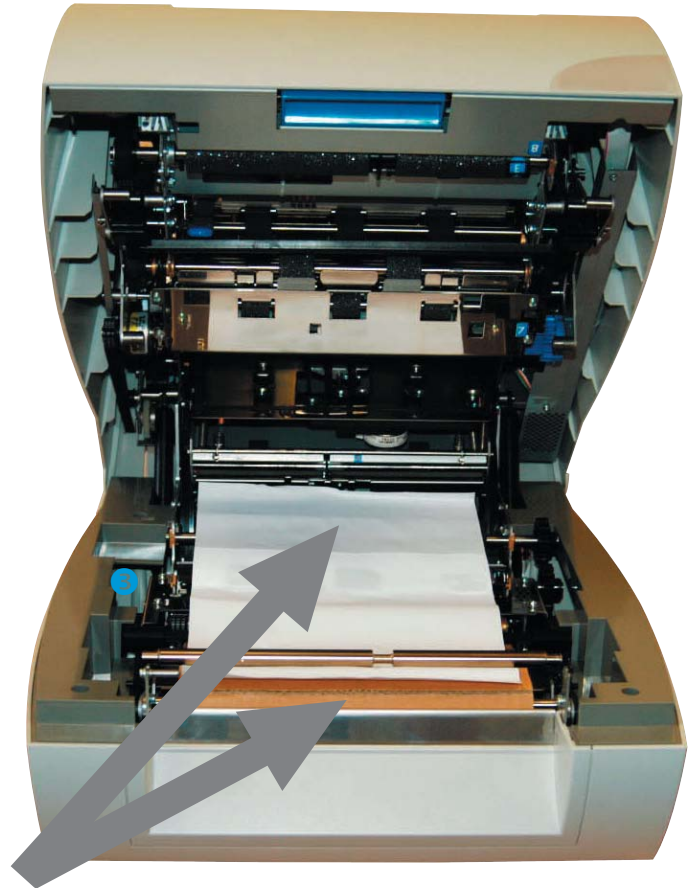
Rear view

Carefully remove the blocking cardboard from the rollers then close the feeder.



C**Remove the two protections located inside the base.**

Open the machine by pressing the handle located at the front.

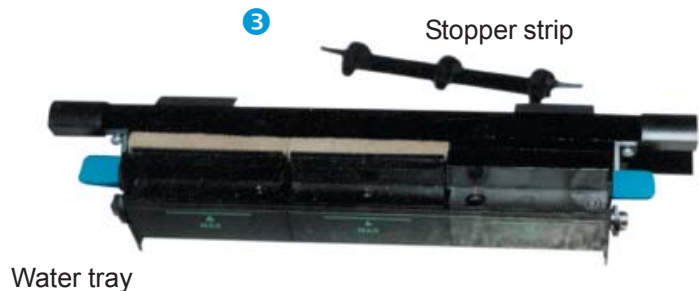
1**2****3**

Carefully remove the sheet of white paper then the blocking cardboard from the roller. Proceed to the following paragraph before closing the machine.

D**Filling the water tray.****1**

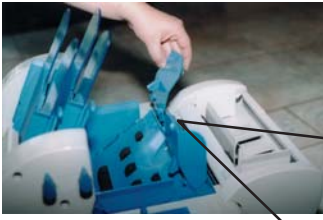
Carefully remove the water tray using its blue handles.

Remove the triple stopper strip and fill all 3 openings with water up to the level mark then replace the stoppers. Check that brushes are fully moistened. Replace the water tray in its housing keeping the blue handles pointing towards you. Close the top cover.

2**3**

E Installing the machine.

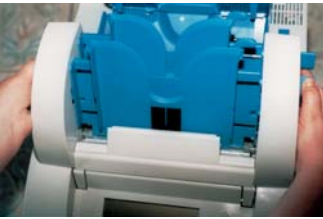
1



Clip in the rear guides for the envelope hopper, pushing them in properly. Make sure that they are positioned correctly.



2



Position the document feeder by engaging its 2 plastic lugs into their respective slots located on the machine base.

3



Hold the feeder pointing towards you, plug in the connector, then replace the feeder on the base.

4



Clip in the transparent document holders for feeders A and B.

F Connecting the power cord



Plug the power cord into the back of the machine, then connect to the mains supply.

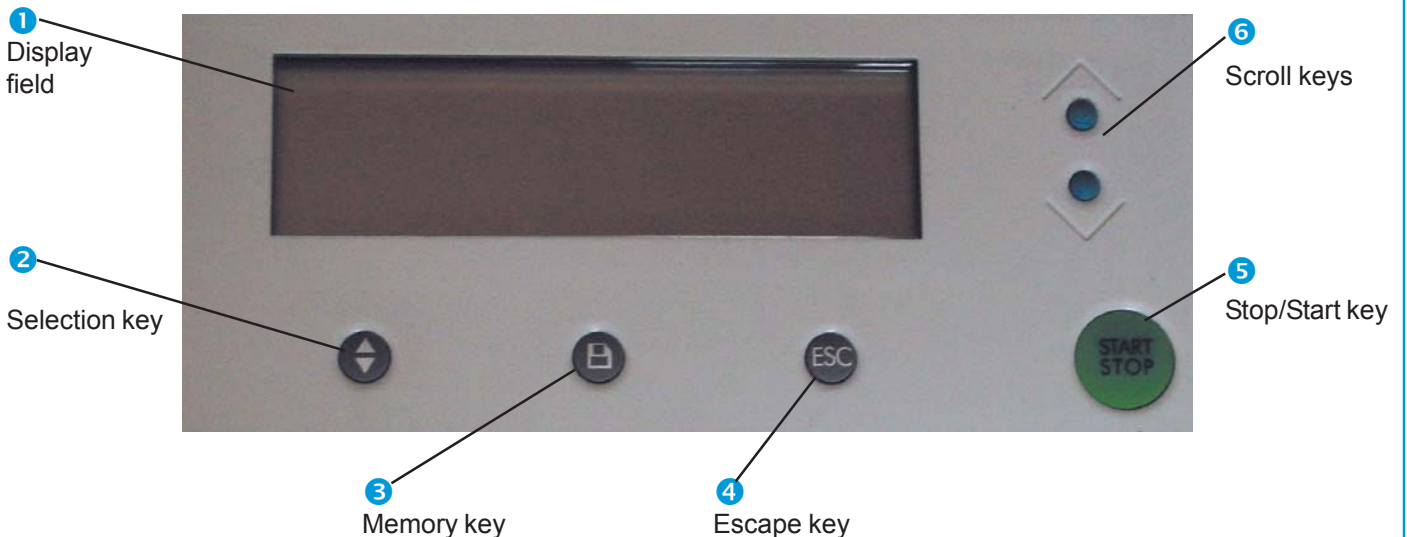
Rear view

G Installing the catch tray



Clip the catch tray to the machine front feet

H Control panel



I

Starting the machine: first run



The machine's user default language is set to English. This can be changed by holding down the **ESC** key and pressing the ON/OFF switch located at the back of the machine.

- 1 Select the "language" field using the **↕** key
- 2 Use the **↑** / **↓** keys to change the language setting
- 3 Press **⏏** to store changes
- 4 Press **ESC** to return to the user menu

MACHINE SETUP	
Serial Number : 0000000000	
Press ⏏ to confirm	
Language	: ENGLISH
Set	: Env. / Doc.
Double Det. Bin C	: DISABLE



CONFIGURATION MACHINE	
Numéro Machine : 0000000000	
Appuyer sur ⏏ pour continuer	
Langue	: FRANCAIS
Personnalisation	: Env. / Doc.
Det. Double Bac C	: DEVALIDER

J

Entering code: first run.

For security reasons, the machine is protected with a code. This code must be entered the first time the machine is used. Each machine is assigned a unique code sequence. It is made up of 10 numbers and should be entered using the following screen:

AUTHORIZATION CODE SET UP
↑ : Select number
START-STOP : Validate number
ESC : exit
Press ⏏ to confirm
Code : 0000000000

Enter the code in this direction **←**



- 1 Press **↑** / **↓** to display the correct number in the designated position
- 2 Press **START STOP** to validate the number (the cursor will proceed to the following number automatically)
- 3 Repeat steps 1 and 2 until the full code has been entered! (10 numbers).
! Don't forget to validate the last number using the **START STOP** key before saving the code.
- 4 In the event of an input error, press **ESC** and repeat the procedure from stage 1
- 5 Once the code has been entered correctly, save by pressing **⏏**

The machine is ready for use.







2 - USE





Selecting a job

The machine is ready for use when the following menu is displayed.

The job function makes it possible to define and store the format of the main envelope and the document figuring the address, and to define the appropriate feeder selection for the application to be processed.

READY : START to process a job or  to select line to modify	
Counter	: 1 2 3 4
Job number	: 02 
Feeder	: AUTO A+B+C
Document	: A4 (297 mm)
Envelope	: C6/5 DL CLOSED
Address height	:  +0 mm 

- 1 Select the "job number" field by holding down the  key until it is highlighted.
- 2 Use the  keys to select a job number.
- 3 Check the contents of the 9 pre-configured jobs and select the one which corresponds to the application to be processed, or modify the required field to adapt a job.

Then proceed to the next steps.



Loading envelopes

Envelopes must be loaded printable side up with the flap at the top as in the following diagram.




1 Adjust the guides to fit the envelope format.




3 Load the envelopes according to this diagram.



2 Unlock the side guides lever (in  position) and open the side guides.



4 Move the guides to the width of the envelopes so that they rest lightly against the envelope stack, and lock the lever. (in  position)



Loading documents (feeders A and B)

Large format documents must be loaded vertically, in reading direction with the address-face pointing towards the user according to the following procedure.



1 Release the pressure units



2 Load documents vertically



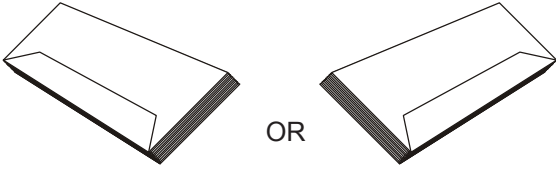
3 Adjust the side guides to rest lightly against the document stack and lock



4 Lock the pressure units



Loading inserts and reply envelopes (feeder C)



Reply envelopes must be loaded with their flaps closed and pointing downwards (as in the following diagram).

1



Lift the pressure unit and hold it up while sliding the stack of inserts or reply envelopes into the feeder.

2








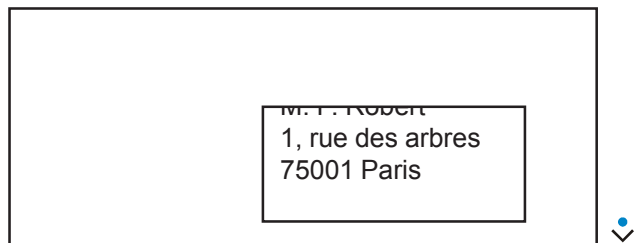
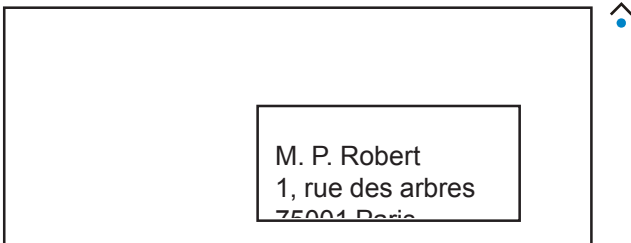
Release the pressure unit and adjust the side guides to rest lightly against the document stack.



Starting a Job

The job has been selected, documents and envelopes are loaded...

- 1 Process a test envelope by pressing  twice.
- 2 Check that the address is positioned correctly in the envelope window and adjust if necessary.
A-Select the address position field using the  key.
B-Raise/lower the address using the  key.
- 3 Store the job if necessary by pressing the  key
- 4 Settings are satisfactory, press  to start the envelope-filling process.



CONGRATULATIONS!

For further details regarding the functions of this product, or if problems are encountered during installation, please refer to the user manual or contact the Neopost Help desk.

