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SECTION 1 TECHNICAL SPECIFICATION

Form Sizes:

Station 1a

Depth: 3½" to 16" (89mm to 406mm)
 Width: 5½" to 9" (140mm to 229mm)
 Weight: 57gsm (14lbs bond) min*.
 110gsm (28lbs bond) max*.
 Capacity: 250 sheets 80gsm (20lbs bond) paper.

Note: Minimum weight of unfolded insert from 1a is 80gsm (20lbs bond).

Station 2

Depth: 3½" to 16" (89mm to 406mm)
 Width: 5½" to 9" (140mm to 229mm)
 Weight: 57gsm (14lbs bond) min*.
 110gsm (28lbs bond) max*.
 (for folding).
 1mm (.04") max. thickness booklet (unfolded).

Capacity: 100 sheets 80gsm (20lbs bond) paper.

Note: Minimum weight of unfolded insert from No.2 is 80gsm (20lbs bond).
 Maximum weight is 180gsm (48 lbs bond).

* 70gsm (17lbs bond) to 100gsm (26lbs bond) in lightweight mode

Insert Size (Stations 1a or 2):

Depth: At least 2mm (3/32") shorter than envelope depth.

Width: At least 10mm (3/8") narrower than envelope.

Weight: Maximum total pack thickness of 1.5mm (1/16"), noting other weight specifications above. This is subject to satisfactory test results.

Speed:

Up to 1200 'C' fold into DL/No.10 envelope.

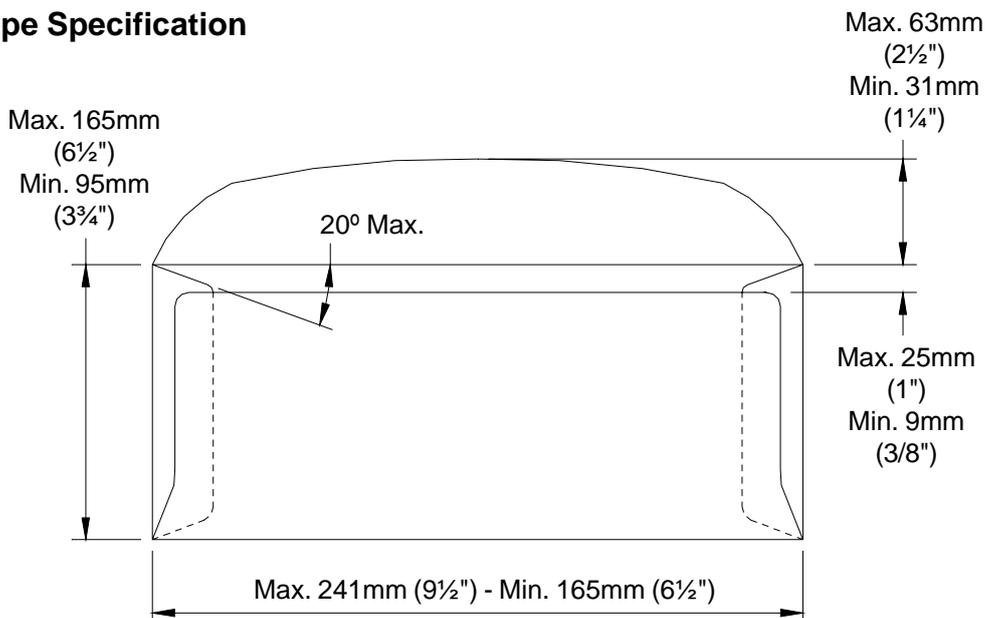
Envelope Requirements:

Good quality machine envelopes.
 Windows securely gummed.
 Side seams glued up to the top.
 Weight 80gsm (20lbs bond) min.

Envelope Hopper Capacity:

150 envelopes of 80gsm (20lbs bond)

Envelope Specification

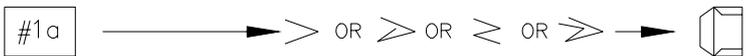


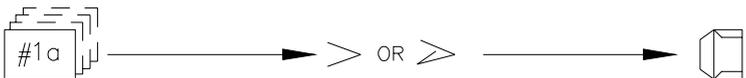
Examples of paper combinations

1. Folding & Inserting Modes

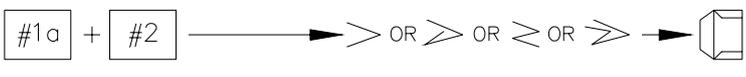
Sheet quantities shown are for 80gsm (20lbs bond) paper.

Station 1

Stn. 1a  Single sheet, any fold.

Stn. 1a  Multiples of up to 4 sheets (half fold) or 3 sheets (letter fold) from Stn. 1a separately fed into envelope.

Station 2 (Collate & Nest)

Collate 2 sheets  Collate 2 similar size sheets before folding and inserting.

Nest  Card etc. from Stn. 2 nested into 1 sheet from Stn. 1a.

Combinations of Multiples (half or letter fold only)

Feed 4 sheets  Separately feed 2 sheets from Stn. 1a into envelope, followed by 1 sheet from Stn. 1a collated with 1 sheet from Stn. 2.

Feed 3 sheets + 1 nest  Separately feed 2 sheets from Stn. 1a into envelope, followed by 1 sheet from Stn. 1a with insert nested from Stn. 2.

cont.

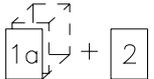
Shortform Modes

Shortform Multiples from Station 2

Heavyweight Multiples  → No Fold →  Up to 8 cards, cheques etc. separately fed into envelope.
Note: Min. weight 100gsm (26lbs bond)

Lightweight & OMR Multiples

Group  → No Fold →  Up to 10 cards, cheques etc. collated in fold plate 1 then fed into envelope.

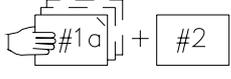
Group  → No Fold →  Up to 9 cards, cheques etc. from Stn. 1a, and 1 further card, envelope etc. from Stn. 2, all fed into envelope.

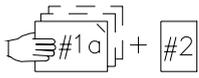
Note: Weight between 70gsm (18lbs bond) and 100gsm (26lbs bond) for lightweight & OMR modes.

Handfeed modes (Daily Post)

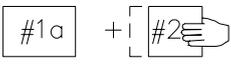
Prime Document

Handfeed from Stn 1a or 2  OR  → > OR ≥ OR ≤ →  Up to 5 sheets, stapled or not, handfed from Stn. 1a or 2, folded and inserted.

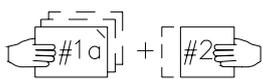
Handfeed & collate  → > OR ≥ OR ≤ →  Up to 4 sheets, stapled or not, handfed from Stn. 1a collated with 1 sheet auto fed from Stn. 2, folded and inserted.

Handfeed, & nest  → > OR ≥ OR ≤ →  Up to 4 sheets, stapled or not, handfed from Stn. 1a and nested insert from Stn. 2, folded and inserted.

Insert

Handfeed, collate/nest, Stns. 1a & 2  → > OR ≥ OR ≤ →  1 sheet auto fed from Stn. 1a collated/nested with up to 4 longforms/ shortforms handfed from Stn. 2, folded and inserted.

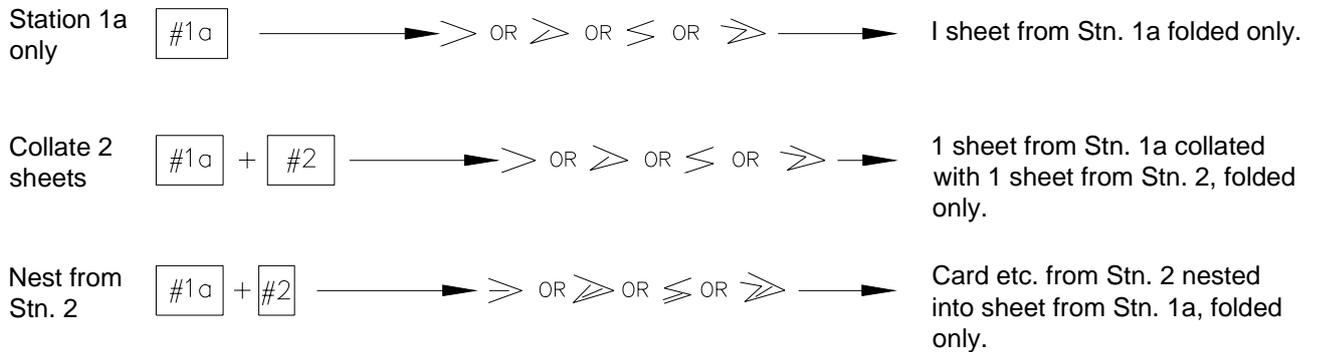
Prime Document & Insert

Handfeed, collate & nest  → > OR ≥ OR ≤ →  Up to 4 sheets, stapled or not, handfed from Stn. 1a collated/nested with 1 longform/shortform handfed from Stn. 2, folded and inserted.

Note: All Daily Post modes may also be fold-only.



Fold only modes (no envelopes are used)



Physical Data:

Width: 16½" (415mm).
 Length: 30½" (775mm), with output basket fully extended.
 28" (710mm), with output basket fully retracted.
 Height: 22½" (575mm), add 27½" (700mm) for stand.
 Weight: 101lbs (46Kg), add 4lbs (2Kg) for accessories.

Electrical Data:

Input Voltage:	230volts	115volts
Frequency:	50Hz	60Hz
Input Current:	1A	2A
Fuse Rating:	T2A	T3.15A

Noise Level:

71dBA measured at 1.6m height, 1m from nearest cover.



SECTION 2 MACHINE LAYOUT GUIDE

2.1 DESCRIPTION OF MACHINE

The function of the 'EasiMailer' is to feed forms from a hopper, fold them in either 'C', 'Z', 'V' or double forward fold and insert them into an envelope which is then sealed and ejected. Further form(s) may optionally be collated with the first form and an insert (card, cheque etc.) may also be nested into them before inserting. Forms may be folded without insertion, (ie. no envelopes are used), or else folded and inserted without sealing the envelope. Multiple insertions may also be used, ie. a preset number of forms (or combination of forms) are separately inserted into the waiting envelope. There is a batch processing facility, allowing a preset number of cycles to be completed before the machine automatically stops.

The machine is fitted with 2 hopper trays. This allows one or more of the following options:

- a) Different or similar paper types in each tray.
- b) Paper feed from either or both trays.
- c) Multiple feeding from any or all trays.

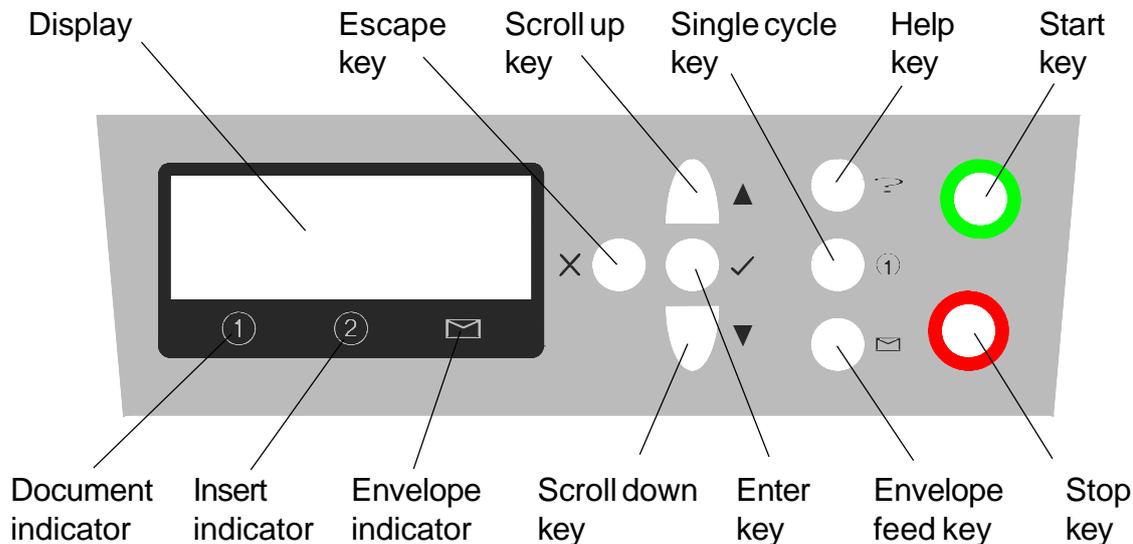
Note that when sheets are collated together, either by constant feed or multiples, the maximum number for folding together should not exceed the maximums stated in the specifications - exceeding these limits will be at the user's risk of lower reliability mailing.

The machine contains 12 programs which allow combinations of settings to be retained in memory. Any program can then be recalled later and immediately run. A number of the programs are factory set, but any one can be changed or renamed by the operator.

No manual setting of the fold plates or closer is required, these being adjusted automatically according to the settings in the selected program.

An LCD display is fitted to the control panel from which all functions and programming are performed and which also provides advice messages should errors occur.

2.2 CONTROL PANEL LAYOUT



EXPLANATION OF KEYS

Program Keys

Scroll up/down keys: Scrolls display up or down on the screen. To modify settings, press Enter key (see below) to change [...] to $\blacklozenge.. \blacklozenge$, then use Scroll keys to modify. Press Enter to change back again.

Escape key: Saves settings and returns to a previous display. Also use to take you back if you make a mistake.

Enter key: Selects a setting when highlighted on the display.

Machine Operation Keys

Envelope feed key: Feeds one envelope to confirm it is correct for settings.

Start key: Begins machine operating in selected mode.

Stop key: Stops machine. Also clears error messages.

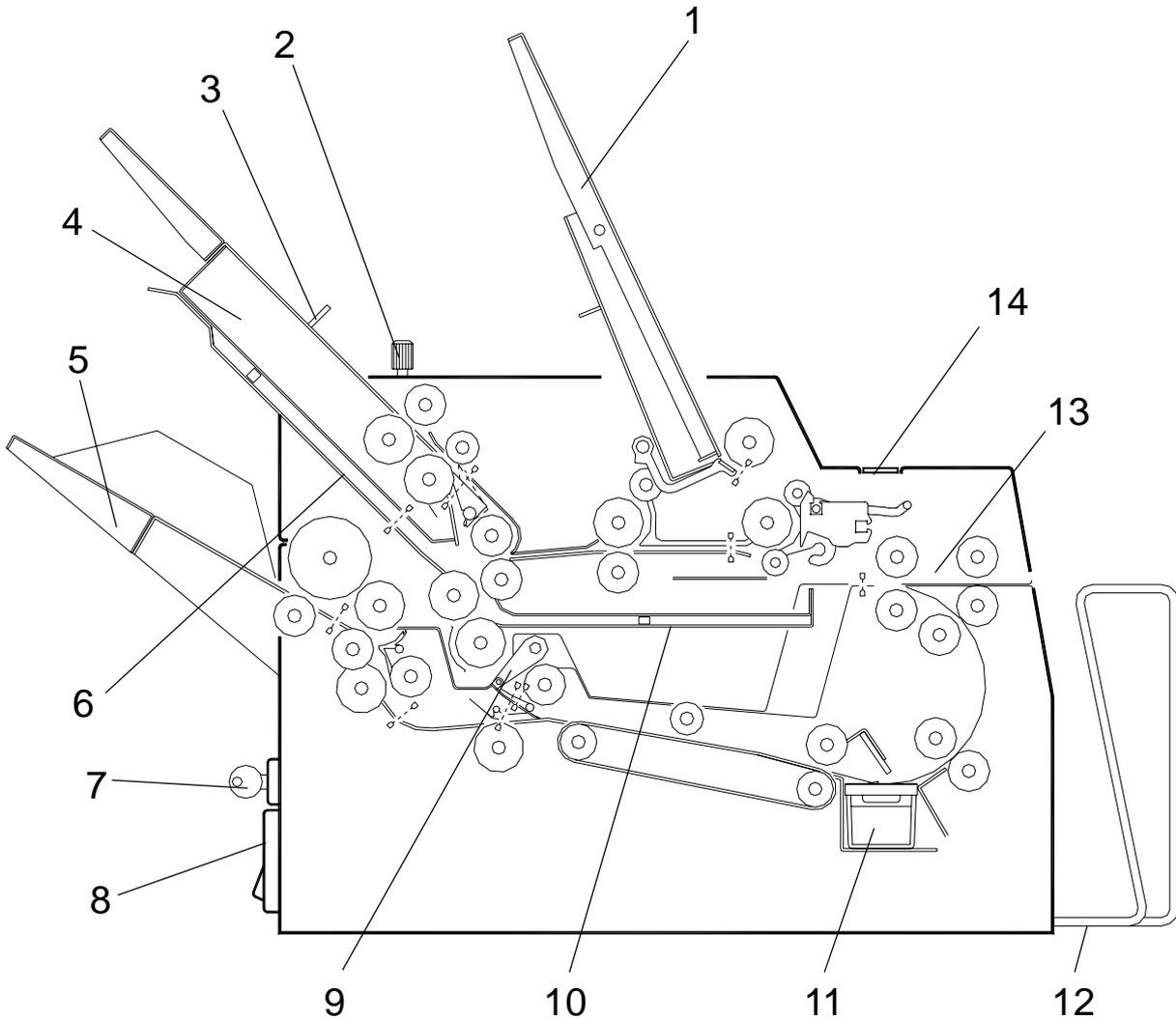
Single cycle key: Performs one full cycle of the selected mode.

Help

Help key: Provides on-line help on any feature when it is highlighted. Also gives recovery instructions if pressed when an error message is displayed.



2.3 PARTS IDENTIFICATION



- | | | | |
|----|----------------------|-----|---------------------|
| 1. | HOPPER 1a | 8. | MAINS SOCKET/SWITCH |
| 2. | SEPARATOR ADJUSTER | 9. | INSERT FINGERS |
| 3. | DAILY POST LATCH (2) | 10. | No. 2 FOLD PLATE |
| 4. | HOPPER 2 | 11. | WETTER TANK |
| 5. | ENVELOPE HOPPER | 12. | OUTPUT BASKET |
| 6. | No. 1 FOLD PLATE | 13. | CLOSER AREA |
| 7. | SUPERVISOR KEYSWITCH | 14. | CLAM-SHELL LATCH |



SECTION 3 OPERATING THE MACHINE

3.1 OPERATING OVERVIEW

Shown below is a brief summary of the operating procedure of the EasiMailer. Full details of the functions referred to can be found in the section numbers indicated.

1. Set envelope hopper and load envelopes (see page 17).
2. Set infeed hoppers and load forms (see page 17).
3. Set insert fingers (see page 19).
4. Set double document calibration, if required (see page 15).
5. To run a pre-programmed job, see the following page.
6. To fully program a new job, or to modify an existing job, see page 22.

Other functions

Further additional features include:

- i) Daily post (to fold and insert documents or groups of documents which may vary in size or type) - see page 20.
- ii) Fold-only mode (ie. no envelopes are used) - see page 19.
- iii) Turnover mode (to fold in half and turn over before inserting, a bottom address form) - see page 20.
- iv) Shortform multiples (multiple cards, cheques etc.) - see page 21.



3.2 RUNNING A PRE-PROGRAMMED JOB

Switch on the machine at the mains panel and the following welcome message will appear on the display panel:

```
***** HELLO *****  
*   The EasiMailer   *  
*   works it out    *  
*****
```

After 2 or 3 seconds, this display will be replaced by the EasiStart screen, showing the name of the last used job. If you wish to change the job, use the ScrollUp/Down keys to the required one. Note that the indicators at the bottom of the display show the document, insert and envelope settings for each job.

```
*   EASiSTART 07   *  
   ◆ JOB 7   ◆  
A4      149mm      DL
```

When the required job is selected, press Enter to show the Status screen:

```
Prog:   MAILSHOT 1  
Count:      001234  
Status:      Ready  
-----
```

Ensure that the machine is loaded with paper and envelopes as required - if not, see page 17. Also ensure that the filled envelope output basket has been pulled out. Press the Start key and the machine will begin operating with the selected program. The Status window will indicate 'DD Cal xx', and the machine will automatically calibrate for double document detection on each loaded hopper.

Note: if the selected job is programmed for a batch (see page 24), 'Batch Count' will be displayed in place of 'Count'.





After the first filled envelope has been ejected, the machine will stop and request confirmation that the envelope has the correct number of inserts. Check the envelope contents are correct, press Enter, then press the Start key to begin operating.

If the position of the address in the envelope window is too far up or down, this can be corrected from the Job Options menu - see page 12. If you want to reset the document or batch count, this can also be done from the same menu.

To stop the machine, press the Stop key and the documents currently in the machine path will finish processing before the machine stops. When the machine has stopped, the display will show the Status window as above.

3.3 CHANGING TO ANOTHER JOB

When the Status window is showing, a different job can be selected by pressing the Enter key (or Escape key). This will return you to the EasiStart screen where another job can be selected using the Scroll Up/Down keys.

3.4 CREATING A NEW JOB

This is carried out in the Programming Job menu, described in detail on see page 22. The machine can hold up to 12 jobs, and existing ones can be overwritten when no longer required.



SECTION 3.5 THE JOB OPTIONS MENU

The Job Options menu allows a number of machine functions to be selected. To enter, the EasiStart screen (see page 10) must be showing. Press Escape and the display will show:

```
*      JOB OPTIONS      *
[Run  MAILSHOT1 ]
Run Another Job
Reset Doc Count ↓
```

The available options are described below:

Main Menu	Described on page 14
Run (JOBNAME)	Puts the preset job of the jobname shown into Ready status - press the Start key to run. The machine will always default to the last selected job.
Run Another Job	Enters the Choose Job menu, allowing selection of a different job. This is an alternative to changing jobs in the EasiStart screen (see page 10).
Reset Doc Count	Resets the running document count (shown in the Status window) to zero and a new document count will then begin. Confirmation will be requested that you wish to reset. Note: this option will not appear if the selected job is programmed for a batch (see page 24) - reset the batch count instead, as described below.
Reset Batch	Resets the running batch count (shown in the Status window) to zero if the selected job is programmed for a batch (see page 22). To reset the count while running, press the Stop button and select the 'Reset Batch' option from the Job Options menu. Only the count so far will be reset - the batch quantity preset in the job program will not be affected. Note: this option will not appear unless the selected job is programmed for a batch - otherwise, reset the document count instead, as described above.

contd.



Address Adj	Adjusts the position of the address in the envelope window if it is too far up or down. When selected and confirmed 'yes', the Scroll Up/Down keys are used to adjust the position. When done, press the Enter key, and then the Start key to feed one envelope. You will be prompted to retrieve the envelope and confirm whether the address is visible and correctly positioned - if not, the cycle repeats until you have confirmed that all is correct.
DD Cal	Calibrates for double document detection so that an insertion will be rejected if two forms or more stuck together are fed.
Job Summary	Displays a read-only list of all the settings of the selected job. Press the Esc key to exit.
Program Job	This option is only available if the key switch is set to Supervisor position. See page 22 for full details of the programming options.
Recover from Jam	Runs the machine for about 2 seconds to flush out jammed forms. The hoppers will not feed while this is running, and all covers must be closed. The Status window will be returned to when finished. Repeat if required.
Flush nest Doc	Run this feature to clear through the forms held at the hold points on the hoppers. Useful when changing the paper type for a new job. The Status window will be returned to when finished.

To exit the Job Options menu without change, press the Esc key. This will return to the Status window.



At any point in any of the screen displays, pressing the Esc key one or more times will take you back to the Job Options menu, from which the Main Menu can also be selected.



3.6 THE MAIN MENU

```
*      MAIN MENU      *
      [EasiStart]
      Preset Job
      Supervisor Menu
```

The Main Menu is selected from the Job Options menu - press the Escape key until you reach it.

The available options are described below:

EasiStart	Switches to the EasiStart screen described on page 10.
Preset Job	An alternative way of selecting another job, in addition to using the EasiStart screen or the Job Options menu.
Supervisor	Provides information on running hours, software version etc. Also selects the language for the control panel displays. See page 26 for details.

3.7 DOUBLE DOCUMENT CALIBRATION

Double document calibration is carried out automatically when a new job is selected. It is used to gauge the thickness and length of a form by performing one complete cycle. After that, if two or more forms are fed stuck together, they will be rejected and an error will be flagged.

Manual Calibration

It is also possible to calibrate manually, either on all stations or single stations. This should be carried out whenever the paper type changes, either for weight, length or if the print density changes substantially. **It will only be carried out on enabled hoppers, ie. those that have been set with 'Doubles=on' in the program** (see section 3.16 for programming details).

To calibrate on all stations, select 'DD Cal' on the Job Options menu (which may be accessed from the status window by pressing the Enter key):

```

*   JOB OPTIONS   *
  Reset Doc Count ↑
    Reset Batch
      [DD Cal]↓
    
```

This will display the following screen:

```

Double will
calibrate on next
feed.
  [Press START]
    
```

When the Start key is pressed, a form will be fed from each hopper enabled for double document and inserted into the envelope. The machine will stop and you will then be prompted to confirm that the contents of the envelope are correct, eg:

```

*   CONFIRM NOW!   *
Station 1a=   [01]
Station 2 =   [01]
    
```



The actual contents of the envelope may vary from the display shown, depending upon the program settings.

contd.



If all is correct, press the Enter (or Esc) key to clear the message, and then the Start key to begin operating as normal. If any double documents are now detected, the machine will stop and flag an error on the display.

To manually calibrate a single station only

If the paper type is changed on only one hopper, single station calibration can be carried out. To do this, remove **all** paper from the hopper and reload it. Now press the Single Cycle button and the machine will calibrate this station only in the same way as previously described.

What to do if Double Documents occur

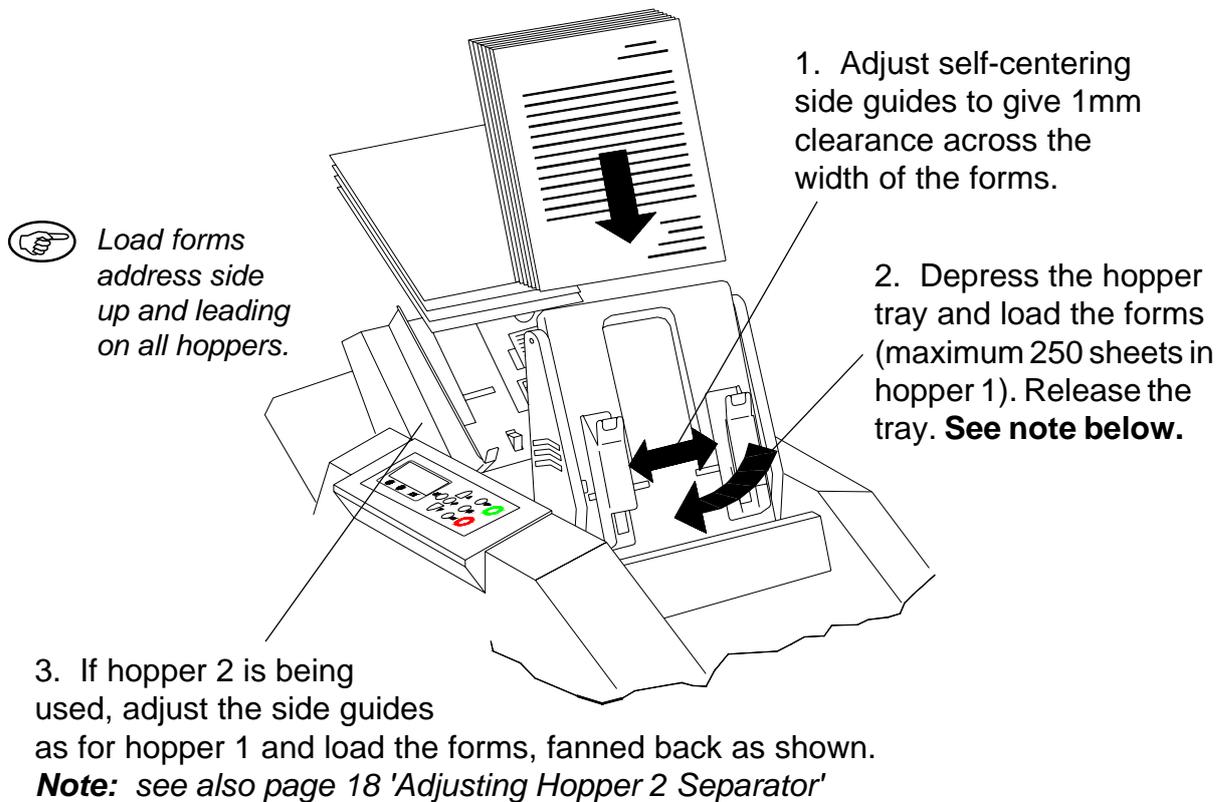
If a double document condition occurs while running, the machine will stop and an error message will appear on the display to advise which hopper it was fed from.

If the document has been fed into the envelope, remove it from the receiving tray and discard it. If it has caused a paper jam, clear this as described on page 28. Then take the following action:

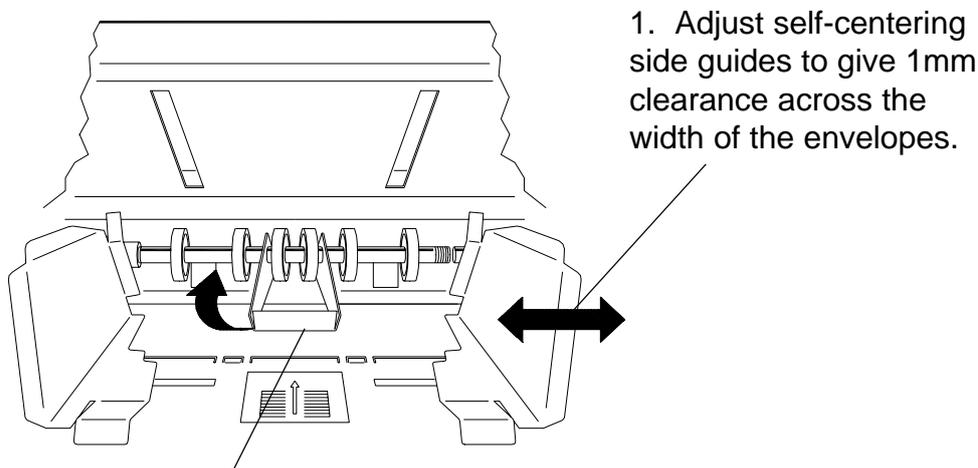
1. Recalibrate the station concerned, or all stations. Carry on running to see if further doubles occur. If so:
2. Clean the double document sensors on all hoppers (see page 30).
3. If doubles occur on hopper 2, reset the separator gap or increment the roller, as described on page 18. If doubles repeatedly occur on hopper 1a, contact the Service Department - the gap may need specialist readjustment.



3.8 LOADING THE PAPER HOPPERS



3.9 LOADING THE ENVELOPE HOPPER



2. Raise centre guide and load fanned stack of envelopes (max. 100) into hopper. **Ensure the leading edges are pushed firmly into the nip of the rollers. Use the labels on the side guides to help understand the correct loading procedure.**

Envelopes are loaded with flaps up and trailing.

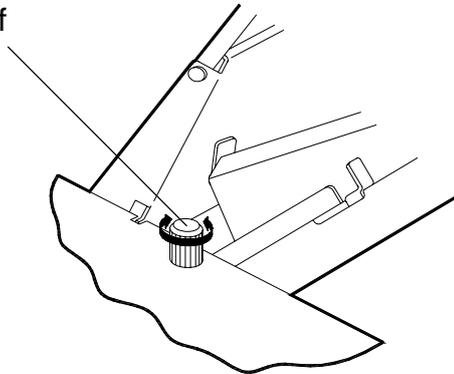
Note: Hopper is shown with 2 off Guide Springs B0093A fitted, provided for use with distorted, laser-printed forms. They will also help prevent skewing of the leading edge. When used, these springs will reduce the capacity of the hopper.



3.10 ADJUSTING HOPPER 2 SEPARATOR

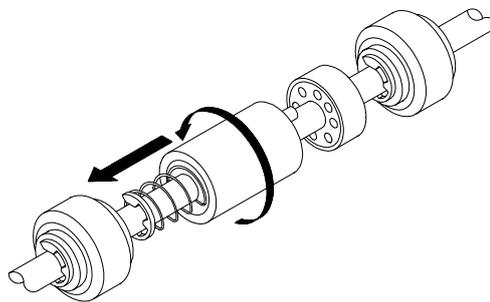
1. Insert a sample of the insert to be fed (paper, card, booklet etc.) between the separator rollers of No. 2 hopper (if necessary, turn the adjustor clockwise to open the gap).

2. Grip the paper and turn the knob until the paper just 'pulls' while being withdrawn.



After a long period of use, a flat wears across the face of the white separator roller, resulting in unreliable feeding. As there are a number of stop positions on the roller, this can be adjusted out.

The roller is located between the side guides. Slide it along the shaft against the spring and rotate it one stop.



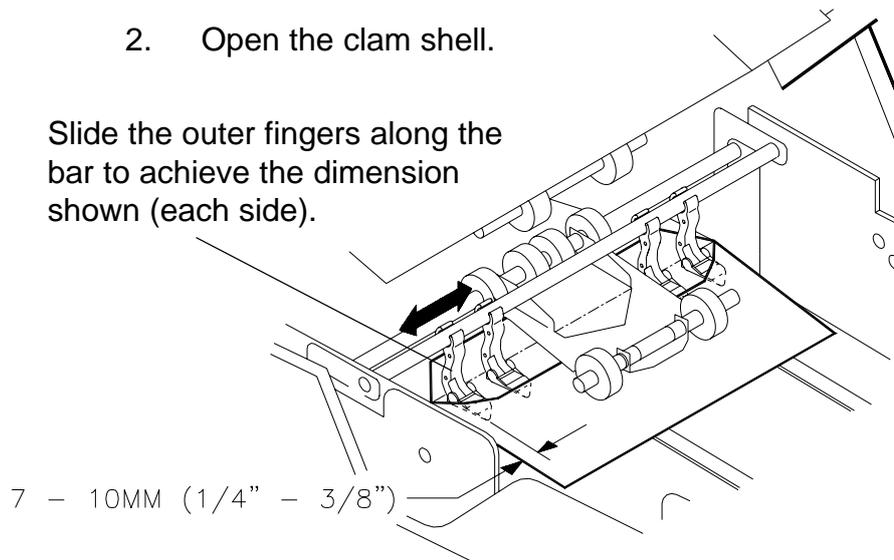
When all stop positions have been used, the roller must be replaced.



3.11 SETTING THE INSERT FINGERS

Note: Unless special envelopes are being used, it will not normally be necessary to adjust the insert fingers.

1. Press the Envelope Feed key to feed an envelope into place.
2. Open the clam shell.
3. Slide the outer fingers along the bar to achieve the dimension shown (each side).



4. If the envelope is not opening properly, advance or retard the envelope position using 'Advanced Options, in programming mode (see page 25).
5. Close the clam shell and press Envelope Feed to feed another envelope. Open the clam shell and check settings. If all is correct, close the clam shell. When operation begins, the envelope used for setting will be automatically ejected.

3.12 FOLD-ONLY MODE

Fold-only mode is used when it is required to fold documents, but not insert them into an envelope. This is useful if, for example, later hand-insertion into special packages is required. To use the mode, proceed as follows:

1. Ensure that the selected job has 'Envelopes' set to 'Off' in the program.
2. Begin operating as normal. Any envelopes left at the insert area will automatically be ejected before continuing with the fold-only mode.



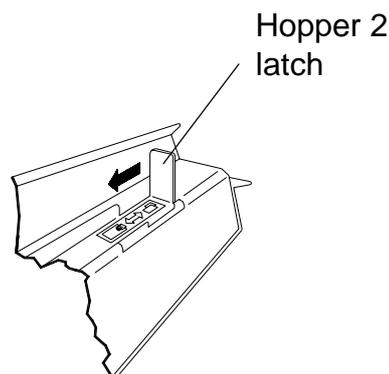
3.13 HANDFEED MODE

Handfeed mode is used for processing short runs of documents which may be of different sizes and types. This also includes 'Daily Post', where a group of forms, which may be stapled, is fed from hopper 1a. This group may be collated with a form fed from hopper 2 (either automatically or by hand), or have an insert from hopper 2 nested into it (see page 5 for full details of handfeed options).

Note: Any staples must be flat-form to prevent roller damage.

To operate handfeed mode, the selected job must have STN1a/2 set to 'handfeed' in the program. To operate hopper 1a in handfeed mode hopper 1a, replace the hopper with the optional daily post item. Press the Start button and insert the form (or group of forms) within 30 seconds.

To operate hopper 2 in handfeed mode, slide the latch (located on the left hand side of the hopper) to the fully forward position and insert the document (1 only) within 30 seconds of pressing the Start button.



Remember to replace the standard hopper, or slide the latch back when handfeed mode is finished with. The machine will remind you if you forget!

3.14 TURNOVER MODE

Turnover mode is used when a form has a bottom address and is to be half folded. To ensure the address remains in the window of the envelope, a special Turnover fold plate A2420A is used in place of fold plate 2.

To use turnover mode, open the clam shell, remove fold plate 2 and fit the Turnover fold plate, ensuring the latches are fully closed. The selected job program must have 'FoldType' set to 'T'Over' from advanced settings (see page 25).



SECTION 3.15 SHORT FORM MULTIPLE MODE

Short form multiple mode is for collating forms in fold plate 1 until the required number is reached, then feeding them into an envelope. It will be automatically invoked when forms of less than 150mm length are fed from hopper 1a. Such forms may include statements, paycheques etc. **It is only necessary to use this mode when processing multiple short forms.**

Other short forms such as cards, cheques, reply-paid envelopes etc. can also be fed from hopper 2. These will then be collated with the forms now in fold plate 1 and fed as a complete group into the envelope. Fold plate lengths will be automatically set by the machine.

Note: Paper weight for short form multiples must be a maximum of 100gsm (24lbs bond). Thicker material such as card between 100gsm (24 lbs bond) and 180gsm (48lbs bond) can be fed from hopper 2 only.

To use Short Form Multiple mode, Collation Plate A2471A must be fitted. This is located underneath hopper 2, and it replaces the existing plate. To fit, remove the existing plate by pulling downwards to release it, then fit the Collation Plate in its place.

SECTION 3.16 PROGRAMMING A JOB

A fully programmed job is given a job name and will be permanently retained in memory. It is then available for later recall, and can be modified or overwritten at any time by the Supervisor.

To start a new program, select 'Preset Job' from the Main menu and use the Scroll Down key to an unused program number. To modify or overwrite an existing job, select the required jobname instead. Press the Enter key and the Status window will appear, as shown below:

```

Prog:
Count:          000
Status:         Ready
-----
    
```



If an unused program number has been selected, 'Prog:' will be empty, as shown here. If a job is being modified, that jobname will appear instead.

Press Enter (or Esc) and the Job Options menu will appear. Select 'Program Job':

```

*   JOB OPTIONS   *
      Job Summary ↑
      Main Menu
      [Program Job]↓
    
```



'Program Job' will only be available on the Job Options menu if the key-switch on the machine is in Supervisor position.

Press Enter, and the Programming Job menu will appear:

```

*PROGRAMMING JOB 07*
NAME=          [ ]
STN1A=         always
Form1a=        A4 ↓
    
```



If an unused program number has been selected, '[']' will be empty, as shown here. If a job is being modified, that jobname will appear instead.

An explanation of the programming options is shown on the following page:



Name= To program a new job, or to rename an existing job, press Enter to display the screen shown below:

```
*JOB07=[      ]*
      ^
RSTUVWXYZ 0123456789
      ^
```



If an unused program number has been selected, '[']' will be empty, as shown here. If a job is being modified, that jobname will appear instead.

Use Scroll Up/Down keys to move the cursor along the lower row. Press Enter to add or substitute that letter to the one pointed to in the upper row ('space' is between letters and numbers). Press the Esc key when done.

To change the following option, highlight the required setting. Press Enter, and the square brackets will change to double arrows. Use the Scroll Up/Down keys to modify. Press Enter when done, then use the Scroll Up/Down keys to move to the next setting.

Setting

Explanation and Options

STN1A=

Status of hopper 1a. Options: always / handfeed / off ('always' means 'on', but not handfeed). Use handfeed for Daily Post. See also  below.

Form1a=

Length of form in hopper 1a. Preset list or custom (see following setting, 'FormLen1a').

FormLen1a=

Only appears if Form1a=custom. Press Enter, then Scroll Up/Down keys to modify.

Doubles 1a=

Doubles detection status of hopper 1a. Options: on / off. Set to 'off' for special uses, eg. feeding pre-folded inserts, or if heavy print may give false readings. See  below.

Mult1a=

Multiples to be fed from hopper 1a. Press Enter, then Scroll Up/Down keys to modify. Maximum of 4, but observe total pack thickness. Sheets will be separately folded/inserted into envelope.



See the following sections for full details:

Double documents - page 15

Daily Post - page 20



<u>Setting</u>	<u>Explanation and Options</u>
STN2=	Status of hopper 2. Options: always / handfeed / off ('always' means 'on', but not handfeed).

All remaining settings for hopper 2 are the same as for hopper 1a.

ENVELOPES=	Whether envelopes are used. Options: on / off. ('Off' is selected for fold-only). See also following setting, 'EnvLen'.
EnvLen=	Only appears if ENVELOPES=on. Press Enter, then Scroll Up/Down keys to modify.
Sealing=	How envelopes are sealed. Options: always / off. If 'off', wetter beam will automatically raise to prevent sealing. Useful if gift, pen etc. is to be hand-inserted later.
BATCH=	Selects batch quantity, ie. number of cycles to be made before machine switches off. Maximum is 50. '00' means not selected.
ADVANCED=	Options: on / off. If 'on', a further list of settings is displayed. These are settings that the software has chosen for the program just created, and can be modified with care if required. See the following page for details.

To exit programming mode and save the job, press the Esc key. This will take you back to the Status window and the job is now ready to run.



CAUTION: Advanced settings should only be modified if particularly required - it is possible to create settings that the machine may not be able to process.

Short FM=	Options: 0 or 1. 1 enables collation of short form multiples (less than 150mm length) in fold plate 1 - see also page 21. Default is 0, ie. disabled.
FP1 re-sync=	0-50. Sets number of short form collation cycles before re-synchronising by moving to top of fold plate and back. This resets accuracy. Only available if Short FM=1.
FoldMode=	Options: Singly / Together. Determines whether forms from multiple hoppers are folded/inserted as one, or separately. Only available if hopper 1b/2 is selected.
FoldType=	C-fold / Z-fold / V-fold / T'Over / Custom. Sets the fold type. If 'Custom', FoldLen1 & 2 (as shown below) will be available. For details of 'T'Over' (turnover), see page 20.
FoldLen1=	Sets the fold length 1. Only available if FoldType=Custom.
FoldLen2=	Sets the fold length 2. Only available if FoldType=Custom.
Stn2Mode=	Status of hopper 2. Options: collate / nest. Only available if station 2 is enabled.
EnvStop=	Adjusts stopping position of envelope at insert position. Positive numbers move it closer to output and vice versa. Units are in 0.5mm steps.
Wetter=	Advances or retards wetter beam action to adjust length of envelope flap portion that is wetted. Units are in 0.5mm steps.
Max. in Env=	Sets the maximum that will appear when selecting multiples in program mode (ie. Mult1a / 2). Default is 4, but up to 15 can be set.

To exit programming mode and save the job, press the Esc key. This will take you back to the Status window and the job is now ready to run.



3.17 SUPERVISOR MENU

If the supervisor key switch (located on the rear panel) is turned to the ON position, the further option of Supervisor Menu will be available on the Main Menu:

```
*      MAIN MENU      *
      Easistart
      Preset Job
      [Supervisor Menu]
```

Press the Enter key to select the option, and the following functions will be available:

Version	Displays the version number of the Eprom fitted for the machine's software. (This is a read-only function).
Languages	Displays the language subset, Either 'Std', 'A' or 'B', depending upon the Eprom fitted. The subsets include the languages as indicated below: Std = English, German, French, Spanish, Portugese A = English, German, French, Dutch, Flemish B = English, Italian, Sweden, Danish This is a read-only function, but the required language within the subset can be selected from 'Language' (see below).
Linked	Displays the date that the Eprom was created. (This is a read-only function).
Hours	Displays the total number of hours and minutes that the machine has run from new. (This is a read-only function).
H.Count	Displays the total number of processed items that have passed through the closer since the machine was new. (This is a read-only function).
Language	Selects the required language from the subset available in the Eprom fitted. To select, press Enter, then Up/Down keys to select the language required. when done, press Enter again, then Esc to exit back to Main Menu. The screen displays will now be in the selected language.

To exit from any point in the Supervisor Menu, press the Esc key. This will return back to the Main Menu.



SECTION 3.18 - C5 (16") 'Z' FOLD

This mode allows long-forms, such as 16" European or 14" American Legal forms to be 'Z' folded into a deep envelope. Typically, this might be a C5 (162mm) envelope.

Use of this mode requires a special No. 2 fold plate, part number A2477A. To fit the plate, open the clam shell, release the latch at each side of the existing plate and slide the special plate firmly into place. **Ensure that both latches are properly engaged** and then close the clam shell.

A new job must now be programmed (or an existing one modified) using the settings shown below - see also section 3.16 for details of how to program.

For STN1A and/or STN2:

Form1a= custom
 ENVELOPES= on
 EnvLen= 162 (for a C5 envelope - modify to suit if different)
 FormLen1A= 406 (for a 16" form - modify to suit if different)
 ADVANCED= on

Then from Advanced:

FoldType= custom
 FoldLen1= $\frac{\text{Form Length}}{4} = 102\text{mm for } 16'' \text{ forms}$
 FoldLen2= $\left(\frac{\text{Form Length} - \text{FoldLen1}}{2}\right) - 34 = 118 \text{ for } 16'' \text{ forms}$

Note that all other settings in the program may be set as required. If adjustment of the address position is required, this is done by altering the first fold length:

To move the address UP in the window, DECREASE FoldLen1
 To move the address DOWN in the window, INCREASE FoldLen1

The special fold plate is suitable only for forms of 12" (305mm) length or more - use the standard fold plate for form lengths shorter than this.



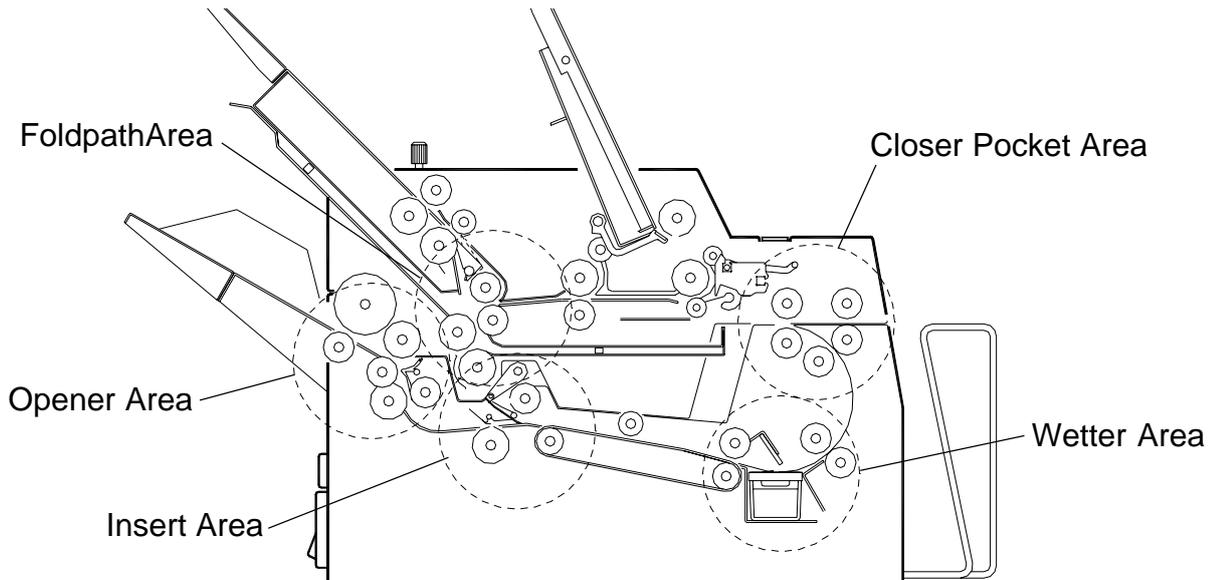
SECTION 4 OPERATOR MAINTENANCE

4.1 CLEARING PAPER JAMS

If a paper jam occurs, the machine will stop and an error message will be displayed describing the approximate area of the machine where the jam will be found.

Note: If the '?' key is pressed, jam clearance instructions will be displayed.

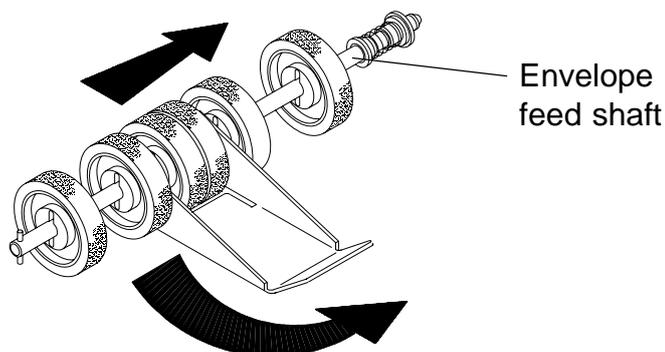
The machine is split into five general areas for paper jams, and these are shown below:



Jams that have occurred inside the machine can be reached by opening the clam shell - press down on both latches in front of Hopper 1 and raise the upper section. Pull the form free, close the clam shell and press the Start button to resume running. Stubborn jams can be cleared by running 'Recover from Jam' in the Job Options menu - see page 13 for details.

If a form is partly fed into the hoppers, it may not pull out backwards. Run 'Flush Nest Doc' in the Job Options menu - see page 13 for details.

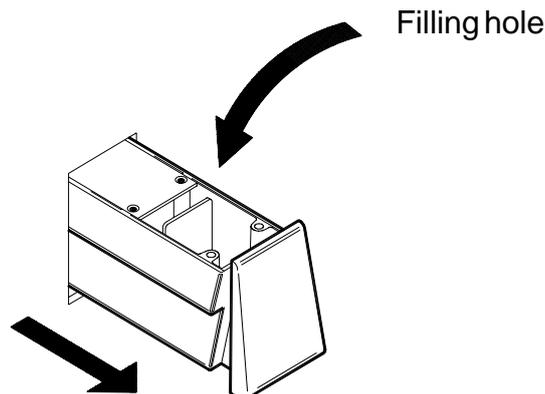
Jams occurring in the envelope hopper can more easily be cleared by removing the feed shaft - reach in and push the shaft sideways against the spring and lift it out.





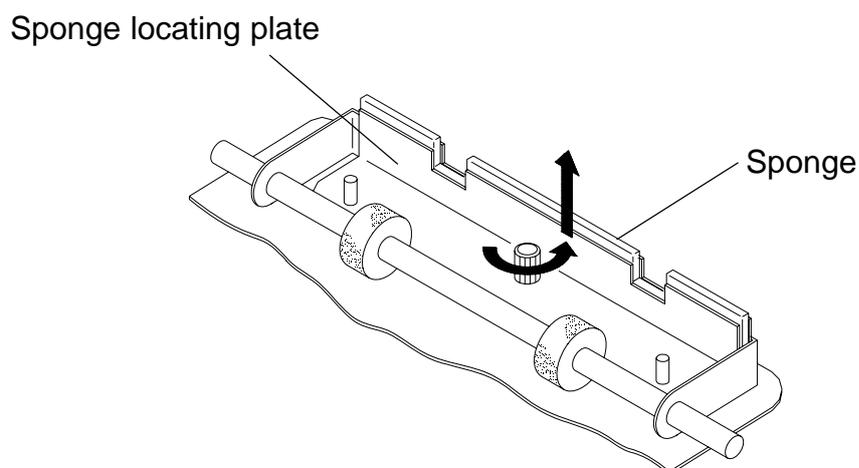
4.2 MAINTAINING THE WETTER SYSTEM

The wetter tank (see page 8 for location) supplies the fluid for wetting the envelope flaps and needs topping up from time to time. It is located on the right hand side of the machine and can be withdrawn by lifting the lower lip slightly and sliding the tank out to the extent shown below. Fill the tank until the level is just above the fin visible in the filling hole. **Use only PFE Envelope Sealing Fluid A0276A, as this has been specially formulated for greatly enhanced sealing and antibacterial qualities.**



When filling for the first time, or if the sponge has dried out, the wetter beam sponge should be removed and soaked in warm water. To remove the sponge, open the clam shell, raise the wetter beam (located above the tank) and take off the thumb-screw securing the sponge locating plate to the beam. Squeeze the sponge whilst soaking to ensure it is fully saturated. Ensure the wetter beam has been lowered after replacing.

If the machine is to be left unattended for more than a week, it is advisable to remove the tank and drain it.



Note: If the tank is to be completely removed, the wetter beam must be raised while withdrawing it, or the sponge may be snagged.



4.3 CLEANING ROLLERS AND SENSORS

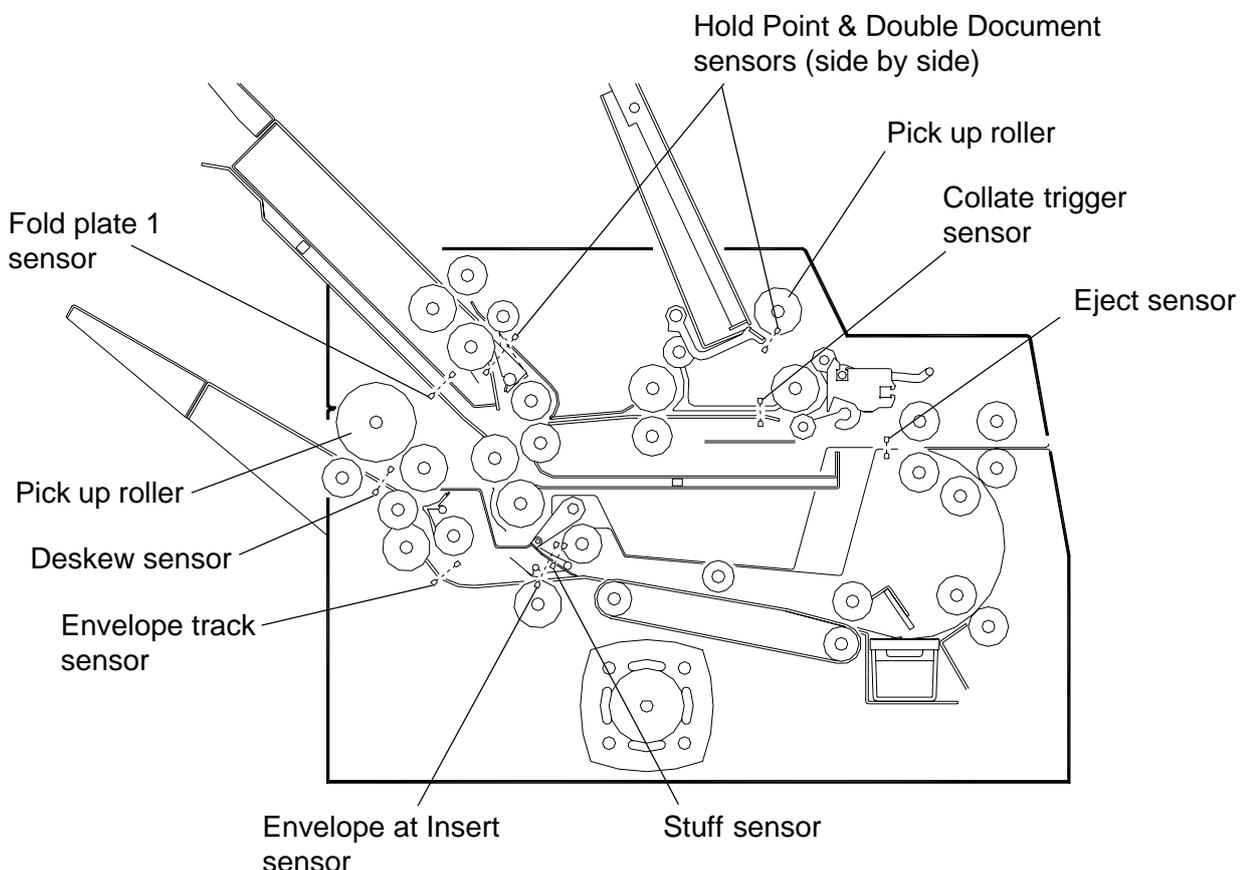
Periodically, all rollers, feed wheels and sensors should be cleaned, especially if a long run is envisaged. Use only Rubber Roller Restorer (part no. E0483A), **except for the pick-up rollers on the feed and envelope hoppers - these must be cleaned using only a cloth dampened with water.** Clean the full circumference of rubber rollers, feed wheels and conveyors in the area of:

- a) Insert hoppers
- b) Envelope hopper (including rollers after the hopper)
- c) Insert area (open clam shell for access)
- d) Closer area (open clam shell for access)

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

Some of the rollers can be rotated by hand when cleaning. Others may be too stiff, in which case, unload the envelope hopper and press the Envelope Feed key. This will randomly spin the rollers. Close the clam shell and remove all stationery before running. Clean the rollers again and repeat this cycle 2 or 3 times.

When cleaning the rollers, the sensors should also be cleaned by blowing away dust and debris using the supplied airduster. **It is important that sensors are regularly cleaned, or operating errors may occur.** Sensor locations are shown below and a description of how to access is shown on the following page. Note that each sensor is in two halves - receiver and transmitter. Both halves must be cleaned. **Use only non-flammable airdusters, such as supplied by PFE (part no. A0070A).**





Gaining access to the sensors

To clean the sensors effectively, direct the jet of air as close to the sensor or its entry hole as possible. Remember to clean both halves.

Hold Point/Double Document sensors - Hoppers 1a

Pull out hopper 1a. The sensors are located at the bottom of the tray, one either side of the central roller. Direct the nozzle in the gap between the two halves.

Hold Point/Double Document sensors - Hopper 2

The sensors are located in front of the white separator roller, one either side. Direct the nozzle under the white roller shaft and into the gap between the two halves.

Fold Plate 1 sensor

Pull off the fold plate shield by gripping the lipped edge with the scale on it - the plate is magnetically retained. The sensor can be seen at the bottom of the fold plate.

Deskew sensor

The sensor is located at the bottom of the envelope hopper, to the right of the four central rollers.

The following sensors require the clam shell to be opened for cleaning:

Envelope at Insert/Stuff sensors

The lower halves are located behind the four central black rollers. The upper halves are in the middle of the tie bar across the width of the upper section.

Envelope Track sensor

The lower half is located at the back of the opening, to the left of the two black rollers. The upper half is on the stub bar on the left hand side of the upper section.

Collate Trigger sensor

Release the latches of fold plate 2 and remove it. Pull down the hinging plate above it and the lower half of the sensor will be in the middle of the plate with the upper half above it. Ensure the latches are fully secure when replacing fold plate 2.

Eject sensor

The lower half is located at the front of the opening, in the middle of the tie bar across the width. The upper half is in front of fold plate 2, accessed through the diamond-shaped hole.



SECTION 5 CONTROL PANEL MESSAGES

If operating errors occur, the machine will stop and an error message will appear on the control panel display. For example, if fold plate 2 was incorrectly inserted:

```
*      ERROR      88      *  
Fold-plate 2 not  
fully home
```

Pressing the Help (?) key will suggest the action to be taken to remedy the fault, for example:

```
(1)Open Clam Shell  
(2)Ensure fold  
plate is latched  
(3)Close Clam Shell
```

If a down arrow ↓ appears on the display, pressing the Scroll down key will reveal further information.

All error messages are self explanatory. Should any occur that arise from the failure of some part of the machine, the operator will be alerted to contact the Service Department.



DONNEES TECHNIQUES DE LA MACHINE

1. **ATTENTION:** Afin de garantir un fonctionnement en toute sécurité, cette machine doit être installée et entretenue par un technicien agréé.
2. **ATTENTION:** Si le couvercle ou le mécanisme de blocage de sécurité est endommagé, ne pas utiliser la machine tant que les réparations n'ont pas été effectuées.
3. **ATTENTION:** **Cette machine doit être raccordée à la terre.** Les fils de couleur du câble d'alimentation sont:

115V	230V	Connecté:
Vert	Vert/Jaune	à la terre (masse).
Blanc	Bleu	au neutre.
Noir	Brun	à la tension.
4. **ATTENTION:** Cette machine ne doit pas être utilisée si le câble d'alimentation est endommagé. Il y a lieu de le remplacer par un câble similaire:

UK	N° de pièce 162-210
EURO	N° de pièce 162-311
US	N° de pièce 162-321
5. **ATTENTION:** Pour ne pas compromettre la protection contre les risques d'incendie, remplacer par un fusible de même type et de mêmes caractéristiques nominales:

115V	T3.15A 250V	N° de pièce 135-103
230V	T2A 250V	N° de pièce 135-102
6. **Spécifications:**

Nom du modèle:	<u>EasiMailer</u>	
Numéro du modèle:	<u>1042EA</u>	
Tension d'entrée:	<u>115V à 60Hz</u>	<u>230V à 50 Hz</u>
Courant d'entrée:	<u>2A</u>	<u>1A</u>
Niveau de bruit:	<u>71dBA</u>	<u>71dBA</u>
(mesuré en insérant un seule feuille dans une enveloppe à une distance de 1 mètre du capot le plus proche et à 1,6 mètre du sol).		
Poids:	<u>56kg emballé, avec les accessoires</u> <u>46kg déballé</u>	

Le levage ou la manipulation de la machine ne peut être effectué que par des personnes qualifiées utilisant l'outillage approprié.

7. Cette machine est conçue tout spécialement pour pliage est insertion des documents dans une enveloppe.



MACHINE SPECIFICATION SHEET

1. **CAUTION:** In order to ensure correct safety and operation, this machine must be installed and maintained by a PFE authorised Service Engineer.
2. **CAUTION:** Should any cover or safety interlock be damaged, the machine must not be used until sevice repairs have been completed.
3. **CAUTION:** **This machine must be earthed.** The wire colors in the mains cord are:
 (Green 115v) (Green/Yellow 230v) which must be connected to Earth (Ground).
 (White 115v) (Blue 230v) which must be connected to Neutral.
 (Black 115v) (Brown 230v) which must be connected to Live (Line).
4. **CAUTION:** This machine must not be used if the mains cord becomes damaged. It must be replaced with a similar mains cord :
 (PFE Part No. 162-321 U.S.). (PFE Part No. 162-210 U.K.).
 (PFE Part No. 162-311 EURO).
5. **CAUTION:** For continued protection against risk of fire, replace with same type and rating of fuse. The fuse rating and type for this machine is :
 T2A 230Volts (PFE Part No. 135-102).
 T3.15A 115Volts (PFE Part No. 135-103).
6. **Model Details:**
 Model Name: EasiMailer
 Model Number: 1042EA
 Input Voltage: 230 Volts @ 50 Hz Input Voltage: 115Volts @ 60Hz
 Input current: 1 Amps Input current: 2 Amps
 Sound Output 71dBA Sound Output 71dBA
 (measured at 1 meter from the cover and 1.6 meters from the ground).
7. The use for this machine is collating, folding and inserting documents into an envelope.
8. The weight of this machine is: 56 kgs. (packaged, with accessories)
46 kgs. (unpacked)
 Lifting or handling must only be carried out by competent persons using appropriate means.