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World Leaders

IN MAILROOM TECHNOLOGY

AS1200 PRESSURE SEALER

**Operating
Instructions**

IMPORTANT NOTICE

Before connecting the machine to a power source,
please read the Machine Specification Sheet opposite.
Ensure that the power cord is undamaged.



AS1200 PRESSURE SEALER

MACHINE SPECIFICATION SHEET

1. **CAUTION:** In order to ensure correct safety and operation, this machine must be installed and maintained by an authorised Service Engineer.
2. **CAUTION:** Should any cover or safety interlock be damaged, the machine must not be used until service repairs have been completed.
3. **CAUTION:** **This machine must be grounded.** The wire colors in the power cord are:
 (Green 115v) (Green/Yellow 230V) which must be connected to 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 power cord becomes damaged. It must be replaced with a similar power cord.
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 :
 T 7 A Amps 230Volts (PFE Part No. 135-307).
 T 10 A Amps 115Volts (PFE Part No. 135-310).
6. **Model Details:**

Model Name:	AS1200 Pressure Sealer	
Model Number:	EAS12AA	
Input Voltage:	230 Volts @ 50 Hz	Input Voltage: 115 Volts @ 60 Hz
Input current:	4 Amps	Input current: 8 Amps

Sound Reading: 75 dBA
(measured at a distance 1 metre from the nearest cover and 1.6 metres from the ground)
7. The use for this machine is pressure sealing documents.
8. The weight of this machine is: xx kgs. (unpackaged)

Lifting or handling must only be carried out by competent persons using appropriate means.



AS1200 PRESSURE SEALER

SECTION 1 TECHNICAL SPECIFICATION

Form Size:

	MIN. FORM LENGTH (UNFOLDED)	MAX. FORM LENGTH (UNFOLDED)	MIN. FORM WIDTH (UNFOLDED)	MAX. FORM WIDTH (UNFOLDED)
US	7"	14" *	4¼"	9.5"
EUROPEAN	178mm	356mm	108mm	241mm
	MIN. FORM LENGTH (FOLDED)	MAX. FORM LENGTH (FOLDED)	MIN. FORM WIDTH (FOLDED)	MAX. FORM WIDTH (FOLDED)
US	3½"	6"	4¼"	9.5"
EUROPEAN	89mm	152mm	108mm	241mm

* Up to 17" for 'C' or 'Z' fold only

Nested Insert Size

	MIN. INSERT LENGTH	MAX. INSERT LENGTH	MIN. INSERT WIDTH	MAX. INSERT WIDTH
US	2½"	4"	4"	7.5"
EUROPEAN	63.5mm	102mm	102mm	190mm

Fold Lengths:

	MIN. FOLD LENGTH 1	MAX. FOLD LENGTH 1	MIN. FOLD LENGTH 2	MAX. FOLD LENGTH 2
US	0	9.5"	3 2/3"	6"
EUROPEAN	0	241mm	93mm	152mm

Facilities for single fold and for hand-folded seal-only.

See also Section 8 for commonly used fold dimensions.

Sealing strip Width:

Max. 0.75" (19mm)



AS1200 PRESSURE SEALER

Paper Weight:

Max. 38lbs bond (145gsm), Min. 20lbs bond (80gsm).

Insert Thickness:

Max. .040" (1mm), Min. .004" (0.1mm)

Hopper Capacity:

Up to 300 sheets (main hopper) *
Up to 250 sheets (insert hopper) *
Up to 4000 sheets (optional Hi-Cap feeder) *
* depending on paper weight

Form Type:

Pressure seal forms with 'fold assist' perforations.

Volume:

Up to: 500,000 documents/month (Fold & seal only)
250,000 documents/month (Fold, nest & seal)

Speed:

Up to 12,000 documents/hour (Fold & seal only, 24lbs, 11"l x 8½"w or 90gsm A4)
Up to 10,000 documents/hour (Fold, nest & seal, 24lbs, 11"l x 8½"w or 90gsm A4)

Physical Dimensions:

Length: 75" (1910mm)
Width: 25" (640mm)
Height: 51½" (1310mm)

Electrical:

Voltage:	230V @ 50Hz	115V @ 60Hz
Current:	4A	8A

Noise Output:

75dbA at 1m from nearest cover at 1.6m height



SECTION 2 DESCRIPTION OF OPERATION

The function of the AS1200 Pressure Sealer is to draw unfolded forms from a stack, fold them either once or twice, seal the cohesive edges and place them into a receiving tray. Optionally, up to two separate inserts can be nested into the fold of the form before sealing. Sealing takes place firstly along the depth of the folded form which is then turned through 90° for sealing along its length. Forms can be 'C', 'V' or 'Z' (equal or eccentric fold), and there is also a handfeed facility to seal pre-folded forms; this feature may also be used to seal a diverted form.

The fold plates are automatic in operation and the fold lengths are programmed in from the control panel. The LCD display allows clear and simple operator interface for all programming operations.

Prior to use for the first time, or after a change of form type, the machine can be calibrated to detect double documents. Subsequently, if more than one form is fed at a time (eg. two stuck together), these will be diverted into a tray in the top of the machine before reaching the sealing rollers. The form used for calibration will also be diverted into this tray (which allows checking of folds and ensures that only a single document was fed).

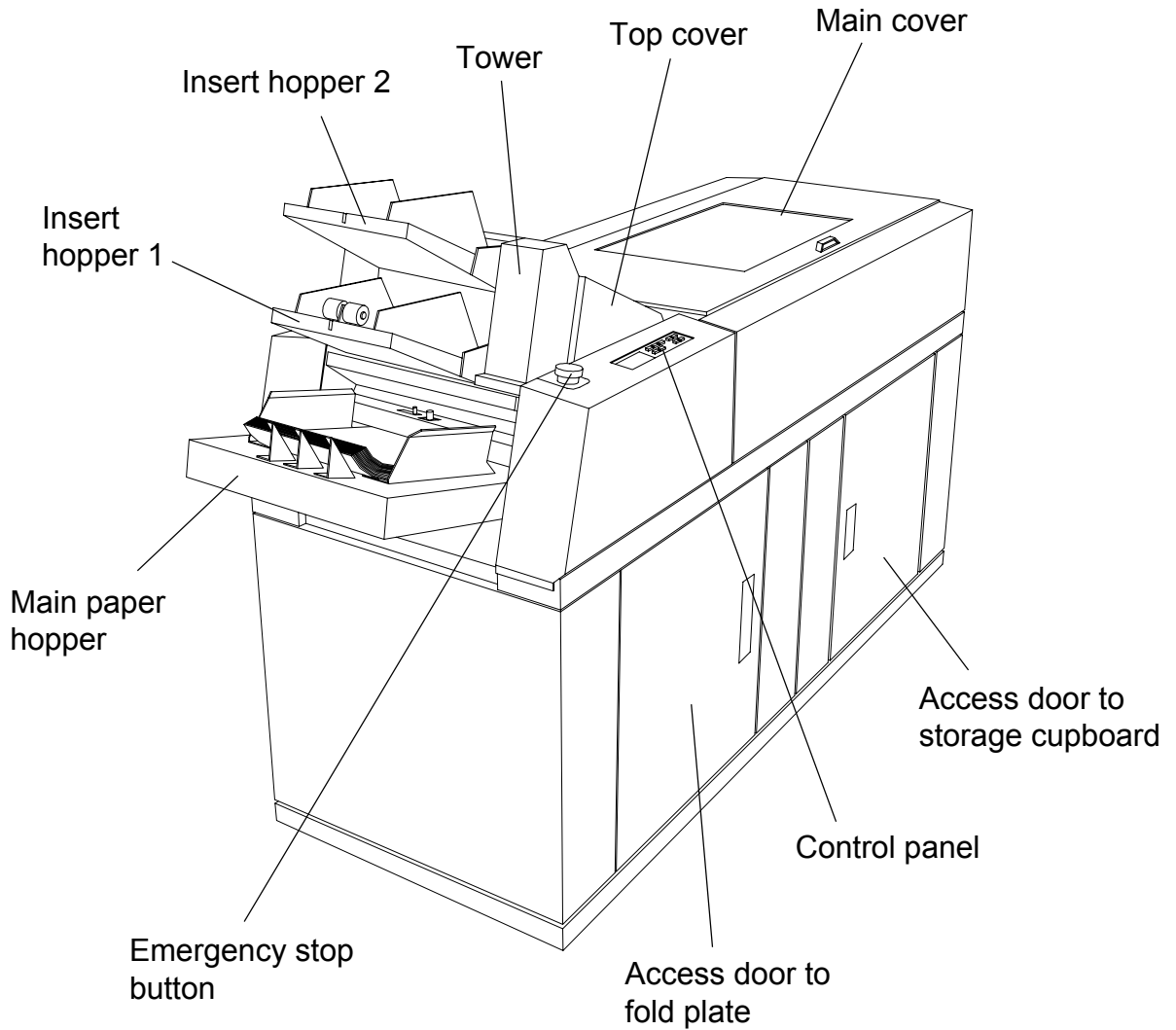
A jog facility is provided, which operates the machine in short 'spurts' in order to help clear crashed forms through the paper path, and sections of the insert area may be hinged open to facilitate this. Any errors that occur will be relayed to the control panel. The display also indicates the forms count when the machine is running; the counter may be reset to zero at any time, eg. when starting a new job.



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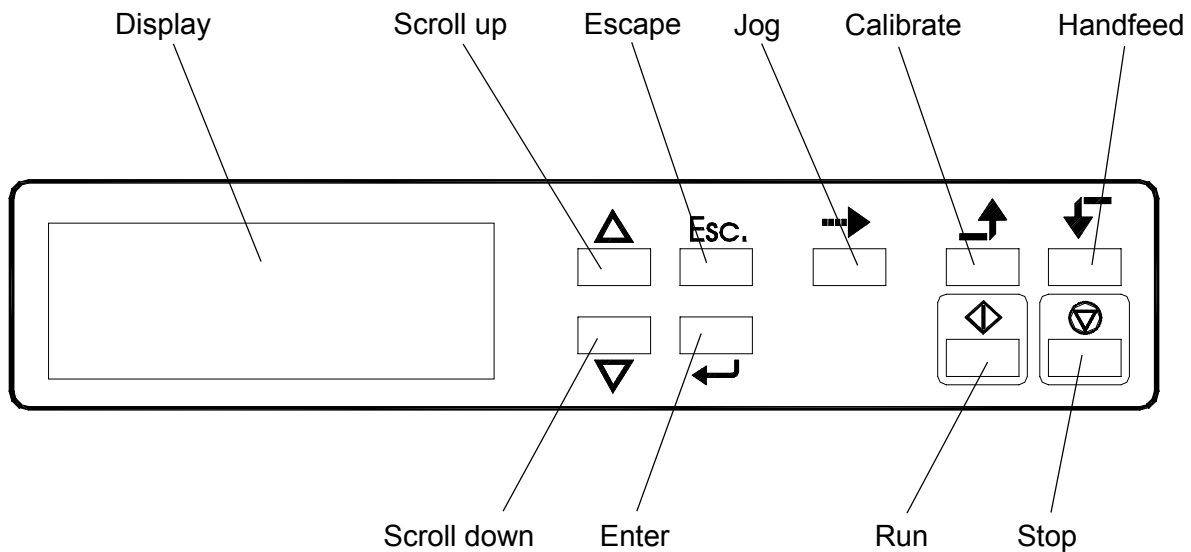
SECTION 3 DIAGRAM OF PARTS

Shown below are the main sections of the AS1200 Pressure Sealer.



The main cover, top cover and tower can all be raised to provide access for setting up and operator maintenance.

SECTION 4 CONTROL PANEL



Explanation of Keys

Scroll up/down keys Moves the highlight brackets up or down the menu items.

Escape key Exits the current menu and returns to the previous menu. **Note:** the currently highlighted menu item will also be selected when this key is pressed.

Enter key Selects the currently highlighted menu item and remains in that menu.

Calibrate key Calibrates a document for doubles detection and ejects it into the upper tray (see section 5.7).

Handfeed key Allows pre-folded individual documents to be fed by hand (see section 7).

Jog key Operates the machine in short bursts to facilitate clearing of paper jams.

Run key Starts the machine operating with the selected program.

Stop key Stops the machine after finishing the processing of documents currently in the paper path.



AS1200 PRESSURE SEALER

SECTION 5 MACHINE OPERATION

5.1 OPERATING PROCEDURE

Shown below is an operating summary of the machine. Further details may be found in the section indicated.

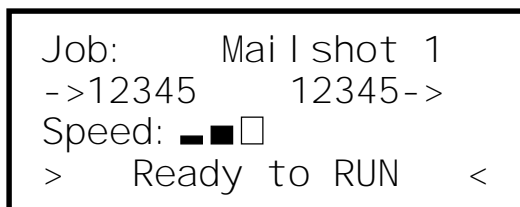
5.1.1 Load forms into the main paper hopper, and if required, inserts into the insert hopper. See section 6.1 for details of loading the hoppers.

5.1.2 Raise the main cover and adjust both sets of pressure rollers, the center guide and center rollers. See section 6.2 for details of these adjustments.

5.1.3 Plug in the machine and switch on. Display shows:



5.1.4 After a few seconds, the display will change to the Run screen, showing the last selected job, eg:



If this is the required job and the paper type has not changed since the last usage, press the Run key on the control panel and the machine will begin operating with the options set up in that program. If the paper type has changed, calibrate for double documents (see section 5.7 on page 15) before pressing the Run key. If the machine does not start, check the status line on the display to ensure it is showing Ready. If a cover is open for example, the display will indicate to suit.

If a different program is required, follow the directions shown on the next page.

5.1.5 To halt the machine at any time, press the Stop key.

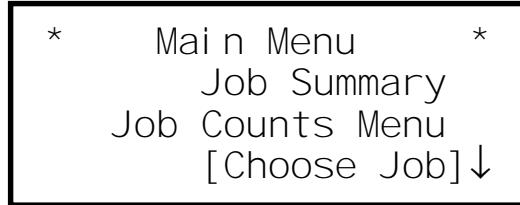
NOTE: TO STOP THE MACHINE IN AN EMERGENCY, PRESS THE RED EMERGENCY STOP KNOB NEXT TO THE CONTROL PANEL



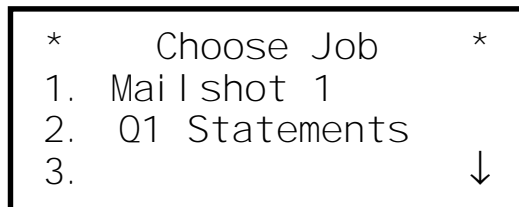
AS1200 PRESSURE SEALER

SECTION 5.2 SELECTING A DIFFERENT JOB

To select a different job, press the Enter key when the Run screen (shown on the previous page) is displayed. This will bring up the Main menu, as shown below:



Use the Up/Down keys to highlight Choose Job and press the Enter key. This will display the following:



To select another job, use the Up/Down keys to highlight the one required and press the Enter Key. Press the Escape key to return to the Run screen and press the Run key to begin operating. Up to 30 jobs can be pre-programmed, and are displayed on the menu.

Further options on the Main menu are described briefly below. Full details are given in the section number indicated, where relevant.

- Job Summary:** Displays the settings of the current job.
- Job Counts Menu:** Displays the same counts as on the Status screen, and allows both counts to be reset to zero. **Note:** until reset, the displayed count is retained with the job, even if the machine is switched off. Similarly, if you change to another job, the last count for that job will be displayed, providing it has not been reset.
- Job Edit Menu:** Allows programming, saving of a job if settings are altered, and other options. **See section 5.6 on page 14**

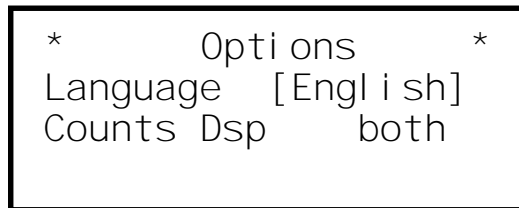


AS1200 PRESSURE SEALER

Main Menu (contd).

HiCap Sep Adjust: Allows adjustment of the Hi-Cap unit separator gap. Press the Up or Down keys to increase or decrease the gap. Note that the increase or decrease is in very small units. This option is only available if the Hi-Cap unit is fitted.

Options: Allows selection of alternative menu languages, and also how the forms counts are displayed (see below):



Select 'Language' to change the language of all menus to any of those listed.

Two different counts are displayed on the Run screen by default, to show input and output documents. The difference between them is the number of documents diverted, or otherwise not processed (eg. crashed before output). If you wish to display only input or output, select 'Counts Dsp'.

Supervisor: Allows setting of user access level and position of inserts. For user access, low, medium, full or custom access levels are available, and are described below.

Note: The supervisor switch must be activated before this function is available.

Low - Allows running of machine, and viewing Job Counts and Statistics menus. Cannot edit any setting or change job.

Medium - As for low, except job can be changed, doubles calibration set and counts reset.

Full - All functions are available. Note that Engineer plug will still have to be inserted before Engineer Test Modes can be accessed. **See section 12 on page 30.**

Custom - Allows selection of access to individual functions.

contd.



AS1200 PRESSURE SEALER

Operating Instructions

Machine Config - Allows adjustment of lead edges of collated inserts. Use Up/Down keys to select, press Enter when done.

Clean Sep Assist - Use to clean the Hi-Cap unit separator roller. Requires user to raise roller carrier assembly under top cover - follow on-screen instructions. (This option is only available if Hi-Cap unit is fitted).

Statistics: Displays user access level, total running hours to date, total forms count to date and software version. Note that the forms count is the permanent forms count and will not be reset if the count is zeroed using 'Job Counts Menu'.

Engineer: Allows changes to system settings to be made. Only available to personnel with Engineer access. **See section 12 on page 30**

Note: If the machine requires servicing, a 'Service Due' message will be displayed soon after starting up. Press the Escape key to clear the message and continue running, but contact the Service Department as soon as possible.



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SECTION 5.3 CREATING A NEW JOB

A new job is created by selecting an unused job number from the Choose Job menu, selected from the Main Menu, as shown below:

```

*      Mai n Menu      *
      [Choose Job]
      Job Edi t Menu
      Opti ons ↓

```

Highlight 'Choose Job' and press Enter to display the following:



From any menu, press 'Esc' to return to the previous menu.

```

*      Choose Job      *
1.  Mail shot 1
2.  Q1 Statements
3.                               ↓

```

Highlight any spare (ie. unprogrammed) job and press Enter. This will take you to the Program Job Menu, as shown below.

```

*      Program Job      *
Name
Station 1 [always]
Fold Len 1      099↓

```

From this menu, you name your new job, and enter the required settings to program it. This is described in detail in [section 5.5 on page 12](#).

SECTION 5.4 MODIFYING AN EXISTING JOB

As with creating a new job, modifying an existing job is carried out from the Program Job Menu. Unlike a new job, however, in order to enter the menu you must first have selected the existing job from the Choose Job menu, as described above. Press Enter, and the Job Edit Menu is displayed, as shown below. Select 'Program Job' and edit the job as described in [section 5.5 on page 12](#).

```

*      Job Edi t Menu      *
      [Program Job]
      Nest Posi ti on
      Vi ew Changes ↓

```

contd.



AS1200 PRESSURE SEALER

SECTION 5.5 PROGRAMMING A JOB

Enter the Program Job menu as described in **section 5.3 or 5.4** on the previous page. This will display the following, with explanations below.

```

*      Program Job      *
Name
Station 1  [always]
Fold Len 1      099↓

```

Name= When programming 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
Station 1=	Status of hopper 1. Cannot be disabled, so will be shown as 'always'.
Fold Length 1=	When Enter is pressed, Fold Length screen will be entered, from where the fold length is set. When done, press Enter again to return.
Fold Length 2=	As 'Fold Length 1'.

contd.



AS1200 PRESSURE SEALER

Setting	Explanation and Options
DD=	Doubles detection status of Station 1. Options: on / off. Set to 'off' for special uses, eg. feeding pre-folded inserts, or if heavy print may give false readings. See section 5.7 on page 15 for further information on doubles detection.
Insert 1=	Status of first (lowest) insert station. Options are Off / Always.
Insert 2=	Status of second (highest) insert station. Options are Off / Always.

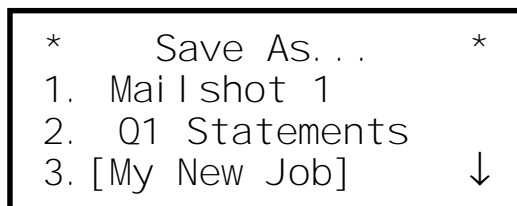
When all the settings have been programmed, press Esc. If creating a new job, you will be prompted to save your settings, then returned to the Choose Job Menu ([see page 11](#)), where the name of the new job will be displayed. If modifying an existing job, settings will not yet be saved, and you will be returned to the Job Edit Menu ([see page 11](#)). From here you can view your changes before saving, save the new settings and overwrite the existing job or 'Save As' to a different job name (see below).

Saving As

When 'Save As' is selected from the Job Edit Menu, the screen shown below will be displayed allowing the currently selected job to be saved to a different name with the same settings. Use the scroll up/down keys to move to any free location and press Enter. This advises that the job has been saved, and the Job Edit Menu is then entered, as described opposite. This will allow the process to be repeated, if required.



If a job has been created or edited but not saved, a * will appear next to the jobname in the Run screen shown on [page 7](#). This will disappear when the job has been saved.

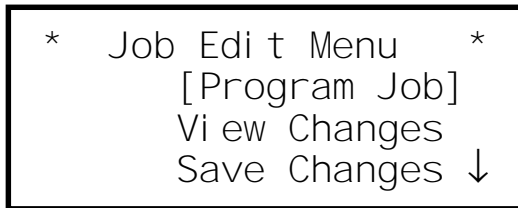


contd.



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SECTION 5.6 JOB EDIT MENU - FURTHER OPTIONS



In addition to the previously described 'Program Job' and 'Save As', there are a number of further options in the Job Edit Menu. These are described below:

Nest Position: Adjusts the position of the leading edge of a nested insert in relation to the crease of the document. Increase the number to move the insert further forward.

View Changes/Save Changes: If you make changes to an existing job from the Program Job menu, these changes will not be saved when you return to the Job Edit Menu. Selecting 'View Changes' gives you an opportunity to check your changes to be sure they are correct, then you can save them by selecting 'Save Changes'. These options will only be displayed if changes have been made to the job.

Revert to Saved: If you decide that changes you made from the Program Job Menu are incorrect, or otherwise not required, select 'Revert to Saved' to return to the job before you altered it. Any changes made will not be saved.

Delete: Permanently deletes a job, after prompting for confirmation. **Use with Care!** Once deleted, a job cannot be retrieved.



AS1200 PRESSURE SEALER

SECTION 5.7 DOUBLE DOCUMENT DETECTION

To calibrate the machine and feed a single document for testing, press the Cal key on the control panel. A single document will then be gauged for calibration and ejected into the top tray. Remove the document to check that only one has fed, and if applicable, check that the required number of inserts have been nested. This operation need only be carried out on the first document until the paper type is changed.

To set the machine to check every document and eject it if it is a double, set 'Stn 1 DD = on' from the Program menu, as shown below.

```
*      Program Job      *  
Stn 1 DD=              [on]↑
```

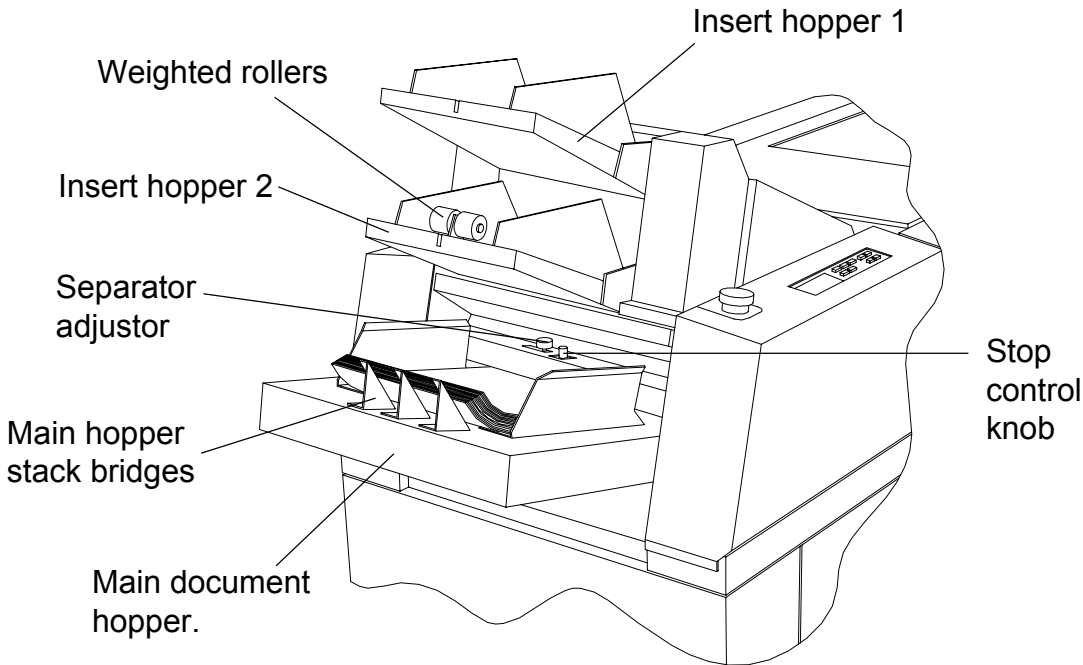
If this is set to off, no document will be detected and ejected, even if it is a double. This function may be useful if only a short run of a different paper type is envisaged, and it is not desired to recalibrate. Normally, the setting should be 'on'.

Note: Double document calibration can only be carried out by personnel with medium access level or higher (see *Supervisor* on page 9).



SECTION 6 SETTING UP THE MACHINE

6.1 LOADING THE PAPER HOPPERS



1. Set the separator gap on the main hopper by first inserting a single sheet into the rollers. Turn the knob anticlockwise until the sheet passes through, then turn the knob back the other way until it just grips the paper.
2. Fan a stack of prime documents (see section 1 for maximum quantity) and load it onto the main hopper, adjusting the side guides to give approx. 1/16" (1.5mm) each side. Adjust the stack bridges so that the stack is biased into the pick-up rollers (ie. so that the bridges are slightly further back than the length of the stack). Ensure the lock levers are tightened when finished. **Note:** which way round the paper is loaded depends on the fold type - [see section 8 on page 22](#) for commonly used sizes and orientations.
3. If inserts are being used, draw the weighted rollers back and load the inserts onto insert hopper 1, adjusting the side guides to give approx. 1/16" (1.5mm) each side. Slide the rollers forward so that the inserts are pushed towards the front of the hopper, and tap the top of the stack downwards to ensure that the edges are touching the surface of the hopper.
4. If a second insert is being used, load these into insert hopper 2 in a similar manner.

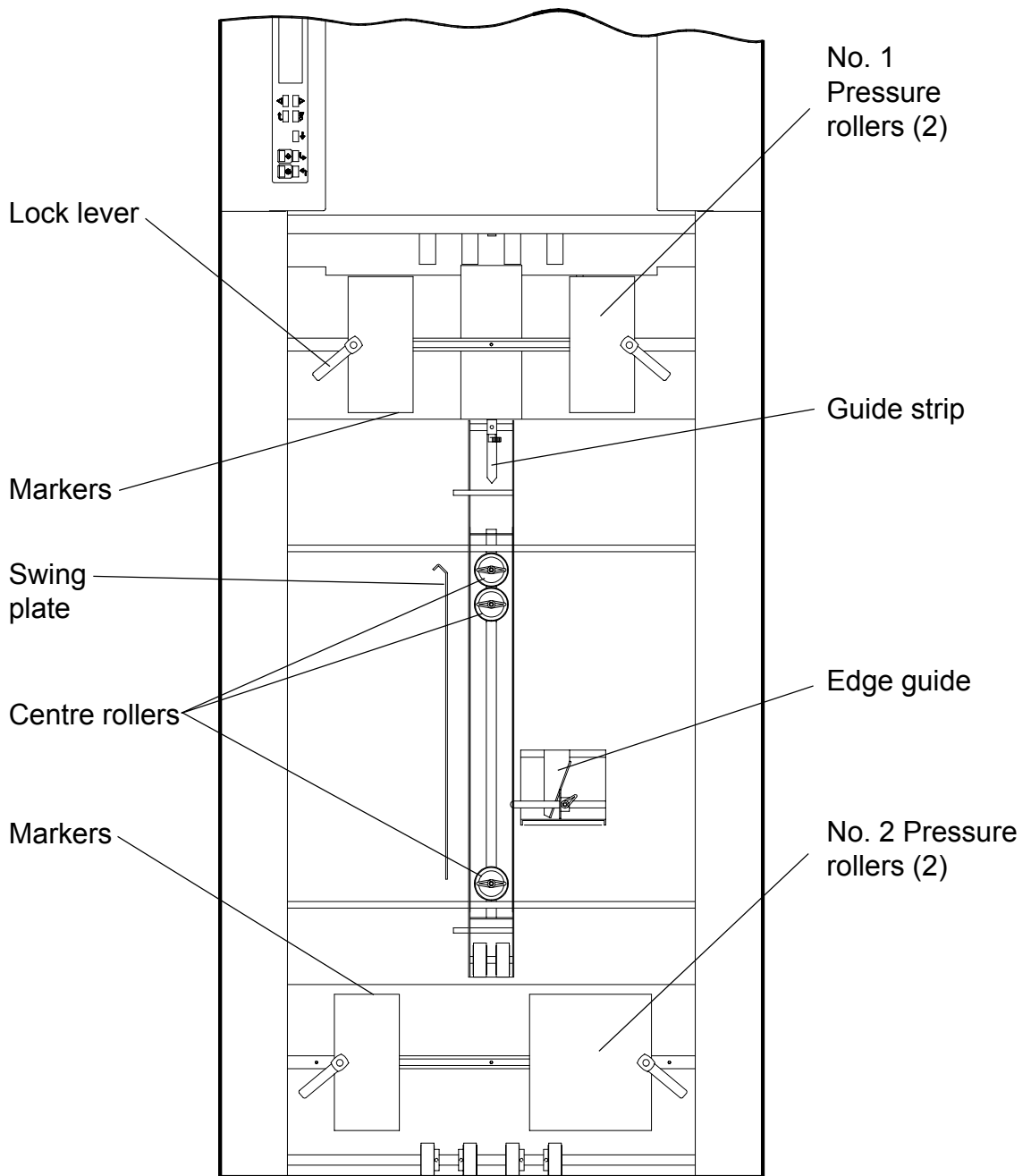
Note: As the upper separator roller does not rotate, after a long period of use a flat may be worn across the width. If double documents are occurring frequently but the gap is correct, the roller may be rotated by one stop position by raising the small knob next to the adjustor and turning the roller by hand. When all the stop positions have been used up, the roller must be replaced.



AS1200 PRESSURE SEALER

6.2 ADJUSTING THE PRESSURE ROLLERS

After loading the paper hoppers, the pressure rollers must be adjusted so that the edges of the folded documents are sealed. The No. 1 rollers seal the edges along the width of the document and the No. 2 rollers seal the length. The centre rollers must also be adjusted to allow the envelope to swing through 90°. Refer to the diagram below and instructions overleaf:



contd.



Referring to the diagram on the previous page:

1. Hand-fold a document to the finished size (see section 8 on page 22 for fold options).
2. On each No. 1 pressure roller, slacken the lock lever. Holding the document so that the centre of its width aligns approximately with the centre of the machine, slide the roller assembly so that the sealing strip of the document is between the 2 markers on the face of each roller assembly (the markers indicate the inside and outside edges of the sealing rollers). Ideally, the inside marker should align with the perforation on the sealing edge. Tighten the levers when both rollers are set.
3. Slacken the lock knob on the edge guide. Adjust the guide so that when the document has swung through 90°, the document will comfortably fit between the swing plate and the edge guide as its long edge slides down the plate.
4. Adjust No. 2 rollers for the long edges of the folded document. The arrows must align in the same way as for No. 1 rollers. **Note:** on eccentrically folded documents, ensure that the *sealing* strips pass between the arrows. Note also that the non-sealed edge should pass slightly inboard of the inside arrow, ie. so that the creased edge does not pass between the sealing rollers.
5. Slacken the lock lever on the edge guide and adjust it so that its narrowest point just contacts the other long edge of the folded document as it travels down the conveyor. Tighten the lock lever when the guide is set.
6. Slacken the lock screws on top of the centre rollers and move two of them as far as possible towards No. 1 pressure rollers, as shown opposite. Set the other one towards No. 2 pressure rollers. This should be satisfactory for most applications, though lighter documents (eg. 'V' fold with no inserts) may swing through 90° more easily if the centre roller is moved back towards No. 2 pressure rollers.
7. Tighten all lock screws when the rollers are set.



AS1200 PRESSURE SEALER

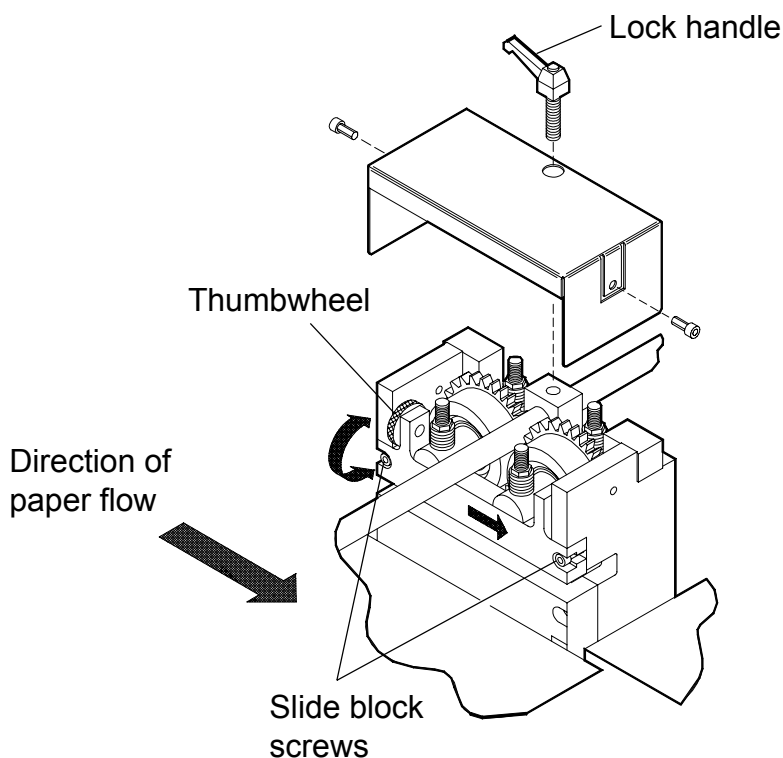
6.3 AIR POCKETS AND TWISTING

When documents are sealed, it is sometimes possible for air pockets to become trapped in the corners ('puckering'), or for twisting or bending to occur. These problems can be fixed by using the 'toe-out' adjustment, as described below.

Note: These adjustments require the use of hand-tools and should only be carried out by suitably qualified personnel. If in doubt, contact PFE Service Department.

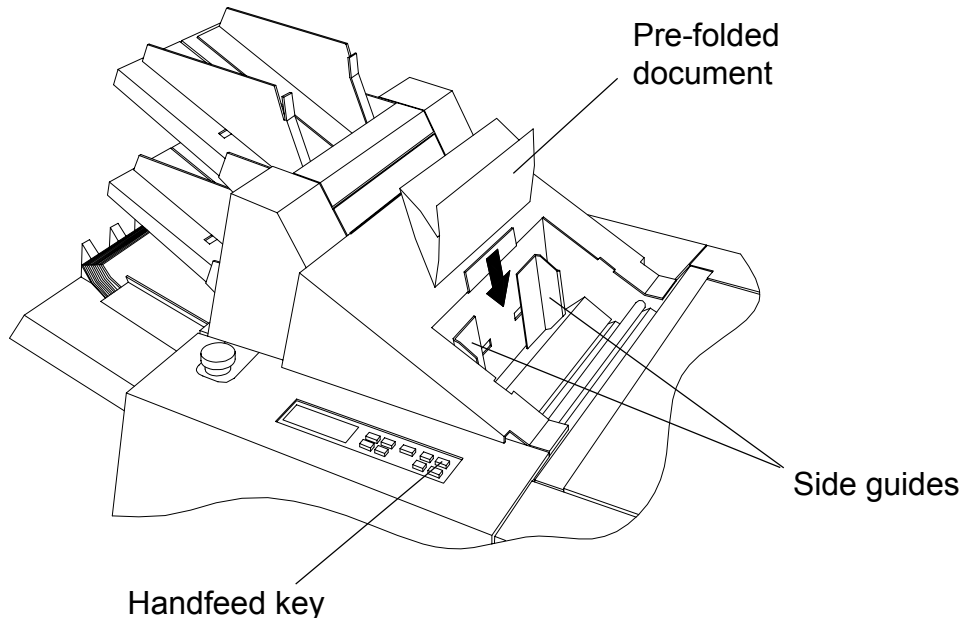
The toe-out adjustment is carried out on the first set of sealing rollers if trapped air pockets are occurring, and the second set of rollers if twisting or bending is a problem. In both cases, the procedure is the same.

1. Remove the cover over the sealing roller on both sides. This requires removal of the lock lever and 2 securing screws.
2. Slacken the 2 screws securing the slide block as shown below.
3. Turn the thumbwheel in the direction required to move the slide block in the same direction as the paper flow. Make only small adjustments at a time, say 1/2 turn. Adjust both sides equally.
4. Tighten the slide block, refit the lock handle and test the machine. Repeat from step 2 if required, or if the problem is cured, replace the cover.



SECTION 7 HANDFEED OPTION

If required the machine can operate in manual mode, allowing, for example a single or small number of documents to be processed without setting up the rest of the machine. This function may also be used for sealing diverted forms.



To operate the handfeed function:

1. Pre-fold a document to the required size ([see section 8 on page 22](#) for fold options).
2. Referring to the diagram above, adjust the side guides to approx. 1/16" (1.5mm) wider than the document each side.
3. Press the handfeed key on the control panel (see diagram) and insert the document, crease downwards, firmly into the hopper. It will immediately be fed into the pressure rollers. **Note:** After pressing the key, the machine will wait for 5 seconds for the document to be fed - if this time is exceeded, the machine will revert to normal status and the key must be pressed again.
4. To exit handfeed mode, simply leave the machine for more than 5 seconds.

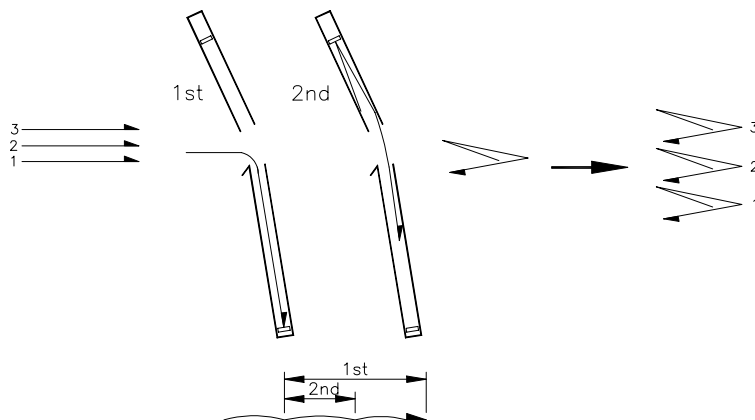


AS1200 PRESSURE SEALER

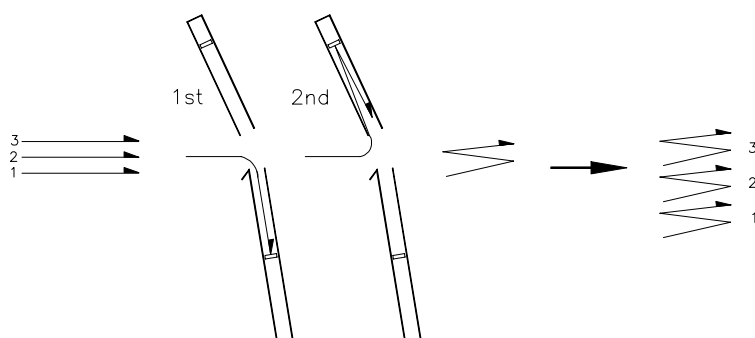
SECTION 8 FOLD OPTIONS

Indicated below are the three types of fold which may be used. Use the arrow as a guide to which way the paper should be stacked on the tray; normally the address will be on the same side and at the same end as the arrow. Use the ruler on the edge of the main cover for measuring the folds.

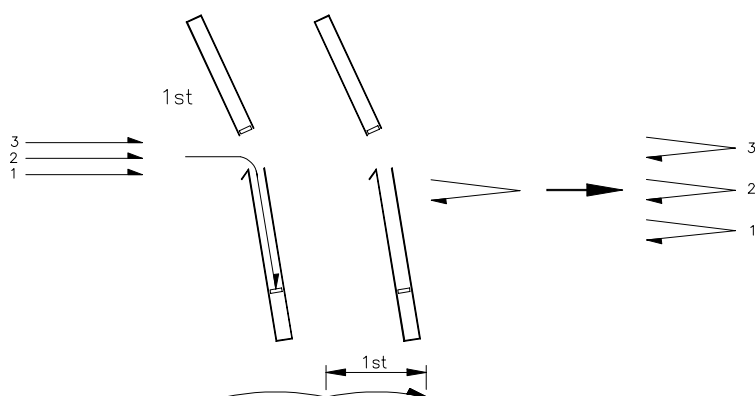
Letter (or Wallet/'C') Fold



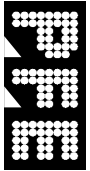
Accordian (or 'Z') Fold



Single (or Half/'V') Fold



Also see the following page for a list of frequently used form sizes.



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AS1200 PRESSURE SEALER

Operating Instructions

Frequently used Form Sizes

The list shown below indicates the Fold Plate settings for some typical folded forms.

FOLD STYLE	FORM DEPTH	TOP PANEL	MID. PANEL	BOT. PANEL	FORMS LOADED INTO HOPPER	FOLD PLATE 1	FOLD PLATE 2	FINAL ADDRESS
V	11"	5 1/2"	N/A	5 1/2"	Address Panel Up & Trailing	5 1/2"	Blocked	Up
V	11"	5 1/2"	N/A	5 1/2"	Address Panel Up & Leading	5 1/2"	Blocked	Down
Z	11"	3 11/16"	3 11/16"	3 5/8"	Address Panel Up & Leading	3 11/16"	3 11/16"	Up
Z	11"	3 11/16"	3 11/16"	3 2/3"	Address Panel Down & Trailing	3 11/16"	3 11/16"	Down
C	11"	3 11/16"	3 11/16"	3 5/8"	Address Panel Up - Internal Panel Trailing	7 3/8"	3 11/16"	Up
Eccentric C	11"	3 3/4"	3 3/4"	3 7/16"	Address Panel Up - Internal Panel Trailing	7 9/16"	3 13/16"	Up
Eccentric Z	11"	4 1/4"	4 1/4"	2 1/2"	Address Panel Down & Trailing	4 1/4"	4 1/4"	Down
Eccentric Z	11"	2 1/2"	4 1/4"	4 1/4"	Address Panel Up & Leading	2 1/2"	4 1/4"	Up
Z	14"	4 11/16"	4 11/16"	4 5/8"	Address Panel Up & Leading	4 11/16"	4 11/16"	Up
Z	14"	4 11/16"	4 11/16"	4 5/8"	Address Panel Down & Trailing	4 11/16"	4 11/16"	Down
Eccentric Z	14"	3 1/2"	5 1/4"	5 1/4"	Address Panel Up & Leading	3 1/2"	5 1/4"	Up
Eccentric Z	14"	5 1/4"	5 1/4"	3 1/2"	Address Panel Down & Trailing	5 1/4"	5 1/4"	Down
Eccentric Z	14"	3"	5 1/2"	5 1/2"	Address Panel Up & Leading	3"	5 1/2"	Up
Eccentric Z	14"	5 1/2"	5 1/2"	3"	Address Panel Down & Trailing	5 1/2"	5 1/2"	Down
C	14"	4 11/16"	4 11/16"	4 5/8"	Address Panel Up - Internal Panel Trailing	9 3/8"	4 11/16"	Up
Z - Return Envelope	14"	4 11/16"	4 11/16"	4 5/8"	Address Panel Down & Trailing	4 11/16"	4 11/16"	Down
Z - Return Envelope	14"	4 11/16"	4 11/16"	4 5/8"	Address Panel Up & Leading	4 11/16"	4 11/16"	Up
C - Ret. Env. (Xplo-97)	14"	4 3/8"	4 13/16"	4 13/16"	Address Panel Up & Leading	9 5/8"	4 13/16"	Down
Double V - Ret. Env.	14"	6 3/4"	N/A	7 1/4"	Address Panel Up & Leading	7 1/4"	3 5/8"	Down

Notes:

Forms feed from **Top** of stack by Friction. First fold is **Down** the vertical plate. Second fold is **Up** the vertical plate.



SECTION 9 OPERATOR MAINTENANCE

After a long period of use, dirt can build up on the rollers and wheels, and dust can cause the sensors to become obscured. This will need to be cleaned off to ensure reliable operation. If operational problems are occurring, the rollers and sensors should all be cleaned first before taking further action.

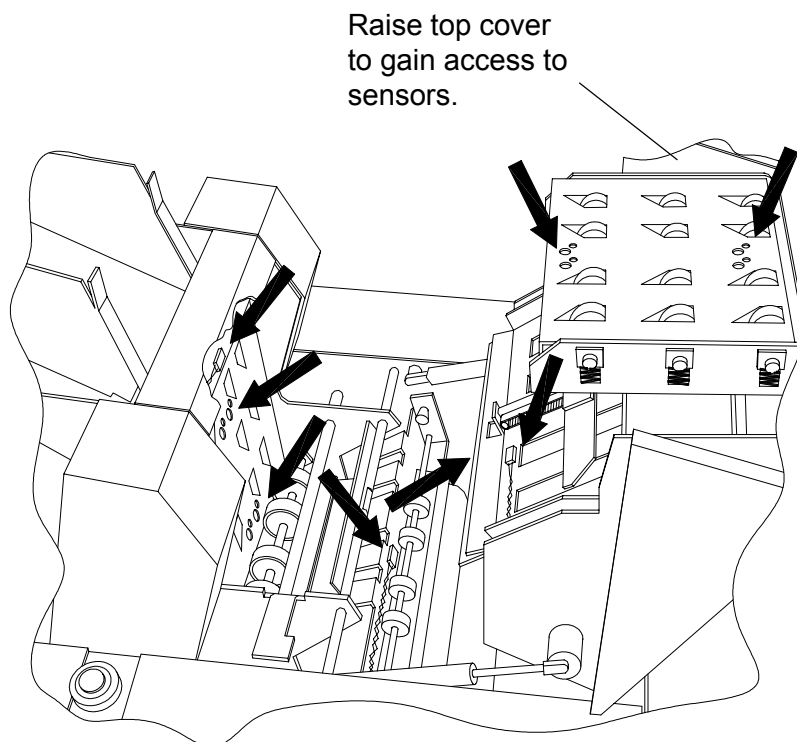
9.1 Cleaning the Rollers and wheels

The rubber rollers and wheels should be cleaned using a cloth and the supplied roller cleaning fluid. To gain access, raise first the top cover and also tilt back the tower. Clean the full width and circumference of all visible rollers and wheels. Use the jog button as described in [section 9.3 on page 26](#) to move the rollers round.

9.2 Cleaning the Sensors

The optical sensors on the machine consists of two halves, spaced slightly apart. They should be cleaned using the supplied non-flammable airduster, ensuring that both halves are cleaned. The diagrams following indicate the locations of the sensors (arrowed). **Note:** it is important to use only a **non-flammable** airduster, such as supplied by PFE (part number E0070A). This can be used in any orientation, including upside-down.

Feed Area Sensors



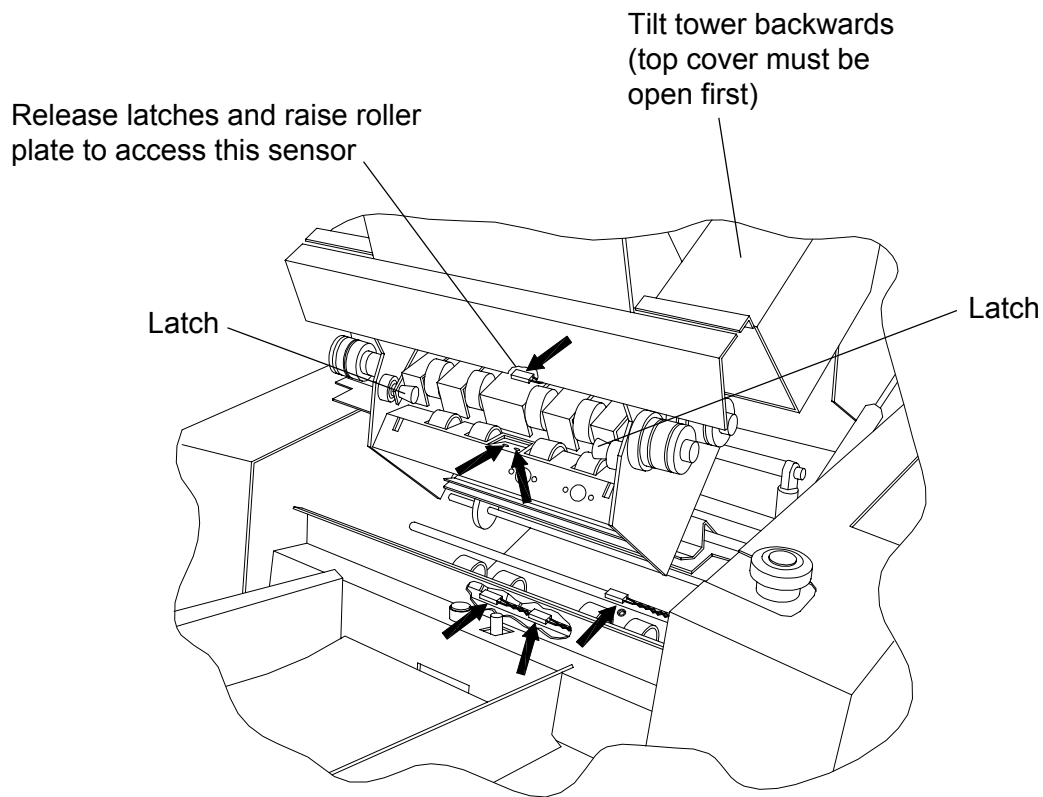
contd.



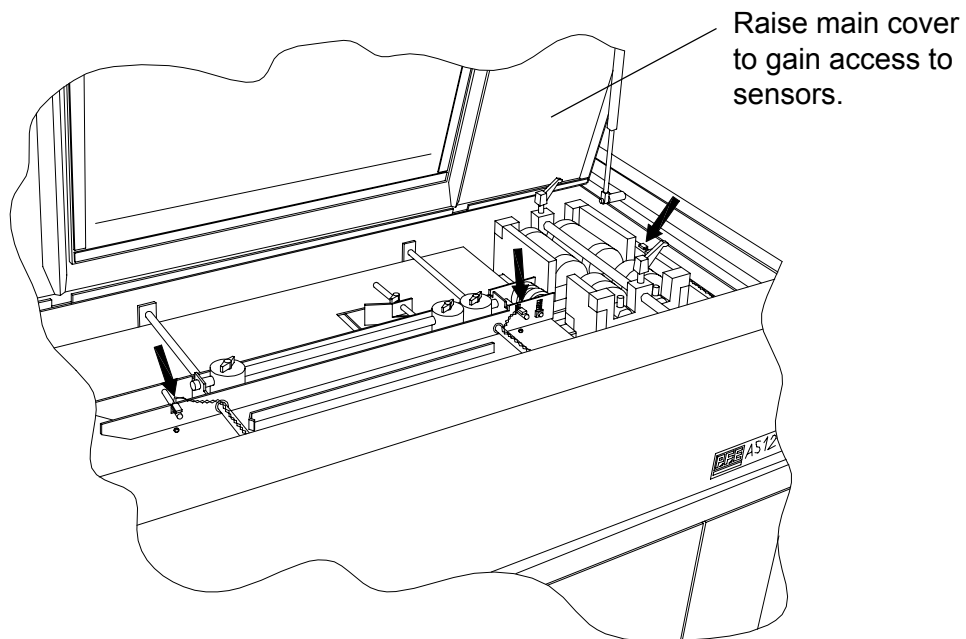
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Operating Instructions

Input Sensors



Sealing Bed Sensors



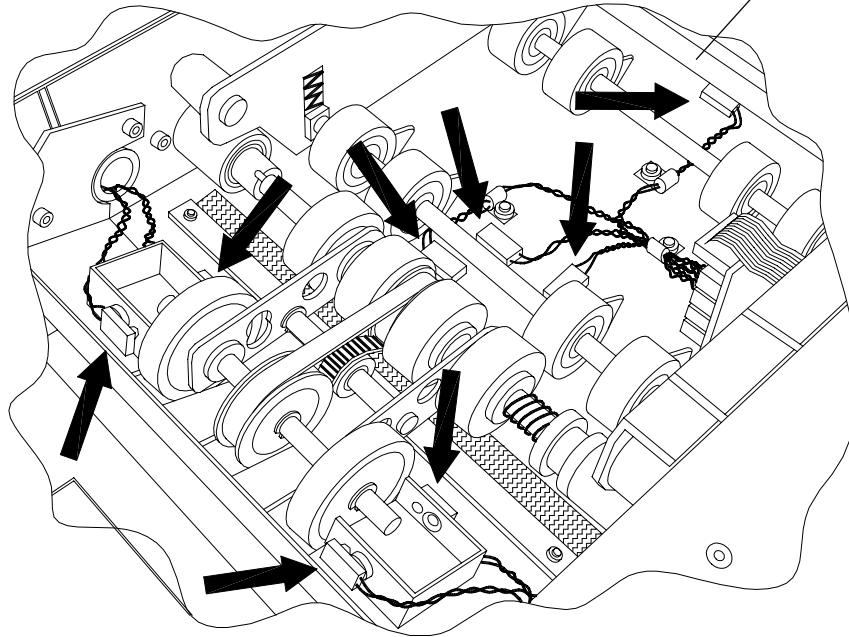


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Hi-Cap Sensors (where fitted)

Lift the top cover of the Hi-Cap feeder

Pull back the latch bar and raise the chassis plate to access these four sensors



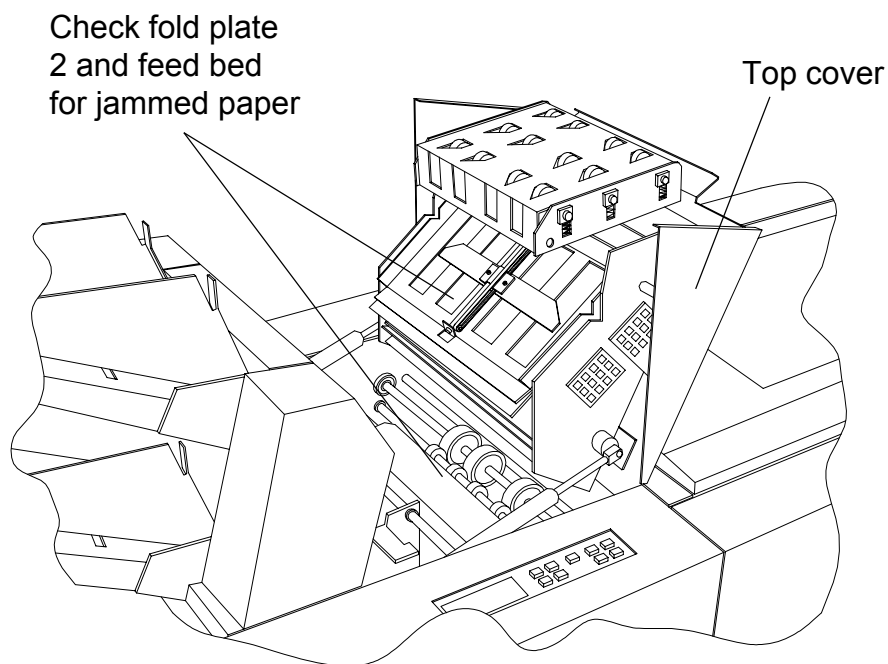
9.3 Clearing Paper Jams

If paper jams occur, the machine will stop and an error message will be displayed on the control panel. This should help to locate the area of the fault, otherwise first raise the main cover to check if the jam is in the sealing rollers or conveyor. If possible, remove the paper, press the Stop key to clear the message and then press the Run button to resume operating. If the paper is firmly jammed, pressing the Jog key  on the control panel will operate the machine in short bursts which will normally allow the paper to be cleared.

NOTE! The jog key can only be operated with all covers closed.

Jams occurring in the sealing rollers can be more easily cleared by slackening the levers on the roller assemblies and moving them outwards.

If the jam is not apparent under the main cover, raise the top cover or the tower and the jammed paper should be revealed in one of these two areas (see diagram below). Clear the jam, if necessary using the Jog key as before.

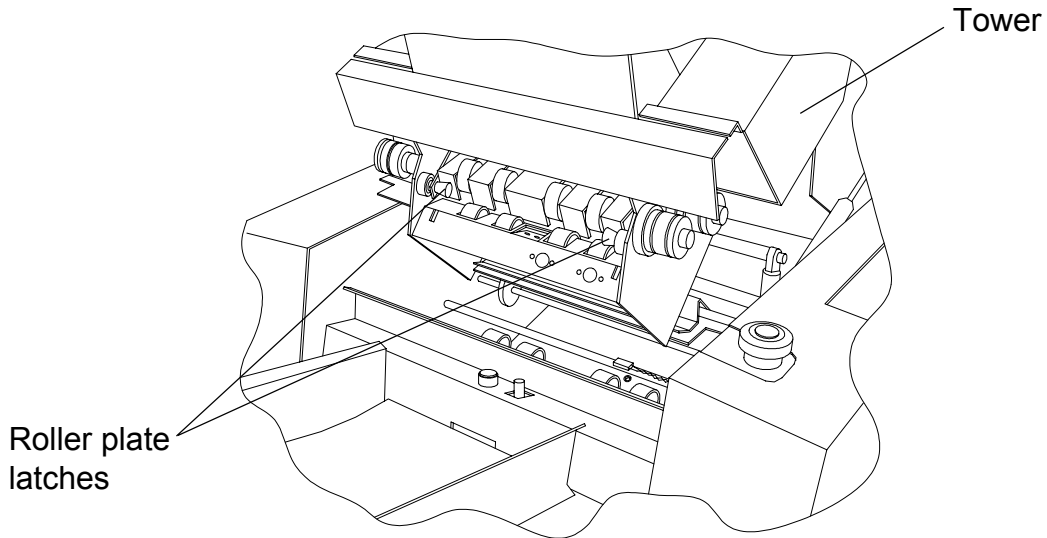


contd.

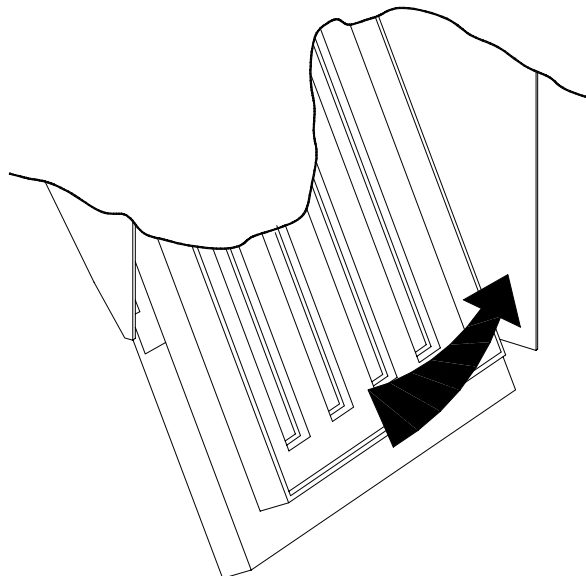


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If the paper has crashed in the input area, tilt the tower backwards to gain access - it will be retained by gas struts. Jammed inserts can be cleared by pulling back the two latches and swinging the roller plate upwards. Ensure that the latches have fully locked when replacing the plate.



A paper crash could also occur in No. 1 fold plate, and this can be cleared by raising the top of the the fold plate and pulling out the paper. Referring to the diagram below, open the door of the stand below the machine and swing the plate upwards to provide access to the jammed document.





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SECTION 10 OPERATOR'S TROUBLESHOOTING GUIDE

If problems occur, refer to the guide shown below before contacting the Service Department.

PROBLEM	SUGGESTED CAUSE AND REMEDY
1. Machine will not run.	1. Ensure emergency stop button is not depressed and that all covers are properly closed.
2. Forms not feeding, although machine is running.	2. Forms improperly loaded - ensure leading edges are biased into rollers (see section 6.1).
3. Forms or inserts feeding skewed.	3. Excessive side guide clearance - should be 1/16" (1.5mm) each side.
4. Double documents occurring frequently.	4. Paper type has been changed - recalibrate machine (see section 5.7). Also separator roller may be worn - increment round (see section 6.1)
5. Forms keep stopping in folder area.	5. Dirty fold rollers - clean (see section 9)
6. Forms being sealed out of square.	6. Side guides or fold plate stop misaligned - contact Service Department.
7. Form exits through top tray but is not a double document.	7. Calibration or diverter fault - recalibrate first (see section 5.7) and if this fails, contact the Service Department.
8. Forms not sealing, or failing to seal completely.	8. i) Forms loaded wrong way up - turn over. ii) Defective cohesive - check paper is within date and test a sample using handfeed (see section 7). iii) Sealing rollers incorrectly set (see section 6.2). iv) Defective seal rollers - contact the Service Department.
9. Form folds occurring in the wrong place.	9. Fold lengths incorrectly set in the program - measure carefully and check settings (see section 5.5).
10. Trapped air pockets or twisting of forms.	10. Make toe-out adjustment (see section 6.3).

IMPORTANT!

If operational problems are occurring, the sensors should all be cleaned first before taking further action ([see section 9](#)).



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SECTION 11 ERROR MESSAGES

If operating errors occur, the machine will stop and an error message will appear on the control panel. For example, if hopper 1 ran out of paper:

```
*   ERROR 1   *  [?]  
Feed station 1  
appears to be empty
```

A flashing [?] in the corner of the display indicates that further help or advice is available. Press the Enter key for this information, for example:

```
Refill feed hopper,  
or check separator  
adjustment
```

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 call the Service Department.



SECTION 12 ENGINEER TEST MODE

Engineer Test Mode allows for testing and adjustments on five topics:

- a) Machine Configuration
- b) Software Information
- c) AS1200 Tests
- d) Hi-Cap Tests
- e) Service Count

To enter Engineer Test Mode, the electronic key supplied to Engineers (part no. 182-293) must first be inserted in the relevant socket, located opposite the mains input on the rear panel. This will add 'Engineer Menu' to the Main Menu, allowing selection of one of the options indicated above. Use the Up/Down keys to highlight the required option, and press Enter. Press Esc to return to the Main menu. After any option has been selected, press Esc to return to the Engineer menu. The options are described below:

Machine Config

Language: Press Enter, then Up/Down keys to select the required language, Enter again when done. The languages available will depend upon the Eprom fitted - this will be displayed in 'Languages' (read-only), selected from the Supervisor Menu. (See page 9) and also detailed below. **Note:** This option is also available on the Supervisor Menu if the Supervisor key switch is set to ON.

Eprom Subset	Language
std	English, German, French, Spanish, Portuguese
A	English, German, French, Dutch, Flemish
B	English, Italian, Swedish, Danish

Feed Unit: Options are Stn1 / HiCap. Press Enter, then Up/Down keys to select, press Enter again to select the required option.

FoldPlate 1: Fine adjustment for these four settings, either + or -. For FoldPlate 1 & 2, positive numbers increase the foldplate depth, negative numbers decrease. For Ins Collate and FinsertHP (final insert hold point), positive numbers advance, negative numbers retard. Press Enter, then Up/Down keys to select, press Enter again to select the required option. **Note:** holding down the Up / Down key will change the setting rapidly.



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Software Info

Lists the software version numbers for each of the PCBs fitted with a programmed Eprom. If not fitted, 'No Reply' will be returned. If older version than current is fitted, 'Old Ver' will be returned.

AS1200 Tests

Allows various tests and setting up of sensors for the AS1200, as described below:

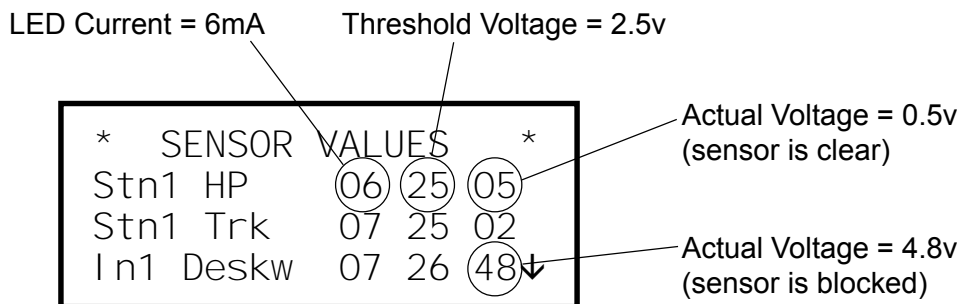
Setup Sensors

Calibrate All: Automatically checks condition of all sensors and calibrates as necessary. If all are working properly, an 'All sensors okay' message will appear. No further action is necessary at this stage, but pressing Enter will calibrate all sensors anyway. Assuming this has not been done and a defective sensor has been found when first running the function, each sensor will automatically be calibrated in turn. When finished, the defective sensor(s) will be reported, allowing more information to be displayed by pressing the ? key. Press Esc to exit, and carry out the action suggested.

Calibrate Single: Allows calibrating of individual sensors by name. Condition of sensor is reported in the same way as for 'All Sensors' above.

Help: Displays general advice for testing sensors.

Sensor Values A read-only function advising state of sensors. Given as a 3 part decimal number. First part is LED current in mA (should not exceed 37). Second part is threshold voltage in 100mV units. Third part is actual voltage in 100mV units (should not exceed 50). If this is greater than the threshold voltage, the sensor is read as blocked, otherwise clear. A faulty sensor board will report 'no reply'. Shown below is an example display:

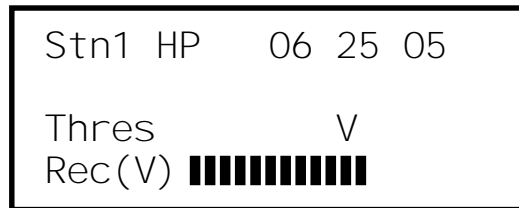


Note: The actual voltage figure will only be accurately displayed when the screen is refreshed. To do this, use the Scroll Up / Down buttons to move the display at least one line.

contd.



Information can also be displayed graphically by selecting the required sensor and pressing Enter. This will display:



When the status bar is fully across the screen, the sensor is blocked. When nothing shows, it is clear. The actual point at which the sensor switches is directly below the 'V' in the middle of the bar.

Test Modes

Tests the following components on the machine. Press Esc to exit to Engineer menu.

Folder Disc Test

Counts the number of slots on the folder sensor disc, which should be 120. Press Enter to select the test, Enter again to reset the count to zero. Slowly turn the machine by hand and observe the count incrementing. When 120 is reached, the Stn.1 feed clutch and brake will be heard to actuate. If count is less than 115, check for slot blockage or suspect sensor. Press Esc key to exit to Test Modes menu.

Panel Test: Activates every pixel on the screen. If any are missing, display PCB must be replaced. Press Esc key to exit to Test Modes menu.

Switch Test: Screen image of switch panel is displayed - each switch image reduces when switch is pressed. If any do not, control panel PCB must be replaced. Hold down Esc key for more than 2 seconds to exit to Test Modes menu.

I²C Bus Test: Checks Sensor, Solenoid, Motor & OMR PCBs and reports if OK. If any show 'no reply', check all connections to PCB. If these are correct, PCB must be replaced. Press Esc key to exit to Test Modes menu.

Solenoid Test: Tests all solenoids, AC motor, and all clutches. Press enter key to activate the motor, each solenoid and each clutch, press again to switch off. Clutches will be heard and felt to click. Note that Insert 2 clutches (In2 Pickup & In2 Feed) will only work when the motor (In2 Drive) is on. When any clutch is turned off, the opposing brake (at the other end of the shaft) will turn on, allowing testing of a shaft's clutch and brake together. If any components fail, check wiring and PCB connector, replace component if wiring is sound. Press Esc key to exit to Test Modes menu.



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DC Mtr. Test: Activates fold plate and closer motors back and forth repeatedly until Esc key is pressed. If any motors fail, check wiring and PCB connector, replace motor if wiring is sound. **Note:** this does not test the disc sensors on the fold plate motors. If a disc sensor is thought to be at fault, measure the voltage on the DC Motor PCB between TP9 (0v) and TP2 (fold plate 1) or TP3 (fold plate 2). With the motor running, the voltage should be between 2.0 and 2.6 volts. If outside this limit, clean the sensor, and if still no improvement, replace it. Press Esc key to exit to Test Modes menu.

Ins 1 Test: Allows adjustment of each insert 1 hold point. Load insert hopper 1 and press Run to feed insert 1 to each successive hold point. Press Stop to stop motor, raise the cover and observe the hold point position. If adjustment is required, press Up/Down keys to increase/decrease the stop position. Press Esc key to exit to Test Modes menu.

Ins 2 Test: As above, but for insert 2.

Ins Collate: As above, but for inserts 1 & 2 together.

Soak Test: Starts machine running whilst in Engineer Test Mode. Press Run key to start, Stop key to stop. The number of cycles run shows on the display. Ensure that all paper is removed from the machine prior to running this test. Press Esc key to exit to Test Modes menu.

Reset progs: Clears all program settings, after issuing a confirmation prompt. Use with extreme caution!

Hi-Cap Tests

Allows various tests and setting up of sensors for the Hi-Cap feeder, as described below. Note this will only be available if the Hi-Cap feeder is fitted.

**Communica-
tions:** Press Enter to display status of TX and RX between AS1200 and Hi-Cap unit. Advises action if failure occurs. Press Esc key to exit to Test Modes menu.

**Setup
Paper
Sensors:** Press Enter for setting up Separator, Feed HP and Exit sensors on the Hi-Cap unit. Select required sensor and press Enter again to set up. Status will be displayed when complete. Press Esc key to exit to Test Modes menu.

**Mechanical
inputs:** Displays status of various switches, stack sensors, tray index sensor and clock sensors.

Solenoids: Actuates solenoids, hybrid motor, clutches and brakes. Press Enter to toggle the component on and off. Press Esc key to exit to Test Modes menu.



DC Motors: Actuates the DC motors for the separator wheel and separator gap. Note the separator gap will then have to be reset from the main menu ([see page 9](#)).

Service Count

Sets the number of machine cycles at which the display will indicate to the operator that a service is due. Selecting 'yes' to Reset Count allows a new count to be set from the list of presets. This will replace the existing count and start again from zero. Selecting 'no' leaves everything unchanged.