

Contents

Introduction.....	2
Safety Notes	3
Specifications	7
Part Identification.....	8
Calibrating for Double Documents	9
Loading the Paper Hopper	9
Setting the Foldplate Backstops	10
Running the Machine	10
Resetting the Counter	11
Clearing Paper Jams.....	12
Cleaning Sensors	13

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1 INTRODUCTION

The AS350 Pressure Sealer is a desktop machine which folds pressure seal paper in Z, V or C format and permanently seals all four edges. Tear-off strips are used on all edges.

The machine is available in either sheet-feed or on-line versions. The on-line version consists of a printer interface in place of the paper hopper and it can be coupled with a number of compatible printers.

For full details of suitable printers, contact Technical Support Department.



In order to ensure the long usage of this machine and its components, and above all the safe use of the machine, you must read and adhere to the operating instructions and safety notes. Always be aware of all warnings and notes that are mounted or noted on the machine itself.

All persons entrusted with the handling of this machine must also be familiar with the operating manual.

Save this handbook carefully, so that the information it contains may be available at all times.

1.1 Pictograms



General Warnings



Warning of danger from electricity or electrical shock



Information / Note indicating important information regarding the handling of the machine.

PUT SAFETY FIRST!

1.2 Notes on the Use of this Handbook

This document contains all general information and explanatory text necessary in order to be able to carry out the operation of the machine.

When some action is expected from the operator, this will always be explicitly stated, and where relevant, accompanied by an illustration or graphic. Always read through each step, so that you will obtain all of the necessary information. Do not anticipate what you believe will follow in the handbook:

It will prevent you from making mistakes!

Chronology and Reference

This handbook is structured chronologically, and therefore ordered sequentially for the operationally ready machine. It assumes that the machine has been installed in the correct environment by an Authorised Service Engineer and that the operator or his or her supervisor has had a degree of operator training.

When you are unfamiliar with the machine, it is best to read through the handbook from beginning to end. You will be guided step by step, and in this way you can easily and quickly have the machine in operation.

If you are already familiar with the machine, it will make things easy if you use this handbook as a reference work.

2 SAFETY NOTES

For your own safety and the operating safety of the machine, read the following notes carefully before starting your machine. Always be aware of all warnings and notes that are mounted or noted on the machine itself. Save this handbook carefully, so that the information it contains may be available at all times.

The machine is of advanced construction and reliable in operation. Nevertheless, the device does present hazards when operated by untrained personnel. The same applies to use that is inappropriate and not in keeping with its intended purpose.

In not adhering to this handbook, there is the danger of

- an electrical shock,
- injuries from the intake at the rotating rollers,
- damage to the machine.

2.1 General safety notes



Caution!

Please, read these notes with care.
Save these instructions for later use.
All notes and warnings found on the machine are to be followed.

Installing the machine

Important! The machine must be installed only by an Authorised Service Engineer. A safe, level position is necessary, when installing the machine, with sufficient space all round to operate it, and of sufficient strength to withstand its weight. The machine is to be protected from moisture.

Electrical danger

The machine may only be connected to a voltage of 230V/50Hz or 115V/60 Hz, depending upon model.
The mains plug may only be connected with a socket having an installed protective contact! The protective effect may not be compromised by the use of an extension line without a protective grounding conductor. All interruptions of the protective grounding conductor, within or outside of the machine, are prohibited. The device is double pole fused! When fuse failure occurs, electrical machine parts can still carry voltage. When making the connection to the mains power, be aware of the connection values on the nameplate. Inspect the voltage setting on the device's power input module. Run the supply lines in such a way, that no-one may trip over them. Do not place any objects upon the supply line. When the machine is not in use over a long period of time, it should be disconnected from the power supply. In this way, damage would be prevented in the event of excess voltage. Protect the device from moisture. When moisture enters the machine, there is the danger of electrical shock. Never open the machine except the front cover. For reasons of electrical safety, the machine may only be opened by authorized Service Agents.

Operating safety

Never reach into the machine when it is running! This could only occur if a safety interlock were to fail.
The danger of injuries exists, through pulling in and crushing on the rotating rollers. In addition, keep long hair and parts of loose clothing far from the machine in operation. **If a safety interlock fails, your Service Agent must be contacted immediately!**
In order to prevent damage to the machine, only factory authorized accessory parts should be used.

Cleaning the machine

Prior to cleaning the exterior of the machine, it should be disconnected from the power supply. When cleaning the machine, do not use liquid or spray cleaners, but only a cloth dampened with water.

Cleaning sensors

When cleaning sensors use **only** non-flammable airdusters, eg. part number E0070A. Other types may use flammable propellants, which could result in fire or explosion.

Allow machine to be checked by the Service Agent

In the following cases, the mains plug must be unplugged and the device left for the authorized Service Agents:

- When the mains cable or plug is worn or damaged.
- When water or other liquid has entered the device.
- When the device does not function properly, in spite of following the instructions provided.
- When the device has fallen down or the housing is damaged.
- When there are noticeable differences in the normal operation of the machine.

Spare Parts

When repair work is carried out, only original spare parts or spare parts corresponding to the original parts may be used.

Repairs

Do not disassemble the machine any further than is described in this handbook. Other than the top cover, the opening of the machine by unauthorized personnel is not permitted. Repairs may only be carried out by an authorized Service Agent.

Modification is not permitted:

For safety reasons, your own reworking and modifications are not permitted.



Please contact your Service Agent, for all questions relating to service and repair. In this way, you ensure the operational safety of your machine.

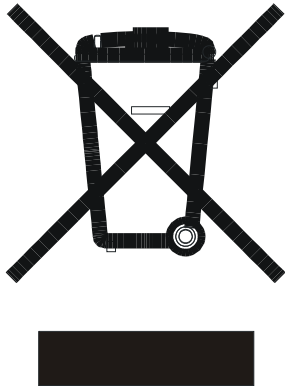
2.2 End of Life

The objectives of the European Community's environment policy are, in particular, to preserve, protect and improve the quality of the environment, protect human health and utilise natural resources prudently and rationally. That policy is based on the precautionary principle and principles that preventive action should be taken, that environmental damage should as a priority be rectified at source.

Separate collection of waste is the precondition to ensure reuse and recycling of waste that is generated at the disposal of electrical or electronical equipment and is necessary to achieve the chosen level of protection of human health and the environment in the European Community.

More particularly, certain materials and components of waste electrical and electronical equipment needs selective treatment as their injudicious handling or disposing of on or into land, water or air would represent a major threat to the environment and human health.

In order to facilitate collection and treatment separated from normal domestic waste, electrical and electronical equipment is marked with the following logo:



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

Equipment produced after August 13
2005

Not only are you by law not allowed to dispose of the waste equipment via other waste-streams, but we encourage you to actively contribute to the success of such collection and to the common good and better quality of life of present and future generations.

For more information on the correct disposal of this product please contact your local dealer.

Section 3 - Specifications

Form Size:

Standard Lengths: 11", 11.69" (A4), 12" & 14" (279.4, 297, 304.8, 355.6mm)

Standard Widths: 8.27" (A4) & 8.5" (210 & 215.9mm)

Fold Types:

Z, V or C (excluding 14" for C fold)

Fold plate 1 length: 0 + 50-205mm (2"-8")

Fold plate 2 length: 0 + 80-153mm (3"-6")

Paper weight:

Pressure-seal paper

Max. 105 gsm (Europe)

28 lbs bond (North America)

Plain paper

Max. 120 gsm (Europe)

32 lbs bond (North America)

Hopper Capacity:

Up to 100 sheets of 120gms (32 lbs bond)

Speed:

Sheet Fed Version: 3400 forms ph (A4, 90 gsm)

On-Line Version: As above or limited by printer speed (55ppm max.)

Online Printer

Output Height:

Note: For on-line applications, a printer outfeed height of 165-226mm (6.5 - 8.9") is required.

Heights outside this range may be acceptable, subject to test.

Volume:

25,000 forms per month

Electrical:

Current (230V): 2A

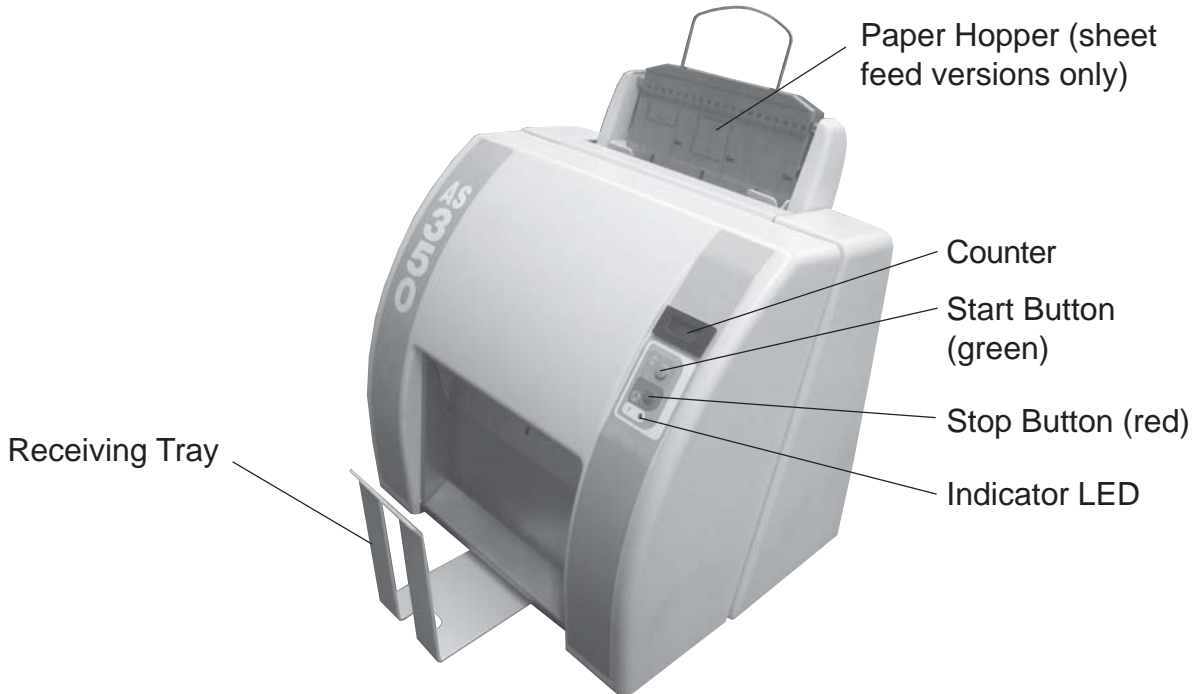
Current (115V): 2.5A

Fuse rating: T3.15A (Part no. 135-103)

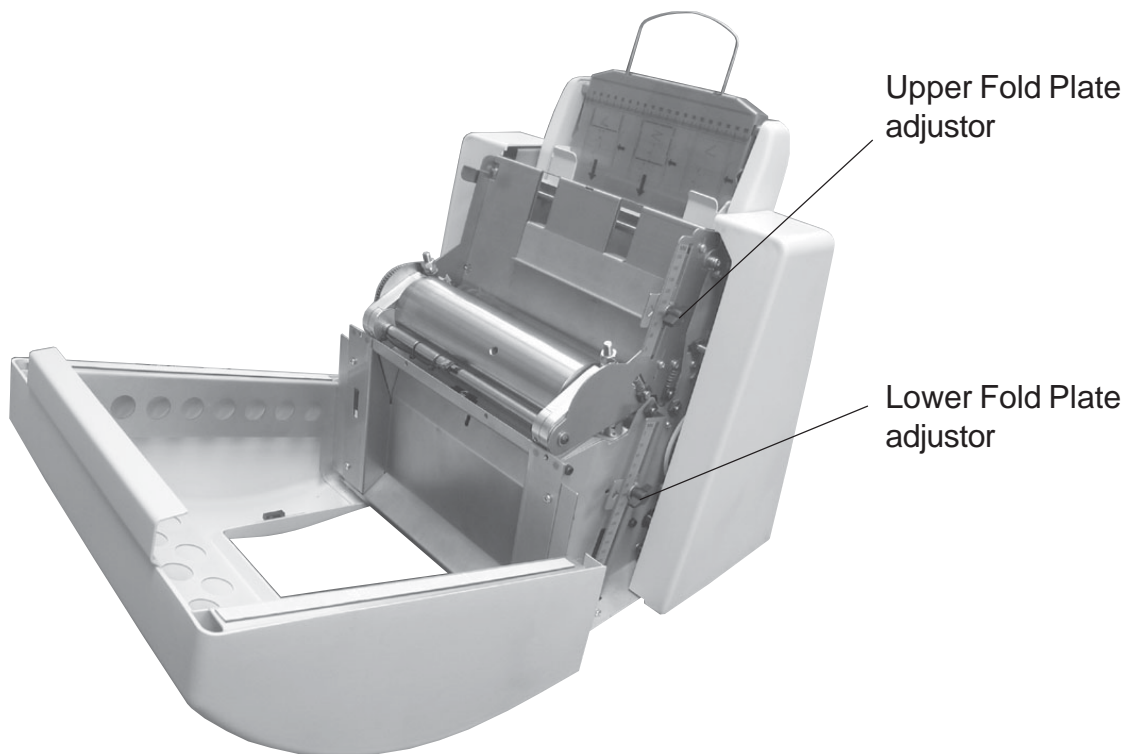
Noise Level:

64dB

Section 4 - Part Identification



Fold plate adjustors



Section 5 - Operating the Machine

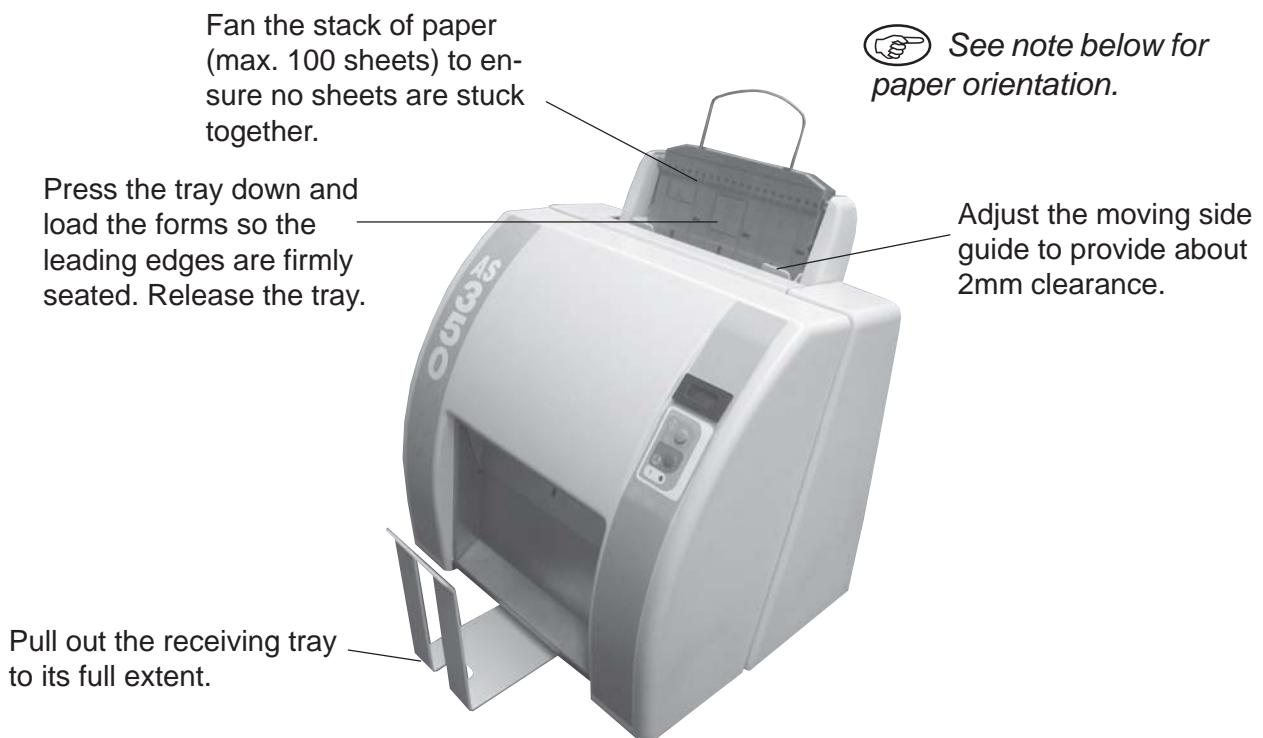
5.1 Calibrating for Double Documents (Sheet-feed only)

Each time the sheet-feed machine is switched on, it must be calibrated for double document detection. Thereafter, if two documents are fed together, the machine will stop and indicate an error by flashing the LED indicator 4 times in succession.

To calibrate, simply hold down the green Run button for about 3 seconds after loading a **single** form into the paper hopper (see fig. 5.2 below for details of loading the paper hopper). The form will be fed through the machine and used as the calibration gauge, so if you change the paper type, calibrate the machine again.

5.2 Loading the paper hopper

Note: this applies to the sheet feed version only - for on-line versions, load the paper into the printer hopper as described in the User Guide for the printer.

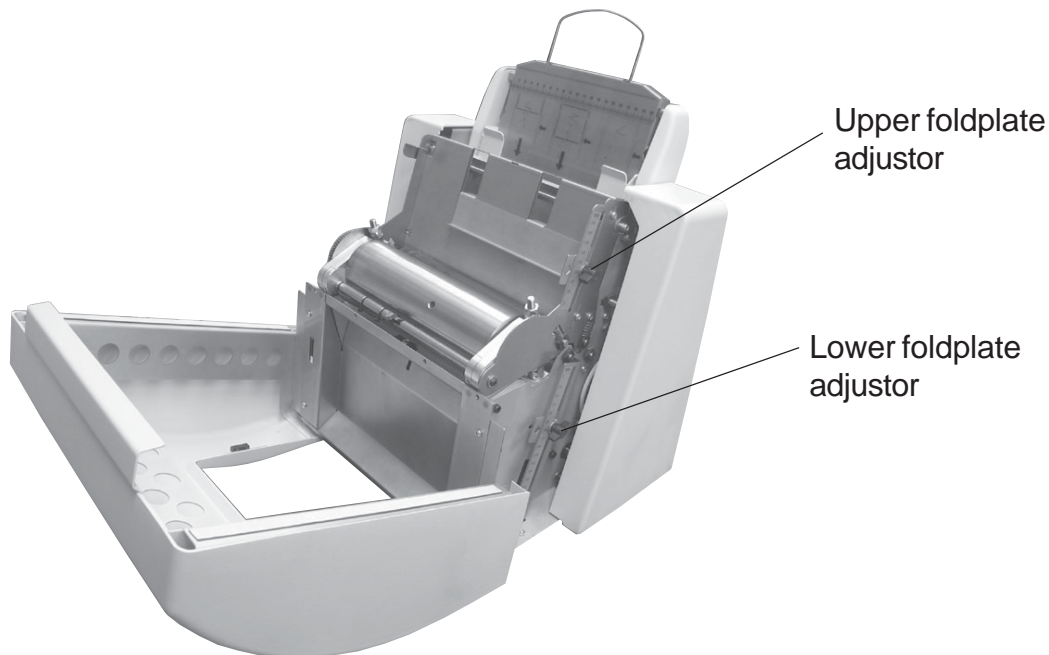


Note: Paper must be loaded into the paper hopper with address leading and facing forward. For on-line versions, the paper would normally be loaded with address leading and facing down, or if using the MP tray, address leading and face up. **This may vary, depending upon the printer - run a sample to test.**



5.3 Setting the fold plate backstops

Pull down the front cover and set the upper and lower fold plates to suit the fold length. To adjust, slacken the knob and slide the backstop to align the indicator with the relevant fold length on the scale (note that the first fold is the lower plate). Feed through a test sheet to confirm the settings and make further adjustments if required. Tighten the knobs and close the cover when finished.



4.4 Running the machine

Sheet Feed Version

Press the green Start button to begin operating the machine, and the red Stop button to stop.

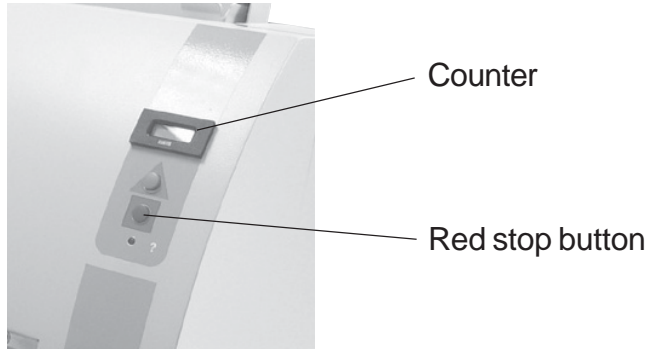
On-line Version

While switching on the power, press and hold the green Start button and red Stop button together for 3 seconds to put the machine into on-line mode. Thereafter, only the Start button need be pressed to begin operating the machine, and the red Stop button to stop. On-line mode will be retained in memory, even after switching off the power - to reset to sheet feed mode, press and hold the Stop button for 3 seconds on power-up.

On both versions, it is advisable to stop the machine after one or two forms have fed and examine them to check that the folds are correct and they are properly sealed.

5.5 Resetting the counter

The counter displays the count of output mail items and continues to accrue until it is reset. To do this, press the red stop button to stop the machine, then press again and hold for 5 seconds. The counter will return to zero.

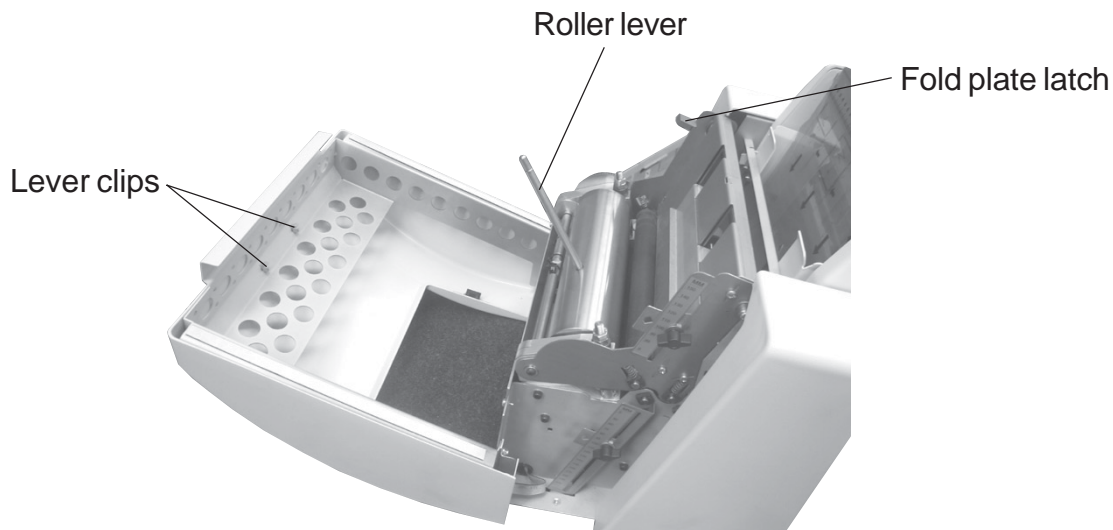


Section 6 - Clearing Paper Jams

If a paper jam occurs, the machine will stop and the LED indicator will flash in a sequence depending upon the location of the jam, as described below. The sequence will repeat with short pauses in between.

- 1 flash: Jam in interface (on-line version only)
- 2 flashes: Jam in paper hopper (sheet-fed version only)
- 3 flashes: Jam at output
- 4 flashes: Double document detected (jam probably in fold rollers)

To clear a jam inside the machine, lower the front cover and see if the jammed paper is visible in the feeder or output area. If so, attempt to pull it out backwards - if it is jammed too tightly, turn the rollers to wind it out; to assist in turning the rollers, unclip the lever from the chassis clips and insert it into one of the roller holes to turn the roller. Remember to replace the lever when you have cleared the jam.



If the paper has jammed in one of the fold plates, press the fold plate latch and hinge the fold plate assembly forward. This will provide access to both upper and lower fold plates to remove any jammed paper

After removing a jam, close the cover and press the Start button to clear the flashing LEDs and resume operating.

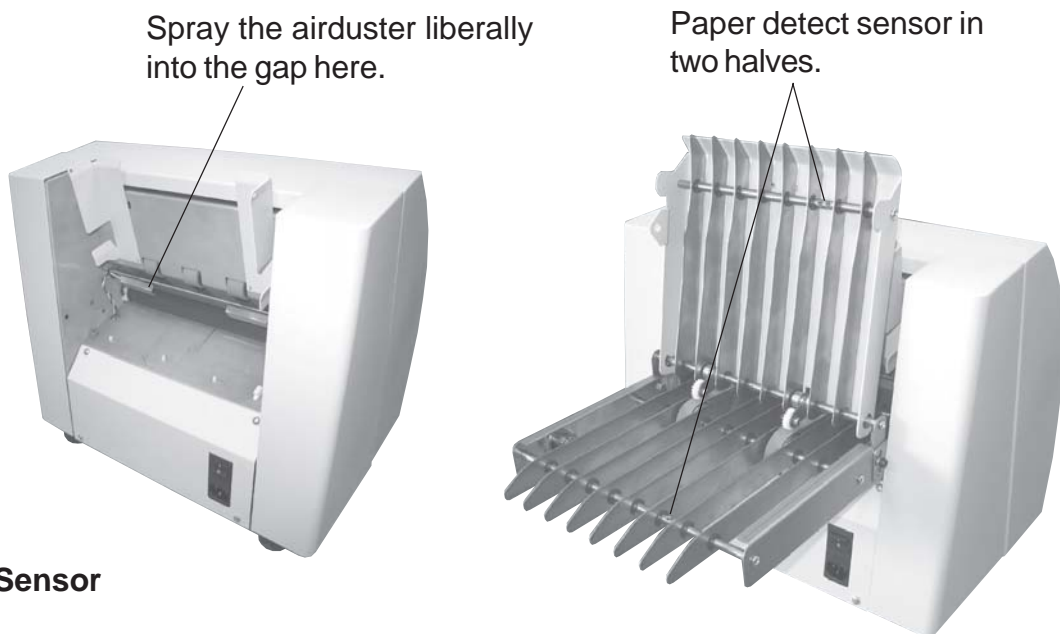
Section 7 - Cleaning Sensors

There are a number of optical sensors on the machine which require cleaning from time to time to prevent them becoming obstructed by paper dust. These should be cleaned using a non-flammable airduster (part number E0070A). It is important that only a non-flammable airduster is used, or gaseous residues may be ignited by the motor. Sensors should always be cleaned if a long run is envisaged, or if operating faults occur.

Each sensor is in two halves, spaced slightly apart - both halves must be cleaned.

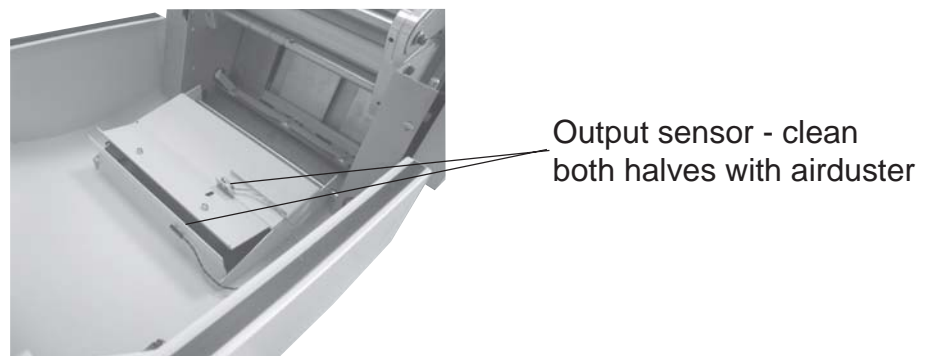
Hold Point Sensor and Printer Interface Sensor

The hold point sensor is located at the back of the machine, seen after removing the paper hopper on the sheet feed version by lifting it upwards off the hooked lugs. For the on-line version, the hold point sensor is not used and its function is replaced by a paper detect sensor in the interface. The hold point sensor is just to the left of the feed roller, as shown. The paper select sensor (on-line versions only) is on the interface conveyor and is in two halves, as shown below.



Output Sensor

This is located in the front cover, and is clearly visible after hinging the cover down.



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