

FORMAX[®]

6300 Series
Folder/Inserter

OPERATOR MANUAL
SECOND EDITION

FOLD AND INSERTING MACHINE

6300 Series

OPERATOR MANUAL

1. FUNCTION

The 6300 Series feeds, folds and inserts documents into envelopes and then seals and stacks the envelopes. Automatic monitoring ensures the correct number of inserts per envelope.

The 6300 Series is equipped with a variety of special features such as programmable jobs, AutoSet™, FlexFeed™, double feed control, hopper swap, multifeed, daily mail, and PowerFold™.

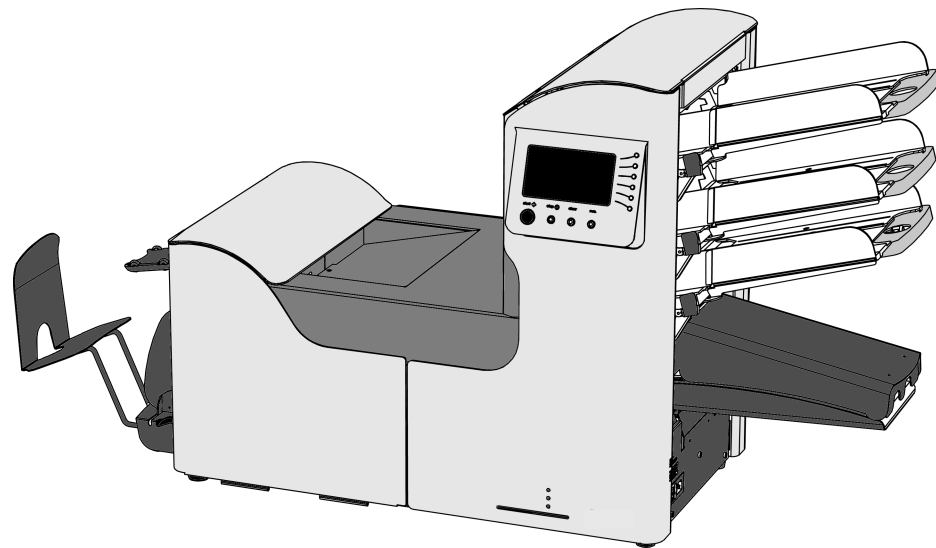


Fig. 1

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

WARNINGS

- Before connecting check whether the machine is suitable for the local mains voltage; refer to the type plate. The mains plug shall be connected only to a socket outlet provided with a protective earth contact.
- The socket outlet shall be installed near the equipment and shall be easily accessible.
- The following part is considered the equipment disconnect device: power supply cord plug.

SAFETY PRECAUTIONS

- This machine is only to be operated by fully trained personnel. The manufacturer accepts no responsibility for injuries caused by unauthorized operation.
- The opening of covers (except the top and side cover) must be carried out only by a skilled and authorized person who is aware of the hazard involved. The machine will not operate with the covers opened.
- Keep long hair, fingers, jewelry, etc. away from turning parts of the machine.

USED SYMBOLS

In this manual the following symbols are used.



Warning, this symbol indicates a wrong action which can cause a hazard to health or damage the machine.



Warning, this symbol indicates a hazard to life because of high voltage.

NOTE Additional information

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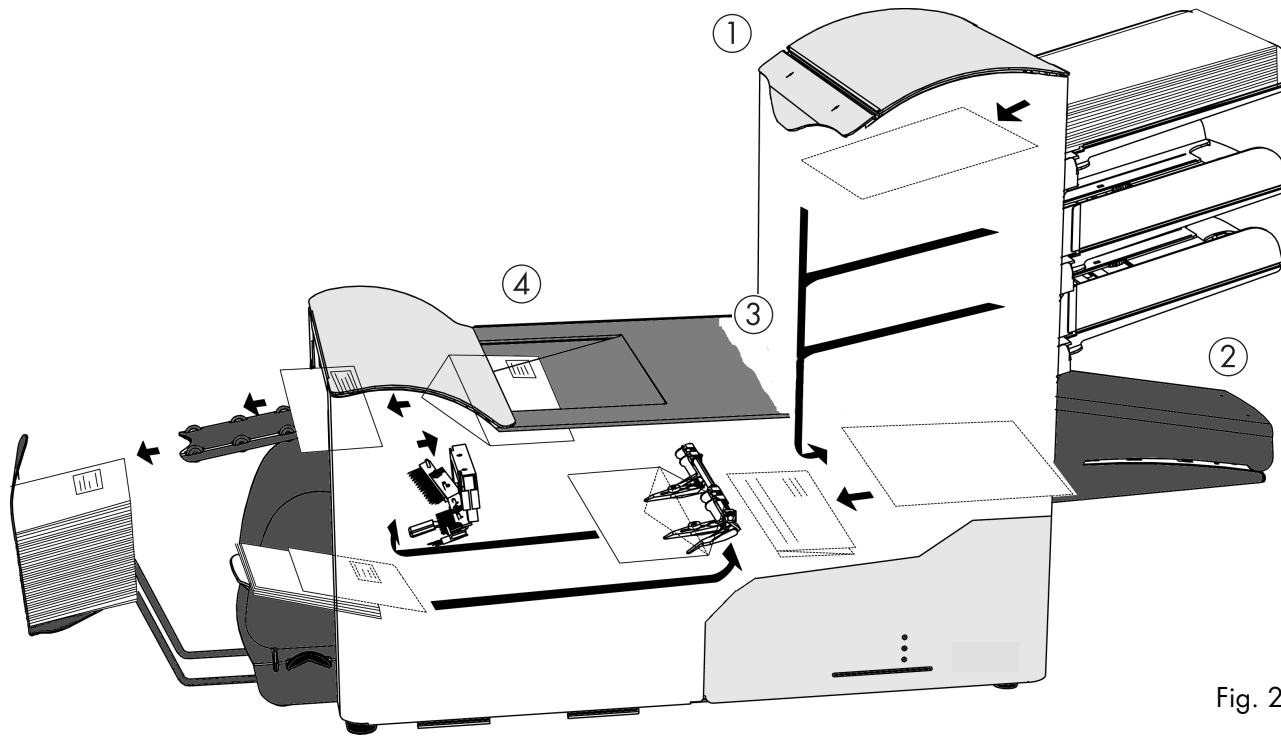


Fig. 2

FlexFeed™; see 1

The FlexFeed™ is the feeding part of the system. The FlexFeed™ can be equipped with two types of feeders. The automatic and the special feeder. The automatic feeder does not require any adjustments for the separation.

The FlexFeed™ is equipped with double feed control. In this way the system can detect faulty sets of documents.

The system is equipped with hopper swap. This means that two feeders can be linked as pairs. When the first feeder is empty, the system switches to the other feeder. Meanwhile the other empty feeder can be refilled without stopping. To use hopper swap it must be selected in a job.

It is also possible to feed multiple documents from one feeder. In this way more documents of the same can be fed from one station, for example an original and a copy of a document.

The automatic feeder can be equipped with a "daily mail" function for processing documents or sets of documents which cannot be processed automatically (e.g. stapled).

Collating area; see 2

After feeding, the documents are gathered in the collating area.

PowerFold™; see 3

The following fold types are possible:

- no fold.
- single fold.
- letter fold.
- zig-zag fold.
- double parallel fold.

Inserter; see 4

After folding the documents are transported to the inserter unit where the documents are inserted into a waiting envelope. The inserter then seals the envelope (or not) and stacks them on the rear receiving tray.

2. GENERAL

2.1 Understanding the machine

The 6300 Series is a compact fold and inserting system which can process large quantities of mail rapidly and easily. The system can be operated by means of a user-friendly interface.

The settings of the system (types of documents, type of envelopes and the type of fold) is recorded in so called jobs. These jobs can be programmed by an authorized user.

As a special feature the system is equipped with a AutoSet™ function. The purpose of this function is to go to work as quick as possible without doing extensive adjustments.

When a stoppage occurs, the system automatically signals the operator and gives a suggestion about solving the problem.

The system consist of the following parts:

- ① FlexFeed™
- ② collating area
- ③ PowerFold™
- ④ inserter

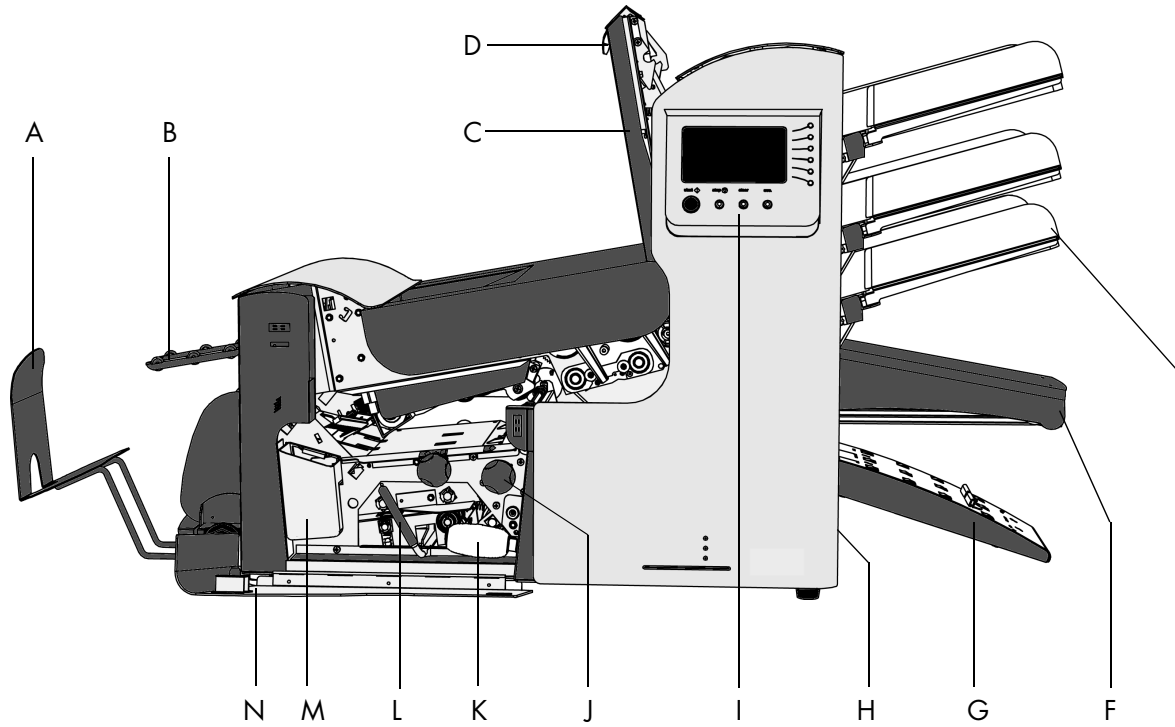


Fig. 3

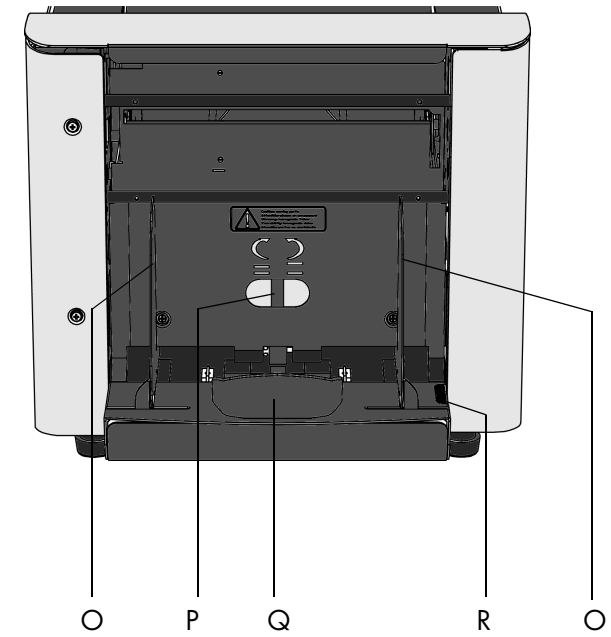


Fig. 4

2.2 Operating controls

- A : envelope receiving tray
- B : envelope slide
- C : upper unit
- D : locking hand grip upper unit
- E : document hopper
- F : collator arm
- G : collator area
- H : power inlet, power switch
- I : display
- J : knobs for clearing stoppages
- K : bellows
- L : handle for clearing stoppages
- M : water tray
- N : side cover (opened)

- O : side guides envelope hopper
- P : knob for separation adjustment
- Q : envelopes support bracket
- R : thumbwheel for side guide adjustment

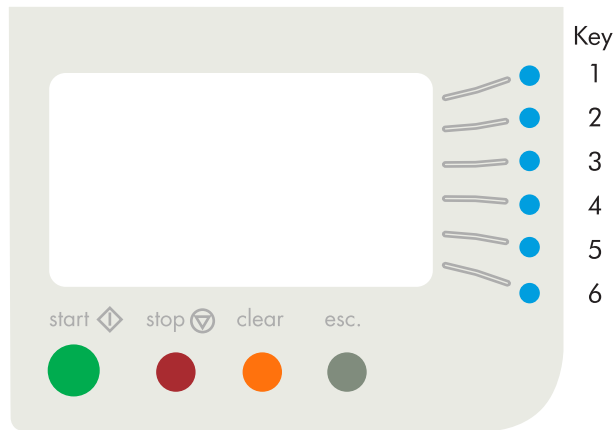


Fig. 5

2.3 Display buttons

The keys below the display are used for the functions: "start", "stop", "clear" and "esc" (see fig. 5). The 6 keys on the right of the display are used for the corresponding functions shown in the display.

When the start key is pressed the machine starts processing.

After pressing the stop key the machine does not stop immediately, but on the first opportunity while processing. Because of this there can be incomplete sets in some parts of the machine.

When the clear key is pressed the machine stops feeding after completing the set. It is possible that there are still documents left in the document feeder (for example a small card). Remove all these documents from the feeder before restarting in another job. There can also be envelopes left in the envelope track. These envelopes must be removed when another type of envelopes is required. See also 7.2 Clearing stoppages on page 24.

The escape key can be used to exit a menu without saving any (altered) settings.

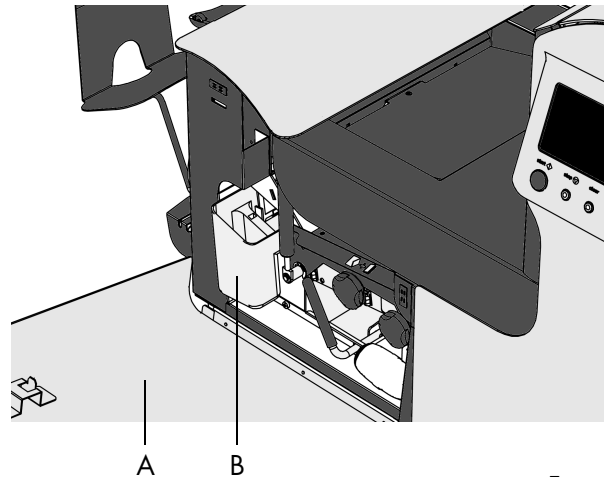


Fig. 6

3. PREPARATIONS

3.1 Moistening the brushes

The water tray B (fig. 6) must always be filled with water and the brushes must be moistened. An extra set of brushes is provided so that one set can be soaked in water whilst the other set is used. For this a special section is available in the water tray. In that way there is always one set ready for usage.

Open the side cover A. Remove the water tray B and fill it to the "max". level. Replace the water tray.



Before moving the machine, the watertray must be empty.

Take in account the weight of the machine when moving it.

3.2 Power supply

Connect the power supply cable B (fig. 7) with the socket outlet.

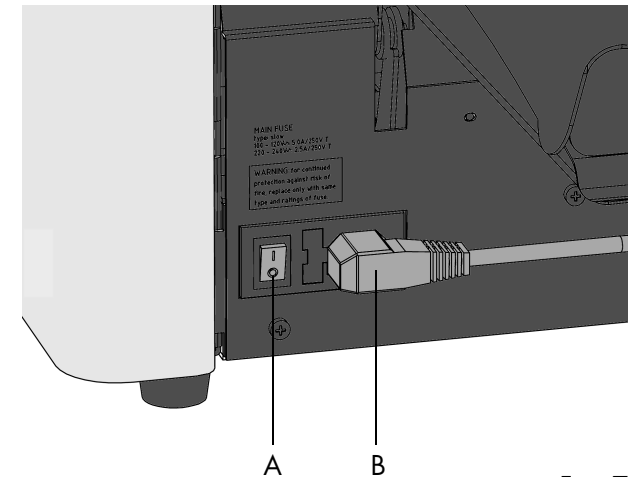


Fig. 7

4. OPERATING THE MACHINE

4.1 Switching on

The machine can be switched on or off with the power switch A (fig. 7) on the back of the machine. After starting up, the display shows the "main menu (1)" (see fig. 8 on page 6).

For operating the machine the following steps have to be taken (also see page 14 for a schematic view):

- check the job by means of the "job info" screen.
- when needed, select another job in the "other job" menu.
- when needed, make adjustments to the document hoppers.
- when needed, make adjustments to the envelope feed.
- when needed, adjust the document stopper position in the collator area.
- when needed, adjust the insert position of the envelope.
- when needed, adjust the envelope insert fingers.
- make a test run to check all settings.
- if desired set the counters in the "counters" menu.

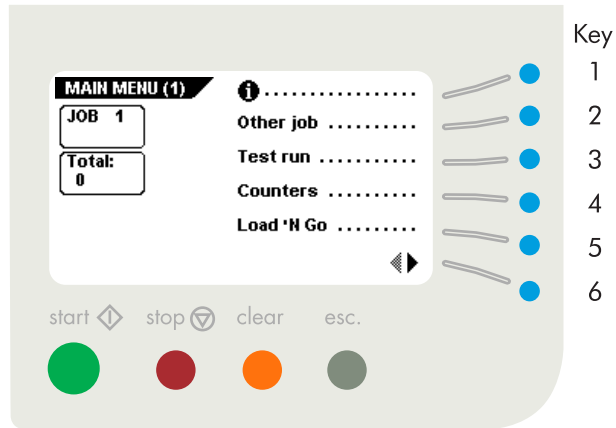


Fig. 8

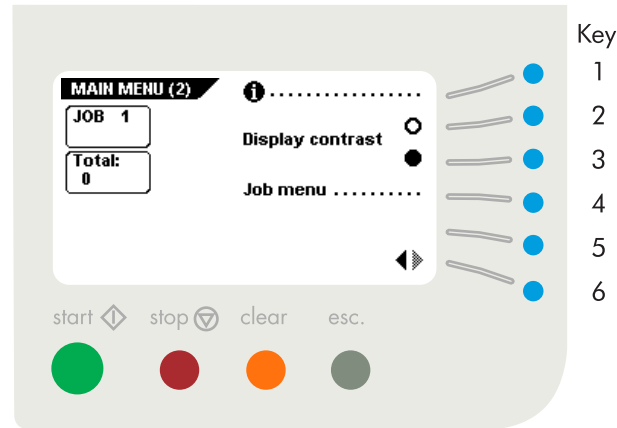


Fig. 9

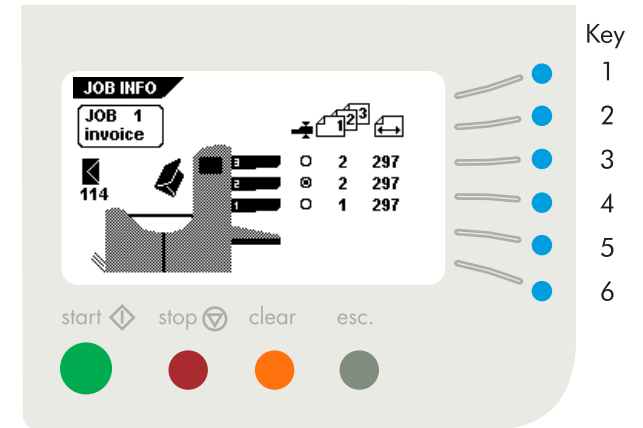


Fig. 10

4.2 The main menu

The main menu consists of two menus, "main menu (1)" and "main menu (2)". After pressing key 6 in the "main menu (1)", the display will show the "main menu (2)", as shown in fig. 9.

The "main menu (1)" shows 6 different functions:

- job information (key 1), press key 6 to go back to the "main menu (1)" (the job information function is available in all the menus where the symbol is shown).
- go to the "other job" menu (key 2).
- go to the "test run" menu (key 3).
- go to the "counters" menu (key 4).
- go to the "AutoSet™" menu (key 5)
- go to the "main menu (2)" (key 6).

The "main menu (2)", as shown in fig. 9 shows 5 different functions:

- job information (key 1).
- display contrast lighter (key 2).
- display contrast darker (key 3).
- go to the "job menu" (key 4) (only for authorized personnel).
- back to the "main menu (1)" (key 6).

4.3 Job info screen

When key 1 is pressed in a menu, the "job info" screen will be displayed. Press key 6 to go back to the "main menu (1)".

The "job info" screen shows the following job settings:

- inserting of the envelopes:
 - envelope with closed flap (☑).
 - envelope with open flap (☐).
 - no envelopes (✗).
- which feeders are selected (■ black is selected).
- which feeders are linked (■ hopper swap).
- the feedstation's double feed control are on (■).
- the number of documents processed by the feeder (123).
- the length of the document in the feeder (123).
- daily mail "on" or "off" (☑).

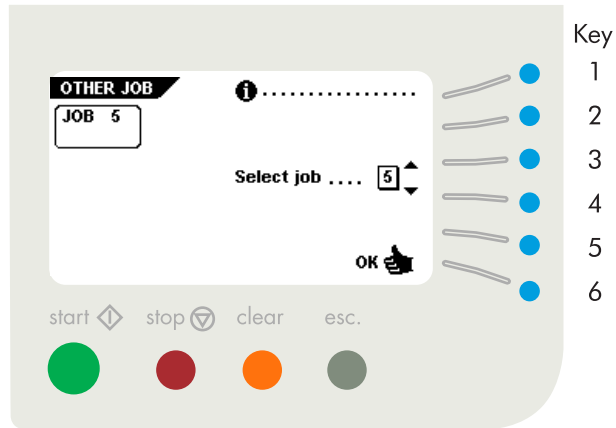


Fig. 11

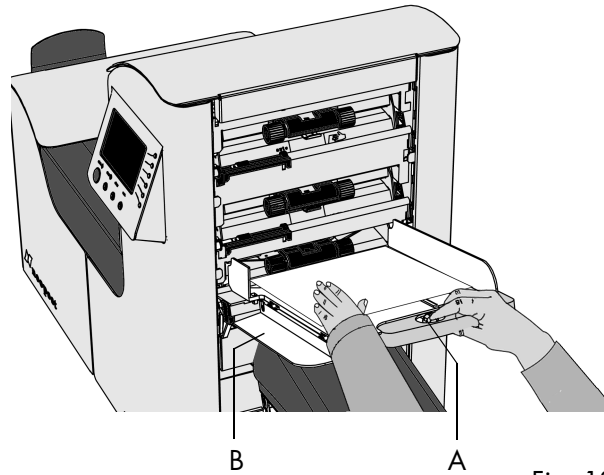


Fig. 12

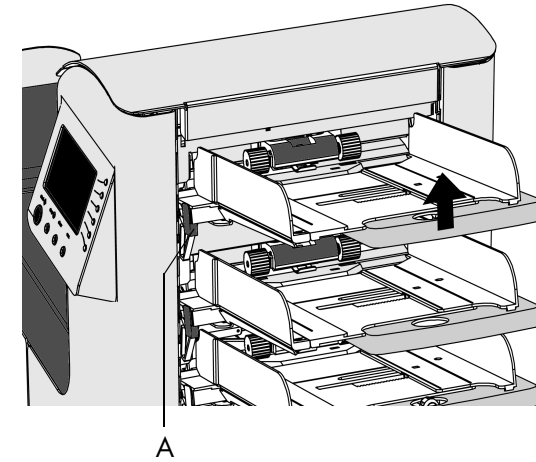


Fig. 13

4.4 Other job menu

After pressing key 2 in the "main menu (1)", the display shows the "other job" menu (see fig. 11). The "other job" menu shows the following functions:

- job information (key 1) (see section 4.3).
- select a higher job number (key 3).
- select a lower job number (key 4).
- select the desired job and confirm with "OK" (key 6) which will get you back to the "main menu (1)".

Only programmed jobs can be selected (maximum of 9 jobs).

Via the service settings menu, which is accessible by service personnel only, either mode 1 or mode 2 can be programmed per job, depending on the document sizes to be processed.

Mode 2 is considered to be the default mode with which a wide variety of documents can be processed.

For documents with length $\geq 304,8$ mm (12 inch) or documents with weight ≤ 65 gr/m². (16.25 lb bond), mode 1 is recommended. In this case the max. output of the system will be lower than when mode 2 has been programmed.

4.5 Adjustment of the document hopper

4.5.1 Document separation

The document separation for the automatic feeders is set automatically. There are no manual adjustments needed.

The document separation for special feeders must be adjusted manually as follows:

- push the knob A (fig. 12) forward until it clicks.
- open the left side guide B (fig. 12) by turning it downwards.
- place a document on the feeding tray and slide it about 60 mm (2.4 inch) into the machine (turn the knob A counter clockwise if the separation is set to narrow).
- push the document between the separation rollers, which are behind the rubber paper pullers.
- turn the knob A clockwise to get more resistance or counter clockwise to lower the resistance.

The separation is adjusted correctly when a slight resistance is felt on the document.

Pull the knob A (fig. 12) back again when ready. Close the left side guide.

4.5.2 Side guides

To adjust the side guides it is best to remove the document feeding tray from the feeder as follows:

- push handle A (fig. 13) downwards.
- lift the document feeding tray upwards to unhook it and then pull it out from the feeder.

(Continued on the next page).

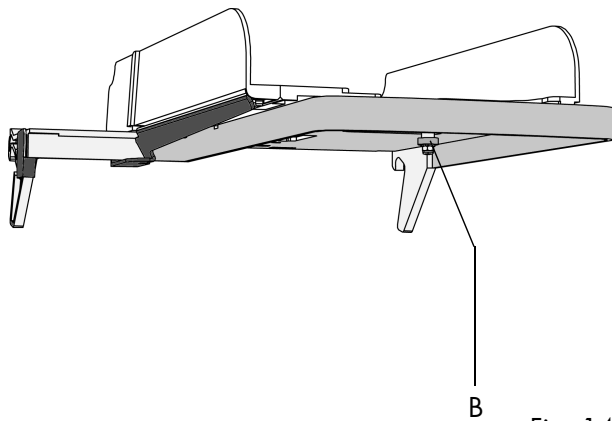


Fig. 14

- loosen the knob B half a turn (fig. 14).
- grab the side guides in the middle and push them apart as far as possible.
- put a small stack of documents between the side guides.
- grab the side guides in the middle and push them towards the documents.
- The space between the side guides and the documents should be such that the documents have just enough play to move freely.
- re-tighten knob B.
- remove the stack of documents.

Replace the document feeding tray as follows:

- place the document feeding tray under guide B (as shown in fig. 15).
- push the document feeding tray up and then lower it into position.

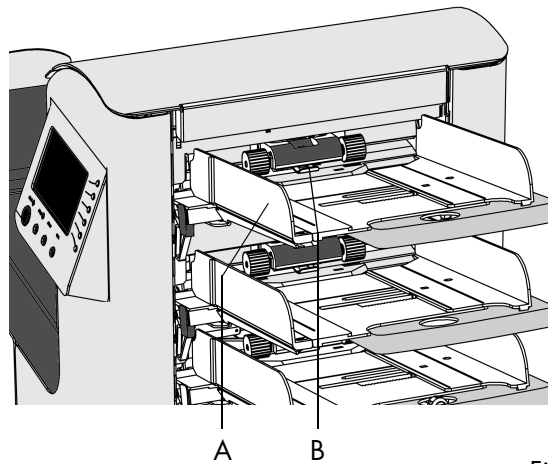


Fig. 15

4.5.3 Filling the document hopper

Open the left side guide A (fig. 15) by turning it downwards. The feed rollers will automatically be lifted.

Place a stack of documents between the side guides. Turn the left side guide upwards again.

Feed the documents (depending on the type of documents and the type of fold) as shown in 4.7 Feeding documents on page 9.

4.6 Adjustment of the document stoppers

The position of the document stoppers has been programmed in the jobs by service personnel according to the document sizes.

Initially the document stoppers are adjusted and programmed for position B (fig. 16). In this position a wide variety of documents can be handled (max. 297 mm; 11.7 inch) and adjustment is not needed.

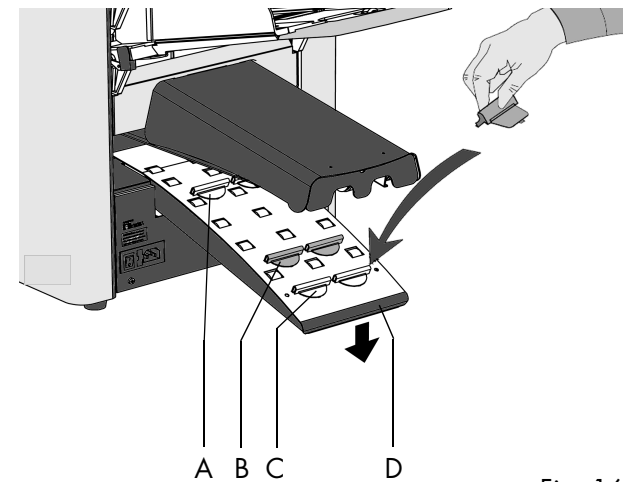


Fig. 16

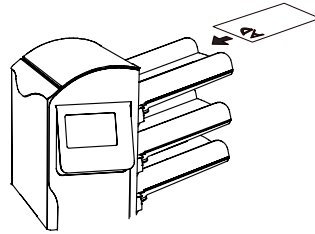
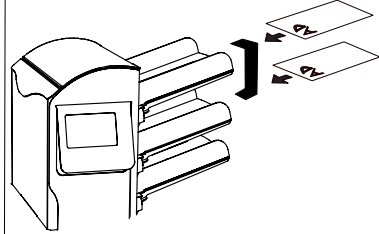
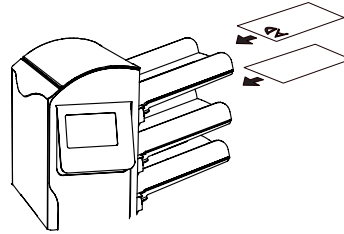
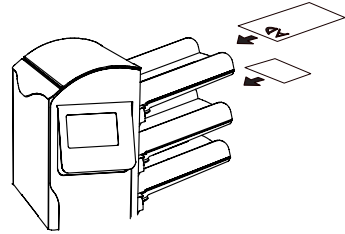
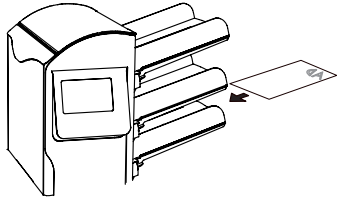
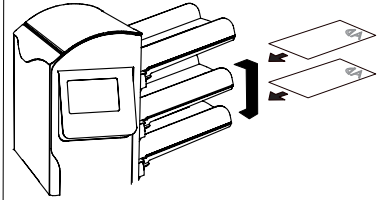
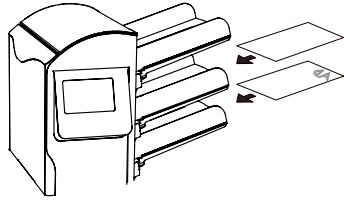
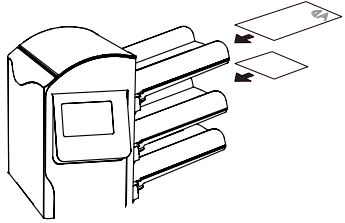
When a job is selected in which a different stopper position has been programmed, the operator has to put the document stoppers in the correct position as indicated by the display.

To adjust the stopper position pull down the collator plate D, squeeze the stopper and pull the front side tab up. To replace the stopper, first place the flat back tab into the slotted hole and then push the stopper into position. Replace the collator plate back into position.

For use of small documents of about 148 mm (5.8 inch) or smaller, the document stoppers can be set in the first position (position A).

For use of longer documents, maximal 356 mm (14 inch), the document stoppers have to be set in last position (position C).

4.7 Feeding documents

Fold type		Type of documents			
		one document	hopper swap	two documents	document + enclosure
no fold	single fold				
letter fold	double parallel fold	Address carrier in top feeder. Face up and leading.	Address carrier in top linked pair feeders. Face up and leading.	Address carrier in top feeder. Face up and leading.	Address carrier in top feeder. Face up and leading.
zig-zag fold					
		Address carrier in bottom feeder. Face down and trailing.	Address carrier in bottom linked pair feeders. Face down and trailing.	Address carrier in bottom feeder. Face down and trailing.	Address carrier in top feeder. Face down and trailing.

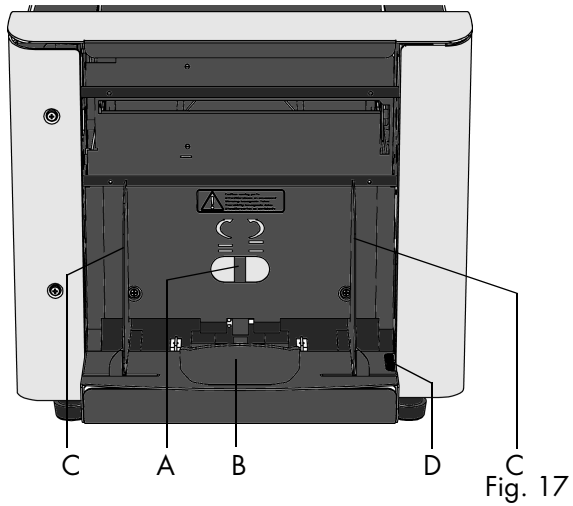


Fig. 17

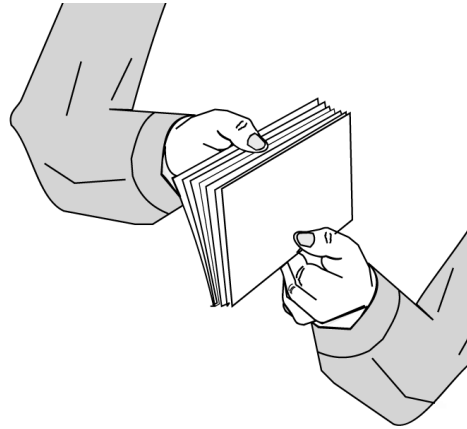


Fig. 18

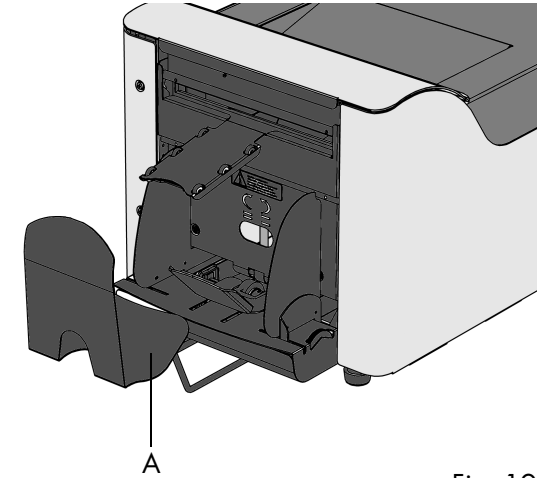


Fig. 19

4.8 Adjustment of the envelope feed

4.8.1 Envelope separation

Adjust the envelope separation by turning knob A (fig. 17) counter clockwise until two envelopes (flap down and "trailing"), one on top of the other, can be moved backward and forward between the rollers without resistance. Turn knob A clockwise until one envelope will pass between the rollers.

After starting the machine it may occur that more than one envelope at a time is pulled in. In that case rotate knob A a quarter turn clockwise. Repeat if necessary to obtain correct operation.

4.8.2 Side guides

Take a stack of about 20 envelopes. Fan the envelopes a bit (see fig. 18) and place the envelopes in the hopper with the flap down and "trailing" on the envelope support B (fig. 17).

The bottom envelope must enter the separator first. Adjust the side guides C (fig. 17) by turning the thumbwheel D (fig. 17) to provide enough space to move freely. Too much play causes skewing.

4.8.3 Envelope support

Shift the envelope support B (fig. 17) in or out so that the flap side of the envelope is lifted about 20 mm (0.8 inch).

Envelopes may skew on the insert table. The envelope support B can be rotated slightly to compensate this. Turn the envelope support B so that the weight of the envelopes is distributed evenly on both sides.

Top up the envelope hopper with more envelopes.

4.8.4 Envelope receiving tray

The 6300 Series has a rear envelope receiving tray, A (see fig. 19). This can be adjusted according to the envelope height, by shifting it in or out.

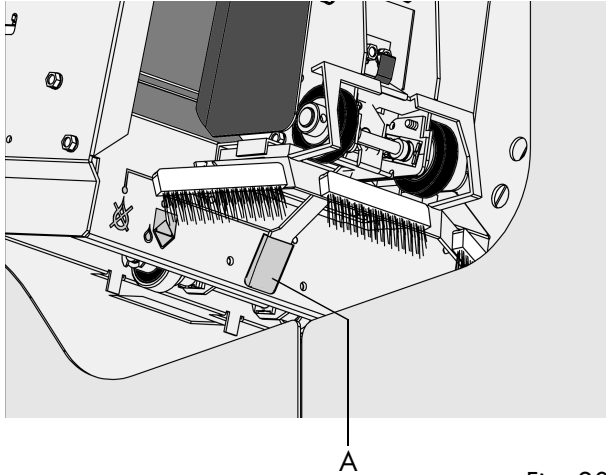




Fig. 20

4.8.5 Envelope sealing

Envelopes can be sealed or not. To switch sealing on or off, pull the hand grip of the upper unit upward (D fig. 3 on page 4) and pull the upper unit into the vertical position.

Shift the blue handle A (fig. 20) towards  to switch sealing off.

Shift the handle towards  to switch sealing on. Push the upper unit down until it locks. This should be done in the middle off the locking hand grip.

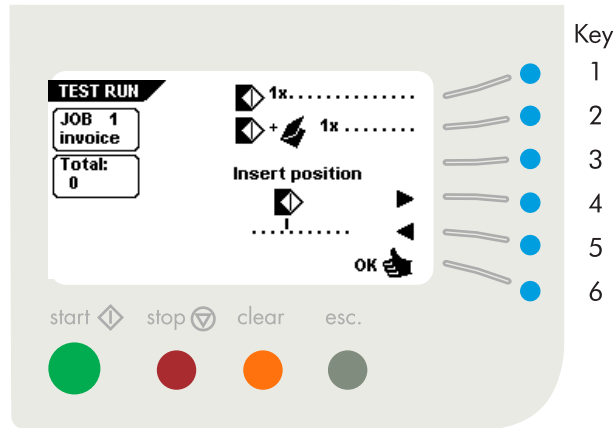


Fig. 21

4.9 Test run menu

Press key 3 in the "main menu (1)" to enter the "test run" menu (fig. 21). The "test run" menu shows the following functions:

- feed one envelope onto the insert table (key 1).
- make one insert (key 2).
- set the insert position (= envelop stop position) to the right (key 4).
- set the insert position to the left (key 5).
- save the insert position setting with "OK" (key 6) which will get you to the "main menu (1)".

First the insert position must be set. Then the insert fingers must be adjusted. To check all settings a test run can be made.

4.10 Insert position

Press key 1 in the "test run" menu to bring one envelope onto the insert table. Pull the hand grip of the upper unit upward and pull the upper unit into the vertical position. The flap folding line must be positioned under the green indicator B (fig. 22). If

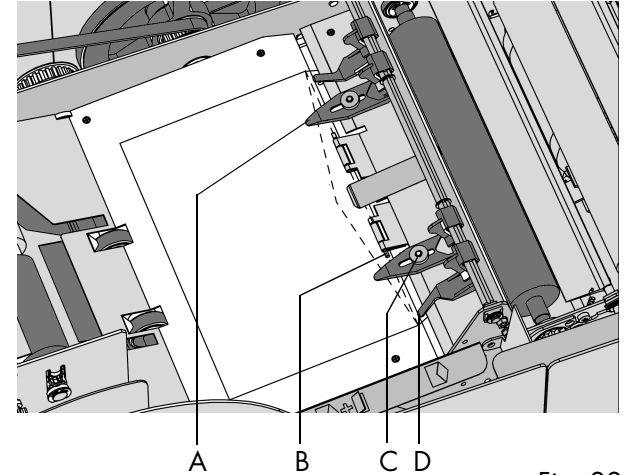


Fig. 22

necessary adjust the flap folding line position by pressing key 4 or 5 in the "test run" menu. Each key stroke stops the next envelope 0,5 mm (0.02 inch) to the right (earlier) or to the left (later). Check the settings by pressing key 1 again.

4.11 Envelope insert fingers

To adjust the insert fingers A (fig. 22) (2 in total) loosen the knurled knob C (fig. 22) on top of each finger.

Then adjust each finger so that the tip enters about 5 mm (0.2 inch) into the envelope. Re-tighten the knurled knob. The fingers can be moved sideways to the desired position. Place the outer fingers D about 5 to 10 mm (0.2 to 0.4 inch) from the edges of the envelope.

Check the position of the insert fingers when changing to a different type of envelope.

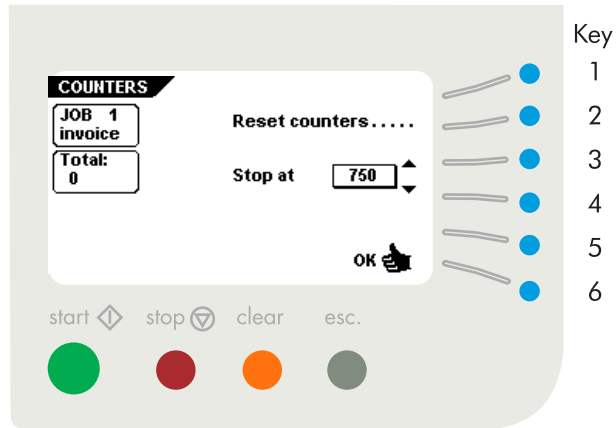


Fig. 23

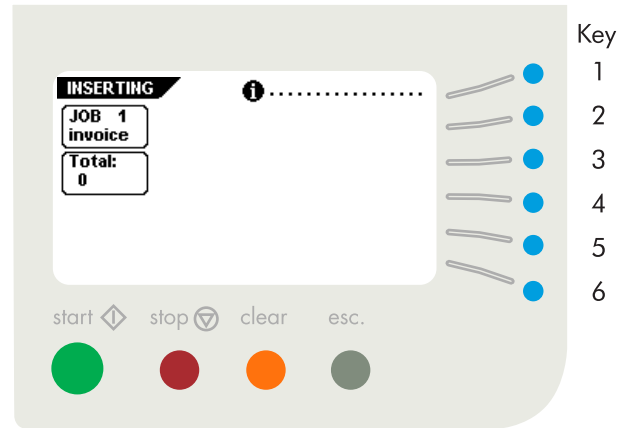


Fig. 24

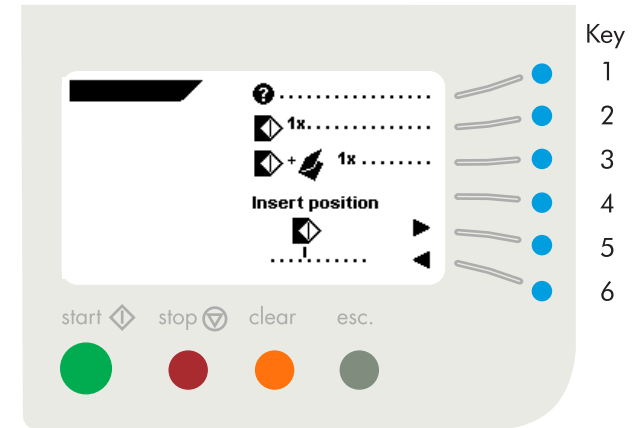


Fig. 25

4.12 Counters menu

After pressing key 4 in the "main menu (1)", the display shows the "counters" menu (fig. 23). The "counters" menu shows the following functions:

- reset the daily counter and stopcounter to zero (key 2).
- increase the preset counter (key 3).
- decrease the preset counter (key 4).
- save the counter settings with "OK" (key 6) which will get you back to the "main menu (1)".

The stopcounter is switched off when it is set to zero. The display will show "Stop at off".

The stopcounter can be set between 0 (switched off) and 9999.

4.13 Inserting menu

When the start key is pressed the machine starts inserting in automatic mode. The display shows the "inserting" menu (fig. 24).

Press key 1 (and keep it pressed) for job information. Release key 1 for returning to the "inserting" menu by pressing key 6.

4.14 AutoSet™ menu

After pressing key 5 in the "main menu (1)", the AutoSet™ menu is displayed (fig. 25). The AutoSet™ function can be used for creating simple jobs. The machine automatically selects the document hoppers and recognizes the document size, envelope size and necessary fold settings.

Before starting the AutoSet™ function, the adjustment of the envelope feed must be made manually to obtain correct operation (see page 10).

When special feeders are present, the adjustment of the document hoppers must be made manually (see page 7 and 8).

The document will be folded and inserted in the envelope. Only the insert and address position can be adjusted if needed.

The address carrier must be put in the upper feeder.

The AutoSet™ menu shows the following functions:

AutoSet™ help (key 1). The screen in fig. 27 is shown and gives suggestions for the AutoSet™ usage.

- feed one envelope onto the insert table (key 2). This function is used for checking the insert position (= envelop stop position).
- make a testset run (key 3). After pressing this key the setting of the insert position will be saved. The screen as shown in fig. 26 will be displayed.
- set the insert position to the right (key 5).
- set the insert position to the left (key 6).

The AutoSet™ function only the DFC of the upper feeder is selected automatically.

Before starting AutoSet™, be sure that no documents or envelopes are left in the machine.

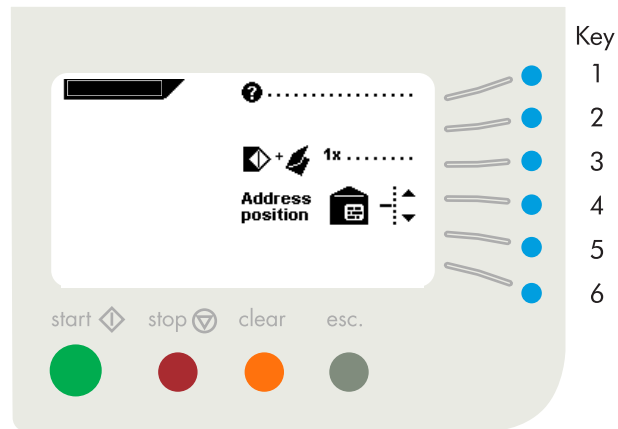


Fig. 26

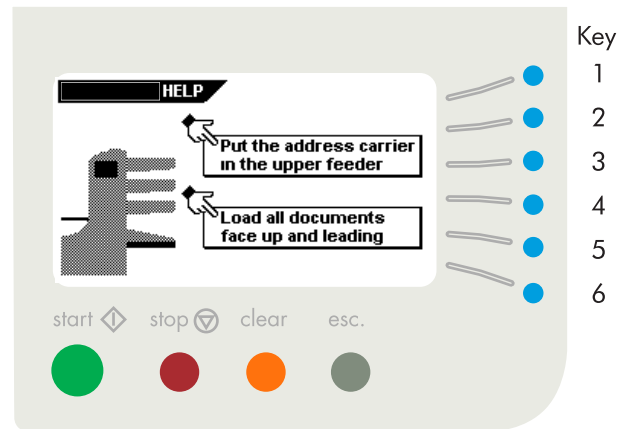


Fig. 27

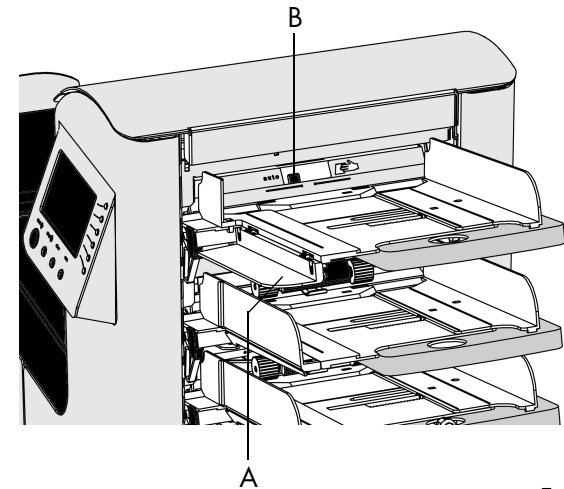


Fig. 28

Testset run

Press key 3 to start a testset run (fig. 25). The settings of the testset run will be saved. The machine prepares a job 0 which is named AutoSet™.

Only the feeders that feed successfully will be selected.

When the testset run is started the display shows the AutoSet™ menu (fig. 26), extended with the possibility of adjusting the address position. If needed adjust the address position as follows:

- press key 4 to set the address higher. Each key stroke brings the address up 1,2 mm (0.05 inch) (maximum 12 mm; 0.5 inch higher).
- press key 5 to set the address lower. Each key stroke brings the address down 1,2 mm (0.05 inch) (maximum 12 mm; 0.5 inch lower).

If the required address position is beyond the maximum range of 12 mm (0.5 inch) up and 12 mm (0.5 inch) down, the AutoSet™ function can not be used. Use a programmed job instead.

In the AutoSet™ job, the following options cannot be used:

- hopper swap (the machine switches automatically to the upper hopper when the lower hopper is empty and vice versa).
- multifeed (more sheets are fed from the same hopper into the envelope).

The usage of the AutoSet™ function is not possible in the no envelopes mode, or with usage of envelopes with open flap.


The AutoSet™ job can not be saved. When the machine is switched off the settings will be lost.

4.15 Daily mail

For processing documents or sets of documents which can not be processed automatically (e.g. stapled documents) the daily mail function can be used.

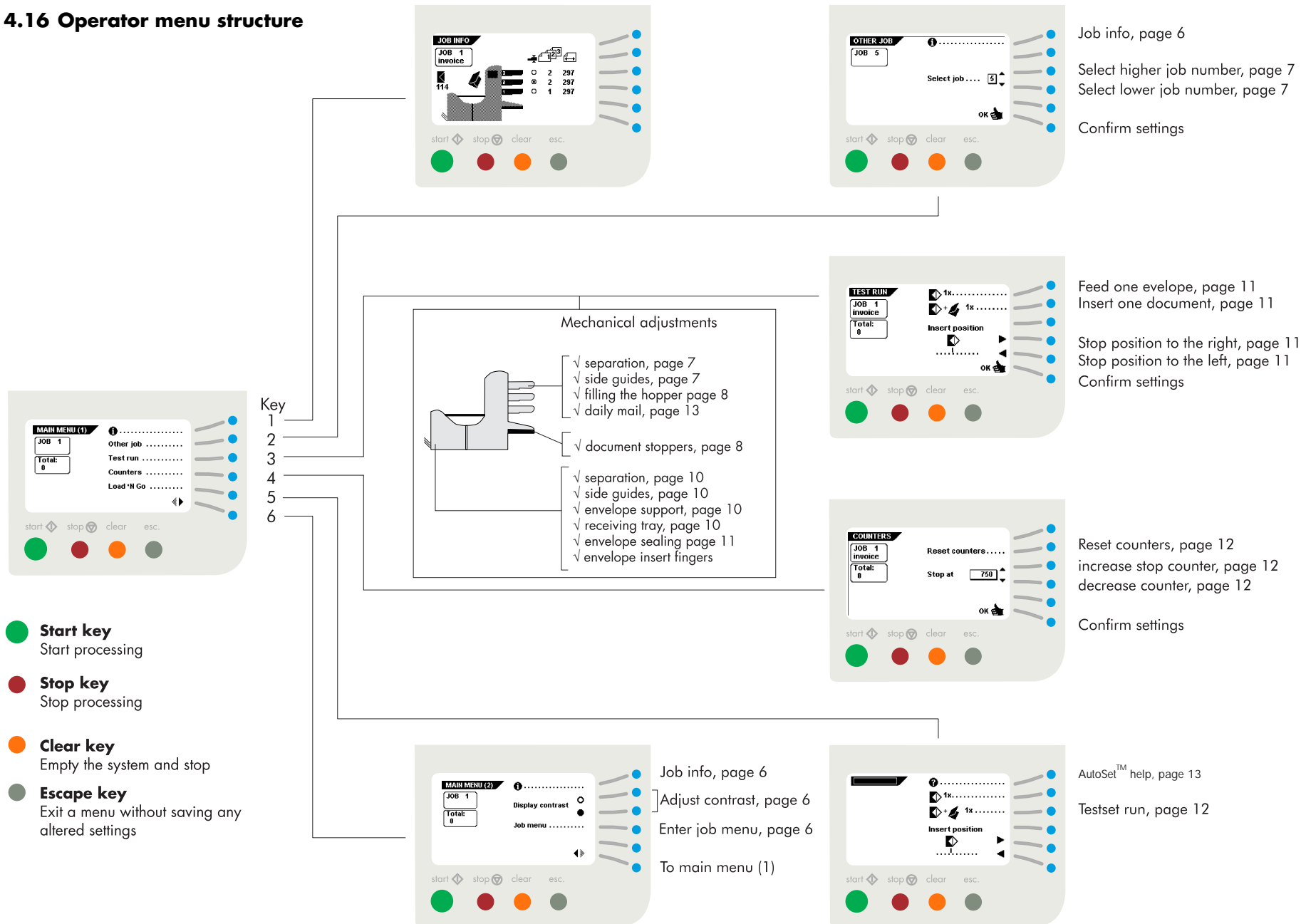
The automatic (upper) feeder can be equipped with a daily mail switch. Contact your dealer when further information is wanted.

Switch to daily mail in the following way:

- select or change to a job where the daily mail function has been set to "on" (see 6.2.4 Daily mail on page 20).
- turn the left side guide A downwards (fig. 28).
- the daily mail handle B will be visible and can be set. Push the handle towards  to switch to the daily mail function. Push the handle towards **auto** to switch back to the automatic function.
- turn the left side guide upwards again.

Be sure the daily mail function is switched off when switching to normal use again.

4.16 Operator menu structure



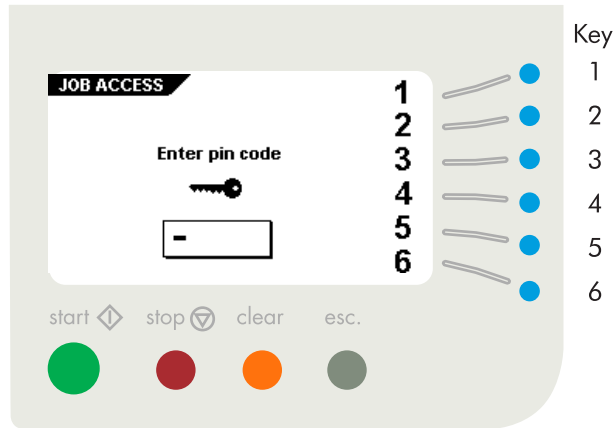


Fig. 29

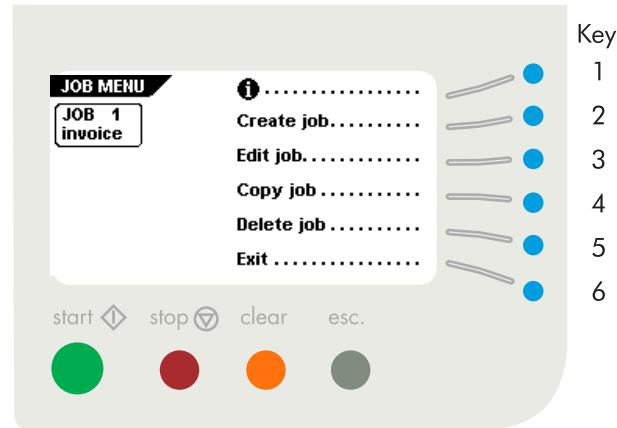


Fig. 30

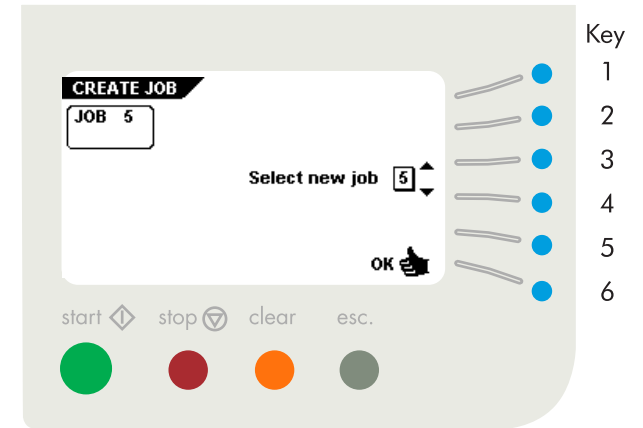


Fig. 31

5. JOBS

For an overview of the complete "create" or "edit job" menu structure, see page 23.

5.1 Job menu

After pressing key 4 in the "main menu (2)" (fig. 9 on page 6), the display shows the "job access" screen and asks for a pin code to enter (fig. 29).

Enter the pin code with the keys 1 through 6.

When a wrong pin code is entered, the cursor is set to the first number to try again.

After 3 times entering a wrong pin code the display shows the "main menu (1)" again.

When the correct pin code is entered, the display shows the "job menu" as shown in fig. 30.

The "job menu" shows the following functions:

- job information (key 1).
- create a job (key 2).
- edit a job (key 3).
- copy a job (key 4).
- delete a job (key 5).
- exit and go back to the "main menu (1)" (key 6).

The escape key will get you back to the previous menu.

5.2 Create job menu

After pressing key 2 in the "job menu" the display will show the "create job" menu as shown in fig. 31. If all jobs are programmed the display shows "No more free jobs".

The "create job" menu shows the following functions:

- choose a higher free job number (key 3).
- choose a lower free job number (key 4).
- The display will start with the lowest free job number available. Job numbers already programmed or job numbers locked by service personnel will not be shown.
- select the desired job and confirm with "OK" (key 6) which will get you to the "job settings" menu. All job settings are described in chapter 6. Job settings on page 17.

A new selected job number starts with default settings.

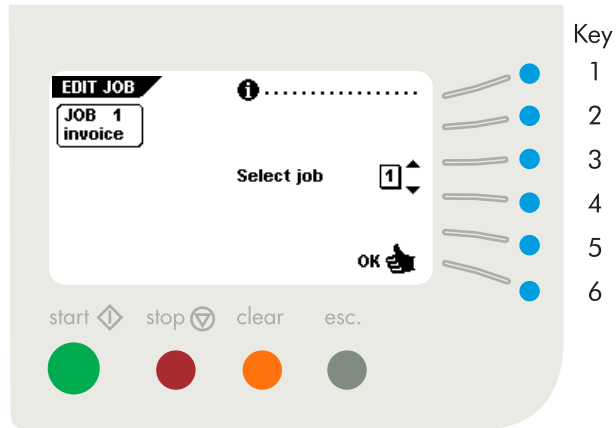


Fig. 32

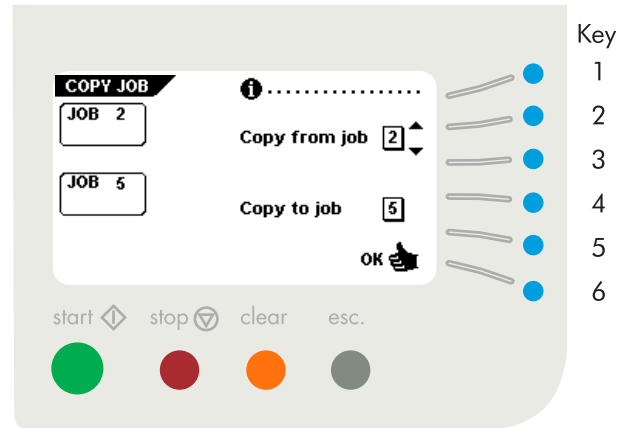


Fig. 33

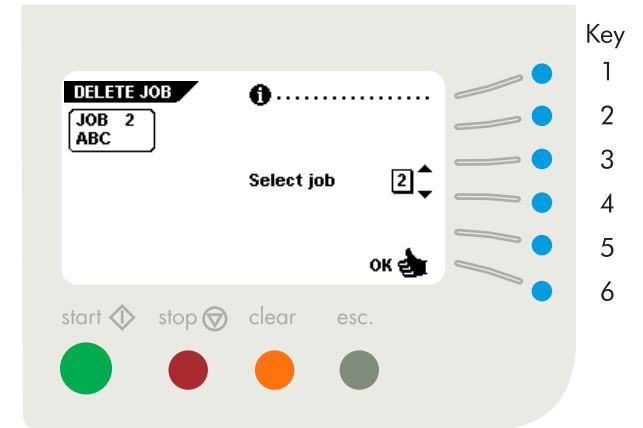


Fig. 34

5.3 Edit job menu

When key 3 in the "job menu" is pressed, the display shows the "edit job" menu as shown in fig. 32. The initially selected job will be displayed. The "edit job" menu shows the following functions:

- Job information (key 1).
- choose a higher job number to edit (key 3).
- choose a lower job number to edit (key 4).
- select the job to edit and confirm with "OK" (key 6) which will get you to the "job settings" menu. All job settings are described in 6. Job settings on page 17.

5.4 Copy job menu

After pressing key 4 in the "job menu", the display shows the "copy job" menu as shown in fig. 33.

The "copy job" menu shows the following functions:

- job information (key 1).
- choose a higher job number to copy from (key 2).
- choose a lower job number to copy from (key 3).
- choose a higher job number to copy to (key 4).
- choose a lower job number to copy to (key 5).
- copy the job with "OK" (key 6) which will get you to the "job menu".

If all jobs are programmed the display shows "No more free jobs".

5.5 Delete job menu

After pressing key 5 in the "job menu", the display shows the "delete job" menu, as shown in fig. 34.

The "delete job" menu shows the following functions:

- job information (key 1).
- select a higher job number to delete (key 3).
- select a lower job number to delete (key 4).
- delete job with "OK" (key 6) which will get you to the "job menu".

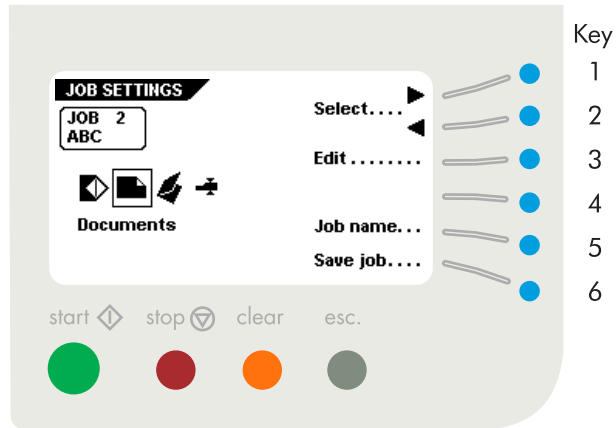


Fig. 35

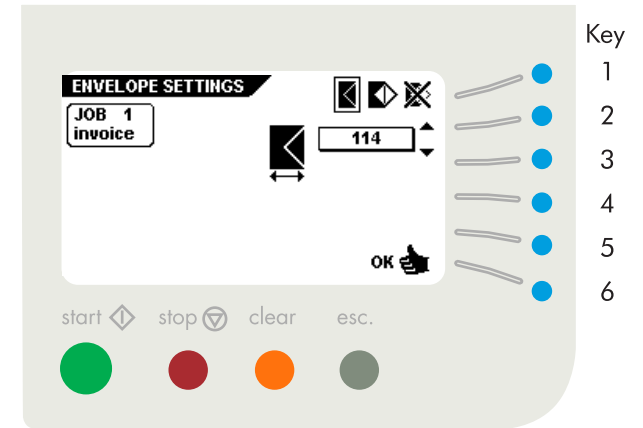


Fig. 36

6. JOB SETTINGS

After confirmation (key 6) in the "create job" or "edit job" menu, the display shows the "job settings" menu as shown in fig. 35. The "job settings" menu shows the following functions:

- select a setting menu by pressing key 1 or 2.
- To program a job use the following order of settings:
 1. Envelope settings menu (📄↔)
 2. Document settings menu (📄)
 3. Fold settings menu (📄)
 4. Double document detection settings menu (📄↔)
- select the chosen settings menu to edit (key 3).
- go to the "job name" menu (key 5).
- save the job settings by pressing key 6 which will automatically get you back to the "job menu".

6.1 Envelope settings menu

When the "envelope settings" menu is selected and key 3 is pressed in the "job settings" menu, the display shows the screen as shown in fig. 36. In this menu, the following choices are available by pressing key 1:

1. Envelope with closed flap (📄)
2. Envelope with open flap (📄)
3. No envelopes (📄)

6.1.1 Envelope with closed flap

When "envelope with closed flap" is selected the display shows the screen as shown in fig. 36. The following choices are available:

- go to the envelope with open flap screen (key 1).
- increase the envelope height (key 2).
- decrease the envelope height (key 3).
- confirm the setting by pressing "OK" (key 6) which will get you back to the "job settings" menu.

The envelope height can be set between 90 mm (3.5 inch) and 162 mm (6.38 inch).

Default the envelope size is set to 162 mm (6.38 inch).

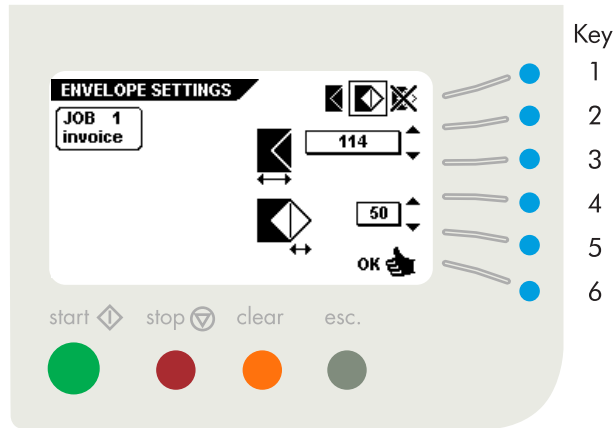


Fig. 37

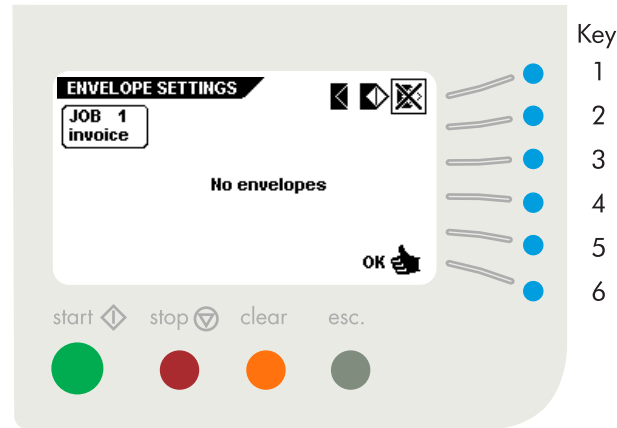


Fig. 38

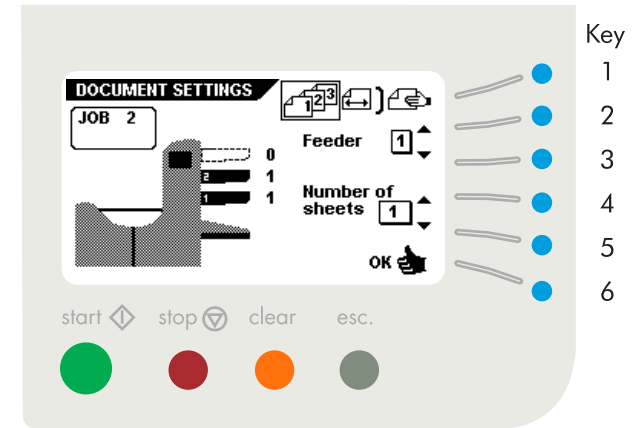


Fig. 39

6.1.2 Envelope with open flap

When “envelope with open flap” is selected the display shows the screen as shown in fig. 37. The following choices are available:

- go to no envelopes screen (key 1).
- increase the envelope height (key 2).
- decrease the envelope height (key 3).
- increase the flap height (key 4).
- decrease the flap height (key 5).
- confirm the settings by pressing “OK” (key 6) which will get you back to the “job settings” menu.

The envelope height can be set between 90 mm (3.54 inch) and 162 mm (6.38 inch).

The flap height can be set between 32 mm and the envelope height minus 32 mm (1.26 inch).

Default the envelope height is set to 162 mm (6.38 inch) and the envelope flap size is set to 44 mm (1.73 inch).

6.1.3 No envelopes

When “no envelopes” is selected, the display shows the screen as shown in fig. 38. The following choices are available:

- go to the envelope with closed flap screen (key 1).
- confirm the settings by pressing “OK” (key 6) which will get you back to the “job settings” menu.

6.2 Document settings menu

When the “document settings” menu is selected and key 3 is pressed in the “job settings” menu, the display shows the screen as shown in fig. 39.

The following choices are available, by pressing key 1:

1. set number of documents ()
2. set document size ()
3. set hopper swap ()
4. set daily mail on or off (Daily mail ON)

6.2.1 Number of sheets

When number of sheets is selected the following choices are available (see fig. 39):

- go to document size screen (key 1).
- select a higher feeder number (key 2) (The lowermost feeder is feeder number one).
- select a lower feeder number (key 3).
- increase the number of documents of the selected feeder (key 4).
- decrease the number of documents of the selected feeder (key 5).
- confirm the settings by pressing “OK” (key 6) which will get you back to the “job settings” menu.

A feeder can be deselected when the amount of documents is set to zero.

The default setting is 1 document per feeder. When a feeder is set to daily mail the number of documents is always 1 and can not be set in this screen.

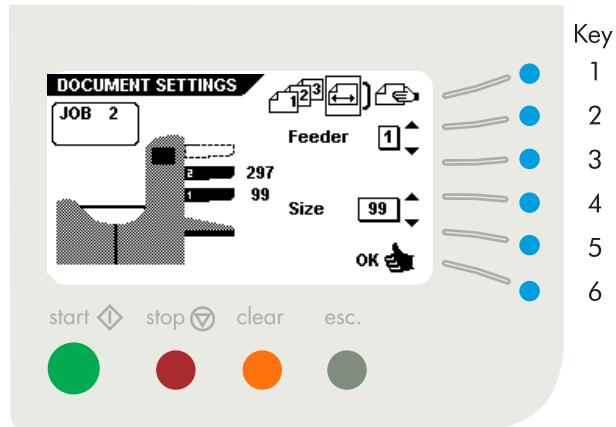


Fig. 40

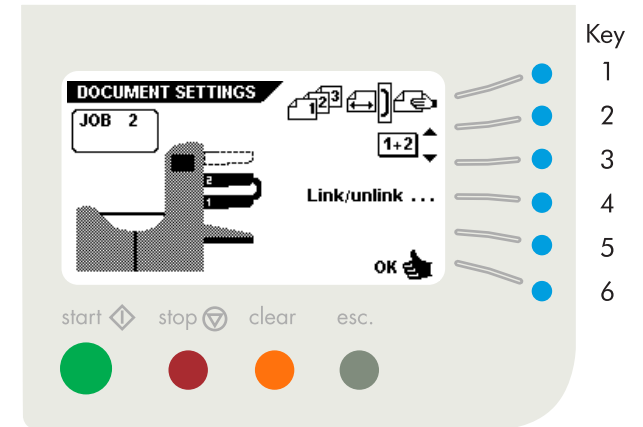


Fig. 41

6.2.2 Document size

When document size is selected, the display shows the screen as shown in fig. 40. The following choices are available:

- go to the hopper swap screen (key 1).
- select a higher feeder number (key 2).
- select a lower feeder number (key 3).
- increase the document size of the documents in the selected feeder (key 4).
- decrease the document size of the documents in the selected feeder (key 5).
- confirm the settings by pressing (key 6) which will get you back to the "job settings" menu.

The document size can be set between 90 mm (3.54 inch) and 356 mm (14 inch) in steps of 1 mm (0.04 inch). The minimum document size for the upper feeder is 115 mm (4.5 inch).

The default document size setting of a new job is 297 mm (11.7 inch). This is position b in the collator area.

The maximum document size is depending on the document stopper position in the collator area. If the stopper is set to position a (see 4.6 Adjustment of the document stoppers on page 8) the max. size is 148mm (5.8 inch). For the position b; 297 mm (11.7). For the position c; 356 mm (14 inch).

6.2.3 Hopper swap

When hopper swap is selected, the display shows the screen as shown in fig. 41. The following choices are available:

- go to the daily mail screen or when this is not available to the "number of sheets" screen (key 1).
- select the pair of feeders which must be linked (key 2 or 3).
- select linked or unlinked for a pair of feeders (key 4).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

When a pair of feeders is linked, the settings of the lowermost feeder will be used and shown in the display.

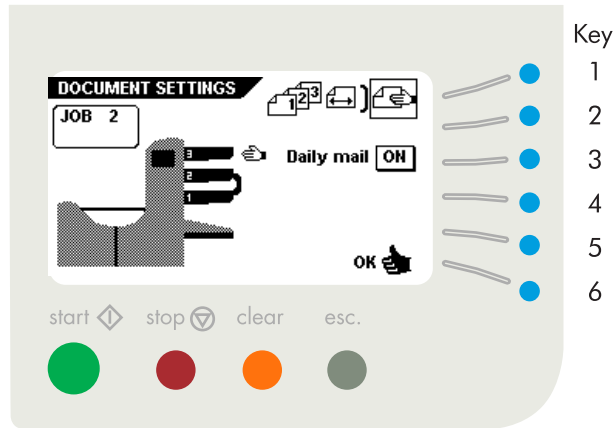


Fig. 42

6.2.4 Daily mail

When daily mail is selected, the display shows the screen as shown in fig. 42. The following choices are available:

- go to the "number of sheets" screen (key 1).
- set the daily mail function on or off (key 3).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

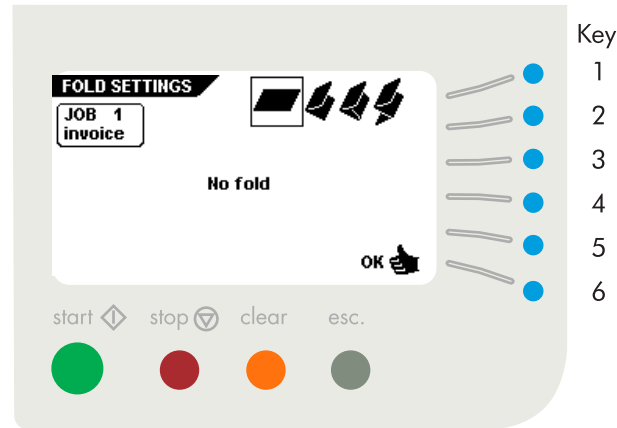


Fig. 43

6.3 Fold settings menu

When the "fold settings" menu is selected and key 3 is pressed in the "job settings" menu, the display shows the screen as shown in fig. 43. In this menu, the following choices are available by pressing key 1:

1. No fold (/)
2. Single fold (/)
3. Letter fold (/)
4. Zig-zag fold (/)

6.3.1 No fold

When no fold is selected, the display shows the screen as shown in fig. 43. The following choices are available:

- go to the "single fold" menu (key 1).
- select settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

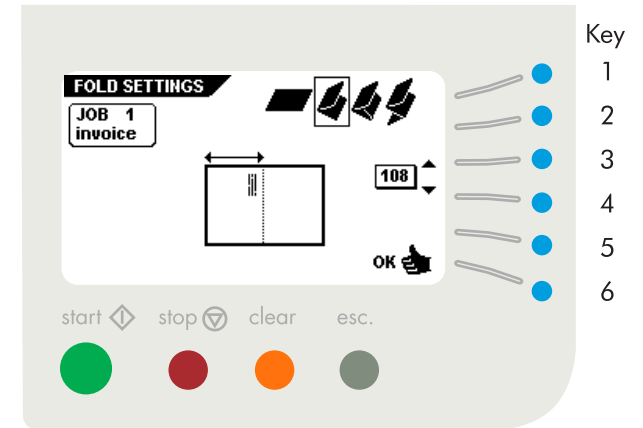


Fig. 44

6.3.2 Single fold

When single fold is selected, the display shows the screen as shown in fig. 44. The following choices are available:

- go to the "letter fold" menu (key 1).
- increase the fold position to the right (key 3).
- decrease the fold position to the left (key 4).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

The fold length can be minimally 75 mm (2.95 inch) and maximally the length of the longest document used minus 25 mm (1.0 inch).

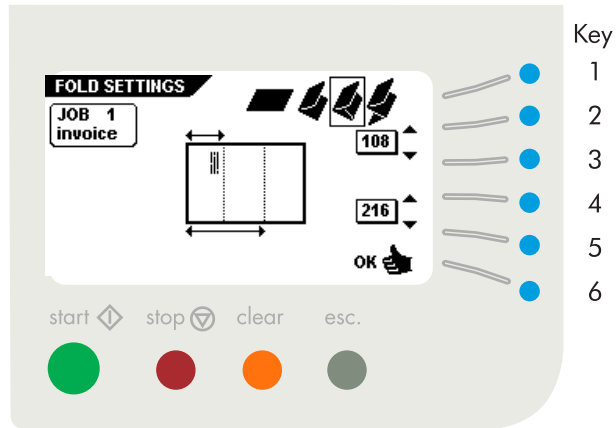


Fig. 45

6.3.3 Letter fold

When letter fold is selected, the display shows the screen as shown in fig. 45. The following choices are available:

- go to the "zig-zag fold" menu (key 1).
- increase the position of the first fold to the right (key 2).
- decrease the position of the first fold to the left (key 3).
- increase the position of the second fold to the right (key 4).
- decrease the position of the second fold to the left (key 5).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

The fold length of the first fold can be minimally 75 mm (2.95 inch) and maximally the length of the longest document used minus 50 mm (2.0 inch).

The fold length of the second fold can be minimally the length of the first fold plus 25 mm (1.0 inch) and maximally the length of the longest document used minus 25 mm (1.0 inch).

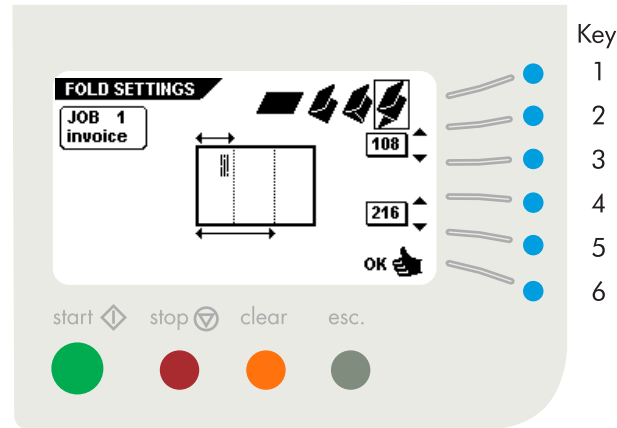


Fig. 46

6.3.4 Zig-zag fold

When zig-zag fold is selected, the display shows the screen as shown in fig. 46. The following choices are available:

- go to the "no fold" menu (key 1).
- increase the position of the first fold to the right (key 2).
- decrease the position of the first fold to the left (key 3).
- increase the position of the second fold to the right (key 4).
- decrease the position of the second fold to the left (key 5).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

The fold length of the first fold can be minimally 75 mm (2.95 inch) and maximally the length of the longest document used minus 100 mm (3.9 inch).

The fold length of the second fold can be minimally the length of the first fold plus 25 mm (1.0 inch) and maximally the length of the longest document used minus 75 mm (2.95 inch).

6.3.5 Double parallel fold

By using the letter fold settings, it is possible to create a double parallel fold.

When a document is too large to be inserted (letter folded) in the desired envelope the double parallel fold can be used.

Example: a document of 356 mm (14 inch) must be parallel folded for an envelope of 104 mm (4.1 inch). To insert the document properly, the size of the folded document must be maximally 98 mm (3.9 inch). The first fold is set to 98 mm (3.9 inch) and the second fold is set to 196 mm (7.7 inch). When processed a parallel fold is automatically created. The document will now be inserted correctly.

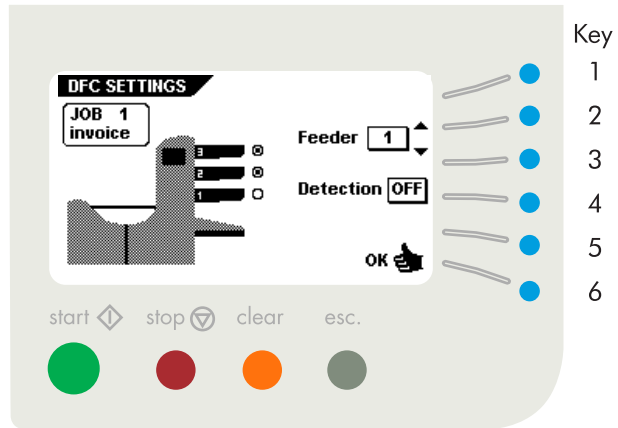


Fig. 47

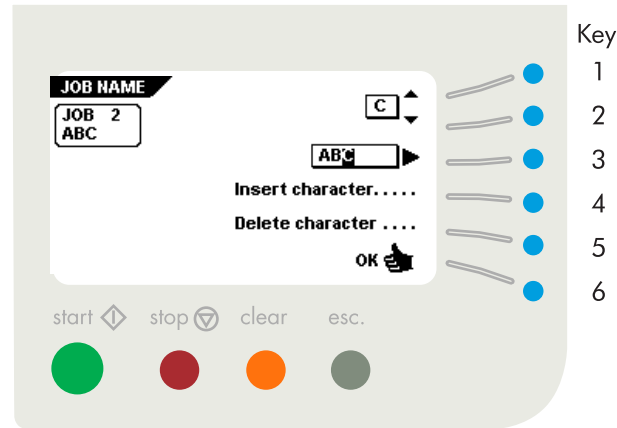


Fig. 48

6.4 Double Feed Control menu

When the "DFC settings" menu is selected and key 3 is pressed in the "job settings" menu, the display shows the screen as shown in fig. 47. This menu shows the following functions:

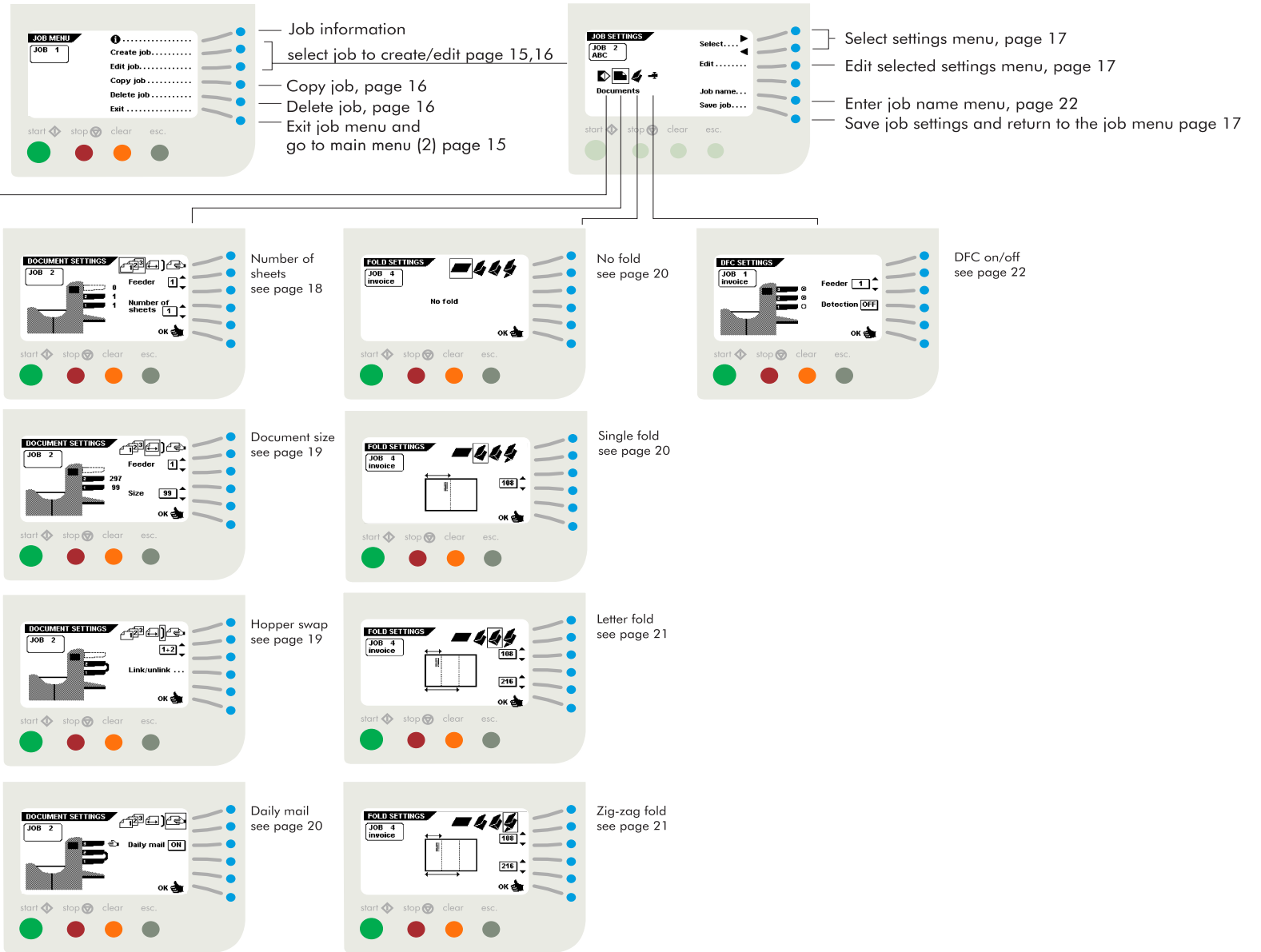
- select the required feeder (key 2 or 3).
- set the double feed control on or off (key 4).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

6.5 Job name menu

After pressing key 5 in the "job settings" menu the display shows the screen as shown in fig. 48. The following choices are available:

- change the selected character (key 1 or 2).
- select the character position (key 3).
- insert the selected character (key 4).
- delete the selected character (key 5).
- confirm the settings by pressing "OK" (key 6) which will get you back to the "job settings" menu.

6.6 Job edit menu structure



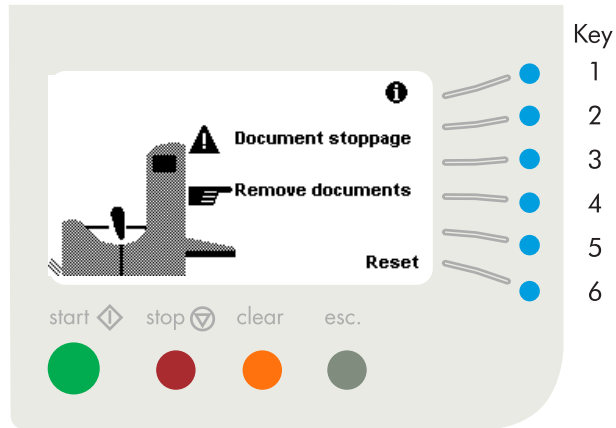


Fig. 49

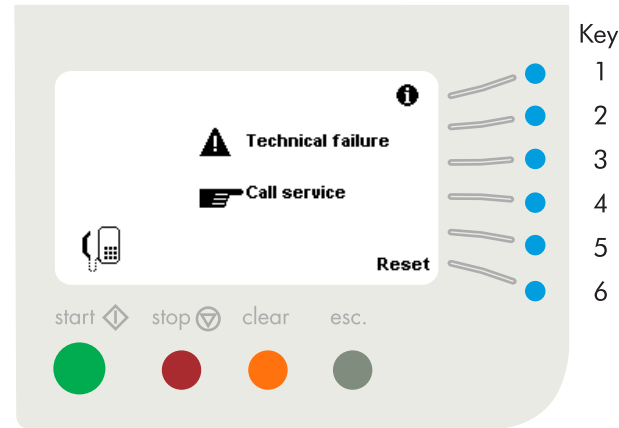


Fig. 50

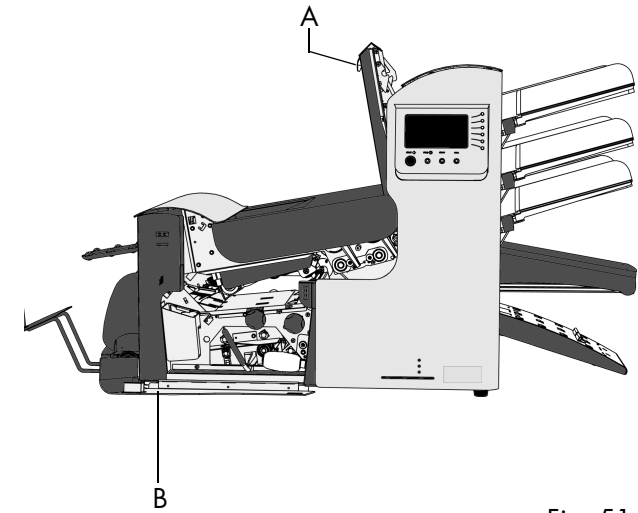


Fig. 51

7. FAULT FINDING

7.1 General

In the 6300, the following error types are possible:

- paperflow errors.
- technical errors.

If an error occurs the display shows a screen with an error description and a suggested solution.

When a paperflow error occurs the display shows a screen as in fig. 49 (for example). The menu shows the following functions:

- show more information (key 1).
- reset the error after solving the problem (key 6) (the error screen will disappear).

The black arrow or a black feeder indicates where the problem occurs.

For a complete description of error codes see 7.3 Error codes on page 26.

When there is a technical problem the display shows the message as shown in fig. 50. This error cannot be solved by operating personnel and assistance of the service support is needed.

First write down the error code, then switch the inserter off and on again, to verify machine operation. When the error still occurs contact your service organization.

Warning screen

The display shows a warning screen with the message "Cover open" and a suggested solution "Close cover", when a cover is opened.

7.2 Clearing stoppages

Exit and sealing area

When a stoppage occurs in the exit and sealing area, remove the material as follows:

- pull the hand grip A up fig. 51 and pull the upper unit into vertical position.
- open the side cover B (fig. 51).
- remove all material.
- lower the upper unit until it clicks
- close the side cover.

Reset the error after solving the problem with (key 6) (see fig. 49).

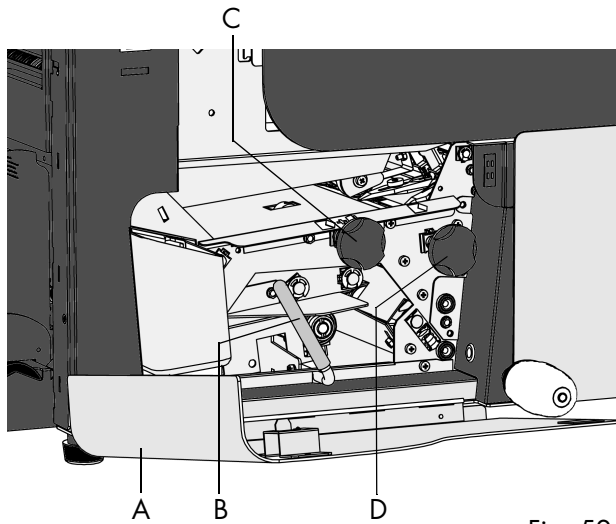


Fig. 52

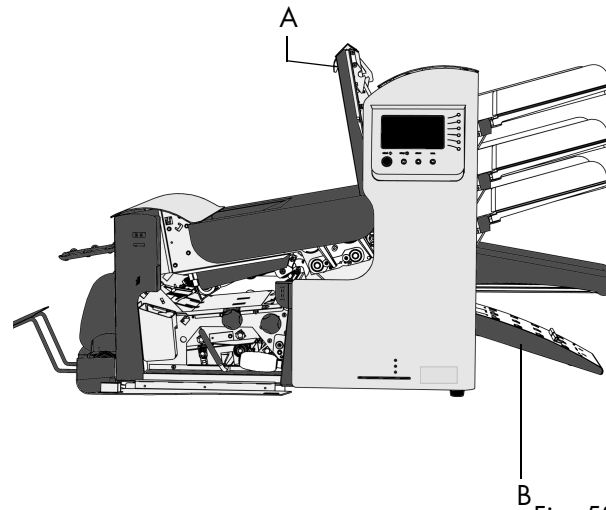


Fig. 53

Lower envelope track

When a stoppage occurs in the lower envelope track, remove the envelopes as follows:

- open the side cover A (fig. 52).
- Lower and hold the handle B (fig. 52) to the left and remove the envelope(s) from the lower envelope track.
- Release the handle B.
- close the side cover.

Reset the error after solving the problem with (key 6).

If needed, envelopes and documents can be transported manually by turning knob C clockwise (fig. 52). To transport envelopes manually to the insert table or to the lower envelope track, turn knob D clockwise. Pull the hand grip A up (fig. 51) and pull the upper unit into vertical position. The envelopes and documents can be removed.

PowerFold™

When a stoppage occurs in the PowerFold™, remove the documents as follows:

- pull the hand grip A up (fig. 53) and pull the upper unit into vertical position.
- remove the documents from the PowerFold™.
- Lower the upper unit until it clicks.

Reset the error after solving the problem with (key 6).

FlexFeed™

When a stoppage occurs in the FlexFeed™, remove the documents as follows:

- pull the hand grip A up (fig. 53) and pull the upper unit into vertical position.
- remove the documents.
- Lower the upper unit until it clicks.

Reset the error after solving the problem with (key 6).




Collating area

When a stoppage occurs in the collating area, remove the documents as follows:




- pull down the collator plate B (fig. 53).
- remove the documents.
- push the collator plate into position.

Reset the error after solving the problem with (key 6).

7.3 Error codes

 error description	 suggested solution	see also....	 information	Error code
Envelope too long.	Remove envelope.	Page 25.	Envelope length error.	1 : 10
Document stoppage.	Remove documents.	Page 25.	Inserting failure.	1 : 11
Document stoppage.	Remove documents.	Page 25.	Document length error.	1 : 12
Envelope stoppage.	Remove envelope.	Page 24 and 25.	Transport failure.	1 : 13
Envelope stoppage.	Remove envelope.	Page 24 and 25.	Flap not openend.	1 : 15
Document stoppage.	Remove documents.	Page 25.	Document too early.	1 : 17
Document stoppage.	Remove documents.	Page 25.	Inserting failure.	1 : 18
Envelope stoppage.	Remove envelope.	Page 25.	Flap sensor covered.	1 : 19
Envelope stoppage.	Remove envelope.	Page 25.	Envelope lost.	1 : 20
Envelope stoppage.	Remove envelope.	Page 25.	Wrong envelope size.	1 : 22
Envelope stoppage.	Remove envelope.	Page 25.	Seal switch active.	1 : 23
Document stoppage.	Remove envelope.	Page 24.	Seal switch active.	1 : 24
Document stoppage.	Remove envelope.	Page 25.	Seal switch not covered.	1 : 25
Envelope stoppage.	Remove envelope.	Page 25.	Seal switch not covered.	1 : 26
Document stoppage.	Remove documents.	Page 25.	Document too late.	1 : 27
Document stoppage.	Remove documents.	Page 25.	Insert area blocked.	1 : 29

*Service assistance is needed for the error codes with the message "technical failure".
First write down the error code, than switch the inserter off and on again, to verify machine operation. When the error still occurs contact your service organization.*

 error description	 suggested solution	see also....	 information	Error code
Document stoppage.	Remove documents.	Page 25.	Stoppage at folder.	2 : 11
Document stoppage.	Remove documents.	Page 25.	Stoppage at folder.	2 : 12
Envelope to small.	Go to edit job menu.	Page 16.	Fold not possible.	2 : 14
Document stoppage.	Remove documents.	Page 25.	Stoppage at vert. track.	3 : 10
Document stoppage.	Remove documents.	Page 25.	Stoppage at collator.	3 : 11
Document stoppage.	Remove documents.	Page 24.	Stoppage at collator.	3 : 12
Document stoppage.	Remove documents.	Page 25.	Document stoppage.	3 : 14
Empty feeder.	Load documents.	Page 8.		4, 5, 6 : 00
Feeding failure.	Remove documents.	Page 25.	Document too thick.	4, 5, 6 : 10
Feeding failure.	Check previous set.	Page 25.	Wrong reference.	4, 5, 6 : 11
Document stoppage.	Remove documents.	Page 25.	Document too long.	4, 5, 6 : 12
Document stoppage.	Remove documents.	Page 25.	Paper jam.	4, 5, 6 : 13
Document stoppage.	Remove documents.	Page 25.	Document too short.	4, 5, 6 : 14

*Service assistance is needed for the error codes with the message "technical failure".
First write down the error code, than switch the inserter off and on again, to verify machine operation. When the error still occurs contact your service organization.*

7.4 Operator troubleshooting

Symptom	Possible cause	Remedy	Page
The machine cannot be started after switching on.	Machine not connected to mains.	Connect the machine to the mains.	-
	Fuse is blown.	Replace fuse below power switch.	-
	A cover is opened.	Close the covers.	-
Machine stops with envelope at insert position (flap not open).	Envelopes stacked reversed in the hopper.	Check envelope feed adjustments. Place envelopes correctly in hopper.	10
	Envelope flap sticks.	Store envelopes according to specifications.	33
	Wrong envelope type used (not according specifications or job settings).	Change envelopes according to specifications.	33
Envelopes are double fed.	Envelope separation not correctly adjusted.	Check separation settings, adjust if needed.	10
	Envelopes not placed properly in the hopper.	Check and replace if needed.	
Envelope stop skewed.	Side guides of the envelope hopper are set too wide.	Check side guides and adjust if needed.	10
Envelopes are fed irregularly.	Hopper almost empty.	Refill hopper.	10
	Separation set too narrow.	Check separation settings, adjust if needed.	10
	Side guides set too narrow.	Check side guides and adjust if needed.	10
	Envelope support not positioned correctly.	Reposition the envelope support.	10
Flap is wrinkled and sometimes not opened.	Envelope not within specifications.	Check specifications and change envelopes if needed.	33
	Flap sticks.	Store envelopes according to specifications.	33
	Flap curled.	Envelopes stored or manufactured improperly.	33
	Separation set too narrow.	Check separation settings, adjust if needed.	10
Fingers are placed on top of the envelope.	Fingers adjusted too deep into the envelope.	Check fingers position, adjust if needed.	11
	Envelope stops too early.	Check envelope stop position, adjust if needed.	11

Symptom	Possible cause	Remedy	Page
Machine stops while inserting (stoppage at the inserting point).	Fingers not correctly adjusted.	Check fingers position, adjust if needed.	11
	Inserted document too long for used envelope.	Check fold settings.	20
	Envelope throat incorrect.	Check envelope specifications.	33
	Envelope glued inside.	Eliminate faulty envelopes.	33
	Window not glued properly.	Eliminate faulty envelopes.	-
Flap not sufficiently moistened.	Water level low.	Check water level, refill if needed.	5
	Brushes dry.	Check brushes, replace if needed by the extra soaked set.	5, 30
	Brushes dirty.	Check brushes, clean if needed.	30
	Moistening felt dry.	Check the moistening felt, refill water tray if needed.	5
	Moistening felt dirty.	Check the moistening felt, clean if needed.	30
	Moistening brushes inactive.	Activate the moistening brushes.	11
Envelope not always ejected from sealer.	Inserted document too big.	Check fold settings, adjust if needed.	20
	Document not inserted deep enough.	Check adjustment of envelope stop position and fingers.	11
No document fed.	Feeder empty.	Refill feeder.	8
	Separation set too wide.	Adjust the separation.	7
	Side guides set too narrow.	Adjust the side guides.	7
Skewed documents fed.	Side guides set too wide.	Adjust side guides.	7
Double documents fed.	Separation set too wide.	Adjust the separation.	7
Documents stoppage at collating area.	Stopper position set incorrect.	Adjust stopper position.	8

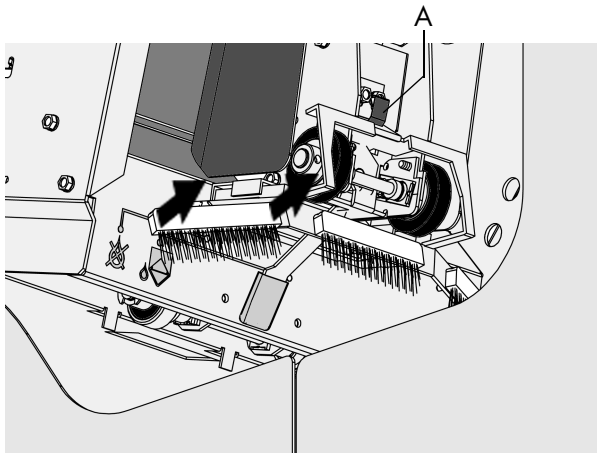


Fig. 54

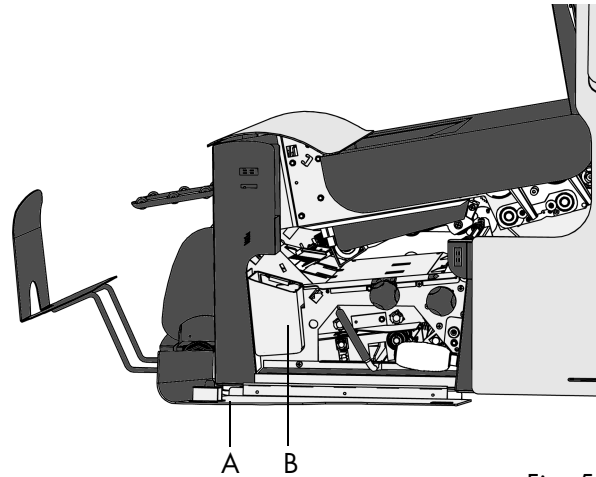


Fig. 55

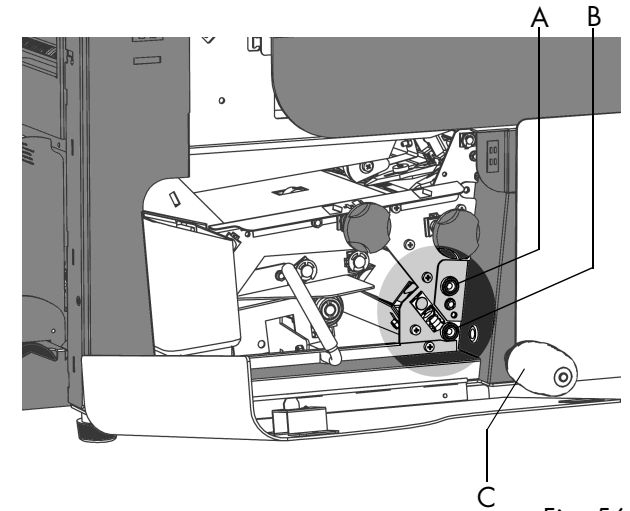


Fig. 56

8. MAINTENANCE

8.1 Servicing



Disconnect the mains supply before performing any maintenance.



The user must not attempt to service the appliance beyond that described in this operator manual. All other servicing must be referred to qualified service personnel only. For service please contact your authorized distributor.

8.2 General cleaning

The machine must be kept in proper condition by regularly removing dust, paper remains, etc. Clean the sealing table and rubber rollers when dirty. This can be done by using a slightly wetted cloth soaked in warm water.

8.3 Cleaning the brushes

Clean the brushes when dirty or saturated with glue. An extra set of brushes is provided. The best procedure is to soak one set of brushes and use the other set. In that way there is always a clean set of brushes ready for usage.

To replace the brushes the upper unit must be lifted. The brushes can be removed one by one by pulling them straight off the brush holder (see fig. 54). When replacing the brushes, align the studs on each brush with the respective holes in the brush holder.

It is also possible to remove the brush holder completely. Pull tongue A (fig. 54) down and the brush holder out of the loc.

To replace the brush holder, slide the tongue on the holder into the loc and press downwards and inwards to click in.

The brushes should be cleaned once a week.

8.4 Cleaning the moistening felt

Clean the moistening felt and water tray when dirty or saturated with glue. To remove the water tray the side

cover must be opened. Pull out the water tray B and clean it under running water. Replace the water tray, lower the upper unit until it clicks and close the side cover.

8.5 Cleaning the fold rollers

To clean the fold rollers in the folder place the upper unit into vertical position (see page 25). Clean the fold rollers in the folder regularly with a dry duster or a cleaner (don't use chemical products!).

Lower the upper unit until it clicks and close the side cover.

8.6 Cleaning the sensors

When the display shows a message like "Track sensor dusty", the sensors on the envelope or document path must be cleaned. The screen on the display indicates which sensor(s) must be cleaned.

The sensors can be cleaned by using the bellow C (fig. 56) located behind the side cover.

For cleaning the envelope track sensor, put the bellow in hole B (fig. 56). Squeeze a few times firmly to blow away the dust from the sensor. Repeat this procedure for hole A (fig. 56), for cleaning the flap sensor.

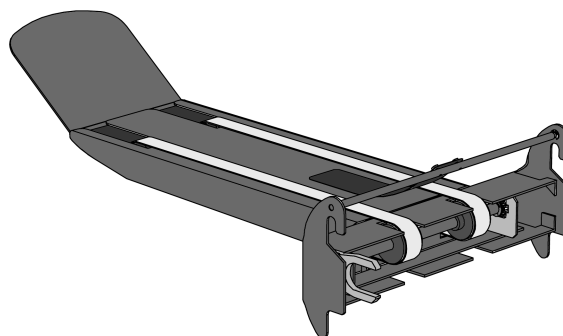


Fig. 57

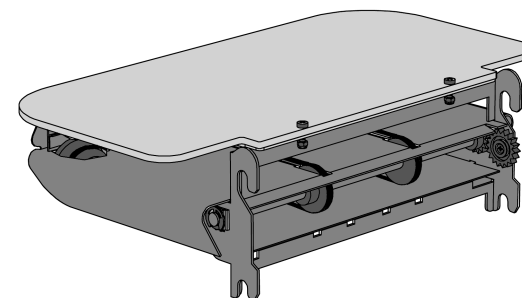


Fig. 58

9. OPTIONS

The following functions are optional and can be set or fitted by the service organization.

Optical Mark Reading

The system can be equipped with optical mark reading. With this reading the system reads optical marks that have been specially printed on the documents. This code contains information about the processing of the documents. Refer to the Appendix 6300 Series Optical Mark Reading.

Conveyor stacker

At the rear exit a conveyor stacker (as shown in fig. 57) can be fitted instead of the standard envelope receiving tray. The conveyor stacker stacks up filled envelopes from the 6300 Series in a tiled way.

Side exit

At the rear exit a side exit as shown in fig. 58 can be fitted by the service organization. The side exit can be fitted instead of the standard envelope receiving tray. The side exit allows a conveyor, conveyor/stacker or a franking machine to be fitted in line with the 6300 Series.

When a side exit is ordered, a receiving tray will be delivered with it. The side exit can be fitted to the left or to the right.

10. SPECIFICATIONS

This operator manual refers to machines as from machine number 00 CT-5001 or higher.

Machine specifications

Model	:	6300 Series
Type	:	inserter system for medium office use.
Overall dimensions	:	3-station system
height	:	670 mm (26.3 inch)
width	:	420 mm (16.5 inch)
length	:	1100 mm (43.3 inch)
	:	(with side exit 1200 mm/47.2 inch receiving tray 1350 mm/53.1 inch stacker 1600 mm/62.9 inch)
Weight	:	80 kg
Noise level	:	<70 dBA (following DIN 45635 part 19)
Theoretical max. speed	:	3000 inserts per hour, depending on configuration
Operating temperature	:	10°C - 40°C (50°F-104°F)
Humidity	:	30%-80%
Power consumption	:	100 - 120V AC / 60Hz / 3 Amps 220 - 240V AC / 50Hz / 1,4 - 1,5 Amps
Approvals	:	conforms to IEC 950 and derivatives. UL Listed ITE, File E153801 BS EN60950, KM1 1322

Paper Insert specifications

Paper sizes	:	minimum	maximum
width*	:	130 mm(5.1 inch)	236 mm(9.3 inch)
length**	:	90 mm(3.5 inch)	356 mm(14.0 inch)
Quality ***	:	60 gr/m ² (15 lb bond)	250 gr/m ² (62.5 lb bond)
	:	Booklets up to approximately 1 mm (0.04 inch) thickness, depending on stiffness	
Folding capacity	:	5 sheets (max. 80 gr/m ²)	

Envelope insert specifications

Envelope sizes	:	Standard BRE (Business Reply Envelopes)	
Quality	:	80 gr/m ² (20 lb bond)	120 gr/m ² (30 lb bond)

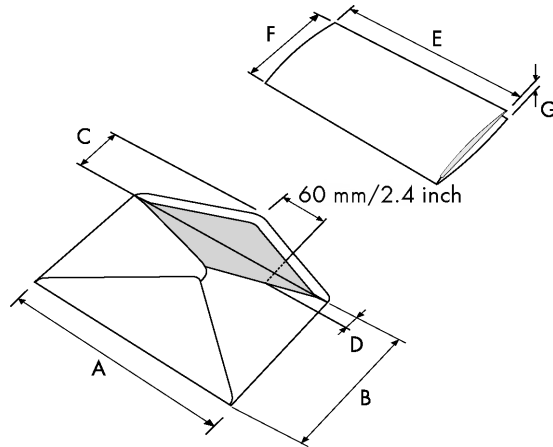
* When folded max. 230 mm (9.1 inch)

** The minimum document size used for the upper feeder is 115 mm (4.5 inch)

*** When folded max. 170 gr/m².

Envelope and insert specifications

Maximum insert specifications are based on single sheets. When multiples are handled, more room inside the envelope is needed depending on application.



		A	B	C	D	E	F	G
minimum size	mm	160	90	32	10	-	84	60 g/m ²
	inches	6.3	3.5	1.25	0.4	-	3.3	60 g/m ²
maximum size	mm	248	162	B - 32	35	A - 12**	B - 6	2.5*
	inches	9.7	6.38	B - 1.25	1.4	A - 0.47**	B - 0.2	0.1

* Booklets up to approximately 1 mm (0.04 inch) thickness, depending on stiffness.

** When insert is more than 1 mm: thickness A - 15/A - 0.6 inch.

Remarks

- The specifications of the paper handling equipment is often wider than that of the envelopes and documents handled. The condition of material handled will limit the specified environmental conditions.
- We recommend that materials to be handled are stored at a temperature of 20°C (68°F) with a relative humidity factor of 50%. If difference in temperature occurs between storage room and mailing area, the material has to be stored near the machine at least 24 hours before use.
- Self-copying paper may cause rubber parts to wear quicker. The rubber used in this machine has the best resistance to Wiggins Teape material.

EEC-declaration of concurrence.

declare, entirely under our own responsibility, that the products described in this manual, to which this declaration relates, conform the standards of

EN 292-1, EN 292-2
EN 60950
EN 55022, EN 61 000-3-2, EN 50082-1
EN 294

in accordance with

The Machine Directive 98/37/EC

The low voltage Directive 73/23/EEC, modified by the directive 93/68/EEC,

and the EMC Directive 89/336/EEC, modified by the directives 92/31/EEC and 93/68/EEC.

It is forbidden to put the product into use before the equipment to which it is connected, declared to be in accordance with the stipulations of the Machine Directive.

Note: this equipment has been tested and found to comply with the limits for class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with this instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.