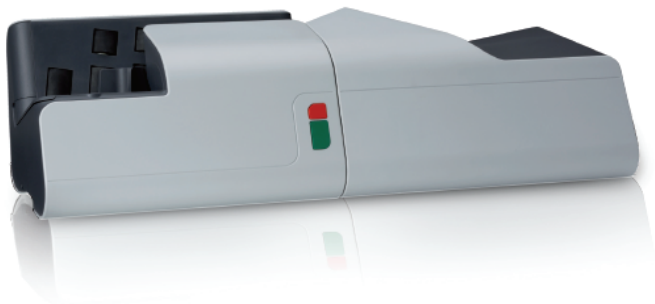


Send  
Receive  
Connect

# User Guide

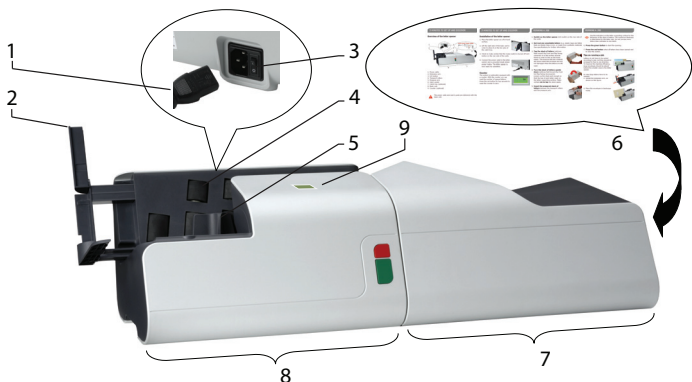
Incoming System

## IM-16



# 3 MINUTES TO SET UP AND DISCOVER

## Overview of the letter opener



1. Power cable
2. Extension arm
3. I/O button
4. Transport rollers
5. Pressure arm
6. User's guide
7. Catch tray (optional)
8. Basic unit
9. Counter (optional)



The power cable and user's guide are delivered with the basic unit.

# 3 MINUTES TO SET UP AND DISCOVER

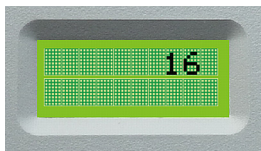
## Installation of the letter opener

1. Place the letter opener on a firm level surface.
2. Lift the right side of the basic unit in order to place it on the two pins of the catch tray.
3. Check to make certain that the mains switch is turned off (I/O button on the rear side of the unit).
4. Connect the power cable to the letter opener and a grounded single phase power-mains. The letter opener is now ready for operation.





## Counter

The system is (optionally) equipped with a counter. With the counter you can read the number of opened letters. Press the red button for two seconds to reset the counter to zero.



## RUNNING A JOB

1. **Switch on the letter opener** (I/O switch on the rear side of the unit).
2. **Sort out any unsuitable letters** (e.g. plastic bags and letters that are thicker than 4 mm, or made from synthetic materials). See specifications for further information.
3. **Tap the stack of letters** (address field toward the front and flap facing upwards) on a flat surface several times in order to line up the lower edges. This ensures that the contents slip down inside the envelope and are not damaged when the letters are slit open.A person wearing a red long-sleeved shirt is shown from the chest down, holding a stack of white envelopes. They are using their hands to tap the stack on a flat surface to align the edges. The envelopes have a red address field on the front.
4. **Turn the stack of letters upside down** (address field toward the front but flap facing downwards). Loosen up the stack just enough so that the top of each letter rests on the letter supporting surface. Make certain **not to tap** the stack again.A person wearing a red long-sleeved shirt is shown from the chest down, holding a stack of white envelopes. A large red curved arrow above the stack indicates the action of turning it upside down. The envelopes now have their flaps facing downwards.
5. **Insert the prepared stack of letters** between the transport rollers and the pressure arm.



## RUNNING A JOB



Use the indicators on the letter supporting surface for the thickness of the stack of letters. The maximum thickness is determined by the letter size. Do not process more letters than indicated in one batch.

6. **Press the green button** to start the opening.
7. **Press the red button** when all letters have been opened and to stop the system.

### Tips on running a job

Letters do not have to be sorted according to size, but they should be arranged to face in one direction. To improve the machine efficiency, large envelopes should be placed behind the smaller ones in the letter opener.

In case large letters have to be opened:

1. Unfold the extension arm, as shown on the figure.
2. Place the envelopes in landscape mode.



# SAFETY

Before switching on your letter opener, please read this document and keep it near the machine as a reference.

The letter opener complies with standard safety regulations for office equipment of this type. Before operating it, read the following tips to assure safe operation:

- Follow the instructions for installation and operation to the letter opener carefully.
- Connect the letter opener to a grounded single-phase power mains.
- Do not remove any parts.
- All maintenance and repair must be done by an authorized service engineer. Non-observance of this rule will void your warranty.
- Do not use water or benzene to clean your letter opener.
- Avoid operating your letter opener without any letter inserted into it. This would reduce the lifetime of the machine.



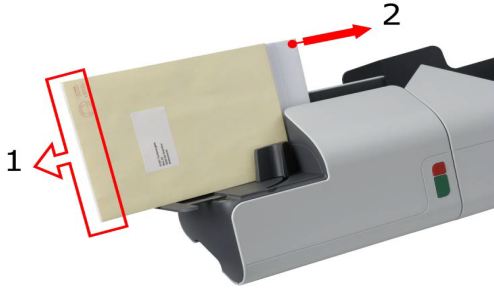
Switch off the letter opener when the unit is not in use over longer periods of time (I/O switch on the rear side of the unit).



\* 4 1 4 8 9 2 2 T \*

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## TROUBLESHOOTING

<b>PROBLEM</b>	<b>SOLUTION</b>
The letter opener does not feed letters into the cutting unit.	Apply a slight amount of pressure to the pressure arm or stack of letters until the letters are fed again one by one.
Letters are jammed in the cutting unit.	<ol style="list-style-type: none"><li data-bbox="331 375 969 521">1. Remove the stack of letters, which are not jammed, from the feeder. Apart from the letter that is jammed, pull the remaining letters back and out of the cutting unit.</li><li data-bbox="331 521 969 637">2. Subsequently pull the letter that is jammed out of the cutting unit in the direction of transport.</li></ol> 
Letters are not properly opened.	Contact your service organization.



Under no circumstances use any objects such as a pair of scissors in order to remove any bits of paper from the cutting unit.

# MAINTENANCE AND SPECIFICATION

## Maintenance

Periodically, clean the feed rollers with a moistened cloth or a cleaning liquid that is recommended by your dealer.

## Specification

Dimensions	Basic unit with catch tray Length: 825 mm (32.5") Depth: 388 mm (15.3") Height: 230 mm (9.1")
Weight	approximately 7 kg (15.5 lb)
Power source	as written on the type label 120V-230V AC / 60 Hz/50Hz / 0,8A - 0,4A
Rate	300 letters per minute (DIN C6 in length)
Feeder capacity	Maximum weight: 800 g
Noise level	Lwa = 63 dB (A)
Material	Paper envelopes Minimum size: 90 x 140 mm (3.5" x 5.5") Maximum size: 260 x 330 mm/(10.2" x 13.0") Maximum thickness: 4 mm (0.16")
Monthly volumes	Average monthly volumes: 2400 Maximum monthly volumes: 10.000 (over a period of 5 years)