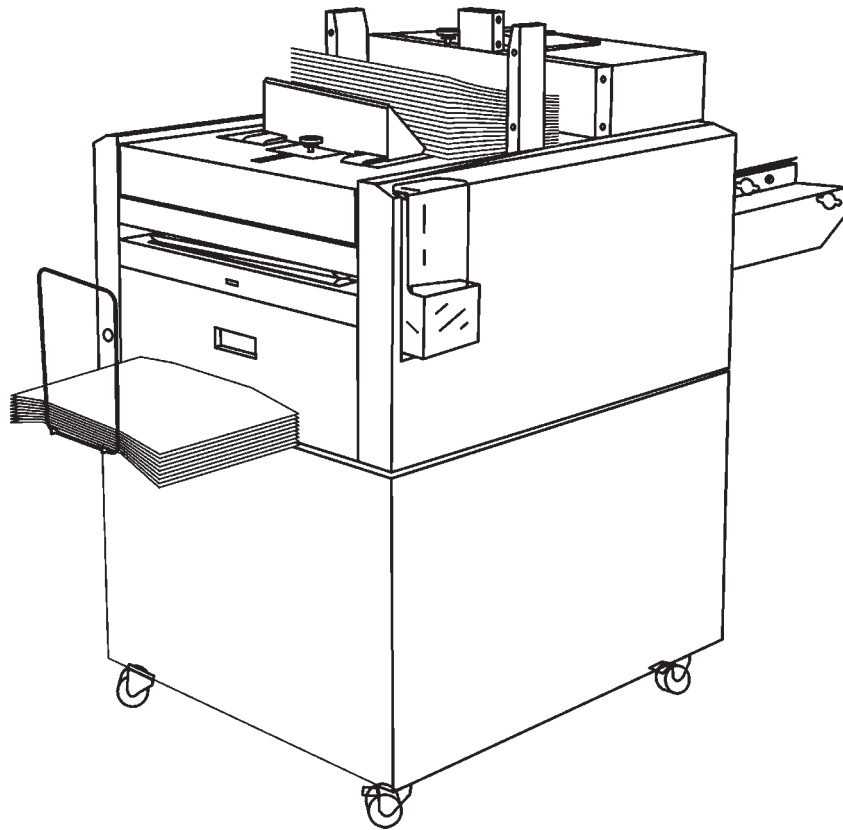


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# ***Mailer/inserter Model 45***

## ***Operator Manual***



***Mar 2000***

***Part No. 45866***

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# 1. Introduction

The Model 45 is a mailer/inserter that can be used on-line with the collators Model 306/310 and/or booklet feeder Model 46 or for hand-feeding. This operator manual covers the operation of the Model 45 both as a stand-alone unit or connected to the above mentioned collators. For on-line operation with Model 46, also see Model 46 operator manual.

## 1.1 Operational safety

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Attention to the following notes ensures the continued safe operation of your equipment.

**Always** connect the equipment to a properly grounded power source receptacle. In doubt, have the receptacle checked by a qualified electrician.

**WARNING:** Improper connection of the equipment grounding conductor can result in electrical shock.

**Always** follow all warnings marked on, or supplied with, the equipment.

**Always** locate the equipment on a solid support surface with adequate strength for the weight of the machine.

**Always** exercise care in moving or relocating the equipment.

**Always** keep magnets and all devices with strong magnetic field away from the machine.

**Never** use a ground adapter plug to connect the equipment to a power source receptacle that lacks a ground connection terminal.

**Never** attempt any maintenance function that is not specifically described in this documentation.

**Never** remove the covers or guards that are fastened with screws.

**Never** install the unit near a radiator or any other heat source.

**Never** override or "cheat" electrical or mechanical interlock devices.

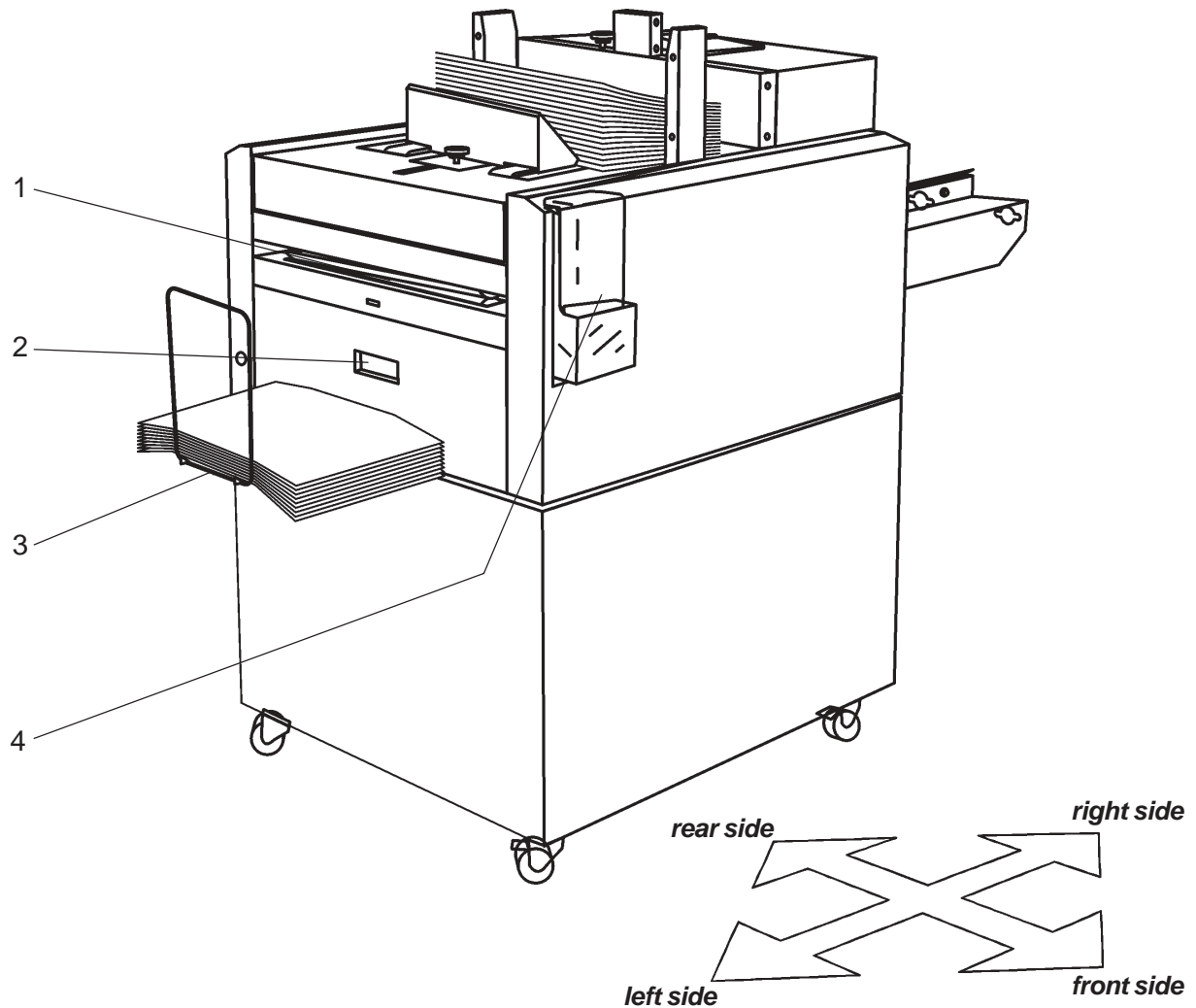
**Never** operate the equipment if you notice unusual noises or odours. Disconnect the power cord from the power source receptacle and call your customer service engineer to correct the problem.

## 2. Getting to know the Model 45

The Model 45 is easy to use thanks to a fully micro-processor controlled operation. With the 4 buttons on the control panel you can choose between the different menus shown on the LCD display and do your settings. Take a few minutes to become familiar with components of the Model 45.

### 2.1 Main components

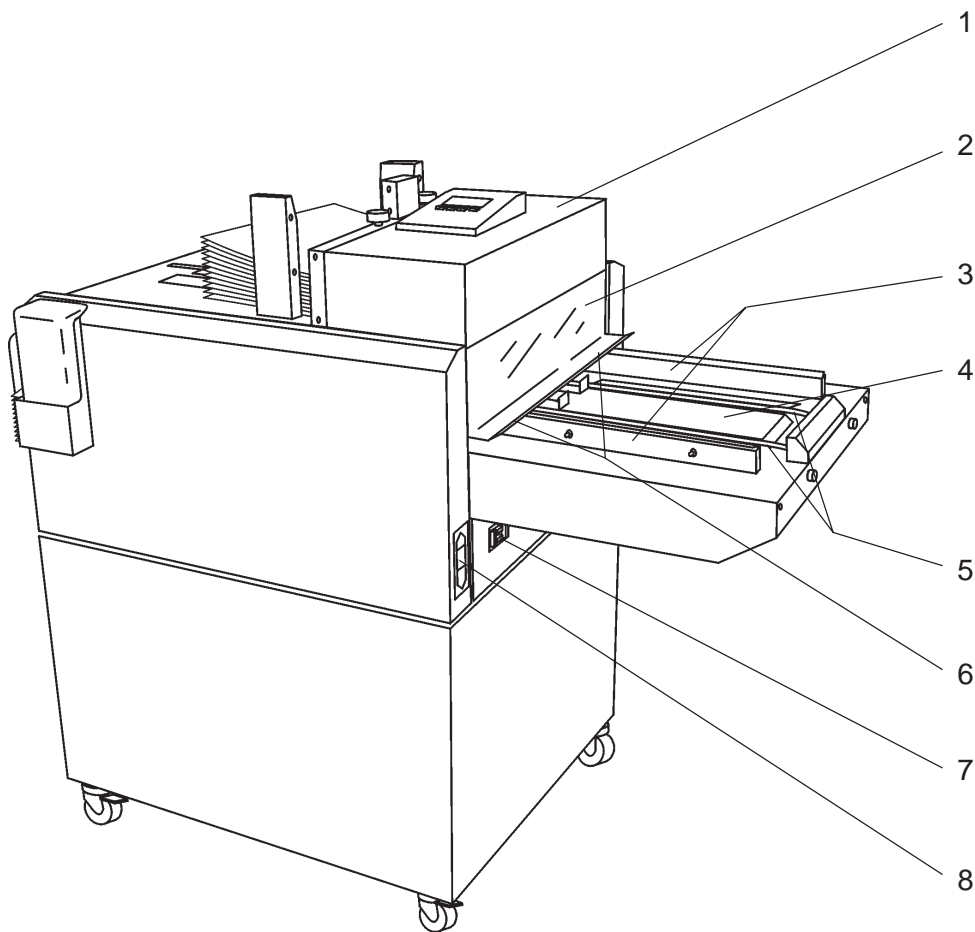
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- 1 Outfeed area
- 2 Outfeed cover
- 3 Receiving tray
- 4 Water bottle

## 2.1 Main components, continues

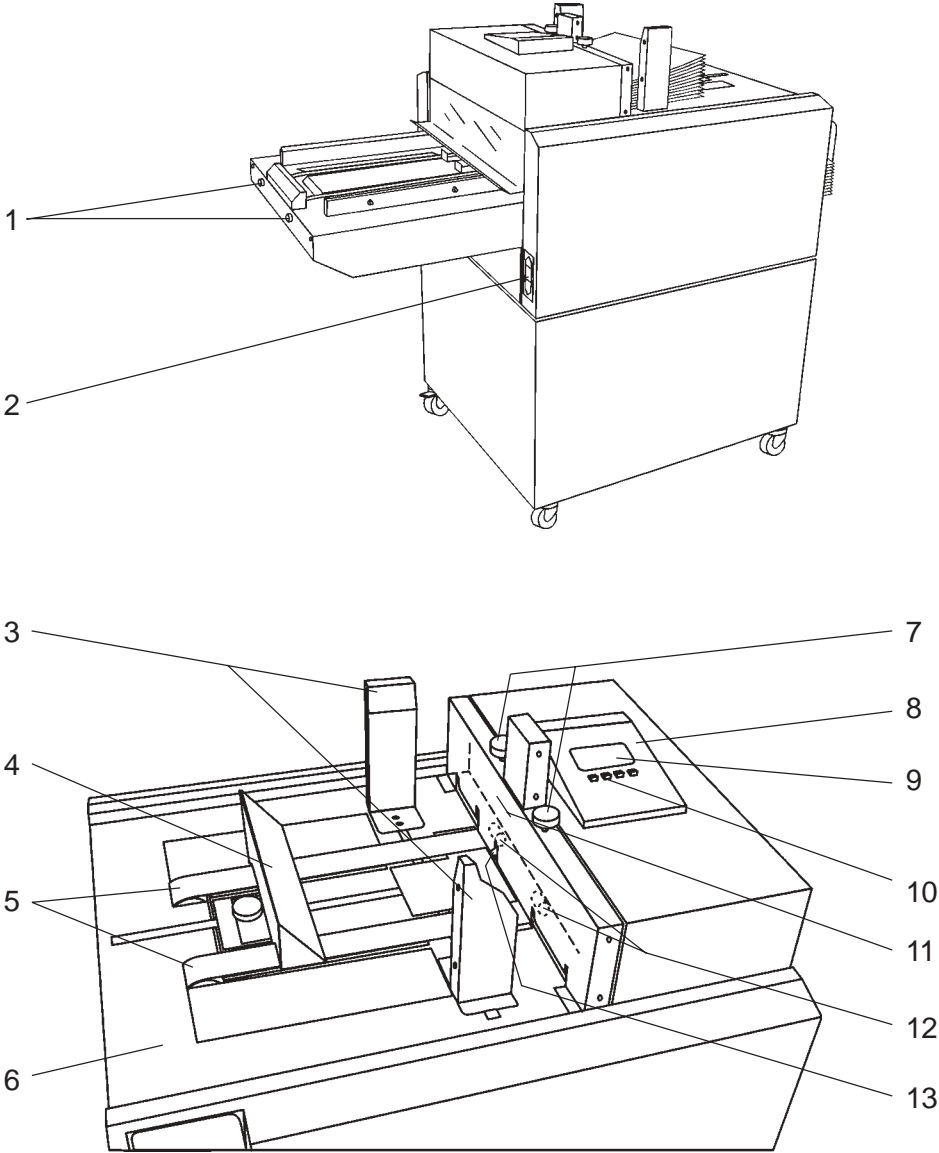
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- 1 Envelope feeding cover
- 2 Plastic cover
- 3 Document table side guides
- 4 Document table
- 5 Insert feed belts
- 6 Oversize envelope (B4) adjustment knobs
- 7 Ground fault interrupter (GFI)
- 8 Main power switch, power cord receptacle and main fuse

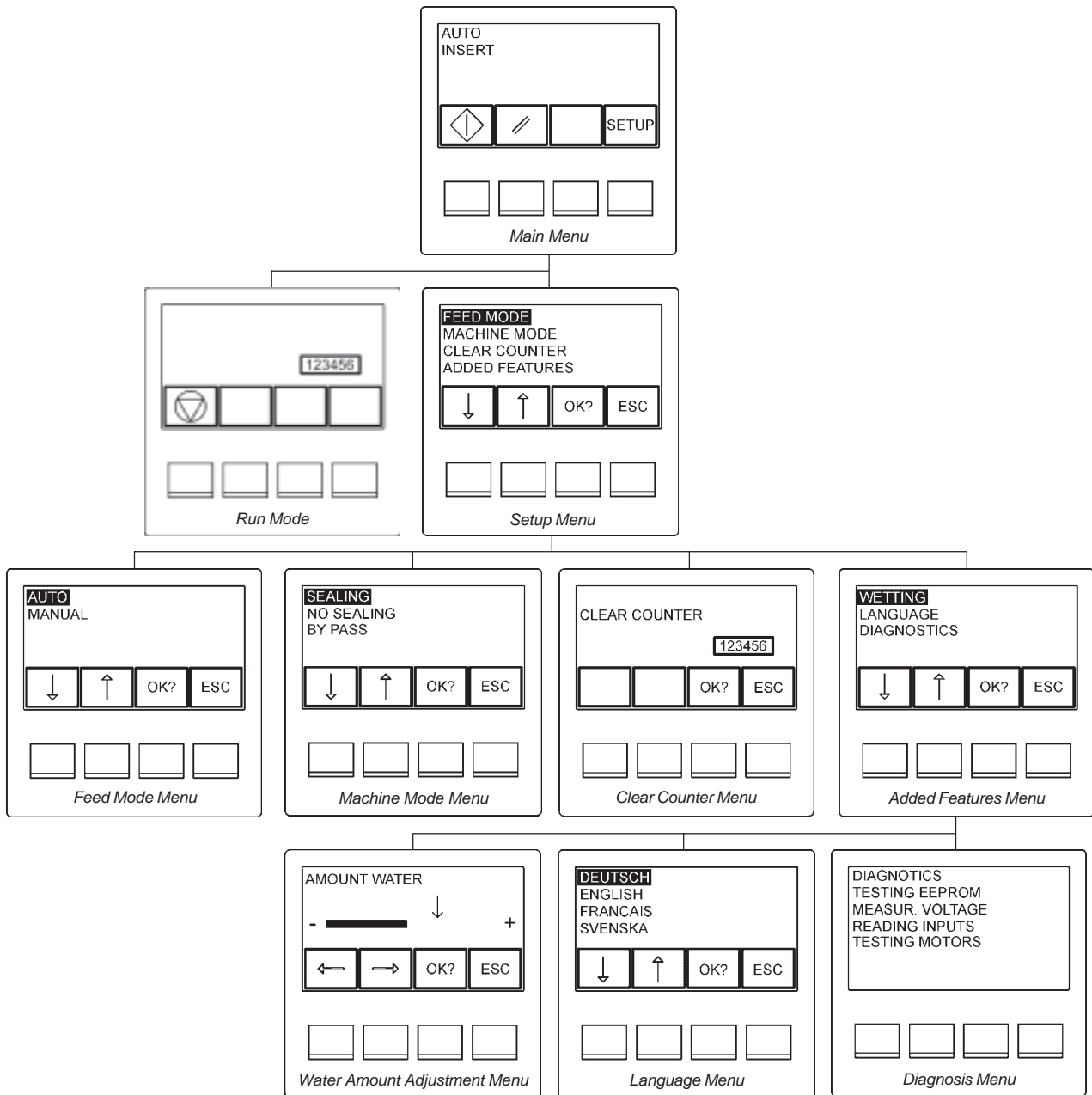
## 2.1 Main components, continues

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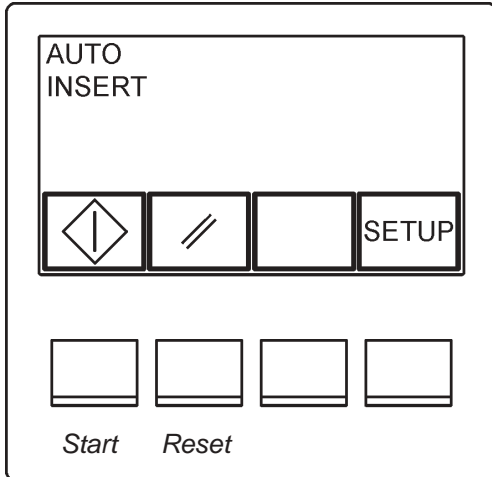


- |                          |  |
|--------------------------|--|
| 1 Studs                  | 7 Envelope separator pads adjustment knobs |
| 2 Connection cable jacks | 8 Control Panel                            |
| 3 Envelope side guides   | 9 LCD display                              |
| 4 Envelope rear guide    | 10 Control buttons, multi function         |
| 5 Envelope feed belts    | 11 Maximum load mark (red)                 |
| 6 Envelope feeding table | 12 Envelope separator pads                 |
|                          | 13 Out of envelope sensor                  |

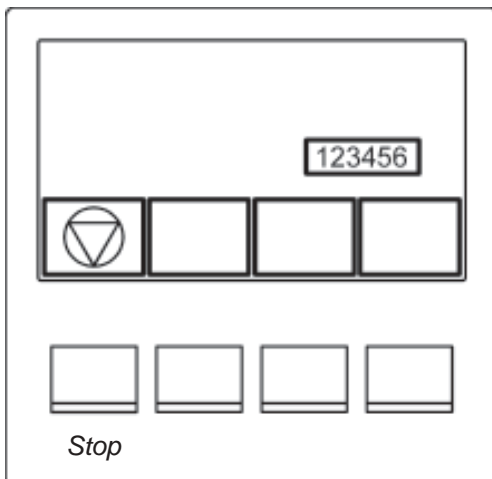
## 2.2 The menus, flow chart



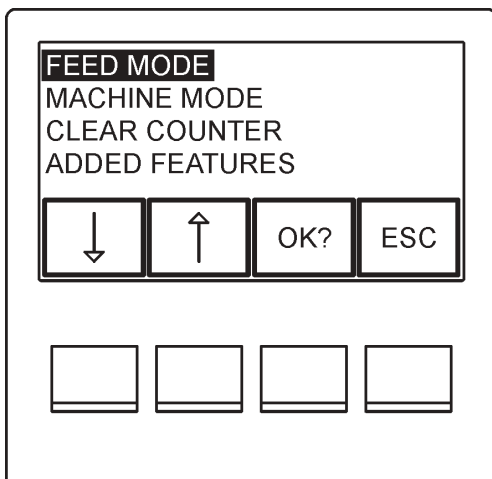
## 2.3 Explanation of the menus



The **Main Menu** appears after switching on the power. This is also where you return before starting the job after changing any settings. Use the left button (below the start symbol) to initialize **Run Mode**. The next button is the reset button which allows you to reset the machine i.e. clear the machine from envelopes and inserts. With the right button you can enter the **Setup Menu**.



The **Run Mode** indicates that the Model 45 is ready for use. Press the stop button to stop inserting and to return to the **Main Menu**. If manual mode is chosen from the **Feed Mode Menu** and no inserts are fed to the document table within 15 seconds the Model 45 will automatically return to the **Main Menu**.



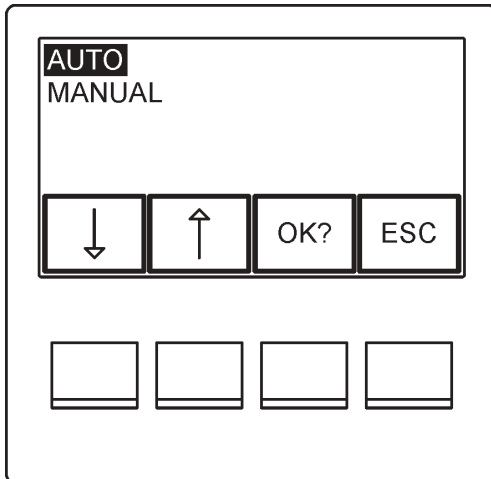
In the **Setup Menu** you can scroll up and down with the buttons below the arrow symbols. The chosen sub-menu will be shown with the text inverted. Confirm your choice by pressing the "OK?" button.

To return to the **Main Menu** press the "ESC" button.

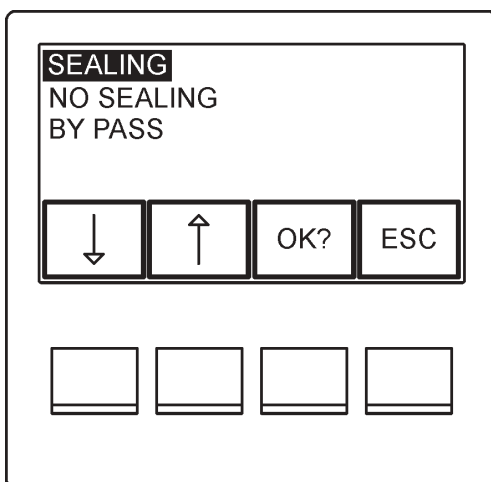


## 2.3 Explanation of the menus, continues

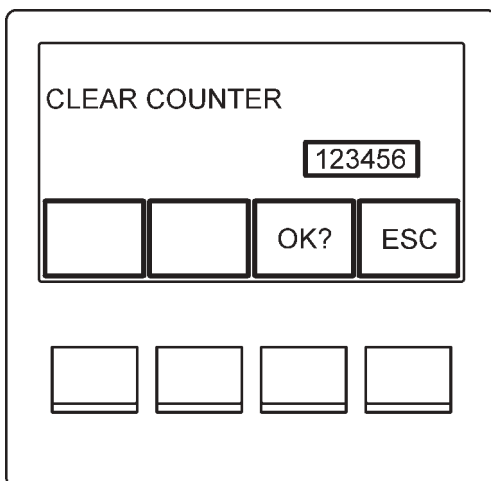
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In the **Feed Mode Menu** you can choose between manual feeding or automatic feeding from a collator and/or booklet feeder. The chosen item will be shown with the text inverted. Confirm your choice by pressing the “OK?” button or cancel with the “ESC” button to return to the **Setup Menu**.



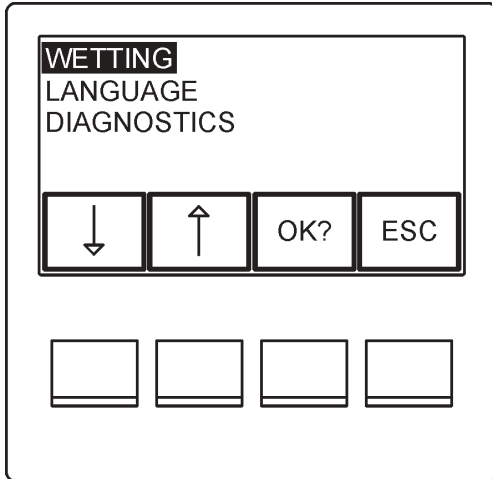
In the **Machine Mode Menu** you can choose between inserting with sealing, inserting and no sealing or just to let the Model 45 feed your inserts through the machine (without any envelopes as a bypass function). The chosen mode will be shown with the text inverted. Confirm your choice by pressing the “OK?” button or cancel with the “ESC” button to return to the **Setup Menu**.



In the **Clear Counter Menu** you can reset the counter. Confirm your choice by pressing the “OK?” button or cancel with the “ESC” button to return to the **Setup Menu**.

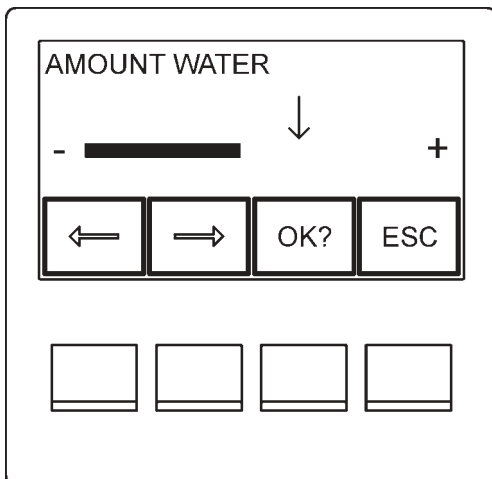
## 2.3 Explanation of the menus, continues

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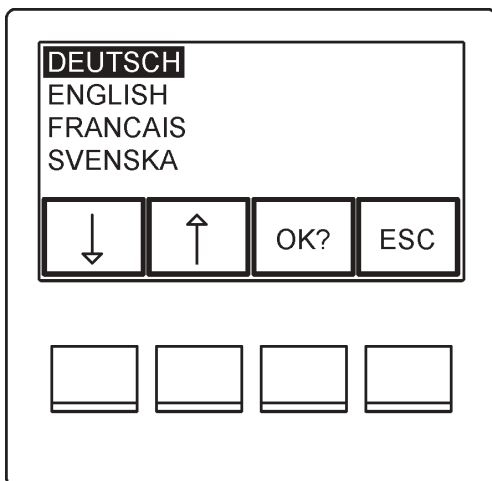


In the **Added Features Menu** you can access the **Water Amount Adjustment Menu**, the **Language Menu** or start the self test program, **Diagnosis**. The chosen item will be shown with the text inverted. Confirm your choice by pressing the "OK?" button or cancel with the "ESC" button to return to the **Setup Menu**.

**NOTE:** *Choosing "DIAGNOSIS" will immediately start the built in self test program. Before performing a diagnosis it is very important to read "4.3 Diagnosis" in the section "4 Added Features".*



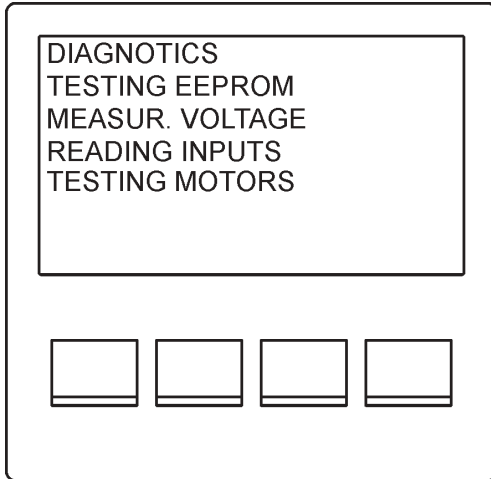
In the **Water Amount Adjustment Menu** you can adjust the amount of sealing water in the wetting system by pressing the corresponding arrow button. The previous setting is indicated by an arrow. Confirm your choice by pressing the "OK?" button or cancel with the "ESC" button to return to the **Added Features Menu**.



In the **Language Menu** you can scroll/select which language you want to be displayed using the arrow buttons. The chosen language will be shown with the text inverted. Confirm your choice by pressing the "OK?" button or cancel with the "ESC" button to return to the **Added Features Menu**.

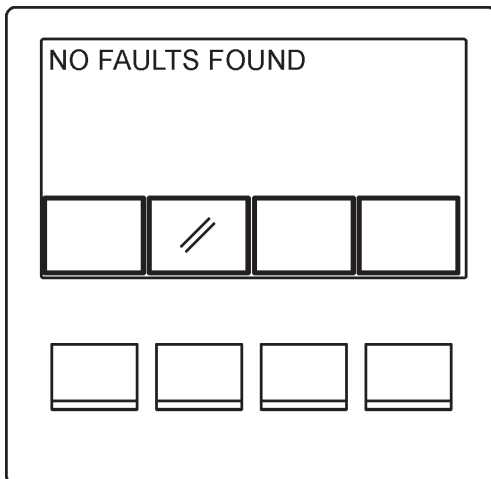
## 2.3 Explanation of the menus, continues


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After choosing "DIAGNOSIS" the display will show what type of self test that is currently performed. During the test you will hear sounds when components are tested.

**NOTE:** Before performing a diagnosis it is very important to read "4.3 Diagnosis" in the section "4 Added Features".



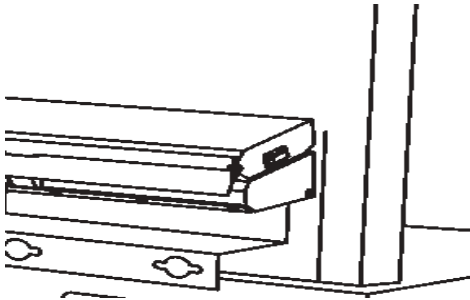
Normally the message "NO FAULTS FOUND" should be displayed. Press the reset button (  ) to return to the **Added Features Menu**.

If the self test program would find any errors the display will show the faulty component, its actual status and a fault code. In case of multiple errors there will be an arrow button and a cancel button visible. Scroll with the arrow button and press the "ESC" button to return to the **Added Features Menu**.

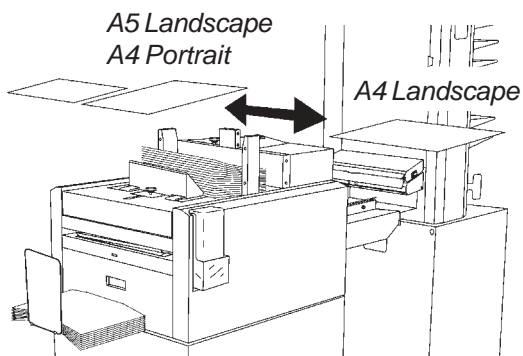
## 3. Operator instructions

### 3.1 Setting up the Model 45 for different insert sizes

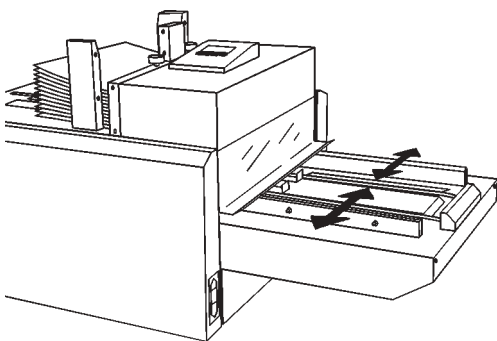
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The holes in the docking plate allows you to move the Model 45 to the front or to the rear depending on the size of the inserts.



Move the Model 45 to the front for portrait A4 size inserts and to the rear for landscape A4 or portrait A5 size inserts.

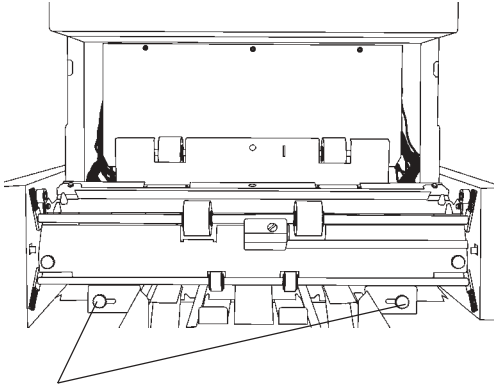


Adjust the document table side guides by sliding them towards or from each other by gripping the side guides by the green dots. Adjust them to the scale mark corresponding the insert size. Normal setting is a 2-3 mm play between the inserts and the side guides. If measurement "C" (see section 7.2) is large, a larger play has to be accepted, otherwise the envelopes will not be opened for insertion.

**CAUTION** • *Before adjusting the side guides press the reset button from the Main Menu to avoid damages on the inserting tools.*

### 3.1 Setting up the Model 45 for different insert sizes, continues

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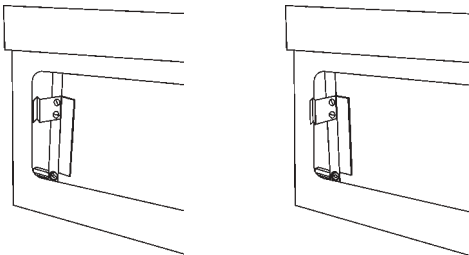


oversize envelope adjustment knobs shown in their outermost position

When B4 envelopes (extra wide) is used to accommodate a large packing thickness, the oversize envelope adjustment knobs should be set to their outermost positions to avoid damages to the envelopes. Loosen the knobs to adjust.

**CAUTION** • Only perform the adjustment when the document table side guides are in their outermost position.

**NOTE** • If B4 envelopes (extra wide) not is used, the oversize envelope adjustment knobs should be set to their innermost positions.

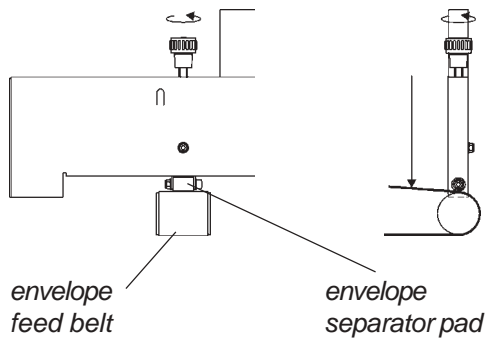


0 - 7 mm position

5 - 12 mm position

Depending on the actual packing thickness, the outfeed rollers need to be adjusted. Open the outfeed cover and position the two levers, one on each side, to the required position as shown in the figure.

## 3.2 Adjusting the envelope feeder



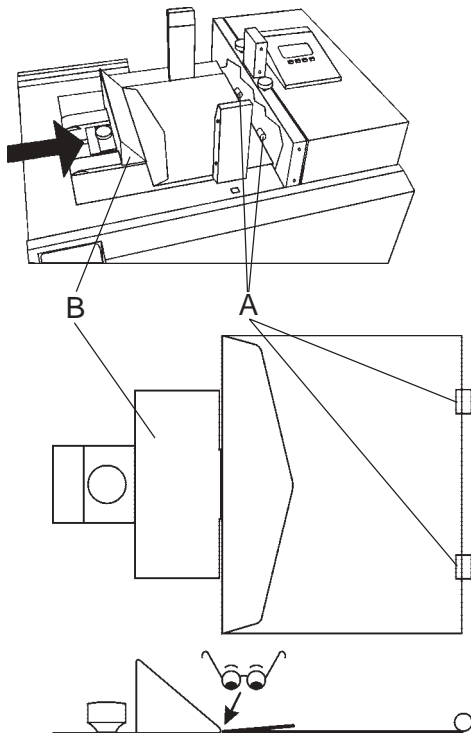
**NOTE:** *It is important for the envelope feeding that the gap between the envelope separator pads and the envelope feed belts is correct and equal!*

Default setting:

Press the envelope feed belt downwards at the arrow and tighten the envelope separation adjustment knob until there is no gap between the separator pad and the feed belt. Then loosen the adjustment knob one and a half turn. To facilitate adjustment, use a flash light and/or a 0.05 mm feeler gauge.

If double feed occurs: Tighten the adjustment knobs.

If miss feed occurs: Loosen the adjustment knobs.



**NOTE:** *The friction between the envelopes and the envelope feed belts is also essential for proper envelope feeding. Therefore the rear envelope guide (B) must be adjusted properly.*

Envelopes

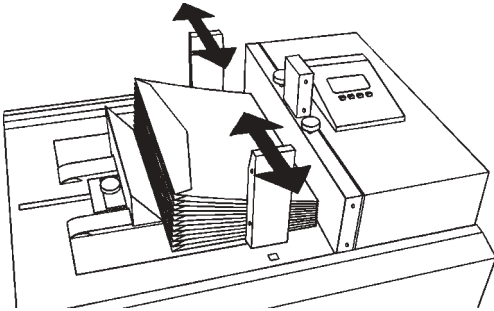
Place one envelope on the envelope feeder so the right edge stops against the envelope separator pads (A). Loosen the knob on the rear envelope guide (B) and slide it so that it is in line with the left edge of the envelope.

Bags

Place one bag on the envelope feeder so the right edge stops against the envelope separator pads (A). Loosen the knob on the rear envelope guide (B) and slide it so that the left edge of the bag reaches the top of the slope.

### 3.3 Loading envelopes

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Slide the envelope feeder side guides away from each other. Load the rest of the envelopes, not higher than up to the red mark, with the flap up and to the left. Slide the envelope feeder side guides towards each other against the envelopes without squeezing.

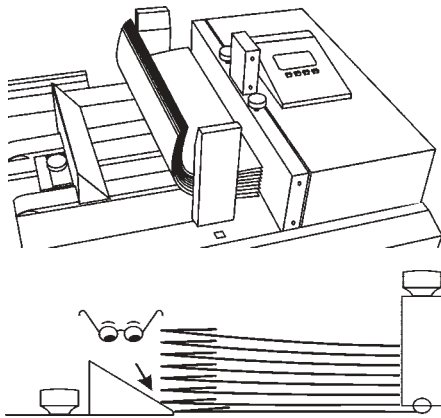


*envelope low symbol*

The right side of the envelope stack should be straight and make sure the envelope low symbol disappears from the display.

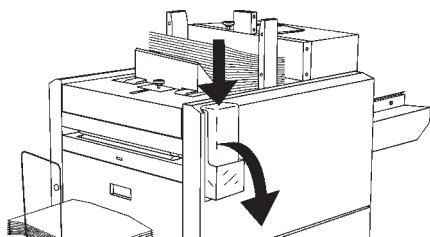
**NOTE:**

- ***Before loading the envelopes, fan them properly to make sure they are not glued together.***
- ***Also bend the envelopes perpendicular to the feed direction, to make sure the envelopes have proper contact with the envelope feed belts.***
- ***When running, make sure one or two envelopes falls down to the feed belts and the rest of the stack should lay onto the rear envelope guide. Adjust the rear guide if necessary.***



### 3.4 Filling water

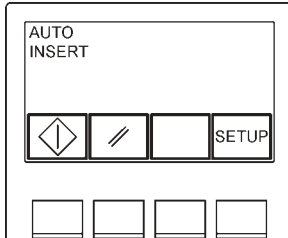
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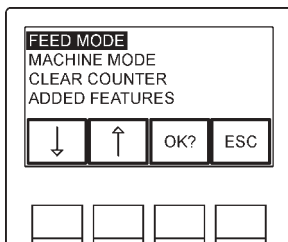
The water bottle is mounted upside down and fills water into the wetting system through holes in the cap. Press down the water bottle slightly. Remove the bottle by turning it over and lifting it out. Fill the bottle with fresh water and tighten the cap. Put the bottle back in the same position.

## 3.5 Setup a new job

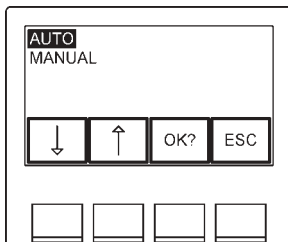
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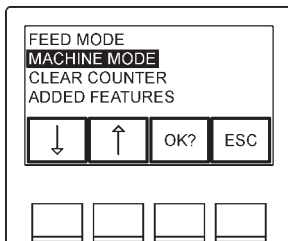
Switch on the power and enter the **Setup Menu**.



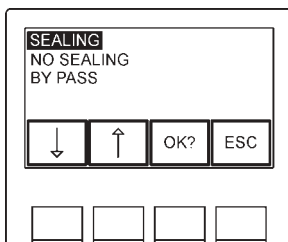
Enter the **Feed Mode Menu**.



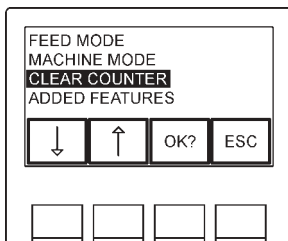
Choose "AUTO" to feed your inserts from a collator or a booklet feeder. Follow instructions in the collator and/or booklet feeder operator manual to setup the collator and/or booklet feeder properly. Choose "MANUAL" to feed your inserts manually. Confirm your choice by pressing the "OK?" button.



Enter the **Machine Mode Menu**.



Choose the desired machine mode; "INSERT", "NO SEALING" or "BY PASS".  
Confirm your choice by pressing the "OK?" button



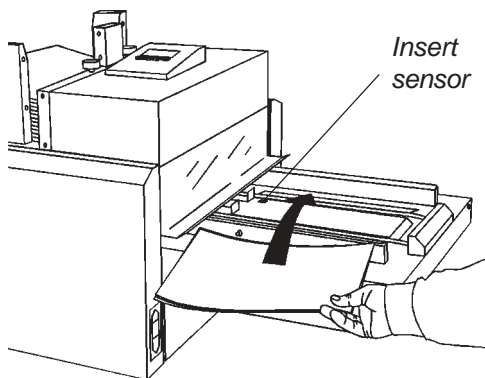
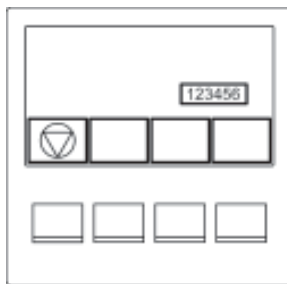
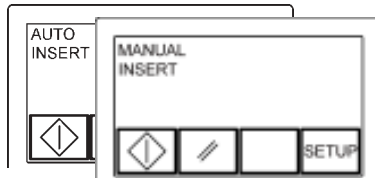
If you wish to clear the counter, choose "CLEAR COUNTER" and confirm by pressing the "OK?" button.

Press the "ESC" button to return to the **Main Menu**.



## 3.6 Start inserting

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Start the Model 45 by pressing the start button.

The **Run Mode** indicates that the Model 45 is ready for use. Depending of the chosen machine mode continue as follows:

**“AUTO” mode:** Press the calibration test button on the collator. One set will be fed to the document table and the system will stop. Check that the inserts fed to the document table are correct and put them back. Make sure that the inserts blocks the infeed sensor. Press the start button on the Model 45 and then the start button on the collator.

**“MANUAL” mode:** Begin inserting by feeding your inserts manually to the document table. Make sure that the inserts blocks the infeed sensor.

Inserts can be “married together” by choosing “AUTO” mode combined with hand feeding. Reduce the speed on the collator (1000 sets per hour). Feed the document you want to add **before** the inserts are fed from the collator.

To stop inserting press the stop button on the Model 45.

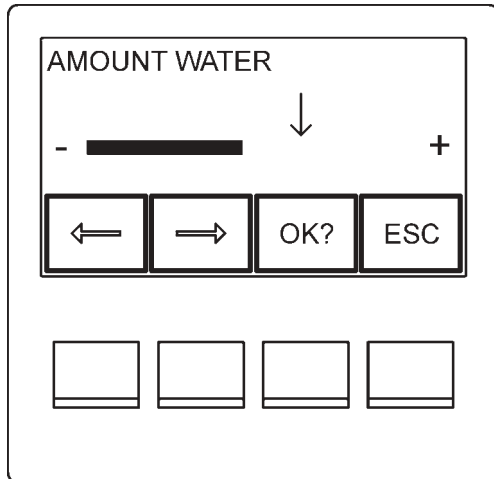
**CAUTION:** *The insert feed belts will start to travel in about 0.7 seconds after the insert sensor is blocked.*

**NOTE:** *If the insert sensor is not blocked within 15 seconds in “MANUAL” mode the Model 45 will return from run mode to the Main Menu.*

## 4. Added features

### 4.1 How to adjust the amount of sealing water

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- Enter the **Setup Menu**.
- Enter the **Added Features Menu**.
- Enter the **Water Amount Adjustment Menu**.

Adjust the amount of sealing water by pressing the corresponding arrow button. The previous setting is indicated by an arrow. Confirm your choice by pressing the "OK?" button or cancel with the "CANCEL" button to return to the **Added Features Menu**.

- Press the "CANCEL" button to return to the **Setup Menu**.
- Press the "ESC" button to return to the **Main Menu**.

### 4.2 How to select language

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- Enter the **Setup Menu**.
- Enter the **Added Features Menu**.
- Enter the **Language Menu**.

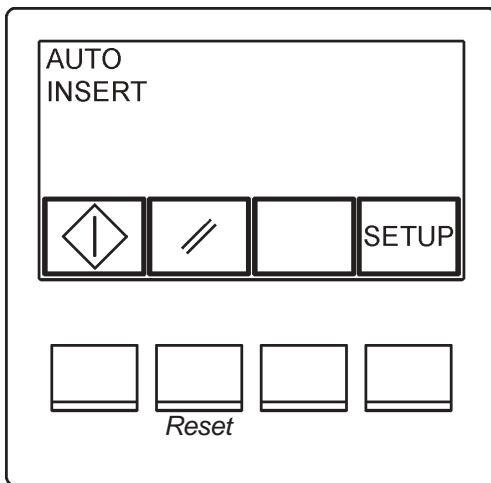
Select language by scrolling with the arrow buttons. The chosen language will be shown with the text inverted. Confirm your choice by pressing the "OK?" button or cancel with the "CANCEL" button to return to the **Added Features Menu**.

- Press the "CANCEL" button to return to the **Setup Menu**.
- Press the "ESC" button to return to the **Main Menu**.

## 4.3 Diagnosis

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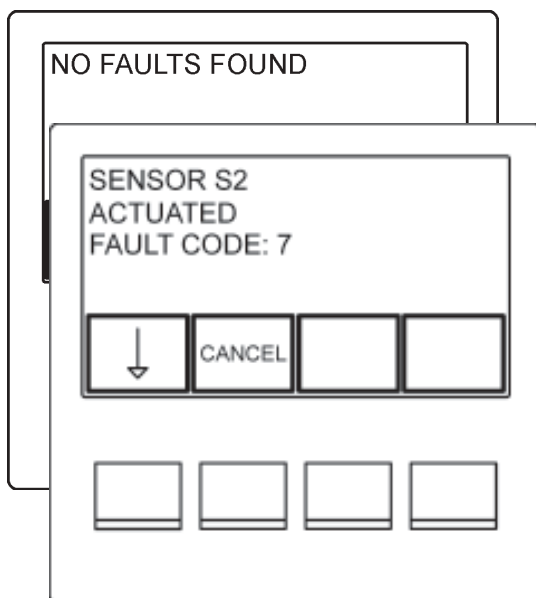
The diagnosis is a self test program the operator can run in order to verify the status of the Model 45 if some problems are experienced. The self test program will perform a test of the EEPROM, sensors, motors and circuits as well as checking of different voltages.



**NOTE:** Choosing “DIAGNOSIS” will immediately start the self test program. Before performing a diagnosis it is very important to:

- Remove all envelopes from the envelope feeding table.
- Remove all inserts from the document table.
- Press the reset button from the Main Menu to clear the Model 45 from envelopes and inserts inside.
- Empty the receiving tray

**CAUTION:** Do not attempt to stop the self test program before it is finished.



To start the self test program from the **Main Menu**:

- Enter the **Setup Menu**.
- Enter the **Added Features Menu**.
- Choose “DIAGNOSIS” and press the “OK” button.

After choosing “DIAGNOSIS” the display will show what type of self test that is currently performed. During the test you will hear sounds when components are tested. Normally the message “NO FAULTS FOUND” should be displayed. If the self test program would find any errors the display will show the faulty component, its actual status and a fault code. In case of multiple errors you can scroll with the arrow button.

- Press the “CANCEL” button to return to the **Added Features Menu**.
- Press the “CANCEL” button to return to the **Setup Menu**.
- Press the “ESC” button to return to the **Main Menu**.

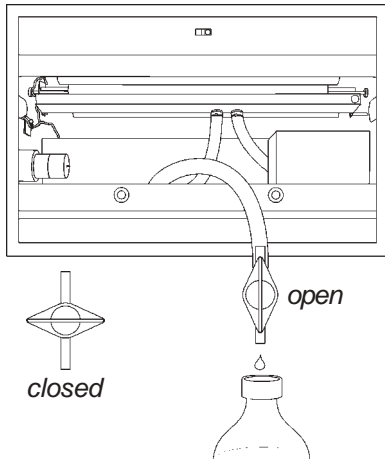
### 4.3 Diagnosis, continues

Fault code	Error message	Explanation
1	EEPROM ERROR	The EEPROM is defective.
2	UNR. VOLTAGE LOW	The unregulated voltage supplied to the Model 45 is too low and/or the transformer is defective.
3	UNR. VOLTAGE HIGH	The unregulated voltage supplied to the Model 45 is too high and/or the transformer is defective.
4	REG. VOLTAGE LOW	The regulated voltage is too low.
5	REG. VOLTAGE HIGH	The regulated voltage is too high.
6 - 19	SENSOR S# ACTUATED	Foreign object is covering the mentioned sensor.
20	COVER OPEN	The envelope feeding table is open.
21	INTERLOCK	The interlock switch in the envelope feeding cover is actuated.
22	SENSOR S17 ACTUATED	Water level low.
31 - 49 (odd No.s only)	MOTOR M# OPEN CIRCUIT	Interruption in the mentioned motor circuit.
32 - 50 (even No.s only)	MOTOR M# SHORT CIRCUIT	Short circuit in the mentioned motor circuit.
51 - 56	SENSOR S# NOT RESPONDING	Interruption in the mentioned sensor circuit.
57	INTERLOCK RELAY	Interlock relay defective.

## 5. Maintenance

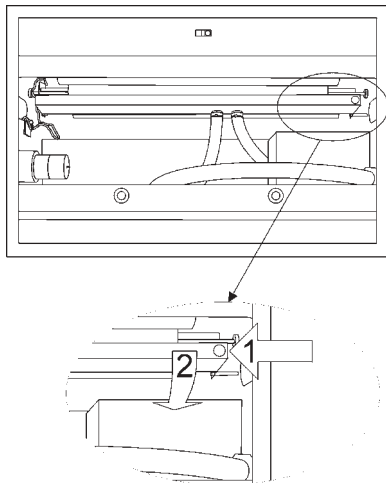
### 5.1 Cleaning the water tray

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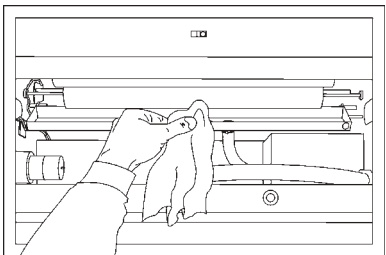


The water tray should be cleaned at least every other week.

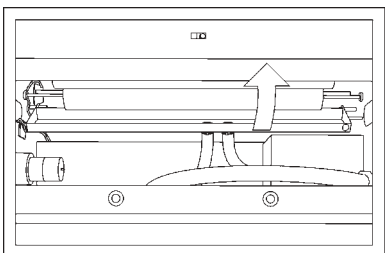
- Remove the water bottle.
- Pull out and remove the receiving tray.
- Open and remove the outfeed cover.
- Pull out the hose, open the tap and empty the water tray.
- Close the tap and put the hose back in position.



- Unlock the water tray by pushing it to the left and fold it downwards.



- Clean the water tray.

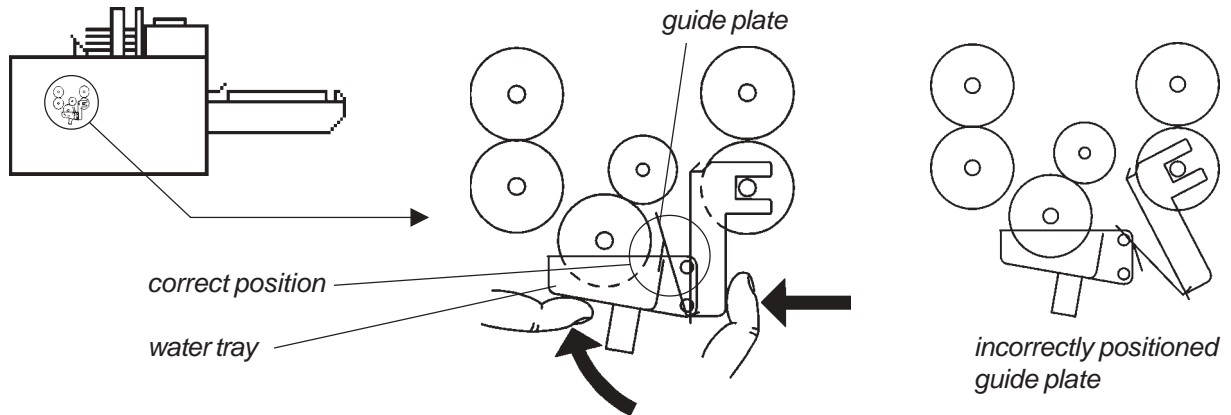


- Hold the guide plate in the correct position (see picture on next page) while folding the water tray upwards until it snaps into locked position.

**Caution:** Check that the guide plate behind the water tray is in the correct position. Incorrect position causes sealing jam.

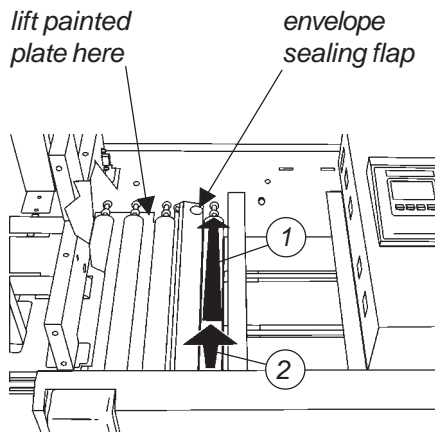
## 5.1 Cleaning the water tray, continues

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## 5.2 Cleaning the envelope sealing flap

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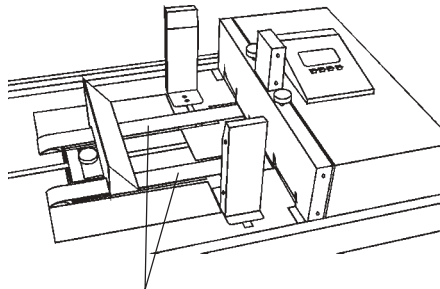


The envelope sealing flap (stainless steel) and a guide plate (stainless steel) under it, as well as the painted plate under the two leftmost rollers will eventually need cleaning due to glue build-up.

- Clean the envelope sealing flap and the guide plate by lifting app. 10mm at the green dot. To facilitate cleaning, the rightmost roller can be removed. Press down the envelope sealing flap and remove the roller by pushing it to the rear (1) and lifting the front end (2).
- Clean the painted plate under the rollers. If necessary remove the painted plate by lifting the rightmost edge as shown in figure (and same place opposite side). Close the envelope feeding table and pull the plate out towards the receiving tray.

### 5.3 Cleaning the envelope feed belts

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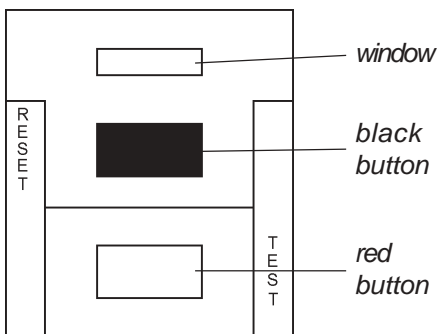
envelope feed belts

Clean the envelope feed belts using a mild soap detergent every 10 000 feeds or earlier if needed.

### 5.4 GFI function test and resetting

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**WARNING:** *DO NOT use the Model 45 if the following test fails. No additional testing should be performed. Call for service.*



When testing the Ground Fault Interruptor (GFI), the Model 45 power cord must be connected to the wall receptacle and the main power switch in the ON (1) position.

- Press the red "TEST"- button.
- Press the black "RESET"-button. A red flag should appear in the window of the GFI.
- Press the red "TEST"- button. The red flag should disappear.
- Press the black "RESET"-button again. The Model 45 should now be ready to use.





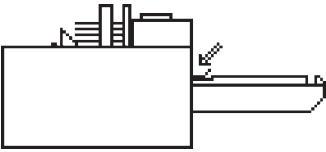
## 6. Problem solving

This section explains possible causes and what actions to take if an error message should appear in the display.

Always remove envelopes and inserts in the same direction as they travel through the Model 45.

If problem could not be solved - call for service.

### 6.1 Problem solving

Displayed message/symbol	Explanation/Possible causes	Action
	Water level low	Fill water according to section 3.4.
	Stacker full. Stop signal sent to collator and/or booklet feeder (if attached).	Empty the receiving tray.
	Envelope feeder empty. Stop signal sent to collator and/or booklet feeder (if attached).	Load more envelopes.
 ENVELOPE MISS	Envelope could not be fed from envelope feeder. Envelope miss occurs when the envelopes does not have proper contact with the envelope feed belts (i.e. when the friction is to low).	<ol style="list-style-type: none"> <li>1. Check that the envelopes are bent according to section 3.3.</li> <li>2. Check adjustment of the envelope separation pads according to section 3.2.</li> <li>3. Check the adjustment of the envelope rear guide according to section 3.2.</li> </ol> Check/clean the feed belts according to section 5.3.
 INTERLOCK	The interlock switch in the plastic cover is actuated.	<ol style="list-style-type: none"> <li>1. Remove obstacle. If necessary slide the envelope feeding table open and open the envelope feeding cover.</li> <li>2. After obstacle is removed, follow on screen instruction.</li> </ol>

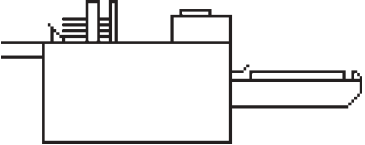
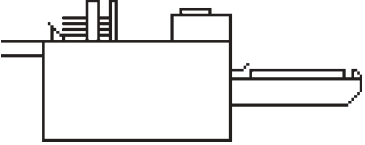


**NOTE:** These symbols can appear although action as above is not necessary. For instance, an air bubble in the water hose could cause the water level symbol to appear intermittently. Once the air bubble disappears, water level warning symbol extinguishes automatically. If problem persists for certain amount of time, the machine stops.

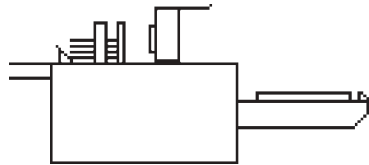
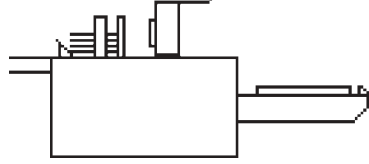
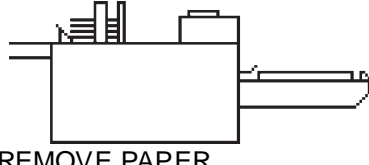
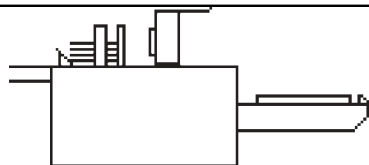
Above means when attending a stopped machine, fault message may already have been corrected.



## 6.1 Problem solving, continues

Displayed message/symbol	Explanation/Possible causes	Action
INTERLOCK RESET SYSTEM	The interlock switch in the plastic cover was actuated but obstacle is no longer actuating the interlock switch.	Press the reset button. Press the start button.
THE TOP COVER IS OPEN	The envelope feeding table is open.	Close the envelope feeding table.
 FLAP OPENER MISS	<ol style="list-style-type: none"> <li>1. The flap on the envelope could not be opened when the envelope was positioned before inserting.</li> <li>2. The flap on the envelope was already open when the envelope was fed.</li> </ol>	<p>Slide the envelope feeding table open. Remove the envelope. Close the envelope feeding table. Press the reset button.</p> <ol style="list-style-type: none"> <li>1. Check that the envelopes are loaded with the flap up, closed and towards the envelope rear guide according to section 3.3.</li> <li>2. Check that the envelopes not already are accidentally sealed.</li> <li>3. Check that the flap not is to heavily curved. Press the start button.</li> </ol>
 SEALING JAM	Malfunction when sealing.	<p>Slide the envelope feeding table open. Remove the envelope. Close the envelope feeding table. Press the reset button.</p> <ol style="list-style-type: none"> <li>1. Check/fill water according to section 3.4.</li> <li>2. Check that the guide plate is in the correct position according to section 5.1.</li> <li>3. Check/clean according to sections 5.1 and 5.2.</li> </ol> <p>Press the start button. Start the collator (if attached).</p> <ol style="list-style-type: none"> <li>4. Check that the out feed roller level is in correct position according to section 3.1</li> <li>5. Check that the springs are in the correct position according to section 3.1</li> </ol>

## 6.1 Problem solving, continues

Displayed message/symbol	Explanation/Possible causes	Action
 <p>INSERTER ERROR</p>	Malfunction when inserting.	Clear the document table. Slide the envelope feeding table open. Remove envelope and inserts. Close the envelope feeding table. Press the reset button. Check the adjustment of the document table side guides according to section 3.1. If the inserts are close to minimum recommended specifications for actual envelope size (see section 7.2) you might have to exceed the recommended play of 2-3 mm. Press the start button.
 <p>FEED ERROR</p>	Envelope jam under the envelope feeding cover.	Slide the envelope feeding table open. Open the envelope feeding cover. Remove the envelope. Close the envelope feeding cover. Close the envelope feeding table. Press the reset button. Press the start button.
 <p>REMOVE PAPER</p>	Insert(s) or envelope inside the machine.	Slide the envelope feeding table open. Remove envelope and inserts. Close the envelope feeding table. Press the reset button. If problem continues, check that the envelopes fed not are to heavily curved.
 <p>REMOVE ENVELOPE</p>	<ol style="list-style-type: none"> <li>Envelope is not removed after a feed error.</li> <li>Double feeding of envelopes.</li> </ol>	Slide the envelope feeding table open. Open the envelope feeding cover. Remove the envelope. Close the envelope feeding cover. Close the envelope feeding table. Press the reset button. Press the start button.
FEEDER JAM	Jam in unit feeding Model 45.	Check the control panels of the attached units to locate the error. Follow actual operator manual to clear jam. Press the reset button. Press the start button.

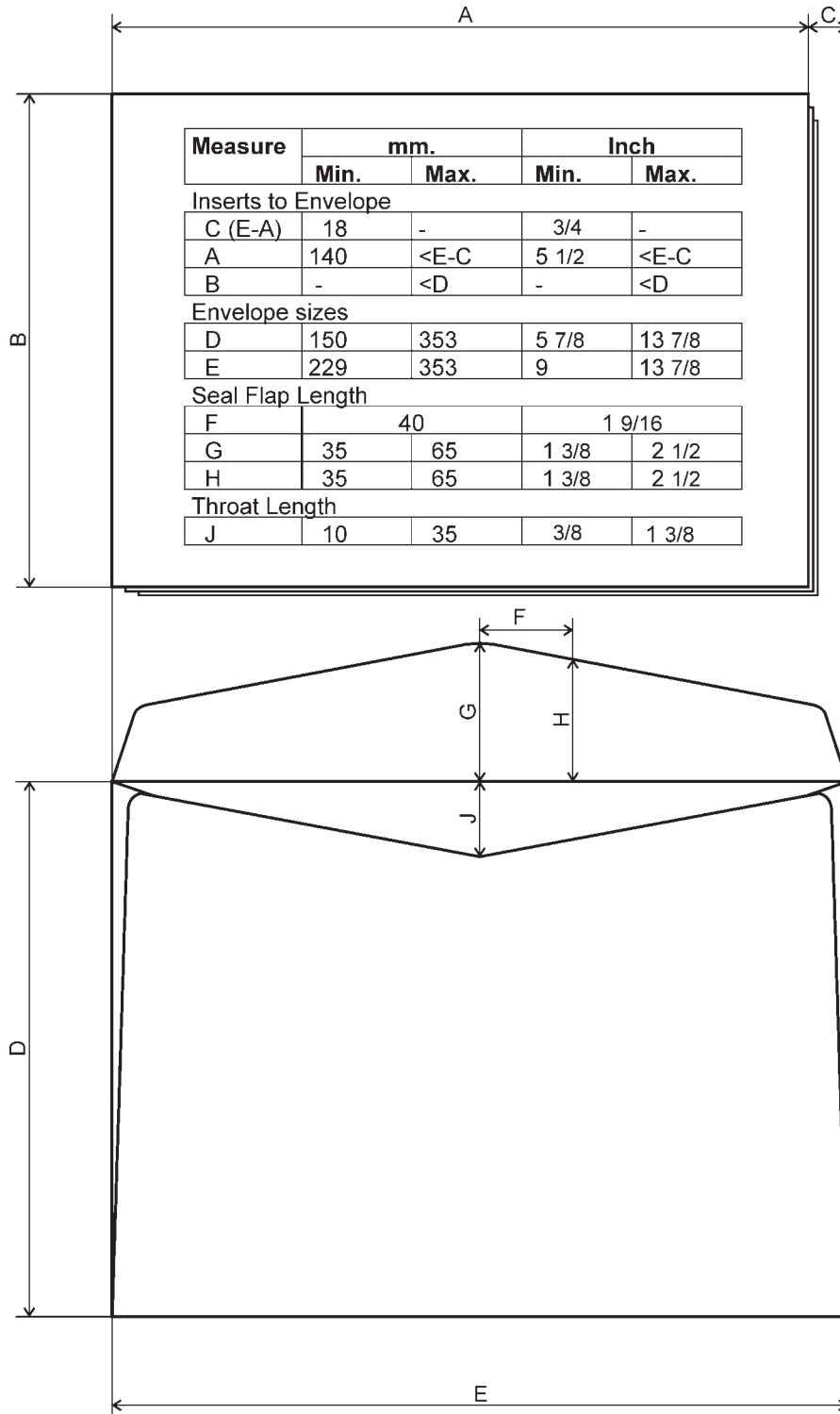
## 7. Specifications

### 7.1 Specifications

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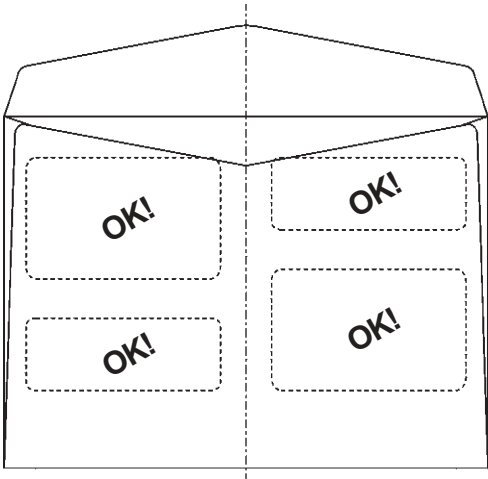
SPECIFICATIONS		MODEL 45
Envelope size	Min.	See next page
	Max.	See next page
Envelope loading capacity		100 mm
Paper size	Min.	See next page
	Max.	See next page
Paper weight	Min.	60 gsm
	Max.	-
Maximum speed		Up to 3600 envelopes/hour
Max packing thickness		12 mm
Misfeed detection		Yes
Jam detection		Yes
Envelope low detection		Yes
Stacker full detection		Yes
Availability factor		80% at 3600 envelopes/hour (2 minutes stop / 10 minute period)
Height		560 mm
Width		1150 mm
Depth		640 mm
Weight		83 kg
Voltage		105/115/125/220/230/240 volt, 50-60 Hz

## 7.2 Insert and envelope specifications

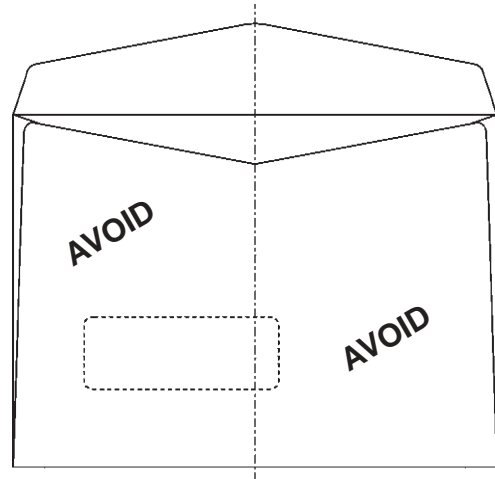


## 7.2 Insert and envelope specifications, continues

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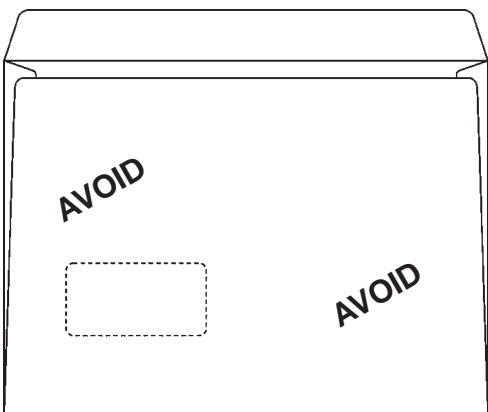


*mailpoint or pointed type flap with window positioned off center of envelope*



*mailpoint or pointed type flap with window positioned across center of envelope*

The envelopes should have edge-tight gluing on windows to avoid jam and inserts getting caught between the edge of the patch and the window. Use envelopes where the window is positioned off centre of the envelope to avoid the pointed part of the flap to getting caught in the window.



*wallet or square type flap*

Avoid using envelopes with square types of flaps, the straight edge of the flap could easily get caught in the window.