

PostMark 3030 Rotary Letter Opener

Instruction Manual



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**Model
3030 Letter Opener
Rotary**

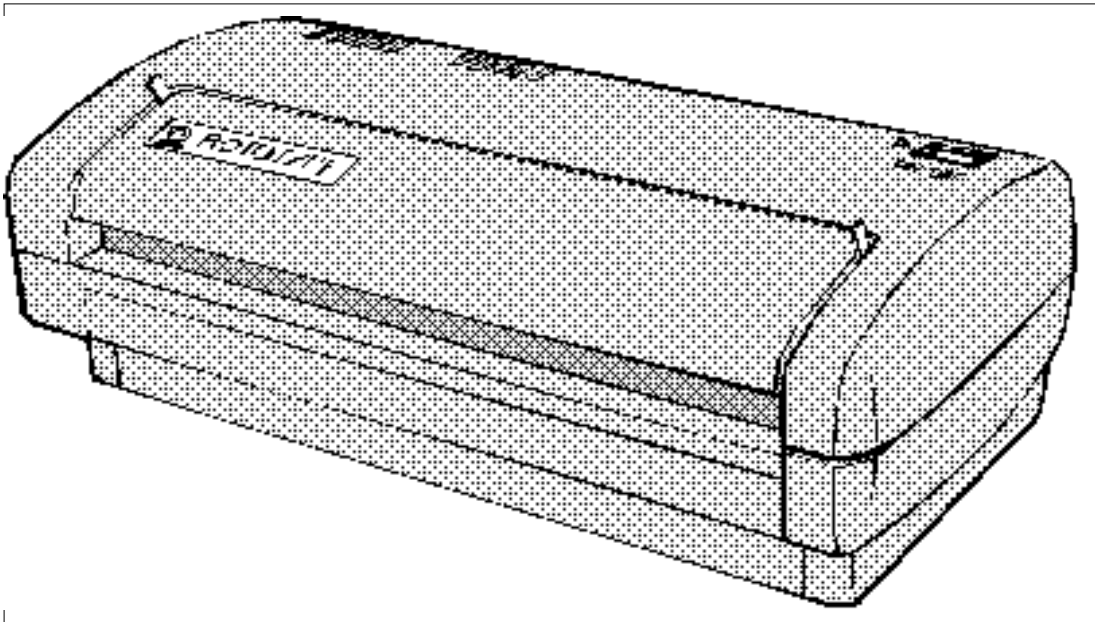


OPERATOR MANUAL

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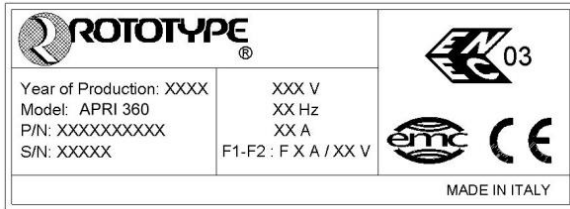
TABLE OF CONTENTS

| | |
|--|---------|
| 1. IDENTIFICATION AND ELECTRICAL RATING PLATE | Page 4 |
| 2. TECHNICAL DESCRIPTIONS AND SPECIFICATIONS | Page 5 |
| 2.1 DESCRIPTION | Page 5 |
| 2.2 SPECIFICATIONS | Page 6 |
| 3. SAFETY | Page 7 |
| 4. INSTALLATION | Page 10 |
| 4.1 UNPACKING AND CHECK LIST | Page 10 |
| 4.2 SETTING UP | Page 11 |
| 5. OPERATIONS | Page 12 |

WARNING: THE ROTARY OPENER 3030 HAS BEEN DESIGNED AND MANUFACTURED TO OPERATE AS INDICATED IN THIS MANUAL. THESE MACHINES MUST BE USED ONLY TO OPEN DOCUMENTS AS INDICATED IN PARAGRAPH 2.1. THE MANUFACTURER IS NOT RESPONSIBLE IF THE MACHINE IS USED INCORRECTLY.

READ THIS MANUAL CAREFULLY, OBSERVING ALL RECOMMENDED SAFETY PRECAUTIONS BEFORE INSTALLING AND USING THE MACHINE.

1. IDENTIFICATION AND ELECTRICAL RATING PLATE.

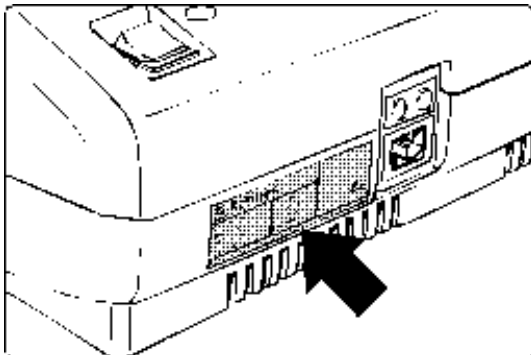


Attached on the rear side is the plate with identification and electrical rating data.

The plate indicates:

- the model, the code (P/N) and the serial number (S/N) of the machine.
- the year of production
- the operating voltage, the frequency, the ampere and the fuses rate.

Please refer to the model, code (P/N) and serial number (S/N) of the machine when ordering spare parts or repairs.



Make sure the indicated voltage is in use in your country.

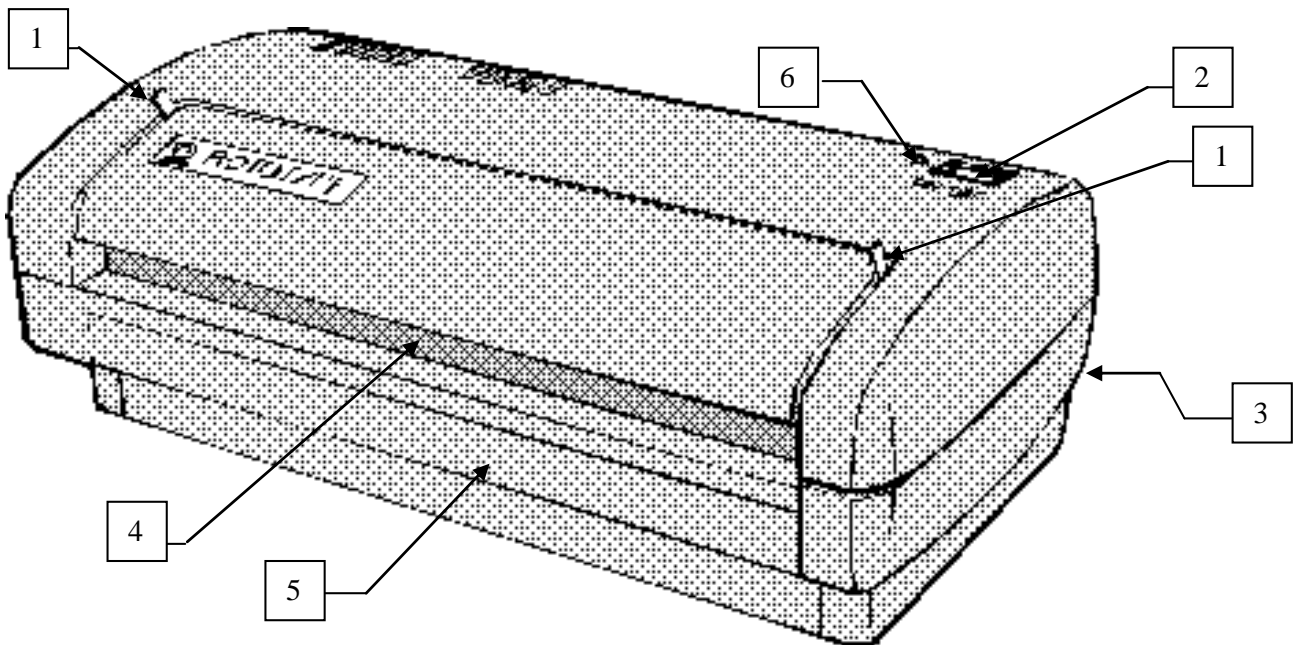
Should the indicated voltage be different from that in use in your country, contact you authorized service agent.

2. TECHNICAL DESCRIPTIONS AND SPECIFICATIONS

2.1 DESCRIPTION

The 3030 Rotary letter opener is designed to open envelopes of all kinds especially thick, reinforced, gusseted, stapled, plasticized, damaged, uneven and very large envelopes.

It is not recommended for envelopes made of plastic. The envelope is introduced momentarily to the blade which cuts off approx. 3/10 of a millimeter. Do not introduce in the unit any other kind of things other than envelopes. Thin envelopes may be introduced in multiples. Envelopes may be opened on 3 sides.



1. OILING LEVERS
2. ON / OFF PUSH BUTTON
3. FUSES
4. CUTTING APERTURE
5. WASTE DRAWER
6. BICOLOR LED

2.2 SPECIFICATIONS

2.2.1 ELECTRICAL AND ENVIRONMENTAL SPECIFICATIONS

| | |
|-----------------------|---|
| Power | 230V 50Hz (-10% +10%) 115V 60Hz (-10% +6%) 100V, 50/60 Hz (-10% +6%) |
| Operative Temperature | 40°F to +85°F |
| Storage Temperature | 32°F to +120°F |
| Operative Humidity | 10% to 85% |
| Storage Humidity | 10% to 85% |

2.2.2 ENVELOPES SPECIFICATIONS

| | |
|-----------|---------------|
| Width | Up to 14 in |
| Thickness | Up to 0.25 in |

2.2.3 DIMENSIONS AND WEIGHT

| | |
|--------------|---|
| Dimensions | width: 17.75 in depth: 9 in height: 5.35 in |
| Weight (net) | 27 lbs |

2.2.4 SHIPPING DIMENSIONS AND WEIGHT

| | |
|----------------|--|
| Dimensions | width: 22.80 in depth: 13.75 in height: 10.62 in |
| Weight (gross) | 29 lbs |

2.2.5 HOMOLOGATIONS AND MARKS

The unit is certified by IMQ according to the following rules:

- **EN 60950 Safety**
- **EN 50081-1 Electromagnetic compatibility**
- **EN 50082-1 Electromagnetic compatibility**

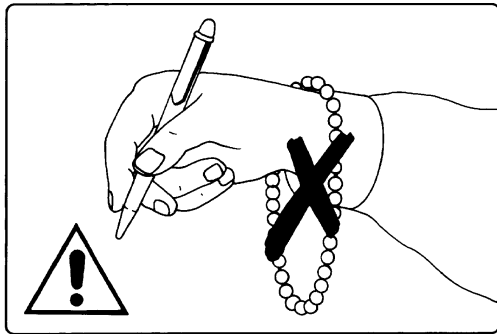
2.2.6 MARKS

- **ENEC 03 (European Norms Electrical Certification)**
- **EMC International**
- **CE**

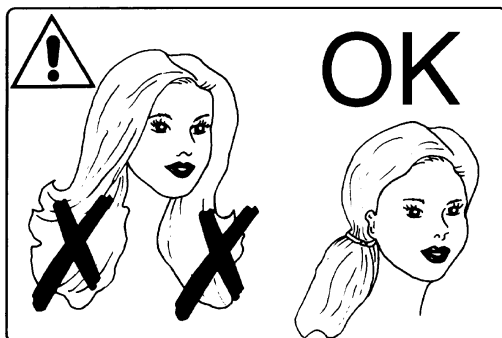
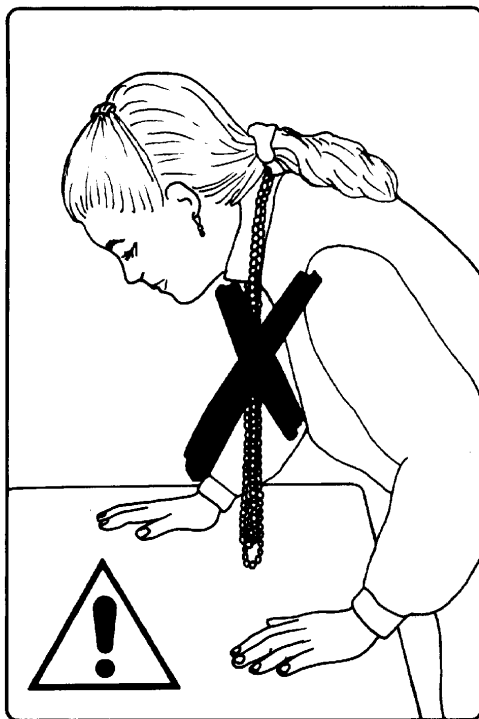
NOTE: The Postmark policy is one of continuous improvement to their product and as such they reserve the right to change product specifications without prior notice.

3. SAFETY

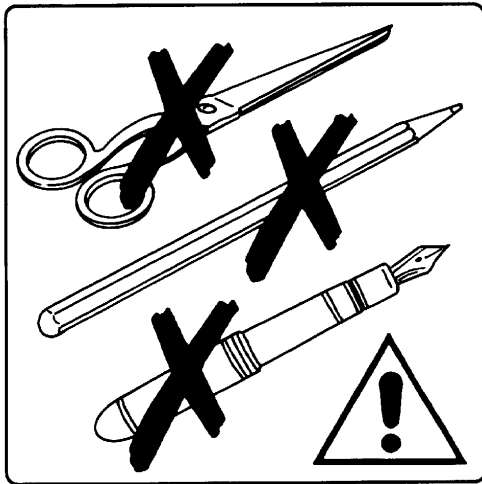
The machine has been designed, manufactured and equipped so as to prevent any risk to the operator. However, the operator must observe the following instructions when operating the equipment



DO NOT APPROACH THE ROTATING PARTS OF THE MACHINE WITH LOOSE JEWELLERY



DO NOT APPROACH THE ROTATING PARTS OF THE MACHINE WITH THE FREE LONG HAIR

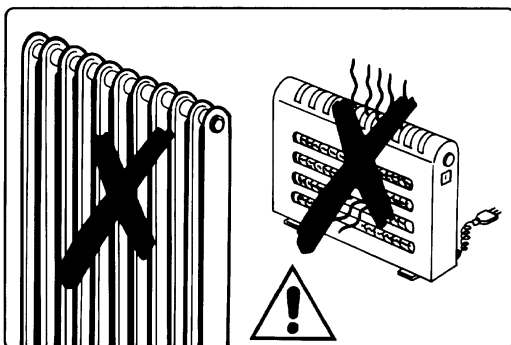


DO NOT PUT ANY OBJECT ON THE MACHINE.

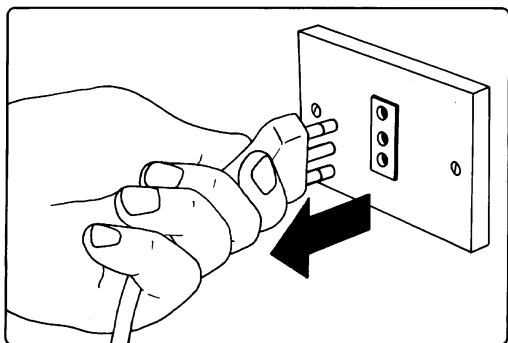


DO NOT PUT OBJECTS CONTAINING WATER OR OTHER LIQUIDS NEAR THE MACHINE.

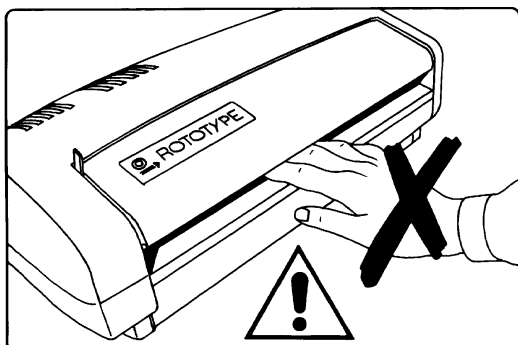
DO NOT USE WATER TO CLEAN THE MACHINE.



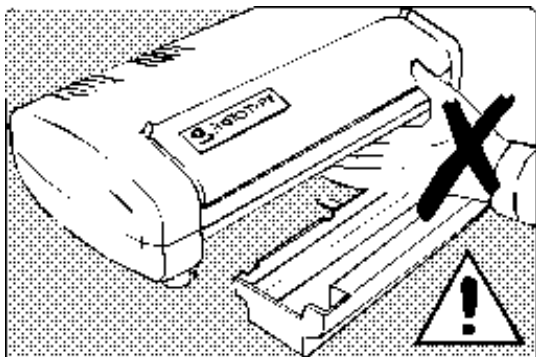
DO NOT INSTALL THE MACHINE NEAR HEAT SOURCES.



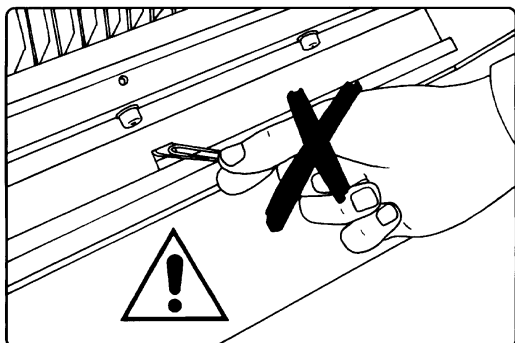
UNPLUG THE MACHINE BEFORE ANY CLEANING OPERATION OR BEFORE REMOVAL OF JAMMED PAPER.



DO NOT TOUCH THE BLADES.



IF YOU REMOVE THE WASTE DRAWER, DO NOT TOUCH THE BLADES.



IF YOU REMOVE THE WASTE DRAWER, DO NOT INSERT ANYTHING ON THE SLOT OF THE MICRO SAFETY SWITCH. DO NOT TRY TO TOUCH OR REMOVE THE MICRO SAFETY SWITCH

WARNING: INTERNAL OPERATION OR REPAIR MUST BE DONE ONLY BY SPECIALIZED PERSONNEL

4. INSTALLATION

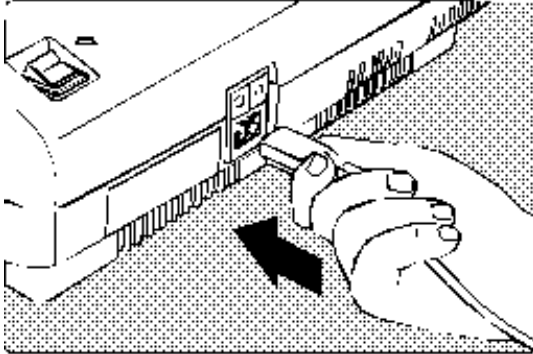
4.1 UNPACKING AND CHECK LIST

The Shipping Package Contains:

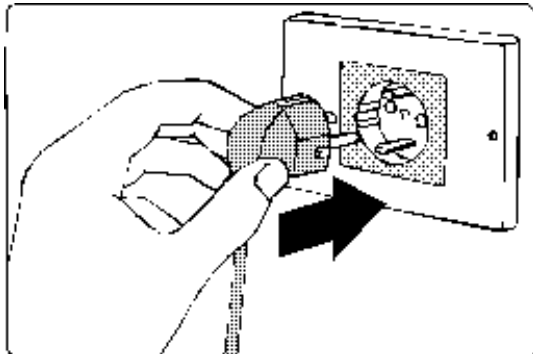
- 3030 Rotary
- Power Cord
- Operator Manual

If you see any sign of damage immediately notify the shipping company or your dealer. Save the packing and also shipping documents. Saving the packing will make moving the unit easier in the future.

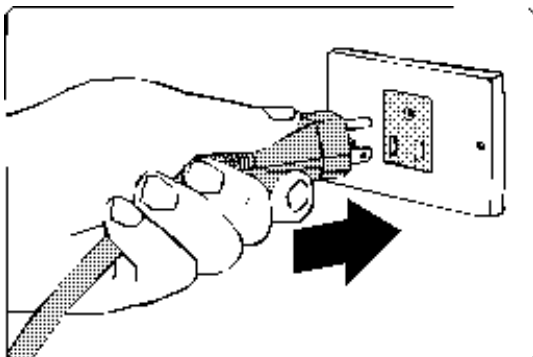
4.2 SETTING UP



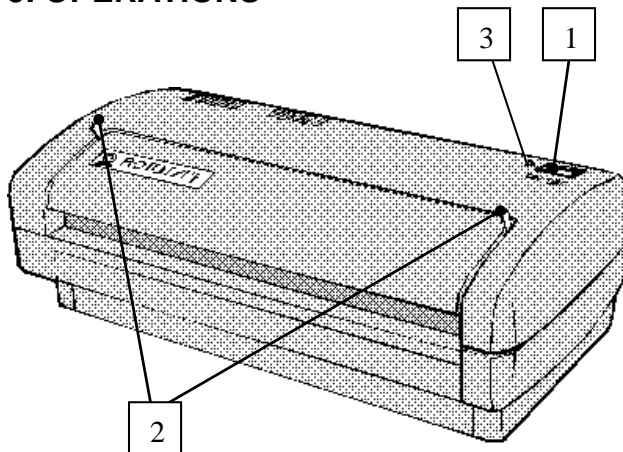
BEFORE CONNECTING POWER CORD TO THE ELECTRICAL SUPPLY, CHECK THAT THE RATING PLATE CORRESPONDS TO YOUR LOCAL VOLTAGE.
CONNECT THE POWER CORD TO THE MACHINE, PUSHING THE PLUG SECURELY INTO THE SOCKET



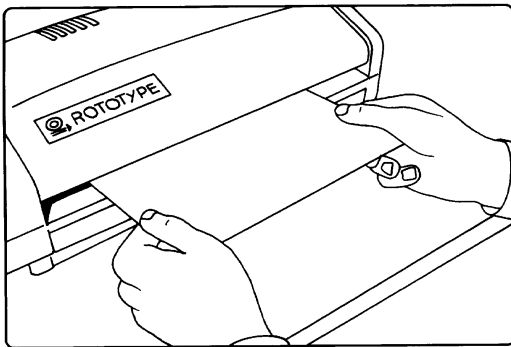
CONNECT THE PLUG OF THE POWER CORD TO THE WALL SOCKET.
THE MACHINE IS NOW READY TO OPERATE



WARNING: THE PLUG OF THE POWER CORD IS CONSIDERED AS ELECTRICAL DIVIDING UNIT. THE RELATIVE WALL SOCKET MUST BE PLACED NEAR THE MACHINE AND EASILY ACCESSIBLE.
THE ELECTRICAL NET MUST BE GROUND CONNECTED

5. OPERATIONS**CONTROLS:**

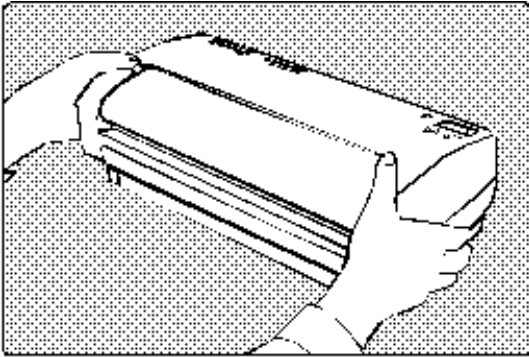
1. ON/OFF PUSH BUTTON
2. OILING LEVERS
3. BICOLOUR LED



- TO OPEN ENVELOPES, SWITCH ON THE MACHINE BY PRESSING THE ON/OFF PUSH BUTTON.
- THE BICOLOR LED LIGHTS GREEN (INSTEAD OF RED).
- INTRODUCE THE ENVELOPE INTO CUTTING APERTURE AND PRESS FOR AN INSTANT AGAINST THE ROTARY BLADE. REPEAT ON OTHER TWO SIDES FOR COMPLETE OPENING AND VERIFICATION.
- WHEN YOU HAVE FINISHED OPERATIONS WITH THE MACHINE, SWITCH OFF THE MACHINE BY PRESSING THE ON/OFF PUSH BUTTON.

NOTE: THE BICOLOR LED WILL BLINK RED FOR ABOUT 4 sec. DURING THIS PERIOD DO NOT TRY TO OPEN THE WASTE DRAWER BECAUSE THIS IS BLOCKED.

ONLY WHEN THE BICOLOR LED WILL BECOME FIXED RED IT WILL BE POSSIBLE TO OPEN THE WASTE DRAWER.



TO PREVENT SQUEAKING OF ROTARY BLADE, MOVE OILING LEVERS TOWARDS YOU AND HOLD WHILE 3030 ROTARY IS RUNNING FOR 1-2 SECONDS.

NOTE: IF DURING THE FUNCTIONING THE MACHINE STOPS THE POSSIBLE CAUSE ARE THE FOLLOWING:

- 1- BICOLOR LED SWITCHED OFF
 - LACK OF POWER SUPPLY
 - BROKEN FUSES

- 2 - BICOLOR LED BLINKS RED AND AFTER ABOUT 4 sec BECOMES FIXED RED
 - TEMPORARY LACK OF POWER SUPPLY
 - THE WASTE DRAWER IS NOT IN THE CORRECT POSITION AND DOES NOT TOUCH THE SAFETY MICROSWITCH

- 3 - BICOLOR LED IS GREEN
 - MECHANICAL ITEMS BROKEN
 - JAMMED ENVELOPES BECAUSE OF THE THICKNESS
 - MOTOR INTERNAL PROTECTION DUE TO EXCESS OF HEAT

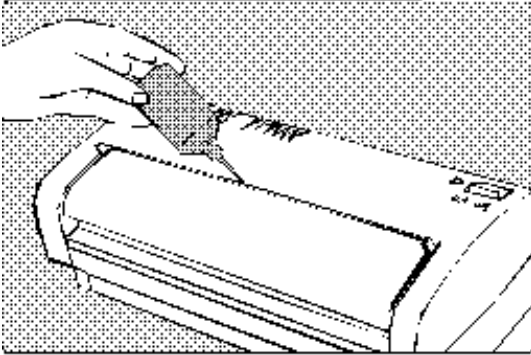
WARNING: IN LAST CASE ONCE THE MOTOR HAS COOLED THE UNIT WILL RESTART WITHOUT ANY NOTICE. IN THIS CASE UNPLUG THE UNIT OR PRESS THE BUTTON ON-OFF.

ACTIONS

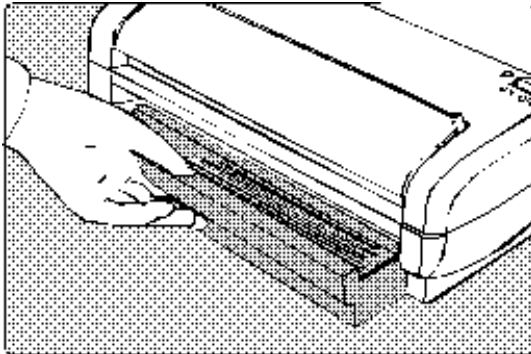
POINT 1: CHECK AND IF NECESSARY SUBSTITUTE.
IF THE UNIT STILL DOES NOT WORK, UNPLUG THE MACHINE AND
CONTACT YOUR LOCAL AUTHORIZED SERVICE AGENT.

POINT 2: CHECK AND SWITCH ON THE MACHINE.
IF THE MACHINE STILL DOES NOT WORK, UNPLUG THE UNIT AND
CONTACT YOUR LOCAL AUTHORIZED SERVICE AGENT

POINT 3: SWITCH OFF THE MACHINE AND WAIT FOR A WHILE UNTIL THE
TEMPERATURE COOLS DOWN.
SWITCH ON THE MACHINE. IF THE MACHINE STILL DOES NOT
WORK, UNPLUG THE UNIT AND CONTACT YOUR LOCAL
AUTHORIZED SERVICE AGENT.

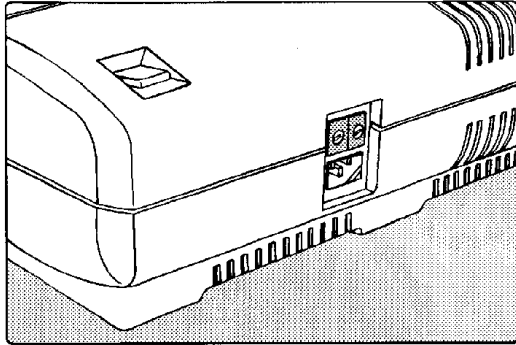


THE ROLLER IS ALREADY SATURATED WITH OIL BY THE DEALER. IT SHOULD THEREFORE BE NECESSARY TO APPLY A LITTLE DROP OF OIL ALONG THE SPECIAL SLOT TO REPLENISH THE OIL SUPPLY AT MONTHLY INTERVALS.

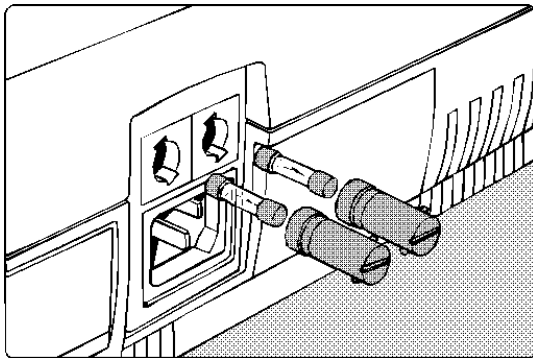


REMOVE WASTE DRAWER AND EMPTY REGULARLY. PUSH FULLY HOME WHEN EMPTIED TO CONNECT SAFETY SWITCH AND ALLOW MACHINE TO OPERATE. THIS OPERATION MUST BE DONE ONLY IF THE MACHINE IS SWITCHED OFF AND THE BICOLOR LED LIGHTS FIXED RED.

WARNING: THE MACHINE DOES NOT WORK WITHOUT THE WASTE DRAWER IN THE CORRECT POSITION.



TO CHANGE THE FUSES, UNPLUG THE MACHINE, REMOVE THE SMALL COVERS, TAKE AWAY THE OLD FUSES, FIT THE NEW FUSES AND REPOSITION THE COVERS.



WARNING: FUSE REPLACEMENT. REPLACE THE FUSE USING A FUSE OF THE SAME TYPE AND VALUE AS INDICATED ON THE PLATE ON THE REAR OF THE MACHINE. IF THE FUSE BLOWS OUT AGAIN, UNPLUG THE MACHINE AND CONTACT YOUR LOCAL AUTHORIZED SERVICE AGENT.

WARNING: IF DURING THE FUNCTIONING THE ELECTRICITY DROPS OR THE PLUG IS ACCIDENTALLY DISCONNECTED, THE UNIT WILL BE IN POSITION OFF (LED BICOLOR RED) WHEN THE ELECTRICITY WILL RETURN OR THE PLUG CONNECTED AGAIN. TO START THE UNIT PRESS PUSH BUTTON ON/OFF.

- AVOID SQUEAKING OF ROTARY BLADE BY OILING IT REGULARLY
- TURN OFF THE UNIT WHEN NOT USED TO AVOID UNNECESSARY USE OF ROTARY BLADE
- DO NOT PROCESS ENVELOPES WITH STAPLES
- INSERT CAREFULLY THE WASTE DRAWER TO AVOID MECHANICAL OR ELECTRICAL PROBLEMS
- DO NOT TAKE OFF THE WASTE DRAWER UNTIL THE LED TURNS TO FIXED RED