

# ***PostMark 3033 High Volume Automatic Flat Letter Opener***

Instruction Manual



Provided by  
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*When Image Matters.*

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# User Guide

## 3033 Letter Opener

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## Warnings

- Disconnect the power supply before performing any maintenance.
- Before connecting the system to the electrical supply, ensure that the system is suitable for the local mains voltage. Refer to the serial plate on your system for voltage requirements.

## Precaution

The general process of automated document handling can sometimes create a build up of static electricity. Therefore we recommend that the following measures are taken to reduce the side effects of any electrostatic charge.

- Make sure that you operate the system within the recommended temperature and humidity conditions.
- Make use of antistatic mats where appropriate.
- If necessary, make use of an ionizer to reduce static charge build up in the room where the system is located.

Please contact your supplier for further information.

## Safety Precautions

- Only competent, trained personnel should operate this system. If non-trained personnel do operate this system, the manufacturer will not accept responsibility for any resulting accidents or injuries.
- Only skilled persons, who are aware of the risks involved, may open the protective covers. For safety reasons, the system will not function when the covers are open.
- Keep long hair, fingers, jewelry, etc. away from rotating and moving parts.
- The power connection must be easily accessible, preferably close to the system. For safety reasons, it is essential that the system is connected to a socket outlet that has a protective earth (ground) connection.
- Overcurrent protection in the equipment also relies on the branch circuit protection (max. 20 A).
- The following part(s) is (are) considered the equipment disconnect device(s):
  - Power supply cord plug or appliance coupler.

## Country Specific Conditions

### Denmark

In Denmark, certain types of Class 1 appliances may be provided with a plug that does not provide an adequate earth (ground) connection when inserted into a Danish socket outlet. Make sure the system has a good functioning connection that has protective earthing (the plug and socket outlet must match).

### Japan

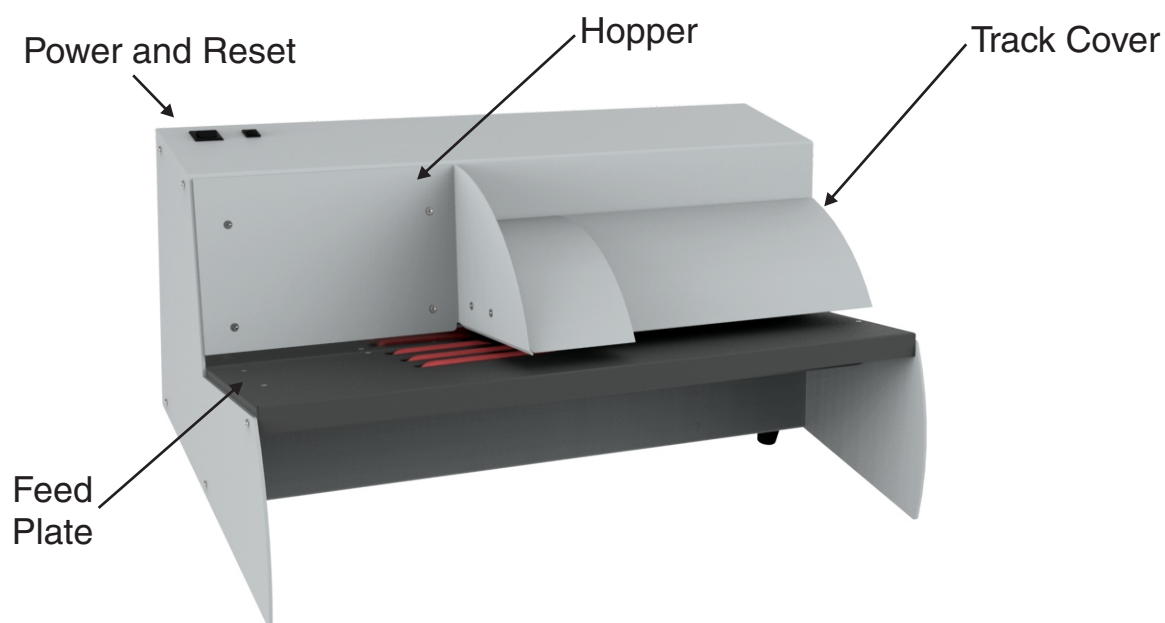
- Establish an earth (ground) connection before connecting the mains plug to the power supply.
- First disconnect the power supply before removing the earth (ground) connection.

## Introduction

The 3033 is a semi-automatic milling cutter letter opener for processing large types of incoming mail. The system:

- Feeds envelopes
- Opens envelopes
- Stacks envelopes

The letter opener can be fed continuously with single envelopes without having to stop the machine. The 3033 is equipped with a milling cutter opener for clean and consistent cutting. A vacuum system is used to evacuate cut envelope pieces from the machine.



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## PACKAGING RECOMMENDATIONS

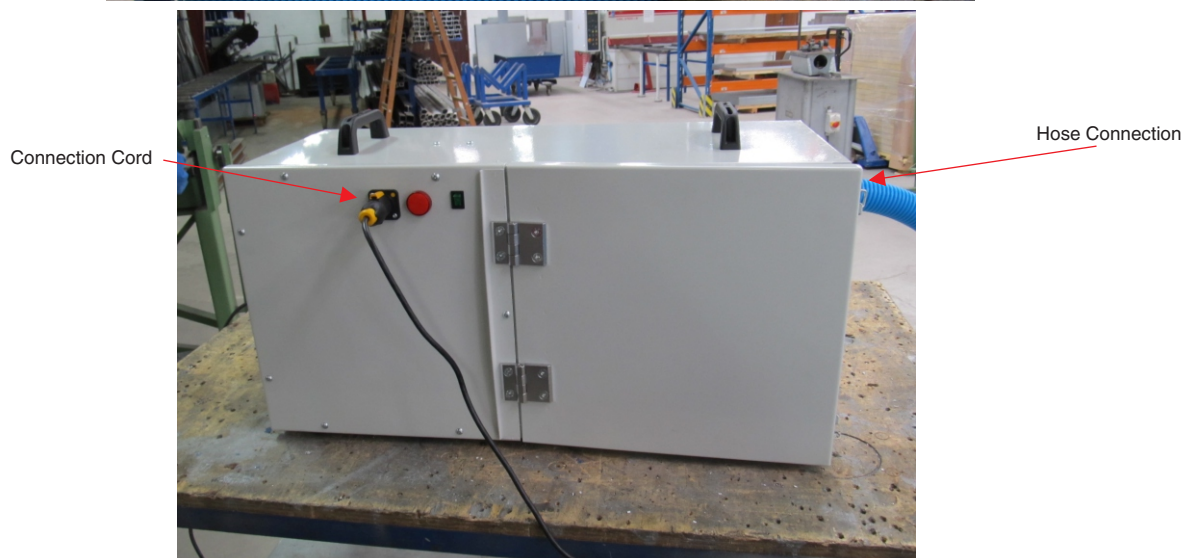
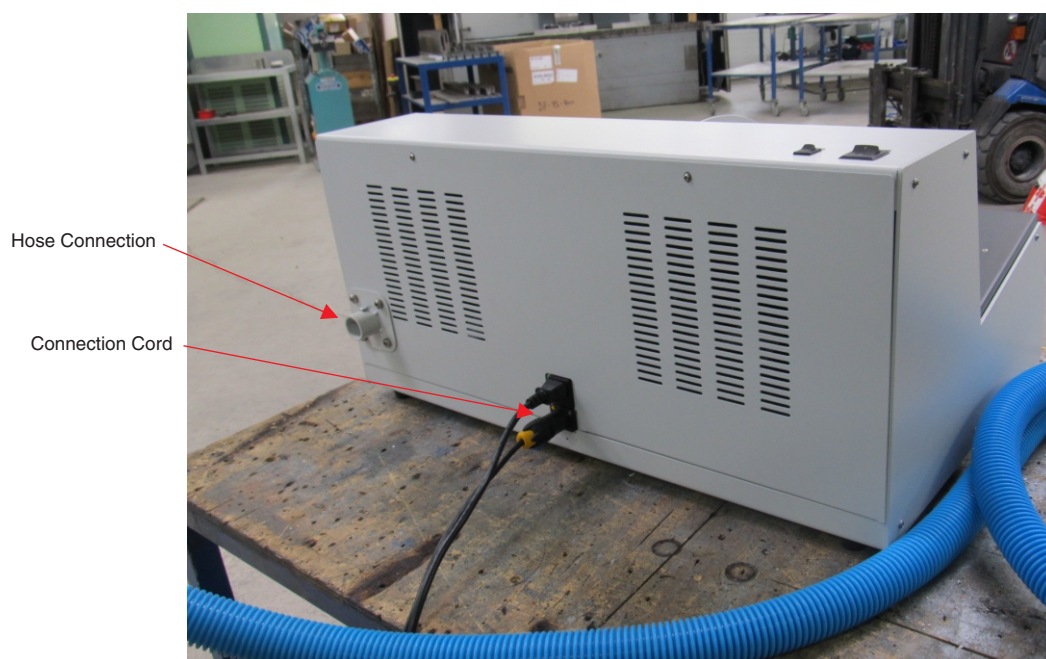
Upon receipt of your 3033 letter opener, it is recommended that you keep the original packaging should the machine need to be mailed out for service. If packaging needs to be disposed of please follow local guidelines for recycling and waste disposal.

Before starting your letter opener make sure that the vacuum system is connected to the opener.

The hose from the vacuum connects from the backside of the letter opener to the front right of the vacuum system as shown in the pictures below.

The connection cord connects from the back of the letter opener below the power socket to the front of the vacuum system next to the power switch. This cord will enable the vacuum to turn on automatically when the letter opener is powered on.

To connect the cord, insert the appropriate end connector on the vacuum or opener and twist the connection until it snaps in place.



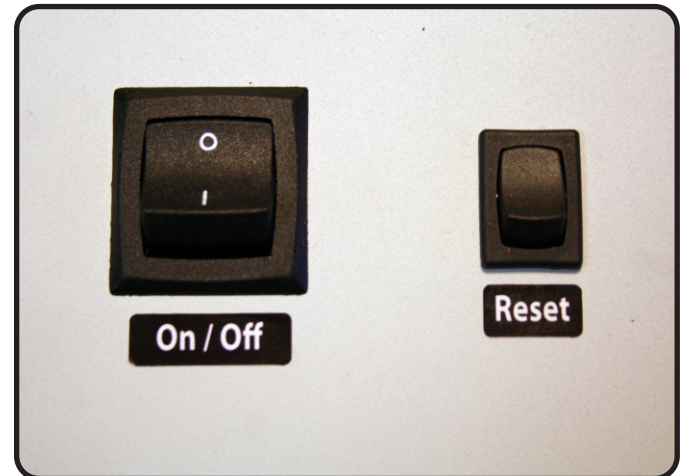


Plug in the power cord.

To turn the power on press down "I".

To turn the power off press down "O".

To start the machine press down "I" then press down the reset button.



## VACUUM WARNINGS

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The vacuum system is equipped with a red light which will indicate loss of suction. When this light turns on, it is important to remove the waste container inside the vacuum and empty any chaff inside to restore proper vacuum. If the vacuum system is not working, the milling cutter can jam up and cause the opener to not function correctly.



## **If the Machine Does Not Start, Do As Follows:**

1. Check that the power cord is plugged in and that the power is on.
2. Press the reset button.
3. Check that the track cover is pushed down tightly.
4. Unplug machine and check fuse located in main socket, by pulling out on fuse tray.

**If the machine still does not start, contact your service center.**

## **If An Envelope Becomes Jammed In the Machine**

1. Turn off machine, and unplug the power cord.
2. Remove track cover.
3. Remove jammed envelopes and clear any remaining mail from belts by gently removing the envelope from left to right.
4. Replace track cover and re-stack mail on the feed plate.
5. Plug in machine, restart.

**All other service and repairs should be performed by your local dealer.**