

PostMark 3066 High Speed Automatic Letter Opener

Instruction Manual



Provided by

MyBinding.com
When Image Matters.

Call Us at 1-800-944-4573

User Guide

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3066 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

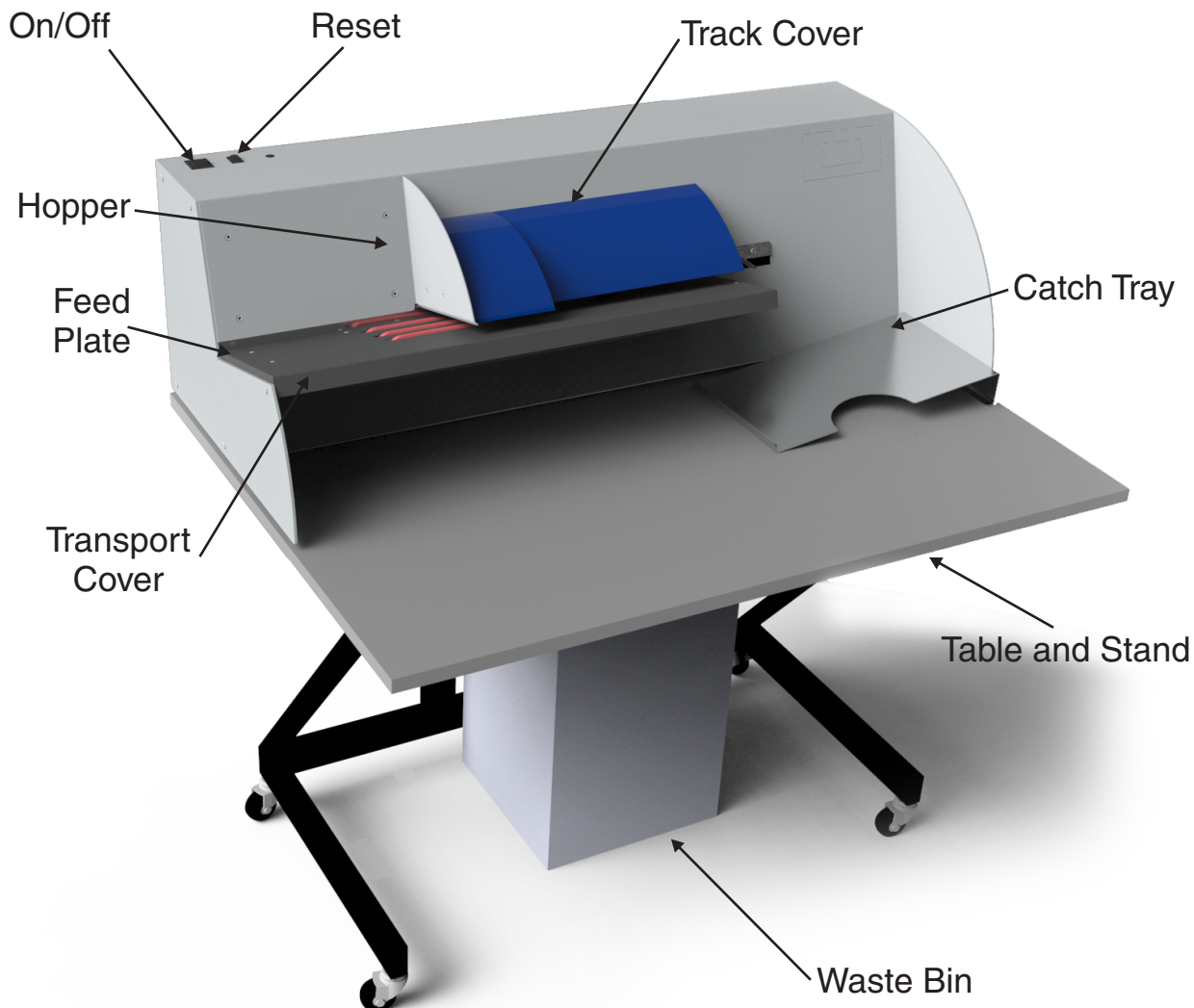
- Establish an earth (ground) connection before connecting the mains plug to the power supply.
- First disconnect the power supply before removing the earth (ground) connection.

Introduction

The 3066 is a high speed milling cutter letter opener for processing incoming mail. The system:

- Feeds envelopes
- Counts envelopes (with optional counter)
- Opens envelopes
- Stacks envelopes

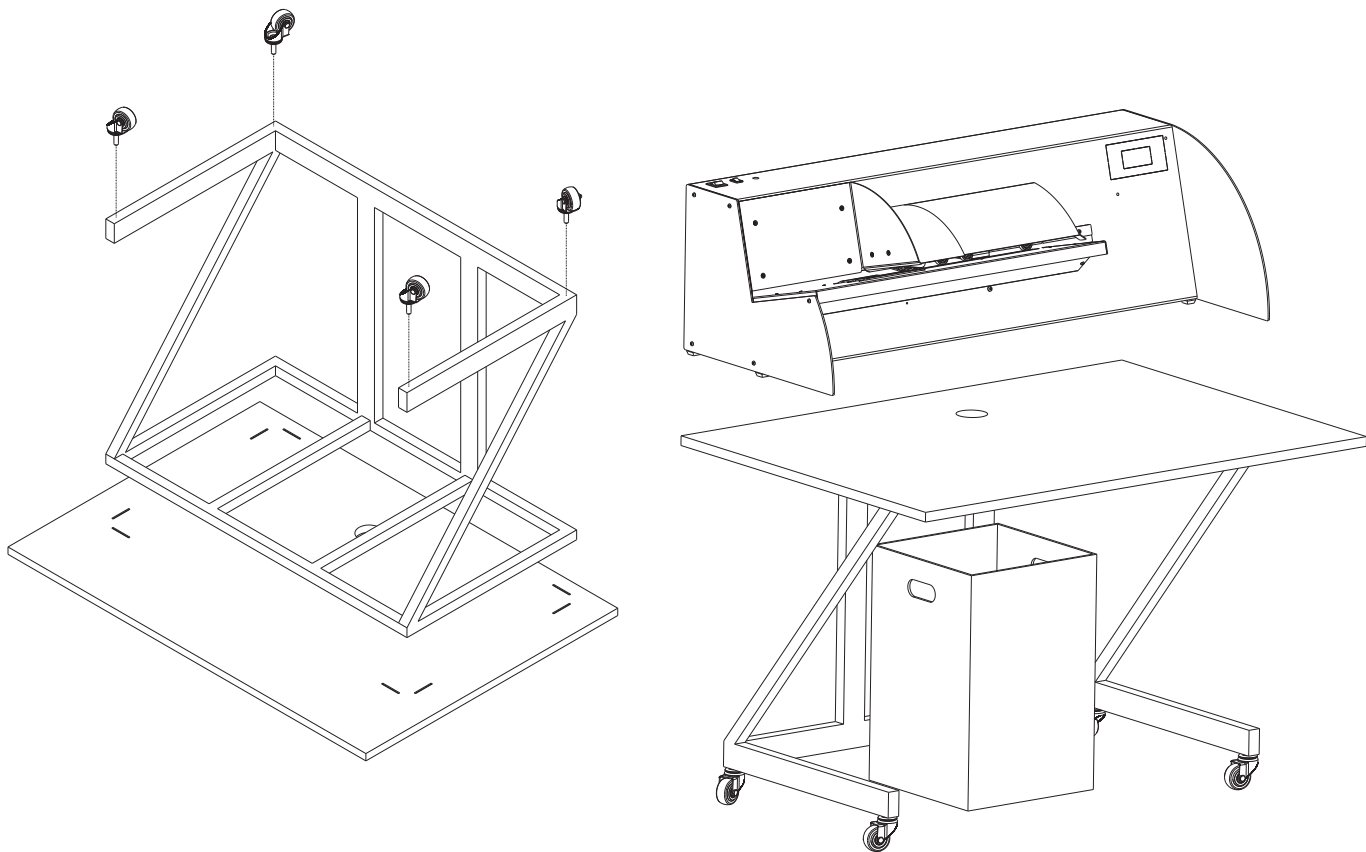
The letter opener can be fed continuously with stacks of envelopes without having to stop the machine. The 3068 is equipped with a milling cutter opener for clean and consistent cutting.



PACKAGING RECOMMENDATIONS

Upon receipt of your 3066 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.

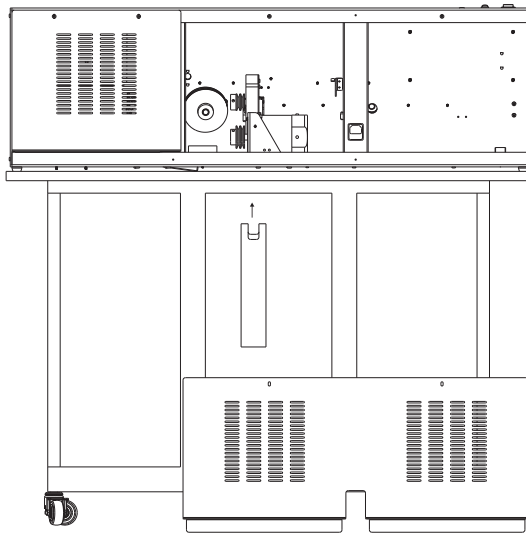
The 3066 letter opener will need some setup before it can be used. Please find the following illustrations for instruction on assembling the table/stand, inserting the waste tube, and placing the waste bin.



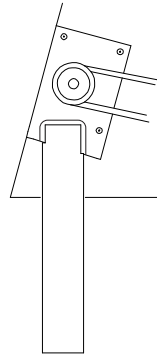
Secure wheels into cart as shown in above illustration.

Line the cart up with the four marks on the table top and use provided wood screws to securely attach the table to the top.

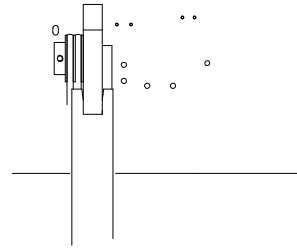
Place the machine on top of the table as shown.



Side View

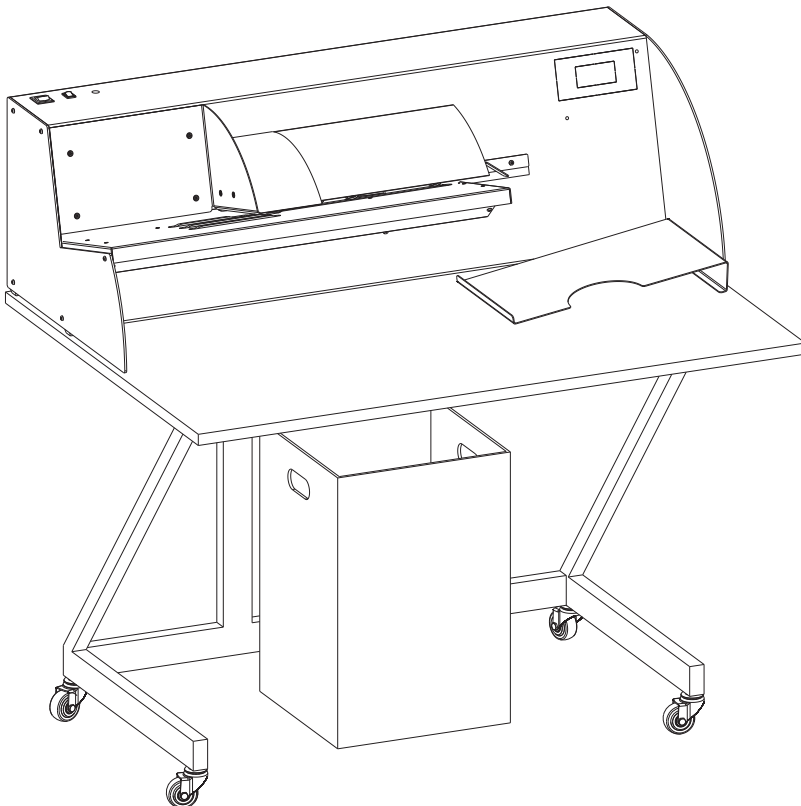


Back View



Remove the back panel from the machine to gain access to the milling cutter. Feed the waste tube up from the bottom of the machine and align it with the milling cutter as shown above.

Make sure the waste tube is securely fastened to the milling cutter and replace back panel



Assemble waste bin and place under the machine so it is right under the waste tube.

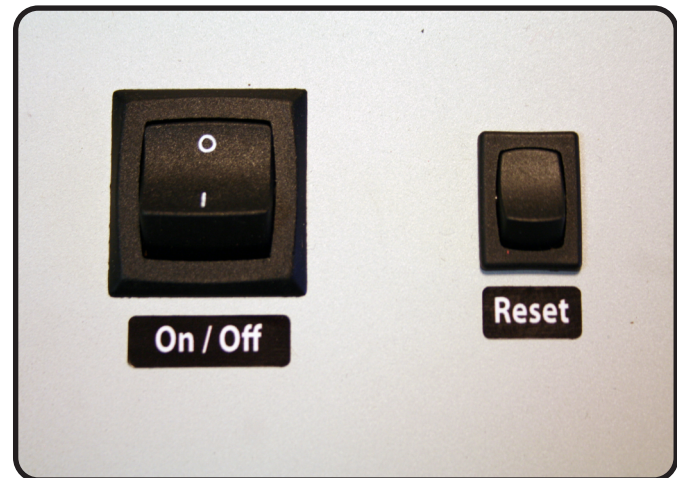
Be sure to empty the waste basket frequently.

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.



Optional Counter

The letter opener can be delivered with a counter. The counter is mounted at the top right side of the letter opener. A reset button allows the operator to restart the count, or if left alone the counter will continue to display the count even if the letter opener is powered off or unplugged.



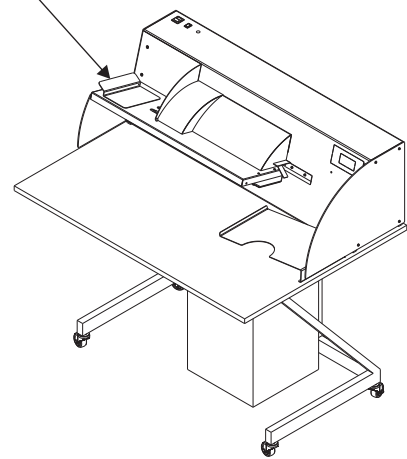
Envelopes are best fed when sorted by size and thickness thus insuring a consistent feeding.

- Turn the envelope flaps so that they do not run in line with the separator or cutting mechanism.
- Press the reset button, and start the machine.
- Place the envelopes on to the feeding track making sure that they are flush against the hopper.

The support guide can be used to feed larger stacks of envelopes without feed hesitation from the letter opener.

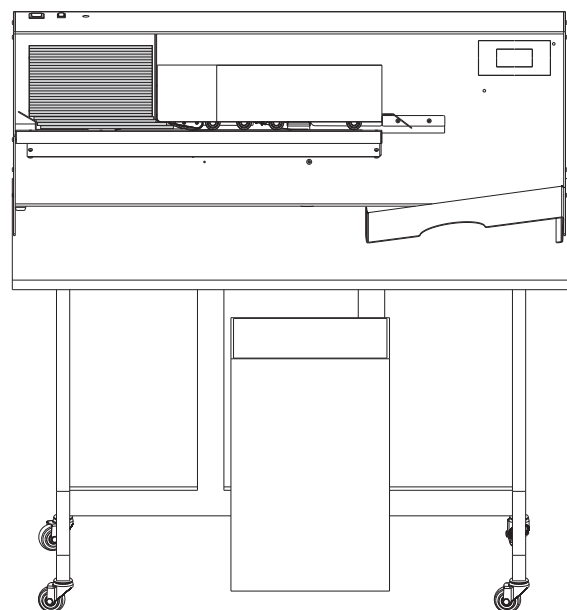
The support guide is magnetic and can be positioned in different locations on the feed plate depending on envelope sizes.

Support Guide



As shown to the right, the support guide fans the envelopes into the separator mechanism.

Different envelope lengths may require movement of the support guide for consistent feeding.



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. Lift up track cover on the hopper side. The track cover is hinged on the right.
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.

Dimensions: Basic Unit
Length: 1070mm (42")
Depth: 750mm (30")
Height: 1065mm (42")

Weight: approximately 100kg (220lb)

Power source: as written on the type label
230VAC / 50Hz 1.25A
120VAC / 60Hz 2.65A

Noise level: Standby - 63dB
Operating - 78dB

Material: Paper envelopes
Maximum thickness: 6mm (0.24")
Maximum size: 260 x 330mm (10.2" x 13.0")

EC DECLARATION OF CONFORMITY

Manufacturer:
Postmark Inc. - 3197 Duncan Ln Suite A
San Luis Obispo, CA 93401 -United States Of America

herewith declares that the: Model 3066

is in accordance with the following directives:

2004/108/EC - The electromagnetic compatibility directive
2006/95/EC - The low voltage directive
2011/65/EU - The RoHS (recast) directive.

and has been designed and tested to the following standards:

EN 60950-1:2006 + A11:2009 + A1:2010 + A12:2011
EN55022:2006
EN55024:2010
EN61000-3-2:2006 + A1:2009 + A2:2009
EN 61000-3-3:2008

I hereby declare that the equipment named above has been designed to comply with the relevant sections of the above referenced standards. The units complies with all essential requirements of the directives.

Morten Nielsen
President



Safety and legal Markings



Environmental legal compliance

Per 01-07-2006 this product complies with EU directive 2002/95/EC, Restriction of Hazardous Substances (RoHS), in all EU member states.