

PostMark 3068 High Speed Automatic Letter Opener

Instruction Manual



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User Guide

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3068 and 3078 Letter Opener

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3068 Serial Numbers Above:

PM2680300
PM1680300

3078 Serial Numbers Above:

PM2780100
PM1780100

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SAFETY

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 safety 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.
- Over current 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.

BEFORE YOU START

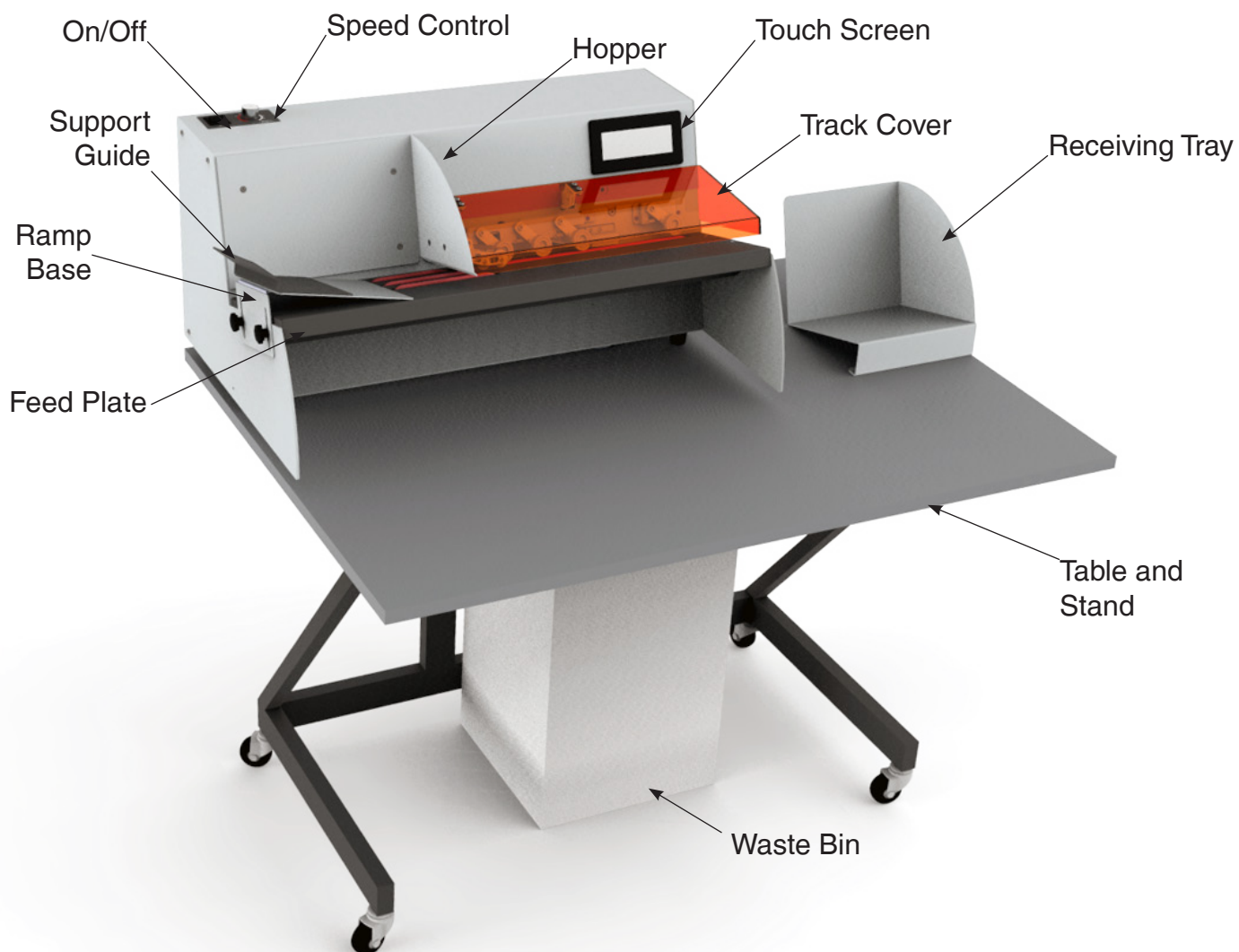
Introduction

The 3068 and 3078 are high speed milling cutter letter openers for processing incoming mail. The system:

- Feeds envelopes
- Counts envelopes
- Opens envelopes
- Stacks envelopes

The letter openers can be fed continuously with stacks of envelopes without having to stop the machine. The 3068 and 3078 are equipped with a milling cutter opener for clean and consistent cutting.

3068 Machine Layout



BEFORE YOU START

3078 Machine Layout



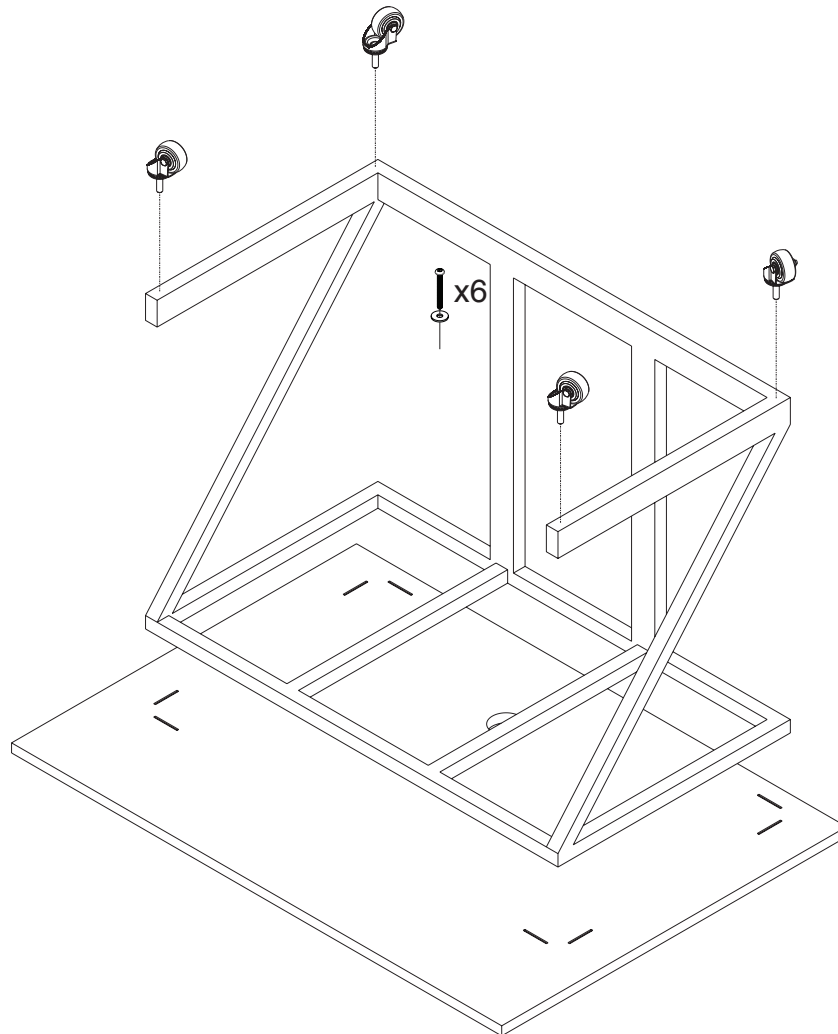
PACKAGING RECOMMENDATIONS

If packaging needs to be disposed of please follow local guidelines for recycling and waste disposal.

Ensure that the table top and waste bin are not discarded. They can be found at the very bottom of the packaging under the metal stand.

SETTING UP

The 3068 and 3078 letter openers will need some setup before they can be used. Please find the following illustrations for instruction on assembling the table and stand, installing the waste tube, and placing the waste bin.



Thread the four included wheels into the bottom of the metal stand as shown in the above illustration.

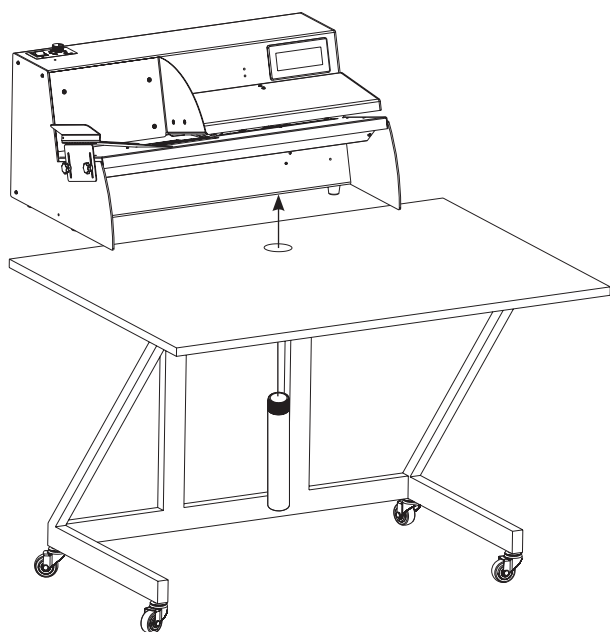
Line up the metal stand with the four corner marks located on the bottom of the table top. Using the 6 provided screws and washers, thread screws through the metal stand into the threaded inserts on the table top. Tighten screws using the provided Allen key.

SETTING UP

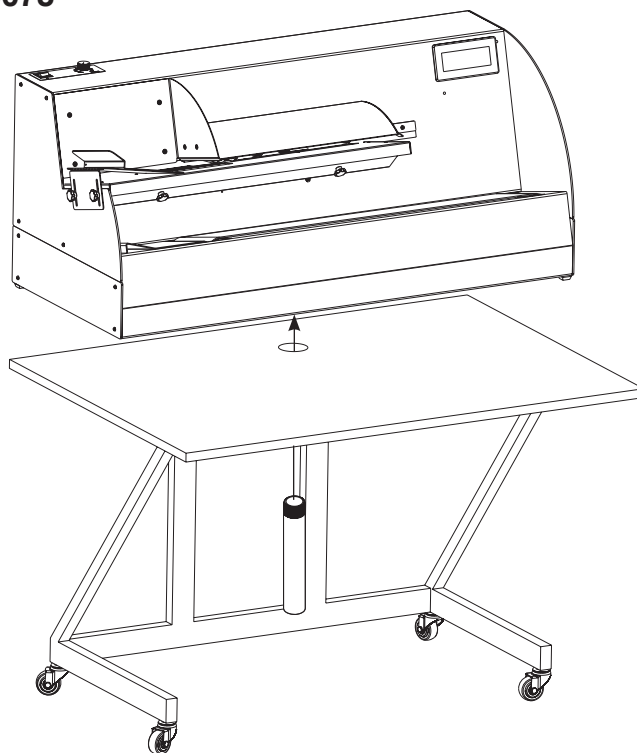
Place the machine on top of the table as shown in the following illustrations.

Once the machine has been placed in the correct position on the table, thread the included grey waste tube from the underside of the table through the chassis into the milling cutter.

3068

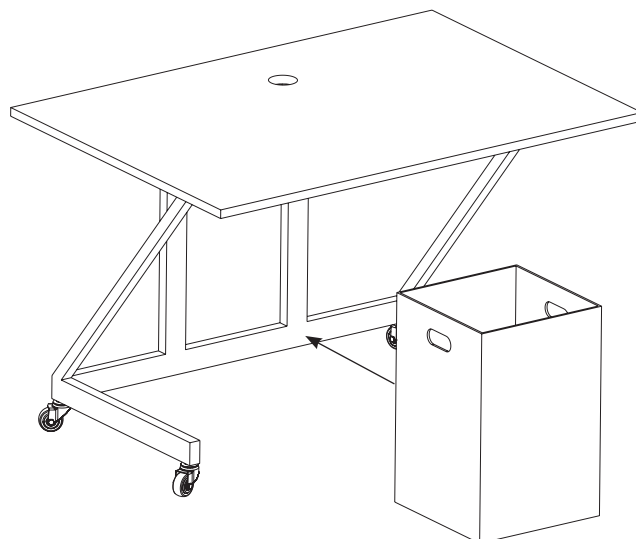


3078



Assemble waste bin and place under the machine so it is centered under the waste tube as shown in the below illustration.

Be sure to empty the waste bin frequently.



OPERATION

Turning on the machine

Plug in the power cord.

To turn the power on press down “I”.

To turn the power off press down “O”.



Variable Speed

The model 3068 and 3078 letter openers are equipped with variable speed which allows the changing of the machine speed which changes the feed rate of envelopes. The speed can be adjusted from 0-100% by turning the knob to the right of the power button.

Please note that envelopes may not open correctly when speed is below 40% which is indicated by the red zone on the label. Speeds lower than 40% should only be used for feeding and counting with the milling cutter turned off.

USING THE TOUCH SCREEN

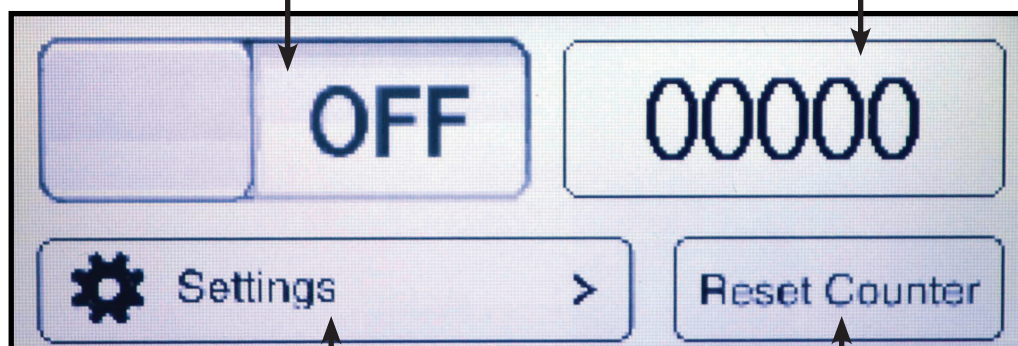
The Home Screen

The home screen is displayed a few seconds after turning on the machine.

The button to start or stop the machine is located on the home screen as well as the resettable counter. The counter will count media as it exits the track. When the reset button is pressed, the counter value will reset to 0.

To start or stop the machine, press here
please note that the button will display the current state of the machine

Displays current count



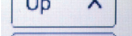
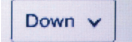
To access settings, press here


To reset the counter, press here

OPERATION

Settings

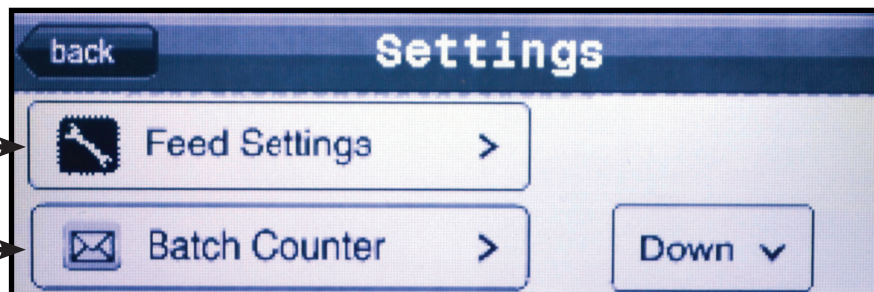
To access the settings, press the  on the home screen.

There are three pages of settings. To change pages, use the   buttons on the right of the screen.

To return to the home screen, press the  button in the top left corner of the screen.

To access the feed settings menu, press here

To access the batch counter menu, press here

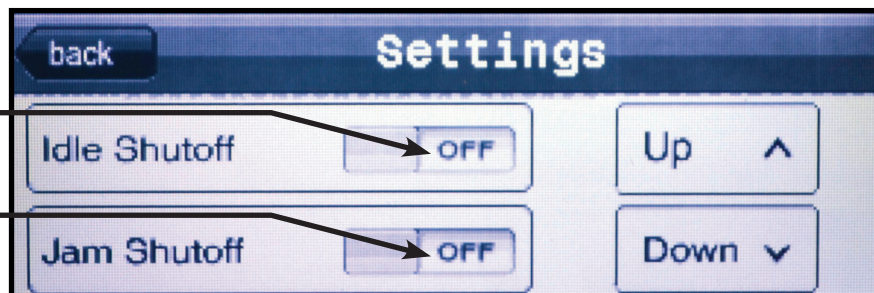


Settings
Page 1

To toggle idle shutoff, press here

To toggle jam shutoff, press here

Idle shutoff and jam shutoff are set on by default factory settings.



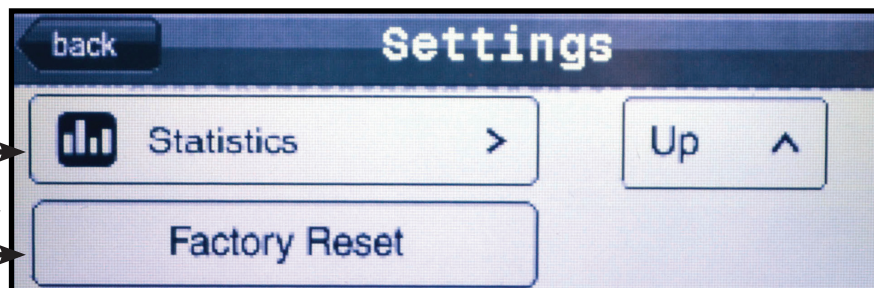
Settings
Page 2

Jam Shutoff will stop the belts only if a jam is detected as the envelope is exiting the main feed track. If a jam occurs elsewhere, the machine will not shutoff with this feature.

Idle Shutoff will stop the belts if the machine has idled without feeding media for more than 1 minute.

To access the statistics menu, press here

To restore software to factory defaults, press here



Settings
Page 3

Pressing "Factory Reset" will reset the touchscreen software to factory defaults. Pressing this will not reset any values in the statistics section of the software, only values that can be changed by the operator.

OPERATION

Using the touch screen

Feed Settings

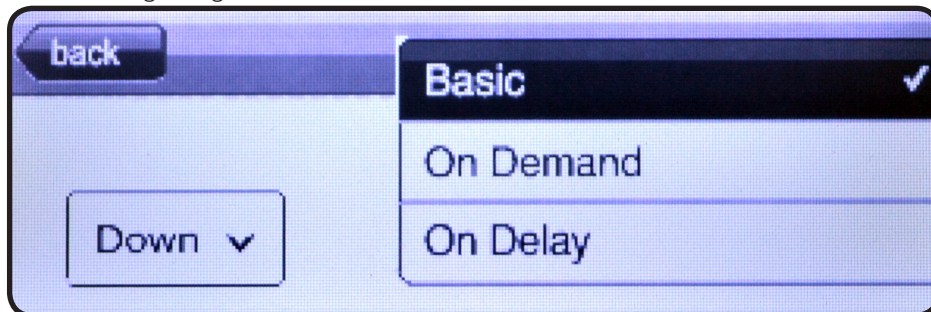
The 3068 and 3078 letter openers are equipped with three different feed modes: Basic, On Demand, and On Delay.

The Basic feed setting will consistently feed and count envelopes.

The On Demand feed setting will stop the belts before an envelope exits the machine. Once the envelope is removed from the machine, the next envelope will move to the same position. This position can be set by adjusting the demand value in mm, which adjusts the amount of overhang the envelope has on the exit end of the feed plate. This mode can be used for feeding into other mail processing equipment or if an operator wants to extract documents as the mail is opened. Please note that variable speed is disabled when the On Demand feed setting is enabled.

The On Delay feed setting will feed one envelope per set amount of time. The set amount of time between envelopes is set in milliseconds and has a maximum value of 10,000 milliseconds (10 seconds). This mode can be used to increase counter accuracy or to allow time for a visual inspection by an operator.

Feed Settings Page 1



Feed Settings Page 2



Feed Settings Page 3



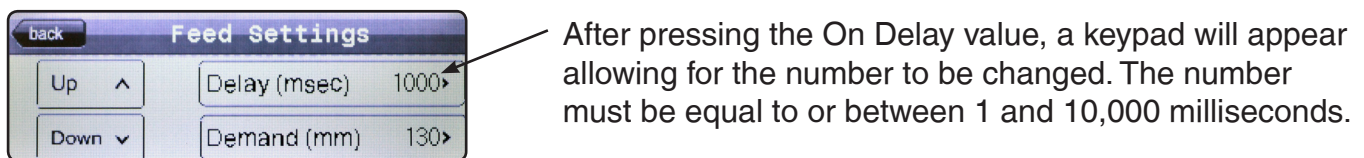
OPERATION

Feed modes can be changed on feed settings page 1 by pressing on the desired feed mode. The selected feed mode will be highlighted with a tick mark as shown below:

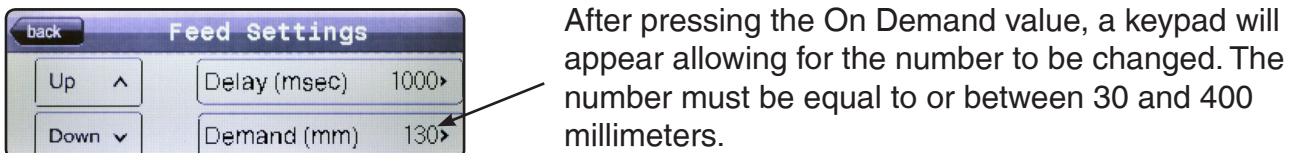


Use the up and down buttons on the left side of the screen to navigate between the three feed settings pages.

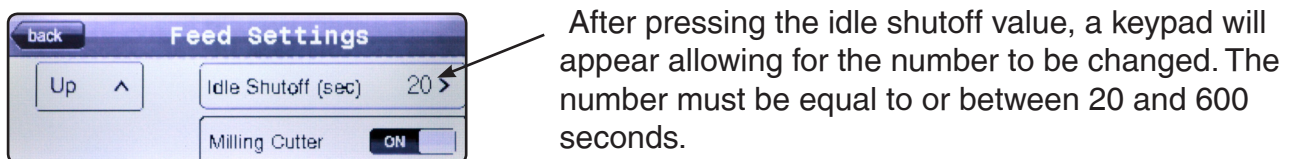
To adjust the value for On Delay, press the number next to “Delay (msec)” on feed settings page 2.



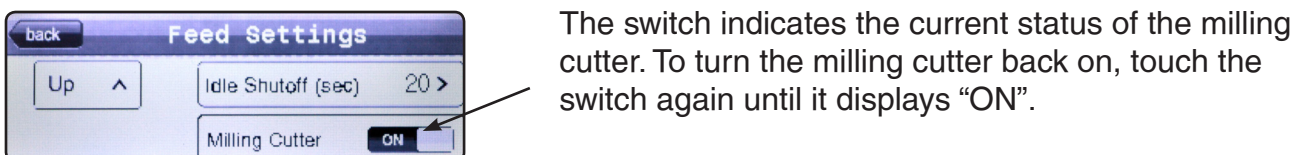
To adjust the value for On Demand, press the number next to “Demand (mm)” on feed settings page 2.



The 3068 and 3078 letter openers are equipped with an idle shutoff which will stop the machine after a set time if no envelopes are being processed. To adjust the value for the idle shutoff, press the number next to “idle shutoff (sec)” on feed settings page 3.



The milling cutter can be turned off so the machine can be used without opening envelopes as they are processed through the machine. To turn off the milling cutter, press the switch next to “Milling Cutter” on feed settings page 3.

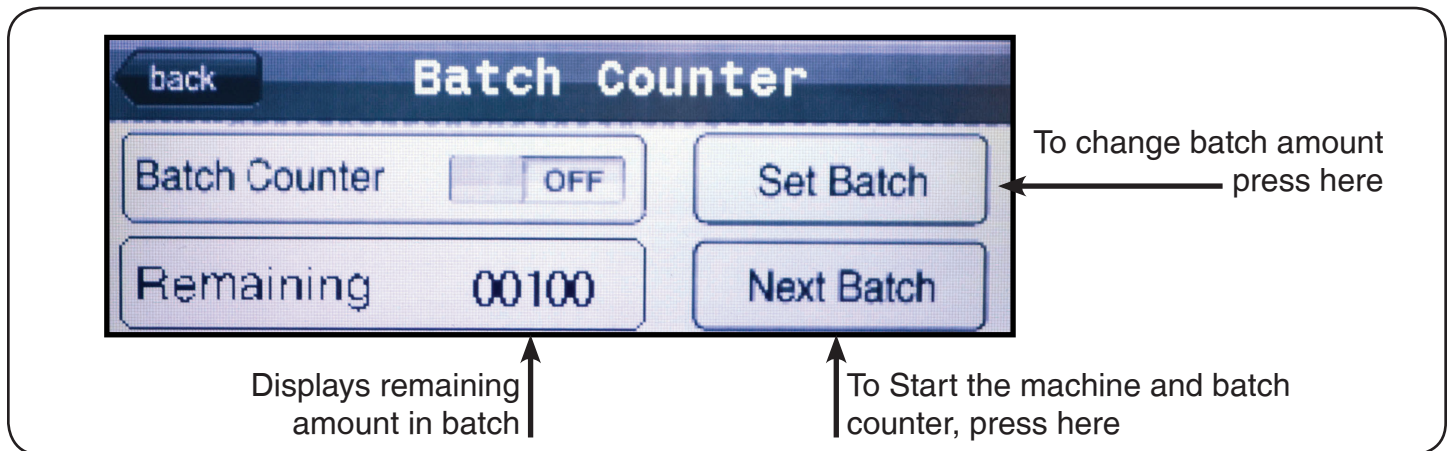


OPERATION

Batch Counter

To access the Batch Counter, press the  on page one of settings.

The batch counter is used to stop the machine after a certain number of pieces have been ran through. The number of pieces can be set on the batch counter screen shown below.



To set the batch value, press the set batch button in the upper right hand corner of the batch counter screen. The following screen will appear:

Batch Counter User Entry



The number in the top box is the current batch counter value. To change this value, press on the number. After pressing on the number, a keypad will appear allowing for the number to be changed. The batch counter can be set equal to or between 1 and 10,000. Once the value has been entered, press the confirm button to set the batch counter value.

OPERATION

Using the touch screen

Statistics

Statistics can be accessed by pressing the statistics button on page 2 of the settings.

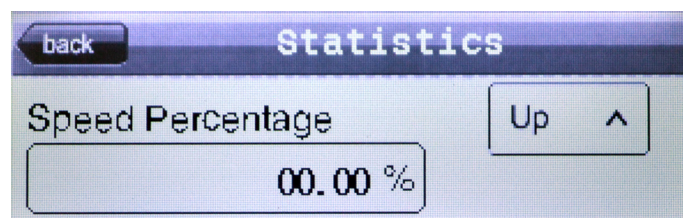
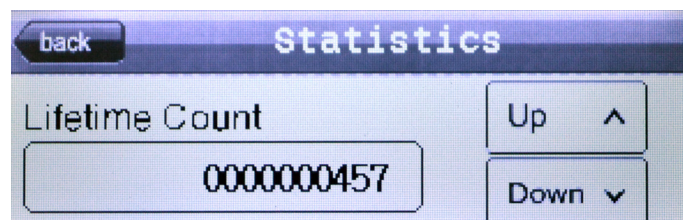
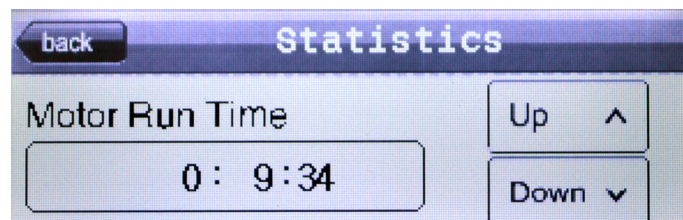
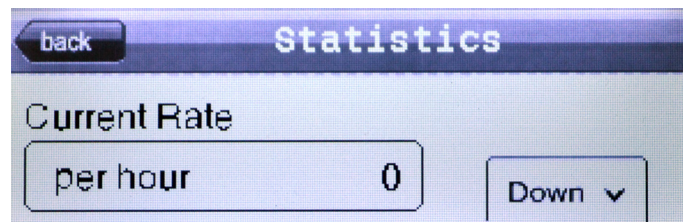
Use the up and down buttons on the right side of the screen to navigate between the four statistics pages.

Current Rate displays the number of envelopes being fed per hour. The machine must be feeding envelopes to see this value.

Motor Run Time shows the time that the main drive motor has run from the time of initial installation.

Lifetime Count shows the number of envelopes that have gone through the machine from time of initial installation.

Speed Percentage shows the current speed percentage of the motor which is controlled by the variable speed knob. The machine must be running to see this value.



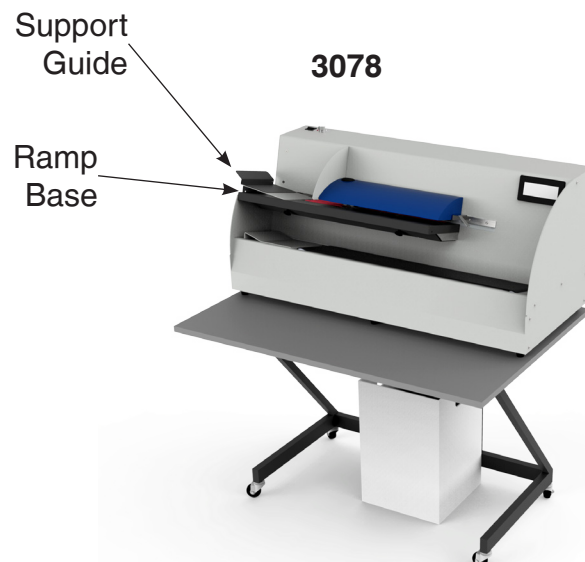
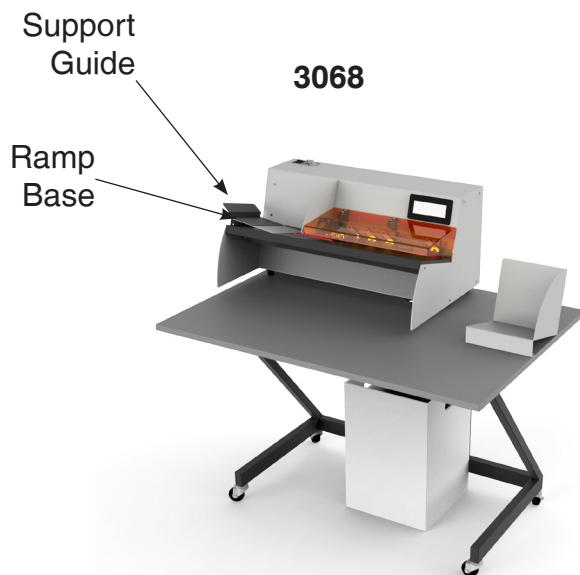
ENVELOPE FEEDING

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

- Position the envelope so the flap is facing you and is away from the back of the hopper.
- Press the start button on the touchscreen to start the machine.
- Place the envelopes on to the feeding track making sure that they are flush against the back of the hopper.

The support guide and ramp base can be used to help feed difficult, odd shaped, or very thin/thick envelopes.

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



TROUBLESHOOTING

If the Machine Does Not Start, Do As Follows:

1. Check that the power cord is plugged in and that the power is on at the socket and on the machine.
2. Check that the transport bar cover is closed (3078 only).
3. Check that the track cover is pushed down tightly.
4. Ensure that the variable speed knob is not set below 40%.
5. Using the touchscreen, perform a factory reset.
6. Unplug machine and check fuse located in the main socket, by pulling out the fuse tray.

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

If An Envelope Becomes Jammed In the Machine

1. Turn off machine, and unplug the power cord.
2. Lift 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.

For all other service and repairs, contact your service organization.

SPECIFICATIONS

3068

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

Weight: approximately 72.5kg (160lb)

Power source: as written on the type label
230VAC / 50Hz 3.00A
120VAC / 60Hz 5.00A

Noise level: Standby - 63dB
Operating - 78dB

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

3078

Dimensions: Basic Unit
Length: 1070mm (42")
Depth: 750mm (30")
Height: 1195mm (47")

Weight: approximately 104kg (230lb)

Power source: as written on the type label
230VAC / 50Hz 3.00A
120VAC / 60Hz 5.00A

Noise level: Standby - 63dB
Operating - 78dB

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

Relative Humidity Ambient Temperature

Environmental Storage: 20% rH to 80% rH -15°C to 60°C (5°F to 140°F)
Environmental Operating: 15% rH to 80% rH 10°C to 40°C (50°F to 104°F)