



Epic™ v3.1(ZVE0) Inserter

Auto Adjust Chassis

Operator Guide

US English Edition

SV63233 RevJ

March 13, 2024

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This guide is designed to support proper setup, operation, jam removal, troubleshooting, and basic maintenance activities associated with the Epic v3.1 Inserting System. This guide covers Epic v3.1 system components from the Buffer through the On Edge Stacker. System input content can be found in related operator guides listed here in the "Related Documentation" section.

Version History

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SV63233 RevA DRAFT	October 25, 2016	Draft release (Safety certification)
SV63233 RevA	July 24, 2017	Initial release
SV63233 RevB	September 15, 2017	Direct Connect section reworked for localization - content updated and reorganized
SV63233 RevC	September 28, 2017	Changed product name to Epic v3.1
SV63233 RevD	November 29, 2017	Added Booklet Feeder and operator adjustable horn content
SV63233 RevE	December 8, 2017	Update to Booklet Feeder (side guide adjustment)
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SV63233 RevJ	March 13, 2024	Chapter 6: Job Changeover Guidelines - added a note under the "Manually Adjusting the Engine and Chassis Auto Settings" section on deselecting the Enable automatic setup checkbox.

Related Content

Visit the [Global Product Support site](#) and search for Epic, or any of the other system modules, for documents, knowledge articles and videos.

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1 - Safety

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Safety Information

To avoid personal injury or damage to the equipment, familiarize yourself with proper procedures and methods before you operate the system. Read operator information before using this machine. Failure to follow operator instruction could result in serious injury.

Follow all applicable Lockout/Tagout procedures found in the most current version of the Lockout/Tagout (LOTO) Program and Procedures Guide (PG-APFS-INSR-080609)

Battery Handling (California Customers Only)

The battery used in this product contains perchlorate material. California requires perchlorate containing products to be accompanied by the following notice:

Perchlorate Material - special handling may apply. For more information refer to the following website: <https://www.dtsc.ca.gov/hazardouswaste/perchlorate/>.

Ear Protection/Noise Exposure Guidelines

Ear protection is required if noise exposure exceeds OSHA standards. There are many factors to be taken into consideration in each individual work area when dealing with ear protection. Factors such as floor noise, length of exposure to noise, loss of hearing history in individual employees can all play a role in requirements. Analyze your specific work area environment to ensure safe practices. These are standard OSHA guidelines.

- 85dBA time weighted average over an 8-hour shift requires hearing protection be made available to employees and use is recommended. (European Union standard is 80dBA)
- 90dBA time weighted average over an 8-hour shift mandates hearing protection is used. (European Union standard is 85dBA)

NOTE: Local jurisdictions may have more stringent requirements. Refer to local regulations for standards and requirements in your area.

Power

System Power

The inserter receives its power from a customer provided, single drop, external connection.

General Power Safety

- Use the power cord supplied with the machine chassis at the power entry and plug it into a properly grounded (earthed) and easily accessible wall outlet located near the machine. Failure to properly ground (earth) the machine can result in severe personal injury and/or fire.
- The power cord wall plug is the primary means of disconnecting the machine from the AC power supply for Lock Out/Tag Out (LOTO).
- Do not use an adapter plug on the line cord or wall outlet.
- Do not route the power cord over sharp edges or trap it between furniture.
- Ensure there is no strain on the power cord where it becomes jammed between the equipment, walls or furniture.
- Be certain the area in front of the wall receptacle into which the machine is plugged is free from obstruction.
- For input and output modules - power is distributed from the chassis. Use the AC connectors supplied with the modules to connect to system power. Do not connect external devices to the inserter.

Operation

- Only trained personnel are permitted to operate this equipment. Training must include instruction in operation under normal conditions and emergency situations.
- Read all instructions before attempting to operate the equipment.
- Use this equipment only for its intended purpose.
- Personnel working on or near this equipment must be instructed about the location and operation of emergency stop buttons (ESTOPs).
- Before starting the machine, check that:
 - All persons are clear of the machine
 - No maintenance work is being performed on the machine
 - All covers and guards are in place
 - The machine is free of scraps, jams, and foreign objects
- Never run the machine when any of the covers or guards are missing.
- Keep loose clothing, jewelry, long hair and neckties away from all moving parts. Make sure that clothing and hair fit closely to your body and remove all jewelry.
- When lifting covers, wait for all parts to stop moving before placing hands near paper path.
- Avoid touching moving parts or materials while the machine is in use. Before clearing a jam, be sure machine mechanisms come to a stop.
- When removing jammed material, avoid using too much force to prevent personal injury and damaging equipment.
- The machine will only be serviced by trained and authorized personnel. The main power source may need to be disconnected before servicing, depending on the type of service activity.
- It is essential that personnel employ safe working practices and observe all related regulations and legal requirements for safety when operating this product.

Maintenance

- Operators must understand and adhere to safety precautions when working with the equipment.
- Only qualified service personnel should service this equipment per local national requirements.
- Service that requires removal of protective covering is performed by qualified service personnel.
- Only setup maintenance, as described in the information provided, is to be performed by operators.
- A setup tool is supplied for adjustments to accommodate different size paper on the inserter.
- Use only BlueCrest approved printer ink and cleaners.
- To prevent overheating, do not cover the vent openings.
- Do not store flammable fluids inside this machine.
- Do not place any container with liquid on this machine, (i.e. coffee cups, soda, etc.)
- Do not use flammable cleaners in this machine.
- Do not use aerosol air canisters. It is recommended that a vacuum cleaner be used to remove dust and debris from the machine paper path. If you have to use shop air, turn the system off before you begin cleaning. Verify the shop air does not contain excessive oil or water.
- Do not spray liquid onto or into any part of the machine. Use a cloth to apply cleaning solution.

Warning Labels and Cautions

BlueCrest declines all liability in the event of material damage or bodily injury resulting from negligence in the application of these precautions in respect to handling, operating, or servicing, even if not expressly stated in these instructions.



CAUTION! Pinch Point Rotating Shaft Pinch hazard; rotating shaft. Keep hands clear during operation.



CAUTION! Pinch Point Rollers Pinch hazard; moving belts and rollers in this area. Do not operate with cover open.



CAUTION! Moving Belts Keep hands clear during operation.



CAUTION! Rotating Roller Hazard Moving rollers; use caution. Keep hands clear of this area during operation.



CAUTION! Hand Crush from Left Crush hazard; force from the left. Use caution; keep hands clear during operation.



CAUTION! Hand Crush from Above Crush hazard; force from above. Use caution; keep hands clear during operation.



CAUTION! Hand Crush Crush hazard; use caution when working in this area.



CAUTION! Hot Surface Burn hazard; hot surface inside. Allow to cool before servicing.



CAUTION! Motor Capacitor Discharge Allow six minutes for motor capacitors to discharge before servicing motor driver module.



WARNING! Severe Shock Hazard Only authorized personnel should service this equipment. Turn power OFF before entry.



CAUTION! Hand Abrasion Caution, moving belts. Keep hands clear during operation to avoid hand abrasion.



CAUTION! Hair Entanglement Caution, rotating parts. Keep hair, jewelry, and loose clothing away during operation to prevent potential injury.



CAUTION! Cut Hazard Caution, sharp blades. Keep hands clear during operation.



CAUTION! Sharp Point Use care when working in this area; keep hands clear during operation.



CAUTION! Tip Over Hazard When moving unit, push or pull in direction shown by arrow. Tipping over may cause injury or damage to equipment.

Additional Feeder Safety Risks

Although every effort has been made to reduce the hazards to a minimum, some residual risk remains. The feed station is open to allow for paper loading onto the feed hopper belts. Although these belts travel very slowly, always be aware of the moving belts and use proper caution in this area.



CAUTION! Entanglement in Feeder Belts Feeder belts are moving when material is transported. Keep loose clothing, jewelry and hair away during operation to prevent potential injury.



CAUTION! Pinch Point Infeed Envelope Conveyor Gripper To prevent potential injury do not put your hands near the infeed envelope conveyor gripper area.

Safety Features

Emergency Stop (ESTOP)

The ESTOP is used to stop the machine quickly in an emergency situation. Press down gently on the red ESTOP switch to activate it. Turn the red knob clockwise to deactivate it. If the ESTOP switch is pressed while the machine is running, the entire machine will come to an immediate stop. When the ESTOP is activated, the main DC screen will indicate this, as well as which location on the machine the ESTOP was engaged.

Only use ESTOPs for emergency situations with the potential of causing injury or machine damage.



ESTOP Switch (red)

There is an ESTOP icon on the Direct Connect main screen that indicates there is an ESTOP or interlock open, prohibiting the machine from starting.



ESTOP Icon - Main DC Screen (red)

Interlock Safety Connections

The interlock safety connection is a built-in safety feature. This system is equipped with covers that have an interlock mechanism to provide protection from injury to operators while the system is running. Each cover that can be opened or enables access to moving equipment while the system is running is connected to an interlock safety connection via a latch magnet.

The purpose of the interlock safety connection is to stop the machine so operators can safely access inside the module. The interlock feature stops potentially hazardous moving parts so operators can safely get inside the module to make adjustments or clear jams. Breaking the interlock safety connection should never be used as an emergency stop option.

The covers should not be opened while the machine is running. If an interlock cover is accidentally opened while the inserter is running, the connection is broken (via the latch magnet) and the system will immediately stop in the interlock area, while bringing the rest of the system to a controlled stop. The inserter will not start until that cover is closed and the interlock safety connection is satisfied.

Every operator accessible cover on the inserter that exposes an operator to a potential hazard while the machine is running is equipped with an interlock cover.

NOTES:

- Covers that require a tool for access are to be opened by trained Service personnel only.
- If the cover is partially closed, the icon on the main DC screen will not change color or indicate an open cover, but the machine will not start. If this occurs, verify the cover is fully closed.

Insert Rotary Feeder Interlock Switch

Each rotary feeder has one gray interlock switch that can be used to disable the rotary feeder locally. In this case, the feeder is disabled, with no power. The inserter system still has power but is not able to run when the feeder interlock switch is engaged.



Insert Rotary Feeder Interlock Switch (gray)

2 - Product Overview

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Epic v3.1 (ZVE0) Inserting System

The Epic v3.1 (ZVE0) Inserter is capable of processing up to 21,000 transactional mailpieces per hour, depending on the application and configurations of the inserter. The system processes tri-fold (C-fold), half folds and flat material, and is controlled by Direct Connect (DC) software.

The Epic v3.1 (ZVE0) Inserter has all the auto adjustments features of the original Epic engine, plus auto adjusting chassis side guides and new buffer (ZVB4) design. These side guides work the same as the other engine auto adjust features, in that they automatically adjust to the measurements defined in the mode setting for each job. All of these auto adjust locations can be manually adjusted in DC.

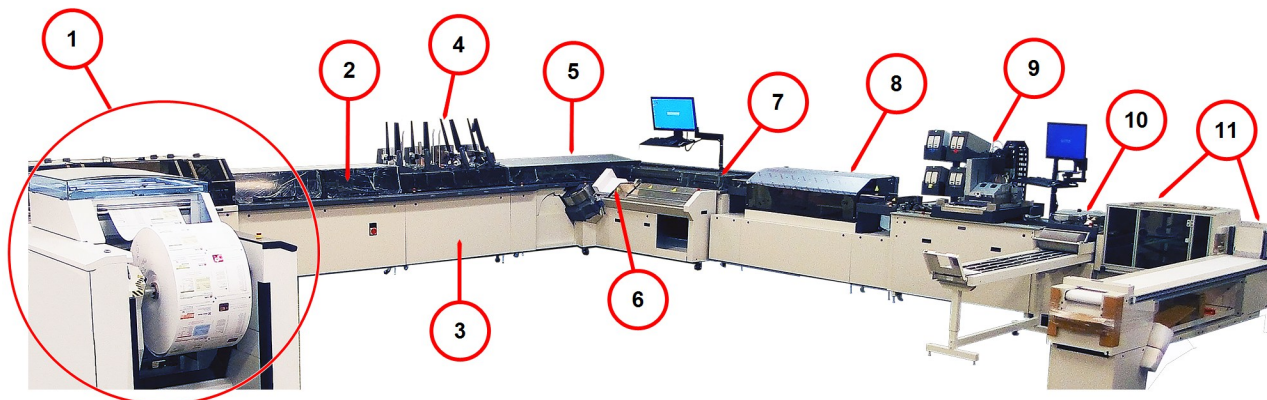


Epic v3.1 (ZVE0) Inserting System

NOTE: The Epic v3.1 (ZVE0) Inserting system is capable of running flats. This is an optional feature that requires a software key to enable the functionality.

Component Overview - Epic v3.1 (ZVE0)

The Epic v3.1 (ZVE0) Inserting system consists of these main modules and sections.



Item	Description	Item	Description
1	Input modules	7	Sealer
2	Buffer	8	Turnover
3	Chassis	9	Print+ Messenger Printer (optional)
4	Insert Feeders	10	Vertical Stacker (with flats stacker)
5	Engine	11	On Edge Stacker
6	Envelope Feeder		

Component Descriptions

- **Input Modules** - Cut sheet or continuous forms can be cut and accumulated into collations. Material can be folded based job requirements. (Refer to specific input operator guides for details.)
- **Buffer** - Transports the collation from the input to the chassis. This area can rotate a collation from portrait to landscape (P2L) and / or change material from face up to face down (TNT).
- **Chassis** - Transports the collation under each feeder as it moves it towards the engine. The chassis supports sub setting. Side guides are automated based on mode configuration.
- **Insert Feeders** - This is where the inserts are added to the collation based on the mode configuration. Both friction and rotary style feeders can be intermixed.
- **Booklet Feeder** - A designated feeder designed to feed booklet style inserts 3 to 10 mm thick.
- **Envelope Feeder** - Envelopes are staged in this module and fed into the engine as needed.
- **Engine** - This is where the envelope flap is opened and the collation is inserted into the envelope. After insertion, the envelope (with collation inside) is transported to the sealer. There are both manual and automated adjustments in the engine.
- **Sealer** - This is where the envelope flap is moistened and closed to seal the envelope. The sealer module has a built-in Vertical Stacker (VS1).
- **Turnover** - This is used when the application requires postage to be printed on the envelope. The turnover turns the envelope from face down to face up, allowing you to print on the front of the envelope.
- **Vertical Stackers** - These stackers divert and stack good and bad mailpieces, based on application or system error. A stacker for flats can be installed under a vertical stacker, and is operator removable.
- **On Edge Stacker** - This is where the finished mailpieces are stacked vertically, until they are removed and placed in mail trays.

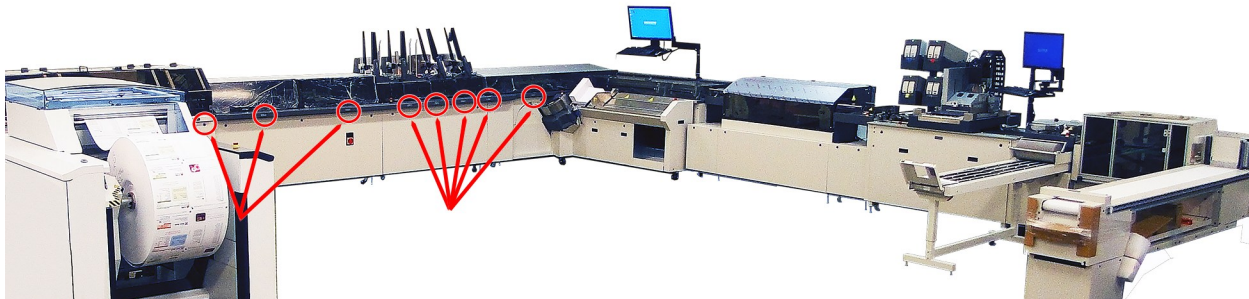
Indicator Lights

System indicator lights are located in various areas on the inserter. When an error occurs or operator intervention is needed, the indicator light will illuminate to a bright yellow (steady on or flashing) to help direct an operator to the appropriate area of the machine.

Indicator lights also alert operators when there is an open cover or ESTOP activated and when the material in the insert feeder gets low.

System Indicator Lights

LED State	Meaning
OFF	Ready to run
Slow blink	Feeder material low
Fast blink	Interlock open
ON	Jam



System Indicator Lights

About the Remote Control

Direct Connect (DC) is the operating system software that controls the inserter. You make selections in DC using a mouse, keyboard, and computer monitor for setting up, running, and servicing the inserter. A DC touchscreen monitor is optional.

Although DC is used to control many aspects of the inserter, the remote control unit should be used as much as possible to operate the system.



Remote Control Functions

- **Start and Stop** - Press the **Start** and **Stop** buttons to start and stop the machine.
- **Cycle** - If the input is in Service mode, press the **Cycle** button to feed one sheet at a time.
- **Clear Deck** - To clear the deck (an operating sequence that clears the inserter deck of all mailpieces), press the **Stop** and **Cycle** buttons at the same time. Refer to the [Clear Deck Function](#) topic for more information.

3 - Power the System On and Off

In this section

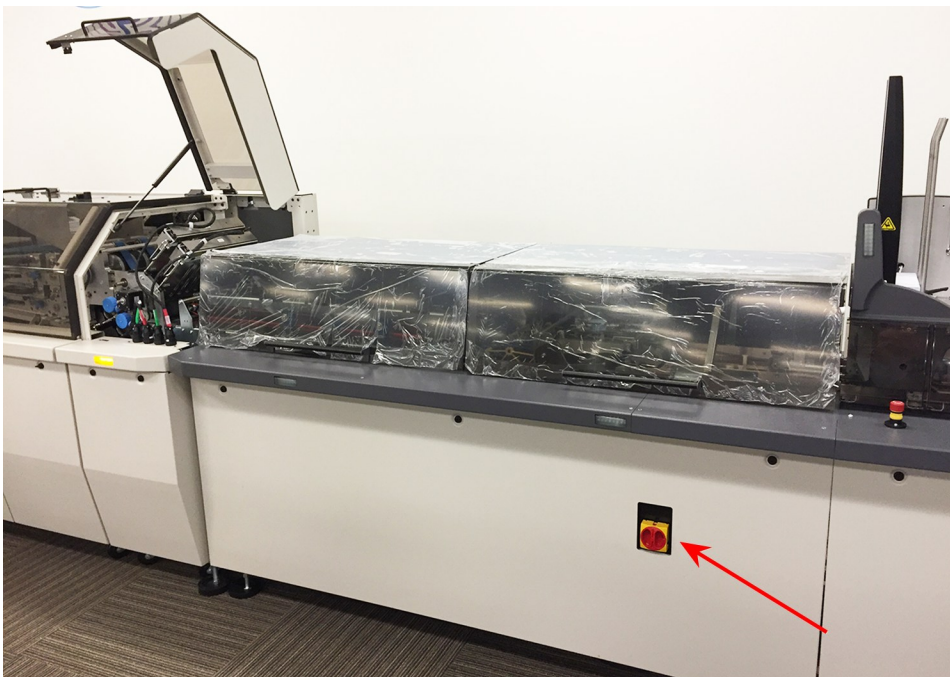
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Powering Up the System

There are specific instructions for powering up the system, both the inserter and the Direct Connect computer.

Power Up the Inserter

1. Locate the red and yellow ON/OFF power switch (near left most chassis feeder on lower cabinet).



ON/OFF Switch

2. To turn the system ON, rotate the red section of the switch clockwise from the 9:00 position, so the arrow is facing up, in the 12:00 position.



Main Power Switch - OFF position and ON position

Power Up the Direct Connect Computer

1. When the DC computer completely boots up, at the Begin Login window hold down the **[CTRL]** and **[ALT]** keys at the same time and press the **[Delete]** key. The Login window opens.
2. To log into Windows, if the system is connected to a network, enter the system password. If it is not connected to a network, click **OK**.

NOTE: Depending on your site, the Windows log in may be automatic and you will not be prompted to perform this step.

3. Log in to DC.

Powering Down the System

When you power down the system, you cannot simply turn off the power. There are specific instructions for powering down the system, both the inserter and the Direct Connect computer.

Power Down the Direct Connect Computer

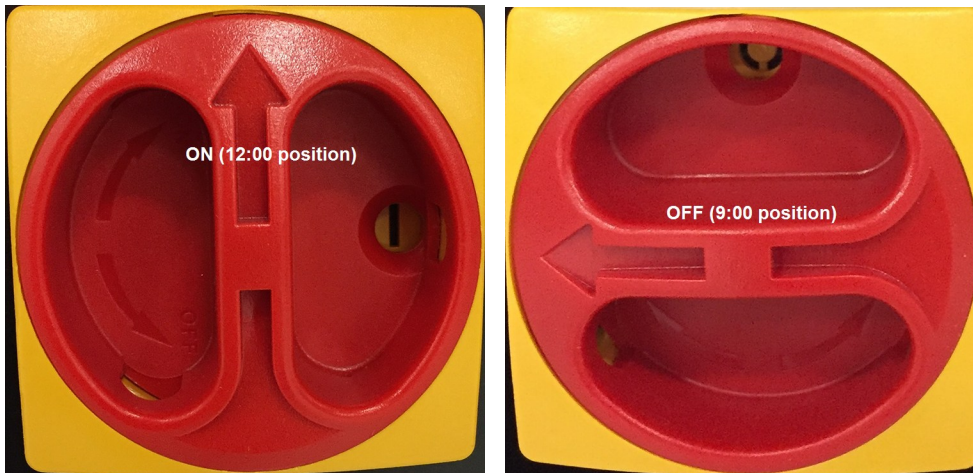
1. Clear all the material in the paper path.
2. Click **Control > Power Down** on the DC main menu bar.
3. When the Power Down window opens, click **Yes**. This powers down the DC computer.

Power Down the Inserter

After you log out of DC, the : It is now safe to turn off your computers message displays.

NOTE: After you power down the DC computer, wait about 30 seconds before proceeding; this gives time for other computers in the system to shut down safely.

1. Locate the red and yellow ON/OFF power switch (on the lower cabinet near the left most chassis feeder).
2. To turn the system OFF, rotate the red section of the switch counterclockwise from the 12:00 position, so the arrow is facing in the 9:00 position.



Main Power Switch - ON position and OFF position

4 - Using Direct Connect

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Direct Connect Software Overview

BlueCrest inserters are controlled by Direct Connect™ (DC) software. This software provides centralized control that allows the DC PC to control operational areas on the inserter. The software can detect inserter issues while the machine is running. When material jams or inserter problems occur, the software pinpoints them swiftly to minimize machine downtime.

The inserting process is assembling mailpieces by feeding documents, envelopes and inserts into an inserter, and starting the machine so that it assembles the mailpiece. There are two main inserting processes - including direct scanning and file based scanning.

Direct Scanning

Direct scanning is when DC uses a barcode to control the inserter and provide real-time decision-making about mail processing. A document with a barcode (for example, a monthly statement) is fed into the inserter. DC reads and decodes the barcode, and the information is used to control the inserting process for the mailpieces.

File Based Scanning

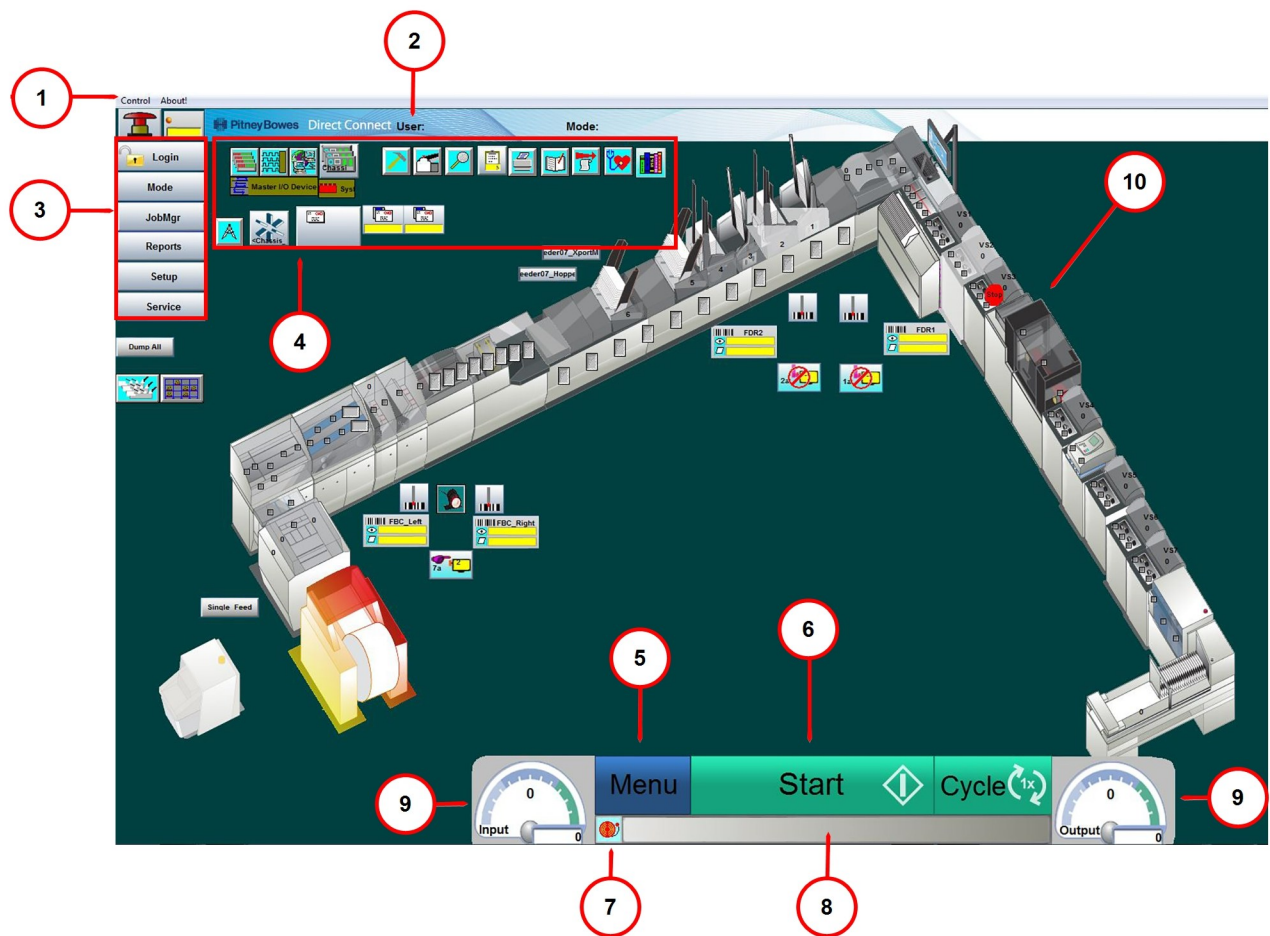
File based scanning is when DC uses an Input file (also known as the MRDF or mail run data file) to control the inserter and provide real-time decision-making about mail processing. A document with a barcode (for example, a monthly statement) is fed into the inserter. DC reads and decodes the barcode, and the information is used to grab the instructions from the Input file for putting the mailpiece together. The Input file can store an unlimited number of instructions for assembling a mailpiece.

File based scanning with DC connects to a network and file server to communicate and store the Input file for the inserting process. Because the Input file is stored on a central server, it can be accessed by all of the inserters. This allows a mailing job to be run on any inserter or split among inserters.

DC Main Screen

The DC main screen consists of machine operation buttons, icons, elements and objects designed to match the components on the inserter. You control system operations from this main screen.

NOTE: This screen is configurable. The items shown in this example are for reference only and may not match the DC screen on the inserter(s) at your site.



Item	Description	Item	Description
1	Main Menu Bar	6	Menu Button
2	Banner Area	7	Alarm Icon
3	Buttons	8	Alarm Message Box
4	Icons (may look different site to site)	9	Speed Indicators
5	Start Bar (Menu, Start/Stop, Cycle buttons)	10	Inserter Model

Screen Item Descriptions

- **Main menu bar** - power up and down, switch UI display language, and get software details
- **Banner area** - displays user, mode, and job name
- **Buttons** - options to log in, load a mode, access reports, set feeders
- **Icons** - configurable (i.e. ESTOP, Mailpiece Manager, etc.)
- **Start bar** - start and stop DC; includes Menu and Cycle buttons
- **Menu button** - options to start or stop a job, reset the count, load a mode, open a file or clear deck
- **Alarm icon** - indicates an error (click to view more error information)
- **Alarm message box** - displays specific error
- **Speed indicators** - displays sheets fed and sheets processed
- **Insertor model** - graphic representation of the inserter modules

Changing the UI Display Language

When you are logged in as an Operator, you can change the UI display language from the main menu bar on the main DC screen.

1. Click **Control** on the DC main menu bar.
2. Hover over **Switch Languages** and select the language you want.

NOTE: The UI display language is typically set by Service during the installation process.

Powering Down the DC Computer

When you are logged in as an Operator, you can power down the DC computer from the main menu bar on the main DC screen.

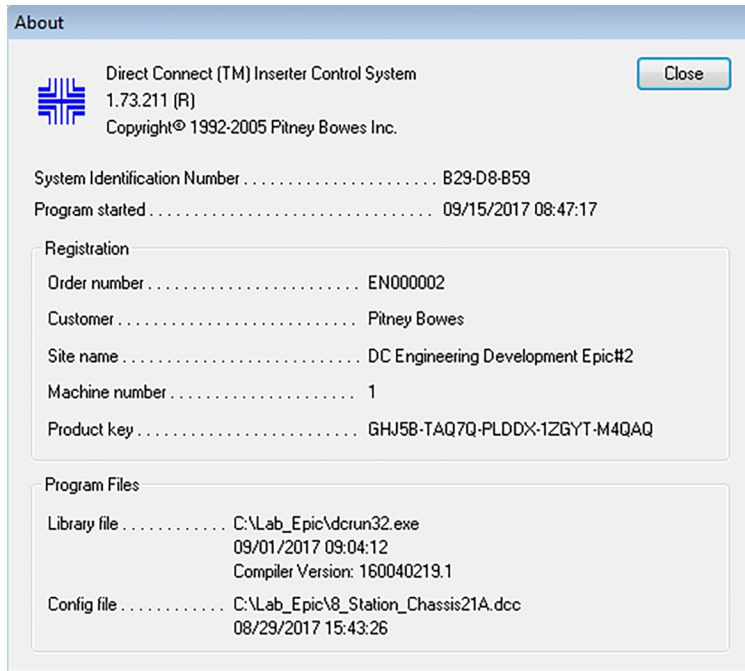
1. Click **Control** on the DC main menu bar.
2. Select **Power Down** and click **Yes** when prompted. This shuts down the DC computer.

NOTE: If you are logged in as an Operator, you cannot exit DC, you can only power down the DC computer.

Viewing DC Software Details

When you are logged in as an Operator, you can view details about the DC software from the main menu bar on the main DC screen.

1. Click **About!** on the main menu bar in DC, a dialog opens with software details (version, install date, ID number).



2. Click **Close** to exit.

Logging In and Logging Out of DC

There are a few different login levels in DC. Options and features you see or have access to vary depending on your user access level - Operator, Key Operator, Manager, Service, Administrator and Engineer.

Logging In

1. Click the **Login** button on the main DC screen.
2. Select **Login** from the drop-down menu.
3. When the User Login dialog opens, double-click **Operator** (or your login name).
4. When prompted, enter your password and click **OK**.

Logging Out

1. Click the **Login** button on the main DC screen.
2. Select **Logout** from the drop-down menu.

NOTES:

- When no one is logged in, the **Login** button shows a locked padlock icon.
- When a user is logged in, the **Login** button shows an unlocked padlock icon and the operator's name is displayed in the banner area of the screen.



Operator Login Access

When you log in as an operator, you can perform these activities in DC:

- Change UI display language
- Power down the DC computer
- View DC software details
- Load a mode
- Set the mail date
- Check status with Job Manager
- Access standard report
- Start and stop the inserter
- Assign an MRDF file
- Enable and disable inserter components
- Clear the deck
- Monitor speed indicators
- View and access alarm screens
- View Help dialogs

NOTE: Key Operators have the same access operators do, and they can get to some additional setup screens.

Loading a Mode

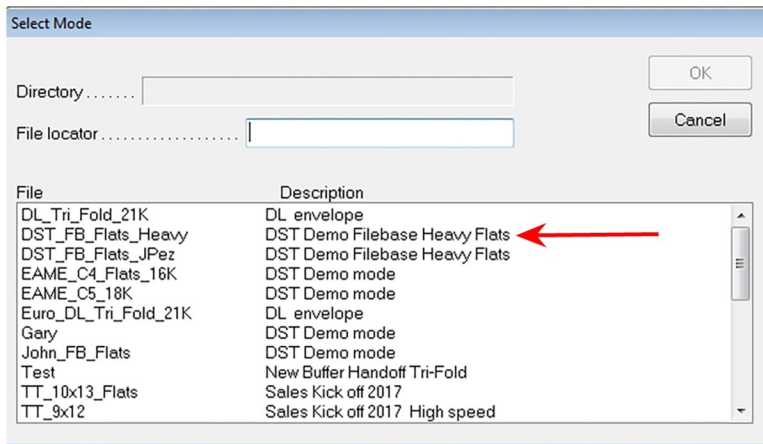
DC uses operating modes to run applications on the inserter. A mode contains the unique combination of system settings for processing a specific job. Some setting examples include timing parameters, file locations, scan code layout, forms length, and the icons displayed on the main DC screen.

NOTE: In order to see available modes you must be logged in to DC. Typically, operators load modes, they do not create them.

Loading a Mode

Before you run a job, load the mode.

1. Log in to DC.
2. Click the **Mode** button on the main DC screen.
3. Select **Load Mode** from the drop-down menu.
4. Highlight the mode for the job you are setting up and click **OK**.

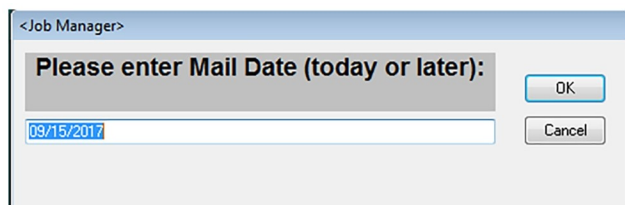


NOTE: After you load the mode successfully, the mode name appears in the banner area at the top of the main DC screen.

Setting the Mail Date

If you are logged in as an Operator, you can set the mail date for the job, before you run it.

1. Click the **JobMgr** button on the main DC screen.
2. Select **Set Mail Date** from the drop-down menu.
3. When the dialog opens, type in the mail date. (It must be today's date or a date in the future.)



4. Click **OK**.

Checking Status with Job Manager

If you are logged in as an Operator, you can check job status information about the inserter you are working on, the current job, the operator, etc.

1. Click the **JobMgr** button on the main DC screen.
2. Select **Status** from the drop-down menu.

A Job Manager Status dialog opens and displays information about the machine, the current job, the operator, etc.

The screenshot shows the 'Job Manager - Status' dialog box. It contains several sections of data:

- Machine name:** A text input field.
- Context:** A group box containing fields for Primary Operator, Mode, File, Job, Run, and Manifest.
- Counts:** A group box containing fields for Pieces fed, Pieces finished, Pieces failed, Pages fed, Inserts fed, and Total cycles, all showing 0.
- Time:** A group box containing fields for Available, Producing, Operator wait, Machine wait, and Cycling, all showing 0:00:00.0.
- Performance:** A group box containing fields for MPBE, MTTCE, DMR, and PCS/HR, showing 0, 0:00:00.0, 0.00%, and 0 respectively.
- Additional Context Data:** A group box containing a field for Secondary Operator.
- Fault:** A text input field.
- Machine state:** A dropdown menu currently set to 'Unknown'.
- Close button:** A button in the top right corner.

3. Click **Close** to exit.

Accessing Reports in DC

When you are logged in as an Operator, you can access a standard machine status report, which you can view, save or print.

1. Click the **Reports** button on the main DC screen.
2. Select **Reports > Report** from the drop-down menu.
3. When the dialog opens, you can click **Print**, **Save** or **Close** to exit.

Accessing Saved Reports Feature

To view the reports you may have previously saved:

1. Click the **Reports** button the main DC screen.
2. Select **Reports > View Saved Reports** from the drop-down menus.
3. When the folder opens, browse through the reports you saved and double-click the desired report to view details.

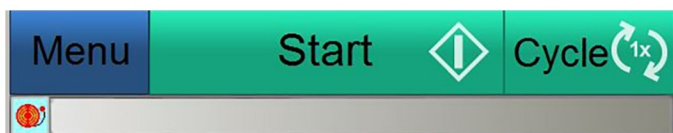
NOTE: The Direct Reports option is not available at an Operator log in access level.

Starting and Stopping the Inserter Using DC

When you are logged in as an Operator, you can start and stop the inserter using the buttons in the Start bar area on the bottom of the main DC screen.

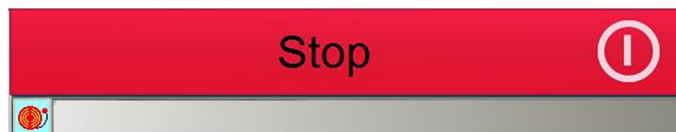
Start Button

When you click the **Start** button, the inserter starts running and the **Menu**, **Start**, and **Cycle** buttons are replaced by the **Stop** button.



Stop Button

When you click the **Stop** button, the system stops at a predetermined state, to ensure all the mailpieces in process are controlled; this helps to avoid errors or jams. Also, when you click **Stop**, the **Menu**, **Start**, and **Cycle** buttons display again.

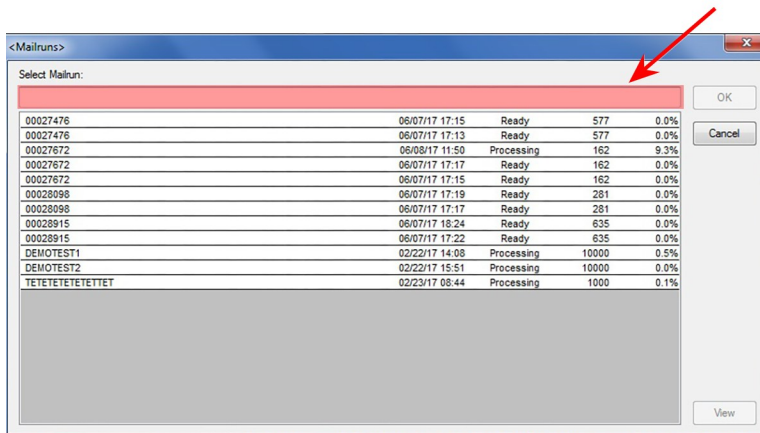


NOTE: You can also start or stop the inserter using the remote control.

Assigning an MRDF File (File Based Jobs)

If you are running a file based job, you need to assign an MRDF file to the job. The MRDF is a data file that contains a set of information used for processing the mail (i.e. number of pages, number of collations, etc.). If this is not a file based job, you can skip this step.

1. Click on the **Menu** button on the bottom of the main DC screen, near the Start bar.
2. Select **Open File** or **Start Job** from the drop-down menu.
3. In the **Select Mailrun** field, type in the name of the MRDF file or scan it from the work order.



4. When the file name populates the field, click **OK** to open it.

Disabling (and Enabling) the Inserter

When you are logged in as an Operator, you can disable the inserter from any run activity. Typically, you might only disable the system if directed by Service.

For example, if Service needs to perform diagnostic activity on the machine, they may ask you to disable the system, to avoid having to completely shut down. This freezes system activity, preserving data that may be helpful for diagnosing issues.

When you are ready to start running the job again, you can enable the system.

1. Click the **Menu** button on the bottom of the main DC screen, near the Start bar at the bottom of the screen.
2. Select **Disable System**. The inserter stops and cannot be started until it's enabled through DC.
3. When you are ready to run the inserter, click the **Menu** button and select **Enable System**. The inserter is enable to start when you are ready.

Clear Deck Function

The Clear Deck function starts an operating sequence that clears all the mailpieces from the paper path. Typically you use this option at the end of a job or before you start a new job, if the paper path is not clear.

How to Initiate Clear Deck

When you are logged in as an Operator, you can initiate clear deck. There are three ways to do this:

- Click the **Menu** button on the bottom of the main DC screen and select **Clear Deck** from the menu.
- Press and hold the **Cycle** button on the remote control (wait for about 1 second), and then press the **Stop** button while still holding down the **Cycle** button.
- Click the Chassis object on the main DC screen and select **Clear Deck** from the menu.

What Happens When Clear Deck is Initiated

- If the machine is running when **Clear Deck** is initiated, all the material in the paper path will be processed and cleared from the machine.
- If the machine is not running when **Clear Deck** is initiated, the next time the machine is started, all mail that was being processed is completed and then the system will stop.

Once initiated, the Clear Deck message flashes at the bottom of the screen.

Clear Deck and Feeders Function

The **Clear Deck and Feeders** function cycles all the mailpieces out from the paper path and, all the material in the armed area of the insert feeders. Clear Deck, only removes the mailpieces in the paper path, not the material in the insert feeders.

You can initiate Clear Deck and Feeders manually or set it up to run automatically whenever you initiate a Clear Deck function.

Initiate Clear Deck and Feeders Manually

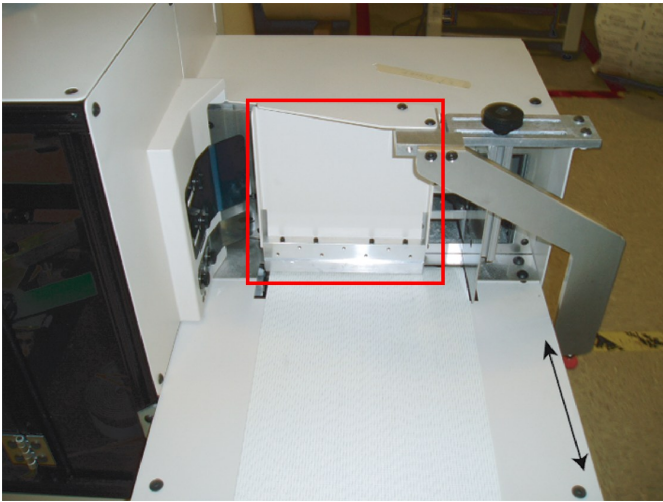
1. Click the Chassis object on the main DC screen and select **Clear Deck & Feeders** from the drop-down menu.



Removing Finished Mail from the On Edge Stacker

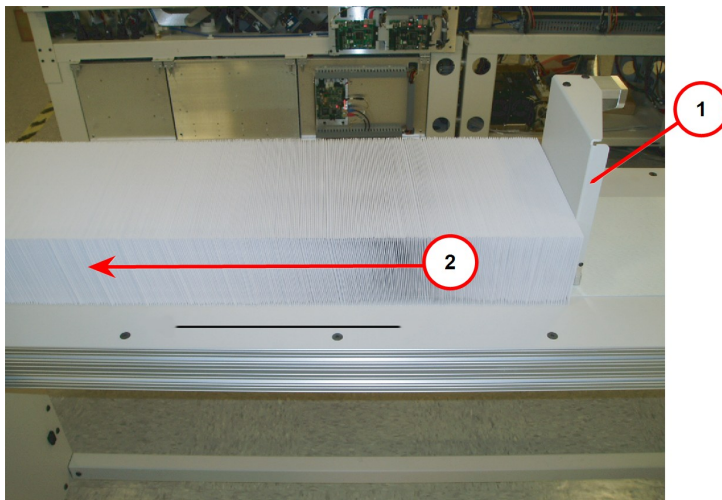
The On Edge Stacker is equipped with a control paddle to aid in the stacking of finished mailpieces. The paddle is able to move the full length of the stacker conveyor belt and it also pivots up vertically.

When finished mailpieces reach the stacker belt, the paddle slowly moves down the conveyor belt, allowing more mail to be stacked. When the belt is full of finished mail, place the into a mail tray.



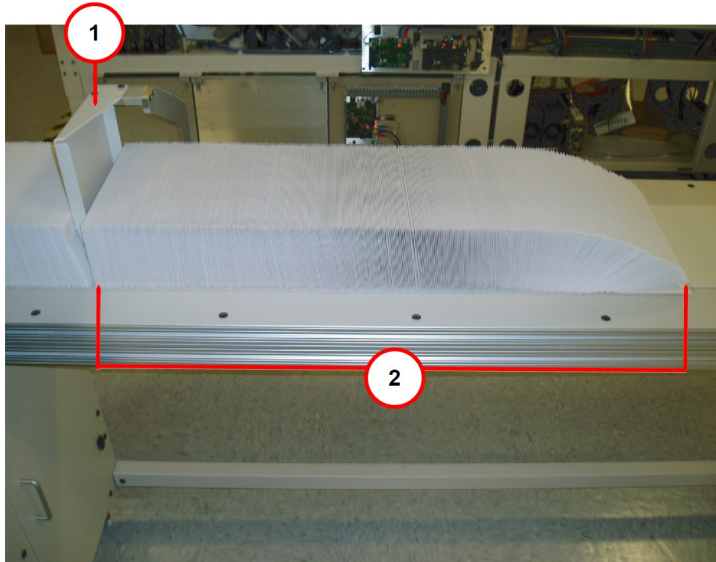
Stacker Paddle

1. Place your left hand on the end of the mail stack to support it as you lift the paddle.



Item	Description
1	Paddle
2	Raise and slide the paddle in this direction

2. Lift the paddle with your right hand.
3. Slide the paddle to the left for a distance equal to the amount of mail that will fit into a mail tray.
4. Lower the paddle back to the belt between the two mailpieces and then slide that stack of mail to the right of the paddle into the mail tray.



Item	Description
1	Paddle
2	Mail to be moved to mail tray

Remove Mail

On Edge Stacker Paddle and Switch

The On Edge Stacker signals the operator when the stacker belt is about three quarters full with a message on the bottom of the main DC screen in the alarm message box.. When the paddle reaches the switch located on the stacker, the machine will come to a controlled stop and indicate the stacker is full by displaying a message on the screen.

- The machine will not start while the paddle is pressing on the switch.
- This feature works only when the paddle is in the down position and the inserter is running.

Advancing Material - Heavies Divert Stacker Conveyor

The black button on the end of the heavies divert stacker conveyor is used to advance the material out from under the stacker or accumulate it on the end of the belt. This makes it easier to move to the mail trays.

To advance the mail, press the button until the material is in the desired position. Release the button to stop belt movement.



Heavies Divert Stacker Conveyor - Material Advance Button

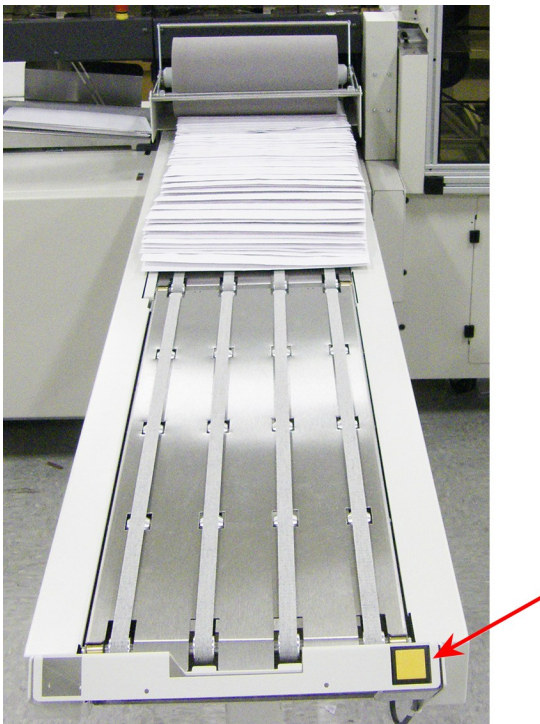
Removing Mail from the Flat Conveyor

Flat material will be stacked on the flat conveyor usually located under the last vertical stacker. (The flat conveyor can be positioned under any vertical stacker, generally it is located under the last one.)

During the job the finished flat mailpieces are stacked under the vertical stacker onto the conveyor. As more mail is processed the conveyor transfers the finished material out from the under the vertical stacker.

To manually remove the mailpieces from the conveyor:

1. Press the button located on the end of the conveyor to turn the belt on and move the flat mailpieces out from under the vertical stacker and down the belt.
2. Neatly stack the mail and remove it from the belt.



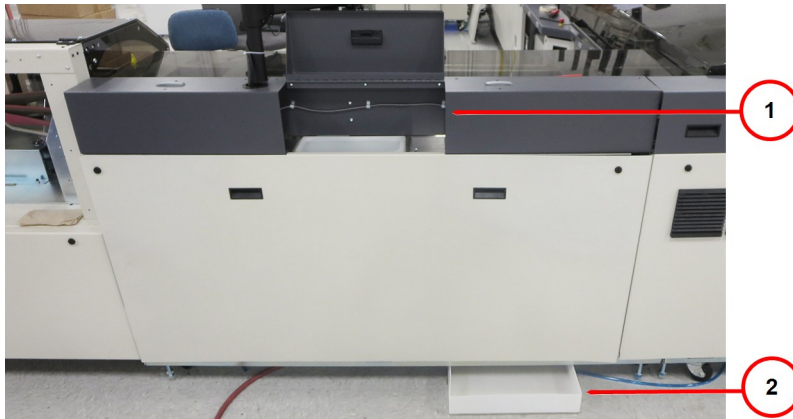
Flat Conveyor - Button

Adding Sealer Fluid

The sealer uses water to seal envelopes. the sealer tank holds five gallons of water. DC displays a **Supply Low [Water Tank] @ Sealer** message when the sealer tanks needs to be refilled.

If the sealer tank is not refilled, eventually the sealer brush detects no water flow, and the system stops.

1. Fill a container (that has a funnel or spout) with fluid.
2. Open the sealer reservoir cover.
3. Carefully pour water into the reservoir; do not overfill the container.
4. Close the sealer reservoir cover.



Item	Description
1	Sealer Reservoir (cover open)
2	Overflow Reservoir (partially pulled out)

Sealer and Overflow Reservoirs

Emptying the Overflow Reservoir

- The overflow tray should be inspected every day and drained when it is half full.
- Slide the overflow reservoir from the bottom of the system and empty if excess water is present. (The water from this tank may evaporate faster than it accumulates and never require emptying.)



Overflow Reservoir

NOTE: Do not reuse water emptied from the overflow reservoir to fill the sealer reservoir; use only clean water. If you mix in used water, you may cause damage to the system.

8 - Error Recovery

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Error Recovery

When an error or material jam occurs that stops the system while the job is processing, there are indicators on the DC main screen (in the form of alarm messages) telling you what the issue is. The indicator lights mounted on the system can also flash, showing you where the issue is.

In this section, learn how to view and clear alarm messages (errors) and how to access areas of the system to remove material jams.

Alarm Messages in DC

If you get an alarm message (error) on the bottom of the main DC screen, refer to the [Alarms in Direct Connect](#) topic for more information on how to view, resolve and clear them.

Material Jams

Material jams can be caused by things like blocked photocells, paper dust, worn belts, poor material condition, etc. When a material jam occurs, in addition to a message or flashing object on the DC screen, the indicator lights on the inserter will flash to show the area where the material jam has occurred.

Learn how to access and remove material jams from the various areas of the system in this section.

NOTE: Take care when removing jams in any area of the system. Belts and straps can be moved or fall off during this process. Be sure to check all parts are in the right spot after clearing the jams to prevent further jamming issues.

Alarms in Direct Connect

There are several alarms (error messages) that may display on the main DC screen. Things like double feeds, out of ink, interlock open, scanner errors can cause alarms. Also, material jams, can show up as alarms. An alarm causes the machine to stop running.

In this section, learn how to:

- [View alarm details](#)
- [Resolve and clear alarms](#)
- [View alarm history](#)

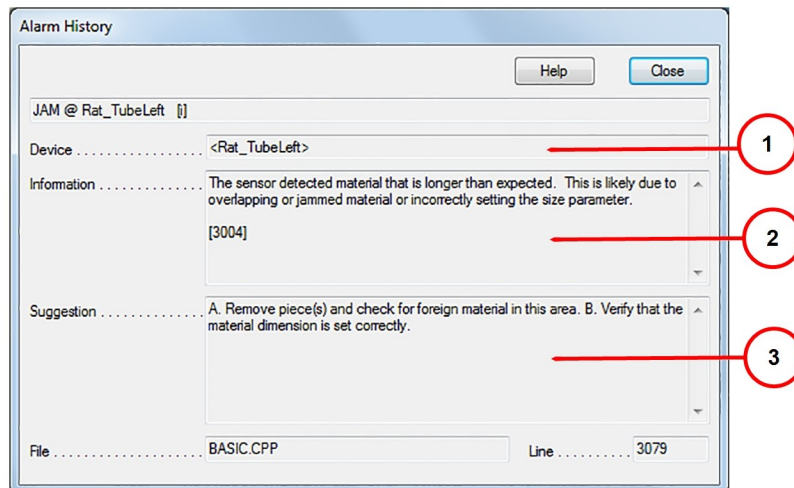
View Alarm Details

If an alarm displays on the bottom of the DC main screen, follow these steps to get more information on the cause and resolution.

1. When an alarm displays on the bottom of the DC main screen, double-click it or click **View**. The Alarm History window opens.



This window has information about where the error occurred (Device), error details (Information), and a suggested course of action (Suggestion).



Item	Description
1	Device (where the error occurred)
2	Information (details about the error)
3	Suggestion (suggested course of action)

Resolve and Clear Alarms

1. After you review the details, close the Alarm History with details dialog.
2. Take the appropriate action to resolve the error.
3. Click **Clear** on the Alarm message box at the bottom of the screen to clear the alarm.



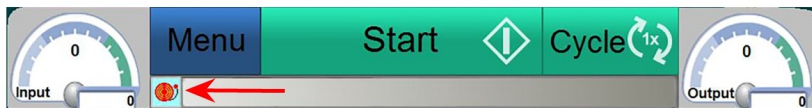
4. Click **Start** on the main DC main screen to start running again.
5. If the error still occurs, repeat the error recovery process.
6. If after repeating the process the error remains, contact Service.

View Alarm History

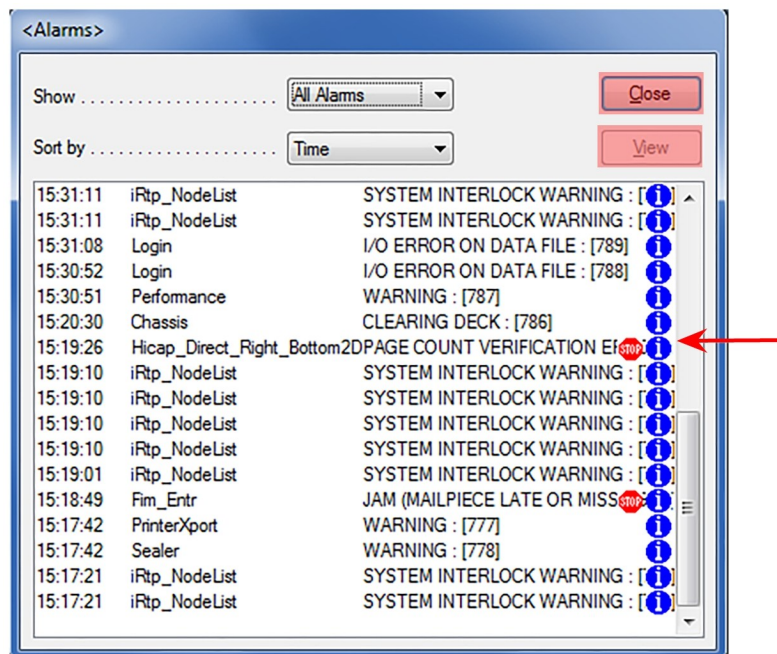
It is possible to view the history of alarms that have occurred during the current job run. The alarm history can be helpful when troubleshooting persistent problems.

To view the alarm history:

1. Click the Alarm icon and select **History** from the drop-down menu. The Alarm History dialog opens.



Alarm Icon



Alarm History - (Alarms with a "stop sign" next to them indicate events that stopped the inserter)

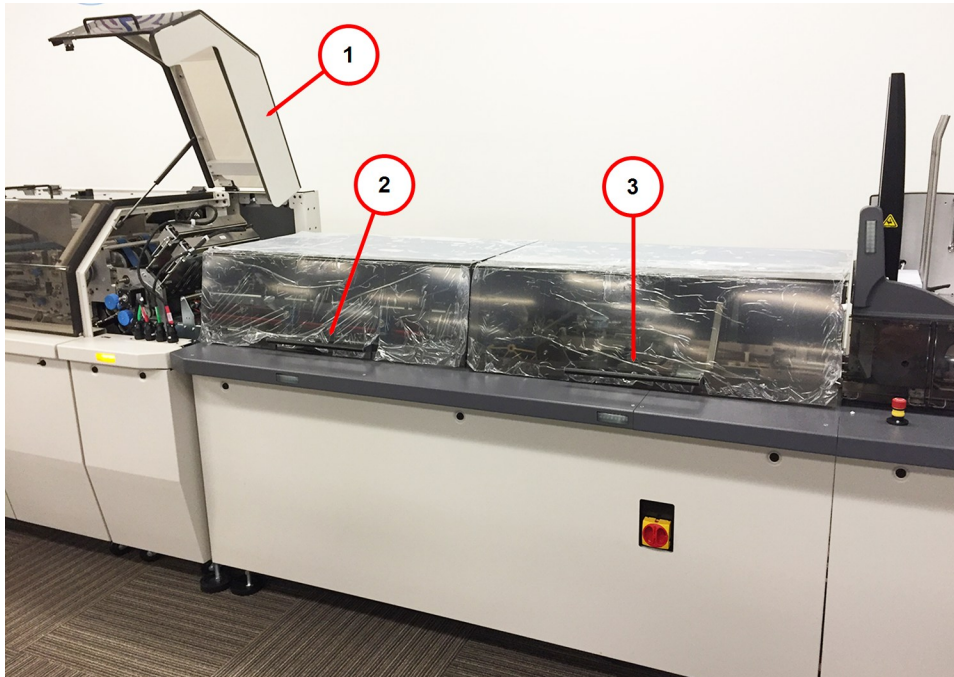
2. To view details about a specific alarm, double-click it or highlight it, and click **View**.
3. Click **Close** and **Close** again, to exit out of alarm history and back to the main DC screen.

Removing Material Jams in the Buffer

There are three covers that provide access to different areas of the buffer to help when clearing jams. Lift these covers to access and remove the jammed material.

There are two options - **Non-Booklet Feeder** and **Booklet Feeder**.

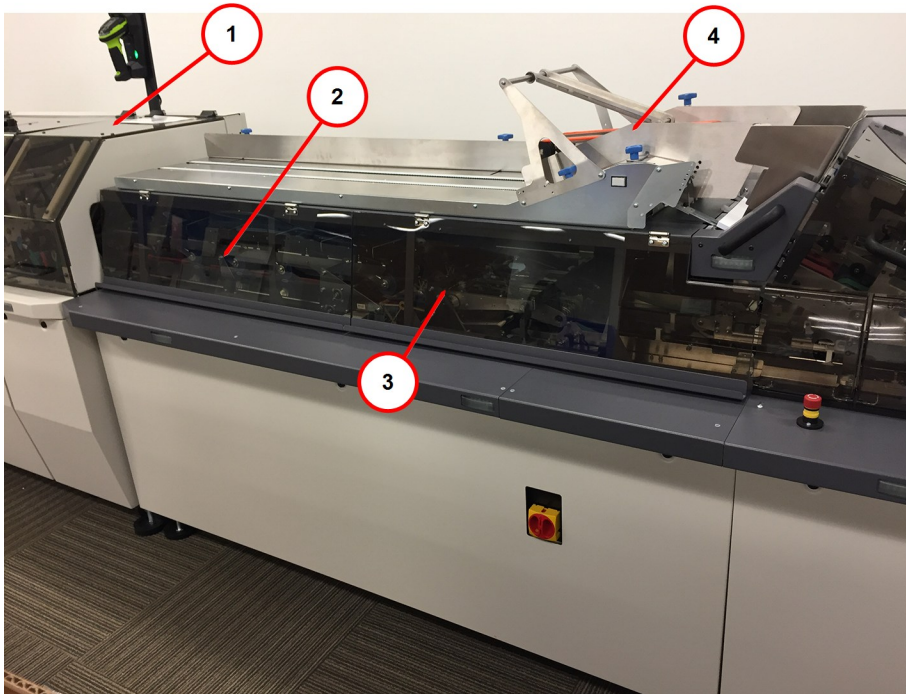
Non-Booklet Feeder Option



Item	Description
1	Folder Cover / Buffer Entrance
2	Left Buffer Cover (closed)
3	Right Buffer Cover (closed)

Booklet Feeder Option

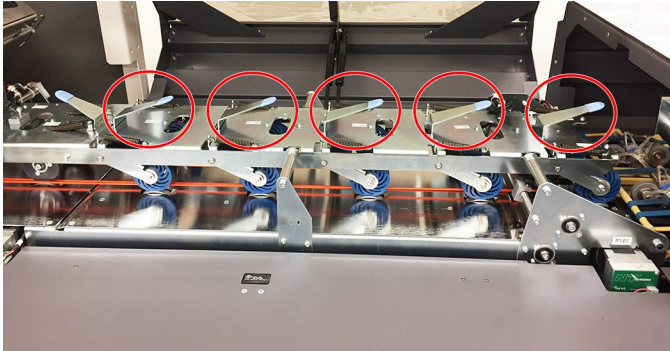
When a booklet feeder is installed, only the front side covers pivot up to help you gain access to the buffer and dump station.



Item	Description
1	Folder Cover / Buffer Entrance
2	Left Buffer Cover
3	Right Buffer Cover
4	Bulk Load Hopper

Removing Material Jams Under the Nip Rollers

1. Open either the left or right buffer side cover depending on where the jam is located.
2. Locate the nip where the jam is located.
3. Lift up on the nip levers (blue handle) above the nip to remove material located under the nip.



Nip Levers

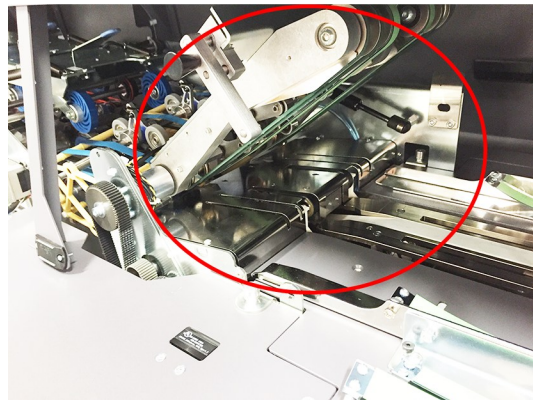
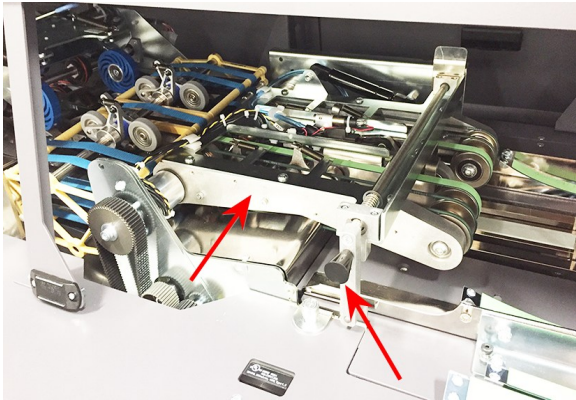
4. Once the material is removed lower nip arm.
5. Close the cover.

NOTE: When you remove a jam be sure the orange O-ring belting is still intact on both the left and right pulleys.

Removing Material Jams in the Dump Station Exit

The dump station is located under the downstream buffer cover.

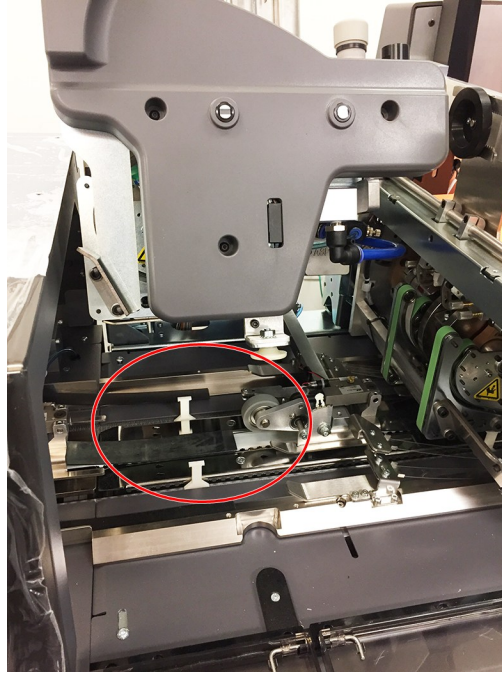
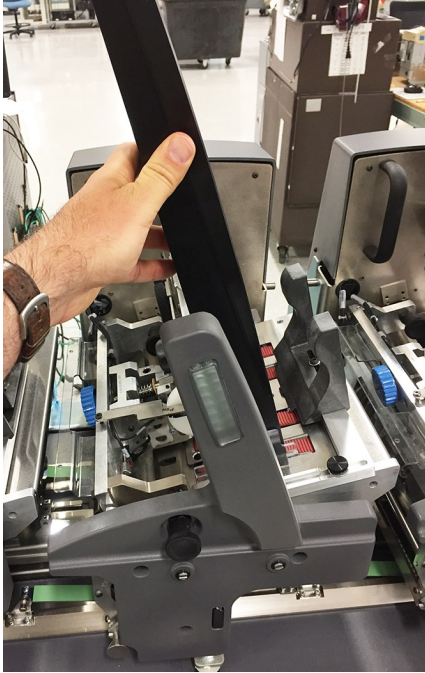
1. Open the right most buffer side cover.
2. Locate the black knob on the dump station latch.
3. Pull the dump station latch toward you approximately 1" (25 mm).
4. Lift up on the dump station.
5. To close the dump station push down on the dump station cross brace to lower the unit.
6. Press the dump station down to the lock position making sure the latch completely latches.



Dump Station Closed - Black Knob Dump Station Open

Removing Material Jams on Chassis Deck

1. Lower the front feeder cover where the indicator light is flashing.
2. Raise the feeder by pushing up and away on the side guide. The feeder pivots up and away, allowing access to the bottom of feeder and chassis deck area.



Raise the Feeder; Material Access



CAUTION! Do not press on the LED lens cover when lifting the feeder.

3. Remove the jammed material.
4. Lower the feeder down being cautious not to allow feeder to drop onto deck.
5. Close any opened front feeder covers.

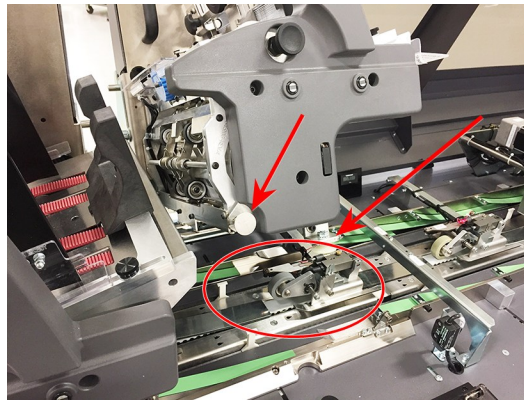
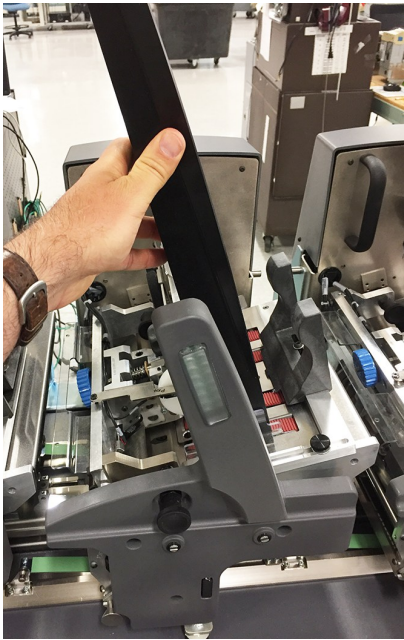
Removing Material Jams in the Friction Feeder

There are three areas in the friction feeder where material jams may occur:

- [Feeder deck](#)
- [Separator bridge](#)
- [Transport](#)

Feeder Deck

1. Lower the front feeder cover where the indicator light is flashing.
2. Raise the feeder by pushing up and away on the side guide. The feeder pivots, allowing access to the feeder and chassis deck area. DO NOT press on LED lens cover when lifting feeder.

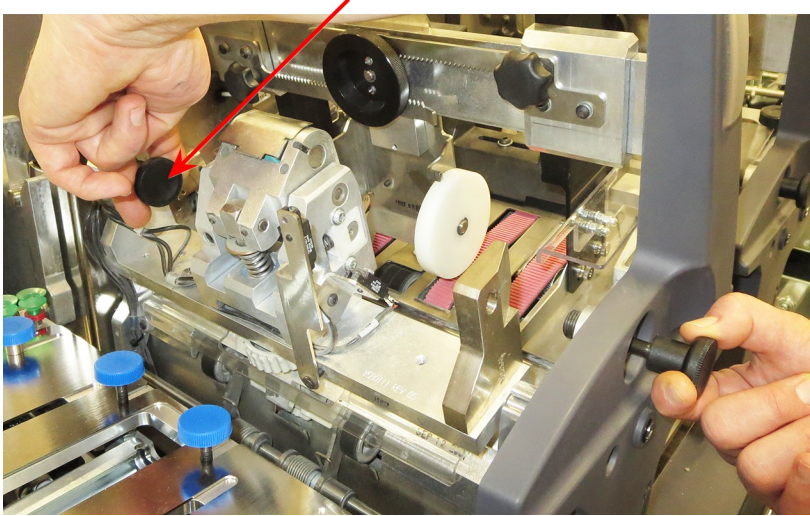


Feeder Lifted; Material Access Area

3. Remove the jammed material.
4. Lower the feeder down being cautious not to allow feeder to drop onto deck.
5. Close any opened front feeder covers.

Separator Bridge

1. Pull the two locking knobs towards you.
2. Rotate the separator bridge to the left while continuing to pull on the two locking knobs away from you and lift the friction feeder separator bridge.

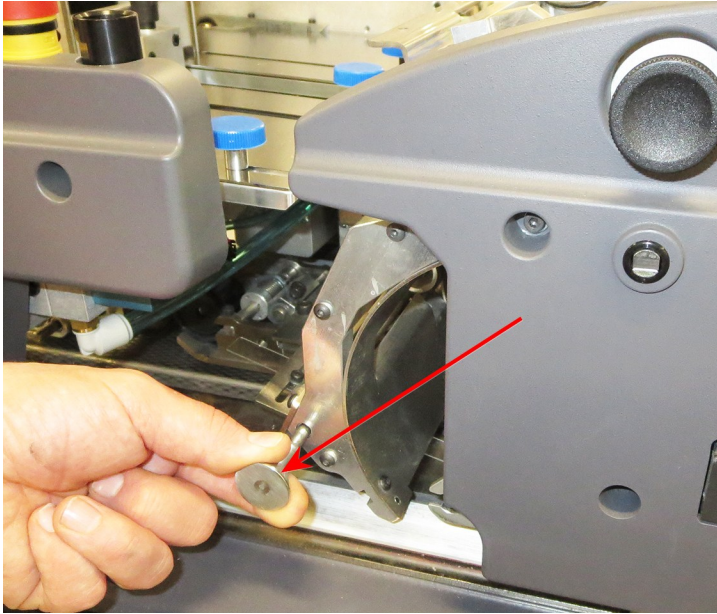


Rotate Knob - Lift Separator Bridge

3. Release the locking knobs.
4. Remove the jam.
5. Close the separator bridge; make sure both locking knobs latch closed.

Transport (Clam shell)

1. Open the appropriate feeder cover.
2. Pull the transport knob out.
3. Pivot the transport to the left while holding the knob out.



Transport Knob

4. Remove the jam.
5. Close the transport; make sure it locks in the closed position. (Be sure the knob is pushed all the way in towards the non-operator side of the machine.)
6. Close the feeder cover.

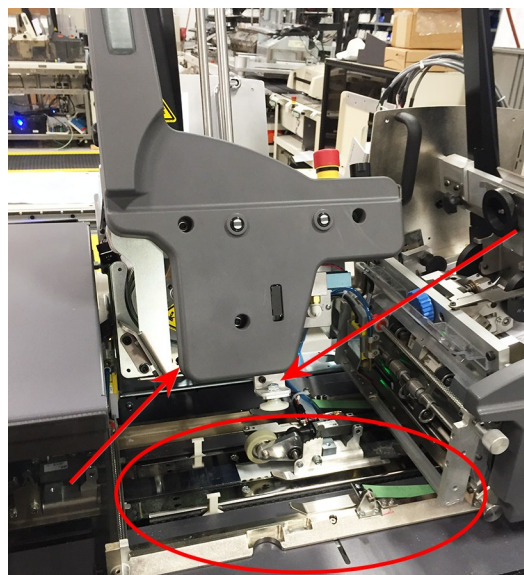
Removing Material Jams in the Rotary Feeder

There are two areas in the rotary feeders where material jams may occur:

- [Feeder deck](#)
- [Feeder drums](#)

Rotary Feeder Deck

1. Lower the front feeder cover where the indicator light is flashing.
2. Raise the feeder by pushing up and away on the side guide.



Lift Feeder - Feeder Pivots Giving Access to Jammed Material

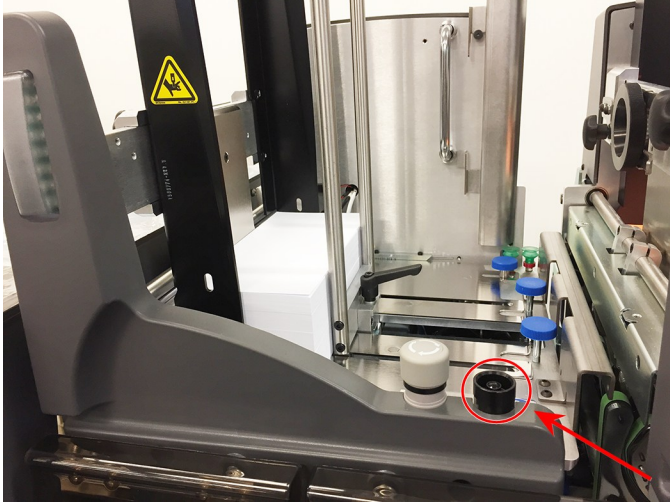


CAUTION! Do not press on the LED cover when lifting the feeder.

3. Remove the jammed material.
4. Lower the feeder down being cautious not to allow feeder to drop onto deck.
5. Close any opened front feeder covers.

Rotary Feeder Drums

1. With all doors shut, press the **Cycle** button on the feeder so the drum rotates and feeds damaged insert to the deck.



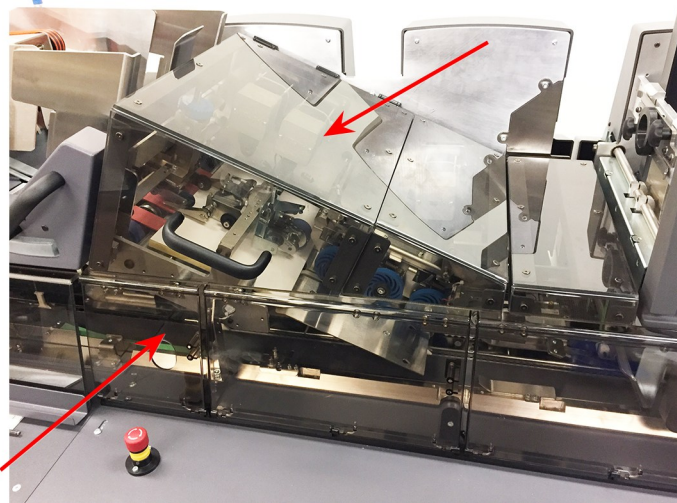
Cycle Button

2. Open the feeder deck door.
3. Clear the piece from the deck.

Removing Material Jams in the Booklet Feeder

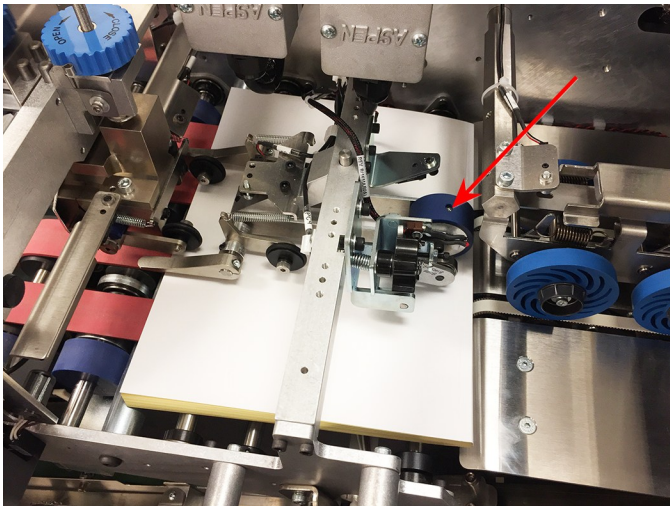
Jams in the Mid Area

1. Open the Booklet Feeders top and chassis access doors.



Booklet Feeder Access Doors

2. Lift the center blue roller up to remove pressure on the booklet - put one finger behind the roller and lift it.

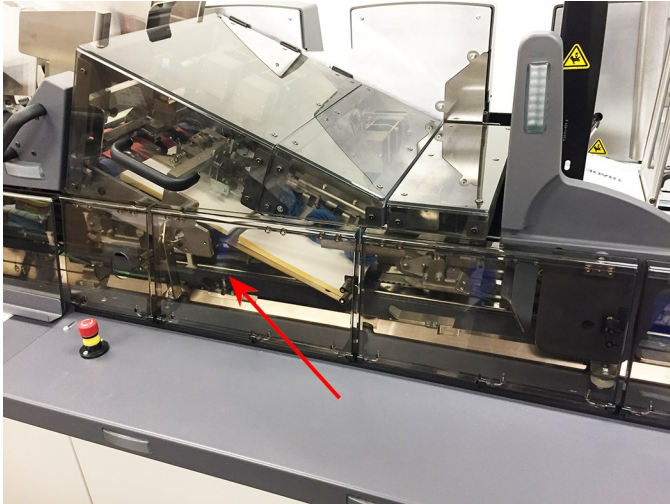


Center Blue Roller - Booklet Feeder

3. With the roller up, slide the booklet out towards you and release the blue roller.
4. Close the covers.

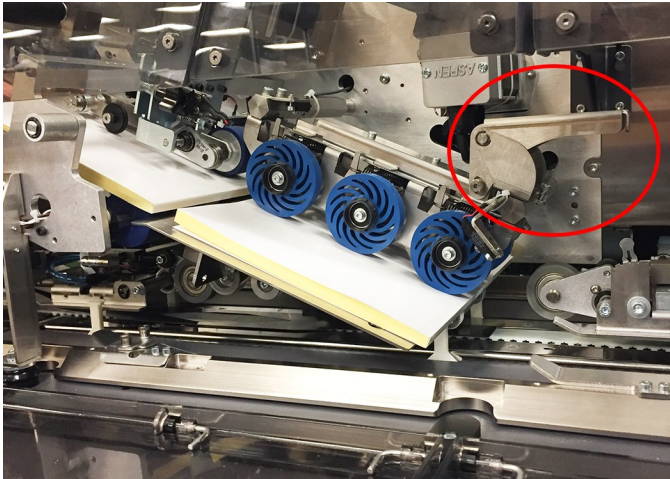
Jams in the Exit Area

1. Open the Booklet Feeders chassis access door.



Chassis Access Door - Booklet Feeder

2. Locate the exit roller pivot latch and press it down to raise the blue rollers; this removes pressure off the booklet.



Exit Roller Pivot Latch

3. With the rollers up, slide out the booklet out towards you.
4. Release the exit roller pivot latch.
5. Close the cover.

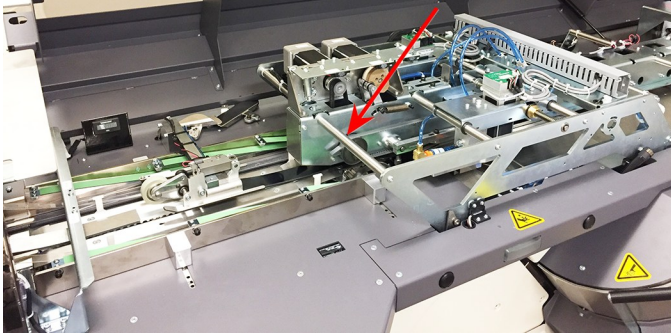
Removing Material Jams in the Engine

The several areas in the engine where material jams may occur:

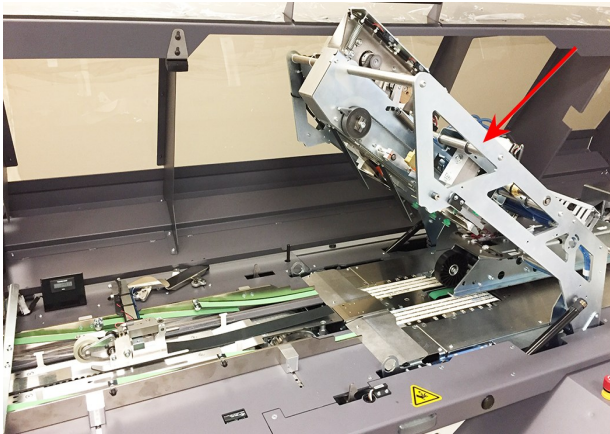
- [Upper engine](#)
- [Engine exit](#)
- [Arming area](#)
- [Lower engine](#)

Upper Engine

1. Lift the engine cover.
2. Grasp the upper engine handle and lift up for access to the insertion area.



Lift Upper Engine Handle

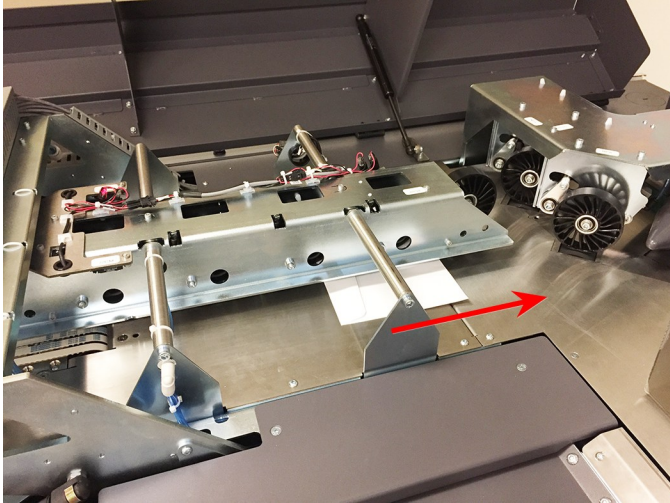


Upper Engine Raised

3. Remove the jam.
4. Close the engine handle.
5. Close the cover.

Engine Exit

1. Open the engine cover .
2. Remove the jam by pulling the edge of the envelope and sliding it out, toward the engine exit. This releases the rollers.

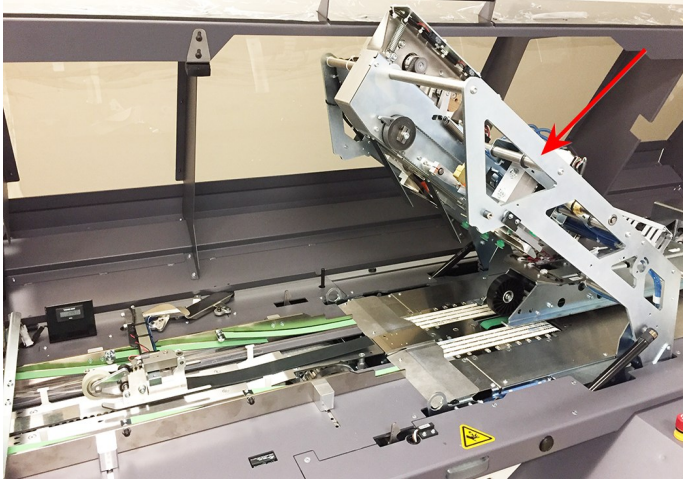


Pull the Envelope Toward the Engine Exit

3. Close the cover.

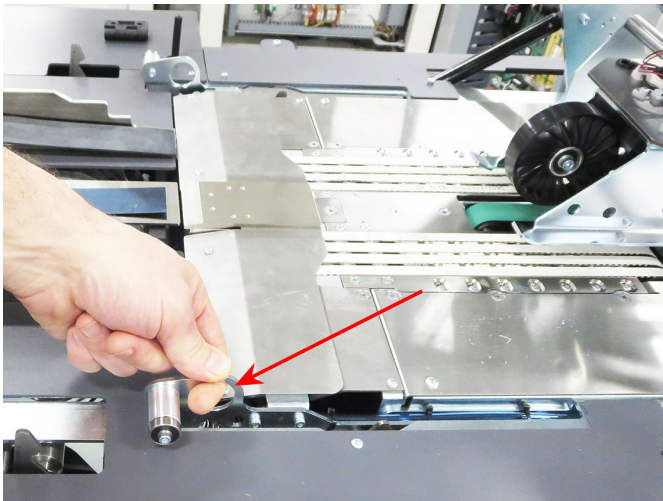
Arming Area

1. Open the engine cover and lift the upper engine.



Lift Upper Engine

2. Lift the arming area.



Lift Arming Area

3. Remove the jam.
4. Lower the upper engine; it will press down and close the arming area.

Lower Engine

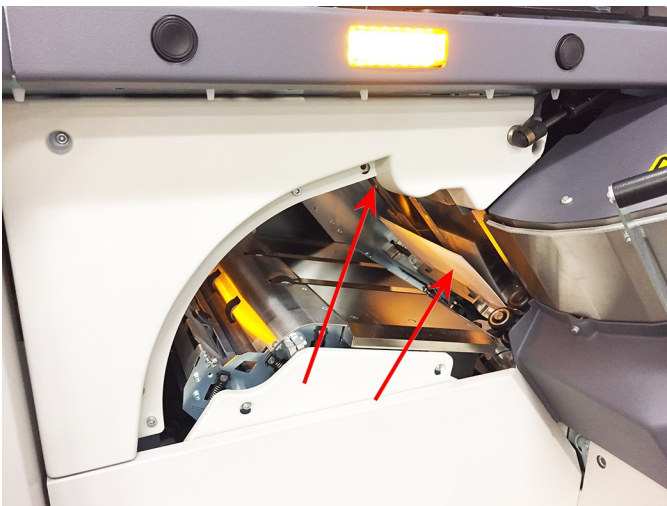
1. Press and hold both buttons on the engine deck and the lower engine opens.



Engine Deck Buttons

2. Remove the jam.
3. Press and hold both buttons until the lower engine is completely closed. (If you release the buttons before the engine is fully closed, the engine will drop back down.)

NOTE: Depending on the material size you are running, there can be up to two envelopes in the lower engine that need to be removed whenever the lower pocket is opened. (Arrows in this image indicate location.)



Pocket Envelope and Flapper Envelope

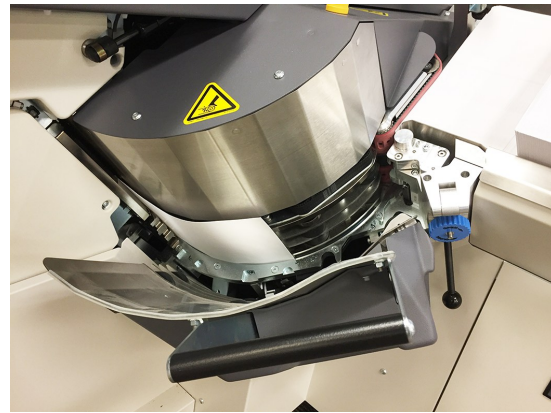
Removing Material Jams in the Envelope Feeder

There are two areas in the envelope feeder where material jams may occur:

- [Envelope transport](#)
- [Envelope separator](#)

Envelope Transport

1. Pull down on the envelope feeder transport handle and to push it open.



Envelope Feeder Handle and Envelope Transport Open

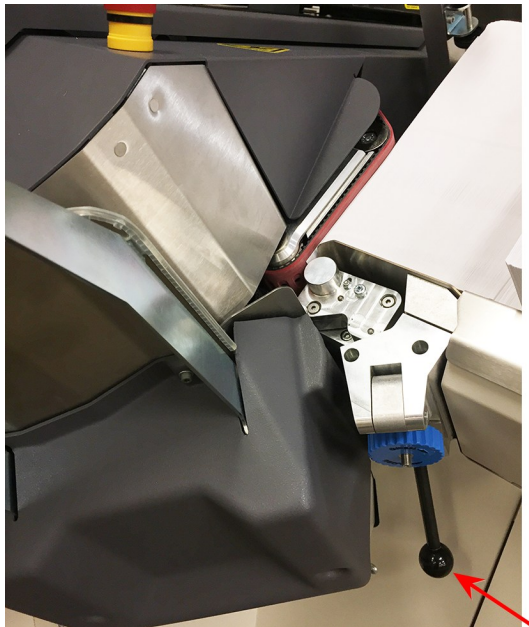
2. Remove the jam.
3. Grasp and press the feeder transport handle upwards to close.



CAUTION! Pinch Point Enter note text here.

Envelope Separator

1. Pull the lever towards you to release the spring tension on the separator roller. (The separator is spring loaded, so hold the lever with one hand and reach in with the other hand.)



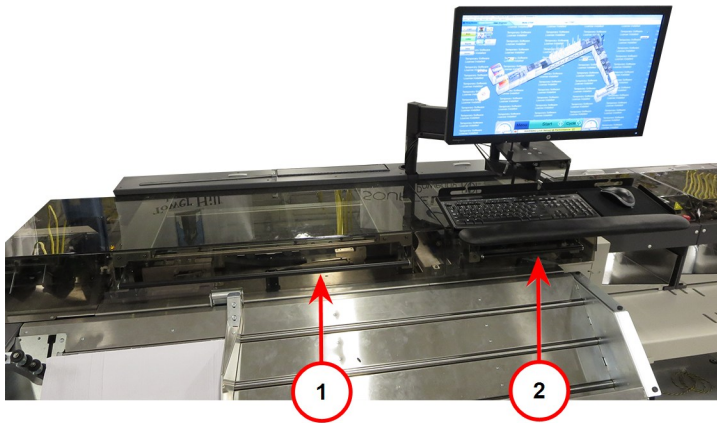
Separator Lever

2. Remove the jam.
3. Release the lever to engage the separator.

Removing Material Jams in the Sealer or Vertical Stacker #1

NOTE: The monitor stand may need to be pivoted out of the way in order to open the sealer cover.

1. Pull up on the interlocked handles to lift the cover.



Item	Description
1	Sealer Cover Handle
2	Vertical Stacker #1 Cover Handle

Cover Handles

2. Remove the jam.
3. Realign any straps or belts if needed.
4. Close the cover.

Removing Material Jams in the Turnover

1. Lift the turnover cover.



Cover Opened

2. Remove the jam.
3. Close the cover.

Removing Material Jams in the Vertical Stackers



CAUTION! Vertical stackers will run while the covers are open; use caution when removing jams in this area.

1. Lift the vertical stacker covers.
2. Hold the cover up while accessing the area.



Vertical Stacker Cover

3. Remove the jam.
4. Lower the cover.

Removing Material Jams in the Shingling Conveyor

The black material advance button on the end of the shingling stacker conveyor is used to advance the material out from under the tilting stacker.

1. Press and hold the material advance button at the end of the shingling conveyor to start the belt and move the material out from under the heavies divert tilting stacker.

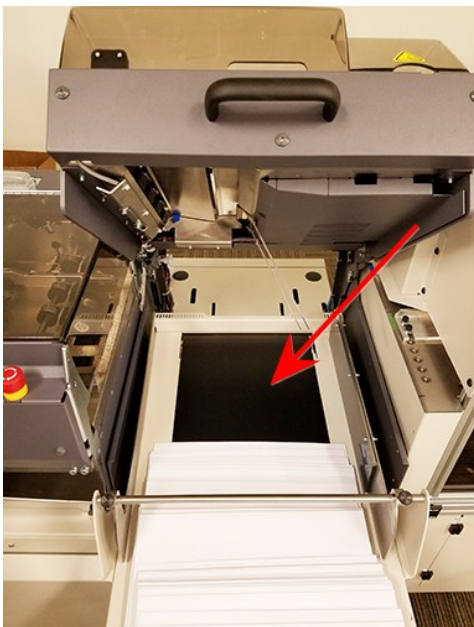


Shingling Conveyor - Material Advance Button

2. If there is any material jammed under the tilting stacker on the flat conveyor, lift the handle on the front of the unit to gain access to the jammed mailpieces.



Lift the Front Handle



Remove Material Jam

Removing Material Jams in the On Edge Stacker

1. Pull open the latch on the On Edge Stacker door.



On Edge Stacker Latch

2. Remove the jam.
3. Close the door.

NOTE: Be careful not to accidentally pull the belts off the pulleys.

9 - Troubleshooting

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Engine Troubleshooting

Here are some simple troubleshooting activities operators can perform to try and resolve system issues and stoppages. This includes things like material jamming, double feeds, material skew, etc.

Envelope Feeder

Issue	Cause	Resolution
Double Feeds	Separator gap is too wide	Adjust the separator
	Nested envelopes	Check material
	Fence rollers not adjusted to envelope height	Adjust the fence rollers
	Envelopes glued / stuck together	Check / fan / jog material
Jams	Improper envelope length set in DC	Enter proper envelope length
	Fence rollers not adjusted to envelope height	Adjust the fence rollers
	Separator too tight	Adjust the separator
	Dust or debris in paper path	Remove and clean

Lower Pocket

Issue	Cause	Resolution
Not flapping	Envelopes loaded incorrectly	Reload envelopes
	Flap glued closed	Check material
	Excessive paper curl	Check material

Insertion

Issue	Cause	Resolution
Not inserting	Worn suction cups	Replace suction cups
	Improper envelope length set in DC	Enter proper envelope length
	Suction cup placement	Adjust suction cup
	Tongue location	Adjust tongue
	Observation guide alignment	Check observation side guide setup
	Bad or improper fold	Folder Setup Chassis side guides Observation side guides
Envelope side seam damage	Horns set too wide for envelope	Decrease horn width

Engine Exit

Issue	Cause	Resolution
Missing or late / skew	Strap location or tension	Adjust strap

Sealer

Issue	Cause	Resolution
High seals	Constant bad folds	Adjust fold, refer to associated Folder Operator Guide
	Incorrect backwall setting	Engine setup
	Tongue location	Adjust tongue
	Suction cup placement	Adjust suction cup
	Horn width	Increase horn spacing
	Observation guide alignment	Check observation side guide setup
Flap not Sealed	Incorrect backwall setting	Engine setup
	Not enough fluid applied to flap	Adjust sealer fluid

On Edge Stacker (OES)

Issue	Cause	Resolution
Jam	High seals	Inspect for high seals and refer to Sealer troubleshooting (in table above)
	Belt adjustment / envelope positioning	Adjust the OES entrance setup
	Stacking too tight on belt	Increase speed of conveyor belt

Chassis Troubleshooting

Here are some simple troubleshooting activities operators can perform to try and resolve system issues and stoppages. This includes things like material jamming, double feeds, material skew, etc.

Chassis

Issue	Cause	Resolution
Jams	Straps	Check drag on straps
	Side guides	Verify side guides are set to the correct width for the collation
Side Guides	Not adjusting to proper size	Check material dimensions; check if there any side guide offsets In DC, click Chassis > Setup and make sure Enable Automatic Setup is not checked. Manually adjust the side guides as needed.

Friction Feeder

Issue	Cause	Resolution
Shingled or Double Feeds	Separator gap	Tighten the separator; to a firm drag
	Stack height	Reduce stack height; do not load enclosures to the top
	Material	Fan material; reload in a different orientation
	Belt contamination	Clean belts and feed rollers with denatured alcohol (L-6079)
Skew	Ramp	Set ramp close - within 1 mm of the enclosure length; adjust the ramp toward skewing side
	Side guide	Set side guide close - 1 mm space on each side
	Belt contamination	Clean belts and feed rollers with denatured alcohol (L-6079)
Excessive delays or Out of material errors	Ramp	Loosen ramp - no more tha 3 mm larger than the enclosure length
	Stack height	Reduce stack height; do not load enclosures to the top
Peeling	Material	Fan material; reload in a different orientation
	Stack height	Check material dimensions; check if there any side guide offsets
	Separator gap	Loosen separator, to a light drag

Rotary Feeder

Single Sheet (#10, A4, half-fold non-glossy, half-fold glossy)

Issue	Cause	Resolution
Double feeds	Material orientation	Curl up (if applicable)
	Too much stack weight on the separation pins	Move deck toward lead edge and/or increase deck angle to remove excess weight
	Back guide is set too loose	Reset back guide and verify the lead edge of the material is at the front wall
Fail to feed	Material orientation	Curl up (if applicable)
	Material is not at the pins; backstop and side guides may be too tight or deck angle	Loosen guides or reduce deck angle
	Warp in material may cause sheet(s) to rest above the pins	Switch to tall cups and/or move cups away from the lead edge
	Material rips out of gripper	Reduce stack height or move deck away Move each away from lead edge to next lower integer setting

Folded, Perfume, BRE

Issue	Cause	Resolution
Double feeds	Material orientation	Folded: closed and first, curl up BRE: flap up and leading Perfume: flap up
	Backstop set to loose	Reset backstop and verify the lead edge of the material is at the front wall Move deck toward lead edge to stiffen the material
Fail to feed	Material orientation	Folded: closed and first, curl up BRE: flap up and leading Perfume: flap up
	Lead edge is poorly justified	Tamp lead edges even prior to loading
	Material is pinched at separation pins	Increase deck angle to remove excessive weight from pins
	Backstop / side guides set too tight, preventing material from falling onto the pins	Reset and/or loosen side guides
	Material too stiff	Move deck away from the lead edge to the next greater setting

Booklet (thick, .125 max or thin)

Issue	Cause	Resolution
Double feeds	Material orientation	Closed end first, curl up
	Booklet too flimsy	Turn inner pins fully in
Fail to feed	Material orientation	Closed end first, curl up
	Lead edge is poorly justified	Tamp lead edges even prior to loading
	Backstop, side guides set too tight	Loosen guides

Booklet Feeder

Issue	Cause	Resolution
Shingled or Double Feeds	Separator gap	Tighten the separator so there is no drag on one booklet and so the two documents will not fit under separator
	Stack height	Reduce stack height; do not load enclosures as high
	Material	Fan material; reload in a different orientation
	Belt contamination	Clean belts and feed rollers with denatured alcohol (L-6079)
Skew	Ramp	Set ramp close to trail edge of the booklet
	Side guide	Set side guide close - 1 mm space on each side; make sure side guides are straight and not toed in at the bottom
	Belt contamination	Clean belts and feed rollers with denatured alcohol (L-6079)
Excessive delays or Out of material errors	Ramp	Loosen ramp - no more than 3 mm larger than the enclosure length
	Stack height	Reduce stack height; do not load enclosures as high
Peeling	Material	Fan material; reload in a different orientation
	Stack height	Check material dimensions; reduce stack height
	Separator gap	Loosen separator - set to little or no drag

Buffer Troubleshooting

Here are some simple troubleshooting activities operators can perform to try and resolve system issues and stoppages. This includes things like material jamming, double feeds, material skew, etc.

Buffer

Issue	Cause	Resolution
Jams and skews	Deck height	Verify the deck height is properly adjusted to the folder
	O-ring belts	Check the height off the deck of the belts; be sure that all O-ring belts are properly aligned and on the pulleys
	Fold plates	Check fold quality

10 - Maintenance

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Operator Maintenance

There are a few routine inspection and maintenance activities operators need to perform daily to keep the system operating at peak performance. These simple procedures help make sure that your equipment is clean and free of debris.

Since a single list cannot address all applications and conditions, it is important to communicate with your BlueCrest Customer Service Representative to develop a maintenance program for your system.

Safety Precautions

Before performing maintenance on any equipment, follow these safety precautions:

- Remove all material and envelopes from the system before performing any maintenance activity.
- Use an industrial vacuum cleaner equipped with a non-metallic tip to remove paper dust and debris from the system.

Overall System Maintenance

Perform these system maintenance activities at every shift:

- Remove dust and debris from the entire machine, either via air or vacuum (the vacuum tip must be non-metallic)

NOTE: Follow eye safety protection policies in place at your site.

- Refill the sealer brush reservoir bottle
- Inspect suction cups and replace if necessary
- Clean and ink the edge markers and mail machines (if equipped)
- Clean system covers (use only the approved cleaner - 902-F Polycarbonate cleaner - for top clear Plexiglas covers)