



Shipping & Mailing
Inserter

Horizontal Belt Stacker for Relay™ Systems

Operator Guide

International English Edition

SV40231 Rev. C

October 1, 2015



NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause interference to radio communications. Operation of this equipment in a residential area is likely to cause interference in which case the user will be required to correct the interference at his own expense.

CAUTION! Changes or modifications to this equipment not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.



It is certified that this system complies with all applicable Directives of the European Union.

SV40231 Rev. C October 1, 2015

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Due to our continuing program of product improvement, equipment and material specifications as well as performance features are subject to change without notice. Your machine may not have some of the features described in this book.

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Safety

Follow these precautions when using your belt stacker:

- Read all instructions before you attempt to operate the system. Keep the Operator Guide accessible for quick reference.
- Use this equipment only for its intended purpose.
- Place the system close to an easily accessible wall outlet.
- Place the system in an accessible location to allow for proper venting of the equipment and to facilitate servicing.
- Use the power cord supplied with the machine and plug it into a properly grounded wall outlet that is located near the machine and easily accessible. Failure to properly ground 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 supply.
- DO NOT use a wall outlet controlled by a wall switch or one that is shared with other equipment.
- DO NOT use an adapter plug on the line cord or wall outlet.
- DO NOT remove the ground pin from the line cord.
- Make sure the area in front of the wall outlet into which the machine is plugged is free from obstruction.
- DO NOT route the power cord over sharp edges or trap it between pieces of furniture. Make sure there is no strain on the power cord.
- To reduce the risk of fire or electrical shock, DO NOT attempt to remove covers or disassemble the control panel or its base. The cabinet encloses hazardous parts. If you should damage the unit, contact your system supplier.
- If the unit becomes damaged, unplug it from the wall, contact your system supplier.
- Keep fingers, long hair, jewelry and loose clothing away from moving parts at all times.
- Avoid touching moving parts or materials while the machine is in use. Before clearing a jam, be sure machine mechanisms come to a complete stop.
- Remove jammed material gently and carefully.
- Do not place lighted candles, cigarettes, cigars, etc., on the system.
- To prevent overheating, do not cover vent openings.

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- Use only approved supplies, in particular aerosol duster. Improper storage and use of aerosol dusters or flammable aerosol dusters, can cause an explosive-like condition that could result in a personal injury and/or property damage. Never use aerosol dusters labeled flammable and always read instructions and safety precautions on the duster container label.
 - To obtain supplies and/or Material Safety Data Sheets, contact your system supplier.
 - Operation of this equipment without periodic maintenance will inhibit optimum operating performance and could cause the equipment to malfunction. Contact your system supplier for the required service schedule.
 - Always follow specific occupational safety and health standards for your workplace.

Before running the horizontal belt stacker you should be thoroughly familiar with its controls, setup procedures, and how it interacts with the components in the inserting system.

1 • *Product Overview*

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Horizontal Belt Stacker

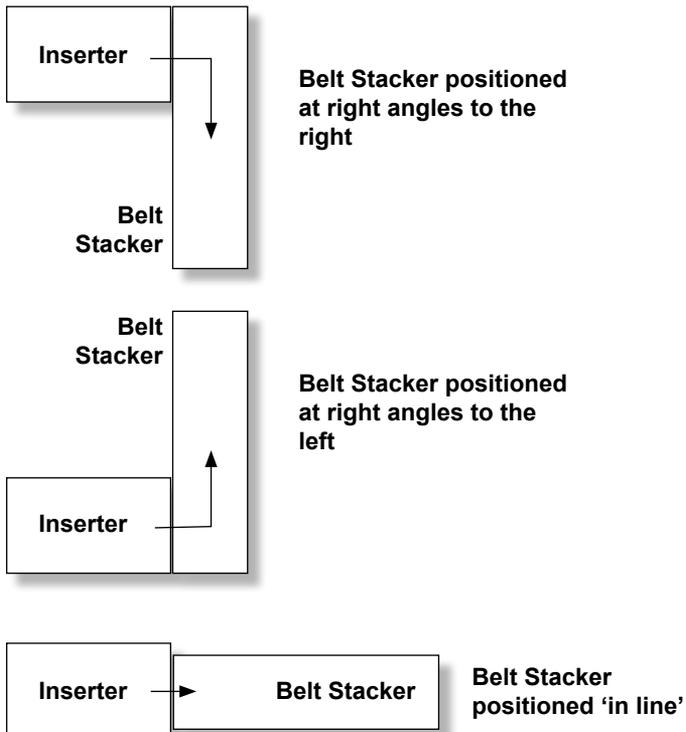
The stacker is an output device for a range of inserting systems and a general output device for other machines such as address printers.

Belt Stacker Configurations

The belt stacker can operate at right angles (to the left or right) and also in-line with the machine outputting to it, depending on machine and/or material being used.

The control panel can be positioned on either side of the stacker to accommodate the different configurations possible. It incorporates a variable speed control, run-out button, power switch and power supply.

In most cases, the belt stacker is mounted on height adjustable legs. However, versions without legs are available that can be placed on an existing table of the correct height. In these cases, no adjustment of the belt stacker height is possible.



1 • Product Overview

The Relay™ 5000/6000/7000/8000 Inserters output small ('letter') envelopes at a different height to large ('flat') envelopes. Tandem belt stacker configurations are available to allow automatic stacking of both envelope sizes simultaneously.

Your Model

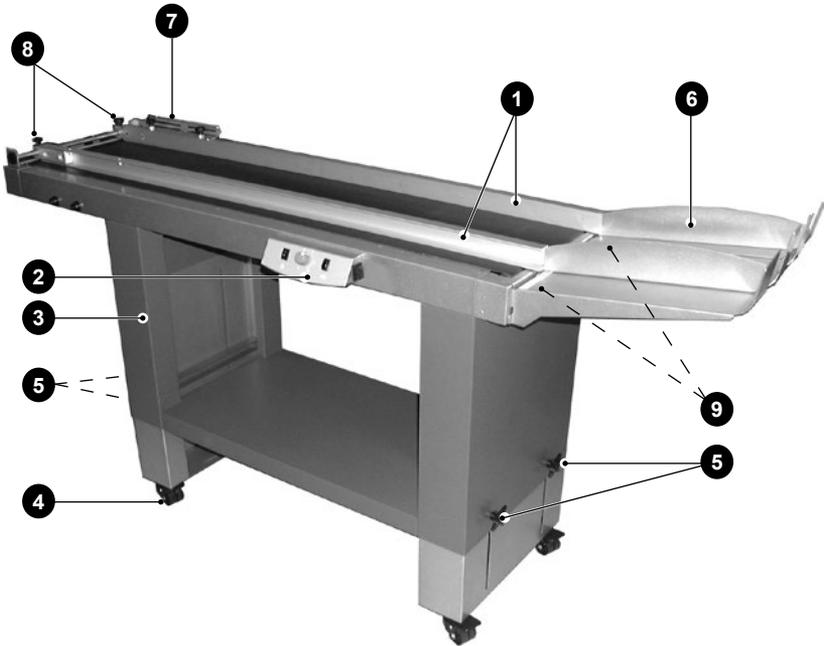
The belt stacker is tailored to work with the particular machine outputting to it, and the configuration used, by the addition of kits. Your stacker will be supplied with only the correct kit(s) for your particular installation.

This guide explains setup and operator adjustments for each machine combination, but assumes that the stacker has been previously installed by a service representative and that all necessary kits of adapters and parts are available.

In most cases, it is NOT possible to change the belt stacker configuration or link the stacker to a different Inserter without some modifications being necessary. If you wish to do this, contact your machine supplier.

Main Components

The horizontal belt stacker is made up of these main components:



Item	Description
1	Side guides
2	Control panel box
3	Leg assembly
4	Lockable castors
5	Height adjustment knobs <i>(two on each leg)</i>
6	Stacking tray
7	Entry guide <i>(varies with machine configuration)</i>
8	Front end side guide adjustment knobs
9	Rear end side guide adjustment knobs <i>(underneath, not visible)</i>

NOTE: Certain models do not have a stand (items 3, 4 and 5) if they are being used on a table of the correct height.

1 • Product Overview

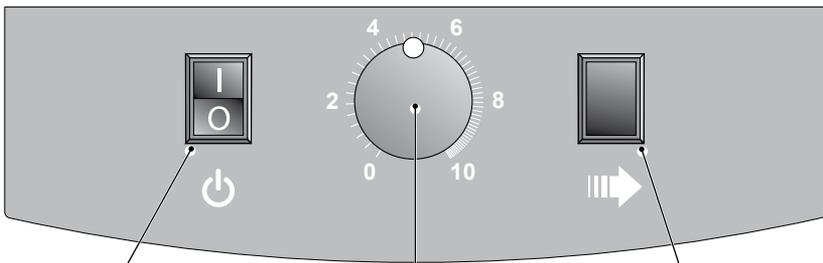
Control Panel

The stacker is controlled by the control panel. It can be positioned on either side of the stacker, depending on system configuration.

Change Position of the Control Panel

To change the position of the control panel:

1. Pull the panel firmly towards you to remove it.
2. Refit the control panel to the opening on the opposite side of the belt stacker.



Power switch
Switches main power on/off.

Speed selector
Sets belt speed.

Run-out button
Runs the belt at full speed - when you want to gather the material on the stacking tray.

How the Belt Stacker Works

The belt starts as soon as the start sensor is covered. When the material has moved out of the sensor area, the belt stops again.

- The **Start** sensor position is adjustable, allowing the material overlap to be adjusted.
- The **speed** of the belt can be adjusted to optimize the stacking function for various materials.
- The **Run-out** button is used to gather the material after a job is finished. The belt moves at the highest speed, independent of the **Speed selector** setting.

2 ● *Stacker Setup and Operation*

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Belt Stacker Setup

The belt stacker can be used in either *right-angle* or *in-line* configuration with the Relay 5000/6000/7000/8000 Inserters.

In-line configuration has two setups:

- Letter-sized envelopes (#10, DL/C5)
- Flat-sized envelopes (#9, C4); *in-line configuration is essential for running flat material*

Both right-angle and in-line setup and operation are described here.

Right-Angled Configuration Setup

This image shows the belt stacker correctly docked to the Relay inserter in a right-angled configuration.

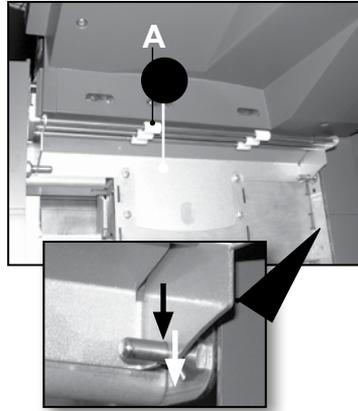


2 • Stacker Setup and Operation

To set the stacker up in a right-angled configuration correctly:

1. The exit roller bridge (**A**) should already be installed to the inserter output.

Make sure the bridge assembly is correctly located on its mounting studs.



2. Loosen the front and rear end knobs (**B**) of the side guide **closest to the inserter output** and move the side guide as far open (in the direction of the arrow) as it will go.
3. Retighten the front and rear end knobs.



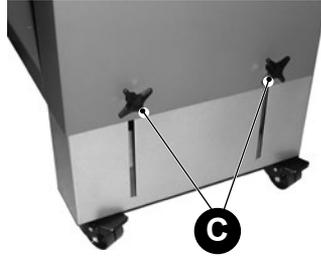
4. Check the stacker alignment. The top of the side guide should fit into the cut-out on the exit roller bridge assembly.



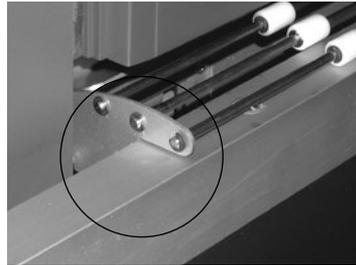
Stacker Setup and Operation • 2

5. If necessary, loosen the height adjustment knobs (**C**) on each leg in turn and readjust the stacker height.

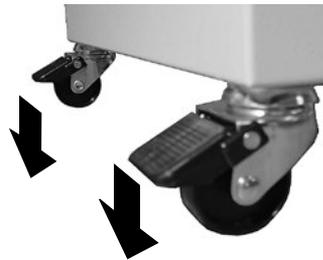
Alternatively, if the Inserter is on a height adjustable table, the table can be adjusted to achieve the correct height setting.



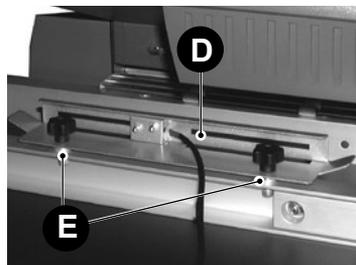
6. Position the stacker against the Inserter, making sure the side guide fits FULLY into the exit roller bridge cut-out.



7. When positioned correctly, lock all four castors.



8. For right hand operation, the sensor and sensor bracket (**D**) should be installed as shown in the picture. Make sure there is a spacer (**E**) between the bracket and stacker side guide at each knob position.



For left hand operation the parts are installed mirrored.

2 • Stacker Setup and Operation

Run the Stacker in Right-Angle Mode

To run the stacker in right-angle mode:

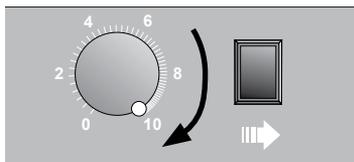
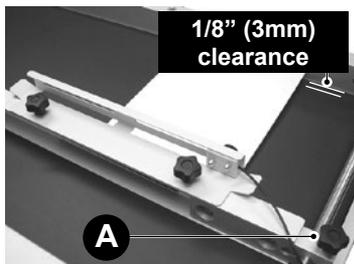
1. Place one envelope on the belt.
2. Loosen the front and rear end side guide knobs (**A**) of the side guide *with the sensor bracket only*.

Make sure the side guide rests on the belt.

3. Adjust the side guide to give a clearance of about 1/8" (3mm) and retighten the front and rear end side guide knobs.

Make sure the side guides are parallel.

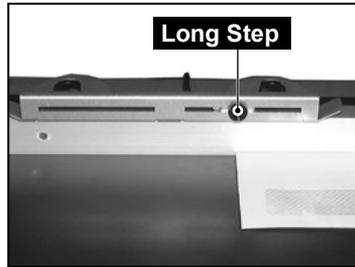
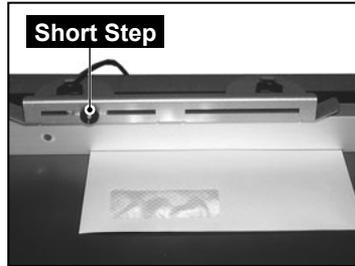
4. Connect the belt stacker to the power supply and turn ON. (*Refer to the safety information.*)
5. Set the belt speed to maximum.



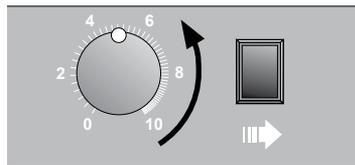
6. Start the inserter.

- Adjust the envelope overlap by moving the start sensor. When the sensor is moved away from the inlet the distance between the envelopes will be larger, and vice versa.

Keep the step as small as possible without envelopes building up too much; this optimizes belt capacity.



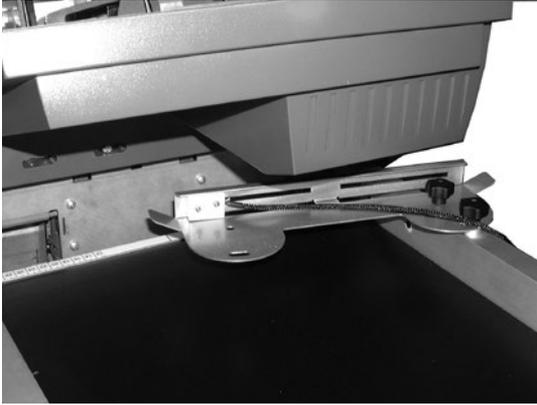
- Reduce the belt speed until the motor runs continuously.



2 • Stacker Setup and Operation

In-Line Configuration Setup - Letter Sized Envelopes

This image shows the belt stacker correctly docked to the Relay inserter in the in-line orientation running letters.



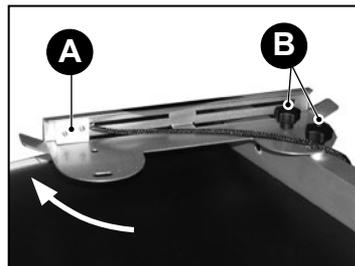
In this mode the stacker enables the Relay “flats” stacker to remain in use.



To set the stacker up in an in-line configuration correctly for letter-sized envelopes:

1. Check that the in-line sensor bracket (**A**) is installed as shown, using the two knobs (**B**) with a spacer between the bracket and stacker side guide at each knob position.

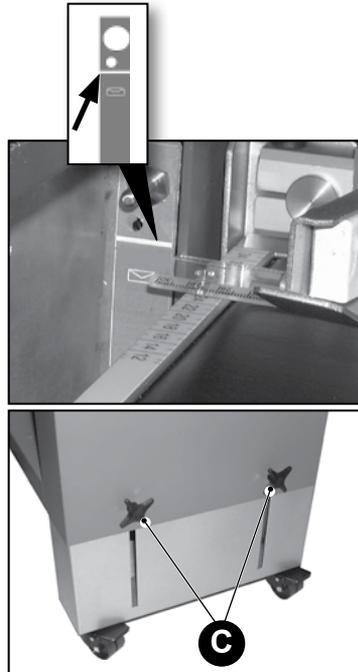
Initially, position the sensor at the end of its slot and pivot the bracket fully counter-clockwise, as shown by the arrow.



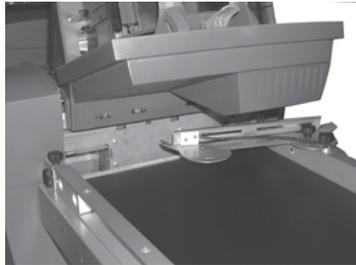
Stacker Setup and Operation • 2

2. If necessary, loosen the height adjustment knobs (C) on each leg in turn and readjust the stacker height.

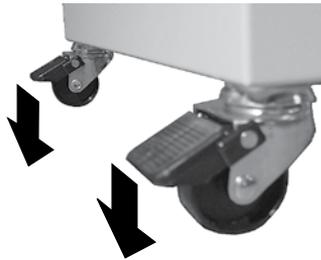
Alternatively, if the Inserter is on a height adjustable table, the table can be adjusted to achieve the correct height setting.



3. When positioned correctly, lock all four castors.



4. When positioned correctly, lock all four castors.

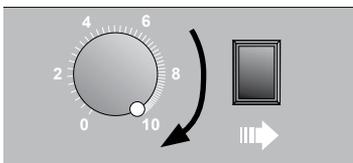


2 • Stacker Setup and Operation

Run in In-Line Mode - Letter Sized Envelopes

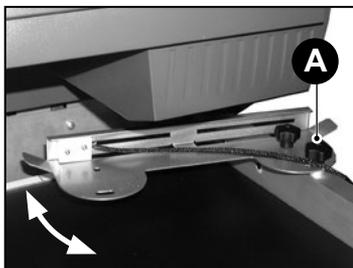
The stacker side guides will have been locked wide open by your installing engineer as this configuration does not need the side guides to control envelope stacking.

1. Read the safety information, connect the belt stacker to the power supply, and turn it ON.
2. Set the belt speed to maximum.



3. Start the Relay system.
4. If envelopes leaving the inserter hit the sensor bracket or if the envelope overlap is incorrect, adjust the start sensor position.

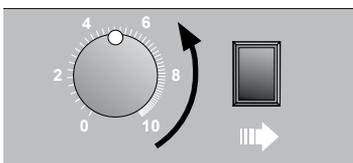
NOTE: When the sensor is moved away from the inserter, the distance between the envelopes will be larger, and vice versa.



5. To adjust the sensor, loosen knob (A), pivot the sensor bracket and retighten the knob.

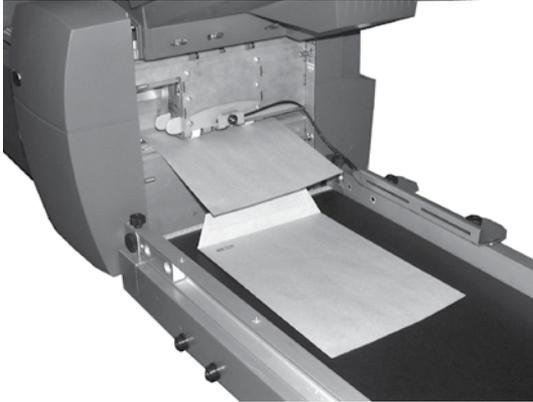
Keep the step as small as possible without envelopes building up too much; this optimizes belt capacity.

6. Reduce the belt speed until the motor runs continuously.



In-Line Configuration Setup - Flat Sized Envelopes

This image shows the belt stacker correctly docked to the Relay inserter in the in-line orientation running flats.

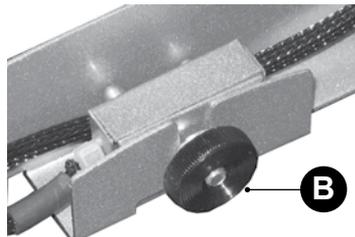
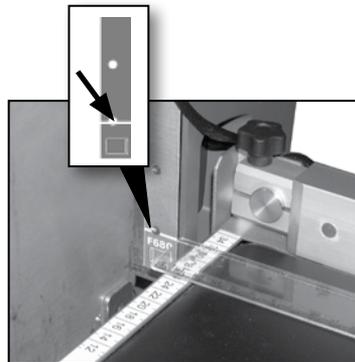


To set the stacker up in an in-line configuration correctly for flat-sized envelopes:

1. Check the stacker alignment. It should be level and the height of the stacker belt should be set to correspond with the **lower** mark on the decal installed to the Inserter exit area. Place a ruler onto the belt, as shown, to aid the height setting.

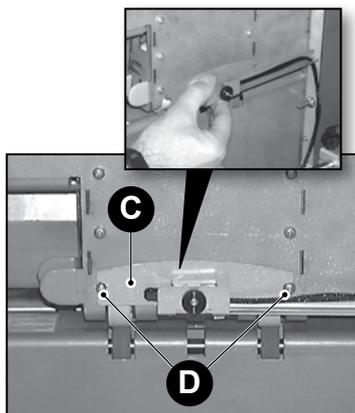
If necessary, loosen the height adjustment knobs (**A**) on each leg in turn and readjust the stacker height

Alternatively, if the Inserter is on a height adjustable table, the table can be adjusted to achieve the correct height setting.



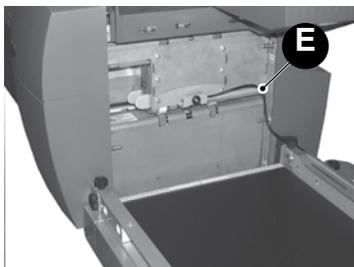
2 • Stacker Setup and Operation

2. Fit the magnetic bracket (C). Make sure it locates correctly over the screws (D).



3. Position the stacker against the output end of the Inserter, **centered** with the output. Make sure the stacker is positioned firmly against the Inserter covers.

Also make sure the cable (E) is routed clear of the envelope exit



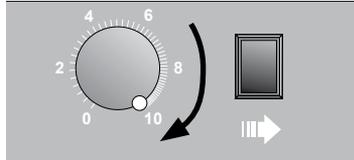
4. When positioned correctly, lock all four castors.



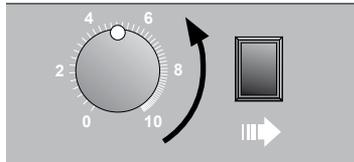
Run in In-Line Mode - Flat Sized Envelopes

To run in-line mode with flat-sized envelopes:

1. The stacker side guides will have been locked wide open by your installing engineer as this configuration does not need the side guides to control envelope stacking.
2. Read the safety information in this guide, then connect the belt stacker to the power supply and turn ON.
3. Set the belt speed to maximum.



4. Start the Relay system.
5. Reduce the belt speed until you obtain the desired envelope overlap.



Keep the overlap as small as possible without envelopes building up too much; this optimizes belt capacity.

2 • Stacker Setup and Operation

Tandem Belt Stacker

There is a configuration of the stacker for Relay inserters that enables the automatic stacking of letters and flats simultaneously. This stacker configuration consists of two stacker units mounted onto one set of legs or one table at the correct vertical spacing to receive letter and flats' output from the inserter.

- Use the letters in-line instructions included here to set up and operate the top stacker unit and the flats in-line instructions for the lower stacker unit.



Use the Belt Stacker with Other Equipment

The belt stacker can be used with equipment other than inserters (for example, address printers).

Depending on the equipment being used and the material being run, either a right-angled or in-line configuration are used.

You will receive full details of your particular setup at the time installation.

3 ● *Troubleshooting*

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Troubleshooting***Envelopes Stuck in Inlet Area or Poor Feed into Stacker***

Configuration	Possible Cause	Solution
All	Belt speed too low, material builds up and gets stuck	Increase the belt speed
All	Step length too small	Increase the step length
All	Side guides set too narrow	Adjust the side guides
All	The incoming envelope catches on the previous envelope's window	Increase the belt speed and step length so the incoming envelope won't hit the previous envelope window
All	Material slips in underneath side guide and gets stuck	Loosen the side guide knobs, press the side guide down, and tighten the knobs
All	Stacker alignment is incorrect	Adjust the height of the stacker legs and/or position the stacker against the inserter
Right-angled configurations	Front side guide is not set correctly	Adjust the front side guide as close to the inserter as possible
Relay flat'	Magnetic sensor bracket is not positioned correctly	Check that the sensor bracket is located correctly
Relay right angled configuration	Exit roller bridge not transporting envelopes correctly	Check that the exit roller bridge is correctly located on its mounting pins

3 • Troubleshooting

Envelopes Hit Sensor Bracket

Configuration	Possible Cause	Solution
Right-angled configurations	Rear (sensor) guide set too close to the inserter	Move the rear (sensor) guide back
Relay in-line (letters)	Adjustable sensor bracket is too close to inserter	Pivot sensor bracket slightly further back

Material Doesn't Transport Fully to Stacker End Stacker Tray

Configuration	Possible Cause	Solution
All	Side guides too narrow or funneled	Check the side guides are parallel and have the correct clearance
All	Step too big, material slips on belt because of insufficient weight	Reduce step, reduce belt speed

Material Topples Over on the Left, Low Number of Items Too

Configuration	Possible Cause	Solution
All	Step length too big	Reduce step, reduce belt speed
All	Side guides not parallel or too tight	Check that the side guides are parallel and have correct clearance

4 ● *Specifications*

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Material Specifications

- Side guides are adjustable between 4-1/2" (115mm) and 14" (357mm).

Equipment Specifications

Standard Features

- Variable speed
- Adjustable overlap of media
- Clear deck switch
- Universal power inlet
- Lockable castors on all four feet

Capacity

With a minimum insert in the envelope:

- 6"X 9" (C5) up to a maximum of 2,500 envelopes
- 9"X12" (C4) up to a maximum of 1,500 envelopes
- #10 (DL) up to a maximum of 1,200 envelopes

Table Height

- Adjustable 25"– 42" (635mm –1060mm) (*only on models with height adjustable legs*)

Width

- 17-1/4" (440mm), incl. 2" (50mm) for control unit

Length

- 70-1/4" (1785mm), including end stacking plate 13-3/4" (350mm)

Weight

- 128 lbs. (58kg)

4 • Specifications

Power

- 100-240VAC \pm 10%, 50/60 Hz, 1A
- Power consumption 70W
- Heat emission 240 Btu/hr (70 Joule/s)

Compliance

- UL Listed for the United States and Canada
- Meets all applicable directives of the European Union



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