



Shipping & Mailing  
Printing

# AddressRight™ 300 Feeder User Guide

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# AddressRight 300 Feeder Specifications

The AddressRight™ 300 feeder is designed to feed material from single sheets up to 3/8" in thickness.

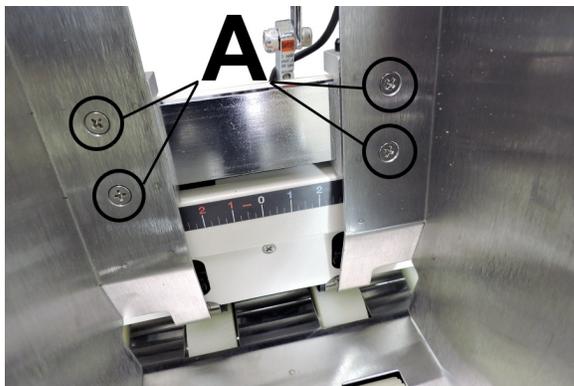
Material size can vary from 2" long by 3" wide up to 15" long by 14" wide. It can feed into conveyor transport systems, folding and stitching machines, and packaging and inkjet applications.

It feeds up to 40,000 pieces per hour, depending on size and material.

## Assembling and Connecting the AddressRight 300 Feeder

**Important:** Feeder installation and setup should only be performed by a qualified Pitney Bowes Representative.

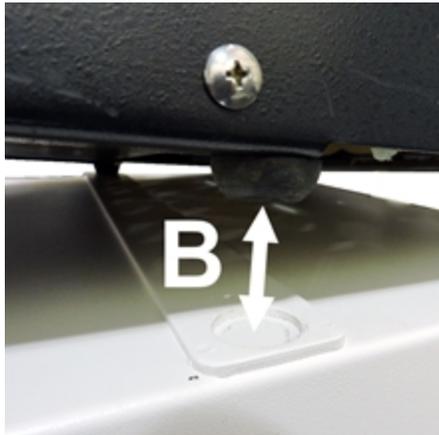
1. Unpack the feeder.
2. Install the two side guides using the four screws [A] supplied (two on each side).



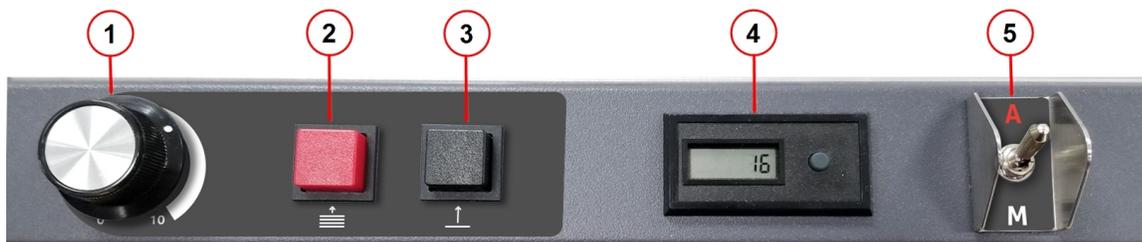
3. Place the feeder on a flat level surface.
4. Plug the feeder into a properly grounded receptacle.

**To permanently mount the feeder:**

1. Remove the four rubber feet.
2. Place the feeder on the feeder base to align it with other inline components such as printers and tabbers. The exit end of the feeder faces the closed end of the base. The feeder's rubber feet fit into the recesses on top of the base [B].



## AddressRight 300 Feeder Control Panel



1. **Speed control:** Varies the speed of the feeder in either Manual or Auto mode to provide separation between printed pieces
2. **Continuous Feed:** ■ When pressed with the feed select switch set to Manual, this allows the feeder to feed continuously
3. **Single Feed:** ■ When pressed with the feed select switch set to Manual, this allows the feeder to feed a single piece of media
4. **Batch Counter:** Counts the number of pieces run on each job. Can be reset.
5. **Feed Select switch:** With the feed select switch set to Manual (■), the operator can feed one or continuous pieces of media by pressing the Single and Continuous feed switches. When set to Auto (▲), the interface controls the feeder through an external device.

## Front Panel



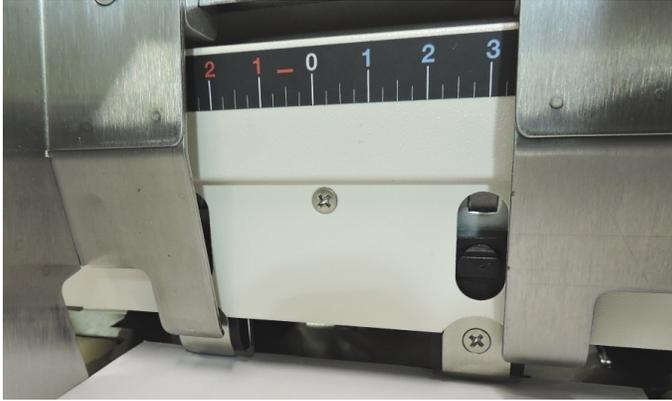
1. **Power Receptacle:** Plug in the power cord here. Make sure that the power cord is only plugged into a properly grounded receptacle.
2. **On/Off Switch:** Controls power to the feeder
3. **Fuse Holder:** The fuse protects the electronics and motor in the feeder
4. **Interface Connector:** Can be used to control the feeder

## Setting Up the AddressRight 300 Feeder

1. Release the separator locking lever. Raise the separators and lock in position.



2. Place the media under the separators, then release the separators so that they rest on the media. Lock the separators in position using the locking lever.



3. Adjust the side guides to within 1/32" (0.8 mm) of the media, then adjust the rear guide so that the media is raised approximately 1/2" (12 mm). For heavy, thick media, this may not be required.



4. Adjust the exit roller pressure by pushing in on the pressure control lock button [A] and raising or lowering the adjusting lever [B]. For plain paper or envelopes, place the lever in the down position. For thicker material, adjust the lever so that the media is fed smoothly through the exit roller assembly.



5. Turn the feeder on.
6. Feed one piece with the speed control set to low speed (1 or 2).

7. Stop the feeder with the piece halfway through the exit by turning off the power switch.
8. Adjust the feed sensor so that it is pointed directly at the piece as it exits the feeder. The sensor prevents double feeding in case of a jam or stoppage.



9. Set the **AUTO/MANUAL** switch to **MANUAL**.
10. Press the **SINGLE** feed button for single sheet feeding or the **CONTINUOUS** feed button for continuous feeding.
11. **Interface Connection:** The feeder can also be controlled remotely. To have the feeder start feeding from a remote signal, the signal must be wired through the INTERFACE connector on the feeder. The AUTO/MANUAL switch must be set to **AUTO**.

## Cleaning the Feeder



**Warning!** Feeder is a precision machine that should be cleaned regularly to insure many years of service. Before performing any maintenance disconnect feeder from its power source!

The feeder must be cleaned regularly of accumulated paper dust and ink. Depending on the types of media that are run, paper dust may accumulate within the printer and on the transport. Always unplug the feeder from the power receptacle and remove the covers.

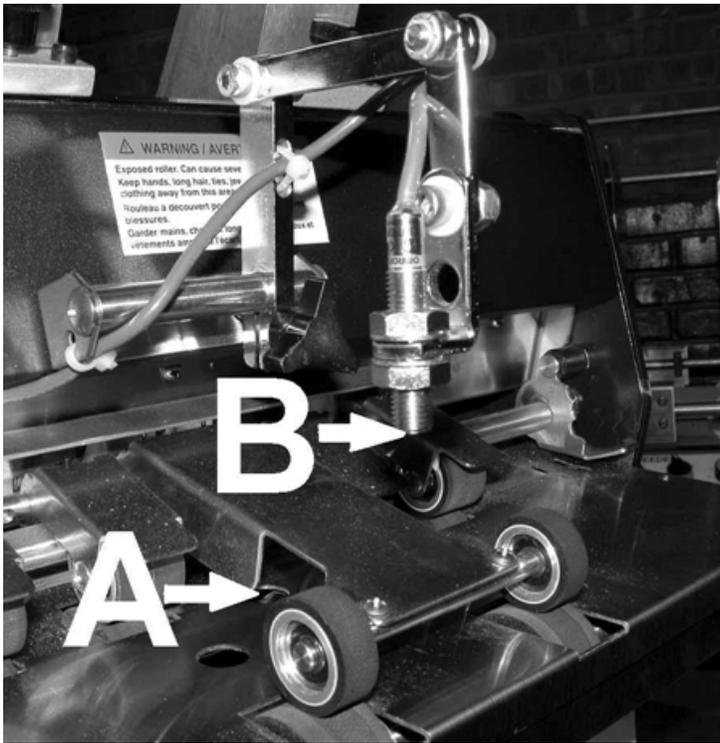
- Internal areas are best cleaned with a vacuum with a soft brush attachment to help loosen dust particles. Take care not to damage PC Boards or electrical wiring.
- Exterior areas may be cleaned with any standard nonabrasive household cleaner.



**Caution:** Never spray or pour cleaners directly on or into feeder. Excess liquid could harm electronic parts. Always dampen a rag with the cleaner and apply it to parts to be cleaned.

## Cleaning the Sensors

Keep two the sensors on the feeder clean. Use a Q-tip to clean the sensors. Media sensor [A] is located under the exit guide rollers. Jam sensor [B] is located on jam sensor support.



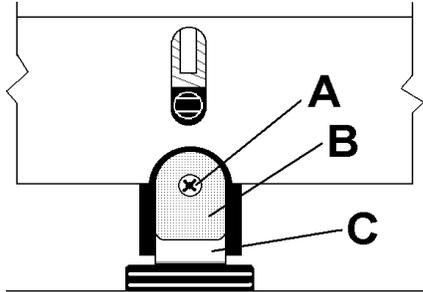
**Caution:** Do not use solvents or abrasives to clean sensors.

## Replacing the Metering Segments (Sheet Separators)

Metering Segments (sheet separators) ensure separation of pieces as they are fed. They wear and must be replaced periodically. If you experience double sheet feeding and cannot adjust the separators to prevent it, replace them.

You can order sheet separators at [pitneybowes.com](http://pitneybowes.com), supply item number 90-103-09s.

1. Turn off and unplug the feeder.
2. Release the separator locking lever and move the media side guides to maximum opened position.
3. Lower the separators so that they touch the feed roller.
4. Remove screw [A] and separator support [B]. Then remove the separator [C] by prying it out of holder.



5. Install a new separator and reinstall the separator support and screw.

## Contacting Pitney Bowes

### For service and support:

Visit our website at:

[pitneybowes.com](http://pitneybowes.com)

### For parts and supplies:

Visit our website at:

[pitneybowes.com](http://pitneybowes.com)

## Product Documentation

Visit [pitneybowes.com](http://pitneybowes.com) for the latest product documentation. For Operator Guides, search “AddressRight Printers”.

# Safety Information

This document contains safety information related to the AddressRight™ 100, 200, and 300 printers and AddressRight™ 300 Feeder.

*To avoid personal injury or damage to the equipment, familiarize yourself with proper procedures and methods before you install, operate or repair the system.*

Follow these safety precautions whenever you use your address printer:

- Use this equipment for its intended purpose.
- Place the system close to an easily accessible wall outlet.
- Be certain the area in front of the wall receptacle into which the machine is plugged is free from obstruction.
- Place the system in an accessible location to allow for proper venting of the equipment and to facilitate servicing.
- Use AC power cord included with device.
- Plug the AC power cord directly into a properly grounded wall outlet located near the equipment and easily accessible. Failure to properly ground the machine can result in severe personal injury and/or fire.
- The AC power cord is the primary means to disconnect this device from the AC power supply.
- DO NOT use an adapter plug on the line cord or wall outlet.
- DO NOT use a wall outlet controlled by a wall switch or one that is shared with other equipment.
- DO NOT remove the ground pin from the line cord.
- Always unplug the printer and discharge static electricity before using aerosol dusters.
- Improper storage and use of aerosol dusters or flammable aerosol dusters can cause an explosive-like condition that could result in personal injury and/or property damage.
- Never use aerosol dusters labeled flammable and always read instructions and safety precautions on the duster container label.
- DO NOT route the power cord over sharp edges or trap it between pieces of furniture. Make sure there is no strain on the cord.
- Use only approved supplies.
- Operation of this equipment without periodic maintenance will inhibit optimum operating performance and could cause the equipment to malfunction.
- If the unit becomes damaged, unplug it from the wall.
- Keep fingers, long hair, jewelry and loose clothing away from moving parts at all times.
- Always follow specific occupational safety and health standards for your workplace.
- Remove jammed material gently and carefully.
- 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.
- 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.
- Before operating the AddressRight™ Printer/Feeder, make sure that it has been properly prepared and that any other personnel in the area are standing clear of the machine.

- Immediately report to service any damaged or non-functioning components that renders the unit unsafe.
- DO NOT remove covers. Covers enclose hazardous parts that should only be accessed by properly trained service personnel.
- DO NOT run printer with top cover open.
- Running the printer with top cover open increases the risk of entanglement with moving parts.
- To prevent overheating, do not cover vent openings.
- DO NOT place lighted candles, cigarettes, cigars, etc., on the system.
- Contact Your System Supplier for:
  - Supplies
  - Material Safety Data Sheets
  - If you should damage the unit
  - Required maintenance service schedule

## Servicing

This product is serviceable. For service inquiries in the USA, please visit [pitneybowes.com/support](http://pitneybowes.com/support).

This Equipment contains a Radio Frequency Transmitter operating in the 2.4 or 5 GHZ ISM band.



**Caution:** In case of ink spill, leaking ink or excessive ink accumulation, immediately disconnect the power cord from the wall plug and contact Pitney Bowes. In the USA, please visit [pitneybowes.com/support](http://pitneybowes.com/support).

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