



Shipping & Mailing  
Printing

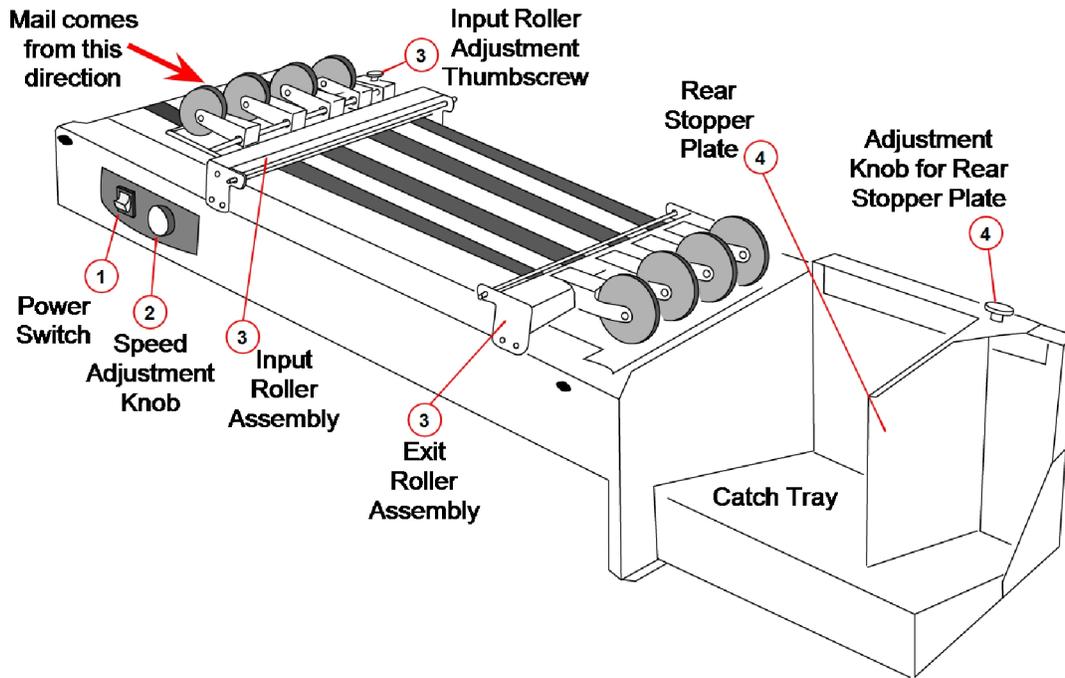
# W760 Stacker

## Quick Reference Guide

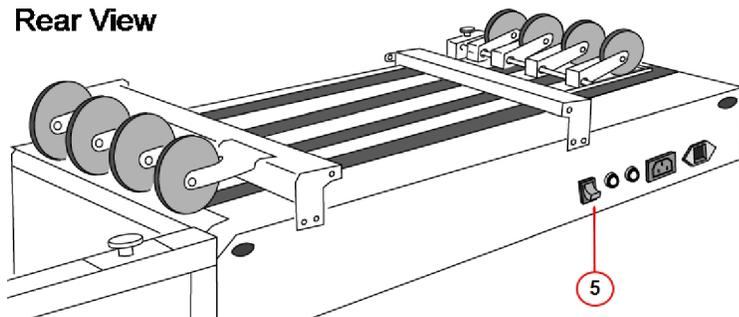
User Guide  
SV60582 Rev. B  
August 13, 2019



## Location of Stacker Controls and Adjustments



### Rear View



**Note:** The stacker is shown without the optional ink dryer.

1. **Power Switch:** This is a rocker switch. Press the top in to turn the stacker on. Press the bottom in to turn the stacker off.
2. **Speed Adjustment Knob:** To eliminate possible ink smudging of the printed address, you can vary the speed of the conveyor belts so that the mailpieces are separated (do not overlap) as they are delivered to the belt.
3. **Roller Assemblies:** You cannot move the roller assemblies. You can change the position of the input rollers (nearest the printer) by loosening the adjustment thumbscrew and sliding the roller assembly closer to or away from the printer. You can also change the position of the input or exit rollers by lifting them.
4. **Rear Stopper Plate and Adjustment Knob:** This plate can be moved closer to or away from the stacker, depending upon the size of your mailpieces. The mailpieces should hit the plate firmly when they come off the conveyor belts so that they fall flat into the catch tray.
5. **Reset Switch:** This is a circuit breaker switch that “pops” if the pieces jam in the stacker, causing the stacker to turn off automatically. After the jam is cleared, you must press this switch to reset the stacker before you can resume operation.



**Caution:** Exposed rollers can cause injury. Keep hands, long hair, jewelry, ties, and loose clothing clear of the stacker wheels, belts, and other moving parts when in operation.

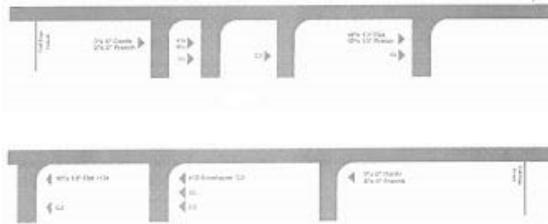
## Materials Specifications

The following materials meet all the defined quality and performance requirements of the W760 Stacker. These specifications apply to all styles of media (flats, envelopes, catalogs, etc.), whether stuffed, unstuffed, sealed, or unsealed:

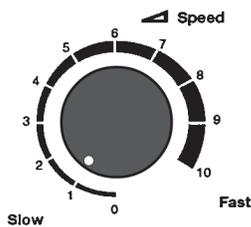
<b>Papers</b>	White Wove, Bond, Tyvec*, Recycled Paper, Newsprint*, Coated Paper, Card Stock, Brown Kraft, Manila, and Perforations  *Cannot be used in Executive print mode.
<b>Thickness</b>	.003" to .125"
<b>Weight</b>	Flat sheets 16 lb. to 24 lb. Half fold or C-fold  Envelopes 16 lb. to 32 lb.
<b>Size</b>	From 3" x 5" to 10" x 13"

# Setting Up Jobs

1. Adjust the rear stopper plate to the correct position for the size of your mailpieces:
  - a. Loosen the adjustment knob on the rear stopper plate by several turns.
  - b. Slide the rear stopper plate so that the leading edge (closest to the stacker) matches the position shown on the label for the size of your mailpieces.



- c. Tighten the adjustment knob.
2. Set the conveyor belt speed by turning the speed adjustment knob to the best setting for your printer's speed and quality setting and the size of your mailpieces. Use the suggested speed settings below as a guideline



3. If necessary, adjust the position of the input roller assembly so that the leading edge of your mailpiece as it comes off the printer enters the stacker just where the conveyor belt meets the leading edge of the rollers.

## Suggested Speed Settings

Size	Print Setting	Recommended Speed Range W650/W700 Series	Recommended Speed Range W800 Series	Recommended Speed Range Tabber
6"	Draft	3 - 5	3 - 6	3 - 5
	Letter	2 - 4	3 - 5	3 - 5
	Executive	2 - 4	3 - 5	3 - 5
9" x 12"	Draft	3 - 6	4 - 7	4 - 6
	Letter	3 - 5	3 - 6	4 - 6
	Executive	3 - 5	3 - 6	4 - 6
#10 Envelope	Draft	2 - 4	3 - 6	2 - 4

	Letter	2 - 4	3 - 5	2 - 4
	Executive	1 - 3	3 - 5	2 - 4
3"	Draft	2 - 4	3 - 5	2 - 4
	Letter	2 - 4	2 - 4	2 - 4
	Executive	1 - 3	2 - 4	2 - 4

## Tips and Troubleshooting

### Stacker Speed

The speed should be fast enough so that the mailpieces hit the stopper plate firmly when coming off the conveyor belts and drop flat into the catch tray. However, the mailpieces should not overlap as they travel on the conveyor belts. Set the speed so that there is a 2" to 6" gap between envelopes as they travel through the stacker.

### Smudged Addresses - Printers Only

You can lift any of the input and/or exit rollers up where heavily printed areas of your envelopes may be smudged by running under the rollers. Lift the roller slightly and it will lock in place away from the conveyor belts.

**Note:** To assure the envelopes travel properly through the stacker, they must pass under at least two of the rollers.

### Jams

If envelopes jam in the stacker, the breaker switch will automatically shut the stacker off. DO NOT press the power switch. With the stacker off, clear the jam and any remaining envelopes that have not dropped into the catch tray. Wait 1 to 2 minutes before pressing the reset switch. The stacker will turn back on automatically when you press the reset switch.

## Using the Ink Dryer - Printers Only

1. Lift and rotate one of the rollers on the input roller assembly so that it will hold down the mailpieces as they exit from the input roller assembly. This will prevent the ink dryer fan from blowing the mailpieces up off the conveyor, causing papers jams.
2. Position the ink dryer as far to the left (closest to the input roller assembly) as possible.
3. Allow the dryer to warm up for a brief period (about 15 seconds) before running printer material through the stacker.
4. Increase the speed of the conveyor belts by one unit (for example, if you would normally run the job at a speed setting of 3, increase the speed to 4).

5. Allow as much drying time as possible before touching the printed mailpiece after it exits the ink dryer.



**Caution:** Avoid contact with the surface of the ink dryer at all times when in operation. Keep the air intake vents on top of the dryer free of obstruction at all times. DO NOT operate the dryer except in the presence of an operator. Turn the dryer off immediately when not in use or if the conveyor belts stop moving for any reason.