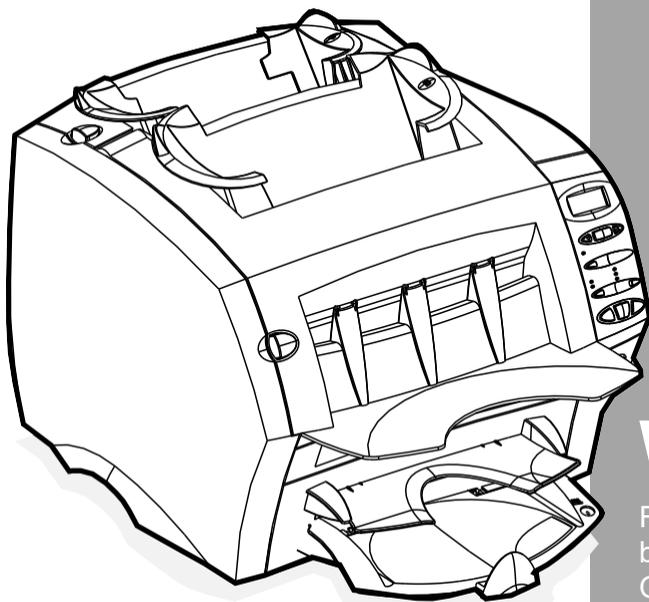


Read this first...

Quick Install Guide

OfficeRight™ Mailer



Welcome

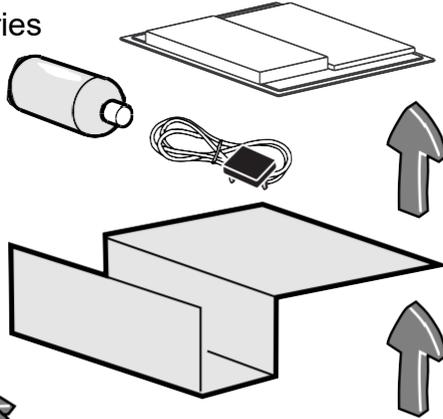
Follow the steps in this booklet to install your OfficeRight™ Mailer.

If you have purchased the optional second sheet feeder, unpack and position it on the desktop **BEFORE** following these instructions.

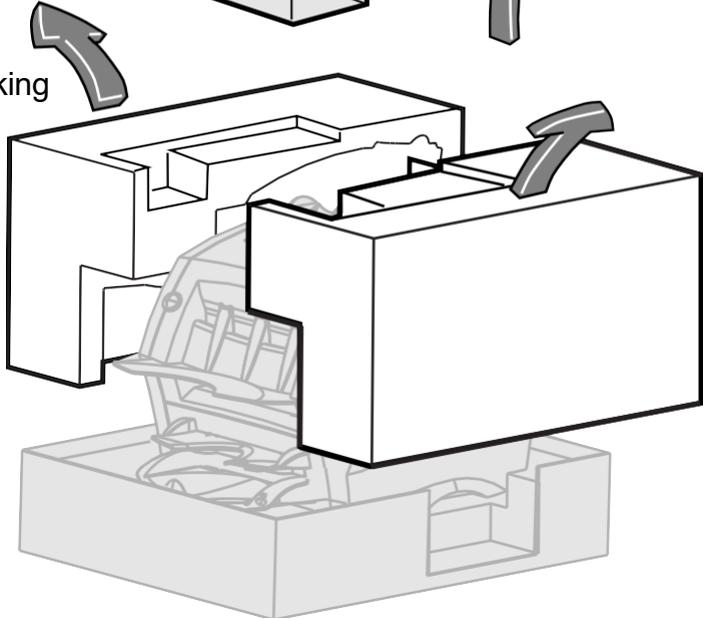
 **Pitney Bowes**

step 1. unpack

a. Lift out the accessories and put safely to one side



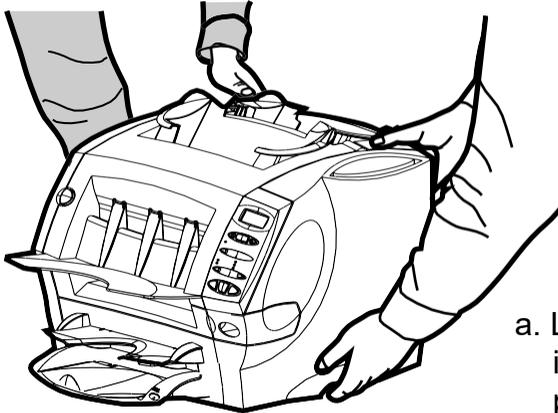
b. Remove card and foam packing



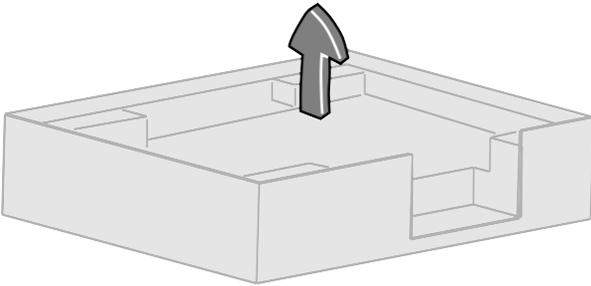
You should have the following accessories:

- Sample paper and envelopes (test material)
- Bottle of EZ-Seal®
- Power Cord

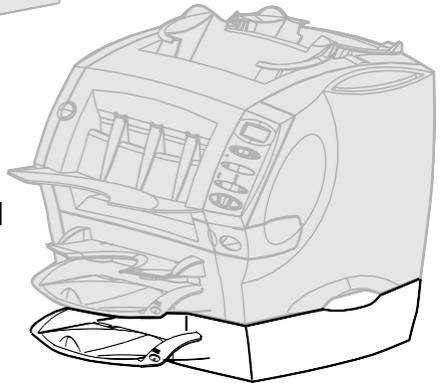
step 2. locate



- a. Lift the machine by its handles and place onto the desk
See 'Safety' below



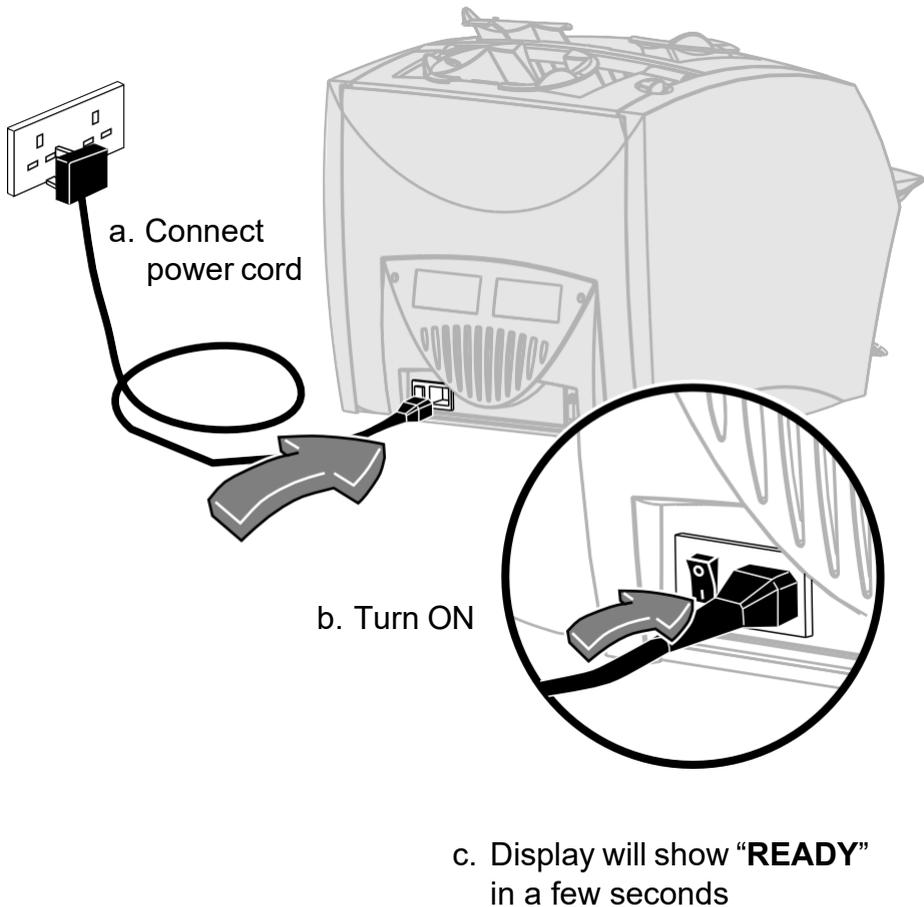
- b. If you have the optional **2nd Sheet Feeder**, position the machine onto the feeder now



SAFETY

- Lift the machine only by its lifting handles.
- Lift correctly (bend knees and keep back straight).
- The machine weighs about 17kg (38 lbs). We **strongly recommend** you obtain help to lift it.

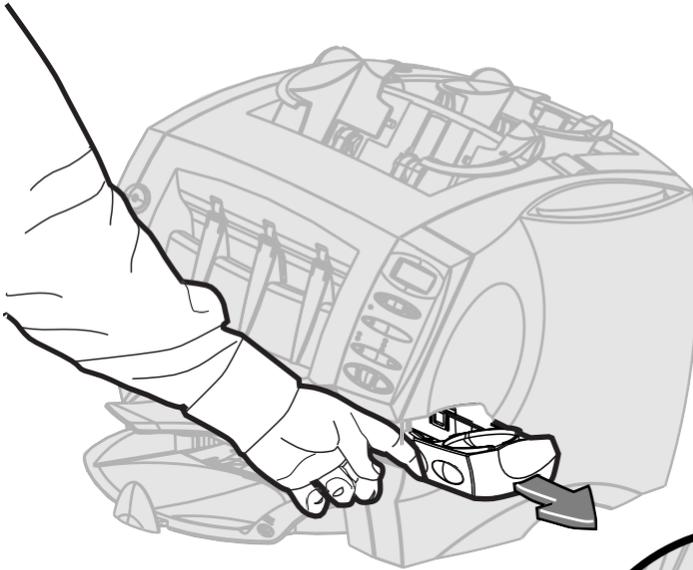
step 3 ■ connect and turn on



SAFETY

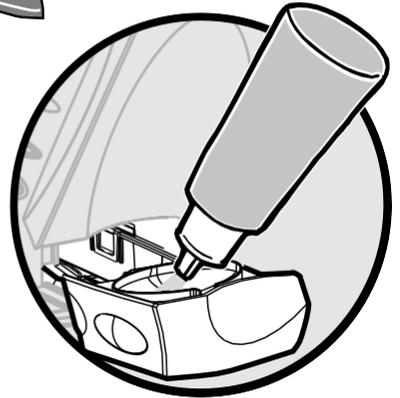
- Locate the machine close to a power socket.
- Use the power cord supplied.
- Full safety/connection information is given in the OfficeRight™ Mailer Operating Guide.

step 4. fill moistener



a. Slide moistener open

b. Fill with EZ-Seal®.
Use the entire
bottle supplied.



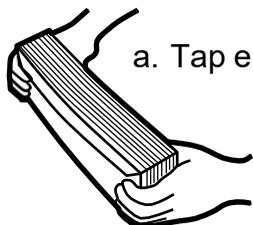
c. Slide moistener closed

The moistener takes about 5 minutes to become fully wet and ready for use.

Continue with the steps in this booklet in the meantime.

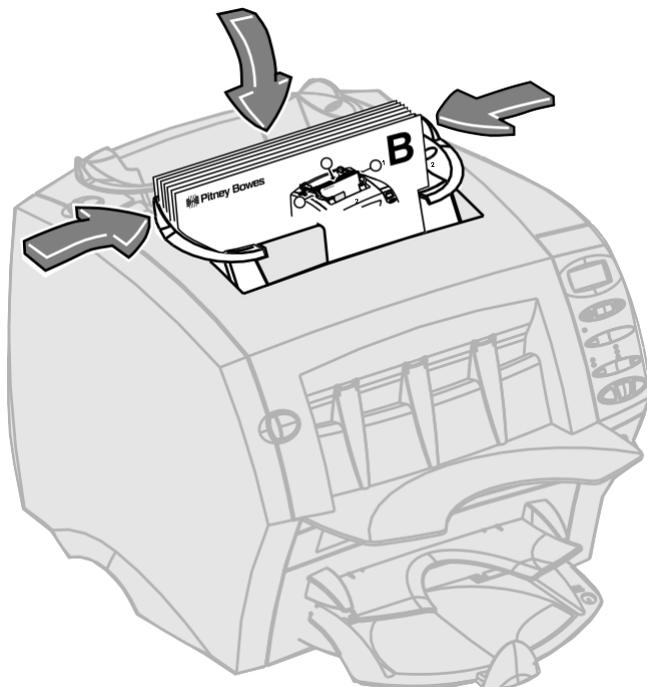
step 5. load envelopes

We've included test paper and envelopes so that you can practise using the machine and check it's working OK...



a. Tap envelope stack to align edges

b. Place envelopes in feeder **B**



c. Slide side guides to control envelopes

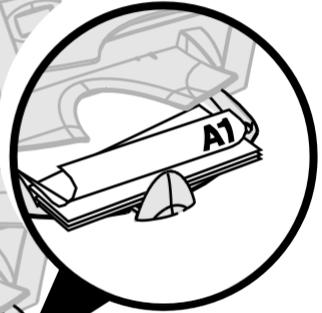
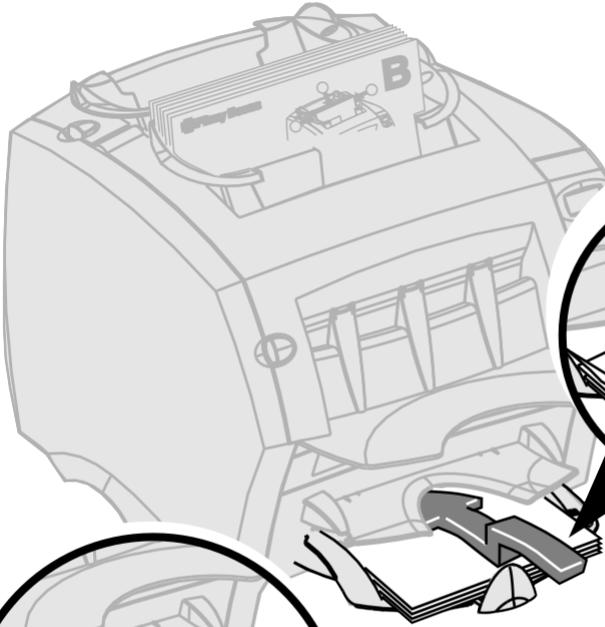
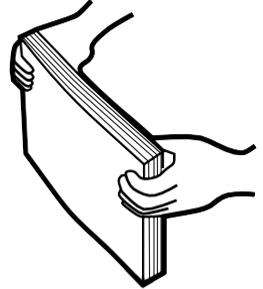
Use test envelopes, marked with the letter **B**.

Load envelopes right way up and facing you.

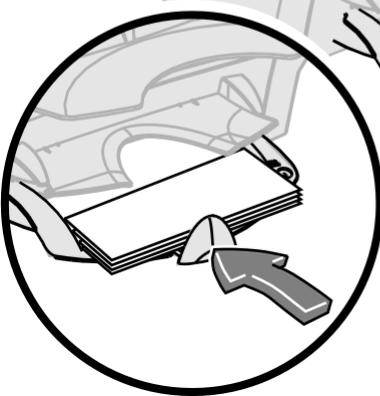
Slide guides until they just touch envelopes, but do not restrict envelope feed. Use blue handles at rear of guides when moving them.

step 6 ■ load sheets

a. Tap stack to align edges



b. Place sheets in feeder **A1**,
FACE DOWN and
BOTTOM EDGE FIRST



c. Push backstop fully in
until it stops

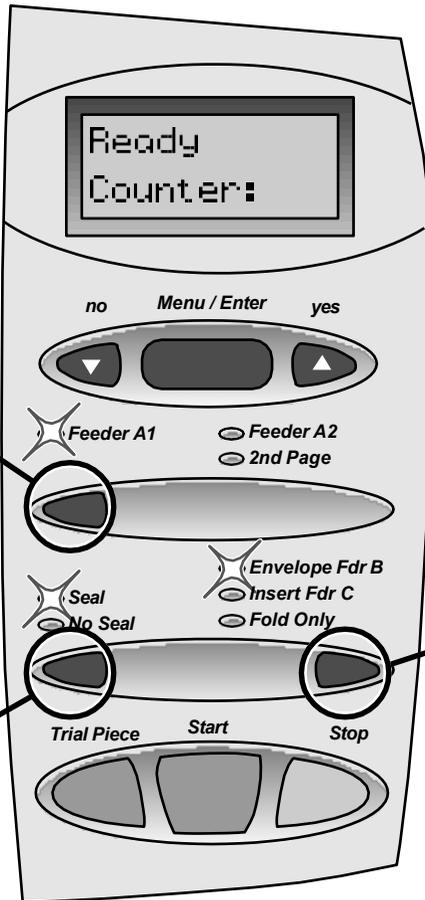
Use test sheets, marked with **A1**.

Sheet Feeder **A1** is used for sheets that need folding.

Always load sheets **Face Down** and **Bottom Edge First**.

step 7 . setup

a. Repeatedly press button until only **Feeder A1** lights green

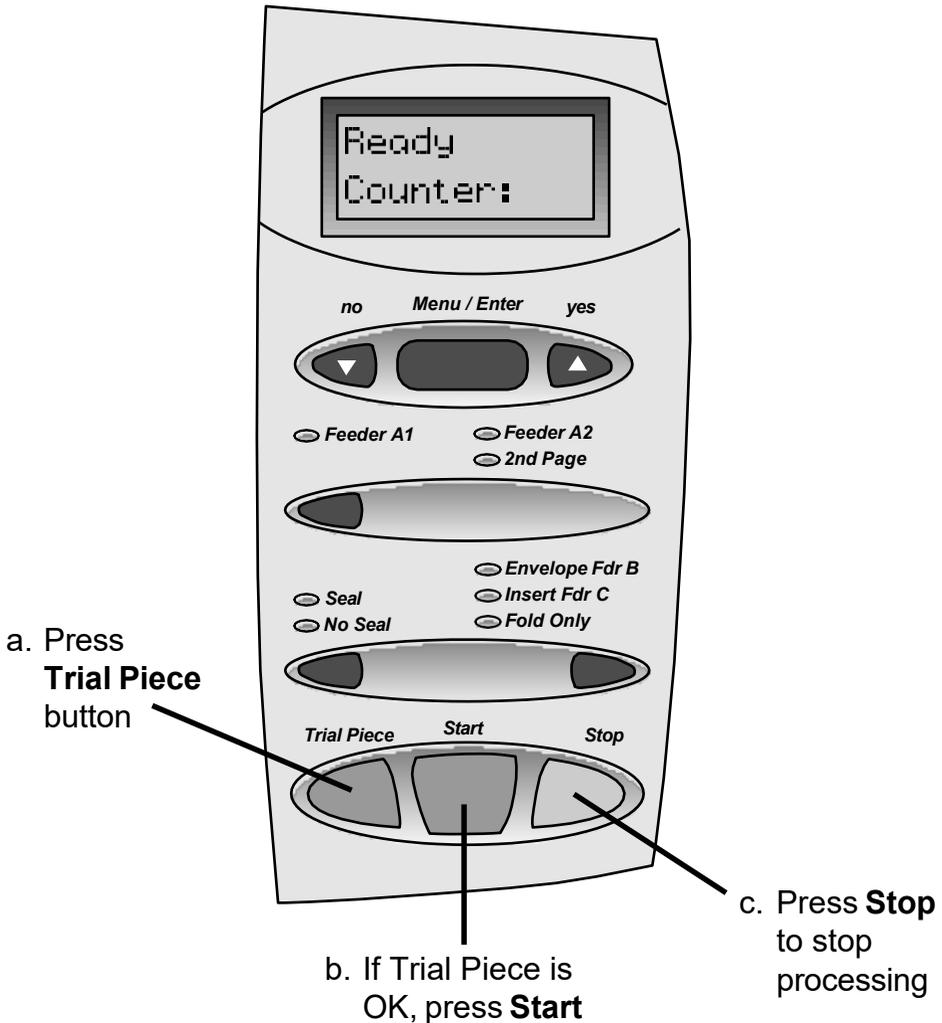


b. Repeatedly press button until only **Envelope Fdr B** lights green

c. Repeatedly press button until **Seal** lights green

A **green** indicator shows that a feeder or function is selected. Repeatedly pressing any of these buttons steps through the options available on your particular machine.

step 8 ■ run test job

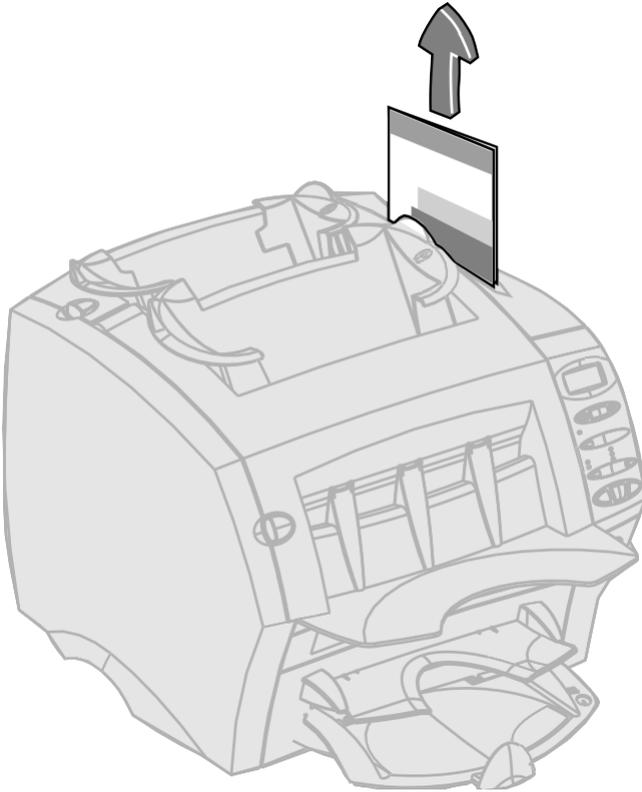


The **TRIAL PIECE WILL NOT BE SEALED**. This is normal, so that you can check the contents.

The counter will show the number of items processed.

step 9 ■ congratulations!

Your OfficeRight™ Mailer is now ready to use



This Quick Install Guide allows you to unpack and test the machine in the shortest possible time.

The **Operating Guide** fully explains how to use your new system. It's located in a slot in the top right hand cover of the machine.

Problems?

- If you experience any problems installing your equipment, refer to the Troubleshooting section in the Operating Guide supplied with the machine.
- Further help is available from our support website at:

<http://www.pitneybowes.com/uk/support>

- You can also telephone one of our specialists for advice on:

UK: 08444 992992

Rep of Ireland: 01 4608 700

Supplies

EZ-Seal® solution and envelopes can be ordered directly from Pitney Bowes.

by phone... **UK: 08444 992992**

Rep. of Ireland: 01 4608 700

or online... **UK: www.pitneybowes.com/uk**

Rep. of Ireland: www.pitneybowes.com/ie



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