

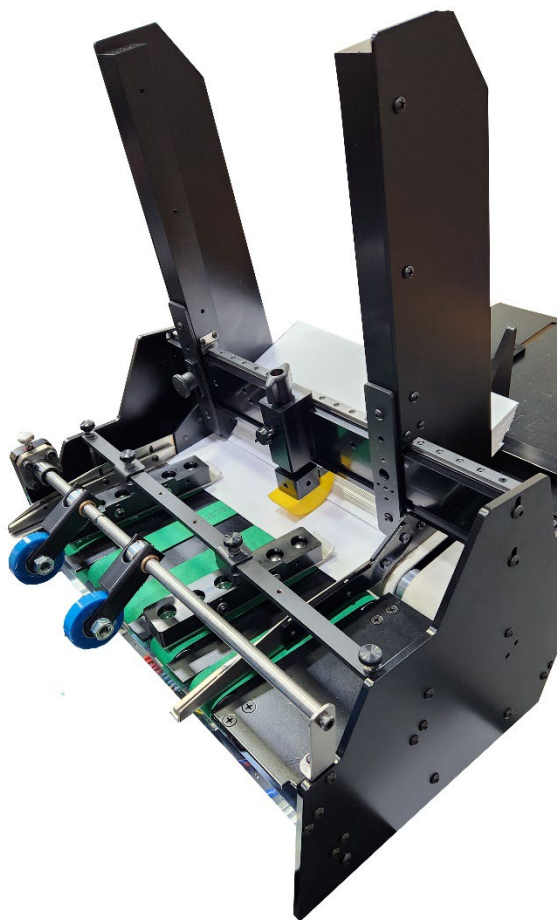


## Setting Up the Feeder

### Version A Feeder

This document describes the best practices for setting up your version “A” feeder for proper feeding and quality output.

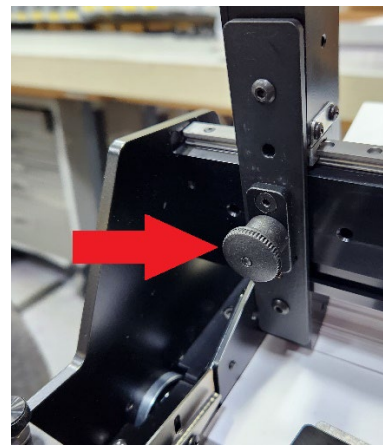
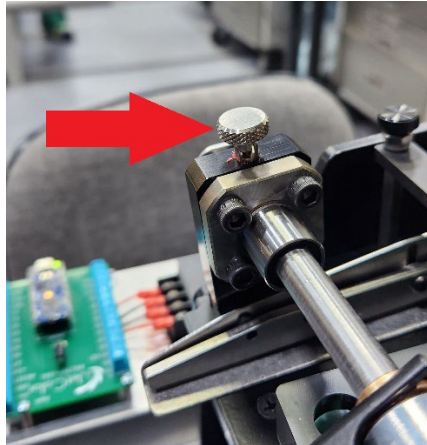
Version A feeder. – To determine if you have a version A feeder take a look at the picture below. If your feeder looks like this, then you have feeder version A.



This feeder has an alignment section (green belts) that will drive the envelope against the non-operator side edge guide. This will help to straighten the envelope before it is fed onto the blue belt. Setting the feeder up properly is important to get consistent and straight feeding. Follow this step by step guide to get the best feeding.

## 1. Set non-operator edge guide

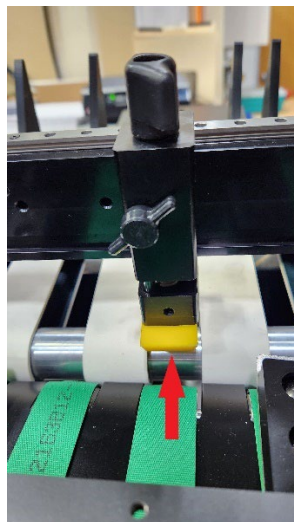
- 1.1. Select the proper position for the edge guide. There are two spring loaded positioning pins that need to snap onto the associated holes in the shaft and the feeder bar.



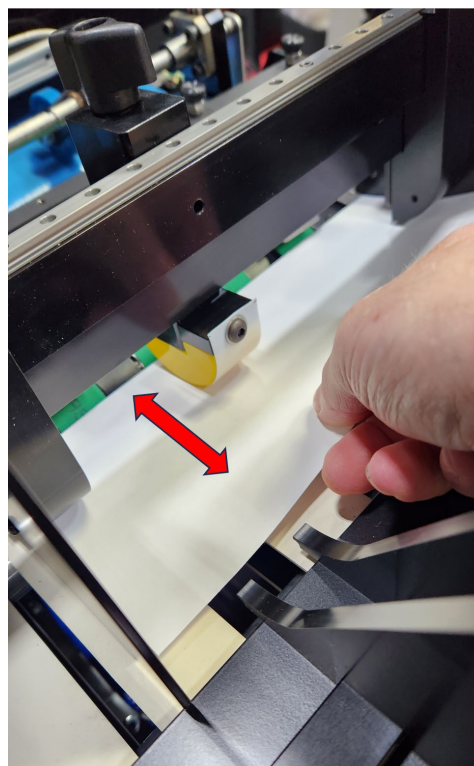
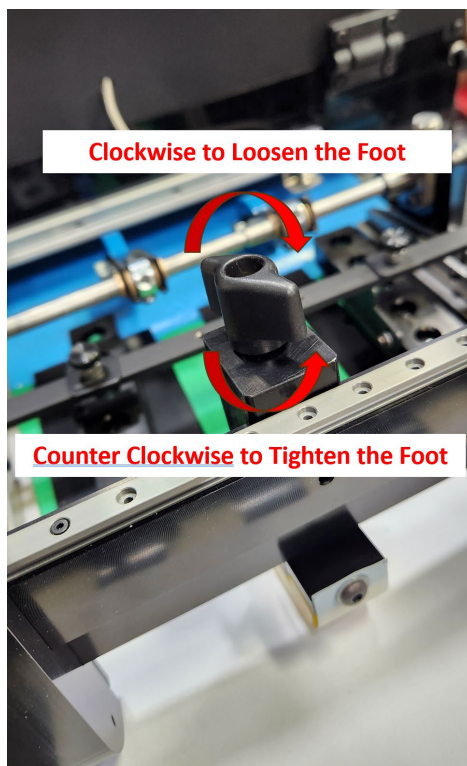
Lift the pin and give it a quarter turn to hold the pin in the up position, slide the guide to the proper location, turn the pin back and move the guide back and fourth slightly so that the pin pops into the groove and hole. This will lock the guide into place.

## 2. Set the separator foot position and tightness

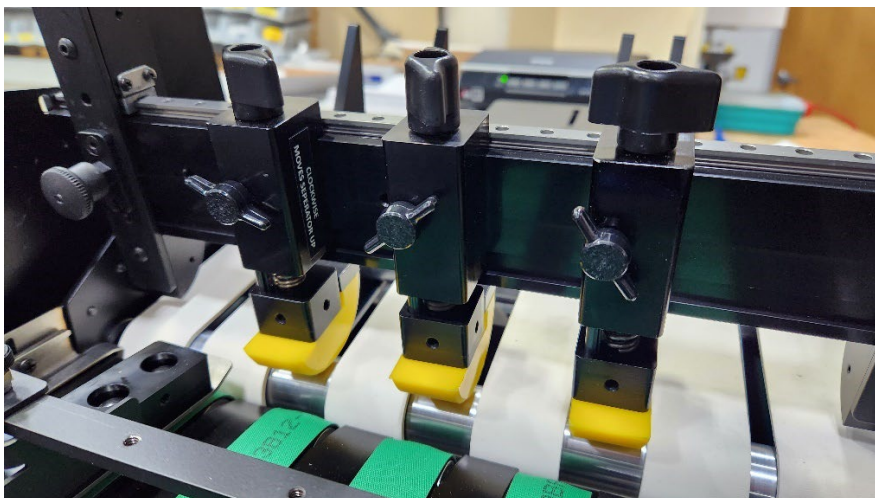
- 2.1. Make sure the separation foot is *between* the belts and not attached so that it is on top of a belt. Most feeder versions will only allow you to mount the separator foot between the belts.



- 2.2. Slide one envelope under the separation foot. Adjust the squeeze on the envelope so that you can start to feel some friction while pulling the envelope in and out.

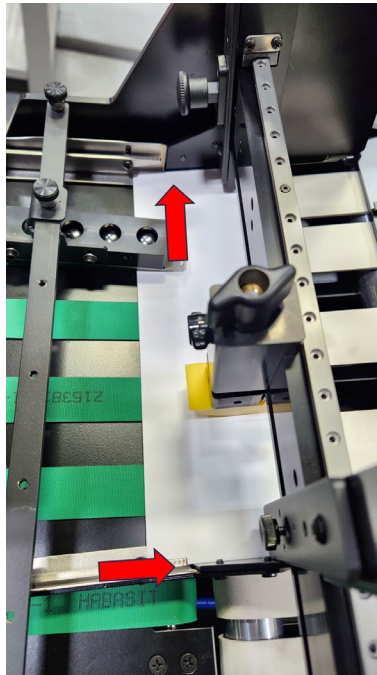


- 2.3. If necessary, some feeders have three positions for the separator foot, you may move it to any of the three positions that best centers the foot on the envelope size you are running. You can move the separation foot to the proper position to achieve this.

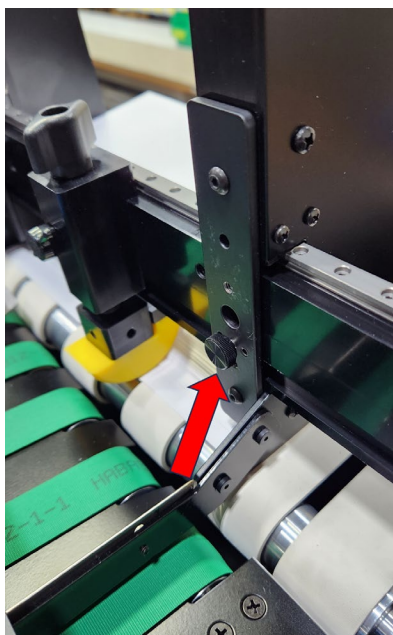


### 3. Set the operator side edge guide

- 3.1. Slide one envelope under the separator foot and past the start of the silver edge guide. Slide the envelope against the non-operator edge guide. Move the operator side guide to the edge of the envelope, then move it back 1/16 inch so there is a small gap between the side guide and the envelope.



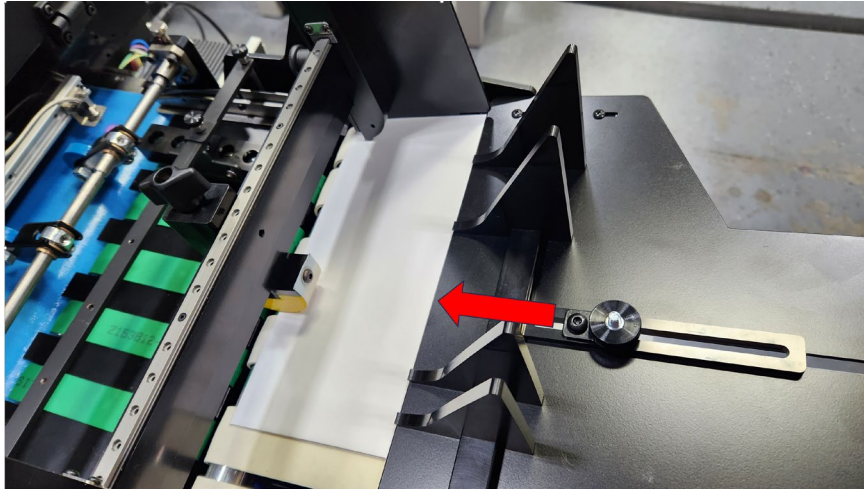
- 3.2. Tighten the locking screw to make sure the guide does not move while printing.





#### 4. Set the pile wedge

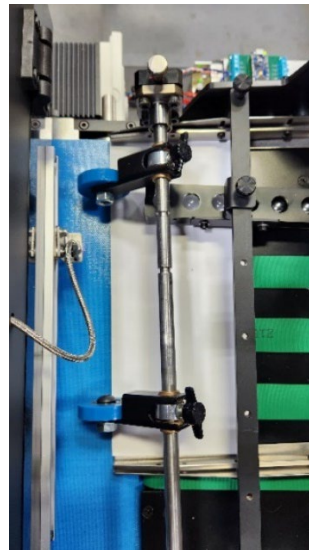
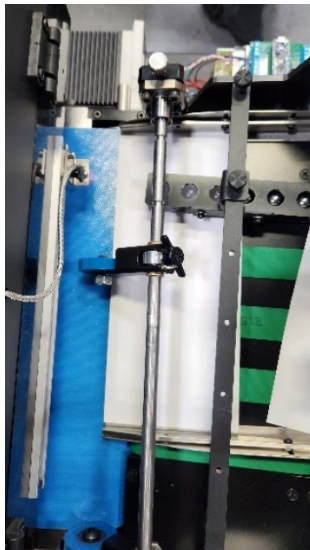
- 4.1. With one envelope inserted in the feeder slightly under the separator foot, move the wedge forward so that it is just touching the back of the envelope.



- 4.2. Note that the position of the wedge can affect how well the sheets are separated and fed. At times you may be required to move the wedge forward or back a bit to achieve the best feeding.

#### 5. Set the blue transfer wheels

- 5.1. The blue transfer wheels help to transfer the envelope from the feeder onto the blue belt. You may use one or two depending on your envelope size.
- 5.2. If using one, try to get it relatively centered on the envelope. If using two keep them evenly spaced from each edge of the envelope.



- 5.3. If you are using two wheels, try to get the squeeze comparable on each wheel. The squeeze can be adjusted by loosening the screw slightly, rotating the hub, and then tightening again.



**Printware****6. Set Feeder speed**

6.1. Using the speed control knob, set the feeder speed to closely match the speed of the blue belt. While envelopes are feeding, you should see a smooth transfer from the feeder to the blue belt. If you see the envelope being pulled quickly from the feeder, you need to speed the feeder up. If there is not at least ½ inch gap between the envelopes on the blue belt, the feeder speed needs to be turned down.

