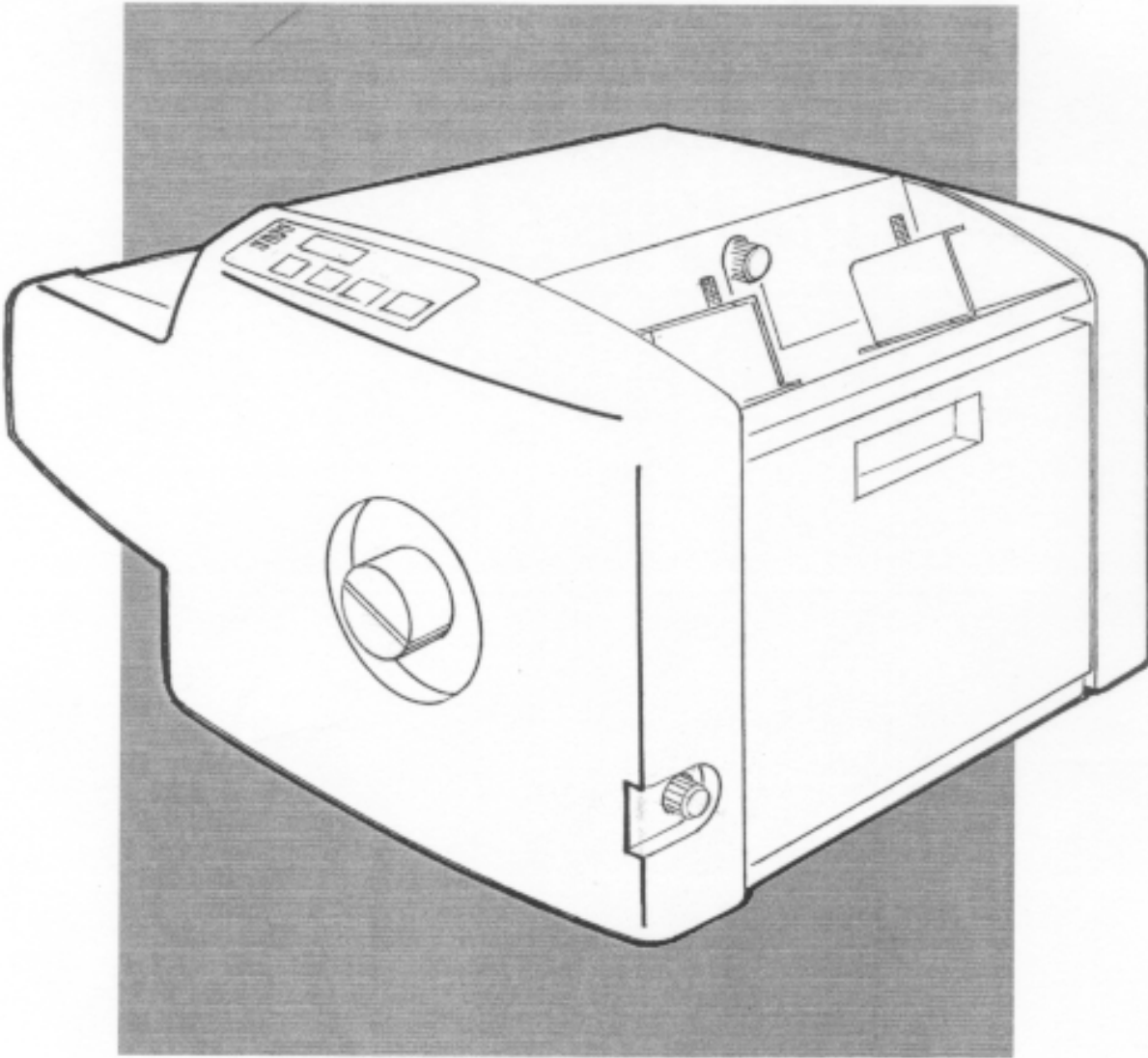


InfoSeal 3600

FOLDER SEALER



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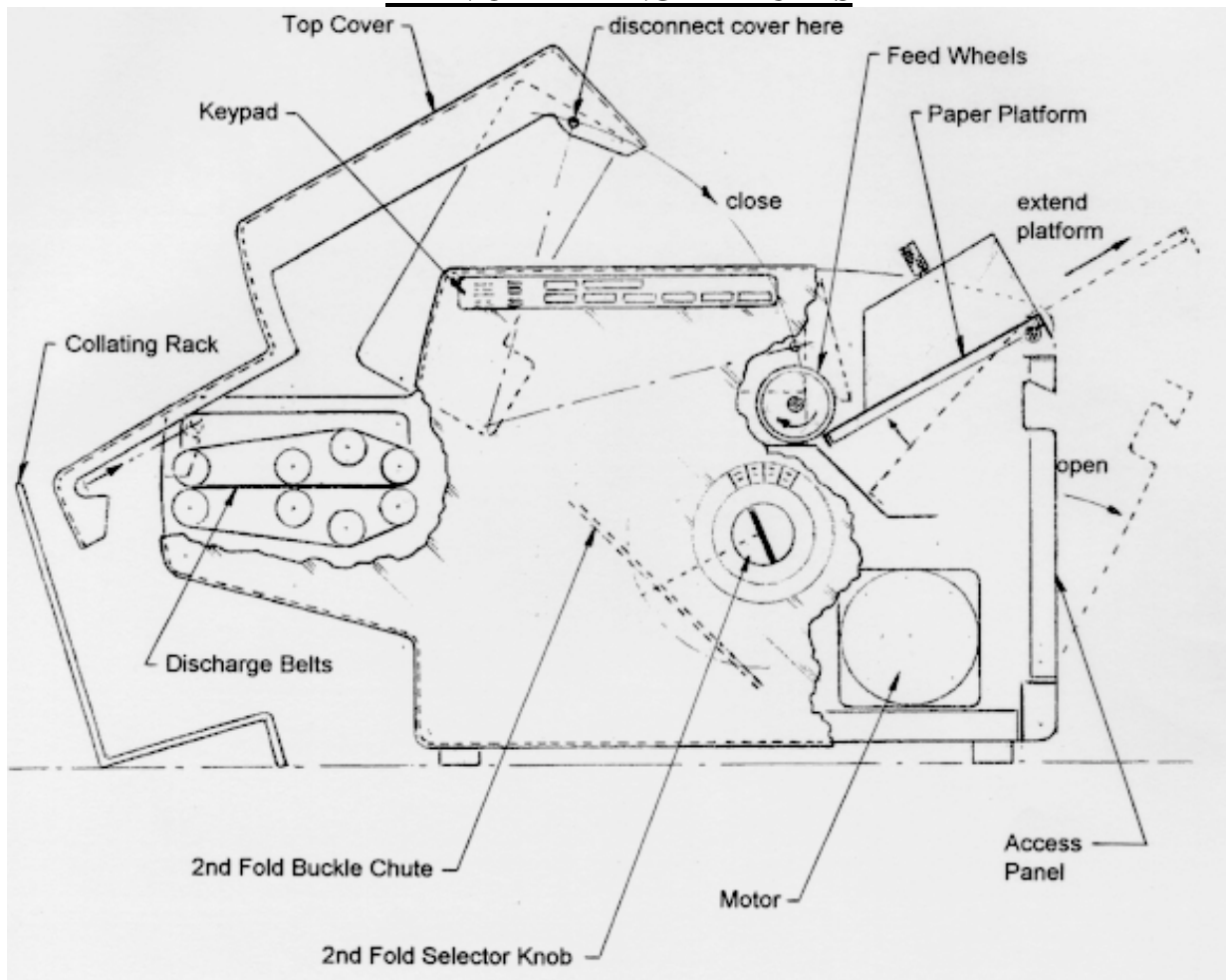
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MAIN OPERATING FEATURES



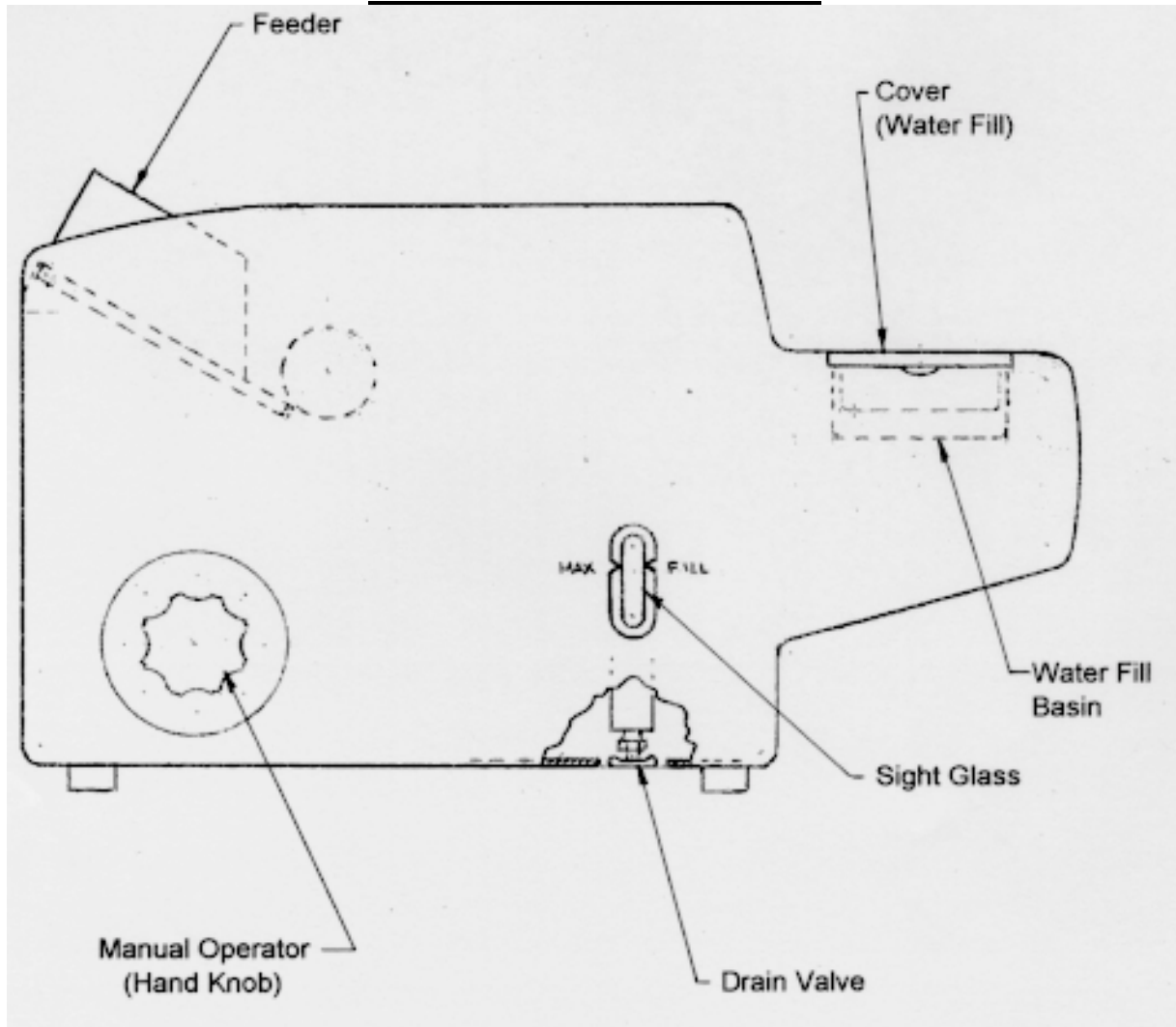
OPERATOR SIDE

Shown with Top Cover in the open position

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MAIN OPERATING FEATURES



WATER FILL SIDE

Shown with Top Cover in the closed position

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SETUP

Refer to Main Operating Features on page nos. 3 & 4

1. Set the first fold position for the paper size desired, 11", 14", and fold pattern, C, V, or 1P-2W (one part-two way). The fold position is selected using the knob provided at the end of the buckle chute. Refer to Setting the First Fold.
2. Connect the electrical power cord to the receptacle (socket) located on the machine enclosure panel under the Paper Feeder.
3. Connect the other end of the power cord to a grounded 115 volt tri-prong outlet.
4. Open the hinged Water Fill Cover (door) located in the machine cover opposite the Operator Side. Pour tap water into the basin located under the Water Fill Cover. Water level in the tank may be monitored using the sight glass provided.
Caution: Do not overfill.
Observe the "Max Fill" level shown at the sight glass.
5. Locate the main power toggle switch adjacent to the power cord receptacle on the machine enclosure panel under the Paper Feeder. Move the switch to the "On" position.
The operator keypad (control panel) will now be illuminated.
6. Adjust the Side Guides on the Paper Platform to suit the paper chosen. Refer also to "Loading Paper" (page no.7).
7. Load paper onto the Paper Platform. **Note: 250 sheets maximum.** Be sure to position the stack of paper under the rubber feed wheels and against the angled "stop face" under the wheels. Pull out the Platform Extension to provide additional support when using 14" (legal size) paper.
8. Set the second fold adjustment for paper size and pattern selected for the first fold. Refer to Setting Second Fold (page no. 13)

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9. Observe the Operator Keypad (control panel). The following should be displayed.

<i>Paper Fault</i>	off	<i>Setup/Single Sheet</i>	off
<i>double sheet</i>	off	slow	off
<i>add water</i>	off	<i>fast</i>	off
<i>warm up</i>	off	<i>fold only</i>	off
<i>ready</i>	on	<i>stop</i>	on
counter window	0	(zero)	

10. To check the water pump function:

Close the Top Cover. The pump can be heard running.

Press the "fold only" button and observe the keypad. The status indicator should now be illuminated and the pump will turn off.

Press the "fold only" button again and the pump will run.

Press the "fold only" button several times to observe the pump response.

Note: The "fold only" status indicator is **not illuminated** when the pump is running.

The pump runs intermittently during normal operation, 1/2 minute on and 1-1/2 minutes off.

11. Press the button labeled "Setup/single feed" to run a single trial sheet through the machine. This should be done each time you change paper weight. Examine the folded sheet for proper fold positions. Adjust the fold positions if required. Refer to Fold Selection (page no. 13).

Run a second trial sheet through the machine to verify settings.

Note: The "Setup/single test" cycle automatically calibrates (sets) the double sheet detector for the weight of paper processed.

Refer to page no. 14 (Double Sheet Detector).

12. Place the Out Feed Tray at the output end of the machine to collect and stack the processed forms.

13. Press the "reset" button to set the counter to zero.

14. Press either of the two run buttons, "slow" or "fast" to begin processing forms.

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CONTROL PANEL

The Operator Keypad is located in the top face of the operator side cover and consists of the following features:

- 6 Operating buttons
- 1 Counter reset button
- 5 Illuminated status indicators
- 1 Four digit number display window

Note: The Operator keypad will not function with the Top Cover or Motor Cover open

<u>BUTTON</u>	<u>FUNCTION</u>
<i>Reset counter</i>	Sets the counter to zero
<i>Setup/single sheet</i>	Provides one machine cycle and calibrates double sheet detector
<i>slow</i>	Starts a continuous machine cycle at a speed of 2700 sheets per hour
<i>fast</i>	Starts a continuous machine cycle at a speed of 3600 sheets per hour
<i>fold only</i>	Turns off the Water Pump
<i>stop</i>	Stops the machine after the form in process exits the machine.
<i>double on/off</i>	Activates or disables double sheet detection

<u>STATUS</u>	<u>DISPLAY</u>	<u>RESULT</u>
<i>Paper Fault</i>	Illuminated	Machine stops
<i>double sheet</i>	Illuminated	Machine stops
		Blinking Indicates double sheet detection disabled
<i>add water</i>	Illuminated	Machine does not stop but needs attention
<i>warm up</i>	Illuminated	Machine will not run until time delay is exhausted
<i>ready</i>	Illuminated	Warm up light goes out and machine is ready to run in any mode

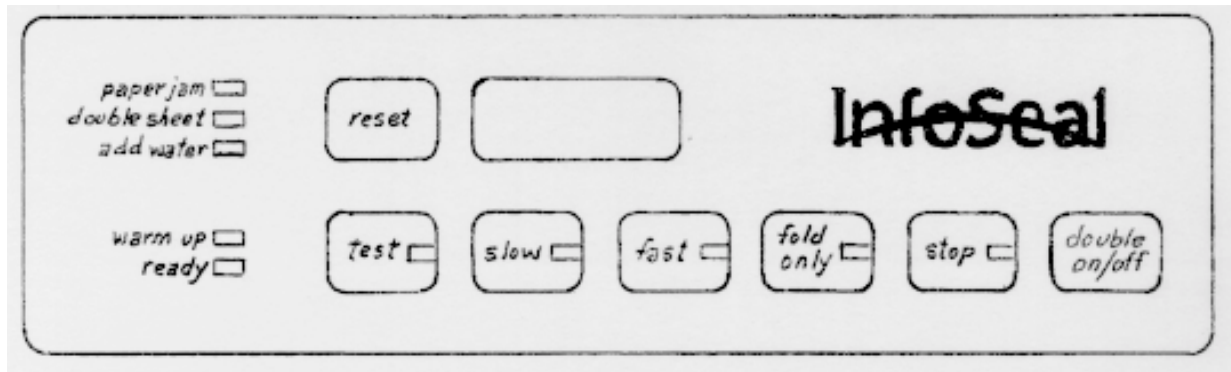
Counter Window Displays cumulative total of forms run - until reset

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CONTROL PANEL

(Keypad)



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LOADING PAPER

Refer to the illustration on page no. 10

Load paper with adhesive side face up and the three adhesive tabs as the lead edge into the folder sealer.

The Paper Platform for holding a supply of paper is located at the right hand side of the machine as viewed from the keypad side. The Platform is hinged and spring actuated to swing upward and maintain constant pressure of the paper stack to the three rubber feed wheels which advance the topmost sheet into the machine. The feed wheels are inoperative when no paper is present.

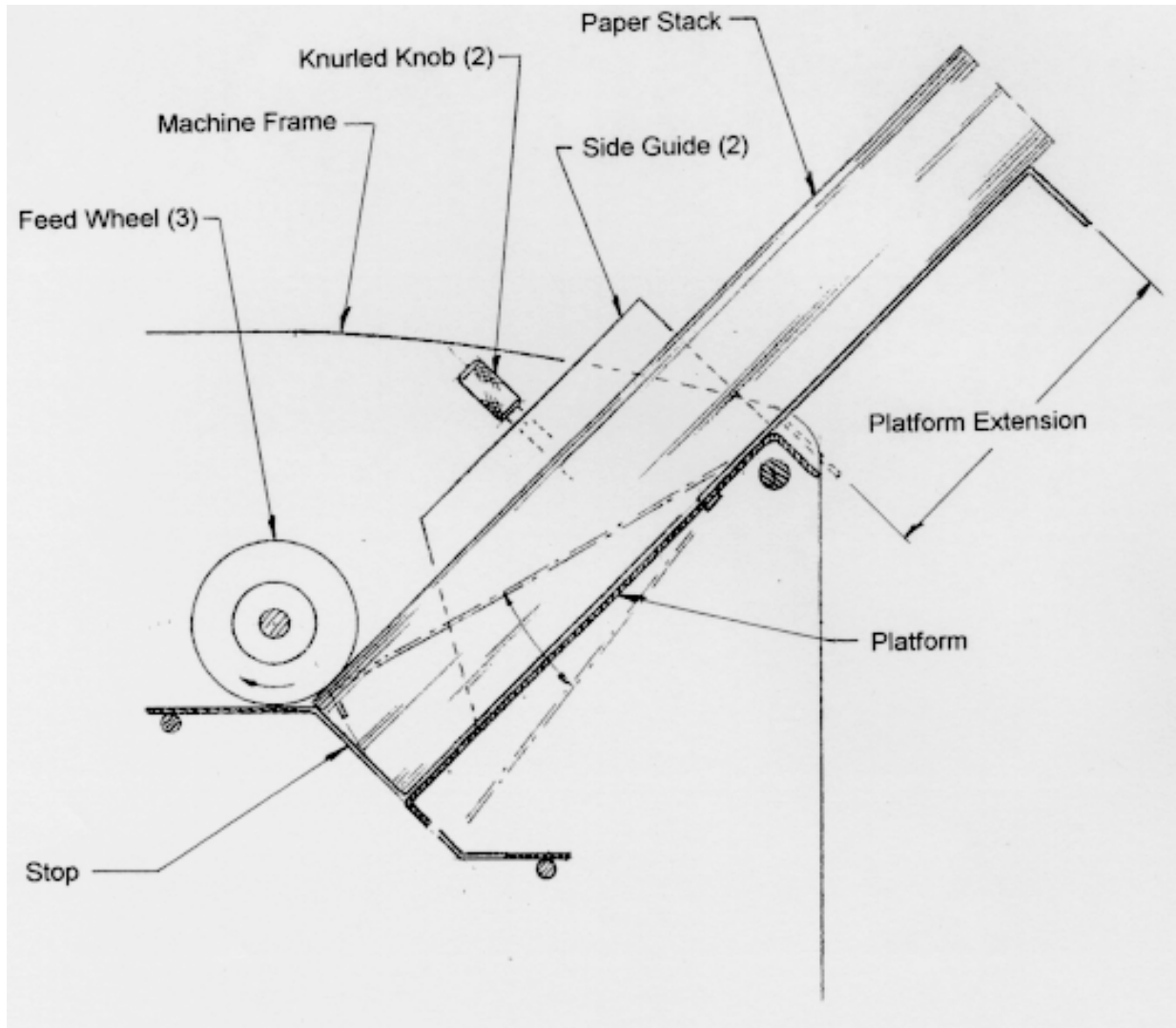
The Paper Platform contains two laterally adjustable side guides to center and precisely position forms which might vary minimally from the intended 8-1/2". The adjustment is adequate to accommodate the A4 (8-1/4 wide) form. Two Paper Adjustment knobs are provided to secure the selected position.

When loading paper, the Platform must be pressed downward as the paper stack positioned between the side guides to allow the paper to be located against the "stop" surface under the three feed wheels. Be sure the leading edge of the top sheet is flat before allowing the stack to swing upward against the wheels.

A platform extension is provided for additional support under the paper stack and is especially useful when using 14" long (legal size) paper. The extension may be easily pulled out from the back end of the Platform.

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PAPER PATHWAY ACCESS

Refer to Main Operating Features (illustration) on page no. 4

In the event of a paper jam, access to the interior of the machine is gained by lifting the Top Cover together with the attached first Fold Buckle Chute to the open position. Access to the 2nd fold Buckle Chute is provided by opening the panel (hinged door) located under the Paper Platform using the recessed hand pull. Electricity is automatically disconnected when the access panel is opened. The Control Panel (Keypad) is inoperative when the Top Cover is raised.

Closing the cover and buckle chute requires that the cover be lifted slightly at the exit end of the machine to disengage the locking slot. The chute and cover will now be free to lower into operating position.

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WATER TANK

Refer to Main Operating Features on page nos. 3 & 4

The machine contains a water reservoir with a capacity of 4.5 pints (0.56 gallons) of water.

Filling:

Lift the Water Fill Cover to expose the receiving basin. Pour tap water into the basin slowly while viewing the adjacent sight glass. Fill to the indicated MAX FILL level. Close Cover to prevent entry of small items into the Tank.

To empty:

A water drain valve is located within the bottom surface of the machine cover immediately under the sight glass. The valve handle can be found in a large access hole in the underside of the Cover and can easily rotated with the fingers to open or close.

Note:

When draining, the machine must be positioned where the drain can overhang the edge of a table or desktop. The rubber feet of the bottom of the machine are placed well inboard and will maintain stable support when the drain overhangs the table.

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SETTING FIRST FOLD

Refer to Main Operating Features on Page nos. 3 & 4

Note: The Cover need not be removed to set the first fold position. However, removal is suggested to better see and understand the components described below. The Cover can be disconnected from the Chute by spreading the flanges at the connection point to disengage the Cover from the pivot pins, then sliding the Cover toward the exit end of the machine until free of the Upper Belt assembly.

With the cover removed, a wick tank assembly can be seen running across and within the first Fold Buckle Chute.

It can be identified by a small water feed tube attached to one end on the operator side of the operator side of the machine. The wick tank contains three sets of wicks, pressure rolls, retainer plates, and Buckle Stop fingers projecting upward within the Chute. The location of the first fold is determined by the position of the Buckle Stop. Selection of the Stop position is made by rotating the First Fold Adjustment Knob located at the end of the chute. Positions for different form patterns are clearly indicated on a scale mounted on the top of the chute. **Clockwise** rotation produces greater entry of the form into the Chute. **Counterclockwise** rotation shortens entry.

SETTING SECOND FOLD

Refer to Main Operating Features on page nos. 1 & 2

The second Fold Selector Knob is located in a recess in the operator side cover of the machine (under the keypad). Selection of the fold position is made by depressing, rotating, and releasing the knob in the indicated (detented) position. It should be noted that the "V" fold position prevents the form from entering the second Fold Chute. Micro-adjustment of the second fold position can be made by rotating the second Fold Fine Adjustment Knob located in the end face of the operator side cover to the right of the keypad. **Clockwise** rotation produces **greater entry** of the form into the second Fold Buckle Chute. **Counterclockwise** rotation **shortens entry**.

Note: Fine adjustments of either fold position can be made while the machine is running (processing) forms.

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DOUBLE SHEET DETECTION

Refer to the illustration on page no. 8

The “double on/off” button on the operator keypad activates or disables the double sheet detection feature. When activated, the detection system prevents the feeding of two or more forms together from the feeder into the paper pathway.

When the system is in use and detects a “double feed” the machine stops **before** folding the “double” allowing removal from the machine in salvageable condition.

Calibration of the system is performed automatically by feeding a single form through the machine using the "Setup/single sheet" mode on the keypad. Calibration can be performed only when the system is **active** and should be done whenever a different form is run.

Alternate pressing of the “double on/off” toggles the system on and off. The system can be monitored by observing the status LED labeled “double sheet”. When the system is **active** the LED is not illuminated until a double sheet is detected. When the system is **disabled** the LED will blink continuously.

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CLEARING PAPER JAMS

Refer to Main Operating Features on Page nos. 3 & 4

Whenever paper jams occur, the machine will stop and the status indicator "paper fault" will be illuminated. It is always necessary to open the Top Cover / first Fold Buckle Chute to determine where the jam is located. Opening the Cover/Chute renders the machine inoperable.

It may be possible to free a jammed form by manually rotating the rubber feed rollers. A Manual Operator Knob is located in the cover opposite the operator (keypad) side. By rotating the knob **counterclockwise** it may be possible to reverse a jammed form out of engagement with the rollers. When a form is engaged by more than one pair of rollers the knob may be rotated alternately forward and backward while pulling the form free.

The lower wick tank may be removed to facilitate clearing jams. Before removing the wick tank, it will be necessary to remove the water collecting "gutter" mounted to the inside of the machine frame. The gutter is removed by grasping the gutter on both ends then moving forwards and up then backwards and up. The wick tank may be then removed by grasping the two protruding screws located near each end of the holder and gently rocking the holder while lifting. It is beneficial to tip the wick tank slightly upward on the end opposite the keypad as it is removed to allow residual water to drain into the collector beneath.

Note: The Gutter must be installed for the machine to operate.

With the wick tank removed, it is possible to grasp a jammed form and, together with the manual rotation of the rollers, pull it from the machine. Paper jams in the first Fold Chute are unlikely but, if encountered, can easily be seen and removed.

Any forms located in the discharge belt system when the machine stops can be advanced out of the machine by **clockwise** rotation of the Manual Operator Knob.

When a form is jammed in the second Fold Buckle Chute, it will be necessary to **first**, depress and rotate the second Fold Selector to its extreme counterclockwise position beyond the last position., and **then** open the Access Panel located under the Paper Feeder using the recessed hand pull. The jammed form will be visible in the Chute behind the motor and can be removed from the Chute by sliding it toward the floor of the machine.

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WICKHOLDER

(Vertical Glue Lines)

Refer to Main Operating Features on Page no. 4

The InfoSeal 3600 is shipped with a standard Wick Tank (2 wicks) for use with most 11” and 14” forms. The Wick Tank must be changed if One part-Two way forms are to be run. The following procedure should be used when changing the wick tank or when it becomes necessary to replace wicks.

Open the Top Cover with the attached first Fold Buckle Chute to expose the Wick Tank. A water collecting gutter is mounted to the inside wall of the machine frame opposite the operator keypad and must be removed before the Wick Tank can be lifted. The gutter may be removed by raising the end nearest the Paper Feeder slightly and then pulling toward the Feeder until free.

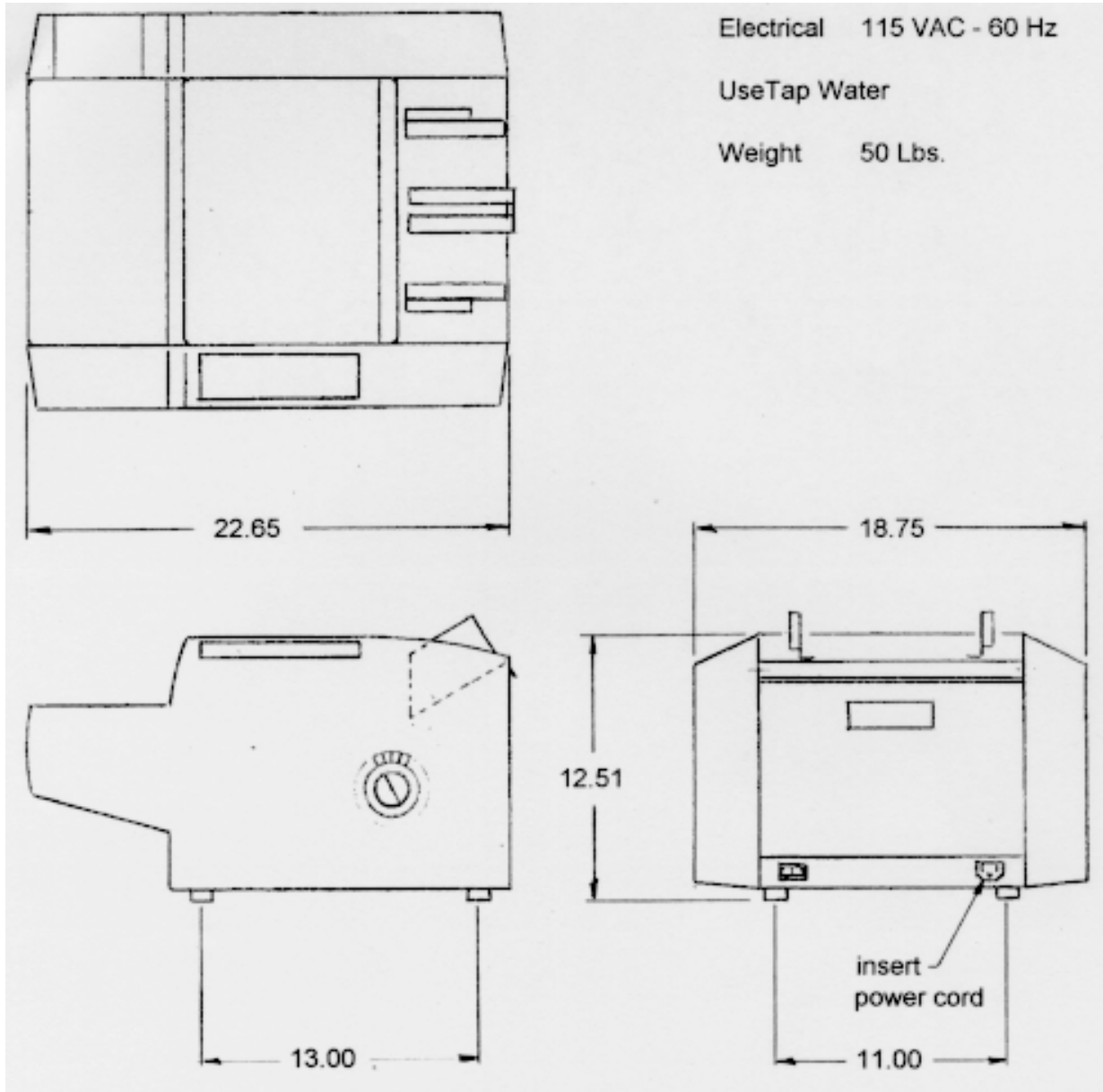
The Wick Tank is removed by grasping the two protruding screws located near each end of the holder and gently rocking the holder while lifting. It is beneficial to tip the wick tank slightly upward on the end opposite the keypad as it is removed to allow residual water to drain into the collector beneath.

The wick tank is reinstalled or replaced by centrally locating the receiver holes over the two protruding pins and pressing downward until firmly seated.

Note: The gutter must be installed for the machine to operate.

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WARRANTY