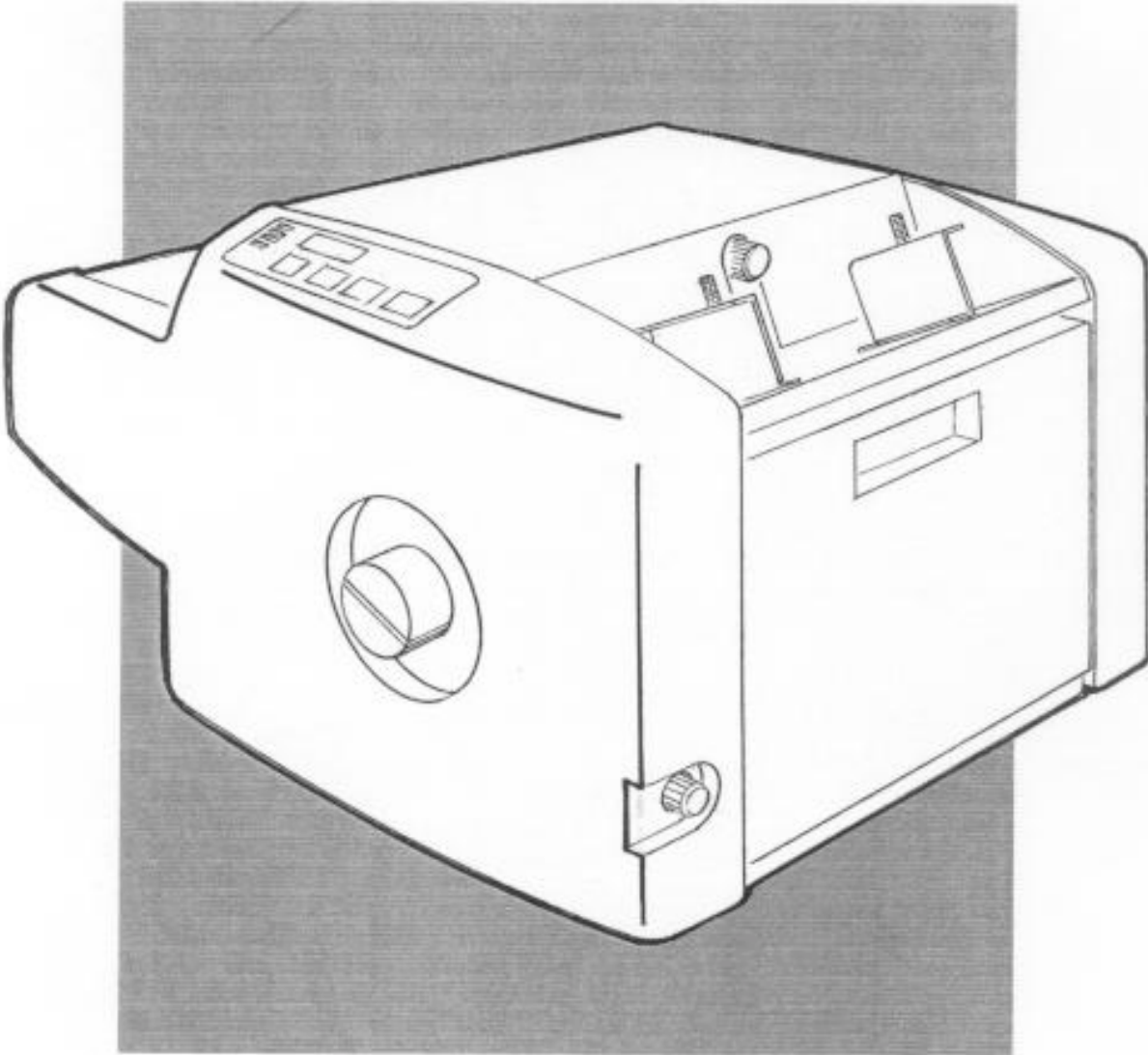


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InfoSeal 3600

FOLDER SEALER



SERVICE MANUAL

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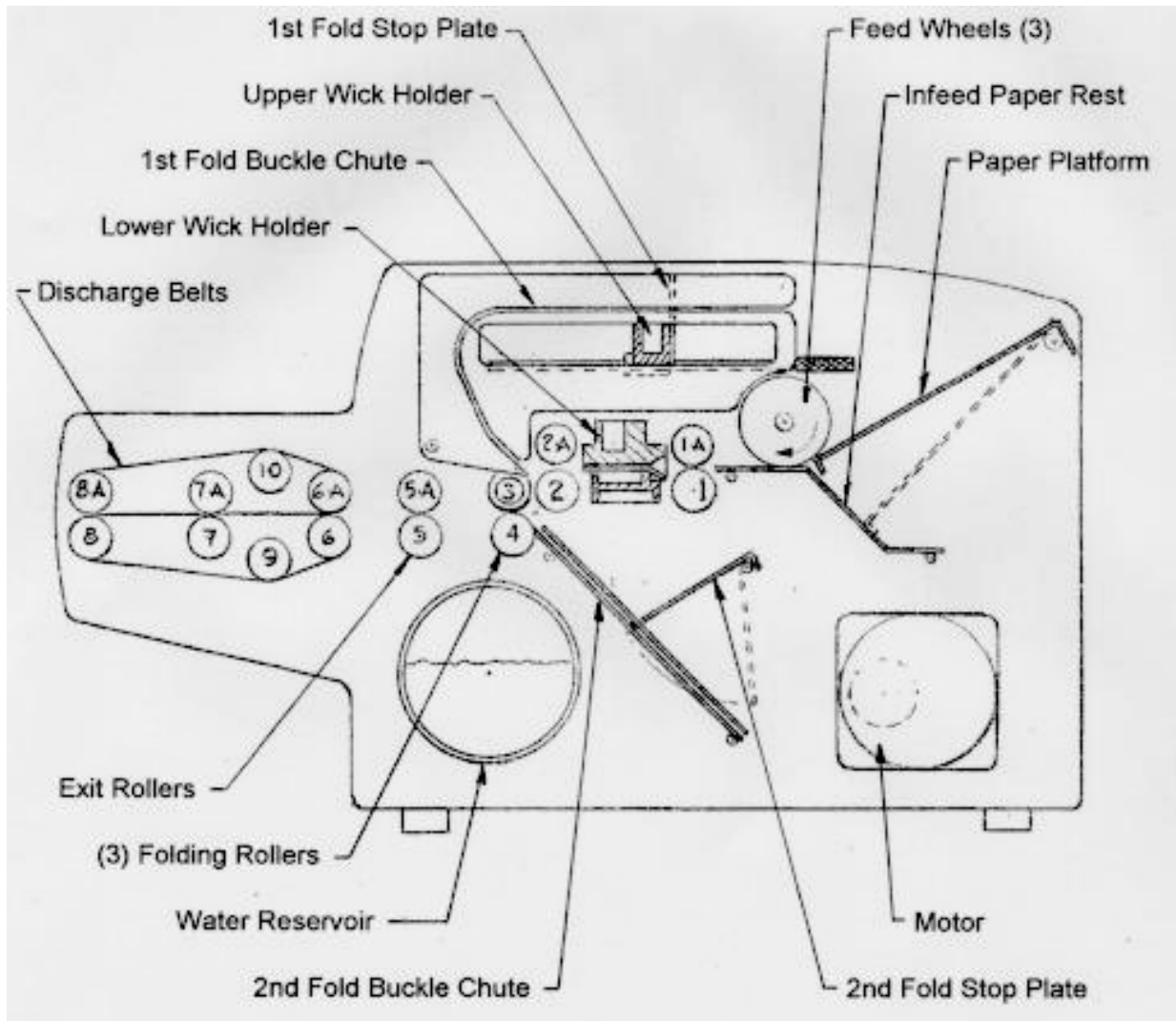
MACHINE OPERATION

The InfoSeal 3600 Folder Sealer provides rapid access to the paper pathway, easy fold adjustments, a 250 sheet feeder, and folds at a rate of 60 sheets per minute. The machine opens much like a clam-shell, when the cover (upper half) is raised, providing access to the paper pathway. The drive system is located in the bottom section (fixed half) and can be manually operated with the cover raised to facilitate clearing paper jams or cleaning rollers. The operator is protected from inadvertent start-up of the machine during manual operation by an electrical interlock system. The system also prevents water pump operation when the cover is open.

The InfoSeal 3600 employs a simple monitoring system to stop the machine when a paper jam occurs. A “double sheet” detection system is also included to prevent the feeding of two forms together from the sheet feeder into the paper pathway. The system can be calibrated to adjust for different paper weight. Calibration is accomplished from the operator keypad and is required only when changing from one paper weight to another. When a “double sheet” is detected, the machine stops before folding the “double”, allowing removal from the machine in salvageable condition.

The control panel (keypad) is the operator interface to selection of machine cycle mode; “*slow*” provides a machine cycle rate of 2700 forms per hour, “*fast*” delivers 3600 forms per hour, and “*test*” produces one (single cycle) font. “*fold only*” controls the water pump. The water pump delivers water from the reservoir to the wick system and operates at an intermittent cycle rate of 30 seconds **on** and 120 seconds **off** to maintain proper wick saturation.

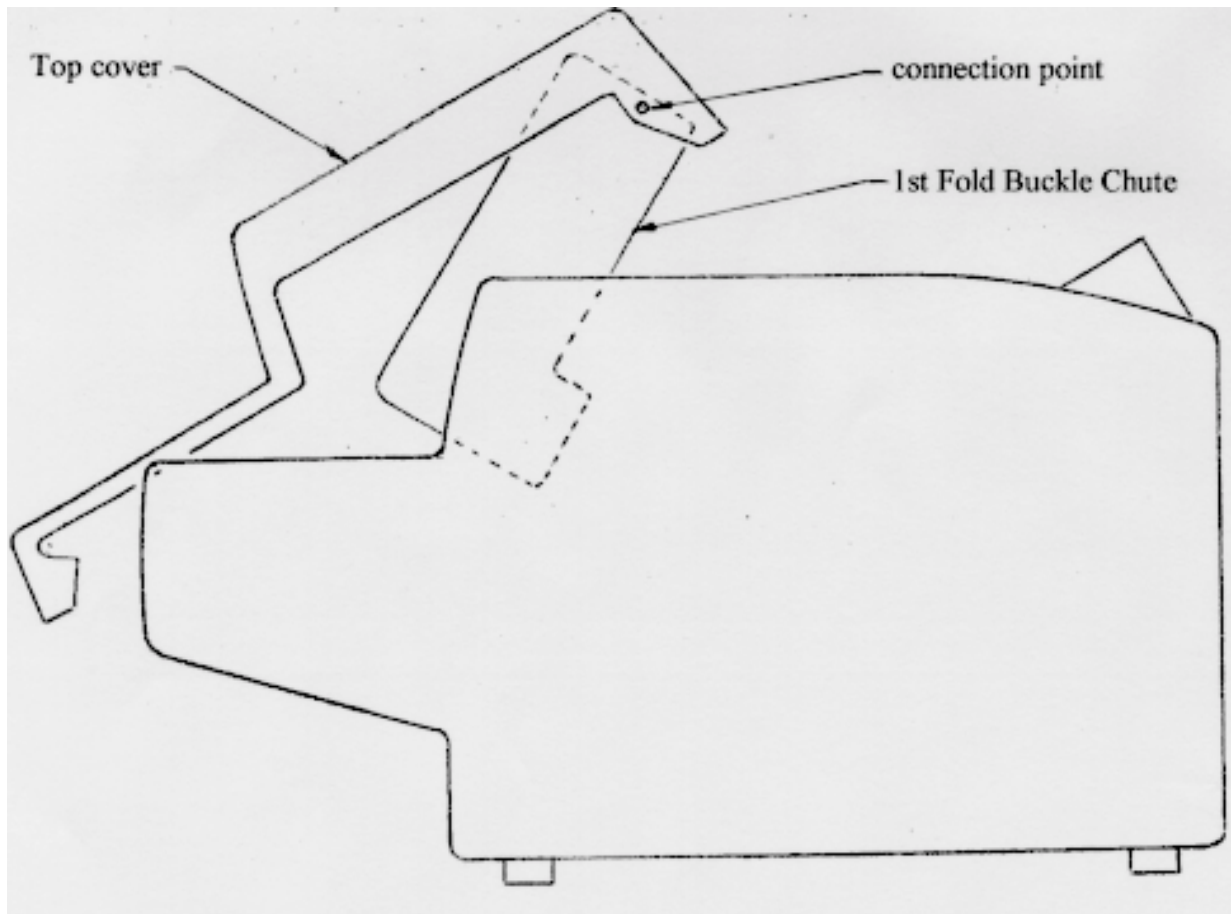
The InfoSeal 3600 provides easy adjustment of the first and second fold positions with rapid approximate positioning and subsequent fine adjustment to “zero in”. All standard fold positions are clearly marked. The "V" fold position, when chosen, automatically provides bypass of the second fold.



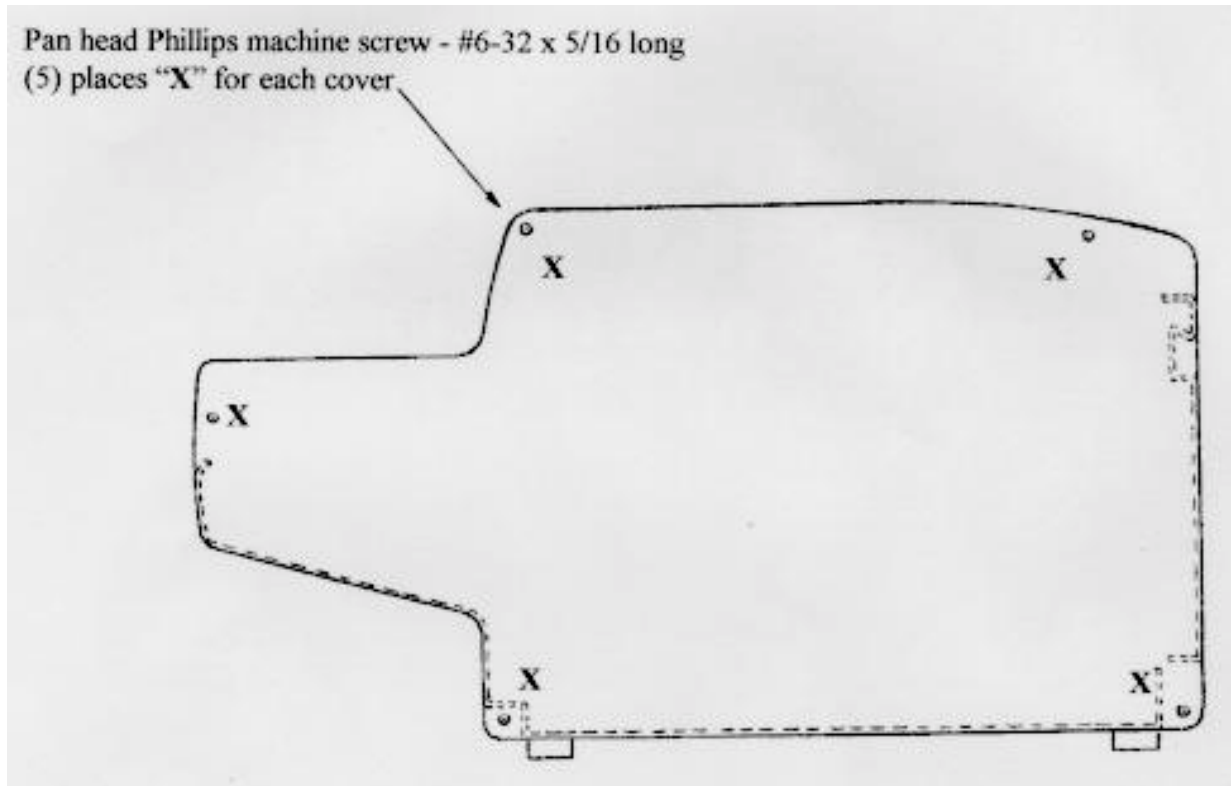
MAIN OPERATING FEATURES

TOP COVER REMOVAL

Removal of the Top (semi-transparent) Cover is necessary to make a rapid (approximate) adjustment of the first fold position. The fine adjustment of the fold position may be made without removal of the cover. If the cover must be removed, the following procedure should be used. Lift the Cover, together with the attached first Fold Buckle Chute, to its uppermost limit where it will latch in position prevent inadvertent closure. The Cover must be spread slightly at its connection (pivot) points to disengage it from the Chute. Exercise care when spreading the Cover at the connection points. The Cover may need removal when cleaning the rubber rollers or when removing paper in the event of a paper jam.



SIDE COVER REMOVAL



Removal of the machine Side Covers is necessary to allow cleaning, replacement, or adjusting of the machine components. The Covers themselves may be cleaned with mild soap and water without removing them from the machine.

Each Side Cover is fastened to the machine Side Frame with five Pan head Phillips machine screws (part # 2004). The screws are accessible from the paper pathway side (inside) of the frame. The Top Cover must be removed to have access to these screws. The sketch above indicates the location of the mounting screws.

CONTROL PANEL



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
- 1 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</i>	Sets the counter to zero
<i>test</i>	Provides one machine cycle and calibrates double sheet detector
<i>slow</i>	Starts a continuous machine cycle at a rate of 2700 sheets per hour
<i>fast</i>	Starts a continuous machine cycle at a rate of 3600 sheets per hour
<i>fold only</i>	Controls Water Pump
<i>stop</i>	Stops the machine after the form in process e3dts the machine.
<i>double on off</i>	Activates or disables double sheet detection

<u>INDICATOR</u>	<u>DISPLAY</u>	<u>RESULT</u>
<i>Paper jam</i>	Illuminated	Machine stops
<i>Double sheet</i>	Illuminated Blinking	Machine stops 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 m
Numeric Display Window		Displays <u>resettable</u> cumulative total of forms run and may also display total <u>non resettable</u> life cycles after appropriate input command

CONTROL PANEL OPERATION

Operating Modes

Power-up

Immediately after power is turned on the machine performs a check of all the status indicators and the numerical display. All indicators should be illuminated. After that, the software version is displayed. i.e., 3.13. The unit then enters normal operation.

Warm up

When the power is turned on, the machine enters a warm up state. This state is shown by the illuminated **warm up** indicator. During this time the water pump will run while the wicks are absorbing water. After the warm up time has elapsed the indicator will be illuminated. If the machine is in the **fold only** mode, this state is bypassed and the machine enters the **ready** state immediately. The warm up state may be bypassed by pressing any of the run buttons, **test**, **slow**, or **fast**. This is useful when the machine has not been off long enough for the wicks to dry.

Ready

When the machine is ready for operation the green **ready** indicator is illuminated. The folder motor will run for a few seconds to shorten the time needed for the motor reach operating speed. If a run mode is not selected the motor will shut off. The pump motor will cycle on and off to keep the wicks wet unless the **fold only** mode has been selected.

Run Modes

There are three possible run modes; **test**, **slow**, and **fast**. These modes may be selected at any time while the machine is stopped or running. The selected mode will go into effect immediately. The active mode is always indicated by illumination at the corresponding button. The **stop** button may also be pressed at any time and the machine will stop after processing any forms within the paper pathway. If a paper jam or a double sheet is detected the machine will stop immediately. The reason will be noted by illumination of the appropriate status indicator.

Test Mode

This mode is used to process (single cycle) one form through the machine. This mode should always be selected when form styles are changed to ensure that the machine is adjusted correctly. The test mode is also used to calibrate the double feed sensor. After the sensor is calibrated, an “out of range” reading will stop the machine immediately and the double feed function will be disabled. This condition is shown by a blinking **double sheet** indicator.

Slow mode

The machine will process one form at a time. Each succeeding form is fed only after the preceding form has exited the machine. If a paper jam occurs, only one form will be affected. This mode processes approximately 2700 forms per hour.

Fast Mode

The machine processes forms edge to edge with a slight gap between forms to ensure that one form does not overrun the preceding form. The throughput is approximately 3600 forms per hour. If a paper jam should occur, more than one form may be damaged.

Shutdown

After approximately 15 minutes of inactivity, noted by a blinking *warm up* indicator, the machine will enter a shutdown state. During “shutdown” the drive and pump motors are shut off. This state may be terminated by pressing any of the run buttons.

Status Indicators

The status indicators consist of several LED lights and a numerical display window which are described on page 8

Jam (illuminated)

A paper jam has occurred and the machine has stopped.. Check and clear paper pathway.

Double Sheet (steady illumination)

A double sheet has been detected and the machine has stopped. Remove the “double”, and press any run button to continue. If the machine stops repeatedly and it is determined that only one sheet has been fed, recalibrate the double sheet detector by pressing the *test* button. The detector should be calibrated whenever a new type or style of form is to be processed. The double feed detector may be disabled by pressing the *double on/off* button. When disabled, the *double sheet* indicator will blink steadily. Either status will be preserved when the machine is turned off and on. The double feed detector may be disabled automatically if the paper density is out of the sensor range. This will occur after pressing the *test* button. It may also indicate that there is something obstructing the detector.

Add Water

Indicates that the water level in the reservoir is low. If the machine is processing forms when the indication is noted, it will complete the processing of forms in the feeder. If

the machine is stopped when indication is noted, the machine will not run until water is added.

Warm Up (steady illumination)

Indicates that the machine is providing time for the wicks to absorb water. This state is bypassed when the *fold only* mode is selected.

Warm Up (blinking)

Indicates that the machine is in the “shutdown” state. This occurs when the machine has been idle for approximately 15 minutes. The drive and pump motors are shut off. Pressing any of the “run” buttons will return the machine to the “ready” state.

Ready

Machine is ready to process forms.

Test (illuminated)

The machine is processing one form to test the machine adjustments and settings. Pressing the *test* button may be considered a “single cycle” mode. This mode is also used to calibrate the double feed detector.

Slow (illuminated)

The machine is processing one form at a time continuously. A form is fed into the machine only after the preceding form has exited the machine. The throughput rate is approximately 2700 forms per hour.

Fast (illuminated)

The machine is processing forms with a slight space between forms to attain a throughput rate of approximately 3600 forms per hour.

Fold Only (illuminated)

Indicates that the operator has selected not to seal the processed forms. The water pump is off. If the machine has been running sealed forms, the wicks will still be wet, resulting in undesired sealed forms. This may be avoided by running the “dry” forms first.

Stop (illuminated)

Indicates that the machine is stopped.

Panel Buttons

Reset

Resets the numeric display of the number of forms processed. May be performed at any time. The display rolls over to “0” after a count of “9999” is reached. If the reset button is held for approximately 2 seconds, the total number of forms processed throughout it's life will be displayed. This is displayed in two steps; the first 4 significant digits and then the last 4 digits. The largest number that can be displayed therefore is 99,999,999.

Test

Feeds a single form and calibrates the double feed detector for the weight of that paper.

Slow

Selects the slow mode of operation previously described.

Fast

Selects the fast mode of operation previously described.

Fold Only

Toggles the *fold only* selection. The setting is retained when power is turned off and is restored when power is turned on.

Stop

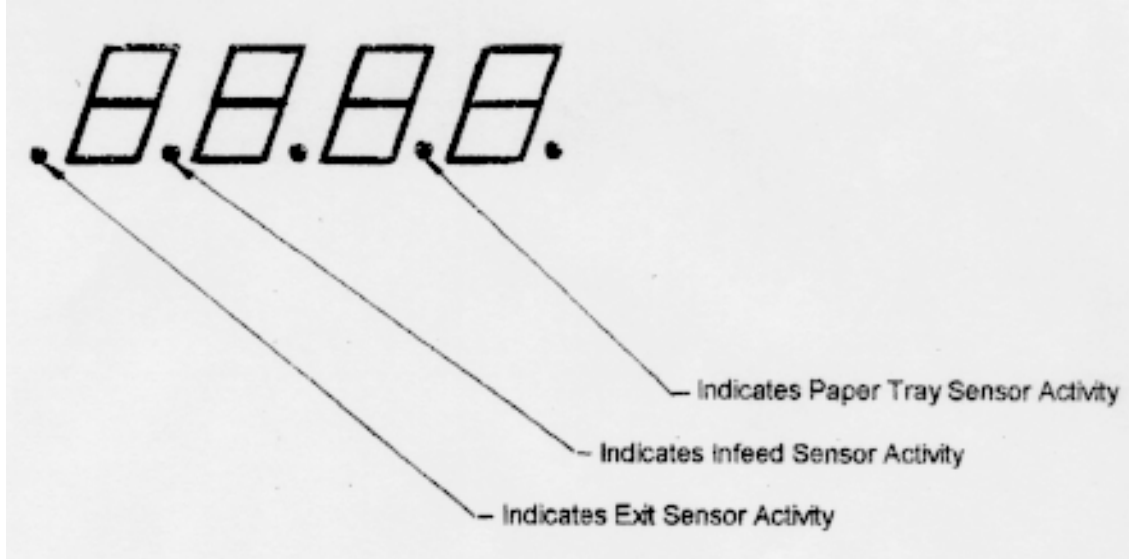
Stops the machine only after forms that have been fed are processed.

Double On / Off

Toggles the double feed detection system on and off. The *double sheet* indicator blinks when the system is **off**. The indicator is not illuminated when the system is active until a double sheet is detected whereupon the indicator is illuminated and the machine stops. The setting is retained when power is turned off and restored when power is turned on.

TEST MODES

Test mode may be entered by simultaneously pressing the *test* and *stop* buttons while the software version (3.13) is displayed in the numerical display window during “power up”.



When in the test mode the display is used to indicate internal CPU addresses and paper path sensor activity. The first two digits of the display indicate the address and the last two digits indicate the contents of that address. Address may be incremented by pressing the *reset* button and decremented by pressing the *fold only* button.

The paper path sensor functionality may also be checked in this mode. When the above indicated decimal points are illuminated, paper is present at that location. Paper may be fed manually through the machine to verify the sensor activity.

ELECTRONIC ASSEMBLY

Cable Connections

The electronic assembly used in the *InfoSeal 3600* consists of one controller circuit board, one power circuit board, and eleven cable assemblies. The power circuit board and the controller circuit board, together with the control panel keypad, are mounted to the operator side machine frame under the external cover. The cable assemblies are designated CA 01 through CA 11.

CA 01

This cable assembly has a standard tri-prong power cord receptacle (socket) mounted on one end which is installed in the machine chassis, an interlock switch for the motor compartment, and a connector on the other end which is plugged into **J7** on the power board. A #4 screw eyelet is provided for connecting the chassis to safety ground.

CA 02

This cable assembly contains a power on/off switch on one end and a connector on the other which must be inserted through a hole provided in the machine chassis and connected to **J6** on the power board. The switch body may then be snapped into the machine chassis hole with the unused terminals facing **up**.

CA 03

This cable assembly is only a connector with pins, as the wiring is supplied with the motor. The pins must be crimped to the leads to provide a positive connection and then assembled into the connector. The connector is attached to **J5** on the power board. Pin #1 should be connected to the motor live lead and pin #2 to AC return.

CA 04

This cable assembly is also only a connector with pins. The pins must be crimped to the leads supplied with the water level switch. The connector is attached to **JP4** on the controller board. Polarity is unimportant.

Exercise care when assembling the connector to the board to prevent bending.

CA 05

This assembly is the double feed sensor cable. The sensor mounts on the underside of the paper feed platform under the paper feed sensor (on cable **CA 08**) and plugs into **JP3** on the controller board.

Exercise care when assembling the connector to the board to prevent bending.

CA 06

This is the water pump motor harness and is supplied with bare wire terminations at one end which must be soldered to the water pump terminals. Pin #1 of the connector is to be connected to the (+) pump terminal and pin #2 connected to the (-) terminal. The pin assignments must produce proper pump rotation. The connector plugs into **J1** on the power board.

CA 07

This cable assembly is the clutch harness and is supplied with bare wire terminations at one end which must be soldered to the wiring supplied with the clutch. Polarity is unimportant and the connector plugs into **J4** on the power board.

CA 08

There are two of these harnesses per machine and each contains an optical sensor on one end and a connector on the other. One is installed with the sensor mounted on the paper feed platform with the connector plugged into **JP5** on the controller board. The sensor on the other harness is installed in the mounting block provided immediately beyond the paper feed wheel nearest the keypad side with it's connector plugged into **JP1** on the controller board.

Exercise care when assembling the connector to the board to prevent bending.

CA 09

This harness contains the paper exit sensor which **mounts** immediately before the first belt roller nearest the keypad side with it's connector plugged into **JP2** on the controller board.

Exercise care when assembling the connector to the board to prevent bending.

CA 10

This harness contains two mechanical interlock switches which are fastened to their respective mounting blocks on the drive side machine frame. These blocks can be identified by the actuating levers contained therein. The connector plugs into **J2** on the power board.

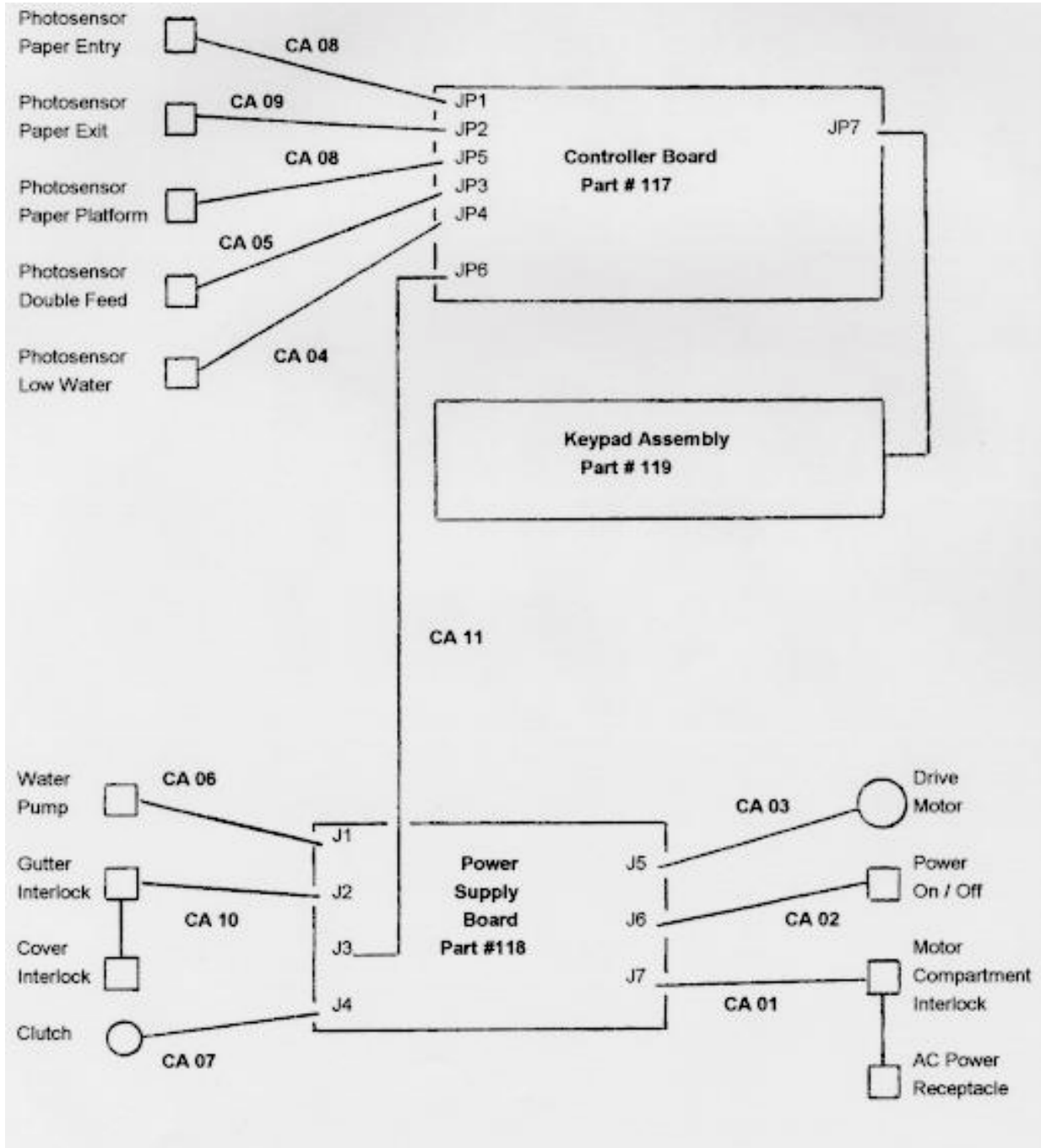
CA 11

This cable is the interconnection between the controller board and the power board. One connector plugs into **J3** of the power board and the other plugs into **JP6** of the controller board.

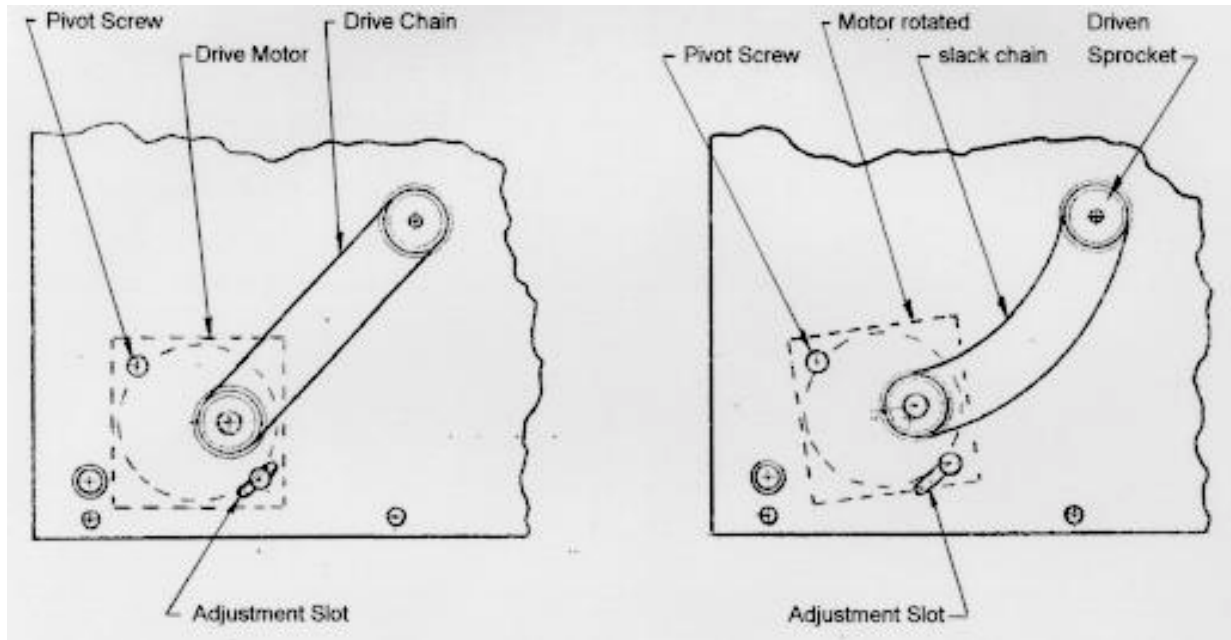
Exercise cam when assembling the connector to the board to prevent bending.

ELECTRONIC ASSEMBLY

Cable Connections

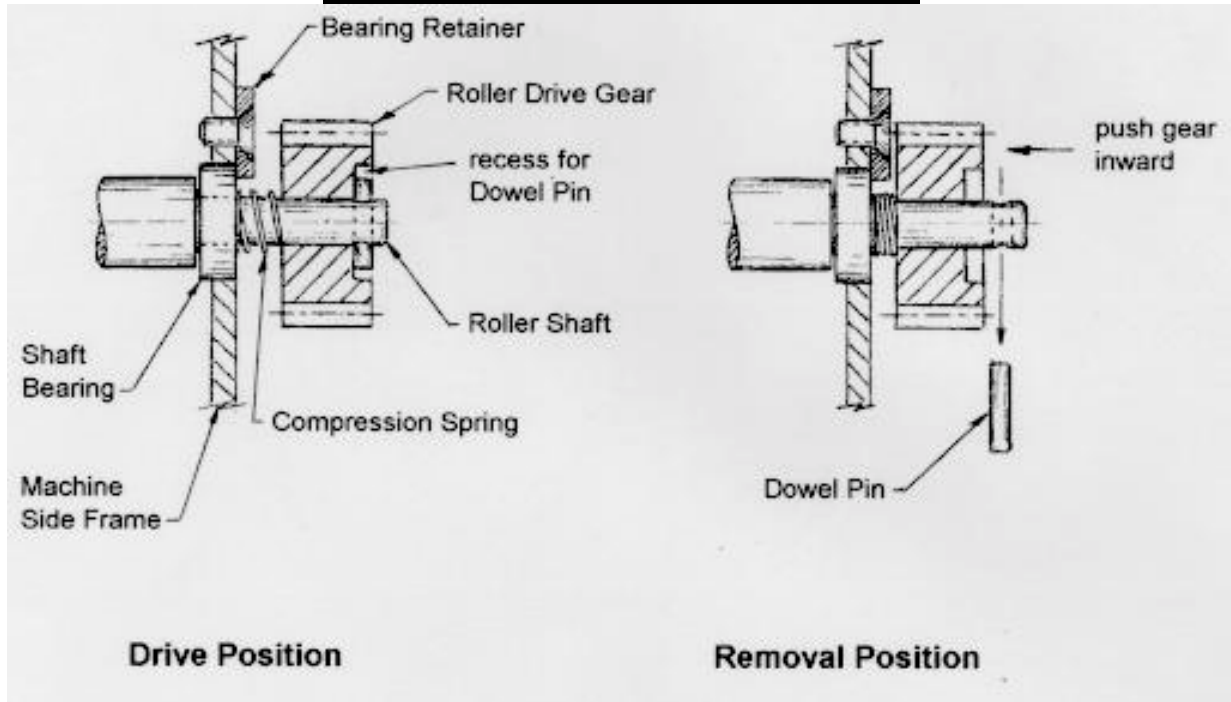


DRIVE MOTOR, CHAIN, and SPROCKET



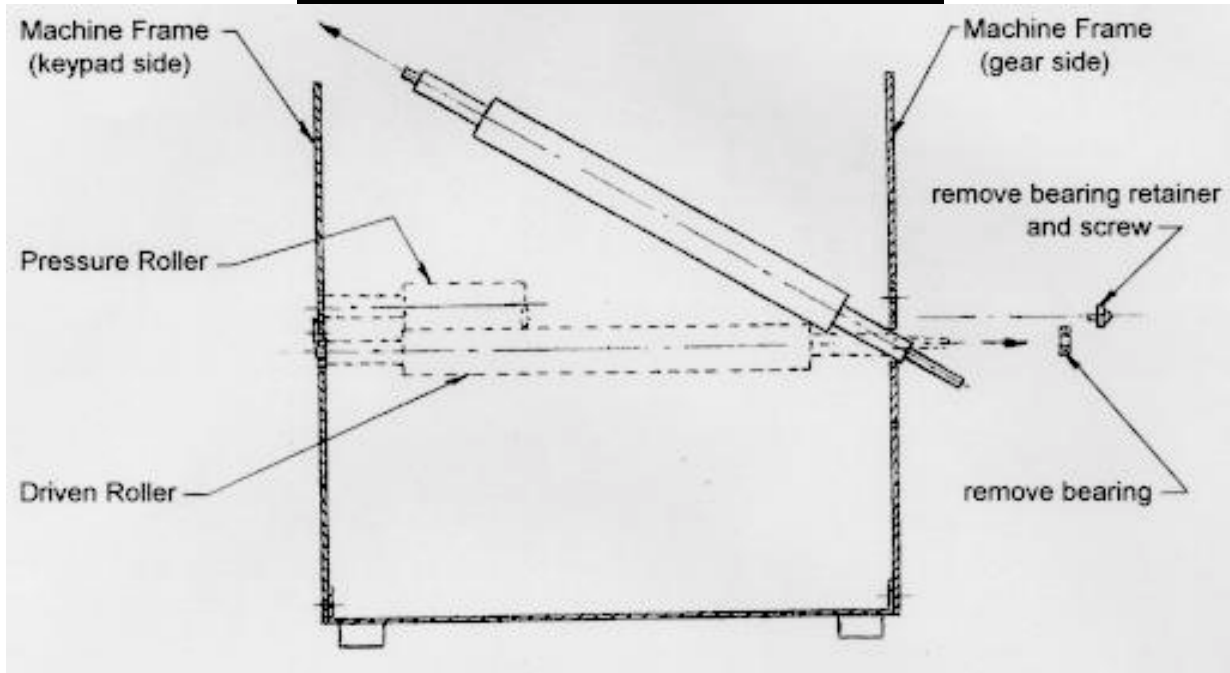
Removal of the drive chain and sprockets is accomplished from the side of the machine opposite the keypad. The Side Cover must be removed to expose the motor mounting screws. One of the two screws is a pivot screw and the other is used to maintain the chosen mounting position. The screws must be loosened to allow the motor with the assembled drive sprocket to be rotated around the pivot screw. When the motor is swung counterclockwise to the limit of the screw adjustment slot, slack will be created in the drive chain, allowing removal of the chain and two sprockets from their respective shafts. The drive sprocket is retained to the Motor Shaft Adapter by two screws in the sprocket hub. The driven sprocket is retained to its roller shaft by a drive pin described on page 18. The operating and servicing positions of the motor are shown above.

GEAR ASSEMBLY and REMOVAL



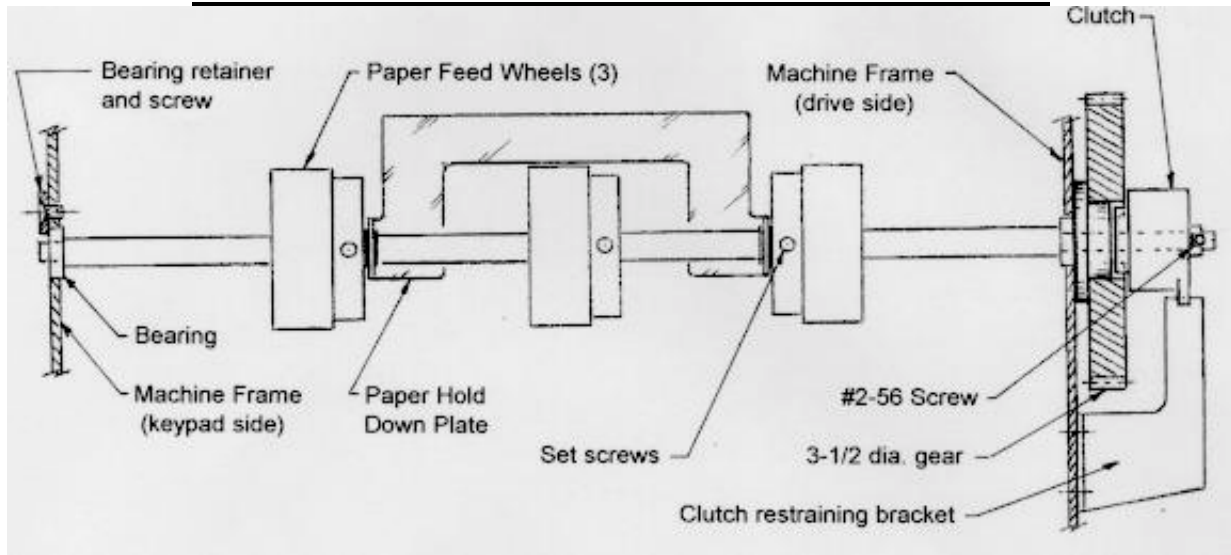
The Roller Drive Gear is held on the Roller Shaft with a Dowel Pin inserted through the Roller Shaft and nested in a slotted recess in the gear. The pin acts as a key and provides a means to drive the shaft when the Gear is rotated. The pin also positions the gear axially on the shaft to maintain alignment with the other gears in the drive train. A helical Compression Spring is located between the Shaft Bearing and the inner face of the gear to provide a force sufficient to sustain continuous engagement with the driving pin. Removal of the gear from the shaft can be accomplished by pushing the gear inward toward the Machine Side Frame, against the spring pressure, and allowing the Dowel Pin to be removed from the hole in the shaft. The pin is fitted (.002" loose) in the hole and will fall out when the shaft is rotated to a position where the pin is vertical. All of the roller driving gears are held to their respective shafts by the method depicted.

ROLLER ASSEMBLY and REMOVAL



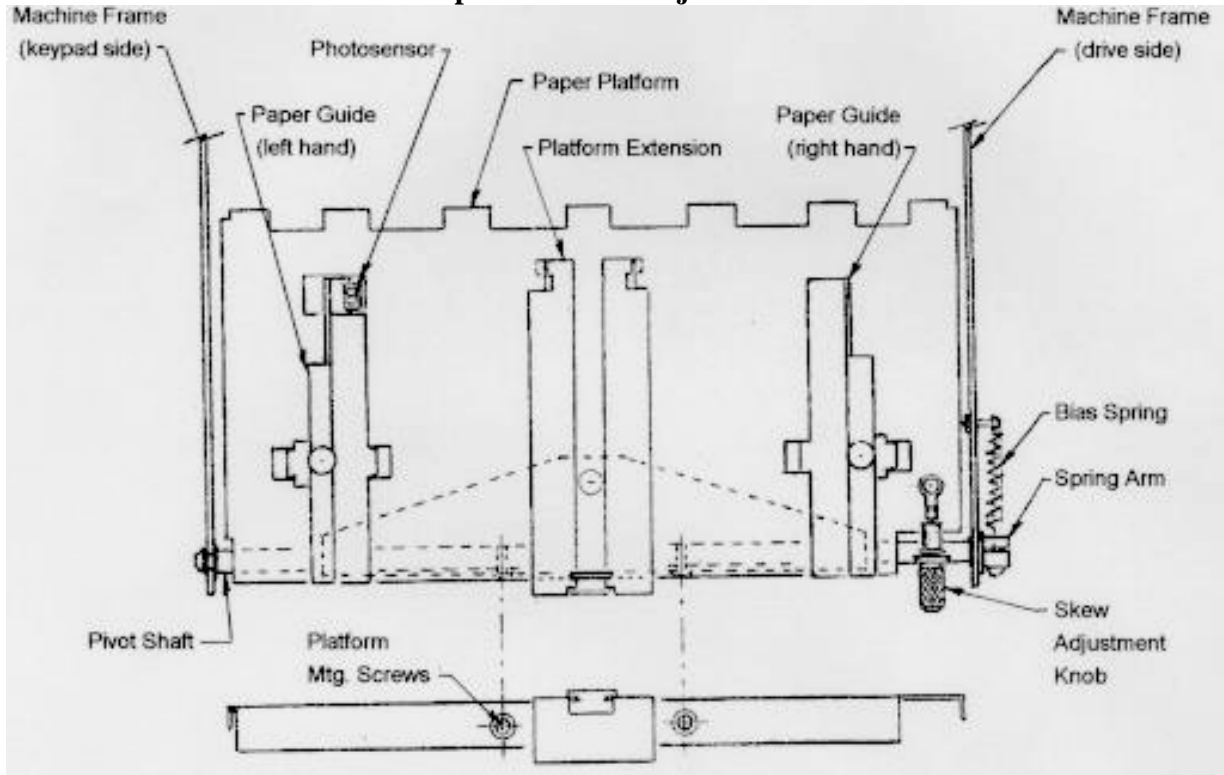
When it is necessary to remove rollers it may be accomplished easily without dismantling major machine framework. The complexity of removal depends on the roller to be removed. The driven rollers are all positioned beneath pressure rollers. If a driven roller is to be removed, the pressure roller above it must be removed first. The pressure rollers generally are the easiest to remove as they have no gears attached. If a gear is attached it must be removed first. In all cases the bearing retainer (disk) and bearing must be removed next to provide a clear hole in the (gear side) machine frame into which the roller shaft may be moved axially. The roller may then be tipped upward for removal from the machine as depicted above. Refer to page 18 for gear removal. The assembly of rollers is accomplished by reversing the removal sequence described above.

PAPER FEED WHEELS and CLUTCH ASSEMBLY

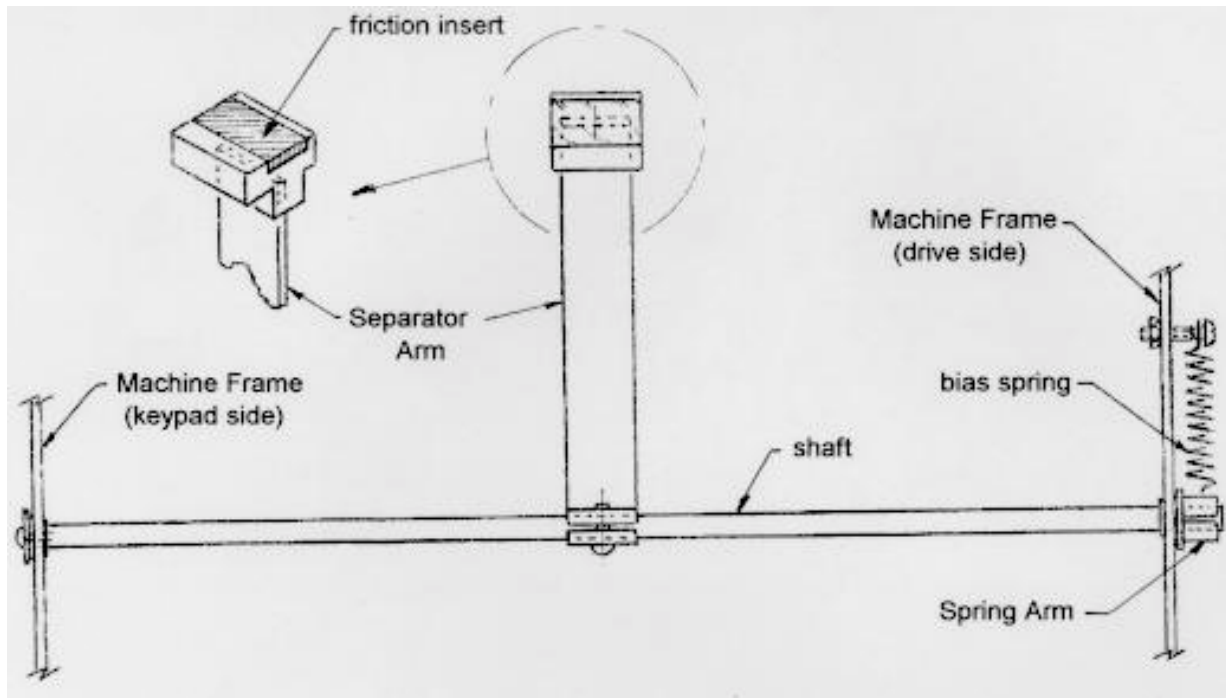


When replacement of the Paper Feed Wheels or Clutch is necessary, the following procedure should be used. With the Side Covers removed, the three feed rolls and Clutch Assembly can be seen in their entirety. The Clutch is located on the drive side of the machine above the motor drive sprocket and is engaged with the large 3-1/2" diameter gear. When the clutch coil is energized, the Paper Feed Wheel roller shaft becomes coupled to the roller shaft driven by the chain. Disassembly of these components is readily accomplished by first removing the clutch restraining bracket (dog) and then the bearing retainer (disk) on the opposite end of the roller shaft (keypad side). Remove the small screw (#2-56) which retains the clutch. The shaft may now be moved axially, together with the attached three wheels and hold down plate, toward the keypad side until it is free of the clutch. When moving this shaft axially, it will be necessary to remove the pressure exerted by the pressure pad located under the center wheel. Be careful not to dislodge the swiveling pressure plate. If the clutch is to be replaced, the wiring harness plug must be disconnected from the controller board under the keypad. It must be pulled gently back through the protective tube traversing the width of the machine until free at the drive side. The harness may now be separated from the clutch wiring at the splice (covered by shrink tubing). Install the new clutch, assemble fresh shrink tubing, solder the harness wiring to the new clutch wiring, and shrink the tubing. Reassemble the harness, clutch, and roller shaft in reverse order. If the Feed Wheels are to be replaced, the clutch and roller shaft must be removed, as described above. The Feed Wheels are held in position on the shaft by set screws which must be loosened to allow the removal of the wheels as the shaft is slid out. Note the side to side relationship of the wheel hubs when reassembling.

PAPER PLATFORM Operation and Adjustments



The Paper Platform is mounted to a shaft, providing a pivot point about which the platform may rotate. A bias spring, attached to the shaft mounted Spring Arm, provides a rotational force to the shaft and therefore to the platform. The pressure provided by the spring must be adjusted to support the platform plus 250 forms to ensure contact of the topmost form with the three paper feeding wheels. As the paper is consumed the platform load is lessened. It is important to adjust the position of the Spring Arm to provide only enough pressure to support 250 sheets. A photo sensor is mounted on the left hand Paper Guide, under the plane of the platform, and monitors the presence of paper on the platform. The machine will not cycle without paper on the platform. The Paper Guides are independently adjustable laterally to centrally locate a stack of forms without pinching them between the guides. If the guides are not reasonably centered, the forms will not track through the machine on center and the glue on the form will not be adequately activated (wet). A means for controlling "skew" of the form as it enters the paper pathway is provided by an adjusting knob at the extreme right side of the paper platform as viewed from the input end of the machine. The initial setting of this adjustment can be made by observing the leading edge of the platform to be central to the center feed wheel or slots in the mating paper stop. A Platform Extension is located in the center of the platform. When extended, it provides additional support for longer forms.



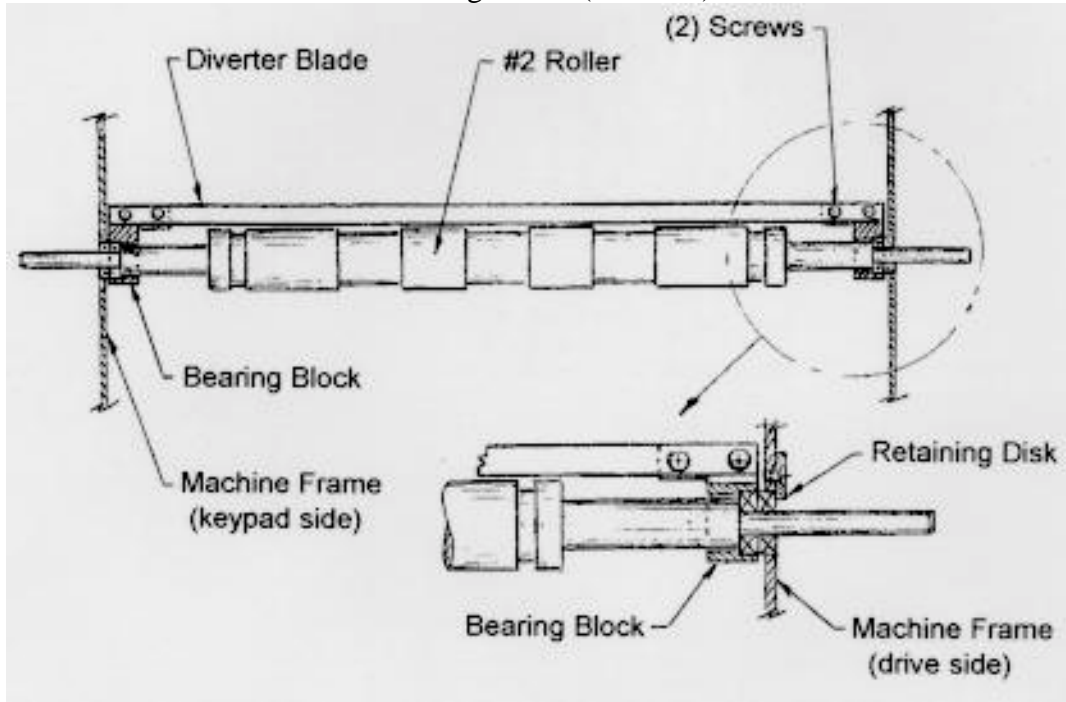
PAPER SEPARATOR

Operation and Adjustments

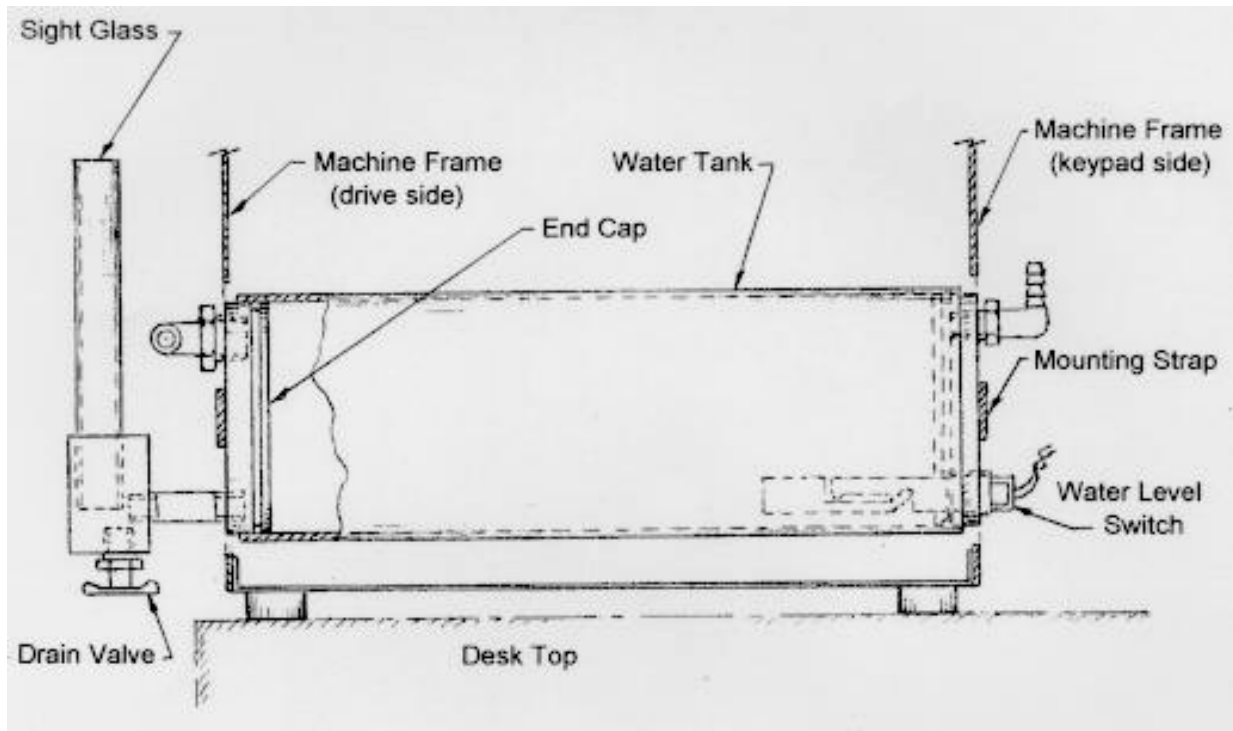
It will be necessary to open the access door located under the Paper Platform to view the Paper Separator Assembly (located above the drive motor). The Paper Separator Arm is centrally mounted to a shaft, providing a pivot point about which the arm may rotate. A bias spring, attached to the shaft mounted Spring Arm, provides a rotational force to the shaft and therefore to the separator arm. The force provided by the spring must be adjusted to provide sufficient pressure at the Pressure Plate (regulator shoe) to separate two sheets of paper. The Pressure Plate is located directly under the center paper feed wheel (see page 20). When paper is fed from the paper platform, occasionally more than one sheet may advance. The Pressure Plate will separate multiple sheets as they proceed into the paper pathway. The pressure plate friction surface, when used in conjunction with the rubber feed wheel, provides a separating capability similar to that derived from the moistened thumb and forefinger when separating paper sheets manually. The Pressure Plate is loosely mounted on the end of the Paper Separator Arm and is retained only by its constant pressure against the feed wheel. When the friction surface insert requires replacement, the Pressure Plate may be removed easily by rotating the Separator Arm against the spring pressure sufficiently far enough to provide removal space.

DIVERTER ASSEMBLY

For Single Fold ("V" fold)



The Diverter Assembly provides the means to bypass the 2nd Fold Buckle Chute when the form is to be folded into two equal panels. Operation of the diverter is controlled by selecting the "V" fold option using the selector knob located below the keypad. This selection will automatically move the Diverter Blade to a position where it will prevent a form, in process, from entering into the 2nd Fold Buckle Chute. When the "V" fold option is not selected, the Diverter Blade remains in a position which allows the form to enter into the 2nd Fold Chute. The Diverter Blade, Bearing Blocks, and Bearings are shown assembled to the #2 folding roller depicted on page 4 and above. When the Diverter assembly is to be assembled into the machine it is important to use the following procedure. The Diverter Blade must be disconnected from a Bearing Block at one end by removing two screws. Do not remove this loose Bearing Block from the roller shaft. Remove the Bearings, if still assembled. The roller must be axially displaced within the attached Bearing Block to facilitate assembly into the machine (see page 19). When the roller, with the loose but retained components, is in place in the machine, the loose Bearing Block may then be re-attached. When assembled, the Diverter Blade must rest against the upper edge of the 2nd Fold Buckle Chute. Two sets of bearings, one set at each end, must now be assembled through their mounting holes in the machine side frames. Note that one bearing on each end should be wholly within it's corresponding bearing block and the remaining bearings, one on each end, will locate in the side frames where they will be restrained by retaining disks. The Diverter Assembly should rotate freely on the bearings within the bearing blocks when actuated by selector knob.

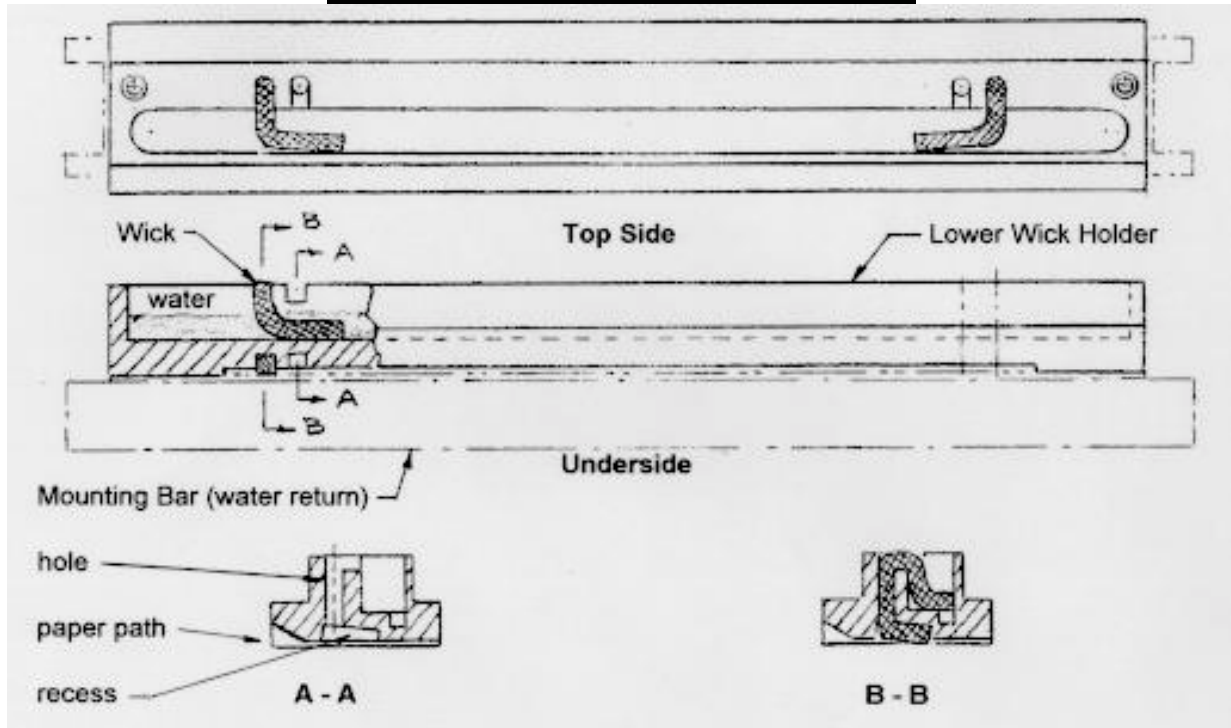


WATER TANK

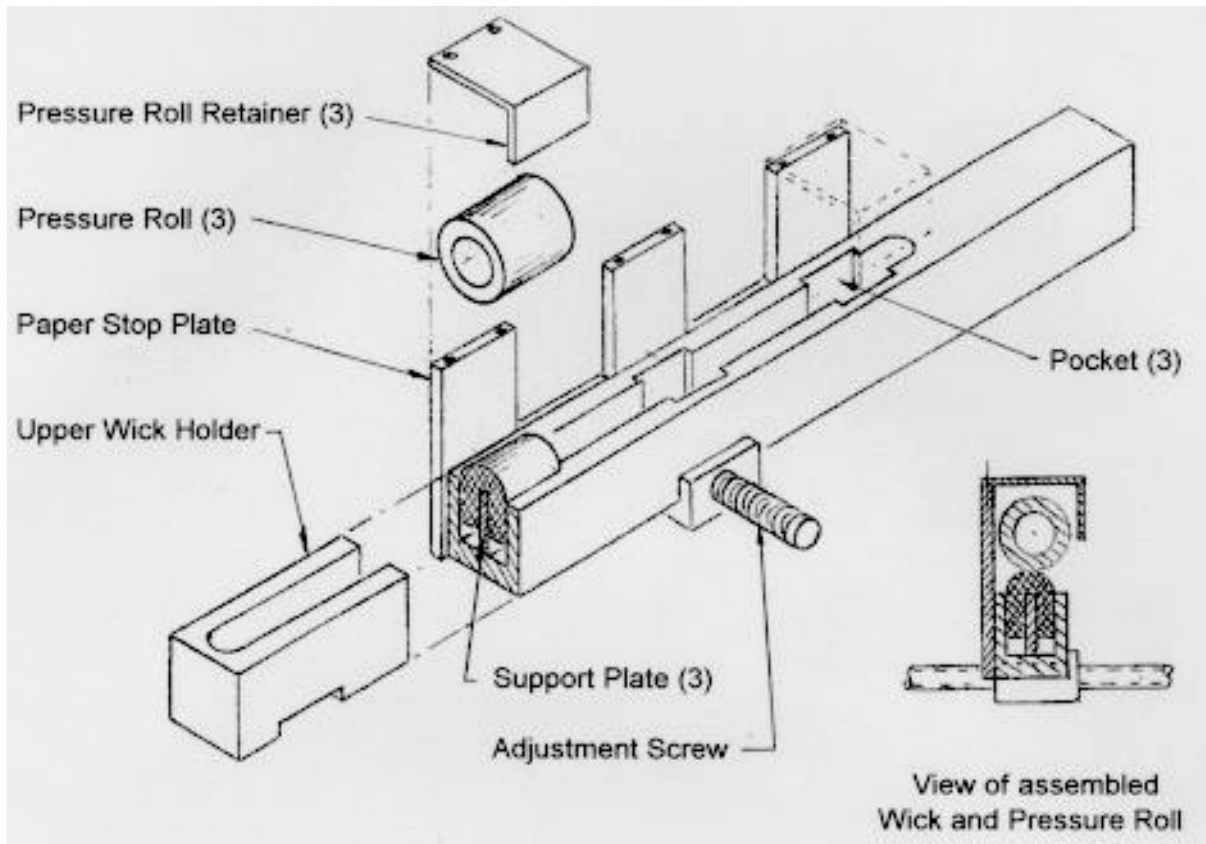
Removal and Cleaning

The Water Tank assembly consists of a cylindrical tube and two End Caps. Hose fittings and a Mounting Strap are fastened to the outer face of each cap. Additionally, a Water Level Switch is installed in the keypad side End Cap and a Sight Glass on the drive side End Cap. The tank must be empty and the Side Covers removed before the tank can be serviced. Water can be easily drained by positioning the machine at the edge of a desk (or table) as shown above, placing a container under the Drain Valve, and then opening the valve. Emptying the tank may also be done with the covers in place. To clean the tank, proceed as follows: Remove the screws which fasten the Mounting Strap to the Machine Frame (can be either end). The End Cap, with fittings, hose, and strap attached, may be pulled out of the tank cylinder. When the Cap on the keypad side of the machine is removed, avoid damaging the wiring connected to the Water Level Switch. The inside of the tank is now exposed and may be cleaned with any mild detergent. The tank cylinder may also be pulled from the opposite End Cap (still fastened to the Machine Frame) for cleaning in a sink. This End Cap may also be similarly removed from the Machine Frame for cleaning. The Sight Glass should be pulled out of the valve mounting block on the drive side before removing the End Cap. Lubricate all O-rings with white silicone grease before re-installing the tank.

WICK REPLACEMENT – LOWER



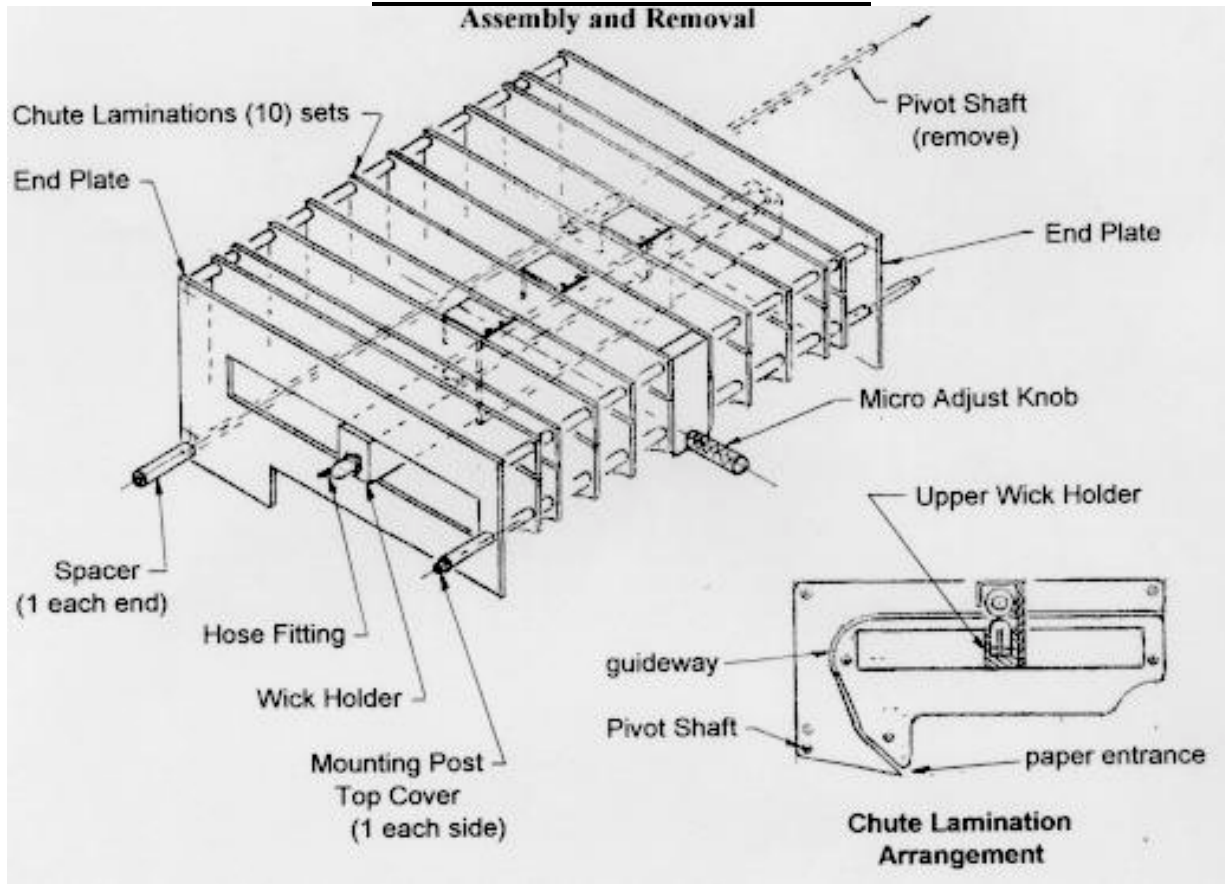
The Lower Wick Holder assembly is assigned the task of activating the printed glue lines located on each edge of the 11" (or 14") long dimension of an *InfoSeal* form. The Wick Holder can accommodate four wicks, each assembled in the configuration shown above (**B-B**). The holder, when required, can be provided with two pairs of wicks, one pair located at each end of the holder, for use when running "one part - two way" forms. The holder is generally shipped with only two wicks, one at each end of the holder, with the innermost of each pair of holes blocked to prevent water from spilling into an empty wick passageway. The wicks used in this Wick Holder are 1/4" square in cross section and 3" long. The wicks are a tight fit in the holes provided in the holder and can present some assembly difficulty. The wick must be inserted into the proper hole from the underside of the holder. **Do not** assemble it from the top side. The reason for this procedure is to avoid damage to the end of the wick which contacts the paper. The wick must be started into the hole using a probe to push the wick into the hole. When the wick emerges from the other end of the hole it may be gripped by a pair of needle nosed pliers and pulled to a position where the application end may be positioned in the elongated recess provided on the underside of the holder. Some finger pressure will be required to seat the wick into the recess.



WICK REPLACEMENT - UPPER

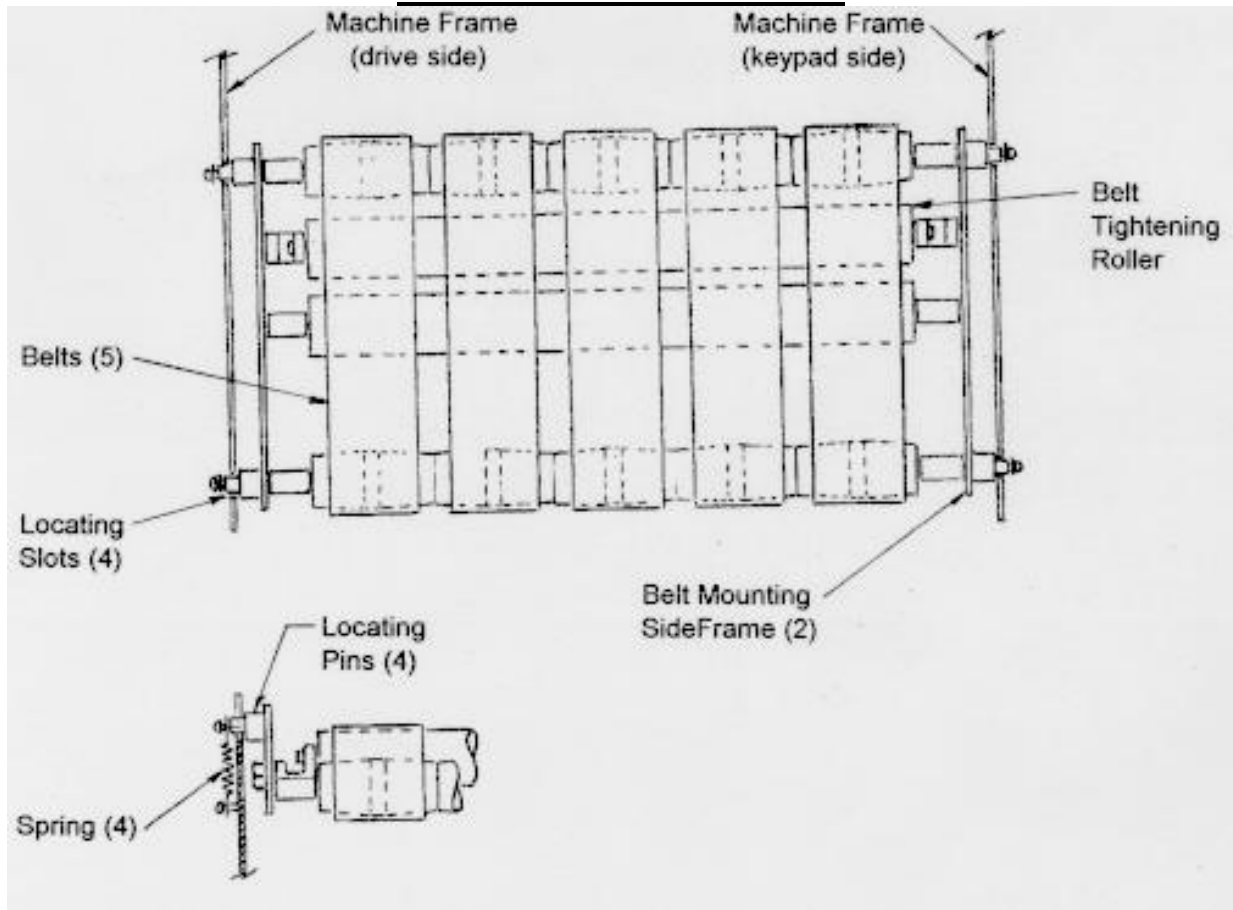
The Upper Wick Holder assembly is mounted within the first Fold Buckle Chute and is employed to activate the printed glue spots located at the leading edge of an *InfoSeal* form. The holder accommodates three wicks as depicted above. The holder need not be removed from the chute to replace wicks. The wicks are each 1/4" thick, approximately 9/16" wide, and 1-3/8" long. It is necessary to remove the three Pressure Roll Retainers and the Pressure Rolls to gain access to the wicks. Each wick must be assembled over its Support Plate and fitted into one of the three pockets in the holder. It is beneficial to use a pair of needle nosed pliers to grip the wick and plate together when placing them into the pocket. Note that the wick should be equally distributed over its plate. The wick, when assembled, will allow water to pass freely under if its ends are equally above the holder bottom. The depth of the water will always be sufficient to keep the ends of the wicks wet. The placement of wicks into the holder can be accomplished by working through the open area between the laminations of the first Fold Buckle Chute. Paper will stop against the wick instead of the Paper Stop Plate, as intended, when dry wicks are first installed. This will normally correct itself when the wicks become sufficiently saturated. It is best to allow the pump to run for more time than programmed "on" time when wicks are new. The pump may be cycled manually to gain additional pump "on" time.

First FOLD BUCKLE CHUTE



The first Fold Buckle Chute is a series of flat plates assembled in a laminated fashion to create a guideway through which *InfoSeal* forms travel until stopped by a Stop Plate mounted to the Upper Wick Holder described on page 26. When a form, driven through the guideway, contacts the plate it will buckle and fold at the point where the form is unsupported by the guideway. The adjustable position of the wick holder and attached Stop Plate can be used to control the fold point. The buckle chute assembly, shown above, is mounted in the folder on a shaft spanning the machine between the two Machine Frames (keypad and drive side). The shaft is the pivot point about which the buckle chute, with attached wick system rotates upwardly when it is necessary to gain access to the interior of the machine. The buckle chute is assembled or removed from the machine by pulling the hinge shaft out of the chute assembly and side frame. The shaft is retained between the side frames by a washer and screw at each end and the central position of the chute assembly is maintained by spacers at each end of the shaft. The water feed hose is attached to the swivel fitting in the wick holder (keypad side) and must be removed before the chute is disassembled. **Caution:** Be sure that the hose is reconnected before starting the machine.

UPPER BELT ASSEMBLY



The Upper Belt Assembly has four Locating Pins which locate loosely in four slots in the Machine Frames (keypad and drive side) and are pulled downwardly by four extension springs attached to the Machine Frames. The belt assembly is self contained and is used to maintain pressure on the glued areas of the *InfoSeal* form as it proceeds to the exit end of the machine. Five matched belts are mounted over four rollers. The two end rollers have equally spaced crowned areas for maintaining belt alignment. A plain cylindrical roller is centered between the two end rollers for belt support and the fourth one is an eccentrically mounted belt tightening roller. The belts are driven only by contact with a lower set of five matching gear driven belts mounted between the Machine Frames. Finished forms are delivered to a collating rack at the exit end of the machine. The Upper Belt Assembly may be removed if required by disconnecting the four springs from their attachment screws in the machine frames and lifting the assembly out of the four locating slots.

OPERATOR SIDE FRAME- (1) REO-D.

SUB-ASSEMBLY 3600-10

3600	101	SIDE FRAME (keypad side)	(1)
	116	NEEDLEBEARING (.312 ID)	(1)
	131	THRUST WASHER	(1)
	132	NUT PLATE -	(1)
	133	RETAINING DISC	(6)
	135	SPACER - IDLER GEARS	(1)
	149	BALL PLUNGER (#10-32 x 33/64) -	(1)
	402	INDEX PLATE	(1)
	404	RODEND	(1)
	405	STANDOFF – GUIDEWAY	(2)
	406	FINE ADJUSTMENT SCREW - 2nd FOLD	(1)
	407	CLAMP SLEEVE	(1)
	408	KNOB	(1)
	409	SPHERICAL BEARING	(1)
	410	MOUNTING BLOCK	(1)
	1002	GEAR	(1)
	1998	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #10-32 x 3/8	(6)
	2004	(1 8-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x 5il 6	(4)
	2006	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x 1/2	(1)
	2007	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x 3/4	(2)
	2009	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #10-32 x 1/2	(1)
	2021	(18-8) FLAT HEAD PHILLIPS MACH. SCREW - #6-32 x ¼	(6)
	2030	(18-8) SOCKET CUP POINT SET SCREW - #6-32 x 1/8	(2)
	2051	(18-8) HEXMACHINENUT-#10-32	(1)
	2052	(18-8) SHOULDER SCREW (.312 D x .750)	(1)
	2130	NYLON FLANGED BUSHING (.250 ID)	(3)
	2131	NYLON FLANGED BUSHING (.375 ID)	(1)
	2180	GROMMET	(1)
	2190	GROMMET STRIP	(1)
	2195	WIRE CLIP	(8)

DRIVE SIDE FRAME (1) REQ'D.

SUB-ASSEMBLY 3600-15

3600	101	SIDE FRAME	(1)
	116	NEEDLE BEARING (.312 ID)	(2)
	126	CLUTCH DOG -	(1)
	131	THRUST WASHER	(2)
	132	NUT PLATE	(1)
	133	RETAINING DISC	(5)
	133	RETAINING DISC (c'sink)	(1)
	135	SPACER - IDLER GEARS	(1)
	137	BASIN - WATER FILL	(1)
	149	BALL PLUNGER (#10-32 x 33/64)	(1)
	1001	GEAR -	(2)
	1998	(1 8-8) PAN HEAD PHILLIPS MACH. SCREW - #1 0-32 x 3/8	(1)
	2003	(1 8-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x 1/4	(7)
	2004	(18-8) PAN HEAD PHILLIPS MACH. SCREW - @32 x 5/16	(2)
	2006	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x 1/2	(2)
	2009	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #10-32 x 1/2	(2)
	2021	(18-8) FLAT HEAD PHILLIPS MACH. SCREW - #6-32 x 1/4	(1)
	2051	(18-8) HEX MACHINE NUT - #10-32	(1)
	2052	(18-8) SHOULDER SCREW (.312 D x .750)	(2)
	2130	NYLON FLANGED BUSHING (.250 ID)	(3)
	2131	NYLON FLANGED BUSHING (.375 ID)	(1)
	2180	GROMMET	(1)
	2195	WIRE CLIP	(1)

PAPER FEED PLATFORM (1) REQ'D.

SUB-ASSEMBLY 3600-20

3600 -	107	HARNESS CA08 "PAPEROUT"SENSOR	(1)
	202	PAPER FEED PLATFORM	(1)
	203	PAPER GUIDE - LEFT HAND	(1)
	204	PAPER GUIDE - RIGHT HAND	(1)
	207	CLAMP SCREW	(2)
	208	ADJUSTMENT CLAMP	(2)
	209	MOUNTING BRACKET - SKEW ADJUSTMENT	(1)
	210	PIVOT PIN - SKEW ADJUSTMENT	(1)
	212	ADJUSTMENT KNOB - SKEW	(1)
	213	EXTENSION PLATE - 14" PAPER	(1)
	224	SPHERICAL ROD END	(1)
	227	SPACER - PHOTOSENSOR MOUNTING	(1)
	2001	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #2-56 x 1/2 - (1)	(1)
	2022	(18-8) FLAT HEAD PHILLIPS MACH. SCREW - #10-32 x 3/8 (1)	(1)

CROSSMEMBER - PAPER STOP (1) REQ'D.

SUB-ASSEMBLY 3600-25

3600 - 107	HARNESS CA08 "FEED" (Entry) SENSOR	(1)
110	HARNESS CA05 "DOUBLE SHEET" SENSOR	(1)
138	INTERLOCK SWITCH	(1)
142	PHOTOSENSOR MOUNTING BLOCK	(1)
201	CROSSMEMBER - PAPER STOP	(1)
221	MOUNTING ROD	(2)
223	MTG. BLOCK - INTERLOCK SWITCH & DBL. SHEET	(1)
2001	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #2-56 x 1/2	(1)
2003	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x 1/4	(3)
2008	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x 1"	(2)

CROSSMEMBER -EXIT (1) REQ'D.

SUB-ASSEMBLY 3600-30

3600 -	104	CROSSMEMBER – EXIT	(1)
	109	HARNESS CA 09	(1)
	130	MOUNTING ROD	(2)
	143	PHOTOSENSOR MOUNTING BLOCK	(1)
	1102	STOP - UPPER CHUTE OPEN	(1)
	2001	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #2-56 x ½	(1)
	2003	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x ¼	(1)
	2006	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x ½	(2)
	2008	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x 1”	(2)

WICK HOLDER -single (1) REQ'D.

SUB-ASSEMBLY 3600-35

3600 -	701	WICK HOLDER	(1)
	702	WICK	(2)
	703	QUICK RELEASE PIN	(2)
	704	GUIDE PLATE	(1)
	705	MOUNTING BAR	(1)
	706	NIPPLE	(1)
	2012	(18-8) SOCKET HEAD CAP SCREW - 1/4 -20 x 1"	(2)
	2040	(18-8) SOCKET SET SCREW - SOFT TIP	(2)
	2060	NYLON MALE ELBOW	(1)
	2081	TYGON TUBING	(1)

WICK HOLDER -double (1) REQ'D.

SUB-ASSEMBLY 3600-36

3600 -	701	WICK HOLDER	(1)
	702	WICK	(4)
	703	QUICK RELEASE PIN	(2)
	704	GUIDE PLATE	(1)
	705	MOUNTING BAR	(1)
	706	NIPPLE	(1)
	2012	(18-8) SOCKET HEAD CAP SCREW - 1/4 -20 x 1"	(2)
	2040	SOCKET SET SCREW - SOFT TIP	(2)
	2060	NYLON MALE ELBOW	(1)
	2081	TYGON TUBING	(1)

BOTTOM CHUTE (1) REQ'D.

SUB-ASSEMBLY 3600-40

3600 -	301	CHUTE - BOTTOM HALF	(1)
	302	CHUTE - UPPER HALF	(1)
	303	SPACER – CHUTE	(2)
	306	ACTUATOR ROD – DIVERTER	(1)
	307	ACTUATOR MOUNTING BLOCK	(1)
	308	MOUNTING ROD	(2)
	2005	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x 3/8	(6)
	2007	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x 3/4	(1)

UPPER CHUTE (1) REQ'D.

SUB-ASSEMBLY 3600-45

3600 -	602	CHUTE LAMINATION - INNER	(10)
	603	CHUTE LAMINATION - OUTER	(10)
	604	END PLATE - LEFT HAND	(1)
	605	SPACER -,938	(52)
	607	SPACER -,312	(12)
	608	SPACER - HINGE ROD	(2)
	609	TIE ROD	(6)
	610	HINGE ROD	(1)
	611	WICK HOLDER	(1)
	612	WICK	(3)
	613	WICK SUPPORT	(3)
	614	PAPER STOP	(1)
	615	RETAINER - PRESSURE ROLL	(3)
	616	FINE ADJUSTMENT SCREW	(1)
	617	KNOB - FINE ADJUSTMENT SCREW	(1)
	618	MOUNTING BLOCK - ADJUSTMENT SCREW	(1)
	620	PRESSURE ROLL	(3)
	621	LATCH ARM - SCREW ENGAGEMENT	(1)
	622	GUIDE BLOCK - SCREW -	(1)
	623	END PLATE - RIGHT HAND	(1)
	625	INDICATOR	(1)
	626	INDEX BAR	(1)
	628	HINGE PIN - INTERIOR (Smoked) COVER	(2)
	2003	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x 1/4	(1)
	2004	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x 5/16	(2)
	2007	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x 3/4	(2)
	2020	(18-8) FLAT HEAD PHILLIPS MACH. SCREW - #2-56 x 1/4	(6)
	2021	(18-8) FLAT HEAD PHILLIPS MACH. SCREW - #6-32 x 1/4	(10)
	2030	(18-8) SOCKET CUP POINT SET SCREW	(1)

BELT TAKE-UP - lower (1) REQ'D.

SUB-ASSEMBLY 3600-50

3600 -	115	BEARING	(2)
	902	ROLLER (#9)	(1)
	904	TAKE-UP ARM - LOWER	(2)
	906	SHAFT – LOWER TAKE-UP	(1)
	908	SHAFT – ROLLER #9	(1)
	2035	SPRING PIN	(2)

UPPER BELT TAKE-UP -upper (1) REQ'D.

SUB-ASSEMBLY 3600-55

3600 -	115	BEARING	(2)
	902	ROLLER (#10)	(1)
	905	TAKE-UP ARM – UPPER	(2)
	907	SHAFT - UPPER TAKE-UP	(1)
	909	SHAFT - ROLLER #10	(1)
	2035	SPRING PIN	(2)

UPPER BELT ASSEMBLY

SUB-ASSEMBLY 3600-60

3600 -	55	BELT TAKE-UP SUB-ASSEMBLY (upper)	(1)
	115	BEARING	(6)
	903	ROLLER #6A & #BA -	(2)
	911	SHAFT - ROLLER #6A, #7A, & #8A	(3)
	912	RESTRAINING PIN	(1)
	913	BELT	(5)
	914	SIDE PLATE	(2)
	916	SPACER	(6)
	2003	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x 1/4	(14)
	2045	HEX HEAD CAP SCREW	(2)
	2092	EXTENSION SPRING	(4)

WATER TANK (1) REQ'D.

SUB-ASSEMBLY 3600-65

3600 -	114	LEVEL SWITCH	(1)
	136	MOUNTING BLOCK - SIGHT GLASS / DRAIN	(1)
	139	RESERVOIR TANK	(1)
	140	END CAP	(2)
	141	MOUNTING STRAP	(2)
	152	SIGHT GLASS - POLYCARBONATE TUBE	(1)
	2003	PAN HEAD PHILLIPS MACHINE SCREW - #6-32 1/4	(4)
	2055	NYLON MALE NIPPLE	(1)
	2060	NYLON MALE ELBOW (3/8)	(3)
	2061	NYLON MALE ELBOW (1/2)	(1)
	2065	NYLON ELBOW CONNECTOR (3/8)	(2)
	2075	BRASS PIPE NIPPLE - 1/4 NPT x 2	(1)
	2076	BRASS DRAIN COCK	(1)
	2140	O-RING	(2)
	2141	O-RING	(2)

REGULATOR SHOE (1) REQ'D.

SUB-ASSEMBLY 3600-70

3600 -	215	REGULATOR SHOE	(1)
	216	INSERT - REGULATOR SHOE	(1)
	2240	DOUBLE SIDED ADHESIVE TAPE	(1)

REGULATOR ARM (1) REQ'D.

SUB-ASSEMBLY 3600-75

3600 -	217	REGULATOR ARM	(1)
	219	MOUNTING BLOCK - REGULATOR ARM	(1)
	2003	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x 1/4	(2)

DIVERTER and #2 ROLLER (1) REQ'D.

SUB-ASSEMBLY 3600-80

3600 -	501	PIVERTER BEARING BLOCK - RIGHT HAND	(1)
	502	DIVERTER	(1)
	503	DIVERTER BEARING BLOCK - LEFT HAND	(1)
	1311	ROLLER #2	(1)
	2003	(18-8) PAN HEAD PHILLIPS MACH. SCREW - #6-32 x 1/4	(4)

GEAR / SPROCKET (1) REQ'D.

SUB-ASSEMBLY 3600-85

3600	1006	SPROCKET	(1)
	1003	GEAR	(1)
	2011	(18-8) SOCKET HEAD CAP SCREW - #6-32 x 3/4	(2)

MOTOR / ADAPTER (1) REQ'D.

SUB-ASSEMBLY 3600-90

3600 -	111	GEARMOTOR	(1)
	1202	ADAPTER PLATE - MOTOR MOUNTING	(1)
	1203	SHAFT ADAPTER – MOTOR	(1)
	2010	(18-8) SOCKET HEAD CAP SCREW 1/4-20x2-1/4" LG.	(4)
	2032	(18-8) SOCKET CUP POINT SET SCREW #10-32 x 1/8	(2)

FINAL ASSEMBLY 3600 - 100

SUBASSEMBLIES

3600 -	10	OPERATOR SIDE FRAME
3600 -	15	DRIVE SIDE FRAME
3600 -	20	PAPER FEED PLATFORM
3600 -	25	CROSSMEMBER - PAPER STOP
3600 -	30	CROSSMEMBER – EXIT
3600 -	35	WICK HOLDER (single)
3600 -	36	WICK HOLDER (double)
3600 -	40	BOTTOM CHUTE
3600 -	45	UPPER CHUTE
3600 -	50	BELT TAKE-UP (lower)
3600 -		BELT TAKE-UP (upper)
3600 -	60	UPPER BELT ASSEMBLY
3600 -	65	WATER TANK
3600 -	70	REGULATOR SHOE
3600 -	75	REGULATOR ARM
3600 -	80	DIVERTER / #2 ROLLER
3600 -	85	GEAR/SPROCKET
3600 -	90	MOTOR / ADAPTER

FINAL ASSEMBLY 3600 - 100

LOOSE COMPONENTS

3600 -	102	CROSSMEMBER - FLOOR	(1)
	103	CROSSMEMBER -BELT SYSTEM	(1)
	105	CROSSMEMBER -MOTOR COVER	(1)
	106	BUMPER FOOT	(4)
	112	PUMP	(1)
	113	CLUTCH	(1)
	115	BEARING	(30)
	117	CONTROLBOARD	(1)
	118	POWER BOARD	(1)
	119	KEYPAD	(1)
	120	CORD SET	(1)
	121	COVER - GEAR SIDE	(1)
	122	COVER -OPERATOR SIDE	(1)
	123	COVER - INTERIOR	(1)
	124	COVER - WATER FILL	(1)
	125	COLLATING RACK	(1)
	129	WIREWAY - CLUTCH	(1)
	133	RETAINING DISC	(12)
	146	STANDOFF CONTROL BOARD	(4)
	147	TUBE FITTING - PUMP	(1)
	148	SURFACE MOUNTED PULL	(1)
	149	BALL PLUNGER	(2)
	150	SHIELD	(1)
	151	ACTUATOR - DOOR INTERLOCK	(1)
	154	HARNESS CA 06	(1)
	155	HARNESS CA 04	(1)
	156	HARNESS CA 02	(1)
	157	HARNESS CA 03	(1)
	158	HARNESS CA 07	(1)
	159	HARNESS CA 11	(1)
	160	HARNESS CA 10	(1)
	161	BRACKET - INTERLOCK SWITCH	(2)
	162	ACTUATOR - INTERLOCK SWITCH	(2)
	167	KEYPAD BRACKET	(1)

FINAL ASSEMBLY 3600 - 100

LOOSE COMPONENTS

(continued)

205	PIVOT SHAFT - PAPER FEED PLATFORM	(1)
206	SPRING ADJUSTING ARM –PLATFORM	(1)
218	SHAFT – REGULATOR	(1)
220	SPRING ADJUSTING ARM –REGULATOR	(1)
222	THRUST WASHER	(6)
223	MOUNTING BLOCK - INTERLOCK SWITCH	(1)
225	PRESSURE PLATE	(1)
304	PAPER STOP - BOTTOM CHUTE	(1)
305	SHAFT - PAPER STOP	(1)
401	INDICATING KNOB	(1)
403	DETENT ARM	(1)
801	PAPER FEED WHEEL	(3)
802	SHAFT - PAPER FEED WHEEL	(1)
809	ROLLER #1A & #5A	(2)
812	ROLLER #2A --	(1)
902	ROLLER #7, #9, #10, & #7A	(4)
903	ROLLER #8	(1)
910	SHAFT - ROLLER #7 & #8	(2)
913	BELT	(5)
915	SPACER	(4)
1001	GEAR –1" P.D.	(2)
1002	GEAR – 1-1/2" P.D.	(1)
1007	SPROCKET--	(1)
1008	ROLLER CHAIN	(1)
1020	GEAR – 1" P.D.	(5)
1021	GEAR – 1-1/2" P.D.	(2)
1101	GUTTER ---	(1)
1201	HANDKNOB (1)	(1)
1301	ROLLER #6 (belt drive)	(1)
1307	ROLLER #1	(1)
1308	ROLLER #4 & #5	(2)
1310	ROLLER #3 -	(1)
2003	(18-8) PAN HEAD PHILLIPS MACH. SCREW #6-32 x 1/4	(60)
2017	(18-8) DOWEL 3-32 DIA. x 1/2	(8)
2021	(18-8) FLATHEADPHILLIPSMACHINESCREW#6-32x1/4	(2)
2053	FLAT WASHER #6	(8)
2102	SPRING (Stainless Steel)	(8)