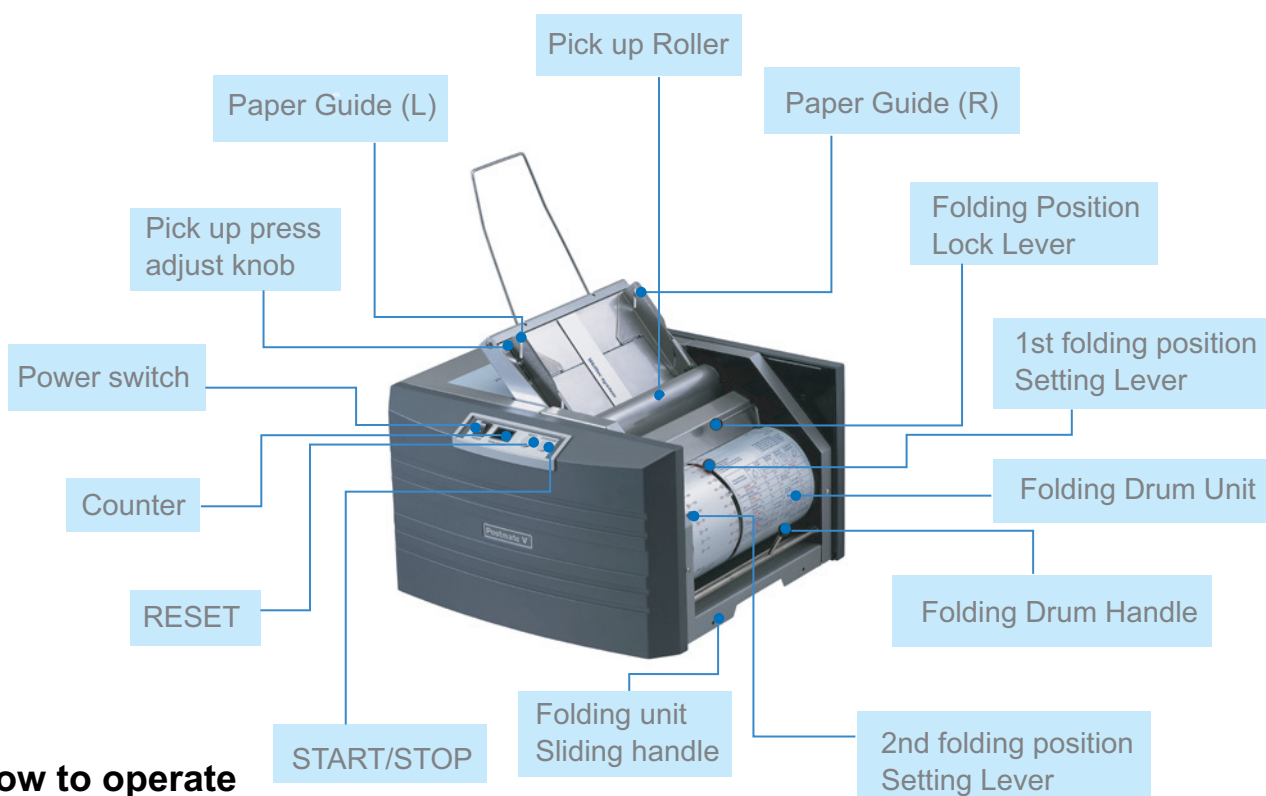


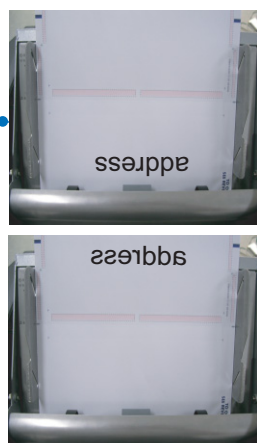
## USER'S GUIDE (POSTMATE V)

### I. Name of each part



### II. How to operate

1. Paper preparation ; Fan the paper properly to separate each other.
2. Paper Setting; Insert a paper into the tray and properly setup the guide.
  - 2.1 For C-fold ; Address section should face towards the stacker.
  - 2.2 For Z-fold ; Address section should turn upside down and face the folding-drum.
3. Press start and the paper will be folded and sealed.
  - 3.1 If the output is acceptable, run the unit.
  - 3.2 If the folded position is not correct, reset the folding position and use plain paper to test.



Input direction

Stacker



Paper tray



Sliding Rail

Folding unit

## 4. Fold Setting



## SETTING ORDER

- 1) Unlock the green release lever to change the fold setting.
- 2) Move the red arrow on the red knob to your desired position according to the manual.
- 3) Move blue arrow according to the manual.
- 4) After checking the blue and the red knob, lock back the green release lever.

There are two fold pockets, the red knob and the blue knob.

- The red knob is the first fold setting and the blue knob is the second fold setting

EX 1) Folding a Z-fold with an A4

- red knob "198"(First fold 198mm), blue knob "99"(second fold 99mm)

EX 2) Folding a C-fold with an A4

- red knob "98"(First fold 98mm), blue knob "99"(second fold 99mm)

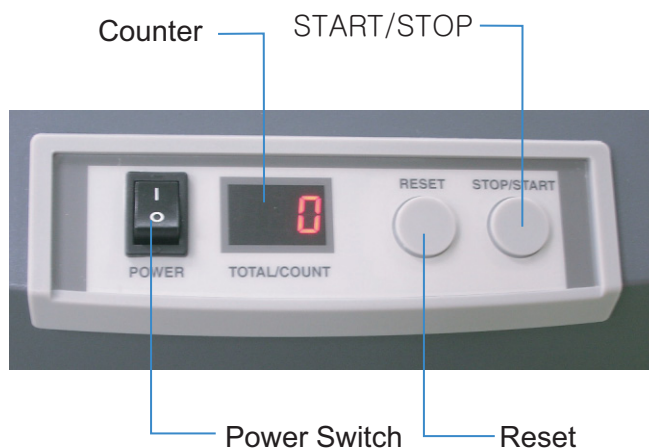
EX 3) Folding a V-fold with an A4

- red knob "148"(First fold 148mm), blue knob "0"(very bottom)

- Although we suggest that you follow the fold setting according to the manual, however, the scale on the drum is NOT 100% accurate.

- Please use a plain paper to test the fold setting each time you alter the setting.

## 5. Operating Buttons

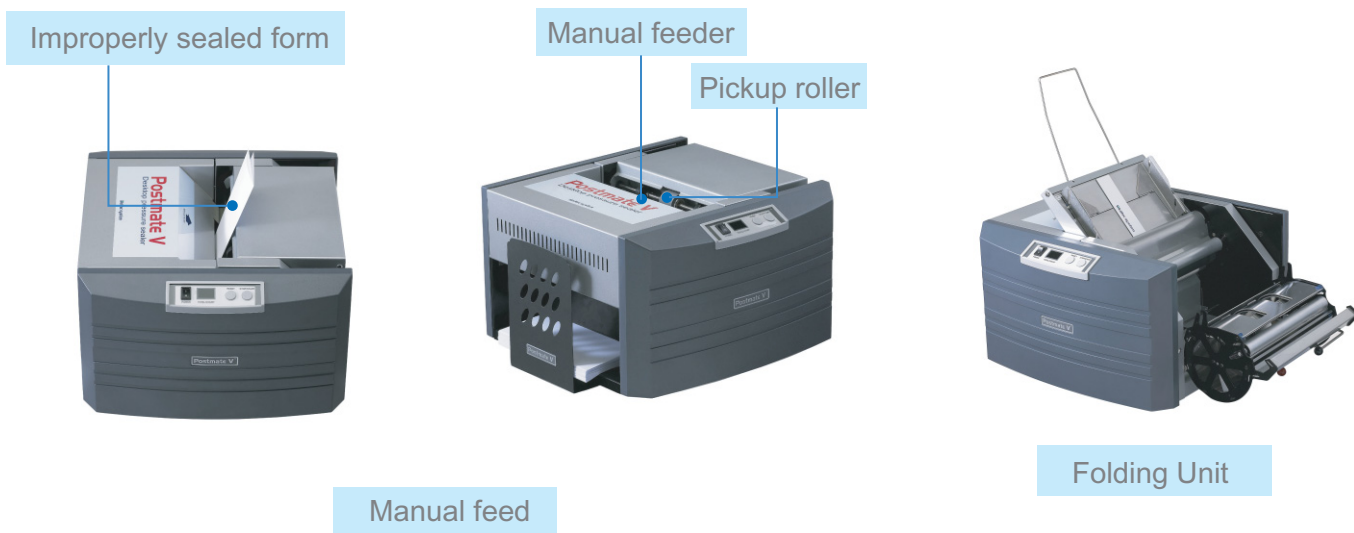


- Counter will display the work load.

- Press the Reset button to clear the previous work load displayed on the counter.

## III Manual Feed

If the form wasn't sealed properly, insert the form to the manual feeder and then press the start button to improve the sealing quality. This is ideal for poorly sealed forms caused by evaporation of the glue or for not having enough glue on the form in the first place.



## VI Paper Jam Removal

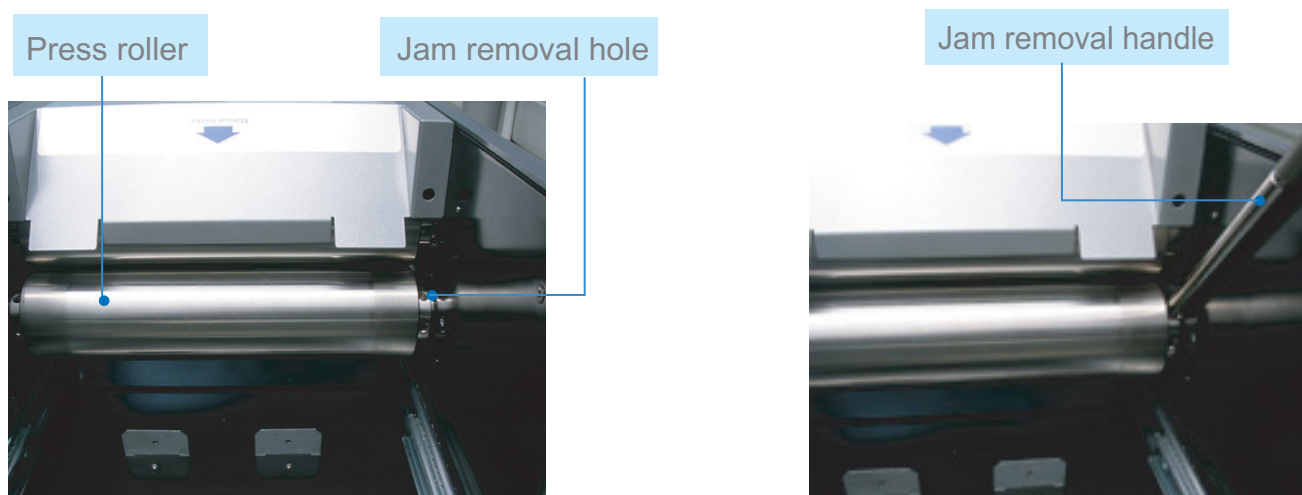
### 1. Folding Unit Jam

1.1 Push down the folding drum handle and pull out the folding drum to remove paper jam.

### 2. Press Roller Jam

2.1 Pull out the folding unit to separate folding unit from the press roller.

2.2 In case of a paper jam between the press rollers, insert a jam removal handle into the jam removal hole and turn it downward as shown on the picture. This will easily remove any paper jam between the press rollers.



### 3. Feed Roller Jam

- 3.1 Do not pull up the jammed paper within the feed roller from the tray.
- 3.2 Open the fold drum unit and press start to remove the jam.



Feeding Roller Jam

### 4. Out Feed Jam

- 4.1 In case of a jam on the out-feed, the display light will go on and off.
- 4.2 Press the low plate of the out-feed and remove the jam.
- 4.3 Watch out for the sensor when removing the jam on out-feed.



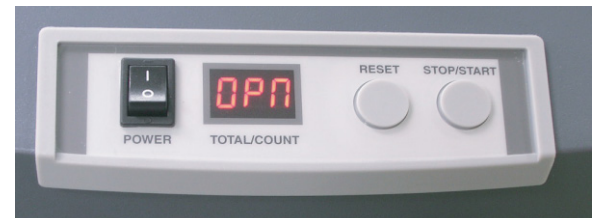
Out Feed Jam

## V. Display

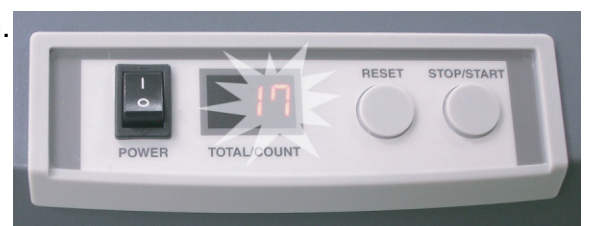
- 1. During operation, display will show the number of papers the machine has processed.



- 2. When folding unit is separated, "OPN" will display.



- 3. In case of a jam on out-feed, the display light will go on and off.  
Press the start button to remove after removing the jam.



## VI. Maintenance

### 1. Pick up and Fold roller

Clean the feed roller and aluminum & rubber roller inside the folding unit with alcohol.

Do not use oil since it will damage the surface of the rubber.

### 2. Press roller

The ink printed on the paper will contaminate the surface of press roller overtime.

Check the surface of the press roller on regular basis. Clean the roller with alcohol or oil.

Pick up roller cleaning



folder roller cleaning



## VII. Notice

1. The unit is programmed to reverse run the press roller just before it stops.
2. During operation, if the folding unit is separated, it will stop for safety.
3. Do not try to run after the folding unit is separated. It might damage the operator.
4. Be careful not to separate the folding unit during transportation.