OPEX® MODEL 72™

Model 72™ Operator Manual

Manual #5068800   **Revision 21-01**   **Original Instructions**

Model 72™

C E

0.1. Contacting OPEX

For technical support:

OPEX Technical Support
835 Lancer Drive
Moorestown, NJ 08057 USA

Americas: 1 800.673.9288 -OR- 856.727.1950

EMEA: +1 800.673.9288

Australia: +1 800.945247

Service@opex.com

Please have the model name and serial number of the product ready (see "Model/Serial Number Location" on page 33).

For other inquiries:

OPEX® Corporation
305 Commerce Dr.
Moorestown, NJ 08057-4234 USA
Tel: +1 856.727.1100
Fax: +1 856.727.1955
https://www.opex.com/

If you find errors, inaccuracies, or any other issues or concerns with this document, please contact the OPEX Technical Writers via email at: GroupDMATechwriters@opex.com

For help with opexservice.com website-related issues, please contact the OPEX Web Developers via email at: GroupWebDev@opex.com

0.2. EC Declaration of Conformity

0.2.1. Declaration of Conformity - UK

Declaration of Conformity

Application of Council Directive(s): 2006/95/EEC; 2004/108/EEC; 2011/65/EU

Standard(s) to which conformity is declared: EN60950-1:2006; EN61000-6-1:2007; EN61000-6-3:2007; BS EN 50581:2012

Manufacture's Name: OPEX Corporation

Manufacture's Address: 835 Lancer Drive
Moorestown, New Jersey 08057- 4225
United States of America

Importer's Name: OPEX Corporation

Importer's Address: 29/32 Queensbrook, Bolton Technology Exchange
Spa Road
Bolton BL1 4AY United Kingdom

Type of Equipment: Automatic Mail Opener

Model No. : RAPID EXTRACTION DESK - MODEL 72

Serial No. :

Year of Manufacture:

I, the undersigned, hereby declare that the equipment specified above conforms to the above Directive(s) and Standard(s).

Place: Moorestown, New Jersey USA

(Signature)

Date: January 15, 2014

H. Scott Maurer
(Full Name)

President, OPEX International
(Position)

0.2.2. Declaration of Conformity - FR

Declaration of Conformity

Application of Council Directive(s): 2006/95/EEC; 2004/108/EEC; 2011/65/EU

Standard(s) to which conformity is declared: EN60950-1:2006; EN61000-6-1:2007;
EN61000-6-3:2007; BS EN 50581:2012

Manufacture's Name: OPEX Corporation

Manufacture's Address: 835 Lancer Drive
Moorestown, New Jersey 08057-4234
United States of America

Importer's Name: OPEX Corporation

Importer's Address: Parc Technopolis – ZA de Courtaboeuf
3 avenue du Canada
Les Ulis, France

Type of Equipment: Automatic Mail Opener

Model No. : RAPID EXTRACTION DESK - MODEL 72

Serial No. :

Year of Manufacture:

I, the undersigned, hereby declare that the equipment specified above conforms to the
above Directive(s) and Standard(s).

Place: Moorestown, New Jersey USA

(Signature)

Date: January 15, 2013

H. Scott Maurer
(Full Name)

President, OPEX International
(Position)

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0.2.3. Declaration of Conformity - DE

Declaration of Conformity

Application of Council Directive(s): <u>2006/95/EEC; 2004/108/EEC; 2011/65/EU</u>

Standard(s) to which conformity is declared: <u>EN60950-1:2006; EN61000-6-1:2007; EN61000-6-3:2007; BS EN 50581:2012</u>

Manufacture's Name: <u>OPEX Corporation</u>

Manufacture's Address: <u>835 Lancer Drive</u>
<u>Moorestown, New Jersey 08057- 4225</u>
<u>United States of America</u>

Importer's Name: <u>OPEX Corporation</u>

Importer's Address: <u>SAP Partnerport</u>
<u>Altrottstrasse 31</u>
<u>69190 Walldorf, Germany</u>

Type of Equipment: <u>Automatic Mail Opener</u>

Model No. : <u>RAPID EXTRACTION DESK - MODEL 72</u>

Serial No. : _____

Year of Manufacture: _____

I, the undersigned, hereby declare that the equipment specified above conforms to the above Directive(s) and Standard(s).

Place: <u>Moorestown, New Jersey USA</u>

_____
(Signature)

Date: <u>January 15, 2014</u>

<u>H. Scott Maurer</u>
(Full Name)

<u>President, OPEX International</u>
(Position)

0.3. Document History

Doc Rev	Date	Changes (click blue text to go to that page)
12-01	August 2012	Initial Release. This manual was completely restructured for better viewing on a Tablet-style reader.
15-01	August 14, 2015	• The text in the footers has changed since user manuals are not confidential • Updated appearance of Warning and Caution icons to current CE standards • Minor formatting throughout document Page 1 - Updated look of title page, adding document revision Page 6 - Added new Document History table page 66 - specifications for Japanese Model 72s have been added
21-01	July 26, 2021	• Document renamed to "Operator Manual" for consistency among OPEX products. • Updated formatting and layout of entire manual, splitting into separate chapters. • Streamlined text throughout for clarity, simplicity, and better flow Page 1 - added new OPEX logo Page 3 - added Declaration of Conformity section Page 28 - overall improvements in "Model 72 components & features" Page 33 - added "Model/Serial number location" section (continued on next page)

Doc Rev	Date	Changes (click blue text to go to that page)
21-01	July 26, 2021	(continued from previous page) Page 34 - added metric equivalents to specifications Page 48 - improved procedure to load envelopes Page 53 - "Stopping a job" section added Page 71 - added hybrid mail height option Page 73 - improved graphic reference description Page 80 - improved description for "Display Graph" Page 89 - updated Feeder Cover photo Page 94 - Sensors section added Page 103 - added "About OPEX Corporation" & back cover.

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1. Introduction

Model 72™

Operator Manual

1.1. About the Manual

This manual contains information about the OPEX Model 72, operational procedures and safety-related components, including:

- safety information, safety hazards and precautions
- main component identification and function
- system specifications
- minor maintenance and cleaning

This information is intended for use by Model 72 operators. The operator can power up the Model 72, start a job, and extract contents from envelopes. They can also perform minor maintenance.

This manual will be updated to reflect Model 72 design changes, or to correct errors (a table detailing the document revision history can be viewed on). Be sure to retain the latest electronic release of the manual for your reference. The latest release can be downloaded in PDF format at www.opexservice.com.

1.1.1. Manual navigation aids

This manual is designed primarily for use on a tablet device. To improve navigation, the manual contains blue underlined links you can click on or tap to go directly to a particular page or web address. In addition, all items in the "Table of Contents" as well as the bookmarks in the side bar of the PDF file can be clicked or tapped to navigate directly to a particular page. Make sure to use the latest version of Adobe® Acrobat Reader®* for optimal performance.

*Adobe and Acrobat Reader are registered trademarks of Adobe Systems Incorporated.

1.1.2. Model 72 documentation

Model 72 documentation is located in one of the trash bins provided with the Model 72. If you're reading this, you've already found it. Well done. To obtain replacement documents, contact OPEX Technical Support.

1.2. Safety Message Conventions

This manual uses the following conventions to alert you about safety hazards associated with certain procedures and situations. Please be aware of these conventions when reading the manual and operating the Model 72:

⚠️ **DANGER**

Indicates a hazardous situation that, if not avoided, will result in death or severe injury. The use of this signal word is limited to the most extreme situations.

⚠️ **WARNING**

Indicates a hazardous situation that, if not avoided, could result in death or serious injury.

⚠️ **CAUTION**

Indicates a hazardous situation that, if not avoided, could result in minor or moderate injury.

NOTICE

Indicates information considered important, but not hazard related (e.g. messages relating to property damage).

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2. Safety

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2.1. Introduction

The information provided in this chapter is intended to educate you on various safety issues regarding the operation and maintenance of the OPEX Model 72 described in this manual. This chapter provides an explanation of the safety guidelines to be observed when working with the Model 72, identification and location of safety labeling used on the Model 72, and ergonomic considerations.

> ⚠ **WARNING**
>
> Read this chapter thoroughly before using the Model 72.

2.2. Safety Guidelines

This section provides safety guidelines to be observed when working with the OPEX Model 72.

⚠️ **WARNING**

Follow these safety guidelines whenever operating or maintaining the Model 72 described in this manual.

Operator training - Operator training is required prior to operating the Model 72. Please read through this manual prior to operating the Model 72.

Optional Lift system - If your desk has the optional lift system (Figure 2-1), care must be taken to not create a pinch point between the desk and your body. The height ships by default in the lowest position.

Transport is adjustable by job. When selecting a job, keep hands out from under the Model 72.

Avoid creating pinch points with adjustable work surface. (Optional lift system only)
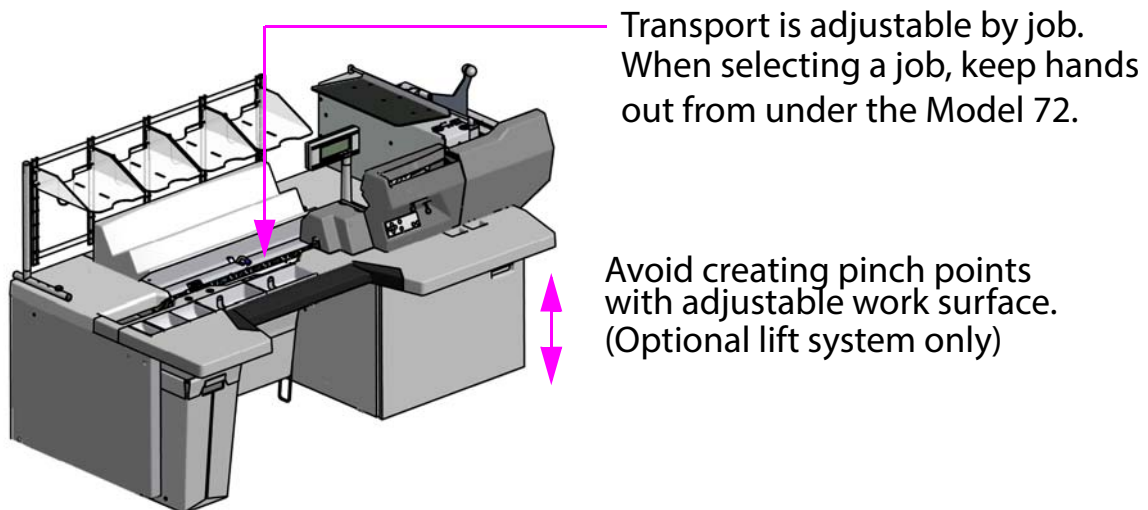
Figure 2-1: Safety Guidelines

Transport Height - the transport height is adjustable per job, when selecting a new job, be aware that the transport could move and create a pinch point between the desk and your body (Figure 2-1).

Keep loose objects away from any exposed, moving parts of the Model 72 - The moving parts of the Model 72 can become jammed and/or damaged by foreign objects. Keep hands, hair, loose clothing and jewelry away from the moving parts.

Do not place fingers in the cutter areas - The cutter blades are sharp and may cause cuts should you inadvertently come in contact with them whether the Model 72 is running or not. Do not place fingers in the feed area while running the Model 72.

Cover doors - Do not operate the Model 72 with the cover doors removed.

Model 72 design - Do not modify the design or configuration of the Model 72 without consulting OPEX or your authorized representative.

Model 72 Maintenance - Model 72 maintenance, particular operations, and all adjustments, whether mechanical or electrical, shall be carried out by persons authorized to do so in accordance with a safe system of work.

Do not attempt to clean the Model 72 while it is running - A cloth (or similar material) should never be used to clean moving parts such as belts or rollers. The use of such material on moving mechanisms can result in damage to the Model 72 or severe personal injury. If a belt, roller, gate or similar part needs to be cleaned, hand-crank the part during cleaning or clean it while stationary.

Do not use flammable, high pressure, "canned air" to clean dust and debris from the Model 72 - Air duster spray cans contain flammable chemicals, making them unsafe to use around powered equipment and other sources of ignition.

Model 72 access - Keep all areas around the Model 72 clear of obstacles.

Electrical outlet - The socket-outlet shall be installed near the Model 72 and shall be easily accessible.

Do not set liquids on the desk which could spill into the Model 72.

Keep away from children - The Model 72 is not suitable for use in locations where children are likely to be present.

2.2.1. Maintenance Safety

> ⚠️ **WARNING**
>
> Unplug the Model 72 from the power source to remove power from the Model 72 for servicing or when moving the Model 72.

Only authorized personnel are permitted to service and maintain the Model 72.

Stop the Model 72 before attempting to open or remove exterior panels.

Wear personal protective equipment (PPE) that is appropriate to the job being performed.

Maintain the Model 72 in proper working condition at all times - When performing maintenance, service or repairs:

- Maintain the Model 72 according to the scheduled preventive maintenance procedures provided in this manual.

- Follow applicable service and repair procedures provided in this manual.

Tool safety - Use and maintain tools properly, according to manufacturer's instructions. Remove tools and other loose items from the Model 72 before applying power.

Do not attempt to move the Model 72 while the power is connected - Unplug the Model 72 from the power source first.

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2.3. Model 72 Safety Labels

Safety labels are used in specific locations on the Model 72 to alert you to certain safety hazards. These labels may appear in various languages or styles depending on the region or country where the Model 72 is operating:

- Bilingual English/Spanish labels for US Model 72s

- Bilingual English/French labels for Canadian Model 72s

- Graphics-only labels for EU and various international Model 72s (no text).

Although they appear different, the locations of these labels are identical.

> ⚠️ **WARNING**
>
> Follow the safety precautions on all labels when operating the Model 72. Failure to follow these precautions may result in severe bodily injury or death as well as damage to the Model 72.

2.3.0.1. Ratings / Serial Number label

Location: Inside cabinet door (Table 2-1).
Purpose: Identifies product electrical ratings, Model 72 serial number.

Table 2-1: Ratings/Serial Number label

Label locations	Description
  7459200 (US) 	**7459201 (EU)** **7822000 (JP 50HZ)** **7822100 (JP 60Hz)**

Note that the Ratings/Serial Number labels in the right column show the WEEE symbol. This indicates that Waste Electrical & Electronics Equipment should be disposed of at an authorized recovery and recycling facility. Please do not discard in trash.

2.3.0.2. Radio compliance label

Location: Inside cabinet door (Table 2-2).
Purpose: Acknowledges compliance with FCC & I.C. (or other governing body) rules and regulations.

Table 2-2: Radio Compliance label

Label locations	Description
	United States FCC (7682610) **This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.** Contains FCC ID: VDM2054710 Contains IC: 7175A-2054710 Model: 205471010 OPEX® Corporation Japan only: MIC registration (7682640) R 2054710 012-170046

2.3.0.3. Pinch Point Caution Label

Location: The beginning of the feed path (Table 2-3).

Purpose: Warns about pinch hazards within the feed path.

Table 2-3: Pinch Point Caution label

Label locations	Description
	ALL (1637200)

2.3.0.4. Dielectric and ground test label

Location: Inside the cabinet door (Table 2-4).

Purpose: To inform personnel that the ground points in the Model 72 are well connected between each other and it has passed the ground bond test.

Table 2-4: Dielectric and ground test label

Label locations	Description
	ALL (P24838-01) DIELECTRIC TEST AND GROUND CONTINUITY TEST PASSED p/n P24838-01 RevC
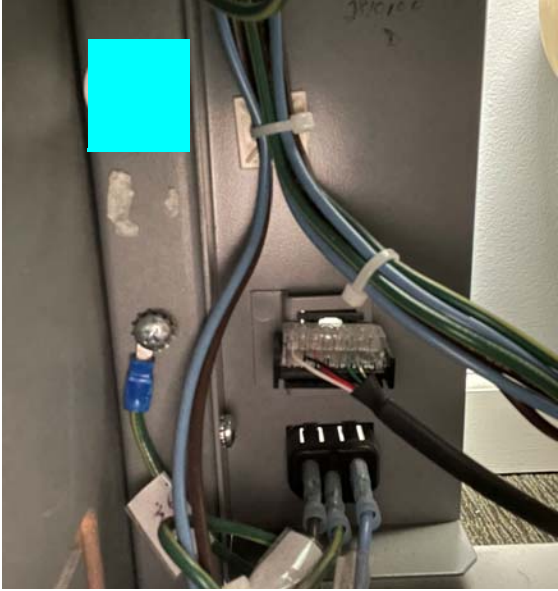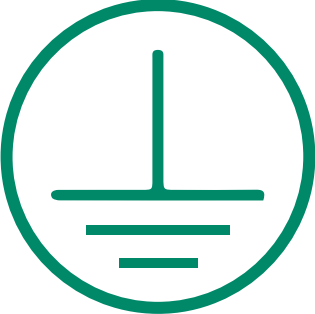
2.3.0.5. Ground Symbol

Location: On the inside of the frame near the power panel (Table 2-5).
Purpose: Identifies Ground cable connection point.

Table 2-5: Ground Symbol label

Label locations	Description
	All (P24835-01)

2.4. Ergonomics

As in any occupation that requires you to perform the same motion repeatedly during the course of your work, it is important to consider how you perform your task. Listed below are some guidelines to help you minimize the risk of physical discomfort and injury while operating the Model 72.

NOTICE

Always observe the following guidelines when operating the Model 72.

When at the main operator station:

- Maintain an upright body posture.

- Occasionally change the angle of your posture for greater comfort.

- Avoid operating the Model 72 for longer than a single 8-hour shift. If possible, stretch between breaks.

- If your Model 72 is equipped with the optional height adjustment, adjust the height of the desk so that you are able to work comfortably in a position which maintains good posture. If your Model 72 is not equipped with the height adjustment, adjust the leveling feet on the desk to provide greater comfort while operating the Model 72.

3. Overview

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3.1. Model 72 Components and Features
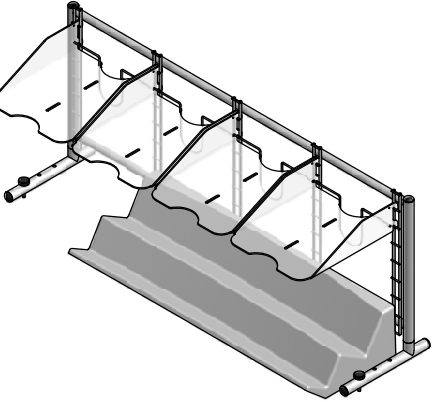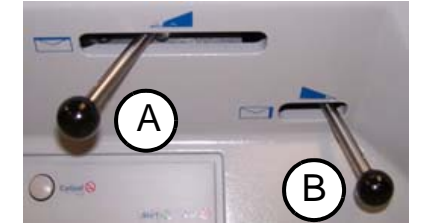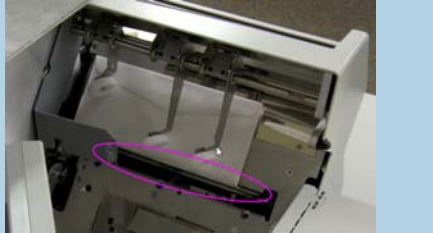
The OPEX Model 72 Rapid Extraction Desk (RED) is a semi-automated workstation for incoming mail. Its purpose is to improve productivity in mail extraction by allowing an operator to open stacks of envelopes and extract the contents in a rapid fashion.

Before using the Model 72, take time to familiarize yourself with its main components and features (see Figure 3-1 and Table 3-1).
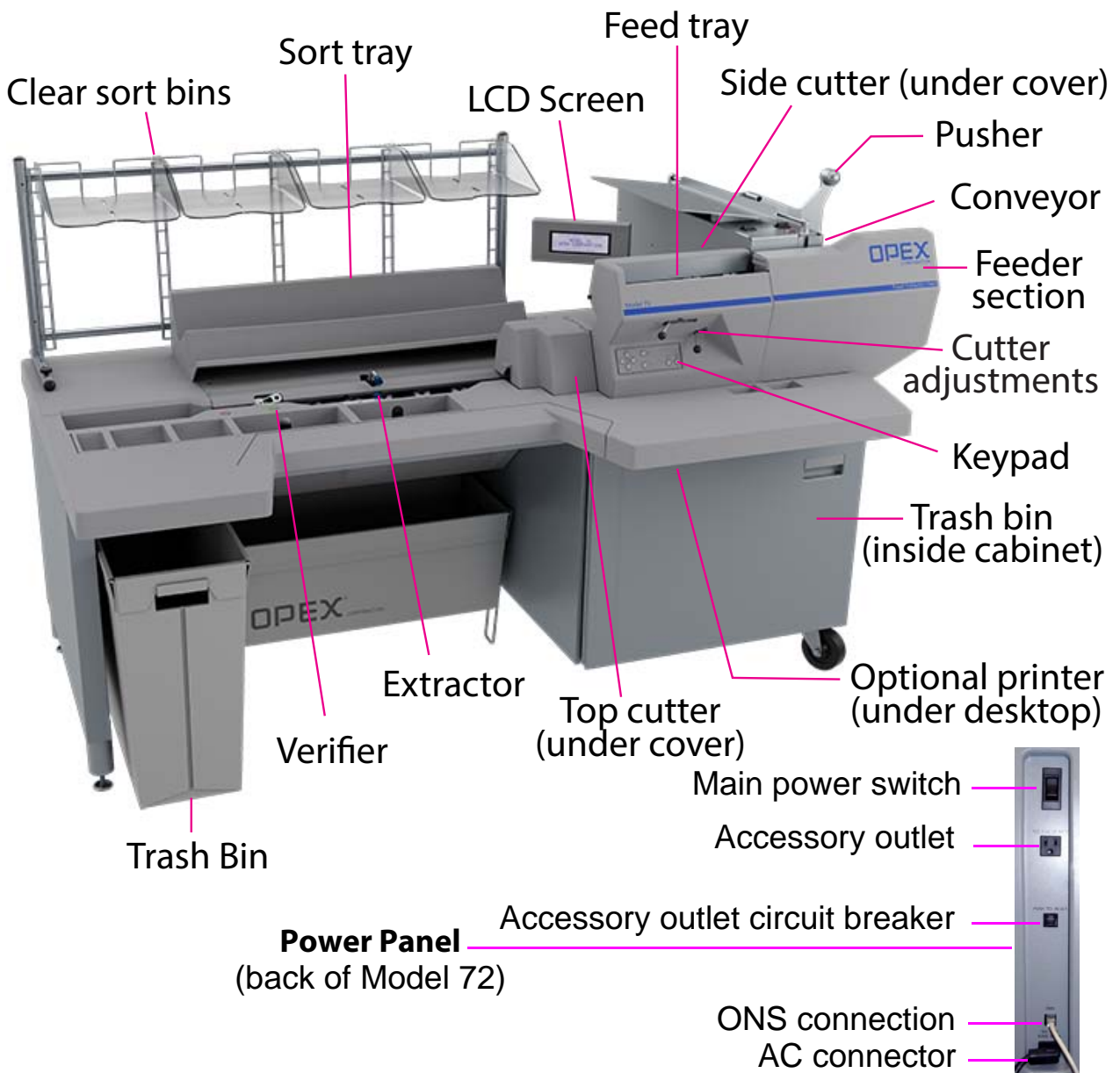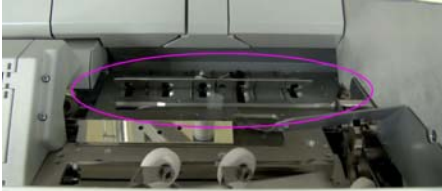
Figure 3-1: Model 72 components

Table 3-1: Model 72 Components & Features

	Integral mail rack & conveyor • Holds mail tray. Pushes in to fit flush below conveyor when not in use. • Conveyor can hold up to 22½ inches (571.5 mm) of mail.
	Sort bins and sort tray • Flexible rack system minimizes reach, and can be adjusted to various heights. • Sort tray offers additional sorting capabilities
	Button keypad controls • Used for navigating the menus and starting/stopping the Model 72

	Adjustable cutter depth:
	    a. Top cut has five options
	    b. Side cut has four options

	Fence (view from back) Located in the top half of the shuttle assembly. Used to hold the envelope in preparation for the side cut. When the fence drops, the side is cut and the envelope moves to the shuttle.

Table 3-1: Model 72 Components & Features (continued)

	Shuttle (bird's eye view from front) The shuttle moves up and down to position the envelope for the top cut.
	Extractor • Where envelope contents are removed • The envelope opening width is adjustable under the individual job parameters
	Cycle and Verifier Lights • The green cycle button is illuminated when the Model 72 is turned on. • The red verifier light flashes if contents are detected.
	Optional Printer • Provides a hard copy of job and operator statistical information. Has an access door for loading paper rolls.
	Optional Lift System • Use the operator panel Up/Down buttons to raise or lower height of desktop work surface. • Accommodates wheelchair access.

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3.2. Power Panel

The power panel is located at the back of the Model 72 and contains the following controls and connectors:

Power Panel	Component/Function
	Main Power On/Off Switch
	Allows building-supplied AC to enter the Model 72. The switch should be off whenever maintenance is performed. The main power has a 10 Amp circuit breaker.
	Accessory Outlet
	Use with low current items, 1A or less.
	Note: *This is a North American option only.*
	Accessory Outlet Circuit Breaker
	Protects the Model 72 from an overdrawn current by the Accessory Outlet. This a 1A fuse.
	ONS Connector
	Connects the OPEX Network Solutions (ONS) system to a Host computer. The connector will be different depending on the ONS system (blank/RS232/RS422).
	AC Connector
	Connects building-supplied AC power to the Model 72.

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3.2.1. Software options

The following purchasable software options are activated via a software key:

Printer - enables printer functionality.

ONS - The Model 72 may be attached to a network and integrated using OPEX Network Solution (ONS) software. This allows machine parameters, job parameters, and operator information to be read from or written to the Model 72 by a central computer. In addition, vital statistical information for multiple Model 72s may be viewed on the ONS computer.

Diagnostics - allow an authorized OPEX Service Technician to troubleshoot errors, calibrate components, and run tests on all input and outputs (motors and sensors).

3.3. Model/Serial Number Location

Before contacting OPEX Technical Support, locate the Model/Serial label on your Model 72 so that you can provide the assisting technician with your Reference Serial Number (Figure 3-2).

See contact information on .
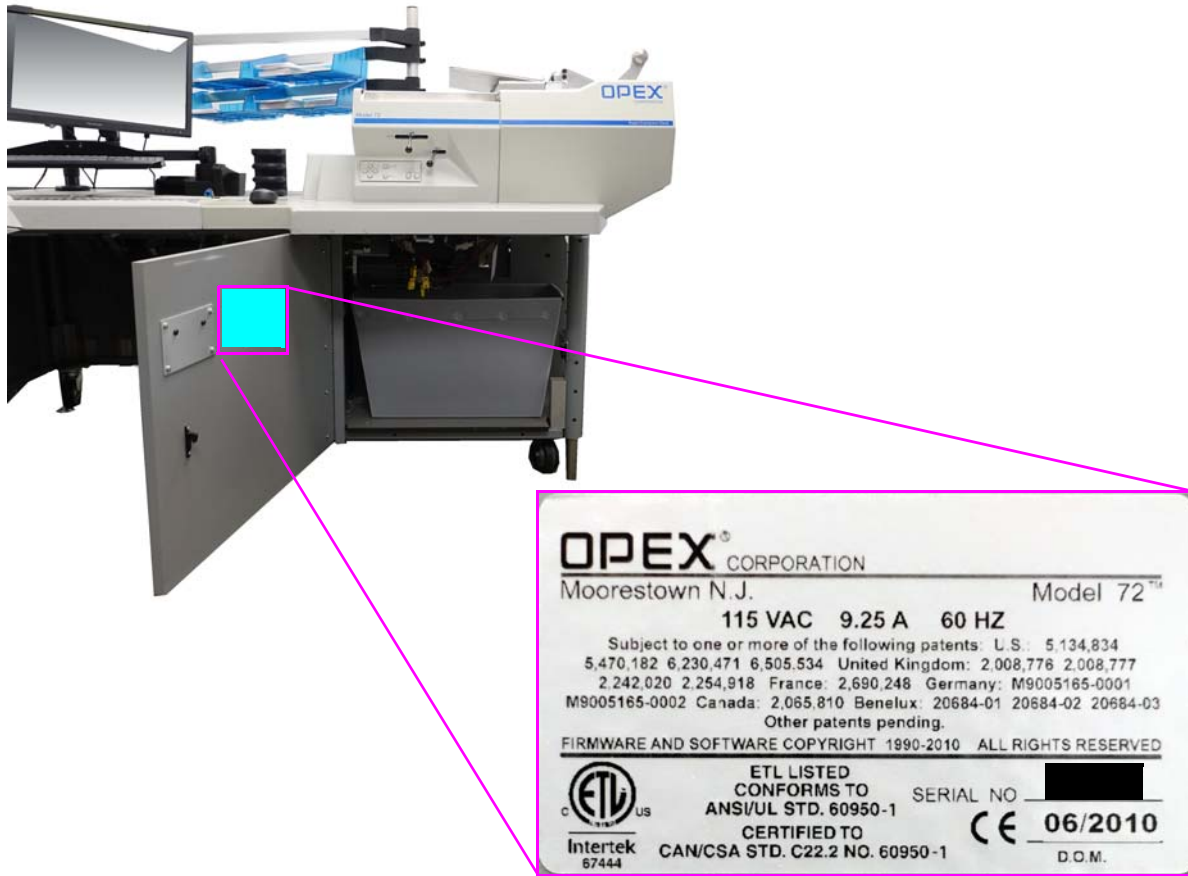
Figure 3-2: Model/Serial label

3.4. Specifications

Model 72 Performance	
Cycle rate	3600 envelopes per hour with a #10 (4 1/8" x 9½") envelope
Conveyor Capacity	22½ inches (571.5 mm)
Handles mixed mail?	Yes

Envelope Specifications	
Envelope Height	3.5" to 6.375" (88.9 mm to 161.925 mm)
Envelope Length	5" to 11.5" (127 mm to 292.1 mm)
Envelope Thickness	up to 3/8" (9.525 mm)

Physical Specifications	
Length (side to side)	6 feet 4 inches (76 inches, 1930.4 mm)
Depth (front to back)	3 feet 5 inches (41 inches, 1041.4 mm)
Height (floor to top shelf)	3 feet 11 inches (47 inches, 1193.8 mm)
Weight (base model)	<500 lbs. (<226.796 kg)
Lift Height Adjustment	25 to 32.5 inches (635 mm to 825.5 mm)
Operator/Service Clearance	Three feet, front and right sides (914.4 mm)
Sound Output	below 80dB

3.4.1. Electrical Specifications

Table 3-2: Electrical Specifications

Input Voltage	NA: 115VAC 60HZ (1 Phase) EU: 220-240VAC 50HZ (1 Phase) JP: 100VAC 50/60HZ
Input Current	NA: 9.25A (Max) EU: 4.50A (Max) JP: 7.50A
Circuit Breaker	NA: 10A EU: 5A JP: 10A
Accessory Outlet	NEMA 15R Grounded Receptacle (1A Max)
Accessory Outlet Circuit Breaker	1A
Power Rating	NA: 1110W (Max @ 9.25A) EU: 990 - 1080W (Max @ 4.5A) JP: 750W
BTU Rating	NA: 3788BTU/h (Max @ 9.25A) EU: 3378 - 3685BTU/h (Max @ 4.5A) JP: 2561 BTU/hour

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4. Operation

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4.1. Keypad button functionality

The Model 72 controls are located on the keypad to the right of the operator as indicated in Figure 4-1.
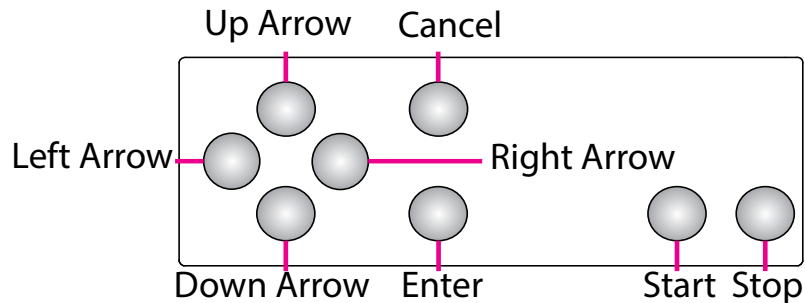
Figure 4-1: Model 72 keypad button names

The Keypad is used to select options and move from menu to menu on the LCD Display. The keys and their functions are:

Start - Press to turn on the LCD display when the main power switch is on.

Stop - Press to turn off the LCD display.

Enter - Press to enter a parameter highlighted by the LCD Display cursor.

Cancel - Press to cancel a selection.

Up Arrow Press - will allow you to navigate up through a column of data. When the upper item within the column is highlighted and you press the up key, the list of data is shifted down by a row and the previous line of data is displayed. If the up arrow is pressed while on the first row of data, then the cursor will move left to the first item in the table. If the first item is selected, then the cursor will move to the last item in the list.

Up Arrow Hold - Pressing and holding the up arrow will display the previous full page of data. The screen will wrap to the last page of data when you hold the up arrow while the first page of data is displayed. When the screen wraps to the last page, the last item in the list will be highlighted.

Down Arrow Press - will allow you to navigate down through a column of data. When the lower item within the column is highlighted and you press the down arrow, the list of data is shifted up by a row and the next line of data is displayed. If the down arrow is pressed while on the last row, the cursor will move left to the last item in the table. The screen will wrap to the first item in the list if you press the down arrow when the last item in the list is highlighted.

Down Arrow Hold - Pressing and holding the down arrow will display the next full page of data. The screen will wrap to the first full page of data when you hold the down arrow while the last page of data is displayed. The first item in the list will be selected when the screen wraps to the first page.

Left Arrow Press - will shift the highlighted selection one column to the left. If the selected item is in the first row and the left arrow is pressed, then the last item in the previous row will be selected. In addition, if the first item on the page is highlighted and the left arrow is pressed, the list is shifted down and the previous line of data is displayed. Pressing the left arrow while the first item on first page is highlighted will cause the screen to wrap to the last item in the list.

Left Arrow Hold - Left arrow hold will continuously shift the selection one item to the left until the key is released. It will work the same as the left arrow press.

Right Arrow Press - will shift the highlighted selection one column to the right. If the selected item is in the last row and the right arrow is pressed, then the first item in the next row will be selected. In addition, if the last item on the page is highlighted and the right arrow is pressed, the list is shifted up and the next line of data is displayed. Pressing the right arrow while the last item on the last page is highlighted will cause the screen to wrap to the first item in the list.

Right Arrow Hold - will continuously shift the selection one item to the right until the key is released. It will work the same as the right arrow press.

4.2. Enhanced Scrolling

When a list or table has more information than can be displayed on the screen, a scroll bar appears on the right side of the screen (Figure 4-2). The scroll bar indicates were the cursor is in relation to the top and bottom of the list.
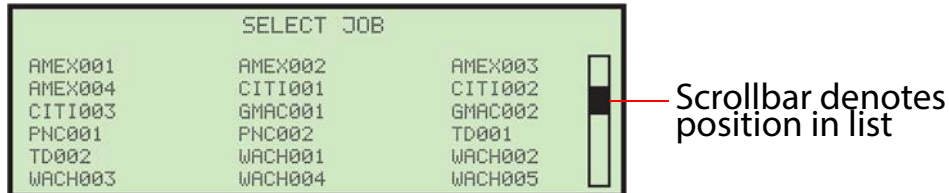
Figure 4-2: Typical enhanced scrolling screen

4.3. Powering up

1. Turn the main power switch (located on the back of the Model 72) on.

2. Press the `Start` button on the keypad. The welcome screen will appear first, prior to the Logon screen (Figure 4-3).

Figure 4-3: Welcome screen

4.4. Logging in

1. The welcome screen can be bypassed by pressing the `Cancel` button instead of the `Start` button. The LCD will then display the Login screen (Figure 4-4).
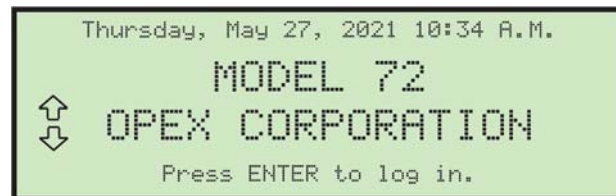
Figure 4-4: Login screen

2. Press the `Enter` button on the keypad to display the **SELECT OPERATOR** screen. OPEX provides two default operators: NEW and SUPERVISOR. When new operators are added by a Supervisor, the names will be displayed along with the OPEX defaults (Figure 4-5).

Figure 4-5: Select Operator screen

3. Use the Arrow keys to highlight an operator, select **NEW** or **SUPERVISOR**, and press the `Enter` button.

4. When a password is not required, the Operator Main Menu is displayed, and the operator can choose to Select Job, create/change Password or view Statistics (Figure 4-6).


```
Thursday, May 27, 2021 10:34 A.M.
      OPERATOR: PAT
        JOB: NEW

 SELECT JOB    PASSWORD    STATISTICS
```

Figure 4-6: Operator Main Menu (example)

5. When a password is required for the selected operator, the **ENTER PASSWORD** screen will be displayed next (see Figure 4-7).


```
        ENTER PASSWORD
     ┌──────────────────────┐
     │ ■                    │
     └──────────────────────┘
  A  B  C  D  E  F  G  H  I  J  K  L  M
  N  O  P  Q  R  S  T  U  V  W  X  Y  Z
  0  1  2  3  4  5  6  7  8  9  ( SAV
```
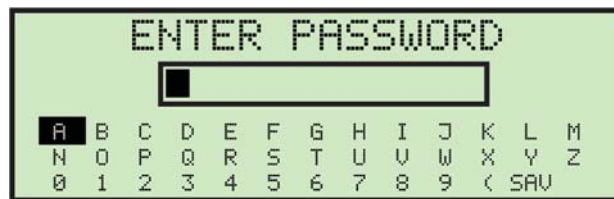
Figure 4-7: Enter Password screen

6. Use the Arrow keys and the **Enter** button to enter a password. An asterisk (*) will be displayed in the password field for each character entered. Once entered, navigate to **SAV** and press `Enter` on the keypad. Operator login is valid until the **Stop** button is pressed (LCD off).

If you entered an incorrect password, the **INCORRECT PASSWORD** warning message is displayed (Figure 4-8).


```
      INCORRECT PASSWORD

     Press any key to continue
```

Figure 4-8: Incorrect Password screen

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4.4.1. Changing Operator Passwords

The Operator has the ability to change their password. However, they will need to enter their current password before the password can be reset. In cases where the current password is blank, the operator will not be prompted to enter their current password before entering a new password. Supervisor login has the ability to view and change operator passwords.

To change a password

1. After logging in, select **PASSWORD** from the Main Menu to change the currently selected operator's password (Figure 4-9).

Figure 4-9: Main Menu

The **CHECK PASSWORD** screen (Figure 4-10) will be displayed to remind the operator that leaving the password blank will disable the password feature.

Figure 4-10: Check Password screen

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2. Press the `Enter` button to display either the **CURRENT PASSWORD** screen, if a password exists for the operator, or the **NEW PASSWORD** screen, if there has never been a password assigned to that operator (Figure 4-11).
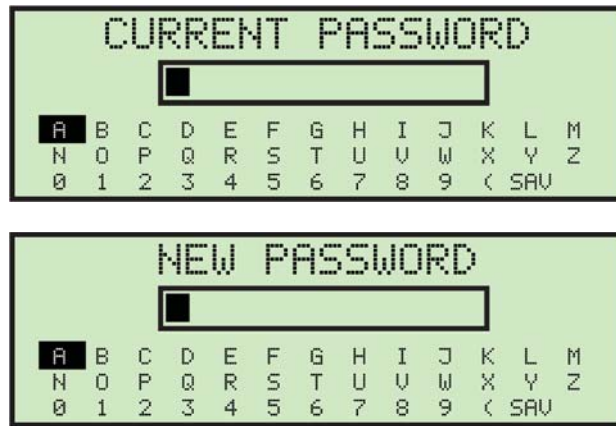
Figure 4-11: Password screens

3. The operator must enter their current password before setting their new password. Use the keypad to enter the current password.

   Once the correct current password has been entered, navigate to **SAV** and press `Enter` on the keypad. The **ENTER PASSWORD** screen appears, allowing you to create a new password (Figure 4-12).

Figure 4-12: Enter Password screen

4. Enter the new password using the keypad. The password can be up to 10 characters in length. Selecting **SAV** will save the new password. The LCD will return to the main menu after entering a password.

4.5. Selecting a job

When logged on, use the Arrow buttons to navigate to **SELECT JOB** and press the `Enter` button. The Select Job screen appears (Figure 4-13).

```
                 SELECT JOB
 AMEX            CREDIT           MCARD
 VISA
```

Figure 4-13: Select Job screen

Note: If there are a large number of jobs stored in the Model 72. there may be additional steps, as explained in <u>"Locating a job when many are stored" on page 65</u>*.*

5. Use the Arrow buttons to choose a job, and press `Enter` to select it. Based on the job settings, there may be reminder instructions to set cutter positions which will appear on the screen, as in this example (Figure 4-14):

```
            ADJUST CUTTER DEPTH

           SIDE CUTTER = POSITION 1
            TOP CUTTER = POSITION 1

        Push the cycle button when ready.
```
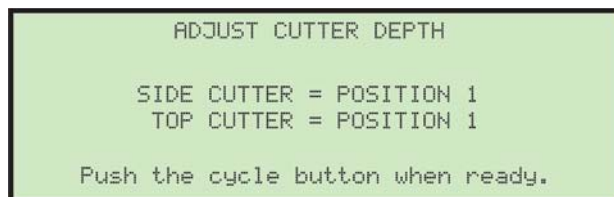
Figure 4-14: Set Side Cutter position screen

6. Either perform the tasks requested on screen to properly set up the job, or push the cycle button to begin running the job.

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4.6. Operator Statistics

Operators are able to view their own statistics only, and can also print their own statistics if the Model 72 has an optional printer. If printing is enabled, two additional options, **PRINT DETAILS** and **PRINT SUMMARY**, will be displayed on the **DISPLAY STATISTICS** screen. Selecting either of these print options will automatically start printing the information selected. The printing status will be displayed on the screen during printing operations.

Note: Supervisor-level users can view and print all operator statistics. For additional information on Supervisor statistics, see .

1. To view and/or print statistics, use the left/right arrow buttons to select and highlight **STATISTICS** (Figure 4-15), and press `Enter`.

Figure 4-15: Main Menu - select statistics

2. On the **DISPLAY STATISTICS** screen, use the arrow buttons to select and highlight **SET TIME RANGE** (Figure 4-16), and press `Enter`.

Figure 4-16: Display Statistics screen

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3. On the **SELECT TIME RANGE** screen, use the arrow buttons to select and highlight the desired time range (Figure 4-17), and press `Enter`.

Figure 4-17: Select Time Range screen

4. Using the navigation buttons, select and highlight the desired view or print function (Figure 4-18) and press `Enter`.

Figure 4-18: Display Statistics screen

Based on the selection made, the information is either displayed or printed. Figure 4-19 shows an example of the **VIEW DETAILS** selection.
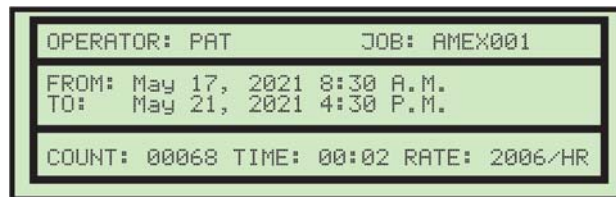
Figure 4-19: Statistics detail example

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4.7. Loading envelopes

Side view of the feeder section is shown in Figure 4-20.
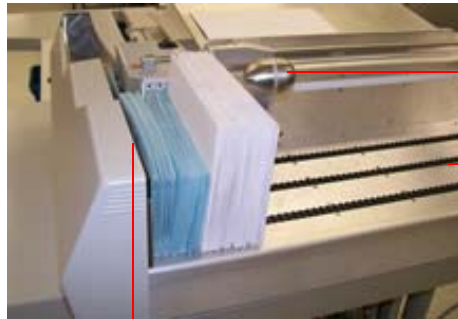
Mail Pusher - Supports and advances envelopes. Lifts and slides back to allow envelopes to be loaded.

Conveyor - Capacity is about 22½" (571.5 mm).

Feed Sensors (not shown) - Detect if mail is present. Controls advance movement of the unopened envelopes.

Feed Belts (behind cover)

Figure 4-20: Feeder section

Procedure to load envelopes:

1. Align the envelopes so that they are all oriented with the label side facing towards the front of the Model 72, and the back flap on top and facing towards the back of the Model 72 (Figure 4-21).
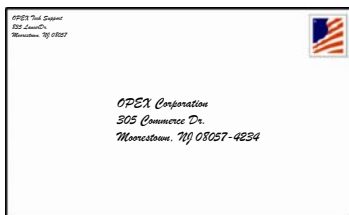
Label side facing the front of the Model 72
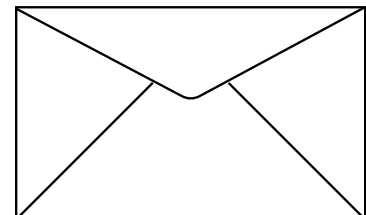
Flap on top, facing the back of the Model 72

Figure 4-21: Envelope orientation

2. Load a stack of envelopes against the forward wall of the conveyor, bottom edges touching the belts.

   Note: It is not necessary to justify envelopes to the left conveyor wall.

3. Slide the Mail Pusher to its most forward position. Load a handful of mail behind the pusher, using the side of the pusher as your guide. Loading in

this manner will ensure that each envelope will feed smoothly into the Model 72.

4. Lift the Mail Pusher, slide it back and lower it into place behind the last envelope. The first envelope should be right in front of the feeder belts.

5. Continue to load the mail, placing each handful behind the pusher until the conveyor is full.

6. Lift the Pusher, slide it back, and place it behind the last envelope. You will find that it is easier to load in this manner than to try to load all of the mail in front of the Pusher.

4.8. Setting cutter positions

The side and top cutter on the Model 72 are operator-adjustable (Figure 4-22).

TOP CUTTER
No Cut ←——————→ Deep Cut

SIDE CUTTER
Deep Cut ←——→ No Cut
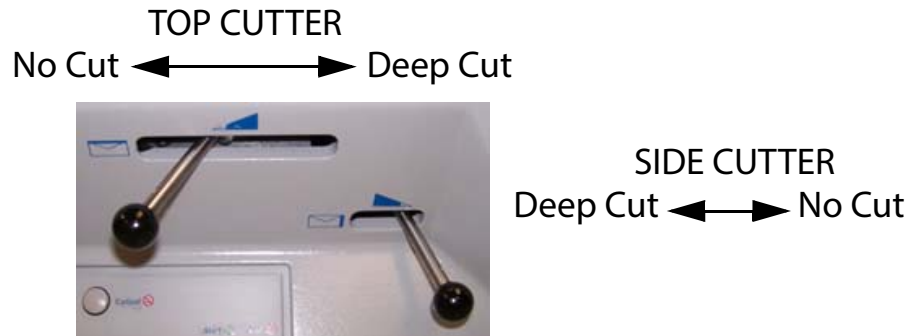
Figure 4-22: Cutter levers

The top cutter has five positions:

- **POSITION 0** - No Cut (knob fully left)
- **POSITION 1** - Normal (0-.060" / 0-1.52 mm)
- **POSITION 2** - Normal + .015" / +0.38 mm
- **POSITION 3** - Normal + .030" / +0.76 mm
- **POSITION 4** - Normal + .094" / +2.39 mm (knob fully right)

The side cutter has four positions:

- **POSITION 0** - No Cut (knob fully right)
- **POSITION 1** - Normal (0-.060" / 0-1.52 mm)
- **POSITION 2** - Normal + 1/16" (1.59 mm)
- **POSITION 3** - Deep Cut (knob fully left). This is approximately a 1/2"/(13 mm) cut.

4.9. Running a job

1. After the job is selected, press the `Enter` button on the keypad. The green lens is illuminated when the Model 72 has been turned on. The LCD will display the Run screen (Figure 4-23), and envelope feeding will begin.

Figure 4-23: Run screen

This screen shows statistical information from the current job. The graph will display the following:

- **COUNT** - Total count of pieces processed. Envelopes are counted when they pass the top cutter sensor.
- **TIME** - Total time for current job.
- **RATE** - Rate of envelopes processed per hour.
- **BURST** - Best six minutes of processing during the current job.

A graphical representation of an operator's performance is updated every minute at the bottom of the run-time display. Three one-hour windows are displayed and automatically shifted every hour. Rate increments are displayed on the left side of the graph. A horizontal line appears across the data window indicating the target rate to be reached by the operator.

If any jam occurs, it is briefly shown, and then the run-time graph is displayed. The run-time graph and error message will alternate until the Model 72 is restarted by pushing the **Cycle** button.

2. When the first envelope reaches the extractor, it will stop. Remove all the contents from the envelope. This is important for the first envelope, because the Model 72 will use this as the gauge for determining the thickness of an empty envelope.

The red lens immediately to the left of the **Cycle** button is the Verifier warning light (Figure 4-24).

A thickness sensor verifies that the envelope is empty

Thickness wheel

Verifier light   Cycle button
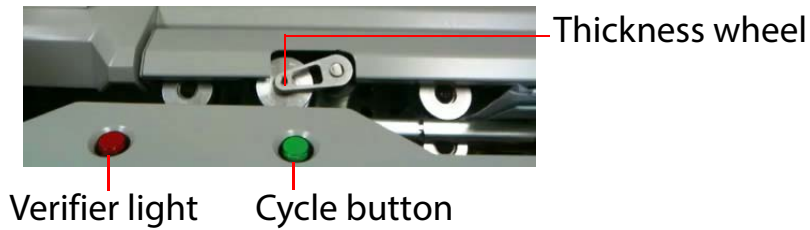
Figure 4-24: Cycle button and verifier light

The verifier detects the presence of contents mistakenly left in the envelope. With the Verifier enabled, and contents are detected, the red light will flash, and the Model 72 will not advance the envelope into the trash.

3. Press the green **Cycle** button to send the empty envelope to the verifier. The next envelope will arrive at the extractor for the operator to remove contents, and the Model 72 will automatically continue envelope cycling until ending the job being run.

- If an envelope stops at the verifier and the red indicator lamp is illuminated, you must remove the entire envelope before continuing. Inspect the removed envelope for any missed content.

- While running the Model 72, you should watch trash levels and chip "haystacking" to prevent backups that might jam the cutters and create a service call.

4.10. Stopping a job

A job may be ended at any time by pressing the **Cancel** button.

With the job run memory mode enabled, the Model 72 will save two consecutive runs of the same job by the same operator as a single run. The two runs must occur within a predetermined timeout period (set by your service technician or system administrator). Pushing the **Cancel** button will temporarily suspend the first run rather than ending it. Resuming the run within the designated timeout period will preserve the two separate runs in the same job. This feature is helpful when an operator must temporarily stop a job run for breaks, etc.

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5. Managing Operators and Jobs

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5.1. Managing Operators

Supervisor-level permissions allow management of Operators and Jobs. All of the supervisor tasks can be launched from the **SUPERVISOR** main menu (Figure 5-1).

Figure 5-1: Supervisor main menu

- Log in as Supervisor using the login procedure. The **SUPERVISOR** main menu will appear. This screen is where all the supervisor tasks can be launched. The following tasks can be performed:
  - **CHANGE OPERATOR LIST** - adding, modify and printing of operators
  - **CHANGE JOB LIST** - adding, modify and printing of jobs
  - **STATISTICS MENU** - viewing and printing of statistical reports
  - **PASSWORD OPTION** - globally enable or disable all passwords

5.2. Change Operator List

Selecting **CHANGE OPERATOR LIST** on the Supervisor Main Menu displays the following options (Figure 5-2):
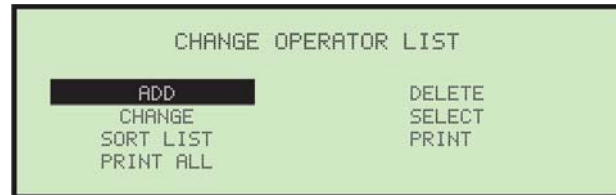
Figure 5-2: Change Operator List screen

- **ADD** - enter a new operator and setup the operator options.

- **DELETE** - select an operator from the operator list and delete.

- **CHANGE** - select an existing operator from the operator list and modify the operator's options.

- **SELECT** - select an operator from the operator list. The selected operator will become the current operator.

- **SORT LIST** - alphabetically sort the operator list.

- **PRINT** - select an operator from the operator list and print all parameters associated with the selected operator.

- **PRINT ALL** - print the entire list of operators.

5.2.1. Add Operator

1. On the **CHANGE OPERATOR LIST** screen, select **ADD**. The **RENAME OPERATOR** screen will appear (Figure 5-3).

Figure 5-3: Rename Operator screen

2. Enter the operator's name using the Arrow buttons to navigate through the on-screen keypad. Once entered, navigate to **SAV** and press `Enter` on the keypad. Pushing the **Cancel** button on the keypad will end the operator creation process.

   Once saved, the following screen appears (Figure 5-4).

Figure 5-4: Place Cursor Over New Location screen

3. Place the cursor over an existing operator and press `Enter` to place the operator in the list. The new operator will be placed after the selected operator, and the **MODIFY OPERATOR** screen appears (Figure 5-5).
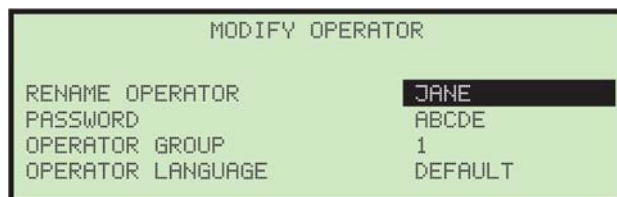
Figure 5-5: Modify Operator screen

4. Make any modification to the operator's parameters using the keypad buttons. Operator parameters include:

- **RENAME OPERATOR** - change the name of the operator.
- **PASSWORD** - change the operator's password.
- **OPERATOR GROUP** - provides a method to organize operators - currently not used.
- **OPERATOR LANGUAGE** - select the language used by the operator.

5. Press `Enter` to save the changes.

5.2.2. Delete Operator

The supervisor can select an operator from the operator list and delete them.

1. On the **CHANGE OPERATOR LIST** screen, select **DELETE**. The **SELECT OPER TO DELETE** screen appears (Figure 5-6).
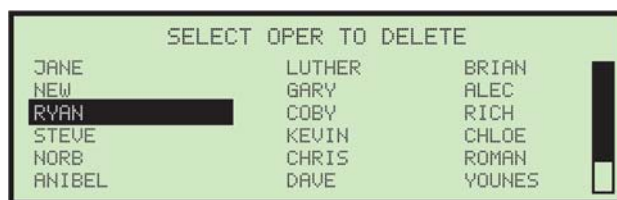
Figure 5-6: Select Operator to Delete screen

2. Use the Arrow keys to choose an operator, and press `Enter` to delete the operator. The operator will be deleted, and the display will return to the **CHANGE OPERATOR LIST** screen.

5.2.3. Change Operator

1. On the **CHANGE OPERATOR LIST** screen, select **CHANGE**. The **SELECT OPERATOR** screen will appear (Figure 5-7).
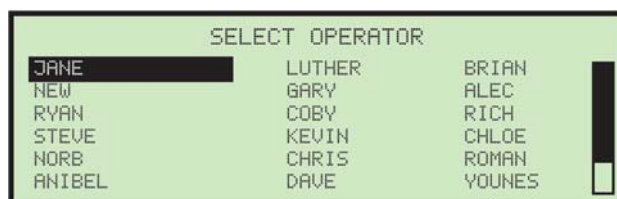
Figure 5-7: Select Operator screen

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2. Use the Arrow keys to choose an operator, and press `Enter` to select the operator. The **MODIFY OPERATOR** screen appears (Figure 5-8).


```
            MODIFY OPERATOR

RENAME OPERATOR          JANE
PASSWORD                 ABCDE
OPERATOR GROUP           1
OPERATOR LANGUAGE        DEFAULT
```

Figure 5-8: Modify Operator screen

3. Make any modification to the operator's parameters using the Arrow keys.

4. Press `Enter` to save the changes.

5.2.4. Select Operator

1. The supervisor can select an operator from the operator list. The selected operator will become the current operator.

1. On the **CHANGE OPERATOR LIST** screen, choose **SELECT**. The **SELECT OPERATOR** screen appears (Figure 5-9).


```
            SELECT OPERATOR
PAT             NEW          SUPERVISOR
```
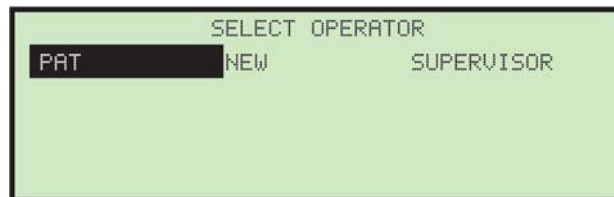
Figure 5-9: Select Operator screen
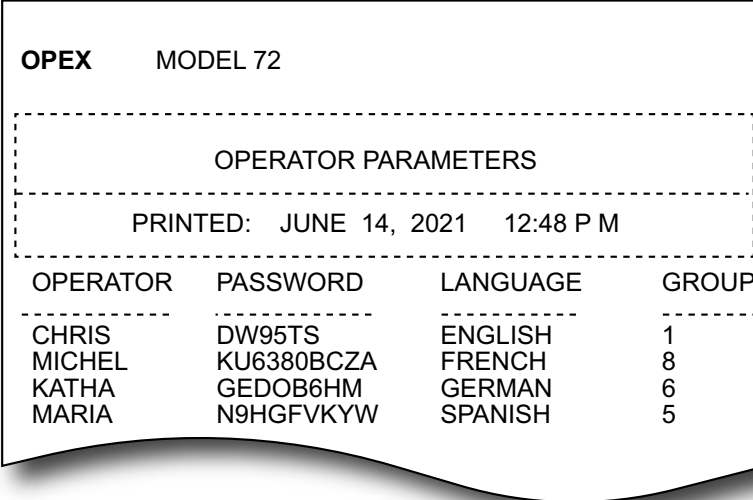
2. Use the Arrow keys to choose an operator, and press `Enter` to select the operator. The selected operator will become the current operator.

5.2.5. Sort List

1. On the **CHANGE OPERATOR LIST** screen, select **SORT LIST**.

2. Selecting **SORT LIST** will alphabetically sort the operator list.

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5.2.6. Print All or Individual Operator Parameters

Operator information can be printed for an individual or all operators. The printout includes the name, password, language, and group number. An example is shown in Figure 5-10.

OPEX   MODEL 72

OPERATOR PARAMETERS

PRINTED: JUNE 14, 2021 12:48 P M

OPERATOR	PASSWORD	LANGUAGE	GROUP
CHRIS	DW95TS	ENGLISH	1
MICHEL	KU6380BCZA	FRENCH	8
KATHA	GEDOB6HM	GERMAN	6
MARIA	N9HGFVKYW	SPANISH	5

Figure 5-10: Example printout of Operator information

The printout choices are available from the **CHANGE OPERATOR LIST** screen (Figure 5-11).

Prints the entire list of all operators

CHANGE OPERATOR LIST

ADD   DELETE
CHANGE   SELECT
SORT LIST   PRINT
PRINT ALL

Selects an individual operator and prints all parameters associated with them

Figure 5-11: Change Operator List screen

You must be logged in as supervisor to print out the report.

Note: *If you want to print information for a specific operator, you will be presented with an additional screen where you can choose the operator.*

5.3. Creating Jobs

Selecting **CHANGE JOB LIST** on the **SUPERVISOR** Main Menu displays the following screen and available options (Figure 5-12):


```
                    CHANGE JOB LIST

        ADD                     DELETE
        CHANGE                  SELECT
        SORT LIST               PRINT
        PRINT ALL
```

Figure 5-12: Change Job List screen

- **ADD** - enter a new job and setup the job options.

- **DELETE** - select a job from the job list and delete.

- **CHANGE** - select an existing job from the job list and modify the job's options.

- **SELECT** - select a job from the job list. The selected job will become the current job.

- **SORT LIST** - alphabetically sort the job list.

- **PRINT** - select a job from the job list and print all parameters associated with the selected job.

- **PRINT ALL** - print the entire list of jobs.

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5.3.1. Adding a new job

The supervisor has the ability to create a new job.

1. On the **CHANGE JOB LIST** screen, select **ADD**, and press `Enter`. The **RENAME JOB** screen appears (Figure 5-13).

Figure 5-13: Rename Job screen

2. Enter the new job name using the Arrow buttons to navigate through the on-screen keypad. Once entered, navigate to **SAV** and press `Enter` on the keypad. Pushing the **Cancel** button on the keypad will end the job creation process.

    Once saved, the following screen appears (Figure 5-14).

Figure 5-14: Place Cursor Over New Location (job) screen

3. Place the cursor over an existing job and press `Enter` to place the job in the list. The new job will be placed after the selected job, and the **SELECT JOB OPTION** screen appears (Figure 5-15).

Figure 5-15: Select Job Option screen

4. Make any modification to the job parameters using the keypad buttons.

The job parameters are described on the following pages.

5. Press `Enter` to save the changes.

5.3.2. Locating a job when many are stored

Due to the large amount of jobs that can be stored and the limited size of the LCD, it can be difficult to find and select a specific job. If you have a large amount of jobs stored in the Model 72, there are two screens that can be used to help locate a specific job quickly (see Figure 5-16): The **SELECT JOB PAGE** screen (left) can display multiple pages of jobs in alpha-numerical order. After selecting a desired job page, the **SELECT JOB** screen (right) can display up to 21 jobs from which to select.
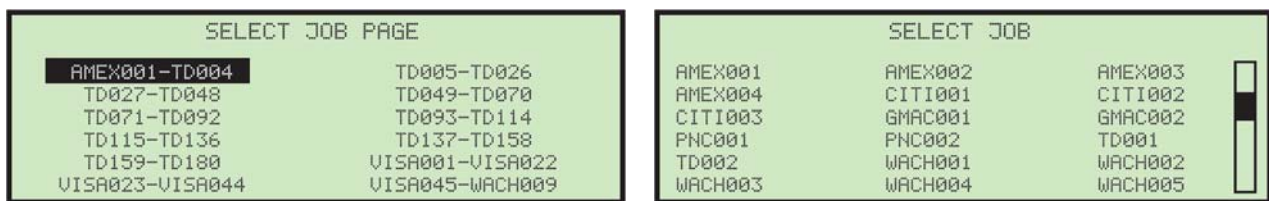
Figure 5-16: Job Selection screens

The **JOB DIRECTORY** machine parameter controls when the **SELECT JOB PAGE** screen is displayed (Figure 5-17).

Figure 5-17: Job Directory

This parameter determines the number of stored jobs required before the **SELECT JOB PAGE** screen will be displayed. For example, if this parameter were set to **200,** then the **SELECT JOB PAGE** screen would not be displayed until the 201st job was added.

Setting the machine parameter to zero would disable the **SELECT JOB PAGE** screen. If the machine parameter is enabled, the job list will always be sorted in alphabetical order. The following procedure demonstrates this feature.

To select a specific job

1. On the Main Menu, highlight **SELECT JOB** and press `Enter` (Figure 5-18).

Figure 5-18: Main Menu

The **SELECT JOB PAGE** screen appears (Figure 5-19).
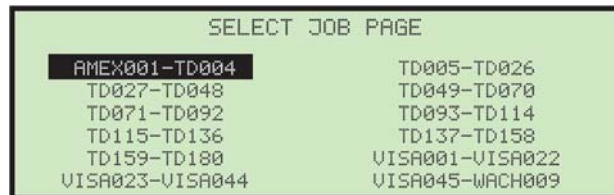
Figure 5-19: Select Job Page screen

2. Use the Arrow buttons and press `Enter` to select job page **AMEX001-TD004**. This displays the first page of the job list that contains job names that are alphabetical between and including job **AMEX001** and **TD004**.

   - If the number of jobs is less than the machine parameter setting, or the **SELECT JOB PAGE** screen is disabled, the LCD will display the **SELECT JOB** screen (Figure 5-20).
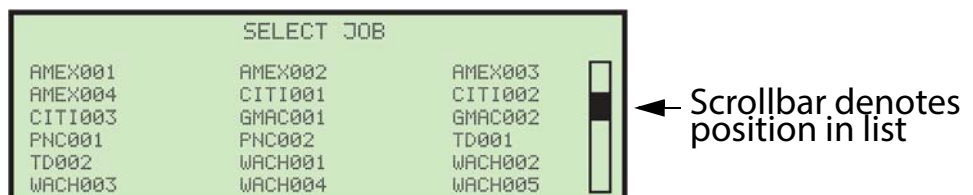
Figure 5-20: Select Job screen

5.4. Job Parameters

This section describes the job parameters that can be set for each job. Job parameters can be accessed when adding a new job, as well as when changing a job (described below).

To edit job parameters for an existing job

1. Login as a supervisor, use the Arrows to select **CHANGE JOB LIST** and press `Enter`. The **CHANGE JOB LIST** screen appears.

2. Select **CHANGE**, and press `Enter`. The **SELECT JOB TO CHANGE** screen appears (Figure 5-21).

Figure 5-21: Select Job To Change screen

3. Use the Arrow keys to choose a job, and press `Enter` to select the job. Once you've selected a job, the **SELECT JOB OPTION** screen appears (Figure 5-22).
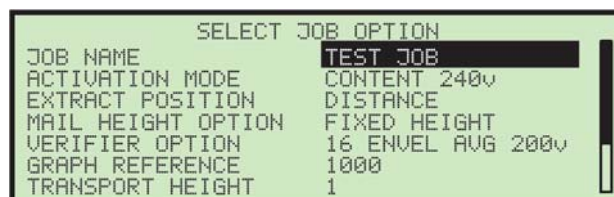
Figure 5-22: Select Job Option screen

4. Use the Up/Down arrows to highlight a job parameter, and press `Enter` to select it. The available job parameters are described below.

5.4.1. JOB NAME

Once a job has been created, you can use this option to change the name of the job. The steps for renaming the job are identical to those described in ["Adding a new job" on page 64](#).

5.4.2. ACTIVATION MODE

This job parameter determines the method used for scanning an envelope in the extraction section. When the criteria for the particular mode is satisfied, the envelope is declared empty and is transported to the Verifier.

To make an activation mode change, use the Arrow buttons to select **ACTIVATION MODE** in the **SELECT JOB OPTION** menu and press `Enter`. The **SELECT ACTIVATION** menu will appear and the current activation choice will be highlighted (Figure 5-23).

Figure 5-23: Select Activation screen

In CONTENT and DIFFERENTIAL modes, a sensor is used to check if an envelope is empty.

Activation modes are:

- **Content mode** - When content activation is selected, envelopes will not leave the extraction area until they are completely empty. This mode is the preferred choice when most of the envelopes in a job exhibit a consistent thickness. When selecting content activation, make sure that any slight

change in extraction stopping position will not result in seams or varying printing areas blocking the extraction sensor (Figure 5-24).

```
CONTENT MODE VOLTAGE CHANGE = 0200

INCREASE if mail does not leave extract
DECREASE if mail leaves extract early

Press ENTER to save or CANCEL to exit
L/R TO SELECT DIGIT, U/D TO CHANGE DIGIT
```

Figure 5-24: Content mode screen

When a job using content activation is started, the first piece run will stop in the extraction area and the **Cycle** light will illuminate. After removing all the contents, the operator presses the **Cycle** button to signal to the system that the envelope is empty. The system will then take a thickness reading of a sample empty envelope.

- **Differential mode** - In differential activation, an envelope will leave the extraction area when a change of thickness representing the removal of at least one sheet of paper is detected. This has the advantage of handling a wide variety of envelopes and decreases the problems associated with varying stopping distances and envelope printing. However, the advantage of detecting empty envelopes present in content activation is sacrificed (Figure 5-25).

```
DIFFERENTIAL MODE VOLTAGE CHANGE = 0300

INCREASE if mail leaves extract early
DECREASE if mail does not leave extract

Press ENTER to save or CANCEL to exit
L/R TO SELECT DIGIT, U/D TO CHANGE DIGIT
```

Figure 5-25: Differential activation mode screen

Since only a change in thickness is required for any particular envelope, no reference envelope is needed. The sensitivity for differential activation may be adjusted by changing the value for the **DIFFERENTIAL MODE VOLTAGE CHANGE** job parameter.

- **Removal mode** - When removal activation is enabled, the removal sensor located in front of the extraction area is used to signal that an envelope is empty. Typically, the operator removes all the contents and in the same

motion wipes the contents over the removal sensor. Removal activation is used when an envelope profile of a particular job prevents effective use of content or differential activation.

Note: *Removal mode is an automatic change and does not have its own screen.*

- **Time Out mode** - In this mode, an envelope will be opened in the extraction area for the duration equal to the **TIME MODE CYCLE TIME** (Figure 5-26), and will then be released and transported to the Verifier. Then, the next envelope will feed to the extraction area.

```
TIME MODE CYCLE TIME (MSEC) = 0500

INCREASE if mail leaves extract early


Press ENTER to save or CANCEL to exit
L/R TO SELECT DIGIT, U/D TO CHANGE DIGIT
```

Figure 5-26: Time Out activation mode screen

5.4.3. EXTRACT POSITION

On the **SELECT JOB OPTION** screen, use the arrow buttons to highlight **EXTRACT POSITION** and press `Enter`. The **EXTRACT POSITION** screen appears (Figure 5-27).

```
EXTRACT POSITION

DISTANCE          CENTERED
```

Figure 5-27: Extract position (job parameter) screen

DISTANCE - This setting is used to offset the envelope's stopping location in the extraction area (leading edge at middle of extraction cups). Use the left and right arrows to move the cursor in ¼" increments (range is from 0" to 9¾") to offset the stopping location. For example, if this parameter is set to **4**, the leading edge of the envelope should stop four inches past the middle of the extraction cups.

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CENTERED - with this setting, the width of the envelope is measured as it moves through the Model 72, so that the envelope is automatically centered between the extraction cups when it reaches the extractor.

5.4.4. MAIL HEIGHT OPTION

This job parameter sets whether fixed height mail or varying height mail is being run (Figure 5-28).

Figure 5-28: Mail Height Option screen

Use the right or left arrows to select **FIXED HEIGHT**, **VARYING HEIGHT** or **HYBRID** and press `Enter` to save the change.

It is important to note that the Model 72 will run in any mode with any type of envelope. However, setting this parameter can greatly improve performance. For example, if uniform mail is run in varying height mode, the shuttle will move home (center of travel) before each piece, and then move down or up to accommodate the height of the piece. This repeated movement is unnecessary, since the shuttle could stay in the same position.

On the other hand, if varying mail is run in fixed height mode, the shuttle does not adjust its position before the piece arrives. When it does arrive, adjustments will be made with the Upper and Lower Just sensors, but cycle time will suffer.

Hybrid mode moves the shuttle quickly as in Variable Height mode, but only moves it down when necessary like in Fixed Height mode. Note that the downwards motion happens as soon as the SHUTTLE PC sensor is blocked, and does not wait for the Shuttle Settle Time machine parameter. This mode was created to handle large envelopes such as C5 size.

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5.4.5. VERIFIER OPTION

The **VERIFIER OPTION** screen (Figure 5-29) has three modes.

Figure 5-29: Verifier Option screen

Use the arrows to set the Verifier and push `Enter` to save your setting.

- **VERIFIER OFF**: No checking of the envelope will be made in this mode. This setting is good for jobs with large variations in thickness between envelopes.

- **USE FIRST ENVELOPE AS REFERENCE**: This allows the first envelope to set the standard for each envelope that follows.

- **USE 16 ENVELOPE AVERAGE AS REFERENCE**: This uses a floating average of the previous 16 envelopes as the reference. This mode allows for minor variations in envelope thicknesses.

Verifier Voltage Change

This parameter can be used to "fine tune" how the verifier is sensing empty envelopes. Use the on-screen instructions to set the verifier to its optimal setting (Figure 5-30).

Figure 5-30: Verifier voltage change screen

5.4.6. GRAPH REFERENCE

During run mode, a graph is displayed that shows an operator's performance (Figure 5-31).
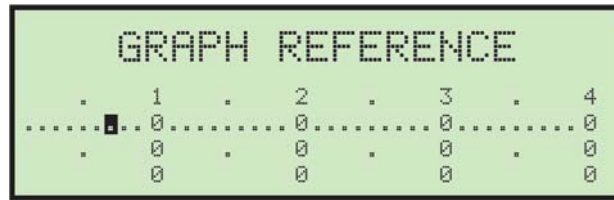
Figure 5-31: Graph Reference screen

A horizontal line, representing the average or target rate is also displayed. The graph shows counts of 1000, 2000, 3000 and 4000 envelopes. Each 100 increment between is represented by a dot. The target rate can be set by moving the cursor with the right and left arrows and pressing **Enter**. Values may be changed in increments of 100. Figure 5-31 shows a target rate of 700 per hour. Press **Cancel** to exit this screen.

5.4.7. TRANSPORT HEIGHT

This job parameter is used to set the main transport height (Figure 5-32).
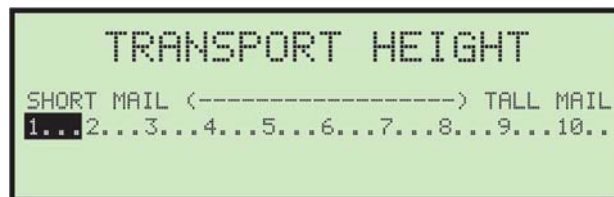
Figure 5-32: Transport Height screen

Transport height can be set on a scale from 1 (short mail) to 10 (tall mail). The transport height can be adjusted by moving the cursor with the right and left arrows and pressing **Enter**.

The Transport Height scale from 1-10 corresponds to 0.2875" (7.3025 mm) increments from 3.5" (88.9 mm) to 6.375" (161.925 mm).

- Mathematically in inches: (6.375-3.5)/10= 0.2875

- Mathematically in millimeters: (161.925-88.9)/10= 7.3025

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5.4.8. CUP OPEN AMOUNT

This parameter is used to determine how wide the extract cups should open an envelope (Figure 5-33).

```
         CUP OPEN AMOUNT

SMALL OPENING (-----------) LARGE OPENING
1...2...3...4...5...6...7...8...9...10..
```

Figure 5-33: Cup Open Amount screen

The actual opening size varies, based on the setting of the Extract Cup Max Open Delay machine parameter. The cup open amount can be adjusted by moving the cursor with the right and left arrows from 1 (small opening) to 10 (large opening) and pressing **Enter**.

5.4.9. SIDE/TOP CUT OPTION

These job parameters are used to identify where the cutters should be set (Figure 5-34).

```
      SIDE CUT OPTION              TOP CUT OPTION

NO CUT (--------------------) DEEP CUT    NO CUT (---------------------) DEEP CUT
0.........1.........2.........3.........   0.......1......2.......3.......4.......
```
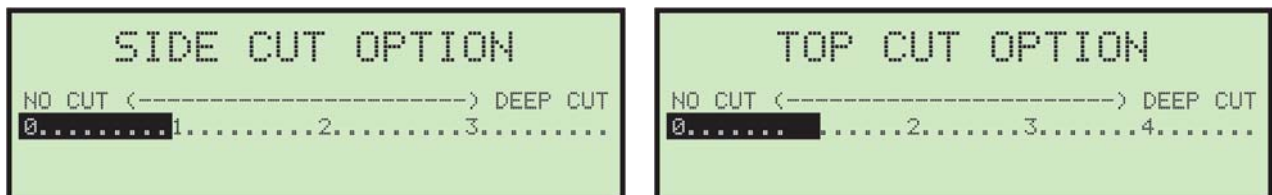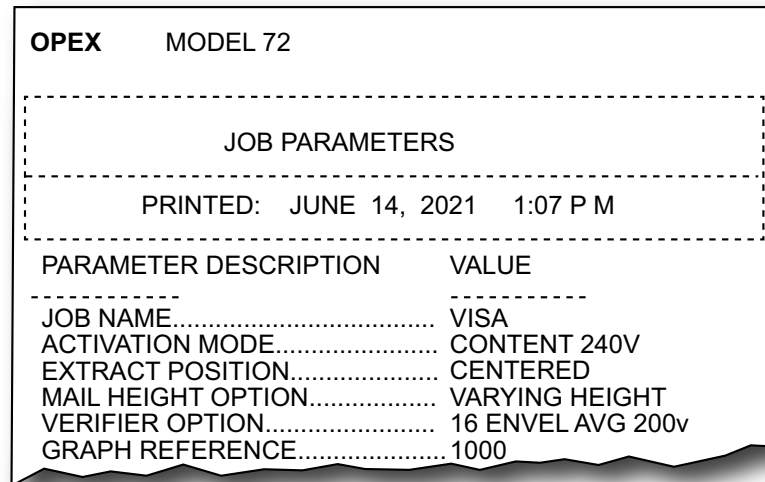
Figure 5-34: Cut Option screens

This does not actually adjust the cutters - it is used to inform the operator where the recommended setting for the cutters should be. It is the responsibility of the operator to set the proper cut depth. The recommended cut amount can be adjusted by moving the cursor with the right and left arrows and pressing **Enter**.

5.4.10. Print All Jobs or Individual Job Parameters

Job Information can be printed out for a single job or all jobs. The printout includes the job name and all job parameters (Figure 5-35).

Figure 5-35: Example printout of Job information

You must be logged in as a supervisor to printout the report. The print choices are available from the **CHANGE JOB LIST** screen (Figure 5-36).

Figure 5-36: Change Job List screen

Note: *If you want to print information for a specific job, you will be presented with an additional screen where you can choose the job.*

5.5. Password Options

Selecting **PASSWORD OPTIONS** on the **SUPERVISOR** Main Menu displays the **GENERAL OPTIONS** screen (Figure 5-37).
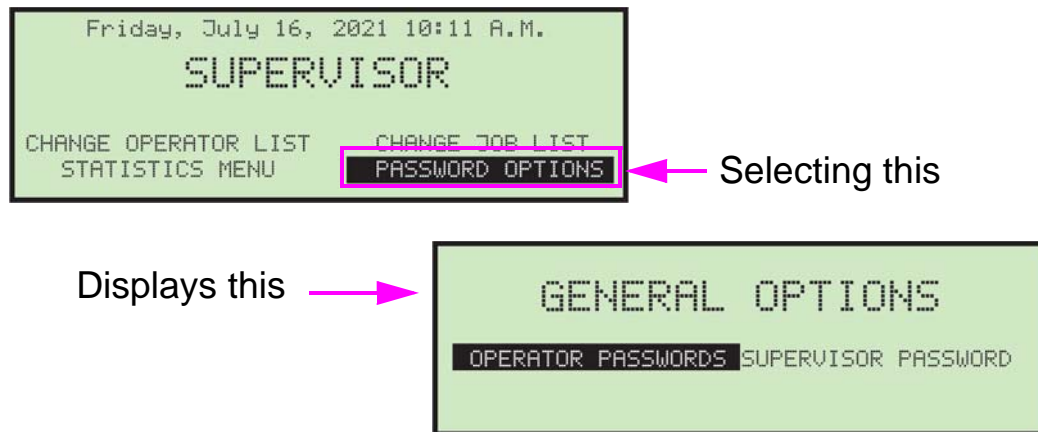
Figure 5-37: General Options screen

Operator and Supervisor passwords can be enabled or disabled from this screen. The defaults for the passwords are set to enabled (**ALLOW OPERATOR PASSWORDS**). Which means the operator or supervisor will be prompted to enter a password if one already exists.

To disable operator and/or supervisor passwords prompt

1. Select **PASSWORD OPTIONS** on the **SUPERVISOR** Main Menu.

2. Use the left/right arrows to select **OPERATOR PASSWORDS** and press `Enter`. The **OPERATOR PASSWORDS** screen appears (Figure 5-38).

Figure 5-38: Operator Passwords screen

3. Use the arrows to select **DO NOT ALLOW OPERATOR PASSWORDS**, and press `Enter`.

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5.6. Supervisor Statistics

The Supervisor has the ability to view all operator statistics.

1. Log in as supervisor. The **SUPERVISOR** Main Menu appears (Figure 5-39).

Figure 5-39: Supervisor Main Menu

2. Use the arrow buttons to highlight **STATISTICS MENU**, and press `Enter`. The **STATISTICS** menu appears (Figure 5-40).

Figure 5-40: Statistics menu (Supervisor)

The Supervisor **STATISTICS** menu offers the supervisor the ability to view and edit additional information.

5.6.1. Display Data

This screen allows you to view statistical data for all or specific operators.

1. In the supervisor **STATISTICS** menu, select **DISPLAY DATA** and press `Enter`. The **DISPLAY STATISTICS** screen appears (Figure 5-41).

Figure 5-41: Display Statistics supervisor menu

Display Statistics offers the following:

- **DETAILS REPORT** - displays statistics sorted by both job and operator.
- **JOB REPORT** - displays statistics for each job.
- **INDIVIDUAL RUN** - displays individual statistics for each job run.
- **SUMMARY REPORT** - displays statistics for all jobs.
- **OPERATOR REPORT** - displays statistics for each operator.
- **SET TIME RANGE** - specify the time range of the statistics you want to view.

Use the left/right arrow buttons to view each available report.

5.6.2. Graph Reference

You can use the Graph Reference screen to change the appearance of the graph displayed while the Model 72 is running. This selection is used to set the target rate expected of the operator(s). The reference appears as a horizontal line running through the graph on the run screen.

1. In the supervisor Statistics Menu, select **GRAPH REFERENCE** and press **Enter**. The **GRAPH REFERENCE** screen appears (Figure 5-42).
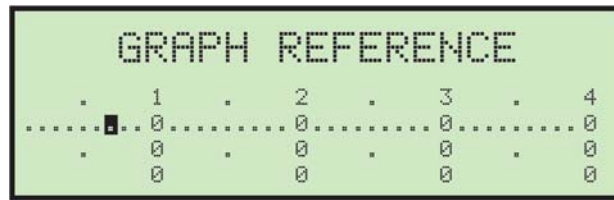
Figure 5-42: Graph Reference screen

2. In the **GRAPH REFERENCE** screen, use the left/right arrow keys to select the position. Moving the cursor to the right by one dot represents an increase of 100 envelopes per hour. Once the target rate is set, press **Enter**.

   Note: *For more on this parameter, see* page 73.

5.6.3. Update Clock

This is used to update the Model 72 clock.

1. In the supervisor **STATISTICS** Menu, select **UPDATE CLOCK** and press **Enter**. The **UPDATE CLOCK** screen appears (Figure 5-43).

Figure 5-43: Update Clock screen

2. Use the left/right arrow buttons to select one of the clock's settings (e.g., Day, Month, Date, Year, Hour, Minute, or AM/PM).

3. Use the up/down arrow buttons to set the clock.

4. When you are finished updating the clock, press **Enter**.

5.6.4. Display Graph

Select this to display a graph showing operational productivity (Figure 5-44).
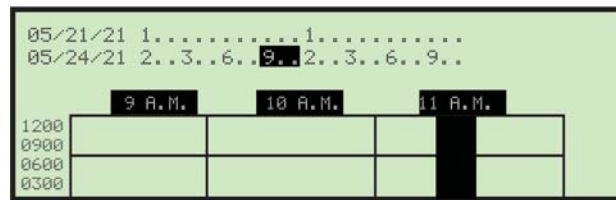
Figure 5-44: Display Graph screen (example)

In addition to storing piece count and run time for every job/operator combination, number of pieces run every minute is accumulated. This provides data to draw the run-time rate graph. After making this selection, two time lines will appear at the top of the screen and a graph will appear at the bottom of the display.

Graph data is stored for the last two days the Model 72 was run. These dates are displayed on the left side of the two time lines. For example, the current day is 5/25/2021 with no mail processed, but the Model 72 was last run on 5/21/2021, and 5/24/2021, then the first line of the display will show **05/21/21** and the second line will show **05/24/21**. If mail was run on the current day, the first line will show **05/24/21** and the second line will show **05/25/21**.

Next to each of the displayed dates, is a representation of a 24-hour time line starting at 12 a.m. and ending at 11 p.m. as shown in Figure 5-44. Every third hour is shown vertically (12am, 3am, 6am, 9am, 12pm, 3pm, etc.) and single dots represent the hours in between. The cursor covers a three-hour period and can be moved to select any three-hour block for the shown dates. For instance, in Figure 5-44, to display the run-time graph from 9 a.m. to 11 a.m. 5/24/2021, move the cursor to the second line and highlight the first **9** (9 a.m.) and the following two dots. Then press the **Enter** key to update the display.

5.6.5. Reset Data

In the supervisor **STATISTICS** Menu, selecting **RESET DATA** will clear all statistics. When this is selected, you are first presented with a warning screen (Figure 5-45).

Figure 5-45: Reset Data warning screen

1. Press any key to erase and reset all statistical data.

5.6.6. Print Data

In the supervisor **STATISTICS** Menu, selecting **PRINT DATA** opens the **PRINT STATISTICS** window where you can choose from the following options:

- **DETAILS REPORT** - prints a Detailed Statistics Report.
- **SUMMARY REPORT** - prints a Summary Statistics Report.
- **JOB REPORT** - prints a Job Statistics Report.
- **OPERATOR REPORT** - prints an Operator Statistics Report.
- **PAPER FEED** - advances paper through the printer.
- **SET TIME RANGE** - select a time range for your printed report.

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6. Maintenance

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6.1. Adjust LCD Contrast

The LCD contrast level can be adjusted for operator preference.

1. Press the `Stop` button on the keypad so that the LCD is in the off state.

2. Press the `Left` button. The "adjust intensity" screen appears (Figure 6-1).


```
OPEX CORPORATION

       PUSHING THE ENVELOPE...
       THROUGH THE 21ST CENTURY!

Use UP or DOWN to adjust intensity:    105
```

Figure 6-1: Adjust intensity screen

3. Use the **Up** / **Down** buttons to darken or lighten the display as desired. A numerical value in the lower right corner of the display will indicate the display setting. The value can range from 0 (lightest) to 255 (darkest).

4. Once the contrast level is set for operator preference, press `Cancel` to exit the "adjust intensity" screen.

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6.2. Adjusting the desk height (if enabled)

The Model 72 desk assembly has an optional electric lift system, which allows you to adjust the height of the desktop work surface for convenience and comfort. The ability to adjust the height is disabled when the Model 72 is running or if the interlocks are tripped.

Accommodates wheelchair access

Note: Model 72s without the optional electric lift system will have heavy duty wheels on the right side, and regular feet on the left side.

To raise or lower the desk

This feature is only available on a Model 72 with the option lift system installed and enabled.

1. When the **LIFT SYSTEM** machine parameter is enabled, the arrows on the Login, Run and Pre-Run screens alert you that it is possible to raise or lower the desktop work surface (see Figure 6-2).

Arrows appear when lift system is enabled →

```
Thursday, May 27, 2021 8:36 A.M.
           MODEL 72
  ⇧
  ⇩    OPEX CORPORATION
       Press ENTER to log in.
```

Figure 6-2: Lift system enabled

Note: If the Lift System machine parameter is not enabled, you will not see the arrows on the Login, Run and Pre-Run screens.

2. When the arrows appear on the LCD screen, you can use the **Up** and **Down** buttons on the keypad to adjust the table height. Press and hold the **Up** or **Down** button. Both arrows will momentarily flash and you will hear a warning beep. This momentary delay and audible warning will help prevent the table height from changing if you should accidentally bump the buttons.

Note: If an interlock is tripped, the lift system will not function. The login screen function monitors and reports open interlocks to the operator who is attempting to use the lift system.

3. After the momentary delay, the individual on-screen **Up** or **Down** arrow will highlight when the table is in motion (see Figure 6-3).

Figure 6-3: Lift system in motion (moving up)

The table will continue to move until the **Up/Down** button is released, the table has reached the travel limit, or travel time has surpassed a non-adjustable time limit (timed out).

6.3. Routine Maintenance

It is important that you keep your Model 72 clean and in good working order. This will prolong the overall life of the Model 72 and result in longer periods of "up" time. Failure to perform daily cleaning tasks may result in the voiding of your service contract. Therefore, it is vitally important that you perform the following tasks at least once per day:

- Dust or vacuum the exterior surfaces of the Model 72.

  Accumulations of dirt and debris can cover sensors, preventing them from working effectively, and hinder performance. Any non-flammable commercially available cleaning solution may be used to clean the deck and sides. When cleaning the Model 72, DO NOT USE aerosol cleaners or compressed air because of the flammable nature of many of these products. There is a risk of malfunction and/or injury associated with the use of aerosol cleaners prior to the operation of the Model 72.

- Before carefully removing any chips or paper jammed in any of the cutters, unplug the Model 72.

- Empty all Model 72 waste receptacles.

- When cleaning glass and plastic surfaces, use detergent-based cleaners such as Fantastic™ or Formula 409™. Detergent-based cleaners are recommended, because they do not cause component degradation.

⚠️ **WARNING**

A cloth soaked with cleaning detergent or similar material should never be used to clean an object such as a belt or roller when the belt or roller is being driven by the system. Use of a cloth or similar material on moving mechanisms can result in personal injury. If a belt, pulley or similar part needs to be cleaned, it should be cleaned while stationary.

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6.4. Emptying the Cutter Trash

If the optional slicing cutter is installed, as the Model 72 is run, top cutter chips will accumulate in the trash bin directly in front of the operator's feet.

If the milling cutter is installed, the trash bin in front of the operator's feet is not required. Side cutter (and mill cutter) chips are collected in a trash bin located inside the door to the operator's right (see Figure 6-4). The bins should be checked and emptied on a regular basis. Failure to empty trash bins will result in chips "haystacking" up toward the cutter mechanism, preventing additional chips from falling into the trash. This may lead to the cutter itself being jammed.

If this happens, empty the trash bin. Then clear the cutter so that no chips remain, using a pencil or similar tool to push down chips which have collected between the cutter and surrounding frame.

Figure 6-4: Trash bin location inside cabinet

6.5. Changing the Feeder belts

The feeder belts are operator changeable. If the belts look worn, cracked, or have become brittle, they will need to be replaced.

1. Carefully remove the cover from the feeder area by lifting it up and away from the Model 72 (Figure 6-5).

Figure 6-5: Front cover

2. Loosen the thumb screw on the feed guide, and push the guide away from the belt assembly, as shown in Figure 6-6.
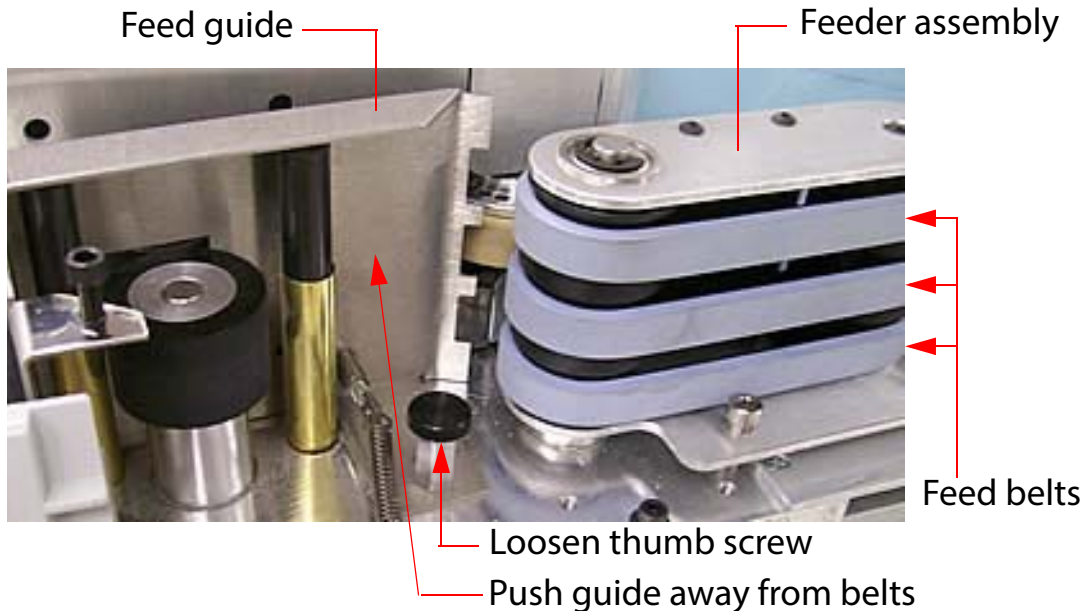
Figure 6-6: Changing Feeder belts

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3. Remove the three belts from the feeder assembly.

4. Install three new belts (#7333934) in the same location as the older belts.

5. Return the guide to its original position, and tighten the thumb screw.

6. Replace the front cover making sure to align the holes in the cover with the three screws (see Figure 6-7) for proper placement.

Align cover to these three screws
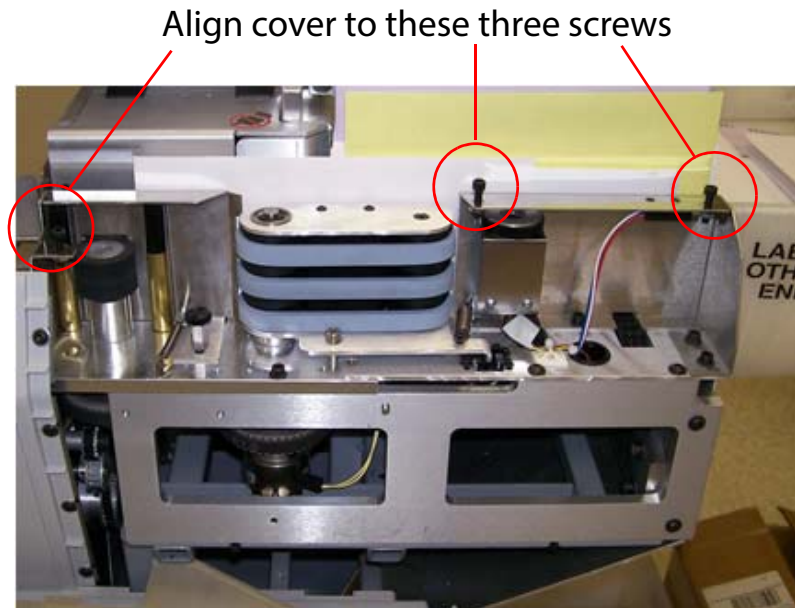
Figure 6-7: Reinstall the feeder cover

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6.6. Changing the retard tire

1. Remove the feeder cover as explained in ("Changing the Feeder belts" on page 89).

2. Lift the hinged cover and inspect the retard tire. If the retard tire looks worn, cracked, or brittle, it will need to be replaced (Figure 6-8).

Push the retard clutch roller in the direction of the arrow to change the tire

Hinged cover
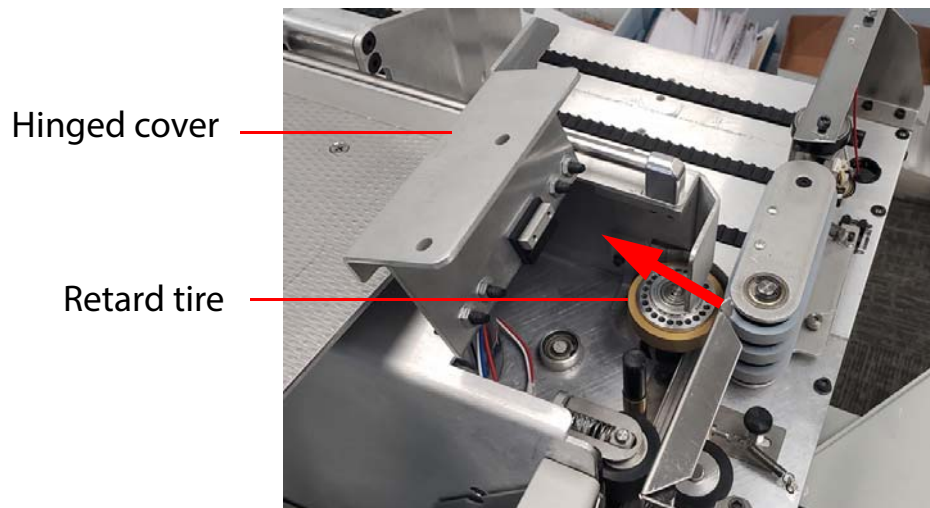
Retard tire

Figure 6-8: Changing the retard tire

3. Push slightly on the roller so that it is not pressed tightly against the friction feeder.

4. Pull the rubber tire off the roller.

5. Examine, and replace the tire (#7226500) if needed.

6. Lower the hinged cover.

7. Reattach the feeder cover (as explained in "Changing the Feeder belts" on page 89).

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7. Troubleshooting

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7.1. Sensors

The Model 72 uses sensors for a variety of purposes such as: track the envelope as it moves through the Model 72, measure the height and width of the envelope, detect contents in the envelope, verify if the contents have been removed from the envelope, and set the minimum and maximum height settings for the lift system (Figure 7-1).
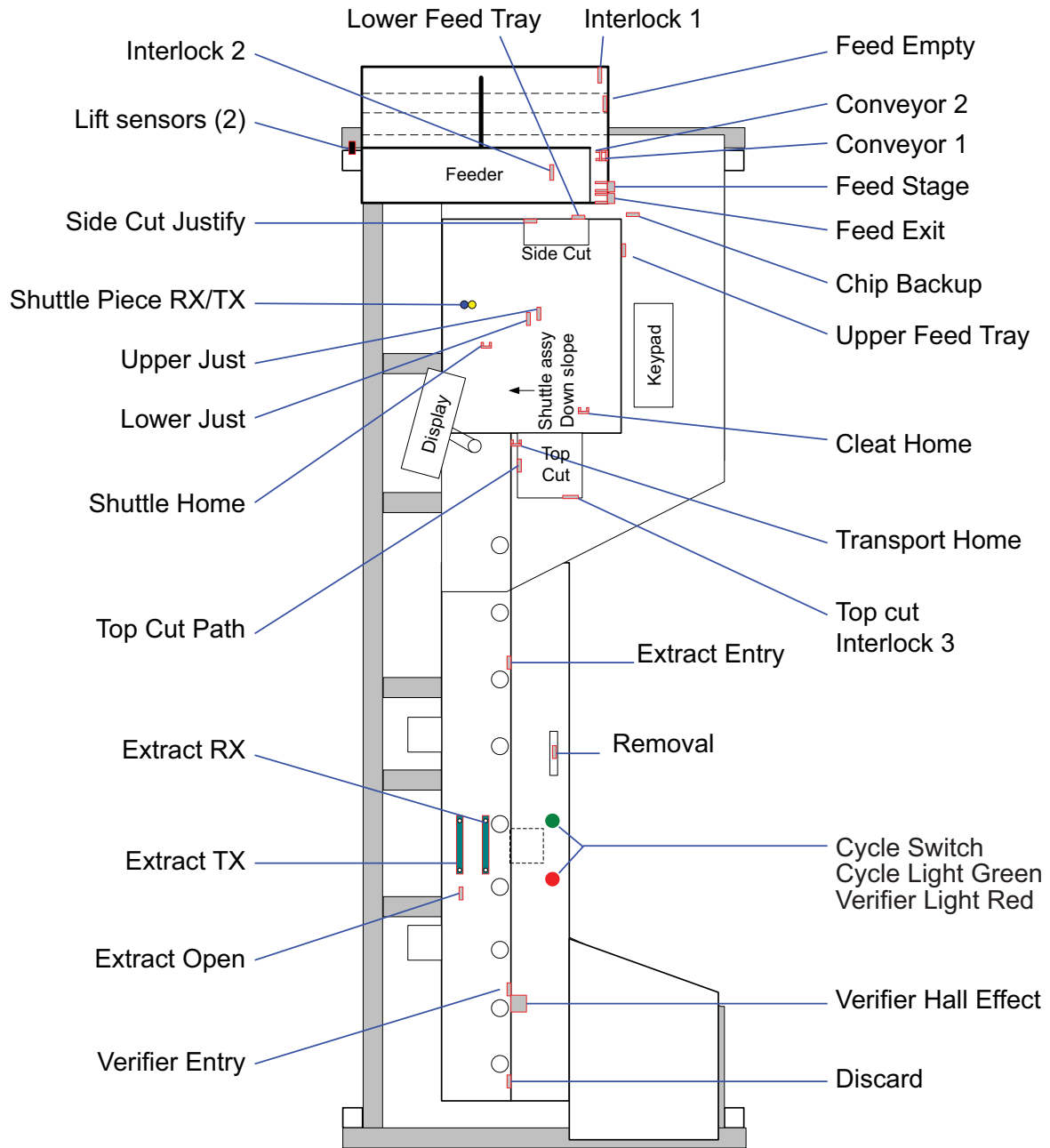
Figure 7-1: Sensor locations

7.2. Error messages

When a Model 72 stops for a reason other than the operator canceling out of a job, the LCD will display an error message. Each error message is numbered. Note the number and find the message in the table below.

Table 7-1: Error messages

Error No.	Error Message & Description
1	**PLEASE CHECK THE MAIL CONVEYOR** This jam occurs when a piece takes too long to arrive at the Feed Stage sensor, typically due to an empty feeder. Solution: Load mail onto the conveyor.
2	**THE FEEDER IS JAMMED** This jam is called if the feeder is not able to move an already staged envelope from the Feed Stage sensor to the Feed Exit sensor in 2.5 seconds. Some possible causes for this may be that there is a paper jam, the feed motor is not running, the feed clutch is not engaging, or the nip rollers between the Feed Stage and Feed Exit sensors are not rotating. Clear any jams. If there are no visible jams, place a service call.
3	**PLEASE CLEAR THE FEED TRAY** The feed tray must be cleared within a defined amount of time after dropping the fence. If the feed sensor is not cleared within this time, the envelope must be stuck in the feed tray, so this jam is called. Solution: Clear any stuck envelopes, also check for any chips blocking the sensor.
4	**MISSING ENVELOPE AT SHUTTLE** The envelope traveling from the feed tray to the shuttle must reach the shuttle sensor within a defined amount of time after dropping the fence. Otherwise, this message is displayed. Inspect for possible jams.

Table 7-1: Error messages (continued)

Error No.	Error Message & Description
5	**ENVELOPE STUCK IN SHUTTLE** After the transport motor completes a revolution, the envelope that was in the shuttle should have been sent to the top cutter. If, after a full revolution, the shuttle sensor is still blocked, this error message is displayed. This is often caused by the cleat running beneath the envelope instead of pushing the envelope into the top cutter. It can also be caused by a side cutter chip lying on the shuttle sensor. Clear any stuck envelopes.
6	**COULD NOT JUSTIFY ENVELOPE** The shuttle must justify the height of the envelope within a defined amount of time. Otherwise, this error message appears. This sometimes is caused by an envelope which lands on its end, and is therefore too tall to justify. Clear any envelopes.
7	**MISSING ENVELOPE AT TOP CUTTER** If an envelope moves from the shuttle to the top cutter, and the lead edge is not seen within a defined amount of time, this error message appears. This is often caused by the cleat running beneath the envelope instead of pushing the envelope into the top cutter. Clear any envelopes.
8	**PLEASE CLEAR THE TOP CUTTER** If the trail edge of the envelope is not seen within a defined amount of time after seeing the lead edge, this message appears. This is often caused by an envelope getting stuck in the top cutter. Clear any envelopes.
9	**MISSING ENVELOPE AT EXTRACT ENTRY** If the lead edge of an envelope is not seen by the extract entry sensor within a defined amount of time, then the envelope must be hung up, so this error message is called. Clear any envelopes.
10	**PLEASE CLEAR THE EXTRACT ENTRY** If the trail edge of the envelope is not seen within a defined amount of time, then the envelope must be hung up, so this jam is called. Clear any envelopes.

Table 7-1: Error messages (continued)

Error No.	Error Message & Description
11	**MISSING ENVELOPE AT EXTRACT** Once the envelope has stopped in the extract and the cups have opened, the extract sensor must be blocked (by at least two sheets of paper). If this sensor is not blocked, then the envelope probably jammed between the top cutter and extractor. Thus, this jam is called. Clear any envelopes.
12	**PLEASE CLEAR THE EXTRACT** This is not currently used.
13	**THE EXTRACT CUPS ARE STUCK** The extract cups must be able to complete a full cycle within a defined amount of time, otherwise this error message is displayed. This jam could be caused by a faulty or disconnected motor, a stuck mechanism, or by a faulty extract open sensor. Place a service call.
14	**EARLY REMOVAL OF CONTENT AT EXTRACT** Once the envelope has stopped in the extract and the cups have opened, the extract sensor must be blocked (by at least two sheets of paper). If the extract sensor is not blocked at the time the envelope is to be scanned for its contents, then the envelope probably has been removed early. Thus, this jam is called. Check and resume operation.
15	**POSSIBLE DROPPED ENV. -- CHECK TRASH!** This jam is intended to prevent envelopes from falling into the trash prematurely. After the trail edge of an envelope passes the Verifier Entry sensor, the belt must stop within a defined amount of time, or it could fall into the trash. After the verifier section is stopped and an envelope is not detected at the Discard sensor, the transport is stopped and this jam is called. Check and resume operation.

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Table 7-1: Error messages (continued)

Error No.	Error Message & Description
16	**PLEASE CLEAR THE VERIFIER AREA** This jam is called only during the diagnostic belt speed test when the envelope takes too long to clear the Verifier Entry sensor.
17	**SOFTWARE ERROR** Possible error in the software. If this should appear, place a service call.
18	**CANNOT JUSTIFY MAIL CONVEYOR** If the mail conveyor cannot press the mail against the stop within 30 seconds of starting, then this message appears. This could be caused by a faulty conveyor position sensor, a malfunctioning conveyor motor, or by the mail pusher which is not resting on the conveyor. Check that the mail is set up correctly on the conveyor and that the pusher is in the correct position. If you still get this error, place a service call.
19	**REMOVE ENVELOPE - CHECK FOR CONTENTS** Not currently used.
20	**PLEASE CHECK THE FEED TRAY** As the feeder completes a cycle, the feed tray sensor is monitored. If this sensor becomes blocked, an envelope is assumed to have arrived, and it uses a defined amount of time to settle itself. Immediately after this time, the feed tray sensor is rechecked. If it is unblocked, then the envelope has been lost. This can be caused by a skewed envelope in the feeder. It can also be caused by the fence stuck in the down position, allowing the fed envelope to slide immediately down into the shuttle. Clear any envelopes in the feed tray.

Table 7-1: Error messages (continued)

Error No.	Error Message & Description
21	**THE CLEAT IS STUCK** The cleat motor must be able to complete a full revolution within a defined amount of time. Otherwise, this error message appears. This could be caused by something preventing the belt from moving, or by a malfunctioning cleat home sensor. Check and clear any stuck objects in the feed tray.
22	**THE SHUTTLE IS STUCK** The shuttle must be able to make it home (from any position) within a defined amount of time, otherwise this error message appears. This could be caused by a stuck shuttle, incorrect wiring to the shuttle motor, or by a malfunctioning shuttle home sensor. Check and clear any stuck objects in the feed tray.
23	**TRANSPORT HEIGHT ADJUST TIMEOUT** During automatic position setting, the transport must first move all the way up, then move down the necessary amount. There is a defined nominal amount of time that it takes to move the transport from its highest to lowest position. The transport must be able to find the highest position within 120% of the timeout time, or this error message appears. In other words, the timeout time is 20% longer than the normal time. Causes for this jam are 1) timing error or 2) malfunctioning Transport Home sensor. Place a service call.
24	**PLEASE EMPTY THE SIDE CUT TRASH** This jam is called if the Chip Backup sensor, located in the side cutter trash chute, is blocked and the amount of envelopes that have processed during that time equals or exceeds a predefined amount. Empty the trash.
25	**INTERLOCK-1 IS OPEN** This jam is called if the hinged cover located just above the feeder retard wheel is opened before or during a Model 72 run. Close the cover.

Table 7-1: Error messages (continued)

Error No.	Error Message & Description
26	**INTERLOCK-2 IS OPEN** This jam is called if the feeder cover located to the right of the feed tray is removed or opened before or during a Model 72 run. Close the cover.
27	**INTERLOCK-3 IS OPEN** This jam is called if the top cutter cover is opened before or during a Model 72 run. Close the cover.
28	**INTERLOCK-4 IS OPEN** This jam is not currently used.
29	**OUTPUT FAULT** This jam is called if the output board detects any faults at its DC outputs (in other words, a DC motor is being driven with less than the required voltage, or it is drawing more than the maximum current allowed by the output board). Place a service call.
30	**FEED EXIT SENSOR BLOCKED TOO LONG** This is called when the time it takes an envelope that is traveling past the Feed Exit sensor is greater than the time it would take a 17.25 inch envelope to pass the sensor. This jam is also called if the transport motor cannot always pull a piece that is being held by the feeder belts. In these cases, the motor does not move, even though software is attempting to move it. A hard-coded time value of 5 seconds is being used.
31	**PIECE LENGTH FAILURE - CHECK FEED TRAY** This is called when the time it takes an envelope that is traveling past the Feed Exit sensor is less than the time it would take a 5 inch envelope to pass the sensor.

Table 7-1: Error messages (continued)

Error No.	Error Message & Description
32	**COMM LAPSE DETECTED ON SMART DRIVER** This jam is called when the output board has not detected any communication from the control board. Place a service call.
33	**PLEASE CLEAR THE SIDE CUTTER NIP** This jam is called when the Side Cut Justifier sensor is blocked during the start of Model 72 run. Clear the feed tray area.
34	**PLEASE CLEAR UPPER JUSTIFIER SENSOR** This jam is called when the Upper Justifier sensor is blocked during the start of Model 72 run. Clear the feed tray area.
35	**PLEASE CLEAR LOWER JUSTIFIER SENSOR** This jam is called when the Lower Justifier sensor is blocked during the start of Model 72 run. Clear the feed tray area.
36	**FEED TRAY PIECE DETECTION TIMEOUT** This jam is called when both the Upper Feed and Lower Feed sensors in the feed tray are found to be unblocked upon the expiration of the timeout period.
37	**FEED TRAY PIECE JUSTIFICATION TIMEOUT** This jam is called when only the Lower Feed sensor in the feed tray is found to be unblocked upon the expiration of the timeout period.
38	**FEED TRAY DETECTED MORE THAN ONE PIECE** This jam is called when more than one envelope is detected to be in the feed tray. Clear the feed tray area.

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Table 7-1: Error messages (continued)

Error No.	Error Message & Description
39	**COMM LAPSE DETECTED ON CONTROLLER** This jam is called when there is a communication error, possibly caused by a loose connector or defective cable. Place a service call if the problem persists.
40	**INVALID MACHINE STATE DETECTED** This jam is called when the upper level Smart Driver software receives an invalid state from the controller. Place a service call if the problem persists.
41	**COMM FAULT** This jam is called when the controller side is having difficulties sending messages to the Smart Driver board. Place a service call if the problem persists.

About OPEX Corporation

OPEX Corporation is more than a manufacturer of machines. We continuously reimagine technology to power the future for our customers.

With an innovative approach, we engineer unique automated solutions that support our customers so they can solve the most pressing business challenges for both today and tomorrow. Our scalable Warehouse, Document, and Mail Automation solutions improve workflow, accelerate change, and drive efficiencies in infrastructure.

We are a family-owned and operated organization with more than 1200 committed employees who innovate, manufacture, install, and service products that are helping transform industry every day. We listen to our customers, respect each other, and work together to help reimagine the future through automated solutions.

At OPEX, we are Next Generation Automation.

MODEL 72™

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