# Omation 206 Operator's Guide



### **Setting up the Omation 206**

- 1. **Press the Start Button**. The control center will automatically boot up presenting the run screen. The run screen will have selectable information such as count, machine parameters, and normal run modes.
- Preparing to Run. Re-set count if necessary by using the left and right arrow keys to move the highlighted menu to Reset Count. Press Enter. After re-setting the count, use the arrow keys to return to the Run menu.
- 3. **Depth of Cut.** Choose the appropriate setting for depth of cut. There are four selectable pre-set positions available.
  - **0** is a no cut option This setting can be used for count only.
  - 1 is the minimum cut (.010 -.015). Use for normal thickness.
  - 2 is 1/16<sup>th</sup> Use for slightly thicker mail and overnight type flat.
  - **3** is 1/8<sup>th</sup> Recommended for very deep cuts only.
- 4. **Staging the Mail.** The convenient mail tray supports may be used to hold U.S. Postal Service mail trays. The doors to the 206's integrated stand can be opened or closed depending on your needs.
- 5. Preparing the mail. Very little preparation of the mail is required. Handfuls of mail can quickly be loaded into the feed area. A simple tap to align the top or leading edge may be necessary in some cases. Envelopes of different size and thickness can be run at the same time.

All operator choices are made using the four arrow keys: UP (▲) DOWN (♥) LEFT (◀) RIGHT (➤) Choices are entered by pressing ENTER. Return to previous screen by pressing CANCEL

# Starting the Machine (see set-up instructions)

**Press the Enter button.** The 206 will turn on. You may now begin loading mail in the envelope feed hopper. Normally the operator can load a comfortable handful of mail directly from the Post office mail trays.

**Auto Start.** See other machine Options (Auto Re-Start) to set up the 206 to start automatically when mail is loaded into the feed hopper (Column three).

# **Stopping the machine**

**Press the Cancel Button.** The 206 will turn off. From time to time the machine may stop for jam control. If the machine stops, an error message will appear in the main run screen. Simply clear the visible jam and press **Enter** to restart the machine.

## **Options**

Setting up the Automatic Batch Option. (For machines with optional batching capability only)

Press the start button and allow the 206 to boot up. If the 206 is already turned on, press the cancel button until the screen with **[Run Zero Count Parameters]** is displayed. Press the left or right arrow keys and select **Parameters.** Press **Enter**. The **Select Job Option** screen will appear which will allow for several options.

Select Job Options	
Batcher Count	Batcher Delay
Conveyor On Time	Batcher Re-Start
Feed Re-Start	Dater On Time

Use the Arrow keys on the keypad to highlight **Batcher Count**, then press **Enter**. The Batch Count screen will appear. Once again use the arrow keys to highlight and change the number of pieces desired in each batch.

Batch Count = 0000 (Set count to zero to turn off batcher.) Use Arrows to change value. Press Enter to SAVE or CANCEL to exit.

After setting the amount desired in the batch, press **Cancel** to exit.

You may now set the delay time between batches. Use the arrow keys to choose **Batcher Delay**. Press **Enter** again and set the delay time between batches.

Batch Delay

Shorter	$\rightarrow$	Longer
12	345678	910

Use the arrow keys to change the delay setting. Press **Cancel** to return to the **Select Job Option** screen. Use the arrow keys to select **Batch Re-Start** 

Batch Re-Start

Auto Resume

# **Other Machine Settings**

#### **Conveyor On Time**

Manual Resume

From the **Select Job Options** use the arrow keys to highlight **Conveyor On Time**. Press **Enter**. This machine setting allows the lower conveyor belt to run longer or shorter after the last piece of mail has been opened. It is especially useful when running batches and larger amounts of mail.

#### Feed Mode

From the **Select Job Options** use the arrow keys to highlight **Feed Re-Start**. Press **Enter**. This machine setting enables or disables the automatic start and stop of the Omation 206.

## **Date Stamp Option**

#### Changing Dates

Press the spring loaded access door to reveal the printer cylinder. Using a stylus or ball point pen rotate the retaining collar to allow removal or insertion of Date or Custom stamp sections. Slide the stamp section into place making sure the stamp is secured under the retaining clips. Repeat the process for each stamp to be changed. (Press the Enter button while in the **Dater Advance** mode to rotate the cylinder.) When all stamps have been changed rotate the retaining collar to secure the stamps in the cylinder. The ink reservoir should provide hundreds of thousands of impressions before requiring replacement.

# Thank you for choosing OMATION!

For service, call 1-856-727-8933

# Be Safe. Don't wear loose fitting clothing or jewelry when operating the Omation 206.

