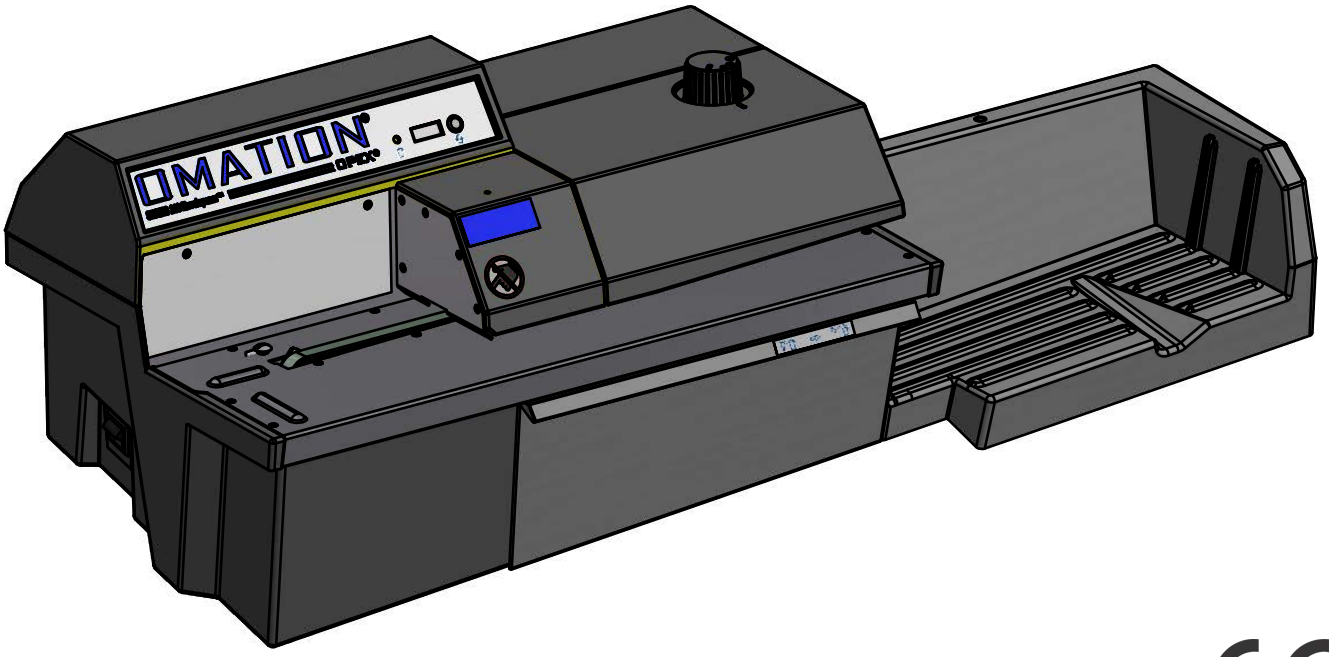
December 2022

OPEX®

OMATION®
SERIES 210™ ENVELOPENER®

# Omation® Series 210™ Envelopener® Operator Manual

**9276911OM-EN** **Revision 22-01** **Original Instructions**




Omation® Series 210™ Envelopener®

CE

**WARNING**

Read this manual thoroughly before attempting to operate this equipment.
Keep a current copy for your reference.

# 0.1. Contacting OPEX

**For technical support:**

OPEX Technical Support
1224 N Church Street
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 "Equipment Serial Number Locations" 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 OPEX Digital Services via email at: dshelp@opex.com

# 0.2. EU Declaration of Conformity

# 0.2.1. Declaration of Conformity Australia: AU

OPEX® CORPORATION

## EU Declaration of Conformity
## OM210

This declaration of conformity is issued under the sole responsibility of the manufacturer.

**1.0 Manufacturer**

| | |
|---|---|
| NAME | OPEX Corporation |
| ADDRESS | 305 Commerce Drive, Moorestown, NJ 08057, USA |

**2.0 Technical File**

Technical documentation is compiled in accordance with Part B of Annex VII of the machinery directive. This documentation is available on a reasoned request by appropriate national authority to our authorized representative:

| | |
|---|---|
| NAME | OPEX Business Machines Pty Ltd |
| ADDRESS | Level 12, 225 George Street<br>Sydney, NSW 2000<br>Australia |

**3.0 Description and identification**

| | |
|---|---|
| Description | Envelope Opener |
| Model | OM210 |
| Serial Number | |
| Year Manufactured | From 2019 |

**4.0 Directives**

| | |
|---|---|
| 2014/35/EU | Low Voltage Directive |
| 2014/30/EU | Electromagnetic Compatibility Directive |
| 2011/65/EU | RoHS 2 Directive |
| 2015/863/EU | RoHS 3 amendment |

**5.0 Harmonized Standards used**

| | |
|---|---|
| CISPR 14-1 Ed 5.2:2011 | Radiated Emissions |
| CISPR 14-1 Ed 5.2:2011 | AC Mains Conducted Emissions |
| IEC 61000-3-2:2014 | Harmonics |
| IEC 61000-3-3:2013 | Flicker |
| IEC 61000-4-2:2008 | Electro-Static Discharge Immunity Test |
| IEC 61000-4-3:2006, IEC 61000-4-3:2006/AMD1:2007 IEC 610004-3:2006/AMD2:2010 | Radiated, Radio-Frequency, Electromagnetic Immunity |
| IEC 61000-4-4:2012 | Electrical Fast Transient/Burst Immunity Test |
| IEC 61000-4-5:2014 | Immunity to Surges |
| IEC 61000-4-6:2013 | Conducted, Radio-Frequency, Electromagnetic Immunity Test |
| IEC 61000-4-11:2004 | Voltage Dips/Interruptions Immunity Test |

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| IEC 61000-3-2:2014 Ed.4 | Electromagnetic Compatibility (EMC) - Part 3-2: Limits - Limits for Harmonic Current Emissions (Equipment Input Current <= 16 A per Phase) |
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| FCC 47CFR PT 15 SPT B Issued: 2013/01/28 Title 47 CFR Part 15 Subpart B: | Unintentional Radiators |
| IEC 62368-1:2014 Ed.2 +C1 | Audio/Video, Information And Communication Technology Equipment - Part 1: Safety Requirements |
| ISO 7779 Issued:1999/08/01 | Acoustics - Measurement of Airborne Noise Emitted by Information Technology and Telecommunications Equipment-Second Edition; Amendment 1: 3/01/2003 |

**7.0 Approval**

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

| | |
|---|---|
| Place of issue | Moorestown, NJ, USA |
| Date of issue | Mar 19, 2019 |
| Authorized | Scott Maurer, |
| Title | President, International Division |

Drawing: 92701xx-DoC-AU Revision: 0.1

# 0.2.2. Declaration of Conformity France: FR

OPEX® CORPORATION

## EU Declaration of Conformity
## OM210

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**1.0 Manufacturer**

| | |
|---|---|
| NAME | OPEX Corporation |
| ADDRESS | 305 Commerce Drive, Moorestown, NJ 08057, USA |

**2.0 Technical File**

Technical documentation is compiled in accordance with Part B of Annex VII of the machinery directive. This documentation is available on a reasoned request by appropriate national authority to our authorized representative:

| | |
|---|---|
| NAME | OPEX Corporation |
| ADDRESS | Les Fjords - Bâitment Vega<br>19, avenue de Norvège<br>ZA de Courtaboeuf<br>91140 Villebon-sur-Yvette,<br>France |

**3.0 Description and identification**

| | |
|---|---|
| Description | Envelope Opener |
| Model | OM210 |
| Serial Number | |
| Year Manufactured | From 2019 |

**4.0 Directives**

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|---|---|
| Place of issue | Moorestown, NJ, USA |
| Date of issue | Mar 19, 2019 |
| Authorized | Scott Maurer, |
| Title | President, International Division |

Drawing: 92701xx-DoC-FR Revision: 0.1

# 0.2.3. Declaration of Conformity Germany: DE

OPEX® CORPORATION

## EU Declaration of Conformity
## OM210

This declaration of conformity is issued under the sole responsibility of the manufacturer.

**1.0 Manufacturer**

| | |
|---|---|
| NAME | OPEX Corporation |
| ADDRESS | 305 Commerce Drive, Moorestown, NJ 08057, USA |

**2.0 Technical File**

Technical documentation is compiled in accordance with Part B of Annex VII of the machinery directive. This documentation is available on a reasoned request by appropriate national authority to our authorized representative:

| | |
|---|---|
| NAME | OPEX Corporation |
| ADDRESS | Auf der Lug 8<br>71726 Benningen am Neckar<br>Germany |

**3.0 Description and identification**

| | |
|---|---|
| Description | Envelope Opener |
| Model | OM210 |
| Serial Number | |
| Year Manufactured | From 2019 |

**4.0 Directives**

| | |
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| IEC 61000-4-5:2014 | Immunity to Surges |
| IEC 61000-4-6:2013 | Conducted, Radio-Frequency, Electromagnetic Immunity Test |
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| IEC 62368-1:2014 Ed.2 +C1 | Audio/Video, Information And Communication Technology Equipment - Part 1: Safety Requirements |
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|---|---|
| Place of issue | Moorestown, NJ, USA |
| Date of issue | Mar 19, 2019 |
| Authorized | Scott Maurer, |
| Title | President, International Division |

Drawing: 92701xx-DoC-GR Revision: 0.1

# 0.2.4. Declaration of Conformity Republic of Ireland: IE

OPEX® CORPORATION

## EU Declaration of Conformity
## OM210

This declaration of conformity is issued under the sole responsibility of the manufacturer.

**1.0 Manufacturer**

| | |
|---|---|
| NAME | OPEX Corporation |
| ADDRESS | 305 Commerce Drive, Moorestown, NJ 08057, USA |

**2.0 Technical File**

Technical documentation is compiled in accordance with Part B of Annex VII of the machinery directive. This documentation is available on a reasoned request by appropriate national authority to our authorized representative:

| | |
|---|---|
| NAME | OPEX Business Machines GmbH |
| ADDRESS | 104 Lower Baggot Street<br>Dublin 2<br>Republic of Ireland |

**3.0 Description and identification**

| | |
|---|---|
| Description | Envelope Opener |
| Model | OM210 |
| Serial Number | |
| Year Manufactured | From 2019 |

**4.0 Directives**

| | |
|---|---|
| 2014/35/EU | Low Voltage Directive |
| 2014/30/EU | Electromagnetic Compatibility Directive |
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| IEC 61000-4-2:2008 | Electro-Static Discharge Immunity Test |
| IEC 61000-4-3:2006, IEC 61000-4-3:2006/AMD1:2007 IEC 610004-3:2006/AMD2:2010 | Radiated, Radio-Frequency, Electromagnetic Immunity |
| IEC 61000-4-4:2012 | Electrical Fast Transient/Burst Immunity Test |
| IEC 61000-4-5:2014 | Immunity to Surges |
| IEC 61000-4-6:2013 | Conducted, Radio-Frequency, Electromagnetic Immunity Test |
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| IEC 61000-3-2:2014 Ed.4 | Electromagnetic Compatibility (EMC) - Part 3-2: Limits - Limits for Harmonic Current Emissions (Equipment Input Current <= 16 A per Phase) |
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**7.0 Approval**

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

| | |
|---|---|
| Place of issue | Moorestown, NJ, USA |
| Date of issue | Mar 19, 2019 |
| Authorized | Scott Maurer, |
| Title | President, International Division |

Drawing: 92701xx-DoC-IR Revision: 0.1

# 0.2.5. Declaration of Conformity Switzerland: CH

OPEX® CORPORATION

## EU Declaration of Conformity
## OM210

This declaration of conformity is issued under the sole responsibility of the manufacturer.

**1.0 Manufacturer**

| | |
|---|---|
| NAME | OPEX Corporation |
| ADDRESS | 305 Commerce Drive, Moorestown, NJ 08057, USA |

**2.0 Technical File**

Technical documentation is compiled in accordance with Part B of Annex VII of the machinery directive. This documentation is available on a reasoned request by appropriate national authority to our authorized representative:

| | |
|---|---|
| NAME | OPEX Business Machines GmbH |
| ADDRESS | Pilatustrasse 41<br>6003 Luzern<br>Switzerland |

**3.0 Description and identification**

| | |
|---|---|
| Description | Envelope Opener |
| Model | OM210 |
| Serial Number | |
| Year Manufactured | From 2019 |

**4.0 Directives**

| | |
|---|---|
| 2014/35/EU | Low Voltage Directive |
| 2014/30/EU | Electromagnetic Compatibility Directive |
| 2011/65/EU | RoHS 2 Directive |
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| | |
|---|---|
| Place of issue | Moorestown, NJ, USA |
| Date of issue | Mar 19, 2019 |
| Authorized | Scott Maurer, |
| Title | President, International Division |

Drawing: 92701xx-DoC-SW Revision: 0.1

# 0.2.6. Declaration of Conformity United Kingdom: UK

OPEX® CORPORATION

## EU Declaration of Conformity
## OM210

This declaration of conformity is issued under the sole responsibility of the manufacturer.

**1.0 Manufacturer**

| | |
|---|---|
| NAME | OPEX Corporation |
| ADDRESS | 305 Commerce Drive, Moorestown, NJ 08057, USA |

**2.0 Technical File**

Technical documentation is compiled in accordance with Part B of Annex VII of the machinery directive. This documentation is available on a reasoned request by appropriate national authority to our authorized representative:

| | |
|---|---|
| NAME | OPEX Business Machines GmbH |
| ADDRESS | 29/32 Queensbrook<br>Bolton Technology Exchange<br>Spa Road<br>Bolton, BL1 4AY<br>United Kingdom |

**3.0 Description and identification**

| | |
|---|---|
| Description | Envelope Opener |
| Model | OM210 |
| Serial Number | |
| Year Manufactured | From 2019 |

**4.0 Directives**

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| | |
|---|---|
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| Date of issue | Mar 19, 2019 |
| Authorized | Scott Maurer, |
| Title | President, International Division |

Drawing: 92701xx-DoC-UK Revision: 0.1

## 0.3. Document History

| Doc Rev | Date | Changes (click blue text to go to that page) |
|---|---|---|
| 19-01 | Apr 15, 2019 | Initial Release CE compliant |
| 20-01 | Dec. 21, 2020 | Cover Page - updated graphic<br>Page 20 - updated label content<br>Page 32 - new graphic<br>Page 36 - edited order of operation<br>Page 58 - corrected physical specifications<br>Page 59 - corrected electrical requirements<br>Page 59 - corrected BTU ratings |
| 22-01 | Dec. 14, 2022 | Minor formatting adjustments throughout<br>Cover Page - updated corporate logo<br>Page 2 - updated contact info<br>Page 19 - corrected “conveyor” to “feed belt”<br>Page 20 - 24 - updated labels per ECO 21-1157<br>Page 36 - added warning<br>Page 55 - updated for new version of transport cover<br>Page 65 - updated text per current OPEX branding |

# Table of Contents

# 1. Introduction



# Omation® Series 210™ Envelopener®

## Operator Manual

# 1.1. About This Manual

**WARNING**

Read all information thoroughly before attempting to operate this equipment.

This manual contains information about the OPEX Omation® Series 210 Envelopener™ and its 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 an operator of the Omation® Series 210 Envelopener™. Operators can load envelopes onto the feed hopper, and start the machine, which will cut open and/or count the envelopes. They can also perform minor maintenance.

This manual will be updated to reflect equipment design changes, part number changes, or to correct errors (a table detailing the document revision history can be viewed on page 9). 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. 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 equipment:

**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).

See important safety information in Chapter 2: "Safety".

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# 2. Safety

## 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 equipment described in this manual.

This chapter provides an explanation of the safety conventions used throughout this manual, as well as safety guidelines to be observed when working with this equipment.

**WARNING**

Read this chapter thoroughly before using this equipment.

## 2.2. Safety Guidelines

This section provides safety guidelines to be observed when working with this equipment.

**WARNING**

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

**Normal operations** - Only authorized personnel shall start, operate, or interfere with the normal working of the machine. Operator training is required, and training is provided in "Operation" on page 35.

**Keep loose objects away from any exposed, moving parts of the machine** - The moving parts of the Omation® Series 210™ Envelopener®, such as the feed belt, can become jammed and/or damaged by foreign objects. Keep hands, hair, loose clothing and jewelry away from the moving parts.

**Machine design** - Do not modify the design or configuration of the equipment without consulting OPEX or your authorized representative.

**Machine Maintenance** - Machine 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 machine 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 machine 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 machine.**

**Machine access** - Keep all areas around the machine clear of obstacles.

**Electrical outlet** - The socket-outlet shall be installed near the equipment and shall be easily accessible.

**Keep away from children** - This equipment is not suitable for use in locations where children are likely to be present.

## 2.3. Machine Labels

Labels are used in specific locations on the Series 210 to alert you to certain safety hazards and provide important information about the machine. In many cases, there are different versions of the same label: some are bilingual, while others have no text for international machines. Though they appear different, the locations of these labels are identical.

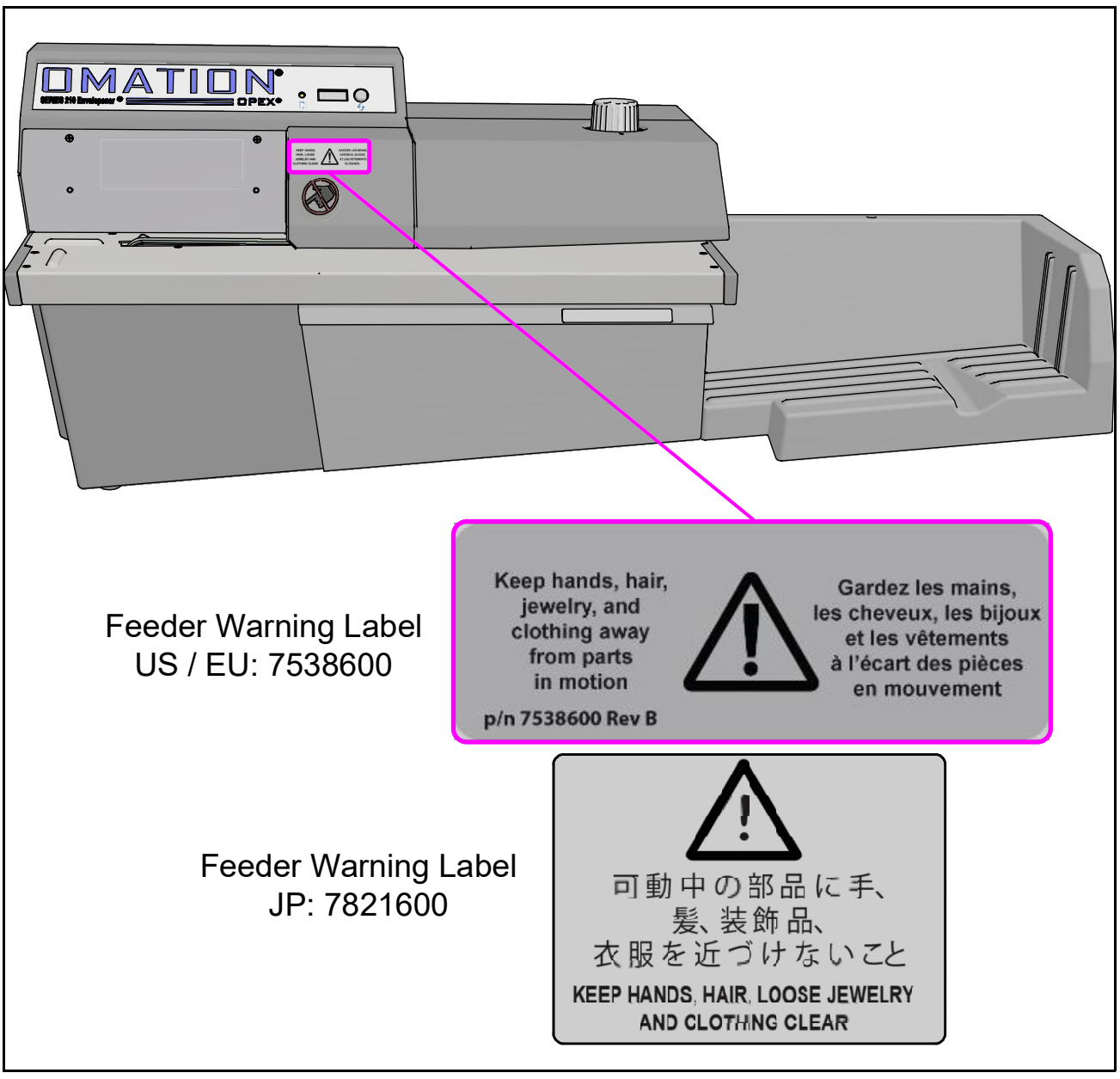
**WARNING**

Follow the safety precautions on all labels when operating the Series 210. Failure to follow these precautions may result in severe bodily injury or death as well as damage to the machine.

## 2.3.1. Feeder Warning Label

**Location:** Front of the machine on the feeder (Figure 2-1).

**Purpose:** To warn personnel that hair, loose clothing, or jewelry should be kept away from this area.




Feeder Warning Label
US / EU: 7538600

Feeder Warning Label
JP: 7821600

***Figure 2-1: Feeder warning Label***

## 2.3.2. Pinch Point Caution Label

**Location:** The beginning and end of the feed belt path (Figure 2-2).

**Purpose:** Warns about pinch hazards near the feed belt.

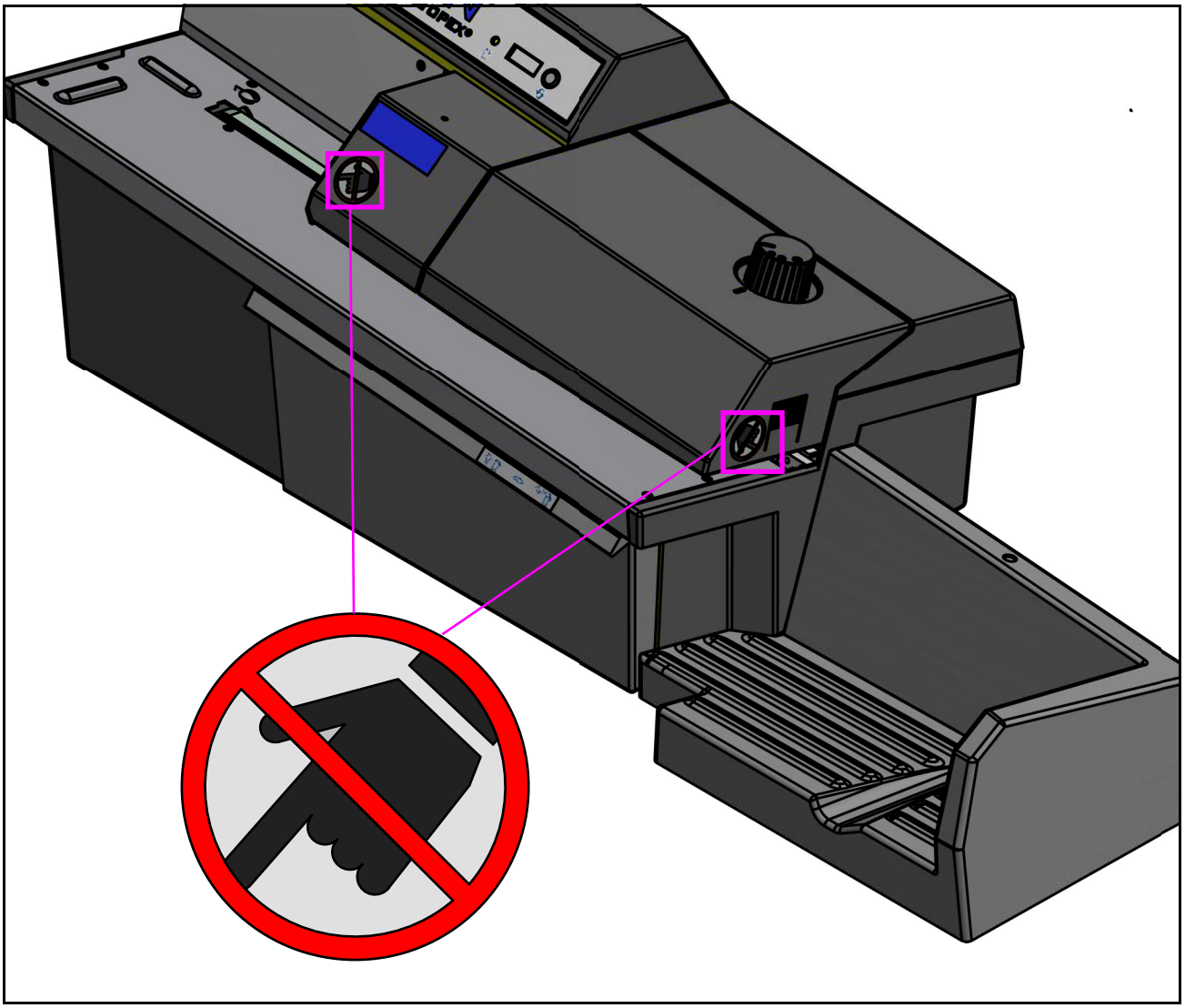


***Figure 2-2: Pinch Point label 1637200***

## 2.3.3. Disconnect power warning

**Location:** Rear of the machine (Figure 2-3).

**Purpose:** Warns personnel to disconnect power before opening the machine.

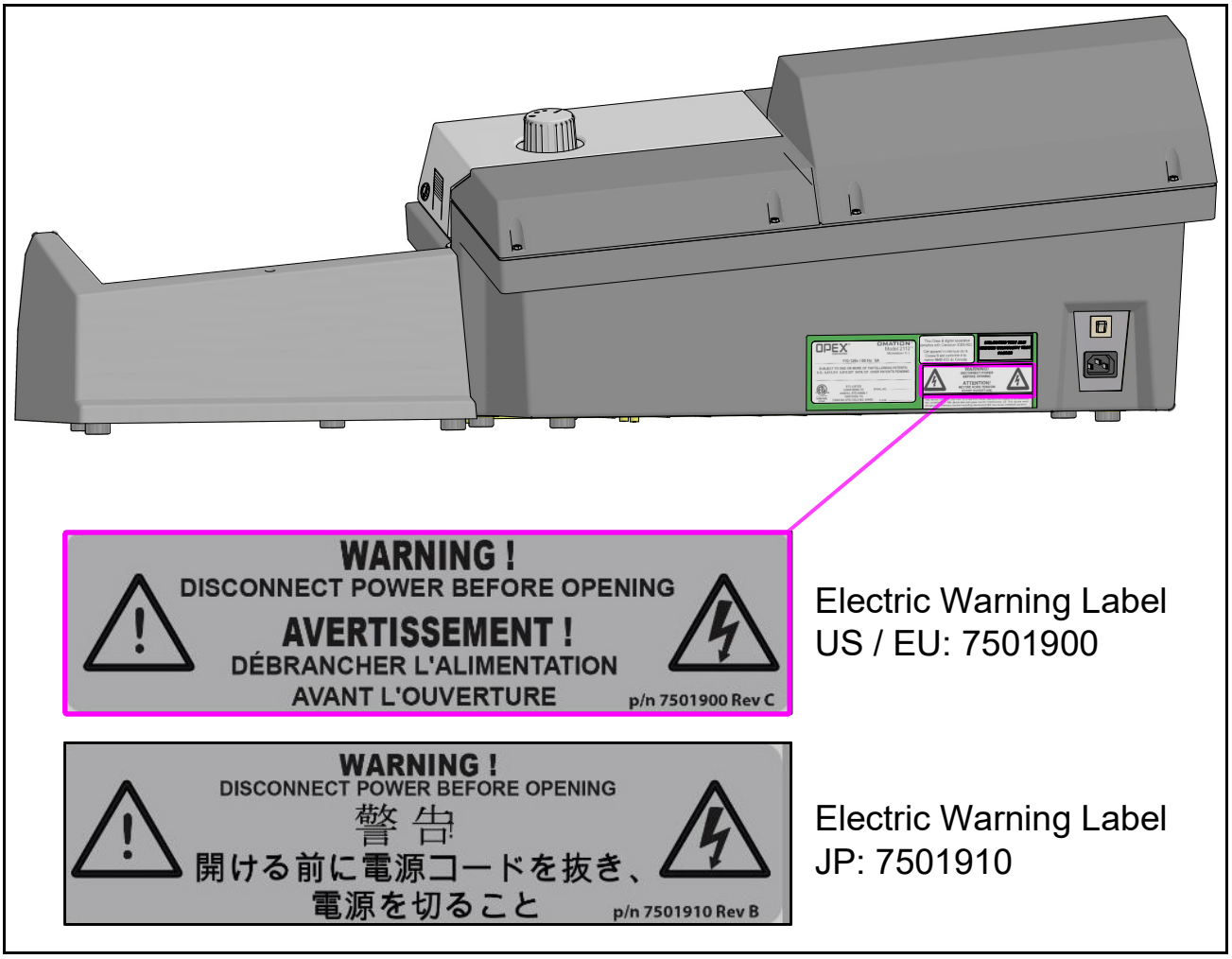



***Figure 2-3: Disconnect Power Before Opening label***

## 2.3.4. Dielectric and ground test label

**Location:** Rear of the machine (Figure 2-4).

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

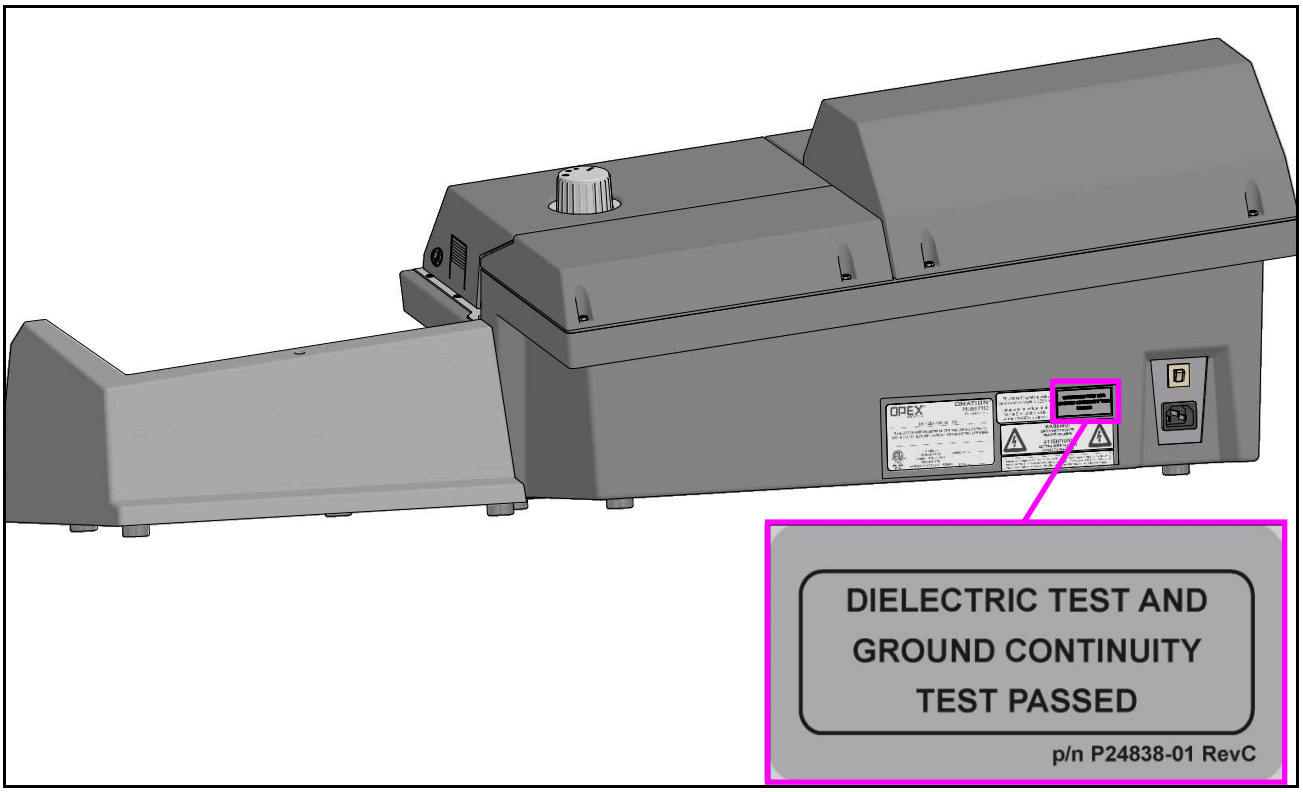



***Figure 2-4: Dielectric and Ground Test label P24838-01***

## 2.3.5. FCC Compliance label

**Location:** Rear of US machines only (Figure 2-5).

**Purpose:** Certifies that the electromagnetic interference from the device is under the limits approved by the Federal Communications Commission.

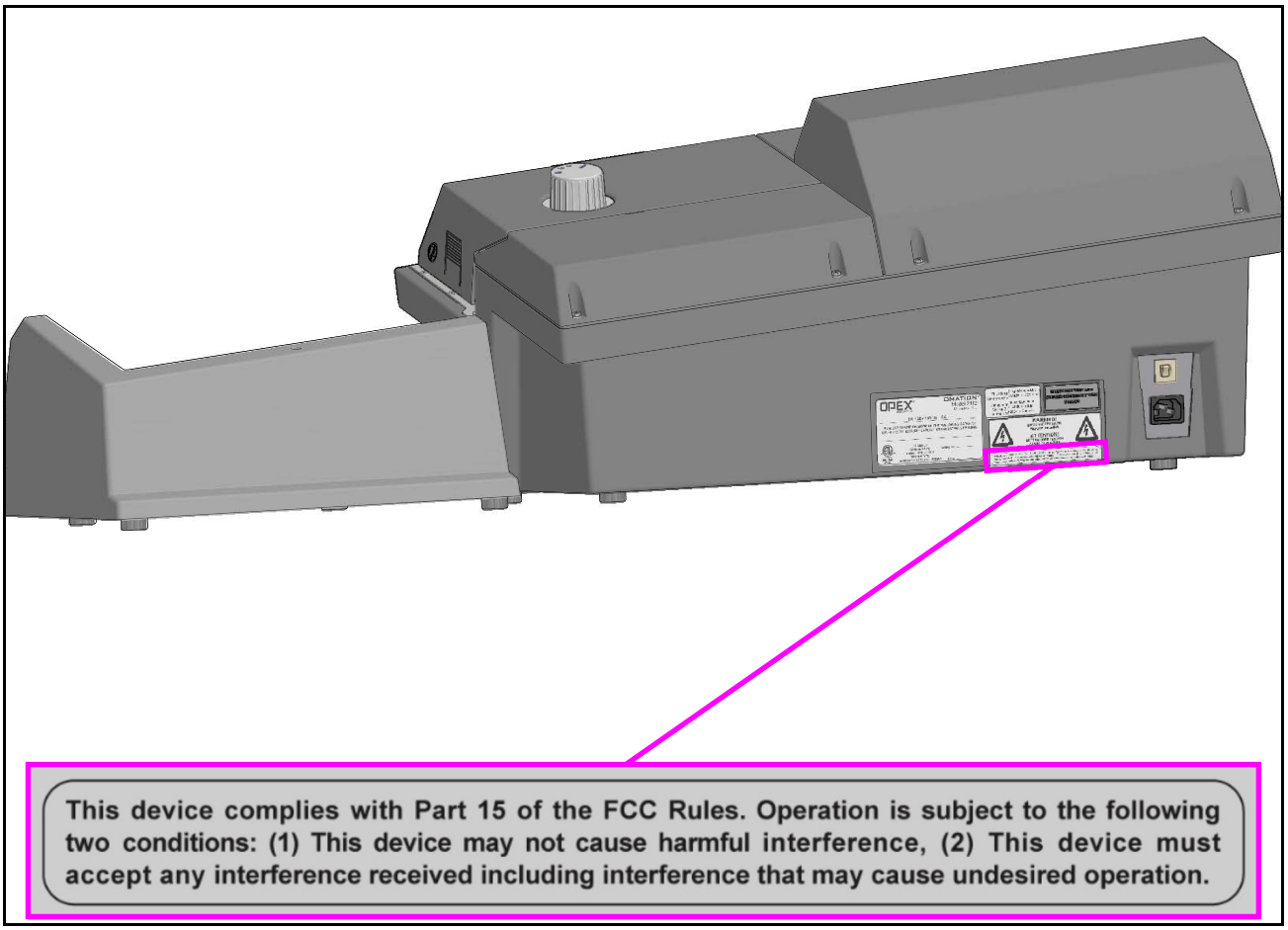



***Figure 2-5: FCC Compliance Label P24839-03***

## 2.3.6. Ratings / Serial Number label

**Location:** Rear of machine (Figure 2-6).
**Purpose:** Identifies product model, electrical ratings, serial number for U.S. & Canada; EU; Japan.

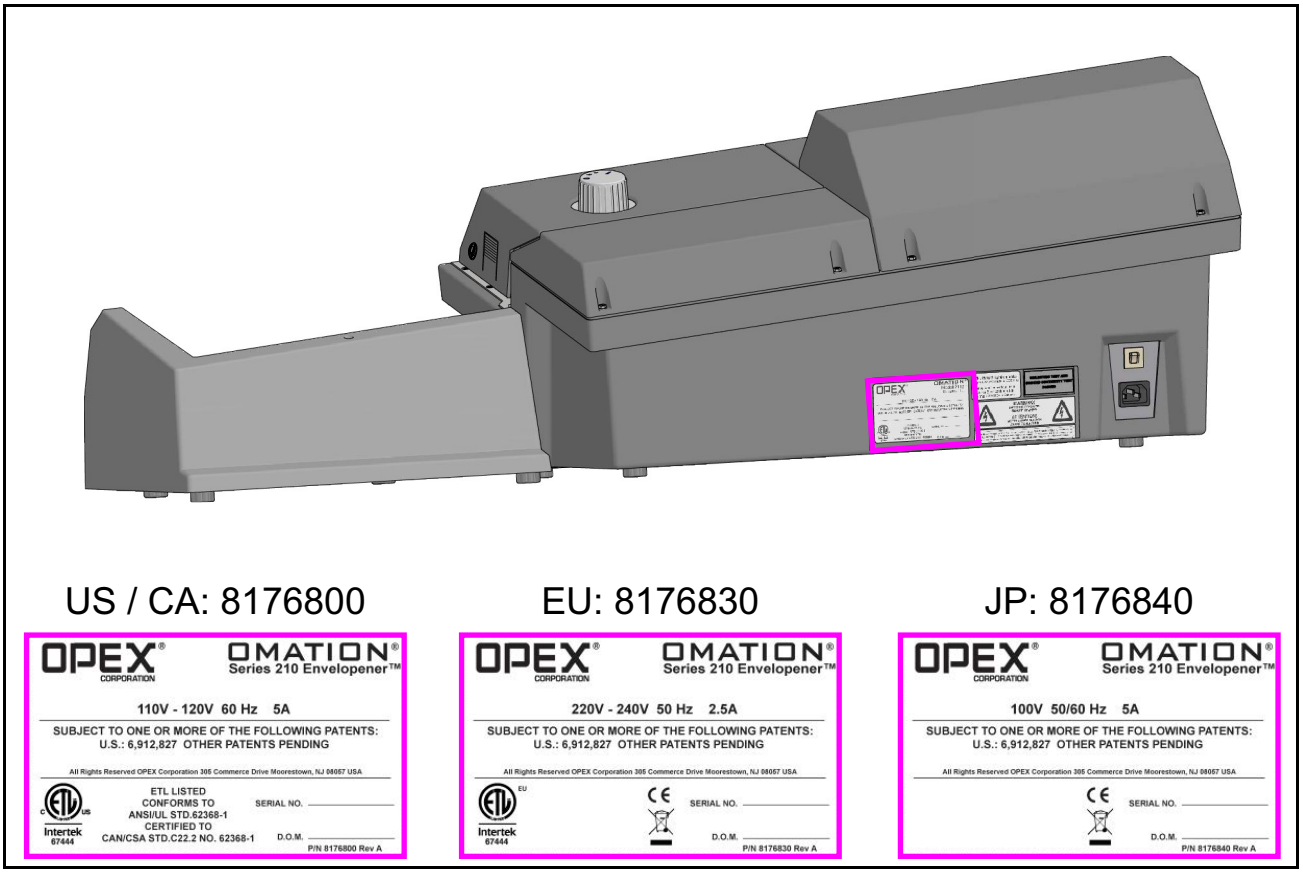



***Figure 2-6: Ratings / Serial number label***

## 2.3.7. ICES-003 label

**Location:** Rear of North American machines only (Figure 2-7).
**Purpose:** This label (7611000) identifies compliance with Canadian ICES-003.

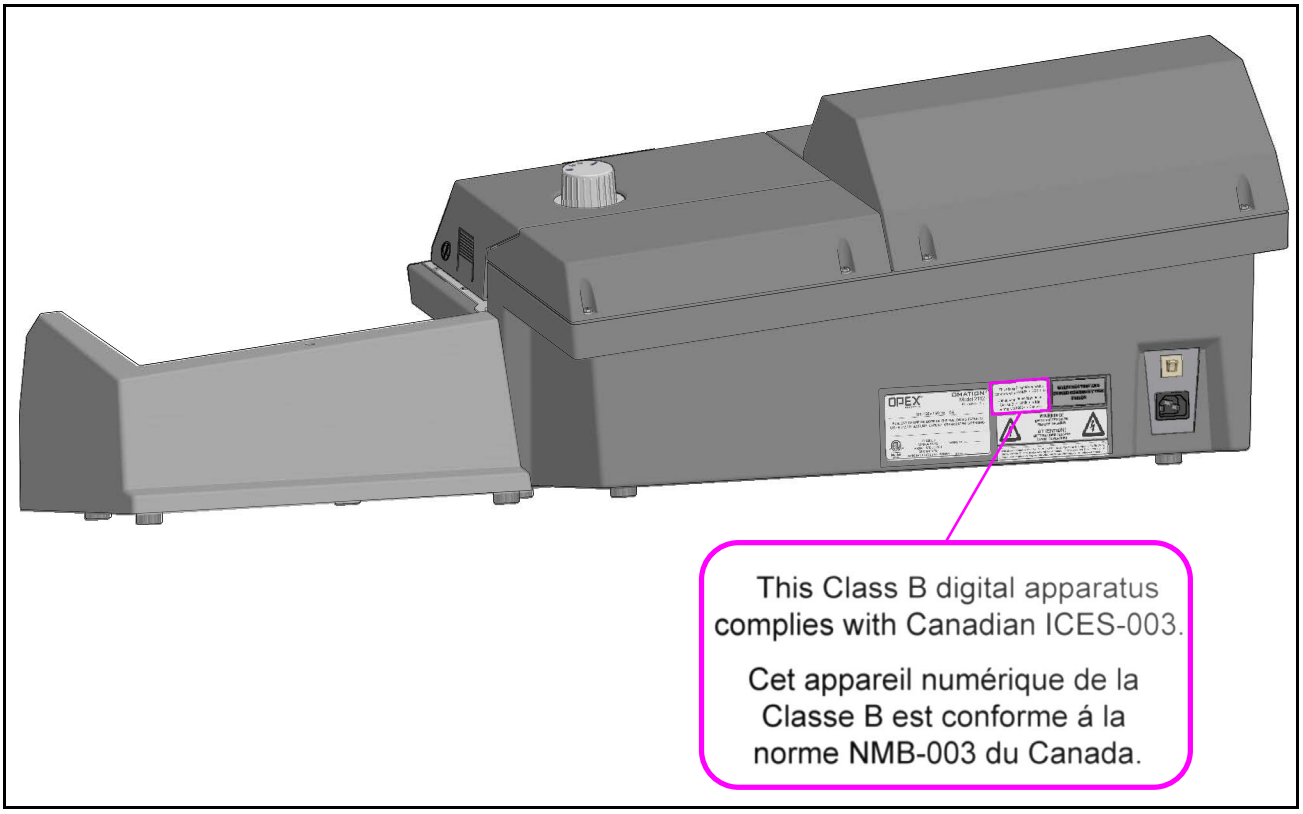



***Figure 2-7: ICES-003 label***

## 2.3.8. Interlock system

The interlock system will stop all the motors in the machine whenever the nip arm cover is lifted (Figure 2-8) or chip bin tray is removed (Figure 2-9).

***Figure 2-8: Top cover removal interlock triggering***

***Figure 2-9: Bin tray removal interlock triggering***

## 2.4. General operational safety

- Read and understand all aspects of the Operator Instructions before operating this equipment.
- Unit must be placed securely on table/surface that is properly rated for accumulated load weight.
- Use of this equipment is limited to its intended function, that of opening mail.
- Do not place fingers in the feed or cutter areas while running the machine.
- Do not operate this equipment with the covers removed.
- Do not set liquids on the Series 210 which could spill into the machine.
- Before cleaning, make sure all power is disconnected.

## 2.5. 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 equipment.

***NOTICE***

Always observe the following guidelines when operating the Omation® Series 210™ Envelopener®.

**When at the main operator station:**

- Maintain an upright body posture.
- Occasionally change the angle of your posture for greater comfort.
- Turn off the machine during periods of non-use.
- Avoid operating the machine for longer than 10 hours at a time. If possible, stretch between breaks.

# 3. Overview

# 3.1. System Overview

The Omation® Series 210™ Envelopener® is a high-speed envelope opener that can open and count envelopes.

Features include:

- Advanced self-adjusting feeder for efficient mixed mail opening
- Milling cutter that can remove as little as 0.010” of a chip (the thickness of three sheets of paper)
- Enhanced chip management/chip capacity
- Three depths of cut and a no cut option
- Large variety of mail types

Please take time to familiarize yourself with the various parts of the machine (shown in Figure 3-1), which are referred to throughout this manual.

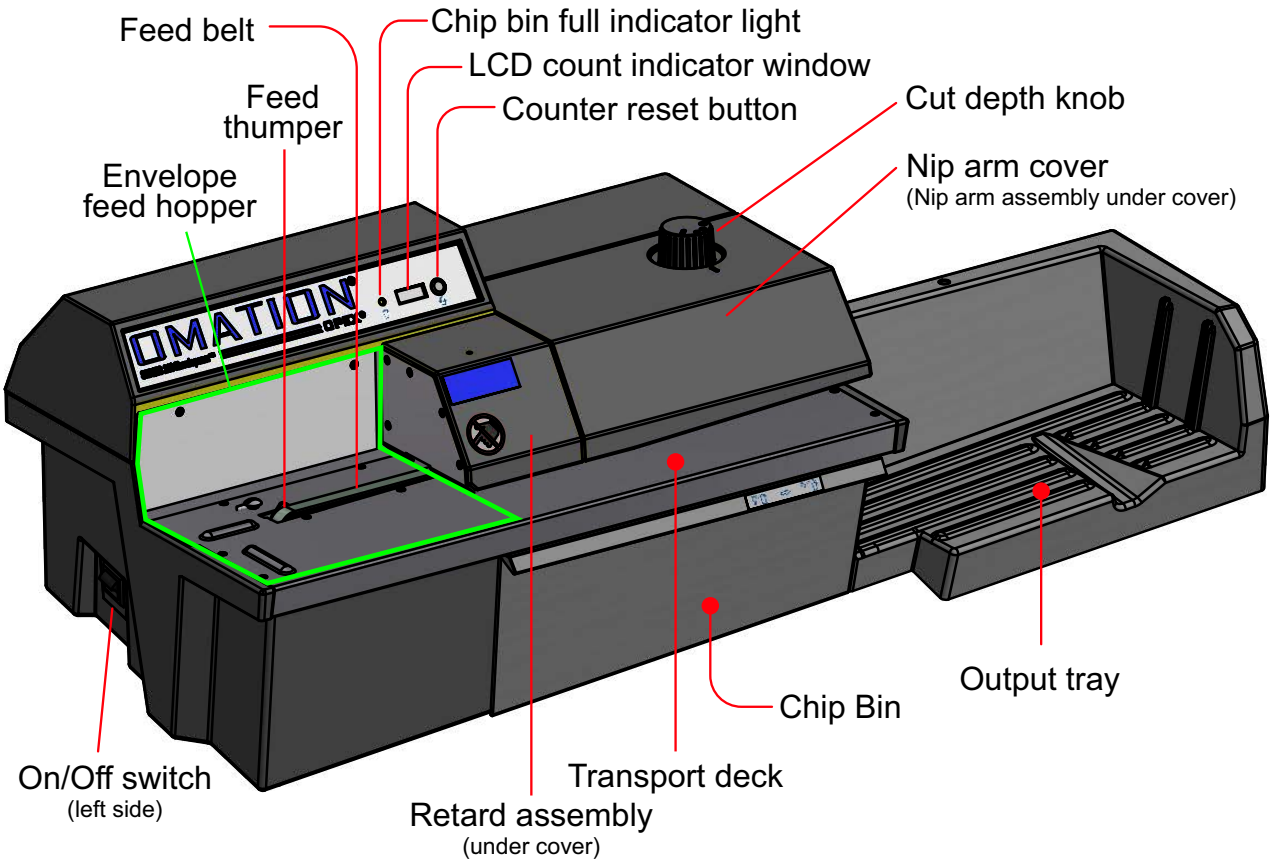



***Figure 3-1: Main Components Front View***

## 3.2. Equipment Serial Number Locations

Before contacting OPEX Technical Support, locate the Model Serial number label or Service tag (OPEX direct sales only) on your machine so that you can provide the assisting technician with your reference serial number. The locations of these labels is shown in Figure 3-2.

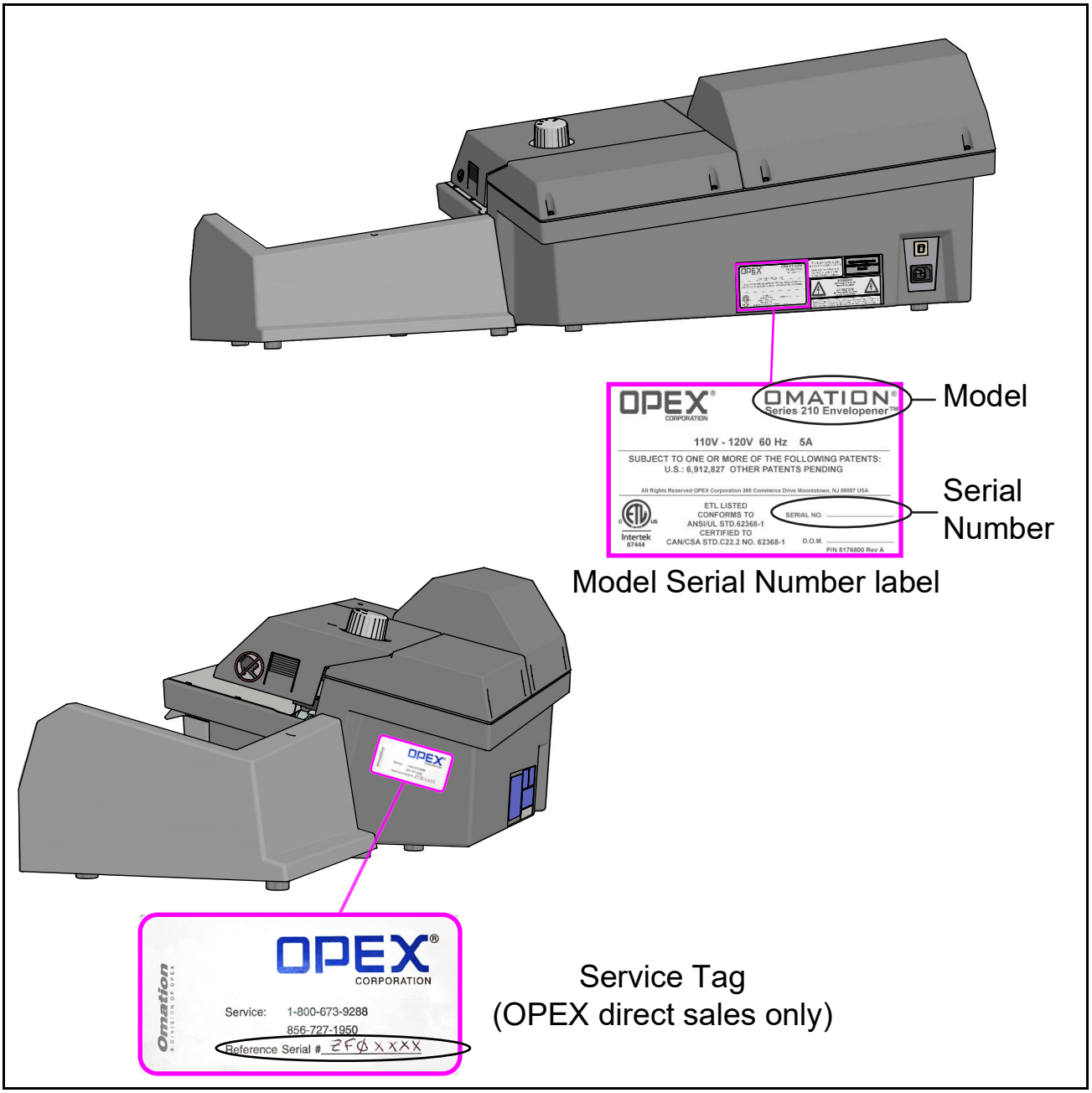



***Figure 3-2: Model Serial Number label and Service Tag***

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# 4. Operation

# 4.1. Operation

## 4.1.1. Order of Operation

**WARNING**

Read and follow all information in Chapter 2: "Safety" before attempting to operate this equipment.

1. Connect the power cord to the back of the machine (Figure 4-1), and plug the other end into an AC-supplied outlet.

***Figure 4-1: AC input on back***

2. When you first connect the power cable, the Yellow Chip Bin Full Indicator Light will flash (Figure 4-2).This is because the machine cannot determine if the chip bin is full and needs to be emptied.

   Open the Chip Bin and empty the chips (if any). Removal and replacement of the chip bin (Figure 4-3) resets the indicator. An internal counter (not the one on the display) will count up to 3500 envelopes before flashing again, to inform you to empty the chip bin.

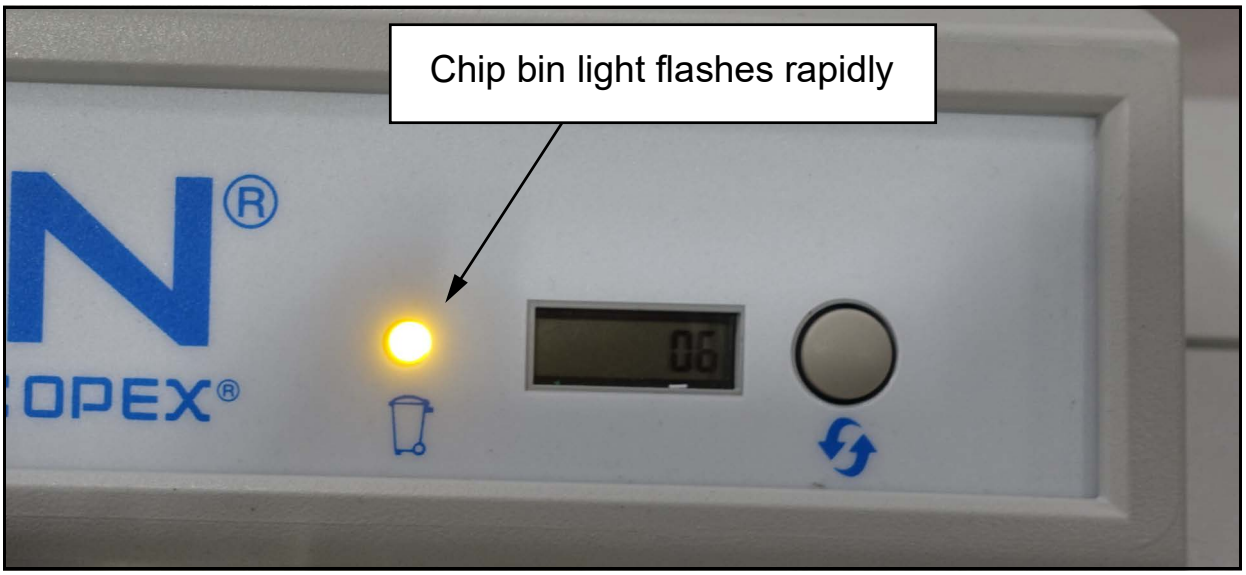


***Figure 4-2: Flashing chip bin light***


***Figure 4-3: Opening the Chip Bin tray***

3. Connect the output tray on the right side of the machine (Figure 4-9 on page 42).

4. Turn the cut depth knob to the smallest circle next to the bar for a Standard Cut (Figure 4-4). It is recommended that the user select this setting first to cut the envelopes to reduce the chance of cutting the contents.

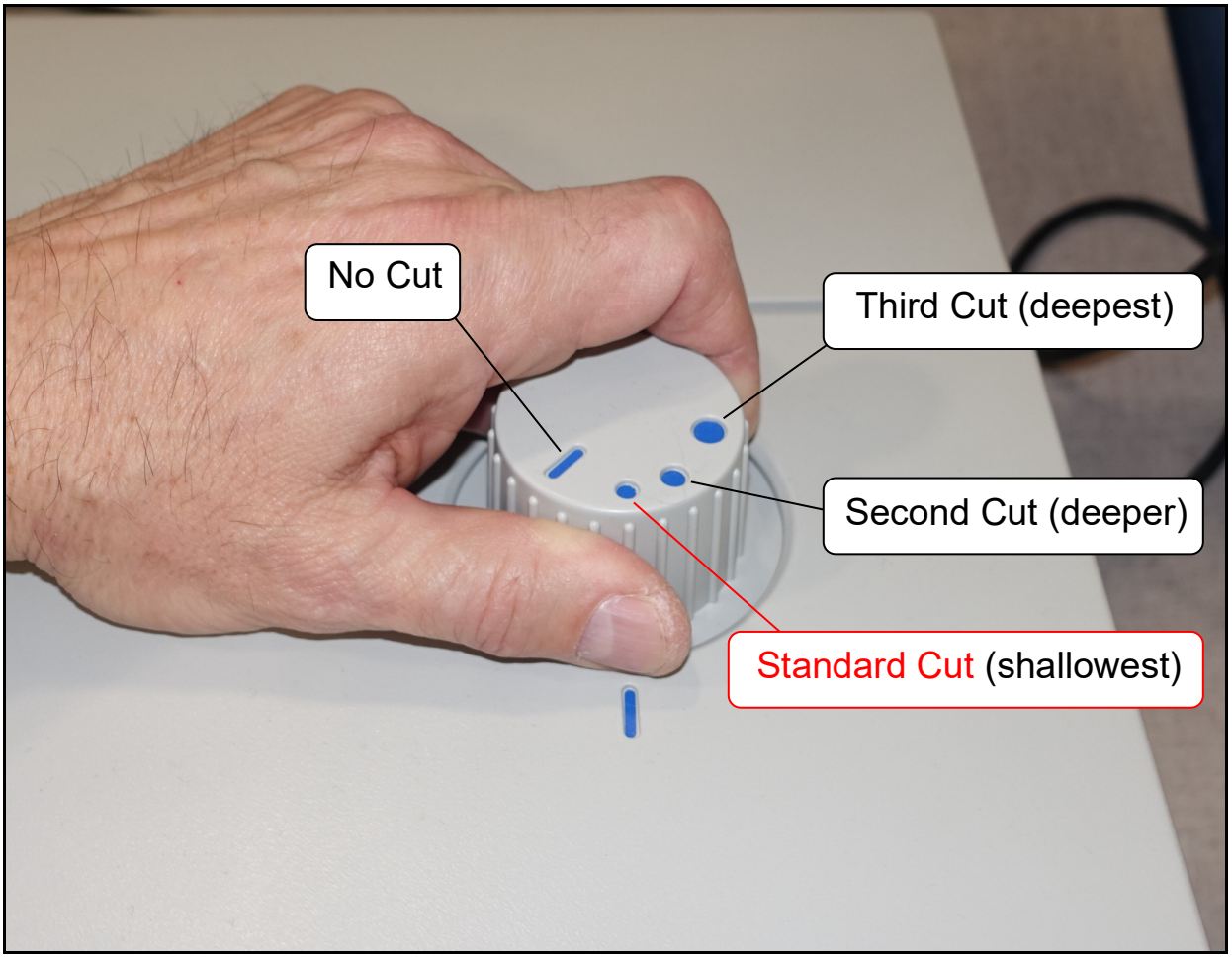


***Figure 4-4: Cutter depth knob***

- If you find incomplete cutting, use the second cut setting.
- The third depth is for envelopes with glued edges, or to be used if the second is not opening the envelope.
- The No Cut position is normally used when only counting the mail.

***Note:*** *More accurate counting is achieved with smaller stacks of mail.*

5. Reset the Counter by pressing and holding the Counter Reset button next to the LCD display (Figure 4-5).

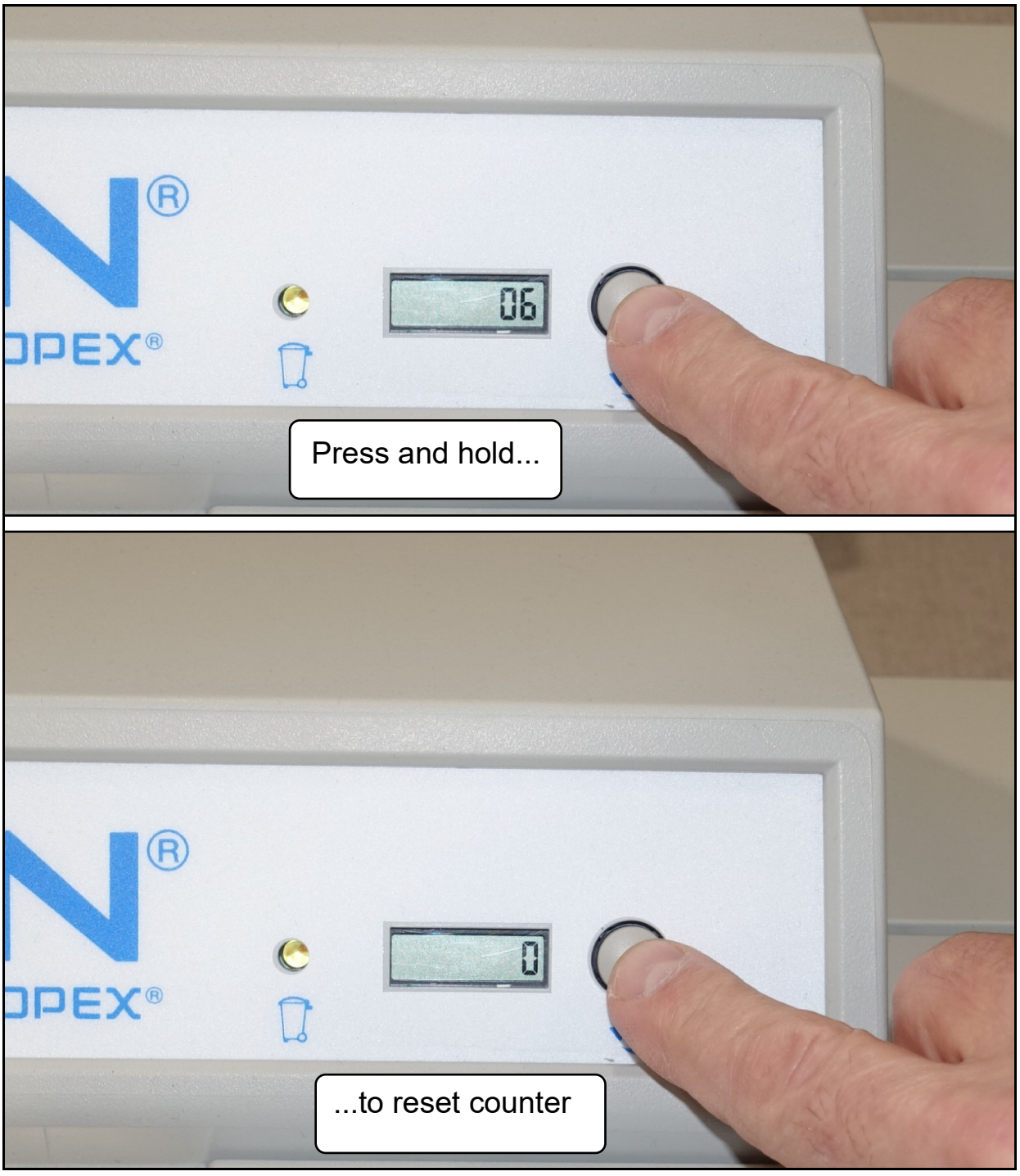


***Figure 4-5: Counter reset button***

6. Press the AC power switch on the left side of the machine to power on the machine (Figure 4-6).

***Figure 4-6: AC power switch***

The mail stack can be placed on the feeder while it is stopped, but it will perform better if the machine is on when the mail is put on the feed belt. It is also better to put the mail on the belt without dropping or throwing it.

7. Put a handful of mail (approximately 25-50 pieces) flush against the back of the feed hopper and the side wall, and then release the stack when the front edge of the mail is ½ to ¾ of an inch above the transport deck (Figure 4-7).


***Figure 4-7: Loading the Envelope Feed Hopper***

The Feed Thumper (a rotating cam shown in Figure 4-8) helps to jog the mail for improved feeding.

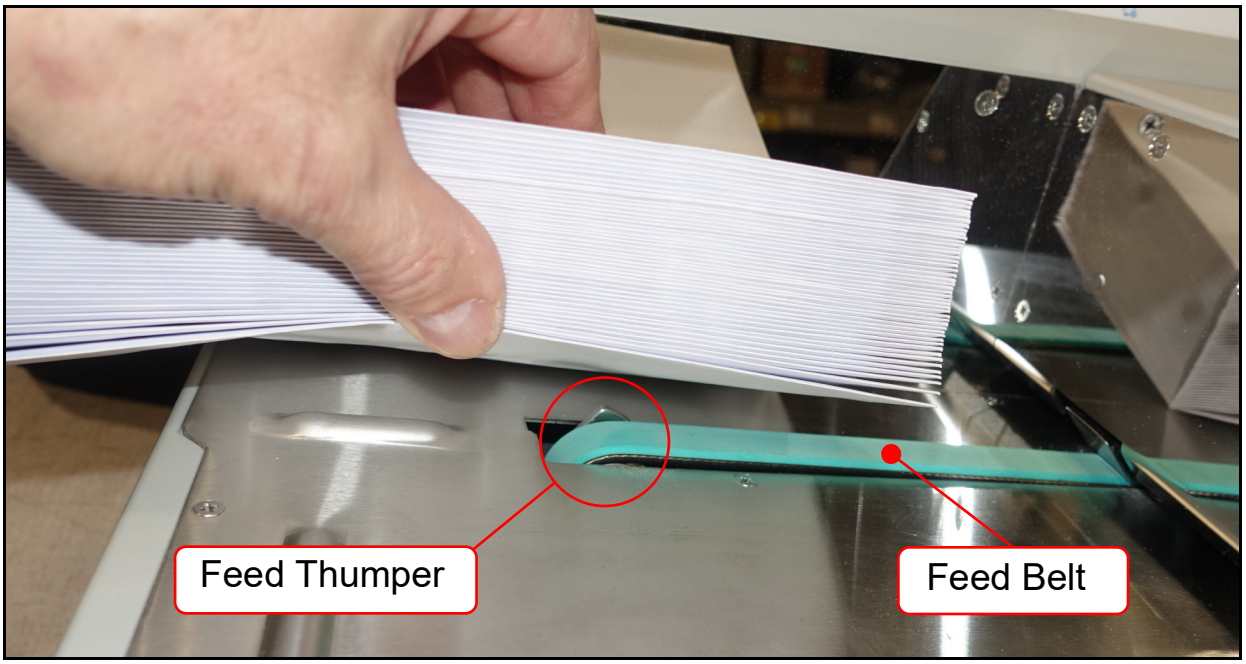


***Figure 4-8: Feed Thumper***

8. The Feed Belt pulls the mail into the retard assembly where it is singulated (separated one at a time).
9. The envelope then passes under the cutter where it is cut if desired.
10. The envelope is then passed through the counter sensor and counted (the mail is always counted even if it is not cut).
11. The envelope then moves into the mail output tray.
12. Once the Envelope Feed Hopper is empty, empty the output tray.
13. To continue processing, repeat the above steps.

## 4.1.2. Output tray position

The position of the output tray can be adjusted for processing larger envelopes. Simply lift the output tray up, move it to the desired position, and press it down onto the stepped tray hitch (see Figure 4-9).

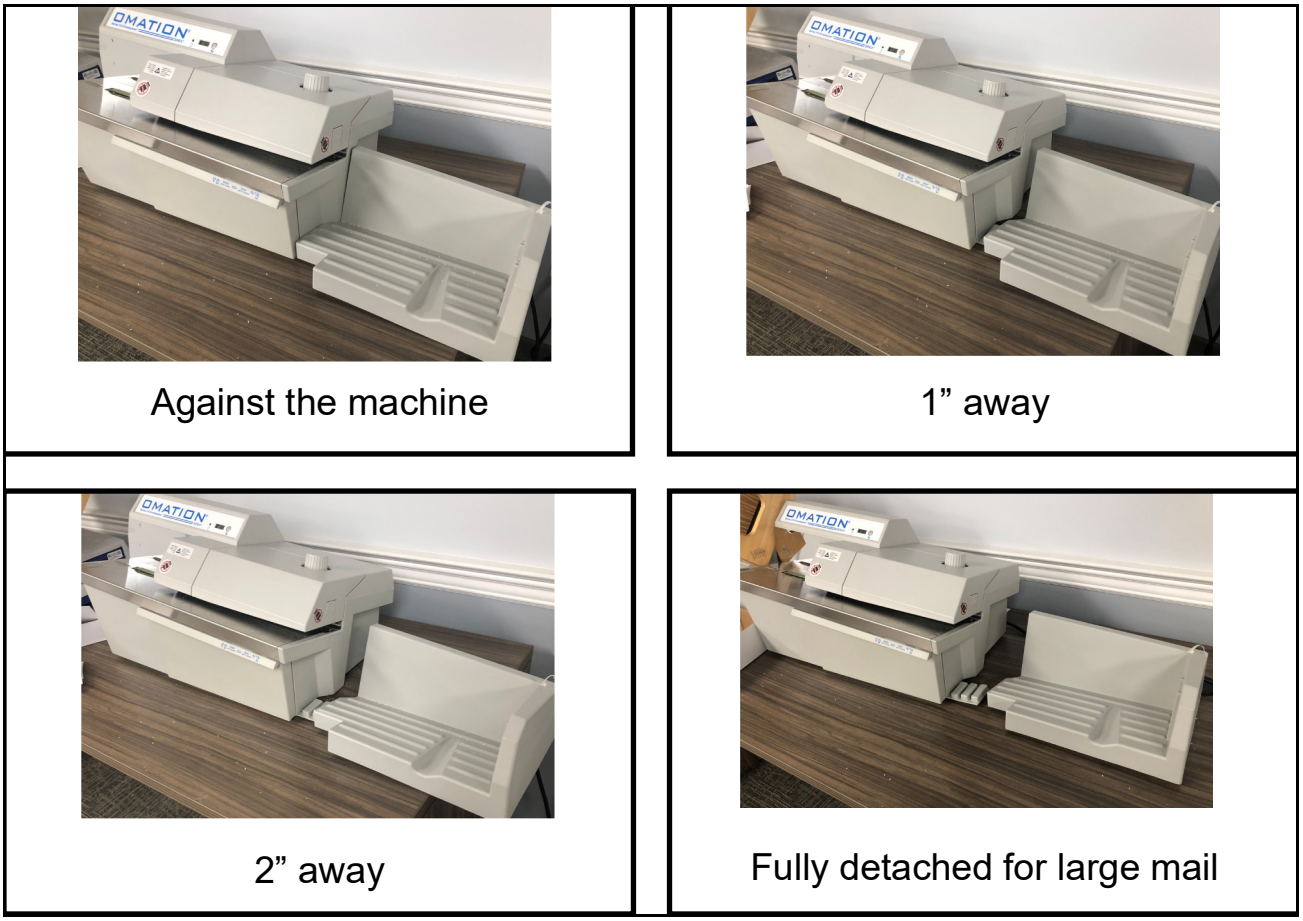


***Figure 4-9: Output tray positions***

***Note:*** Click here *to return/go to the “Order of operation” steps.*

### 4.1.3. Clearing jams

From time-to-time, you will experience the inevitable jam. A “jam” refers to any occurrence that causes the machine to stop, not necessarily because an item is physically jammed in the machine. You may have to remove the nip arm cover. This is explained in “Routine Maintenance” on page 44.

## 4.2. Routine Maintenance

It is important that you keep your machine clean and in good working order. This will prolong the overall life of the machine and result in longer periods of “up” time. Therefore, you should perform the following tasks once per day:

### 4.2.1. Cleaning the Series 210 Envelopener

1. Unplug the power cord.
2. Press the catch release button on the right side of the cover until a “click” is heard and lift the right side (Figure 4-10).

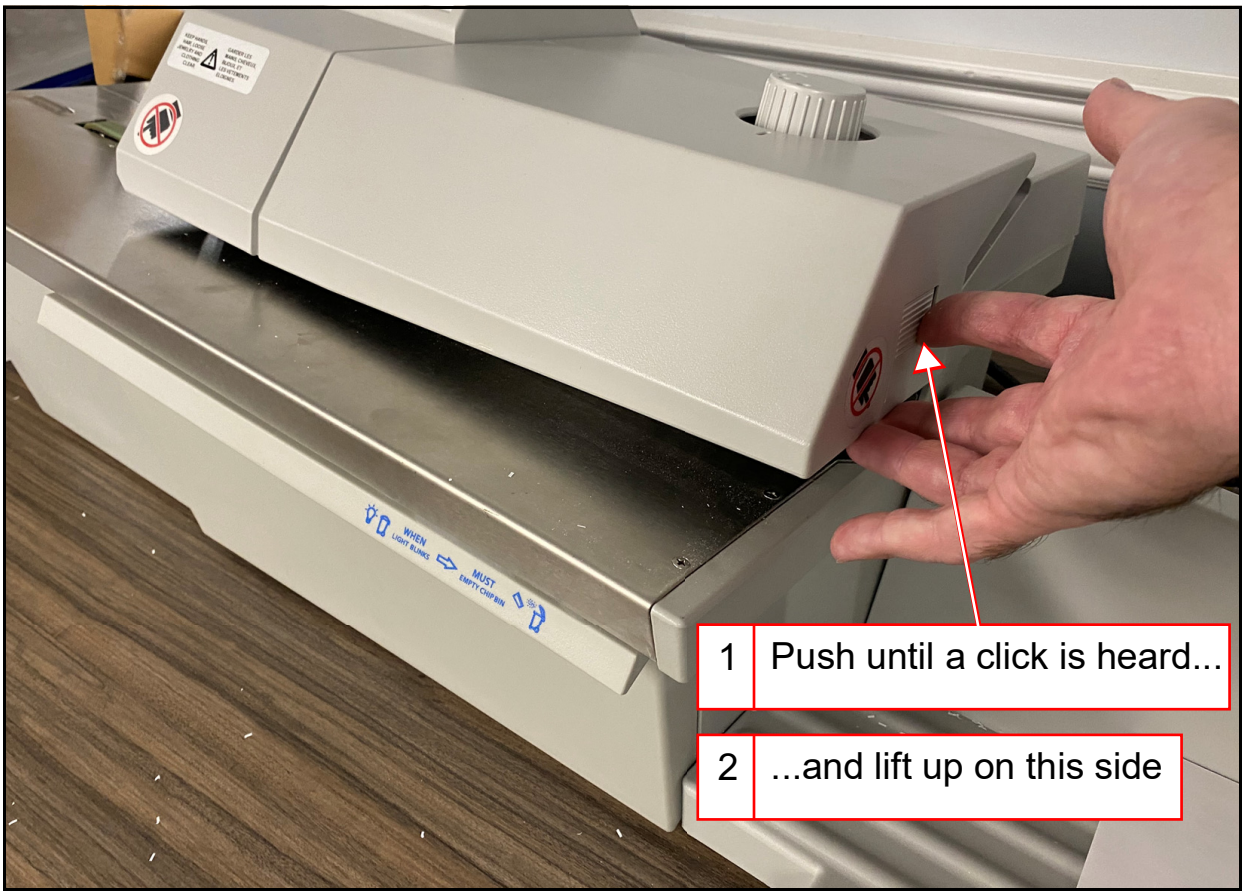


***Figure 4-10: Pressing the catch release button***

3. Continue lifting the cover off on the left side to remove it (Figure 4-11).


***Figure 4-11: Lifting the Nip arm cover***

***Note:*** *If you were referred to this section from "Adjusting Cutter Depth,"* Click here *to return to that section.*

4. Lift the Nip arm wheels to clean under them (Figure 4-12).

***Figure 4-12: Cleaning under the nip wheels***

5. Remove and empty the chip bin.
6. Vacuum loose paper chips and debris from the machine.
7. Use a cloth moistened with liquid cleaner to wipe down the exterior of the machine.
   - Use denatured alcohol on areas with stains, if necessary.
   - Any non-flammable commercially available cleaning solution may be used to clean the machine. When cleaning the Series 210 Envelopener, DO NOT USE aerosol cleaners or compressed air because of the flammable nature of many of these products. There is a risk of equipment malfunction and/or injury associated with the use of aerosol cleaners on OPEX equipment prior to the operation of equipment.
   - 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.
   - Wipe dust and debris from the sensors. Debris build-up can cause jams. Accumulations of dirt and debris can cover sensors, preventing them from working effectively. This will hinder machine performance.

**⚠ CAUTION**

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 or unplugged.

8. Re-install the chip bin and nip arm cover.

## 4.2.2. Cutter Adjustment

The cutter depth has been adjusted from the factory and should not need to be adjusted. If you find that mail is not being opened on cutter setting 1 and 2, the cutter can be adjusted.

**To adjust the cutter depth:**

1. Set the Cut knob to the "Standard Cut" position (Figure 4-13). This position should always cut standard mail deep enough to remove the contents but **not cut** any of the contents. This position will be our reference for the adjustment.

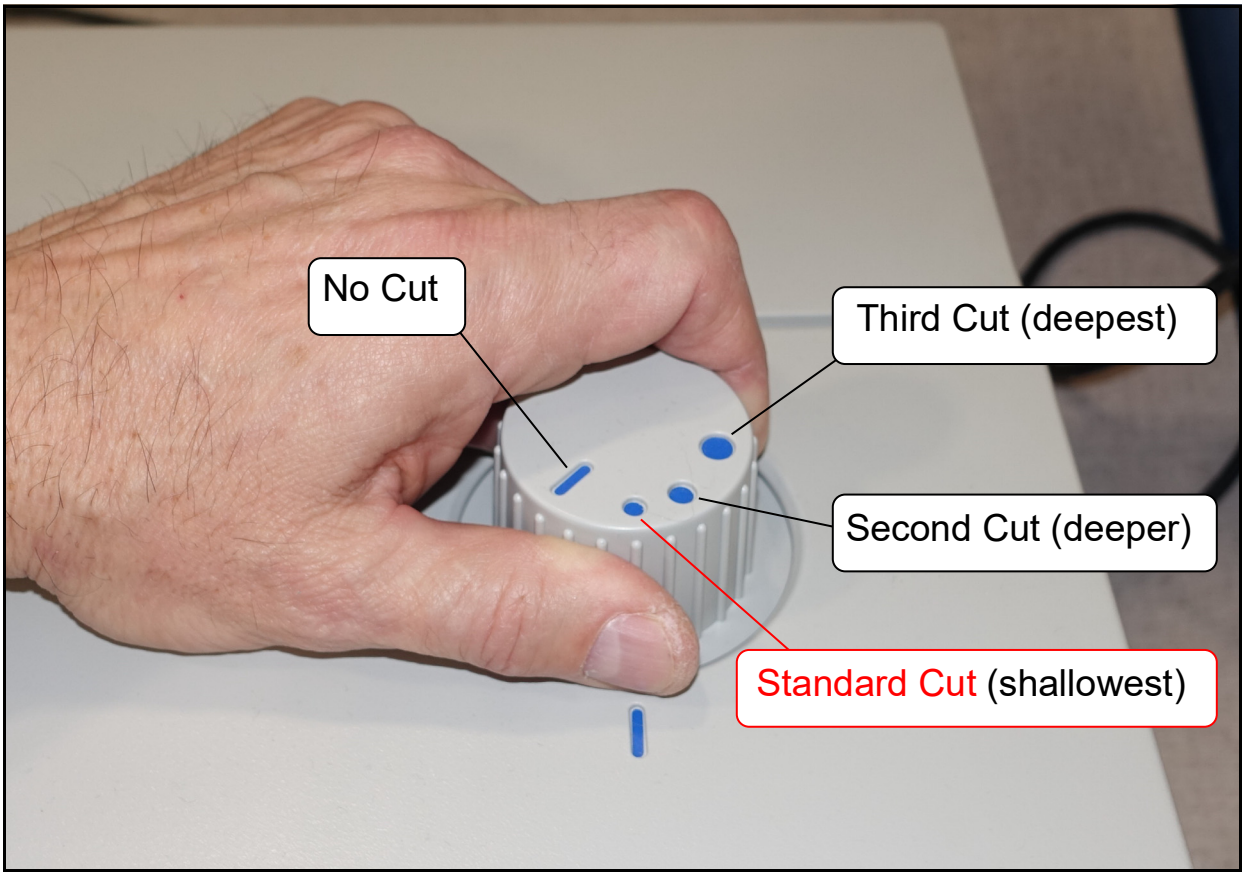


***Figure 4-13: Standard Cut position***

2. Remove the nip assembly cover (See "Cleaning the Series 210 Envelopener" on page 44).

3. To deepen the cut, begin by turning the cutter depth screw 1/4 turn to the right using a Phillips screwdriver (Figure 4-14).

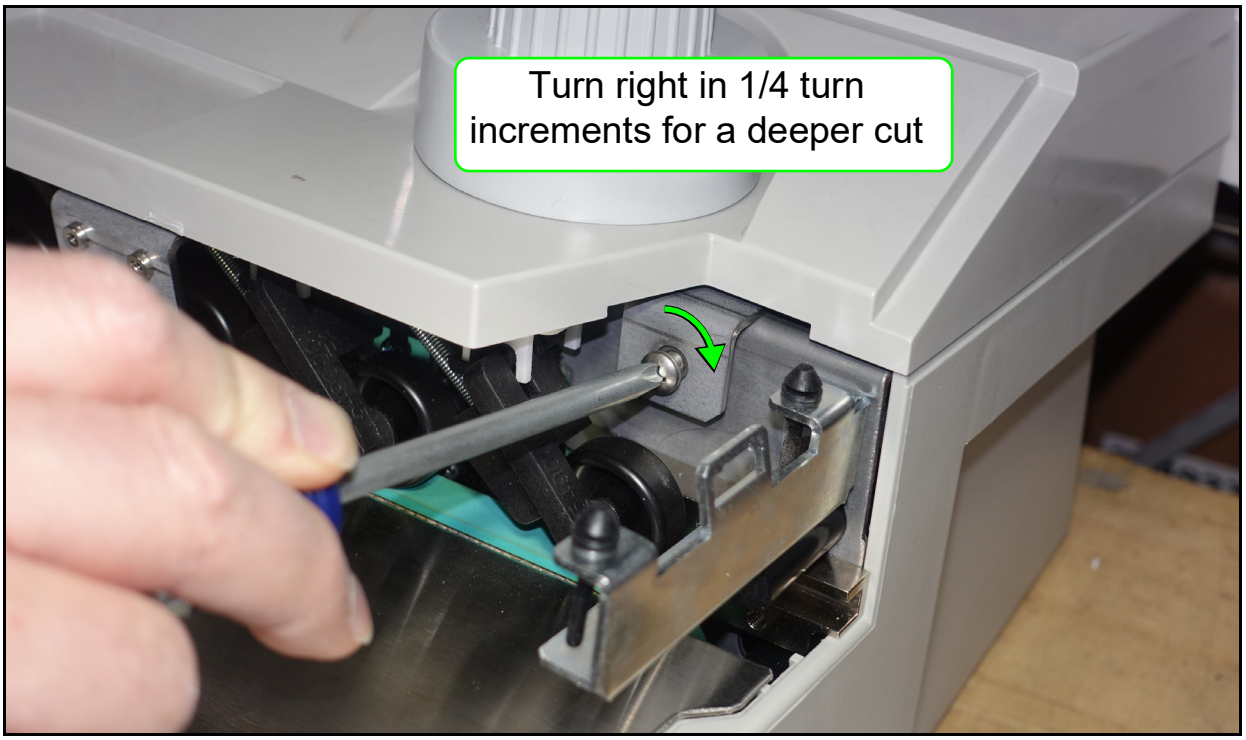


***Figure 4-14: Adjusting the cutter depth***

4. Replace the cover and run an envelope through to verify if it has been cut.
5. Repeat steps 3 and 4 until the envelopes are being cut open. If you find the cut is too deep, turn the screw to the left in 1/4 turn or smaller increments until you have the envelope being cut without cutting the contents.

## 4.2.3. Resetting the circuit breaker

1. If the machine has no display and is plugged in and turned on, check the circuit breaker on the back of the machine.
   The circuit breaker shown in Figure 4-15 has been tripped and is open.


***Figure 4-15: Open circuit breaker***

2. Unplug the power cord and push the circuit breaker toward the machine to close it (Figure 4-16).

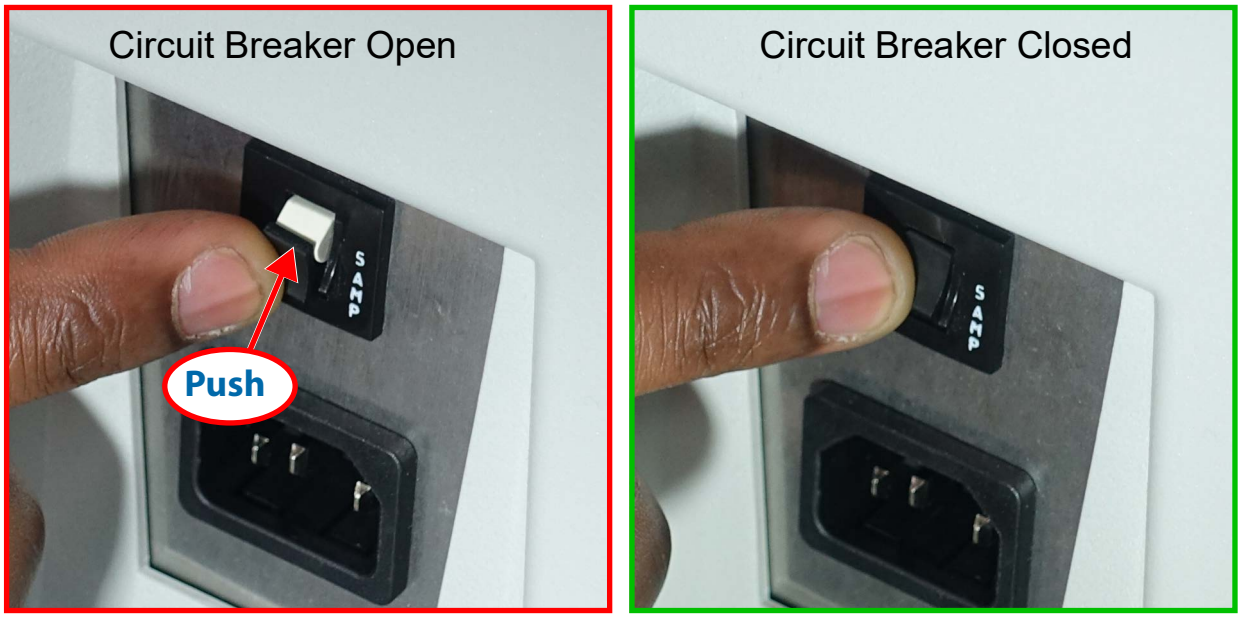


***Figure 4-16: Closing the circuit breaker***

3. Plug the power cord back into the machine.
4. Verify the machine has power and operates normally.
   If the circuit breaker pops back out, call OPEX to have the machine serviced (See "Contacting OPEX" on page 2).

# 5. User Replaceable Parts

## 5.1. Overview

The parts on the following pages can be replaced by the user. If you're viewing the electronic version of the manual on a tablet, tap the circle pointing to the part to jump to the page the part details are on (Figure 5-1).

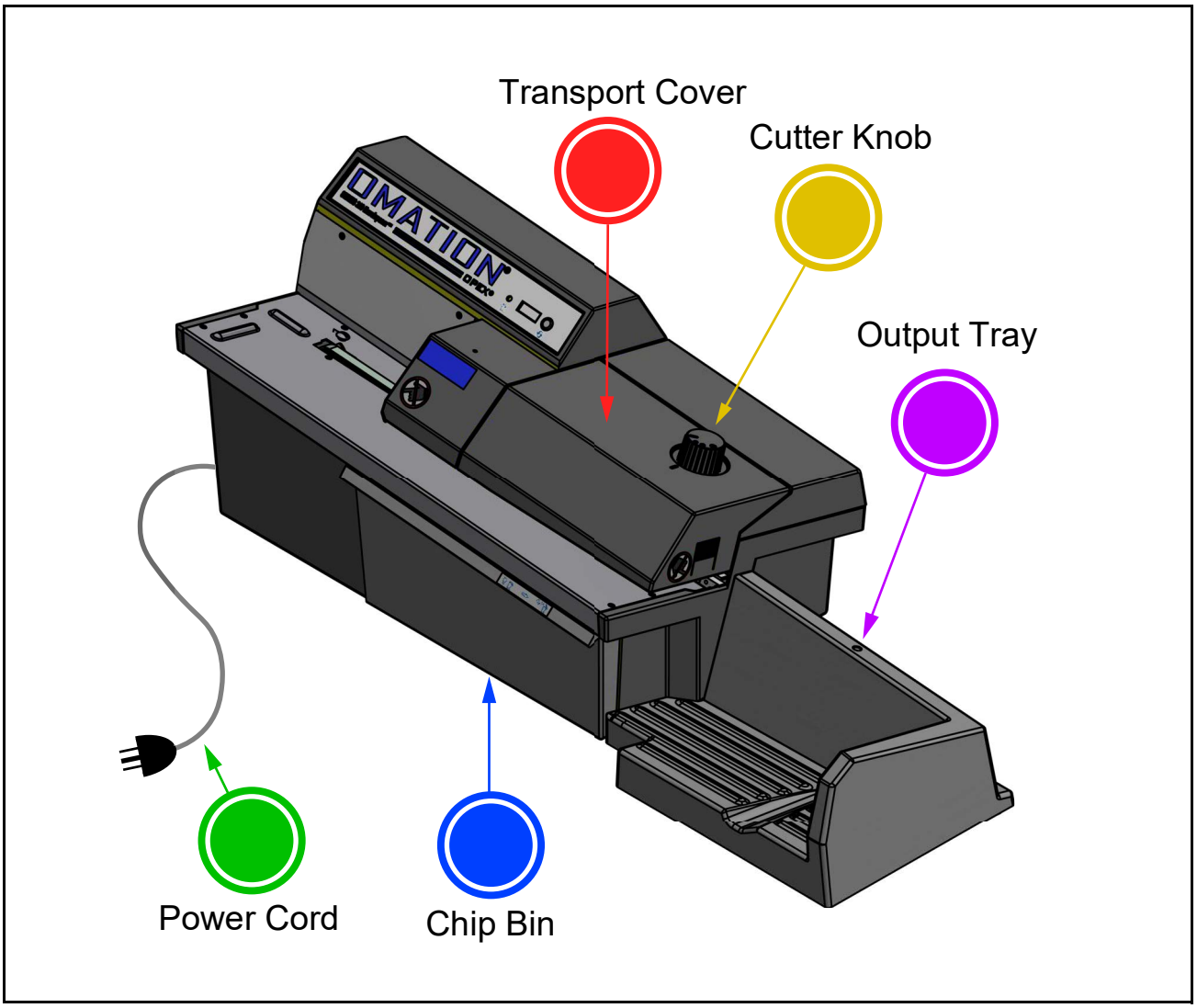


***Figure 5-1: User Replaceable Parts***

## 5.1.1. Cutter Depth Knob

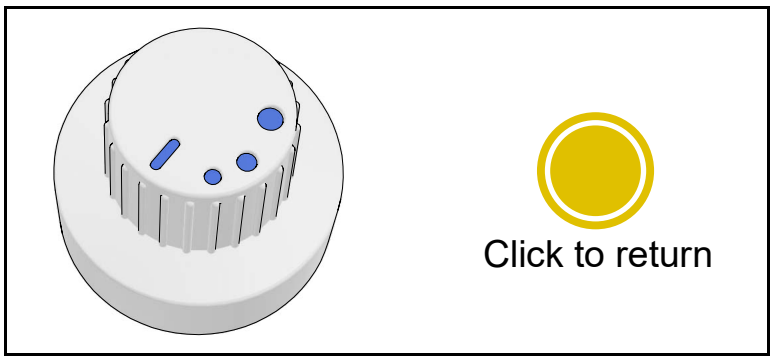


***Figure 5-2: 8067050 Cutter Depth Knob***

## 5.1.2. Chip Bin Tray

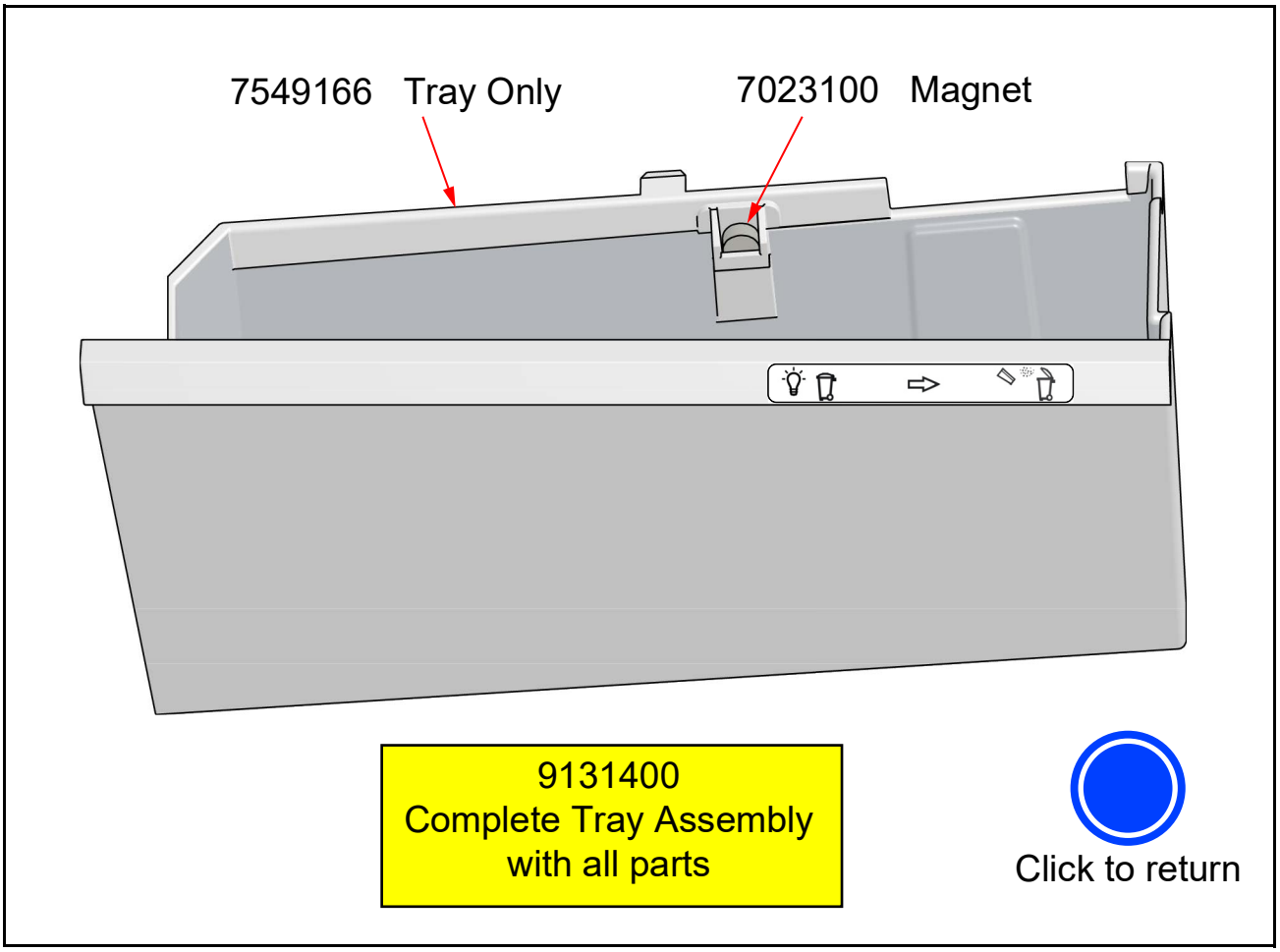


***Figure 5-3: Chip Bin Tray Assembly***

## 5.1.3. Output Tray

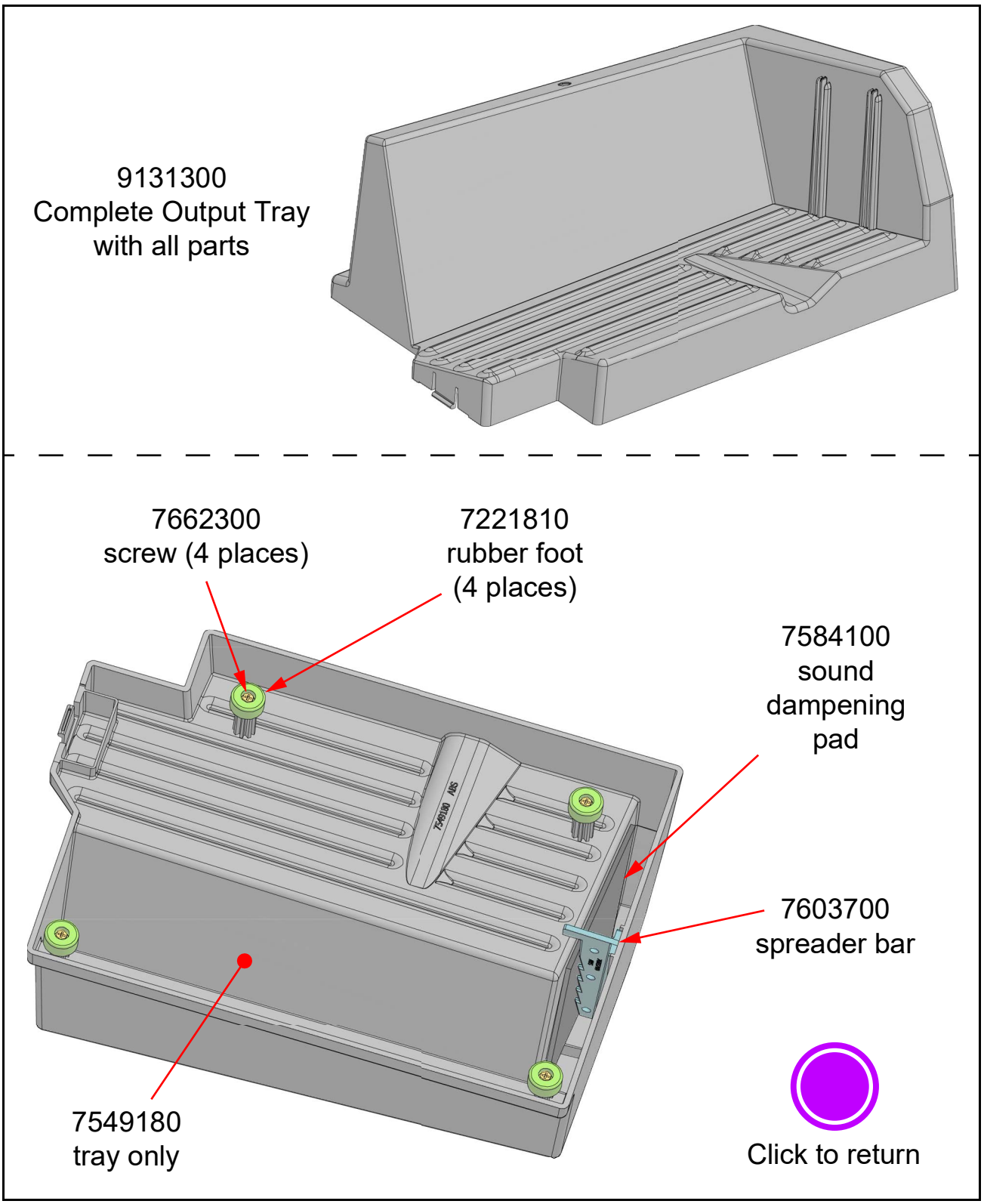


***Figure 5-4: Output Tray Assembly***

## 5.1.4. Transport Cover

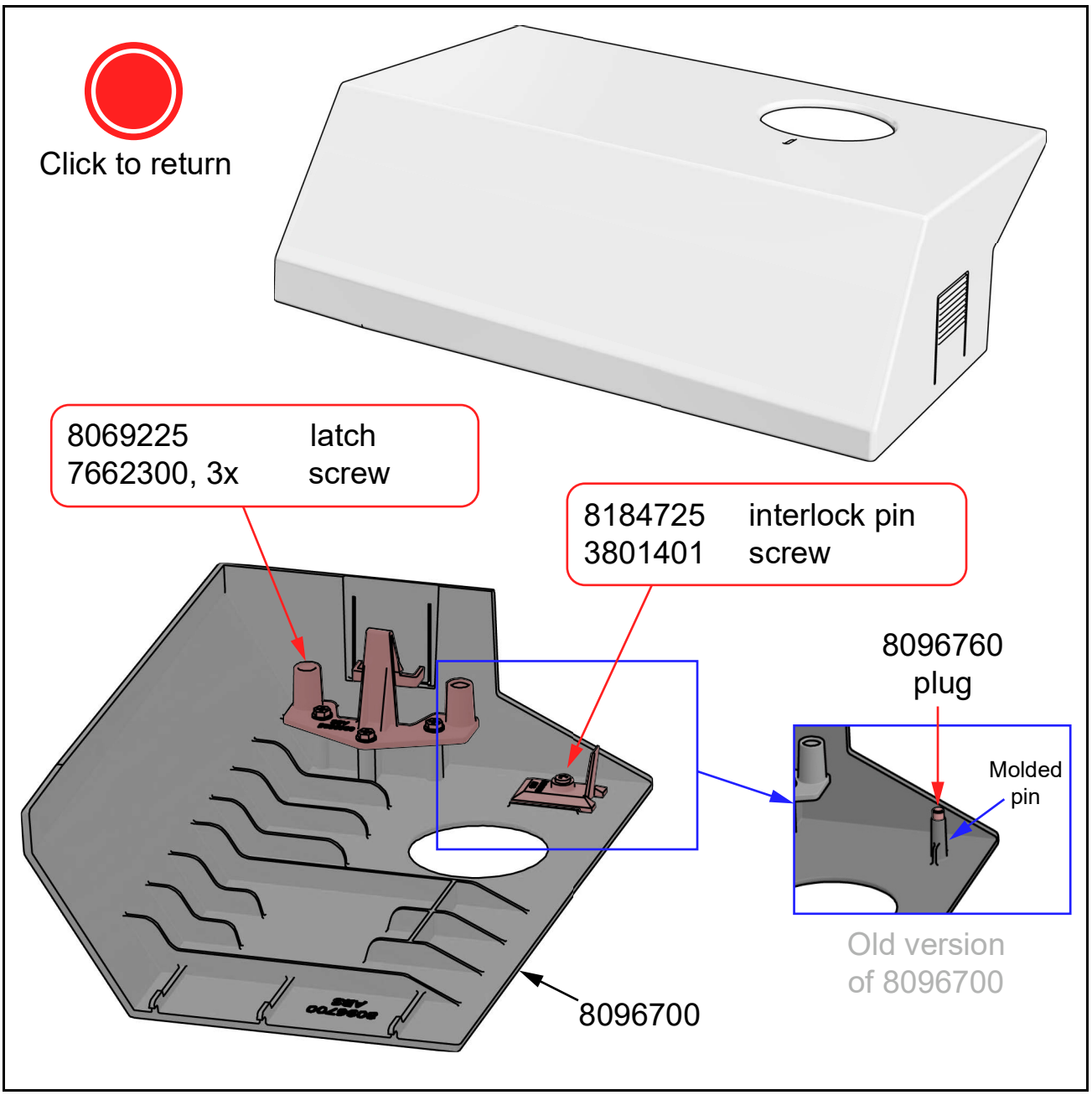


***Figure 5-5: 8096700 Transport Cover***

***Note:*** *Earlier versions of the transport cover had the interlock pin as a molded feature integrated into 8096700. If the molded pin breaks on an old 8096700 cover, then you will need to order a new cover (8096700), interlock pin (8184725), and screw (3801401).*

## 5.1.5. AC Power Cords

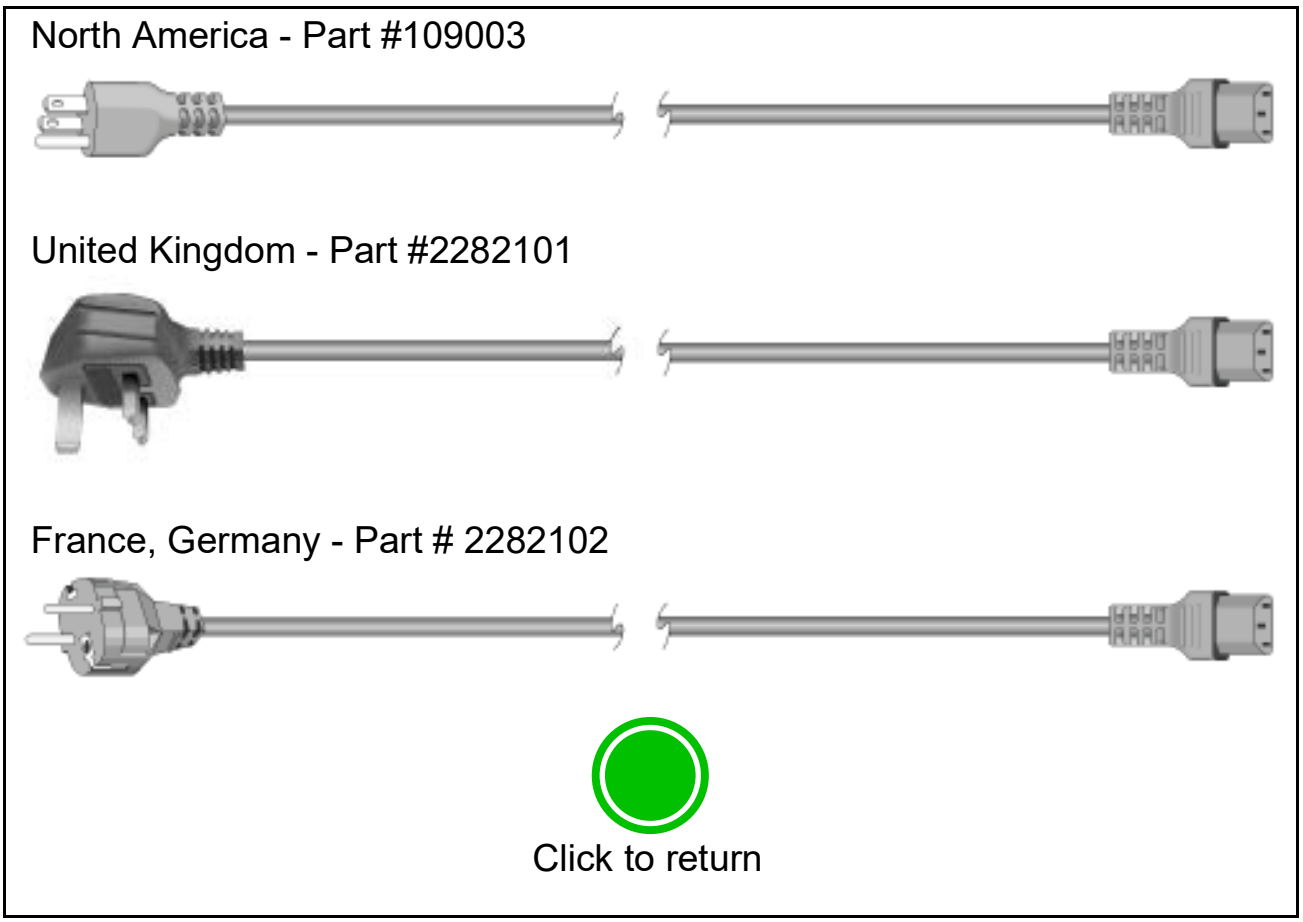


***Figure 5-6: AC Power Cords***

***Table 5-1: Additional Power Cords***

| Country | Part Number |
|---|---|
| Australia | # 109008 |
| Denmark | # 109015 |
| India, South Africa | # 109016 |
| Switzerland | # 109018 |
| Italy | # 109019 |
| Japan | # 2952200 |

# 6. Specifications

## 6.1. Physical Specifications

| Specification | Value |
|---|---|
| Length | 40.3" to 42.3" (1023.62 mm to 1074.42 mm) |
| Depth | 16.5" (419.1 mm) or with power cord 18" (457.2 mm) |
| Height | 14.3" (363.22 mm) |
| Weight | 53 lbs (24.04 kg) with cord and catch tray |

## 6.2. Features

| Specification | Value |
|---|---|
| Speed | Up to 400 envelopes / minute<br>(using 6" envelopes) |
| Envelope Sizes & Types | Min. length: 3.50" Max. length: 14.00"<br>Min. height: 3.00" Max. height: 9.50" |
| Thickness | Up to 0.188" (4.8 mm) |
| Cutter Settings | Cut depths range from 0.01"- 0.07".<br>(0.25mm - 1.79mm)<br>**Default settings**<br>No-cut setting,<br>Cut depth 1 = 0.010” (0.254mm)<br>Cut depth 2 = 0.014” (0.356mm)<br>Cut depth 3 = 0.060” (1.524mm)<br>The cut adjustment screw changes the cut depth 0.0044” for every ¼ turn of the screw. |

## 6.3. Electrical Requirements

| Specification | Value |
|---|---|
| Power | US / CA: 100-120 VAC, 60HZ, 5A<br>EU / AU: 220-240 VAC, 50HZ, 2.5A<br>JP: 100 VAC, 50/60HZ, 5A |

## 6.4. Environmental Specifications

| Specification | Value |
|---|---|
| BTU Rating | US / CA/ EU / AU: 2050 BTU/hour<br>JP: 1708 BTU/hour |
| Operating and Storage Temperature range | 40°F – 100°F(4.4°C – 37.8°C), Humidity 10 – 90% Non-condensed. |
| Decibel Rating | Does not exceed safety standard of 80 dB. |

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# G. Glossary

**Omation® Series 210™ Envelopener®**

**Operator Manual**

# G.1. List of Terms

The following list of terms, used throughout the Omation® Series 210™ Envelopener® documentation, is sorted alphabetically.

**Cam -** A rotating wheel with the axle not in the center transforming rotary motion into linear motion.

**Chip bin** - Collects cuttings discharged from the cutter.

**Chip bin indicator light -** Indicates if the chip bin is full.

**Circuit breaker** - A button that acts as a fuse but can be reset by pressing it.

**Counter reset button** - This button resets the counter to zero.

**Cutter depth knob -** The knob used to set the depth of cut.

**Denatured Alcohol -** A type of alcohol that can be used for cleaning the outer surfaces of the machine that leaves no residue.

**Envelope Feed Hopper -** The area where the envelopes are stacked to be fed into the retard assembly

**Envelopener** - A machine that opens envelopes.

**Feed Thumper** - A rotating cam that helps to jog the mail for improved feeding.

**Feed belt** - This belt grabs the bottom envelope and pulls it into the retard assembly.

**Interlock** - A safety device that shuts the system down when tripped.

**Jam** - A problem with the system, typically (but not always) caused by a blockage.

**LCD count window -** Shows the total count of the mail processed since the last time it was reset.

**Milling cutter** - A cutter that chips away the edges of the envelope.

**Nip arms -** Rollers that keep the envelopes firmly pressed against the belt as they move past the cutter.

**Operator** - The person running the machine.

**Output tray** - Collects mail as it leaves the Series 210.

**Retard Assembly** - Separates the mail to one piece at a time as the stack of mail is pulled up to the entrance of the retard assembly.

**Singulate** - To separate or choose one at a time.

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# 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 1600 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.

# OMATION®

## SERIES 210™ ENVELOPENER®

OPEX®

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