



## OPERATIONS MANUAL

AND

## PARTS MANUAL

FOR

### **The Universal™ Envelope Feeder**

Suspension Feeder  
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## **Important Safeguards**

Uncrate the feeder by removing the cardboard surrounding the machine and removing the packing material. Then cut the metal bands holding the machine to the crate. Carefully remove the feeder from the skid by lifting on the stand.

**DO NOT LIFT THE TOP FEEDER ASSEMBLY** . Inspect the feeder for damage during shipment. Most freight damage must be noted immediately upon receipt and claims must be submitted soon after delivery.

This Owner's Manual, a Training CD and accessory listing and accessories should be located in the crate.

The power receptacle should be near the machine, easily accessible and properly grounded.

The feeder and delivery conveyor must be plugged into a properly grounded 120V outlet. (International feeders come with a thermally protected transformer) The total amperage draw for the feeder and the conveyor is less than 5 amps. Surge protection is strongly recommended.

## **Specifications**

### **Feeder**

Width 15 1/2" (393mm) max.  
Length 47"(1194mm) to 60"(1524mm)  
Height 36"(914mm) to 43"(1092mm)  
Weight 137 lbs. (61.6kg)

### **Delivery Conveyor**

Width 12"  
Length 60"  
Height 19"(482mm) to 27"(686mm)  
Weight 48 lbs. (21.6kg.)

### **Power**

50-60 Hertz  
AC 120 Volts  
1 Ampere

### **Power**

50-60 Hertz  
AC 120 Volts  
1 Ampere

Space requirements: Approximately 4' (1.01 meter) in front and behind the press.

## **Feeding Capabilities**

Sizes Minimum: 3 1/2" x 4 1/8" (89mm x 105mm)  
Maximum: 10" x 13" (254mm x 330mm)

General Stock: Monarch, catalog, booklet or presentation folder envelopes, plain, window, open side, pointed or commercial flap, sub. 24 or kraft envelopes.

## **Summary of Operation**

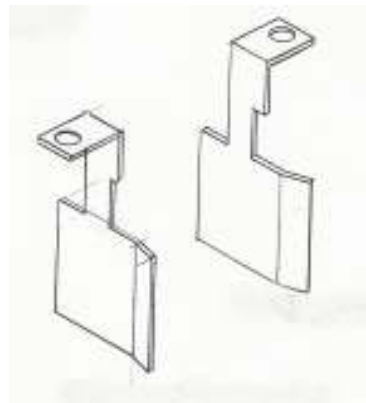
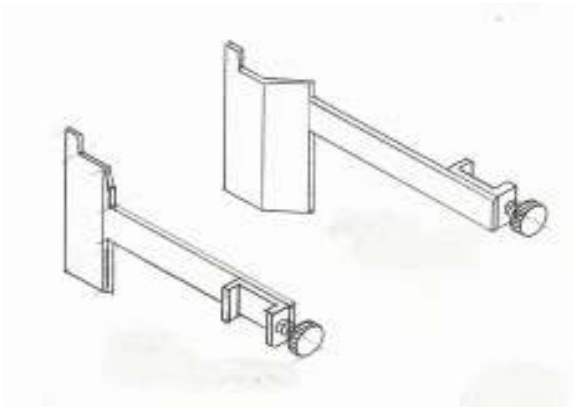
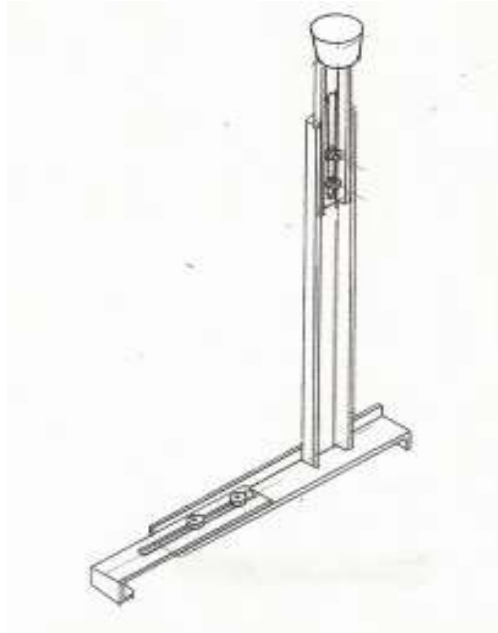
The Universal Envelope Feeder adapts to virtually all small offset presses without electrical or mechanical connections to the press.

Envelopes are fanned and loaded onto the conveyor of the feeder. The conveyor advances the stock towards the press and forms a stack 3/4" to 1" (20mm-25mm) high beneath the sucker feet of the press. An automatic jogger maintains a square stack and holds the stock in the proper position. The sucker feet pick up the envelopes from the stack and feeds them into the press. The photo eye monitors the height of the stack and operates the conveyor as needed to keep a consistent height stack at the front of the press.

The feeder can accommodate most business size envelopes from A2's through 10 x 13's. The feeder automatically adjusts itself to all printing speeds. It was designed for run lengths of 1,000 pieces and above.

A delivery conveyor collects the envelopes after printing so they can be conveniently reboxed.

## Heidelberg QM & PM Accessories



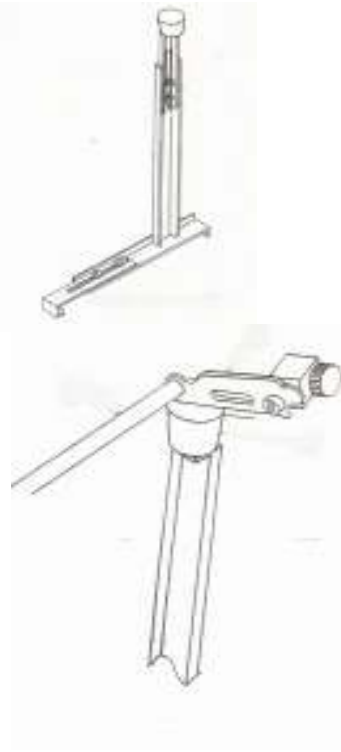
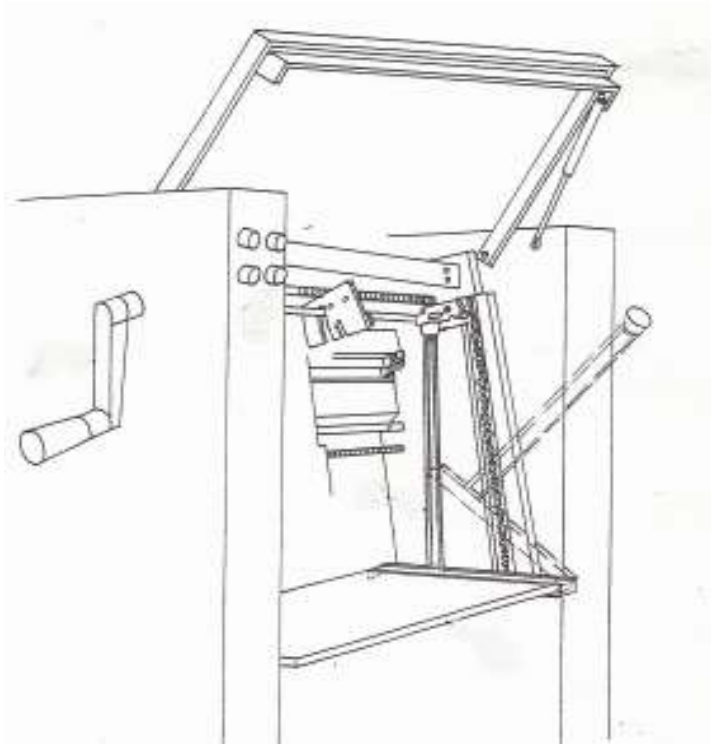
### **PM**

C-3676 Resistance Rod  
A-688 Op. Register Guide  
A-689 Non-Op. Register Guide

### **QM**

C-3676 Resistance Rod  
A-686 Op. Register Guide  
A-687 Non-Op. Register Guide

## Heidelberg QM & PM Setup



Step 1: Lower the paper tray.

Step 2: Raise rear paper guide assembly up.

Step 3: Rotate the press so the bail bar is in the lowest position.

Step 4: Use the resistance rod to override the feed table height control bar, allowing the press to function normally without the paper tray rising. Place the resistance rod on the non-operator side of the paper tray. The rubber bumper should be directly under the bail bar bracket. Adjust the clamp portion of resistance rod so that it is securely locked to the paper tray.

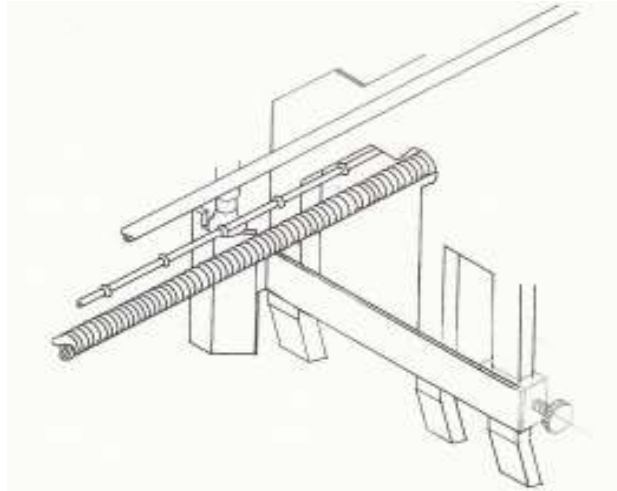
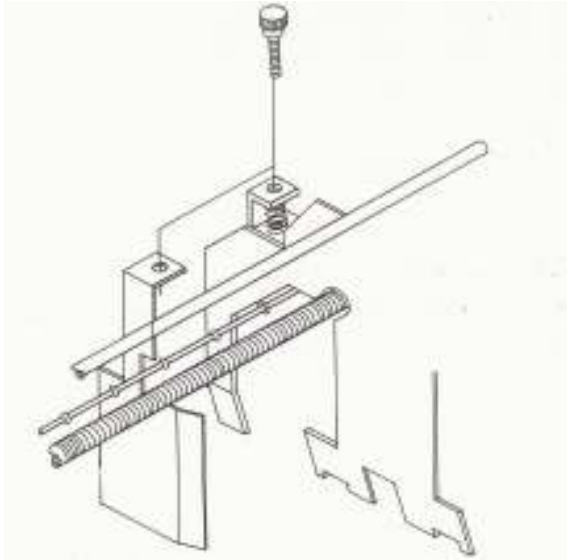
Step 5: Adjust the height of the bumper so that it is 1/8" to 1/4" (3.175mm to 6.35mm) below the bail bar bracket when it is in its lowest position.

Step 6: Start the press. The feeder pile light on the control console will be flashing. The press feed board will rise approximately 3/8" (9.5mm) and the light will stop flashing. If the production speed of the press is changed, the feeder pile light may begin flashing again. Simply turn the pile height control knob clockwise in small increments until the light stops flashing. If necessary, turn completely clockwise.

Step 7: If you are running stock smaller than a #10 envelope a set of insert side guides must be used.

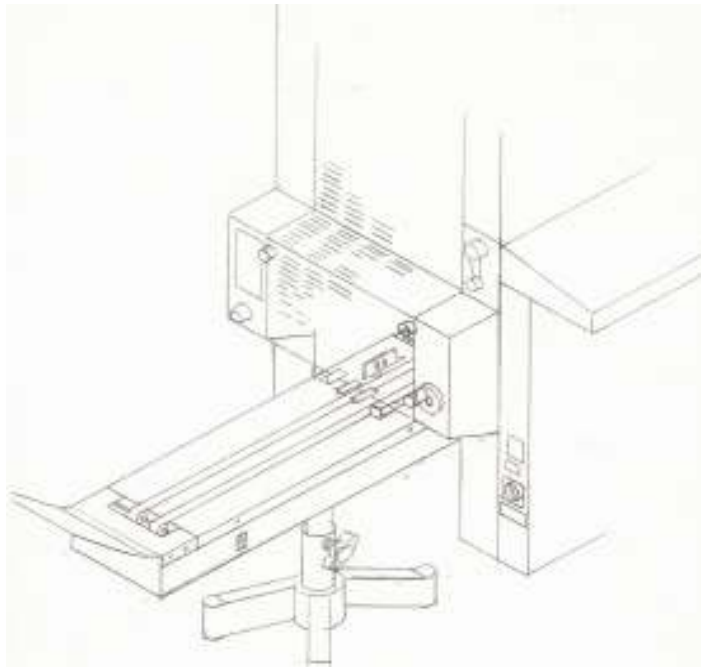
For QM see below left.

For PM see below right.

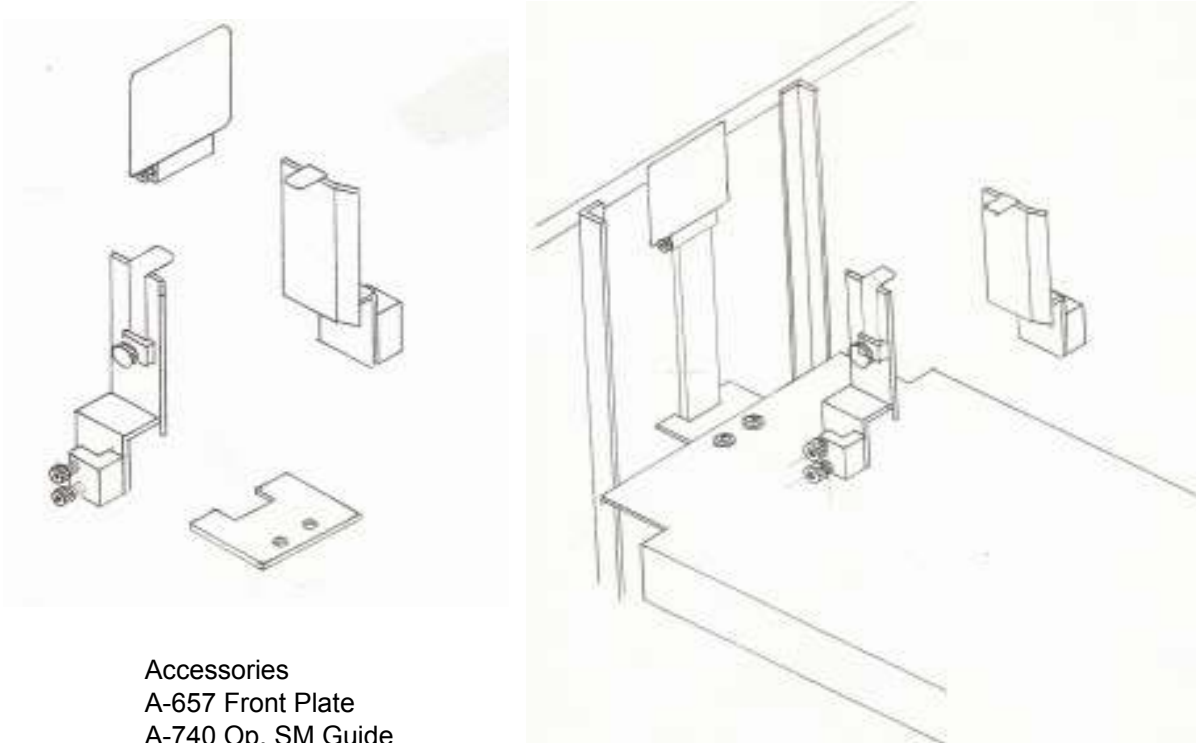


Step 8: Install the Delivery Conveyor.

- a.) Fold delivery stop finger up.
- b.) Slide conveyor in press.
- c.) Raise conveyor 1/8" below guides and jogger
- d.) Set release so envelopes fall down straight and shingle out on conveyor.



## Heidelberg SM 52 and PM 52



Accessories  
A-657 Front Plate  
A-740 Op. SM Guide  
A-741 Non-Op. SM Guide  
A-598 Centering Bracket

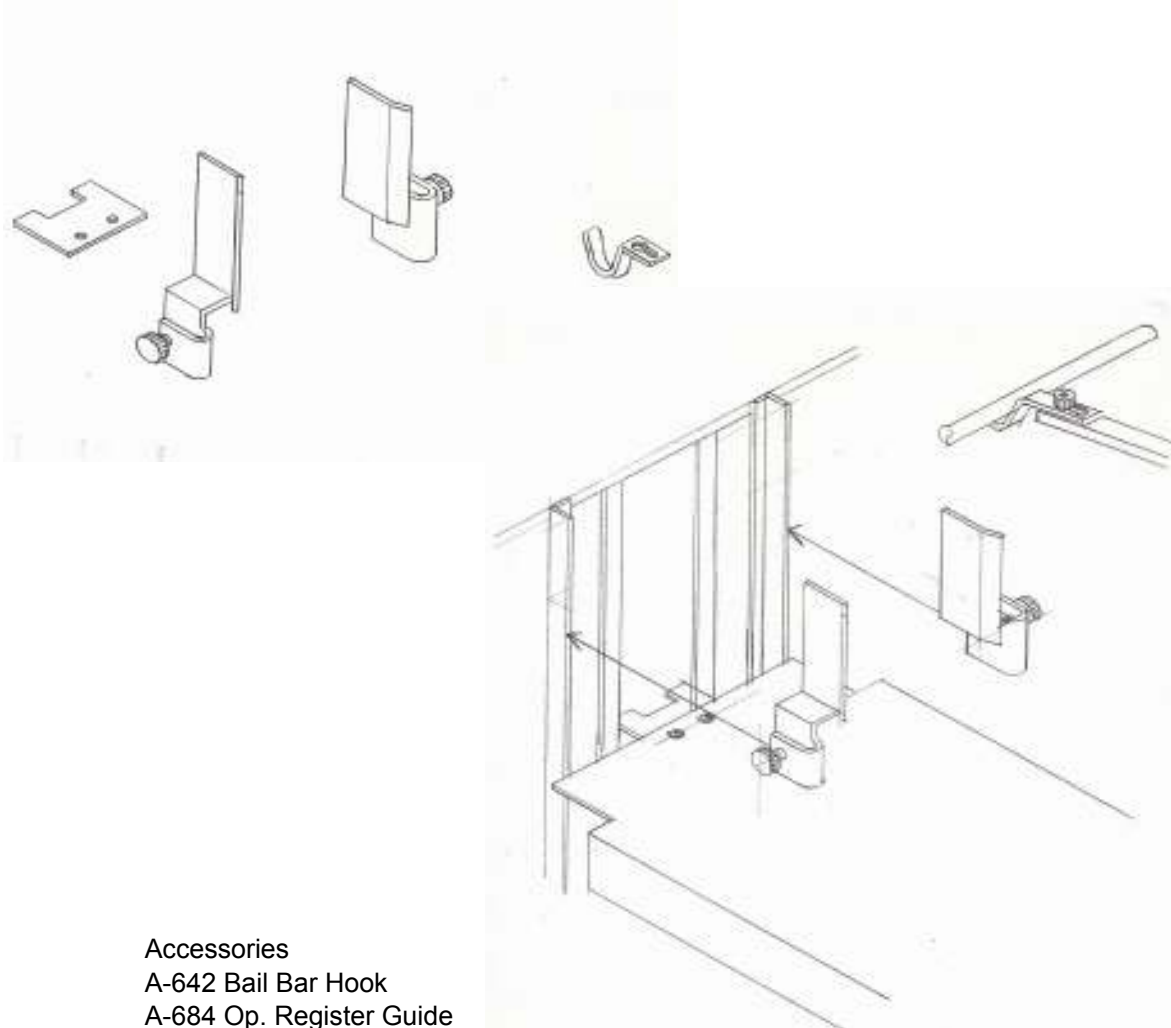
### **Press Preparations:**

- Step 1: Lower paper tray and remove.
- Step 2: Lift pile height foot up. Insert hold off tool if applicable, if pile height foot can be locked, it should be so paper tray doesn't rise.
- Step 3: Secure front plate to center bar under jogger gate. Tighten clamping screw when front plate is 1/4" (6mm) below top of gate.
- Step 4: Start set up by raising the press feed head all the way up.
- Step 5: Once the feeder is set up, roll the feeder in until centering plate sets up against center bar of the press.
- Step 6: Raise the feeder up so the stock is 1/8" (3mm) below gate.
- Step 7: Lower the feed head until the sucker feet just contacts the envelopes.  
Begin feeding...lowering press feeder head as needed.

### **Install the Delivery Conveyor:**

- Step 1: Loosen set screw on inspection finger
- Step 2: Raise up back stop finger. This allows the delivery conveyor to be used.
- Step 3: Raise the conveyor 1/8" (3mm) below guides.

## Heidelberg GTO



### Accessories

A-642 Bail Bar Hook

A-684 Op. Register Guide

A-685 Non-Op. Register Guide

A-598 Centering Bracket

### **Press Preparations:**

Step1: Lower paper tray.

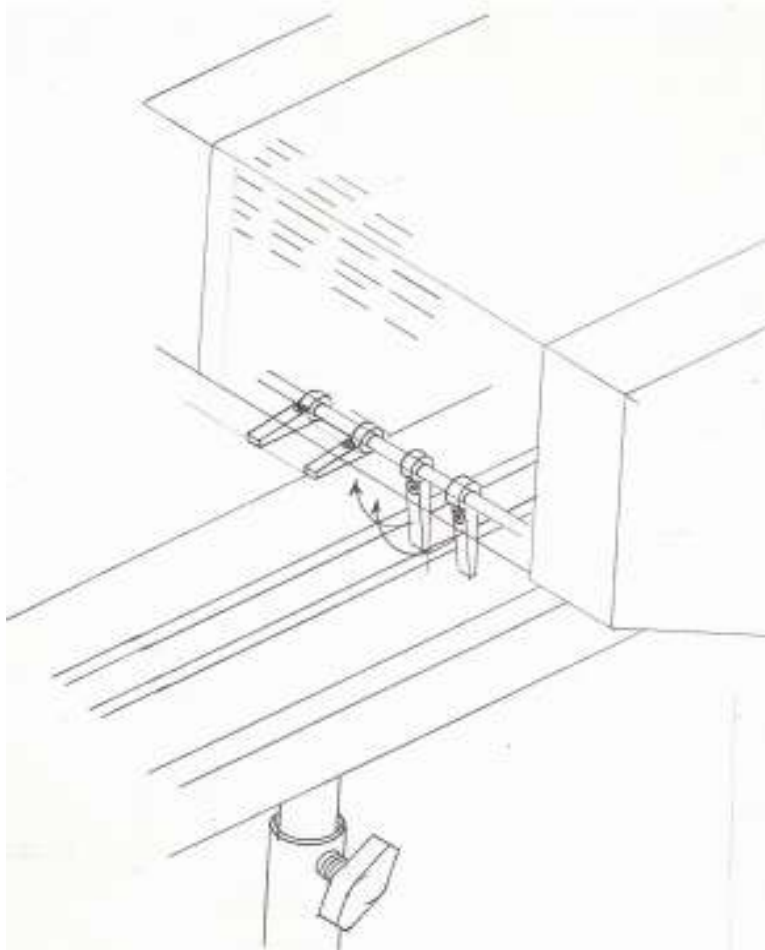
Step 2: Fold rear paper guide assembly up and out of the way.

Step 3: Loosen socket head screw just enough to insert bail bar hook. Raise the bail bar by hand so it sits in the hook part of the bracket. This will keep the paper tray from rising.

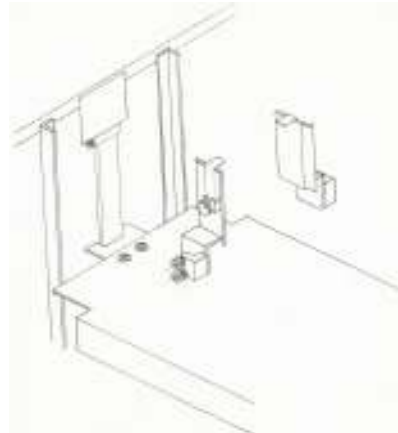
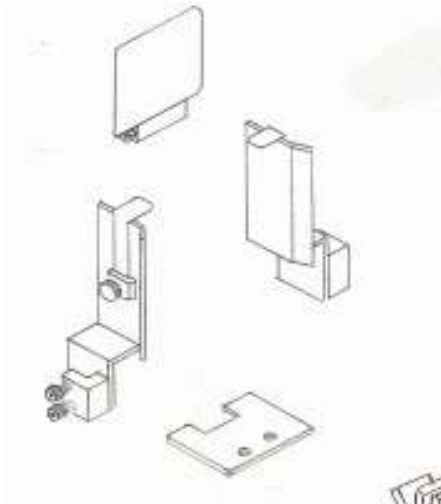
## Heidelberg GTO...cont.

### Install the Delivery Conveyor:

- Step 1: When the four sheet front stops are down. Loosen the allen head screw on each sheet stop. Rotate the sheet stop up, parallel to the ground. Retighten the screws. This allows the use of the conveyor without the inspection fingers extending.
- Step 2: Slide the conveyor under the delivery end of the press.
- Step 3: Raise up the conveyor until it is 1/8" (3mm) below the delivery side guide, then tighten the knob.
- Step 4: Set rear jogger stop.
- Step 5: Bring the side guides in to the width of the envelope being printed.
- Step 6: Set the center blower to maximum blow.
- Step 7: Set the gripper opening to release early.



## **Ryobi 500 Series**



### Accessories

A-736 Front Plate

A-740 Op. SM Guide

A-741 Non-Op. SM Guide

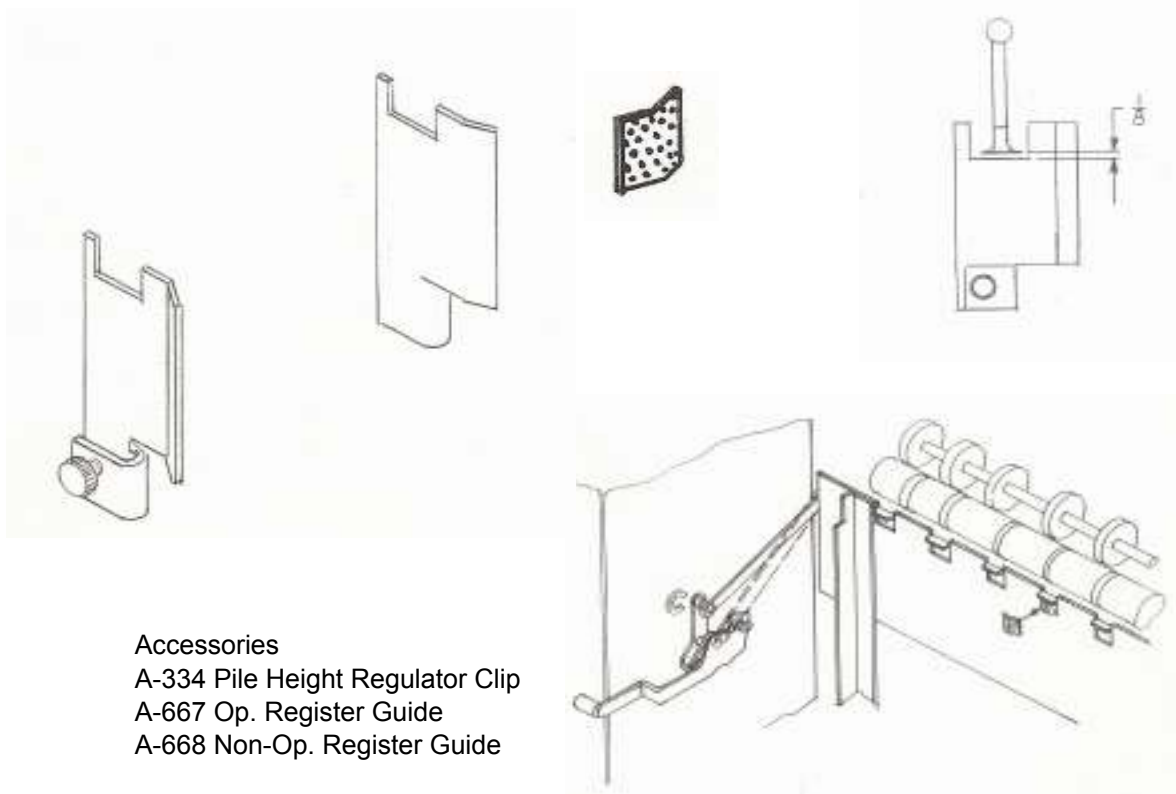
A-739 Ryobi Pile Height Hold Off

A-749 Ryobi Centering Bracket

### **Press Preparations:**

- Step 1: Lower the paper tray. Remove the rear blower assembly. Set it safely up and out of the way.
- Step 2: Lift up the pile height foot. Attach the yellow clip with the thumb knob. This allows the press to operate without the paper tray rising.
- Step 3: Secure the front plate to center bar under the jogger gate. Tighten clamping screw when front plate is 1/4" below gate.
- Step 4: Attach the operator and non-operator register guides to the press side guide. The top of the register guides should be even with the top of the gate. The side springs should be 1/8" (3mm) above the stack of the envelopes.
- Step 5: Start set up by raising the press feed head all the way up.
- Step 6: Once the feeder is set up, roll the feeder in until centering plate sets up against the center bar of the press.
- Step 7: Raise the feeder up so the stock is 1/8" (3mm) below the gate.
- Step 8: Lower the feed head until the sucker feet just contacts the envelopes. Begin feeding.....lower the press feed head as needed.

## **A.B. Dick 350, 360, 9800 Series**



Accessories  
A-334 Pile Height Regulator Clip  
A-667 Op. Register Guide  
A-668 Non-Op. Register Guide

### **Press Preparations:**

- Step 1: Remove the pile back stop, pile side guides and fluff bar.
- Step 2: Lower the paper tray.
- Step 3: Disconnect pile height regulator by removing c-clip and disconnect regulator bar. Put c-clip back on the stud so you don't misplace it. Lift up sheet separators and insert yellow pile height regulator clip. Install it under the outside sheet separator. This will hold them at the proper height with the sucker feet at the lowest position. Disconnecting this will also stop the paper tray from rising during press operation.
- Step 4: Lower the sucker feet to the lowest position. Connect the register guide to the vertical side guides. Tighten the thumb knobs when register guides are 1/8" (3mm) under the sucker foot. The register guides should not come in contact with the sucker feet.

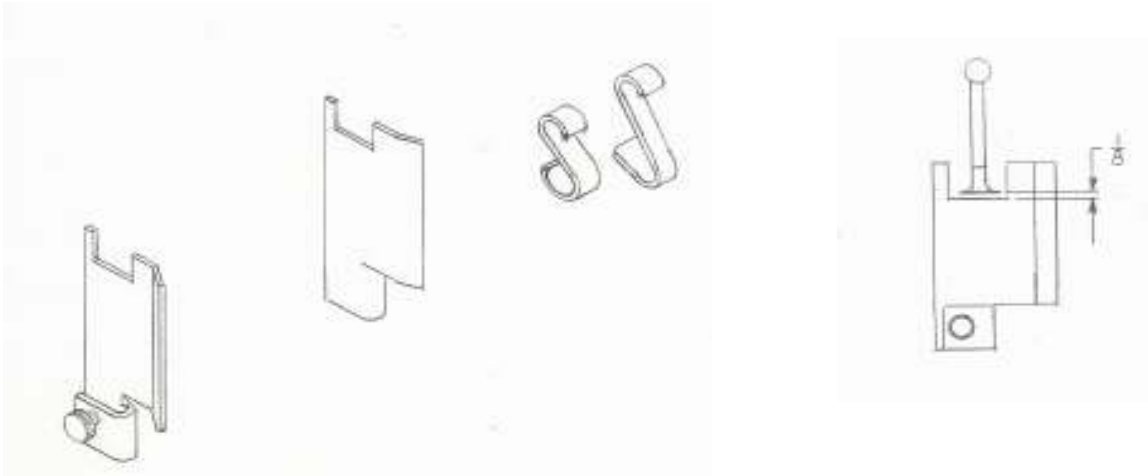
### **Install Delivery Conveyor:**

- Step 1: Slide the conveyor under the delivery end of the press.
- Step 2: Raise the conveyor so it is 1/8" (3mm) under the delivery side guides.

**Presstek 34 DI, Kodak 5634 DI, Ryobi 3404 DI**

**Ryobi 2800, 3200, 3302, 3304, Multi and Chief**

**Hamada 600, RS34, H234, DU34II, VS4II SU478, E47DS, 600 DW and 665 DW**



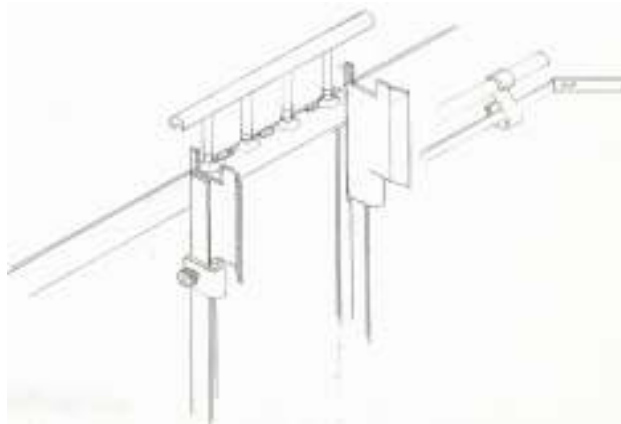
**Accessories**

A-106 Bail Bar Hook

A-305 Bail Bar Hook

A-667 Op. Register Guide

A-668 Non-Op. Register Guide



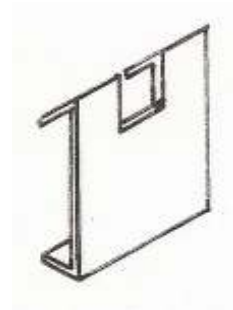
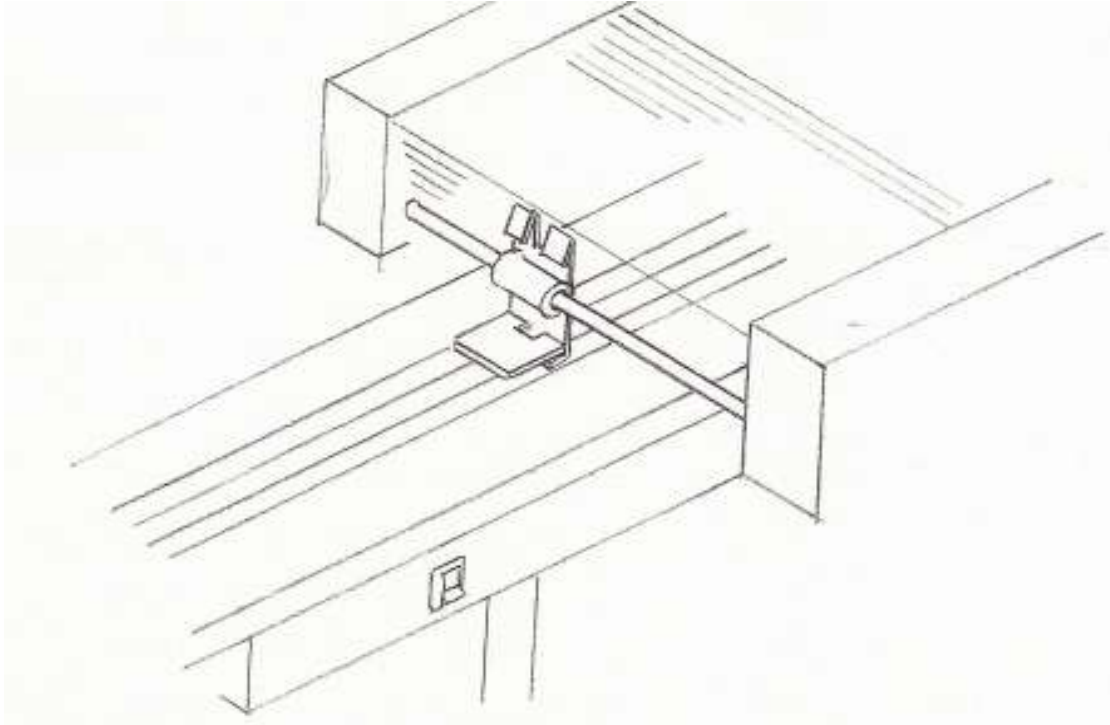
**Press Preparations:**

- Step 1: Raise the bail bar to the highest position. Attach the hook to the tie bar and bail bar. This allows the press to operate without the paper tray rising.
- Step 2: Rotate the press so the sucker feet are in the lowest position. Attach the register guide to the vertical side rails. Position them so they do NOT contact the sucker feet.

**Install Delivery Conveyor:**

- Step 1: Slide the conveyor under the delivery end of the press.
- Step 2: Raise the conveyor so it is 1/8" (3mm) under the delivery side guides.

## **Multigraphics-Chain Delivery**



### **Install Delivery Conveyor:**

A stripper plate is needed to prevent the envelopes from hanging up on the inspection finger.

- Step 1: Place the stripper plate over the top of the sheet stop, lift up the lower sheet stop. This will secure the stripper plate in place.
- Step 2: Slide down the conveyor under the delivery end of the press.
- Step 3: Raise the conveyor so it is 1/8" (3mm) under the delivery side guides.

## **Hamada's B452A & B252A**

- Step 1: Rotate the stream feeder head until the blower foot is in its upper most position.
- Step 2: Install the blower foot hold-off tool include with the envelope feeder accessories.  
This will prevent the blower foot from lowering onto the envelope stack.
- Step 3: Turn the blower foot air adjustment knob on the stream feeder to off.
- Step 4: Move the stream feeder sucker feet all the way in towards each other, by loosening the two 4mm cap head screws.
- Step 5: Rotate the stream feeder sheet separators around to behind the blower foot, if you are running #10 envelope size and up.
- Step 6: Attach the Strate Flo side guide extensions to the side guides of the Hamada feed table and raise them 1/8" (3mm) above Hamada's side guides. (This allows envelopes that go a little crooked to straighten themselves out before going down the register board.)
- Step 7: For #10 envelope sizes and up you need to disable the skew detection sensors.
- Step 8: You will only need to use the two middle front lays.
- Step 9: Move the two most inner register board conveyor belts so they line up with the middle of the two feed table paper stops. The rest of the conveyor belts can stay where they are, you will only need these two belts for a #10 envelope.
- Step 10: Remove the numbered choke over the register board, so that you can move the skid wheels up far enough to touch the back of the envelope.
- Step 11: Position skid wheels down the register board so two wheels are always on the envelope at all times to guide the envelope straight down the register board. (3 sets of 2 skid wheels).
- Step 12: Insert Op. and Non-Op. side post card register guides underneath the conveyor belts of the numbered plate and front lays. (Use the one with the spring on it to push into the stationary register guide.)
- Step 13: If using the pull guide, then place the pull guide so the stopping pin lines up between 12 & 12 1/2 on the numbered scale plate. (This is done because there is only 1/4" horizontal movement that the envelope can move and still be gripped by two grippers.)
- Step 14: If using the pull guide, do NOT use the electronic double sheet detector, but make sure to use the mechanical double sheet detector.
- Step 15: When using the pull guide, adjust the plate height to maximum position, so that the thickness of two envelopes will fit under it.
- Step 16: Move the sheet cocking on the fly adjustment to +1 on the adjustment knob. This allows more grip on the envelope.
- Step 17: Set the sheet hold down paddle to a slight drag with the thickness of two envelopes.
- Step 18: Set the Hamada stream feeder head to between 23 & 24 on the stream feeder head numbered scale when running #10's.
- Step 19: Use a H234 paper retainer and place it right down the middle of the envelope to hold down the envelope into the swing gripper.
- Step 20: On the delivery you have take off the delivery gate forks, so you can keep the gate up all the time.
- Step 21: Attach the post card delivery sheet separators with two 5mm allen screws in the middle of the delivery to help the envelope drop at high speeds.

# Feeder Set-Up

## SET UP SEQUENCE

- 1.) Length of Rails
- 2.) Height of Rails
- 3.) Width of Envelopes
- 4.) Loading Envelopes
- 5.) Length of Envelopes
- 6.) Lock the Stand Wheels
- 7.) Feeder Height Setting

### **Step #1 Support Rail Length**

Begin set-up by setting the support rails to the size envelope you are about to run. The most common commercial envelope sizes are marked on the side of the rails. To shorten a support rail, tap the front of the rail inward with the palm of your hand. To lengthen a support rail, simply grasp the rail and pull it straight out. You should be able to feel the rails lock into each setting.



### **Step #2 Support Rail Height**

Using the knobs on top of the side guide, raise or lower each support rail and level out the stock as much as possible. Be sure to level the stock from left to right and from front to back. Lines are provided for typical height settings for common size envelopes. This is a starting setting, during operation you may have to raise or lower the support rails to adjust the overall levelness of the stack and to compensate for curled envelopes.

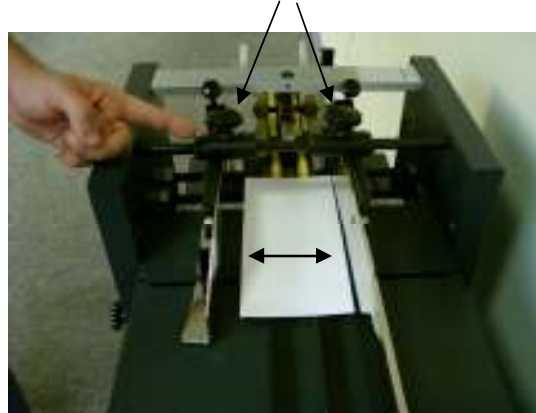


## Feeder Set Up

### Step #3 Width of Envelopes

Using the envelope width scale located on the conveyor, move the side guides in or out to the desired envelope size. (i.e. for #10's portrait, set the side guides at 4 1/8")

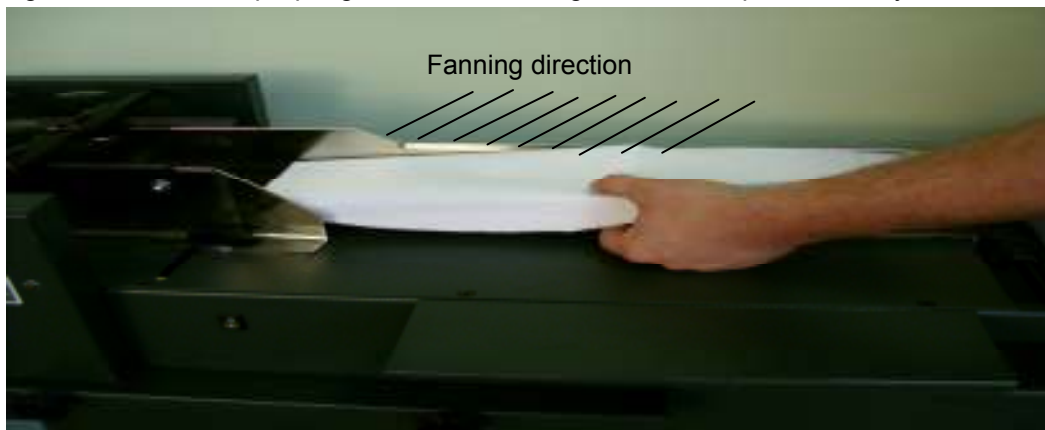
Adjust the side guide by loosening the locking knobs on top of the side guides and releasing the swell latches along the length. Move the side guides inward towards the stock, be sure to leave 1/16" to 1/8" space between the stock and the side guide so that the envelopes can pass easily through the feeder. Once set, tighten locking knobs and re-fasten the swell latches.



### Step #4 Loading the Envelopes

#### **The stock must be fanned for the feeder to operate properly!**

The most crucial activity in operating the feeder is proper fanning of the envelopes. Be careful not to fan the envelopes so thick that they exceed the top of the Non-Operator-Side Guide. If fanned too thick, the stock could cause a jam under the Top Roller Assembly. If fanned too thin, the Top Roller Assembly won't rise at all and the stock will not feed properly. Ideally, the Top Roller Assembly should raise 1/4" to 1/2" above the aluminum crossbar. Once fanning is understood, loading the feeder can begin. Insert the first handful of fanned stock as far under the Top Roller Assembly as practical. Continue to load the feeder with fanned stock until the conveyor is full. Turn on the power and allow the stock to advance forward under the Top Roller Assembly. The Top Roller Assembly will raise and apply downward pressure against the drive belts and will ensure positive and smooth feeding of fanned stock. Allow the stock to travel past the Back Stop Rollers and on top of the Support Rails. Using your hand, gently hold the stock back against the Back Stop Springs until the Pile Height Sensor stops the conveyor.



**Step #5**  
**Length of Envelope Setting**

The envelope length setting is determined by the size of the envelope and by the particular model of the press. In order to determine this setting, the feeder must be moved to the press. The front of the feeder stand must touch the two vertical side guides on the press. In order to make certain the feeder is square with the press, it is important that the feeder is touching both press side guides. Lock the stand wheels. (See Step #6 below.)

For proper envelope length, turn the crank on the rear of the feeder inward until the front of the stack of envelopes gently touches the press and the backstop springs are applying very slight pressure on the tail of the envelopes. It may be necessary to raise the feeder as you move the feeder in towards the press. (See Step #7 for Feeder Height Setting.) A slight buckle of the envelopes may be experienced the first couple of attempts. Simply turn the crank outward to back the feeder head away from the press to relax the envelopes. Once relaxed and with the backstop springs applying very slight pressure forward, the envelopes are in the proper location for pick-up.



**Step #6**  
**Lock Stand Wheels**

Push the feeder up to the press and lock the wheels by turning the locking knobs behind the wheels. The feeder will push forward towards the press. Secure the lock with the locking bracket. Make sure the feeder is as square as possible with the press.



**Step #7**  
**Feeder Height Setting**

Raise the feeder by loosening the knobs on either side of the feeder stand. Turn the release valve on the jack clockwise until it is closed. Pump the jack lever to raise the feeder until the stack of envelopes nests just under the sheet separators on the press. Typically, the press vacuum is turned up and the press air (blow) is turned off. Printers will sometimes hold the stock a little low and introduce a little air to aid in pick-up.



But, generally the air (blow ) is turned off to avoid filling the envelopes with air. Turn the release valve to lower the feeder. After you have finisher raising or lowering the feeder, make sure to tighten the knobs on the side to help stabilize the feeder.

**See "General Operation" on Pg. 20 for additional set-up information.**

## **General Operation**

While setting up an envelope run, load the conveyor completely. Fill the conveyor again after the stock has advanced to form the stack beneath the press sucker feet. The feeder cannot feed down to the last envelope to be printed. To complete a job, load approximately 50-75 make ready envelopes behind the last envelope to be printed.

### **Square up with the press**

During set-up, routinely check alignment to be sure the front of the feeder stand is against both press side guides and that the stack of envelopes is against the press plate under the sheet separators. This is to ensure that the feeder has not slid away from the press due to a slick or dirty floor and that the envelope feeder remains square with the press.



### **Adjusting the Height**

When adjusting the height of the feeder, sometimes the stock will become pinched too tight against the press or get too far away from the press. Be sure the front of the feeder stand is against both press lateral pile guides and the stock is still up against the press. The stock is adjusted in and out with the hand crank located at the rear of the feeder.

### **Support Rails**

The support rails should only be used to level the stack beneath the sucker feet. Do NOT use the support rails to raise the stack of envelopes. If the stack is not high enough, raise the feeder stand.

### **Backstop Springs**

To place the envelopes in the proper position for pick-up, the back stop springs should be applying slight forward pressure to the stack of envelopes under the sucker feet. The backstop springs should be touching only the top few envelopes on the stack. If the backstop springs are completely vertical and touching the back of the entire stack of envelopes, there is too much pressure on the envelopes and they will hang-up under the sheet separators. Simply turn the crank clockwise and reduce the tension on the envelopes by the backstop springs.



## **General Operation**

### **Large Stock-Feed Belts Adjustment**

When running large stock such as 9x12's or 10x13 catalogs, the conveyor and the feed belts may need to be moved outward to help support and feed the stock. To move the conveyor belts outward, remove the keeper beside each belt's drive roller and driven roller. Slide the belts outward until they are adequately positioned. Replace the keepers on the sides of each belt's rollers.



### **Large Stock-Drive Belts Adjustment**

To move the yellow feed belt tracks, push the rear bushing along the driven shaft until the tracks are in position to best support the stock. The drive belt tracks should never rest directly under the back stop rollers. The belts should ride to the inside and between the back stop rollers.



### **Center Support for Large Stock**

Use the large envelope support to eliminate sagging of wide stock. Pull the support up until it is even with, but not higher than, the top of the aluminum support rails. Keep the support down when it is not in use.



### **Remittance Envelopes**

Because remits can be challenging, a remittance kit is necessary and can be provided at a nominal cost. When running remittance envelopes, the body of the envelope is fed first. The remittance kit includes smaller backstop rollers and a shorter jogger arm. The photo cell will then have to be moved toward the press to read on the body of the envelope. Keeping the photo eye as low as possible will help maintain a smaller but more stable and manageable pile. Continue to set up as you would for any other stock. Be careful not to move the feeder in too tightly against the press. The backstop rollers and springs might pinch the stock against the stop plate of the press and cause misfeeds. You may have to watch for this due to the inconsistency of the envelopes.

## **General Operation**

### **Micro Lateral Adjustment**

Use the micro lateral adjusting knobs as necessary to shift the stock laterally for correct image placement. You can also help square the stock by turning one knob or the other until the stock is square with the press under the sheet separators.



### **Photo Eye Adjustment**

When running #10 envelopes landscape on the Heidelberg QM 46, loosen the photo eye adjustment plate and slide it all the way forward and lock into place. Use the aluminum support rails to properly level and support the stock.

# **PARTS MANUAL**

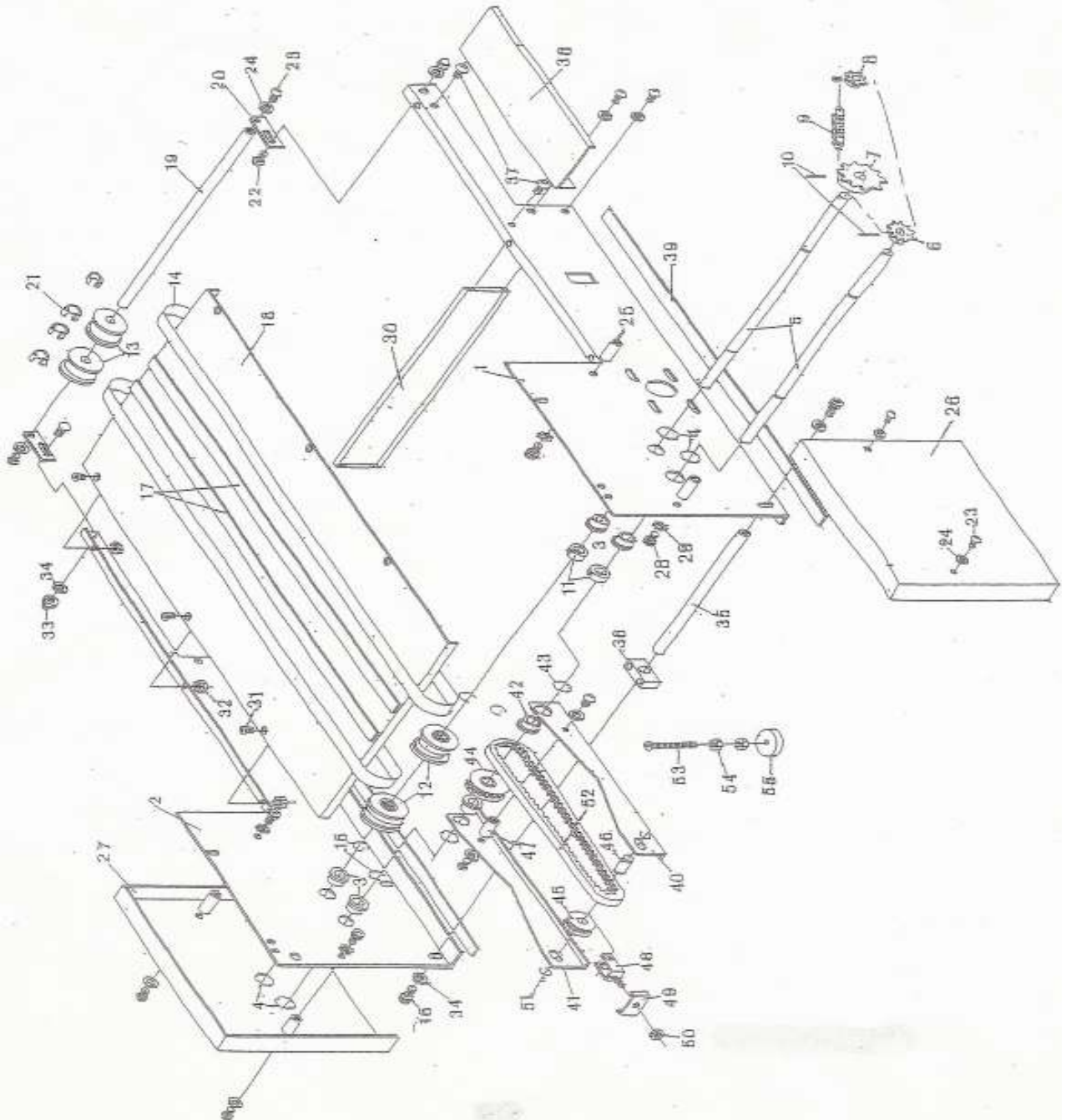
**FOR**

**The Universal™**

**Envelope Feeder**

Suspension Feeder  
482 State Route 119 W.  
Ft. Recovery, OH 45846  
1-800-530-3840  
[susfeeder@aol.com](mailto:susfeeder@aol.com)  
[www.suspensionfeeder.com](http://www.suspensionfeeder.com)

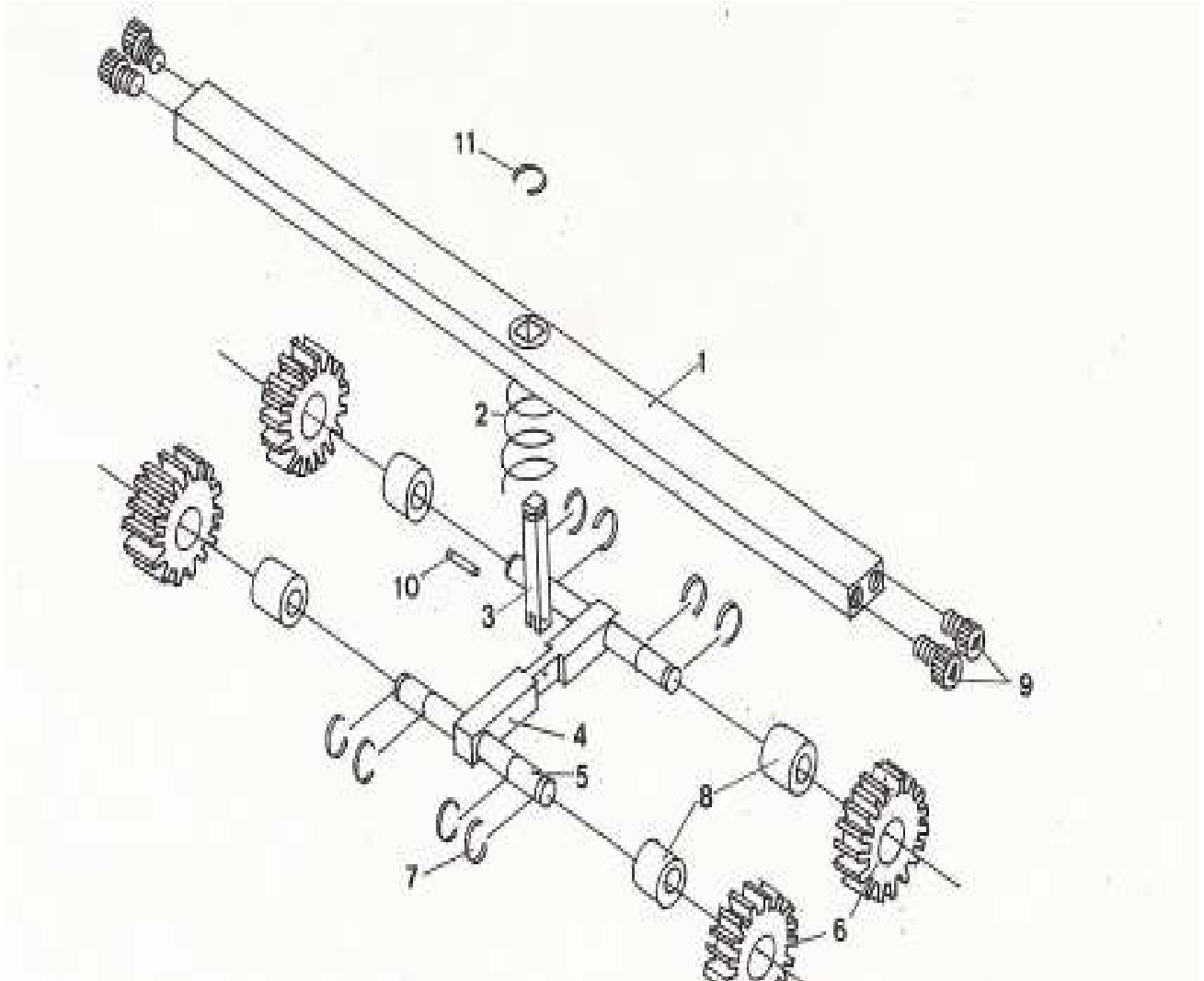
# Feeder Assembly:



## Feeder Assembly Components

1.) D-5092	Operator-side Frame (1)	41.) B-2288	Non-Op.side Belt Track (1)
2.) D-5093	Non-operator-side Frame (1)	42.) BU-225	Bushing (4)
3.) BU-230	Frame Bushing (4)	43.) FA-647	Retaining Ring (4)
4.) FA-633	Retaining Ring 3/4" (4)	44.) A-595	Belt Track Drive Pulley (2)
5.) B-2466	Drive Shaft (2)	45.) A-316	Idler Pulley (2)
6.) A-308	Sprocket (1)	46.) A-656	Idler Axle (2)
7.) A-318	Sprocket (1)	47.) A-417	Belt Track Tie Bar (2)
8.) A-319	Motor Sprocket (1)	48.) A-653	Belt Tensioner (2)
9.) CH-800	Chain (1)	49.) A-652	Belt Tension Bracket (2)
10.) FA-503	Roll Pin (2)	50.) FA-664	Lock Nut 10-32 (2)
11.) CO-306	Collar (2)	51.) FA-663	E-Clip 3/8" (4)
12.) A-581	Belt Driver (2)	52.) BE-119	Belt (1)
13.) A-311	Belt Idler (2)	53.) FA-665	Screw 1/4"-20 x 2" (2)
14.) BE-116	Endless Belt (2)	54.) FA-564	Nut (4)
15.) FA-657	C-Clip 1/2" (4)	55.) A-675	Support Block (2)
16.) FA-598	1/4-20 Screw (2)		
17.) B-2200	Belt Raiser (2)		
18.) C-3696	Conveyor Plate (1)		
19.) B-2468	Driven Shaft (1)		
20.) A-2	Belt Adjusting Plate (2)		
21.) A-356	1/2" Keeper (4)		
22.) FA-580	Carriage Bolt (2)		
23.) FA-552	Button Head Screw (14)		
24.) FA-536	Washer (14)		
25.) A-306	Cover Stud (4)		
26.) C-3681	Operator-side Cover (1)		
27.) C-3682	Non-Operator side cover (1)		
28.) FA-551	Socket Head Screw (4)		
29.) FA-638	External Lock Washer (4)		
30.) C-3685	Rear Panel (1)		
31.) FA-554	Flat Head Screw (6)		
32.) FA-645	Kept Nut (6)		
33.) FA-579	Acorn Nut (2)		
34.) FA-574	Washer (4)		
35.) B-2464	Tie Bar (1)		
36.) A-578	Mounting Block (1)		
37.) FA-651	Button Head Screw (2)		
38.) C-3673	Shelf (1)		
39.) A-670	Wear Strips (2)		
40.) B-2287	Operator-Side Belt Track (1)		

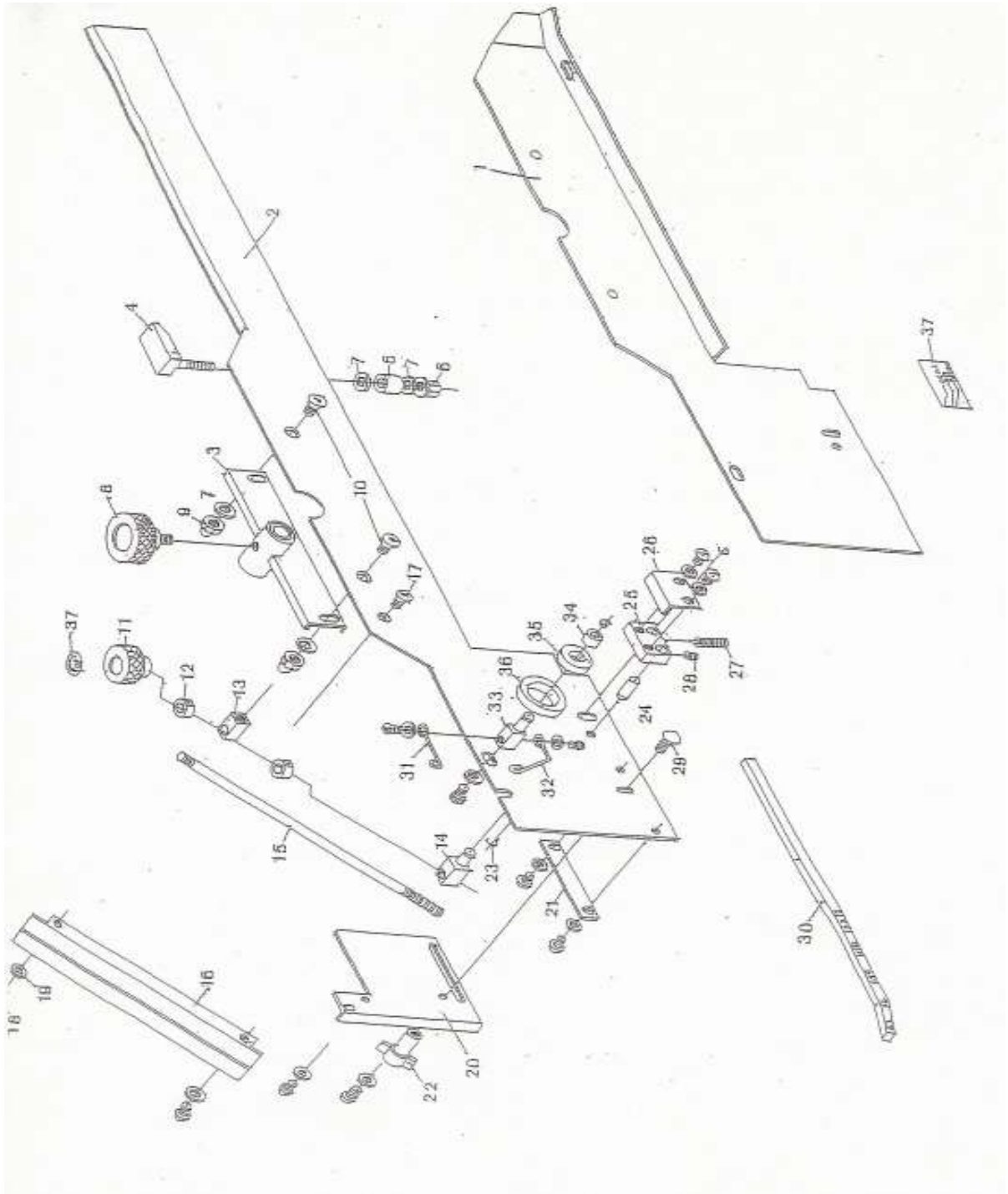
## Feed Roller Assembly



## Feed Roller Assembly Components

- 1.) B-2498 Cross Bar (1)
- 2.) MS-2050 Spring (1)
- 3.) A-638 Slide Shaft (1)
- 4.) B-2503 Feed Roller Block (1)
- 5.) A-649 Feed Roller Axle (2)
- 6.) A-46-3 Feed Roller (4)
- 7.) FA-621 3/8" C-clip (8)
- 8.) A-317 Feed Roller Core (4)
- 9.) FA-598 1/4-20 x 3/8 SCHCS (4)
- 10.) FA-659 1/8" Dia. X 3/4" Roll Pin
- 11.) FA-657 1/2" C-clip

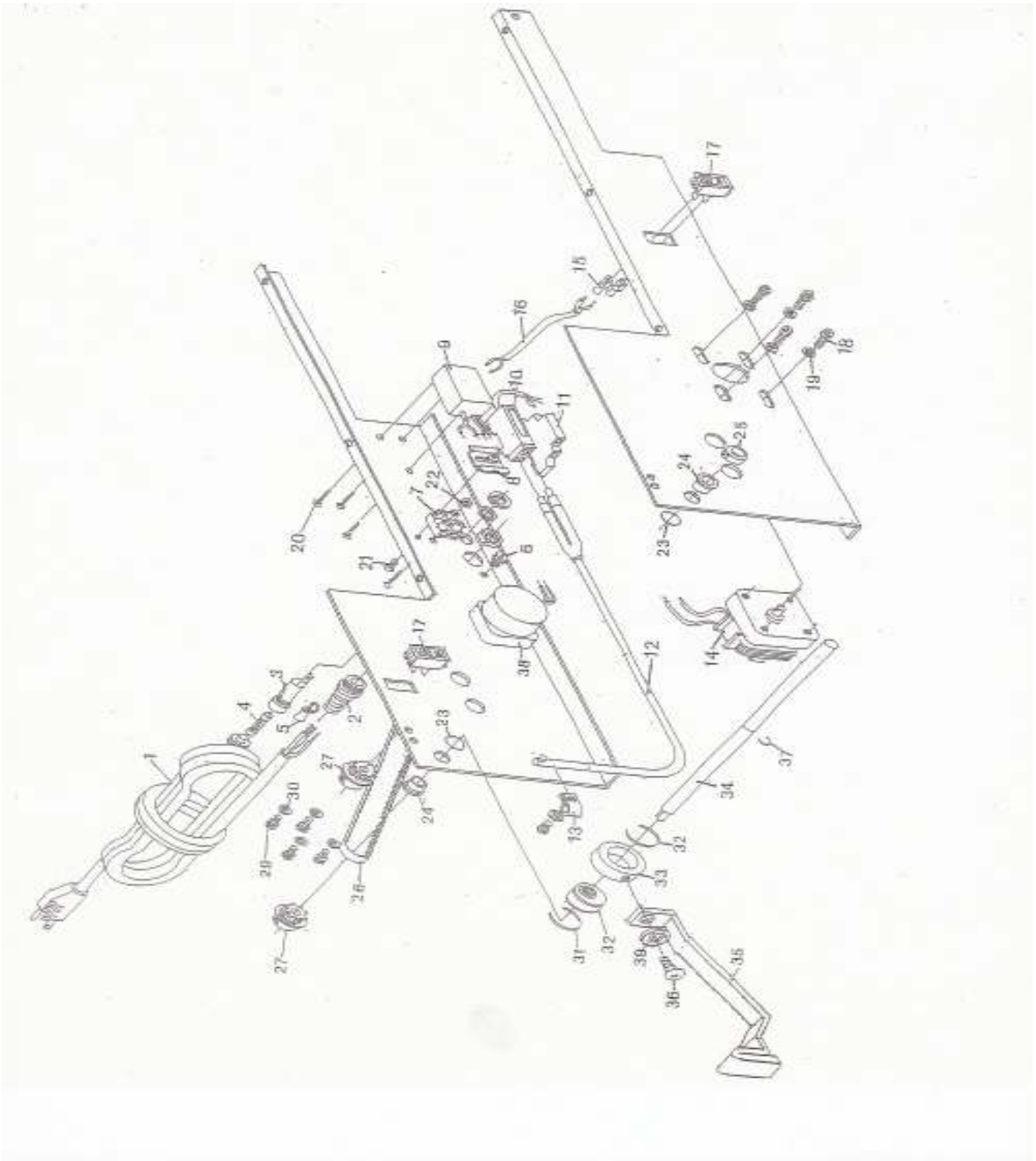
## Side Guide Assembly:



## Side Guide Assembly Components

- 1.) C-3681 Operator Side Guide (1)
- 2.) C-3682 Non-operator-side Guide (1)
- 3.) B-2500 Guide Adjusting Block (2)
- 4.) MS-2027 Swell Latch (3)
- 5.) MS-2027 Swell Latch (3)
- 6.) MS-2027 Swell Latch (3)
- 7.) FA-574 Washer (6)
- 8.) MS-2048 Male Threaded Knob (2)
- 9.) FA-579 Acorn Nut (4)
- 10.) FA-643 Flat Head Screw 1/4-20 (4)
- 11.) MS-2031 Adjusting Knob (2)
- 12.) CO-300 1/4" Collar (4)
- 13.) A-583 Upper Adjusting Block (2)
- 14.) A-584 Lower Adjusting Block (2)
- 15.) A-664 Adjusting Rod (2)
- 16.) B-2501 Adjusting Rod Cover (2)
- 17.) FA-554 Flat Head Screw (2)
- 18.) FA-538 Round Head Screw (12)
- 19.) FA-530 Washer (16)
- 20.) A-673 Eye Bracket (1)
- 21.) A-674 Eye Guide (1)
- 22.) A-678 Knob (1)
- 23.) FA-658 1/4" C-clip (6)
- 24.) A-602 Pivot Stud (2)
- 25.) A-586 Support Rail Block (2)
- 26.) A-643 Rail Bracket (2)
- 27.) MS-2032 Spring Plunger (2)
- 28.) FA-544 Set Screw (2)
- 29.) FA-649 Carriage Bolt (1)
- 30.) B-2741 Support Rail (2)
- 31.) A-676 Spring (2)
- 32.) A-590 Back Stop Spring (2)
- 33.) A-651 Back Stop Axle (2)
- 34.) BU-234 Bushing (2)
- 35.) A-580 Back Stop Core (2)
- 36.) A-588 Back Stop Roller (2)
- 37.) MS-2041 Decal (1)

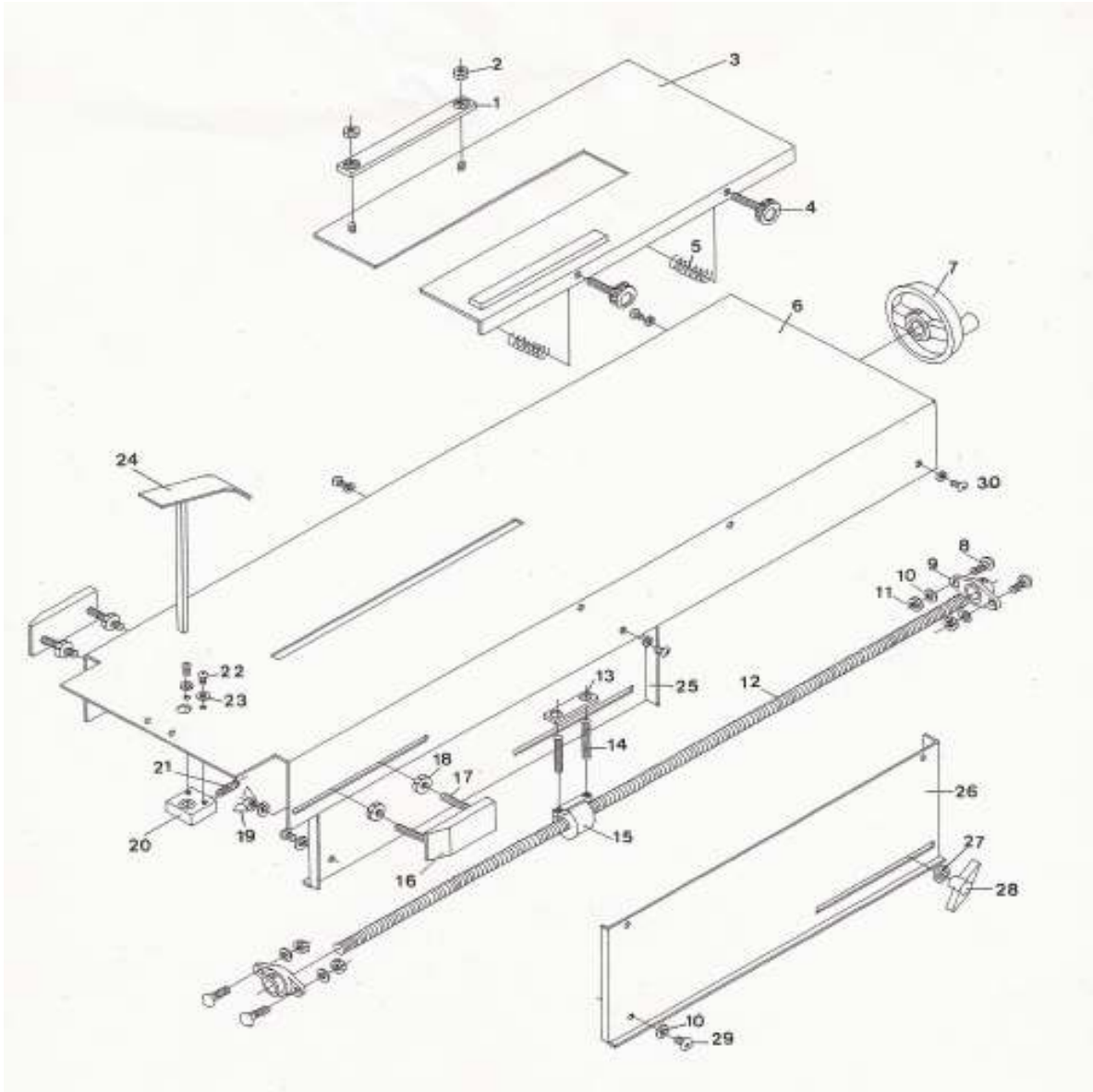
# Feeder Electrical



## Feeder Electrical Components

- 1.) EL-469 Power Cord (1)
- 2.) EL-507 Strain Relief (1)
- 3.) EL-457 Fuse Holder (1)
- 4.) EL-446 Fuse 2-ampere (1)
- 5.) EL-481 Ring Terminal (1)
- 6.) EL-484 Ground Screw (1)
- 7.) EL-509 Terminal Block (1)
- 8.) EL-431 Din Rail (1)
- 9.) EL-506 Transformer (1)
- 10.) EL-422 Sensor (1)
- 11.) EL-421 Relay (1)
- 12.) EL-508 Fiber Optic Eye (1)
- 13.) EL-402 Cable Clamp (2)
- 14.) A-557 Motor (1)
- 15.) EL-407 Push on Terminal (2)
- 16.) EL-510 2-Lead Cable (1)
- 17.) EL-479 On/Off Switch (1)
- 18.) FA-551 Cap Screw (4)
- 19.) FA-574 Washer (4)
- 20.) FA-604 Flat Head Screw (4)
- 21.) FA-601 Flat Head Screw (1)
- 22.) FA-600 Nut (1)
- 23.) FA-632 Retaining Ring (2)
- 24.) BU-218 Bushing (2)
- 25.) CO-302 Collar (1)
- 26.) BE-105 Timing Belt (1)
- 27.) A-646 Pulley (2)
- 28.) FA-617 Bolt (4)
- 29.) FA-530 Washer (4)
- 30.) FA-567 C-clip (2)
- 31.) A-681 Cam (1)
- 32.) A-682 Cam Sleeve (1)
- 33.) A-680 Jogger Drive Shaft (1)
- 34.) A-683 Jogger (1)
- 35.) FA-651 Screw (1)
- 36.) FA-621 C-clip (1)
- 37.) MO-608 Jogger Motor (1)
- 38.) FA-574 Washer (1)

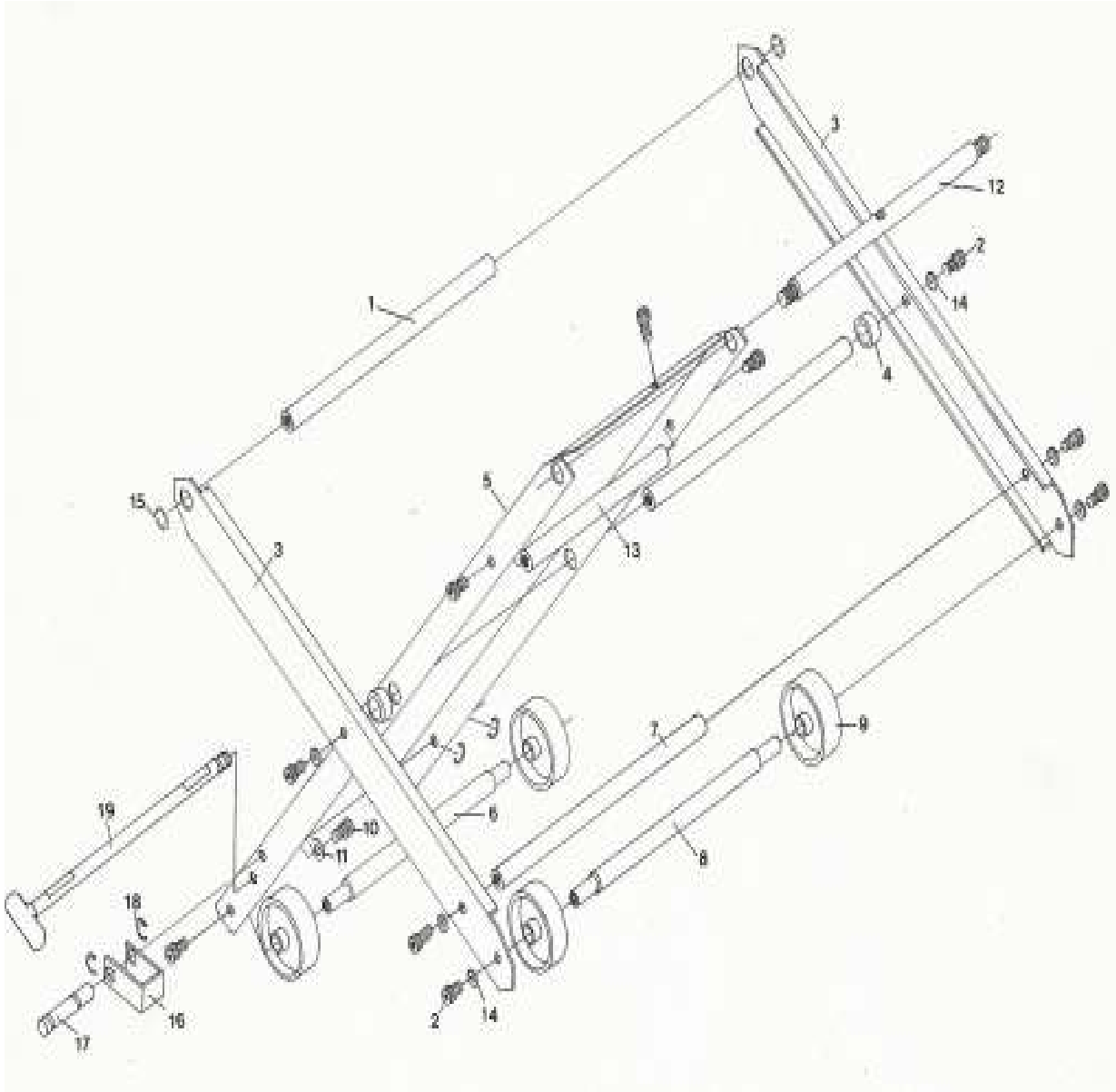
## Stand Cover Assembly:



## Stand Cover Assembly Components

- 1.) A-672 Guide Strip (1)
- 2.) FA-564 Nut (2)
- 3.) C-3686 Lateral Adjusting Plate (1)
- 4.) A-677 Adjusting Knobs (2)
- 5.) MS-2051 Spring (2)
- 6.) D-5094 Stand Cover (1)
- 7.) A-604 Length Adjustment Handle (1)
- 8.) FA-649 Carriage Bolt (4)
- 9.) BG-1003 Pillow Block Bearing (2)
- 10.) FA-574 Washer (10)
- 11.) FA-564 Nut (4)
- 12.) B-2481 Length Adjustment Shaft (1)
- 13.) A-597 Spacer Plate (1)
- 14.) A-679 Threaded Rod (4)
- 15.) B-2482 Length Adjustment Block (1)
- 16.) A-610 Centering Block (2)
- 17.) A-617 Threaded Rod (4)
- 18.) FA-566 Nut (4)
- 19.) FA-578 Wing Nut (4)
- 20.) A-601 Center Support Block (1)
- 21.) MS-2032 Spring Plunger (1)
- 22.) FA-630 Screw 10-24 RHMS
- 23.) FA-536 Washer (6)
- 24.) A-600 Center Support (1)
- 25.) D-5095 Non-Operator-Side Adjustment Plate (1)
- 26.) D-5096 Operator-Side Adjustment Plate (1)
- 27.) A-364 Nylon Washer (1)
- 28.) MS-2014 Lock Knob (2)
- 29.) FA-651 Screw 1/4-20 (2)
- 30.) MS-2031 Knob (2)

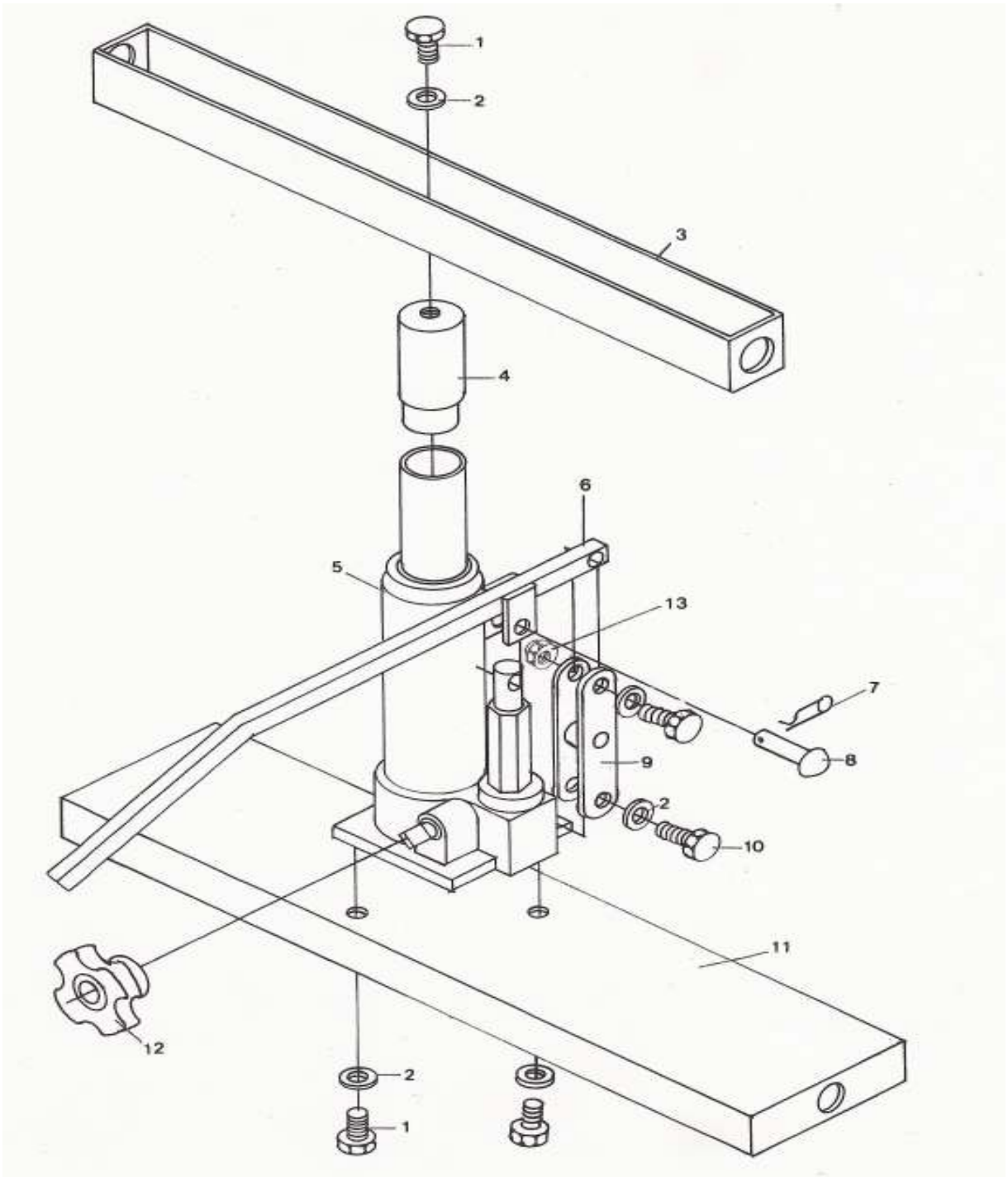
## Lower Stand Assembly:



## Lower Stand Assembly Components

- 1.) B-2237 Pivot Shaft (1)
- 2.) FA-598 Cap Screw (8)
- 3.) C-3608 Leg (2)
- 4.) A-376 Spacer (2)
- 5.) C-3618 Support Plate (1)
- 6.) B-2433 Front Axle (1)
- 7.) B-2239 Tie Bar (2)
- 8.) B-2434 Rear Axle (1)
- 9.) MS-2025 Wheel (4)
- 10.) FA-551 Screw 10-32 SHCS (2)
- 11.) FA-536 Washer (2)
- 12.) B-2242 Locking Shaft (1)
- 13.) B-2241 Upper Lift Tie Bar (1)
- 14.) FA-574 Washer (8)
- 15.) FA-647 Retaining Ring (2)
- 16.) A-565 Wheel Lock Bracket (1)
- 17.) A-564 Wheel Lock Stud (1)
- 18.) FA-621 C-clip 3/8" (4)
- 19.) B-2284 Wheel Lock Shaft (1)

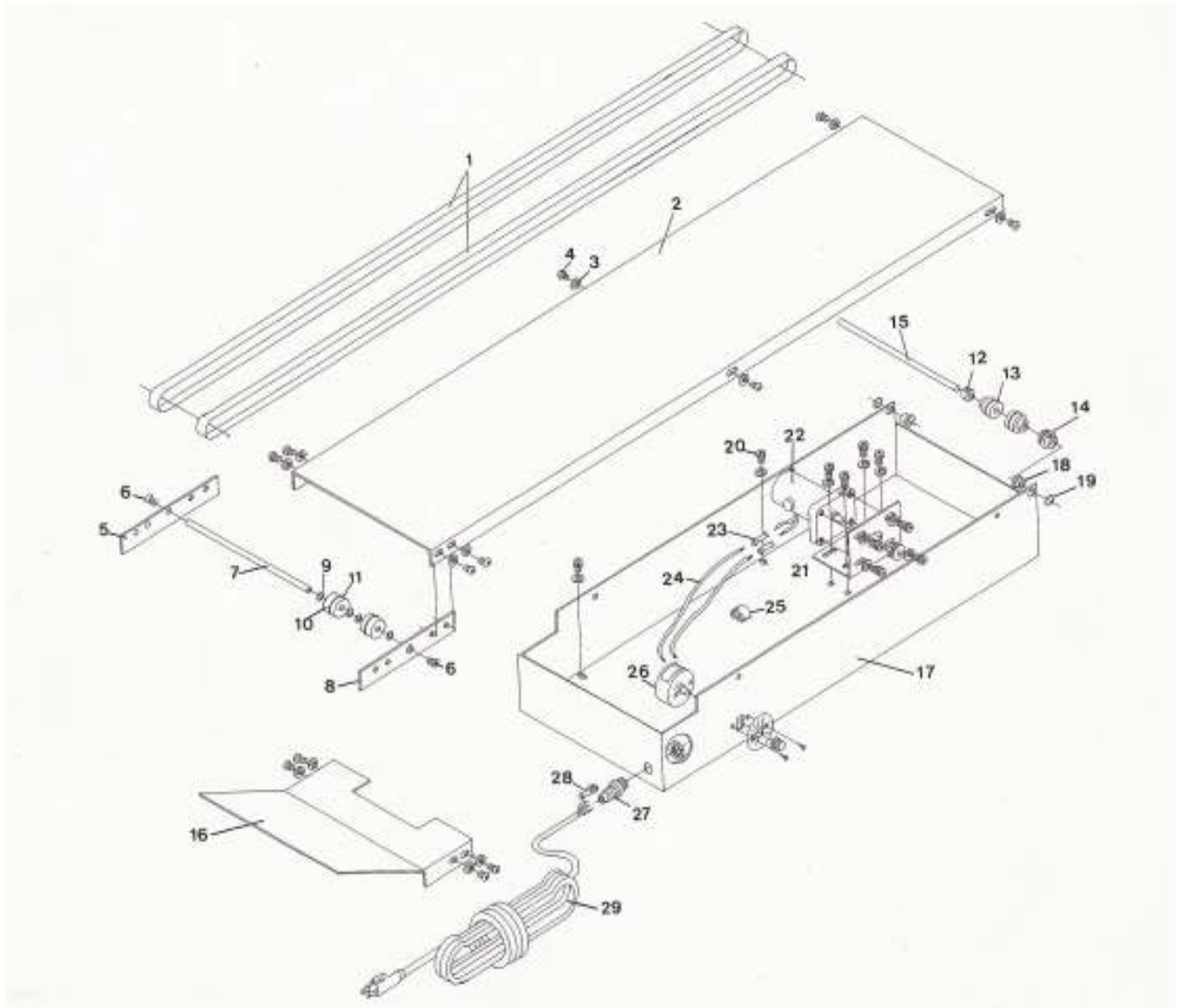
## Lift Assembly:



## Lift Assembly Components

- 1.) FA-589 Screw (4)
- 2.) FA-574 Washer (6)
- 3.) B-2234 Upper Lift Bracket (1)
- 4.) B-2236 Lift Extension (1)
- 5.) C-3619 Hydraulic Lift (1)
- 6.) B-2238 Lift Lever (1)
- 7.) FA-652 Clevis Pin (1)
- 8.) FA-653 Cotter Pin (1)
- 9.) A-377 Lever Bracket (1)
- 10.) FA-616 Screw (2)
- 11.) B-2235 Lower Lift Bracket (1)
- 12.) A-365 Valve Handle (1)
- 13.) FA-660 Lock Nut

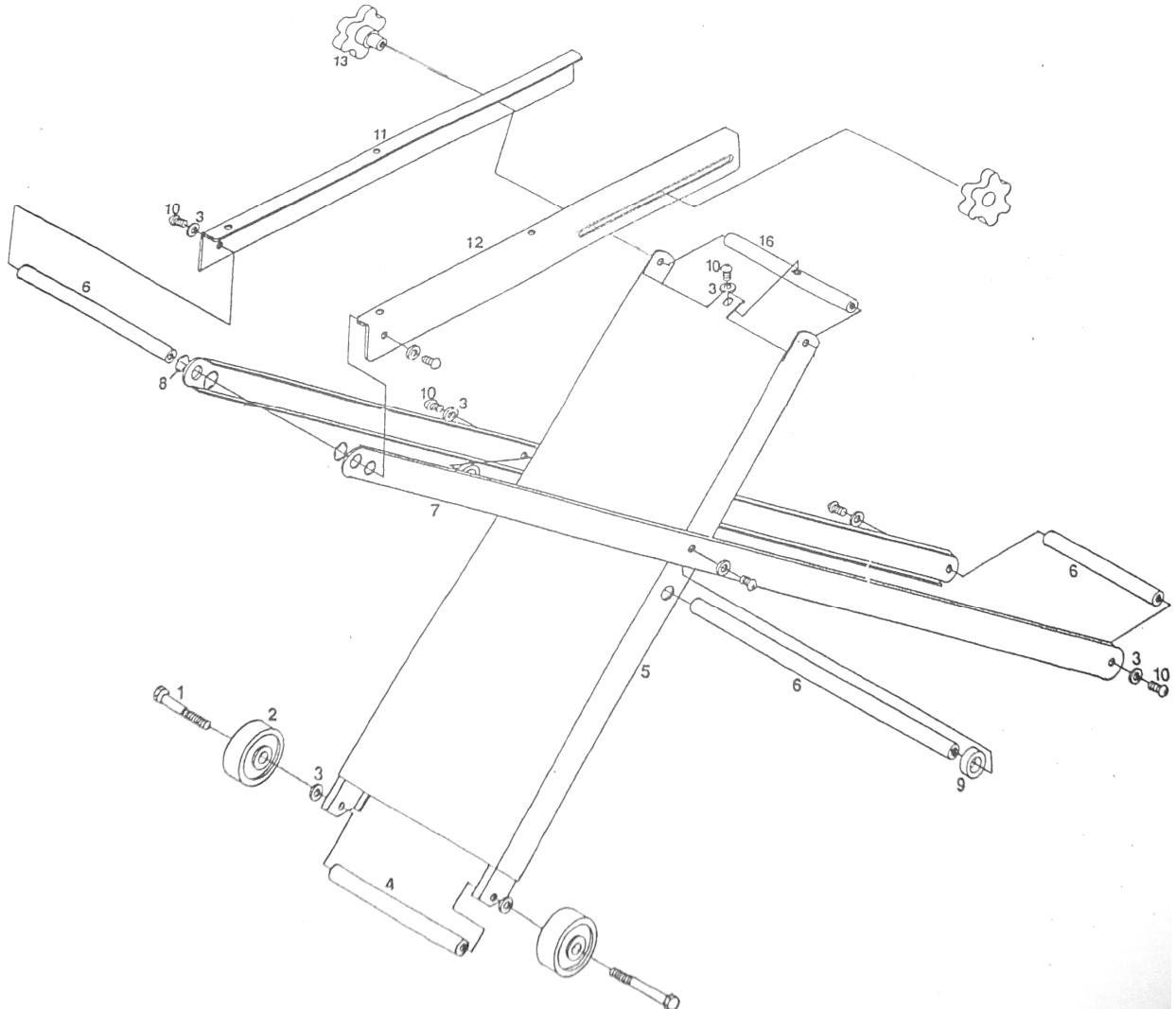
## Upper Delivery Conveyor Assembly:



## Upper Delivery Conveyor Assembly Components

- 1.) BE-112 Endless Belt (2)
- 2.) D-5033 Conveyor Plate (1)
- 3.) FA-536 Washer (20)
- 4.) FA-552 Screw 10-32 BHMS (12)
- 5.) A-640 Non-Operator-Side Shovel Bracket (1)
- 6.) FA-554 Flat Head Screw (2)
- 7.) B-2293 Driven Shaft (1)
- 8.) A-639 Operator-Side Shovel Bracket (1)
- 9.) OR-700 O-Ring (4)
- 10.) A-80 Belt Idler (2)
- 11.) OR-701 O-Ring (4)
- 12.) CO-301 Collar (1)
- 13.) A-81 Belt Driver (2)
- 14.) A-77 Pulley (2)
- 15.) A-84 Drive Shaft (1)
- 16.) B-2478 Shovel (1)
- 17.) D-5085 Conveyor Box (1)
- 18.) BU-219 Bushing (2)
- 19.) FA-632 Retaining Ring (2)
- 20.) FA-551 Screw 10-32 SHCS (12)
- 21.) B-2781 Motor Bracket (1)
- 22.) MO-601 Motor (1)
- 23.) EL-406 Butt Wire Connector (2)
- 24.) EL-445 Wire (2)
- 25.) EL-405 PVC Clip (2)
- 26.) EL-447 Speed Control (1)
- 27.) EL-507 Strain Relief (1)
- 28.) EL-481 Ring Terminal (1)
- 29.) EL-469 Power Cord (1)
- 30.) BE-100 Timing Belt (1)

## Lower Delivery Conveyor Assembly:



## Lower Delivery Conveyor Assembly Components

- 1.) FA - 640 Bolt (1)
- 2.) MS-2025 Wheel (2)
- 3.) FA-536 Washer (9)
- 4.) B-2824 Front Tie Bar (1)
- 5.) C-3619 Support Plate (1)
- 6.) B-2825 Tie Bar (3)
- 7.) C-3608 Leg (2)
- 8.) FA-632 Retaining Ring (4)
- 9.) N/A
- 10.) FA-625 Screw (7)
- 11.) C-3700 Op. Adjusting Rail (1)
- 12.) C-3701 Non Op. Adjusting Rail (1)
- 13.) MS-2014 Knob (2)
- 14.) N/A
- 15.) N/A
- 16.) B-2826 Tie Bar (1)
- 17.) MS-2011 Rubber Foot (4) - Not shown
- 18.) B-2827 Foot Block (2) - Not shown
- 19.) SF-9640 Conveyor Spring (2) - Not shown

## Trouble Shooting Guide

**Problem: The top envelopes stop advancing and the ones behind them keep going.**

Countermeasures:

- 1.) This is called a "dive" and is caused by the side guides being too tight and caused by fanning the stock to low. Fan the stock so the gap between the envelopes is smaller, thus forming a taller pile. This will allow the feed wheels to rise and put pressure on the stock and keep it moving in the proper fashion.
- 2.) Check the feeder and press side guides to make sure they are not too tight.
- 3.) The feeder may not be centered with the press guides.
- 4.) The feeder may not be square with the press.

**Problem: Feeder jams and the jogger "bounces" or stops.**

Countermeasures:

- 1.) The envelopes are fanned too high causing the feed rollers to be pushed up until they hit the jogger arm. This puts strain on the motor and may cause it to stop. If this happens remove the envelopes from the feeder by pulling them through the front end of the feeder. Fan the envelopes thinner so that the pile will be lower. When reloading the envelopes, the feed roller assembly should raise up to from 1/8" to a 1/2".
- 2.) Check the side guides, they may be too tight not letting the envelopes feed through properly.

**Problem: Pile Height light is on and will not go off on the Quickmaster & Printmaster.**

Countermeasures:

- 1.) Check resistance rod setting. With the paper tray and bail bar in lowest positions, the resistance rod should be 1/8" to 1/4" below bail bar bracket.
- 2.) When the envelopes are tripping the pile height sensor, the angle of the feeder stand is too steep. Reduce the angle by loosening the knobs and pushing down on the back end of the stand.
- 3.) Check to see if the pile height control knob on the press is set all the way clockwise then two turns back out. Lower the feed tray and restart the press.

**Problem: Misfeeds.**

- 1.) Check the side guides to make sure they are not too tight.
- 2.) Check the length adjustment. Only the top few envelopes should be in contact with the feeder back stop springs.
- 3.) Check the feeder height. If the feeder is too high, the sheet separators will strip the stock from the sucker feet. Lower the feeder to reduce the pressure against the sheet separators.
- 4.) The vacuum is set too low for proper pick up. (The blower is typically not used with envelopes) Increase the vacuum. Sometimes introducing small amounts of air (blow) will help.