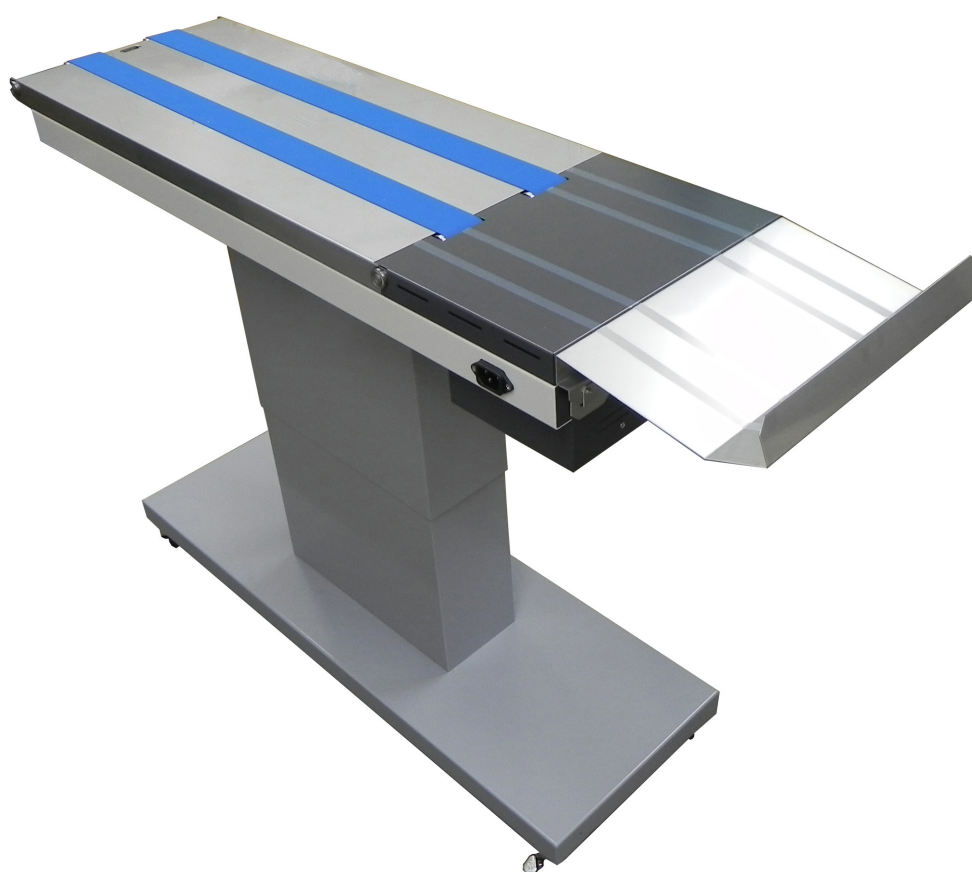


Conveyor User's Manual



○This manual contains cautions on how to use this product safely.
Before you use this product, please make sure that you read this manual.

Reading the Manual

Symbols



- These are cautions and restrictions for the correct operation of the conveyor. Make sure to read to avoid misoperation.



- Knowledge of the information before using the conveyor is useful and can act as a reference. Reading is recommended.



- These are the reference pages. Read to learn detailed information and relevant information.

WARNING

- Indicates additional information which, if ignored or not followed, may result in personal injury or death.

CAUTION

- Indicates additional information which, if ignored, may result in personal injury.

About the Product Warranty

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. The manufacturer assumes no responsibility for the results of errors beyond its control. The manufacturer also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this guide will not affect the applicability of the information in it. Mention of software products manufactured by other companies does not necessarily constitute endorsement by the manufacturer.


While all reasonable efforts have been made to make this document as accurate and helpful as possible, we make no warranty of any kind, expressed or implied, as to the accuracy or completeness of the information contained herein.

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OKI is a registered trademark of Oki Electric Industry Co., Ltd.

Other product names and brand names are registered trademarks or trademarks of their proprietors.

 This product complies with the requirements of the Council Directives 2014/30/EU (EMC), 2014/35/EU (LVD), 2014/53/EU (RED), 2009/125/EC (ErP) and 2011/65/EU (RoHS), as amended where applicable, on the approximation of the laws of the member states relating to Electromagnetic Compatibility, Low Voltage, Radio Equipment, Energy related Products and Restriction on the use of certain Hazardous Substances in electrical and electronic equipment.

The following cables were used to evaluate this product to achieve EMC directive 2014/30/EU compliance and configurations other than this may affect that compliance.

| cable type | length (meters) | core | shield |
|-------------------|------------------------|-------------|---------------|
| Power | 1.8 | X | X |

FCC WARNING

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTICE

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.


Environmental information



For Your Safety














Read the User's Manual for your safety before using the product.



Cautions Related to Safety

 **WARNING** Indicates additional information which, if ignored or not followed, may result in personal injury or death.

 **CAUTION** Indicates additional information which, if ignored, may result in personal injury.

General Cautions

|  WARNING | | |
|---|--|---|
|  Do not touch the safety switch inside the machine. Doing so may cause electric shock when high voltage occurs. In addition, gears can rotate, which may result in personal injury. |  Do not use an inflammable spray near the machine. Doing so may cause fire since there is an area heating up within the machine. |  Pull the power plug out of the socket and contact with a customer's service center when the cover is unusually hot, smoking, giving off questionable odour, or making a strange noise. Failure to do so may cause fire. |
|  Pull the power plug out of the socket and contact with a customer's service center when a liquid such as water enters in the internal parts of the machine. Failure to do so may cause fire. |  Pull the power plug out of the socket and remove foreign materials such as clips when they fall inside the machine. Failure to do so may cause electric shock and/or fire leading to personal injuries. |  Do not operate and/or disassemble the machine other than that directed in User's Manual. Doing so may cause electric shock and/or fire leading to personal injuries. |
|  Unplug the power cord and contact with a customer's service center if the machine is dropped or the cover is damaged. Failure to do so may cause electric shock and/or fire leading to personal injuries. |  Unplug the power cord periodically to clean plug blades and root section between the blades. If the power plug remains inserted for a long time, the root section will get dusty, and the plug may be shorted out, which may cause fire. |  Do not insert materials in a vent hole. Doing so may cause electric shock and/or fire leading to personal injuries. |
|  Do not put a cup with liquids such as water on the machine. Doing so may cause electric shock and/or fire leading to personal injuries. |  Do not use a power cord, a cable, or a ground wire other than those that are indicated in User's Manual. Doing so may cause fire. |  The operation of using UPS (uninterruptible power source) or inverters is not guaranteed. Do not use uninterruptible power source or inverters. Doing so may cause fire. |

| | |
|---|---|
|  "ON" (power) To indicate connection to the mains, at least for mains switches or their positions. |  Stand-by To identify the switch or switch position by means of which part of the equipment is switched on in order to bring it into the stand-by condition. |
|---|---|

This product is not intended for use in the immediate/direct visual field of the display work place. To avoid disturbing reflections on the display work place, this product shall not be placed in the immediate/direct field of vision.

Power Supply Precautions



WARNING

There is a risk of getting an electric shock and/or causing fire.



- Be sure to cut off the power supply when attaching or removing the power supply plug or the earth wire.
- Be sure to connect an earth wire to the grounding terminal of exclusive use.
- Please do not connect with the ground of a water pipe, a gas pipe, and a telephone wire, or lightning rod without fail.
- Make sure to connect with the ground terminal before connecting the power cord to the power supply plug.
- Be sure to perform extraction and insertion of the power cord with a power supply plug.
- Insert the power supply plug into the wall socket securely.
- Do not touch the power cord, or machine, if your hands are wet.
- Install the power cord in a location where it will not be stepped on, and do not place objects on the power cord.
- Do not twist, bind, or knot the power cord.
- Please do not use a damaged power cord.
- Do not carry out foot wiring.
- Use the attached power cord and insert it directory with the ground terminal. Do not use power cords intended for other products with this machine.
- Do not use an extension cord. When use is unavoidable, use a cord rated higher than 15A.
- Use of an extended cord may cause AC voltage decrease and interfere with normal operation.
- During operating, do not shut off the power supply or pull out the power supply plug.
- When not in use for consecutive holidays or longterm travel, pull out the power cord.
- Do not use the attached power cord for other products.

Power Supply Conditions

Observe the following power supply conditions.

Current: 100 - 127 VAC
(Range 90 - 140 VAC)
220 - 240 VAC
(Range 198 - 264 VAC)

Power
frequency: 50/60 Hz \pm 2 %



Note

- If the power supply is unstable, use a voltage regulator.
- The maximum power consumption of the conveyor is 60 W. Check that there is sufficient voltage capacity.
- Operations cannot be assured if using an uninterruptible power supply (UPS) or inverter. Do not use an uninterruptible power supply or inverter.

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1. / Unpacking

For safe and pleasant use of the conveyor, install it in a location that satisfies the "Installation Environment" and "Installation Space". This section also describes the installation precautions. Make sure to read the following before use.

Checking the Installation Location

Consider the following environmental conditions before selecting the conveyor installation location.

Installation Environment

Install in a location where the temperature and humidity are within the following ranges.

Ambient temperature: 10 °C to 32 °C (50 °F to 89.6 °F)

Ambient humidity: 20 % to 80 %RH (relative humidity)

Max. wet-bulb temperature: 25 °C (77 °F)



Memo

- Make sure there is no condensation.
- If installing in a location where the ambient humidity is 30 % or less, use a humidifier or static electricity prevention mat.

Installation Space

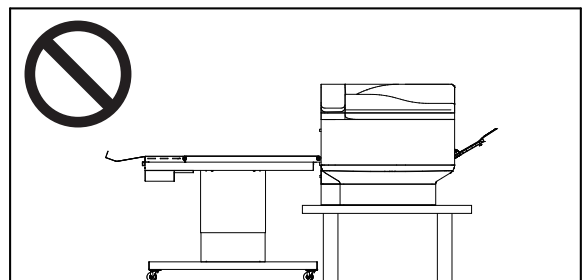
Select a location that can support the weight of the conveyor and make sure the area around it has the following space (the total weight is approx. 27.5 kg*).

*: Including accessories such as the base, rear stacker, stand (lower), and stand (upper).

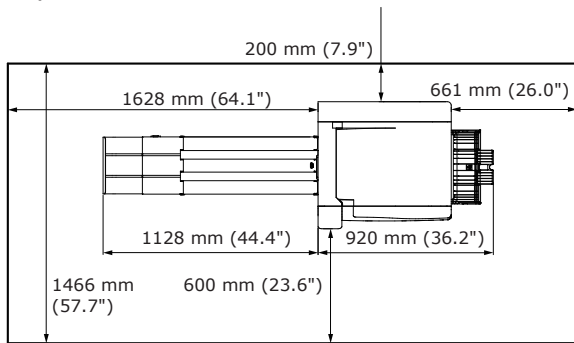


Note

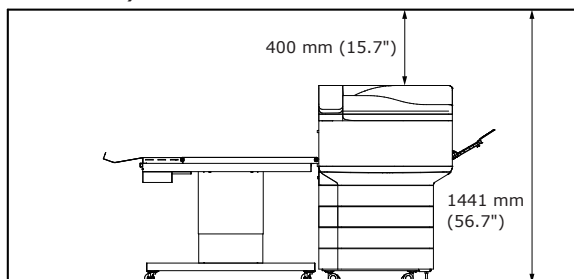
- Install the conveyor horizontally on the same flat surface as the printer.
- Do not adjust the printer's height by using any objects other than expansion trays. Make sure to use the printer's optional expansion trays.



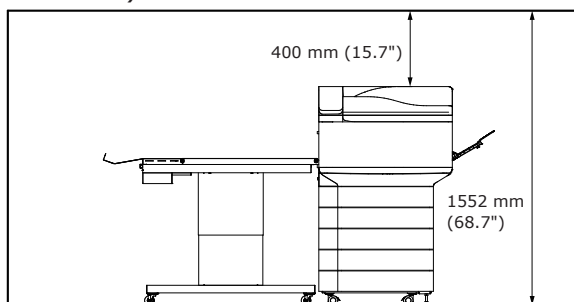
● Top view



● Front/Side view (with 4 expansion trays mounted)



● Front/Side view (with 5 expansion trays mounted)



Installation Precautions

⚠ WARNING

- Do not install in high-temperature locations or close to open flames.
- Do not install in locations where chemical reactions occur (e.g., laboratories).
- Do not install close to combustible solutions, such as alcohol or thinners.
- Do not install within the reach of small children.
- Do not install in an unstable location (e.g., unsteady tables or inclines).
- Do not install in humid or dusty locations, or in direct sunlight.
- Do not install in environments with an atmosphere with high salt contents or corrosive gases.
- Do not install in locations with major vibrations.

⚠ CAUTION

- Do not install directly on shaggy rugs or carpets.
- Do not install near strong magnetic fields and sources of noise.
- Do not install near monitors and TVs.
- The main unit weighs approx. 27.5 kg. Make sure 2 people lift or move the main unit.

Unpacking the Conveyor

This section explains the procedures for checking the package contents and taking the conveyor out of the package.



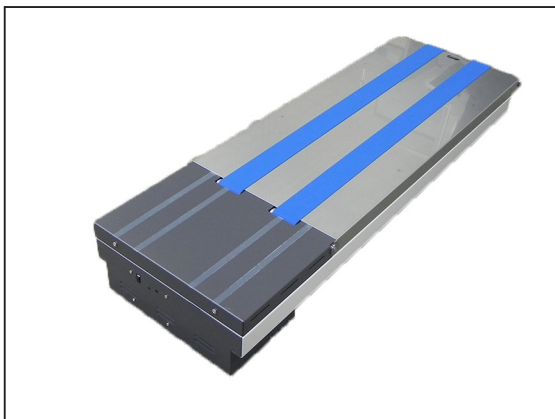
Note

- This section does not explain the procedures for taking the main unit and its accessories out of the package. That will be explained in the section about installing parts.

Checking the Package Contents

Open the package and check the contents of the box.

• Main Unit



• Base



• Stand (Lower)



• Stand (Upper)



• Rear Stacker



1.Unpacking

- 8 Screws for Stands



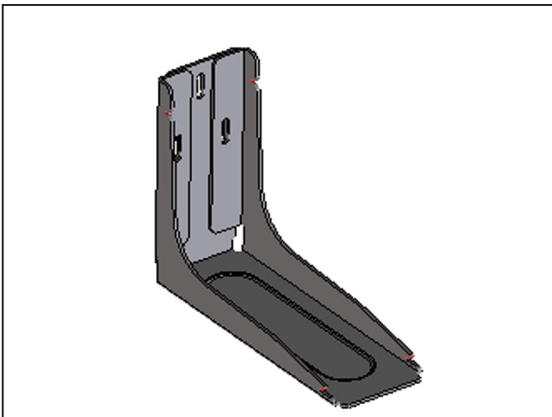
- 4 Wingnut Handles



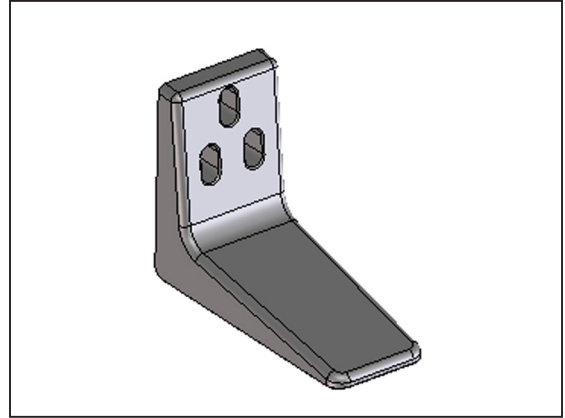
- Power Cord



- 2 Stoppers



- 2 Stopper Covers



- 4 Stopper Screws

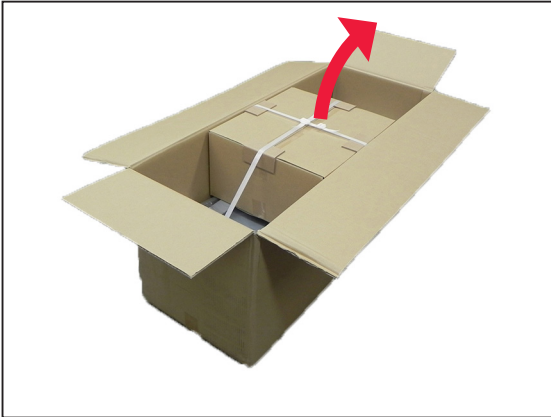


Removing the Package Contents

- 1** Open the package.



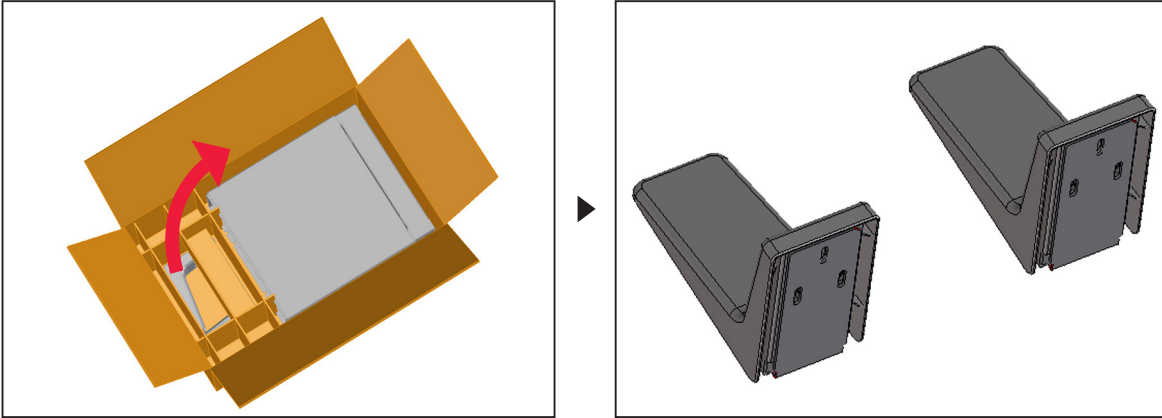
- 2** Cut the binding bands and remove the stand package.



- 3** Open the stand package. Remove the shock-absorbing material and the stands.



4 Remove the stoppers and stopper covers from the package.



5 Take off all the materials on the stands packing bag and place the stands as illustrated.



6 Take the rear stacker out of inside the stand packing bag.



- 7** Remove the packing bag from the stands and place the stands as illustrated.



- 8** Lift the stand (upper) to take it out of the stand (lower).



- 9** Remove the packing bag from the stand (lower).

- 10** Take the base out of the package.



- 11** Remove the packing bag from the base.

2. / Installation

This chapter explains how to assemble the conveyor, connect it to the printer, and remove it from the printer.

Assembling the Conveyor

For safe and pleasant use of the conveyor, install it in a location that satisfies the ["Installation Environment"](#) (P.9) and ["Installation Space"](#) (P.9). This section also describes the installation precautions. Make sure to read them before use.

Preparation for Installation

Prepare the following tool before assembling the conveyor.

- Phillips-head screwdriver



- This tool is not supplied. Prepare your own tools.

Installing Parts

Make sure to install the conveyor in a sufficiently robust location that can support the weight of the conveyor and its options. Do not install it in unstable locations, such as on unsteady tables or inclines, or in locations with major vibrations. Doing so may cause injury due to the conveyor falling or overturning.

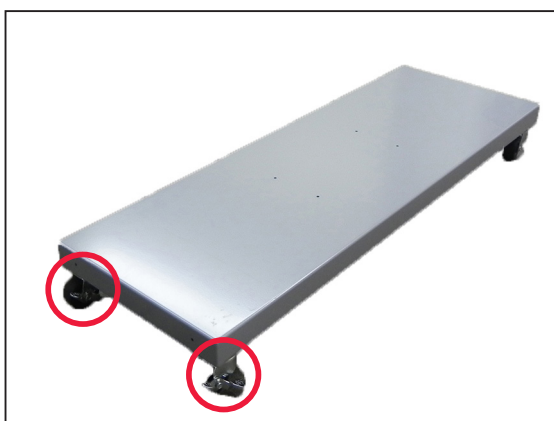
CAUTION

There is a risk of injury.



- The main unit weight is approx. 27.5 kg. Make sure 2 people lift or move the main unit.

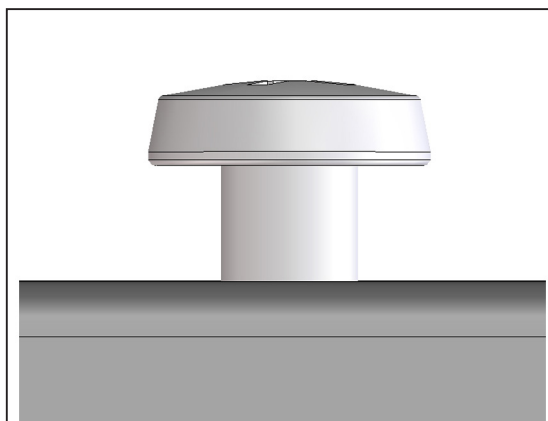
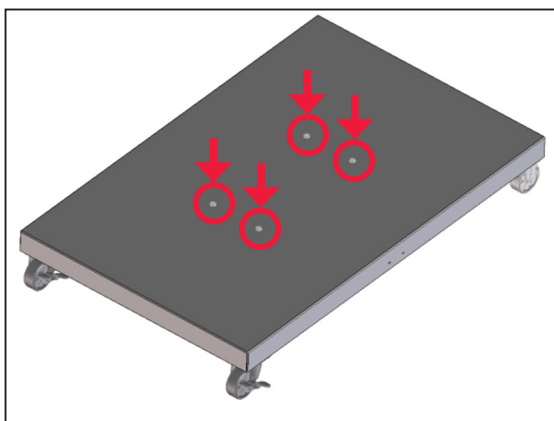
- 1 Push the levers of the base's casters down in the "on" direction. Lock the base to keep the conveyor from moving.



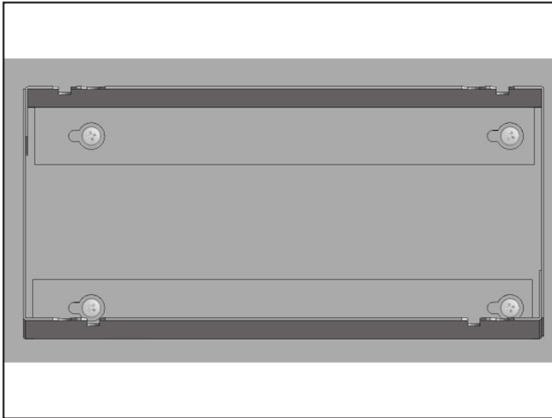
Note

- If you do not lock the base, it may unexpectedly move and cause injury.

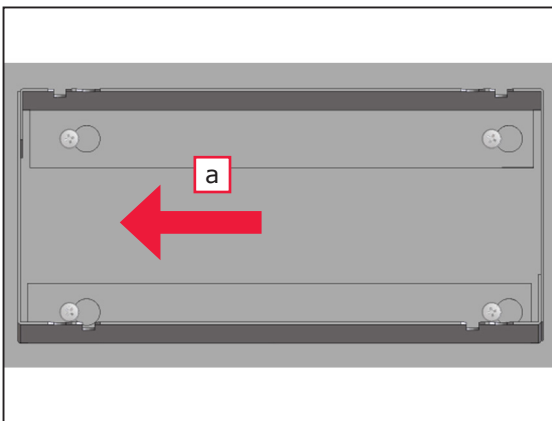
- 2 Insert the 4 screws for the stands into the holes on the base. Lightly screw in the 4 screws about half ways as illustrated.



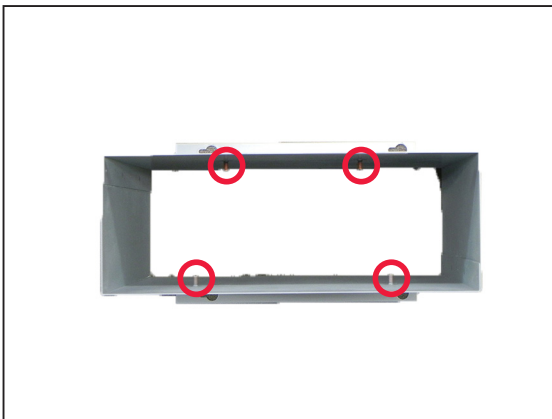
- 3** Align the 4 bigger holes at the bottom of the stand (lower) with the mounted screws on the base to adjust the position as illustrated.



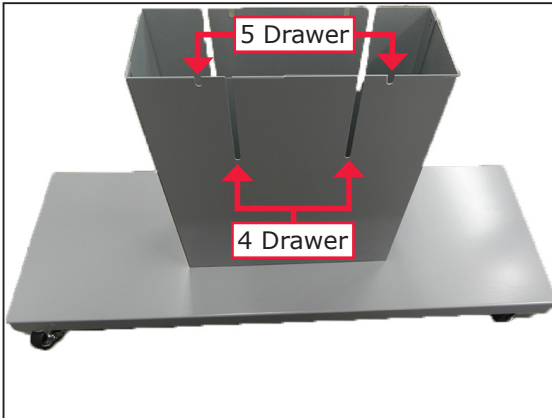
- 4** Move the stand (lower) toward "a". Make sure the screws are placed as illustrated, and tighten them with the screwdriver.



- 5** Check that the 4 bolts in the holes on the stand (upper) are inserted.



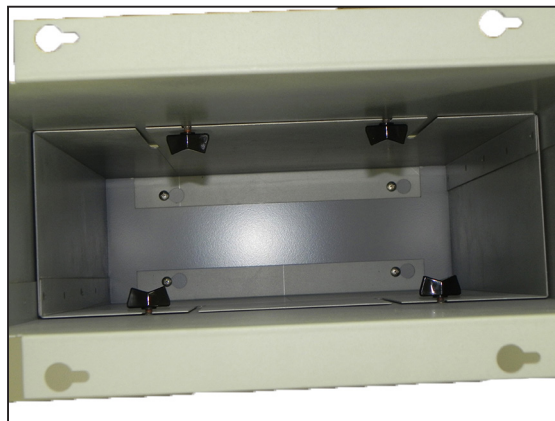
6 Check the height of the printer's drawers, and decide which slots you can use.



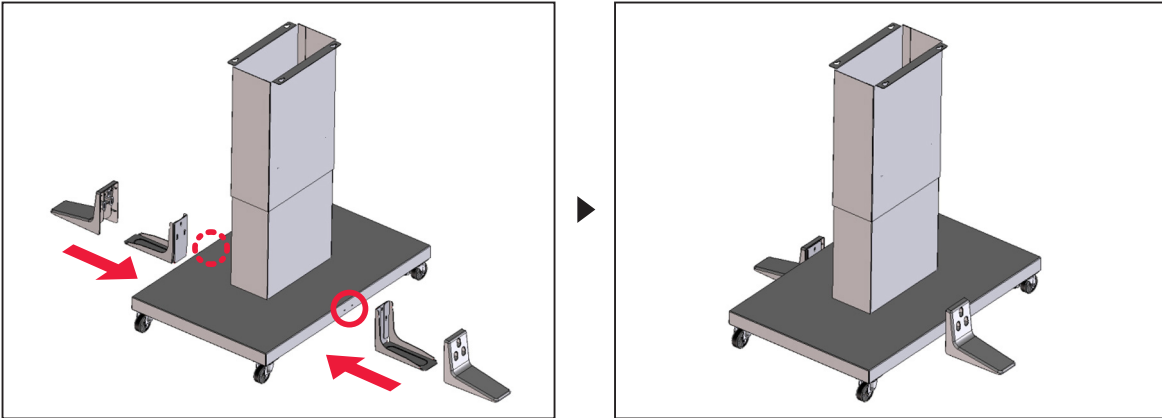
7 Align the 4 bolts of the stand (upper) with the decided 4 slots in the stand (lower).



8 Attach the 4 wingnut handles to the 4 bolts on the stand (upper). Tighten them to fix the position of the stands.



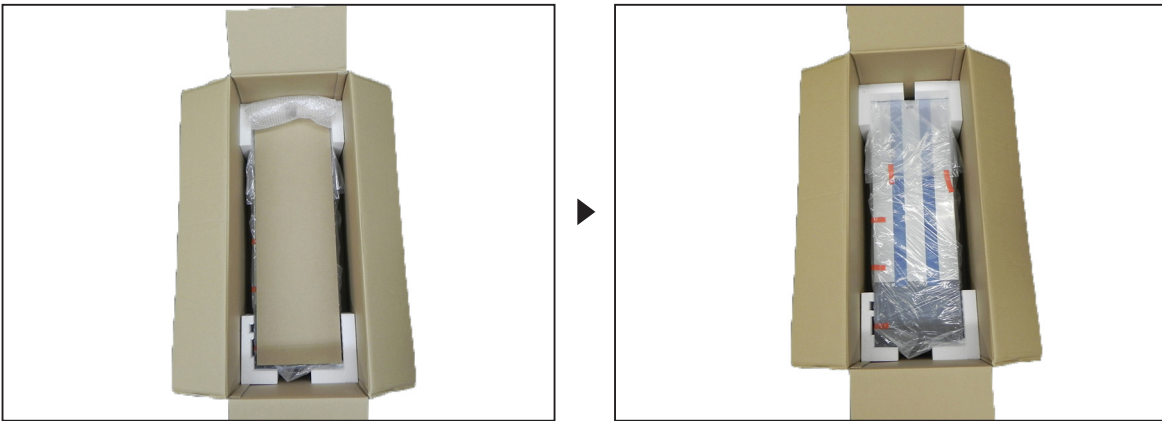
9 Attach the stoppers and stopper covers to the base on the both sides as illustrated. Tighten them with the 2 stopper screws each with the screwdriver.



Note

- Make sure to attach the stoppers and stopper covers in this step. Failing to do so may cause the conveyor overturning due to an external strong force.

10 Remove the shock-absorbing material and protective equipment from the package.



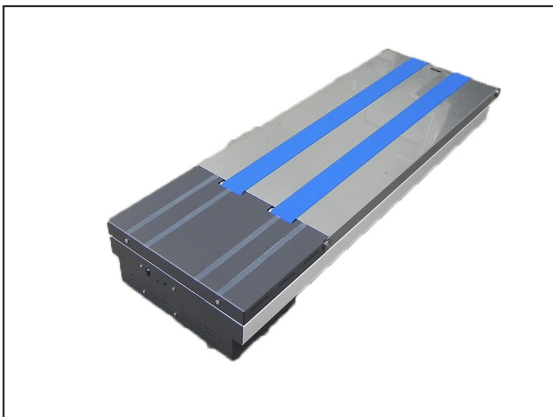
11 Have 2 people simultaneously lift and carry the main unit from the package.



Note

- Gently lower the conveyor. Failing to do so may cause your hands to be crushed.

12 Take the main unit out of the packing bag.



13 Turn the main unit on one side and lightly screw the 4 screws into the holes.



Memo

- This step helps you to align the screws in the main unit with the holes in the stand (upper) in the next step.

14 Have 2 people simultaneously lift the main unit and make its back side directing the locked casters on the base. Align the mounted screws on the main unit with the holes in the stand (upper).



Note

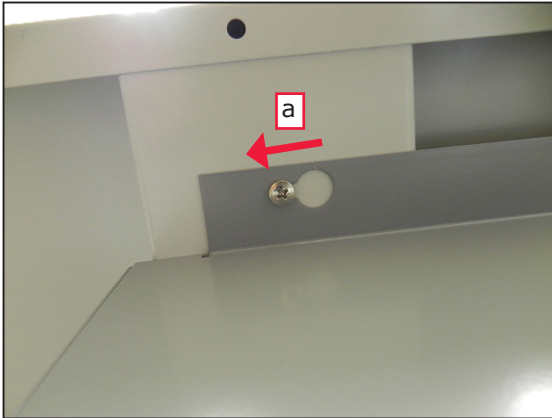
- Gently lower the conveyor. Failing to do so may cause your hands to be crushed.



Memo

- If 3 or more people are installing the conveyor, have 2 people lift and carry the main unit and place it on the stand (upper) while the other people watch and tell them where the holes are.

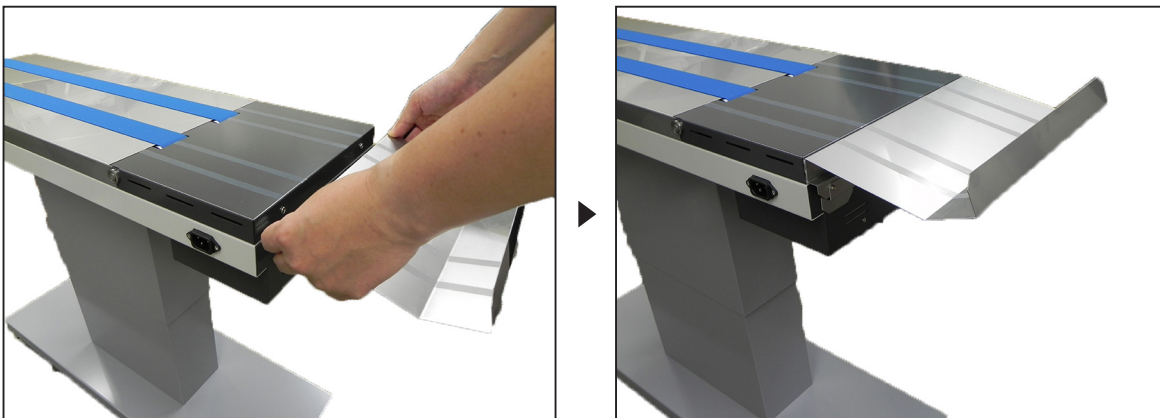
15 Move the main unit toward "a". Make sure the mounted screws are placed as illustrated, and tighten them with the screwdriver.



16 Take the rear stacker out of the packing bag.



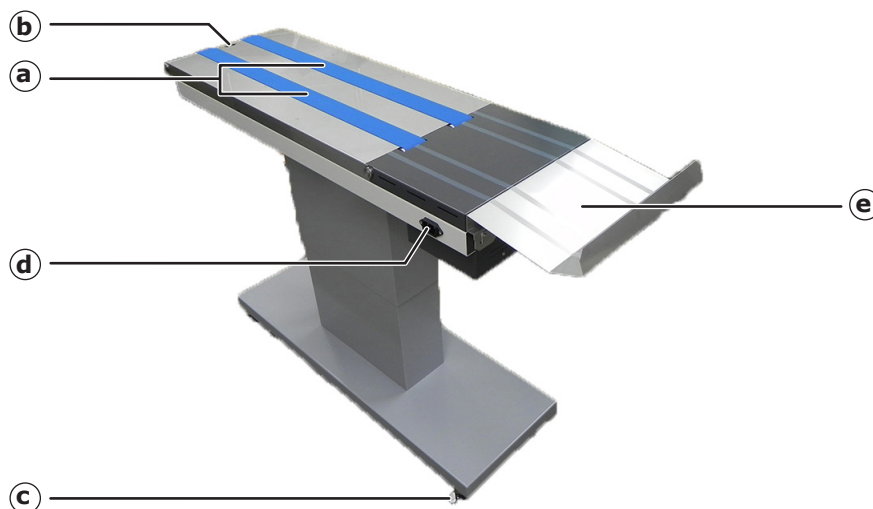
17 Stick the rear stacker to the conveyor as illustrated.



 **Note**

- Do not lean against the rear stacker or put heavy objects on the rear stacker. Doing so may cause the rear stacker to be detached from the conveyor and damaged, or may cause injury.

Names of the Components



a Conveyor Belts

These transport envelopes to the rear stacker.

b Paper Sensor

While envelopes are being placed on top of this, the conveyor belts transport envelopes.

c Casters

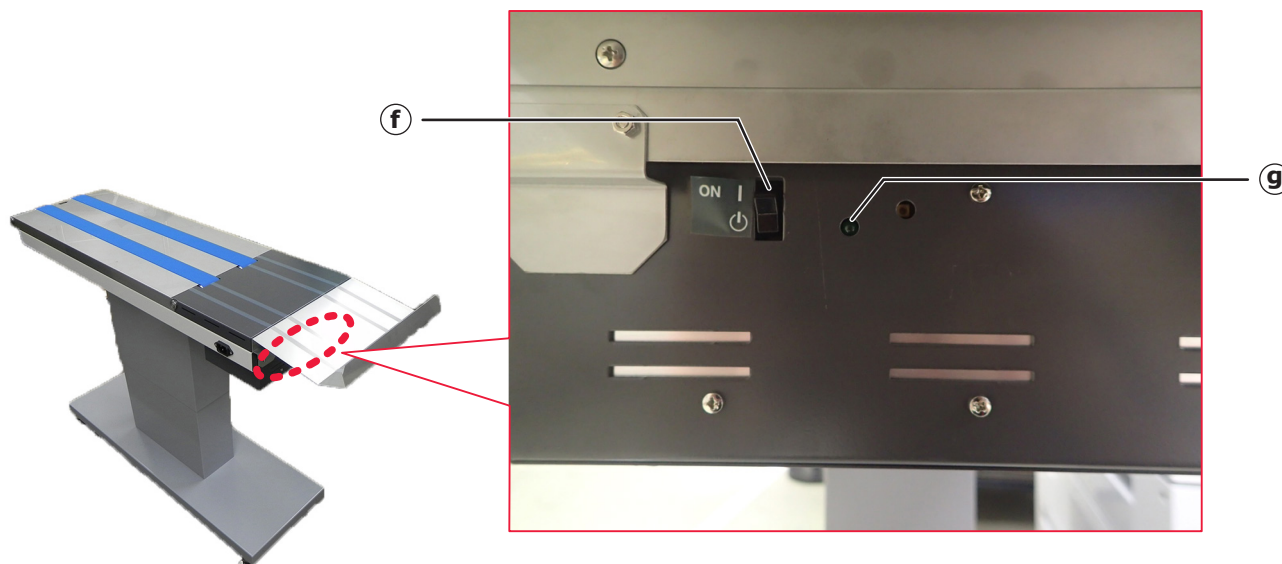
These lock the conveyor from moving.

d AC Inlet

Insert the power cord here.

e Rear Stacker

Envelopes are transported onto here.



f Main Switch

Press this switch in the on (I) direction to blink the status indicator. You can start conveying envelopes. Press this switch in the off (⏻) direction to turn off the status indicator. You can stop conveying envelopes.

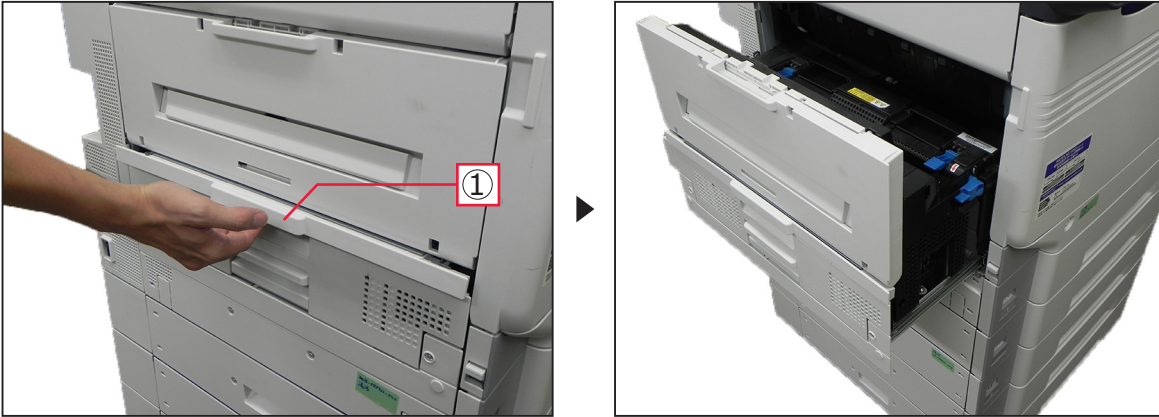
g Status Indicator

This blinks green when the main switch is pressed in the on (I) direction.

Installing the Conveyor

This section explains how to take off the faceup tray of the printer and bring the conveyor close to the exit tray.

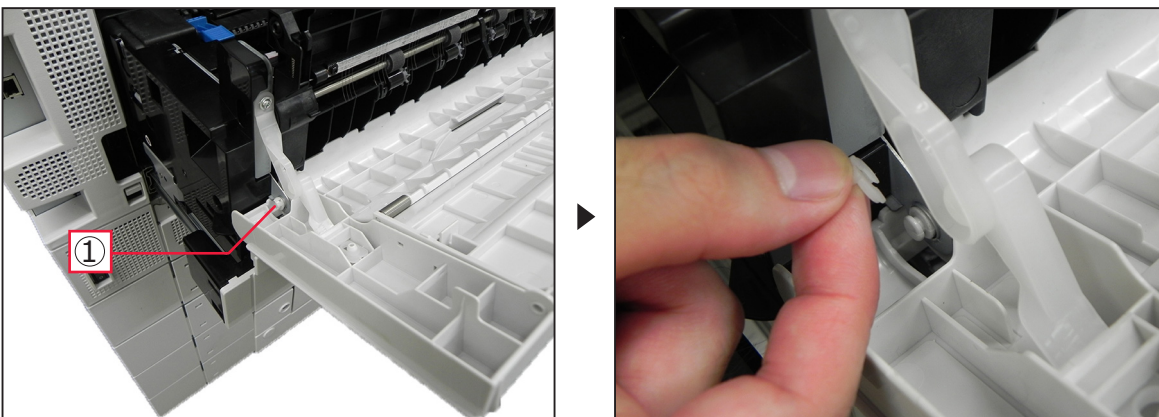
- 1** Lift the opener (①) of the output unit, and pull out the output unit.



- 2** Open the faceup tray (①) of the output unit.



- 3** Remove the plastic ring (①) as illustrated.



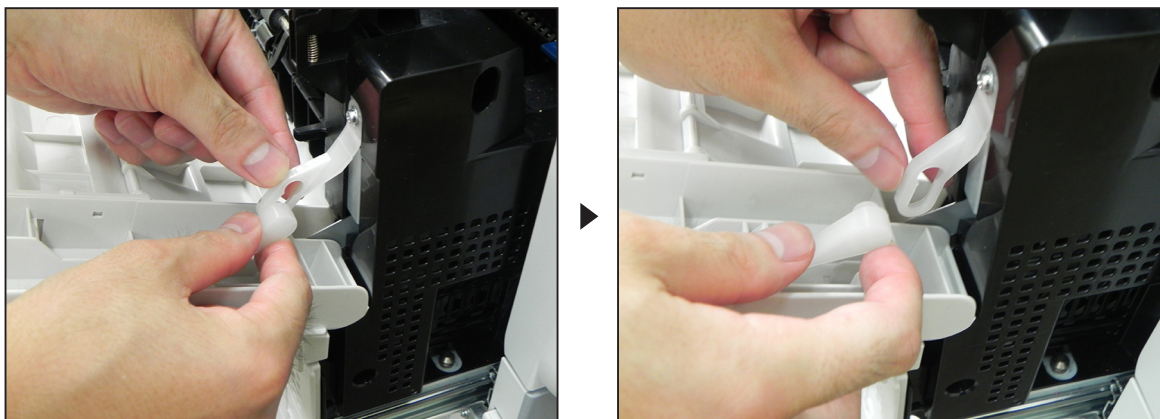
Note

- Be careful not to drop the plastic ring inside the printer.
- Mount the plastic ring again after removing the conveyor. Do not discard it. Store it safely.

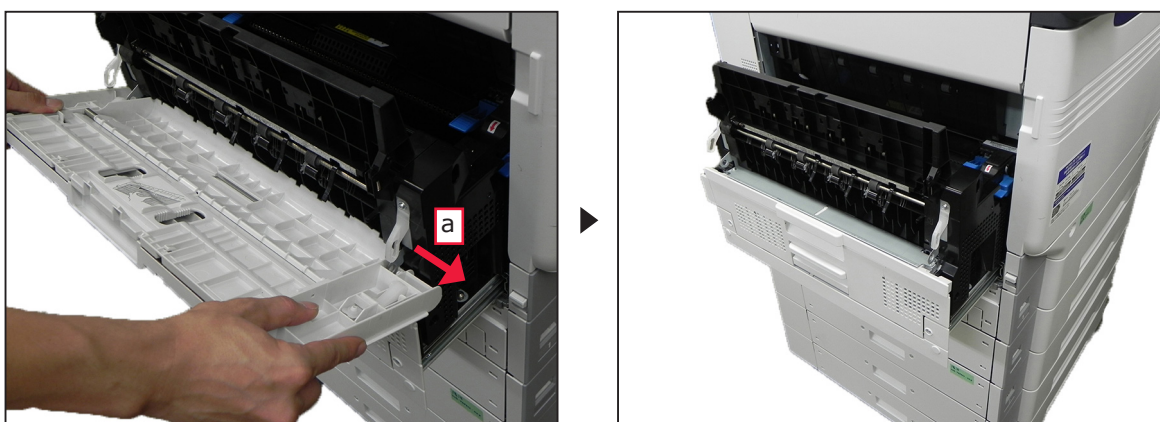
Memo

- We recommend attaching the plastic ring that you removed to the faceup tray for safe keeping. The faceup tray will be taken off in step 5.

4 Take off both ends of the supporting arms as illustrated.



5 Slide the faceup tray in the "a" direction and pull it off as illustrated.



! Note

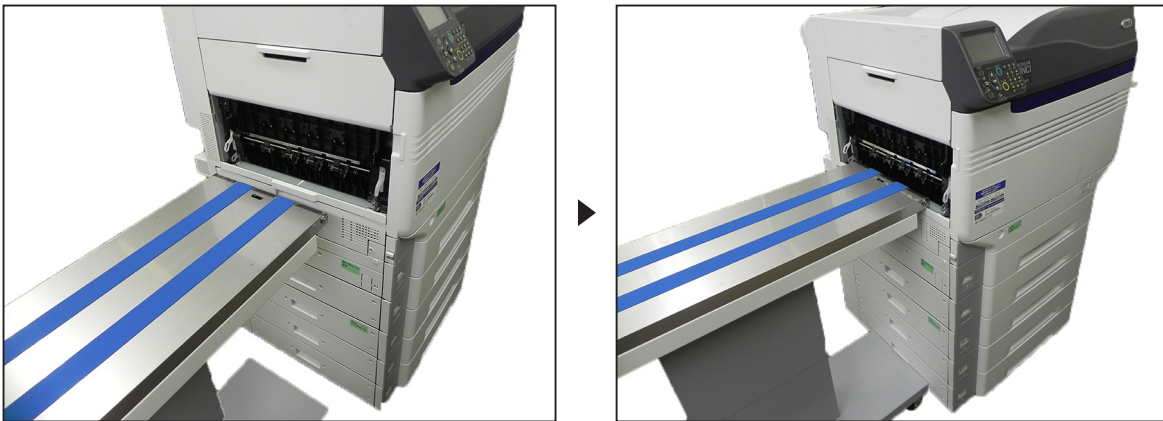
- Forcibly pulling off the faceup tray may cause the conveyor or the printer to be damaged.
- Mount the faceup tray after removing the conveyor. Do not discard it. Store it safely.

6 Push the output unit into the printer.



7 Push the levers on the base's casters down in the "off" direction.

8 Gently move the conveyor straight close to the left side of the printer while they face with each other.

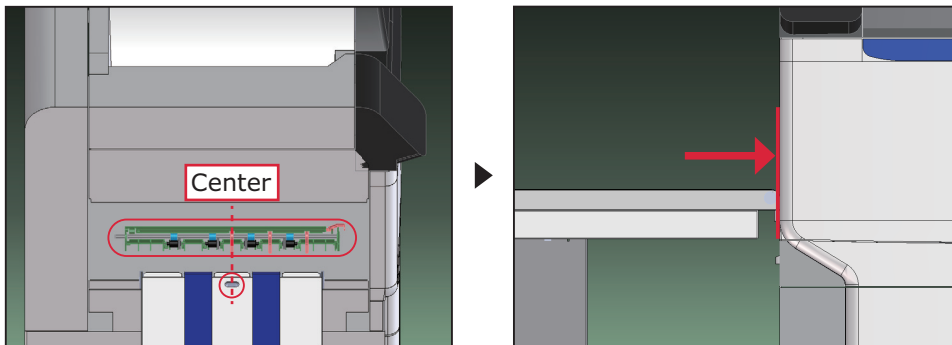


Note

- If you push the conveyor hard and crash it into the printer, the conveyor or the printer may be damaged.
- Tilting and moving the conveyor may cause overturning.

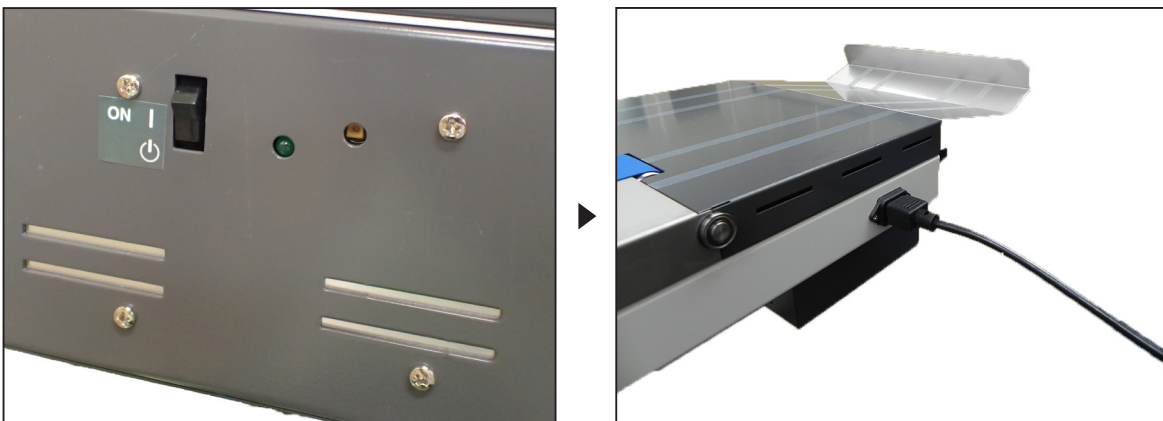
Memo

- Align the center of the conveyor's sensor with the center of the printer's paper output area.
- Fit the top of the conveyor with the side of the printer.



9 Push the levers on the base's casters down in the "on" direction.

10 Check that the main switch is in the off (⏻) position. Remove the power cord from the packing bag and firmly insert it into the conveyor's AC inlet.



11 Plug the power cord into the outlet.

Removing the Conveyor

- 1 Check that the status indicator is turned off.
- 2 Push the levers on the base's casters down in the "off" direction.
- 3 Gently pull the conveyor out of the printer.
- 4 If the conveyor will not be used, mount the faceup tray and the plastic ring to the printer.

Reference

- When you use the conveyor again, follow the procedures for "[Installing the Conveyor](#)" (P.24).

3. / Checking Conveyor Operation

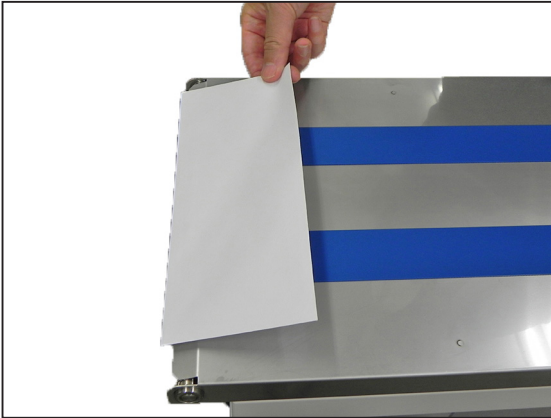
This chapter explains how to check conveyor operation.

! Note

- Do not place any objects other than envelopes on the conveyor belts for carrying them.

1 Press the main switch in the on (I) direction.

2 Prepare an envelope and place it so it covers the paper sensor as illustrated.



! CAUTION

- Do not look directly at the red paper sensor light. The strong light could hurt your eyes.

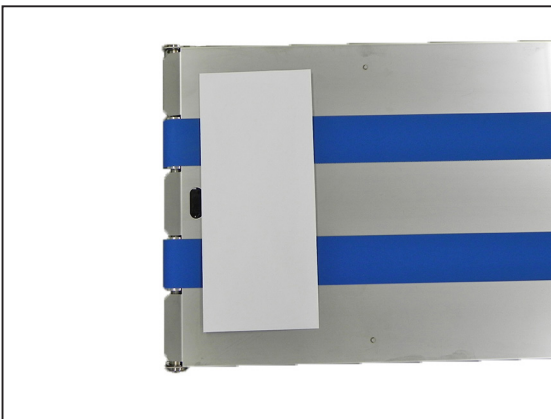
3 Check that the conveyor belts start to move and transport the envelope.

! CAUTION

There is a risk of getting caught in the conveyor.

- Make sure to avoid getting your hair rolled in the rollers of the conveyor.

4 Check that the conveyor belts stop moving after the envelope is away from the paper sensor.



4. Maintenance

This chapter explains how to care for the conveyor.

Caring for the Conveyor

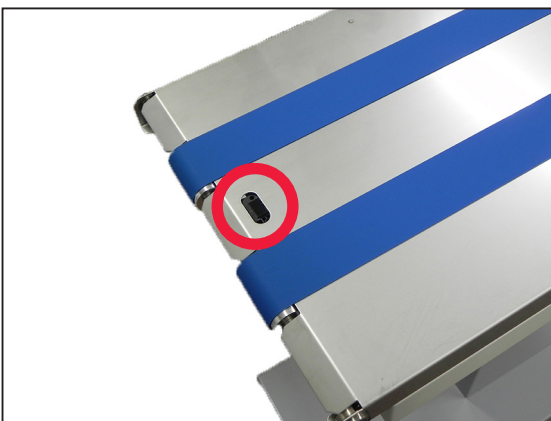
Cleaning the Paper Sensor

Items to be prepared: Cotton swab

- 1 Press the main switch in the off (⏻) direction.



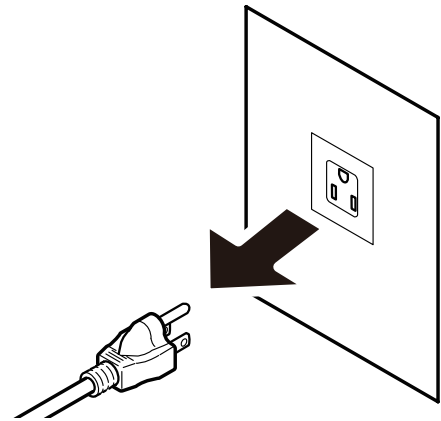
- 2 Gently wipe the surface of the paper sensor with a cotton swab.



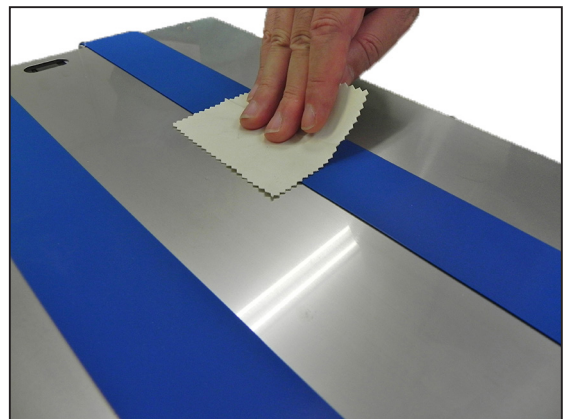
Cleaning the Conveyor Belts

Items to be prepared: Soft, damp cotton cloth

- 1 Unplug the power cord from the outlet.



- 2 Wipe off the dirt on the conveyor belts with the soft, damp cloth.



5. / Troubleshooting

This chapter explains how to solve problems that occur while using the conveyor.



Reference

- For more information about the problems that occurred with the printer, see "Troubleshooting and Daily Maintenance" provided with the printer.

| Symptom | Cause | Troubleshooting |
|--|---|--|
| Conveyor does not work. | The conveyor is not turned on. | Check that the power plug is inserted into the power outlet. Check that the status indicator is turned on. |
| | Too many envelopes or heavy objects are placed on the belts. | Remove them from the belts. |
| | Foreign objects are jammed between the belts and the unit. | Remove the foreign objects. When removing foreign objects is difficult, contact the designated customer service center. |
| Conveyor does not stop. | There is something covering the paper sensor area. | Remove the object covering the paper sensor area. |
| | Paper sensor is dirty. | Clean the paper sensor area. |
| Conveyor emits strange noises and bad smells. | Immediately switch off the power supply, pull the power plug out of the power outlet, and contact the designated customer service center. | |
| Printer detects that stuck envelopes are full, and stops printing. | Excessive envelopes have accumulated on the conveyor. | Remove the stuck envelopes on the conveyor. |
| | Envelopes that tends to be curled are used. | Use the conveyor keeping it a little away from the printer. |

If you cannot resolve the problems by using these troubleshooting methods, contact the designated customer service center.

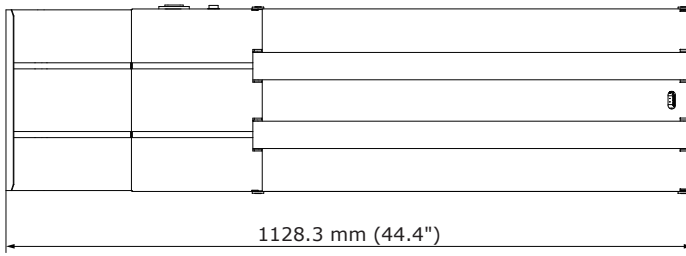
6. / Specifications

Main Specification

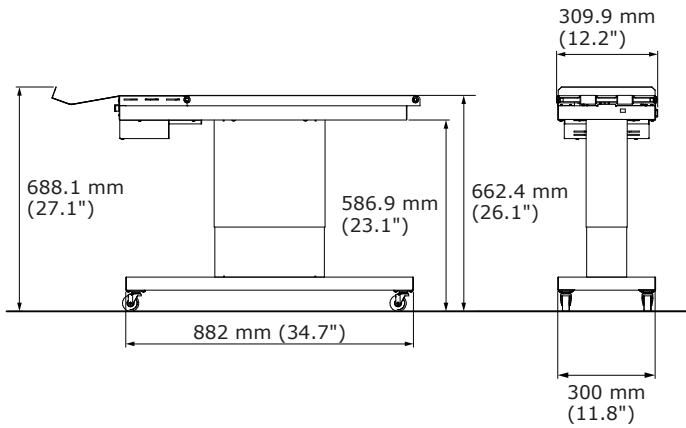
| | |
|----------------------------|---|
| Model number | 100 V - 120 V model: N36150A 230 V model: N36150B |
| Weight | Approx. 27.5 kg |
| Power | N36150A: 100 to 127 VAC (Range 90 to 140 VAC), 50/60 Hz \pm 2 % N36150B: 220 to 240 VAC (Range 198 to 264 VAC), 50/60 Hz \pm 2 % |
| Power consumption | During operations: Approx. 60 W |
| Use environment conditions | Temperature: 10 °C to 32 °C, humidity: 20 % to 80 %RH Max. wet bulb temperature: 25 °C |
| Device service life | 1.5 million envelopes |

Dimensions

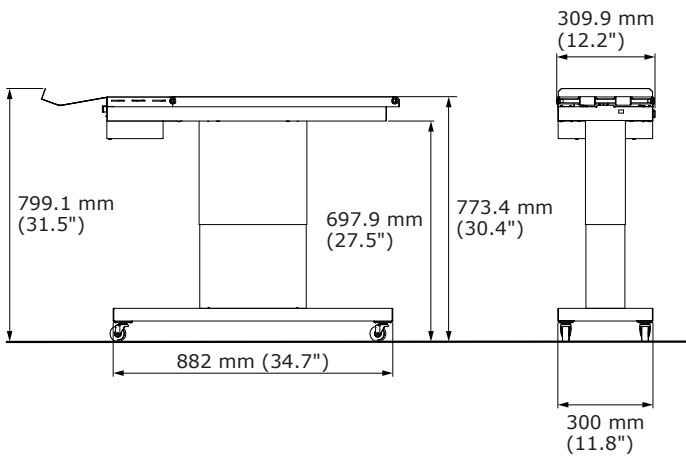
Top view



Front/Side view (with 4 expansion trays mounted)



Front/Side view (with 5 expansion trays mounted)



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