

IQ PM5



User Manual

This manual provides detailed information on how to operate and maintain your IQ-PM2D.

Please read this manual before operating the machine in order to prevent any damage caused by improper handling.

For After sales support within the UK Mainland
Please call **0845 345 3445**

Thank you for purchasing a Pressure Seal Solutions product.

This manual is prepared to provide you with guidelines on how to properly operate and maintain the IQ-PM5.

Copyright

Any of the contents should not be copied, re-printed or translated by other languages without Pressure Seal Solutions Ltd approval.

IQ- PM5 is the registered trademark of Pressure Seal Solutions Ltd.

IDENTIFICATION OF PARTS

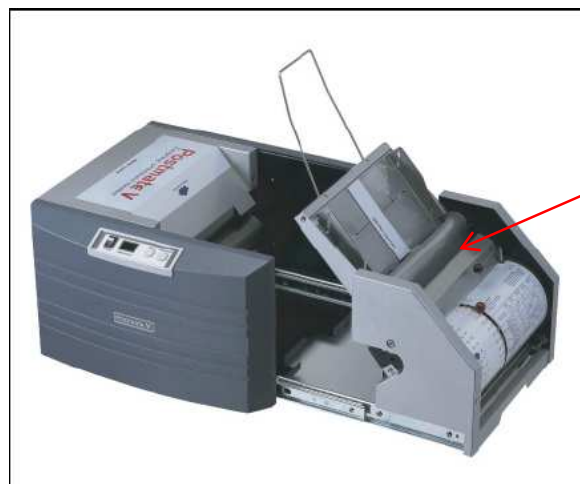
Paper Hopper



Fold Drum

Operator Console

Fold Drum Locking Lever



Please Note: to access the sealing rollers you must pull the system apart (Red arrow indicates where to pull) This will give you access to the sealing rollers and the jam release tool

Display Features



During operation, the resettable counter will display the number of documents that have been processed. The counter sensor is located at the exit tray so only forms that have been folded * sealed are counted.



When the folding unit is unlocked and extended on the guides, the Display will indicate "Open".



If there is a jam in the out-feed tray, indicating a form is stuck under the counter mechanism, the display will flash on and off. Remove the jam and press the START button to resume processing. This may be caused by the exit tray being full or a form that is not laying flat on the output stack.

Paper Preparation / loading Hopper

Fan the printed pressure seal forms to separate and to eliminate any static that may have been produced by the laser printer.

The paper in-feed hopper will hold approximately 100 printed pressure seal forms.

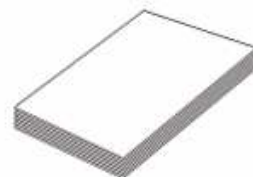
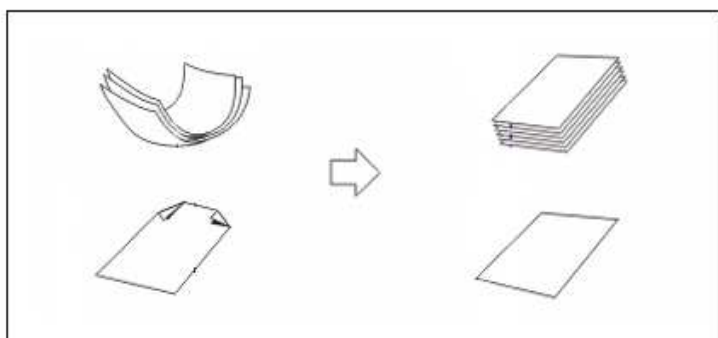
To correctly load your forms into the paper hopper, first square-off and make tidy your stack of paper, trying to make the stack of paper as flat as possible, this will enable better feeding. Push the paper tray down so that the prepared forms will rest on the solid plate behind the grey in-feed roller.

The paper tray is sprung-loaded to apply the correct amount of pressure for reliable feeding.

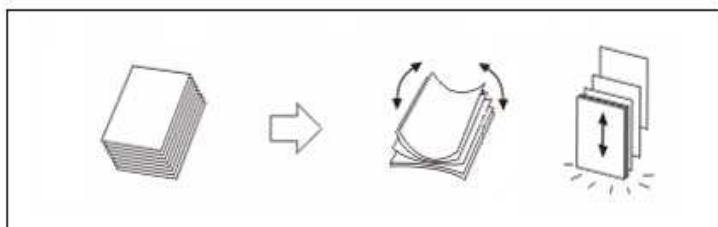
Place the forms into the paper tray so that they sit behind the grey in-feed roller in the correct orientation required by the paper type or fold being used.

It is good practice to perform a test on one form to verify that the fold plate settings are correct and have not been changed.

Adjust the fold settings if necessary and proceed to load your forms into the paper tray. Press the start button to fold and seal your forms.



Good



Bad

Loading the Hopper

It is important that you load the paper hopper correctly to minimize the risk of paper miss-feeding or jamming.

Fan and prepare the pressure seal forms as described in the previous page.

Adjusting the hopper paper side guides to the correct setting



Paper Guide Tension

Ensure that the side guides are set close against the edge of the forms to guide the forms squarely, however if the guides are set too tight, this may prevent the forms from being fed reliably. Also make sure that the center of the forms are in line with the grey in-feed roller.



Please note.

The hopper will take up to 100 printed pressure seal forms, however please do not overload the hopper at this will result in miss-feeding.

Adjusting the Fold Drum

1. Unlock the **green** release lever to set to the correct fold position.
2. Slide the **red** arrow, by moving the **red** knob to the fold position required according to the fold assist label on the fold drum.
3. Slide the **blue** arrow (second fold) according to the fold assist label on the fold drum.
4. Once the required fold position is set, lock back the **green** release lever.

(Remember the **Red** knob is for the first fold setting, **Blue** slider is for the second fold setting.)

Ex 1) "Z" fold with A4

Red arrow "198"(First fold 198mm), **blue** arrow "99"(Second fold 99mm)

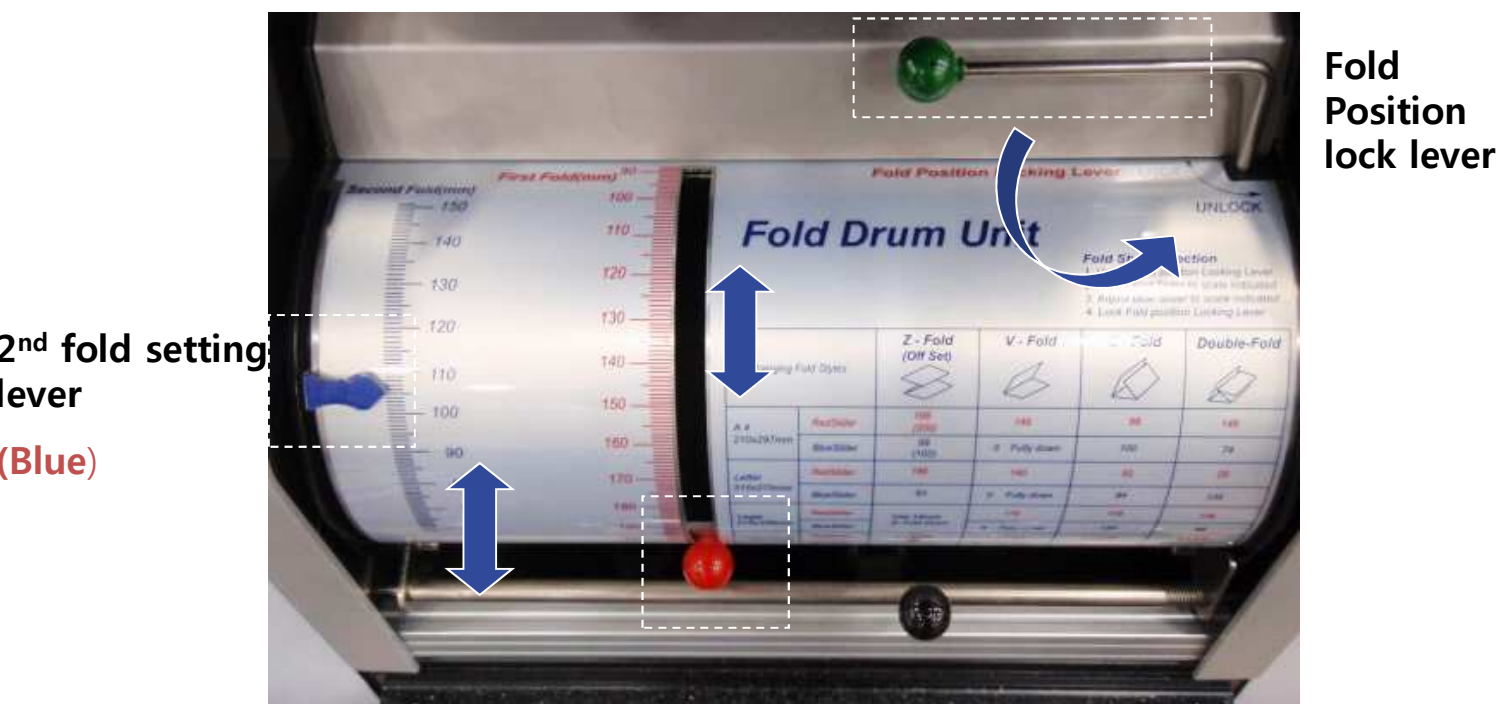
Ex 2) "C" fold with Letter

Red arrow "92"(First fold 92mm), **blue** arrow "94"(Second fold 94mm)

Ex 3) "V" fold A4

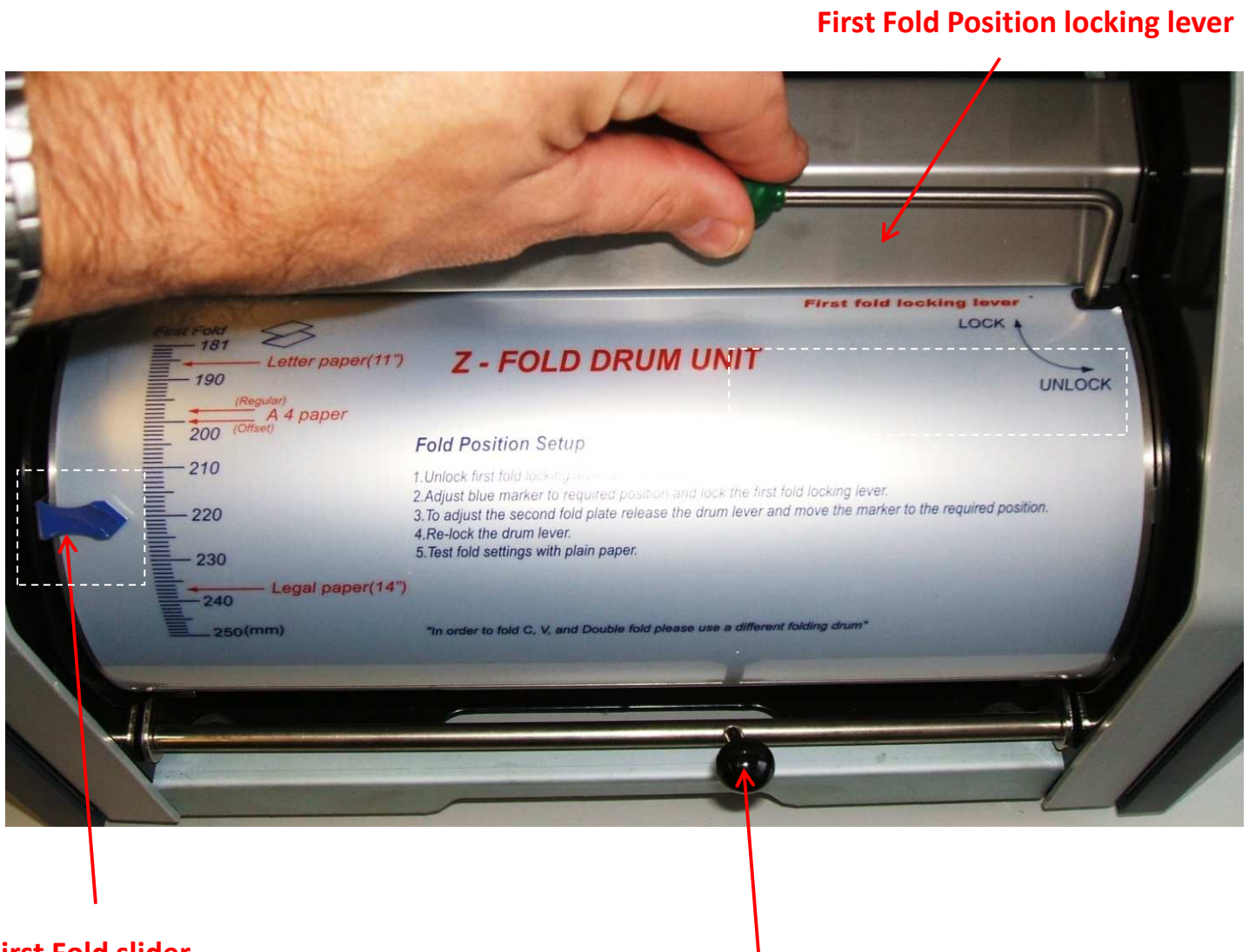
Red arrow "148"(First fold 148mm), **blue** arrow "0"(Fully down, No Second fold)

Note: Please note that although we suggest that you follow the fold setting according to the manual, the scale on the drum is NOT 100% accurate and is provided as a guide only



14" Fold Drum Setup

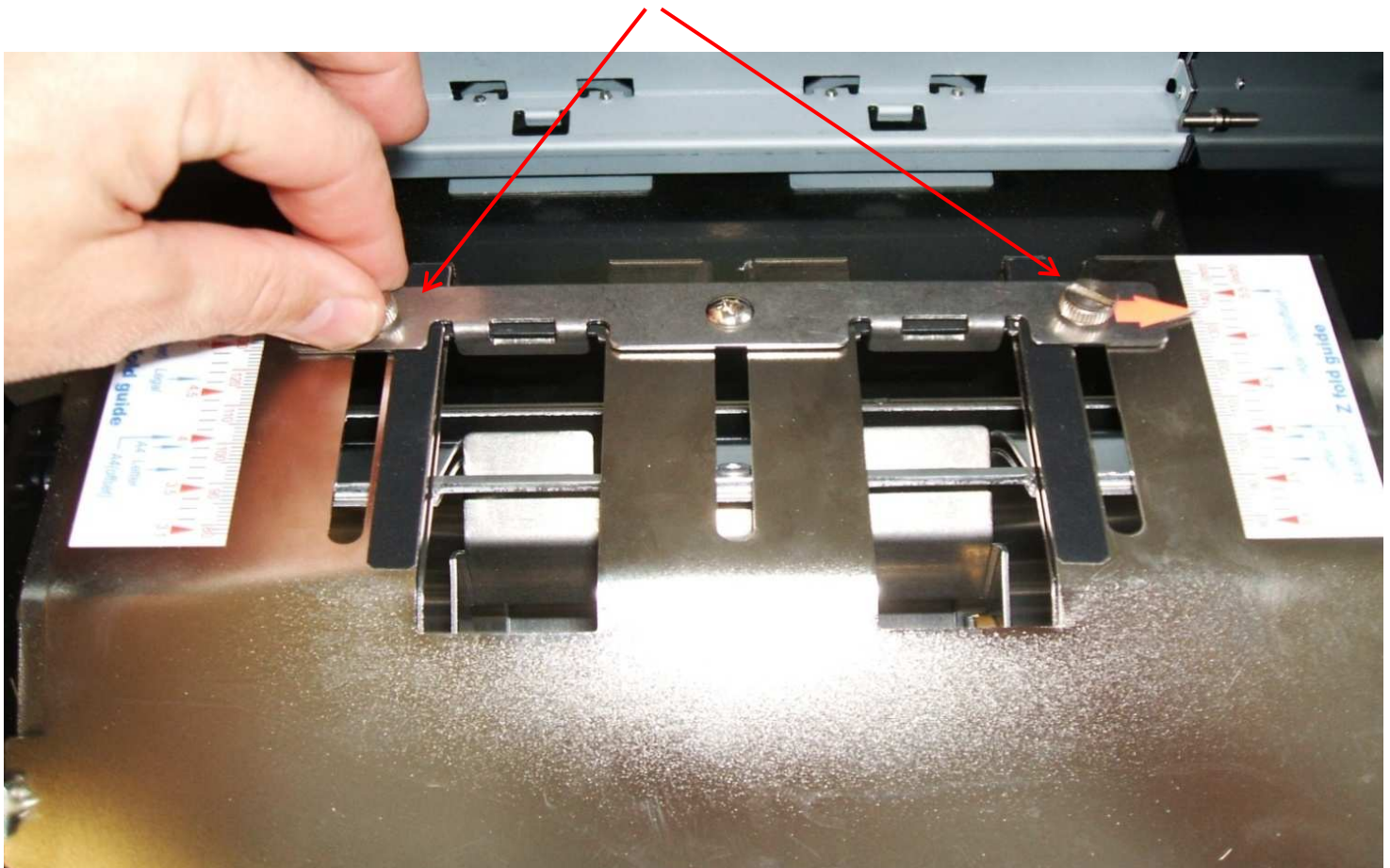
By looking at the Customer's Form, determine the Size of Paper and Type of Fold. The blue slider on the front of your drum is your first fold position marker (There are basic instructions on the drum to help you.) Remember unlock the first fold locking lever (Green plastic ball on shaft) first before moving the blue slider



14" Fold Drum Setup (2nd Fold Plate)

The second fold position is located inside the drum. Unlock the fold drum release lever (this has a black plastic ball on the shaft) the drum will drop forward. Now you can see the second fold plate and settings... You must undo the 2 thumb screws to move the slider to the required setting. Once you have set the fold plate move the fold drum back to its original location.

Thumb Screws



Paper Jam Removal

Sealing Roller Jam

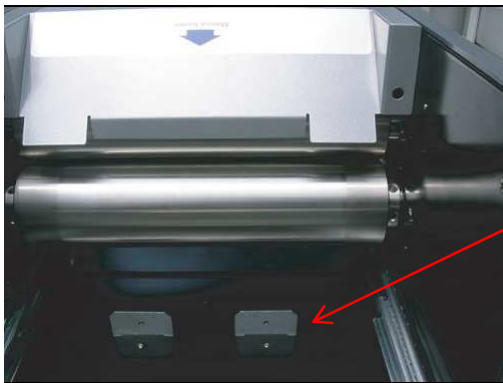


Fig 1

Jam release
tool

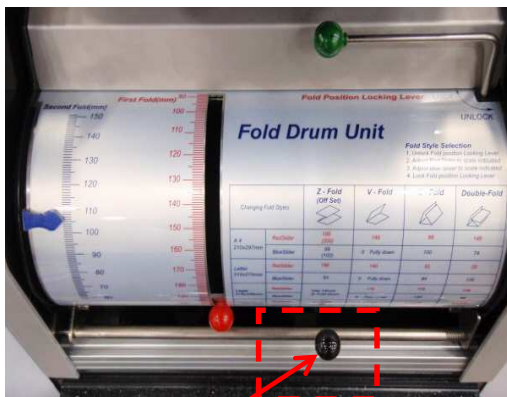


Fig 2

Open up the machine as described on page 3. If you see paper jammed between the two large sealing rollers then please carry out the following

- Remove the Jam release tool located as shown in **Fig 1**
- Insert the tip of the tool into the right hand side of the lower sealing roller as shown in **Fig 2** and **push down on the tool anti clockwise**
- Once you have removed the jammed document replace the jam release tool into its holding location see **Fig 1** and push the machine together.

Folding Roller Jam



Fold Drum locking lever release this
to access folding rollers



If you believe that there is paper stuck within the feeder or fold drum area then please carry out the following instructions;

- Unlock the fold drum as show in **Fig 3** pull the drum forward. Look inside if you see any paper remove it.
- If you can see any paper within the feeding area as shown in **Fig 4** please remove it.
- **Once you have achieved this. Push back the fold drum and lock into place.**

Manual Seal Function

To manually seal single forms.

1. Lower the Paper Tray as shown in the photo below.
2. Fold the form so it is ready to be sealed.
3. Place into the manual seal opening.
4. Turn machine **ON** and press the **START** button.



Printed pressure seal forms leave paper dust as well as ink and toner residues where they come into contact with rubber rollers.

Therefore it is very important to occasionally clean the surface of the each roller to ensure optimum performance.

1. Paper Dust

Use small air cleaner or dust remover throughout the machine.

2. In-Feed and Fold Rollers

Clean the in-feed roller as well as the aluminum and rubber rollers inside the folding unit with roller cleaning fluid. Do not use oil as this will damage the surface of the rubber.

3. Sealing Rollers

With general use, toner will build up on the pressure rollers. Check the rollers for build up of toner and clean on a regular basis using a suitable roller cleaning fluid. The degree of build up will vary according to the type of printer, toner & fuser used.

Caution :

Do not use any other substance to clean the surface of the fold rollers as it may damage the rubber.

Please contact us for further details on suitable cleaning solutions to be used.



Pressure Seal Solutions Ltd

incorporating **IQPFS**
Printing & Folding Solutions



Pressure Seal Solutions Ltd, 1 The Dean, New Alresford, Hants. SO24 9BQ

Tel: 0845 3453445 / +44(0)1962 734433

Email: info@iq-pfs.com Fax: +44(0)1962 733366