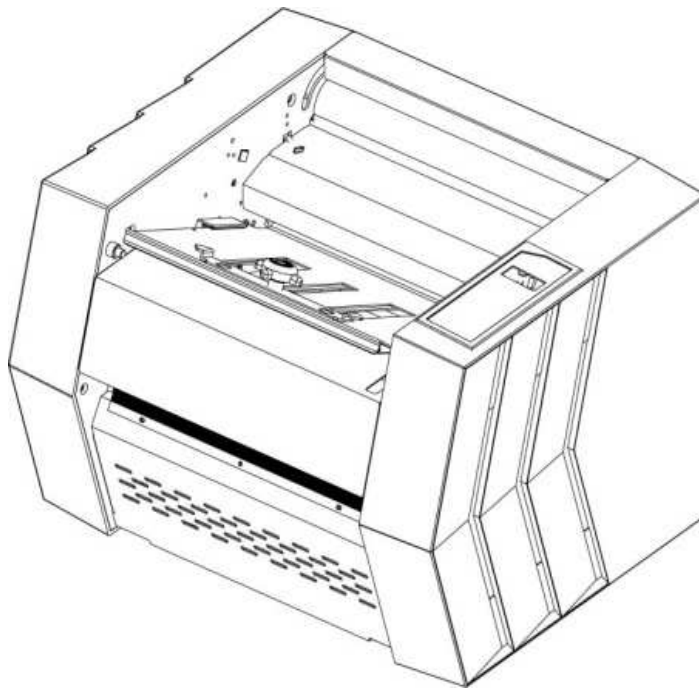


# **IQ MF3000D**

## Technical Manual



### Pressure sealer

This manual provides detailed information on how to operate and maintain your Mailfinisher 3000D.

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

**Thank you for your purchase.**

## **Copyright**

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MF3000D is the registered trademark of Welltec System

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## MF 3000D Features (Pressure Sealer)

- **Perfect Sealing Quality & Low Noise Level**

The most advanced pressure sealing technology with lightweight, excellent sealing quality and extremely low noise levels.

- **Excellent Folding Quality**

Excellent folding quality, even with plain paper based on our advanced technology.

- **Compact & Dynamic Design**

Advanced technology sealing system allows for compact design which saves valuable workspace.

- **Angle Seal Technology**

Innovative and exclusive angled seal technology provides superior sealing capabilities.

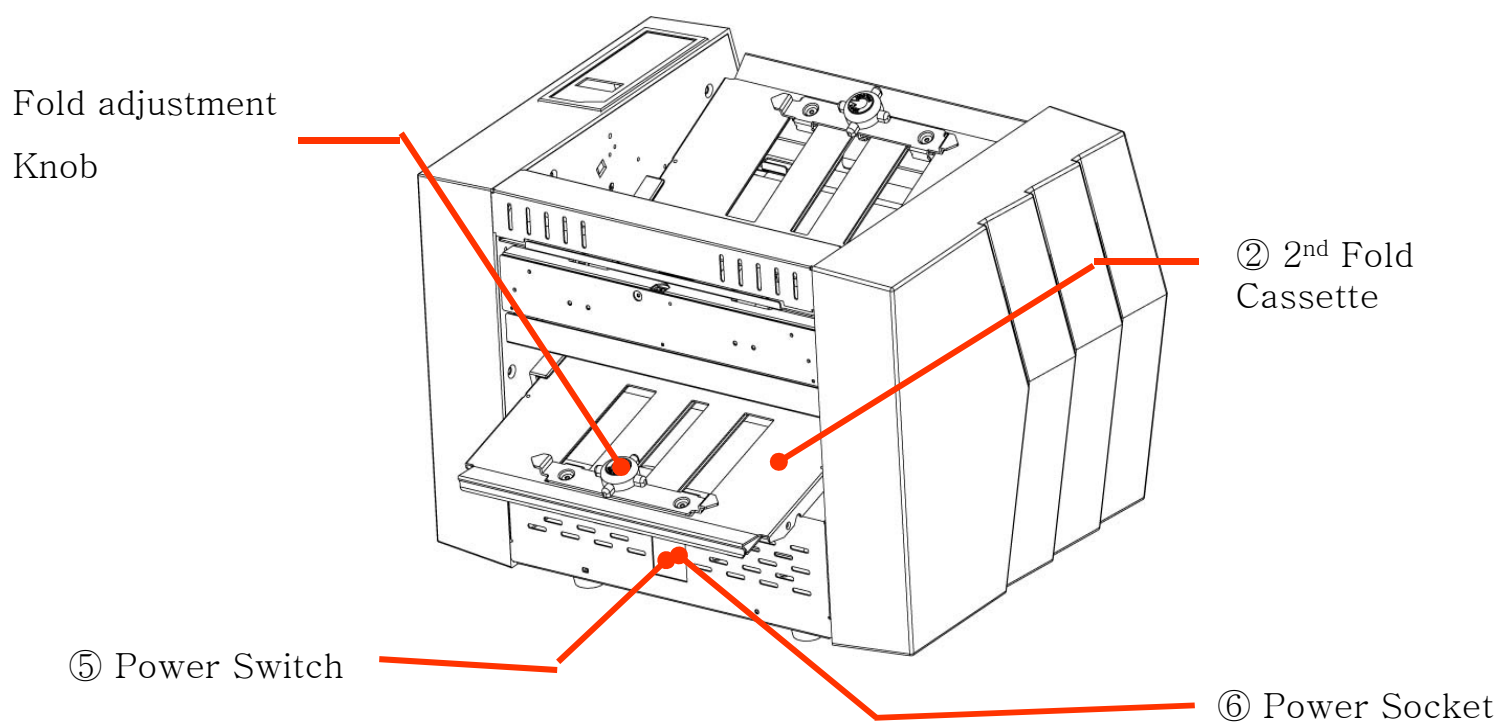
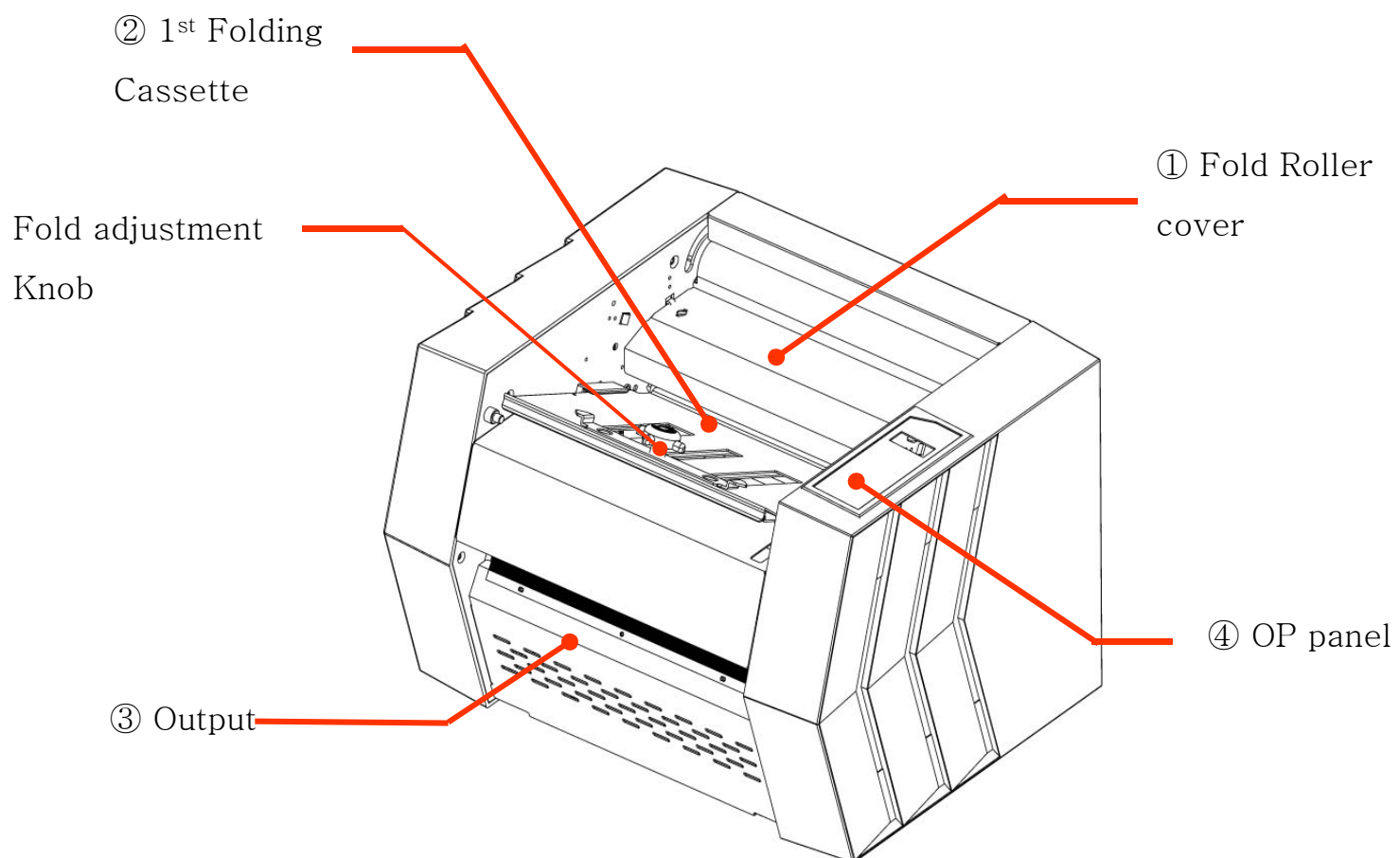
- **Inline Pressure Sealer**

MF3000D is compatible with several printers and it is very simple but useful.

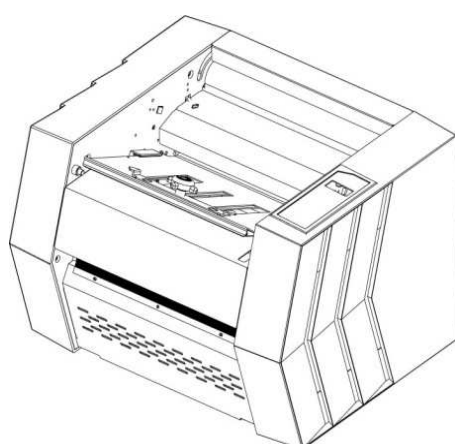
## MF 3000D Specification

- Form Size : A4 / Letter / Legal size
- Speed : Maximum 3,000 forms / hour (Depends on the printer)
- Input Tray : up to 150 forms
- Form weight : 60-120gsm
- Folding Setting : Z, C, V & Double, 14" uneven Z
- Manual Feed
- Batch Count Alarm
- Noise Level : less than 45db
- weight : 22kg
- Dimension : 320 X 390 X 280mm(WxLxH)

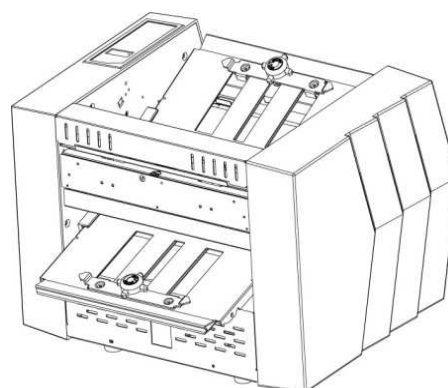
**\*Based on 80gsm paper weight.**



- ① **Roller cover**  
Open roller cover when jam occurs.  
(Please turn the Knob in clockwise rotation for unlock).
- ② **1<sup>st</sup>/2<sup>nd</sup> Folding Cassette**  
After 1<sup>st</sup> folding is made in the 1<sup>st</sup> folding cassette in front , 2<sup>nd</sup> folding is made in the 2<sup>nd</sup> folding cassette.
- ③ **Output**  
Finished forms exit the front of the machine
- ④ **OP panel for Start/Stop & other function**
- ⑤ **Power switch**  
After check power socket, please turn on/off power switch
- ⑥ **Power Socket**  
Main power socket located on the back of the machine



[Front View]



[Rear View]

## Contents

Please check the following parts are included in the box.

Power cable, 1<sup>st</sup> Fold Cassette, 2<sup>nd</sup> Fold Cassette, Output stacker User manual



[Unpack the Box]



[1<sup>st</sup>, 2<sup>nd</sup> Fold Cassette]

### \*Caution

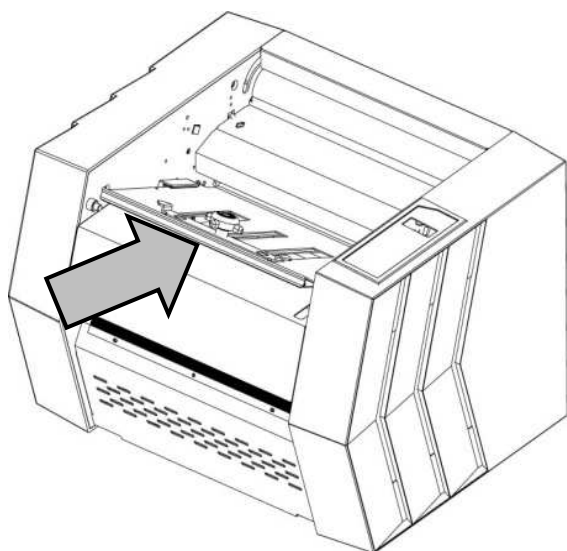
Power connection : Please refer to the label for electric information which is located at the back of the machine. If it is not working properly, please contact your local dealer for service.



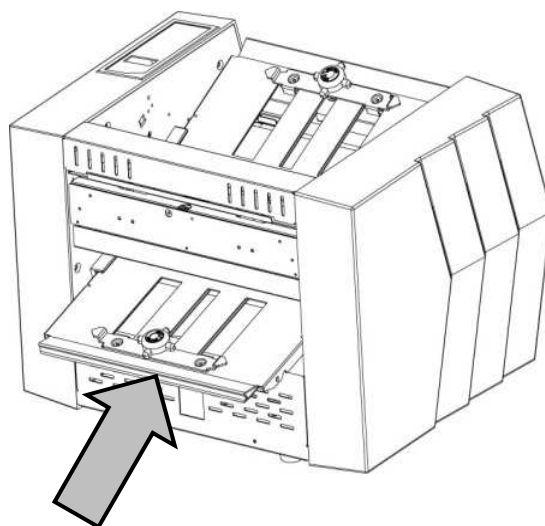
### Adjusting the Fold Cassette

Insert the 1<sup>st</sup> Cassette(Pic. 1) on the front and 2<sup>nd</sup> Cassette on the back(Pic. 2)

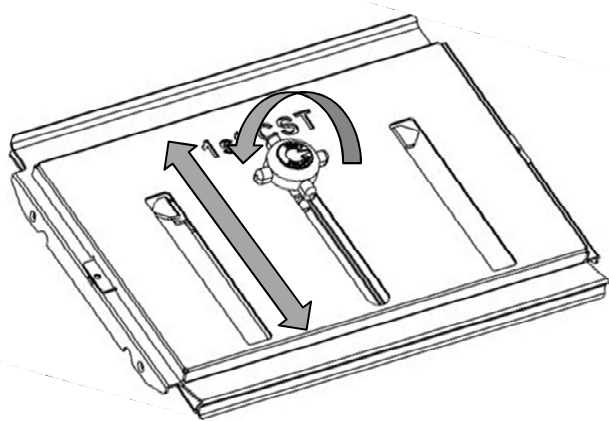
Turn the Knob to adjust the fold cassette to the desired paper size (Refer to fold assist label on top of the in-feed tray.)



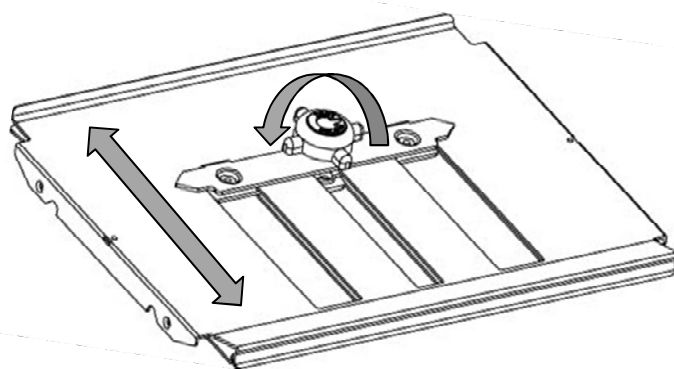
[Pic.1 : Set the 1<sup>st</sup> Cassette]



[Pic 2 : Set the 2<sup>nd</sup> Cassette]







[Pic 3 : Adjust 1<sup>st</sup> Cassette]



[Pic 4 : Adjust 2<sup>nd</sup> Cassette]



## Folding Cassette Setting Guide

Fold cassette setting guide								
		A4		Letter		Legal		Custom
		mm	Inch	mm	Inch	mm	Inch	Paper length X
<b>Z - Fold</b> 	1-st	99	3.89	93	3.66	118.6	4.67	33.3%
	2-nd	99	3.89	93	3.66	118.6	4.67	33.3%
<b>Uneven Z Fold</b> 	1-st	99	3.89	—	—	137	5.39	33.3%
	2-nd	102	4.01	—	—	140	5.51	34.3%
<b>Single Fold</b> 	1-st	148.5	5.85	139.5	5.49	178	7.0	50.0%
	2-nd	Insert the cassette in the opposite direction						
<b>C - Fold</b> 	1-st	198	7.8	186	7.32	237.2	9.34	66.6%
	2-nd	99	3.89	93	3.66	118.6	4.67	33.3%

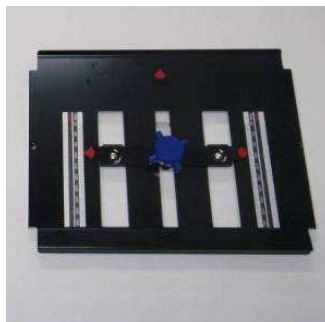
### How to set "Z-Fold"

- Swivel the Knob to counter clockwise and move on 99mm.
- Swivel the Knob to clockwise to tight and hold the position.
- 2<sup>nd</sup> Cassette is same as 1<sup>st</sup> Cassette.

**! Attention : "C-Fold" is need to use 270mm Cassette(Pic. 3)**



[Pic.1 : Standard 1<sup>st</sup> Cassette]

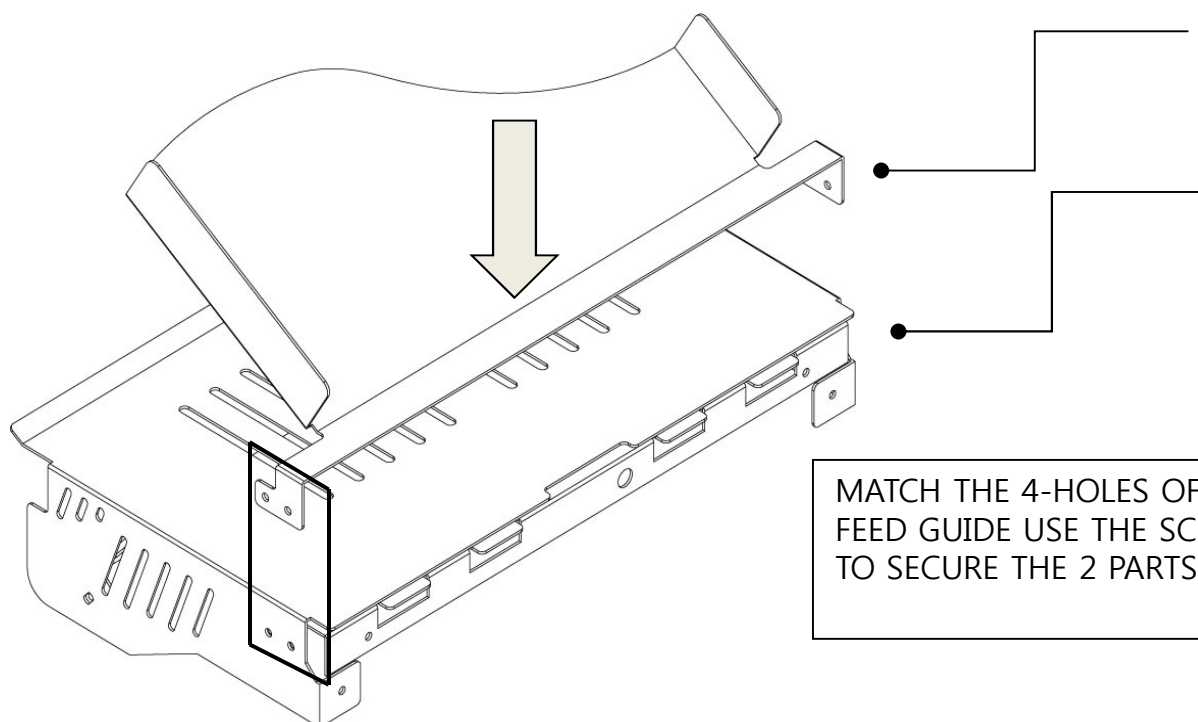


[Pic. 2 : Standard 2<sup>nd</sup> Cassette]



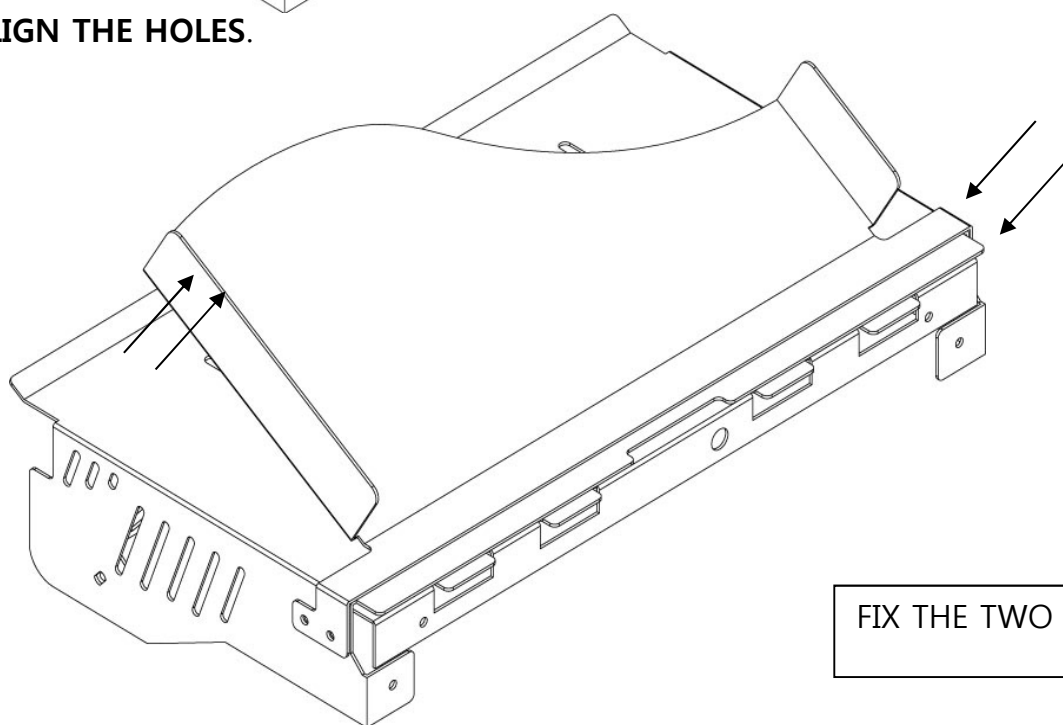
[Pic. 3 : Option – 270mm Cassette]

## How to assemble the guide



MATCH THE 4-HOLES OF THE MANUAL  
FEED GUIDE USE THE SCREWS PROVIDED  
TO SECURE THE 2 PARTS TOGETHER

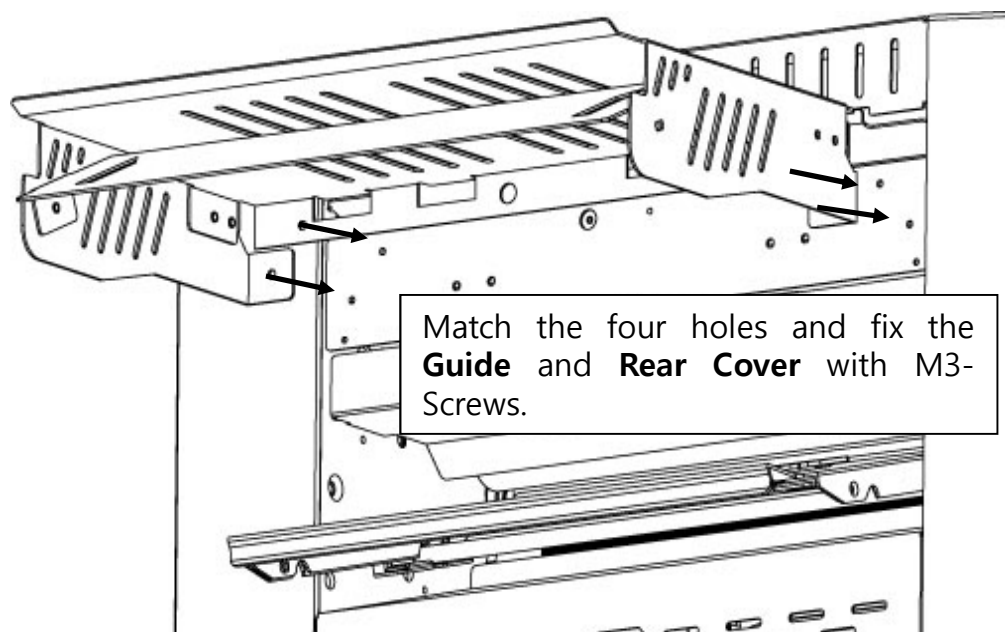
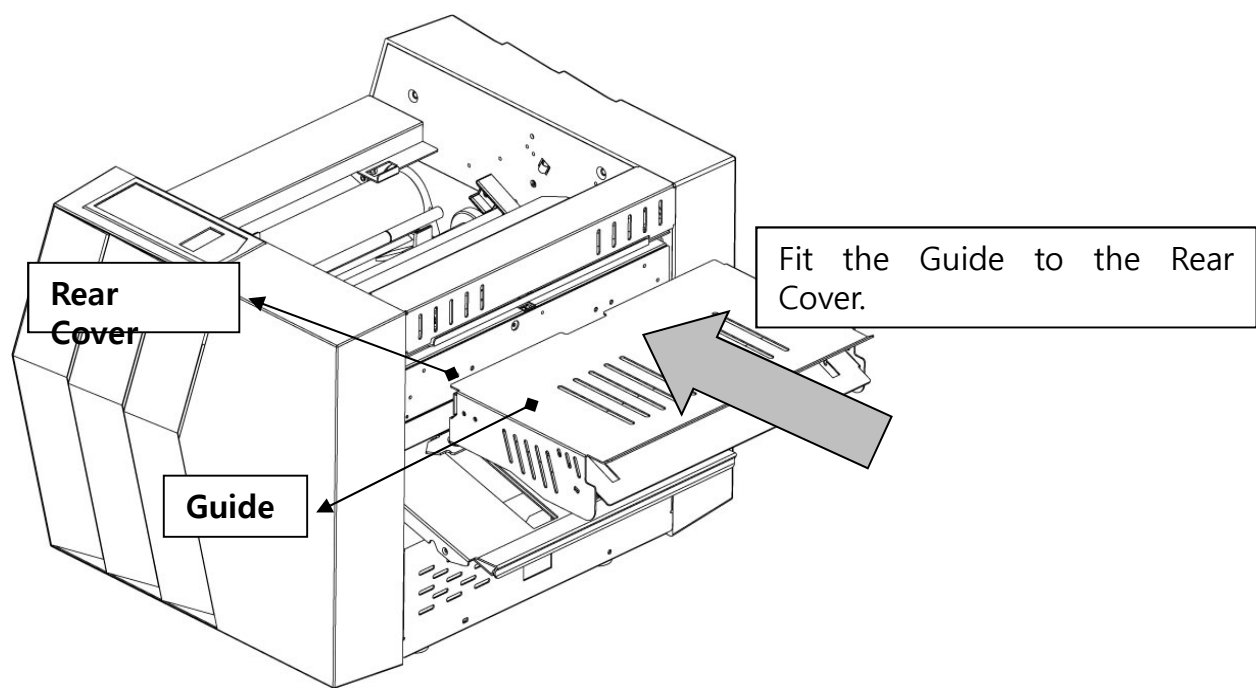
**ALIGN THE HOLES.**



FIX THE TWO PARTS WITH 4-M3 SCREWS.

**FIX WITH THE 2-M4 SCREWS. (BOTH SIDE)**

## How to assemble the guide



## How to assemble the printer connection Plate OKI Printer ONLY

**1) Fit the three holes.**

**5) Assemble the stud with M4 screw.**

**2) Fix with 3-M4 screws.**

**Middle Plate.**

**4) Fix with 2-M4 knobs.**

**2) Fix with 3-M4 screws.**

**Connection Plate-2**

**Connection Plate-1**

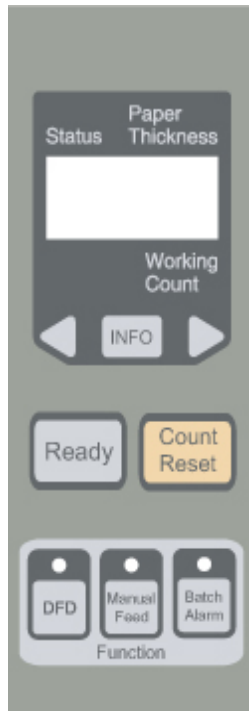
**3) Fit the two holes on the each side.**

**4) Fix with 2-M4 knobs.**

**Printer Mountbase**

- Fit the three holes of the connection plate.  
There are two kinds connection plate. Please keep notice the assembling direction.
- Fix the plate with M4 screws. (6-screws are needed)
- Put the Printer Mountbase on the bottom properly and fit the holes.  
Please check the holes location for the kinds of paper (A4/Letter or Legal).
- Fix the printer Mountbase and Connection plate with M4 Knobs.
- Put the stud into the D-cut hole and fix it with M4 screw.

## Operation Panel



### Count Reset

Please push a [**Count Reset**] button for initializing the working count on the Ready State.

### Reset

[**Ready**] : Initialize the paper thickness .

- General Mode

[**Count Reset**] : working count is 0.

- Batch Alarm mode

[**Count Reset**] : batch counter is initialized, but working count is not initialized.

## DFD (Double Feed Detection) on/off

If you do not want to use double detection function, you can make "DF mode" Off.

Press **[DFD]** and see disappearing "paper thick" on LCD.

Tip : You can use this function when the DFD is out of order because of the printed contents on the paper.

## DFD Sensibility

DFD sensibility sometimes has to be changed for better detection.

Please hold the **[DFD]** button and change the "paper thick" value by using the **[Direction]** button. And for confirming and storing hold the **[DFD]** button again.

## Batch Alarm Mode ON/OFF

Press **[Batch Alarm]** button for activating the batch count function. And press **[Batch Alarm]** button once again for deactivating the function.

## Adjust Batch Count

The batch count adjusting menu is appeared through holding the **[Batch Alarm]** button.

You can change the value by using the **[Direction]** buttons and confirm the count by holding the **[Batch Alarm]** button again.



## INFORMATION Menu

An information menu is appeared when the **[INFO]** button is pressed on the ready state.

1) What is the "Information" menu.

In this menu, a couple of information about the machine is showed.

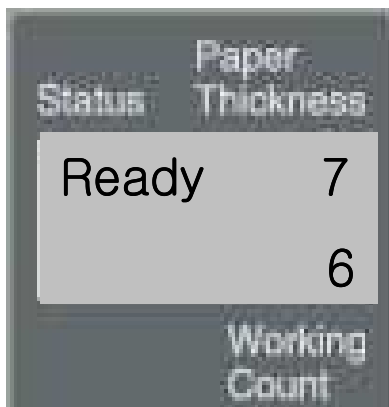
And user can check the several settings and information about the OM3D easily.

2) Menu

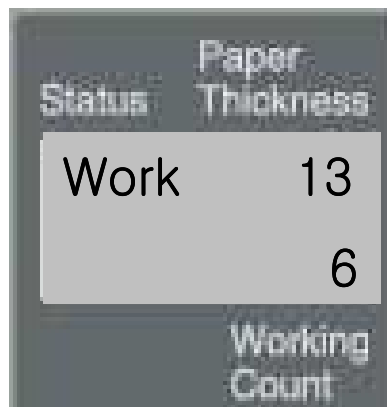
- a) Total Count : The total count of the machine
- b) Paper Thick : The sensitivity of the DFD function.
- c) Firmware Version
- d) Installation Date : The date when the machine was installed.
- e) Total Usage Time : Measure the using time.
- f) Batch Count Alarm : The number of the batch mode.

For moving back to the ready state, press the **[INFO]** button again.

1. If the [**Count Reset**] is clicked a Working Count becomes '0' .
2. If the [**Ready**] is clicked the Paper Thickness is initialized.



[Ready state]



[Work state]

← [Paper thickness]

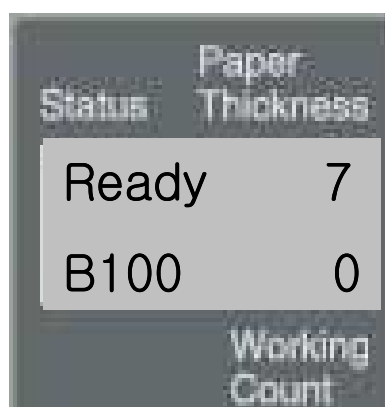
← [Working count]

## Batch Count Mode

1. Check the 'Ready State' of the OP Panel.
2. Adjust the fold-position of the 1<sup>st</sup> and 2<sup>nd</sup> CST by using the setting guide of the fold-position[Page 11].
3. Press the [**Batch Alarm**] button and check the LED is turned on.
3. To hold the [**Batch Alarm**] button shows 'Batch count setting ' when the 'Batch mode' is activated. The number of batch count can be changed [from 1 to 200] every time the [**Direction**] buttons are pressed. And the count is changed fast for holding [**Direction**]
4. Hold the [**Batch Alarm**] button for saving the count.



[Count setting]



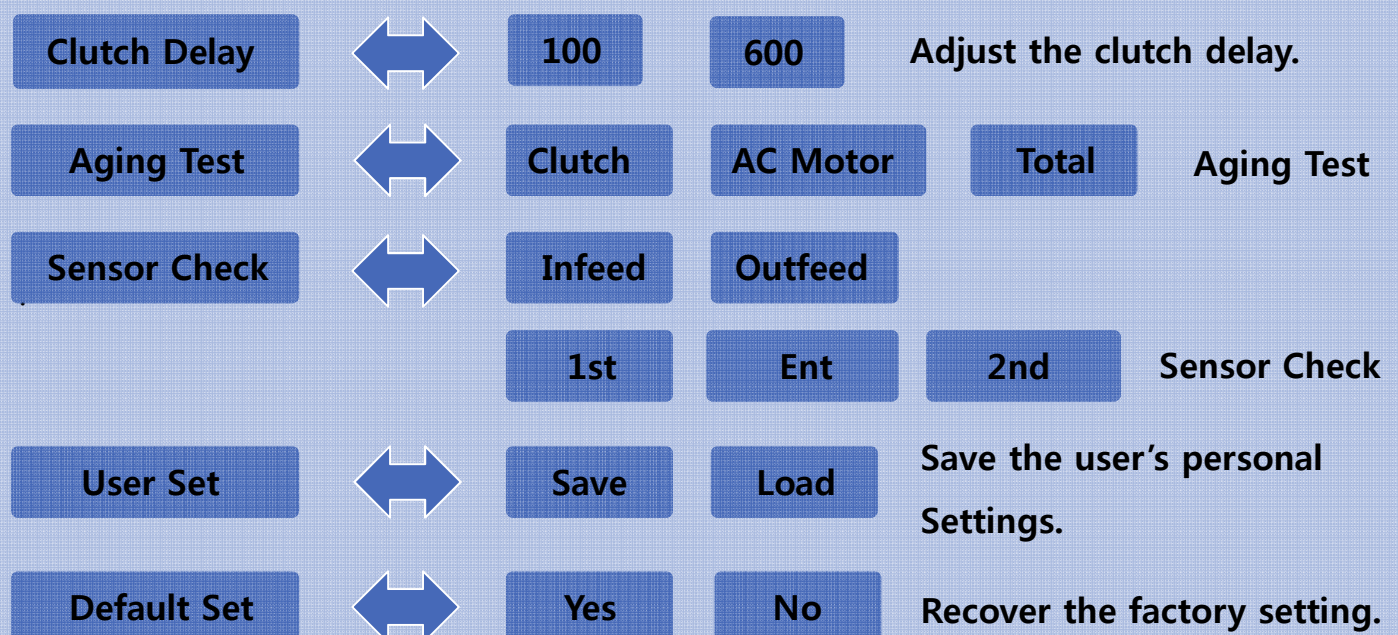
[Batch set]

## Engineer Mode Activation

1. Turn off the machine at the first.
2. Hold [Info] Button and turn on the machine until a beep-sound rings.
3. The engineer mode is activated.

## How to use Engineer Mode.

1. Enter the menu option.  
Please click [Info] button for entering the menu.
2. Change or adjust the option.  
Please click [Direction] buttons.
3. Quit the menu option without saving.  
Please click [Info] button for quitting the menu.
4. Save the option.  
Please hold [Info] button for saving the option.
5. Return to the ready state.  
Please click the [Ready] button.



## MANUAL FEED

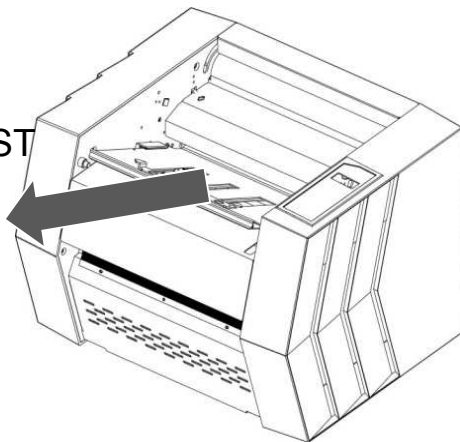
1. Press [**Manual Feed**] button and confirm 'Manual Feeding' is displayed on LCD.
2. Insert the paper into the manual feed guide.
3. AC motor starts to running firstly if the paper is detected by the infeed sensor and the paper is fed after two sec later.
4. The manual feed is turned off automatically after a paper was folded.

**! CAUTION :** Please pay attention that the clothing or any other loose items do not enter into the press rollers or any other moving part of the machine while in motion

## Paper Jam Removal

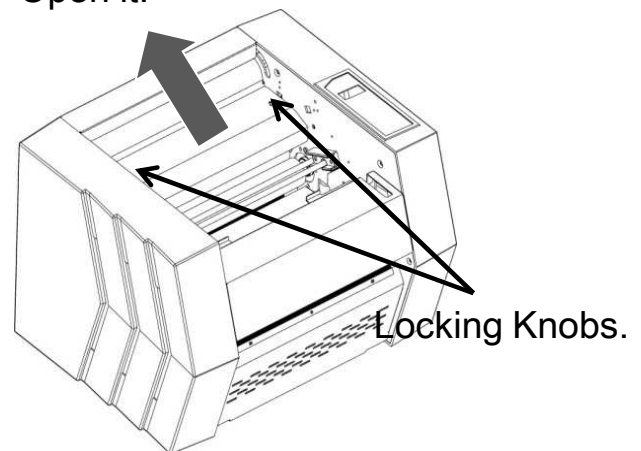
The paper jam that is occurred in the MF 3000D can be removed very easily. The machine is stopped automatically when the paper jam is occurred. And the paper jam can be removed by using the jam removal tool.

Pull  
the 1<sup>st</sup> CST

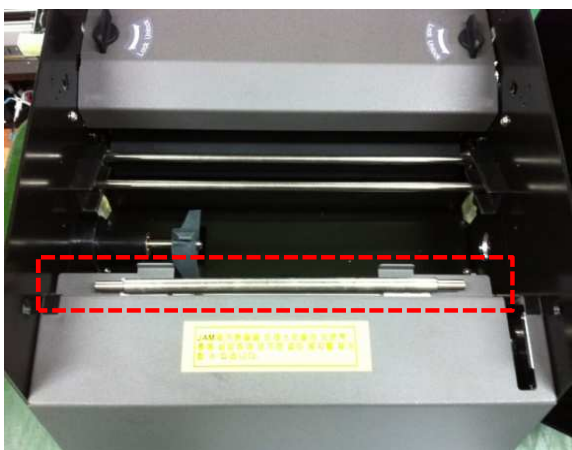


[Remove the 1<sup>st</sup> CST]

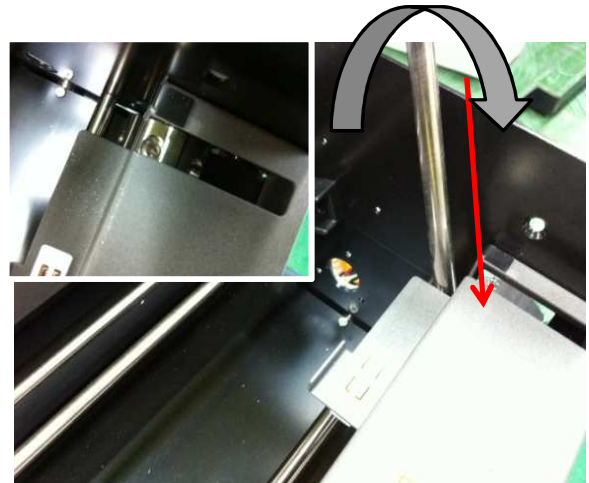
Open it.



[Open the top cover by un-locking the locking knob.]



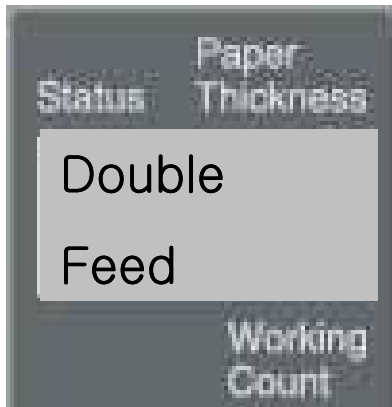
[Remove the jam by using the jam removal tool]



[Insert the tool into the hole on the press roller and rotate the press roller by hand]

! CAUTION : Please keep the jam removal tool to right position after removing the jam.

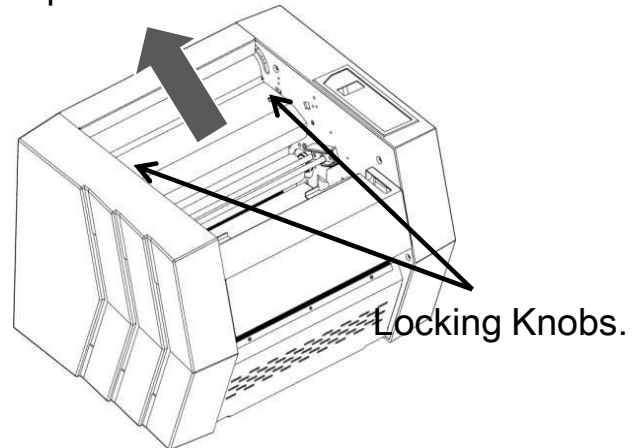
### Handling the error messages.



[Detect double feed & feed jam]



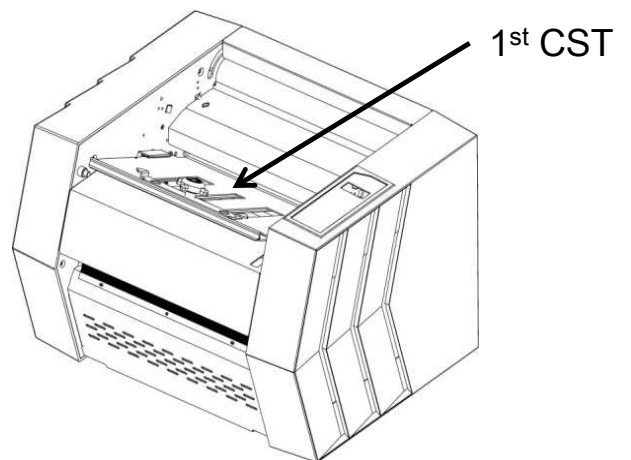
Open it.



[Open the cover and remove the jam]



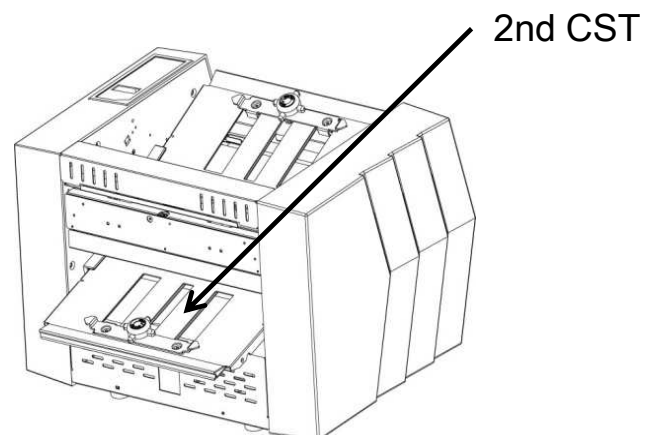
[1<sup>st</sup> Cassette Error]



[Check 1<sup>st</sup> Cassette]



[2<sup>nd</sup> Cassette Error]



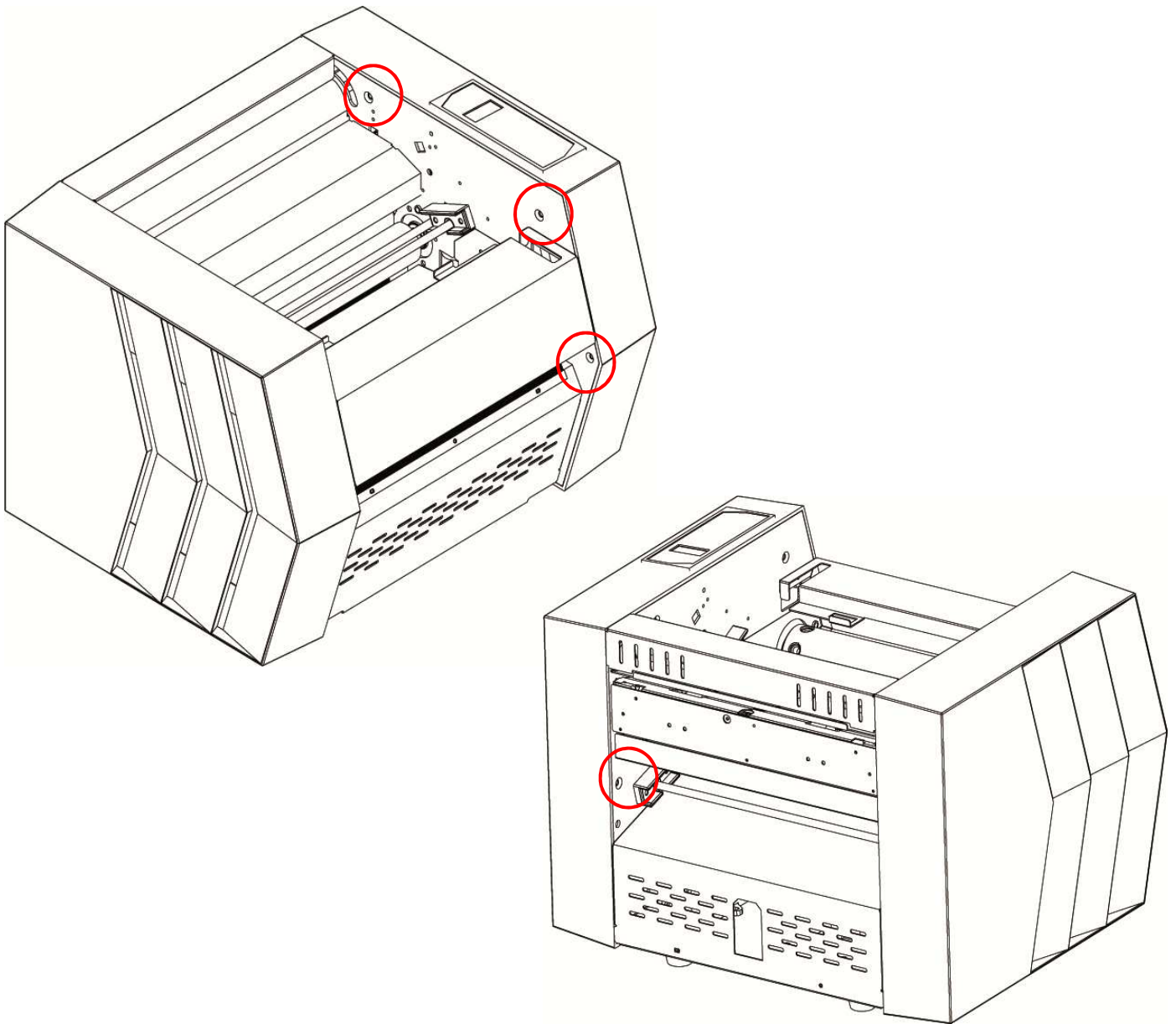
[Check 2<sup>nd</sup> Cassette]



### Remove the Covers

Remove the 4-screws for removing the cover.

The Position of the screws are pointed out in the pictures as follows.

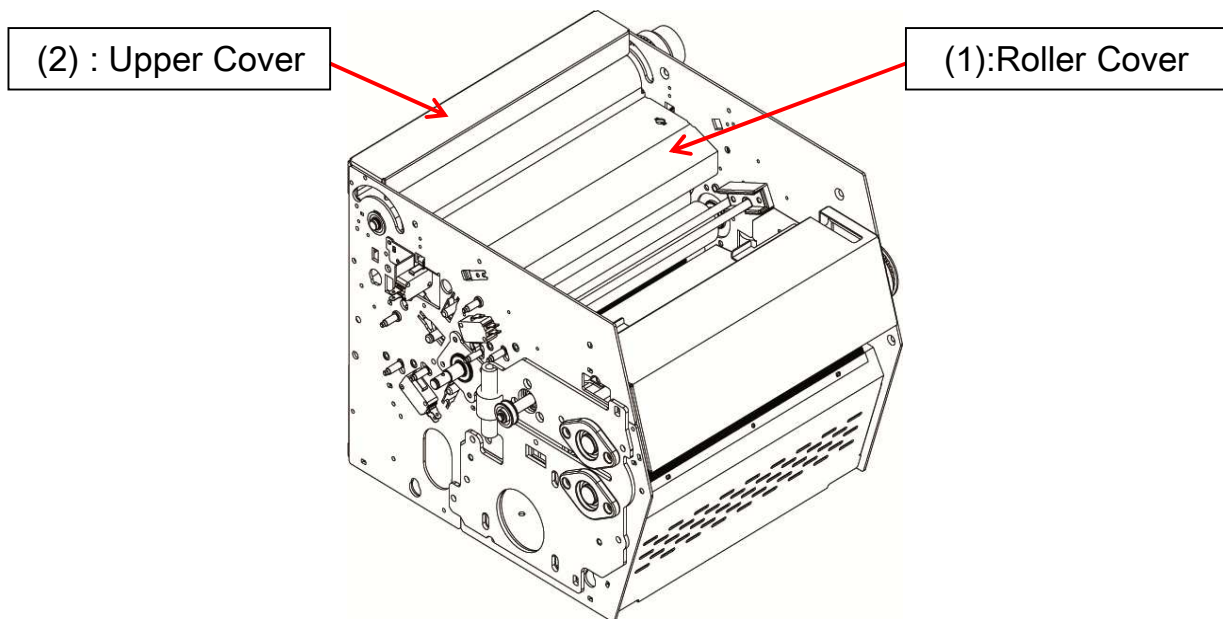


The other side cover is removed same way.

**Caution : Please assemble the covers before operating the machine.**

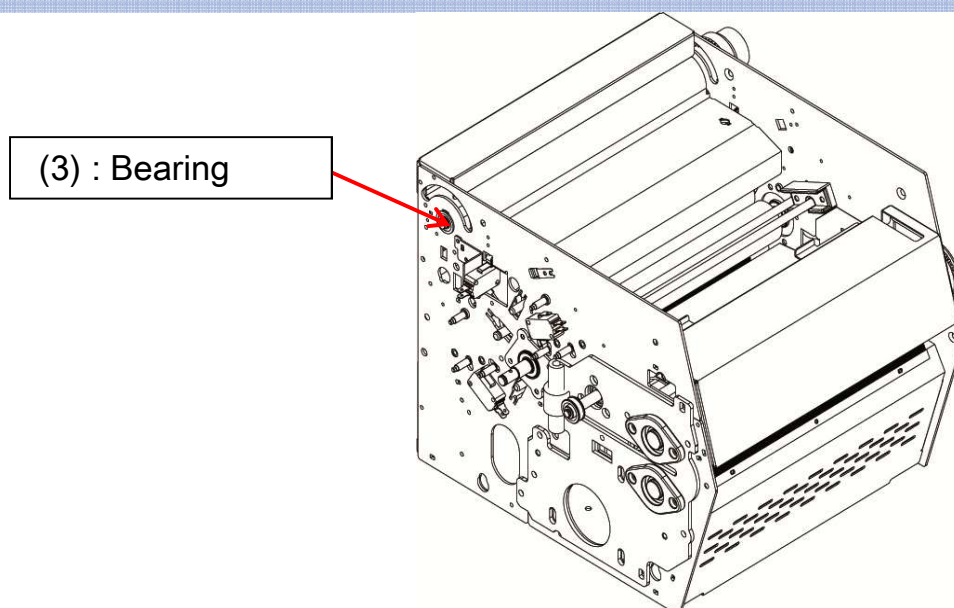
### Replace the Feed roller

1. Remove the both cover firstly. And open the '(1):Roller Cover'.
2. Remove the '(2):Upper cover'.



### Replace the Feed roller

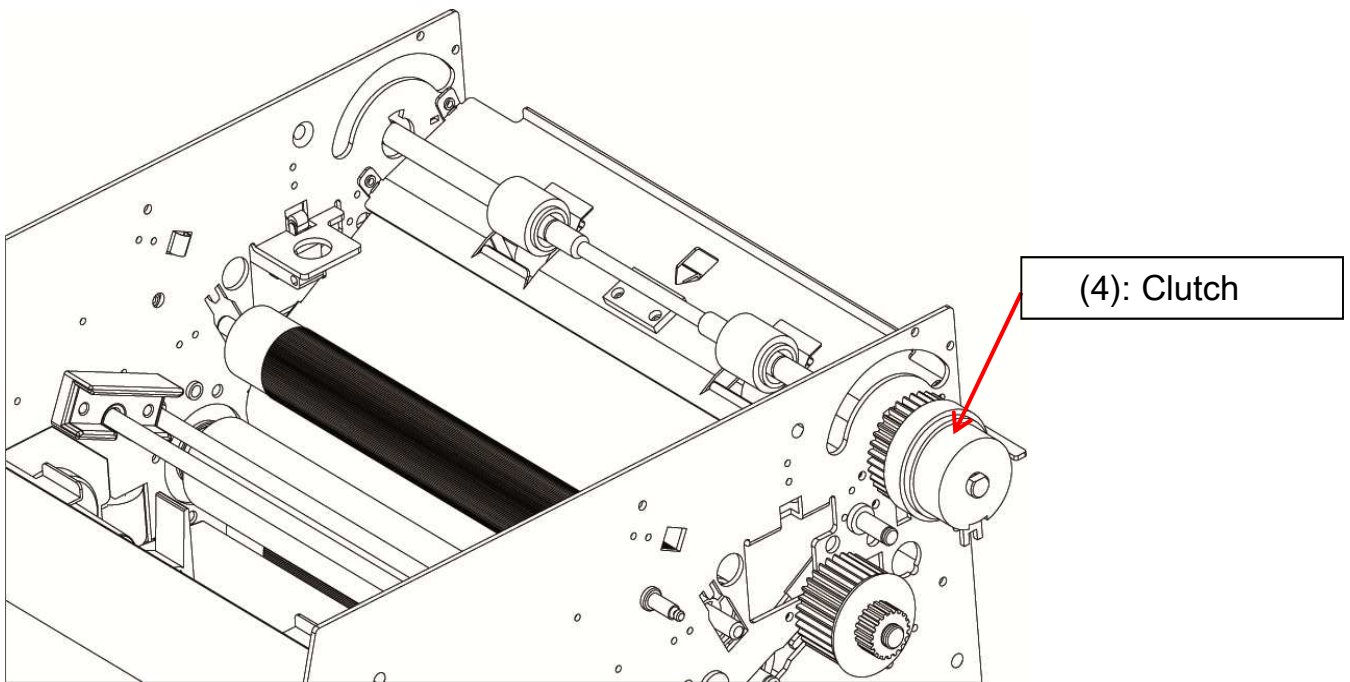
2. Remove the '(3):Bearing'.



For removing the '(3):Bearing' , E-clip has to be removed.

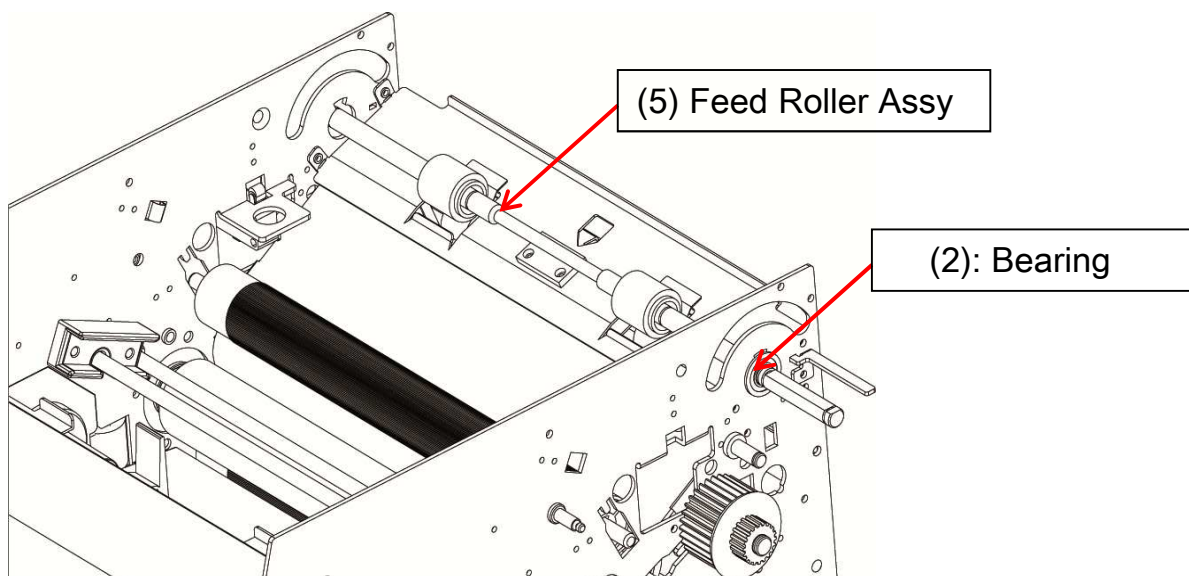
### Replace the Feed roller

3. Remove the '(4):Clutch'.



### Replace the Feed roller

4. Remove the '(2):Bearing' and '(5)Feed Roller:Assy'.

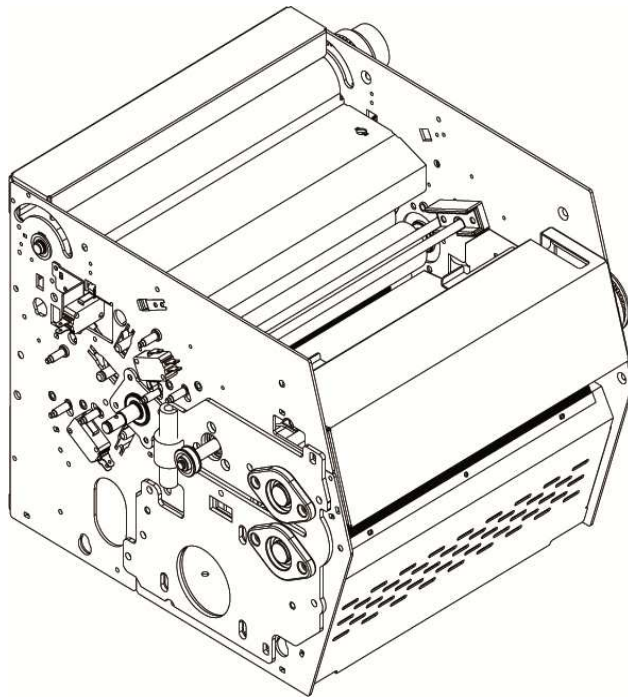


Re-assembling process has to be done by following the procedure to reverse.



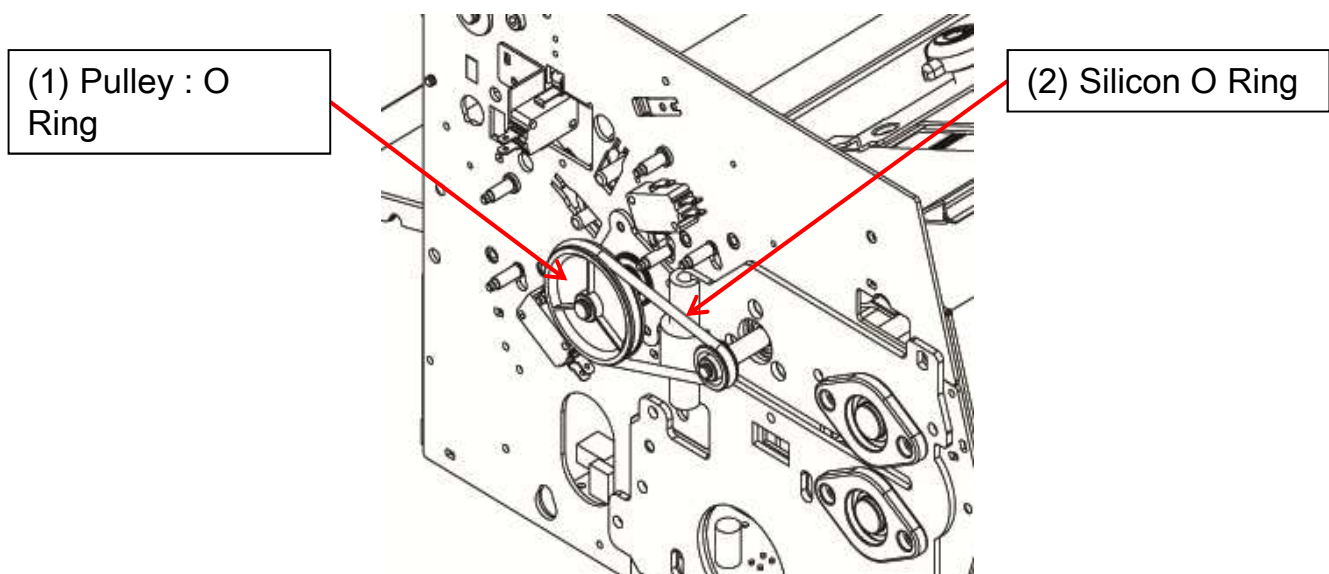
### Replace the Fold roller (Main Roller)

1. Remove the both cover firstly.



### Replace the Fold roller (Main Roller)

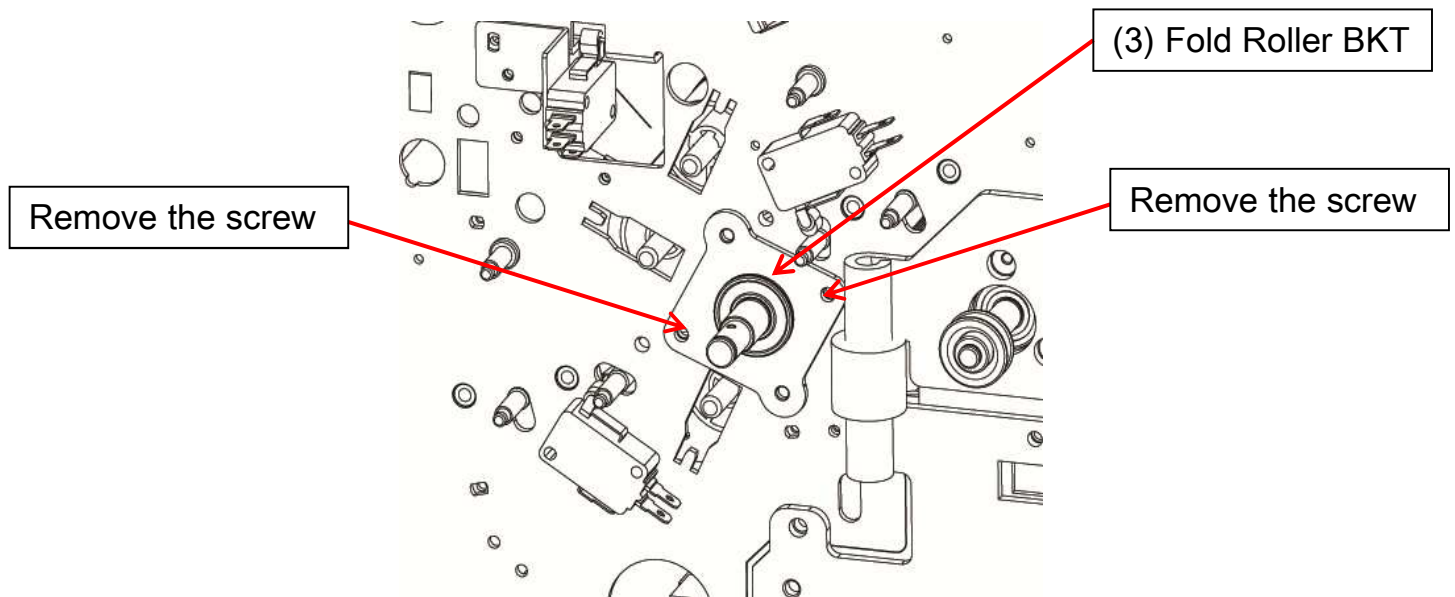
2. Remove the '(1):Pulley' and '(2):Silicon O-ring'.



For removing the '(3):Pulley' , E-clip has to be removed.

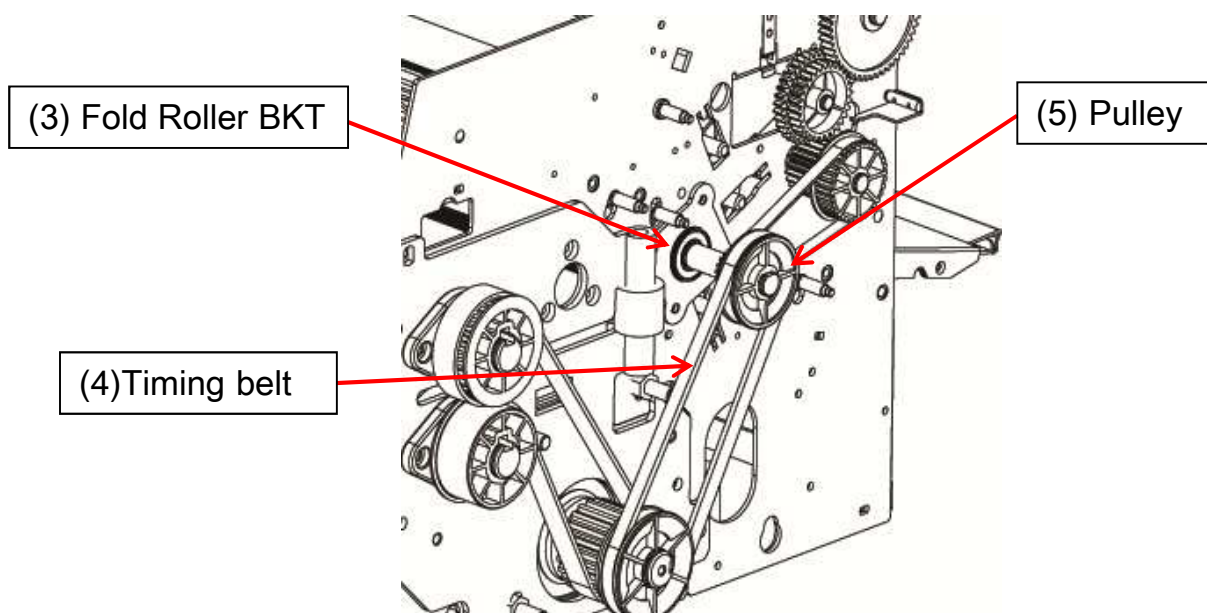
### Replace the Fold roller (Main Roller)

3. Remove the '(3):Fold Roller Bracket'.



### Replace the Fold roller (Main Roller)

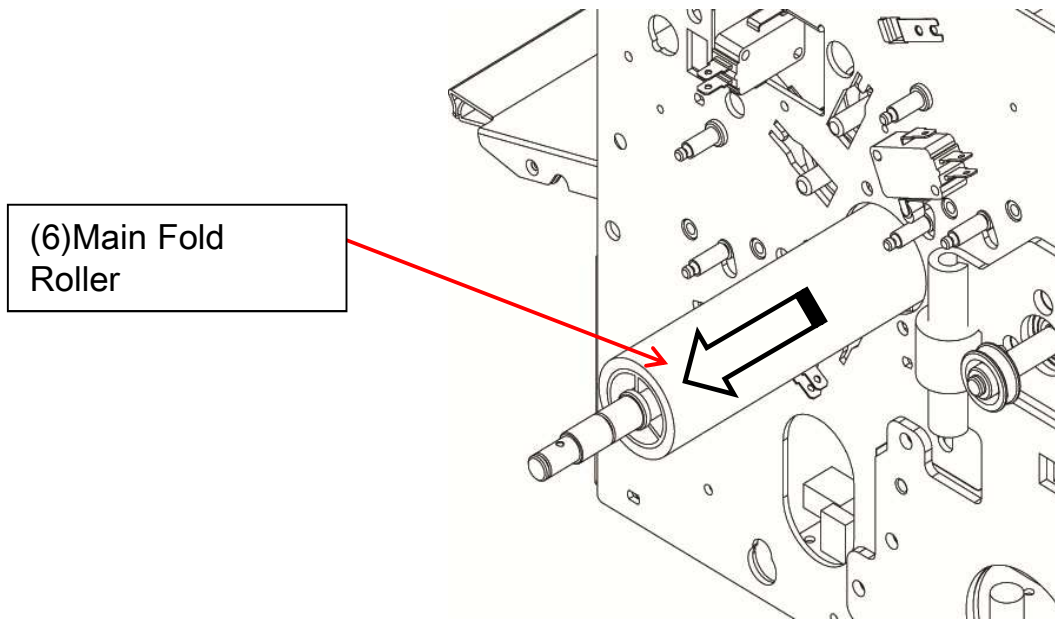
4. Remove the '(4):timing belt' and '(5):pulley' for de-assembling the '(3):Fold Roller BKT'.



Removing the (3):Fold Roller BKT is same as the procedure [3].

### Replace the Fold roller (Main Roller)

5. Pull the '(6):Main Fold Roller' out.



Re-assembling process has to be done by following the procedure to reverse.



### Operator Maintenance

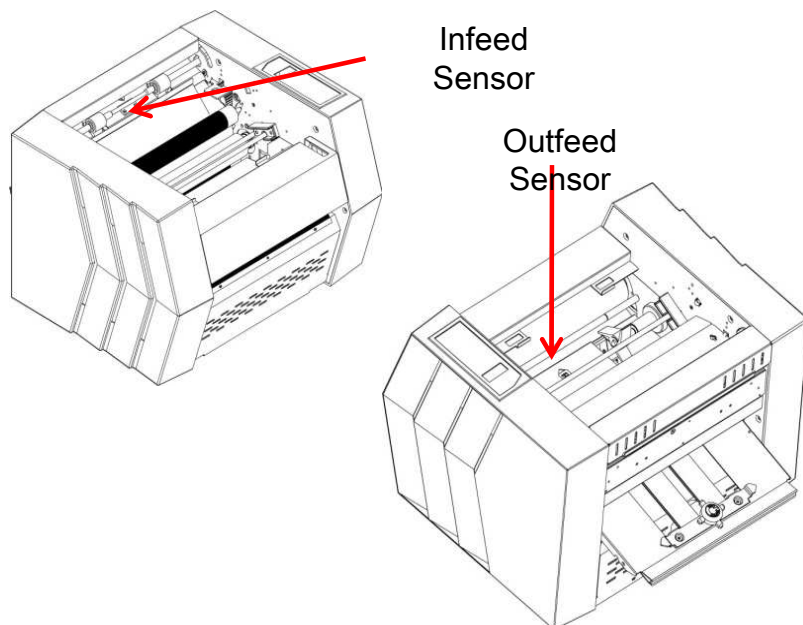
Due to the pressure seal forms leaving paper dust, ink and toner residues, it is very important to occasionally clean the surface of the each roller to ensure optimum performance.

In case of fold roller, remove 1<sup>st</sup> folding cassette and separate roller cover.  
Clean ink and toner residues on the folding roller with this soft cloth wet through alcohol.

\*Caution : Do not use oil as this will damage the surface of the folding roller.



[remove the forms]



[clean the sensor]

# IQ PFS

Printing & Folding Solutions