

# OPERATING GUIDE



## Model 5050

Letter Opener

Revision 3 - Brush Transport

neopost 

## Before You Start

- The 5050 model letter opener is a high speed milling cutter letter opener, capable of opening up to 30,000 envelopes per hour with a maximum thickness of 1/3" (8mm).
- The 5050 separates envelopes before cutting, for clean and consistent cutting.
- The 5050 stacks the envelopes on the Receiving Tray placed at the right end of the machine.
- The letter opener can be fed continuously with stacks of envelopes without having to stop the machine.

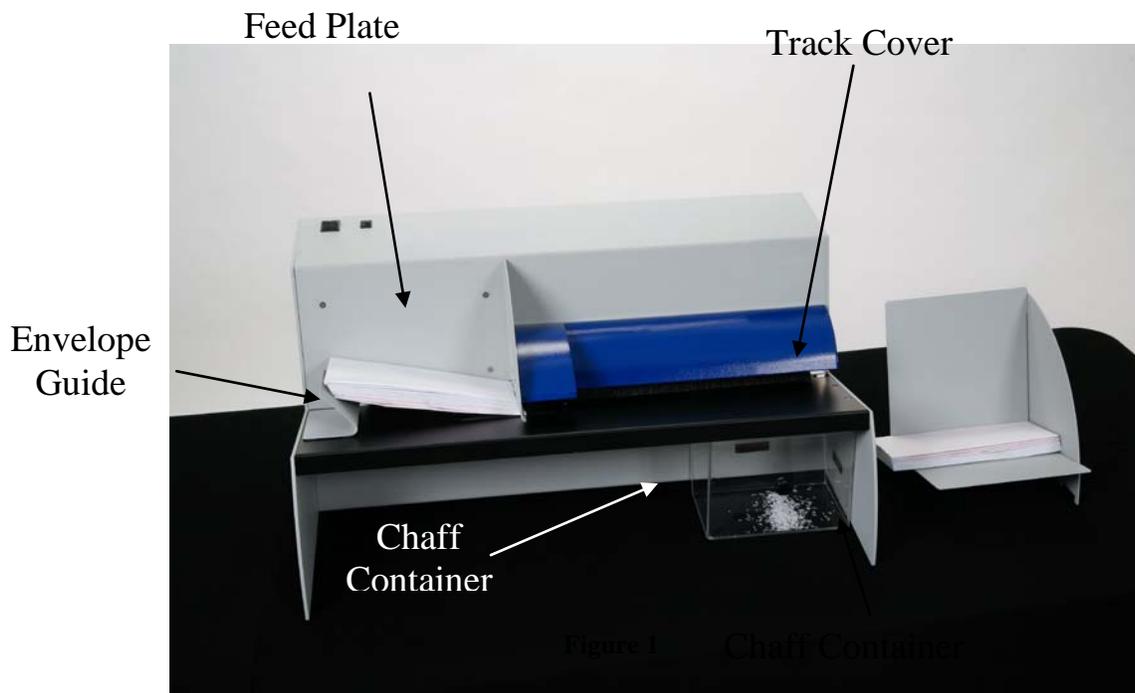


Figure 1 Chaff Container

## Routine Maintenance

**Always remember to turn off the 5050 and unplug the power cord from the machine before cleaning.**

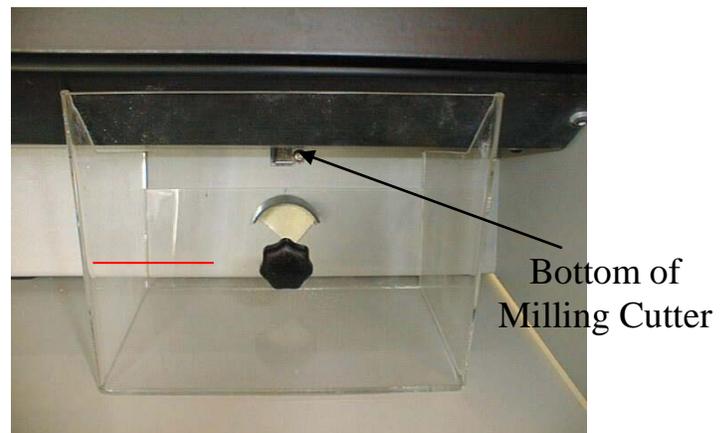
- The operator should clean around the machine every day, including emptying the chaff container.
- The operator should clean the black feed belts monthly. Clean the feed belts using a rag dampened with cleaning alcohol.
- The operator should make sure to empty the chaff container in regular intervals. The chaff should not be past the red line on the chaff container.

**DO NOT CLEAN THE FLAT RED BELT.**

All other cleaning and maintenance should **ONLY** be done by an authorized service technician! Please contact your local dealer for assistance.

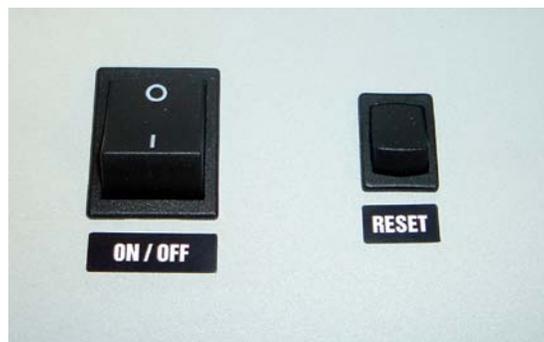
## Setting Up

Before starting your letter opener make sure the chaff container is placed and securely seated underneath the right side of the machine. The red line on the deflector should be placed so that it is directly beneath the red mark on the milling cutter as seen in Figure 2. If not placed correctly there will be paper chaff on your table.



## Start/Stop

Plug in the power cord and turn the power on by press down on the “I”, to turn the power off press down on the “0”. To start the machine press down on the “I” then press down the reset button.



# General Operation

## Envelope Feeding

Envelopes are best fed when fanned. This involves shifting the mail around to insure your letter opener will feed consistently.

- Turn the envelope flaps so that they do not run in line with the separator or cutting mechanism.
- Fan the envelopes before placing them on the envelope guide.
- After the envelope guide has been adjusted correctly, you can turn the power on
- Press the reset button, and start the machine

If you are still having trouble feeding, you can move the envelope guide backwards or forward until you get a consistent feed.

## Removing the Blue Track Cover

**Turn off and unplug the 5050 before removing blue track cover.**

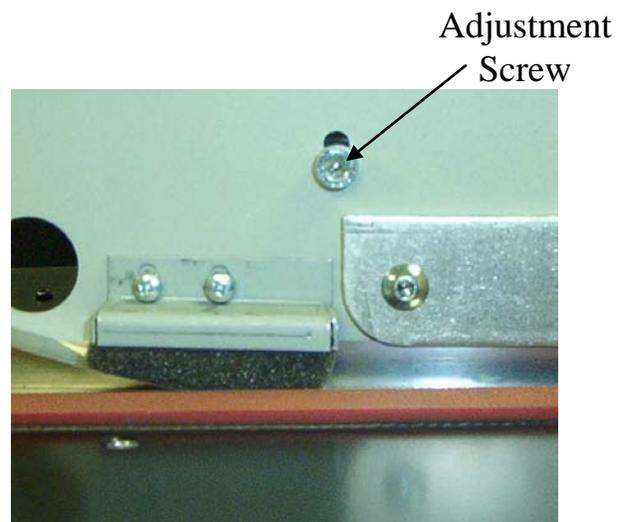
To remove the blue track cover, first lift up the right side of the cover. Once you have the right side up, you can gently slide up the left side of the cover and pull it off.

## Depth of Cut

*The depth of cut is adjustable on the 5050 Model Letter Openers. The cutter is preset at the factory to the smallest cut possible, in order to keep the contents intact inside the envelope.*

If you wish to change the cutting depth, move the milling cutter towards the mail by tightening the nut directly above the milling cutter. If you tighten the nut too much, the contents of the letters will no longer be protected.

It is recommended that you use the smallest depth to insure the envelopes are fully opened.



## Separation of Envelopes

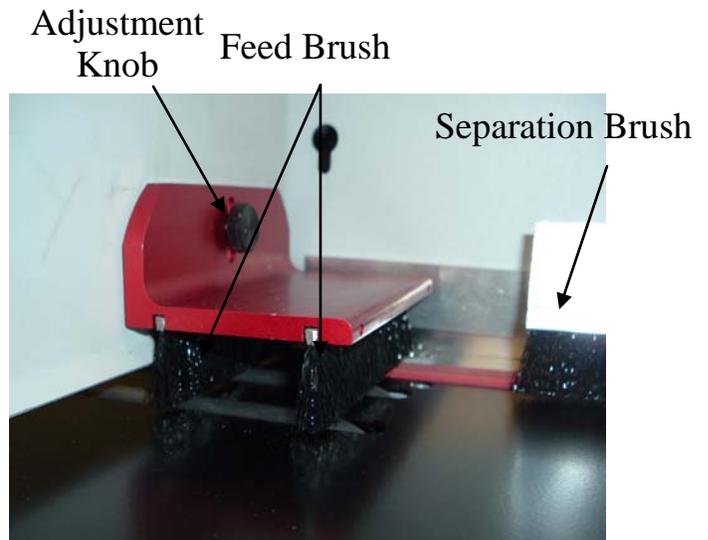
The envelopes are pulled forward off the envelope guide by the black feed belts and are separated by the new brush system.

## Feed Brush System

The main function of the separation brush is to ensure that only one envelope passes through the cutter at a time.

Adjusting the separation to the desired height:

- Remove the blue track cover and locate the red separation brush
- Place a 1 mm thick envelope beneath the brush.
- Loosen the Adjustment Knob until it becomes loose and let it come to rest on top of the envelope.
- You can now tighten the Adjustment Knob and remove the envelope.



## Troubleshooting Tips

**If the machine does not start, do as follows:**

1. Check that the power cord is plugged in and that the power is on.
2. Press the reset button.
3. Check that the BLUE track cover is pushed down tightly.
4. Unplug machine and check fuse located in main socket, by pulling out on fuse tray.

If the machine still does not start, contact your service center.

Remember to always place the chaff container underneath the bottom right corner of the machine to prevent small pieces of paper from going on the table and the floor.

**If an envelope becomes jammed in the machine:**

1. Turn off machine, and unplug main socket.
2. Lift on Blue Cover.
3. Remove jammed envelopes and clear any remaining mail from belts.
4. Replace Blue Cover, re-stack mail on Envelope Guide
5. Plug in machine, restart.



### **PLEASE NOTE:**

**All other service and repairs should be performed by your local dealer.**

## Product Information

Maximum Speed:	30,000 envelopes per hour
Maximum Envelope Thickness:	1/3" / 8 mm
Dimensions (H/W/D):	28" x 18.25" x 13" / 71.1 x 46.4 x 33mm
Shipping Dimensions (H/W/D):	
Net Weight of Opener:	80 lbs. / 36 kg
Shipping Weight:	100 lbs. / 45.5 kg
Power Supply:	115V - 60 Hz / 220V – 50 Hz



PRODUCT:	Letter Opener
MAKE/MODEL:	Model 5050
DESCRIPTION:	Electrically Driven Letter Opener