April 2019

OPEX® CORPORATION

OMATION
SERIES 210™ ENVELOPENER®

Omation Series 210™ Envelopener® Operator Manual

9276911OM-EN **Revision 19-01** **Original Instructions**

Omation Series 210™ Envelopener®

CE

WARNING

Read this manual thoroughly before attempting to operate this equipment.
Keep a current copy for your reference.

0.1. Contacting OPEX

For technical support:

OPEX Technical Support
835 Lancer Drive
Moorestown, NJ 08057 USA

Americas: 1 800.673.9288 -OR- 856.727.1950

EMEA: +1 800.673.9288

Australia: +1 800.945247

https://www.opex.com/support-service

Please have the model name and serial number of the product ready (see "" on page 35).

For other inquiries:

OPEX® Corporation
305 Commerce Dr.
Moorestown, NJ 08057-4234 USA
Tel: +1 856.727.1100
Fax: +1 856.727.1955
https://www.opex.com/

If you find errors, inaccuracies, or any other issues or concerns with this document, please contact the OPEX Technical Writers via email at: GroupTechwriters@opex.com

For help with opexservice.com website-related issues, please contact the OPEX Web Developers via email at: GroupWebDev@opex.com

0.2. EC Declaration of Conformity Australia: AU

OPEX® CORPORATION

EU Declaration of Conformity
OM210

This declaration of conformity is issued under the sole responsibility of the manufacturer.

1.0 Manufacturer

NAME	OPEX Corporation
ADDRESS	305 Commerce Drive, Moorestown, NJ 08057, USA

2.0 Technical File

Technical documentation is compiled in accordance with Part B of Annex VII of the machinery directive. This documentation is available on a reasoned request by appropriate national authority to our authorized representative:

NAME	OPEX Business Machines Pty Ltd
ADDRESS	Level 12, 225 George Street Sydney, NSW 2000 Australia

3.0 Description and identification

Description	Envelope Opener
Model	OM210
Serial Number	
Year Manufactured	From 2019

4.0 Directives

2014/35/EU	Low Voltage Directive
2014/30/EU	Electromagnetic Compatibility Directive
2011/65/EU	RoHS 2 Directive
2015/863/EU	RoHS 3 amendment

5.0 Harmonized Standards used

CISPR 14-1 Ed 5.2:2011	Radiated Emissions
CISPR 14-1 Ed 5.2:2011	AC Mains Conducted Emissions
IEC 61000-3-2:2014	Harmonics
IEC 61000-3-3:2013	Flicker
IEC 61000-4-2:2008	Electro-Static Discharge Immunity Test
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ISO 7779 Issued:1999/08/01	Acoustics - Measurement of Airborne Noise Emitted by Information Technology and Telecommunications Equipment-Second Edition; Amendment 1: 3/01/2003

7.0 Approval

I, the undersigned, hereby declare that the equipment specified above conforms to the above Directive(s) and Standard(s).

Place of issue	Moorestown, NJ, USA
Date of issue	Mar 19, 2019
Authorized	Scott Maurer,
Title	President, International Division

Drawing: 92701xx-DoC-AU Revision: 0.1

0.3. EC Declaration of Conformity France: FR

OPEX® CORPORATION

EU Declaration of Conformity
OM210

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1.0 Manufacturer

NAME	OPEX Corporation
ADDRESS	305 Commerce Drive, Moorestown, NJ 08057, USA

2.0 Technical File

Technical documentation is compiled in accordance with Part B of Annex VII of the machinery directive. This documentation is available on a reasoned request by appropriate national authority to our authorized representative:

NAME	OPEX Corporation
ADDRESS	Les Fjords - Bâitment Vega 19, avenue de Norvège ZA de Courtaboeuf 91140 Villebon-sur-Yvette, France

3.0 Description and identification

Description	Envelope Opener
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Year Manufactured	From 2019

4.0 Directives

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Place of issue	Moorestown, NJ, USA
Date of issue	Mar 19, 2019
Authorized	Scott Maurer,
Title	President, International Division

Drawing: 92701xx-DoC-FR Revision: 0.1

0.4. EC Declaration of Conformity Germany: GR

OPEX® CORPORATION

EU Declaration of Conformity
OM210

This declaration of conformity is issued under the sole responsibility of the manufacturer.

1.0 Manufacturer

NAME	OPEX Corporation
ADDRESS	305 Commerce Drive, Moorestown, NJ 08057, USA

2.0 Technical File

Technical documentation is compiled in accordance with Part B of Annex VII of the machinery directive. This documentation is available on a reasoned request by appropriate national authority to our authorized representative:

NAME	OPEX Corporation
ADDRESS	Auf der Lug 8 71726 Benningen am Neckar Germany

3.0 Description and identification

Description	Envelope Opener
Model	OM210
Serial Number	
Year Manufactured	From 2019

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Date of issue	Mar 19, 2019
Authorized	Scott Maurer,
Title	President, International Division

Drawing: 92701xx-DoC-GR Revision: 0.1

0.5. EC Declaration of Conformity Republic of Ireland: IR

OPEX® CORPORATION

EU Declaration of Conformity
OM210

This declaration of conformity is issued under the sole responsibility of the manufacturer.

1.0 Manufacturer

NAME	OPEX Corporation
ADDRESS	305 Commerce Drive, Moorestown, NJ 08057, USA

2.0 Technical File

Technical documentation is compiled in accordance with Part B of Annex VII of the machinery directive. This documentation is available on a reasoned request by appropriate national authority to our authorized representative:

NAME	OPEX Business Machines GmbH
ADDRESS	104 Lower Baggot Street Dublin 2 Republic of Ireland

3.0 Description and identification

Description	Envelope Opener
Model	OM210
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4.0 Directives

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Place of issue	Moorestown, NJ, USA
Date of issue	Mar 19, 2019
Authorized	Scott Maurer,
Title	President, International Division

Drawing: 92701xx-DoC-IR Revision: 0.1

0.6. EC Declaration of Conformity Switzerland: SW

OPEX® CORPORATION

EU Declaration of Conformity
OM210

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1.0 Manufacturer

NAME	OPEX Corporation
ADDRESS	305 Commerce Drive, Moorestown, NJ 08057, USA

2.0 Technical File

Technical documentation is compiled in accordance with Part B of Annex VII of the machinery directive. This documentation is available on a reasoned request by appropriate national authority to our authorized representative:

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ADDRESS	Pilatustrasse 41 6003 Luzern Switzerland

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Date of issue	Mar 19, 2019
Authorized	Scott Maurer,
Title	President, International Division

Drawing: 92701xx-DoC-SW Revision: 0.1

0.7. EC Declaration of Conformity United Kingdom: UK

OPEX® CORPORATION

EU Declaration of Conformity
OM210

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1.0 Manufacturer

NAME	OPEX Corporation
ADDRESS	305 Commerce Drive, Moorestown, NJ 08057, USA

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Technical documentation is compiled in accordance with Part B of Annex VII of the machinery directive. This documentation is available on a reasoned request by appropriate national authority to our authorized representative:

NAME	OPEX Business Machines GmbH
ADDRESS	29/32 Queensbrook Bolton Technology Exchange Spa Road Bolton, BL1 4AY United Kingdom

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Drawing: 92701xx-DoC-UK Revision: 0.1

0.8. Document History

Doc Rev	Date	Changes (click blue text to go to that page)
19-01	Apr 15, 2019	Initial Release CE compliant

Table of Contents

1. Introduction

Omation Series 210™ Envelopener®

Operator Manual

1.1. About This Manual

WARNING

Read all information thoroughly before attempting to operate this equipment.

This manual contains information about the OPEX Omation Series 210™ Envelopener® and its operational procedures and safety-related components, including:

- safety information, safety hazards and precautions
- main component identification and function
- system specifications
- minor maintenance and cleaning

This information is intended for use by the main operator of the Omation Series 210™ Envelopener®. The operator can load envelopes onto the feed hopper, start the machine which will cut open and/or count the envelopes. They can also perform minor maintenance. Note that the operator is not qualified to perform the following duties (additional training is required for these skill levels):

- **Affected Employee** - An employee whose job requires him or her to operate or use a machine or equipment on which the servicing or maintenance is being performed, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
- **Authorized Employee** - A person performing service or maintenance on the machine or equipment.

This manual will be updated to reflect equipment design changes, part number changes, or to correct errors (a table detailing the document revision history can be viewed on page 9). Be sure to retain the latest electronic release of the manual for your reference. The latest release can be downloaded in PDF format at www.opexservice.com (authorized, registered users only).

1.1.1. Manual navigation aids

This manual is designed primarily for use on a tablet device. To improve navigation, the manual contains blue underlined links you can click on or tap to go directly to a particular page or web address. In addition, all items in the Table of Contents as well as the bookmarks in the side bar of the PDF file can be clicked or tapped to navigate directly to a particular page. Make sure to use the latest version of Adobe® Acrobat Reader®* for optimal performance.

*Adobe and Acrobat Reader are registered trademarks of Adobe Systems Incorporated.

1.1.2. Safety message conventions

This manual uses the following conventions to alert you about safety hazards associated with certain procedures and situations. Please be aware of these conventions when reading the manual and operating the equipment:

DANGER

Indicates a hazardous situation that, if not avoided, will result in death or severe injury. The use of this signal word is limited to the most extreme situations.

WARNING

Indicates a hazardous situation that, if not avoided, could result in death or serious injury.

CAUTION

Indicates a hazardous situation that, if not avoided, could result in minor or moderate injury.

NOTICE

Indicates information considered important, but not hazard related (e.g. messages relating to property damage).

See important safety information in Chapter 2: “Safety“.

2. Safety

2.1. Introduction

The information provided in this chapter is intended to educate you on various safety issues regarding the operation and maintenance of the OPEX equipment described in this manual.

This chapter provides an explanation of the safety conventions used throughout this manual, as well as safety guidelines to be observed when working with this equipment.

WARNING

Read this chapter thoroughly before using this equipment.

2.2. Safety Guidelines

This section provides safety guidelines to be observed when working with this equipment.

WARNING

Follow these safety guidelines whenever operating or maintaining the equipment described in this manual.

Normal operations - Only authorized personnel shall start, operate, or interfere with the normal working of the machine. Operator training is required, and training is provided in "Operation" on page 39.

Keep loose objects away from any exposed, moving parts of the machine - The moving parts of the Omation Series 210™ Envelopener®, such as the conveyor, can become jammed and/or damaged by foreign objects. Keep hands, hair, loose clothing and jewelry away from the moving parts.

Machine design - Do not modify the design or configuration of the equipment without consulting OPEX or your authorized representative.

Machine Maintenance - Machine maintenance, particular operations, and all adjustments, whether mechanical or electrical, shall be carried out by persons authorized to do so in accordance with a safe system of work.

Do not attempt to clean the machine while it is running - A cloth (or similar material) should never be used to clean moving parts such as belts or rollers. The use of such material on moving mechanisms can result in damage to the machine or severe personal injury. If a belt, roller, gate or similar part needs to be cleaned, hand-crank the part during cleaning or clean it while stationary.

Do not use flammable, high pressure, "canned air" to clean dust and debris from the machine.

Machine access - Keep all areas around the machine clear of obstacles.

Electrical outlet - The socket-outlet shall be installed near the equipment and shall be easily accessible.

Keep away from children - This equipment is not suitable for use in locations where children are likely to be present.

2.3. Consignes de Sécurité - traduction française

Opérations normales - Seul le personnel autorisé doit démarrer, opérer ou interférer avec le fonctionnement normal de la machine. La formation de l'opérateur est requise et la formation est fournie dans "Opération" a la Page 39

Gardez les objets lâches à l'écart des parties exposées et mobiles de la machine - Les parties mobiles du Sure Sort, telles que le convoyeur, peuvent être bloquées et / ou endommagées par des objets étrangers. Gardez les mains, les cheveux, les vêtements lâches et les bijoux loin des pièces mobiles.

Conception de la machine - Ne modifiez pas la conception ou la configuration de l'équipement sans consulter OPEX ou votre représentant autorisé.

L'entretien des machines - La maintenance de la machine, les opérations particulières et tous les réglages, qu'ils soient mécaniques ou électriques, doivent être effectués par des personnes autorisées à le faire conformément à un système de travail sûr.

N'essayez pas de nettoyer la machine pendant son fonctionnement - Un chiffon (ou un matériau similaire) ne doit jamais être utilisé pour nettoyer les pièces mobiles telles que les courroies ou les rouleaux. L'utilisation d'un tel matériau sur les mécanismes de déplacement peut endommager la machine ou subir des blessures graves. Si une ceinture, un rouleau, une grille ou une pièce similaire doivent être nettoyés, faire manivellez la pièce pendant le nettoyage ou la nettoyer en stationnaire.

N'utilisez pas d'air comprimé inflammable, à haute pression pour nettoyer la poussière et les débris de la machine.

Accès à la machine - Gardez toutes les zones autour de la machine sans obstacles.

Sortie électrique - La prise doit être installée à proximité de l'équipement et doit être facilement accessible.

Familiarisez-vous avec le (s) emplacement (s) de la machine Interrupteurs d'arrêt d'urgence - Les interrupteurs E-Stop permettent un arrêt rapide de tous les moteurs de la machine, en cas d'urgence impliquant des blessures potentielles du personnel. Notez que les E-Stops ne doivent pas être utilisés pour un arrêt normal. Pour plus d'informations sur le bon fonctionnement de la machine, voir "Fonctionnement"

Accès à la machine - Gardez toutes les zones autour de la machine sans obstacles.

Tenir à l'écart des enfants - Cet équipement ne convient pas aux endroits où les enfants sont susceptibles d'être présents.

2.4. Machine Labels

Labels are used in specific locations on the Series 210 to alert you to certain safety hazards and provide important information about the machine.

These labels may appear in various languages or styles depending on the region or country where the machine is operating:

- Bilingual English/Spanish labels for US machines
- Bilingual English/French labels for Canadian machines
- Graphics-only labels for EU and various international machines (no text).

Assorted safety labels appear on the machine in various locations, and are described below. In some cases, there may be two different versions of the same label: one for US machines (bilingual), and one for International machines (no text). Though they appear different, the locations of these labels are identical.

WARNING

Follow the safety precautions on all labels when operating the Sure Sort. Failure to follow these precautions may result in severe bodily injury or death as well as damage to the machine.

2.4.1. Feeder Warning Label

Location: Front of the machine on the back of the feed hopper (Figure 2-1).

Purpose: To warn personnel that hair, loose clothing, or jewelry should be kept away from this area.

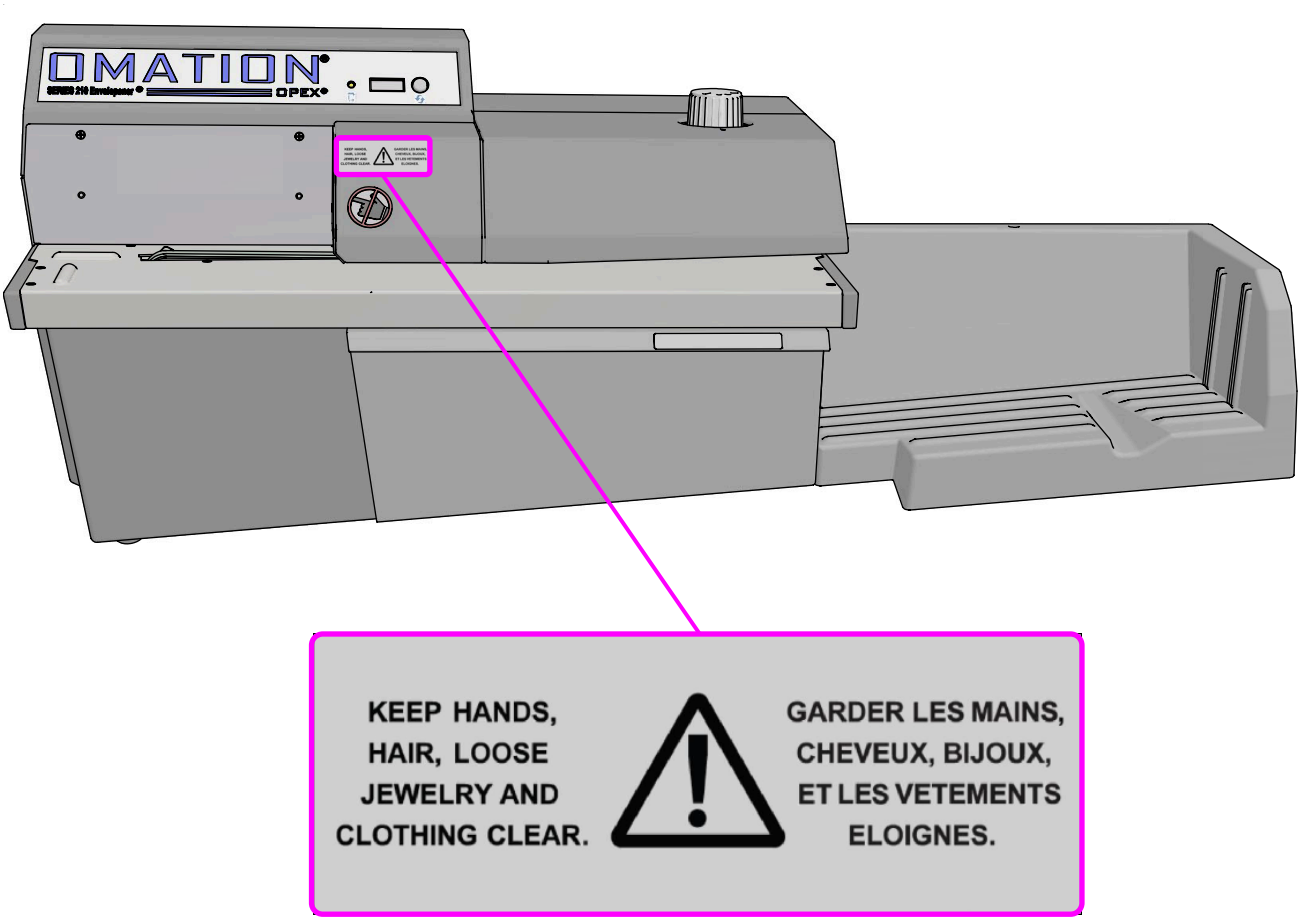

Figure 2-1: Feeder warning Label

2.4.2. Pinch Point Caution Label

Location: The beginning and end of the feed belt path (Figure 2-2).

Purpose: Warns about pinch hazards near the feed belt.

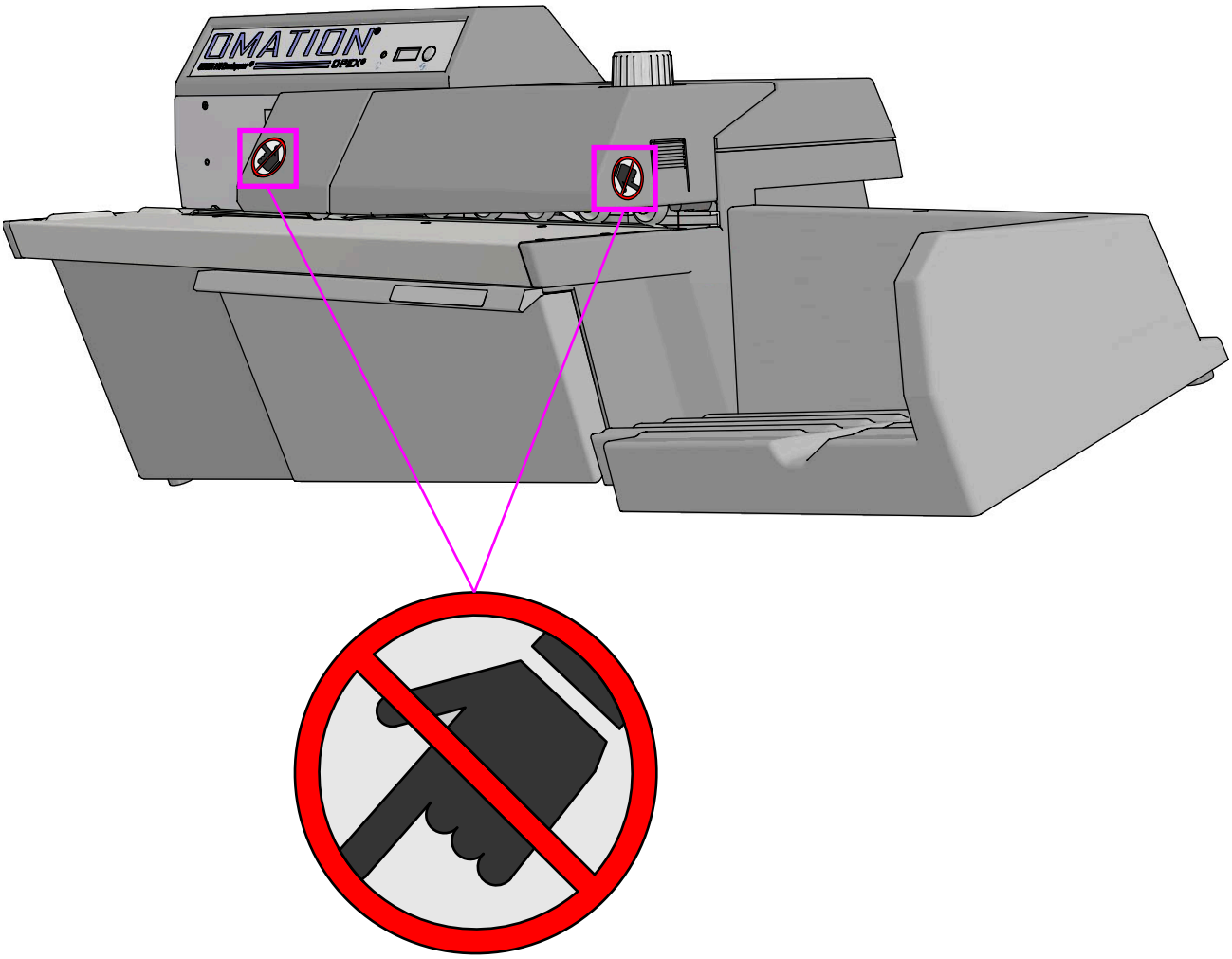

Figure 2-2: Pinch Point label 1637200

2.4.3. Chip bin Label

Location: The handle of the Chip Bin (Figure 2-3).

Purpose: Advises personnel the when the light next to the counter goes on, paper cuttings (chips) should be emptied from the bin into the trash.

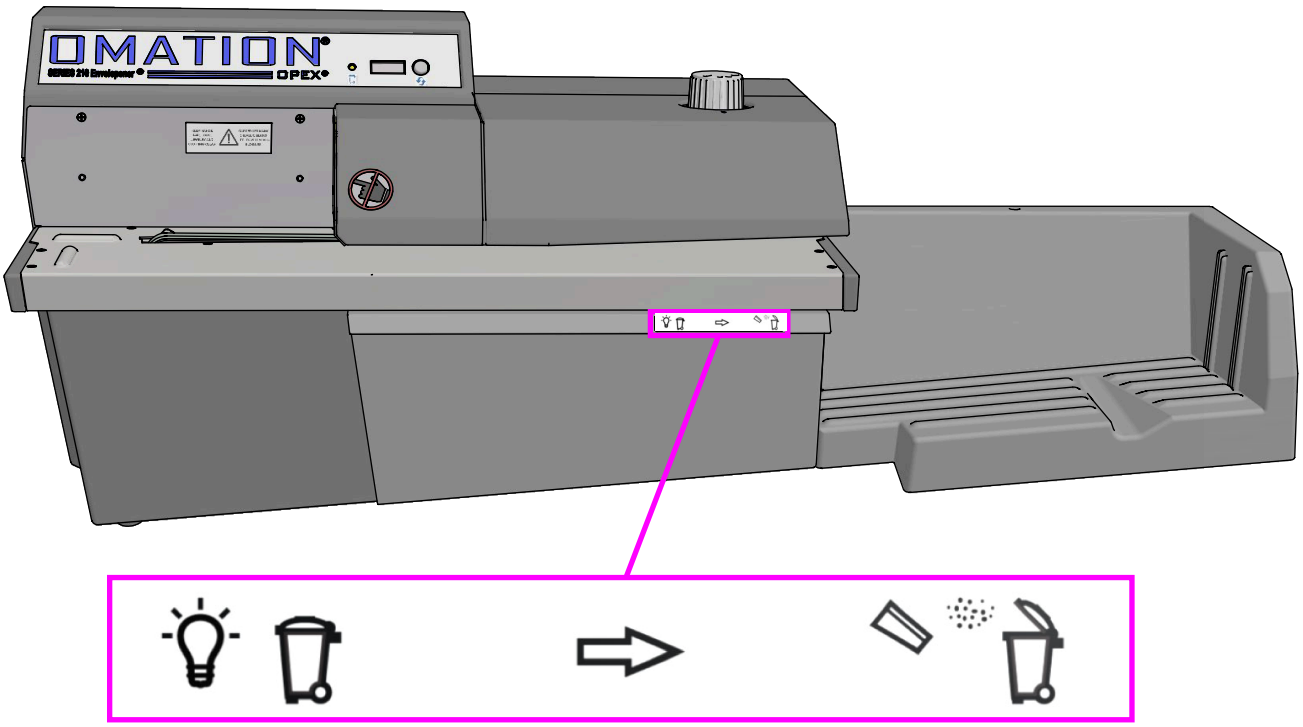

Figure 2-3: Chip Bin label

2.4.4. Disconnect power warning

Location: Rear of the machine (Figure 2-4).

Purpose: Warns personnel to disconnect power before opening the machine.

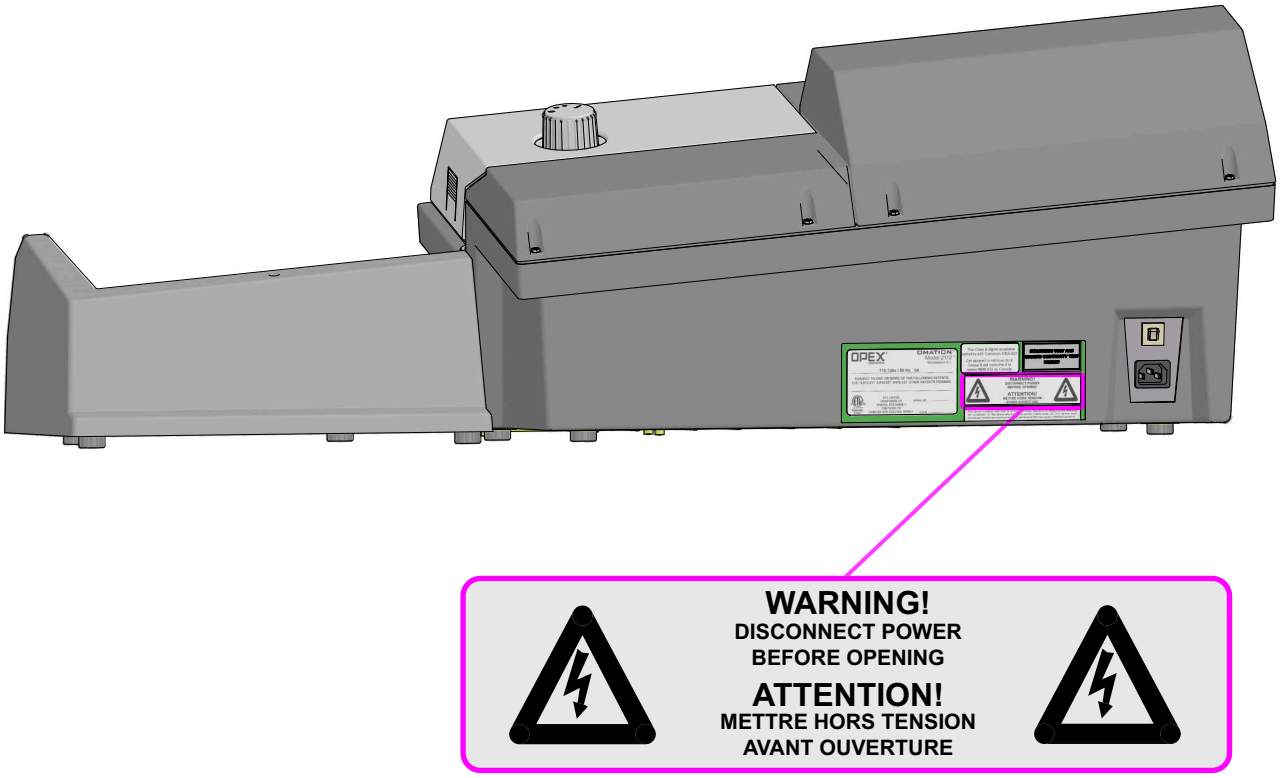

Figure 2-4: Disconnect Power Before Opening label

2.4.5. Dielectric and ground test label

Location: Rear of the machine (Figure 2-5).

Purpose: To inform personnel that the ground points in the machine are well connected between each other and it has passed the ground bond test.

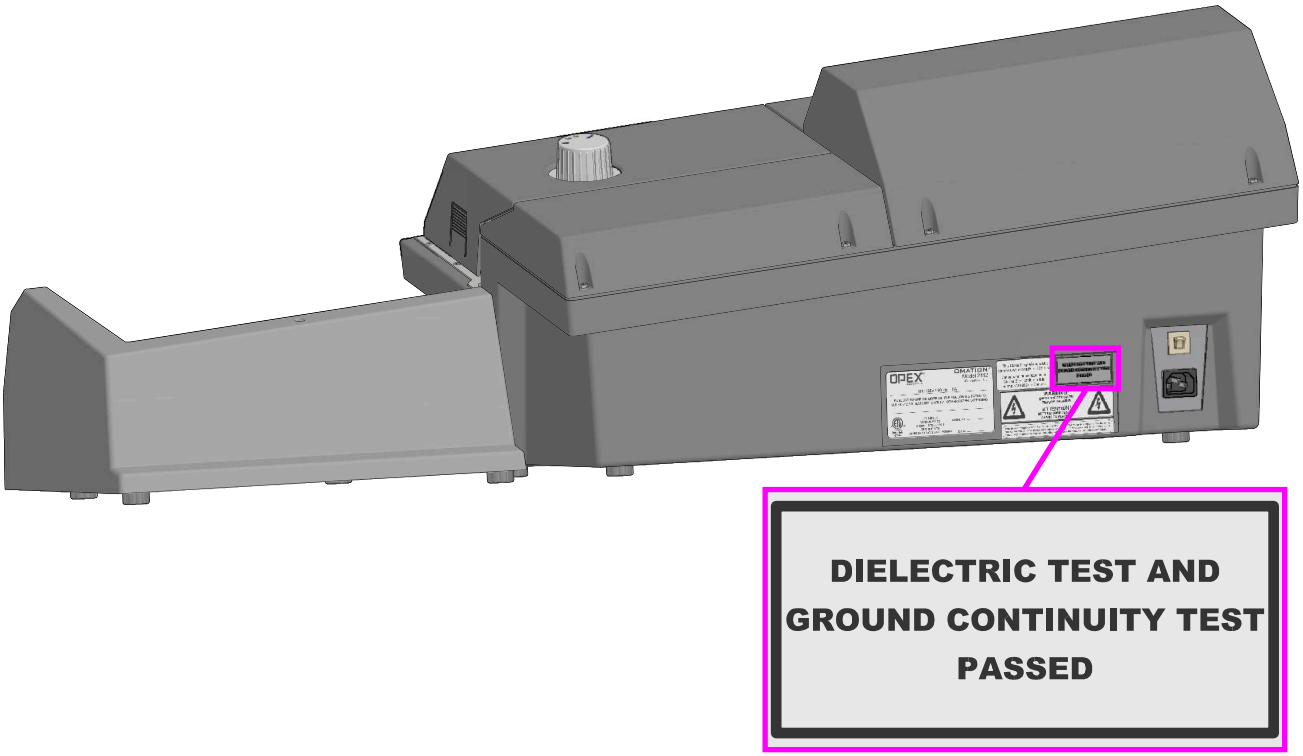

Figure 2-5: Dielectric and Ground Test label P24838-01

2.4.6. FCC Compliance label

Location: Rear of the machine (Figure 2-6).

Purpose: Certifies that the electromagnetic interference from the device is under the limits approved by the Federal Communications Commission.

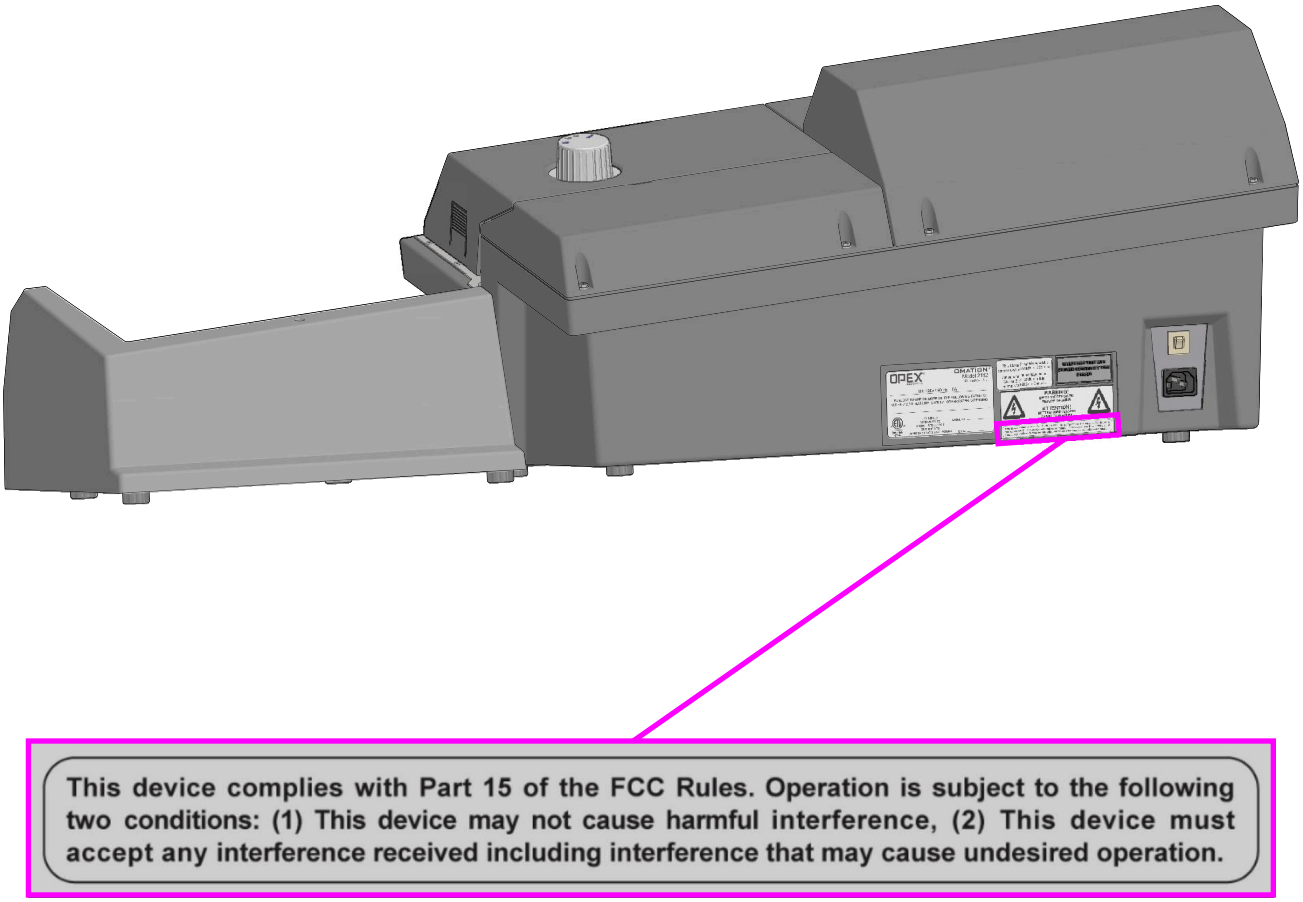

Figure 2-6: FCC Compliance Label 7682610

2.4.7. Interlock system

1. The interlock system will stop all the motors in the machine whenever the nip arm cover is lifted (Figure 2-7) or chip bin tray is removed (Figure 2-8).

Figure 2-7: Top cover removal interlock triggering

Figure 2-8: Bin tray removal interlock triggering

2.5. General operational safety

- Read and understand all aspects of the Operator Instructions before operating this equipment.
- Unit must be placed securely on table/surface that is properly rated for accumulated load weight.
- Use of this equipment is limited to its intended function, that of opening mail.
- Do not place fingers in the feed or cutter areas while running the machine.
- Do not operate this equipment with the covers removed.
- Do not set liquids on the Series 210 which could spill into the machine.
- Before cleaning, make sure all power is disconnected.

2.6. Ergonomics

As in any occupation that requires you to perform the same motion repeatedly during the course of your work, it is important to consider how you perform your task. Listed below are some guidelines to help you minimize the risk of physical discomfort and injury while operating the equipment.

NOTICE

Always observe the following guidelines when operating the Omation Series 210™ Envelopener® Envelopener®

When at the main operator station:

- Maintain an upright body posture.
- Occasionally change the angle of your posture for greater comfort.
- Avoid operating the machine for longer than a single 10-hour shift. If possible, stretch between breaks.
- Turn off the machine during periods of non-use.

3. Overview

Omation Series 210™ Envelopener®

Operator Manual

3.1. System Overview

The Omation Series 210™ Envelopener® is a high-speed envelope opener that can open and count envelopes.

Features include:

- Advanced self-adjusting feeder for efficient mixed mail opening
- Milling cutter that can remove as little as 0.010” of a chip (the thickness of three sheets of paper)
- Enhanced chip management/chip capacity
- Three depths of cut and a no cut option
- Large variety of mail types

Please take time to familiarize yourself with the various parts of the machine, which are referred to throughout this manual.

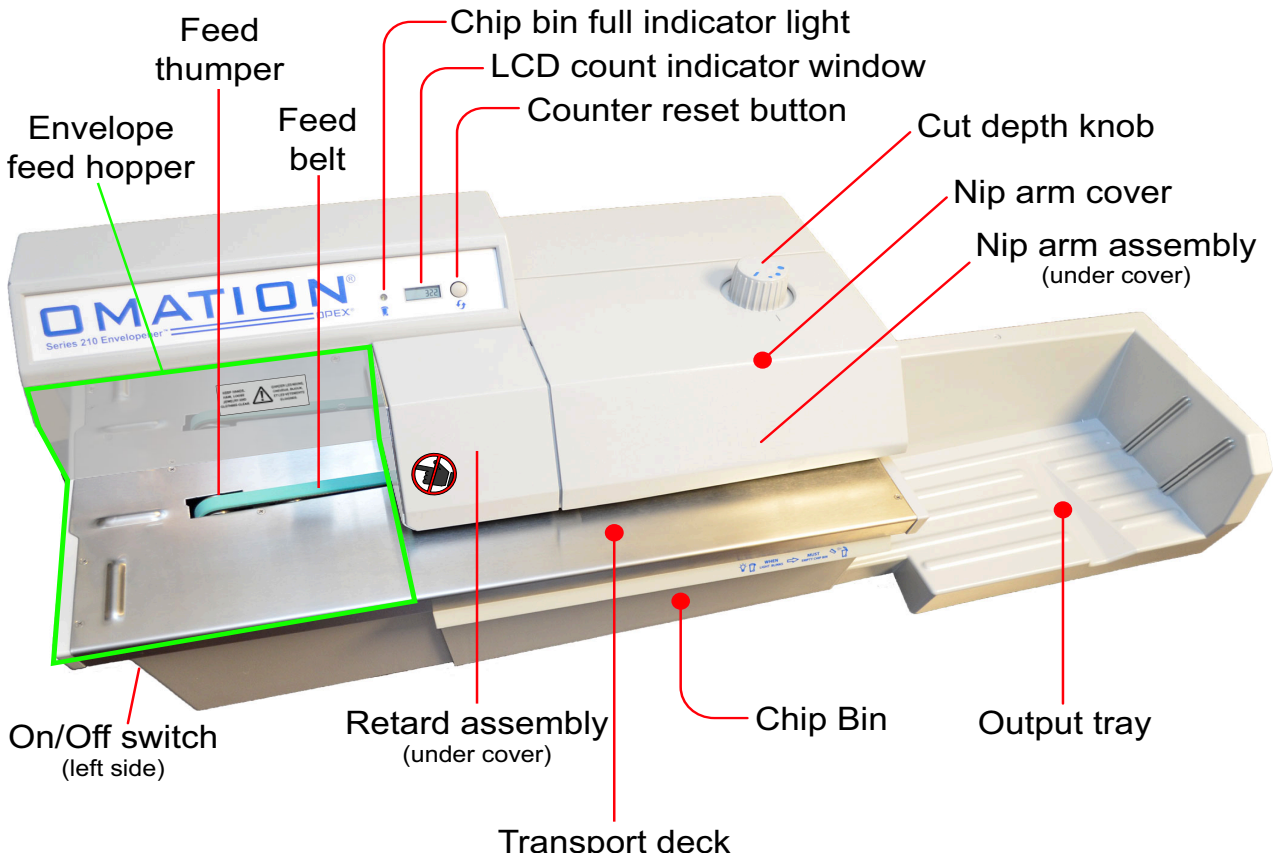

Figure 3-1: Main Components Front View

WARNING

Read and follow all information in Chapter 2: "Safety" before attempting to operate this equipment.

3.2. Equipment Serial Number Locations

Before contacting OPEX Technical Support, locate the Model Serial number (Figure 3-2) or Service tag (North American non distributors only Figure 3-3 on page 37) on your machine so that you can provide the assisting technician with your reference serial number.

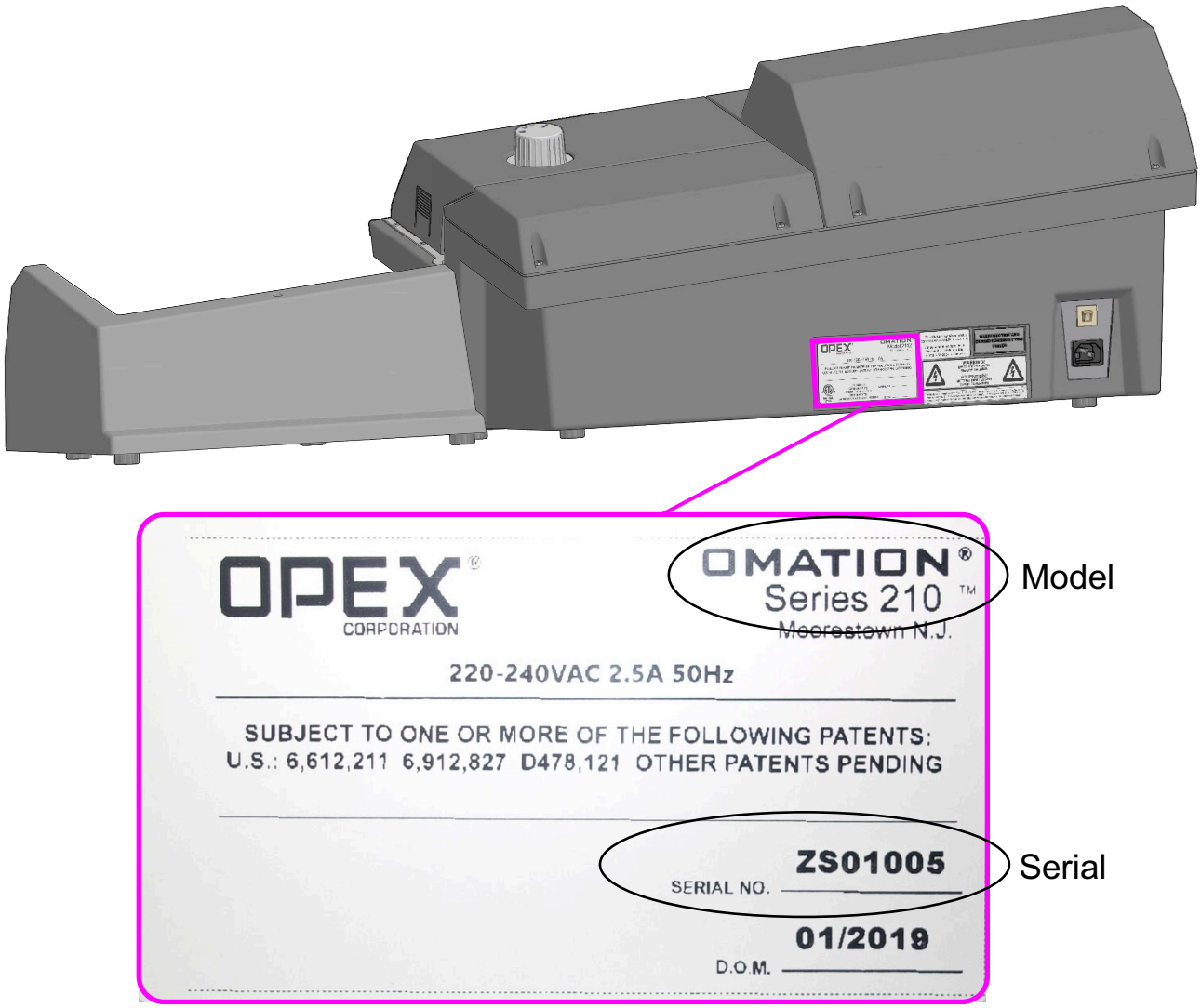

Figure 3-2: Model Serial number label

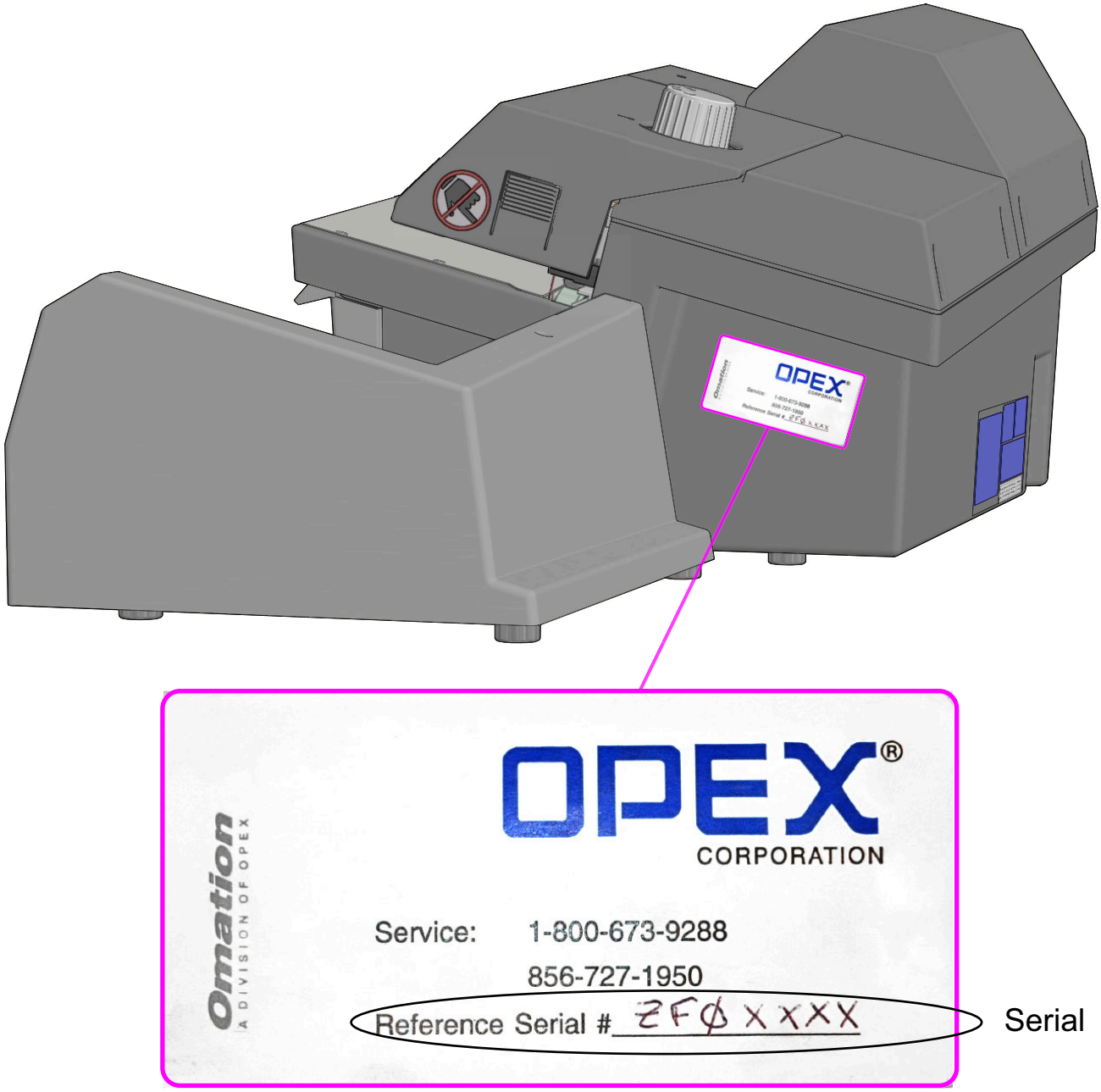

Figure 3-3: Service tag location (NA non-distributors only)

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4. Operation

4.1. Operation

4.1.1. Order of Operation

1. Connect the power cord to the back of the machine and plug the other end into an AC supplied outlet (Figure 4-1).

Figure 4-1: AC input on back

2. When you first connect the power cable, the Yellow Chip Bin Full Indicator Light may flash (Figure 4-2).This is because the machine cannot determine if the chip bin is full and needs to be emptied. Open the Chip Bin and empty the chips (if any). Removal and replacement of the chip bin resets the indicator (Figure 4-3). An internal counter (not the one on the display) will count up to 3500 envelopes before flashing again to inform you to empty the chip bin.

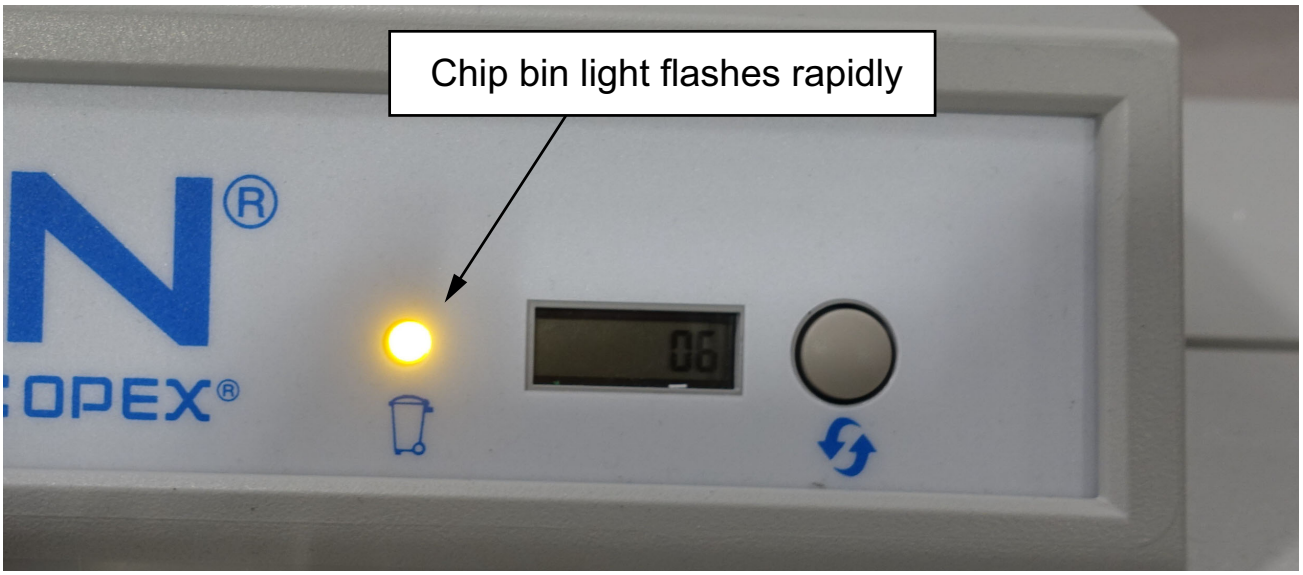

Figure 4-2: Flashing chip bin light

Figure 4-3: Opening the Chip Bin tray

3. Connect the output tray on the right side of the machine (Figure 4-10 on page 47).

4. Turn the cut depth knob to the smallest circle next to the bar for a Standard Cut (Figure 4-4). It is recommended that the user select this setting first to cut mail to reduce the chance of cutting the contents.

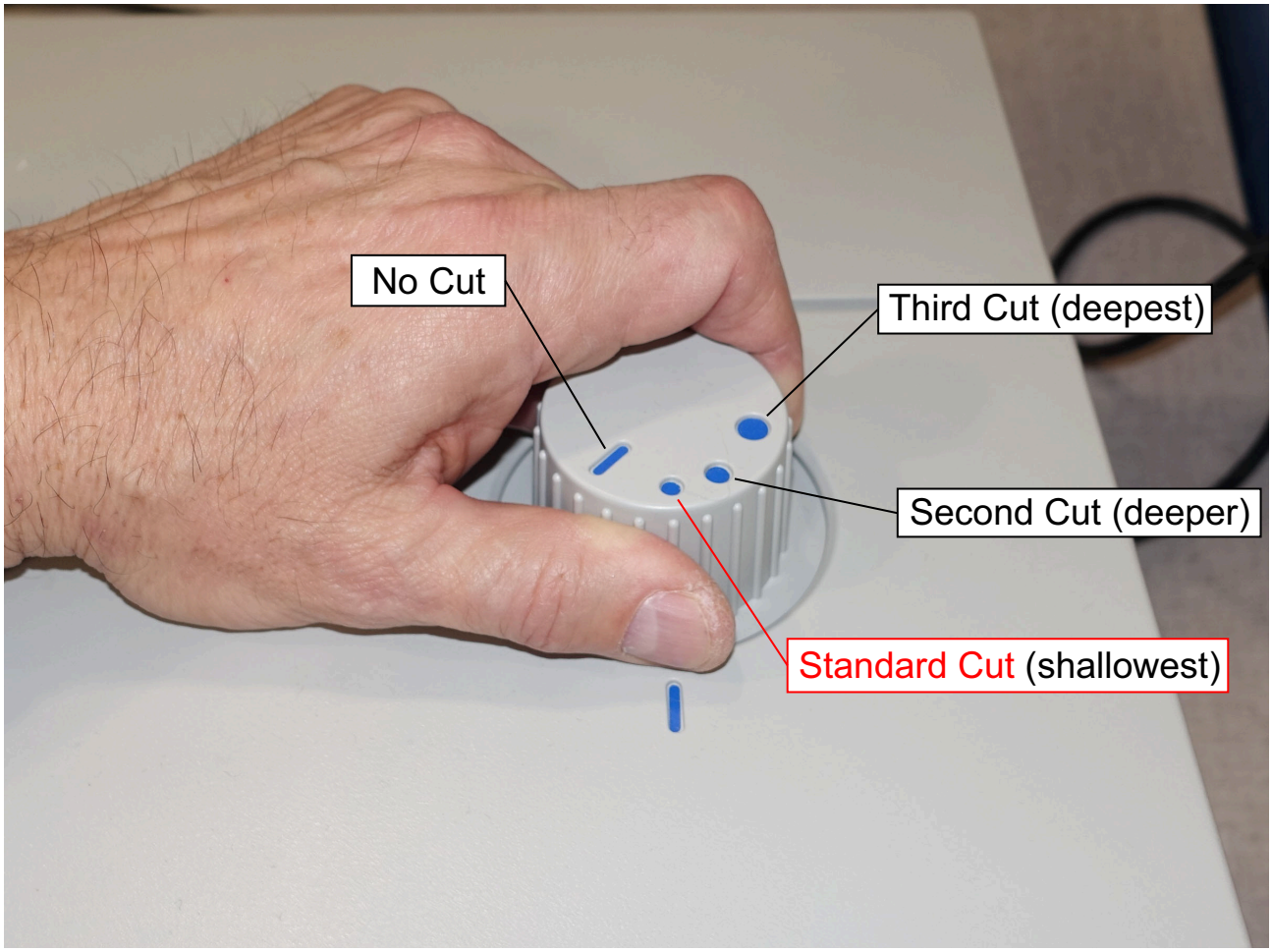

Figure 4-4: Cutter depth knob

- If you find incomplete cutting, use the second cut setting.
- The third depth is for envelopes with glued edges or to be used if the second is not opening the envelope.
- The No Cut position is normally used when only counting the mail.

Note: *More accurate counting is achieved with smaller stacks of mail.*

5. Reset the Counter by pressing and holding the Counter Reset button next to the LCD display (Figure 4-5).

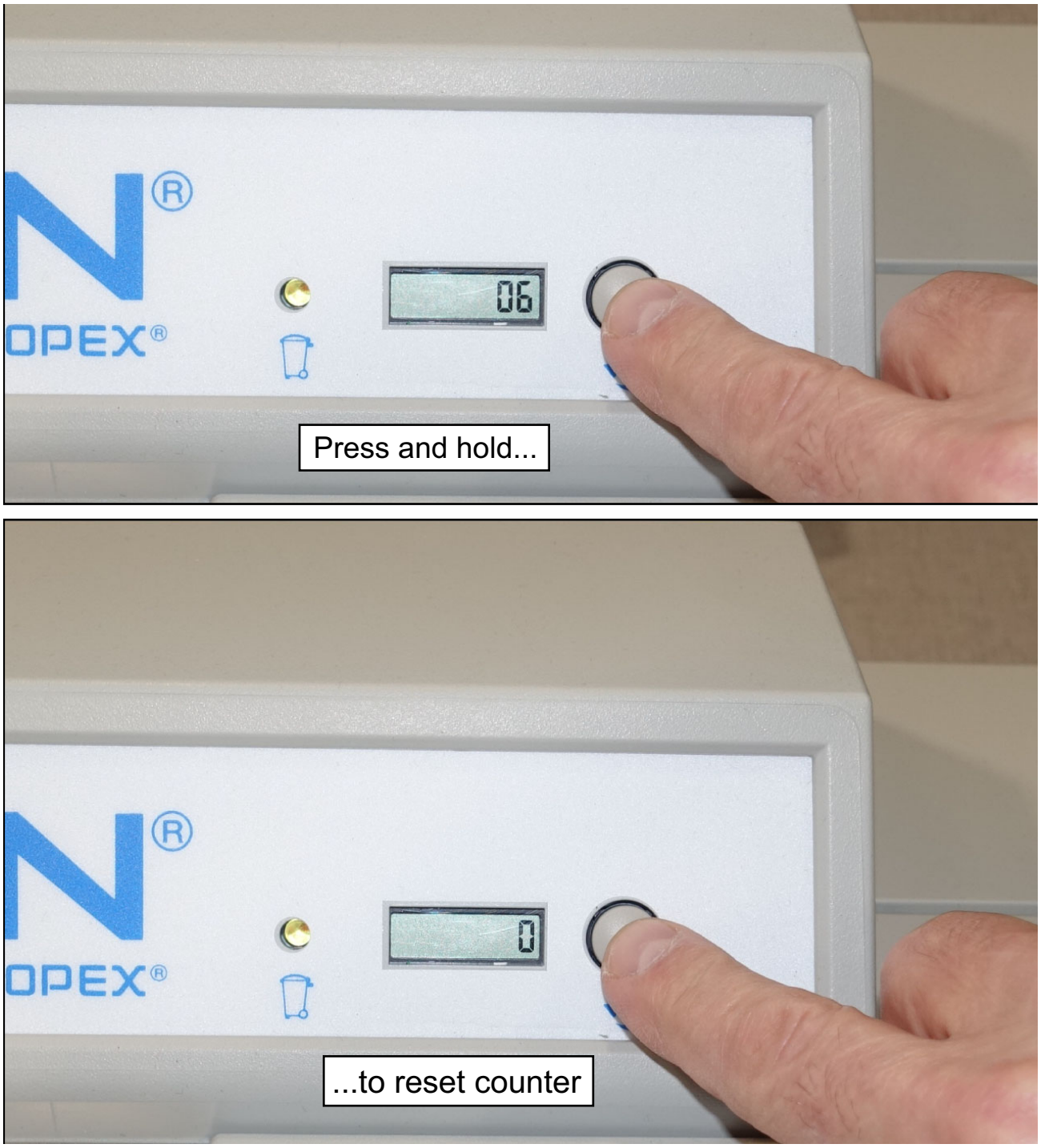

Figure 4-5: Counter reset button

6. Load a handful of mail (approximately 25-50 pieces) onto the Envelope Feed Hopper (Figure 4-6).

Figure 4-6: Loading the Envelope Feed Hopper

7. Be sure the top side of the mail to be cut is flush against the back of the Feed Hopper (Figure 4-7).

Figure 4-7: Mail flush against Feed Hopper wall

- The Feed Thumper (a rotating cam Figure 4-8) helps to jog the mail for improved feeding.

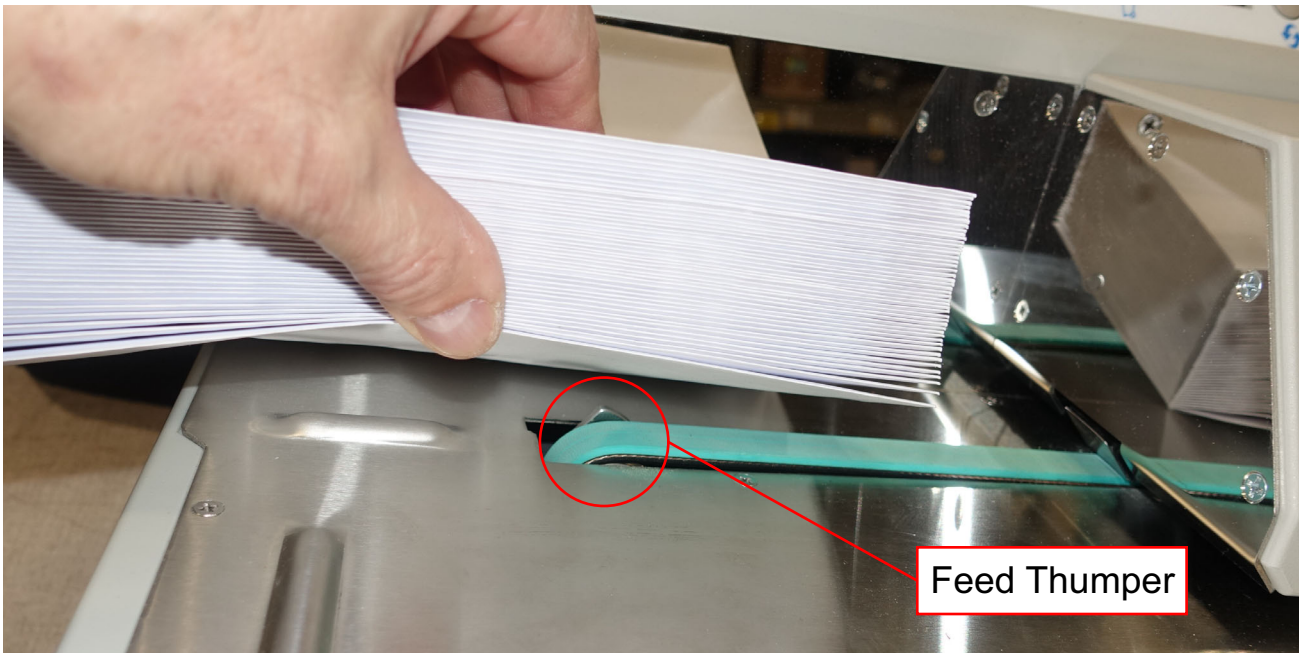

Figure 4-8: Feed Thumper

8. Press the AC power switch on the left side of the machine to power on the machine (Figure 4-9).

Figure 4-9: AC power switch

9. The conveyor belt pulls the mail into the retard assembly where it is singulated (separated one at a time).
10. The envelope then passes under the cutter where it is cut if desired.
11. The envelope is then passed through the counter sensor and counted (the mail is always counted even if it is not cut).
12. The envelope then moves into the mail output tray.
13. Once the Envelope Feed Hopper is empty, empty the output tray.
14. To continue processing, repeat the above steps.

Note: *The feed hopper can be loaded with the machine running.*

4.1.2. Output tray position

The position of the output tray can be adjusted for processing larger envelopes. Simply lift the output tray up, move it to the desired position, and press it down onto the stepped tray hitch (see Figure 4-10 through Figure 4-12).

The output tray can be locked in one of three positions:

a. Against the machine (Figure 4-10).

Figure 4-10: Output tray against the machine

Note: *If you were referenced here by the operation chapter, click here to return to the next step.*

b. One inch away (Figure 4-11).

Figure 4-11: Output tray one inch away

c. Two inches away (Figure 4-12).

Figure 4-12: Output tray two inches away

Note: *If you were referred here from "Order of operation," click here to return to the next step.*

d. Further than two inches away if disconnected (Figure 4-13).

Figure 4-13: Output tray disconnected

Note: *If were you referred here from "Order of operation," click here to return to the next step.*

4.1.3. Clearing jams

From time-to-time, you will experience the inevitable jam. A “jam” refers to any occurrence that causes the machine to stop, not necessarily because an item is physically jammed in the machine. You may have to remove the nip arm cover. This is explained in “Routine Maintenance” on page 51.

4.2. Routine Maintenance

It is important that you keep your machine clean and in good working order. This will prolong the overall life of the machine and result in longer periods of “up” time. Therefore, you should perform the following tasks once per day:

4.2.1. Cleaning the Series 210 Envelopener®

1. Unplug the power cord.
2. Press the catch release button on the right side of the cover until a “click” is heard and lift the right side (Figure 4-14).

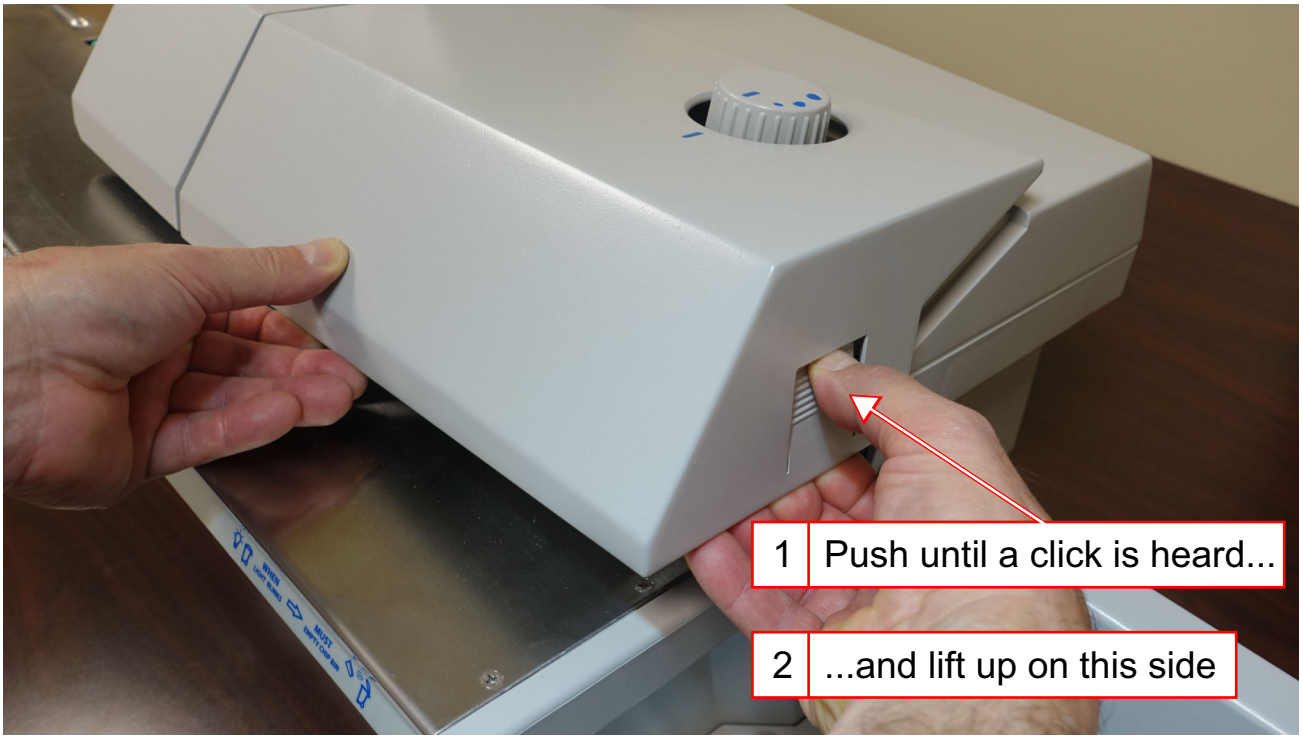

Figure 4-14: pressing the catch release button

3. Continue lifting the cover off on the left side to remove it (Figure 4-15).

Figure 4-15: Lifting the Nip arm cover

Note: *If you were referred to this section from "Adjusting Cutter Depth,"* click here *to return to that section.*

4. Lift the Nip arm wheels to clean under them (Figure 4-16).

Figure 4-16: Cleaning the nip wheels

5. Remove and empty the chip bin.
6. Vacuum loose paper chips and debris from the machine.
7. Use a cloth moistened with liquid cleaner to wipe down the exterior of the machine.

- Use denatured alcohol on areas with stains, if necessary.
  - Any non-flammable commercially available cleaning solution may be used to clean the machine. When cleaning the OPEX Omation Series 210™ Envelopener®, DO NOT USE aerosol cleaners or compressed air because of the flammable nature of many of these products. There is a risk of equipment malfunction and/or injury associated with the use of aerosol cleaners on OPEX equipment prior to the operation of equipment.
  - When cleaning glass and plastic surfaces, use detergent-based cleaners such as Fantastic™ or Formula 409™. Detergent-based cleaners are recommended, because they do not cause component degradation.

⚠ CAUTION

A cloth soaked with cleaning detergent or similar material should never be used to clean an object such as a belt or roller when the belt or roller is being driven by the system. Use of a cloth or similar material on moving mechanisms can result in personal injury. If a belt, pulley or similar part needs to be cleaned, it should be cleaned while stationary or unplugged.

  - Wipe dust and debris from the sensors. Debris build-up can cause jams. Accumulations of dirt and debris can cover sensors, preventing them from working effectively. This will hinder machine performance.

8. Re-install the chip bin and nip arm cover.

4.2.2. Cutter Adjustment

The cutter depth has been adjusted from the factory and should not need to be adjusted. If you find that mail is not being opened on cutter setting 1 and 2, the cutter can be adjusted.

To adjust the cutter depth:

1. Set the Cut knob to the "Standard Cut" position (Figure 4-17). This position should always cut standard mail deep enough to remove the contents but **not cut** any of the contents. This position will be our reference for the adjustment.

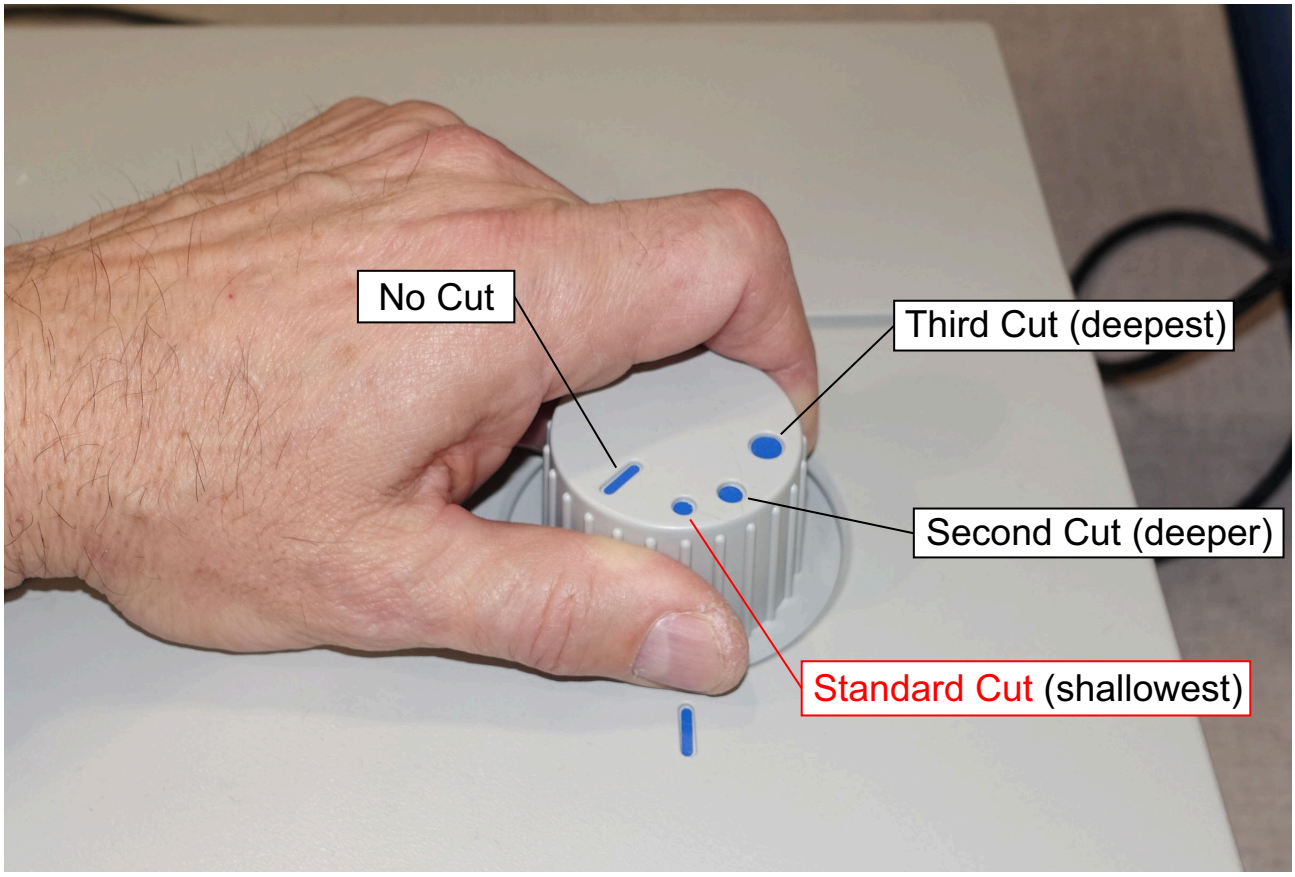

Figure 4-17: Standard Cut position

2. Remove the nip assembly cover (See "Cleaning the Series 210 Envelopener®" on page 51).

3. To deepen the cut, begin by turning the cutter depth screw 1/4 turn the right using a Phillips screwdriver (Figure 4-18).

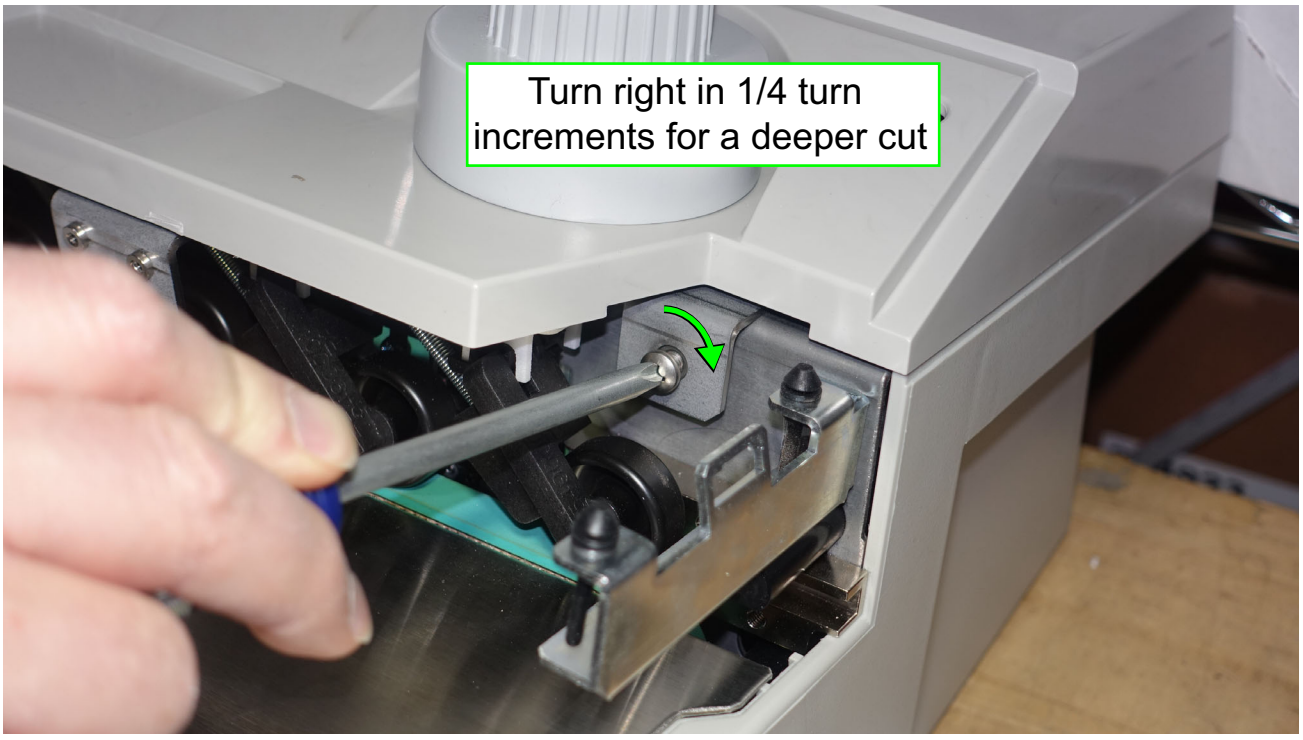

Figure 4-18: Adjusting the cutter depth

4. Replace the cover and run an envelope through to verify if it has been cut now.
5. Repeat steps 3 and 4 until the envelopes are being cut open. If you find the cut is too deep, turn the screw to the left in 1/4 turn or smaller increments until you have the envelope being cut without cutting the contents.

4.2.3. Resetting the circuit breaker

1. If the machine has no display and is plugged in and turned on, check the circuit breaker on the back of the machine.
   The circuit breaker shown in Figure 4-19 has been tripped and is open.

Figure 4-19: Open circuit breaker

2. Unplug the power cord and push the circuit breaker toward the machine to close it (Figure 4-20).

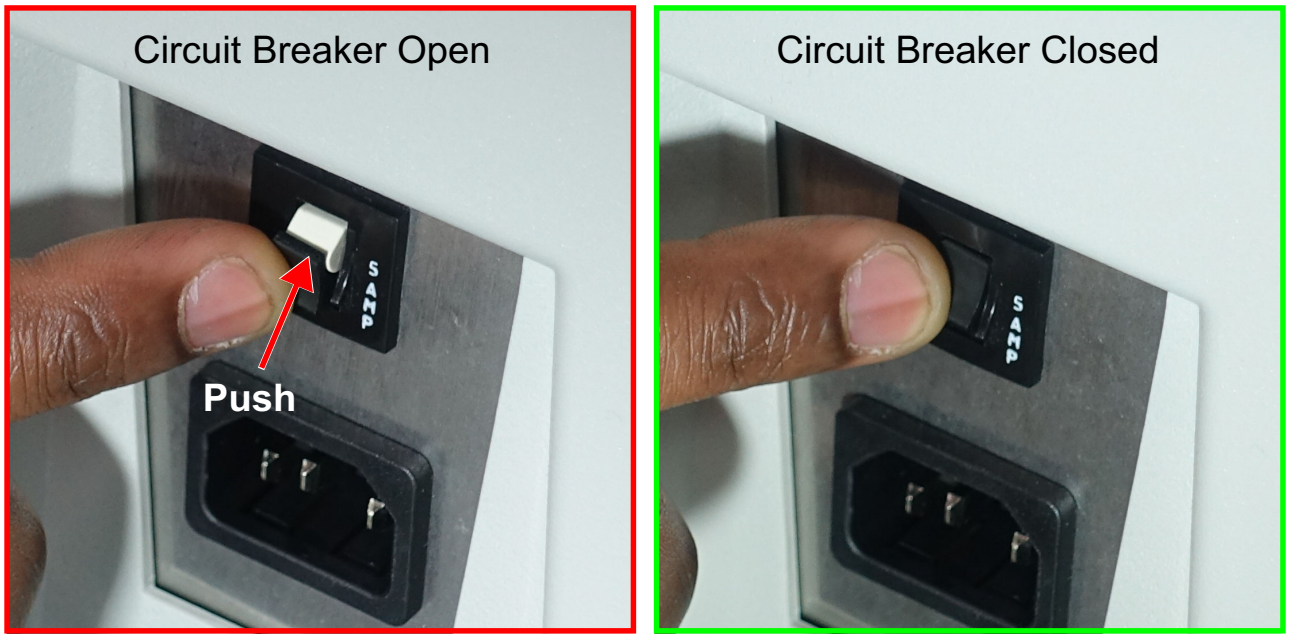

Figure 4-20: Closing the circuit breaker

3. Plug the power cord back into the machine.
4. Verify the machine has power and operates normally.
   If the circuit breaker pops back out, call OPEX to have the machine serviced (See "Contacting OPEX" on page 2).

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5. User Replaceable Parts

Omation Series 210™ Envelopener®

Operator Manual

5.1. Overview

The parts on the following pages can be replaced by the user. If you're viewing the electronic version of the manual on a tablet, tap the circle pointing to the part to jump to the page the part details are on (Figure 5-1).

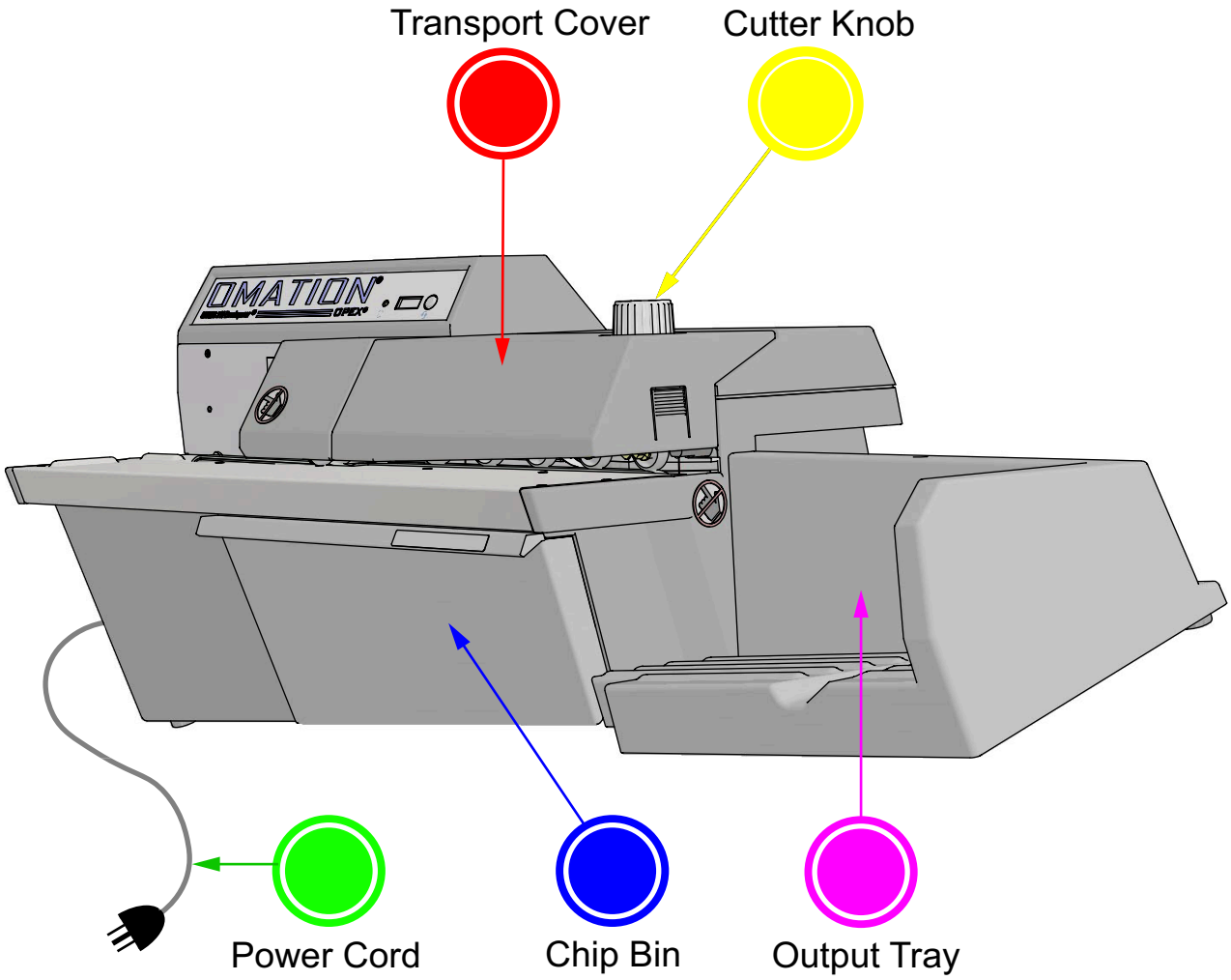
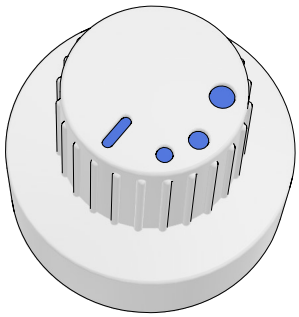


Figure 5-1: User Replaceable Parts

Cutter Depth Knob



Click to return

Figure 5-2: 8067050 Cutter Depth Knob

Output Tray

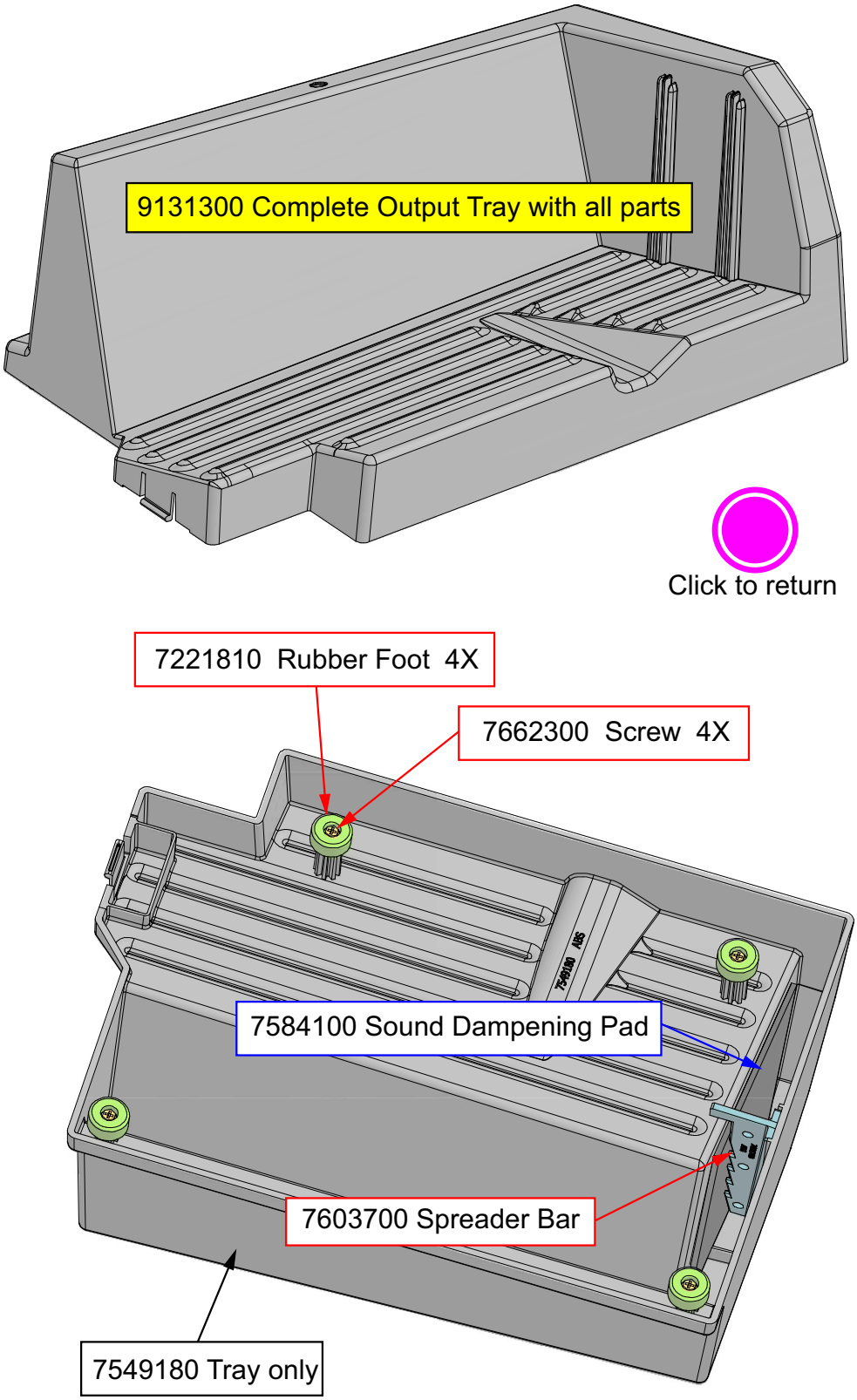


Figure 5-3: Output Tray Assembly

Chip Bin Tray

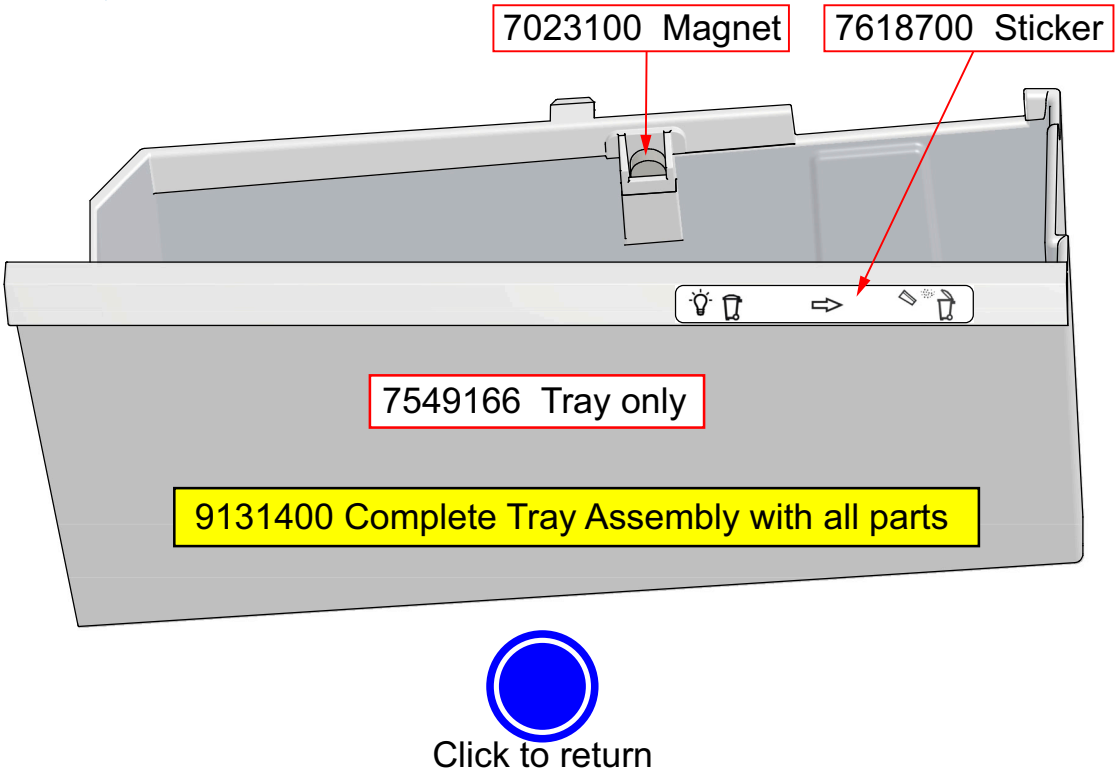


Figure 5-4: Chip Bin Tray Assembly

Transport Cover

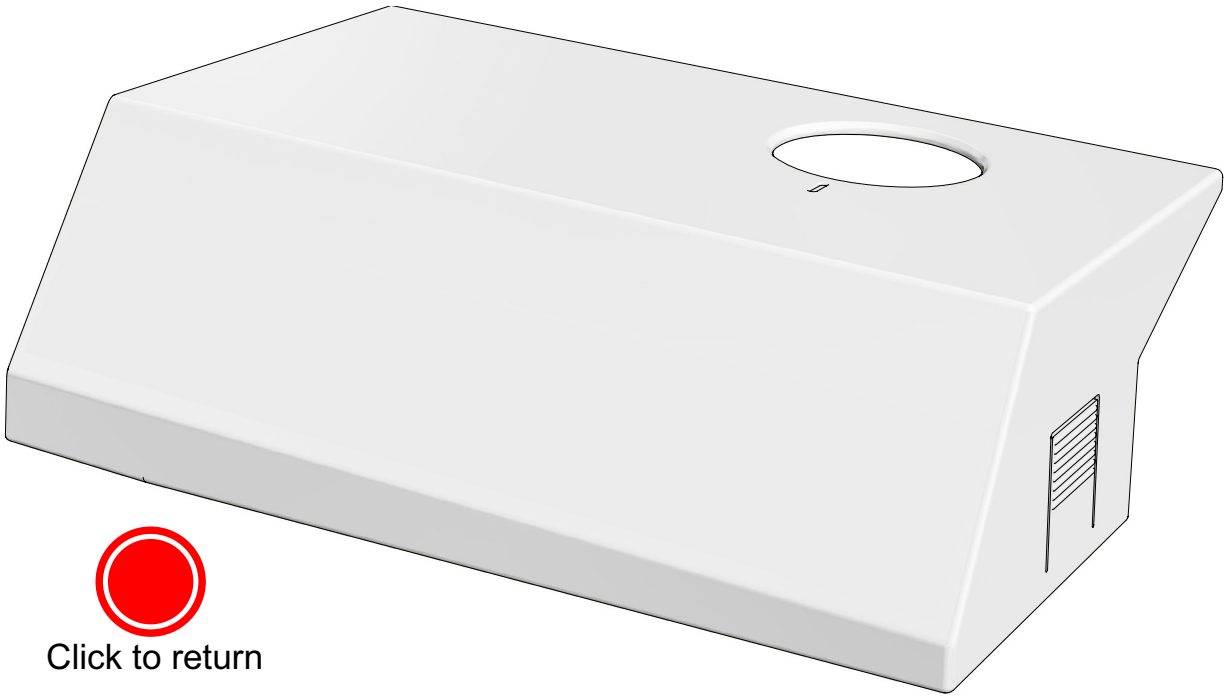


Figure 5-5: 8096700 Transport Cover

Transport Cover Latch

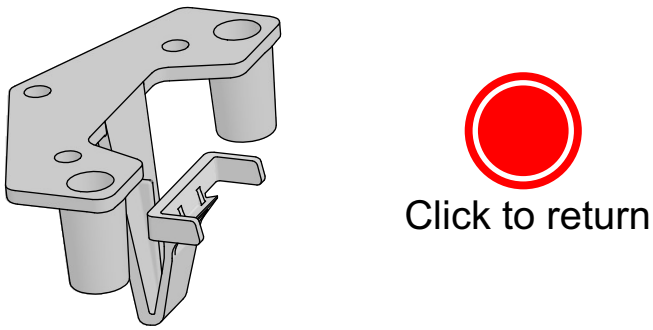


Figure 5-6: 8069225 Transport Cover Latch (under cover)

AC Power Cords

North America - Part #109003

United Kingdom - Part # 2282101

France, Germany - Part # 2282102

Click to return

Figure 5-7: AC Power Cords

Table 5-1: Additional Power Cords

Country	Part Number
Australia	# 109008
Denmark	# 109015
India, South Africa	# 109016
Switzerland	# 109018
Italy	# 109019
Japan	# 2952200

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6. Specifications

Omation Series 210™ Envelopener®

Operator Manual

Physical Specifications	
Length	40.5" – 42.5" (1028.7 mm –1079.5 mm)
Depth	16.5" (419.1 mm) or with power cord 18" (457.2 mm)
Height	14.3" (363.22 mm)
Weight (base model)	52 lbs (23.59kg)

Operating Specifications	
Speed	Up to 400 envelopes / minute (using 6" envelopes)
Envelope Sizes & Types	Min. length: 3.50" Max. length: 14.00" Min. height: 3.00" Max. height: 9.50"
Thickness	Up to 0.188" (4.8 mm)
Cutter Settings	Cut depths range from 0.01"-0.07". (.25mm -1.79mm) **Default settings** No-cut setting, Cut depth 1 = .010 (0.254mm) Cut depth 2 = .014 (0.356mm) Cut depth 3 = .060 (1.524mm) The cut adjustment screw changes the cut depth .0044” for every ¼ turn of the screw.

Power Specifications	
Power	US: 110-120 VAC, 60HZ, 5A EURO: 220-240 VAC, 50HZ, 3A JAPAN: 100 VAC, 50/60HZ, 3A

Environmental Specifications	
BTU Rating	US: 1964 BTU/h (max @ 115v/5A) EURO: 2357 BTU/h (max @ 230v/3A) JAPAN: 1024 BTU/h (max @ 100v/3A)
Operating and Storage Temperature range	40°F – 100°F(4.4°C – 37.8°C), Humidity 10 – 90% Non-condensed.
Decibel Rating	Does not exceed safety standard of 80 dB.

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G. Glossary

Omation Series 210™ Envelopener®

Operator Manual

G.1. List of Terms

The following list of terms, used throughout the OMATION®Series 210 Envelopener® documentation, is sorted alphabetically.

Cam - A rotating wheel with the axle not in the center transforming rotary motion into linear motion.

Chip bin - Collects cuttings discharged from the cutter.

Chip bin indicator light - Indicates if the chip bin is full.

Circuit breaker - A button that acts as a fuse but can be reset by pressing it.

Counter reset button - This button resets the counter to zero.

Cutter depth knob - The knob used to set the depth of cut.

Denatured Alcohol - A type of alcohol that can be used for cleaning the outer surfaces of the machine that leaves no residue.

Envelope Feed Hopper - The area where the envelopes are stacked to be fed into the retard assembly

Envelopener - A machine that opens envelopes.

Feed Thumper - A rotating cam that helps to jog the mail for improved feeding.

Feed belt - This belt grabs the bottom envelope and pulls it into the retard assembly.

Interlock - A safety device that shuts the system down when tripped.

Jam - A problem with the system, typically (but not always) caused by a blockage.

LCD count window - Shows the total count of the mail processed since the last time it was reset.

Milling cutter - A cutter that chips away the edges of the envelope small bit at a time like a circular saw.

Nip arms - Rollers that keep the envelopes firmly pressed against the belt as they move past the cutter.

Operator - The person running the machine.

Output tray - Collects mail as it leaves the Series 210.

Retard Assembly - Separates the mail to one piece at a time as the stack of mail is pulled up to the entrance of the retard assembly.

Singulate - To separate or choose one at a time.

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About OPEX Corporation

For over four decades, OPEX has delivered forward-focused solutions for customers ranging from businesses aspiring to e-commerce success, to organizations striving for agility and profitability in a world that values speed and rewards service.

Throughout these 40+ years of leadership by the Stevens family, OPEX has forged a reputation for steadfast values: high quality, exceptional customer service, stability, stewardship and unwavering independence.

Utilizing a vast global workforce of direct employees, OPEX serves a variety of industries including financial services, insurance, healthcare, government, retail, non-profits, utilities, telecommunication, service bureaus, educational institutions and fulfillment operations.

To maintain our commitment to the highest standards of quality, we control all aspects of product design. Our combined Moorestown, NJ World Headquarters and Pennsauken, NJ production facilities feature 475,000 square feet of solar-powered engineering, manufacturing, warehouse, product assembly and office space.

OMATION

SERIES 210™ ENVELOPENER®

OPEX CORPORATION