



IM-9500

Print "n" Mail



Paitec USA Pressure sealer

User Manual

This manual provides detailed information on how to operate and maintain your IM- 9500 Print "n" Mail".

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

Introduction

Thank you for purchasing a IM-9500 Print “n” Mail product.

This manual is prepared to provide you with guidelines on how to properly operate and maintain the IM-9500.

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4. Engineering Mode

5. Cleaning the contamination

6. Software Installation and Upgrade

IM9500 Spec.

IM -9500 (Inline Pressure Sealer)

- IM-9500 offers the most heavy duty print "n" mail pressure sealer and comes with various security solutions. It provides excellent sealing quality with the 2 pairs of pressure rollers and is capable of processing of 200,000 forms per month.

IM-9500 Spec.

- Form Size : A4 / Letter / Legal size
- Speed : Up to 3,600 sheets per hour based on a 60 ppm printer
- Fold Setting : Manual
- Paper weight : 60-120gsm
- Fold type : Z, C, V & Double
- Double Detect : By pass tray and sensor
- Stacker : Auto slide conveyor (*600 sheets)
- Printer Compatibility : HP LJ4515 laser printer series(duplex available)
- Duty cycle : 200,000 sheets per month(without printer)
- Height Adjustable : 0- 80mm
- *Based on 90gsm paper weight

IM-9500 Compatibility

- HP Laserjet 4010, 4015, 4110, 4515, 4515x 4550
- Height adjustable table can be also compatibility with other printers.
- Recommended Printer for PAITEC PRESSURE SEALERS IS HP LJ4515 laser printer series.
- Please note extra paper trays will be required in order for the system to function properly



HP LJ 4515 PRINTER



[IM-9500 Body]



[Auto Slide Conveyor]



[IM-9500 Interface]



[Printer mounting base plate]



[OP REMOTE]



[Screws]



Security cover



[BOX OPEN]



[Interface Feeding Guide]



[Communication cable]



[Power cable]



[User Manual]

① Installation for printer base plate and load the printer.

- Unscrew the IM-9500 body from the packing pallet and screw the printer base plate to connect the printer.



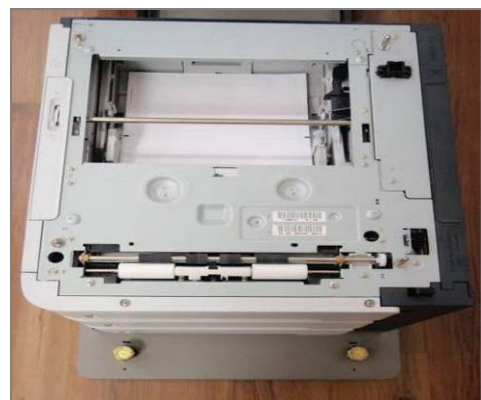
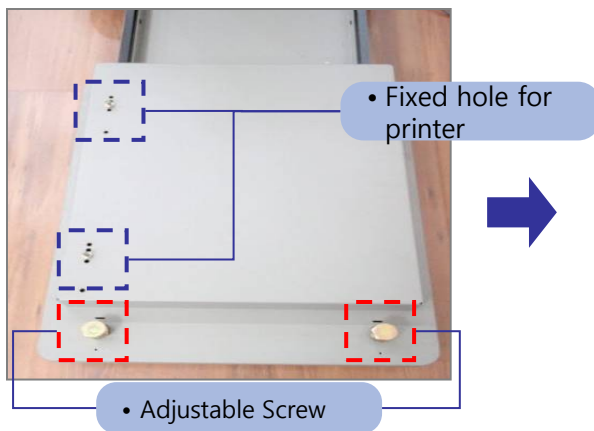
Unscrew the IM-9500 Body that is assembled on the packing pallet.



Connect IM-9500 body with printer base plate and screw



Picture showing printer base plate connected



Load the printer onto the printer base plate and adjust the height using the 2 height adjustment bolts. Please note you will require an adjustable spanner for this task

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- **Printer Error**
- **Double Detect**
- **Paper Jam Removal**
- **Jam removal Sealing rollers**

4. Engineering Mode

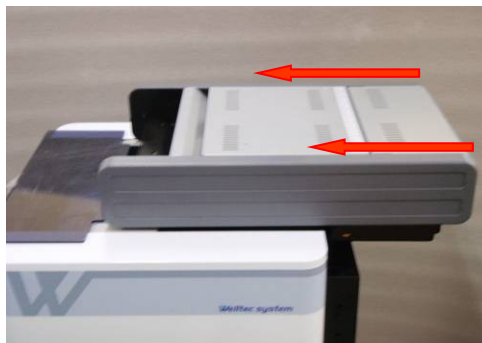
5. Cleaning the contamination

6. Software Installation and Upgrade

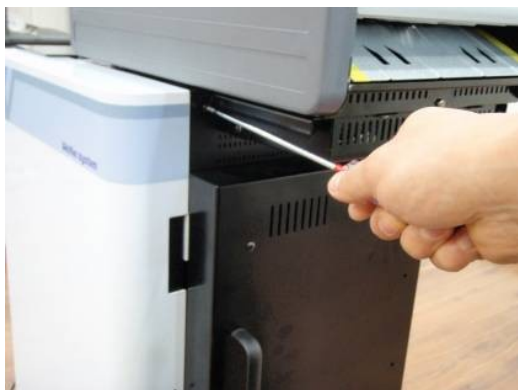
② OP panel & Interface



Connect the OP panel cable to IM-9500 as shown



Assemble the interface to IM-9500. The interface will slide right to left to engage properly



Screw the interface to the main body (Back)



Screw the interface. (Front)

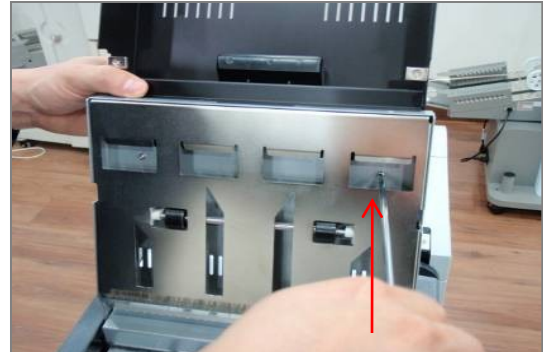


• Picture shows the complete installation of the op panel and interface

③ Security Cover & Conveyor



Locate & fix the Security upper cover with 2 screws supplied



Screw the interface and security upper cover with the 2 screws supplied



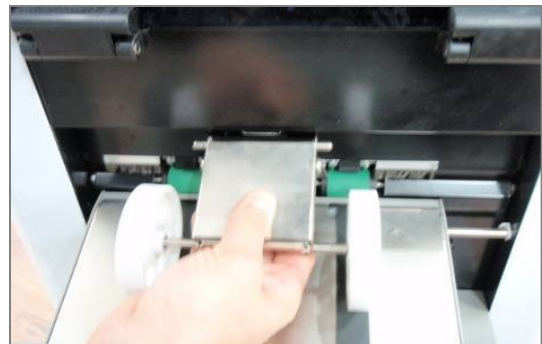
Screw the lower security cover onto the interface with screws supplied



Place the conveyor on to IM-9500



Fix the conveyor as shown with M4 screws supplied



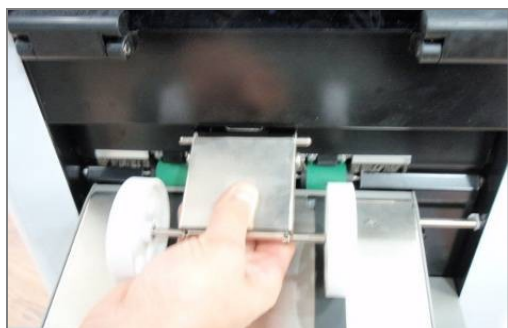
Install the conveyor guide roller.

IM-9500 Installation – Conveyor Wheels

The position of the conveyor wheels is very important. Having the right position will minimize jamming of forms on the out-feed.

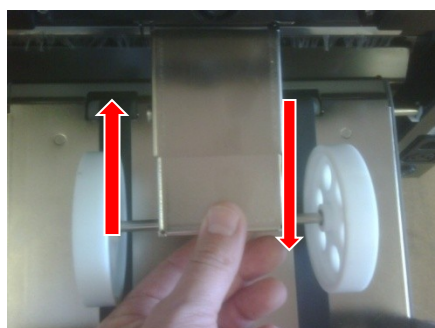
1. Place the conveyor wheels onto the conveyor bracket located on the out-feed of the IM-9500 **(Fig 1)**
2. Adjust the wheels to suit the fold type **(Fig 2)**
3. Adjust the conveyor speed con **(Fig 3)**

Fig 1



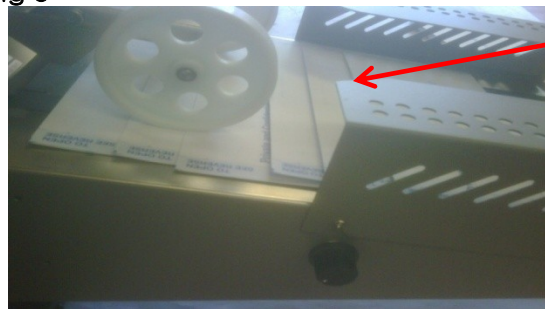
Place wheels onto mounting bracket

Fig 2



By sliding the wheels in and out you can adjust to suit your fold type

Fig 3



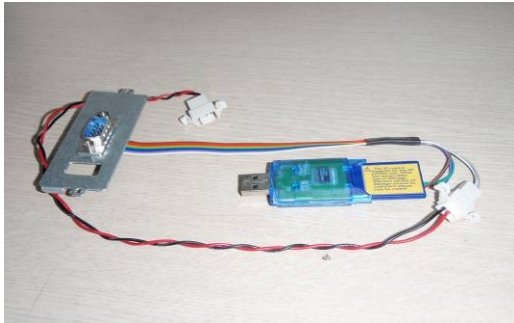
Conveyor speed pot. Rotate this to speed up or slow down the conveyor to suit. It is always best to have the forms over-lapping, this will make sure you maximise the holding capacity of the conveyor

Examples for setting the wheels to correct position

A4 – Z-Fold wheels should be set at the shortest position.
(Slide the wheels in)

A4 – Z-Fold wheels should be set to their longest position
(Slide the wheels out)

③ HP Printer



Firmware Kit USB



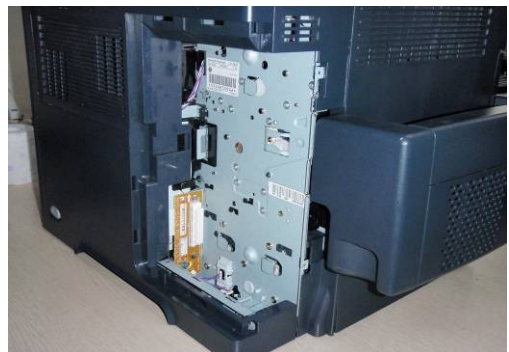
Interface Guide Unit



Remove this cover from the printer to access the communication part of printer

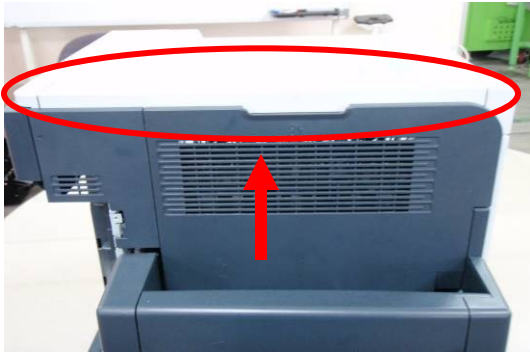


Remove the front communication cover as shown



Unscrew the two points as shown and remove the communication housing bay

③ HP Printer set up – interface Guide



Remove the upper cover of printer.



Remove the left and right screws

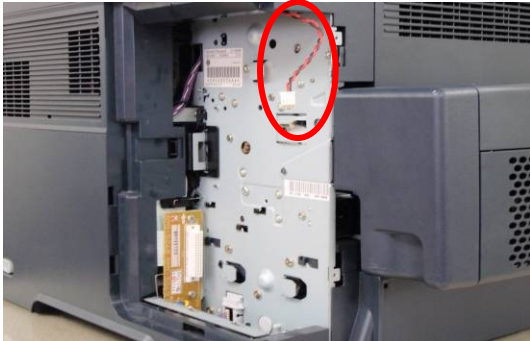


Insert the cooling fan cable from the interface guide as shown



Install the interface guide unit onto the printer as shown using the screw sent with the guide

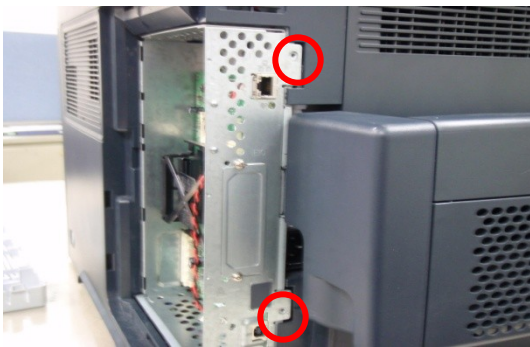
③ HP Printer set up



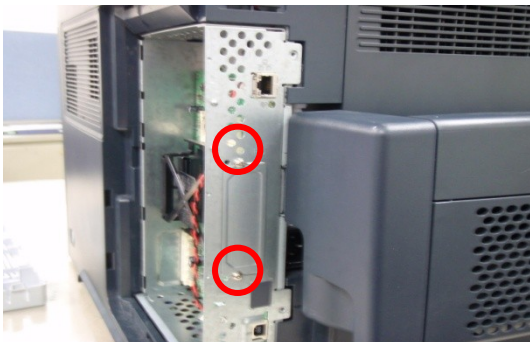
Cable route for Fan Harness.



Reassemble the control board



Replace the 2 M3 Screws as shown in picture

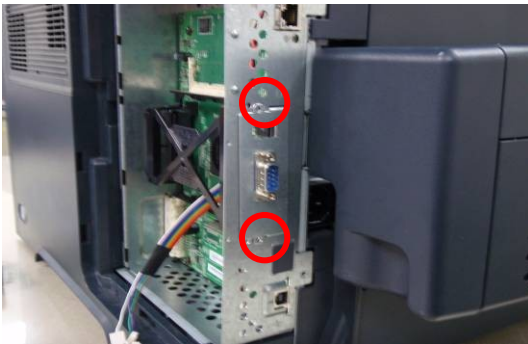


Remove the 2 x M3 Screws and take the metal plate off

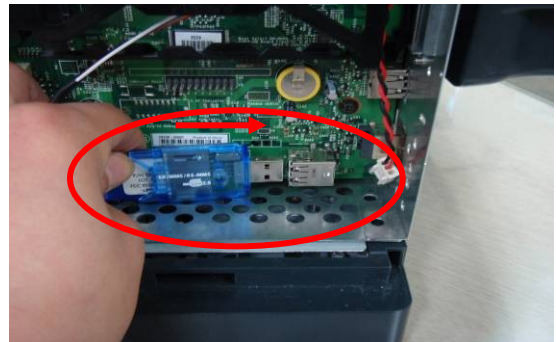


Install the D-Sub Ass'y as shown

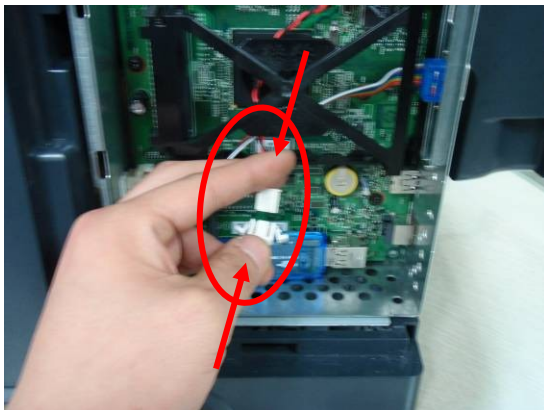
③ HP Printer set up.



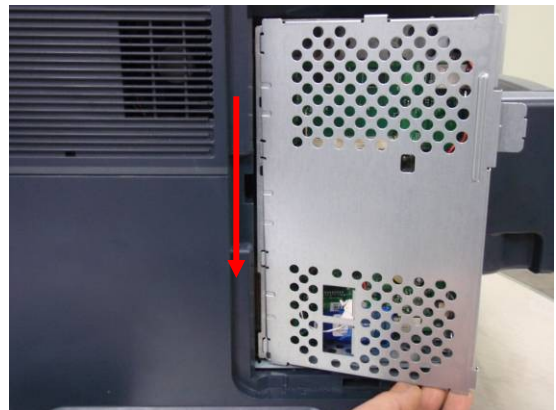
Replace 2 x M3 Screws



Connect the Firmware USB tool into the Hub.
Please take care on this part of the installation



Connect the Fan Harness & Fan cover Harness connectors



Re-install HP Inner Cover.



IM9500 / Printer Alignment

- Please Check the gap between the MF9500 body & printer. The interface guide should be pushed into the mouth on the interface by no more than 25cm See [fig. 1].
- If required use a spirit level to make sure the surface the machines are located on is level.

! Once you have achieved this power up the machine and Press the "Reset" Button on the OP panel. This will indicate that the interface guide is located correctly.

see fig.2

- Also Connect the power for Printer and auto slide conveyor.



{Fig. 1}



{fig. 2}

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1. Installation

2. **Operation**

- 1) Checklist before operation
- 2) Folding list and setting
- 3) Standard Operation
- 4) Demonstration
- 5) Other operation

3. Problem Handling

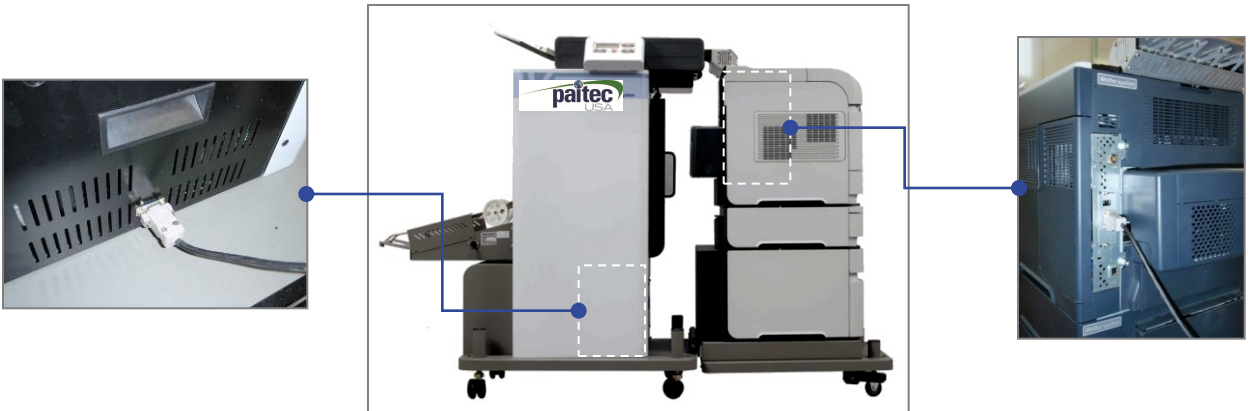
- **Printer Error**
- **Double Detect**
- **Paper Jam Removal**
- **Jam removal Sealing rollers**

4. Engineering Mode

5. Cleaning the contamination

6. Software Installation and Upgrade

① IM9500 & Printer communication cable



② IM9500, Auto slide conveyor & Printer Power on

- Check On/OFF power



1. Unlock the **green** release lever to set 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)

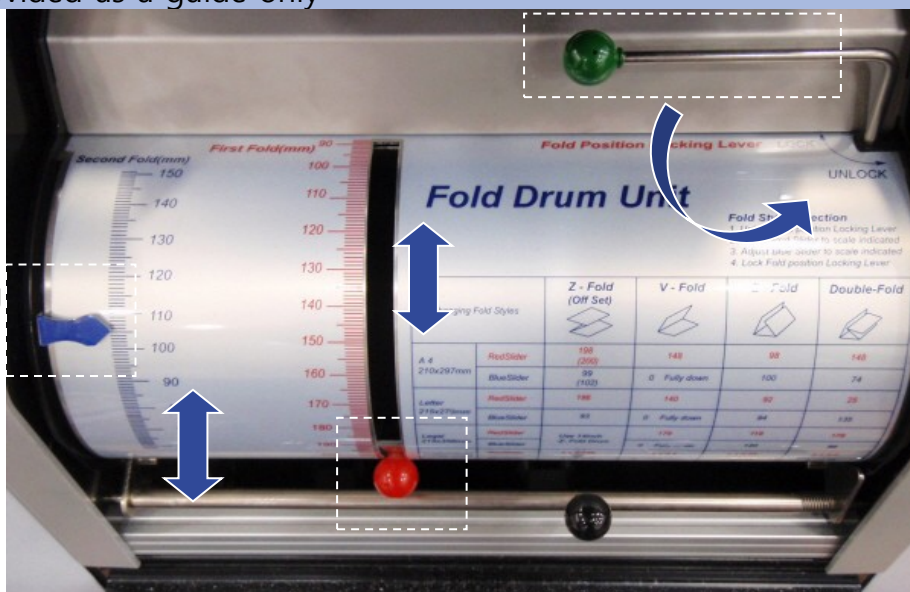
Ex 2) "C" fold with Letter

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, however the scale on the drum is NOT 100% accurate and is provided as a guide only



Fold Position lock lever

2nd fold setting lever (Blue)

1st fold setting lever (Red)

14" fold drum Settings

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

Fold Position locking lever



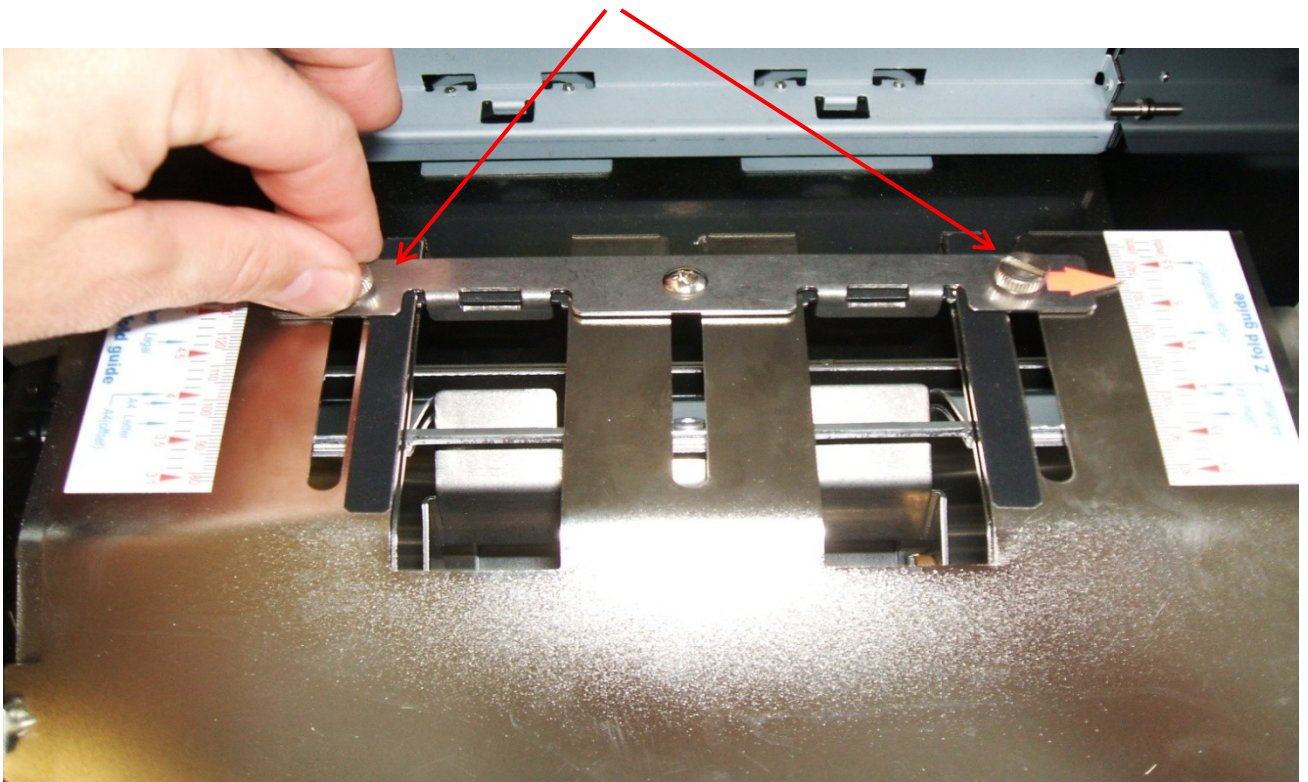
First Fold slider

Fold Drum locking lever release this to access the second fold plate.

14" Fold Drum setting Cont...

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.

Thumb Screws



• **Operation**

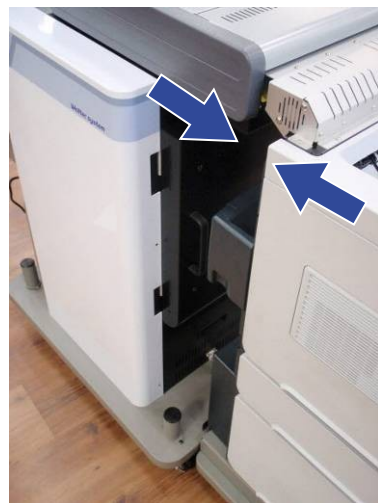
1. Power on the IM9500, Auto slide conveyor and Printer.
2. Load the pressure seal forms into the printer tray as shown on the fig. 1. make sure you load them the correct way as shown
3. Check to make sure the IM9500 and printer interface are aligned (see fig. 2)

! Caution : Both IM9500 & Laser Printer need to be on a level surface to function properly

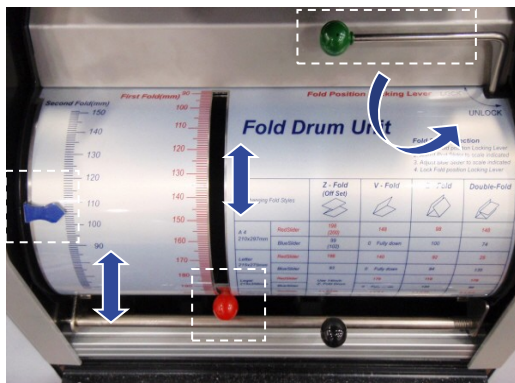
4. Adjust the folding drum to your paper (See P20.)
5. Press the Print function button on your desktop to run a test print.
6. Check to see if the pressure sealing forms are folded and sealed correctly



[fig. 1]



[fig. 2]



[fig. 3]

• **Feeding Mode (Allows you to fold and seal documents that have already been printed)**

1. Check OP panel(see fig.1)
2. Load the pressure seal forms into the printer tray (see fig.2)
3. Find the "Start Feeding" on the menu and press the start for operation.(you can see IM9500 on the printer menu)
4. Check if the pressure seal forms are well sealed or not.



[fig. 1- Ready]



[fig. 2- loading the paper]



[Menu – IMF9500]



[Copies]



[Copies Q'ty]



[Start Feeding]

[fig 3 – Printer Menu]

• **Printing only operation (Allows you to print your documents only without folding and sealing)**

1. Change the "Divert" on OP panel . (see fig. 1)
2. Open security cover this is where the printed forms end up (see fig. 2)



[fig. 1 - Menu]

1. Press "Set Button" 2 times

Mode : Working
Printer [Prompted]

2. Press   Button

Mode : Working
Divert [Prompted]

3. Press "Set Button" once (warning sound)

Mode : Working
Divert [Prompted]

4. Press "Mode Button" 2 times
This is the save option

Mode: Divert
Ready 10 0



[fig. 2 – security cover open]

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3. Paper Jam Removal

- **Printer Error**
- **Double Detect**
- **Paper Jam Removal**
- **Jam removal Sealing rollers**

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Top Unit (Printer Set Error code)

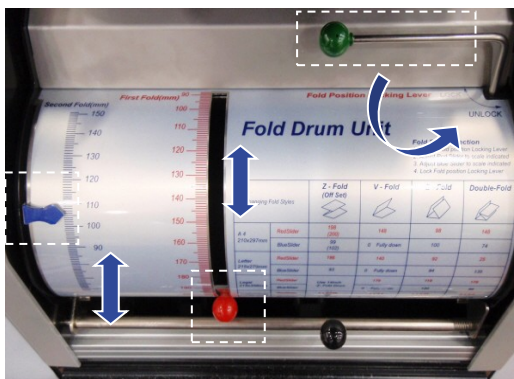
1. Check the gap between IM9500 & Printer guide is set correctly
2. After adjusting the gap, please press "Reset" button on the control panel
3. Check IM9500 & printer communication cable is connected well.
4. Check for paper jams inside the laser printer and IM9500 interface unit

Caution : Both IM9500 & Laser Printer need to be an a level surface to function properly



Folding is not accurate.

1. Check the folding lever locations are set to your stationery. (See P20)
2. Check to see if the paper is loaded correctly (security panel as your leading edge)



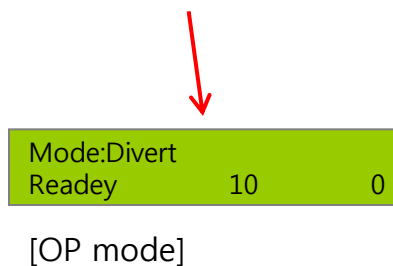
Double Detect By -Pass Tray

1. The IM9500 has a function to detect double forms. (A double form is where 2 separate pieces of paper have stuck together) If a double form is passed from the printer to the MF9500, it will be detected at the entrance to the interface and be diverted to the by-pass tray.
- 2.If you are experiencing double feeding, please make sure you fan the paper properly before loading the printer tray.

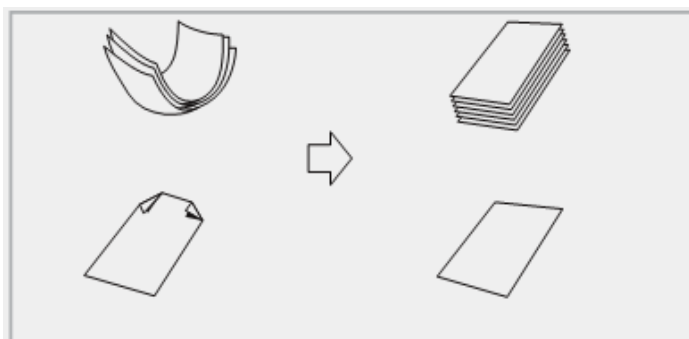
! Caution : Please confirm the OP panel menu is displaying "Divert" mode.



By-Pass Tray



Fan the pressure seal forms to separate and to eliminate any static that may have been caused by either storage or by the laser printer. (This can also be achieved using a paper jogger Please call us for more information about this..)



The paper should be fanned before you load the printer tray

Audible Warning Sound

1. Please check IM9500 and interface gap.
2. Press "Reset" Button
3. If the machine is still emitting a warning sound, please check for the any other paper jams in interface, folding area and sealing roller area. Make sure you open the back door and check this area

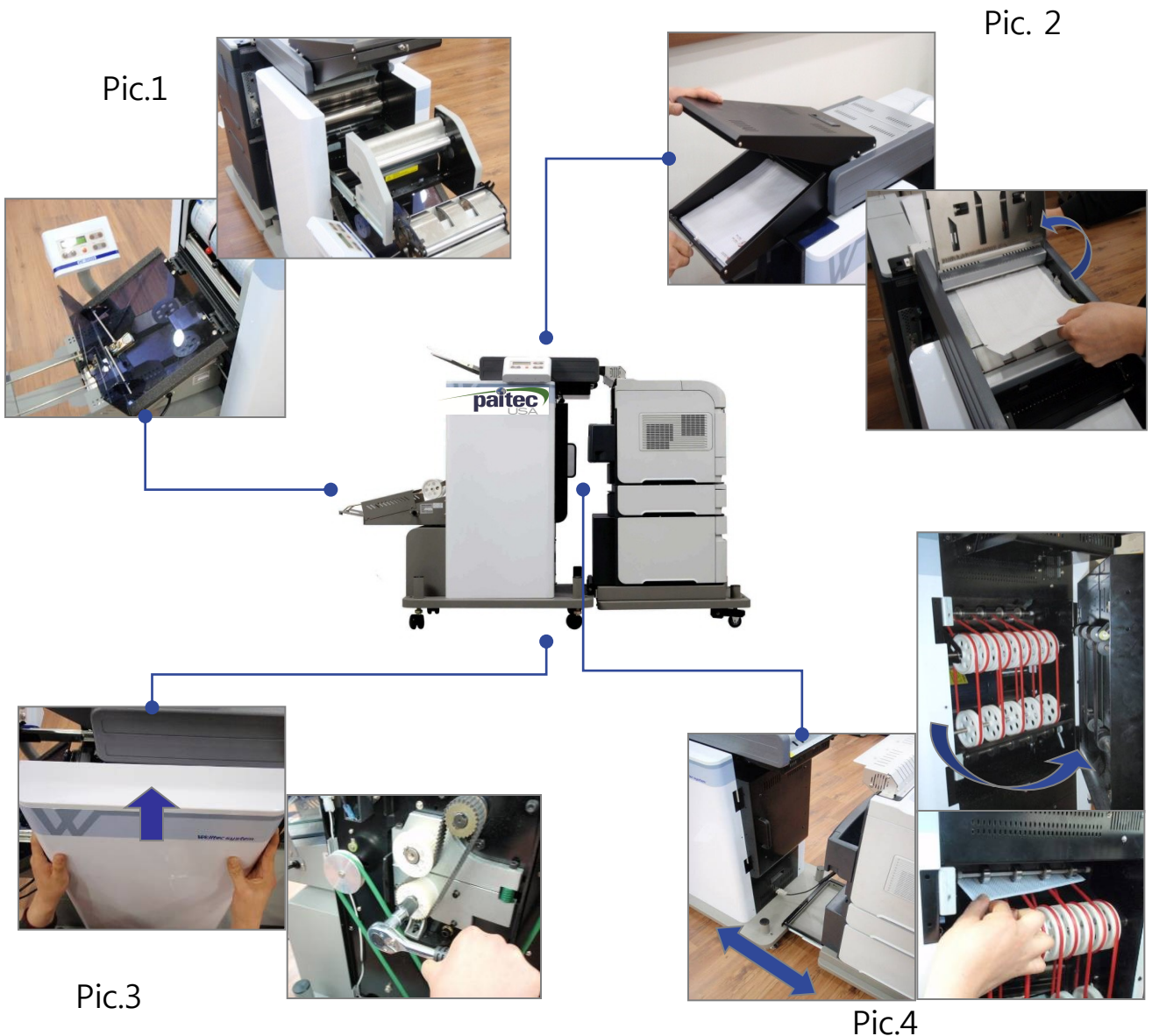


The folding direction is incorrect

1. Make sure that the your stationery is loaded properly in the printer tray
2. Also check whether the fold setting are correct.
3. The security panel is your leading edge

Paper Jam Removal

1. **Paper jam in the folding unit.** : Open the security cover and pull and slide out the folding unit. Remove any jammed paper. If there is a frequent paper jam within this unit, check the fold setting again. (pic.1)
2. **Paper jam in the interface** : Please open the top door to clear any paper jams in the interface unit. (pic.2)
3. **Paper jam in the sealing rollers** : Open the body cover and use the jam tools to remove the jam.(pic.3)
4. **Others** : separate the printer from the machine and open the cover(pic. 4) and remove the jam.



Jam Removal – Back Door

In order to clear a paper jam from the rear of the machine you will need to do the following.

1. Slide the printer away from the IM9500. this can be achieved by standing in front of the printer, holding the printer on the left and right side and pulling towards you.

1. Open the **Black** rear door.

2. Remove any forms that are jammed within the paper path.

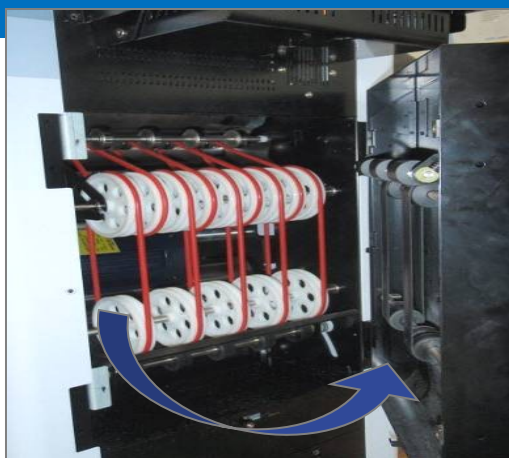
3. Close the rear door and slide the printer back into place.

4. Check to make sure the system is aligned before commencing operations.

5. Press the reset button on the console



Slide the printer away from the MF9500



Open the Rear Door



Clear away any jammed forms



Slide the printer back into place

Jam Removal – Sealing rollers

In order to clear a paper jam from the sealing rollers you will need to do the following.

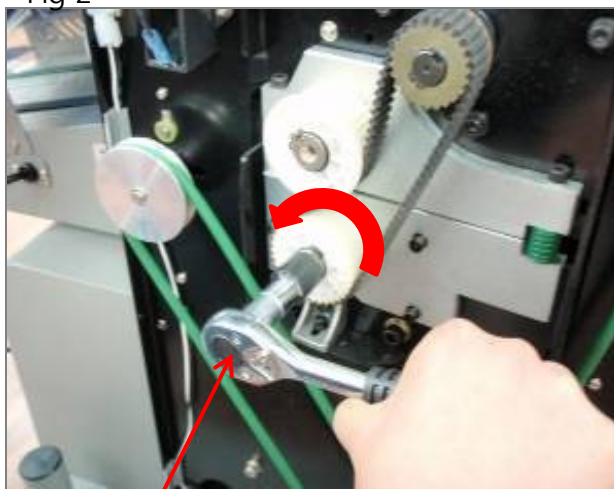
1. Turn off the power to the IM9500 unit
2. Remove the top panel and place on top of the interface.
3. Remove the left side cover from the machine by pushing up and pulling it away. As shown in Fig 1
4. Attach the wrench (Supplied) to the sealing roller shaft as shown in fig 2
5. Rotate this anti clockwise to release the paper jam. Open the rear door and remove the jammed form.
6. Replace the side cover and turn the power back on.

Fig 1



Lift cover up and pull away as shown

Fig 2



Jan removal tool (Supplied)
rotate anti-clockwise

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Printer Error

Double Detect

Paper Jam Removal

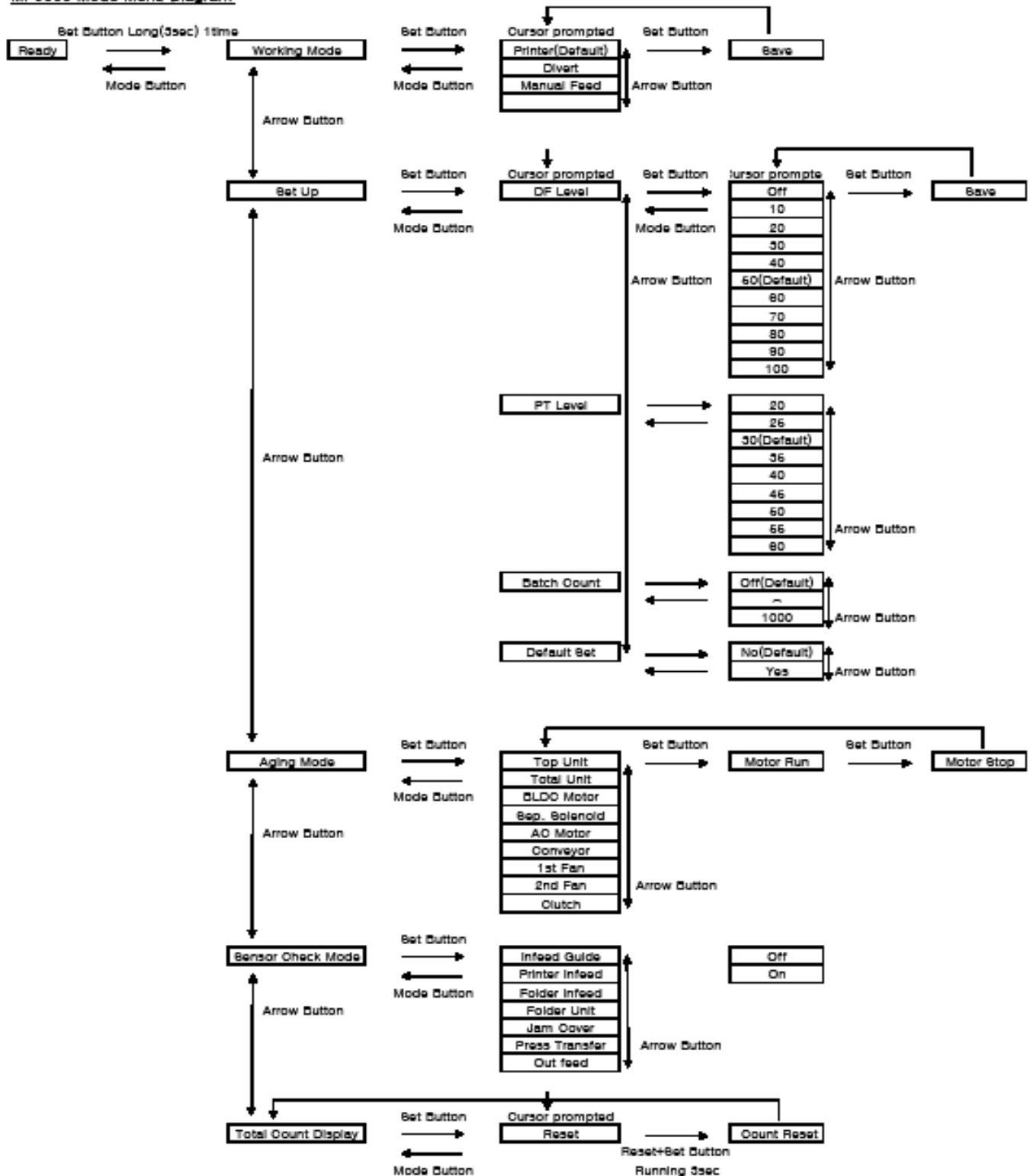
Jam removal Sealing rollers

4. Engineering Mode

5. Cleaning the contamination from the sealing /
fold rollers

6. Software Installation and Upgrade

MF9500 Mode Menu Diagram



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- Printer Error
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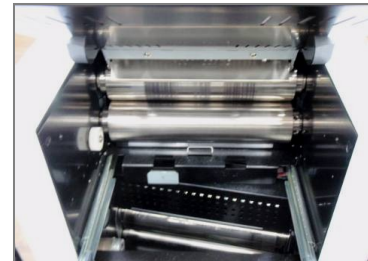
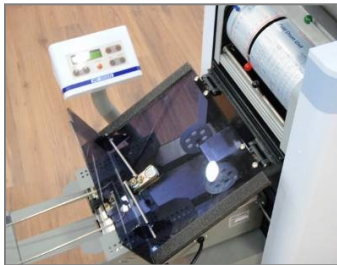
**5. Cleaning the contamination from the
sealing / fold rollers**

7. Software Installation and Upgrade

How to clean the 4 Sealing Rollers

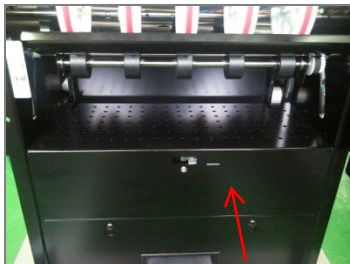
1. Open THE PERSPEX security cover. Slide out the folding unit. You will see the sealing rollers once you pull and slide out the folding unit.
2. Please clean the surface of the roller with an alcohol based cleaning solution
3. Contaminated sealing rollers may ruin the stationery, create noise, and cause frequent paper jam in the sealing rollers.
4. **Do not use any sharp edged tools to remove the contamination from the sealing rollers this will damage them and invalidate your warranty.**

1st set of sealing rollers

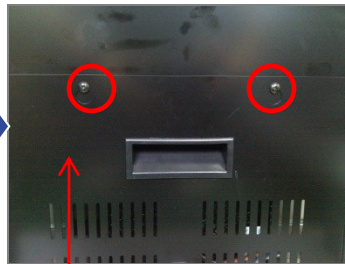


Clean the sealing rollers.

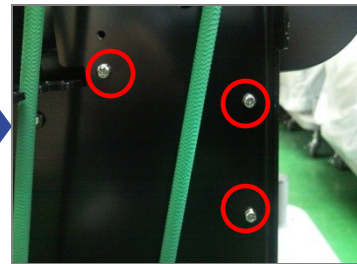
2nd set of sealing rollers (May require engineers assistance)



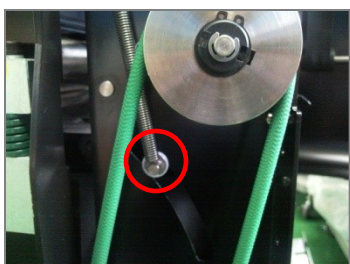
Remove the rear plate.



1) Release the screws and Open the cover.



2) Remove the screws. (both Side)



3) Separate the hook and shaft. (Both Side)



4) Remove the shaft



5) Clean the sealing rollers.

How to clean the folding roller

1. You will see the folding roller when you release the bottom lever of the folding unit.
2. Please clean the surface of the folding unit.
3. Only use either alcohol or water when cleaning the surface of the folding roller. Thinners or any other types of solutions may damage the surface of the roller.



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Jam removal Sealing rollers

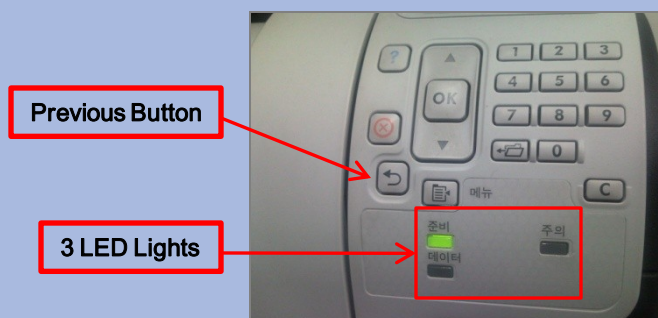
4. Engineering Mode

5. Cleaning the contamination from the sealing /
fold rollers

6. Software Installation and Upgrade

Initialize the Firmware in the USB

1. Turn off the printer and click the 'menu' button when the memory is checked. (Until three LED is lightened)
2. Click the ¹⁾'previous' button after the ²⁾three LED is lightened. (Insert the USB)
3. Click the 'OK' button when 'Initialize Disk' is shown in LCD Panel.
4. A loading screen is shown on the display

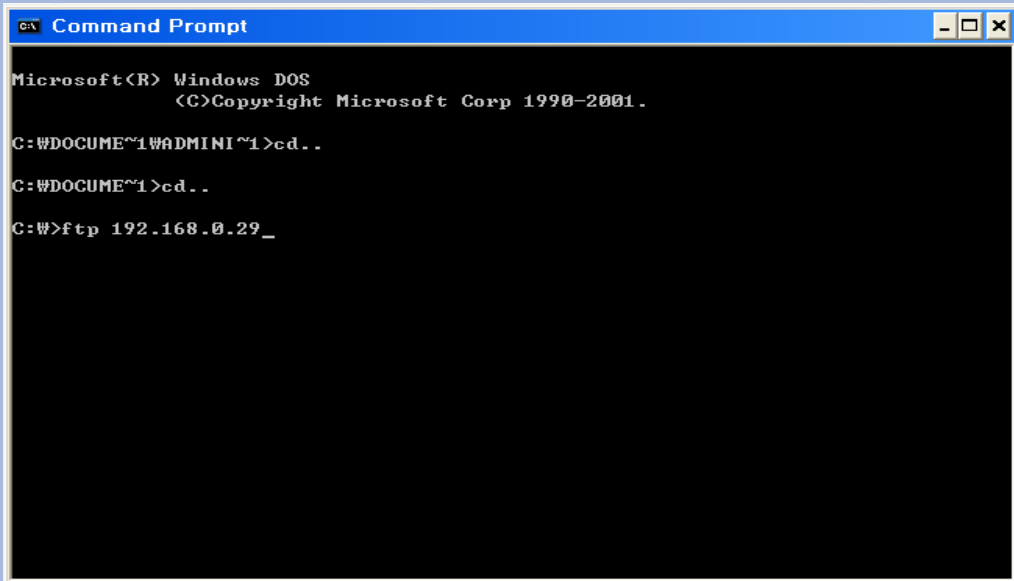


Firmware Installation

1. Click the 'start' button in the windows and click the 'run' in the start menu.
2. Type 'cmd'.
3. Type 'FTP : (IP address of your printer is linked)'
4. You can see the little progress. (Press 'Enter' twice please.)
5. Type 'Bin' when 'ftp>' is shown.
 - Please run the installation by assignment the destination of the installation file.
 - If you assign wrong destination you will do all process from first step again.
 - Ex) The destination of installation file is in C:₩..
 - ' put c: "duoseal_1.0.2.0.pjl"
6. If the installation complete printer is rebooted.

Detailed figures are shown in next page.

1. Connect the printer by network.



```

c:\ Command Prompt
Microsoft(R) Windows DOS
  (C)Copyright Microsoft Corp 1990-2001.

C:\WINDOWS\ADMIN1>cd..
C:\WINDOWS>cd..
C:\WINDOWS>ftp 192.168.0.29_
  
```

2. Press 'Enter' Key.

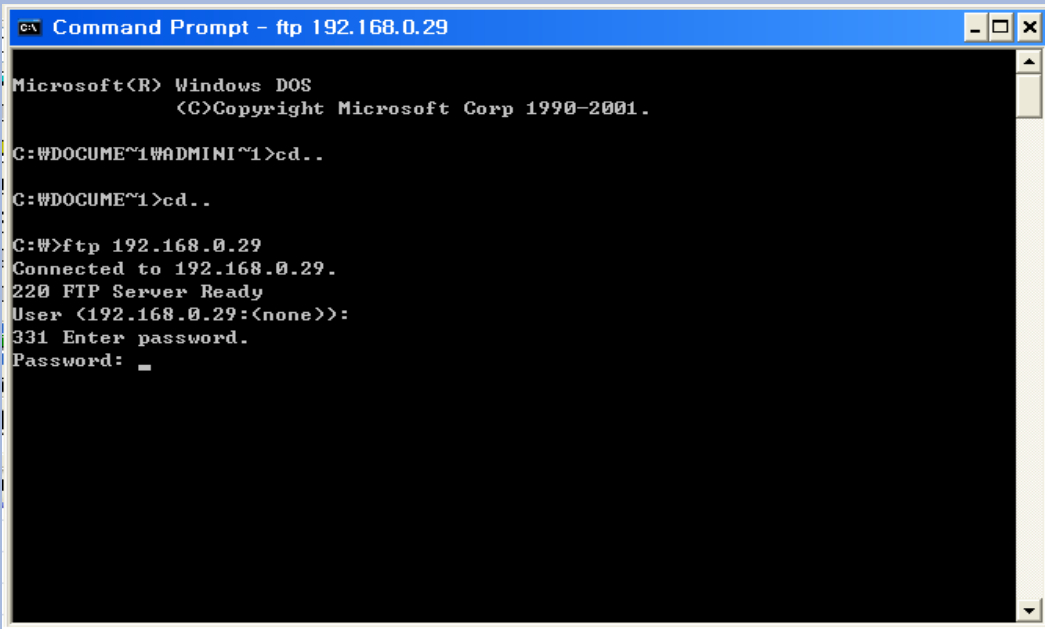


```

c:\ Command Prompt - ftp 192.168.0.29
Microsoft(R) Windows DOS
  (C)Copyright Microsoft Corp 1990-2001.

C:\WINDOWS\ADMIN1>cd..
C:\WINDOWS>cd..
C:\WINDOWS>ftp 192.168.0.29
Connected to 192.168.0.29.
220 FTP Server Ready
User (192.168.0.29:(none)):
  
```

3. Press 'Enter' Key.

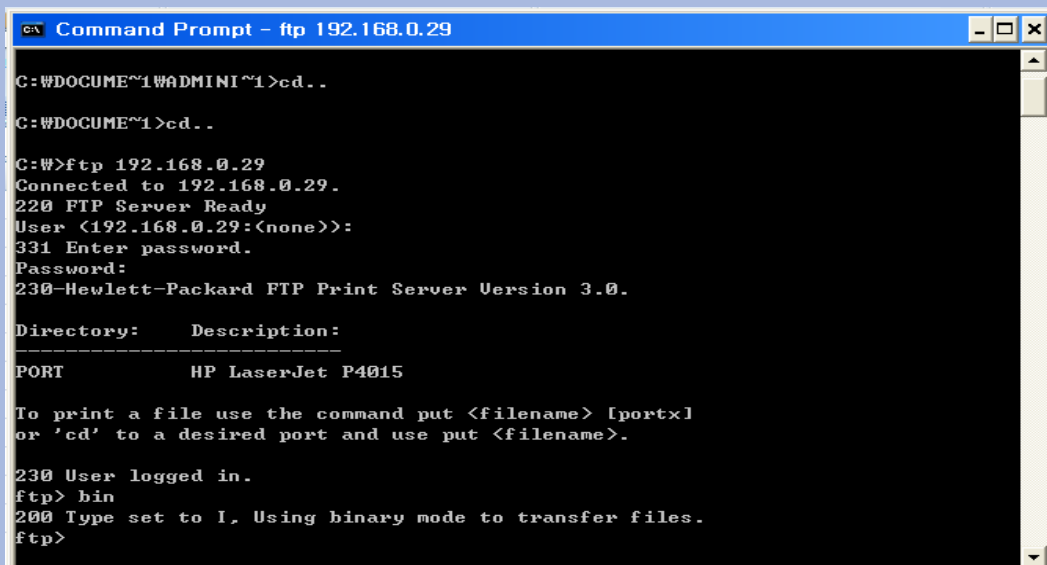


```

C:\WDOCUME~1\ADMINI~1>cd..
C:\WDOCUME~1>cd..
C:\W>ftp 192.168.0.29
Connected to 192.168.0.29.
220 FTP Server Ready
User (192.168.0.29:(none)):
331 Enter password.
Password: _

```

4. Type "bin" and enter.



```

C:\WDOCUME~1\ADMINI~1>cd..
C:\WDOCUME~1>cd..
C:\W>ftp 192.168.0.29
Connected to 192.168.0.29.
220 FTP Server Ready
User (192.168.0.29:(none)):
331 Enter password.
Password:
230-Hewlett-Packard FTP Print Server Version 3.0.
Directory:      Description:
-----
PORT           HP LaserJet P4015
To print a file use the command put <filename> [portx]
or 'cd' to a desired port and use put <filename>.
230 User logged in.
ftp> bin
200 Type set to I, Using binary mode to transfer files.
ftp>

```

5. Run the installation file.

```

c:\ Command Prompt - ftp 192.168.0.29
220 FTP Server Ready
User <192.168.0.29:(none)>:
331 Enter password.
Password:
230-Hewlett-Packard FTP Print Server Version 3.0.

Directory:      Description:
-----
PORT           HP LaserJet P4015

To print a file use the command put <filename> [portx]
or 'cd' to a desired port and use put <filename>.

230 User logged in.
ftp> bin
200 Type set to I, Using binary mode to transfer files.
ftp> put c:"duoseal_1.0.2.0.pjl"
200 Port command successful.
150 Opening BINARY mode data connection.
226-Ready
226-Processing job.
226 Transfer complete.
ftp: 3031889 bytes sent in 3.98Seconds 760.83Kbytes/sec.
ftp>
ftp>
  
```