

6. *Maintenance*

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Routine Maintenance

There are several maintenance tasks operators can perform on the system. Be sure to schedule routine service with your system supplier at the appropriate intervals.

Daily Tasks

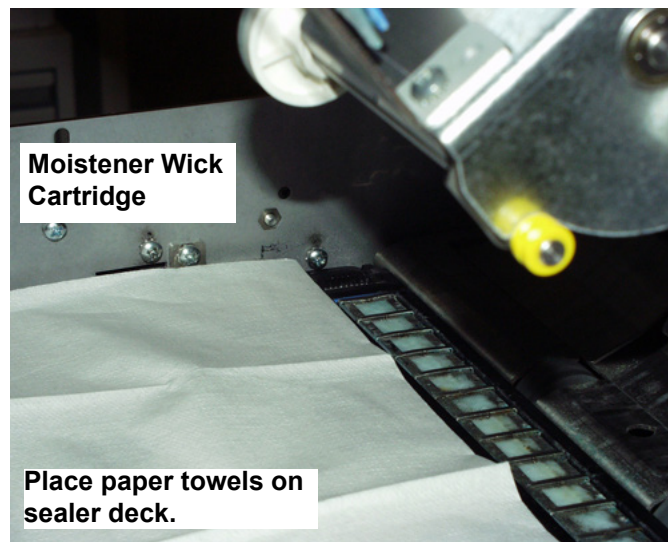
- Remove any excess paper dust that has accumulated on or around the system modules.
- Use a damp cloth to wipe unwanted soil marks from the covers.
- Report any system malfunctions and/or noticeable wear on system parts to your supervisor.

Replace the Moistener Wick

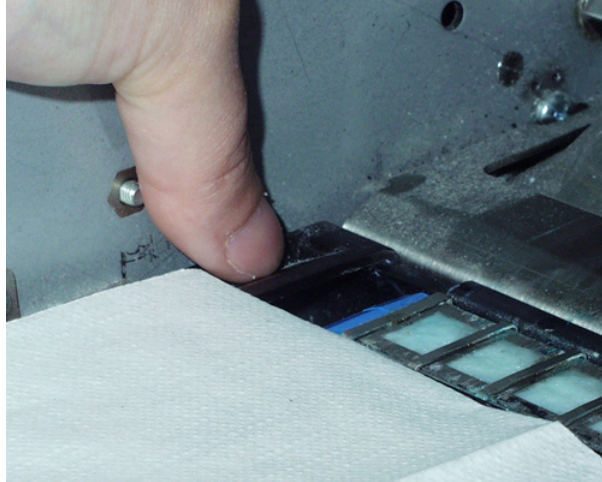
Replace the moistener wick when it becomes dry.

NOTE: Wear on the moistener wick and brushes begins to compromise seal quality at 250,000 machine cycles. It is recommended that you replace the wick and brushes at this time. Contact your system supplier to order supplies.

1. Open the insertion area cover.
2. Place some paper towels on the Sealer deck to the left of the reservoir. The towels will capture water that may drip from the old wick cartridge.



3. Release the plastic latches (one on each side of the reservoir):
 - a. Place the thumb of one hand on the latch at rear of machine (i.e. the latch furthest from you).



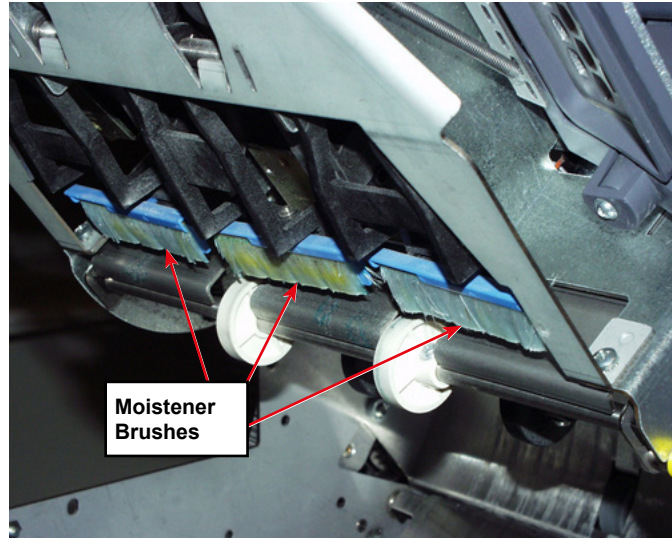
- b. Place index finger of the other hand on other latch (closest to you).
 - c. Slide the latches away from each other until both latches are free of the wick cartridge below them.
4. Pull the old wick cartridge straight up and out of the reservoir, and place it on the paper towels.



5. Wrap the paper towel around the old wick cartridge and discard.
6. Slide the new wick cartridge into the reservoir. Insert the cartridge with the open side of cartridge facing the exit end (rear) of machine.
7. Press down on the ends of the cartridge to make the two bump features of the cartridge sit below the top edges of the reservoir.
8. Slide the plastic latches toward each other and over the new wick cartridge until they snap into place.
9. Close the insertion area cover.

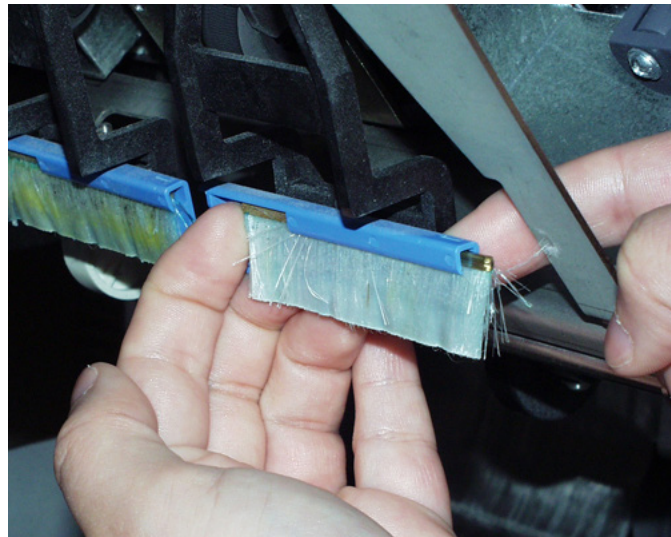
Replace the Moistener Brushes

Replace the moistener brushes when they show wear.



1. Open the insertion area cover.
2. Remove old brushes:
 - a. Hold the blue brush holder in place with one hand while you use the other hand to push the bristles of the old brush completely free from the holder.

NOTE: You will be pushing the bristles toward yourself.



- b. Repeat for all three brushes and discard.

3. Install the new brushes:

NOTE: Avoid bending or deforming the brush bristles; permanent distortion of the bristles will prevent envelopes from sealing correctly.

- a. Hold the blue brush holder in place with one hand.
- b. Insert the metal edge of the new brush into the channel opening in front of the brush holder.
- c. Push the brush slightly into the brush holder channel to start it.
- d. Slide the new brush completely into the holder by its bristles until it stops.

NOTE: The brush is completely inserted when there is no more visible metal edge of the brush extending out from the front of the brush holder.

- e. Repeat for the remaining two brushes.

Replace the Envelope Edge Marker Roller

NOTE: Avoid touching the ink roller, as it is covered in ink.

1. Open the flats sealer cover.
2. Grasp the tab at the top of the old ink roller and lift to remove.
3. Grasp the tab at the top of the new ink roller and slide it onto the spindle.
4. Release the tab once the ink roller is seated firmly in place.
5. Close the flats sealer cover.