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# ES2500

## User Manual



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## Introduction

### Welcome!

Thank you very much for selecting Paitec product!

This manual is prepared to provide you with guidelines on how to properly operate and maintain the ES2500. Please read this user manual before operating in order to prevent unexpected malfunction or damage. Please refer to the manual carefully and follow the instruction.

### Copyright

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### Safety Precautions



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Caution: Serious bodily injury or mechanical damage may result from insufficient attention to or incorrect compliance with warning messages with this symbol.

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- Do not attempt to disassemble or reassemble the machine. It may cause an electric shock or mechanical problem.
- Disconnect the power immediately if liquid or a foreign object enter the inside of the machine.
- Do not input metal or inflammable material into the inlet.
- This manual is subject to be revised without notice.
- Do not install the machine on the place as below.
  - Near window or places exposed to direct sunlight.
  - Where vibration is detected.
  - Where temperature changes suddenly or poorly ventilated.
  - Places exposed to hot or cold air directly. (not office circumstance)
  - Not solid enough or weak floor.

## Specification

The ES2500 offers a real office-friendly Pressure Sealer with perfect sealing quality and extremely low noise level. It is capable of processing 3,000 forms per hour.

Contents	Specifications	Remark
<b>Form Size</b>	A4 / Letter / Legal size	
<b>Speed</b>	3,000 forms / hour	
<b>Input Tray</b>	up to 150 forms	Based on 80gsm
<b>Form Weight</b>	80~105gsm	
<b>Fold Setting</b>	Z, C, V & Double, 14" uneven Z	
<b>Noise Level</b>	less than 45db	
<b>Weight</b>	49 Lbs (without packaging)	
<b>Dimension</b>	13" X 16" X 11" (WxLxH)	

\* Specification is subject to be revised without notice.

## Name of Each Parts

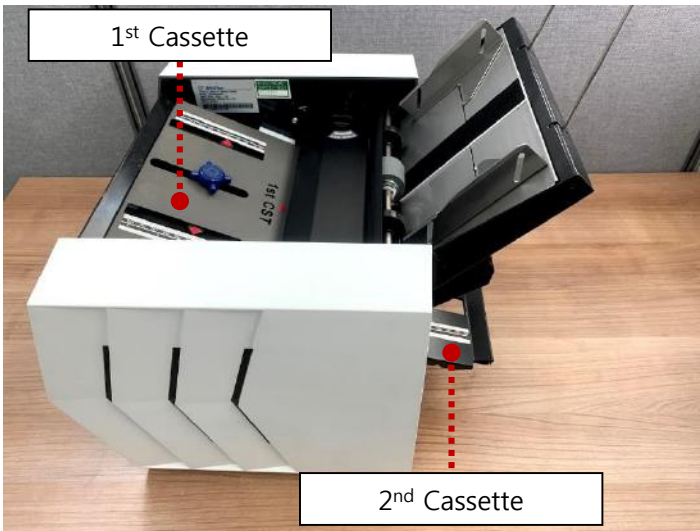
Open the box and place the Main Body on a table. Set up Wire Tray and Fold Cassette to the Main Body as below pictures.



- ① Paper Tray: Load the paper on the Tray. (Prepare paper by making edges neat before loading)
- ② Paper Guide: Guide to paper feeding on the Tray.
- ③ Fold Roller Cover: Open fold roller cover when jam occurs.
- ④ Start / Stop Button: Start & Stop the machine operation.
- ⑤ Output Tray: Stacking the paper after folding & sealing.

## How to Install the Fold Cassettes

Please follow the these instructions to adjust the fold 1st and 2nd Fold Cassettes.



- ① the 1<sup>st</sup> cassette is inserted on the front of the machine.
- ② Insert the 2<sup>nd</sup> cassette on the back of the machine.

### Adjusting the Fold Cassette

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.)



## Folding Cassette Guide

The ES2500 has a 2 different kind of 1st folding plate based on the folding type required.

		148mm plate (Standard)	240mm plate
<b>Option</b>		Basic	Option
<b>Fold Type</b>	<b>Z</b>	Letter, A4, Legal	Letter, A4, Legal
	<b>V</b>	Letter, A4	Letter, A4, Legal
	<b>C</b>	N/A	Letter, A4, Legal
	<b>Uneven C</b>	N/A	Letter, A4, Legal



Standard 148mm



240mm Fold Cassette

# Folding Cassette Guide

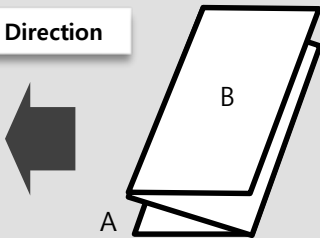
A fold cassette setting guide with ruler is attached on the front of the hopper. Please select the folding type you require and adjust the 1st and 2nd cassette location based on this information.

		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	<i>Insert the cassette in the opposite direction</i>						
<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%

※ If you want to process V-Fold documents (single fold) please remove the 2nd fold cassette, rotate and replace.

## Folding Cassette Guide

Direction



Z Fold

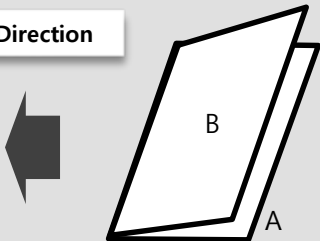
### 1. Z Fold Setting (A4)

- a. Move 1<sup>st</sup> cassette stopper to **99mm**.
- b. Move 2<sup>nd</sup> cassette stopper to **99mm**.

Tip1. If A side of paper is shorter, adjust the position of 1<sup>st</sup> cassette stopper to more longer.

Tip2. If B side of paper is shorter, adjust the position of 2<sup>nd</sup> cassette stopper to more longer.

Direction



V(Single) Fold

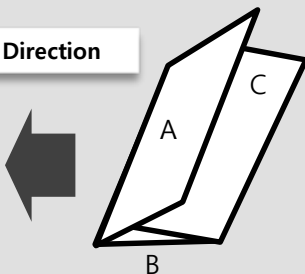
### 2. V(Single) Fold Setting (A4)

- a. Move 1<sup>st</sup> cassette stopper to **148.5mm**.
- b. **Remove 2<sup>nd</sup> cassette and put it back with opposite direction.**

Tip1. If A side of paper is longer than B, adjust the position of 1<sup>st</sup> cassette stopper to more short.

Tip2. If A side of paper is shorter than B, adjust the position of 1<sup>st</sup> cassette stopper to more long.

Direction



C Fold

### 3. C Fold Setting (A4) – <Required 240mm 1st Cassette >

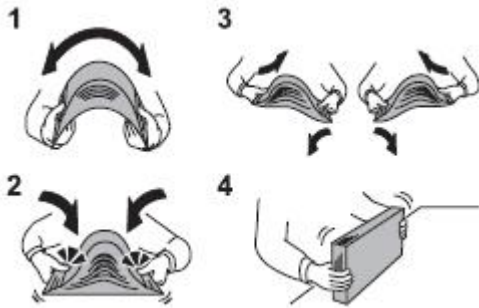
- a. Move 1<sup>st</sup> cassette stopper to **198mm**.
- b. Move 2<sup>nd</sup> cassette stopper to **99mm**.

Tip1. If B side of paper is longer than C, adjust the position of 1<sup>st</sup> cassette stopper to more short.

Tip2. If C side of paper is shorter, adjust the position of 2<sup>nd</sup> cassette stopper to more longer.

# Paper Loading

## Before Loading



If you unpack the new paper before loading, please follow the below steps to make air enter into each paper.

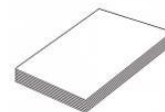
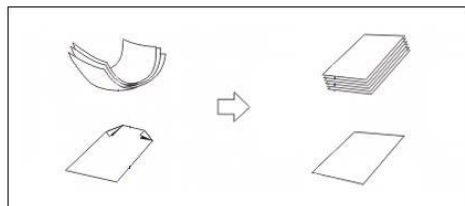
1. Bend the center of the whole batch of paper.
2. Hold the ends of paper and push and pull a few times.
3. Lift the paper left and right to allow the air might go into each paper.
4. Jog the paper on the flat table.



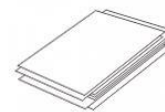
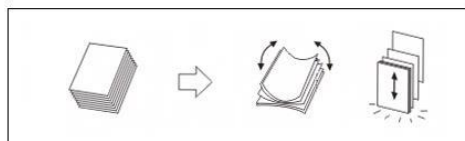
If the paper is curled or folded, Please straighten the paper well before loading. Curled or folded paper will cause paper jams.



Do not expose new paper to high temperature and humidity. The paper can be deformed by moisture. It may cause a paper jam. Keep the rest of paper after loading in the package to avoid deformation or damage by moisture.



Good



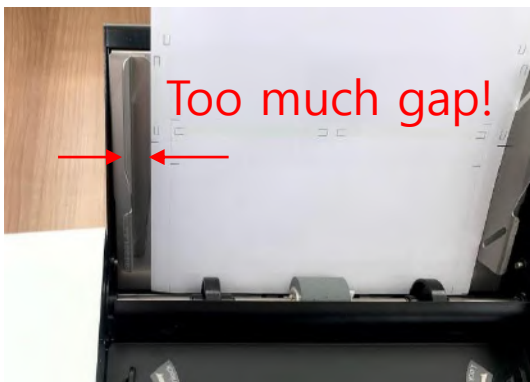
Bad

## Paper Loading

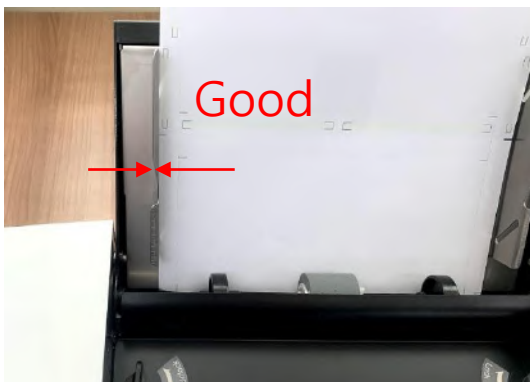
It is important that you load the Paper Guide correctly to minimize the risk of paper jams occurring.

Fan the pressure seal forms to separate and eliminate any static that may have been caused by the laser printer.

※ Adjusting the paper guides to the correct location



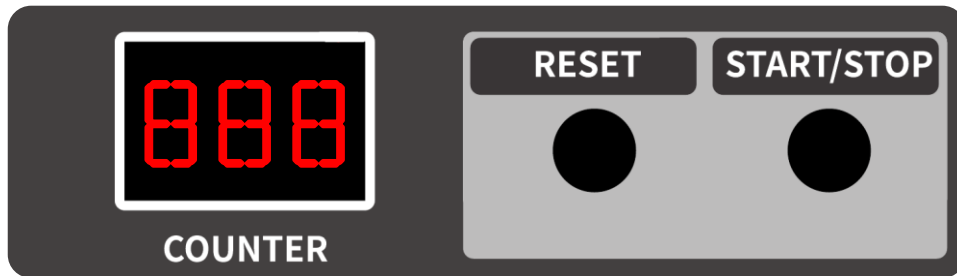
The Paper Tray will take up to 150 printed forms. However please do not overload the hopper. This will result in miss-feeding



Insure that the side guides are right up against the edge of the form but not compressing the form

After Paper Loading, press Start / Stop button to run & stop the operation.

## Operation Panel

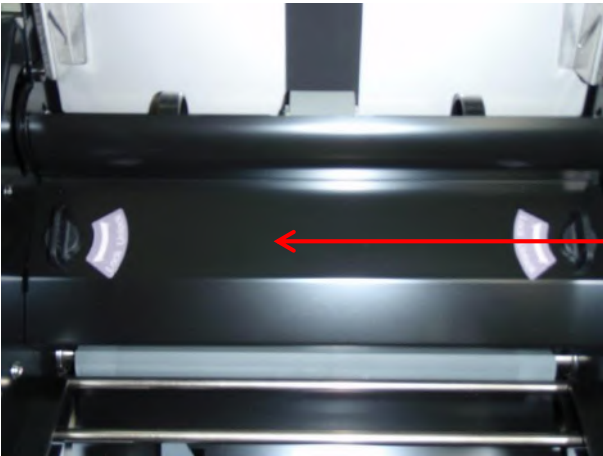


- ① Counter
  - Shows working counter on the panel with 3 digits.
  - Shows error codes.
  
- ② Reset Button
  - Reset the working counter.
  
- ③ Start/Stop Button
  - Press [Start/Stop] to run the machine.
  - Press [Start/Stop] again to stop the machine.

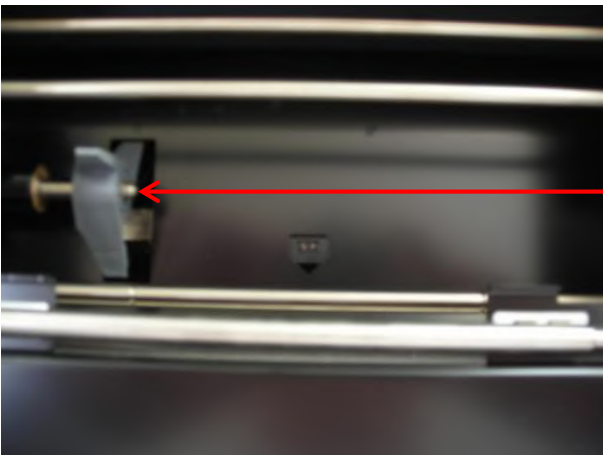
## Features



- **Paper Jam Detection** : This sensor will detect a paper jam and stop the machine.
- **Please note** you will have to remove the jammed form before restarting the machine.



- **Limit sensor for fold roller cover.** The machine will not run with this cover missing or if this cover is removed while the machine is running.



- **Paper Alignment Paddle.** Please do not remove this item. Your machine will not function properly without it

## Jam Removal

You can easily remove a paper jam as illustrated below. If a paper jam has occurred, the machines will automatically stop after a few seconds. After removing the paper jam, press the "start" button for the machine to re-start.



[Pull off the 1<sup>st</sup> cassette]



[Remove the fold roller cover]



[Locate the jam removal tool]



[Insert the jam removal onto the hole of roller and pull it down ]



**Please remember to remove replace the jam removal tool back into its holder once the paper jam has been cleared.**

## Cleaning

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

### 1 Paper Dust

Use small air cleaner or dust remover

### 2 Pick-up and Fold rollers

Clean the feed roller as well as the aluminum and rubber rollers inside the folding unit with roller cleaning fluid. Do not use oil as this will damage the surface of the rubber.

### 3 Sealing Rollers

With general use, toner will build up on the pressure rollers. Check the rollers for build up of toner and clean on a regular basis using a suitable roller cleaning fluid. The degree of build up will vary according to the type of printer, toner & fuser used.



**Do not use any other substance to clean the surface of the fold rollers as it may damage the rubber.**

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**Please contact your service tech for further details on suitable cleaning solutions to be used.**

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