



Intec ColorSplash CS4000 and CS5000 Enhanced Print Production Envelope Feeder

Installation and Set Up Guide



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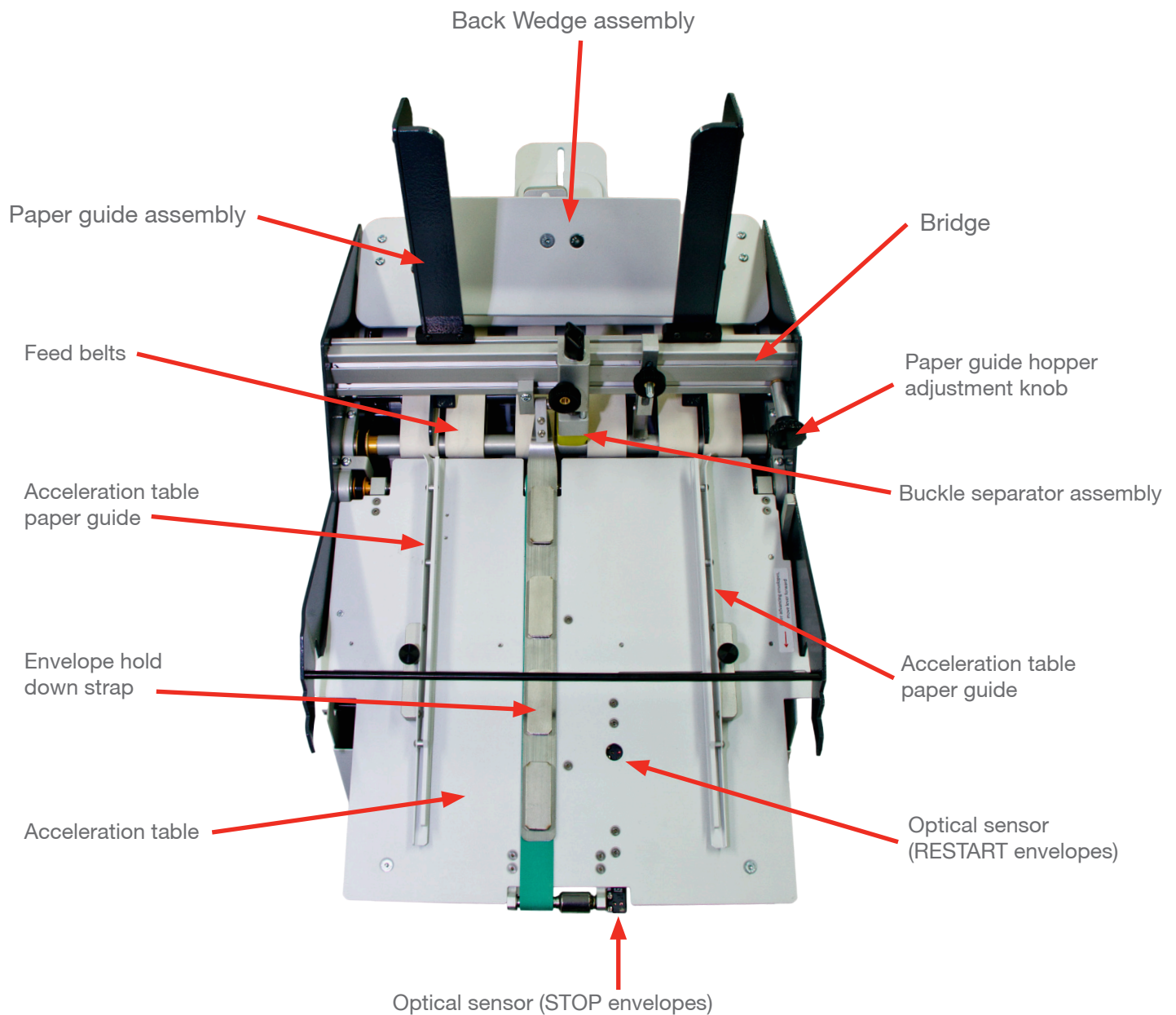
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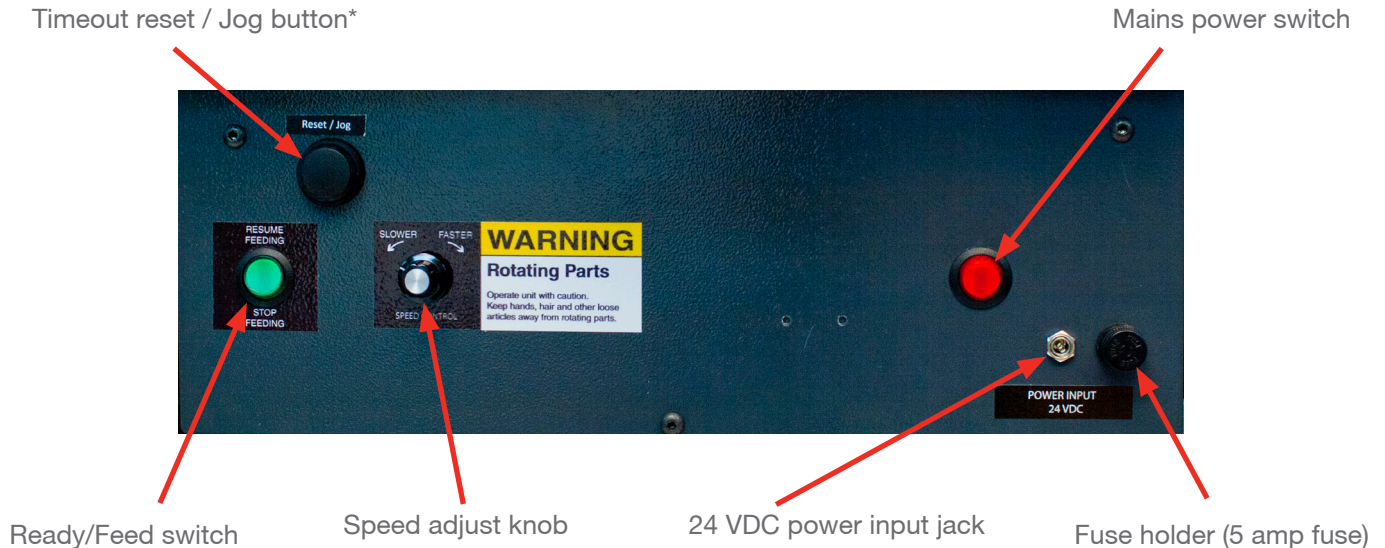
1. GETTING STARTED

1.1. ColorSplash EPP Envelope Feeder Components



IMPORTANT: Please familiarize yourself with the components shown above. These components are referred to in the setup instructions contained in this manual.

1.2. Control Panel Components and Features



*TIMEOUT FEATURE

The ColorSplash's EPP Envelope Feeder features a timeout function. During operation, if the optical sensor mounted at the exit end of the acceleration table (the STOP Envelope Sensor) does not detect an envelope for 4 seconds, the feed motor will be paused. This is to ensure that the motor does not 'run on' in the event the feeder runs out of envelopes, or a jam occurs in the feeder.

The **Reset / Jog** button shown above is used to reset the timer and allow the motor to restart running after a timeout occurs.

If you press and hold this button in, the motor will run continuously until an envelope covers the optical stop sensor.

The variable speed control can be adjusted to accommodate different size envelopes. As a general rule, most small envelopes will require approximately 50% maximum speed or more. For envelopes 150mm (6" long) in the running direction or longer, higher speeds will be required for consistent operation.

The feeder utilizes a low voltage 24 VDC\5 amp external power supply. An on board 5 amp fuse is included for electrical component protection. This fuse can be accessed by unscrewing the fuse cap in the lower right corner of the control panel.

2. INSTALLATION GUIDE

The Intec ColorSplash's EPP Envelope Feeder is designed to operate with the new Intec ColorSplash digital production printers. This guide will show the proper way to prepare the printer for the envelope feeder and installation and operation of the feeder.

2.1. Preparing the INTEC CS4000 / CS5000 Printer for use your Intec EPP Envelope Feeder

2.1.1. Removing the MPT Tray/Door

Step 1. To prepare the ColorSplash CS4000/ CS5000 printer for the feeder, you must first remove the door from the manual feed tray. First, open the manual feed tray door on the right side of the printer.



Step 2. Press inward on the right side hinge of the door to release it from the slot.



Step 3. Press inward on the pivot point of the door on the right side to remove it from the printer housing.



Step 4. Remove the left side of the door in the same fashion and remove the door from the printer.

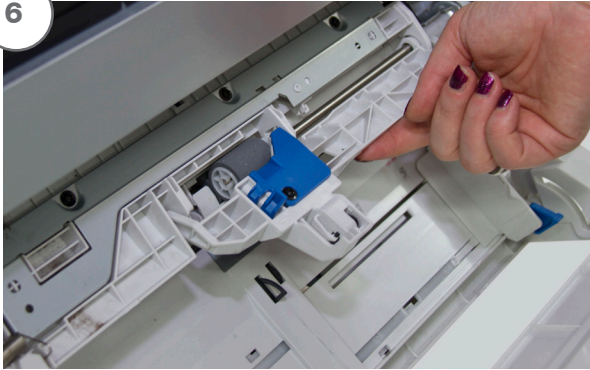


2.1.2. Removing the Outer Separation Pad

Step 5. Open the right side cover on the printer by pulling on the latch shown here:

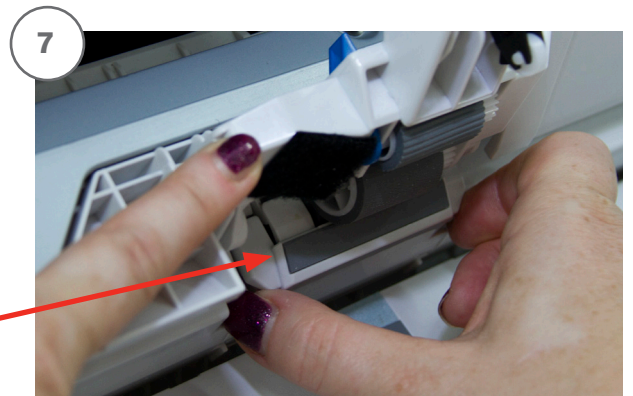


Step 6. With the right side door fully open, lift the feed roller assembly to gain access to the feed roller and sheet separator area.

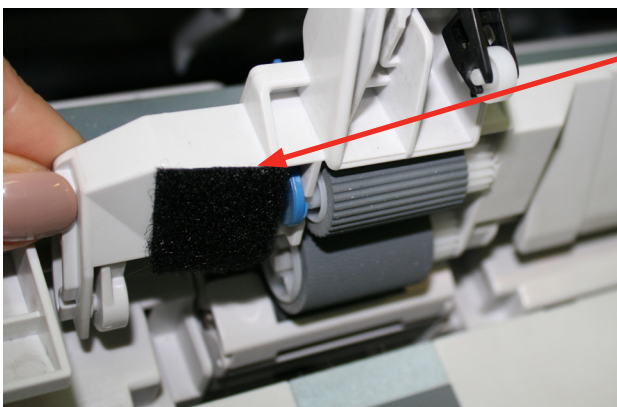


Step 7. Pinch the two upper corners of the sheet separator assembly (rubber pad) and remove the assembly from the printer.

Remove the separator assembly



NOTE: The envelope feeder is equipped with paper sensors positioned just to the left of the printer's manual feed tray feed roller and in the centre of the floating delivery table. It is possible for the sensors to detect the white plastic housing just to the left of the feed roller, and reflective silver housing above the middle sensor, which can cause erratic feeding. It is very important to place the black tape or Velcro™ (included with feeder) in these 2 positions.



Place black tape in these areas



Note: This tape will not affect the printer and can be left in place, even when not using envelope feeder

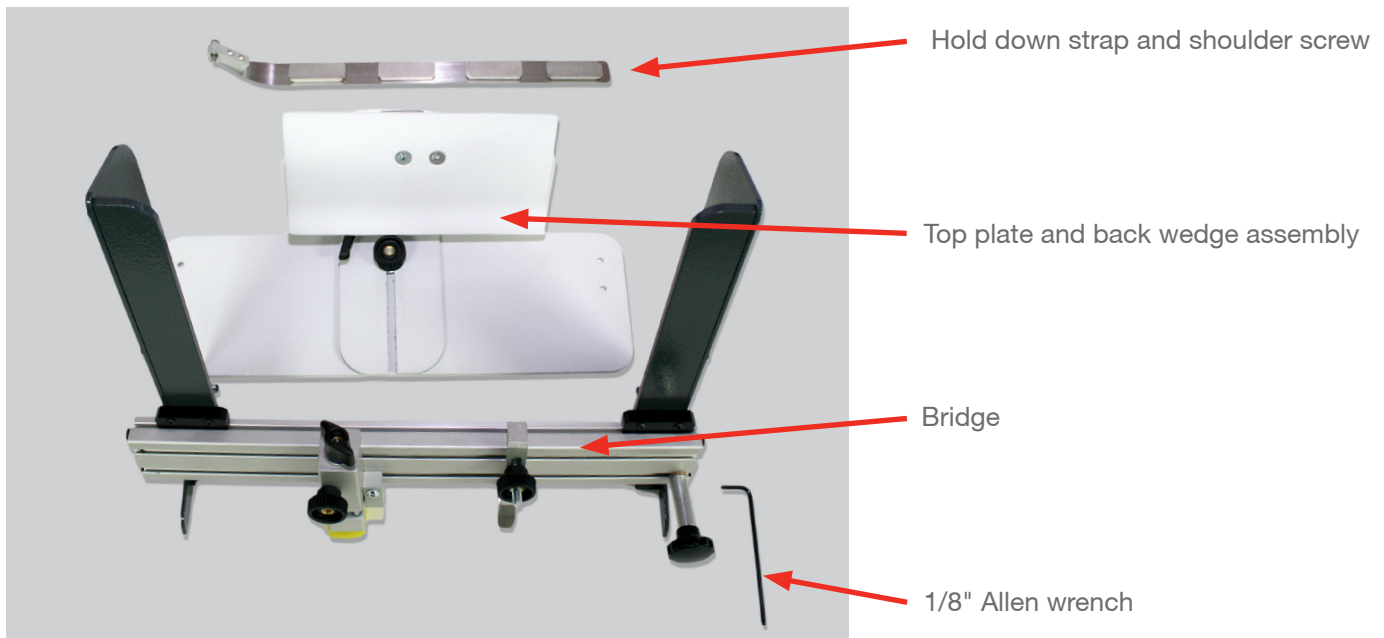
2.2. Assembly of the Intec ColorSplash Envelope Feeder

Step 1. After removing the feeder from the shipping container, carefully place the feeder and cabinet in the upright position.

Step 2. Open the door on the rear of the cabinet and remove the accessories box.

Step 3. Carefully remove the contents of the accessories box and set them on a table.

Ensure that all of the components listed below are accounted for before discarding the packaging.



Additional items included in the accessories box include:

- Extra sheet separator
- Envelope buckle device
- Black Velcro™ patches for printer
- 24 VDC power supply
- Narrow back wedge assembly

2.2.1. Assembly of Top Plate

Step 4. Using the included 1/8" Allen wrench, remove the four button head screws from the top of the back plate of the feeder.

4



5



Step 5. Attach the top plate to the feeder using the four button head screws removed in Step 4.

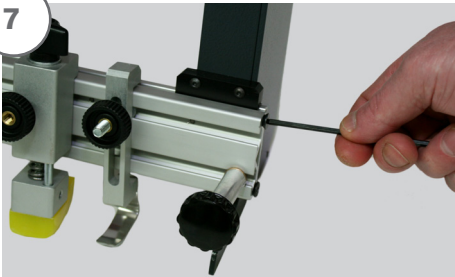


Be careful on steps 4 & 5 not to drop the screws into the feeder.

Step 6. Tighten the screws holding the top plate securely.

2.2.2. Assembly of the Feeder Bridge

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Step 7. Using the 1/8" Allen wrench, remove the two flat head screws from each end of the bridge.

Step 8. Carefully position the bridge between the side plates of the feeder and line up the attaching holes.

8



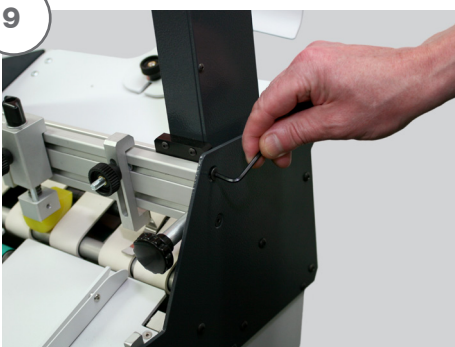
Step 9. Attach the bridge to the feeder using the four flat head screws removed from the bridge in Step 7.



Do not tighten any of the screws until all four are in place.

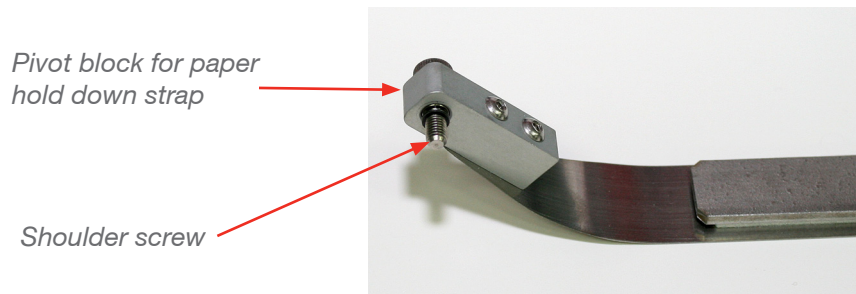
Step 10. Tighten all four bridge screws.

9

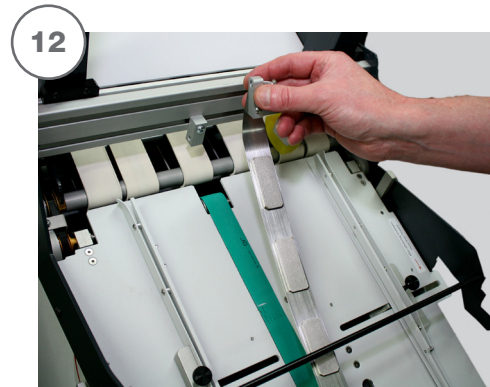


2.2.3. Fitting the Paper Hold Down Strap

Step 11. Remove the shoulder screw from the paper hold down strap pivot block.



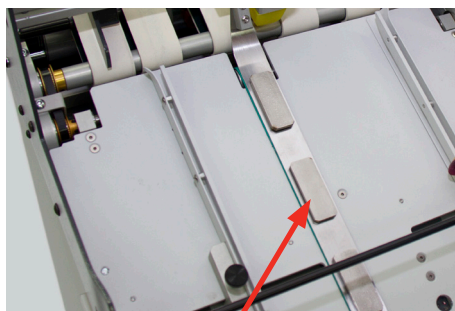
Step 12. Place the end of the hold down strap (opposite pivot block end) underneath the acceleration table cross bar and on top of the transport belt.



Step 13. Position the hold down strap pivot block next to the mounting block (on the right side) on the bridge and insert the shoulder screw into the pivot block.



Step 14. Attach the pivot block to the mounting block on the bridge using the 1/8" Allen wrench to tighten securely.

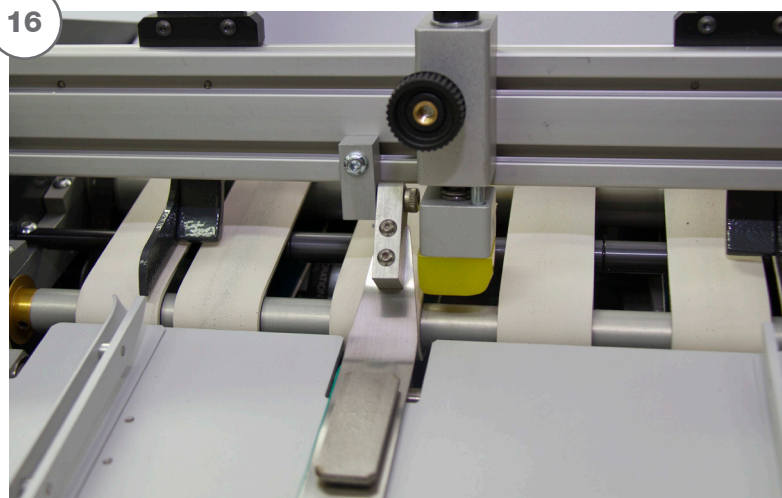


The hold down strap assembly should pivot at the shoulder screw and should lie flat on the transport belt.

The steel weights on the strap apply downward pressure on the envelopes to ensure consistent movement of the envelopes by the transport belt.

2.2.4. Positioning the Envelope Buckle Separator

Step 15. Loosen the locking knob holding the envelope buckle separator in position on the bridge.



Step 16. Slide the buckle separator to the center of the feeder and position the yellow tip at the bottom between the two center feed belts as shown in the photo.

Step 17. Lock the separator in position with the locking knob.



3. OPERATING GUIDE



IMPORTANT: It is recommended that you set up the feeder for your envelopes before moving the feeder into position with the printer. This will ensure complete access to the paper guides on the acceleration table and make testing the feeder easy.

The ColorSplash's EPP Envelope Feeder can feed a variety of envelope sizes and types into the printer via the printer's manual feed tray. The following instructions illustrate the proper setup of the feeder.

Note: The feeder can be setup for your envelopes away from the printer and then easily placed in line with the printer after setup is complete.

Setting up the Feeder for Envelopes

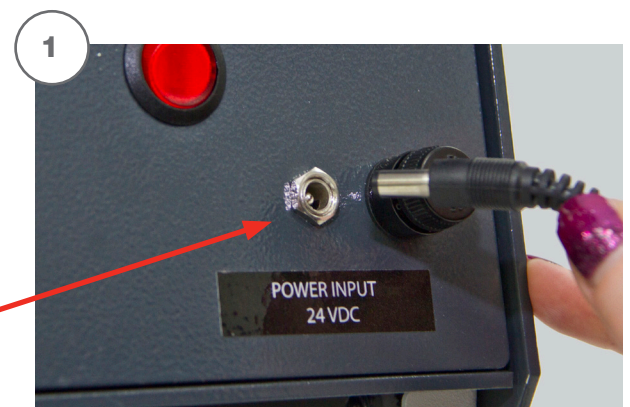
Setting the feeder for your envelopes consists of the following basic steps:

1. Setting up the hopper paper guides
2. Setting up the sheet separator(s)
3. Setting the back wedge (envelope stack support)
4. Setting the delivery table paper guides
5. Testing the feeder
6. Moving the feeder into position alongside the printer

3.1. Setting the Hopper Paper Guides

Step 1. Ensure that the main power switch on the feeder's control panel is in the OFF position and plug the 24 VDC power supply, included with the feeder, in the power jack on the control panel.

24 VDC power input

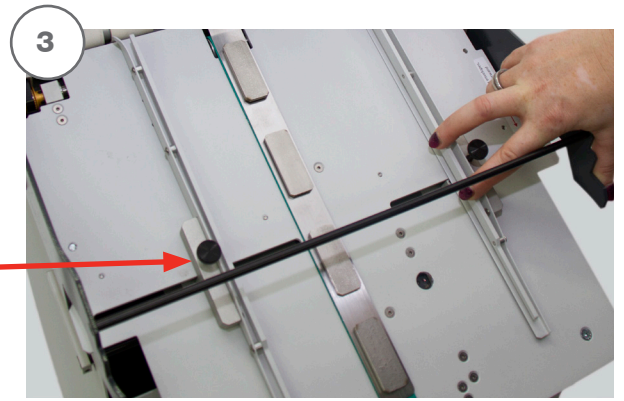


Step 2. Rotate the paper guide adjusting knob on the bridge to position the paper guides outward toward the side plates of your feeder.



Step 3. Loosen the locking knobs on the acceleration table paper guide blocks and slide the acceleration table paper guides outward. **Grasp the paper guide block to move the guides.**

Locking knobs



Step 4. Loosen the back wedge assembly locking knob and slide the back wedge back away from the feed belts for easy access to the envelope hopper area.



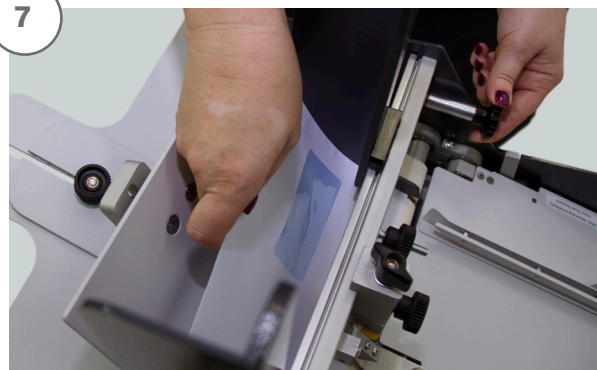
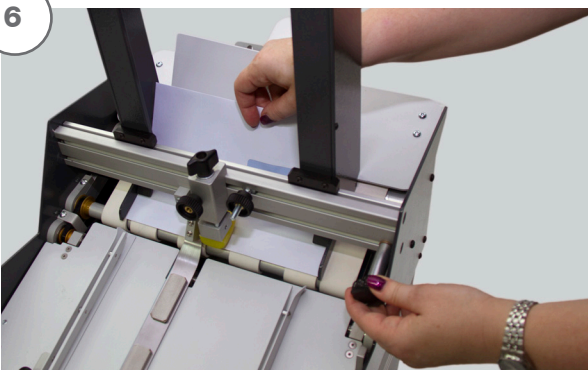
Step 5. Place one of your envelopes between the hopper paper guides above the feed belts.



Step 6. While holding the envelope with one hand, rotate the paper guide adjusting knob to move the paper guides in until they are alongside the edges of your envelope.



Do not pinch the envelope with the Hopper paper guides.



3.2. Setting the Envelope (Buckle) Separator(s)

The ColorSplash EPP Envelope Feeder utilizes a patented technique for separating the bottom envelope from the stack called 'buckle separation'. This unique method separates the envelopes by buckling them downward between feed belts. This results in simple sheet separation and minimizes envelope scuffing and paper jams.



You will notice in the following instructions that the separator(s) are positioned between the feed belts, not over them.

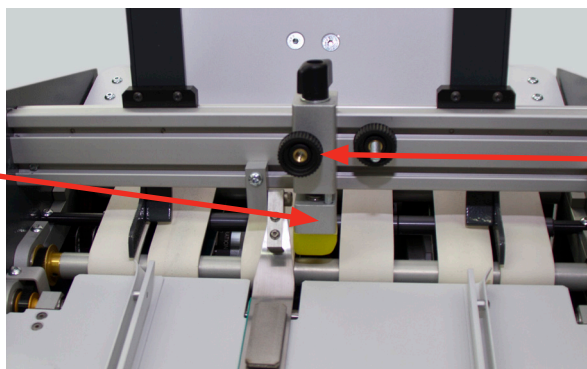
When in this position, the separators push down on the envelope as it is advanced from the bottom of the stack, forming a downward 'buckle' in the envelope between feed belts.

This method is simple, effective, easy to set up and does not require a lot of fine tuning. The downward buckle breaks the friction 'bond' between the bottom envelope and the stack, making it easier to pull the bottom envelope away.

This method of separation also reduces jams because with the separators pushing down on the envelope between, rather than on top of, the feed belts, there is not a 'pinch point' created.

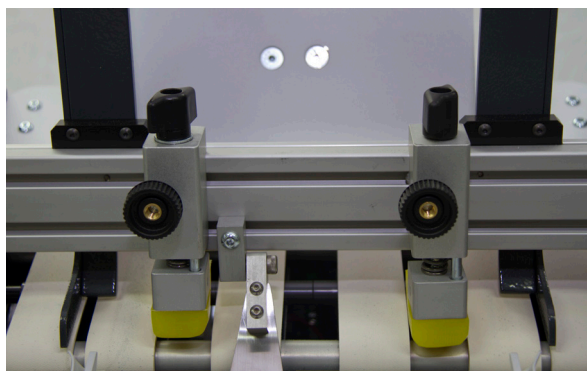
The EPP Envelope Feeder comes with two buckle separator assemblies. Most jobs only require the use of one separator so we recommend trying a single one in the middle first as shown here:

*Single separator
(positioned between belts)*



*Separator locking knob
(loosen to reposition
separator(s))*

If you are not getting consistent results after some time and adjustments, you may wish to try two separators as shown here:



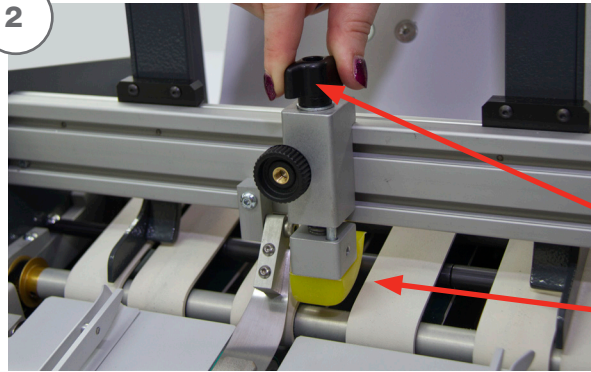
*Two separators.
Each positioned between
two feed belts*



Note that in both examples above, the separators are positioned between belts.

3.2 Setting the Envelope Separator(s) (continued)

Step 1. If using a single separator (recommended), ensure that the buckle separator is positioned in the gap between the two center feed belts.

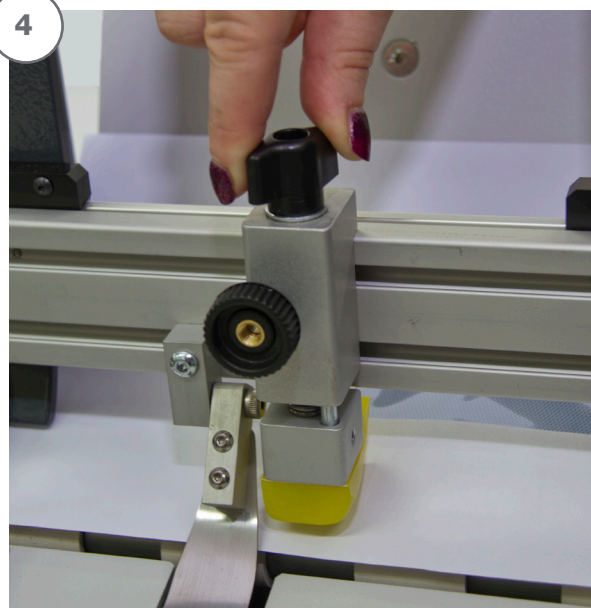
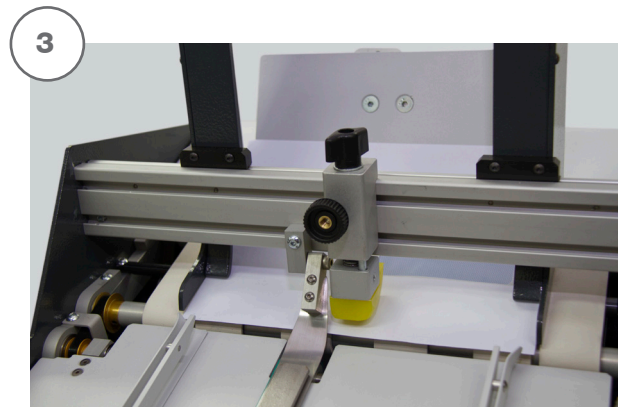


Step 2. Rotate the separator height adjustment knob clockwise several turns to raise the separator tip up above the level of the feed belts.

Separator height adjustment knob

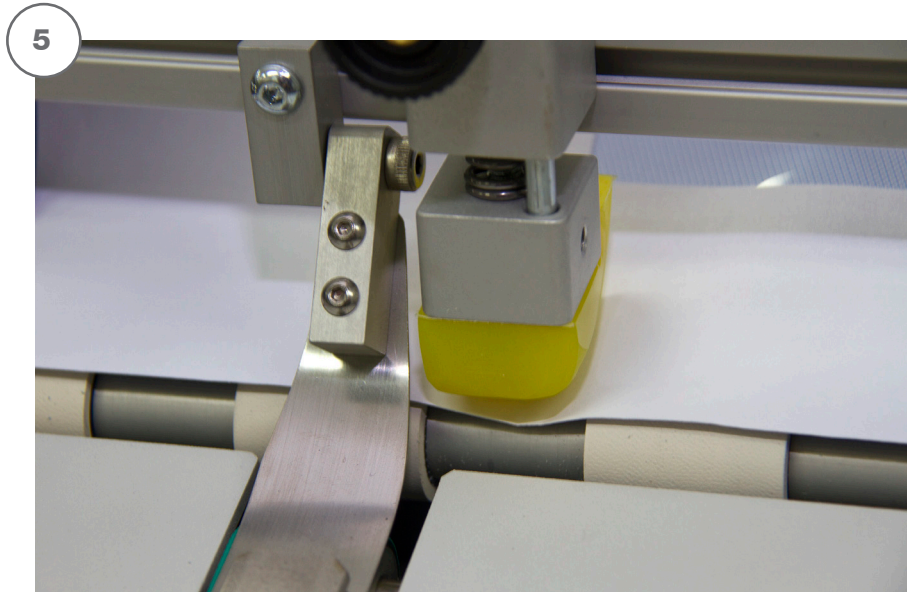
Separator tip (yellow)

Step 3. Place the lead edge of your envelope under the buckle separator's yellow tip as shown below.



Step 4. Slowly turn the separator height adjustment knob counter-clockwise to lower the separator tip onto the envelope.

Step 5. Continue to slowly lower the separator tip until the envelope is buckled downward between the belts slightly (approx 2mm (1/16") to 3mm (1/8")).



Lower the separator tip to 'buckle' the envelope down between belts



NOTE: Ensure that the separator tip is between feed belts so it does not 'pinch' the envelope.

Step 6. (optional) If you are using two separators, repeat the above steps for both.



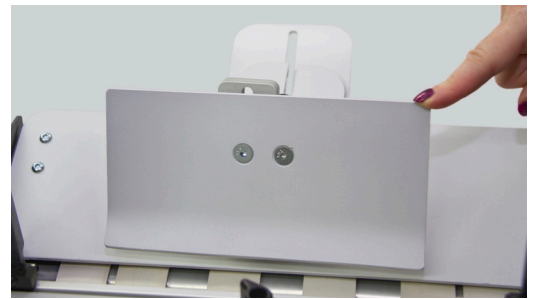
NOTES: The separators do not need a lot of fine tuning, as a small buckle is all that is required. Some experimentation is recommended to get the best results with your materials.

One or both separators can be used as desired, but **be sure to position the separators between belts and buckle the envelopes down slightly.**

There is no specific configuration that you must use as this design offers tremendous flexibility. If one setup doesn't work, try moving the separators to different positions across the feeder bridge.

3.3. Setting up the Back Wedge

The back wedge, attached to the rear plate of the feed hopper is a very important tool that must be set properly to obtain the best results.



3.3.1. Purpose of the Back Wedge

The back wedge performs several important functions:

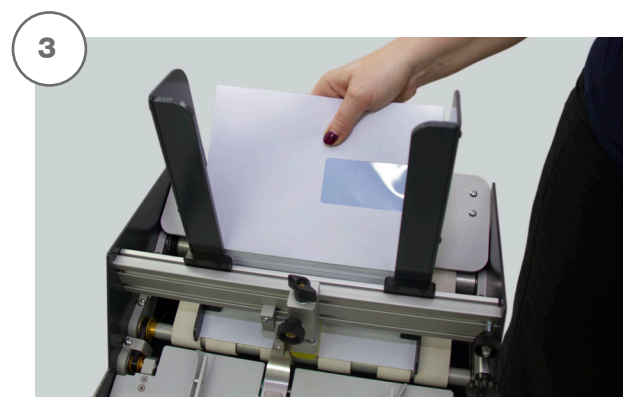
1. Supports the weight of the stack so that not all of the weight is on the belts.
2. Tilts the back end of the media stack up so the lead edge presses against the belts.
3. (most important) While the bottom envelope is getting pulled away from the stack by the feed belts, the back wedge holds the other envelopes off the belts so they don't advance too closely after the first one.

Step 1. After setting the separator as shown in the previous steps, leave one envelope in the feeder, that you used for the separator setup.



Step 2. Carefully shingle out a small stack of envelopes so that the bottom one will be the foremost envelope in the stack as shown here.

Step 3. Place the stack in the hopper on top of the envelope left on the belts from the separator setup. Try to 'nudge' the envelopes a bit from the back to help the stack conform to the curvature of the paper guides at the bottom.



Step 4. With one hand, raise the back end of the envelope stack up and then slide the back wedge into position underneath the back end of the stack. Lock the wedge in place with the locking knob.

4

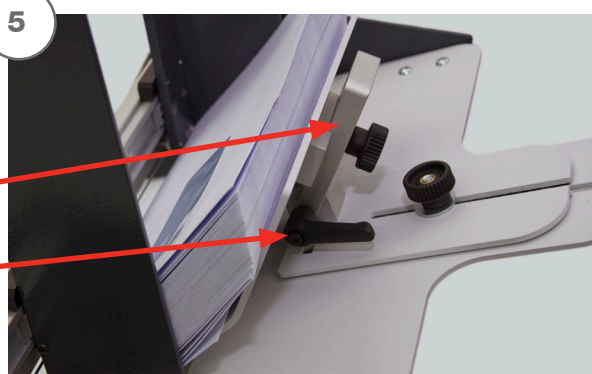


As shown in the pictures above and left, the back wedge should be in just far enough to hold the back edge of the envelope stack up off the belts.



Step 5. The angle of the back wedge can be adjusted to assist with different kinds of envelopes. To adjust the angle, loosen the locking lever on the side of the back wedge.

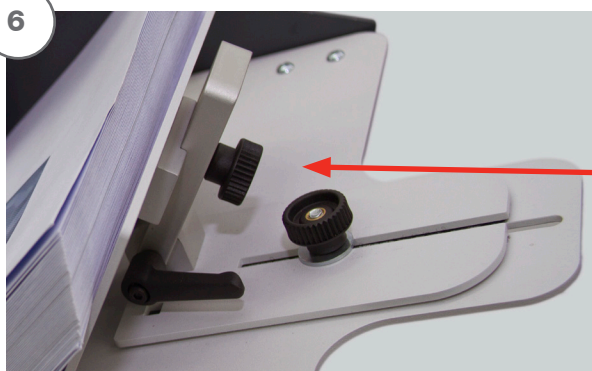
5



Back wedge upright

Locking lever

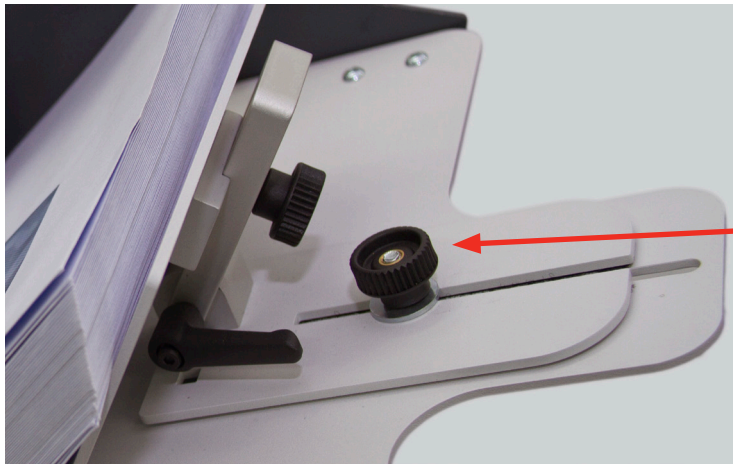
6



Step 6. The height of the back wedge ramp can also be adjusted by loosening the round locking knob on the back of the upright as shown here. For smaller envelopes, the top of the ramp should be slightly below the top of the upright.

3.3.3. Setting the Back Wedge for large envelopes

In addition to setting the paper guides properly for large envelopes, the back wedge will need to be adjusted. For larger (longer) envelopes, you will need to move the back wedge further away from the bridge.



Back wedge locking knob

Larger (longer) envelopes have a tendency to 'sag' downward in the middle, which can cause double feeding or inconsistent gaps between envelopes. This 'sagging' can be remedied by lowering the angle of the back wedge and moving it a bit more underneath the stack of envelopes as shown below.



The back wedge ramp can be used to lift the middle of the envelopes off the belts

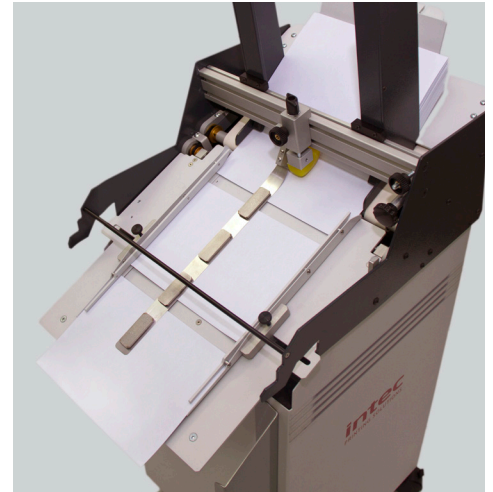


As with the separators, some experimentation would be helpful to obtain the best results.

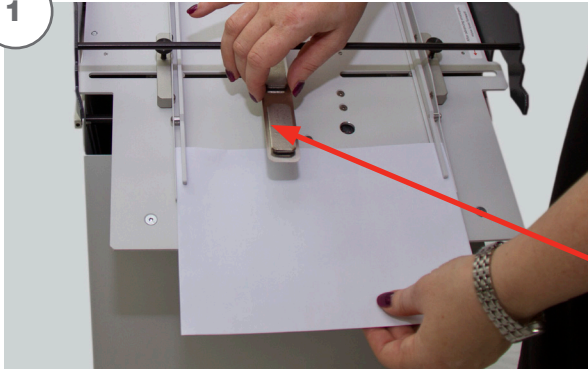
3.4. Setting the Acceleration Table Paper Guides

The patented 'floating' or tilting delivery table on the ColorSplash EPP envelope feeder is designed to advance the envelopes that the feed belts deliver, one at a time, into the printer's manual feed tray feed roller.

The acceleration table is equipped with self centering paper guides, an envelope drive belt and a stop photo sensor at the end. The photo sensor is used to stop each envelope in position underneath the printer's feed roller, for take-away by the printer. An additional photo sensor is positioned a few inches back from the stop sensor. This is the restart sensor. When the first envelope is pulled away by the printer, the trail edge of that envelope uncovers the start sensor, which starts the feeder motor. Using the dual sensors allows the ColorSpalsh EPP envelope feeder to run larger envelopes at higher speeds.



1



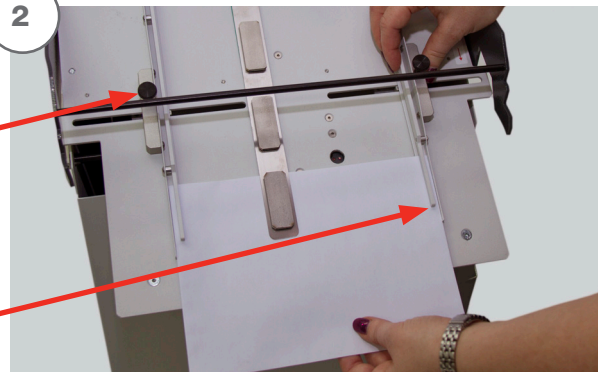
Step 1. After the feeder portion of the machine has been set for your envelopes as per the previous section, position one of your envelopes over the exit end of the acceleration table between the paper guides.

Lift hold down strap to place envelope underneath

Step 2. Grasp the acceleration table paper guide block and slide the paper guides inward until they are close to the edges of your envelope.

Paper guide locking knob

2



Do not set the guides tightly against the envelope. Too tight will restrict the envelope movement.

Note: The acceleration table paper guides can be locked in to position by tightening the paper guide block locking knobs.



After setting these guides, remove the envelope.

Step 3. Set the speed control knob on the control panel to approximately 20% to test the feeder.



Step 4. With the green feed switch in the off position, turn on the feeder power with the red power switch.



Step 5. Move the green feed switch to the 'resume feeding' position to start the feeder.



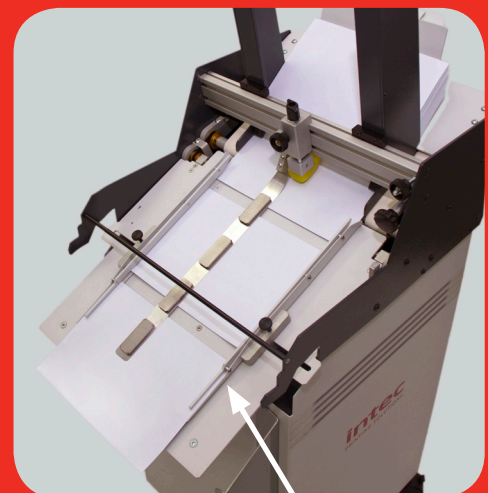
The feeder should advance the bottom envelope from your stack until it reaches the exit end of the acceleration table. When the envelope lead edge blocks the stop photo sensor, the feeder motor will stop.



Note: Due to the downward angle of the acceleration table, if you are running short envelopes, the first envelope may fall off the end of the acceleration table after pausing the motor for a moment. If this happens, the stop photo sensor will become unblocked and the feeder will advance the next envelope. This is normal and does not indicate a problem.



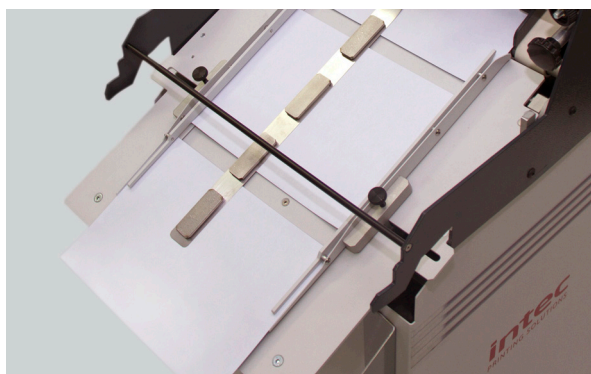
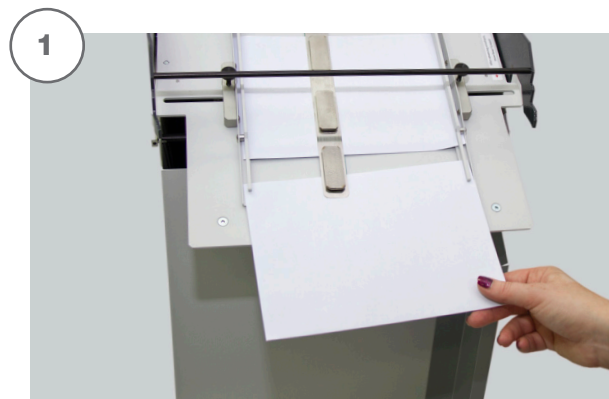
Note: The feeder has a 4 second timeout feature that is used to stop the motor in the event of a paper jam or if the feeder runs out of envelopes. If, during this setup procedure, the machine is set to run very slowly the envelope may not reach the stop photo before the 4 second timer stops the motor. If this happens, simply press the reset button on the control panel to reset the timer and start the motor.



Stop photo sensor (under envelope)

4. CHECKING YOUR FEEDER SETUP

Step 1. Pull the first envelope out of the end of the acceleration table. The feeder should advance the next envelope into position over the stop photo sensor. Repeat this procedure to ensure that the feeder is functioning properly.



As you pull each envelope out of the exit end of the acceleration table, make note of the gaps between the envelopes as they travel down the delivery table. A small gap of 25mm – 75mm (1" to 3") is satisfactory although the gap can vary a bit.

If there is no gap, you may need to move your back wedge in underneath the envelope stack a little more or lower the separator tip a bit to create a more pronounced buckle for better envelope separation.



If the envelopes do not feed consistently or the gap between envelopes on the delivery table exceeds 3 or 4 inches, you may need to move the back wedge back a little to let the envelopes contact the feed belts more.

If you are satisfied with the consistency of the envelope feeding and the envelopes are advancing forward on the acceleration table smoothly without restriction or skew, your feeder is now ready to move into position with the printer.

Move the green 'ready/feed' switch to the 'stop feeding' position and remove the lead envelope from the end of the acceleration table.



5. DAILY OPERATION

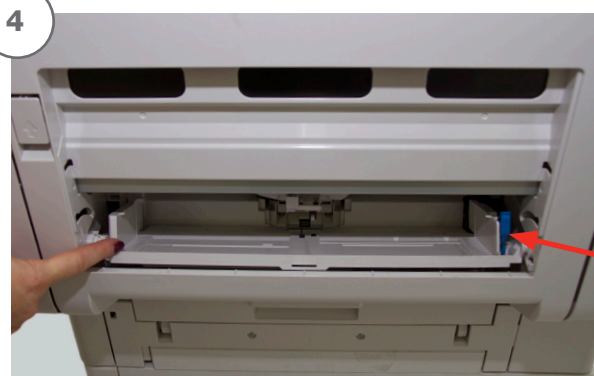
(Running envelopes with your printer)

5.1. Mounting/Connecting your Envelope Feeder

Step 1. Prepare the printer to work with the envelope feeder as described in the first section of this manual.

Step 2. Set the feeder and acceleration table for your envelopes and ensure consistent feeding away from the printer as described in the previous section.

Step 3. Carefully move the feeder into position near the manual feed tray of your printer.



Step 4. Move the paper guides on the printer's manual feed tray to their outermost position.

Move these guides outward as far as they will go

Step 5. With one hand, grasp one of the protruding tabs of the acceleration table and lift it until the acceleration table is as high as it will go.

Lift the acceleration table by pulling up on this tab



Step 6. While holding the acceleration table up, move the feeder forward toward the printer. Guide the end of the acceleration table into the manual feed tray of the printer.

7

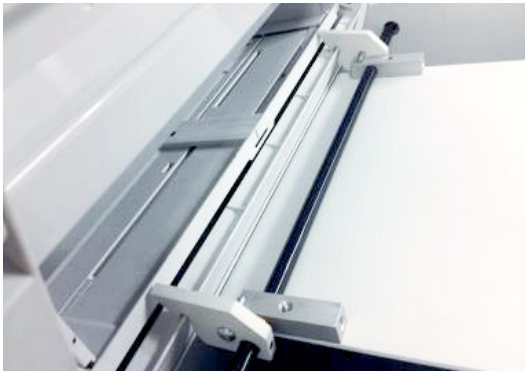


Step 7. When the end of the acceleration table is 25-50mm (several inches) into the manual feed tray, let the acceleration table down to rest on the manual feed tray. Continue to push the feeder in towards the printer ensuring that the ends of the dark gray side plates enter the manual feed tray opening.

5. 2. Envelope Feeder's Latch Mechanism

Step 8. Push the feeder in completely until it is stopped. You should hear a 'positive' clunk as the latch mechanism engages. The front edge of the cabinet will be against the side of the printer below the manual feed tray.

8



The latch mechanism mentioned above, Latches on the feeder cabinet under the acceleration table. The latch mechanism is designed to hold the feeder in position against the printer. The picture on the left shows these latches with the feeder removed.

When the feeder is pushed all the way in these latches will connect to the printer automatically and you will hear a satisfying 'clunk' as they engage.



To pull the feeder away from the printer, press down on the release lever on the rear of the feeder cabinet to lift the latches.



Pressing down on this lever raises the latches to release the feeder from the printer

5.3. Setting the Feeder's speed control

Step 9. Set the speed control on the feeder to approximately 50 to 60% of maximum if you are running standard size envelopes. For larger envelopes, set the speed control to approximately 80 to 100%.



5.4. Resume Feeding switch /Paper out sensor control

10



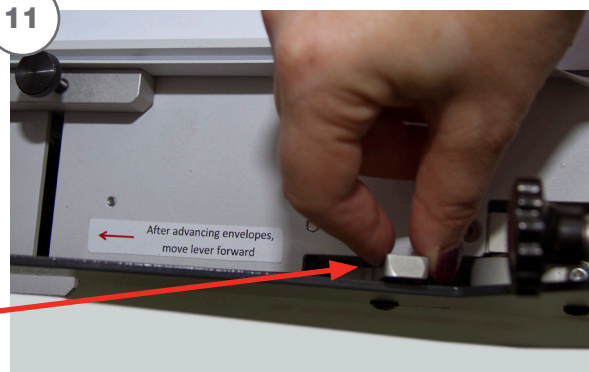
Step 10. With the red power switch on, move the green feed switch to the 'resume feeding' position to start the feeder motor. The lead envelope should advance into the printer's manual feed tray until the stop sensor signals the feeder motor to stop.

Step 11. Push the 'FEEDER READY LEVER' on the operator side of the acceleration table forward toward the printer. This will trigger the manual feed tray paper present sensor so the printer knows you have envelopes in place.

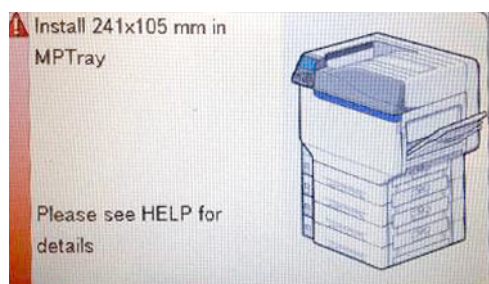
FEEDER READY LEVER

Push this lever forward to begin printing after advancing envelopes

11



When the feeder ready lever is pushed forward (left), the printer will recognize this as a signal that envelopes are in place in the manual feed tray. Do not push this lever forward until you have envelopes in the feeder and the first envelope has been advanced to the exit end of the acceleration table. When the lever is pushed forward, the manual feed tray will rise, lifting the acceleration table up to the printer's feed roller (along with the envelope).



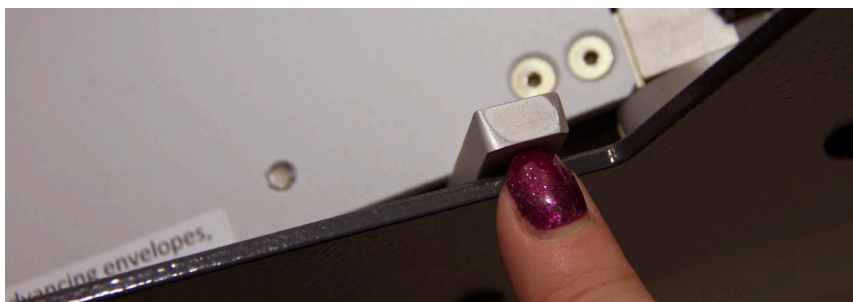
At this point, you are now ready to send data to the printer. If the printer's LCD display shows this screen, the feeder ready lever is not forward in the ready position.

**IMPORTANT NOTES:**

The printer will only recognize that the feeder is ready if the envelopes have been advanced down the acceleration table (Stopping at the STOP Optical Sensor) AND the "Feeder Ready" lever has been pushed forward.

If you want to pause printing, simply move the 'Feeder Ready Lever' back (right) and the printer will consider this an envelope out condition, similar to taking paper out of the paper tray.

The printer display will indicate that you need to 'install paper' in the manual (bypass) feed tray. When you are ready to resume printing, simply move the 'Feeder Ready Lever' back to the left (forward) and the printer will resume operation.

**FEEDER READY LEVER**

Position left to run, right to stop

When you lift the acceleration table up to remove the feeder from the printer, or to move the feeder into position with the printer, the Feeder Ready Lever will automatically be moved to the right. This gives the operator ample opportunity to advance envelopes properly into the printer before moving the lever forward, indicating a ready state to the printer.

5.5. Paper jam or feeder out condition

If the envelope feeder runs out of envelopes, jams or is delayed in getting envelopes to the printer in time, the printer will recognize this as a 'PAPER JAM' and will indicate this on the display. Since this circumstance may not actually be a paper jam, (i.e., feeder runs out), the printer can easily be reset with minimal effort. The following steps should be taken to reset the printer:

1. If the feeder was simply late in delivering the envelopes to the printer, but envelopes are still in position on the acceleration table, simply open the top left door on the exit end of the printer and then close the door to reset the printer.
2. If the feeder runs out of envelopes, move the 'Feeder Ready Lever' to the right or 'not ready' position. Load more envelopes into the feeder and press the 'reset' button on the feeder control panel to advance the first envelope down the acceleration table to the stop sensor. Then move the 'Feeder Ready Lever' back to the left (forward) to indicate to the printer that the feeder is ready. You will then need to open and close the top left door on the printer's exit end to reset the printer.
3. If the feeder jams, turn power to the feeder off, then clear the envelope jam. Moving the feeder away from the printer may be necessary to do this. After clearing the jam, reload the feeder and advance envelopes down the acceleration table to the stop sensor. Then open and close the top left door on the printer's exit side to reset the printer.



REMEMBER: If the 'Feeder Ready Lever' is not in the forward position the printer will not run your envelopes.

5.6. Setting the Intec ColorSplash Envelope Feeder's Speed Control

Testing of various sized envelopes has resulted in the following suggestions for speed settings :

EU – DL envelopes / US - #10 envelopes, (landscape orientation) - 50% to 60 % speed

EU – C5 envelopes / US - 6 x 9 envelopes (landscape) - 50% to 75% speed

EU – C4 envelopes / US - 9 x 12 or 10 x 13 envelopes (either orientation) 80% to 100% speed.

These speed settings are just recommendations. Some experimenting will be very helpful. Envelope types, orientation and feeder setup and condition are all factors that can affect operation.

Clean the white feed belts regularly with isopropyl alcohol to ensure best results.

5.7. Removing the feeder from the printer

Step 1. With your right hand, press the latch release lever on the rear side of the cabinet downward and hold in this position.



Step 2. With your left hand, lift the acceleration table while you pull the feeder away from the printer.



After you have moved the feeder 75–150mm (several inches) away from the printer you can release the latch lever.



NOTE: Be careful as the acceleration table clears the manual feed tray and ensure to lower it carefully. Do not let it drop freely.

6. TROUBLESHOOTING

6.1. Note on new ColorSplash printers

The new generation of these printers offers high speeds, excellent print quality and the ability to print envelopes well.

Setting the ColorSplash's EPP Envelope Feeder properly to achieve consistent envelope delivery to the printer is imperative as the printer does not 'retry' in the manual feed tray. This means that if the feed roller cycles once and does not feed an envelope into the printer, the printer immediately considers it a jam and stops.

For this reason, it is important to run the ColorSplash EPP Envelope Feeder at 50% speed or more on most envelopes. It is also important that the feeder is maintained properly to deliver consistent envelope feeding with small gaps between envelopes on the acceleration table.

It is strongly recommended that you set the feeder up away from the printer to ensure consistent feeding before trying to print envelopes. If inconsistent feeding develops, the printer will stop more frequently. These stoppages result in user intervention as described on the previous page, but also results in the printer re-calibrating more often, which slows printing down considerably.

6.2. Common Issues

Symptom: Feeder is in position, and envelopes appear to be in position but printer does not start

A: Ensure that the 'Feeder Ready Lever' is in the forward position.

B: Ensure that the printer is ONLINE and data has been sent

Symptom: Printer stops frequently and displays 'paper jam' on the screen

A: Feeder may not be running fast enough to catch each feed cycle. Check the feeder setup and speed control. Try increasing feeder speed

B: Ensure that the feeder is pushed all the way in to the manual feed tray and lock the casters

C: Clean the feed belts with alcohol to ensure consistent feeding

D: Loosen envelope separator (clockwise) to allow envelopes to feed closer together

Symptom: Feeder feeds inconsistently

A: Ensure black tape or Velcro has been applied to printer above the envelope feeder's stop sensor.
REFER TO PAGE 6 OF THIS MANUAL

B: Move Envelope Feeder away from printer and reset separator, back wedge and paper guides

C: Ensure that paper guides on feeder and acceleration table are not restricting envelope movement

