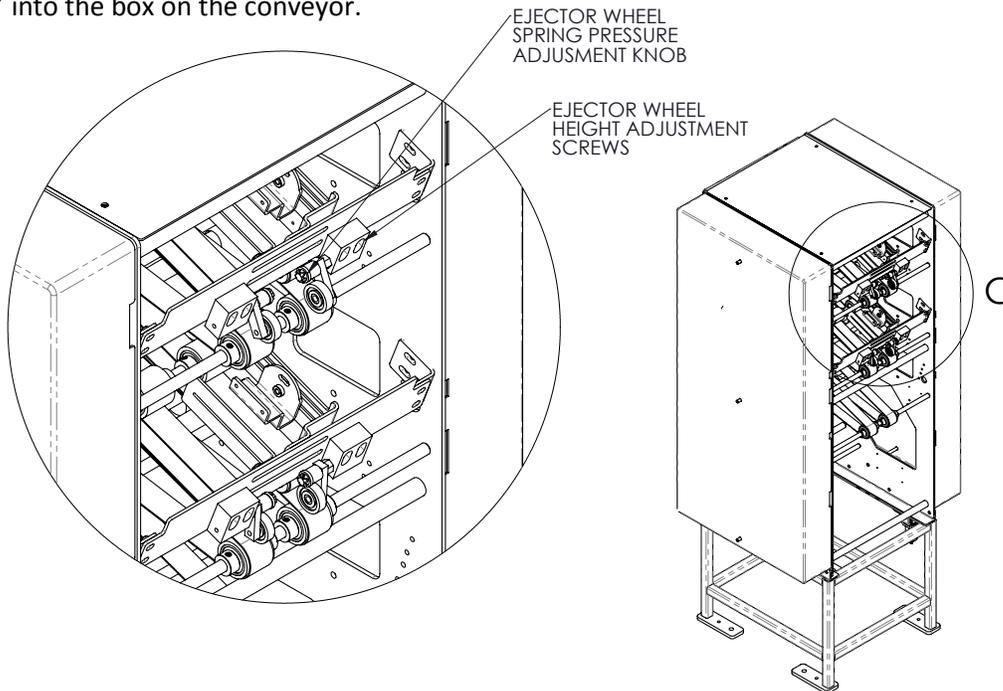


Vertical Staging Unit Operator Adjustments:

The vertical staging unit has 2 different height stages that the invoice can be placed into boxes with. Which stage, the upper or lower, is used to place the folded invoice into the box is determined through box height detection with box height sensors. These sensors in turn direct the software of the machine the proper stage, upper or lower, the invoice is placed into the current box in the invoice feeding station.

The operator has the ability to adjust how the folded invoice is directed out of each stage. This will aid in ensuring the folded invoice is inserted into the box in a consistent manner. The following instructions and diagrams will explain how these adjustments are made and the result of each adjustment. Ejector wheel position and spring pressure will determine how far out away from the staging unit the invoice is “shot” into the box on the conveyor.



DETAIL C

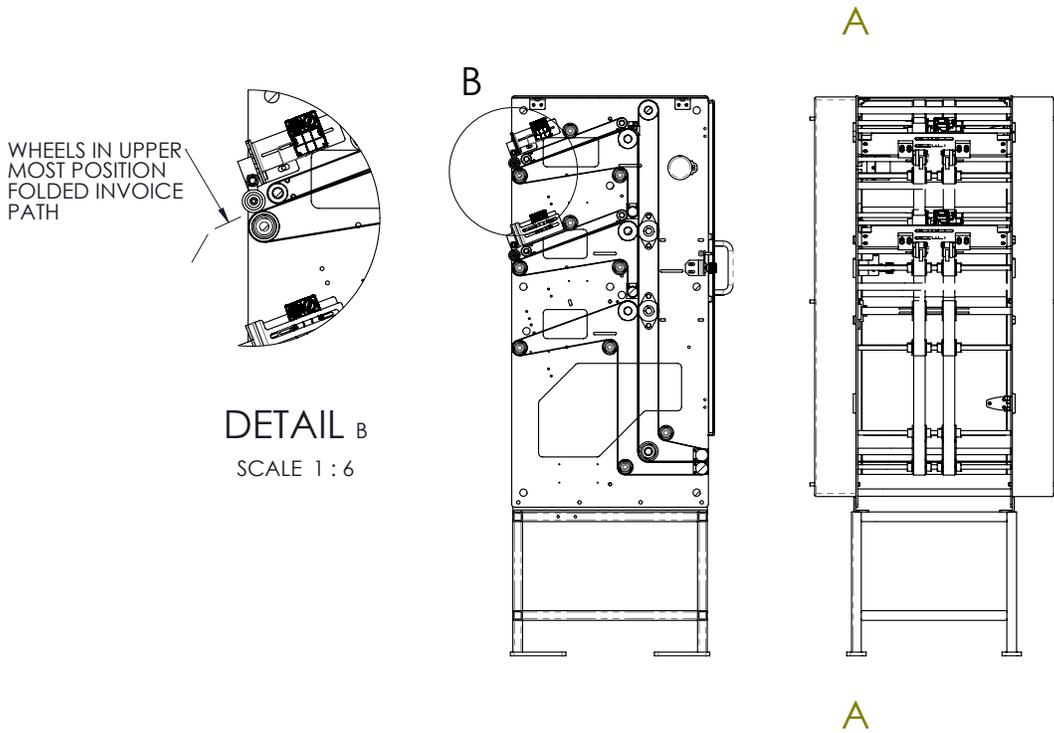
SCALE 1 : 4

Each stage has 2 ejector wheels per stage. Each wheel has a wheel height adjustment and a wheel spring pressure adjustment.

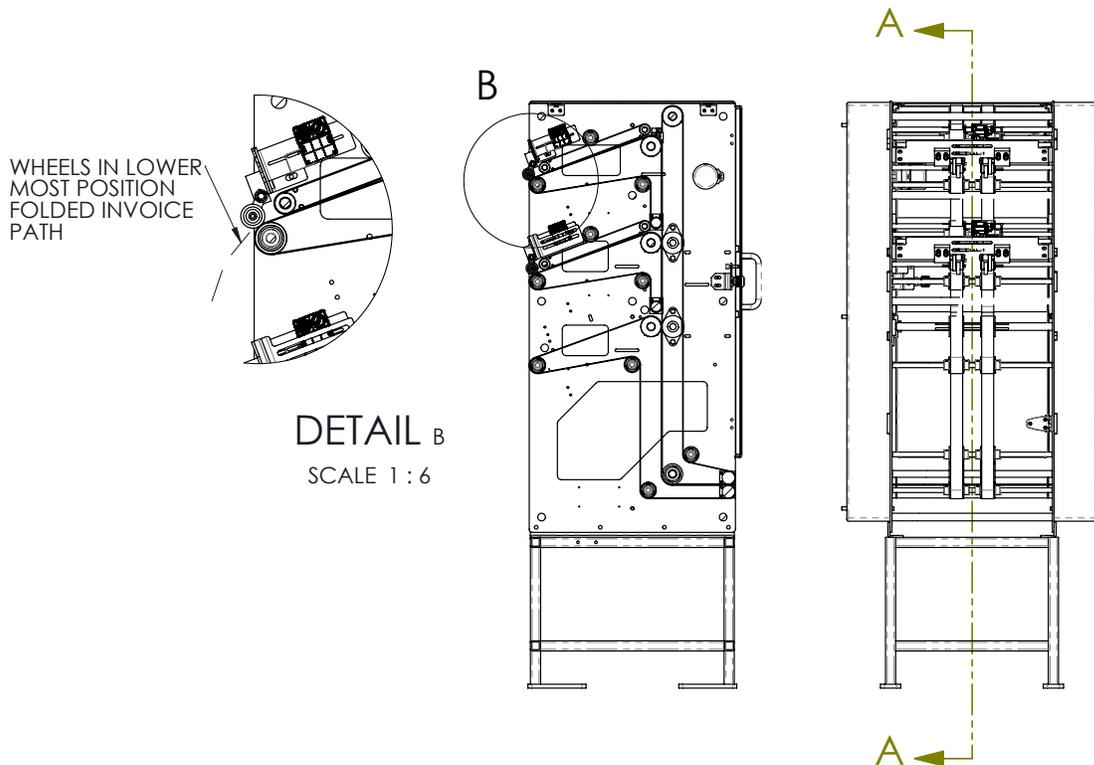
Ejector wheel height adjustment determines the direction in which the folded invoice is placed into the box on the conveyor.

Each ejector wheel also has a spring pressure adjustment that will also help direct the folded invoice into the box on the conveyor. This spring pressure adjustment may also help ensure that there is enough “force” due to thinner folded invoice. This spring pressure adjustment is made by turning the ejector wheel spring pressure adjustment knobs to either add more pressure or to remove the amount of pressure.

As seen in the diagram below, the ejector wheels are shown in the upper most adjustment position. The wheels in this position will cause the folded invoice to be guided out of the staging unit further away from the staging unit towards the back of the box.



As seen in the diagram below, the ejector wheels are shown in the lower most adjustment position. The wheels in this position will cause the folded invoice to be guided out of the staging unit closer to the staging unit towards the front of the box.



Vertical Staging Unit Required Maintenance:

The following maintenance must be performed every 90 days to ensure proper operation of the vertical staging unit. Use the following diagram/list below to determine what needs preventative maintenance performed every 90 days.

Every 90 days perform the following preventative maintenance by removing the side guard on the motor side of the vertical staging unit.

- Add white lithium grease to each of the 4 white plastic gears located under the side guard on the motor side.
- Add black lithium grease to each of the 3 chains located under the side guard on the motor side.
- Check all flat green belts for abnormal wear and that they have retained the proper amount of tension.

For safety reasons, ensure that all guarding is reinstalled onto the machine and retained with the proper hardware as provided.

